



Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at

<https://www.youtube.com/user/CityofSherwood>

March 16, 2021

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:00 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Renee Brouse and Russell Griffin.
3. **STAFF PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Police Chief Jeff Groth, Finance Director David Bodway, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Economic Development Manager Bruce Coleman, Planning Manager Erika Palmer, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA

MOTION: FROM COUNCILOR GRIFFIN TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

5. CONSENT AGENDA

A. Approval of March 2, 2021 City Council Meeting Minutes

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

Mayor Mays addressed the next agenda item.

6. CITIZEN COMMENTS

No citizen comments had been submitted and Mayor Mays addressed the next agenda item.

7. PRESENTATIONS

A. Proclamation, National Community Development Week, April 5-9, 2021

Mayor Mays announced that April 5-9, 2021 had been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) program and the Home Investment Partnership program. He stated the CDBG provided annual funding and flexibility to local communities to provide decent, safe and sanitary housing, suitable living environments, and economic opportunities to low and moderate-income people. Mayor Mays indicated that many of the improvements at the Senior Center had been funded by CDBG grants. He stated the Home Investment Partnership program provided funding to local communities to create decent, safe, affordable housing opportunities for low-income persons. He reported that nationally over one-million affordable housing units had been provided by utilizing the Home Investment Partnership program. Mayor Mays stated that historically, Sherwood had received CDBG grants totaling over \$2.34 million dollars. Mayor Mays stated that both the Community Development Block Grant program and the Home Investment Partnership program had made, "tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community." Mayor Mays reported that Councilor Young served on the board that reviewed CDBG grant applications and asked her to speak on her experience serving on the board. Councilor Young explained that there were always more applications than money to go around, and most of the money for this year went towards organizations that helped to fight homelessness, such as homeless shelters, work training, rent/utility assistance, and affordable housing developments in Tigard and Tualatin.

Mayor Mays addressed the next agenda item

8. NEW BUSINESS

A. Resolution 2021-015 Authorizing the City Manager to Execute a Construction Contract for the Division Street Pavement and Storm Rehabilitation Project

Public Works Director Craig Sheldon explained that the project was a section of Division Street between Snyder Park to Cuthill and would tie into the existing sidewalks. He stated that the project included stormline, asphalt, a 24-foot street, streetlights, and a speed cushion. He reported that the RFP process began on March 11th, and M.L. Houck Construction Company was the lowest bidder at \$407,224 and the City would ask for an additional 15% contingency of \$61,083.60. He stated this was budgeted in the Capital Improvement Project budget. Mayor Mays stated he was pleased that this project was underway to help address that section of Division Street.

MOTION: FROM COUNCILOR YOUNG TO ADOPT RESOLUTION 2021-015 AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE DIVISION STREET PAVEMENT AND STORM REHABILITATION PROJECT. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays asked what the estimated completion date was for the project? Mr. Sheldon replied that they were aiming to have the project completed by the end of June, if not earlier.

Record note: Staff emailed Council the bid results for the Division Street Pavement and Storm Rehabilitation project, (see record).

Mayor Mays addressed the next agenda item and the City Recorder read the public hearing statement and stated that no written public comments had been received.

9. PUBLIC HEARING

A. Ordinance 2021-001, Accepting the Addendum to the Sherwood Brookman Concept Plan and adopting the associated amendments to the City's Transportation System Plan (*Second Reading*)

Planning Manager Erika Palmer presented the "Brookman Addition Concept Plan Refinement" PowerPoint presentation (see record, Exhibit A) and stated that this hearing would focus on addressing the concerns that were raised at the first hearing for the proposed ordinance. She referred to the concern that the plan did not fully address the Northwest Natural Gas Facility and potential impacts to the facility and explained that staff recommended adding the new language outlined on pages 9 and 17 of the Plan document in red. She reported that further action was identified on page 17 of the Plan document for all properties west of the railroad tracks north of Brookman Road to the current City boundary as part of the annexation process to help analyze the roadway and to identify road alignment and the right-of-way needs in the west subarea. She commented that if the road needed to be shifted 27 feet to the north to avoid significant impacts with the gas facility, the additional right-of-way needed to the north would be identified. To address the desire for a grade separated crossing between Brookman and Sherwood West, new language had been added that focused on the necessary additional analysis of a grade separated crossing for that area. A comprehensive study was needed to investigate connecting the two areas with a grade separated crossing, which would be coordinated with agency partners and would include the project in the TSP with funding cost and funding strategies identified. Ms. Palmer explained that in addition to the two changes to the Plan document, two additional changes were proposed in the Transportation System Plan itself. These changes would clarify and implement the two plan changes in the document. She stated that she had received public comments from Washington County Land Use and Transportation, ODOT Region 1, and Northwest Natural Gas, which were included in the packet. She reported that staff recommended Council Alternative 2.a, in which Council could consider accepting the Brookman Plan Addendum and TSP amendments as recommended by the Sherwood Planning Commission with proposed new language on pages 9, 17, and 18 in the Plan Addendum and page 73 of the TSP to address roadway alignment and right-of-way in the western subarea, and a grade separated crossing between the Brookman and Sherwood West areas.

Mayor Mays closed the public hearing portion of the meeting and asked for discussion or questions from Council. Council President Rosener commented that he remembered Council wishing to change the alignment on the east side, but to maintain the current alignment until additional studies on the main area could be completed. Community Development Director Julia Hajduk replied that page 27 of the packet addressed that issue. Ms. Hajduk explained that Council Alternative 2.a would proceed with the Planning Commission's recommendation but did not require Council to make any decisions regarding alignment before they were ready to. Mayor Mays commented he was not in favor of that option and stated he preferred that nothing would happen west of the railroad tracks until further study was completed and Council decided to make a decision on the action. Council President Rosener asked if an annexation requirement or rule could be added to the plan, so a study would be required before an annexation occurred? Ms. Hajduk replied that that was what the proposed language was attempting. Mayor Mays stated that none of the area was within the city limits, and if the area was asked to be annexed without further study, he was concerned the results would be messy, and asked that a hold on development be a part of an annexation requirement. Council President Rosener asked City Attorney Josh Soper if that was allowed under the State's rules on owner annexation requests? Mr. Soper replied that he believed it

was allowed and added that SB 1573 did not go into detail about what would be permissible or not permissible as far as local criteria went. He commented that planning for critical public infrastructure, such as a road, was on the reasonable side for requirements. Councilor Garland asked if Alternative 2.a was the result of Council discussion on the topic? Planning Manager Palmer replied that Alternative 2.a blended the discussion from this meeting with the concerns over the natural gas facility and addressed future additional right-of-way on the north end of Brookman in the western subarea. Mayor Mays commented that he wanted the zoning of that area to also be included in the study if Council accepted Alternative 2.a and initiated a project to complete further study on the area and stated that if Council acted at this meeting, they would meet Metro's deadline for receiving the grant money. Mayor Mays asked Councilor Garland for his thoughts. Councilor Garland stated that he felt that Alternative 2.a was a reasonable accommodation for what the Planning Commission was recommending. Councilors Brouse, Young, Griffin, and Scott stated they were in favor of Alternative 2.a.

MOTION TO AMEND: FROM COUNCILOR YOUNG TO AMEND ORDINANCE 2021-001 AS PRESENTED WITH OPTION 2.A. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

MOTION: FROM COUNCILOR GRIFFIN TO READ CAPTION AND ADOPT ORDINANCE 2021-001, ACCEPTING THE ADDENDUM TO THE SHERWOOD BROOKMAN CONCEPT PLAN AND ADOPTING THE ASSOCIATED AMENDMENTS TO THE CITY'S TRANSPORTATION SYSTEM PLAN AS AMENDED. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

10. CITY MANAGER REPORT

City Manager Joe Gall reported that there had been two meetings, one with Washington County Board of Commissioners and one with the TVF&R Board of Directors, related to the new Urban Renewal Agency. He reported that Mayor Brian Asher from the City of Aurora had sent a letter to Council and the City thanking the City for lending them a generator during the recent inclement weather event. Mr. Gall thanked Public Works Director Craig Sheldon for helping the City of Aurora during the storm.

Mayor Mays addressed the next agenda item.

11. COUNCIL ANNOUNCEMENTS

Councilor Brouse reported on events at the Senior Center and stated that the next Library Advisory Board meeting would be held on March 17th.

Councilor Scott asked drivers and pedestrians to be extra cautious driving and walking around school zones now that in-person learning was happening. He encouraged everyone to get a vaccine when it became available to them and asked that people be diligent on keeping COVID cases down with the nicer weather arriving.

Councilor Garland asked that drivers be more alert and aware of bicycles and motorcycles on the roadway. He gave his kudos to the Sherwood School Board and school district teachers and staff for their hard work getting schools ready for in-person learning.

Councilor Griffin reported that the Parks and Recreation Master Plan would be presented to Council on May 4th and the last block of the Comprehensive Plan Update would be heard by Council in April. He thanked City staff for their hard work during the pandemic and thanked Public Works Director Craig Sheldon for his recent letter he had sent to the legislature. He thanked Police Chief Jeff Groth for being a, "police officer 24/7" and reported on a recent event in which Chief Groth assisted a pedestrian in need. He recapped his recent trip to Ohio.

Council President Rosener reported that COVID cases for Washington County were increasing and asked everyone to continue to wear masks and social distance so businesses could stay open. He reported he testified in Salem on SB 3040 which would fund a study to investigate how SDCs funded infrastructure projects, and he asked that it be expanded to not just look at SDCs by themselves but to include all of the costs that went into building housing and addressing missing middle and affordable housing in the State. He reported he met with the TVF&R board to discuss the new URA and stated they would vote on the new URA next month.

Mayor Mays reported he participated in the National League of Cities City Conference and weekly calls with different regions around Oregon as the LOC president. He spoke on the American Recovery Plan and stated the City was looking into the details of the bill to help local businesses and families. He attended the Washington County Coordinating Committee meeting where they discussed potential regional earmarks for a potential transportation supplemental bill. He reported that he and City staff met with the Washington County Board of Commissioners regarding the current Urban Renewal Area and the proposed new Urban Renewal Area and commented they had voiced their support.

Councilor Griffin asked if there had been an update from Washington County regarding the timeline for the Roy Rogers pipe project? Community Development Director Julia Hajduk replied that the County would start the bidding process soon and commented that she believed construction would begin this summer. Councilor Griffin asked for an update on the recent discussions with the County regarding the project. City Manager Gall replied that he was currently working on an update to provide to Council. Mayor Mays asked if the 95% complete drawings had been reviewed to ensure that the requested components had been added? Mr. Gall replied that the drawings had been reviewed and included all the requested components. A discussion of timelines and project details occurred.

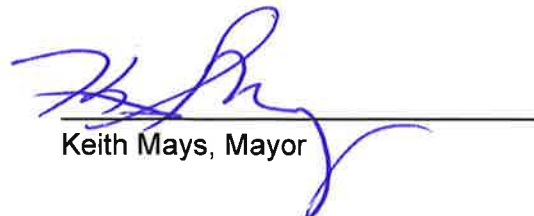
Councilor Griffin asked for a debrief on the recent Council goal setting work session. Mr. Gall replied that he was working on the summary of the goal setting session to provide to Council. He explained that if a work session was necessary to wordsmith the document, he would schedule one, otherwise the goals would be a resolution for Council to vote on in April.

12. ADJOURN

Mayor Mays adjourned the regular session at 7:56 pm. The scheduled work session was canceled.

Attest:


Sylvia Murphy, MMC, City Recorder


Keith Mays, Mayor