



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, October 21, 2014**

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

**URA Board of Directors Regular Meeting**  
(Before the City Council Meeting)

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

**Tuesday, October 21, 2014  
6:45 pm**

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

**URA BOARD REGULAR SESSION**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONSENT**

- A. Approval of August 5, 2014 URA Board Meeting Minutes**
- B. Approval of October 7, 2014 URA Board Meeting Minutes**

**4. NEW BUSINESS**

- A. URA Resolution 2014-009 Approving a Façade Grant Program and repealing existing façade grant legislation, URA Resolutions 2003-001 and 2004-005 (Tom Pessemier, Assistant City Manager)**

**5. PUBLIC HEARING**

- A. URA Resolution 2014-010 Authorizing the URA Manager to sell property owned by the Sherwood Urban Renewal Agency (Tom Pessemier, Assistant City Manager)**

**6. STAFF REPORT**

**7. ADJOURN**

**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:

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Sylvia Murphy, MMC, Agency Recorder

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Bill Middleton, Chair

**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:

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Sylvia Murphy, MMC, Agency Recorder

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Bill Middleton, Chair

**TO:** Sherwood Urban Renewal Agency

**FROM:** Tom Pessemier, Assistant City Manager  
**Through:** Joseph Gall, ICMA-CM, City Manager (URA Manager)

**SUBJECT:** URA Resolution 2014-009, approving a Façade Grant Program and repealing previous façade grant legislation (URA Resolutions 2003-001 and 2004-005).

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**ISSUE:**

Should the Urban Renewal Agency approve façade grant legislation and repeal previous legislation related to façade grants?

**BACKGROUND:**

The Sherwood Urban Renewal Agency (URA) has successfully run a façade grant program since 2003. To date the façade grant program has distributed \$242,787 in 23 grants with an average grant being \$10,556. Façade grants are matching grants where the property owner pays for half of the costs and the URA pays for the other half of the costs. The URA commitment is capped at \$15,000 per face of building per year. These grants were put in place to remove blight in Old Town and have been very good at accomplishing that goal. This has been a popular program and SURPAC has recommended façade grants continue as the top priority project for the Urban Renewal Agency.

The existing façade grant legislation has SURPAC as the recommending agency to the URA Board for approval. This has worked effectively however, SURPAC is no longer an Urban Renewal Committee since the Urban Renewal Agency work is coming to a close. The URA Board will now be making decisions on projects directly. SURPAC looked at the current legislation and their past practices to put together the legislation being considered to make it as easy as possible for the URA Board to make decisions regarding future grant applications. While the legislation is significantly the same the process has been streamlined and there are more definitions in this legislation. The only significant change was to allow design services to be reimbursed which was not allowed in the past.

**FINANCIAL IMPACTS:**

Façade grants come in sporadically but there are typically a couple each year. This legislation limits the total amount that can be spent to \$100,000. If there were additional grants to be allowed it would take a revision to this legislation by the URA Board.

**RECOMMENDATION:**

Staff respectfully requests URA Board approval of URA Resolution 2014-009 approving a Façade Grant Program and repealing previous façade grant legislation, URA Resolutions 2003-001 and 2004-005.





**URA RESOLUTION 2014-009**

**APPROVING A FAÇADE GRANT PROGRAM AND REPEALING EXISTING FAÇADE GRANT LEGISLATION; URA RESOLUTIONS 2003-001 AND 2004-005**

**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'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 Plan Goal B identifies the Rehabilitation of Building Stock and the project list identifies a façade grant program to implement this goal; and

**WHEREAS**, the URA has run a successful façade grant program since 2003 and SURPAC has voted to recommend continuing the program with modifications as noted in Exhibit A; and

**WHEREAS**, SURPAC is no longer an acting committee of the URA Board and revisions to the existing legislation are necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SHERWOOD URBAN RENEWAL AGENCY:**

**Section 1.** The Sherwood Urban Renewal Agency does hereby approve a façade grant program as detailed in attached Exhibit A and directs the URA Manager to take the necessary measures to implement the program.

**Section 2.** The Sherwood Urban Renewal Agency does hereby allocate expenditures not to exceed \$100,000 to fund façade grant projects in Old Town.

**Section 3.** The Sherwood Urban Renewal Agency does hereby repeal URA Resolutions 2003-001 and 2004-005.

**Section 4.** This Resolution shall be effective from and after its adoption by the Agency Board.

**Duly passed by the Urban Renewal Agency Board this 21<sup>st</sup> day of October 2014.**

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Bill Middleton, Chair

Attest:

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Sylvia Murphy, MMC, Agency Recorder

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

**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.

**TO:** Sherwood Urban Renewal Agency Board of Directors

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

**SUBJECT: URA Resolution 2014-010 of the Sherwood Urban Renewal Agency authorizing the URA Manager to sell property**

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**Issue**

Should the URA Board authorize the URA Manager to sell certain properties?

**Background**

The URA has acquired properties over the past 15 years and SURPAC has evaluated each of the property acquisitions. Based on their recommendation and the recommendation of the realtor hired by the URA the following residential properties are recommended to be sold as soon as practical.

- 15824 SW 1<sup>st</sup> Street
- 15804 SW 1<sup>st</sup> Street
- 21949 SW Sherwood Blvd
- 22939 SW Main Street

The sale of property is governed by section 505 of the URA Plan.

**Financial Impacts**

The sale of property will put monies back into the URA which can be allocated to other projects or to retire debt. These monies if reinvested back into the district will not count against maximum indebtedness.

**Recommendation:**

Staff respectfully requests URA Board adoption of URA Resolution 2014-010 authorizing the URA Manager to sell properties according to section 505 of the URA Plan.



**URA RESOLUTION 2014-010**

**AUTHORIZING THE URA MANAGER TO SELL PROPERTY OWNED BY THE SHERWOOD URBAN RENEWAL AGENCY**

**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 after a Public Hearing; and

**WHEREAS**, the Plan allows, under Section 505 for the Agency to sell property; and

**WHEREAS**, over time the Agency has purchased property that SURPAC has recommended to sell as soon as practical; and

**WHEREAS**, the Agency has previously approved hiring a realtor to represent the Agency in residential property transactions; and

**WHEREAS**, the residential properties are located at:

- 15824 SW 1<sup>st</sup> Street
- 15804 SW 1<sup>st</sup> Street
- 21949 SW Sherwood Blvd
- 22939 SW Main Street

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SHERWOOD URBAN RENEWAL AGENCY:**

**Section 1.** The Sherwood Urban Renewal Agency does hereby direct the URA Manager to sell the four properties noted above in accordance with Section 505 of the URA Plan.

**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 21<sup>st</sup> day of October 2014.**

\_\_\_\_\_  
Bill Middleton, Chair

Attest:

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Sylvia Murphy, MMC, Agency Recorder



# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, October 21, 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 6:45 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Dave Grant, Matt Langer and Krisanna Clark. Bill Butterfield was absent.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier, 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 August 5, 2014 URA Board Meeting Minutes**
- B. **Approval of October 7, 2014 URA Board Meeting Minutes**

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

Chair Middleton addressed the next agenda item.

**5. NEW BUSINESS**

**A. URA Resolution 2014-009 Approving a Façade Grant Program and repealing existing façade grant legislation, URA Resolutions 2003-001 and 2004-005**

Assistant City Manager Tom Pessemier approached the Board and stated the resolution was clean-up in nature. He said there were two resolutions they have been relying on for the Façade Program since 2003 and one of the provisions from the resolutions is that SURPAC will review the applications first and provide the URA Board with recommendations. He said since SURPAC is no longer in existence the language needs to be cleaned-up so there is a smooth process for the program. He said decisions will now be made directly by the URA Board. He said staff worked with SURPAC to draft this resolution and also inquired with other jurisdictions particularly in the area of design. He stated SURPAC decided to add design cost to the program. He noted they are allocating \$100,000 to get to the end of the program. He said the Façade Grant Program has been the top priority for SURPAC and it has made a difference in Old Town and stated there is still interest in the program.

With no questions from the Board the following motion was received.

**MOTION: FROM DAVE GRANT TO ADOPT URA RESOLUTION 2014-009, SECONDED BY KRISANNA CLARK, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (BILL BUTTERFIELD WAS ABSENT).**

Chair Middleton addressed the next agenda item.

## **6. PUBLIC HEARING**

### **A. URA Resolution 2014-010 Authorizing the URA Manager to sell property owned by the Sherwood Urban Renewal Agency**

Tom Pessemier stated the City is not required to have a public hearing on this issue but the State code for cities suggests having a public hearing. He said when the URA Plan was put together they made provisions in the plan for a public hearing for the disposition of assets. He stated we want to be transparent and allow public comments. He said SURPAC spent time reviewing all the properties owned by the URA and tried to figure out which ones should be divested of and they identified four properties. He said the properties include the two properties down the block that were purchased for the round-about that was constructed on First and Ash. He stated there is property off of Sherwood Boulevard that would be good for multifamily and is zoned high density residential and is adjacent to the Senior Center. He said the last is the property off Main Street that was purchased to build the water quality facility which will not be ready to sell right away. He stated these are the four properties SURPAC recommended selling and they are all residential in nature. He said residential properties are moving right now. He added if the Board does move forward with this resolution he reminded them that they previously passed a resolution to authorize the Urban Renewal Manager to enter into a contract with a real estate broker.

Ms. Henderson asked if there are any recent appraisals on these properties.

Tom said no and stated one of the reasons we are working with a realtor is to have a market analysis done before the properties are listed. He stated typically we do not do an appraisal before selling a piece of property.

Chair Middleton opened the public hearing.

With no one coming forward to provide testimony, Chair Middleton closed the public hearing.

With no further questions the following motion was received.

**MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2014-010, SECONDED BY MATT LANGER, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (BILL BUTTERFIELD WAS ABSENT).**

Chair Middleton addressed the next agenda item.

## **7. STAFF REPORT**

No staff report was provided.

Chair Middleton addressed the next agenda item.


## **8. ADJOURN**



Chair Middleton adjourned at 6:55 pm.

Submitted by:

  
Sylvia Murphy, MMC, Agency Recorder

  
~~Bill Middleton, Chair~~  
Linda Henderson, Board Member  
