



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, April 21, 2015

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

URA Board of Directors Regular Meeting
(Following the City Council Meeting)

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

Tuesday, April 21, 2015
(Following the City Council Meeting)

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

URA BOARD REGULAR SESSION

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT AGENDA**
 - A. Approval of November 18, 2014 URA Board Meeting Minutes**
 - B. Approval of March 17, 2015 URA Board Meeting Minutes**
- 4. PUBLIC HEARING**
 - A. URA Resolution 2015-001 authorizing the URA Manager to sell property owned by the Sherwood Urban Renewal Agency (Tom Pessemier, Assistant City Manager)**
- 5. STAFF REPORT**
- 6. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, November 18, 2014
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD REGULAR SESSION

1. **CALL TO ORDER:** Board member Linda Henderson called the meeting to order at 9:52 pm.
2. **BOARD PRESENT:** Linda Henderson, Dave Grant, Matt Langer, Bill Butterfield, Krisanna Clark and Dan King. Chair Bill Middleton was absent.

Note: Dan King was appointed by the City Council to a vacant Council position and sworn in at the November 18, 2014 City Council meeting.

3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Police Chief Groth, Administrative Assistant Colleen Resch, and Agency Recorder Sylvia Murphy.

Ms. Henderson addressed the Consent Agenda and asked for a motion.

4. **CONSENT AGENDA:**

- A. **Approval of October 21, 2014 URA Board Meeting Minutes**

MOTION: FROM DAVE GRANT TO ADOPT THE CONSENT AGENDA, SECONDED BY MATT LANGER, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (CHAIR BILL MIDDLETON WAS ABSENT).

Ms. Henderson addressed the next agenda item.

5. **NEW BUSINESS**

- A. **URA Resolution 2014-011 Approving a Façade Grant for Smockville Montessori 22444 SW Oak Street**

Assistant City Manager Tom Pessemier recapped the staff report. He informed the Board that SURPAC previously made recommendations for approval of façade grants and as SURPAC had been dissolved staff is making the recommendation based on past SURPAC and URA Board practices. Tom explained the location of the business, Smockville Montessori, and recapped staff's review and discussions with the applicant on the definition of Retail and Mixed use. Tom explained staff's review of the application and the applicant meeting the façade grant criteria for approval, he explained the financial impacts and a potential for a supplemental budget coming back to the Board for approval.

With no other discussion, the following motion was received.

MOTION: FROM DAN KING TO ADOPT URA RESOLUTION 2014-011, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (CHAIR BILL MIDDLETON WAS ABSENT).

Ms. Henderson addressed the next agenda item.

**B. URA Resolution 2014-012 Authorizing the URA Manager to execute a contract with _____
_____ to provide commercial real estate services to the Sherwood Urban Renewal
Agency**

Mr. Pessemier provided the Board with a handout (see record, Exhibit A) of a revised resolution to include the name of Kidder Mathews, the vendor selected to provide services. Tom explained the background and need for services, the Request for Proposal process and advertising of the RFP. Tom recapped the financial impacts and informed the Board that fees for services would be tied to property transactions.

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

MOTION: FROM DAVE GRANT TO ADOPT URA RESOLUTION 2014-012, SECONDED BY DAN KING, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (CHAIR BILL MIDDLETON WAS ABSENT).

Ms. Henderson addressed the next agenda item.

7. STAFF REPORT

No staff report was provided.

8. ADJOURN

Ms. Henderson asked for a motion to adjourn.

MOTION: FROM LINDA HENDERSON TO ADJOURN THE MEETING, SECONDED BY MATT LANGER, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (CHAIR BILL MIDDLETON WAS ABSENT).

Meeting adjourned at 10:08 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Bill Middleton, Chair

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, March 17, 2015
22560 SW Pine Street, Sherwood, Oregon 97140

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Krisanna Clark called the meeting to order at 9:18 pm.
2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Jennifer Kuiper, Jennifer Harris, Beth Cooke and Linda Henderson. Dan King was absent.
3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk and Agency Recorder Sylvia Murphy.
4. **TOPICS:**

A. Urban Renewal District 101

Tom Pessemier presented a power point presentation (see record, Exhibit A) and briefed the newly elected URA board members of the district's history and future. He provided background information on the URA Plan and reviewed state statutes and elements of the Plan. He reviewed Plan highlights and financing and explained taxing as it appears on a property tax bill.

Tom reviewed impacts to the school district and maximum indebtedness. He explained operating of the district, the district's advisory committee (SURPAC), IGA's between the URA and the City, financial reporting and plan amendments.

Tom explained the purpose of establishing an Urban Renewal District and recapped projects within the district, including projects supported by the Façade Grant Program. He recapped a project list and updates to the list and costs associated with the projects.

Tom explained the URD boundaries, revenue sharing and maximum indebtedness. He reviewed future tasks of the URA, project completion, selling of assets and the closure of the URA.

Tom recapped proposed projects for 2016 as: 1st Street Parking Lot; Façade Grants; Electronic Reader Board at the Center for the Arts; Sidewalk Improvements in Old Town; 1st-2nd Street Alleyway conversion; a Resource Assistance Intern for Old Town Master plan and business development for a total of \$475,000.

Tom reviewed other tasks for 2016 as: Selling Sherwood Blvd and Main Street properties, list Robin Hood and 3rd Street properties and continue business development efforts with Sherwood Main Street and Old Town businesses.

Questions and discussion followed.

5. ADJOURN:

Chair Clark adjourned the work session at 10:44 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, 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 2015-001 of the Sherwood Urban Renewal Agency
authorizing the URA Manager to sell property**

Issue:

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

Background:

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

- Tax Lot 2S132BC03700 16020 SW 1st Street (Former Robinhood Theater property)
- Tax Lot 2S132BC03800 16020 SW 1st Street (Former Robinhood Theater property)
- Tax Lot 2S132BB00500 16023 SW 3rd Street (Former Old Schoolhouse property)

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

The recent real estate market has been steadily improving and there has been interest expressed by developers for both of these properties. SURPAC recommended holding on to the properties until the market began to recover. The URA Manager will place restrictions on the sale of the properties so that development will occur in a manner that removes blight and maximizes the development of the properties.

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 recommends URA Board adoption of URA Resolution 2015-001 authorizing the URA Manager to sell properties according to section 505 of the URA Plan.



URA RESOLUTION 2015-001

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 it desires to sell; and

WHEREAS, the Agency has previously approved contracting a realtor/broker to represent the Agency in commercial property transactions; and

WHEREAS, the retail/office properties are located at:

- Tax Lot 2S132BC03700 16020 SW 1st Street
- Tax Lot 2S132BC03800 16020 SW 1st Street
- Tax Lot 2S132BB00500 16023 SW 3rd 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 three 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 21st day of April 2015.

Krisanna Clark, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder

- Individuals may not impugn the character of anyone else, including but not limited to members of the community, the reviewing body, the staff, the applicant, or others who testify. Complaints about staff should be placed in writing and addressed to the City Manager. If requested by the complainant, they may be included as part of the public record. Complaints about the City Manager should be placed in writing and addressed to the Mayor. If requested by the complainant, they may be included as part of the public record.
- Comment time is 4 minutes with a Council-optional 1 minute Q & A follow-up.
- The Chair of a meeting may have the ability to modify meeting procedures on a case-by-case basis when especially complicated issues arise, or when the body is involved in extraordinary dialogue, but only after receiving the advice and majority consent of the body. The Chair may also cut short debate if, in his judgment, the best interests of the City would be served.
(Note: Written comments are encouraged, and may be submitted prior to the meeting by mail, or at the meeting. There is no limit to the length of written comment that may be submitted)

Persons who violate these rules may be asked to stop their comments by any member of the body. Comments beyond the 4-minute limit may not be included in the record of the meeting. Persons who impugn the character of anyone will be required to stop immediately. Their comments will not be included in the record of the meeting, and they will forfeit their remaining time. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

I have read and understood the Rules for Meetings in the City of Sherwood.

Name: Eugene Stewart Date: 4/21/15
Address: PO Box 534
Telephone: 625-8077

I would like to speak to the Council regarding:

Subject: URA - Sale of Property

If you want to speak to Council about more than one subject, please submit a separate form for each item.

Please give this form to the City Recorder prior to you addressing City Council. Thank you.

April 21, 2015 URA Board Mtg.
Date Gov. Body
Public Hearing _____
Agenda Item Exhibit #
URA Res. 2015-001

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, April 21, 2015
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Krisanna Clark called the meeting to order at 8:25 pm.
2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Jennifer Kuiper, Jennifer Harris, Linda Henderson, and Dan King. Beth Cooke was absent.
3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

Chair Clark addressed the consent agenda and asked for a motion.

4. CONSENT AGENDA:

- A. **Approval of November 18, 2014 URA Board Meeting Minutes**
- B. **Approval of March 17, 2015 URA Board Meeting Minutes**

MOTION: FROM SALLY ROBINSON TO APPROVE THE CONSENT AGENDA, SECONDED BY JENNIFER HARRIS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (BETH BOOKE WAS ABSENT).

Chair Clark addressed the next agenda item.

5. PUBLIC HEARING

- A. **URA Resolution 2015-001 authorizing the URA Manager to sell property owned by the Sherwood Urban Renewal Agency**

Tom Pessemier Assistant City Manager stated the resolution is to sell URA property that the district has acquired over the past 15 years. He said staff worked with SURPAC when they were still established and went through a lengthy process to identify property that the URA owned and determine which properties the URA wanted to sell and which properties to keep for assets. He said last year we had a resolution to put a number of properties into the plan for sale. He said we have sold two have, have another one listed and will be listing a fourth soon. He said in November of 2014 we had a URA resolution to contract with Kidder Matthews to be our commercial real estate/broker to be able to sell properties. He said we are now taking the next step to place two properties into the plan so they can be sold in the future.

Tom explained the properties in question located at the corner of 1st and Pine Street and the former Old School House property on the corner of 3rd and Pine Street. He informed the Board that in the last few months he has seen an interest in leasing, renting and owning properties in the Old Town area. He explained this is the first step to get the properties into the plan to allow Kidder Matthews to begin

marketing the properties. He said we have had a few inquiries showing interest in the properties and this would allow staff to engage in conversation and have Kidder Matthews identity if there is any merit to the proposals.

Ms. Kuiper clarified there were two tax lots at the 1st and Pine location and one tax lot at 3rd and Pine. Tom confirmed this was correct.

Chair Clark stated this give staff the opportunity to enter into discussions about the properties, not necessarily selling them tomorrow. Tom replied yes and we could sign a contract with Kidder Matthews to sell the property, but if someone was really interested then we would have to disclose that we don't really have the authority to sell. He said this is the first steps so we don't end up in that situation.

Ms. Kuiper asked about set parameters for the properties other than the zoning. Tom replied this resolution authorizes us to put the properties into the plan so we can start having conversations and said he would expect staff would come back to the URA Board with certain parameters. He said we have spoken a lot about these properties and we would like to see something fairly substantial as these are prime corners into the City and we don't want to have a 1000 sf building with parking to service that one business, we want to see something that is multistory. He said staff will be coming back to the Board and having discussions as this develops to set those parameters in place so when we do sell the property it's contingent on things they need to perform.

Ms. Robinson clarified the resolution was not directing the manager to sell the property but to provide approved the authority to do so, not necessarily actually sell it. Tom replied that is correct and said technically the manager could sell it. He said we've had many conversation about this and we what a certain product there.

City Manager Gall stated the manager is not going to sell it without lots of conversations with the Board as these are two very important pieces of property. He said there are some timing issues and believes we want to build a new parking lot that we bought the property for first. He commented regarding recent interests with the turn in the economy and with the new Arts Center in Old Town and believes people are looking at this in a different manner. He said this will give the manager the authority to have some conversations and without it, it makes it more difficult.

Ms. Kuiper clarified it's permission to market the property. Tom replied yes, but the way the state law is written we have to go through this process. He said the plan requires we put it into the plan and state law requires we have a public hearing. He said we want to get the fundamental first steps going and we will come back to the Board with any proposal or setting parameters for what the sale would look like for each property .

Chair Clark opened the public hearing.

Eugene Stewart property owner came forward and reminded the Board when they tore down the old school house there was a lot of public outcry and recalls the discussion at a Council meeting where the Council said they would look strongly at trying to get a building that replicated the old school house to make that a gateway or corner coming into the City. He said it may be too late now, but knows that within 6-12 months Edward Jones will be looking for a place to set up a second office in Sherwood and said old town seems to be a good candidate at this time. He said he did not know if they would build a new building but the Board may want to talk to Chuck. He said he is glad to hear we are going to pave

the parking lot and said he believes the Board needs to do an in depth study of, as we build out down here, how much traffic are these future businesses going to require and is it going to be people walking down the hill or drive down and find a place to park. He provided an example of a family member being in the restaurant business and said they said their business would not look at down town Sherwood unless parking could be guaranteed because they need a certain traffic flow coming in and out and if they can't do it, their business will fail. He said we often look at more retail and maybe we should look at office more than retail as an office doesn't necessarily create the traffic. He said there ought to be some sort of happy mix. He urged the Board to look at it carefully before they moved forward. He said by the year 2020 the library will be expanding into the rest of this building and asked where is City Hall going. He said we need to be looking forward and where things are going so they fall into place.

Chair Clark asked for additional public comments. Board Member Harris said at the Library Board meeting they discussed the need for space and they have a couple more years before they are at capacity and are getting close. She said she was told the original plan included this space as part of the library not as City Hall.

Board Member Kuiper said she was told this as well. Ms. Harris said they had someone come in and help them with ideas to move stuff around and create another 2-3 years' worth of space. She said if Sherwood continues to grow at this rate we might be kicked out sooner rather than later.

With no additional testimony received, Chair Clark closed the public hearing and asked for additional board comments or a motion. The following motion was received.

MOTION: FROM JENNIFER HARRIS TO ADOPT URA RESOLUTION 2015-001, SECONDED BY JENNIFER KUIPER, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (BETH COOKE WAS ABSENT).

6. STAFF REPORT

No staff report was provided.

7. ADJOURN

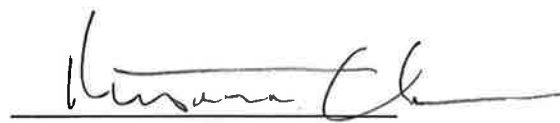
Chair Clark asked for a motion to adjourn.

MOTION: FROM DAN KING TO ADJOURN, SECONDED BY JENNIFER KUIPER, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (BETH COOKE WAS ABSENT).

Meeting adjourned at 8:40 pm.

Submitted by:


Sylvia Murphy, MMC, Agency Recorder


Krisanna Clark, Chair