



## RESOLUTION 2021-004

### AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH METRO TO ACCEPT A 2040 PLANNING AND DEVELOPMENT GRANT TO FUND THE SHERWOOD WEST RE-LOOK PROJECT

**WHEREAS**, Metro has established the 2040 Planning and Development Grant program to assist communities in implementing our region's long-range vision, creating new housing and commercial opportunities, revitalizing town centers, developing employment areas, reducing barriers to equitable housing, and planning for future infrastructure and development in new urban areas; and

**WHEREAS**, the City of Sherwood applied for a 2040 Planning and Development Grant from Metro to fund the Sherwood West Re-look project; and

**WHEREAS**, Metro awarded the City of Sherwood a grant in the amount of \$130,000; and

**WHEREAS**, Metro requires an IGA that outlines each party's responsibilities and commitments and identifies a set of products and milestones that are in line with the City's grant request; and

**WHEREAS**, the City and Metro must sign an IGA to allow the project to proceed and a scope of work to be developed by City and the selected consulting team; and

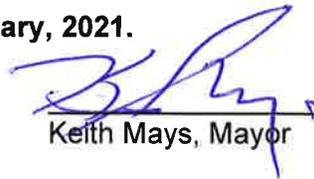
**WHEREAS**, Council will review and approve the project scope of work and professional services contract before the City starts this project.

### **NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:**

**Section 1.** The Sherwood City Council hereby authorizes the City Manager to sign an IGA in a form substantially similar to the attached Exhibit A.

**Section 2.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 5<sup>th</sup> day of January, 2021.**

  
\_\_\_\_\_  
Keith Mays, Mayor

Attest:

  
\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder



**2040 PLANNING AND DEVELOPMENT GRANT  
INTERGOVERNMENTAL AGREEMENT  
Metro – The City of Sherwood  
Sherwood West Preliminary Concept Plan Re-Look**

This 2040 Planning and Development Grant Intergovernmental Agreement (this “Agreement”) is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland OR, 97232 (“Metro”), and the City of Sherwood, a municipality of the State of Oregon, located at 22560 SW Pine Street, Sherwood, Oregon 97140 (“Grantee”). Metro and Grantee may be jointly referred to herein as the “Parties” or each, individually as a “Party”.

**BACKGROUND**

Metro has established a Construction Excise Tax (“CET”), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development or redevelopment, and to provide funding for plans and projects that facilitate economic development and community stabilization in the Metro region. The CET is collected by local jurisdictions when issuing building permits, and is remitted to Metro pursuant to Intergovernmental Agreements. Metro distributes CET funds to grantees across the region through the 2040 Planning and Development Grant Program.

The Grantee has submitted a 2040 Planning and Development Grant Request attached hereto as **Exhibit A** and incorporated herein (the “Grant Request”) for the Sherwood West Preliminary Concept Plan Re-look project (the “Project”). Metro has agreed to provide 2040 Planning and Development Grant Funds to Grantee for the Project in the amount of \$130,000 subject to the terms and conditions set forth herein (the “Grant Funds”), and the Parties wish to set forth the timing, procedures and conditions for receiving the Grant Funds. In addition to the Grant Funds, other financial contributions have been pledged by Grantee and other project partners to help fund the Project budget.

**AGREEMENT**

NOW THEREFORE, the Parties hereto agree as follows:

1. **Metro Grant Award.** Metro shall provide the Grant Funds to Grantee for the Project as approved by the Metro Council in Resolution 19-5002 and as described in the Grant Request, subject to the terms and conditions specified in this Agreement.
2. **Project Management and Coordination.** The Parties have appointed the staff identified below to act as their respective project managers (each a “Project Manager” and collectively “Project Managers”) with the authority and responsibility described in this Agreement:

For the Grantee:           Erika Palmer  
                                  Planning Manager  
                                  City of Sherwood  
                                  22560 SW Pine Street  
                                  Sherwood, OR 97140  
                                  503.625.4208  
                                  palmere@sherwoodoregon.gov

For Metro: Rebecca Small  
Associate Regional Planner  
Metro  
600 NE Grand Avenue  
Portland, OR 97232  
503-797-1721  
rebecca.small@oregonmetro.gov

Metro and the Grantee may each designate an additional or replacement Project Manager by providing written notice to the other party.

3. Mutual Obligations of both the Grantee and Metro. The Parties and their respective Project Managers will collaborate to oversee the successful implementation of the Project as follows:

- (a) Selection of Consultants. The Project Managers will work together to identify consultants best qualified to perform the scope of work described in the Request for Proposals, attached hereto as Exhibit B. The Project Managers and any additional reviewers selected by the Parties will mutually agree upon the selection of the consultant team to perform the work required to successfully complete the Project.
- (b) Schedule of Milestones. The Parties have agreed to a preliminary schedule of milestones for completion of the Project, which is attached hereto as **Exhibit C** (the "Milestones"). After the Project Managers have selected a consultant team as described in subsection 3(a), the Parties each expressly delegate authority to their respective Project Managers to prepare a revised schedule of Milestones that will provide more detailed performance timelines for the Project, including specific consultant and/or Grantee deliverables for each Milestone, and establishing the amount of Grant Funds to be disbursed by Metro upon satisfactory completion of each Milestone. The Parties agree that once the Milestones are supplemented and revised by the Project Managers in accordance with this subsection, **Exhibit C** shall be automatically amended and the revised Milestones will become final and binding on the Parties unless and until later amended as allowed under paragraph 10 of this Agreement.
- (c) Project Committee(s). The Project Managers will jointly determine the role of the Project steering/technical/advisory committee(s), if any, and the composition of such committees or other bodies. Metro's Project Manager will participate as a member of any such committee.

4. Grantee Responsibilities. The Grantee shall perform the work on the Project described in the Grant Request, and as specified in the Milestones, subject to the terms and conditions specified in this Agreement.

- (a) Use of Grant Funds. The Grantee shall use the Grant Funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the Milestones as set forth in this Agreement. In the event that unforeseen conditions require adjustments to the Project scope, approach, or schedule, the Grantee shall obtain Metro's prior written approval before implementing any revisions to the Project. All travel expenses must be approved in advance by Metro. Grant funds cannot be used to fund staff time for public agencies or for purchase of alcoholic beverages. Metro and Grantee have agreed to allocate Grant funds for approved project expenses such as consultant fees, payments to Grant Project partners, and direct costs as outlined in Exhibit C.

- (b) Consultant Contract(s). After the Project Managers have selected the consultant team and completed a revision of the Milestones as described above in section 3, the Grantee shall enter into a contract(s) with the selected consultant team to complete the work as described in the Milestones as revised. The contract(s) entered into by the Grantee shall reference this agreement and reflect the Scope of Work and the Milestones, as revised. The Grantee shall provide Metro's Project Manager the opportunity to review and approve draft Consultant contracts prior to execution of such contracts.
- (c) Submittal of Grant Deliverables. Within 30 days after completing each of the Milestones, the Grantee shall submit to Metro all required deliverables for such Milestone, accompanied by an invoice Deliverables must be submitted to Metro as outlined in the Milestones, as revised; the Grantee shall not submit additional deliverables and invoices to Metro for later Milestones until Metro has reviewed and approved all prior deliverables under paragraph 5 of this Agreement.

5. Metro Responsibilities. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET grant commitments. Metro shall facilitate successful implementation of the Project and administration of Grant Funds as follows:

- (a) Advisory Role. The Metro Project Manager shall take an active role as part of the Project Advisory Team and at the request of the Grantee Project Manager will review and comment on draft project documents to communicate any concerns prior to the formal submission of the deliverables for each Milestone.
- (b) Review and Approval of Grant Deliverables. Within 15 days after receiving the Grantee submittal of deliverables as set forth in the Milestones (as revised), Metro's Project Manager shall review the deliverables and either approve the submittal, or reply with comments and/or requests for further documentation or revisions that may be necessary. The Metro Project Manager shall determine whether the deliverables submitted are satisfactory in meeting the Scope of Work and the applicable Milestones.
- (c) Payment Procedures. Subject to the terms and conditions in this Agreement, Metro shall reimburse the Grantee for its eligible expenditures for the applicable deliverable as set forth in Revised Exhibit C within 30 days following the Metro Project Manager's approval of deliverables, invoices and supporting documents.

6. Project Records. The Grantee shall maintain all records and documentation relating to the expenditure of Grant Funds disbursed by Metro under this Agreement. The work product of Metro's Grant is a public record and is subject to public disclosure and review under public records law. Public records requests may also result in the disclosure of any non-exempt documents related to the project and related support documents as required by Oregon Law. Records and documents shall be retained by the Grantee for three years from the date of completion of the Project, expiration of the Agreement or as otherwise required under applicable law, whichever is later. The Grantee shall provide Metro with such information and documentation as Metro requires for implementation of the grant process. The Grantee shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, in sufficient detail to permit Metro or its auditor to verify how the Grant Funds were expended.

7. Audits, Inspections and Retention of Records. Metro, together with its auditors and representatives, shall have reasonable access to and the right to examine, all Grantee records with respect to all matters covered by this Agreement during normal business hours upon three business days' prior written notice to the Grantee. The representatives shall be permitted to audit, examine, and make excerpts or transcripts from such

records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the Project shall be retained by the Grantee and all of their contractors for three years from the date of completion of the Project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

8. Term. Unless otherwise terminated under paragraph 9, this Agreement shall be effective on the last date it is executed by the parties below, and shall be in effect until all Milestones and deliverables have been completed, all required documentation has been delivered, and all payments have been made as set forth in the Milestones, as revised.

9. Termination. Metro may terminate this Agreement and cancel any remaining Grant Fund payments upon a finding by the Metro Chief Operating Officer that the Grantee has abandoned its work on the Project or is otherwise not satisfying its obligations under this Agreement regarding the requirements of the grant.

10. Amendment. This Agreement may be amended only by mutual written agreement of the Parties.

11. Other Agreements. This Agreement does not affect or alter any other agreements between Metro and the Grantee.

12. Waiver. The Parties hereby waive and release one another for and from any and all claims, liabilities, or damages of any kind relating to this Agreement or the Grant Funds.

13. Authority. Grantee and Metro each warrant and represent that each has the full power and authority to enter into and perform this Agreement in accordance with its terms; that all requisite action has been taken by the Grantee and Metro to authorize the execution of this Agreement; and that the persons signing this Agreement have full power and authority to sign for the Grantee and Metro, respectively.

14. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute a single document. Electronic signatures, as well as copies of signatures sent by facsimile or electronic transmission, shall be deemed original signatures for all purposes and shall be binding on the Parties.

*[Signature Page Follows]*

**METRO**

**THE CITY OF SHERWOOD**

By: \_\_\_\_\_  
Marissa Madrigal  
Chief Operating Officer

By: \_\_\_\_\_  
Grantee Executive Name  
Grantee Executive Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

Approved for legal sufficiency for the City of Sherwood:

By: \_\_\_\_\_  
Carrie MacLaren  
Metro Attorney

By: \_\_\_\_\_  
Counsel for the City of Sherwood

Date: \_\_\_\_\_

- Attachments:  
Exhibit A – Grant Request  
Exhibit B –Request for Proposals  
Exhibit C – Schedule of Milestones

**METRO CONTRACT 936864 - EXHIBIT C**  
**Sherwood West Preliminary Concept Plan Re-Look**  
**Project Milestones, Deliverables, and Disbursement of Grant Funds**

<b>Project milestone and specified grant deliverables</b>		<b>Date Due</b>	<b>Progress Payment</b>
1	<b>Execution of grant IGA</b> a) Preparation of project documents and negotiations b) Signed IGA document	January 31, 2021	
2	<b>Project consultants, contract scoping and final contract</b> a) Review and comment on consultant proposals b) Select consultant team and submit draft contract, scope, schedule and budget for review c) Establish revised milestones and deliverables d) Finalize and execute consultant contract	January 31, 2021	
3-7+	<b>Project milestones to be determined</b>		
8	<b>Council hearings and action</b> a) Project financial statement report		\$ At least 10% or 20k whichever is lower
<b>TOTAL GRANT FUNDS:</b>			

**APPROVED GRANT PROJECT EXPENSE DISTRIBUTION**

Changes to the approved expense distribution shown at right must be approved by Metro through an amendment of this Exhibit C.	Consultant Fees	
	Payments to Project Partners	
	Direct Costs	
	Other (specify)	
	<b>TOTAL GRANT FUNDS</b>	

**GRANT PROJECT COMPLETION REQUIREMENTS**

- All grant project deliverables submitted by grantee and approved by Metro

## **Exhibit C**

### **Continued**

- Final financial report submitted and backup documentation retained on file as appropriate
- Final reporting on grant performance measures submitted and approved by Metro

## 2040 Planning and Development Grant Application | Concept Planning

Please respond to the following questions using 11 point black text and a standard font. Your total response (including the questions and headings as formatted below) must be limited to 6 pages. Be thorough but succinct; it is not necessary to use all of the space allowed. You may use text styles, bullet lists, or other formatting as needed to improve the clarity of your responses. Refer to the application handbook for more detailed instructions regarding additional required attachments. PLEASE DELETE THIS BLOCK OF INSTRUCTIONS PRIOR TO SUBMITTING YOUR FINAL APPLICATION.

**Project:** Sherwood West Preliminary Concept Plan Re-look

**Funds requested:** \$130,000

### Project purpose and need

1. Describe the geographic area to be concept planned and the housing or employment land need that the concept plan area is intended to fulfill. Correlate the housing or employment need to your documented future growth needs and how the plan will meet the long-term vision for the city. Describe how urbanization of the reserve area relates to any specific community plans and goals and maximizes existing community assets. Explain the desired timeline for an urban growth boundary expansion.

The City received funds from Metro and completed the Sherwood West preliminary concept plan in 2016. At the time of the project, the City had not updated the Comprehensive Plan since 1990. As a result, the community had not developed goals and policies related to housing and economic need, specifically, ensuring a balance of jobs and housing. Since 2016 the City has been actively working on an update to our Comprehensive Plan. In 2018 we completed a visioning process. It engaged hundreds of residents and community members in conversations about the future and the foundational elements that make Sherwood unique. Through various outreach events and engagement activities, the community identified what was important to protect for the future and envisioned what Sherwood will look like in 2040. This input helped craft a vision statement and set of six key community goals (thriving and diversified economy; attractive and attainable housing; strong community culture and heritage; coordinated and connected infrastructure; healthy and valued ecosystems; and strategic and collaborative governance).

In 2019, we completed an update to both our Economic Opportunities Analysis (EOA) and our Housing Needs Analysis (HNA). These have not been formally adopted yet because we are waiting to update and incorporate them into the Comprehensive Plan. While we anticipate completing the formal adoption of the Comprehensive Plan in December 2020, we have developed goals and policies related to a “thriving and diversified economy”. We are currently in the process of developing goals and policies related to governance and will begin the next section, “attractive and attainable housing” in April 2020. With what has been completed thus far, we know that the preliminary concept plan developed in 2016 is not consistent with our updated vision and goals. As a result, the City Council is reluctant to consider requests to expand the urban growth boundary to include all or a portion of Sherwood West until we have better alignment with the updated community goals and policies.

The City considered asking for a UGB expansion in 2018, however because the purpose of the expansion being considered was primarily for housing, the Sherwood City Council was concerned about impacts to the Schools and was also interested in re-looking at the land use assumptions and mix of housing to the jobs. The recent analysis and updates tell us that there is a need for additional housing land to be added and a need for job land to help us attain a better balance of jobs and housing. There are properties that are ripe and ready to be brought into the UGB and developed, but the City cannot consider asking that they be brought in until we have more clarification and certainty that the land will not be inconsistent with our economic development goals. The timing of this grant fits perfectly as we will be well positioned to undertake an update around the time funding in this cycle is anticipated to be available.

Since the development of the original Sherwood West preliminary concept plan, the Sherwood School District developed plans to construct a new 350,000 square foot high school on 73 acres within Sherwood West. They

received a UGB expansion in 2017 and are scheduled to open in the fall of 2020. While the original plan had some schools assumed, a relocation of the existing high school to this area was not envisioned. The review of the high school land use applications required additional transportation improvements and infrastructure improvements that need to be taken into consideration when looking at the area as a whole.

Two transportation plans that will impact the study area will be complete this year (2020). Washington County's Urban Reserve Transportation Study (URTS) is evaluating the cumulative transportation impacts of development scenarios in Washington County urban reserves and identifies areas of expected future capacity needs for the County and cities to consider in their planning needs. The Brookman Concept Plan Refinement is developing a preferred road alignment and design that will impact the future transportation connectivity with the Sherwood West area.

In addition, the State of Oregon adopted House Bill 2001, which allows for the development of middle-housing types within areas zoned single-family residential. This re-look provides an opportunity to consider this bill and implications in has on the areas identified for housing, and transportation and infrastructure needs.

### Proposed scope of work

2. Provide a bulleted list outline of the major project elements and deliverables needed to meet the requirements of Metro Code Section 3.07.1110 Planning for Areas Designated Urban Reserve. Briefly describe the scope for each phase, key deliverables and general timeframe to complete the project.
  - Execution of CET Grant & IGA and a Professional Services Agreement between City of Sherwood and selected contract firm
  - Selection of a Technical and Community Advisory Committee
  - Development of a Public Engagement Plan
  - Review and refresh of the Preliminary Sherwood West Concept Plan
    - 1) Review and refresh vision, goals and evaluation criteria for land-use/transportation plan alternatives. Deliverables will include an updated document. Consultant will be necessary to help facilitate 1-2 meetings with the CAC, TAC, Planning Commission and City Council (8 total meetings)
    - 2) Review and refresh the "Implications for Policy" section which includes updated information from the city's most recent Housing Needs Analysis 2019-2039, Economic Opportunities Analysis, and an updated land use and transportation conditions that impact this area such as the new Sherwood High School, development in the Brookman area and areas to the north/northeast of Sherwood such as River Terrace and Bull Mountain, and updated transportation infrastructure and plans such as Kruger/Elwert intersection, Brookman Road, the expansion of SW Roy Rogers Road, and intersection improvements at SW Scholls Ferry and Roy Rogers Road. Deliverable will include an updated document for this section of the preliminary concept plan that addresses housing, employment, and updated land use and transportation conditions.
    - 3) Review, Evaluate and refresh Preliminary Concept Plan Development Alternatives based on updated technical information and local, county and regional plans; goals and policies of the city's updated Comprehensive Plan, new land uses and transportation improvements and facilities in Sherwood West and surrounding site vicinity. Deliverable will include:
      - Up to 3 alternatives that address the updated Community goals, evaluation of the three alternatives,
      - A "reality check" memo reporting back input from brokers and realtors in the region to ensure that the alternatives developed are realistic
      - Development and report on preferred alternative
    - 4) Review and evaluate phasing and funding strategies. Evaluate funding tools and costs of extension of public services. Deliverable will be a funding memo and strategy/action plan
    - 5) Adoption of the refreshed Sherwood West Preliminary Plan and Title 11 sequencing strategy

**Project manager**

3. Describe the skills and experience of the lead staff person who will manage all aspects of the grant project and oversee the project team's collaboration and consultant work.

Erika Palmer, Planning Manager Erika Palmer, Sherwood Planning Manager is an experienced project manager. The grant will be incorporated into her work program. She has managed small to large multi-jurisdictional projects throughout the state of Oregon. A sample of projects include:

- Metro Community Planning and Development Grant: Brookman Addition Concept Plan Refinement
- Metro Community Planning and Development Grant: Main Streets on Halsey – City of Fairview
- Transportation and Growth Management Program: City of Fairview Transportation System Plan – City of Fairview
- Clackamas County 3D Downtown Program – Dr. Elliott Chinn's Downtown Dentistry – City of Damascus
- Transportation and Growth Management Program: The Rhododendron Drive Integrated Transportation Plan – City of Florence
- Oregon Transportation and Growth Management Program: Planning for Schools & Livable Communities, Oregon School Siting Handbook – University of Oregon
- Transportation and Growth Management Program – Downtown Development Plan & Strategy – City of Cascade Locks

**Project partners and roles**

4. Clearly describe the roles and responsibilities of each of the key project partners. Describe the level of commitment from service providers to meet the goals of the project.

Key project partners include past partners who provided input during the development of the Sherwood West Preliminary Concept Plan: Project partners will be asked to participate on a Technical Advisory Committee (TAC). The TAC will be comprised of essential public service provider representatives. TAC members will review project deliverables for technical adequacy, policy and regulatory compliance.

- Sherwood School District
- Sherwood City Public Works, Engineering, Community Services, and Police departments
- Clean Water Services
- Tualatin Fire Valley & Rescue
- Washington County Transportation Department
- Oregon Department of Transportation

**Community engagement**

5. Describe how the community engagement strategy will utilize best practices to meaningfully engage neighbors, property owners, key stakeholders and historically marginalized communities. Specifically describe your approach for advancing racial equity and involving communities of color in the planning process. Provide examples the city has used or is currently using to meaningfully involve diverse community members in planning processes.

Community members who live and/or seek future annexation and development opportunities in the Sherwood West area will be most affected by the project's outcomes. It is envisioned that we will re-engage the Sherwood West property owners who participated on the Community Advisory Committee (CAC) for the Preliminary Concept Plan, who are interested in this re-look process and seek additional new members who live in the Sherwood West study area. The Sherwood West Preliminary Concept Plan had an 18-member CAC that provided on-going advice and feedback to the staff and consultants regarding the preparation of the preferred alternatives in the Preliminary Concept Plan. Neighbors, business interest, property owners, and a high school student representative, and other key stakeholders will be invited to participate on the CAC to consider public input and provide direction to staff and consultants on recommended refinements. In addition, the City will look for opportunities to target diverse community members who live and work in the area by providing opportunities for interpreters, outreach surveys in languages other than English. Sherwood regularly uses the following methods for outreach and engagement with members of the community:

- Articles in local community newsletters, provide e-newsletter to interested parties list
- Social media online presence (project page on City Website, City Facebook & Twitter project updates)

- Public meeting notices online and flyers at community “hot spots” – library, arts center, senior center, local businesses, and post office, etc.
- Community meetings, open houses and ‘pop-up’ engagement at local community events.
- Online surveys, paper surveys, mailings to individual property owners in and adjacent to the project area
- Meeting Homeowner Associations, School PTAs,
- Promotion through partners (agencies, neighbors, community organization) which can include Frequently Asked Questions sheets, and other materials about the project
- Creating visual display maps

**Proposed project budget**

6. Use the budget table template provided to show the estimated project costs by major phase or element. The budget table should reflect the bulleted outline provided in #2. Indicate estimated cost for consultant work as well as other direct project expenses. In the space below, describe the methodology used for estimating project costs, and identify any additional funds (if any) that have been pledged by project partners or other sources.

We intend to build upon the work already completed with the preliminary concept plan, therefore, the scope and budget does not include significant work on existing conditions. We will utilize as much of the original citizen engagement framework and input as possible and update and refresh as needed. The bulk of the scope and budget will be spent applying the updated jobs /housing balance lense that is an outcome of the updated Comprehensive Plan. We will develop, review and evaluate several alternatives and develop a preferred alternative for land use and transportation. We also will dig a little deeper than we originally did to develop better cost estimates for infrastructure that can be used as we consider funding mechanisms and phasing needs and opportunities. The total project budge is expected to be \$130,000 with a 10% match of \$13,000 from the city via in-kind services. Recognizing that each milestone/deliverable varies regarding the complexity and time required to complete, the City proposes five major milestones for disbursement of funds. To keep the disbursement of funds simple. The five milestones are:

- a. Execution of Grant IGA
- b. Execution of Professional Services Agreement between City of Sherwood and selected contract firm
- c. Section of Committee Members
- d. Development of a Public Engagement Plan
- e. Review and Refresh of Preliminary Concept Plan, which has several subsets of 5 deliverables
  1. Review and refresh vision, goals and evaluation criteria for land-use/transportation plan alternatives
  2. Review and refresh vision, goals and evaluation criteria for land-use/transportation plan alternatives
  3. Review, Evaluate and refresh Preliminary Concept Plan Development Alternatives based on updated technical information and local, county and regional plans; goals and policies of the city’s updated Comprehensive Plan, new land uses and transportation improvements and facilities in Sherwood West and surrounding site vicinity
  4. Review and evaluate phasing and funding strategies. Evaluate funding tools and costs of extension of public services
  5. Adoption of the refreshed Sherwood West Preliminary Plan and Title 11 sequencing strategy





**RESOLUTION 2020-020**

**AUTHORIZING SUBMITTAL OF A METRO COMMUNITY DEVELOPMENT PLANNING GRANT FOR UPDATE OF THE SHERWOOD WEST PRELIMINARY CONCEPT PLAN**

**WHEREAS**, Metro is accepting applications for Community Development Planning Grants to fund planning efforts including development of concept plans in Urban Reserve Areas; and

**WHEREAS**, the City has identified that, given the changes in policies and underlying development changes that has occurred since the Sherwood West Preliminary Concept Plan was completed in 2015, it is necessary to review the plan; and

**WHEREAS**, the City does not have the funds to complete the necessary review and update on its own but can commit staff resources as an in-kind contribution to ensure a successful review and update; and

**WHEREAS**, an update to the plan is timely because Metro will be considering future requests to expand the Urban Growth Boundary into Urban Reserve areas and until an update is complete, the City Council may not be in a position to confidently submit a request.

**NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:**

**Section 1.** The City Council strongly supports the submittal of an application to Metro for Community Development Planning Grant funds to review and update the Sherwood West Preliminary Concept Plan and authorizes staff to submit the grant.

**Section 2.** The City confirms that there are adequate staff resources to successfully complete the project if the grant funds are obtained.

**Section 3.** This Resolution shall be effective upon its approval and adoption.

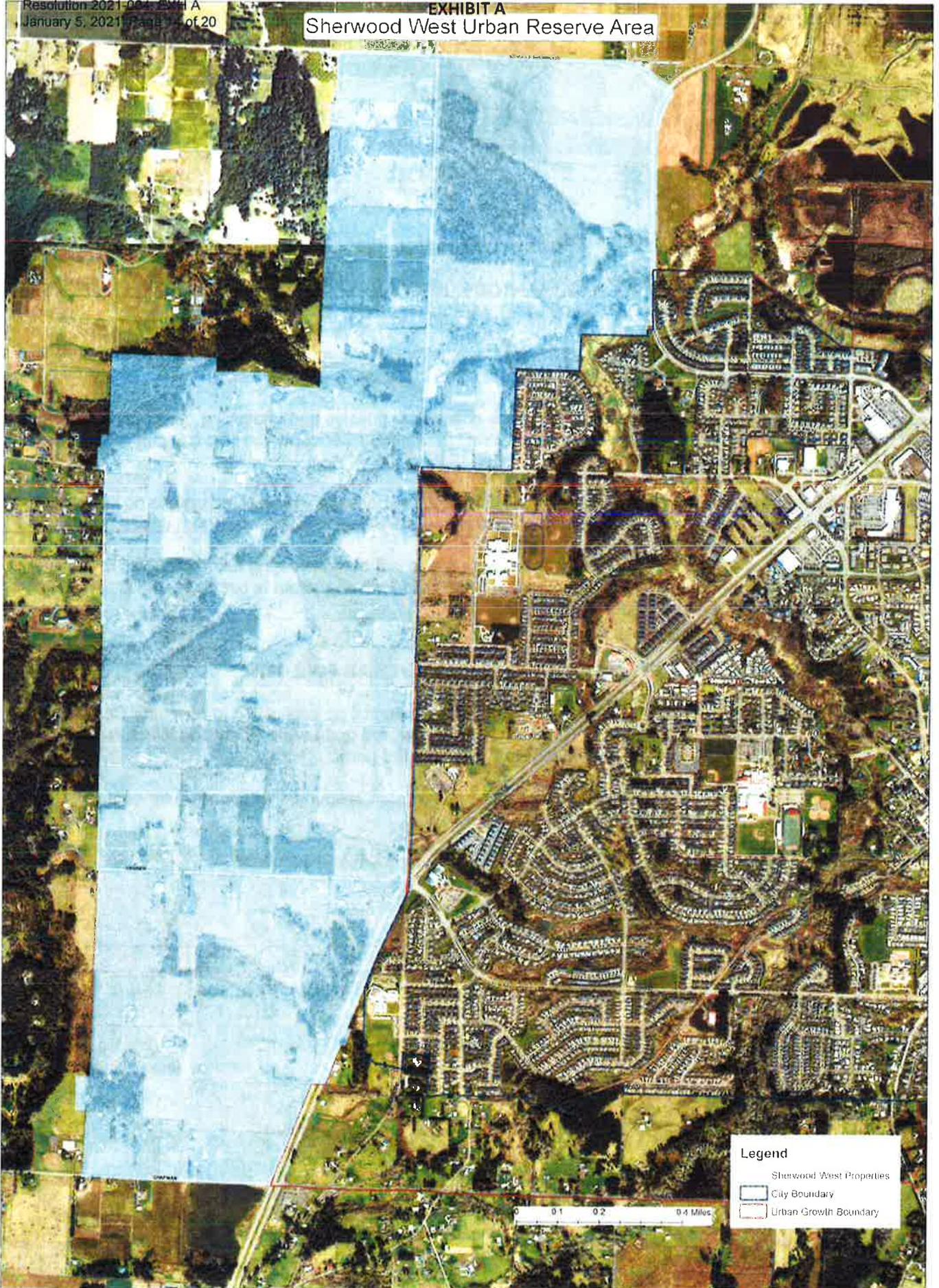
**Duly passed by the City Council this 17th of March, 2020.**

  
Keith Mays, Mayor

Attest:

  
Sylvia Murphy, MMC, City Recorder

EXHIBIT A  
Sherwood West Urban Reserve Area





**Metro**

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Metro  
 Planning and Development  
**2040 Planning and Development Grants (Cycle 8 - 2020)**  
 Deadline: 4/30/2020

**City of Sherwood**  
**Sherwood West Preliminary Concept Plan Re-look**

Jump to: [Summary Questions](#) [Draft Application](#) [Short questions](#) [Required Uploads](#)

**\$ 130,000.00** Requested

\$ 13,000 Anticipated contributions from other sources:

Submitted: 3/12/2020 5:31:48 PM (Pacific)

**Project Contact**

Julia Hajduk

[hajdukjr@sherwoodoregon.gov](mailto:hajdukjr@sherwoodoregon.gov)

Tel: 503-625-4204

**Additional Contacts***none entered***City of Sherwood**22560 SW Pine Street  
Sherwood, OR 97140

Telephone 503-625-4204

Fax

Web [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov)**Community Development****Director**

Julia Hajduk

[hajdukjr@sherwoodoregon.gov](mailto:hajdukjr@sherwoodoregon.gov)**Summary Questions** [top](#)**1. Brief project description (one-two sentences)**

Re-evaluate and update the Sherwood West preliminary concept plan (2015) with the updated information and policies developed through Sherwood's Comprehensive Plan update process related to Economic Development in addition to housing.

**Draft Application** [top](#)**1. Please indicate the grant category for which you are applying:**

- Concept Planning
- Equitable Development
- Community Engagement

**2. To facilitate scheduling of the pre-application conference, please indicate at least three different dates and available times that would work for members of your team to attend a one-hour meeting at Metro. Please also indicate the names and emails of the team members who will attend and the email and phone number of the person who should be contacted to help schedule the meeting.**

3/12 8-5; 3/18 8-5; 3/19 9-12 Julia Hajduk-hajdukjr@sherwoodoregon.gov & Erika Palmer-Palmere@sherwoodoregon.gov.  
 Contact Erika to schedule - 625-4208

**3. Metro Council district(s) of project. Check all that apply.**

- District 1 – Shirley Craddick
- District 2 – Christine Lewis
- District 3 – Craig Dirksen

## EXHIBIT A

District 6 - Bob Stacey

**Documents Requested \***

Upload a PDF of your draft application, using the appropriate template provided for your grant category. You can find the templates on the program web site or in the ZoomGrants Library.

Upload a PDF of your draft Project Budget, using the appropriate template provided for your grant category. You can find the templates on the program web site or in the ZoomGrants Library.

Required? **Attached Documents \***

[Draft application](#)  
 [Application](#)

[Budget template \(draft\)](#)

**Short questions** [top](#)**1. Please indicate the grant category for which you are applying:**

- Concept Planning
- Equitable Development
- Community Engagement

**2. What is the location and/or geographic reach of the project? Provide a brief description.**

*Under the "Required Uploads" tab, please also provide the required location map or maps showing where the project and/or participating communities are located and project boundaries, if applicable.*

The location is referred to as Sherwood West and includes the Urban Reserve area west of Elwert Road, north of 99W and south of Scholls-Sherwood road.

**3. Provide demographic information including race, ethnicity, age, and income of the neighborhood or community that will be affected by the project. Indicate the data source, and describe how the project geography relates to the data provided. If appropriate, include not only residential data but also relevant information (even if anecdotal) regarding local businesses, employers or commercial districts.**

*In the "Uploads" section of this application, you may include optional info-graphics in the project images upload.*

The Sherwood West area is adjacent to the city boundary. During its 125 years of urbanization, Sherwood has experienced significant growth in both population and physical size. The average annual growth rate from 1990 to 2013 was 8%. For comparison, Washington County grew at 2.5% annually between 1990-2013.

Sherwood is attracting younger people and more households with children over time. Compared to Washington County, Sherwood has a greater number of family households (nearly 78%) (Housing Needs Analysis). 75% of the housing stock is Single-Family Residential, 17% Single-Family Attached, and 8% Multi-family. Average household size 2.89; Households w/ children under 18; 48%; Households w/ a person over 65 19% (US Census). The median household income is \$78,355. Sherwood's Largest Industries: Health care and social assistance; Manufacturing; Retail trade; Professional, scientific, management, and administrative services (Economic Opportunities Analysis).

**4. Metro Council district(s) directly impacted by the project. Check all that apply:**

- District 1 - Shirley Craddick
- District 2 - Christine Lewis
- District 3 - Craig Dirksen
- District 4 - Juan Carlos Gonzalez
- District 5 - Sam Chase
- District 6 - Bob Stacey

**5. Indicate which 2040 urban design designations will be part of the focus of this project. Check all that apply.**

- Central City
- Regional Center
- Town Center
- Neighborhood Center
- Station Community
- Main Street
- Corridor

✓ Urban Reserve

**6. Provide a very brief summary describing the project purpose, location and desired outcomes.**

Re-evaluate and update the Sherwood West preliminary concept plan (2015) utilizing goals & policies from Sherwood's updated Comprehensive Plan

**Required Uploads** [top](#)

**Documents Requested \***

Required? **Attached Documents \***

Project narrative: Complete the template using 11 point font. Save the document as a PDF and upload.

[Grant application template](#)

[Grant application - Final](#)

Project budget table: Complete the Budget Table using the excel template. Save the table in PDF format and upload.

[budget](#)

Letters of commitment: One required from the applicant and one from each project partner. See the grant handbook for more details.

Project location/geographic reach: Provide up to 3 pages of maps (may include text also) that shows where the project and/or participating communities are located within the region. Include project boundaries if applicable. Max. 4MB per doc

[Sherwood West map](#)

[Sherwood West-City and other UR area context](#)

Project images (optional): If desired, upload a PDF file of up to 3 pages containing photos, images or pertinent graphic material. Maximum 4MB per document.

Resolution of support: Required for Concept Planning Applications only. See grant handbook for further details.

[Resolution of support](#)

Combined Application PDF: One PDF attachment combining all application materials into one document. Maximum 4MB per document (reduce file size or split into two documents if necessary)

[Combined PDF](#)

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 161330

**METRO CONTRACT 936864 - EXHIBIT C**  
**Sherwood West Preliminary Concept Plan Re-Look**  
**Project Milestones, Deliverables, and Disbursement of Grant Funds**

<b>Project milestone and specified grant deliverables</b>		<b>Date Due</b>	<b>Progress Payment</b>
1	<b>Execution of grant IGA</b> a) Preparation of project documents and negotiations b) Signed IGA document	January 31, 2021	
2	<b>Project consultants, contract scoping and final contract</b> a) Review and comment on consultant proposals b) Select consultant team and submit draft contract, scope, schedule and budget for review c) Establish revised milestones and deliverables d) Finalize and execute consultant contract	January 31, 2021	
3-7+	<b>Project milestones to be determined</b>		
8	<b>Council hearings and action</b> a) Project financial statement report		\$ At least 10% or 20k whichever is lower
<b>TOTAL GRANT FUNDS:</b>			

**APPROVED GRANT PROJECT EXPENSE DISTRIBUTION**

Changes to the approved expense distribution shown at right must be approved by Metro through an amendment of this Exhibit C.	Consultant Fees	
	Payments to Project Partners	
	Direct Costs	
	Other (specify)	
	<b>TOTAL GRANT FUNDS</b>	

**GRANT PROJECT COMPLETION REQUIREMENTS**

- All grant project deliverables submitted by grantee and approved by Metro

## **Exhibit C**

### **Continued**

- Final financial report submitted and backup documentation retained on file as appropriate
- Final reporting on grant performance measures submitted and approved by Metro