



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, August 3, 2021**

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

**URA Board of Directors Meeting  
(Following the 7pm City Council Meeting)**

## **AMENDED AGENDA**

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

**Tuesday, August 3, 2021**  
(Following the 7pm City Council Meeting)

**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>**

#### **URA BOARD MEETING**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT AGENDA**
  - A. Approval of June 15, 2021 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
  - B. Approval of June 21, 2021 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
  - C. URA Resolution 2021-004 Creating New Funds, The Sherwood 2021 Urban Renewal Agency (URA) Operating and Capital Funds** (David Bodway, Finance Director)
- 4. ADJOURN**

**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

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

**Tuesday, June 21, 2021**

**6:00 pm**

**(Following the City Council Meeting)**

**City of Sherwood City Hall**

**22560 SW Pine Street**

**Sherwood, Oregon 97140**

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**URA BOARD SPECIAL MEETING**

- 1. **CALL TO ORDER:** Chair Mays called the session to order at 6:15 pm.
- 2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Kim Young, Sean Garland, Renee Brouse, and Russell Griffin. Board Member Doug Scott was absent.
- 3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, Finance Director David Bodway, Senior IT Analyst Andrew Thomas, Public Works Director Craig Sheldon, and Agency Recorder Sylvia Murphy.

**4. CONSENT AGENDA**

**A. URA Resolution 2021-003 Authorizing Indebtedness for Capital Projects Described in the Urban Renewal Plan for the Sherwood 2021 Urban Renewal Area**

**MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY RUSSELL GRIFFIN. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (BOARD MEMBER DOUG SCOTT WAS ABSENT).**

**5. ADJOURN**

Chair Mays adjourned the meeting at 6:17 pm.

Attest:

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

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

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

**FROM:** David Bodway, Finance Director  
**Through:** Kristen Switzer, Agency Manager Pro Tem

**SUBJECT: URA Resolution 2021-004, Creating New Funds, The Sherwood 2021 Urban Renewal Agency (URA) Operating and Capital Funds**

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**Issue:**

Shall the Sherwood Urban Renewal Agency Board of Directors approve the creation of an Operating and Capital Fund for the Sherwood 2021 Urban Renewal Agency (URA) to account for the URA's finances and capital projects?

**Background:**

On May 18, 2021, the City Council approved Ordinance 2021-005, Making certain determinations and findings relating to, and approving, the Sherwood 2021 Urban Renewal Plan and directing that notice of approval be published.

Additionally, Financial Policy 1-4a states that a new fund shall be established when there is the inauguration of a new dedicated revenue stream and a concurrent service. Funds separate from the 2000 URA that would be appropriate for accounting for this new dedicated revenue stream and service does not currently exist in the URA's books. Financial Policy 1-5 requires that funds be created by resolution.

Therefore, to account for the 2021 URA's activity separately from all other funds and to be able to report accurately on the use of these funds, staff strongly recommends separating them out into their own funds rather than having them comingled with other funds.

**Financial Impacts:**

There are no anticipated financial impacts from adoption of this resolution.

**Recommendation:**

Staff respectfully requests the Board of Directors adoption of URA Resolution 2021-004, Creating New Funds, The Sherwood 2021 Urban Renewal Agency (URA) Operating and Capital Funds.





**URA RESOLUTION 2021-004**

**CREATING NEW FUNDS, THE SHERWOOD 2021 URBAN RENEWAL AGENCY (URA)  
OPERATING AND CAPITAL FUNDS**

**WHEREAS**, Financial Policy 1-4a states that a new fund shall be established when there is the inauguration of a new dedicated revenue stream and a concurrent service; and

**WHEREAS**, Washington County will began remitting property taxes to the Sherwood 2021 URA in fiscal year 2022-2023; and

**WHEREAS**, the Sherwood 2021 URA has obtained financing through the City and is in the initial phase of beginning a few URA planned projects.

**NOW, THEREFORE, THE URA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

**Section 1.** The Sherwood 2021 URA Operating and Capital Fund, dedicated to accounting for property tax revenues received by the URA from Washington County and accounting for all capital projects associated with the 2021 URA, are hereby created.

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

**Duly passed by the URA Board of Directors this 3<sup>rd</sup> day of August, 2021.**

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

Attest:

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

# Approved Minutes

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

Tuesday, August 3, 2021

7:00 pm

City of Sherwood City Hall

22560 SW Pine Street

Sherwood, Oregon 97140

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**URA BOARD REGULAR SESSION**

1. **CALL TO ORDER:** Chair Mays called the session to order at 7:24 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Kim Young, Sean Garland, Russell Griffin, Renee Brouse, and Doug Scott.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, Systems Administrator Mark Swanson, Public Works Director Craig Sheldon, Finance Director David Bodway, Police Chief Jeff Groth, Center for the Arts Manager Chanda Hall, City Engineer Bob Galati, HR Manager Christina Jones, Police Captain Ty Hanlon, and Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA**
  - A. Approval of June 15, 2021 URA Board Meeting Minutes
  - B. Approval of June 21, 2021 URA Board Meeting Minutes
  - C. URA Resolution 2021-004 Creating New Funds, The Sherwood 2021 Urban Renewal Agency (URA) Operating and Capital Funds

**MOTION: FROM RENEE BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY RUSSELL GRIFFIN. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.**

**5. ADJOURN**

Chair Mays adjourned the meeting at 7:25 pm.

Attest:

  
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Sylvia Murphy, MMC, Agency Recorder

  
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Keith Mays, Chair