



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, October 1, 2024

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

5:30 pm City Council Work Session

7:00 pm City Council Regular Meeting

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



5:30 PM CITY COUNCIL WORK SESSION

- 1. Intro to Oldtown Strategic Plan**
(Sean Conrad, Planning Manager)
- 2. City Website Update**
(Brad Crawford, IT Director)
- 3. Sherwood West Update**
(Eric Rutledge, Community Development Director)

7:00 PM REGULAR SESSION

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. CONSENT AGENDA**
 - A. Approval of September 17, 2024, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
 - B. Resolution 2024-066, Authorizing the City Manager to sign a Contract with Kittelson & Associates for the Transportation System Plan (TSP) Update Project**
(Jason Waters, City Engineer)
- 6. CITIZEN COMMENTS**
- 7. NEW BUSINESS**
 - A. Resolution 2024-065, Authorizing the Mayor to modify the Sherwood West UGB expansion application to mixed-employment and hospitality land only**
(Eric Rutledge, Community Development Director)
- 8. CITY MANAGER REPORT**
- 9. COUNCIL ANNOUNCEMENTS**
- 10. 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

AGENDA

SHERWOOD CITY COUNCIL October 1, 2024

5:30 pm City Council Work Session

7:00 pm City Council Regular Session

**Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140**

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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 available on site.



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
September 17, 2024

WORK SESSION

1. **CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 5:35 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, Keith Mays, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, HR Director Lydia McEvoy, IT Manager Richard McCord, Economic Development Manager Bruce Coleman, Planning Manager Sean Conrad, Senior Planner Joy Chang, Finance Director David Bodway, Lead Utility Billing Tech Sarah Lopez, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Consultant Chris Bell with Bell & Associates, Pride Disposal representatives Kristin Leichner and Eric Anderson.

3. TOPIC:

A. Solid Waste Annual Report

City Manager Craig Sheldon introduced Chris Bell with Bell & Associates and Mr. Bell presented the “City of Sherwood Solid Waste & Recycling Collection” PowerPoint presentation (see record, Exhibit A). Mr. Bell recapped that a rate review was necessary because if the rate of return for the franchisee was less than 8% or more than 12%, then the city needed to undertake a rate study to recommend new rates. He reported that Pride was presenting an estimated rate of return at 10% for costs that would be incurred in 2025. He provided an overview of the adjusted 2023 results on page 3 of the presentation and reported that the return on revenues for residential carts was 2.74%, 4.36% for commercial container, 7.72% for drop boxes, and 4.17% for composite. Mr. Bell explained that at previous Council meetings, Council decided that due to the significant rate increase, instead of waiting for January 1st, Council enacted a rate increase effective in September 2023. He outlined the collection and disposal rates effective in September 2023 on page 4 of the presentation as: 5.7% for residential, 4.7% for commercial, and 3.3% for drop boxes. He outlined the factors which drove the cost increases and stated that driver wages increased by 5.9%, truck repair and maintenance increased by 2.5%, organic waste increased by 8.5%, administrative costs increased by 6%, and truck depreciation increased by 13%. He referred to the new collection trucks and explained that there was an 18–24 month delay for procuring those trucks and commented that new trucks would continue to be difficult to procure for the next several years. Mayor Rosener asked what the depreciation schedule was for new trucks

and Mr. Bell replied that it was seven years. Pride Disposal representative Eric Anderson explained that Pride aimed to get two new automated trucks per year, but due to the current delays in procuring new trucks, Pride received six new trucks in 2023. Mr. Bell explained that the cost of the new collection trucks were allocated across the jurisdictions serviced by Pride, and Pride expended 15% of the total company truck hours in Sherwood, making the truck expense allocated to Sherwood 15%. He provided an overview of the solid waste disposal costs table on page 7 of the presentation. He explained that there were two primary components that drove costs: cost of transfer disposal and the Metro fees and taxes. He noted that the Metro fees and taxes for 2024 was \$49.30 per ton. Mayor Rosener asked if Sherwood's waste was sent to a Metro facility and Mr. Bell replied that it was a Pride facility. Mayor Rosener referred to the parity between Metro's transfer and disposal fees and Pride's transfer and disposal fees and asked for clarification. Pride Disposal representative Kristin Lechner explained that Metro allocated the wet waste tons in the region and required that a minimum of 40% of the region's tons go to Metro facilities. Metro then took the remaining 60% and divided it amongst the six private facilities, with each facility receiving a base tonnage. She explained that for roughly the past five years, Metro had implemented goal-based tonnage allocations for the remainder which meant that in order for Pride to reach their 10% maximum of the region's tonnage, each of Metro's goals had to be met. She reported that one of the goals Pride had to meet was to not exceed Metro's tipping fee for wet waste. She explained that for the past several years Metro had been subsidizing their cost with their reserves, which Pride did not have access to. She stated that there has been frustration between private facilities and Metro because the private facilities did not have the economies of scale to do so. She commented that that was why the industry has been pushing Metro to get to the true cost of service because private facilities felt that their rates were being held artificially low in order to meet the tonnage allocation targets. Discussion regarding the history of tonnage fees in the region occurred. Mr. Bell provided an overview of the breakdown of the cart collection cost increases on page 10 of the presentation. Mayor Rosener commented that the rates in surrounding areas were significantly lower, and asked if anyone was examining why it was so different in the Metro region. Mr. Bell explained that Metro regulated what the collection services were, they also controlled the disposal, and there were labor costs which were always increasing. He provided an overview of the 2025 proposed collection rates on page 9 of the presentation. He noted there was a change in medical collection rates for all jurisdictions in Washington County and Council asked who was pushing for the change. Mr. Bell replied that there was a single company for medical collection and waste facilities in Hillsboro, Beaverton, Tigard, and Sherwood were pushing for the change. He provided an overview of the medical collection rates on page 11 of the presentation and explained that they hoped to standardize rates throughout the Washington County area. Mayor Rosener asked if that was because volume created lower costs and Mr. Bell replied that was correct and Mr. Anderson provided background information. He explained that the goal was to get the disposal and on-site pickup to line up with the actual disposal and on-site pick up pieces and discussion occurred. Council President Young confirmed that these were for medical facilities, not residential services and Mr. Bell confirmed that was correct. Mayor Rosener stated that an additional work session was needed for this topic and requested that Metro representatives be present at the meeting to answer questions from Council. He stated that he felt that Metro kept adding costs which impacted Sherwood's rates. Mayor Rosener explained that previously he had served on a rate-setting policy committee to advise Metro. Part of the recommendation that came out of the committee was to create a committee comprised of representatives from each jurisdiction that would review expenses, costs, make recommendations on the rates and move to a cost-of-service model. He reported that Metro had cherry-picked the cost-of-service out of the recommendation and chose to raise their tipping fees to match the recommendation and discussion occurred. Councilor Giles asked that information be added which showed which services were optional. City Manager Sheldon referred to the question of "Is there an adequate capital reserve fund to rebuild the [transfer] facility or to at least renovate it when the time comes?" on page 12 of

the presentation and asked that it be addressed. Ms. Leichner explained that they financed and completed those things on an as-needed basis. She commented that if there was an unforeseen accident that destroyed their facility, they had insurance, but the cost of their insurance had increased significantly in the last few years.

B. Economic Development Incentives

Economic Development Manager Bruce Coleman presented the “Economic Development Incentives” PowerPoint presentation (see record, Exhibit B) and recapped that Council had expressed an interest in identifying Target Industries paying higher-than-average wages and types of incentive programs to attract such Target Industries. He recapped that he had worked with GPI to identify eight Target Industries that “made sense” for Sherwood. He stated that GPI had reported an average income of \$84,101 for the Sherwood area and he had utilized NAICS and Locational Quotient to identify industries that would reasonably be attracted to Sherwood that would pay similarly. He identified: semiconductor/electronics manufacturing, aerospace/space/defense, biosciences/medical devices, cleantech, metals & machinery, robotics/automation, food products machinery, and other advanced manufacturing. He stated that there were challenges in attracting some of the Target Industries and explained they included the high-interest rate environment, cost challenges for advanced manufacturing companies to relocate/expand from older outmoded facilities to new efficient space in Sherwood, the impacts of the “Oregon Option” with manufacturing companies choosing to stay put, and the need for gap incentive financing to make the move to new facilities and referred to his previously sent email memo to Council (see record, Exhibit C). Mr. Coleman recapped that he had researched two types of economic development incentives for the local area and determined that there were not many incentives locally or at the state level. He reported that there were some financial, non-financial, state, and Business Oregon incentives for businesses. He provided an overview of the local economic development financial incentives on page 7 of the presentation. He explained that they were primarily local property tax abatements, including State Enterprise Zones and Local Enterprise Zones. Mayor Rosener asked if the property tax abatements were only for the city’s portion or the totality and Mr. Coleman replied he was not sure. Council President Young referred to previous Council discussions regarding Enterprise Zones and commented that she did not think Sherwood qualified. Economic Development Manager Coleman replied that Enterprise Zones were not something Sherwood would qualify for easily, but there were potentially a few small block areas that could qualify. He recapped Gresham’s Strategic Investment Zone and Wilsonville’s Invest Now Program and recommended that an outside agency be hired if Council wished to pursue a similar program to Wilsonville’s. Mr. Coleman reported that local economic development financial incentives included a “waiver” that was funded by the URA to the city and provided an overview of Fairview’s URA SDC Incentive Program and Gresham’s SDC City Deferral program. He noted that Gresham’s SDC City Deferral program was never activated due to a lien issue. Mayor Rosener referred to Sherwood West’s 200 acres of Industrial land and asked Community Development Director Eric Rutledge if staff had determined how much more could be added to the URA or set up a single URA and “still fall under the limits.” Mr. Coleman replied that the city was already close to the 25% limit and discussion occurred. He recapped that the local economic development non-financial incentives included: “Fast Track” Permitting and provided an overview of other city’s fast track programs on page 9 of the presentation. He explained that in order for Sherwood to utilize Fast Tracking Permitting, more financial resources were needed. Mayor Rosener referred to the city’s current Red Carpet Team and asked how much Fast Track Permitting would help matters. Mr. Coleman replied that developers were attracted to Fast Track Programs because “every day is interest lost” so the quicker the process, the better it was for developers and discussion occurred. He provided an overview of Business Oregon financial incentives for Advanced Manufacturing companies on page 10 of the presentation and stated options included: the Governor’s Strategic Reserve Fund (SRF), Oregon Business Development Fund (OBDF), and Credit Enhancement Fund (CEF). Economic Development Manager Coleman outlined staff’s recommendations to Council and stated that due to the current impact on URA budget, Council should consider creating Local Non-Financial Incentive Programs to

expedite Target Traded Sector Industries as a first step and continue to proactively pursue Business Oregon for financial incentives for Target Traded Sector Industries. Council President Young asked if developers were rejecting Sherwood because the city did not offer incentives. Mr. Coleman replied that all of the companies that had already come to Sherwood had not asked for incentives other than wanting assistance in the permitting process, which the city was already providing. He continued that incentives were a good tool to have in the city's toolkit, but Sherwood had not received many requests for incentives. Councilor Giles commented that he was more in favor of the non-financial incentives and discussion occurred. Councilor Scott commented that he supported all of Mr. Coleman's recommendations and stated that he did not think the city needed to get into incentives until the city started losing business to other cities because of their incentive programs and the city should continue to focus on customer service. Councilor Brouse stated she agreed. Councilor Standke asked if there was a greater need to move the machinery or to rebuild the facilities. Mr. Coleman replied that it was likely both. Councilor Standke asked if currently more distribution companies had moved in than what the city was hoping for and Mr. Coleman replied that he always hoped for 100% advanced manufacturing, but that was not realistic, and discussion occurred. Mayor Rosener asked if Councilor Standke was okay with staff's suggestions and Councilor Standke replied that he was. Mayor Rosener added that he was as well.

C. Sherwood West Update

Community Development Director Eric Rutledge presented the "Sherwood West Urban growth Boundary Expansion Discussion" PowerPoint presentation (see record, Exhibit D) and explained that the purpose of this work session was to discuss the proposed resolution that was on the agenda for the regular session. He recapped that Sherwood West was a complete community with employment land, housing land, public/institutional land, parks and open space, and would have roughly 340 net acres of land for needed housing. He stated that the Sherwood West Concept Plan responded to the Sherwood community's needs and also accounted for regional needs. He reported that Sherwood was the only UGB expansion application for Metro's consideration and noted that the next cycle would not be until 2030. He explained that staff had endeavored to clarify Sherwood West's housing estimates both in the Sherwood West Concept Plan and to Metro and stated that the zoned density range was 6.3-9.2 units per net acre, and the overall residential density was 9.2 units per acre, which assumed developers would build to full capacity. Mayor Rosener noted that additional density would be permitted pursuant to HB 2001 and SB 1537. Mr. Rutledge commented that he felt that the Sherwood West Concept Plan arranged for housing that met the needs of the community in a reasonable time frame, while also understanding that the density would likely be pushed higher as development occurred and new state laws were introduced. He expressed that the Concept Plan included feedback from the community and would be compatible with Sherwood city limits as time went on. He reported that the overall residential density of 9.2 units per acre would result in a total housing estimate of 3,117 new units, with 43% being middle and multi-family units. Community Development Director Rutledge recapped that Council discussed the following options at their September 3rd work session: continue to negotiate conditions aligned with our community and adopted Concept Plan, revise the Sherwood West Concept Plan, or withdraw the Sherwood West Concept Plan. He stated that Council decided to try to continue to negotiate with Metro. He explained that staff were also concurrently working on a draft resolution allowing Council to revise the Sherwood West Concept Plan and would come before Council on October 1st. He explained that the proposed resolution on tonight's agenda was giving the Mayor the authority to withdraw the UGB expansion application, which had been quicker to draft. Council President Young confirmed that Council would still be able to pull the application once the Metro Council had approved the application. Mr. Rutledge replied that was correct and provided an overview of the timeline on page 9 of the presentation. He outlined that there would be a Metro Council public hearing on the COO recommendation on September 26th and commented that he expected a lot of public testimony both in support and in opposition. Metro Council

would provide direction to Metro staff on October 8th and Community Development Director Rutledge recommended that Council decide on October 9th on whether to proceed or withdraw their application. Mayor Rosener stated that he was in frequent communication with Metro Council President Lynn Peterson, and he had met with the city's land use attorney Carrie Richter to discuss options. He explained that the city needed to be able to act quickly should there be something in the approval that Council did not like and the resolution on tonight's agenda reaffirmed and clarified the density in the Sherwood West Concept Plan. He explained that it was important to clarify the density because if the UGB expansion was approved, it strengthened the city's case if there was an appeal. He commented that it was likely that there would be an appeal. Councilor Giles asked for clarification on the circumstances in which the proposed resolution would be utilized, and discussion occurred. Mayor Rosener stated that he would work with City Manager Craig Sheldon and ideally, a special meeting would be scheduled. Mayor Rosener explained that Metro Council President Peterson had directed Metro staff to come back with conditions that would hold Sherwood to what the Sherwood West Concept Plan said. Council President Young asked what would happen if on October 9th Council decided to proceed with the UGB expansion ask, but only for the industrial land. Director Rutledge replied that Metro Council would be under a tight timeline to move through their process. Councilor Giles commented that updating the application to only apply to industrial land was a less-than-ideal scenario. Mayor Rosener commented that he felt Metro Council would be hard-pressed to vote against the city's UGB expansion request. Councilor Mays commented that to him, there was no upper end to the density because as development occurred and future laws were passed, density would only go up. Mr. Rutledge clarified that the zoning table in the Sherwood West Concept Plan was included to show a range based on current zoning, and just because the table was adopted in the Concept Plan did not mean that it had to be carried forward into the comprehensive planning process. Discussion occurred and Mayor Rosener stated that as the date approached, a work session would be scheduled for Council to discuss their options.

4. ADJOURN

Mayor Rosener adjourned the work session at 6:55 pm and convened a regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 7:05 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, Keith Mays, and Doug Scott.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, HR Director Lydia McEvoy, IT Manager Richard McCord, Finance Director David Bodway, Senior Planner Joy Chang, Planning Manager Sean Conrad, Police Captain Jon Carlson, Lead Utility Billing Tech Sarah Lopez, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

A. Approval of September 3, 2024, City Council Meeting Minutes

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENT:

There were no citizen comments and Mayor Rosener addressed the next agenda item.

7. PRESENTATIONS:

A. Proclamation, Proclaiming September as National Preparedness Month

Mayor Rosener stated that each September was recognized as National Preparedness Month and Oregonians had witnessed and experienced natural disasters in their own communities. He stated that every community member could take active steps to protect their families and neighbors from natural and manmade disasters and every family and business in Sherwood was encouraged to take active steps to be financially secure after a disaster. He stated that every business and community member was encouraged to ensure they were properly insured against fire, flood, earthquake and storms. He reported that the national theme for 2024 was "Start a Conversation" which encouraged conversations with family and neighbors regarding current events, human threats, natural disasters and building prepared by adopting escape plans, preparing "Go Now" kits, maintaining supplies of shelf stable food and water and pooling resources within our communities. Mayor Rosener proclaimed September as National Preparedness Month and encouraged the Sherwood community to be prepared.

Mayor Rosener addressed the next agenda item.

B. Recognition of Sherwood High School Students – Academic, Athletic & Musical Achievements

The students who had RSVP'd for tonight's recognition were called forward. A PowerPoint presentation was displayed (see record, Exhibit E) listing the names of all of the students who received a 4.0 cumulative GPA in the 2023-2024 school year, as well as students that placed first in State in an athletic event as a team or as an individual, and students that placed first in State in a musical competition. Council congratulated the students and Mayor Rosener indicated certificates would be mailed to those who were unable to attend.

Mayor Rosener addressed the next agenda item.

8. NEW BUSINESS:

A. Resolution 2024-064, Affirming Aspects of the Sherwood West Concept Plan and Authorizing the Mayor to Withdraw the UGB Expansion Application

Community Development Director Eric Rutledge presented the “Sherwood City Council Resolution 2024-064” PowerPoint presentation (see record, Exhibit F) and explained that the proposed resolution would authorize the Mayor to withdraw the city’s Sherwood West UGB application. He clarified that passing this resolution would not withdraw the application upon the resolution’s approval, but authorized the Mayor to withdraw the application should certain outcomes be likely. He provided a recap as to how the resolution came to be and reported that the Sherwood West CAC, Planning Commission, and City Council had provided direct input on the housing plan for Sherwood West and was unanimously supported by all three boards. He explained that the housing plan called for an overall residential density or total average density of 9.2 units per net acre, or 3,117 new homes. He stated that the Metro COO recommended that the Metro Council adopt the baseline forecast for growth, which would result in a deficit of capacity within the UGB of between 1,000-5,300 homes. Mr. Rutledge clarified that there was also a potential condition of approval regarding affordable housing and stated that the housing plan addressed affordable housing, but the Metro recommendation was overly restrictive which could have unintended consequences from a planning perspective. He outlined that the proposed resolution would also authorize the Mayor to pull the city’s application if there were other conditions that materially changed the plan which had not been developed in consultation with the Sherwood community and were therefore not supported by the City Council. Director Rutledge explained that it was determined that this resolution was necessary because the city may need to respond quickly to changing conditions. Mayor Rosener clarified that a work session would be called if there was time to discuss the application, but there may not be sufficient time, making the proposed resolution necessary. Council President Young proposed amending the resolution to state that the Mayor had the authority to withdraw the application only if a City Council meeting could not be called first. Councilor Scott commented that he did not support amending the proposed resolution. Councilor Mays stated that he believed that if there was sufficient time to call a meeting, Mayor Rosener would do so and therefore an amendment was not necessary. Councilor Giles commented that he believed the issue to be a misunderstanding and that he wished to continue to work with Metro going forward. He spoke on the need for housing variety in Sherwood and the Oregon housing shortage and he hoped that this had been communicated to Metro. Mayor Rosener spoke on the planning process the Sherwood West area had already undergone and the work of Metro staff. He expressed that the city was ready to get to work on Sherwood West but not at the cost of what the community wanted for the area. He explained that the resolution also clarified the city’s proposed density for Sherwood West. Councilor Mays stated that he hoped the process could move forward as it had been a long process involving Sherwood and neighboring communities, but ultimately if the application needed to be pulled due to considerable changes, then the city would do so. Councilor Standke stated that he supported the proposed resolution, but he hoped that the city’s application could move forward without substantive changes. Councilor Scott commented that he had been working on the Sherwood West plan for the past eight years and he was very supportive of the plan and wanted to see the plan proceed, but not if the Metro Council made changes to that plan. With no other comments, the following motion was stated.

MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2024-064, AFFIRMING ASPECTS OF THE SHERWOOD WEST CONCEPT PLAN AND AUTHORIZING THE MAYOR TO WITHDRAW THE UGB EXPANSION APPLICATION. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

9. PUBLIC HEARING:

A. Ordinance 2024-003, Adding new sections to the Sherwood Municipal Code designating City Manager Pro Tem in the absence of the City Manager and amending Chapter 1.10

Interim City Attorney Sebastian Tapia presented the staff report and summarized that this ordinance would change Sherwood's Municipal Code Chapter 1.10.030 regarding procurement code, which added the Assistant City Manager to the list of authorized individuals to act on behalf of the City Manager when the City Manager was unavailable. He reported the ordinance would add new code to Chapter 1.04 and defined the term "vacant" and provided instruction on what happens when the City Manager had a planned absence, unplanned absence, and when the role was vacant. Councilor Giles asked if the ordinance would also address when the Assistant City Manager role was vacant. Mr. Tapia replied that it did address that and explained that the process for filling those roles was outlined in the procurement chapter. Councilor Giles asked what would happen if the city removed the Assistant City Manager position. Mayor Rosener replied that that was under the purview of the City Manager, as it was a staffing decision. He explained that prior to the Assistant City Manager role being created, there were things in the city's code that only the City Manager could do and if the City Manager role was vacated suddenly as what had recently occurred, then those duties could not be executed. Mayor Rosener opened the public hearing and asked for public comment on the proposed ordinance. Hearing none, Mayor Rosener closed the public hearing and asked for questions or a motion from Council.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO READ CAPTION AND ADOPT ORDINANCE 2024-003, ADDING NEW SECTIONS TO THE SHERWOOD MUNICIPAL CODE DESIGNATING CITY MANAGER PRO TEM IN THE ABSENCE OF THE CITY MANAGER AND AMENDING CHAPTER 1.10. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

B. Ordinance 2024-004, Amending sections of the Sherwood Zoning and Community Development Code for Food Cart Pods

Senior Planner Joy Chang presented the "LU 2024-014 PA Food Cart Pods" PowerPoint presentation (see record, Exhibit G) and stated that Planning staff had been fielding an increasing number of inquiries regarding the operation of food carts within Sherwood. She outlined that the proposed amendments would allow food cart pods in certain zones and stated that food units could provide opportunities for small scale entrepreneurship, provide unique eating establishments, and provide community gathering spaces. She recapped that the proposed amendments would allow for the development of food cart pods in the General Commercial (GC) and Retail Commercial (RC) zones, the process was a Type IV Site Plan Review with a concurrent Type III Conditional Use Permit, and there were development and design standards. Ms. Chang provided an overview of the food cart pod process on page 4 of the presentation and reported food cart pods would require a Conditional Use Permit, the Planning Commission was the final decision maker, and the City Council would provide the appeal opportunity. She stated that no parking mandates could be required within the Frequent Transit Corridor and Sherwood Town Center, per CFEC rules, and explained that the area delineated in pink on the map on page 6 of the presentation represented the Frequent Transit Corridor area. Senior Planner Chang commented that the city would provide suggested parking minimums and stated that developers could also propose additional parking. She provided an overview of the food cart pod development standards as: a minimum of five food carts; a permanent restroom sized for the site; an enclosed building or pavilion that was a minimum of 1,000 square feet; permanent utility connections (water, sewer, electricity); design standards for the proposed building or pavilion; minimum setback standards for permanent structures and food carts; screening from residential properties; and vehicular and bicycle

parking. She recapped Council's desire for the location to be a "destination" and referred to the permanent enclosed building/pavilion. She outlined that two vehicular parking spots and one bicycle parking spot per food cart were included in the design standards. Ms. Chang provided an overview of the applicable criteria for a plan amendment on page 9 of the presentation. She addressed the review criteria of Community Needs and stated that food cart pods offered flexibility and adaptability to meet various community needs. She stated that food cart pods would provide opportunity to increase jobs and businesses, reduce investment risk and allow small businesses to serve larger markets, compliment existing businesses and activities, create positive impacts on street vitality and neighborhood life, provide food choices to the Sherwood community, increase activity in underperforming commercial areas, and would support entrepreneurship. Senior Planner Chang stated that food cart pod amendments were consistent with the 2040 Comprehensive Plan, specifically the goals and policies by allowing entrepreneurial opportunities for small startup businesses while providing a diverse mix of economic activity. She stated that the amendments would also allow and encourage the development of commercial areas and explained that the minimum number of food carts and the inclusion of permanent amenities, such as a pavilion/building and restrooms, would create a "destination" for Sherwood residents and visitors. Ms. Chang provided an overview of the public noticing requirements on page 12 of the presentation and reported that no public comments had been received. She recapped that the Planning Commission held its public hearing on August 13, 2024 where they voted unanimously in favor of recommending the proposed text amendments to the City Council. She recapped that based on the findings and applicable code criteria, staff recommended Council approve the proposed text amendments and hold the second public hearing for Ordinance 2024-004 on October 15, 2024. Councilor Giles asked regarding the permanent building/pavilion and Senior Planner Chang explained that either a building or a pavilion would need to be provided. Councilor Mays thanked city staff and the Planning Commission for their work. Mayor Rosener opened the public hearing and asked for public comment on the proposed ordinance. Hearing none, Mayor Rosener closed the public hearing and asked for questions or discussion from Council. Councilor Scott commented that he had been in favor of a food cart pod for a long time, and he was excited to see it come to fruition. Councilor Giles commented that he had received community feedback supporting the idea of a food cart pod in Sherwood and thanked staff for their work.

Mayor Rosener addressed the next agenda item.

10. CITY MANAGER REPORT:

City Manager Craig Sheldon reported that a retirement party for Economic Development Manager Bruce Coleman would be held on October 3rd at the Arts Center. He thanked Lead Utility Billing Tech Sarah Lopez for assisting with the recognition of Sherwood High School Students. He reported the Old Town Strategic Plan would come before Council at the October 1st meeting. Councilor Mays commented regarding traffic on Roy Rogers and Highway 99W with Elwert being closed. He asked if the county was doing any analysis on that because it indicated that there was more traffic that utilized Elwert than previously thought. City Manager Sheldon commented he agreed and expressed he hoped that the county would finish their work on schedule. Councilor Mays asked regarding cut-through traffic and Mr. Sheldon replied that the Sherwood Police Department were doing extra patrols in the area.

Mayor Rosener addressed the next agenda item.

11. COUNCIL ANNOUNCEMENTS:

Councilor Giles reported he attended the most recent Sherwood School District meeting. He reported he would attend the Library Advisory Board meeting on September 18th.

Councilor Brouse reported that she was unable to attend the most recent Senior Advisory Board meeting. She reported on her attendance at the SAFE Cascadia event in Echo, Oregon.

Councilor Mays reported that the Cultural Arts Commission did not meet but would meet soon to discuss pedestrian bridge art. He reported he would attend the upcoming WCCCA meeting. He spoke on the Senior Center and their recent recognition and their work providing free mental health support to Sherwood seniors.

Councilor Scott spoke on the recent Oregon-Oregon State football rivalry game.

Councilor Standke reported he attended the most recent Planning Commission meeting where they discussed quasi-judicial training and the continuation of a land use hearing. He referred to school being back in session and asked that drivers be mindful and cautious of crosswalks and pedestrians crossing streets.

Mayor Rosener stated that Council President Young had to leave the meeting. He reported he had had several meetings with Metro Council and Metro staff. He reported he attended several regional meetings. He reported he would travel to Washington D.C. next week to lobby on behalf of Sherwood's aging sewer infrastructure.

12. ADJOURN:

Mayor Rosener adjourned the regular session at 8:20 pm and convened an executive session.

EXECUTIVE SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 8:21 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Taylor Giles, Renee Brouse, Dan Standke, Doug Scott, and Keith Mays. Council President Kim Young was absent.
- 3. STAFF PRESENT:** Interim City Attorney Sebastian Tapia, City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, HR Director Lydia McEvoy and Finance Director David Bodway. Police Chief Ty Hanlon attended remotely.

3. TOPICS:

A. ORS 192.660(2)(d), Labor Negotiator Consultations

4. ADJOURN:

Mayor Rosener adjourned the executive session at 8:55 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

TO: Sherwood City Council

FROM: Jason Waters P.E., City Engineer

Through: Craig Sheldon, City Manager and Sebastian Tapia, City Attorney

SUBJECT: Resolution 2024-066, Authorizing the City Manager to sign a Contract with Kittelson & Associates for the Transportation System Plan (TSP) Update Project

Issue:

Shall the City Council authorize the City Manager to negotiate a final scope of work that meets state law and considers the goals & priorities of the City Council while staying within the allotted budget by executing a Professional Services Contract with Kittelson & Associates, Inc. to complete the TSP Update Project over the next two (2) fiscal years?

Background:

The City's Transportation System Plan (TSP) was last updated and adopted by City ordinance in 2014 and prior to that in 2006. The TSP is due for a substantial update and requires the services of a qualified professional engineering firm to complete the project.

This professional services contract amount will exceed \$250,000 and therefore the Formal Selection Procedure was followed for the Request for Proposals (RFP) solicitation document that was publicly advertised in the Oregon DJC on July 24th and 26th with consultant proposals due by September 4th, 2024 and posted on the City's RFP webpage for the TSP Update Project (<https://www.sherwoodoregon.gov/engineering/page/request-proposal-professional-engineering-services-delivery-public-improvements-0>).

The consultant budget for this project was assigned an initial budget of \$500,000 and based-upon discussions and comparison with other Metro cities of similar size, for example the City of Tualatin's 2023 TSP Update consultant contract was approximately \$480k and of a similar effort expected for this project. Larger cities, for example the City of Beaverton or the City of Hillsboro, could expend upwards of \$800k to \$1M for a substantial TSP Update Project.

The final scope of work will be negotiated by the City Manager, City staff and the consultant using components from similar TSP Update Projects and example consultant contracts obtained from ODOT, the City of Tualatin, and other partner cities and based upon individual input & feedback from councilors over the next few weeks to ensure their concerns and priorities are addressed during the project. The scope of work will be of similar nature to the previous TSP Update project with consideration for new state rules surrounding the Governor's Climate Friendly and Equitable Communities (CFEC) and Middle Housing initiatives to ensure the City's TSP remains compliant. Several example scopes of work for TSP Update project were provided in the RFP and staff believes the \$500k consultant contract budget is adequate, and this approach prevents the contract amount ballooning in order to meet everyone's needs through prioritization.

The City received two (2) proposals from qualified firms, DKS Associates, which led the City's last two TSP Updates, and Kittelson & Associates, Inc. who the selection committee ranked as the highest scoring firm.

Staff recommends the City Council authorize the City Manager to negotiate and execute a \$500,000 contract to deliver a compliant TSP by Ordinance that meets the goals & priorities of the City Council. The Notice of Intent to Award a contract to Kittelson & Associates, Inc. was posted to the City's RFP webpage and delivered to proposers on September 24th, 2024, and the seven (7) day protest period ended on October 1st, 2024 with no protests received by the deadline.

Following the adoption of this resolution the City will execute an initial small contract w/ Kittelson & Associates to develop a complete scope of work that fits within the available budget while still meeting the goals & priorities of the City Council. Individual feedback will likely be solicited directly by the consultant or City Manager over the next few weeks during regularly scheduled one-on-one meetings and questionnaires culminating with a kickoff work session anticipated in January 2025 to present the current project status, review the final scope, go over the schedule, and confirm the makeup of the citizen and technical advisory committees prior to the City Council approval via resolution for the CAC and TAC. In short, City staff and the selected consultant will be meeting regularly with the City Council early-on and throughout the TSP Update Project, and award of this resolution is key to developing the best scope of work possible for the City Council.

The TSP Update Project contract will be funded by City transportation funds, specifically SDC and TDT funds allocated in the adopted FY24-25 and FY25-27 bi-annual budgets. The work will take approximately 16-18 months to complete following the award of this resolution and notice to proceed with the initial contract with TSP Ordinance anticipated in Spring 2026.

Financial Impacts:

The \$500,000 initial contract and \$65,000 additional contingency will be funded by City Transportation funds over the next 2 fiscal years. Any work associated with study of special districts or growth areas outside the city limits up to the \$150,000 additional work stated in the resolution must be accounted for in an adopted budget per local contracting rules for City Manager's direct contract authority.

Recommendation:

Staff respectfully recommends City Council approval of Resolution 2024-066, Authorizing the City Manager to sign a Professional Services Contract with Kittelson & Associates for the Transportation System Plan (TSP) Update Project.



RESOLUTION 2024-066

AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH KITTELSON & ASSOCIATES FOR THE TRANSPORTATION SYSTEM PLAN (TSP) UPDATE PROJECT

WHEREAS, the Transportation System Plan (TSP) was last updated in 2014 and is the top priority master plan update project for the City; and

WHEREAS, City staff advertised on July 24th and July 26th of 2024 in the Oregon DJC a public Request for Proposal (RFP) using the Formal Selection Process for service contract over \$250,000; and

WHEREAS, the services required to complete the TSP Update Project must be provided by licensed professional engineers, including but not limited to licensed civil engineers and traffic engineers; and

WHEREAS, state & local contracting rules require the selection of professional architectural and engineering (A&E) services to be based on qualifications and experience or Qualifications Based Selection (QBS) only; and

WHEREAS, the consultant contract amount for the TSP Update Project is set at \$500,000 plus contingency funds to be expended across the current and pending fiscal years over multiple phases of work meeting state requirements and will address the City's pillars & goals and priorities of the City Council; and

WHEREAS, two (2) proposals were received from qualified firms that both have completed similar projects and have previously contracted with the City, DKS Associates and Kittelson & Associates, both based out of Portland, Oregon; and

WHEREAS, the City RFP selection committee members independently reviewed and scored each proposal per the RFP scoring criterion and determined Kittelson & Associates to have the highest total aggregate score; and

WHEREAS, City staff checked references and verified active licenses and believes Kittelson & Associates, Inc. is qualified to complete the TSP Update Project; and

WHEREAS, the Notice of Intent to Award a contract to Kittelson & Associates for the TSP Update Project was posted to the City webpage on Tuesday, September 24th, 2024 and the seven (7) day protest period ended on October 1st, 2024; and

WHEREAS, staff recommends a \$65,000 (13%) contingency for the TSP Update Project within current city limits and up to an additional \$150,000 authorization for similar work in special districts or growth areas not yet annexed into the city limits.

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

- Section 1.** The City Manager is hereby authorized to negotiate and execute a Contract with Kittelson & Associates, Inc for the Transportation System Plan (TSP) Update Project.
- Section 2.** The initial Contract Amount shall not exceed \$500,000 for the pending scope of work being negotiated by the City Manager in the best interest of the City and City Council.
- Section 3.** The City Manager is authorized to execute contract amendments up to \$65,000 for unforeseen work related to undeveloped or redevelopment areas within the city limits.
- Section 4.** The City Manager is authorized to executed additional contract amendments up to \$150,000 for similar technical work in special overlay districts or pending growth expansion areas.
- Section 5.** This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 1st of October 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Eric Rutledge, Community Development Director

Through: Craig Sheldon, City Manager; Sebastian Tapia, Interim City Attorney

SUBJECT: Resolution 2024-065, Authorizing the Mayor to modify the Sherwood West UGB expansion application to mixed-employment and hospitality land only

Issue:

Shall the City Council approve Resolution 2024-065, authorizing the Mayor to modify the Sherwood West UGB expansion application to mixed-employment and hospitality land only?

2024 Urban Growth Management Decision:

The Sherwood West Concept Plan (Concept Plan) was accepted by City Council on July 18, 2023 with a refinement study accepted on March 5, 2024. The Concept Plan was submitted for consideration during the 2024 Metro Urban Growth Management (UGM) decision. The Metro Council is scheduled to hold public hearings on the UGM decision and the Sherwood West Concept Plan during the fall and winter of this year.

The UGM Metro Chief Operating Officer (COO) Report recommends Metro Council adopt the baseline forecast for growth over the next 20 years. This forecast would result in a capacity deficit of 1,000 – 5,300 units within the Urban Growth Boundary (UGB) over the next 20 years. The proposed total unit count for Sherwood West is 3,117 units, within the identified need of the COO recommendation. The COO Recommendation also states that the Metro Council could consider conditions of approval for Sherwood West related to:

- Minimum density or unit count
- Housing affordability
- Minimum industrial lot size
- Broad based community engagement

Sherwood West Concept Plan:

The Concept Plan is the result of a two-year planning process with the Sherwood West Citizens Advisory Committee (CAC) and the larger Sherwood community who provided direct and detailed feedback on housing estimates and density. Table 4 of the Concept Plan proposes a zoned density range of 6.3 to 9.2 units per acre. The CAC chose to plan for the high end of the zoned density range based on historical trends in Sherwood and the increases in density that would occur under HB 2001 (2019), resulting in an overall residential density of 9.2 units per net acre, or 3,117 new homes. Additional legislation passed during the 2024 short session, SB 1537 (2024), is likely to result in additional density not anticipated by the CAC during the planning process.

Conditions of Approval:

Metro Code Section 3.07.1455(b)(2) requires the Metro Council to designate an appropriate average density per net developable acre when residential land is added to the UGB. Based on the COO Recommendation, the Concept Plan's proposed density of 9.2 units per net acre can be approved by the Metro Council as the appropriate average density, without requiring additional density. A condition that requires a higher density than is proposed in the Concept Plan has not been developed in consultation with the Sherwood community.

Other conditions of approval that materially change the outcomes of the plan also have not been developed in consultation with the Sherwood community and may not be supported.

Modifying the Sherwood West Proposal:

Due to the concerns around conditions of approval that change the vision and outcomes of Sherwood West, the resolution authorizes the Mayor to modify the UGB expansion on behalf of the City Council if the outcome of the 2024 Urban Growth Decision is likely to result in a condition of approval for a higher density than proposed or any other condition that materially changes the outcomes of the plan.

Mixed-Employment and Hospitality Only Expansion

The 2023 Sherwood Economic Opportunities Analysis (EOA) indicates that the remaining employment land in the City's UGB is primarily composed of smaller lots of less than 10 acres and that there are no industrial building sites within the city or its UGB over 10 acres. To accommodate the City's employment needs, the EOA indicates there is a need for 277 acres of additional land outside of the current UGB. The Concept Plan identifies approximately 79-acres of hospitality employment land and 233-acres of mixed-employment land that can be incorporated into the UGB and City of Sherwood in an efficient and orderly manner. The hospitality and mixed-employment land proposed in the Concept Plan will bring job opportunities to the City and region while increasing the opportunities for tourism and traded sector growth.

To support a modified proposal, a revised Infrastructure Funding Strategy is included as Attachment 2 to the resolution and updated Metro Title 11 findings are included as Attachment 3 to the resolution.

Timeline:

The Metro Council is scheduled to provide final direction to Metro staff on the UGM decision and potential conditions of approval for Sherwood West during a work session on October 8, 2024. It is recommended that the Sherwood City Council withdraw its application no later than October 9, 2024, before the public notice process begins for the UBM decision.

Financial Impacts:

Approving the resolution will have no direct financial impact. If the City Council chooses to move forward with Sherwood West, the Comprehensive Planning process will update the city's master plans for the provision of public services and infrastructure including a financing strategy.

Recommendation:

Staff respectfully recommends consideration of Resolution 2024-065, authorizing the Mayor to modify the Sherwood West UGB expansion application to mixed-employment and hospitality land only.



RESOLUTION 2024-065

AUTHORIZING THE MAYOR TO MODIFY THE SHERWOOD WEST UGB EXPANSION APPLICATION TO MIXED-EMPLOYMENT AND HOSPITALITY LAND ONLY

WHEREAS, the Sherwood City Council accepted the Sherwood West Concept Plan (Concept Plan) on July 18, 2023 via Resolution 2023-060; and

WHEREAS, the Sherwood City Council accepted a refinement to the Concept Plan on March 5, 2024 via Resolution 2024-013; and

WHEREAS, the Concept Plan is the result of a two-year planning process with the Sherwood West Citizens Advisory Committee and the larger Sherwood community who provided direct and detailed feedback on the vision and outcomes desired for planning area; and

WHEREAS, 2024 Urban Growth Management Decision: Metro Chief Operating Officer / Staff Recommendations (Metro COO Recommendation) recommends Metro Council consider housing related conditions of approval that may materially change the character of future neighborhoods and the larger Sherwood West plan; and

WHEREAS, if the neighborhood character established in the Sherwood West Concept Plan cannot be achieved, it may be in the best interest of the City of Sherwood and the Sherwood community to modify the UGB expansion application; and

WHEREAS, the 2023 Sherwood Economic Opportunities Analysis (EOA) indicates that the remaining employment land in the City's UGB is primarily composed of smaller lots of less than 10 acres and that there are no industrial building sites within the city or its UGB over 10 acres; and

WHEREAS, to accommodate the City's employment needs, the EOA indicates there is a need for 277 acres of additional land outside of the current UGB; and

WHEREAS, the Concept Plan identifies approximately 79-acres of hospitality employment land and 233-acres of mixed-employment land that can be incorporated into the UGB and City of Sherwood in an efficient and orderly manner, as depicted in Attachment 1; and

WHEREAS, the mixed-employment zone in the Concept Plan has physical characteristics suitable for large site development with ownership patterns that further support large site assembly; and

WHEREAS, the hospitality and mixed-employment land proposed in the Concept Plan will bring job opportunities to the City and region while increasing the opportunities for tourism and traded sector growth; and

WHEREAS, City may need to respond immediately to changing conditions and decisions during the 2024 Urban Growth Management decision to modify the proposal for an hospitality and mixed-employment only expansion; and

WHEREAS, to support the modified proposal described in this resolution, an updated Infrastructure Funding Strategy is included as Attachment 2 to this resolution and updated Metro Title 11 findings supporting are included as Attachment 3 to this resolution.

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

Section 1. The City Council authorizes the Mayor to modify the Sherwood West UGB Expansion application on behalf of the City Council if the outcome of the 2024 Urban Growth Decision is likely to result in a condition of approval for a higher density than proposed in the Concept Plan or that materially changes the outcomes of the plan.

Section 2. The modification shall be limited to the land depicted in Attachment 1 to this resolution.

Section 3. The updated Infrastructure Funding Strategy included as Attachment 2 to this resolution and updated Title 11 Findings included as Attachment 3 to this resolution shall be submitted with the modified UGB expansion proposal.

Section 4. This Resolution shall take effect immediately upon its passage by the Council and signature by the Mayor.

Duly passed by the City Council this 1st day of October 2024.

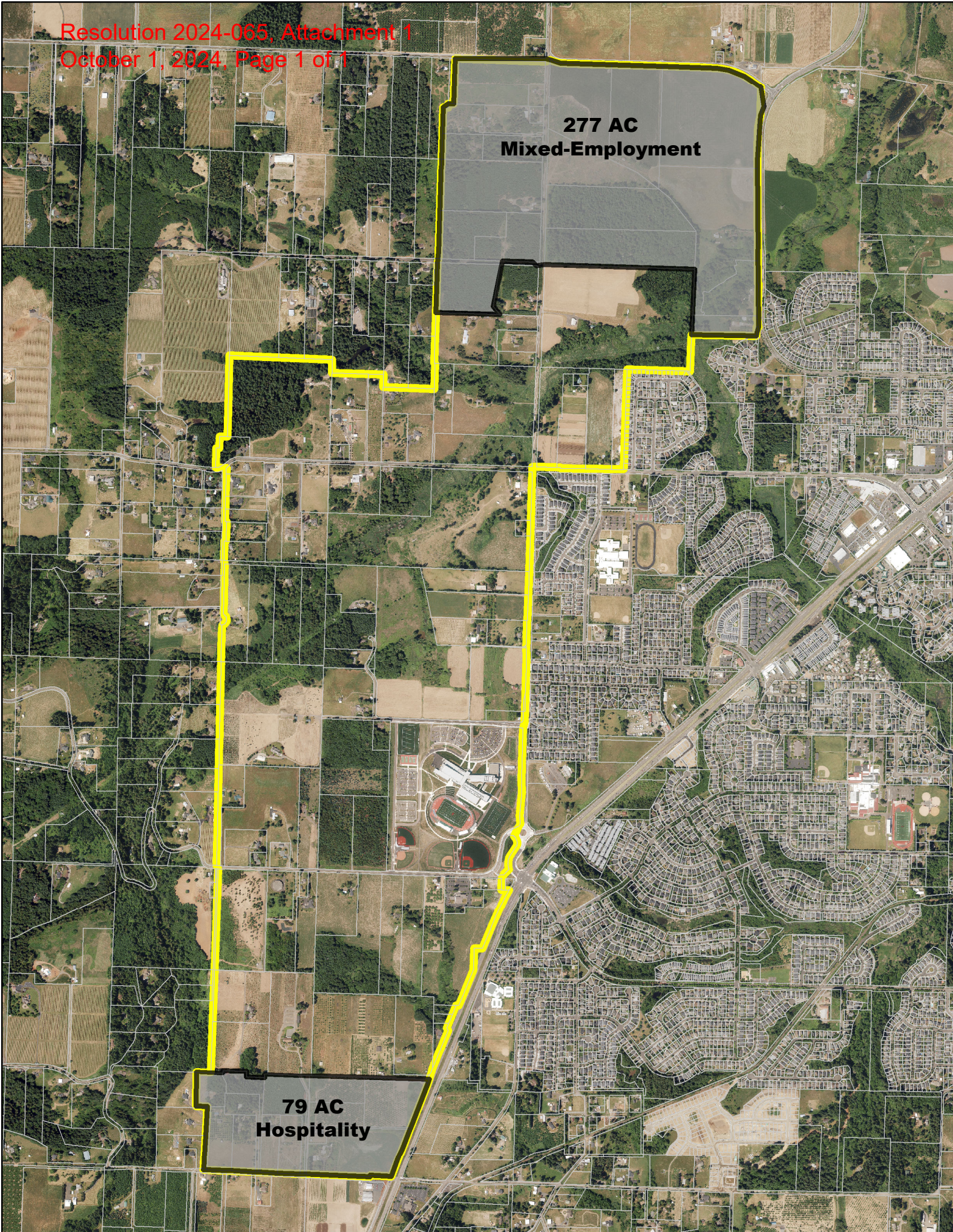
Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

**277 AC
Mixed-Employment**

**79 AC
Hospitality**



Sherwood West

Preliminary Infrastructure Funding Strategy

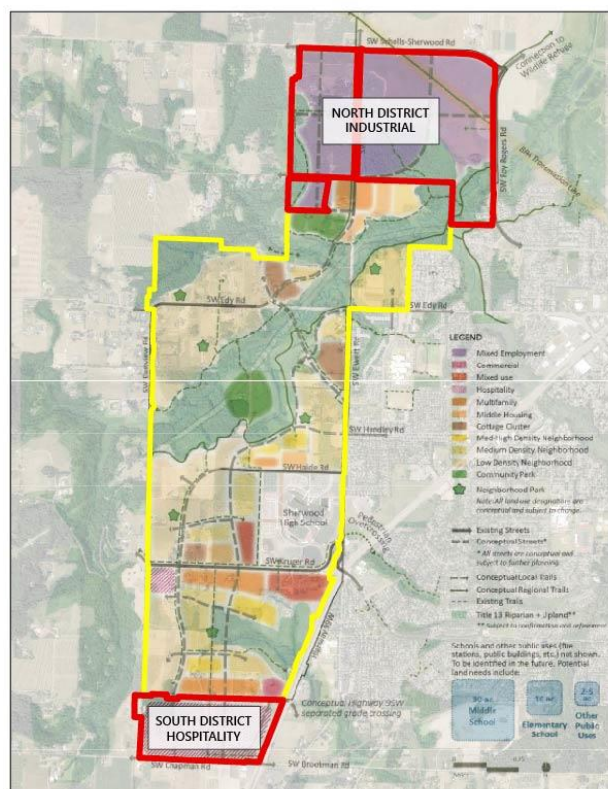
Date September 19, 2024
To Eric Rutledge, City of Sherwood
From Ellen Bini, Leland Consulting Group
Chris Zahas, AICP, Leland Consulting Group

Introduction

This Preliminary Infrastructure Funding Strategy memorandum explores the costs of developing infrastructure to support an expansion of Metro's Urban Growth Boundary (UGB) for commercial and industrial development purposes in Sherwood. This study follows previous infrastructure funding strategies for this area—including a strategy developed by Leland Consulting Group in connection with the Sherwood West Concept Plan in March 2023, revised in February 2024—as well as a preliminary exploration of infrastructure costs and funding tools developed during the 2016 Sherwood West Preliminary Concept Plan.

This memorandum is organized as follows:

- **Infrastructure Funding Gap Analysis.** We present a high-level summary of expected infrastructure costs required to make priority districts of the Sherwood West area developable, and compare them to the system development charges (SDCs) and other development impact fees that would be generated by new development in the Sherwood West area to help pay for such infrastructure. This calculation identifies funding gaps that will need to be addressed for the Sherwood West area to build out. The types of infrastructure evaluated in this memorandum include water, sanitary sewer, storm water, parks, and transportation.
- **Funding Toolkit and Strategy.** To address the anticipated funding gaps, the memo identifies potential funding tools and strategies that could supplement the baseline SDC revenues to make development feasible. This memo builds upon the tools discussed in the 2016 Sherwood West Preliminary Concept Plan and recommends those that have the most promise for filling any funding shortfalls.



In all steps of this analysis and throughout this memorandum, the focus is on regional infrastructure necessary to provide access or utility service to development parcels. For the most part, this means major arterials, collectors, water pump facilities, and stormwater drainage systems that will serve multiple parcels within Sherwood West. Roads and infrastructure internal to development sites are not considered here and are assumed to be a developer cost.

Catalyst Projects

Based on City priorities and existing infrastructure availability, it is anticipated that the North and South districts will develop first and are the subject of this analysis. The North District is best suited for employment uses that support the City's economic development goals, and the 2023 Concept Plan accordingly showed a future focus on mixed employment uses in this area—whereas for the South district, this study considers costs for a southern segment of the Sherwood West Concept Plan area that was envisioned for hospitality development west of Highway 99W. As shown below, transportation projects account for the largest share—55 percent—of infrastructure costs anticipated in the North district, with costs for water infrastructure projects leading in the South (Table 1). No parks costs are accounted for, given the commercial and industrial development envisioned, but revenues will be generated by the new development and are included in the gap analysis.

Table 1. Estimated Infrastructure Costs by District and Category

	Water		Sanitary		Storm		Parks		Transportation		Total District Costs
	Costs	%	Costs	%	Costs	%	Costs	%	Costs	%	
North District	\$8,662,500	29%	\$0	0%	\$4,725,000	16%	\$0	0%	\$16,213,000	55%	\$29,600,500
South District	\$15,202,300	50%	\$1,428,750	5%	\$925,000	3%	\$0	0%	\$13,003,800	43%	\$30,559,850

Source: City of Sherwood

A list of the specific infrastructure projects included in this study can be found in Table 2. Across the districts, transportation projects represent the highest-cost category, at 47 percent, followed by water at 42 percent. It is expected that a large proportion of transportation project costs will be paid by developers on a project-by-project basis, though the City will need to plan for capital projects serving the area, which pose significant costs and challenges throughout the area given the terrain, the presence of significant natural areas, and the current parcelization.

Table 2. Highest-Cost Infrastructure Projects, North and West/Southwest Districts

Project	Cost	Type	District	% of Hard Costs
Elwert Road	\$5,280,000	Transportation	North	15%
Chapman Road (full)	\$4,860,000	Transportation	South	14%
Pump Facility	\$4,500,000	Water	South	13%
Scholls Sherwood (partial)	\$2,440,000	Transportation	North	7%
New Collector (2-lane)	\$2,112,000	Transportation	South	6%
Roy Rogers	\$1,836,000	Water	North	5%
Scholls-Sherwood	\$1,830,000	Water	North	5%
Elwert Road	\$1,584,000	Water	North	5%
New Collector	\$1,564,000	Water	South	5%
Elwert/Scholls Intersection	\$1,500,000	Transportation	North	4%
Chapman Road	\$1,446,000	Water	South	4%
Scholls-Sherwood Facility	\$1,250,000	Storm	North	4%
Elwert Facility	\$1,250,000	Storm	North	4%
Highway 99	\$840,000	Water	South	2%
Highway 99	\$775,000	Sanitary	South	2%
Water Finish Loop (partial)	\$512,000	Water	South	1%
Regional Facilities	\$500,000	Storm	South	1%
Chapman Road PRV	\$200,000	Water	South	1%

Source: City of Sherwood

Infrastructure Funding Gap Analysis

Methodology

Table 3 compares expected infrastructure costs and revenues to calculate the funding surplus (positive amounts) or gap (negative amounts) that would be generated through development fees. Some notes on the methodology used are included below, with a detailed account of the methodology found in Appendix A.

Revenues. The primary revenues that will be used to fund infrastructure in the Sherwood West area include the City's system development charges (SDCs) and regional development impact fees, described further below. Some additional funds may be available from other public agencies and other local funding tools, described at the end of this memorandum. All revenues shown are based on a full build out of the areas highlighted in the revised proposed map included in Appendix B. This analysis does not consider the timing of infrastructure costs or revenues.

- **City System Development Charges.** The City of Sherwood System Development Charges (SDC) are "one-time fees charged to new development to help pay a portion of the water, sewer, storm, parks and street costs associated with building infrastructure to meet needs created by growth."¹
- **Clean Water Services (CWS) Regional Connection Charge (RCC).** Clean Water Services is a water resources management utility providing sanitary sewer and surface water management in Washington County. This analysis assumes RCC revenue will be available for funding sanitary sewer infrastructure expansion in the Sherwood West area.
- **County Transportation Development Tax (TDT).** The TDT, passed by Washington County voters in 2008, is a one-time charge on development (like an SDC) that funds transportation capital improvements designed to accommodate growth. A list of eligible projects is maintained by the County and is "generally limited to improvements on major roads (arterials and collectors) and selected transit capital projects."²

Costs. Infrastructure costs were provided by the City engineering team. Not included are costs internal to development projects, such as site preparation and construction, that will be paid by private developers. Though the findings below show a funding surplus for some utilities, if construction costs continue to increase as rapidly as they have in recent years, future market conditions may lead to a deficit. Cost estimates and infrastructure layouts are provided in Appendix C.

¹ City of Sherwood, [System Development Charges](#), accessed February 12, 2024.

² Washington County Department of Land Use and Transportation, Transportation Development Tax Annual Reports 2009–Present.

Table 3. Sherwood West Infrastructure Funding Gap Analysis

	Water	Sanitary Sewer		Storm	Parks	Transportation		Total w/ all Revenues	Total w/ City Revenues Only
Revenues to City of Sherwood	City SDC	City SDC	CWS RCC	City SDC	City SDC	City SDC	County TDT		
North Industrial	\$2,549,335	\$367,836	\$913,573	\$1,487,714	\$1,229,935	\$1,847,614	\$11,578,629	\$19,974,636	\$7,482,434
South Hospitality	\$1,222,820	\$176,437	\$26,009,676	\$713,600	\$5,379,515	\$18,939,534	\$59,443,065	\$111,884,647	\$26,431,906
Total Sources	\$3,772,155	\$544,273	\$26,923,249	\$2,201,314	\$6,609,450	\$20,787,148	\$71,021,694	\$131,859,283	\$33,914,340
Costs to City of Sherwood									
North Industrial	\$8,662,500	\$0		\$4,725,000	\$0	\$16,213,000		\$29,600,500	\$29,600,500
South Hospitality	\$15,202,300	\$1,428,750		\$925,000	\$0	\$13,003,800		\$30,559,850	\$30,559,850
Total Uses	\$23,864,800	\$1,428,750		\$5,650,000	\$0	\$29,216,800		\$60,160,350	\$60,160,350
Funding Surplus/Gap	-\$20,092,645	\$26,038,772		-\$3,448,686	\$6,609,450	\$62,592,042		\$71,698,933	-\$26,246,010

Source: Leland Consulting Group

Findings

Across both scenarios, revenues generated under a full buildout of the North and South portions of the Sherwood West area are sufficient to cover estimated infrastructure costs for sanitary sewer, parks, and transportation, but not for water, or storm infrastructure. It is not unexpected to find a deficit for water infrastructure when considering that many local governments are challenged with funding infrastructure, and there are no regional revenues to support water infrastructure as in the case of sanitary sewer or transportation. Stormwater infrastructure shows a deficit, partly due to a reduction of assumed revenues (e.g., no CWS Regional Storm Drainage Improvement Charges were anticipated to be collected due to credits given for water detention and water quality projects, per City guidance). With an additional 45% reduction in assumed City storm water SDC collection (due to participation in water quality projects), a shortfall of roughly \$3.4 million is found for stormwater projects.

This is a preliminary analysis and should be revisited as the City conducts additional infrastructure planning, as development is implemented, and as other aspects of development in Sherwood West change—including any significant changes to costs or timing of development.

Funding Toolkit and Strategy

Recommended Funding Strategies

A broad range of tools can be considered for supplementing the estimated development impact fee revenues identified above. LCG's recommendations are informed by recent development experience in the region and review of existing resources, including the Phasing and Funding Strategy prepared by ECONorthwest for the Preliminary Concept Plan in 2016, and the 2020 Washington County Infrastructure Funding Plan Toolkit (which provides guidance on funding transportation infrastructure in urban reserve areas specifically).

Federal Funding Sources. Particularly for the North District, the City should keep an eye on funding opportunities offered by the Economic Development Administration for the development of employment lands, and consider partnering with regional economic development entities such as Greater Portland Inc when applying for federal funding.

State Funding Sources. Business Oregon operates industrial and employment land readiness programs that may have the potential to fund infrastructure development in the Sherwood West area, particularly in the North District. Additional opportunities for road construction supporting economic development are available through the Oregon Department of Transportation (ODOT).

- **Special Public Works Fund.** Business Oregon’s Special Public Works Fund provides low-cost financing to eligible municipalities for planning, design, and construction of utilities and facilities essential to industrial growth, commercial enterprise, and job creation. Eligible projects include capital improvements (acquisition, preliminary and final design, & engineering) or planning projects (technical and financial feasibility studies) that assist in developing industrial lands, supporting an immediate job creation/retention/expansion opportunity, or replacement of essential community facilities. Loan funding is available for financing small to large projects with favorable interest rates and terms up to 30 years or the useful life of the project, whichever is less, for most projects.
- **Immediate Opportunity Fund.** The purpose of this ODOT-administered fund is to support economic development through the construction and improvement of streets and roads. This fund may only be used when other sources of financial support are unavailable or insufficient.
- **Emerging Opportunities.** The City should watch the state legislature for additional funding opportunities and re-authorization of past funding sources. Examples include the state’s Regionally Significant Industrial Sites (RSIS) program, through which local governments can receive state income tax reimbursements to help fund industrial site development, and the Semiconductor Industrial Lands Loan Program (SILL).

Regional Sources. In addition to potential state sources mentioned above, securing “outside” funding sources for needed infrastructure can help reduce costs on a dollar-for-dollar basis. Therefore, the City should seek to leverage additional existing funding through other government sources, including:

- **Major Streets Transportation Improvement Program (MSTIP).** MSTIP is a county-wide road improvement program funded by countywide property taxes. The 2023-2028 System of Countywide Interest Map identifies Elwert Road as an “eligible arterial/principal,” and may receive funding through MSTIP as a major road. There is MSTIP funding for SW Roy Rogers Road, but not currently for the portion adjacent to Sherwood West.
- **Metropolitan Transportation Improvement Program (MTIP).** MTIP, overseen by Oregon Metro, “records how all federal transportation money is spent in the Portland metropolitan area” and monitors significant state and locally funded projects with an impact on air quality.³ MTIP follows a four-year construction schedule and is updated every two to three years. Sherwood West projects may be eligible for the next round of MTIP funds.
- **Regional Flexible Funding.** Regional flexible funding for transportation projects, administered by Oregon Metro, provides “federal funding for investments in sidewalks, trails, and roadways in communities across the region.” Regional funds not already allocated for ongoing commitments may be applied for by regional jurisdictions through a project selection process. Projects for the 2025-2027 cycle were selected in October 2022, but the City can plan to submit a project proposal for the next funding cycle. To be eligible for funding, the project will need to demonstrate alignment with regional investment priorities.

Supplemental SDC. Based on recent development experience in the region, especially Frog Pond West in Wilsonville, LCG recommends considering Supplemental SDCs to meet any funding gaps not closed by other sources. Supplemental SDCs are essentially additional SDCs for a sub-area of the City, paid by developers. By using the SDC tool, costs can be shared across multiple developers over time. As with standard SDCs, developers can be credited and/or reimbursed for oversized infrastructure that they construct that benefits other developers and/or the city as a whole. As with any development cost, the costs of supplemental SDCs will ultimately get passed on to homebuyers and commercial and residential tenants in the form of higher housing costs and rents. The next steps

³ Oregon Metro, [Regional Flexible Funding Allocation Overview](#), accessed February 12, 2024.

to implementing a supplemental SDC would involve the following, which should be managed by City staff with the support of a municipal finance consultant:

- Ongoing refinement of project engineering and costs;
- Outreach to property owners and developers to refine development projections and phasing and to negotiate the specifics of a potential fee;
- Financial modeling of a potential fee, including identification of specific projects that would be included in the fee and exploration of scenarios that might vary the fee in different parts of the Sherwood West area;
- Engagement of the Sherwood City Council and Planning Commission;
- Development of a final proposal for adoption.

Additional funding strategies

Additionally, the three funding tools identified as preferred in the Preliminary Concept Plan (in addition to supplemental SDCs) could also be considered, but would be a lower priority than supplemental SDCs, regional, and state sources:

- **Local Improvement District (LID).** “An LID is a special assessment district where property owners are assessed a fee to pay for capital improvements, such as streetscape enhancements, underground utilities, or shared open space.”⁴ With LIDs, landowners within the district are assessed a fee based on the proportional benefits they receive from the district, established at inception. LIDs typically require the approval of 60 percent of the affected property owners in the district. Owners benefit from paying costs over time and the City’s access to a lower interest rate than typically available through commercial lending.⁵ LIDs would have much the same impact as a supplemental SDC, therefore LCG recommends focusing on a supplemental SDC as the primary tool before considering using LIDs.
- **Utility fees:** Utility fees for regional infrastructure are much less common in Oregon and, while allowed, would be relatively unique and less familiar to developers than a supplemental SDC. A utility fee also would be paid by end users (homeowners and tenants) and could therefore create a timing issue where revenues aren’t realized until after the infrastructure is built.
- **Property Tax (GO) Bonds:** While citywide general obligation (GO) bonds backed by a temporary increase in property tax rates are a legal option for consideration, the need for a public vote and the fact that all city residents would bear the funding burden limits the appropriateness of this tool to infrastructure projects that have a citywide benefit. Given the need for a public vote and the greater ease of implementing other tools, LCG does not recommend GO bonds as a funding tool for Sherwood West.

Urban Renewal was also considered in the previous Phasing and Funding Strategy, but not as a preferred tool. Nevertheless, it could potentially be used with some caveats as discussed here. Through tax increment financing, urban renewal can help pay for infrastructure through the increase in property taxes that occur in the urban renewal area over time. Urban renewal is typically implemented in existing areas of a city where revitalization is desired or there is a need to address specific infrastructure deficiencies that are barriers to new investment, and its use in new undeveloped areas of the city may face political challenges in implementation. There are also strict limits on how much of a city can be within an urban renewal district, both by taxable value and geographically. This would need to be considered since Sherwood already has two existing urban renewal areas.

⁴ ECONorthwest, Preliminary Concept Plan Phasing and Funding Strategy, 2016.

⁵ Municipal Research and Services Center of Washington, [Local Improvement Districts \(LIDs\)](#), November 2023.

Conclusion

Key findings of this preliminary infrastructure funding strategy analysis include:

- Development envisioned for the focus areas of this analysis include employment uses in the North and hospitality uses along Highway 99W in the South.
- Several infrastructure projects are catalytic to making development possible in these areas. Transportation projects are projected as the highest-cost, including the extension of Elwert Road in the North and a new 2-lane collector in the South. Additional catalytic projects include expanding water service, which represents a particularly high cost in the South.
- Preliminary analysis shows a shortfall for water and storm infrastructure, and a surplus in transportation, sanitary sewer, and parks when regional connection charge revenues to Clean Water Services are included for sanitary sewer, and County TDTs for transportation.
- A range of funding tools for supplementing shortfalls exist—including regional and state sources, as well as supplemental SDCs.
- Next steps involve continued refinement of projects and costs and financial modeling and discussions with developers on a potential supplemental fee.

Appendix A: Methodology

The following assumptions were made for the Sherwood West Concept Plan Preliminary Infrastructure Funding Strategy revenue gap analysis, which compares estimated System Development Charge (SDC) revenues and other impact fees from future development to the costs of necessary infrastructure improvements for Sherwood West.

Cost Calculation

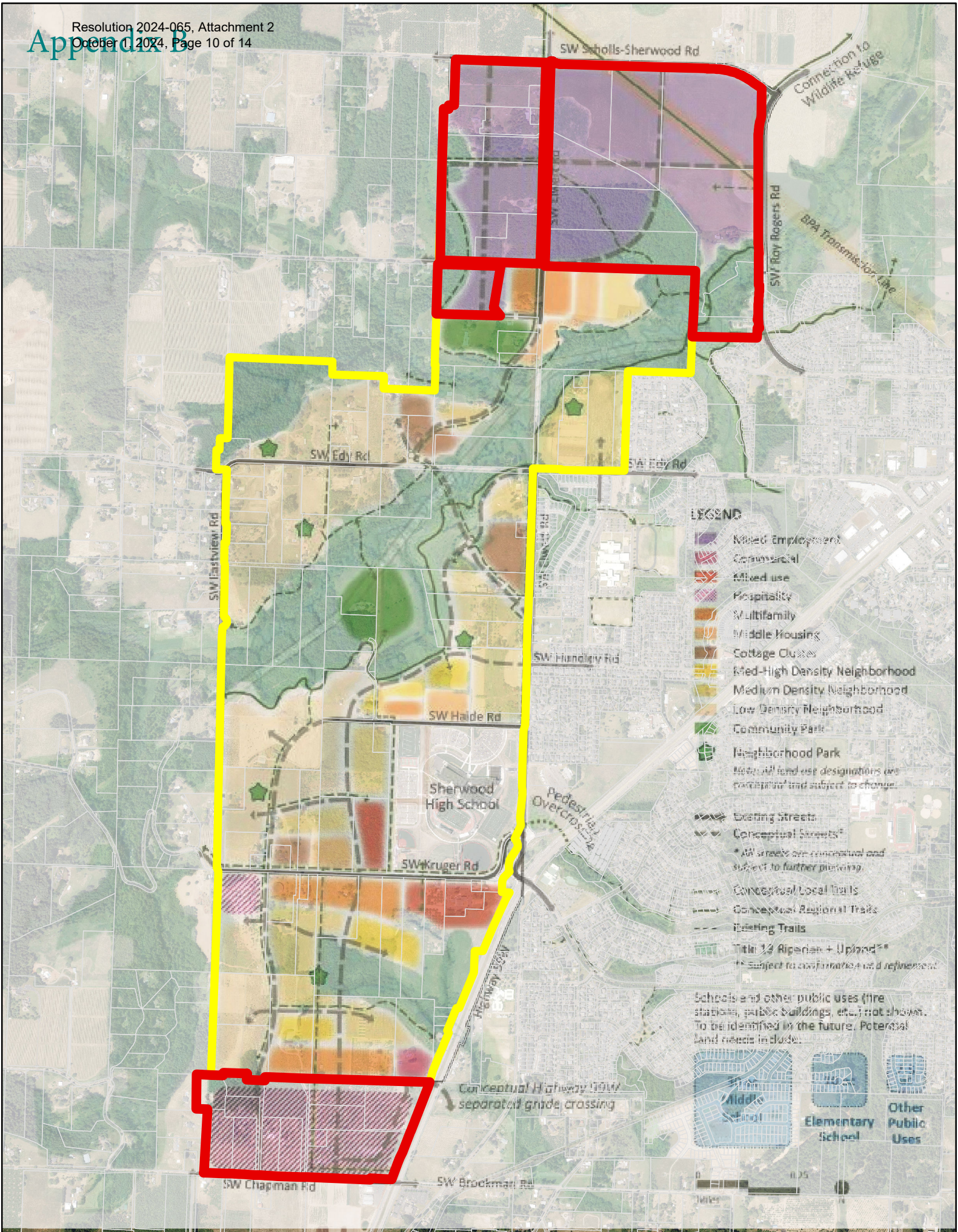
- Costs were supplied by the City for the North and South districts (see Appendix B for a map that city engineers used to develop sector cost estimates).
- Cost assumptions for planned offsite capital improvement projects that would benefit development in these areas were not included, per City guidance.

Revenue Calculation

	Revenue Calculation Methodology
Water	<p>For all mixed employment and hospitality uses:</p> <p>Net acreage * 2.05 * 5/8-3/4" meter SDC</p> <ul style="list-style-type: none"> The 2.05 multiplier is derived from the 2015 Sherwood Water Master Plan's estimate of 437 gallons per day per buildable acre for non-residential uses, divided by the 213 gallon per day per Equivalent Residential Unit (ERU) per buildable acre estimate.
Sanitary Sewer	<p>City SDC</p> <p>For all mixed employment and hospitality uses, an estimated gallon per day multiplier was applied to net acreage.</p> <p>Net acreage * 2.91 * SDC</p> <ul style="list-style-type: none"> The 2.91 multiplier is derived from the 2015 Sherwood Water Master Plan's estimate of 437 gallons per day per buildable acre of water use for non-residential uses divided by the 150 gallon per day to convert to EDUs.⁶ The SDC reimbursement and improvement charge for the UGB Minus Brookman and Tonquin Employment Area was used. <p>CWS RCC calculation</p> <p>CWS RCC charges are based on a fixture count method—or the number of fixtures (such as sinks) contributing to the sewage system. According to the CWS rate schedule (pg. 20), 1 Dwelling Unit Equivalent = 16 fixture units. Employment land was translated into fixture units (FU) as follows:</p> <p>((Net acreage * FAR * 43,560)/avg SF per business) * (multiplier * RCC)</p> <p>A FAR assumption was applied to net acreage, and divided by average square foot for business assumptions.</p>

⁶ The City's 2016 [Sewer Master Plan](#) estimates 850 gallons-per-acre per day (gpad) for employment industrial and 1,000 gpad for commercial zones. However, since sewage uses are conventionally balanced with water use, the lower and more conservative water use number was used for sanitary sewage SDC revenue calculations.

	<ul style="list-style-type: none"> Mixed Employment: FAR 0.35; 46,000 SF per business Hospitality: FAR 1.5; 6,000 SF per business <p>The resulting estimated business count was multiplied by the RCC charge, with a multiplier applied based on estimated sanitary sewer intensity of the business type. This multiplier was based on average fixture units for industrial and commercial businesses, using data provided by the City:</p> <ul style="list-style-type: none"> Mixed Employment: 3.1 = 50 average FU divided by 16 Hospitality: 5.6 = 90 average FU divided by 16
Stormwater	<p>Stormwater system SDCs are based on equivalent service units (ESU), where 1 ESU = 2,640 square feet of impervious surface area (estimated at 80% of net acreage).</p> <p>(Impervious acres*(43,560/2,640)) * SDC</p> <ul style="list-style-type: none"> The ESU rate was discounted by 45% with the expectation that many users will receive a 45% discount for designs that support water quality. Note: the CWS Regional Storm Drainage Improvement Charge was not tracked because most users have charges waived because their projects provide water quality as well as water detention services.
Parks	<p>A fee per employee was charged. Number of employees were estimated based on Floor Area Ratio (FAR) assumptions and square foot per job assumptions.</p> <p>(Net acreage * FAR * (43,560/SF per job)) * SDC</p> <p>Floor Area Ratio (FAR) assumptions:</p> <ul style="list-style-type: none"> Mixed Employment: 0.35 Hospitality: 1.5 <p>SF per job assumptions:</p> <ul style="list-style-type: none"> Mixed Employment: 1,000 SF per job (conservative assumption based on manufacturing category estimates from City data) Hospitality: 470 SF per job (retail estimate from City data) <p>The non-residential SDC rate was applied per job.</p>
Transportation	<p>For both City SDCs and County TDTs, fees were applied per 1,000 square feet of gross floor area (TSFGFA), after applying an FAR assumption to net acreage.</p> <p>(Net acreage * FAR * (43,560/1,000)) * SDC or TDT</p> <p>Floor Area Ratio (FAR) assumptions:</p> <ul style="list-style-type: none"> Mixed Employment: 0.35 Hospitality: 1.5 <p>SDCs and TDTs for the following “Types” were used:</p> <ul style="list-style-type: none"> Mixed Employment: average of “General Light Industrial” and “Manufacturing” rates Hospitality: “Shopping Center.” While the City and County have separate SDCs for Hotel/Motel uses, because they are calculated based on the number of hotel rooms—which cannot be estimated at this preliminary stage—and because development in this area will consist of a diversity of development (including retail and restaurants), the Shopping Center SDC/TDT was retained as an estimate.



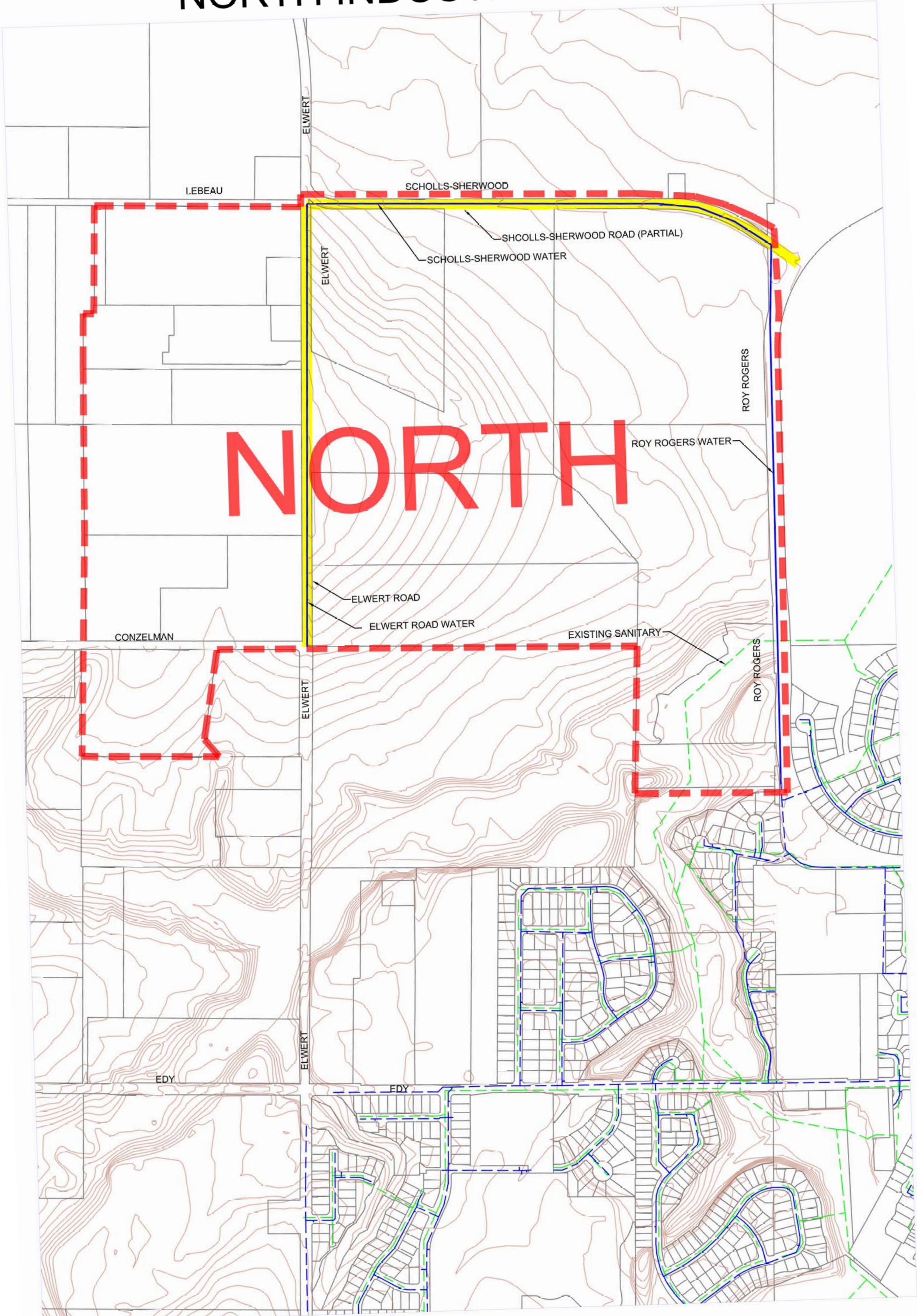
Cost Estimate for Public Infrastructure for Sherwood West

NORTH ZONE INDUSTRIAL				
Public (Street) Transportation Infrastructure				
Street Segment	Length	Cost per Length	Cost	
Elwert Road	2640	\$ 2,000.00	\$	5,280,000.00
Elwert/Scholls Intersection	1	\$ 1,500,000.00	\$	1,500,000.00
Remove Elwert Road	0	\$ 600,000.00	\$	-
Scholls Sherwood (partial)	3050	\$ 800.00	\$	2,440,000.00
Subtotal			\$	9,220,000.00
Design Costs			\$	1,844,000.00
Construction Mangement			\$	1,844,000.00
Land Acquisition			\$	1,000,000.00
Contingency (25% of Const.)			\$	2,305,000.00
Total			\$	16,213,000.00
Storm Improvements				
Extension to Chicken Creek	0	\$ 500.00	\$	-
Elwert Road	0	\$ 1,000.00	\$	-
Scholls-Sherwood (Partial)	0	\$ 500.00	\$	-
Scholls-Sherwood Facility	1	\$ 1,250,000.00	\$	1,250,000.00
Elwert Facility	1	\$ 1,250,000.00	\$	1,250,000.00
Chicken Creek Crossing (Assume No Bridge)	0	\$ 1,000,000.00	\$	-
Subtotal			\$	2,500,000.00
Design Costs			\$	500,000.00
Construction Mangement			\$	500,000.00
Land Acquisition			\$	600,000.00
Contingency (25% of Const.)			\$	625,000.00
Total			\$	4,725,000.00
Sanitary Improvements				
Trunk Line	0	\$ 500.00	\$	-
Chicken Creek Crossing	0	\$ 750.00	\$	-
Subtotal			\$	-
Design Costs			\$	-
Construction Mangement			\$	-
Land Acquisition			\$	-
Contingency (25% of Const.)			\$	-
Total			\$	-
Water Improvements				
Scholls-Sherwood	3050	\$ 600.00	\$	1,830,000.00
Elwert Road	2640	\$ 600.00	\$	1,584,000.00
Roy Rogers	3060	\$ 600.00	\$	1,836,000.00
Subtotal			\$	5,250,000.00
Design Costs			\$	1,050,000.00
Construction Mangement			\$	1,050,000.00
Contingency (25% of Const.)			\$	1,312,500.00
Total			\$	8,662,500.00
Total ALL			\$	29,600,500.00

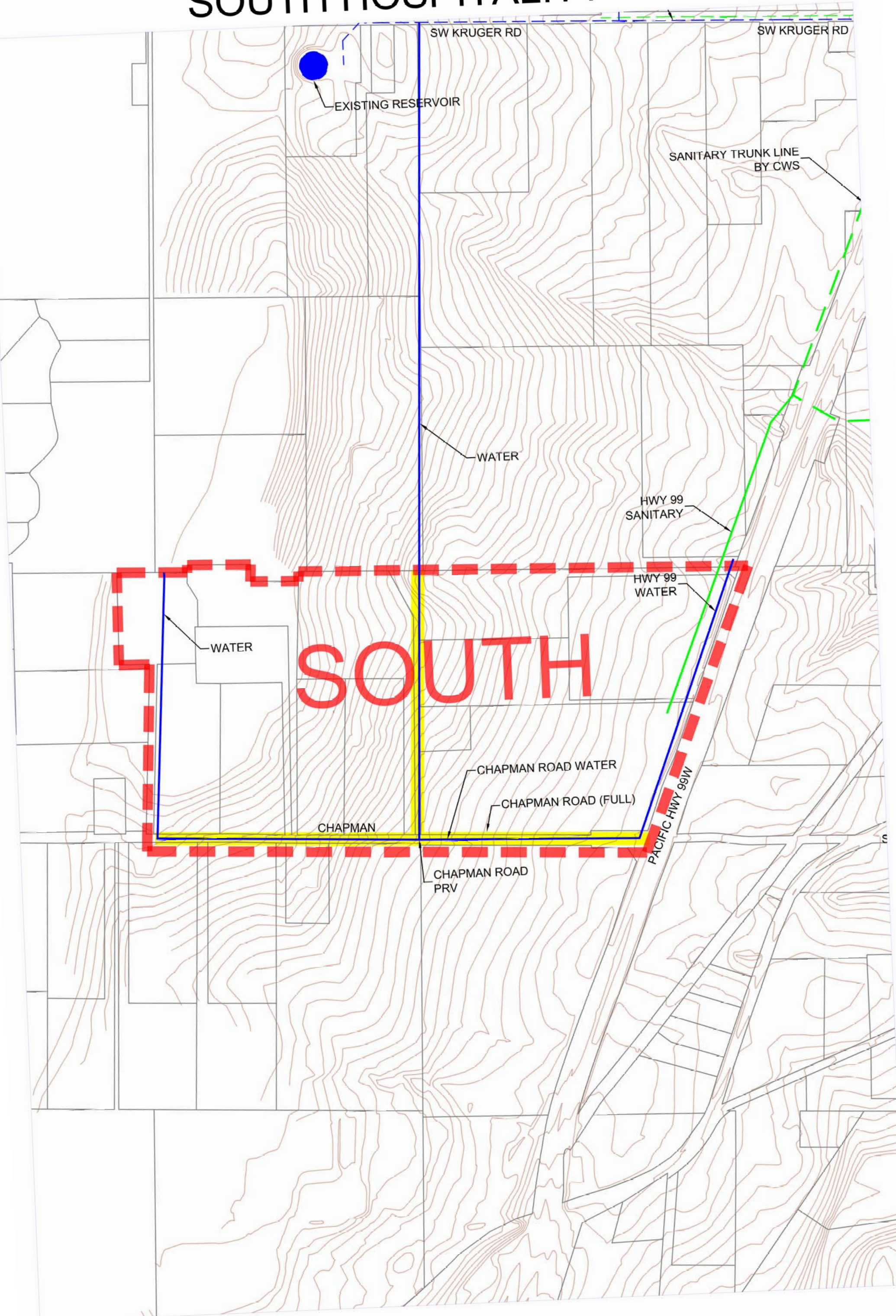
Cost Estimate for Public Infrastructure for Sherwood West

South Hospitality Zone			
Public (Street) Transportation Infrastructure			
Street Segment	Length	Cost per Length	Cost
New Collector (2-lane)	1320	\$ 1,600.00	\$ 2,112,000.00
Chapman Road (full)	2430	\$ 2,000.00	\$ 4,860,000.00
Subtotal			\$ 6,972,000.00
Design Costs			\$ 1,394,400.00
Construction Mangement			\$ 1,394,400.00
Land Acquisition			\$ 1,500,000.00
Contingency (25% of Const.)			\$ 1,743,000.00
Total			\$ 13,003,800.00
Storm Improvements			
New Collector (2-lane)	0	\$ 400.00	\$ -
Chapman Road (full)	0	\$ 1,000.00	\$ -
	0	\$ -	\$ -
Regional Facilities	1	\$ 500,000.00	\$ 500,000.00
Subtotal			\$ 500,000.00
Design Costs			\$ 100,000.00
Construction Mangement			\$ 100,000.00
Land Acquisition			\$ 100,000.00
Contingency (25% of Const.)			\$ 125,000.00
Total			\$ 925,000.00
Sanitary Improvements			
Highway 99	1550	\$ 500.00	\$ 775,000.00
	0	\$ -	\$ -
Subtotal			\$ 775,000.00
Design Costs			\$ 155,000.00
Construction Mangement			\$ 155,000.00
Land Acquisition			\$ 150,000.00
Contingency (25% of Const.)			\$ 193,750.00
Total			\$ 1,428,750.00
Water Improvements			
Highway 99	1400	\$ 600.00	\$ 840,000.00
Chapman Road	2410	\$ 600.00	\$ 1,446,000.00
Chapman Road PRV	1	\$ 200,000.00	\$ 200,000.00
Pump Facility	1	\$ 4,500,000.00	\$ 4,500,000.00
Water Finish Loop (partial)	1280	\$ 400.00	\$ 512,000.00
New Collector	3910	\$ 400.00	\$ 1,564,000.00
Subtotal			\$ 9,062,000.00
Design Costs			\$ 1,812,400.00
Construction Mangement			\$ 1,812,400.00
Land Acquisition			\$ 250,000.00
Contingency (25% of Const.)			\$ 2,265,500.00
Total			\$ 15,202,300.00
Total ALL			\$ 30,559,850.00

NORTH INDUSTRIAL ZONE



SOUTH HOSPITALITY ZONE





SHERWOOD WEST CONCEPT PLAN

METRO URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN TITLE 11 FINDINGS FOR SHERWOOD WEST – INDUSTRIAL AND HOSPITALITY EXPANSION

Compliance with Metro Code 3.07.1110

FROM: Eric Rutledge, Community Development Director
DATE: September 2024

INTRODUCTION

The Sherwood West Concept Plan (Concept Plan) is a long-range plan intended to guide Sherwood community members, decision makers, and staff as they make plans and decisions about future growth in Sherwood West. The Concept Plan illustrates how a portion of Sherwood West, Metro’s Urban Reserve Area 5b, can be incorporated into the fabric of the city.

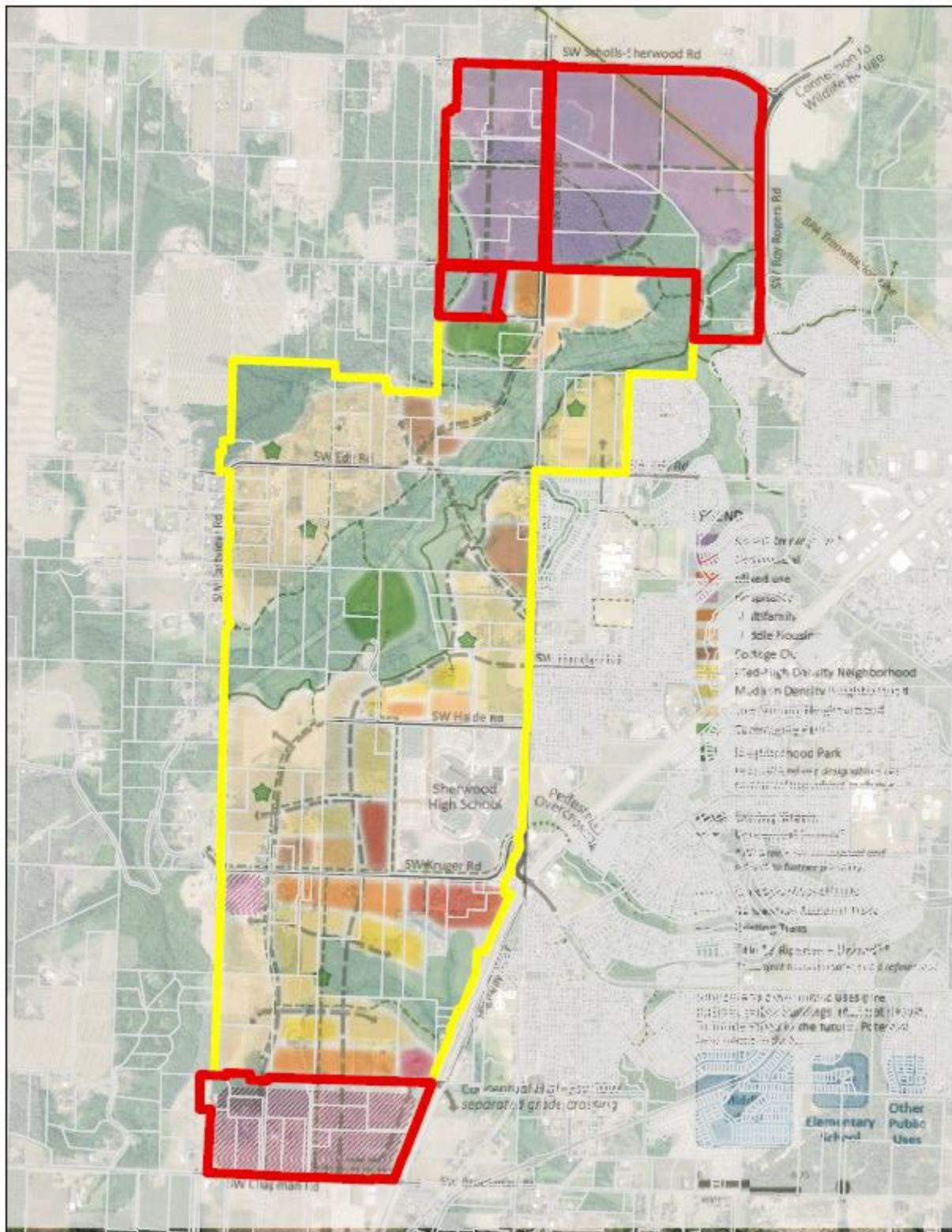
The City is requesting expansion of a portion of the Sherwood West planning area as part of the 2024 Urban Growth Management Decision. The proposal is for an approximately 312-acre expansion including land for future industrial and hospitality uses. The City will consider a UGB expansion for the remaining portions of the Sherwood West Concept Plan in future legislative or mid-cycle opportunities.

The City acknowledges the requirements of Metro Code Section 3.07.1420 - 1425, Legislative Amendment to the UGB, and has actively participated in the growth management process being led by Metro. If a regional need for additional employment land exists, the City respectfully requests the industrial and hospitality portions of Sherwood West depicted in Figure 1 below be brought into the Urban Growth Boundary in 2024.

The findings in this memorandum demonstrate the plan’s compliance with Title 11 of Metro’s Urban Growth Management Functional Plan (UGMFP). Specifically, these findings address Metro Code Section 3.07.1110, Planning for Designated Urban Reserves, which are concept planning requirements. Once the identified portions of Sherwood West are brought into the UGB, Sherwood will begin the comprehensive planning process.

The Sherwood West Concept Plan was accepted by the Sherwood City Council on July 18, 2023 and re-accepted on March 5, 2024 to incorporate the North District Refinement Study. Appendix O – Preliminary Infrastructure Funding Strategy – has been updated to reflect an industrial and hospitality zone only expansion.

Figure 1: Sherwood West Concept Plan Area – proposed expansion area shown in red



METRO TITLE 11: PLANNING FOR NEW URBAN AREAS

Section 3.07.1110 Planning for Areas Designated Urban Reserve

(a) The county responsible for land use planning for an urban reserve and any city likely to provide governance or an urban service for the area, shall, in conjunction with Metro and appropriate service districts, develop a concept plan for the urban reserve prior to its addition to the UGB pursuant to sections 3.07.1420, 3.07.1430 or 3.07.1435 of this chapter. The date for completion of a concept plan and the area of urban reserves to be planned will be jointly determined by Metro and the county and city or cities.

Response: The City of Sherwood will provide governance and most urban services in Sherwood West. The City has taken the lead on concept planning the area through a Metro Planning and Development Grant. Engaging with Sherwood residents and urban service providers was considered essential for producing a plan that reflects community values while creating a livable community with high quality public services. Metro, Washington County, and other key service districts were included in the planning process. The Sherwood West Citizen’s Advisory Committee (CAC) and Technical Advisory Committee (TAC) guided staff in development of the plan over the course of 26 public meetings (13 with each committee).

The CAC was made up of 16 community members who live or own property in Sherwood city limits and Sherwood West, including city residents serving on Sherwood’s Parks Board, Planning Commission, City Council, and one representative from the Sherwood School District. The TAC was comprised of representatives of urban service providers, local jurisdictions, and stakeholder groups including Metro, Washington County Department of Land Use and Transportation, City of King City, Tualatin Valley Fire and Rescue, Clean Water Services, Oregon Department of Transportation, Tualatin River National Wildlife Refuge, Home Building Association of Greater Portland and the Commercial Real Estate Development Association.

The City acknowledges the requirements of Metro Code Section 3.07.1420 – 1425 and has participated in the 2024 growth management decision process. Staff and elected officials from the City are serving on the Land Use Technical Advisory Committee (LUTAG) and Stakeholder Roundtable group.

(b) A local government, in creating a concept plan to comply with this section, shall consider actions necessary to achieve the following outcomes:

(1) If the plan proposes a mix of residential and employment uses:

(2) If the plan involves fewer than 100 acres or proposes to accommodate only residential or employment needs, depending on the need to be accommodated:

Response: The proposed employment land expansion is for approximately 312-acres, including 79-acres of hospitality land and 233-acres of industrial land. No residential uses are proposed.

(c) A concept plan shall:

- (1) *Show the general locations for any residential, commercial, industrial, institutional and public uses proposed for the area with sufficient detail to allow estimates of the cost of the public systems and facilities described in paragraph (2);***

Response: The City of Sherwood places a high priority on well-planned, efficient land uses and public infrastructure to serve new development. Figures 8 and 13 of the Concept Plan show the proposed land use and transportation system for Sherwood West. The Concept Plan's Preliminary Infrastructure Funding Strategy (Concept Plan Appendix O) is consistent with City priorities and implements Concept Plan Goal #6, which states "growth and development are well-planned, and implementation of the area is pragmatic."

The Preliminary Infrastructure Funding analysis includes planning level cost estimates for non-local infrastructure projects in Sherwood West and compares those to potential revenues that will be generated under current City, County, and CWS System Development Charges (SDCs). Local infrastructure is expected to be provided by the developer. The analysis shows a revenue shortfall for water and storm and a surplus for transportation, sanitary sewer and parks.

The funding gap analysis includes a wide range of options for how the City will make up the difference in revenue including supplemental SDCs specific to Sherwood West, Local Improvement Districts, and grants and loans, among other options. The cost and revenue estimates for this analysis are rough estimates and will be refined in subsequent planning phases.

- (2) *For proposed sewer, park and trails, water and storm water systems and transportation facilities, provide the following:***

- (A) *The general locations of proposed sewer, park and trail, water and stormwater systems;***

Response: The general locations of the facilities listed in subsection (A) above are described and depicted throughout the Concept Plan and in Appendix O. As this is an employment land only expansion, no parks are proposed.

- (B) *The mode, function and general location of any proposed state transportation facilities, arterial facilities, regional transit and trail facilities and freight intermodal facilities;***

Response: The Conceptual Street Framework, Concept Plan Figure 14 shows the location of existing and planned roads within Sherwood West. Figure 21 shows the potential for transit to connect Sherwood West development and trip generators in the existing city limits. The Infrastructure and Phasing memo, Concept Plan Appendix N, describes the arterials and collectors in additional detail. Three transportation concepts in the plan include:

Transit Readiness: Sherwood West is planned to be transit ready. The plan helps Sherwood West be transit ready by planning land uses, streets, and trails to accommodate and support future transit service. Concept Plan Figure 22 identifies potential future transit routes connecting Sherwood West and the regional Town Center.

Elwert Rd. Design: SW Elwert Road is a Washington County street and key north-south arterial providing access to and defining urban design in Sherwood West. Design concepts for the roadway are aimed at making Elwert Rd. a livable and positive addition to Sherwood West and the existing neighborhoods on its east side. SW Elwert Rd. is proposed as a safe, connected, and attractive boulevard with buffered sidewalks, bike lanes, a planted median with canopy trees, safe crossings, and path connections to key sites and destinations.

Potential Elwert Rd. Realignment: The Concept Plan examined whether to maintain the SW Elwert Rd. / SW Edy Rd. intersection at its current location or re-align the intersection to minimize impacts to existing wetlands and natural resources. The CAC and project team recommended the realignment approach, however, further analysis including a more in-depth environmental, engineering, and cost analysis will be necessary before the decision about the road's alignment is finalized. The Implementation section of the Concept Plan provides further details regarding the needs for these analyses, including coordination with Washington County.

(C) The proposed connections of these systems and facilities, if any, to existing systems;

Response: Most development can in the industrial and hospitality zones can be served by expanding existing street networks. The northern industrial district will be served by SW Roy Rogers Rd. and SW Scholls-Sherwood Rd. A new collector street is proposed to provide connectivity through the industrial zone. The hospitality zone in the south has frontage along Highway 99W and SW Chapman Rd.

(D) Preliminary estimates of the costs of the systems and facilities in sufficient detail to determine feasibility and allow cost comparisons with other areas;

Response: The cost and feasibility of infrastructure was a major focus of the planning process. Planning level design and cost estimates for infrastructure are included in the Preliminary Infrastructure Funding Strategy, Concept Plan Appendix O.

The cost and revenue estimates will be refined in subsequent planning phases. Please see the Infrastructure and Phasing Memo, Concept Plan Appendix N, and the Preliminary Infrastructure Funding Strategy, Concept Plan Appendix O for full details. Appendix N addresses infrastructure phasing for the entirety of Sherwood West under future UGB expansions beyond the 2024 cycle.

(E) Proposed methods to finance the systems and facilities; and

Response: Local infrastructure is generally provided by developers with development. Non-local infrastructure will be funded with a variety of methods. The City and Washington County collect SDCs for transportation and other urban utilities. Where existing rates of SDCs do not cover the cost of infrastructure, the Preliminary Infrastructure Funding Strategy (Appendix O) identifies potential funding sources and strategies to close the gap. These sources include:

- Federal funding sources such as the Economic Development Administration
- State Funding Sources including:
 - Special Public Works Fund
 - Community Paths Grants
 - Immediate Opportunity Fund
 - Emerging Opportunities within the state legislature (i.e. SB 1537; 2023)
- Regional Sources including:
 - Major Streets Transportation Improvement Program (MSTIP)
 - Metropolitan Transportation Improvement Program (MTIP)
 - Regional Flexible Funding
- Supplemental System Development Charges (SDCs), paid by developers

Additional sources of funds for infrastructure development identified as lower-priority options include:

- Local Improvement Districts (LIDs)
- Utility Fees
- Property Tax (General Obligation) Bonds
- Urban Renewal

(F) Consideration for protection of the capacity, function and safe operation of state highway interchanges, including existing and planned interchanges and planned improvements to interchanges.

Response: There are no existing or planned state highway interchanges in the Sherwood West area.

(3) If the area subject to the concept plan calls for designation of land for industrial use, include an assessment of opportunities to create and protect parcels 50 acres or larger and to cluster uses that benefit from proximity to one another;

Response: The Mixed Employment zone in the North District is envisioned as an industrial zone. This zone has favorable characteristics for siting industrial uses including large sites, relatively flat topography (less than 3-5% slopes), few property owners, and easy access to major freight routes. The North District Refinement Study evaluated opportunities to create and protect parcels greater than 50-acres (Table 6). The study concluded that opportunity exists on the east side of SW Elwert Rd. within the mixed-

employment zone to create parcels larger than 50-acres. Taking into account City and County standards for streets and access, Table 6 indicates that an 83-acre net developable site can be created. Smaller parcels between 8 – 27 acres can be created on the west side of SW Elwert Rd. within the mixed-employment zone. While this criterion addresses large sites, the region is experiencing is a need for smaller industrial sites that can also be accommodated in Sherwood West.

Table 6: Mixed-employment zone parcel size analysis (Concept Plan Appendix R – Table 2)

TABLE 2: SCENARIO B POTENTIAL DEVELOPMENT SITES				
Site	East or West of SW Elwert Road	Gross Area (acres)	Title 13 Area (acres)	Area outside Title 13 Area (acres)
B1	West	15.4	0	15.4
B2	West	20.0	7.7	12.3
B3	West	35.3	7.8	27.5
B4	West	12.0	3.7	8.3
Total (West)	West	82.7	19.2	63.5
B5	East	95.8	12.7	83.1
B6	East	54.3	47.1	7.2
Total (East)	East	150.1	59.8	90.3
Total		232.8	79.0	153.8

Need for Large Sites

The 2023 Sherwood Economic Opportunities Analysis (EOA) indicates that the remaining employment land in the City’s UGB is primarily composed of smaller lots of less than 10 acres and that there are no industrial building sites within the city or its UGB over 10 acres. The remaining small-sized parcels will not be suitable for the types of traded sector industries being targeted by the City and supported by recent state and federal initiatives (i.e. CHIPS). These include semiconductors and electronics, cleantech, advanced manufacturing, software and media, and other technology-focused companies that will create higher-paying jobs.

To accommodate the City’s employment needs, the EOA indicates there is a need for 277 acres of additional land outside of the current UGB. Sherwood West represents the only viable location for the growth of these targeted industries in the urban reserve since traded sector companies require larger, flatter sites that can be assembled for maximum flexibility and productivity. Parcel sizes within the Sherwood West’s North Employment District offer the necessary parcel sizes and slopes of less than 3 percent.

Based on feedback from the Technical Advisory Committee and local real estate brokers, maintaining flexibility in lot size is valuable in making sites attractive for development by employers. Thus, the City’s preference is to have Metro designate the Mixed Employment portion of the North District as an Employment Area rather than an Industrial Area or a Regionally Significant Industrial Area.

- (4) *If the area subject to the concept plan calls for designation of land for residential uses, the concept plan will describe the goals for meeting housing needs for the concept planning area in the context of housing needs of the governing city, the county and the region if data on regional housing needs are available. As part of this statement of objectives, the concept plan shall identify the general number, price and type of market and non-market provided housing. The concept plan shall also identify preliminary strategies, including fee-waivers, subsidies, zoning incentives and private and nonprofit partnerships, that will support the likelihood of achieving the outcomes described in subsection B of this section;***

Response: No residential land is proposed as part of the expansion.

- (5) *Show water quality resource areas, flood management areas and habitat conservation areas that will be subject to performance standards under Titles 3 and 13 of this chapter;***

Response: Natural resources were mapped as part of the Concept Plan including those identified in Titles 3 and 13 (Concept Plan Figure 4). As part of the comprehensive planning process, the City will undertake an Economic, Social, Environmental, and Energy (ESEE) analysis to evaluate and determine protection programs for significant natural resources. Through discussion with Metro staff, the City understands that the previous ESEE analysis completed by Metro in 2005 likely considered rural development in its alternatives analysis. Once brought into the UGB, the ESEE analysis completed by the City will instead consider the benefits of urban development to identify the amount of allowable habitat impact.

- (6) *Be coordinated with comprehensive plans and land use regulations that apply to nearby lands already within the UGB;***

Response: As described in subsections (3) and (4) above, the Concept Plan proposes land uses to address the City's shortage of employment lands pursuant to the adopted EOA. In this regard, the Concept Plan is coordinated with City's Comprehensive Plan and the allowed employment uses in the implementing regulations. Other coordination points include the Brookman Road Concept Plan, 2021 Parks Master Plan, 2016 Transportation System Plan, and other utility master plans. All of the adopted Master Plans, Concept Plans, and system plans were taken into consideration when planning for Sherwood West.

- (7) *Include an agreement between or among the county and the city or cities and service districts that preliminarily identifies which city, cities or districts will likely be the providers of urban services, as defined in Oregon Revised Statutes (ORS) 195.065(4), when the area is urbanized;***

Response: The City and project team coordinated with service providers throughout the planning process. The application includes a copy of the existing Urban Planning Area Agreement between the City of Sherwood and Washington County and a new Intergovernmental Agreement between the jurisdictions. The application also includes Letters of Support from applicable urban service providers defined in ORS 195.065(4). A summary is provided below:

Table 7: Governance and Urban Services for the Sherwood West area

Urban Service	Likely Provider	Agency Coordination
Streets and Roads	City of Sherwood and Washington County	UPAA, IGA, Letter of Support
Sanitary Sewer	City of Sherwood and Clean Water Services	Letter of Support
Mass Transit	TriMet	Letter of Support
Fire Protection	Tualatin Valley Fire & Rescue	Letter of Support
Water	City of Sherwood	-
Parks, Recreation and Open Space	City of Sherwood	-

- (8)** *Include an agreement between or among the county and the city or cities that preliminarily identifies the local government responsible for comprehensive planning of the area, and the city or cities that will have authority to annex the area, or portions of it, following addition to the UGB;*

Response: The City of Sherwood and Washington County have an existing Urban Planning Area Agreement that defines responsibilities for comprehensive planning and annexation authority in Sherwood West. The agreement has been included as part of the application. The City is responsible for long-range planning and annexation of the Urban Reserve 5b (Sherwood West).

- (9)** *Provide that an area added to the UGB must be annexed to a city prior to, or simultaneously with, application of city land use regulation to the area intended to comply with subsection C of section 3.07.1120; and*

Response: Comprehensive Planning of Sherwood West will occur after the UGB expansion is approved and will comply with Metro Code section 3.07.1120(C) including any Conditions of Approval assigned in the approval ordinance. In addition to compliance with Metro Code and any Conditions of Approval, the City's Comprehensive Plan policies will apply. The City is also considering new annexation policy that would apply to areas within the UGB.

Sherwood 2040 Comprehensive Plan

Goal 3 – Ensure that the rate, amount, type, location and cost of new development will preserve and enhance Sherwood's quality of life so that it is accessible to all community members.

POLICY 3.3: Provide for compatible, phased, and orderly transition from rural to suburban or urban uses, reflecting Sherwood's landform on adjacent land outside Sherwood city limits or the Metro urban Growth Boundary.

POLICY 3.4: Ensure annexation to the City occurs in an orderly and coordinated manner, and services are provided to support urban growth consistent with the 2040 Vision.

(10) *Be coordinated with school districts, including coordination of demographic assumptions.*

Response: Sherwood West will be served by the Sherwood School District. As such, a representative of the School District served on the Citizens Advisory Committee and provided input on the plan throughout the planning process. The proposed schools within Sherwood West are based on demographic assumptions and include one new middle school and one new elementary school. The School District has provided a Letter of Support for Sherwood West which is included in the application.

Sherwood City Council Meeting

Date: October 1, 2024

- List of Meeting Attendees: ✓
- Request to Speak Forms: ✓
- Documents submitted at meeting: ✓

Work Session

- “Sherwood Old Town Strategic Action Plan” PowerPoint presentation & memo from Planning Manager
Sean Conrad, Exhibit A
- Various screenshots of webpage examples from IT Director Brad Crawford, Exhibit B
- “Sherwood West Urban Growth Boundary Expansion Discussion” PowerPoint presentation from
Community Development Director Eric Rutledge, Exhibit C

Regular Session

- “Sherwood City Council Resolution 2024-065 New Business” PowerPoint presentation from
Community Development Director Eric Rutledge, Exhibit D

Sherwood City Council Meeting Date:

October 1, 2024

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

Jana Wap	Sherwood	
Cassie Brooks	Sherwood	
Jennifer + Abby Herrell	Sherwood	
Leo Yen	Sherwood	
Song Wong	Sherwood	

In any City forum or meeting:

- Individuals may not impugn the character of anyone else, including but not limited to members of the community, the reviewing body, the staff, the applicant, or others who testify. Complaints about staff should be placed in writing and addressed to the City Manager. If requested by the complainant, they may be included as part of the public record. Complaints about the City Manager should be placed in writing and addressed to the Mayor. If requested by the complainant, they may be included as part of the public record.
- Comment time is 4 minutes with a Council-optional 1 minute Q & A follow-up.
- The Chair of a meeting may have the ability to modify meeting procedures on a case-by-case basis when especially complicated issues arise, or when the body is involved in extraordinary dialogue, but only after receiving the advice and majority consent of the body. The Chair may also cut short debate if, in his judgment, the best interests of the City would be served.
(Note: Written comments are encouraged, and may be submitted prior to the meeting by mail, or at the meeting. There is no limit to the length of written comment that may be submitted)

Persons who violate these rules may be asked to stop their comments by any member of the body. Comments beyond the 4-minute limit may not be included in the record of the meeting. Persons who impugn the character of anyone will be required to stop immediately. Their comments will not be included in the record of the meeting, and they will forfeit their remaining time. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

I have read and understood the Rules for Meetings in the City of Sherwood.

Name: Maria Berglund Date: Oct. 1 / 24
Address: 23503 SW Eucalyptus Terrace
Telephone: 503 707 1908 Email: mariaberglund8@gmail.com

I would like to speak to the Council regarding:

Subject: Archer Glen Crosswalk

Land Use Hearings, please indicate: In Favor of Application: _____ Opposed: _____

If you want to speak to Council both during a public hearing and during citizen comments, **please submit a separate form for each item.** Public hearing comments must be relevant to the matter before the Council.

Please give this form to the City Recorder prior to you addressing City Council. Thank you.

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I have read and understood the Rules for Meetings in the City of Sherwood.

Name: Rand Yen **Date:** 10/1/24

Address: _____

Telephone: _____ **Email:** randyryen@gmail.com

I would like to speak to the Council regarding:

Subject: We should promote small starting business!

Land Use Hearings, please indicate: In Favor of Application: _____ Opposed: _____

If you want to speak to Council both during a public hearing and during citizen comments, **please submit a separate form for each item.** Public hearing comments must be relevant to the matter before the Council.

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I have read and understood the Rules for Meetings in the City of Sherwood.

Name: Lanton Bauman Date: 04/1/2024
Address: 22886 SW Lincoln
Telephone: 503-332-6608 Email: _____

I would like to speak to the Council regarding:

Subject: foot carts in Sherwood

Land Use Hearings, please indicate: In Favor of Application: _____ Opposed: _____

If you want to speak to Council both during a public hearing and during citizen comments, **please submit a separate form for each item.** Public hearing comments must be relevant to the matter before the Council.

Please give this form to the City Recorder prior to you addressing City Council. Thank you.

Sylvia Murphy

From: Sean Conrad
Sent: Monday, September 30, 2024 3:48 PM
To: City Council
Cc: Eric Rutledge; Bruce Coleman
Subject: Work session on Old Town Strategic Plan
Attachments: Council work session memo and presentation 10-2-24.pdf

Good afternoon councilmembers,

I have attached a brief memo and the presentation that First Forty Feet will be including in your work session tomorrow. As part of the work session, First Forty Feet has incorporated questions to better understand council's thoughts on Old Town. These questions are found in both the memo and presentation.

Please contact me if you have any questions.

Thank you.

Sean Conrad
City of Sherwood
Planning Manager, Community Development Department
conrads@sherwoodoregon.gov
Desk 503.625.4208
Work Cell 971.626.9690

Oct 1, 2024
Date

City Council
Gov. Body

WS
Agenda Item

A
Exhibit #



Home of the Tualatin River National Wildlife Refuge

MEMORANDUM

City of Sherwood
22560 SW Pine St.
Sherwood, OR 97140
Tel 503-625-5522
Fax 503-625-5524
***.sherwoodoregon.gov

To: Mayor Rosener and Sherwood City Council
From: Sean Conrad, Planning Manager
Subject: Old Town Strategic Action Plan
Date: September 30, 2024

Background

For fiscal year 2024-2025 the City Council established several economic development goals for the city. One of the economic development goals calls for the continued revitalization of Old Town by exploring tools that encourage its distinctive character. A key initial deliverable to assist in the continued revitalization of Old Town is the preparation of the Sherwood Old Town Strategic Action Plan.

In August staff selected First Forty Feet to lead the development of the Old Town Strategic Action Plan. At the October 2nd work session, First Forty Feet staff will introduce themselves to the council and provide an overview of the Old Town Strategic Action Plan.

Council Feedback and Discussion

As part of this initial meeting, the consultant team would like the discussion to include the following topics:

- City Council values for Old Town
- City Council priorities for Old Town
- Critical aspects of the Old Town Strategic Action Plan
- Project opportunities, strengths, and challenges
- Redevelopment guidelines (regulatory and design)

Project Schedule

The project will begin in September 2024 and is expected to be completed in August 2025.

Sherwood Old Town Strategic Action Plan

City Council Work Session #1

October 1, 2024



Wide Landscapes, Inc.

Google Earth

Thanks for having us!

Are you sure you
are ready to retire?

I don't know...if I
don't... my wife will
probably kill me

ROBIN HOOD PLAZA

Project Team



**FIRST
FORTY
FEET**

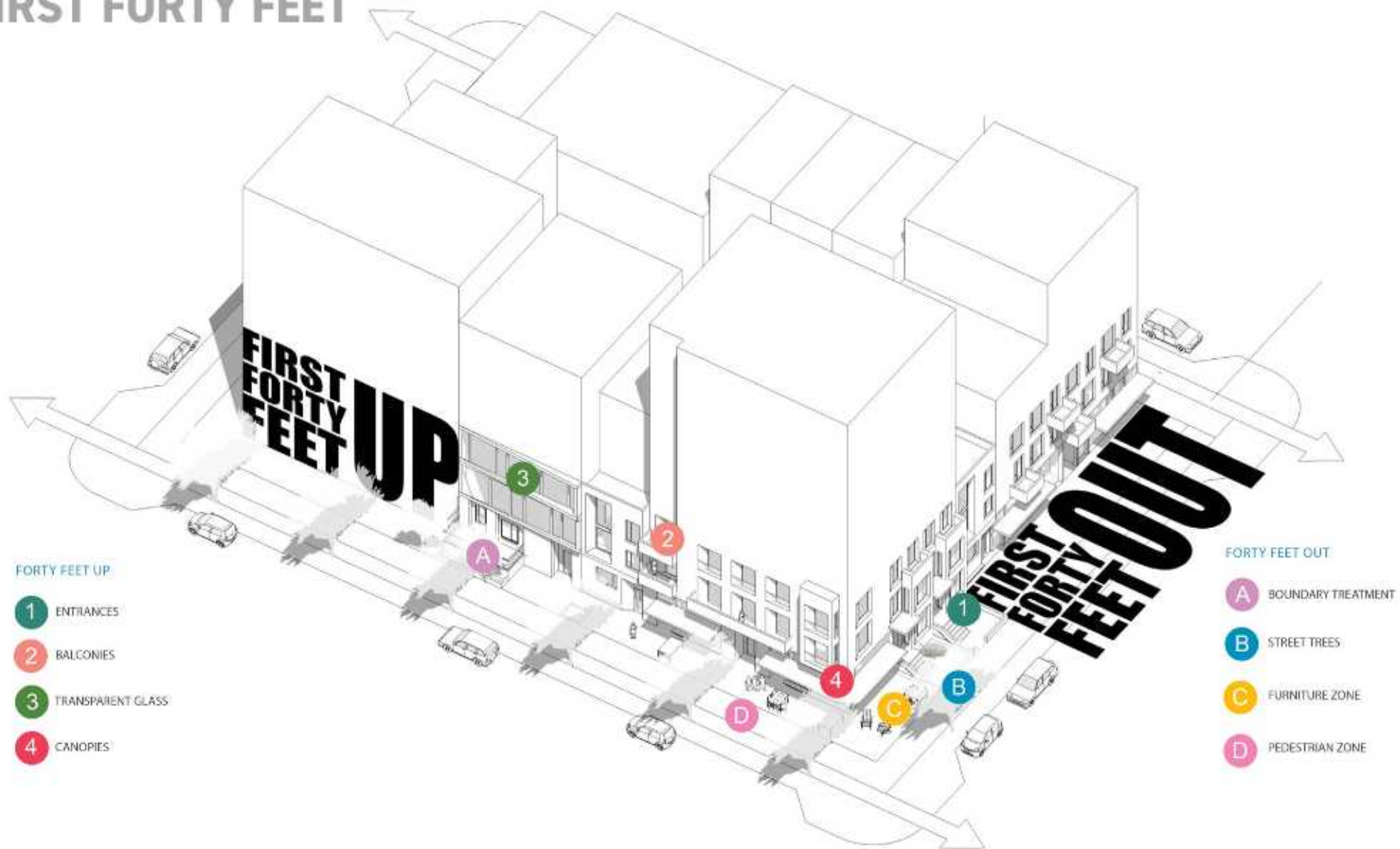


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Righellis Inc.**

ENGINEERS ♦ PLANNERS
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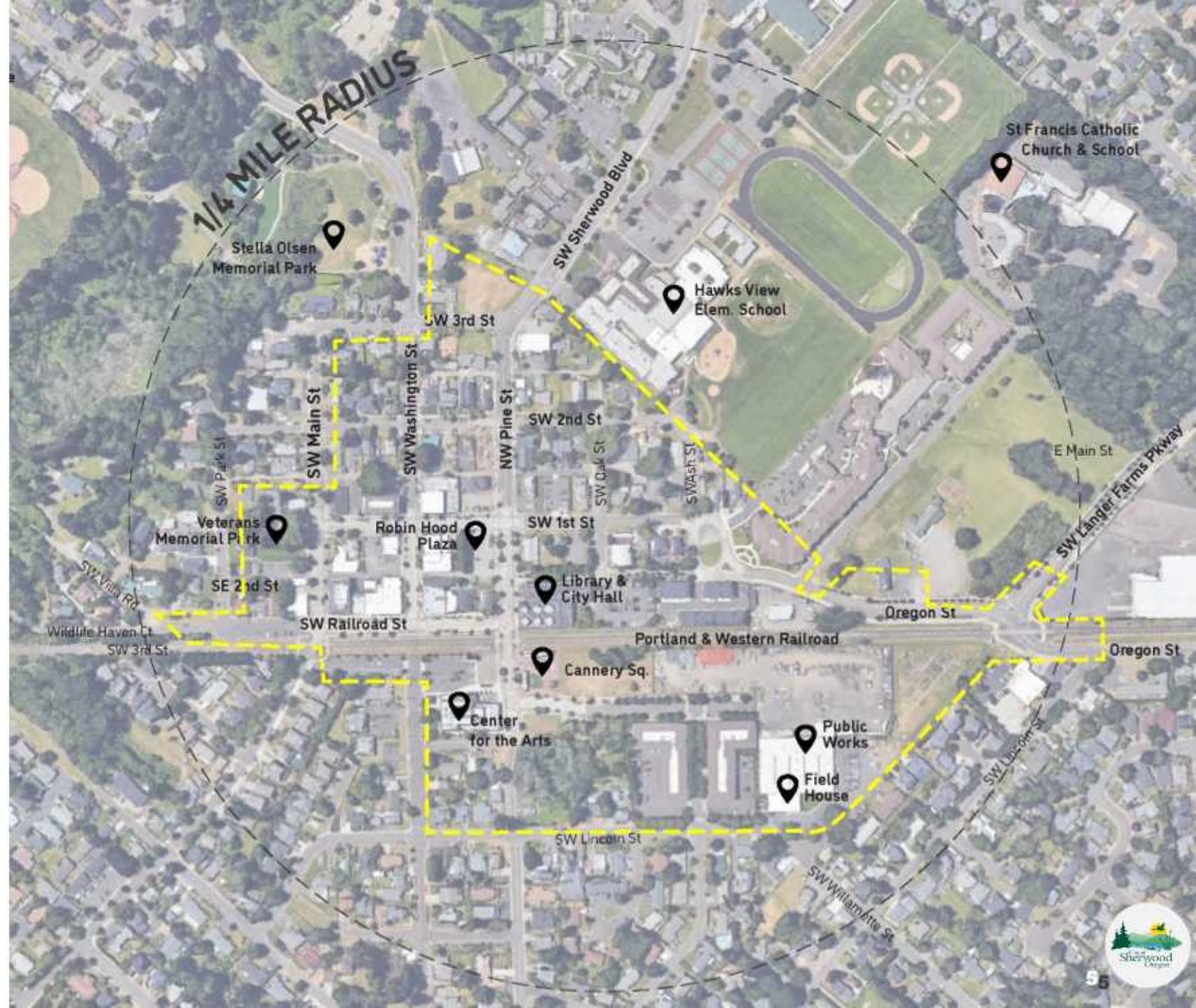


About FIRST FORTY FEET



Purpose

Promote the ongoing **revitalization of 'Old Town'** as the **traditional heart of the community**. The STRATEGIC PLAN should reflect the interests of main street businesses, the community's vision, and DECISION-MAKERS to be the ROAD MAP with actionable steps focused on a 5-year timeframe.



Objectives

Community Engagement and Visioning

- Engage the community—business, resident, & leaders
- Create a vision for Old Town.
- Support the 4-point Main Street model.

Economic Development and Business Growth

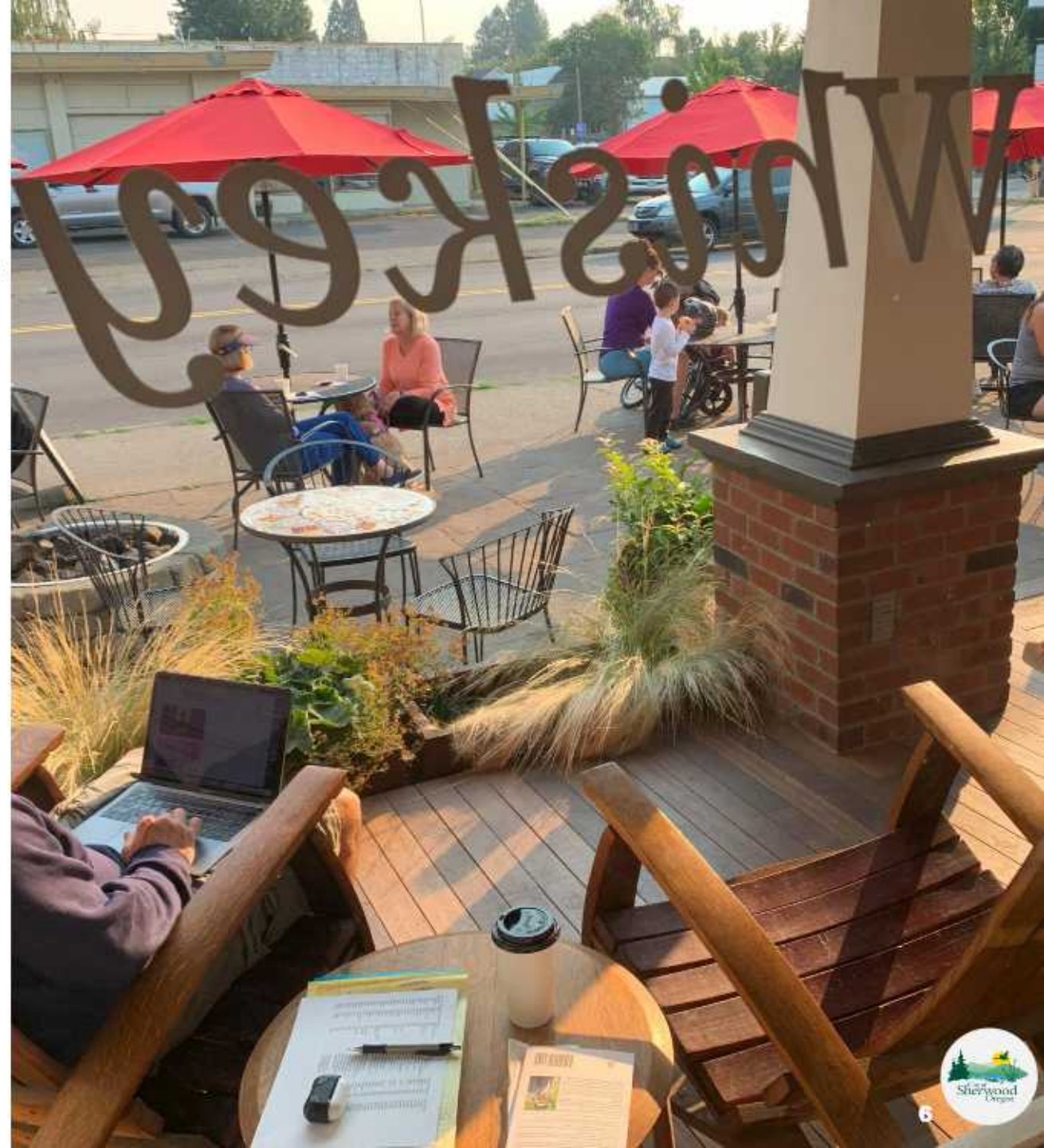
- Promote business retention/growth and housing.
- Define mix of uses validated by a market assessment.
- Attract investment, and developers.

Strategic Site Development

- Advance City Council's vision for specific sites.
- Develop potential future development scenarios.
- Assess area infrastructure to support development.

Incentives and Tools Guiding Development

- Identify regulation, tools, incentives & budgeting.



Process & Timeline

Project Initiation

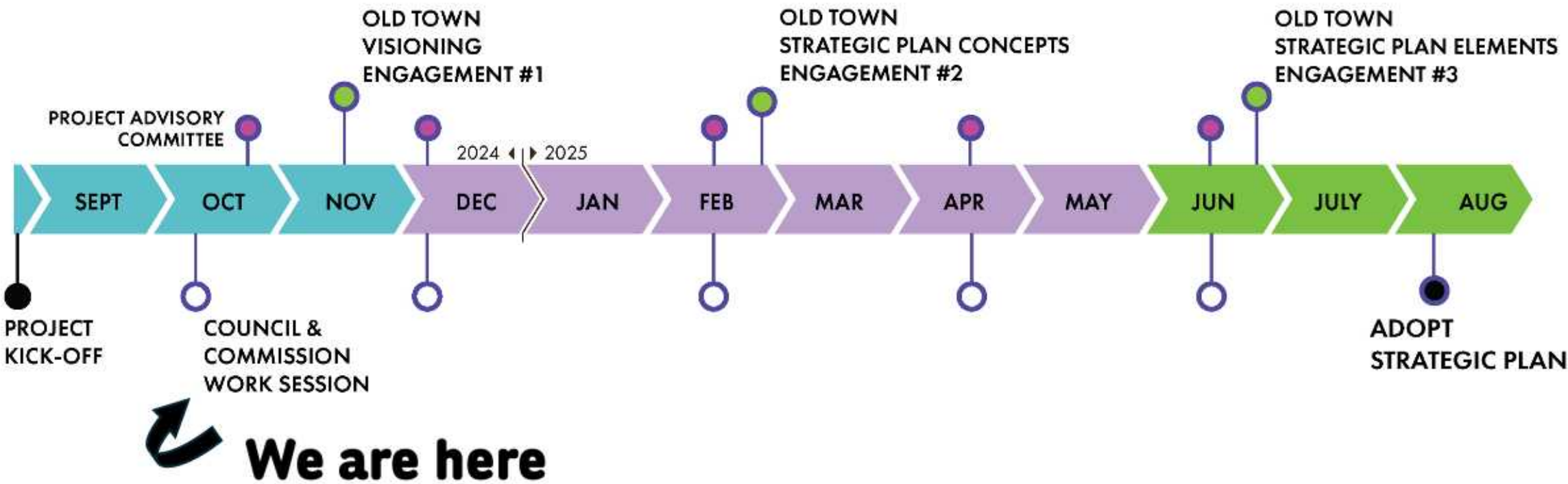
Existing Conditions | Market Analysis | Infrastr. Review

Build the Strategy

Conceptual Strategies | Evaluation & Refinement

Old Town Strategic Plan

Preferred Strategy | Action Plan | Plan Adopt



Initial Impressions- Planning for Success



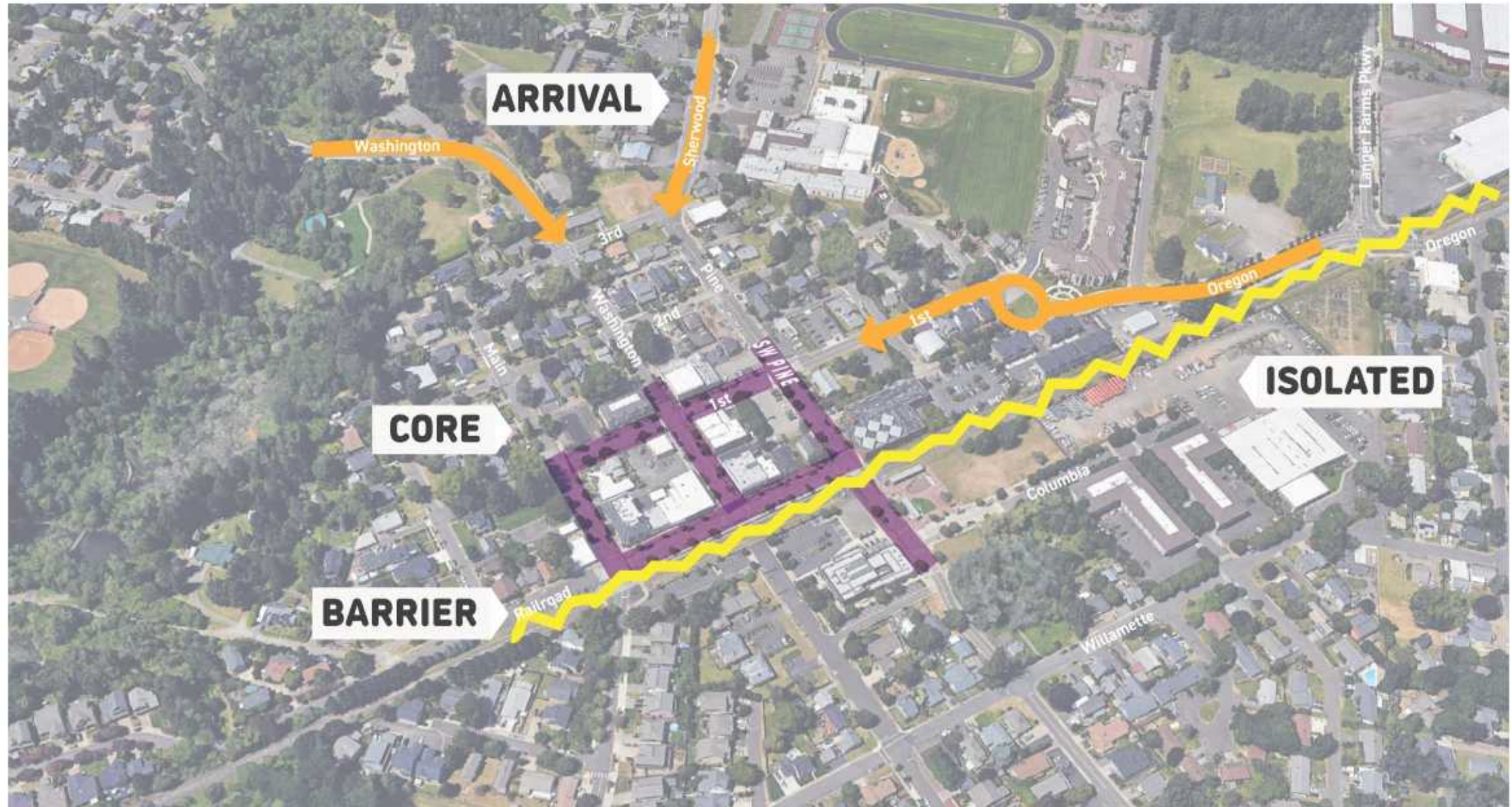
What is valued?

1. Where is the heart of Old Town?

2. What qualities of Old Town do you most value?



Initial Impressions- Challenges & Opportunities

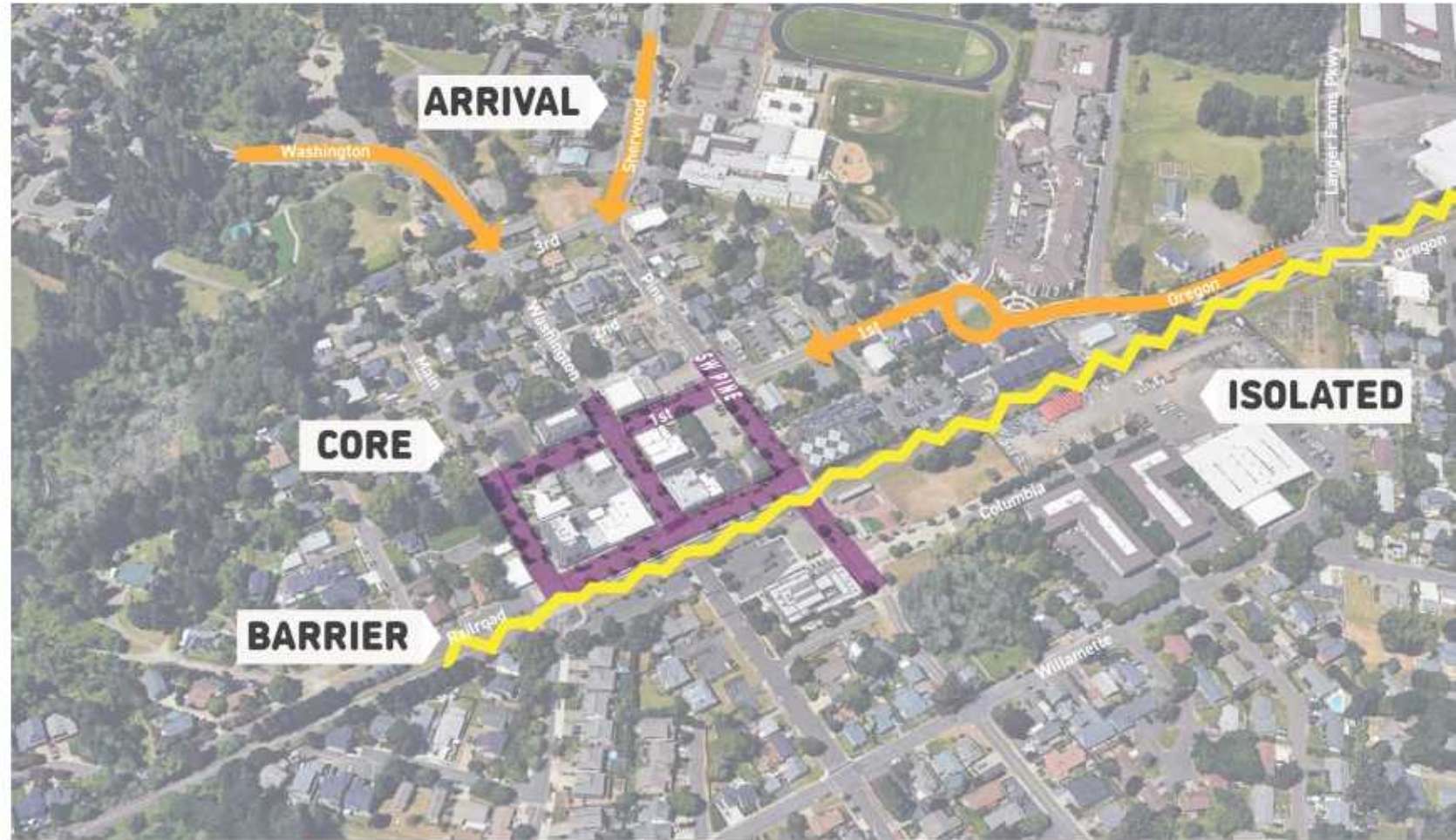


OFF THE BEATEN PATH / SENSE OF ARRIVAL / BARRIERS / DEVELOPMENT

What are the opportunities and challenges?

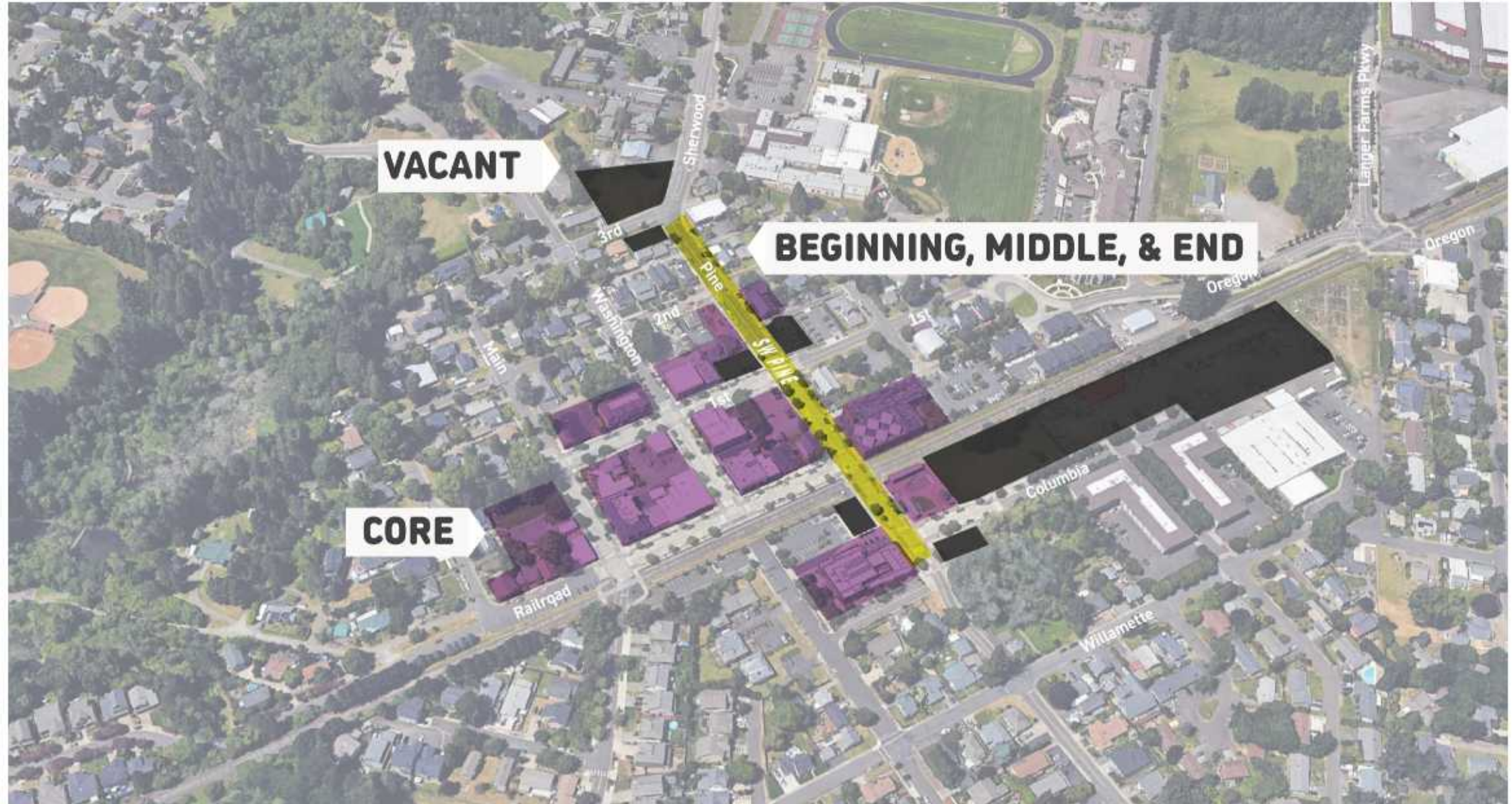
3. What is missing in Old Town?

4. What are the three greatest challenges you see impacting Old Town?



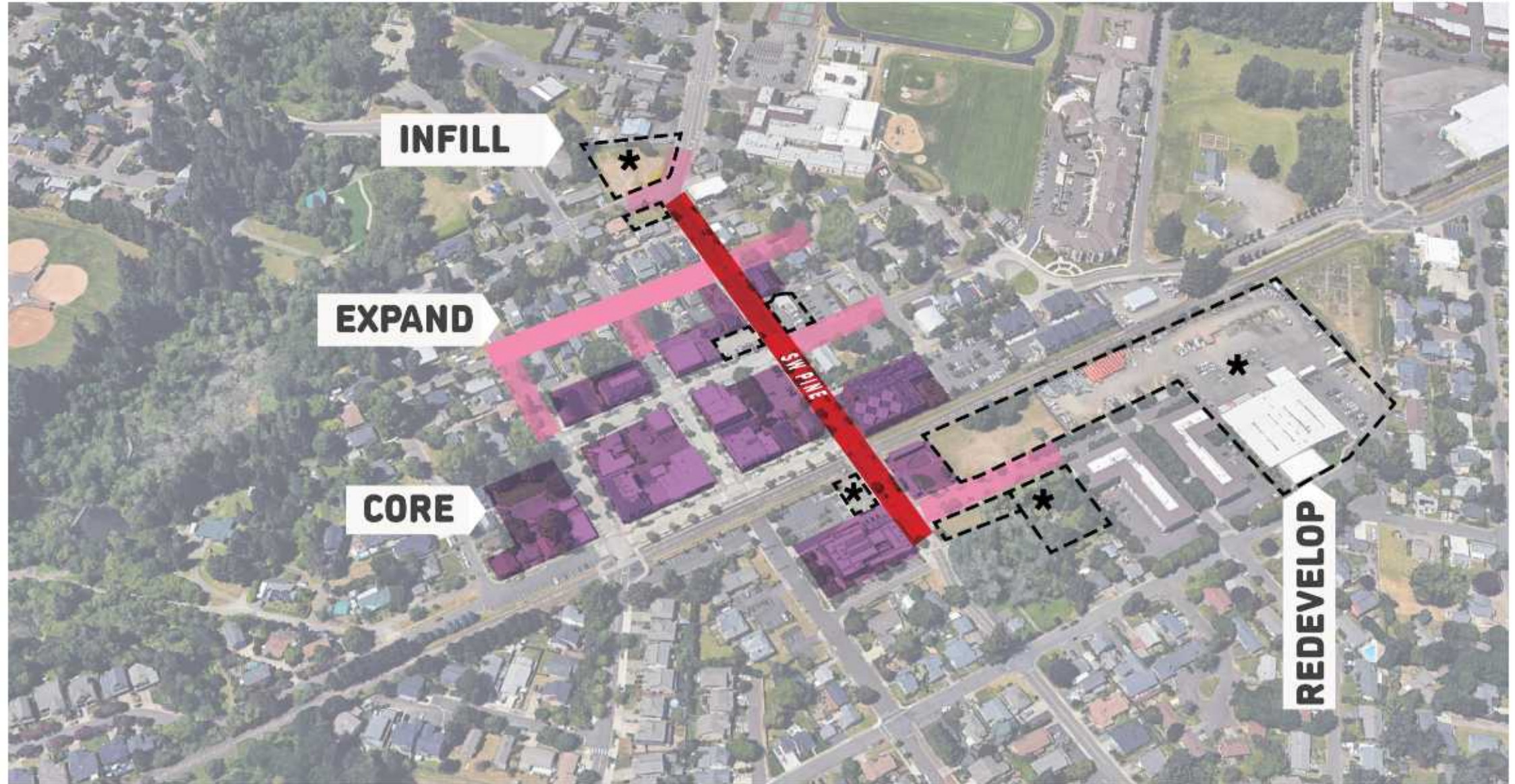
OFF THE BEATEN PATH / SENSE OF ARRIVAL / BARRIERS / DEVELOPMENT CHARACTER

Initial Impressions- Challenges & Opportunities



OFF THE BEATEN PATH / SENSE OF ARRIVAL / BARRIERS / DEVELOPMENT

Initial Impressions- Challenges & Opportunities



INFILL SITES / STRENGTHEN AND EXPAND RETAIL / CONNECTION / STYLE GUIDE

Initial Impressions- Challenges & Opportunities



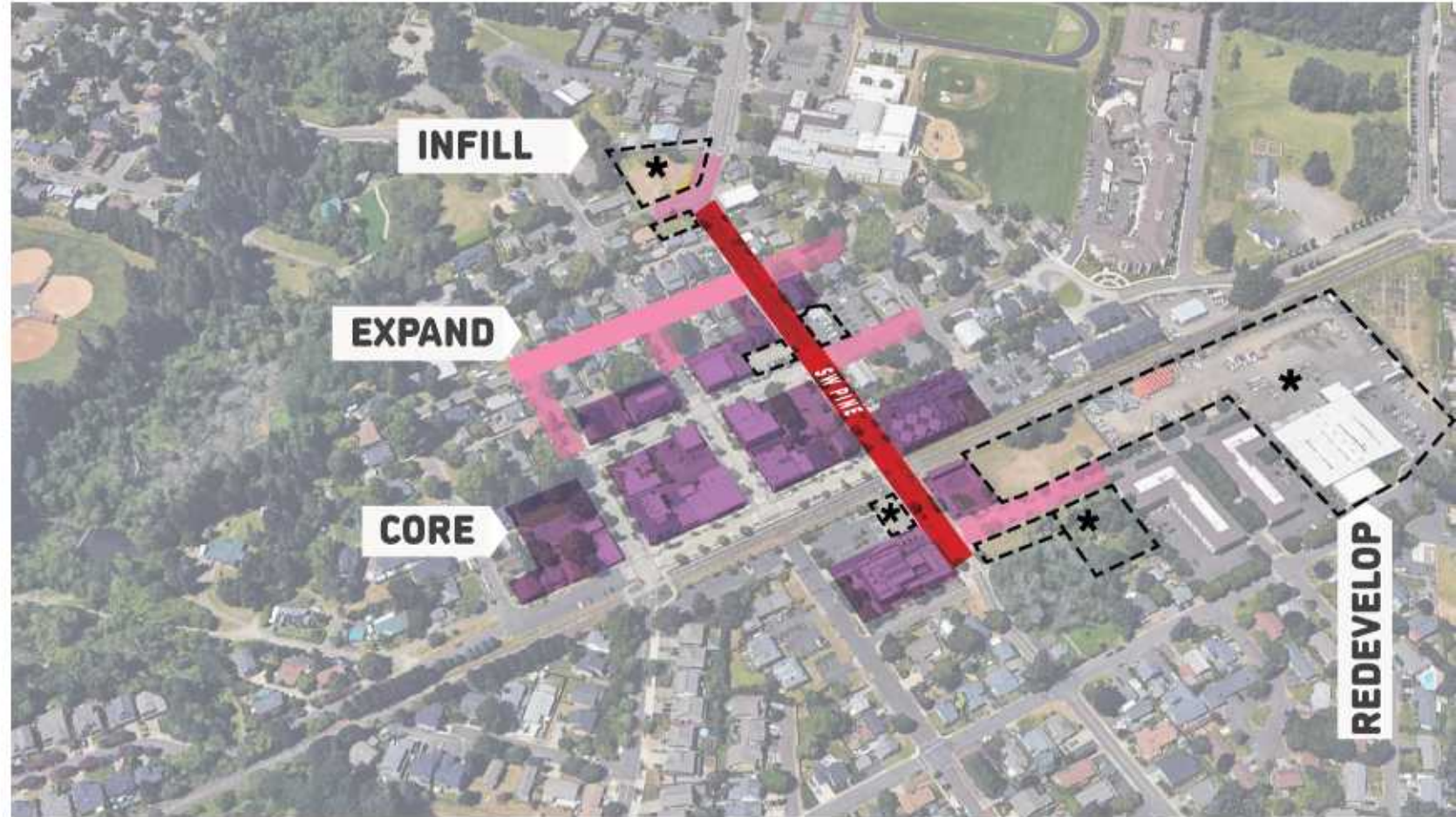
INFILL SITES / STRENGTHEN AND EXPAND RETAIL / CONNECTION / STYLE GUIDE

What are the opportunities and challenges?

5. What are your priorities for the City owned parcels?

6. What are your concerns with future infill & development—building height, types of uses, building style etc...?

7. What are acceptable trade-offs you might consider with respect to future infill and redevelopment?



INFILL SITES / STRENGTHEN AND EXPAND RETAIL / CONNECTION / STYLE GUIDE

Initial Impressions- Challenges & Opportunities



INFILL SITES / STRENGTHEN AND EXPAND RETAIL / CONNECTION / STYLE GUIDE

What are the opportunities and challenges?

8. What might need further regulation?

9. What are the priorities issues or opportunities to address in the strategic plan?



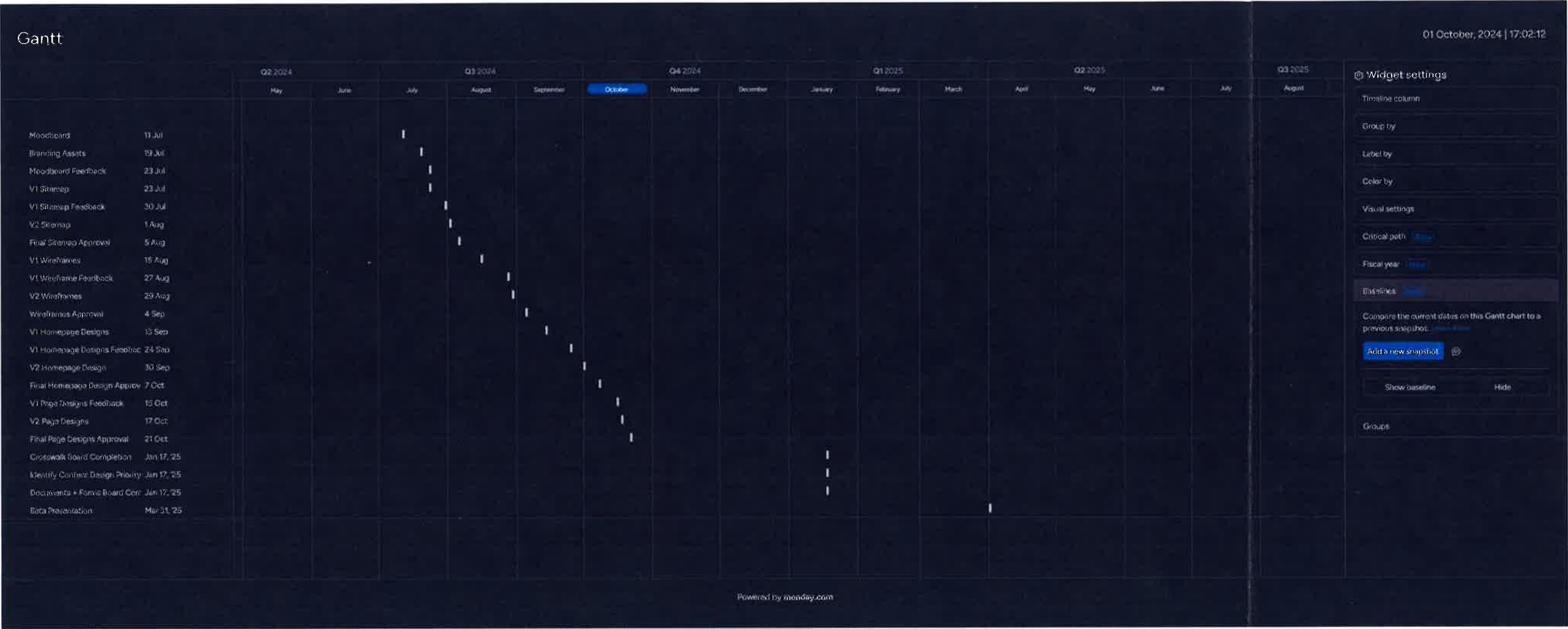
Imported Style



Local Style



INFILL SITES / STRENGTHEN AND EXPAND RETAIL / CONNECTION / STYLE GUIDE

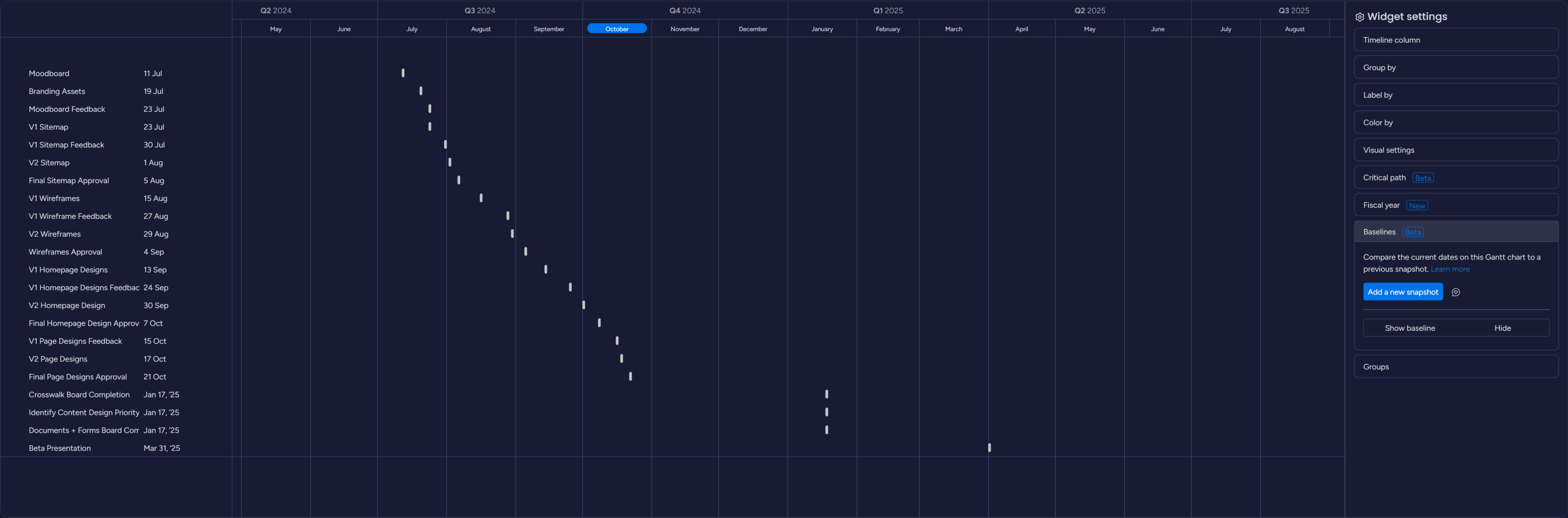


10/1/2024
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B
Exhibit #



Widget settings

Timeline column

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Visual settings

Critical path Beta

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Baselines Beta

Compare the current dates on this Gantt chart to a previous snapshot. [Learn more](#)

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Welcome to

The City of Sherwood

How Can We Help You?

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How Do I ...

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Report a Concern

Register to Vote

Buy a Parking Permit

Pay a Bill

Another Top Service

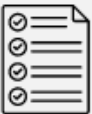
Get A Library Card

Another Top Service

[See All Services](#)

Carousel Image Title

Join us on September 25, 2024 for this exciting event. Don't miss out on the fun, mark your calendar now!



Agendas/Minutes

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Calendar

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Library

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Parks

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City Council

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News

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Title of an Article That Needs Two Lines

September 3, 2024

In a surprising turn of events at last night's city council meeting, local



Optional site wide alert banner with optional [hyperlink](#)



Welcome to The City of Sherwood

How Do I ...

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Agendas/Minutes	Calendar	Library	Parks
City Council	Jobs	Maps	Utility Billing

News



Title of an Article That Needs Two Lines

September 3, 2024

In a surprising turn of events at last night's city council meeting, local leaders

SHERWOOD WEST URBAN GROWTH BOUNDARY EXPANSION DISCUSSION COUNCIL WORK SESSION

October 1, 2024

Eric Rutledge, Community Development Director

Sean Conrad, Planning Manager



Oct 1, 2024
Date

WS
Agenda Item

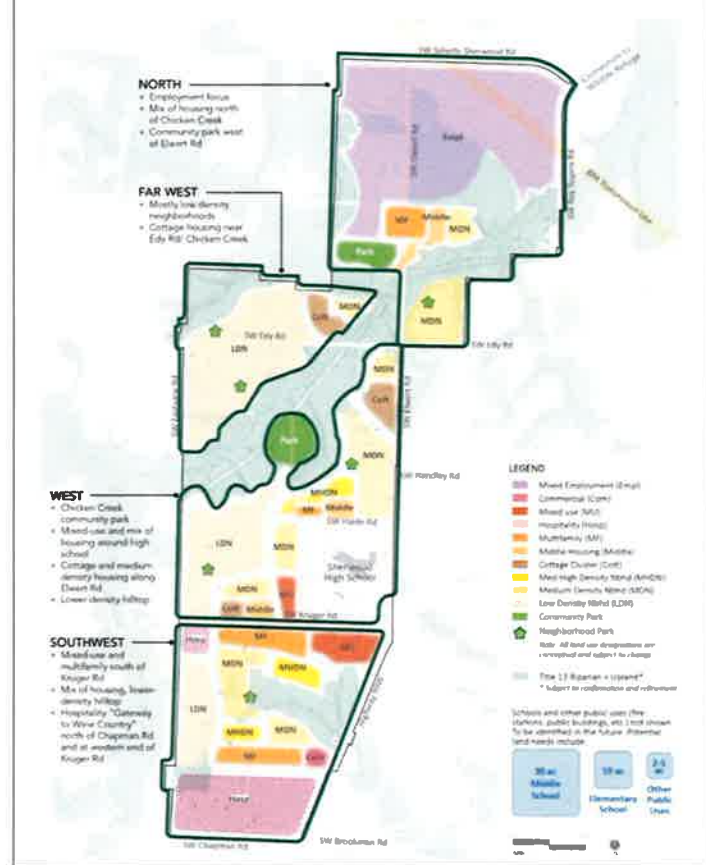
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Exhibit #

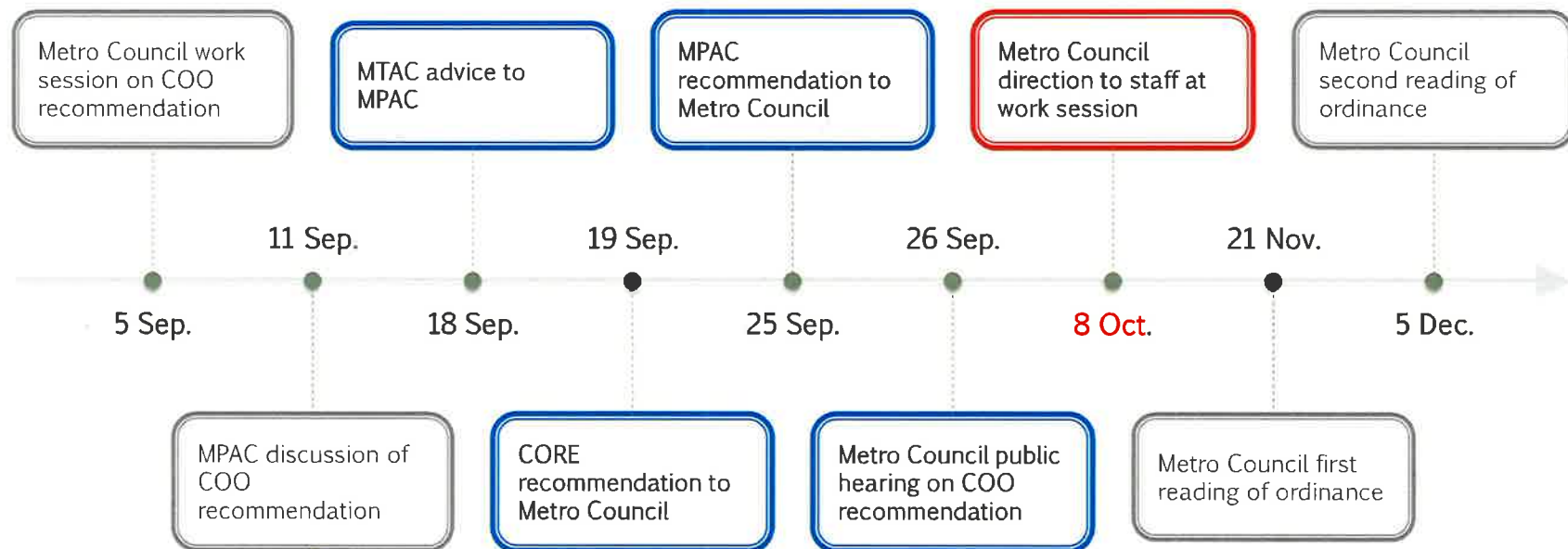
Direction at September 3, 2024 Work Session

1. Continue to negotiate conditions aligned with our community and adopted Concept Plan
2. Revise the Sherwood West Concept Plan
3. Withdraw the Sherwood West Concept Plan

Figure 13. Land Use Plan Map



Timeline



Metro Technical Advisory Committee Advice to Metro Policy Advisory Committee

- Do you agree with the recommendation to expand the UGB to include the Sherwood West Urban Reserve?

Vote passed in favor, but not unanimous, including the notes taken during the meeting on suggested conditions.

Suggested conditions of approval

- Minimum number of homes and residential density
- Housing affordability requirements
- Transit oriented development
- Climate and emissions
- Title 4 Industrial Land
- Caution against burdensome conditions of approval
- Caution against requiring Sherwood West to address region's problems

Failed motion to increase density and require Title 4 Regionally Significant Industrial designation

Metro Committee on Racial Equity Recommendation to Metro Council

Recommendations on Sherwood West

- Conduct community needs assessment for public amenities
- Conduct community engagement in the region's most spoken languages, complete culturally specific outreach to under engaged communities
- Develop housing plan that includes mixed levels of affordability that correspond to regional and state housing goals. Align housing affordability with salaries of projected new jobs.
- Additional not listed

Metro Policy Advisory Committee Recommendation to Metro Council

Approve Metro COO Recommendation with three amendments:

- Adopt the high growth forecast instead of the baseline forecast
- Metro shall not impose any additional requirements on the City of Sherwood that are not articulated in their Concept Plan
- Agree to create a task force to report to Metro Council on opportunities for growth and capacity models that are more reflective of market realities. Goal of working with local jurisdictions and private sector partners to address employment land challenges identified through UGB process.

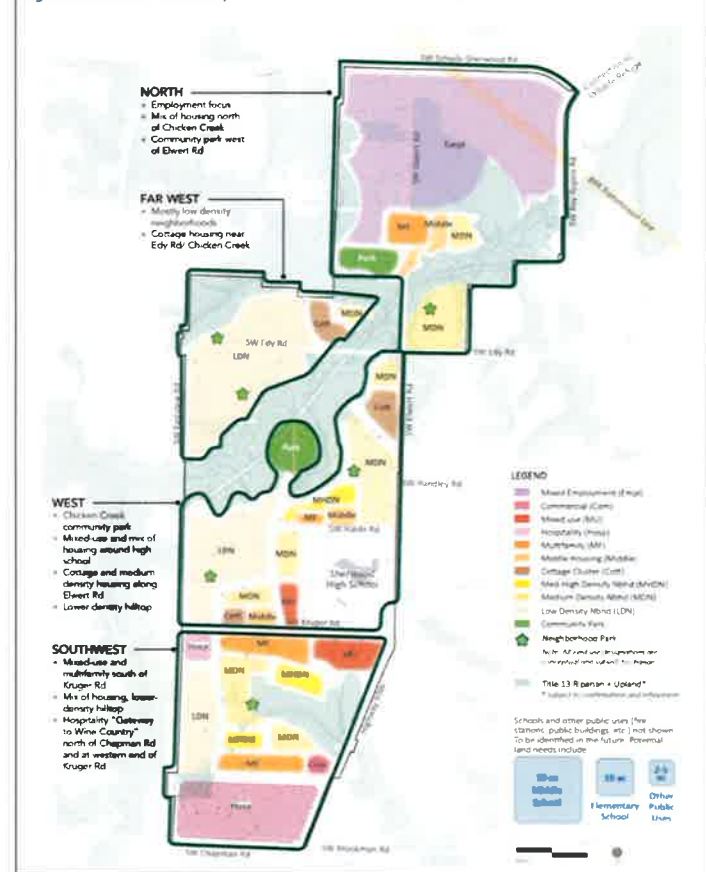
Failed motion – require a minimum of 12 units / acre and designate mixed-employment zone as Regionally Significant Industrial land

Metro Council Public Hearing

Public Testimony

- More testimony in support than in opposition
- Support from Sherwood West property owners, real estate professionals, economic development organizations
- Opposition from 1,000 Friends of Oregon and other land use advocacy groups

Figure 13. Land Use Plan Map



Resolution 2024-065

Authorizing the Mayor to modify the Sherwood West UGB expansion application to mixed-employment and hospitality land only

- Update to infrastructure financing plan
- Update to Title 11 Findings
- Authorize the Mayor to modify the Sherwood West UGB Expansion application on behalf of the City Council if the outcome of the 2024 Urban Growth Decision is likely to result in a condition of approval for a higher density than proposed in the Concept Plan or that materially changes the outcomes of the plan



SHERWOOD WEST URBAN GROWTH BOUNDARY EXPANSION DISCUSSION COUNCIL WORK SESSION

October 1, 2024

Eric Rutledge, Community Development Director

Sean Conrad, Planning Manager



SHERWOOD CITY COUNCIL RESOLUTION 2024-065 NEW BUSINESS

October 1, 2024

Eric Rutledge, Community Development Director



Oct 1, 2024
Date

New Business
Agenda Item

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Exhibit #

Resolution 2024-065

Modify the Sherwood West Expansion Proposal

- Sherwood West CAC, Planning Commission, and City Council provided direct input on the housing plan for Sherwood West
- Housing plan calls for an overall residential density or total average density of 9.2 units per net acre or 3,117 new homes
- Metro COO recommends the Metro Council adopt the baseline forecast for growth, resulting in a deficit of capacity within the UGB for between 1,000 to 5,300 homes

Resolution 2024-065

Modify Sherwood West Expansion Proposal

- A condition of approval that requires a higher average density than 9.2 units per acre has not been developed in consultation with the Sherwood community and is therefore not supported by the Sherwood City Council
- A condition of approval related to housing affordability may be overly restrictive and have unintended consequences such as the delay of housing production
- Other conditions of approval that materially change the outcomes of the plan have not been developed in consultation with the Sherwood community and are therefore not supported by the Sherwood City Council
- It may be in the best interest of the City of Sherwood and the Sherwood community to modify the UGB expansion application if the accepted Concept Plan's vision cannot be achieved

Resolution 2024-065

- Authorize the Mayor to modify the Sherwood West UGB Expansion application on behalf of the City Council if the outcome of the 2024 Urban Growth Decision is likely to result in a condition of approval for a higher density than proposed in the Concept Plan or that materially changes the outcomes of the plan

Supporting Material

- Update to infrastructure financing plan
- Update to Title 11 Findings



SHERWOOD CITY COUNCIL RESOLUTION 2024-065 NEW BUSINESS

October 1, 2024

Eric Rutledge, Community Development Director



Approved Minutes



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 1, 2024

WORK SESSION

1. **CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 5:32 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, Keith Mays, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia (remote), Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, HR Director Lydia McEvoy, IT Director Brad Crawford, Economic Development Manager Bruce Coleman, Planning Manager Sean Conrad, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

OTHERS PRESENT: First Forty Feet consultants Jason Graf and Will Grimm.

4. TOPIC:

A. Intro to Oldtown Strategic Plan

Planning Manager Sean Conrad provided background information and stated continuation of revitalization development of Old Town was a Council goal and a key deliverable was the Old Town Strategic Action Plan. He stated that staff had prepared an RFP and introduced First Forty Feet consultants Jason Graf and William Grimm. They presented the "Sherwood Old Town Strategic Action Plan" PowerPoint presentation (see record, Exhibit A) and stated that a part of their process was to get Council's thoughts and insights as well as business and community feedback to begin their process. Mr. Grimm recapped activities they had undertaken to get a feel for the Sherwood community to be used in their analysis. They provided background information on their firm. Mr. Graf addressed page 5 of the presentation and explained the scope and focus of the area they would be studying. He outlined that the Strategic Plan should reflect the interests of main street businesses, the community's vision, and decision-makers and would be the road map with actionable steps focused on a five-year timeframe. He recapped their objectives on page 6 of the presentation and stated they included community engagement and visioning; economic development and business growth; strategic site development; and incentives and tools guiding development. He stated engagement with the Council and the Sherwood Main Street group was critical and they would communicate with the broader community as well. He reported that there would be a Project Advisory Committee comprised of people that were familiar with the community. Mr. Graf recapped the process and timeline on page 7 of the presentation and explained that once the Project Advisory Committee was established, a meeting schedule would be

developed. He stated they would review and identify opportunities and challenges and then create specific strategies which would be assessed by Council, the Project Advisory Committee, and the Downtown Association. Mr. Graf spoke on their initial impressions of Old Town and the economic development work that had been completed thus far and asked for Council's feedback on what they considered the heart of Old Town. Council President Young referred to the Arts Center and Councilor Giles spoke on Symposium and stated he considered the nine-block area to be Old Town. Mr. Graf asked what the "signature street" was of Old Town and comments were received that it was Railroad Street. Mayor Rosener commented that he felt that Sherwood did not have a single "main street" unlike other cities with a main drag and stated that it was more spread-out giving Sherwood more opportunities to do things. Discussion followed regarding the nine-block radius of downtown and having residential on one side and commercial use on the other side. Councilor Scott referred to the residential side and not wanting to change a lot there to help maintain its character and spoke of the pathway next to City Hall and extending the walkway to Veteran's Park. He referred to the mixed-use side and stated that it was not just about the infill of vacant properties, but also the under-developed properties in order to get to a critical mass of businesses and residents in Old Town. He commented that getting to that critical mass of activity, both internally and externally, along with the redevelopment of underutilized properties would be key to its success. Councilor Brouse commented that she felt that the heart of Sherwood was Railroad Street, Sherwood Boulevard, 2nd Street over to Main Street and that block area and everything that happened in-between. Councilor Standke stated he lived near Old Town and provided the example of his family walking via Columbia to Railroad to the Veteran's Memorial Park and back down 1st Street to City Hall and to the walkway next to City Hall. He stated he did not believe there was solely one place in Old Town as it was small enough that you "could do it all." Councilor Brouse referred to Mr. Graf's question of "What qualities of Old Town do you most value?" and stated that, "it's gathering, it's community, it's a place to converse...it's collaborative." Councilor Giles spoke on discoverability and provided an example of walking in town and not knowing what he would find. Council President Young commented regarding the character of Old Town and undesirable types of development in the area. Councilor Brouse commented that she felt that Park Street was the most unique street in the community. Councilor Giles referred to Gas Pump Park and how Stella Olsen Park was not technically in Old Town, but it was within walking distance of Old Town and was the site of many city events. Mr. Graf referred to Stella Olsen Park and "edge assets" and the ability for people to explore and discover as they walked through the connected areas of town. Mayor Rosener noted that Sherwood had four schools within a walkable range of the downtown core and that Sherwood had a high ratio of school-aged kids to households. Mr. Graf referred to page 10 of the presentation and spoke on their initial impressions of Old Town and what the "arrival" was like from the various entry points of the city. He stated that the rail line created a barrier of sorts and that the sense of "arrival" was a bit convoluted from that direction. He referred to other areas of approach and commented that the "core" was not always identifiable and spoke on Railroad Street feeling like the edge versus the core/front door. Discussion occurred regarding the partial closure of Railroad Street during the pandemic which allowed businesses to expand into the street and the desire from some to close it permanently. Mr. Graf referred to page 12 of the presentation and spoke on vacant sites and city-owned properties and stated that Pine Street was an important piece. Mayor Rosener referred to the promenade that ran through Old Town and spoke on the potential draw it could be. He stated he envisioned the walkway continuing down to Veteran's Memorial Park which would open up the backs of the buildings, restaurants, and shops and commented that the vision could be something new and did not have to be an existing street. Discussion occurred regarding the need for connections and the need to clean up the trash cans in the alleyways if Mayor Rosener's idea were to proceed. Mr. Graf stated that Pine Street was an important connection that had a beginning and an end, and there was an opportunity to make 3rd Street an anchor over time. He said there were infill opportunities on 1st Street and referred to the term of "100% Corner," and said

that Railroad and Pine was also a possibility, but to him, he felt that 1st and Pine was “the heart.” Mr. Graf stated that encouraging development would have a reciprocal positive impact in downtown and commented that the Cannery project properties and Public Works area would provide significant opportunities. Councilor Mays clarified that there was an additional vacant parcel near Public Works. Discussion occurred regarding the utilization of the Field House. Mr. Graf outlined that the starred properties on page 13 of the presentation represented city-owned properties, and the pink lines represented possible future expansion of residential to commercial use properties. Mayor Rosener referred to the current Public Works location and commented that once the new Public Works facility was completed, there was an opportunity to extend Columbia Street to expand commercial opportunities in that area. Mr. Graf commented that extending Columbia Street to Oregon Street would open up the area and provide a new route into Old Town and discussion occurred. Discussion occurred regarding the currently vacant property on Langer Farms Parkway and Oregon Street and the need to complete a review of the zoning of nearby properties during the Comprehensive Planning process. Councilor Mays stated that the currently vacant property on Langer Farms Parkway and Oregon Street could be zoned for high-density residential which would allow people to live near a major retail and transportation area. Mr. Graf asked Council what their priorities were for city-owned parcels and Councilor Mays referred to the lot on 3rd Street and Pine and Sherwood Boulevard lot and commented that the lot had been difficult to plan for or develop. Councilor Giles referred to the Old School House property and stated he wanted to turn it into a food cart pod and Councilor Brouse stated she agreed. Mayor Rosener stated that his goal was to increase foot traffic, more lunchtime business, more mercantile shops, etc. and he suggested a boutique hotel would compliment the area and spoke on possible economic development tools the city could use to help influence the types of businesses in Old Town. Mr. Graf stated that they would review the development capacity for the sites and conduct a market analysis. He explained that once that was done, they would determine how achievable it would be and if the city’s zoning codes and regulations needed to be changed in order to do so. Council President Young referred to SB 1537 and the need to be cautious of the impacts of that legislation and discussion occurred. Community Development Director Rutledge stated that staff would review code and/or incentives to either require or guide the process to mitigate against the impacts of SB 1537. Councilor Giles commented that he was not looking to solve the housing shortage in Old Town and explained that he was more interested in “temporary people” who would visit Sherwood from outside the city and commented that Old Town did not have the traffic capacity to support a high density and discussion occurred. Mayor Rosener referred to the Sherwood West Concept Plan’s Hospitality Zone and stated that he wanted the Old Town work to compliment the Sherwood West Concept Plan. Mr. Graf provided an overview of the various building styles seen around Old Town on page 16 of the presentation and spoke on forms and the ability to create a rhythm via the form of the building and the materials used. Council discussed creating a unified style and Community Development Director Rutledge explained that the mixed-use code had been updated, but the Old Town design standards had not been updated as of yet. Mayor Rosener referred to the idea of a unified style and asked that they honor Sherwood’s history and spoke on Sherwood’s brick manufacturing history. Councilor Giles referred to the various building styles seen around Old Town and asked if it were possible to create a cohesive style moving forward so Old Town was visually unified as time went on and referred to ways to incentivize façade replacement. Councilor Scott commented that it was important to update the design code first, then go back and fix what needed fixing. Councilor Standke spoke on Council’s desire to draw more people into Old Town and asked if the lack of parking would be addressed. Councilor Scott suggested one-way streets with angled-in parking on both sides or building strategic parking on the perimeter of Old Town. Mr. Graf explained that one-way streets frustrated drivers and Mr. Rutledge commented that parking would be reviewed as a part of the study. Councilor Standke asked how success would be measured. An audience member commented that there was a balance between repurposing unutilized properties while also maintaining the integrity of the historic preservation of the town.

He continued that this could be made thematic or congruous through messaging and how that message was expressed via buildings. He stated that there was money available now for historic preservation projects and spoke on the preservation of the more utilized historic Old Town buildings. Councilor Scott commented that he would welcome community feedback on which historic Old Town buildings should be preserved. Council President Young referred to the Project Advisory Committee and asked which Councilors would serve on the committee. Community Development Director Rutledge explained that staff would bring a resolution to Council at their October 15th meeting to formally select the Project Advisory Committee. He explained that a Planning Commission member would also serve on the committee along with business and property owners and potentially some residents. Council President Young suggested that Councilor Scott and Councilor Standke serve on the Committee.

B. City Website Update

IT Director Brad Crawford presented a project timeline overview and website examples (see record, Exhibit B) and explained that before the new website was launched, an internal update to the current site was being completed which made the website ADA compliant. He stated that the new website would likely launch six months from now with the testing phase set to start in March 2025. He reported that 15 staff members were a part of the new website committee and had reviewed several different website examples provided by the vendor and staff had completed site mapping. Mayor Rosener asked what was the guiding principle for staff during the site mapping process. Mr. Crawford explained that staff had scraped the current website and pulled the individual pages out and ran them through some accessibility tools to determine what the best navigation was. He outlined that the pages concerning citizen engagement and finding services were prioritized for easy navigation and placed on the front page of the website. He provided an overview of website wireframes layouts and features. Mayor Rosener asked how staff would manage the data included on the website so information was kept up to date. IT Director Crawford replied that a website standards guide would need to be drafted and explained that each webpage would include an expiration date which when triggered, would alert staff that the webpage needed to be reviewed, updated, or unpublished. Council discussed how they wanted the website to prioritize the most current year during a search. Mr. Crawford provided an overview of the available frontpage mockups and ADA tools that were available, discussion occurred, and Council voiced that they preferred the webpage with the oval logo with the quick links located at the top of the page.

C. Sherwood West Update

Community Development Director Eric Rutledge presented the "Sherwood West Urban Growth Boundary Expansion Discussion" PowerPoint presentation (see record, Exhibit C) and provided a recap of the project timeline to date. He stated that October 8th was the target date for Metro Council to provide direction to Metro staff and would be a work session. He outlined that the UGB expansion request had been through the Metro Technical Advisory Committee (MTAC) and Metro staff asked the committee, "Do you agree with the recommendation to expand the UGB to include the Sherwood West Urban Reserve?" and Mr. Rutledge reported that the vote passed in favor, but it was not unanimous. He noted that there was a failed motion to increase density and require Title 4 Regionally Significant Industrial 2 designation. He stated that MTAC ultimately moved forward with the Metro COO recommendation with notes. He provided an overview of the suggested conditions of approval as: minimum number of homes and residential density; housing affordability requirements; transit-oriented development; climate and emissions; Title 4 Industrial Land; caution against burdensome conditions of approval; and caution against requiring Sherwood West to address the region's problems. Councilor Giles asked for clarification on what the failed motion would have meant had it gone

through and Mr. Rutledge explained that it likely would have meant that there would be lot size restrictions for Industrial land and would limit the amount of Commercial land. He outlined the recommendations from the Metro Committee on Racial Equity as: conduct community needs assessment for public amenities; conduct community engagement in the region's most spoken languages, complete culturally specific outreach to under-engaged communities; develop housing plan that includes mixed levels of affordability that corresponded to regional and state housing goals and align housing affordability with salaries of projected new jobs. He reported that there was a failed motion at the Metro Policy Advisory Committee meeting to require a minimum of 12 units per acre and designate mixed-employment zone as Regionally Significant land. He stated that ultimately, the Metro Policy Advisory Committee recommended the approval of the Metro COO recommendation. Mayor Rosener added that it was also stated that there should be no conditions of approval that would require Sherwood to do anything more than what was cited in the Sherwood West Concept Plan. Director Rutledge recapped that the Metro Policy Advisory Committee voted to approve the Metro COO recommendation with three amendments and outlined them as: adopt the high growth forecast instead of the baseline forecast; Metro shall not impose any additional requirements on the City of Sherwood that are not articulated in their Concept Plan; and agree to create a task force to report to Metro Council on opportunities for growth and capacity models that are more reflective of market realities with the goal of working with local jurisdictions and private sector partners to address employment land challenges identified through UGB processes. He recapped the Metro Council public hearing testimony on page 7 of the presentation and outlined that there was more testimony in support than in opposition, support was shown by Sherwood West property owners, real estate professionals, and economic development organizations. Mr. Rutledge explained that Metro Council would now deliberate on whether to expand the boundary, whether or not to adopt the high growth forecast or the baseline forecast, and whether or not any conditions of approval were necessary. He outlined that proposed Resolution 2024-065 was on the City Council agenda for the regular session following this work session and explained that the resolution would authorize the Mayor to modify the Sherwood West UGB expansion application to mixed-employment and hospitality land only. Mayor Rosener noted that if time permitted, an emergency Council meeting would be called to discuss their options. Mayor Rosener asked if the city was allowed to do an industrial ask at any time and Councilor Mays replied that was correct. Mayor Rosener asked if the hospitality land would fall under that as well and Mr. Rutledge replied he would look into it and discussion occurred.

5. ADJOURN

Mayor Rosener adjourned the work session at 7:10 pm and convened a regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 7:15 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, Keith Mays, and Doug Scott.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia (remote), Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, City Engineer Jason Waters, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR MAYS TO APPROVE THE AGENDA. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

A. Approval of September 17, 2024, City Council Meeting Minutes

B. Resolution 2024-066, Authorizing the City Manager to sign a Contract with Kittelson & Associates for the Transportation System Plan (TSP) Update Project

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENT:

Sherwood resident Maria Berglund came forward and expressed her concerns about the safety of the Archer Glen Elementary crosswalk. She stated that Sunset was a very busy road and stated she had seen an increase in aggressive behavior from drivers since the start of the school year. She asked that more be done to protect those utilizing the crosswalk and spoke on pedestrian safety measures in surrounding school zones. She reported that she had voiced her concerns to the Traffic Safety Committee and had spoken with local parents and Archer Glen staff. She recapped her four safety improvement suggestions as: a cement island in the middle of the road with bulb outs at the ends of the crosswalk to make the crosswalk shorter, reduce the speed on Sunset to 25 mph, place speedhumps in front of Archer Glen, and add lighting to make pedestrians more visible to drivers during low-light hours. Council President Young commented that she had been in contact with Ms. Berglund and other parents about their concerns and stated that the safety issues needed to be addressed. Councilor Scott asked that a work session be scheduled to review school crossing safety for all Sherwood schools. Mayor Rosener stated he agreed that something needed to be done. Councilor Mays asked if the Traffic Safety Committee had created a recommendation based on Ms. Berglund's concerns and asked that it be shared with Council. City Manager Sheldon replied that he and Chief Hanlon would look into the Traffic Safety Committee's notes and report back to Council. Ms. Berglund reported that the Traffic Safety Committee had discussed the topic twice.

Sherwood residents Rand Yen and Lanton Bauman came forward and Mr. Bauman explained Councilor Giles had recently visited their school and spoke about the possibility of food trucks coming to Sherwood. Mr. Bauman suggested that a food cart pod near the high school would be an ideal location so students would not have to drive to get food. He stated that Old Town was another ideal location because it would draw people into Sherwood to shop. Mr. Yen stated that he wished to open a small business and spoke on the need for the city to give small businesses a chance and suggested a year-round farmers market. Councilor Giles commented that he would discuss Mr. Yen's small business incubator idea with the Sherwood Chamber of Commerce. Mayor Rosener stated that he liked the idea of a year-round farmers market.

Mayor Rosener addressed the next agenda item.

7. NEW BUSINESS:

A. Resolution 2024-065, Authorizing the Mayor to modify the Sherwood West UGB expansion application to mixed-employment and hospitality land only

Community Development Director Eric Rutledge presented the “Sherwood City Council Resolution 2024-065 New Business” PowerPoint presentation (see record, Exhibit D) and stated that the resolution would modify the Sherwood West expansion proposal to only include Industrial and Hospitality land. He recapped that the city had engaged in a two-year planning process with the Sherwood community, CAC, Planning Commission, and City Council where they determined a total average density of 9.2 units per net acre, or 3,117 new homes in the Sherwood West area. He reported that the Metro COO recommended that the Metro Council adopt the baseline forecast for growth, which resulted in a deficit of capacity within the UGB for between 1,000-5,300 homes. He stated that there was the potential condition for approval that would require a higher average density than 9.2 units per acre and had not been developed in consultation with the Sherwood community and was therefore not supported by Sherwood City Council. He noted that there was also a possible condition of approval around housing affordability and explained that these types of conditions were likely to delay housing production, not increase it. Mr. Rutledge stated that there were other conditions of approval that would change the outcome of the plan and the vision that the Sherwood community set, and those types of conditions were not supported by the Sherwood City Council. He stated that it may be in the best interest of the City of Sherwood and the Sherwood community to modify the UGB expansion application if the accepted Concept Plan's vision could not be achieved. He provided an overview of the applicable areas the proposed resolution would apply to on page 4 of the presentation. He reported that it would apply to a 277-acre Mixed Employment Zone and an 80-acre Hospitality Zone and noted that this would not change the baseline Concept Plan should the city decide to do a UGB expansion in the future. Mr. Rutledge recapped that the proposed resolution would authorize the Mayor to modify the Sherwood West UGB expansion if the conditions of approval were likely to result in a substantial change to the vision set by the Sherwood community for the Sherwood West Concept Plan. He noted that the resolution included an updated infrastructure financing plan and updated Title 11 findings. Mayor Rosener clarified that Sherwood's current density was between 7-8 units per acre and the 9.2 density was a probable final buildout density for the Sherwood West area. He explained that the proposed resolution was necessary because the approval of the city's UGB expansion request was a Metro decision, and he hoped the city could come to an agreement with Metro without having to utilize this resolution. With no further discussion, the following motion was received.

MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2024-065, AUTHORIZING THE MAYOR TO MODIFY THE SHERWOOD WEST UGB EXPANSION APPLICATION TO MIXED-EMPLOYMENT AND HOSPITALITY LAND ONLY. SECONDED BY COUNCILOR GILES.

Prior to the vote, Councilor Scott commented that he hoped that the resolution would not need to be utilized and that the Sherwood West Concept Plan could move forward because he was excited about it. Councilor Giles confirmed the preferred order of actions from Mayor Rosener should either Resolution 2024-065 or Resolution 2024-064 need to be utilized. Mayor Rosener commented that it would be dependent on what the Metro conditions were, but confirmed that if time allowed, a City Council meeting would be called to discuss it. Council President Young commented that she thought this was a great tool and expressed her desire for Portland to refrain from interjecting in the planning of other communities.

MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon reported that Economic Development Manager Bruce Coleman's last day would be October 4th and a retirement party would be held on October 3rd at the Arts Center. City Manager Sheldon thanked Mr. Coleman for his work over the past five years. Councilor Scott reported that Coffee with a Cop would be held on October 2nd at Symposium. Mr. Sheldon reported on his attendance at the recent ICMA conference.

Mayor Rosener addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Giles spoke on the need for better educational opportunities for students to learn about local government. He thanked Rand Yen and Lanton Bauman for coming to this meeting and speaking.

Councilor Brouse reported that she attended the Housing Advisory Committee meeting where they discussed their Comprehensive Plan. She reported she would attend the Regional Water Providers Consortium committee meeting. She reported the Sherwood Wine Festival would be held on November 2nd. She recapped upcoming Chamber of Commerce events. She reported that the Senior Center was seeking volunteer drivers.

Councilor Mays reported that the Cultural Arts Commission had not met. He reported he attended the most recent WCCCA meeting.

Councilor Scott reported that the Parks and Recreation Advisory Board would meet on October 7th. He commented that the City of Portland and Multnomah County both had lower densities than Sherwood.

Councilor Standke reported he attended the most recent Planning Commission meeting where they approved LU 2024-009.

Councilor Scott, Mayor Rosener, and Council President Young spoke on the creation and fulfillment of the Economic Development Manager position and their happiness with Mr. Coleman's work over the past five years.

Council President Young reported that she would attend the Region 1 Committee on Transportation meeting. She recapped recent Sherwood Police Foundation support for the Sherwood Police Department. She welcomed State Representative candidate Jason Fields.

Mayor Rosener reported on the various meetings he had regarding the city's UGB expansion request. He reported on his recent trip to Washington D.C. to lobby on behalf of Sherwood and commented that over the past five years, the city had secured around \$4 million in federal funding and \$5 million in EPA funding. He reported he met with the FCC as a part of the intergovernmental advisory council for the FCC. He reported

that he attended the most recent MPAC meeting. He reported that he met with Washington County Commissioners to discuss MSTIP funding. He reported that Pirates of Pinehurst would begin on October 3rd.

10. ADJOURN:

Mayor Rosener adjourned the regular session at 7:55 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Kim Young, Council President