City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
September 1, 2026

WORK SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 5:32 pm.

2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Doug Scott, Taylor Giles, and Dan Standke. Mayor Tim Rosener and Councilor Renee Brouse were absent.

3. **STAFF PRESENT:** City Manager Craig Sheldon, IT Director Brad Crawford, City Attorney Ryan Adams, Paralegal Josh Cook, Police Captain Nathan Powell, Public Works Director Rich Sattler, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, Communications and Engagement Coordinator Sarah Lopez, Center for the Arts Manager Chanda Hall, Human Resources Director Lydia McEvoy, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

   OTHERS PRESENT: Cultural Arts Commission members Deborah Reisman, Jane Parisi-Mosher, Elizabeth Flores, Casey Chen, and Estela Schaeffer.

4. **TOPICS:**

   Climate Action Plan

   Community Development Director Eric Rutledge provided a presentation (see record, Exhibit A). He stated the purpose of the work session was to present options and gather Council feedback regarding a potential Climate Action Plan. He reviewed the benefits and topics of a Climate Action Plan, which was a city goal for 2026-27. He discussed the City's existing policies and programs which could be included in a plan. He noted that most of our neighboring cities had a Climate Action Plan and said they tended to be broad. He commented on the broad coverage of topics that could also be included in a Climate Action Plan. He discussed different roles a city could play in a plan which included city-controlled areas and city supported areas. He discussed funding and said there were grants available through Metro, DLCD, and ODOT. He noted there would be competition amongst differing projects within the city for that funding and said the city could only submit one grant application per year. He stated the General Fund could also be a source of funding. He estimated the cost of a thorough Climate Action Plan was $100,000 to $200,000. He stated this would probably require a consultant. Councilor Giles suggested initiating a project instead of a thorough plan. Councilor Mays said he had no interest in pursuing a plan at this time due to budget constraints and other priorities and would consider grant funding. Council President Young said she supported creating a small plan and doing something actionable. Councilor Standke suggested creating a plan that meets the threshold to receive grants. He said currently other cities were receiving the grants. Councilor Mays asked for more information. Councilor Giles asked what the threshold for a plan was. Council President Young suggested using other cities existing plans as a resource. Mr. Rutledge asked for potential topics to focus on. Councilor

Standke said using the actions we were already involved in, such as updating the Transportation System Plan. Discussion followed. Mr. Rutledge said consultants did audits of city-owned facilities and provided a plan to begin implementation. Councilor Scott suggested finding the grant opportunities and forming a plan around that. Mr. Rutledge said the feedback was to start looking at what grants were out there and were realistic for Sherwood to get. He added that a plan needed to be adaptable and robust enough to make the city grant eligible. The Council agreed that they did not want to hire a consultant at this time. Councilor Standke suggested researching resiliency against severe weather as a potential plan topic.

Council President Young addressed the next item on the agenda.

Sherwood Cultural Arts Commission Roundtable

Council President Young asked for introductions and welcomed the Cultural Arts Commission. Center for the Arts Manager Chanda Hall asked Vice Chair Jane Parisi-Mosher to inform the Council of their strengths and accomplishments over the past year. Ms. Parisi-Mosher commented on their work on the pedestrian bridge medallions and said their strength was working as a team. She referred to the restroom wrap at Cannery Square and said they would share the top three choices with the Council in the future. She noted there were more wrap opportunities in the community. Estela Schaeffer said she represented the Latino community and informed the Council of the annual events. Casey Chen discussed the annual Lunar New Year event and said it was becoming more successful each year.

Council President Young thanked the Cultural Arts Commission members and addressed the next item on the agenda.

Oregon Homes Program

Community Development Director Eric Rutledge provided a presentation (see record, Exhibit B). He provided an update on HB 2258, Oregon Homes, which was passed in 2025 and said the Land Conservation and Development Commission (LCDC) was working on the rulemaking. He stated the work session was intended to present information and gather Council feedback. He noted a city goal for 2026-27 was to actively participate in legislative and rulemaking committees. He said the purpose and vision of HB 2258 was to create a statewide program where housing could be both permitted from the building code standpoint and installed or applied at the local level through a seamless process. He stated HB 2258 created a statewide approval path for certain housing on qualifying residential lots and allowed state rules to override local zoning, density and development standards, and procedures. He said the initial LCDC rules were required by January 1, 2027. He discussed the eligible lots and home types which included residentially zoned lots within an urban growth boundary, lots generally between 1,500 and 20,000 square feet, excluded certain steep slopes, natural resource areas, and hazard areas. He said HB 2258 had broad definitions of vacant land, including some newly created and previously developed lots and allowed housing types ranging from ADUs to multifamily projects up to 12 units. He noted that a developer could not tear down a home and then put up an Oregon Home. He commented on the land use review and said these would be a Type 1 ministerial review only with no public notice or public hearing. He said state density, siting and design standards would preempt local standards. He referred to building review and said what had recently been proposed was a third pathway where local government would have some review while preempting the local development code. He stated these rules had not been adopted yet. He said this was envisioned as a statewide program and had shifted to the local government doing the work without getting the benefit of applying our own development standards. Discussion followed. Mr. Rutledge referred to HB 2258 siting and design standards which included 5-foot setbacks on all sides with 10-foot front setbacks for buildings over 35 feet in height, a minimum of 15%

outdoor area, basic standards for street orientation, garage width, and trash screening, no required parking, walkway connectivity, or perimeter landscaping, and no standards for building height, material, roof form, windows, or neighborhood design variety. He said there were a number of concerns and issues with the HB 2258 rulemaking, including the broad preemption affecting development from a single home through a 12-unit building, the potential use on recently subdivided land, and the inability to apply land use conditions of approval. He noted the local building plan pathway might exceed legislative intent, and homes might be conforming when built but constrained from future additions or improvements. He said HB 2258 had insufficient clarity and review authority for fire and emergency access. He said LCDC scheduled a follow-up hearing on October 22-23, 2026, and the city would provide public comment. He stated staff would continue to participate in rulemaking and provide testimony.

League of Oregon Cities (LOC) Legislative Priorities

Due to time constraints, Council President Young suggested reopening the work session after the regular session to address this item. Council agreed.

Council President Young adjourned the work session at 7:02 pm.

REGULAR SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 7:05 pm.

2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Doug Scott, Taylor Giles, and Dan Standke. Mayor Tim Rosener and Councilor Renee Brouse were absent.

3. **STAFF PRESENT:** City Manager Craig Sheldon, IT Director Brad Crawford, City Attorney Ryan Adams, Police Captain Nathan Powell, Public Works Director Rich Sattler, Community Development Director Eric Rutledge, Finance Director David Bodway, Human Resources Director Lydia McEvoy, Economic Development Manager Erik Adair, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

Council President Young addressed approval of the agenda and said Mayor Rosener had asked to remove item C under Public Hearing, Ordinance 2026-007, Establishing a Commercial Public Safety Fee and Adding Section 3.50 to the Sherwood Municipal Code. She said he had a business meeting, and Councilor Brouse was out of town, and the mayor considered this an important topic and suggested that all Council members be present for the discussion.

MOTION: FROM COUNCILOR SCOTT TO AMEND THE AGENDA AND REMOVE ITEM C UNDER PUBLIC HEARING FROM THE AGENDA AND MOVE TO A FUTURE MEETING. SECONDED BY COUNCILOR MAYS.

Prior to a vote on the motion, Councilor Standke asked if a future date had been set for this item. Council President Young said the mayor would also be absent for the next city council meeting. City Manager Craig Sheldon asked whether the intent was to consider the topic of a public safety fee in a regular session or conduct another work session. He noted the next available work session was in November. City Attorney Ryan Adams reminded the Council that an ordinance had to be publicly noticed six days prior to the Council meeting. Councilor Mays said another option was to leave Ordinance 2026-007 on the agenda and conduct the second hearing and continue it to a date certain and keep the record open. Council President Young referred to comments from local business owners and the possible need for further discussions in a work session.

**Record note: Written public testimony was received for Ordinance 2026-007 (see record, Exhibit C).*

MOTION PASSED 3:2. COUNCIL PRESIDENT YOUNG, COUNCILORS MAYS AND SCOTT VOTED IN FAVOR. COUNCILORS STANDKE AND GILES VOTED AGAINST. (MAYOR ROSENER AND COUNCILOR BROUSE WERE ABSENT).

MOTION: FROM COUNCILOR MAYS TO APPROVE THE AMENDED AGENDA. SECONDED BY COUNCILOR SCOTT. 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 August 4, 2026, City Council Meeting Minutes
B. Resolution 2026-055, Reappointing Barbara Leitzinger to the Sherwood Parks & Recreation Advisory Board
C. Resolution 2026-056, Authorizing the City Manager to Sign the Broadband Equity Access and Deployment Program Grant Agreement
D. Resolution 2026-057, Authorizing the City Manager to enter into an Intergovernmental Agreement with Clean Water Services Regarding Cooperative Management
E. Resolution 2026-058, Authorizing the City Manager to Execute a Private Access Easement Agreement with Sherwood Group, LLC for the Rock Point Multi-Family Development

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

Record note: Email from City Manager Craig Sheldon to City Council regarding Resolution 2026-057 (see record, Exhibit D).

Council President Young addressed the next item on the agenda.

6. CITIZEN COMMENTS:

Council President Young invited member of the public who were planning to provide testimony during the public hearing of Ordinance 2026-007 to provide testimony now under citizen comments. No comments were received.

David Murray with the Sherwood Chamber of Commerce came forward and thanked everyone for their support at Cruisin'. He commented on the success of the event.

Councilor Young addressed the next agenda item, and the City Recorder read the public hearing statement.

7. PUBLIC HEARINGS:

A. Ordinance 2026-005, Amending Chapter 3.30 of the Sherwood Municipal Code to Increase the City Transient Lodging Tax

Finance Director David Bodway recapped the staff report and provided a presentation (see record, Exhibit E). He said the city had adopted its Transient Lodging Tax (TLT) in 2019 through Ordinance 2019-002. He stated visitors who stayed in transient lodging benefitted from City services and public investments including transportation, police services, parks, and public art. He said the proposed increase would allow a greater share of these costs to be supported by visitors rather than the Sherwood residents and businesses. He noted the TLT had remained the same since 2019, and the proposed ordinance would increase rates in two phases to provide lodging providers and visitors adequate notice of time to adjust. He stated the current local tax rate was 3% and applied to the rental of transient lodging within the city. He said this proposed ordinance would increase the local TLT from 3% to 5% on January 1, 2027, and increase the TLT from 5% to 6% on January 1, 2028. He noted these dates had changed since the first hearing due to discussions with the county, which administered the program for the city. He said the county stated there could be some visitors who had already booked stays and the rental agencies would have to go back and collect additional fees. He stated the county recommended more lead time.

With no questions for staff, Council President Young opened the public hearing. With no public testimony received, Council President Young closed the public hearing.

Councilor Scott said he supported increasing the TLT to further support tourism initiatives.

MOTION FROM COUNCILOR MAYS TO READ CAPTION AND ADOPT ORDINANCE 2026-005 AMENDING CHAPTER 3.30 OF THE SHERWOOD MUNICIPAL CODE TO INCREASE THE CITY TRANSIENT LODGING TAX. SECONDED BY COUNCILOR SCOTT. 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.

B. Ordinance 2026-006, Amending Chapter 2.08.095 of the Sherwood Municipal Code - Youth Advisory Board

City Attorney Ryan Adams recapped the staff report and provided a presentation (see record, Exhibit F). He said to facilitate the Youth Advisory Board's (YAB) flexibility and participation, staff proposed the following amendments to the Code:

- The YAB would have a maximum of 12 members. Previously, there had been a set number of seven members. Members would be appointed by the Council.
- The term of office for YAB members would be up to three years, or until two months after a member completed high school. Previously, the Code provided for terms of one year and two years.
- A quorum would consist of half of the currently appointed members, plus 1.

Mr. Adams said after the first reading of the ordinance the Council had directed staff to provide a second option, which was Exhibit B in the packet. He said the second option would reserve one position for a student who did not attend Sherwood High School but otherwise lived within Sherwood and met the criteria to serve on the Board. He stated there were two proposed exhibits to consider, Exhibit A was the original, and Exhibit B was the updated option that provided a spot for students outside Sherwood High School.

Councilor Giles clarified that if a student outside of Sherwood High School did not apply, then the position would remain vacant, and the Board would have 11 members. Mr. Adams said that was correct.

Councilor Standke said he did not support reserving a spot and commented that other boards did not reserve spots. Discussion followed. Council President Young commented that other boards did have reserved spots. She said she supported Exhibit B.

With no questions for staff, Council President Young opened the public hearing. With no public testimony received, Council President Young closed the public hearing.

With no further discussion, the following motion was received.

MOTION: FROM COUNCILOR MAYS TO READ CAPTION AND ADOPT ORDINANCE 2026-006 AMENDING CHAPTER 2.08.095 OF THE SHERWOOD MUNICIPAL CODE – YOUTH ADVISORY BOARD UTILIZING EXHIBIT B. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR ROSENER AND COUNCILOR BROUSE WERE ABSENT).

Council President Young addressed the next agenda item.

8. NEW BUSINESS:

A. Resolution 2026-059, Appointing Members to the Sherwood Youth Advisory Board

Communications and Engagement Coordinator Sarah Lopez recapped the staff report and said Councilor Brouse and staff interviewed applicants for the Youth Advisory Board (YAB) and made recommendations to Mayor Rosener. The recommendations were as follows:

1-year term (expiring August 2027)
Cosette Duckett (Sr)
Emery Knight (Sr)
Jayden Mendez (Sr)

2-year term (expiring August 2028)
Akwaski Cobbinah (Jr)
Rose Sullivan (Jr)
Conner Tang (Jr)

3-year term (expiring August 2029)
Prachi Ranabhat (Soph)
Baylor Bodway (Soph)

Councilor Scott asked how many members the YAB would have upon adoption. Ms. Lopez said 8 members. He asked if any members were not Sherwood High School students. Ms. Lopez replied she was not certain.

Council President Young clarified that members could apply throughout the year. Councilor Giles suggested recruiting from other groups throughout the High School.

MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2026-059 APPOINTING MEMBERS TO THE SHERWOOD YOUTH ADVISORY BOARD. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR ROSENER AND COUNCILOR BROUSE WERE ABSENT).

9. CITY MANAGER REPORT:

City Manager Craig Sheldon reviewed the agenda forecast and stated the work session for the public safety fee discussion could be scheduled for October 20, 2026. He reported that the Sherwood Police Department was scheduled to host a blood drive on September 11. Councilor Scott asked if there would be any new information provided at an additional work session for the public safety fee. He stated it would be helpful to hear about any concerns from the community regarding this issue. Councilor Standke asked when the water features at Cannery Square and Snyder Park would be turned off. Mr. Sheldon said end of September.

10. COUNCIL ANNOUNCEMENTS:

Councilor Giles said Middle School students interested in cross-county could sign up at sherwoodtrack.com.

Councilor Standke recapped Library events and stated they would be closed on Labor Day. He reported on the Traffic Safety Board and said they received positive feedback from residents of Oregon Street regarding the mobile speed cameras. He stated the Traffic Safety Board was given directions to prioritize mobile speed camera placement. He said there was discussion regarding reducing residential speed zones from 25 to 20 mph. He announced that Sherwood schools were scheduled to start the following day. Councilor Giles asked if the mobile speed cameras had an impact on Oregon Street. Councilor Standke said there would be follow up information.

Councilor Scott commented on the success of Cruisin'.

Councilor Mays reported on the Cultural Arts Commission and said the top three restroom wraps would be presented to Council in the future.

Council President Young reported on the Community Development Block Grant (CDBG) meeting and said they had toured a CDBG project in Cornelius. She commented on the proposed public safety fee and said she had heard from some businesses and discussed the issue with City Manager Sheldon. She recapped potential concerns regarding anchor tenants within shopping centers that potentially had a lease where they paid a maximum amount of the property fees, and stated some anchor tenants might already be at that maximum. She said this could spread out to small businesses and without impacting larger businesses. She said she wanted to explore this concern further. She reported on the Police Advisory Board meeting.

11. ADJOURN:

Council President Young adjourned the meeting at 7:45 pm and reconvened the work session.

WORK SESSION:

Council President Young called the meeting to order at 7:50 pm.

League of Oregon Cities (LOC) Legislative Priorities

Ms. Lopez provided a presentation and a handout regarding the LOC 27 legislative priorities (see record, Exhibit G). She said Council was asked to provide their top 5 LOC priorities, and she provided information that included four of the Council members votes. Councilors Scott and Standke provided Ms. Lopez with their top 5 priorities. Discussion followed. Ms. Lopez produced a final spreadsheet highlighting the Council's top 5 priorities, which included promoting the equitable development of sustainable telecom infrastructure, maintaining local control of a safe, modern right of way, full funding and streamlining for housing production, maintaining affordable energy while supporting grid hardening and modernization, and strengthening economic and workforce development (see record, Exhibit H).

ADJOURN:

Council President Young adjourned the work session at 8:08 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Kim Young, Council President