



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 15, 2024

WORK SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Councilor Mays joined remotely at 6:40 pm. Mayor Rosener was absent.
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 Analyst Mark Swanson, Senior Planner Joy Chang, Arts Center Manager Chanda Hall, Finance Director David Bodway, Police Chief Ty Hanlon, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

Council President Young announced that the order of topics for this work session would be rearranged, and the Pedestrian Bridge Art Update would be the third topic of discussion.

4. TOPIC:

A. Police Policy Updates

Police Chief Ty Hanlon presented the February 2024 Updates (see record, Exhibit A) and recapped Lexipol provided Police Policy updates 2-3 times a year and served as the city's Police Department policy advisor and manual. He reported Lexipol provided updates on best practices, or if legislative or case law changes had been made that may impact the city. He explained that the Lexipol updates were first reviewed by the Police Advisory Board, then by Council during a work session, and then would be approved by Council via a resolution at a future meeting. He referred to term "major" cited on Exhibit A and explained that sometimes the updates were correcting grammatical errors. He explained that some of the updates were driven by the Department of Justice to encourage police departments to become accredited and reported that the Sherwood Police Department had been accredited for roughly 15 years. He referred to updates under "Use of Force" and the duty to intercede section and explained that Police Officers were required to intervene when other Officers were behaving unacceptably and were required to report the incident. He stated that this went hand-in-hand with trust and transparency to the community. He reported that annual training was required to review both federal and state legislative and case law changes. He referred to control devices and stated that they underwent regular training. He spoke on no-knock warrants and explained that they only occurred in high-risk circumstances and only if a judge had granted them the authority to do so. He referred to bias-based policing and reported that the Sherwood Police Department collected stop data for every traffic

stop which included the person's race, gender, reason for the stop, and if a citation was issued. He explained that this data was held by Washington County who submitted the information to the state through the Department of Justice. Councilor Standke asked if the annual profiling complaint form was new. Chief Hanlon replied that the Sherwood Police Department had had the form for quite a while, and he believed that there had only been one complaint in the last five years. He referred to vehicle tows and explained that the Police Department did not tow anyone unless it presented a hazard and spoke on the pros and cons of the policy. He explained that suspended or DUI drivers would often drive to a private parking lot where the Police Department were unable to tow their vehicles. Discussion occurred and Interim City Attorney Sebastian Tapia explained that the new rules were put in place due to lawsuits. Chief Hanlon referred to the carotid control hold and explained that this maneuver was now considered deadly force and spoke on the difficulties of maintaining that level of awareness when physically engaging with a suspect. Councilor Giles commented that that was why the city wanted their Officers to receive so much training so that they could maintain that level of awareness and control. Chief Hanlon replied that he agreed and said that it was important for Officers to have many tools and to feel competent with those tools. Councilor Standke asked since the carotid control hold was considered deadly force, was it's use documented as use of deadly force and did this hold replace the chokehold. Chief Hanlon replied that it was documented as use of deadly force and explained that Officers were trained to "stay away from the neck." He spoke on recent legislation regarding Officers no longer being able to put their knees on the backs of those who were not a part of a crime and commented that he believed that this was being challenged in the Ninth Circuit Court. Interim City Attorney Tapia explained that the restrictions mirrored the criminal prohibitions for strangulation since it also prohibited breathing or circulation. Councilor Standke referred to the juvenile strip search policy and asked for clarification. Chief Hanlon replied that the Sherwood Police Department did not conduct strip searches, as those were done at the jail, and would only be done in extreme circumstances where Officers believed it was something dangerous. Council President Young confirmed that these updates had been reviewed by the Police Advisory Board and Chief Hanlon would draft legislation for Council to approve of the changes and Chief Hanlon replied that was correct.

B. Sherwood West Update

Community Development Director Eric Rutledge recapped the October 8th Metro work session. He stated that the work session reinforced the ongoing discussions that had been occurring. He referred to conditions for approval and reported that there were no surprises and Metro Council directed Metro staff to adopt the baseline forecast for growth. He commented that doing so aligned Sherwood West with the regional need for employment and industrial land. He reported that Metro Council directed Metro staff to look into housing affordability in Sherwood West prior to a final decision being made. He stated that Metro staff would complete their research and report back to city staff by the end of next week. Community Development Director Rutledge referred to SB 4, which allowed the Governor to pass an executive order to expand the urban growth boundary, and commented that it was likely that the Governor would do so by the end of the year and explained that the area would be in Hillsboro. He explained that the 375 acres of industrial land would likely be used for advanced manufacturing, such as microchips and semiconductors. He stated that even with the Governor expanding the urban growth boundary, there was still a need for Sherwood West and spoke on the likely impact of the federal CHIPS Act for the region. Councilor Scott asked when Hillsboro asked for a UGB expansion and Mr. Rutledge replied that he did not know. He explained that Hillsboro had asked for an expansion in 2018, and Hillsboro had not created a concept plan for this year and commented that it was likely in relation to the passage of the CHIPS Act. Community Development Director Rutledge referred to density concerns and stated that the issue had been addressed and explained that Metro Council directed

Metro staff to reinforce the Sherwood West Concept Plan's housing density. He stated it was likely that there would be conditions around community engagement, Title 13, and environmental inventories. He stated city staff were keeping an eye on conditions of approval for affordability. He reported that the first reading would be held on November 21st and commented that he expected several interest groups to come and testify against Sherwood West. Council President Young asked if an additional Metro work session would be held to discuss affordability and Mr. Rutledge replied that it was unlikely that an additional work session would be held. He reported that November 1st was the latest date that the final version would be shared publicly. Councilor Giles spoke on affordability, Sherwood West, and the need for additional funding to construct the necessary infrastructure to support a higher density in Sherwood West. Community Development Director Rutledge replied that there had been pushback from local jurisdictions advising Metro not to impose affordability conditions of approval without funding. He recapped that the October 8th Metro work session discussed affordability and that housing in Sherwood West should be market rate affordable. He outlined that there was discussion on how to deliver middle housing, cottage clusters, and high-density housing prior to the development of single-family housing in Sherwood West and explained that options would need to be explored. Mr. Rutledge stated that he did not hear much discussion regarding requiring a certain amount of regulated affordable housing or to require income restriction and commented that it was possible for this to be a topic when the research on affordability was completed. He stated that city staff planned to work with Metro staff early on to come to an understanding if that were the case. He recapped that the first Metro public hearing would be held on November 21st.

C. Pedestrian Bridge Art Update

Assistant City Manager Kristen Switzer and Arts Center Manager Chanda Hall presented the "Sherwood East Wall" PowerPoint presentation (see record, Exhibit B) and explained that the city had been working with an artist to design art for the 50-foot wall in front of the YMCA building. Ms. Hall recapped that the artist, Vicki Scuri, was a Pacific Northwest based artist who specialized in concrete work, steel work, lighting design, and gateways. Assistant City Manager Switzer stated that the Cultural Arts Commission had held a meeting to review the design choices, and this presentation was their recommendation to Council. Ms. Hall provided an overview of the site and noted that there was a plain chain link fence behind the site of where the art would go. She explained that the Cultural Arts Commission wanted to mimic the curving pattern of the pedestrian bridge in the artwork to make the area feel cohesive to the overall design. Ms. Hall provided an overview of Option 1 which included stained concrete pattern-relief walls with powder-coated grills/fencing covering half of the concrete and noted that this was the Cultural Arts Commission's top choice. She provided an overview of Option 2 which included stained concrete walls with powder-coated grills/fencing and cladding on page 10 of the presentation. Assistant City Manager Switzer noted that this was the Cultural Arts Commission's second choice and explained that the Cultural Arts Commission had also enquired if the corners of the piece could be rounded off to soften the look. Ms. Hall outlined that the pattern on the concrete wall would extend 2-3 inches and provided an overview of what the options would look like in place on pages 12-13 of the presentation. She displayed an option in which "Sherwood" was cut into the concrete portion of the wall on page 14 of the presentation. Ms. Switzer commented that the size, font, and color could all be changed from what was shown. Council President Young and Councilor Scott stated they liked Option 1 or the "Sherwood" option the most. Councilor Mays referred to the "Sherwood" option and commented that the size of the lettering could be smaller, and discussion occurred. Council asked to see the "Sherwood" option but with smaller text and designed concrete panels at either ends of the sign. Councilor Giles commented that this bridge should be incorporated into the city's new logo and stated the sign should be visually distinct enough to draw people to the area. He commented he worried about children climbing the wall and the safety hazards that presented. Assistant City Manager Switzer voiced that perhaps this site was not the appropriate location

for a distinct piece of art, and a different location along the span of the bridge would be better. Discussion occurred and Councilor Giles expressed that if Council did not pick the “Sherwood” option, then the city would have to pay another artist additional money to create a “Welcome to Sherwood” sign elsewhere. Councilor Standke commented that eventually, this location would not be the entrance to the city and referred to Sherwood West. Council President Young asked Councilor Standke which option he preferred, and Councilor Standke stated he preferred Option 1. Councilor Brouse stated she liked the “Sherwood” option and Option 2 best. Councilor Mays stated he preferred the “Sherwood” option with accompanying art followed by Option 1. He referred to Councilor Giles’ concerns over people climbing the wall and asked that those safety concerns be addressed. He stated that he was not in favor of Option 2 unless there was lettering cutouts in the metal as an alternative to the concrete “Sherwood” option. He commented that having the lettering in the metal panels would allow for them to easily be replaced or updated in the future. Council President Young recapped Council’s preferences as Option 1 and the “Sherwood” option and asked that a version of the “Sherwood” option that incorporated Option 1 be shared with Council. Councilor Giles asked that a standalone Sherwood sign be created in the same style for Council’s consideration that could possibly be placed elsewhere in the bridge span. Councilor Scott referred to Councilor Mays’ idea of having the lettering cut out of the metal and commented that the concrete behind the metal could be visually appealing.

5. ADJOURN

Council President Young adjourned the work session at 6:59 pm and convened a regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Council President Young called the meeting to order at 7:05 pm.
- 2. COUNCIL PRESENT:** Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Mayor Tim Rosener and Councilor Keith Mays were absent.
- 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, IT Analyst Mark Swanson, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR ROSENER AND COUNCILOR MAYS WERE ABSENT).

Council President Young addressed the next agenda item.

5. CONSENT AGENDA:

A. Approval of October 15, 2024, City Council Meeting Minutes

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR ROSENER AND COUNCILOR MAYS WERE ABSENT).

Council President Young addressed the next agenda item.

6. CITIZEN COMMENT:

There were no citizen comments and Council President Young addressed the next agenda item.

7. PUBLIC HEARING:

A. Ordinance 2024-004, Amending sections of the Sherwood Zoning and Community Development Code for Food Cart Pods (*Second Reading*)

Senior Planner Joy Chang presented the "LU 2024-014 PA Food Cart Pods" PowerPoint presentation (see record, Exhibit C) and stated that this was the second reading of the proposed ordinance. She outlined that the proposed ordinance would allow for the development of food cart pods in the General Commercial and Retail Commercial zones and would be processed as a Type IV Site Plan Review with a concurrent Type III Conditional Use Permit. She reported that very specific development and design standards were in place. She outlined the applicable criteria for plan amendments on page 3 of the presentation and noted that the proposed Food Cart Pods amendments met the applicable criteria. Ms. Chang stated that based on the findings and applicable code criteria, staff recommended that Council approve the proposed ordinance. Councilor Giles clarified that this ordinance did not mean that the city would build a food cart pod, only that the code would now allow for food cart pods to be built. Senior Planner Chang replied that was correct. Council President Young opened the public hearing to receive public comment. Hearing none, Council President Young closed the public hearing and asked for discussion or a motion from Council. Councilor Brouse commented she was very much in favor of this concept and spoke on her recent trip to Sisters, Oregon. Councilor Scott commented that this was one of the first ideas he advocated for when he first joined Council and he was happy to be voting for it at this meeting. Councilor Giles commented that food cart pods was one of the most asked about topics by members of the public and he was happy to finally be voting on the ordinance. Council President Young commented that her main concern had been if Sherwood's existing brick and mortar businesses and restaurants would be in favor of a food cart pod. She stated that she was pleasantly surprised to hear support for food cart pods from local businesses about bringing more people into Sherwood. With no further comments, the following motion was stated.

MOTION: FROM COUNCILOR BROUSE TO READ CAPTION AND ADOPT ORDINANCE 2024-004, AMENDING SECTIONS OF THE SHERWOOD ZONING AND COMMUNITY DEVELOPMENT CODE FOR FOOD CART PODS. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR ROSENER AND COUNCILOR MAYS WERE ABSENT).

Council President Young addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon reported that Building Official Scott McKie was retiring, and his last day would

be October 18th and spoke on the usefulness of the city's workback program. He reported that the new Building Official had started on October 14th. City Manager Sheldon stated that Mr. McKie had "provided 22 years of dedicated service to the city and was instrumental in guiding the city through significant growth and transformation." He reported that Sherwood Main Street would hold a Halloween event on October 31st in Old Town. He reported that there would be no Council meeting on November 5th as it was Election Day, but a special Council meeting would be held on October 29th. Council President Young commented that she was continually impressed at the longevity of the city's employees and said it showed that the city was a great place to work. She thanked City Manager Sheldon and city staff for putting the crossing signs back on Sunset.

Council President Young addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Scott reported on his attendance at the Parks and Recreation Advisory Board meeting where they discussed and finalized their review of the Murdock Park Master Plan. He reported that the Cedar Creek Trail connection at the Senior Center was substantially completed and was open to the public.

Councilor Standke spoke on the city's Adopt a Trail program and Assistant City Manager Kristen Switzer reported that more information was available on the city's website. He reported that the Planning Commission had discussed tree code, canopy coverage, and sightline code at a previous meeting. He spoke on the vehicular traffic near Archer Glen and commented that it seemed to be going much better in the last two weeks.

Councilor Scott referred to the traffic near Archer Glen and spoke on how it was a testament to the city's Public Works and Police Department for how responsive they were to citizen's concerns. He requested that a joint Planning Commission meeting be scheduled.

Councilor Brouse reported on her attendance on the water consortium meeting and spoke on their recent campaign ads. She reported that the City of Newberg had left the consortium. She reported she would attend the upcoming Police Advisory Board meeting. She reported that the Wine Festival would be held on November 2nd and was a fundraiser for the Sherwood Rotary. She reported that a team of Taekwondo students would hold an exhibition in Sherwood in January.

Councilor Giles reported he would attend the upcoming Library Advisory Board meeting and spoke on upcoming SHELF projects. He shared recent library statistics. He reported he attended the recent Sherwood School District meeting and provided a recap of their recent Red Cross blood drive event. He reported that there was a decrease in student enrollment in the Sherwood School District and stated that the city needed to address the issue by providing affordable housing for families. He reported that Sherwood High School was putting on a production of The Lightning Thief: The Percy Jackson Musical.

Council President Young reported on hosting a troop of Boy Scouts at City Hall. She reported there would be a Veterans Day brunch at the Arts Center on November 11th. She reported that both Mayor Rosener and Councilor Mays were unable to attend this meeting as they were attending the League of Oregon Cities conference.

Police Chief Ty Hanlon reported on the upcoming Hide & Seek with a Cop event at Stella Olsen Park on

October 30th. He explained that the event was for people 12 years or older and pre-registration was required.

10. ADJOURN:

Council President Young adjourned the regular session at 7:32 pm and convened an executive session.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 7:38 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Mayor Tim Rosener and Councilor Keith Mays were absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, and Interim City Attorney Sebastian Tapia.
4. **TOPIC:**
 - A. **ORS 192.660(2)(e) Real Property Transactions**

5. ADJOURN

Council President Young adjourned the executive session at 8:01 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor