

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

**Tuesday, June 18, 2013**

**URA Board Work Session  
5:00-6:00pm**

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

**WORK SESSION**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. TOPICS**
  - A. SURPAC**
- 4. ADJOURN**

Sherwood URA Board Meeting

Date: June 18, 2013

List of Meeting Attendees: —

Request to Speak Forms: —

Documents submitted at meeting: ✓

Work Session only

A) SURPAC History legislation, Exh. A

A) Sherwood Urban Renewal Property Assets, Exh. B

URBAN RENEWAL AGENCY RESOLUTION NO. 2000-002  
RESOLUTION OF THE SHERWOOD URBAN RENEWAL AGENCY  
ESTABLISHING THE  
SHERWOOD URBAN RENEWAL PLAN ADVISORY COMMITTEE

WHEREAS the Sherwood Urban Renewal Agency acting by and through the City of Sherwood, Oregon, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes is the duly appointed Urban Renewal Agency of the City of Sherwood, Oregon:

WHEREAS, the Agency wishes to establish a citizen advisory committee to advise the Agency Administrator and staff in preparing an Urban Renewal Plan and Old Town Sherwood Master Plan;

NOW, THEREFORE, THE SHERWOOD URBAN RENEWAL AGENCY DOES RESOLVE AS FOLLOWS:

Section 1. Advisory Committee: The Sherwood Urban Renewal Plan Advisory Committee (SURPAC) is hereby established.

Section 2. Charge: SURPAC is charged with assisting and advising the administrator and staff in the preparation of the Sherwood Urban Renewal Plan and the Old Town Sherwood Master Plan. SURPAC is also charged with providing to the Agency Board a recommendation on the adoption of said plans when presented by the administrator.

Section 3. SURPAC Membership: SURPAC will be composed of seven members appointed by the Renewal Agency Board. The members shall represent the following groups:

1. One Old Town merchant
2. One Old Town property owner
3. One Six Corners area merchant
4. One Six Corners area property owner
5. One Representative of the Sherwood Chamber of Commerce Board of Directors
6. Two Citizens at Large

In addition, the Sherwood Planning Commission and the Sherwood Parks Advisory committee shall each appoint an ex-officio member from among their membership.

Section 4. SURPAC Terms and Vacancies: SURPAC members shall serve as long as SURPAC exists. Vacancies shall be filled by majority vote of the Agency Board.

Section 5. SURPAC Officers: The Agency Board shall designate one member of SURPAC as the Chair. SURPAC shall elect a Vice-Chair from among its members. The Chair, or the Vice-Chair in the Chair's absence, shall preside over all SURPAC meetings.

Section 6. Meetings: SURPAC shall meet when called into meeting by the Renewal Administrator.

Section 7. Quorum: Four SURPAC Members shall constitute a quorum for the purpose of conducting its business.

Section 8. Manner of Voting: The voting on all SURPAC business shall be by roll call, and the ayes and nays and members present and not voting shall be entered upon the minutes of such meeting.

Section 9. Roberts Rules: All rules of order not herein provided for or provided for by resolution shall be determined in accordance with Roberts Rules of Order, Newly Revised.

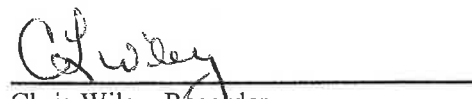
Section 10. Open Meetings: All meetings shall be open to the public and held in accordance with the Oregon Open Meetings Law.

Section 11. Termination of SURPAC: The Sherwood Urban Renewal Plan Advisory Committee shall cease to exist upon adoption of a Sherwood Urban Renewal Plan and the Sherwood Old Town Master Plan, or upon any other date before or after adoption of these plans as may be determined by the Board of Directors of the Sherwood Urban Renewal Agency.

Adopted this 27<sup>th</sup> day of June 2000.

  
\_\_\_\_\_  
Walt Hitchcock, Chair

ATTEST:

  
\_\_\_\_\_  
Chris Wiley, Recorder



COPY

**RESOLUTION 2001-917**

**A RESOLUTION ESTABLISHING THE  
SHERWOOD URBAN RENEWAL ADVISORY BOARD**

**WHEREAS**, the City Council of the City of Sherwood has established the Sherwood Urban Renewal Agency, and

**WHEREAS**, the City Council of the City of Sherwood has adopted the Sherwood Urban Renewal Plan creating an Urban Renewal District, approved list of projects, and funding mechanism, and

**WHEREAS**, the Urban Renewal Agency is an institution involving multiple and diverse issues, projects, and programs designed to develop and revitalize the lands and economic activity within the District boundaries, and

**WHEREAS**, the City Council, the Sherwood Urban Renewal Agency Board of Directors, and City Staff will benefit as they operate and carry out the Urban Renewal Plan by having a standing citizens board to advise them on matters of policy and development; and to assume certain decision making authority when authorized to do by the Agency Board.

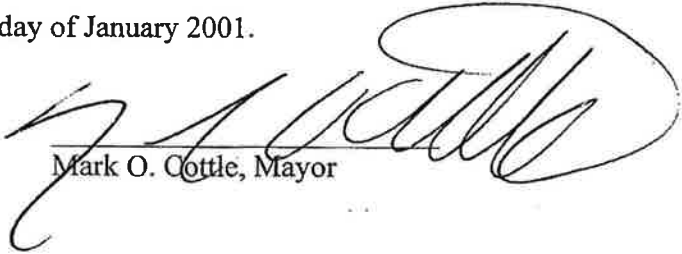
**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Sherwood that:

Section 1: The Sherwood Urban Renewal Advisory Board is hereby established.

Section 2: The Sherwood Urban Renewal Advisory Board is chartered according to the provisions reflected in its charter, which is attached hereto and referred to as Exhibit A.

Section 3: The Staff is directed to solicit applications from citizens to fit the several positions on the Sherwood Urban Renewal Advisory Board and to bring those before the Sherwood Urban Renewal Agency Board of Directors for consideration and appointment within 90 days of the date of this resolution's adoption.

Duly passed by the City Council this 9<sup>th</sup> day of January 2001.

  
Mark O. Cottle, Mayor

ATTEST:

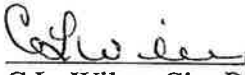
  
C.L. Wiley, City Recorder

EXHIBIT "A" TO RESOLUTION NUMBER 2001-917

CHARTER OF THE  
SHERWOOD URBAN RENEWAL ADVISORY BOARD

CHARGE

1. The Sherwood Urban Renewal Advisory Board is to serve the Sherwood City Council, the Sherwood Urban Renewal Agency Board of Directors, and the Sherwood City Staff as advisors on the implementation of the Sherwood Urban Renewal Plan and the operation, projects, and programs of the Sherwood Urban Renewal Agency. The Board's role is to study issues that may affect the Agency's operations, including but not limited to funding, direction, operating policies, projects, and programs, and make specific recommendations.

STRUCTURE

1. The Sherwood Urban Renewal Advisory Board shall have seven members representing the following profile of groups in the Community:
  - 1 – Property owner and/or Merchant in the Six Corners commercial district
  - 1 – Property owner and/or Merchant in the Old Town commercial district
  - 1 – Resident within the Urban Renewal District
  - 1 – Representative of the Sherwood Chamber of Commerce Board
  - 3 – Citizens at Large
2. Appointments to the Sherwood Urban Renewal Advisory Board shall be made by resolution of the Sherwood Urban Renewal Agency Board of Directors.
3. The Board shall choose a chair, vice chair, and recording secretary from amongst its ranks. The Chair and Vice Chair shall serve in their positions for no more than two consecutive years.
4. Any member of the Board who has three consecutive absences from Board meetings, and those absences are not excused by the Chair for good cause, shall no longer be a member of the Board and shall be promptly replaced by action of the Urban Renewal Agency Board of Directors.

OPERATIONS

1. The Sherwood Urban Renewal Advisory Board is an official public body governed by the Oregon Open Meeting Law and other applicable statutes.
2. The Sherwood Urban Renewal Advisory Board shall operate by Robert's Rules of Order.

3. Minutes shall be kept of all Board meetings in accordance with applicable law.
4. Staff support to the Sherwood Urban Renewal Advisory Board will be provided by the Urban Renewal Agency for the purpose of providing information, professional research and analysis, and recommendations for action on issues before the Board, and to provide logistics support for Board operations. Staff will be provided to take and maintain minutes as Agency resources allow.
5. The Board shall orally and in writing present an annual report to the Urban Renewal Agency Board of Directors, reporting on its activities of the prior year and forecasting issues, projects, and priorities for the upcoming year. The Board of Directors will give the Advisory Board direction on goals and objectives for the following year. The Board's report will be made during the first quarter of each calendar year.



## Resolution 2004-014

### A RESOLUTION REVISING THE MEMBERSHIP OF THE SHERWOOD URBAN RENEWAL PLANNING ADVISORY COMMITTEE AND ESTABLISHING TERMS

**WHEREAS**, SURPAC was formed by Urban Renewal Agency Resolution 2002-002, as an ad hoc committee to advise on the preparation of an Urban Renewal Plan and an Old Town Master Plan for Sherwood;

**WHEREAS**, SURPAC evolved to serve a critical purpose in the Urban Renewal District by continuing to advise the District Administrator, staff and the Board of Directors on numerous matters related to the Urban Renewal District, the need for a permanent SURPAC was established by City of Sherwood Resolution 2001-917;

**WHEREAS**, in January 2004, a need to restructure SURPAC membership composition was identified; and

**WHEREAS**, due to the obvious potential for a long-term lifespan for this committee, the need to set terms was also identified;

#### **NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:**

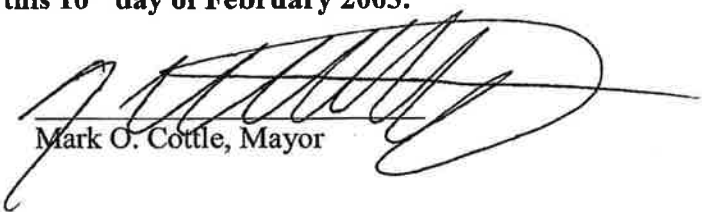
**Section 1.** The SURPAC seat currently reserved for a "representative of the Sherwood Chamber of Commerce Board" will be converted to a "Citizen at Large" position.

**Section 2.** Of the two SURPAC seats reserved for "Property owner and/or merchant in the Six Corners commercial district" and "Property owner and/or merchant in the Old Town commercial district", one of the two will be filled by a Chamber Board member.

**Section 3.** Terms are established as set in the document identified in the City Committee Directory-Section 7, SURPAC.

**Section 4:** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 10<sup>th</sup> day of February 2003.**

  
Mark O. Cottle, Mayor

ATTEST:

  
C.L. Wiley, City Recorder





**RESOLUTION 2004-085**

**A RESOLUTION EXPANDING THE OVERSIGHT AND RESPONSIBILITIES OF THE SHERWOOD URBAN RENEWAL PLAN ADVISORY COMMITTEE (SURPAC) TO INCLUDE ECONOMIC DEVELOPMENT.**

**WHEREAS**, the Sherwood Urban Renewal Agency acting by and through the City of Sherwood, Oregon, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes is the duly appointed Urban Renewal Agency of the City of Sherwood, Oregon:

**WHEREAS**, the Agency established SURPAC, a citizen advisory committee to advise the Agency Administrator and staff in preparing an Urban Renewal Plan and Old Town Sherwood Master Plan and,

**WHEREAS**, SURPAC is charged with assisting and advising the administrator and staff in preparation of the Sherwood Urban Renewal Plan and the Old Town Sherwood Master Plan and is charged with providing to the Agency Board a recommendation on the adoption of said plans when presented by the administrator and,

**WHEREAS**, City Council directed staff to include economic development oversight and planning to the responsibilities of SURPAC;

**NOW THEREFORE, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

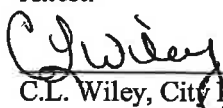
**Section 1.** The City Council and Sherwood Urban Renewal Agency charge the Sherwood Urban Renewal Plan Advisory Committee (SURPAC) with the additional oversight and planning responsibilities of economic development strategies for the City of Sherwood.

**Section 2.** The City staff with the assistance of SURPAC is directed to carry out the economic developments strategies and plans.

Duly passed by the City Council this 28<sup>th</sup> day of September 2004.

  
Keith S. Mays, Council President

Attest:

  
C.L. Wiley, City Recorder

# Sherwood Urban Renewal Property Assets

March 14, 2013

The Sherwood Urban Renewal District has obtained assets over the past 12 years. This document describes each of the assets owned and gives some history. At the end of the District if the asset is still owned by the District the asset will be turned over to the City of Sherwood. Many of the assets described will likely be sold prior to the end of the District and this document will help serve as a reference for SURPAC and the URA Board to determine which assets to sell and when.

## List of URA Assets:

| ID | Common Name                           | Location   | Purchase Price (\$) |
|----|---------------------------------------|--|---------------------|
| 1  | Old School Property                   | 3 <sup>rd</sup> and Pine Street                      | 550,000             |
| 2  | Robin Hood Property                   | 1 <sup>st</sup> and Pine Street                      | 250,000             |
| 3  | Cannery                               | South of Railroad Tracks between Pine and Willamette | 3,065,000           |
| 4  | Machine Works                         | South of Railroad Tracks                             | 925,000             |
| 5  | SW 1 <sup>st</sup> Street Properties  | Two lots adjacent to roundabout                      | 264,000             |
| 6  | Sherwood Blvd Property                | Adjacent to Senior Center                            | 325,000             |
| 7  | SW Main Street Property (WQ facility) | Main Street near Columbia Street                     | 240,585             |
| 8  | Railroad Parking Lot                  | South of Tracks between Washington and Main          | 231,601             |
|    |                                       | <b>Total:</b>  | <b>\$5,851,186</b>  |

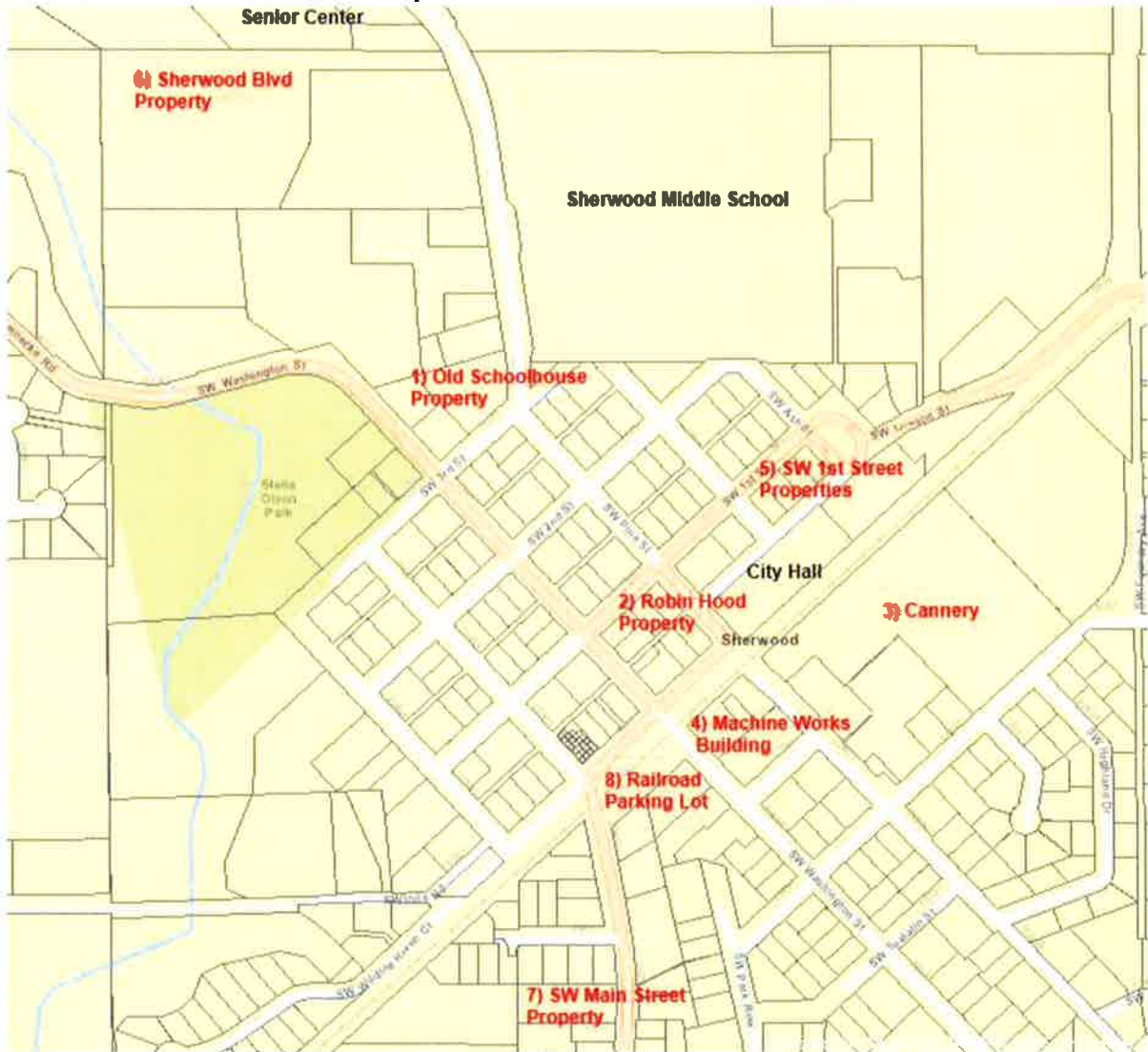
June 18, 2013  
Date

URA Board of Directors  
Gov. Body

Work Session  
Agenda Item

B  
Exhibit #

# Sherwood Asset Location Map



## 1) Old Schoolhouse Property



This property was purchased by the URA with an old schoolhouse. The Schoolhouse became a dangerous building and was demolished. The Purchase Price was \$550,000. Proposals for development of this property were solicited around 2008 but it was determined with the property market issues that it should be kept until the market rebounded.

This property sits at a high visibility intersection and has good potential for re-development.

**Staff Comments:** Given the prominence of this corner Staff feels this property should be held until the market recovers. At that time the property could be sold or a study could be undertaken to determine the best way to develop the property.

## 2) Robin Hood Property



This property was obtained by the City and the theater demolished. The URA purchased the property from the City at a later date for \$250,000. Currently this property is being used as a gravel parking lot. This property sits on a very high visibility intersection and should be valuable in the correct market.

**Staff Comments:** Given the prominence of this corner Staff feels this property should be held until the market recovers. At that time the property could be sold or a study could be undertaken to determine the best way to develop the property. Development would remove parking in Old Town and an additional parking analysis should be completed at that time to determine how to best mitigate that.

### 3) Cannery Property



This property was purchased for \$3,065,000. An RFP for a development was prepared and Capstone Development LLC provided a proposal that was accepted by the Urban Renewal Board. Development Agreements have been in place and Capstone has an option on all of the properties until December 2018. The URA has invested significant amounts of monies into building public Infrastructure including the Plaza. Capstone has purchased property and is currently constructing 101 apartment units on the site. A portion of the property extended west of Pine Street into what is the Machine Works Parking lot. The agreements with Capstone extend to that property and they are working on selling that property with a portion to be utilized for parking of the Community Center.

**Staff Comments:** Nothing more to do at this time.

## 4) Machine Works Property



The Machine Works property was purchased for \$925,000 and the building will be demolished in April 2013. Plans are underway to construct a Community Center on this property which will include a performance arts space.

**Staff Comments:** Continue to support Community Center efforts.

## 5) SW 1<sup>st</sup> Street Properties



These properties were purchased prior to the Downtown Streetscapes project in order to allow the construction of the roundabout. There is currently a vacant red house on one of the properties but both properties are not being utilized at the current time.

**Staff Comments:** The lots are not large but combined they are about 9,000sf. Staff is going to propose demolishing the red house this year and has put monies into the URA budget to complete that work. Expected cost is \$15,000 to remove asbestos, demolish the building and stabilize the site. This site is about 30% larger than the Legion Parking lot.

Possible future considerations:

- Develop the site into a paved parking lot to replace parking lost when the Robin Hood property is developed. Expected cost \$175,000.
- Sell the property to be developed
- Hire a consultant to determine the best use of the properties and develop and RFP.
- Others ideas.....



## 6) Sherwood Blvd. Property



This property was purchased for \$325,000 and is currently vacant. A large portion of the property was adjusted to allow for the Cedar Creek Trail project to be moved forward. The remainder of the property can be utilized for high density residential. Previous attempts to get funding for a HUD senior living facility were not successful. The URA Staff has looked into possible future HUD funding and that is not likely. The previous proposal was leasing the property to HUD for \$1. We have at least two brokers that are interested in marketing this property for 20-30 units of apartments.

**Staff Comments:** Given the very low likelihood of HUD funding and the high demand for apartments it seems like marketing and selling this property as soon as possible makes sense.

Other possibilities are:

Continue to seek funding for Senior or Affordable Housing

Make the property available for the Senior Center.

Other ideas.....

## 7) Main Street Property



This property was acquired for \$240,585. The majority of the property will become a regional water quality facility that serves URA properties and other properties in the Old Town area south of the railroad tracks. A lot line adjustment is currently underway to separate the existing house from the regional WQ facility. Once the lot line adjustment is finished the house and the remaining property will be available for re-sale. In this year's proposed URA budget there are monies set aside to make minor improvements to the house that would make it marketable.

**Staff Comments:** The plan was and is to sell this property as soon as possible. Depending on the sale price it may be reasonable to reinvest some of those monies into the WQ facility to cover the other URA properties need for WQ treatment. Once the property is sold we will have a better idea of need and funds and will have a conversation with SURPAC and the URA Board.

## 8) Railroad Parking Lot



This property was purchased recently for \$231,601. Previously the City leased the property but the Railroad would not renew the lease. Given that improvements to the site are a part of the Community Center project it made sense for the City to own the property.

**Staff Comments:** The URA plans to improve the parking lot with paving, curbs and landscaping as a part of the Community Center project.

# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, June 18, 2013  
22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARK WORK SESSION**

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 5:05 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Bill Butterfield, Matt Langer, Krisanna Clark and Dave Grant. Robyn Folsom arrived at 5:25pm.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Intern Ashley Graff, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** SURPAC member Charlie Harbick and Lee Weislogel.
5. **TOPICS DISCUSSED:**

**A. SURPAC**

Tom Pessemier provided the Board with a handout (see record, Exhibit A) explaining the history and establishment of SURPAC. He explained the current makeup of the committee, informed of current vacancies. Tom explained recent SURPAC discussion of projects, available funds and reduction in SURPAC's work load.

Tom explained SURPAC's interest in continuing with discussing Economic Development and tourism. Tom explained reducing the number of SURPAC members and if the Board can be modified to focus on Economic Development. Discussion followed.

The URA Board discussed the Districts assets and SURPAC's recommendations and Tom explained a list of assets (see record, Exhibit B). Discussion followed on the following assets:

Old School House, Gateway Property, desire to keep.

Robin Hood Property, desire to keep.

Cannery, excluding Machine Works, desire to keep.

Machine Works, desire to keep.

SW 1<sup>st</sup> Street properties (Red House), desire to clean up and sell.

Sherwood Blvd Property (next to Senior Center), desire to market.

SW Main Street Property (near Columbia St.), desire to sell.

Railroad Parking Lot, desire to keep.

6. ADJOURN:

Chair Middleton adjourned the meeting at 5:45 pm.

Submitted by:

  
Sylvia Murphy, CMC, Agency Recorder

  
Bill Middleton, Chair