



## MEETING AGENDA

MEETING TITLE:	Parks and Recreation Advisory Board
DATE & TIME:	<b>Monday, April 4, 2022, at 7:00PM</b>
LOCATION:	<i>Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <a href="https://www.youtube.com/user/CityofSherwood">https://www.youtube.com/user/CityofSherwood</a></i>

### 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

Renee Brouse, City Councilor

#### City Staff

Kristen Switzer, Community Services Director  
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 meeting by either emailing [steffenst@SherwoodOregon.gov](mailto: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 Parks Board 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](mailto: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. Cedar Creek Trail Update & Ribbon Cutting (Waters)
6. Festival Plaza Update (Switzer)
7. SDC Methodology Update (Switzer)
8. Veterans Memorial Park Concept Plan Review (Switzer)
9. Parks Maintenance (Banister)
10. Council Updates (Brouse)
11. Other
12. Adjourn

**Upcoming Meetings:** May 2, 2022



# Parks & Recreation Board

## MEETING MINUTES

Home of the Tualatin River National Wildlife Refuge

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	4.04.2022 7:00 PM
LOCATION	Zoom/Live on YouTube
FACILITATOR	Brian Amer
NOTES TAKEN BY	Tammy Steffens

### ATTENDEES

<b>Parks &amp; Recreation Board</b>		<b>Council Liaison</b>	
<input checked="" type="checkbox"/>	Brian Amer, Chair	<input checked="" type="checkbox"/>	Renee Brouse, City Councilor
<input checked="" type="checkbox"/>	John Clifford, Vice Chair		
<input checked="" type="checkbox"/>	Steve Munsterman		
-	Joy Kuczer	<input checked="" type="checkbox"/>	Kristen Switzer, Community Services Director
-	Brian Carideo	<input checked="" type="checkbox"/>	Tammy Steffens, Volunteer Coordinator
<input checked="" type="checkbox"/>	Donovan Cutsforth	<input checked="" type="checkbox"/>	Harry Banister, Operation Supervisor
-	Rodney Lyster		
<input checked="" type="checkbox"/>	Manny Sanchez		
<input checked="" type="checkbox"/>	David Scheirman		

### MEETING NOTES

- 1. Call to Order/Roll Call (Amer)**
  - 7:02pm
- 2. Adjustments to the Agenda (Amer)**
  - None.
- 3. Approval of Minutes (Amer)**

*Amer moved and Clifford seconded that the February minutes be approved. All in favor; motion passed.*

- 4. Citizen Comment (Amer)**
  - Dave Sweeney – Mr Sweeney invited the Board members to visit south end of Redfern Dr to see the trees that are proposed to be cut down for the new construction occurring off of Brookman Rd. He provided maps and information (see Exhibits A through H) and encouraged the Board members to urge City Council to not let this happen.
  - Neil Shannon – Mr Shannon invited the Board members to visit the south end of Redfern Dr to see the trees that are proposed to be cut down for the new construction occurring off of Brookman Rd. He provided information (see Exhibits I and J) and encouraged the Board members to urge City Council to not let this happen.

## 5. Cedar Creek Trail Update and Ribbon Cutting (Switzer for Waters)

- Waters updated project website.
- Trail project will reach substantial completion by May 27, 2022. Substantial completion means the trail is usable by the general public with final closeout and punch list repairs completed by the contractor in June and July. Final completion is when all repairs and punch list items have been completed and signed off on by ODOT and the City. This is projected to be in late June or July.
- Contractor will complete the last round of night paving at Meinecke Parkway and Highway 99 on Wednesday, April 6, 2022, starting at 3am until 7am. Neighbors have been notified.
- City has initiated proposed earmarks for items to be considered for the 2022-2023 budget of approximately \$500,000. This would be for items such as benches, garbage receptacles, and other items that may not have been included in the federalized project.

There was discussion about a date for a ribbon cutting ceremony. June 11, 2022, was proposed as the date. Switzer will check with City Council, Waters, and other key people to see if that date will work. Switzer and Amer encouraged board members to share ideas for the ceremony.

## 6. Festival Plaza (Switzer)

Switzer gave the following report

- Project is on track. Staff will be meeting with the Urban Renewal Board April 5, 2022. This is a Urban Renewal Board funded project. The meeting is to approve Lango Hanson to do the construction drawings and documents.
- Staff is hoping to go out to bid in late summer/early fall for completion in time for festival season in 2023.
- Feedback from everyone has been very positive.
- Information is still available on City's website.

## 7. SDC Methodology (Switzer)

Switzer gave the following report

- On May 3, 2022, City Council will receive an update in work session about recommendations for what the new SDC park rates could be. It will most likely be an increased based on how we compare to neighboring communities, our Parks Master Plan and what we want to accomplish.

## 8. Veterans Memorial Park Concept Plan Review (Switzer)

Switzer gave the following report

- This project is moving forward as well (Exhibit K)
- We received an OPRD Veterans Memorial Grant from the state of approximately \$20,000.
- Staff has been meeting with representatives from the Legion and the Elks to get feedback on the project. Some suggestions include:
  - adding two more flagpoles for a total of three
  - relocate the benches
- Pavers will be available for people to purchase and add a message. Switzer stated that there are companies who facilitate projects like that who the City would likely work with.

## 9. Parks Maintenance Update (Banister)

Banister presented a Tree Removal Report (Exhibit L). ***Scheirman moved, Amer seconded that staff move forward with the recommendation is the report. All in favor; motion passed.***

Banister provided the following parks maintenance updates:

- Due to rotting, wood benches at Snyder Park are set to be replaced with pre-cast log benches. Concrete foundations have been poured. Benches should be installed this

week.

- New LED scoreboards have been installed at Snyder Park baseball and soccer fields.
- Dog Park has been reopened.
- Snyder baseball outfield has deep tining done last week and is scheduled for top dress and seeding.
- Snyder Park soccer field is scheduled for deep cleaning and aeration.
- Field House field has been deep cleaned and disinfected.
- Parks Department is in process of getting a contractor for trail maintenance.
- Crews are busy mowing and keeping up with spring vegetation.

#### **10. Council Updates (Brouse)**

Brouse expressed appreciation to Board members for all their hard work and then provided the following Council updates:

- Council received four applications to replace Councilor Griffin's position. Council met with all four applicants and selected Taylor Giles.
  - Economic development
- Council is conducting an online survey regarding the pedestrian bridge crossing Highway 99 at Sunset Blvd.
- Council is reviewing different standards for housing required by HB2001.
- The Community Enhancement Program grant winners will be selected tomorrow night. There were two applicants – the Sherwood Chamber of Commerce and Robin Hood Festival Association.
- TVF&R will be presenting their annual State of the District report tomorrow night

#### **11. Other**

- Scott Pierce from the YMCA reported:
  - Masks are no longer required (but optional).
  - YMCA staff is reevaluating the different spaces in the building to determine best use.
  - When the pool is redone, they are hoping to redo family changing room.
  - Getting ready for summer.

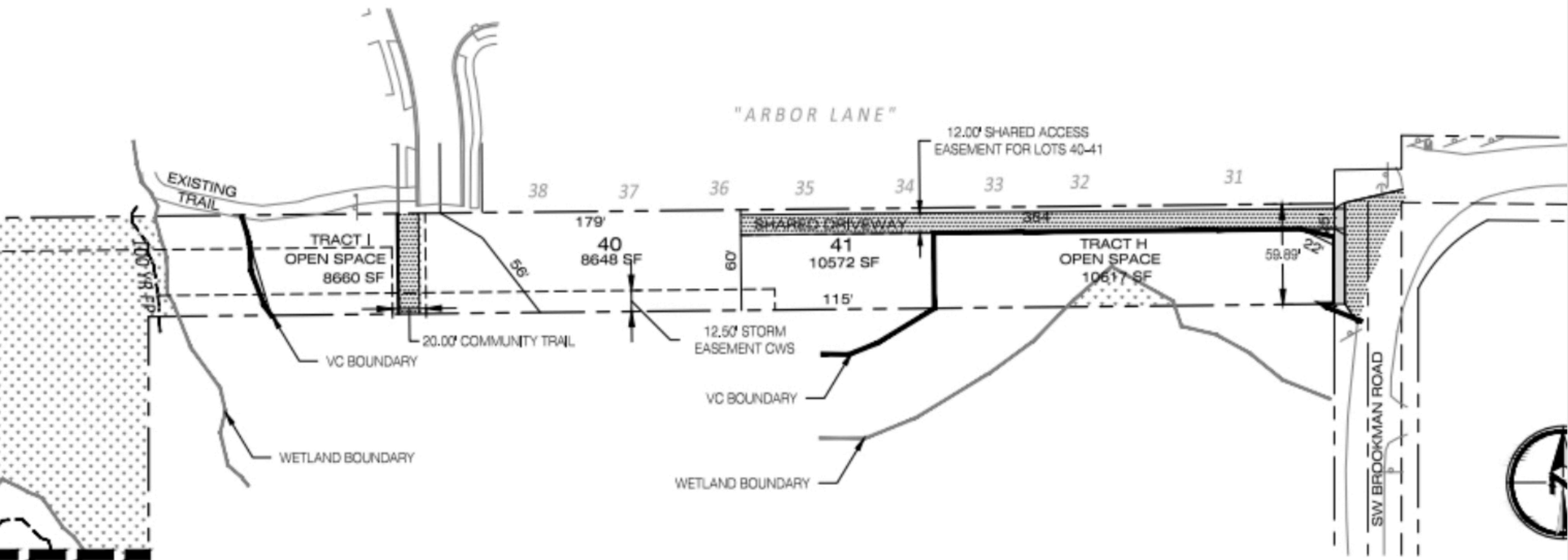
#### **12. Adjourn**

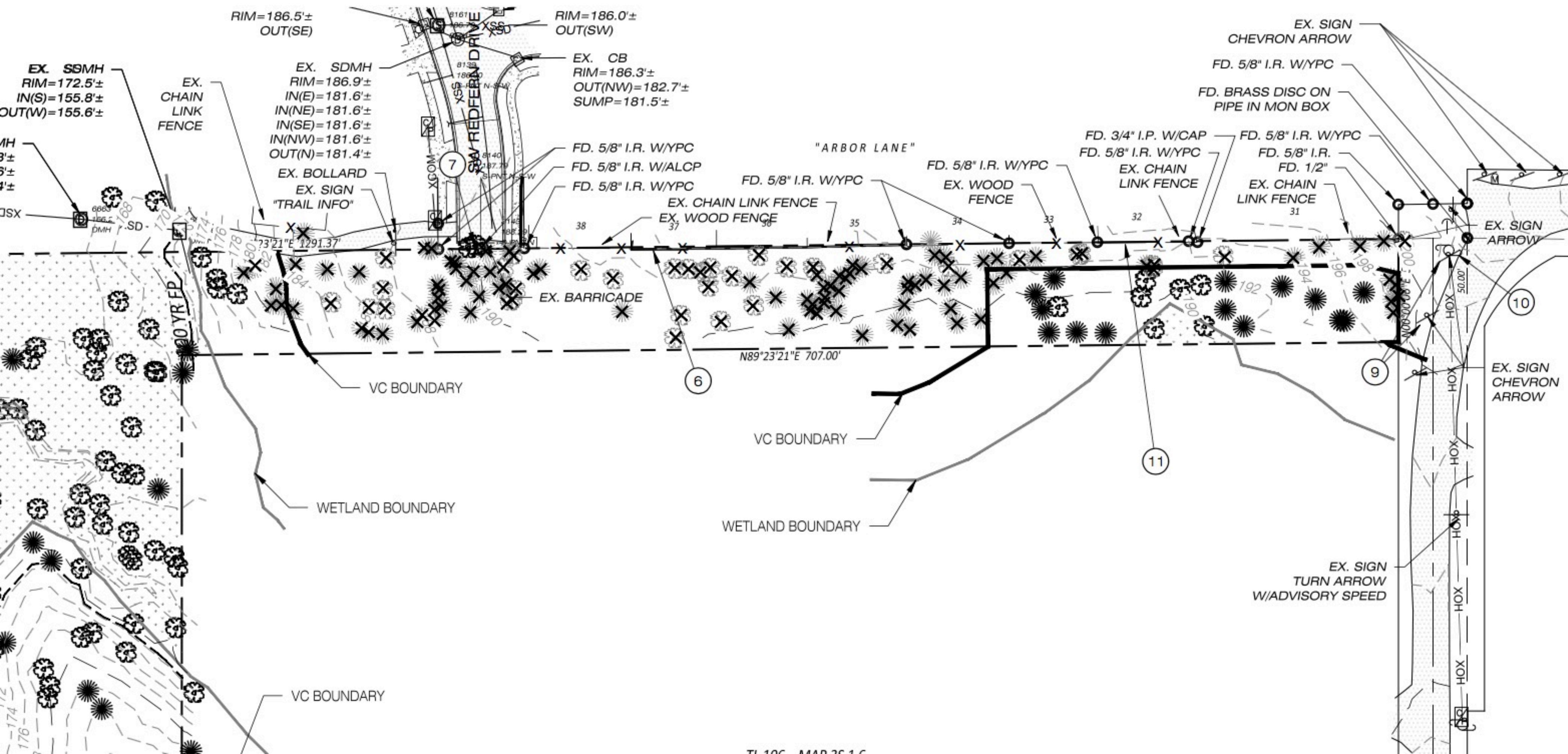
- 8:01pm

EXHIBIT A CITIZEN COMMENT HANDOUT





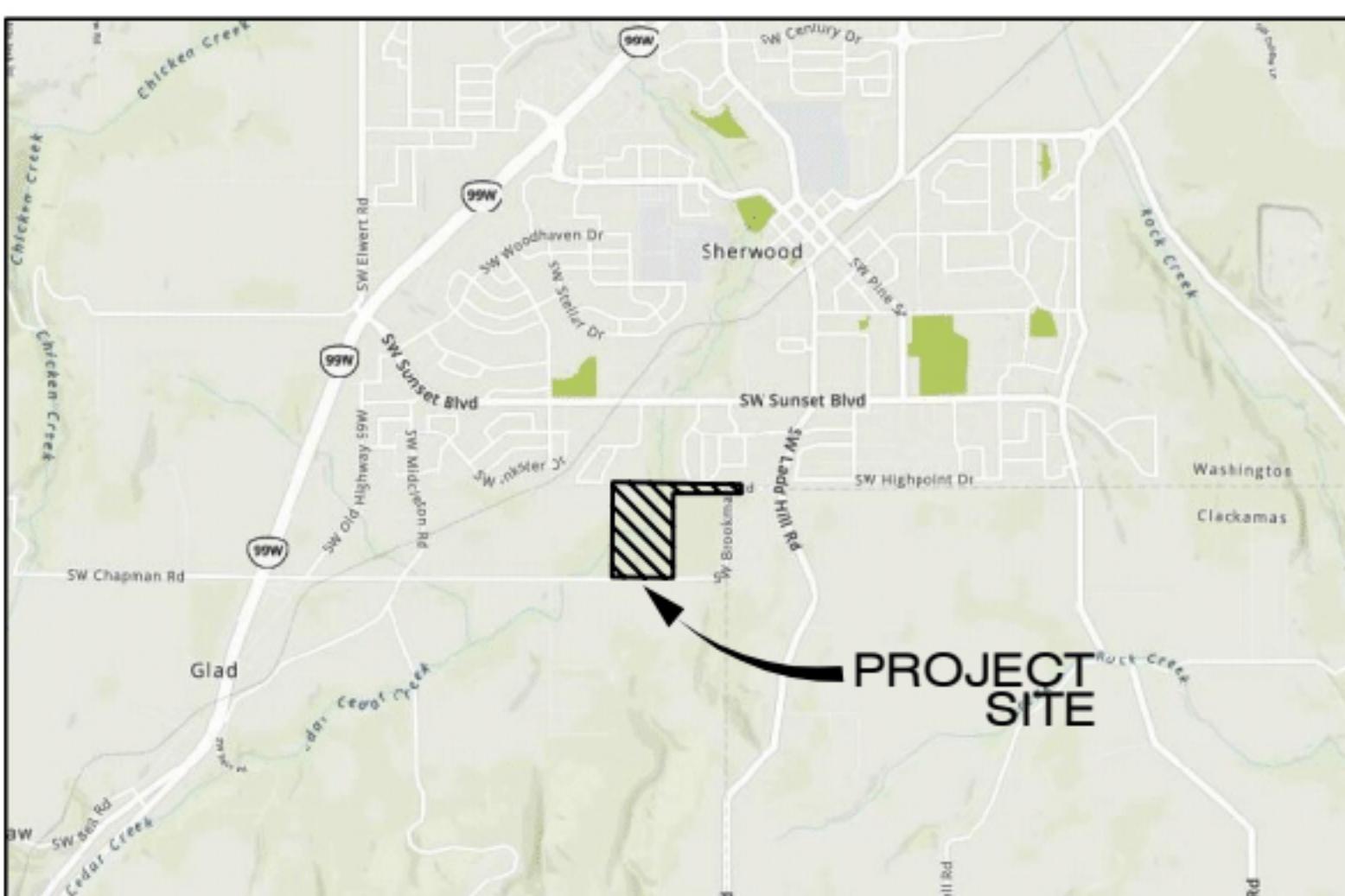




4. The City may determine that, regardless of D.1 through D.3, that certain trees or woodlands (~~stands of trees~~) may be required to be retained. The basis for such a decision shall include; specific findings that retention of said trees or woodlands furthers the purposes and goals of this Section, is feasible and practical both within the context of the proposed land use plan and relative to other policies and standards of the City Comprehensive Plan, and are:

- a. Within a Significant Natural Area, 100-year floodplain, City greenway, jurisdictional wetland or other existing or future public park or natural area designated by the City Comprehensive Plan, or
- b. A landscape or natural feature as per applicable policies of the City Comprehensive Plan, or are necessary to keep other identified trees or woodlands on or near the site from being damaged or destroyed due to windfall, erosion, disease or other natural processes, or
- c. Necessary for soil stability and the control of erosion, for managing and preserving surface or groundwater quantities or quality, or for the maintenance of a natural drainageway, as per ~~Unified Sewerage Agency~~ Clean Water Services stormwater management plans and standards of the City Comprehensive Plan, or
- d. Necessary as in required buffers between otherwise incompatible land uses, or from natural areas, wetlands and greenways, or
- e. Otherwise merit retention because of unusual size, size of the tree stand, historic association or species type, habitat or wildlife preservation considerations, or some combination thereof, as determined by the City.

# CEDAR CREEK GARDEN



VICINITY MAP  
N.T.S.



## APPLICANT

WESTWOOD HOMES LLC  
12700 NW CORNELL ROAD  
PORTLAND, OR 97229  
PHONE: (503) 330-2215

## OWNER

WAYNE AND LINDA CHRONISTER (TAX LOT 107)  
PO BOX 1474  
SHERWOOD, OR 97140

CHARLES AND LOUISE BISSETT (TAX LOT 102)  
16871 SW BROOKMAN ROAD  
SHERWOOD, OR 97140

## PLANNING/ENGINEERING/SURVEYING

PIONEER DESIGN GROUP, INC.  
9020 SW WASHINGTON SQ RD., SUITE 170  
PORTLAND, OR 97223  
PHONE: (503) 643-8286  
CONTACT: MATT SPRAGUE

## SITE INFORMATION

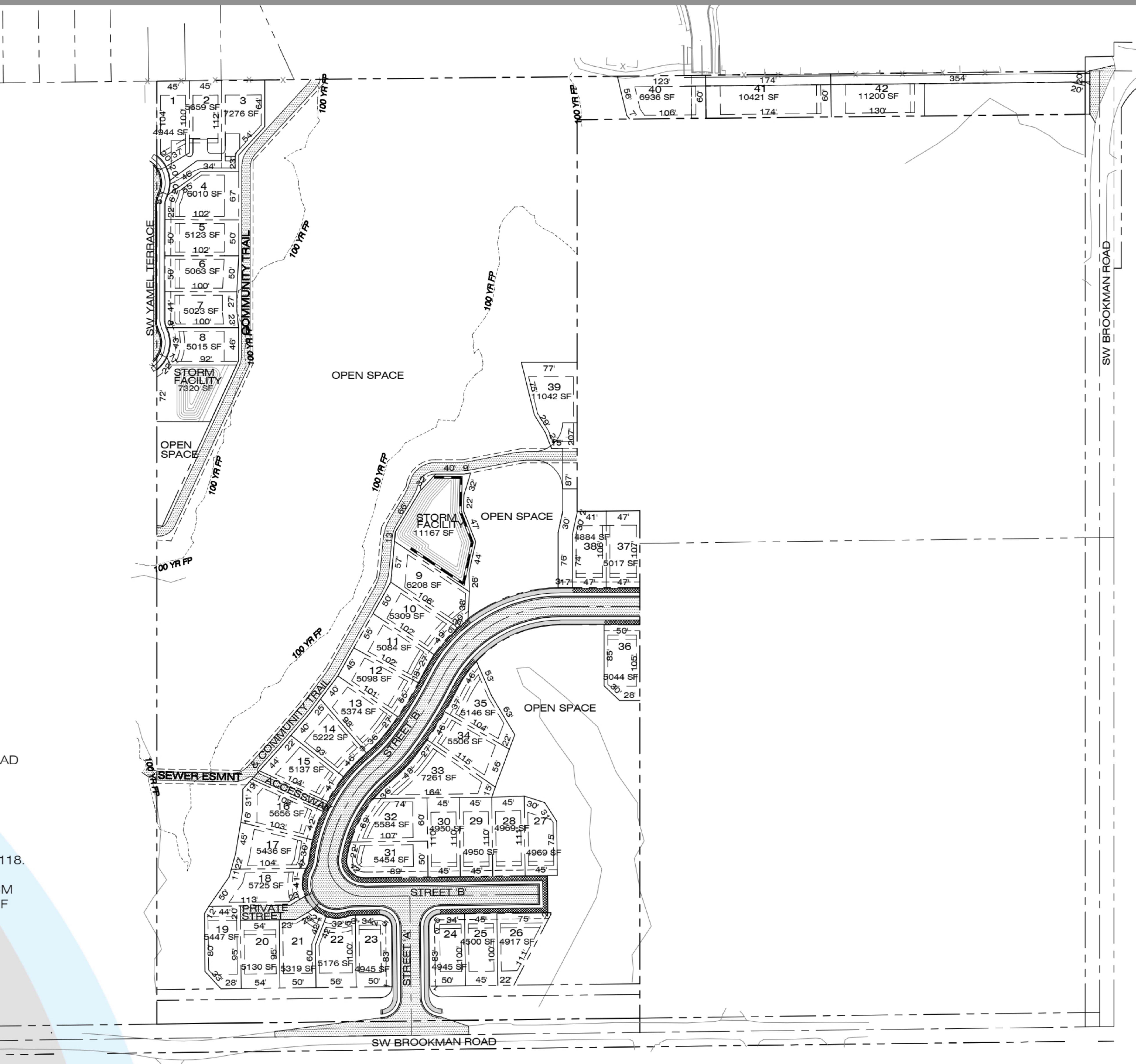
TAX MAP: 3S106  
TAX LOT: 102 & 107  
SITE ADDRESS: 16871 & 17033 SW BROOKMAN ROAD  
SHERWOOD, OREGON 97140  
SITE SIZE: 20.03 ACRES  
ZONING: MDRL

## VERTICAL DATUM

BENCHMARK: WASHINGTON COUNTY BENCHMARK NO. 118.

DESCRIPTION: A 3" BRASS DISK INSCRIBED "WASH. CO. BM 118" SET CONCRETE FILLED WITH METAL, NORTH SIDE OF BROOKMAN ROAD ON THE EXTENDED CENTERLINE OF OBERST ROAD

ELEVATION: 194.775' NGVD 29

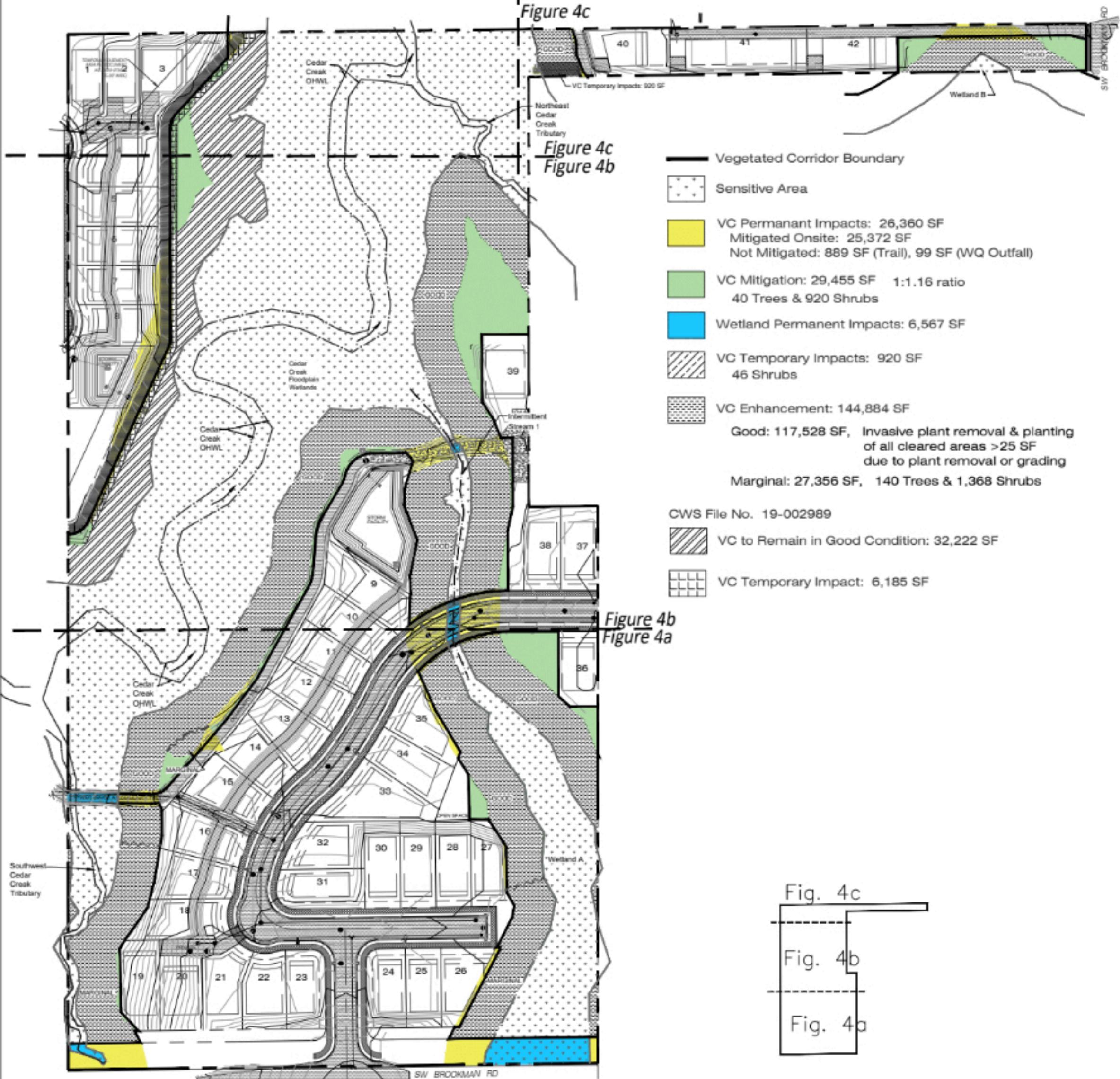


## PRELIMINARY PLAT

A 42 LOT SUBDIVISION ON TAX LOT 102 & 107, TAX MAP 3S106  
16871 & 17033 SW BROOKMAN ROAD, SHERWOOD, OR 97140



SCALE  
0 40 80  
1 INCH = 80 FEET



# CEDAR CREEK GARDEN



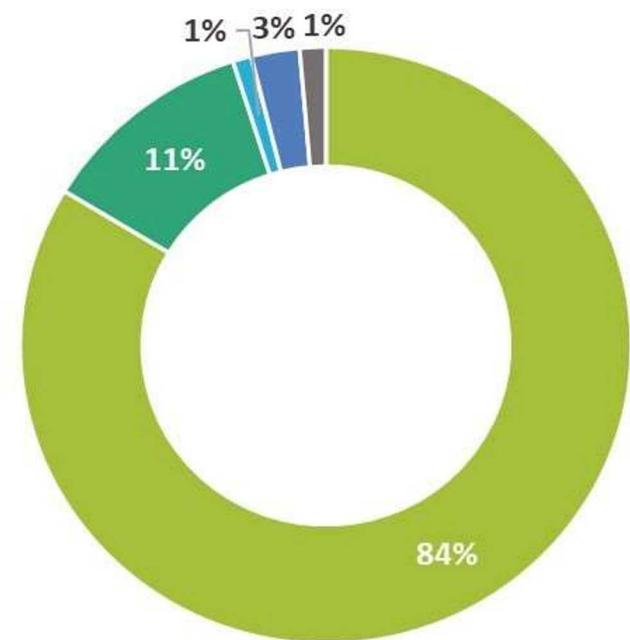
ADDITION CONCEPT PLAN

SECTION ON TAX LOT 102 & 107, TAX MAP 35106  
111 BROOKMAN ROAD, SHERWOOD, OR 97140



**PDG**  
PIONEER DESIGN GROUP

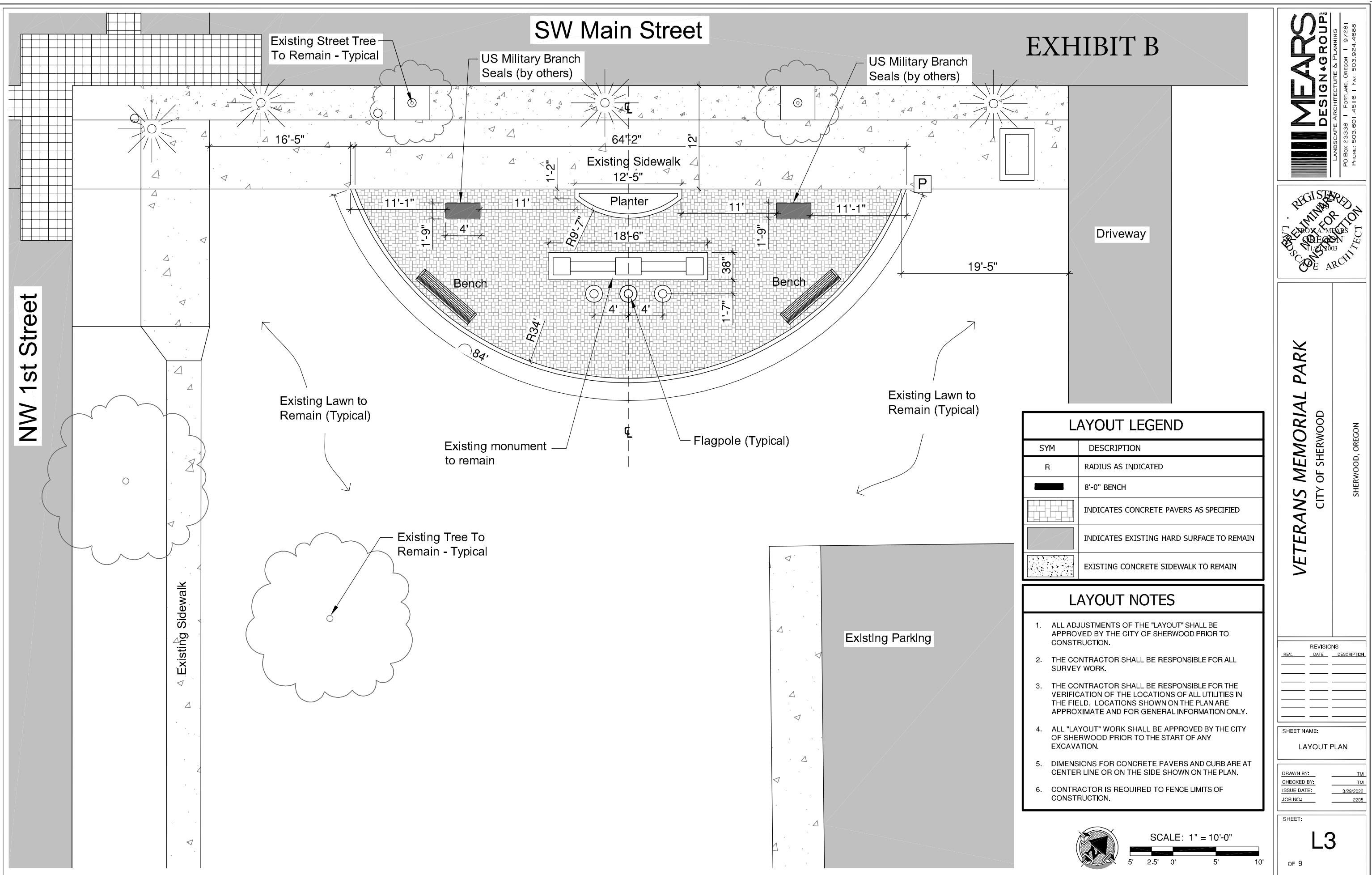
# VISUAL PREFERENCE SURVEY

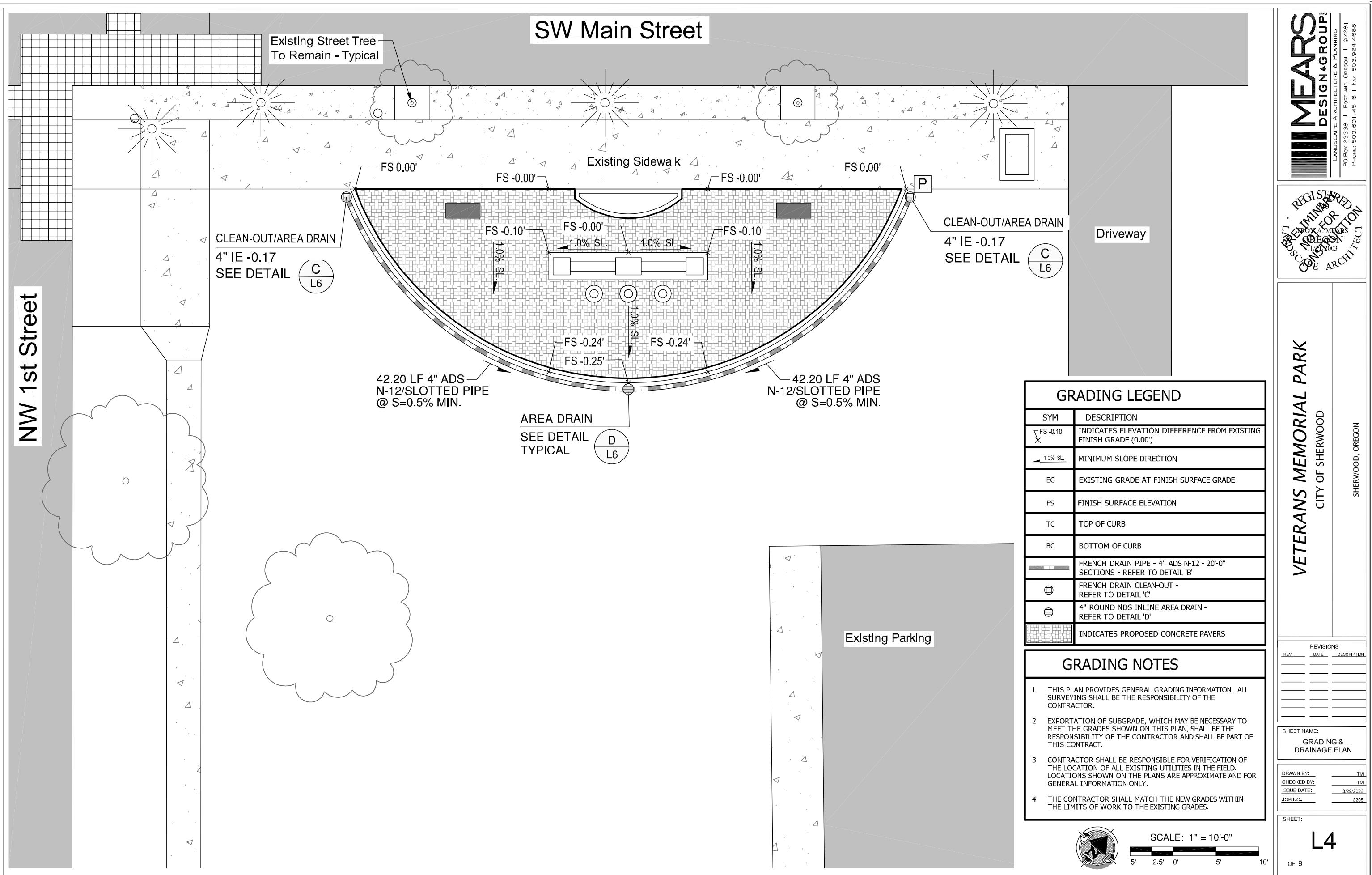


- A. I really like it
- B. I would consider it
- C. No way
- D. I'm not sure

## PRIORITIZING INVESTMENTS WORKSHEET

Potential Investments	Average Allocation	Total Funds Allocated	% Who Funded
Managing natural areas (invasive species removal, habitat enhancement) and acquiring new ones when opportunities arise	\$7.89	\$4,611	46%
Providing more movies, music and events in parks around the city	\$4.17	\$2,697	35%
Providing more recreation programs and activities in Sherwood	\$4.73	\$3,072	39%
Increasing trail and bikeway connectivity to connect parks with schools, neighborhoods and downtown	\$18.79	\$9,030	61%
Adding more natural area trails	\$9.74	\$6,733	55%
Building another indoor swimming pool/aquatic center	\$17.19	\$6,677	42%
Renovating existing parks, including play, seating, and restroom enhancements and amenity additions	\$10.25	\$4,191	42%
Adding more dog parks	\$2.63	\$1,713	28%
Adding more sports courts and fields	\$5.07	\$2,060	29%
Acquiring and building a new community park	\$6.70	\$2,317	29%
Your own priority:	\$1.69	\$1,935	19%
<b>Total</b>	--	<b>\$45,036</b>	--





## EXHIBIT C

# Tree Removal April 2022 Open Spaces and Storm Water Quality Facilities

April 4th, 2022

# Open Space- 21330 Roelich



## HALSTEAD'S ARBORICULTURE CONSULTANTS

[www.halsteadsarbor.com](http://www.halsteadsarbor.com)

P.O. Box 1182 • Tualatin, OR 97062  
(503) 245-1383

March 16, 2022

ATTN.: Mr. Trey Hoestra  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
(503) 625-0679 fax

Reference: Tree Evaluation

Location: Green Space Located Behind 21330 SW Roelich Avenue, Sherwood, OR

Per your request, I have inspected the tree located within a green space behind the residence at 21330 SW Roelich Avenue, Sherwood, Oregon. The purpose of the inspection was to evaluate the hazard potential of the tree to surrounding persons and property with regard for public safety.

### Oregon big leaf maple tree

**Description:** One 45-foot tall Oregon big leaf maple tree, (*Acer macrophyllum*). The tree has a trunk diameter of 21 inches as measured 4.5-feet above ground level. The limb spread of the maple tree is approximately 25-feet in diameter. The maple tree has an un-natural severe lean to the west and is encroaching significantly over the backyard, landscape and fence area.

**Evaluation:** Oregon big leaf maple trees are known for their strong root systems and resistance to blow over. However, this tree has already fallen over once and has regrown a tall leaning top that has decay in the main trunk.

**Results:** Remove the tree for safety to persons and property.

If further information is needed, please call.

Sincerely,

Phillip Whitcomb  
ISA Tree Risk Assessor Qualified  
Certified Arborist  
ISA-PNW #0114A



"Specialists in the Care and  
Preservation of Trees"

- Arborist recommends removal of 1 big leaf maple, due to lean and safety of property and persons
- Staff will replant tree within the open space



# Right of Way-Heatherwood and Sunset



HALSTEAD'S  
ARBORICULTURE  
CONSULTANTS  
[www.halsteadsarb.com](http://www.halsteadsarb.com)  
P.O. Box 1182 • Tualatin, OR 97062  
(503) 245-1383

"Specialists in the Care and  
Preservation of Trees"

February 28, 2022

ATTN.: Mr. Trey Hoekstra  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
(503) 625-0679 fax

Reference: Dead Pine Tree  
Location: Green Space Between Heatherwood Ln. and Sunset Blvd.,  
Sherwood, OR  
Subject: Arborist Report

With your approval, I have inspected a pine tree located behind 17748 SW Heatherwood Lane, within a green space between the back property line and the sidewalk located along SW Sunset Boulevard. The purpose of this inspection was to evaluate the tree's current condition.

## TREE EVALUATION

**Description:** One 28-feet tall Scots pine (*Pinus sylvestris*). The tree has a trunk diameter of 16-inches measured at 4.5-feet above ground level. The tree has a canopy spread of 14-feet.

**Evaluation:** The tree is completely dead as evident by the lack of any green living foliage/needles and the absence of any living cambium tissue. There are signs of beetle borer infestation in the main trunk that is likely the cause of the tree's demise.

**Results:** Remove dead tree to ground level and replant with a different species of tree due to current local insect infestation affecting the pine trees in the area.

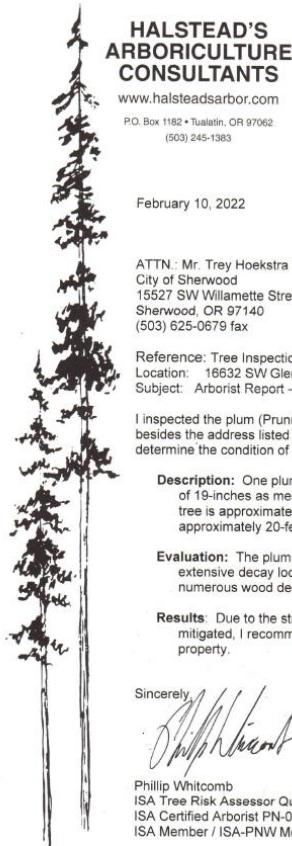
Sincerely,

Phillip Whitcomb  
ISA Tree Risk Assessor Qualified  
ISA Board Certified Arborist PN-0114A  
ISA Member / ISA-PNW Member



ISA Certified Arborist  
Phillip L. Whitcomb

# Public Tract-16632 Gleneagle Dr



February 10, 2022

ATTN: Mr. Trey Hoekstra  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
(503) 625-0679 fax

Reference: Tree Inspection  
Location: 16632 SW Gleneagle Drive, Sherwood, OR  
Subject: Arborist Report – On-site Inspection Completed 2/9/2022

I inspected the plum (Prunus species) tree located within a common area besides the address listed above. The purpose of this inspection was to determine the condition of the tree.

**Description:** One plum tree (Prunus species). The tree trunk has a diameter of 19-inches as measured 4.5 feet above ground level. The height of the tree is approximately 25-feet and the canopy spread measures approximately 20-feet in diameter.

**Evaluation:** The plum tree is in poor health and structure. There is extensive decay located in the trunk at the basal flare of the tree and numerous wood decaying conks are growing out of this area.

**Results:** Due to the structural defects found during inspection that cannot be mitigated, I recommend the tree be removed for safety to persons and property.

Sincerely,  

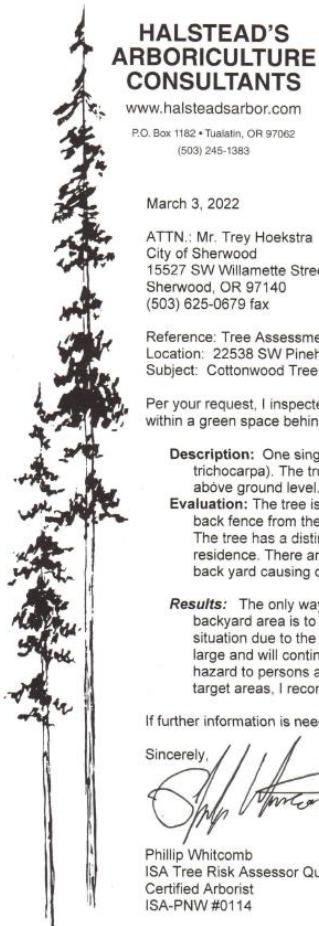

Phillip Whitcomb  
ISA Tree Risk Assessor Qualified  
ISA Certified Arborist PN-0114A  
ISA Member / ISA-PNW Member



- Arborist recommends removal of 1 plum, due poor health and structure
- Staff will replant tree within the tract coordinating with property owner due to close proximity of building



# Open Space-22538 Pinehurst Dr



CCB# 0068646

Keep America Green - Printed on Recycled Paper

- Remove volunteer Cottonwood tree due to damage of property and shedding of large limbs to protect public
- Staff will replant a suitable tree in the open space



# Storm Water Quality Facility-Lavender

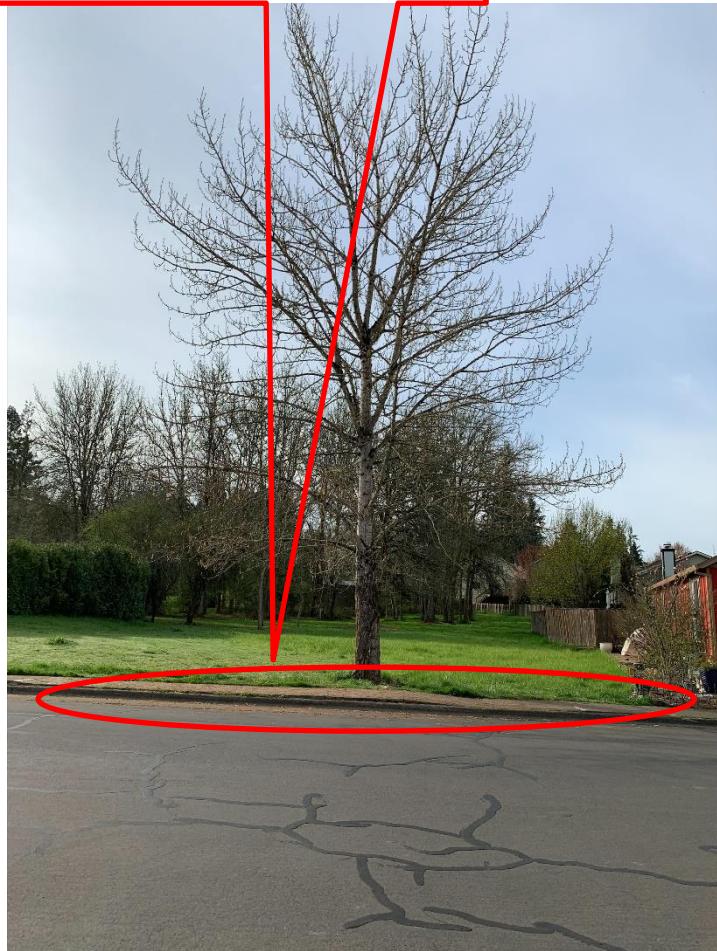


- Remove sediment/core out facility
- Remove volunteer Willows and Cottonwood
- Plant grasses sedges, and more suitable plants around vertical sides of the water quality facility

Lack of grasses to provide treatment in facility

# Open Space-Willow

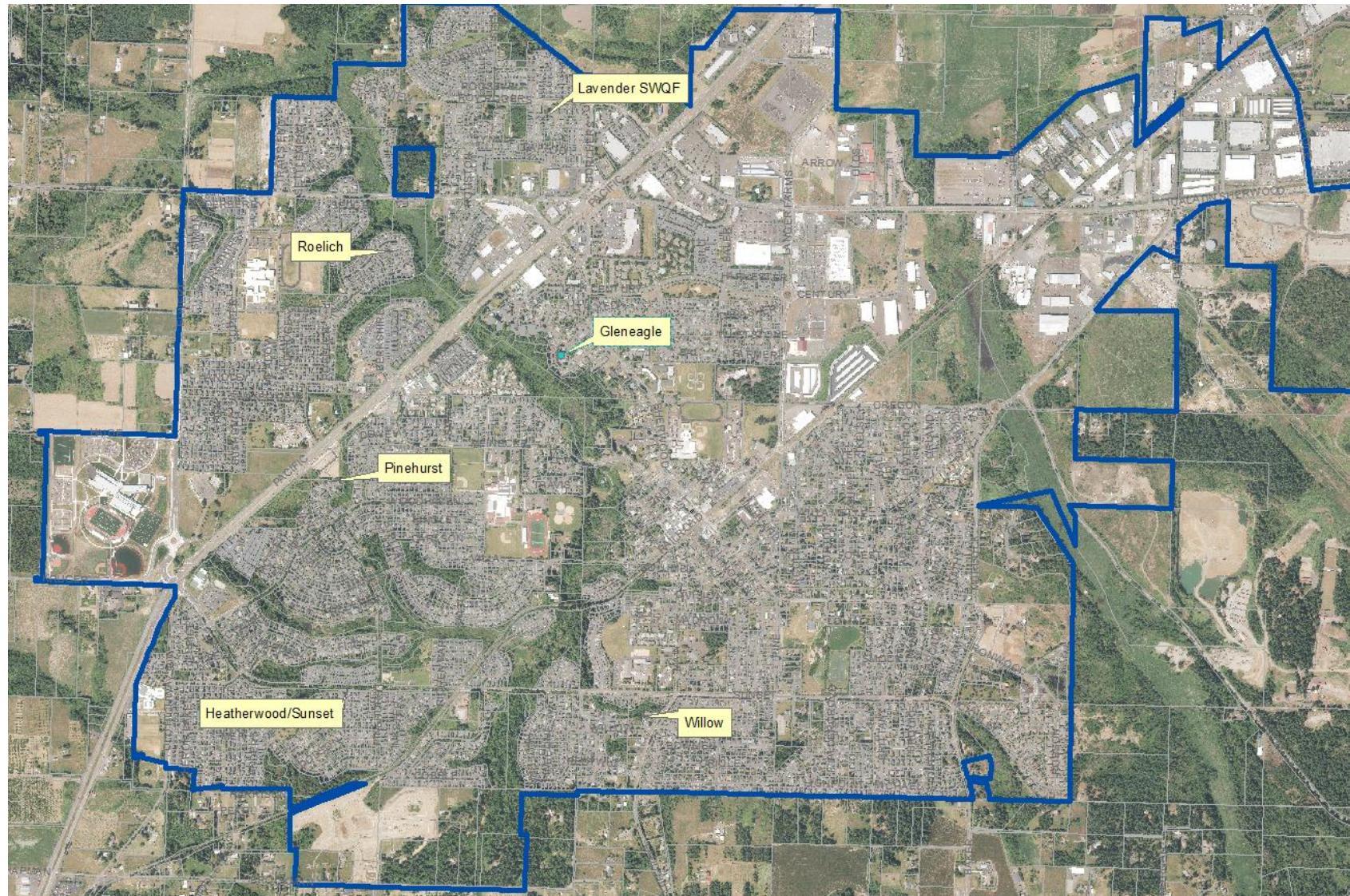
Raising approximately 75 feet of city owned sidewalk to be replaced



- Remove large volunteer Cottonwood tree causing extensive damage to city owned sidewalk and damage to storm catch basin
- Plant replacement tree within the treed area of this open space to the south

Tree is causing damage to storm field catch basin





# Tree Removal Location