



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, May 19, 2009

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

URA Board of Directors Meeting
(Following the City Council Meeting at 7:00pm)

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

Tuesday, May 19, 2009
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 April 21, 2009 URA Board Meeting Minutes**
- B. URA Resolution 2009-005 Reappointing Cam Durrell to SURPAC**
- C. URA Resolution 2009-006 Reappointing Ken Marlow to SURPAC**

4. NEW BUSINESS

- A. URA Resolution 2009-007 authorizing the Urban Renewal Agency Manager to enter into and make modifications to lease agreements for the Sherwood Urban Renewal Agency (Tom Nelson, Economic Development Manager)**

5. STAFF REPORTS

6. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
April 21, 2009**

URA REGULAR BOARD MEETING:

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 10:08pm.
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, Police Chief Jeff Groth, Community Development Director Tom Pessemier and District Recorder Sylvia Murphy.

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

4. **CONSENT AGENDA:**

- A. **Approval of February 3, 2009 URA Board Meeting Minutes**
- B. **URA Resolution 2009-003 Appointing Bob Silverforb to SURPAC**

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

Chair Keith Mays addressed the next agenda item.

5. **NEW BUSINESS:**

- A. **URA Resolution 2009-004 of the Urban Renewal Agency of the City of Sherwood for a Loan to Lucas Development from the URA Financial Assistance Program**

Tom Pessemier Community Development Director came forward filling in for Tom Nelson Economic Development Manager. Tom Pessemier explained the URA recently adopted a Loan Program and the City has received a request for financial assistance from Lucas Development for Habibi Restaurant in the amount of \$31,988.45 to get their business started and pay for transportation system development charges. Tom explained this business will be going into the same building as a previous request for assistance. Tom stated securities would be put in place with the payback due in six months from the time the loan was made and there would be a promissory note that would be signed and a deed of trust.

City Manger Patterson replied this was also presented to SURPAC and it received unanimous support for recommendation.

Chair Mays replied this is the second assistance request in this program and this business is in the same building but in a different area. Tom replied that is correct. Chair Mays stated he has a bit of a concern with it being the second request in the same building and said this should be for an entire building and not parts of. He stated he would be willing to support it knowing it received unanimous support from SURPAC, but going forward he has concerns about repeating this.

Chair Mays stated we are 2-3 months into the first loan and asked if we have received any payments on it. Tom replied he believes the loan is not payable for 6 months.

City Manager Patterson stated it's a loan that is due and payable after 6 months. This request is consistent with the first assistance request that was approved and the information the Board is providing in terms of feedback on whether we want to do this in the future on a piece by piece bases or on a building bases is something we will want to make an adjustment too.

Mr. Clark asked when a building goes through a permit process is there a minimal level of SDC's fees for accessing such that these request that come in are because of a heighten use or a changed use?

Tom Pessemier replied in this particular case that is correct. When the building came in it was not what the tenants would be, there was a level of system development charges that were in place on the building and since it is now a restaurant it will have a higher trip allocation. This dollar amount is to cover that larger trip allocation, so the business can essentially get started as was designed in the loan program.

Ms. Henderson replied she concurs with Chair Mays as this was a \$250,000 program of which one developer has received two loans from. Basically instead of helping 5, 6 or 7 businesses we may only be helping 3 or 4 and maybe he is the first person to respond to the program. Ms. Henderson stated she did not know it was going to work this way.

City Manager Patterson replied the reason the program was put before the Boards consideration, there was discussion about how we were able to assist either developers or business owners to get people into a building where we could get employees to work. In this case I believe there are 6 full time employees and 8 part time employees. As a part of our economic stimulus, I certainly think the decision you made the first go round was appropriate. I know we are promoting this program and understand the concern that has been raised by the Board and staff will address this and I will speak with Tom Nelson about needed changes.

Mr. Grant stated as long as they continue to pay it back, he was ok with loaning the same party the money as long as it was a success in bringing in employment.

City Manager Patterson replied we'll see how it works and we will feel much better when we receive the first payment on the first loan.

Chair Mays asked for other board comments. With none heard he asked for a motion.

MOTION: MR. DAVE GRANT MOVED TO APPROVE URA RESOLUTION 2009-004, SECONDED BY MR. DAVE HEIRONIMUS. ALL PRESENT MEMBERS VOTED IN FAVOR.

6. ADJOURNED: Chair Keith Mays adjourned the URA Board meeting at 10:15pm.

Submitted by:

Approved:

Sylvia Murphy, District Recorder

Keith S. Mays, Chairman



URA RESOLUTION 2009-005

A RESOLUTION RE-APPOINTING CAM DURRELL TO SHERWOOD URBAN RENEWAL PLANNING ADVISORY COMMITTEE (SURPAC)

WHEREAS, Cam Durrell was appointed to SURPAC via URA Resolution 2007-002 on May 15th 2007; and

WHEREAS, Mr. Durrell has requested reappointment; and

WHEREAS, Board President, Keith Mays and Council Liaison Del Clark recommended the reappointment of Mr. Durrell.

NOW, THEREFORE, THE URA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

Section 1. Cam Durrell is hereby reappointed to SURPAC for a two year term expiring in April 2011.

Duly passed by the URA Board of Directors this 19th day of May 2009.

Keith S. Mays, Board Chairman

ATTEST:

Sylvia Murphy, District Recorder



URA RESOLUTION 2009-006

A RESOLUTION RE-APPOINTING KEN MARLOW TO SHERWOOD URBAN RENEWAL PLANNING ADVISORY COMMITTEE (SURPAC)

WHEREAS, Ken Marlow was appointed to SURPAC via URA Resolution 2007-003 on May 15th, 2007.

WHEREAS, Mr. Marlow has requested reappointment; and

WHEREAS, Board Chair Cam Durrell and Council Liaison Del Clark have recommended the reappointment of Mr. Marlow.

NOW, THEREFORE, THE URA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

Section 1. Ken Marlow is hereby reappointed to SURPAC for a two year term expiring in April 2011.

Duly passed by the URA Board of Directors this 19th day of May 2009.

Keith S. Mays, Board Chairman

ATTEST:

Sylvia Murphy, District Recorder

URA Board Meeting Date: May 19, 2009

Agenda Item: New Business

To: Sherwood Urban Renewal Agency Board of Directors

From: Tom Nelson, Economic Development Manager

SUBJECT: URA Resolution 2009-007 to Authorize the URA Manager to enter into and modify lease agreements.

Issue

Should the URA Board authorize the URA Manager to enter into and make modifications to lease agreements on behalf of the Sherwood Urban Renewal Agency?

Background

The Urban Renewal Agency owns property that is sometimes suitable and in the best interest of the Urban Renewal Agency to lease to another entity. Periodically, market conditions and tenant needs arise that may require an amendment to the lease agreement. The Urban Renewal Agency Manager is currently responsible for approval of various contracts with vendors which do business with the Urban Renewal Agency; though no clear policy has been established to allow the URA Manager to do the same with leases. In consideration of timely negotiations which are necessary for efficient business negotiations between vendors and the Urban Renewal Agency, we recommend that the URA Board give the URA Manager authority to enter into and make modifications to lease agreements on behalf of the Sherwood Urban Renewal Agency.

Recommendation: Staff recommends that the URA Board adopt the attached resolution authorizing the Urban Renewal Manager to enter into and make modifications to lease agreements on behalf of the Sherwood Urban Renewal Agency.

Actions Needed: Adopt URA Resolution 2009-007.



URA RESOLUTION 2009-007

A RESOLUTION AUTHORIZING THE URBAN RENEWAL AGENCY MANAGER TO ENTER INTO AND MAKE MODIFICATIONS TO LEASE AGREEMENTS FOR THE SHERWOOD URBAN RENEWAL AGENCY

WHEREAS, the Urban Renewal Agency owns property that is sometimes suitable and in the best interest of the Urban Renewal Agency to lease to another entity; and;

WHEREAS, periodically, market conditions and tenant needs arise that may require an amendment to the lease agreement, and;

WHEREAS, the Urban Renewal Agency Manager is currently responsible for approval of various contracts with vendors which do business with the Urban Renewal Agency, and;

WHEREAS, timely negotiations are necessary for efficient business negotiations between vendors and the Urban Renewal Agency;

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

Section 1. The Urban Renewal Agency Manager is authorized to enter into and make modifications to lease agreements for all rental space owned by the Sherwood Urban Renewal Agency

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

Duly passed by the Urban Renewal Agency Board this 19th day of May 2009.

Keith S. Mays, Chairman

ATTEST:

Sylvia Murphy, District Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
May 19, 2009**

URA REGULAR BOARD MEETING:

1. **CALL TO ORDER:** Acting Chair Dave Heironimus called the meeting to order at 9:07pm.
2. **BOARD PRESENT:** Dave Heironimus, Dave Grant, Linda Henderson, Lee Weislogel, Del Clark and Robyn Folsom. Chair Keith Mays was absent.
3. **STAFF PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Community Development Director Tom Pessemier, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Economic Development Manager Tom Nelson and District Recorder Sylvia Murphy.

Chair Heironimus addressed the Consent Agenda and asked for a motion.

4. **CONSENT AGENDA:**

- A. Approval of April 21, 2009 URA Board Meeting Minutes
- B. URA Resolution 2009-005 Reappointing Cam Durrell to SURPAC
- C. URA Resolution 2009-006 Reappointing Ken Marlow to SURPAC

MOTION: BOARD MEMBER LEE WEISLOGEL MOVED TO ADOPT THE CONSENT AGENDA, SECONDED BY MR. DEL CLARK, ALL PRESENT MEMBERS VOTED IN FAVOR.

Chair Heironimus addressed the next agenda item.

5. **NEW BUSINESS**

- A. **URA Resolution 2009-007 authorizing the Urban Renewal Agency Manager to enter into and make modifications to lease agreements for the Sherwood Urban Renewal Agency** (Tom Nelson, Economic Development Manager)

Tom Nelson Economic Development Manager came forward and stated in light of the Council meeting held earlier tonight staff would like to remove URA Resolution 2009-007 from the agenda.

Chair Heironimus stated the Board will remove URA Resolution 2009-007 from the agenda and direct staff to bring it back to the Board for consideration at the June 2, 2009 meeting.

With no other business to address Mr. Heironimus adjourned the URA Board meeting.

6. **ADJOURNED:** Chair Dave Heironimus adjourned the URA Board meeting at 9:10pm.

Submitted by:

Approved:


Sylvia Murphy, District Recorder


Keith S. Mays, Chairman