



*Home of the Tualatin River National Wildlife Refuge*

## **MEETING AGENDA**

**Parks & Recreation Advisory Board**

**Monday, August 1, 2022 at 7:00pm**

**Sherwood City Hall, Community Room**

**22560 SW Pine Street  
Sherwood, OR 97140**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADJUSTMENTS TO AGENDA**
- 4. APPROVAL OF JUNE MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. ELECTION OF CHAIR AND VICE CHAIR**
- 7. NEW BUSINESS**
  - A. Cedar Creek Trail Update (Jason Waters, P.E., Civil Engineer)
    - o Ribbon Cutting Event
  - B. Veterans Memorial Park Brick Program (Lance Gilgan, Recreation Coordinator)
  - C. Park SDC Methodology Update (Kristen Switzer, Community Services Director)
  - D. Pedestrian Bridge- Art & Lighting Review Committee (Kristen Switzer, Community Services Director)
- 8. PARK MAINTENANCE REPORT**
  - A. Tree Removal Request (Harry Banister, Operations Supervisor)
- 9. COUNCIL LIAISON ANNOUNCEMENTS** (Doug Scott, City Councilor)
- 10. ADJOURN**

### **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**  
**August 1, 2022**

**WORK SESSION**

**1. CALL TO ORDER:** Board Chair Amer called the meeting to order at 7:03 pm.

**2. BOARD PRESENT:** Brian Amer, John Clifford, Steve Munsterman, Manny Sanchez, David Scheirman, Donovan Cutsforth,

**STAFF PRESENT:** Community Services Director Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operations Supervisor Harry Banister, Civil Engineer Jason Waters, Field House Manager Lance Gilgan

**3. ADJUSTMENTS TO AGENDA:** Switzer suggested to add "Other".

**4. APPROVAL OF JUNE MEETING MINUTES:**

**MOTION: FROM MUNSTERMAN TO APPROVE THE AGENDA. SECONDED BY SANCHEZ. MOTION PASSED.**

**5. CITIZEN COMMENTS:**

Neil Shannon of Sherwood, Oregon came forward to address the Board regarding development off Brookman. He shared the City of Lake Oswego's Article 55.06 Heritage Trees (exhibit A) and suggested that the City of Sherwood should consider having an official policy similar to Lake Oswego.

David Sweeney of Sherwood, Oregon came forward to introduce Mr Byron Gregory and Mrs Ruth Gregory who live off Brookman Road. Mr and Mrs Gregory shared their concerns about the construction on Brookman Road.

**6. ELECTION OF CHAIR AND VICE CHAIR:**

**MOTION: FROM SCHEIRMAN FOR AMER TO BE CHAIR, SECONDED BY SANCHEZ. MOTION PASSED.**

**MOTION: FROM AMER FOR SCHEIRMAN TO BE VICE CHAIR, SECONDED BY CLIFFORD. MOTION PASSED.**

**7. NEW BUSINESS**

A. Cedar Creek Trail: Jason Waters gave the following report:

Final paving is on-hold until the sanitary sewer relocation work is completed below SW Gleneagle Drive, after which the last 2 retaining walls on the project can be completed and final paving can be completed. The sanitary sewer relocation work was delayed 2-weeks due to supply chain issues.

Additionally, the new crosswalk signal at 99W was set to be turned-on on July 27th but rescheduled for August 19th due to staffing shortages at ODOT.

Critical completion dates are as follows:

- August 5th, 2022: sanitary sewer relocation work will be tested & completed.
- August 19th, 2022: two retaining walls constructed & ODOT activates crosswalk signal at 99W.
- August 26th, 2022: final paving, begin clean-up & contractor demobilization.
- September 16th, 2022: substantial completion (trail open to public), start punchlist repairs.
- September 24th, 2022: date to be confirmed, ribbon cutting event
- October 21st, 2022: final acceptance & begin 1-year maintenance period (Completes Federal Fund Trail Project & Releases City)
- October 22nd to June 30th, 2023: City completes design & construction of local trail infrastructure & restoration of acoustic fence/visual corridor landscaping.

Visual Corridor Landscaping, Street Trees and Acoustic Fence along SW Alexander Lane:

The visual corridor & fence restoration work will be completed by the City following the federally funded trail project. The City, not the ODOT-managed trail project, will be responsible for replacing the acoustic fence, street trees and landscaping that has been removed or impacted by the ODOT-managed trail project along SW Alexander Lane. City staff is working closely with the Vintage Creek Townhome HOA management company and board to ensure the visual corridor is restored to like or better kind. City staff will complete this work via separate ODOT right-of-way development permit once the main trail project is complete. The current unsightly conditions are temporary, and the area will be restored by the City this fiscal year by June 30th, 2023.

B. Veterans Memorial Park Brick Program:

Lance Gilgan presented the Board with Exhibit A. Pricing is being researched. He expects it to fall between \$75-\$125. Construction is estimated to start in September.

C. Park SDC Methodology Update: Switzer gave the following report:

The SDC Methodology is going before City Council tomorrow. There will be a six-month waiting period and then go to full rate. There will be adjustments every year based on the index out of Seattle.

D. Pedestrian Bridge – Art & Lighting Review Committee:

Switzer reported to the Board that this committee would consist of representatives from Parks Board, Cultural Arts Commission, Sherwood School District, YMCA, and the Chamber of Commerce. There would be 3-4 meetings. Scheirman offered to represent the Parks Board.

## 8. PARK MAINTENANCE REPORT

A. Tree Removal Request

Harry Banister reviewed Exhibit B with the Board.

**MOTION: FROM MUNSTERMAN TO APPROVE THE PROPOSED TREE REMOVALS. SECONDED BY CLIFFORD. MOTION PASSED.**

B. Harry Banister gave the following report:

- The last Music on the Green concert is scheduled for August 3.
- There will be three Movies in the Park in August (August 12, 19, 26).
- Water features have had less downtime than in 2021.

- Irrigation will be rotated between the parks and city facilities due to the pump issue with the City of Wilsonville. Baskets will continue to be watered.
- Parks department is short-handed but keeping up.
- There was a fire in a garbage can at Stella Olsen on 4th of July. No damage other than to the garbage can.

**9. COUNCIL LIAISON REPORT** – no report at this time.

**10. OTHER**

- Martin Rakers the YMCA shared with the Board that they have lots of youth programs going now. Membership is 60% what it was prior to the pandemic. They are looking at adding bleachers to the sports court area. They are short staffed.
- Munsterman expressed his support of drafting a Heritage Tree policy. He thanked Mr and Mrs Gregory for attending. He reminded Board members to always be looking for opportunities for parks.
- Scheirman agreed with Munsterman regarding opportunities for parks and also commented that a tree list was a good idea.
- Sanchez requested that a tree policy or list be a future agenda item. Switzer will check with Planning to determine what the current list is and report back.

**11. ADJOURN**

Meeting was adjourned at 8:05 pm.

## **Article 55.06 Heritage Trees.**

### **Sections:**

- 55.06.010 Purpose; Definition.
- 55.06.020 Nomination.
- 55.06.030 Review Process.
- 55.06.040 Protection of Heritage Trees.
- 55.06.050 Recognition of Heritage Trees.
- 55.06.060 Removal of Heritage Tree Designation.

### **55.06.010 Purpose; Definition.**

1. The purpose of this article is to recognize, foster appreciation and provide for voluntary protection of Heritage Trees.
2. For the purpose of this article, a "Heritage Tree" is a tree or stand of trees that is of landmark importance due to age, size, species, horticultural quality or historic importance.

(Ord. 2721, Amended, 07/19/2016; Ord. 2159, Enacted, 11/04/1997)

### **55.06.020 Nomination.**

1. Any person may nominate a particular tree or trees as a Heritage Tree. If the proposed Heritage Tree is located on property other than City property or public right-of-way under City or county jurisdiction, the nomination shall be submitted by the property owner or accompanied by the property owner's written consent. If the proposed Heritage Tree is located on City property or public right-of-way under City or county jurisdiction, the nomination shall be submitted to the City Manager or County Administrator, as appropriate; if the nomination is consented to by the City or county, the City Manager or County Administrator shall submit the nomination to the Parks, Recreation and Natural Resources Advisory Board (PNAB) pursuant to LOC 55.06.030.
2. Nomination shall be made on such form as required by the City Manager. The nomination form shall include a narrative explaining why the tree qualifies for Heritage Tree status pursuant to the description in LOC 55.06.010 and the written consent of the property owner as described in subsection (1) of this section.

(Ord. 2721, Amended, 07/19/2016; Ord. 2708, Amended, 02/16/2016; Ord. 2289, Amended, 06/05/2001; Ord. 2159, Enacted, 11/04/1997)

### **55.06.030 Review Process.**

1. The PNAB shall review all Heritage Tree nominations at a public meeting. Notice of the meeting shall be provided to the nominating applicant, the property owner (unless the nominated tree is located on public right-of-way under City or county jurisdiction, in which event notice shall be given to the respective City Manager or County Administrator) and the Chair of any recognized neighborhood association in which the tree is located.
2. Staff shall prepare a report for the PNAB analyzing whether the tree complies with the requirements for designation.
3. After considering the staff report and any testimony by interested persons, the PNAB shall vote on the nomination. The PNAB may designate a tree as a Heritage Tree if the Board determines that the following criteria are met:
  - a. The tree or stand of trees is of landmark importance due to age, size, species, horticultural quality or historic importance; and
  - b. The tree is not irreparably damaged, diseased, hazardous or unsafe, or the applicant is willing to have the tree treated by an arborist and the treatment will alleviate the damage, disease or hazard;
4. Following approval of the nomination by the PNAB:
  - a. If the tree is located on private property, the designation shall be complete upon the property owner's execution of a covenant running with the land suitable for recordation by the City. The covenant shall describe the

subject property, generally describe the location of the Heritage Tree, and covenant that the tree is protected as a "Heritage Tree" by the City of Lake Oswego and is therefore subject to special protection as provided in this chapter.

b. If the tree is located on public right-of-way, the designation shall be complete upon the staff's listing of the tree on the City Heritage Tree records.

5. If the tree is located on the public right-of-way, the City or county, as appropriate, shall condition any future Property Owner-requested vacation of the public right-of-way upon the execution of a covenant in accordance with subsection (4) of this section, which shall be recorded by the City upon the vacation of the right-of-way.

(Ord. 2721, Amended, 07/19/2016; Ord. 2708, Amended, 02/16/2016; Ord. 2289, Amended, 06/05/2001; Ord. 2159, Enacted, 11/04/1997)

#### **55.06.040 Protection of Heritage Trees.**

1. Unless the tree qualifies for an emergency, dead or hazard tree removal permit, a permit to remove a designated Heritage Tree shall be processed as a Type II Tree Removal Permit subject to the criteria contained in LOC 55.02.080, as modified by subsection (2) of this section.

2. If an application to remove a Heritage Tree is sought pursuant to LOC 55.02.080 the applicant shall demonstrate that the burden imposed on the property owner, or, if the tree is located within the public right-of-way under City or county jurisdiction, then the burden imposed on the respective City or county by the continued presence of the tree outweighs the public benefit provided by the tree in order to comply with 55.02.080(3). For the purposes of making this determination, the following tree impacts shall not be considered unreasonable burdens on the property owner, or if appropriate, the City or county:

- a. View obstruction;
- b. Routine pruning, leaf raking and other maintenance activities; and
- c. Infrastructure impacts or tree hazards that can be controlled or avoided by appropriate pruning or maintenance.

3. Unless the permit is to remove an emergency, dead, or hazard tree pursuant to LOC 55.02.042(3) or (4), the applicant to remove a heritage tree shall be required to mitigate for the loss of the tree pursuant to LOC 55.02.084.

4. Any person who removes a Heritage Tree in violation of this article shall be subject to the penalties provided in LOC 55.02.130. In addition, the violator shall be subject to double the enforcement fee established pursuant to LOC 55.02.130(3).

(Ord. 2721, Amended, 07/19/2016; Ord. 2289, Amended, 06/05/2001; Ord. 2260, Amended, 09/05/2000; Ord. 2159, Enacted, 11/04/1997)

#### **55.06.050 Recognition of Heritage Trees.**

1. A Heritage Tree plaque shall be designed and may be furnished by the City to the property owner, or if the tree is in the public right-of-way, to the appropriate City or county official, of a designated Heritage Tree. The City may charge a fee to cover the costs of providing the plaque. The plaque shall be posted at a location at or near the tree and, if feasible, visible from a public right-of-way.

2. The Planning Department shall maintain a list and map of designated Heritage Trees.

(Ord. 2721, Amended, 07/19/2016; Ord. 2289, Amended, 06/05/2001; Ord. 2159, Enacted, 11/04/1997)

#### **55.06.060 Removal of Heritage Tree Designation.**

A Heritage Tree shall be removed from designation if it falls or is removed pursuant to LOC 55.06.040. If removed from private property, the City shall record a document extinguishing the covenant.

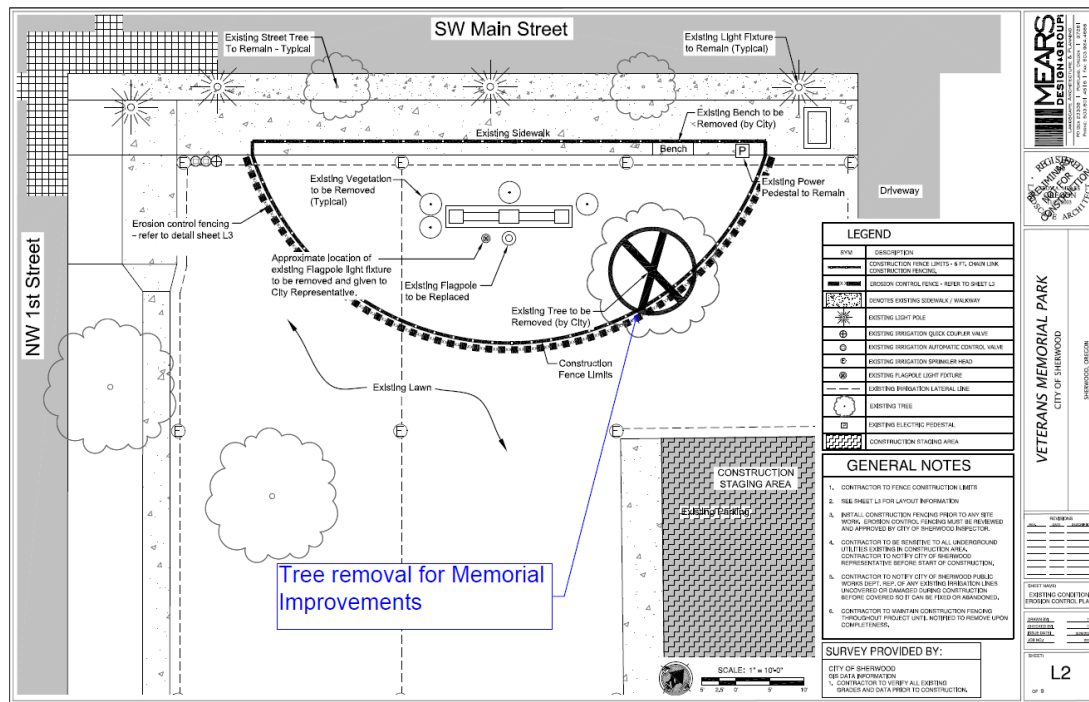
(Ord. 2721, Amended, 07/19/2016; Ord. 2289, Amended, 06/05/2001; Ord. 2159, Enacted, 11/04/1997)

# Tree Removal August 2022 Open Spaces, Storm Water Quality Facility and Veterans Memorial Park Project

August 1<sup>st</sup>, 2022

# Veterans Memorial Park Project

## 1<sup>st</sup> and Main St.



- Removal of 1 tree for Memorial Project Improvements



# Open Space- 17617 SW Woodhaven

## HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

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

July 18, 2022

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

Reference: Tree Assessment  
Location: 17617 SW Woodhaven Drive, Sherwood, OR  
Inspection Date: 7/18/22  
Subject: Cottonwood Tree

Per your request, I inspected a large cottonwood tree (*Populus trichocarpa*) located within a green space behind the location listed above to determine its condition.

**Description:** One multi-trunked 30-foot-tall cottonwood tree (*Populus trichocarpa*). The trunk has a diameter of 7-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 20-feet in diameter.

**Evaluation:** The tree is growing on the edge of a greenspace area along the side fence of the above address. The tree is in good health and fair structure. The tree has two distinct leans, one trunk towards the residence and the other trunk towards the greenspace. The tree roots and basal flare areas are causing severe damage to the fence.

**Results:** Due to the tree roots damaging the neighboring property, the tree condition and unmovable target areas, I recommend the tree be removed.

If further information is needed, please call.

Sincerely,



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

*"Specialists in the Care and  
Preservation of Trees"*

- Arborist recommends removal of 1 cottonwood, due to property damage and 2 severe leans
- Staff will replant tree within the open space this coming fall



# Trail between Inkster and Galewood

## HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

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

"Specialists in the Care and  
Preservation of Trees"

July 8, 2022

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

Reference: Tree Assessment  
Location: Walking Path Between Inkster and Galewood, Sherwood, OR.  
Subject: Maple Trees  
Inspection Date: 7.8.22

Per your request, I inspected twenty-three maple trees located on either side of the walking path listed above.


**Description:** There are twenty-three (23) maple trees in total, consisting of eighteen (18) silver maples (*Acer saccharinum*) and five (5) Norway maples (*Acer platanoides*) growing on either side of the walking path. The trees have an average approximate height of forty feet and a limb spread of thirty feet in diameter.

**Evaluation:** The trees are in very good health and structure. The roots are causing severe damage to the asphalt pathway as well as to neighboring hardscapes and landscapes. The trees are also growing against the sides of several houses and roof tops.

**Results:** These species of trees need much more growing room than they currently have available. They will continue to grow to many times their current size and cause much more damage in the near future. Due to the species of tree and severe damage caused from the tree's roots, I strongly recommend removing the trees and replacing with a more suitable species.

If further information is needed, please call.

Sincerely,

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



- Arborist recommends removal of 23 maple trees due location (not enough room to grow), damage to hardscape trail and neighboring property
- This section of trail is proposed to have surface treatment applied (slurry seal) spring of 2023. The removal of the trees will allow grading to take for a smooth trail surface at time of surface treatment.
- Staff will replant a more suitable tree within this area this coming fall



# Storm Water Quality Facility- Copper Terrace (21225 Yorkshire Way)

## HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

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

May 31, 2022

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

Reference: Tree Evaluation  
Location: WQF Located Behind 21225 SW Yorkshire Way, Sherwood, OR

Per your request, I have inspected the tree located within a WQF behind the residence at 21225 SW Yorkshire Way, Sherwood, Oregon. The purpose of this inspection was to evaluate the hazard potential of the tree to surrounding persons and property with regard to public safety.

### Oregon big leaf maple tree

**Description:** One 35-foot-tall Oregon big leaf maple tree, (*Acer macrophyllum*). The tree has a trunk diameter of 10 inches as measured 4.5-feet above ground level. The limb spread of the maple tree is approximately 20-feet in diameter. The maple tree has a severe lean to the south 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 is very overcrowded by other trees and will continue to encroach on the residence.

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

If further information is needed, please call.

Sincerely,



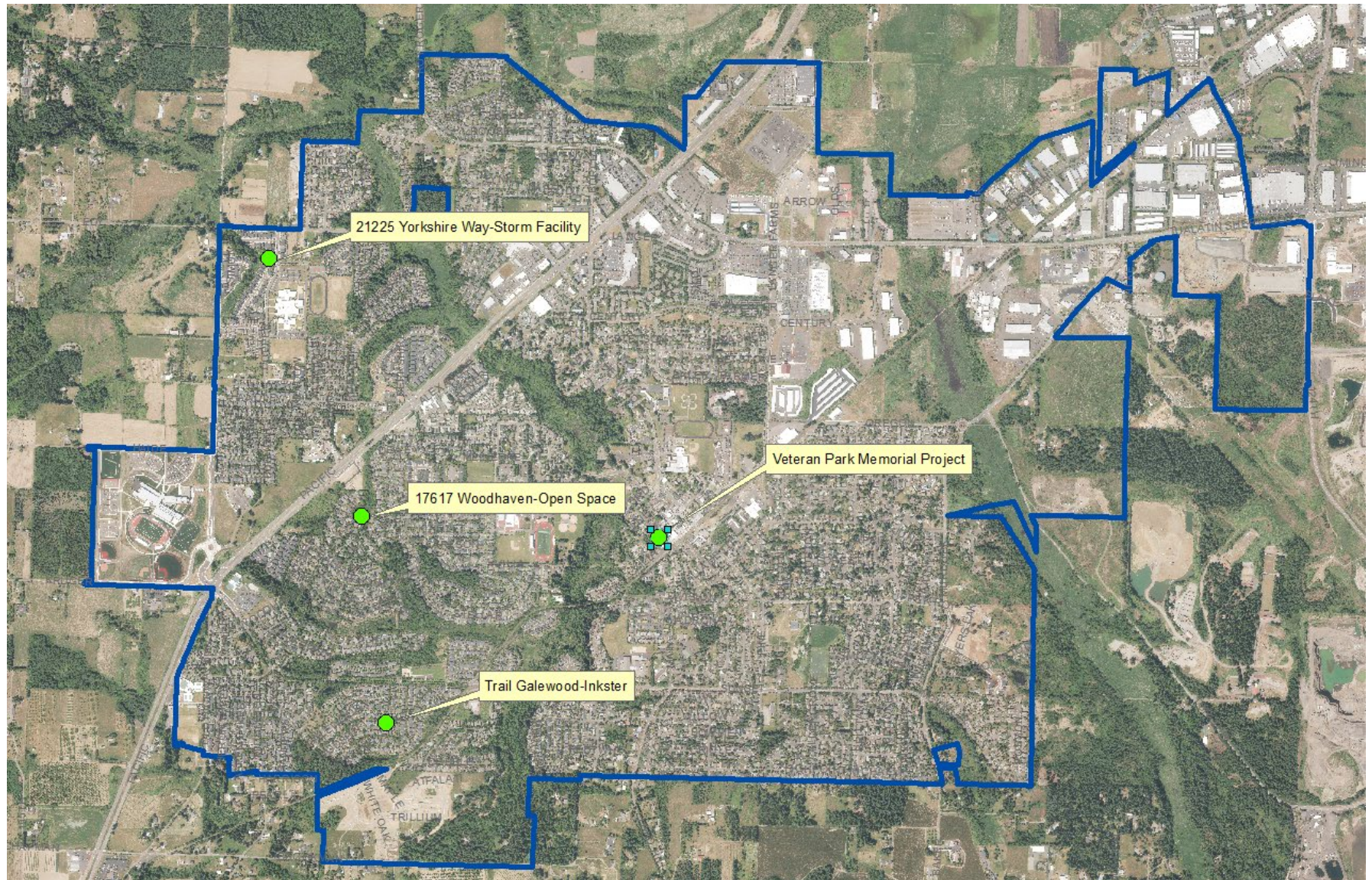
Phillip Whitcomb  
ISA Tree Risk Assessor Qualified  
Certified Arborist  
ISA-PNW #0114A

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Preservation of Trees"

- Remove 1 maple tree due to over severe lean, safety of persons and property







# Tree Removal Location