



Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
April 7, 2026

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:32 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, City Attorney Ryan Adams, Police Chief Ty Hanlon, Police Captain Corey Jentzsch, Police Captain Nathan Powell, Public Works Director Rich Sattler, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, HR Director Lydia McEvoy, Planning Manager Sean Conrad, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

4. TOPICS:

City Manager Sheldon informed the Council that tonight's presentation materials were updated with additional information and a correction to the overtime data identified in the staffing plan. He stated the work session also addresses a Council goal under public safety to proactively review law enforcement.

Police Department Policy Updates

Police Chief Ty Hanlon commented on the Lexipol Policy Update Review Packet that was provided to the Council prior to the meeting (see record, Exhibit A) and asked if there was any feedback. The Council was supportive of the format of the document, and Mayor Rosener added that the city was adopting policies that were required to adopt. Chief Hanlon confirmed.

Police Department Staffing Plan

Chief Hanlon provided a presentation titled "Public Safety Levy" (see record, Exhibit B). He commented on the crossroads the Police Department faces with funding and various options to consider moving forward. He said this presentation relied heavily on a potential public safety levy option with some information on a fee-based option. He said the information provided would include call volume and workload trends, peer agency comparisons, mental health calls, overtime and financial sustainability, and a potential levy ask. He commented on workload trends and said 38% of shifts start at minimum staffing level. He discussed mental health calls and said 20-25% of all calls have a mental health component. He provided statistics on overtime hours and discussion followed. He commented on the 10 year outlook considering a 1% growth and the need for additional personnel. He said currently 38% of the General Fund goes towards Police services for personnel and technology costs. He stated that without a dedicated levy, technology plus personnel growth

would force cuts to patrol. He provided statistics on a potential property tax levy versus a public safety fee. He said he used an average assessed home value of \$350,000 and said the information was based on 7,200 equivalent dwelling units (EDUs). Councilor Scott asked what the Police department needs. Chief Hanlon estimated the need at \$1,000,000 per year for 4 additional officers. Chief Hanlon provided information from the December 2022 Sherwood Police Department (SPD) community survey and said 89% said yes to additional funding for the SPD. Mayor Rosener requested an additional work session on the subject.

Mayor Rosener addressed the next item on the agenda.

Discussion on Sherwood West Comprehensive Planning

Community Development Director Eric Rutledge and Planning Manager Sean Conrad provided a presentation (see record, Exhibit C). He said Metro approved the Sherwood West urban growth boundary (UGB) expansion, 1300 acres, in December 2024. He provided an update on the appeals to the Land Conservation and Development Commission (DCLC) and said the Final Written Order upholding the UGB expansion was received in March 2026. He noted there was a potential appeal to the Oregon Court of Appeals, which would need to be filed by April 14, 2026. He said he suspects the ruling by the Oregon Court of Appeals would be completed by the end of 2026. He stated the next step in an appeal process would be to the Oregon Supreme Court. He said the main discussion item for this work session was whether to take the next steps toward comprehensive planning of Sherwood West. He said the steps included scoping the comprehensive plan work and consultant contract, adopting an Intergovernmental Agreement (IGA) with Metro for grant funding, selecting a consultant through a competitive RFP process, and begin comprehensive planning. He estimated the process to take approximately 3 years. He asked the Council for direction. Discussion followed. City Manager Craig Sheldon noted the staff time has already been allocated for this project. The Council agreed to move ahead with the comprehensive planning.

Mayor Rosener adjourned the work session at 6:50 pm.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:02 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, IT Director Brad Crawford, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, HR Director Lydia McEvoy, Economic Development Manager Erik Adair, Finance Director David Bodway, Planning Manager Sean Conrad, Planning Associate Hugo Hamblin-Agosta, Volunteer Coordinator Tammy Steffans, and City Recorder Sylvia Murphy.
4. **APPROVAL OF AGENDA:**

Mayor Rosener addressed approval of the agenda and asked for a motion.

Councilor Giles suggested amending the Public Hearing section and addressing Resolution 2026-018, Adopting the Old Town Strategic Action Plan prior to addressing Ordinance 2026-003 amending sections of the Sherwood zoning and community development code.

MOTION TO AMEND: FROM COUNCILOR GILES TO AMEND THE AGENDA AND MOVE RESOLUTION 2026-018, ADOPTING THE OLD TOWN STRATEGIC ACTION PLAN TO THE SECOND PUBLIC HEARING. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE AMENDED AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next item on the agenda.

5. CONSENT AGENDA:

- A. Approval of March 3, 2026, City Council Meeting Minutes**
- B. Resolution 2026-016, Authorizing the City Manager to Sign a Contract Amendment with WSP USA Inc. for the Tannery Site Cleanup Project**
- C. Resolution 2026-017, Authorizing the City Manager to Execute a Construction Contract Amendment for the Sunset-Timbrel Crosswalk Safety Project**

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

6. CITIZEN COMMENTS:

None.

7. PRESENTATION:

A. Recognition of Eagle Scout Award Recipient

Mayor Rosener recognized Zachary Steele for earning his Eagle Scout Award and said due to his absence the certificate would be mailed to him.

B. Proclamation, National Community Development Week, April 6 – April 10, 2026

Council President Young read the proclamation and said the week celebrated the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships.

C. Proclamation, National Volunteer Appreciation Week, April 19 – April 25, 2026

Mayor Rosener read the proclamation and recognized all the volunteers in the community.

Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

8. PUBLIC HEARING:

A. Ordinance 2026-002, Vacating Two Public Right-of-Way Easements over Tax Lot 2S129DC01600

Community Development Director Eric Rutledge provided a presentation (see record, Exhibit D). He said this was an applicant led petition for right-of-way vacation for two easements identified as carrying public access benefits. He stated the easement was established via a 2007 land use decision for future access to an envisioned industrial park. He said due to recent lot consolidations, clear development, and property ownership patterns it prompted the request for vacation. He stated these were industrial properties located on Oregon Street. He said the vacation would vacate two overlapping public access easements and establish a reciprocal private access easement and public utility easements. He noted this was an ordinance and required two readings with the second reading tentatively scheduled for April 21, 2026.

Councilor Giles asked for a department recommendation. Mr. Rutledge stated the department supported the vacation.

With no further questions from the Council, Mayor Rosener opened the public hearing. With no public testimony, Mayor Rosener closed the public hearing.

Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

B. Resolution 2026-018, Adopting the Old Town Strategic Action Plan

Planning Manager Sean Conrad provided a presentation (see record, Exhibit E). He said the purpose of the Old Town Strategic Action Plan was to promote the ongoing revitalization of “Old Town” as the traditional heart of the community. He recapped public outreach over the past 20 months. He stated the three elements of the plan included business health and growth, sense of arrival, and infill and development. He said the plan emphasized redevelopment along Pine Street and Columbia Street. He stated the Planning Commission held a public hearing in March and made several recommendations for the Council to consider. He said the two key recommendations stated the language referring to an 18-hour district should be revised and the action to re-zone High Density Residential (HDR) zoned properties to Retail Commercial (RC) due to adjacency of existing low-density neighborhoods should be removed and the alternative could be an overlay zone. He provided a summary of the full Planning Commission recommendations. He stated the Council alternatives included adopting the Old Town Plan with full recommendations provided by the Planning Commission, adopting the Old Town Plan with partial recommendations provided by the Planning Commission, or adopting the Old Town Plan with any revisions or additions deemed appropriate by the Council.

Councilor Giles asked for clarification on the Planning Commission recommendation regarding the 18-hour district. Mr. Conrad said the concern was regarding late night business.

Mayor Rosener referred to the Old Town Plan renderings. Mr. Conrad said the renderings were just visions and dependent on the property owners. He said the plan would cast a vision and provide staff direction moving forward.

Council President Young asked about the Planning Commission recommendation to consider the transition period for Symposium Coffee and other businesses as redevelopment on their respective sites occurred. Mr. Conrad said the idea was to look at ways to retain the businesses that may relocate while their site is redeveloped. He said the Planning Commission did not provide specifics.

Councilor Standke asked for a clarification on parking concerns. Mr. Conrad said the Planning Commission was concerned about a lack of parking and recommended a parking study.

Mayor Rosener asked about the recommendation to make the plan clearer that Site D was to be city-owned in long term. Mr. Conrad said the discussion was that Site D, the gravel lot by the Art Center, should remain city-owned long term.

With no further questions for staff, Mayor Rosener opened the public hearing. With no public testimony received, Mayor Rosener closed the public hearing.

Mayor Rosener suggested the Council consider and discuss each Planning Commission recommendation and provide a consensus to approve or disapprove their recommendations. Discussion was held with the following outcomes.

- Recommendation that the language referring to an 18-hour district be revised because that is not necessarily who Sherwood is and the vision for Old Town. The Council agreed that this was too limited and unnecessary. **Disapproved.**
- Recommendation to clarify whether the 75% transparency for storefronts only requires the ground floor up to 10 ft. to meet the requirement, and what the recommendation is for upper floors. **Approved.**
- Recommendation to remove the action to re-zone HDR properties to RC due to the adjacency of existing low-density neighborhoods (i.e. near the existing Public Works site). Alternative could be an overlay zone that allows or requires commercial along Columbia Street only. **Approved.**
- Recommendation that as the area and city adds population, Cannery Square be expanded to allow for additional capacity during events. For example, Cannery Square was at capacity for the 2025 Tree Lighting Ceremony. **Approved.**
- Recommendation that the need for parking be evaluated at Site G before a sale or development occurs. The Council agreed that parking should be evaluated for all the city-owned properties. **Approved.**
- Recommendation to consider the transition period for Symposium Coffee and other businesses as redevelopment on their respective sites occurred. **Disapproved.**
- Recommendation to make the plan clearer that Site D is to be city-owned in the long term. **Disapproved.**
- Recommendation that on p. 87 of the plan that annual monitoring and reporting happens twice a year instead of once per year. **Disapproved.**

Staff thanked the Council for the directions and said they would work with the consultants to update the plan and return to the City Council as soon as possible.

Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

C. Ordinance 2026-003, Amending sections of the Sherwood Zoning and Community Development Code to Conditionally Allow Food Carts Pods within the Ligh Industrial Zone District

Planning Associate Hugo Hamblin-Agosto provided a presentation (see record, Exhibit F). He said the proposed amendment would allow Food Card Pods in Light Industrial (LI) zones as a Conditional Use Permit

(CUP). He said the amendment was applicant proposed and would apply to LI zones and must be entirely sited within 550 feet of Tualatin-Sherwood Road. He referred to the applicable criteria associated with the proposed amendment and parcels affected. He commented on the Food Cart Pod development standards and provided a conceptual drawing, see page 9 of Exhibit F. He said the Planning Commission held a public hearing on February 24, 2026, and voted unanimously in favor of recommending the proposed text amendment to the City Council.

Mayor Rosener opened the public hearing and asked the applicant to come forward. Brian Varricchione with MacKenzie Engineering came forward on behalf of the applicant ORWA, LLC. He said ORWA owns properties on Century Drive and would like to have the opportunity to develop a Food Cart Pod. He said they worked collaboratively with staff to increase options for property owners in the LI zone within 550 of Tualatin-Sherwood Road.

With no questions for the applicant and no public testimony received, Mayor Rosener closed the public hearing.

Councilor Scott thanked the staff and the applicant for working collaboratively. He said he supports the proposal.

Councilor Giles stated he supports Food Cart Pods and commented on the possible location and suggested pausing until the city finalized the Old Town Strategic Plan.

Councilor Brouse agreed with Councilor Giles and said she was concerned that allowing a Food Cart Pod at this location would hinder the possibly of one in Old Town. She suggested finalizing the Old Town Strategic Plan first.

Council President Young noted that the Old Town Strategic Plan was basically completed with just one final reading with small changes. She said she supports the location in the LI zone.

Councilor Standke said he supports the location and the proposed amendment.

Councilor Mays said he appreciates staff's approach to working with the applicant. He does not support Food Cart Pods and said the Council previously approved a code amendment to allow Food Cart Pods in certain zones and said if this amendment was approved it would make it difficult for an applicant to propose another Food Cart Pod in Old Town. He stated he does not support the proposed amendment.

Councilor Scott said Food Cart Pods were discussed in general in Old Town during the strategic planning process but stated Old Town was constrained and this was a better location. He said he was concerned with parking, and this location would include parking. He stated a potential Food Cart Pod in Old Town could take years.

Mayor Rosener said he supports this proposed amendment and does not agree that the city could only support one Food Cart Pod. He noted this proposed amendment would still require a full land use application and approval by the Planning Commission. Discussion followed. Mayor Rosener stated there would be a second hearing on this ordinance.

Mayor Rosener addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Craig Sheldon commented on Pride Disposal's 40-year anniversary event and congratulated them. He announced a ribbon cutting event at the Sherwood Library for the new modular pod at noon on Friday, April 10. He stated the State of the City address was scheduled for 5 pm on April 15 at the Sherwood Center for the Arts. He announced the annual Trashpalooza event was scheduled for Saturday, April 18 from 10 am to noon at Cannery Square. He stated the Volunteer Appreciation banquet was scheduled for Wednesday, April 29 at 6 pm.

10. COUNCIL ANNOUNCEMENTS:

Mayor Rosener suggested foregoing announcements and continuing to the three executive sessions. Council agreed.

11. ADJOURN TO EXECUTIVE SESSION:

Mayor Rosener adjourned the meeting at 8:45 pm and convened an executive session.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Rosener called the Executive Session to order at 8:53 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott, and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Human Resources Director Lydia McEvoy, Finance Director David Bodway, and Legal Counsel David Wendell.
4. **TOPICS:**
 - A. **ORS 192.660(2)(d), Labor Negotiations**
5. **ADJOURN:** Mayor Rosener adjourned the executive session at 9:15 pm for this ORS and addressed the next ORS.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Rosener called the Executive Session to order at 9:15 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott, and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Community Development Director Eric Rutledge, and Legal Counsel David Wendell.
4. **TOPICS:**

B. ORS 192.660(2)(h) Legal Counsel

5. **ADJOURN:** Mayor Rosener adjourned the executive session at 9:22 pm for this ORS and addressed the next ORS.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Rosener called the Executive Session to order at 9:22 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott, and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, City Attorney Ryan Adams, and Legal Counsel David Wendell.
4. **TOPICS:**

C. ORS 192.660(2)(f), Exempt Public Records

5. **ADJOURN:** Mayor Rosener adjourned the executive session at 9:40 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor