



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, October 4, 2011

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

**7:00pm URA Board Regular Meeting
(Prior to the City Council Meeting)**

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

Tuesday, October 4, 2011
7:00pm, Prior to 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

A. Approval of September 20, 2011 URA Board of Directors Meeting Minutes

4. NEW BUSINESS

A. URA Resolution 2011-018 of the Urban Renewal Agency of the City of Sherwood, Oregon authorizing a lot line adjustment and approving the disposition of a resulting parcel of real property on Sherwood Boulevard (Tom Nelson, Economic Development Manager)

5. STAFF REPORTS

6. ADJOURN

**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

URA Board Meeting Date: October 4, 2011

Agenda Item: New Business

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Tom Nelson, Economic Development Manager

SUBJECT: URA Resolution 2011-018 Lot Line Adjustment for Sherwood Blvd. Property

Issue

Should the URA approve a Lot Line Adjustment for URA owned property at 21949 SW Sherwood Boulevard, transferring property to the City of Sherwood?

Background

The URA purchased property at 21949 SW Sherwood Blvd. in 2009 that was needed for the extension of Cedar Creek Trail and to provide property for a potential HUD 202 Senior Affordable Housing Project. Some of the property is in the 100 year floodplain and contains wetlands. HUD specifically prohibits projects on property that is in the floodplain.

Recommendation

Staff recommends removal of the floodplain portion of the property from the parcel to be used for the HUD project by making a lot line adjustment. Staff further recommends adoption of the attached resolution to approve application for a lot line adjustment, transferring the balance of the property to the City, combining it with open space already owned by the City near Stella Olsen Park.



URA RESOLUTION 2011-018

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD, OREGON AUTHORIZING A LOT LINE ADJUSTMENT AND APPROVING THE DISPOSITION OF A RESULTING PARCEL OF REAL PROPERTY ON SHERWOOD BOULEVARD

WHEREAS, the Urban Renewal Agency (URA) 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 was approved by the Sherwood City Council on August 29, 2000 by Ordinance No. 2000-1098; and

WHEREAS, the Plan at Section 505 authorizes disposition of real property acquired in furtherance of the Plan, provided the affected property will be used for the purposes contemplated in the Plan; and

WHEREAS, real property consisting of 1.80 acres and identified as “Tract 1” on the attached Exhibit A, Record of Survey (“Property”) in Sherwood, Oregon is owned by the URA. The identified Tract 1 property is a portion of a larger property owned by the URA, referenced as the Sherwood Boulevard property in the Plan, and is within an identified floodplain; and

WHEREAS, the URA desires to undertake a lot line adjustment to segregate the Tract 1 floodplain portion of the site from the remainder, and to dispose of Tract 1; and

WHEREAS, the URA has determined that the City of Sherwood is willing to accept ownership of the Tract 1 floodplain area as an asset to the City’s park and open space inventory and will agree in a separate agreement to own and maintain the Tract 1 floodplain; and

WHEREAS, the URA finds that maintaining Tract 1 in public ownership and thereby facilitating redevelopment of the remainder of the site is consistent with Plan Section 302 goals and objectives; and

WHEREAS, the Agency finds that the value of the City accepting responsibility for maintenance of the floodplain area of Tract 1, together with the value to the Agency of creating a remainder parcel that can be redeveloped consistent with Agency objectives as outlined in the Plan constitutes fair reuse value as required by Plan Section 505.

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

Section 1. The Agency hereby authorizes the filing of an application for a lot line adjustment affecting the Sherwood Boulevard property, as shown on Exhibit A – Record of Survey and as described in the attached Exhibit B in Sherwood, Oregon, to create Tract 1 consisting of approximately 1.80 acres.

Section 2. The Agency hereby approves the disposition of Tract 1 following completion of the lot line adjustment to the City of Sherwood, subject to the conditions stated herein.

Section 3. This Resolution is effective immediately upon its adoption by the URA Board.

DATED this 4th day of October, 2011.

Keith S. Mays, Board Chairman

Attest:

Sylvia Murphy, CMC, Agency Recorder

**ENGINEERING PLANNING
FORESTRY**

13910 S.W. Galbreath Dr., Suite 100
Sherwood, Oregon 97140
Phone: (503) 925-8799
Fax: (503) 925-8969



**LANDSCAPE ARCHITECTURE
SURVEYING**

AKS Group of Companies:
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www.aks-eng.com

AKS Job No. 2846

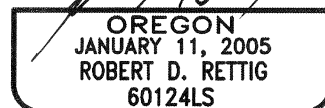
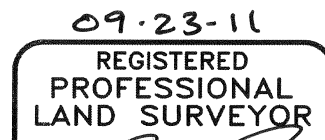
EXHIBIT A

Property Description – Tract 1

A tract of land located in the Northwest One-Quarter of Section 32, Township 2 South, Range 1 West, Willamette Meridian, City of Sherwood, Washington County, Oregon, and being more particularly described as follows:

Commencing at a 3-1/4 inch aluminum cap marking the northwest corner of said Section 32; thence along the north line of said Section 32, South 89°25'43" East 105.60 feet to the Point of Beginning; thence continuing along said north line of Section 32, South 89°25'43" East 776.57 feet to a point on the westerly right-of-way line of SW Sherwood Boulevard (variable width right-of-way); thence along said westerly right-of-way line, South 19°28'06" East 53.22 feet to the northeast corner of that tract of land conveyed to Sherwood Park Apartments in Document Number 79002127, Washington County Deed Records; thence along the north line of the Sherwood Park Apartments tract, North 89°25'43" West 357.56 feet to the northwest corner thereof; thence along the westerly line of the Sherwood Park Apartments tract, South 00°49'04" West 62.42 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence North 89°25'43" West 182.32 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence South 45°00'00" West 76.43 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence North 89°25'43" West 175.07 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence North 38°25'50" West 41.44 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence North 00°34'17" East 134.80 feet to the Point of Beginning.

The above described tract of land contains 1.80 acres, more or less. The Basis of Bearings is per Washington County Survey Number 16,853.



RENEWS: 12/31/12

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EXHIBIT B

Property Description – Tract 2

A tract of land located in the Northwest One-Quarter of Section 32, Township 2 South, Range 1 West, Willamette Meridian, City of Sherwood, Washington County, Oregon, and being more particularly described as follows:

Beginning at a 3-1/4 inch aluminum cap marking the northwest corner of said Section 32; thence along the north line of said Section 32 South 89°25'43" East 105.60 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence South 00°34'17" West 134.80 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence South 38°25'50" East 41.44 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence South 89°25'43" East 175.07 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence North 45°00'00" East 76.43 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence South 89°25'43" East 182.32 feet to a point on the west of that tract of land conveyed to Sherwood Park Apartments in Document Number 79002127, Washington County Deed Records; thence along said west line, South 00°49'04" West 127.58 feet to a point; thence continuing along said west line South 25°09'40" West 184.91 feet to the southwest corner thereof and being a point on the north line of that tract of land conveyed to The Methodist Church in deed Book 495, Page 415; thence along the northerly line of the Methodist Church tract, North 89°44'50" West 110.79 feet to the northwest corner thereof; thence along the west line of the Methodist Church tract, South 05°12'27" East 259.64 feet to the northeast corner of that tract of land conveyed to Donald E. Pollock and Julie Gail Pollock in deed Book 1035, Page 677; thence along the north line of the Pollock tract, North 89°44'50" West 369.87 feet to the northwest corner thereof and being a point on the west line of said Section 32; thence along the west line of said Section 32, North 00°20'02" West 669.08 feet to the Point of Beginning.

The above described tract of land contains 5.65 acres, more or less. The Basis of Bearings is per Washington County Survey Number 16,853.



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EXHIBIT C

Legal Description of Exchange Parcel

A tract of land located in the Northwest One-Quarter of Section 32, Township 2 South, Range 1 West, Willamette Meridian, City of Sherwood, Washington County, Oregon, and being more particularly described as follows:

Beginning at a 3-1/4 inch aluminum cap marking the northwest corner of said Section 32; thence along the north line of said Section 32 South 89°25'43" East 105.60 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence South 00°34'17" West 134.80 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence South 38°25'50" East 41.44 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence South 89°25'43" East 175.07 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence North 45°00'00" East 76.43 feet to a set 5/8 inch iron rod with yellow plastic cap inscribed "AKS ENGR."; thence South 89°25'43" East 182.32 feet to a point on the west of that tract of land conveyed to Sherwood Park Apartments in Document Number 79002127, Washington County Deed Records; thence along said west line, South 00°48'58" West 127.58 feet to a point; thence continuing along said west line South 25°08'55" West 184.91 feet to the southwest corner thereof and being a point on the north line of that tract of land conveyed to The Methodist Church in deed Book 495, Page 415; thence along the northerly line of the Methodist Church tract and that tract of land conveyed to the City of Sherwood in deed Book 310, Page 160, Washington County Deed Records, North 89°44'50" West 458.58 feet to the northwest corner of the City of Sherwood tract, being a point on the west line of said Section 32; thence along said west line North 00°20'02" West 410.74 feet to the Point of Beginning.

The above described tract of land contains 3.51 acres, more or less. The Basis of Bearings is per Washington County Survey Number 16,853.



DOC. NO.
2003-071273

FOUND 1/2" IP; ORIGIN UNKNOWN, AS FOUND PER SN 30,491; WOOD-CHAIN LINK FENCE CORNER BEARS N55°07'21"W 1.3' 232.43'

DOC. NO.
80004057

CHAIN LINK FENCE BEARS N00°34'17"E 1.1'
CHAIN LINK FENCE BEARS N00°34'17"E 0.9'

(S89°36'34"E 647.67')⁴
BASIS OF BEARINGS
(S89°25'43"E 649.75')¹
S89°25'43"E 649.75'

FOUND 5/8" IR, BENT, TIED AT BEND; PER THE PLAT OF "GLENEAGLE"; CHAIN LINK FENCE BEARS N00°34'17"E 2.6'
(99.83')¹ 99.83'
(N89°45'00"E 882.17')^{2,3} 882.17'
S89°25'43"E 882.17'

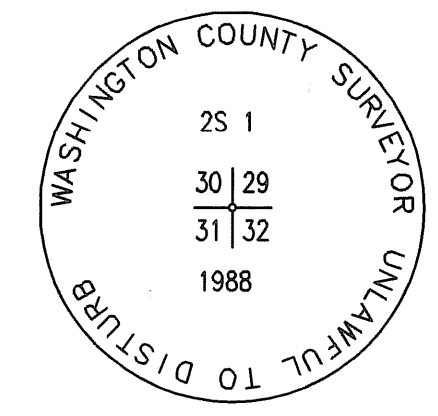
(S89°45'00"W 25.00')² 25.00'
S89°25'43"E 24.85'

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SW SHERWOOD BLVD

RECORD OF SURVEY PROPERTY LINE ADJUSTMENT

LOCATED IN THE NORTHWEST 1/4 OF SECTION 32,
TOWNSHIP 2 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN,
CITY OF SHERWOOD, WASHINGTON COUNTY, OREGON
SEPTEMBER 30, 2011



EXCHANGE AREA: 3.51 ACRES±

TRACT 2
DEED BOOK 310 PAGE 160
ORIGINAL AREA: 2.13 ACRES±
ADJUSTED AREA: 5.64 ACRES±

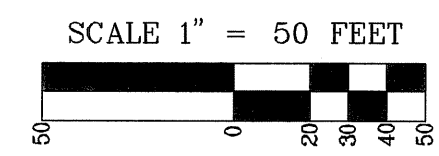
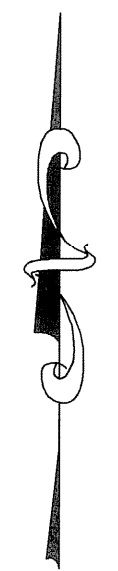
DEED BOOK 495
PAGE 415

(S89°45'W 369.87')^{5,6}
N89°44'50"W 369.87'

DEED BOOK 1035
PAGE 677

LEGEND

- SET 5/8" X 30" IRON ROD W/YPC INSCRIBED "AKS ENGR." ON: ___/___/2011
- FOUND 5/8" IRON ROD; PER SN 19647; HELD UNLESS NOTED OTHERWISE
- ⊙ DENOTES FOUND MONUMENT AS NOTED; HELD UNLESS NOTED OTHERWISE
- DOC. NO. DOCUMENT NUMBER PER WASHINGTON COUNTY DEED RECORDS
- IP IRON PIPE
- IR IRON ROD
- W/YPC WITH A YELLOW PLASTIC CAP
- PP NO. PARTITION PLAT NUMBER PER WASHINGTON COUNTY SURVEY RECORDS
- SN SURVEY NUMBER PER WASHINGTON COUNTY SURVEY RECORDS
- () RECORD INFORMATION PER SN 30,491
- () RECORD INFORMATION PER SN 19,647
- () RECORD INFORMATION PER SN 16,853
- () RECORD INFORMATION PER SN 19,247
- () RECORD INFORMATION PER SN 8902
- () RECORD INFORMATION PER DEED BOOK 310 PAGE 160



PREPARED FOR
CITY OF SHERWOOD
22560 SW PINE STREET
SHERWOOD, OR 97140

REVIEW COPY

09-23-11
REGISTERED
PROFESSIONAL
LAND SURVEYOR

I CERTIFY THAT THIS SURVEY
WAS PREPARED USING HP
PRODUCT #51645A
CARTRIDGE ON OCE #868342.

OREGON
JANUARY 11, 2005
ROBERT D. RETTIG
60124LS
RENEWS: 12/31/12

JOB NAME:	SHERWOOD BLVD	ENGINEERING • PLANNING • LANDSCAPE ARCHITECTURE FORESTRY • SURVEYING AKS ENGINEERING & FORESTRY 13910 SW GALBREATH DRIVE, SUITE 100 SHERWOOD, OR 97140 PHONE: (503) 925-8799 FAX: (503) 925-8969 OFFICES LOCATED IN REDMOND, OR & VANCOUVER, WA
JOB NUMBER:	2846	
DRAWN BY:	MSK	
CHECKED BY:	RDR	
DRAWING NO.:	2846C-ROS	

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
October 4, 2011
22560 SW Pine Street, Sherwood Oregon 97140**

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 7:02 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Matt Langer, Bill Butterfield and Krisanna Clark.
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 Gibbons, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, Program Manager Amy Burns, Planning Manager Julia Hajduk, Planning Associate Michelle Miller, Library Manager Pam North, 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 September 20, 2011 URA Board of Directors Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS:**

A. URA Resolution 2011-018 of the Urban Renewal Agency of the City of Sherwood Oregon authorizing a lot line adjustment and approving the disposition of a resulting parcel of real property on Sherwood Boulevard

Tom Nelson Economic Development Manager came forward and explained the resolution and recapped the staff report.

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

MOTION: FROM MATT LANGER TO ADOPT URA RESOLUTION 2011-018, SECONDED BY ROBYN FOLSOM. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

6. **STAFF REPORTS: None.**

7. **ADJOURN:** Chair Mays adjourned the URA Board meeting at 7:05 pm and convened to a City Council meeting.



Sylvia Murphy, CMC, Agency Recorder



Keith S. Mays, Chairman