



## MEETING AGENDA

MEETING TITLE:

Parks and Recreation Advisory Board

DATE & TIME:

**Monday, December 6, 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, Community Services Director  
Tammy Steffens, Volunteer 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)  
*Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to [beilsteink@Sherwoodoregon.gov](mailto:beilsteink@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. Introduction of City Manager, Keith Campbell (Switzer)
6. Cedar Creek Trail Update (Waters)
7. SWOT Report (Amer)
8. Parks Maintenance Update (Banister)
9. Council Updates (Griffin)
10. Other
11. Adjourn

**Upcoming Meetings:** January 3, 2022



# Parks & Recreation Board

## MEETING MINUTES

Home of the Tualatin River National Wildlife Refuge

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	12.06.2021 7:00 PM
LOCATION	Microsoft Teams/Live on YouTube
FACILITATOR	Brian Amer
NOTES TAKEN BY	Tammy Steffens

### ATTENDEES

<b>Parks &amp; Recreation Board</b>		<b>Council Liaison</b>	
X	Brian Amer, Chair	X	Russell Griffin, City Councilor
-	John Clifford, Vice Chair		
X	Steve Munsterman	<b>City Staff</b>	
X	Joy Kuczer	X	Kristen Switzer, Community Services Director
X	Brian Carideo	X	Tammy Steffens, Volunteer Coordinator
-	Donovan Cutsforth	X	Harry Banister, Operation Supervisor
-	Rodney Lyster	X	Jason Waters, Civil Engineer
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)**

*Scheirman moved and Carideo seconded that the November minutes be approved. All in favor; motion passed.*
- 4. Citizen Comment (Amer)**
  - There were two citizen comments that had been emailed to the board but not read aloud because it was received after the deadline. (Exhibit A)
- 5. Introduction of City Manager, Keith Campbell (Switzer)**
  - Campbell thanked the board for allowing him to attend and explained that he's been visiting the various Boards and Commissions meetings to meet everyone. He introduced himself by sharing that he was born and raised in Kansas. Received his Bachelors and Masters degrees from the University of Kansas. He came to us after being with the City of Stayton for 8 years. He's married with two children. Amer welcomed Campbell and thanked him for coming.
- 6. Cedar Creek Trail Update (Waters)**

Waters provided the following Cedar Creek Trail updates:

  - Background/reminders

- Contractors are still working on the major subsurface excavation work, foundation work and hope to have all of that done by this calendar year.
  - Contractor will likely be off December 22 through January 2.
- Schedule
  - Contractor just submitted a new schedule that city staff is reviewing.
  - Tree removal and brush clearing was bid under the same contract. Staff recommends next time to bid that under a separate contract so that the timelines can be separated.
  - Floodplain elevations and wet weather is affecting the overall schedule.
  - Contractor and staff are working to split the schedule up into two main segments to get the portion closed to Meinecke Parkway completed first and then finish off the greenway after waters recede.
  - Project Delivery Team is estimating a completion shortly before Memorial Day. Waters will have a clearer picture of that at the January meeting.
  - Contractor is working on boardwalk current week and week of December 13.
- New items:
  - Staff will work on a list of additional projects that the board supports (dog waste collection bags, signage, etc).
  - Waters suggested another tour of the project in the spring.
  - Webpage will get updated on December 7.
  - There was brief discussion that everyone was looking forward to a big ribbon cutting celebration.

## 7. SWOT Report (Amer)

- Strengths:
  - Community Involvement
  - Updated Parks Master Plan
  - Great trail system on the south side of Highway 99
    - Griffin suggested adding/highlighting the Cedar Creek Trail as a separate item
    - Carideo suggested listing specific things about the Cedar Creek Trail. Ideas shared include that it is part of the Ice Age Tonquin Trail, 11 agencies were involved, fully ADA compliant, federal funds.
- Weaknesses:
  - Not as much park development on the north side of Highway 99
  - Overall lack of field and gym space due to no longer having an IGA between the city of the school district
  - Low connectivity between the different sides of Highway 99
    - Schierman asked about what happened with the IGA with the school district. Switzer explained that the district decided that they wanted to do all their own scheduling. Because of that the city wasn't willing to continue with the maintenance if we weren't doing the scheduling.
- Opportunities:
  - Grant for a memorial at Veterans Park
  - Partnerships that could lead to development and/or programs
  - Identify future park land
  - Consider preserving old growth trees when identifying future park lands
    - Schierman commented that when considering future park lands, the board should also consider all unique natural areas/landscapes.
- Threats:
  - Lack of funding

- No IGA with school district
  - Schierman suggested adding something about finding the balance between land for developers vs land for parks
  - Kuczer commented about the IGA with the school district being on the report twice. She also suggested adding something to help community members navigate youth sports since the city doesn't have an official recreation district/department. Switzer suggested and board members agreed to have the lack of a rec district under "Weakness" and no IGA with the school district under "Threats" because of how limiting it is to not have access to field and gym space.
  - Sanchez asked if the partnership with the YMCA should be added. Switzer commented that it could be either a "Strength" or a "Threat" due to the contract being up in two years so there is much to be talked about and thought about regarding the aging facility, what direction should the programming go, etc.
- 2-3 Most Significant Accomplishments:
  - Parks & Rec Master Plan
  - Purchased land for future parks (Red House acquisition)
  - Major construction on Cedar Creek Trail
- Goals for 2022
  - Complete the Parks SDC Methodology Analysis
  - Festival Plaza
  - Identifying future park land

Switzer and Amer thanked everyone for their participation, suggestions, comments.

## 8. Parks Maintenance Update (Banister)

Banister provided the following parks maintenance updates:

- Glulams just came in so they can replace the rotting spots of the bridge on the Villa side of Stella Olsen. Those will be installed soon.
- Sections of concrete near the Stella Olsen boardwalk were creating a tripping hazard so those have been shaved.
- Parks crew spent a lot of time putting up lights throughout Old Town and will be working to keep them lit during the holiday season.
- Holiday Festival went well. Tree is up and all lit. Banister thanked the volunteers from the Public Works department and the Robin Hood Festival Association for all their hard work.
- Working on winter maintenance, deep heavy pruning.
- Leaves are almost all cleaned up.
  - Switzer thanked Banister and his crew for all their hard work getting the tree. She explained to the board how much time and effort go into that. The board echoed their thanks to Banister and he said he would pass that along to his crew.
  - Griffin asked about the tree that was used for the Holiday Festival. Banister explained that it was purchased from local business Sleighbells. It's 33 feet tall but 3 feet had to be cut off because the bucket truck only goes up to 30 feet and the original base was too fat to fit into the anchor in Cannery Row Plaza. It took 13 staff members to get it on the trailer.

## 9. Council Updates (Griffin)

Griffin provided the following Council updates:

- Griffin reminded the board that one of their objectives is to "make recommendations to the City Council regarding long-range plans, goals, and objectives for the acquisition and development of new city parklands and the improvement and maintenance of existing parks" and "develop and recommend to the city administration and City

- Council annual budget appropriations supporting and prioritizing parks and recreation operational and capital programs".
- He strongly encouraged now that the Parks Master Plan is done, the board could have a work session and bring suggestions to City Council. Think Big! He conveyed that the Mayor has encouraged the boards to go as "high as the sky".
- He suggested that the board stay involved with the Brookman development and land use planning issues as they relate to parks.
- He encouraged the board to "dig in" to the Parks Master Plan and speak up. Bring recommendation to the City Council.
- Griffin asked if there was a trails club. A club like that could be able to fundraise for signage, etc, working together with the board.
- He thought that a big "party" for the Ribbon Cutting Celebration of the Cedar Creek Trail was a great idea. Suggested getting regional news coverage and inviting elected officials.
- Griffin reported that he has encourage Council President Tim Rosener to talk with the current members of the Sherwood School Board regarding the IGA between the city and the district. He encouraged board members to also talk to anyone they know on the school board to see what can be done to enter back into an IGA with them.
- He reported that the contract with the YMCA is coming up in two-ish years. The council is aware and is interested in doing something with the YMCA.
- The December 7 council meeting will include a second reading of the Residential Design Standards. The Economic Opportunity Analysis and the Comprehensive Plan will also be approved at that meeting. They will also be discussing sewer rates and water debt refinancing.

#### **10. Other**

- Munsterman expressed his agreement with Griffin's comments. Amer agreed also and suggested an in-person work session, outdoors, if necessary, after the holidays. Switzer stated that she would put some options together and send a poll out to the board. She also stated that the board could bring in a facilitator to help work through the plan.

#### **11. Adjourn**

- 8:03pm

**From:** dave sweeney <[davidsweeney1@hotmail.com](mailto:davidsweeney1@hotmail.com)>  
**Sent:** Monday, December 6, 2021 1:43 PM  
**To:** Kristen Switzer <[SwitzerK@SherwoodOregon.gov](mailto:SwitzerK@SherwoodOregon.gov)>  
**Subject:** A citizen's comment for your meeting Monday, December 6th

**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.

I know this is a late submission but would you please accept my following citizen comment for inclusion in the Park Board meeting scheduled for today, Monday, December 6th...it's just a short note. Thank you.

Dear Parks Board members,

It is my fervent hope that you are considering taking some action to support and pursue the acquisition of the two (Brookman) nine-acre properties I highlighted in my last letter to you (10-31) as a Natural Park, Environmental Learning Center, Nature Preserve. In short, if you/we don't **"get out in front of this"** now and become pro-active in acquiring these last few remaining stands of giant, "old growth" timber and incorporate them into the Sherwood Parks system, we run the risk of losing them forever. THAT would be a tragedy.

Please reference my letter of 10-31 (and the attached graphic) as it states my case well.

Thank you,

Dave Sweeney

503.625.0784...home

503.330.1900...cell

# CEDAR CREEK GARDEN

Arbor Lane



## VICINITY MAP

## APPLICANT

WESTWOOD HOMES LLC  
12700 NW CORNELL ROAD  
PORTLAND, OR 97229  
PHONE: (503) 330-2215

## OWNER

WAYNE AND LINDA CHRONISTER (TAX LOT 107)  
PO BOX 1474  
SHERWOOD, OR 97140

CHARLES AND LOUISE BISSETT (TAX LOT 102)  
16871 SW BROOKMAN ROAD  
SHERWOOD, OR 97140

## PLANNING/ENGINEERING/SURVEYING

PIONEER DESIGN GROUP, INC.  
9020 SW WASHINGTON SQ RD, SUITE 170  
PORTLAND, OR 97223  
PHONE: (503) 643-8298  
CONTACT: MATT SPRAGUE

## SITE INFORMATION

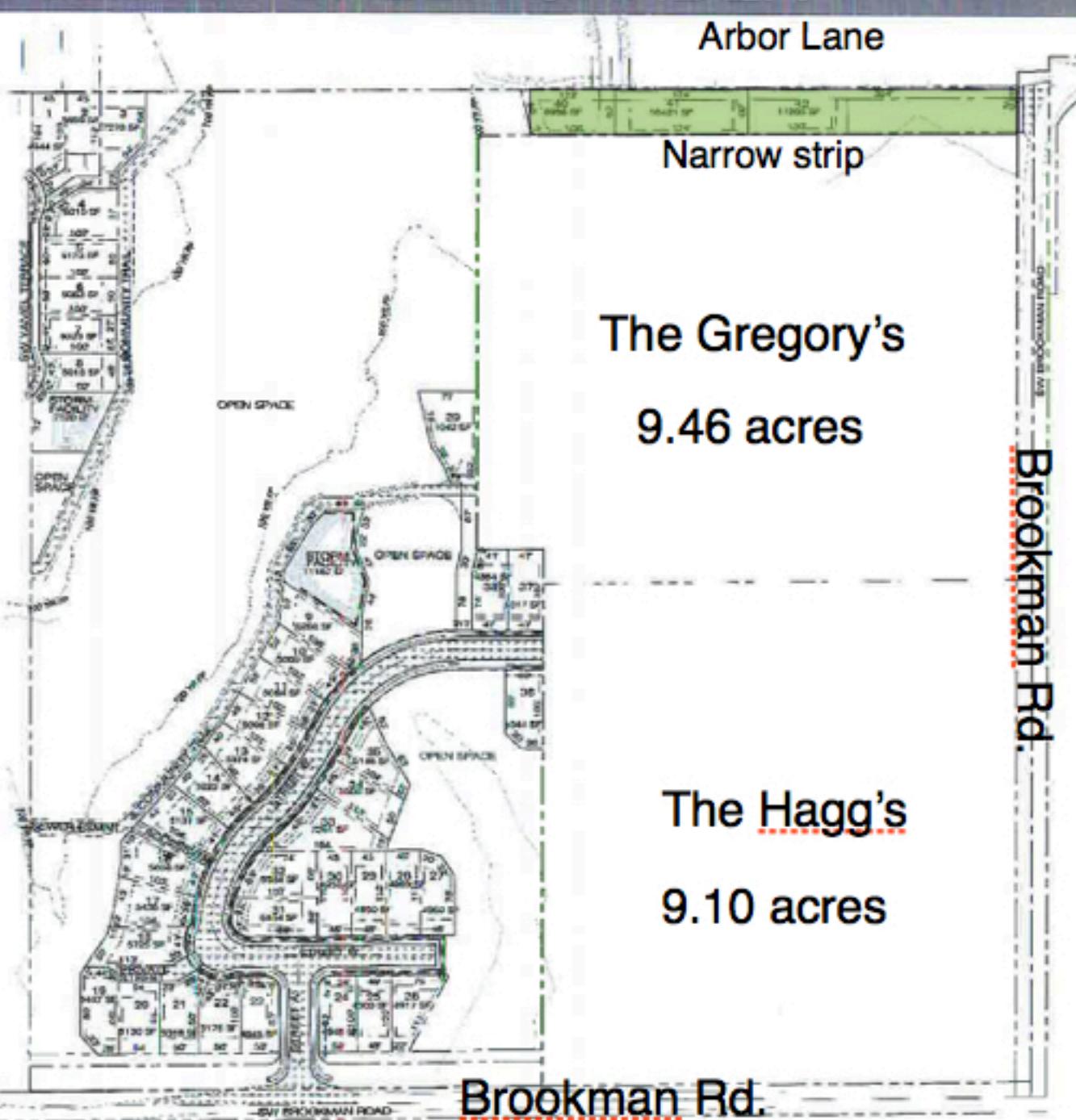
TAX MAP: 35108  
TAX LOT: 102 & 107  
SITE ADDRESS: 16871 & 17033 SW BROOKMAN ROAD  
SHERWOOD, OREGON 97140  
SITE SIZE: 20.03 ACRES  
ZONING: MDRL

## VERTICAL DATUM

BENCHMARK: WASHINGTON COUNTY BENCHMARK NO. 118.

DESCRIPTION: A 3' BRASS DISK INSCRIBED 'WASH. CO. BM  
118 SET CONCRETE FILLED WITH METAL, NORTH SIDE OF  
BROOKMAN ROAD ON THE EXTENDED CENTRELINE OF  
OBERST ROAD

ELEVATION: 194.775 NGVD 29



**From:** NEIL SHANNON <[neilshnn@msn.com](mailto:neilshnn@msn.com)>  
**Sent:** Monday, December 6, 2021 12:18 PM  
**To:** Kristen Switzer <[SwitzerK@SherwoodOregon.gov](mailto:SwitzerK@SherwoodOregon.gov)>; Sylvia Murphy <[MurphyS@SherwoodOregon.gov](mailto:MurphyS@SherwoodOregon.gov)>  
**Cc:** [beilsteinc@sherwoodoregon.gov](mailto:beilsteinc@sherwoodoregon.gov)  
**Subject:** Citizen Comments for Parks Board (December 6th) and City Council (December 7th)

**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/Chapin and Sylvia,

I am little late for the Parks Board meeting tonight but I am hoping that you are able to squeeze in these citizen comments.

Sylvia, I am also submitting the same comments for the City Council meeting tomorrow.

Thank you,  
Neil Shannon

To the City of Sherwood Parks Board and City Council:

Over the last few months I and several of my neighbors have brought forward to this Board and Council our concerns and hopes regarding the development of the Brookman Road Concept area. Bringing these concerns to you via the Citizen Comment process can be frustrating, particularly during this time of virtual meetings, because so little feedback is received in return. I have a question for you, as the Parks Board or City Council, "What are you doing about studying the concerns and moving forward to address the issues of how parks in Sherwood are created and address the needs that the Citizenship has so clearly stated in the Parks Master Plan adopted less than six months ago?"

The Brookman Road Concept plan clearly outlined the goals for parks and recreation as the City expanded southward. The City of Sherwood Parks Master Plan, adopted this year, refined and defined those goals yet the City is failing to do anything to meet those goals. It is unfortunate that opportunities are being lost by allowing the developers to define their own concept of parks. These opportunities have been lost because of the lack of involvement by the Parks Board that allows the developers to dictate the location of new park areas. Ms. Hajduk, in her appearance before the Parks Board last month, indicated that "there are parks that are being provided by the subdivision". The approved Middlebrook subdivision documents indicate that a portion of the required open space (Tract B), chosen by the developer without consultation with the Parks Board, is their idea of what a City Park should be.

Let me be clear, I am not objecting to the location of a park in the Middlebrook subdivision. It is a lovely grass covered area and may (I repeat, may) be a useful field for future sport activity. What I do object to is the process, heavily weighted to the developer and without the

citizen feedback provided by the Parks Board. In addition, as outlined by the Parks Master Plan, while this open area in Middlebrook may meet the goal (to quote the Parks Master Plan) of "a full-size sports field, one be geared toward nature play" it does nothing towards the goal of establishing "trails into the natural areas with trailheads and wayfinding".

Please, work with staff and see what can be done to save some of the last available natural areas of Cedar Creek and its tributaries so clearly outlined in the Parks Master Plan and to make it available to the citizens of Sherwood to enjoy. I also request that the City Council, when they meet to establish the goals of the City next year, make the establishment of natural areas within the Brookman Road Concept area a high priority.

Thank you for your attention.

Neil Shannon  
Sherwood, Oregon