

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

CITY OF SHERWOOD POLICE FACILITY
20495 SW BORCHERS ROAD
TUESDAY, MAY 25, 2004
FOLLOWING THE REGULAR CITY COUNCIL MEETING

1. Call to Order

2. Roll Call

3. Consent Agenda

A. Approve minutes from the May 11, 2004 URA Board meeting.

4. New Business

A. Approved FY 2004-05 Budget (Finance Director Chris Robuck) *No written staff report.*

B. URA Resolution 2004-007 Lundy Commercial Properties Façade Grant and URA Resolution 2004-009 Sherwood Cobbler Façade Grant (URD Manager Jim Patterson)

C. URA Resolution 2004-008, Appoint Todd Schutte to SURPAC (URD Manager Jim Patterson)

5. Adjourn to Executive Session of Sherwood City Council pursuant to ORS 192.660(1)(i).

**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.

District Board Meeting: 5/25/04

New Business

To: Sherwood Urban Renewal District Board

From: Jim Patterson, UR District Manager

SUBJECT: URA Resolution 2004-007 Lundy Commercial Properties Façade Grant

Issue

Should the Sherwood Urban Renewal District Board approve a Façade Grant for Dan and Barbara Lundy Commercial Properties?

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 included multiple grants awarded to applicants based on the building having multiple facades or multiple addresses in the same building. On May 11, 2004 the District Board approved the amendment to the Façade Grant program. In keeping with the goals of the Urban Renewal Plan, Goal B, and "Rehabilitate Building Stock" is attached as exhibit A, to resolution 2004-007.

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 2004-007, a resolution authorizing the District Board to award a Façade Grant to Dan and Barbara Lundy Commercial properties for the exterior improvements to Rainbow Market, Affordable Elegance Import Jewelry, Old Mill Studio Flower Shop and Mary's Swirl n Curl Beauty Shop.



**URBAN RENEWAL DISTRICT BOARD
Resolution 2004 - 007**

**A RESOLUTION APPROVING A FACADE GRANT FOR DAN & BARBARA
LUNDY COMMERCIAL PROPERTIES**

WHEREAS, the Urban Renewal District created the Façade Grant Program by URA Resolution 2003-001 in January 2003; and amended exhibit A approved by the District Board on May 11, 2004; and

WHEREAS, Dan and Barbara Lundy Commercial Properties has submitted four applications for a grant shown as Exhibit A to this document; and

WHEREAS, the Sherwood Urban Renewal Planning and Advisory Commission (SURPAC), concurs with these applications,

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

The District Administrator is authorized to distribute up to the \$30,000 maximum in accordance to the terms and conditions of the Façade Grant program.

**Duly passed by the City of Sherwood Urban Renewal District this 25th day
of May 2004.**

Mark O. Cottle, Board President

ATTEST:

C.L. Wiley, District Recorder

City of Sherwood

Urban Renewal District

Facade Grant Program

January 2003



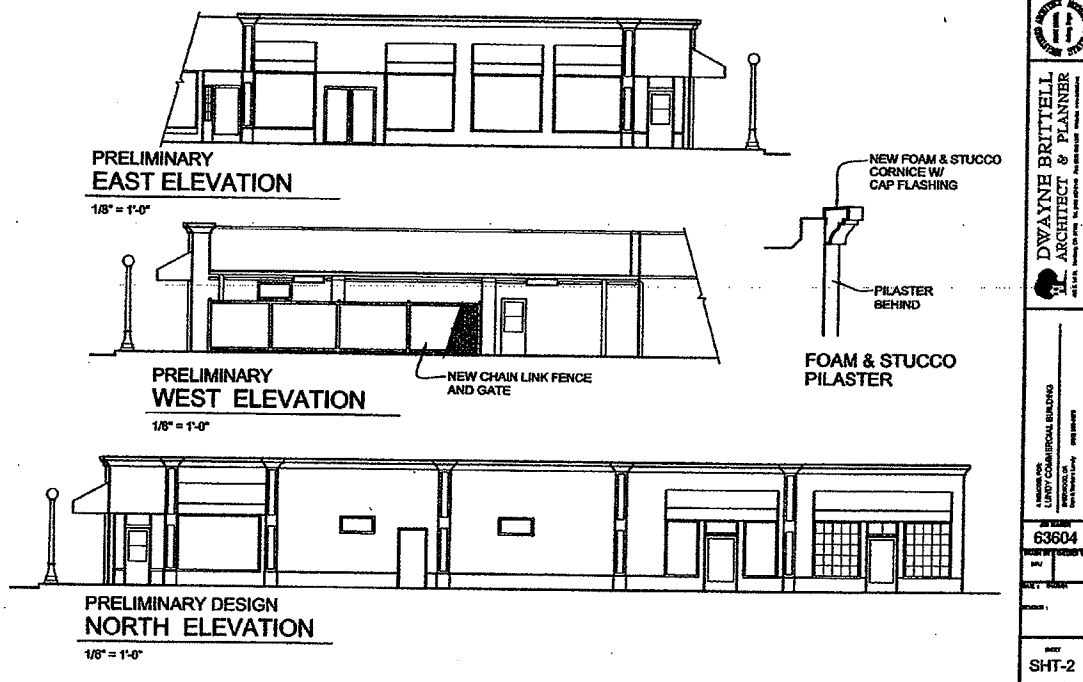
City of
Sherwood
Oregon

Home of the Tualatin River National Wildlife Refuge.

City of Sherwood Urban Renewal District Facade Grant Program

Schamburg Building

Rainbow Market
220 NW Railroad Street



May 11, 2004

Lundy Commercial Properties
Dan & Barbara Lundy
874 NW 22nd Ave.
Canby, Oregon 97013

May 11, 2004

Mark O. Cottle, Chair
City of Sherwood Urban Renewal District Board

Members,
Sherwood Urban Renewal Advisory Committee

We are pleased to have an opportunity to participate in this wonderful program to preserve and improve "Old Town" Sherwood. Since it was constructed in the 1950's by my wife's father, Elgin Schamburg, our building has been an important retail anchor in old town. It was the home of Sherwood's main grocery store, the Rainbow Market and the Rexall Drug Store. Our building always has been functional but never very handsome. Our plans for the building include a real "make-over" that will, we believe, transform it into a gem in the center of old town.


The Schamburg Building is currently the home of 4 retail businesses:

1. Rainbow Market, 220 NW RailRoad Street
2. Old Mill Flower Studio, 210 NW RailRoad Street
3. Affordable Elegance Import Jewelry, 15 NW Washington Street
4. Mary's Swirl and Curl Beauty Salon, 25 NW Washington Street

Each of the retail storefronts would benefit greatly from a facade upgrade. It would be impractical to attempt an upgrade to some of the storefronts without including them all. As such, we are submitting four (4) applications for grant money, one application for each of the retail businesses. We hope for approval of all four applications.

Thank you for considering our applications for facade improvement grant money.

Very truly yours,


Dan Lundy


Barbara Lundy



Home of the Tualatin River National Wildlife Refuge

Old Town Facade Program Grant Application

Date of Application: May 6, 2004 SURPAC Review Date: May 11, 2004

Business Information

Dan & Barbara Lundy Commercial Properties

Name of Business

874 NW 22nd Ave., Canby, Oregon 97013

Physical Business Address

(Same as above)

Mailing Address (if different from physical address)

503 266-5679
Business Phone

NA
Business Fax

NA
Web site

Dan and Barbara Lundy

Business Owner(s) Name(s)

220 NW Railroad Street, Sherwood, Oregon (Rainbow Market)

Address of Property to be Improved

Phone

Dan Lundy

503 266-5679

lundyd@web-ster.com

Application being submitted by

Phone

E-mail

Project Information

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

Provide comprehensive exterior upgrade (see attachments) to include:

1. Remove current building overhang structure
2. Remove exterior lighted signs
3. Apply exterior smooth stucco finish to structure, with cornice, base and column details
4. Apply coordinated color scheme
5. Install fabric awnings on engineered frames over business entry-way
6. Install screen fence around garbage container storage area

Est. Project Start Date: June 15, 2004

Est. Project Completion Date: July 15, 2004

Budget

Total Project Cost:

\$ 16,205

Dollar Amount Requested:

\$ 8,102

(Please see attached Guidelines)

Authorization

SURPAC President

District Board President

Date Awarded

City of Sherwood Old Town
Schamburg Building Facade Improvement Project
May 2004

Project Preliminary Design
Dwayne Brittell, Architect and Planner, Newberg, Oregon

Construction Oversight and Management
Chuck Bartholomew, Westview Builders, Inc., Sherwood, Oregon

Scope of Work and Projected Cost Summary

1.	Demolition of existing overhang on east and north building elevations Elder Demolition, Portland	\$ <u>5,600</u>
2.	Hazardous materials removal and disposal (roofing material) By licensed contractor	\$ <u>2,000</u>
3.	Existing sign removal (Rainbow Mkt and Mary's Swirl and Curl) MultiLight Sign Co., Portland	\$ <u>650</u>
4.	Preliminary project design and consulting Dwayne Brittell, Newberg	\$ <u>2,500</u>
5.	Sheet metal work (cornice cap flashing, new gutter and down spout) Bob Carlson Roofing, Hillsboro	\$ <u>4,455</u>
6.	Fence to enclose garbage and recycle containers on west elevation Constructed to Pride Disposal specifications, TBD	\$ <u>1,500</u>
7.	Replace service entry door on west elevation Bernstetter Construction, Canby	\$ <u>500</u>
8.	Stucco resurface of entire structure, including columns, cornice and base Kingsmen Contracting, Inc., Vancouver, WA	\$ <u>30,946</u>
9.	Construction management Westview Builders, Inc., Sherwood	\$ <u>5,500</u>
10.	Awnings over storefronts (Woven acrylic over welded aluminum frame) Pike Awning, Portland	\$ <u>11,170</u>

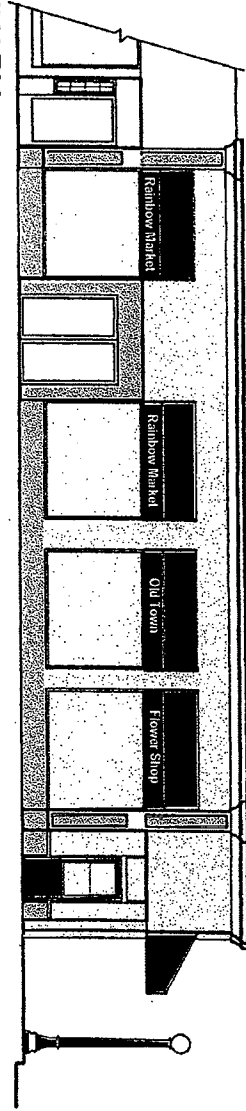
Total Projected Cost: \$ 64,821

Rainbow Market facade improvement cost share of total: \$ 16,205

Affordable Elegance Import Jewelry
Old Mill Studio Flower Shop
Mary's Swirl 'n Curl Beauty Shop

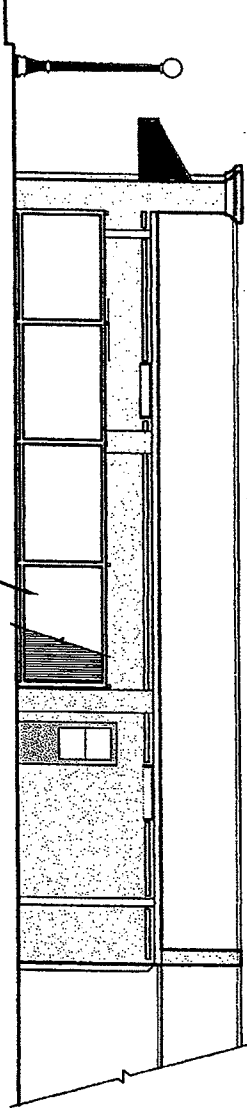
PRELIMINARY
EAST ELEVATION

1/8" = 1'-0"



PRELIMINARY
WEST ELEVATION

1/8" = 1'-0"



NEW CHAIN LINK FENCE
AND GATE

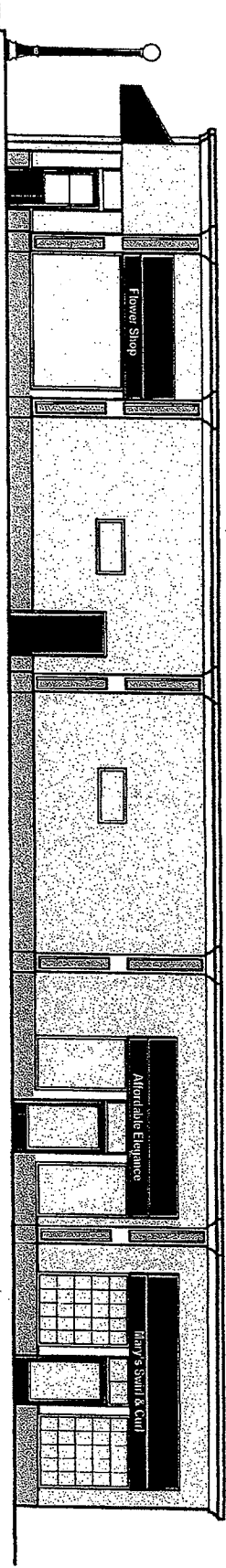
NEW FOAM & STUCCO
CORNICHE W/
CAP FLASHING

PILASTER
BEHIND

STUCCO
PILASTER

PRELIMINARY DESIGN
NORTH ELEVATION

1/8" = 1'-0"



SHEET SHT-2	DATE: 10/20/2014 REVISION: 1	JOB NUMBER: 63604 DRAWN BY: [Name] CHECKED BY: [Name]	A REMODEL FOR: LUNDY COMMERCIAL BUILDING SHERWOOD, OR Dan & Barbara Lundy (503) 265-5678	DWAYNE BRITTELL ARCHITECT & PLANNER <small>408 E. 1st St. Newberg, OR 97132 Tel: (503) 637-4140 Fax: (503) 636-1287 Website: www.dbbt.net</small>	REGISTERED ARCHITECT DWAYNE BRITTELL Building Group
	PROJECT:			SCALE:	

Schamburg Building Facade Improvement Proposed Color Scheme

Building Color



Cream



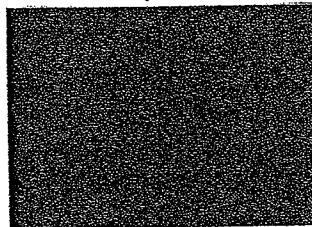
Color Accents




burgundy




taupe





 <p> 1000 W. 1st Ave Suite 200 503-624-5600 FAX (503) 624-5600 1-800-855-9172 www.pikebuilding.com 7000 SW 2nd Avenue Portland, OR 97204 </p>	PROJECT: Rainbow Market DATE: 4-13-04 DRAWING NO.: Rainbow Market	Approved Date
	<p> <small> NOTE: Artist's Intent & Copyright: This drawing and other drawings produced for this project are considered works of art. Any reuse, modification, reproduction, or alteration of these drawings without the express written consent of the artist is strictly prohibited. Some design elements of this drawing, including but not limited to, the overall appearance, the use of color, the use of materials, and the use of textures, are considered works of art and may be reproduced or otherwise used in any form without the express consent of the artist. All parties and individuals are hereby notified. </small> </p>	



 <p> 1000 W. 1st Ave Suite 200 503-624-5600 FAX (503) 624-5600 1-800-855-9172 www.pikebuilding.com 7000 SW 2nd Avenue Portland, OR 97204 </p>	PROJECT: Rainbow Market DATE: 4-13-04 DRAWING NO.: Rainbow Market	Approved Date
	<p> <small> NOTE: Artist's Intent & Copyright: This drawing and other drawings produced for this project are considered works of art. Any reuse, modification, reproduction, or alteration of these drawings without the express written consent of the artist is strictly prohibited. Some design elements of this drawing, including but not limited to, the overall appearance, the use of color, the use of materials, and the use of textures, are considered works of art and may be reproduced or otherwise used in any form without the express consent of the artist. All parties and individuals are hereby notified. </small> </p>	

District Board Meeting: 5/25/04

To: Sherwood Urban Renewal District Board

From: Jim Patterson, UR District Manager

SUBJECT: URA Resolution 2004-009 Maxine Hayzlett – Sherwood Cobbler Façade Grant

Issue

Should the Sherwood Urban Renewal District Board approve a Façade Grant for Maxine Hayzlett and the Sherwood Cobbler?

Background

On March 18, 2004 an application was submitted by the owner of the Lundy Building in Old Town for a Façade Grant. The Sherwood Cobbler is the building adjacent to the Lundy Building. Maxine Hayzlett, the building owner has selected the same contract management company as the Lundy project and would like to have improvements to her building done at the same time as the Lundy project. In keeping with the goals of the Urban Renewal Plan, Goal B, and “Rehabilitate Building Stock” ” is attached as exhibit A, to resolution 2004-007.

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. Buildings in Old Town used for retail or commercial endeavors will qualify for 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 2004-009, a resolution authorizing the District Board to award a Façade Grant to Maxine Hayzlett, for the exterior improvements to the Sherwood Cobbler building at 230 Railroad Avenue.



**URBAN RENEWAL DISTRICT BOARD
Resolution 2004 - 009**

**A RESOLUTION APPROVING A FACADE GRANT FOR MAXINE HAYZLETT &
THE SHERWOOD COBLER**

WHEREAS, the Urban Renewal District created the Façade Grant Program by URA Resolution 2003-001 in January 2003; and amended exhibit A approved by the District Board on May 11, 2004; and

WHEREAS, Maxine Hayzlett has submitted an application for a grant shown as Exhibit A to this document; and

WHEREAS, the Sherwood Urban Renewal Planning and Advisory Commission (SURPAC), concurs with these applications,

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

The District Administrator is authorized to distribute up to the \$15,000 maximum in accordance to the terms and conditions of the Façade Grant program.

Duly passed by the City of Sherwood Urban Renewal District this 25th day of May
2004.

Mark O. Cottle, Board President

ATTEST:

C.L. Wiley, District Recorder



P.O. Box 1364 Sherwood, OR 97140

Phone 503-625-8789

Fax 503-625-7959

Email cwestview@aol.com

OR CCB #140490

April 30, 2004

Maxine
17015 SW Eldorado Dr.
Tigard, Or. 97224

Regarding: Façade Improvement for Commercial Building, Old Town Sherwood

Dear Maxine:

Thank you for considering Westview Builders for the following improvements:

1. Stucco finish coat over existing masonry, color and texture/finish surface to match the adjacent building's proposed new finish
2. Stucco \$3,597.00
3. Rebuild new planter: Demolish existing masonry planter box, remove dirt, build new cinder block wall with cap, dowel to existing structure below, two new weep holes for drainage, approximately 2" of rock at base of planter, filter fabric over rock bed, new top soil. *Note: If waterproofing is needed a change order will be required.*
4. Planter \$1,420.00
5. Option: To demolish the existing awning add \$560.00 to item # 1
6. New awning to match neighbors new awning, \$2,950.00

Exclusions:

Plans, permits or fees removal of or reattachment of signs
Hazardous materials abatement
Painting
Signs

Stucco and Awning costs apply to same color scheme as will be utilized on Rainbow Market.

Owner to assist in obtaining necessary access to the effected shops / stores as needed to perform the work.

Thank you,

A handwritten signature in cursive script that reads 'Chuck Bartholomew'.

Chuck Bartholomew
President

Westview Builders, Inc



Meeting – Urban Renewal Agency Board

Date – May 25, 2004

Item: Consent Agenda

TO: Sherwood Urban Renewal Agency Board

FROM: UR District Manager – Jim Patterson

SUBJECT: Resolution 2004-008, Appoint Todd Schutte to SURPAC

ISSUE: SURPAC currently has two Citizen-at-large positions open and it's important that these positions are filled as soon as possible.

BACKGROUND: Mayor Cottle, Councilor Durrell, Council's liaison to SURPAC and UR District Manager Jim Patterson has met with Mr. Schutte and recommend his appointment to SURPAC.

RECOMMENDATIONS: Approve Resolution 2004-008, Appointing Mr. Todd Schutte to a two-year term on SURPAC beginning in June 2004.

ATTACHMENTS: Resolution 2004-008



**URA Resolution 2004-008
A RESOLUTION APPOINTING TODD SCHUTTE TO SURPAC**

WHEREAS, a citizen-at-large vacancy currently exists on SURPAC; and

WHEREAS, Mr. Todd Schutte submitted an application to serve on SURPAC; and

WHEREAS, Board President Mark Cottle, Board Member Dennis Durrell who is Board liaison to SURPAC and Urban Renewal District Manager Jim Patterson recommend Mr. Schutte's appointment;

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. Todd Schutte is hereby appointed to SURPAC for a two year term.

Duly Passed by the URA Board of Directors (City Council) this 25th day of May 2004.

Mark O. Cottle, Board Chairman

ATTEST:

C.L. Wiley, City Recorder

Please return your application within 5 days. Thank you.
**Return your application to: City Recorder, 20 NW Washington Street,
Sherwood, OR 97140 or you can drop it off at City Hall reception and it will be
forwarded. Thank you.**



RECEIVED
APR 20 2004

BY: *DM*
to Jim Patterson

**APPLICATION FOR COUNCIL APPOINTMENT TO BOARDS AND
COMMISSIONS**

Thank you for your interest and willingness to serve on a citizens' board or commission in your community. Following are some questions that will help Council when making their appointments.

Which Board or Commission opening are you applying for (one per application please)

SURPAC X Library _____ Cultural Arts _____
Finance _____ Parks _____ Planning _____

1. NAME Todd Schutte

2. ADDRESS 23034 PINEHURST DR

3. PHONE #(S) (Please identify the # as Home, Office, Mobile, etc.)
503-625-1471 (Hm) 503-332-9100 (cell)

4. E-MAIL ADDRESS
theschuttet@comcast.net

5. HOW LONG HAVE YOU BEEN A RESIDENT OF SHERWOOD? 8 YEARS

6. WHAT ORGANIZATIONS DO YOU BELONG TO OR PARTICIPATE IN AS A SHERWOOD RESIDENT? (Also, please state how long you participate(d) in each.)

Robinhood TRACK CLUB - 4 years HEAD COACH

7. WHAT ARE YOUR MAJOR AREAS OF INTEREST IN REGARDS TO PARTICIPATING ON A BOARD OR COMMISSION IN SHERWOOD?

WORKING WITH THE CITY IN REGARDS TO
URBAN RENEWAL PROJECTS AND PLANNING.

8. PLEASE INCLUDE OR ATTACH ANY OTHER INFORMATION (NO MORE THAN ONE 8.5 X 11 SIZE PAGE PLEASE) YOU WOULD LIKE TO PROVIDE.

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 25, 2004

1. **Call to Order:** Chair Cottle called the meeting to order at 8:30 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 May 11, 2004 URA Board Meeting

UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

4. **New Business**

- A. **Approved FY 2004-05 Budget** (Finance Director Chris Robuck) Mayor Cottle asked for public comment on the budget. No comment was made.

- B. **URA Resolution 2004-007 Lundy Commercial Properties Façade Grant and URA Resolution 2004-009 Sherwood Cobbler Façade Grant** (District Manager Jim Patterson)

MOTION: From Chair Cottle, seconded by Co-Chair Mays, to approve URA Resolution 2004-007. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

MOTION: From Co-Chair Mays, seconded by Mr. Weislogel, to approve URA Resolution 2004-009 Sherwood Cobbler Façade Grant. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

- C. **URA Resolution 2004-008, Appoint Todd Schutte to SURPAC** (District Manager Jim Patterson)

MOTION: From Mr. Weislogel, seconded by Mr. Durrell, to approve URA Resolution 2004-008. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

5. **Adjourn:** Chair Cottle adjourned the meeting at 8:32 pm to go into Executive Session of the City Council.