



MEETING AGENDA

MEETING TITLE: Parks and Recreation Advisory Board

DATE & TIME: **Monday April 5, 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
Erika Palmer, Planning Manager

Guests

Lauren Schmidt, MIG

AGENDA

1. Call to Order/Roll Call (Kneifel)
2. Adjustments to the Agenda (Kneifel)
3. Approval of Minutes (Kneifel)
4. 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.
5. Cedar Creek Trail Update (Waters)
6. Parks Master Plan- Final Review (Palmer)
7. Parks Maintenance Update (Banister)
8. Council Updates (Griffin)
9. Other
10. Adjourn

Upcoming Meetings: Monday, May 3, 2021



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board

MEETING MINUTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	4.05.2021 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 Russell Griffin, City Councilor
X	John Clifford, Vice Chair	
X	Brian Amer	
-	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 Erika Palmer, Planning Manager
-	Manny Sanchez	
City Staff		Guest
		X Lauren Schmidt, MIG

MEETING NOTES

1. Call to Order/Roll Call (Kneifel)
 - 7:00pm
2. Adjustments to the Agenda (Kneifel)
 - None
3. Approval of Minutes (Kneifel)
Amer moved and Kneifel seconded that the March minutes be approved. All in favor; motion passed.
4. Citizen Comment (Kneifel)
 - None
5. Cedar Creek Trail Update (Waters)
Waters provided the following update:
 - Four bids were received and Legacy Contacting Inc out of Stayton has been awarded the project with a bid that was under the Engineer's cost estimate for the project.
 - The contractor is looking to break ground around Memorial Day.
 - Because the bird-nesting period was missed, the project will need to be restructured and start out at the highway. It will have the same end result, executed in an alternate order.
 - Waters will be able to review a detailed schedule with the Board at the May meeting.
6. Parks Master Plan- Final Review (Palmer)
The Parks Master Plan went to the Planning Commission in February and they suggested

some minor changes. Scott presented the update Executive Summary (Exhibit A) and an update on the Parks Master Plan (Exhibit B).

7. Parks Maintenance Update (Banister)

Banister provided the following parks and facilities updates:

- The Woodhaven sunshade has been installed.
- Garbage is on the rise in the parks.
- New playground chips will be blown in to all the playgrounds this month.
 - It was asked if the water features will be turned on this year. Switzer explained that the water features typically get turned on Memorial Day weekend, but it will depend where the County is with COVID numbers and guidance. Banister added that Public Works has had contractors out to perform maintenance in preparation for the features to be turned on. It was asked if the County is currently in a phase that would allow the water features to be turned on. Switzer stated that Washington County is currently in the moderate category; staff would need to look at the total square feet to calculate capacity, but the issue becomes enforcement and if having on the water features on would cause more of a draw than what is recommended. Switzer added that the same considerations will be taken into account when deciding if the City should do their normal summer programming, such as Music on the Green.

8. Council Updates (Griffin)

Griffin provided the following Council updates:

- City Manager Joe Gall has taken a new position at Clean Water Services. Council is working with a recruiter to fill his position. Switzer will be interim City Manager until the position is filled.
- Budget preparation continues. The Budget Committee will start reviewing the document in May.
- The Comprehensive Plan is winding down with work on the last module; Health and Valued Ecosystems. It will be going before Council on April 20.
- Council will be meeting the new YMCA Director tomorrow night in a work session and Julia Hajduk will also be presenting a suggested updated Capital Improvement Plan project list.
- METRO President Lynn Peterson will be providing an update on key METRO projects and issues on April 20.
 - It was asked if Griffin thinks that the rise in School District's field reservation rates will add more pressure on the City to develop more parks and fields. Griffin stated that is an issue to keep in mind during the relook at the Sherwood West Plan. Switzer added that she believes the District is charging on an hourly basis, where the City was charging per player per season at \$15 for residents.

9. Other

- Switzer announced that grant for the Veteran's Park Memorial update is being awarded at a slightly less amount of just over \$20,000. The project will be moving forward with bricks that people can have engraved. The City is working with the Legion and the Elks on this project.
- Switzer announced that a number of the Parks Board member terms are coming up in June. Switzer will be sending an email out to those members to see if they are interested in serving another term.

10. Adjourn

- 7:38pm

EXECUTIVE SUMMARY



Stella Olsen Boardwalk Trail

The Parks and Recreation Master Plan is Sherwood's guide for providing parks, facilities, and recreation services. The City's 2006 Parks and Recreation Master Plan led to improvements such as the Arts Center, the Cannery Square sprayground, and the skate park. Informed by input from the community, this 2020 Parks and Recreation Master Plan (PRMP) builds upon Sherwood's legacy of planning, reflects today's context and trends, and looks to the future.

The PRMP provides a framework to guide the City in setting priorities and making decisions about the provision of parks, trails, open space, natural areas, recreation facilities, and programs as well as providing design guidelines (page 41) for parks and facilities. This Executive Summary is a synopsis of the PRMP and is intended to serve as a day-to-day guide for staff, elected and appointed officials, and the public.

MASTER PLAN PROCESS



ENGAGING THE COMMUNITY

More than 1,246 people participated in the planning process to guide the development of the PRMP strategies, actions, and recommended improvements. This included an online questionnaire, community workshop, and pop-up events that occurred between summer 2019 and winter 2020.

The PRMP was also guided by the Parks and Recreation Board (PRAB) and Sherwood City Council as well as focus groups and stakeholder interviews that involved community leaders and recreation partners to ensure the PRMP leveraged community resources and reflected community needs.

PLAN ORGANIZATION

The Parks Master Plan includes five chapters and six appendices.

- **Chapter 1: Introduction** provides an overview of the purpose of the plan, planning process, and plan organization.
- **Chapter 2: Needs and Opportunities** presents a snapshot of Sherwood's existing parks and recreation resources, summarizes community needs, and discusses programming and recreation opportunities in Sherwood.
- **Chapter 3: Principles, Strategies, and Actions** outlines eight strategies with accompanying actions that set policy level guidance for Sherwood's parks and recreation system and presents design guidelines for Sherwood's parks.
- **Chapter 4: Recommended Improvements** discusses physical improvements to existing sites and provides recommendations for new parks, facilities, and amenities.
- **Chapter 5: Implementation** lays out how Sherwood can achieve the strategies and actions presented in the plan and includes a list of recommended improvements, prioritization



criteria to assist in determining how to move projects forward, and a 10-year action plan within the context of the City's budget and funding sources.

- **Appendix A: Guiding Planning Documents** outlines key planning documents that influence the PRMP.
- **Appendix B: Inventory** summarizes and classifies Sherwood's parks and recreation facilities.
- **Appendix C: State of Sherwood Parks, Recreation & Community Services Summary Report** gives a summary of the parks and recreation system in Sherwood.
- **Appendix D: Sherwood Fieldhouse Analysis** provides direction for an improved and expanded fieldhouse based on the City's plans for the existing facility.
- **Appendix E: Senior Center Analysis** discusses potential improvements and senior programming areas to focus on.
- **Appendix F: Needs Assessment** outlines community priorities and needs as well as parks and recreation trends relevant to Sherwood.

PRMP GUIDING PRINCIPLES

The PRMP Guiding Principles are the fundamental beliefs that, taken collectively, express the aspirations of the community for the parks and recreation system, drawn from themes emerging through the community engagement process. The Guiding Principles support and enlarge upon the Vision and Goals of the Comprehensive Plan and are a tool to guide decisions about the parks and recreation system. These principles transcend constraints and available resources.

Sherwood's parks and recreation system is:

- **Playful**, sparking imagination, exploration and fun.
- **Healthy**, supporting the physical and mental health and well-being of individuals and families.
- **Friendly**, inviting to people of all ages, abilities and circumstances.
- **Artistic**, revealing Sherwood's culture and identity.
- **Green**, incorporating nature and low impact practices.
- **Resilient**, adapting to dynamic social, ecological and economic conditions.
- **Collaborative**, achieving more through partnerships.

PRMP STRATEGIES

Eight overarching strategies provide direction for Sherwood's parks and recreation system (page 31). Each of these strategies has accompanying actions, setting policy-level guidance. The strategies are identified with letters A through H, with accompanying actions identified with a letter and number combination, such as A-1, for tracking purposes.



A. Provide a park within a 10-minute walk of every resident.



B. Integrate nature and natural systems.



C. Develop a comprehensive network of connected trails and pathways.



D. Expand the park system as the city grows.



E. Provide state-of-the-art indoor and outdoor recreation facilities that reflect Sherwood's identity and increase recreation variety.



F. Strengthen Sherwood's community, culture, and heritage through programming.



G. Sustain Sherwood's parks, open spaces and recreation facilities through proactive maintenance and stewardship.



H. Manage efficient and fiscally sustainable parks and recreation services.



RECOMMENDED IMPROVEMENTS

The PRMP proposes physical improvements to Sherwood's existing parks and recreation facilities and recommends new improvements based on the principles, strategies, and actions identified; the park or facility's function within the overall system; design guidelines and facility considerations; and opportunities identified during the planning process.

- \$12,791,000 in improvements to existing parks
- \$37,200,000 in improvements to existing facilities
- \$150,000 for natural areas
- \$75,637,057 for new parks and facilities

PRIORITIZATION CRITERIA

The prioritization criteria are intended to help City staff and elected officials determine which actions and projects make the best use of resources available, and are intended to be used with Sherwood's Capital Improvement Plan update process and in updating the Action Plan for actions and non-capital projects. To move forward with the actions and projects identified in the plan, these criteria have been developed to help Sherwood determine the implementation timeline.

1. Quick win. Some projects can be quickly implemented, keeping staff and the community motivated and invested while longer term projects are underway.

2. Alignment with other projects. Some PRMP recommendations align with or can be leveraged by other projects, whether by the City or other public agency.

3. Limited time opportunity. Occasionally opportunities arise that will only be available for a limited time where the City can take advantage of a new funding source or partnership to move projects forward.

4. Advance major projects. The PRMP includes larger projects that are complex, multi-year efforts that require significant staff time and must be broken down into manageable steps.

5. Take care of what we have. Sherwood residents appreciate the existing parks and recreation system and programming provided, there are projects and initiatives that can enhance the existing system.

6. Provide balanced investment. The PRMP includes a variety of projects and initiatives that address different recreation priorities and geographic areas.

ACTION PLAN

The Action Plan is intended to be dynamic, updated periodically to reflect changing circumstances and opportunities. The Capital Improvement Plan and Sherwood's CIP process is a tool for implementing the physical enhancements recommended in this master plan. The Action Plan is intended to complement the CIP process, allowing for the

sequencing of projects and actions and updated on an annual basis. The Action Plan for the PRMP is organized into three timeframes: within the next 5 years; 5 to 10 years; and 10+ years.

Within each timeframe, there should be a mix of projects and initiatives, so that each of the six criteria are addressed. Further discussion of the actions listed in the table below begins on page 31.

ACTION PLAN

PRMP REFERENCE	1-5 YEARS	QUICK WIN	PROJECTED ALIGNMENT	LIMITED TIME OPPORTUNITY	ADVANCED MAJOR PROJECTS	TAKE CARE OF WHAT WE HAVE	PROVIDE BALANCED INVESTMENT
A-1, G-6,	Explore new joint use agreements with Sherwood School District.	•	•	•	•	•	
A-2	Pursue CIP funding for a project that fills gaps in 10-minute park access by adding neighborhood park amenities to public lands and natural areas, with the target of making improvements at two locations within 5 years.						•
A-5, D-2	Revisit park and open space locations, sizes and classifications when updating the Sherwood West Concept Plan.		•	•	•		
A-6	Endorse the 10-minute walk campaign.	•					
A-4, TIER 1	Pursue CIP funding for Tier 1 park improvements.	•				•	•
A-7	Implement trail expansion and asset management projects, especially in areas lacking 10-minute park access.						
C-6	Develop and implement a comprehensive trail wayfinding program.	•	•			•	
C-8	Add bike parking at three parks.	•					
D-1	Secure the parks in the Brookman Concept Plan area, including park programming and design.		•		•		
E-4	Develop a year-round dog park.					•	
F-6	Expand volunteer opportunities.		•			•	•
G-3	Add a natural resource manager position and task this person with advancing PRMP Strategies B and D.		•			•	
H-2	Establish a non-profit parks and arts foundation.		•		•	•	

PRMP REFERENCE	1-5 YEARS	QUICK WIN	PROJECTED ALIGNMENT	LIMITED TIME OPPORTUNITY	ADVANCED MAJOR PROJECTS	TAKE CARE OF WHAT WE HAVE	PROVIDE BALANCED INVESTMENT
H-5	Establish a percent for art program.				•	•	
H-8	Update the parks SDC.				•	•	
TIER 2	Design the Snyder Park Playground Renovation, with community participation.					•	•
H-1	Renegotiate the agreement with the YMCA to establish a long-term plan for operations and for expansion of the swimming pool.				•	•	
5-10 YEARS							
A-7, C-1, C-2, C-4, C-7	Continue expanding the trail network and reinvesting in trails through the asset management program.				•		
B-4, B-5, G-2	Implement natural resource management program developed by the natural resource manager.				•	•	
C-8	Add bike parking at three more sites.				•		
E-4	Add a sprayground, if not included in the Snyder Park renovation.						•
E-4	Seek partners to build and operate a pump track in Sherwood.						•
E-3	Design and build a universal access playground				•	•	
E-6	Design and build a new field house.				•	•	
H-8	Seek dedicated operating funding.						•
TIER 2	Pursue CIP funding for Tier 2 park improvements.					•	•
TIER 3	Pursue CIP funding for Tier 3 pocket parks.					•	
10+ YEARS							
A-7, C-1, C-2, C-4, C-7	Continue expanding the trail network and reinvesting in trails through the asset management program.				•		
D-2	Secure the parks and open spaces in the Sherwood West Concept Area.				•	•	
TIER 3	Develop management plan for Veterans' Memorial Park.				•		
E-4	Develop a sports complex.				•	•	
E-5	Expand the senior center.					•	•

Sherwood Parks and Recreation Master Plan



PARKS AND RECREATION ADVISORY BOARD
APRIL 5, 2021

PRMP REVIEW PROCESS

Incorporates feedback:

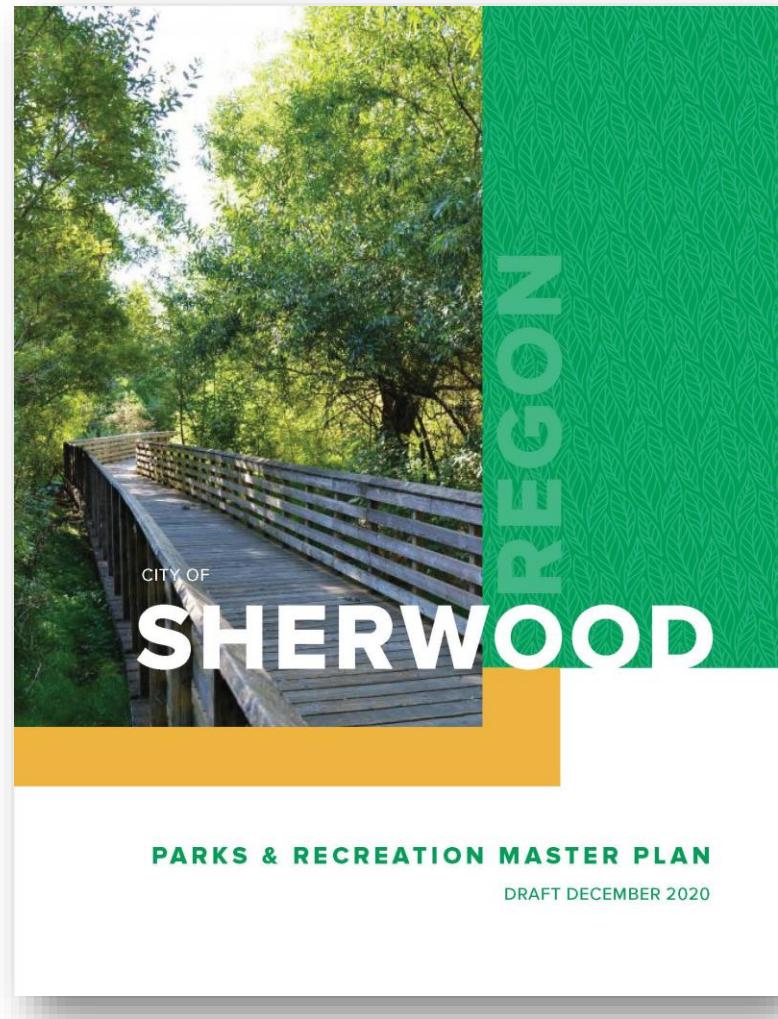
- PRAB, Planning Commission and City Council review (Sept/Oct 2020)
- PRAB review – December 7, 2020
- City Council work session – January 5, 2021
- PRAB recommendation – February 1, 2021
- Planning Commission review – February 21, 2021, continued
- Planning Commission – April 13, 2021

FEBRUARY DRAFT PRMP

Executive Summary

- 1: Introduction
- 2: Needs and Opportunities
- 3: Principles, Strategies and Actions
- 4: Recommended Improvements
- 5: Implementation

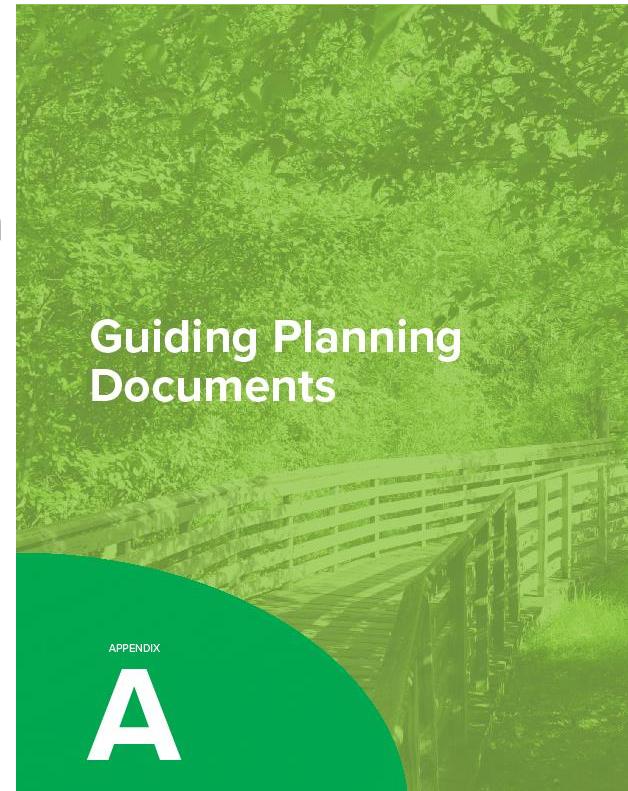
Appendices



PRMP APPENDICES

Supporting documentation

- A: Guiding Planning Documents
- B: Park and Facility Inventory
- C: State of Sherwood Parks and Recreation
- D: Sherwood Fieldhouse Analysis
- E: Senior Center Analysis
- F: Needs Assessment



UPDATES TO THE
PRMP BASED
ON REVIEW

EXECUTIVE SUMMARY

“User guide” for the PRMP

- Add a summary of the public engagement process
- Add an overview and orientation to the PRMP chapters and appendices
- Remove full project list (it gets moved to Chapter V)
- Add summarized prioritization criteria
- Add Action Plan table and introductory text

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4. **Advance major projects.** The PRMP includes larger projects that are complex, multi-year efforts that require significant staff time and must be broken down into manageable steps.
5. **Take care of what we have.** Sherwood residents appreciate the existing parks and recreation system and programming provided, there are projects and initiatives that can enhance the existing system.
6. **Provide balanced investment.** The PRMP includes a variety of projects and initiatives that address different recreation priorities and geographic areas.

PARK DESIGN GUIDELINES

- Clarify references to lighting in Park Design Guidelines for clarity around types of lighting and avoiding impacts

CHAPTER 5 REVISIONS

Project List

- Add Recommended Improvements table (\$125M total) to Chapter 5, right after the Funding section ends.
- Add Recommended Improvements description (from Executive Summary page iv to page 87).
- Insert Project List table after the section on funding, on pp 88 and 89
- Move Prioritization Criteria section to start after Project List
- Retain Action Plan in Chapter 5, add explanation of PRMP References column

Chapter 5: Implementation

"local share" funding of up to \$1,148,149 for eligible projects in Sherwood, as well as additional funding for trails projects (including the Ice Age Tonquin Trail). Eligible local share project types include natural areas or park land acquisition; fish and wildlife habitat restoration; habitat connectivity enhancement; maintaining or developing public access facilities at public parks and natural areas; design and construction of local or regional trails; and enhanced or new learning/environmental educational facilities. Projects must also meet other program criteria.

The City of Sherwood updates its 1- and 5-Year Capital Improvement Plans each year through an established process that prioritizes and sequences projects across the City. Capital projects identified in this PRMP will be considered for inclusion in future CIP update cycles, based on available funding. Several projects identified within this PRMP are larger in scope and cost and would require additional capital outlay funding. Strategies H-9, H-10 and H-11 address maximizing and expanding sources of capital funding.

PRIORITIZATION CRITERIA

Each of the projects and actions recommended in this plan is important. Over the lifetime of the plan,

Sherwood will need to determine how to move forward with implementation. Some actions and projects are low cost and easy to implement, while others may be more complex or costly. Complex projects will need to be broken into several steps to make implementation progress. For funding, staff capacity and logistical reasons, PRMP actions and projects need to be sequenced over time.

The pace of implementation will depend on the availability of resources, not only capital and operating dollars but also the workload capacity of Sherwood's staff. The prioritization criteria are intended to help City staff and elected officials determine which actions and projects make the best use of resources available, and are intended to be used with Sherwood's CIP update process and in updating the Action Plan for actions and non-capital projects.

The following criteria will help Sherwood determine the implementation timeline for PRMP actions and projects. Additional projects and actions may be proposed by the community. Once these ideas are vetted to confirm they are consistent with the Master Plan principles and direction, emerging ideas can also be considered during the action plan update using these same criteria.



NEXT STEPS

NEXT STEPS

- Planning Commission – April 13, 2021
- City Council Review/Adoption



Sherwood Parks and Recreation Master Plan



THANK YOU!