



Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
February 4, 2025

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Councilor Keith Mays was absent.
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, HR Director Lydia McEvoy, Community Development Director Eric Rutledge, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPIC:**

A. TSP (Transportation System Plan) Update

City Engineer Jason Waters presented the "Sherwood Transportation Plan Scoping" PowerPoint presentation (see record, Exhibit A) and recapped that the TSP was updated in 2005 and 2016, and this update would be led by the Engineering Department with the assistance of Senior Planner Joy Chang. He referred to the 2016 update and explained that it was restricted by the Transportation and Growth Management funds that ODOT administered, which funneled the entire project through ODOT. He reported that an additional work session to discuss the update would be held on February 18th and noted that the scope of work had not been finalized, so this was an opportunity for Council to discuss the project. Mr. Waters reported that there were requirements for the TSP, including cross-sections for the SDCs and SDC credits and outlined that TSPs did not address street lighting levels or mid-block crossing warrants. He commented that Council could expand the scope of the TSP to evaluate arterial streets and collectors as well as street lighting levels and mid-block crossing warrants. He introduced Kittleson & Associates consultant Phill Worth and Mr. Worth provided background on his professional experience and the project team. He outlined that a TSP was a 20-year planning document that described a transportation system and outlined projects, programs, and policies to meet community goals for transportation. He stated that the TSP was a part of and companion to the city's Comprehensive Plan and served as the foundation for how a community lived, worked, played, and grew over time. He noted that the TSP was a state requirement, but it was up to Council and the community to develop the plan. He spoke on the probability of a long project list and fiscally constrained TSPs and aspirational TSPs. Mayor Rosener referred to MSTIP funding and the need for the city to be grant-ready for TSP projects. Mr. Worth explained that the TSP would be done in coordination with ODOT, Metro, Washington County, and neighboring cities and would inform Metro's Regional Transportation Plan and the County's TSP. He outlined that a TSP was required to have community engagement; goals, objectives and performance measures; analyzation of existing conditions; analyzation of future conditions; solution development and evaluation; a funding program; and a TSP document. He recapped why it was

important to update the TSP now and explained that there were new legal requirements, such as CFEC. Other reasons included: the recommendation that a TSP be updated every 10 years, confirmation and refinement of goals for transportation, extension of the timeframe to plan for 2045/46, it would inform CIP updates, and it would inform land development conditions of approval. Mr. Worth reported that a TSP was required to accomplish the five objectives of: define and classify 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; and determine fiscal constraints. He continued that a TSP should set standards or provide design guidance, inform improvements needed with near term development, consider future transportation trends and innovations, and advance policies and programs that support the transportation system including Safe Routes to School. Mr. Worth reported that a TSP could investigate transportation needs of expansion areas, such as Sherwood West; develop alternative performance measures and standards; and advance new policy directives (e.g. Vision Zero). He provided an overview of the project timeline on page 10 of the presentation and reported that the TSP update would take 18-21 months to complete. He explained that the goal was to get the TSP ready for Council's adoption and create a placeholder for what would become the Sherwood West component of the TSP. Once that document was ready for adoption, the TSP could be updated. He displayed a list of questions for Council to consider and discuss on page 12 of the presentation and asked for feedback. Councilor Giles spoke on his desire for the creation of a local bus service, similar to Wilsonville, and referred to the development of Sherwood West. Council discussed TriMet and funding sources for Wilsonville's program. City Engineer Waters clarified that the TSP had a transit section that could be expanded upon to include things like new technologies. Councilor Standke referred to emergency vehicles and routes and asked if police and TVF&R were involved in the TSP process. Mr. Worth replied that a representative from the city's emergency services would participate in one of the TSP subcommittees in order to ensure their needs were addressed. Mr. Waters added that someone from TVF&R and the Police Department would be on the TAC for the TSP update, and the update would be circulated to the Washington County Consolidated Communications Agency. Councilor Scott asked that the TSP identify and prioritize all of the connection gaps in the pedestrian network based on hazard level. Council President Young referred to the question of "What transportation challenges does Sherwood face now or in the future?" and commented that some community members felt that the city planned its transportation after development was planned. Councilor Brouse asked if the Traffic Safety Committee would be involved in the TSP process and City Engineer Waters replied that a representative from the Committee would be on the TAC. Councilor Scott referred to Sherwood Boulevard and Century Drive traffic issues and stated he would like that intersection addressed immediately. Mr. Waters put forward the idea of having Council identify their top priority locations to address traffic/pedestrian safety issues and discussion occurred. Mayor Rosener referred to minimum engineering standards versus more robust standards, particularly near school zones, and stated that that should be a part of the conversation. Discussion regarding the traffic congestion issues near Sherwood High School occurred. Mayor Rosener referred to preemption from the state and CFEC regulations and spoke on his desire to identify gaps and collaborate with developers to address those gaps. City Engineer Waters spoke on the possibility of the city prioritizing adjusting signal controllers to address traffic issues. Councilor Giles asked for information on traffic management technologies that were available to cities. Mayor Rosener asked for information on what other cities were doing and referred to the Vision Zero program and the possibility of reducing neighborhood speed limits. Mr. Waters commented that Sherwood would be the first city to complete their TSP update post-CFEC regulations. Council and Mr. Worth spoke on the need for Council to provide feedback on what areas they wanted to abide by current standards and areas they wanted to push the limits. Councilor Giles asked that Sherwood's trails and paths also be evaluated for potential multi-modal usage. Councilor Standke referred to the occasional seasonal flooding of parts of the Stella Olsen Park trails and asked if the TSP would address those issues. Mr. Waters replied that it was a seasonal gap in the system and ideas for addressing those issues would likely be considered

for the aspirational list versus the financially constrained list. Councilor Brouse asked how the TSP update fit into the Old Town Strategic Plan and Mr. Waters replied that the Old Town Strategic Plan would be factored into the TSP. Councilor Giles referred the buildout timelines of Sherwood West and commented regarding completing the TSP update now and Mr. Waters replied that the Sherwood West portion of the TSP would be adopted as an update when the time came. Mr. Worth stated that Council would hold another work session on this topic at the February 17th Council meeting.

B. Youth Advisory Board Discussion

Assistant City Manager Kristen Switzer presented the "Sherwood Youth Advisory Council" PowerPoint presentation (see record, Exhibit B) and provided a recap of the work completed thus far. Ms. Switzer explained that she wanted feedback and direction from Council on the formation of a Youth Advisory Council (YAC). She recapped that last year, Council and the Sherwood School District successfully created a Youth Advisory Board. She outlined that Council had expressed their desire to now create an in-house Youth Advisory Board. She explained that a YAC was a group of individuals who offered counsel and support to organizations and governing bodies. They actively participated in projects, community initiatives, and acted as ambassadors. Their primary role was to provide a youthful perspective, engage their community, and help the organization achieve its mission. She recapped the benefits of a YAC on page 3 of the presentation as: youth engagement, community impact, and stronger connections. She stated the draft mission statement was, "The mission of the Sherwood YAC is to educate, engage, and empower youth from the community by providing them with opportunities to actively participate in local government, develop leadership skills, and make a positive impact." Council expressed their happiness with the draft mission statement. Assistant City Manager Switzer outlined the purpose of a YAC on page 5 of the presentation as: explore innovative methods, such as creating and engaging in community projects and positive youth-focused activities, to raise awareness about the issues impacting Sherwood's youth; provide review and comment to elected officials and City decision-makers regarding public issues, projects, and proposals that have an impact on youth; work with the Mayor, City Council, city departments and other community organizations to create civic engagement opportunities for local youth; and promote civic engagement and produces future leaders of the community. Mayor Rosener spoke on the importance of a YAC as a tool to expose more young people to careers in local government. Ms. Switzer provided an overview of the possible projects and activities the YAC could participate in on page 7 of the presentation. Councilor Giles stated that the Sherwood Chamber of Commerce could also be a partner for the YAC. Ms. Switzer stated that it was recommended that the YAC be comprised of a minimum of 7 members but could have up to 11 members serving on the board. The YAC should meet once a month, September through June, with the day and time being set at the beginning of each academic year. Councilor Scott commented that he worried about the YAC not meeting throughout the summer since many of the activities they could participate in occurred in the summertime. Discussion regarding the time span of the program occurred and Councilor Scott suggested six two-year terms and five one-year terms so there would be membership consistency. Ms. Switzer reported that there were budget considerations and recommended the development of a budget to include staff time, materials and supplies, and travel and training (Capital Day, NLC Conference, etc.). She stated that the YAC could also assist in pursuing grant funding opportunities for specific projects or initiatives. Councilor Scott stated there should be minimum participation levels required in order for them to be eligible to attend the NLC Conference or other significant events and discussion occurred. Council President Young suggested that only second-year YAC members should be eligible for NLC Conference participation. Discussion regarding possible eligibility requirements for participation in the NLC Conference occurred. Council President Young asked for an estimate of approximate staff time to support the YAC. Assistant City Manager Switzer replied that necessary staff time varied from board to board, but she estimated that 10-15 hours of staff time would be needed to

support the YAC. Councilor Scott asked if staff had the bandwidth to support the board and Ms. Switzer replied that staff was committed to making the YAC work and discussion occurred. Councilor Scott commented that the YAC could be adopted as a two-year pilot program, allowing staff and Council the opportunity to adjust as needed. An audience member spoke on the considerable interest for YAC among Sherwood youth and discussion occurred. Mayor Rosener asked that an ordinance and resolution be drafted to create the committee and assign a liaison. He asked who would like to serve as the Council liaison for the YAC. Councilor Brouse stated she would serve as the Council liaison and Councilor Scott would serve as the alternate. Interim City Attorney Sebastian Tapia referred to the use of "Council" in the name and stated that there were rules that needed to be followed, and Council determined that "Youth Advisory Committee" or similar was acceptable.

5. ADJOURN

Mayor Rosener adjourned the work session at 7:04 pm and convened a regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:12 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Councilor Keith Mays was absent.
- 3. STAFF PRESENT:** Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, HR Director Lydia McEvoy, Community Development Director Eric Rutledge, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR SCOTT TO SWITCH THE AGENDA ORDER TO HEAR PRESENTATIONS BEFORE CITIZEN COMMENTS. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR MAYS WAS ABSENT).

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE AGENDA AS AMENDED. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR MAYS WAS ABSENT).

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

- A. Approval of January 11, 2025, City Council Meeting Minutes**
- B. Approval of January 21, 2025, City Council Meeting Minutes**

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR MAYS WAS ABSENT).

Mayor Rosener addressed the next agenda item.

6. PRESENTATIONS:

A. Recognition of Eagle Scout Award Recipients

Jasmine Spurling came forward and provided background information on her Eagle Scout project. She stated that it had taken her a long time to decide what she wanted her project to be and presented a PDF of the project planner she had utilized throughout the project. She explained that her project involved her working with a private preschool in Tigard to construct a new playhouse with unique toys and features and a picnic table. She provided an overview of her brainstorming process and project timeline, and stated she was very happy with the final product. Council congratulated Ms. Spurling on her achievement. Councilor Brouse asked how she came to the decision to work with a preschool in Tigard versus somewhere in Sherwood. Ms. Spurling explained that a family friend worked at the preschool. Councilor Brouse asked what Ms. Spurling's plans were for the future and Ms. Spurling replied that she wanted to continue her work impacting the next generation and the environment. Council presented Ms. Spurling with a certificate.

Derek Liu explained that he created an archery booth to use at the Sherwood Robin Hood Festival and it was designed to be a free activity for kids. He explained he chose the archery booth because it appealed to him, and he felt it would be a fun activity for kids. He explained he experienced many technical difficulties building the booth so that it was safe for children, but it was relatively simple to construct. He spoke on his experience building the booth and reported that Home Depot and Sherwin-Williams had donated materials for his project, and he received a lot of help from his Troop and parents. He stated he was very pleased with the final product. Council President Young asked how many volunteer hours the project had taken, and Mr. Liu replied close to 200 hours. Council congratulated Mr. Liu on his achievement. Councilor Brouse asked Mr. Liu what his plans were for the future and Mr. Liu replied that he was currently studying physics in college, and he hoped to become a physics professor. Mayor Rosener stated Mr. Liu's certificate would be mailed to him. Mayor Rosener addressed the next agenda item.

7. CITIZEN COMMENTS:

Sherwood resident Dave Sweeney came forward and referred to a notice the residents of Shady Grove had received regarding planned tree removal for construction purposes. He stated that if the city did not intervene in the next several days, the trees would be removed. He asked that the city and Council call the developer to ask them to pause their tree removal plans and asked that the city buy the small strip of land with the trees on it. He spoke on available grant opportunities and referred to Metro's capital grant "Nature in Neighborhoods" grants and encouraged the city to explore those options. Mayor Rosener addressed the next agenda item.

8. CITY MANAGER REPORT:

Assistant City Manager Kristen Switzer reported on the Cultural Arts Commission's Lunar New Year event. She reported that an open house for the Old Town Strategic Plan would be held on February 13th at the Arts Center. She thanked Public Works for their work prepping roads for upcoming winter conditions. She reported that notices would go out regarding necessary traffic detours during the pedestrian bridge project. Mayor Rosener addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Standke stated that the Library Advisory Board had not met since Council's last meeting. He reported on his attendance at the most recent Sherwood School Board meeting. He shared highlights, attendance numbers, graduation rates, and reported there were funding deficits. He referred to comments made at a previous Council meeting regarding concerns around the lack of safety measures around Sherwood elementary schools and reported that the School Board had already approved phase one of their security update. He reported on an upcoming theater production scheduled for February.

Councilor Scott reported that the most recent Parks and Recreation Advisory Board meeting was cancelled due to a lack of a quorum.

Councilor Brouse thanked MUSA Martial Arts for their Taekwondo demonstration at the Arts Center. She congratulated the nominees and award winners for the Sherwood Chamber of Commerce banquet. She reported there would be a ribbon cutting ceremony at a new coffee shop. She reported she would attend the upcoming Senior Advisory Board where they would continue their work on making Sherwood an age-friendly city. She reported she would attend the Water Consortium meeting.

Councilor Giles reported he had no Planning Commission news to share. He stated that he had recently written an article about the Statue of Liberty and shared an excerpt from his article.

Council President Young reported that the most recent Police Advisory Board meeting was cancelled due to a lack of a quorum. She reported on her attendance at the Region 1 Area Commission on Transportation meeting. She recapped the work session held prior to this meeting to discuss the formation of a Youth Advisory Board. She reported on her attendance at the Sherwood Chamber of Commerce banquet awards event.

Mayor Rosener spoke on his attendance at the Taekwondo demonstration at the Arts Center. He provided an overview of the state of the current legislative session and explained that the city would continue to lobby Salem regarding housing and preemption of local control. He reported that WCCLS was currently evaluating what the next library levy would look like.

Council President Young spoke on SB 538, which advocated for disability support for children with developmental disabilities who had very high behavior health or medical needs.

Councilor Standke spoke on the recent adoption of a supplemental budget and referred to the opioid settlement money and asked for community feedback on how those funds should be spent.

10. ADJOURN:

Mayor Rosener adjourned the regular session at 8:10 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor