



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
March 19, 2024

WORK SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 6:30 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Doug Scott, and Renee Brouse. Councilor Taylor Giles arrived at 6:40 pm. Mayor Tim Rosener and Councilor Dan Standke were absent.
3. **STAFF PRESENT:** City Attorney Ryan Adams, Assistant City Manager Kristen Switzer, Community Development Director Eric Rutledge, Senior Planner Joy Chang, Finance Director David Bodway, Deputy City Attorney Michelle Teed, Police Chief Ty Hanlon, IT Manager Richard McCord, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.
4. **TOPICS:**

A. Food Cart Code Discussion

Community Development Director Eric Rutledge presented the "Food Cart Pod Code Update" PowerPoint presentation (see record, Exhibit A) and provided an overview of the definitions for "Mobile Food Unit (Food Cart)" and "Mobile Food Unit Site (Food Cart Pod)." He reported that under the current code, food carts were permitted as a Conditional Use but were required to be associated with a brick-and-mortar store and must be "customary and integral." He clarified the Conditional Use Permit required a Site Plan Review, which was a public hearing process. Permitted food cart pod zones would be General Commercial and Retail Commercial, and included Commercial properties within Old Town, provided owners met the site requirements. He outlined that food cart pods could also be located within an underutilized parking lot or on a vacant lot and reiterated that all code standards still needed to be met. He provided an overview of the draft food cart pod code on page 5 of the presentation and explained that it would be a Type III Conditional Use and Type IV Site Plan Review. Mr. Rutledge outlined that other requirements included a minimum of five food carts and an enclosed building or pavilion for seating that was a minimum of 1,000 sqft with permanent indoor restrooms. Councilor Scott suggested using a minimum number of seats per food cart to determine the appropriate size of the permanent building/pavilion and commented that he wanted food cart pods to look upscale. Mr. Rutledge clarified that hard surfaces were required for the site, which included parking and walkways. He reported that food cart pods would require permanent underground connections for water, sewer, and power. He provided an overview of the design standards and stated that existing commercial building design standards applied for permanent structures and new/additional design standards applied for pavilions. He addressed setbacks for food cart pods and reported that the underlying zone applied for permanent structures and new or additional setbacks for individual food carts would also apply. He addressed parking requirements and stated that two vehicle stalls and .5 bicycle stalls were required per food cart. Councilor Giles asked how the number was determined and Mr. Rutledge replied he believed it was based

on other jurisdictions, but reported he would review the figure to ensure that the number was not excessive. Council President Young asked regarding parking requirements and Old Town and Community Development Director Rutledge replied that the Old Town parking exemption would apply. He stated that the Planning Commission would be the final decision maker for food cart pod applications. Councilor Scott stated he was pleased with the draft code, but he wanted to tie the size of the permanent structure to the number of food carts to ensure that the indoor space was large enough. Council President Young asked regarding temporary food carts and stated that enforcement of temporary food cart vendors was complaint driven and discussion occurred. Councilor Scott and Councilor Mays stated they supported bringing forward the food cart pod code for Council consideration. Council discussed the possibility of touring neighboring food cart pod locations.

Record note: Prior to the meeting, Community Development Director Eric Rutledge provided Council with the "Food Cart Pod – Code Amendment Discussion" memo (see record, Exhibit B).

5. ADJOURN:

Council President Young adjourned the work session at 6:55 pm and convened a regular session.

REGULAR SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 7:00 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Doug Scott, Taylor Giles, and Renee Brouse. Mayor Tim Rosener and Councilor Dan Standke were absent.
3. **STAFF PRESENT:** City Attorney Ryan Adams, Assistant City Manager Kristen Switzer, Community Development Director Eric Rutledge, Senior Planner Joy Chang, Finance Director David Bodway, Deputy City Attorney Michelle Teed, Police Chief Ty Hanlon, IT Manager Richard McCord, City Engineer Jason Waters, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR MAYS TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR ROSENER AND COUNCILOR STANDKE WERE ABSENT).

Council President Young addressed the next agenda item.

5. CONSENT AGENDA:

- A. **Approval of March 5, 2024 City Council Meeting Minutes**
- B. **Resolution 2024-014, Appointing Deborah Diers to the Charter Review Committee**
- C. **Resolution 2024-015, Authorizing the City Manager to Enter into an Intergovernmental Agreement with Washington County for Transportation Planning in the Sherwood West Urban Growth Boundary Expansion Area**
- D. **Resolution 2024-016, authorizing submittal of an Oregon Safe Routes to School Competitive Grant for crossing enhancements on SW Sunset Blvd at SW Timbrel Lane**
- E. **Resolution 2024-017, Ratifying the Collective Bargaining Agreement with AFSCME**

F. Resolution 2024-019, Adopting City Council Pillars, Goals, and Deliverables for Fiscal Year 2024-2025

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR ROSENER AND COUNCILOR STANDKE WERE ABSENT.

Council President Young addressed the next agenda item.

6. CITIZEN COMMENT:

There were no citizen comments and Council President Young addressed the next agenda item.

7. PRESENTATIONS:

A. Proclamation Proclaiming April 1-5, 2024 As National Community Development Week

Council President Young announced that April 1-5, 2024 had been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) program and the HOME Investment Partnership (HOME) Program. She stated that historically, Sherwood had received CDBG grants totaling over \$2.28 million. She reported that most of the Senior Center improvements have been funded through the CDBG program. She stated that other CDBG funded improvements throughout Sherwood included well improvements, Old Town sidewalks; Old Town and Washington Hill water lines; and City Hall ADA access. Council President Young stated that the CDBG program was first authorized by Congress under the Housing and Community Development Act of 1974 to help cities and urban counties with housing and community development projects. She outlined that some of the major objectives of the program included meeting the needs of the low- and moderate-income population; eliminating and preventing the creation of slums and blights; and meeting other urgent housing and community development needs. Council President Young read aloud the proclamation. She stated the CDBG provided annual funding and flexibility to local communities to provide decent, safe and sanitary housing; suitable living environments; and economic opportunities to low-and-moderate-income people. The HOME Program provided funding to local communities to create decent, safe, and affordable housing opportunities for low-income people and over one million units of affordable housing had been completed using HOME funds nationally. Council President Young stated that both the Community Development Block Grant program and the Home Investment Partnership program had made, "tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community." She urged Congress and the Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program and the HOME Investment Partnerships Program by supporting increased funding for both programs in FY2024. Council President Young reported that these were federal funds that were managed locally by a Washington County policy board and spoke on her time serving on the board.

Council President Young addressed the next agenda item.

8. NEW BUSINESS:

A. Resolution 2024-018, Authorizing the City Manager Pro Tem to Execute a Construction Contract with the Apparent Low Bid Contractor for the Cedar Creek Greenway Fence & Landscaping Restoration Project

City Engineer Jason Waters reported that the city had only received one bid for the project and explained that the bid was much higher than the engineering estimate. He reported that the engineering estimate was \$375,000 whereas the bid was over \$709,000. He explained that because of the price discrepancy, he recommended that no action be taken on this item, and staff would re-bid the project. He explained that staff would require a pre-bid meeting to attract the right kind of fence contractors as this project was “more of an aesthetic barrier” and not a sound wall. City Engineer Waters reported that staff would increase the engineering estimate by \$100,000, eliminate the pre-qualifications, and make a pre-bid meeting mandatory. He stated he hoped the new RFP would result in 3-5 responses. He stated that a resolution would be presented at the April 16th City Council meeting.

Council President Young addressed the next agenda item.

9. CITY MANAGER REPORT:

Assistant City Manager Kristen Switzer reported a Murdock Park open house would be held on March 21st to discuss the update to the Murdock Park Master Plan. She reported that the deadline for the “If I Were Mayor...” student contest was March 22nd. She reported that the State of the City event would be held on April 17th at the Sherwood Center for the Arts.

Council President Young addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

Councilor Giles reported that he attended the National League of Cities conference where they lobbied on behalf of Oregon and Sherwood. He stated projects included continued funding for Sherwood Broadband and protections for cities that discovered PFAS contamination in their water.

Councilor Mays reported that he attended the WCCC meeting on March 18th where it was recommended that roughly \$15 million in MSTIP funding be awarded for Edy Road improvements and transportation planning for Sherwood West.


Council President Young reported that she attended the Westside Economic Alliance policy conference and spoke on the event. She reported she attended the Chamber of Commerce breakfast where CWS provided a presentation.


Councilor Mays reported that the first Charter Review Committee meeting would be held on March 21st.

11. ADJOURN:

Council President Young adjourned the regular session at 7:17 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor