



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, September 20, 2011

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

6:30pm URA Board of Directors Work Session

**URA Board Regular Meeting
(Following the City Council Meeting)**

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

Tuesday, September 20, 2011
Following the City Council Meeting

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

6:30 PM WORK SESSION

REGULAR URA MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT

A. Approval of August 16, 2011 URA Board of Directors Meeting Minutes

4. NEW BUSINESS

A. URA Resolution 2011-015 of the Sherwood Urban Renewal Agency approving a minor amendment to the Sherwood Urban Renewal Plan, dated August 29, 2000, to allow for the acquisition of additional property
(Tom Nelson, Economic Development Manager)

B. URA Resolution 2011-016 of the Urban Renewal Agency of the City of Sherwood for purchase of real property (Tom Nelson, Economic Development Manager)

C. URA Resolution 2011-017 Adopting a facility layout for the Sherwood Community Center (Tom Nelson, Economic Development Manager)

5. STAFF REPORTS

6. ADJOURN

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

August 16, 2011

22560 SW Pine Street, Sherwood Oregon 97140

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting 1to order at 9:30 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom and Matt Langer. Bill Butterfield and Krisanna Clark were absent.
3. **STAFF PRESENT:** Community Development Director Tom Pessemier, Economic Development Manager Tom Nelson, Finance Director Craig Gibons and Agency Recorder Sylvia Murphy.

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

4. **CONSENT AGENDA:**

- A. **Approval of June 7, 2011 URA Board of Directors Meeting Minutes**
- B. **Approval of July 19, 2011 URA Board of Directors Meeting Minutes**
- C. **Approval of July 26, 2011 URA Board of Directors Meeting Minutes**
- D. **Approval of August 2, 2011 URA Board of Directors Meeting Minutes**

MOTION: FROM DAVE GRANT TO APPROVE THE CONSENT AGENDA, SECONDED BY LINDA HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (BILL BUTTERFIELD AND KRISANNA CLARK WERE ABSENT).

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS:**

- A. **URA Resolution 2011-014 a Resolution authorizing a personal services contract with Tashman Johnson, LLC for the purpose of preparing for a substantial amendment to the Urban Renewal Plan to increase maximum indebtedness**

Tom Nelson Economic Development Manager came forward and stated the Board held a recent work session and discussed this business. Tom informed the Board that SURPAC recently met and recommended the contract.

Linda Henderson asked when the contractor would begin. Tom replied if approved by the Board, he would contact the contractor tomorrow and get the contract signed and said the contractor has recommended 4 months for the process.

Robyn Folsom stated she missed the work session when this item was discussed and asked to speak with Tom to get informed. Tom confirmed.

Chair Mays stated he believes it's a good step and appreciated staff bringing this forward.

With no other comments received, Chair Mays asked for a motion.

MOTION: FROM MATT LANGER TO APPROVE URA RESOLUTION 2011-014, SECONDED BY DAVE GRANT. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (BILL BUTTERFIELD AND KRISANNA CLARK WERE ABSENT).

Chair Mays addressed the next agenda item.

6. STAFF REPORTS:

Tom Nelson stated staff had no items to report.

Linda Henderson stated the Board recently looked at a draft plan for the Community Center which was very detailed and asked now that we are to this point, when will the plan be adopted.

Tom replied the directive staff received earlier was that the Board had adopted the facets of the plan. Tom offered to bring it back for adoption.

Ms. Henderson replied it may not be necessary, but thought once a plan was adopted it would become a public document and staff would potentially use the adopted plan for the RFP process for potential lease applicants. Ms. Henderson stated she is not sure if we have missed a step.

Tom stated the steps we are taking are to get a general contractor on board to get some hard numbers.

Chair Mays stated a work session could be scheduled to bring it back to ensure everyone is on board with the plan. Tom confirmed staff could do that and said Bill Butterfield has been involved with the design committee to make sure we are staying on track.

With no other comments received, Chair Mays adjourned the meeting.

7. ADJOURN: Chair Mays adjourned at 9:35 pm.

Sylvia Murphy, CMC, Agency Recorder

Keith S. Mays, Chairman

URA Meeting Date: September 20, 2011

Agenda Item: New Business

TO: Sherwood Urban Renewal Agency Board

FROM: Tom Nelson, Economic Development Manager

SUBJECT: URA Resolution 2011-015, Purchase of Property at 22939 SW Main Street by URA

Issue

Should the URA Board amend the URA Plan to allow for property purchase by the URA, and should the URA Board approve the purchase of that property?

Background

An agreement with Clean Water Services for the long-term treatment of storm water from the Cannery project and other Old Town properties calls for the construction of a regional storm water facility. City staff has identified several options and weighed the alternatives. The property that appears to be optimal from an engineering and cost standpoint has been placed on the market for sale, and the seller has accepted an offer from the URA subject to URA Board approval.

Other Factors:

1. The City and the URA Board must approve a resolution to amend the URA Plan to allow for URA purchase of property.
2. At a subsequent Executive Session the URA Board was briefed on the potential purchase by the URA
3. The 2011/12 URA Budget includes this transaction, and the purchase will be made under budget.

Financial Analysis

The URA has sufficient capacity and cash flow to purchase and develop the property.

Recommendation

Staff recommends that

1. The URA Board adopt the resolution to approve the minor amendment to the URA Plan, and;
2. The URA Board subsequently adopt the resolution to approve the purchase of property at 22939 SW Main Street in Sherwood



URA RESOLUTION 2011-015

A RESOLUTION OF THE SHERWOOD URBAN RENEWAL AGENCY APPROVING A MINOR AMENDMENT TO THE SHERWOOD URBAN RENEWAL PLAN, DATED AUGUST 29, 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 and the URA Board approve certain minor amendments to the Plan; 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 at 22939 SW Main Street is needed for the promotion of public and private development; 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 of 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 additional property for acquisition, described as the property at 22939 SW Main Street.

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 20th day of September, 2011

Keith S. Mays, URA Board Chairman

Attest:

Sylvia Murphy, CMC, Agency Recorder



URA RESOLUTION 2011-016

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD FOR PURCHASE OF REAL 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 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, the real property at 21939 SW Main Street in the City of Sherwood is currently needed for the promotion of public and private development in the Renewal Area; and

WHEREAS, the Agency may use some of the property for private redevelopment as set forth in Sections 501 and 600 of the Plan; and

WHEREAS, the City has approved an amendment to the Plan for acquisition of property; and

WHEREAS, the Owner, has accepted the URA's offer to purchase the property subject to URA Board approval.

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

Section 1. The Agency authorizes the proper agent(s) to execute the necessary documents to purchase the real property at 21939 SW Main Street in the City of Sherwood.

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

Duly passed by the URA Board this 20th day of September 2011.

Keith S. Mays, URA Board Chairman

Attest:

Sylvia Murphy, CMC, Agency Recorder

URA Meeting Date: September 20, 2011

Agenda Item: New Business

To: Sherwood Urban Renewal Agency

From: Tom Nelson, Economic Development Manager

SUBJECT: URA Resolution 2011-017, Adoption of the Sherwood Community Center Space Layout

Issue

Should the URA adopt the recommended space layout for the Sherwood Community Center?

Background

The Urban Renewal Agency described the desired features for the Sherwood Community Center with URA Resolution 2011-013 on June 7, 2011. The resolution authorized the Agency Administrator to negotiate for the design and construction of the facility. URA and City staffs have been working with consultants to design the space according to the direction in the resolution.

The URA's agent, Capstone Partners, LLC has also been working on recruitment of tenants they believe to be a good fit for the private space, and have recommended that the private portion of the space continue to be flexible to meet the demand of the market.

Recommendation: Adoption of the attached URA Resolution 2011-017 with attachment that defines the layout of the space.



URA RESOLUTION 2011-017

A RESOLUTION ADOPTING A FACILITY LAYOUT FOR THE SHERWOOD COMMUNITY CENTER

WHEREAS, The Sherwood Urban Renewal Board adopted the features of the Sherwood Community Center with URA Resolution 2011-013 on June 7, 2011; and

WHEREAS, URA Resolution 2011-013 authorized the URA Administrator to negotiate a contract for the design and construction of the facility as defined in the resolution; and

WHEREAS, consultants working on behalf of the URA have developed a design that meets the intent of URA Resolution 2011-013; and

WHEREAS, due to market conditions flexibility will be required in designing the 30% private space designated in URA Resolution 2011-013 but no more than 30% will be designated for private use;

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

Section 1: Adoption of the attached schematic design facility layout for the Sherwood Community Center, Exhibit A.

Section 2: Design of the private space may be reconfigured to adjust to market demand.

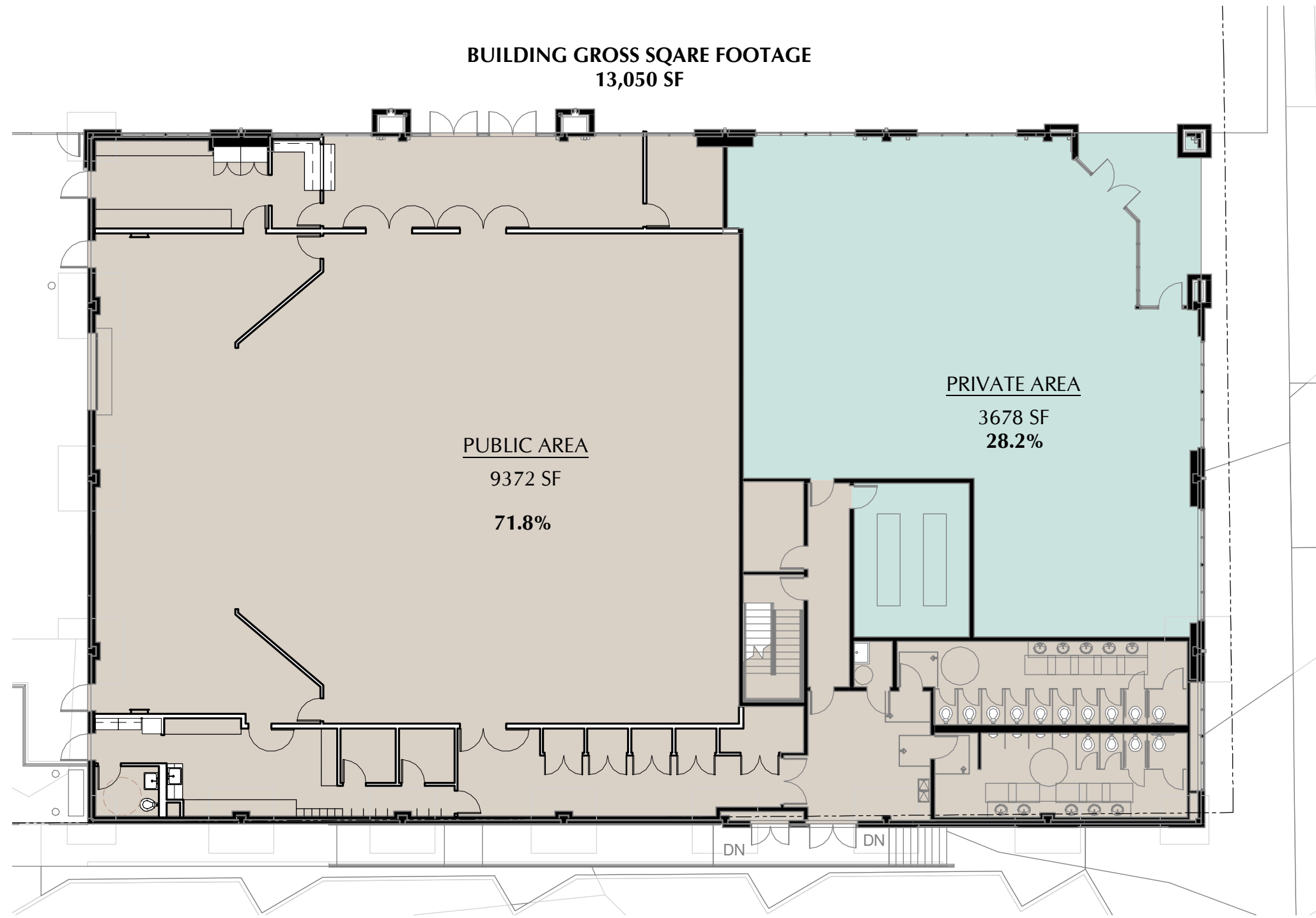
Section 3: This Resolution shall be effective upon its adoption by the URA Board.

Duly passed by the Urban Renewal Agency Board this 20th day of September 2011.

Keith S. Mays, Board Chair

Attest:

Sylvia Murphy, CMC, Agency Recorder



1
SK-01

LEVEL 1 - PUBLIC/PRIVATE RATIO

1/16" = 1'-0"

Sherwood URA Board Meeting

Date: 9-20-11

List of Meeting Attendees: *None*

Request to Speak Forms: *None*

Documents submitted at meeting: ✓

Work Session -

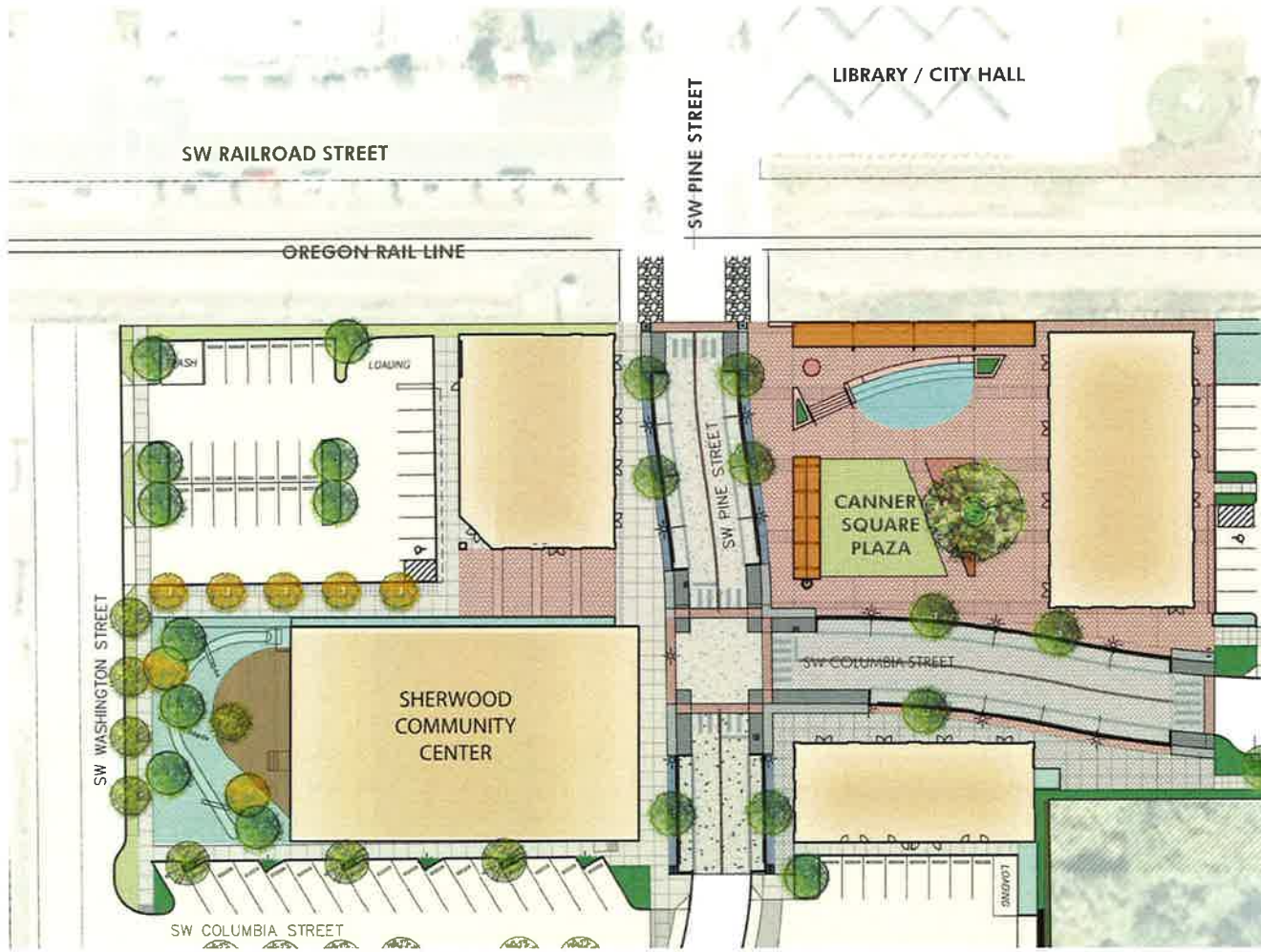
*A) Sherwood Community Center - Facility layout,
Exh. A*

9-20-11
Date

URA Board
Gov. Body

Work Session
Agenda Item

A (5 pages)
Exhibit #



SHERWOOD COMMUNITY CENTER

SHERWOOD CANNERY SQUARE



CAPSTONE
Partners LP

ANKROM MOISAN ARCHITECTS
ARCHITECTURE INTERIOR PLANNING

07.19.2011



View from Pine Street

SHERWOOD COMMUNITY CENTER

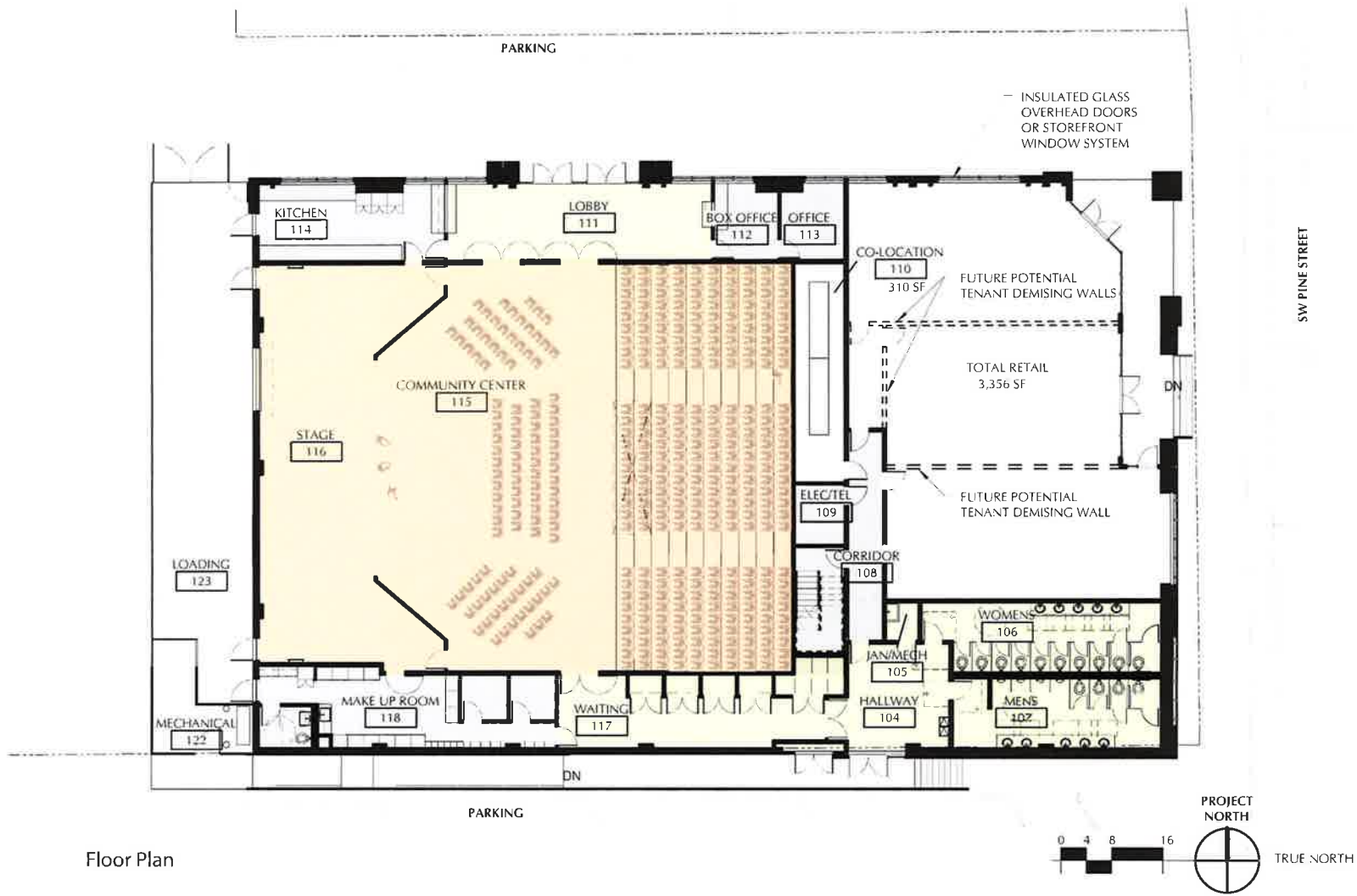
SHERWOOD CANNERY SQUARE



CAPSTONE
Partners

ANKROM MOISAN ARCHITECTS
ARCHITECTURE INTERIORS PLANNING

08.04.2011



Floor Plan

SHERWOOD COMMUNITY CENTER

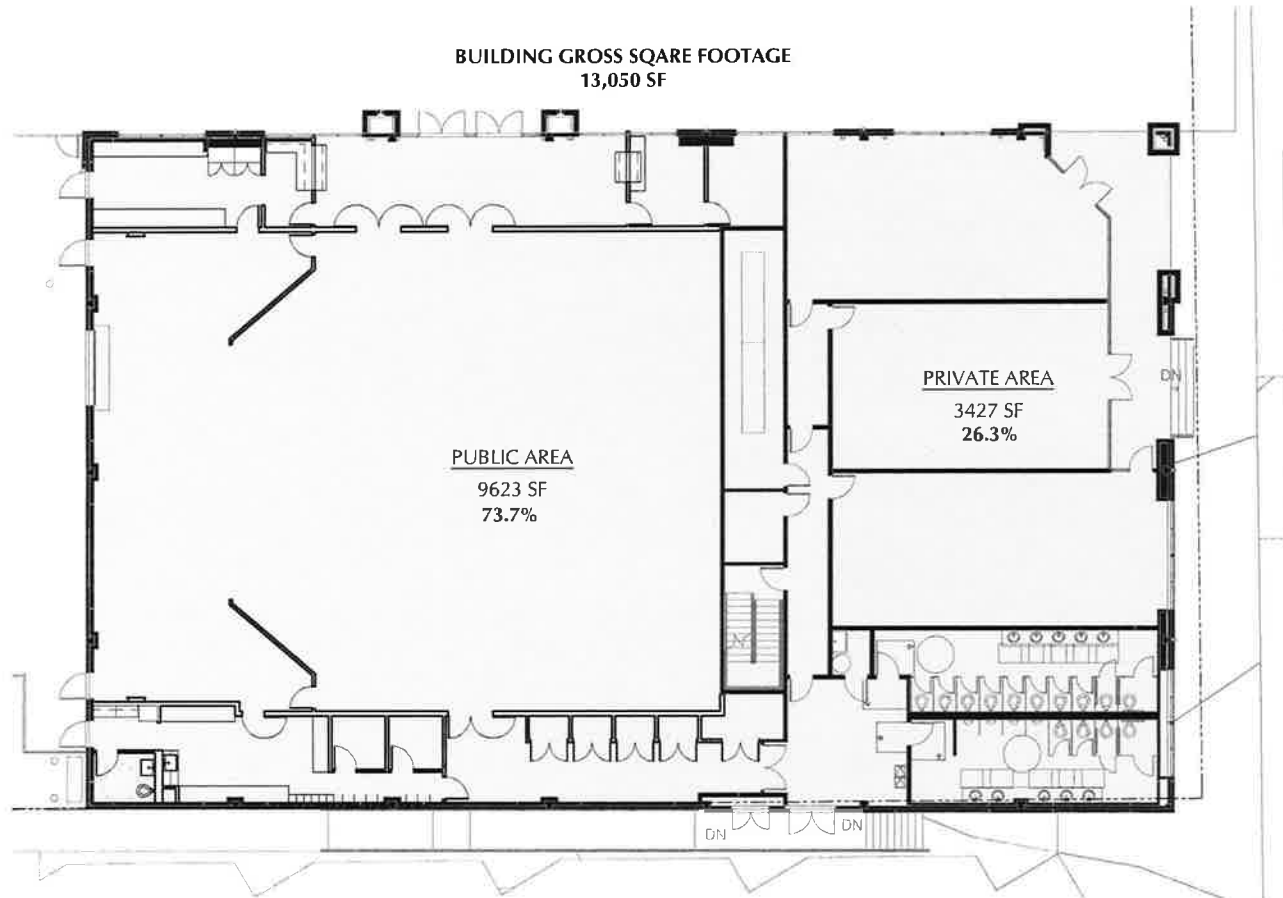
SHERWOOD CANNERY SQUARE



CAPSTONE
Partners

ANKROM MOISAN ARCHITECTS
SUSTAINABLE INTERIOR DESIGN

08.04.2011

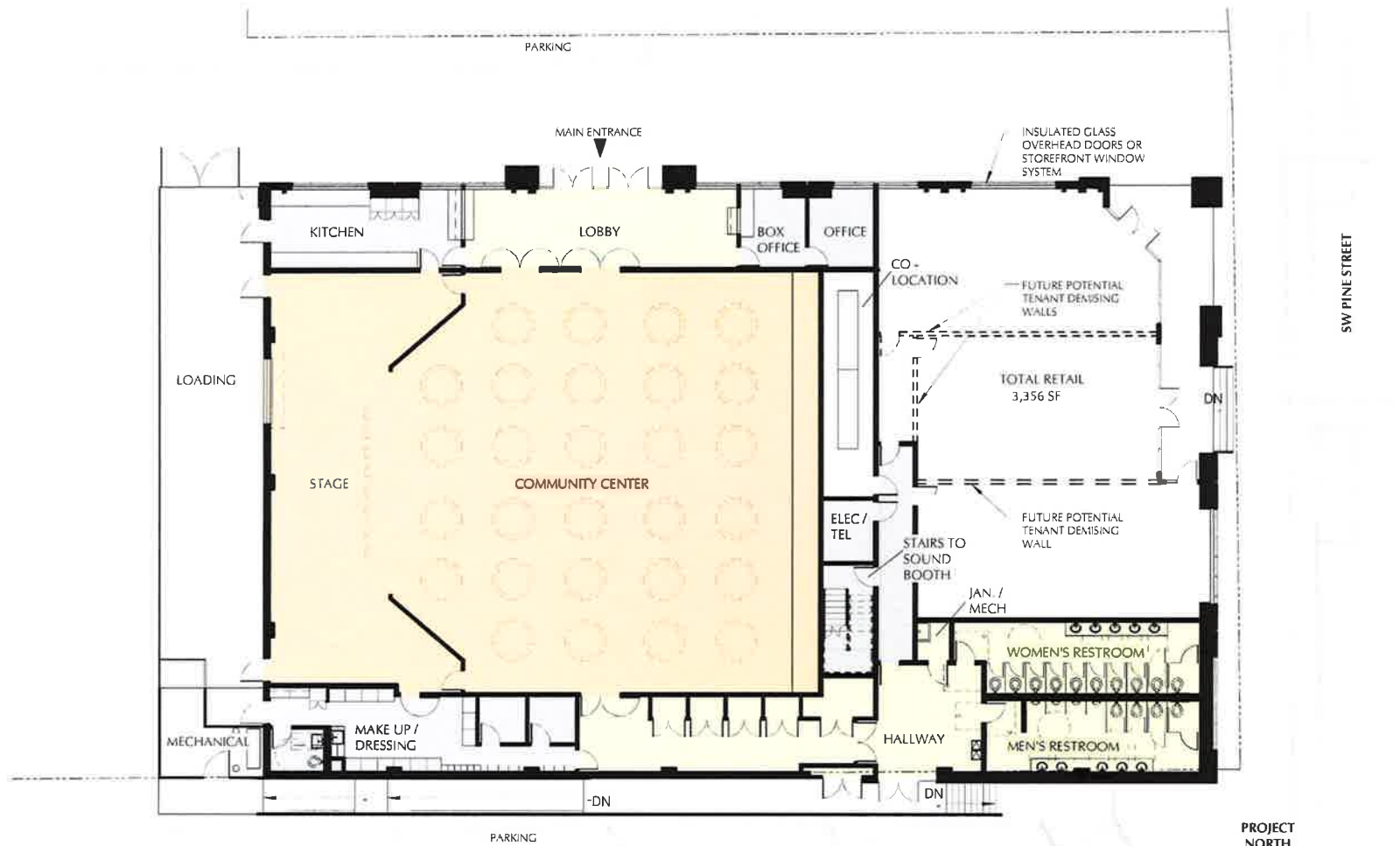


1
SK-01

LEVEL 1 - PUBLIC/PRIVATE RATIO

1/16" = 1'-0"

09.08.2011 CHECK SET



Floor Plan/Banquet Layout B

APPROXIMATE SEATING COUNT
 8 HEAD TABLE SEATS
 224 BANQUET SEATS
 232 TOTAL SEATS

SHERWOOD COMMUNITY CENTER

SHERWOOD CANNERY SQUARE



CAPSTONE
Partners

ANKROM MOISAN ARCHITECTS
ARCHITECTURE INTERIOR PLANNING

08.11.2011

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
September 20, 2011
22560 SW Pine Street, Sherwood Oregon 97140**

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 6:32 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Linda Henderson, Robyn Folsom, Matt Langer, Bill Butterfield and Krisanna Clark. Dave Grant was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Community Development Director Tom Pessemier, Economic Development Manager Tom Nelson, Finance Director Craig Gibons, Community Services Director Kristen Switzer and Agency Recorder Sylvia Murphy. City attorney Paul Elsner.
4. **OTHERS IN ATTENDANCE:** Murray Jenkins and Scott Waggoner with Ankrom Moisan, Jeff Sacket with Capstone Partners.
5. **TOPIC:**
 - A. **Sherwood Community Center.** Community Development Manager Tom Nelson explained the CMGC process and Murray Jenkins reviewed and recapped facility layout plans (see record, Exhibit A). Board discussion followed regarding retail space and RFP process and suggested features such as a ticket kiosk.
6. **ADJOURN:** Chair Mays adjourned the work session at 7:00pm and stated the URA Board would reconvene for a regular URA meeting after the City Council meeting.

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 8:50 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Linda Henderson, Robyn Folsom, Matt Langer, Bill Butterfield and Krisanna Clark. Dave Grant was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Police Captain Mark Daniel, Community Development Director Tom Pessemier, Economic Development Manager Tom Nelson, Finance Director Craig Gibons, Community Services Director Kristen Switzer and Agency Recorder Sylvia Murphy. City Attorney Paul Elsner.

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

4. CONSENT AGENDA:

A. Approval of August 16, 2011 URA Board of Directors Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (DAVE GRANT WAS ABSENT).

Chair Mays addressed the next agenda item.

5. NEW BUSINESS:

A. URA Resolution 2011-015 of the Sherwood Urban Renewal Agency approving a minor amendment to the Sherwood Urban Renewal Plan, dated August 29, 2000, to allow for the acquisition of additional property

Tom Nelson Economic Development Manager came forward and explained the resolution and stated the URA Board previously met in Executive Session and discussed the property acquisition.

With no comments or discussion from the Board, Chair Mays asked for a motion.

MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2011-015, SECONDED BY MATT LANGER. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (DAVE GRANT WAS ABSENT).

Chair Mays addressed the next agenda item.

B. URA Resolution 2011-016 of the Urban Renewal Agency of the City of Sherwood for purchase of real property

Tom Nelson explained the resolution, said the property location is on Main Street and informed the Board of staff concerns of the houses' foundation. Tom stated an inspection was completed by a certified engineer and the engineer confirmed the foundation of the house was not an issue. Mr. Nelson stated the property is needed to build a storm water facility. Tom informed the Board after negotiations between the realtors a price of \$240,000 was decided and said the asking price was \$250,000. Tom informed the Board the intent is to partition the property after it's been purchased and use the property for the storm water facility and sell the house. Tom stated he believes the house can be sold for roughly the purchase price, maybe a bit less.

Tom stated \$350,000 was earmarked for the storm water facility.

Linda Henderson asked if we have made an offer for \$240,000, Tom confirmed and said it has been accepted and said we offered less but we were fortunate to get the property.

With no other questions from the Board, Chair Mays asked for a motion.

MOTION: FROM KRISANNA CLARK TO ADOPT URA RESOLUTION 2011-016, SECONDED BY MATT LANGER. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (DAVE GRANT WAS ABSENT).

Chair Mays addressed the next agenda item.

C. URA Resolution 2011-017 Adopting a facility layout for the Sherwood Community Center

Tom Nelson explained the resolution and stated the Board met in Work Session this evening and the layout. Tom stated the Board met in June of this year and approved specific features of the facility and staff wanted to bring forward for the Boards consideration of adoption the facility layout.

Chair Mays thanked Tom for this work on the project and commented regarding the retail lease space being undefined and allows for flexibility.

Chair Mays asked for Board questions or comments.

Ms. Folsom thanked staff for their work on the project and stated she appreciated all the participating partners, engineers and design staff.

With no other Board comments received, Chair Mays asked for a motion.

MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2011-017, SECONDED BY LINDA HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (DAVE GRANT WAS ABSENT).

6. STAFF REPORTS:

City Manager Jim Patterson thanked staff for their work on the property acquisition and said if this acquisition had not been done, our options would have been very limited. Mr. Patterson thanked the Board for their understanding of the importance of this acquisition.

Chair Mays commented regarding the area being needed.

7. ADJOURN: Chair Mays adjourned the URA Board meeting at 9:00 pm and convened to a City Council Executive Session (see City Council records).


Sylvia Murphy, CMC, Agency Recorder


Keith S. Mays, Chairman