

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

**Tuesday, October 7, 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 August 14, 2008 URA Board Minutes**
- B. Approval of August 19, 2008 URA Board Minutes**

**4. NEW BUSINESS**

- A. URA Resolution 2008-024 of the Sherwood Urban Renewal Agency approving a minor amendment to the Sherwood Urban Renewal Plan dated August 2000 to allow for the acquisition of additional property**
- B. URA Resolution 2008-025 of the Sherwood Urban Renewal Agency accepting the transfer of real property and the commitments imposed thereon by the City of Sherwood, Oregon**
- C. URA Resolution 2008-026 Approving a Façade Grant for Scott Emmett, owner of the building housing Sherwood Old Town Dental**

**5. STAFF REPORTS**

**6. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
August 14, 2008**

**WORK SESSION**

1. **CALL TO ORDER:** Chair Keith Mays called the work session to order at 6:12pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Dave Grant, Board members, Dave Heironimus, Linda Henderson and Dan King. Dave Luman and Lee Weislogel were absent.
3. **STAFF PRESENT:** City Manager Jim Patterson, Economic Development Manager Tom Nelson and District Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** City Attorney Pam Beery, Martha Shelly and Jeff Sackett with Capstone Partners LLC. and Tony Reser with GVA Kidder Matthews.
5. **TOPIC DISCUSSED:** Tom Nelson, Economic Development Manager came forward and briefly explained the purpose for the Board Work Session. Tom presented the Board with three draft agreements amended from the prior Board meeting: **Exhibit A**-Purchase & Sale Agreement between the Sherwood Urban Renewal Agency and Capstone Partner LLC, **Exhibit B**-Old Cannery Site Development Agreement and **Exhibit C**-Development Services Agreement for Old Cannery Site (see Record for exhibits). City Attorney Pam Beery explained the communications that lead to the amendments in the agreements and Martha Shelly explained the amendments. Discussion followed.
6. **ADJOURNED:** Chair Keith Mays adjourned the work session at 6:55pm.

Submitted by:

Approved:

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Sylvia Murphy, District Recorder

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Keith S. Mays, Chairman

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

1. **CALL TO ORDER:** Vice Chair Dave Grant called the work session to order at 9:02pm.
2. **BOARD PRESENT:** Vice Chair Dave Grant, Board members Dave Heironimus, Linda Henderson, Dave Luman and Lee Weislogel. Chair Keith Mays and Board member Dan King were absent.
3. **STAFF PRESENT:** City Manager Jim Patterson, Finance Director Christina Shearer, Economic Development Manager Tom Nelson, Police Captain Jim Reed and District Recorder Sylvia Murphy.

Vice Chair Grant addressed the Consent Agenda and asked for a motion.

4. **CONSENT AGENDA:**

**A. Approval of August 5, 2008 URA Board Minutes**

**MOTION: BOARD MEMBER LEE WEISLOGEL MOVED TO ADOPT THE CONSENT AGENDA, SECONDED BY MR. DAVE HEIRONIMUS. MOTION PASSED 4:1, WITH MS. HENDERSON ABSTAINING**

*District Recorder note: Ms. Henderson abstained as she was not present at the August 5<sup>th</sup> meeting.*

Vice Chair Grant addressed the next agenda item.

5. **NEW BUSINESS:**

**A. URA Resolution 2008-020 A Resolution of the Urban Renewal Agency of the City of Sherwood directing the Agency Manager to sign the Purchase and Sales Agreement for the Cannery Redevelopment**

Tom Nelson, Economic Development Manager came forward and stated the Board held a work session on August 14<sup>th</sup> and were briefed on this legislation. Tom informed the Board of amendments to the legislation since the work session. In areas where "District" was used, it has been changed to "Agency". This was also changed on the Purchase and Sale Agreement and a change in the date of 2012 when Phase II property would be purchased by the buyer.

Mr. Luman asked what date on the agreement will be used as the purchase date. Tom replied it will be the date that the Mayor signs it. Tom continued to explain, on page 14 of the agreement, an amount certain of \$50,000 was added for damages due to breach. Tom also explained that exhibits have been added to the legislation that were not available at the work session.

City Manager Patterson asked Tom Nelson if it was safe to assume, as he recalled the City attorney stating, that these documents were the same documents presented at the work

session with the exception of the items staff has cleaned up as noted above. Tom replied everything is the same in all the legislation this evening.

Vice Chair Grant asked for Board questions. With none heard he asked for a motion.

**MOTION: BOARD MEMBER LEE WEISLOGEL MOVED TO ADOPT URA RESOLUTION 2008-020, SECONDED BY MR. DAVE HEIRONIMUS, ALL VOTED IN FAVOR.**

Vice Chair Grant addressed the next agenda item.

**B. URA Resolution 2008-021 A Resolution of the Urban Renewal Agency of the City of Sherwood directing the Agency Manager to sign the Site Development Agreement for the Cannery Redevelopment**

Tom Nelson stated there were few changes to this legislation. Exhibits B1, B2, B3 & B4 were added. Tom mention to please note exhibit B4 is also on the other piece of legislation the Board will be considering this evening.

Vice Chair Grant asked for Board questions. With none heard he asked for a motion.

**MOTION: BOARD MEMBER MR. DAVE HEIRONIMUS MOVED TO ADOPT URA RESOLUTION 2008-021, SECONDED BY MR. LEE WEISLOGEL, ALL VOTED IN FAVOR.**

**C. URA Resolution 2008-022 A Resolution of the Urban Renewal Agency of the City of Sherwood directing the Agency Manager to sign the Development Services Agreement for the Public Infrastructure in the Cannery Redevelopment**

Tom Nelson explained the only change to this legislation since the work session was changing "District" to "Agency".

Vice Chair Grant asked for Board questions. With none heard he asked for a motion.

**MOTION: BOARD MEMBER MR. DAVE LUMAN MOVED TO ADOPT URA RESOLUTION 2008-022, SECONDED BY MR. LEE WEISLOGEL, ALL VOTED IN FAVOR.**

Vice Chair Grant praised staff and the partners involved for a job well done in moving forward with this development.

Vice Chair Grant addressed the next agenda item and asked the District Recorder to read the Public Hearing statement.

**6. PUBLIC HEARING:**

**A. URA Resolution 2008-023 Adopting a Supplemental Budget and making appropriations**

*Statement: The Sherwood Urban Renewal Agency Board of Directors will hold a public hearing to listen to testimony in regards to URA Resolution 2008-023. The purpose of this hearing is to provide the public with an opportunity to submit testimony on the above said Resolution. Any interested person may present testimony. If you wish to speak please fill out the testimony form and submit it to the District Recorder. Vice Chair Grant will recognize those wishing to speak and any questions should be addressed through Vice Chair Grant.*

## DRAFT

*When you come to the microphone please state your name and address for the record as this hearing will be recorded. Please speak clearly and limit your testimony to four minutes.*

Vice Chair Grant opened the Public Hearing and asked for testimony. City Manager Patterson asked if the Board would consider the staff report prior to receiving testimony.

Christina Shearer Finance Director came forward and stated this is a supplemental budget request and is a series of timing issues with the budget. Christina explained staff originally looked at doing the purchase sale and financing related to all of the issues related with Urban Renewal and staff considered a large portion was going to be completed prior to June 30<sup>th</sup>. Therefore the original intent was staff was going to bring a supplemental budget before the Board for the 07-08 Fiscal Year. When it became apparent that we were not going to close on time, staff moved everything to 2008-09 and by this time we had already passed the Urban Renewal Budget or we were far enough along in the process that it did not seem prudent to go there and reopen it again. Therefore what you have in front of you in nothing new and everything is how it was planned and the reason you have it tonight is because it was not budgeted in the proper fiscal year.

Christina offered to answer questions.

Ms. Henderson asked for details on the capital outlay \$3,986,000. Christina replied this is primarily the purchase of the Canner property from the City of Sherwood's general fund. Ms. Henderson asked how much was this? Christina replied \$3,065,000 and explained the difference is for planned infrastructure improvements.

City Manager Patterson asked Tom Nelson to explain further. Tom Nelson stated several things occurred, one was the URA purchase of the two lots on 1<sup>st</sup> Street and this would be \$264,000. Staff is over-budgeting for perceived infrastructure improvements which may be needed in the future.

Ms. Henderson asked if the infrastructure improvements were for the Cannery. Tom replied it could be or could be for planned improvements in the URA Plan.

Ms. Henderson commented there is still a difference of \$600,000. Christina replied, when staff looked at bringing the Board a supplemental budget, staff reviewed the entire Urban Renewal budget and determined that 6 months after staff originally worked on the URA Budget, staff considered the current projections and this is why you're seeing changes in debt service and materials and services. We looked at what was changing as we do not have an itemized list of all the changes but all of them were contemplated within the Urban Renewal Plan even prior to staff bring this legislation before you. Staff is not proposing any new action that has not already been contemplated.

Ms. Henderson commented then part of the \$3.9 could possibly be expenses incurred.... the increased cost of an expense that we will incur in the future because of the time delay. Christina replied yes.

Tom Nelson commented there are expense such as survey's that we may have to do for the Cannery project.

Christina commented staff did look at reductions in expenses such as debt service.

City Manager Jim Patterson commented one of the examples of the expenses staff is speaking of is, in our work with the DEQ to be able to complete our "No Further Action" requirements, there were some additional steps that we needed to take in order to present

the Cannery property as a shovel ready site and as we move forward funds are needed for this.

Vice Chair Grant asked for other staff questions, with none heard he opened the Public Hearing to received testimony.

Eugene Stewart Sherwood Resident came forward and commented he is disturbed by the fact that when the Urban Renewal District was set up one of the main priorities was down town streets and it appears this is getting pushed off. Mr. Stewart expressed concern with running out of money and lack of parking in the down town area.

No other testimony was received and Vice Chair Grant closed the public hearing. City Manager Patterson asked Tom Nelson to respond to Mr. Stewarts concerns regarding parking.

Tom Nelson came forward and stated staff is staying on the project priority list recommended by SURPAC and we have sufficient funds to complete these priorities and we are working on them. As far as down town streets, Tom has spoken with Tom Pessemier and there is only so much staff can manage in one season and staff is cued up for 2009-10 to plan on repairing the down town streets. In regards to parking, Tom Nelson has asked staff to get a parking study completed.

Ms. Henderson asked what was the goal of the parking study. Tom replied to study the need for additional parking in the down town area. City Manager Patterson commented giving existing businesses and those that are planned for and anticipated or unanticipated and to find out what the parking requirements are if we were fully built out.

Ms. Henderson commented, didn't SURPAC approve \$15,000 for 3 concept designs of a parking structure. Tom Nelson replied yes and we did receive that and it was cost prohibited. Tom explained it was cost prohibited as it was \$72,000 per parking spot, this is partly due to the location of the parking structure. Staff now knows more about that as well as what is projected in the Cannery development.

Tom Nelson commented SURPAC asked him to ask planning staff to work with the Planning Commission to change parking regulations for down town. Tom mentioned he works a lot with down town merchants through redevelopment and has received mixed reactions as some of the merchants don't feel we have a parking problem down town.

Ms. Henderson commented if we were enforcing the 2 hour parking limit their response might be different and for those that work in down town, where do they park?

City Manager Patterson replied he has observed when the rainy season hits the gravel lot near the cannery is rarely used and there are 40+ spaces there and business owners and staff are utilizing the off street parking because they don't want to walk in the rain.

Discussion occurred regarding the need to know what the parking requirements are.

Mr. Patterson commented to Mr. Stewart that we will not lose sight of priorities and appreciates his comments regarding this and assures him staff will work toward addressing priorities.

Vice Chair Grant commented he has not experienced parking issues down town and does not believe there is a problem.

**DRAFT**

Mr. Heironimus commented he disagrees and this was the reason he moved his office away from the down town area.

Vice Chair Grant restated the public hearing has been closed and asked for a motion on URA Resolution 2008-023

**MOTION: BOARD MEMBER MR. LEE WEISLOGEL MOVED TO ADOPT URA RESOLUTION 2008-023, SECONDED BY MS. LINDA HENDERSON, ALL VOTED IN FAVOR.**

With no other business to address Vice Chair Grant adjourned.

**7. ADJOURNED:** Vice Chair Grant adjourned the URA Board meeting at 9:30pm.

Submitted by:

Approved:

\_\_\_\_\_  
Sylvia Murphy, District Recorder

\_\_\_\_\_  
Dave Grant, Vice Chairman

URA Board Meeting Date: October 7, 2008

Agenda Item: New Business

**To:** Sherwood Urban Renewal Agency

**From:** Tom Nelson, Economic Development Manager

**SUBJECT: Purchase of City Owned 1<sup>st</sup> Street Properties by URA**

### **Issue**

Should the URA purchase the City-owned property at the end of 1<sup>st</sup> Street (15804 and 15824 1<sup>st</sup> Street) for \$264,000 from the City?

### **Background**

The City purchased these properties due to traffic impediments when the Oregon Street / 1st Street roundabout was constructed. The URA is in a better place to redevelop these properties, and has sufficient proceeds. According to Washington County Assessment information, the market values of the properties were \$125,000 and \$159,000 as of 9/18/07. Based on the fact that the structure (Red House) is being demolished, and the market has depreciated since last September, \$264,000 appears to be a fair price.

### **Other Factors:**

1. At its July 16, 2008 Meeting SURPAC recommended URA purchase of the properties
2. At a subsequent Work Session the council was briefed on the potential sale and purchase by the URA
3. The 2008/09 Budget includes this transaction

### **Financial Analysis**

The URA has sufficient debt capacity and cash flow to purchase and develop the property, along with other prioritized projects.

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The following notice was published in compliance with ORS. 221.725:

URA Resolution 2008-024, Staff Report  
October 7, 2008  
Page 1 of 3



NOTICE OF SALE OF CITY REAL PROPERTY  
(ORS 221.725)

The Sherwood City Council will hold a public hearing during their meeting at the Sherwood City Hall on October 7, 2008 to hear public comment on the possible sale of the real property known as two lots at 15804 SW 1<sup>st</sup> Street and 15824 SW 1<sup>st</sup> Street in Sherwood, Oregon. The meeting starts at 7:00 p.m.; the City Hall is located at 22560 SW Pine Street, Sherwood, Oregon.

The sale of the property is proposed to be made to the Sherwood Urban Renewal Agency for the purpose of redevelopment according to the Urban Renewal Plan.

The Council believes the sale of the property would be in the City's interest in light of the fact that the Urban Renewal Agency has the necessary flexibility to specify and transact redevelopment. Money from the sale will be used to pay the City's costs associated with the original purchase, demolition, and clean-up of the property.

Members of the public are invited to attend the Council meeting and testify on the merits of the sale. City staff will be there to present information to the Council and the public and answer questions from the Council on the proposed sale.

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**Recommendation**

Based on the willingness and the ability of the URA to redevelop the site in adherence to the Urban Renewal Plan, staff recommends a purchase of the property by the URA for \$264,000, and the adoption of the attached resolutions to amend the plan and accept transfer of the property.

**Actions Needed:** Subject to previous Council action (Items 1-3 below) and the willingness of the URA Board to proceed, the following actions need to be taken:

1. The City needs to adopt a Resolution to make a minor amendment to the plan for property acquisition. (2008-054)
2. The City needs to hold a public hearing to sell property.
3. The Council needs to adopt a resolution based on the findings after the public hearing to sell / transfer property to the URA and authorize a Warranty Deed to be executed and subsequently recorded with the County Clerk. (2008-055)

4. The URA needs to adopt a Resolution to make a minor amendment to the plan for property acquisition. (URA Resolution 2008-024)
5. The URA needs to adopt a resolution to purchase / accept transfer of the property. (URA Resolution 2008-025)



**URA RESOLUTION 2008-024**

**A RESOLUTION OF THE SHERWOOD URBAN RENEWAL AGENCY APPROVING A MINOR AMENDMENT TO THE SHERWOOD URBAN RENEWAL PLAN, DATED AUGUST, 2000, TO ALLOW FOR THE ACQUISITION OF ADDITIONAL PROPERTY**

**WHEREAS**, the Urban Renewal Agency of the City of Sherwood (“Agency”) as the duly designated Urban Renewal Agency for the City of Sherwood, Oregon (“City”) is undertaking to carry out the Sherwood Urban Renewal Plan (“Plan”) which plan was approved by the City Council (“Council”) on August 29, 2000 by Ordinance No. 2000-1098; and

**WHEREAS**, the Plan requires, under Section 503(A)(1), that the Council approve certain minor amendments to the Plan by the Agency; and

**WHEREAS**, the Plan’s goals and objectives include the elimination of blighting influences and the promotion of private development found in the Renewal Area, as defined in the Plan; and

**WHEREAS**, the real property consisting of two lots at 15804 SW 1<sup>st</sup> Street and 15824 SW 1<sup>st</sup> Street in Sherwood, Oregon is owned by the City. Said property consists of parcels R554563 - .10 acres and RR554572 – 0.11 acres is currently a blighting influence in the Renewal Area; and

**WHEREAS**, the Agency plans for the property may be privately redeveloped as set forth in Sections 501 and 600 of the Plan; and

**WHEREAS**, the Agency may amend the Plan from time to time as authorized by Section 700(B) of the Plan; and

**WHEREAS**, the Plan should be amended at Section 503(C) by adding property to be acquired to allow for acquisition the property.

**NOW, THEREFORE, BE IT RESOLVED BY THE SHERWOOD URBAN RENEWAL AGENCY FOR THE CITY OF SHERWOOD AS FOLLOWS:**

**Section 1.** The Sherwood Urban Renewal Agency does hereby approve amendment to the plan at Section 503(C) to add an additional property for acquisition, described as

the two lots at 15804 1<sup>st</sup> Street and 15824 SW 1<sup>st</sup> Street in Sherwood, Oregon consisting of parcels R554563 - .10 acres and RR554572 – 0.11 acres.

**Section 2.** This Resolution shall be effective upon its adoption by the URA Board.

Duly passed by the City of Sherwood Urban Renewal Agency this 7<sup>th</sup> day of October 2008.

\_\_\_\_\_  
Keith S. Mays, Board Chairman

ATTEST:

\_\_\_\_\_  
Sylvia Murphy, District Recorder



## URA RESOLUTION 2008-025

### **A RESOLUTION OF THE SHERWOOD URBAN RENEWAL AGENCY ACCEPTING THE TRANSFER OF REAL PROPERTY AND THE COMMITMENTS IMPOSED THEREON BY THE CITY OF SHERWOOD, OREGON**

**WHEREAS**, the Urban Renewal Agency of the City of Sherwood (“Agency”), as the duly designated Urban Renewal Agency for the City of Sherwood, Oregon (“City”), is undertaking to carry out The Sherwood Urban Renewal Plan (“Plan”) which Plan was approved by the City Council of the City (“Council”) on August 29, 2000 by Ordinance No. 2000-1098; and

**WHEREAS**, the City is authorized under ORS Chapter 271 to transfer ownership of real property to a governmental body; and

**WHEREAS**, the Agency is authorized under ORS Chapter 457 to accept transfer of ownership from the City of real property for which it has a plan for use; and

**WHEREAS**, the real property known as THE TWO LOTS AT 15804 SW 1<sup>ST</sup> STREET AND 15824 SW 1<sup>ST</sup> STREET IN SHERWOOD, OREGON CONSISTING OF PARCELS R554563 - .10 ACRES AND RR554572 – 0.11 ACRES, Sherwood is planned for private redevelopment as set forth in Sections 501 and 600 of the Plan; and

**WHEREAS**, the City has or is expected to approve an amendment to the Plan to add for acquisition the property; and

**WHEREAS**, the City has or is expected to authorize a warranty deed to transfer ownership of the property to the Agency.

### **NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY BOARD OF DIRECTORS OF THE CITY OF SHERWOOD:**

**Section 1.** The Agency accepts transfer of ownership of the Old Cannery and the commitments imposed thereon by the City. The Agency’s approval is subject to the Agency’s amendment to the plan, the City’s approval of said amendment and the City’s agreement to transfer of ownership of the property described herein.

**Section 2.** This Resolution shall be effective from and after its adoption by the Agency Board.

**DRAFT**

Duly passed by the Urban Renewal Agency Board of Directors this 7<sup>th</sup> day of October 2008.

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Keith Mays, Board Chairman

ATTEST:

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Sylvia Murphy, District Recorder

URA Board Meeting Date: October 7, 2008

Agenda Item: New Business

**To:** Sherwood Urban Renewal Agency

**From:** Tom Nelson, Economic Development Manager

**SUBJECT: URA Resolution 2008-026 Sherwood Old Town Dental Façade Grant**

### **Issue**

Should the Sherwood Urban Renewal District Board approve a Façade Grant for Scott Emmett, owner of the building housing Sherwood Old Town Dental?

### **Background**

On August 21, 2008 an application was submitted by Scott Emmett, the owner of the building housing Sherwood Old Town Dental in Old Town for a Façade Grant. The total estimated project cost is \$43,200. The applicant requested consideration for a \$15,000 grant. At its September 17, 2008, SURPAC members unanimously recommended to the District Board to approve the requested Façade Grant.

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, up to \$15,000 for each façade, from the district. The grant funds can only be spent on eligible expenses outlined in the adopted Façade Grant Guidelines.

### **Financial Analysis**

Sufficient funds are available in the Façade Grant Program to honor this request. The applicant must submit a bill for work completed before any re-imbusement will be authorized.

### **Recommendation**

**MOTION TO APPROVE THE URA Resolution 2008-026, a Resolution authorizing the District Board to award a Façade Grant to Scott Emmett for the exterior improvements to the façade of the building located at 16043 SW Railroad Street, the building that houses Sherwood Old Town Dental.**



**URA RESOLUTION 2008-026**

**A RESOLUTION APPROVING A FAÇADE GRANT FOR SCOTT EMMETT, OWNER OF THE BUILDING HOUSING SHERWOOD OLD TOWN DENTAL**

**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**, Scott Emmett, building owner, representing the building housing Sherwood Old Town Dental, has submitted an application for a grant shown as Exhibit A to this document; and

**WHEREAS**, the Sherwood Urban Renewal Planning Advisory Commission (SURPAC) concurs with the application and recommended approval.

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

The District Administrator is authorized to grant \$15,000 in accordance to the terms and conditions to the Façade Grant Program.

**Duly passed by the City of Sherwood Urban Renewal Agency Board of Directors this 7<sup>th</sup> day of October 2008.**

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Keith S. Mays, Board Chair

ATTEST:

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Sylvia Murphy, District Recorder





## Old Town Facade Program Grant Application

Date of Application: 8-21-08 SURPAC Review Date: \_\_\_\_\_

### Business Information

Sherwood Old Town Dental

Name of Business

16043 SW Railroad St, Sherwood, OR 97140

Physical Business Address

Mailing Address (if different from physical address)

503-625-6221

Business Phone

503-625-5340

Business Fax

Web site

Debi Huyssoon, DMD

Business Owner(s) Name(s)

16043 SW Railroad St

Address of Property to be Improved

503-625-6221

Phone

Scott Emmett

Application being submitted by

503-572-8606

Phone

scott@phairstdevelopment.com

E-mail

### Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required). New main entrance with covered porch and covered bike parking. New roofing, new siding (Hardi), new vinyl windows, new paint.

It is understood that paint and roofing are not eligible for grant money just detailed here to illustrate the scope for this project.

*Full set of plans attached for review*

Est. Project Start Date: 9-8-08

Est. Project Completion Date: 11-9-08

### Budget

Total Project Cost:

\$ 43,200.00

Dollar Amount Requested:

\$ 15,000.00

(Please see attached Guidelines)

### Authorization

\_\_\_\_\_  
UR District Manager

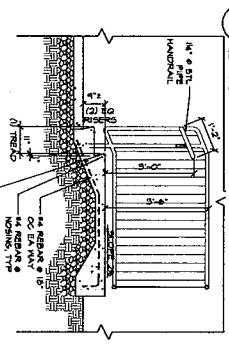
\_\_\_\_\_  
District Board President

\_\_\_\_\_  
Date Awarded

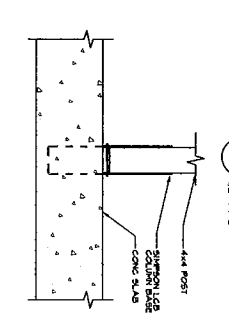




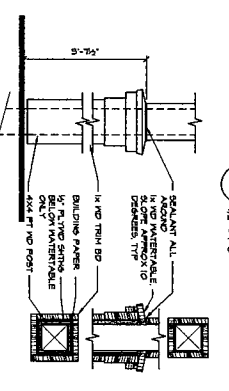
5 CONG STAIR  
1/2" = 1'-0"



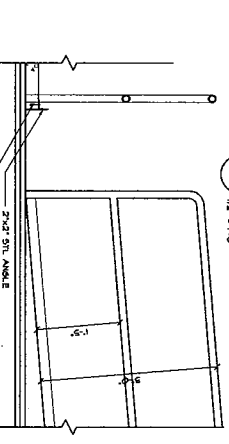
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1" = 1'-0"



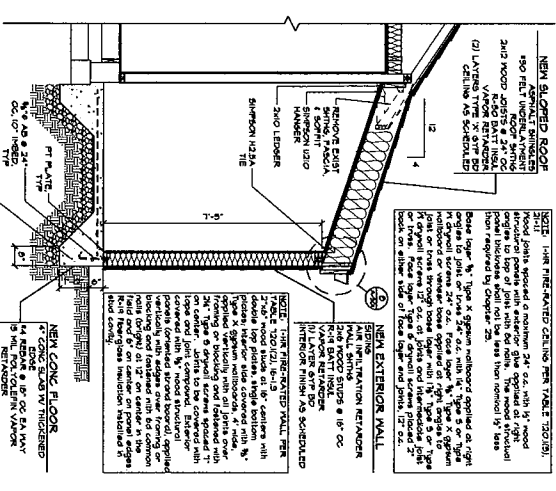
7 TYPICAL COLUMN TRIM  
1/2" = 1'-0"



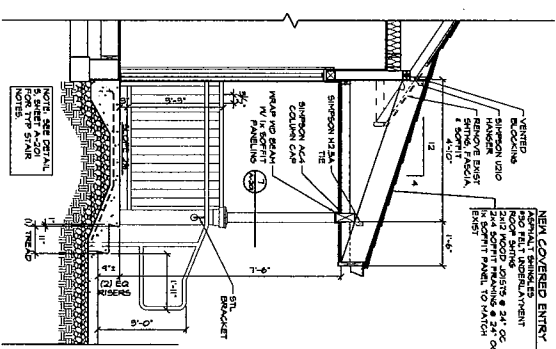
8 RAMP RAILINGS  
1" = 1'-0"



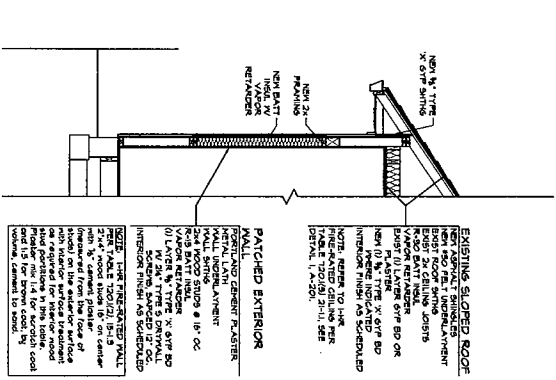
1 MECHANICAL ROOM SECTION  
1/2" = 1'-0"



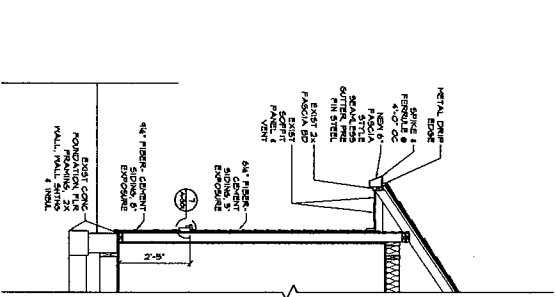
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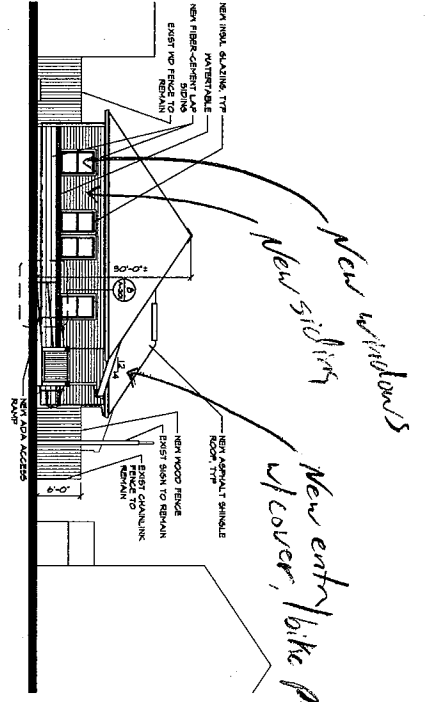
3 SE WALL INFILL  
1/2" = 1'-0"



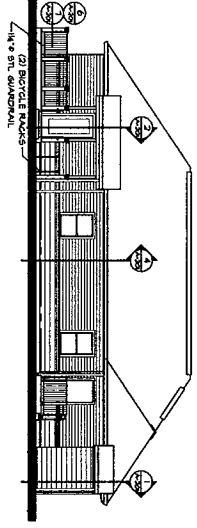
4 TYP EXTERIOR WALL  
1/2" = 1'-0"



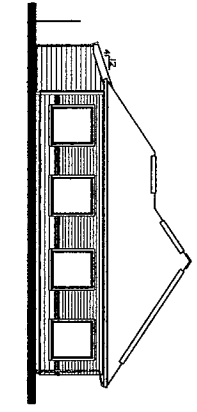
SOUTH-EAST ELEVATION  
1/8" = 1'-0"



NORTH-EAST ELEVATION  
1/8" = 1'-0"



NORTH-WEST ELEVATION  
1/8" = 1'-0"

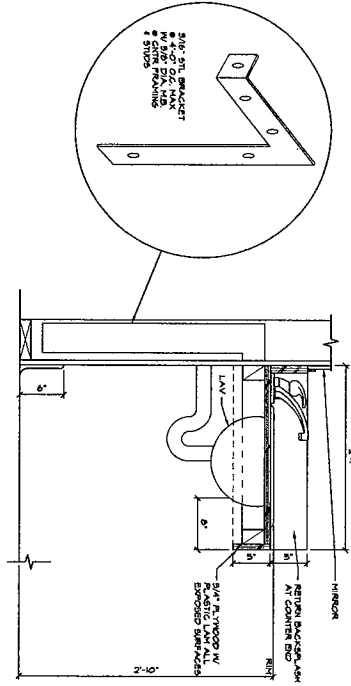


Title: **A-201**  
 Date: 08-08-08  
 Drawn by: BDO  
 Checked by: BDO  
 Design by: BDO  
 Project: SHERWOOD OLD TOWN DENTAL  
 Location: 16045 SW RAILROAD STREET  
 SHERWOOD, OREGON  
 Consultant:

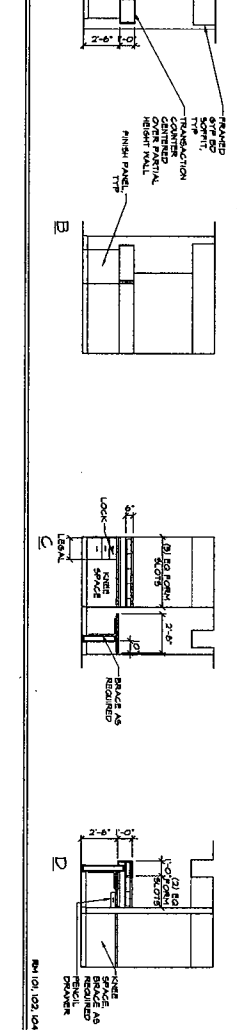
**SHERWOOD OLD TOWN DENTAL**  
 16045 SW RAILROAD STREET  
 SHERWOOD, OREGON  
 consultant:

**CARLSON VEIT ARCHITECTS PC**  
 ARCHITECTURE • INTERIOR DESIGN  
 503-390-0261 • FAX 503-390-2459 • WWW.CARLSONVEIT.COM  
 3095 RIVER ROAD NORTH, SALEM, OREGON 97303  
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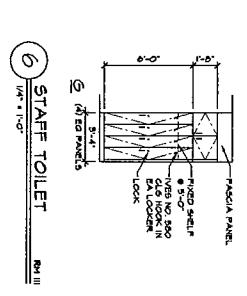
12 LAVATORY COUNTER



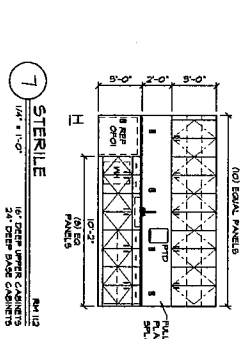
1 RECEPTION



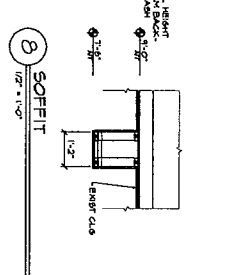
5 LAB



6 STAFF TOILET



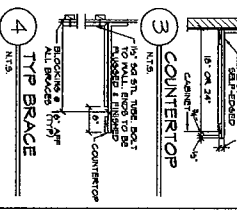
7 STERILE



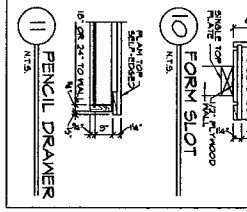
8 SOFFIT



2 STAFF

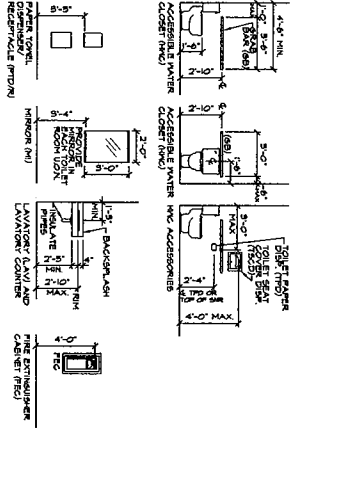


9 NOT USED



- GENERAL NOTES**
1. ALL EXPANDED SHELVES ON COUNTER TO BE 1/2\"/>
  2. ALL EXPANDED SHELVES TO BE 1/2\"/>
  3. ALL EXPANDED SHELVES TO BE 1/2\"/>
  4. ADJUSTABLE SHELVES TO BE 1/2\"/>

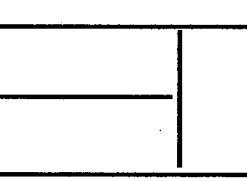
FIGURE MOUNTING HEIGHTS



3 COUNTERTOP



4 TYP BRACE



10 FORM SLOT



11 PENCIL DRAWER



Sheet: **A-202**

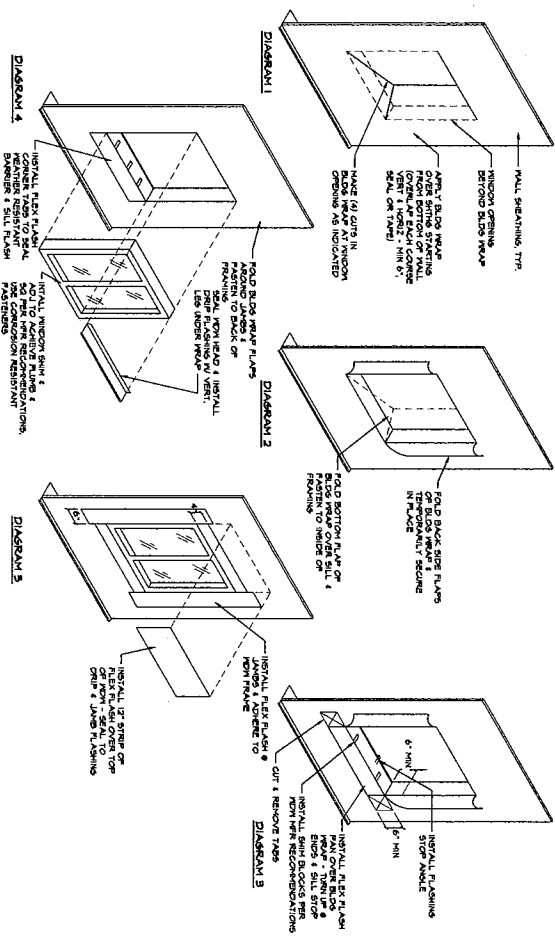
Project: **SHERWOOD OLD TOWN DENTAL**

Address: **16043 SW RAILROAD STREET, SHERWOOD, OREGON**

Architect: **CARLSON VEIT ARCHITECTURE + INTERIOR DESIGN**

Phone: **503-390-0281** | Fax: **503-390-2459** | Website: **WWW.CARLSONVEIT.COM**

9 WINDOW FLASHING INSTALLATION



1 TYP WINDOW HEAD  
5" x 11/8"

2 TYPICAL INTERIOR WALL  
1/2" x 11/8"

3 RIDGE VENT  
1" x 11/8"

4 TYP WINDOW SILL  
5" x 11/8"

5 WD DOOR SILL & HEAD  
5" x 11/8"

6 INT DOOR JAMB / HEAD  
5" x 11/8"

7 WATERTABLE  
5" x 11/8"

8 EAVE  
1/2" x 11/8"

Sheet: **A-501**  
 Date: 10/7/08  
 Project: 10007  
 Client: A-201X-10007  
 Drawn by: BDO  
 Checked by: CDC  
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Client: **SHERWOOD OLD TOWN DENTAL**  
 Address: 16045 SW RAILROAD STREET  
 SHERWOOD, OREGON  
 Consultants:

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**OUTLINE SPECIFICATIONS**

**DIVISION 05 - CHEMISTS**

**51000 DOORS:** Submit a coordinated set including, but not limited to, door schedule, door profiles, door elevations, door annotations, door hardware schedule, door hardware detail drawings, door hardware specifications, door hardware manufacturer information, door hardware installation instructions, door hardware maintenance instructions, door hardware repair instructions, door hardware replacement instructions, door hardware removal instructions, door hardware disposal instructions, door hardware recycling instructions, door hardware sustainability information, door hardware lifecycle assessment, door hardware carbon footprint, door hardware embodied carbon, door hardware embodied energy, door hardware embodied water, door hardware embodied materials, door hardware embodied waste, door hardware embodied emissions, door hardware embodied impacts, door hardware embodied risks, door hardware embodied opportunities, door hardware embodied values, door hardware embodied benefits, door hardware embodied costs, door hardware embodied risks, door hardware embodied opportunities, door hardware embodied values, door hardware embodied benefits, door hardware embodied costs.

**52000 MIRRORS:** Submit a coordinated set including, but not limited to, mirror schedule, mirror elevations, mirror annotations, mirror hardware schedule, mirror hardware detail drawings, mirror hardware specifications, mirror hardware manufacturer information, mirror hardware installation instructions, mirror hardware maintenance instructions, mirror hardware repair instructions, mirror hardware replacement instructions, mirror hardware removal instructions, mirror hardware disposal instructions, mirror hardware recycling instructions, mirror hardware sustainability information, mirror hardware lifecycle assessment, mirror hardware carbon footprint, mirror hardware embodied carbon, mirror hardware embodied energy, mirror hardware embodied water, mirror hardware embodied materials, mirror hardware embodied waste, mirror hardware embodied emissions, mirror hardware embodied impacts, mirror hardware embodied risks, mirror hardware embodied opportunities, mirror hardware embodied values, mirror hardware embodied benefits, mirror hardware embodied costs.

| Section | Division | Item | Description     |
|---------|----------|------|-----------------|
| 51000   | 05       | 01   | DOORS           |
| 5110    | 05       | 01   | DOOR CASES      |
| 5120    | 05       | 01   | DOOR LEAFS      |
| 5130    | 05       | 01   | DOOR HARDWARE   |
| 5140    | 05       | 01   | GLASS DOORS     |
| 5150    | 05       | 01   | MIRRORS         |
| 5160    | 05       | 01   | MIRROR CASES    |
| 5170    | 05       | 01   | MIRROR LEAFS    |
| 5180    | 05       | 01   | MIRROR HARDWARE |

**DIVISION 05 - PHYSICISTS**

**51000 DOORS:** Submit a coordinated set including, but not limited to, door schedule, door profiles, door elevations, door annotations, door hardware schedule, door hardware detail drawings, door hardware specifications, door hardware manufacturer information, door hardware installation instructions, door hardware maintenance instructions, door hardware repair instructions, door hardware replacement instructions, door hardware removal instructions, door hardware disposal instructions, door hardware recycling instructions, door hardware sustainability information, door hardware lifecycle assessment, door hardware carbon footprint, door hardware embodied carbon, door hardware embodied energy, door hardware embodied water, door hardware embodied materials, door hardware embodied waste, door hardware embodied emissions, door hardware embodied impacts, door hardware embodied risks, door hardware embodied opportunities, door hardware embodied values, door hardware embodied benefits, door hardware embodied costs.

| Section | Division | Item | Description     |
|---------|----------|------|-----------------|
| 51000   | 05       | 01   | DOORS           |
| 5110    | 05       | 01   | DOOR CASES      |
| 5120    | 05       | 01   | DOOR LEAFS      |
| 5130    | 05       | 01   | DOOR HARDWARE   |
| 5140    | 05       | 01   | GLASS DOORS     |
| 5150    | 05       | 01   | MIRRORS         |
| 5160    | 05       | 01   | MIRROR CASES    |
| 5170    | 05       | 01   | MIRROR LEAFS    |
| 5180    | 05       | 01   | MIRROR HARDWARE |

**DIVISION 05 - SPECIALTIES**

**51000 DOORS:** Submit a coordinated set including, but not limited to, door schedule, door profiles, door elevations, door annotations, door hardware schedule, door hardware detail drawings, door hardware specifications, door hardware manufacturer information, door hardware installation instructions, door hardware maintenance instructions, door hardware repair instructions, door hardware replacement instructions, door hardware removal instructions, door hardware disposal instructions, door hardware recycling instructions, door hardware sustainability information, door hardware lifecycle assessment, door hardware carbon footprint, door hardware embodied carbon, door hardware embodied energy, door hardware embodied water, door hardware embodied materials, door hardware embodied waste, door hardware embodied emissions, door hardware embodied impacts, door hardware embodied risks, door hardware embodied opportunities, door hardware embodied values, door hardware embodied benefits, door hardware embodied costs.

| Section | Division | Item | Description     |
|---------|----------|------|-----------------|
| 51000   | 05       | 01   | DOORS           |
| 5110    | 05       | 01   | DOOR CASES      |
| 5120    | 05       | 01   | DOOR LEAFS      |
| 5130    | 05       | 01   | DOOR HARDWARE   |
| 5140    | 05       | 01   | GLASS DOORS     |
| 5150    | 05       | 01   | MIRRORS         |
| 5160    | 05       | 01   | MIRROR CASES    |
| 5170    | 05       | 01   | MIRROR LEAFS    |
| 5180    | 05       | 01   | MIRROR HARDWARE |

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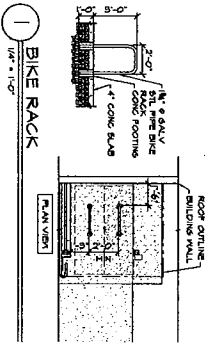
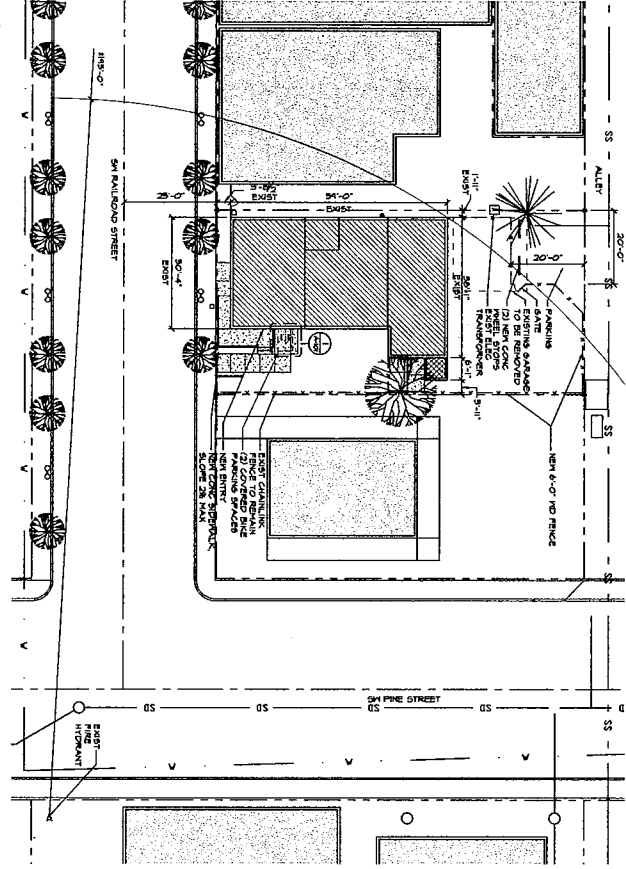
**SHERWOOD OLD TOWN DENTAL**  
16043 SW RAILROAD STREET  
SHERWOOD, OREGON 97140

Project: SHERWOOD OLD TOWN DENTAL  
Architect: CARLSON VEIT ARCHITECTS PC  
Interior: CARLSON VEIT ARCHITECTS PC  
Construction: CARLSON VEIT ARCHITECTS PC

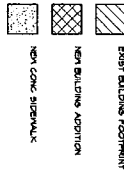
**6-003**

DATE: 06-09-2008  
PROJECT: SHERWOOD OLD TOWN DENTAL  
SHEET: 6-003-10001  
SHEET: 10 OF 10  
DRAWN BY: BDD  
CHECKED BY: CDC  
DATE: 06-09-2008  
BY: CARLSON VEIT ARCHITECTS PC

**SITE PLAN**  
 1/4" = 1'-0"



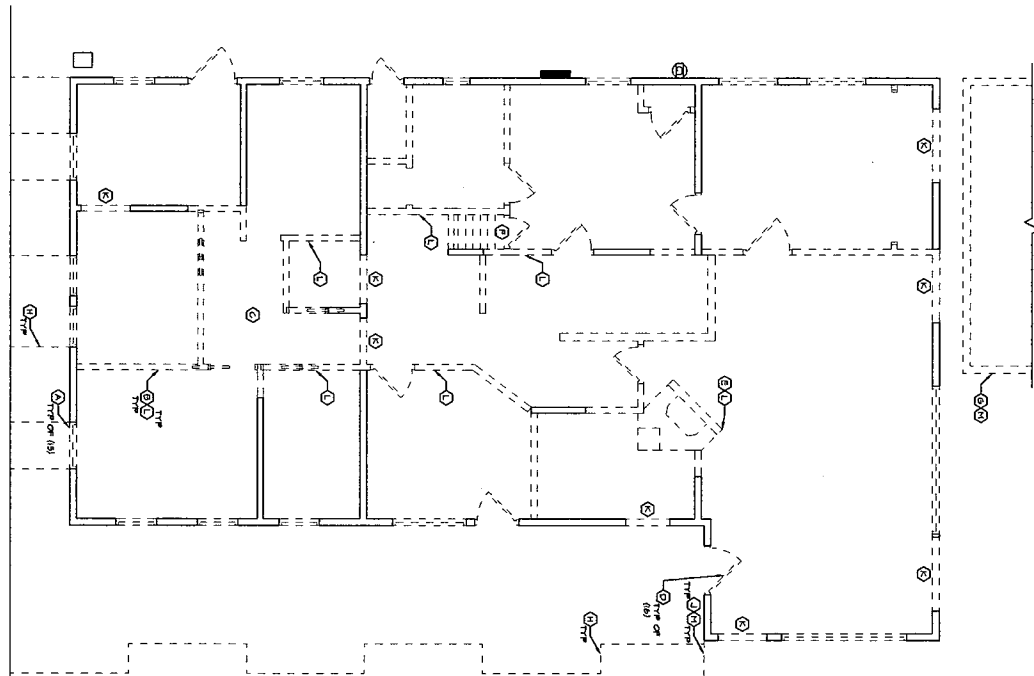
**LEGEND**



**DEMOLITION NOTES**

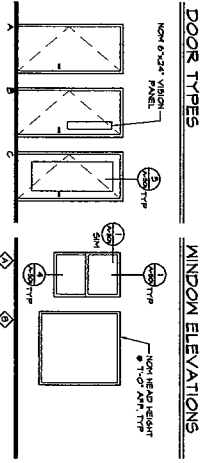
- 1 REMOVE INDOOR
- 2 REMOVE WALL
- 3 REMOVE LOWERED CEILING FINISHING
- 4 REMOVE DOOR
- 5 REMOVE TRUSSES, CHIMNEY, AND PARAPET
- 6 REMOVE ATTIC STAIR
- 7 REMOVE SKIN BUILDING
- 8 REMOVE CONC. HALLOWAY
- 9 REMOVE PG FENCE, CIV. WALL, & CIV. PLANTER
- 10 NEW OPENING
- 11 REMOVE REINFORCEMENT SUPPORT FOR EXIST. ROOF FINISHING
- 12 PROVIDE TREE PROTECTION FENCING, TYP. THROUGHOUT PROJECT.

**DEMOLITION PLAN**  
 1/4" = 1'-0"



|                             |                                                                                                                                                   |                                                                                                         |                                                                                                                                                                                                                           |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| sheet: <b>A-101</b><br>of 2 | CLIENT: CB-CB-08<br>PROJECT: 10007<br>DRAWN BY: A-101X-10007<br>CHECKED BY: BDO<br>DESIGNED BY: CJD<br>DATE: 10/06/08<br>DRAWING NO.: A-101-10007 | PROJECT:<br><b>SHERWOOD OLD TOWN DENTAL</b><br>16043 5th RAILROAD STREET<br>SHERWOOD, OR<br>CONSULTANT: | <br><b>CARLSON VEIT ARCHITECTS PC</b><br>ARCHITECTURE • INTERIOR DESIGN<br>503-390-0281 • FAX 503-390-2459 • WWW.CARLSONVEIT.COM<br>3055 RIVER ROAD NORTH, SALEM, OREGON 97303<br>MEMBER AMERICAN INSTITUTE OF ARCHITECTS |
|                             | SITE & DEMOLITION PLANS                                                                                                                           |                                                                                                         |                                                                                                                                                                                                                           |
|                             | DRAWN BY: A-101X-10007<br>CHECKED BY: BDO<br>DESIGNED BY: CJD<br>DATE: 10/06/08<br>DRAWING NO.: A-101-10007                                       |                                                                                                         |                                                                                                                                                                                                                           |
|                             | PROJECT:<br><b>SHERWOOD OLD TOWN DENTAL</b><br>16043 5th RAILROAD STREET<br>SHERWOOD, OR<br>CONSULTANT:                                           |                                                                                                         |                                                                                                                                                                                                                           |





| DOOR FINISH SCHEDULE |               | WINDOW FINISH SCHEDULE |                    | NAME |       |
|----------------------|---------------|------------------------|--------------------|------|-------|
| FLOOR                | DOOR          | WALLS                  | CEILING            | 101  | GLASS |
| A                    | 1 SHEET VINYL | A                      | 9/16" DO. PAINT    | 102  | GLASS |
| B                    | 2 4" RUBBER   | D                      | 1/2" HIGH R. AM. 2 | 103  | GLASS |
| C                    | 3 CONCRETE    | E                      | 9/16" DO. PAINT    | 104  | GLASS |
|                      |               |                        |                    | 105  | GLASS |

**A. OPERATION TYPE**  
 D1 = DOUBLE HANG  
 D2 = SINGLE HANG  
 D3 = PARTIAL HANG  
 D4 = PARTIAL HANG  
 D5 = PARTIAL HANG  
 D6 = PARTIAL HANG  
 D7 = PARTIAL HANG  
 D8 = PARTIAL HANG  
 D9 = PARTIAL HANG  
 D10 = PARTIAL HANG  
 D11 = PARTIAL HANG  
 D12 = PARTIAL HANG  
 D13 = PARTIAL HANG  
 D14 = PARTIAL HANG  
 D15 = PARTIAL HANG  
 D16 = PARTIAL HANG  
 D17 = PARTIAL HANG  
 D18 = PARTIAL HANG  
 D19 = PARTIAL HANG  
 D20 = PARTIAL HANG

| WINDOW SCHEDULE |                | ELEVATION DETAIL |   | REMARKS (R) |   |
|-----------------|----------------|------------------|---|-------------|---|
| FROM            | OPERATION TYPE | 1                | 2 | 3           | 4 |
| A               | 1              | 1                | 1 | 1           | 1 |
| B               | 2              | 2                | 2 | 2           | 2 |

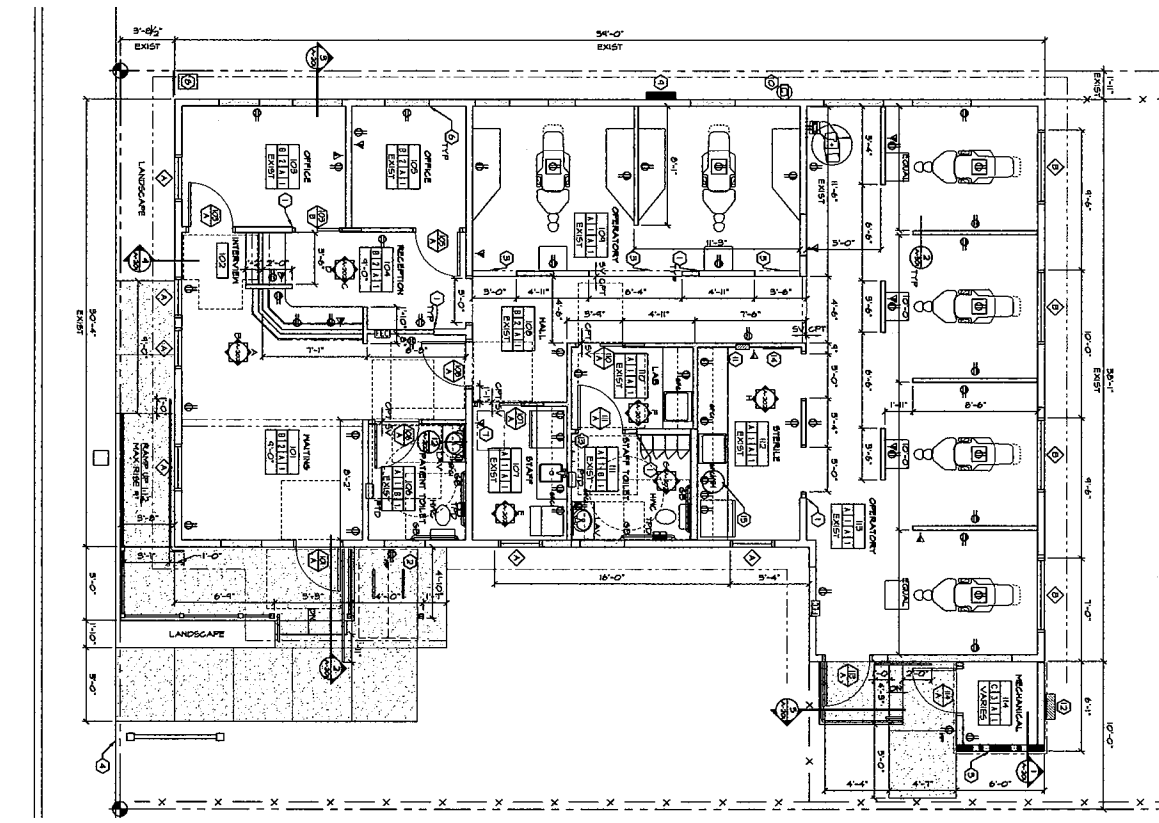
**2. TYPE - SEE DOOR TYPES**  
 2.1. TYPE - SEE DOOR TYPES  
 2.2. TYPE - SEE DOOR TYPES  
 2.3. TYPE - SEE DOOR TYPES  
 2.4. TYPE - SEE DOOR TYPES  
 2.5. TYPE - SEE DOOR TYPES  
 2.6. TYPE - SEE DOOR TYPES  
 2.7. TYPE - SEE DOOR TYPES  
 2.8. TYPE - SEE DOOR TYPES  
 2.9. TYPE - SEE DOOR TYPES  
 2.10. TYPE - SEE DOOR TYPES  
 2.11. TYPE - SEE DOOR TYPES  
 2.12. TYPE - SEE DOOR TYPES  
 2.13. TYPE - SEE DOOR TYPES  
 2.14. TYPE - SEE DOOR TYPES  
 2.15. TYPE - SEE DOOR TYPES  
 2.16. TYPE - SEE DOOR TYPES  
 2.17. TYPE - SEE DOOR TYPES  
 2.18. TYPE - SEE DOOR TYPES  
 2.19. TYPE - SEE DOOR TYPES  
 2.20. TYPE - SEE DOOR TYPES

| DOOR SCHEDULE |               | FINISH |    | ELEVATION DETAILS |    | RATING (7) |    | HARDWARE (8) |    |
|---------------|---------------|--------|----|-------------------|----|------------|----|--------------|----|
| DOOR          | SIZE          | 1      | 2  | 3                 | 4  | 5          | 6  | 7            | 8  |
| A             | 3'-0" x 7'-0" | 1      | 1  | 1                 | 1  | 1          | 1  | 1            | 1  |
| B             | 3'-0" x 7'-0" | 2      | 2  | 2                 | 2  | 2          | 2  | 2            | 2  |
| C             | 3'-0" x 7'-0" | 3      | 3  | 3                 | 3  | 3          | 3  | 3            | 3  |
| D             | 3'-0" x 7'-0" | 4      | 4  | 4                 | 4  | 4          | 4  | 4            | 4  |
| E             | 3'-0" x 7'-0" | 5      | 5  | 5                 | 5  | 5          | 5  | 5            | 5  |
| F             | 3'-0" x 7'-0" | 6      | 6  | 6                 | 6  | 6          | 6  | 6            | 6  |
| G             | 3'-0" x 7'-0" | 7      | 7  | 7                 | 7  | 7          | 7  | 7            | 7  |
| H             | 3'-0" x 7'-0" | 8      | 8  | 8                 | 8  | 8          | 8  | 8            | 8  |
| I             | 3'-0" x 7'-0" | 9      | 9  | 9                 | 9  | 9          | 9  | 9            | 9  |
| J             | 3'-0" x 7'-0" | 10     | 10 | 10                | 10 | 10         | 10 | 10           | 10 |
| K             | 3'-0" x 7'-0" | 11     | 11 | 11                | 11 | 11         | 11 | 11           | 11 |
| L             | 3'-0" x 7'-0" | 12     | 12 | 12                | 12 | 12         | 12 | 12           | 12 |
| M             | 3'-0" x 7'-0" | 13     | 13 | 13                | 13 | 13         | 13 | 13           | 13 |
| N             | 3'-0" x 7'-0" | 14     | 14 | 14                | 14 | 14         | 14 | 14           | 14 |
| O             | 3'-0" x 7'-0" | 15     | 15 | 15                | 15 | 15         | 15 | 15           | 15 |
| P             | 3'-0" x 7'-0" | 16     | 16 | 16                | 16 | 16         | 16 | 16           | 16 |
| Q             | 3'-0" x 7'-0" | 17     | 17 | 17                | 17 | 17         | 17 | 17           | 17 |
| R             | 3'-0" x 7'-0" | 18     | 18 | 18                | 18 | 18         | 18 | 18           | 18 |
| S             | 3'-0" x 7'-0" | 19     | 19 | 19                | 19 | 19         | 19 | 19           | 19 |
| T             | 3'-0" x 7'-0" | 20     | 20 | 20                | 20 | 20         | 20 | 20           | 20 |

**CONSTRUCTION NOTES**

1. ALUM. VERT. WALL IN REAR WALL
2. COVERED BICYCLE PARKING SPACES
3. 1'-0" AIR MTL OPENING
4. 2'-0" AIR MTL OPENING
5. 2'-0" AIR MTL OPENING
6. 2'-0" AIR MTL OPENING
7. 2'-0" AIR MTL OPENING
8. 2'-0" AIR MTL OPENING
9. 2'-0" AIR MTL OPENING
10. 2'-0" AIR MTL OPENING
11. 2'-0" AIR MTL OPENING
12. 2'-0" AIR MTL OPENING
13. 2'-0" AIR MTL OPENING
14. 2'-0" AIR MTL OPENING
15. 2'-0" AIR MTL OPENING
16. 2'-0" AIR MTL OPENING
17. 2'-0" AIR MTL OPENING
18. 2'-0" AIR MTL OPENING
19. 2'-0" AIR MTL OPENING
20. 2'-0" AIR MTL OPENING

**FLOOR PLAN**

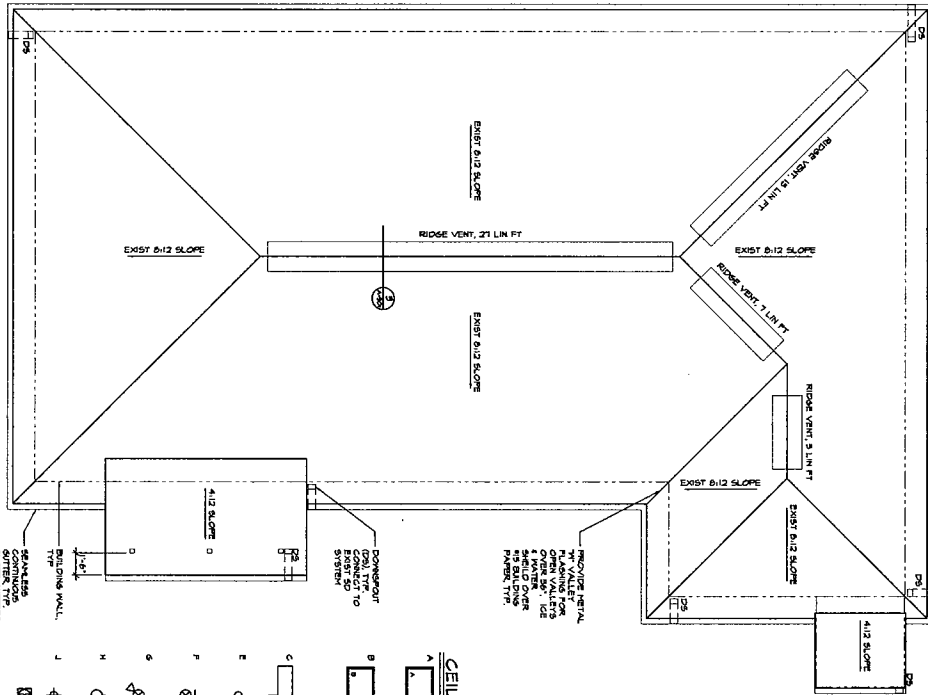


**SHERWOOD OLD TOWN DENTAL**  
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 CONSULTANTS:

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Sheet: **A-102**  
 of 10  
 Title: **FLOOR PLAN & SCHEDULES**

ROOF PLAN  
 1/4" = 1'-0"



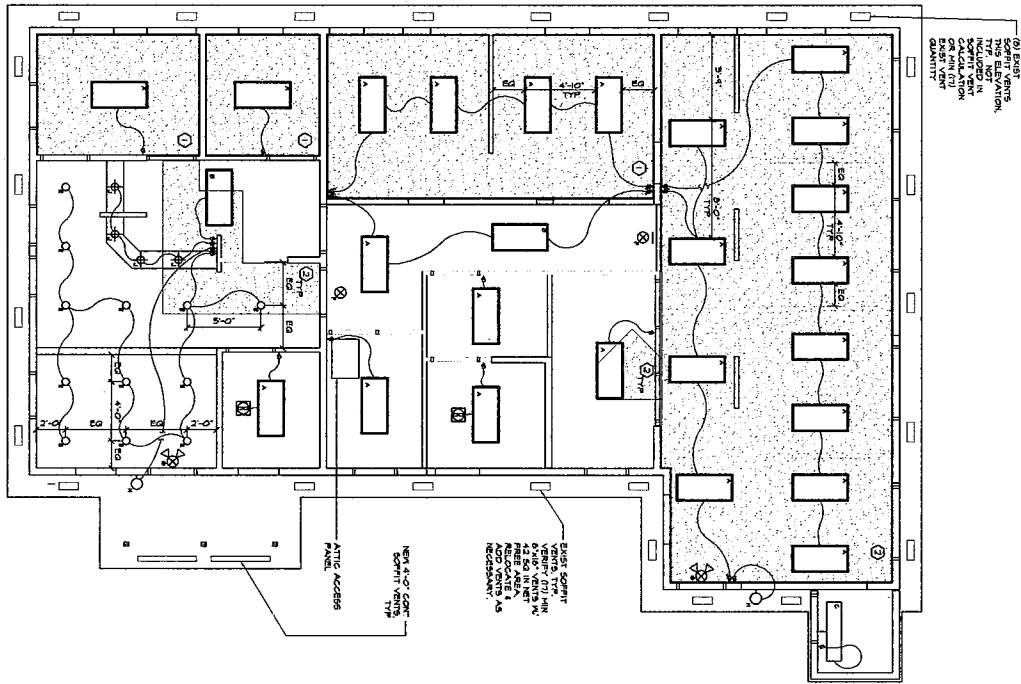
**CEILING LEGEND**

- A 1'-0" x 4'-0" FLUORESCENT LIGHT BALLAST, BRACKET-MOUNTED.
  - B RECESS COMPACT FLUORESCENT FINISH
  - C 4'-0" LONG, SINGLE BALLAST, MULTI-MOUNTED FLUORESCENT W/ ACENTIC COVER ELEC BALLAST.
  - E RECESS COMPACT FLUORESCENT FINISH
  - F SELF-ILLUMINATING EXIT LIGHT W/ DIRECTIONAL ARROW
  - G SELF-ILLUMINATING EXIT LIGHT W/ DIRECTIONAL ILLUMINATION
  - H MULTI-MOUNTED COMPACT FLUORESCENT EXTERIOR LIGHT, 4'-0" x 7'-0" TYPE
  - I DECORATIVE RECESSED FINISH
  - J EXHAUST FAN
- NOTE: CENTER FINISH IN ROOM  
 INCH

**CONSTRUCTION NOTES**

- 1) MATCH EXIST CEILING OF ROOM (I) WITH FINISH RESISTANCE FINISH PER TABLE 1201(B)
- 2) FINISH EXIST CEILING W/ R-10 INSULATION
- 3) ADJUSTMENT, TYP THROUGHOUT.

REFLECTED CEILING PLAN  
 1/4" = 1'-0"

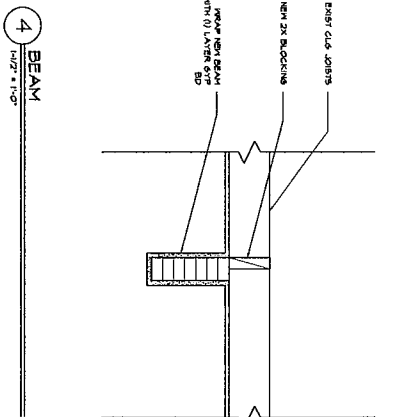
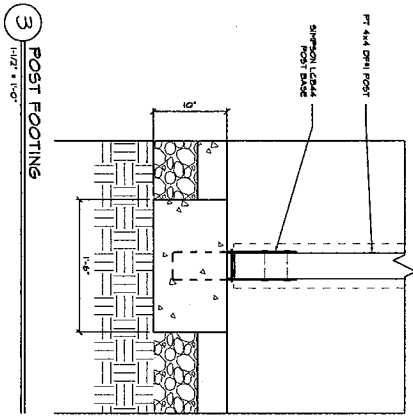
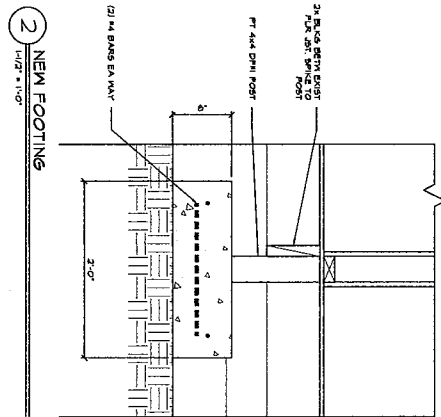
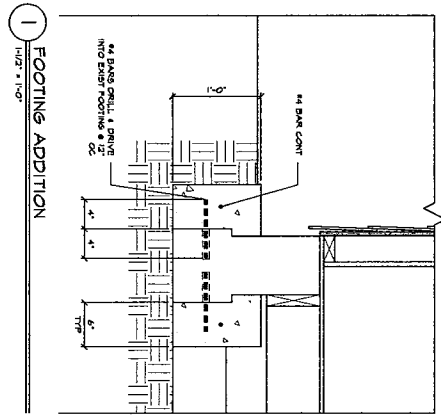


A-103

DATE: 08-08-08  
 PROJECT: 10001  
 SHEET NO.: A-103-10001  
 DRAWN BY: BDO  
 CHECKED BY: CDC  
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 CONSULTANT TO: SHERWOOD OLD TOWN DENTAL

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 16043 SW RAILROAD STREET  
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 CONSULTANTS:

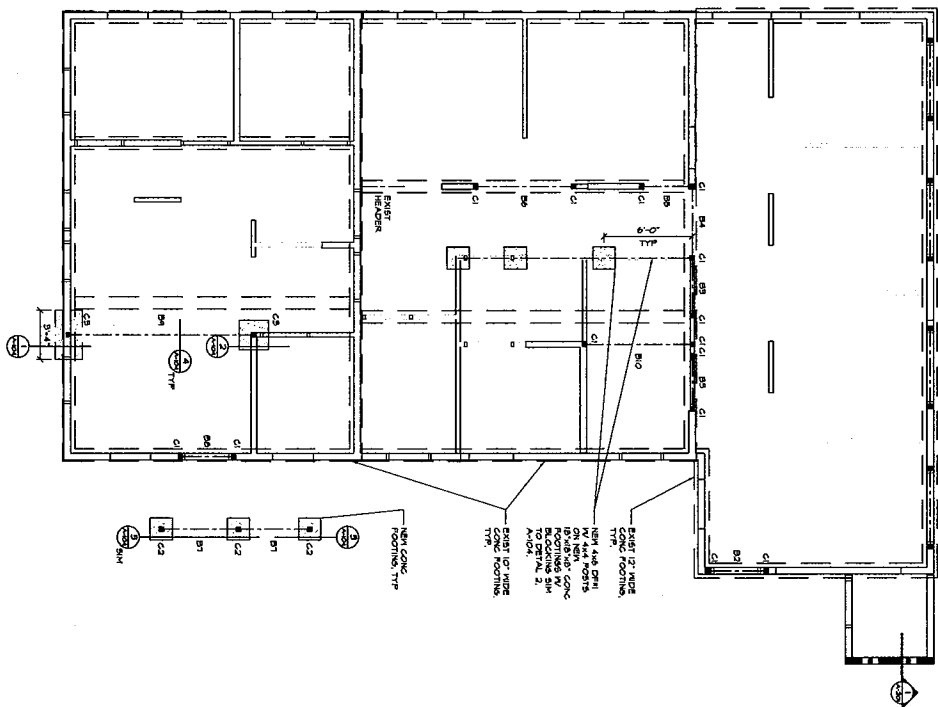
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| BEAM SCHEDULE |           |
|---------------|-----------|
| MARK          | BEAM SIZE |
| B1            | 4x8 DR#1  |
| B2            | 4x8 DR#1  |
| B3            | 4x8 DR#1  |
| B4            | 4x8 DR#1  |
| B5            | 4x8 DR#1  |
| B6            | 4x8 DR#1  |
| B7            | 4x8 DR#1  |
| B8            | 4x8 DR#1  |
| B9            | 4x8 DR#1  |
| B10           | 4x8 DR#1  |

| COLUMN & FOOTING SCHEDULE |                    |              |             |
|---------------------------|--------------------|--------------|-------------|
| MARK                      | COLUMN SIZE        | FOOTING SIZE | REINFORCING |
| C1                        | 3x4 DR#1           | 18\"/>       |             |
| C2                        | 4x4 DR#1           | 18\"/>       |             |
| C3                        | 3x4 DR#1           | 18\"/>       |             |
|                           | EXIST' W/ ADDITION | 18\"/>       |             |
|                           | NEW 2#4 x 24\"/>   |              |             |
|                           | NEW 2#4 x 24\"/>   |              |             |
|                           | NEW 2#4 x 24\"/>   |              |             |
|                           | NEW 2#4 x 24\"/>   |              |             |
|                           | NEW 2#4 x 24\"/>   |              |             |
|                           | NEW 2#4 x 24\"/>   |              |             |

STRUCTURAL PLAN  
 1/2" = 1'-0"



|                                                                                                                                                                                                                                                                                                           |                                                                                                                                    |                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>DATE: 08-08-09<br/>                 PROJECT: 10001<br/>                 DRAWING: A-102X-0001<br/>                 DESIGNED BY: BDO<br/>                 CHECKED BY: CDC<br/>                 COMPANY: Carlson Veit Architects P.C.<br/>                 3095 RIVER ROAD NORTH, SALEM, OREGON 97303</p> | <p>PROJECT: SHERWOOD OLD TOWN DENTAL<br/>                 16043 SW RAILROAD STREET<br/>                 SHERWOOD, OREGON 97140</p> | <p><b>CARLSON VEIT</b><br/>                 ARCHITECTS PC<br/>                 ARCHITECTURE • INTERIOR DESIGN<br/>                 503-390-0281 • FAX 503-390-2459 • WWW.CARLSONVEIT.COM<br/>                 3095 RIVER ROAD NORTH, SALEM, OREGON 97303<br/>                 MEMBER AMERICAN INSTITUTE OF ARCHITECTS</p> |
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# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
October 7, 2008**

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 8:20pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Dave Grant, Board members Dave Heironimus, Linda Henderson, Dan King, Dave Luman and Lee Weislogel.
3. **STAFF PRESENT:** City Manager Jim Patterson, Finance Director Christina Shearer, Economic Development Manager Tom Nelson and District Recorder Sylvia Murphy.

Chair Keith Mays addressed the Consent Agenda and asked for a motion.

4. **CONSENT AGENDA:**

- A. **Approval of August 14, 2008 URA Board Meeting Minutes**
- B. **Approval of August 19, 2008 URA Board Meeting Minutes**

**MOTION: BOARD MEMBER DAVE HEIRONIMUS MOVED TO ADOPT THE CONSENT AGENDA, SECONDED BY MR. LEE WEISLOGEL, ALL VOTED IN FAVOR.**

Chair Keith Mays addressed the next agenda item.

5. **NEW BUSINESS:**

- A. **URA Resolution 2008-024 of the Sherwood Urban Renewal Agency approving a minor amendment to the Sherwood Urban Renewal Plan dated August 2000 to allow for the acquisition of additional property**

Tom Nelson, Economic Development Manager came forward and stated this legislation was previously discussed in a work session to purchase property from the City for redevelopment purposes. These properties were initially purchased by the City for improvements of the round-about. The request before you is to amend the Urban Renewal Plan to allow for the purchase of these properties.

Chair Mays thanked Tom and asked for Board questions.

Mr. Dave Heironimus stated he had a general question and would ask at a later time.

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

**MOTION: BOARD MEMBER LEE WEISLOGEL MOVED TO ADOPT URA RESOLUTION 2008-024, SECONDED BY MR. DAN KING, ALL VOTED IN FAVOR.**

Chair Mays addressed the next agenda item and stated this is the next step in relation to the above resolution.

**B. URA Resolution 2008-025 of the Sherwood Urban Renewal Agency accepting the transfer of real property and the commitments imposed thereon by the City of Sherwood, Oregon**

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

**MOTION: BOARD MEMBER DAVE LUMAN MOVED TO ADOPT URA RESOLUTION 2008-025, SECONDED BY MR. LEE WEISLOGEL, ALL VOTED IN FAVOR.**

Chair Mays addressed the next agenda item.

**C. URA Resolution 2008-026 Approving a Façade Grant for Scott Emmett, owner of the building housing Sherwood Old Town Dental**

Tom Nelson explained Mr. Emmett is the owner of the building housing Sherwood Old Town Dental. Mr. Emmett submitted a Façade grant application in August 2008, the application was reviewed by SURPAC at their September 17, 2008 meeting and SURPAC unanimously recommended the grant for \$15,000. The project cost is \$43,200.

Ms. Henderson stated there was a concern raised at the SURPAC meeting and she asked Tom what that concern was. Tom Nelson replied it was for reroofing and reroofing is not covered by the Façade grant.

City Manager Patterson informed the Board he noted on the application that paint and reroofing was not eligible for grant funds and believes this hold true for the siding as well.

Chair Mays asked for other Board questions.

Vice Chair Grant confirmed the building in question is the one with the metal art in front of the building and asked what type of changes will be expected in the façade improvements.

Tom Nelson replied it is difficult to determine what it will look like with the documents submitted.

Ms. Henderson replied she believes they are residing, replacing the windows and removing the metal art work.

Chair Mays commented the improvements will be supporting the character of Old Town standards. Tom replied this is correct and believes it will probably be restored to an Old Town look.

Chair Mays asked for Board questions. With none heard he asked for a motion.

**MOTION: BOARD MEMBER MS. LINDA HENDERSON MOVED TO ADOPT URA RESOLUTION 2008-026, SECONDED BY MR. LEE WEISLOGEL. ALL VOTED IN FAVOR.**

Chair Mays thanked staff and Board members and asked if Mr. Heironimus had a question for staff.

Mr. Heironimus stated he apologizes for missing the last SURPAC meeting and understands there was discussion regarding potentially purchasing the building housing the Innovations business near the middle school. Tom replied there was a recommendation from SURPAC to purchase that property...to basically get it appraised and then purchase it. Tom stated he

was recommending it to SURPAC and then to the URA Board because he believes it's a piece of property that is interval to future transportation in Old Town. The property currently encroaches on City property, a City easement by a large amount.

Mr. Heironimus stated his concern is in the process. He would like to have the URA Board discuss this and it seems like it's coming up from staff, to SURPAC and then to the URA Board and if the Board was not in support of the idea, why waste staff and SURPAC time. Mr. Heironimus stated it would be nice if staff touched bases with the URA Board prior to talking with SURPAC about purchasing more property. Mr. Heironimus stated he heard there were problems with the property and purchases have fallen through and believes it can be purchased for next to nothing.

Ms. Henderson commented the property is not needed for transportation purposes right now or within 12 to 18 months and phase II of the Streetscape project is not an active project. Ms. Henderson stated she is also curious as to the timing.

Tom Nelson replied we have a property owner that wants to do something with the property. He wants to get something in it to keep it from falling into disrepair. He has had offers to buy the property and he can't sell it because of the encroachment onto City easement. Therefore the property sits vacant and blights the downtown area.

Ms. Henderson asked why can't the property owner lease it. Tom replied apparently he has not found someone that wants to lease it for what he has in it and therefore he wants to dispose of it. Tom stated his approach was to look at a win-win for the property owner, the Urban Renewal Agency and the City. What we could do is acquire the property from him at a market price for today of a defective property and have that property for future City use and in the interim we could be flexible in leasing the property to a business that would locate there and have some lease revenue coming into the URA and it would be a piece of property being used and not be blighted.

Mr. Heironimus asked if he can't lease it, how can we lease it.

Chair Mays interjected and said the Board will carry this discussion over to a future meeting and he is not aware of any of this.

City Manager Patterson stated he believes Mr. Heironimus has made a valid point about process and would suggest, often times its staff that finds out about these things long before members of SURPAC or members of the Board and in this particular case Tom Nelson, did what Mr. Patterson directed him to do in the sense that we want to find out as much information about the property as possible. Staff did learn a lot and the property owner is in a position that he can't sell it, because the banks won't lend the money due to the encroachment. Tom Nelson is constantly looking at ways to put properties on the tax role and by taking it to SURPAC all we are doing is making sure we adhere to the process. There was discussion at SURPAC as he understands and the beauty of this process is that once this information comes to the Board it doesn't matter what SURPAC has recommended or staff has provided in a staff report, it is totally up to the Board to decide.

Mr. Heironimus stated we need to have a vision as a board to buy more property or not to buy more property or state what the parameters are. We should not have a constant flow of information coming from SURPAC where we waste time when there is no critical need.

Chair Mays interjected and stated the Board would discuss this at a future meeting to ensure we have a good, clear process.




6. **ADJOURNED:** Chair Keith Mays adjourned the URA Board meeting at 8:30pm.

Submitted by:

  
Sylvia Murphy, District Recorder

Approved:

  
Keith S. Mays, Chairman