



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, October 21, 2025

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

5:30 pm City Council Work Session

7:00 pm City Council Regular Meeting

City Council Executive Session

**(ORS 192.660(2)(d), Labor Negotiator Consultations)
(Following the 7:00 pm Regular City Council Meeting)**

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

AMENDED AGENDA – WORK SESSION CORRECTION & ADDITION



Home of the Tualatin River National Wildlife Refuge

5:30 PM CITY COUNCIL WORK SESSION

- 1. Elementary School Crossing Assessment Study**
(Joy Chang, Project Manager)
- 2. Transient Lodging Tax (TLT) Discussion**
(Erik Adair, Economic Development Manager)
- 3. Update on Charter Amendment**
(Ryan Adams, City Attorney)
- 4. Discuss Memorial Dedication Options**
(Kristen Switzer, Assistant City Manager)

7:00 PM CITY COUNCIL REGULAR SESSION

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. CONSENT AGENDA**
 - A. Approval of October 7, 2025 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
 - B. Resolution 2025-071, Appointing Joshua Gaylord to the Sherwood Parks and Recreation Advisory Board** (Kristen Switzer, Assistant City Manager)
 - C. Resolution 2025-072, Authorizing the City Manager to Execute a Construction Contract Amendment for the Sunset-Timbrel Crosswalk Safety Project** (Rich Sattler, Public Works Director)
- 6. CITIZEN COMMENTS**
- 7. CITY MANAGER REPORT**
- 8. COUNCIL ANNOUNCEMENTS**
- 9. ADJOURN TO EXECUTIVE SESSION**
 - A. ORS 192.660(2)(d), Labor Negotiator Consultations**
(Ryan Adams, City Attorney)

10. ADJOURN

AGENDA

SHERWOOD CITY COUNCIL October 21, 2025

5:30 pm City Council Work Session

7:00 pm City Council Regular Session

City Council Executive Session
(ORS 192.660(2)(d) Labor Negotiator
Consultations)
(Following the 7:00 pm Regular
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Sherwood, OR 97140

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How to Provide Citizen Comments and Public Hearing Testimony: Citizen comments and public hearing testimony may be provided in person, in writing, or by telephone. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by e-mail to Cityrecorder@Sherwoodoregon.gov and must clearly state either (1) that it is intended as a general Citizen Comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended. To provide comment by phone during the live meeting, please e-mail or call the City Recorder at Cityrecorder@Sherwoodoregon.gov or 503-625-4246 at least 24 hours in advance of the meeting start time in order to receive the phone dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, “Speakers shall identify themselves by their names and by their city of residence.” Anonymous comments will not be accepted into the meeting record.

How to Find out What's on the Council Schedule: City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, generally by the Thursday prior to a Council meeting. When possible, Council agendas are also posted at the Sherwood Library/City Hall and the Sherwood Post Office.

To Schedule a Presentation to the Council: If you would like to schedule a presentation to the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder, 503-625-4246 or Cityrecorder@Sherwoodoregon.gov

ADA Accommodations: If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or Cityrecorder@Sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time. Assisted Listening Devices available on site.



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 7, 2025

WORK SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:34 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Finance Director David Bodway, Economic Development Manager Erik Adair, IT Director Brad Crawford, Deputy Recorder Colleen Resch, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Oregon State Senator Courtney Neron Misslin and Land Use Attorney Carrie Richter with Bateman Seidel

4. TOPICS:

1. Session Wrap Up with Senator Neron Misslin

Mayor Rosener introduced Senator Neron Misslin, and she provided a presentation that reviewed the 83rd legislative session (see record, Exhibit A). She discussed her efforts in the last legislative session representing District 13, which includes Sherwood. She stated in 2025 she focused on addressing the cost of living, transportation, protecting natural resources and climate future, P-20 education funding stability and equity, and behavioral health and safety.

Mayor Rosener thanked Senator Neron Misslin and addressed the next item on the agenda.

2. Housing Bill Follow Up Discussion and Next Steps

Mayor Rosener said this is a follow up discussion from the July 15 work session. Community Development Director Eric Rutledge and Land Use Attorney Carrie Richter provided a presentation (see record, Exhibit B). He said the purpose of the work session was to inform the Council and residents of the housing legislation that passed during the 2025 session, to discuss the impacts to the existing city limits and Sherwood West, and to determine the next steps. Mr. Rutledge provided an update on Sherwood West and stated Metro's approval of the expansion was appealed to the Land Conservation and Development Commission (LCDC) and they upheld Metro's decision. He said he expects there to be an appeal to the Court of Appeals.

Mr. Rutledge provided an update on SB 1537 which created the Housing Accountability and Production Office (HAPO), required local jurisdictions to approve certain adjustments for housing, and required additional land use applications to be processed as limited land use applications. Discussion followed regarding variances and an exception process that the City has applied for. He said the Planning Department will update the Council regularly with the work they do to comply with these state laws. Mayor Rosener said his largest grievance is requiring additional land use applications to be processed as limited land use decisions. Mr. Rutledge explained that our Code currently has procedures for how Type II to Type IV land use cases are processed, and SB 1537 limits those procedures, no longer requires a public hearing, and limits the notice requirement to 100 feet. He mentioned that the Department of Justice (DOJ) ruled an interpretation that said when SB 1537 was drafted there was a provision from the 1990s that said was not struck from the bill which stated that cities can still use their comprehensive plan procedures and DOJ interpreted that cities can still use their own procedures. He stated Sherwood continues to process limited land use applications under our own interpretation of the state law supported by the DOJ.

Mr. Rutledge provided an update on SB 974 Design, Exceptions, Limited Review Process and Engineering Review Shotclock which does not allow cities to apply their design standards for subdivisions that are over 20 units. He said it does not apply to multi-family structures over 3 units. He stated this bill limits public notice and hearing procedures for zone changes to allow denser residential use designation, planned unit developments, and variances from a residential approval standard. He said SB 974 also put timelines for review on final engineering plans. Ms. Richter noted that cities have until July 1, 2026, to comply. Discussion followed.

Mr. Rutledge explained HB 2138 Middle Housing Revisions, which provided updates and revisions to HB 2001. Senator Neron Misslin added that Mayor Rosener was influential in working with the Governor's office and partners and helping them understand the concerns and translating that into policy.

Mr. Rutledge provided an update on SB 2258 Pre-Approved Site and Building Plans Middle Housing Revisions that allowed LCDC to adopt rules requiring local government to approve land use decisions, notwithstanding any contrary comprehensive plan or land use regulation, for the development of specific residential development types on certain lots or parcels.

Mr. Rutledge discussed HB 3031 Housing Related Infrastructure Funding, which provided \$10 million in funding for housing related transportation, water, wastewater, and stormwater infrastructure for local jurisdictions.

Mr. Rutledge briefly discussed the impacts on budgets and staffing to comply with the state laws. He said the next steps include a code audit, planning studies, code update, and the consideration of a charter amendment. Ms. Richter discussed a potential charter amendment and explained Home Rule in Oregon, charter mechanics, and charter amendment timeline and cost. She said potential amendment topics include annexations, public participation in land use review, zoning regulations, and other. She provided draft charter language for public participation (page 11) and annexation (page 12) (see record, Exhibit B). City Attorney Ryan Adams discussed charter mechanics and the timeline and cost of putting a charter amendment on the ballot. Mr. Adams discussed the draft language of potential charter amendments and how they may preserve Home Rule. He said a charter amendment was not a guarantee and there are pros and cons. He asked for directions from the Council and said they would need to work quickly and bring forward a resolution by the next meeting. Councilor Giles asked if a charter amendment would be perceived as gearing up for a fight. Mr. Adams said it could be perceived as that. Councilor Mays said it is more of a value statement. Ms. Richter

reviewed the draft charter amendment language and said they stayed away from substance and focused on the procedures and said the language with the highest likely of success is focused on public participation. Councilor Mays said the 2nd paragraph (page 11) needs some work. Mr. Adams discussed the cost of putting a charter amendment on the January ballot and said Washington County estimates \$1.50 per voter and Sherwood has approximately 14,000 registered voters. Councilor Giles asked if the charter amendment passes are we setting the City of for more legal costs to defend it. Mayor Rosener said yes, potentially.

Mr. Adams asked for directions, and said the if the Council supports putting a charter amendment before the voters, he suggested doing both the public participation and annexation amendments. The Council agreed to have staff move forward with drafting charter language and a resolution and presenting it at the October 21 meeting.

Mayor Rosener adjourned the work session at 7:10 pm.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:20 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Finance Director David Bodway, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, IT Director Brad Crawford, Public Works Director Rich Sattler, Human Resources Director Lydia McEvoy, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

Mayor Rosener addressed approval of the agenda and asked for a motion.

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item and asked for a motion.

5. CONSENT AGENDA:

- A. Approval of September 16, 2025 City Council Meeting Minutes**
- B. Resolution 2025-065, Reappointing Brian Fairbanks to the Sherwood Budget Committee**
- C. Resolution 2025-066, Reappointing Kady Strode to the Sherwood Budget Committee**
- D. Resolution 2025-068, Authorizing the City Manager to Sign the Broadband Users Group IGA**
- E. Resolution 2025-069, Authorizing Submittal of a Housing Capacity Analysis Grant Application to the Oregon Department of Land Conservation and Development**
- F. Resolution 2025-070, Authorizing the City Manager to Execute an Intergovernmental Agreement with Washington County for the Elwert Road Feasibility Study Funding Contribution**

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

No comments were received. Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

7. PUBLIC HEARING:

A. Resolution 2025-067, Adjusting Solid Waste and Recycling Collection Rates

Public Works Director Rich Sattler came forward and presented a resolution adjusting solid waste and recycling collection rates. He stated under the Sherwood Municipal Code the City Council sets the rates Pride Disposal charges for solid waste and recycling services. In July 2025 the city's rate review consultant Bell and Associates completed a rate analysis of Pride Disposal's 2024 financial information. The rate analysis found Pride's rates of returns for 2024 to be a composite return of 4.78%. He stated Bell and Associate presented information at a July 15 and September 16 City Council work session with recommendation to adjust the rates. The projected rate for 2025 is 9.1% and the rates for 2026 would have an average of 4% rate increase for the residents. He noted a rate schedule was provided in the staff report. He stated staff respectfully recommend the City Council approve the resolution to adjust rates.

Mayor Rosener said the City Council had two extensive work sessions to discuss the rate adjustments and asked if the Council had any questions of staff. Councilor Mays thanked staff and the consultants for their efforts. Councilor Giles said there will be a survey regarding how well the food waste in yard debris service is being used and stated he is looking forward to the results.

Mayor Rosener opened the public hearing. With no public testimony received Mayor Rosener closed the public hearing. Mayor Rosener asked for Council discussion.

Councilor Young thanked Pride Disposal for their assistance in helping them understand the rates. Mayor Rosener agreed.

MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-067 ADJUSTING SOLID WASTE AND RECYLING COLLECTION RATES. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon said the Sunset paving project is scheduled for October 28 and 29. The intersection of Sunset and Main Street during that time will be temporarily closed for about 30 minutes twice a day to accommodate the paving work. He stated they are hoping to work outside the school drop off schedule, but people should plan accordingly. He announced that Washington County will be holding a ribbon cutting ceremony at Pioneer Park in Sherwood celebrating the completion of the three major road

improvement projects. He said the Citizen's University started last Thursday. He stated Chick Fil A will open this week.

Police Chief Ty Hanlon commented on the new 4-way stop by Chick Fil A and said the department stopped several drives yesterday in the educational process. Mayor Rosener said the Chick Fil A ribbon cutting is tomorrow and they officially open on October 9.

9. COUNCIL ANNOUNCEMENTS:

Councilor Giles announced the Planning Commission will meet on Tuesday, October 14 and the packet is on the City website.

Councilor Brouse said the Senior Advisory Committee will meet tomorrow and the Youth Advisory Meeting will meet on Friday. She commented on Chamber activities and said there are several upcoming ribbon cutting ceremonies.

Councilor Mays commented on the success of the pedestrian bridge ribbon cutting ceremony. He attended the League of Oregon Cities (LOC) conference last week. He announced that Mayor Rosener was elected as Vice President of the LOC and congratulated him.

Councilor Scott attended the Parks Board Meeting yesterday and the discussion included tree removals.

Councilor Standke commented on the traffic issues at Sunset and Main during morning drop offs. He attended the Library Advisory Board meeting and discussed the upcoming levy. He commented on the service offered by Pride Disposal to dispose of mixed organic waste in the yard debris containers and suggested looking at Pride Disposal's website for more information.

Councilor Young attended the Region One Area Commission on Transportation and said ODOT provided an update on the legislative funding package and information on micro transit pilot projects. She attended the LOC conference and she congratulated Mayor Rosener on his Vice President position.

Mayor Rosener said the LOC awarded Councilor Mays with the Mark Hatfield award which is very prestigious. Councilor Mays said he was humbled by the award and commented that it takes a team. Mayor Rosener said it was well deserved.

Mayor Rosener said he attended the LOC conference last week. He thanked staff and everyone involved in the pedestrian bridge project. He announced that the Pirates of Pinehurst is now open Thursday, Friday, Saturday, and Sunday nights in October at 7:30 pm.

10. ADJOURN TO EXECUTIVE SESSION

Mayor Rosener adjourned the meeting at 7:48 pm and convened an Executive Session.

EXECUTIVE SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:52 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott and Dan Standke.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Human Resources Director Lydia McEvoy, City Attorney Ryan Adams and Consultant Ross Schultz.

4. TOPIC:

A. ORS 192.660(2)(f)(i), Exempt Public Records and Performance Evaluation

5. ADJOURN

Mayor Rosener adjourned the executive session at 9:08 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

TO: Sherwood City Council

FROM: Kristen Switzer, Assistant City Manager
Through: Craig Sheldon, City Manager

SUBJECT: Resolution 2025-071, Appointing Joshua Gaylord to the Sherwood Parks & Recreation Advisory Board

Issue:

Should the Council appoint Joshua Gaylord to the Sherwood Parks & Recreation Advisory Board?

Background:

A vacancy exists on the Parks & Recreation Advisory Board, position #3 due to a Board member moving out of town. Joshua Gaylord submitted an application for consideration of appointment and was interviewed by the interview panel. The interview panel consisted of Doug Scott, City Council Liaison, David Scheirman, Chair and Kristen Switzer, Staff Liaison. The panel unanimously recommended appointment of Joshua Gaylord to fill position #3, which will expire in June 2026. The Mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2025-071, Appointing Joshua Gaylord to the Sherwood Parks & Recreation Advisory Board.



RESOLUTION 2025-071

APPOINTING JOSHUA GAYLORD TO THE SHERWOOD PARKS & RECREATION ADVISORY BOARD

WHEREAS, a vacancy exists, position #3 on the Parks & Recreation Advisory Board; and

WHEREAS, the City advertised the vacancy on the City website, The Archer, and social media, and

WHEREAS, Joshua Gaylord applied to be appointed and was interviewed by Doug Scott, City Council Liaison, David Scheirman, Chair and Kristen Switzer, Staff Liaison; and

WHEREAS, the interview panel considered all the applicants and recommended to the Mayor that Joshua Gaylord be appointed to fill the vacancy; and

WHEREAS, the Mayor has recommended to the City Council that Joshua Gaylord be appointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council hereby appoints Joshua Gaylord to position #3 on the Sherwood Parks & Recreation Advisory Board for a term expiring at the end of June 2026.

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

Duly passed by the City Council this 21st day of October 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Rich Sattler, Public Works Director

Through: Craig Sheldon, City Manager & Ryan Adams, City Attorney

SUBJECT: Resolution 2025-072, Authorizing the City Manager to Execute a Construction Contract Amendment for the Sunset-Timbrel Crosswalk Safety Project

Issue:

Should City Council authorize the City Manager to execute construction contract amendments with Brown Contracting, Inc. to complete the Sunset-Timbrel Crosswalk Safety Project?

Background:

The Sherwood Transportation System Plan (TSP) and Washington County Transportation Development Tax (TDT) project list identifies the need for pedestrian safety improvements along SW Sunset Blvd at SW Timbrel Lane. On December 5, 2023, City staff presented the proposed Safe Route to School improvements to City Council during a work session. The safety study completed by Kittelson & Associates evaluated the intersection of Sunset-Timbrel.

The City completed the design to include a Pedestrian Hybrid Beacon (PHB), solicited competitive bids from contractors, and opened bids on June 5, 2025. Staff reviewed the bids and identified Brown Contracting, Inc. (Contractor) to have submitted the lowest responsive bid and the City awarded a construction contract of \$400,226.45 which includes contingency funds.

Construction commenced in August 2025 with plans to complete the ADA ramp improvements prior to the start of school. The project encountered unforeseen issues: Inadequate distribution power from PGE for the pedestrian signal and additional streetlights; and very soft (native) soils were encountered under approximately 9' of fill material at the southeast corner of the intersection (it was believed that granular material extended well below the base of the signal foundation). This required a redesign of the signal foundation by a geotechnical engineer and requires new reinstallation of the signal foundation by Contractor at the southeast corner of the intersection. Project completion date extended to end of February 2026.

Financial Impacts:

The original contract amount is \$400,226.45 which includes contingency of 15%. Staff and Contractor have negotiated contract amendments required to complete the project totaling \$165,330.30. City staff recommends authorizing City Manager to expend up to an additional \$25,000 in contract amendments with Contractor or third party consultants and contractor if necessary to complete the project by end of February 2026.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2025-072, authorizing the City Manager to execute a construction contract amendment with Brown Contracting, Inc. for the Sunset-Timbrel Crosswalk Safety Project.



RESOLUTION 2025-072

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT AMENDMENT FOR THE SUNSET-TIMBREL CROSSWALK SAFETY PROJECT

WHEREAS, the City has identified a need to make pedestrian safety improvements to the intersection of SW Sunset Blvd and SW Timbrel; and

WHEREAS, the City completed the design, produced bid documents, and solicited contractors using a competitive bidding process per ORS 279C, OAR 137-049; and

WHEREAS, Brown Contracting, Inc. was identified as lowest responsive bidder and awarded a \$400,226.45 construction contract through Resolution 2025-041 and commenced work in August; and

WHEREAS, the project encountered unforeseen conditions and delays that require additional Contract Change Orders equal to \$165,330.20; and

WHEREAS, the City anticipates additional contingency funds within the adopted FY2025/2027 budget.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1: The City Manager is hereby authorized to execute an additional \$165,330.20 in Contract Change Orders with Brown Contracting, Inc. to complete the Sunset-Timbrel Crosswalk Safety Improvements.

Section 2: The City Manager is hereby authorized to expend \$25,000.00 in contingency funds for Contract Change Orders with Brown Contracting, Inc. and consultants.

Section 3: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City Council this 21st day of October, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder