



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 2, 2015

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

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

URA Board of Directors Executive Session
(ORS 192.660(2)(e)&(f), Real Property Transactions & Exempt Public Records)

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

Tuesday, June 2, 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 April 21, 2015 URA Board Meeting Minutes**
- 4. NEW BUSINESS**
 - A. URA Resolution 2015-002 Approving a Façade Grant for Sherwood Midday Lodge #164, 22536 SW Washington Street (Tom Pessemier, Assistant City Manager)**
- 5. STAFF REPORT**
- 6. ADJOURN to URA EXECUTIVE SESSION (ORS 192.660(2)(e) & (f) Exempt Public Records and Real Property Transactions)**

**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

TO: Sherwood Urban Renewal Agency Board

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

SUBJECT: URA Resolution 2015-002, approving a Façade Grant for Sherwood Midday Lodge #164 located at 22536 SW Washington Street

Issue:

Should the URA Board approve the recommendation of staff for a façade grant for the Sherwood Midday Lodge?

Background:

In 2003 and 2004 the Sherwood URA approved a program for façade grants that have been approved over time. In 2014 the URA Board updated the façade grant program to eliminate SURPAC and make minor modifications to the program.

This building is on Washington Street between 1st and 2nd Streets in Old Town. This building is located inside of the Old Town Area and the Urban Renewal Area. The owner of the building is Sherwood Midday Mason Lodge #164.

There have been two previous façade grants approved for this building totaling \$10,230. The proposed façade grant appears to meet the criteria for the program and staff recommends approval. It should be noted that there may be an additional application required for Landmark Alteration depending on the type of windows and paint used. They should contact our planning department for more information.

Financial Impacts:

Façade grants were at the top of SURPAC's list of priorities and at this time there are monies available in the URA Maximum Indebtedness for this project. The URA Board recently approved \$100,000 to be spent on the façade grant program before it is terminated. The URA has expended approximately \$30,000 on previous façade grants which leaves about \$70,000 left in the program.

Recommendation:

URA staff respectfully recommends Board approval of URA Resolution 2015-002 approving a façade grant for Sherwood Midday Lodge located at 22236 SW Washington Street.



URA RESOLUTION 2015-002

**APPROVING A FAÇADE GRANT FOR SHERWOOD MIDDAY LODGE #164
22536 SW WASHINGTON STREET**

WHEREAS, the Urban Renewal District created a Façade Grant Program by URA Resolution 2014-009 in October 2014.

WHEREAS, Brian Bukin, Michael Thompson and Jon Rievley, have made an application as shown in Exhibit A, attached to this resolution; and

WHEREAS, the Sherwood Urban Renewal staff has reviewed the application and has recommended approval as noted in the staff report; and

WHEREAS, the Sherwood planning staff has reviewed the application and notes that depending on the type of materials used a land use alteration application may be required.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY BOARD RESOLVES AS FOLLOWS:

Section 1. The Agency Administrator is authorized to grant up to 50% of the project but no more than \$15,000 in accordance to the terms and conditions to the façade grant program subject to planning approval of a land use alteration if required.

Section 2. This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City of Sherwood Urban Renewal Agency this 2nd day of June 2015.

Krisanna Clark, Board Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder



Home of the Tualatin River National Wildlife Refuge

Old Town Facade Program Grant Application

Date of Application: 04/21/15 SURPAC Review Date: _____

Business Information

SHERWOOD MIDDAY LODGE #1164
Name of Business

22536 SW WASHINGTON ST SHERWOOD OREGON
Physical Business Address

Mailing Address (if different from physical address)

503-701-3478
Business Phone Business Fax Web site

BRIAN BUKIN (MASTER) MICHAEL MORRIS THOMPSON (SECRETARY)
Business Owner(s) Name(s)

22536 SW WASHINGTON ST SHERWOOD 503-701-3478
Address of Property to be Improved Phone

JON RIEVLEY 503-516-7729 EMRIEVELEY@YAHOO.COM
Application being submitted by Phone E-mail

Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required).

REPLACE WINDOWS, ~~AND~~ REPAIR STUCCO, AND PAINT THE SOUTH EAST WALL OF THE BUILDING IN THE ALLEY. WINDOWS WILL BE BLACK FINISH VINYL ~~AND~~ FRAMES.

Est. Project Start Date: 07/01/15 Est. Project Completion Date: 09/01/15

Budget

Total Project Cost: \$ 34,084.00
Dollar Amount Requested: \$ 15,000.00
(Please see attached Guidelines)

Authorization

UR District Manager District Board President Date Awarded



NW Siding & Windows

Northwest Siding Contractors, Inc.
2015

Price below valid for 60 days from date
January 20,

Ken Feldman, Project Manager
PO BOX 2359
Wilsonville, OR 97070
Phone (503) 925-8700 Fax (503) 925-0750
nwsiding@nwsiding.com

Prepared for

Bill Middleton
22536 SW Washington St.
Sherwood, OR 97140
503-816-0549
Wmiddleton70@yahoo.com

Thank you for the opportunity to provide you with a window replacement proposal for the houses listed above. As you will notice, we have priced the project at:

Energy efficient Milgard StyleLine Black&White Vinyl Windows with Low-E Glass
Installed using the most current water proofing standards for the Pacific Northwest

\$7,950.00 to replace nine (9) windows of the Masonic Lodge building using Milgard StyleLine White interior finish and black exterior finish vinyl windows.

Price Includes

- Remove and disposal of old windows
- Install new windows in existing frame
- Install Vycor 6" waterproof sealant membrane to all windows
- Install new Preprimed 5/4x6 cedar window trim around the new windows.
- Spray prime of all cut trim edges before installation
- Install metal flashing (z-metal) above all window trim
- Sonolastic caulk will be applied to each window
- Provide trailer for debris and disposal
- Windows to all meet Energy Trust Rebate Requirements .30 U value or less

Interior work; trim, painting, and caulking are not included. Dry rot repair is not included in the above prices. Dry rot is billed at \$65.00 per man-hour plus materials.
Above price(s) reflect a 3% cash discount price

The Process

1. Removal of existing windows/doors to be replaced.
Cut back existing exterior siding as required
Cut back interior trim as required.
2. Immediate clean up and disposal of replaced windows/doors.
3. Install water proof sealant system.
4. Install new windows industry standard specifications. (AAMA Standards)
Install new exterior trim as required
Note: painting or staining of new exterior or interior trim is not included
5. Upon completion of the job, new windows/doors and work areas will be cleaned.

The entire process should take from 3 to 12 working days depending on the number of windows/doors to be replaced.

New window/door product will be delivered to the job site 1 to 3 days prior to the job's start date. A garage or covered area will be required for product protection.

Exterior attachments to windows/doors such as awnings, security bars, shades, planter boxes etc. will require removal by the homeowner at least 1 day prior to the job's start date.

Interior attachments to windows/doors such as blinds, shades, shutters etc. will be required to be removed by the homeowner at least 1 day prior to the job's start date. Any furniture, fixtures etc. that are blocking access to the windows/doors being replaced will need to be moved by the homeowner.

Some security systems that are attached to windows/doors may require the homeowner to arrange service with their security system provider prior to the job start.

Every effort will be made by NW Siding Contractors, Inc. to prevent and minimize damage to surrounding landscape.

Any dry rot discovered during the replacement process will be brought to the homeowner's attention. Any dry rot repairs will be billed at \$65.00 per man hour plus materials and will be approved by the homeowner.

In addition to the manufacturer's warranty, NW Siding Contractors, Inc. will provide a 5 year guarantee on the workmanship provided for the project.

Our payment terms for this project are as follows:

- 50% down at the time of a contract signing
- 50% upon the homeowner's satisfaction of the completed project

Please feel free to call me any time with your questions and thank you for the opportunity to present you with our window/door proposal. I look forward to working with you in the future.

Sincerely,
Ken Feldman Northwest Siding Contractors, Inc.

CONDITIONS OF PROPOSAL

1. **Contract Work**

NWSC shall execute, or have executed, the work described in the Proposal.

2. **Price of Contract Work**

Owner shall pay NWSC the amount specified in the Proposal according to the terms set out in the Proposal.

3. **Relationship of the Parties**

For purposes of this contract and performance of any work related thereto, NWSC and owner are independent parties negotiating at arms length to further their own economic interests respectively, and this contract represents the agreement reached between the parties. Neither NWSC nor Owner are acting to further the economic interests of the other, nor is it intended they do so.

4. **Warranty**

Workmanship Warranty – NWSC expressly warrants that all work will be completed in a workmanlike manner according to standard practices. NWSC's workmanship warranty is for a period of five years running from the date of substantial completion of the work.

DISCLAIMER/WAIVER OF ALL WARRANTIES and REMEDIES including NEGLIGENCE

All warranties other than expressly provided herein are disclaimed by NWSC and waived by owner. These waivers and disclaimers include but are not limited to the implied warranty of habitability, implied warranty of workmanship, implied warranty of fitness for a particular purpose, implied warranty of merchantability, etc. By accepting NWSC's express warranty of workmanship, owner agrees to waive any legal claims, other than express warranty claims, against NWSC, its agents or employees whether breach of contract, breach of implied warranty, negligence or any other claim.

5. **Insurance**

Owner is responsible for maintaining all necessary insurance (i.e., liability, all risk property insurance, fire, covering all risks usual to an all risk policy, etc.) To the extent any damages are covered by insurance, the owner and NWSC waive all rights against each other for damages, except such rights as they may have to the proceeds of such insurance.

6. **Limitation of Liability**

NWSC's liability for any claims related to this contract or the work performed pursuant to is limited to the amount of this contract.

7. **Time Period for Asserting Legal Claims**

In the event owner seeks to bring any claims against NWSC related to NWSC's contract work, whether warranty, contract, negligence or other, owner and NWSC agree owner must do so within five years from substantial completion of NWSC's work.

8. **Mediation**

Any claim arising out of or related to Contract shall be subject to mediation as a condition precedent to arbitration. NWSC and owner agree to participate in mediation with other persons and/or entities that are not parties to this contract but that may have some liability for the claim asserted.

9. **Arbitration**

Any claims related out of or related to the Contract shall be subject to binding arbitration in lieu of legal or equitable proceedings by either party. Mediation is a condition precedent to arbitration. NWSC and owner agree to participate in arbitration with other persons and/or entities that are not parties to this contract but that may have some liability for the claim(s) asserted.

10. **Exception to Mediation and/or Arbitration**

In the event there are other parties not subject to the requirement to mediate and/or arbitrate that have possible liability for any portion of any claim subject to mediation and/or arbitration pursuant to the terms of this contract that wont agree to participate in mediation and/or arbitration, owner and NWSC agree to proceed with the claim(s) in the venue (i.e. court action) that allows all possibly liable parties to be joined in one action.

Owner's Duty to Notify Contractor Prior to Court Action or Arbitration Oregon Law contains important requirements you must follow before you may start a court action or arbitration against any contractor, subcontractor or supplier (materials or equipment) for construction defects.

Before you commence a court action or arbitration, you must do the following:

1. Deliver a written notice of any conditions you allege are defective to the contractor, subcontractor or supplier you believe is responsible for the alleged defect.

2. Provide the contractor, subcontractor or supplier the opportunity to make an offer to repair or pay for the defects. You are not obligated to accept any offer made by the contractor, subcontractor or supplier.

There are strict deadlines and procedures that must be followed under Oregon Law. Failure to meet those deadlines or follow those procedures will affect your ability to commence arbitration or a court action.

You should contact an attorney for information and deadlines and procedures required under Oregon law.

(Required Notice from the State of Oregon Contractors Board section 2 thru 5 of Senate Bill 909 (2003))

Mold Exclusion Statement

There are no warranties, expressed or implied involved in this transaction other than those warranties stated herein, NWSC and it's officers, shareholders, directors, employees and agents are not responsible for and con not control any claim in any way related to mold or damage caused by mold, moisture or weather. The warranties for any material used by NWSC is provided solely by the manufactured of such product. NWSC does not provide any independent warranty for the material used. The foregoing is expressly in lieu of all other warranties whatsoever, express, implied or statutory, including the limitation the implied warranties of merchantability and fitness for a particular reason.

The combined maximum liability of Northwest Siding Contractors, Inc. ("NWSC") and its officers, shareholders, directors, employees and agents, for any damage, including damage arising in contract, tort, or otherwise, including any claim for negligence, in any way arising out of this contract, including workmanship or materials, shall be the lesser of the actual damages incurred or the amount paid hereunder. NWSC, and its officers, directors, shareholders, employees and agents are expressly released and discharged from any and all liability for any loss, injury, or damage to person or property arising from the performance of the services outlined herein in excess of the amount paid for the work completed under this Agreement. Under no circumstance shall NWSC and/or its officers, directors, shareholders, employees, and agents be liable to any person or entity for any special, indirect or consequential loss or damage is whether or not such loss or damages caused by default, breach of contract or negligence.

If any suit or action is filed by any party to enforce this agreement or otherwise with respect to the subject matter of this agreement, the prevailing party shall be entitled to recover reasonable attorney fees incurred in preparation or in prosecution or defense of such suit or action as fixed by the court or courts in which the suit or action including any appeals therein, is tried, heard or decided.

Lead Based Paint Renovation

The remodeler shall adhere to the EPA's lead paint renovation rules and be responsible for the quality of workmanship only for the work performed by the Remodeler as specified in the contract. The Owner acknowledges that the Remodeler has not contracted to perform a total lead abatement of the premises in question, and shall not be responsible for any past or future paint disturbing activities performed by the home owner or by any third parties.

The Remodeler shall not be responsible for any lead removal or premises cleaning of dust and debris from any past or future paint disturbing activities performed by the owner or third parties, nor shall the Remodeler be liable for any damages due to the presence of dust, debris or lead arising out of such owner or third party activities, to include but not be limited to property damage, testing expense, loss of use, business interruption, loss of profits, personal injury, mental anguish, wrongful death, or any consequential and/or punitive damages.

The Owner agrees to indemnify and hold the Remodeler harmless from any and all third party claims and expenses, including reasonable attorney's fees and court costs, which result from claims that arise in whole or in part from lead paint disturbing activities performed by the Owner or by any third party.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. By signing the bid below both NWSC (Northwest Siding Contractors) and the homeowner or responsible person for the property hereby agree to accept the terms within and will consider this bid a formal contract. The homeowner or responsible person agrees to pay Northwest Siding Contractors on the terms as outlined above. The Client by signing below does hereby acknowledge the receipt of NWSC's notice of right to lien, Consumer Protection Notice and the lien forms that are required by the state where the property is located.

As noted above I, _____ do hereby request that Northwest Siding Contractors complete the work as described above. I agree to the terms of the documents and desire that work begin as soon as possible. I agree to take responsibility for the payment to NWSC for the work that they complete. It is understood that all agreements with NWSC must be in writing, no verbal agreements will be binding on the part of Northwest Siding Contractors.

Signature: _____ Date: _____



Spray Masters Painting Inc.

16055 SW Walker Rd. Beaverton, Or. 97006

Office# 503-591-2100 Fax # 503-591-2103

spraymasterspainting@gmail.com

http://spraymasterspainting.com

CCB# 136877

WA# CCSPRAYMP8831LK



Estimate

Name / Address			
Bill Middleton 22536 Southwest Washington Street Sherwood, Or. 97140 503-816-0549		Project	Date
		EXTERIOR	3/13/2015
		Estimate #	14123
Description			
Thank you for the opportunity to provide this proposal and quotation on the Exterior of: 22536 SW Washington Street Sherwood, Or.. We hereby agree to furnish all labor and all paint material to perform the following work.			
SCOPE OF WORK: EXTERIOR Apply Krudd Kutter house wash to the stucco wall to remove Mildew and any debris. Remove loose stucco and leave exposed bricks. Spray (2) coats of Sherwin Williams Super Paint Flat. On just the (1) wall that has (9) Windows.			
All for the sum of : \$2,384.00 25% down after powerwashing. Full Payment to be paid upon the day of completion of job.			
Note: This proposal may be withdrawn by us if not accepted within 30 days.			
PREPARATION: Before applying painters finish, all exterior surfaces shall be dry, clean and properly prepared to receive painters finish. Surfaces shall be prepared as necessary to provide and adequate bond between existing surface and new finish.			
ENDING: Surfaces not to be painted and adjacent areas etc. shall be properly covered and protected at all time. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate.			
The above prices, specifications and conditions are satisfactory and are hereby accepted. By signing this estimate I agree to pay in full upon completion and of job.			
Please sign and return upon acceptance.			
Authorization Signature _____		Date _____	

We accept Visa/Mastercards. All Credit Cards payments are subject to a 2% fee.
Discount of 5% when paying cash. (No discount on checks).
One discount per home.

FRED SHEARER
& SONS, INC.
CONTRACTOR
Established 1916

March 20, 2015

Re: Sherwood Midday Lodge Stucco Proposal

Scott,

We are submitting a quote of \$23,750.00 for the restoration of the stucco on the alley way wall. Our proposal includes the following.

- Complete scaffolding for work area.
- Survey and removal of loose plaster material.
- Pressure washing substrate.
- Bond and patch back of removed material.
- Refinishing of entire wall (~87'x26') with a standard cement sand finish.

As discussed yesterday the appearance of the wall has deteriorated over time in part due to water intrusion. To ensure the long term performance of the restored stucco system at a minimum the following items would need to be addressed.

- Inspection and waterproofing of the window openings.
- Inspection and installation of new parapet cap flashing including additional flashing at existing chimney and roof / parapet interface details/flashing.
- Removal and disposal of existing paint to ensure a good bond of new material.
- Caulk joint at base of wall.

Exclusions

- Flashing or caulking.
- Removal of existing paint.
- Existing material environmental report and or removal or disposal of any hazardous materials.
- Any street / sidewalk closure permits. Our scaffolding would be in place for ~ 2 weeks.
- Painting.
- Installation of new windows / flashing.
- Permits, engineering, or shop drawings.

Thank you for the opportunity to quote this work. Let me know if you have any questions.

Thanks,

John Park
Fred Shearer & Sons
503 520-9991
971 235-9105

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 2, 2015
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Krisanna Clark called the meeting to order at 8:45 pm.
2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Jennifer Kuiper, Jennifer Harris, Dan King and Beth Cooke. Linda Henderson was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, and Agency Recorder Sylvia Murphy. City Attorney Paul Elsner.

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

4. CONSENT AGENDA:

A. Approval of April 21, 2015 URA Board Meeting Minutes

MOTION: FROM JENNIFER KUIPER TO APPROVE THE CONSENT AGENDA, SECONDED BY JENNIFER HARRIS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (LINDA HENDERSON WAS ABSENT).

Chair Clark addressed the next agenda item.

5. NEW BUSINESS:

A. URA Resolution 2015-002 Approving a Façade Grant for Sherwood Midday Lodge #164, 22536 SW Washington Street

Assistant City Manager Tom Pessemier explained the location of the Midday Lodge. He said the building has had two previous façade grants, one for approximately \$1000 and the other for about \$9000 to do façade improvements on the front of the building. He said the last application was received about three years ago. He said currently they are looking to improve the alley to change out some of the windows and redo veneer that is on the bricks and do some painting. Tom stated staff reviewed the request and it meets the required program criteria. He said the planning department also reviewed the application and staff noted depending on how the applicant does things, especially the windows, the applicant might have to go back for a landmark alteration application. He said if the URA Board approves this, he added information that it was contingent on the applicant receiving approval from the planning department and the landmark alteration process, if needed.

Tom stated when we adopted the façade grant legislation in 2014, the URA Board allocated \$100,000 to the program and \$30,000 went to the Smockville Montessori School, which leaves about \$70,000 in the program, and if this application is approved and the applicant uses the entire \$15,000, we will have

about \$55,000 left in the program. He said this would be enough for another 3.5 facades to be approved.

Chair Clark thanked staff, said she is a huge proponent of the façade grants, and said it's a great opportunity to revitalize our downtown area with little investment, as it's a joint investment with property owners. She said she is in favor of approving the façade grant.

Tom stated the applicant was present if the Board had questions. The applicant came forward and stated he did not have any comments. The Board did not have any questions of the applicant.

Chair Clark asked for Board questions or comments.

Ms. Harris stated she would like to see a before and after photo. General discussion occurred.

Chair Clark asked for a motion.

MOTION: FROM SALLY ROBINSON TO ADOPT URA RESOLUTION 2015-002, SECONDED BY CHAIR CLARK, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (LINDA HENDERSON WAS ABSENT).

6. STAFF REPORT:

Tom stated he did not have a staff report and said we are continuing to see good activity in Old Town, and said Blue Plume Studio has moved in.

Ms. Robinson asked about the status of the tenants for the Sherwood Center for the Arts. Tom replied we have met as a committee and have three applications so far, with possibly a fourth one coming in. He said the committee reviewed the applications and met with them, and the committee will be getting back together to either conduct interviews or see if we have additional questions, or have enough information to make a decision. He said we heard from the committee to try and make a second effort to target restaurants that would benefit the Center and Old Town. He said we have been working on pursuing leads.

Tom stated the URA applied for a RARE participant and we heard today that we did not receive a person. He said they had a lot more applicants than students and there was more need in other communities.

Ms. Harris stated she heard 503 Uncorked was moving to the location of the vacant Bank of Oswego Sherwood branch. Tom said he knew they were looking at trying to expand but does not know where they are in that process or what's happening.

7. ADJOURN:

Chair Clark adjourned at 8:55 pm and convened to a URA Board Executive Session.

EXECUTIVE SESSION

1. CALL TO ORDER: Chair Clark called the Executive Session to order at 8:58 pm.

2. **BOARD PRESENT:** Chair Clark, Sally Robinson, Jennifer Kuiper, Jennifer Harris, Dan King and Beth Cooke. Linda Henderson was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, and Agency Recorder Sylvia Murphy. City Attorney Paul Elsner.
4. **TOPIC:**
 - A. Real Property Transactions and Exempt Public Records, Pursuant to ORS 192.660 (2)(e) and (f).
5. **ADJOURN:**

Chair Clark adjourned at 9:36 pm.

Submitted by:



Sylvia Murphy, MMC, Agency Recorder



Krisanna Clark, Chair