



## MEETING AGENDA

MEETING TITLE:

Parks and Recreation Advisory Board

DATE & TIME:

**Monday October 4, 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

Brian Amer, Chair  
John Clifford, Vice Chair  
Joy Kuczer  
Steve Munsterman  
Brian Carideo  
Donovan Cutsforth  
Rodney Lyster  
Manny Sanchez  
David Scheirman

#### Council Liaison

Russell Griffin, City Councilor

#### City Staff

Kristen Switzer, Interim Assistant City Manager  
Kelsey Beilstein, Program Coordinator  
Jason Waters, P.E., Civil Engineer  
Harry Banister, Operation Supervisor

### AGENDA

1. Call to Order/Roll Call (Amer)
2. Adjustments to the Agenda (Amer)
3. Approval of Minutes (Amer)
4. Citizen Comment (Amer)
5. Cedar Creek Trail Update (Waters)
6. Parks Maintenance Update (Banister)
  - Dog Park Update
  - Tree Removal Request
7. Council Updates (Griffin)
8. Other
9. Adjourn

**Upcoming Meetings:** November 1, 2021



# Parks & Recreation Board

## MEETING MINUTES

Home of the Tualatin River National Wildlife Refuge

|                |                                   |
|----------------|-----------------------------------|
| MEETING TITLE  | Sherwood Parks & Recreation Board |
| DATE & TIME    | 10.04.2021 7:00 PM                |
| LOCATION       | Microsoft Teams/Live on YouTube   |
| FACILITATOR    | Brian Amer                        |
| NOTES TAKEN BY | Kelsey Beilstein                  |

### ATTENDEES

| <b>Parks &amp; Recreation Board</b> |                           | <b>Council Liaison</b> |  |
|-------------------------------------|---------------------------|------------------------|--|
| X                                   | Brian Amer, Chair         | -                      | Russell Griffin, City Councilor              |
| X                                   | John Clifford, Vice Chair |                        |  |
| X                                   | 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                                   | Manny Sanchez             |                        |  |
| X                                   | David Scheirman           |                        |  |

### MEETING NOTES

1. Call to Order/Roll Call (Amer)
  - 7:01pm
2. Adjustments to the Agenda (Amer)
  - None
3. Approval of Minutes (Amer)

*Amer moved and Sanchez seconded that the August minutes be approved. All in favor; motion passed.*

4. Citizen Comment (Amer)
  - Amer read a citizen comment that had been emailed to the Board (Exhibit A).
    - The Board thanked Thomas for his comment
    - Munsterman stated that he has visited Meldrum Bar Park and there are two areas; a dirt bike path and a RC track. Munsterman believes that the both are maintained by the community and that they are very popular.
    - Scheirman pointed out that the area mentioned is within wetlands but agreed that it is a good idea that could be explored for another area in the future.
  - Amer read a citizen comment that had been emailed to the Board (Exhibit B).
    - It was asked what resources the Board has to address this concern. Switzer said she would look into it further but that she did not believe there was anything else to do at this time except to potentially let Council know

- that the Parks Board is also concerned about the trees being removed.
- Switzer shared that the citizen comment was also submitted to City Council.
- Amer read a citizen comment that had been emailed to the Board (Exhibit C).
  - It was suggested to be in front of these types of situations in the future; before multiple developers get involved in projects. Be a champion for them, not reacting to them.
  - It was asked if these parks are identified in the Parks Master Plan. Switzer stated that the Brookman Concept Plan map is included in the Parks Master Plan. The Concept Plan includes recommendations of where parks could be located- but they are just recommendations.
  - It was asked if there would be a possibility to negotiate with developers to keep certain trees. Switzer stated that it is a possibility.
  - It was suggested to not focus on developed parks but to look for more natural areas.
  - Switzer will pass the Board's comments on to Council Liaison Griffin.
- Discussion followed regarding the citizen comments. The Board would like to be sure that the City Council and the Planning Commission are aware that the Parks Board supports saving the trees and would like to turn the area in question into a natural area.

### **Cedar Creek Trail Update (Waters)**

Waters provided the following Cedar Creek Trail updates:

- Construction is going well and many trees that were slated to be taken down, have been able to be kept.
- The project should be complete in Spring 2022.
- There are some supply issues and concerns regarding getting concrete down to the trail prior to the October 15 instream work deadline. Waters will be submitting another request to extend the deadline.
- Due to the additional amount of traffic feeder trails attract, it looks like the Senior Center will be a better location versus current utility trails for a feeder trail.
- The Gleneagle owners have suggested forming a trail subcommittee to focus on things such as trail safety.

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

Banister provided the following Parks Maintenance updates:

- Parks crews have been busy mowing.
- Last Friday the water features were shut down for the season.
- More maintenance is being done on the Snyder Park score boards.
- The dog park does not have a set date to close for the season; the park will only close due to inclement weather. A concrete pipe had to be removed from the dog park due to the way irrigation was interacting with it. Extra seating has been added in the park.
- Banister gave presentation regarding tree removal (Exhibit D).
  - It was asked when the dead trees on sunset, in the median by the YMCA will be removed. Switzer stated that she will check on the status of the trees with Public Works Director Craig Sheldon.

### ***Munsterman moved and Scheirman seconded to approve the proposed tree removal. All in favor; motion passed.***

- It was suggested to add some flood signage to the Stella Olsen park wetland areas before the rainy weather arrives.
  - It was suggested to have the signage state "Water on trail ahead," or "Trail maybe unpassable ahead."

- Banister stated that the Parks Department has been doing maintenance and getting rid of hazards along the Stella Olsen park trails.

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

Griffin was not in attendance to provide Council updates.

## **7. Other**

- Switzer announced that the new City Manager, Keith Campbell, will be starting on Thursday.
- It was asked if events canceled due to COVID have caused any economic hardship on the City. Switzer stated that she can't speak for the businesses, but for the City, it can be a cost saver due to the amount of staff work that goes into supporting events.

## **8. Adjourn**

- 7:50pm

**From:** [THOMAS MOOREFIELD](#)  
**To:** [Kelsey Beilstein](#)  
**Subject:** Cedar creek trail project.  
**Date:** Thursday, September 30, 2021 12:00:37 PM

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

Hello my name is Thomas Moorefield and this is my citizen comment for Sherwood OR, I am here to ask for a suggestion on the trail.

I live in the Gleneagle Condominiums which the trail goes behind the entirety of the back side of the complex, I was wondering if it would be possible to ask for a plot of the trail to be put aside as a dirt plot for RC/Bicycle "similar to Meldrum bar park course" or a small kids play area. Something like this would benefit the city of Sherwood and community of its people.

Thank you for your time!

My name is Dave Sweeney and I'm a twenty-year Sherwood resident in the Arbor Lane subdivision where my neighbor is Neil Shannon. Would you please give his letter to the Parks Board as a citizen's comment for your meeting this coming Monday (4-10-21). Thanks.

Dear Praks Board members,

I'm writing you with a citizen's comment concerning the Brookman Road edition and Cedar Creek Garden development. I'm a twenty-year Sherwood resident in the Arbor Lane subdivision. My neighbors and I are very concerned with the potential loss of some 70-80 giant Douglas Fir and Cedar trees in a very narrow strip of land that directly connects to the South side of the Arbor Lane subdivision, immediately behind the homes on Shady Grove Dr. The developer wants to build three houses on that ground but to do so (because the strip is so narrow) would necessitate destroying all of those giant trees, most of which are well over 100' tall and most of which are over 100 years old. Many of those trees are over 160 years old which means they pre-date the Civil War.

Now I realize that the Parks Board does not have jurisdiction over the land in question but I would still like to put this "on your radar" as a potential *natural park area*. The neighbors and I are trying to find ways to save that strip of land from development and preserve it as a natural area that could be enjoyed by all of us! With all those fabulous, giant, "old growth" trees, it's simply a wonderful, serene, and beautiful area well worth preserving. Indeed, it is part of Sherwood's natural legacy as there is at least one of those trees that is (approximately) 178 years old pre-dating the establishment of the Oregon Trail. It would be a tragedy to all that beauty and history destroyed for the sake of just three houses.

That narrow strip also adjoins the still unannexed part of the Brookman Road edition (see the two attached graphics). It's my understanding that the Brookman Road development is mandated to include a number of parks. So far, I'm not aware of any area that has been designated for parks within the Brookman/Cedar Creek Garden area. It occurs to a number of us that the unannexed land would make a wonderful park(s) area. Both as a natural park area as well as developed park areas.

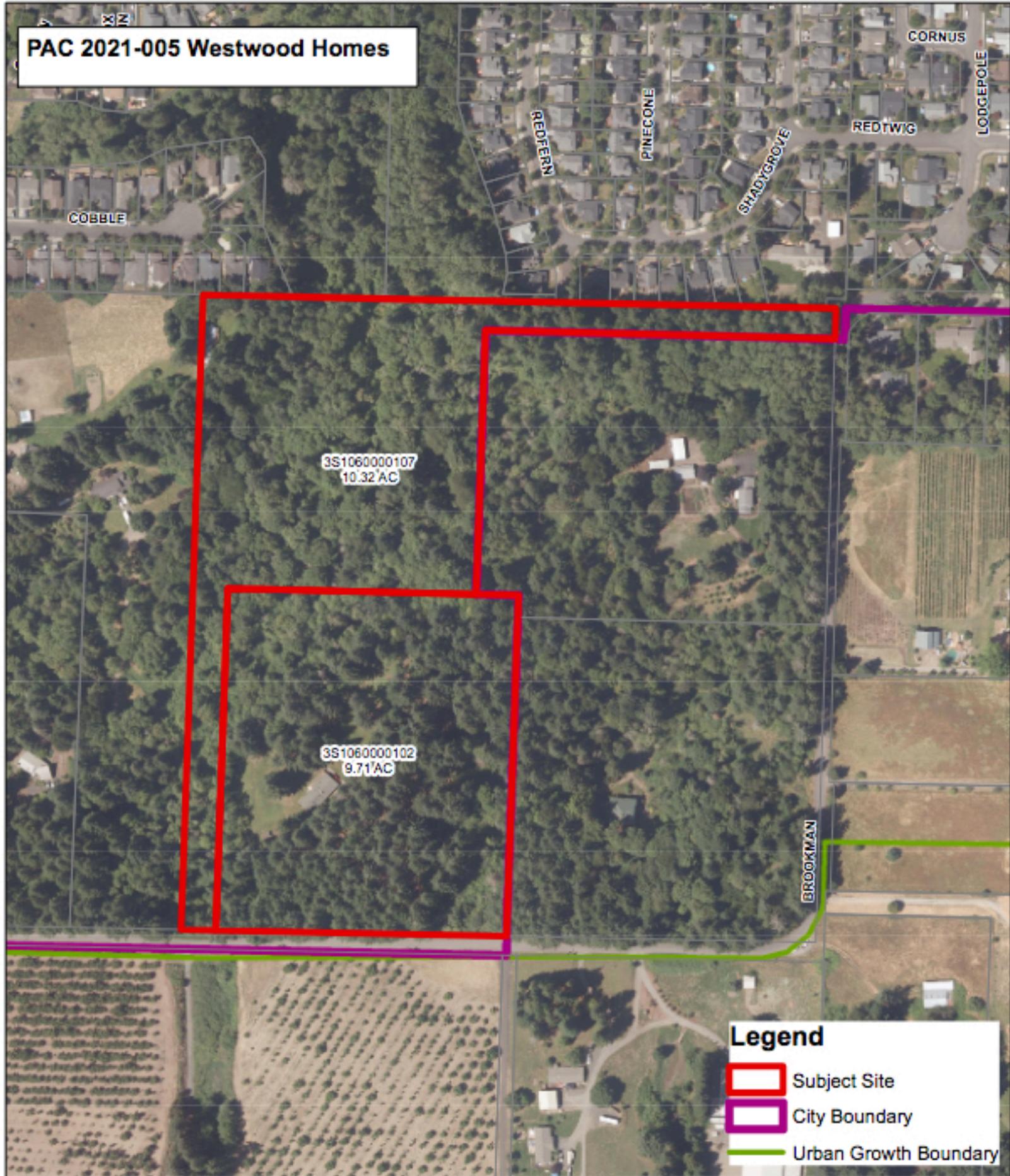
With so little green space still available in Sherwood, it is my profound hope that we can preserve and protect as much of that beautiful and historic ground as we possibly can. We owe it to ourselves, our children and to generations to come.

Thank you very much for listening and for your thoughtful consideration.

Yours sincerely,

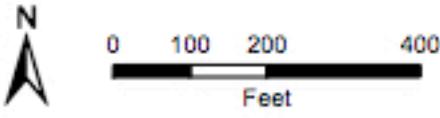
Dave Sweeney  
SW Red Fern Drive

PAC 2021-005 Westwood Homes

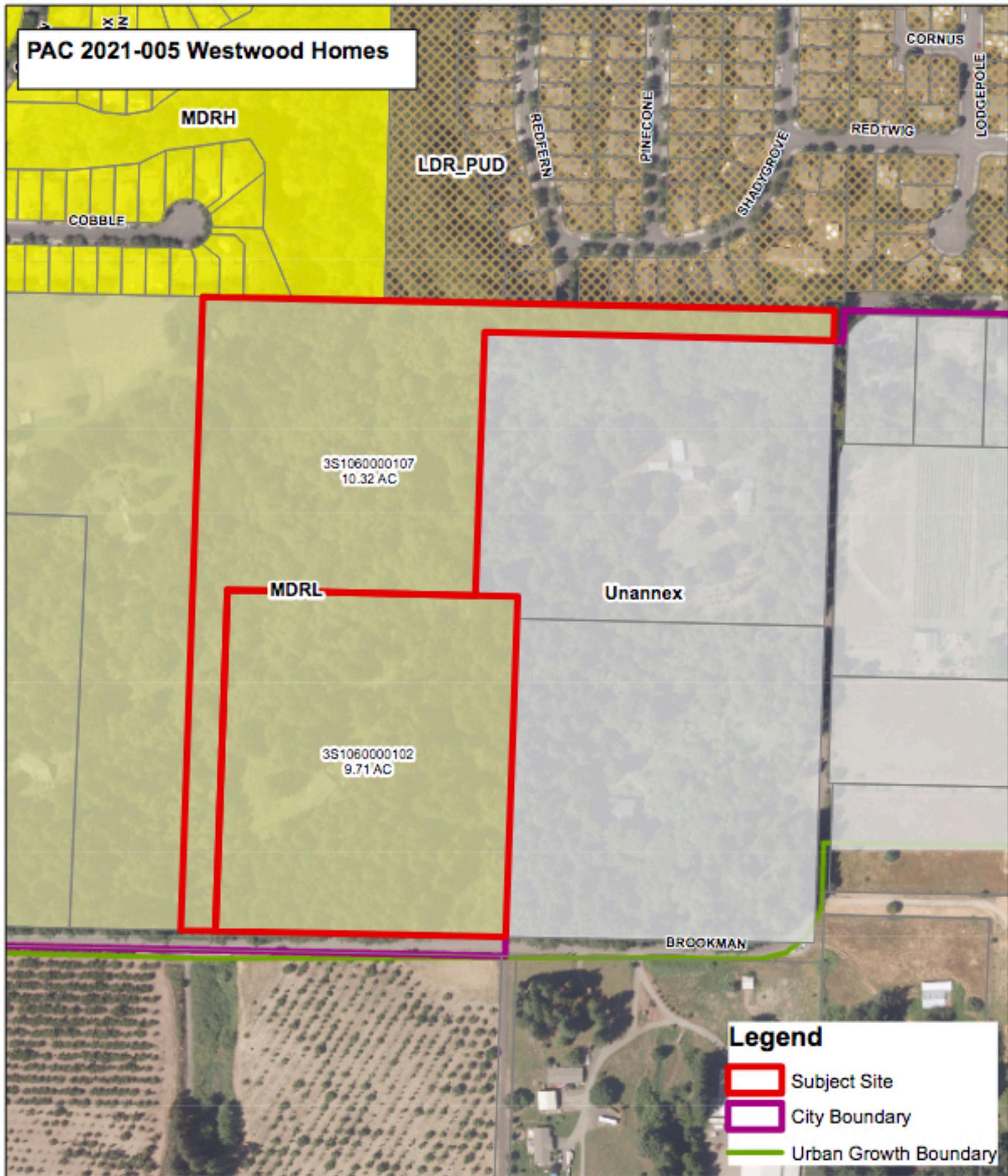


Date: 4/25/2021

Map data provided by METRO and the City of Sherwood. The City of Sherwood's infrastructure records, drawings, and other documents have been gathered over many years, using many different formats and standards. While the data provided is generally believed to be accurate, occasionally it proves to be incorrect; thus its accuracy is not guaranteed.

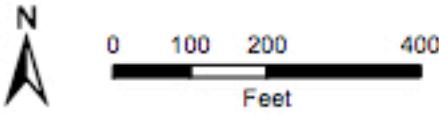


PAC 2021-005 Westwood Homes



Date: 4/25/2021

Map data provided by METRO and the City of Sherwood. The City of Sherwood's infrastructure records, drawings, and other documents have been gathered over many years, using many different formats and standards. While the data provided is generally believed to be accurate, occasionally it proves to be incorrect; thus its accuracy is not guaranteed.



**From:** [Kristen Switzer](#)  
**To:** [Kelsey Beilstein](#)  
**Subject:** FW: Parks Board Citizen Comments  
**Date:** Monday, October 4, 2021 8:36:01 AM

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**From:** NEIL SHANNON <neilshnn@msn.com>  
**Sent:** Saturday, October 2, 2021 3:45 PM  
**To:** Kristen Switzer <SwitzerK@SherwoodOregon.gov>  
**Subject:** Parks Board Citizen Comments

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

Hi Kristen,

Please accept the following citizen comments for the Parks Board meeting scheduled on October 4th.

Thank you  
Neil Shannon

Good evening, my name is Neil Shannon. I am a resident of Sherwood and I appreciate this opportunity to discuss the issues of parks in the Bookman Road Concept Plan area.

Recently the City of Sherwood adopted the 2021 Parks Master Plan. Included in that plan was the goal of “three conceptual neighborhood park locations totaling 8.3 acres are planned, along with natural areas near Cedar Creek and Goose Creek.” It was also noted that “The locations were purposefully chosen to ensure all residences would be within a three-block walk of their local neighborhood park”. It was also suggested that at least one of these parks should be “Incorporating trails into the natural areas with trailheads and wayfinding”.

To date, the City has annexed a total of 84.5 acres and approved construction for 64 acres however no provisions for City parks has been considered. It’s important to note that all the annexed property is located at the western end of the concept plan area and surrounds the Cedar Creek and Goose Creek wetlands. Development along the west side of Cedar Creek has already been approved and is under construction, and most of the east side of Cedar Creek, annexed into the city in 2017, is in the process of subdivision.

The area currently under threat is a 50-foot corridor extending from Redfern Drive to Brookman Road. The development proposes 42 new lots and the developer is willing to clear cut and bulldoze this stand of trees for the sake of three lots, squeezed into an area that is

questionable in the first place. This corridor, containing more than 50 majestic ancient Fir and Cedar trees, would make a wonderful addition to Sherwood's park and trail system.

While I understand that the Parks Board does not have decision making authority over the proposed subdivision you can share your concerns with the Planning Commission and staff and suggest that this area, as stated in the Code of Ordinances Division III 16.142.070.D.4.e (tree retention) "Otherwise merit retention because of unusual size, size of the tree stand, historic association or species type, habitat or wildlife preservation considerations, or some combination thereof, as determined by the City". Failure to act soon will be a lost opportunity for the City to preserve some of the last of Sherwood's old growth forest, some of the trees almost 200-years old and pre-dating the Oregon Trail, the Civil War or even Statehood.

Neil Shannon  
Sherwood Oregon



Virus-free. [www.avast.com](http://www.avast.com)

# Thank You

The  
forest  
is  
Saved!

# Me 3 Lizzy

Sighned,

Kaitlyn Jennie Natalie  
Morgan Isacc Molly Kevin Collin  
Jessica Elizabeth Camryn  
Chase



# Tree Removal October 2021

## Open Spaces and Storm Water Quality Facilities

October 4th, 2021

# SWQF- 21306 SW Roellich



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P.O. Box 1162 • Tualatin, OR 97062  
(503) 245-1383

August 2, 2021

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

Reference: Tree Assessment

Location: WQF behind 21306 SW Roellich Avenue, Sherwood, OR.  
Subject: Red Alder Trees

Per your request, I inspected several leaning alder trees, (*Alnus rubra*) located  
behind the residence for the purpose of determining their condition.

**Description:** There are four (4), forty-foot- tall red alder trees, (*Alnus rubra*).  
These trees are young and typical of their species. The main trunks have an  
average diameter of approximately 10 inches as measured 4.5 feet above  
ground level. The average canopy spreads measure approximately 20 feet in  
diameter. The trees all have significant leans toward neighboring residences.

**Evaluation:** The trees are poor in health as indicated by below normal yearly  
twig growth, bud development and canopy die back. The structure of the  
trees is very poor due to their severe leans. Several of the trees have a  
history of upper canopy failure. The trees have existing targets such as  
nearby residences, multiple fences, landscape and other hardscape features  
that cannot be moved.

**Results:** Due to the significant threat to persons and property, the alder trees  
need to be removed.

If further information is needed, please call.

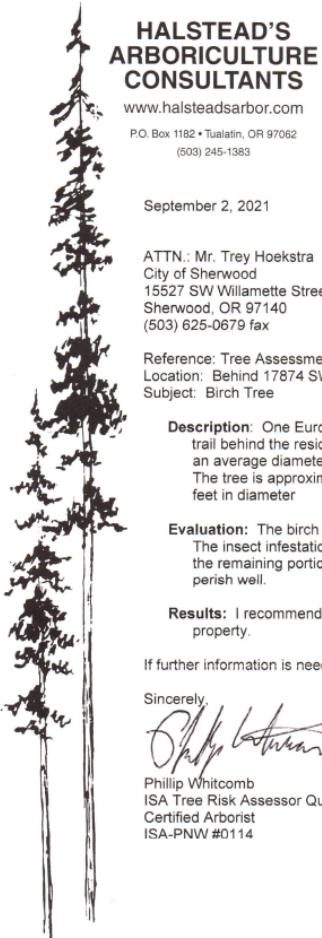
Sincerely,

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



- Arborist recommends removal of 4 trees due to health of tree and threat to people and property
- Plant different species tree adjacent to storm water quality facility

# Open Space-17874 SW Frederick



"Specialists in the Care and  
Preservation of Trees"

September 2, 2021

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

Reference: Tree Assessment  
Location: Behind 17874 SW Frederick Lane, Sherwood, OR  
Subject: Birch Tree

**Description:** One European birch (*Betula pendula*) located along the walking trail behind the residence listed above. The tree has two main trunks with an average diameter of 8-inches as measured 4.5 feet above ground level. The tree is approximately 40-feet in height and the canopy limb spread is 20-feet in diameter.

**Evaluation:** The birch tree is infested with an insect called Bronze Birch Borer. The insect infestation has already killed the top of one of the main trunks and the remaining portions of the tree will soon succumb to the insect's wrath and perish well.

**Results:** I recommend removing the dead/dying 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 #0114



Phillip L. Whitcomb

- Arborist recommends removing dead/dyeing tree to protect the public and private property
- Plant a replacement tree this fall



# Open Space-Cedarbrook Way at (roundabout)



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(503) 245-1383

"Specialists in the Care and  
Preservation of Trees"

September 2, 2021

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

Reference: Tree Assessment  
Location: Water Quality Facility located at Cedarbrook Round-a Bout, Sherwood, OR.  
Subject: Ponderosa Pine Tree

Per your request, I inspected one Ponderosa pine tree (*Pinus ponderosa*) located at the Water Quality Facility near the Cedarbrook Round-a Bout for determining its condition.

**Description:** One – One hundred ten-feet tall Ponderosa pine tree (*Pinus ponderosa*). The trunk diameter is 78-inches as measured 4.5 feet above ground level. The canopy spread measures approximately 60-feet in diameter.

**Evaluation:** The massive pine tree is growing within a water quality area. Three of the large main stems have died back completely and the remaining two live stems are showing signs of decline. The tree is heavily infested with pine borer insect (see attached pictures on page 2) which is girdling the trees vascular system resulting in the trees untimely demise.

**Results:** Remove upper parts of the pine tree for safety mitigation to persons and property. Leave as much of lower trunk/branch for wildlife habitat/snag standing that safety to nearby sidewalk and roadway will allow.

If further information is needed, please call.

Sincerely,

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

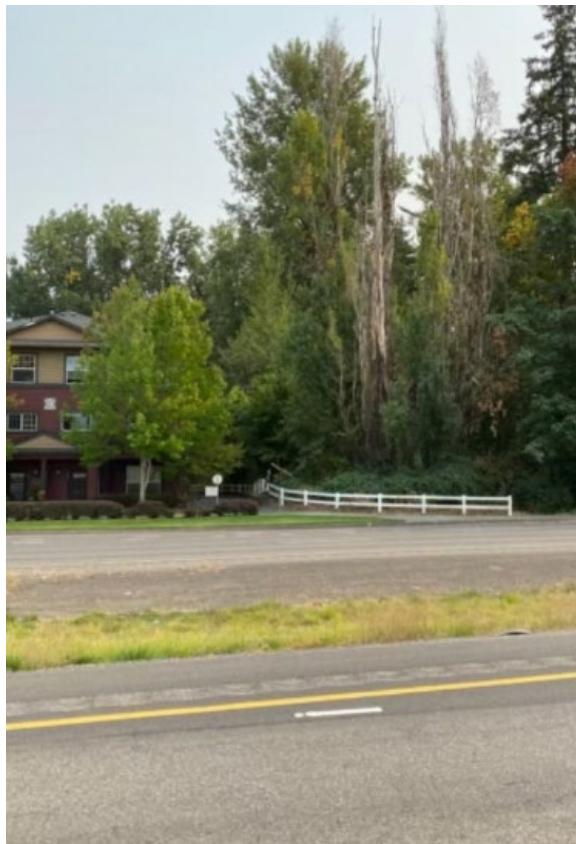


- Remove upper parts of 1 very large Ponderosa Pine due to disease and previous storm damage
- Leave portion of tree to support wildlife habitat



# Open Space- YMCA

- Remove a number dead cotton wood trees located within the open space north of the YMCA
- Tree pose hazard to adjacent properties and pedestrians using trail
- Multiple trees at various location within the openspace



# Open Space-20874 Trailblazer



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(503) 245-1383

"Specialists in the Care and  
Preservation of Trees"

September 21, 2021

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

Reference: Tree Inspection  
Location: Green Space Across from 20874 Trailblazer PL, Sherwood, OR  
Subject: Cottonwood Tree - Tree Inspection Date 9.21.21

Per your request, I inspected one cottonwood tree (*Populus trichocarpa*), to determine its condition.

**Description:** One 55-foot tall cottonwood tree (*Populus trichocarpa*). The tree has a diameter of 16-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 25-feet in diameter. The tree is growing next to the road and leans toward two nearby residences.

**Evaluation:** The health of the tree is good. The structure of the tree is poor due to an included seam split located between the two main trunks of the tree. There is a history of limb failure.

**Results:** The tree is leaning and will continue to lean/grow over the street and towards the house, shedding large limbs that pose a hazard to persons and property. Due to the tree's condition and unmovable target areas, I recommend the tree be removed.

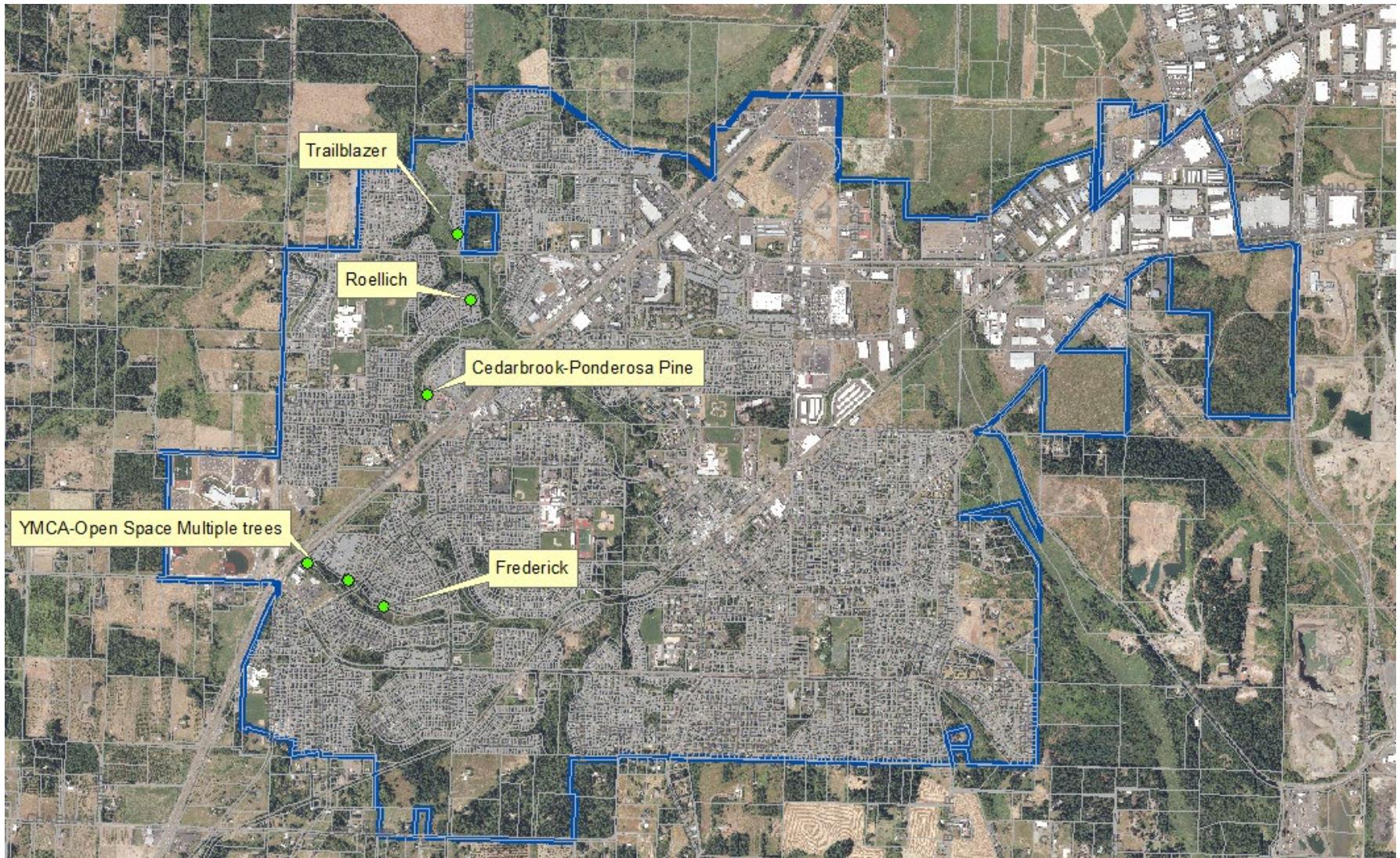
If further information is needed, please call.

Sincerely,

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



- Remove 1 large cottonwood tree due to lean, split between main stems of tree and to protect property and pedestrians



# Tree Removal Location