



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, February 3, 2009**

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

**6:00-7:00pm URA Work Session**

**URA Board of Directors Meeting  
(following the City Council Meeting)**

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

**Tuesday, February 3, 2009**  
Following the City Council Meeting

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

**WORK SESSION**

**REGULAR URA MEETING**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONSENT AGENDA**

**A. Approval of October 7, 2008 URA Board Meeting Minutes**

**4. NEW BUSINESS**

**A. URA Resolution 2009-001 approving a Sherwood Chamber of Commerce Recovery Plan** (Tom Nelson, Economic Development Manager)

**B. URA Resolution 2009-002 approving the Development and implementation of a Financial Assistance Program** (Tom Nelson, Economic Development Manager)

**5. STAFF REPORTS**

**6. ADJOURN**

**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:

Approved:

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Sylvia Murphy, District Recorder

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Keith S. Mays, Chairman

**To:** Sherwood Urban Renewal Agency

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

**SUBJECT: Resolution to Authorize the Sherwood Chamber of Commerce Recovery and Growth Subsidy**

**Issue**

Should the URA provide financial assistance to the Sherwood Chamber of Commerce to assist the organization in its planned recovery and growth?

**Background**

The Sherwood Chamber of Commerce has approached the City for financial assistance to help with its recovery and growth. Knowing that this request for assistance was being developed, at its January 17, 2009 Planning Work Session, the City Council gave direction to staff to send the request to SURPAC. At its January 21, 2009 meeting, SURPAC received a written and verbal request from Chamber Board Members, and unanimously recommend that the URA fund the request as a grant on the condition that the Chamber have a change in direction from what has been a social organization to a business advocacy organization, and with the stipulation that SURPAC and the City Economic Development Manager be included in oversight of the recovery plan. They further stipulated that payment of the requested \$10,000 be in an immediate \$5,000, and followed by a payment of \$5,000 in May/2009 after the Chamber had reported positive progress.

The Sherwood Chamber of Commerce Donation Request Form is attached to this Staff Report. In the request the Chamber has committed to a change in direction by redefining its structure and daily operations.

**Benefits and Recommended Criteria:**

- The City and URA benefits from a strong chamber of commerce acting as a business advocacy group.
- Staff recommends that the requested financial assistance should be accompanied with the retention of services from a professional Chamber Executive Consultant to assist them in establishing a clearly defined action plan for change in direction.
- The URA has sufficient capacity to fund this recommendation.

**Recommendation:** Staff recommends that the URA Board adopt the attached resolution authorizing the requested “financial assistance” and the stipulations detailed in this report.

**Actions Needed:** Adopt URA Resolution 2009-001



## Donation Request Form FY 2009-2010

All funding requests are subject to Budget Committee and City Council approval. All requests must be received by 5pm on December 30, 2008.

Please fill out this form by typing in the spaces provided. Spaces will expand as necessary.

Date	January 22, 2009
Contact Name	Stephanie Adams
Organization	Sherwood Chamber of Commerce
Address	16065 SW Railroad Street
City, State, Zip	Sherwood, Oregon 97140
Phone	503-925-9700 (Stephanie Adams work)
Phone (other)	503-209-1009 (cell)
Email Address	Stephanie@adams-screenprint.com
Non-Profit Tax Exempt ID #	93-0938421
<b>(Note: Cash donations can't be authorized without a tax exempt ID #)</b>	
Item or cash donation requested	\$10,000
Name of event or fundraiser the donation will be used for:	Sherwood Chamber of Commerce Recovery and Growth Subsidy
Please write a narrative, in the space below, justifying your request for funds. Include goals of the organization and how the donation will be used.	
<p>The Sherwood Chamber of Commerce is committed to redefining its structure and daily operations. Although the chamber funds are low, the chamber will attempt to continue to provide member businesses support and increase their potential for success through business communication, networking, training and other valuable offerings.</p> <p>We are hoping to quickly and effectively develop a stabilization and recovery program which would rely on one paid office staff member, an existing storefront operation, and volunteers to provide necessary duties for ongoing functions like membership benefits, chamber development and management of planned events. At the same time, we will be creating a long term goal for the chamber, as we progress through this financial and leadership transition.</p> <p>This donation would allow the Sherwood Chamber of Commerce to a) maintain current, minimal operations and staffing in the existing leased office space by meeting current and short term financial obligations, and b) generate and implement a long term plan to ensure the viability and success of the chamber.</p>	
Please include with your request: <ul style="list-style-type: none"> <li>• Your organization's most recent balance sheet</li> <li>• Your organization's most recent income statement</li> <li>• Your organization's budget for the fiscal year which overlaps the City's budget year (July 1-June 30)</li> </ul>	

All requests must be received by 5pm on December 30, 2008.

Submit Donation Request Form to:

Kristen Switzer  
 City of Sherwood  
 22560 SW Pine Street  
 Sherwood, OR 97140

Email: [switzerk@ci.sherwood.or.us](mailto:switzerk@ci.sherwood.or.us) Fax: 503-625-4254





**URA RESOLUTION 2009-001**

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD TO APPROVE A SHERWOOD CHAMBER RECOVERY PLAN**

**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 Plan's goals and objectives include the economic development efforts defined in the Plan; and

**WHEREAS**, the Sherwood Chamber of Commerce is an important partner in those efforts as demonstrated in the Plan; and

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

Section 1. The Agency approves the \$10,000 grant request to the Sherwood Chamber of Commerce for the purpose of assisting said organization in its recovery and growth with the stipulation that a representative of SURPAC and the City Economic Development Manager have oversight in the development and the implementation of the Chamber Recovery and Growth plan. The Agency further approves and stipulates the retention of professional services as may be needed to assist the chamber board in development and implementation of an Action Plan with focus on business advocacy.

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

**Duly passed by the Urban Renewal Agency Board this 3<sup>rd</sup> day of February 2009.**

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

ATTEST:

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

**To:** Sherwood Urban Renewal Agency

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

**SUBJECT: URA Resolution to Authorize a Financial Assistance Program**

### **Issue**

Should the URA provide Financial Assistance for developers within the Urban Renewal District to stimulate developments that have the potential to stall?

### **Background**

In the current economic climate, some developments are being delayed due to a tightening of necessary capital, as well as a downturn in tenant demand. The Urban Renewal Plan currently allows for a variety of “financial assistance” remedies in Section 501 of the plan:

*501. Redevelopment Through New Construction Redevelopment through new construction may be achieved by public or private property owners, with or without financial assistance by the Renewal Agency. To encourage redevelopment through new construction, the Renewal Agency is authorized to set guidelines, establish loan programs and provide below-market interest rate and market rate loans and provide such other forms of financial assistance to property owners and those desiring to acquire and redevelop property, as it may deem appropriate in order to achieve the objectives of this Plan.*

### **Benefits and Recommended Criteria:**

- The City and URA will benefit when developments are completed and placed on the tax rolls by:
  - An increase in overall tax collections
  - Avoiding blight conditions by having buildings occupied, maintained, and in use.
  - Stimulation of the economy as jobs develop on these developed sites.
- Financial Assistance should be short-term in nature with repayment within 6-months of assistance, subject to the URA Board’s recognition of “special circumstances”.
- A \$250,000 fund is recommended from URA fund balance. Maximum assistance per project is recommended at \$50,000.

- The URA has sufficient capacity to fund this recommendation. Maximum Indebtedness will not be an issue since the money will be repaid.
- Staff will assure that adequate security for repayment is provided.

The recommendation will include a provision that appoints the City Manager to approve “financial assistance” proposals.

**Recommendation:** Staff recommends that the URA Board adopt the attached resolution authorizing the Urban Renewal Manager or that manager’s designee to develop a Financial Assistance Program, approve “financial assistance” proposals, and execute the necessary documents to make loans and provide such other forms of financial assistance to property owners and those desiring to acquire and redevelop property, as deemed appropriate in order to achieve the objectives of the Urban Renewal Plan.

**Actions Needed:** Adopt URA Resolution 2009-002.



**URA RESOLUTION 2009-002**

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD FOR DEVELOPMENT AND IMPLEMENTATION OF A FINANCIAL ASSISTANCE PROGRAM**

**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 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**, Section 501 of the Plan states that *“Redevelopment through new construction may be achieved by public or private property owners, with or without financial assistance by the Renewal Agency. To encourage redevelopment through new construction, the Renewal Agency is authorized to set guidelines, establish loan programs and provide below-market interest rate and market rate loans and provide such other forms of financial assistance to property owners and those desiring to acquire and redevelop property, as it may deem appropriate in order to achieve the objectives of this Plan”*; and

**WHEREAS**, In the current economic climate, some developments are being delayed due to a tightening of necessary capital, as well as a downturn in tenant demand; and

**WHEREAS**, the City and URA will benefit when developments are completed and placed on the tax rolls

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

Section 1. The Agency authorizes the Urban Renewal Manager or that manager’s designee to develop a Financial Assistance Program, approve “financial assistance” proposals, and execute the necessary documents to make loans and provide such other forms of financial assistance to property owners and those desiring to acquire and

**DRAFT**

redevelop property, as deemed appropriate in order to achieve the objectives of the Urban Renewal Plan.

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

**Duly passed by the Urban Renewal Agency Board this 3<sup>rd</sup> day of February 2009.**

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Keith S. Mays, Board Chairman

ATTEST:

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Sylvia Murphy, District Recorder

URA Board of Directors Meeting

Date: 02.03.09

List of Meeting Attendees: *None*

Request to Speak Forms: *none*

Documents submitted at meeting: ✓

Work Session - Capstone Partners Meeting Agenda, A1

1.) Cannery Site Presentation, Exhibits A-D

ⓐ Capstone Partners, Site Plan, Exhibit A

ⓑ Capstone Partners, site Plan (Machine shop) Exh. B

ⓒ Capstone Partners, Public Improvement Project

cannery site Preliminary Project Budget, Exh. C

ⓓ Cannery Site, Street Scape Design Element

Review, Exh. D



**City of Sherwood URA – Work Session re: Old Cannery Site**

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**Capstone Partners Presentation Agenda**

**Pg 1**

Date: February 3, 2009

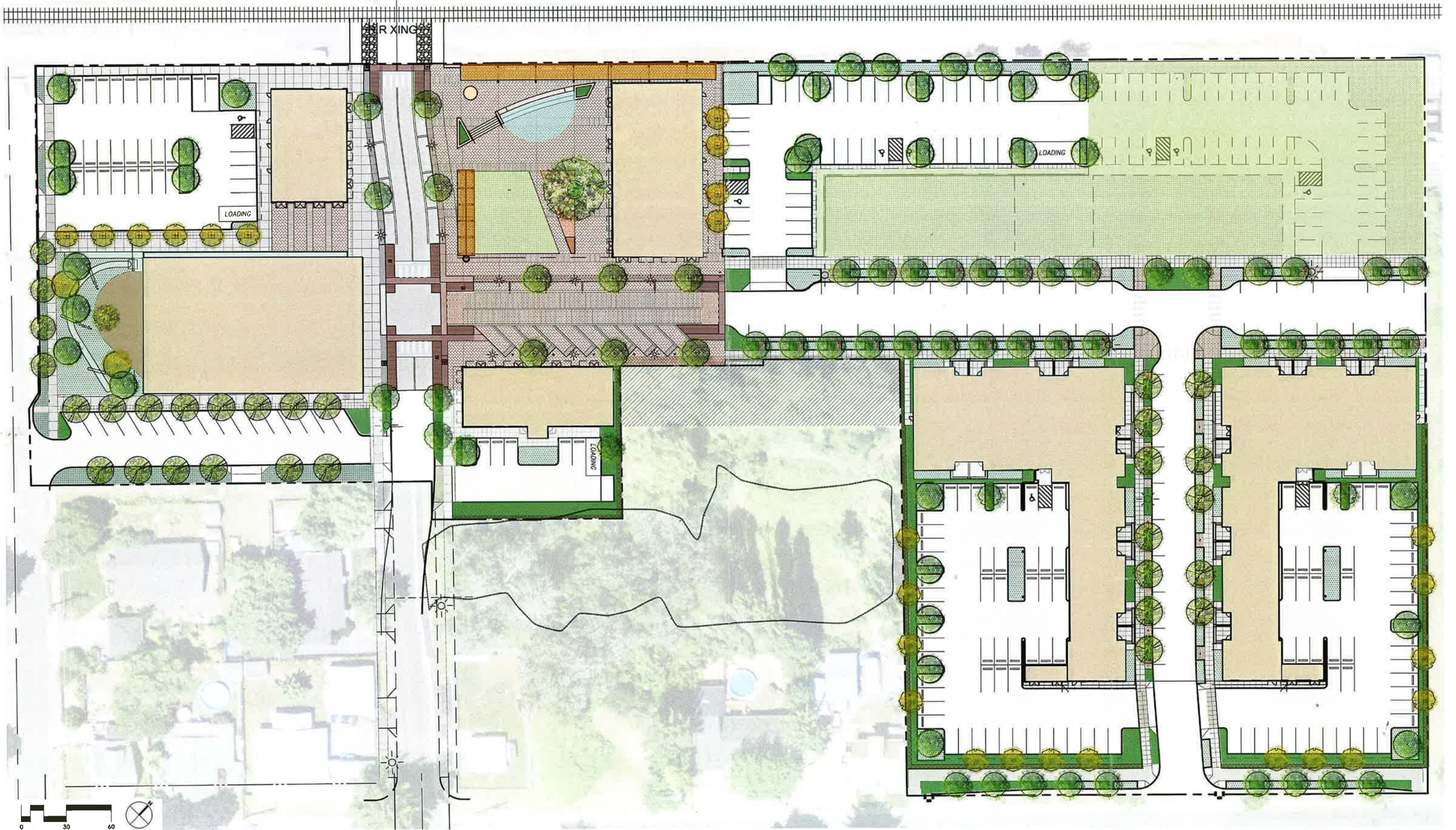
**Presenters:**

Capstone Partners -- Eric Lindahl, Martha Shelley, Jeff Sackett  
HHPR -- Ben Austin  
Lango Hansen -- Kurt Lango

**Agenda Items:**

- A. Review – Old Cannery Site Development Plan
  - a. Proposed Site Plan
  - b. 101-unit apartment development
  - c. 21,000 sf commercial (office/retail) in 3 buildings
  - d. Redevelopment of Machine Works building
  - e. Future phase
- B. Public Projects Conceptual Designs
  - a. Cannery Square Public Plaza – Kurt Lango
  - b. Public Streets
    - i. Design / materials (section modifications) – Ben Austin
  - c. Machine Works Redevelopment
  - d. Preliminary Development Budgets
  - e. Preliminary Development Timelines
- C. Project Status and Timing
  - a. Preliminary PUD submitted in early December
  - b. PUD review pending
    - i. Acceptable wetlands mitigation plan
    - ii. Acceptable traffic mitigation plan
  - c. Timing of Capstone development dependent on pre-lease commitments and available financing
  - d. Letter of understanding
    - i. Sherwood URA and Capstone remain commitment to Old Cannery Site development
    - ii. Original projected timing is no longer feasible
    - iii. Parties agree to negotiate in good faith once more definitive information can be obtained regarding the wetlands and traffic study.

URA BOARD Meeting 02.03.09, Site Plan, Exhibit A



SHERWOOD OLD CANNERY SITE

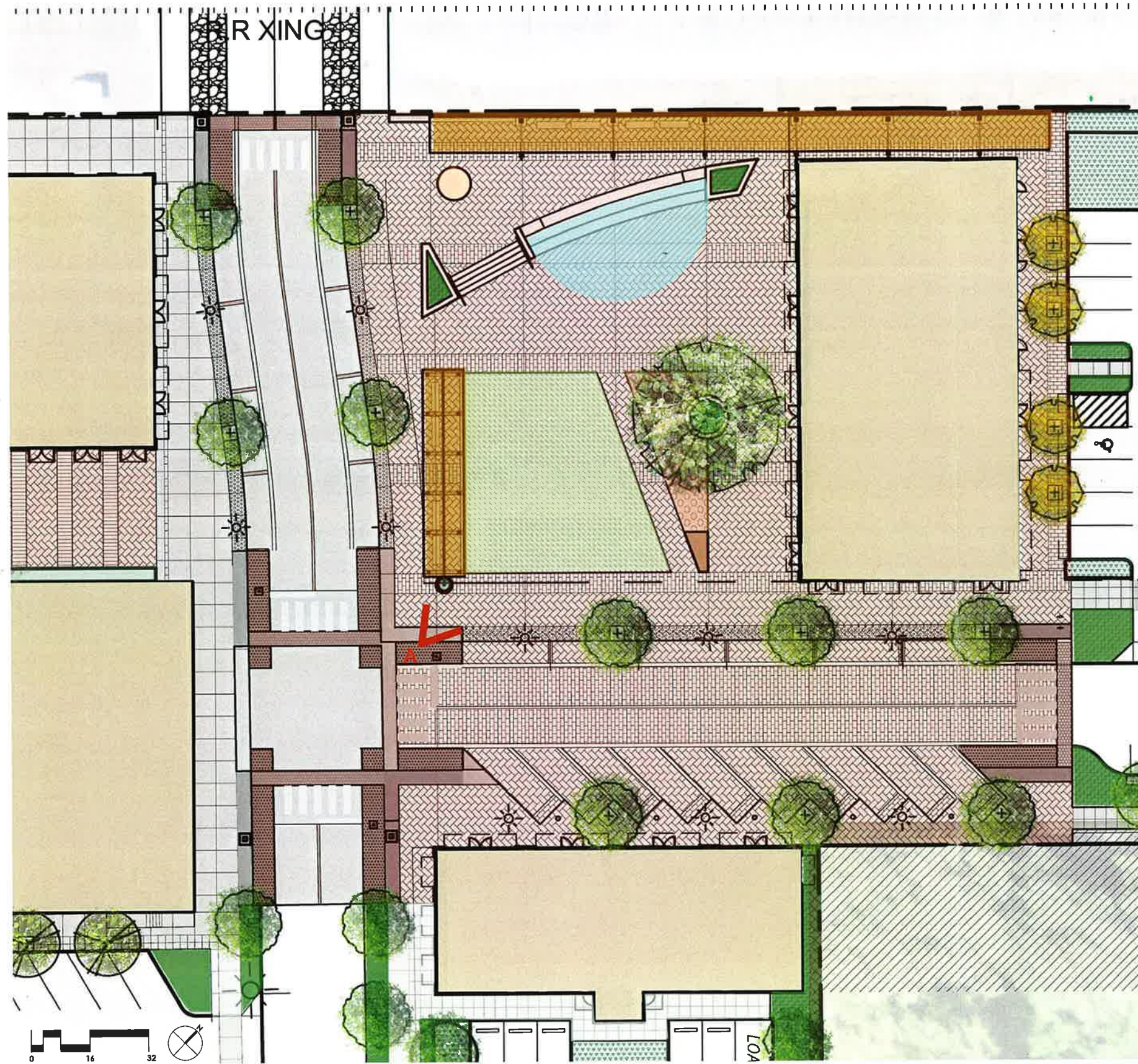
lango.hansen

LANDSCAPE ARCHITECTS PC

ANKROM MOISAN ARCHITECTS  
ARCHITECTURE INTERIORS PLANNING

CAPSTONE  
Partners LLC





A. ENTERING CANNERY SQUARE



SHERWOOD OLD CANNERY SITE - CANNERY SQUARE

lango . hansen

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CAPSTONE  
Partners LLC



SHERWOOD OLD CANNERY SITE - GREEN STREET EXAMPLES

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ARCHITECTURE INTERIORS PLANNING

CAPSTONE  
Partners LLC



SHERWOOD OLD CANNERY SITE - EXISTING CURBLESS STREET

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Partners LLC



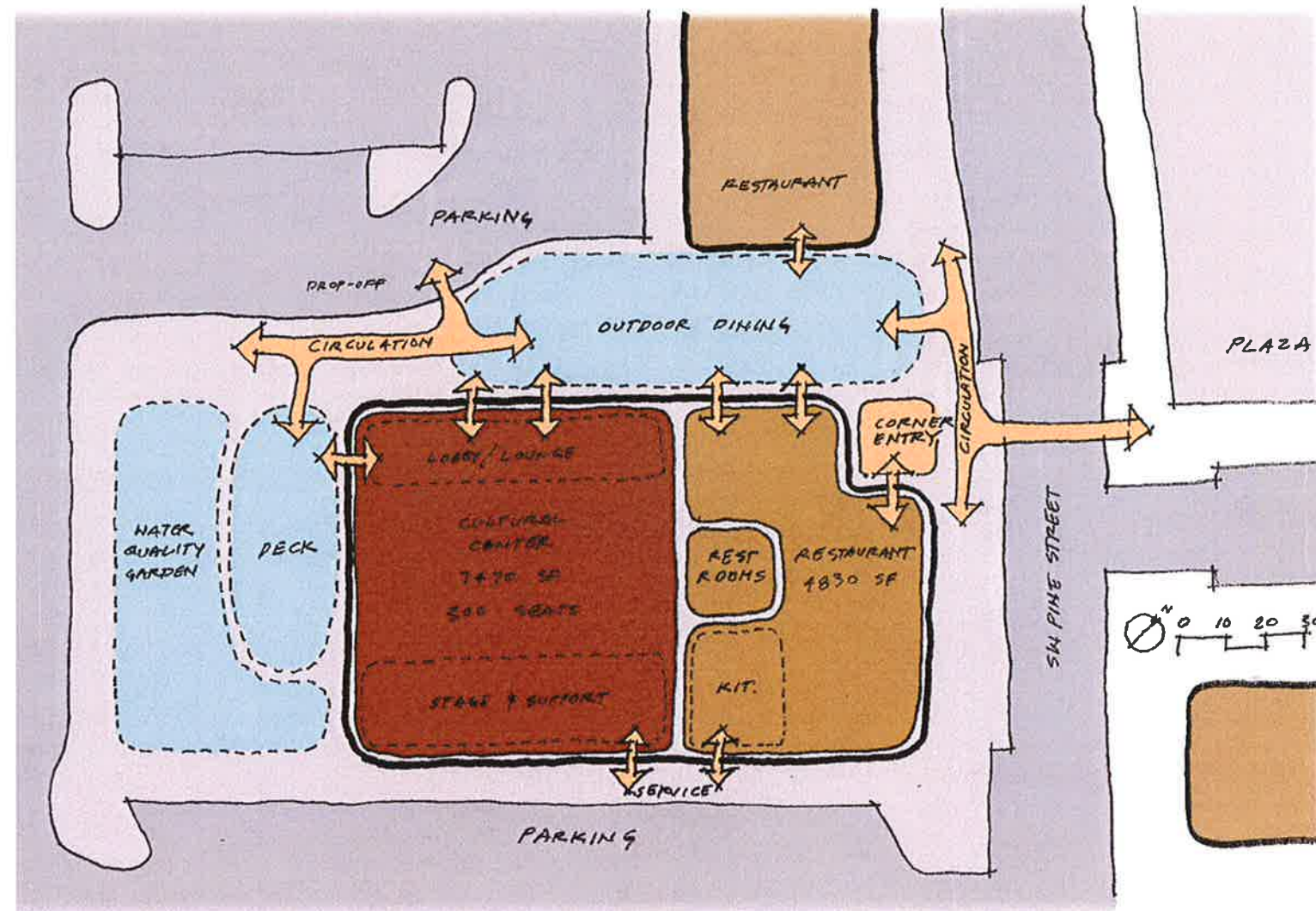
SHERWOOD OLD CANNERY SITE | THE CANNERY SHOPS - 01.09.2009

*URA Board Meeting 02.03.09, Exhibit B*

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CAPSTONE Partners LLC



**SITE/ADAPTIVE RE-USE CONCEPT**

**GENERAL**

The Machine Shop at SW Pine Street is an integral part of the Old Cannery Site Development. The tilt-up concrete structure encloses a vast column-free space of just over 13,000 square feet. It is a substantial portion of the inventory of downtown buildings, and offers a rare opportunity for adding active uses to the historic core of Sherwood.

Located kitty-corner from the proposed public plaza on the Old Cannery Site, the Machine Shop is envisioned as an anchor building with tenants that could include commercial and cultural venues. Its working name is The Cannery Shops, and the building's 90 foot width and adjacent parking provides a flexible and easily accessible location for multiple tenants.

**TENANTS**

The site concept illustrated here is a two-tenant scheme. The space overlooking the plaza receives a new corner entry leading to a 4830 square foot restaurant space. Glass garage doors will open up to an outdoor seating area, located between the shop and a new retail building to the north. This unique 'in-the-gap' space is an outdoor room with its own distinctive character and pedestrian scale. The east end of this space is marked by an entry gateway, recalling the shop's bow trusses.

At 7470 square feet, the cultural center space can accommodate a lobby area for gathering and pre-function events, non-fixed seating for 300, and a stage and support area. The entry to the cultural center space is near a parking lot and drop-off area. The east side of the building opens to a deck surrounded by a water quality garden, designed as a visual amenity. Both tenants have a convenient service zone on the south side of the building and share a restroom block.

**EXTERIOR IMPROVEMENTS**

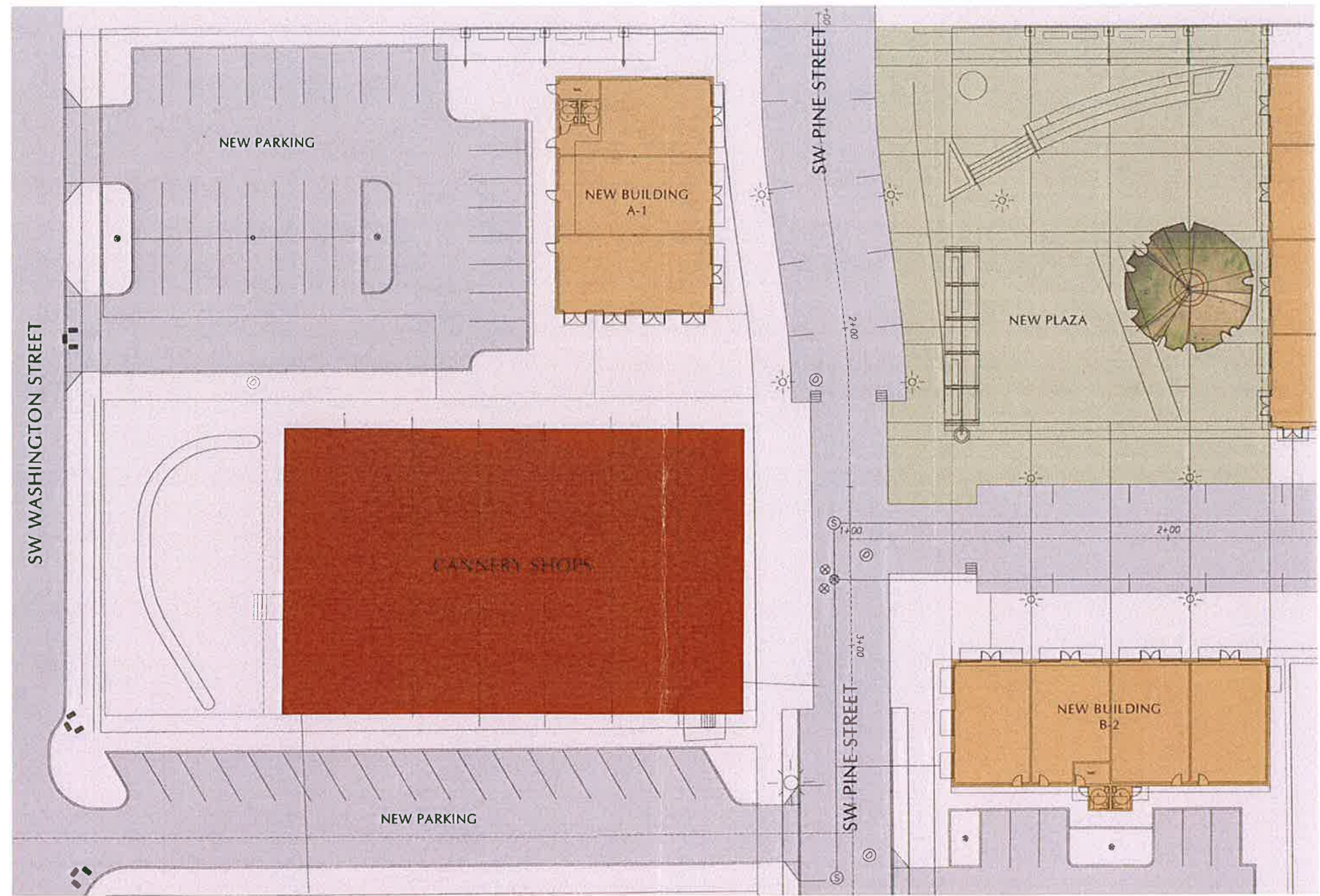
Exterior improvements planned for the Machine Shop introduce shape, detail and color, forging a new identity for The Cannery Shops. The corner entry will be a signal and lantern for the new functions inside. Windows and glass garage doors open up the tall concrete walls to the outside, increasing interaction between building and street, and providing natural light.

The exterior of The Cannery Shops plays a major role in the character of this portion of the Old Cannery Site Development. Flat walls will be given shape and lighting by the addition of pilasters with outdoor sconces. A warm and inviting palette of colors will be applied to each new and existing wall. Awnings will mark entries and provide weather protection.

**THE DOWNTOWN EXPERIENCE**

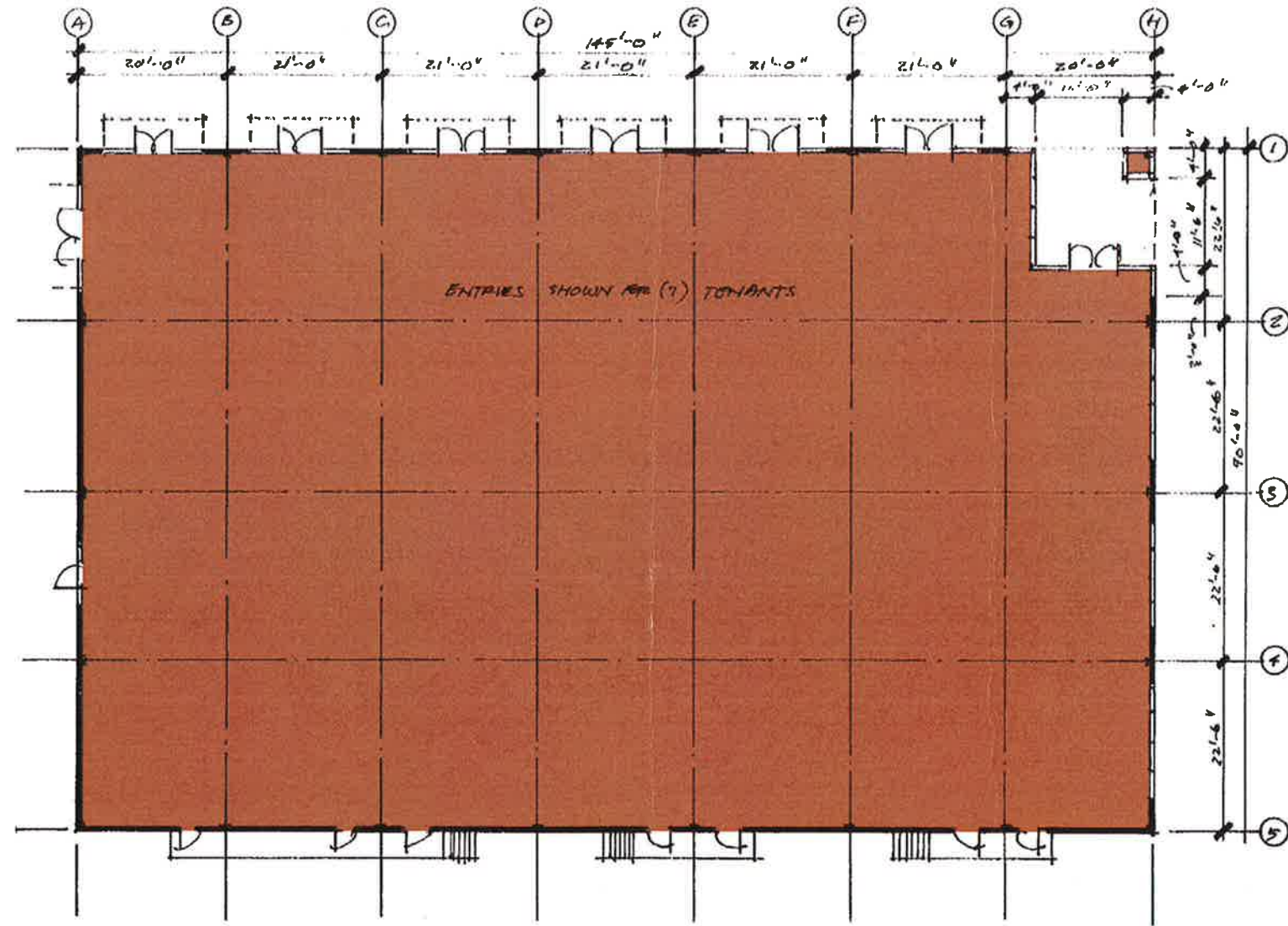
Old Town Sherwood is already a model city for civic vision, improved infrastructure and urban infill in the world of small communities. Not resting on its laurels, the Old Cannery Site is the next major step in managing the growth of historic Sherwood. With the City's emphasis on bringing the community together both commercially and socially, improvements to the Machine Shop make perfect sense. A lively mix of places to shop, eat, stroll, gain and share knowledge, attend events indoors and out create the Old Town experience, one easily welcomed by those who live and work in Sherwood.



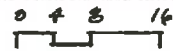


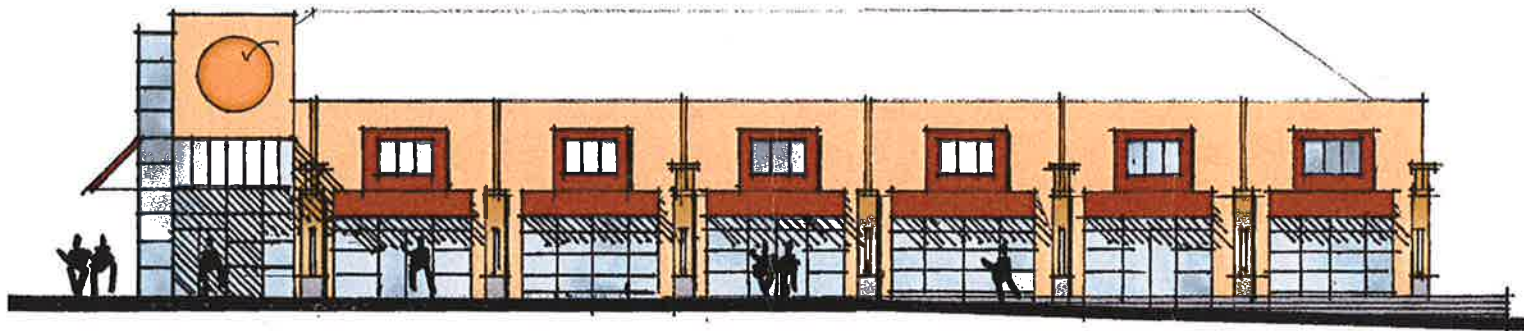
SHERWOOD OLD CANNERY SITE | THE CANNERY SHOPS - 01.09.2009





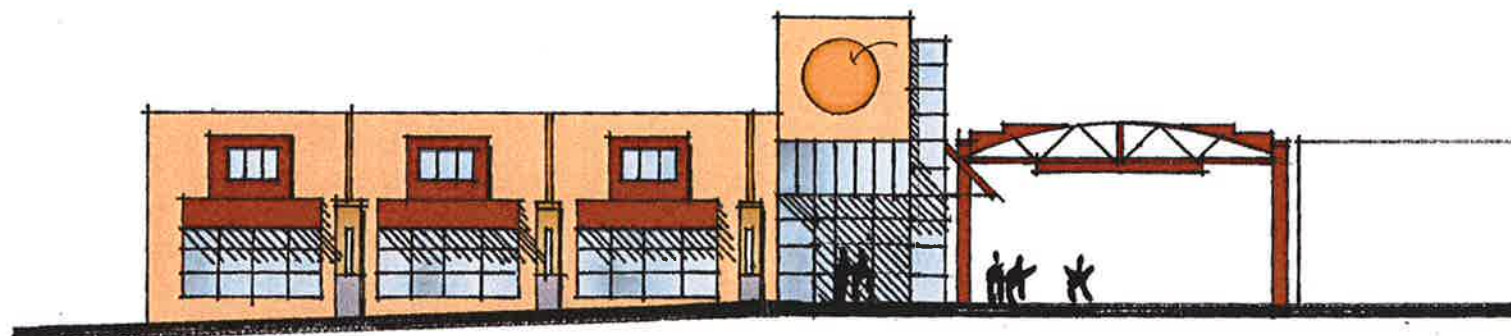
BASE FLOOR PLAN





NORTH ELEVATION

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AMA / 12.10.08



EAST ELEVATION

0 4 8 16  
AMA / 12.11.08



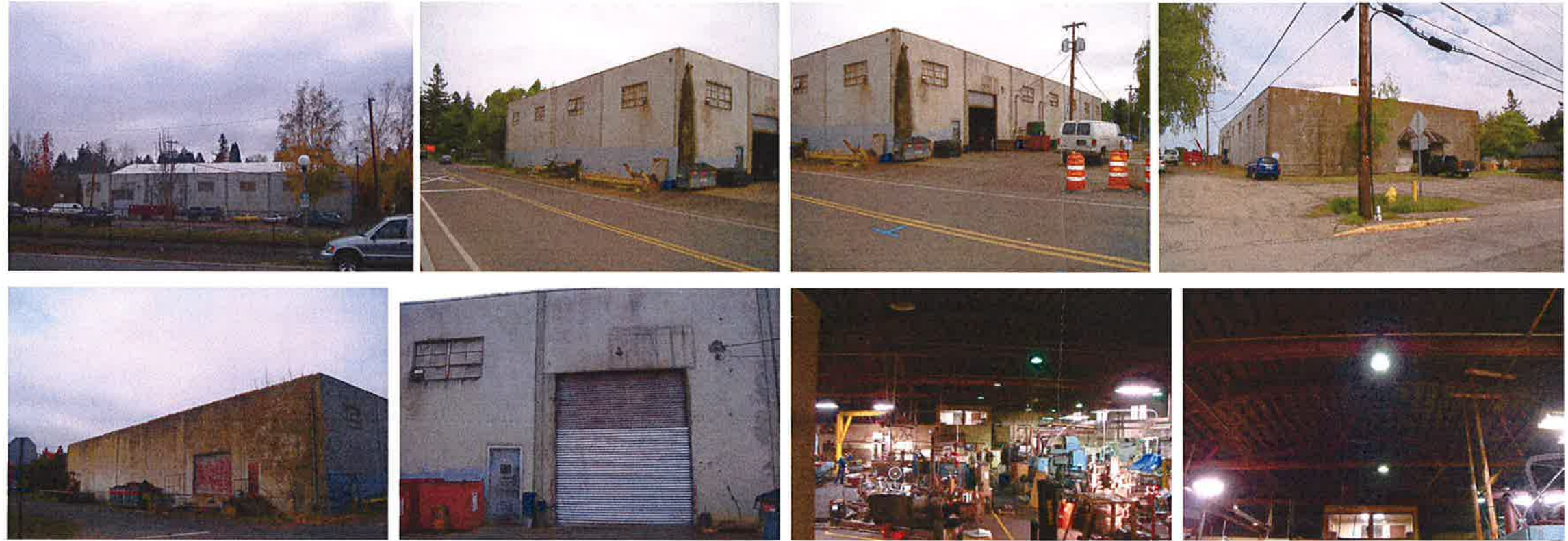
SHERWOOD OLD CANNERY SITE | THE CANNERY SHOPS - 01.09.2009

lango.hansen LANDSCAPE ARCHITECTS LP

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CAPSTONE  
Partners LLC



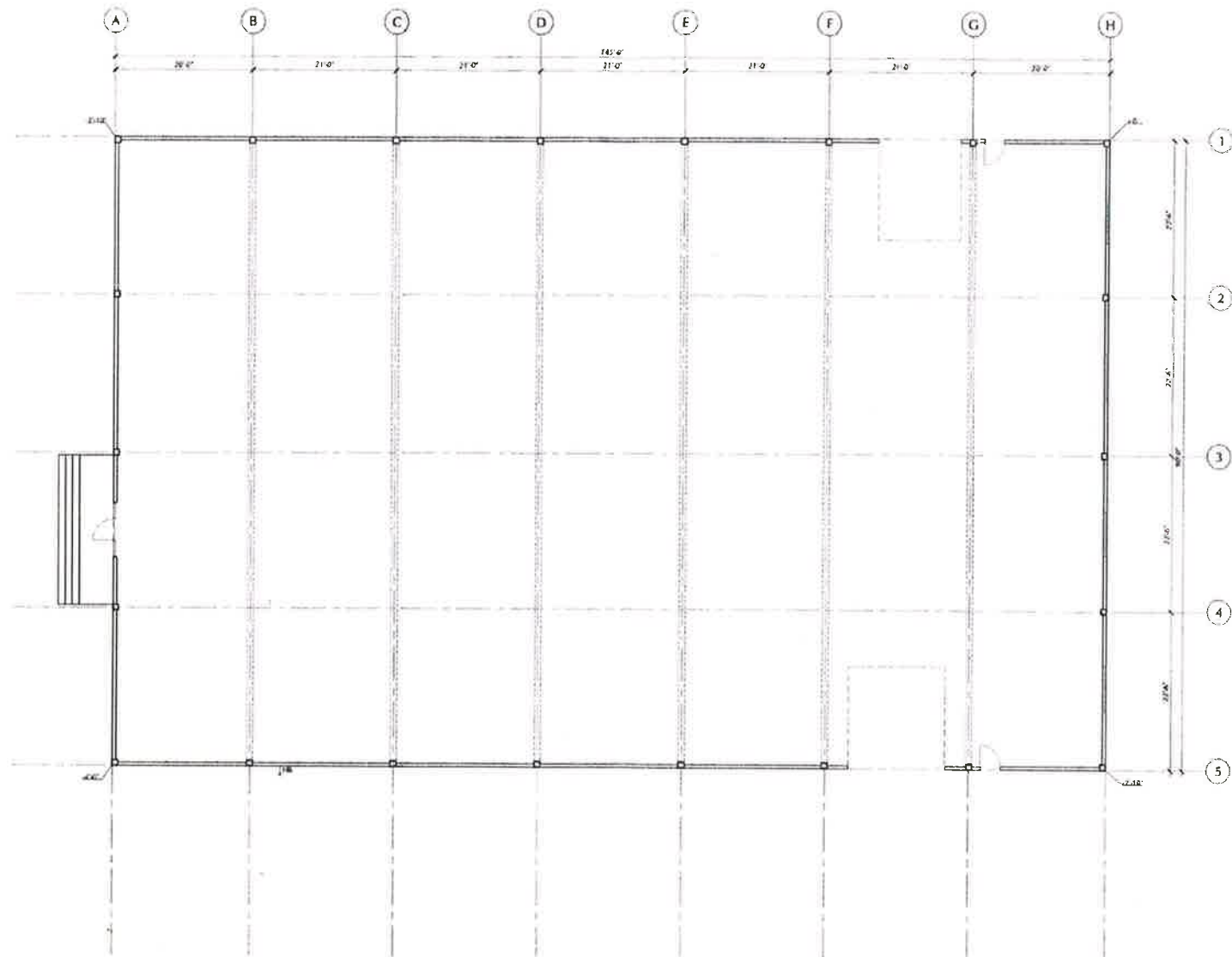


SHERWOOD OLD CANNERY SITE | THE CANNERY SHOPS - 01.09.2009

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CAPSTONE Partners LLC



2 GROUND FLOOR PLAN  
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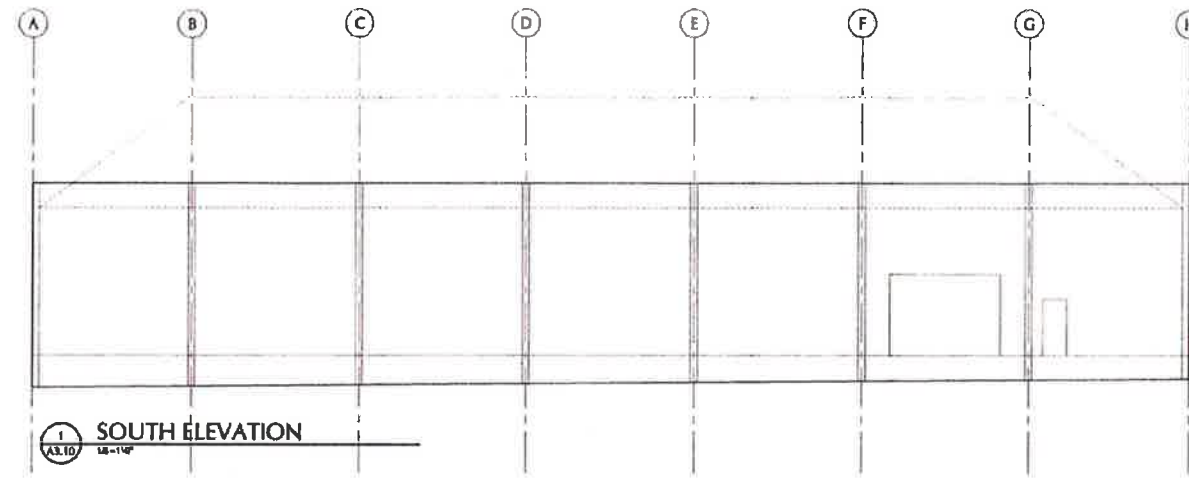


SHERWOOD OLD CANNERY SITE | THE CANNERY SHOPS - 01.09.2009

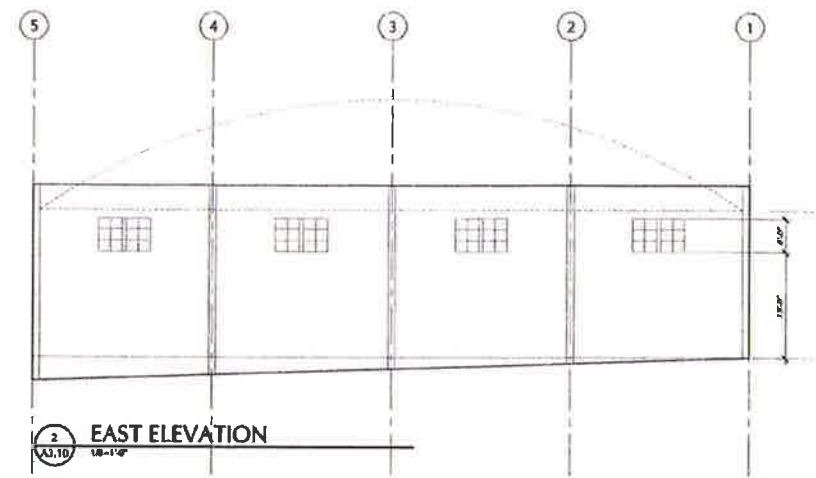
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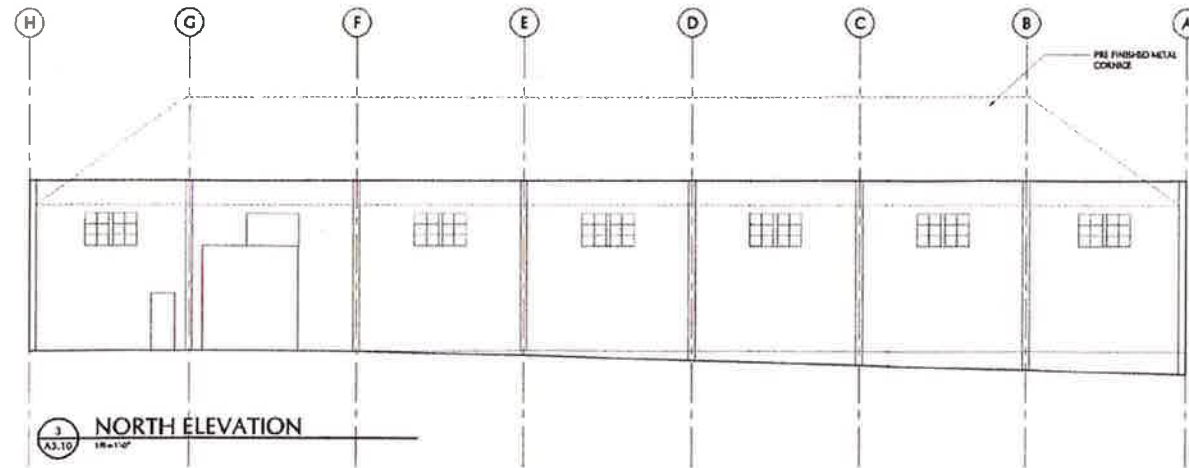
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Partners LLC



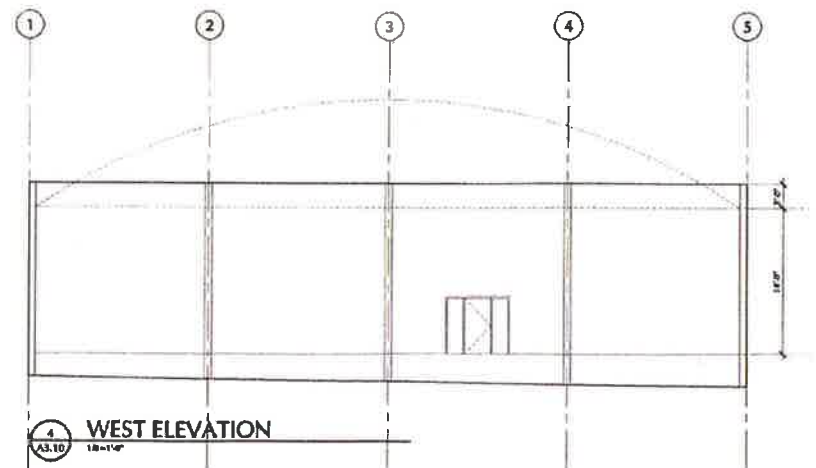
1 SOUTH ELEVATION  
A3.10 1/8"=1'-0"



2 EAST ELEVATION  
A3.10 1/8"=1'-0"



3 NORTH ELEVATION  
A3.10 1/8"=1'-0"



4 WEST ELEVATION  
A3.10 1/8"=1'-0"





## Sherwood Cannery Site -- Public Improvement Projects

Development Pro forma Summary

**PRELIMINARY**

Project Budget				
	Cannery Square (4)	Streets/ Utilities (5)	Machine Works (6)	Combined
<b>Hard Costs</b>				
Construction Contract - Shell	\$1,775,000	\$2,148,860	\$1,251,225	\$5,175,085
Site Work and Demolition (2)			\$279,825	\$279,825
Parking Lot (1)			\$170,000	\$170,000
Tenant Improvement Costs			\$0	\$0
Contractors Contingency	<u>\$177,500</u>	<u>\$429,772</u>	<u>\$170,105</u>	<u>\$777,377</u>
<b>Sub-Total Hard Costs</b>	<b>\$1,952,500</b>	<b>\$2,578,632</b>	<b>\$1,871,155</b>	<b>\$6,402,287</b>
<b>Soft Costs</b>				
Architectural and Engineering	\$293,500	\$103,010	\$247,950	\$644,460
Insurance (3)	\$5,000	\$5,000	\$5,000	\$15,000
Title and Survey (3)	\$5,000	\$5,000	\$5,000	\$15,000
Project Management Fees	\$169,465	\$214,531	\$169,528	\$553,525
Soft Cost Contingency	<u>\$30,350</u>	<u>\$11,301</u>	<u>\$25,795</u>	<u>\$67,446</u>
<b>Subtotal Soft Costs</b>	<b>\$503,315</b>	<b>\$338,842</b>	<b>\$453,273</b>	<b>\$1,295,431</b>
<b>Totals</b>	<b>\$2,455,815</b>	<b>\$2,917,474</b>	<b>\$2,324,428</b>	<b>\$7,697,718</b>

Notes:

- (1) Allocated share of larger lot improvement costs.
- (2) Does not include cost of improving city lot on railroad easement.
- (3) Allowance estimate only.
- (4) Construction cost based on landscape architect's estimate.
- (5) Construction cost based on civil engineer's estimate.
- (6) Construction costs based on preliminary contractors estimate per conceptual design only.

**Does not include allowance for tenant build-out costs.**

*Preliminary estimates based on conceptual and schematic plans only. All costs subject to change based on more refined design and actual contractors' bids.*

URA Board Meeting 02.03.09, Exhibit D

Sherwood Old Cannery Site  
 Streetscape Design Element Review  
 February 3, 2009

Design Element	Original Design	Issue	Proposed Modification
Parking Stall and Centerline Delineation	Concrete Pavers – Quarry Red and Charcoal	<ul style="list-style-type: none"> <li>• Poor visibility in low light/poor weather conditions</li> <li>• Pavers becoming loose</li> <li>• High maintenance cost</li> </ul>	Stamped, colored concrete pavement
Bollards	Fairweather Site Furnishings, blue	<ul style="list-style-type: none"> <li>• Easily damaged by vehicles.</li> <li>• If struck, destroys pavement</li> <li>• Less visible because of height.</li> </ul>	Review options for a more cost effective and visible alternative.
Monument Signs	Intersection and way finding signage	<ul style="list-style-type: none"> <li>• Size/location of monuments creates sight issues at intersections</li> <li>• Location of monuments impedes large vehicle turning movements.</li> <li>• If monuments are struck, electrical conduits are severed.</li> </ul>	Monument signs will be located to be used as gateway features. Monuments will generally be set back from intersections to avoid sight distance issues. The size and location of the monuments will be reviewed with the final design.
Storm Inlets	Decorative grates located in the center of the street/intersections	<ul style="list-style-type: none"> <li>• Drains are small and can be clogged easily</li> <li>• Drains in center of intersection are difficult to maintain.</li> <li>• Trench drains are not holding up to traffic</li> </ul>	Shift gutter location from the center to each side between travel lane and parking. Install a valley gutter with larger inlets at the intersections.
Crosswalks/Intersection Bands	Granite Pavers – American Mahogany/Academy Black	<ul style="list-style-type: none"> <li>• Maintenance is frequent and difficult</li> <li>• High maintenance cost</li> </ul>	Stamped, colored concrete pavement

# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
February 3, 2009**

**WORK SESSION**

1. **CALL TO ORDER:** Chair Keith Mays called the work session to order at 6:08pm.
2. **BOARD PRESENT:** Chair Keith Mays, Board members Dave Heironimus, Dave Grant, Linda Henderson, Lee Weislogel, Del Clark and Robyn Folsom.
3. **STAFF PRESENT:** City Manager Jim Patterson, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier, Public Works Director Craig Sheldon, Planning Manager Julia Hajduk and District Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Kurt Lango with Lango-Hansen Architects, Ben Austin with HHPR (civil engineering), Martha Shelley with Capstone Partners, Eric Lindahl with Capstone Partners, Jeff Sackett with Capstone Partners, Ray Pitz with the Sherwood Gazette and Neil Shannon.
5. **CANNERY SITE PRESENTATION:** Tom Nelson asked the Capstone representatives to introduce themselves and said Capstone will be providing the Board with the status of the project. Martha Shelley provided handouts (see record, Exhibits A-D). Eric Lindahl and Martha presented a power point presentation. Board discussion followed and capstone briefed the Board and reviewed Exhibit A-Site Plan, Cannery, Exhibit B-Site Plan, Machine Shop, Exhibit C-Public Improvement Projects (Preliminary Summary) & Exhibit D-Streetscape Design Element Review.

**URA REGULAR BOARD MEETING:**

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 8:22pm.
2. **BOARD PRESENT:** Chair Keith Mays, Board members Dave Heironimus, Dave Grant, Linda Henderson, Lee Weislogel, Del Clark and Robyn Folsom.
3. **STAFF PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Economic Development Manager Tom Nelson, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Budget Finance Analyst Julie Blums and District Recorder Sylvia Murphy.

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

**4. CONSENT AGENDA:**

**A. Approval of October 7, 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 2009-001 approving a Sherwood Chamber Recovery Plan

Tom Nelson, Economic Development Manager came forward and stated if the Board recalls this topic came up previously with the Chamber asking for financial support of the City Council. The Council recommended the request be forward to SURPAC. The Chamber Board made the request to SURPAC at their meeting on January 21<sup>st</sup>. Tom stated the Chamber is requesting \$10,000 to fill a gap for financing ongoing operations and a change in direction. Tom informed the Board SURPAC had some concerns with the request and stipulations were made. Tom recapped this discussion in the staff report provided in the meeting packet.

Chair Mays stated the Board head earlier that there will be a Chamber wide meeting this Saturday. Chair Mays asked from a timing standpoint, is there a need to act on a potential plan today or can it wait two weeks and allow the Chamber members to have their meeting this Saturday and weigh in on the proposal. Tom replied, he thinks it can wait two weeks. Tom informed the Board we planned on helping the Chamber a few months ago and he was recently contacted by a Chamber executive to review his book and believes it would be a great idea to have the executive help in changing the direction of the Chamber.

Chair Mays asked for the Board's input on waiting to receive feedback from Chamber members at the Saturday meeting. The Board discussed the documents provided by the Chamber and the lack of an income statement. Tom replied they did provide a Profit & Loss statement, but it did not make it into the documents provided to the Board, but the City does have this document.

Ms. Henderson asked what is the status of their fund balance. Chair Mays replied staff will provide this information in two weeks.

Mr. Heironimus asked to know the specific use intended for the funds; to pay rent and have a staff person there, to hire a consultant.

Ms. Folsom asked to receive information on how the Chamber got to this point. Board members replied this information will be provided at the Saturday Chamber Board member meeting. Ms. Folsom stated she can't attend the Saturday meeting and Tom replied she can get the information from a Chamber Board member.

Mr. Grant asked if the URD rules allows for this type of financial support. He stated he is not speaking against this, but thought URD funds per the state were to be spent on bricks and mortar. Tom replied there is a clause in the plan that references business development assistance and it's allowed under the plan. Discussion followed.

City Manager Patterson replied this is in no way attached to the Façade Grant Program or anything the City is currently doing. In the information Tom has provided on the second item, which is on the work session, he has clearly defined in the rules of our district what is allowed. And under those rules and terms, this type of assistance, you can create a nexus, because the Chamber exists within the Urban Renewal District, you can create a financial assistance program which does fall within the guidelines. The question in front of the Board is whether or not as a part of the URD Plan, does the Board feel comfortable creating such a plan.

Mr. Grant stated again, he is asking if the state allows...Chair Mays and City Manager Patterson replied, yes, it's allowed.



Mr. Weislogel commented in the past the Council has added to SURPAC's responsibilities the responsibility for economic development and this adds a new dimension that's factoring into this.

City Manager Patterson asked to clarify and stated, "It's really important for people to understand we the City have been approached by the Chamber of Commerce to consider assisting their organization. We are not affiliated in anyway other than we are a member of the Chamber. Staff' direction on this has essentially been to provide as much logistical support to get people to the point where they know what they are going to ask for so we can then give you the information so you can make a good decision on whether or not to support them. We are simply responding to a request from the business community.

Chair Mays stated, without further objection, we will continue this item to the February 17<sup>th</sup> Urban Renewal Board meeting. No objections or comments were received

Chair Mays addressed the next agenda item.

### **B. URA Resolution 209-002 approving the Development and implementation of a Financial Assistance Program**

Tom Nelson, Economic Development Manager came forward and stated "We're finding in the current economic climate there is some development that is happening where there might be a gap in financing. There are situations where maybe a development was perceived initially to be one thing and due to the market conditions it changes and now they are having to convert what was going to be residential to office. When this happens the SDC's change for that development and they are now having to borrow more or get capital and pay those SDC's before they can occupy the building. Looking at how this could paralyze a development, I was thinking of if there is a way to somewhat like the Façade Grant Program offer financial assistance in the form of a loan program.

Chair Mays asked what's the risk to the district with this type of program or the benefits?

Tom replied the benefits would be as outlined in the document; Increase overall tax collection, avoid blight conditions and stimulate the economy. The risk is basically is what I'm proposing, no more than \$50,000 in a loan, a loan fund of \$250,000 taken from the funds balance. Loans would be no more than 6 months in term unless circumstance came to the Board for a 9 or 12 month term. This concept was reviewed by SURPAC and they have recommended it to the Board.

Chair Mays asked if each individual loan would come before the Board for approval as part of the program.

Tom replied his recommendation would be that the District Administrator approve as noted in Section 1 of the resolution. This is so we can be more flexible as things come and we don't want to wait.

Mr. Heironimus asked isn't there already language in the City Code about people being able to defer their SDC's and wouldn't this help developers get to that point.

Tom replied in some situations SDC's are not allowed to be deferred.

Mr. Heironimus asked if we have developers asking for this kind of help. Tom replied yes.

Ms. Folsom asked is this because lending is so tight right now. Tom replied yes.

Mr. Heironimus asked what the assurance after 6 months that they will get financing or have the cash to repay the loan. Tom replied we wouldn't make the loan unless we knew they had tenants lined up.

Ms. Folsom asked what's the collateral. Tom replied we can issue a lien on the property.

Chair Mays asked Tom if he's comfortable with the program and feels secure that we'll receive payment within the time frame proposed. Tom replied yes.

Mr. Heironimus asked if the \$250,000 is going to put us in a pinch with the cannery project or other things happening. Tom replied it shouldn't because they're short term loans and it's a small amount compared to the district. \$250,000 isn't going to keep us from doing the project.

Mr. Heironimus stated he recalls Tom previously saying the district was at capacity as far as borrowing. Tom Replied, if we were to do every project on the list we would be at capacity and we have a \$1 million line of credit.

Chair Mays commented, this is a good idea to provide support assuming we have the security to get it back.

Ms. Henderson asked what do we do when we give away the \$250,000 and people are asking for assistance. Tom replied he did not think this would happen as there is not that much development occurring and if it did occur staff would come back to the Board asking for more funds. Ms. Henderson commented ideally most of the loans would be paid off and we would replenish the funds.

City Manager Patterson stated there is a specific development with this challenge and he is not aware of any others.

Ms. Henderson stated in theory this is a good program and expressed concern over the language under section 1 of the resolution, where the UR Manager has the authority and discretion to make loans. As opposed to the Façade Grant which goes through SURPAC for a \$15,000 grant and then comes to Council, this program is a \$50,000 and does not get reviewed.

City Manager Patterson replied he did not request this language and he would be fine with whatever the board decides. Discussion followed with timing and if waiting two weeks for a Board or SURPAC approval would make much of a difference.

Tom Nelson informed the Board there is a moving van in town that is ready to move in but can't because they don't have their occupancy.

Mr. Heironimus commented regarding allowing special authority for this particular situation tonight and having future requests come through a process and to the Board.

Ms. Henderson asked what the amount of the loan was. Tom replied about \$40,000.

Chair Mays asked the Board if they would entertain a motion to amend giving authority to this first request and any subsequent requests would have to come to the Board for approval.

Mr. Grant commented we have to trust these people and they are perfectly fine to make this decision and doesn't feel it is necessary to bog-down the system.

**Motion:** Mr. Heironimus motioned to amend Section 1 authorizing the first applicant's request per the District Administrator and have future requests go through SURPAC and then the URA Board for approval, unless an emergency exists and the Board would address the request. Ms. Henderson seconded the motion. Motion Passed: 6:1, with Mr. Grant opposed.

Chair Mays asked for a motion on amended URA Resolution 2009-002.

**MOTION:** Mr. Heironimus motion to approve the amended resolution, Ms. Henderson seconded the motion. All voted in favor.

Chair Mays thanked the Board and staff.

Chair Mays state with the current economy he believes we should have a stimulus program in the district and have SURPAC review the project list to update it and report back to the Board with recommendations for public improvements and economic development. The list need to be updated and added to the program.

Tom informed the Board that SURPAC reviewed the list at their last meeting and will have them review it again at their next meeting and report back to the Board.

Chair Mays asked Tom to share the information provide by Capstone in work session with SURPAC and get information on the City website so people can see where information on the cannery project. He requested SURPAC meet monthly until we have a recommendation on the project. Chair Mays asked for the Board's support on this request. No objects were received.

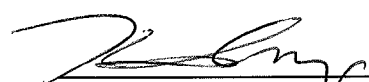
Tom reported tomorrow night 6-8:30pm there will be a downtown development meeting at lavender tea house with FOOT members and other businesses. They will be discussing with a consultant forming a down town association, whether or not to proceed with an application to for a Main Street Program which is a program working with the State Economic development department. Several things will come from this one being a resolution seeking Council support of the Main Street Program. They will also be following up on marketing discussions.

6. **ADJOURNED:** Chair Keith Mays adjourned the URA Board meeting at 8:50pm.

Submitted by:

  
Sylvia Murphy, District Recorder

Approved:

  
Keith S. Mays, Chairman