



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 2, 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, June 2, 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 May 19, 2009 URA Board Meeting Minutes**
- B. URA Resolution 2009-008 Appointing Chris Ehrlich to SURPAC**

4. NEW BUSINESS

- A. URA Resolution 2009-009 Approving a Façade Grant for Bill Stapp owner of the building at 22461 SW Pine Street in Sherwood**
(Tom Nelson, Economic Development Manager)

5. PUBLIC HEARING

- A. Urban Renewal Agency 2009-10 Approved Budget Document**
(Public Hearing only, no action) (Julie Blums, Budget Officer)

6. STAFF REPORTS

7. ADJOURN

**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



URA RESOLUTION 2009-008

A RESOLUTION APPOINTING CHRIS EHRLICH TO SHERWOOD URBAN RENEWAL PLAN ADVISORY COMMITTEE (SURPAC)

WHEREAS, Chris Ehrlich has applied to represent SURPAC as a result of a vacancy announcement; and

WHEREAS, Mr. Ehrlich was subsequently interviewed by the Committee Chair and Council Liaison; and

WHEREAS, Council Liaison Del Clark and Committee Chair Cam Durrell recommended the appointment of Mr. Ehrlich;

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

Section 1. Chris Ehrlich is hereby appointed to SURPAC for a two year term expiring in April 2011.

Duly passed by the URA Board of Directors this 2nd day of June 2009.

Keith S. Mays, Board Chairman

ATTEST:

Sylvia Murphy, District Recorder

URA Board Meeting Date: June 2, 2009

Agenda Item: New Business

To: Sherwood Urban Renewal Agency

From: Tom Nelson, Economic Development Manager

SUBJECT: URA Resolution 2009-009, Approving a Façade Grant for 22461 SW Pine St. / Stapp Façade Grant

Issue

Should the Sherwood Urban Renewal District Board approve a Façade Grant for Bill Stapp, owner of the building housing What Goes Around Comes Around consignment shop at 22461 SW Pine Street in Sherwood?

Background

On May 20, 2009 an application was submitted by Bill Stapp, the owner of the building housing What Goes Around Comes Around consignment shop in Old Town for a Façade Grant. While bids have been received totaling \$46,679, Mr. Stapp estimates the total estimated project cost at \$39,000. At its May 21, 2009 meeting, SURPAC members unanimously recommended to the District Board to approve the requested Façade Grant, and further stipulated that since the building is bordered by two streets plus an alley, that Mr. Stapp be awarded a grant of 50% of the project up to \$30,000.

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 2009-009, a Resolution authorizing the District Board to award a Façade Grant to Bill Stapp for the exterior improvements to the façade of the building located at 22461 SW Pine Street, the building that houses What Goes Around Comes Around consignment shop.



URA RESOLUTION 2009-009

A RESOLUTION APPROVING A FAÇADE GRANT FOR BILL STAPP, OWNER OF THE BUILDING AT 22461 SW PINE STREET IN SHERWOOD

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, Bill Stapp, building owner, representing the building housing What Goes Around Comes Around consignment shop at 22461 SW Pine St. in Sherwood has submitted an application for a grant shown as Exhibit A of this document; and

WHEREAS, the Sherwood Urban Renewal Plan Advisory Committee (SURPAC) concurs with the application and has recommended approval.

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

The Agency Administrator is authorized to grant up to 50% of the project but no more than \$30,000 in accordance to the terms and conditions to the Façade Grant Program.

Duly passed by the City of Sherwood Urban Renewal Agency this 2th day of June 2009.

Keith S. Mays, Board Chair

ATTEST:

Sylvia Murphy, District Recorder



Old Town Facade Program Grant Application

Date of Application: 5/15/09 SURPAC Review Date: _____

Business Information

MIXED-USE
COMMERCIAL BUILDING LEASED OUT - CLOTHING STORE
AND 3 OFFICES UPSTAIRS

Name of Business
22461 SW PINE, SHERWOOD, OR

Physical Business Address
N/A

Mailing Address (if different from physical address)
541-330-6668 ← SAME BILL 711 ANA @ HOTMAIL.COM

Business Phone
BILL AND ANA STAPP

Business Owner(s) Name(s)
22461 SW PINE, SHERWOOD, OR

Address of Property to be Improved
BILL & ANA STAPP 541-330-6668 BILL 711 ANA @ HOTMAIL.COM

Application being submitted by
60239 WOODSIDE PLACE, BEND, OR 97702

Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required)
Please see Home Depot bid with details but we want to replace 7 windows, possibly 9. We will have a separate bid to replace the front porch floor that is rotted. Please see attached letter. We will have other bids next week.

Est. Project Start Date JULY, 2009

Est. Project Completion Date AUGUST, 2009

Budget

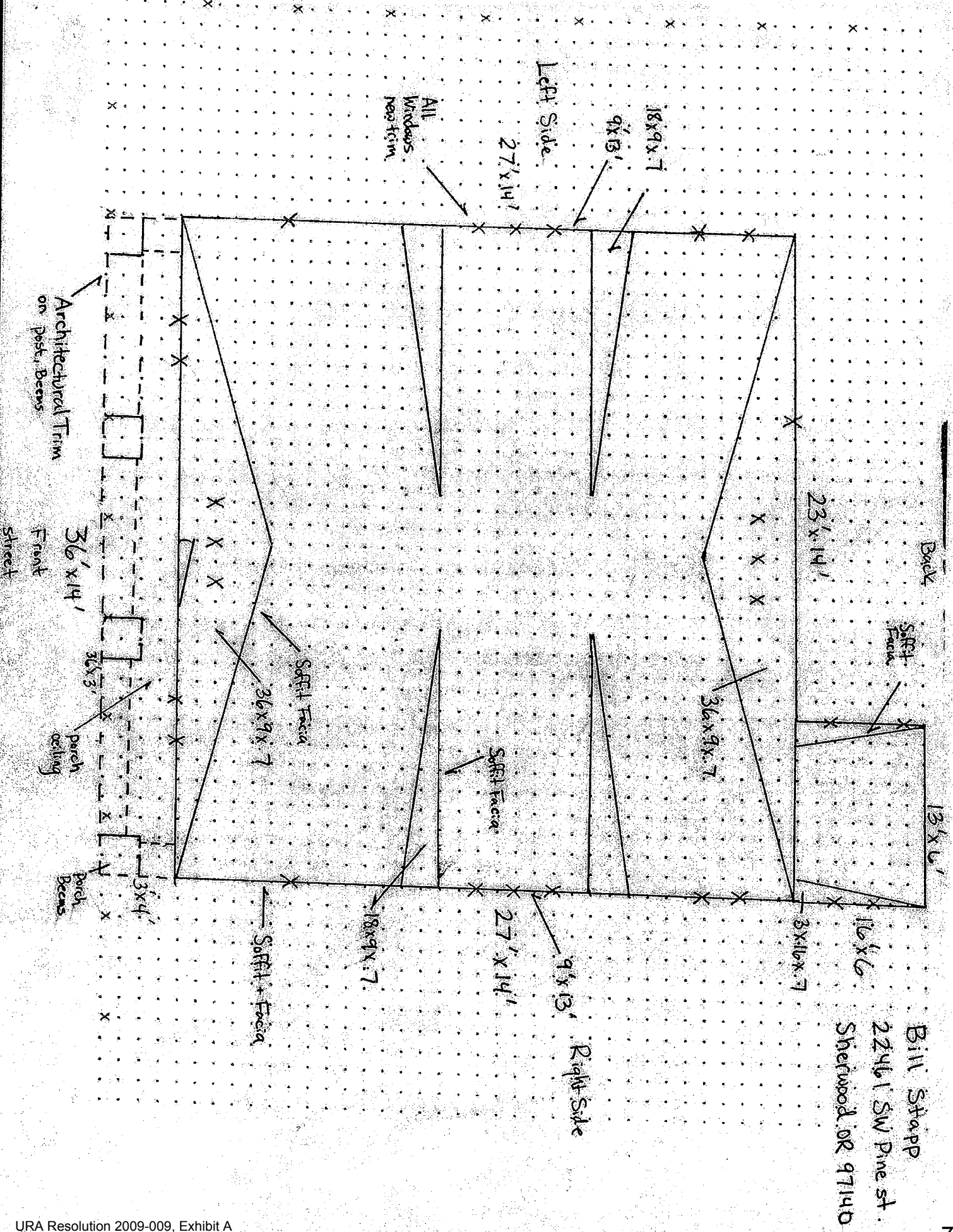
Total Project Cost
Dollar Amount Requested
(Please see attached Guidelines)
\$ will be under 39,000

Authorization

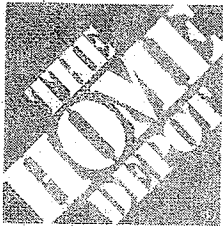
UR District Manager _____

District Board President _____

Date Awarded _____



Bill Stapp
 22461 SW Pine st.
 Sherwood, OR 97140



**You can do it.
We can help.**

Customer Name: Bill Stapp
 Address: 22461 SW Pine St. Sherwood OR
 Sales Consultant: Shane Tucker 97140
 Phone Number: 503-330-7016

(This bid was in 2008)
6-23-08

More than just GREAT PRODUCTS



- Total Project Management from start to finish
- Professional Installation
- Complete Insurance Package to protect YOU and YOUR HOME
- Flexible & Attractive Financing Options
- The Best Warranties backed by the largest home improvement retailer in the world!

Now, doesn't this represent the **VALUE** you're looking for?

OPTION 1		OPTION 2	
All Sides of house sided with Fiber Cement, All the old Siding would be completely removed and disposed of. All Soffits Facia and window trim would be new. Soffits and Facia would be covered in Fiber Cement (covering)		Window trim, porch post, porch railing, porch ceiling, porch Architectural trim, Miratec trim.	
Window trim, porch post, porch railing, would be covered in fiber cement or New Shutters will also be included		- Sept price - Craftsman Oak Door with Rectangle window	
50 year Home Depot Warrantie			
TOTAL INVESTMENT ¹	EST. MONTHLY PAYMENT ²	TOTAL INVESTMENT ¹	EST. MONTHLY PAYMENT ²
\$ 46,679	\$ 886 ⁹⁰	\$ 2,514	\$

¹ Price is guaranteed for 30 days from today's date of 6-23-08

² Estimated Monthly Payment = Contract Amount x 0.019.
 Based on 84 months @ 13.99% APR (subject to credit approval).

THIS IS A PRICE QUOTE AND DOES NOT CONSTITUTE A SALES CONTRACT.



**You can do it.
We can help.**

Customer Name: Bill Stapp
 Address: 22461 SW Pine St Sherwood OR 97140
 Sales Consultant: Shane Tucker
 Phone Number: 503-330-7016

More than just GREAT PRODUCTS

- Total Project Management from start to finish
- Professional Installation
- Complete Insurance Package to protect YOU and YOUR HOME
- Flexible & Attractive Financing Options
- The Best Warranties backed by the largest home improvement retailer in the world!



Now, doesn't this represent the **VALUE** you're looking for?

OPTION 1		OPTION 2	
<p>All Sides of house sided with Hardie Fiber Cement, All the old Siding would be completely removed and disposed of. All Soffits, Facia and window trim would be new. Soffits and Facia would be covered in Fiber Cement.</p> <p>Window trim, porch post, porch railing, porch ceiling, porch architectural trim, would be covered in Hardie fiber cement or Miratec trim.</p> <p>New Shutters will also be included. New Plywood Sheathing will be installed under siding.</p>		<p>Two Single Hung Windows installed</p>	
TOTAL INVESTMENT ¹	EST. MONTHLY PAYMENT ²	TOTAL INVESTMENT	EST. MONTHLY PAYMENT
\$ 44,759	\$	\$ 1,286	\$

¹ ORIGINAL BID WAS 46,679
² Price is guaranteed for 30 days from today's date of 5-13-09
 Estimated Monthly Payment = Contract Amount x 0.019.
 Based on 84 months @ 13.99% APR (subject to credit approval).

Energy Tax Credit

$$1,286 - 266 = 1,020$$

THIS IS A PRICE QUOTE AND DOES NOT CONSTITUTE A SALES CONTRACT.

URA Board of Directors Meeting Date: June 2, 2009

Agenda Item: Public Hearing

TO: Urban Renewal Agency Board of Directors

FROM: Julie Blums, Budget Officer

SUBJECT: **PUBLIC HEARING OF THE 2009-10 CITY OF SHERWOOD URBAN RENEWAL AGENCY APPROVED BUDGET**

ISSUE: Public hearing and public comment on the 2009-10 Approved City of Sherwood Urban Renewal Agency budget.

BACKGROUND: Oregon Budget Law requires municipalities to hold a public hearing on the approved budgets before final adoption. On April 15, 2009, the Budget Committee approved the proposed budget with specific changes, resulting in the Approved budget for 2009-10. Notice of the approved budget has been published in accordance with Oregon Local Budget Law. A copy of the budget can be found on the City's website at <http://www.ci.sherwood.or.us/government/departments/finance/09-10budget.pdf>. The budget is also available for review at the City Hall reception desk and in the library.

RECOMMENDATIONS: **Staff recommends holding a public hearing allowing for public comment and discussion by the Urban Renewal Board.**

In any City forum or meeting:

- Individuals may not impugn the character of anyone else, including but not limited to members of the community, the reviewing body, the staff, the applicant, or others who testify. Complaints about staff should be placed in writing and addressed to the City Manager. If requested by the complainant, they may be included as part of the public record. Complaints about the City Manager should be placed in writing and addressed to the Mayor. If requested by the complainant, they may be included as part of the public record.
- Comment time is 4 minutes with a Council-optional 1 minute Q & A follow-up.
- The Chair of a meeting may have the ability to modify meeting procedures on a case-by-case basis when especially complicated issues arise, or when the body is involved in extraordinary dialogue, but only after receiving the advice and majority consent of the body. The Chair may also cut short debate if, in his judgment, the best interests of the City would be served.
(Note: Written comments are encouraged, and may be submitted prior to the meeting by mail, or at the meeting. There is no limit to the length of written comment that may be submitted)

Persons who violate these rules may be asked to stop their comments by any member of the body. Comments beyond the 4-minute limit may not be included in the record of the meeting. Persons who impugn the character of anyone will be required to stop immediately. Their comments will not be included in the record of the meeting, and they will forfeit their remaining time. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

I have read and understood the Rules for Meetings in the City of Sherwood.

Name: Eugene Stewart Date: June 2, 2009

Address: PO Box 534

Telephone: 503-625-8077

I would like to speak to the Council regarding:

Subject: URA Budget

If you want to speak to Council about more than one subject, ~~please submit a separate form for each item.~~

Please give this form to the City Recorder prior to you addressing City Council. Thank you.

Rules for Meetings in the City of Sherwood

It is the purpose of these rules to promote common courtesy and civility in all meetings of the City of Sherwood. All who wish to speak should expect to be treated fairly and with respect. All who speak should reciprocate by focusing on the issue being considered, while respecting the opinions of those with whom they may disagree. This will enable our community to establish an environment wherein all issues and opinions may be fairly considered and decisions, though sometimes difficult, will be made in a spirit of mutual respect of all citizens, no matter their differences.

Public Hearings before the City Council and other Boards and Commissions shall follow the following procedure:

- Staff Report--15 minutes
- Applicant--30 minutes(to be split, at the discretion of the applicant, between presentation and rebuttal.)
- Proponents—5 minutes each (applicants may not also speak as proponents.)
- Opponents—5 minutes each
- Rebuttal—Balance of applicant time(see above)
- Close Public Hearing
- Staff Final Comments—15 minutes
- Questions of Staff/Discussion by Body—no limit
- Decision

(Note: Written comments are encouraged, and may be submitted prior to the hearing, at the hearing, or when the record is left open, after the hearing for a limited time. There is no limit to the length of written comment that may be submitted)

Appeals before the City Council and other Boards and Commissions shall follow the following procedure:

- Staff Report--15 minutes
- Applicant - 30 minutes (to be split, at the discretion of the applicant, between presentation and rebuttal.)
- Only those who previously went on the written or verbal record at the PC hearing may appear before Council.
- No one can pass their time to someone else
- Proponents—5 minutes each (applicants may not also speak as proponents.)
- Opponents—5 minutes each. Opponents who represent a neighborhood or business association have 15 minutes
- Appellants—30 minutes (to be divided if there are multiple appellants.)
- Rebuttal—Balance of applicant time (see above)
- Close Public Hearing
- Staff Final Comments—15 minutes
- Questions of Staff/Discussion by Body—no limit
- Decision

(Note: Written comments are encouraged, and may be submitted prior to the hearing, at the hearing, or when the record is left open, after the hearing for a limited time. There is no limit to the length of written comment that may be submitted)

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
June 2, 2009
22560 SW Pine Street, Sherwood Oregon 97140**

URA REGULAR BOARD MEETING:

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 8:28pm.
2. **BOARD PRESENT:** Keith Mays, 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, Economic Development Manager Tom Nelson and District Recorder Sylvia Murphy.

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

4. **CONSENT AGENDA:**

- A. **Approval of May 19, 2009 URA Board Meeting Minutes**
- B. **URA Resolution 2009-008 Appointing Chris Ehrlich to SURPAC**

MOTION: BOARD MEMBER LEE WEISLOGEL MOVED TO ADOPT THE CONSENT AGENDA, SECONDED BY MS. LINDA HENDERSON, ALL MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS**

- A. **URA Resolution 2009-009 Approving a Façade Grant for Bill Stapp owner of the building at 22461 SW Pine Street in Sherwood**

Tom Nelson Economic Development Manager came forward and stated Mr. Stapp has submitted an application for a Façade Grant along with bids for residing, the application was submitted to SURPAC at their meeting on the 21st and they voted unanimously to approve. And it was determined that since the building was bordered by two streets and an alley, the applicant should be eligible for up to \$30,000 for two facades. The total bid was in the range of \$45,000 and the applicant would be eligible for half of this.

Chair Mays asked for questions.

Ms. Henderson asked in reference to page nine of the packet and asked if this is a current quote, Tom replied it is current.

With no other questions Chair Mays asked for a motion.

MOTION: BOARD MEMBER DEL CLARK MOVED TO ADOPT URA RESOLUTION 2009-009, SECONDED BY MR. WEISLOGEL, ALL MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

- B. **Urban Renewal Agency 2009-10 Approved Budget Document**

Chair Mays stated a Public Hearing was held at the Council meeting this evening and asked if it was necessary for the URA Board to also hold a public hearing.

District Recorder Ms. Murphy replied it is necessary to hold the hearing at the URA Board meeting and the hearing held at the Council level was above and beyond the requirements and read the following public hearing statement:

The Urban Renewal Agency Board of Directors will hold a public hearing on the Urban Renewal Agency approved budget document. The purpose of the hearing is to allow the public an opportunity to submit testimony concerning the Urban Renewal 2009 approved Budget. The order of business the Board will follow is as follows; to hear the staff report, receive correspondence, hear public testimony, additional staff comments and questions from the Board. The hearing will then be closed and no further testimony from the audience will be accepted. Discussion by the Board will follow. Any interested person may present testimony. If you wish to speak please fill out the testimony form and submit it to the District Recorder. The Chair will recognize those wishing to speak and any questions should be addressed through the Chair. When you come to the microphone please state your name and address for the record as this hearing will be recorded, please speak clearly into the microphone and limit your testimony to four minutes.

Chair Mays welcomed Julie Blums Budget Officer. Julie stated the Board has before them the approved URA Budget for 2009-10 and we will be receiving testimony this evening.

Chair Mays opened the hearing and asked to receive public testimony.

Eugene Stewart, PO Box 534 Sherwood Oregon came forward and asked if this budget has money allocated for a parking study for down town.

City Manager Patterson replied it is in the URA budget.

Chair Mays asked for other testimony, with none received he closed the public hearing and addressed the next agenda item.

City Manager Patterson stated it's important to note for the record the comments made by the District Recorder about the hearing being held at the Council level; this was an additional opportunity to receive public comments on the URA Budget and allows the City to receive more testimony, we did not have to hold two hearings.

With no other business to address Chair Mays adjourned the URA Board meeting.

6. ADJOURNED: Chair Mays adjourned the URA Board meeting at 8:35pm.

Submitted by:


Sylvia Murphy, District Recorder

Approved:


Keith S. Mays, Chairman