



*Home of the Tualatin River National Wildlife Refuge*

## **MEETING AGENDA**

**Parks & Recreation Advisory Board**

**Monday, September 8, 2025 at 7:00pm**

**Sherwood City Hall, Community Room**

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADJUSTMENTS TO AGENDA**
- 4. APPROVAL OF AUGUST MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. NEW BUSINESS**
  - A. Follow up on Trail Projects and Priorities (Kristen Switzer, Assistant City Manager)**
  - B. Tree Removal Request (Harry Bannister, Operations Supervisor)**
- 7. PARK MAINTENANCE REPORT (Harry Bannister, Operations Supervisor)**
- 8. STAFF UPDATES (Kristen Switzer, Assistant City Manager)**
- 9. COUNCIL LIAISON ANNOUNCEMENTS (Doug Scott, City Councilor)**
- 10. OTHER**
- 11. ADJOURN**

### **How to Provide Citizen Comments:**

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

### **ADA Accommodations:**

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



**SHERWOOD PARKS BOARD MEETING MINUTES**  
**22560 SW Pine St., Sherwood, OR**  
**September 8, 2025**

**REGULAR SESSION**

1. **CALL TO ORDER:** Board Vice Chair Craig called the meeting to order at 7:00pm
2. **BOARD PRESENT:** Jim Craig, Steve Munsterman, Barbara Leitzinger, Jim Booker, Tara Khodadadian, City Councilor Doug Scott

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

3. **ADJUSTMENTS TO AGENDA:** None
4. **APPROVAL OF AUGUST MEETING MINUTES:**

**MOTION: FROM MUNSTERMAN TO APPROVE THE AUGUST MEETING MINUTES. SECONDED BY LEITZINGER. MOTION PASSES.**

5. **CITIZEN COMMENTS:** None

**6. NEW BUSINESS**

- **Follow up on Trail Projects and Priorities (Switzer)**

Switzer reviewed Exhibit A with the Board. She conveyed to the Board that trail improvements are identified in the Asset Management Plan. Oregon Trail had recently been repaved, and a feasibility study will be done in the future for an underground crossing at 99W. Booker asked how the Cedar Creek feeder trail by the senior center had been identified and how priorities are decided for trails, connectors, etc. Switzer explained that the feeder trail by the senior center was identified through the Cedar Creek Trail planning process. Banister explained that the Oregon Trail repaving was identified through the Asset Management Plan. Scott shared that the expertise really was with staff and that City Council relies on staff to make those operational decisions. Switzer cleared up that the input from the Board was more about what is in the Parks Master Plan. Munsterman shared

that the Cedar Creek Trail was a federal project and the feeder trail and other items were added after the trail was complete so that it could be done by local standards.

- **Tree Removal Request (Banister)**

Banister reviewed Exhibit B with the Board.

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

**7. PARKS MAINTENANCE REPORT (Banister)**

- Holiday tree shopping is underway. Staff has been to six farms; the hunt is still on.
- Woodhaven basketball courts are getting ready to be seal coated and plexipaved.
- Oregon Trail was just redone.
- City to take over maintenance of Langer Park. They are currently learning the irrigation system.

**8. STAFF UPDATE (Switzer)**

Switzer invited everyone to the Pedestrian Bridge Ribbon Cutting on Saturday, September 27, 10am-12pm. Festivities will start on the high school side then the Sherwood High School Marching Band will lead everyone across the bridge to the SHS Fight Song. There will be goodies on the YMCA side, and the YMCA will be hosting an open house at the same time. Lights on the bridge are still getting programmed. Switzer announced that the Sherwood Police Department is hosting a Blood Drive on Thursday, September 11. Sherwood Citizen University will start in October. There are 20 spots total and currently 14 people are registered. Switzer announced that the YMCA has hired a new Executive Director named Jennifer Lawrence. She comes from Ridgefield and was in Vancouver prior to that. She is excited to focus on community programs and will be attending the Parks Board meeting in October. Leitzinger asked if the YMCA is currently for sale. Switzer and Scott both explained that there is two more years left on the current operational contract with the YMCA, so the building is not for sale.

**9. COUNCIL UPDATE (Scott)**

Scott reported that the City Council had a light meeting agenda in August. The pedestrian bridge opened on time and under budget. The annexation ordinance passed. Council has a heavy dose of work sessions coming up.

**10. OTHER – none**

**11. ADJOURN 7:45pm**



# Tree Removal - Parks and Open Spaces

---

Parks Board

September 8, 2025

# Water Quality Facility 21707 SW Copper Terrace

- Remove 1 volunteer-Black Cottonwood Tree, with DBH of 22" due to severe damage to asphalt and two water boxes caused by root structure.
- Remove



CCB# 0068646

## HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

P.O. Box 1162 • Tualatin, OR 97062  
(503) 245-1383

"Specialists in the Care and  
Preservation of Trees"

March 14, 2025

ATTN: Mr. Trey Hoekstra  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
(503) 625-0679 fax

Reference: Tree Assessment Water Quality Facility  
Location: Behind 21207 SW Copper Terrace, Sherwood, OR.  
Subject: Black Cottonwood tree (*Populus trichocarpa*)

Per your request, I inspected one Black Cottonwood tree (*Populus trichocarpa*)  
located behind the address listed above to determine the trees condition.

**Description:** One Black Cottonwood (*Populus trichocarpa*). The  
tree height is approximately sixty-feet tall with a trunk diameter of twenty-one  
inches as measured four and a half feet above ground level. The canopy  
spread measures approximately thirty-six feet in diameter.

**Evaluation:** The health and structure of tree is good with normal bud  
development present. There are several surface roots that are currently  
causing severe damage to the asphalt and two water boxes.

**Results:** Due to the cutting of many large roots and further damage to the  
asphalt, utilities and the adverse impact to the trees health and structural safety, I  
recommend the tree be removed and not replaced.

If further information is needed, please call.

Sincerely,

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

Keep America Green - Printed on Recycled Paper



# Green Space 17715 SW Elderview

- Removal of 3 black pine trees
  - First Tree: DBH of 14" is dead with indication of turpentine beetle damage
  - Second Tree: DBH of 12" is dead with indication of turpentine beetle damage
  - Third Tree: DBH of 23" in fair health but with presence of turpentine beetle and pitch moth damage.
- Recommendation: removal of all three trees due to concerns for safety of persons and property.



CCB# 0068646

## HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

P.O. Box 1182 • Tualatin, OR 97062  
(503) 245-1363

"Specialists in the Care and  
Preservation of Trees"

August 15, 2025

ATTN: Mr. Trey Hoekstra  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
(503) 625-0679 Fax

Reference: Tree Assessment  
Location: Green Space Behind 17715 SW Elderview Dr., Sherwood, OR.  
Subject: Black pine trees (*Pinus nigra*)

Per your request, I inspected three Black pine trees (*Pinus nigra*) located in the green space behind the address listed above to determine their condition.

**Description:** Tree number one a Black pine tree (*Pinus nigra*). The trees height is approximately forty feet tall with a trunk diameter of fourteen inches as measured four and a half feet above ground level. The canopy spread measures approximately fifteen feet in diameter.

Tree number two a Black pine tree (*Pinus nigra*). The trees height is approximately forty feet tall with a trunk diameter of twelve inches as measured four and a half feet above ground level. The canopy spread measures approximately twelve feet in diameter.

Tree number three a Black pine tree (*Pinus nigra*). The trees height is approximately forty-five feet tall with a trunk diameter of twenty-three inches as measured four and a half feet above ground level. The canopy spread measures approximately thirty-two feet in diameter.

Page 2

Reference: Tree Assessment  
Location: Green Space Behind 17715 SW Elderview Dr., Sherwood, OR.  
Subject: Black pine trees (*Pinus nigra*)

**Evaluation:** Tree number one is completely dead with indication of turpentine beetle damage present along the basal root flare.

Tree number two is completely dead with indication of turpentine beetle damage present along the basal root flare.

Tree number three is in fair health and has a fair structure rating. Turpentine beetle presence was found along the basal root flare and pitch moth damage was found along the main stem.

**Results:** Due to tree number one and two's overall poor structure rating and for safety of persons and property, I recommend the trees be removed. Although tree number three is in good health, I recommend the tree be removed as it will decline due to pest damage.

Please see the attached site map with individual tree locations.

If further information is needed, please call.

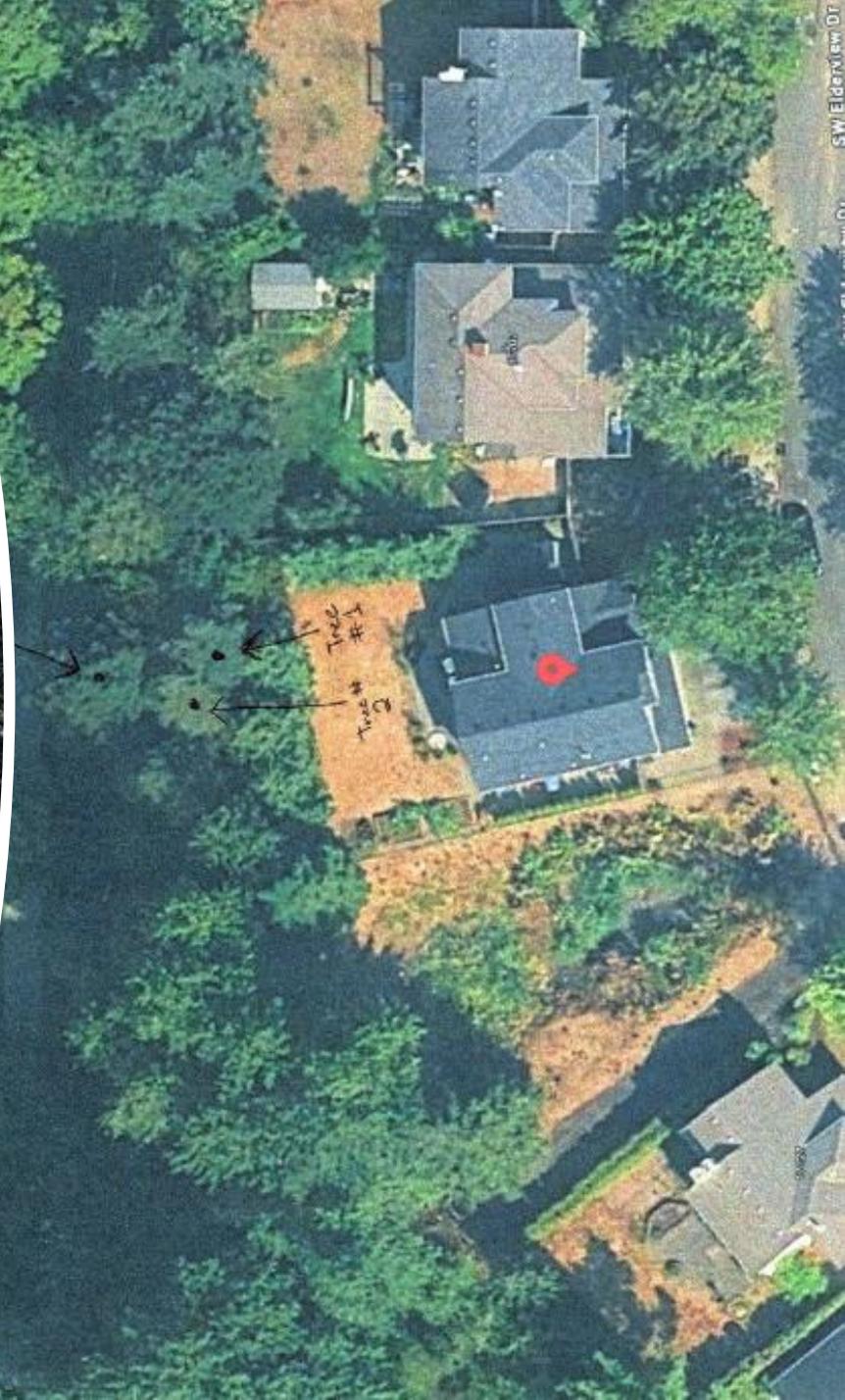
Sincerely,

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

Keep America Green - Printed on Recycled Paper

Green Space  
17715 SW  
Elderview

---



# Green Space 17575 SW Heatherwood Ln

- Remove 1 dead red alder tree, with DBH of 14" due to safety concerns for persons and property.



## HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com  
P.O. Box 1182 • Tualatin, OR 97062  
(503) 245-1383

"Specialists in the Care and  
Preservation of Trees"

August 25, 2025

ATTN: Mr. Trey Hoekstra  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
(503) 625-0679 Fax

Reference: Tree Assessment  
Location: Green Space Behind 17575 SW Heatherwood Ln., Sherwood, OR.  
Subject: Red Alder Tree.

Per your request, I inspected one red alder tree located in the green space behind the address listed above to determine the trees hazard potential.

**Description/Evaluation:** There is one red alder trees (*Alnus rubra*) located within the green space. The tree has a diameter at breast height of fourteen inches as measured 54 inches above ground level. The trees approximate height is thirty-two feet with a canopy spread of twenty-eight feet. The red alder tree has since perished with no terminal bud development present. The tree has a vertical crack found along the main stem.

**Results:** Due to the trees overall health and structure rating, the trees close proximity to the residential dwelling and the safety of person/property, I recommend the red alder tree be removed.

If further information is required, please call.

Sincerely,

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

CCB# 0068646

Keep America Green - Printed on Recycled Paper



# Green Space 23898 SW Golden Pond Terrace

- Remove 1 Oregon ash tree, with DBH of 42" due to poor condition of tree with several dead limbs and large decay pocket found along two main stems and the center stem is completely dead



## HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com  
P.O. Box 1182 • Tualatin, OR 97062  
(503) 245-1383

"Specialists in the Care and  
Preservation of Trees"

August 25, 2025

ATTN: Mr. Trey Hoekstra  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
(503) 625-0679 Fax

Reference: Tree Assessment  
Location: Greenspace Behind 23898 SW Golden Pond Terrace, Sherwood, OR  
Subject: Oregon Ash Tree Second Assessment

Per your request, I provided a second inspection of one Oregon Ash (*Fraxinus latifolia*) on August 22, 2025 located in the greenspace to determine the trees condition.

**Description:** One Oregon Ash tree (*Fraxinus latifolia*). The trees height is approximately thirty-two feet tall with a trunk diameter of forty-two inches as measured four and a half feet above ground level. The canopy spread measures approximately forty feet in diameter.

**Evaluation:** The health of the tree is poor as indicated by below normal bud development with several dead limbs found through-out the crown. The structure of the tree is rated poor due to a large decay pocket found along two main stems. The center stem is completely dead with severe decay present. The basal root flare has a pocket of decay that is minor when compared to the main stems.

**Results:** Due to the trees poor condition, target zone and consequences of failure, I recommend the tree be reduced to approximately 12 feet in height leaving a nature snag for wildlife habitat.

If further information is needed, please call.

Sincerely,

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

CCB# 0068646

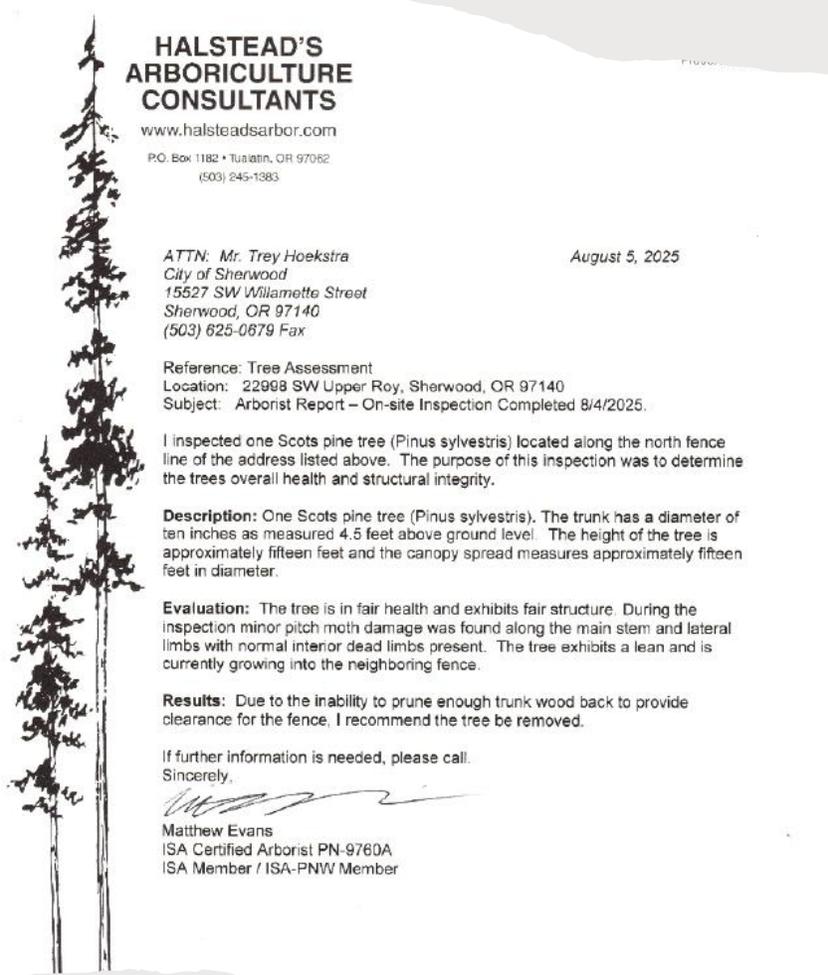
Keep America Green - Printed on Recycled Paper



YMCA  
23000 SW  
Pacific Highway

Remove 1 dead maple tree from  
parking lot at YMCA





## Well 6 22998 SW Upper Roy Street

Remove 1 Scots pine tree, with DBH of 10" due to damage of homeowner's fence.