City of Sherwood Oregon

Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, November 17, 2026

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

5:30 pm City Council Work Session

7:00 pm City Council Regular Meeting

City Council Work Session Continued – If Needed

This meeting will be live streamed at
https://www.youtube.com/user/CityofSherwood

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AGENDA

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November 17, 2026

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22560 SW Pine Street
Sherwood, OR 97140

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5:30 PM CITY COUNCIL WORK SESSION

1. **Transportation System Plan (TSP) Update** (Joy Chang, Project Manager)
2. **Sherwood Traffic Safety Board Roundtable (6:15 pm)** (Captain Corey Jentzsch) **and Safe Streets Sherwood Discussion** (Joy Chang, Project Manager)
3. **Discuss Allocation of Percentages of Transient Lodging Tax (TLT) Dollars** (David Bodway, Finance Director)

7:00 PM CITY COUNCIL REGULAR SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
   - **A. Approval of October 6, 2026, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
   - **B. Approval of October 20, 2026, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
   - **C. Approval of November 3, 2026, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
   - **D. Resolution 2026-068, Appointing Kyle Green to the Sherwood Library Advisory Board** (Adrienne Doman Calkins, Library Manager)
   - **E. Resolution 2026-069, Appointing Steve Munsterman to the Sherwood Budget Committee** (David Bodway, Finance Director)
   - **F. Resolution 2026-070, Reappointing Lana Painter to the Sherwood Budget Committee** (David Bodway, Finance Director)
   - **G. Resolution 2026-071, Reappointing Thomas Sherwood to the Sherwood Budget Committee** (David Bodway, Finance Director)
6. **CITIZEN COMMENTS**
7. **CITY MANAGER REPORT**
8. **COUNCIL ANNOUNCEMENTS**

9. ADJOURN

How to Provide Citizen Comments and Public Hearing Testimony: Citizen comments and public hearing testimony may be provided in person, in writing, or by telephone. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by e-mail to Cityrecorder@Sherwoodoregon.gov and must clearly state either (1) that it is intended as a general Citizen Comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended. To provide comment by phone during the live meeting, please e-mail or call the City Recorder at Cityrecorder@Sherwoodoregon.gov or 503-625-4246 at least 24 hours in advance of the meeting start time in order to receive the phone dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

How to Find out What's on the Council Schedule: City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, generally by the Thursday prior to a Council meeting. When possible, Council agendas are also posted at the Sherwood Library/City Hall and the Sherwood Post Office.

To Schedule a Presentation to the Council: If you would like to schedule a presentation to the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder, 503-625-4246 or Cityrecorder@Sherwoodoregon.gov

ADA Accommodations: If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or Cityrecorder@Sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time. Assisted Listening Devices are available on site.

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 6, 2026

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:47 pm.

2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Renee Brouse, 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, Paralegal Josh Cook, Police Chief Ty Hanlon, Public Works Director Rich Sattler, Finance Director David Bodway, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, Communications and Engagement Coordinator Sarah Lopez, Human Resources Director Lydia McEvoy, Center for the Arts Manager Chanda Hall, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

   OTHERS PRESENT: First Forty Feet Consultants Jason Graf and Ramin Rezvani, and Chris Zahas with Leland Consulting Group.

4. **TOPICS:**

   Old Town Site D Discussion

   Community Development Director Eric Rutledge introduced the design team Jason Graf, Ramin Rezvani and Chris Zahas and provided a presentation (see record, Exhibit A). He noted that everything was preliminary and the purpose of the work session was to receive feedback from the Council. The design team described the project's guiding principles: flexibility over time, resilience through multiple simultaneous uses, bringing activity downtown, creating cohesion along Pine Street, rooting the building in local history and context, and amplifying the Center for the Arts. Mr. Graf's team acknowledged Council's earlier concern that a building in front of the Center for the Arts could block views of it, and said permeability and transparency were intended to address this. He traced the site's history from brick making and rail transportation to the Portland Canning Company and tied it to the areas continuing agricultural production in wineries, vineyards, fruit farms, and nurseries. Mr. Rezvani said the concept envisioned a food hall and community center that displayed local products, serving a connective link among the Center for the Arts, Cannery Square, and the library. He said the ground-floor concept included an open flex hall facing Pine Street with operable glass doors, and five tenant spaces of roughly 12 by 15 feet that could be combined or converted into small retail over time. He stated a shared back kitchen would let tenants do prep work and host special events, while other tenants kept operating. Mayor Rosener noted that this could also address the Center for the Arts' lack of a kitchen and its limited catering options. Mr. Rezvani described an "arts plaza" between the new building and the Center for the Arts, with potential for performances, informal music, a fire pit, and evening dinners. He

believed this would benefit the adjacent brewery, and Mayor Rosener asked that the current brewery lease not constrain good design. Mr. Rezvani said the concept also reconfigured parking to add spaces, bring accessible parking closer to the Center for the Arts entry, and provide a screened loading and trash area. He said shortening the adjacent street was noted as a possibility that raised rededication questions.

Mr. Rezvani said two schemes were considered and scheme A included a second-level mezzanine of approximately 2,300 square feet, while scheme B omitted the second floor, which lowered cost but reduced long-term flexibility. He said possible uses of the mezzanine included overflow seating, classrooms, studio or maker space, conference rooms, and rentable event space. Councilor Mays suggested a third level or rooftop, which could be a rooftop bar, office space, or affordable housing. Mayor Rosener suggested honoring the site's full history, including freight, the brickyards, and Sherwood Station, and proposed salvaging brick from Portland demolitions.

Mr. Zahas reported that outreach to brokers, architects, and contractors indicated strong market demand for a multi-tenant food or market hall in Old Town. He said the structure was relatively simple to build, and the ground floor appeared cash-flow positive to the city under a modeling assumption of 25-year financing. He cautioned that second-floor retail tends to struggle and would need heavily discounted rents and said overflow seating, special event space, or an extension of the Center for the Arts were better uses. He noted that an operator might prefer the city take on responsibility for managing and scheduling the upper floor, and that eliminating the central kitchen in favor of dedicated tenant kitchens might allow another ground-floor tenant. He said further operator outreach was planned. Mayor Rosener said the upper-floor management model was an open question that could be resolved through financial analysis.

Council feedback was broadly supportive, and several members said the concept matched earlier discussions. Requested follow-up items included:

- views of the connection to the Center for the Arts and arts plaza
- options for an overhang or enclosed reception area bridging the two buildings
- further development of mezzanine and third-floor options
- a possible location for rotating public art
- the suggested name "Sherwood Cannery Station"

Mr. Rutledge said naming, branding, and art on the building were outside the scope of the current study, and that the Cultural Arts Commission and the Center for the Arts would be brought in later.

Mayor Rosener addressed the next item on the agenda.

Commercial Police Fee Follow Up

Finance Director David Bodway explained that at the second reading of the public hearing, Council voted to remove the ordinance from the agenda and hold another work session for further discussion. Mayor Rosener said he had spoken directly with affected businesses and chamber members and concluded that more homework was needed, particularly on how fees pass through leases to tenants. He added that, in hindsight, the city had not conducted enough community outreach. Mr. Bodway clarified that the first and second readings were intended only to create the mechanism, with outreach to follow and a later resolution setting the actual rates.

Council President Young reported that more than half of the businesses they had contacted were unaware of the proposal. She said some tenants did not know how landlords allocate Equivalent Service Units (ESUs)

under triple-net leases and raised the possibility that anchor tenants with negotiated fee caps might avoid increases, shifting the burden to smaller businesses.

Communications and Engagement Coordinator Sarah Lopez presented a potential outreach plan:

- a dedicated city web page explaining the purpose and calculation of the fee;
- a message from the Police Chief, in writing or on video;
- a fee calculator based on ESUs, usable with a water bill, and a plain-language FAQ;
- letters to all businesses on the business license list, with social media and chamber partnerships;
- a task force that could include the Police Chief, the City Manager, and councilors;
- daytime and evening open houses or listening sessions.

Ms. Lopez said the mailing would be limited to commercial locations and clarified that it was not intended for home-based businesses. Mayor Rosener noted that the movie theater lot, with no current tenant, would illustrate large ESU allocations passing to landlords and tenants.

Mayor Rosener asked Council to consider a citywide residential and commercial fee or levy. He cited the city's 2 percent cap on residential fee increases, the absence of a cap on commercial fees, and the risk of repeatedly relying on commercial rate increases. He noted that the city has about 6,200 to 6,300 water accounts, of which roughly 288 are commercial. Mayor Rosener stated that once a levy becomes a ballot measure, staff cannot work on it, and a political action committee would be needed. He asked for quick modeling and updated polling costs. Mr. Sheldon said earlier estimates were roughly $4,000 to $5,000 for the first round of polling plus mailers, and that costs would be updated. Councilor Scott asked that Council review polling questions and consider combining other topics, such as the fitness center building, into one poll.

Council consensus was to proceed first with commercial fee outreach and then use the feedback to determine next steps. Councilors said they were comfortable creating the mechanism while outreach continued. Staff were directed to bring back polling and modeling costs for a possible community-wide approach.

Mayor Rosener adjourned the work session at 7:00 pm.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:05 pm.

2. **COUNCIL PRESENT:** Mayor Rosener, Council President Kim Young, Councilors Keith Mays, Renee Brouse, 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, Paralegal Josh Cook, Police Chief Ty Hanlon, Public Works Director Rich Sattler, Community Development Director Eric Rutledge, Finance Director David Bodway, Human Resources Director Lydia McEvoy, Building Official Jared Bradbury, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

MOTION: FROM COUNCILOR GILES TO MOVE RESOLUTION 2026-063 FROM THE CONSENT AGENDA AND PLACE IT BEFORE PUBLIC HEARINGS. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 7:0. ALL PRESENT MEMBERS VOTED IN FAVOR.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE THE AMENDED AGENDA. SECONDED BY COUNCILOR BROUSE. 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 September 15, 2026, City Council Meeting Minutes
B. Resolution 2026-062, Appointing the Budget Officer for Biennial Budget Fiscal Years 2027-29
D. Resolution 2026-064, Approving the Cultural Arts Commission's Recommended Design for the Cannery Square Restroom Wrap
E. Resolution 2026-065, Authorizing the Award of two Building Plan Review and Inspection Service Contracts to Clair Company and Northwest Code Professionals

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

Mayor Rosener addressed the next item on the agenda.

6. CITIZEN COMMENTS:

Washington County Commissioner Nafisa Fai, who represents District 1 spoke. She said she was attending as a candidate for Washington County Chair and not on behalf of the Board. She said Sherwood could feel overlooked by the County because of its size and its distance from Hillsboro. She pledged to hear directly from city leaders and to give a voice to every city in the county. She said she was glad Sherwood was entering an intergovernmental agreement to study its transportation needs, and she praised the popularity of the city's senior shuttle. She stated she believed regional solutions work better than systems designed in silos. She congratulated the city on the Oregon Chapter of the American Public Works Association award for the Highway 99 pedestrian bridge. She described the bridge as an iconic identifier of the city and a symbolic bridge to wine country and the Silicon Forest. She invited city leaders to contact her if the county could help.

Mayor Rosener addressed the next agenda item.

7. PRESENTATIONS:

A. Proclamation, Water Professionals Appreciation Week October 3rd – 11th, 2026

Mayor Rosener read a proclamation recognizing October 3–11, 2026 as Water Professionals Appreciation Week. He said investments made around 2005–2008 included a water treatment plant built in partnership with Wilsonville and a large transmission pipeline able to carry 20 million gallons per day to Sherwood's storage tanks. He stated the rate structure adopted at that time allowed the city to save for future capital needs. He said as a result, the recently completed capacity expansion of the treatment plant, which added a little over 30 percent capacity, was funded from the water fund. He said Sherwood has some of the lowest water rates in the region. Councilor Mays added his appreciation. He credited the department's leadership,

past and present, and the contractors, consulting engineers and staff who delivered the original expansion and pipeline project on budget.

Mayor Rosener addressed the next item on the agenda.

8. NEW BUSINESS

A. Resolution 2026-063, Authorizing the City Manager to Execute an Intergovernmental Agreement with the Cities of Tualatin, West Linn, and Lake Oswego for a Subregional Transit Study

Councilor Giles said he supported the agreement but wanted to emphasize Sherwood's specific needs. He said Sherwood has one bus line that essentially goes to one place. He wanted a bus that circulates within town and that parents and seniors feel safe using, without requiring a phone call to schedule. He wanted assurance that Sherwood's contribution would address Sherwood-specific problems and would not produce a regional solution the city could not afford.

Community Development Director Eric Rutledge explained that the study was subregional. He said it covers travel demand into and out of all four cities, and trips generated within the cities should also appear in the data. He stated it had no direct scope for a Sherwood-only analysis, which would require a different scope and funding. He noted possible solutions could include vanpool or shuttle options if the data supported them. He said the study should also estimate the revenue Sherwood generates for the current regional transit system, which could inform us of what a local shuttle might cost. He stated the city's concurrent Transportation System Plan update might offer a further opportunity to look at Sherwood-specific questions.

Mayor Rosener said the four cities are edge cities in TriMet's hub-and-spoke network. He said TriMet's earlier service cuts nearly eliminated the peak-hour line serving Sherwood's jobs corridor, and that cut was rescinded only after service on the other line was reduced. He noted a second round of cuts was expected. He stated that data could support legislation, being pursued by Wilsonville, to raise the population cap under which a city may petition to leave TriMet. He said leaving TriMet would return payroll tax revenue to the city for local transit options. With no other council comments, the following motion was stated.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE RESOLUTION 2026-063, AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH THE CITIES OF TUALATIN, WEST LINN, AND LAKE OSWEGO FOR A SUBREGIONAL TRANSIT STUDY. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

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

9. PUBLIC HEARINGS:

A. Resolution 2026-066, Adopting a Supplemental Budget for biennial year 2025-27 and making appropriations

Finance Director David Bodway said the supplemental budget reconciles the first year of the biennium and was authorized under ORS 294.463 and related statutes. He referred to the General Fund and said the beginning fund balance was about $1.1 million lower than expected. He said nearly every revenue category came in under projections, including property taxes, interest, state shared revenue and franchise fees. He stated the largest gap was in development revenue, which he attributed to economic conditions such as

tariffs and high interest rates. He said offsetting items included about $467,000 in additional Washington County WCCLS funds and about $130,758 in insurance proceeds for totaled city vehicles, including the police van lost in a fire. He said the Public Works appropriation would be increased to replace those vehicles. Mr. Bodway proposed a transfer of about $103,000 from the Community Investment Fund, funded entirely by interest earnings and not principal. He said this transfer would cover unexpected costs for items such as the local option levy analysis, the special election and outside City Attorney support. He stated a gap of $702,475 remained at the bottom of the exhibit, which he believed could be filled. He noted mobile speed camera revenues and costs were intentionally excluded until more data was available. He expected two or three more supplemental budgets during the fiscal year.

He commented on the Public Art Fund which received a carried-over permit fee of $1,082 from the roundabout art, with contingency reduced to match a lower beginning balance. He said the Economic Development and Promotion Fund beginning balance was about $20,000 lower than anticipated. He said the transient lodging tax receipts for the prior year would be split among the funds in a later supplemental budget. He noted the Community Investment Fund beginning fund balance was $148,509 higher than expected, and of that, $44,656 would be added to contingency, and the remainder would be transferred to cover General Fund expenditures.

Mayor Rosener clarified for the public that property tax revenue rarely declines and that the variance reflected timing and collection. Mr. Bodway added that the uncollected rate was rising and that collections came within 2 percent of the budget. Mayor Rosener explained that development-related revenue was cyclical and that the city had offset reduced permit activity by not hiring contractors and by holding a position vacant. He commented on the speed cameras and said they were installed to change driving behavior in school zones and not to raise revenue. He said the city planned to measure behavior change at the first location, and Mr. Bodway confirmed that placing them in the budget awaited more information.

Council President Young asked about the Community Investment Fund balance. Mr. Bodway said the fund expected to collect more than $2.7 million in principal and about $673,000 in interest on interfund loans over nine years, for a minimum of about $4.8 million if nothing else were spent. Councilor Standke asked about contingency. Mr. Bodway said the new amount would be added to about $1.157 million already in contingency, leaving roughly $1.2 million available for Council-identified projects. He noted that the recently approved transit study funding of about $40,000 would be paid from this fund and had not been spent in the prior year.

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

MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2026-066, ADOPTING A SUPPLEMENTAL BUDGET FOR BIENNIAL YEAR 2025-27 AND MAKING APPROPRIATIONS. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

B. Resolution 2026-067, Amending Section 1 of the City's Schedule of Fees for Business Licenses and Staff Rates

Mr. Bodway said the business license fee schedule adopted the previous June had mistakenly included an outdated schedule instead of the updated one approved for the first year of the biennium. He said the resolution would restore the correct schedule. He noted it would also revise the public records section so

that staff charges, when a request requires significant time, include contracted services, because the city Attorney is now a contractor. He said the resolution also added for clarity that businesses inside city limits receive a 10 percent discount, and partial FTE counts were rounded down. Council President Young asked whether the city would pursue businesses that paid under the incorrect schedule. Mr. Rutledge said about 19 businesses had renewed since July 1 and they had paid slightly less under the incorrect schedule, so no refunds were due. Mayor Rosener said the city would absorb the error because the incorrect schedule was technically the official one in effect.

Mayor Rosener opened the public hearing. With no public testimony, Mayor Rosener closed the public hearing, and the following motion was received.

MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2026-067, AMENDING SECTION 1 OF THE CITY'S SCHEDULE OF FEES FOR BUSINESS LICENSES AND STAFF RATES. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

10. CITY MANAGER REPORT:

City Manager Craig Sheldon reported that the Highway 99 pedestrian crossing was named a 2026 Oregon Chapter American Public Works Association Project of the Year in the structures category for projects from $25 million to less than $75 million. He said the project was delivered on time, and the remaining medallions would complete it. He reported that Pine Street between Odge Gribble and Willamette would be closed during the day for utility tie-ins, with a detour in place. Mayor Rosener said the project's cost-saving design approach, which avoided federalization, was being discussed with the state as a model for future capital projects. Council President Young clarified for the public that the medallions had always been part of the original plan and budget of the pedestrian bridge. Mayor Rosener added that the bridge was funded by state lottery funds through the "Christmas tree bill" and by the Urban Renewal Agency. Councilor Standke asked whether a webpage was planned for the Elwert Road realignment study. Mr. Rutledge said a county-hosted site was the main repository, and the city could link to it or create its own page. Councilor Brouse reported public concern about poor striping around the roundabout near the high school, which is a county facility. The City Manager said he would ask staff to contact the county.

11. COUNCIL ANNOUNCEMENTS:

Mayor Rosener announced that City Recorder Sylvia Murphy, had recently been named the 2026 Recorder of the Year by the Oregon Association of Municipal Recorders (OAMR). Mayor Rosener highlighted Ms. Murphy's nearly 25 years of service to the City of Sherwood, cited her work on management of city records, and her statewide committee leadership through contributions to the OAMR. Ms. Murphy thanked the Council for their kind words.

Councilor Standke reported that the Traffic Safety Board meeting was canceled for lack of requests. He reported that the Sherwood School District was partnering with the city on Walk and Roll to School Day on October 7, from 7:15 to 7:50 AM at Middleton Elementary, and he urged drivers to watch for children. He reported the Library Advisory Board elected its high school member as vice chair and Banned Books Week was under way at the library. He said the Brookman Trail work session was moved to November 3.

Councilor Scott reported on the Parks Board which met the previous evening and would review options for a connector between the Brookman area and the rest of Sherwood at the November 3 Council meeting. He said the Board also approved tree maintenance work and was preparing for a joint work session with council.

Councilor Brouse reported that the Water Consortium Board would be meeting the following day, with an update to follow. She reported that the Youth Advisory Board would hold its first official meeting Thursday at 7:00 AM at the YMCA to elect officers and discuss goals. She reported that she attended the Huntington Learning Center ribbon cutting and the Oyster Fest in Shelton, Washington. She announced the Rotary Club of Sherwood wine festival on November 7 at the Red Berry Barn. She announced the End Polio Now "Eradication" pumpkin beer event on October 20 from 6 to 8 PM.

Councilor Giles reported that the Planning Commission meeting was canceled. He reported attending the Police Advisory Board meeting, which discussed the public safety fee and the photo enforcement cameras. He shared a variety of upcoming community events. He attended an affordable housing event and planned to attend Metro's Future Vision Summit on Thursday. He noted that Commissioner Fai had spent time in Sherwood at Robin Hood Festival and Cruisin' Sherwood.

Council President Young reported that she served on a panel on community partnerships at a conference of the Northwest Association of Community Development Managers. She had also attended the WEA mayor's forum, the Huntington Learning Center ribbon cutting and the Region 1 Area Commission on Transportation. She shared upcoming Chamber of Commerce events.

Mayor Rosener thanked Council President Young for running the last two meetings in his absence. He announced that this was the final year for the Pirates of Pinehurst shows and the coin hunt. He reported that he and Mr. Sheldon had met with Family Peace Center, which would be giving a presentation to Council. He reported on the Metro Mayors Consortium executive committee's planning session. He reported on the Washington County Coordinating Committee and the Metro Policy Advisory Committee. He said Metro was beginning its Regional Transportation Plan process, and the city would work to keep its key projects in that plan. He said the city was preparing federal appropriations requests with its Washington, DC government affairs team and stated a federal earmark through Representative Salinas for a downtown sewer line replacement was in a bill awaiting passage of a federal budget. He noted that over five years the city had secured millions in federal funds, including $3 million for Ice Age Drive, a $5 million EPA grant, two $1 million broadband grants, a $9 million BEAD grant currently funding Sherwood Broadband expansion toward Newberg, and a recently awarded $20 million grant to extend service throughout the Newberg School District.

12. ADJOURN TO URA BOARD OF DIRECTORS MEETING

Mayor Rosener adjourned the meeting at 8:30 pm and convened a URA Board meeting.

Attest:

Sylvia Murphy, MMC, City Recorder	Tim Rosener, Mayor

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 20, 2026

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:38 pm.

2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Dan Standke, Taylor Giles (arrived at 5:45 pm), and Doug Scott (arrived at 5:50 pm). Councilor Keith Mays was absent.

3. **STAFF PRESENT:** Police Chief Ty Hanlon, IT Director Brad Crawford, City Attorney Ryan Adams, Paralegal Josh Cook, Public Works Director Rich Sattler, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, Library Manager Adrienne Doman Calkins, Adult Services Librarian II Crystal Garcia, and City Recorder Sylvia Murphy.

   OTHERS PRESENT: Family Peace Center Executive Director Rachel Shultz and Board President Judy Willey, Library Advisory Board Members Sean Garland, Analise Ellis, Deb Diers, Marilee Ratliff Ponangi, Maggi Gerhard, Tracey Enright, Fritz Kaliszewski, and Brie Scrivner.

4. **TOPICS:**

   Family Peace Center Presentation

   Family Peace Center Executive Director Rachel Shultz provided a presentation on the Center's transition from the Family Justice Center (see record, Exhibit A). She explained that survivors' needs were not linear and that many experience several forms of abuse at once, which was the reason for co-locating agencies. She said both medical clinics had opened in early October: Cares Northwest for child abuse and Providence for adult forensic services, including sexual assault, physical assault, and strangulation examinations. She described this as only the second forensic nursing clinic in Oregon and said it allowed survivors to avoid emergency rooms. She stated the Center housed 22 organizations and offered basic needs and safety assistance, including food, transportation, childcare, financial help, and safety items. She reported that from January through August, survivors accessed 6,754 services and noted in-person visits by 3,479 survivors were a 34 percent increase over the Family Justice Center, or about 28 to 32 people per day. She said this growth forced a rapid expansion of staff and operations. She commented on the cause of the increase and cited intensive outreach tied to the move and new services such as Cares Northwest, which had seen nearly 700 children. She also noted that 88 percent of the Domestic Violence Resource Center's clients in the period were new to that agency. She suspected that reductions in other community services and rent assistance were contributing. Councilor Standke noted that community stressors raise case numbers. She added that large layoffs and disasters typically precede spikes in abuse, and that national FBI data showed a 13 percent increase since 2025 in serious domestic violence homicides and sexual violence crimes. She referred to

Sherwood and reported that residents served grew from 11 in 2025 to 22 in 2026, a 100 percent increase, and services accessed grew from 19 to 37. She considered this a positive sign that residents were using services when needed. She said common services used by Sherwood residents were Cares Northwest, transportation, childcare, legal services, elder abuse services, and housing access. She credited the Sherwood School District's (SSD) referrals. Councilor Standke asked how many services were repeat versus new, and she said she did not have that figure at hand. She also reported that 76 percent of clients came from urban Washington County and 21 percent from rural areas.

Judy Willey, President of the Family Peace Center Board, thanked the Council for its annual support. She announced that she would retire from the Board in January 2027 after serving 10 years. She reported that the new building was purchased with state funding and remodeled through a capital campaign, leaving no debt. She stated the Center had no federal or Supportive Housing Services (SHS) funding. Ms. Willey invited the Council to buy a table at the Denim and Diamonds fundraiser on May 15 at the Hillsboro Elks Lodge, the Center's only annual fundraising event. Councilor Standke asked about outreach and Ms. Shultz said other cities used city websites, utility bill inserts, and city newsletters. Mayor Rosener discussed that utility bill inserts were costly and often discarded, and said the city newsletter reached every household. Councilor Brouse asked if they were working with the Sherwood School District SHARE program. Ms. Shultz agreed to check with the Center's outreach staff about coordination with the SSD. Councilor Brouse suggested also contacting the Sherwood Sun, a new local paper. Mayor Rosener commented on youth aging out of foster care and Ms. Shultz described a partnership with Washington County housing services. She said the aim was to provide training and information, because many youth lacked skills and risked entering abusive relationships to meet their needs. She said available programs were poorly communicated, and Council President Young noted high caseworker turnover rate was also a challenge. The Council thanked the Family Peace Center and congratulated Ms. Willey on her retirement.

Mayor Rosener addressed the next item on the agenda.

Roundtable with Sherwood Library Advisory Board

Mayor Rosener explained that this was the first annual roundtable with the Library Advisory Board (LAB). He said the purpose was to close the communication loop between boards and commissions and the Council ahead of the Council's annual visioning process, the staff work plan, and the spring budget process. LAB Chair Tracey Enright said the LAB had focused on three Council pillars. She said the first was community engagement and reported that the LAB supported an update to the library strategic plan, including community surveys, and proposed expanding an earlier gathering of library-related groups to include other Sherwood Boards and Commissions. Library Manager Calkins said such an event could take the form of an open house or focus group, subject to public meeting law, and could serve other Council engagement purposes because the questions were community-focused rather than library-specific. Mayor Rosener noted there was overlap with the Library and the Arts Center and cultural arts programming. Councilor Giles suggested involving the Planning Commission with early visioning for a possible civic building in Sherwood West. Ms. Enright commented on infrastructure and noted that the Council's goals included a facility master plan for the Library and other buildings. Ms. Calkins added that the Library's 2019 plan, commissioned with the Friends of the Library, was out of date, and several groups wanted to update it. Mayor Rosener supported realistic planning to be "grant ready" and to support fundraising, while cautioning against creating an expectation that a new building would be built. Councilor Scott asked whether departments could coordinate to avoid separate, siloed surveys and survey fatigue. Mayor Rosener suggested asking about willingness to pay for programs, to help make revenue centers such as the Arts Center and Field House more cost neutral. Ms. Calkins said the previous library survey was about a dozen questions, some of them library-specific, and said that library

patrons could be surveyed separately by email. Councilor Giles suggested asking residents how they prefer to receive City communications, noting that utility billing records were an available contact source. Ms. Enright commented on fiscal responsibility and said the LAB planned to continue advising on the new collections policy and countywide planning and to participate in the Oregon Library Association's library legislative day during the week of March 22. Mayor Rosener asked that the discussion include unfunded state mandates. Ms. Calkins updated the Council on Washington County Cooperative Library Services (WCCLS) centralized collections. She said the county was in year one of a five-year levy, and implementation planning was under way. She stated Sherwood was expected to be in the middle cohort, with bulk purchasing by WCCLS beginning around October of the next fiscal year. She said a memorandum of understanding (MOU) was in draft, and each city would sign the same MOU. She agreed to send a memo with the full MOU attached. Mayor Rosener said he was not yet convinced that centralized collections would save money, given the county's shift toward levy funding and reduced distributions to cities. Ms. Calkins said Sherwood was slated to receive more money, and that the county was expected to issue a funding distribution memo by January 30, after city budgets were due. The Council thanked the LAB for their attendance.

Mayor Rosener addressed the next item on the agenda.

Target Industries Program

Community Development Director Eric Rutledge and Economic Development Manager Erik Adair provided a presentation (see record, Exhibit B) on the proposed Target Industries Program and asked the Council for feedback. Mr. Rutledge said the program supported the Council goal of supporting new commercial and industrial development in target employment areas, specifically the deliverable to explore incentives. He said it would formalize the informal "red carpet" program as a nonfinancial incentive that reduced permit timelines and provided schedule certainty, which he described as an indirect financial incentive and a top developer concern. He stated the proposed commitments were a two-week pre-application conference, a 65-day land use review compared with the 120-day statutory limit, a two-week tenant improvement plan review, a four-week initial review for new buildings, and a one-week follow-up review. He noted staff would also hold monthly all-department coordination meetings and provide a staff liaison. He stated the department's managers were comfortable with the timelines. He said the program would not reduce quality or statutory timelines for other applicants and would not cost applicants more. He noted that Sherwood had recently attracted about six or seven speculative buildings totaling nearly 2 million square feet without incentives, and that the focus was now on filling them. Councilor Giles asked whether the program would matter to developers, given that Sherwood already met its deadlines. Mr. Rutledge responded that out-of-state and international investors often did not know Sherwood's record and that written commitments adopted by resolution would give staff a strong policy basis. Mr. Adair reported on the SEMICON West trade show in San Francisco, where companies asked first about incentives. He said Sherwood lacked financial incentives such as SDC deferrals or an enterprise zone but could offer speed to market and a staff liaison. He saw an opportunity to attract suppliers connected to Lam Research's $2 billion Tualatin expansion. Mayor Rosener discussed the state's Strategic Investment Program (SIP) and its $100 million minimum investment. He asked staff to consider what a lower threshold should be if the legislature could be persuaded to reduce it. Mr. Rutledge commented that other incentive programs, including a possible enterprise zone and Old Town programs, were forthcoming. Councilor Scott asked what would happen if a deadline were missed. Mr. Rutledge said the consequence would be a reputational one and noted that the four-week review applied to the initial review only. Councilor Scott suggested using the word "commitment" rather than "guarantee". Mr. Rutledge confirmed the measure would be a resolution, not an ordinance. Councilor Young noted the resolution could be amended if it did not work. Mr. Rutledge said staff proposed target industries based on the 2023 Economic Opportunities Analysis (EOA) and the Tonquin Employment Area (TEA) concept plan, centered on advanced

manufacturing and food manufacturing. He noted warehousing, retail, and data centers would be excluded. He said eligibility would be determined administratively, with no formal appeal, and staff would send a qualification letter to eligible businesses. He stated the program would also cover retention and expansion of existing Sherwood businesses. He said staff would track participation and permit timelines and report them in the annual economic development report. Councilors discussed reviewing results after the end of 2027, tracking lost prospects and the reasons, and keeping flexibility for beneficial uses not listed. Council President Young asked why Sherwood did not allow data centers. Mr. Rutledge said data centers were not a listed use in the development code, so a text amendment would be required. Councilor Giles added that land was too limited and Mayor Rosener cited low jobs per acre. Mr. Rutledge said Metro's condition of approval for the Sherwood West expansion barred data centers as a primary use there. The Council directed staff to continue developing the program and to bring a resolution forward for adoption.

Mayor Rosener adjourned the work session at 7:05 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

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

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:15 pm.

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

3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Police Chief Ty Hanlon, IT Director Brad Crawford, City Attorney Ryan Adams, Attorney Keegan Sanchez, Public Works Director Rich Sattler, City Engineer Jason Waters, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, Planning Manager Sean Conrad, Human Resources Director Lydia McEvoy, Volunteer Coordinator Tammy Steffens, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

   PARKS & RECREATIONS ADVISORY BOARD MEMBERS PRESENT: Chair David Scheirman, Vice Chair Jim Craig, Jim Booker, Steve Munsterman, Joshua Gaylord, Zander Brown, Barbara Leitzinger, and Tara Khodadadian (arrived at 6:20 pm).

   PLANNING COMMISSION MEMBERS PRESENT: Chair Jean Simson, Vice Chair Justin Kai, Rick Woidyla, and Daniel Bantz.

   OTHERS PRESENT: Sherwood High School Career Center Director Liz Barrett, Lam Research Senior Workforce Development Program Manager Brian Clay, Jason Wuertz with AKS Engineering, and Violet Brown with 3J Consulting.

4. **TOPICS:**

   Economic Development Update: Apprenticeship Program with Sherwood School District

   Economic Development Manager Erik Adair provided a presentation on the Sherwood Youth Apprenticeship Program and the partnership between the city, the Sherwood School District (SSD), and Lam Research to create a youth apprenticeship pathway into advanced manufacturing (see record, Exhibit A). He introduced Sherwood High School Career Center Director Liz Barrett and Lam Research Senior Workforce Development Program Manager Brian Clay. He said the target was a first cohort in fall 2027, and that no Council action was requested. He noted the growth of Sherwood's manufacturing economy, including the Tonquin employment area, Sherwood Commerce Center, Rock Creek Corporate Park, and Lam Research's planned $1.7 billion Oregon expansion. He stated Lam Research was already one of the City's larger employers, with

roughly 300 to 400 employees in two local buildings. He said the proposed program was a two-year paid apprenticeship connecting Sherwood High School's career and technical education (CTE) coursework with hands-on work and mentorship at Lam Research. Mr. Adair said staff hoped for a competency-based model, which still had to be finalized with the Oregon Bureau of Labor and Industries (BOLI). He noted staff were holding quarterly calls with BOLI and drawing on the Hillsboro youth apprenticeship model. He said Hillsboro was the first in the state to do an advanced manufacturing youth apprenticeship, and Sherwood would be second if approved. He stated Lam Research would serve as the employer lead, providing paid work experience, training, and mentors and SSD would serve as the education lead. He said the City's role would be convener and champion, not employer or curriculum writer. Mr. Adair said the program also supported the City's target industries work. He stated a draft apprenticeship handbook was in progress, and eligibility, scheduling, supervision, and student safety were still being resolved. Ms. Barrett, who led the CTE at Sherwood High School, said an apprenticeship was one of the best examples of preparing students for their next steps, since it gave them a certificate and room for growth after graduation. Mr. Clay said many students did not know these careers existed. He said the program would let students earn while learning alongside Lam team members and help Lam Research develop local talent. Ms. Barrett said the first cohort was expected to be three to five students, and they would complete the program during their junior and senior years. She said she and Mr. Clay were about three-quarters of the way through a crosswalk of CTE courses and the skills needed at Lam, and that several courses overlapped. Councilor Scott praised the pace of the effort and Lam's investment of money and time. He asked how students would be selected if more than five applied. Mr. Clay said an application and multifaceted selection process was being developed, with Lam leadership and the SSD jointly selecting candidates. Councilor Giles encouraged outreach through the Youth Advisory Board and student government so that more students learned these careers existed, even if they did not enter the first cohort. Mayor Rosener said Oregon was among a handful of states without a statewide youth apprenticeship program.

Mayor Rosener addressed the next item on the agenda.

Brookman Trails Discussion

City Engineer Jason Waters provided a presentation and introduced Jason Wuerst with AKS Engineering. Mr. Waters said the Brookman area was isolated and had no direct bicycle or pedestrian connections into the city to the north. He stated the City hired AKS Engineering to evaluate eight options, three had no right-of-way impacts on City-owned property, and five had significant right-of-way impacts. Mr. Wuerst noted it was a high-level study with no boundary or topographic survey, geotechnical investigation, or natural resource delineation. He said it used aerial imagery, tax lot data, lidar, and as-built drawings and the costs included a 40 percent contingency. He stated the factors evaluated were connectivity, who is served, natural area impacts, floodplain impacts, permitting, private property impacts, cost, and trail length and width.

He stated the options were as follows and noted options 1 and 2A, 2B, and 2C all began at the end point of an existing trail connected to the Brookman subdivision.

- Trail 1 - Cedar Creek crossing: An elevated boardwalk of about 400 feet, running east to west to an existing north-south path with connections to Redfern and Sunset Boulevard. It would carry wetland and floodplain permitting but no anticipated private property acquisition. The estimate was about $3.8 million, with bridge construction just under $2 million, and the route could provide an ADA-accessible route to Sunset. He described the boardwalk style as a low-maintenance steel structure with reinforced fiberglass decking, and noted AKS had recently completed a similar project in Cornelius.

- Trail 2A: A narrow sidewalk of about five feet between two residential properties, connecting to the Cobble Court cul-de-sac. It had minor natural resource and floodplain impacts and relatively simple permitting, but property acquisition from two owners could be extensive. The $214,000 estimate excluded acquisition.

- Trail 2B: A wider shared-use path along the backs of homes in a natural area to Golden Pond Terrace, on city-owned property, estimated at about $1.5 million with minor floodplain and wetland impacts. It would be tied into an existing maintenance driveway serving a stormwater facility, not a residential driveway.

- Trail 2C: A boardwalk across the tributary and north to Sunset Boulevard, with moderate wetland and floodplain impacts, an estimated $3.3 million plus right-of-way at the northern end, and potential ADA accessibility.

- Trail 3 Railroad crossing: A crossing connecting trails on either side of the railroad. Mr. Wuerst stated AKS consulted with a consultant working for Union Pacific, who indicated the only way to obtain a crossing would be to close three existing crossings, which AKS judged infeasible, so this option was not priced. Mayor Rosener noted that Pacific & Western (P&W) leased the line from Union Pacific. He proposed taking the matter offline. Councilor Scott asked whether there was fencing and Mr. Wuerst said there was none, but that crossing was considered trespassing.

- Trails 4A, 4B, and 4C: Narrow connections to Cobble Court. Option 4A, estimated $140,000 plus acquisition, would run from an existing path in an HOA-owned tract and used part of a property owner's driveway as a shared driveway and pedestrian connection, with perhaps three to four feet of shared-use space and a few feet of driveway widening. Options 4B and 4C would pass between existing homes with only 10 to 15 feet from wall to wall, with possible HVAC units or gas meters. Mr. Wuerst cautioned that right-of-way costs for these could be substantial and said permitting was estimated at three to nine months, running largely concurrently and property acquisition could take 12 months or longer, depending on the owner and method.

Councilor Scott questioned the cost of Trail 1. He noted that bridge construction alone, just under $2 million, worked out to about $5,000 per linear foot. He asked whether a simpler or narrower design could reduce it. Mr. Wuerst said narrower widths and alternative materials could lower costs but probably not by half. He said the estimate drew on hard-bid data from a similar project in Cornelius, with heavy contingency applied because no design existed. Mayor Rosener said the City's recent pedestrian bridge had come in well below early bids through drop-in spans and coordination with ODOT, and that the city currently had no budget for this project. Councilor Giles described Trail 1 as a Cadillac causeway and asked whether a four-foot bridge would suffice. He raised the possibility of acquiring and removing an entire house. Mr. Wuerst said that had not been studied as an option.

Councilor Standke, having walked the area, said that unless homes were acquired, any of the four options did not make sense. He favored Trail 1, 2B, or 2C as meaningful connections that did not cross private property. Council President Young agreed that options running beside people's houses were problematic. Councilor Scott distinguished the Trail 4A driveway concept from 4B and 4C, which ran the length of property lines. Councilors discussed Trail 2A as a possible near-term solution, with a larger permanent connection later. They noted that future development to the west and south could build trail connections as a condition of approval.

Councilor Mays supported further refinement of the railroad crossing and Trails 4A, 4B, and 4C as near-term options. He noted that Trail 4A was on HOA tract land and might be available by easement at no cost, and that some homeowners might be willing sellers. He also supported refining Trail 1 to find a more economical design. Mayor Rosener agreed that asking property owners was worthwhile and said Trail 1 was his

preference if other options proved infeasible. He suggested that acquiring a whole property near Sunset Boulevard might offer other opportunities. He referred to funding options which included grants, future urban renewal funds, and a local improvement district (LID). The Council directed staff to query property owners about interest, making clear the city was only exploring options and not pursuing eminent domain. Mr. Waters said funding options would be further investigated through the City Manager, and the matter would be considered in the Transportation System Plan (TSP) update.

Mayor Rosener called for a recess at 6:00 pm and reconvened the work session at 6:05 pm.

Mayor Rosener addressed the next item on the agenda.

Roundtable with Sherwood Parks & Recreation Advisory Board

Assistant City Manager Kristen Switzer introduced the Parks and Recreation Advisory Board. Mayor Rosener explained that Council held annual visioning every January, and the city wished to hear board priorities throughout the year. He said this would help prepare projects for grants even when funding was constrained.

Chair Scheirman presented the board's priorities, which changed little year to year:

- Langer Park: Now a city park, it was proposed to receive a senior-appropriate exercise circuit along its flat walking trail. He said this idea emerged from a joint conversation with the Senior Advisory Board, and he said the Senior Center was pursuing grants.

- Sherwood West: The board wanted continued parkland acquisition ahead of development, so that parks would be ready when neighborhoods were built.

- Murdock Park: The park's renovation design was nearly complete and would go out for bid for phase one, contingent on a grant. Ms. Switzer said a decision was expected around November 18.

- Trails: The board wanted trail expansion and maintenance and supported getting trails built with development.

- Other amenities from the master plan: Pickleball courts, a winter-appropriate dog park, a disc golf course, and a universal-access playground. Mr. Scheirman said the playground would be a regional destination needing adequate parking, so it would be sited in a larger new park.

Mayor Rosener asked whether Brookman residents who had come to the Parks Board and City Council meetings were involved in decisions. Mr. Scheirman said the board favored requiring trails during development rather than retrofitting them and cited the Denali development trail slope issue as an example. The Mayor said Sherwood West planning emphasized neighborhood connectivity.

Councilor Giles asked whether the city could trade development assistance for donated stream-corridor land to create a linear park along Chicken Creek. Mr. Scheirman said the city had done similar things before. Councilor Mays said large stream-corridor setbacks, required for 30 to 35 years, were how the city had acquired its corridors, and that this should continue in Sherwood West. Mayor Rosener noted that floodplain land was easier to build trails on than wetlands. He said Metro's regional trail master plan, which would link Wilsonville, Sherwood, and the refuge, had no funding and that the city should keep lobbying Metro. He said core connecting trails should be paved. Mr. Brown said he supported adding natural-surface hiking trails in Sherwood West.

Mayor Rosener described options for funding for large projects, such as combining state and federal grants, earmarks, and tax increment financing. He said waiting often costs more than the interest earned, because construction costs rise. Councilor Giles suggested a friends-of-the-park foundation and donor-naming opportunities, and Councilor Scott suggested that a regional playground should have regional funding from Metro or the County.

Councilor Scott asked which items were actionable within the next year. Mr. Scheirman said Murdock Park phase funding was near the top, followed by the Langer Park fitness equipment (possibly requiring matching funds) and a restroom, then continued trail work, and later an overpass or underpass connecting the two Cedar Creek Trail sections. Councilor Scott noted that the 2021 Parks Master Plan suggested a public refresh of amenity priorities. He suggested looking for amenities not available in nearby cities. Mr. Scheirman agreed. Mayor Rosener said he would add a refresh of the Parks Plan to the vision list. He also noted the lack of year-round indoor recreation and said the Public Works relocation could create opportunities for added indoor space.

Housing Capacity Analysis Kickoff – Joint Meeting with Sherwood Planning Commission

Community Development Director Eric Rutledge provided a presentation on the Housing Capacity Analysis (HCA) and Buildable Lands Inventory (BLI) (see record, Exhibit C). He said the city was kicking off its HCA and said he would ask the Planning Commission to serve as the project advisory committee. He stated the city had retained 3J Consulting and introduced Violet Brown as the Project Manager. He said the project had to be completed and adopted by June 30, 2027, and a Housing Production Strategy (HPS) would follow in 2028 with a new grant application. Ms. Brown, a planner and former housing attorney, explained that the Oregon Housing Needs Analysis (OHNA) replaced the former Housing Needs Analysis (HNA) and Metro-area cities updated it on a six-year cycle. She said the work included a Contextualized Housing Need (CHN) memo, a buildable lands inventory (BLI), a new "development-ready" lands inventory that considered proximity to services, a residential land need analysis, and land-use efficiency measures. She stated the outcomes were to identify the type, characteristics, and locations of housing needed to prepare the city for the HPS. She said the work was data-driven and not policy-setting. She explained that the state Department of Administrative Services (DAS) now provided each city's housing allocation, which was Sherwood's 20-year target of 3,402 units. She advised treating the figure as a measure of magnitude rather than a precise number. She stated the allocation was also broken out by area median income (AMI) bracket, which showed Sherwood's largest group at 120 percent of AMI, which was market rate housing. She said the AMI breakdown mattered mainly for setting priorities in the later HPS, because strategies had to speak to the needs identified. She said the DAS report also listed peer cities, which were optional context rather than required. Mayor Rosener noted that the listed peers (Lake Oswego, Happy Valley, and Wilsonville) differed from Sherwood in geography and land availability. Ms. Brown agreed and said the Planning Commission could suggest more appropriate comparison cities. Councilor Scott asked what the peer-city designation drove, and Ms. Brown said it was only a comparison data point. Councilor Giles noted that cities differed in transportation, infrastructure, and school demographics. Mayor Rosener raised concern about the state's housing acceleration consequences. Ms. Brown said state officials described the approach as a carrot, not a stick. She noted at a midpoint check-in, a city far off its targets would first be offered technical assistance. She acknowledged that no jurisdiction had yet been through the process. Mayor Rosener said he did not fully trust the state, citing a rulemaking change from "may" to "must" regarding standardized housing codes, and urged the city to think defensively. He emphasized that Sherwood needed more middle housing and was not anti-growth. Councilor Mays objected to state-dictated allocations, noting that rules might change, and said that the city could not force people to build or sell, and that economic development and jobs were missing

from the conversation. He called the implied level of subsidized housing unrealistic. Councilor Scott said not every city was equipped to meet each income segment. He asked what decisions the Planning Commission would make. Ms. Brown said the inputs and methods were discretionary, including data sources such as current sale prices, mortgage costs, and foreclosure rates rather than outdated census values. She noted engagement within the last five years could also be reused. She gave City of Molalla area examples of locally tailored strategies that the state had accepted.

Planning Commissioner Chair Simson asked how the Planning Commission and Council could shape the fact-finding stage. She recalled that Sherwood West engagement had pointed to cottage clusters, age-in-place, and starter homes, and that the state had changed the cottage cluster size from 900 to 1,800 square feet. Ms. Brown advised describing characteristics, such as units under 900 square feet, and tying them to engagement data instead of fighting over state definitions. Mayor Rosener and Councilor Giles supported that approach and said the city should pursue creative approaches such as smaller lots, reduced setbacks, and starter and workforce housing. Council agreed that Sherwood West engagement results could still be used.

Ms. Brown reviewed the schedule and said 3J was already working on the public involvement plan, the CHN data, and preliminary BLI mapping, with a refined draft expected in February. She said engagement would include open houses, an online survey, Planning Commission updates, and about five stakeholder interviews. She stated the Planning Commission would help choose those interviewees. Councilor Giles also suggested reaching young families. Mayor Rosener asked that the BLI capture infrastructure constraints such as water and sewer, to support the city's lobbying of the state. Ms. Brown said the development-ready inventory would, and that she was seeking state clarification on how it interacted with Goal 14 and urban growth boundary rules. Mayor Rosener also asked that developers interviewed at the HPS stage be local ones with regional ties rather than large private-equity-backed firms. Ms. Brown agreed. Mayor Rosener thanked Ms. Brown and the Planning Commission for their participation.

Mayor Rosener adjourned the work session at 7:50 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

City Council Meeting Date: November 17, 2026

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Adrienne Doman Calkins, Library Manager
Through: Craig Sheldon, City Manager and Kristen Switzer, Assistant City Manager

SUBJECT: **Resolution 2026-068, Appointing Kyle Green to the Sherwood Library Advisory Board**

Issue:
Should the City Council appoint Kyle Green to the Sherwood Library Advisory Board?

Background:
A vacancy to fill a partial term exists for Position 2 on the Library Advisory Board due to a resignation. The City and Library advertised open positions and received two applications.

The Council Liaison to the board Dan Standke, Library Manager Adrienne Doman Calkins, and Chair Tracey Enright interviewed all applicants and recommended to Mayor Rosener that Kyle Green be appointed to fill position 2, with the expiration of the partial term being at the end of June, 2029. Library Advisory Board member terms are for four years, per the municipal code and ORS 357.465. The Mayor has recommended this appointment to the City Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:
There are no financial impacts from this proposed action.

Recommendation:
Staff respectfully recommends City Council's adoption of Resolution 2026-068, appointing Kyle Green to the Sherwood Library Advisory Board.

DRAFT

RESOLUTION 2026-068

APPOINTING KYLE GREEN TO THE SHERWOOD LIBRARY ADVISORY BOARD

WHEREAS, a vacancy to fill a partial term exists on the Library Advisory Board; and

WHEREAS, the term of office for this vacancy expires June 30, 2029, and

WHEREAS, the City advertised openings on the Library Advisory Board on the City website, Sherwood Public Library website, social media, print publications, and onsite at the Library; and

WHEREAS, Kyle Green applied to be appointed and was interviewed by the interview panel; and

WHEREAS, the interview panel considered all applicants and recommended to the Mayor that Kyle Green be appointed to fill the vacancy; and

WHEREAS, the Mayor has recommended to City Council that Kyle Green be appointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council hereby appoints Kyle Green to position 2 of the Sherwood Library Advisory Board for a term expiring at the end of June 2029.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 17th day of November, 2026.

_____
Tim Rosener, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: November 17, 2026

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Craig Sheldon, City Manager and Ryan Adams, City Attorney

SUBJECT: **Resolution 2026-069, Appointing Steve Munsterman to the Sherwood Budget Committee**

Issue:
Shall the City Council appoint Steve Munsterman to the Sherwood Budget Committee?

Background:
A vacancy exists in Position 7 on the Sherwood Budget Committee. The Mayor has recommended to the City Council that Steve Munsterman be appointed. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:
There are no additional financial impacts as a result of approval of this resolution.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2026-069, appointing Steve Munsterman to the Sherwood Budget Committee.

DRAFT

City of Sherwood Oregon
Home of the Tualatin River National Wildlife Refuge

RESOLUTION 2026-069

APPOINTING STEVE MUNSTERMAN TO THE SHERWOOD BUDGET COMMITTEE

WHEREAS, a vacancy exists within Position 7 on the Sherwood Budget Committee; and

WHEREAS, the Mayor has recommended to the City Council that Steve Munsterman be appointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council hereby appoints Steve Munsterman to Position 7 of the Sherwood Budget Committee for a term expiring at the end of June 2030.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 17th day of November, 2026.

_____
Tim Rosener, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: November 17, 2026

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Craig Sheldon, City Manager and Ryan Adams, City Attorney

SUBJECT: Resolution 2026-070, Reappointing Lana Painter to the Sherwood Budget Committee

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Issue:
Shall the City Council reappoint Lana Painter to the Sherwood Budget Committee?

Background:
A vacancy exists in Position 5 on the Sherwood Budget Committee. Lana Painter's term expired on June 30, 2026. The Mayor has recommended this reappointment to the City Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:
There are no additional financial impacts as a result of approval of this resolution.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2026-070, reappointing Lana Painter to the Sherwood Budget Committee.

DRAFT



RESOLUTION 2026-070

REAPPOINTING LANA PAINTER TO THE SHERWOOD BUDGET COMMITTEE

WHEREAS, a vacancy exists within Position 5 on the Sherwood Budget Committee; and

WHEREAS, Lana Painter's term expired on June 30, 2026; and

WHEREAS, the Mayor has recommended to the City Council that Lana Painter be reappointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council hereby reappoints Lana Painter to Position 5 of the Sherwood Budget Committee for a term expiring at the end of June 2030.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 17th day of November, 2026.

_____
Tim Rosener, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder

City Council Meeting Date: November 17, 2026

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: David Bodway, Finance Director
Through: Craig Sheldon, City Manager and Ryan Adams, City Attorney

SUBJECT: **Resolution 2026-071, Reappointing Thomas Sherwood to the Sherwood Budget Committee**

Issue:
Shall the City Council reappoint Thomas Sherwood to the Sherwood Budget Committee?

Background:
A vacancy exists in Position 1 on the Sherwood Budget Committee. Thomas Sherwood's term expired on June 30, 2026. The Mayor has recommended this reappointment to the City Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:
There are no additional financial impacts as a result of approval of this resolution.

Recommendation:
Staff respectfully recommends City Council approval of Resolution 2026-071, reappointing Thomas Sherwood to the Sherwood Budget Committee.

DRAFT



RESOLUTION 2026-071

REAPPOINTING THOMAS SHERWOOD TO THE SHERWOOD BUDGET COMMITTEE

WHEREAS, a vacancy exists within Position 1 on the Sherwood Budget Committee; and

WHEREAS, Thomas Sherwood's term expired on June 30, 2026; and

WHEREAS, the Mayor has recommended to the City Council that Thomas Sherwood be reappointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council hereby reappoints Thomas Sherwood to Position 1 of the Sherwood Budget Committee for a term expiring at the end of June 2030.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 17th day of November, 2026.

_____
Tim Rosener, Mayor

Attest:

_____
Sylvia Murphy, MMC, City Recorder