

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

Tuesday, July 15, 2008
Following the City Council Meeting

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

REGULAR URA MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Approval of June 17, 2008 URA Board Minutes**
- B. Approval of June 19, 2008 URA Board Minutes**
- C. Approval of June 24, 2008 URA Board Minutes**

4. NEW BUSINESS

- A. URA Resolution 2008-019 to Approve a minor Amendment to Expand the Urban Renewal District Boundary less than 1% (Tom Nelson, Economic Development Manager)**

5. STAFF REPORTS

6. ADJOURN

City Recorder Note: Meeting cancelled. See URA Board meeting record for August 5, 2008

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

June 17, 2008

REGULAR MEETING

1. CALL TO ORDER: Chair Keith Mays called the URA Board meeting to order at 7:42 pm.

2. BOARD PRESENT: Chair Keith Mays, Vice Chair Dave Grant, Board members Dave Heironimus, Linda Henderson and Lee Weislogel. Board members Dan King and Dave Luman were absent.

3. STAFF PRESENT: City Manager Ross Schultz, Assistant City Manager Jim Patterson, Police Chief Jeff Groth, Economic Development Manager Tom Nelson, Community Services Director and Administrative Assistant Stacey Kohler.

4. CONSENT AGENDA

A. Approval of May 20, 2008 URA Board Meeting Minutes

MOTION: FROM MR. LEE WEISLOGEL TO APPROVE THE CONSENT AGENDA SECONDED BY VICE CHAIR DAVE GRANT, APPROVED BY ALL MEMBERS PRESENT. KING AND LUMAN WERE ABSENT.

Chair Mays addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2008-017 Authorizing a minor amendment to expand the URD Boundary less than 1%

Economic Development Manager Tom Nelson came forward and stated as the Board recalls they previously discussed financial consideration for the stadium project. Tom reported the Sherwood School District has submitted a letter requesting the stadium be added to the Urban Renewal area. The stadium project will replace a current old facility and redevelop that area and this fits within the goals of the Urban Renewal Agency. Tom stated the Board has before them this evening a Resolution to amend the boundary to include the stadium. Tom stated the field is currently in the boundary and the stadium is not.

Mr. Heironimus asked if the field was in the boundary why not the stadium. Tom replied the boundary was not drawn to include this small piece. Mr. Heironimus asked if there was a possible reason for this. Chair Mays replied Tom Nelson was not with the City at the time and could not answer. Assistant City Manager Jim Patterson replied he could provide an answer stating he believes people did not contemplate there would be community support

to raise enough funds to put in a new grandstand. Once the issue came real, the people organizing the project and fundraising looked at the opportunity that existed as the field was a part of the district. A minor amendment to add the grandstand footprint would make sense. Originally it was left out as he did not believe anyone contemplated that between the community and the School District they would raise close to \$1.5 million. The request is being made because they are now prepared to move forward.

Tom Nelson stated in a recent presentation he made the issue came up of allowing flexibility to occur in a Plan as demographics change and redevelopment needs arise and believes this is one of those instances.

Mr. Heironimus asked about the current funds of \$1.5 million, and Jim Patterson replied he believes it's more like \$1.3 million and as a part of the project, there are two phases. They are at the point with current financial commitments to undertake phase 1. Phase 2 would involve locker room facilities under the stadium and weightlifting area and things of this nature.

Mr. Heironimus asked if these donations are in hand or promised. Jim Patterson replied, the Sherwood Scholl District Athletic Director is present this evening and invited him to correct any incorrect statement made by Mr. Patterson. Mr. Patterson continued to state he believes right now with the commitment of funds they have in hand and those they are counting on as a part of requests if they are approved they will be able to complete phase 1.

Mr. Weislogel asked if Mr. Patterson was speaking of pledges. Mr. Patterson replied in some cases they are pledges and his understanding is the School District, based on those pledges and financial commitments they are counting on, they've essentially put the money forward in order to get the project started to complete it by early September.

Mr. Heironimus asked would the project fail if donors backed out of their commitments. Mr. Patterson replied the School District would be on the hook for whatever money they can't collect as they are fronting this money and its incumbent upon donors and the members of their committee to go out and make sure they get firm commitments from people they have asked. This is just one body of many either public or private sectors that they have asked for redevelopment assistance. Mr. Heironimus asked if the URD said no to this request for funds, would the project still move forward. Mr. Patterson replied if the URD said no, the School District would probably be in a position of being short by \$100,000 in their fundraising efforts; they have made the request and are hopeful the request will be approved. Mr. Heironimus read a statement regarding funds received for phase 1 and interprets the statement as funds for phase 1 have been completely received. Mr. Patterson replied he believes it's safe to say when the Booster Club representatives came before this body and made the request, his understanding is as part of the fundraising effort they are counting on dollars they have requested, they are hopeful they will get these donations. It's a situation where the decision is up to the Board, we were asked in order to make the contribution legal to go through the process of amending the Urban Renewal District boundary which has been done and now we are at the point where the board needs to decide if they support it or not. Mr. Heironimus asked how we derived at the \$100,000. Mr. Patterson replied this was their request.

Mr. Heironimus stated the School District said they have all the money they will contribute to the initial funds needed to overcome the funding shortage, we can say zero and they would make up the difference. Mr. Patterson replied he believes they are counting on the contributions from those they have asked for donations.

Mr. Heironimus mentioned the budget process where organizations made requests and asked why this request did not go through that process as he believes it's the same thing.

City Manager Schultz replied it's not the same thing. The School District is one of the people that have to sign off on the formation of the Urban Renewal District and the School District therefore he believes has a bit of a higher status than many of the other charities in the City.

Chair Mays stated, the question before us is do we want to change the boundary. In the budget hearing held had three months ago, we received requests for general fund dollars for specific needs that went through the process and we had one request from the Chamber that we said this was not the right process and their request was more appropriate to go through the Urban Renewal Board or SURPAC for a recommendation to the Urban Renewal Board and that is where that request moved onto. This request was never to the City of Sherwood and their general fund therefore it never went through the City's budget process, this isn't a budget item for urban renewal general operating dollars. The request went through SURPAC and SURPAC acted and recommended it to us.

Mr. Heironimus replied its spending money and he did not want to take different avenues for spending money depending on who's asking.

Mr. Patterson replied we are talking about a donation which essentially is not a donation, its redevelopment assistance under the Urban Renewal District Plan. We have spoken with our consultants about this and we've consulted with our legal counsel. This is wholly separate from the process from where people from the community from different charitable organization ask for funding from the general fund. This is redevelopment of a structure that was built in the late 1960's, which if improved is clearly an asset to the community. Mr. Patterson continued to state you could consider that stadium a blighted structure if it is in the Urban Renewal District which is the question in front of the Board, if it is then if the Board decides to provide redevelopment assistance for a blighted structure its legal and within your authority.

Discussion followed with the School District approving expenditures in the URD and Mr. Patterson clarified they have to approve any expansion of a boundary on their property.

Mr. Heironimus commented on the financial investments the City has already put into this blighted area with the turf field and lights and commented what can \$100,000 accomplish in other blighted areas in old town. We have the metal shop we just purchased that's a big eyesore and he believes we did not follow a very good process to get to this point. Mr. Heironimus stated we've made promises to the Booster Club that did not get to this level and they are now counting on this.

Mr. Patterson replied what the City and City representatives did as a part of participating in the efforts to raise funds was clearly define the process by which they would need to take in order to request funds and the decision you have to make as the Board is with the districts approval do you want to expand the boundary. If you do then you can vote on whether or not you want to make the contribution.

Mr. Heironimus commented last summer SURPAC previewed and reapproved prioritizing their top 5 projects to spend urban renewal funds and this was not one of them. Mr. Heironimus expressed frustration with the process and stated he is not against supporting youth and sports.

Mayor Mays asked for other questions of the Board.

Vice Chair Grant commented he is convinced that it's legal and the School district is aware that this needs to come before us before it's finalized, they have the same process we have. He believes that sometimes regardless of where things fall in priority, another factor is where a project is and sometimes projects need to have our vote and the School District needs to know. Mr. Grant commented he believes it was handled properly and we've discussed this before and stated our contribution of \$100,000 is a great pledge.

Mr. Heironimus stated then why not \$500,000? Mr. Grant stated it's a project that a lot of people have put a ton into raising the other funds. We can do a lot of things with \$100,000, but can't image benefiting more people who have their heart in this and agrees this is an asset to the community and stated we need to come to the plate with this small piece of the overall project.

Mr. Weislogel commented he noticed in the language of the Resolution title it does not have the complete or same language as the body of Resolution, the title does not state "expand" the urban renewal district and it also leaves out the reference of 1%. Discussion followed and Chair Mays asked Mr. Weislogel if he was proposing an amendment to the title.

Mr. Weislogel proposed the language be amended to read as it is stated in the power point presentation the audience is viewing this evening: URA Resolution 2008-017 authorizing a Minor Amendment to expand the URD Boundary less than 1%.

MOTION: FROM MR. LEE WEISLOGEL TO AMEND THE TITLE OF THE RESOLUTION TO STATE: URA RESOLUTION 2008-017 AUTHORIZING A MINOR AMENDMENT TO EXPAND THE URD BOUNDARY LESS THAN 1%, SECONDED BY VICE CHAIR DAVE GRANT. MOTION PASSED 4:1 (MAYS, GRANT, HENDERSON AND WEISLOGEL IN FAVOR, HEIRONIMUS OPPOSED) KING AND LUMAN WERE ABSENT.

Chair Mays asked for questions on the amendment. Ms. Henderson asked if we have ever expanded the district boundary for a project not related to the School District.

City Manager Schultz replied yes and stated when the district was formed there was what was referenced as the "donut hole" that we ended up taking back into the district, this was

an expansion. The “donut hole” was the Sherwood Village residential neighborhood off Century Drive. Ms. Henderson asked if we expended any funds to amend the district to improve that part of the urban renewal district at the same time. Chair Mays replied no.

Ms. Henderson expressed concern with expanding the district when it benefits what seems to be a particular entity in town.

Chair Mays asked for other questions on the amended resolution. With none heard a motion to adopt was received.

MOTION: FROM MR. LEE WEISLOGEL TO ADOPT URA RESOLUTION 2008-017 AS AMENDED, SECONDED BY VICE CHAIR DAVE GRANT. MOTION PASSED 3:2 (MAYS, GRANT AND WEISLOGEL IN FAVOR, HEIRONIMUS AND HENDERSON OPPOSED) KING AND LUMAN WERE ABSENT.

Tom Nelson addressed the next agenda item.

B. URA Resolution 2008-018 to expend \$100,000 to support the redevelopment of the Grandstands at the Sherwood High School

Tom stated there are sufficient funds to take care of this request as well as the top priorities on SURPAC’s list.

Ms. Henderson stated the Resolution states SURPAC unanimously recommended support and said this is incorrect it was 3 to 2 and two people were missing from SURPAC.

Discussion followed on what is a unanimous vote.

Chair Mays asked for other Board questions.

Mr. Heironimus made a motion to amend URA Resolution 2008-018 to contribute \$500,000.

Discussion followed on the district having sufficient funds to contribute this amount and Jim Patterson stated he did not feel it would be prudent to provide the additional funding as the request was for \$100,000.

Chair Mays called for a point of order as there is a motion on the table and asked for a second. Motion failed as there was not a second.

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

MOTION: FROM VICE CHAIR DAVE GRANT TO ADOPT URA RESOLUTION 2008-018, SECONDED BY MR. LEE WEISLOGEL.

Prior to receiving a vote Ms. Henderson asked if this would be considered a Façade Grant, Chair Mays replied no. Ms. Henderson asked what type of grant would this be considered. Chair Mays replied a redevelopment grant. Ms. Henderson asked if we have maximums and minimums for redevelopment grants. Tom Nelson replied no.

Chair Mays called for a vote on the motion.

MOTION PASSED 3:2 (MAYS, GRANT AND WEISLOGEL IN FAVOR, HEIRONIMUS AND HENDERSON OPPOSED) KING AND LUMAN WERE ABSENT.

Chair Mays thanked the Board and staff. Tom Nelson addressed the next agenda item.

6. STAFF REPORTS

Tom Nelson Informed the Board that we had a videographer at Cruis'in and we got a lot of footage and interviews.

ADJOURNED: Chair Mays adjourned the URA Board of Directors meeting at 8:10pm.

Submitted by:

Approved:

Sylvia Murphy, District Recorder

Keith S. Mays, Chairman

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
June 19, 2008**

SPECIAL MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 6:18 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Dave Grant, Board members Linda Henderson and Lee Weislogel. Board members Dave Heironimus, Dan King and Dave Luman were absent.
3. **STAFF PRESENT:** Assistant City Manager Jim Patterson, Economic Development Manager Tom Nelson, Finance Director Christina Shearer and Administrative Assistant Stacey Kohler.
4. **PUBLIC HEARING:**

Chair Mays stated we have two items listed under Public Hearing and asked Administrative Assistant Stacey Kohler to read the public hearing statement.

A. URA Resolution 2008-016 Adopting a Supplemental Budget for Fiscal Year 2007-08

B. URA Resolution 2008-015 Adopting the URA 2008-09 Fiscal Year Budget

This is a Public Hearing on URA Resolution 2008-015 and URA Resolution 2008-016. The purpose of this public hearing is to provide the public with an opportunity to submit testimony concerning the above said Resolutions. The order of business we will follow in conducting this hearing is as follows: The Council will hear a staff report then correspondence, Council will then hear public testimony and any additional staff comments, then there will be questions from the Council and the hearing will then close and no further testimony will be heard from the audience. Following there will be discussion by Council and a decision. Any interested person may present testimony, if you wish to speak please fill out one of the testimony forms and submit it to the City Recorder. The Mayor will recognize those persons wishing to speak and any questions should be address through the Mayor, when you come to the microphone please state your name and address for the record and limit your testimony to four minutes.

Transcriber note: Minor error was made in the statement, referencing the City Council and Mayor above rather than the Urban Renewal Board and Chair Mays.

Chair Mays addressed URA Resolution 2008-016 Adopting a Supplemental Budget for 2007-08 and stated no action will be taken by the Board this evening and action will be taken at the June 24th meeting.

Chair Mays asked to receive public testimony. An audience member asked for clarification on the supplemental budget.

DRAFT

Chair Mays explained the Supplemental Budget brings all actions that the Council has made that changed the previously approved budget. The audience member asked for a summary of these items.

Christina Shearer Finance Director stated the supplemental budget for the Urban Renewal District is the acquisition of property. The District acquired a piece of property for \$1 million and the existing budget was in a position to cover this. That balance and the district required an additional \$210,000 of budget authority to finish out the fiscal year. Christina confirmed the property in question is the concrete tilt up building.

No further testimony was received and Chair Mays addressed the next agenda item, URA Resolution 2008-015 Adopting the URA 2008-09 Fiscal Year Budget.

Eugene Stewart Sherwood resident came forward stated there is concern over when the streets will be finished. He commented other projects keep arising and when the urban renewal was started the main focus was suppose to be on improving the down town streets. He would like to see the streets completed before other projects are undertaken.

With no other testimony received, Chair Mays closed the public hearing on URA Resolution 2008-015 and stated the Board will discuss the above two Resolutions at their next meeting scheduled for June 24th.

5. ADJOURNED: Chair Mays adjourned the meeting at 6:37pm.

Submitted by:

Approved:

Sylvia Murphy, District Recorder

Keith S. Mays, Chairman

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
June 24, 2008**

SPECIAL MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 6:13 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Dave Grant, Board members Linda Henderson and Lee Weislogel. Board members Dave Heironimus, Dan King and Dave Luman were absent.
3. **STAFF PRESENT:** Assistant City Manager Jim Patterson, Public Works Director Craig Sheldon, Police Commander Jim Reed, Economic Development Manager Tom Nelson, Finance Director Christina Shearer and District Recorder Sylvia Murphy.
4. **NEW BUSINESS:**

A. URA Resolution 2008-016 Adopting a Supplemental Budget for Fiscal Year 2007-08

Chair Mays stated we have two items listed under new business and asked for Board questions of Finance Director Christina Shearer. Chair Mays stated the main change to the supplemental budget is the property known as the machine shop.

With no other Board questions a motion was received.

MOTION: FROM VICE CHAIR DAVE GRANT TO APPROVE URA RESOLUTION 2008-016, SECONDED BY MR. LEE WEISLOGEL, APPROVED BY ALL MEMBERS PRESENT. HEIRONIMUS, KING AND LUMAN WERE ABSENT.

Chair Mays addressed the next agenda item.

B. URA Resolution 2008-015 Adopting the URA 2008-09 Fiscal Year Budget

Chair Mays stated this is the recommended budget from the Citizen Budget Committee and confirmed with the Finance Director that no changes have been made. Chair Mays asked for Board questions.

Ms. Henderson asked if the debt service is a 1 year debt of \$2.2 million. Christina replied she did not believe so, and this is a continuation of existing debt service plus projected new debt service. Mr. Henderson asked how far. Christina replied there variable terms.

With no other questions asked, a motion was received.

MOTION: FROM VICE CHAIR DAVE GRANT TO APPROVE URA RESOLUTION 2008-015, SECONDED BY MR. LEE WEISLOGEL, APPROVED BY ALL MEMBERS PRESENT. HEIRONIMUS, KING AND LUMAN WERE ABSENT.

Chair Mays thanked the Board and staff.

- 5. ADJOURNED:** Chair Mays adjourned the meeting at 6:18pm.

Submitted by:

Approved:

Sylvia Murphy, District Recorder

Keith S. Mays, Chairman

To: Sherwood Urban Renewal Agency

From: Tom Nelson, Economic Development Manager

SUBJECT: URA RESOLUTION 2008-019, A MINOR AMENDMENT TO EXPAND THE URBAN RENEWAL DISTRICT BOUNDARY LESS THAN 1%

ISSUES: Should the Urban Renewal Agency approve a “Minor Amendment” to the Urban Renewal District Boundary as allowed by the Urban Renewal Plan, to include property along Highway 99W that needs redevelopment?

BACKGROUND: The Sherwood Urban Renewal Agency was formed to provide a financing mechanism for the redevelopment of blighted properties. Two properties totaling 3.34 acres that border Highway 99W have been identified as blighted areas in need of redevelopment. A 2.91 acre piece has been identified as a potential hotel and conference center site, and a .43 acre piece adjacent to it has been identified as an important connection for future expansion of the Cedar Creek Trail system. To fund possible future projects through the Urban Renewal District, a minor amendment to the district boundary is requested to include these properties. Such an amendment is deemed to be “minor” per the Plan as it is less than a 1% increase of the physical area of the urban renewal area boundary. A map (Exhibit A) of the proposed boundary amendment is attached as an exhibit to the Resolution. The areas to be incorporated in the district are marked 2 and 3 on the map.

FINDINGS: As part of the review process stipulated in Section 700.C.4 of the Urban Renewal Plan, staff recommends the URA Board APPROVE this boundary amendment via final Resolution.

RECOMMENDATIONS:

1. MOTION TO RECOMMEND APPROVAL OF A MINOR AMENDMENT TO THE URBAN RENEWAL DISTRICT BOUNDARY TO INCLUDE AREAS 2 AND 3 AS IDENTIFIED IN EXHIBIT A.



URA RESOLUTION 2008-019

RESOLUTION TO APPROVE A MINOR AMENDMENT TO EXPAND THE URBAN RENEWAL DISTRICT BOUNDARY LESS THAN 1%

WHEREAS, The Urban Renewal Agency (URA) was formed to assist in the redevelopment of blighted areas within the Sherwood City Limits; and

WHEREAS, The URA boundary was drawn to include much of that blighted area that needed redevelopment; and,

WHEREAS, The Urban Renewal Agency Board finds that the areas marked as 2 and 3 on the attached map Exhibit A, along Highway 99W are blighted and in need of redevelopment; and,

WHEREAS, this amendment to the Urban Renewal Plan is deemed "minor" as it is less than a 1% increase of the physical area of the urban renewal area boundary;

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

The boundary of the Urban Renewal District of the City of Sherwood shall be amended to increase in size according to the attached Exhibit A Map to this Resolution.

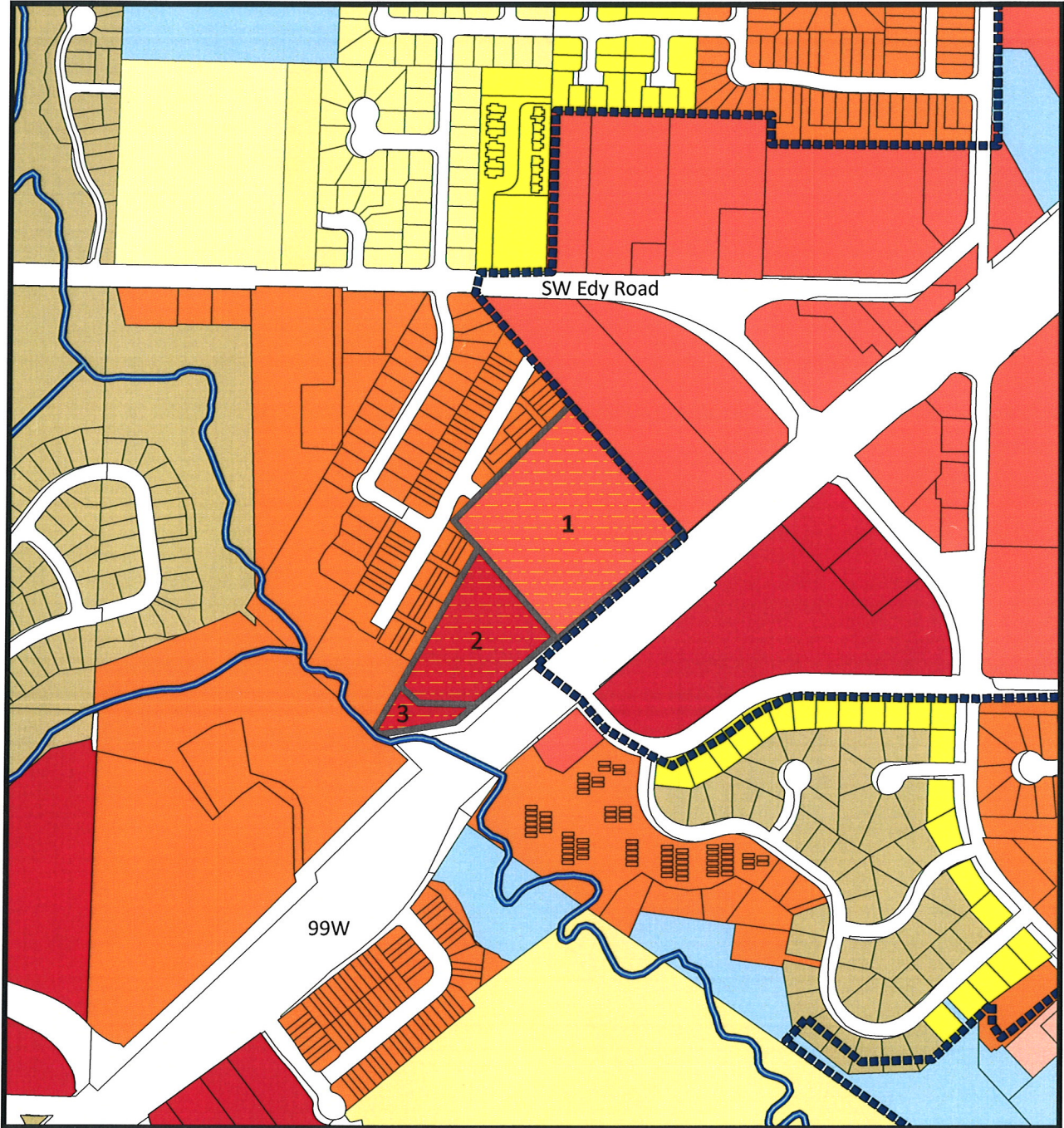
Duly passed by the Urban Renewal Agency Board of Directors this 15th day of July 2008.

Keith Mays, Chairman

ATTEST:

Sylvia Murphy, District Recorder

Proposed Urban Renewal Area Addition



Proposed Parcels for Urban Renewal Addition

Owner	Address	Lot Size
1. Pfeifer	21305 SW Pacific Hwy	5.74
2. Arcadia, (Hotel)	21655 SW Pacific Hwy	2.91
3. City	2 S130D001101	.43

Legend

- Cedar Creek
- Existing Urban Renewal Area Boundary
- Proposed Urban Renewal Area Addition
- Institutional and Public
- High Density Residential
- Medium Density Residential High
- Medium Density Residential Low
- Low Density Residential
- Office Commercial
- Retail Commercial
- General Commercial

N