



*Home of the Tualatin River National Wildlife Refuge*

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. ADJUSTMENTS TO AGENDA**

**4. APPROVAL OF APRIL MEETING MINUTES**

**5. CITIZEN COMMENTS**

**6. NEW BUSINESS**

- A. Cedar Creek Trail
- B. Park SDC Methodology
- C. Brookman Area Land/Trees
- D. Sherwood Festival Plaza
- E. Veterans Memorial Park

**7. PARK MAINTENANCE REPORT**

**8. COUNCIL LIAISON REPORT**

**9. ADJOURN**

**MEETING AGENDA**

**Parks & Recreation Advisory Board**

**Monday, June 6, 2022 at 7:00pm**

**Sherwood City Hall, Community Room**

**22560 SW Pine Street  
Sherwood, OR 97224**

**How to Provide Citizen Comments:**

Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to [steffenst@sherwoodoregon.gov](mailto:steffenst@sherwoodoregon.gov) and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email [steffenst@sherwoodoregon.gov](mailto:steffenst@sherwoodoregon.gov) or call 503-625-4213 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

**ADA Accommodations:**

If you require ADA accommodations for this public meeting, please contact [steffenst@sherwoodoregon.gov](mailto:steffenst@sherwoodoregon.gov) or call 503-625-4213 at least 48 hours in advance of the scheduled meeting time.



**SHERWOOD PARKS BOARD MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**June 6, 2022**

**WORK SESSION**

- 1. CALL TO ORDER:** Board Chair Amer called the meeting to order at 7:00 pm.
- 2. BOARD PRESENT:** Brian Amer, John Clifford, Steve Munsterman, Rodney Lyster, Manny Sanchez, David Scheirman
- STAFF PRESENT:** Community Services Director Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operations Supervisor Harry Banister, Planning Manager Erika Palmer, Civil Engineer Jason Waters
- 3. ADJUSTMENTS TO AGENDA:** None
- 4. APPROVAL OF APRIL MEETING MINUTES:**

**MOTION: FROM SCHEIRMAN TO APPROVE THE AGENDA. SECONDED BY CLIFFORD. MOTION PASSED.**

**5. CITIZEN COMMENTS:**

Neil Shannon of Sherwood, Oregon came forward to address the Board regarding development off Brookman. He encouraged the Board to not let the trees be cut. He commented that the CIP Plan would be discussed at Council meeting tomorrow night and encouraged the board come up with ideas for parks.

David Sweeney of Sherwood, Oregon came forward to address the Board regarding development off Brookman. He invited the Board members to visit the area like Rod Lyster had and posed the questions, "What's more important? Two homes or 80-85 trees. Who benefit?" He reminded the Board that any trees cut would take a century to regrow. He encouraged Board members to have conversations with the Mayor and with individual Council members.

**6. NEW BUSINESS**

- A. Cedar Creek Trail: Jason Waters gave the following report:  
 Scheduled completion has been delayed to July 29th, 2022, due to:
  - 3-weeks of delays from all change order on the project, not part of sewer conflict
  - 6-weeks of delays from conflict with City's sanitary sewer main
 Explanation of sewer conflict and solutions explored:

- The city sewer maps provide for construction were incomplete and misinterpreted. Project plans had identified a force main pipe as the active line when in fact the force main was abandoned in-place and a second (active) sewer line runs parallel to the abandoned force main. The sewer main runs diagonally through the trail and two retaining walls set to be constructed by the trail project.
- Painted sewer locates weren't provided due to area being inaccessible; the sewer lines were eventually located by City crews (not the locate company) at the request of the trail project after the trail contractor had sufficiently cleared the project.
- Actual location of sewer line conflicts with one retaining wall and the base rock under the trail, whereas construction plans show the sewer line outside of the trail project altogether.
- The sewer line is almost 60 year old asbestos lined pipe.
- There are no sanitary sewer projects identified at this location in the sanitary sewer master plan and there are no sanitary funds available in the current City budget.
- Two solutions were explored, with the first option (Option A) initially pursued more than the other:
  - Option A – adjust & redesign the trail project to avoid the sanitary sewer conflict altogether.
  - Option B – City relocates the sanitary sewer around the trail project.
- Option A was explored and would've cost \$225k+ and added substantial design time for engineered retaining walls and resulted in 3-4 weeks of additional delay beyond July 29th, 2022.
- Option B will cost the City approximately \$125k and will not require substantial design time. Parts & materials are being ordered directly by the City for the sanitary sewer relocation work and this work is now the critical path to the revised substantial completion date of July 29th, 2022.
- A positive take away is that the City's sanitary sewer fund will not be impacted, and the work can now be incorporated into and funded by the trail project.

B. Park SDC Methodology: Erika Palmer handed out Exhibit A and went over it with the Board. This will be presented to City Council at their June 21 meeting. Switzer reminded the Board that SDCs covers land acquisition and parks, not *running* recreation programs. Another work session is coming up on August 8, 2022.

C. Brookman Area Land/Trees: Switzer and Palmer gave the following report:

- Reminder to the Board that some recommendations could have an associated cost. Does the Board want to use SDCs to save land?
- The Application for Cedar Creek Gardens is complete and on the city's website. It is scheduled for hearings officer on Thursday, June 30, 2022, when the developer will present plans and show how they match the city's code. People can testify at this. If it gets appealed, it will go to the Planning Commission.
- Palmer confirmed that a trail is reflected in the application which is online.
- Munsterman asked if the Parks Board could recommend to City Council to purchase the land.
- Switzer suggested the board members go online and review the application them email Councilors as individuals opposed to as a Board.

D. Sherwood Festival Plaza: Switzer handed our Exhibit B and gave the following report:

- Planning Commission Hearing is July 12.
- Board reviewed draft images/plans of kiosks/interpretive signs. Lyster recommended that they match the one that is in front of Sesame Donut by the Library.
- Switzer reported that project is on schedule.
- Councilor Scott recommended that the Board consider a name for the plaza.

E. Veterans Memorial Park: Switzer handed out Exhibit C and reported that the project will go out for bid at the end of June and construction will start after Robin Hood Festival.

## 7. PARK MAINTENANCE REPORT

Harry Banister gave the following report:

- Water features are running. Public Works has two staff members working weekends throughout the summer.
- Asphalt repair work is being done on six Woodhaven trails – this includes crack seal and seal coating – that will be done by June 30.
- Flower baskets have been hung.
- Preparing for Music on the Green and Movies in the Park.

## 8. COUNCIL LIAISON REPORT

Councilor Doug Scott introduced himself. He's served on City Council for four years and served on the Planning Commission prior to that. He provided the following updates from the Council:

- The initial design choice has been finalized for the Pedestrian Bridge.
- Next Council meeting is June 7, 2022.

## 9. ADJOURN

Meeting was adjourned at 8:31pm.



# Current Parks SDC

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



# Comparisons

DRAFT

Parks SDC Comparison	Single Family Residence		Multi-Family	Office Bldg. (per sq. ft.)
	\$	14,997		
<b>Sherwood (calculated)</b>	\$	<b>14,997</b>	\$	<b>9,310</b>
Tualatin Hills PRD (Bonny Slope West)		12,789		10,206
Tualatin Hills PRD (North Bethany)		12,645		10,091
Tualatin Hills PRD (South Cooper Mountain)		12,624		10,075
Beaverton		11,787		8,840
Tigard		10,903		8,011
Tualatin Hills PRD (District-wide no overlay)		10,800		8,619
<b>Sherwood (existing)</b>		<b>8,999</b>		<b>6,754</b>
Tualatin		8,548		6,371
Newburg - Chehalem Park District		8,432		7,426
Forest Grove		6,010		6,010
McMinnville		2,617		2,617
				2.88

# City of Sherwood

## City Council Work Session



**Parks SDC Analysis**  
**May 3, 2022**  
**Doug Gabbard, Project Manager**



**FCS GROUP**  
Solutions-Oriented Consulting



# Agenda

- SDC basics
- Current parks SDC
- Calculated parks SDC
- Projected growth
- Projects
  - » Expansion
  - » Infill
- Calculated parks SDC
- Comparisons
- Funding plan
- Next steps



# 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.



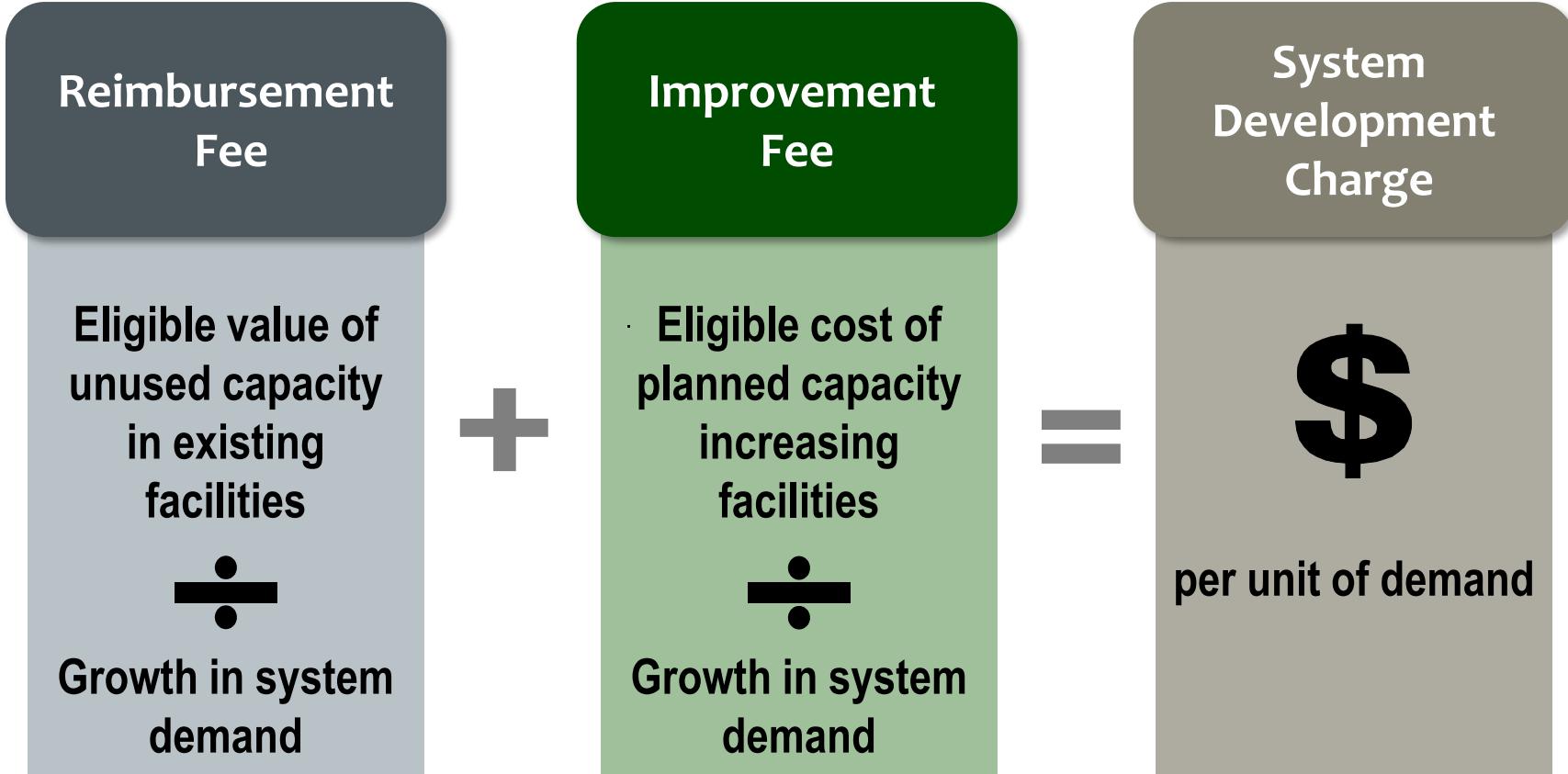
# Legal Framework for SDCs

**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.”





# The SDC Calculation





# Current Parks SDC

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



# Calculated Parks SDC

Calculated Impact Fee	Future LOS Units
Cost basis:	
Project Cost Basis	\$ 68,012,731
less: Debt Deduction	-
less: SDC Fund Balance	-
<b>Total Cost Basis</b>	<b>\$ 68,012,731</b>
<i>Growth in Residential Equivalents</i>	12,958
SDC per Residential Equivalent	\$ 5,249
Land Use Category	Equivalent Residential Multiplier / Occupancy
Single-family dwelling unit	2.857
Multi-family dwelling unit	1.774
Manufactured home	1.833
Accessory dwelling unit	1.000
Employee	0.109
	573

Source: American Community Survey and Previous Tables



# Residential Equivalents

2019 Inflow/Outflow Analysis	Living Inside	Living Outside	Total
	Sherwood	Sherwood	
Working inside Sherwood	824	5,661	6,485
Working outside Sherwood	9,202		
Not working	9,569		
<b>Total</b>	<b>19,595</b>		

Source: US Census Bureau: OnTheMap Application

Total Hours per Week of Park Availability, 2019	Residential	Residential	Total Hours
	Hours	Hours	
Working inside Sherwood	59,328	64,850	124,178
Working outside Sherwood	662,544		662,544
Not working	1,071,728		1,071,728
<b>Total</b>	<b>1,793,600</b>	<b>64,850</b>	<b>1,858,450</b>
Hours per resident	91.53		
Hours per employee		10.00	
<b>Employee Residential Equivalent</b>			<b>0.109</b>

Source: Previous tables

For more details, see pages 4-5 of report.



# Projected Growth

	2019	2021	2040	Growth from 2021 to 2040
Population	19,595	20,496	33,000	12,504
Employees	6,485	6,818	10,978	4,160
Residential Equivalent Employees	708	745	1,199	454
<b>Total Residential Equivalents</b>	<b>20,303</b>	<b>21,241</b>	<b>34,199</b>	<b>12,958</b>

Source: Previous tables

*For more details, see pages 5-6 of report.*



# Expansion Projects

By Unit of Measurement	Current Quantity (as of 2021)	Quantity Planned (per CIP)	Quantity Planned by 2040	Current Level of Service		Future Level of Service			
				New Quantity Needed	Eligibility	Units per 1,000 residents in 2040	Minimum 2021 Quantity	Eligibility	Reimbursable Quantity
Acres	66.68	52.00	118.68	40.68	78.23%	3.60	73.71	86.48%	0.00

Expansion Projects	Timing	Total Cost	Eligibility	Eligible Cost
Sherwood West Concept Area Park Development	10+ years	\$ 12,600,000	86.48%	\$ 10,896,318
Sherwood West Concept Area Park Land Acquisition	10+ years	12,750,000	86.48%	11,026,036
Sherwood Fieldhouse Replacement	5-10 years	7,500,000	86.48%	6,485,903
Sports Complex	10+ years	11,400,000	86.48%	9,858,573
<b>Total</b>		<b>\$ 44,250,000</b>	<b>86.48%</b>	<b>\$ 38,266,831</b>

For more details, see pages 6-7 of report.



Infill Project	Timing	Total Cost	Eligibility	Eligible Cost
Atley Estates	5-10 years	\$ 403,000	37.89%	\$ 152,700
Langer Park	5-10 years	1,724,000	37.89%	653,239
Murdock Park	1-5 years	2,246,000	37.89%	851,030
Pioneer Park	1-5 years	1,504,000	37.89%	569,879
Stella Olsen Memorial Park	5-10 years	2,300,000	37.89%	871,491
Woodhaven Park	5-10 years	1,740,000	37.89%	659,302
Natural Area Management		150,000	0.00%	-
Marjorie Stewart Senior Community Center Expansion	10+ years	6,300,000	37.89%	2,387,127
Sherwood Center for the Arts	1-20 years	900,000	37.89%	341,018
YMCA (City of Sherwood Owned Building)	1-20 years	30,000,000	37.89%	11,367,273
Brookman Concept Area Parks	1-20 years	6,375,000	37.89%	2,415,545
10-Minute Walk Park Improvements	1-20 years	1,500,000	37.89%	568,364
Trail Network Expansion/Improvement	10+ years	1,500,000	37.89%	568,364
Pump Track	5-10 years	350,000	37.89%	132,618
Disc Golf Course	1-20 years	50,000	37.89%	18,945
Dog Park	1-20 years	150,000	37.89%	56,836
Universally Accessible Destination Play Area	5-10 years	1,750,000	37.89%	663,091
Splash Pad	5-10 years	500,000	37.89%	189,455
Festival Plaza	1-20 years	550,000	37.89%	208,400
Pedestrian Undercrossing	1-20 years	6,412,057	37.89%	2,429,587
Pedestrian and Bike Bridge	1-20 years	12,000,000	37.89%	4,546,909
Public Art	1-20 years	250,000	37.89%	94,727
<b>Total</b>		<b>\$ 78,654,057</b>	<b>37.82%</b>	<b>\$ 29,745,901</b>

*For more details, see page 7 of report.*



# Calculated Parks SDC

Calculated Impact Fee	Future LOS Units
Cost basis:	
Project Cost Basis	\$ 68,012,731
less: Debt Deduction	-
less: SDC Fund Balance	-
<b>Total Cost Basis</b>	<b>\$ 68,012,731</b>
<i>Growth in Residential Equivalents</i>	12,958
SDC per Residential Equivalent	\$ 5,249
Land Use Category	Equivalent Residential Multiplier / Occupancy
Single-family dwelling unit	2.857
Multi-family dwelling unit	1.774
Manufactured home	1.833
Accessory dwelling unit	1.000
Employee	0.109
	573

Source: American Community Survey and Previous Tables

For more details on applying the per-employee charge, see page 9 of report.



# Comparisons

Parks SDC Comparison	Single Family Residence		Multi-Family		Office Bldg. (per sq. ft.)
	\$	14,997	\$	9,310	
<b>Sherwood (calculated)</b>	\$	14,997	\$	9,310	\$ 1.64
Tualatin Hills PRD (Bonny Slope West)		12,789		10,206	1.03
Tualatin Hills PRD (North Bethany)		12,645		10,091	1.03
Tualatin Hills PRD (South Cooper Mountain)		12,624		10,075	1.03
Beaverton		11,787		8,840	1.33
Tigard		10,903		8,011	1.83
Tualatin Hills PRD (District-wide no overlay)		10,800		8,619	1.03
<b>Sherwood (existing)</b>		<b>8,999</b>		<b>6,754</b>	<b>0.27</b>
Tualatin		8,548		6,371	1.72
Newburg - Chehalem Park District		8,432		7,426	-
Forest Grove		6,010		6,010	-
McMinnville		2,617		2,617	2.88



# Funding Plan

## Funding Plan

**Resources:**

Beginning fund balance	\$	-
SDC Revenue		68,012,731
<i>Other Needed Revenue</i>		57,765,326
Total resources	\$	<b>125,778,057</b>

**Requirements:**

Project list (total cost)	\$	125,778,057
Ending fund balance		-
Total requirements	\$	<b>125,778,057</b>



# Next Steps

- **Public hearing**
  - » Adopt full SDC.
  - » Adopt phased-in SDC.
  - » Adopt discounted SDC.
  - » Do not adopt SDC.
- **Use cost index to make annual adjustments.**

# Thank you! Questions?

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

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

# Exhibit B Festival Plaza



## SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

RENDERED VIEW

lango.hansen

LANDSCAPE ARCHITECTS PC

NW PINE ST.

SW 1ST ST.



# SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

PRELIMINARY SITE PLAN

lango.hansen

LANDSCAPE ARCHITECTS PC



# 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



## SHERWOOD FESTIVAL PLAZA - INTERPRETIVE SIGN EXAMPLES

Canemah  
Bluff  
NATURAL AREA

AREA RULES

You are entering a natural area.  
All animals, plants and cultural  
resources are protected.

For your safety and to  
preserve natural habitats,  
pets, fires, firearms, bikes,  
tobacco, alcohol, camping,  
motorized vehicles and digging  
are prohibited.

Park opens half an hour  
before sunrise and closes  
half an hour after sunset.  
For more information call  
503.797.1545



Why no dogs?

Understanding the 'no dogs' policy at  
Canemah Bluff Natural Area

Why were dogs allowed at Canemah Bluff?  
They are the only natural area in the city of  
Portland that allows dogs. The city of Portland  
has a 'no dogs' policy for natural areas.  
What is the 'no dogs' policy?  
It means that dogs are not allowed in natural  
areas. This is to protect the environment and  
the health of people and animals.

Thank you for your  
understanding.  
For more information, contact  
the city of Portland's Natural Areas  
and Parks department at 503-823-4000.

Map 1: Mating & post-mating

**Explore a Unique Landscape**

Look around you for clues to the geological events and human management that have shaped the landscape at Canemah Bluff. During the Missoula Floods, water repeatedly spilled into and out of the Willamette Valley – exposing, scouring and steepening the bluffs and bench where the natural area is located today. Native Americans regularly burned the site to gather food until about 1850, helping create a mosaic of uncommon habitats.

Don't miss the oak woodland and prairie areas, which are home to a diverse array of animals and wildflowers. Camas and Brodiaea lilies, Oregon sunshine, rosy pectenaria and many other native wildflowers bloom from March to May. Birders can find chipping sparrows, red-breasted sapsuckers, white-breasted nuthatches, and orange-crowned warblers, as well as hawks and eagles soaring over the Willamette River.

The white-breasted nuthatch (*Sitta carolinensis*), which depends on oaks in the Willamette Valley, has become less common as the number of oaks has declined.

*Rosy pectenaria*  
*Pectenaria congesta*

*Common camas*  
*Camas esculenta*

*Oregon sunshine*  
*Eschscholzia lobbii*

A white-breasted nuthatch (Sitta carolinensis) perched on a tree trunk, facing left.

**Natural habitats and wildlife of Canemah Bluff**

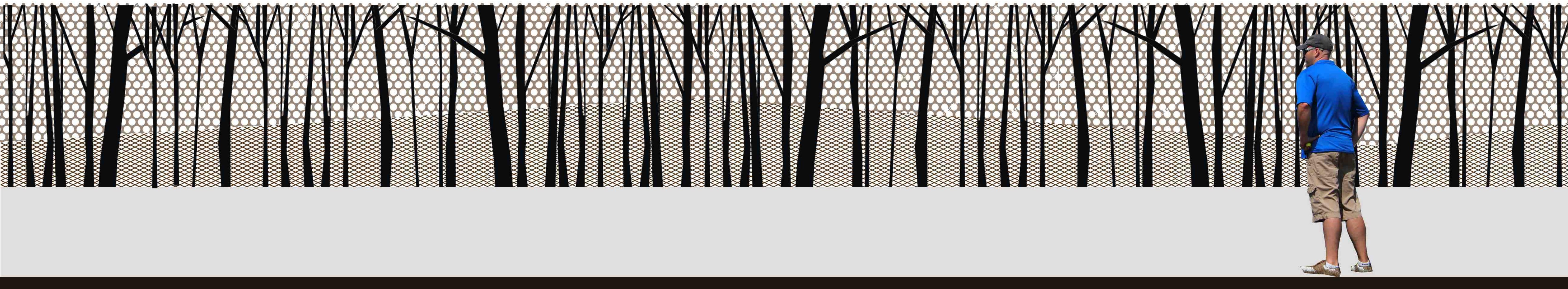
Canemah Bluff is valued for its rich diversity of habitats, including mixed conifer hardwood forest, ash forested wetland, prairie and Oregon white oak woodlands. The location and diversity of habitats provide for a variety of wildlife at the natural area.

A map of the Canemah Bluff Natural Area. It shows the Willamette River to the west, Cemetery Rd. to the north, and the Natural Neighborhood Children's Park to the east. The area is divided into colored regions representing different habitats: green for Mixed conifer hardwood forest, orange for Oregon white oak woodland, blue for Ash forested wetland, and yellow for Prairie. A legend at the bottom right identifies these colors. A scale bar shows distances from 0 to 500 feet. A small icon indicates the 'You are here' location.

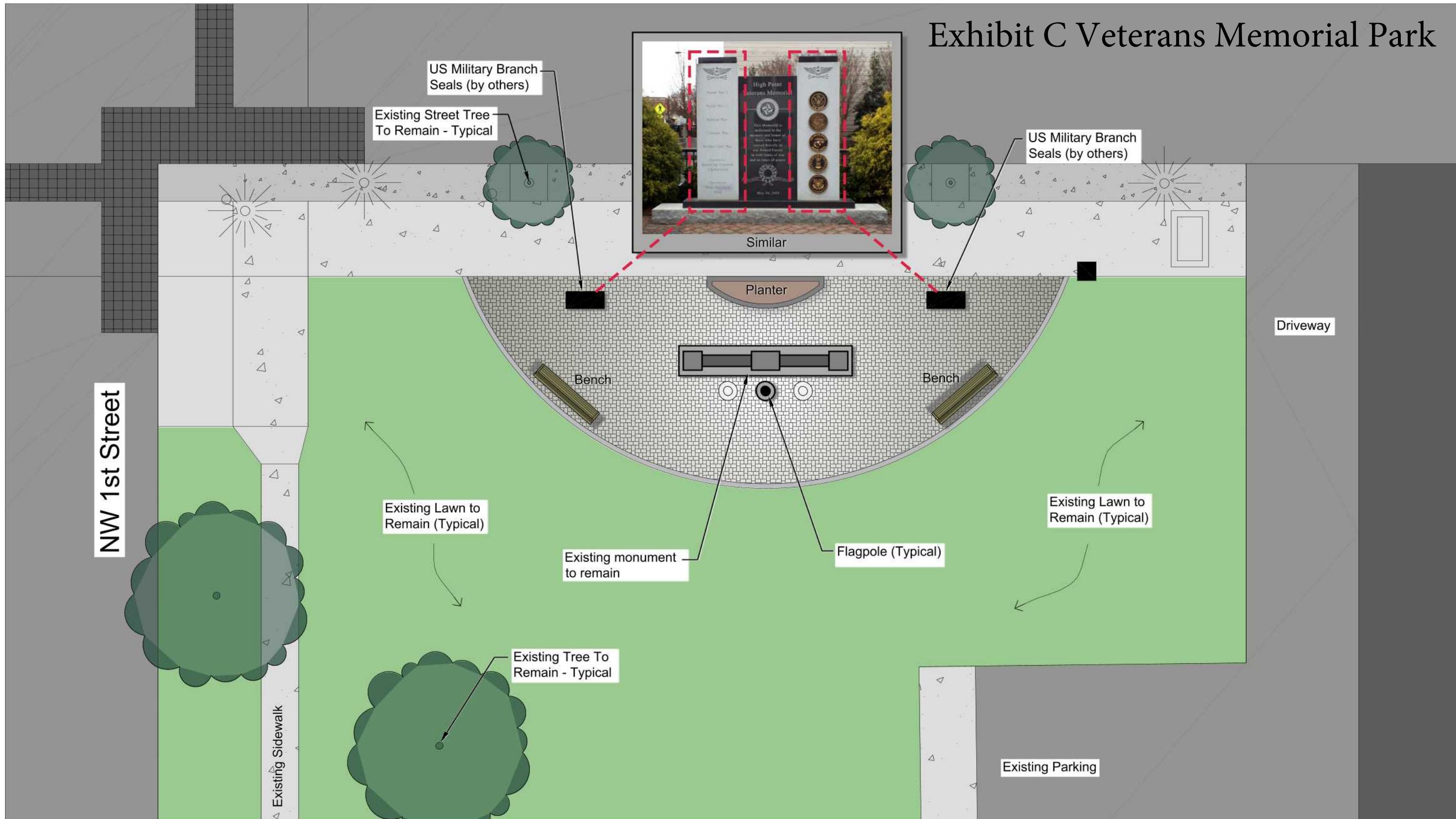
**Metro**

**THE  
INTER  
TWINE**

**OREGON CITY**



# Exhibit C Veterans Memorial Park



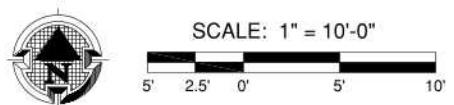
## VETERANS MEMORIAL PARK

CITY OF SHERWOOD

MEARS DESIGN GROUP | LANDSCAPE ARCHITECT

MAY 2022  
ALL RIGHTS RESERVED BY ALL FIRMS

FINAL CONCEPT





# VETERANS MEMORIAL PARK

CITY OF SHERWOOD

MAY 2022

MEARS DESIGN GROUP | LANDSCAPE ARCHITECT    ALL RIGHTS RESERVED BY ALL FIRMS

**FINAL CONCEPT**



# VETERANS MEMORIAL PARK

CITY OF SHERWOOD

MAY 2022

MEARS DESIGN GROUP | LANDSCAPE ARCHITECT    ALL RIGHTS RESERVED BY ALL FIRMS

**FINAL CONCEPT**



# VETERANS MEMORIAL PARK

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MAY 2022

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**FINAL CONCEPT**