



*Home of the Tualatin River National Wildlife Refuge*

# **CITY COUNCIL MEETING PACKET**

**FOR**

**Tuesday, January 20, 2026**

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

**5:30 pm City Council Executive Session  
(ORS 192.660(2)(h), Legal Consultations)**

**6:00 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>**



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

1. **ORS 192.660(2)(h), Legal Consultations**  
(Ryan Adams, City Attorney)

### **6:00 PM CITY COUNCIL WORK SESSION**

1. **Public Safety Fee/Levy** (Ty Hanlon, Police Chief)

### **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 6, 2026 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
  - 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**  
(Rich Sattler, Public Works Director & Jason Waters, City Engineer)
  - 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**  
(Rich Sattler, Public Works Director & Jason Waters, City Engineer)
  - D. **Resolution 2026-006, Authorizing City Manager to Amend the Employee Handbook to Add City Provided Food and Beverages as Official Compensation** (Keegan Sanchez, Law Clerk)
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 (First Hearing)** (Jared Bradbury, Building Official)
8. **CITY MANAGER REPORT**
9. **COUNCIL ANNOUNCEMENTS**

## **AGENDA**

### **SHERWOOD CITY COUNCIL January 20, 2026**

**5:30 PM City Council Executive Session  
(ORS 192.660(2)(h), Legal Consultations)**

**6:00 pm City Council Work Session**

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

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

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

## 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](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 6, 2026**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:33 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, and Dan Standke. Councilor Doug Scott was absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Legal Intern Keegan Sanchez, IT Director Brad Crawford, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, Human Resources Director Lydia McEvoy, Project Manager Joy Chang, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

**OTHERS PRESENT:** Nick Gross and Phill Worth with Kittleson & Associates and Chief Operations Officer Brady Strutz with Sherwood School District.

**4. TOPICS:**

**1. Elementary School Crossing Assessment Study**

Project Manager Joy Chang introduced Nick Gross and Phill Worth with Kittleson & Associates and Brady Strutz with the Sherwood School District. She stated this was the fourth time discussing the study with the Council and said the study was also presented to the Sherwood Traffic Safety Board in August 2025. Nick Gross provided a presentation (see record, Exhibit A). He reminded the Council that the study originally assessed three elementary schools (Hawks View, Archer Glen, and Ridges) but stated the focus was now Hawks View and Archer Glen with Ridges put on hold due to the moving parts regarding Edy Road. Mr. Gross recapped the work that had been performed to date and the feedback provided. He said the school crossing evaluation and technical analysis began in May 2025 and the findings were based on state and national guidance that was pointing toward the rectangular rapid flashing beacon (RRFB). He noted the feedback received from the Council and the School District was a preference for a signal compared to a RRFB specifically because of the proximity to a school. He said the feedback included a preference for something more than flashing yellow lights with a signal that required the driver to stop on a red indication and a preference to keep the existing signal in front of the School District Office. He stated the feedback also suggested developing a policy for decision making going forward. He said tonight they would provide final and revised recommendations which included maintaining the existing signal in front of the School District Office and advance the signal recommendation with additional operational analysis as part of the design phase. He commented on the enhanced crossing facility comparisons (page 3) to revisit the terminology and common uses. The comparison included the RRFB, the pedestrian hybrid beacon (PHB), and the half signal. He stated the RRFB was commonly used when crossing 2 to 3 travel lanes and typically costs \$50-100K. He

stated the PHB was commonly used when crossing 4 or more travel lanes and typically costs \$400-600K. He said the half signal was not commonly used and typically costs the same as PHB. He discussed the next steps and final recommendations and said the next step was to conclude the planning report with recommendation to advance PHB as part of the future design phase at Hawks View and Archer Glen and once the funding and timelines were confirmed for construction, conduct an operational analysis as part of the design phase to determine signal impacts including in-process traffic, signal progressions, queuing, and safety. Councilor Mays said he would not support spending a dollar on Sherwood Blvd. and said there would be an impact and the traffic already stops on that road, and it would be a waste of money. Mayor Rosener said it becomes traffic versus pedestrian safety and being cognizant of other intersections was important. Discussion followed. Councilor Brouse asked Mr. Gross what the proposed operational analysis would entail. Mr. Gross said they would look at a model of queuing operations and time duration through the corridor. Councilor Brouse agreed on the importance of children's safety and said she would support the operational analysis. Councilor Standke commented on the need at the Archer Glen school crossing and noted the PHB was not an immediate solution due to the high cost. He asked if there were other temporary solutions. City Manager Craig Sheldon asked Brady Strutz if the schools planned on retaining the crossing guards. Mr. Strutz said yes, the schools would continue to assist children. Council President Brouse asked if the Traffic Safety Board supported the recommendation. Ms. Chang said they support the original recommendation of the RRFB and the recommendation for the PHB and said they support creating a policy through the Transportation System Plan (TSP) update to bring closure to the topic. Mayor Rosener asked if the PHB is safer than the RRFB. Mr. Gross said yes, because of the red indicator. Mayor Rosener asked the Council if they would support making PHB the standard in our policy and what were some short term solutions. Council President Young said she would support making PHB the standard. Councilor Giles said he would support but he couldn't divorce it from budget concerns. Mayor Rosener said the issue was whether the PHB should be the standard and if the answer was yes, the City could apply for grant funds. Councilor Giles said he would support making PHB the standard if it would help with grant funding. Councilor Standke said he would support PHB for new school zones, but it may not be the answer for existing school zones which needed immediate solutions. Councilor Brouse agreed with Councilor Standke on the immediate need and said she would support an operation analysis to determine the impact. Councilor Standke commented on the original recommendation for a RRFB at Hawks View and Archer Glen and asked Mr. Gross if that was the standard set for those roads. Mr. Gross said yes, the original study of those roads came up with the recommendation of the RRFB but the feedback they received stated that those signals would not provide enough protection for grade school children. Discussion followed. Mayor Rosener agreed with Councilor Standke that there was an immediate problem. City Manager Craig Sheldon commented that PHB were the gold standard, but he was concerned about the price. He stated the RRFB would be beneficial at Archer Glen today and the goal down the road could be a PHB. Mayor Rosener recapped the discussion and said the consensus was to create a policy for the PHB and a sub policy to deal with immediate issues and look at traffic impacts. Councilor Mays said he does not support the traffic impact studies and said the traffic was busy now and the study was not needed. Mayor Rosener asked Mr. Strutz if he would support the decisions and he said yes and stated the School District was grateful for the support.

Mayor Rosener addressed the next item on the agenda.

## **2. Transportation System Plan (TSP) Performance**

Project Manager Joy Chang introduced Phill Worth with Kittleson & Associates, and he presented a presentation (see record, Exhibit B). He said this was a presentation to help the Council understand what performance measures were, how we as a community need them, and how we use them and in what kind of circumstances. He said they would eventually seek Council approval on the performance measures. He

discussed the draft transportation vision which would be documented in the TSP. He stated they have produced a first draft and shared it with the Citizen Advisory Committee (CAC) and were currently working on a second draft. He commented on the transportation vision and said the discussion included what it was, what it does, and what it accomplished. He discussed what Sherwood was measuring today and said it relied on one performance measure, mobility, to determine the adequacy of public facilities. He said the State of Oregon was mandating local agencies to have two performance measures, one focused on automobiles and one not focused on automobiles. Mayor Rosener stated transit was something we cannot control and reported that TriMet was discussing cutting transportation lines in Sherwood. Mr. Worth noted that the Technical Advisory Committee (TAC) included a representative from TriMet and there would be conversations throughout the TSP process. He referred to page 7 and discussed Sherwood's current performance measures and thresholds and said currently we measure motor vehicle volume-to-capacity ration (v/c) and motor vehicle level of service. He commented on the thresholds that apply to the measures and provided an example of an intersection being at 100% capacity where you experience delays, longer queues, frustrated motorists, and a breakdown in the way the system was functioning. He stated most communities strive to operate below capacity. He referred to page 7 and said volume-to-capacity standard for Metro was 110%, the County and ODOT standard was 99% and the City's standard was 85%. He commented on the motor vehicle level of service threshold and said this showed how an intersection was working or not. He stated if the threshold was not met the intersection was considered deficient and some kind of improvement was needed. He commented on what happened when motor vehicle thresholds were exceeded and explained possible mitigations for roadways and intersections. He said unfortunately there were both intended and unintended outcomes which was part of what was driving the State to create this mandate. He commented on what was missing and said measures for pedestrian and bicycle networks, and to provide a multimodal system and ensure that it meets the needs of travelers, we need performance measures for most or all scales that were relevant to the intended users. He suggested measures that consider network completeness and measures that address pedestrian and bicycle quality of service. He stated that some of the measures that may be proposed could become standards the Council chooses to adopt. He noted that at some point the Council would need to adopt one performance measure that was focused on something other than the automobile. He commented on things to consider when choosing measures and provided cost effective approaches, such as finding data that had already been compiled. Mayor Rosener asked when the TSP was updated last and Mr. Gross said 12 to 13 years ago. Mr. Gross reminded the Council that setting new and additional performance standards was occurring throughout Oregon and stated Clackamas County and the City of Milwaukie were at the same point in the TSP update. He said both agencies were considering the measure of system completeness for the multimodal standard for bicycle and pedestrian. He stated that both agencies were using volume-to-capacity for the motor vehicle standard. He provided examples of packages that the Council may consider in the future on page 18. He asked the Council if they had any questions about the auto or non-auto performance measures and provided a project schedule. City Engineer Jason Waters reported that the City of Beaverton is also updating their TSP, and the progress could be followed on their website. Ms. Chang announced that there would be a winter transportation open house on January 28 from 4:30-7:00 pm.

### **3. Discussion of Contract Review for the City Attorney**

### **4. Discussion of Contract Review for the Municipal Judge**

Mayor Rosener said it was time to review the City Attorney and the Municipal Judge and discussed the process Council wanted to use. Council President Young said the last review of the City Attorney was a 360 with Senior Leadership. She suggested this review be on a smaller scale due to Mr. Adam's deployment. She proposed a team of 2 or 3 council members to meet with Mr. Adams to discuss his contract and put a recommendation forward. She suggested the same team of 2 or 3 meet with Judge Jack Morris as well. She

volunteered her time and asked if anyone else was interested. Councilors Brouse and Standke volunteered their time.

Mayor Rosener adjourned the work session at 6:57 pm.

**REGULAR SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:05 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, Legal Intern Keegan Sanchez, Police Chief Ty Hanlon, IT Director Brad Crawford, Human Resources Director Lydia McEvoy, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.

**4. APPROVAL OF AGENDA:**

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

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

Mayor Rosener addressed the next item on the agenda.

**5. NEW BUSINESS:**

**A. Selection of Council President**

Mayor Rosener explained that it was time to elect a Council President for the new year and asked for nominations. Councilor Young was nominated by Councilor Mays. No other nominations were received. Mayor Rosener called for a vote, and with a 7:0 vote, Councilor Young was elected Council President.

Mayor Rosener addressed the next agenda item.

**6. CONSENT AGENDA:**

- A. Approval of December 2, 2025 City Council Meeting Minutes
- B. Resolution 2026-001, Authorizing an amendment to the Automated Photo Enforcement Agreement with Redflex Traffic Systems, Inc.
- C. Resolution 2026-002, Declaring a City owned property located at 22486 SW Pacific Highway as Surplus Property
- D. Resolution 2026-003, Authorizing the City Manager to sign the Reconnect Program Grant and Security Agreement and Supporting Documents

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

**7. CITIZEN COMMENTS:**

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

**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. Chief Hanlon provided a recap of the services provided over the holidays and thanked his staff for their service.

**9. COUNCIL ANNOUNCEMENTS:**

Councilor Giles reported on the Planning Commission meeting and said they discussed the Old Town Strategic plan and amending the tree code.

Councilor Brouse said the Director of the Chamber of Commerce extended a thank you to Mr. Sheldon and his team for the visitor's sign. She announced that Jamba Juice will open on January 9 at 4 pm, the next Chamber Breakfast was January 14 at the Hampton Inn, the Chamber Golf Tournament was July 13, and Cruisin' was August 8. She reported that the Senior Advisory Board would meet next week. She commented on the Sherwood Wrestling program and thanked the coaches for their service.

Councilor Standke recapped the upcoming Library events. He congratulated the Library for being in City Hall for 20 years and said all the related events were on the city website. He reported that the Annual Puzzle Competition had been paused. He informed that the city has a dedicated website page regarding immigration control enforcement (ICE). Councilor Brouse congratulated the library for the successful New Year's Eve party.

Council President Young reported that the Sherwood Foundation for the Arts would be performing Pippin starting January 23 at the Sherwood Center for the Arts.

Mayor Rosener reported that TriMet would be reducing services in Sherwood and suggested a potential work session on the issue. He announced the State Legislature would have a short session beginning February 3 which would be monitored closely. He reminded the community that there were two ballot measures for Charter amendments to consider in the special election.

**10. ADJOURN**

Mayor Rosener adjourned the meeting at 7:27 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 and Jason Waters, City Engineer  
**Through:** Craig Sheldon, City Manager and Ryan Adams, City Attorney

**SUBJECT:** **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**

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**Issue:** Should the City of Sherwood initiate action with Washington County to transfer jurisdiction of portions of SW Baler Way that are located entirely within Sherwood's city limits?

**Background:** The City of Sherwood and Washington County have identified portions of SW Baler Way that, in the best interest of both agencies, should be transferred to City of Sherwood jurisdiction. These portions of SW Baler Way are located entirely within Sherwood's city limits; the county/city boundary does not bisect the road alignments.

A transfer of jurisdiction is requested so those portions of SW Baler Way located within city limits can be operated and maintained to the same extent the city has over other public streets and alley ways within the city.

Washington County has requested the City of Sherwood initiate the transfer of jurisdiction request by adopting a Resolution as required by ORS 373.270(6).

**Findings:** Portions of SW Baler Way are located within Sherwood's city limits. By passing this Resolution, the Washington County Board of County Commissioners can complete the steps necessary to transfer jurisdiction to the City of Sherwood. Washington County can complete their proceedings approximately two to four months after receipt of the City's Resolution.

**Recommendation:** Staff respectfully requests City Council adoption of 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.



**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**

**WHEREAS**, Oregon Revised Statute (ORS) 373.270(6) provides a mechanism to transfer jurisdiction of County Roads located within a City to a City; and

**WHEREAS**, the City of Sherwood has determined it necessary, expedient and for the best interests of the City to acquire jurisdiction over certain county roads, or part thereof, to the same extent as it has over other public streets within the City; and

**WHEREAS**, portions of SW Baler Way are located within the City, and it is in the best interest of the City to transfer jurisdiction.

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

**Section 1:** The Sherwood City Council hereby requests that the Commissioners of Washington County, Oregon transfer jurisdiction of those County Roads, described and depicted in Exhibits "A" and "B" attached hereto, to the City of Sherwood, Oregon. The said request is to be granted or denied within one year of the date of this Resolution becomes effective.

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

**Duly passed by the City Council this 20<sup>th</sup> day of January 2026.**

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

Attest:

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

**EXHIBIT "A"**  
PAGE 1 OF 1

**1. SW BALER WAY**  
LYING NORTH OF SW TUALATIN-SHERWOOD ROAD

SEE EXHIBIT "B"

All those portions of dedication deed document numbers 2020-123021, 2022-006070, 2023-011096 and 2023-022208 (SW Baler Way) lying northerly of a line being 49.50 feet northerly of, and parallel with, the centerline of SW Tualatin-Sherwood Road (County Road 2912). Said portions lying in the Northwest one-quarter of Section 29, Township 2 South, Range 1 West, W.M.

TRANSFER OF JURISDICTION

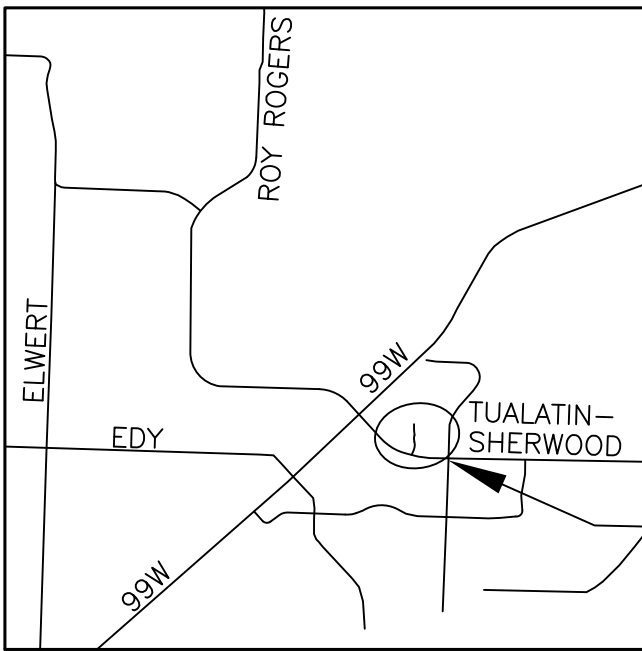
C.R. 3350 T/J

EXHIBIT "B"

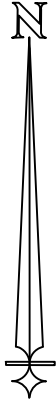
PAGE 1 OF 1

Resolution 2026-004

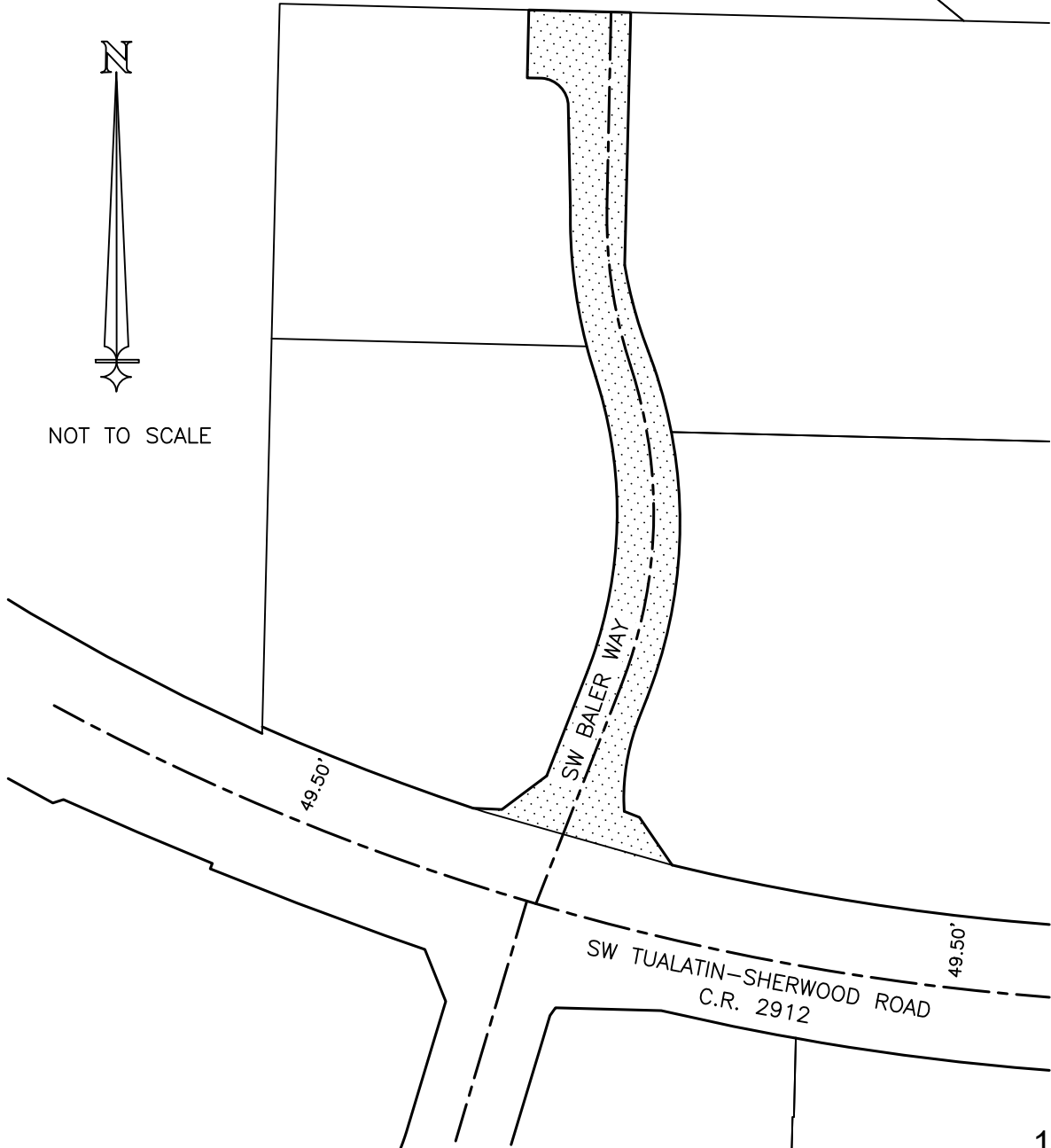
January 20, 2026



VICINITY MAP



NOT TO SCALE



**TO:** Sherwood City Council

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

**SUBJECT:** **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**

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**Issue:** Should the City of Sherwood initiate action with Washington County to transfer jurisdiction of portions of SW Haide Road that are located entirely within Sherwood's city limits?

**Background:** The City of Sherwood and Washington County have identified portions of SW Haide Road that, in the best interest of both agencies, should be transferred to City of Sherwood jurisdiction. These portions of SW Haide Road are located entirely within Sherwood's city limits; the county/city boundary does not bisect the road alignments.

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Washington County has requested the City of Sherwood initiate the transfer of jurisdiction request by adopting a Resolution as required by ORS 373.270(6).

**Findings:** Portions of SW Haide Road are located within Sherwood's city limits. By passing this Resolution, the Washington County Board of County Commissioners can complete the steps necessary to transfer jurisdiction to the City of Sherwood. Washington County can complete their proceedings approximately two to four months after receipt of the City's Resolution.

**Recommendation:** Staff respectfully requests City Council adoption of 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.



**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**

**WHEREAS**, Oregon Revised Statute (ORS) 373.270(6) provides a mechanism to transfer jurisdiction of County Roads located within a City to a City; and

**WHEREAS**, the City of Sherwood has determined it necessary, expedient and in the best interests of the City to acquire jurisdiction over certain county roads, or part thereof, to the same extent as it has over other public streets within the City; and

**WHEREAS**, portions of SW Haide Road are located within the City, and it is in the best interest of the City to transfer jurisdiction.

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

**Section 1:** The Sherwood City Council hereby requests that the Commissioners of Washington County, Oregon transfer jurisdiction of those County Roads, described and depicted in Exhibits "A" and "B" attached hereto, to the City of Sherwood, Oregon. The request is to be granted or denied within one year of the date of this Resolution becomes effective.

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

**Duly passed by the City Council this 20<sup>th</sup> day of January 2026.**

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Tim Rosener, Mayor

Attest:

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Sylvia Murphy, MMC, City Recorder

**EXHIBIT "A"**  
**PAGE 1 OF 1**

- 1. SW HAIDE ROAD**  
FROM SW ELWERT ROAD TO ± 120 FEET EAST OF SW HAIDE ROAD  
(NORTH)

All of that portion of County Road 317 lying between the beginning point of said road and the West boundary of the city limits of Sherwood; said limits being 100.00 feet westerly of the west line of that tract of land described in Deed Document No. 2019-001266, Washington County Deed Records . Said road being situated in the Northeast one-quarter of Section 36, T2S, R2W, W.M.

TRANSFER OF JURISDICTION

C.R. 3367 T/J

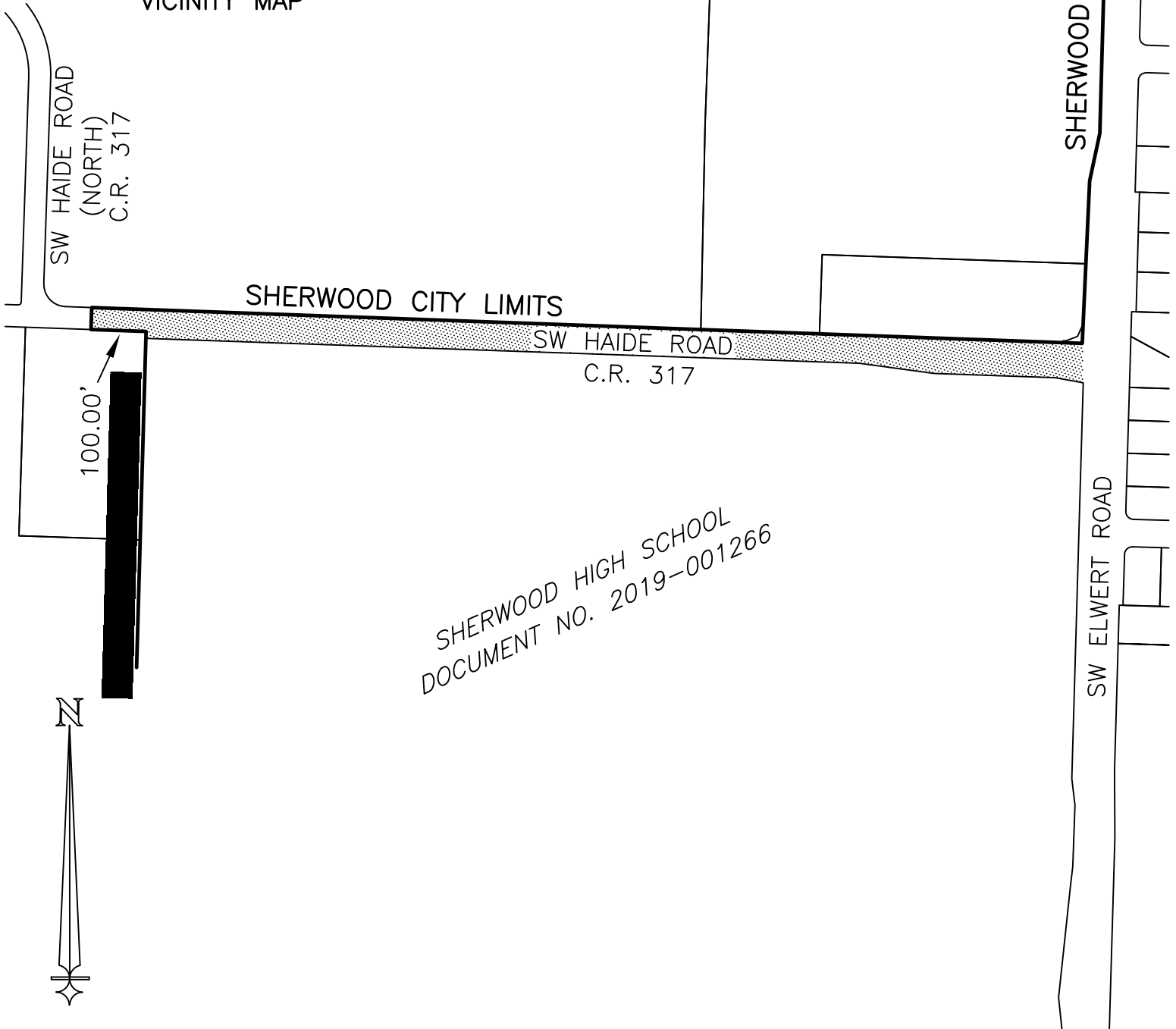
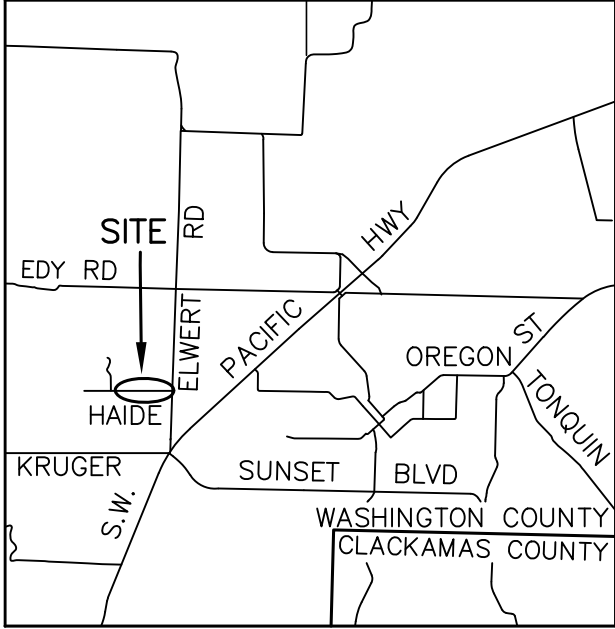
EXHIBIT "B"

PAGE 1 OF 1

SW HAIDE ROAD

Resolution 2026-005

January 20, 2026



NOT TO SCALE



**TO:** Sherwood City Council

**FROM:** Keegan Sanchez, Law Clerk

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

**SUBJECT: Resolution 2026-006, Authorizing City Manager to Amend the Employee Handbook to Add City Provided Food and Beverages as Official Compensation**

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**Issue:**

Shall the City Council authorize the City Manager to amend the employee handbook to include City provided food and beverages as part of the employee's official compensation package.

**Background:**

On May 9, 2025, Oregon Government Ethics Commission issued advisory opinion 25-126A. In doing so the Commission advised that city provided meals would constitute an ethics violation if consumed by public officials unless fully open to the public. The effect of this advisory opinion would be that if the city provided food or beverages at city sponsored events such as meetings, recognitions, celebrations and events no public employee would be able to consume said food and beverages without being in violation of Oregon ethic laws.

The Proposed Amendment would modify Section II Classification and Compensation of the Employee Handbook. The City Manager is authorized to make such minor and reasonable administrative modifications to the Employee Handbook as the City Manager deems necessary for the efficient administration of City personnel matters, including but not limited to updates required by law, corrections of typographical or scrivener's errors, and non-material clarifications, provided that no such modification shall constitute a substantive change to any policy or benefit without further action by the City Council. For proposed amendments see Exhibit A to this staff report.

**Financial Impact:**

There are no additional financial impacts as a result of approval of this resolution.

**Recommendation:**

Staff respectfully recommends adoption of Resolution 2026-006, Authorizing City Manager to amend the Employee Handbook to add City provided food and beverages as official compensation.

## O. City Provided Food and Beverages

Covered Individuals: This policy applies for all employees serving the City.

Policy: As part of their official compensation package, as that term is used under ORS 244.040(2)(a), employees may receive the following from the City:

- (1) Food, beverages, and other related items provided by the City including any of their relatives or household members who are accompanying them during a Sherwood-related event such as, but not limited to meetings, team building activities, potlucks, volunteer appreciation lunches, retirement parties, retreats, and conferences.
- (2) Items with the City's logo provided to them in their role as an employee such as clothing, water bottles, pens, paper, etc.
- (3) This policy does not apply to:
  - a. Food, lodging, transportation, and other related costs reimbursed by the City and covered under existing City reimbursement policies.
  - b. Food, beverages, and other related items provided by the City to the employee that are also available to the public at large.
  - c. Items that are considered "gifts" under ORS 244.020(7)
- (4) Compensation provided as part of an official compensation package may be subject to income tax per the IRS rules on taxable fringe benefits. Provided food and beverages are not intended to be taxable fringe benefits.

Meals provided by a third party to an employee performing City's related business, are not considered part of the official compensation package and should be analyzed under ORS 244.



**RESOLUTION 2026-006**

**AUTHORIZING CITY MANAGER TO AMEND THE EMPLOYEE HANDBOOK TO ADD CITY PROVIDED FOOD AND BEVERAGES AS OFFICIAL COMPENSATION**

**WHEREAS**, Oregon Government Ethics Commission issued advisory opinion 25-126A on May 9<sup>th</sup>, 2025; and

**WHEREAS**, this advisory opinion precludes the City of Sherwood from providing food or beverages to its employees; and

**WHEREAS**, from time to time the City of Sherwood offers food and beverages to its employees as part of necessary work functions; and

**WHEREAS**, amending the employee handbook to include a new section providing food and beverages as official compensation allows the City of Sherwood to remain in compliance with Oregon ethics laws.

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

**Section 1.** The City Council hereby authorizes the City Manager to amend the employee handbook to add city provided food and beverages as official compensation.

**Section 2.** Section II Classification and Compensation of the Employee Handbook shall be amended to read:

**O. City Provided Food and Beverages**

Covered Individuals: This policy applies for all employees serving the City.

Policy: As part of their official compensation package, as that term is used under ORS 244.040(2)(a), employees may receive the following from the City:

- (1) Food, beverages, and other related items provided by the City including any of their relatives or household members who are accompanying them during a Sherwood-related event such as, but not limited to meetings, team building activities, potlucks, volunteer appreciation lunches, retirement parties, retreats, and conferences.
- (2) Items with the City's logo provided to them in their role as an employee such as clothing, water bottles, pens, paper, etc.
- (3) This policy does not apply to:
  - a. Food, lodging, transportation, and other related costs reimbursed by the City and covered under existing City reimbursement policies.

- b. Food, beverages, and other related items provided by the City to the employee that are also available to the public at large.
  - c. Items that are considered “gifts” under ORS 244.020(7)
- (4) Compensation provided as part of an official compensation package may be subject to income tax per the IRS rules on taxable fringe benefits. Provided food and beverages are not intended to be taxable fringe benefits.

Meals provided by a third party to an employee performing City’s related business, are not considered part of the official compensation package and should be analyzed under ORS 244.

**Section 3.** The City Manager is authorized to make such minor and reasonable administrative modifications to the Employee Handbook as the City Manager deems necessary for the efficient administration of City personnel matters, including but not limited to updates required by law, corrections of typographical or scrivener's errors, and non-material clarifications, provided that no such modification shall constitute a substantive change to any policy or benefit without further action by the City Council.

**Section 4.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 20<sup>th</sup> day of January, 2026.**

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

Attest:

\_\_\_\_\_  
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 first 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, ~~a~~ 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	_____	_____

## Clean Version of Proposed Amendments to Title 15 Buildings and Construction

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

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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.

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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.

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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.

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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.

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