



RESOLUTION 2025-069

AUTHORIZING SUBMITTAL OF A HOUSING CAPACITY ANALYSIS GRANT TO THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

WHEREAS, in 2019, the Oregon Legislature passed House Bill 2003, requiring cities with a population over 10,000 residents to study the future housing needs of their community and to develop strategies that encourage the production they need;

WHEREAS, pursuant to House Bill 2003 the City of Sherwood is required to complete a Housing Capacity Analysis by the end of 2027 and a Housing Production Strategy by the end of 2028; and

WHEREAS, the draft Oregon Housing Needs Allocation report prepared by the Oregon Department of Administrative Services identifies Sherwood's need as 2,427 units at various income levels over the 20-year planning period; and

WHEREAS, the Oregon Department of Land Conservation and Development has provided competitive grant funding for local jurisdictions to complete housing related planning work; and

WHEREAS, the City has applied for a grant in the amount of \$65,000 to conduct a Housing Capacity Analysis; and

WHEREAS, the grant program requires authorization by the local jurisdictions elected body prior to awarding the grant funding; and

WHEREAS, if awarded, the City will provide \$10,000 matching funds from the Planning Department's budget.

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

Section 1. The Sherwood City Council hereby authorizes the submittal of a grant application, attached hereto as Exhibit A, to the Oregon Department of Land Conservation and Development in the amount of \$65,000.

Section 2. If the grant is awarded, the City will provide a match of \$10,000 to complete the work.

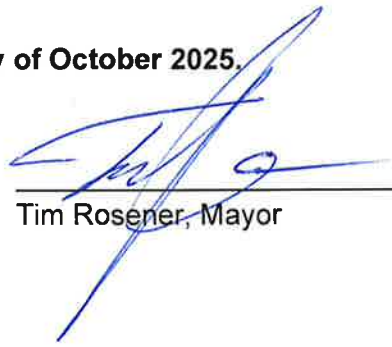
Section 3. This Resolution shall be effective upon its approval and adoption.

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Duly passed by the Sherwood City Council this 7th day of October 2025.



Tim Rosener, Mayor

Attest:



Sylvia Murphy, MMC, City Recorder



Department of Land Conservation and Development 2025-2027 HOUSING PLANNING ASSISTANCE APPLICATION

Please complete each section in the form below. Fill out the requested information in the spaces provided. **For applicants requesting multiple services, submit a separate form for each. Submit completed applications by midnight on August 4, 2025.**

Date of Application: August 4, 2025

Applicant (Jurisdictional Entity): City of Sherwood

If applying on behalf of a jurisdiction or pursuing a joint project, please also include the recipient jurisdiction name(s)

Contact Name and Title: Eric Rutledge, Community Development Director

Contact e-mail address: rutledgee@sherwoodoregon.gov

Contact phone number: 503-625-4242

Requested Service:

	Direct Grant (& budget estimate)	DLCD-Provided Consultant
Housing Planning Assistance Projects		
Development Code Amendment	☐ \$	☐
Housing Capacity Analysis (HCA) ¹	☒ \$ 65,000	☐
Housing Production Strategy (HPS)	☐ \$	☐
Housing Implementation Plan (Housing planning activities other than an HCA or HPS)	☐ \$	☐
Urbanization Planning Assistance Projects		
Urban Growth Boundary Land Exchange	☐ \$	☐
Urban Growth Boundary Amendment ²	☐ \$	☐
One-Time Urban Growth Boundary Amendment ³	☐ \$	☐
Urban Reserves	☐ \$	☐
Public Facilities Area Plan	☐ \$	☐
1. Housing Capacity Analyses initiated under this Housing Planning Assistance Program are expected to be conducted under the Oregon Administrative Rules implementing the Oregon Housing Needs Analysis that the Land Conservation and Development will adopt in December 2025. 2. A UGB amendment requires a land deficiency identified in a Housing Capacity Analysis. 3. As provided in SB 1537 (2024) Section 48-60.		

Project Title: City of Sherwood 2027 - 2047 Housing Capacity Analysis

Project Summary: (Summarize the project and products in 50 words or fewer)

The City of Sherwood is applying for a direct grant to complete a Housing Capacity Analysis (HCA) pursuant to ORS 197A.335 and OAR 660-008-0000 through 0035. The project is proposed to be completed by the end of June 2027 to meet Sherwood's HCA deadline and conform to the state budget calendar. The City will apply for a separate grant to complete a Housing Production Strategy in the next state biennium budget.

The project will be managed by the Planning Department at the City that includes a Planning Manager and two Associate Planners. The City will utilize the Sample Work Program provided to ensure creation of high-quality HCA that also complies with state law.

Project Description & Work Program

Please carefully review the attached Sample Work Program applicable to your jurisdiction's proposed project. The work programs included represent typical tasks and work products associated with common project types. If you expect the project to be substantially similar (i.e. there may be minor variations, but major project deliverables align with applicant expectations) to the project included in the Sample Work Program, the applicant does not need to submit a work plan.

However, if the applicant anticipates a proposal for a project that is substantially different from the projects included in the Sample Work Program, please include an attachment detailing the proposed project, addressing each of the following in an attachment. *Applicants applying for distinct or unique projects are expected to submit detailed applications that specify the work tasks, products, and timelines unique to their project. Priority will be given to applications that provide well-defined tasks, products, and timelines.*

Is the jurisdiction planning to utilize the applicable Sample Work Program as the project statement of work? Yes ☒ No ☐

If "yes", please skip to the "Tasks, Timelines, and Budget" section below. If "no", please attach a detailed work program including the following.

A. Goals and Objectives. The purpose of housing planning assistance projects is outlined in the attached Sample Work Program for reference. Please state the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

B. Products and Outcomes. Please describe the product(s) and outcome(s) expected from the proposed project in detail, including a brief description of any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with state/federal requirements, equitable socioeconomic benefits, or other relevant factors.

C. Work Program, Timeline & Payment. Please include a comprehensive work program describing the specific tasks, timelines, expected budget, and deliverables. Public engagement is a necessary component of any planning process but may be tailored to fit the project context. Some projects, such as code amendment or technical projects, may not require extensive engagement in comparison to major projects with substantial local policy impacts. If other changes are necessary, please consult with your Regional Representative. * Budget estimates are only required for Direct Grant requests. Applicants requesting DLCD-provided consultants can leave this field blank.

Tasks, Timelines, and Budget

List and describe the major tasks, including:

- The title of the task;
- Anticipated timeline for each task, including the tentative start date after the grant agreement or consultant contract is executed, task completion dates, and project completion date. Note that all tasks must be completed before the end of the biennium. We request that project timelines conclude no later than June 15, 2027;
- For direct grant projects, anticipated budget for all tasks; and
- Expected local contribution, including budget, staff time, and resources.

Task	Title	Timeline (Month, Year)	Estimated Budget*	Local Contribution
1	Project Kick-Off and Management	01/26 to 02/26	\$ 5,000	\$
2	Housing Need Allocation Review	03/26 to 04/26	\$ 8,000	\$
3	Buildable Lands Inventory	05/26 to 08/26	\$ 20,000	\$ 2,000
4	Development Ready Lands Inventory	9/26 to 10/26	\$ 15,000	\$ 5,000
5	Residential Land Needs Analysis	11/26 to 12/26	\$ 10,000	\$ 2,000
6	Measures to Accommodate Needed Housing	01/27 to 03/27	\$ 5,000	\$ 1,000
7	Local Adoption	04/27 to 06/27	\$ 2,000	\$
8		to	\$	\$
TOTAL		to	\$ 65,000	\$ 10,000

If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed. **If the following spaces are not sufficient for your responses, you may attach a separate document with additional information. Please clearly indicate the question number and/or prompt with each response to ensure it aligns with the application form.**

This project will be limited to adoption of a Housing Capacity Analysis and will take a maximum of 18 months to complete. The City will apply for future grants that may be available under the 2028-2030 biennium for our Housing Production Strategy.

Project Criteria and Additional Information

- 1. Evaluation Criteria.** Include a statement that addresses the program priorities and evaluation criteria presented in the application instructions ("Eligible Projects and Evaluation Criteria").

The City of Sherwood is applying for a direct grant to complete a Housing Capacity Analysis (HCA) and fulfill a housing-related statutory obligation (ORS 197A.335 and OAR 660-008-0000 through 0035.) The project is proposed to be completed by the end of June 2027 to meet the city's HCA deadline and conform to the state budget calendar.

Sherwood is a small, growing city of approximately 20,000 residents within the Portland Metro. The City's Housing Needs Analysis (HNA) (2019) identifies affordability as a challenge, particularly for renters, lower-income families, Latino households, and aging residents. To address these issues, Sherwood must diversify its housing stock and provide more attached housing, multifamily housing, and smaller, more affordable units. While development interest is currently high in Sherwood, developers are primarily building single-family detached housing that does not meet the needs of all community members. Sherwood intends to adopt an HCA and subsequent Housing Production Strategy (HPS) that will help to ensure that a variety of housing is planned for and constructed in our community. Under new state rules and guidelines, Sherwood's HCA will incorporate a stronger focus on housing equity. The HCA and subsequent HPS will allow the city to adopt policies and strategies that prioritize production, affordability, and choice in communities most affected by our current housing crisis.

The Sherwood Planning Department consists of a Planning Manager and two Associates Planners. If awarded, the Planning Manager would be the HCA Project Manager with support from the other planners. Given the technical nature of this work, the project could not be completed in-house and

- 2. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (e.g., will perform work under the grant; will advise; will contribute information or services, etc.). If the project includes multiple jurisdictions, briefly describe the capacity and support of those jurisdictions to support and participate in the project.

The following public and private entities would be invited to serve on the Project Advisory Committee. If a commitment isn't possible from one or more of the groups, the city would offer the opportunity for 1 on 1 interviews and meetings, written feedback and comments, etc. to ensure the opportunity for participation.

DLCD / HAPO - staff invited to serve on the Project Advisory Committee to ensure consistency with state regulations

Metro - serve on Project Advisory Committee to ensure consistency with the Regional Housing Coordination Strategy, advise generally and advise on compliance with Metro code

Washington County - serve on the Project Advisory Committee, advise generally, identify potential opportunities and policies for partnership with the City of Sherwood

Development and Building Industry - serve on the Project Advisory Committee, advise generally and from perspective of building community

Sherwood Senior Center - staff or committee member to serve on the Project Advisory Committee.

3. Advisory Committees. List any advisory committee or other committees that will participate in the project.

In addition to the Project Advisory Committee, the Sherwood Planning Commission and Sherwood City Council would advise on the project, for ultimate adoption by the City Council.

While the project won't go to non-planning boards directly, the City often invites members of the Senior Advisory Committee, Youth Committee, etc. to serve on the Project Advisory Committee. This allows community members from historically disadvantaged groups to participate in the planning process.

4. Cost-Sharing and Local Contribution. DLCD funds may comprise a portion of overall project costs; if so, please identify sources and amounts of other funds, staff time, or services that will contribute to the project's success. Cost-sharing (match) is not required, but recommended.

The City is requesting a grant for \$65,000 and will provide a local match of \$10,000 for a total project cost of \$75,000*. In addition to the financial cost sharing for the consultant fee, the City of Sherwood will provide staff time from all three planners in the Planning Department. City of Sherwood staff will be flexible in supporting the project where necessary to ensure successful delivery. In addition to overall project management, staff may support the project in the areas of community engagement, technical and GIS analysis, report writing, and preparing legislative documents and staff reports for local adoption.

*Grant funds will not be used to support City of Sherwood staff time. Any staff time dedicated to the project would be in addition to the grant award for the consultant fee.

Will a consultant be retained to assist in completing grant products? Yes ☒ No ☐

Will you be utilizing this funding to dedicate your own staff resources in completing grant products? Yes ☐ No ☒

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city or county demonstrating support for the project. If the applicant is a regional entity proposing a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before planning assistance is awarded.

Submit your application electronically with all required information to:

E-mail: housing.dlcd@dlcd.oregon.gov

Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible.

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

DLCD Housing Team: housing.dlcd@dlcd.oregon.gov

DLCD HAPO Team: dlcd.hapo@dlcd.oregon.gov

For all correspondence, please include the appropriate [Regional Representative](#).

Mid-Willamette Valley	Melissa Ahrens	melissa.ahrens@dlcd.oregon.gov
Central Oregon	Angie Brewer	angie.brewer@dlcd.oregon.gov
North Coast & Lower Columbia	Brett Estes	brett.estes@dlcd.oregon.gov
Eastern Oregon	Dawn Hert	dawn.hert@dlcd.oregon.gov
Portland Metro (West)	Laura Kelly	laura.kelly@dlcd.oregon.gov
Southern Oregon	Josh LeBombard	josh.lebombard@dlcd.oregon.gov
Portland Metro (East)	Kelly Reid	kelly.reid@dlcd.oregon.gov
South Coast	Hui Rodomsky	hui.rodomsky@dlcd.oregon.gov
South Willamette Valley	Patrick Wingard	patrick.wingard@dlcd.oregon.gov

Important Housing Planning Assistance Dates

Date	Housing Planning Assistance Milestone
June 2, 2025 1:30 – 3p	Open Forum for follow-up question & answer Zoom link Meeting ID: 821 4886 4505 Passcode: 598033
June 3, 2025	Application period opens; materials distributed
August 4, 2025	Application period closes; materials submittal deadline
Early September	Anticipated funding decision; award notices sent
October – November 2025	Direct grant agreements anticipated execution
November – December 2025	Consultant contract anticipated execution
June 15, 2027	Project completion deadline

APPLICATION DEADLINE: August 4, 2025

Complete Responses to Project Criteria and Additional Information of Grant Application

1. Evaluation Criteria Response:

The City of Sherwood is applying for a direct grant to complete a Housing Capacity Analysis (HCA) and fulfill a housing-related statutory obligation (ORS 197A.335 and OAR 660-008-0000 through 0035.) The project is proposed to be completed by the end of June 2027 to meet the city's HCA deadline and conform to the state budget calendar.

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The Sherwood Planning Department consists of a Planning Manager and two Associates Planners. If awarded, the Planning Manager would be the HCA Project Manager with support from the other planners. Given the technical nature of this work, the project could not be completed in-house and requires a consultant. The grant would allow the City to hire one of many qualified consulting firms to complete this work. Any procurement of a consultant would comply with local and state procurement laws, as well as any terms of the grant agreement.

2. Project Partners

The following public and private entities would be invited to serve on the Project Advisory Committee. If a commitment isn't possible from one or more of the groups, the city would offer the opportunity for 1 on 1 interviews and meetings, written feedback and comments, etc. to ensure the opportunity for participation.

Complete Responses to Project Criteria and Additional Information of Grant Application

DLCD / HAPO - staff invited to serve on the Project Advisory Committee to ensure consistency with state regulations

Metro - serve on Project Advisory Committee to ensure consistency with the Regional Housing Coordination Strategy, advise generally and advise on compliance with Metro code

Washington County - serve on the Project Advisory Committee, advise generally, identify potential opportunities and policies for partnership with the City of Sherwood

Development and Building Industry - serve on the Project Advisory Committee, advise generally and from perspective of building community

Sherwood Senior Center - staff or committee member to serve on the Project Advisory Committee, advise generally and from perspective of senior community

Community Based Group - staff or representative of a culturally specific community based group that is active in Sherwood (i.e. Centro Cultural de Washington County, others). Advise generally and from perspective of community group.