



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 3, 2025

1. **CALL TO ORDER:** Mayor Rosener called the work session to order at 5:20 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, IT Director Brad Crawford, Community Development Director Eric Rutledge, Planning Manager Sean Conrad, Economic Development Manager Erik Adair, Interim Public Works Director Rich Sattler, Finance Director David Bodway, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.
4. **TOPICS:**

A. Old Town Strategic Plan Update

Planning Manager Sean Conrad introduced consultants Jason Graf, Principal and Ramin Rezvani, Design Principal with First Forty Feet. Mr. Graf presented information (see record, Exhibit A). Mr. Graf addressed Strategic Plan Elements and Actions (page 6 of Exhibit A) and stated they were focused on three areas: Sense of Arrival to include improved visibility of Oldtown and looking at opportunities for pedestrian walking and biking to Oldtown and strengthen businesses and growth over time. He addressed Business Health and Growth and spoke of partnerships that the city already had with businesses and the Chamber of Commerce and spoke of branding and attracting targeted businesses and actions to consider. He mentioned the City of Tigard as an example. He addressed Infrastructure and Development and said they had a survey out to businesses in Oldtown asking various questions. He said one of the biggest drivers for the Council to consider is what is the future for growth and where would that occur and what decisions could be made as part of the Strategic Action Plan to advance a few priorities within a five-year timeframe. He stated there are several actions listed and a handful that can start moving forward in the five-year timeframe. He stated they would focus on actions that the city could identify as actions to move forward on. He stated that he would walk through a future scenario of growth in Oldtown that would focus on two main corridors: Pine Street and Columbia Street. He explained they would ask questions about where the Council would like to see development occur and sites that the Council might want to focus on and identify key infrastructure projects that the city may want to plan for. He referred to page 8 and explained that Pine Street was a signature street coming into town (front door) and he identified vacant lots and underutilized properties along Pine and Columbia that had potential for future growth. He stated part of the conditions they were concerned about was the redevelopment site around the current public works site and PUD site are isolated.

Mr. Graf addressed page 9 and areas along Pine Street labeled “beginning, middle and end” and said great streets in downtowns have edge to edge retail, they have activities or anchors. He identified the core area along Pine Street. He stated in the area labeled “beginning” there’s an opportunity to create a sense of arrival and stated this was important to do. He stated Columbia Street was a growth area and they would look at opportunities to make that more accessible for development. He referred to the area labeled “H” and said this was retail/commercial in that area and said it was hard for this zoning to work if there was not a way to get to that use. He said he thinks a commitment to extend Columbia Street as a new connection could open up that site as a viable retail commercial site and possibly keep the Field House and repurpose it. He addressed Pine Street and spoke of curb-less streets and said the curb-less streets were the DNA of downtown. He spoke of the Cannery Square and the Robin Hood Plaza being anchored on Pine Street. He said extending the curb-less street from 1st Street to 3rd Street might be a consideration to set the stage for development. He said another consideration would be to extend Columbia Street to Oregon Street and creating a “new front door” to Oldtown. He said they have been working with HHPR on various options to extend Columbia Street and explained options A through C and the advantages of a roundabout in option C. Discussion followed regarding the effects to Lincoln Street. Mr. Graf addressed a potential pedestrian crossing on Washington Street and Councilor Mays commented regarding the challenges with significant transportation elements. Mr. Graf mentioned he spoke with the City Engineer, Jason Waters regarding past issues with working with the railroad and potential opportunities with their new leadership. Mr. Graf explained the option for a “rail trail” and its connectivity. Mr. Graf recapped the feedback they received from community events and Sherwood Main Street to include wanting walkability, more restaurants, places for families, more housing and more shops. Council asked if hotels were included in the feedback and Mr. Graf replied not directly but they were included in their market study and stated he believed there were two potential locations that looked good. He stated he would share information received from the PAC and Main Street meetings, and as they consider new buildings and new development, they were aware of the city’s standards and code. He referred to a historical building on Railroad Street with elements of a cornice line, vertical bays and vertical windows, active ground floors, and cloth awnings. He stated through their market study they have a sense of what types of products are likely viable in the community that not only meet the city’s code but are feasible from a development perspective. He referred to the intersection of 3rd and Pine and Site B and said they spoke with the property owner and what they had envisioned, and modeled a program around that with commercial on the ground floor and apartments on the top floors. He referred to Site A and their vision of a mixed use site and said based on the market study, they would see what development could look like. Mr. Graf referred to pages 18 and 19 and the various development renderings for the intersection of 3rd and Pine with commercial on the ground level. He added that some of the considerations for developers is the ability for parking and said in Smockville, ground floor parking was not allowed and if there was any parking developed it would have to be underground. He explained the available parking opportunities. He spoke of the importance of having a beginning, middle and end of Pine Street especially with the properties the city controls ensuring that ground floor commercial was a component of development. He spoke of the curb-less streets in downtown and this being it’s DNA and the importance of continuing with public spaces such as the plaza and considering asking developers for mixed use buildings and public amenities that are important as this was the front door to the community. He spoke of the food cart pod on page 19 and the potential for a phase project. He referred to the rendering on page 20 and stated the building on the right would require acquisition of the adjacent property. Mr. Graf shared the feedback they received from one group and a comment of the renderings looking like the death of Oldtown. Council comments were received that they loved the options presented and discussion followed in favor of the renderings. Mr. Graf added that everyone agreed that it was important to have mixed use and ground floor commercial on Pine Street and bring more residents into Oldtown. Mr. Graf referred to page 22 and said they spoke with the owners of Symposium and they were interested in a mixed use scenario and developed a plan for ground floor commercial and a couple

of stories for housing above. He stated this rendering had a center core atrium with interior restaurants. Council commented regarding Senate Bill 1537 and the opportunity to partner with developers. Councilor Mays asked if Site C was cleaned of contaminants and City Manager Sheldon replied he did not know. Mr. Graf stated that they heard a development proposal was received for the old gas station site but they had not seen the drawings and knows that there was a fourth level residential proposal to include commercial as well. Mr. Graf addressed page 23 and said Site D, was a city owned property. He said Site G is the city's PUD site and believed mixed use residential could work at this location and stated he believed the code worked well for that. He referred to Site D and the Pine and 3rd sites and asked the Council to consider development incentives. He addressed page 23 and the rendering of what the buildout could look like. He said Site D could be an extension of the Arts Center, or a semipublic facility or private use. He referred to Site E and said the property was zoned High Density Residential and said a consideration of the Council, considering that Cannery Square is a vital amenity, was to have active commercial use on all sides of the square and this being a way to strengthen that space. He asked if there would be some value in the office flex site and that becoming a retail commercial zone versus high density residential. He said they knew that the PUD site allowed for mixed use and Site F allowed for high density residential and this was in character with the Cannery Row Apartments. He said he believed you don't need retail and commercial everywhere. He referred to Site G and said it's ground floor commercial and housing above or it could be a boutique/hotel. He said in speaking with their marketing analyst, he was interested in the site close to cannery square because it was within walking distance of Oldtown and the Arts Center. He said they heard other perspectives of cannery square being the "living room" and if there should be strangers in a hotel next to that or multi-family use. He said he believed if Columbia Street were to be extended to Oregon Street with a hotel near the current fire station, this would be a great "front door". Comments were received regarding people biking and taking a trolley. Mayor Rosener commented regarding Site D and replicating that to the former historic train station with shops or being a covered space where Saturday Market can operate from allowing for a longer season. Mr. Graf addressed page 25, along Columbia Street and said Site G is the PUD with public works just outside of that site. He referred to page 26 and the buildings along Columbia and said they believe there are important things to consider in managing the scale and length of the buildings and in the rendering the buildings are broken up into smaller modules. He commented that they have spoken with developers regarding the mixed use of commercial and residential and they are seeing the viability in terms of being able to construct and get a return on investment. Council discussion followed and comments were received regarding the need for parking with residential development. Mr. Graf added that there is only so much support for commercial in Oldtown and there was a basic configuration of retail that worked best, and that is when you have retail on both sides of the street about 12,000 feet long and said this was an extension of what you already have on Pine Street. He said the cannery residential building is already creating a gap of where retail could go and believed to compliment across the street, it would be residential with a focus on commercial towards the cannery square and towards Oregon Street. He referred to page 27 and Oregon Street and the rail line near the community garden and said by extending Columbia Street (page 28) this impacts the fire station, but it creates the alignment to Langer and creates that "front door". He said these sites become more viable for a variety of uses. He referred to the area on the left and said maybe the fieldhouse isn't here and that could be boutique, grocery, or butcher shop type of mix use and you would still have inline commercial store frontage along Columbia, with primarily residential on the other side with ground floor commercial. He said they heard that the back side of this building needs some type of screening or needs to turn more towards the tracks as you'll be looking at the back side of the development. He said these types of consideration would be worth adding into any type of agreements with developers. Mr. Graf referred to page 29 and said it would be good to know if any of the sites owned by the city were priority sites. He stated to him Sites A and D were priorities. Council comments were received that Site D was shovel ready and the Council had some ideas for that site and on Site A the city had addressed this location in previous

years and could look at that site again as it's a key entry point into Oldtown. Mayor Rosener commented regarding planning for Columbia Street and getting the engineering done for a future date. He commented regarding the fire station potentially moving and the city being ready and building the relationships in terms of right of way and planning for curb-less streets. Mayor Rosener added that the city spoke with the fire department about Site A and they indicated the site was not big enough. Mr. Graf added that it would not be a good anchor. Mr. Graf added if the city was not able to get Columbia as a through street, parcel H became tenuous, and the city might want to consider replacing retail commercial zone with all high density residential. He said it's a great neighborhood and anchor to Columbia Street. Council discussion followed regarding four floors and the mixed use of residential and commercial for sites H & G. Councilor Giles commented regarding walkability in town and services for families and added that he loved how it looked. Mayor Rosener commented regarding Columbia Street and planning for it. Discussion followed regarding the final plan being a resource for potential developers. Mr. Graf commented regarding the curb-less streets, and the potential for underground utilities and said they spoke with PGE and believed it would be great if the city could do both. Mr. Graf addressed Washington Street and a pedestrian rail crossing and council discussion followed. Councilor Giles commented regarding having a central garbage location and Mr. Graf replied that they would address this in the action plan and the best strategy for that. Councilor Standke referred to the cannery square plaza being a kid-friendly location and having another complementary space down Pine Street. Comments were received regarding also having enhanced crosswalks, walking and biking and safety concerns with having four schools within walking distance. Councilor Mays spoke of the potential use of school parking lots during evenings and weekends. Mr. Graf concluded and addressed page 34, Potential Actions and asked for feedback on items the Council did not want to move forward with, with no items identified by the Council, Mayor Rosener replied the consultants were on the right track.

5. ADJOURN

Mayor Rosener adjourned the work session at 6:00 pm and convened a Community Enhancement Program (CEP) Meeting. See CEP meeting records.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:05 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Doug Scott, Dan Standke and Keith Mays. Councilor Taylor Giles arrived at 7:35 pm.
- 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, Interim Public Works Director Rich Sattler, 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 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR GILES WAS ABSENT AT THE TIME OF THE VOTE.

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

5. CONSENT AGENDA:

- A. Approval of May 20, 2025 City Council Meeting Minutes**
- B. Resolution 2025-031, Reappointing Amanda van Arcken to the Sherwood Police Advisory Board**
- C. Resolution 2025-032, Reappointing Brian Dorsey to the Sherwood Police Advisory Board**
- D. Resolution 2025-033, Reappointing Chris West to the Sherwood Police Advisory Board**
- E. Resolution 2025-034, Reappointing Lisa Patterson to the Sherwood Traffic Safety Board**
- F. Resolution 2025-035, Reappointing Tiffany Yandt to the Sherwood Traffic Safety Board**
- G. Resolution 2025-036, Appointment of City Council Liaison Assignments**
- H. Resolution 2025-037, Appointing Lester Nishimura to the Sherwood Cultural Arts Commission**
- I. Resolution 2025-038, Reappointing Rodney Lyster to the Sherwood Parks & Recreation Advisory Board**
- J. Resolution 2025-039, Reappointing David Scheirman to the Sherwood Parks & Recreation Advisory Board**

MOTION: FROM COUNCIL PRESIDENT KIM YOUNG TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR RENEE BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR GILES WAS ABSENT AT THE TIME OF THE VOTE.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS

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

7. PRESENTATIONS

A. Recognition of 2025 Robin Hood Festival Association Maid Marian Court

Jessica Mulkey, Assistant Chaperone to the Robin Hood Festival Maid Marian Court came forward and introduced the court members and provided a brief bio for each member. The Council presented Maid Marian Lauren Phillips, Senior Court members Arabella Caldwell, Marissa Johnson, Emma Miller, and Junior Court members Journey Deller, Hazel Helmick, Eloise McKinney, and Everly Todd with Certificates of Recognition.

B. Recognition of Retiring TVF&R Volunteer Battalion Chief Chris Childers

Mayor Rosener called Mr. Childers forward to be recognized for his service. Mayor Rosener stated that Chris joined TVF&R in 1997 as a volunteer Firefighter and he worked up through the ranks to Apparatus Operator, Lieutenant, Captain and promoted to Volunteer Battalion Chief in 2016. He said Mr. Childers assisted in several Sherwood area weather emergencies including the snow/ice storm in 2024 and the Bald Peak Fire in 2020 and has assisted at several open houses/community fairs at Station 33, volunteer recruit academies, and an unknown amount of alarm responses and drills in his 28 year career. He stated that Chris is currently employed at his regular job in Wilsonville, and Chris and his wife Andi still reside here in Sherwood. The Council asked various questions of Chris, thanked him for his service and Mayor Rosener presented him with a Certificate of Appreciation.

Record Note: Councilor Giles arrived at 7:35 pm

C. 2025 TVF&R Annual State of the District Presentation

TVF&R Chief Laura Hitt presented a PowerPoint presentation (see record, Exhibit B) and recapped the following topics: Wildfire Deployment, 2024 Response Snapshot, Emergency Medical Services, 2024 Local Option Levy, recruitment and Bond & Capital Projects. She reported that 1.9 million acres burned in Oregon in calendar year 2024 and reported on the number of individuals deployed during this time and the number of firefighters deployed in support of the 2025 California fires. Chief Hitt recapped the total number of incidents, 1,930 in Sherwood for 2024 and explained the various types of calls, she explained data showing the time of day the calls were received, the day of the week the calls were received and data from prior years. She explained the level of support Sherwood received from neighboring TVF&R stations. Chief Hitt explained Emergency Medical Services and said about 70% of their responses in Sherwood were medical in nature. She explained Advanced Practice Community Paramedics and said these were single unit responders that responded to lower severity types of calls and explained the level of service provided. She stated in January they received a state grant to launch Advanced Resource Medic & Dispatch Health and explained their level of service and partnership with a nurse practitioner and a physician's assistant. She explained the Nurse Navigation Program which services Washington County and Clackamas County. Chief Hitt provided an update on their local option levy and said in May of 2024 voters approved a 5-year levy that allowed them to hire 36 additional firefighters and paramedics over the next five years and they project that the new levy will sustain them for the next ten years. She said residents will see the new levy rate on their November property tax statements which becomes effective July 1, 2025. Chief Hitt addressed recruitment and stated there were large hiring and retirement waves and they were currently experiencing that, she explained recruitment history since the covid pandemic, and spoke of their training programs, camps, internship programs and career day. She spoke of their social media and marketing efforts and addressed Bond and Capital projects. She reported that in 2021 voters approved general obligation bonds which were largely allocated to improvements to fire stations and training centers and said improvements to stations will be seen this year, to include Station 35 in King City which will be a complete rebuild and said during this time, their medic unit will be temporarily working out of Station 33 in Sherwood. She reported that the administration building at the training center will also be replaced and shared the use of the building. She reported Station 20 in Newberg would also be a rebuild as well as Station 33 in Sherwood. Mayor Rosener added that there were conversations about relocating Station 33 and said the city would like to continue with conversations. Discussion occurred and Chief Hitt stated if there was an ideal location it would be on the other side of Hwy 99 towards Roy Rogers Road. Council comments were received regarding long range planning. Chief Hitt stated they were siting a new location around Roy Rogers and Beef Bend and stated the cost of a new station was around \$14 million. Chief Hitt concluded and informed of a QR code to the 2024 Year in Review Video. Council President Young commented regarding the value of the ARM program. Council asked various questions of Chief Hitt. Police Chief Hanlon spoke of the great partnership between the city and TVF&R and expressed his appreciation.

Mayor Rosener addressed the next agenda item.

8. CITY MANAGER REPORT

City Manager Sheldon reported on an upcoming City Budget Committee meeting on June 5 at 6:00 pm. He reported the water feature at Cannery Plaza was working.

9. COUNCIL ANNOUNCEMENTS

Councilor Giles reported on a recent planning commission meeting and an upcoming Pride event at Stella Olsen Park.

Councilor Brouse commented regarding Pride Month and an upcoming event and stated it was about people and not politics and encouraged people to have empathy when trying to understand, and encouraged people to show up with kindness and an open heart.

Councilor Scott reported on a recent Parks & Recreation Advisory Board meeting and their work on trees and specifically spoke of a board member' (Jim) work with Clean Water Services (CWS) to redraw a boundary and save a tree from removal. Council Scott spoke of Pride Month and stated he wanted to reaffirm his unwavering belief in the freedoms, equality and respectful treatment of all people and stated these are fundamental rights that everyone is entitled to every day. He stated it was his duty as a city councilor to ensure that all city processes, policies, procedures, actions and decisions were free from bias of any kind against anyone. He stated while the work to improve was never done, he knows that city staff took this responsibility with the upmost seriousness and that they routinely meet the high bar of expectations that are set in this regard. He reported that after a recent battle with cancer his wife's recent scan was disease free.

Councilor Standke reported on the Library Advisory Board and their interviews to fill vacancies. He reported on a recent Sherwood School Board meeting and discussion of many upcoming retirements including a school bus driver who was retiring after 52 years. He said the board spoke of local surveys and the data showing an increase in district improvements. He encouraged people to continue to participate in the surveys to allow for the collection of data.

Councilor Mays commented on the recent passing of his aunt Zetta, his mother's twin sister, and provided his condolences to family members.

Council President Young commented that she is proud to live in a community that values inclusion and is proud of staff that worked hard to ensure that the city's programs, services, employment opportunities and community spaces are accessible and welcoming to all and as a city council that they work on ensuring that is the case as well. She reminded the community of the city's DEI statement: *The city of Sherwood expressly supports and endorses a culture of appreciation for the inherent values of all persons within this community.* She stated she believes we as a city are very welcoming to all.

Mayor Rosener commented he appreciated all the comments regarding Pride Month and said Sherwood high school students were organizing a Pride event on June 14th at Stella Olsen Park that he planned on attending and reading a proclamation at the event.

10. ADJOURN to EXECUTIVE SESSION

Mayor Rosener adjourned the regular session at 8:00 pm and convened an executive session.

EXECUTIVE SESSION

1. CALL TO ORDER: Mayor Rosener called the executive session to order at 8:04 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, HR Director Lydia McEvoy, Finance Director David Bodway and outside legal counsel Steven Schuback.

4. **TOPIC:**

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


5. **ADJOURN**

The executive session adjourned at 9:00 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor