



*Home of the Tualatin River National Wildlife Refuge*

# **CITY COUNCIL MEETING PACKET**

**FOR**

**Tuesday, February 3, 2026**

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

**5:30 pm City Council Work Session**

**7:00 pm City Council Regular Meeting**

**URA Board of Directors Meeting  
(Following the Regular Council Meeting)**

**City Council Executive Session  
(ORS 192.660(2)(e), Real Property Transactions and (2)(i), Performance Evaluation)  
(Following the URA Board of Directors Meeting)**

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



Home of the Tualatin River National Wildlife Refuge

### **5:30 PM CITY COUNCIL WORK SESSION**

- 1. YMCA Update**  
(Craig Sheldon, City Manager)
- 2. TriMet Proposed Service Cuts**  
(Craig Sheldon, City Manager)
- 3. Linda Henderson Memorial Discussion**  
(Kristen Switzer, Assistance City Manager)

### **7:00 PM CITY COUNCIL REGULAR SESSION**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. CONSENT AGENDA**
  - A. Approval of January 20, 2026 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
  - B. Resolution 2026-007, Authorizing the City Manager to enter into a contract for the Sanitary Sewer, Stormwater, and Water System Master Plans update** (Rich Sattler, Public Works Director)
  - C. Resolution 2026-008, Adopting a plan of action for control deficiencies**  
(David Bodway, Finance Director)
- 6. CITIZEN COMMENTS**
- 7. PUBLIC HEARINGS**
  - A. Ordinance 2026-001, Amending Chapter 15.04 of the Sherwood Municipal Code to reflect the current Oregon Building Code** (*Second Hearing*) (Jared Bradbury, Building Official)
- 8. CITY MANAGER REPORT**
- 9. COUNCIL ANNOUNCEMENTS**
- 10. ADJOURN TO URA BOARD OF DIRECTORS MEETING** (See URA Meeting Agenda)
- 11. RECONVENE CITY COUNCIL – EXECUTIVE SESSION**
  - A. ORS 192.660(2)(e), Real Property Transactions and (2)(i), Performance Evaluation**

### **AGENDA**

#### **SHERWOOD CITY COUNCIL February 3, 2026**

**5:30 pm City Council Work Session**

**7:00 pm City Council Regular Session**

**URA Board of Directors Meeting**  
(Following the 7:00 pm City Council Meeting)

**City Council Executive Session**  
(ORS 192.660(2)(e) Real Property Transactions & (2)(i) Performance Evaluations)  
(Following the URA Board of Directors Meeting)

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

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

## 12. 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](mailto: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](mailto: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.

**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](http://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](mailto: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](mailto:Cityrecorder@Sherwoodoregon.gov) at least 48 hours in advance of the scheduled meeting time. Assisted Listening Devices are available on site.



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**January 20, 2026**

**EXECUTIVE SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the Executive Session to order at 5:35 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener (arrived at 5:40 pm), Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, City Attorney Ryan Adams, Legal Intern Keegan Sanchez, Community Development Director Eric Rutledge, and City Recorder Sylvia Murphy. Legal Counsel Carrie Richter.

4. **TOPIC:**

**A. ORS 192.660(2)(h) Legal Consultations**

5. **ADJOURN**

Mayor Rosener adjourned the executive session at 6:15 pm and convened a work session.

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:18 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, City Attorney Ryan Adams, Legal Intern Keegan Sanchez, Finance Director David Bodway, IT Director Brad Crawford, Public Works Director Rich Sattler, Police Chief Ty Hanlon, Police Captain Corey Jentzsch, Police Captain Nathan Powell, and City Recorder Sylvia Murphy.

**OTHERS PRESENT:** David Williams with Piper Sandler.

4. **TOPICS:**

**1. Public Safety Fee/Levy**

City Manager Craig Sheldon introduced David Williams with Piper Sandler and Mr. Williams provided a presentation (see record, Exhibit A). Mayor Rosener reminded the public that the purpose of the presentation

was to gather information about a potential levy and said it was just one of multiple options to consider. Mr. Williams said local option levies present an alternative for raising additional operating funds from property taxes. He stated levies were subject to majority voter approval in May or November elections with 50% voter turnout. He provided a property tax history concerning regarding Measure 5 and Measure 50 on page 3. He explained that every property had a gap between the Real Market Value (RMV) and the Assessed Value (AV) and the authority was granted to allow cities to seek voter approval to levy inside that gap. He stated different property types had very different gaps and stated the gap on residential property was often wider than other types. He said in some cases commercial and industrial properties depreciate, causing RMV to decline. He noted AV could never be greater than RMV. He provided a summary of properties by class in Sherwood and the consolidated local government tax rates on page 7. He noted that the current total AV was 54% of the RMV. He discussed the overall tax rates on properties and compression. He said compression was when the local government tax rate was over \$10 and noted that Sherwood currently had a tax rate of \$9.50. He provided a fiscal year 2027 local option revenue projections on page 8. He presented examples of how AV impacted taxation on uncompressed resident properties with the possibility of adding a local option levy of \$0.75 or \$1.00. He provided examples of how AV impacted taxation on other commercial and industrial properties. Mayor Rosener said he would be interested in considering additional options. Discussion followed about why cities need to consider additional funding options and how much Sherwood needed. Finance Director David Bodway said the city needed at least \$2.5 million per year. Mayor Rosener requested a presentation on what the \$2.5 million would cover. Councilor Scott requested information with three funding scenarios. Mayor Rosener requested more data on the fee side. City Manager Craig Sheldon said staff would gather additional information and schedule another work session.

*Record Note: City Manager Sheldon provided the City Council with the following information via email dated January 18, 2026: A Local Option Levy Revenue Projection completed by Piper Sandler, an opinion memo from City Attorney Ryan Adams, and a School Zone Enhancement Crossing Facility comparison from the January 6, 2026 City Council work session (see record, Exhibit B). Mr. Sheldon provided the City Council with an email dated January 20, 2026, and an attached draft Safety Fee Analysis dated January 20, 2026 (see record, Exhibit C).*

Mayor Rosener adjourned the work session at 7:11 pm, and convened a regular session.

## **REGULAR SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:16 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, City Attorney Ryan Adams, Police Chief Ty Hanlon, IT Director Brad Crawford, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, Finance Director David Bodway, Building Official Jared Bradbury, and City Recorder Sylvia Murphy.
- 4. APPROVAL OF AGENDA:**

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

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

Mayor Rosener addressed the next item on the agenda.

**5. CONSENT AGENDA:**

- A. Approval of January 6, 2026 City Council Meeting Minutes**
- B. Resolution 2026-004, Initiating Action to Transfer Jurisdiction of SW Baler Way, a County Road within the City Limits to the City of Sherwood and Establishing an Effective Date**
- C. Resolution 2026-005, Initiating Action to Transfer Jurisdiction of SW Haide Road, a County Road within the City Limits to the City of Sherwood and Establishing an Effective Date**
- D. Resolution 2026-006, Authorizing City Manager to Amend the Employee Handbook to Add City Provided Food and Beverages as Official Compensation**

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

Mayor Rosener addressed the next agenda item.

**6. CITIZEN COMMENTS:**

No comments were received. Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

**7. PUBLIC HEARINGS:**

- A. Ordinance 2026-001, Amending Chapter 15.04 of the Sherwood Municipal Code to reflect the current Oregon Building Code**

Building Official Jared Bradbury approached the Council and provided a presentation (see record, Exhibit D). He said this was the first hearing to adopt the latest state building codes on a rolling basis by removing year references and allowing automatic updates when the state adopted new codes. He said the ordinance added the authority to require permits for certain minor building activities such as retaining walls, fences, exterior tanks, cell towers, flagpoles, ground-mounted solar, and detached signs. He stated the staff recommendation was to hold the first hearing on the proposed code update, accept public testimony, and hold a second hearing on February 3. Mayor Rosener reminded the public that building codes addressed safety concerns and not design standards.

Mayor Rosener opened the public hearing. With no public testimony received Mayor Rosener closed the public hearing. Mayor Rosener asked for Council discussion. Council President Young suggested adopting the ordinance after one hearing as the code updates were state mandated and Mayor Rosener suggested holding the second hearing, and no objections were received.

Mayor Rosener addressed the next item on the agenda.

**8. CITY MANAGER REPORT:**

City Manager Craig Sheldon reminded the Council of the Goal Setting session scheduled for January 24 from 9 am to 1 pm at the Sherwood Police Department.

**9. COUNCIL ANNOUNCEMENTS:**

Councilor Standke reported on the Sherwood School Board meeting he attended and the various topics of discussion.

Councilor Scott reported the next Parks Board meeting was scheduled for February 2 at 7 pm.

Councilor Brouse reported the Senior Advisory Board meeting was scheduled for tomorrow. She provided a recap of upcoming Sherwood Chamber events.

Councilor Giles reported the next Planning Commission meeting was scheduled for January 27 and the Sherwood Old Town Strategic Plan would be discussed.

Council President Young reported on the Police Advisory Board meeting held last week. She reported that a Transportation System Plan open house was scheduled for January 28 from 4:30 to 7:00 pm.

Mayor Rosener reported that the state legislature short session was scheduled for February 3 through early March. He announced that TriMet was planning transit service cuts in Sherwood. He said the Metro Mayor's consortium started a subgroup regarding collaborative purchasing. He announced that BearKat Brewing introduced a Pirates of Pinehurst beer. He said he attended the Youth Advisory Board meeting as a guest last week.

**10. ADJOURN:**

Mayor Rosener adjourned the meeting at 7:40 pm.

Attest:

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Sylvia Murphy, MMC, City Recorder

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Tim Rosener, Mayor

**TO:** Sherwood City Council

**FROM:** Rich Sattler, Public Works Director  
**Through:** Craig Sheldon, City Manager and Ryan Adams, City Attorney

**SUBJECT:** Resolution 2026-007, Authorizing the City Manager to Enter into a Contract for the Sanitary Sewer, Stormwater, and Water System Master Plans Update

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**Issue:** Should City Council authorize the City Manager to execute a professional engineering services contract for the Sanitary Sewer, Stormwater, and Water System Master Plans Update Project?

**Background:** The current master plans were completed for the sanitary sewer in 2016 (Ordinance 2016-014), stormwater in 2016 (Ordinance 2016-014), and water system in 2015 (Ordinance 2015-004). The city needs to bring the master plans up to current standards and include areas adjacent to the city that have been brought into the city's UGB. These areas include Sherwood West, Brookman, and the Tonquin Employment Area. These areas will impact city utilities and current planning is needed to ensure that planned growth is adequately served.

A new master plan for each utility is required to evaluate existing and future system conditions. These master plans will establish projects and improvements that are necessary for the development of the new areas within the City's UGB. Projects include upgrades to existing infrastructure or new infrastructure development to support the new areas.

The projects generated from the master plan studies will then help with determining rates and SDCs to support these project needs.

**Financials:** The anticipated design cost of this project is \$1,086,496.00 with an additional 10% added for contingency (\$108,649.60). Funding for the project is included in the FY 25-27 budget.

**Recommendation:** Staff respectfully requests City Council adoption of Resolution 2026-007, authorizing City Manager to enter into a contract for the Sanitary Sewer, Stormwater, and Water System Master Plans update.





**RESOLUTION 2026-007**

**AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE SANITARY SEWER, STORMWATER, AND WATER SYSTEM MASTER PLANS UPDATE**

**WHEREAS**, the Sanitary Sewer, Stormwater, and Water System Master Plans were listed in the City's FY 2025-2027 Capital Improvement Plan, and

**WHEREAS**, City staff utilized a consultant selection process for this project meeting the requirements of city and state contracting rules; and

**WHEREAS**, the city selection committee reviewed proposals and Consor North America, Inc. has been determined to be the highest-ranking firm to develop the master plans; and

**WHEREAS**, the city has budgeted for the Sanitary Sewer, Stormwater and Water System Master Plans within the FY 2025/FY2027 budget.

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

**Section 1:** The City Manager is authorized to enter a contract with Consor North America, Inc. for development of the Sanitary Sewer, Stormwater, and Water System Master Plans Update project in a base contract amount of \$1,086,496 with a contingency of \$108,649.60 (10%) of the base contracted amount.

**Section 2:** This Resolution shall be in effect upon its approval and adoption.

**Duly passed by the City Council this 3rd day of February 2026.**

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Tim Rosener, Mayor

Attest:

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Sylvia Murphy, MMC, City Recorder

**TO:** Sherwood City Council

**FROM:** David Bodway, Finance Director

**Through:** Craig Sheldon, City Manager and Ryan Adams, City Attorney

**SUBJECT:** Resolution 2026-008, Adopting a plan of action for control deficiencies

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**Issue:**

Shall the City Council adopt a plan of action regarding the noted control deficiencies?

**Background:**

During the audit of fiscal year 2024-25, the auditors brought up a lack of adequate controls that did not prevent, or detect and correct on a timely basis, \$294,040 of interest revenue being overstated in the URA Capital Projects Fund related to arbitrage liability. On December 3, 2025, the Finance Department received a report from Arbitrage Compliance Specialists stating there is a contingent rebatable arbitrage with respect to the 2021B debt issuance of \$614,347. Of this liability, \$320,307 was recognized in prior year. This was adjusted and corrected before issuance of the financial statements. This resulted in a finding from the auditors of a significant deficiency in internal controls.

The auditors also noted certain employee timecards appeared to lack proper review. The finance department has since corrected this finding, but these timecards should have been reviewed and approved by the appropriate manager/supervisor. This resulted in a finding from the auditors of a significant deficiency in internal controls.

Also noted was a lack of adequate controls that did not prevent, or detect and correct on a timely basis, a \$74,016 understatement of accrued revenue pertaining to electricity franchise fee and a reclassification of \$41,261 from deferred revenue to property tax revenue. This was corrected before issuance of the financial statements. This resulted in a finding from the auditors of a significant deficiency in internal controls.

Additionally, it was noted there was a lack of adequate controls that did not prevent, or detect and correct on a timely basis, a misclassification of \$165,225 between principal and interest expense payments in the Water Fund. This was corrected before issuance of the financial statements. This resulted in a finding from the auditors of a significant deficiency in internal controls.

Lastly, it was noted there was a lack of adequate controls that did not prevent, or detect and correct on a timely basis, an understatement of investment income relating to the value of book to market. The amount was \$45,391 related to the Street Capital Fund. This was corrected before issuance of the financial statements. This resulted in a finding from the auditors of a significant deficiency in internal controls.

According to ORS 297.466 (2) “Upon receipt of an audit report [...] the governing body [...] shall determine the measures it considers necessary to address any deficiencies disclosed in the report. The governing body shall adopt a plan of action to address the deficiencies”. This plan of action must be filed with the Secretary of State within 30 days after filing the audit report. The audit report was filed on January 14, 2026.

The Finance Department is immediately implementing internal controls to prevent these deficiencies from happening again.

**Financial Impacts:**

No direct financial impact of this plan of action.

**Recommendation:**

Staff respectfully recommends City Councils adoption of Resolution 2026-008, Adopting a plan of action for control deficiencies.



## RESOLUTION 2026-008

### ADOPTING A PLAN OF ACTION FOR CONTROL DEFICIENCIES

**WHEREAS**, during the audit of the fiscal year 2024-25 financial statements it was determined that \$294,040 of interest revenue was being overstated in the URA Capital Projects Fund related to an arbitrage liability; and

**WHEREAS**, during the audit of the fiscal year 2024-25 financial statements it was determined that certain employee timecards appear to lack proper review; and

**WHEREAS**, during the audit of the fiscal year 2024-25 financial statements it was determined that \$115,277 of revenue was being understated in the General Fund related to electricity franchise fee and property tax accruals; and

**WHEREAS**, during the audit of the fiscal year 2024-25 financial statements it was determined that there was a \$165,225 misclassification of expense between principal and interest in the Water Fund; and

**WHEREAS**, during the audit of the fiscal year 2024-25 financial statements it was determined that there was a \$45,391 understatement of investment income relating to the value of book to market in the Street Capital Fund; and

**WHEREAS**, it was thereby identified by the auditors as a significant deficiency in internal control; and

**WHEREAS**, ORS 297.466(2) requires the governing body to adopt a plan of action to address these deficiencies,

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

**Section 1.** The Plan of Action for the City, attached hereto as Exhibit A, is hereby approved and adopted.

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

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder



City of Sherwood  
22560 SW Pine St.  
Sherwood, OR 97140  
Tel 503-625-5522  
Fax 503-625-5524  
www.sherwoodoregon.gov

**Mayor**  
Tim Rosener

**Council President**  
Kim Young

**Councilors**  
Renee Brouse  
Taylor Giles  
Keith Mays  
Doug Scott  
Dan Standke

**City Manager**  
Craig Sheldon

**Assistant City Manager**  
Kristen Switzer

February 3, 2026

Oregon Secretary of State  
Audits Division  
255 Capitol St. NE, Suite #500  
Salem, OR 97310

Re: Plan of Action for the City of Sherwood Oregon

Sherwood Oregon respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2024. The audit was completed by the independent auditing firm Talbot, Korvola & Warwick, LLC. and reported the deficiencies listed below. The plan of action was adopted by the governing body at their meeting on May 20, 2025, as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Deficiency #1

- a. Type of deficiency (Significant Deficiency) – “During our audit, it was noted that the Agency’s controls did not prevent, or detect and correct on a timely basis, an overstatement of interest revenue in the Urban Renewal Capital Projects Fund relating to the estimated arbitrage liability. Without adequate controls over arbitrage liabilities, there is a reasonable possibility that a significant misstatement or error would not be prevented, or detected and corrected, on a timely basis.”
- b. Document the plan of action: Resolution 2026-008 engage Arbitrage Compliance Specialists earlier and ensure we receive the report before the audit fieldwork begins.
- c. Timeframe for (or date of) implementation: February 4, 2026.

2. Deficiency #2

- a. Type of deficiency (Significant Deficiency) – “During our audit, it was noted that certain employee timecards appear to lack proper review. Without adequate controls over timecards, there is a reasonable possibility that a misstatement or error would not be prevented, or detected and corrected, on a timely basis.”
- b. Document the plan of action: Resolution 2026-008 to have the payroll specialist send out reminder emails to any manager/supervisor that has not yet approved their assigned employee’s timecard.
- c. Timeframe for (or date of) implementation: Implemented fall 2025.

3. Deficiency #3

- a. Type of deficiency (Significant Deficiency) – “During our audit, it was noted that the City’s controls did not prevent, or detect and correct on a timely basis, a number of errors related to revenue. Without adequate controls over revenue, there is a reasonable possibility that a misstatement or error would not be prevented, or detected and corrected, on a timely basis.”
- b. Document the plan of action: Resolution 2026-008 create additional yearend accrual procedures for staff.
- c. Timeframe for (or date of) implementation: July 31, 2026.

4. Deficiency #4

- a. Type of deficiency (Significant Deficiency) – “During our audit, it was noted that the City’s controls did not prevent, or detect and correct on a timely basis, a misclassification of principal and interest payments. Without adequate controls over the debt service payments, there is a reasonable possibility that a misstatement or error would not be prevented, or detected and corrected on a timely basis”
- b. Document the plan of action: Resolution 2026-008 to assign annual reconciliation detail to staff and implement additional reviews of the budget to actual statements.
- c. Timeframe for (or date of) implementation: July 31, 2026.

5. Deficiency #5

- a. Type of deficiency (Significant Deficiency) – “During our audit, it was noted that the City’s controls did not prevent, or detect and correct on a timely basis, an understatement of investment and related investment income. Without adequate controls over the valuation of investments, there is a reasonable possibility that a misstatement or error would not be prevented, or detected and corrected, on a timely basis”
- b. Document the plan of action: Resolution 2026-008 to assign annual reconciliation detail to staff and ensure all adjustments are made before the audit fieldwork begins.
- c. Timeframe for (or date of) implementation: September 15, 2026.

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Tim Rosener, Mayor

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Sylvia Murphy, MMC, City Recorder

**TO:** Sherwood City Council

**FROM:** Jared Bradbury, Building Official  
**Through:** Craig Sheldon, City Manager, Eric Rutledge, Community Development Director,  
and Ryan Adams, City Attorney

**SUBJECT:** Ordinance 2026-001, amending Chapter 15.04 of the Sherwood Municipal Code to reflect the current Oregon Building Code

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**Issue:**

Shall the City Council amend Chapter 15.04 of the Sherwood Municipal Code to reflect the current Oregon Building Code?

**Background:**

Every three years, the State of Oregon adopts updated editions of the National Model Codes and incorporates them into the State Building Codes, with Oregon-specific amendments. These updates are implemented on a staggered schedule, with individual specialty codes becoming effective October 1st with a 6-month phase-in period and becoming mandatory April 1st. Adoption of this ordinance ensures the City of Sherwood remains in compliance with the state's requirement to enforce the most current adopted codes. Administering and enforcing the current state-adopted codes promotes the health, safety, and welfare of the community. Copies of the adopted codes are available for public review at City Hall and on the State of Oregon Building Codes Division website at <https://www.oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx>.

A redline version of the proposed Municipal Code Changes is attached as Attachment 1 to this staff report for Council's reference.

The proposed amendments include two main changes:

1. Adoption of the latest codes including removal of the year reference after each code, which will allow the city to automatically use the latest building codes once they are adopted by the state, without a local code update. Major changes to the Oregon State Building Code that warrant City Council approval will still be brought forward for adoption.
2. The addition of voluntary permits that a City can require for certain types of building activity, including for the protection of adjoining property, retaining walls, fences, exterior tanks, cell and telecommunication towers not attached to a building, flagpoles, ground mounted photovoltaic systems, signs not attached to a building, and other minor permits. See Attachment 1 to the staff report under Section 15.04.180 for a full list.

**Financial Impacts:**

There are no financial impacts created by the adoption of this ordinance, other than the cost of codification.



**Recommendation:**

Staff respectfully recommends City Council hold the second reading on Ordinance 2026-001, amending Chapter 15.04 of the Sherwood Municipal Code to reflect the current Oregon Building Code.

**Attachments:**

1. Track Changes of Proposed Code Amendments

## **Redline Version of Proposed Amendments to Title 15 Buildings and Construction**

**Removed text is struck through**

**Added text is underlined**

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### **Article II. - Various Codes**

#### **15.04.110 - Oregon Structural Specialty Code.**

The city shall use the Oregon Structural Specialty Code, as adopted by OAR 918-460-0010 through 918-460-0015 (~~2019~~), for administration, inspection, and plan review. ~~Additionally,~~ As permitted by Section 101.2.1-2 of the Oregon Structural Specialty Code, the city adopts items 1-13 this section and Appendix J, and H "Grading," of that code.

#### **15.04.120 - Oregon Mechanical Specialty Code.**

The city shall use the Oregon Mechanical Specialty Code, as adopted by OAR 918-440-0010 through 918-440-0012 (~~2019~~), for administration, inspection, and plan review.

#### **15.04.130 – Oregon Plumbing Specialty Code.**

The city shall use the Oregon Plumbing Specialty Code, as adopted by OAR 918-750-0110 through 918-750-0115 (~~2021~~), for administration, inspection, and plan review.

#### **15.04.140 – Oregon Electrical Specialty Code.**

The city shall use the Oregon Electrical Specialty Code, as adopted by OAR 918-305-0100 through 918-305-0105 (~~2021~~), for administration, inspection, and plan review.

#### **15.04.150 - Oregon Residential Specialty Code.**

The city shall use the Oregon Residential Specialty Code, as adopted by OAR 918-480-0005 through 918-480-0010 (~~2021~~), for administration, inspection, and plan review. Additionally, as permitted by Section 101.2.2 of the Oregon Residential Specialty Code, the city adopts items 1-7.

#### **15.04.160 - Manufactured dwelling codes.**

A. The city shall use the Oregon Manufactured Dwelling and Park Specialty Code, as adopted by OAR 918-600-0010 (~~2010~~), for administration, inspection, and plan review.

B. The city shall use the Oregon Manufactured Dwelling Installation Specialty Code, as adopted by OAR 918-500-0510 through OAR 918-500-0520 (2010), for administration, inspection, and plan review.

**15.04.170 - Recreational park and organizational camp regulations.**

A. The city shall use the recreational park and organizational camp rules adopted by OAR 918-650-0000 through 918-650-0080 (2010) .

**15.04.180 - Additional permits required.**

A. As allowed by Section 101.2 of the Oregon Structural Specialty Code, the city requires permits for the following:

~~1. Demolition~~

~~2. Tanks that are located exterior to and not attached to or supported by a regulated building.~~

~~3. Cellular phone, radio, television and other telecommunication and broadcast towers that are not attached to or supported by a regulated building.~~

~~4. Flagpoles not attached to or supported by a regulated building.~~

~~5. Signs over seven feet in height above grade not attached to or supported by a regulated building.~~

1. Protection of adjoining property.

2. Retaining walls.

3. Fences, other than required swimming pool barriers, constructed of wood, wire mesh or chain link. Statewide, fences serving as a swimming pool barrier, or as a portion of a swimming pool barrier, for swimming pools accessory to not more than four dwelling units shall require a building permit.

4. Tanks that are located exterior to and not attached to or supported by a regulated building.

5. Cellular phone, radio, television and other telecommunication and broadcast towers that are not attached to or supported by a regulated building.

6. Flagpoles not attached to or supported by a regulated building.

7. Ground-mounted photovoltaic systems.

8. Signs not located in a public right-of-way, and not attached to or supported by a regulated building, which may include local adoption of Appendix H.

9. Fixed docks, piers or wharves with no superstructure.

10. Equipment shelters not intended for human occupancy with a building area of 250 square feet or less, designated as Risk Category I or II.

11. Unoccupied grain elevators and silos not exempted by ORS 455.315.

12. Rodentproofing, in accordance with Appendix F.

13. The design and construction of in-ground swimming pools accessory to not more than four dwelling units.

B. The standards applicable to review of applications for the permits described in subsection A above shall be those set forth in the Oregon Structural Specialty Code.



## ORDINANCE 2026-001

### AMENDING CHAPTER 15.04 OF THE SHERWOOD MUNICIPAL CODE TO REFLECT THE CURRENT OREGON BUILDING CODE

**WHEREAS**, the City of Sherwood has assumed the duties associated with the administration and enforcement of a comprehensive municipal building inspection program consistent with the requirements imposed by the terms of ORS 455.148; and

**WHEREAS**, the State Building Code (as defined in ORS 455.010) is applicable and uniform throughout Oregon, and the City is required as part of its assumption of duties noted above, to adopt the specialty codes comprising the State Building Code as those codes are adopted for enforcement by the Building Codes Division of the Oregon Department of Consumer and Business Services; and

**WHEREAS**, the Oregon Building Codes Division has, via Administrative Rule, adopted new or amended codes and standards which are to be applied by the City as part of its duties noted above, with all plans required to comply with these codes with a six-month grace period; and

**WHEREAS**, the City wishes to continue its enforcement and administration duties related to the State Building Code and must therefore amend its Municipal Code to reflect the changes in building regulations; and

**WHEREAS**, a previous version of the State Building Code removed permitting requirements relating to certain types of activities, however, the State Building Code allows local governments to continue to require permits relating to those certain activities using the last code addition that regulated said activities; and

**WHEREAS**, the City has determined it is in the community's best interest to continue requiring permits for certain such activities which are described in the staff report to this ordinance and provided in the revised code included as Exhibit A to this ordinance; and

**WHEREAS**, additional amendments to Chapter 15.04 of the Municipal Code are needed in order to correct citations to state codes and rules, to adopt code appendices, and for purposes of clarification; and

**WHEREAS**, the Sherwood City Council held a public hearing on this ordinance on January 20, 2026, and February 3, 2026; and

**WHEREAS**, Council determined that the amendments contained herein are necessary and appropriate.

**NOW, THEREFORE, THE CITY OF SHERWOOD ORDAINS AS FOLLOWS:**

- Section 1.** After full and due consideration, the City Council finds that Chapter 15.04 of the Sherwood Municipal Code should be amended to read as set forth in Exhibit A, attached hereto.
- Section 2.** The proposed amendment to Chapter 15.04 of the Sherwood Municipal Code identified in Exhibit A is hereby approved.
- Section 3.** This Ordinance shall be effective on the 30<sup>th</sup> day after its enactment by the City Council and approval by the Mayor.

**Duly passed by the City Council on the 3rd day of February, 2026.**

\_\_\_\_\_  
Tim Rosener, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

	<u>AYE</u>	<u>NAY</u>
Giles	_____	_____
Scott	_____	_____
Mays	_____	_____
Standke	_____	_____
Brouse	_____	_____
Young	_____	_____
Rosener	_____	_____

**Article II. - Various Codes**

**15.04.110 - Oregon Structural Specialty Code.**

The city shall use the Oregon Structural Specialty Code, as adopted by OAR 918-460-0010 through 918-460-0015, for administration, inspection, and plan review. As permitted by Section 101.2.1 of the Oregon Structural Specialty Code, the city adopts this section and Appendix J, and H of that code.

**15.04.120 - Oregon Mechanical Specialty Code.**

The city shall use the Oregon Mechanical Specialty Code, as adopted by OAR 918-440-0010 through 918-440-0012, for administration, inspection, and plan review.

**15.04.130 – Oregon Plumbing Specialty Code.**

The city shall use the Oregon Plumbing Specialty Code, as adopted by OAR 918-750-0110 through 918-750-0115, for administration, inspection, and plan review.

**15.04.140 – Oregon Electrical Specialty Code.**

The city shall use the Oregon Electrical Specialty Code, as adopted by OAR 918-305-0100 through 918-305-0105, for administration, inspection, and plan review.

**15.04.150 - Oregon Residential Specialty Code.**

The city shall use the Oregon Residential Specialty Code, as adopted by OAR 918-480-0005 through 918-480-0010, for administration, inspection, and plan review. Additionally, as permitted by Section 101.2.2 of the Oregon Residential Specialty Code, the city adopts items 1-7.

**15.04.160 - Manufactured dwelling codes.**

A. The city shall use the Oregon Manufactured Dwelling and Park Specialty Code, as adopted by OAR 918-600-0010, for administration, inspection, and plan review.

B. The city shall use the Oregon Manufactured Dwelling Installation Specialty Code, as adopted by OAR 918-500-0510 through OAR 918-500-0520, for administration, inspection, and plan review.

**15.04.170 - Recreational park and organizational camp regulations.**

A. The city shall use the recreational park and organizational camp rules adopted by OAR 918-650-0000 through 918-650-0080.

**15.04.180 - Additional permits required.**

A. As allowed by Section 101.2 of the Oregon Structural Specialty Code, the city requires permits for the following:

1. Protection of adjoining property.
2. Retaining walls.
3. Fences, other than required swimming pool barriers, constructed of wood, wire mesh or chain link. Statewide, fences serving as a swimming pool barrier, or as a portion of a swimming pool barrier, for swimming pools accessory to not more than four dwelling units shall require a building permit.
4. Tanks that are located exterior to and not attached to or supported by a regulated building.
5. Cellular phone, radio, television and other telecommunication and broadcast towers that are not attached to or supported by a regulated building.
6. Flagpoles not attached to or supported by a regulated building.
7. Ground-mounted photovoltaic systems.
8. Signs not located in a public right-of-way, and not attached to or supported by a regulated building, which may include local adoption of Appendix H.
9. Fixed docks, piers or wharves with no superstructure.
10. Equipment shelters not intended for human occupancy with a building area of 250 square feet or less, designated as Risk Category I or II.
11. Unoccupied grain elevators and silos not exempted by ORS 455.315.
12. Rodentproofing, in accordance with Appendix F.
13. The design and construction of in-ground swimming pools accessory to not more than four dwelling units.

B. The standards applicable to review of applications for the permits described in subsection A above shall be those set forth in the Oregon Structural Specialty Code.