



## **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>

**November 2, 2021**

### **WORK SESSION**

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:17 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 Keith D. Campbell, City Attorney Josh Soper, Community Services Director Kristen Switzer, IT Director Brad Crawford, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director David Bodway, Police Chief Jeff Groth, Police Captain Ty Hanlon, and City Recorder Sylvia Murphy.

### **4. TOPICS:**

#### **A. Langer Farms Parkway Roundabout Safety Upgrades**

Public Works Director Craig Sheldon shared a map of the Langer Farms Parkway Roundabout (see record, Exhibit A) and recapped that a traffic study had been completed by DKS in March 2020. He recapped the key findings and stated that there were fewer crashes than expected for roundabouts of similar size and location area, field observation was minimal delay, there was some driver confusion on the westbound approach, and there was limited sight distance due to vegetation on the eastbound and northbound approaches. He reported that the vegetation that had been blocking sightlines had been removed in 2020, shortly after the report was released. He recapped the roundabout design assessment and reported that the roundabout was generally designed with best practices with very minor deficiencies and operated with excess capacity. He explained that the traffic report also included three different recommendations. Option 1 was a single lane re-striping only, which would improve sight distance and include some lighting upgrades and was estimated to cost \$68,000-70,000 at the time of the report. Option 2 was a single lane permanent reconfiguration and included sight distance and lighting improvements and was estimated to cost \$283,000-435,000 at the time of the report. He reported that there was a no-changes, multi-lane option that would improve sight distances for eastbound, northbound, and westbound approaches, the reinstallation of a missing sign, which had since been reinstalled in 2020, and re-striping and lighting improvements. He estimated this option to cost \$62,000-66,000 at that time. He explained that potential lighting improvements included changing out the ornamental acorn lights to LED lights and would cost \$25,000-28,000. He explained that there were some inappropriate lane assignments in the westbound approach and explained that the area had a right-turn-only lane and a shared through left lane, and reported that right-turn volumes

were low and the report had recommended changing the markings for the right-turn lane, but the City had not done so yet because staff was waiting to figure out what to do with the roundabout. Public Works Director Sheldon reported that one of the recommendations was to fix the eastbound and westbound approaches from Walmart going towards Langer Park and back and stated that a bid had been completed in August to complete those improvements, but the improvements had not been started because the option for a single-lane roundabout was discussed. He stated there were no options for only using markings, as only tubular vertical markers or rubber speed bumps could be used. He reported that Council had two options to choose from. Option 1 included the use of tubular vertical markers, reflectors, and pavement markings to close off one of the lanes in all directions. Option 2 included closing the lanes with pavement markings, reflectors, and rubber speedbumps. He explained that rubber speedbumps had to be installed with a long spike into the pavement. Mr. Sheldon explained that the roundabout was built in 2011, and the analysis calculated that a single-lane roundabout would be effective until 2030. He reported that the roundabout would need grinding and overlay in twenty years, and the holes in the pavement from the rubber speed bumps could be eliminated. He commented he did not like tubular markings because they created problems from a maintenance standpoint, and he did not like putting things into the asphalt because it created water and filtration issues. He explained that he recommended a third option, which was to leave the roundabout as it was and complete the traffic marking changes. Mr. Sheldon recapped Option 1 would cost roughly \$85,000 and Option 2 was \$110,000, and Option 3 was \$3,000-5,000. Mayor Mays asked if the traffic engineer had stated in the report that the accident rate for the roundabout was lower than they had expected? Mr. Sheldon replied that was correct. Council President Rosener asked over what timeframe was that statement based on in the report? Mr. Sheldon replied that the crash database was 2013-2017, the most recent information they had at the time Council received the report. Councilor Scott asked if pedestrian accidents were differentiated from vehicle accidents in the accident report? Mr. Sheldon replied that no, they were not differentiated in the report. Councilor Scott asked if the lighting improvement recommendations had been completed, and if not, were they included in either of the options that had been presented to Council? Mr. Sheldon replied that the original numbers did not include lighting improvements, and the lighting improvements had not yet been completed. Councilor Scott asked if the lighting improvements could be completed at any time if Council chose to do so? Mr. Sheldon replied that was correct and stated that the PGE bid for the project was \$25,000-28,000 last spring. Councilor Brouse asked what re-striping the roundabout would look like? Mr. Sheldon replied that re-striping would include replacing the traffic markings going from Walmart towards Langer Park. Councilor Griffin commented that he felt that Council was trying to fix something that was not broken since there was no report that stated that the roundabout had a deficiency that needed to be addressed and commented that completing the lighting improvements may be a good idea. He stated he preferred to defer to the traffic engineer's recommendations for any potential improvements. Council President Rosener asked what was included in the accident report for the area? Mr. Sheldon replied that all police reports for that intersection had been used to compile the accident report and included both pedestrian and vehicle crashes. He explained that the majority of the collisions at the intersection were rear-end collisions as well as pedestrian collisions which resulted in minor injuries and that four crashes had occurred at night and five crashes had occurred during the day. Council President Rosener commented that he felt that there were traffic issues at multiple points within the roundabout and that something needed to be done to address the driver confusion. Mr. Sheldon commented that those issues would have been addressed during the improvements that were scheduled to take place in August 2021. Discussion occurred. Mayor Mays asked City Manager Keith Campbell for his thoughts. Mr. Campbell replied that in his opinion, Option 3 was the best option as data suggested that the roundabout was safe and that the incidents that had occurred there were not bad. He commented he felt it was good that Council was looking at the roundabout and exploring options. Councilor Scott commented he was leaning towards Option 3 and stated he worried that the City could accidentally be creating a bigger issue by trying to change

the roundabout since drivers were now used to the established traffic patterns. He commented he was in favor of fixing the lane markings of the westbound approach from Century and completing the lighting improvements. He stated he was fine with Option 2, but not interested in Option 1. Mayor Mays asked what the recommended speed was for a roundabout and should that speed be posted? Mr. Sheldon replied it was 25 MPH and stated that additional speed signage could be added to the area. Councilor Garland commented he felt similarly to Councilor Scott and worried that making changes to the roundabout would result in more driver confusion and potentially more accidents. He commented he was in favor of increasing signage and increasing lane visibility, and he was leaning towards Option 3. Mr. Sheldon recapped that there was a total of nine crashes from 2013-2017, zero crashes with serious injury, two crashes with evident injuries, three crashes with possible injuries, and four property damage crashes, and the report include the 2018 pedestrian accident. Councilor Scott commented that it was impossible to determine what crashes were caused by the design of the roundabout and what crashes were caused by driver error. Council President Rosener commented that the report stated that single-lane roundabouts were safer than multi-lane roundabouts and commented that the crash timeframe data was before the Langer's Entertainment Center had opened. He commented he would go along with Council's decision, but he was leaning towards Option 2. Mayor Mays stated he was interested in Option 3 because he did not want to put anything into the asphalt, and he did not want to risk increasing driving speeds in the roundabout if tubular markings were not used, as the report had showed was often the case. Mayor Mays stated he was in favor of posting signage that encouraged a 20 MPH speed in the roundabout. Councilor Griffin commented he agreed with Mayor Mays. Mayor Mays commented that he was fine with staff completing the lighting improvements if they felt it was necessary. Councilor Young commented she was in favor of Option 3 as she also did not want to put things into the asphalt and she was unsure if any of the other options would solve the issues at the roundabout. She commented she wanted to make the roundabout as safe as possible and was in favor of additional signage that encouraged a 20 MPH speed in the roundabout. She stated if Option 3 was not an option, then Option 2 was her next preference. Councilor Garland commented he did not like having the pedestrian crosswalk so near to the entrances/exits of roundabouts, and therefore the shrubs near the crosswalks needed to be cut low and back in order to help with pedestrian visibility. Councilor Young asked if the crosswalks could be moved further back from the roundabout? Mr. Sheldon replied that there were already mid-block crossings in the area. Councilor Scott commented that he would like to see the pedestrian crossings moved further back for future roundabouts. He added that it was important to keep the shrubbery in the median areas low, and the center shrubbery should be allowed to grow up more to help keep a driver's eye focused on what was coming from their left or where they were going on the right, and not looking across the roundabout. Discussion regarding the MPH model used in the report occurred. Council President Rosener commented that he felt that roundabouts were created for better traffic flow but were inherently more dangerous for pedestrians. Councilor Brouse commented that she was in favor of Option 3 and was in favor of additional signage, she added that she was also in favor of leaving the roundabout as it was and evaluating it further at a later date. Mr. Sheldon confirmed that Council wished to proceed with Option 3, which included fixing the markings that came back in the study going from west to east, changing the acorn HPS bulbs to LED bulbs, and additional MPH signage at each of the approaches. Council President Rosener commented he was in favor of changing the bulbs out if it would improve safety. Mayor Mays asked that the MPH signage state 20 MPH, not 25 MPH. Councilor Scott recapped the changes he wished to see included additional signage, fixing the lane, and upgrading the lights. Council stated their agreement with Councilor Scott's comments.

## **5. ADJOURN:**

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

## **REGULAR SESSION**

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:02 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 Keith D. Campbell, City Attorney Josh Soper, Community Services Director Kristen Switzer, IT Director Brad Crawford, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director David Bodway, Police Chief Jeff Groth, Police Captain Ty Hanlon, and City Recorder Sylvia Murphy.

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

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

Mayor Mays addressed the next agenda item.

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

- A. **Approval of October 19, 2021 City Council Meeting Minutes**
- B. **Resolution 2021-093 Authorizing the City Manager to sign a signal maintenance agreement with ODOT for non-standard traffic signal equipment and luminaries**
- C. **Resolution 2021-094 Approving an amendment to the SPOA Agreement regarding Assignment to the Mental Health Response Team**

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

Mayor Mays addressed the next agenda item.

### **6. CITIZEN COMMENTS:**

The City Recorder read aloud the comments submitted by Sherwood resident Dave Sweeney concerning the Brookman Road addition and the Cedar Creek Garden development and the potential loss of 70-80 giant Douglas Fir and Cedar trees on the site. He commented that the old growth trees located in that strip of land would make a wonderful natural park area which could include an extension of the Arbor Lane trail and would allow for the area to be enjoyed by the entire neighborhood and Sherwood residents who used the trail system. He asked that Council help to find a way to preserve and protect this "beautiful piece of Sherwood's history and legacy." He referred to the October 4<sup>th</sup> Parks and Recreation Advisory Board meeting and reported that Board member Steve Munsterman stated, "If we're going to advocate for parks, we need to be in front of things not behind them, and we're behind this" in reference to the old growth trees located on the site and commented that this was a real opportunity for the City and the Parks and Recreation Advisory Board to get in front of the issue. Mr. Sweeney suggested that the two currently unannexed, 9+ acres of land immediately south of the Arbor Lane development should be acquired by the City and be delineated as either a nature preserve, a natural park area, an environmental/outdoor education center, or

all three. He stated that by connecting it to the Sherwood Trails System, the area could be accessed and used by Sherwood's residents and included a great deal of educational opportunities. He stated that the land offered Sherwood a unique opportunity to enhance the health and well-being of all its residents, as well as have a major impact on the education of every student that comes through the Sherwood School System. He commented that he felt there were many possible funding sources to acquire the land that included federal, state and local grants, endowment programs, EPA grants, Natural Resources Conservation Service, local businesses and corporations, local service clubs and organizations, and the Soil Conservation Board. Mr. Sweeney reported that recently he and Neil Shannon had visited the land owners of both of the two 9+ acres of un-annexed property directly south of Arbor Lane and reported that the property owners had no current plans to sell, but also did not like the idea of selling to a developer and seeing their land turned into a subdivision. He reported that the owners of the other parcel had already been approached by developers who had made them an offer for their land. He urged Council to "get in front of this" and become proactive in acquiring the last few giant, old growth trees and incorporate them into the Sherwood Parks system. He stated that with so little green space still available in Sherwood, it was his profound hope that as much land could be preserved and protected as possible and that we owe it to ourselves, our children and to generations to come. Mr. Sweeney reported that the Director of the North Willamette Research and Extension Center had offered to host a tour of the Hopkins Demonstration Forest in Clackamas for a group of Sherwood leaders.

Mayor Mays addressed the next agenda item.

## **7. NEW BUSINESS:**

### **A. Resolution 2021-095 Establishing a Buy Back Program for feather signs**

Community Development Director Julia Hajduk recapped that in September 2021, Council had adopted a municipal code update that clarified that feather signs were not permitted in the City, but Council was concerned regarding the potential financial impacts on businesses from prohibiting feather signs. She explained that staff had created a program to help compensate businesses for the loss of their feather signs. She outlined the buy back program and explained that in order to qualify for the program, businesses would need to have a valid business license and they would need to complete a form in order to receive compensation. She reported that compensation would vary based on how many signs a business turned in with one sign being eligible for a \$50 rebate and three or more signs would be eligible for up to \$200. She explained that businesses would be eligible to utilize the program one time and the program would run from the time it was enacted to February 1, 2022. She stated that that timeline would allow the Code Compliance Officer to educate local businesses about the program as well as time for businesses to utilize the program, with enforcement of the code beginning in February. She addressed the estimated financial impact of the program and stated that it was estimated that the program would cost the City roughly \$4,000. Councilor Scott asked when the feather sign ban would go into effect? Ms. Hajduk replied that it was adopted on September 7<sup>th</sup> and went into effect 30-days later, so it was in effect now. Councilor Scott commented he was in favor of the buy back program. Council President Rosener commented he was in favor of the program and asked if the February 1<sup>st</sup> deadline was long enough for the Code Compliance Officer to educate businesses and for businesses to utilize the program? Community Development Director Hajduk replied that the Code Compliance Officer felt that the timeline was adequate. Councilor Young commented she was in favor of the program.

**MOTION: FROM COUNCILOR YOUNG TO APPROVE RESOLUTION 2021-095 ESTABLISHING A BUY BACK PROGRAM FOR FEATHER SIGNS. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Mayor Mays addressed the next agenda item.

## **8. CITY MANAGER REPORT:**

City Manager Keith D. Campbell reported that Police Chief Jeff Groth would be retiring after 32 years in public safety and 14 years as Sherwood's Police Chief. City Manager Campbell reported that the City had engaged with a national recruiting firm to complete a search for Sherwood's next Police Chief. He stated that applications would be accepted through the end of the month. He gave his kudos to Angie Hass at the Police Department for organizing a recent document shred and food drive event and Bill Collins who assisted with the program. He reported that the leaf pickup program was currently underway and information on the schedule was available on the City's website.

Mayor Mays addressed the next agenda item.

## **9. COUNCIL ANNOUNCEMENTS:**

Councilor Garland reported that he attended the WIF board meeting and stated that virtual tours of the Willamette Intake Facility were available on YouTube.

Councilor Scott reported that the fifth meeting of the Sherwood West Community Advisory Committee would be held on November 3<sup>rd</sup> where they would discuss the feedback they had received from the online open house. He reported that the Planning Commission had met last week where they held three public hearings on the adoption of the Economic Opportunities Analysis, adoption of Sherwood Residential Design Standards, and adoption of the 2040 Comprehensive Plan.

Councilor Young reported she attended the YMCA Board of Managers meeting and explained that the board was transitioning from being a Sherwood board of managers to more of a regional board of managers. She reported she attended the Police Advisory Board meeting where the board met City Manager Keith Campbell and discussed policy updates.

Councilor Griffin reported that the Winter Festival would be held on December 4<sup>th</sup> and the tree lighting ceremony would be held at 6:00 pm at Cannery Square. He reported that the Parks and Recreation Advisory Board had announced that the Parks Board Master Plan was complete and discussed potential future park location ideas.

Council President Rosener reported on the League of Oregon Cities recent meeting where he served on the nominating committee for new directors and president for next year. He reported that Mayor Mays's term as the LOC president would end on January 1<sup>st</sup> and thanked Mayor Mays for all of his work for the LOC over the past year.

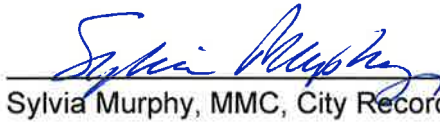
Mayor Mays reported that he attended the League of Oregon Cities abbreviated annual conference and thanked Council President Rosener for serving on the nominating committee.

Councilor Young commented regarding whether or not Sherwood would extend the eviction date from the 60-days that the state currently had to 90-days as the county and some surrounding cities had done. She reported that City Manager Keith Campbell was currently gathering information on how many Sherwood residents had applied for rental assistance and would report back to Council for them to discuss the possibility of extending the dates.

**10. ADJOURN:**

Mayor Mays adjourned the regular session at 7:35 pm.

Attest:

  
Sylvia Murphy, MMC, City Recorder

  
Keith Mays, Mayor