



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, August 5, 2014

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

URA Board of Directors Executive Session

**(Pursuant to ORS 192.660(2)(e), Real Property Transactions and (f) Exempt Public Records)
(following the City Council Meeting)**

URA Board of Directors Regular Meeting

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

Tuesday, August 5, 2014
(following the City Council Meeting)

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

URA BOARD EXECUTIVE SESSION

- 1. CALL TO ORDER**
- 2. TOPICS**
 - A. Real Property Transactions, ORS 192.660(2)(e) and (f) Exempt Public Records**
- 3. ADJOURN TO REGULAR SESSION**

URA BOARD REGULAR SESSION

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT**
 - A. Approval of June 17, 2014 URA Board Meeting Minutes**
- 4. NEW BUSINESS**
 - A. URA Resolution 2014-007 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 Pessemier, Assistant City Manager)**
 - B. URA Resolution 2014-008 of the Urban Renewal Agency of the City of Sherwood authorizing for purchase of real property (Tom Pessemier, Assistant City Manager)**
- 5. STAFF REPORT**
- 6. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 17, 2014
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD REGULAR SESSION

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 9:21 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Bill Butterfield and Krisanna Clark. Robyn Folsom via conference call. Matt Langer and Dave Grant were absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Police Captain Ty Hanlon, Finance Director Julie Blums, Community Development Director Julia Hajduk, Administrative Assistant Colleen Resch, and Agency Recorder Sylvia Murphy.

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

4. **CONSENT AGENDA:**

A. Approval of May 20, 2014 URA Board Meeting Minutes

MOTION: FROM LINDA HENDERSON TO ADOPT THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (MATT LANGER AND DAVE GRANT WERE ABSENT).

Chair Middleton addressed the next agenda item.

5. **PUBLIC HEARING**

A. URA Resolution 2014-006 Adopting the FY 2014-15 budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget

Finance Director Julie Blums introduced the URA budget for FY 2014-15 and said as discussed at the Budget Committee meeting on May 17 there were no changes proposed by the Budget Committee.

Chair Middleton asked for Board comments, with none received he opened the public hearing.

Eugene Stewart approached the Board and said at the time you increased the funding for URA there was money in there for Oregon and Lincoln Street and he asked what has happened to that money and why is it not available to do those projects. He stated it seems like according to the statutes any change in your adopted plan over \$500,000 are supposed to be approved by the agency and other districts. He said it seems a little loose how the money has been spent. He commented regarding good intentions and said sometimes we don't quite follow the law the way it is written and get the approvals we need. He said it would be interesting to know how you skate by not having to get approval from the other districts when you exceed a budget item that was in the original plan by \$500,000.

With no other public testimony received, Chair Middleton closed the public hearing.

Assistant City Manager Tom Pessemier responded that if there are changes to the plan, which there have not been changes to the plan since the update, and certainly there are projects that are identified within the plan and it was clearly identified that we did not have enough money to complete all of the projects that were identified in the list. He said it is up to staff and SURPAC to recommend projects and bring them forward and then it is up to the URA Board to authorize and appropriate the money in a way that meets state and local laws. He said there have not been any inconsistencies with the way things have been done.

Mr. Butterfield commented that he takes offense to the fact that Mr. Stewart is alluding that we have misappropriated funds and said that is not the fact. He stated the City does a good job of making sure that we spend our money right so we don't and haven't misappropriated any funds.

Ms. Henderson noted that Mr. Stewart's comment had to do with when we increased maximum indebtedness. She stated when the Council considered increasing maximum indebtedness they did have to go around to all the taxing districts and ask them to sign off on that and provide them with data showing how potentially it effected their taxing entity over the life of the district. She said she thought that is what he was alluding to and asked if that was correct. Tom Pessemier said that is correct. She said the taxing district would have been the School District, TVF&R, etc.

With no additional questions, Chair Middleton asked for a motion.

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2014-006, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (MATT LANGER AND DAVE GRANT WERE ABSENT).

6. STAFF REPORT

Assistant City Manager Tom Pessemier reported on the Community Center construction and said there has been significant progress. He noted the contractor has made some internal changes and they have really pushed their subcontractors and the project is moving forward. He said the concrete walls will continue to go up and they are going to do the wood and steel framed walls shortly after, then pour the foundation and start the roof.

Chair Middleton said staff is doing a good job of overseeing the project and commented on how staff noticed the slowdown and made the changes.

7. ADJOURN

With no other business to address, Chair Middleton adjourned the meeting at 9:25 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Bill Middleton, Chair

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Tom Pessemier, Assistant City Manager
Through: Joseph Gall, ICMA-CM, City Manager

SUBJECT: URA Resolution 2014-007 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

Issue

Should the URA Board amend the URA Plan to allow for property purchase by the URA?

Background

The properties known as the “1st Street Properties” are located mid-block on 1st Street between Pine and Oak. These properties are currently vacant and were foreclosed on a couple of years ago. The URA Plan allows for the acquisition of property and requires that properties to be acquired are placed on a list in the URA Plan by a minor amendment to the plan.

The property is desired for improved parking for Old Town Sherwood and is anticipated to become a parking lot to replace parking eliminated when the Robin Hood lot is sold.

Financial Analysis

The URA has sufficient capacity and cash flow to purchase the property. The URA also has sufficient capacity to develop the parking lot but that decision will follow at a later time when the parking becomes necessary.

Recommendation:

Staff respectfully requests URA Board adoption of URA Resolution 2014-007 to approve the minor amendment to the URA Plan.



URA RESOLUTION 2014-007

**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(B)(1), that the URA Board approve certain minor amendments to the Plan without Council ratification for public improvements; 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 known as the "1st Street Properties" in Old Town Sherwood is needed for the promotion of public and private development. These properties are more specifically defined as Tax Lots 2S132BA02800 and 2S132BA03000; and

WHEREAS, the Agency plans for the property to be redeveloped for public uses as set forth in Sections 503(B) and 504 of the Plan; and

WHEREAS, the Agency may amend the Plan from time to time as authorized by Section 700(C) 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 known as the "1st Street Properties" Tax Lots 2S132BA02800 and 2S132BA03000 in Old Town Sherwood.

Duly passed by the Urban Renewal Agency Board this 5th day of August 2014.

Bill Middleton, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Tom Pessemier, Assistant City Manager
Through: Joseph Gall, ICMA-CM, City Manager

SUBJECT: URA Resolution 2014-008 of the Sherwood Urban Renewal Agency for the purchase of real property

Issue

Should the URA Board approve a resolution allowing the URA to purchase real property?

Background

The properties known as the “1st Street Properties” are located mid-block on 1st Street between Pine and Oak. These properties are currently vacant and were foreclosed on a couple of years ago. The URA Plan allows for the acquisition of property and requires that properties to be acquired are placed on a list in the URA Plan by a minor amendment to the plan.

The property is desired for improved parking for the Old Town Sherwood and is anticipated to become a parking lot to replace parking eliminated when the Robin Hood lot is sold.

Financial Analysis

The total cost for both lots is \$160,000. The URA has sufficient capacity and cash flow to purchase the property. The URA also has sufficient capacity to develop the parking lot but that decision will follow at a later time when the parking becomes necessary.

Recommendation:

Staff respectfully recommends that the URA Board adopt URA Resolution 2014-008 to approve the purchase of real property.



URA RESOLUTION 2014-008

AUTHORIZING 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 known as the "1st Street Properties" in Old Town Sherwood is needed for the promotion of public and private development. These properties are more specifically defined as Tax Lots 2S132BA02800 and 2S132BA03000; and

WHEREAS, the Agency plans for the property to be redeveloped for public uses as set forth in Sections 502(B) and 504 of the Plan; and

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

WHEREAS, the Owner, has agreed to sell 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 known as the "First Street Properties" in Old Town Sherwood.

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

Duly passed by the Urban Renewal Agency Board this 5th day of August 2014.

Bill Middleton, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

Sherwood URA Board Meeting

Date: August 5, 2014

List of Meeting Attendees: —

Request to Speak Forms: —

Documents submitted at meeting: —

Lined area for notes or documents.

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, August 5, 2014
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD REGULAR SESSION

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 9:53 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Dave Grant and Matt Langer. Bill Butterfield, Krisanna Clark and Robyn Folsom were absent.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier, Finance Director Julie Blums, Community Development Director Julia Hajduk, Administrative Assistant Colleen Resch, and Agency Recorder Sylvia Murphy.

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

4. CONSENT AGENDA:

A. Approval of June 17, 2014 URA Board Meeting Minutes

MOTION: FROM LINDA HENDERSON TO ADOPT THE CONSENT AGENDA, SECONDED BY MATT LANGER, MOTION PASSED 4:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (BILL BUTTERFIELD, KRISANNA CLARK AND ROBYN FOLSOM WERE ABSENT).

Chair Middleton addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2014-007 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 Pessemier, Assistant City Manager stated he would provide the staff report for both URA Resolutions 2014-007 & 2014-008. He addressed URA Resolution 2014-007 and said this is a minor update to the Urban Renewal Plan and the plan specifies different actions for specific events. He said if the agency is purchasing real property for the public use then the agency can modify the plan by adding and amending section 503c to list the property. He said it does not require Council action as the property is being used for public use. He said if the property was going to be used for private use then it could require Council action as well. He stated the properties to be added are specifically defined as the tax lots listed. He said we identified an opportunity to meet a number of goals that were outlined in the Urban Renewal Plan as well as what SURPAC has been recommending as far as parking. He said these two lots have gone through foreclosure and the bank was fairly desperate to sell them and we had discussion and decided to submit an offer. He said they accepted the offer for \$80,000 per lot, \$160,000 in total. He said we spoke of whether or not we wanted to get an appraisal or get a market value and it was decided to get a market opinion. He said he did not get an opinion for these two properties, he got an opinion for the two properties that are across First Street which we own and are smaller in size and

have a lower zoning designation and are not in as good of a location. He said the market value came back at \$89,000 per lot. He said buying these for \$80,000 each which are larger lots with better zoning and in a better location, was clearly a good deal.

Tom said the two things the Board needs to consider is modifying the plan and if the Board chooses, to authorize the City Manager to enter into contracts to purchase the property with the intention of eventually developing into a parking lot, which would essentially be on this side of town. He said it will be a paved parking lot with landscaping and proper pertinences, with the intent of knowing we will be selling the Robin Hood lot as some point in time.

Chair Middleton asked for a motion.

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2014-007, SECONDED BY DAVE GRANT, MOTION PASSED 4:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (BILL BUTTERFIELD, KRISANNA CLARK AND ROBYN FOLSOM WERE ABSENT).

A motion was received on URA Resolution 2014-008.

B. URA Resolution 2014-008 of the Urban Renewal Agency of the City of Sherwood authorizing for purchase of real property

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2014-008, SECONDED BY MATT LANGER, MOTION PASSED 4:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (BILL BUTTERFIELD, KRISANNA CLARK AND ROBYN FOLSOM WERE ABSENT).

6. STAFF REPORT

None.

7. ADJOURN

Chair Middleton adjourned the regular session at 9:59 pm and convened to a URA Board Executive Session.

URA BOARD EXECUTIVE SESSION

1. **CALL TO ORDER:** Chair Middleton called the Executive Session to order at 10:02 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Dave Grant and Matt Langer. Bill Butterfield, Krisanna Clark and Robyn Folsom were absent.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier, Finance Director Julie Blums, and Agency Recorder Sylvia Murphy.

4. TOPICS

A. Real Property Transactions, ORS 192.660(2)(e) and (f) Exempt Public Records

5. ADJOURN

Chair Middleton adjourned the Executive Session at 10:30 pm.

Submitted by:


Sylvia Murphy, MMC, Agency Recorder


Bill Middleton, Chair