



MEETING AGENDA

MEETING TITLE: Parks and Recreation Advisory Board

DATE & TIME: **Monday, February 7, 2022, 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

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

Council Liaison

Russell Griffin, City Councilor

City Staff

Kristen Switzer, Community Services Director
Julia Hajduk, Community Development Director
Erika Palmer, Planning Manager
Tammy Steffens, Volunteer Coordinator
Jason Waters, P.E., Civil Engineer
Harry Banister, Operation Supervisor

AGENDA

1. Call to Order/Roll Call (Amer)
2. Adjustments to the Agenda (Amer)
3. Approval of Minutes (Amer)
4. Citizen Comment (Amer)

Oregon Law typically requires the City to permit any person to appear in person to ask questions or comment on public hearing matters. However, due to COVID-19 restrictions, persons interested in participating may provide written comments at least 24 hours in advance of a City Council meeting by either emailing steffenst@Sherwoodoregon.gov or calling 503-625-4213 at least 24 hours in advance of a meeting. An email submitted must clearly state that it is intended as a general Citizen Comment.

In addition, the City Council will accept comments during the public meeting via phone. During the live meeting, community comments on non-agenda items can be provided by calling into the meeting. To participate via phone, please email steffenst@Sherwoodoregon.gov, 503-625-4213 by 5:00 PM, 24 hours in advance of the meeting to receive the phone dial-in instructions.

5. System Development Charges (SDC) Presentation & Park Land Discussion (Hajduk/Palmer)
6. Cedar Creek Trail Update (Waters)
7. Festival Plaza Design Overview (Banister)
8. Parks Maintenance Update (Banister)
9. Council Updates (Griffin)
10. Other
11. Adjourn

Upcoming Meetings: March 7, 2022



Parks & Recreation Board MEETING MINUTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	2.08.2022 7:00 PM
LOCATION	Zoom/Live on YouTube
FACILITATOR	Brian Amer
NOTES TAKEN BY	Tammy Steffens

ATTENDEES

Parks & Recreation Board

- X Brian Amer, Chair
- X John Clifford, Vice Chair
- Steve Munsterman
- X Joy Kuczer
- X Brian Carideo
- X Donovan Cutsforth
- X Rodney Lyster
- X Manny Sanchez
- X David Scheirman

Council Liaison

- X Russell Griffin, City Councilor

City Staff

- X Kristen Switzer, Community Services Director
- X Julia Hajduk, Community Development Director
- X Erika Palmer, Planning Manager
- X Tammy Steffens, Volunteer Coordinator
- X Harry Banister, Operation Supervisor
- X Jason Waters, P.E., Civil Engineer

Guests

- X John Ghilarducci, Principal, FCS Group
- X Doug Gabbard, Project Manager, FCG Group

MEETING NOTES

1. Call to Order/Roll Call (Amer)

- 7:00pm

2. Adjustments to the Agenda (Amer)

- None.

3. Approval of Minutes (Amer)

Amer moved and Scheirman seconded that the January minutes be approved. All in favor; motion passed.

4. Citizen Comment (Amer)

- None

5. System Development Charges (SDC) Presentation & Park Land Discussion (Hajduk/Palmer)

- Presentation by John Ghilarducci, Principal and Doug Gabbard, Project Manager, both of FCS Group. Please see Exhibit A.
- Presentation by Julia Hajduk, Community Development Direction, and Erika Palmer, Planning Manager. Please see Exhibit B.
 - Next Steps – Broker. Switzer informed the board that staff has met with a real estate broker. The broker is reviewing the Parks Master Plan. Staff is

working with this broker to identify potential land. Staff is trying to stay proactive and will send the board updates as information is available.

- Next Steps – Sherwood West. Palmer informed the board that the planning department is re-looking at the 2016 preliminary concept plan for Sherwood West. They are looking at areas for parks and open spaces. The vision for the community is to have a large community park in Sherwood West – a 30-acre park that would house sports fields and other active park uses. The Community Advisory Committee will be meeting February 23 to look at general locations that could accommodate a large park like that. This committee will also be looking at the Greenway Concept that would have a trail system that would connect with other trails around Chicken Creek. Palmer encouraged board members to check out the project webpage at www.SherwoodOregon.gov/SherwoodWest.
- Switzer reminded the board that the development will help build up the SDC fund and it will be an important balancing act to make sure that we don't make too many exceptions and that we're very thoughtful about decisions. Hajduk stated that the new SDC methodology will likely help with that.

6. Cedar Creek Trail Update (Waters)

Waters provided the following Cedar Creek Trail updates. Please see Exhibit C.

- Website will be updated February 8, 2022.
- Project is moving along great. Official completion date is set for Friday, May 27, 2022 with no anticipated delays.
- All tree removal and clearing activities have been completed.
- No more instream work.
- Paving will start when ODOT starts the paving season in late March.
- Signs, lights, security cameras will not be included in the federal funded portion. Staff will review those items as part of the City's budget process to determine what will be earmarked for those things.
- Staff is reviewing risks of this project and evaluating if there are overlapping needs that can be resolved through adjacent regional storm retrofit projects.
- Staff has received calls regarding kids accessing the trail. Waters will talk to the contractor about getting some fencing and other measures to stop that from happening.
- Griffin asked how long the trail was and where it started. Waters answered that the parking lot across from Stella Olsen Memorial Park is the split trailhead. The trail is just under one mile. Griffin asked and Waters answered that there are benches and trash receptacles.

7. Festival Plaza Design Overview (Banister)

Presentation by Harry Banister, Operations Supervisor on the proposed Sherwood Festival Plaza. Please see Exhibit D.

- Banister went over the renderings shown in Exhibit D with the board members.
- Switzer stated that this concept design (Exhibit D) was also presented to the Cultural Arts Commission to discuss artistic elements that could be added to the plaza.
- Switzer stated that staff is hoping to have the project go out for bid just after Robin Hood Festival 2022 with construction starting in the fall and completed in time for Robin Hood Festival 2023.
- Switzer let the board know that staff has been working with representatives from Parks Board, Cultural Arts Commission, Robin Hood Festival Association, and

Cruisin' Sherwood. This concept design will be taken to City Council at the work session on February 15, 2022 and neighborhood meetings shortly after that.

8. Parks Maintenance Update (Banister)

Banister provided the following parks maintenance updates:

- In preparation of spring, the parks department has started:
 - Bark dusting the parks
 - Pressure washing the playgrounds and structures around the parks
 - Inspecting the play structures
 - Park restroom cleanings

Amer reported to Banister that the water fountain at the dog park was clogged. Banister stated that the dog park closed temporarily to have all maintenance done.

Kruczer asked what the schedule was for the lights on the trees in Old Town. Banister reported that they will be coming down the week of February 14, 2022.

9. Council Updates (Griffin)

Griffin provided the following Council updates:

- Council had just held their planning session for next fiscal year to prioritize what project were going to be worked on. He highlighted the following things:
 - Economic development
 - Tonquin Employment Area
 - A cohesive marketing plan for the city
 - Preserving parks and green space
 - Continue growing Sherwood Broadband
 - New Public Works building
 - Livability – Cedar Creek Trails amenities, and identifying funding options for completing Parks Master Plan projects
 - Public Safety
 - Fiscal responsibility – staff will be researching banks to make sure we're getting the best rates and charges/fees
 - Citizen engagement
 - City's website – updating it
 - Mental health and wellness of citizens, staff, and the community
- Russell also gave kudos to staff for everything they do to keep the City such a desirable location.

10. Other

- Amer thanked everyone for the discussion and staff for the informative presentations.

11. Adjourn

- 8:54pm

City of Sherwood Parks and Recreation Advisory Board

SDC Basics

February 7, 2022

John Ghilarducci, Principal
Doug Gabbard, Project
Manager



Key Characteristics of SDCs

- SDCs are one-time charges, not ongoing rates. Paid at the time of development.
- SDCs are available for water, wastewater, stormwater, transportation, and parks.
- SDCs are for capital only, in both their calculation and in their use.
- SDCs include both existing and future (planned) infrastructure cost components.
- SDCs are for “system” facilities, not “local” facilities.



Legal Framework for SDCs

ORS 223.297 - 314, known as *the SDC Act*, provides “a uniform framework for the imposition of system development charges by governmental units” and establishes “that the charges may be used only for capital improvements.”



Legal Framework for SDCs

Relevant Sections of the Oregon Revised Statutes

223.297 Policy

223.299 Definitions for ORS 223.297 to 223.314

223.301 Certain system development charges and methodologies prohibited

223.302 System development charges; use of revenues; review procedures

223.304 Determination of amount of system development charges; methodology; credit

allowed against charge; limitation of action contesting methodology for imposing charge; notification request

223.307 Authorized expenditure of system development charges

223.309 Preparation of plan for capital improvements financed by system development

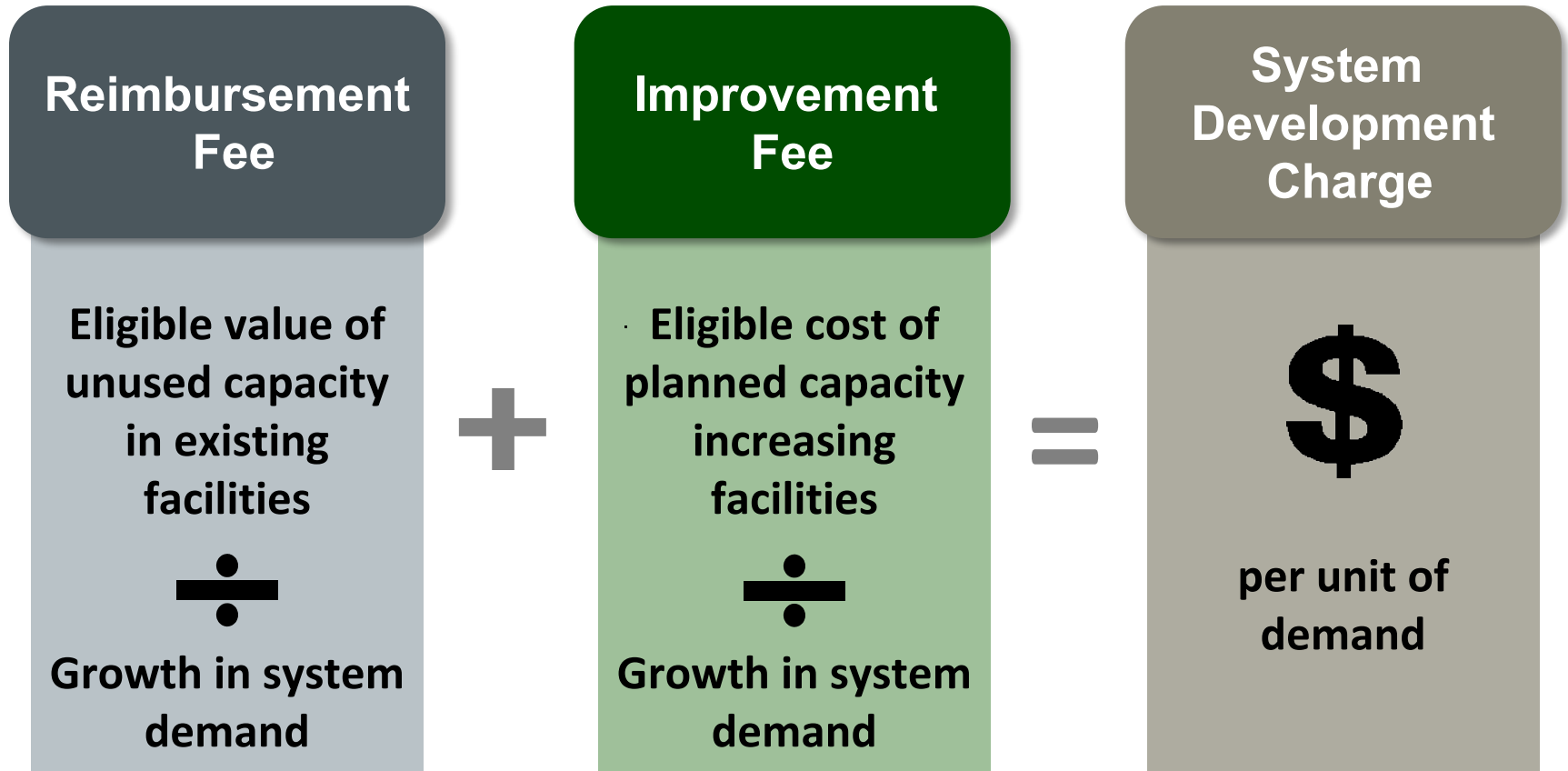
charges; modification

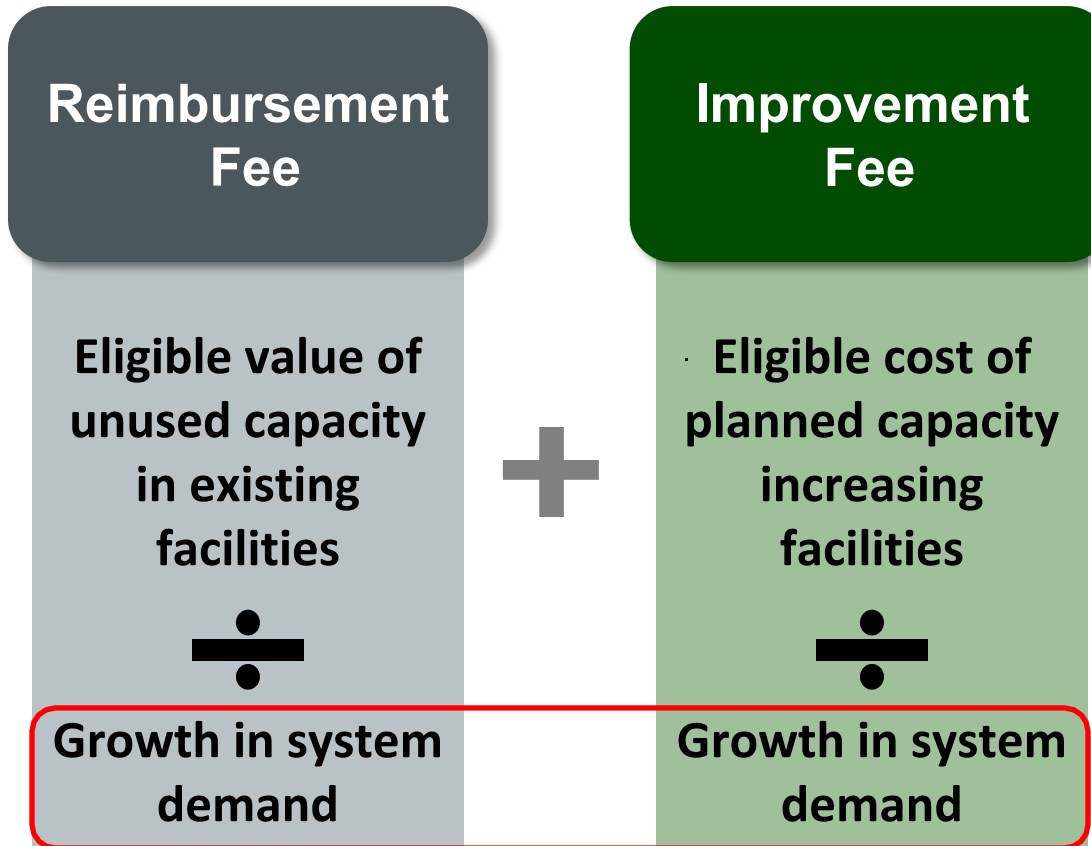
223.311 Deposit of system development charge revenues; annual accounting

223.313 Application of ORS 223.297 to 223.314

223.314 Establishment or modification of system development charge not a land use decision

The SDC Calculation





- **Determine units.**
 - Residents or residential equivalents are often the units in a parks SDC
- **Determine current customer base.**
- **Project customer base into future.**
 - Master plan or other forecast
 - Consistency with project list
- **Future – current = growth**



Reimbursement Fee Cost Basis

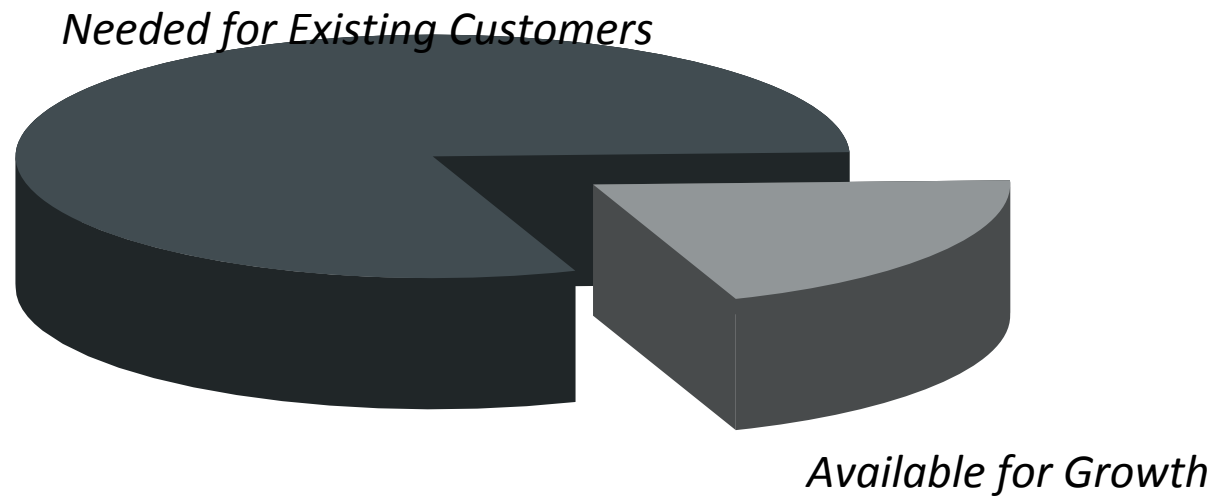
**Reimbursement
Fee**

**Eligible value of
unused capacity
in existing
facilities**



**Growth in system
demand**

Sample Cost of Existing Assets





Reimbursement Fee

- **Does the current system capacity exceed the current demand?**
 - Current system includes construction in process.
- **Determine original cost of facilities (or portion of facilities) that exceed demand.**
- **Reduce cost basis to avoid over-reimbursement.**
 - Principal of outstanding debt
 - Grant-funded assets
- **Divide by growth to determine reimbursement fee per unit of growth.**
- **The payoff: flexibility in spending reimbursement fees**



Improvement Fee Cost Basis

**Improvement
Fee**

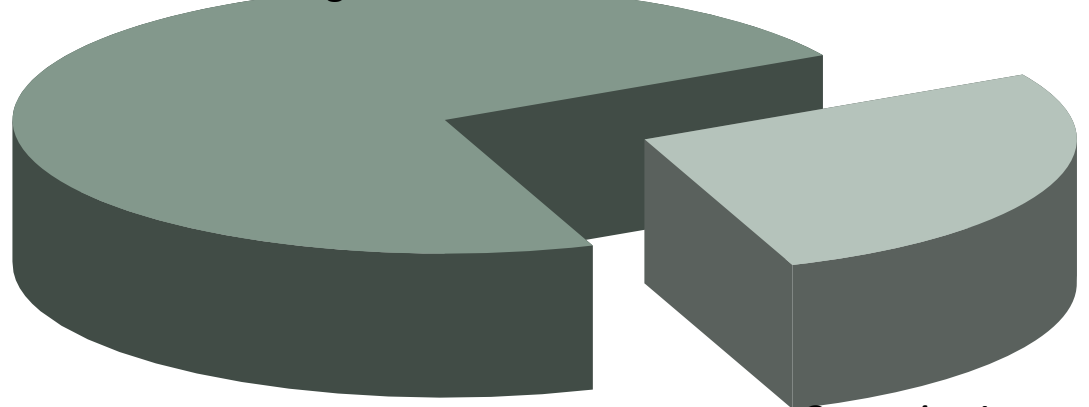
**Eligible cost of
planned capacity
increasing
facilities**



**Growth in system
demand**

Sample Planned Capital Costs

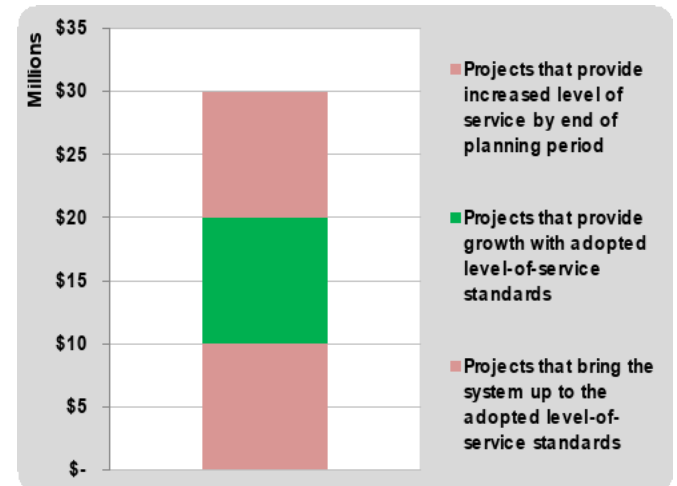
To Serve Existing Customers



Capacity Increasing

Improvement Fee

- **Determine total project costs to your agency.**
 - Do not include costs borne by another agency.
 - Maintain consistency with growth.
- **Determine improvement fee eligibility.**
 - Portion of project's capacity that will be used by new users of the asset during planning period.
 - Improvement fee eligibility is lowered if deficiency exists.
 - By project or by category.
- **Divide by growth to determine improvement fee per unit of growth.**





SDC Credits

Credits against the improvement fee must be provided for the construction of a capital improvement, which is:

- ω Required as a condition of development.**
- ω Identified in an adopted capital facilities plan.**
- ω Is either off-site or, if on-site, is required to provide more capacity than needed by the development in question.**



Current Parks SDC

	Improvement Fee	Administrati on Fee	Total Fee
Single family dwelling	\$8,183.53	\$815.39	\$8,998.93
Multi-family dwelling	\$6,140.58	\$613.34	\$6,753.92
Manufactured home	\$8,764.63	\$1,102.61	\$9,867.24
Non-residential	\$86.00	\$7.57	\$93.57

Thank you!

Questions?

**Doug Gabbard – Project
Manager
(503) 252-3001
DougG@fcsgroup.com**

*****.fcsgroup.com**

Cedar Creek Greenway | City Risks & Projects



- Legend**
- Turbid

Stormwater Inlets

STUMP

Valves

Fiber Conduit

Conduit_Type



Map data provided by METRO and the City of Sherwood. The City of Sherwood's infrastructure records, drawings, and other documents have been gathered over many years, using many different formats and standards. While the data provided is generally believed to be accurate, occasionally it proves to be incorrect, thus its accuracy is not guaranteed.

Edited by: JRM on Date: 3/17/2022

SYSTEM DEVELOPMENT CHARGE (SDC) AND PARK LAND DISCUSSION

Parks Board

February 7, 2022

SDC 101

How do we get parks?

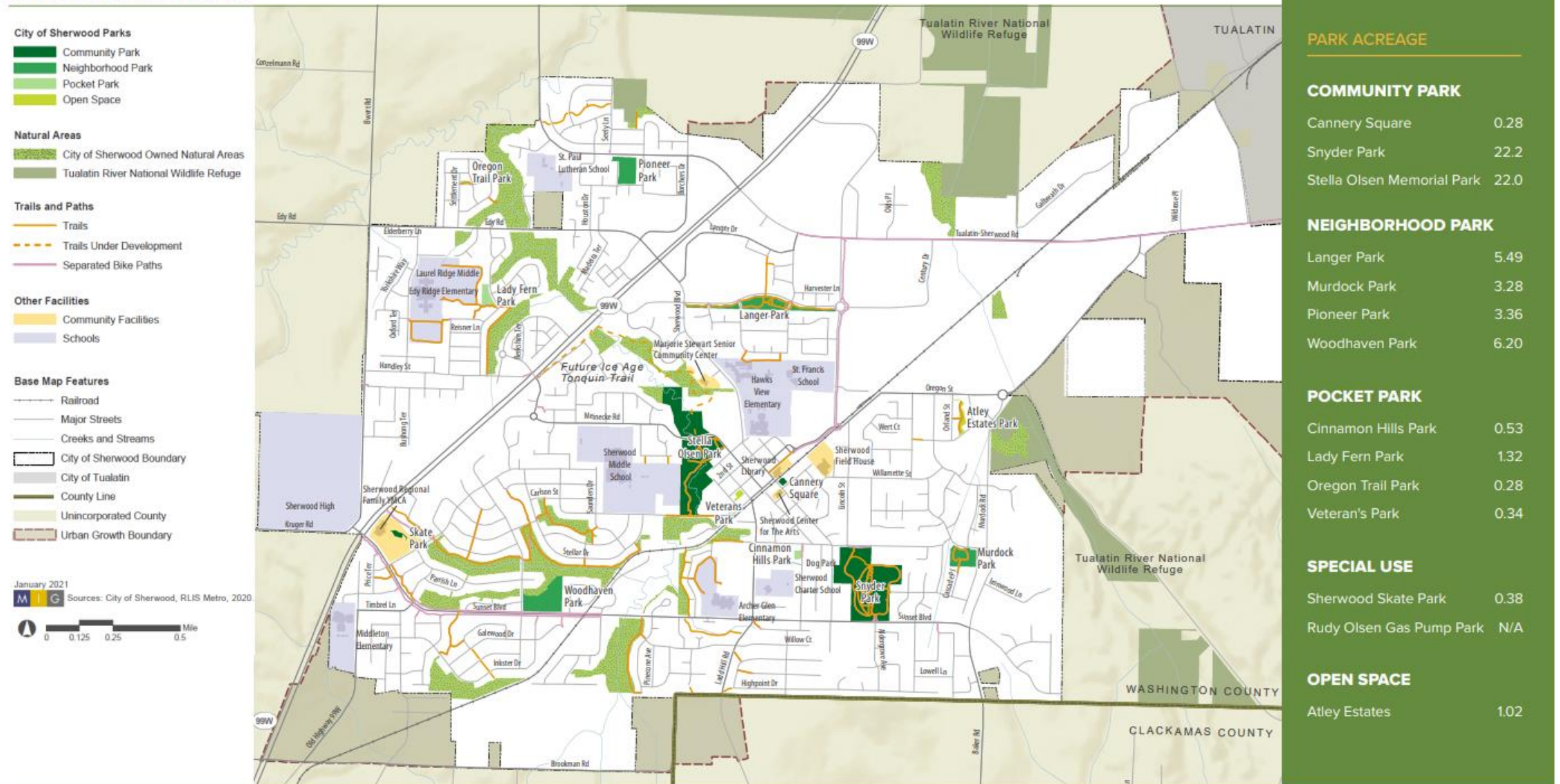
- Through development
 - Development is required to provide 5% open space
 - Open space must include usable areas such as public parks, swimming and wading pools, grass areas for picnics and recreational play, walking paths, and other like space
 - Can be public or private
 - Pay SDC – If they dedicate public park land, it may be SDC creditable, meaning we wouldn't collect the full amount (or any) SDC
- Through Acquisition/purchase using SDC funds
- Through dedication (this is not common)

Public versus Private

- Public parks are open to the public and maintained by the City
- Private parks are owned and maintained by the HOA
 - May be open to the general public, depending on the conditions of the land use
 - Generally, parks and trails in subdivisions will have a public easement requirement

EXISTING PLANNED PARKS

FIGURE 3: CITY OF SHERWOOD PARKS MAP



New Parks and Facilities											
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.
Disc Golf Course				•						\$50,000	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



Brookman Parks and Open Space Concept Level Planning

- Four neighborhood parks totally 8.3 acres
- Nearly all residents will be within a 3-block walk of a local neighborhood park
- Preservation of natural resources areas, flood plains and open spaces of potential wetlands (Goose and Cedar Creeks)

Many of the properties in the middle section, outlined in red below, within the Concept Plan area have annexed into the City for development.

The Concept Plan in this area shows two parks (1 and 2) areas and natural open spaces around creeks and wetlands (3).

Middle Section of Brookman



Middlebrook Subdivision – approved

38 acres

145 residential lots

8.48 acres of parks and open spaces, including trails

1.85 acres is a neighborhood park with a play structure, seating and bbq areas

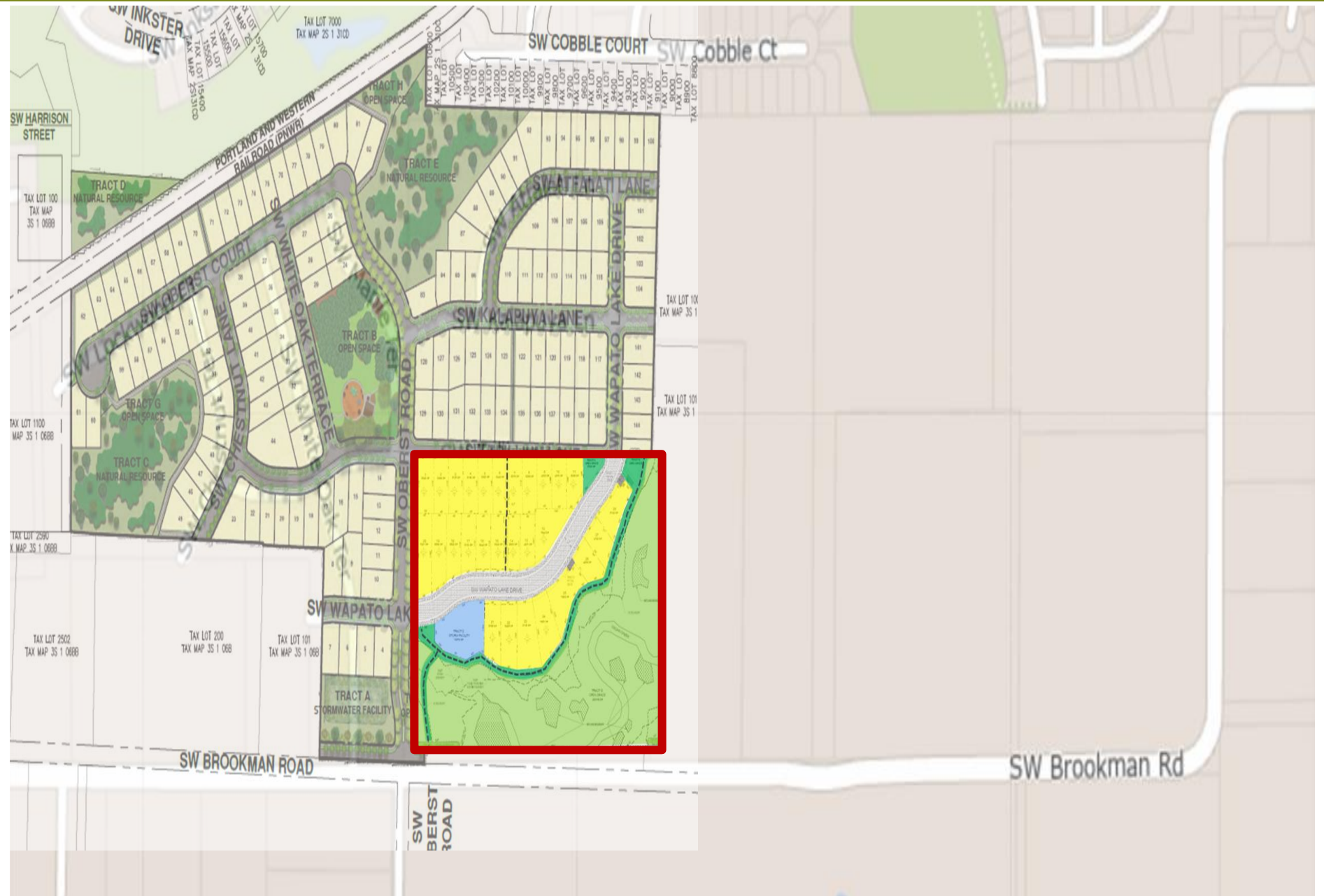


Riverside at Cedar Creek -- approved

10.4 acres

28 residential lots

4.66 acres of active and passive open space and trail areas

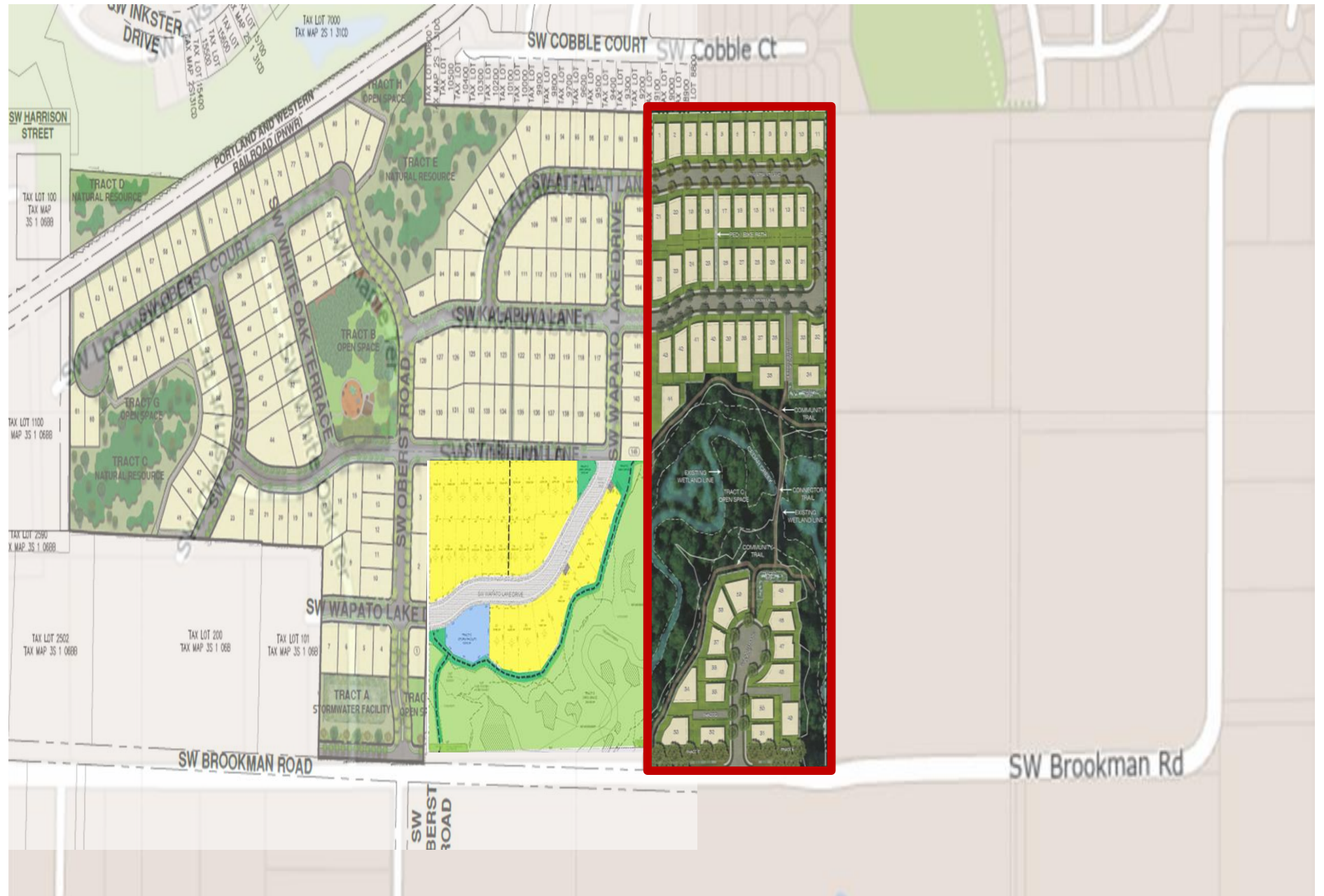


Reserve at Cedar Creek -- approved

15.76 acres

Total of 59 Lots

5.9 acres open space preserved with trail areas

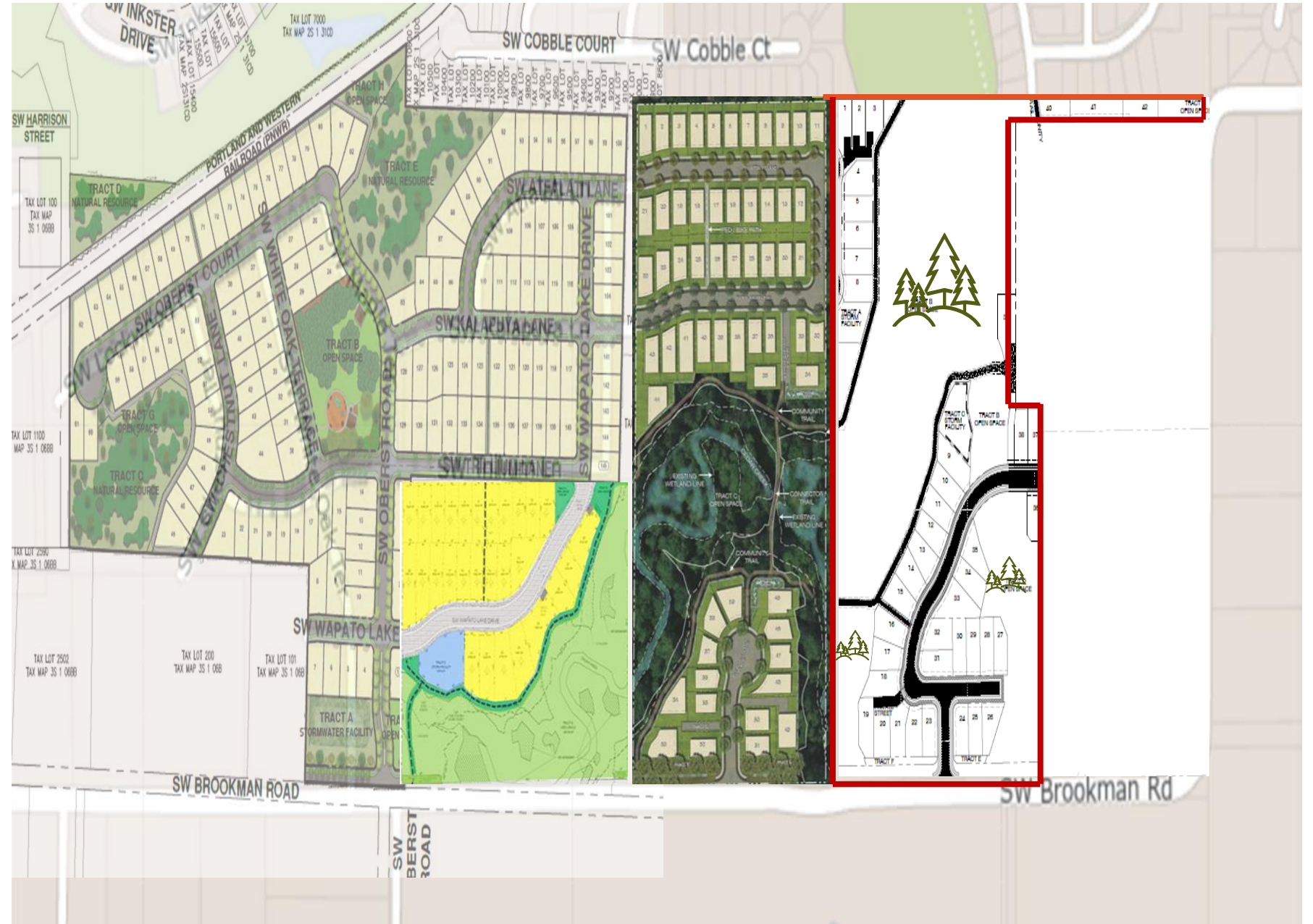


Cedar Creek Gardens – in land use review

20 acres

42 lots

12 acres of open
space



Current parks and open spaces in Brookman (4 subdivisions)

1 community
park

31 acres of
parks and
open space in
Brookman
preserved, or
roughly **38%**
of area
approved for
development



The approved parks, trails, and open space in the Brookman area are required to have public access easements, but the maintenance falls either to the City (stormwater areas) or the Homeowner Associations for each subdivision. One community park in the Middlebrook subdivision is in development – this park will be maintained by the Middlebrook HOA.



Next steps

- Broker
- SDC methodology update
- Maintain 5% open space requirement
- Sherwood West

SHERWOOD FESTIVAL PLAZA

PREFERRED CONCEPT DESIGN

January 20, 2022



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

RENDERED VIEW

lango.hansen

LANDSCAPE ARCHITECTS P.C.



NW PINE ST.

SW 1ST ST.



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

PRELIMINARY SITE PLAN

lango . hansen

LANDSCAPE ARCHITECTS P.C.



NW PINE ST.

SW 1ST ST.



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

PRELIMINARY SITE PLAN



SHERWOOD FESTIVAL PLAZA





CITY OF SHERWOOD

RENDERED VIEW

lango . hansen

LANDSCAPE ARCHITECTS PC



-  Duplex Receptacle in Light Pole
-  Duplex Receptacle in Landscape
-  Power Box
(2) Quad Receptacles
(1) 208V Receptacle
-  Water Connection

SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

POWER AND WATER



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

RENDERED VIEW



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

RENDERED VIEW



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

RENDERED VIEW

lango.hansen

LANDSCAPE ARCHITECTS PC



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

RENDERED VIEW

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LANDSCAPE ARCHITECTS PC



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

RENDERED VIEW

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