



Planning  
Urban Design  
Place Strategy

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# MEMORANDUM

## Sherwood Old Town Strategic Plan

To: Sean Conrad (City of Sherwood); Eric Rutledge (COS)

From: Jason Graf, (First Forty Feet); Tyler Sauter, (FFF); Sijin Sun, (FFF)

Date: July 2, 2025

Subject: Considerations for a Trash Management Program and Implementation Plan

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## Trash Management Program – Implementation Plan

The city and Old Town businesses have identified trash collection as an issue to be addressed in the Strategic Action Plan. Old Town's alleyways provide an opportunity to improve aesthetics and functionality of Old Town by relocating trash/recycling containers from sidewalks to shared, well-managed enclosures in alleyways or designated rear-lot areas.

### ***Step 1: Needs Assessment and Site Inventory***

#### ***Timeframe: Month 1–2***

- *Conduct a walk audit to identify where trash bins are currently stored (e.g., sidewalk, curbside, alley).*
- *Document problem areas (e.g., blocked sidewalks, visual clutter, smell complaints).*
- *Identify suitable alley or rear lot locations for potential shared enclosures.*
- *Evaluate ownership and access constraints (public vs. private property).*

***Lead: Public Works and Community Development***

***Partners: Property/business owners, trash haulers (e.g., Pride Disposal)***

### ***Step 2: Stakeholder Outreach and Engagement***

#### ***Timeframe: Month 2–3***

- *Meet with impacted property and business owners to review findings and collect input.*
- *Coordinate with trash haulers to confirm pick-up access, container needs, and service options.*
- *Address concerns about responsibility, cleanliness, access, and cost sharing.*

***Deliverables:*** Stakeholder feedback summary; commitment from initial pilot participants

### **Step 3: Site Selection and Enclosure Design**

***Timeframe:*** Month 3–4

- Select 1–2 pilot locations for shared enclosures in high-priority areas.
- Develop simple, attractive, and durable design templates that fit Old Town's character (e.g., fencing, gates, screening).
- Ensure designs meet fire, health, and ADA codes.
- Estimate costs for construction and maintenance.

***Lead:*** Public Works with Planning and design consultant (if needed)

### **Step 4: Funding Strategy and Cost-Sharing Model**

***Timeframe:*** Month 4–5

- Explore funding options:
  - ***City general fund or capital budget***
  - ***Façade or improvement grant alignment***
  - ***Cost-sharing with property owners (e.g., monthly maintenance fee)***
- Develop a draft maintenance and operations agreement for participating businesses.

***Lead:*** City Finance and Economic Development

### **Step 5: Construction and Rollout of Pilot Sites**

***Timeframe:*** Months 6–8

- Construct or install shared enclosures.
- Transition participating businesses to shared service.
- Provide signage and outreach on proper usage.

***Lead:*** Public Works

***Partners:*** Contractor or in-house crew, trash hauler

### **Step 6: Monitor and Evaluate Pilot**

***Timeframe: Months 9–10***

- *Survey participating businesses and hauler for feedback.*
- *Monitor cleanliness, use, and any complaints.*
- *Evaluate cost, functionality, and potential for expansion.*

***Lead: Public Works and Community Development***

***Step 7: Plan for Expansion***

***Timeframe: Months 11–12***

- *Identify additional locations for future phases based on pilot success.*
- *Adjust designs, policies, and funding model as needed.*
- *Create a long-term trash enclosure strategy for Old Town.*

***Lead: City Manager's Office and Community Development***

***Optional Enhancements***

- *Add alley lighting and wayfinding near enclosure locations to improve safety and visibility.*
- *Coordinate with alley activation grants to support cohesive improvements.*
- *Include recycling and compost options where feasible.*



# Trash Consolidation Program

## Implementation Plan

Improve sanitary conditions shared dumpster enclosures in alleyways to reduce sidealkiness and aesthetics.



### Needs Assessment and Site Inventory

#### Months 1-2

Identify problem areas and assess potential locations for shared enclosures.



### Stakeholder Outreach and Engagement

#### Months 2-3

Consult with property and business owners, and trash haulers.



### Site Selection and Enclosure Design

#### Months 3-4

Choose pilot sites and develop appropriate enclosure designs.



### Funding Strategy and Cost-Sharing Model

#### Months 4-5

Explore funding sources and establish cost sharing principles.



### Construction and Rollout of Pilot Sites

#### Months 6-8

Build and transition participants to the new enclosures.



### Monitor and Evaluate Pilot

#### Months 9-10

Assess effectiveness and gather feedback from stakeholders.



### Plan for Expansion

#### Months 11-12

Identify future locations and update strategy for expansion.