



*Home of the Tualatin River National Wildlife Refuge*

# **CITY COUNCIL MEETING PACKET**

**FOR**

**Tuesday, April 1, 2025**

**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>



Home of the Tualatin River National Wildlife Refuge

### **5:30 PM CITY COUNCIL WORK SESSION**

1. **Tannery Site Cleanup Project Update**  
(Jason Water, City Engineer)
2. **Sherwood Chamber of Commerce – 2025 Business Plan**  
(Craig Sheldon, City Manager)
3. **Housing Bill Updates**  
(Eric Rutledge, Community Development Director)

### **7:00 PM REGULAR CITY COUNCIL SESSION**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
  - A. **Approval of March 18, 2025, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
  - B. **Resolution 2025-018, Authorizing the City Manager to Execute a Construction Contract for the Edy Road Grind and Inlay Project** (Rich Sattler, Interim Public Works Director)
6. **CITIZEN COMMENTS**
7. **PRESENTATIONS**
  - A. **Proclamation, Proclaiming April 25, 2025 as Arbor Day** (Mayor Rosener)
8. **PUBLIC HEARING**
  - A. **Ordinance 2025-001, Amending Sherwood Municipal Codes 8.04 and 10.08 and removing 9.60 regarding Ticketing and Towing Vehicles** (*Second Hearing*)  
(Sebastian Tapia, Interim City Attorney)
  - B. **Resolution 2025-019, Amending Section 3 of the City's Schedule of Fees for Parking Violations and Police Services and Establishing an Effective Date**  
(Sebastian Tapia, Interim City Attorney)
9. **CITY MANAGER REPORT**
10. **COUNCIL ANNOUNCEMENTS**

### **AGENDA**

#### **SHERWOOD CITY COUNCIL April 1, 2025**

**5:30 pm City Council Work Session**

**7:00 pm City Council Regular Session**

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

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

## 11. 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](mailto: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](mailto:Cityrecorder@Sherwoodoregon.gov) or 503-625-4246 at least 24 hours in advance of the meeting start time in order to receive the phone dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

**How to Find out What's on the Council Schedule:** City Council meeting materials and agenda are posted to the City web page at [www.sherwoodoregon.gov](http://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](mailto: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](mailto: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**  
**March 18, 2025**

1. **CALL TO ORDER:** Mayor 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, Keith Mays and Doug Scott. Councilor Dan Standke was absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, Finance Director David Bodway, Sherwood Arts Center Manager Chanda Hall, and City Recorder Sylvia Murphy.

4. **TOPICS:**

**A. Family Justice Center**

Speaker was not present, topic to be rescheduled.

**B. Pedestrian Bridge Medallion Art Project**

Assistant City Manager Kristen Switzer stated the Sherwood Cultural Arts Commission had been working on this project. Sherwood Center for the Arts Manager Chanda Hall recapped the Sherwood Pedestrian Bridge Medallion Art presentation (see record, Exhibit A) and explained the drawing from KPFF showing the specs and placement of the medallions. She stated there was a total of 8 medallions and four of them were 18 inches wide and four were 24 inches wide. She explained the themes had emerged over the years from gathering public comments and citizen input and people were looking for things that were family friendly, emphasized Sherwood's natural settings and wildlife, and honored the history of the area. She recapped medallion examples and explained where they were from. She further explained a theme, of "Who Walked Here". She stated they wanted to create a "stop and look" moment and provided examples of wildlife footprints that were native to the area. She shared examples of "placemaking" markers and explained. She stated stainless steel was the material recommended by KPFF. She explained the opportunity to have a QR code for digital engagement. Comments were received that the QR code and its content could be changed and updated. Mayor Rosener stated he loved the idea of the history elements and asked if the medallions could be expanded beyond the pedestrian bridge and provided examples. Councilor Giles asked how the stainless steel would weather over time. Chanda explained there were other options, including a composite option of glass fibers and stated they weather very well. She stated stainless steel holds up better and will be a bit of an investment and brass and

concrete composites were other options. Kristen Switzer stated that KPFF scoped stainless steel for the project, but the city could look at other options. Discussion followed. Chanda explained next steps and said if the Council was happy with the direction, staff would put out a call for artists with the goal of bridging the gap between pedestrians and their environment, having something that is engaging and draws people to the bridge that's interactive and has digital access. Comments were received that the QR codes did not need to be on the medallions and placed elsewhere on the bridge. Brief discussion followed regarding the information that can be obtained through a QR code, the benefits of a QR code in conjunction with other city events, and the ability to capture historic information, and the importance of signage durability. Mayor Rosener commented regarding capturing historical emphases of Sherwood in prior years and current times. Kristen Switzer asked to clarify, and if staff was going to add the other elements to the city and focus on the history specific to an area, history that might have been outside of Smockville, and then expand and focus on historical elements, like at Stella Olsen Park and have it be truly symbolic, or do you want to tell the history of Sherwood through the bridge? Mayor Rosener replied the first one and discussion followed. Council spoke on expanding medallions citywide and the design of the medallions on the bridge. Discussion followed and the City of Tualatin was provided as an example. Staff reminded that the bridge would have 8 medallions and informed on their placement. Comments were received to utilize Sherwood historians and having them attend Cultural Arts meetings to gather input on the design as well as contacting the Sherwood School District for youth involvement. Members of the Sherwood Cultural Arts Commission were present and shared their feedback with the Council. Council comments were received to have the artist and team work on multiple designs, more than just for the eight medallions. Jane with the Cultural Arts Commission commented regarding student engagement and the idea of having art displayed on the bridge and expanding art concept throughout Sherwood as it's a very walkable community. Comments were received to have the QR code on separate plaques as technology changes.

### **C. Transient Lodging Tax (TLT)**

Mayor Rosener stated the Council asked to review TLT during their recent Goal Setting session and Finance Director David Bodway presented information (see record, Exhibit B). David stated the city goal was Pillar 3, Livability and Workability. David explained what the tax was and stated the city implemented a 3% tax effective April 2019. Councilor Scott asked if the city wanted to change the rate, was there a limit. David stated he would get to that and further explained the Washington County 9% tax and State of Oregon 1.5% tax for a total of 13% tax in Sherwood. He explained ORS 320.350 stated that 70% of the net revenue must be used to fund tourism promotion or tourism-related facilities, finance or refinancing of debt of tourism-related facilities. He provided an example with the City of Beaverton. He stated that the other 30% of net revenue is unrestricted and can be used to fund city services. He stated the total tax Sherwood has collected since inception was \$632,290. Mayor Rosener referred to the ORS and stated that there are a few bills in Salem. David stated that in 2020 the Hampton Inn opened in Sherwood and prior to this hotel, the city collected an average of \$4000 annually. David stated that in 2023 the Council met in a work session to determine how the funds were to be divided and said currently all the funds are transferred into the Arts Center fund. He stated this allows for unrestricted dollars to help fund economic development and promotion fund (\$70,000), and this is helping to pay for the Old Town Strategic initiative. He said 30% (\$45,000) supported the Sherwood Center for the Arts and 23.3% (\$35,000) is for the public art fund that is currently being used to help pay for the round-about art and other future projects. David further explained that currently in the legislative long session, HB3556 would allow city or counties to use net revenues from its hotel tax to fund the costs of public safety and possibly costs that are tied to infrastructure, such as park trails and possibly streets due to wear and tear from

tourism. Council President Young provided an update on the HB testimony received to date and said there had been around 40 public comments with 4 in support and the remainder were opposed. She stated the opposing testimony were mostly Chamber of Commerce, tourism related and the testimony in favor were more from coastal communities. Mayor Rosener added that it's a real problem for coastal communities and the LOC is helping to support it. Council discussion occurred. David said staff is in the process of preparing the biennium budget and is seeking council direction or discussion on whether to keep the current funding model, reevaluate when a second hotel opens, or wait to see what occurs with the legislature. Mayor Rosener replied he thinks we need to discuss further after the legislature concludes and reminded the Council that the Sherwood Chamber of Commerce will be coming to the council at a future work session with a business plan presentation. He stated he believed the council had some boxes to check before the current model is changed. Council President Young commented regarding considering the options and recapped prior history with TLT discussions and funding options for the Arts Center and Chamber. Mayor Rosener reminded that the TLT is one source of funding and there are many other sources. Councilors Scott asked regarding the maximum tax increase allowed and David replied he needs to look into this and believed there needed to be an ordinance to increase it, and it could be increased temporarily to build something related to tourism. Council discussion followed regarding what the cap was. David added that his research shows that Sherwood's tax was on the lower end in comparison to other cities and will do further research on the cap amount. Council discussion followed regarding a temporary increase and the legislature providing cities with more latitude. Councilor Mays added that he believed the county rate plays a role. Councilor Brouse asked if the City's Charter affected the rate, and Councilor Mays replied no as it was not impacting a residential household and it was a choice. Councilor Scott referred to the \$45,000 that helped fund the Arts Center and asked if this balanced the books or if they are still in a deficit. Staff confirmed they are still in a deficit. Councilor Scott added that he is in support of the art center funding and funding of economic development with a possible reduction when the Old Town initiative is done, and he was in support of public art. He commented that there could be an opportunity for the medallion program to get funding from TLT. He further stated that the Council should have a plan to spend funds over the future to have an impact in the community that is noticeable. Councilor Mays replied he is in support of the current configuration and said there will be an opportunity once the Old Town work is completed to deploy those resources in a different manner. He said he is also curious on legislative limits if any. Councilor Brouse stated she was comfortable with current funding levels and commented regarding public safety and the passage of the bill. She added that if the Council was going to consider the Chamber, they should also consider Main Street. She commented regarding future planning of Sherwood West and medallion art and to consider this for future funding. Councilor Giles commented regarding needing to rebrand the city as colors and logo will affect the TLT if the city will be advertising. He provided examples of advertising and use of the city logo and commented that the logo was outdated and doesn't speak to the current vibe the city is going for. He added he was in support of raising the tax to help pay for design services for rebranding. Comments were received regarding delay of rebranding due to capacity and not necessarily funding. Discussion followed. Council President Young commented that she agreed with Councilor Giles regarding branding and commented regarding the passage of public safety and to know how much the police department is impacted by tourism before expending funds. She stated she would like to see what the Chamber brings to the Council and would consider Main Street. She stated the Chamber represents citywide and Main Street represents a smaller area. Mayor Rosener commented that for now he is fine with the allocations and the comments received and wants to see what Salem says, and what the Chamber and potentially Main Street present and then he may adjust a bit. He stated that the city is going to continue to grow, and some projects will drop off and there will be opportunities to allocate funds and stated again that this is just one funding source for the city and there were many opportunities with grants. He added that the

conversation was more of determining what funding streams can fund. Finance Director Bodway interjected and informed the Council that the city had not received any CEP (Community Enhancement Program) applications, and the application submission period closed on April 15<sup>th</sup>. Councilor Scott added that he wants to hear what the Chamber or Main Street has to say and said generally he is not predisposed to want to just give any organization money and wants to see something similar to the CEP. Mayor Rosener added that Chambers can be a powerful economic development tool, and these are all things that the Council needs to discuss further. Council President Young added to consider having a conversation to potentially increasing the 30% and looking at what surrounding communities are doing. David replied he would get the information and forward it to the Council. Interim City Attorney Tapia referred to Section 47 of the City Charter and stated that it would apply if you planned on increasing more than 2%. Comments were received and Councilor Mays stated that he disagrees with the interpretation, and it was incorrect and Mayor Rosener added that commercial rates do not fall under that and asked staff to double check. Council comments were received regarding next steps and possibly having an ordinance to increase the rates, waiting and having a plan first, supporting the current model, if the rates are below market, increasing to get to the market rate, and consider the upcoming budget and shortfalls with WCCLS. Mayor Rosener stated that the Council will reschedule the Family Justice Center presentation. Discussion followed regarding the remaining time and the Council agreed to convene the executive session.

## **5. ADJOURN**

Mayor Rosener adjourned the work session at 6:27 pm and convened an Executive Session.

### **EXECUTIVE SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the executive session to order at 6:29 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Keith Mays and Doug Scott. Councilor Dan Standke was absent.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford and Finance Director David Bodway.
- 4. TOPIC:**

#### **A. ORS 192.660(2)(f), Exempt Public Records**

## **5. ADJOURN**

Mayor Rosener adjourned the executive session at 7:18 pm and convened the regular session.

### **REGULAR SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:25 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Keith Mays and Doug Scott. Councilor Dan Standke was absent.

- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, Finance Director David Bodway, Sherwood Arts Center Manager Chanda Hall, and City Recorder Sylvia Murphy.

**4. APPROVAL OF AGENDA:**

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

**MOTION: FROM COUNCIL PRESIDENT KIM YOUNG TO ADOPT THE AGENDA, SECONDED BY COUNCILOR RENEE BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR DAN STANDKE WAS ABSENT.**

Mayor Rosener addressed the next agenda item and asked for a motion.

**5. CONSENT AGENDA**

- A. Approval of March 4, 2025, City Council Meeting Minutes**
- B. Resolution 2025-015, Adopting City Council Goals and Deliverables for FY2025-26**
- C. Resolution 2025-016, Authorizing the City Manager to Execute an Oregon Transportation Infrastructure Bank Loan for Construction of Ice Age Drive**
- D. Resolution 2025-017, Authorizing the City Manager to enter into an Intergovernmental Agreement with Clean Water Services for the Construction of the Brookman Trunk Sewer Extension Project**

**MOTION: FROM COUNCILOR RENEE BROUSE TO ADOPT THE CONSENT AGENDA, SECONDED BY COUNCIL PRESIDENT KIM YOUNG. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR DAN STANDKE WAS ABSENT.**

Mayor Rosener addressed the next agenda item.

**6. CITIZEN COMMENTS**

There were no citizen comments. Prior to Mayor Rosener addressing the next agenda item, Interim City Attorney Tapia introduced Chelsea Alatraste a law clerk working in the city attorney's office. Chelsea came forward and introduced herself and provided the Council with her background and future plans. Chelsea stated she would be with the city through the end of April 2025. Council had questions for Chelsea and welcomed her to the city.

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

**7. PUBLIC HEARING**

- A. Ordinance 2025-001, Amending Sherwood Municipal Codes 8.04 and 10.08 and removing 9.60 regarding Ticketing and Towing Vehicles**

Interim City Attorney Sebastian Tapia provided a presentation (see record, Exhibit C) and stated that the ordinance had come before the City Council with coordination of the Sherwood Police department and a



thorough review of cases from other cities and counties. Mr. Tapia recapped the presentation and explained due process to include pre-towing notification and a prompt hearing and stated that these are considered in the proposed code amendments. He explained that it was common practice for law enforcement to have a vehicle towed following an arrest. He explained that the courts indicated that if a car is parked in a location that is not interfering with traffic or interfering with pedestrians that the city's action in moving it was a fifth amendment taking. He said with that in mind, staff was mindful in the development of the code and its enforcement. He addressed preemption and said under Oregon state statute, if a vehicle is towed pursuant to the statute there is a requirement to have a hearing within 3 days of the request. He said Sherwood's current code is a 5-day request. He stated it was not clear if a preemption applied, but it probably does. He explained that in coordination with the Sherwood municipal court he added language allowing for remote hearings. He addressed long-term violation procedures and said it was part of the existing code with a couple of strategic amendments. Mr. Tapia provided examples of first and second types of violations. He referred to administrative fees and said the Council will be considering fees at their April 1<sup>st</sup> meeting. He explained third and fourth stage violations and provided examples. He addressed new code provisions of reoccurring offenses and explained he got this language from the City of Bend. He explained the provisions and provided examples. Mayor Rosener asked Police Chief Hanlon how many tows were done within a year. Chief Hanlon replied he did not know the number but it's a handful and said they are really hamstrung on when they can tow and provided examples. He said about 95% of Sherwood tows are crash related incidents. Mr. Tapia explained additional terms for towing vehicles to include abandoned vehicles, stored vehicles and hazardous vehicles, and provided examples. Councilor Scott asked regarding city lots and Mr. Tapia explained the allowable provisions. Councilor Giles provided an example of a vehicle in place for an extended period of time and Mr. Tapia stated that that would be considered a stored vehicle if it remained for 120 hours. Council comments were received regarding vehicles parked for a period of time in a residential area and Chief Hanlon replied many situations are complaint driven and explained their process to address the situation. Mr. Tapia addressed Vehicle Removal Without Notice – Immediate Tow and five reasons of Hazardous Conditions, Criminal Circumstances (amended code), Registration Issues (new code), Driver Violations (amended code) and Fire Scene (amended code) and explained and provided examples. Councilor Mays addressed immediate tow and provided an example of an event in town that was permitted and properly noticed with no parking signs and asked how these vehicles are addressed. Mr. Tapia replied he introduced a No Parking Zone that could be temporary or permanent in nature as designated by the City Manager, and provided an example of a parade and needing to clear the streets, and said it would indicate three days prior to the restriction, the date, time and duration of the restriction and someone parked in the no parking zone would be an immediate tow. Mr. Tapia addressed impound procedures and said there are notification procedures before and after a tow and explained, Noticing Requirements, Notice Content, Post-Removal Notice and Reasonable Efforts. He provided an example of "Reasonable Efforts". Mr. Tapia explained Vehicle Release and Hearing Process and said the release requirements were simplified and explained that with the amendment he looked at the least number of restrictions to get the vehicle back to the owner or someone designated by the owner. Councilor Mays asked if tow and storage charges are set and regulated and if so by who. Mr. Tapia replied they are and stated that each Sheriff's office is authorized to set standards within their county and cities must comply. He explained that if a vehicle is towed, it could be towed to a number of different tow yards in the area and an IGA describes the procedures and requirements. Chief Hanlon added that if the IGA is agreed to, there are standards that must be met and tows are done on a rotation. He further added that individuals would be notified of the tow location. He stated that when a tow is conducted, the information is entered into the LEDS database. Councilor Brouse asked if the LEDS system is used to track the violations and hours or is that a separate system. Chief Hanlon replied that is incumbent on the officer and working with court to determine those. He provided an example and their use of an "Orange Sticker", which is a notice of tow. He said they will track them and work with court on prior violations. Chief Hanlon

stated staff was figuring it out and said it was worth it to have something in place. Council President Young asked regarding internal tracking processes and provided an example of a tow notice issued by an officer and after 72 hours that officer is not on duty, how does that information transfer to an on-duty officer. Chief Hanlon replied and said they would communicate with each other and could ask the CSO (Community Services Officer) to handle it. Mr. Tapia commented that that information would need to be documented and provided to his office so that we can prove the person did not move the vehicle, or if something else happened in between the shift changes. Mr. Tapia addressed the hearing process and said this was a change per the required state statute requiring a hearing within three days, this was a change from seven days to be in compliance. Councilor Scott asked regarding a tow hearing and Mr. Tapia replied and provided an example that a hearing can be requested before a tow occurs if the individual feels a tow should not occur. Mr. Tapia addressed Parking Restrictions and explained Time and Location and stated the language was an amendment. He explained amendments to the Fee Schedule and explained they are referred to Administrative Fees in terms of the money the city takes in, versus having to pay the county and the state and said we actually pay the county and state \$75 off the top of a ticket if we call it a fine. He stated that calling it an Administrative Fee is in line with other cities and standard practices. Councilor Mays commented regarding the budget process and budget committee reviewing of fees and Mr. Tapia stated the Fee Schedule is planned to come before the council on April 1<sup>st</sup> for each new section. Brief discussion occurred regarding the fees along with all city fees being a part of the annual adoption of the city's budget. Mr. Tapia addressed No Parking Zones and said the City Manager is authorized to designate a location to be a No Parking Zone, permanently or temporarily. He explained an Immediately Tow being authorized when two or more municipal judgements are due or unpaid. Mayor Rosener asked regarding a permitted parking area and provided an example of an unauthorized vehicle parked in the permitted zone, is it considered a no parking zone. Mr. Tapia replied it could be and it would depend on how the City Manager designated the location as he would have the authority to impose conditions. Mayor Rosener clarified and said, if it's a permitted parking area, it should be covered by our code. Mr. Tapia confirmed. Councilor Mays and Mayor Rosener thanked the city attorney for the work on the proposed code amendment. Mayor Rosener opened the public hearing to received testimony, and with none received he closed the public hearing. He continued the public hearing to the April 1<sup>st</sup> Council meeting. Councilor Mays asked the City Manager if he was supportive of the proposed ordinance. Mr. Sheldon replied yes and stated it helped the police department and allowed the city to be current with our code, with no parking zones and parking lots. Mayor Rosener commented regarding the city's intent of being compliant with current state laws and having a tool to deal with nuisance situations.

## **8. CITY MANAGER REPORT**

City Manager Sheldon reported on the pedestrian bridge project and upcoming road closures. He informed the council that staff was working with a software to help with reporting, tracking, measuring and delivering on Council Goals.

## **9. COUNCIL ANNOUNCEMENTS**

Councilor Giles reported that the planning commission did not meet, and he attended a Metro Mixer with local leaders and the Metro Council. He stated he attended a Policy Advisory Board meeting (CDBG) (Community Development Block Grant) as the alternate liaison to Council President Young. He stated he was in attendance as some of the pedestrian bridge work was being done and complimented staff on their project management.

Councilor Brouse reported on the Senior Advisory Board meeting and their conversations of working with the Parks and Recreation Advisory Board to have some adult friendly equipment at a Sherwood Park and stated Langer Park was the spoken location. She added this was in conjunction with the Age Friendly City conversation and plan. She reported on Sherwood Chamber of Commerce Cruis'In event and said there are opportunities to be a vendor and volunteers were needed. She reported on a recent trip to Washington D.C. with a group of Sherwood students. She reported on an upcoming open house of a new build-out at Just Compassion of Washington County located in Tigard. She reminded that there were still CEP (Community Enhancement Program) grants available, and the application period closed April 15<sup>th</sup>.

Councilor Mays congratulated all those involved with the pedestrian bridge project and instillation of the first section and thanked those involved in capturing the photos and timelapse videos. He reported on the recent Cultural Arts Commission meeting and said they will be submitting applications for CEP grants, and they have been working on the pedestrian bridge medallion program.

Councilor Scott commented regarding the pedestrian bridge project and said it's a beacon and will be a big part of Sherwood's identity and provided kudos to all those involved. He reported on a recent Parks & Recreation Advisory Board meeting and their discussion of removal of hazardous trees and replanting of trees. He stated that the Parks Board was very excited about the joint partnership with the Senior Advisory Board and the work they can jointly do in the city's parks. He mentioned Langer Park and said Langer Park is owned by the city but operated by an HOA, and stated he believed there was an opportunity for the city to take this on and treat it like all other city parks.

Council President Young reported on her attendance at a ribbon cutting event at a new Sherwood business and commented regarding the future ribbon cutting of another new business. She reported on her recent attendance at the National League of Cities Conference in Washington D.C. with Mayor Rosener, Councilor Brouse, Assistant City Manager Switzer and five Sherwood high school students and shared her favorite experiences as well as their meetings with Representative Salinas and Senator Merkley. She spoke of other conference events. She reported on her scheduled testimony for Senate Bill 974-1 and rescheduling of the testimony. She reported on the CDBG Policy Advisory Board meeting and their funding of grants, that are dependent on federal funding. She explained the make-up of the advisory board team and the work they do.

Mayor Rosener Complimented staff and all those involved for their work on the pedestrian bridge project. City Manager Sheldon thanked all those involved including outside agencies. Mayor Rosener commented regarding the NLC (National League of Cities) Conference and echoed Council President Young's comments. He spoke of the conversations the students had with congressional staff and future opportunities for internships and stated that the overall conference was great. He reported on his recent public testimony in Salem on an infrastructure bill and reported on his attendance at an MPAC and WCCC meeting.

## **10. ADJOURN**

Mayor Rosener adjourned the meeting at 8:25 pm and convened an Urban Renewal Agency Board of Directors meeting. See URA Board meeting records.

Attest:

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Sylvia Murphy, MMC, City Recorder

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Tim Rosener, Mayor

**TO:** Sherwood City Council

**FROM:** Rich Sattler, Interim Public Works Director

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

**SUBJECT: Resolution 2025-018, Authorizing the City Manager to Execute a Construction Contract for the Edy Road Grind and Inlay Project**

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**Issue:** Should City Council authorize the City Manager to execute a construction contract with the lowest responsive bidder for the construction of pavement rehabilitation within SW Edy Road?

**Background:** SW Edy Road (from 100 feet west of SW Terrapin Drive to 100 feet east of SW Houston Drive), currently has deficient pavement in need of replacement. The proposed street work for SW Edy Road will consist of grinding the existing surface and overlaying a new asphalt surface. New ADA compliant sidewalk ramps will be installed in the vicinity of the surface rehabilitation. Full depth pavement rehabilitation will occur in areas showing greater deterioration.

Grind and inlay were chosen to provide a smooth driving surface at a lower cost than a full pavement removal and cement treatment.

The city solicited competitive bids from contractors and opened bids on March 20, 2025, to determine the lowest responsive bid. The lowest responsive bidder was S-2 Contractors, Inc. with a total bid of \$176,781.00. The required seven (7) day protest period has been completed.

Work is expected to begin April 2025, with completion in May 2025. City staff provided notification to area residents of the upcoming project. The grind and inlay portion of the work will likely be completed in one day between 8:30am and 4:30pm to minimize peak traffic impacts.

**Financials:** The construction of the street improvements has a budgeted Base Contract Amount of \$176,781.00 with an additional 15% added for contingency (\$26,517.15). Funding for the project is included in the FY2024-25 budget.

**Recommendation:** Staff respectfully requests City Council adoption of Resolution 2025-018, authorizing the City Manager to execute a construction contract for the Edy Road Grind and Inlay Project.



**RESOLUTION 2025-018**

**AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE  
EDY ROAD GRIND AND INLAY PROJECT**

**WHEREAS**, the City has identified the pavement on SW Edy Road (from 100 feet west of SW Terrapin Drive to 100 feet east of SW Houston Drive) to be deficient; and

**WHEREAS**, the City completed the design, produced bid documents and solicited contractors using a competitive bidding process per ORS 279C, OAR 137-049; and

**WHEREAS**, the City opened bids on March 20, 2025 and issued the Notice of Intent to Award with the mandatory seven (7) day protest period being completed; and

**WHEREAS**, S-2 Contractors, Inc. has been identified by City staff as the lowest responsive bidder; and

**WHEREAS**, the City has budgeted for the construction cost of this project within the FY2024-25 budget.

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

**Section 1:** The City Manager is hereby authorized to execute a construction contract with S-2 Contractors, Inc. in a base contract amount of \$176,781.00 with construction contingency of \$26,517.15 (15%) of the base contract amount for the Edy Road Grind and Inlay Project.

**Section 2:** This Resolution shall be in effect upon its approval and adoption.

**Duly passed by the City Council this 1<sup>st</sup> day of April 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

**Agenda Item:** Public Hearing (*Second Hearing*)

**TO:** Sherwood City Council

**FROM:** Sebastian Tapia, Interim City Attorney

**SUBJECT:** **Ordinance 2025-001**, Amending Sherwood Municipal Codes 8.04 and 10.08 and removing 9.60 regarding Ticketing and Towing Vehicles

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**Issue:**

Shall the City Council amend Sherwood's code regarding ticketing and towing of vehicles?

**Background:**

Council met on March 18, 2025 and April 1, 2025 to consider amendments to Sherwood Municipal Code, Chapters 8.04, 9.60 and 10.08, relating to ticketing and towing of vehicles to make them more workable for enforcement and to better target the types of situations where enforcement is warranted. In particular, the Sherwood Police Department had concerns that the current language was outdated and unclear; that it provides very limited circumstances when an immediate tow is authorized; that it does not provide flexibility to address temporary restrictions when City events cause certain streets to be closed.

In response to the Sherwood Police Department's concerns, the City Attorney's Office performed a comprehensive review of the existing language, relevant caselaw authority, as well as surveying other City's parking codes. Staff proposes the attached amendments to Chapters 8.04 and 10.08 and removal of Chapter 9.60. Staff recommends removing Chapter 9.60 because an inventory policy exists in the Sherwood Police Policy Manual. Having the policy in two places introduces the possibility that they may not be identical, which in turn increases the likelihood that an inventory will be performed incorrectly and thereby cause critical evidence to be excluded in a criminal trial.

A final version of the codes, if adopted, is attached as Exhibit A to the ordinance. A redline version showing the proposed changes is attached as Exhibit 1 to this staff report.

**Financial Impacts:**

No financial impacts are anticipated through adoption of this ordinance, other than costs associated with codification.

**Recommendation:**

Staff respectfully recommends the City Council hold a public hearing and consider adopting Ordinance 2025-001, Amending Sherwood Municipal Codes 8.04 and 10.08 and removing 9.60 regarding Ticketing and Towing Vehicles.

**Attachments:**

Exhibit 1 – Redline Changes to the Current Code Language

#### 8.04.020 - Definitions.

As used in this chapter, unless the context requires otherwise:

"Abandoned" or "abandoned vehicle" means a vehicle left in the same location, ~~or within a five hundred foot radius of its earlier position,~~ for more than forty-eight (48) hours, when one or more of the following conditions exist:

1. The vehicle has expired, cancelled, altered, or missing license plates or tags;
2. The vehicle appears to be inoperative or disabled; or
3. The vehicle appears to be wrecked, partially dismantled, or junked.

"City" means the City of Sherwood.

"Costs" means the expense of removing, storing and selling an impounded vehicle.

"Hazardous" or "hazardous vehicle" means a vehicle left in a location or condition such as to constitute an immediate threat to public safety, the environment, or safety of vehicular or pedestrian traffic, or in a manner prohibited by SMC 8.04.040.

"Law enforcement officer" is a law enforcement officer of the city or other city employee authorized to enforce this chapter.

"Owner" means any individual, firm, corporation, or unincorporated association with a claim, either individually or jointly, of ownership or any interest, legal or equitable, in a vehicle.

"Stored" or "stored vehicle" means a vehicle that has remained in the same location or within a five hundred-foot radius of its earlier position for more than one hundred twenty (120) hours.

"Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon a public highway, except devices used exclusively upon stationary rails or tracts.

#### 8.04.030 - Abandoned vehicles-Offense.

- A. A person commits the offense of abandoning a vehicle if a vehicle which the person owns, as shown in the records of the department of motor vehicles, is abandoned on any public right-of-way or on public property of the city.

~~B. The offense The civil penalty associated with this violation is listed in the City's fee schedule. described in this section is a Class B violation.~~

#### 8.04.035 - Stored vehicles-Offense.

A. A person commits the offense of storing a vehicle if a vehicle which the person owns, as shown in the records of the department of motor vehicles, is stored on any public right-of-way or on public property of the city.

B. The civil penalty associated with this violation is listed in the City's fee schedule.

#### 8.04.040 - Hazardous vehicles-Offense.

A. No person shall park or leave standing a motor vehicle of any kind as follows-cause:

1. Blocking a driveway;

2. Obstructing a fire lane;

4-3. Causing a motor A vehicle to block, impede, or interfere with the vision or normal flow of vehicular, bicycle, or pedestrian traffic on public streets or sidewalks;

2-4. A-Parking a motor vehicle on a City street when the vehicle -to-poses an immediate danger to the public or environmental safety;

3-5. A vehicle to be parked Parking a motor vehicle or left-leaving a motor vehicle standing on a street, public parking lot, or other area where immediate access is or could be needed, in the event of an emergency, by emergency services personnel or their equipment; or

6. A vehicle to block, be parked, or left standing Blocking, parking or leaving a motor vehicle standing- within ten feet of a fire hydrant.

4-7. Parking a motor vehicle on a City street within any area marked as a loading zone other than for the purpose of loading or unloading.

B. The civil penalty associated with this violation is listed in the City's fee schedule.

~~B. The offense described in this section is a class B violation.~~

C. The owner of the hazardous vehicle, as shown by the records of the department of motor vehicles, shall be responsible for the hazardous condition of the vehicle.

#### 8.04.050 - Removal of vehicles without notice.

A vehicle may be removed without prior notice when:

A. The vehicle is a hazardous vehicle;

B. A law enforcement officer reasonably believes the vehicle is stolen;

C. A law enforcement officer reasonably believes that the vehicle or its contents constitute evidence of any offense a crime and, if such removal is reasonably necessary to obtain or preserve such evidence;

G-D. An unattended vehicle is found illegally parked, and the vehicle's registration has been expired for a year or longer. ~~has no current registration stickers;~~



E. A law enforcement officer reasonably believes that the person in possession of the vehicle has committed ~~one or more of the following offenses:~~ of:

1. Criminal driving while suspended or revoked in violation of ORS 811.182 and the location of the parked vehicle jeopardizes public safety or the efficient movement of traffic; or
- ~~1. Driving while under the influence of intoxicants in violation of ORS 813.010 and the location of the parked vehicle jeopardizes public safety or the efficient movement of traffic;~~
- ~~2. Driving while uninsured in violation of ORS 806.010;~~
- ~~3. Driving while suspended or revoked in violation of ORS 811.175 or 811.182;~~
- ~~2. Driving while under the influence of intoxicants in violation of ORS 813.010;~~

~~D.F.~~ The vehicle is parked in violation of 10.08.020(C), 10.08.040, or 10.08.060(A)-(F).

8.04.060 - ~~Removal of vehicles after notice~~Impoundment. Notice prior to removal.

- A. A vehicle may be removed after a law enforcement officer provides notice as set forth in this section if the vehicle is abandoned or stored, or in violation of 10.08.20(A),(B) or 10.08.030.
- B. The law enforcement officer shall provide notice and an explanation of procedures available for obtaining a hearing. ~~Notice shall be given by~~ At least seventy-two (72) hours before removal, the city shall by affixing a notice to the vehicle with the required information. ~~The notice shall be affixed to the vehicle at least forty-eight (48) hours before taking the vehicle into custody.~~
- C. The notice must contain the following:
  1. The current location of the vehicle;
  2. The date and earliest time the vehicle will be towed;
  - ~~4.3.~~ 3. The ordinance violated and under which the vehicle will be removed;
  - ~~2.4.~~ 4. The place where the vehicle will be held in custody or the telephone number and address of the police department that will provide the information;
  - ~~3.5.~~ 5. That the vehicle, if taken into custody and removed, will be subject to towing and storage charges and that a lien will attach to the vehicle and its contents;
  - ~~4.6.~~ 6. That the vehicle will be sold to satisfy the costs of towing and storage if the charges are not paid;
  - ~~5.7.~~ 7. That the owner, possessor, or person having an interest in the vehicle is entitled to a hearing, before the vehicle is impounded, to contest the proposed custody and removal, if a hearing is timely requested; and
  - ~~6.8.~~ 8. The time within which a hearing must be requested and the method for requesting a hearing.

8.04.070 - Impoundment. Notice after removal.

- A. If the city removes a vehicle, the city shall provide, by certified mail, within two business days<sup>17</sup>

after the removal, notice with an explanation of procedures available for obtaining a hearing to the owner(s) of the vehicle and any lessors or security interest holders as shown in the records of the department of motor vehicles. The notice shall state that the vehicle has been removed and shall give the location of the vehicle and describe procedures for the release of the vehicle and for obtaining a hearing.

B. If the person(s) required to be provided notice under subsection A cannot be located in the records of the department of motor vehicles, whether because the vehicle lacks necessary identifying information, is not registered with the department of motor vehicles, or otherwise, the city shall make reasonable efforts to provide such notice, which ~~may~~includes posting of notice in the area in which the vehicle was located prior to removal and at least one public location.

B.C. If a vehicle is towed pursuant to 08.04.050(E), the driver must be given the opportunity to call a legal driver to retrieve the vehicle. If a legal driver is not reached before the driver is lodged with the jail, the arrested person shall personally receive notice, as required below.

C.D. ~~Any Notice~~notice given under this section shall state all of the following:

1. That the vehicle has been removed by the city;
2. The ordinance violated and under which the vehicle was removed;
3. The place where the vehicle is being held in custody or the telephone number and address of the appropriate authority that will provide the information;
4. That the vehicle is subject to towing and storage charges, the amount of the charges that have accrued to the date of the notice and the daily storage charges;
5. That the vehicle and its contents are subject to lien for payment of the towing and storage charges and that the vehicle and its contents may be sold by the City of Sherwood or the towing and storage facility where the vehicle is located to cover the charges if the charges are not paid within fifteen (15) calendar days;
6. That the owner, possessor, or person having interest in the vehicle and its contents is entitled to a prompt hearing to contest the validity of removing it and to contest the reasonableness of the charges for towing and storage if a hearing is timely requested;
7. That a hearing to contest the validity of the tow must be requested not more than five business days after the mailing date of the notice and the method for requesting a hearing;
8. That the vehicle and its contents may be immediately reclaimed by complying with the provisions of this chapter for reclaiming a vehicle~~;~~ and setting forth the applicable requirements.

#### 8.04.080 - Release of removed vehicles.

A. A vehicle removed under this chapter may be held until a person entitled to lawful possession of

the vehicle complies with the conditions for release or the vehicle is ordered released by a court having jurisdiction over the matter. The person recovering the vehicle must also submit proof of their ownership or right to possess the vehicle.

~~B. A vehicle removed under this Chapter shall be released to a person entitled to lawful possession upon compliance with the following:~~

- ~~1. Submission to the police department of proof of ownership or right to possession;~~
- ~~2. Submission to the police department of proof that a person with valid driving privileges will be operating the vehicle;~~
- ~~3. If the vehicle was removed pursuant to SMC 8.04.050.C or D, submission to the police department of proof that the vehicle no longer constitutes evidence of any offense, or that the department no longer needs to preserve such evidence through possession of the vehicle;~~
- ~~4. Submission to the police department of proof of compliance with financial responsibility requirements for the vehicle;~~
- ~~5. Payment to the police department of an administrative fee determined by the city to be sufficient to recover its administrative costs; and~~
- ~~6. Payment of any reasonable towing and storage charges.~~

E.B. Each person who obtains release of a removed vehicle shall sign a copy of the receipt issued, indicating that they have received notice of their right to a hearing.

D.C. A person shall have a lien on a vehicle and its contents if the person, at the request of the city, tows a vehicle. A lien established under this subsection shall be on the vehicle and its contents for the just and reasonable charges for the towing service performed and any storage provided. The lien shall be subject to the provisions for liens under ORS 98.812(3). The person holding the lien may retain possession of the vehicle and contents until the charges on which the lien is based are paid. A lien described under this subsection does not attach to the contents of any vehicle taken from public property until 15 calendar days after removing the vehicle.

E.D. If a vehicle removed under this chapter is not claimed within 30 calendar days after removal, it shall be disposed of as authorized by ORS 819.210 to 819.~~260~~215.

#### 8.04.090 - Hearing to contest validity of removal.

A person provided notice under this chapter, or any other person who reasonably appears to have an interest in the vehicle, may request a hearing under this section to contest the validity of the removal or the proposed removal by submitting a request for hearing with the municipal court not more than five business days after the mailing date of the notice. A request for hearing shall be in writing and shall state grounds upon which the person requesting the hearing believes that the removal of the vehicle is not justified. A hearing under this section shall comply with all of the following:

- A. If the city proposes to remove a vehicle and receives a request for hearing before the vehicle is

removed, the vehicle shall not be removed unless it constitutes a hazard.

- B. The municipal court shall ~~set a time for have~~ a hearing within ~~seven~~three business days after receipt of ~~the a~~ request to contest the validity of a tow and shall provide notice of the hearing to the person requesting the hearing and to the owner(s) of the vehicle and any lessors or security interest holders shown in the records of the department of motor vehicles, if not the same as the person requesting the hearing, and to the city attorney's office. Business days shall not be calculated to include City of Sherwood recognized holidays. The Sherwood Municipal Court is authorized to conduct these hearings by live streaming video.
- C. If the municipal court finds, after a hearing and by substantial evidence on the record, that the removal of a vehicle was or would be:
1. Invalid, the municipal court shall order the immediate release of the vehicle to the owner or person with right to possession. If the vehicle is released under this subsection, the person to whom the vehicle is released is not liable for any towing or storage charges accruing prior to the order of the municipal court. If the person has already paid such towing and storage charges on the vehicle, the city shall reimburse the person for the charges. The person shall be liable for any additional storage charges incurred after the order. New storage charges for the vehicle will not start to accrue until twenty-four (24) hours after the issuance of the order. If the vehicle has not yet been removed, the city shall not remove the vehicle.
  2. Valid, the municipal court shall order the vehicle to be held in custody until the costs of the hearing are paid by the person claiming the vehicle, and the person claiming the vehicle otherwise complies with SMC 8.04.080. If the vehicle has not yet been removed, the city shall order its removal.
- D. If the person requesting the hearing does not appear at the hearing, the municipal court may enter an order finding the removal to be valid and any applicable charges to be reasonable.
- E. A person who fails to appear at a hearing under this section is not entitled to another hearing on the same matter unless the person provides reasons satisfactory to the municipal court for the person's failure to appear.
- F. The city is only required to provide one hearing under this section for each time the city removes a vehicle or proposes to do so.
- G. A hearing under this section may be used to determine the reasonableness of the charges for towing and storage of a vehicle. Towing and storage charges, set by law, ordinance, or rule, or that comply with law, ordinance, or rule, shall be deemed reasonable for purposes of this chapter. If the reasonableness of charges for towing and storage of a vehicle are contested through a hearing under this section, the municipal court shall enter an order setting forth the amount of towing and storage charges the court has determined to be reasonable.
- H. The municipal court shall provide a written statement of the results of the hearing to the

person requesting the hearing and to the city attorney's office.

- I. The action of the municipal court is final and no appeal can be taken from it.

## ~~Chapter 9.60—INVENTORY PROCEDURES~~

### ~~9.60.010—Purpose.~~

~~This chapter sets out the process for conducting an inventory of personal property found in a lawfully impounded vehicle as well as to the personal property in the possession of a person in police custody. It is not be interpreted to affect any other statutory or constitutional right(s) that police officers may employ to search persons or search or seize possessions for any other purpose.~~

~~(Ord. 07-005 § 1 (part))~~

### ~~9.60.020—Definitions.~~

~~For the purpose of this chapter, the following definitions shall apply:~~

~~"Closed container" means a container whose contents are not exposed to view.~~

~~"Open container" means a container which is unsecured or incompletely secured in such a fashion that the container's contents are exposed to view.~~

~~"Police custody" means:~~

- ~~1. The imposition of restraint as a result of an arrest as that term is defined at ORS 133.005(1);~~  
~~or~~
- ~~2. The imposition of actual or constructive restraint by a police officer pursuant to a court order;~~  
~~or~~
- ~~3. The imposition of actual or constructive restraint by a police officer pursuant to ORS Chapter 426; or~~
- ~~4. The imposition of actual or constructive restraint by a police officer for purposes of taking the restrained person to an approved facility for the involuntary confinement of persons pursuant to Oregon law.~~

~~"Police officer" means any officer of the Sherwood police department.~~

~~"Valuable" means:~~

- ~~1. Cash money of an aggregate amount of fifty dollars (\$50.00) or more; or~~
- ~~2. Individual items of personal property with a value of over five hundred dollars (\$500.00).~~

~~(Ord. 07-005 § 1 (part))~~

### ~~9.60.030—Inventories of impounded vehicles.~~

- ~~A. The contents of all vehicles impounded by a police officer will be inventoried. The inventory shall be conducted before constructive custody of the vehicle is released to a third-party towing company except under the following circumstances:~~
- ~~1. If there is a reasonable suspicion to believe that the safety of either the police officer(s) or any other person is at risk, a required inventory will be done as soon as safely practical; or~~
  - ~~2. If the vehicle is being impounded for evidentiary purposes in connection with the investigation of a criminal offense, the inventory will be done after such investigation is completed.~~
- ~~B. The inventory of an impounded vehicle is conducted to:~~
- ~~1. Promptly identify personal property to establish accountability and avoid spurious claims as to that property;~~
  - ~~2. Assist in the prevention of theft of property;~~
  - ~~3. Locate toxic, flammable or explosive substances; and~~
  - ~~4. Reduce the danger to persons and property.~~
- ~~C. Inventories of impounded vehicles will be conducted according to the following procedure:~~
- ~~1. An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, accessible areas under or within the dashboard area, in any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.~~
  - ~~2. In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in the following locations:~~
    - ~~a. Any other type of unlocked compartments that are a part of the vehicle including, but not limited to, unlocked vehicle trunks and unlocked car-top containers; and~~
    - ~~b. Any locked compartments including (but not limited to) locked vehicle trunks, locked hatchbacks and locked car-top containers if either the keys are available to be released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.~~
  - ~~3. Unless otherwise provided in this Chapter 10.30, closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes.~~
  - ~~4. Upon completion of the inventory, the police officer will complete a report as directed by the chief of police.~~
  - ~~5. Any valuables located during the inventory process will be listed on a property receipt. A copy of the property receipt will either be left in the vehicle or tendered to the person in control of the vehicle if such person is present. The valuables will be dealt with in such a~~

~~manner as directed by the chief of police.~~

~~{Ord. 07-005 § 1 (part)}~~

#### 10.08.020 - Prohibited practices.

A. Prohibited display. No person shall park a vehicle on the right-of-way of any highway, or upon any public street or public way within the corporate limits of the city for any of the following purposes:

1. Advertising, selling, or offering merchandise for sale;
2. Displaying such vehicle for sale;
3. Washing, greasing, or repairing such vehicle, except as may be necessitated by emergency;
4. Displaying advertising upon such vehicle; or
5. Storage, junk or dead storage.

It is violation of this section when any of the previous activities occur for any period of more than forty-eight (48) hours, except that this subsection shall be subject to the limits elsewhere prescribed in the motor vehicle code of the city, or as may be prescribed by the Oregon State Motor Vehicle Code.

The civil penalty associated with this violation is listed in the City's fee schedule.

B. Parking ~~Time-time Limit~~limit.

1. It is unlawful for any person to park or stop any vehicle for a longer period of time than that designated by official signs, parking meters, or other markings placed by or under authority of the city of Sherwood. Such parking time limit shall include the aggregate of time of all stopping or standing of the same vehicle in the same lot or on the same side of the street within a space of three hundred (300) lineal feet measured along the curb line and between intersections; and the parking, standing or stopping of any vehicle within such expanse shall not exceed the designated time limit during any ~~threetwenty-four~~-hour period.

2. The civil penalty associated with this violation is listed in the City's fee schedule.

C. No Parking Zone.

1. It is unlawful for a vehicle operator to park a vehicle in violation of the City's "No Parking" restrictions, regardless of whether such restrictions are permanent or temporary. Temporary parking restrictions shall be approved by the city manager and notice shall be provided to the public at the location where a restriction is to be imposed not less than thirty-six (36) hours prior to the restriction. The owner of a vehicle parked in violation of this section shall be liable for the cost of towing and storage of the vehicle.

2. The civil penalty associated with this violation is listed in the City's fee schedule.

#### 10.08.030 - Parking restrictions on certain types of vehicles.

No person shall, at any time, park or leave standing a motor truck, truck tractor, truck trailer, semi-trailer, bus trailer, commercial bus, commercial bus trailer, trailer as defined in this chapter, whether attended or unattended, on any improved public highway, public street, or other public way within the corporate limits of the city for a period greater than thirty (30) minutes, between the hours of 12:01 a.m. and six a.m. Motor homes, travel trailers connected to a motor vehicle and campers mounted on a motor vehicle may be parked on the street for up to ~~two consecutive days~~ (forty-eight (48) hours) if the public street or public way meets the criteria listed below:

- A. Roadways less than thirty-two (32) feet in width posted no parking on one side - recreational parking is allowed on the non posted side. Parked motor homes, travel trailers and campers shall not block adjacent properties' driveway ingress/egress.
- B. Roadways over thirty-two (32) feet in width with parking allowed on either side - RV's must stagger their parking so no two motor homes, travel trailers or campers are parked directly across the street from one another.

The parking of motor homes, travel trailers or campers is prohibited on roadways less than thirty-two (32) feet in width with parking allowed on both sides and prohibited outright on roadways less than twenty-eight (28) feet in width.

The civil penalty associated with this violation is listed in the City's fee schedule.

#### 10.08.040 - Vehicles to be removed from fire scenes.

Whenever the owner or driver of a vehicle discovers that such vehicle is parked immediately in front of, or close to a building to which the fire department has been summoned, he or she shall immediately remove such vehicle from the area unless otherwise directed by police or fire officers.

#### 10.08.050 - Method of parking.

- A. No person having control or charge of a motor vehicle shall allow it to stand on any street unattended without first fully setting its parking brakes, stopping its motor, and removing the ignition key; and, when standing upon an precipitous grade, the front wheels of the vehicle shall be angled into the curb.
- B. No person shall stand or park a vehicle in a street other than parallel with the edge of the roadway, headed in the direction of lawful traffic movement, and with the curbside wheels of the vehicle within twelve (12) inches of the edge of the curb, except where the street is marked or signed for angle parking.

C. Where parking space markings are placed on a street, no person shall stand or park a vehicle other than at the indicated direction and within a single marked space.



D. The civil penalty associated with this violation is listed in the City's fee schedule.

G.E.

~~10.08.060—Prohibited parking or standing.~~

~~No person shall park or leave standing a motor vehicle of any kind or character, whether motorized or not, as follows:~~

~~A. Within ten feet of a fire hydrant;~~

~~B. Within any portion of a crosswalk;~~

~~C. Within any area marked as a loading zone other than for the purpose of loading or unloading cargo.~~

~~(Ord. 04-004 § 1 (Exh. A)(part))~~

10.08.070 - Parking prohibited on certain streets.

~~No person shall park a motor vehicle of any kind, whether motorized or not, on the following designated portions of the following public streets, except as may be necessitated by an emergency:~~

~~At any time:~~

~~On the southeasterly side of 1st Street from the intersection of 1st Street with Park Street to the intersection of 1st Street with Main Street.~~

~~On North Sherwood Blvd. from the intersection of North Sherwood Blvd. with 3rd Street through the intersection of North Sherwood Blvd. with Southwest Pacific Highway (Highway 99W).~~

~~On the southwesterly side of Gleneagle Drive from the intersection of Gleneagle Drive with Southwest Pacific Highway to the intersection of Gleneagle Drive with North Sherwood Boulevard.~~

~~On the northeast side of Northwest Park Street from the intersection of Northwest Park Street with Southwest 1st street to the intersection of Northwest Park Street and Railroad Street.~~

~~On the east side of Roy Street from the intersection of Roy Street and Oregon Street to the intersection of Roy Street and G. & T. Drive.~~

~~On Meinecke Road between the Cedar Creek Bridge and the intersection of Meinecke Road and Lee Drive.~~

~~On the northwest side of Highway 99 West from the point of its intersection with the southeast corner of tax lot 1400, assessor's tax map #2S130D, said lot being more particularly described in instrument recorded in Washington County Deed Records in Book 7800 at page 5379, thence southwest a distance of 305.68 to the southwest corner of said parcel and tax lot.~~

~~On the Southerly side of Willamette Street from its intersection with Washington Street to approximately two hundred sixty (260) feet easterly of its intersection with Lincoln Street.~~

~~On the Northerly side of Willamette Street from its intersection with Highland Drive to approximately two hundred twenty (220) feet Westerly of Lincoln Street.~~

~~On the northeasterly side of Northwest Park Street from Railroad Street to Northwest 2nd Street.~~

~~On the northeasterly side of Northwest Main Street from Railroad Street to Northwest 3rd Street.~~

~~On the northeasterly side of North Pine Street from Railroad Street to Northeast Oregon Street and from the alleyway between Northeast 2nd Street and Northeast 3rd Street to Northeast 3rd Street.~~

~~On the northeasterly side of Northeast Oak St. from Northeast Oregon St. to the end of the curb approximately one hundred fifty (150) feet north of Northeast 2nd Street.~~

~~On the northwesterly side of Northeast Ash Street from Northeast Oregon Street to the end of the curb at approximately one hundred fifty (150) feet northerly of Northeast 1st Street.~~

~~On Northeast Oregon Street from North Pine Street to the railroad crossing.~~

~~On the northwesterly side of Northeast 1st Street from Northwest Park Street to Northwest Main Street and the northwesterly side of Northeast 1st Street from North Pine Street to approximately one hundred (100)-feet easterly of Northeast Ash Street.~~

~~On the southeasterly side of Northwest 2nd Street from Northwest Park Street to North Pine Street.~~

~~On the southeasterly side of Northeast 2nd Street from North Pine Street to Northeast Oak Street and on the northwesterly side of Northeast 2nd Street from Northeast Oak Street to the end of the curb at approximately one hundred fifty (150) feet easterly of Northeast Oak Street.~~

~~On the northwesterly side of Northwest 3rd Street from Northwest Main Street to North Pine Street.~~

~~No parking shall be allowed on the southeasterly side of Northeast 3rd Street from North Pine Street to fifty (50) feet easterly of Pine Street and on the northwesterly side of Northeast 3rd Street.~~

~~Between the hours of eight a.m. and four p.m., on Monday through Saturday, in excess of two hours continuously in any one location on any city street outside of a residential district, as defined by subsection 1 of ORS 801.430.~~

The city may establish residential parking districts (districts) to protect specified residential areas from the effects of spillover parking arising as a result of adjacent commercial, employment or mixed-use or other uses that generate a high demand for parking. Parking by those without a permit may be prohibited, within the following guidelines:

- A. A request for creation of a district shall be initially directed to the city manager, who shall make and then forward a written recommendation to the city council for its review.
- B. When evaluating a district's possible designation or any attribute thereof the city manager may, in assessing whether the general welfare of the city is enhanced or promoting thereby, consider the following factors:
  1. The residential nature within the district;
  2. The volume of traffic and available parking;
  3. The surface width of streets within the proposed district;

4. The relationship between the need for parking space by residents of the proposed district and the need and use of parking space by the public at large; and
  5. The hours of day or night when use of parking within the proposed district is necessary or most convenient.
- C. Any district established by council after review of the city manager's written recommendation shall be done by resolution, clearly defining the boundaries thereof and the hours within which non-permitted parking is to be prohibited.
  - D. The city manager shall cause city approved signs to be installed and thereafter maintained in the district identifying any parking restrictions for non-residents and the exception thereto applicable for the district's permit holders.
  - E. The city manager shall establish and enforce procedures and standards concerning the terms, issuance, denial and revocation of both permanent and temporary permits for use within districts created within the city. Residents of a district may apply for permit(s) from the city manager.

#### 10.08.080 - Disabled persons parking.

The city manager is directed to establish by proper signing and designation, reserved street parking space or spaces, as needed for disabled persons, which parking shall be subject to the rules and regulations of the Oregon Revised Statutes for disabled persons parking.

#### 10.08.090 - Repeat violation procedures.

Any violation of the provisions of this chapter shall be subject to the remedies listed below:

##### A. Long-term violation

1. First violation - The first violation occurs when the vehicle is ticketed for violating any Sherwood Municipal parking codes or State statutes. Request to move vehicle posted on the vehicle itself. no

2. Second violation - If vehicle is not relocated within a twenty-four (24) hours after the first citation period, a second ticket is issued. The civil penalty associated with this violation is listed in the City's fee schedule. The officer shall affix a notice on the vehicle indicating that if the vehicle is not moved within seventy-two (72) hours, the vehicle will be towed. The notice shall comply with the requirements of SMC 8.04.060. Vehicle is ticketed and there is a seventy-two (72) hour notice to tow. Ticket is for a fine of no less than fifty dollars (\$50.00) or no greater than two hundred fifty dollars (\$250.00) (Class C Violation). Notice to tow shall be provided as for abandoned, discarded, and hazardously located vehicles pursuant to Sherwood Municipal Code Section

8.04.070. If the vehicle is not relocated within the seventy two (72) hour period a third violation action will be taken.

3. Third violation - If the vehicle is not relocated within seventy-two (72) hours following the

~~notice required in section 2 above, a third ticket is issued. The civil penalty associated with this violation is listed in the City's fee schedule. The vehicle may be immediately towed. Vehicle is ticketed and towed same day. Ticket is for a fine of no less than two hundred dollars (\$200.00) or no greater than five hundred dollars (\$500.00) (Class B Violation).~~ Notice after removal shall be provided ~~as for abandoned, discarded, and hazardously located vehicles~~ pursuant to Sherwood Municipal Code Section 8.04.070. Notice shall ~~be provided~~also state that ~~further violations at this location may result in the vehicle is subject to ticket as a Class A violation and~~ immediate towing if the vehicle is subsequently parked in the same ~~area~~lot, same location, or within three hundred (300) lineal feet of the original location as measured along the curb in either direction.

4. Fourth and subsequent violations - ~~For If~~ the same vehicle is parked in the same ~~area~~lot, or within a three hundred (300) lineal feet measured of the original location, as measured along the curb in either direction, and said fourth or subsequent violation is within 365 days of the third or subsequent violation, ~~these the~~ vehicles will be ticketed and ~~are~~ subject to immediate towing. Ticket for fourth and subsequent violations is ~~for a fine~~issued. The civil penalty associated with this violation is listed in the City's fee schedule. of no less than five hundred dollars (\$500.00) or no greater than one thousand dollars (\$1,000.00) (Class A Violation). Notice after removal shall be provided as ~~for abandoned, discarded, and hazardously located vehicles pursuant to Sherwood Municipal Code Section 8.04.070~~required in subsection 3 above. If a vehicle is immediately towed under this subsection, the city will provide notice pursuant to SMC 8.04.070,

#### B. Reoccurring Offenses

A vehicle is subject to immediate tow for reoccurring offenses if:

1. The vehicle has outstanding parking violations that are due and remain unpaid.
2. The involved vehicle is illegally parked; and
3. At least one of the previous citations informed the driver that the vehicle would be immediately towed for reoccurring offenses.

If a vehicle is towed under this subsection, the city will provide notice pursuant to SMC 8.04.070.

The civil penalty associated with this violation is listed in the City's fee schedule.



## ORDINANCE 2025-001

### AMENDING SHERWOOD MUNICIPAL CODES 8.04 AND 10.08 AND REMOVING 9.60 REGARDING TICKETING AND TOWING VEHICLES

**WHEREAS**, the Sherwood Police Department has identified a number of areas in Sherwood Municipal Code Chapters 8.04, 9.60 and 10.08 that are in need of updating in order to make them more workable for enforcement and to better target the types of situations where enforcement is warranted; and

**WHEREAS**, based on these concerns and pursuant to a comprehensive review of the existing code language, staff prepared a proposed replacement for the existing Chapters 8.04 and 10.08; and

**WHEREAS**, Existing chapter 9.60 is an inventory policy that belongs in the Sherwood Police Department policy manual. Having it located in both code and policy introduces the possibility of inconsistencies between the code provision and the policy manual; and

**WHEREAS**, ORS 819.190 requires a tow hearing to be held within 36 hours of receiving a request for such a hearing, and the existing code provision does not match that requirement; and

**WHEREAS**, the City Council held public hearings on the proposed ordinance on March 18, 2025 and April 1, 2025; and

### **NOW, THEREFORE, THE CITY OF SHERWOOD ORDAINS AS FOLLOWS:**

**Section 1.** After full and due consideration of the information presented at the public hearings, the City Council finds that the Sherwood Municipal Code, Chapters 8.04 and 10.08, should be amended to read as shown in Exhibit 1, attached hereto.

**Section 2.** Sherwood Municipal Code, Chapters 9.60 shall be removed so that the inventory policy exists only in the Sherwood Police Department policy manual.

**Section 3.** The City Manager is hereby directed and authorized to adopt rules, designate permanent or temporary parking restrictions, and to take such other actions as may be necessary to implement this ordinance.

**Section 4.** The Sherwood Municipal Court Administrator is directed and authorized to adopt rules and take such other actions as necessary to implement this ordinance.

**Section 5.** This ordinance shall become effective the 30<sup>th</sup> day after its enactment by the City Council and approval by the Mayor.

**Duly passed by the City Council on April 1, 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

	<u>AYE</u>	<u>NAY</u>
Giles	_____	_____
Scott	_____	_____
Mays	_____	_____
Standke	_____	_____
Brouse	_____	_____
Young	_____	_____
Rosener	_____	_____

As used in this chapter, unless the context requires otherwise:

"Abandoned" or "abandoned vehicle" means a vehicle left in the same location for more than forty-eight (48) hours, when one or more of the following conditions exist:

1. The vehicle has expired, cancelled, altered, or missing license plates or tags;
2. The vehicle appears to be inoperative or disabled; or
3. The vehicle appears to be wrecked, partially dismantled, or junked.

"City" means the City of Sherwood.

"Costs" means the expense of removing, storing and selling an impounded vehicle.

"Hazardous" or "hazardous vehicle" means a vehicle left in a location or condition such as to constitute an immediate threat to public safety, the environment, or safety of vehicular or pedestrian traffic, or in a manner prohibited by SMC 8.04.040.

"Law enforcement officer" is a law enforcement officer of the city or other city employee authorized to enforce this chapter.

"Owner" means any individual, firm, corporation, or unincorporated association with a claim, either individually or jointly, of ownership or any interest, legal or equitable, in a vehicle.

"Stored" or "stored vehicle" means a vehicle that has remained in the same location or within a five hundred-foot radius of its earlier position for more than one hundred twenty (120) hours.

"Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon a public highway, except devices used exclusively upon stationary rails or tracts.

#### 8.04.030 - Abandoned vehicles-Offense.

- A. A person commits the offense of abandoning a vehicle if a vehicle which the person owns, as shown in the records of the department of motor vehicles, is abandoned on any public right-of-way or on public property of the city.
- B. The civil penalty associated with this violation is listed in the City's fee schedule.

#### 8.04.035 - Stored vehicles-Offense.

- A. A person commits the offense of storing a vehicle if a vehicle which the person owns, as shown in the records of the department of motor vehicles, is stored on any public right-of-way or on public property of the city.
- B. The civil penalty associated with this violation is listed in the City's fee schedule.

8.04.040 - Hazardous vehicles-Offense.

- A. No person shall park or leave standing a motor vehicle of any kind as follows:
  - 1. Blocking a driveway;
  - 2. Obstructing a fire lane;
  - 3. Causing a motor vehicle to block, impede, or interfere with the vision or normal flow of vehicular, bicycle, or pedestrian traffic on public streets or sidewalks;
  - 4. Parking a motor vehicle on a City street when the vehicle poses an immediate danger to the public or environmental safety;
  - 5. Parking a motor vehicle or leaving a motor vehicle standing on a street, public parking lot, or other area where immediate access is or could be needed, in the event of an emergency, by emergency services personnel or their equipment; or
  - 6. Blocking, parking or leaving a motor vehicle standing within ten feet of a fire hydrant.
  - 7. Parking a motor vehicle on a City street within any area marked as a loading zone other than for the purpose of loading or unloading.
- B. The civil penalty associated with this violation is listed in the City's fee schedule.
- C. The owner of the hazardous vehicle, as shown by the records of the department of motor vehicles, shall be responsible for the hazardous condition of the vehicle.

8.04.050 - Removal of vehicles without notice.

A vehicle may be removed without prior notice when:

- A. The vehicle is a hazardous vehicle;
- B. A law enforcement officer reasonably believes the vehicle is stolen;
- C. A law enforcement officer reasonably believes that the vehicle or its contents constitute evidence of a crime and such removal is reasonably necessary to obtain or preserve such evidence;
- D. An unattended vehicle is found illegally parked, and the vehicle's registration has been expired for a year or longer. ;
- E. A law enforcement officer reasonably believes that the person in possession of the vehicle has committed the offense of:
  - 1. Criminal driving while suspended or revoked in violation of ORS 811.182 and the location of the parked vehicle jeopardizes public safety or the efficient movement of traffic; or



April 1, 2025, Page 2 of 19 Driving while under the influence of intoxicants in violation of ORS 813.010 and the location of the parked vehicle jeopardizes public safety or the efficient movement of traffic;

F. The vehicle is parked in violation of 10.08.020(C), 10.08.040, or 10.08.060(A)-(F).

8.04.060 -Impoundment. Notice prior to removal.

- A. A vehicle may be removed after a law enforcement officer provides notice as set forth in this section if the vehicle is abandoned or stored, or in violation of 10.08.20(A),(B) or 10.08.030.
- B. The law enforcement officer shall provide notice and an explanation of procedures available for obtaining a hearing. At least seventy-two (72) hours before removal, the city shall affix a notice to the vehicle with the required information.
- C. The notice must contain the following:
  - 1. The current location of the vehicle;
  - 2. The date and earliest time the vehicle will be towed;
  - 3. The ordinance violated and under which the vehicle will be removed;
  - 4. The place where the vehicle will be held in custody or the telephone number and address of the police department that will provide the information;
  - 5. That the vehicle, if taken into custody and removed, will be subject to towing and storage charges and that a lien will attach to the vehicle and its contents;
  - 6. That the vehicle will be sold to satisfy the costs of towing and storage if the charges are not paid;
  - 7. That the owner, possessor, or person having an interest in the vehicle is entitled to a hearing, before the vehicle is impounded, to contest the proposed custody and removal, if a hearing is timely requested; and
  - 8. The time within which a hearing must be requested and the method for requesting a hearing.

8.04.070 Impoundment. Notice after removal.

- A. If the city removes a vehicle, the city shall provide, by certified mail, within two business days after the removal, notice with an explanation of procedures available for obtaining a hearing to the owner(s) of the vehicle and any lessors or security interest holders as shown in the records of the department of motor vehicles. The notice shall state that the vehicle has been removed and shall give the location of the vehicle and describe procedures for the release of the vehicle and for obtaining a hearing.
- B. If the person(s) required to be provided notice under subsection A cannot be located in the records of the department of motor vehicles, whether because the vehicle lacks necessary identifying information, is not registered with the department of motor vehicles, or otherwise, the city shall make reasonable efforts to provide such notice, which includes posting of notice in

the area in which the vehicle was located prior to removal and at least one public location.

- C. If a vehicle is towed pursuant to 08.04.050(E), the driver must be given the opportunity to call a legal driver to retrieve the vehicle. If a legal driver is not reached before the driver is lodged with the jail, the arrested person shall personally receive notice, as required below.
- D. Notice given under this section shall state all of the following:
  - 1. That the vehicle has been removed by the city;
  - 2. The ordinance violated and under which the vehicle was removed;
  - 3. The place where the vehicle is being held in custody or the telephone number and address of the appropriate authority that will provide the information;
  - 4. That the vehicle is subject to towing and storage charges, the amount of the charges that have accrued to the date of the notice and the daily storage charges;
  - 5. That the vehicle and its contents are subject to lien for payment of the towing and storage charges and that the vehicle and its contents may be sold by the City of Sherwood or the towing and storage facility where the vehicle is located to cover the charges if the charges are not paid within fifteen (15) calendar days;
  - 6. That the owner, possessor, or person having interest in the vehicle and its contents is entitled to a prompt hearing to contest the validity of removing it and to contest the reasonableness of the charges for towing and storage if a hearing is timely requested;
  - 7. That a hearing to contest the validity of the tow must be requested not more than five business days after the mailing date of the notice and the method for requesting a hearing;
  - 8. That the vehicle and its contents may be immediately reclaimed by complying with the provisions of this chapter for reclaiming a vehicle and setting forth the applicable requirements.

#### 8.04.080 - Release of removed vehicles.

- A. A vehicle removed under this chapter may be held until a person entitled to lawful possession of the vehicle complies with the conditions for release or the vehicle is ordered released by a court having jurisdiction over the matter. The person recovering the vehicle must also submit proof of their ownership or right to possess the vehicle.
- B. Each person who obtains release of a removed vehicle shall sign a copy of the receipt issued, indicating that they have received notice of their right to a hearing.
- C. A person shall have a lien on a vehicle and its contents if the person, at the request of the city, tows a vehicle. A lien established under this subsection shall be on the vehicle and its contents for the just and reasonable charges for the towing service performed and any storage provided. The lien shall be subject to the provisions for liens under ORS 98.812(3). The person holding the lien may retain possession of the vehicle and contents until the charges on which the lien is based are

A lien described under this subsection does not attach to the contents of any vehicle taken from public property until 15 calendar days after removing the vehicle.

- D. If a vehicle removed under this chapter is not claimed within 30 calendar days after removal, it shall be disposed of as authorized by ORS 819.210 to 819.215.

#### 8.04.090 - Hearing to contest validity of removal.

A person provided notice under this chapter, or any other person who reasonably appears to have an interest in the vehicle, may request a hearing under this section to contest the validity of the removal or the proposed removal by submitting a request for hearing with the municipal court not more than five business days after the mailing date of the notice. A request for hearing shall be in writing and shall state grounds upon which the person requesting the hearing believes that the removal of the vehicle is not justified. A hearing under this section shall comply with all of the following:

- A. If the city proposes to remove a vehicle and receives a request for hearing before the vehicle is removed, the vehicle shall not be removed unless it constitutes a hazard.
- B. The municipal court shall have a hearing within three business days after receipt of a request to contest the validity of a tow and shall provide notice of the hearing to the person requesting the hearing and to the owner(s) of the vehicle and any lessors or security interest holders shown in the records of the department of motor vehicles, if not the same as the person requesting the hearing, and to the city attorney's office. Business days shall not be calculated to include City of Sherwood recognized holidays. The Sherwood Municipal Court is authorized to conduct these hearings by live streaming video.
- C. If the municipal court finds, after a hearing and by substantial evidence on the record, that the removal of a vehicle was or would be:
  1. Invalid, the municipal court shall order the immediate release of the vehicle to the owner or person with right to possession. If the vehicle is released under this subsection, the person to whom the vehicle is released is not liable for any towing or storage charges accruing prior to the order of the municipal court. If the person has already paid such towing and storage charges on the vehicle, the city shall reimburse the person for the charges. The person shall be liable for any additional storage charges incurred after the order. New storage charges for the vehicle will not start to accrue until twenty-four (24) hours after the issuance of the order. If the vehicle has not yet been removed, the city shall not remove the vehicle.
  2. Valid, the municipal court shall order the vehicle to be held in custody until the costs of the hearing are paid by the person claiming the vehicle, and the person claiming the vehicle otherwise complies with SMC 8.04.080. If the vehicle has not yet been removed, the city shall order its removal.

- D. If the person requesting the hearing does not appear at the hearing, the municipal court may

enter an order finding the removal to be valid and any applicable charges to be reasonable.

- E. A person who fails to appear at a hearing under this section is not entitled to another hearing on the same matter unless the person provides reasons satisfactory to the municipal court for the person's failure to appear.
- F. The city is only required to provide one hearing under this section for each time the city removes a vehicle or proposes to do so.
- G. A hearing under this section may be used to determine the reasonableness of the charges for towing and storage of a vehicle. Towing and storage charges, set by law, ordinance, or rule, or that comply with law, ordinance, or rule, shall be deemed reasonable for purposes of this chapter. If the reasonableness of charges for towing and storage of a vehicle are contested through a hearing under this section, the municipal court shall enter an order setting forth the amount of towing and storage charges the court has determined to be reasonable.
- H. The municipal court shall provide a written statement of the results of the hearing to the person requesting the hearing and to the city attorney's office.
- I. The action of the municipal court is final and no appeal can be taken from it.

#### 10.08.020 - Prohibited practices.

- A. Prohibited display. No person shall park a vehicle on the right-of-way of any highway, or upon any public street or public way within the corporate limits of the city for any of the following purposes:
  - 1. Advertising, selling, or offering merchandise for sale;
  - 2. Displaying such vehicle for sale;
  - 3. Washing, greasing, or repairing such vehicle, except as may be necessitated by emergency;
  - 4. Displaying advertising upon such vehicle; or
  - 5. Storage, junk or dead storage.

It is violation of this section when any of the previous activities occur for any period of more than forty-eight (48) hours, except that this subsection shall be subject to the limits elsewhere prescribed in the motor vehicle code of the city, or as may be prescribed by the Oregon State Motor Vehicle Code.

The civil penalty associated with this violation is listed in the City's fee schedule.

- B. Parking time limit.
  - 1. It is unlawful for any person to park or stop any vehicle for a longer period of time than that designated by official signs, parking meters, or other markings placed by or under authority of the city of Sherwood. Such parking time limit shall include the aggregate of time of all stopping or standing of the same vehicle in the same lot or on the same side of the street within a space of three hundred (300) lineal feet measured along the curb line and between

Intersections; and the parking, standing or stopping of any vehicle within such expanse shall not exceed the designated time limit during any twenty-four-hour period.

2. The civil penalty associated with this violation is listed in the City's fee schedule.

C. No Parking Zone.

1. It is unlawful for a vehicle operator to park a vehicle in violation of the City's "No Parking" restrictions, regardless of whether such restrictions are permanent or temporary.

Temporary parking restrictions shall be approved by the city manager and notice shall be provided to the public at the location where a restriction is to be imposed not less than thirty-six (36) hours prior to the restriction. The owner of a vehicle parked in violation of this section shall be liable for the cost of towing and storage of the vehicle.

2. The civil penalty associated with this violation is listed in the City's fee schedule.

10.08.030 - Parking restrictions on certain types of vehicles.

No person shall, at any time, park or leave standing a motor truck, truck tractor, truck trailer, semi-trailer, bus trailer, commercial bus, commercial bus trailer, trailer as defined in this chapter, whether attended or unattended, on any improved public highway, public street, or other public way within the corporate limits of the city for a period greater than thirty (30) minutes, between the hours of 12:01 a.m. and six a.m. Motor homes, travel trailers connected to a motor vehicle and campers mounted on a motor vehicle may be parked on the street for up to forty-eight (48) hours if the public street or public way meets the criteria listed below:

- A. Roadways less than thirty-two (32) feet in width posted no parking on one side - recreational parking is allowed on the non posted side. Parked motor homes, travel trailers and campers shall not block adjacent properties' driveway ingress/egress.
- B. Roadways over thirty-two (32) feet in width with parking allowed on either side - RV's must stagger their parking so no two motor homes, travel trailers or campers are parked directly across the street from one another.

The parking of motor homes, travel trailers or campers is prohibited on roadways less than thirty-two (32) feet in width with parking allowed on both sides and prohibited outright on roadways less than twenty-eight (28) feet in width.

The civil penalty associated with this violation is listed in the City's fee schedule.

10.08.040 - Vehicles to be removed from fire scenes.

Whenever the owner or driver of a vehicle discovers that such vehicle is parked immediately in front of, or close to a building to which the fire department has been summoned, he or she shall immediately remove such vehicle from the area unless otherwise directed by police or fire officers.

10.08.050 - Method of parking.

- A. No person having control or charge of a motor vehicle shall allow it to stand on any street unattended without first fully setting its parking brakes, stopping its motor, and removing the ignition key; and, when standing upon an precipitous grade, the front wheels of the vehicle shall be angled into the curb.
- B. No person shall stand or park a vehicle in a street other than parallel with the edge of the roadway, headed in the direction of lawful traffic movement, and with the curbside wheels of the vehicle within twelve (12) inches of the edge of the curb, except where the street is marked or signed for angle parking.
- C. Where parking space markings are placed on a street, no person shall stand or park a vehicle other than at the indicated direction and within a single marked space.
- D. The civil penalty associated with this violation is listed in the City's fee schedule.

10.08.070 - Parking prohibited on certain streets.

The city may establish residential parking districts (districts) to protect specified residential areas from the effects of spillover parking arising as a result of adjacent commercial, employment or mixed-use or other uses that generate a high demand for parking. Parking by those without a permit may be prohibited, within the following guidelines:

- A. A request for creation of a district shall be initially directed to the city manager, who shall make and then forward a written recommendation to the city council for its review.
- B. When evaluating a district's possible designation or any attribute thereof the city manager may, in assessing whether the general welfare of the city is enhanced or promoting thereby, consider the following factors:
  - 1. The residential nature within the district;
  - 2. The volume of traffic and available parking;
  - 3. The surface width of streets within the proposed district;
  - 4. The relationship between the need for parking space by residents of the proposed district and the need and use of parking space by the public at large; and
  - 5. The hours of day or night when use of parking within the proposed district is necessary or most convenient.
- C. Any district established by council after review of the city manager's written recommendation shall be done by resolution, clearly defining the boundaries thereof and the hours within which non-permitted parking is to be prohibited.
- D. The city manager shall cause city approved signs to be installed and thereafter maintained in the

district identifying any parking restrictions for non-residents and the exception thereto applicable for the district's permit holders.

- E. The city manager shall establish and enforce procedures and standards concerning the terms, issuance, denial and revocation of both permanent and temporary permits for use within districts created within the city. Residents of a district may apply for permit(s) from the city manager.

#### 10.08.080 - Disabled persons parking.

The city manager is directed to establish by proper signing and designation, reserved street parking space or spaces, as needed for disabled persons, which parking shall be subject to the rules and regulations of the Oregon Revised Statutes for disabled persons parking.

#### 10.08.090 - Repeat violation procedures.

Any violation of the provisions of this chapter shall be subject to the remedies listed below:

##### A. Long-term violation

1. First violation - The first violation occurs when the vehicle is ticketed for violating any Sherwood Municipal parking codes or State statutes. The officer shall affix a request to move the vehicle, which is posted on the vehicle itself.
2. Second violation - If vehicle is not relocated within twenty-four (24) hours after the first citation, a second ticket is issued. The civil penalty associated with this violation is listed in the City's fee schedule. The officer shall affix a notice on the vehicle indicating that if the vehicle is not moved within seventy-two (72) hours, the vehicle will be towed. The notice shall comply with the requirements of SMC 8.04.060.
3. Third violation - If the vehicle is not relocated within seventy-two (72) hours following the notice required in section 2 above, a third ticket is issued. The civil penalty associated with this violation is listed in the City's fee schedule. The vehicle may be immediately towed. Notice after removal shall be provided pursuant to Sherwood Municipal Code Section 8.04.070. Notice shall also state that further violations at this location may result in immediate towing if the vehicle is subsequently parked in the same lot, same location, or within three hundred (300) lineal feet of the original location as measured along the curb in either direction.
4. Fourth and subsequent violations - If the same vehicle is parked in the same lot, or within a three hundred (300) lineal feet measured of the original location, as measured along the curb in either direction, and said fourth or subsequent violation is within 365 days of the third or subsequent violation, the vehicle will be ticketed and subject to immediate towing. Ticket for fourth and subsequent violations is issued. The civil penalty associated with this violation is listed in the City's fee schedule.. Notice after removal shall be provided as required in subsection 3 above. If a vehicle is immediately towed under this subsection, the city will provide

## B. Reoccurring Offenses

A vehicle is subject to immediate tow for reoccurring offenses if:

1. The vehicle has outstanding parking violations that are due and remain unpaid.
2. The involved vehicle is illegally parked; and
3. At least one of the previous citations informed the driver that the vehicle would be immediately towed for reoccurring offenses.

If a vehicle is towed under this subsection, the city will provide notice pursuant to SMC 8.04.070.

The civil penalty associated with this violation is listed in the City's fee schedule.



**TO:** Sherwood City Council

**FROM:** Sebastian Tapia, Interim City Attorney

**SUBJECT:** Resolution 2025-019, Amending Section 3 of the City's Schedule of Fees for Parking Violations and Police Services and Establishing an Effective Date

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**Issue:**

Shall the City Council approve Resolution 2025-019, updating the FY2024-25 fee schedule for parking violation fees?

**Background:**

An ordinance, also presently before City Council, amends various code sections pertaining to parking and towing. If approved, the City's fee schedule will need to be updated accordingly.

The needed changes have been identified in a track change version, marked as Exhibit 1 to this staff report.

**Financial Impacts:**

The updated schedule of fees will add three new fees related to prolonged parking violations and one new fee related to repeat parking violations. The fees for public records are also updated to reflect current practice. The proposed changes will have no significant impact on the City's revenue, expenditures, or overall budget.

**Recommendation:**

Staff respectfully recommends holding a public hearing, considering adoption of Resolution 2025-019, Amending Section 3 of the City's Schedule of Fees for Parking Violations and Police Services and establishing an effective date.

### SECTION 3 POLICE

#### A. Police Reports

Copies of report	<del>Staff hourly rate</del> \$20	<del>per report</del>
Audio recordings	<del>Staff hourly rate</del> \$25	<del>per disc</del>
Police Video	Staff hourly rate, <del>plus</del>	
	\$10	16GB of data
	\$20	16-64GB of data
	\$30	64-128GB of data

#### B. Vehicle Impound

Whereas, state law and Sherwood municipal codes, ~~chapters 8.04 and 10.08 authorize police officers to as defined in SMC 8.04.060, that authorizes police officers to impound an abandoned vehicle or a vehicle that is disabled, discarded, or hazardously located vehicles under specific circumstances.~~

Police impounded vehicle fees	\$125	per vehicle
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#### C. Parking Violation Fees

<del>Abandoned Vehicle</del>	<del>\$50</del>
<del>Stored Vehicle</del>	<del>\$50</del>
<del>Hazardous Vehicle</del>	<del>\$250</del>
<del>Prohibited Display</del>	<del>\$50</del>
<del>Parking time limit</del>	<del>\$50</del>
<del>No parking (anytime) zone</del>	<del>\$20</del> <del>\$100</del>
<del>Parking restrictions on certain types of vehicles</del>	<del>\$100</del>
<del>Method of parking</del>	<del>\$50</del>
<del>Long-term violation per SMC 10.08.090(A)(2)</del>	<del>\$250</del>
<del>Long-term violation per SMC 10.08.090(A)(3)</del>	<del>\$500</del>
<del>Long-term violation per SMC 10.08.090(A)(4)</del>	<del>\$500</del>
<del>Reoccurring offenses per SMC 10.08.090(B)</del>	<del>\$500</del>
<del>Obstructing streets or sidewalks</del>	<del>\$20</del>
<del>Double parking</del>	<del>\$20</del>
<del>Blocking driveway</del>	<del>\$20</del>
<del>Parking in bus zone</del>	<del>\$20</del>
<del>Parking in loading zone</del>	<del>\$20</del>
<del>Parking on wrong side of street</del>	<del>\$20</del>
<del>Parking along yellow curb or in crosswalk</del>	<del>\$20</del>
<del>Parking over space line</del>	<del>\$20</del>
<del>Parking over time limit</del>	<del>\$20</del>

#### D. Miscellaneous Police Fees

Axon Photo Retrieval	<del>Staff hourly rate</del> <del>\$15</del>	
Copies of digital photographs/photo files	<del>Staff hourly rate</del> <del>\$25</del>	<del>per disc</del>
Fingerprinting*	\$28.61	per card
Records/Background checks*	\$17.16	per request

\* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.



## RESOLUTION 2025-019

### AMENDING SECTION 3 OF THE CITY'S SCHEDULE OF FEES FOR PARKING VIOLATIONS AND POLICE SERVICES AND ESTABLISHING AN EFFECTIVE DATE

**WHEREAS**, the Sherwood Municipal Code authorizes certain administrative fees and charges to be established by Resolution of the City Council; and

**WHEREAS**, the City Council previously approved the FY2024-25 fee schedule by passing Resolution 2024-047; and

**WHEREAS**, Staff has proposed various amendments to Section 3 of the fee schedule concerning parking violations consistent with Ordinance 2025-001; and

**WHEREAS**, the City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

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

**Section 1.**     **Adoption:** The City of Sherwood's FY2024-25 Rates and Fees Schedule, Section 3, attached hereto as Exhibit A, is hereby approved and adopted, and the master fee schedule will be updated to reflect this amendment

**Section 2.**     **Effective Date:** This Resolution shall become effective May 1, 2025.

**Duly passed by the City Council this 1<sup>st</sup> day of April 2025.**

---

Tim Rosener, Mayor

Attest:

---

Sylvia Murphy, MMC, City Recorder

### SECTION 3 POLICE

#### A. Police Reports

Copies of report	Staff hourly rate
Audio recordings	Staff hourly rate
Police Video	Staff hourly rate

#### B. Vehicle Impound Fee

*Whereas, state law and Sherwood municipal code chapters 8.04 and 10.08 authorize police officers to impound vehicles under specific circumstances.*

Police impounded vehicle fees	\$125 per vehicle
-------------------------------	-------------------

#### C. Parking Violation Fees

Abandoned vehicle	\$50
Stored vehicle	\$50
Hazardous vehicle	\$250
Prohibited display	\$50
Parking time limit	\$50
No parking zone	\$100
Parking restriction on certain types of vehicles	\$100
Method of parking	\$50
Long-term violation per SMC 10.08.090(A)(2)	\$250
Long-term violation per SMC 10.08.090(A)(3)	\$500
Long-term violation per SMC 10.08.090(A)(4)	\$500
Reoccurring offenses per SMC 10.08.090(B)	\$500

#### D. Miscellaneous Police Fees

Axon Photo Retrieval	Staff hourly rate
Copies of digital photographs/photo files	Staff hourly rate
Fingerprinting*	\$28.61 per card
Records/Background checks*	\$17.16 per request

\* Indicates fees that are subject to Resolution 2017-008 - Providing Automatic Annual Inflation-Based Adjustments.

## Sherwood City Council Meeting

Date: April 1, 2025

List of Meeting Attendees: Yes

Request to Speak Forms: No

Documents submitted at meeting:

Work Session Topics:

Tannery Site Cleanup Project Presentation (Exhibit A)

Sherwood Chamber of Commerce 2025 Business Plan (Exhibit B)

Housing Bill Updates - Handouts (Exhibit C) and PowerPoint Presentation (Exhibit D)

Public Hearings:

Ordinance 2025-001 PowerPoint Presentation (Exhibit E)

Resolution 2025-019 PowerPoint Presentation (Exhibit F)

Sherwood City Council Meeting Date:

April 1, 2025

## ATTENDANCE SHEET

**NAME**

**ADDRESS**

**PHONE**

Jana Mays		
La'He Dabdal		503-530-9139



# TANNERY CLEANUP (FORMER FRONTIER LEATHER)

Presented to Sherwood City Council April 1, 2025

04.01.2025  
Date

City Council  
Gov. Body

Work Session  
Agenda Item

A  
Exhibit #





# Community Involvement

- Community Involvement Plan (CIP) approved by EPA
- CIP Priorities
  1. Educate public about brownfield cleanup and redevelopment
  2. Ensure public understands project objectives and steps involved in cleanup
  3. Focus on neighborhoods adjacent to project site
  4. Gaining input from project partners and community leaders



# Community Involvement

## Priority Actions through

1. Social Media
2. City website
3. Flyers
4. Work sessions
5. Direct Community Outreach Activities
6. Community Partner Engagement

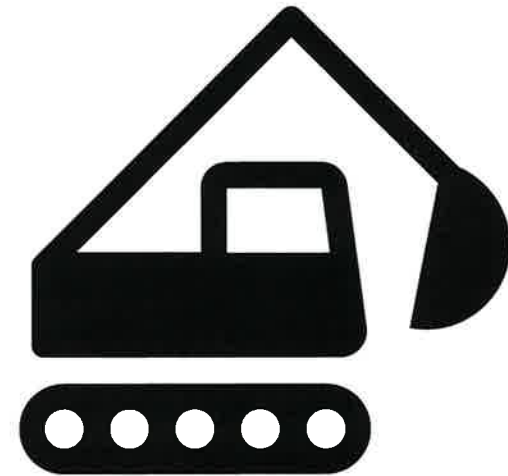
## Timeline

1. Council Work session 1 April 2025
2. Informational booth at Cruisin Sherwood
3. Future outreach activities:
  1. Robin Hood Festival
  2. Music on the Green
  3. Movies in the Park
  4. Community Services Fair (2026)

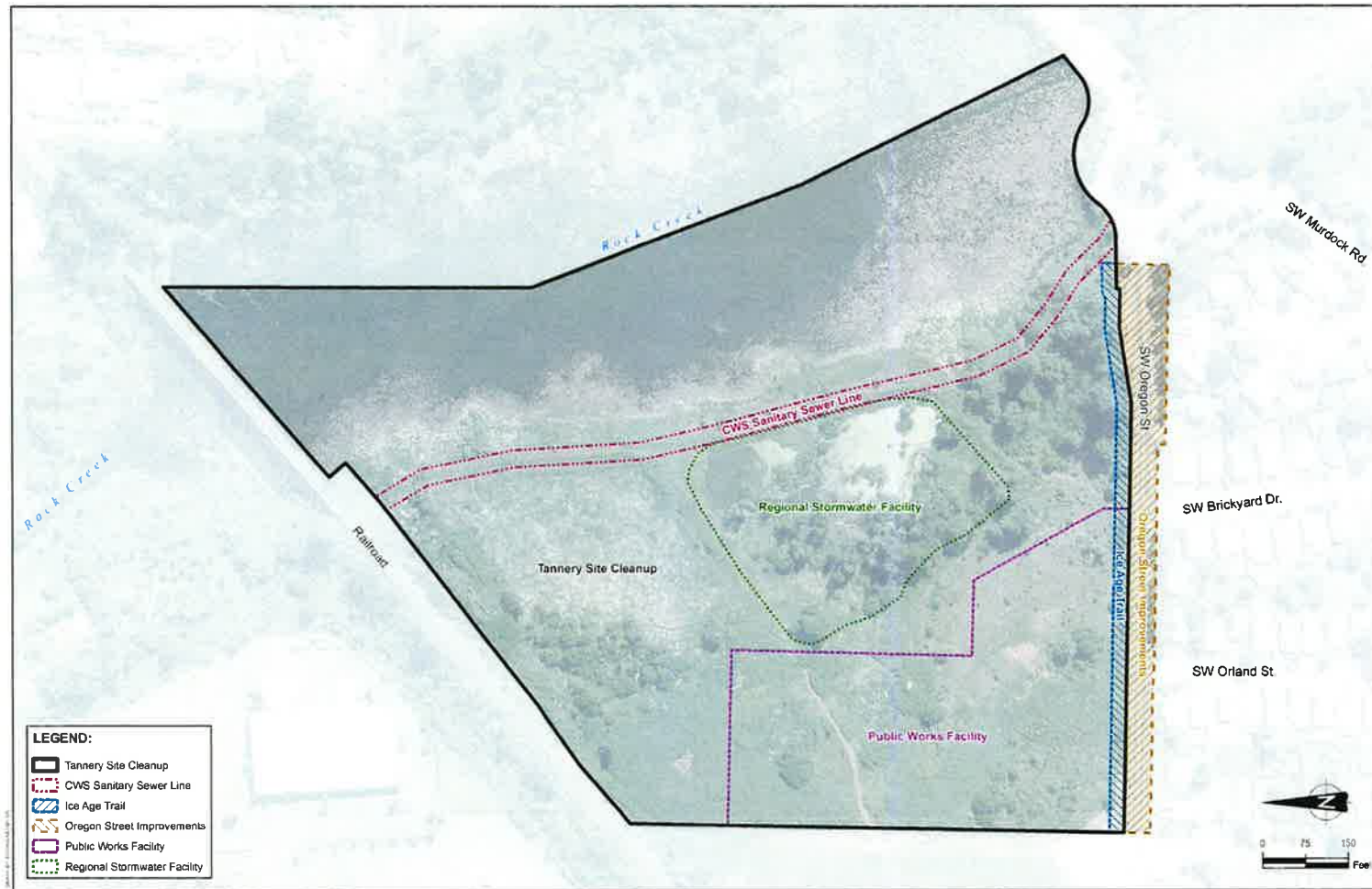


## Tannery Cleanup is One of Six Projects that Share Nexus

- **Tannery Cleanup (key to allowing other projects to move forward)**
- Oregon Street Improvements
- Regional Stormwater Facility
- CWS Sanitary Sewer Line
- Public Works Facility
- Ice Age Trail



# Six (6) Projects





## Cleanup Steps and Timeframe

**DEQ Kick-off Meeting (Complete)**

**Community Involvement Plan (Complete)**

**Sampling and Analysis Plan - PFAS (Complete)**

**Sampling (April 2025)**

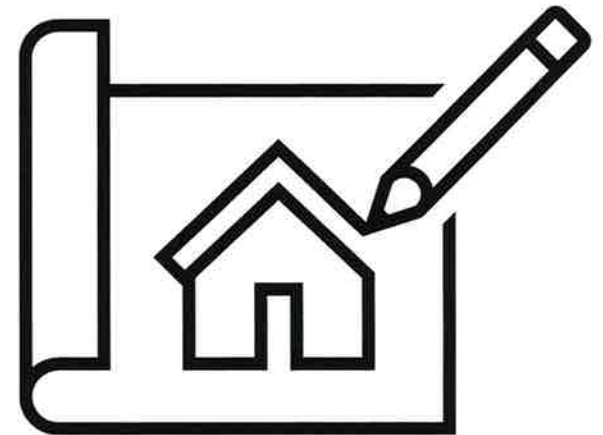
**Remedial Action Plan, Project Design, Permitting (May – December 2025)**

**Bidding Documents & Contractor Selection (January – May 2026)**

**Excavation and Removal of Soil and Hides (June – September 2026)**

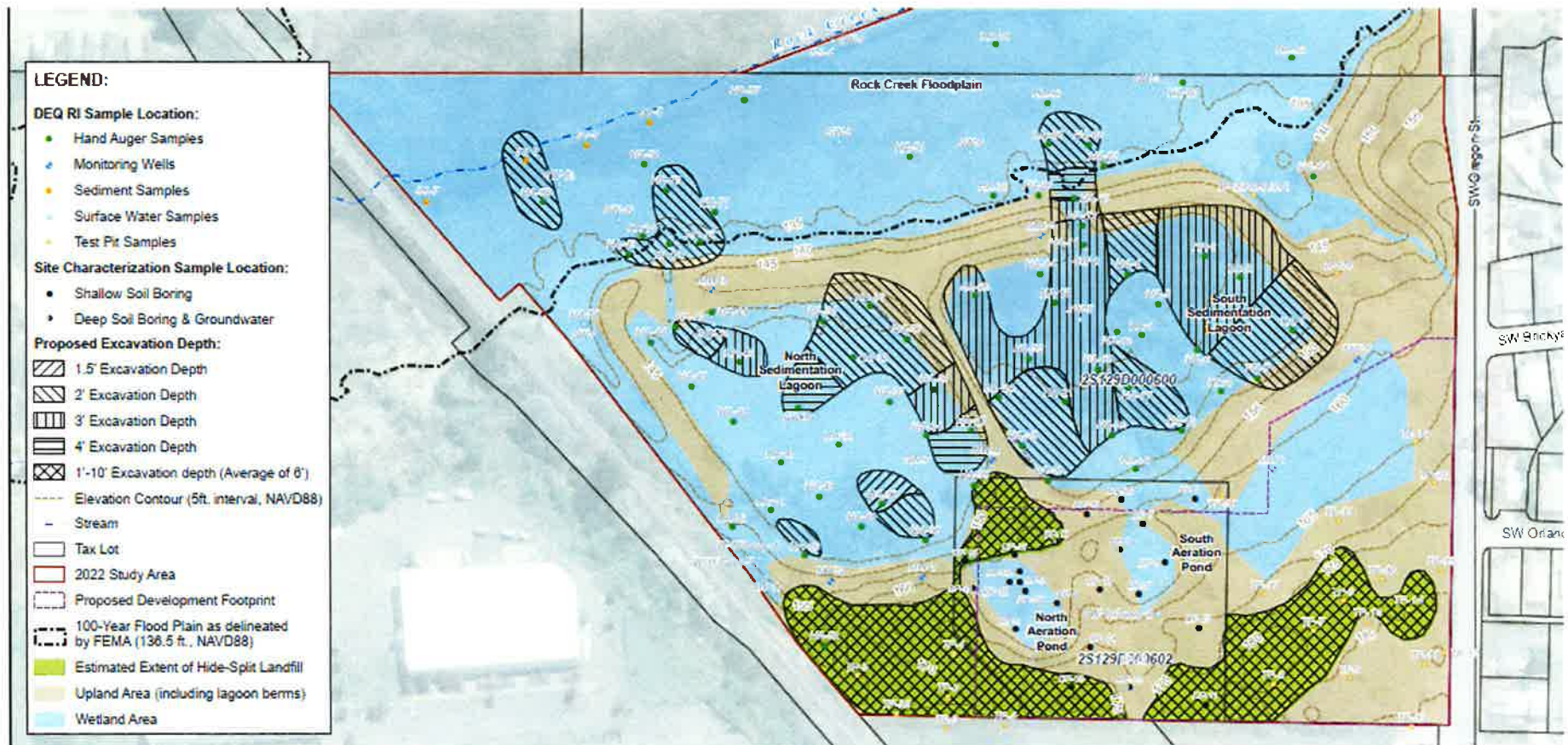
**Site Restoration (October 2026 – June 2027)**

**Community Outreach, DEQ and EPA Reporting (throughout project)**





# Excavation and Removal Areas





# THANK YOU





# Sherwood Area Chamber of Commerce



Supporting Business & Building Community


04.01.2025  
Date

City Council  
Gov. Body

Work Session  
Agenda Item

B  
Exhibit #



A photograph of a laptop screen in a dimly lit room. The screen shows a line graph with a blue line fluctuating upwards and a pie chart with a green slice. Two white text boxes are overlaid on the screen. The laptop keyboard is partially visible at the bottom.

We seek to connect, partner for growth and be a champion for the business community.  
Creating a stronger Sherwood.

We market and advocate for our Members.

# The Chamber: Who Are We

## 2025 Sherwood Chamber of Commerce Executive Committee



**President**  
*Christoffer McCollom*  
Sala Credit Union



**CEO & Executive Director**  
*Farrah Burke*



**Treasurer**  
*Marc Farrar*  
Metropolitan  
Land Group



**Board Member**  
*Martin Rakers*  
Sherwood Family YMCA



**Board Member**  
*Steven Quick*  
SQ Merchant Services



**Board Member**  
*Larry Morris*  
Mortgage Solutions Financial

## 2025 Sherwood Chamber of Commerce Board Members and Staff



**Board Member**  
*Sarah Bullfinch*  
Green Ridge Solar



**Board Member**  
*Nina Carlson*  
NW Natural

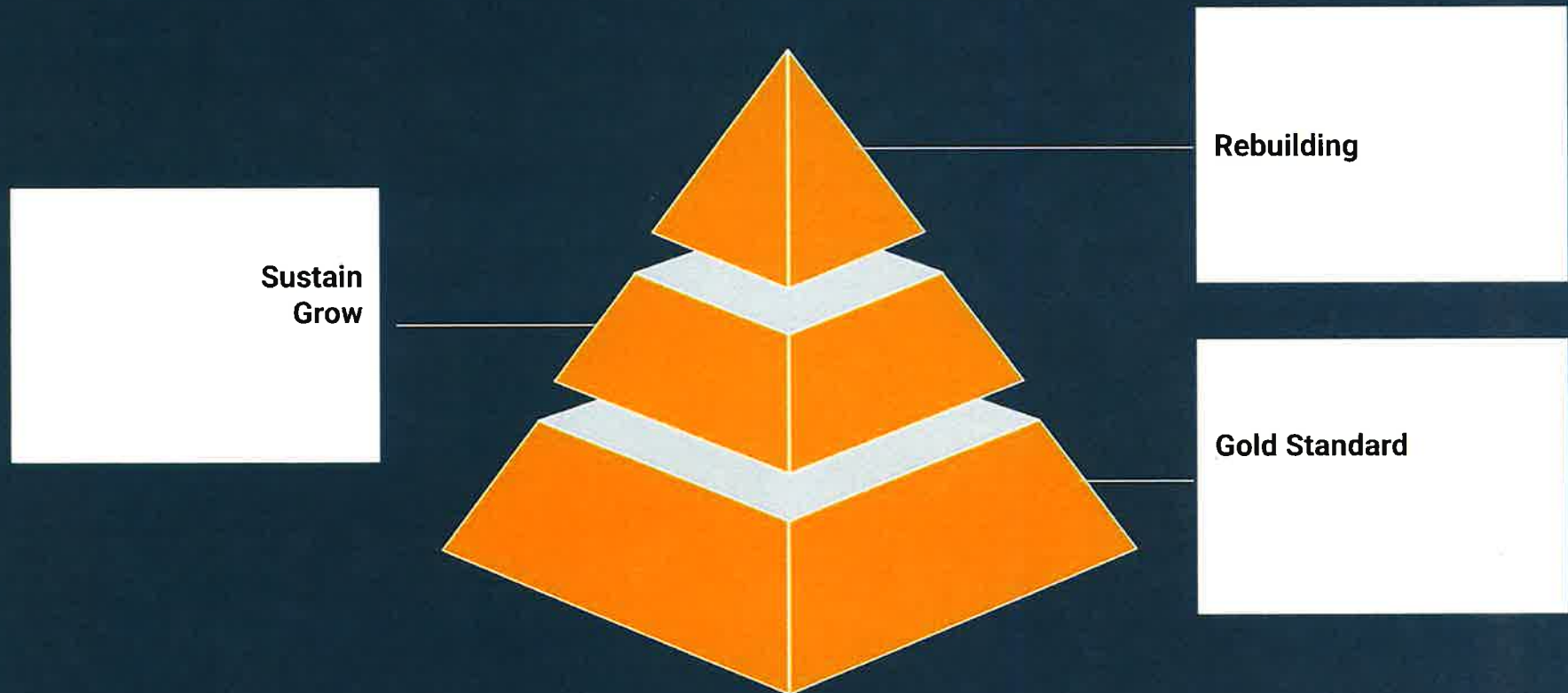


**Board Member**  
*Christopher McLoughlin*  
Perla Construction



**Board Member**  
*Rachael King*  
King Heating & Cooling

## Current Sherwood Chamber Lifecycle





## 2025 goals

Consistent & smooth networking, marketing, communications & events!

Continue to operationally uplift & modernize the Chamber.

Partner with the City on Economic Development & enrichment.

---

# Achievements

- Uplifted social media & marketing: 400% more engagement than previous year
  - 2 networking events per month with growing attendance. Avg 30 business owners to as many as 50+
  - 20 new Members since new Executive Director start
  - Operational uplift:  
Reducing monthly expenses.
    - Phone
    - Printer
    - Lease (daily rentals)
    - Documentation of processes
    - Migrated all documents to the cloud
  - 2 new committees created for the Chamber:
    - Membership
    - Events
-

# Achievements

Award luncheon success:

I listened to our Members & the community and improved all levels

- Transparent & inclusive nominee selection & award wins
  - Daytime event more inclusive for busy schedules
  - Lunch time gave more economical price
  - Nominees attended for free
  - Still fun formal award ceremony where all felt celebrated
-

# 2025 Roadmap

## *Networking*

YMCA - Rebekah Lodge - 503 Uncorked - Perlo - Green Ridge Solar -  
Sherwood Police - Elevate Strength & Fitness - Little Wishes

## Quarterly Multi Chamber Networkings

### January

Awards luncheon

Cruisin Sponsor & Vendor forms

### June

Launch sherwoodchamber.com

Cruisin'

### October

Directory of Sherwood

Strategic Planning 2026

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sept

Oct

Nov

Dec

### April

Launch new Cruisin' site off  
sherwoodchamber.com

Cruisin registration begins - SEPA submitted

### July

Golf Tournament

Directory of Sherwood

### *Ribbon Cuttings*

Ascend Beauty

Walmart

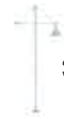
Springs

Studson

The Hot Spot



# New Website



Sherwood Chamber of Commerce

[Join](#)

[About Us](#)

[Find A Business](#)

[City of Sherwood](#)

[Visit](#)

[Events](#)





# New Website

## Join

Benefits

Become A Member

Resources

Advocacy

+ Add a card

## About Us

Mission

Board of Directors

Chamber Staff

Contact Us

+ Add a card

## Find A Business

Directory

Best of the Best Awards 2025

+ Add a card

## City of Sherwood

City of Sherwood Website

Community

Economic Development

Library

+ Add a card

## Visit

Tualatin Valley Website

Dining

Activities

+ Add a card

## Events

Calendar of Events

Networking

Cruisin'

Golf Tournament

Enter a title or paste a link


# Other Chamber Involvement Points

- Sherwood Visitor Center: Greet visitors, take phone calls, & maintain travel materials
- Farrah has been visiting all Washington County Chambers & beyond to research best practices for our Chamber future
- Sherwood directory of business creation
- Connecting the High School to professionals in the community & job shadows
- Main St Association & Robin Hood
- Revitalization of Old Town
- City Council Meetings
- Connecting new businesses to location opportunities
- Connecting new businesses to city processes

# Chamber Finances 2024

<b>Income</b>	
Membership	77,000
Event Income	86,000
Grants (New in 2024)	35,000
	<b>198,000</b>
<b>Expenses</b>	
Events	53,000
Chamber Rent & Facilities	35,500
Supplies	4,660
Payroll	65,000
Employee Insurance & Payroll Taxes	11,650
	<b>169,810</b>
<b>Profit</b>	<b>\$28,190</b>

25K from City of  
Sherwood



10K from Explore  
Tualatin Valley

\*All Chambers in  
Tualatin Valley  
receive

W/O City of Sherwood  
grant money, ending  
balance = \$3,190

Information regarding Chamber CEO Salaries in the Western States. (This survey included Washington County CEOs) Our goal being to get our CEO to the minimum of the salary range (75K) by end of year.



## Western Association of Chamber Executives

(Note: To request an individualized CEO salary memo, please email your request to [nick.ortiz@calchamber.com](mailto:nick.ortiz@calchamber.com) with your # of members and total annual income. It may take up to 5 working days to receive a response.)

April 2, 2023

TO: Jane Smith – Anytown Chamber of Commerce

FROM: Nick Ortiz, President/CEO

RE: **CEO SALARY & BENEFITS INFO**

In reviewing our 2023 W.A.C.E. salary survey results, we had 12 chambers of comparable size to yours respond. The number of members ranged from 450-600 members, on average these chambers had 512 members. Gross income ranged from \$375,000 (485 members) – \$750,000 (600 members), average income was \$579,395.

The salary range for the chief executives at these chambers is \$75,000 – \$156,300. The average salary is **\$90,525**.



## Our Asks

1. TLT Grant funding for 2025
2. CEP Funding for Cruisin'  
(Application to be submitted)
3. City representation on our  
Board of Directors

# Fall 2025 - 2026

More diversified Membership into industrial & larger businesses

Tualatin Titanium Membership offer

Ambassadors

Increase our volunteer base

Membership Software

Give Members easier access to payments and reminders

Board Recruitment for 2026

2 board members terms are up

Alternate Revenue Sources

Most other Chambers have an alternate revenue source beyond Member Income & Events

Thank you for your time!



Bill	Short Description	Long Description	Impact on Existing City Limits	Impact on Sherwood West	Impact on Budget and Staffing	Bill Status
SB 49-1	Requires changes to zoning and land use regulations for housing, requires cities to adopt state model codes for certain housing types	Would remove minimum densities in land use regulations, require cities to adopt model codes for middle housing, ADUs, and other housing types.  Would eliminate requirement for certain Statewide Planning Goals to be met when increasing density or upzoning (Infrastructure, Transportation, etc.).  Requires cities to subsidize housing developments as part of an Inclusionary Zoning program.	Sherwood could see upzoning and increased density without adequate transportation and public infrastructure.  New housing could be built under model codes instead of Sherwood's residential design standards	Model codes would likely be required to be applied in Sherwood West. Unclear what impact adopting a Master Plan would have on mandatory compliance.	Sherwood would be required to subsidize housing developments if an Inclusionary Zoning program was adopted. Other changes proposed in the bill would have limited impact.	Hearing scheduled in Senate Committee on Housing and Development (4/2/25)
SB 974-2	Eliminates design standards, parking requirements, and landscaping requirements for developments over 20 units. Puts time limits on engineering review. Allows cost recovery for delayed engineering permits.	Requires cities to waive standards related to building aesthetics and orientation, parking, and landscaping for 20 or more units.  Specific timelines for local governments to process final engineering plans for residential developments in a UGB (14 day completeness, 90-day permit issuance, recovery of engineering and attorney fees if delays)  Makes all "urban housing applications" a limited land use decision. Definition of urban housing application includes: quasi-judicial comp plan amendments, variances, PUDs, land partitions and subdivisions, preliminary engineering plans.  Takes effect in 91 days after end of legislation session.	Design standards for residential and mixed-use buildings would not be applied for developments of 20 or more units. This includes Old Town, Langer PUD, etc. Would also remove parking and landscaping requirements for developments with 20 or more units.	Waiver of standards for developments over 20 units would likely apply in Sherwood West. Unclear what impact adopting a Master Plan would have on mandatory compliance.	Significant impact on Sherwood's engineering department as preliminary and final engineering review is subject to strict review timelines. Increased fees would likely be required to pay for additional staff or consultants to meet timeline.	Hearing scheduled in Senate Committee on Housing and Development (4/7/25)
SB 6-1	Requires middle and single-family housing building permit applications to be issued within 45 days	Requires building departments to issue permits for middle and single family residences within 45 days of a complete application.  Requires partner agencies and jurisdictions to complete their review within 10 days of a complete application.  If the building department or partner agency fails to decide on the application within the time frame, the permit is automatically issued	Residential permits could be automatically issued for residences which don't meet requirements for public infrastructure or building code standards	Residential permits could be automatically issued for residences which don't meet requirements for public infrastructure or building code standards	Potential for significant liability for cities with building programs. Permits would be automatically issued if the department does not act on an application within the timeframe allowed.  Permits could be issued for homes that do not meet minimum safety requirements. The bill does not address if contractor is still required to build to code, if inspectors can fail based on non-compliance, and/or who is responsible for damages if a unsafe home is sold and occupied.	Work Session scheduled in Senate Committee on Housing and Development (4/7/25)
HB 2138-2	Governor Kotek's Housing Bill. Proposes changes to middle housing regulations, procedures, and infrastructure requirements for cities.	Changes definition of cottage cluster to include attached units in subgrouping of up to four.  Cities cannot require existing units to be modified to meet siting and design standards for middle housing. Sherwood currently requires conformance to residential design standards when the project adds 50% or more of area to a building elevation facing the street.  Cities cannot require a Transportation Impact Analysis or require off-site improvements for middle housing developments 12 units and under  Allows additional middle housing units on a site when affordability or accessible ownership requirements are met  Voids CC&Rs that prohibit middle housing.  Prohibits cities from adopting land use regulations that decrease the overall allowable or required density, or that limit housing types that would reduce allowed or required density. Example regulations include density, floor area ratio, building height, lot size, setbacks, etc.  Allows submission of applications for a middle housing land division to be at the same time as the submission of building permits.  Provides for new land use review deadlines for affordable housing (100 days) and expedited land divisions (63 days).  Removes ability for public to appeal expedited land divisions.  Directs LCDC to undertake rule making that prohibit or restrict siting and design standards that prevent or discourage middle housing	Sherwood would be prohibited from updating zoning and development standards that decrease allowable or required density (i.e. increase to minimum lot sizes, increases to setbacks, decreases in building height, etc.)  As part of a redevelopment projects, up to 12 units of middle housing can be constructed without a Transportation Impact Analysis and without off-site improvements  Existing siting and design standards (i.e. residential design standards) could be impacted if determined to prevent or discourage middle housing	Cottage cluster zones could now include attached cottage clusters.  Could achieve increase density for middle housing that meets affordability requirements. Unclear how this would be applied in a Master Planned Community  New LCDC rules could restrict certain siting and design standards for middle housing, including for middle housing in Master Planned Communities	Expedited review timelines would likely result in increased fees for those types of applications to ensure compliance	Work session scheduled in House Committee on Higher Education and Workforce Development (4/8/25)
HB 2258	Governor Kotek's OR Homes Bill. Would develop pre-approved building plans and land use regulations for automatic approval at the local level for housing developments up to 12 units.	Provides LCDC the authority to adopt rules requiring local governments to approve specified residential developments on qualifying lots or parcels, notwithstanding existing comprehensive plans or land use regulations.  Specific standards for minimum floor area ratios and dwelling units per acre are outlined for each housing type. LCDC may set conditions related to permit costs, impact analyses on public utilities or transportation, design standards, and land use limitations.  The Department of Consumer and Business Services (DCBS) may establish processes for applicants to receive building construction plan approvals, potentially utilizing typical drawings and specifications created by the department.	Sherwood could see new housing construction of up to 12 units that does not meet the City's residential design standards, tree code, etc.  The state could also place limits on infrastructure analysis and requirements for housing that is constructed pursuant to the bill	Regulations would likely in Sherwood West. Unclear how regulations would be applied as part of Master Planned Community.	LCDC could limit permit fees and infrastructure requirements for housing that is proposed pursuant to this bill	Work session scheduled in House Committee on Housing and Homelessness (4/7/25)
HB 3031	Would establish a Housing Infrastructure Financing Program	Funding for transportation, water, wastewater, and stormwater for local jurisdictions. Required to serve developments of 17 units or more per acre and meet affordability requirements. 25% of funds to support jurisdictions with less than 30,000 residents.	Could provide funding for high density and mixed-use developments that achieve 17 units per acre	Could provide funding for high density and mixed-use developments that achieve 17 units per acre	Limited impact on staffing. Could provide funding for infrastructure and decrease need for SDCs or other fees	Referred to Ways and Means. No meetings scheduled.

04.01.2025

Date

City Council

Gov. Body

Work Session

Agenda Item

C

Exhibit #



**SB 974-2**

**Eliminates design standards, parking requirements, and landscaping requirements for developments over 20 units. Puts time limits on engineering review. Allows cost recovery for delayed engineering permits.**

**Long Description**

Requires cities to waive standards related to building aesthetics and orientation, parking, and landscaping for 20 or more units.

Specific timelines for local governments to process final engineering plans for residential developments in a UGB (14 day completeness, 90-day permit issuance, recovery of engineering and attorney fees if delays)

Makes all “urban housing applications” a limited land use decision. Definition of urban housing application includes: quasi-judicial comp plan amendments, variances, PUDs, land partitions and subdivisions, preliminary engineering plans.

Takes effect in 91 days after end of legislation session.

**Impact on Existing City Limits**

Design standards for residential and mixed-use buildings would not be applied for developments of 20 or more units. This includes Old Town, Langer PUD, etc. Would also remove parking and landscaping requirements for developments with 20 or more units.

**Impact on Sherwood West**

Waiver of standards for developments over 20 units would likely apply in Sherwood West. Unclear what impact adopting a Master Plan would have on mandatory compliance.

**Impact on Staffing and Budget**

Significant impact on Sherwood's engineering department as preliminary and final engineering review is subject to strict review timelines. Increased fees would likely be required to pay for additional staff or consultants to meet timeline.

**Bill Status**

Hearing scheduled in Senate Committee on Housing and Development (4/7/25)

**SB 6-1**  
**Requires middle and single-family housing building permit applications to be issued within 45 days**

**Long Description**

Requires building departments to issue permits for middle and single family residences within 45 days of a complete application.

Requires partner agencies and jurisdictions to complete their review within 10 days of a complete application.

If the building department or partner agency fails to decide on the application within the time frame, the permit is automatically issued

**Impact on Existing City Limits**

Residential permits could be automatically issued for residences which don't meet requirements for public infrastructure or building code standards

**Impact on Sherwood West**

Residential permits could be automatically issued for residences which don't meet requirements for public infrastructure or building code standards

**Impact on Staffing and Budget**

Potential for significant liability for cities with building programs. Permits would be automatically issued if the department does not act on an application within the timeframe allowed.

Permits could be issued for homes that do not meet minimum safety requirements. The bill does not address if contractor is still required to build to code, if inspectors can fail based on non-compliance, and/or who is responsible for damages if a unsafe home is sold and occupied.

**Bill Status**

Work Session scheduled in Senate Committee on Housing and Development (4/7/25)

## **HB 2138-2**

### **Governor Kotek's Housing Bill. Proposes changes to middle housing regulations, procedures, and infrastructure requirements for cities.**

#### **Long Description**

Changes definition of cottage cluster to include attached units in subgrouping of up to four.

Cities cannot require existing units to be modified to meet siting and design standards for middle housing. Sherwood currently requires conformance to residential design standards when the project adds 50% or more of area to a building elevation facing the street.

Cities cannot require a Transportation Impact Analysis or require off-site improvements for middle housing developments 12 units and under

Allows additional middle housing units on a site when affordability or accessible ownership requirements are met

Allows submission of applications for a middle housing land division to be at the same time as the submission of building permits.

Directs LCDC to undertake rule making that prohibit or restrict siting and design standards that prevent or discourage middle housing and permissible discretionary criteria applied by local governments in evaluating housing

#### **Impact on Existing City Limits**

Sherwood would be prohibited from updating zoning and development standards that decrease allowable or required density (i.e. increase to minimum lot sizes, increases to setbacks, decreases in building height, etc.)

As part of a redevelopment projects, up to 12 units of middle housing can be constructed without a Transportation Impact Analysis and without off-site improvements

Existing siting and design standards (i.e. residential design standards) could be impacted if determined to prevent or discourage middle housing

#### **Impact on Sherwood West**

Cottage cluster zones could now include attached cottage clusters.

Could achieve increase density for middle housing that meets affordability requirements. Unclear how this would be applied in a Master Planned Community

New LCDC rules could restrict certain siting and design standards for middle housing, including for middle housing in Master Planned Communities

**Impact on Staffing and Budget**

Expedited review timelines would likely result in increased fees for those types of applications to ensure compliance

**Bill Status**

Work session scheduled in House Committee on Higher Education and Workforce Development (4/8/25)

**Governor Kotek's OR Homes Bill. Would develop pre-approved building plans and land use regulations for automatic approval at the local level for housing developments up to 12 units.**

**Long Description**

Provides LCDC the authority to adopt rules requiring local governments to approve specified residential developments on qualifying lots or parcels, notwithstanding existing comprehensive plans or land use regulations.

Specific standards for minimum floor area ratios and dwelling units per acre are outlined for each housing type. LCDC may set conditions related to permit costs, impact analyses on public utilities or transportation, design standards, and land use limitations.

The Department of Consumer and Business Services (DCBS) may establish processes for applicants to receive building construction plan approvals, potentially utilizing typical drawings and specifications created by the department.

**Impact on Existing City Limits**

Sherwood could see new housing construction of up to 12 units that does not meet the City's residential design standards, tree code, etc.

The state could also place limits on infrastructure analysis and requirements for housing that is constructed pursuant to the bill

**Impact on Sherwood West**

Regulations would likely in Sherwood West. Unclear how regulations would be applied as part of Master Planned Community.

**Impact on Staffing and Budget**

LCDC could limit permit fees and infrastructure requirements for housing that is proposed pursuant to this bill

**Bill Status**

Work session scheduled in House Committee on Housing and Homelessness (4/7/25)

**Would establish a Housing Infrastructure Financing Program**

**Long Description**

Funding for transportation, water, wastewater, and stormwater for local jurisdictions. Required to serve developments of 17 units or more per acre and meet affordability requirements. 25% of funds to support jurisdictions with less than 30,000 residents.

**Impact on Existing City Limits**

Could provide funding for high density and mixed-use developments that achieve 17 units per acre

**Impact on Sherwood West**

Could provide funding for high density and mixed-use developments that achieve 17 units per acre

**Impact on Staffing and Budget**

Limited impact on staffing. Could provide funding for infrastructure and decrease need for SDCs or other fees

**Bill Status**

Referred to Ways and Means. No meetings scheduled.

# OREGON LEGISLATURE HOUSING BILLS 2025 SESSION

April 1, 2025

Eric Rutledge, Community Development Director



04.01.2025  
Date

City Council  
Gov. Body

Work Session  
Agenda Item

D  
Exhibit #

# BACKGROUND

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## Purpose of Work Session

- Inform Sherwood City Council and residents of proposed legislation
- Discuss impacts to existing city limits and Sherwood West
- Determine next steps

## 2025 Legislative Calendar

- **January 21**      Session Starts
- **March 28**      Work Session deadline
- **April 9**      First Chamber deadline
- **May 23**      Second Chamber deadline
- **June 29**      Session Ends

*Bills are being amended frequently, presentation prepared on March 30*

*Focus on most impactful bills*

## Housing Bills

- SB 974
- SB 6
- HB 2138
- HB 2258
- HB 3031



# 2025 HOUSING BILLS

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## Senate Bill 974-2

- Requires cities to waive standards related to building design and orientation, parking, and landscaping for 20 or more units\*
- Specific timelines for cities to process final engineering plans for housing developments (14 day completeness, 90-day permit issuance, recovery of engineering and attorney fees if delays)
- Makes all “urban housing applications” a limited land use decision. Definition of urban housing application includes: quasi-judicial comp plan amendments, variances, PUDs, land partitions and subdivisions, preliminary engineering plans\*
- Takes effect in 91 days after end of legislation session

*\*Implications for Master Planning unclear*

Planning Area	Impact
Existing City Limits	Yes
Sherwood West	Yes
Staffing and Budget	Yes

# 2025 HOUSING BILLS

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## Senate Bill 6-1

- Requires building departments to issue permits for middle- and single-family residences within 45 days of a complete application
- Requires partner agencies and jurisdictions to complete their review within 10 days of a complete application
- If the building department or partner agency fails to decide on the application within the time frame, the permit is automatically issued. Potential for significant liability for cities

Planning Area	Impact
Existing City Limits	Yes
Sherwood West	Yes
Staffing and Budget	Yes

# 2025 HOUSING BILLS

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## House Bill 2138-2

- Changes definition of cottage cluster to include attached units in subgrouping of up to four\*
- Cities cannot require a Transportation Impact Analysis or require off-site improvements for middle housing developments 12 units and under
- Allows additional middle housing units on a site when affordability or accessible ownership requirements are met\*
- Directs LCDC to undertake rule making that prohibit or restrict siting and design standards that prevent or discourage middle housing and permissible discretionary criteria applied by local governments in evaluating housing

*\*Implications for Master Planning unclear*

Planning Area	Impact
Existing City Limits	Yes
Sherwood West	Yes
Staffing and Budget	Yes

# 2025 HOUSING BILLS

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## House Bill 2258

- Allows LCDC to adopt rules requiring local governments to approve specified residential developments on qualifying lots or parcels, notwithstanding existing comprehensive plans or land use regulations (i.e. design standards, tree code, parking requirements)\*
- LCDC may set conditions related to permit costs, impact analyses on public utilities or transportation, design standards, and land use limitations\*

*\*Implications for Master Planning unclear*

Planning Area	Impact
Existing City Limits	Yes
Sherwood West	Yes
Staffing and Budget	Yes

# 2025 HOUSING BILLS

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## House Bill 3031

- Funding for transportation, water, wastewater, and stormwater for local jurisdictions.
- Required to serve developments of 17 units or more per acre and meet affordability requirements.
- 25% of funds to support jurisdictions with less than 30,000 residents.

Planning Area	Impact
Existing City Limits	Yes
Sherwood West	Yes
Staffing and Budget	Yes

# DISCUSSION AND NEXT STEPS

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## Discussion

- Impacts on existing city limits
- Impacts on Sherwood West zones (i.e. cottage cluster) and Master Planning
- Impacts on budget and staffing

## Next Steps

- Staff to continue monitoring legislation
- Work with League of Oregon Cities to advocate for Sherwood
- Work with Metro Mayors' Consortium to advocate for Sherwood and region

# OREGON LEGISLATURE HOUSING BILLS 2025 SESSION

April 1, 2025

Eric Rutledge, Community Development Director

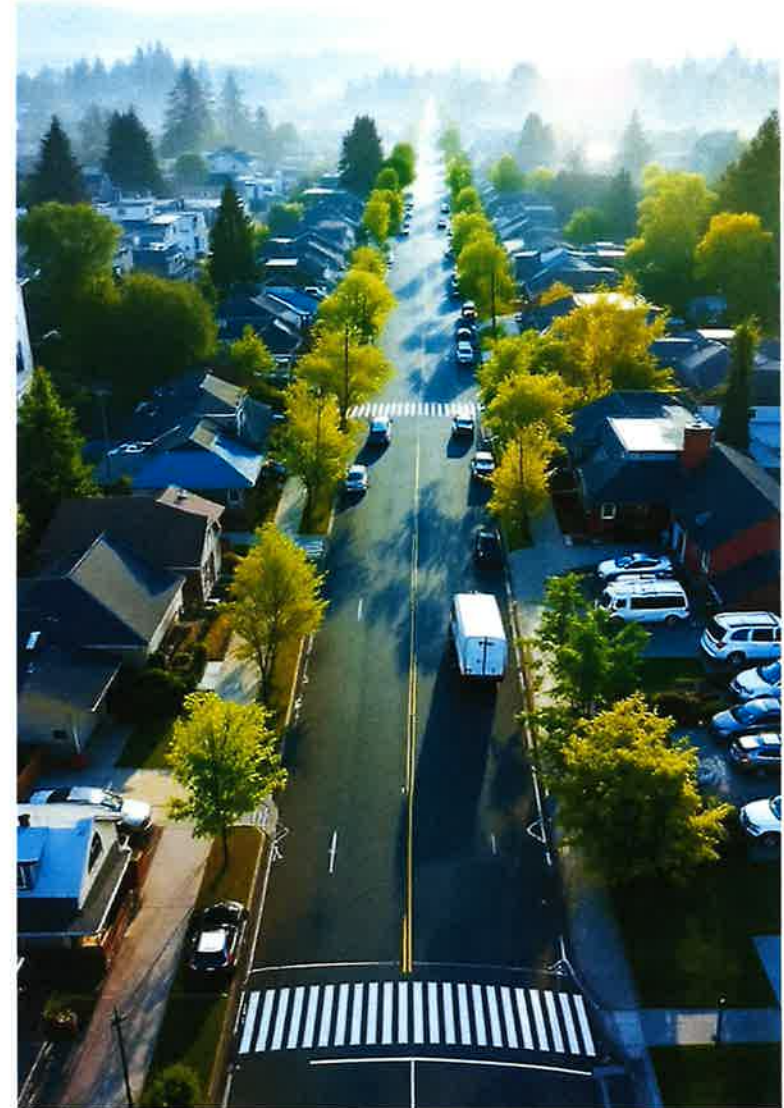




# *City of Sherwood*

## *Proposed Amendments to Sherwood's Municipal Codes Concerning Parking and Towing of Motor Vehicles.*

 by Sebastian Tapia, Interim City Attorney



04.01.2025  
Date

City Council  
Gov. Body

P. Hearing ORD. 2025-001  
Agenda Item

E  
Exhibit #



# Vehicle Release and Hearing Process

## ***City's notice requirements (amended)***

Must include *current location, date/time of tow*, violated ordinance, storage location, towing/storage charges, lien information, sale possibility, hearing rights, and request timeframe.

If owner information is unavailable, *the city must make reasonable efforts* to provide notice, including posting in the area where the vehicle was located and at least one public location.

## ***Driver's Release Requirements (amended)***

A removed vehicle may be held until a person entitled to lawful possession complies with release conditions. *The person must submit proof of ownership or right to possess the vehicle and sign a receipt acknowledging their right to a hearing.*

## ***Hearing Process (amended)***

Interested parties may request a hearing within five business days to contest removal validity. The municipal court must hold a hearing within *three* business days of the request. If removal is found invalid, the vehicle must be immediately released without charge.

# *Parking Restrictions*



## *Time and Location (amended)*

Unlawful to park beyond designated time limits shown on official signs. Time limits include aggregate time within 300 linear feet on the same side of street during or *in the same lot* within a 24-hour period.



## *Fee Schedule (added)*

*All civil violation fees are relocated to the City's Fee Schedule*



## *Prohibited Practices (added)*

***No parking in no-parking zones,*** whether permanent or temporary.

### ***Immediate tow authorized***

- *when two or more municipal judgments are due and unpaid;* or
- when a parking violation lasts for 96 hours or longer



# Resolution 2025-019

## Amend Fee Schedule Police Services, Parking Fees

Presented to Sherwood City Council April 1, 2025

04.01.2025  
Date

City Council  
Gov. Body

P. Hearing  
Agenda Item

F  
Exhibit #

## Summary of changes

- Coordinated with changes proposed in Ordinance 2025-001
- Each violation now has an associated fee
- Assigned administrative fees for long-term offenders
- Assigned administrative fees for repeat offenders
- Updated fees for public records requests

**SECTION 3  
POLICE**

**A. Police Reports**

Copies of report	Staff hourly rate
Audio recordings	Staff hourly rate
Police Video	Staff hourly rate

**B. Vehicle Impound Fee**

*Whereas, state law and Sherwood municipal code chapters 8.04 and 10.08 authorize police officers to impound vehicles under specific circumstances,*

Police impounded vehicle fees	\$125 per vehicle
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**C. Parking Violation Fees**

Abandoned vehicle	\$50
Stored vehicle	\$50
Hazardous vehicle	\$250
Prohibited display	\$50
Parking time limit	\$50
No parking zone	\$100
Parking restriction on certain types of vehicles	\$100
Method of parking	\$50
Long-term violation per SMC 10.08.090(A)(2)	\$250
Long-term violation per SMC 10.08.090(A)(3)	\$500
Long-term violation per SMC 10.08.090(A)(4)	\$500
Reoccurring offenses per SMC 10.08.090(B)	\$500

**D. Miscellaneous Police Fees**

Axon Photo Retrieval	Staff hourly rate
Copies of digital photographs/photo files	Staff hourly rate
Fingerprinting*	\$28.61 per card
Records/Background checks*	\$17.16 per request



Thank  
you

# Approved Minutes





**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**April 1, 2025**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:30 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Keith Mays, Doug Scott and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, IT Manager Richard McCord, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, City Engineer Jason Waters, Finance Director David Bodway, and City Recorder Sylvia Murphy.
4. **TOPICS:**

**A. Tannery Site Cleanup Project Update**

City Engineer Jason Waters presented a PowerPoint presentation (see record, Exhibit A) and stated in addition to providing the Council with an update, the meeting also served as a public meeting for community involvement planning. Jason stated that several projects were included in the cleanup project, to include information on a sewer project, a regional storm facility street improvement and site preparation. He stated staff were working with the EPA (Environmental Protection Agency) to see if the city could include some of the other projects with the cleanup. John Kuiper with WSP Consulting referred to page one of the exhibit and identified the locations of the wastewater lagoons, wetlands and Rock Creek. He showed the location of the former Frontier Leather Tannery site and the split hide landfill. He stated that the cleanup included metals, hides contaminated with chromium and lead that were buried on site and stated there were wastewater treatment lagoons that have contaminated sediments. He stated at the site outside of the berms there were breaches that made it into the Rock Creek floodplain. He said there are approximately 30,000 cubic yards of contaminated hides, soil, and sediment that needed to be hauled away. John confirmed the treatment lagoons were created by Frontier Leather and were not city facilities. Councilor Mays asked if the lead was from the lead recycling battery plant and John stated that was not an issue and this was chromium and hides and they were not a human health risk they were eco risks. John explained community involvement and stated that part of what needs to be done is part of the EPA grant and having a community involvement plan and that is what has perpetrated this and stated the EPA approved the community involvement plan. He explained the CIP priorities on page 2. He stated the community involvement plan was available on SharePoint and explained Priority Actions through social media, the city's website, flyers, work sessions, direct community activities, and community partner engagement. He explained the timeline on page 3. Mayor Rosener asked regarding the future public works facility and the city's public outreach efforts, and if this



information would be included. John confirmed. John explained the information on page 4 and stated that the tannery cleanup was one of six projects in the area that shared a nexus and said cleanup of the tannery is key to allowing the other projects to move forward. City Engineer Waters reminded that the city received an EPA grant in 2017 that had community involvement and visioning and said this project included visioning for the public works facility. He stated the listed projects overlapped with the cleanup site therefore you couldn't complete them without the cleanup. Mr. Waters referred to the project list on page 4 and explained their disposition. He stated that staff was hoping to complete the Oregon Street Improvements, the Regional Stormwater Facility and the CWS (Clean Water Services) Sewer line project with the cleanup project. Mr. Waters referred to the map on page 5 and identified the site for the future public works facility, Oregon Street improvement location and the locations of the swales for storm treatment, a potential regional facility that could be a natural stream or have the look of a natural facility and not a fenced swale. He identified the current location of the CWS Sanitary Sewer line and the relocation area and said staff would be looking at an access road over the line and potentially a trail. Councilor Mays asked regarding the depth of the line and Mr. Waters replied deep but accessible and indicated 1-2 manholes could be 25 feet deep and the others around 10 feet deep. Councilor Mays asked regarding powerlines and Mr. Waters confirmed the location of an overhead powerline and indicated other lines would be underground and said staff was working with PGE and considering the environmentally sensitive areas. Councilor Giles asked regarding a path and connectivity and Mr. Waters said there were challenges but it was being investigated. John addressed Cleanup Steps and Timeframe on page 6 and said they have met with DEQ and the EPA and everyone is on the same page. He said the community involvement plan was complete and this was part of that process. He stated they were required to put together a Sampling and an Analysis Plan for PFAS and said sampling will be provided by the end of this month. He stated they were getting an archeology firm under contract as required to allow for monitoring and this should happen by the end of the month. He explained next steps of getting a remedial action plan together, project design, and various permits and following this work would be bid documents and contractor selection shortly after 2026. He said they hoped to be doing the excavation of the contaminated media by summer of 2026 and stated that dumping drier soil was a cost savings. He stated the next steps were site restoration, planning and community outreach. Mr. Waters added that they are working very closely with the Rock Creek Phase B Team and they will be participating in meetings with CWS. Mr. Waters spoke of overlapping projects to allow for efficiencies. John referred to page 7 and stated the green areas on the map were areas that will be excavated and said after soil sampling is done, the map will be refined. He said the green areas are the upland areas with mostly hides and the blue areas on the map identify the contaminated sediment areas. Mr. Waters added that it will be an irritative process with permitting and said DSL (Department of State Lands) will have a lot of say about the mitigation and the final look. He said staff will be coming back to the council on a quarterly basis with updates on the project. Councilor Giles asked regarding the site of the future public works facility and Mr. Waters said the site is about 10 acres, and said that DSL could identify a different developable site. Council President Young commented regarding conversations in past years about a partial or full cleanup and Mr. Waters replied a full cleanup will be done as the grant amount of \$5 million allowed for it. City Manager Sheldon commented regarding the sewer line and having four years with the grant and potentially having to dig twice. Councilor Standke asked where the dirt was going, and Mr. Waters replied to the Hillsboro landfill and possibly other landfills. John added unless we find surprises in the soil, it will go to the Hillsboro landfill. Mayor Rosener thanked the presenters and addressed the next agenda item.

## **B. Sherwood Chamber of Commerce – 2025 Business Plan**

Farrah Burke Sherwood Chamber CEO/Executive Director and Chamber Board Member Martin Rakers presented a PowerPoint presentation (see record, Exhibit B). Ms. Burke recapped what the Chamber does

and briefly identified the Board members. She explained the work that is being done of rebuilding and visiting neighboring chambers, looking at best practices and reenvisioning the chamber concept. She stated she feels Sherwood's chamber has a solid foundation with the community. She recapped 2025 Goals of consistent and smooth networking, marketing, communications and events, continuing to operationally uplift and modernize the chamber and partner with the city on economic development. She highlighted achievements that included more engagement in marketing efforts, conducting two networking events per month that indicates growth in attendance, and an increase in membership which was now 167 members. She commented regarding the chamber's current efforts of operational uplift and reducing monthly expenses, looking at daily office space rentals and looking at a move to the downtown area, cloud based management of documents and they will be launching a new website soon and said they have created two new committees for membership and events. She recapped the success of award luncheons, which was a change from the previous evening galas. She stated she received a lot of feedback from their membership which helped determine the changes. She recapped the 2025 Roadmap and upcoming events to include the launch of a new Cruisin' site, the launch of a new Chamber website, the Gold Tournament and the annual Chamber Directory. She stated she was scheduling and planning for the calendar year events, ribbon cuttings and reopening's. She informed of two upcoming new businesses, Studson and The Hot Spot. She recapped their work on the new Chamber website and recapped Chamber involvement points to include the Sherwood Visitors Center and the benefits of the Center; visiting Chambers within the Washington County area and beyond to research best practices; working on the Chamber Directory; connecting the High School to community professionals and job shadowing to include bringing professionals into the High School; connecting with Sherwood Main Street Association and the Robin Hood Festival Association working towards improvements; revitalization of Old Town; attending Sherwood City Council meetings; connecting new businesses to location opportunities and connecting them to City processes. She recapped their finances for 2024 and spoke of opportunities for other revenue and stated many Chambers have alternative revenue streams that are not based on membership or events and said they are working on figuring this out. She provided examples of having multiple magazines and not just a directory, conducting travel trips, conducting Leadership Universities and said some Chambers were subsidized by their city. Council asked if the membership was tiered based on company size and Farrah confirmed and provided an example of the City of Tualatin's tiered membership and explained an opportunity with Sherwood for an automatic membership for a certain fee. Brief discussion occurred regarding the values of Chamber membership. Farrah spoke on the multi-chamber events which occur quarterly. Farrah recapped Chamber CEO salary and benefit information and their goal to reach an annual salary of \$75,000 by 2025 year's end. She recapped their ask of TLT (Transient Lodging Tax) funding for 2025; CEP (Community Enhancement Program) Grant application for Cruisin'; and city representation on their Board as they believe the city's input would be valuable. She recapped Fall 2025-2026 to include more diversified membership, having Ambassadors; membership software; Board recruitment for 2026; and alternate revenue sources. Council members expressed their appreciation for the information and transparency. Councilor Giles commented regarding additional signage during Cruisin' promoting local businesses and Farrah confirmed that conversations were being had and shared other ideas they were exploring and discussion occurred. Council comments were received regarding economic development and the opportunity to work with the city's Economic Development Manager. The Council thanked the Chamber for their presentation and Mayor Rosener addressed the next agenda item.

### **C. Housing Bill Updates**

Mayor Rosener commented regarding the long session currently occurring in Salem and said the legislature was very busy working on about 5000 bills and commented regarding the city's preemption and local control of housing and land use. He stated the city is paying close attention to these and partnering with the League

of Oregon Cities and metropolitan mayors on the issues. He stated Community Development Director Eric Rutledge was doing an amazing job gathering information and helping with analyzing the bills, gathering feedback and getting back to the city's lobbyist, the LOC and the MMC. Community Development Director Eric Rutledge provided the council with materials (see record, Exhibit C) and presented a PowerPoint (see record, Exhibit D). Eric recapped the purpose of the work session was to inform the council and the residents of what's happening, discuss the impacts to existing city limits and neighborhoods and the city's planning areas, mainly Sherwood West, and discuss next steps and any actions the city can take. Eric stated the legislature was about halfway through the session and said there was a deadline and explained the 2025 Legislative Calendar with the session ending on June 29, 2025. Eric stated he would recap five bills today and said four will go in the direction of less local and being a rule in nature and the other was more of a tool. Eric stated the bills he will speak on will be the most impactful and there are others that staff will continue to track. Eric added that bills were changing quickly and today's presentation reflected the most current. Eric stated he is presenting information with staff's read of the bills and said we are not the authors. Eric addressed Senate Bill 974 and said there was an LOC meeting and the Home Builder's Association of Oregon was pushing for this bill and said it as a concern for us. He said it would require cities to waive standards for building design and orientation parking and landscaping for any housing development with 20 or more units. He said this is not density, it's units, and rolling back the standards that we have adopted. Comments were received regarding the 20 units and Eric stated any property of significant size or a multifamily property is going to reach 20 units very quickly. Council comments were received that it's unusual to get less than 20 units and this would include setbacks, and design standard materials. Eric confirmed there was another bill that impacted setbacks and said this one is building design and orientation, and Mayor Rosener added it included parking and parking landscaping. Eric continued and said the bill would set limits for the first time on the amount of time engineering has for their plan review. He explained that it would require quickly going through planning and getting land use review and then concurrently going through building and engineering review. He said currently there are no limits on engineering review, and this would set very quick limits. He explained the impacts to the city on page 3 of exhibit D as impacts to the city limits, impacts to Sherwood West and impacts to staffing and budget. He stated the engineering department will be looking at increased fees to make sure we get through these. Comments were received with an example of prior development and the developers approach and the potential for staff denial. Discussion followed reflecting on prior development and the tools staff has today within the city's fee schedule to charge for services. Eric stated the other concerning part of this bill is that it changed the definition for housing applications under the land use system and made anything related to housing, most applications related to housing and urban housing applications, a limited land use decision. He explained that means that there are limits on public input, public notice, the number of hearings that can be held, etc., it's basically an expedited land use review. Eric added that limited land use is typically a staff decision and not a hearings officer decision. He stated he was concerned that it would redefine PUDs (Planned Unit Developments) as a limited land use decision and stated his understanding is that a limited land use decision can only have one public hearing and that included in a potential appeal. He said it's not wise to have your hearing not be the appeal, we would want that to go before the Council, therefore the PUDs would have to be approved by staff with one public hearing. He stated this is a limited land use decision and there are some current applications that are limited land use decisions. Eric further clarified that some comprehensive plan amendments would also be a limited land use decision. Councilor Mays stated the nature of a PUD is that you get to write your own rules and commented regarding the state changing the standards. Eric confirmed this would bring PUDs into the limited land use decision process. Eric stated with all the reduced timeline provisions that are in multiple bills, we would either need to increase our fees, increase staff to be able to meet the deadlines or we use the staffing we have and be pressured, and it would fall to the consultants to get it right so that we can approve. Council discussion followed with the effects of this including bypassing the planning commission as

a decision will be appealed to the Council. Councilor Scott added that this will significantly decrease public input of the entire process and comments were received regarding decreasing the need for the planning commission. Eric added that many state bills since 2019 have been going in this direction with less discretion by the city and less public involvement. Mayor Rosener added that the impacts on master planning are unclear and said there is nothing here that exempts master planning. He said that once a bill gets to DLCD they will write regulations that will probably address that, and we will have no idea of what those would look like. Eric added that this concerns him as the implementor as it takes effect 91 days after the legislative session ends and there will be no time to do a legislative amendment for us to adopt the changes. Council members expressed concern, and Eric stated the bill is still alive and suggested we lean on our lobbyist. Mayor Rosener added that the city has come out against this as has the MMC. Council discussion followed. Eric addressed Senate Bill 6-1 and said the "dash 1" is an amendment and said this bill is going after the building program, and not planning or land use, and would require building departments to issue permits for middle-family and single-family residents within 45 days of a completed application. He stated Sherwood's building department is on average at about 21 days to issue a permit. He stated it would require partner agencies, if they are commenting, to complete their review within 10 days, and said the really concerning part is, if the building department or partnering agency fail to make decision within that timeframe the permit is automatically approved. He added that in the dash 1 amendment there was nothing that would clarify or demonstrate where responsibility laid, with the jurisdiction or with the builder. Council comments were received regarding concerns over the application not meeting the code. Eric added concerns with who has the liability, the builder, the city? He further expressed the worst-case scenario of the homeowner acquiring a loan for the home that now doesn't meet code. Councilor Young asked regarding the inspection process and capturing code issues through inspections. Eric stated if the plan is approved without meeting the code and the inspector catches that, that it continued to occupancy without meeting the code. Council discussion followed. Eric addressed House Bill 2138-2 and said this is the middle-housing bill that was last updated this afternoon and said it has been significantly scaled down since its release. He said the list is non inclusive and the bill would change the definition of a cottage cluster to include attached units, and currently cottage clusters are only detached. Eric said it would allow row-homes but would still require them to be small units. He added that they could be one and one-half stories. Eric added that it would not allow cities to require transportation impact analysis or offsite improvements for middle-housing developments under 12 units. He said that would apply to infill and redevelopment only. He said it would allow additional housing units on a site where affordability or accessible ownership requirements are met. He said our code currently states we are to have density limits on a site, but if the builder is able to deliver an affordable unit at a certain metric or an accessible unit, meaning ground-floor ADA, then those would be bonuses that are not part of that. Eric added that the bill is catered towards middle housing. He said another concern is that the bill would direct LCDC to undertake rule making that prohibits or restricts siting and design standards that prevent or discourage middle housing. Eric reminded the council of the city's middle housing regulations and "reasonable" siting and design standards and said this would give LCDC the authority to say something is not "reasonable". Eric added that there is also a provision that directs LCDC to review what is permissible discretionary criteria, which would play into the PUDs. Eric stated that currently, a developer can do a clear and objective path, meaning that our code is clear and objective or they can do the discretionary path, which is the PUDs. He said this would allow LCDC to determine what type of discretionary authority a city would have. Mayor Rosener commented regarding the improvements to this bill since its inception and said he still does not like it but does give credit for working with cities on the refinement. He said he believes they are trying to fix the problems that came from the variance bills from last year. Eric added, and HB 2001. Eric addressed House Bill 2258 and said this is also a governor sponsored bill and said this would allow the state to approve building plans, actual construction plans, and for those constructions plans on a specific lot, under what circumstances they can be built. Basically, they are trying to get preapproved plans and preapproved

sites. Eric confirmed this was for all types of homes. Eric stated this would supersede our design standards, parking standards, tree removal, etc., it would supersede basically everything. Eric provided an example of something being approved and said once approved it could be reproduced repeatedly, and the city would have to approve. Mayor Rosener provided an example of a developer getting eight designs approved and developing only those eight designs on a 200 acre site and the city would have little to no control. Council discussion followed regarding designs and size of homes and Eric replied he thought it was for lots that were up to 20,000 square feet. Mayor Rosener referred to conversations regarding "innovation zones" and discussion followed regarding affordability. Councilor Brouse asked for clarification on "LCDC may set conditions related to permit costs, impact analyses on public utilities or transportation, design standards and land use limitations". Eric stated that LCDC can set how much the city can charge to permit a home, and they can dictate what we can study in terms of the impact of that home on the public infrastructure, and the design standards and other general land use. Eric added that this bill is interesting, and it could be fairly minimal but he doesn't know how much it is used and the impact. He said it could have a significant impact and provided the example of a developer platting a subdivision and creating lots that a home can go on, in theory they replicate and our ability to bring in our own code and fees, we would not be able to. Council comments were received regarding not knowing the impact on the city's utilities. Eric said we have a lot of questions and asked at what point does this bill supersede our authority, is it only at the building permit phase or at the land use phase. Eric stated worst case scenario, this would be applied at the land use phase, and LCDC conditions related to permit costs, impacts on public facilities etc., applies at that stage. He said this is most concerning and he does not know if this is the intent, but it's something the city needs to pay attention too. Mayor Rosener added that the way it is written, LCDC can pretty much do what they want in terms of impact analysis. Discussion followed. Eric addressed House Bill 3031 and said this is for funding of infrastructure for housing, and it funds transportation, water, wastewater storm, and said there is a density requirement. He said any of the funding he's seen in the last two years, there's always been a density requirement and it's usually 17 units per acre. He said for Sherwood, that would make only our high-density zone eligible. He said we are at 16 to 24 units per acre for high density, and meet affordability requirements. Discussion occurred regarding affordability and Eric stated it's usually 120% of median family income for the region. Council asked if this was a grant or application process and Eric stated it was a competitive program. Mayor Rosner added that it would be a competitive program run by Business Oregon and they are allocating \$100 million from lottery funds. Eric concluded and said that 25% of funds were to support jurisdictions with less than 30,000 residents. Discussion occurred regarding the 25% and not knowing specifically what the parameters were. Council discussion occurred regarding the legislation that the state has passed and is proposing and concerns with not allowing time to identify the impacts. Councilor Mays commented regarding the impact to housing within the last ten years being short term rentals, such as Air BnB's and asked if Salem has done anything to try and understand the number of units within the state and their locations. Council discussion followed. Council President Young asked regarding the effects of this and Sherwood West and Mayor Rosener replied it's a discussion we need to have. Eric stated in terms of the impact he believes the city is taking the right approach of assuming there is not going to be a carve out for master planning for Sherwood West. He said Sherwood West is going to be a new growth area and generally speaking if there are exceptions, it will apply to existing and any new development. He said the master planning is an interesting question and with BH2001 middle housing and our approach in Sherwood West is going to be very specific to some rule making that occurred after these bills are passed. He stated he recently spoke with the city's land use attorney and said there is not a guarantee that there will be rule making for all of these and said usually it's stated in the legislation that LCDC shall implement or undertake rule making that does these things. He said for many of these bills that language is not there. Councilor Scott asked regarding the appeal for Sherwood West and Eric stated we should hear back this month from DLCD on their position on Metro's decision. Discussion followed. Mayor Rosener suggested having another work session to receive an

update and a subsequent meeting after the legislative session closes. Councilor Scott asked if the city had anything scheduled for Sherwood West planning before the bills were determined. Eric replied that staff was working on an IGA with Metro and an RFP for a consultant and our next step on Sherwood West was to implement an IGA with Metro for a grant to go out for an RFP. Councilor Scott asked regarding the timing of this work and suggested to not do anything until the bills are determined, followed by a Council meeting and then determining next steps. Eric added he thinks in regard to the industrial lands, it will need to move quickly after we figure out where this is, we can still do that.

## **5. ADJOURN**

Mayor Rosener adjourned the work session at 7:08 pm and convened the regular session.

## **REGULAR SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:12 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Keith Mays, Doug Scott and Dan Standke.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, IT Manager Richard McCord, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, Finance Director David Bodway, and City Recorder Sylvia Murphy.

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

## **4. APPROVAL OF AGENDA:**

**MOTION: FROM COUNCILOR RENEE BROUSE TO ADOPT THE AGENDA, SECONDED BY COUNCIL PRESIDENT KIM YOUNG. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item and asked for a motion.

## **5. CONSENT AGENDA**

- A. Approval of March 18, 2025, City Council Meeting Minutes**
- B. Resolution 2025-018, Authorizing the City Manager to execute a construction contract for the Edy Road Grind and Inlay Project**

**MOTION: FROM COUNCILOR RENEE BROUSE TO ADOPT THE CONSENT AGENDA, SECONDED BY COUNCIL PRESIDENT KIM YOUNG. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

## **6. CITIZEN COMMENTS**

Sherwood resident Nancy Taylor came forward and commented regarding Clean Water Services (CWS) and their recent news coverage regarding their expenditures. She asked if the Council was sending a letter or planned on meeting with CWS to ask them to conduct an audit and look at their rates. She referenced another printed article and suggested the Council read it as well. Mayor Rosener commented regarding conversations and an upcoming leadership meeting in Washington County as follow up to the CWS news.

Sherwood resident Sean Garland came forward and requested the Council put forward a proclamation proclaiming June as Pride Month. He provided the Council with a list of neighboring and regional cities that have proclaimed June as Pride month and urged the Council to do so. He stated the lack of a statement was a statement within itself.

Mayor Rosener addressed the next agenda item.

## **7. PRESENTATIONS**

### **A. Arbor Day Proclamation**

Mayor Rosener read the proclamation proclaiming April 25, 2025 as Arbor Day. Sherwood Volunteer Coordinator Tammy Steffens came forward and stated the city will be partnering with a Sherwood elementary school to plant trees, approximately 100 trees in a local swale. She stated the city also partners with AKS Surveying and Forestry. She informed the Council as soon as a planting location was determined she would let them know so that they can attend.

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

## **8. PUBLIC HEARING**

### **A. Ordinance 2025-001, Amending Sherwood Municipal Codes 8.04 and 10.08 and removing 9.60 regarding Ticketing and Towing Vehicles**

Interim City Attorney Sebastian Tapia recapped the staff report and provided a presentation (see record, Exhibit E), and stated that the ordinance was a comprehensive review of the city's current municipal code, specific to parking and towing, and some strategic changes and updates based on changes in law. Mr. Tapia stated staff provided previous information and this presentation was only highlights of the public hearing update that he previously provided. He stated one of the features of the changes is a requirement that notifications to the registered owner, the driver of the vehicle, will get information of the vehicle's current location and the date and time of the potential tow. He stated another change was the city is responsible for making reasonable efforts to identify the owner of the vehicle. Mr. Tapia explained the driver's release requirements and hearings process on page two of the exhibit. Mr. Tapia explained Parking Restrictions on page three of the exhibit to include time and location. He referred to the Fee Schedule and said language was removed from the Municipal Code and now resides in the Fee Schedule. He explained prohibited practices and no parking in no-parking zones and explained when an immediate tow would be authorized. Mayor Rosener informed the public that the Council had previously received the information resulting in a brief presentation. Mayor Rosener asked for council questions, and none were received. Mayor Rosener

opened the public hearing to receive testimony, none were received and he closed the hearing. With no further Council discussion, Mayor Rosener asked for a motion.

**MOTION: FROM COUNCIL PRESIDENT KIM YOUNG TO READ CAPTION AND ADOPT ORDINANCE 2025-001 AMENDING SHERWOOD MUNICIPAL CODES 8.04 AND 10.08 AND REMOVING 9.60 REGARDING TICKETING AND TOWING VEHICLES, SECONDED BY COUNCILOR RENEE BROUSE. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

**B. Resolution 2025-019 Amending section 3 of the City's Schedule of Fees for Parking Violations and Police Services and establishing an effective date**

Interim City Attorney Tapia presented a PowerPoint (see record, Exhibit F) and stated he previously provided the amendments in track changes and the presentation showed the final fees if the Council were to adopt. Mr. Tapia recapped a summary of the amendments on page two of the presentation.

Council President Young and Councilor Giles asked for clarification regarding the language of "staff hourly rate" and processing a records request. Mr. Tapia and the City Recorder provided an explanation of the city's policy and processes. Mayor Rosener asked for other Council questions, with none received, he opened the public hearing. No public comments were received, and Mayor Rosener closed the public hearing and the following motion was stated.

**MOTION: FROM COUNCILOR KEITH MAYS TO APPROVE RESOLUTION 2025-019, SECONDED BY COUNCILOR RENEE BROUSE. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

**9. CITY MANAGER REPORT**

City Manager Sheldon reported on the pedestrian bridge project. He thanked the HR Director for scheduling staff training, a management training course that had not been done in nearly ten years. Council asked questions regarding the type of training and Councilor Giles expressed support for future leadership training. Councilor Standke asked regarding beaver dam removal at Stella Olsen Park. Interim Public Works Director Rich Sattler provided an explanation. Councilor Brouse asked regarding a leaning tree near a residential area and Mr. Sattler provided information on the removal of the tree. Council President Young commented regarding park restroom vandalization. Councilor Mays praised staff and the contractors for their work on the pedestrian bridge project.

**10. COUNCIL ANNOUNCEMENTS**

Councilor Giles reported that there was not a recent planning commission meeting. Councilor Brouse wished her daughter a happy birthday. Councilor Mays commented on project management and the Willamette Supply Group and expressed dissatisfaction with their project managers. Councilor Scott wished his wife a happy birthday and reported on an upcoming Parks and Recreation Advisory Board meeting and reported on the Boards prior topic discussions. Councilor Standke reported on the Library Advisory Board meeting and an upcoming library open house celebrating Library Week. He reported the time for the next regular



Library Board meeting has changed due to the State of the City address scheduled on the same day. He reported on the Sherwood School District Board meeting and their district transfers and stated there was a vacant position on the board. He reported on a recent ride-along he did with the Sherwood Police department. Council President Young reported on the recent work session and presentation from the Sherwood Chamber of Commerce and informed of upcoming chamber events. Mayor Rosener reported on an upcoming trip to Washington DC with City Manager Sheldon to try and secure funding for the city's sewer system. He reported on the upcoming State of the City address scheduled for April 16 and praised staff for their work on the pedestrian bridge project. Councilor Standke reminded of the upcoming Trash Palooza event.

## 11. ADJOURN

Mayor Rosener adjourned the meeting at 7:50 pm.

Attest:

  
\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

  
\_\_\_\_\_  
Tim Rosener, Mayor