



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
May 6, 2025

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:03 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles (remote), Renee Brouse, Doug Scott, and Dan Standke. Councilor Keith Mays arrived at 6:30 pm.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, Interim Public Works Director Rich Sattler, Project Manager Joy Chang, Building Official Jared Bradbury, and City Recorder Sylvia Murphy.
- 4. TOPICS:**

A. Family Justice Center (FJC)

Rachel Schutz, Family Justice Center (FJC) Executive Director presented a PowerPoint presentation, 2024 Family Justice Center of Washington County Annual Report (see record, Exhibit A) and stated that the report recapped what occurred in 2024 at the center, the state of county services, and service impacts to Sherwood. Rachel stated in 2024 the number of services and number of survivors served had increased. She recapped data from the prior four years. She explained their strong relationship with law enforcement in Washington County, their collaboration and how information was shared. She provided information regarding the food pantry at the center and data related to the number of people served, and informed how the pantry operates. Rachel explained Survivor Outreach and Advocacy. Council members asked regarding the food pantry services and Rachel explained and also stated they will be moving into their new facility in January. Rachel explained other services provided and recapped data and impacts on page three and four of the presentation. Mayor Rosener asked how the FJC intersects with homelessness challenges. Rachel explained and provided data and stated the root cause of big issues that they are seeing in Washington County, the Portland Metro area and across the country with untreated mental illness, substance use, homelessness is that a vast majority goes back to abuse. She said the FJC worked with shelters on training and how to navigate and provide appropriate services. Mayor Rosener asked regarding prevention measures and keeping people from going back into homelessness and asked regarding the available partnerships within Washington County. Rachel replied she was not sure and said she believed there needed to be a broader conversation and offered to provide the mayor with additional information. Rachel continued and recapped demographics on page five. Mayor Rosener asked if data was available on economic level/class. Rachel replied no and explained the challenges with that type of data. Rachel recapped the data showing services provided to Sherwood survivors and said the majority of people who received services do not identify where they were coming from and the majority tend to indicate they are from Washington County. Rachel explained that in

Sherwood, FJC had increased their partnerships, outreach and visibility. Rachel recapped the photos provided in the presentation. Councilor Scott asked what FJC budget was and Rachel replied this year it was \$1.3 million and stated that they had 8 staff members, with 2 being temporary. Council President Young asked regarding the partners at the center and their funding and Rachel replied they fund their own services, and FJC worked collaboratively on some of the services, such as emergency safety services such as plane tickets, hotels rooms, and transportation. Councilor Giles commented regarding the \$10,000 grant FJC received from the city and asked how those funds were being used for Sherwood people and asked what FJC was doing so people knew where to call. Rachel explained that they have a peer outreach member that is a Sherwood resident, and they were committed to getting information into schools and the family resource fair. She explained that they had a table at the Robin Hood Festival and at other events and they provided printed materials that was distributed. She said the Sherwood Police Department has FJC cards that they can provide at their police calls as does the Sherwood Public Library. She said their Director of Services also meets with Sherwood school counselors on a regular basis. Rachel offered to distribute materials in other popular Sherwood locations and Councilor Giles recommended the City newsletter, the Sherwood Senior Center and the Sherwood SHARE Center. Councilor Brouse offered to provide information at the Sherwood YMCA. Rachel added that she would share long-impact data with the Council and Mayor Rosener asked for additional information. Councilor Scott commented regarding the challenges people face when in certain situations and navigating all the information and the benefits of having people to talk to that are in similar situations. Rachel reminded the Council of their Denim and Diamonds Gala on May 31st and said there will be a grand opening in April after they move into their new peace center. Council members commented on the positivity of the FJC name change and thanked Rachel for the presentation.

B. Building and Business License Fees

Community Development Director Eric Rutledge and Building Official Jared Bradbury presented a PowerPoint presentation (see record, Exhibit B). Eric stated the last fee schedule update that was performed for building was done in 2021 and said the city had not been consistent with annual updates and said building was not subject to the 2%. Eric recapped four main fees with proposed changes: Community Development Fee, a Technology Fee, Business License Fees and general permit fee. Eric addressed the Community Development Fee and said this would be a new fee for Sherwood but was not new to Oregon, our partners or local jurisdictions. He said the proposed fee was a 0.5% fee of the project valuation. He explained when an applicant comes in for building permits (not mechanical or plumbing) for residential or commercial they will put the project value on the application. He explained that Newberg had a 0.75% fee, and West Linn had a 0.25% fee. Eric recapped data from 2020-21 fiscal year to 2023-24 fiscal year shown on page 3 of the exhibit. He pointed out the four-year average and the various rate examples of 0.25%, 0.50% and 0.75%. He said staff were proposing a 0.50% fee. Eric briefly explained the current development of phase 2 and phase 3 of the Sherwood Commerce Center and said staff expects over the next two years before Ice Age Drive comes in that valuation would not be \$75 million, it would be closer to \$60 million or a bit less. Council asked where the fees would go and Eric said currently planning and building are general fund in terms of revenue and expenditures. Eric provided an example of customer impacts on page 4 of the exhibit and said this was of similar size to what we're seeing in the Tonquin Employment area. He stated the example was equivalent to what the customer currently pays in a building permit fee. He briefly explained SDCs and said in terms of overall costs, including SDCs, it's on the smaller side but was a significant increase when obtaining a building permit. Council President Young asked if staff thought the fee would be a hindrance for future residents. Eric replied he did not think so and said he believed the fee was a minor consideration for those wanting to do business in Sherwood. Building Official Jared Bradbury stated in his research, Sherwood fees were lower than neighboring jurisdictions in terms of building fees and with this added fee the city was still lower than

most neighboring jurisdictions. Councilor Giles commented regarding the fees and provided an example of affordable housing in the Sherwood West area, and the additional fees not being affordable. Mayor Rosener commented regarding state mandates and Eric stated that the city was likely to face additional state mandates after the closing of the current session and said it was likely that they will not be funded, unless the city adopted the model code, and said that would also have costs to the planning department. Eric added that it was important to consider the impact on our customers and said in speaking for the community development department, costs were increasing as we faced mandates to complete the work. Mayor Rosener provided an example of an affordable housing project and working with nonprofit partners and Eric stated the city could adopt a policy or resolution that would give the city manager and the building official the ability to waive or reduce fees. Councilor Scott asked if it could be pegged to sales and provided the example of a unit price being below a certain dollar amount and waiving the fee, or something similar to this. Council comments were received in favor of the idea with more discussion needed. Eric stated that if the council was interested in carveouts, staff could take that direction and implement it. Eric addressed Building Permit Fees and said it was much more minor and driven by the city's transition to the State of Oregon Accela System and was similar to the 3% Technology Fee. He said this was a 3% building permit fee and was not reflective of the project valuation. He explained the example provided on page 5 of the exhibit. He said this fee would go towards the cost of equipment needed in the field such as iPads for inspections and other costs for required software. Eric stated that although the state program was free to the city there were costs associated with the program. Councilor Standke asked if by having this as a separate technology fee, was there an advantage or would it stay just for technology instead of increasing the permit fee by a certain amount? Eric replied that currently all of the revenue and all of the expenditures were in the general fund and said staff tracked the costs for technology at the department level but had not been in the practice of restricting funds. Councilor Standke stated he was looking at all the fees from a consumers perspective and asked why not group all the fees together? Mayor Rosener added that developers and contractors will be seeing the fees and Eric added that the fees were very common and 3% was the lowest that he had seen. He said Beaverton's fee is 5% and other fees he had seen ranged from 2.5% to 10% for a technology fee. Council President Young asked if other jurisdictions called it a technology fee and Eric confirmed they did. Councilor Giles added that he would like to see a higher fee and said it did not seem unreasonable. Eric stated the fees would raise approximately between \$10,000 to \$15,000. The Council asked regarding SaS fee and Eric replied there is not a direct fee for Accela but in order to do plan review Blue Beam is needed. Eric stated with the cost of iPads and monitors, it was probably a wash, and the city was approximately covering our costs. Eric continued and addressed page 6 and said staff was proposing under the Building Permit Fee an increase of 7.5% for building, mechanical & plumbing. He reminded that these fees had not been increased since 2021. He said the average of these over the last four years was 1.87%, under 2% annually and under the 2% cap. He said staff was proposing increases to the percentage of the cost for plan review and explained. He said staff was proposing a 50% fee which was an increase of the current 30%. He provided an example and said Wilsonville is currently at 100%. Councilor Scott replied he agreed with the fees and suggested annualizing the fees and not waiting five years. Council President Young asked if the fees were in the fee schedule. Eric confirmed. Councilor Mays expressed support for an annual update. Council discussion followed regarding the average of 1.87% over the past four years, inflation, and increases in development costs. Councilor Mays added that he would not object to a higher increase. Council discussion followed. City Manager Sheldon spoke of the use of AI for plan review and council comments were received in support. Eric addressed the Business License Fee on page 7 and said the current fee for a business inside Sherwood was \$75, plus \$6 per employee and for a business located outside of Sherwood the fee was \$107.50 plus \$6 per employee. He said the city provided a 5% discount for new and small businesses, a 5% discount for businesses headquartered in Sherwood, and a 5% discount for a manufacturing or technology business for a maximum of a 15% total discount. He said the proposed fee schedule would be simplified based on the number of

employees in a category and then a 10% discount for businesses headquartered in Sherwood. Eric explained the table on page 8 listing categories of: the number of employees, the existing fee, the proposed fee (outside Sherwood) and the proposed fee for local businesses. Council asked if the number of employees was full-time or part-time. Eric replied it can be approached in multiple manners and said if the employee was a 0.5 it counted as one. Councilor Scott confirmed the information provided to the city was self-reported and Eric added that the city had not been heavy handed with enforcement. Eric continued that there were multiple ways to count employees and said the city would be fair. Eric explained the biggest difference was in the category of 51 or more employees. Council discussion occurred regarding the number of employees and Council asked staff to adjust the employee category and add additional tiers. Mayor Rosener commented on the services the city provided, including law enforcement and to consider the number of employees at large retailers. Councilor Giles referred to the tiers of 3-5 and 6-10 and asked what the business was getting for the fees when an employer goes from 5 to 6 employees? Councilor Mays replied, law enforcement, good roads, good professional staff, and good parks. Council discussion followed regarding adjusting the tiers. Eric added that this model was based on the City of Tigard's model. Eric stated that there were a lot of different approaches, and it could get convoluted. Council discussion followed and Councilor Mays commented regarding possibly considering the type of business. Eric recapped the discussion and said he would revisit the numbers of 20 employees and below, look at numbers between 5-20 and a top tier and would bring something back for the council's consideration. Councilor Brouse suggested looking at it from a perspective of small 2-10, medium 11-20, large 21-50 and extra-large. Council President Young asked when would the council see the revisions and City Manager Sheldon replied at the upcoming budget committee meeting.

5. ADJOURN

Mayor Rosener adjourned the work session at 7:01 pm and convened a regular Council meeting.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:06 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Doug Scott, Dan Standke and Keith Mays.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, IT Director Brad Crawford, Community Development Director Eric Rutledge, HR Director Lydia McEvoy, Economic Development Manager Erik Adair, Interim Public Works Director Rich Sattler, Building Official Jared Bradbury, and City Recorder Sylvia Murphy.
- 4. APPROVAL OF AGENDA:**

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

MOTION: FROM COUNCILOR RENEE BROUSE TO ADOPT THE AGENDA. SECONDED BY COUNCIL PRESIDENT KIM YOUNG. 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 April 1, 2025 City Council Meeting Minutes**
- B. Approval of April 15, 2025 City Council Meeting Minutes**
- C. Resolution 2025-021, Appointing Farrah Burke to the Sherwood Senior Advisory Board**
- D. Resolution 2025-022, Reappoint Sean Garland to the Sherwood Library Advisory Board**
- E. Resolution 2025-023, Appointing the Local Citizen Advisory Committee and Technical Advisory Committee for the City's Transportation System Plan (TSP) Update**
- F. Resolution 2025-024, Reappointing Matthew Kaufman to the Sherwood Budget Committee**
- G. Resolution 2025-025, Authorizing the City Manager to Sign a One-Year Extension to the On-Call Building Plan Review and Inspection Services Contract with Clair Company**

MOTION: FROM COUNCILOR RENEE BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT KIM YOUNG. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS

No comments were received, and Mayor Rosener addressed the next agenda item.

7. PRESENTATIONS

A. Recognition of Eagle Scout Award Recipient

Mayor Rosener recognized and congratulated Victor McAuley for obtaining the rank of an Eagle Scout.

B. Proclamation, Proclaiming May 18-24, 2025 as National Public Works Week

Mayor Rosener read the proclamation and addressed the next agenda item. The City Recorder read the public hearing statement for both ordinances.

8. PUBLIC HEARINGS

A. Ordinance 2025-002, Changing the Traffic Safety Committee to a Board and Amending Sherwood Municipal Code 2.08.087

Interim City Attorney Sebastian Tapia presented a PowerPoint presentation (see record, Exhibit C) and stated pursuant to the previous council meeting and public hearing he has made slight adjustments to the code text referencing; "up to" two members of the board "may" be members of the police advisory board. Mr. Tapia confirmed there was no written testimony. With no council questions, Mayor Rosener opened the public hearing. With no public comments received, he closed the public hearing. With no council discussion the following motion was received.

MOTION: FROM COUNCIL PRESIDENT KIM YOUNG TO READ CAPTION AND ADOPT ORDINANCE 2025-002, CHANGING THE TRAFFIC SAFETY COMMITTEE TO A BOARD AND AMENDING

SHERWOOD MUNICIPAL CODE 2.08.087. SECONDED BY COUNCILOR DOUG SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

B. Ordinance 2025-003, Amending Sherwood Municipal Code Chapter 2.08 Creating a Youth Advisory Board

Interim City Attorney Tapia continued his presentation (see record, Exhibit C) and said the ordinance was also amended from the prior hearing as noted in the presentation and included adding the voting block. Mr. Tapia recapped the recommended changes as noted in the exhibit. Councilor Giles referred to the grade levels of 9-12th and said he did not know if "grade levels" were the same for home schooled students. Council discussion followed. Councilor Mays commented and provided an example of a student living in Tualatin or Wilsonville within the school boundary who did not attend a Sherwood school and his understanding of the code was that they would be eligible for the board. Council discussion followed and Mayor Rosener added that there could be a slate of candidates that the council would vote on and he would like to limit the bureaucracy that would potentially exclude candidates. Councilor Standke confirmed that the City Council would approve all board members and Mayor Rosener confirmed. Mayor Rosener asked if there was any written testimony and staff replied no. Mayor Rosener opened the public hearing and with no public comments received he closed the public hearing and asked for Council discussion. Councilor Brouse added that she was excited the Council was finally doing this and stated the following motion.

MOTION: FROM COUNCILOR RENEE BROUSE TO READ CAPTION AND ADOPT ORDINANCE 2025-003, AMENDING SHERWOOD MUNICIPAL CODE CHAPTER 2.08 CREATING A YOUTH ADVISORY BOARD. SECONDED BY COUNCILOR TAYLOR GILES. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

9. CITY MANAGER REPORT

City Manager Sheldon provided an update on the pedestrian bridge project. He reported that in coordination with Middleton Elementary School there would be a Bike and Roll Day and said this was a part of the Safe Routes to School grant requirements. He said the Volunteer Recognition is Tuesday, May 13th at the Sherwood Center for the Arts. Chief Hanlon provided a report on a recent Coffee with the Force event. Councilor Standke asked City Manager Sheldon with the installation of the lights on the bridge if the city would be able to get a permit to shoot fireworks from the pedestrian bridge. Mr. Sheldon replied he did not know and confirmed some of the lights had been installed.

Mayor Rosener addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS

Councilor Standke reported on recent Sherwood School Board meetings and the filling of a vacant board position by Matt Kaufman. He said the Board addressed complaints and appeals that were filed against the school board and said the Board could not get into the details of the complaints or appeals for privacy reasons. He said the Board determined that the complaints and appeals did not have good standing and that the Board Chair would respond to those complaining and the appeal filer. He said that the Board would not be taking further action. He reported on a recent Library Advisory Board meeting and said the Sherwood

Library Foundation received a \$10,000 grant of unrestricted funds to be used for new quiet, study pods and the hope was to have them installed by January 2026. He reported there would be four pods and they would possibly be placed near the back resource desk.

Councilor Scott reported on a recent Parks & Recreation Advisory Board meeting and public comments received regarding advocacy for more pickle ball courts and said they discussed the removal of dangerous trees and the planting of 100 trees. He reported he attended the Boots N Bling Gala for the Sherwood Police Foundation and reminded people to get their voting ballots turned in by May 20th.

Councilor Mays reported on the Boots N Bling Gala and reminded people to vote and to get out and enjoy the weather.

Councilor Giles reported on his attendance at a Sherwood Planning Commission meeting and recapped their discussion of training, and said they elected a new chair, and they had selected a commissioner to be on the TSP committee. He reported the commission held a public hearing on an annexation policy. He reported that he and several council members attended an ethics (public meetings law) training, volunteering two hours of their time to receive the training. He reported that he attended a few meetings in Salem trying to understand some of the proposed laws that would have an impact on the planning commission.

Councilor Brouse reported she also attended the ethics training and said there were a lot of questions, and it was informative. She provided an update on Sherwood Main Street events and said they were still waiting to hear back on the \$520,000 grant for the Heritage Building. She reported on Sherwood Chamber of Commerce events. She reported on her attendance at the Boots N Bling event and said Sherwood CruisIn was coming up on June 21st and information was available on the Chamber's website. She reported on a Mother's Day brunch that was free to the public and would be held at the Rebekah Lodge. She reported that she would be leaving for Colombia and unable to attend the volunteer appreciation dinner.

Council President Young reported on a new bookstore located behind Kohl's, reported on the State of the City address and how well it was, and she reported on community ribbon cutting events. She reported on the Sherwood Police Foundation Gala and said they raised over \$121,000 and commented on the amazing community support of other local events.

Mayor Rosener reported on the State of the City Address, a wine walk event and the Boots N Bling event. He reported that he had been working with the League of Oregon Cities and the Metro Mayors Consortium and advocating for cities in Salem. He said there were some good bills and explained and said there were also some very bad bills that preempt cities rights to plan. He reported on upcoming MPAC and WCCC meetings. He reported that Senator Woods who represented District 13 recently passed away and said there was a current appointment process occurring to fill the seat. Councilor Mays further explained the appointment process as did Mayor Rosener.

11. ADJOURN to EXECUTIVE SESSION

Mayor Rosener adjourned the regular session at 7:45 pm and convened an executive session.

EXECUTIVE SESSION

1. CALL TO ORDER: Mayor Rosener called the executive session to order at 7:47 pm.

2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Doug Scott, Dan Standke and Keith Mays.

3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, Finance Director David Bodway, HR Director Lydia McEvoy, and outside legal counsel Steven Schuback.

4. **TOPIC:**

A. **ORS 192.660(2)(d), Labor Negotiator Consultations**

5. **ADJOURN**

The executive session adjourned at 8:43pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor