



MEETING AGENDA

MEETING TITLE: Parks and Recreation Advisory Board

DATE & TIME: **Monday, February 1, 2021 at 7:00PM**

LOCATION: *Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>*

ATTENDEES

Parks & Recreation Board

Eric Kneifel, Chair
John Clifford, Vice Chair
Brian Amer
Joy Kuczer
Steve Munsterman
Brian Carideo
Donovan Cutsforth
Rodney Lyster
Manny Sanchez

Council Liaison

Russell Griffin, City Councilor

City Staff

Kristen Switzer, Community Services Director
Kelsey Beilstein, Events & Arts Program Coordinator
Jason Waters, P.E., Civil Engineer
Harry Banister, Operation Supervisor

Guests

Lauren Schmidt, MIG

AGENDA

1. Call to Order/Roll Call (Kneifel)
2. Adjustments to the Agenda (Kneifel)
3. Approval of Minutes (Kneifel)
4. Introduction of Operation Supervisor, Harry Banister (Switzer)
5. Citizen Comment (Kneifel)
 - a. *Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to CityRecorder@Sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.*
6. Cedar Creek Trail Update (Waters)
7. Parks Master Plan Update (Schmidt)
8. Flooding of pathway at Stella Olsen Park (Switzer)
9. Council Updates (Griffin)
10. Other
11. Adjourn

Upcoming Meetings: Monday, March 1, 2021



Parks & Recreation Board MEETING MINUTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	2.01.2021 7:00 PM
LOCATION	Microsoft Teams/Live on YouTube
FACILITATOR	Eric Kneifel
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Parks & Recreation Board		Council Liaison	
X	Eric Kneifel, Chair	X	Kim Young, City Councilor
-	John Clifford, Vice Chair		
X	Brian Amer		City Staff
X	Steve Munsterman	X	Kristen Switzer, Community Services Director
X	Joy Kuczer	X	Kelsey Beilstein, Program Coordinator
X	Brian Carideo	X	Harry Banister, Operation Supervisor
X	Donovan Cutsforth	X	Jason Waters, Civil Engineer
X	Rodney Lyster	X	Erica Palmer, Planning Manager
X	Manny Sanchez		

MEETING NOTES

1. **Call to Order/Roll Call (Kneifel)**
 - 7:00pm
2. **Adjustments to the Agenda (Kneifel)**
 - None
3. **Approval of Minutes (Kneifel)**

Kneifel moved and Sanchez seconded that the February minutes be approved. All in favor; motion passed.
4. **Citizen Comment (Kneifel)**
 - None
5. **Cedar Creek Trail Update (Waters)**

Waters provided the following update:

 - The bid opening got pushed back to this Thursday, due to a power outage at the bid center and a bid item discrepancy.
 - The results will be posted on the Cedar Creek Trail project page.
 - Once the bids are opened we will have a better grasp on budget implications and a CIP plan update time.
 - It was asked if the bid opening delay will have any effect on the project timeline. Waters stated that there could be some issues with the wildlife and the project could now have a winter completion date. Waters will have a better idea once a contractor has signed on.

6. Parks Master Plan Update (Palmer)

Palmer presented the following edits that the Planning Commission had for the Parks Master Plan:

- Revise executive summary to provide information on how the document is used and where to find information.
- Revisit the project list table in the executive summary to make it more reader friendly (maybe just list, short, medium, long-term projects). Amend the header to potential project list.
- Add clarity to the engagement section, that public engagement activities occurred pre-COVID.
- Add clarity about what kind of lighting is appropriate in parks. Not all lighting is incompatible and can provide safety benefits.
- Add clarification to 10-minute walk map. The model indicates it is a 10 minute walk, but some areas lack sidewalks and long cul-de-sacs probably make certain areas longer than a 10 minute walk.
- General edits in appendices section – no substantive edits.

1. Flooding of Pathway at Stella Olsen Park (Switzer)

Switzer stated that staff is looking into options to prevent flooding at Stella Olsen, but consideration needs to be given to the cost benefit ratio given that it is just a few weeks out of the year that the path is flooded.

- To prevent flooding the path would need to be relocated to higher ground or the current path would need to be built up. Banister is looking into cost estimates in the next couple weeks.
- Some additional drainage was installed a few years ago, but that will only do so much and it deteriorates over time.
- The current path is located below water level.
- Banister suggested a lower cost option of installing signage to warn park users of the flooded path ahead.
- It was asked if there are plans to relocate the path in the Stella Olsen Master Plan. Switzer stated that there are not, the only additional projects left on the Master Plan is to create terrace seating up above and to create a backstage area below.
- It was asked if a retaining wall could be installed. Switzer stated that because the park is in a wetland area, there are many regulations in place for what can be constructed.
- Switzer added that it again, it comes back to comparing the cost and benefit ratio.
- Switzer stated that there is no additional risk to the City by having the pathway open at this point; the city is covered by recreational immunity if someone was to slip.
- It was suggested to construct stairs that go up the hill. A concern was raised that any additional paths that are constructed would need to be ADA accessible. Banister confirmed that it would be to be ADA accessible and grading would need to be done to create switchbacks.
- Switzer will come back to the Board with more information once staff receives it.

2. Council Updates (Griffin)

Griffin provided the following Council updates:

- Council had a work session on urban renewal areas and the City is in the process of creating two new urban renewal districts. This is a way for the City to take advantage of taxation districts.
- Council passed a resolution for the City Manager to execute a contract for a consultant to help reevaluate Sherwood West. The City has a grant from METRO to help fund the project.

- Council approved a planned urban development community called Denali Summit.
- Tomorrow night Council will be renewing the towing IGA with the County and there will be a sign code work session.
- The Mayor has approved all of the delegation assignments to the Council members for boards and commissions.
- Council will be getting together to discuss their 2021 Council goals on February 20 at the Center for the Arts.
- On February 16 the Public Works Director and the Chief of Police will be coming to update Council on the City's emergency plan, there will be a joint work session with the Planning Commission to talk about Brookman area, and the Mayor wants to discuss pedestrian crosswalks in Sherwood.
- It was asked when the Library might open again. Switzer explained that the Library has a plan in place for a phased re-opening, but there is no date at this time.

3. Other

4. Adjourn

- 8:05pm

Sherwood Parks and Recreation Master Plan

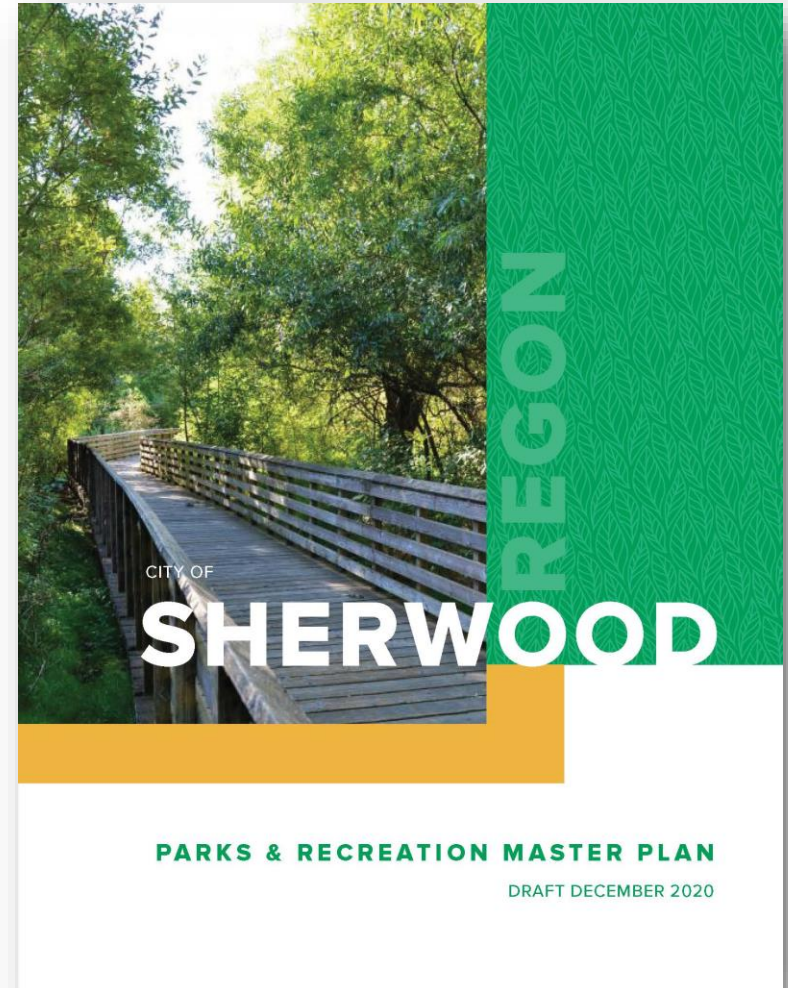


**PARKS AND RECREATION ADVISORY BOARD
FEBRUARY 1, 2021**

JANUARY PRMP

Incorporates feedback:

- PRAB review
- Planning Commission review
- City Council review
- Staff review



UPDATES TO THE PRMP SINCE DECEMBER MEETING

A FEW MORE TRAILS ADDITIONS

- Figure 6 updates: Existing Trails
- Figure 8: Addition of TSP buildout map
- Addition of undercrossing to project list

UPDATED PROJECT LIST

TABLE 1: RECOMMENDED IMPROVEMENTS

	Project Type				Enhanced Facilities and Amenities					Planning Level Cost	Additional Notes
	Landscape Conversion	Enhancement	Major Enhancement	New Development	Park Master Plan	Restroom	Play Area Enhancement (small)	Play Area Enhancement (large)	Court Addition		
Existing Parks											
Atley Estates	*	*					*			\$403,000	
Cannery Square		*								\$42,000	
Cinnamon Hills Park	*						*			\$277,000	
Lady Fern Park	*	*					*			\$382,000	
Langer Park	*		*		*	*		*		\$1,724,000	This project is dependent on the outcome of discussions with the Sherwood Village HOA.
Murdock Park	*		*		*	*		*	*	\$2,246,000	
Oregon Trail Park	*	*					*			\$306,000	
Pioneer Park	*		*		*	*		*	*	\$1,504,000	
Rudy Olsen Gas Pump Park										\$ -	Rudy Olsen Gas Pump Park is located within the ROW.
Sherwood Skate Park										\$ -	Sherwood Skate Park Opened in 2019.
Snyder Park	*		*		*			*		\$1,649,000	
Stella Olsen Memorial Park	*		*		*			*		\$2,300,000	
Veterans' Park	*	*			*					\$218,000	
Woodhaven Park	*	*						*		\$1,740,000	
Natural Areas											
Natural Area Management	*									\$150,000	This is a budget allowance for natural area management activities, assuming \$15,000 budgeted per year for 10 years.
Existing Recreation Facilities											
Marjorie Stewart Senior Community Center Expansion	*		*							\$6,300,000	This renovation and expansion would increase the Senior Center from 12,000 sf to approximately 20,000 sf at the current site.



	Project Type				Enhanced Facilities and Amenities					Planning Level Cost	Additional Notes
	Landscape Conversion	Enhancement	Major Enhancement	New Development	Park Master Plan	Restroom	Play Area Enhancement (small)	Play Area Enhancement (large)	Court Addition		
Sherwood Center for the Arts										\$900,000	Add office space and additional back stage area (approximately 1,500 sf).
YMCA (City of Sherwood-owned Building)			*							\$30,000,000	City of Sherwood capital project contributions are determined by the agreement with the YMCA.
<i>New Parks and Facilities</i>											
Brookman Concept Area Parks				*	*					\$6,375,000	This cost is for park development and does not include land acquisition, and assumes one master plan that addresses all three sites.
Sherwood West Concept Area Park Development				*						\$12,600,000	This assumes development of a 15-acre community park and two 3-acre neighborhood parks.
Sherwood West Concept Area Park Land Acquisition				*						\$12,750,000	Includes land for 30-acre sports complex, 15-acre community park, and 6 acres for neighborhood parks.
Sherwood Fieldhouse Replacement				*	*					\$7,500,000	This accounts for development of a 25,000 sf field house, allowing \$300 per sf and including parking. It does not include land acquisition costs.
10-Minute Walk Park Improvements				*						\$1,500,000	This allows \$250,000 per site for improvements at six locations to fill gaps in 10-minute walk access. The allowance would fund features like seating areas, play areas, and other amenities at suitable locations.
Trail Network Expansion/Improvement				*						\$1,500,000	This assumes an allocation of \$150,000 per year for 10 years.
Sports Complex				*	*					\$11,400,000	This cost is based on the development of a six field rectangular (soccer/lacrosse) field complex and does not include land acquisition.
Pump Track				*						\$350,000	Would be added to a park.
Dog Park				*						\$150,000	Would be added to a park.
Universally Accessible Destination Play Area				*						\$1,750,000	Would be added to a park.
Splash Pad				*						\$500,000	Would be added to a park.
Festival Plaza				*						\$550,000	This assumes paving and planting using a system like Silva Cell and site-specific art.
Pedestrian Undercrossing				*						\$6,412,057	Included in the 5-Year CIP Plan and TSP.
Pedestrian and Bike Bridge				*						\$12,000,000	Cost estimate and project included in TSP.
Public Art										\$250,000	Integrated into existing public spaces. Assumes 5 permanently installed site-specific art pieces.
Total										\$125,728,057	



NEXT STEPS

NEXT STEPS

- PRAB Action
- Planning Commission
- City Council Review/Adoption



Sherwood Parks and Recreation Master Plan



THANK YOU!

1. **Inside the cover:** Replace page 2 (large logo) with page 4 ('Sherwood Parks and Recreation Master Plan' with small city logo). This will correct the pixilation of the logo on page 2 and broken up page spreads (two page spreads for each chapters and maps/graphs) throughout the document.
2. **Page 9:** Move the 'Sherwood Field House' bullet to the top of the next column
3. **Figure 3 (page 11) and Figure 6 (page 17):** The legend text needs to be the same size and all the lines need to be the same size/pt.
4. **Figure 6 (page 17)**
 - a. Within the document there is an extra line that needs to be deleted between 'Railroad' and 'Mayor Streets'. The file that is JUST Figure 6 does not have this extra line.
 - b. In the title, because OFFSTREET comes before a noun, it should be hyphenated.
 - c. The title of this map should be EXISTING AND PLANNED.
 - d. Cedar Creek Trail Phase 2 needs to be added.
 - e. The Ice Age Tonquin Trail and the Oregon Street connection are mentioned on page 19 in the plan, so they should also be added to the map.
 - f. The legend indicates that Tualatin will be the color of grey on the map, but it is not. It IS grey on Figure 3; they need to match.
 - g. Label 124th. It is right on the edge of the map, but is a major road that should be labeled.
5. **Figure 8:** It appears to be an image of one map inserted into another. At the bottom of the city limit box streets, street names, and the city limit boarder are all cut off.
6. **Figure 8:** in the legend it indicated that there is a 'Old Town Sherwood Overlay' but it is not shaded on the map.
7. **Figure 9:** 'Stella Olsen' and 'Snyder Park' are hard to read. The names need to be put to the side or outlined in white like in Figure 3.
8. **Recommended Improvements, TIER 1 through TIER 3, Pages 51-63:** All of the maps are impossible to read because they are so small. Maybe zoom into the park that is being discussed rather than the entire map.
9. **Page 68, Sports Field Complex, top paragraph:** In the text on the page, it mentions planning for 3 fields (more if site is large enough), but in Figure 1, the Executive Summary, the Sports Complex line item mentions 6 fields. Its seems these should be more in synch with each other.