



*Home of the Tualatin River National Wildlife Refuge*

## MEETING AGENDA

**Parks & Recreation Advisory Board**

**Monday, December 5, 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 Play Structure (Craig Sheldon, Public Works Director)
- B. SWOT Report (Brian Amer, Chair)
- C. Tree Removal (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](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.



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## SHERWOOD PARKS BOARD MEETING MINUTES

22560 SW Pine St., Sherwood, Or

December 5, 2022

### **WORK SESSION**

1. **CALL TO ORDER:** Board Chair Amer called the meeting to order at 7:00pm
2. **BOARD PRESENT:** Brian Amer, David Scheirman, Manny Sanchez, Donovan Cutsforth, Steve Munsterman, Joy Kuczer, Rodney Lyster.
3. **STAFF PRESENT:** Community Services Director Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operation Supervisor Harry Banister
4. **ADJUSTMENTS TO AGENDA:** Note: Harry Banister will be representing Public Works instead of Director Craig Sheldon.
4. **APPROVAL OF OCTOER MEETING MINUTES:**

**MOTION: FROM SANCHEZ TO APPROVE THE OCTOBER MEETING MINUTES.  
SECONDED BY CUTSFORTH. MOTION PASSES.**

5. **CITIZEN COMMENTS:**

Kathleen Williams addressed the Board regarding some trees at Snyder Park. They block the view of the sunset on the Pine St side, and she was concerned that they were a hazard when it snowed, and people would sled down the hill right towards the trees. She also suggested that more benches would be a welcome addition. The board thanked her for coming and sharing her concerns.

### **6. NEW BUSINESS**

- a. Woodhaven Park Play Structure:

Harry Banister shared Exhibits A, B, C and D. Exhibit A won the "popular vote" at the Open House that was held at Woodhaven Park on October 25, 2022. Based on feedback received at that Open House, Banister did some additional research and brought some additional options to the Board that are intended to be more inclusive to different-abled children. Exhibits B and C were the same play structure with two different ground surfaces. Pricing is as follows:

- Budget = \$187,000
- Exhibit A = \$182,788
- Exhibit B = \$187,658
- Exhibit C = \$385,027
- Exhibit D = \$341,895

It was noted that the engineered wood fiber in Exhibits A and B is ADA compliant. Several Board members asked questions regarding the maintenance of the various surfaces. Banister explained that the sand pit at Woodhaven Park could cause problems with the poured in place and the tile surfaces. Scheirman commented that Woodhaven Park is a neighborhood park and not set up to be a destination park with adequate parking, restrooms, etc. and for that reason, it might not be the best park to install a more inclusive structure. A destination park like Snyder might be more ideal. Amer commented that he liked that Woodhaven was within walking distance for families who might be affected but recognized that due to the limitations of budget and time, a destination park would be a better location. Several Board members expressed a strong desire to have a more inclusive play structure at Woodhaven Park but felt that a destination park would be the best location for that.

**MOTION: FROM SCHEIRMAN TO APPROVE EXHIBIT A. SECONDED BY AMER.** Discussion included comment by Cutsforth that he is in favor of more inclusivity, Lyster commented that the difference in costs could go towards purchasing property for future park, Munsterman suggested putting aside SDC money for a more inclusive structure at another park, Scheirman commented that SDCs will be going up January 1, 2023. **MOTION PASSES.**

b. SWOT Report

Switzer reviewed the SWOT Report with the Board (Exhibit E). Members expressed that they wanted a more inclusive play structure as a major goal for the upcoming year.

c. Tree Removal (Exhibit F)

**MOTION: FROM MUNSTERMAN TO APPROVE THE TREE REMOVALS.** SECONDED BY SCHEIRMAN. **MOTION PASSES.**

**7. PARK MAINTENANCE REPORT**

- Banister reported that the trees throughout Old Town have been lit up and lights will remain through February 14, 2023.
- Staff is working hard to get all the leaves picked up from the parks.
- The tree for the Winter Festival is from Sleighbells and the lighting went well.
- Staff has been blowing and picking up leaves on the new Cedar Creek Trail.

**8. STAFF UPDATE**

- Switzer reminded Board that everyone was invited to the City Council's Annual Boards and Commissions SWOT Meeting

**9. COUNCIL LIAISON ANNOUNCEMENT**

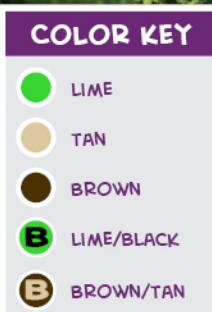
- Councilor Scott shared that they are getting close to hiring a new City Attorney.
- Council discussed UGB processes to not consider in Executive Session.
- Hopes to see everyone at the SWOT meeting

**10. ADJOURNED 8:04PM**















## 2022 Annual Boards & Commissions Report to City Council – SWOT

### **Parks & Recreation Board**

December 7, 2022  
Sherwood Center for the Arts

#### **Strengths**

- An updated Park SDC Methodology with new fees
- An updated Parks & Recreation Master Plan

#### **Weaknesses**

- Little park development on the north side of town
- No formal parks and recreation department/district or offerings
- 

#### **Opportunities**

- Identify land for future parks and trails
- Consider preserving unique nature areas when identifying future park land
- Partnerships that could lead to development and/or programs

#### **Threats**

- Lack of funds
- Balancing needs of developers (which bring in SDCs) and the desire to preserve open space/park land
- 

1. **What are your two or three most significant accomplishments for this past year as a board or commission?**
  - Completion of phase 1 of Cedar Creek Trail**
  - Updated Park SDC Methodology**
  - Received a grant for Veterans Park Memorial**
  - Updates/Improvements to trails within Woodhaven**

2. What are your two or three major goals for the upcoming year as a board or commission?

- A. Complete upgrades to Veterans Memorial Park
- B. Complete Woodhaven Park upgrades
- C. Complete Robin Hood Plaza construction
- D. Complete ADA transition plan and facilities
- E. Identifying future park land

DRAFT

# Tree Removal December 2022

## Open Spaces (Dewberry and Fitch)

December 5th, 2022

# Open Space- 23833 SW Dewberry Pl.

## HALSTEAD'S ARBORICULTURE CONSULTANTS

[www.halsteadsarbor.com](http://www.halsteadsarbor.com)  
P.O. Box 1162 • Tualatin, OR 97062  
(503) 245-1383

November 8, 2022

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

Reference: Tree Assessment  
Location: Green Space Behind 23833 Dewberry Place, Sherwood, OR.  
Subject: Cherry Tree  
Inspection Date: 11.7.22

Per your request, I inspected a large seedling cherry tree (*Prunus avium*) located in the green space behind the residence for determining its condition.

**Description:** One 50-foot tall seedling cherry tree (*Prunus avium*). The main trunk has a diameter of 20-inches as measured 4.5 feet above ground level. The canopy spread measures 30-feet in diameter. The tree is growing along the edge of a greenspace and neighboring backyard.

**Evaluation:** The tree is in fair health. The structure of the tree is very poor due to poor symmetry and a heavy lean toward the nearby residence due to overcrowding. There is a history of limb breakage throughout the canopy.

**Results:** Due to the trees poor structural condition, I recommend the trees removal for safety to surrounding persons and property.

Sincerely,



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



- Remove one Cherry Tree, due to poor condition, overcrowding and safety of surroundings



# Open Space- 17776 SW Fitch Drive



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

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

October 27, 2022

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

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

Reference: Tree Inspection

Location: Green Space Behind 17776 SW Fitch Drive, Sherwood, OR  
Subject: Cottonwood Tree - Tree Inspection Date 10.26.22

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

**Description:** One 50-feet 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 24-feet in diameter. The tree is growing in a wetland greenspace area and leans slightly toward a nearby residence.

**Evaluation:** The health of the tree is good. The structure of the tree is poor due to past beaver chew damage to the basal flare area.

**Results:** The tree is leaning and will continue to lean/grow towards the house. The beaver chew damage to the main trunk is extensive and is decaying. Due to the tree's condition and unmovable target areas, I recommend the removal of the tree.

If further information is needed, please call.

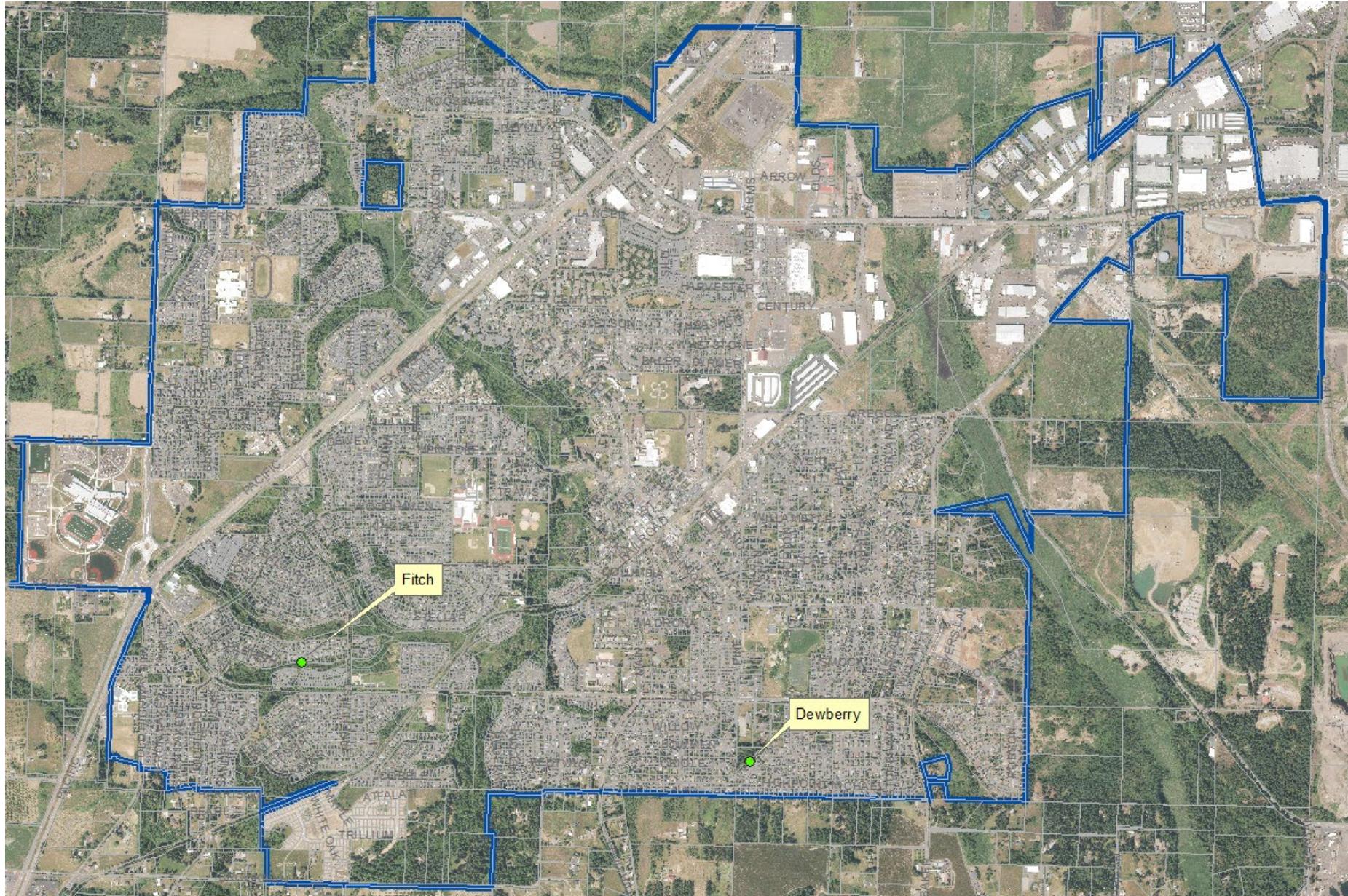
Sincerely,



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



- Arborist recommends removal of one volunteer cottonwood tree due to previous chew damage by beaver and trunk decay



# Tree Removal Location