



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
February 18, 2025

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:02 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse (remote), and Doug Scott. Councilor Keith Mays arrived at 6:17 pm and Councilor Dan Standke was absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair (remote), Senior Planner Joy Chang, City Engineer Jason Waters, Planning Manager Sean Conrad, and City Recorder Sylvia Murphy.

Consultant: Kittleson & Associates consultant Phill Worth.

4. **TOPICS:**

A. TSP (Transportation System Plan) Update

Senior Planner Joy Chang stated that the Council previously met on February 4, 2025 for an introduction to a TSP and received 11 questions to will assist with the scope of the TSP update. Ms. Chang presented a PowerPoint (see record, Exhibit A) with the questions listed and stated that page 3 of the presentation outlined the timeline of the TSP work which included the Old Town Strategic Plan work.

Mr. Worth stated that in addition to the 11 questions, supplemental questions have been provided in the presentation. He stated that they are seeking guidance from the council to assist with interpreting the scope of the TSP. He addressed question 1: What is appreciated most about Sherwood.

Council President Young replied how Sherwood is laid out, the walkability, connectivity, and trails, ease of accessing Old Town. Councilor Giles commented that he sees three transportation systems: local, recreational and getting out and through town for commuters. He commented about looking at traffic circles. Councilor Scott spoke of livability, stated he believes the TSP in Sherwood functions well. Spoke of connectivity and local streets and importance of flow. He stated that the six corners area was still a problem, and there were other challenges related to this intersection. Mayor Rosener spoke of importance of pedestrian traffic, and not being in favor of traffic circles due to safety, stated the TSP is a 20-30 year plan and focusing on school safety and needing to identify long-term projects. He provided examples of Brookman and Chapman Roads and crossing over Hwy 99. He stated he believes the TSP works well, but not so much

regionally and mentioned the challenges with local county roads, such as Edy Road. He provided the example of growth in Yamhill County and keeping traffic on main arterials and off of side streets. He spoke of Sherwood being a family centric city and being a very dense community and the importance of focusing on trails, pedestrian safety, and walkability. He mentioned the use of under crossings in high traffic volume areas. He spoke of ODOT and their prioritization of Hwy 99 and provided an example of the intersection at Hwy 99 and Sunset Blvd and the city prioritizing safety. Examples of Sunriver and pedestrian traffic, and traffic circles was provided. Councilor Brouse stated she concurred with what had been stated and provided the example of the City of Sisters Oregon and their system. She spoke of challenges with Old Town being far removed from Hwy 99 and how to get people to Old Town.

Mr. Worth stated question 2 had been addressed in the feedback and addressed question 3 and asked what other challenges existed. Mayor Rosener spoke of the city having the ability to lower speed zones in residential areas and having future conversations on this topic. Comments were received that reduced speeds could deter cut-through traffic from residential areas. Councilor Mays spoke of Tualatin-Sherwood Road, Roy Rogers Road, Hwy 99 volumes and cut-through traffic and not having control of these roads. He spoke of these roads dividing the community, and mentioned that the bridge and under crossings are big things to consider. He spoke of the Sherwood West area and not creating divisions with that development. Council President Young asked regarding a potential amendment to the plan with the future development of Sherwood West. Ms. Chang provided a timeline and said that they will be looking at scenario planning with Sherwood West and future updates to the TSP. Comments were received regarding bike paths and sidewalks that were broken up and did not have consistent flow and if the city's GIS system could identify holes in path flows to be able to complete a full path. Discussion occurred regarding the development around the Ridges school and the reimbursement district in that area. Comments were received about being creative in developments. Mr. Worth commented regarding hearing feedback on "gaps" in the system and prioritizing improvements and said the plan can focus on closing the gaps and having these improvements first. He stated this was the guidance he was looking for. Discussion followed and staff informed of the information that can be captured with the city's GIS system. Discussion followed regarding the various types of "traffic", to include walkers, bicyclist, and runners and various types of paths to accommodate. Mayor Rosener spoke of a high level of priorities that are focused on safety in school zones, safety in walking zones, and the like. Comments were received to look at the "gaps" that currently exist. Ms. Chang stated that the city will have a contract with Kittleson and Associates to look at school zones in terms of safety and that work will also inform on determining priorities. Mr. Worth stated that the city can expect the TSP to have pedestrian, bicycle, and motor-vehicle freight elements, referred to as multimodal plans. Comments were received regarding capturing "people walking or biking" traffic counts and Mr. Worth commented that technology is evolving but it is not nearly as developed as counting vehicles. He explained of their ability to capture certain types of data to inform the plan. Comments were received regarding high-speed powered bicyclist, electric bikes and other technology and having policies in place backed up with ordinances. Discussion followed regarding high-speed bicyclist. Mayor Rosener asked that the School District be involved in the gathering of information for the plan and provided examples of railroad crossings, one-mile walk zones, and sidewalks on both sides of a street. Ms. Chang stated that they would be part of the process as either citizen advisory or technical advisory committee members. She said that there will be a focus on elementary school zones.

Mr. Worth addressed question 4.a and asked for feedback. He asked if the current Council goals and objectives are good enough to work with or should there be a refreshment or a start from scratch? Councilor Scott stated he did not want to start from scratch and suggested a review, refine and refresh. Mayor Rosener agreed and suggested that proposed updates be brought back based on what the consultant heard.

Mr. Worth addressed question 5. Council President Young asked regarding the planning commission and what type of input they would be providing and the challenges they would face. Comments were received regarding segments of the TSP that were in the purview of the city to change and other areas that required input from regional partners, such as ODOT and Washington County. Ms. Chang referred to the Council goals and objectives being broad, such as quality of life and supporting planned growth. Council comments were received regarding narrowing these down and if there was value in highlighting projects that were important to the health of the system that the city, a developer, or the county have been waiting to do and prioritizing those. Mayor Rosener agreed and commented regarding the city being grant ready and securing funding on projects. Councilor Scott referred to the Parks Master Plan that listed projects and said there was no reason why we should not do the same with the TSP and have some general prioritization that is subject to change in the future. Mr. Worth addressed question 8 and asked what performance measures or elevation criteria should they be using to prioritize projects and said near the end of this process we will have a list of 100 projects and have funding for 25 projects and asked how do we set priorities? Mayor Rosener commented regarding higher level goals such as safety in school walk zones and said the council will identify the priorities. Brief discussion occurred regarding decision making tools and identifying values. Mr. Worth commented that the discussion is what he wanted to hear, and the need to have the information come back to the council several times to gather insight and guidance. He commented regarding the need to create valuation framework that the city can use that's reflective of what is heard from the community. Councilor Giles commented that he would like to maintain a list of all the projects in the back of the plan and identifying the priority projects. Discussion occurred. Councilor Mays asked if there was value in identifying on a short-list of projects funding sources and he provided examples. Discussion followed and Mr. Worth commented regarding identifying the range of available funding sources. Ms. Chang added that with the creation of a project list it will also inform the CIP list and explained. Mayor Rosener provided an example of a county project that could still be a city priority.

Mr. Worth addressed question 9 and asked what was essential for the TSP to accomplish? Mayor Rosener replied, safety, walkability, and connecting east and west and not letting Elwert create north and south. Mr. Worth replied, breaking down barriers, creating a stronger connected network, ensuring it's complete by filling in the gaps. Mayor Rosener added that trails need to be inter-connected throughout the city. Comments were received to also expand the trail system if possible and Metro's Regional Plan was mentioned. Discussion occurred regarding previous city TSP's and Mr. Worth added to have a TSP that creates an expectation that can be met. Mr. Worth addressed question 10 and asked for key challenges that lay ahead. Councilor Scott commented regarding unforeseen regulatory changes and Mayor Rosener agreed and commented regarding HB2001 and the governor's bill from last year and said that there is one currently in process that has him questioning if the city should even do Sherwood West. He stated that staff just completed an analysis today that he will share and said there is a lot going on in Salem with the recent CFEC ruling and the size of residential streets. He said we need to be thinking creatively and understanding what's happening in Salem with changing rules and making sure we are building that into our plan. Comments were received regarding local transit system and not having something to use and funding challenges. Councilor Scott commented regarding funding challenges and asked what about challenges to "implementing" a TSP update? Discussion occurred regarding funds and Mayor Rosener added that there is money out there, we just need to be ready to get it. Discussion followed. Mr. Worth commented regarding the challenges of developing the TSP and asked how we identify the best, most competitive, most high-valued projects that lead to a plan that finds the funding that gets to the implementation. Mayor Rosener provided the example of the underpass at Cedar Creek. Discussion occurred regarding multimodal transportation, receiving feedback from the community and the challenges of appropriately weighing the feedback received. Mr. Worth commented regarding CFEC and being an overlay to the TSP process, and how that will place additional

emphasis on reaching out to members of the community that are generally understood to be among the disadvantaged, whatever that disadvantage could be. He said the council's help to open their eyes to who and where they are and how to reach them is of importance to them. Council President Young asked if the CFEC informs the TSP update and Mr. Worth and staff confirmed. Mr. Worth addressed question 11 and asked for other input or guidance. Councilor Giles mentioned Sunset Blvd. and the trees and this being a showcase street in Sherwood. Councilor Scott mentioned street standards and design and reviewing them and reimagining them. Mr. Worth indicated they had a good start with the information received. Ms. Chang addressed page 3 of the presentation and the project timelines and stated a webpage had been created and recruitments for citizen advisory committee members will begin next week. Mayor Rosner addressed the next agenda topic.

B. 2025 City Council Goals

City Manager Sheldon asked if the Council wanted to go through all the goals or just those needing clarification, comments were received just those needing clarification. Assistant City Manager Kristen Switzer presented a presentation and provided a handout (see record, Exhibit B). She explained that the red text was what was heard in the Council goal setting session, the black text under Deliverables has not changed and on the far right it identified how the work will be done and measured. She confirmed that the goals the council spoke of removing had been removed and said there were still some items that were questionable on whether or not they were needed. She addressed Goal 1 Economic Development, bringing jobs to Sherwood that provide wages that allow people to live and work in Sherwood. She stated that there were conversation and asked if this still needed to be listed? She stated we will be doing this every year and asked if we wanted to undertake an analysis to identify trends. Council President Young commented that she believed we had done this, and comments were received in agreement. Community Development Director Eric Rutledge reminded that there was an analysis that was done by Bruce Coleman the former Economic Development Manager and explained that the analysis was enough information for staff to move forward. He provided examples of trend changes that could change the direction. Kristen addressed the red text under pillar one and asked for other comments. None were received. She addressed Pillar 2 Infrastructure and said a goal was added to support major intersection improvements and said staff was looking for clarification on "complete design of Chapman and Hwy 99 intersection". City Manager Sheldon asked if this was to actually fund the project to move forward, or to seek funding? Councilor Mays stated an alignment had not been adopted and we need an alignment, a concept of the design, and to do the designing at least for this year's goal. He said the first step is to collectively agree on an alignment, and this needed to include communication with partners. Mayor Rosener added that he believed it needed to be in the TSP and agreed that communications with the county and state needed to occur. Councilor Mays referred to the Brookman area and how development is on hold due to the lack of an alignment. Councilor Scott was in favor of keeping it on the list to keep the Council informed. Mayor Rosener clarified this year's goal was to get an alignment. Councilor Mays added that it will be difficult as it involves Brookman, Chapman Road, the railroad and the gas line. City Manager Sheldon referred to the city's Master Plans and amendments that will be needed. He said he believed updates to the plans could occur in July or August. Kristen addressed Pillar 3 Livability and Workability and said two goals or rephrasing were added; evaluate opportunities to promote environmental initiatives that are achievable and impactful. She said this was in regard to comments provided by Councilor Standke and what staff heard was that we needed further evaluation. Mayor Rosener replied if we were going to do something it should be real. Kristen explained that staff reworded community spaces as there were two different goals about community enhancements and parks, and then there was also something with arts. She stated staff was trying to make it more concise by combining them into one. She stated staff still needed feedback and further definition on the Ice Age Regional Trail, also something brought forward by Councilor

Standke in regard to connectivity and further development of the trail. Kristen clarified that it was not previously a deliverable. Eric Rutledge further clarified where this came from and stated there was a little segment in the Parks Master Plan that was missing. He confirmed that nothing had changed. Councilor Scott commented that the Parks Master Plan can have a quick amendment to fix it, and Eric confirmed and stated that would also fix our GIS. City Manager Sheldon stated he would speak with Councilor Standke to see if it needed to be on the list. Mayor Rosener suggested the review of the Metro Regional Master Plan. Councilor Mays asked, could Councilor Standke want the city to advocate and urge Metro to finish the connections that are within their control? Council President Young referred to language of, seek funding to support Mental Health Program and staff confirmed this was an error on the document and not in the proper place. Council President Young asked regarding review use of TLT funds considered specifically toward art initiative and said she thought we talked about actually using some TLT funds for art and some for chamber. Kristen stated she believed the intent was to review how it was being used. Comments were received and Mayor Rosener stated to remove the reference to art. He stated that TLT funds are eligible for certain spending categories and if the LOC and other cities get their way, the list will expand coming out of the session. He stated there are multiple funding sources we can be pursuing and wanted to make sure when we looked at that that we decide the things for TLT. Kristen addressed Pillar 4 Public Safety and explained some of the items came from Enhance Overall Community Safety and explained some of the blue items should have been red as staff tried to recategorize them as they were repetitive with references to pedestrian and driver safety. Police Chief Hanlon added that something that did not get captured here was the discussion regarding the police academy and incorporating it into the overall City Citizen's Academy. Brief discussion followed and there was agreement to include it with the City's Citizen's Academy. Mayor Rosener referred to discussions of Vision Zero and potentially lowering our speed limits and said he did not see it here and asked if this is something that can be given to the Traffic Safety Advisory Board as a project and they can provide a recommendation back to the Council. Kristen addressed Fiscal responsibility and stated the add on was to explore opportunities for technological enhancements and innovations in technology. Councilor Mays said it's important to empower our team within the city to be more efficient and leverage tools and technology. Discussion occurred regarding use of opensource AI. IT Director Brad Crawford said staff was working on a policy and said it can be used but has to get approved. Discussion followed. Brad indicated that there was something in the upcoming budget for AI. Kristen addressed Pillar 6 and said it got smaller mainly because we have been accomplishing things, and we have been rolling things into our daily work. Councilor Giles commented about the branding discussion and expressed concerns with the new website going up and this topic being put off. Comments were received that we need to do it and it was still listed on the goals. Councilor Giles expressed concerns with the expense of branding and then rebranding. Discussion followed regarding having a modern, forward looking brand. Mayor Rosener stated "innovation" was placed under fiscal responsibility and he feels like there should be a reference to it in every category and wanted to make sure we are not looking at it in terms of a fiscal thing. Councilor Scott commented regarding "innovation" not necessarily being a goal or deliverable, but more toward our mission statement and overall core values. He stated we should be innovative in everything we do. Discussion followed. Council President Young stated it's in our core values and in our mission statement. Kristen noted that staff would look at including that and making it part of this document.

5. ADJOURN


Mayor Rosener adjourned the work session at 7:30 pm and convened an executive session.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:36 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse (remote), and Doug Scott. Councilor Dan Standke was absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, and Interim City Attorney Sebastian Tapia.
4. **TOPIC:**
 - A. **ORS 192.660(2)(e), Real Property Transactions**
5. **ADJOURN**

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor