



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, October 3, 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 AUGUST MEETING MINUTES

5. CITIZEN COMMENTS

6. NEW BUSINESS

- A. Woodhaven Park Playground Replacement (Harry Banister Operations Supervisor)
- B. Tree Removal Request (Harry Banister, Operations Supervisor)

7. PARK MAINTENANCE REPORT (Harry Banister, Operations Supervisor)

8. STAFF UPDATES (Kristen Switzer, Community Services Director)

9. COUNCIL LIAISON ANNOUNCEMENTS (Doug Scott, City Councilor)

10. OTHER

11. 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 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 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 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
October 3, 2022

WORK SESSION

- 1. CALL TO ORDER:** Board Vice Chair Scheirman called the meeting to order at 7:00 pm.
- 2. BOARD PRESENT:** David Scheirman, Steve Munsterman, Rodney Lyster, Manny Sanchez, Joy Kuczer, Brian Carideo, Donovan Cutsforth, City Councilor Doug Scott
- STAFF PRESENT:** Community Services Director Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operations Supervisor Harry Banister
- 3. ADJUSTMENTS TO AGENDA:** None
- 4. APPROVAL OF APRIL MEETING MINUTES:**

MOTION: FROM MUNSTERMAN TO APPROVE THE AGENDA. SECONDED BY SANCHEZ. MOTION PASSED.
- 5. CITIZEN COMMENTS:** None
- 6. NEW BUSINESS**
 - A. Woodhaven Park Playground Replacement:** (Banister)
 - Banister presented the Board with three renderings of proposed replacements for the play structure and swings (see Exhibit A). This represents Phase I. Phase II will be rocks, logs, sunshade over sand pit, embankment slide and climber.
 - An open house will be held the week of October 17, 2022. Date yet to be determined. Attendees will have an opportunity to vote for their favorite rendering.
 - Banister will return to November 7, 2022, Parks Board meeting with the results of the vote.
 - Recommendation will be presented to City Council at their December 6, 2022, meeting.
 - B. Tree Removal Request (Banister)**
 - Banister presented recommendations for tree removals to Board (see Exhibit B).

MOTION: FROM CARIDEO TO APPROVE TREE REMOVALS. SECONDED BY CUTSFORTH. MOTION PASSED.

- Following the vote, Munsterman suggested that trees that were obviously dead could be recommended for removal by staff so that an arborist wouldn't have to be paid. Several Board members agreed, also suggesting the trees that were obviously crowding storm drains or causing encroachments might also be acceptable for review by staff. Kristen Switzer, Community Services Director, will research any possible requirements.

7. PARK MAINTENANCE REPORT (Banister)

- Banister reported that the normal "change in seasons" work was getting started which included:
 - Flower baskets in Old Town coming down this week
 - Water features have been turned off
 - Leaves, weeds, and pruning in the parks
- Both water features will be refurbished over the winter months.
- The opening of the new trail added four more trash cans, so more time has been spent emptying trash cans.
- Items still coming for new trail include doggy bag dispenser, three more benches, and a bike repair station.

8. STAFF UPDATES (Switzer)

- Cedar Creek Trail – the Grand Opening went very well. Switzer thanked Board members who were able to make it.
- Veterans Memorial Park Monument – this previously went out to bid twice unsuccessfully. It is currently out for bid a third time in hopes for a successful bid. There are possible options for a backup plan if this third try is unsuccessful. Expecting to launch the Memorial Brick Program at the Veterans Day Ceremony in November.
- Festival Plaza – staff received four bids that were all very close. It will be going to the URA Board Tuesday, October 4, 2022. Hoping to award later this week.
- Heritage Tree Program – Switzer spoke with planning staff regarding this. There is current language in the code. The Planning Commission has a work session scheduled to review this.
- Sherwood West Open House - scheduled for Thursday, October 20, 2022, 5:30-7:30 at the Ridges Elementary School.

9. COUNCIL LIAISON REPORT (Scott)

- Council is excited for the Sherwood West plan to go out to the public at the October 20th Open House.
- It was a quiet summer for Council.
- There will be two work session Tuesday, October 4, 2022, where they will discuss the pedestrian bridge and food trucks.
- At the City Council meeting on Tuesday, October 4, 2022, they will discuss, among other topics, DEI statement review, Council seat vacated by Sean Garland, recognize local high school students.

10. OTHER

- Kuczer asked about Sherwood having an official recreation department. Switzer responded that creating recreation department wasn't in the immediate future due to

the expense of additional staffing and the fact that we have recreation-type activities offered at the Sherwood Center for the Arts, Marjorie Stewart Senior Center, Field House, and YMCA. There was discussion around a sports complex, sports fields. Switzer informed the Board that the City is actively looking for land and that the Sherwood West Plan has two parks identified.

11. ADJOURN

Meeting was adjourned at 7:59pm.

Exhibit A







Exhibit B

Tree Removal October 2022 Open Spaces/Greenspace/Storm Water Quality Facility

October 3rd, 2022

Open Space- 17318-17330 Galewood Dr.

HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

P.O. Box 1182 • Tualatin, OR 97062

(503) 245-1383

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

Reference: Tree Assessment
Location: 17330 and 17318 SW Galewood Dr., Sherwood, OR 97140
Subject: Cottonwood Trees

Per your request, I inspected four cottonwood trees (*Populus trichocarpa*) located within the green space behind both addresses listed above to determine their condition.

Description: Tree # 1: Cottonwood tree (*Populus trichocarpa*) approximately 40-feet in height. The trunk has a diameter of 10-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 15-feet in diameter.

Tree # 2: Cottonwood tree (*Populus trichocarpa*) approximately 40-feet in height. The trunk has a diameter of 12-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 18-feet in diameter.

Tree # 3: Cottonwood tree (*Populus trichocarpa*) approximately 45-feet in height. The trunk has a diameter of 24-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 20-feet in diameter.

Tree # 4: Cottonwood tree (*Populus trichocarpa*) approximately 60-feet in height. The trunk has a diameter of 29-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 29-feet in diameter.

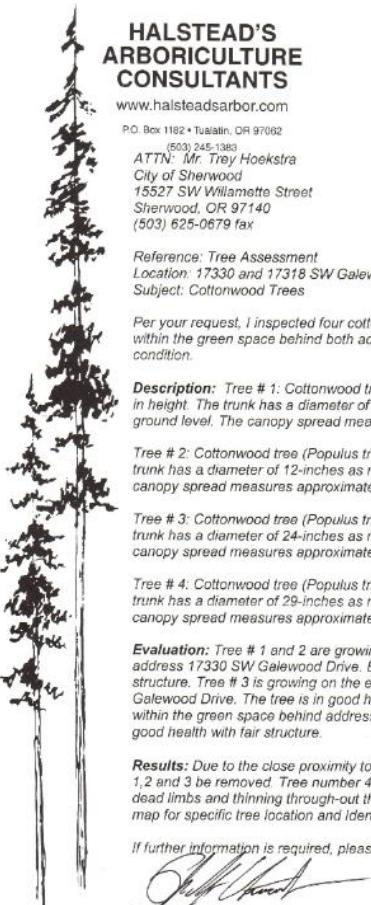
Evaluation: Tree # 1 and 2 are growing on the edge of a green space behind address 17330 SW Galewood Drive. Both trees are in good health and exhibit fair structure. Tree # 3 is growing on the edge of the pathway behind address 17318 SW Galewood Drive. The tree is in good health and fair structure. Tree # 4 is located within the green space behind address 17318 SW Galewood Drive. The tree is in good health with fair structure.

Results: Due to the close proximity to both residences, I recommend trees numbered 1, 2 and 3 be removed. Tree number 4 should be pruned for structure, removal of dead limbs and thinning throughout the upper canopy. Please see the attached site map for specific tree location and identification numbers.

If further information is required, please call.



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

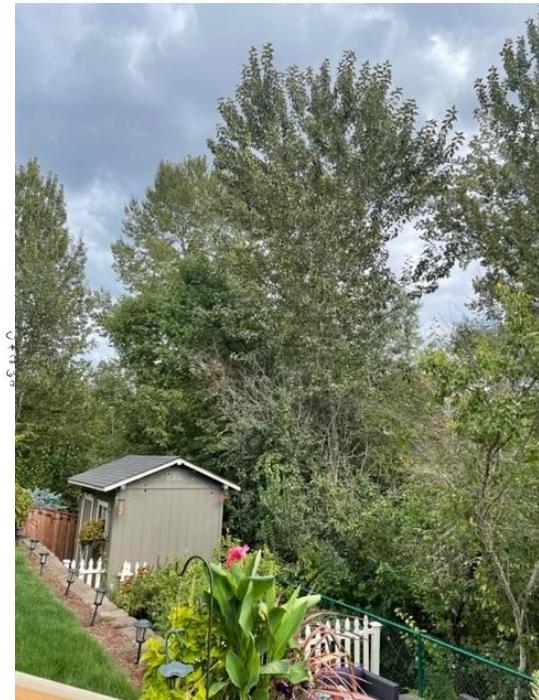
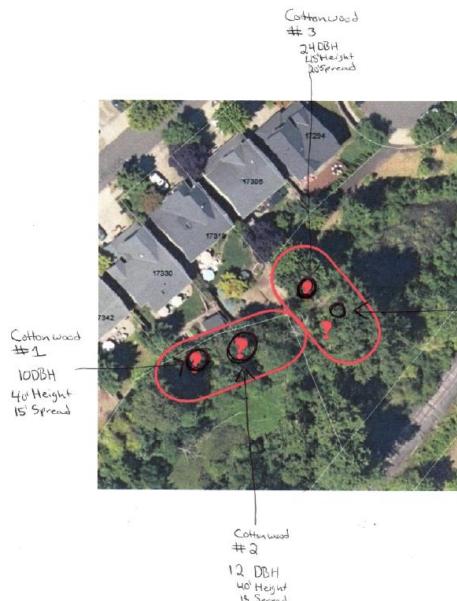


"Specialists in the Care and
Preservation of Trees"

September 12, 2022

- Remove 3 volunteer cottonwood trees due to proximity to residences

CITY OF SHERWOOD Tree Assessment
17330 & 17318 Galewood



Open Space- Inkster at Sunset Blvd



HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

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

August 4, 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 Located Between SW Inkster Dr. and Sunset Blvd.
Sherwood, OR

With your approval, I have inspected a pine tree located within a green space between SW Inkster Drive and SW Sunset Boulevard. The purpose of this inspection was to evaluate the tree's current condition.

TREE EVALUATION

Description: One 28-foot tall Scots pine (*Pinus sylvestris*). The tree has a trunk diameter of 18-inches measured at 4.5-feet above ground level. The tree has a canopy spread of 19-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.

Sincerely,

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



Phillip L. Whitcomb

"Specialists in the Care and
Preservation of Trees"

- Arborist recommends removal of 1 dead pine
- Staff will replant tree within the open space this coming fall



Green space between McConnell Ct. and Sunset Blvd



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P.O. Box 1182 • Tualatin, OR 97082
(503) 245-1383

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

August 4, 2022

Mr. Trey Hoekstra
Operations Supervisor
City of Sherwood
15527 SW Willamette Street
Sherwood, OR 97140
Trey@sherwoodoregon.gov
(503) 925 2311

Reference: Birch Tree Evaluation
Location: Green Space Between SW McConnell Ct. and SW Sunset Blvd.

Mr. Hoekstra,

There is one single stem European white birch (*Betula pendula*) located in the green space mentioned above. The trunk has a diameter of sixteen inches as measured 4.5 feet above ground level. The height of the tree is approximately thirty-five feet and the canopy spread measures approximately seventeen feet in diameter.

The tree is dead due to Bronze Borer insect damage. I recommend removing the tree, including the stump and replanting with a different species.

Please contact me if further assistance is needed.

Sincerely,

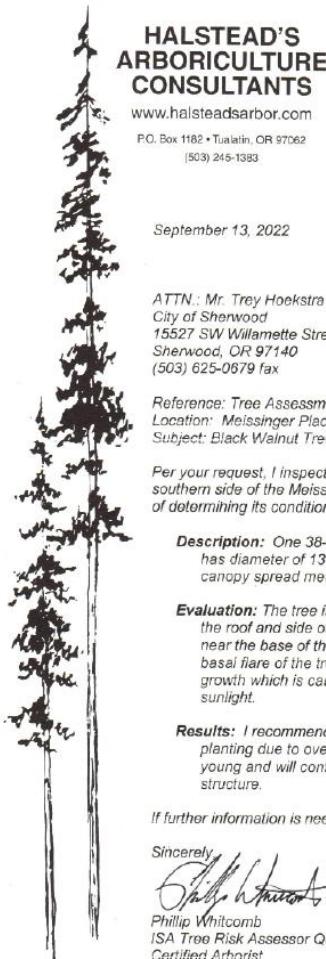
Philip Whitcomb
ISA Tree Risk Assessor Qualified
Certified Arborist
ISA-PNW-#0114A

Halstead's Arboriculture Consultants Inc.
(503)245-1383
CCB# 68646

- Arborist recommends removal of dead white birch
- Staff will replant a more suitable tree within this area this coming fall



Storm Water Quality Facility- Meissinger Place



September 13, 2022

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

Reference: Tree Assessment

Location: Meissinger Place WQF, Sherwood, OR.
Subject: Black Walnut Tree

Per your request, I inspected a black walnut tree (*Juglans nigra*), located along the southern side of the Meissinger Place Water Quality Facility (WQF) for the purpose of determining its condition.

Description: One 38-foot tall black walnut tree (*Juglans nigra*). The main trunk has diameter of 13-inches as measured 4.5 feet above ground level. The canopy spread measures 30-feet in diameter.

Evaluation: The tree is leaning severely toward a nearby residence and touching the roof and side of the house with branches. There are two pipes located near the base of the tree that are causing the soil bank to erode under the basal flare of the tree. The WQF area is very overcrowded with native tree growth which is causing the walnut tree to lean to the south in search of more sunlight.

Results: I recommend removing the walnut tree to ground level and not replanting due to overcrowding from other existing trees. The tree is very young and will continue to grow into the nearby home causing damage to the structure.

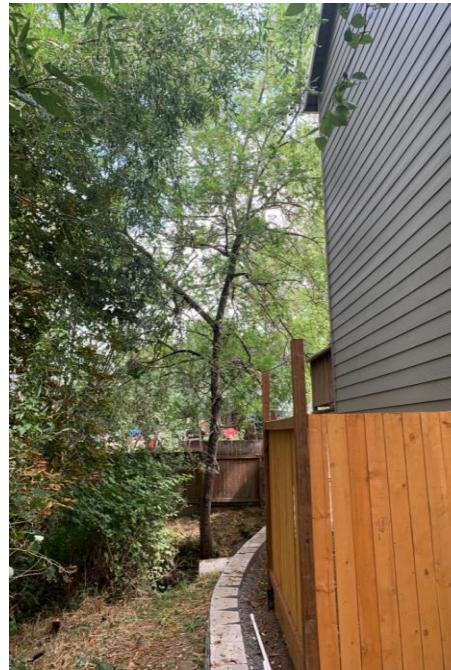
If further information is needed, please call.

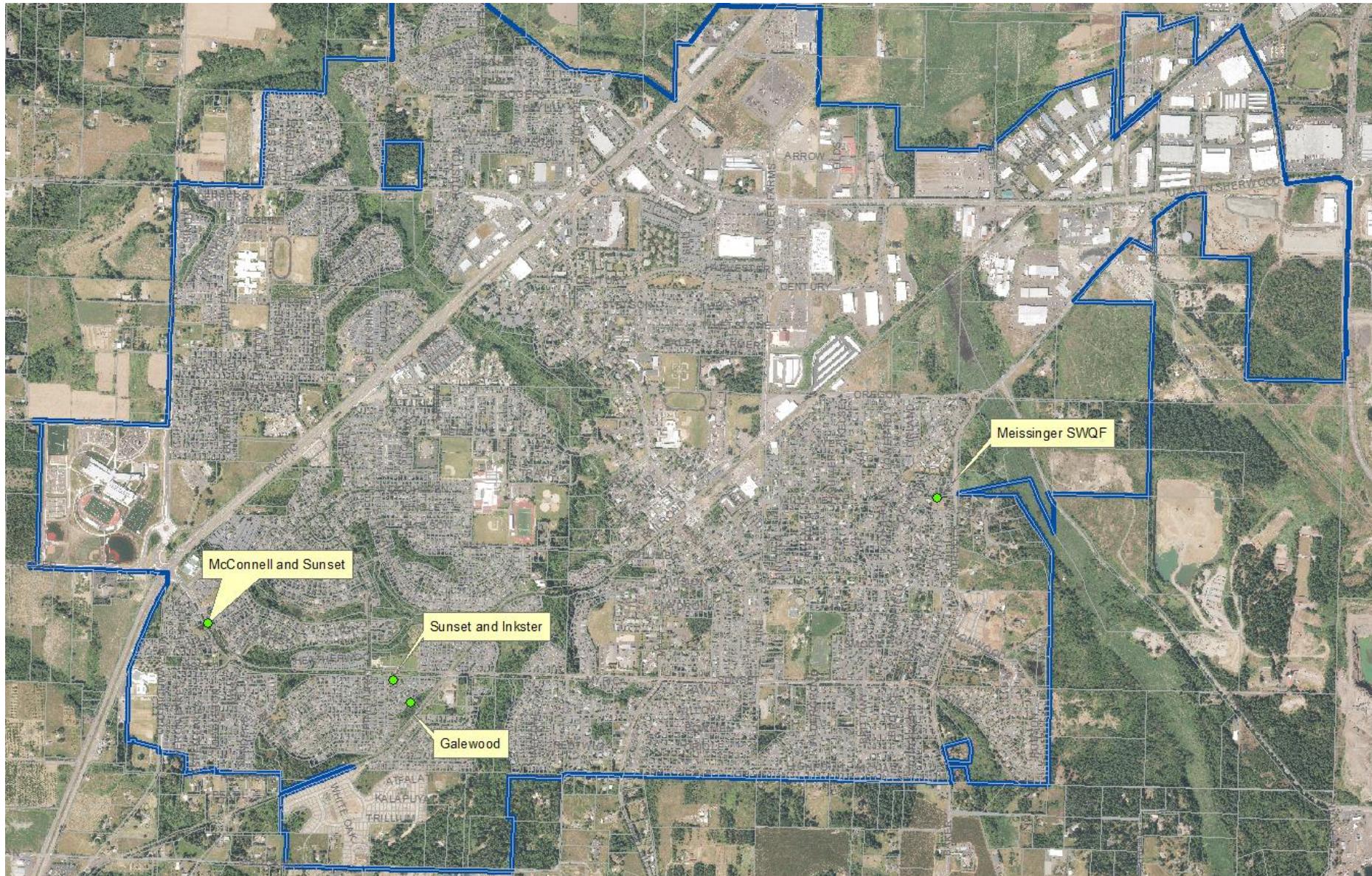
Sincerely,

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



- Remove 1 black walnut tree due to severe lean into private property, proximity to storm outfall pipes and erosion of soil at base of tree
- Replanting not recommended to overcrowding of existing trees





Tree Removal Location