

**AMENDED AGENDA**

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

**Tuesday, February 19, 2013**

**5:45pm Board Work Session**

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

**5:45pm URA BOARD WORK SESSION**

**1. CALL TO ORDER**

**2. TOPICS:**

**A. Community Center Update (Tom Pessemier, Assistant City Manager)**

**3. ADJOURN**

Sherwood URA Board Meeting

Date: February 19, 2013

List of Meeting Attendees: —

Request to Speak Forms: —

Documents submitted at meeting:

Work Session Only

A.) Community Center Update, Exh. A

Feb 19, 2013 URA Board  
Date Gov. Body  
Work Session A  
Agenda Item Exhibit #

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# SHERWOOD COMMUNITY CENTER

URA WORK SESSION

02.19.2013

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Ankrom Moisan

Architecture / Interiors / Urban Design / Branding



# Agenda

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**INTRODUCTION**

**PROJECT SCHEDULE OVERVIEW**

**DECISION MAKING PROCESSES**

**PUBLIC MEETING OUTLINE**





# Introduction

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# Project Schedule

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# Project Schedule

## PROJECT DESIGN SCHEDULE

	2013											2014				
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Schematic Design		■	■													
Design Development				■	■	■										
Construction Documentation							■	■	■	■						
Bidding / Negotiation										■	■	■				
Construction Start												■	■	■	■	■

# Project Schedule

## PROJECT DESIGN SCHEDULE

	2013											2014				
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Schematic Design		■	■													
Design Development				■	■	■										
Construction Documentation							■	■	■	■						
Bidding / Negotiation										■	■	■				
Construction Start												■	■	■	■	■

### PHASE OUTLINE:

- Weekly Meetings w/ Project Management Team
- One URA Work session per Phase



# Project Schedule

## PROJECT DESIGN SCHEDULE

	2013											2014				
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Schematic Design		█	█													
Design Development				█	█	█										
Construction Documentation							█	█	█							
Bidding / Negotiation										█	█	█				
Construction Start												█	█	█	█	█

### OUTLINE:

- Estimating / Finalization of Phase Package
- Review and Approval by Project Management Team and URA Board

# Project Schedule

## ALTERNATE DESIGN SCHEDULE - W/ STEERING COMMITTEE

	2013											2014				
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Schematic Design		█	█	█												
Design Development				█	█	█	█									
Construction Documentation							█	█	█	█						
Bidding / Negotiation										█	█	█				
Construction Start											█	█	█	█	█	█

# Project Schedule

## ALTERNATE DESIGN SCHEDULE - W/ STEERING COMMITTEE

	2013												2014				
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Schematic Design		█	█	█													
Design Development				█	█	█	█										
Construction Documentation							█	█	█	█							
Bidding / Negotiation										█	█	█					
Construction Start											█	█	█	█	█	█	

### PHASE OUTLINE:

- Weekly Meetings w/ Project Management Team
- Six Steering Committee Meetings in SD and DD
- One URA Work session per Phase

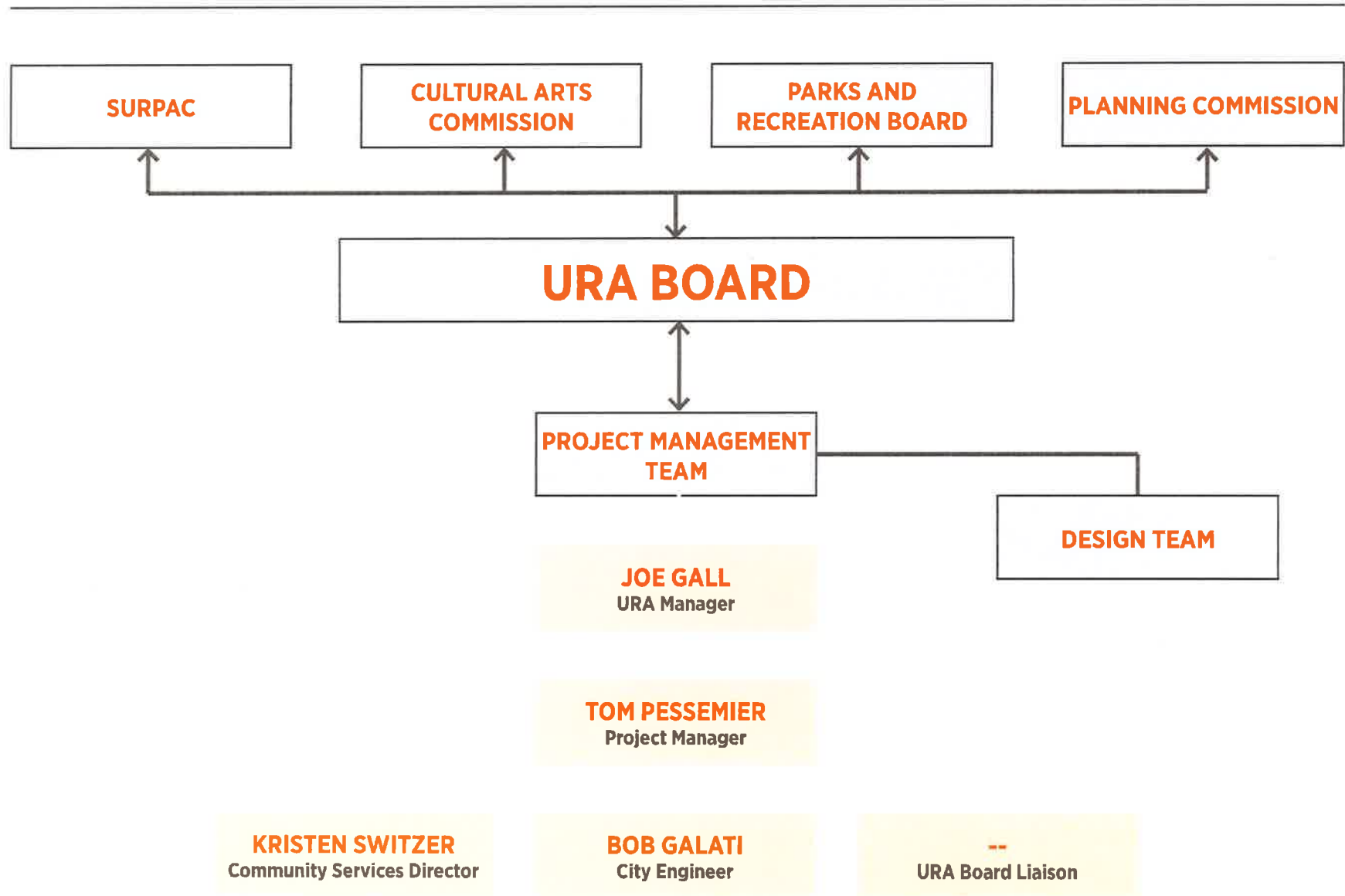


# Decision Making Processes

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# Decision Making Processes





# Public Meeting Outline

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# Public Meeting Outline

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## GOALS:

- Brief presentation on project history
- Communicate current status of existing building demolition
- Communicate financial limitations
- Outline opportunities that demolition gives us
- Solicit feedback on new building program elements
- Prioritize public's new building program elements

# Public Meeting Outline



## Program Summary

Project: Sherwood Community Center - New Structure

Updated: 2/18/13

	Adaptive Reuse		New Construction		Remarks
	Original Program - RFP Set 8.23.2011	Final Program (Post VE) - Construction Set 5.9.2012	Evaluate	Program Decision	
<b>SITE ELEMENTS</b>					
Paseo Planting	X				
Paseo Lighting	X				
Tree canopy					
<b>BUILDING ELEMENTS</b>					
Skylights	X	K			Reduce quantity from (4) to (2)
Window Coverings	X	K			Delete except Office and Kitchen
<b>BUILDING COMMON AREAS</b>					
Public Restrooms	X	K			Serving Cannery Square Plaza
Electrical/Telephone Room	X	K			
Janitor/Mechanical Room	X	K			
South Lobby/Access to Restrooms	X	K			For public entry and retail
Stairway to Upper Level	X	K			
Access from 1st Lobby to Restrooms					
Cluttering					
<b>RETAIL AREAS</b>					
Retail Space	X	K			2995 Square Feet
Co-Location Room	X	K			327 Square Feet
<b>COMMUNITY CENTER</b>					
Sound Booth	X	K			
PC Connection Panel	X	K			
Portable LCD Screen	X	K			
Portable Ethernet Hub	X	K			
Audio Control (line)	X	K			
Audio Control (wireless)	X	K			
Audio (microphones)	X	K			
Production Intercom	X	K			
Loudspeaker Control	X	K			
Speaker Control	X	K			





Thank you.

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# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, February 19, 2013  
22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARD WORK SESSION**

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 5:45 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Dave Grant, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Finance Director Craig Gibons, Community Development Director Julia Hajduk, Police Captain Mark Daniel, City Engineer Bob Galati, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy. City Manager Joseph Gall arrived at 5:58 pm.
4. **OTHERS PRESENTS:** Murray Jenkins and Scott Wagner with Ankrom Moisan, Ray Pitz with the Sherwood Gazette.

5. **TOPICS:**

- A. **Community Center Update.** Tom Pessemier presented a power point presentation (see record, Exhibit A). Tom briefed the Board on objectives for this evening; to present information on schedules for the machine works building and moving forward with design, a decision making process and a public meeting process to engage the community. Tom informed the Board that Ankrom Moisan was present, but they have not been officially hired and this hiring decision would come back to the Board. Tom informed the Board of the demolition schedule for the machine works building and the target date of the 2<sup>nd</sup> week in March. He spoke of the reconsideration of decisions previously made with retrofitting the building and moving forward with a new building.

Murray Jenkins referenced Exhibit A and briefed the Board on the project design schedule. He stated that the project would not be a CMGC process but a design-bid-build process. Murray briefed on an alternate schedule which involves the Steering Committee.

Tom briefed the Board on the design-bid-build process and Murray explained the differences between this process and the CMGC process. Board questions and discussion followed.

Tom referenced the exhibit and briefed the Board on the decision making process and sought the Boards consensus of the process. Board questions and discussion followed. Brief discussion followed regarding operational planning and citizen input and utilizing information already received.

Board discussion occurred regarding Ankrom Moisan's role and they not being the current hired contractor.

The Board discussed the URA Board Liaison position as noted in the exhibits organizational chart and Bill Butterfield filling this role with Robyn Folsom and Linda Henderson alternating in attending meetings.

Tom referenced the exhibit and briefed on the public meeting outline, and the Board asked that staff include discussion of maintenance cost along with communicating financial limitations.

Tom briefed on new building program elements and referenced program summary in the exhibit and ways to identify desired program elements with a "dot exercise". Discussion followed regarding building elements, backstage, fly system, and the neighboring storm water facility. Discussion occurred regarding being cautious to not spend funds on building elements that would not be utilized.

Discussion occurred regarding meeting schedule and operational costs. Tom spoke of operational cost being part of the design element decisions and the need to further this discussion.

City Manager Gall commented regarding the operational cost not being in this upcoming proposed budget but in next years proposed budget. He commented regarding purpose and functionality of the building and needing to make these decisions to develop operational costs.

Community Services Director Kristen Switzer commented regarding needing to know program elements and this information being part of determining the operational costs. Discussion followed regarding looking at grants to help offset operational costs and the timing of seeking grants. The Board discussed the participation of the Cultural Arts Commission and Steering Committee.

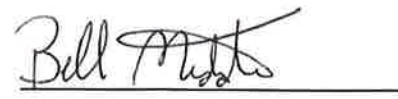
Discussion occurred regarding construction timeline and Robyn Folsom participating in gathering information on operational costs. Discussion occurred regarding the retail components of the facility.

## 6. ADJOURN:

Chair Middleton adjourned the meeting at 7:25 pm.

Submitted by:

  
Sylvia Murphy, CMC, Agency Recorder

  
Bill Middleton, Chair