



Home of the Tualatin River National Wildlife Refuge

### **6:00 PM URA BOARD WORK SESSION**

- 1. SURPAC recommendations, Sale of Assets, Project Priorities, Façade Grant Program**

### **6:30 PM CITY COUNCIL WORK SESSION**

- 1. Discussion Establishing Marijuana Tax**

### **REGULAR CITY COUNCIL MEETING**

#### **1. CALL TO ORDER**

#### **2. PLEDGE OF ALLEGIANCE**

#### **3. ROLL CALL**

#### **4. APPROVAL OF AGENDA**

#### **5. CONSENT**

- A. Approval of September 16, 2014 City Council Meeting Minutes**

#### **6. CITIZEN COMMENTS**

#### **7. PRESENTATIONS**

- A. Eagle Scout Recognition**

#### **8. NEW BUSINESS**

- A. Resolution 2014-063 Declaring Sherwood City Council Seat Vacant**  
(Joseph Gall, City Manager)
- B. Resolution 2014-064 Approve and ratify a successor Collective Bargaining Agreement and Letter of Agreement between the City of Sherwood and the Sherwood Police Officers Association (SPOA) and authorizing the City Manager to execute the agreements**  
(Tom Pessemier, Asst. City Manager)
- C. Resolution 2014-065 Authorizing the City Manager to sign a contract with Cogan Owens Cogan to concept plan the Urban Reserve areas west of the existing City of Sherwood Urban Growth Boundary (UGB) and conduct a city wide housing needs analysis**  
(Brad Kilby, Planning Manager)

### **AGENDA**

**SHERWOOD CITY COUNCIL**  
**October 7, 2014**

#### **6:00 pm URA Board Work Session**

**6:30 pm City Council Work Session**

**7:00 pm City Council Regular Meeting**

**Sherwood City Hall**  
**22560 SW Pine Street**  
**Sherwood, OR 97140**

## **9. PUBLIC HEARINGS**

- A. Ordinance 2014-019 Establishing a tax on the sale of marijuana and marijuana infused products in the City of Sherwood and adding a new Chapter 3.25 to the Municipal Code**  
(Joseph Gall, City Manager)

## **10. CITIZEN COMMENTS**

## **11. CITY MANAGER REPORT**

## **12. ADJOURN**

### **How to Find Out What's on the Council Schedule:**

City Council meeting materials and agenda are posted to the City web page at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov), by the Friday prior to a Council meeting. Council agendas are also posted at the Sherwood Library/City Hall, the YMCA, the Senior Center, and the Sherwood Post Office. Council meeting materials are available at the Sherwood Public Library.

### **To Schedule a Presentation before Council:**

If you would like to schedule a presentation before the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder Sylvia Murphy, 503-625-4246 or [murphys@sherwoodoregon.gov](mailto:murphys@sherwoodoregon.gov)

Sherwood URA Board Meeting

Date: October 7, 2014

List of Meeting Attendees: —

Request to Speak Forms: —

Documents submitted at meeting: ✓

Work Session Only

SURPAC Recommendations to URA Board

- URA Property Assets, Exh. A
- Facade Grant Program, Exh. B
- Future Project Priority list, Exh. C
- Economic Development Committee, Exh. D

## SURPAC recommendations for Sherwood Urban Renewal Property Assets

The Sherwood Urban Renewal District has obtained assets over the past 13 years. SURPAC met and has prepared this recommendation on the sale of assets for URA Board consideration.

### List of URA Assets:

Common Name	Location	Recommendation
<b>Property to Sell as soon as possible</b>		
SW 1 <sup>st</sup> Street Properties	Two lots adjacent to Oregon Street roundabout	Sell property as residential or retail as soon as practical.
Sherwood Blvd Property	Adjacent to Senior Center	Sell property as multi-family as soon as practical
SW Main Street Property	Main Street near Columbia Street	Sell remainder of property as soon as practical after construction of regional water quality facility
<b>Sell property with conditions as market allows</b>		
Old School Property	3 <sup>rd</sup> and Pine Street	Hold onto property for now and have a commercial realtor inform the URA of what would be the best and highest use for property. Sell when market allows.
Robin Hood Property	1 <sup>st</sup> and Pine Street	Hold onto property for now and have a commercial realtor inform the URA of what would be the best and highest use for property. Sell when market allows.
Cannery	South of Railroad Tracks between Pine and Willamette	Sell as existing agreements allow development
<b>Properties not for sale</b>		
Machine Works	South of Railroad Tracks	Complete Community Center on property and develop shared parking lot.
Railroad Parking Lot	South of Tracks between Washington and Main	Develop parking lot on property.
First Street parking lot	1 <sup>st</sup> Street between Pine and Oak	Develop parking lot on property as conditions allow.

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URA Board of Directors  
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A  
Exhibit #

**City of Sherwood Urban Renewal District**  
Old Town Façade Program  
September 2014

**Program Scope** – This program has been proposed to provide a pool of money for the upgrade and renewal of Commercial Buildings in the Old Town overlay zone.

**Funding Source** – This pool of money will be funded entirely by the Urban Renewal Agency Board (URA Board).

**Program Guidelines** – The following guidelines will be used to administer the Program;

1. Any money provided by this program must be used for the exterior upgrade to an existing structure located in Old Town. These structures must be used for mixed use, or commercial use.
2. All dollars provided by this program must be matched by an equal amount of money provided by the applicant.
3. Prior to receiving approval for a grant, applicant shall receive a letter from the Planning Department stating the proposed improvements comply with the Old Town design standards.
4. All requests for money will be made using a form provided by the URA Board. The Board will review each application for support and will award grants based on the project proposed.
5. The Program Pool will be limited to \$100,000 and the Board will award grants in an amount not to exceed \$15,000 per street-facing façade per grant application.
6. Applicants may apply as many times as they wish, however, generally one grant per year per property will be awarded. Exceptions will be made by the URA Board depending on the number of applications and amount of money spent for the year.
7. Each application will be reviewed by staff and recommended to the URA Board for action. The Board will make the final award by resolution.
8. Money up to the grant amount will be awarded within 30 days of presentation of a receipt for the project. Each receipt award will be in the amount of 50% of the receipt.

**Façade:** Any exterior surface of a building which faces a public way.

**Improvements covered under the program:** Design assistance provided as part of the application process will also be covered at the 50% reimbursement rate. Paint may be reimbursed if: (1) it is used to cover new improvements or (2) is used as part of a lead paint removal process.

**Examples of work NOT covered:** General maintenance including new roofs, landscaping, general re-painting, and/or other maintenance which has a lifespan of less than 10 years.

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## Future Project Priority List (SURPAC September 11, 2014)

1	Façade Grant Program	\$ 100,000
2	Redevelopment of Public Land into Parking Lots	\$ 200,000
3	Sidewalk Improvements in Old Town	\$ 100,000
4	Old Town Alley conversion to walk ways	<del>\$ 400,000</del>
5	Old Town Branding/Signage	\$ 100,000
6	Oregon Street Improvements	\$ 3,290,000
7	Old Town Business Development Support	\$ 100,000
8	Lincoln Street	\$ 734,000
9	Traffic Re-routing Study/Plans for Old Town	\$ 100,000
10	Parking Study	\$ 50,000

\* see minutes

Note: Current calculations show about \$500,000 left in remaining Maximum Indebtedness before sale of URA assets. SURPAC understands that all of these projects cannot be completed but put them in the order of importance if all of the monies were available.

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**SURPAC Recommendation for Sherwood's Economic Development Committee:**

- 9 members appointed by Mayor with consent of the City Council
- A City Councilor would be the liaison between EDC and city government
- Appointment length of 3 years (renewed annually) structured so that one-third of the committee rotates on/off each year.
- Chamber of Commerce representation: SURPAC recommends a Chamber representative, preferably the director (as one of the 9 members).
- Allow option for committee member removal after 3 consecutive missed meetings
- Elect Chair and Vice Chair on an annual basis
- Of the 9 members, 5 should reside within the city.
- Of the 9 members, one should be a business owner in the 6 corners area, one from a downtown business and one should own a business in an industrial area.

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# Approved Minutes



**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS**  
**MEETING MINUTES**  
**Tuesday, October 7, 2014**  
**22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARD WORK SESSION**

1. **CALL TO ORDER:** Board member Linda Henderson called the meeting to order at 6:08 pm.
2. **BOARD PRESENT:** Linda Henderson, Krisanna Clark, Dave Grant, Matt Langer and Bill Butterfield. Chair Bill Middleton was absent
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Administrative Assistant Colleen Resch, and Agency Recorder Sylvia Murphy. City Attorney Chris Crean.
4. **TOPIC**

**A. SURPAC recommendations approved during SURPAC's September 11, 2014 meeting.**

Tom Pessemier stated as the Board previously discussed, SURPAC was working towards concluding their work as a committee and when they met in September for their last meeting they developed a list of recommendations. Tom provided the Board with a list of Urban Renewal Property Assets (see record, Exhibit A) and explained. He recapped "Property to Sell as soon as possible" and explained the properties listed per SURPAC's recommendations. He explained over the last 13 years, the Urban Renewal District has purchased nine properties. Tom stated as SURPAC reviewed the properties and spoke to a realtor they developed this list. Tom explained public noticing requirements for selling properties and future legislation to come before the Board for consideration to sell property. He explained the zoning of the two lots on 1<sup>st</sup> Street, explained the status of the property adjacent to the Senior Center and explained the status of the property on Main Street near Columbia.

Tom explained the list of "Property to Sell with conditions as market allows", including the Old School House property, Robin Hood Lot and Cannery property, south of railroad tracks between Pine and Willamette.

Tom explained the list of "Property not for Sale" as the Machine Works building where the Community Center is currently under construction, Railroad Parking Lot and the property on 1<sup>st</sup> Street between Pine and Oak that was recently purchased for the development of a future parking lot.

Tom distributed a document outlining the Façade Grant Program (see record, Exhibit B) and explained future amendments to the program, including a design element and said future program amendments will be coming before the Board for their consideration. He said as SURPAC no longer exists, recommendations to award façade grants will be coming before the Board. He said he budgeted \$100,000 as this is what SURPAC was comfortable with and said the amount could fluctuate.

Tom distributed a document outlining "Future Project Priority List" (see record, Exhibit C) and explained SURPAC's challenges of developing the list. He stated the list will be adjusted as funds allow and as priorities of the district change. He stated SURPAC prioritized the projects as if there was funding available.

Tom addressed each project listed and the funding and explained. Discussion followed regarding the age of the estimates and Tom stated they were about four years old. Tom addressed project number 4-Old Town Alley Conversion to Walkways and the dollar amount listed and explained the scope of the project and what it included and said it isn't \$400,000 it's more like \$200,000. He addressed project number 7-Old Town Business Development Support and said the title changed and this was actually Sherwood Main Street support. He said the dollar amount was the same and there was a lot of SURPAC conversation as far as where on the list the project should be placed and what it should be called. He said it was clear that it was support for the Main Street or whatever organization was working with the downtown associations' tasks. He addressed Traffic Re-routing and informed the Board that there may have to be a consideration of a one-way grid in Old Town.

Discussion followed regarding the sidewalk improvements in Old Town and Tom explained it was basically improvements to current sidewalks and installing ADA ramps. The Board asked if concentrating on Old Town projects, if it made more sense to group projects together. Tom replied that they could be and it would save in doing multiple bids and commented regarding construction staging.

Tom distributed a document pertaining to an Economic Development Committee (see record, Exhibit D) and explained SURPAC was asked back in 2004 to work on economic development. Discussion followed regarding the purpose and future work of the committee and SURPAC wanting to leave the purpose up to the Council and wanting to focus on the general structure of a committee. Discussion followed regarding the role of the committee and there being a clear direction and a need for the committee and its role with Sherwood Main Street. The Board asked for clarification on the appointment length being three years and "renewed annually." Tom explained the intent of the language with members rotating off every year. The Board asked how Sherwood Main Street fits into the committee and Tom explained they could fit in with a development purpose for the Old Town area and said economic development is more typically focused on industrial lands and development.

## 5. ADJOURN

Ms. Henderson adjourned the work session at 6:43 pm and convened to a City Council meeting.

Submitted by:

  
Sylvia Murphy, MMC, Agency Recorder

  
Bill Middleton, Chair