



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**January 2, 2024**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Keith Mays, Councilors Kim Young, Doug Scott, Dan Standke, Taylor Giles, and Renee Brouse.
3. **STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, IT Manager Richard McCord, Finance Director David Bodway, City Engineer Jason Waters, Economic Development Manager Bruce Coleman, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Senior Planner Joy Chang, Planning Manager Erika Palmer, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPICS:**

Community Development Director Eric Rutledge asked that the Annual Housing Report work session topic be addressed first, and Council agreed to the change.

**A. Annual Housing Report**

Community Development Director Eric Rutledge outlined that the Annual Housing Report was related to Deliverable 3.5.A under City Council Deliverable "Livability and Workability." He explained that the information presented at this meeting was an overview of the 2022 Annual Housing Report and stated that the report would be revised based on the feedback received from Council. He presented the "Annual Housing Report" PowerPoint presentation (see record, Exhibit A) and reported that in 2022, the city had permitted 83 residential units, 72 residential units were constructed, and 63 residential units were approved through land use. He continued that the city had adopted legislation to comply with HB 2001 and stated that there was no significant housing legislation passed by the state legislature during the 2022 short session. He explained that typically, it took over a year to go from procuring a permit to issuing a certificate of occupancy. He provided an overview of the 2022 land use approvals on page 4 of the presentation. Councilor Brouse asked if the Sherwood Blvd. Multifamily development would be affordable housing and Mr. Rutledge replied that the units would be market-rate. Council discussed the definition of "affordable housing" and the need to pursue local and federal funding to construct affordable housing for seniors. Mr. Rutledge reported that 90% of the building permits issued in 2022 were for single-family detached homes, mainly in the Brookman area. He reported that 4% of the 83 permitted residential units and the 72 residential units constructed were for ADUs and explained that most of the ADUs were for new construction within new homes. He reported that of the 83 permitted residential units, 6% were for multifamily units and 96% of the construction was for single-family. Mr. Rutledge provided an overview of the five-year history of residential units permitted and residential units constructed and spoke on the impacts of the COVID-19 pandemic and interest rate changes from 2018-



2022. He asked for Council feedback on what additional information would be helpful to include in the Annual Housing Report. Council asked that the Annual Housing Report be published on the city's website along with a glossary of terms. Staff commented that a map of the estimated land supply could be included in the report and Mayor Rosener asked that the map be included. Mayor Rosener spoke on the usefulness of the Annual Housing Report when lobbying for funding and asked that a brief narrative be added explaining the major obstacles impeding the city's growth and development. Discussion on the usefulness of the Annual Housing Report in helping to illustrate the need for the special zoning districts and master planning of certain areas within Sherwood West occurred. Mr. Rutledge recapped that staff would update the report with the figures from 2023 and would bring the report back to Council in February or March. He explained that going forward, staff would present the Annual Housing Report to Council each year. Mayor Rosener asked that the 2023 Annual Housing Report be ready for the upcoming legislative session.

*Record note: Prior to the meeting, Community Development Director Eric Rutledge provided Council with a memo regarding the 2022 Annual Housing Report (see record, Exhibit B).*

## **B. Sherwood West Area Discussion**

Community Development Director Rutledge outlined that this work session would address infrastructure funding tools for Sherwood West and the North District Refinement Study. He stated that staff needed confirmation from Council regarding master planning for Sherwood West and whether or not to submit a UGB Expansion application to Metro. He addressed infrastructure funding strategy and explained that the Sherwood West Concept Plan included an Infrastructure Funding Gap Analysis that analyzed non-local infrastructure costs; SDCs and other revenue; and also identified anticipated gaps in revenue. He reported that the Infrastructure Funding Gap Analysis had identified funding gaps for both water and storm infrastructure. Mr. Rutledge explained that supplemental SDCs had been identified as the primary mechanism for addressing the water and storm infrastructure deficits. He noted that recently there had been an increase in available state and federal funding for infrastructure, but it remained unclear on if those funds would remain available in the future. He explained that if those funding sources were not available in the future, then local SDCs were the main tool for cities to finance infrastructure construction. Council President Mays referred to increasing construction costs and asked if there was time to update the cost assumptions. He asked if there was an anticipated funding gap for transportation infrastructure and Mr. Rutledge replied that the analysis showed that there was adequate funding available for transportation infrastructure. Council President Mays commented he was also concerned about the transportation infrastructure cost estimates and Community Development Director Rutledge replied that staff would review the figures again. Planning Manager Erika Palmer added that the cost estimates would be further refined in the master plans for Sherwood West. Councilor Giles expressed concern over increasing SDC rates and the impact to development. Mayor Rosener explained that SDCs were one of the few tools that cities had left to generate funding for constructing infrastructure. He spoke on previously available Washington County funding that other cities had utilized to help finance large projects and speed up development and stated that Sherwood should also be able to utilize that funding strategy. Mayor Rosener stated that the UGB Expansion application should not state that county funding was unnecessary. Council President Mays asked that the application state that the grid was conceptual and would be updated via master planning and that staff anticipated a funding shortfall. Mayor Rosener remarked that staff should also explicitly list the funding sources the city would pursue and include the Washington County program that other cities had previously utilized. Community Development Director Rutledge stated he would update the application to cite all available funding sources and add language that illustrated the likelihood of a transportation infrastructure funding shortfall. He commented that he recommended also including the estimated construction costs for the pedestrian bridge in order to utilize SDCs to help cover some of those costs. Council signaled their agreement. Discussion regarding what TLT revenue could be used for occurred. Mr. Rutledge addressed concerns regarding raising SDC rates and commented that he believed that developers may be willing to



pay a higher SDC rate if there was more certainty around infrastructure and their ability to create a successful project. Discussion occurred and Mr. Rutledge explained that Council set the SDC rates and if Council wished to, they could set lower SDC rates for smaller businesses. He provided an overview of the list of available funding strategies on page 4 of the presentation and stated they included: supplemental SDCs specific to Sherwood West, Washington County Major Streets Transportation Improvement Program, Washington County Major Streets Improvement Program, Metropolitan Transportation Improvement Program, Regional Flexible Funding, Regionally Significant Industrial Sites Program, and other emerging sources. He explained that by having multiple types of land uses within Sherwood West, the city would be able to pursue different funding sources. He continued that other possible funding sources included Local Improvement District, utility fees, and General Obligation Bonds. Community Development Director Rutledge addressed the North District Refinement Study and explained that the purpose of the refinement study was to help define the employment uses of the area and to identify opportunities to protect large parcels. He stated that staff were reviewing Washington County employment clusters and identifying feasible industries that would be attracted to the area. He explained that one of the main purposes of completing the refinement study was to help illustrate the readiness of the area for development to Metro and help attract developers. He outlined that staff reviewed the cost and design of infrastructure and included a list of key public infrastructure projects that would be required to serve the North District. Other deliverables included parks and trails cost estimates and an update of storm revenue projections. Economic Development Manager Bruce Coleman voiced that it was important to protect the large parcels on the east side in order to provide the most flexibility for types of uses and development. He continued that to the west of Elwert could be where smaller 5-6-acre parcels could be located and commented that these types of smaller parcels were something he received calls about frequently. Mr. Rutledge reported that these updates would be added to the Sherwood West Concept Plan that would be presented to Council in March. He addressed the North District, Far West District, West District, and South District maps on pages 6-7 of the presentation and stated that staff recommended master planning for any areas that had a mix of residential and commercial and asked for Council feedback regarding master planning. Discussion regarding master planning and Development Code occurred and Council determined that they wished to master plan any area that permitted housing and retain the right to master plan any area that had the potential of permitting housing in the future. Community Development Director Rutledge commented that the City Attorney or the city's land use counsel would need to be consulted to ensure that the requirement of clear and objective standards were adhered to. He spoke on annexation and master planning and explained that he believed it was possible for some areas to be master planned and also identify areas that were to be subject to a master plan prior to annexation. Mayor Rosener asked if Council concurred with the decision to master plan all areas that included residential with the exception of mixed employment areas and Council signaled their approval. Mr. Rutledge asked for Council feedback regarding the decision to submit a full ask, partial ask, or no ask UGB Expansion application. Councilor Young stated that she supported submitting a full ask to Metro and the remaining Councilors signaled their agreement.

## **5. ADJOURN:**

Mayor Rosener adjourned the work session at 6:58 pm and convened a regular session.

## **REGULAR SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:04 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Keith Mays, Councilors Kim Young, Doug Scott, Dan Standke, Taylor Giles, and Renee Brouse.



3. **STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, IT Manager Richard McCord, Finance Director David Bodway, City Engineer Jason Waters, Economic Development Manager Bruce Coleman, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Police Chief Ty Hanlon, Senior Center Manager Maiya Burbank, Planning Manager Erika Palmer, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

**MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

5. **CONSENT AGENDA:**

- A. **Approval of December 5, 2023 City Council Meeting Minutes**
- B. **Approval of December 12, 2023 City Council Meeting Minutes**
- C. **Resolution 2024-001, Authorizing City Manager to Amend and Restate Intergovernmental Agreement between the City and the Regional Water Providers Consortium**

**MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

6. **CITIZEN COMMENT:**

Sherwood resident Nancy Taylor came forward and spoke on the funding of the pedestrian bridge project and expressed concerns on the repayment of the \$12 million to the city's Water Fund. Mayor Rosener reminded that the Council does not engage in conversation during citizen comments and this topic would be discussed at upcoming Budget Committee meetings.

Sherwood resident Jim Claus came forward and commented regarding an agreement he received from the city. He commented regarding communications with the City Attorney Ryan Adams about the agreement. He commented regarding potential litigation and depositions and filing a BAR complaint.

Mayor Rosener addressed the next agenda item.

7. **PRESENTATIONS:**

**A. Recognition of Eagle Scout Award Recipient**

Mayor Rosener recognized Lucas Stoddard for his achievement of attaining the rank of Eagle Scout.

Mayor Rosener addressed the next agenda item.

**B. Age Friendly City Presentation**

Senior Center Manager Maiya Burbank and the AARP State Director for Oregon Bandana Shrestha

presented information on the significance of the Age-Friendly City designation (see record, Exhibit D). They explained that the process to achieve the Age-Friendly designation encompassed a five-year continuous improvement cycle. The City of Sherwood was presented with its certification as an Age-Friendly Community.

Mayor Rosener addressed the next agenda item.

## **8. NEW BUSINESS:**

### **A. Appointment of City Council President**

Mayor Rosener explained that it was time to elect a Council President for the new year and asked for nominations. Councilor Young was nominated. Councilor Scott seconded the nomination. Councilor Young accepted the nomination. Councilor Brouse was nominated. Councilor Standke seconded the nomination. Councilor Brouse accepted the nomination. With no other nominations received, a roll call vote was taken, and with a 4:2 vote, Councilor Young was elected Council President.

Mayor Rosener addressed the next agenda item.

## **9. CITY MANAGER REPORT:**

City Manager Pro Tem Craig Sheldon reported on downtown streetlights and holiday decorations. He recognized Economic Development Manager Bruce Coleman who received Washington County Economic Developer of the Year award. He reported that this was Planning Manager Erika Palmer's last Council meeting before starting her new role as Community Development Director for the City of Troutdale.

Mayor Rosener addressed the next agenda item.

## **10. COUNCIL ANNOUNCEMENTS:**

Council President Young reported on Sherwood Chamber of Commerce events, the City of Sherwood staff luncheon, the swearing in of a new Police Officer, recent Sherwood School District meetings, and CDBG meetings.

Councilor Giles reported that the Library Advisory Board did not meet.

Councilor Standke reported that he and his family had participated in recent volunteer events.

Councilor Scott reported on the Parks and Recreation Advisory Board. He asked that drivers be aware of pedestrians and cyclists now that the holiday break was over, and students were back in school.

Councilor Mays reported on LOC meetings and the death of previous Planning Commissioner Adrian Emery.

Mayor Rosener reported on LOC trainings, the Metro Solid Waste Review Committee, and National League of Cities.

## **11. ADJOURN:**

Mayor Rosener adjourned at the regular session at 8:02 pm and convened an executive session.



*Record note: Due to a failure of the audio system, the audio for the January 2, 2024 City Council regular session meeting recording was not produced.*

**EXECUTIVE SESSION**

1. **CALL TO ORDER:** The meeting was called to order at 8:07 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Doug Scott, Dan Standke, Taylor Giles, and Renee Brouse.
3. **STAFF PRESENT:** City Attorney Ryan Adams, City Manager Pro Tem Craig Sheldon, and Assistant City Manager Kristen Switzer.
4. **TOPICS:**
  - A. **ORS 192.660(2)(i), Performance Evaluation**
5. **ADJOURN:**

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor