



# Meeting Agenda

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**Project:** Sherwood TSP Citizen Advisory Committee Meeting #1

**Date:** July 29, 2025

**Time:** 5:30 – 7:00 PM

**Meeting Location:** Hybrid: In person at Sherwood City Hall, Community Room, 22560 SW Pine St, Sherwood, OR, 97140; *and virtually*  
[Via Zoom](#) or by phone: 253-215-8782, Meeting ID: 863 3752 2192, Passcode: 166999

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- |            |  |                         |
|------------|--|-------------------------|
| 1. 5:30 pm | <b>Welcome, Introductions, and Project Team</b>  | Joy Chang / Phill Worth |
| 2. 5:45 pm | <b>Community Comments</b>  | Joy Chang               |
| 3. 5:50 pm | <b>Overview of Transportation System Plans and Reasons for Sherwood's Update</b><br><br>Discussion on the role transportation system plans play in communities and background for Sherwood's current update. | Phill Worth             |
| 4. 6:05 pm | <b>Committee Roles and Responsibilities</b><br><br>Representation and liaison role, meeting frequency, input/feedback  | Phill Worth             |
| 5. 6:15 pm | <b>Goal Discussion</b><br><br>The project team prepared draft goals and will seek input from members.  | Phill Worth             |
| 6. 6:50 pm | <b>Schedule and Next Steps</b><br><br>Overview of project timeline and immediate next steps.   | Phill Worth/ Joy Chang  |
| 7. 7:00 pm | <b>Adjourn</b>   | All                     |

## Attachments

- A. CAC Roster
- B. Meeting Presentation

<b>Citizen Advisory Committee Roster</b> <b>Transportation System Plan Update</b>	
<b>Name</b>	<b>Participants</b>
Alexander Whitaker	City resident at large
Lisa Patterson	City resident at large
James Booker	City resident at large
Shauna ONeil	City resident at large
Hella Betts	Sherwood West resident at large
Brady Strutz	Sherwood School District
Jason Wuertz	Sherwood Traffic Safety Board
Tyler Barnes	Sherwood Planning Commissioner
Clifton Taylor	Sherwood Senior Advisory Board
To Be Determined (TBD)	Sherwood Youth Advisory Board
Keith Mays	Sherwood City Councilor
Tim Rosener (Alternate)	Sherwood Mayor



City of  
**SHERWOOD**  
Transportation System Plan



# Sherwood Transportation System Plan

Citizen Advisory Committee Meeting #1  
July 29, 2025

# Meeting Agenda

- Welcome and Introductions
- Community Comments
- Transportation System Plan Overview
- Committee Roles and Responsibilities
- Goals Discussion
- Schedule and Next Steps



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# Project Team

## Sherwood Team



**Joy Chang**  
Project Manager



**Jason Waters**  
City Engineer



**Richard Sattler**  
Public Works



**Art Graves**  
Planning

## Kittelson Team



**Phill Worth**  
Project Manager



**Nick Meltzer**  
Deputy Project  
Manager



**Russ Doubleday**  
Project Staff



**Lekshmy Hirandas**  
Project Staff



**Pavi Balan**  
Project Staff

# Citizen Advisory Committee

## Introductions

- Name
- Any community group or organization you may represent
- Experience with transportation in Sherwood
- Outcome you hope for from your involvement



# Community Comments

- Welcome and Introductions
- **Community Comments**
- Transportation System Plan Overview
- Committee Roles and Responsibilities
- Goals Discussion
- Schedule and Next Steps



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# Transportation System Plan Overview

- Welcome and Introductions
- Community Comments
- **Transportation System Plan Overview**
- Committee Roles and Responsibilities
- Goals Discussion
- Schedule and Next Steps

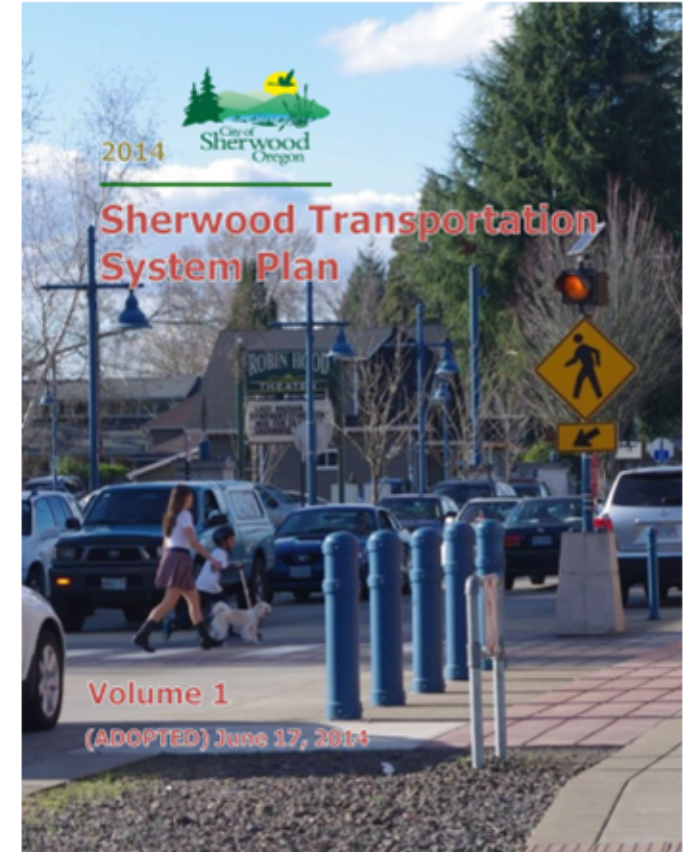


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# What is a Transportation System Plan?

- A 20-year planning document that:
  - Sets community goals for transportation
  - Describes the current & future transportation system and
  - Outlines projects, programs, and policies to meet the goals
- The Plan answers questions about the transportation system, such as:
  - What type of system do we want in the future?
  - What do we have now and how well does it work?
  - What improvements are needed now and in the future?
  - How will we fund improvements?
  - What should we do first?
- Plans all modes: pedestrian, bicycle, motor vehicle, & transit



# What is Required in a Transportation System Plan?




Source: Greater Portland, Inc

- Community Engagement
- Goals, Objectives and Performance Measures
- Existing Conditions
- Future Conditions
- Solution Development and Evaluation
- Funding Program
- TSP Document



# Background to Sherwood TSP Update

- New Legal Requirements
    - Climate Friendly and Equitable Community (CFEC) rulemaking
    - Requires updates to Transportation System Plans
    - Designates Metro 2040 Centers as Climate Friendly Areas
  - Timing & Benefits
    - Recommended update frequency is 10 years, Sherwood's current TSP is from 2014
    - Confirms and refines community goals for transportation
    - Extends the timeframe of the plan to a new horizon year 2046/47
    - Informs Capital Improvement Plan (CIP) updates
    - Informs land development conditions of approval (development funded improvements)
- 




# Transportation System Plans **Must ...**

- Define and classify the future transportation network
- Identify and prioritize improvements needed in the next 20 years
- Identify areas/improvements that require additional study or analysis
- Determine metrics for evaluating system performance
- Determine fiscal constraints



# Transportation System Plans Should ...

- Set standards or provide design guidance
  - Inform improvements needed with near term development
  - Consider future transportation trends and innovations (Artificial Intelligence, Intelligent Transportation Systems, Smart Streets, etc.)
  - Advance policies and programs that support the transportation system (Safe Routes to School, Travel Options, Parking, etc.)
- 





# Transportation System Plans Can ...

- Investigate transportation needs of expansion areas (Sherwood West)
- Develop alternative performance measures and standards
- Advance new policy directives (e.g., Vision Zero)

# Committee Roles and Responsibilities


- Welcome and Introductions
- Community Comments
- Transportation System Plan Overview
- **Committee Roles and Responsibilities**
- Goals Discussion
- Schedule and Next Steps



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# Citizen Advisory Committee Charge

- Attend and participate in meetings
  - Share project announcements with neighbors, friends, community groups, and any boards or organizations you represent
  - Provide honest and productive feedback
  - Strive for consensus
    - Consensus means not everyone has to love it, but everyone is okay with it moving forward
  - Plan ultimately recommended for approval by Planning Commission to City Council
- 



# Goals Discussion


- Welcome and Introductions
- Community Comments
- Transportation System Plan Overview
- Committee Roles and Responsibilities
- **Goals Discussion**
- Schedule and Next Steps



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# Council and Staff Key Issues

- Address the role long range plans play in cities, and how to address issues that arise outside the TSP process
  - Process is the product, to some degree:
    - Policy discussions (e-bikes, Vision Zero, etc.)
    - Coordination among Washington County, Metro, Tri-Met and others on local needs
    - Identify current and relevant performance measures, especially to guide development and fund improvements
- 



# Council and Staff Key Issues

- Identify complete (and comfortable) bicycle/pedestrian network
- Address transportation impacts associated with anticipated growth
- Connect long term projects with short term needs and available funds
- CFEC Associated Impacts on Land Use and State Regulations




# Goal Development

- Reviewed City Council 2025-2026 goals
  - Reviewed Sherwood 2040 Comprehensive Plan
    - Coordinated and Connected Infrastructure
  - Reviewed Oregon Metro Regional Transportation Plan
  - Reviewed Oregon Department of Transportation TSP Guidelines
  - Two City Council work sessions, multiple city staff work sessions
- 




# Draft TSP Vision Statement



Sherwood plans, designs, and coordinates the provision of a safe, efficient, reliable, and cost-effective transportation system to meet the growing needs of the community. The system comprises many modes of travel, and is designed, equipped, operated, and maintained to sustainably complement adjacent land uses by being seamlessly connected, accessible, resilient, livable, economical, and environmentally friendly. Businesses and neighborhoods thrive and people of all means, ages, and abilities have a variety of viable and evolving travel options to meet their daily needs.




# Draft TSP Goals

- **Safety:** Design and operate the transportation system for the safety and well-being of travelers, minimizing traveler risk by providing low stress, low conflict facilities through context-based design, modal separation, speed management, and other best practices.
  - **Sustainability:** Optimize system efficiency and economic and environmental benefit by minimizing average trip length, reducing vehicle miles traveled per capita, minimizing travel costs, and planning a transportation system that is feasible and cost-effective to build, operate, and maintain.
- 



# Draft Goals

- **Dependable:** Plan and operate the system to be reliable and resilient, providing viable travel options that work effectively to move people and goods within the community and to regional gateways.
  - **Accommodating:** Accommodate the travel needs of residents and businesses by providing viable and evolving travel options to enhance community livability and economic vitality.
  - **Connected:** Seamlessly connect the Sherwood community with a variety of accessible travel options that are designed and operated to promote walking, biking, and transit for people of all means, ages, and abilities.
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# Schedule and Next Steps

- Welcome and Introductions
- Community Comments
- Transportation System Plan Overview
- Committee Roles and Responsibilities
- Goals Discussion
- **Schedule and Next Steps**



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# Next Steps



Source: Greater Portland, Inc

- Community Engagement (throughout)
- **Goals, Objectives and Performance Measures**
- **Existing Conditions**
- Future Conditions
- Solution Development and Evaluation
- Funding Program
- TSP Document

# Scope Tasks & Key Deliverables

- Task 1: Project Management
- Task 2: Community Engagement
- Task 3: Policy and Planning Framework
- Task 4: Analytical Methods
- Task 5: Existing Conditions and Needs Analysis
- TM1: Demographic Profile and Major Equity Analysis
- TM2: Plans, Policy and Code Review
- TM3: Goals, Objectives and Criteria
- TM4: Analysis Methods and Assumptions
- TM5: System Inventory
- TM 6: Existing Conditions

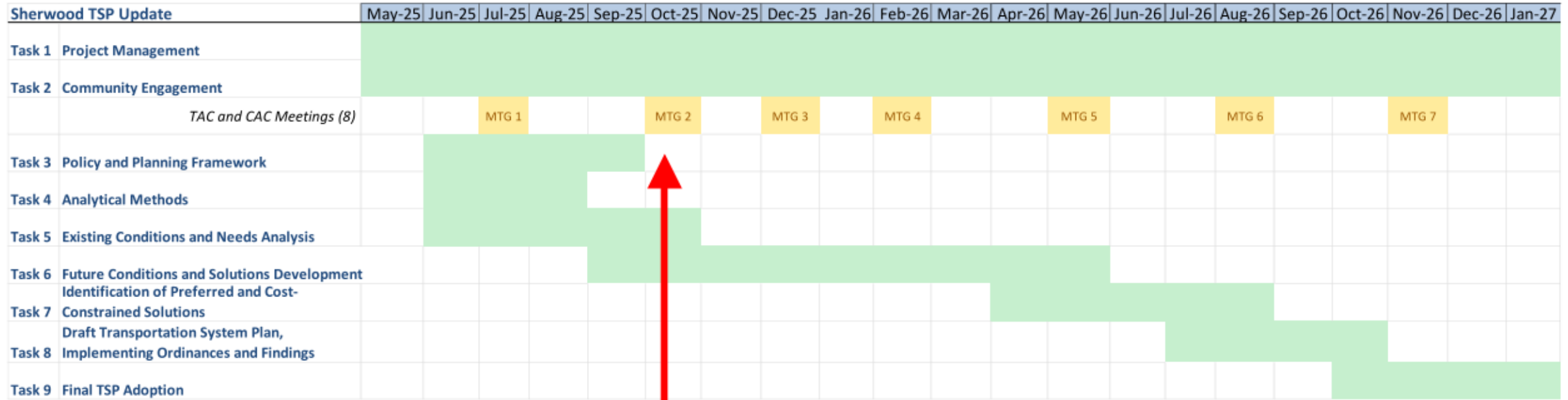
# Scope Tasks & Key Deliverables

- Task 6: Future Conditions and Solution Development
- Task 7: Identification of Preferred and Cost-Constrained Solutions
- Task 8: Draft TSP and Ordinances
- Task 9: Final TSP
- TM 7: Future System Conditions
- TM8: Solutions Analysis and Funding Program
- TM9: Preferred Solutions
- Draft TSP
- Final TSP

# Climate Friendly and Equitable Communities

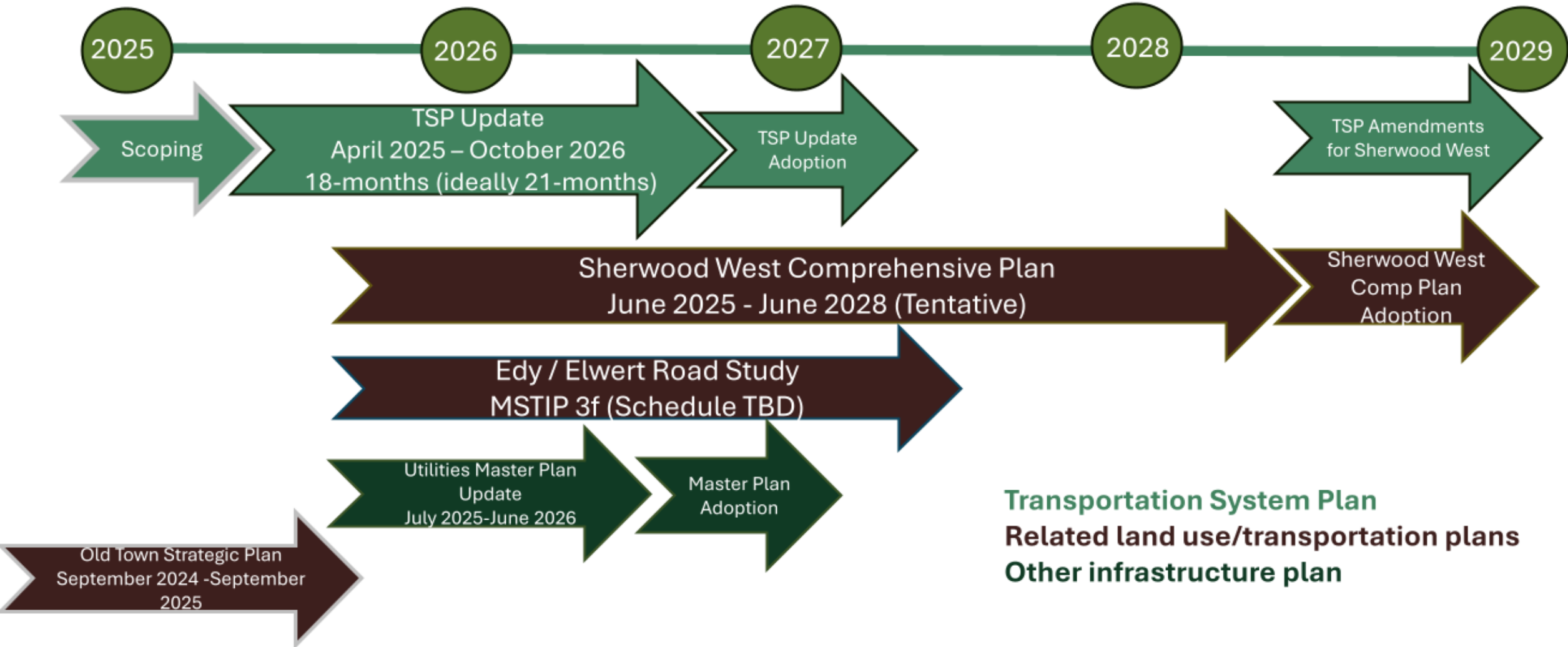
- New transportation planning rules as a result of 2020 Executive Order from Governor Kate Brown, instructing agencies to work on reducing green house gas emissions
- While TSP requirements remain largely the same, CFEC requires additional focus in a few specific areas:
  - Performance measures and targets used to prioritize projects
  - Financially constrained project lists must reduce Vehicle Miles Traveled (unconstrained do not)
  - Equity must be woven into the engagement process and project prioritization process
  - Coordination with other agencies is required
  - Roadway capacity projects (i.e. expansion) require an enhanced review

# Schedule: 18 – 21 Month Timeline



Next meeting  
projected in  
October

# Project Timelines Relative to the TSP Update





# Project Materials and Summer Engagement

- City of Sherwood project website has contact information, project files, meeting information
- Joy Chang is leading engagement through the summer in efforts to inform the community about the transportation system plan update, and establish a mailing list of interested parties



# Discussion and Adjournment



Source: City of Sherwood Facebook