



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**September 17, 2024**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 5:35 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, Keith Mays, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, HR Director Lydia McEvoy, IT Manager Richard McCord, Economic Development Manager Bruce Coleman, Planning Manager Sean Conrad, Senior Planner Joy Chang, Finance Director David Bodway, Lead Utility Billing Tech Sarah Lopez, and City Recorder Sylvia Murphy.

**OTHERS PRESENT:** Consultant Chris Bell with Bell & Associates, Pride Disposal representatives Kristin Lechner and Eric Anderson.

**3. TOPIC:**

**A. Solid Waste Annual Report**

City Manager Craig Sheldon introduced Chris Bell with Bell & Associates and Mr. Bell presented the "City of Sherwood Solid Waste & Recycling Collection" PowerPoint presentation (see record, Exhibit A). Mr. Bell recapped that a rate review was necessary because if the rate of return for the franchisee was less than 8% or more than 12%, then the city needed to undertake a rate study to recommend new rates. He reported that Pride was presenting an estimated rate of return at 10% for costs that would be incurred in 2025. He provided an overview of the adjusted 2023 results on page 3 of the presentation and reported that the return on revenues for residential carts was 2.74%, 4.36% for commercial container, 7.72% for drop boxes, and 4.17% for composite. Mr. Bell explained that at previous Council meetings, Council decided that due to the significant rate increase, instead of waiting for January 1<sup>st</sup>, Council enacted a rate increase effective in September 2023. He outlined the collection and disposal rates effective in September 2023 on page 4 of the presentation as: 5.7% for residential, 4.7% for commercial, and 3.3% for drop boxes. He outlined the factors which drove the cost increases and stated that driver wages increased by 5.9%, truck repair and maintenance increased by 2.5%, organic waste increased by 8.5%, administrative costs increased by 6%, and truck depreciation increased by 13%. He referred to the new collection trucks and explained that there was an 18–24 month delay for procuring those trucks and commented that new trucks would continue to be difficult to procure for the next several years. Mayor Rosener asked what the depreciation schedule was for new trucks

and Mr. Bell replied that it was seven years. Pride Disposal representative Eric Anderson explained that Pride aimed to get two new automated trucks per year, but due to the current delays in procuring new trucks, Pride received six new trucks in 2023. Mr. Bell explained that the cost of the new collection trucks were allocated across the jurisdictions serviced by Pride, and Pride expended 15% of the total company truck hours in Sherwood, making the truck expense allocated to Sherwood 15%. He provided an overview of the solid waste disposal costs table on page 7 of the presentation. He explained that there were two primary components that drove costs: cost of transfer disposal and the Metro fees and taxes. He noted that the Metro fees and taxes for 2024 was \$49.30 per ton. Mayor Rosener asked if Sherwood's waste was sent to a Metro facility and Mr. Bell replied that it was a Pride facility. Mayor Rosener referred to the parity between Metro's transfer and disposal fees and Pride's transfer and disposal fees and asked for clarification. Pride Disposal representative Kristin Leichner explained that Metro allocated the wet waste tons in the region and required that a minimum of 40% of the region's tons go to Metro facilities. Metro then took the remaining 60% and divided it amongst the six private facilities, with each facility receiving a base tonnage. She explained that for roughly the past five years, Metro had implemented goal-based tonnage allocations for the remainder which meant that in order for Pride to reach their 10% maximum of the region's tonnage, each of Metro's goals had to be met. She reported that one of the goals Pride had to meet was to not exceed Metro's tipping fee for wet waste. She explained that for the past several years Metro had been subsidizing their cost with their reserves, which Pride did not have access to. She stated that there has been frustration between private facilities and Metro because the private facilities did not have the economies of scale to do so. She commented that that was why the industry has been pushing Metro to get to the true cost of service because private facilities felt that their rates were being held artificially low in order to meet the tonnage allocation targets. Discussion regarding the history of tonnage fees in the region occurred. Mr. Bell provided an overview of the breakdown of the cart collection cost increases on page 10 of the presentation. Mayor Rosener commented that the rates in surrounding areas were significantly lower, and asked if anyone was examining why it was so different in the Metro region. Mr. Bell explained that Metro regulated what the collection services were, they also controlled the disposal, and there were labor costs which were always increasing. He provided an overview of the 2025 proposed collection rates on page 9 of the presentation. He noted there was a change in medical collection rates for all jurisdictions in Washington County and Council asked who was pushing for the change. Mr. Bell replied that there was a single company for medical collection and waste facilities in Hillsboro, Beaverton, Tigard, and Sherwood were pushing for the change. He provided an overview of the medical collection rates on page 11 of the presentation and explained that they hoped to standardize rates throughout the Washington County area. Mayor Rosener asked if that was because volume created lower costs and Mr. Bell replied that was correct and Mr. Anderson provided background information. He explained that the goal was to get the disposal and on-site pickup to line up with the actual disposal and on-site pick up pieces and discussion occurred. Council President Young confirmed that these were for medical facilities, not residential services and Mr. Bell confirmed that was correct. Mayor Rosener stated that an additional work session was needed for this topic and requested that Metro representatives be present at the meeting to answer questions from Council. He stated that he felt that Metro kept adding costs which impacted Sherwood's rates. Mayor Rosener explained that previously he had served on a rate-setting policy committee to advise Metro. Part of the recommendation that came out of the committee was to create a committee comprised of representatives from each jurisdiction that would review expenses, costs, make recommendations on the rates and move to a cost-of-service model. He reported that Metro had cherry-picked the cost-of-service out of the recommendation and chose to raise their tipping fees to match the recommendation and discussion occurred. Councilor Giles asked that information be added which showed which services were optional. City Manager Sheldon referred to the question of "Is there an adequate capital reserve fund to rebuild the [transfer] facility or to at least renovate it when the time comes?" on page 12 of the presentation and asked that it be addressed. Ms. Leichner explained that they financed and completed

those things on an as-needed basis. She commented that if there was an unforeseen accident that destroyed their facility, they had insurance, but the cost of their insurance had increased significantly in the last few years.

## **B. Economic Development Incentives**

Economic Development Manager Bruce Coleman presented the "Economic Development Incentives" PowerPoint presentation (see record, Exhibit B) and recapped that Council had expressed an interest in identifying Target Industries paying higher-than-average wages and types of incentive programs to attract such Target Industries. He recapped that he had worked with GPI to identify eight Target Industries that "made sense" for Sherwood. He stated that GPI had reported an average income of \$84,101 for the Sherwood area and he had utilized NAICS and Locational Quotient to identify industries that would reasonably be attracted to Sherwood that would pay similarly. He identified: semiconductor/electronics manufacturing, aerospace/space/defense, biosciences/medical devices, cleantech, metals & machinery, robotics/automation, food products machinery, and other advanced manufacturing. He stated that there were challenges in attracting some of the Target Industries and explained they included the high-interest rate environment, cost challenges for advanced manufacturing companies to relocate/expand from older outmoded facilities to new efficient space in Sherwood, the impacts of the "Oregon Option" with manufacturing companies choosing to stay put, and the need for gap incentive financing to make the move to new facilities and referred to his previously sent email memo to Council (see record, Exhibit C). Mr. Coleman recapped that he had researched two types of economic development incentives for the local area and determined that there were not many incentives locally or at the state level. He reported that there were some financial, non-financial, state, and Business Oregon incentives for businesses. He provided an overview of the local economic development financial incentives on page 7 of the presentation. He explained that they were primarily local property tax abatements, including State Enterprise Zones and Local Enterprise Zones. Mayor Rosener asked if the property tax abatements were only for the city's portion or the totality and Mr. Coleman replied he was not sure. Council President Young referred to previous Council discussions regarding Enterprise Zones and commented that she did not think Sherwood qualified. Economic Development Manager Coleman replied that Enterprise Zones were not something Sherwood would qualify for easily, but there were potentially a few small block areas that could qualify. He recapped Gresham's Strategic Investment Zone and Wilsonville's Invest Now Program and recommended that an outside agency be hired if Council wished to pursue a similar program to Wilsonville's. Mr. Coleman reported that local economic development financial incentives included a "waiver" that was funded by the URA to the city and provided an overview of Fairview's URA SDC Incentive Program and Gresham's SDC City Deferral program. He noted that Gresham's SDC City Deferral program was never activated due to a lien issue. Mayor Rosener referred to Sherwood West's 200 acres of Industrial land and asked Community Development Director Eric Rutledge if staff had determined how much more could be added to the URA or set up a single URA and "still fall under the limits." Mr. Coleman replied that the city was already close to the 25% limit and discussion occurred. He recapped that the local economic development non-financial incentives included: "Fast Track" Permitting and provided an overview of other city's fast track programs on page 9 of the presentation. He explained that in order for Sherwood to utilize Fast Tracking Permitting, more financial resources were needed. Mayor Rosener referred to the city's current Red Carpet Team and asked how much Fast Track Permitting would help matters. Mr. Coleman replied that developers were attracted to Fast Track Programs because "every day is interest lost" so the quicker the process, the better it was for developers and discussion occurred. He provided an overview of Business Oregon financial incentives for Advanced Manufacturing companies on page 10 of the presentation and stated options included: the Governor's Strategic Reserve Fund (SRF), Oregon Business Development Fund (OBDP), and Credit Enhancement Fund (CEF). Economic Development Manager Coleman outlined staff's recommendations to Council and stated that due to the current impact on URA budget, Council should consider creating Local Non-Financial Incentive Programs to expedite Target Traded Sector Industries as a first step and continue to proactively pursue Business Oregon

for financial incentives for Target Traded Sector Industries. Council President Young asked if developers were rejecting Sherwood because the city did not offer incentives. Mr. Coleman replied that all of the companies that had already come to Sherwood had not asked for incentives other than wanting assistance in the permitting process, which the city was already providing. He continued that incentives were a good tool to have in the city's toolkit, but Sherwood had not received many requests for incentives. Councilor Giles commented that he was more in favor of the non-financial incentives and discussion occurred. Councilor Scott commented that he supported all of Mr. Coleman's recommendations and stated that he did not think the city needed to get into incentives until the city started losing business to other cities because of their incentive programs and the city should continue to focus on customer service. Councilor Brouse stated she agreed. Councilor Standke asked if there was a greater need to move the machinery or to rebuild the facilities. Mr. Coleman replied that it was likely both. Councilor Standke asked if currently more distribution companies had moved in than what the city was hoping for and Mr. Coleman replied that he always hoped for 100% advanced manufacturing, but that was not realistic, and discussion occurred. Mayor Rosener asked if Councilor Standke was okay with staff's suggestions and Councilor Standke replied that he was. Mayor Rosener added that he was as well.

### **C. Sherwood West Update**

Community Development Director Eric Rutledge presented the "Sherwood West Urban growth Boundary Expansion Discussion" PowerPoint presentation (see record, Exhibit D) and explained that the purpose of this work session was to discuss the proposed resolution that was on the agenda for the regular session. He recapped that Sherwood West was a complete community with employment land, housing land, public/institutional land, parks and open space, and would have roughly 340 net acres of land for needed housing. He stated that the Sherwood West Concept Plan responded to the Sherwood community's needs and also accounted for regional needs. He reported that Sherwood was the only UGB expansion application for Metro's consideration and noted that the next cycle would not be until 2030. He explained that staff had endeavored to clarify Sherwood West's housing estimates both in the Sherwood West Concept Plan and to Metro and stated that the zoned density range was 6.3-9.2 units per net acre, and the overall residential density was 9.2 units per acre, which assumed developers would build to full capacity. Mayor Rosener noted that additional density would be permitted pursuant to HB 2001 and SB 1537. Mr. Rutledge commented that he felt that the Sherwood West Concept Plan arranged for housing that met the needs of the community in a reasonable time frame, while also understanding that the density would likely be pushed higher as development occurred and new state laws were introduced. He expressed that the Concept Plan included feedback from the community and would be compatible with Sherwood city limits as time went on. He reported that the overall residential density of 9.2 units per acre would result in a total housing estimate of 3,117 new units, with 43% being middle and multi-family units. Community Development Director Rutledge recapped that Council discussed the following options at their September 3<sup>rd</sup> work session: continue to negotiate conditions aligned with our community and adopted Concept Plan, revise the Sherwood West Concept Plan, or withdraw the Sherwood West Concept Plan. He stated that Council decided to try to continue to negotiate with Metro. He explained that staff were also concurrently working on a draft resolution allowing Council to revise the Sherwood West Concept Plan and would come before Council on October 1<sup>st</sup>. He explained that the proposed resolution on tonight's agenda was giving the Mayor the authority to withdraw the UGB expansion application, which had been quicker to draft. Council President Young confirmed that Council would still be able to pull the application once the Metro Council had approved the application. Mr. Rutledge replied that was correct and provided an overview of the timeline on page 9 of the presentation. He outlined that there would be a Metro Council public hearing on the COO recommendation on September 26<sup>th</sup> and commented that he expected a lot of public testimony both in support and in opposition. Metro Council would provide direction to Metro staff on October 8<sup>th</sup> and Community Development Director Rutledge

recommended that Council decide on October 9<sup>th</sup> on whether to proceed or withdraw their application. Mayor Rosener stated that he was in frequent communication with Metro Council President Lynn Peterson, and he had met with the city's land use attorney Carrie Richter to discuss options. He explained that the city needed to be able to act quickly should there be something in the approval that Council did not like and the resolution on tonight's agenda reaffirmed and clarified the density in the Sherwood West Concept Plan. He explained that it was important to clarify the density because if the UGB expansion was approved, it strengthened the city's case if there was an appeal. He commented that it was likely that there would be an appeal. Councilor Giles asked for clarification on the circumstances in which the proposed resolution would be utilized, and discussion occurred. Mayor Rosener stated that he would work with City Manager Craig Sheldon and ideally, a special meeting would be scheduled. Mayor Rosener explained that Metro Council President Peterson had directed Metro staff to come back with conditions that would hold Sherwood to what the Sherwood West Concept Plan said. Council President Young asked what would happen if on October 9<sup>th</sup> Council decided to proceed with the UGB expansion ask, but only for the industrial land. Director Rutledge replied that Metro Council would be under a tight timeline to move through their process. Councilor Giles commented that updating the application to only apply to industrial land was a less-than-ideal scenario. Mayor Rosener commented that he felt Metro Council would be hard-pressed to vote against the city's UGB expansion request. Councilor Mays commented that to him, there was no upper end to the density because as development occurred and future laws were passed, density would only go up. Mr. Rutledge clarified that the zoning table in the Sherwood West Concept Plan was included to show a range based on current zoning, and just because the table was adopted in the Concept Plan did not mean that it had to be carried forward into the comprehensive planning process. Discussion occurred and Mayor Rosener stated that as the date approached, a work session would be scheduled for Council to discuss their options.

#### **4. ADJOURN**

Mayor Rosener adjourned the work session at 6:55 pm and convened a regular session.

#### **REGULAR SESSION**

- 1. CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 7:05 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, Keith Mays, and Doug Scott.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, HR Director Lydia McEvoy, IT Manager Richard McCord, Finance Director David Bodway, Senior Planner Joy Chang, Planning Manager Sean Conrad, Police Captain Jon Carlson, Lead Utility Billing Tech Sarah Lopez, and City Recorder Sylvia Murphy.

#### **4. APPROVAL OF AGENDA:**

**MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

## **5. CONSENT AGENDA:**

### **A. Approval of September 3, 2024, City Council Meeting Minutes**

**MOTION: FROM COUNCILOR SCOTT TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

## **6. CITIZEN COMMENT:**

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

## **7. PRESENTATIONS:**

### **A. Proclamation, Proclaiming September as National Preparedness Month**

Mayor Rosener stated that each September was recognized as National Preparedness Month and Oregonians had witnessed and experienced natural disasters in their own communities. He stated that every community member could take active steps to protect their families and neighbors from natural and manmade disasters and every family and business in Sherwood was encouraged to take active steps to be financially secure after a disaster. He stated that every business and community member was encouraged to ensure they were properly insured against fire, flood, earthquake and storms. He reported that the national theme for 2024 was "Start a Conversation" which encouraged conversations with family and neighbors regarding current events, human threats, natural disasters and building prepared by adopting escape plans, preparing "Go Now" kits, maintaining supplies of shelf stable food and water and pooling resources within our communities. Mayor Rosener proclaimed September as National Preparedness Month and encouraged the Sherwood community to be prepared.

Mayor Rosener addressed the next agenda item.

### **B. Recognition of Sherwood High School Students – Academic, Athletic & Musical Achievements**

The students who had RSVP'd for tonight's recognition were called forward. A PowerPoint presentation was displayed (see record, Exhibit E) listing the names of all of the students who received a 4.0 cumulative GPA in the 2023-2024 school year, as well as students that placed first in State in an athletic event as a team or as an individual, and students that placed first in State in a musical competition. Council congratulated the students and Mayor Rosener indicated certificates would be mailed to those who were unable to attend.

Mayor Rosener addressed the next agenda item.

## **8. NEW BUSINESS:**

### **A. Resolution 2024-064, Affirming Aspects of the Sherwood West Concept Plan and Authorizing the Mayor to Withdraw the UGB Expansion Application**

Community Development Director Eric Rutledge presented the "Sherwood City Council Resolution 2024-064" PowerPoint presentation (see record, Exhibit F) and explained that the proposed resolution would

authorize the Mayor to withdraw the city's Sherwood West UGB application. He clarified that passing this resolution would not withdraw the application upon the resolution's approval, but authorized the Mayor to withdraw the application should certain outcomes be likely. He provided a recap as to how the resolution came to be and reported that the Sherwood West CAC, Planning Commission, and City Council had provided direct input on the housing plan for Sherwood West and was unanimously supported by all three boards. He explained that the housing plan called for an overall residential density or total average density of 9.2 units per net acre, or 3,117 new homes. He stated that the Metro COO recommended that the Metro Council adopt the baseline forecast for growth, which would result in a deficit of capacity within the UGB of between 1,000-5,300 homes. Mr. Rutledge clarified that there was also a potential condition of approval regarding affordable housing and stated that the housing plan addressed affordable housing, but the Metro recommendation was overly restrictive which could have unintended consequences from a planning perspective. He outlined that the proposed resolution would also authorize the Mayor to pull the city's application if there were other conditions that materially changed the plan which had not been developed in consultation with the Sherwood community and were therefore not supported by the City Council. Director Rutledge explained that it was determined that this resolution was necessary because the city may need to respond quickly to changing conditions. Mayor Rosener clarified that a work session would be called if there was time to discuss the application, but there may not be sufficient time, making the proposed resolution necessary. Council President Young proposed amending the resolution to state that the Mayor had the authority to withdraw the application only if a City Council meeting could not be called first. Councilor Scott commented that he did not support amending the proposed resolution. Councilor Mays stated that he believed that if there was sufficient time to call a meeting, Mayor Rosener would do so and therefore an amendment was not necessary. Councilor Giles commented that he believed the issue to be a misunderstanding and that he wished to continue to work with Metro going forward. He spoke on the need for housing variety in Sherwood and the Oregon housing shortage and he hoped that this had been communicated to Metro. Mayor Rosener spoke on the planning process the Sherwood West area had already undergone and the work of Metro staff. He expressed that the city was ready to get to work on Sherwood West but not at the cost of what the community wanted for the area. He explained that the resolution also clarified the city's proposed density for Sherwood West. Councilor Mays stated that he hoped the process could move forward as it had been a long process involving Sherwood and neighboring communities, but ultimately if the application needed to be pulled due to considerable changes, then the city would do so. Councilor Standke stated that he supported the proposed resolution, but he hoped that the city's application could move forward without substantive changes. Councilor Scott commented that he had been working on the Sherwood West plan for the past eight years and he was very supportive of the plan and wanted to see the plan proceed, but not if the Metro Council made changes to that plan. With no other comments, the following motion was stated.

**MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2024-064, AFFIRMING ASPECTS OF THE SHERWOOD WEST CONCEPT PLAN AND AUTHORIZING THE MAYOR TO WITHDRAW THE UGB EXPANSION APPLICATION. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

## **9. PUBLIC HEARING:**

**A. Ordinance 2024-003, Adding new sections to the Sherwood Municipal Code designating City Manager Pro Tem in the absence of the City Manager and amending Chapter 1.10**

Interim City Attorney Sebastian Tapia presented the staff report and summarized that this ordinance would change Sherwood's Municipal Code Chapter 1.10.030 regarding procurement code, which added the Assistant City Manager to the list of authorized individuals to act on behalf of the City Manager when the City Manager was unavailable. He reported the ordinance would add new code to Chapter 1.04 and defined the term "vacant" and provided instruction on what happens when the City Manager had a planned absence, unplanned absence, and when the role was vacant. Councilor Giles asked if the ordinance would also address when the Assistant City Manager role was vacant. Mr. Tapia replied that it did address that and explained that the process for filling those roles was outlined in the procurement chapter. Councilor Giles asked what would happen if the city removed the Assistant City Manager position. Mayor Rosener replied that that was under the purview of the City Manager, as it was a staffing decision. He explained that prior to the Assistant City Manager role being created, there were things in the city's code that only the City Manager could do and if the City Manager role was vacated suddenly as what had recently occurred, then those duties could not be executed. Mayor Rosener opened the public hearing and asked for public comment on the proposed ordinance. Hearing none, Mayor Rosener closed the public hearing and asked for questions or a motion from Council.

**MOTION: FROM COUNCIL PRESIDENT YOUNG TO READ CAPTION AND ADOPT ORDINANCE 2024-003, ADDING NEW SECTIONS TO THE SHERWOOD MUNICIPAL CODE DESIGNATING CITY MANAGER PRO TEM IN THE ABSENCE OF THE CITY MANAGER AND AMENDING CHAPTER 1.10. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

**B. Ordinance 2024-004, Amending sections of the Sherwood Zoning and Community Development Code for Food Cart Pods**

Senior Planner Joy Chang presented the "LU 2024-014 PA Food Cart Pods" PowerPoint presentation (see record, Exhibit G) and stated that Planning staff had been fielding an increasing number of inquiries regarding the operation of food carts within Sherwood. She outlined that the proposed amendments would allow food cart pods in certain zones and stated that food units could provide opportunities for small scale entrepreneurship, provide unique eating establishments, and provide community gathering spaces. She recapped that the proposed amendments would allow for the development of food cart pods in the General Commercial (GC) and Retail Commercial (RC) zones, the process was a Type IV Site Plan Review with a concurrent Type III Conditional Use Permit, and there were development and design standards. Ms. Chang provided an overview of the food cart pod process on page 4 of the presentation and reported food cart pods would require a Conditional Use Permit, the Planning Commission was the final decision maker, and the City Council would provide the appeal opportunity. She stated that no parking mandates could be required within the Frequent Transit Corridor and Sherwood Town Center, per CFEC rules, and explained that the area delineated in pink on the map on page 6 of the presentation represented the Frequent Transit Corridor area. Senior Planner Chang commented that the city would provide suggested parking minimums and stated that developers could also propose additional parking. She provided an overview of the food cart pod development standards as: a minimum of five food carts; a permanent restroom sized for the site; an enclosed building or pavilion that was a minimum of 1,000 square feet; permanent utility connections (water, sewer, electricity); design standards for the proposed building or pavilion; minimum setback standards for permanent structures and food carts; screening from residential properties; and vehicular and bicycle parking. She recapped Council's desire for the location to be a "destination" and referred to the permanent enclosed building/pavilion. She outlined that two vehicular parking spots and one bicycle parking spot per food cart were included in the design standards. Ms. Chang provided an overview of the applicable criteria



for a plan amendment on page 9 of the presentation. She addressed the review criteria of Community Needs and stated that food cart pods offered flexibility and adaptability to meet various community needs. She stated that food cart pods would provide opportunity to increase jobs and businesses, reduce investment risk and allow small businesses to serve larger markets, compliment existing businesses and activities, create positive impacts on street vitality and neighborhood life, provide food choices to the Sherwood community, increase activity in underperforming commercial areas, and would support entrepreneurship. Senior Planner Chang stated that food cart pod amendments were consistent with the 2040 Comprehensive Plan, specifically the goals and policies by allowing entrepreneurial opportunities for small startup businesses while providing a diverse mix of economic activity. She stated that the amendments would also allow and encourage the development of commercial areas and explained that the minimum number of food carts and the inclusion of permanent amenities, such as a pavilion/building and restrooms, would create a “destination” for Sherwood residents and visitors. Ms. Chang provided an overview of the public noticing requirements on page 12 of the presentation and reported that no public comments had been received. She recapped that the Planning Commission held its public hearing on August 13, 2024 where they voted unanimously in favor of recommending the proposed text amendments to the City Council. She recapped that based on the findings and applicable code criteria, staff recommended Council approve the proposed text amendments and hold the second public hearing for Ordinance 2024-004 on October 15, 2024. Councilor Giles asked regarding the permanent building/pavilion and Senior Planner Chang explained that either a building or a pavilion would need to be provided. Councilor Mays thanked city staff and the Planning Commission for their work. Mayor Rosener opened the public hearing and asked for public comment on the proposed ordinance. Hearing none, Mayor Rosener closed the public hearing and asked for questions or discussion from Council. Councilor Scott commented that he had been in favor of a food cart pod for a long time, and he was excited to see it come to fruition. Councilor Giles commented that he had received community feedback supporting the idea of a food cart pod in Sherwood and thanked staff for their work.

Mayor Rosener addressed the next agenda item.

## **10. CITY MANAGER REPORT:**

City Manager Craig Sheldon reported that a retirement party for Economic Development Manager Bruce Coleman would be held on October 3<sup>rd</sup> at the Arts Center. He thanked Lead Utility Billing Tech Sarah Lopez for assisting with the recognition of Sherwood High School Students. He reported the Old Town Strategic Plan would come before Council at the October 1<sup>st</sup> meeting. Councilor Mays commented regarding traffic on Roy Rogers and Highway 99W with Elwert being closed. He asked if the county was doing any analysis on that because it indicated that there was more traffic that utilized Elwert than previously thought. City Manager Sheldon commented he agreed and expressed he hoped that the county would finish their work on schedule. Councilor Mays asked regarding cut-through traffic and Mr. Sheldon replied that the Sherwood Police Department were doing extra patrols in the area.

Mayor Rosener addressed the next agenda item.

## **11. COUNCIL ANNOUNCEMENTS:**

Councilor Giles reported he attended the most recent Sherwood School District meeting. He reported he would attend the Library Advisory Board meeting on September 18<sup>th</sup>.

Councilor Brouse reported that she was unable to attend the most recent Senior Advisory Board meeting. She reported on her attendance at the SAFE Cascadia event in Echo, Oregon.

Councilor Mays reported that the Cultural Arts Commission did not meet but would meet soon to discuss pedestrian bridge art. He reported he would attend the upcoming WCCCA meeting. He spoke on the Senior Center and their recent recognition and their work providing free mental health support to Sherwood seniors.

Councilor Scott spoke on the recent Oregon-Oregon State football rivalry game.

Councilor Standke reported he attended the most recent Planning Commission meeting where they discussed quasi-judicial training and the continuation of a land use hearing. He referred to school being back in session and asked that drivers be mindful and cautious of crosswalks and pedestrians crossing streets.

Mayor Rosener stated that Council President Young had to leave the meeting. He reported he had had several meetings with Metro Council and Metro staff. He reported he attended several regional meetings. He reported he would travel to Washington D.C. next week to lobby on behalf of Sherwood's aging sewer infrastructure.

## **12. ADJOURN:**

Mayor Rosener adjourned the regular session at 8:20 pm and convened an executive session.

## **EXECUTIVE SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 8:21 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Taylor Giles, Renee Brouse, Dan Standke, Doug Scott, and Keith Mays. Council President Kim Young was absent.
3. **STAFF PRESENT:** Interim City Attorney Sebastian Tapia, City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, HR Director Lydia McEvoy and Finance Director David Bodway. Police Chief Ty Hanlon attended remotely.

## **3. TOPICS:**

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

## **4. ADJOURN:**

Mayor Rosener adjourned the executive session at 8:55 pm.

Attest:

  
Sylvia Murphy, MMC, City Recorder

  
Tim Rosener, Mayor