



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, February 7, 2023**

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

**URA Board of Directors Meeting**  
(Following the 7:00 pm City Council Meeting)

This meeting will be live streamed at  
<https://www.youtube.com/user/CityofSherwood>

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

**Tuesday, February 7, 2023  
(Following the 7:00 pm City Council Meeting)**

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22560 SW Pine Street  
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**URA BOARD MEETING**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONSENT AGENDA**

**A. Approval of October 4, 2022 URA Board Meeting Minutes (Sylvia Murphy, Agency Recorder)**

**4. NEW BUSINESS**

**A. URA Resolution 2023-001, Endorsing the Alignment of SW Ice Age Drive Between SW Oregon Street and SW 124<sup>th</sup> Avenue as the Local Preferred Alternative for Final Design and Construction (Jason Waters, City Engineer)**

**5. ADJOURN to EXECUTIVE SESSION**

**A. ORS 192.660(2)(e), Real Property (Keith Campbell, City Manager)**

**6. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, October 4, 2022**

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

**URA BOARD REGULAR SESSION**

1. **CALL TO ORDER:** Vice Chair Rosener called the meeting to order at 8:50 pm.
2. **BOARD PRESENT:** Vice Chair Tim Rosener, Board Members Renee Brouse, Kim Young, Doug Scott, and Taylor Giles. Chair Keith Mays was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith D. Campbell, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Interim City Attorney Alan Rappleyea, IT Director Brad Crawford, Finance Director David Bodway, Agency Recorder Sylvia Murphy.

**4. CONSENT AGENDA**

- A. **Approval of August 2, 2022 URA Board Meeting Minutes**
- B. **URA Resolution 2022-009, Authorizing the Agency Manager to purchase materials from Northwest Playground Equipment, Inc. for the Sherwood Festival Plaza**

**MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY RENEE BROUSE. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (CHAIR MAYS WAS ABSENT).**

Vice Chair Rosener addressed the next agenda item.

**5. NEW BUSINESS**

- A. **URA Resolution 2022-010, Authorizing the Agency Manager to Execute a Construction Contract with Kodiak Construction Co. for Sherwood Festival Plaza**

Community Services Director Kristen Switzer recapped that work on the festival plaza had begun in November 2021 with the formation of a committee comprised of representatives from the Parks and Recreation Advisory Board, Cultural Arts Commission, Robin Hood Festival Association, Cruisin' Sherwood, City Council, and City Staff to determine a preferred plaza design. The preferred design was then shown to the community via an online open house as well as several boards and committees in order to provide their feedback on the preferred design. She reported that the project had received four bids and that all four bids had been close in their estimates, with Kodiak Construction Co. being the lowest bidder at \$1,434,343 and asked that the construction contract be awarded to them. Mr. Scott asked when they would get to name the plaza? Ms. Switzer replied that the city had a park naming policy and offered to review the policy and go over naming options with the board soon. Ms. Young asked if enough funds had been budgeted in the 2022-23 budget to cover the cost of the project? Ms. Switzer replied that enough

funds had been budgeted for the project and added that staff had estimated that the plaza would cost around \$1.5 million to construct. Vice Chair Rosener explained that the URA allowed cities to raise funds through tax differentials across all taxing agencies within the district and commented many cities used URAs to complete capital investments in their communities because it did not raise resident's taxes.

**MOTION: FROM KIM YOUNG TO APPROVE URA RESOLUTION 2022-010, AUTHORIZING THE AGENCY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH KODIAK CONSTRUCTION CO. FOR SHERWOOD FESTIVAL PLAZA. SECONDED BY DOUG SCOTT. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (CHAIR MAYS WAS ABSENT).**

**6. ADJOURN**

Vice Chair Rosener adjourned the meeting at 8:57 pm.

Attest:

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

\_\_\_\_\_  
Tim Rosener, Chair

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

**FROM:** Jason Waters, P.E., City Engineer  
Through: Craig Sheldon, Public Works Director, Keith D. Campbell, City Manager & Alan Rappleyea, Interim City Attorney

**SUBJECT:** URA Resolution 2023-001, Endorsing the Alignment of SW Ice Age Drive Between SW Oregon Street and SW 124<sup>th</sup> Avenue as the Local Preferred Alternative for Final Design and Construction

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**Issue:**

Should the URA Board endorse the “south” alignment of SW Ice Age Drive that was presented and discussed at the December 6, 2022 City Council work session?

**Background:**

The design & construction of SW Ice Age Drive is a high-priority project for the City especially now with \$3M in federal funds awarded to the project. Clear support & endorsement of a specific alignment by the URA Board will help staff in their efforts to expedite the design & ROW acquisition phases so that construction can begin as soon as reasonably possible, without further questioning or delay.

In early 2022, the City solicited proposals from full-service consulting firms to help identify potential alignments and design the road, and ultimately selected Kittelson & Associates, Inc. to study the area and perform an alternatives analysis to develop different alignment options to present for an east-west collector between SW Oregon St. and SW 124<sup>th</sup> Ave.

The results of the consultant’s work efforts were summarized in detail and 3 alignment options presented at a City Council Work Session on December 6, 2022 at which the “south” alignment was identified as the preferred alignment to advance for final design & construction. The other 2 options were the “north” and “middle” alignments.

City staff recommends the URA Board adopt a resolution endorsing a specific alignment for SW Ice Age Drive, to provide additional support to staff and consultants in their efforts to acquire the right-of-way & easements needed for the road in a timely manner and help facilitate a successful project.

**Financial Impacts:**

None.

**Recommendation:**

Staff respectfully requests the URA Board adoption of URA Resolution 2023-001, Endorsing the Alignment of SW Ice Age Drive between SW Oregon Street and SW 124<sup>th</sup> Avenue as the Local Preferred Alternative for Final Design and Construction.



**URA RESOLUTION 2023-001**

**ENDORISING THE ALIGNMENT OF SW ICE AGE DRIVE BETWEEN SW OREGON STREET AND SW 124<sup>TH</sup> AVENUE AS THE LOCAL PREFERRED ALTERNATIVE FOR FINAL DESIGN AND CONSTRUCTION**

**WHEREAS**, the City was recently awarded federal funds to supplement design & construction of SW Ice Age Drive which makes this a high-priority project to be completed in earnest; and

**WHEREAS**, the City’s Transportation System Plan (TSP) describes a new collector status roadway running east-west between SW Oregon Street and SW 124<sup>th</sup> Avenue without showing a specific alignment through the undeveloped greenfields; and

**WHEREAS**, the City Urban Renewal Agency (URA) approved URA Resolution 2022-001 with Kittelson & Associates, Inc. for the Ice Age Drive Alignment Analysis – 30% Level Design project; and

**WHEREAS**, the consultant has completed the locally preferred alternatives process in close coordination with City staff, partner agencies, utility providers, landowners, and developers and identified 3 different alignment options for consideration; and

**WHEREAS**, City staff and the consultant, Kittelson & Associates, Inc., presented 3 different alignment options at the December 6, 2022 City Council Work Session and the Southern Alignment, Option 3, was selected; and

**WHEREAS**, the final road design will comply with the City Transportation System Plan (TSP), Development Code, and the City Design & Construction Standards similar to all other public roadway & utility improvement projects; and

**WHEREAS**, the Urban Renewal Agency Board wishes to endorse the preferred alignment in a public meeting.

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

**Section 1.** The Southern Alignment, Option 3, as shown on Exhibit A attached and incorporated herein, is hereby adopted as the Locally Preferred Alignment of SW Ice Age Drive between SW Oregon Street and SW 124<sup>th</sup> Avenue.

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

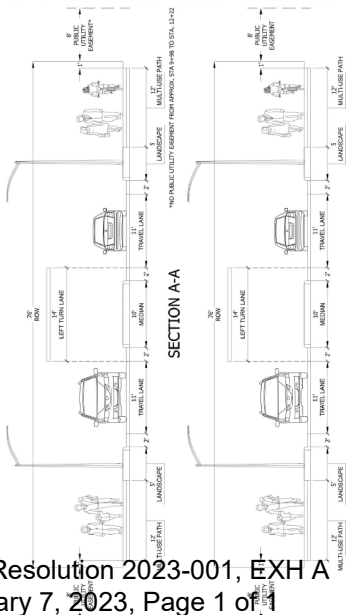
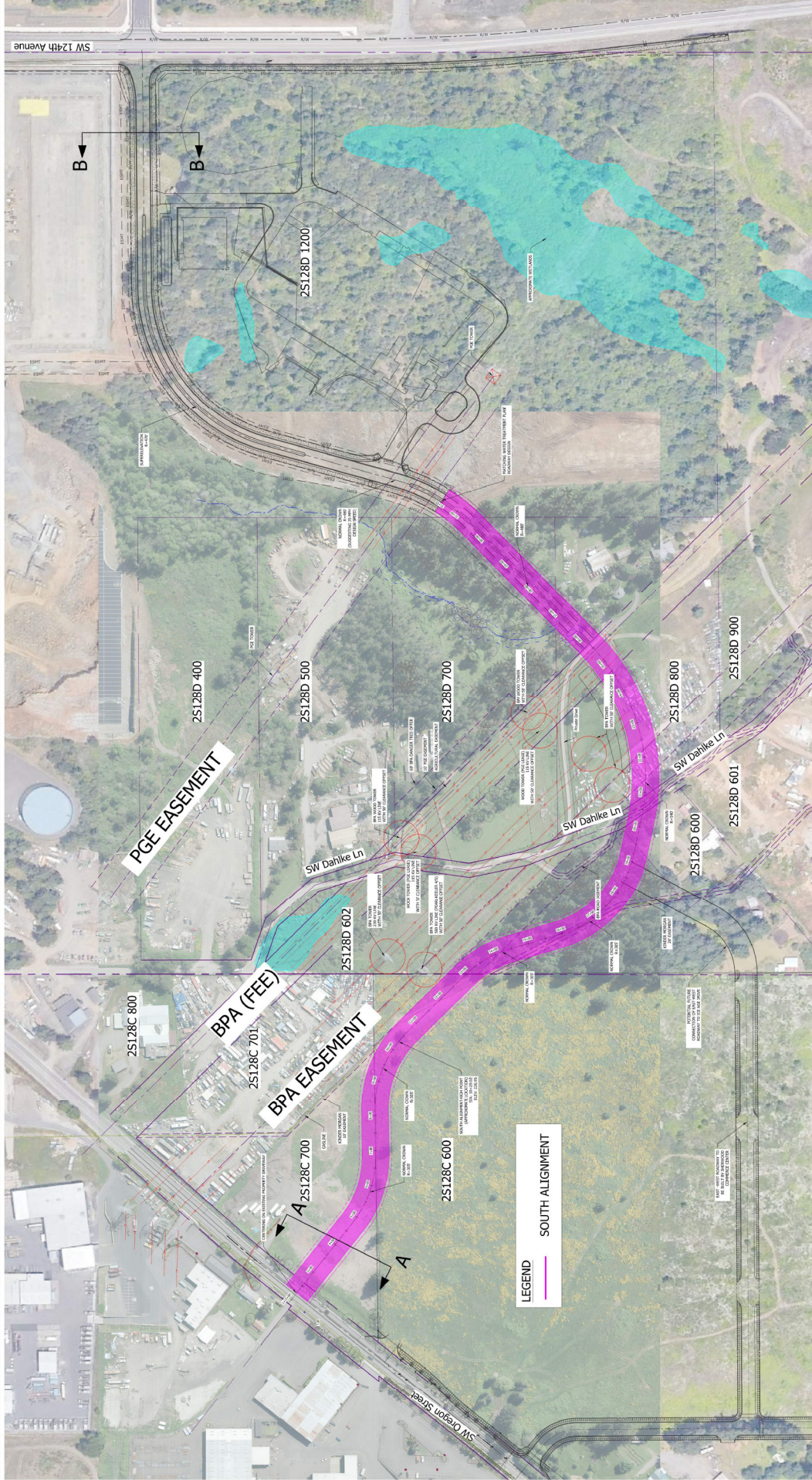
**Duly passed by the Urban Renewal Agency Board on this 7<sup>th</sup> day of February 2023.**

\_\_\_\_\_  
Tim Rosener, Chair

Attest:

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

# Southern Alignment, Option 3, Local Preferred Alignment of SW Ice Age Dr between SW Oregon Street and SW 124th Avenue.



SECTION B-B





URA Board of Directors Meeting Date:

February 7, 2023

# ATTENDANCE SHEET

**NAME**

**ADDRESS**

**PHONE**


# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, February 7, 2023**

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

**URA BOARD REGULAR SESSION**

1. **CALL TO ORDER:** Chair Rosener called the meeting to order at 9:05 pm.
2. **BOARD PRESENT:** Chair Tim Rosener, Vice Chair Keith Mays, Board Members Renee Brouse, Kim Young, Dan Standke, and Taylor Giles. Board Member Doug Scott was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith D. Campbell, City Attorney Ryan Adams, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, IT Systems Analyst Mark Swanson, Community Development Director Eric Rutledge, Police Chief Ty Hanlon, City Engineer Jason Waters, and Agency Recorder Sylvia Murphy.

**4. CONSENT AGENDA**

**A. Approval of October 4, 2022 URA Board Meeting Minutes**

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

Chair Rosener addressed the next agenda item.

**5. NEW BUSINESS**

**A. URA Resolution 2023-001, Endorsing the Alignment of SW Ice Age Drive Between SW Oregon Street and SW 124th Avenue as the Local Preferred Alternative for Final Design and Construction**

City Engineer Jason Waters explained that this was a follow up to the December 6<sup>th</sup> City Council work session discussion regarding the Ice Age Drive alignment. He recapped that Resolution 2021-066 renamed the east-west connector road to "Ice Age Drive." He explained that a resolution that endorsed the chosen alignment would be on the February 21<sup>st</sup> URA meeting agenda and the resolution would award the final design contract to Kittleson & Associates. He asked for questions or discussion from Council.

**MOTION: FROM KIM YOUNG TO APPROVE URA RESOLUTION 2023-001, ENDORSING THE ALIGNMENT OF SW ICE AGE DRIVE BETWEEN SW OREGON STREET AND SW 124TH AVENUE AS THE LOCAL PREFERRED ALTERNATIVE FOR FINAL DESIGN AND CONSTRUCTION.**

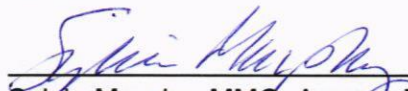
**SECONDED BY RENEE BROUSE. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (DOUG SCOTT ABSENT).**

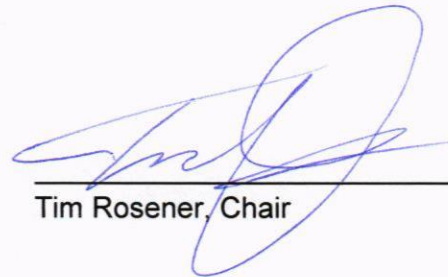
City Manager Campbell explained that the executive session was noted incorrectly on the agenda and would not occur.

**6. ADJOURN**

Chair Rosener adjourned the meeting at 9:10 pm.

Attest:

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

  
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Tim Rosener, Chair