



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, October 6, 2025 at 7:00pm

Sherwood City Hall, Community Room

**22560 SW Pine Street
Sherwood, OR 97140**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADJUSTMENTS TO AGENDA**
- 4. APPROVAL OF SEPTEMBER MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. NEW BUSINESS**
 - A. YMCA Report/Introduction of Executive Director (Kristen Switzer, Assistant City Manager)**
 - B. Tree Removal Request (Chris Blythe, Interim Operations Supervisor)**
- 7. PARK MAINTENANCE REPORT (Chris Blythe, Interim Operations Supervisor)**
- 8. STAFF UPDATES (Kristen Switzer, Assistant City Manager)**
- 9. COUNCIL LIAISON ANNOUNCEMENTS (Doug Scott, City Councilor)**
- 10. OTHER**
- 11. ADJOURN**

How to Provide Citizen Comments:

Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to steffent@sherwoodoregon.gov and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email steffent@sherwoodoregon.gov or call 503-625-4213 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

ADA Accommodations:

If you require ADA accommodations for this public meeting, please contact steffent@sherwoodoregon.gov or call 503-625-4213 at least 48 hours in advance of the scheduled meeting time.



SHERWOOD PARKS BOARD MEETING MINUTES
22560 SW Pine St., Sherwood, OR
October 6, 2025

REGULAR SESSION

1. **CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:00pm
2. **BOARD PRESENT:** David Scheirman, Jim Craig, Steve Munsterman, Barbara Leitzinger, Jim Booker, Tara Khodadadian, Cory McLennan, Zander Brown City Councilor Doug Scott

Brown introduced himself as a lifelong Oregonian who has lived in Sherwood for six years. He has a middle school student and is excited to serve on the Board.

STAFF PRESENT: Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens, Interim Operations Supervisor Chris Blythe, Public Works Director Rich Sattler

3. **ADJUSTMENTS TO AGENDA:** None
4. **APPROVAL OF SEPTEMBER MEETING MINUTES:**

MOTION: FROM MUNSTERMAN TO APPROVE THE SEPTEMBER MEETING MINUTES. SECONDED BY CRAIG. MOTION PASSES.

5. **CITIZEN COMMENTS:** None

6. NEW BUSINESS

A. YMCA Report/Introduction of Executive Director (Switzer)

Switzer introduced the new YMCA Executive Director, Jennifer Lawrence, to the Board. Lawrence has been at the Sherwood YMCA for one month. She's been with YMCA for 13 years and has worked in Clackamas, Vancouver, and Ridgefield.

For her update on the Sherwood YMCA, she reported:

- Annual closure the first week in September. They drained and cleaned the pool, removed stairs to slide and have a replacement

coming. They stripped and resurfaced the gym floor and repaired water damage in the locker room.

- Open House held in conjunction with the ribbon cutting of the new pedestrian bridge on September 27, 2025.
- Food pantry handed out 71,000 pounds of food to 13,500 people. They average about 200 people each week.
- Repurposing tumble room to be a small group fitness space to open in mid-November.
- First Cosmic Swim for high school students will be October 24, 2025, 10:00-11:30pm. \$5/members and \$10/non-members.

Leitzinger asked if they had any new classes being added. Lawrence responded that they will be adding a middle school strength training class, small group trainings led by trainers, women and weights classes, and circuit training. Craig asked if they were working with anyone at the high school to promote teen programs, Lawrence confirmed that they are. McLennan suggested more times available so that the classes aren't so full.

B. Tree Removal Request (Blythe)

Blythe reviewed Exhibit A with the Board. Booker appreciated the City requested information and is only removing what's necessary. Regarding the trees being removed on Wapato Island Drive, Booker expressed disappointment that very large trees is being removed and stated for the record, "For the second time in several months we are voting on removing significant trees due to new or recently constructed stormwater detention facilities along riparian corridors. Large tree removal along these corridors would seem to conflict with the goal of improving water management functions -- much less recreational quality -- of our city owned riparian land." Scheirman stated that it would be good to go to Clean Water Services directly. Booker asked staff if he should start with Jason Waters, City Engineer, and Rich Sattler responded that that would be a good starting point.

MOTION: FROM MUNSTERMAN TO APPROVE THE TREE REMOVAL REQUEST. SECONDED BY CRAIG. MOTION PASSES.

7. PARKS MAINTENANCE REPORT (Blythe)

- a) Sealing of basketball court at Woodhaven Park is complete
- b) Water features were turned off on October 1, 2025
- c) Staff is still mowing while weather is good
- d) Leaf pick-up will be starting soon
- e) Staff is working on mapping out zones and heads of the sprinkler system at Langer Park

8. STAFF UPDATE (Switzer)

The Ribbon Cutting Ceremony for the new pedestrian bridge was a success. The Sherwood High School marching band lead attendees across the bridge playing their fight song. Senator Neron-Misslin and Representative Smith were in attendance. Lighting scenes have been set- there will be 23 scenes in total.

9. COUNCIL UPDATE (Scott)

The next City Council meeting and work session is Tuesday, October 7, 2025. Senator Neron-Misslin will be giving an update on the housing bill at the work session. New Boards and Commission members are expected to be appointed or re-appointed. Garbage rates will be going up 4%.

Khodadadian asked about the temporary coffee shop that had been set up outside of the YMCA and why they had to leave. Switzer answered that it was because the code does not allow for a stand alone food cart. The code was recently amended to allow for permanent installations like a food cart pod in certain areas.

10. OTHER – Munsterman suggested adding information on the website about the temporary artwork done by Sherwood High School art students for the pedestrian bridge. He commented that staff had done a great job on the ribbon cutting ceremony and Sherwood Broadband booth at the YMCA's Open House. He also shared that he's been finding a lot of neat parks since he retired and encouraged Board members to explore parks in other communities. Scheirman suggested taking photos as people are out and about so that when the City is ready to build a new park, the Board will have those to refer to and share with consultants. Munsterman felt that the new times for classes at the YMCA was a good thing. Khodadadian suggested that offering drama and other activities would be a good idea if wanting to attract teens. Switzer responded that the City doesn't decide what type of classes or activities are held at the YMCA. Leitzinger asked what the relationship was between the City and the YMCA. Scott responded that the City has an operating agreement until October 2027 and acts as a landlord. McLennan announced that she is moving out of the country and needed to resign from the Board. This would be her last meeting. She expressed gratitude for having served on the Board and had gotten a lot out of the experience.

11. ADJOURN 7:50pm



Tree Removal - Open Spaces

Parks Board

October 6, 2025

Open Space 23310 SW Redfern

- Remove 3 nuisance species-sweet cherry, with average DBH' of 12"-14" due species of tree and lean toward private property
- Reduce 1 dead Douglas Fir with 34" DBH to a height of 20' tall to create a natural snag
- Planting of trees this winter with suitable species and location



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"Specialists in the Care and
Preservation of Trees"

ATTN: Mr. Trey Hoekstra
City of Sherwood
15527 SW Willamette Street
Sherwood, OR 97140
(503) 625-0679 Fax

August 6, 2025

Reference: Tree Assessment

Location: Green Space Behind 23310 SW Redfern Pl., Sherwood, OR.

Subject: Douglas firs (Pseudotsuga menziesii) and sweet cherries (Prunus avium)

Per your request, I inspected three Douglas fir trees (Pseudotsuga menziesii) and three sweet cherry trees (Prunus avium) located in the green space behind the address listed above to determine their condition.

Description: *Tree number one a sweet cherry (Prunus avium). The trees height is approximately twenty feet tall with a trunk diameter of fourteen-inches as measured four and a half feet above ground level. The canopy spread measures approximately twenty-five feet in diameter.*

Tree number two a sweet cherry (Prunus avium). The trees height is approximately twenty-five feet tall with a trunk diameter of twelve-inches as measured four and a half feet above ground level. The canopy spread measures approximately eighteen-feet in diameter.

Tree number three a sweet cherry (Prunus avium). The trees height is approximately twenty-five feet tall with a trunk diameter of thirteen-inches as measured four and a half feet above ground level. The canopy spread measures approximately thirty-feet in diameter.

Tree number four a Douglas fir (Pseudotsuga menziesii). The trees height is approximately fifty-feet tall with a trunk diameter of fifty-two inches as measured four and a half feet above ground level. The canopy spread measures approximately thirty-feet in diameter.

Tree number five a Douglas fir (Pseudotsuga menziesii). The trees height is approximately ninety-feet tall with a trunk diameter of thirty-four inches as measured four and a half feet above ground level. The canopy spread measures approximately twenty-feet in diameter.

Tree number six a Douglas fir (Pseudotsuga menziesii). The trees height is approximately eighty-feet tall with a trunk diameter of twenty-six inches as measured four and a half feet above ground level. The canopy spread measures approximately thirty-feet in diameter.



Open Space

17484 Wapato Island Dr. (Brookman Sanitary Trunkline)

- CWS request removal of 3 additional tree 2-Douglas Fir Trees and 1 –Walnut tree. DBH sizes were not provided in the request from CWS
- A minimum of 250 native trees will be planted to offset the tree removals for the project

Date: February 1, 2024

To: Sherwood Parks Advisory Board
Jason Waters, City Engineer

From: Douglas Gresham
Clean Water Services

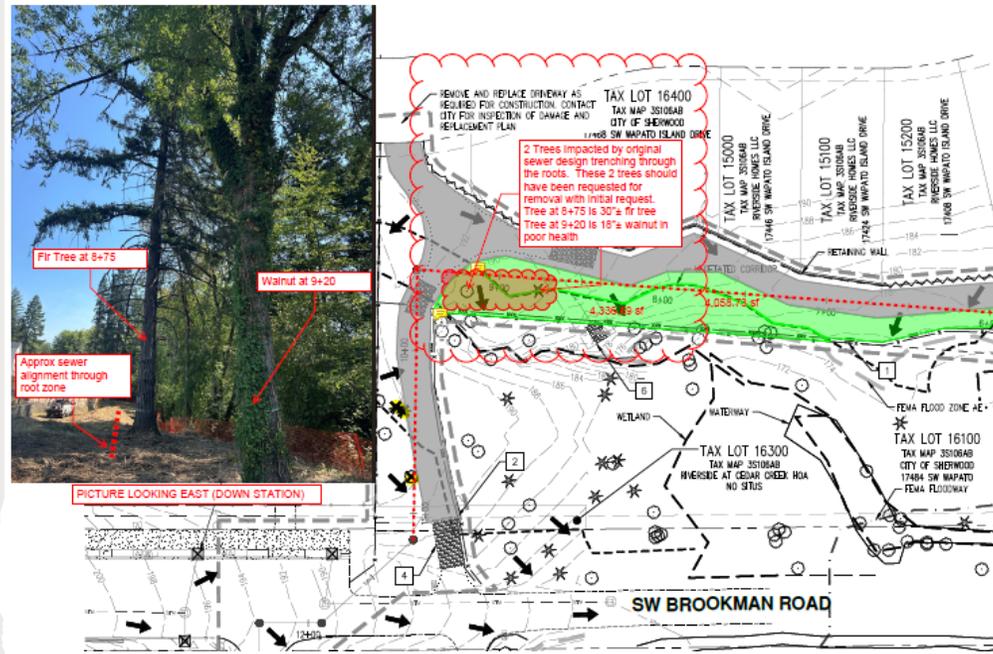
Re: Public Tree Removal for the Brookman Sewer Project, Tract D of Riverside at Cedar Creek

Beginning in the summer of 2024, Clean Water Services, in partnership with the City of Sherwood, will begin construction of the Brookman Sanitary Sewer Trunk Line project. This project, will extend the Brookman Trunk, from its current terminus behind the Middlebrook Subdivision, to Sherwood High School. This new line will provide the high school with a permanent gravity sewer connection and allow the school district to decommission the interim sewage pumping system. The pump system was installed to facilitate opening the high school prior to the availability of gravity sewer service. In addition to serving the high school, the Brookman Trunk Sewer is sized to accommodate future development in the Brookman, Sherwood West, and Sherwood South planning areas.

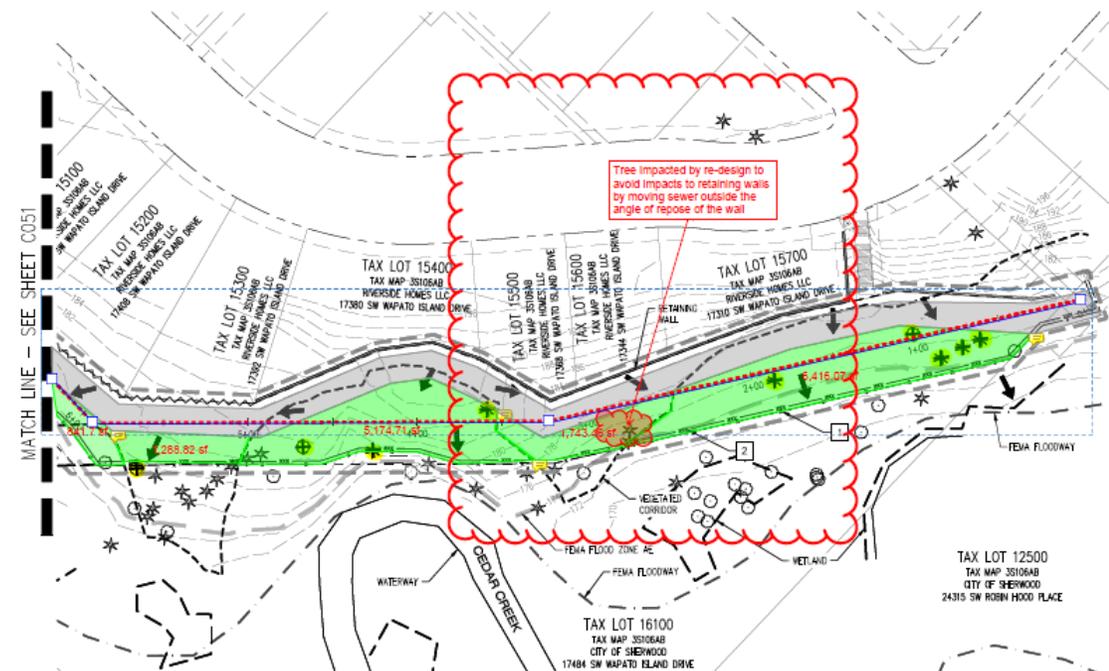
Clean Water Services must remove trees along the proposed sewer route in order to construct the sewer and to provide space for contractors to work and move equipment needed to construct the sewer. The first section of sewer construction will extend the sewer through Tract D of the Riverside at Cedar Creek subdivision. Tract D is a City of Sherwood publicly owned tract, containing natural resource lands along Cedar Creek, and an easement for a future bicycle and pedestrian trail. The new sewer line will roughly follow the future trail, so that sewer maintenance access can be provided via the future trail. Below is a table of trees needing removal. Note: trees in noted in blue on the table below are within the construction area, but hopefully far enough out of the way to retain. We cannot guarantee the retainage of these trees, but intend to work with the contractor to protect as many as we can.

Once construction is complete, the area will be restored to its original contours and revegetated. Much of the area where the sewer line will be constructed is within the Vegetated Corridor adjacent to Cedar Creek. Clean Water Services' crews will revegetate this area with native species as required by the project's permits. Excluding areas intended for the future bicycle and pedestrian trail, the project will revegetate about 25,000 square feet of Vegetated Corridor. Clean Water Services' planting standards require trees to be planted in Vegetated Corridors at a rate of one tree per one hundred square feet. This will result in the planting of a minimum of 250 native trees within Tract D. These trees will be planted throughout the vegetated corridor in areas that do not conflict with the sewer line or the future bike/ped path.

Open Space 17484 Wapato Island Dr. (Brookman Sanitary Trunkline)



- EROSION CONTROL KEYED NOTES**
1. INSTALL SEDIMENT FENCE PER CWS DWG NO. 875, SHEET C063.
 2. INSTALL STRAW WATTLES PER CWS DWG NO. 880, SHEET C063.
 3. INSTALL CONSTRUCTION FENCE/TREE PROTECTION FENCE PER DETAIL 7/006A.
 4. INSTALL CONSTRUCTION ENTRANCE PER CWS DWG NO. 855, SHEET C063.
 5. INSTALL CONCRETE TRUCK WASHOUT PER CWS DWG NO. 900, SHEET C063.
 6. INSTALL CUTFALL PROTECTION PER CWS DWG NO. 800, SHEET C063.
 7. INSTALL BANK STABILIZATION MEASURES PER CWS DWG NO. NS24 AND DETAIL, SHEET C065.





Tree Removal Locations