



## MEETING AGENDA

MEETING TITLE: Parks and Recreation Advisory Board

DATE & TIME: **Monday May 3, 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, Interim Assistant City Manager  
Kelsey Beilstein, Events & Arts Program Coordinator  
Jason Waters, P.E., Civil Engineer  
Harry Banister, Operation Supervisor  
Lance Gilgan, Recreation Coordinator

### 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](mailto: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. Pickle Ball at Snyder Park (Gilgan)
7. Parks Master Plan- Update (Switzer)
8. Parks Maintenance Update (Banister)
9. Tree Removal Request (Switzer/Banister)
10. Council Updates (Griffin)
11. Other
10. Adjourn

**Upcoming Meetings:** Monday, June 7, 2021



Home of the Tualatin River National Wildlife Refuge

# Parks & Recreation Board

## MEETING MINUTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	5.03.2021 7:00 PM
LOCATION	Microsoft Teams/Live on YouTube
FACILITATOR	Eric Kneifel
NOTES TAKEN BY	Kelsey Beilstein

### ATTENDEES

<b>Parks &amp; Recreation Board</b>		<b>Council Liaison</b>	
X	Eric Kneifel, Chair	X	Russell Griffin, City Councilor
X	John Clifford, Vice Chair		
X	Brian Amer		
-	Steve Munsterman		
X	Joy Kuczer	X	Kristen Switzer, Community Services Director
X	Brian Carideo	X	Kelsey Beilstein, Program Coordinator
X	Donovan Cutsforth	X	Harry Banister, Operation Supervisor
X	Rodney Lyster	X	Jason Waters, Civil Engineer
X	Manny Sanchez	X	Lance Gilgan, Recreation Coordinator

### MEETING NOTES

1. Call to Order/Roll Call (Kneifel)
  - 7:03pm
2. Adjustments to the Agenda (Kneifel)
  - None
3. Approval of Minutes (Kneifel)  
*Kneifel moved and Clifford seconded that the April minutes be approved. All in favor; motion passed.*
4. Citizen Comment (Kneifel)
  - Neil Shannon (Exhibit A)
5. Cedar Creek Trail Update (Waters)  
Waters provided the following update:
  - Staff held a preconstruction meeting with the contractor.
  - The contractor is currently getting their construction staking down.
  - Consideration is being given to breaking the projects into two sections; addressing scheduling issues related to the bird-nesting period.
  - Staff is planning on completing signal and crosswalk changes at Meinecke by Labor Day.
  - The project is scheduled to be completed December 6.
  - Staff will be looking to overlapping other projects to minimize the work and save money.

## **6. Pickle Ball at Snyder Park (Gilgan)**

Switzer gave a brief history of pickle ball in Sherwood, stating that Tuesday and Thursday mornings are designated for pickle ball at the Snyder Park courts. The City also placed an equipment box at the courts and striped the courts for pickle ball play. When the pandemic hit, the pickle ball club requested two additional designated evening times. At that time, the City approved a recommendation from the Parks Board to add one evening time (Mondays) on a temporary basis. The pickle ball club is now requesting that Wednesday evening also be added to their designated times at the Snyder Park courts.

- It was asked if the club members are Sherwood residences. Gilgan answered that the club has indicated that a majority of their members are Sherwood residents, but there is no way to confirm.
- It was asked if there is signage up there. Gilgan stated that there is signage up there, both permanent and temporary.
- It was suggested to not change anything until the Parks Board hears directly from the club.
- It was asked if the club is charging members to play on the Snyder Park courts. Gilgan stated that the club is charging a small fee to maintain their equipment.
- It was asked if another pickle ball club could use the courts during the designated times. Gilgan confirmed that they can, but only one club has a key to access the equipment.
- Gilgan stated that he has provided the pickle ball club with contact information for the School District for an additional partnership opportunity.
- It was asked if the equipment to play pickle ball is cumbersome or easily transported. Carideo explained that all of the equipment is easy to transport except the net.
- It was suggested to have the pickle ball open and available to everyone, not just the club, and that it is on a first come, first serve basis.
- Switzer asked if Kneifel if he would like staff to invite the pickle ball club to the June meeting to answer questions. Kneifel stated that he prefers the club answer questions through submitted public comment.
- Kristen encouraged the Board to send her any additional questions that she can submit to the pickle ball club.
- It was asked if we have relationships with neighboring communities that also have pickle ball. Switzer confirmed that there is, but most of them have substantially more courts available. Switzer also stated that some communities restrict play time and introduce a play to pay system.
- The Board will reconsider this item at the June meeting.

## **7. Parks Master Plan- Update (Switzer)**

Switzer announced that The Parks Master Plan is going in front of City Council tomorrow night for the first of two readings and hearings.

## **8. Parks Maintenance Update (Banister)**

Banister provided the following parks and facilities updates:

- Trail two in Woodhaven has been repaired.
- Stella Olsen Park's north parking lot will be restriped and recoated in the next month.
- Irrigation has been turned on for the season.

## **9. Tree Removal Request (Switzer/Banister)**

Switzer presented the tree removal request and arborists report (Exhibit B).

- It was asked if the tree would be replaced. Banister explained that a replacement tree will be placed in the fall when it is a better planting season.

***Carideo moved and Amer seconded to approve the tree removal. All in favor; motion passed.***

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

Griffin provided the following Council updates:

- It is National Public Works, Police, and Teacher Appreciation week!
- Council is working with SGR to recruit a new City Manager.
- The Budget draft will be published on the 10<sup>th</sup> and the first review meeting will be held on the 20<sup>th</sup>.
- Planning is wrapping up the Comprehensive Plan.

**11. Other**

- It was announced that Scott Pierce is the new Director at the Sherwood YMCA.
  - It was asked if he will be attending the Parks Board meetings. Switzer stated that she will be inviting him to attend the meetings.
- It was asked if the splash pads will be turned on this year. Switzer explained that it will depend what COVID risk category is in at the end of the month.

**12. Adjourn**

- 8:15pm

Good evening. My name is Neil Shannon and I reside at SW Redfern Drive, Sherwood. It's unfortunate that we are not able to gather together in person, however, if any of you would like to contact me regarding the issues that I'm bringing forward, please feel free to do so, my contact information is at the end of this statement.

Tomorrow the 2021 Parks and Recreation Master Plan will be presented before the City Council for adoption. This is an excellent plan, well written, with goals and objectives suitable for the health and happiness of the citizens of Sherwood and the region. If all goes to schedule this plan will be adopted two weeks from now and be part of the planning process as a sub-element of the City of Sherwood Comprehensive Plan 30 days later.

The implementation of this plan is going to be an exciting time and I believe that there's an early opportunity for the Parks Board and staff to get involved. I have appeared before this Board several times over the past few years advising the Board regarding the potential of the Brookman Road development. The new Master Plan has some great ideas regarding Brookman, I would like to address the Central and Eastern Segments. Development has started in this area with several locations already in construction or approved for construction. My concern and your opportunity is the area directly south and east of Redfern Drive. The area has been annexed by the City and the developer has begun the pre-application process for plat approval for Cedar Creek Garden (PAC 2021-005).

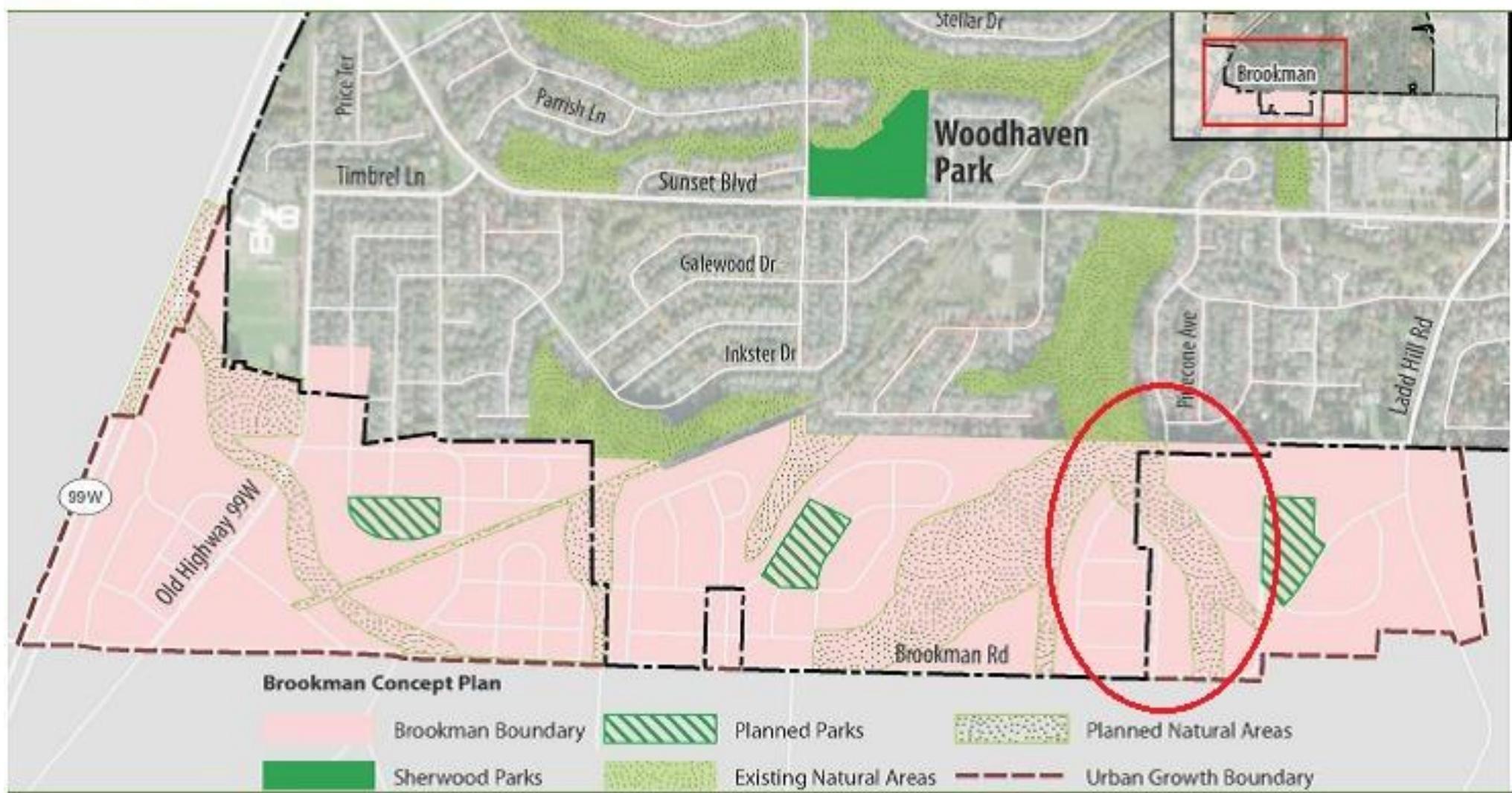
As you can see on the proposed plat map, besides the expected new housing at the southern section, the developer is trying to shoehorn three additional houses (lots 38, 39 and 40) in a 50-foot strip of land connecting Redfern Drive and Brookman Road. I anticipate that the developer will have great difficulty obtaining approval for these lots as there will be problems with access at Redfern and significant setback issues. Given that, it seems to me that there is an opportunity to dedicate a pedestrian and bicycle path connection between Redfern and Brookman Roads.

This path would be the first trail connecting the current Sherwood trail system to the new developments in Brookman Road. In addition, based on figure 4 of the PRMP, we can see that this area fails to meet the 10-minute access goals. A trail at this location would meet many of the principles identified in Chapter 3, including the expansion and enhancement of the city's trail system, develop and enhance recreation opportunities, and promote natural resources as a shared and critical community asset by being good stewards of Sherwood's natural resources, ecosystems, and urban forest and protecting and enhancing their function, quality, and diversity.

The kids of the neighborhood call this area Sherwood Forest. I have included a few pictures of the area including the heavily forested acreage of big trees and the wildlife that dwell there. It would be a shame for the City of Sherwood to lose such a wonderful asset. I hope and request that the Park Board work with City Staff and the developer to find a way to preserve this valuable asset.

Neil Shannon,

FIGURE 7: BROOKMAN AREA MAP



# CEDAR CREEK GARDEN



## PRELIMINARY PLAT

A 40 LOT SUBDIVISION ON TAX LOT 102 & 107, TAX MAP 3S1 06  
16871 & 17033 SW BROOKMAN ROAD, SHERWOOD, OR 97140



## PLANNING

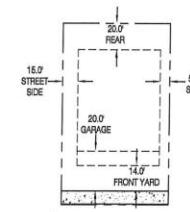
PIONEER DESIGN GROUP, INC.  
9020 SW WASHINGTON SQ RD., SUITE 170  
PORTLAND, OR 97223  
PHONE (503) 643-8286  
CONTACT: MATT SPRAGUE

## SITE INFORMATION

TAX MAP: 3S1 06  
TAX LOT: 102 & 107  
SITE ADDRESS: 16871 & 17033 SW BROOKMAN ROAD  
SHERWOOD, OR, 97140  
SITE SIZE: 19.64 ACRES  
ZONING: MEDIUM DENSITY RESIDENTIAL LOW (MDRL)

## (MDRL) SETBACK REQUIREMENTS

FRONT YARD: 14 FT.  
FACE OF GARAGE:  
SIDE YARD: 5 FT.  
STREET SIDE YARD: 15 FT.  
REAR BUILDING: 20 FT.



SUN & WIND

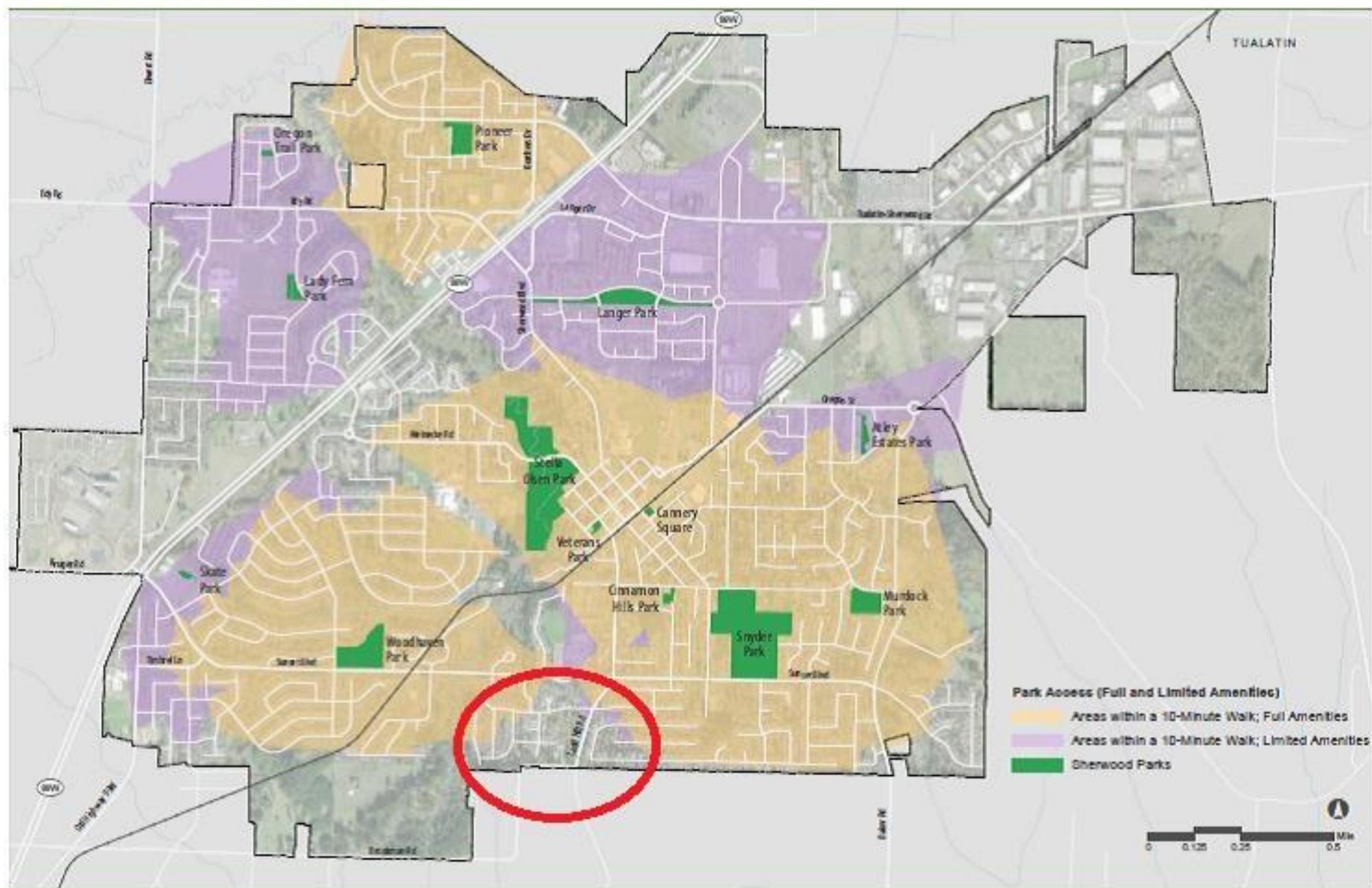


SUN & WIND

**PDG**  
PIONEER DESIGN GROUP



FIGURE 4: 10-MINUTE WALK MAP



*NOTE: While this analysis took into account existing physical barriers, pedestrian connectivity issues due to lack of sidewalks and cul-de-sac development may result in a walk between 10-15 minutes.*



View looking towards the southern end of Redfern Drive



View looking east along the southern border of the Arbor Lane neighborhood



Wildlife found in Sherwood Forest

# Tree Removal May 2021

## Open Space-Heatherwood

May 3rd, 2021

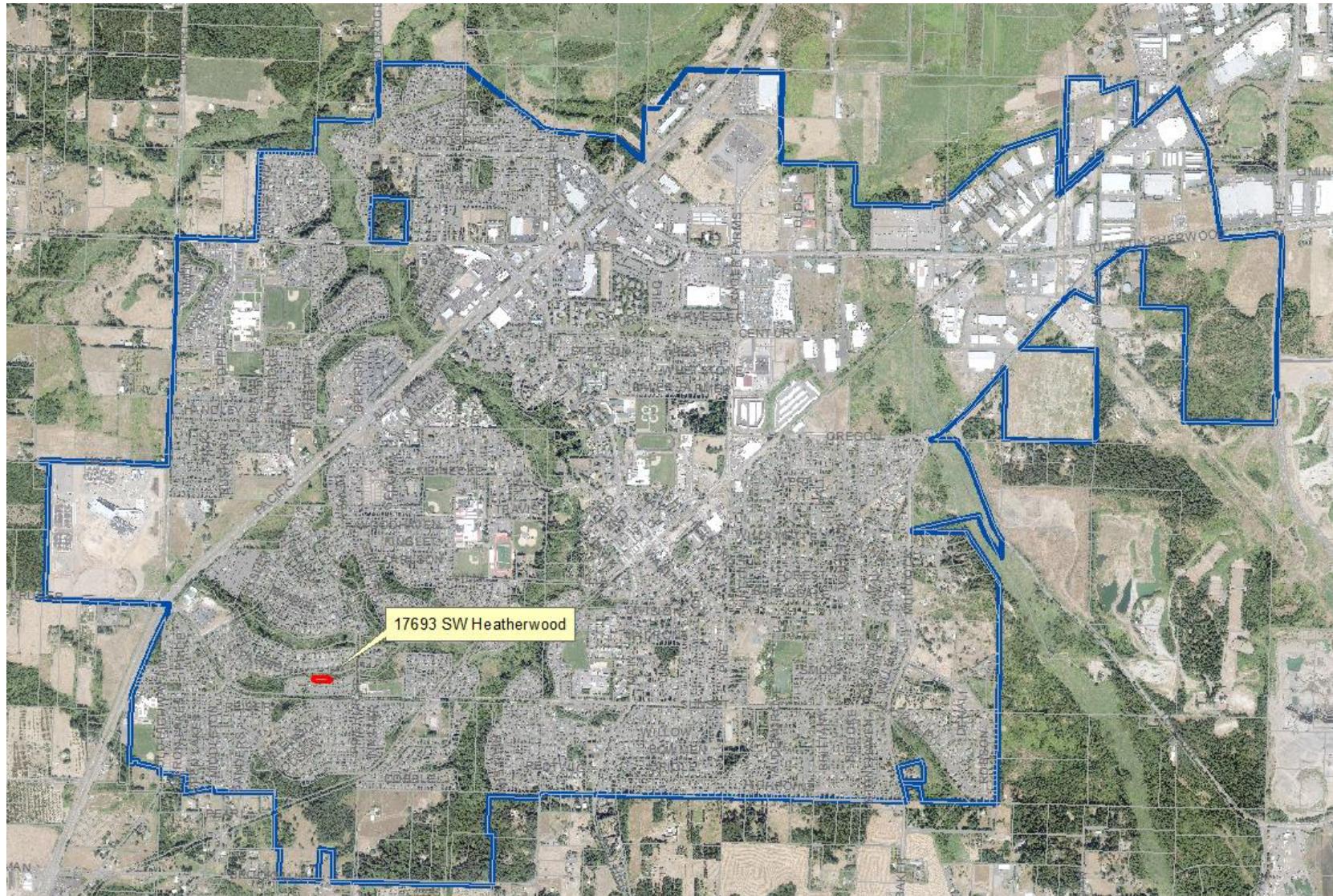
# Open Space-17693 Heatherwood Ln.



"Specialists in the care and preservation of trees"

- Arborist recommends removal due to health/structure and safety
- Plant different species tree this coming fall





# Tree Removal Location