

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS REGULAR
MEETING AGENDA**

CITY OF SHERWOOD POLICE FACILITY

20495 SW BORCHERS ROAD

TUESDAY, MAY 11, 2004

FOLLOWING THE REGULAR CITY COUNCIL MEETING

- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Agenda**
 - A. Approve minutes from the April 27, 2004 URA Board meeting.**
- 4. New Business**
 - A. Approve Amended Exhibit A for URA Resolution 2004-005, approved by Council at the April 27, 2004 URA Board meeting. (URD Manager Jim Patterson)**
 - B. URA Resolution 2004-006, Approve Blight Removal-Clancy's Out Building. (URD Manager Jim Patterson)**
- 5. Adjourn with a work session for the Sherwood City Council immediately following.**

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

**CITY OF SHERWOOD POLICE FACILITY
20495 SW BORCHERS ROAD
SHERWOOD, OR 97140**

TUESDAY, April 27, 2004

- 1. Call to Order:** Chair Cottle called the meeting to order at 8:47 p.m.
- 2. Roll Call:** Chair Cottle, Co-Chair Mays, Mr. Durrell, Mr. Fox, Mr. Grant, Mr. Heironimus and Mr. Weislogel

3. Consent Agenda

- A. Approve Minutes from the March 23, 2004 URA Board Meeting**

UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

4. New Business

- A. URA Resolution 2004-005 Blight Removal and Rebuild Grant Program (District Manager Jim Patterson).**

MOTION: From Co-chair Mays, seconded by Dennis Durrell, to approve Resolution 2004-005. **UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT**

- B. URA Resolution 2004-006 adopting the City of Sherwood Personnel Rules for Urban Renewal Agency Employees (District Manager Jim Patterson) This item was pulled from the agenda.**

- 5. Adjourn:** Chair Cottle adjourned the meeting at 8:59 p.m.

District Board Meeting: 5/11/04

New Business

To: Sherwood Urban Renewal District Board

From: Jim Patterson, UR District Manager

SUBJECT: URA Resolution 2004-005 Amendment to Façade Grant Program

Issue

Should the Sherwood Urban Renewal District approve an amendment to the Façade Grant program to allow applicants with more than one (1) grant on buildings with multiple addresses or multiple facades?

Background

On March 18, 2004 an application was submitted by the owner of the Lundy Building in Old Town for a Façade Grant. The total estimated project cost was over \$60,000. The applicant requested consideration for a \$30,000 grant. At the April 21, 2004 SURPAC meeting, members voted unanimously to recommend to the District Board an amendment to the current Façade Grant Program. The amendment includes multiple grants awarded to applicants based on the building having multiple facades or multiple addresses in the same building. In keeping with the goals of the Urban Renewal Plan, Goal B, "Rehabilitate Building Stock" is attached as exhibit A, to resolution 2004-006.

This program will allow any property owner who uses their building in Old Town for retail or commercial endeavors, a source of matching funds, fifty percent (50%) of the overall project cost from the district.

Financial Analysis

This program is funded from the Districts General Fund. With this amendment, grants will be issued in no more than the \$15,000 increments for single façade improvements and will be matching funds. Buildings in Old Town used for retail or commercial endeavors with multiple facades or multiple addresses will qualify for increased grants. The program still remains a matching funds program. The applicant must submit a bill for work completed before any re-imbursement will be authorized.

Recommendation

MOTION TO APPROVE THE URA Resolution 2004-006, a resolution authorizing the District Board to award Façade Grants to applicants with multiple facades or multiple addresses in their building, in increments of \$15,000 as long as a source of matching funds is provided by the applicant.

See following page, AMENDED Exhibit for URA Res. 2003-005 reflecting the change.

**AMENDED Exhibit A to URA Resolution 2004-005
Resolution Adopted April 27, 2004
Amendment Adopted May 11, 2004**

City of Sherwood Urban Renewal District
Old Town Facade Program
May 2004

Program Scope – This program has been proposed to provide a pool of money for the upgrade and renewal of Commercial buildings in the Old Town overlay zone.

Funding Source – This pool of money will be funded entirely by the Urban Renewal District.

Program Guidelines – The following guidelines will be used to administer the Program:

1. Any money provided by this program must be used for the exterior upgrade to an existing structure located in Old Town. These structures must be used for mixed use, or commercial use.
2. All dollars provided by this program must be matched by an equal amount of money provided by the applicant.
3. All requests for money will be made using a form provided by the District. The full SURPAC Committee or Urban Renewal Board will review each application for support and will award grants based on the project proposed.
4. The Program Pool will have \$150,000 and will award grants in an amount not to exceed \$15,000 per grant application.
5. Applicants may apply as many times as they wish, however, generally one grant per year per property will be awarded. Exceptions will be made by SURPAC depending on number of applications and amount of money spent for the year.
6. Each application will be reviewed by staff and recommended to SURPAC for action. The Board will make the final award by resolution.
7. Money up to the grant amount will be awarded with-in 14 days of presentation of a receipt for the project. Each receipt award will be in the amount of 50% of the receipt.
8. A \$15,000 matching grant may be provided per street address or per street facing façade. This will depend on the number of applications and amount of money spent for the year.

Council Meeting Date: 05.11.04

New Business

TO: _____ Urban Renewal Agency Board of Directors

FROM: Jim Patterson, UR District Manager

SUBJECT: URA Resolution 2004-006

ISSUE: Council adopted the Blight Removal URA Resolution 2004-005 at their April 27, 2004 regular Council meeting. The owners of the building behind Clancy's are the first application for this grant.

BACKGROUND: The attached Resolution is self-explanatory.

RECOMMENDATIONS: Motion to Approve URA Resolution 2004-006.

1 Attachment:
Resolution 2004-006



URBAN RENEWAL DISTRICT BOARD
Resolution 2004-006

A RESOLUTION APPROVING BLIGHT REMOVAL GRANT FOR OUTBUILDING
FOR CLANCY'S RESTAURANT AND BAR

WHEREAS, the Urban Renewal District created the Blight Removal Program by URA Resolution 2004-005, on April 27, 2004; and

WHEREAS, property owners Emily Helenius and Norma Borchers have submitted an application for a grant shown as Exhibit A to this document; and

WHEREAS, the Sherwood Urban Renewal Planning and Advisory Commission (SURPAC), was advised of this transaction at their regular April 21, 2004 meeting; and

WHEREAS, the District Manager and District Administrator recommend approval of the Grant;

**NOW, THEREFORE, THE URBAN RENEWAL DISTRICT BOARD
RESOLVES AS FOLLOWS:**

The District Administrator is authorized to distribute up to \$15,000 in accordance to the terms and conditions of the Blight Removal program adopted in April of 2004, to owners Emily Helenius and Norma Borchers.

**Duly passed by the City of Sherwood Urban Renewal District this 11th day
of May 2004.**

Mark O. Cottle, Board Chair

ATTEST:

C.L. Wiley, District Recorder

RECEIVED

APR 19 2004



Home of the Tualatin River National Wildlife Refuge

CITY OF SHERWOOD

Old Town "Blight Removal & Re Build" Grant Application

Date of Application: 4-19-04

Review Date: _____

Business Information

"Clancy's Building" Garage/storage building

Name of Business

185 NW First Ave

Physical Business Address

Mailing Address (if different from physical address)

Business Phone

Business Fax

Web site

Emily Helenius, Norma Borchers

Business Owner(s) Name(s)

Building 185 NW First Ave

Address of Property to be Improved

Phone

Larry Helenius 503 245 0517

Application being submitted by

Phone

Mr.Scada@aol.com

E-mail

Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required).

Attached

Est. Project Start Date: 5-1-04

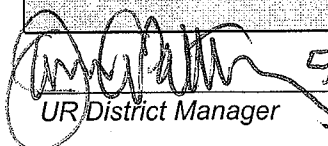
Est. Project Completion Date: 6/04

Budget

Total Project Cost:
Dollar Amount Requested:
(Please see attached Guidelines)

\$ estimate \$25,000
\$ 50% above not to exceed 15k
\$ 12,500 max. (CP)

Authorization

 5/3/04
UR District Manager

District Board President

Date Awarded

Scope of project:

The replacement of an existing garage/storage building located behind the brick building on the corner of First and Washington streets. The brick building currently houses Clancy's. The current garage/storage structure will be demolished just prior to new construction.

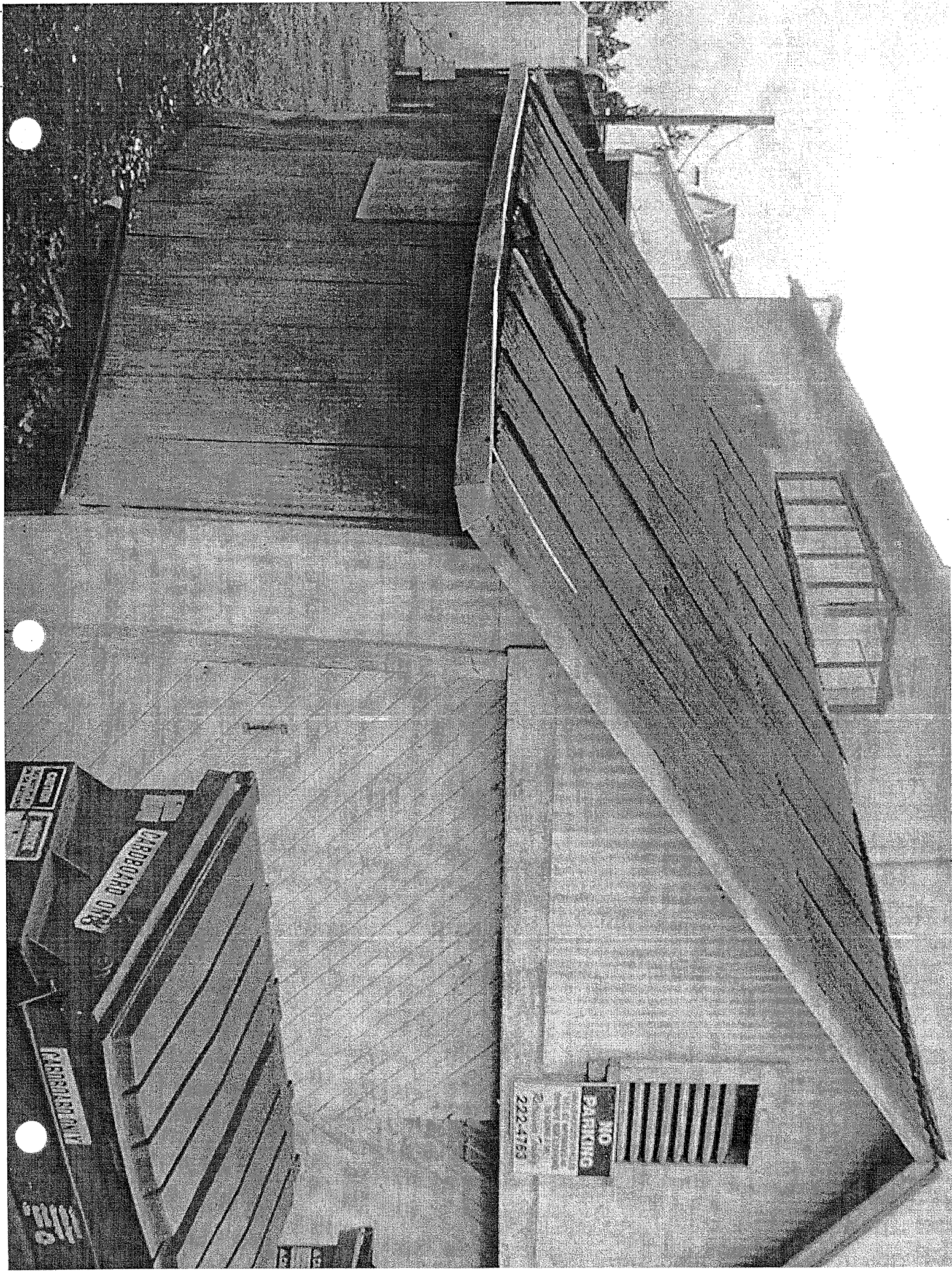
Current structure:

A 18' x 20' tin roofed and sided garage/storage shed that was built in the 1920's. Pictures attached. The recent removal of the adjacent theater building has increased the visibility of the poor state of this structure.

Proposed Structure:

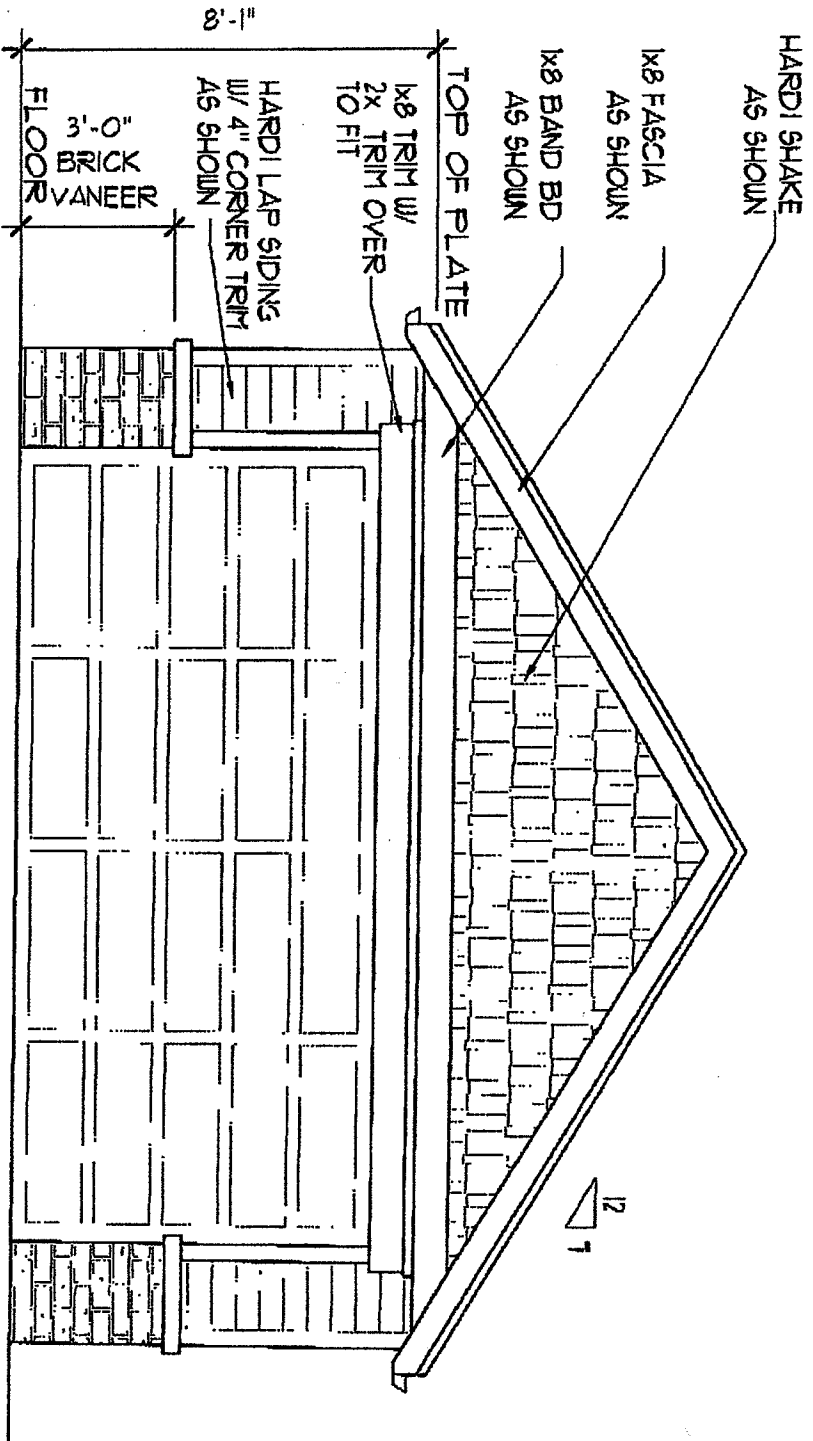
A new 20' x 20' foot garage/storage building built to current building standards and will meet the City of Sherwood's Old Town standards. This replacement building will be contractor built on site. This building will be complete with a concrete foundation and floor. Building will have a standard 16' x 7' roll up garage style door with a steel man door on the right side. No windows will be installed. The building will be a standard Hip roof structure. On the front and left sides, building will have a brick "wainscot" that will match the current brick building. The rest of the siding will be painted Hardy plank lap siding. Complete plans and scope of project will be supplied with the building permit application.

The current blacktop driveway will be removed being replaced with a compacted gravel base and then a new concrete driveway.



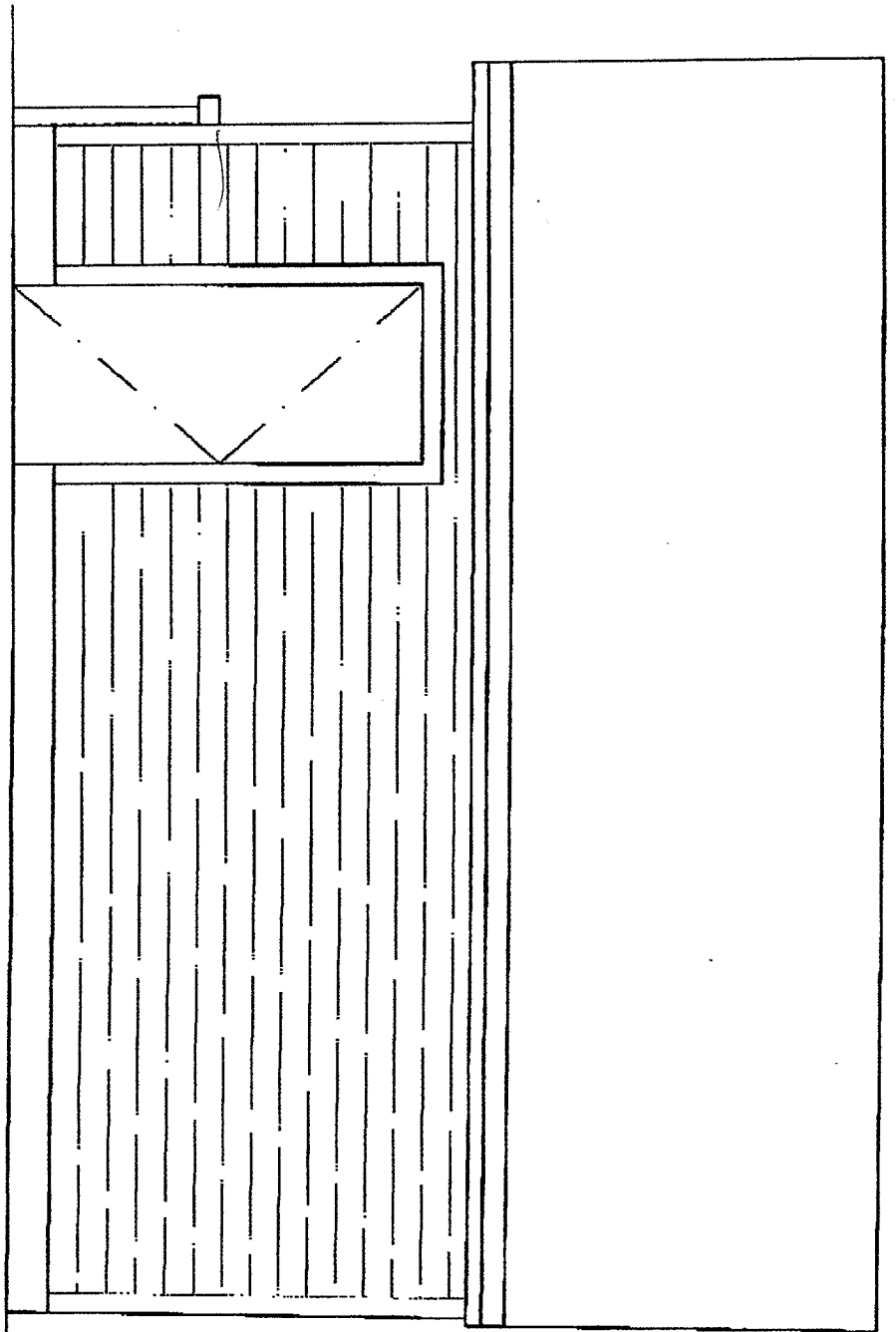
LABORATORY
PERSONNEL ONLY

NO
PARKING
222-4783



FRONT ELEVATION

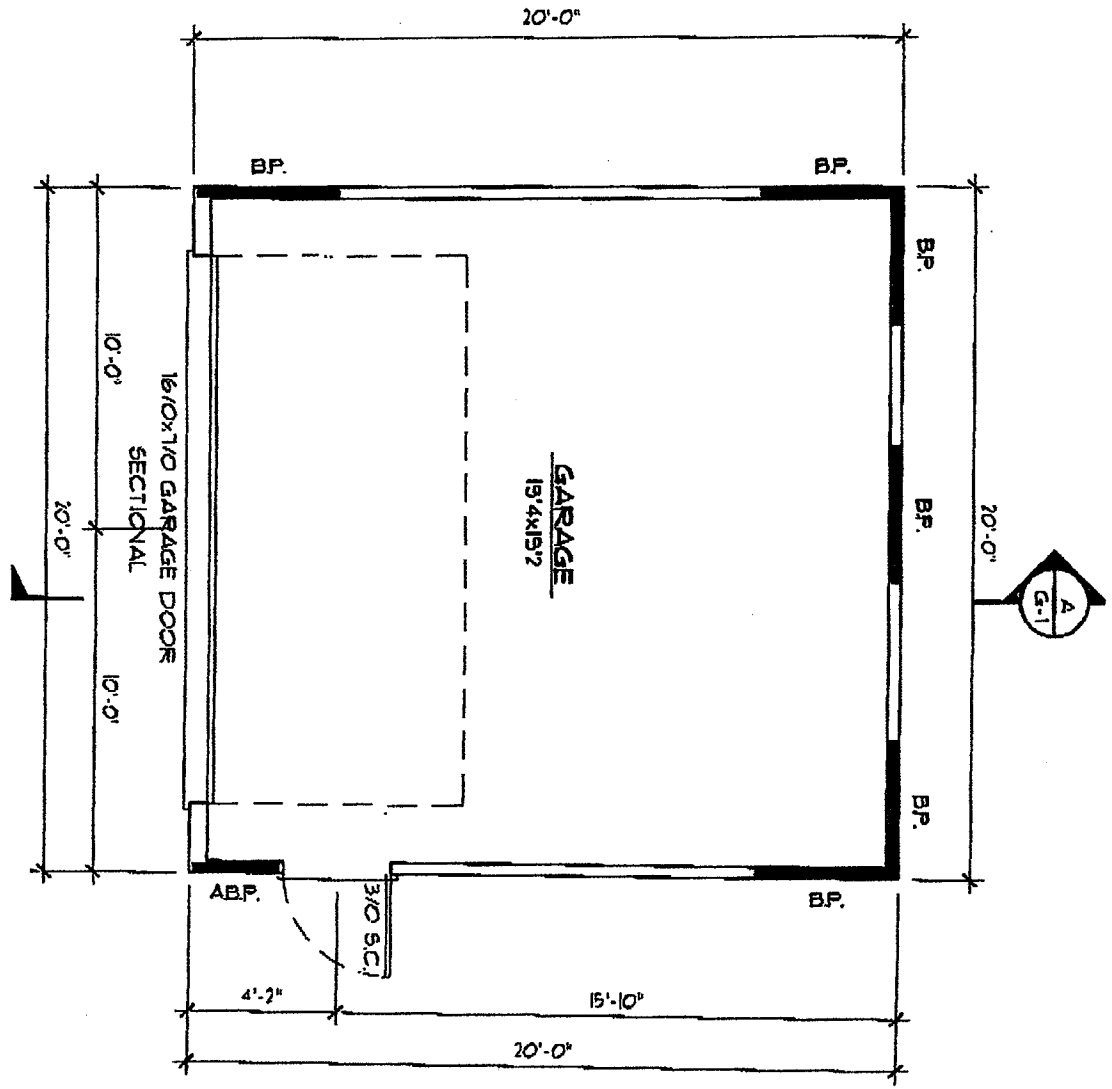
1/4" = 1'-0"



RIGHT ELEVATION

1/4" = 1'-0"

(*) Build to wrap building on side to Robin Hood Lot.



GARAGE FLOOR PLAN

1/4" = 1'-0"

Jim Patterson

From: Dave Wechner
Sent: Wednesday, April 28, 2004 10:08 AM
To: Jim Patterson
Cc: Ross Schultz
Subject: RE: Clancy's Blight Removal Grant

Jim –

I find the exterior of this building as proposed does not entirely meet the Old Town standards for design (though as far as materials and construction go, it is certainly consistent in some categories). However, those standards address new commercial and institutional buildings in Old Town, but are directed to *principal* buildings – defined by the zoning code in Section 1.202.121. I do find that the proposed building can be *exempt* from Site Plan review, as we would normally not require Site Plan review for an accessory structure. Therefore, because this is not a principal building, and it is exempt from site plan review, the Old Town Design standards will not be applicable to the project.

No land use review will be required for this structure, and the applicant may apply for a building permit. The Building Official will determine if the structure can be approved per the UBC.

-- Dave

-----Original Message-----

From: Jim Patterson
Sent: Wednesday, April 28, 2004 9:22 AM
To: Terry Keyes; Dave Wechner
Cc: Ross Schultz
Subject: Clancy's Blight Removal Grant

Gentlemen:

With URA Board approval last night of the Blight Removal and Rebuild Grant program, I'd like to ask that you take a look at the application for the Clancy's garage and the attached design information. I can tell you that the Board was anxious to get this done. The applicant has hired a local Sherwood homebuilder to do the construction and they are ready to go.

I'll deliver the information to you this morning. If you could provide feedback prior to Friday, that will allow me to get my material to Chris on Monday so we can get this done at the May 11, URA meeting.

Thanks for your help.

Jim Patterson
Urban Renewal District Manager
City of Sherwood
503-625-4245

Jim Patterson

From: Terry Keyes
Sent: Wednesday, April 28, 2004 12:13 PM
To: Jim Patterson
Cc: Ross Schultz; Dave Wechner
Subject: RE: Clancy's Blight Removal Grant

Jim,

Thanks for leaving the application on my chair this morning. My comments are:

- The proposed building looks pretty good. I especially like the shake siding in the hip area above the garage door. I hope this will be duplicated on the back side of the garage.
- While the brick veneer may meet the Old Town regs, it does not meet the architectural guidelines that are now in draft. The architectural guidelines frown on stone veneer and prefer the real stuff. For this type of building the veneer is probably okay, but the next guy will probably then want to do veneer also, so we are setting a precedent.
- I also noticed the brick veneer is only used in the two small areas next to the garage door. While this is a common technique used by builders, it always looks cheap. I suggest the brick be wrapped around the sides of the building an equivalent distance so the brick areas look like the bases of columns. For example, if the brick veneer is 2-feet wide on each side of the garage door, it should be 2-feet wide on the adjoining building sides.
- The side of the garage facing the parking lot on the Robin Hood Theater site has only Hardiplank siding. This probably does not fully comply with the Old Town design standards that call for 2 different materials on the side of the building. However, since this side will eventually be hidden by another building, an argument could probably be made that 2 materials are not necessary.
- My major concern is that the garage door faces 1st Street. This means we will have to design the streetscape in that area to accommodate a driveway into the garage. That means no street trees in that area, no benches, etc. I suggest turning the building so the large garage door faces the alley. The site is now accessible by vehicles from the alley and it will be even more accessible when we fully open the alley to service vehicles as part of the downtown streets work.

In conclusion, the proposed building will be a vast improvement over the existing "shed" and is much better than the tuff-shed alternative. However, I fear that Hardiplank siding, a steel garage door, and some of the other materials proposed will not meet the Old Town Design Standards. While I don't think that it is critical that this building fully comply with the standards, because it will eventually be replaced with a higher value use, I worry about the next developer who wants to use the same materials on their new building that we allowed on this one. Maybe we can call this a temporary building to avoid setting a precedent that will come back and bite us.

Terry Keyes, P.E.
City of Sherwood
City Engineer
keyest@sherwood.or.us

-----Original Message-----

From: Jim Patterson

Sent: Wednesday, April 28, 2004 9:22 AM
To: Terry Keyes; Dave Wechner
Cc: Ross Schultz
Subject: Clancy's Blight Removal Grant

Gentlemen:

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I'll deliver the information to you this morning. If you could provide feedback prior to Friday, that will allow me to get my material to Chris on Monday so we can get this done at the May 11, URA meeting.

Thanks for your help.

Jim Patterson
Urban Renewal District Manager
City of Sherwood
503-625-4245

Approved Minutes

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

CITY OF SHERWOOD POLICE FACILITY
20495 SW BORCHERS ROAD
SHERWOOD, OR 97140

TUESDAY, May 11, 2004

1. **Call to Order:** Chair Cottle called the meeting to order at 9:21 p.m.
2. **Roll Call:** Chair Cottle, Co-Chair Mays, Mr. Durrell, Mr. Grant, Mr. Heironimus and Mr. Weislogel. Mr. Fox was absent.

3. **Consent Agenda**

- A. Approve Minutes from the April 27, 2004 URA Board Meeting

UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

4. **New Business**

- A. **Approve Amended Exhibit A for URA Resolution 2004-005, approved by Council at the April 27, 2004 URA Board meeting** (District Manager Jim Patterson)

MOTION: From Co-Chair Mays, seconded by Mr. Grant, to approve the amended Exhibit A for URA Resolution 2004-005. UNANIMOUSLY APPROVED BY ALL PRESENT

- B. **URA Resolution 2004-006 Blight Removal – Clancy’s Out Building** (District Manager Jim Patterson)

MOTION: From Dennis Durrell, seconded by Lee Weislogel, to approve Resolution 2004-006. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

5. **Adjourn:** Chair Cottle adjourned the meeting at 9:35 pm to go into Executive Session of the City Council.