



CITY COUNCIL MEETING PACKET

FOR

Tuesday, October 18, 2022

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

6:15 pm City Council Work Session

7:00 pm City Council Regular Meeting

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>



6:15 PM WORK SESSION

1. **Solid Waste Rates Discussion**
(Craig Sheldon, Public Works Director)

7:00 PM REGULAR SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
 - A. **Approval of October 4, 2022 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
 - B. **Resolution 2022-079, Appointing the Cultural Arts Commission to review the Design Plans for the Gateway, Landings, and Landscaping of the Hwy99w Pedestrian Overcrossing Design** (Kristen Switzer, Community Services Director)
 - C. **Resolution 2022-080, Naming the Sherwood Festival Plaza to Robin Hood Plaza** (Keith D. Campbell, City Manager)
6. **CITIZEN COMMENTS**
7. **NEW BUSINESS**
 - A. **City Council Appointment to Vacant Council Position**
(Alan Rappleyea, Interim City Attorney)
8. **CITY MANAGER REPORT**
9. **COUNCIL ANNOUNCEMENTS**
10. **ADJOURN**

How to Provide Citizen Comments and Public Hearing Testimony: Citizen comments and public hearing testimony may be provided in person, in writing, or by telephone. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by e-mail to Cityrecorder@Sherwoodoregon.gov and must clearly state either (1) that it is intended as a general Citizen Comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended. To provide comment by phone during the live meeting, please e-mail or call the City Recorder at Cityrecorder@Sherwoodoregon.gov or 503-625-4246 at least 24 hours in advance of the meeting start time in order to receive the phone dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

AGENDA

**SHERWOOD CITY COUNCIL
October 18, 2022**

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7:00 pm City Council Regular Session

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

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AMENDED AGENDA, ITEMS 5.B & 5.C ADDED

How to Find out What's on the Council Schedule: City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, generally by the Thursday prior to a Council meeting. When possible, Council agendas are also posted at the Sherwood Library/City Hall and the Sherwood Post Office.

To Schedule a Presentation to the Council: If you would like to schedule a presentation to the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder, 503-625-4246 or Cityrecorder@Sherwoodoregon.gov

ADA Accommodations: If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or Cityrecorder@Sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time.



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 4, 2022

WORK SESSION

1. **CALL TO ORDER:** Council President Rosener called the work session to order at 5:18 pm.
2. **COUNCIL PRESENT:** Council President Tim Rosener, Councilors Doug Scott, Renee Brouse, and Kim Young. Councilor Taylor Giles arrived at 5:22 pm. Mayor Keith Mays was absent.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, Interim City Attorney Alan Rappleyea, Public Works Director Craig Sheldon, IT Director Brad Crawford, Community Services Director Kristen Switzer, City Engineer Bob Galati, Planning Manager Erika Palmer, Finance Director David Bodway, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Craig Totten Structural Engineering Lead with KPFF and Mike Faha with Greenworks.

4. TOPICS:

A. Pedestrian Bridge Design Discussion

City Engineer Bob Galati recapped that in previous pedestrian bridge design work sessions, discussion had focused on the vertical arches for the bridge, but staff now had questions regarding the inverse arches now that the bridge was in the design process. He outlined that the design team had created two options which had been forwarded to Council via email and presented the "Sherwood-99 Pedestrian Crossing Project Design Refinements" PowerPoint presentation (see record, Exhibit A and Exhibit B). He explained that the inverse arches would go over the wetland areas and consultants from KPFF had recommended either vertical components or crossing components and clarified that the vertical arches utilized crossing components. Councilor Scott asked if the inverse arches would be the same color as the vertical arches. Mr. Galati replied that colors had not been discussed at this point. Councilor Scott clarified that whatever option Council chose for the inverse options would not impact potential color choice options. Mr. Galati replied that neither component option would impact potential color choice options and clarified that color choices and lighting options would be a future work session. He outlined that staff had preferred the crossing component option for the inverse arches because of the continuity it created between the top and bottom of the bridge. A consultant from KPFF explained that it was a visual preference choice as well as a structural choice. He explained that when the arches were flipped upside down with crossing components, the structural forces were carried differently than crossing components with the vertical arches, and it was more efficient to utilize the vertical component options with the inverse arches. He clarified that either component was still an option, but the crossing component option would create different structural needs and visuals for the bridge. Councilor Scott asked if there was a cost difference between

the two options? A KPFF consultant replied that there was not a significant cost difference, but different materials would be needed for each option, which would create a different visual look. Councilor Scott asked regarding the bridge's lighting component. City Engineer Galati replied that the bridge's lighting component was currently in committee, but he knew that there would be two separate lighting systems, one system for safety and one for aesthetic purposes. Councilor Scott asked if either component option would have an impact on the lighting options? Mr. Galati replied that it may or may not impact the lighting options, but it was too early in the lighting committee process to tell. Councilor Young asked who was on the lighting committee? Community Services Director Kristen Switzer replied the committee included representatives from the Cultural Arts Commission, Parks and Recreation Advisory Board, Sherwood Chamber of Commerce, YMCA, and Sherwood High School. Councilor Young stated that she preferred the vertical component option for the inverse arches. Discussion regarding bridge lighting occurred. Councilor Giles and Councilor Scott stated that they preferred the vertical component option for the inverse arches. Councilor Brouse stated that she was fine with either option and discussion about the visual differences between the two options occurred. Council President Rosener stated he had initially preferred the crossing component option, but he was fine with the vertical component option for the inverse arches. Council President Rosener asked regarding the art that would be installed along the bridge. Mr. Galati replied that the art committee and the lighting committee were comprised of the same people, and they would create options for Council to consider. Council asked that a Councilor be added to the art and lighting committee and discussion occurred. It was determined that Councilor Scott would be the primary Council representative with Councilor Giles serving as the alternate for the bridge art and lighting committee.

B. Food Cart Code Discussion

Planning Manager Erika Palmer presented the "Mobile Food Vendors 'Trucks, Carts, Pods" PowerPoint presentation (see record, Exhibit C) and explained that she would provide an overview of the city's code and how staff addressed requests for the operation of food carts within the community. She explained that she was seeking Council feedback and input on potential next steps in the food cart code discussion. She outlined that there were three categories of food cart operations which included: truly mobile food vendors, stationary carts operating in partnership with a primary use, and multiple carts operating together in a single pod/site with or without an accessory building. She provided examples of types of truly mobile vendors and explained that they were pushed, pulled, or self-propelled, and included travel trailers and food trucks that were parked and operational in one location for a few hours or days at a time. She provided an overview of stationary carts accessory to a primary use and explained that the carts may be parked long-term or in a scheduled rotation and were hosted by a primary use facility. She explained that these types of mobile food vendors were typically seen in commercial, industrial, or retail parking lots and were often associated with breweries/taprooms, gas stations/convenience stores, entertainment venues, and retail. Council President Rosener asked if the city had received inquiries into allowing mobile food vendors to come on a set schedule at a business location? Ms. Palmer replied that the city had received those types of requests and she would go over that answer more fully later in the presentation. She provided an overview of mobile food unit sites, often referred to as "cart pods" and explained that they were a stand-alone site that hosted one or more mobile food vendors, with the number of carts varying over time with the site use and amenities remaining. She continued that these sites functioned as a destination and could provide an economically viable interim use for underdeveloped or undeveloped sites. Ms. Palmer provided an overview of the current Municipal Code for Outdoor Sales and Merchandise Displays on page 7 of the presentation. She explained that mobile food vendors were permitted as a permanent outdoor sale use only and could be located in any zone, but applicants had to go through the site plan process and were reviewed as conditional uses in accordance with Sherwood Development Code Chapter 16.82 and added that the cost for going through the process was about \$5,000. Councilor Scott asked how the mobile

food trucks were permitted for the Robin Hood Festival? Ms. Palmer replied that those trucks received a special use permit which allowed them to operate in the city for the duration of the festival. A councilor asked regarding ice cream trucks that came into the city. Ms. Palmer replied that the city did not allow for the sale of items within the right-of-way, but enforcing that rule was difficult. It was asked when Sherwood Development Code Chapter 16.98.040 was adopted. Ms. Palmer estimated that the chapter was last updated around 2013. Discussion regarding the differences between a catering truck versus a mobile food vendor occurred. Councilor Scott commented that he was more interested in discussing and clarifying the city's stance on permanent mobile food vendors. Planning Manager Palmer stated that the city had had one inquiry about establishing a food cart pod in the past five years and the interested party had wanted to locate in the Tonquin Employment Area. Councilor Giles and Councilor Brouse commented that they were frequently asked about the city allowing food carts by community members. Councilor Scott added that a food cart pod was also proposed for the Old Schoolhouse property several years ago. Discussion regarding potential food cart pod sites occurred. Councilor Scott stated that the market would decide what would be built and where, but it was up to the city to decide if a food cart pod would be permitted, and asked if new code would be needed to permit them? Council President Rosener replied that mobile food vendors were currently permitted in the code under conditional use. Ms. Palmer voiced that making mobile food vendors an allowed use might be something Council wished to do. Councilor Giles asked if the city was interested in owning the permanent structure in a cart pod site and then having a vendor run it? Councilor Scott replied that he was not sure he was interested in that option at this point. Discussion regarding property tax revenues from a site utilized as a mobile food unit site occurred. Council discussed if a mobile food unit site would create enough foot traffic to help generate more business in Old Town. Council President Rosener stated that Council should review this topic again, but under the lens of the Downtown Overlay and determining what Council wanted for downtown Sherwood and discussion occurred. Council President Rosener asked that staff come back with recommendations on how to gauge the community's thoughts on mobile food vendors as well as reviewing how to add mobile food vendors into the Downtown Overlay plans. Councilor Scott interjected that incorporating mobile food vendors into the Downtown Overlay was a long process and he did not want to slow down the process and added that mobile food vendors could be added to the Downtown Overlay in the future.

5. ADJOURNED:

Council President Rosener adjourned the work session at 6:01 pm and convened to a Community Enhancement Program (CEP) meeting. See CEP meeting records.

REGULAR SESSION

- 1. CALL TO ORDER:** Council President Rosener called the meeting to order at 7:00 pm.
- 2. COUNCIL PRESENT:** Council President Tim Rosener, Councilors Doug Scott, Taylor Giles, Renee Brouse, and Kim Young. Mayor Keith Mays was absent.
- 3. STAFF PRESENT:** City Manager Keith D. Campbell, Interim City Attorney Alan Rappleyea, Finance Director David Bodway, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Police Chief Ty Hanlon, IT Director Brad Crawford, and City Recorder Sylvia Murphy.
- 4. APPROVAL OF AGENDA:**

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE AGENDA. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR MAYS WAS ABSENT).

5. CONSENT AGENDA:

- A. Approval of September 20, 2022 City Council Meeting Minutes**
- B. Resolution 2022-076, Appointing Estela Schaeffer to the Cultural Arts Commission**
- C. Resolution 2022-077, Authorizing staff to apply for a Washington County Community Development Block Grant for improvements to the Marjorie Stewart Senior Center**

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR MAYS WAS ABSENT).

6. CITIZEN COMMENTS: There were no citizen comments.

7. PRESENTATIONS:

A. Recognition of Sherwood High School Students Academic and Athletic Achievements

City Manager Keith Campbell called forward the students who had RSVP'd for tonight's academic achievement recognition. The Council congratulated the Sherwood High School students for receiving a 4.0 cumulative GPA in the 2021-2022 school year and provided the students with certificates of achievement. The City Council recognized all students who achieved achievements in academic, athletics, arts and band.

Council President Rosener addressed the next agenda item.

8. NEW BUSINESS:

A. Resolution 2022-078, Adopting a City of Sherwood DEIA Statement

City Manager Keith Campbell provided background and explained that Council met in February 2022 to review and discuss Council's current list and status of goals and activities. He continued that on April 5, 2022, Council formally adopted Resolution 2022-021 Adopting City Council Pillars, Goals and Deliverables for FY2022-23 which included Deliverable 6:8 "Creating a City Statement for DEIA." He outlined that staff and stakeholders had met to discuss proposals for DEIA statements and staff had presented their findings to Council at a work session on September 6th. He outlined that Council had reached a consensus on a DEIA statement for the City of Sherwood of, "The City of Sherwood expressly supports and endorses a culture of appreciation for the inherent value of all persons in the community." Council stated they were pleased to be adopting the statement.

MOTION: FROM COUNCILOR YOUNG TO APPROVE RESOLUTION 2022-078, ADOPTING A CITY OF SHERWOOD DEIA STATEMENT. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR MAYS WAS ABSENT).

Council President Rosener addressed the next agenda item.

B. City Council Appointment to Vacant Council Position

Council President Rosener reported that the city had not received any applications to fill the vacant Council seat. He explained that had someone applied, they would only hold the seat until the new Councilor was sworn-in in January after the election. Council President Rosener suggested that Council continue this item to the next Council meeting on October 18, 2022, to allow for anyone interested to apply to fill the vacant seat to comply with the City Charter. He encouraged interested residents to apply. Councilor Young commented that Council had extended an offer to the person running to fill the seat in the November election, but the candidate had declined the offer.

Council President Rosener addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Campbell reported on his attendance at TVF&R's Citizen Academy the previous weekend. He stated he enjoyed himself and encouraged others to participate in the program.

10. COUNCIL ANNOUNCEMENTS:

Councilor Giles reported on his attendance at TVF&R's Citizen Academy the previous weekend. He stated he enjoyed himself and encouraged others to participate in the program.

Councilor Scott reported on his attendance at the most recent Parks and Recreation Advisory Board meeting. He reported that construction of the Sherwood Festival Plaza would begin soon. He reported that a third round of RFPs for completing improvements to Veterans Park would begin soon.

Councilor Young reported that she would attend the LOC's conference in Bend.

Councilor Brouse reported that the Senior Advisory Board did not meet but would meet on October 12th. She reported that she was unable to attend the most recent Library Advisory Board meeting. She reported on her attendance at the Housing Advisory Committee meeting where they heard an update on the usage of the Metro funds.

Council President Rosener reported that he would attend the LOC's conference in Bend. He reported that he would attend the Oregon Broadband Advisory Council meeting on October 5th.

Councilor Giles reported that the NW Scandinavian Gnome Festival would run from October 14-16th and was put on by the Red Sled Market and a Diwali festival would be held on October 23rd at the Arts Center.

11. ADJOURN:

Council President Rosener adjourned the regular session at 7:47 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Kristen Switzer, Community Development Director

Through: Keith D. Campbell, City Manager

SUBJECT: RESOLUTION 2022-079, APPOINTING THE CULTURAL ARTS COMMISSION TO REVIEW THE DESIGN PLANS FOR THE GATEWAY, LANDINGS, AND LANDSCAPING OF THE HWY99W PEDESTRIAN OVERCROSSING DESIGN

Issue:

Shall the City appoint the Cultural Arts Commission as the advisory organization for the Highway99W Pedestrian Overcrossing?

Background:

The Hwy99W Pedestrian Overcrossing project is part of the City's 20-Year Capital Improvement Plan. On July 17th, 2022 the City Council unanimously approved Resolution 2022-058 authorizing the City Manager to sign a Professional Services Contract with KPFF Consulting Engineers for the 100% Design Level of the Hwy99W Pedestrian Overcrossing. As part of the 100% design process KPFF has recommended an arts committee to be established. The City currently has a Cultural Arts Commission, and this project scope fits into their mission. The formal appointment of the Cultural Arts Commission will follow the Sherwood Council Rules which were adopted via Resolution 2021-006.

Financial Impacts:

There will be no additional direct financial impacts as a result of City Council approval of this specific resolution.

Recommendation:

Staff respectfully requests City Council adoption of Resolution 2022-079, Appointing the Cultural Arts Commission to review, and if needed make recommendations to the City Council on the design plans for the Gateway, Landings, and Landscaping of the HWY99W Pedestrian Overcrossing Design.



RESOLUTION 2022-079

APPOINT THE CULTURAL ARTS COMMISSION TO REVIEW THE DESIGN PLANS FOR THE GATEWAY, LANDINGS, AND LANDSCAPING OF THE HWY99W PEDESTRIAN OVERCROSSING DESIGN

WHEREAS, the Hwy99W Pedestrian Overcrossing project is in the City's 20-Year Capital Improvement Plan (CIP) (P-27, Highway99W Grade Separated Crossing); and

WHEREAS, this is a high priority Council Project; and

WHEREAS, completion of the 100% Design for the Hwy99W Pedestrian Overcrossing project is listed in the 2022-23 Council Pillars, Goals, and Deliverables as Deliverable 2:2; and

WHEREAS, Resolution 2021-006 was adopted on January 19th, 2021 setting City Council Rules and Chapter 6, II. establishes rules for Appointments of Members to Boards, Commissions, and/or Committees; and

WHEREAS, on July 17th, 2022 the City Council unanimously approved Resolution 2022-058 authorizing the City Manager to sign a Professional Services Contract with KPFF Consulting Engineers for the 100% Design Level of the Hwy99W Pedestrian Overcrossing; and

WHEREAS, the City of Sherwood has a Cultural Arts Commission which would be an appropriate review committee for the completion of the design plans for the gateway, landings, and landscaping design, and

WHEREAS, Mayor Keith Mays has recommended to City Council to approve the Cultural Arts Commission as the appropriate board for this project, and in accordance with Council Rules, this appointment is subject to the approval of the City Council by resolution.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Cultural Arts Commission will review the gateway, landings, and landscape of the HWY99W Pedestrian Overcrossing design, and if needed make recommendations to the City Council.

Section 2. The City Council hereby appoints City Council member Doug Scott as the Liaison to the Cultural Arts Commission for the purpose of this project.

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 18th day of October, 2022

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Keith D. Campbell, City Manager

Through: Alan Rappleyea, Interim City Attorney

SUBJECT: Resolution 2022-080, naming the Sherwood Festival Plaza to Robin Hood Plaza

Issue:

Should the City Council name the Sherwood Festival Plaza the Robin Hood Plaza?

Background:

The lot located at the corner of SW First Street and SW Pine Street is currently referred to as the Sherwood Festival Plaza. The lot used to be the space of the Robin Hood Theater. The proposal for the site was to create a flexible public space that can host a variety of community activities and events, but that also can continue to function as a parking lot on a day-to-day basis.

A design committee included representatives from the Robin Hood Festival Association, Cruisin' Sherwood, the Cultural Arts Commission, the Parks & Recreation Advisory Board, two (2) members of the City Council and City Staff. The design was taken before the Cultural Arts Commission, the Parks and Recreation Advisory Board, City Council and shared on the City's website.

On October 4th, 2022 the URA Board approved URA Resolution 2022-010, Authorizing the Agency Manager to execute a construction contract with Kodiak Pacific Construction Co. for Sherwood Festival Plaza.

Financial Impacts:

There will be no additional direct financial impacts as a result of City Council approval of this specific resolution.

Recommendation:

Staff respectfully requests City Council adoption of Resolution 2022-080, Naming the Sherwood Festival Plaza the Robin Hood Plaza.



RESOLUTION 2022-080

NAMING THE SHERWOOD FESTIVAL PLAZA THE ROBIN HOOD PLAZA

WHEREAS, In November of 2022 construction is scheduled to begin at the plaza located at SW First Street and SW Pine Street; and

WHEREAS, It is timely to formalize a formal name of the new project to align with the start of construction; and

WHEREAS, the location is at the former Robin Hood Theater site at SW First and SW Pine Street.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council declares the name for the plaza located at the corner of SW First Street and SW Pine Street shall be called the Robin Hood Plaza.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 18th day of October 2022.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder