

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

Tuesday, June 19, 2007

Following the Regular City Council Meeting

City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

A. Approval of Minutes from 05.15.07 URA Meeting

B. Resolution 2007-005 Declaration of intent to receive State revenues

4. NEW BUSINESS

A. Resolution 2007-006 Approved URA Budget for Fiscal Year 2007-08

B. Resolution 2007-007 Supplemental Budget for 2006-07

C. Resolution 2007-008 Approval of Façade Grant for Bridges Financial

5. ADJOURN

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

May 15, 2007

1. CALL TO ORDER: Vice Chair Dave Grant called the meeting to order at 8:05 p.m.

2. ROLL CALL: Mr. Grant, Mr. Heironimus, Ms. Henderson, Mr. King and Mr. Weislogel. Chair Mays and Mr. Luman were absent

3. STAFF PRESENT: City Manager Ross Schultz, Assistant City Manager Jim Patterson, Community Development Director Rob Dixon, Public Works Director Craig Sheldon, Finance Director Christina Shearer and Board Recorder Sylvia Murphy.

4. CONSENT AGENDA

- A. Approve minutes from the March 20, 2007 URA Board of Directors meeting.
- B. URA Resolution 2007-002 Re-appointing Cam Durrell and Del Clark to SURPAC
- C. URA Resolution 2007-003 Appointing Ken Marlow to SURPAC
- D. URA Resolution 2007-004 Appointing Sterling Fox to SURPAC

MOTION: FROM MR. WEISLOGEL, SECONDED BY MR. KING TO APPROVE THE CONSENT AGENDA. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT.

5. PUBLIC HEARING

- A. Approve URA Budget FY 2007-08

Vice Chair Grant opened the public hearing and received the following public comments:

Mr. Eugene Stewart, Sherwood business owner came forward and commented it appears the budget is focused on building and said the streets need to get done and placed on the list as a priority and expressed the need for parking in the old town area and stated "we need to ensure development doesn't hurt businesses in old town".

Vice Chair Grant thanked Mr. Stewart for his comments and asked for other public comments.

6. ADJOURN: With no further comments received, Vice Chair Grant adjourned the meeting at 8:10pm.

Council Meeting Date: June 19, 2007

Agenda Item: New Business

TO: Urban Renewal Agency Board of Directors

FROM: Christina Shearer, Finance Director

SUBJECT: **APPROVED URA BUDGET FOR FISCAL YEAR 2007-08**

ISSUE: Approved URA Budget Fiscal Year 2007-08

BACKGROUND: In April, the Budget Committee received the budget message, heard public comment, and approved the budget as proposed. On May 15th, 2007 the Board held a public hearing on the approved budget. No significant changes in the estimated resources or uses in the budget have occurred since the hearing date. We are now at the final step of the process, budget adoption.

RECOMMENDATIONS: **Receive public comments.**



URA RESOLUTION 2007-006

A RESOLUTION ADOPTING THE 2007-08 BUDGET OF THE CITY OF SHERWOOD URBAN RENEWAL AGENCY, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE DISTRICT MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET

WHEREAS, the Urban Renewal Agency Budget Committee has reviewed and acted on the proposed Urban Renewal Agency budget; and

WHEREAS, the Budget Committee has approved and recommended a balanced budget to the Urban Renewal Agency Board of Directors on April 19, 2007; and

WHEREAS, in accordance with State law, the Urban Renewal Agency Board of Directors has held a public hearing on May 15, 2007 on the budget as approved and recommended by the Budget Committee; and

WHEREAS, the Urban Renewal Agency Board of Directors desires to adopt the approved budget and carry out the programs identified in the budget;

NOW THEREFORE THE URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1: Adoption of the 2007-08 Budget. The Urban Renewal Agency Board of Directors of the City of Sherwood, Oregon hereby adopts the budget for the City of Sherwood Urban Renewal Agency for fiscal year 2007-08 in the sum of \$2,503,537, now on file at City Hall.

Section 2: Making Appropriations. The amounts for the fiscal year beginning July 1, 2007 and for the purposes shown below are hereby appropriated as follows:

Materials and Services	347,500
Debt Service	1,571,718
Reimbursements	279,772
Contingency	305,547
Total	2,503,537

Notes: Reimbursements are to the City of Sherwood for expenditures incurred on behalf of the URA.

Section 3: Imposing and Categorizing Taxes. Be it resolved that the Urban Renewal Agency Board of Directors of the City of Sherwood hereby resolves to certify to the county assessor a request for the Urban Renewal District Old Town Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

Duly adopted by the Urban Renewal Agency Board of Directors this 19th day of June, 2007.

Keith S. Mays, Board Chair

Attest:

Sylvia Murphy, District Recorder

Council Meeting Date: 6-19-07

Agenda Item: New business

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Christina Shearer, Finance Director

SUBJECT: **RESOLUTION 2007-007, ADOPTING THE SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS**

ISSUE: Should appropriations for 2006-07 be revised?

BACKGROUND: Oregon budget law requires that actual expenditures not exceed appropriations. Changes to appropriations are brought to the Board as needed, typically in January and June.

FINDINGS: Increased appropriations are needed as detailed in the resolution.

RECOMMENDATIONS: **MOTION TO APPROVE RESOLUTION 2007-007, ADOPTING THE SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS**

Resolution 2007-007

A RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS

WHEREAS, supplemental budgets are required:

- when a government receives revenue it did not plan for in its budget and wishes to spend the extra revenue
- occurrences or conditions which were not known at the time the budget was prepared require changes in financial planning

WHEREAS, the following events have occurred:

- the Urban Renewal District is responsible for a portion of the construction costs of the Civic Building that were financed in cash, not debt.
- Sufficient cash has accumulated, due to additional tax revenue collected, to meet a portion of the obligation;

NOW, THEREFORE, THE URBAN RENEWAL AGENCY BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

Section 1. Appropriations for the 2006-07 fiscal year are increased in the following amounts:

<i>URA General Fund</i>							
Revenue		450,000		Capital outlay		450,000	

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the Urban Renewal Agency Board of Directors this 19th day of June 2007.

Keith Mays, Board Chair

ATTEST:

Sylvia Murphy, District Recorder

To: Sherwood Urban Renewal District Board

From: Jim Patterson, Asst. City Manager & UR District Manager

SUBJECT: URA Resolution 2007-008 Bridges Financial & Realty Group Façade Grant Request

Issue: Should the Sherwood Urban Renewal District Board approve a Façade Grant for Shane and Jennifer Bridges of Bridges Financial and Realty Group?

Background: On May 2, 2007 an application was submitted by the owner of property at 15922 SW 2nd Street in Old Town for a Façade Grant. The total estimated project cost was over \$64,000. The applicant requested consideration for a \$15,000 grant. At the May 16, 2007 SURPAC meeting a full membership of 7 reviewed the application and deliberated on the request. SURPAC concluded that only the brick and rock work were eligible for grant funding. Most of the work had already been done on the commercial building or did not meet the established grant criteria. SURPAC members voted unanimously (7-0) to recommend to the District Board approval of \$4168.50 for brick and rock work. This represents 50% of the total project cost of \$8337.00. The applicant will be required to provide samples to the planning department to ensure compliance with the Old Town Design standards.

The Façade Grant program allows 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 and approximately \$40,000 remains in the plan. The program still remains a matching funds program. The applicant must submit a bill for work completed before any reimbursement will be authorized.

Recommendation: MOTION TO APPROVE THE URA Resolution 2007-008, a resolution authorizing the District Board to award a Façade Grant of \$4168.50 to Shane and Jennifer Bridges, Bridges Financial & Realty Group for the exterior improvements to their commercial building at 15922 SW 2nd Street, Sherwood Oregon 97140



URA RESOLUTION 2007-008

A RESOLUTION APPROVING A FAÇADE GRANT FOR SHANE AND JENNIFER BRIDGES OF BRIDGES FINANCIAL AND REALTY GROUP

WHEREAS, the Urban Renewal District created the Façade Grant Program by URA Resolution 2003-001 in January 2003 and adopted amendments to the program in May 2004; and

WHEREAS, Shane and Jennifer Bridges of Bridges Financial and Realty Group 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) concurs with the application and unanimously recommended approval at the May 16, 2007 SURPAC meeting.

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

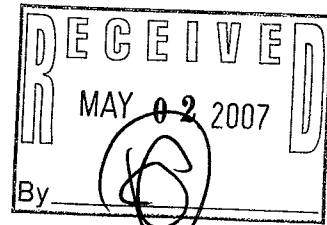
The District Administrator is authorized to grant \$4168.50 in accordance to the terms and conditions to the Façade Grant Program.

Duly passed by the City of Sherwood Urban Renewal District this 19th day of June, 2007.

Keith S. Mays, Board Chair

ATTEST:

Sylvia Murphy, District Recorder



Old Town Facade Program Grant Application

Date of Application: 4-25-07 SURPAC Review Date: _____

Business Information

Bridges Financial & Realty Group
Name of Business

22386 SW 106th Ave Tualatin, OR 97062
Physical Business Address

Mailing Address (if different from physical address)

503-885-9590 503-885-9592 www.bridgesfinancial.com
Business Phone Business Fax Web site

Shane & Jennifer Bridges
Business Owner(s) Name(s)

15922 SW 2nd St. Sherwood
Address of Property to be Improved Phone

Shane Bridges 503-885-9590 shane@bridgesfinancial.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).

Est. Project Start Date: 3-1-07 Est. Project Completion Date: 6-1-07

Budget

Total Project Cost: \$ 150,000
Dollar Amount Requested: \$ 15,000
(Please see attached Guidelines)

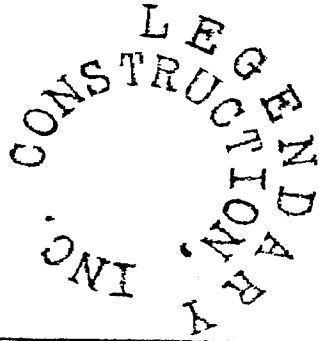
Authorization

UR District Manager District Board President Date Awarded

BID FORM

DATE: 3/16/07

4-8-07



4768 W Powell Blvd. Unit 222
Gresham, OR 97030
Tel: (503) 290-8476
Fax: (503) 669-9250

CONTRACTOR

15922 SW 2nd st
Sherwood, OR 97140

JOB

Exterior

Southwest blend profit ledgerstone
Material + labor included **\$1,980**

California drift used brick
Material + labor included **\$3,510**

Interior

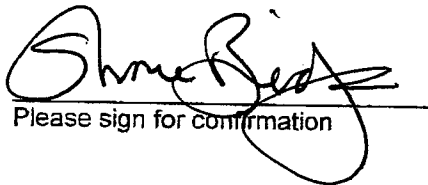
Southwest blend profit ledgerstone
Material + labor included **\$1,840**

California drift used brick
Material + labor included **\$585**

TOTAL

\$ 7,915

\$ 8,337 (with trim and sill around windows \$422)


Please sign for confirmation

CCB#: 166363

called & discussed w/ Eric the changes 3/17/07 JB

Perfection Landscape Inc.

22107 Hwy 213 * Oregon City, OR 97045

Phone: 503-632-2274 * Fax: 503-632-2279

www.perfection-landscape.com

Bridges Office-Coffee Shop

March 1, 2007

ESTIMATE

DESCRIPTION:

IRRIGATION SYSTEM:

4-zone System to accommodate new landscape	\$ 2,800.00
Optional drip zone for pots front and back	\$ 650.00

IRRIGATION TOTAL

\$ 3,450.00

PLANTS AND INSTALLATION:

To achieve nice finish product with maturity

PLANT TOTAL

\$ 4,000.00 ^{3,500} approx.

LIGHTING:

Front landscape (water feature)
4- lights (style to be determined) installed

LIGHT TOTAL

\$ 680.00

BARK AND INSTALLATION:

1.5 units Hemlock bark @ \$325.00 per unit delivered and installed

BARK TOTAL

\$ 487.50

PATHWAY:

160 sq. ft. Mortar set pathway using Rustic stone	
Assuming concrete pad is installed	
3-ton Rustic slate delivered @\$315.00 per ton	\$ 945.00
30 bags premix mortar @ \$6.25 per bag	\$ 187.50
Labor 17 sq ft	\$ 2,732.00

PATHWAY TOTAL

\$ 3,864.50

- covered walkway in front see spa.
- draw walk way in plan - but no need for installation in plan with washed aggregate
- no driveway / parking pad in front

WATER FEATURE:

To be determined with size and shape of water feature

\$3,000.00-\$6,000.00

All prices are approx. Will finalize price when final plan is finished.

*6,000
amazing!*

LANDSCAPE TOTAL \$18,482.00 Approx.

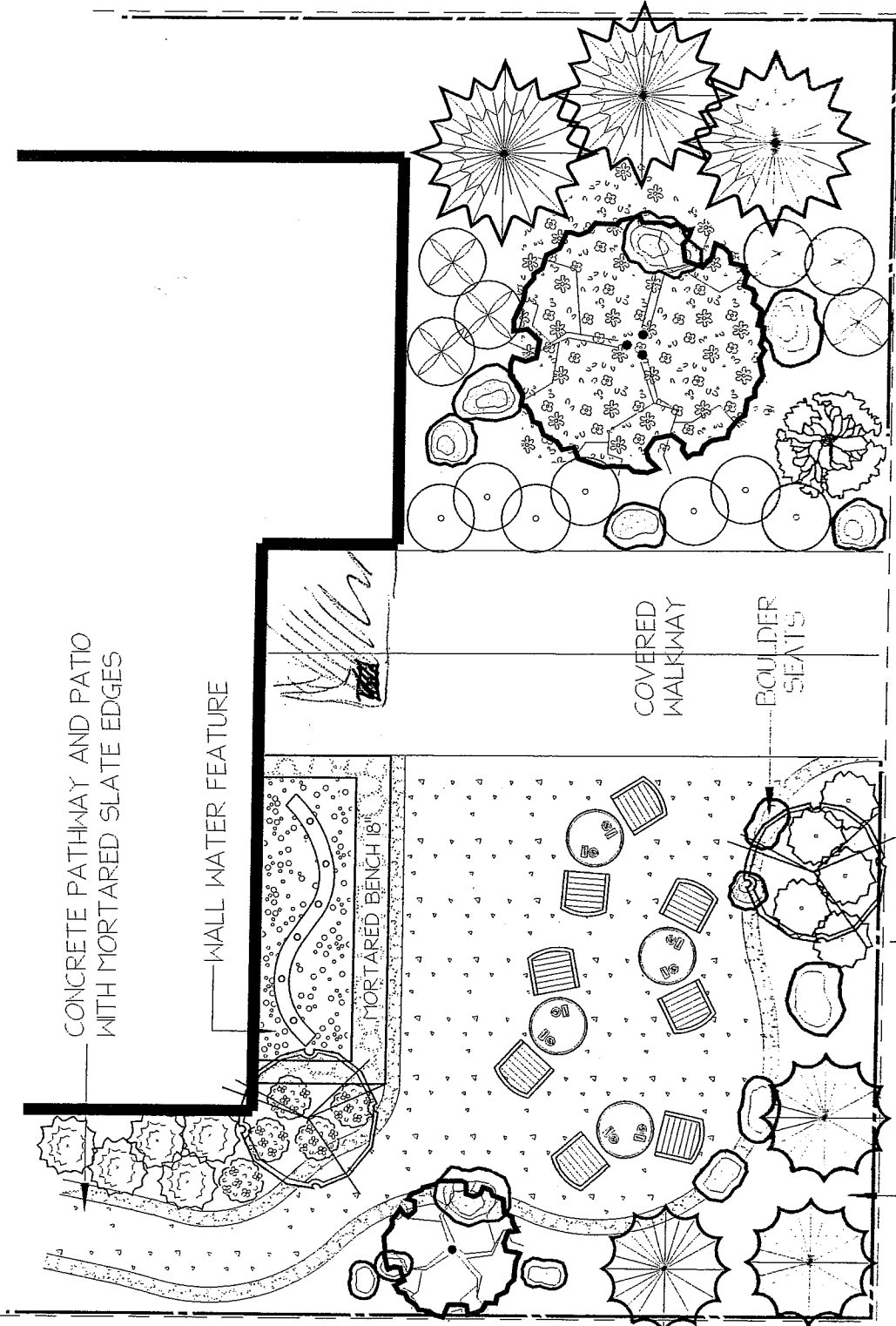
Terms: 50% @ start, 50% @ completion

Clients signature of acceptance:

Contractors signature of acceptance:

**** Any deviation from above scope of work is subject to charge.**

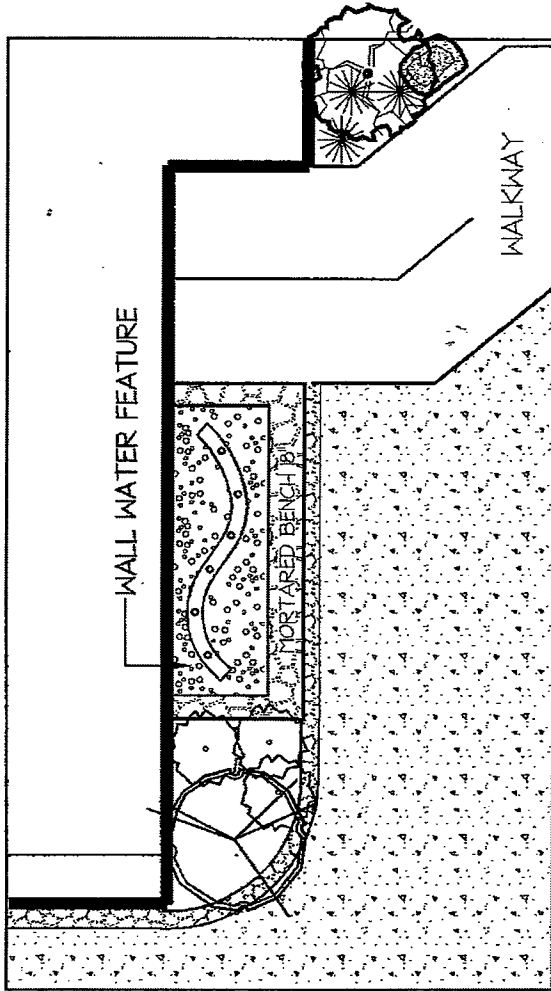
"Our Name Says It All"



Client: BRIDGES	Scale:
Street: SHERWOOD	Date:
Contact: ERIC BEAN	Phone #:
Designer:	Editor:
	Plan #:

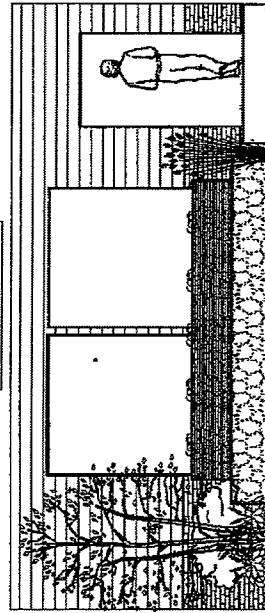
WATER FEATURE DETAIL

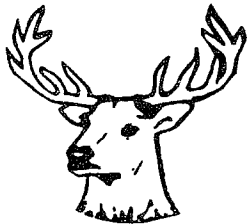
TOP VIEW



The water feature will be a pleasing visual and sound destination. The curved wall and raised nature of the feature allows for enjoyment from inside the business and the street as well. The mortared bench surrounding the patio provides seating to enjoy the landscaped patio and surrounding neighborhood.

FRONT VIEW





AGREEMENT - PROPERTY IMPROVEMENT

Buckland
SHEET METAL CORPORATION

5360 N.E. 112th • Portland, Oregon 97220

Mailing Address: P.O. Box 20726 • Portland, OR 97294-0726

Phone (503) 257-2300 • Fax (503) 257-9552

Date Mar. 29, 2000

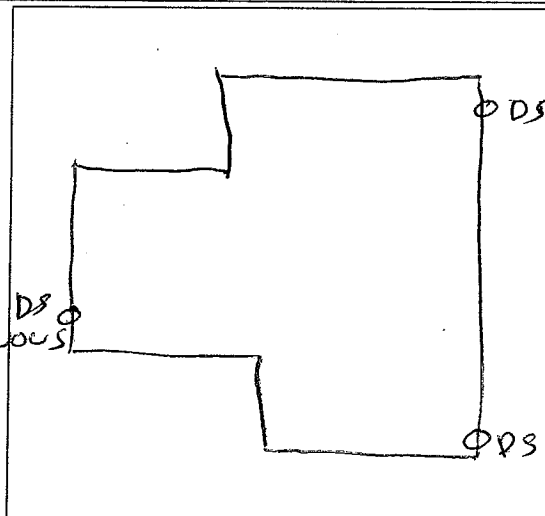
From Bridges Financial and Realty Group
(Name) (Address) (Phone)

BUCKLAND SHEET METAL (Contractor)

Owner hereby authorizes Contractor to furnish materials and labor necessary to install, construct and place the improvements described below in/on House located at No. 15922 Street SW 2nd City Sherwood State Or. Zip _____ in accordance with the following specifications:

- 6" FACIA GUTTER STRAIGHT BEADED
- 5" K-STYLE GUTTER
- 4" K-STYLE GUTTER
- OTHER _____
- 2 x 3 DOWNSPOUTS - SMOOTH
- 2 x 3 DOWNSPOUTS - CORRUGATED
- OTHER _____
- FLASHING

SPECIAL INSTRUCTIONS: Install Mocket Brown Pre-painted steel continuous 6" K style Gutters and 3x4" downspouts.



Colors are \$85.00 Additional

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of One Thousand, One Hundred + Eighty Five ^{Five} Dollars (\$ 1,185 ⁰⁰ / 100)

NOTE: ANY WORK NOT INCLUDED IN BID WILL BE ADDITIONAL

We carry full insurance to cover Workman's Compensation and Public Liability Risks.

PAYMENT DUE UPON COMPLETION • LICENSED, BONDED & INSURED

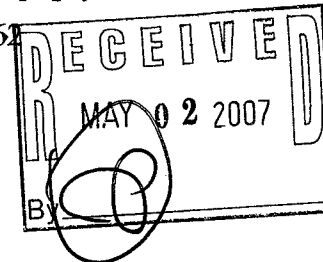
ACCEPTED this _____ day of _____ (Month & Year)

By: Larry Buckland (Sales Estimator)

Signed: _____ (Party responsible for payment)


B R I D G E S
FINANCIAL & REALTY GROUP

22386 SW 106th Ave Tualatin, OR 97061



Old Town Façade Program Grant Application
Project Information

To Whom it May Concern:

Shane and Jennifer Bridges, owners of Bridges Financial and Realty Group, Inc. are excited about relocating their business to Old Town Sherwood. The property located at 15922 SW 2nd street is currently undergoing a complete remodel. Bridges Financial and Realty Group, Inc. will run a real estate and mortgage business at this property. Shane and Jennifer Bridges desire excellence in all they do and are excited about the opportunity to make the building and property aesthetically pleasing to customers, neighbors and to anyone visiting or conducting business in Old Town Sherwood. The three items they are requesting to be covered by this grant are the water feature, gutters and the stone and brick work. Below are specifics on these items as well as other exterior and interior items that are already undergoing upgrading at 15922 SW 2nd St.

Landscaping: Perfection Landscaping to do total front and back landscaping. To include a patio, water feature, and washed aggregate pathway. See attached landscape drawing. Also see attached picture and description of water feature.

Siding: Siding has been replaced with all new cedar siding. Products from Lakeside Lumber.

Roof and Gutters: Roofing products bought from Granite Building Products. Old roof taken off and new roof installed. New gutters also installed.

Rock and Brick: Work to be done by Legendary Construction. Ledge stone and California drift brick will be used on the exterior as a belly band and wall covering. See attached drawing.

Windows: All new windows installed as well as new front and back door. Products from Suburban Door Co.

Sidewalk: New city sidewalk put in by Chuck's Concrete Service as well as a path from the street up to the front door.

Utilities: All have been put underground

Shed: Currently there is a shed located behind the house, near the alley. The shed will remain on the property and be resided and used as a bike storage shed as long as the city approves it.

Exterior Lighting: New exterior can lighting as well as flood lights will give a bright safe and secure night presence.

Inside remodel: House has been gutted and new walls, sheetrock, electrical, plumbing and flooring has been installed. Inside the newly remodeled office will be a coffee bistro area where clients can enjoy a nice cup of espresso. Some of the features will be a fireplace, dark hand scraped hard wood floors, beautiful glass paneled doors, rock and brick walls, 50 inch flat screen tv.

Receiving this grant will encourage Shane and Jennifer to share with their clients the possibility of them opening their own businesses in old town. Shane and Jennifer's clients value their opinion. They are currently helping Dane Emerson procure the property at 16001 SW 2nd St in Old Town Sherwood. He will be moving his computer based company into that building and Shane and Jennifer are encouraging him to remodel his property as well as apply for this same grant.

Shane and Jennifer Bridges believe strongly in their business setting an excellent standard. Their presence in the community will add value to the property and to the City of Sherwood. Thank you for taking the time to read and review this grant application.

Approved Minutes

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

June 19, 2007

- 1. CALL TO ORDER:** Chair Keith Mays called the meeting to order at 8:41 p.m.
- 2. ROLL CALL:** Chair Keith Mays, Vice Chair Dave Grant, Mr. Dave Heironimus, Ms. Linda Henderson, Mr. Dan King and Mr. Lee Weislogel. Mr. Dave Luman was absent
- 3. STAFF PRESENT:** City Manager Ross Schultz, Assistant City Manager Jim Patterson, Community Development Director Rob Dixon, Public Works Director Craig Sheldon, Finance Director Christina Shearer and Board Recorder Sylvia Murphy.

Note: Sylvia Murphy the Board Recorder informed the District Board: During the regular City Council meeting held prior to the URA Board meeting this evening, there was an error on the agenda. Item B Resolution 2007-005 should be removed as this was not URA business.

4. CONSENT AGENDA

- A. Approve minutes from the May 15, 2007 URA Board of Directors meeting.

MOTION: FROM MR. HEIRONIMUS, SECONDED BY MR. WEISLOGEL TO APPROVE THE AMENDED CONSENT AGENDA. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

5. NEW BUSINESS

- A. **URA Resolution 2007-006 Approved URA Budget for Fiscal year 2007-08**

Chair Mays called Christina Shearer, Finance Director forward to answer Council questions. With none heard, Chairs Mays asked for a motion.

MOTION: FROM MR. KING, SECONDED BY MR. GRANT TO ADOPT URA RESOLUTION 2007-006. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

City Manager Schultz called for a point of order, stating he believes the title of the resolution should read Adopted Budget as opposed to Approved Budget. Finance Director Christina Shearer replied "No, they actually adopt the approved budget, resulting in the adopted budget".

Chair Mays addressed the next agenda item.

B. URA Resolution 2007-007 Supplemental Budget for 2006-07

Chair Mays asked for board member questions, with none heard, he asked for a motion.

MOTION: FROM MR. WEISLOGEL, SECONDED BY MR. KING TO ADOPT URA RESOLUTION 2007-007. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

C. URA Resolution 2007-008 Approval of Façade Grant for Bridges Financial

Mr. Heironimus asked if this was the lime green house on Second street UR District Manager Jim Patterson replied, he did not believe it was lime green, but the house has a brick façade and stated it's the building behind Nottingham's that has been approved for the Morgan & Realty Company.

Ms. Henderson asked how long has Bridges Financial been doing business in town. Mr. Patterson replied they are moving their business from Tualatin into this new facility and they will be employing between 10-12 people.

Ms. Henderson asked where will the employees park. Mr. Henderson then stated, never mind, this is another issue. Mr. Patterson replied, this was a great question.

Ms. Henderson asked if anyone else has applied for a Façade Grant that is currently in Sherwood or that has been here for a while. And stated she thought the Façade Grant had been exhausted. Mr. Patterson replied, he bring the grant requests forward as he receives them and there is about \$40,000 remaining from the original \$150,000.

Mr. Patterson informed Council, SURPAC would be recommending to the District Board whether or not the Façade Grant should be recharged.

Mr. Patterson stated the original request on this Façade Grant was for well above \$15,000 and as it went through the process, SURPAC determined this part was eligible and met the criteria (see record for Façade Application).

Chair Mays asked for other questions, with none heard, he asked for a motion.

MOTION: FROM MR. WEISLOGEL, SECONDED BY MR. KING TO APPROVE URA RESOLUTION 2007-008. UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT

6. ADJOURN: With no further URA business, Chair Mays adjourned at 8:45pm and reconvened to the City Council work session.