



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, December 4, 2012

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

URA Board of Directors Meeting

(Following the City Council Meeting)

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

**Tuesday, December 4, 2012
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

A. Approval of November 14, 2012 URA Board Meeting Minutes

4. NEW BUSINESS

**A. URA RESOLUTION 2012-024 Approving a Façade Grant for the building at 22495 SW
Ash Street in Sherwood (Tom Pessemier, Assistant City Manager)**

5. STAFF REPORTS

6. ADJOURN

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

**Wednesday, November 14, 2012
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 7:36 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Dave Grant, Bill Butterfield, Matt Langer, Robyn Folsom, Linda Henderson and Krisanna Clark.
3. **STAFF AND LEGAL COUNSEL PRESENT:** Assistant City Manager Tom Pessemier, Finance Director Craig Gibons, Public Works Director Craig Sheldon, Police Chief Jeff Groth, Community Services Director Kristen Switzer, Agency Recorder Sylvia Murphy and City attorney Chris Crean.

Chair Mays addressed the consent agenda and asked for a motion.

4. **CONSENT AGENDA:**
 - A. **Approval of September 18, 2012 URA Board Meeting Minutes**
 - B. **URA Resolution 2012-023 Appointing Todd McCabe to Sherwood Urban Renewal Plan Advisory Committee (SURPAC)**

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

5. **STAFF REPORTS:** None
6. **ADJOURN:**

Chair Mays adjourned the meeting at 7:38 pm.

Submitted by:

Sylvia Murphy, CMC, Agency Recorder

Keith S. Mays, Chair

TO: Sherwood Urban Renewal Agency Board

FROM: Tom Pessemier, Assistant City Manager

SUBJECT: A RESOLUTION APPROVING A FAÇADE GRANT FOR THE BUILDING AT 22495 SW ASH STREET IN SHERWOOD

Issue

Should the URA Board approve the recommendation from SURPAC for a façade grant?

Background

In 2003 and 2004 the Sherwood URA approved a program for façade grants that has been approved over time.

The process has been for SURPAC to consider applications and then forward a recommendation to the Sherwood Urban Renewal Agency Board.

This building is on the corner of 2nd and Ash Street and is associated with the Railroad Street Antique Mall in Old Town. This building is located inside of the Old Town Area and the Urban Renewal Area.

Charles Harbick submitted this application to URA Staff and this was placed on the SURPAC agenda in November. Since Charles is a member of SURPAC he excused himself from the proceedings regarding this application and the meeting was run by Scott Johnson (vice-chair).

SURPAC was asked by staff to consider two items as they were looking at the application. The first was, was this side of the building considered a façade. SURPAC indicated they believed it was technically a façade because you could see it from the street. The second consideration is, was this building being used for mixed or commercial use. After listening to Mr. Harbick describe how he takes customers to the facility fairly regularly they determined that it met the criteria.

SURPAC voted 5-0 to recommend approval of this façade grant to the URA Board.

Financials

Façade grants are at the top of SURPAC's list of priorities and at this time there are monies available in the URA for this project. While the actual cost will be much less than \$15,000 previous resolutions have asked for the maximum amount since there may be some over-runs. At the end of the project, applicants must provide copies of receipts to be paid only on actual costs associated with the approved project.

Recommendation

SURPAC recommends approval of URA Resolution 2012-024.



URA RESOLUTION 2012-024

**A RESOLUTION APPROVING A FAÇADE GRANT FOR THE BUILDING AT
22495 SW ASH 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, Charles Harbick, building owner, representing Railroad Street Antique Mall at 16167 SW Railroad 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 of the HardiPlank option.

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

Section 1. The Agency Administrator is authorized to grant up to 50% of the project but no more than \$15,000 in accordance to the terms and conditions to the Façade Grant Program.

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

**Duly passed by the City of Sherwood Urban Renewal Agency this 4th day of
December 2012.**

Keith S. Mays, Board Chair

Attest:

Sylvia Murphy, CMC, Agency Recorder



Home of the Tualatin River National Wildlife Refuge

Old Town Facade Program Grant Application

Date of Application: 9-30-12 SURPAC Review Date: _____

Business Information

Railroad Street Antique Mall

Name of Business

16167 S.W. Railroad Street Sherwood Or. 97140

Physical Business Address

Mailing Address (if different from physical address)

503-625-2246

Business Phone

Business Fax

Web site

Charles Haubick

Business Owner(s) Name(s)

22495 Ash Street Sherwood Or.

Address of Property to be Improved

503-625-2246 W

Phone

Charles Haubick

503-625-2342 H

Application being submitted by

Phone

charbick@frontier.com

E-mail

Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required).

Improve rear facade of Railroad Street Antiques storage building at 22495 Ash St. Improvements will consist of new siding & installation of 5 new vinyl windows to match existing improvements.

Est. Project Start Date: 11-1-12

Est. Project Completion Date: 12-1-12

Budget

Total Project Cost:
Dollar Amount Requested:
(Please see attached Guidelines)

#1 Proposal #1821	#2 Proposal #1820
\$ 5,675.00	\$ 6300.00
\$ 2,837.50	\$ 3150.00

Requesting approval of one of the two proposals

Authorization

UR District Manager

District Board President

Date Awarded

A-1 Remodeling

21546 SW Wallace Place

Sherwood, OR. 97140

Office Phone 503-625-2441

Mobile Phone – Joe 503-481-1128

Home Repair

General Contractor

Licensed - Bonded - Insured

CCB# 125524

A1Remodeling@aol.com

Proposal / Contract No. 1820 Date 10/1/12

Submitted to:

Charles Harbick

16057 SW 2nd St.

Sherwood, OR 97140

Scope of work

Storage Barn – Back side of building - Siding

#1 - Remove existing siding and felt paper.

- Haul-off and dump debris

#1 Total = \$375.00

#2 - Remove ten existing windows and trim.

- Remove and reset one downspout.
- Frame-in ten window openings for five new windows and to remove five windows.
- Apply sheeting over five window openings.
- Install five new windows.
- Apply trim around five new windows.
- Enclose eaves, same as front of building.
- Apply flashing as required.
- Apply 15# felt paper.
- Apply HardiePlank siding. (Approx. 732 sq. ft.) ✖
- Apply trim as required.
- Haul-off and dump debris.

#2 Total = \$5,175.00

#3 - Apply masking as required.

- Apply caulking as required.
- Prime/paint new siding and trim.

#3 Total = \$750.00

The customer shall pay A-1 Remodeling for materials and labor for work performed under this contract. Agreement Price (\$6,300.00)

Total due upon completion of agreement.

Customer is responsible for any or all construction/building permits, special licenses, assessments, inspection fees and underground locating unless otherwise stated above.

A-1 Remodeling authorized signature _____ Date: _____

Agreement accepted:

Customer signature _____ Date: _____

A-1 Remodeling

21546 SW Wallace Place

Sherwood, OR. 97140

Office Phone 503-625-2441

Mobile Phone – Joe 503-481-1128

Home Repair

General Contractor

Licensed - Bonded - Insured

CCB# 125524

A1Remodeling@aol.com

Proposal / Contract No. 1821 Date 10/1/12

Submitted to:

Charles Harbick

16057 SW 2nd St.

Sherwood, OR 97140

Scope of work

Storage Barn – Back side of building - Siding

#1 - Remove existing siding and felt paper.

- Haul-off and dump debris

#1 Total = \$375.00

#2 - Remove ten existing windows and trim.

- Remove and reset one downspout.
- Frame-in ten window openings for five new windows and to remove five windows.
- Apply sheeting over five window openings.
- Install five new windows.
- Apply trim around five new windows.
- Enclose eaves, same as front of building.
- Apply flashing as required.
- Apply 15# felt paper.
- Apply T1-11 siding. (Approx. 732 sq. ft.) *
- Apply trim as required.
- Haul-off and dump debris.

#2 Total = \$4,550.00

#3 - Apply masking as required.

- Apply caulking as required.
- Prime/paint new siding and trim.

#3 Total = \$750.00

The customer shall pay A-1 Remodeling for materials and labor for work performed under this contract. Agreement Price (\$5,675.00)

Total due upon completion of agreement.

Customer is responsible for any or all construction/building permits, special licenses, assessments, inspection fees and underground locating unless otherwise stated above.

A-1 Remodeling authorized signature _____ Date: _____

Agreement accepted:

Customer signature _____ Date: _____



Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, December 4, 2012
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 8:10 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Dave Grant, Bill Butterfield, Matt Langer, Robyn Folsom, Linda Henderson and Krisanna Clark.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, Community Services Director Kristen Switzer and Agency Recorder Sylvia Murphy.

Chair Mays addressed the consent agenda and asked for a motion.

4. **CONSENT AGENDA:**

A. Approval of November 14, 2012 URA Board Meeting Minutes

MOTION: FROM DAVE GRANT TO APPROVE THE CONSENT AGENDA, SECONDED BY MATT LANGER. MOTION PASSED 7:0, ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS:**

A. URA RESOLUTION 2012-024 Approving a Façade Grant for the building at 22495 SW Ash Street in Sherwood

Chair Mays stated that the resolution would approve a façade grant for the building at 22495 SW Ash Street and asked for questions from the Board, with no questions he asked for a motion:

MOTION: FROM MATT LANGER TO ADOPT URA RESOLUTION 2012-024, SECONDED BY BILL BUTTERFIELD.

Prior to receiving the vote, Ms. Folsom noted that the resolution contains two proposals and asked which proposal they are approving. Tom Pessemier confirmed that the Proposal #2 (#1820), which contains HardiPlank material, is being considered. Ms. Folsom asked if the grant is to improve the back side of the building to match to the street side. Tom confirmed.

Ms. Henderson asked if other Façade Grants have been granted at this location and or the location of the Railroad Antique Mall. Tom replied that this location has not received a Façade Grant, but the Railroad Antique Mall received a fairly small grant at one time to improve the backside of the building.

Mr. Langer followed up on Ms. Folsom's question by stating that SURPAC discussed the issue and concluded that although the improvement would be made to the back side of the building, from the street, that side is very visible.

Ms. Henderson asked whether the resolution specifies the approval of Proposal #2 (#1820). Tom responded that under a **Whereas** the resolution approves the HardiPlank option.

With no other comments, the following vote was received.

VOTE: MOTION PASSED 7:0, ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

6. STAFF REPORTS: None

7. ADJOURN:

Chair Mays adjourned the meeting at 8:15pm and convened to a work session.

WORK SESSION:

1. CALL TO ORDER: Chair Keith Mays called the work session to order at 8:20 pm.

2. BOARD PRESENT: Chair Keith Mays, Dave Grant, Bill Butterfield, Matt Langer, Robyn Folsom, and Linda Henderson. Krisanna Clark was not in attendance for the work session.

3. STAFF PRESENT: City Manager Joe Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, Community Services Director Kristen Switzer and Agency Recorder Sylvia Murphy.

4. TOPICS DISCUSSED:

A. Sherwood Main Street Program funding: The Board discussed current remaining funds that support the program and funds running out in March 2013. Discussion occurred regarding future funding of the Program, amount of funding and the program coordinators seeking SURPAC support for funding. Discussion occurred regarding the program benefits, Chamber partnership and Chamber coordination with the program coordinator.

B. Community Center Project Status: The Board discussed the condition of the Machine Works building and future staff recommendations to come before the URA Board on December 18th. Brief discussion occurred regarding the desires of the Board and seeking their direction for the Center in 2013. Discussion occurred regarding a future work session and possibly including the Steering Committee members.


5. ADJOURN:

Chair Mays adjourned at 9:05 pm.

Submitted by:



Sylvia Murphy, CMC, Agency Recorder



Keith S. Mays, Chair