



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, June 2, 2025 at 7:00pm

Sherwood City Hall, Community Room

**22560 SW Pine Street
Sherwood, OR 97140**

1. CALL TO ORDER

2. ROLL CALL

3. ADJUSTMENTS TO AGENDA

4. APPROVAL OF APRIL MEETING MINUTES

5. CITIZEN COMMENTS

6. NEW BUSINESS

A. Follow Up on Pickleball Conversation (Kristen Switzer, Assistant City Manager)

B. Tree Removal Request (Harry Bannister, Operations Supervisor)

7. PARK MAINTENANCE REPORT (Harry Bannister, Operations Supervisor)

8. STAFF UPDATES (Kristen Switzer, Assistant City Manager)

9. COUNCIL LIAISON ANNOUNCEMENTS (Doug Scott, City Councilor)

10. OTHER

11. ADJOURN

How to Provide Citizen Comments:

Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to steffenst@sherwoodoregon.gov and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email steffenst@sherwoodoregon.gov or call 503-625-4213 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

ADA Accommodations:

If you require ADA accommodations for this public meeting, please contact steffenst@sherwoodoregon.gov or call 503-625-4213 at least 48 hours in advance of the scheduled meeting time.



SHERWOOD PARKS BOARD MEETING MINUTES
22560 SW Pine St., Sherwood, OR
June 2, 2025

REGULAR SESSION

1. **CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:00pm
2. **BOARD PRESENT:** David Scheirman, Steve Munsterman, Rodney Lyster, Barbara Leitzinger, Jim Booker, Joy Kuczer, City Councilor Doug Scott

STAFF PRESENT: Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operations Supervisor Harry Banister

3. **ADJUSTMENTS TO AGENDA:** Adjust Agenda to read "Approval of MAY Minutes" instead of "April" minutes. Add "Summer Meeting Schedule" under "Other".
4. **APPROVAL OF MAY MEETING MINUTES:**

MOTION: FROM LYSTER TO APPROVE THE MARCH MEETING MINUTES. SECONDED BY KUCZER. MOTION PASSES.

5. **CITIZEN COMMENTS:** None

6. NEW BUSINESS

- **Follow Up on Pickleball Conversation (Switzer)**

Switzer handed out Exhibit A. She discussed the experience that the City of Lake Oswego had when they built courts within the guidelines of minimum space and still closed their courts due to complaints from neighboring residents. Switzer shared that she will reach out to the Sherwood School District regarding the possibility of them allowing people to play on some of their school courts outside of school hours. Hawks View Elementary, Archer Glen Elementary covered area, and Sherwood Middle School were given as suggested options. Leitzinger shared that pickleball is a very social activity. Munsterman commented that "we" are the school district and that people can attend the school board meetings to encourage the district to allow use of the use of their courts. He feels that school courts are

greatly underused. Other options he thought of include the parking lot across the street from Stella Olsen and church parking lots. Kuczer posed the question to the Board, "Why are we doing this?", referring to the City's effort to accommodate one groups desire for more playing time. She asked if it was for Sherwood residents or people from other communities coming into Sherwood to use amenities that our taxpayers paid for. Councilor Scott commented that people who are interested in playing pickleball should attend a school board meeting and/or approach local churches themselves rather than City staff going around to coordinate for the group. That is not something that is done for other sports groups. Switzer felt that a partnership with the school district made sense but not with churches as the City would not be able to cover liability insurance, etc and the City isn't set up to run recreation that way.

- **Tree Removal Request (Banister)**

Banister reviewed Exhibit B with the Board.

MOTION: FROM MUNSTERMAN TO APPROVE THE TREE REMOVAL REQUEST. SECONDED BY LYSTER. MOTION PASSES.

Booker shared with the Board that he followed up staff on the May Tree Removal Request and a particular tree that he had questions about. He emailed with Jason Water, City Engineer, and received the following response: "Clean Water Services (CWS) controls the wetland buffers, and they support the protection of large trees whenever possible, and so I've asked the design engineer on the Gleneagle project to adjust the shape of the storm facility and reduce the grading limits to avoid the large walnut tree behind the homeowner's house, and I'm certain the walnut tree can be mostly avoided and worked around."

7. PARKS MAINTENANCE REPORT (Banister):

- Mowing
- Snyder Park parking lots will be closed to seal coat and stripe on Wednesday and Thursday
- Patchwork is being done on truncated tiles as they are not made anymore
- Upcoming events include Cruisin' Sherwood, Pride Festival, Music on the Green, and Farmer's Market
- Fountains are on

Leitzinger asked with the trees in the swale at Stella Olsen will get cut and Banister responded it would be about a week before Music on the Green.

8. STAFF UPDATE (Switzer):

- Next City Council Meeting is June 3 and Scheirman and Lyster will be reappointed to the Board since their current terms were expiring. She thanked Joy Kuczer for

her service on the Board over the last eight years. Scheirman presented Kuczer with a Certificate of Appreciation signed by the Mayor. Switzer announced that two applications had been received.

- Testing has been done for the lighting on the new pedestrian bridge
- The public art deer for the Oregon Street roundabout are ready to be placed. Staff is still working with Washington County for the permit.

9. COUNCIL LIAISON ANNOUNCEMENTS (Scott)

The first two budget meetings have taken place. The third, and expected to be final, is scheduled for this week. This is the first time the City has done a 2-year budget. There has been lots of good conversation and the meetings have been very informative. Due to expenses being up and revenue being down, eight staff members have been laid off, and Library hours will be reduced by 7 hours each week. The next City Council meeting will include the Maid Marian Court, and a presentation by TVF&R. The Old Town Strategic Committee will report back to Council. Council will also be judging the CEP grant applications. Scott also stated that he enjoyed visiting with everyone who attended the Volunteer Appreciation Dinner.

- 10. OTHER:** Switzer asked the Board how they wanted to handle meetings this summer. After everyone checked dates it was decided that depending on new business, the Board would meet in July, cancel August, and push September back one week because of Labor Day.

Munsterman gave a reminder about historical signs. He also suggested that Board members look at parks around the state when they get a chance.

Leitzinger asked the status of Sherwood West. Switzer answered that it is a long term project and we are still about 2-3 years out to start on the Master Plan.

11. ADJOURNED 8:04pm

Minimum Space Required for Pickleball Courts

1. Pickleball Court Dimensions (with Safety Zones)

- Standard court dimensions (playing area): 20 ft wide × 44 ft long
- Recommended total area per court (with safety zones):
 - Width: 34 ft (20 ft + 7 ft buffer on each side)
 - Length: 64 ft (44 ft + 10 ft buffer behind each baseline)
 - Total per court area: 34 ft × 64 ft = 2,176 sq ft

2. Four Courts Placed Side by Side (in One Row)

If the 4 courts are placed side by side (horizontally), we calculate:

- Total width = 4 × 34 ft = 136 ft
- Total length = 64 ft
- Total area (courts only) = 136 ft × 64 ft = 8,704 sq ft

3. Add Walkways, Seating, and Buffer Space

To ensure comfort and safety, include:

- Perimeter buffer zone: Add ~10 ft on all sides for walking and seating
- New width: 136 ft + (10 ft × 2) = 156 ft
- New length: 64 ft + (10 ft × 2) = 84 ft
- Courts + seating/walkways area = 156 ft × 84 ft = 13,104 sq ft

4. Add Parking Area

Parking Requirements:

- ~200–300 sq ft per vehicle (standard)
- Assume 20 parking spots for players and spectators
- 20 × 300 sq ft = 6,000 sq ft

5. Final Total Minimum Area

- Courts + seating/walkways: ~13,104 sq ft
- Parking: ~6,000 sq ft
- Grand Total Minimum Area: ~19,000–20,000 sq ft

6. Final Dimensions (Approximate)

You could fit this into a rectangular lot of about:

- 160 ft × 125 ft = 20,000 sq ft (roughly 0.46 acres)

Noise Considerations

Pickleball is notoriously loud, especially compared to tennis, due to:

- Hard paddles hitting a plastic ball (up to 70–85 decibels).
- Repetitive striking sounds.
- Social nature of the game—players often talk or shout.
- 800 feet is typically considered a safer buffer for avoiding noise complaints in quiet residential areas.
- 500 feet might suffice in:
 - Areas with background urban or traffic noise.
 - Locations with noise mitigation (e.g., acoustic fencing, sound walls, vegetation barriers).

Regulatory Guidance

- There is no universal standard, but municipalities often set local ordinances. Examples:
- Some towns require a minimum of 600–800 feet.
- Others allow 200–300 feet with sound-dampening measures.
- You should check local zoning laws, or consult with the planning or parks department.

Recommendation

- If you're in a quiet or rural neighborhood or want to avoid any noise complaints, 800 feet is best.
- If your site allows professional sound mitigation and has some ambient noise already, 500 feet may be acceptable—but it carries more risk of community pushback.

Pickleball Court Noise Mitigation Guidelines

Pickleball courts can generate significant noise, especially in proximity to residential areas. This document outlines best practices and noise-reducing measures to minimize impact on nearby residents.

1. Sound Mitigation Measures

- **Acoustic Fencing or Sound Barriers:** Install acoustic panels or sound-blocking fences (e.g., Acoustiblok, Soundguard). Barriers should be 10–12 feet high and placed close to the court perimeter for best results.
- **Natural Buffers:** Plant dense vegetation or berms (earth mounds) between courts and homes. Use evergreens or layered landscaping for year-round effectiveness.
- **Court Orientation:** Position courts away from property lines or direct open sides toward non-residential areas.

2. Equipment Considerations

- **Paddle & Ball Selection:** Use quiet paddles certified by USA Pickleball's Quiet Category list. Use 'Green Zone' quiet balls (lower decibel ratings). Some communities mandate approved low-noise gear to minimize complaints.
- **Court Surfacing:** Use cushioned or noise-dampening court surfaces (e.g., modular sport tiles, rubberized layers) to absorb impact sounds.

3. Operational Controls

- **Hours of Use:** Restrict play to daylight hours (e.g., 8 AM–8 PM). Avoid early morning or late-night play when sound travels farther.
- **Limit Group Sizes:** Reduce number of courts or stagger play times to limit cumulative noise.
- **Signage & Education:** Post signs requesting players to use approved equipment, avoid loud shouting or music, and be courteous to neighbors.

4. Facility Location Best Practices

- **Park Interior Placement:** Site courts on the interior of parks, not at edges near homes.
- **Ambient Noise Utilization:** Place courts near noisy roads or commercial zones to help mask sounds.
- **Avoid Echo Zones:** Avoid placing courts in echo-prone areas like canyons or between buildings.

Tree Removal Open Space-Heatherwood Ln.

June 2025

June 2nd, 2025



CCBF 0068646

HALSTEAD'S ARBORICULTURE CONSULTANTS

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April 10, 2025

Attn: Mr. Trey Hoekstra
City of Sherwood
15527 SE Willamette Street
Sherwood, OR 97140
TEL: (503) 925-2319
FAX: (503) 825-0879

Reference: Tree Assessment Water Quality Facility
Location: Adjacent to 17820 SW Heatherwood Lane, Sherwood, OR
Subject: Arborist Report – On-site Inspection Completed 4/10/2025

Per your request, I inspected one black Cottonwood (*Populus trichocarpa*) located within the water quality facility adjacent to 17820 SW Heatherwood Lane for the purpose of determining the tree's condition.

Description: One multi-stem black Cottonwood (*Populus trichocarpa*) with an average trunk diameter of twenty inches measured 4.5 feet above ground level. The height of the tree is approximately seventy-five feet and the canopy spread measures approximately fifty-four feet in diameter.

Evaluation: The tree's health and structure are rated fair as included bark is present between two main stems. During the time of inspection, I observed multiple surface roots. Three of the surface roots are growing near the inlet and are impacting the flow of water within the swale as a result of root intrusion.

Results: Due to the mentioned root impacts, I recommend the black cottonwood tree be removed including stumproots.

All recommendations are based on good forestry practices and adhere to the International Society of Arboriculture Standards.

If further information is needed, please call.

Sincerely,

Matthew Evans
Certified Arborist PN-9760A
ISA Member/ ISA-PNW Member

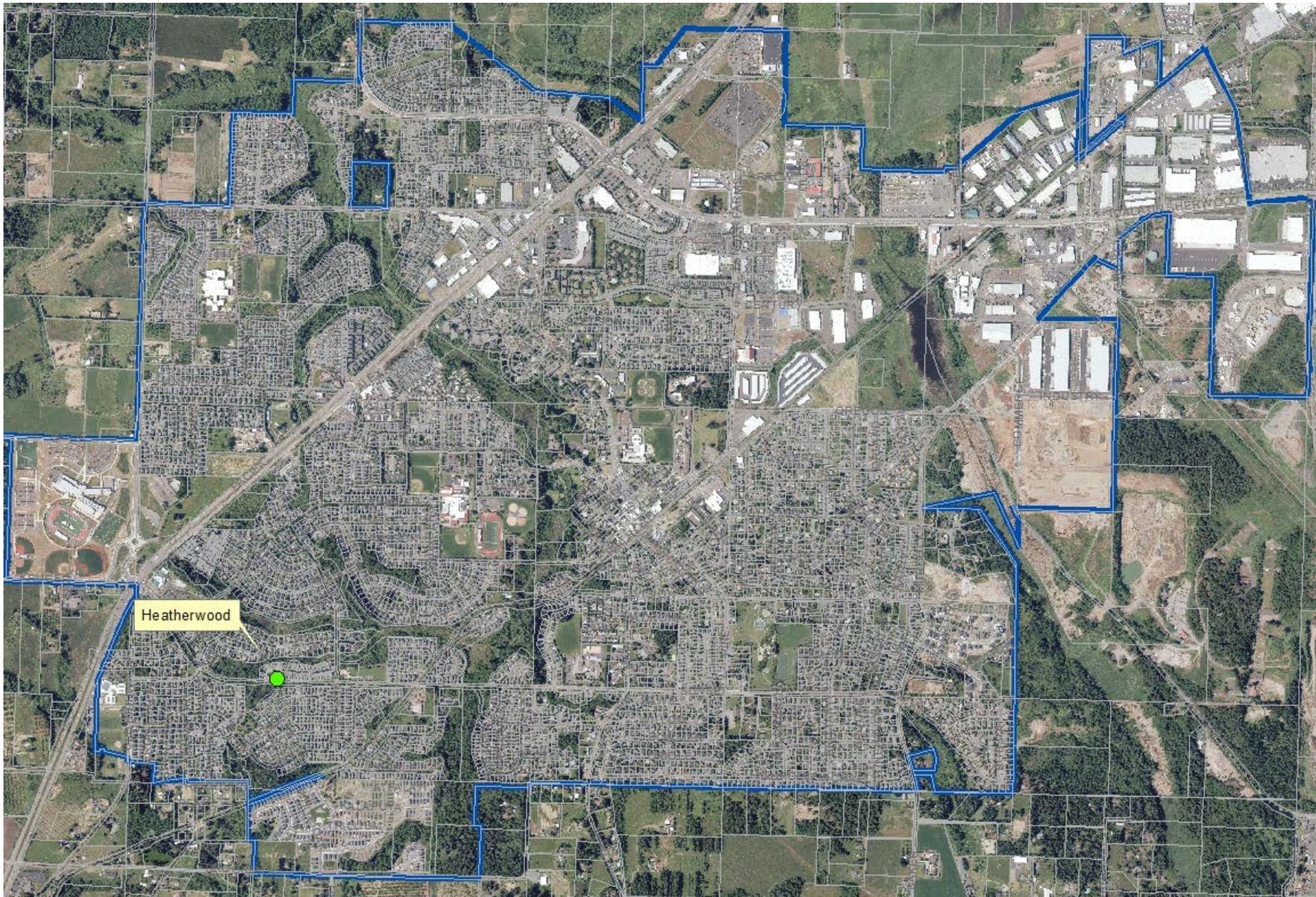
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"Specialists in the Care and Preservation of Trees"



Open Space Heatherwood

- Remove 1 volunteer-Black Cottonwood Tree, with DBH of 20" due to blocking of storm outfall, causing surcharge of storm system which results in localized flooding



Tree Removal Location