



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
March 3, 2026

EXECUTIVE SESSION

1. **CALL TO ORDER:** Council President Young called the Executive Session to order at 6:01 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Doug Scott, and Dan Standke. Mayor Tim Rosener and Councilor Renee Brouse were absent.
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, and Municipal Court Judge Jack Morris.
4. **TOPICS:**
 - A. **ORS 192.660(2)(i) Performance Evaluation**
5. **ADJOURN:** Council President Young adjourned the executive session at 6:25 pm and convened a work session.

WORK SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 6:30 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Doug Scott and Dan Standke. Mayor Tim Rosener and Councilor Renee Brouse were absent.
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, IT Director Brad Crawford, Community Development Director Eric Rutledge, Planning Manager Sean Conrad, Associate Planner Art Graves, Public Works Director Rich Sattler, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

4. **TOPICS:**

Annual Housing Report

Community Development Director Eric Rutledge provided a presentation (see record, Exhibit A). He introduced Planning Manager Sean Conrad and Associate Planner Art Graves. Mr. Graves provided a glance of the 2025 units permitted, constructed, approved, and submitted. He commented on residential units permitted in the last 5 years and stated the average was 62 units per year. He reported on the residential units constructed in the last 5 years and said the average was 61 units per year. Mr. Rutledge said the city must adopt a Housing Capacity Analysis (HCA) every 6 years and a Housing Production Strategy (HPS). Mr.

Conrad referred to the HCA-HPS schedule on page 5 of the presentation and said Sherwood must adopt a HCA in 2027 and a HPS in 2028. Councilor Giles asked if these reports would include Sherwood West. Mr. Rutledge said staff would confirm this. He said the purpose of this work session topic was to inform the Council of what was coming. He provided a policy summary and stated the city adopted new annexation code that included annexation policies. He highlighted the State of Oregon's recently passed laws related to housing which included mandatory adjustments, middle housing revisions, and design standard exceptions for subdivisions. He commented on SB 1537 Mandatory Adjustments and stated the city applied for an exemption and the application was denied by DLCD. He stated the city could reapply and said staff were working on understanding the denial. Discussion followed.

Council President Young adjourned the work session at 6:58 pm and convened a regular session.

REGULAR SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 7:04 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Doug Scott and Dan Standke. Mayor Tim Rosener and Councilor Renee Brouse were absent.
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, IT Director Brad Crawford, Police Captain Corey Jentzsch, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

Council President Young addressed approval of the agenda and asked for a motion.

MOTION: FROM COUNCILOR MAYS TO ADOPT THE AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR ROSENER AND COUNCILOR BROUSE WERE ABSENT).

Council President Young addressed the next item on the agenda.

5. CONSENT AGENDA:

- A. **Approval of February 17, 2026, City Council Meeting Minutes**
- B. **Resolution 2026-012, Authorizing the City Manager to Execute a Construction Contract for the SW Washington Street & Utility Improvements Project**
- C. **Resolution 2026-013, Appointment of Council Liaison Assignments**
- D. **Resolution 2026-014, Adopting City Council Goals and Deliverables for FY2026-27**
- E. **Resolution 2026-015, Amending the City Attorney's Employment Agreement**

MOTION: FROM COUNCILOR MAYS TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR ROSENER AND COUNCILOR BROUSE WERE ABSENT).

Council President Young addressed the next item on the agenda.

6. CITIZEN COMMENTS:

David Murray approached the Council and said the audio in the Community Room was sometimes difficult to hear. Council comments were received regarding audio issues and the size of the microphones and the short distance from the microphones to the person speaking. IT Director Brad Crawford informed that the microphones were scheduled to be replaced.

With no other citizen comments, Council President Young addressed the next item on the agenda.

7. CITY MANAGER REPORT:

Assistant City Manager Switzer reported that the Solid Waste Food Scraps survey was live on the city website and links could be found on social media sites. She said the survey was also included in the monthly utility bill. She reported that the Sherwood Broadband survey was distributed through email on Friday, February 27 to current customers. She announced that the Community Enhancement Program (CEP) grant application period was open through April 15. She said the grant program was open to nonprofit groups, organizations, governments, and City advisory committees. She announced that the State of the City Address was scheduled for April 15. She stated the City Council meeting scheduled for March 17 was cancelled due to a lack of business and absences.

Council President Young addressed the next item on the agenda.

8. COUNCIL ANNOUNCEMENTS:

Councilor Mays reported that he had not attended any extra meetings.

Councilor Scott reported on the Parks Advisory Board meeting, and he highlighted the topics discussed. He stated the Board would be submitting a few Community Enhancement Program (CEP) grant applications.

Councilor Standke reported on the Traffic Safety Board and encouraged residents to submit safety concerns. He reported on the Library Advisory Board and noted the Sherwood Library Foundation had received enough funds for the pods in the library. He commented on the solid waste program survey and the new monthly circulation of the Sherwood Sun.

Councilor Giles reported on the Planning Commission meeting and said they considered a zone change to allow food carts in light industrial areas.

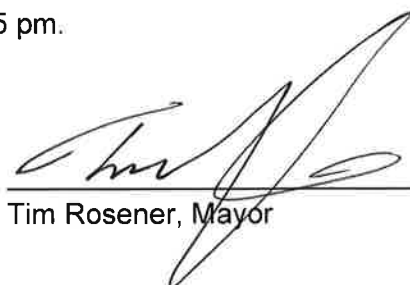
Council President Young reported on the Region 1 Area Commission on Transportation and said they discussed the ODOT Capital Improvement Plan. She attended a Sherwood Chamber wine makers meeting and said there would be additional meetings. She reported that she attended the Sherwood Sip and Sing for the Sherwood Educational Foundation.

9. ADJOURN

Council President Young adjourned the meeting at 7:25 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor