



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 21, 2025

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:37 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott (remote) and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Finance Director David Bodway, Economic Development Manager Erik Adair, IT Director Brad Crawford, Human Resources Director Lydia McEvoy, City Engineer Jason Waters, Public Works Director Rich Sattler, Project Manager Joy Chang, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Nick Gross with Kittleson & Associates, Chief Operations Officer Brady Strutz with Sherwood School District, and Land Use Attorney Carrie Richter with Bateman Seidel.

4. TOPICS:

1. Elementary School Crossing Assessment Study

Mayor Rosener thanked the project team and stated this was the second work session on this topic. Project Manager Joy Chang introduced Nick Gross with Kittelson & Associates and Brady Strutz with the Sherwood School District. She provided a presentation on Sherwood Elementary School crossings, that included Archer Glen, Hawks View, and the Ridges (see record, Exhibit A). Mr. Gross provided a summary of the proposed conceptual treatments for each school and the outcomes and recommendations. He commented on the Archer Glen midblock crossing and said the recommendation included installing a pedestrian refuge island with rectangular rapid flashing beacons (RRFBs). He commented on Hawks View midblock crossing in front of the school and said the recommendation included replacing beacons with RRFBs, upgrading the pedestrian refuge island, installing curb extensions, and upgrading curb ramps. The recommendation for the southern driveway included installing a raised crosswalk across the driveway and upgrading sidewalks and curb ramps. The recommendation for the northern driveway included a raised crosswalk and installing a refuge island with RRFBs. He stated the recommendation for the midblock crossing at the School District building included removing the outdated half-signal, upgrading the pedestrian refuge island, and upgrading sidewalks and curb ramps. He commented on the Ridges crossing at Edy Road and Copper Terrace and said the recommendation was to continue coordinating and planning for the widening of Edy Road.

Mayor Rosener asked for Council questions and comments.

Councilor Standke referred to the light in front of the School District Office at Hawks View that was recommended for removal and asked for an explanation. Mr. Gross said the primary driver was the proximity to where they were recommending a new and improved crossing and all guidance suggested not placing two enhanced crossings within 300 feet of each other. He stated this was a discussion for one or the other. He noted the signal was outdated and did not meet ADA compliance requirements. Councilor Giles asked if there was data regarding which type of crossing was safer. Mr. Gross said the RRFBS targets motorist yielding to someone crossing and said research showed the installation resulted in 70-80% of motorist yielding. He compared RRFBS to the existing half signal and said it rests in a red phase and that should be 100% compliance. Councilor Scott asked why remove a signal that has close to 100% compliance and replace it with a signal that has 70% compliance. Mr. Gross explained that the discussion was about what the existing half signal was serving versus what moving and consolidating the crossing to the location of the north driveway and connection to the trail and closer to the current school. Discussion followed. Councilor Brouse asked Mr. Strutz if the School District had an opinion. He said the priority was student safety particularly at the crossing in front of Hawks View. Mayor Rosener directed the project team to analyze the scenario and the cost of putting in a stop signal, instead of the proposed RRFBS. He suggested updating the code with specific standards, so as future development occurred, and future schools were built this conversation wouldn't be needed. Ms. Chang summarized the Council direction to keep the existing light at the midblock crossing at the School District building, add another hybrid signal at the midblock crossing at Hawks View, and not add RRFBS at the north school driveway. She said they would do some analysis regarding the costs and consider the proposal for the other two schools. She suggested generating a policy through the Transportation System Plan (TSP) update to formalize the type of signals required.

Mayor Rosener addressed the next item on the agenda.

2. Transient Lodging Tax (TLT) Discussion

Economic Development Manager Erik Adair, Community Development Director Eric Rutledge, and Finance Director David Bodway provided a presentation on Transient Lodging Tax (TLT) (see record, Exhibit B). Mr. Adair said Sherwood instituted a TLT in 2019, which was a visitor tax that reinvested in state and local tourism economy. The total TLT rate in Sherwood was 13.5% and made up 1.5% TLT for state, 9% TLT for Washington County, and 3% TLT for Sherwood. He said the 9% county TLT was split into several allocations and 2.39% out of the 9% was returned to the cities where the lodging occurred. He stated Washington County collected Sherwood's TLT through an IGA. He commented on the state rules of how TLT were spent and said 70% must be used for tourism and no more than 30% could be used to fund general city services. He stated Sherwood TLT allocated 30% to the general fund, 33.3% to the arts fund, and 66.6% to economic development. He provided TLT comparisons throughout Oregon and said the official statewide average per city was 7.7%. He said Sherwood had one hotel and a couple dozen short term rentals which provided \$86,000 per year from the 3% TLT. He stated the County TLT shared revenues provided another \$75,000 per year. He provided TLT revenue scenarios with the current baseline of 3% compared to raising the percentage from 4-7%. He provided information concerning what raising the TLT would do to the nightly rates at the Hampton Inn Sherwood and noted if the city raised the TLT to 6% it would add an additional \$5.10 per night. Discussion followed regarding the interest in raising the TLT in the future. Mayor Rosener requested more information on total TLT rates per city and continued discussions of where the TLT funds were being spent in Sherwood and neighboring cities.

Mayor Rosener addressed the next item on the agenda.

3. Update on Charter Amendment

City Attorney Ryan Adams and Land Use Attorney Carrie Richter provided a presentation on possible Charter amendments and draft ballot language (see record, Exhibit C). Ms. Richter explained Home Rule which provided that cities got to determine their political organization and the procedures under which they operate. She said they have put together a packet of potential Charter amendments that rely on the procedural Home Rule authority to protect the land use citizen involvement procedures as they currently exist in the code. She stated they were very deliberate in the language, making it clear that we were not proclaiming new procedures, we were enshrining the procedure that the city already has as a means to protect them from state preemption taking them away. Mr. Adams said these proposed amendments were trying to preserve the ability of City Council and citizens to have the most input possible in what happened in Sherwood. Mayor Rosener explained that in the last legislative session the legislature passed laws that challenged the public process and would revert several land use decisions to staff decisions without any public input other than 100 foot notice. Mr. Adams stated it is the purview of Council to set policy, and it is the role of staff to execute that policy and that is what we were trying to preserve. Mr. Adams read the proposed Charter amendment – Public Participation on page 3 (see record, Exhibit C):

As a city that is of the people, by the people, and for the people, Sherwood is committed to hearing from the people. Sherwood is entrusted to ensure citizen involvement in land use decisions, as mandated by Statewide Land Use Goal 1. The City Council shall establish, by ordinance, procedures to ensure transparency and meaningful public participation in all phases of the land use process, including notice, hearings, and appeals. These procedures are inherent to Sherwood's political form and are rooted in Sherwood's home rule authority. These procedures shall not be preempted by state laws that limit public engagement and include: No Type III or higher land use application, as specified by adopted city ordinance, shall be decided without at least one duly noticed neighborhood meeting and one public hearing before the City Council or its delegated decision-making body. A public hearing shall also be held before deciding any appeal, allowing public testimony and the submission of new evidence; and Mailed notice in advance of neighborhood meetings and public hearings must be sent to all property owners and occupants within 1,000 feet of the subject property for all Type II or higher applications, using the classifications and timelines prescribed by ordinance. Additional notice methods, such as published or electronic notices may also be required.

Mr. Adams said this enshrined in the Charter most of what the city already does, and the delicate part of the language is if there were going to be a conflict with state law we want the Charter language to be clear about what the city's procedures were because we do not want state law to preempt the city's Home Rule authority. Councilor Giles asked if this could be done since the bill had already been passed. Ms. Richter commented on SB 974 that it purports to constrain the notice area and said it failed to make the second change to the statute that said local government procedures don't apply. She said she suspected this was a typographical mistake and the state would probably fix it, but right now we were using the city's code for noticing requirements. She commented on another legal reason that we were not too late and explained and provided an example that the city had a "cone" in which it can regulate and if the state comes and regulates in that cone the city can take that cone space back because it is part of their procedures and their political form. Mayor Rosener asked if the city should enshrine Goal 1 in our Charter because the state could change Goal 1. Ms. Richter said we could add a comma after Goal 1 and put the title of Goal 1, which was *Citizen Involvement*. Councilor Scott suggested adding language to state Goal 1 as it was written as of the date of passing this amendment. Mr. Adams said they will have a conversation regarding the concern.

Mr. Adams referred to page 4 of the presentation which provided draft ballot measure text and an explanatory statement for the proposed Public Participation Charter amendment and said Charter amendments must include a caption, question, and summary for the ballot according to state law (see record, Exhibit C). He stated the laws were strict in how they were written and allowed 10 words for a caption, 20 words for a question, and 175 words for a summary. He said if approved by Council the language would be sent to Washington County Elections Office.

Mr. Adams read the second proposed Charter amendment – Annexations on page 5 of the presentation (see record, Exhibit C):

Determining the city's jurisdictional boundaries is declared to be a matter inherent to its political form. The city shall have the exclusive authority to initiate, approve, or deny annexation requests subject to the procedures and standards adopted by ordinance of the City Council. These procedures shall not be preempted by state laws that modify or eliminate this authority.

He said the reason this was important to use the language *political form* was because the city's Home Rule is still rooted in that political form and that was a matter of local concern. He noted that putting clear and unambiguous language helped preserve that right. He said there was not a lot of case law, and this was an untested area. Council President Young referred to the current Charter language that said annexations must be by a vote of the people. Mayor Rosener suggested leaving the vote of the people language in the Charter and adding the new language because the state law could be challenged in the future and thrown out and then the Charter would still be valid with voter approved annexations. Mr. Adams said they would have a conversation regarding the concern.

Mr. Adams referred to page 6 of the presentation which provided draft ballot measure text and an explanatory statement for the proposed Annexation Charter amendment (see record, Exhibit C). Councilor Giles referred to the language "inherent to its political form" and said this may be confusing to voters. Mr. Adams said yes, we could explain this better.

Mr. Adams discussed the election process in Oregon and said there were authorized elections and an election in January was possible if the City Council deems it an emergency. He said he had drafted a resolution finding that this was an emergency and explaining that it was the abrogation and erosion of Home Rule to the city. He said the timeline was short and suggested the Council hold a special meeting next week. The Council agreed to meet Tuesday, October 28 at 6 pm. Mayor Rosener thanked staff for their efforts.

Mayor Rosener suggested recessing the work session due to time and holding the regular session and reconvening the work session. Mayor Rosener recessed the work session at 7:00 pm.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:07 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, and Dan Standke. Councilor Scott was absent.

- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Finance Director David Bodway, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, IT Director Brad Crawford, Public Works Director Rich Sattler, Human Resources Director Lydia McEvoy, Police Captain Jon Carlson, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

Mayor Rosener addressed approval of the agenda and asked for a motion.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO ADOPT THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR SCOTT WAS ABSENT.

Mayor Rosener addressed the next agenda item and asked for a motion.

5. CONSENT AGENDA:

- A. Approval of October 7, 2025 City Council Meeting Minutes**
- B. Resolution 2025-071, Appointing Joshua Gaylord to the Sherwood Parks and Recreation Advisory Board**
- C. Resolution 2025-072, Authorizing the City Manager to Execute a Construction Contract Amendment for the Sunset-Timbrel Crosswalk Safety Project**

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR SCOTT WAS ABSENT.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

No comments were received. Mayor Rosener addressed the next agenda item.

7. CITY MANAGER REPORT:

City Manager Craig Sheldon asked Assistant City Manager Kristen Switzer to talk about the Veterans Appreciation event. Ms. Switzer said on November 11, Veteran's Day, at 11 am there would be brunch at the Sherwood Center for the Arts. She said there would be musical entertainment and comments from the Mayor. RSVPs were appreciated.

Council President Young referred to the Sunset-Timbrel Crosswalk Safety Project and asked for a timeline. Public Works Director Rich Sattler said there was a February 2026 completion date.

8. COUNCIL ANNOUNCEMENTS:

Councilor Standke reported that the School Board met last week and passed policy updates, both required and optional, without changes from the first reading. Sherwood High School Bowmen Theatre would perform

“Hadestown” on November 8, 9, and 11 through 15. He reported that he attended the Library Advisory Board meeting last week and they discussed the levy. He stated that he attended the protests over the weekend.

Councilor Mays reported that the Cultural Arts Commission did not meet yesterday, and their meeting was moved to next Monday. He reported that the Water Coalition Board met last week and decided their quarterly meetings would now be remote. He reported that he attended the WCCCA 911 CEO Board meeting, and they were expecting a large number of hirings.

Councilor Brouse reported that she attended the Water Consortium Board meeting, and they discussed the upcoming programs and budget. She reported that the Youth Advisory Board met and conducted a goal setting session. She reported that she attended the Senior Advisory Board meeting, and they conducted a SWAT analysis. She said Chamber networking would be held on November 18 at the Springs. She said the annual Chamber lunch would be on December 9 at Al's Garden Center. She announced the Sherwood Wine Festival, hosted by the Sherwood Rotary Club, would be held on November 8 at the Red Berry Barn from 1-7 pm.

Councilor Giles reported that he attended ribbon cuttings for Chick fil A and the Tualatin Sherwood Road and Roy Rogers Road improvement event. He reported that he attended the Planning Commission meeting, and they discussed a proposed multifamily development across from Cannery Square. He commented on the public comments which included parking concerns. He commented on the beautiful trees down Sunset Blvd and urged the city to review the tree code. Mayor Rosener clarified that the proposed multifamily development was on a private lot across from the Arts Center and Cannery Square. He said the hearing would continue until next Tuesday at 7 pm.

Council President Young reported that she attended ribbon cuttings for the Tualatin Sherwood Road and Roy Rogers Road, Chick fil A, and the Goldfish Swim School.

Mayor Rosener reported that he attended the Washington County Coordinating meeting and Tri Met provided a presentation on a \$300 million dollar budget deficit and they discussed service cuts. He stated that he met with the new Tigard Mayor. He encouraged residents to come see Pirates of Pinehurst. He stated that he attended the Sherwood Education Foundation Board meeting and announced the annual fundraiser next year would be a sip and sing event.

9. ADJOURN TO CONTINUED WORK SESSION

Mayor Rosener adjourned the meeting at 7:27 pm and reconvened the work session.

WORK SESSION (Continued)

Mayor Rosener called to order the continued work session at 7:30 pm

4. Discussion Memorial Dedication Options

Assistant City Manager Kristen Switzer discussed naming of memorial options for Linda Henderson and said she served on the City Council for 12 years and devoted many years to public service helping shape Sherwood's parks, arts, and civic programs. Ms. Switzer stated following Linda's passing in 2025, Council and community members expressed interest identifying a lasting public tribute that reflected her values, character, and legacy of service. She said the purpose of the work session was to provide a structured

approach for naming or dedicating a public space in Linda Henderson's memory. She stated that options included major city facilities, parks or park features, and public art installations or landscape memorial spaces. She provided three options in a presentation (see record, Exhibit D) to consider and said option A was to rename the Stella Olsen stage to "Linda Henderson Community Stage", option B was to rename the Snyder Park shelter or provide a garden similar to a butterfly garden, and option C was to rename the Sherwood Center for the Arts to "Linda Henderson Center for the Arts". She provided the rationale for option A and stated Linda Henderson was a founding member of the Sherwood Foundation for the Arts and a driving force behind community performances at Stella Olsen Park. She provided the rationale for option B and said Linda Henderson was on the Parks Board before serving on the City Council and was instrumental in the design of Snyder Park. She provided rationale for option C and stated Linda Henderson played a crucial role in getting the Sherwood Center for the Arts built. Councilor Standke asked what had been done in the past in terms of dedication and memorials and if so, what the process was. Mayor Rosener said the city had not made a dedication for an elected official in the past. Mayor Rosener spoke of her service, which spanned many areas, particularly the arts and parks. Discussion followed. Councilor Mays suggested that Ms. Switzer and Council President Young have conversations with interested parties and hold an additional work session with mockups of potential signage for both the Stella Olsen stage and the Center for the Arts. Councilor Standke suggested developing a mechanism for honoring other notable community citizens in the future.

Mayor Rosener adjourned the work session and convened an executive session at 8:00 pm.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Rosener called the Executive Session to order at 8:05 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Human Resources Director Lydia McEvoy, Finance Director David Bodway, Police Chief Ty Hanlon, and City Attorney Ryan Adams.
4. **TOPIC:**
 - A. **ORS 192.660(2)(d) Labor Negotiator Consultations**
5. **ADJOURN**

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor