



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**October 1, 2024**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 5:32 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 (remote), Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, HR Director Lydia McEvoy, IT Director Brad Crawford, Economic Development Manager Bruce Coleman, Planning Manager Sean Conrad, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

**OTHERS PRESENT:** First Forty Feet consultants Jason Graf and Will Grimm.

**4. TOPIC:**

**A. Intro to Oldtown Strategic Plan**

Planning Manager Sean Conrad provided background information and stated continuation of revitalization development of Old Town was a Council goal and a key deliverable was the Old Town Strategic Action Plan. He stated that staff had prepared an RFP and introduced First Forty Feet consultants Jason Graf and William Grimm. They presented the "Sherwood Old Town Strategic Action Plan" PowerPoint presentation (see record, Exhibit A) and stated that a part of their process was to get Council's thoughts and insights as well as business and community feedback to begin their process. Mr. Grimm recapped activities they had undertaken to get a feel for the Sherwood community to be used in their analysis. They provided background information on their firm. Mr. Graf addressed page 5 of the presentation and explained the scope and focus of the area they would be studying. He outlined that the Strategic Plan should reflect the interests of main street businesses, the community's vision, and decision-makers and would be the road map with actionable steps focused on a five-year timeframe. He recapped their objectives on page 6 of the presentation and stated they included community engagement and visioning; economic development and business growth; strategic site development; and incentives and tools guiding development. He stated engagement with the Council and the Sherwood Main Street group was critical and they would communicate with the broader community as well. He reported that there would be a Project Advisory Committee comprised of people that were familiar with the community. Mr. Graf recapped the process and timeline on page 7 of the presentation and explained that once the Project Advisory Committee was established, a meeting schedule would be

developed. He stated they would review and identify opportunities and challenges and then create specific strategies which would be assessed by Council, the Project Advisory Committee, and the Downtown Association. Mr. Graf spoke on their initial impressions of Old Town and the economic development work that had been completed thus far and asked for Council's feedback on what they considered the heart of Old Town. Council President Young referred to the Arts Center and Councilor Giles spoke on Symposium and stated he considered the nine-block area to be Old Town. Mr. Graf asked what the "signature street" was of Old Town and comments were received that it was Railroad Street. Mayor Rosener commented that he felt that Sherwood did not have a single "main street" unlike other cities with a main drag and stated that it was more spread-out giving Sherwood more opportunities to do things. Discussion followed regarding the nine-block radius of downtown and having residential on one side and commercial use on the other side. Councilor Scott referred to the residential side and not wanting to change a lot there to help maintain its character and spoke of the pathway next to City Hall and extending the walkway to Veteran's Park. He referred to the mixed-use side and stated that it was not just about the infill of vacant properties, but also the under-developed properties in order to get to a critical mass of businesses and residents in Old Town. He commented that getting to that critical mass of activity, both internally and externally, along with the redevelopment of underutilized properties would be key to its success. Councilor Brouse commented that she felt that the heart of Sherwood was Railroad Street, Sherwood Boulevard, 2<sup>nd</sup> Street over to Main Street and that block area and everything that happened in-between. Councilor Standke stated he lived near Old Town and provided the example of his family walking via Columbia to Railroad to the Veteran's Memorial Park and back down 1<sup>st</sup> Street to City Hall and to the walkway next to City Hall. He stated he did not believe there was solely one place in Old Town as it was small enough that you "could do it all." Councilor Brouse referred to Mr. Graf's question of "What qualities of Old Town do you most value?" and stated that, "it's gathering, it's community, it's a place to converse...it's collaborative." Councilor Giles spoke on discoverability and provided an example of walking in town and not knowing what he would find. Council President Young commented regarding the character of Old Town and undesirable types of development in the area. Councilor Brouse commented that she felt that Park Street was the most unique street in the community. Councilor Giles referred to Gas Pump Park and how Stella Olsen Park was not technically in Old Town, but it was within walking distance of Old Town and was the site of many city events. Mr. Graf referred to Stella Olsen Park and "edge assets" and the ability for people to explore and discover as they walked through the connected areas of town. Mayor Rosener noted that Sherwood had four schools within a walkable range of the downtown core and that Sherwood had a high ratio of school-aged kids to households. Mr. Graf referred to page 10 of the presentation and spoke on their initial impressions of Old Town and what the "arrival" was like from the various entry points of the city. He stated that the rail line created a barrier of sorts and that the sense of "arrival" was a bit convoluted from that direction. He referred to other areas of approach and commented that the "core" was not always identifiable and spoke on Railroad Street feeling like the edge versus the core/front door. Discussion occurred regarding the partial closure of Railroad Street during the pandemic which allowed businesses to expand into the street and the desire from some to close it permanently. Mr. Graf referred to page 12 of the presentation and spoke on vacant sites and city-owned properties and stated that Pine Street was an important piece. Mayor Rosener referred to the promenade that ran through Old Town and spoke on the potential draw it could be. He stated he envisioned the walkway continuing down to Veteran's Memorial Park which would open up the backs of the buildings, restaurants, and shops and commented that the vision could be something new and did not have to be an existing street. Discussion occurred regarding the need for connections and the need to clean up the trash cans in the alleyways if Mayor Rosener's idea were to proceed. Mr. Graf stated that Pine Street was an important connection that had a beginning and an end, and there was an opportunity to make 3<sup>rd</sup> Street an anchor over time. He said there were infill opportunities on 1<sup>st</sup> Street and referred to the term of "100% Corner," and said

that Railroad and Pine was also a possibility, but to him, he felt that 1<sup>st</sup> and Pine was “the heart.” Mr. Graf stated that encouraging development would have a reciprocal positive impact in downtown and commented that the Cannery project properties and Public Works area would provide significant opportunities. Councilor Mays clarified that there was an additional vacant parcel near Public Works. Discussion occurred regarding the utilization of the Field House. Mr. Graf outlined that the starred properties on page 13 of the presentation represented city-owned properties, and the pink lines represented possible future expansion of residential to commercial use properties. Mayor Rosener referred to the current Public Works location and commented that once the new Public Works facility was completed, there was an opportunity to extend Columbia Street to expand commercial opportunities in that area. Mr. Graf commented that extending Columbia Street to Oregon Street would open up the area and provide a new route into Old Town and discussion occurred. Discussion occurred regarding the currently vacant property on Langer Farms Parkway and Oregon Street and the need to complete a review of the zoning of nearby properties during the Comprehensive Planning process. Councilor Mays stated that the currently vacant property on Langer Farms Parkway and Oregon Street could be zoned for high-density residential which would allow people to live near a major retail and transportation area. Mr. Graf asked Council what their priorities were for city-owned parcels and Councilor Mays referred to the lot on 3<sup>rd</sup> Street and Pine and Sherwood Boulevard lot and commented that the lot had been difficult to plan for or develop. Councilor Giles referred to the Old School House property and stated he wanted to turn it into a food cart pod and Councilor Brouse stated she agreed. Mayor Rosener stated that his goal was to increase foot traffic, more lunchtime business, more mercantile shops, etc. and he suggested a boutique hotel would compliment the area and spoke on possible economic development tools the city could use to help influence the types of businesses in Old Town. Mr. Graf stated that they would review the development capacity for the sites and conduct a market analysis. He explained that once that was done, they would determine how achievable it would be and if the city’s zoning codes and regulations needed to be changed in order to do so. Council President Young referred to SB 1537 and the need to be cautious of the impacts of that legislation and discussion occurred. Community Development Director Rutledge stated that staff would review code and/or incentives to either require or guide the process to mitigate against the impacts of SB 1537. Councilor Giles commented that he was not looking to solve the housing shortage in Old Town and explained that he was more interested in “temporary people” who would visit Sherwood from outside the city and commented that Old Town did not have the traffic capacity to support a high density and discussion occurred. Mayor Rosener referred to the Sherwood West Concept Plan’s Hospitality Zone and stated that he wanted the Old Town work to compliment the Sherwood West Concept Plan. Mr. Graf provided an overview of the various building styles seen around Old Town on page 16 of the presentation and spoke on forms and the ability to create a rhythm via the form of the building and the materials used. Council discussed creating a unified style and Community Development Director Rutledge explained that the mixed-use code had been updated, but the Old Town design standards had not been updated as of yet. Mayor Rosener referred to the idea of a unified style and asked that they honor Sherwood’s history and spoke on Sherwood’s brick manufacturing history. Councilor Giles referred to the various building styles seen around Old Town and asked if it were possible to create a cohesive style moving forward so Old Town was visually unified as time went on and referred to ways to incentivize façade replacement. Councilor Scott commented that it was important to update the design code first, then go back and fix what needed fixing. Councilor Standke spoke on Council’s desire to draw more people into Old Town and asked if the lack of parking would be addressed. Councilor Scott suggested one-way streets with angled-in parking on both sides or building strategic parking on the perimeter of Old Town. Mr. Graf explained that one-way streets frustrated drivers and Mr. Rutledge commented that parking would be reviewed as a part of the study. Councilor Standke asked how success would be measured. An audience member commented that there was a balance between repurposing unutilized properties while also maintaining the integrity of the historic preservation of the town.

He continued that this could be made thematic or congruous through messaging and how that message was expressed via buildings. He stated that there was money available now for historic preservation projects and spoke on the preservation of the more utilized historic Old Town buildings. Councilor Scott commented that he would welcome community feedback on which historic Old Town buildings should be preserved. Council President Young referred to the Project Advisory Committee and asked which Councilors would serve on the committee. Community Development Director Rutledge explained that staff would bring a resolution to Council at their October 15<sup>th</sup> meeting to formally select the Project Advisory Committee. He explained that a Planning Commission member would also serve on the committee along with business and property owners and potentially some residents. Council President Young suggested that Councilor Scott and Councilor Standke serve on the Committee.

## **B. City Website Update**

IT Director Brad Crawford presented a project timeline overview and website examples (see record, Exhibit B) and explained that before the new website was launched, an internal update to the current site was being completed which made the website ADA compliant. He stated that the new website would likely launch six months from now with the testing phase set to start in March 2025. He reported that 15 staff members were a part of the new website committee and had reviewed several different website examples provided by the vendor and staff had completed site mapping. Mayor Rosener asked what was the guiding principle for staff during the site mapping process. Mr. Crawford explained that staff had scraped the current website and pulled the individual pages out and ran them through some accessibility tools to determine what the best navigation was. He outlined that the pages concerning citizen engagement and finding services were prioritized for easy navigation and placed on the front page of the website. He provided an overview of website wireframes layouts and features. Mayor Rosener asked how staff would manage the data included on the website so information was kept up to date. IT Director Crawford replied that a website standards guide would need to be drafted and explained that each webpage would include an expiration date which when triggered, would alert staff that the webpage needed to be reviewed, updated, or unpublished. Council discussed how they wanted the website to prioritize the most current year during a search. Mr. Crawford provided an overview of the available frontpage mockups and ADA tools that were available, discussion occurred, and Council voiced that they preferred the webpage with the oval logo with the quick links located at the top of the page.

## **C. Sherwood West Update**

Community Development Director Eric Rutledge presented the "Sherwood West Urban Growth Boundary Expansion Discussion" PowerPoint presentation (see record, Exhibit C) and provided a recap of the project timeline to date. He stated that October 8<sup>th</sup> was the target date for Metro Council to provide direction to Metro staff and would be a work session. He outlined that the UGB expansion request had been through the Metro Technical Advisory Committee (MTAC) and Metro staff asked the committee, "Do you agree with the recommendation to expand the UGB to include the Sherwood West Urban Reserve?" and Mr. Rutledge reported that the vote passed in favor, but it was not unanimous. He noted that there was a failed motion to increase density and require Title 4 Regionally Significant Industrial 2 designation. He stated that MTAC ultimately moved forward with the Metro COO recommendation with notes. He provided an overview of the suggested conditions of approval as: minimum number of homes and residential density; housing affordability requirements; transit-oriented development; climate and emissions; Title 4 Industrial Land; caution against burdensome conditions of approval; and caution against requiring Sherwood West to address the region's problems. Councilor Giles asked for clarification on what the failed motion would have meant had it gone

through and Mr. Rutledge explained that it likely would have meant that there would be lot size restrictions for Industrial land and would limit the amount of Commercial land. He outlined the recommendations from the Metro Committee on Racial Equity as: conduct community needs assessment for public amenities; conduct community engagement in the region's most spoken languages, complete culturally specific outreach to under-engaged communities; develop housing plan that includes mixed levels of affordability that corresponded to regional and state housing goals and align housing affordability with salaries of projected new jobs. He reported that there was a failed motion at the Metro Policy Advisory Committee meeting to require a minimum of 12 units per acre and designate mixed-employment zone as Regionally Significant land. He stated that ultimately, the Metro Policy Advisory Committee recommended the approval of the Metro COO recommendation. Mayor Rosener added that it was also stated that there should be no conditions of approval that would require Sherwood to do anything more than what was cited in the Sherwood West Concept Plan. Director Rutledge recapped that the Metro Policy Advisory Committee voted to approve the Metro COO recommendation with three amendments and outlined them as: adopt the high growth forecast instead of the baseline forecast; Metro shall not impose any additional requirements on the City of Sherwood that are not articulated in their Concept Plan; and agree to create a task force to report to Metro Council on opportunities for growth and capacity models that are more reflective of market realities with the goal of working with local jurisdictions and private sector partners to address employment land challenges identified through UGB processes. He recapped the Metro Council public hearing testimony on page 7 of the presentation and outlined that there was more testimony in support than in opposition, support was shown by Sherwood West property owners, real estate professionals, and economic development organizations. Mr. Rutledge explained that Metro Council would now deliberate on whether to expand the boundary, whether or not to adopt the high growth forecast or the baseline forecast, and whether or not any conditions of approval were necessary. He outlined that proposed Resolution 2024-065 was on the City Council agenda for the regular session following this work session and explained that the resolution would authorize the Mayor to modify the Sherwood West UGB expansion application to mixed-employment and hospitality land only. Mayor Rosener noted that if time permitted, an emergency Council meeting would be called to discuss their options. Mayor Rosener asked if the city was allowed to do an industrial ask at any time and Councilor Mays replied that was correct. Mayor Rosener asked if the hospitality land would fall under that as well and Mr. Rutledge replied he would look into it and discussion occurred.

## **5. ADJOURN**

Mayor Rosener adjourned the work session at 7:10 pm and convened a regular session.

## **REGULAR SESSION**

- 1. CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 7:15 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 (remote), Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, City Engineer Jason Waters, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

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

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

Mayor Rosener addressed the next agenda item.

#### **5. CONSENT AGENDA:**

**A. Approval of September 17, 2024, City Council Meeting Minutes**

**B. Resolution 2024-066, Authorizing the City Manager to sign a Contract with Kittelson & Associates for the Transportation System Plan (TSP) Update Project**

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

Mayor Rosener addressed the next agenda item.

#### **6. CITIZEN COMMENT:**

Sherwood resident Maria Berglund came forward and expressed her concerns about the safety of the Archer Glen Elementary crosswalk. She stated that Sunset was a very busy road and stated she had seen an increase in aggressive behavior from drivers since the start of the school year. She asked that more be done to protect those utilizing the crosswalk and spoke on pedestrian safety measures in surrounding school zones. She reported that she had voiced her concerns to the Traffic Safety Committee and had spoken with local parents and Archer Glen staff. She recapped her four safety improvement suggestions as: a cement island in the middle of the road with bulb outs at the ends of the crosswalk to make the crosswalk shorter, reduce the speed on Sunset to 25 mph, place speedhumps in front of Archer Glen, and add lighting to make pedestrians more visible to drivers during low-light hours. Council President Young commented that she had been in contact with Ms. Berglund and other parents about their concerns and stated that the safety issues needed to be addressed. Councilor Scott asked that a work session be scheduled to review school crossing safety for all Sherwood schools. Mayor Rosener stated he agreed that something needed to be done. Councilor Mays asked if the Traffic Safety Committee had created a recommendation based on Ms. Berglund's concerns and asked that it be shared with Council. City Manager Sheldon replied that he and Chief Hanlon would look into the Traffic Safety Committee's notes and report back to Council. Ms. Berglund reported that the Traffic Safety Committee had discussed the topic twice.

Sherwood residents Rand Yen and Lanton Bauman came forward and Mr. Bauman explained Councilor Giles had recently visited their school and spoke about the possibility of food trucks coming to Sherwood. Mr. Bauman suggested that a food cart pod near the high school would be an ideal location so students would not have to drive to get food. He stated that Old Town was another ideal location because it would draw people into Sherwood to shop. Mr. Yen stated that he wished to open a small business and spoke on the need for the city to give small businesses a chance and suggested a year-round farmers market. Councilor Giles commented that he would discuss Mr. Yen's small business incubator idea with the Sherwood Chamber of Commerce. Mayor Rosener stated that he liked the idea of a year-round farmers market.

Mayor Rosener addressed the next agenda item.

## **7. NEW BUSINESS:**

### **A. Resolution 2024-065, Authorizing the Mayor to modify the Sherwood West UGB expansion application to mixed-employment and hospitality land only**

Community Development Director Eric Rutledge presented the “Sherwood City Council Resolution 2024-065 New Business” PowerPoint presentation (see record, Exhibit D) and stated that the resolution would modify the Sherwood West expansion proposal to only include Industrial and Hospitality land. He recapped that the city had engaged in a two-year planning process with the Sherwood community, CAC, Planning Commission, and City Council where they determined a total average density of 9.2 units per net acre, or 3,117 new homes in the Sherwood West area. He reported that the Metro COO recommended that the Metro Council adopt the baseline forecast for growth, which resulted in a deficit of capacity within the UGB for between 1,000-5,300 homes. He stated that there was the potential condition for approval that would require a higher average density than 9.2 units per acre and had not been developed in consultation with the Sherwood community and was therefore not supported by Sherwood City Council. He noted that there was also a possible condition of approval around housing affordability and explained that these types of conditions were likely to delay housing production, not increase it. Mr. Rutledge stated that there were other conditions of approval that would change the outcome of the plan and the vision that the Sherwood community set, and those types of conditions were not supported by the Sherwood City Council. He stated that it may be in the best interest of the City of Sherwood and the Sherwood community to modify the UGB expansion application if the accepted Concept Plan's vision could not be achieved. He provided an overview of the applicable areas the proposed resolution would apply to on page 4 of the presentation. He reported that it would apply to a 277-acre Mixed Employment Zone and an 80-acre Hospitality Zone and noted that this would not change the baseline Concept Plan should the city decide to do a UGB expansion in the future. Mr. Rutledge recapped that the proposed resolution would authorize the Mayor to modify the Sherwood West UGB expansion if the conditions of approval were likely to result in a substantial change to the vision set by the Sherwood community for the Sherwood West Concept Plan. He noted that the resolution included an updated infrastructure financing plan and updated Title 11 findings. Mayor Rosener clarified that Sherwood's current density was between 7-8 units per acre and the 9.2 density was a probable final buildout density for the Sherwood West area. He explained that the proposed resolution was necessary because the approval of the city's UGB expansion request was a Metro decision, and he hoped the city could come to an agreement with Metro without having to utilize this resolution. With no further discussion, the following motion was received.

**MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2024-065, AUTHORIZING THE MAYOR TO MODIFY THE SHERWOOD WEST UGB EXPANSION APPLICATION TO MIXED-EMPLOYMENT AND HOSPITALITY LAND ONLY. SECONDED BY COUNCILOR GILES.**

Prior to the vote, Councilor Scott commented that he hoped that the resolution would not need to be utilized and that the Sherwood West Concept Plan could move forward because he was excited about it. Councilor Giles confirmed the preferred order of actions from Mayor Rosener should either Resolution 2024-065 or Resolution 2024-064 need to be utilized. Mayor Rosener commented that it would be dependent on what the Metro conditions were, but confirmed that if time allowed, a City Council meeting would be called to discuss it. Council President Young commented that she thought this was a great tool and expressed her desire for Portland to refrain from interjecting in the planning of other communities.

**MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

**8. CITY MANAGER REPORT:**

City Manager Craig Sheldon reported that Economic Development Manager Bruce Coleman's last day would be October 4<sup>th</sup> and a retirement party would be held on October 3<sup>rd</sup> at the Arts Center. City Manager Sheldon thanked Mr. Coleman for his work over the past five years. Councilor Scott reported that Coffee with a Cop would be held on October 2<sup>nd</sup> at Symposium. Mr. Sheldon reported on his attendance at the recent ICMA conference.

Mayor Rosener addressed the next agenda item.

**9. COUNCIL ANNOUNCEMENTS:**

Councilor Giles spoke on the need for better educational opportunities for students to learn about local government. He thanked Rand Yen and Lanton Bauman for coming to this meeting and speaking.

Councilor Brouse reported that she attended the Housing Advisory Committee meeting where they discussed their Comprehensive Plan. She reported she would attend the Regional Water Providers Consortium committee meeting. She reported the Sherwood Wine Festival would be held on November 2<sup>nd</sup>. She recapped upcoming Chamber of Commerce events. She reported that the Senior Center was seeking volunteer drivers.

Councilor Mays reported that the Cultural Arts Commission had not met. He reported he attended the most recent WCCCA meeting.

Councilor Scott reported that the Parks and Recreation Advisory Board would meet on October 7<sup>th</sup>. He commented that the City of Portland and Multnomah County both had lower densities than Sherwood.

Councilor Standke reported he attended the most recent Planning Commission meeting where they approved LU 2024-009.

Councilor Scott, Mayor Rosener, and Council President Young spoke on the creation and fulfillment of the Economic Development Manager position and their happiness with Mr. Coleman's work over the past five years.

Council President Young reported that she would attend the Region 1 Committee on Transportation meeting. She recapped recent Sherwood Police Foundation support for the Sherwood Police Department. She welcomed State Representative candidate Jason Fields.

Mayor Rosener reported on the various meetings he had regarding the city's UGB expansion request. He reported on his recent trip to Washington D.C. to lobby on behalf of Sherwood and commented that over the past five years, the city had secured around \$4 million in federal funding and \$5 million in EPA funding. He reported he met with the FCC as a part of the intergovernmental advisory council for the FCC. He reported




that he attended the most recent MPAC meeting. He reported that he met with Washington County Commissioners to discuss MSTIP funding. He reported that Pirates of Pinehurst would begin on October 3<sup>rd</sup>.

**10. ADJOURN:**

Mayor Rosener adjourned the regular session at 7:55 pm.

Attest:

  
Sylvia Murphy, MMC, City Recorder

  
Kim Young, Council President