



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
August 5, 2025

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:01 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Doug Scott, Dan Standke and Taylor Giles. Councilor Keith Mays was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Police Chief Ty Hanlon, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Community Development Director Eric Rutledge, Planning Manager Sean Conrad, Planning Associate Hugo Hamblin, Land Use Attorney Carrie Richter (remote), and Deputy City Recorder Colleen Resch.

OTHERS PRESENT: Prachi Ranabhat with the Sherwood Youth Advisory Board.

4. APPROVAL OF AGENDA:

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

MOTION: FROM COUNCIL PRESIDENT YOUNG TO ADOPT THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR MAYS WAS ABSENT.

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

5. CONSENT AGENDA:

- A. Approval of July 15, 2025 City Council Meeting Minutes**
- B. Resolution 2025-061, Appointing Members to the Sherwood Youth Advisory Board**

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR MAYS WAS ABSENT.

Councilor Brouse introduced Prachi Ranabhat with the newly created Sherwood Youth Advisory Board. Prachi approached the Council and discussed why she applied for the Board.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

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

7. PUBLIC HEARING:

A. Ordinance 2025-004, Amending the Sherwood Zoning and Community Development Code to Add Chapter 16.81 – Annexation Code and Amend Chapter 16.72 Procedures for Processing Development Permits

Mayor Rosener introduced Land Use Attorney Carrie Richter via zoom. Community Development Director Eric Rutledge and Planning Manager Sean Conrad recapped the staff report and thanked Associated Planner Hugo Hamblin-Agosto for his work. Mr. Conrad provided a PowerPoint presentation (see record, Exhibit A). He said this was a Type V legislative process and would require City Council approval. He discussed the public notice process and said public comments were received from three agencies and are addressed in the staff report. He said the proposed annexation standards further the Council goal to create annexation policies and processes to manage the growth goals as it related to infrastructure, school capacity, and long-term community needs. The annexation standards would apply to all land within Sherwood's Urban Growth Boundary (UGB) but outside city limits.

Mr. Rutledge stated the City does not have code language that governs annexations, and the Council and staff identified a need to clarify the approval criteria, submittal requirements, and procedures. He discussed the review procedures and said there were two types of annexation applications the City may receive and the first is quasi-judicial and the second is legislative and both would come before the City Council for final approval. He said the Planning Commission noted that typically Type IV and Type V annexations have a recommendation from the Planning Commission and stated that was not in the proposed code language. He stated that the Planning Commission offered to review the annexation applications prior to the City Council. He commented on the submittal requirements and said some clarifications were added. He discussed the approval criteria, which included adequate facilities in accordance with the master plan, dedication of parks, trails and open space, and said it was in the best interest of the City when evaluated against the City's Comprehensive Plan. Discussion followed regarding approval criteria and annexation agreements. He noted that annexation agreements were common throughout the State and the packet included an example from the City of Hillsboro. He said the annexation agreements go with the land and not the property owner and the agreement would outline the proposed development and the provision and timing of infrastructure. He stated the City Council is the final decision maker on annexation agreements.

Mr. Rutledge outlined the testimony and public comments that were received. He said Metro submitted a request on April 22, 2025, to the Planning Commission to continue the initial hearing to further coordinate and review the proposed text amendment. 1,000 Friends of Oregon and Housing Land Advocates & Fair Housing Council of Oregon provided testimony which expressed concern that elements of the proposed annexation code did not meet certain statewide planning goals (Goals 1, 2, 11, and 14). He said they have considered the testimony and worked with the Land Use Attorney and responded to the concerns. He stated the findings were included in the staff report. The Home Buildings Association of Greater Portland provided testimony dated August 5, 2025 (see record, Exhibit B) which expressed concern regarding clear and objective standards related to certain code provisions and submittal requirements, timing of site-specific

studies and proportionality including impact studies to maximum allowed land use intensity, and annexation timelines and final City Council action. He said staff will slightly revise the staff report and the Planning Commission recommendation to address those comments for the next City Council meeting packet and adoption. He noted that clear and objective standards did not need to be applied in this case. He commented on the annexation timelines and stated legally these applications did not require action and discussion followed. Councilor Scott asked if the applicant/developer could process an annexation application and start the planning process at the same time. Ms. Richter said if an applicant had an annexation application along with a subdivision the City could process them together, but the subdivision couldn't be approved until the annexation was approved. She said the City could approve the subdivision with the condition that stated the annexation had to be approved.

Mr. Rutledge said the Planning Commission forwarded a recommendation of approval to the City Council, subject to the findings and conditions outlined in the staff report dated July 15, 2025 with minor revisions to the code for clarification. He said the second hearing is scheduled for September 2.

Mayor Rosener asked for Council questions of staff.

Councilor Standke referred to the Planning Commission's offer to review the annexation applications before sending them to the City Council and he asked if that was feasible with the staff workload. Mr. Rutledge said yes. Mayor Rosener commented on the Planning Commission's knowledge and value they add to the process. Councilor Young agreed. Councilor Giles agreed but asked if the process could be expedited. Mr. Rutledge said this additional review may add about a month to six weeks to the approval. Councilor Giles said then the additional review made sense.

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

Councilor Scott commented on the Home Building Associations concerns regarding "impact analyses, including transportation studies, based on assuming the maximum intensity land uses authorized by the zoning district" and said the reason we must do this is because the Governor and the State Legislature have greatly reduced and, in some cases, eliminated much of the local control of planning. He said the next step may be to remove citizen involvement and input from the planning process. He said that is why we must assume the largest possible impact on public infrastructure and require studies to that effect. He stated this was more than fair.

Councilor Giles said he spent the last couple of weeks meeting with builders and groups and said he wanted to avoid assuming the worst-case scenario and focus on developing partnerships. He said this was a subtle attitude change. He stated we want affordable housing in Sherwood, and we want it done right. He commented on developments in Bend and Redmond that were under \$300,000.

Councilor Scott clarified that it was not the adopted policy position of the City of Sherwood that we want affordable housing. Councilor Giles clarified that he wanted affordable housing in Sherwood.

Mayor Rosener commented on contracts, as an example, and said they always must assume the worst-case scenario and that is what the conversation was about. He stated that he viewed annexation agreements as a tool and they created a framework when working with developers.

Councilor Scott said this gives us an opportunity to collaborate earlier in the process so it's not combative in the planning process. He clarified that he was in support of housing available at a wide range of price points in Sherwood. He said the term affordable housing has a lot of different definitions. He noted we needed to have a policy conversation on affordable housing at some point.

Council President Young said the annexation agreements will help us get the outcome we want from the concept plan.

Councilor Brouse commented on seeing the worst-case scenario and said the vernacular we use was sometimes coining the developers as negative and that was not conducive to partnerships. She cautioned the Council to be mindful of the verbiage being used.

Councilor Scott said he was frustrated with Salem taking away the City's and the citizen's ability to have a part in the planning process. Discussion followed. Mayor Rosener stated that the second hearing on this ordinance would be held at the September 2 City Council meeting.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon reported that the National Night Out was well attended and successful. Movies in the park started Friday night at 8:15 pm at Stella Olsen Park. He said staff applied for a \$500,000 grant with the Oregon Watershed Enhancement Board for the tannery restoration projects. He stated the total project cost was \$7 million. He noted the next City Council meeting was September 2. He commented on the pedestrian bridge which was planned to open on August 26 and said that it was tentative. He said the project was under budget and on time. He said the initial lighting on the bridge is next Wednesday between 8 pm and 2 am and that was also tentative, and the ribbon cutting was scheduled for September 27. Mayor Rosener commented on the phenomenal job.

9. COUNCIL ANNOUNCEMENTS:

Councilor Standke said Music on the Green had been well attended and thanked staff. He reported that he attended the Traffic Safety Board meeting.

Councilor Scott reported that he attended the Parks Board meeting and said there were discussions concerning Snyder Park and the water feature.

Councilor Brouse commented on the newly created Youth Advisory Board and said she was looking forward to working with them.

Councilor Giles reported that he attended the Planning Commission and the Housing Actions Work Group. He reported he was invited to the Taiwanese Association of Greater Portland, the Westside Economic Alliance fundraiser, and the Washington County Commissioners meeting.

Council President Young reported that she attended a swearing in at the Sherwood Police Department where they promoted two positions. She attended a Regional One Area Commission on Transportation meeting regarding traffic safety.

Mayor Rosener said tomorrow night Johnny Limbo and the Lugnuts would be at the Music on the Green. He

reported he would be attending the Oregon Mayor's Association conference in Baker in a couple of weeks. He noted the Party on the Plaza had a great turnout. He said he would be meeting with our lobbyist concerning the State Legislature special session and transportation issues.

10. ADJOURN

Mayor Rosener adjourned the regular session at 8:14 pm. The scheduled executive session was not held.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor