



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, June 15, 2021**

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

**6:00 pm URA Board of Directors Executive Session**  
(ORS 192.660(2)(e)(f), Real Property and Exempt Public Records)

**6:15 pm URA Board of Directors Work Session**

**7:00 pm URA Board of Directors Regular Session**  
(Prior to the City Council Meeting)

**Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>**

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

**Tuesday, June 15, 2021  
6:00 pm  
City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon**

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>

**6:00 PM URA BOARD EXECUTIVE SESSION**

1. **ORS 192.660(2)(e)(f), Real Property and Exempt Public Records** (Josh Soper, City Attorney)

**6:15 PM URA BOARD WORK SESSION**

2. **General URA Property and Oldtown Updates** (Bruce Coleman, Economic Development Manager)

**7:00 PM URA BOARD REGULAR MEETING**

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CONSENT AGENDA**

- A. **Approval of October 6, 2020 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
- B. **Approval of March 2, 2021 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)

4. **PUBLIC HEARING**

- A. **URA Resolution 2021-002, Adopting the FY2021-22 budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget** (David Bodway, Finance Director)

*Pursuant to House Bill 4212 (2020), citizen comments and testimony for public hearings must be submitted in writing to [CityRecorder@Sherwoodoregon.gov](mailto:CityRecorder@Sherwoodoregon.gov). To be included in the record for this meeting, the email must clearly state either (1) that it is intended as a citizen comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended, and in either case must be received at least 24 hours in advance of the scheduled meeting time. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.*

5. **ADJOURN**

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

**Tuesday, October 6, 2020**  
(Following the 7:00 pm City Council Meeting)

**City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon 97140**

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 7:47 pm.
2. **BOARD PRESENT:** Chair Mays, Vice Chair Tim Rosener, Board Members Sean Garland, Kim Young, Renee Brouse, Russell Griffin, and Doug Scott.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director David Bodway, Community Services Director Kristen Switzer, Economic Development Manager Bruce Coleman, Police Chief Jeff Groth, IT Director Brad Crawford, and Agency Recorder Sylvia Murphy.

**4. CONSENT AGENDA:**

- A. **Approval of April 2, 2019 URA Board Meeting Minutes**
- B. **Approval of June 16, 2020 URA Board Meeting Minutes**

**MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA, SECONDED BY TIM ROSENER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Chair Mays addressed the next agenda item.

**5. NEW BUSINESS:**

- A. **URA Resolution 2020-003 Approving Amendment 16 to the Sherwood Urban Renewal Plan, dated August 29, 2000, to reduce the area boundary**

Community Development Director Julia Hajduk recapped that Council had held a work session several months ago where they discussed the URA (Urban Renewal Area) feasibility study. She stated that it was decided that in order to maximize the area for the new URA, a reduction of the existing URA was needed. She explained that city staff had worked with the consultants to evaluate the maximum area that could be removed from the existing URA while still retaining enough revenue to meet the city's debt obligations. She reported that the proposed resolution was the document that allowed for the reduction of the existing URA. Chair Mays thanked city staff for their work.

With no further comments or discussion, the following motion was stated.

**MOTION: FROM TIM ROSENER TO APPROVE URA RESOLUTION 2020-003 APPROVING AMENDMENT 16 TO THE SHERWOOD URBAN RENEWAL PLAN, DATED AUGUST 29, 2000, TO REDUCE THE AREA BOUNDARY. SECONDED BY KIM YOUNG. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Chair Mays asked if a separate URA Board would be needed if a second URA district was created and if separate meetings for each district would be necessary. Community Development Director Hajduk replied that she believed that two separate agencies, boards, and meetings would be necessary if two separate districts were created. She suggested that the second URA Board have a different name to distinguish itself and its topics from the other URA Board. City Attorney Josh Soper replied that he believed Ms. Hajduk was correct and that two separate legal entities would need to be created. Discussion regarding potential new URA Board names occurred.

**5. ADJOURN**

Chair Mays adjourned the meeting at 7:56 pm.

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, Agency Recorder

\_\_\_\_\_  
Keith Mays, Chair

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

**Tuesday, March 2, 2021  
5:30 pm  
City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon 97140**

1. **CALL TO ORDER:** Vice Chair Rosener called the meeting to order at 5:30 pm.
2. **BOARD PRESENT:** Vice Chair Tim Rosener, Board Members Kim Young, Sean Garland, and Doug Scott. Board Members Renee Brouse and Russell Griffin were absent. Chair Keith Mays arrived at 6:00 pm.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Attorney Josh Soper, Community Development Director Julia Hajduk, Economic Development Manager Bruce Coleman, and IT Director Brad Crawford.

**OTHERS PRESENT:** Elaine Howard with Elaine Howard Consulting and Nick Popenuk with Tiberius Solutions.

**4. CONSENT AGENDA**

**A. Approval of October 6, 2020 URA Board Meeting Minutes**

The Board did not address the consent agenda. Approval of the minutes will be considered at a future meeting.

**5. NEW BUSINESS**

**A. URA Resolution 2021-001, directing staff to begin the formal public review process of adoption of an Urban Renewal Plan**

Community Development Director Julia Hajduk explained that the City was working on developing a new URA, titled "2021 URA." Consultant Elaine Howard presented the "City of Sherwood Urban Renewal Agency" PowerPoint presentation (see record, Exhibit A). Ms. Howard explained that the role of an Urban Renewal Agency was specified by ORS 457 and stated that the agency's role was to review a draft plan and report and publish their findings for formal public review. She explained the formal public review process included the Sherwood Planning Commission, consulting and conferring with the taxing districts, going to Washington County for two actions, public input, getting the taxing districts consideration on the Public Building project, City-wide notice, City consideration of the Public Building Project, and City consideration of the Ordinance for adoption. She provided an overview of the completed public review on page 4 of the presentation and explained that TVF&R had requested that the Plan be limited to a maximum length of 30 years. She reviewed a map of the proposed URA boundary on page 5 of the presentation and explained that the red lines represented the ROW that would be needed for the future installation of Sherwood Broadband. She recapped the project list on page 6 and stated that she had updated the financial projections which allowed more money to be allocated to the projects. She explained that under the ORS

statute, it was required that no city that had under 50,000 people may have a URA that exceeded 25% of the total acreage and 25% of the total assessed value. Ms. Howard stated that Council had recently adopted an amendment to the existing URA plan to reduce the acreage so that the remaining area was 174 acres and the new URA was approximately 585 acres, making the total URA acreage 759 or 24.2% of the total acreage. She reported that the existing URA was set to terminate after fiscal year 2023, which would free up acreage to either add to this URA or create a new URA. She reviewed the maximum indebtedness and explained that she had recalculated the growth scenario using a 7% assessed valued growth, which increased the maximum indebtedness. She reported that by recalculating the maximum indebtedness, it pushed the URA into a statutory restriction on maximum indebtedness in ORS 457. She explained that per the statute, there were restrictions based on the assessed value of the URA as certified by the assessor. She explained that the City did not have that information yet because you could not certify and assess value until an area was created. To rectify this, consultant Nick Popenuk suggested that they say that the maximum indebtedness would be the lower of either the amount that was calculated (\$166,600,000) or the statutory provision. She explained that with the City's permission, she and Mr. Popenuk consulted with an Urban Renewal attorney to review that proposal. She reported that the attorney determined that by using very specific language, it was possible to execute Mr. Popenuk's suggestion. She reported that once the assessor certified the assessed value of the area, they would be able to run the computation that was in the statute and decide which of the two numbers the City could use as the total assessed value. She explained if the assessed value was lower than the \$166.6 million, they will go with the lower number, which would be done through a minor amendment to the plan. Ms. Howard stated that with a 7% growth rate over a 30-year timeframe, project capacity would total \$88,900,000 in 2020 dollars and reviewed the yearly funding capacities on page 9 of the presentation. She reported that the new URA would have the requirement of concurrence on a public building project, a statute that was added in 2019. She explained that the Public Works Facility relocation project was defined as a "public building," and that statute required concurrence from three of the four taxing districts who forgo the most revenue. She reported that these taxing districts were Washington County, the Sherwood School District, the City of Sherwood, and TVF&R. Ms. Howard explained that briefing meetings were scheduled with all affected taxing districts and expected dates for the taxing districts to consider the information presented to them. She explained that if the City did not get the required approval from the taxing districts, the Public Works Facility relocation project could not be included in the URA Plan. Ms. Howard reported that additional approval was needed from the County on the plan itself because there was unincorporated properties within the boundary of the new URA, and commented she did not believe there would be any issues getting approval from the County for this issue. She explained that in the future, if the City completed a substantial amendment, the County's approval would only be needed if there were properties that had not yet been annexed.

Consultant Nick Popenuk reviewed the taxing district impacts for general government on page 13 of the presentation and explained that they forecasted a 3% appreciation for the short term. He stated that urban renewal did not increase anyone's taxes and explained there would be an impact on the taxing districts and that money generated from the URA would be a catalyst for ongoing development over several decades. He stated that over the 30-year period, the total impact to the City would be \$3 million. He reviewed the taxing district impacts for education taxing districts on page 14 of the presentation and explained that the Sherwood School District was not directly impacted like the other educational taxing districts. He explained that due to the State's school funding approach, which equalized funding for all districts across the State, if any local school district's revenues increased or decreased for any reason, including urban renewal, the State took those figures into consideration when making allocations. He stated that over the 30-year period, the total impact to educational taxing districts would be \$184 million and was the same projected total of TIF

revenue (tax increment financing) for the URA. Mr. Scott commented that he did not like the layout of pages 13 and 14 because it made it look like there was a loss of revenue each year, when in reality it was a loss of incremental revenue. Mr. Popenuk clarified that the tables showed foregone revenues and they would continue to receive the same amount of money from the area that they were already generating. Ms. Howard offered to add additional explanation to the presentation regarding the impacts to the taxing districts to clarify that the districts would not be losing money. Ms. Howard recapped timelines and next steps on pages 15-16 of the presentation.

Vice Chair Rosener explained that TVF&R's previous concerns regarding the URA were that some districts had extended URAs that had not reached their full value, which resulted in more years that TVF&R did not get the TIF revenue back, and commented he would never be in favor of extending a URA. Mr. Scott asked what "consider vote" for the various taxing districts meant on page 15? Ms. Howard explained that she would have a prepared sample resolution to adopt, and the districts would consider adopting that resolution at that meeting. Community Development Director Hajduk clarified that the only taxing district that was required to vote, was Washington County because of the portion of the URA that was outside of the City limits, the other districts were for the Public Works Facility project. If the other districts did not concur on the Public Works Facility project, the project could not be included in the URA Plan, but the Plan could still be approved by the County. Chair Mays commented that if the Public Works Facility project was not approved initially, the project could be added later by way of an amendment. Ms. Young commented that she agreed with Vice Chair Rosener and did not see any reason to extend a URA, and stated that honoring TVF&R's request was reasonable. Chair Mays stated that if TVF&R was supportive of the URA Plan, then he was agreeable to the term limit. Ms. Hajduk asked if concurrence would be needed again if the URA Board added the Public Works Facility project back into the URA Plan by way of a resolution at a later date? Ms. Howard replied that concurrence would be needed, per the State statute. Chair Mays clarified that he would be agreeable to the 30-year term limit if there were no changes to the project list. Ms. Howard suggested that the duration provision only be added to the plan when it went to the City Council. The board members signaled their agreement. Chair Mays asked if any public comment had been received on the proposed resolution? Vice Chair Rosener replied that no comments had been received.

**MOTION: FROM CHAIR MAYS TO APPROVE URA RESOLUTION 2021-001, DIRECTING STAFF TO BEGIN THE FORMAL PUBLIC REVIEW PROCESS OF ADOPTION OF AN URBAN RENEWAL PLAN. SECONDED BY KIM YOUNG. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR. BOARD MEMBERS RENEE BROUSE AND RUSSELL GRIFFIN WERE ABSENT.**

## 6. ADJOURN

Chair Mays adjourned the meeting at 6:15 pm.

Attest:

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Sylvia Murphy, MMC, Agency Recorder

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Keith Mays, Chair

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

**FROM:** David Bodway, Finance Director  
through: Kristen Switzer, Agency Manager

**SUBJECT:** **URA Resolution 2021-002, Adopting the FY2021-22 budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget**

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**Issue:**

Shall the Board adopt the FY2021-22 URA Budget as approved by the URA Budget Committee?

**Background:**

On May 27, 2021, the URA Budget Committee received the budget message, heard public comment, and approved the proposed budget. The final steps of the budget process are for the URA Board to hold a public hearing and then adopt the FY2021-22 budget.

**Financial Impacts:**

All financial impacts of this resolution have been considered by the Budget Committee and are included in the approved budget that is being presented for adoption. There are no additional financial impacts.

**Recommendation:**

Staff respectfully recommends approving URA Resolution 2021-002, Adopting the FY2021-22 budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget.





**URA RESOLUTION 2021-002**

**ADOPTING THE FY2021-22 BUDGET OF THE CITY OF SHERWOOD URBAN RENEWAL AGENCY, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE AGENCY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET**

**WHEREAS**, the Urban Renewal Agency Budget Committee has reviewed and acted on the proposed Urban Renewal Agency budget; and

**WHEREAS**, the Budget Committee approved and recommended a balanced budget to the Urban Renewal Agency Board of Directors on May 27, 2021; and

**WHEREAS**, in accordance with State law, on June 15, 2021, the Urban Renewal Agency Board of Directors held a public hearing on the budget as approved and recommended by the Budget Committee; and

**WHEREAS**, the Urban Renewal Agency Board of Directors desires to adopt the approved budget and carry out the programs identified in the budget.

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

**Section 1.** **Adoption of the FY2021-22 Budget.** The Board of Directors of the Urban Renewal Agency of the City of Sherwood, Oregon hereby adopts the budget for the City of Sherwood Urban Renewal Agency for FY2021-22 in the sum of \$3,754,380 now on file at City Hall, and attached hereto as Exhibit A.

**Section 2.** **Making Appropriations.** The amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are hereby appropriated as follows:

	URA Operations Fund
Operations Department	\$184,372
Debt Service	986,274
Contingency	132,115
TOTAL APPROPRIATED	1,302,761
Unappropriated Reserved Balance	2,451,619
Total Budget	\$3,754,380

**Section 3.** **Imposing and Categorizing Taxes.** The Board of Directors of the Urban Renewal Agency of the City of Sherwood hereby resolves to certify to the county assessor a request for the Urban Renewal District Old Town Plan Area in the amount of \$2,800,000 that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

**Section 4:** **Agency Manager Authorization.** The Urban Renewal Agency Manager is hereby authorized to take such action as is necessary to carry out the adopted budget.

**Section 5:** **Effective Date.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the Urban Renewal Agency Board this 15<sup>th</sup> day of June, 2021.**

\_\_\_\_\_  
Keith Mays, Chair

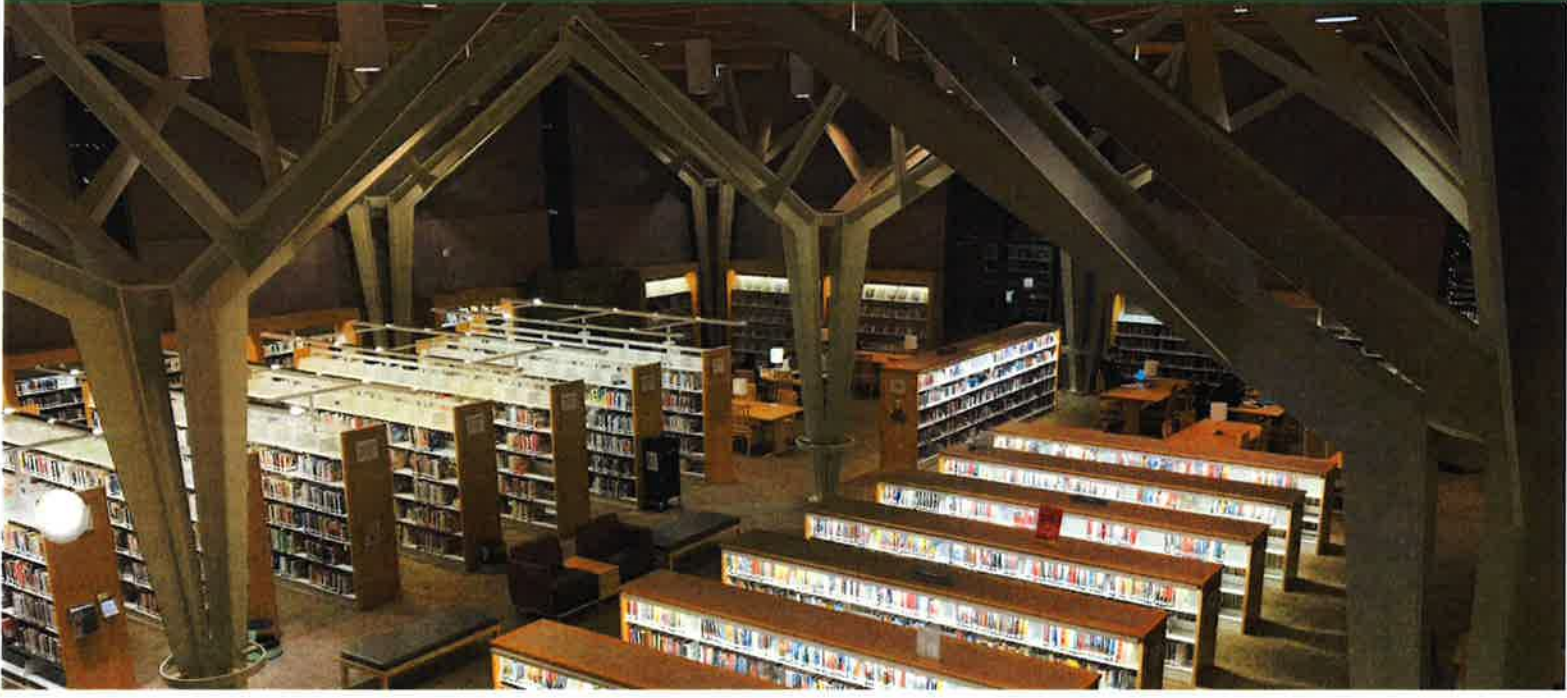
Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, Agency Recorder



# CITY OF SHERWOOD

2021-2022 URBAN RENEWAL APPROVED BUDGET



# City of Sherwood Urban Renewal Agency Annual Budget

For the Fiscal Year

July 1, 2021 - June 30, 2022

## **BOARD OF DIRECTORS:**

Keith Mays, *Board Chair*

Tim Rosener, *Board President*

Renee Brouse, *Board Member*

Sean Garland, *Board Member*

Russell Griffin, *Board Member*

Doug Scott, *Board Member*

Kim Young, *Board Member*

## **BUDGET COMMITTEE:**

Kady Strode, *Chair*

Thomas Sherwood, *Vice Chair*

Brian Fairbanks

Matt Kaufman

Paul Mayer

Lana Painter

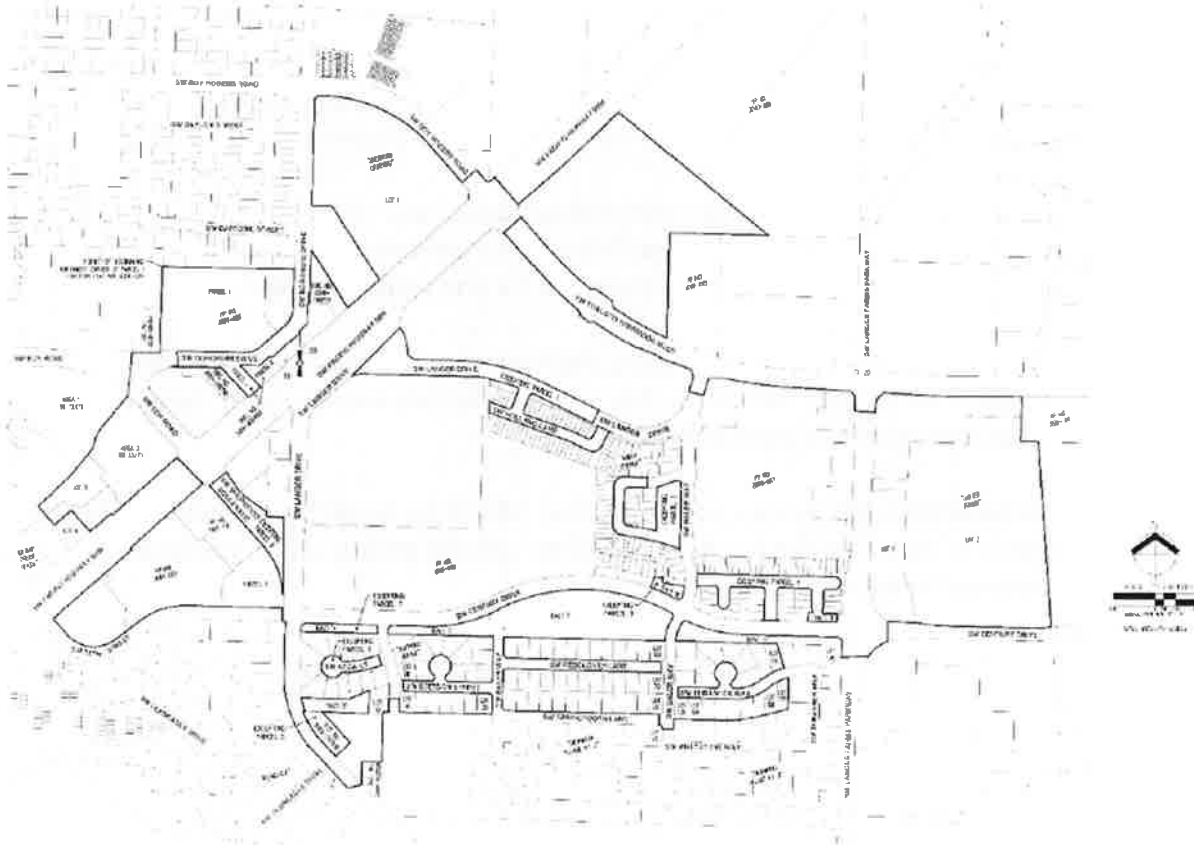
Nancy Taylor

## **CITY STAFF:**

Joseph Gall, *City Manager/URA Manager*

David Bodway, *Finance Director*

- 1 About the Agency
- 2 Budget Message
- 3 Operations Budget
- 4 Debt Service



**About the Agency**

The Urban Renewal Agency (URA) is a separate entity from the City of Sherwood. The Sherwood City Council serves as the Board of Directors for the URA and is financially accountable for its operations. In accordance with Oregon budget law, the URA prepares its own budget, and the Board of Directors approves its annual appropriations.

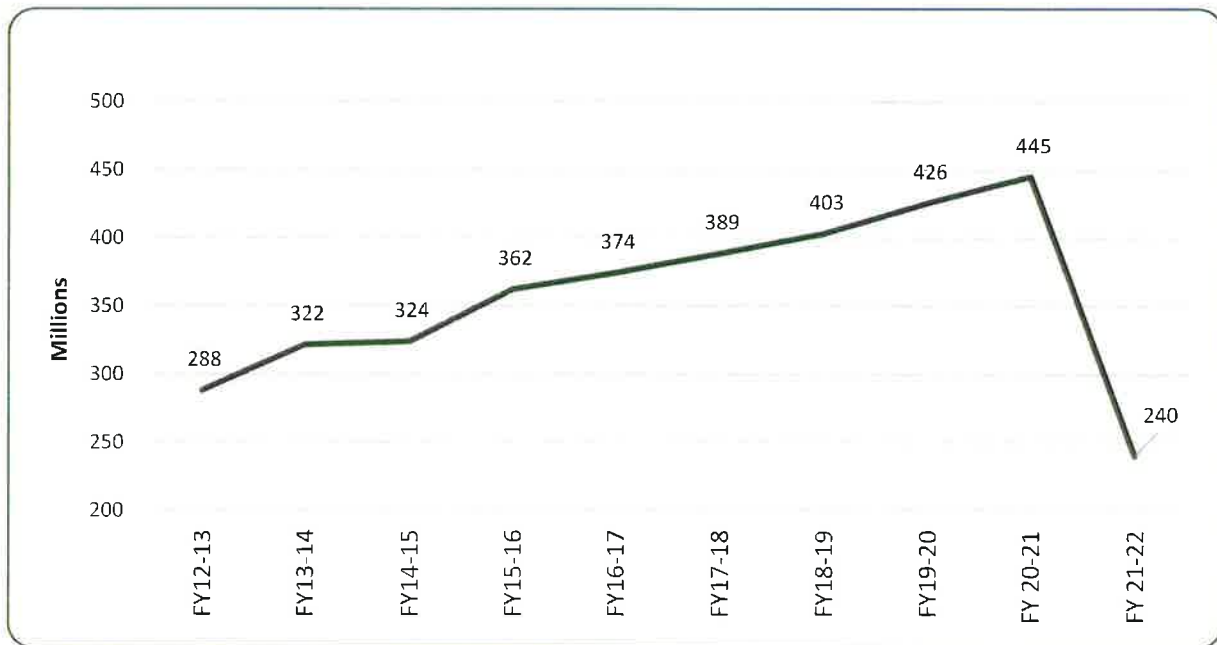
Urban renewal agencies are designed to borrow money and make expenditure for economic and community development projects included in the Urban Renewal Plan. When the Sherwood Urban Renewal Plan was adopted in 2000, property values were frozen. The taxes collected on that frozen value continues to flow to the taxing authorities (City, County, Schools, TVF&R, etc.). The taxes collected on increased property values that typically occur with new development generate incremental tax revenue. This tax increment is then used to repay the URA debt and implement the URA plan.

In 2012 the URA plan was amended. The Maximum Indebtedness was increased and starting in 2014 a portion of the new tax revenue has been shared with the other taxing authorities. The net effect of the additional shared revenue will be to keep the district open for one additional year.

In 2020 the URA boundary was amended by reducing the Plan area. The remaining boundary of the Plan is judged to be sufficient to provide for the tax increment revenues necessary to make debt service payments. The District is projected to close in FY2022-23.

Urban Renewal tax collections are not an additional tax. Urban Renewal tax collections are used to initiate development that would not be financially feasible without infrastructure improvements made possible by urban renewal financing.

**Urban Renewal District Assessed Value**



**Budget Message**

It is my privilege to provide you, the citizens of the City of Sherwood, with the proposed Urban Renewal Agency (URA) budget for Fiscal Year 2021-22 (FY2021-22).

The Agency budget consists of one fund which covers both operations and capital. The operations for the Agency include administration costs and economic development activities within the Urban Renewal Area. The capital is for construction projects and property purchases. All of the projects funded through URA capital are transferred to City ownership upon completion.

The Agency operates under direction from the Agency Board of Directors.

**FY2021-22 Proposed Budget**

The proposed FY2021-22 budget consists of personal services, allocated overhead, and a few miscellaneous expenses needed to continue to administer the URA in preparation of its closure in the near future. Economic development activities which support Old Town Sherwood and City involvement in regional economic development partnerships are budgeted so that the URA can continue to provide some assistance within the district. Debt service payments account for 80% of the proposed expenditures.

The proposed FY2021-22 Capital Projects budget does not have any appropriations this year and no additional large projects are on the horizon.

The Agency will continue to focus on Old Town economic development activities, considering the possible sale of property and preparing to place the Agency in a position to run with little effort until the URA debt is paid off in FY2022-23 depending on tax increment revenue. We are looking forward to the ultimate closure of this successful urban renewal district in the near future.

Respectfully Submitted,



Joseph Gall  
URA Manager

Operations

2018-19 Actual	2019-20 Actual	2020-21 Budget		2021-22 Proposed	2021-22 Approved	2021-22 Adopted
\$ 2,135,138	\$ 3,063,122	\$ 636,465	<b>RESOURCES</b>			
			Beginning fund balance	\$ 1,112,080	\$ 1,112,080	\$ 1,112,080
			Revenue			
3,785,946	3,405,268	2,800,000	Taxes	2,631,100	2,631,100	-
73,107	53,863	9,500	Fines, interest and other	11,200	11,200	-
3,859,052	3,459,131	2,809,500	Total revenue	2,642,300	2,642,300	-
<b>5,994,190</b>	<b>6,522,253</b>	<b>3,445,965</b>	<b>Total resources</b>	<b>3,754,380</b>	<b>3,754,380</b>	<b>1,112,080</b>
			<b>REQUIREMENTS</b>			
			Expenditures			
			Personal services			
36,988	37,203	59,713	Salaries and wages	76,399	76,399	-
3,581	2,946	4,951	Payroll taxes	5,435	5,435	-
16,175	19,553	27,318	Benefits	29,865	29,865	-
56,744	59,703	91,982	Total personal services	111,699	111,699	-
			Materials and services			
7,332	650	675	Professional & technical	3,325	3,325	-
6,579	2,823	4,550	Other purchased services	5,775	5,775	-
20,394	21,921	29,418	Cost Allocation	63,573	63,573	-
34,305	25,392	34,643	Total materials & services	72,673	72,673	-
91,050	85,096	126,625	Total expenditures	184,372	184,372	-
			Debt service			
2,310,910	5,244,695	2,091,960	Principal	775,000	775,000	-
529,109	491,544	267,440	Interest	211,274	211,274	-
2,840,019	5,736,239	2,359,400	Total debt service	986,274	986,274	-
3,063,122	700,918	-	Ending Fund Balance	-	-	-
-	-	140,475	Contingency	132,115	132,115	-
-	-	819,466	Reserved for Future Years	2,451,619	2,451,619	1,112,080
<b>\$ 5,994,190</b>	<b>\$ 6,522,253</b>	<b>3,445,965</b>	<b>Total requirements</b>	<b>\$ 3,754,380</b>	<b>\$ 3,754,380</b>	<b>\$ 1,112,080</b>



Urban Renewal Debt Service

<b>City Loans for Sherwood Urban Renewal Agency Projects</b>			
	<b>2010 Streets &amp; Cannery</b>	<b>2012 City Hall/Street Refinancing</b>	<b>Total Debt on behalf of URA</b>
Original Amount	\$ 7,065,000	\$ 5,245,000	\$ 27,210,000
Balance at 6/30/21	3,995,000	1,165,000	5,160,000
Payment Source	Tax Increment		
Paying Fund	URA Operations		
Year Ending June 30			
2022	555,768	430,506	986,274
2023	553,563	388,806	942,369
2024	550,660	389,091	939,751
2025	552,060	-	552,060
2026	552,530	-	552,530
2027-2030	2,215,523	-	2,215,523
	<u>\$ 4,980,104</u>	<u>\$ 1,208,403</u>	<u>\$ 6,188,507</u>

Above is the current debt service schedule.



Photo by Jenny Swanson



# Update and Discussion on Old Town Development Projects/Opportunities

Urban Renewal Agency Work Session  
June 15, 2021

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## Purpose

- Provide general update to Agency Board on URA-owned properties in Old Town
- Request direction to staff regarding Agency Board's objectives regarding URA-owned properties in Old Town
- Provide update to Agency Board on development interest/activities on privately-owned properties in Old Town

2

6/15/2021  
Date

URA Board of Directors  
Gov. Body

WS  
Agenda Item

A  
Exhibit #

## Update on URA-Owned Properties in Old Town

3

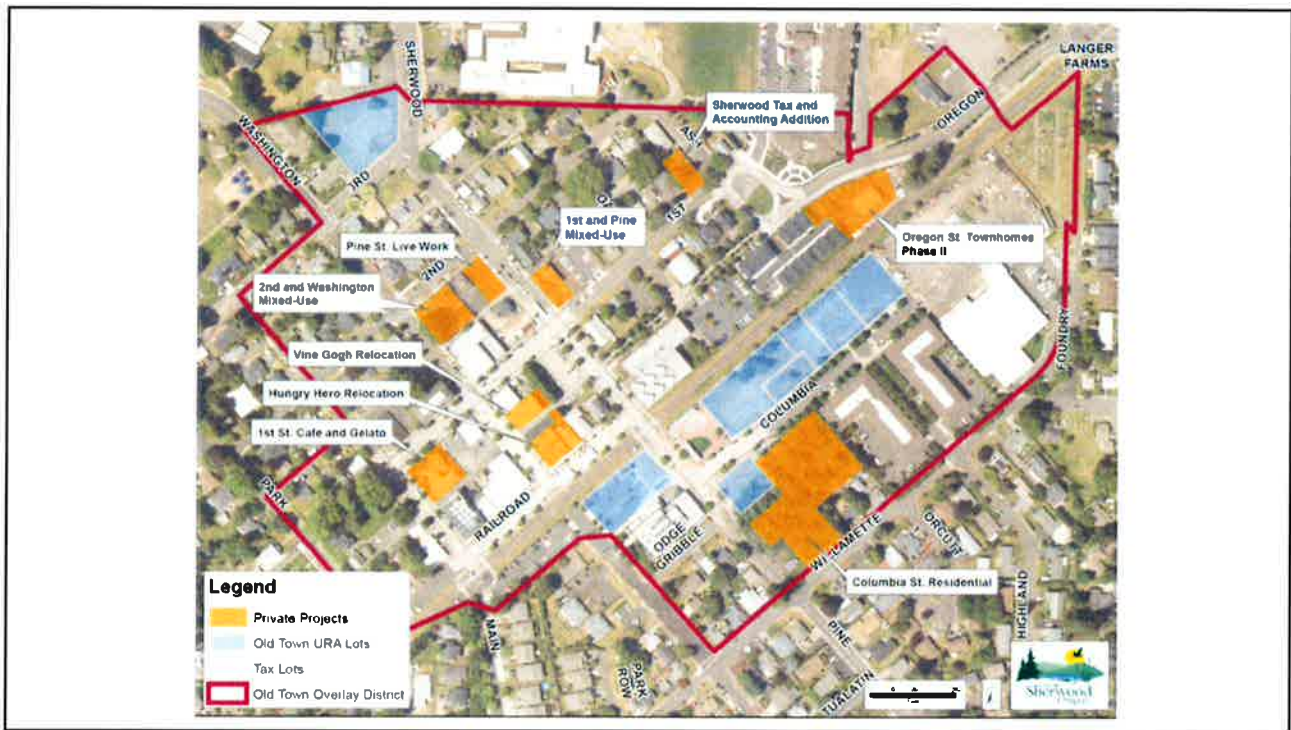
## Discussion Regarding URA Properties – Old Town

- Economic Dev regularly provides marketing tours of Old Town URA and other properties to commercial developers/brokers.
- Current Board Direction: No active marketing of Old Town URA properties but bring proposals from interested developers to Agency Board for discussion. Emphasis on mixed use buildings with retail/restaurants on ground level.
- Does Board want us to continue this approach or take a more pro-active approach to market the properties for sale to private developers?
  - Does the Board wish to consider selecting a broker to assist with marketing of properties?
  - Pursue other approaches?

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# Update on Privately-Owned Development Projects/Interest in Old Town

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## Pine Street Live-Work - AJK Investments

- Vacant privately-owned lot at 22415 SW Pine – Corner of Pine and 2<sup>nd</sup> Streets – 0.11 acres. Retail-Commercial zoning/Old Town Overlay District (Smockville Area)
- Adjacent to Symposium Coffee
- City previously approved Pine Street Mixed Use Project on Site in 2018: 3-story mixed use building – Restaurant on ground floor and multiple-family residential above. Land use approval expired.
- AJK decided not to proceed with that project; Submitted new application to City for five 3-story single family attached with vertical live-work units



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## 1st Street Café

- 16198 SW 1<sup>st</sup> Street next to Cedar and Stone.
- Proposed café and gelato business in existing building.
- Started work on initial tenant improvement for building. Initial construction underway.



8

SHERWOOD OLDTOWN- RESIDENTIAL DEVELOPMENT

VINYL WINDOWS

EAVE 30'

24" BUILDING "BASE- ALTERNATE COLOR / MATERIAL

SW COLUMBIA STREET

Proposed Sherwood Old Town Residential Development – Columbia at Pine

- East Side of Pine Street, South Side of Columbia, North Side of Willamette – 15665 SW Willamette Street – 1.18 Acre Privately-Owned Infill Site
- Edge Development
- Pre-Application review conducted on 6/10/21 for 24 apartment units on north side and 3 single family attached residential on Willamette.

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### Other Proposed Private Development Projects

- Hungry Hero Expansion – New space opened
- Vine Gogh Artist Bar and Studio – 22520 SW Washington.
- Other Interest Expressed to City Staff:
  - 2<sup>nd</sup> and Washington: March 2020 proposal for 2 mixed-use buildings adjacent to Rudy Olsen Gas Pump Park. Apartments above ground floor retail. Developer sought 4 stories or 3 stories with more density than permitted by code. Developer decided not to pursue project. Indicated project not economically feasible.

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## Other, cont.

- 16017 SW 1<sup>st</sup> Street: March 2021. Cabinet Cures considered acquisition of existing building for use as showroom and future retail/restaurant. Developer decided not to proceed.
- SW 1<sup>st</sup> and SW Pine: June 2021. Across street from Symposium Coffee. Current contractor business. Very preliminary inquiry by owner about development of mixed use building on property. Developer would need to acquire part of landscape area in adjacent parking lot owned by City to rear of existing building. No proposal submitted as of yet.



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## Other Opportunities

Recent site searches for:

- juice bar,
- pizza restaurant,
- meat market & office space –
- No available spaces in Old Town at present. Reflects need for development of new mixed use buildings.

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## Questions and Discussion

# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS**  
**MEETING MINUTES**  
**Tuesday, June 15, 2021**  
**6:00 pm**  
**City of Sherwood City Hall**  
**22560 SW Pine Street**  
**Sherwood, Oregon 97140**

**URA BOARD EXECUTIVE SESSION**

1. **CALL TO ORDER:** Vice Chair Tim Rosener called the executive session to order at 6:02 pm.
2. **BOARD PRESENT:** Vice Chair Tim Rosener, Board Members Kim Young, Sean Garland, Renee Brouse, and Russell Griffin. Chair Keith Mays joined at 6:10 pm. Board Member Doug Scott was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Attorney Josh Soper, City Manager Pro Tem Kristen Switzer, Community Development Director Julia Hajduk, Economic Development Manager Bruce Coleman, and IT Director Brad Crawford.
4. **TOPICS**
  - A. ORS 192.660(2)(e)(f), Real Property and Exempt Public Records.
5. **ADJOURN:**

Chair Mays adjourned the executive session at 6:46 pm and convened a URA Board work session.

**URA BOARD WORK SESSION**

1. **CALL TO ORDER:** Chair Mays called the work session to order at 6:47 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Kim Young, Sean Garland, and Russell Griffin. Board Members Renee Brouse and Doug Scott were absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, Community Development Director Julia Hajduk, Economic Development Manager Bruce Coleman, IT Director Brad Crawford, Police Chief Jeff Groth, Finance Director David Bodway, Human Resources Manager Christina Jones, Public Works Director Craig Sheldon, and Agency Recorder Sylvia Murphy.
4. **TOPICS**
  - A. **General URA Property and Oldtown Updates**

Economic Development Manager Bruce Coleman presented the "Update and Discussion on Old Town Development Projects/Opportunities" PowerPoint presentation (see record, Exhibit A) and explained that the purpose of the meeting was to provide a general update to the Board on URA-owned properties in Old Town, provide direction to staff regarding Board's objectives regarding URA-owned properties in Old Town, and to

provide an update to the Board on the development interest/activities on privately-owned properties in Old Town. Mr. Coleman explained that there were two URA owned properties in Old Town, the old schoolhouse property and the Cannery Square property, and reported that Economic Development regularly provided marketing tours of Old Town URA and other properties to commercial developers and brokers. He recapped that the current URA Board's direction to staff was to not engage in active marketing of Old Town URA properties, but to bring proposals from interested developers to the Board for discussion, with an emphasis on mixed-use buildings with retail/restaurants on the ground level. Mr. Coleman asked if the URA Board wished to continue this approach or take a more pro-active approach to market the properties for sale to private developers? Did the Board wish to consider selecting a broker to assist with marketing of properties? Or possibly pursue other approaches? He provided an overview of the map of the privately owned properties within the URA on page 6 of the presentation. Mr. Coleman recapped the Pine Street Live-Work private development occurring on Pine Street adjacent to Symposium Coffee. He explained that the City had previously approved the Pine Street Mixed Use Project in 2018, but the Land Use approval had since expired, and the developer had decided not to proceed with the project. He reported that a developer had submitted a new application to the City for five 3-story single family attached with vertical live-work units. He reported that the developer had begun working on the construction plans. He provided an overview of the 1<sup>st</sup> Street Café development on page 8 of the presentation and reported the proposed project would be a café and gelato business in an existing building. He reported that initial tenant improvement work for the building and initial construction was underway. Mr. Coleman provided an overview of the proposed Sherwood Old Town Residential Development located at Columbia and Pine. He reported that the site was 1.18 acres a privately-owned infill site and the pre-application review was conducted on June 10, 2021, for 24 apartment units and three single-family attached residential units. Chair Mays asked if the developer had acquired the homes located on Willamette? Mr. Coleman replied that he was not sure, but he would look into it. Chair Mays asked if this site was primarily a floodplain? Mr. Coleman replied the property contained wetlands. Community Development Director Julia Hajduk clarified that the property was an oddly shaped property so the developer may not have to acquire any properties. Mr. Coleman reported that Hungry Hero's new expansion space was now open and operational. He reported that the Vine Gogh Artist Bar and Studio would move into 22520 SW Washington. He provided an overview of the properties that were frequently asked about by developers on pages 10-11. He reported that the site on 2<sup>nd</sup> and Washington was of interest to developers and in March 2020 there was a proposal for two mixed-use buildings adjacent to the Rudy Olsen Gas Pump Park with apartments above ground floor retail. The developer sought 3-4 stories with more density than was permitted by code and the developer decided not to pursue the project and indicated the project was not economically feasible. He reported that in March 2021, Cabinet Cures considered acquiring an existing building (16017 SW 1<sup>st</sup> Street) for use as a showroom and a future retail/restaurant but chose not to proceed. He reported there was no project slated for SW 1<sup>st</sup> and SW Pine, but the property was currently a contractor business and a very preliminary inquiry had been made by the owner about development of a mixed-use building on the property. He explained that the developer would need to acquire part of the landscape area in the adjacent parking lot owned by the City to the rear of the existing building and that no proposal had been submitted yet. Mr. Coleman recapped that there had been recent site searches for: juice bar, pizza restaurant, meat market and office space. He explained that there were currently no available spaces in Old Town to fit those needs, which reflected the need for development of new mixed-use buildings. Vice Chair Rosener commented that the Board had not reviewed the downtown overlay in quite some time and the Board was seeking "boutique" retail shops and restaurants. He commented that the current code allowed for professional services, and a review of the downtown overlay was needed to ensure it encouraged the right kind of development if mixed-use buildings were to be used. Chair Mays commented he agreed. Chair Mays asked if there was any information on Oregon Street Townhomes phase two? Mr. Coleman replied he would look into it. Community Development Director Hajduk replied she had not heard anything recently and commented that she believed

all of the units were leased and put forward that COVID may have had an impact on their timeline for phase two. Vice Chair Rosener asked if there had been issues with the townhomes using the City Hall parking lot? Ms. Hajduk replied it was hard to say due to City Hall being closed due to COVID, but she had noticed cars using the City Hall parking lot consistently, which could turn into a problem when City Hall opened back up. Board Member Griffin asked if the site that the Amazon delivery vehicles had used previously was going to be developed? Mr. Coleman replied that he had reached out to the property owner multiple times but had never been able to reach them, but their broker had indicated the property owner would eventually sell. He commented the owners may think that the property would be rezoned to commercial or something similar. Chair Mays commented that he believed that at least half of that parcel was leased until the end of next year, but the other half of the parcel had been cleared out and was no longer used for Amazon delivery vehicles.

## **5. ADJOURN:**

Chair Mays adjourned the work session at 7:04 pm and convened a regular session.

## **URA BOARD REGULAR SESSION**

- 1. CALL TO ORDER:** Chair Mays called the session to order at 7:05 pm.
- 2. BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Kim Young, Sean Garland, and Russell Griffin. Board Members Renee Brouse and Doug Scott were absent.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, Community Development Director Julia Hajduk, IT Director Brad Crawford, Police Chief Jeff Groth, Finance Director David Bodway, Human Resources Manager Christina Jones, Public Works Director Craig Sheldon, and Agency Recorder Sylvia Murphy.

## **4. CONSENT AGENDA**

- A. Approval of October 6, 2020 URA Board Meeting Minutes**
- B. Approval of March 2, 2021 URA Board Meeting Minutes**

**MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY RUSSELL GRIFFIN. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (BOARD MEMBERS RENEE BROUSE AND DOUG SCOTT WERE ABSENT).**

## **5. PUBLIC HEARING**

- A. URA Resolution 2021-002, Adopting the FY2021-22 budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted budget**

The Agency Recorder read the public hearing statement and reported that no written testimony had been submitted.

Finance Director David Bodway recapped that the URA Budget Committee had met on May 27<sup>th</sup> and received the budget message from City Manager Joe Gall. He explained that it was a straightforward budget and was ready to be voted on by the board. He stated this was the final opportunity for citizens to provide public

comment on the budget prior to the adoption of the budget, and he had received no public comments. Mr. Bodway recapped that in FY22-23 the current URA would be closed down. Chair Mays closed the public hearing portion of the meeting and asked for discussion or questions from the Board. With no further comments or discussion, the following motion was stated.


**MOTION: FROM KIM YOUNG TO APPROVE URA RESOLUTION 2021-002, ADOPTING THE FY2021-22 BUDGET OF THE CITY OF SHERWOOD URBAN RENEWAL AGENCY, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE AGENCY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET. SECONDED BY TIM ROSENER. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (BOARD MEMBERS RENEE BROUSE AND DOUG SCOTT WERE ABSENT).**

**6. ADJOURN**

Chair Mays adjourned the meeting at 7:10 pm.

Attest:

  
\_\_\_\_\_  
Sylvia Murphy, MMC, Agency Recorder

  
\_\_\_\_\_  
Keith Mays, Chair