



Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
April 21, 2026

WORK SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:32 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Doug Scott, and Dan Standke. (Councilor Renee Brouse was absent).
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, City Attorney Ryan Adams, Police Chief Ty Hanlon, Police Captain Corey Jentzsch, Public Works Director Rich Sattler, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, Finance Director David Bodway, HR Director Lydia McEvoy, Planning Manager Sean Conrad, Planning Associate Hugo Agosto, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Sherwood Chamber of Commerce Executive Director Dave Murray, President and Chairman Chris McLaughlin, Secretary Rachel King, and Treasurer Kyle Green.

4. TOPICS:

Sherwood Chamber of Commerce Update

City Manager Craig Sheldon introduced Sherwood Chamber of Commerce Executive Director Dave Murray and asked him to introduce his executive board and provide a brief update on the upcoming year. Mr. Murray introduced President and Chairman Chris McLaughlin, Secretary Rachel King, and Treasurer Kyle Green. Mr. Murray provided a presentation (see record, Exhibit A), a handout titled Management and Information Report (see record, Exhibit B), Membership Analysis as of February 23, 2026 (see record, Exhibit C), and Organizational Value (see record, Exhibit D). He presented both the current conditions and future insights into the operations of the Chamber. He thanked the city for their ongoing partnership and continued dialogue. The Council thanked the Chamber for the presentation and agreed to another future work session for updates.

Mayor Rosener addressed the next item on the agenda.

Police Safety Fee (Commercial)

City Manager Sheldon explained that the information provided previously to the Council had been updated. He noted the purpose of the presentation was to get direction from the Council. Finance Director David Bodway provided a presentation (see record, Exhibit E) and asked Police Chief Ty Hanlon to address the patrol staffing needs discussion from the previous City Council work session on April 4, 2026. Chief Hanlon

stated the immediate ask was for 4 officers to allow 4 officers per shift. He discussed the annual cost impact for 4 new officers, approximately \$220,000 per officer, which included the officer cost and the additional technology and equipment needed. He said the overall cost over 5 years was \$5.92M and recapped potential funding strategies. Mr. Bodway explained how an Equivalent Service Unit (ESU) could be used to calculate a Police Safety Fee. He said an ESU was a standard measurement used by cities to calculate stormwater utility fees and one ESU represented the average amount of impervious surface found on a typical single-family residential property in the city, which equated to 2,640 square feet. He noted ESUs were already calculated in the city's system and using ESU's made billing fair and consistent. He provided ESU fee examples which separated nonretail from retail. Councilor Scott noted that the PowerPoint slide on page 5 incorrectly titled the table on the left as "Summary Non Large Retail" and should be "Summary Non Retail". Mr. Bodway stated that it would be corrected. Council President Young asked if the Sherwood School District (SSD) was included in the calculation for schools. Mr. Sheldon said no and explained that the SSD currently paid toward the School Resource Officers (SROs). Mayor Rosener asked for a breakdown of how many businesses were in each category. Mr. Bodway said he would provide that information. He provided examples of other cities regarding public safety fees. He provided a recommendation for potential commercial ESU charges per month for a total collection of \$684,957 to be used for 2 officers, equipment, technology and a vehicle. He asked if this was something the Council would consider further. Discussion followed. The Council provided direction to continue to pursue a potential public safety fee using ESUs on commercial properties, including graduated fees and additional data on category breakdowns. Mr. Sheldon thanked the Council for their direction. Council President Young asked about a potential public safety levy discussion and Mr. Sheldon said that discussion was needed if the Council was considering a levy in 2027.

Mayor Rosener addressed the next item on the agenda.

Review Tree Code

Community Development Director Eric Rutledge, Planning Manager Sean Conrad, and Planning Associate Hugo Agosto provided a memorandum and presentation on a potential tree code update (see record, Exhibit F). Mr. Rutledge said amending the tree code was part of the 2025-2027 Council Goals and stated HB 2138, which was effective July 17, 2025, required tree removal codes to be clear and objective when related to the development of housing. He said if the Council chooses, there could be an opportunity to update the City's tree code to achieve local priorities while also complying with the requirements of HB 2138. He stated the purpose of this work session was to discuss the scope of work for a potential tree code update. He discussed the current code in terms of development review and said the code allows trees to be removed "to accommodate the development including buildings, parking, walkways, grading, etc." He noted the code does allow the city to require preservation of specific trees or woodlands in specific cases regarding wetland, floodplain, soil stability, windfall, incompatible land uses, size, historic association, and wildlife preservation. Mr. Agosto said new developments were required to meet the minimum tree canopy standards and residential development was required to provide 40% tree canopy over site at maturity and commercial development was required to provide 30% tree canopy over site at maturity and existing trees preserved counted as double canopy credit. He said outside development review, residential properties may remove up to five trees or 10% of trees on property without a permit or replacement. He stated removal exceeding five trees or 10% required a permit and replacement of half of the trees removed. He commented regarding on street trees and said they could be removed for various reasons and exceptions to not replant were issued only if replacement would result in ongoing damage to public or private utilities that cannot be prevented through reasonable maintenance. He stated that there had been an increase in requests for street tree replacement exemptions. Mr. Rutledge asked for direction from the Council to begin a tree code update, to identify priorities, and asked if staff should complete an audit and recommend changes to comply with the

clear and objective standard requirements, should the standards be different for residential and employment land, and what key stakeholders should be engaged if a tree code update was pursued. Discussion followed regarding potential volunteer opportunities in cataloging trees. Mr. Rutledge recommended beginning with auditing the existing tree code and providing alternatives solely for residential clear and objective standards instead of an entire tree code update. The Council consensus was to move forward with Mr. Rutledge's recommendation at this time.

Mayor Rosener adjourned the work session at 7:01 pm.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:12 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Doug Scott, and Dan Standke. (Councilor Renee Brouse was absent).
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, IT Director Brad Crawford, Police Chief Ty Hanlon, Finance Director David Bodway, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, HR Director Lydia McEvoy, Economic Development Manager Erik Adair, Finance Director David Bodway, Planning Manager Sean Conrad, Planning Associate Hugo Agosta, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

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

Mayor Rosener addressed the next item on the agenda.

5. CONSENT AGENDA:

- A. **Approval of April 7, 2026, City Council Meeting Minutes**
- B. **Resolution 2026-019, Authorizing the City Manager to execute a construction contract for the SW 2nd Street and SW Park Street Regional Storm Facility Rehabilitation Project**
- C. **Resolution 2026-020, Authorizing the City Manager to enter into an Intergovernmental Agreement with Washington County for the Recycling Modernization ACT (RMA) Contamination Reduction Program**
- D. **Resolution 2026-021, Authorizing the City Manager to Enter into a Contract with Talbot, Korvola & Warwick, LLP for Municipal Audit Services**

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

6. CITIZEN COMMENTS:

None.

7. PRESENTATION:

A. Proclamation, National Library Week, April 19 – 25, 2026

Mayor Rosener read the proclamation and said Sherwood had a special library and encouraged residents to visit the library and explore the new meeting pod funded by the Sherwood Library Foundation.

B. Proclamation, National Arbor Day, April 24, 2026

Mayor Rosener read the proclamation and noted that Sherwood had been a Tree City since 2005.

Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

8. PUBLIC HEARING:

A. Ordinance 2026-002, Vacating Two Public Right-of-Way Easements over Tax Lot 2S129DC01600

Community Development Director Eric Rutledge noted that this was the second reading of the ordinance and provided a presentation (see record, Exhibit G). He said this was an applicant led petition for right-of-way vacation for two easements identified as carrying public access benefits. He stated the easement was established via a 2007 land use decision for future access to an envisioned industrial park. He said due to recent lot consolidations, clear development, and property ownership patterns, it prompted the request for vacation. He stated these were industrial properties located on Oregon Street. He said the vacation would vacate two overlapping public access easements and establish a reciprocal private access easement and public utility easement. He stated staff recommended approving the right-of-way vacation and proposed replacement easements.

With no questions from the Council, Mayor Rosener opened the public hearing. With no public testimony received, Mayor Rosener closed the public hearing.

Mayor Rosener asked for additional Council questions or a motion.

MOTION: FROM COUNCILOR MAYS TO READ CAPTION AND ADOPT ORDINANCE 2026-002 VACATING TWO PUBLIC RIGHT-OF-WAY EASEMENTS OVER TAX LOT 2S129DC01600. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (COUNCILOR BROUSE WAS ABSENT).

Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

B. Ordinance 2026-003, Amending sections of the Sherwood Zoning and Community Development Code to Conditionally Allow Food Carts Pods within the Light Industrial Zone District

City Attorney Ryan Adams asked each Councilor to disclose any actual or potential conflict of interest, bias or ex parte communications regarding this matter. Councilor Standke said he met with City Planners last Tuesday to discuss various zone areas within the city and stated he could be unbiased with his decision.

Councilor Mays stated his bias was he did not like food carts but said he could be fair on this issue. Councilor Giles said he spoke to the Planning Commission about this issue and the location but stated he could be fair and unbiased. Council President Young disclosed a social media communication where she informed someone that this was a potential zone amendment and not a land use application and said she could be fair and unbiased. Mayor Rosener said he had nothing to disclose, and he could be fair and unbiased. Councilor Scott did not provide comments.

Planning Associate Hugo Agosto noted that this was the second reading of the ordinance and provided a presentation (see record, Exhibit H). He said the proposed amendment would allow Food Cart Pods in Light Industrial (LI) zones as a Conditional Use Permit (CUP). He said the amendment was applicant proposed and would apply to LI zones and must be entirely sited within 550 feet of Tualatin-Sherwood Road. He referred to the applicable criteria associated with the proposed amendment and parcels affected. He said the City Council held its initial public hearing on April 7, 2026.

Councilor Mays asked when the Council adopted the food cart pod code language. Mr. Agosto replied in October 2024.

With no further questions for staff, Mayor Rosener opened the public hearing and asked the applicant to come forward. Brian Varricchione with MacKenzie Engineering came forward on behalf of the applicant ORWA, LLC. City Attorney Adams asked the applicant if he had any objection to any of the Councilor's conflict of interest they had disclosed. Mr. Varricchione replied he had no objections. He said ORWA owns properties on Century Drive and would like to have the opportunity to develop a Food Cart Pod. He said they worked collaboratively with staff to increase options for property owners in the LI zones within 550 feet of Tualatin-Sherwood Road. He commented on the benefits to the community and encouraged the Council to approve the proposed amendments as amended by the Planning Commission.

With no questions for the applicant and no public testimony received, Mayor Rosener closed the public hearing.

Councilor Mays commented that we adopted food cart pod code language over a year and a half ago and still have not received an application. He stated the food cart pod concept was a vast improvement over what was permitted or allowed in the state before. He commented on the new health requirements. He said he was not a fan of food carts or food pods, but he would support this proposal.

Councilor Giles said he supported food carts and would support this proposal.

Councilor Standke commented on the food cart pod code language and said this proposed legislation would not change the original intent but noted this was in an LI zone and he does not want this to become a precedence.

Council President Young agreed that food cart pod code language was well vetted at the time and would eventually provide the city with a nice establishment. She said she supported the legislation.

Mayor Rosener stated that he supported the proposed ordinance and appreciated the robust conversation at the first reading. He stated that limited commercial services in the industrial zones were acceptable because employees needed places to eat, etc. He stated this was a reasonable expansion to the food cart code and allowed more opportunities.

Councilor Scott said he was a proponent of food carts, and this proposed ordinance would extend the number of landowners and locations where this use would be allowed. He noted this location made sense. He asked to make a motion.

MOTION: FROM COUNCILOR SCOTT TO READ CAPTION AND ADOPT ORDINANCE 2026-003 AMENDING SECTIONS OF THE SHERWOOD ZONING AND COMMUNITY DEVELOPMENT CODE TO CONDITIONALLY ALLOW FOOD CART PODS WITHIN THE LIGHT INDUSTRIAL ZONE DISTRICT. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (COUNCILOR BROUSE WAS ABSENT).

Mayor Rosener addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Sheldon stated the Volunteer Appreciation banquet was scheduled for Wednesday, April 29 at 6 pm and would be held at the Sherwood Arts Center.

10. COUNCIL ANNOUNCEMENTS:

Councilor Giles reported the April 28 Planning Commission meeting was cancelled.

Councilor Mays reported that he attended the Cultural Arts Commission meeting and provided a brief recap. He stated he could not attend the Volunteer Appreciation banquet and thanked all the volunteers.

Councilor Scott reported that he attended the Parks Board meeting and said the discussion included Murdock Park recommendations.

Councilor Standke reported that he attended the Traffic Safety Board meeting and provided a brief recap and said the next meeting was cancelled due to a lack of complaints submitted to the board for review. He said he attended a social justice event, as a citizen, last week at St. Anthony's and said he would request a conversation with the Council in the future.

Council President Young commented on the State of the City Address and thanked the staff for their efforts. She reported that she attended her first Sherwood Chamber of Commerce meeting as the Council Liaison. She stated that she attended a memorial for Tess Kies and said she would be missed in the community.

Mayor Rosener reported on his recent trip to Washington DC to lobby for funding and said he was optimistic about receiving funding for the downtown sewer project. He reported that Metro just released their proposals for increasing our garbage rates and removing some subsidies and said the region would have discussions with Metro. He said he was attending the League of Oregon Cities (LOC) conference tomorrow in Pendleton.

11. ADJOURN TO EXECUTIVE SESSION:


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

EXECUTIVE SESSION


1. CALL TO ORDER: Mayor Rosener called the Executive Session to order at 8:02 pm.

2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Doug Scott, and Dan Standke. (Councilor Renee Brouse was absent).
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, and Community Development Director Eric Rutledge.
4. **TOPICS:**
 - A. **ORS 192.660(2)(e) Real Property Transactions**
5. **ADJOURN:** Mayor Rosener adjourned the executive session at 8:16 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor