



# Meeting Minutes



## Traffic Safety Committee

<b>Date &amp; Time:</b>	October 28, 2021 - 6:00 pm
<b>Location:</b>	Meeting held virtually through Teams.



<b>T.S.C. Members:</b>	<b>City Staff:</b>
Jason Wuertz-Chair	Jon Carlson-Police Captain
Tiffany Yandt-Vice Chair	Angie Hass-Executive Assistant
Tony Bevel	Bob Galati-City Engineer
Dorian Libal	Julia Hajduk-Community Development Director
Vacant	
Diane Foster (PAB Liaison)	
Laurie Zwingli (PAB Liaison)	

*This meeting was live-streamed (and recorded) through the City of Sherwood's YouTube channel.*

*The video is available for viewing: <https://www.youtube.com/watch?v=Ft3x4hfzYKY>.*

### 1. Call to Order

Chair Wuertz called the meeting to order at 6:03 p.m.

### 2. Roll Call

**Committee Members Present:** Chair Jason Wuertz, Tony Bevel, Dorian Libal, Diane Foster and Laurie Zwingli (joined at 6:57 p.m.)

**Committee Members Absent:** Vice Chair Tiffany Yandt

### 3. Approval of Minutes

Mr. Bevel moved that the September meeting minutes be approved as written and Mr. Libal seconded the motion. All present committee members voted in favor.

### 4. Business

#### a. TSC Open Position - Update

Captain Carlson reported that the open position has been available since August and he just recently had a few people inquire about it. However, no one had applied for it yet. He asked the committee members to help with getting the word out. Chair Wuertz asked Captain Carlson if he feels that the existence of this committee is known in the community. Captain Carlson stated that the people he talked to were aware of this committee, they just had questions about applying and what being on the committee would entail. He provided instructions on how to apply, but as of that night, they had not applied. Mr. Bevel

asked where the position openings are posted. Ms. Hass shared that she had posted on the City website, including the Police Department's page. She had also posted on the PD's Facebook and NextDoor pages. If the committee members wanted to share on their social media pages, that might help to get the word out a little more. It was suggested that she might create a poster or flyer to hang up at the City Hall / Library building. Mr. Libal asked about putting something in the Sherwood Gazette. He wasn't sure if that would cost money, but it could help to spread the word about the committee. Ms. Hass stated she would also look into having something written up in The Archer newsletter that the City puts out. There should be a new edition coming out in the next few months.

**b. November Meeting, Thanksgiving - Cancel**

Captain Carlson stated that with the fourth Thursday of November falling on Thanksgiving, he suggested that the November meeting be cancelled. He and staff looked for alternate dates, but with other boards and commissions meetings scheduled for that same week, there weren't really any alternative dates that would work. All present committee members agreed to cancel the November meeting.

**c. SWOT 2021 Report**

(Please see **Exhibit "A"** for copy of 2020 report and 2021 template.)

*This discussion begins at the 5:39 minute mark of the YouTube video.*

Captain Carlson asked the committee members to take a look at the previous year's SWOT report as a reference for creating the 2021 report. As Ms. Foster has worked on several of these for the Police Advisory Board (PAB), he suggested that she might have some good input for the Traffic Safety Committee's (TSC) 2021 report.

Ms. Foster stated that she had helped to create several for the PAB and that she could assist, but since she had only sat in on one TSC meeting, she might not be able to provide specifics. She went on to explain how the PAB went about completing the SWOT reports.

After some discussion and suggestions made, the present TSC members came up with the attached 2021 SWOT report, **Exhibit "B"**. This completed report will be submitted to the City of Sherwood's City Council.

**d. Issues / Complaints**

**i. Tracking Sheets (2020-2021) Review (Exhibit "C")**

No one had any questions regarding the Tracking Sheets.

***Please refer to the Tracking Sheets for more information on the requests discussed at this meeting.***

**ii. Update: 2020-012, Status / Progress Update, Captain Carlson**

*The discussion for this request begins at the 24 minute mark of the YouTube video.*

Captain Carlson stated that this committee had recommended that the request for an additional streetlight at the corner of Sunset and Ladd Hill Road be forwarded to the City Manager for official approval. He had submitted the request to the City Manager and was currently waiting to hear back. He had also reached out to the Public Works Department for a time line. Chair Wuertz asked if the funding for this project would come out of the budget slotted for the TSC. Captain Carlson stated that was a good question and wasn't sure if the budget allocated to the TSC would be enough to cover the costs. Once the City Manager gives the final approval, Captain Carlson will work with the Public Works Director to figure that part out. He will report back to the TSC on the decisions made.

**iii. Update: 2021-004, Status / Progress Update, Captain Carlson**

*The discussion for this request begins at the 25:20 minute mark of the YouTube video.*

Captain Carlson reminded the group that this was the request for truncated domes at the entrance to the Senior Center. This committee had decided to check with Public Works to see if it would be possible to just paint those curb entrances yellow and some lines across the street, for the time being. Captain Carlson had submitted this request to Public Works and stated that he is still awaiting their response on a timeline. With the recent weather, it may not be the best time to paint. He will report back to the committee at the next meeting.

**iv. Update: 2021-005, Status / Progress Update, Mr. Galati**

*The discussion for this request begins at the 26:19 minute mark of the YouTube video.*

Captain Carlson stated that this is the request for a stop sign, speed bumps and/or crosswalk at Old HWY 99 and Crooked River. He asked Mr. Galati if he'd had a chance to gather information regarding this request.

Mr. Galati stated that the research won't be able to be conducted in-house, as they aren't set up to do a pedestrian count. It will need to be done by a consultant firm and a request will need to be made to the City Manager for approval of the funds. It was decided that Captain Carlson will reach out to the City Manager.

**v. Update: 2021-006, Status / Progress Update, Mr. Galati**

*The discussion for this request begins at the 27:46 mark of the YouTube video.*

Captain Carlson stated that this request is for a "no parking" zone between Hosler Way and the YMCA entrance. Mr. Galati stated that he hadn't had a chance to gather data for this request yet. Captain Carlson added that the committee had inquired, at the last meeting, about yellow curb paint for the no parking areas already established. He will reach out to Public Works to see what the status was on this request.

**vi. Update: 2021-007, Status / Progress Update, Mr. Galati (Exhibit “D”)**

*The discussion for this request begins at the 28:38 mark of the YouTube video.*

Captain Carlson reminded everyone that this is the request for the decision to be made whether or not to modify the existing speed hump on SW Division Street between the entrance of Snyder Park and SW Cuthill Place. Mr. Galati completed the speed survey, which had been sent out to all committee members for review.

Mr. Galati shared that there was a typo on page two, fourth paragraph down. Where it says “counters one and two” it should say “counters two and three”.

Mr. Bevel stated that he was curious how the speed hump came about in the first place. Mr. Galati explained that there used to be a speed bump at that location many, many years ago. Over the years, it got worn down and the City was asked to replace it, which they did. Ms. Hajduk stated the speed bump was a part of a pavement project that Public Works did. Since speed bumps weren't in the City's standards, a speed cushion had been put in.

Ms. Hajduk stated that the question to the TSC is; after looking through the information provided, do they feel that more needs to be done than what has already been done at that location / vicinity. Mr. Galati asked everyone to take a look at the Traffic Count Report, which provides information, not only at that location, but up and down the hill, in both directions. Ninety percent, plus, of the people, are staying within a 30 mph speed limit. After some discussion, the committee concluded that no additional action was necessary at this location.

Mr. Bevel asked if anything could be done to discourage the few speeders that did drive through that area. Chair Wuertz gave an example of what had been done at the City of Newberg regarding a citizen that was speeding on a regular basis. This particular driver was speeding through a specific area at a specific time every day. Officers were able to be present during that time and were able to help modify that driver's behavior with a traffic ticket.

Mr. Libal made the motion to accept the Speed Study by the City Engineer as sufficient and to close 2021-007. No additional action is necessary. Ms. Foster seconded the motion and all present committee members voted in favor.

**vii. NEW: 2021-008, Safety Concerns for Crossing at Sunset & Timbrel (Exhibit “E”)**

*The discussion for this request begins at the 43:33 mark of the YouTube video.*

Captain Carlson explained that this request is regarding the crossing by the elementary school (Middleton). Two of the three parts of the request are not in the TSC's scope and would be the responsibility of the School District. Those two

requests suggest offering bus rides to students who cross there and requiring crossing guards at that crossing. He will be forwarding those two requests to the School District.

The third request is in the TSC's scope and is a request to install a "push to walk" flashing light. This is something that the TSC could discuss. He stated that this particular intersection is already listed on the City's CIP List. He believes, however, that it is slotted for five, or more, years out. Mr. Galati had made a suggestion to divide up that project and to make it a smaller, more centralized request, for just the flashing lights. In looking at his notes, a similar crossing that had been installed by Walmart cost approximately \$80,000. Chair Wuertz pointed out that they had received a similar request, previously, item #2020-003. The TSC had closed out that request, as a single lane roundabout was already on the CIP List for a future project. Captain Carlson stated that was correct. Chair Wuertz didn't see any reason for the committee to come to a different conclusion, at this point. He felt that the requestor had made some good points and suggestions, specific to the time frames where these steps would be most beneficial. Having the school district help during those time frames is a good idea. He liked that Captain Carlson had forwarded those suggestions on to the school district and he hopes that the school district is able to follow through until this CIP is funded.

Ms. Foster asked Mr. Galati if, with the increased traffic flow, due to the new high school, does that change and/or potentially improve with a roundabout in that location? Mr. Galati stated that he felt that what was backing up the traffic on Sunset was the traffic light at HWY 99 and Sunset.

Mr. Galati asked the TSC what type of crossings they think the Sherwood residents would like to see around the City. He doesn't believe it's just the schools that want / need these crossings. He provided some examples of different types of crossings.

Mr. Libal took a look at the area at Sunset and Timbrel and stated that, potentially, putting stop signs in there might help.

Ms. Hajduk explained that one of the things that they've previously discussed, in regards to the CIP process is, essentially, taking the list of projects that come to the TSC – that are already on the CIP list – to get input and prioritization suggestions so that the planning department can then take that information to the City Council. This is helpful for the City Council when making decisions on the different projects already listed on the CIP List.

After some discussion, it was suggested that the committee agree and acknowledge that the issue is valid and that it will be referred to the CIP, with the

suggestion that it be moved up on the priority list. Ms. Hajduk added that prior to a project's start, a study will be conducted to determine whether or not the original plan is still the right one or if it needs to be changed up, based on current traffic data. Mr. Galati agreed that was a very solid recommendation.

Mr. Bevel asked Mr. Galati how pedestrians are counted on a ped study. Mr. Galati replied that the contractor installs a camera and they do ped counts based on a video over time. This is what determines whether the signal warrants pedestrian crossings or not.

In looking at the CIP List and noting that this intersection is slotted for improvements in the long term, Mr. Galati suggested that the TSC could offer support for putting this into a process to advance it, in the Council's eyes. Ms. Hajduk shared her thoughts as well.

Ms. Foster made the motion to recommend the City Council to review this project, and current studies be conducted for updated traffic and pedestrian analysis in order to determine whether or not this project needs to be moved up on the CIP List. Once the TSC has that data, they can review and assist with next steps. Mr. Libal seconded the motion. All present committee members voted in favor. This request will remain open until a response is received from the City Council.

**5. Committee Comments**

Mr. Bevel asked if the rubber speed cushions are moved on an "as needed" basis to places they are needed, or once they're there, they're there? Captain Carlson didn't believe the City has these types of cushions. Mr. Galati stated that the City does not have these. Although, he is aware that other cities have those. The City of Sherwood has more installations that are permanent and explained why that is.

Mr. Libal shared that there is going to be a lot of traffic coming down Elwert because of the construction going on at Roy Rogers by Borchers, probably for a while. He was caught up at the signal the day before and it was backed up about a half a mile, because of the detour. The intersection at Roy Rogers and Scholls-Sherwood is closed during the day, right now. He added that the westbound lane on Edy does have a "no turn on red". He's been seeing a lot of chatter about this on social media.

**6. Citizen Comment**

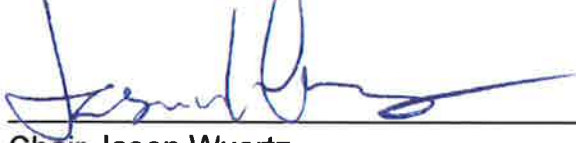
N/A

**7. Adjourn**

The meeting was adjourned at 7:17 p.m.

Next meeting scheduled for December 23<sup>rd</sup> .

**Approval of Minutes:**



Chair Jason Wuertz

02/21/2022

Date

**Attest:**



Angie Hass

2/21/2022

Date



*Home of the Tualatin River National Wildlife Refuge*

**2021 Annual Boards & Commissions Report to City Council – SWOT**  
***Traffic Safety Committee***  
**City Council Meeting (TIME & DATE) (TBD)**  
**LOCATION OR VIRTUAL (TBD)**

**Strengths**

- 
- 
- 
- 

**Weaknesses**

- 
- 
- 
- 

**Opportunities**

- 
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- 
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**Threats**

- 
- 
- 
- 

**1. What are your two or three most significant accomplishments for this past year as a board or commission?**



- A.
- B.
- C.

**2. What are your two or three major goals for the upcoming year as a board or commission?**

- A.
- B.
- C.



*Home of the Tualatin River National Wildlife Refuge*

## **2020 Annual Boards & Commissions Report to City Council – SWOT Traffic Safety Committee**

### **Strengths**

- This cohesive committee was formed during a pandemic.
- This committee hit the ground running and has already addressed several citizen requests.

### **Weaknesses**

- Many of the issues are very complex.
- There aren't solutions for many of the issues.
- This is a new committee.
- Funding.

### **Opportunities**

- This committee helps to solve real traffic safety issues that plague the city. A committee comprised of Sherwood citizens, receiving requests from Sherwood citizens – truly a citizen driven process.
- To increase awareness in the community of the committee and what the committee is capable of doing.
- To generally improve vehicle, bicycle and pedestrian safety in Sherwood.

### **Threats**

- Not able to please everyone.
- Keeping up with the volume of requests / complaints.
- Challenges due to pandemic – traffic not the same due to school not in session, more people working from home.
- On-going funding.

### **1. What are your two or three most significant accomplishments for this past year as a board or commission?**

- A. Committee was formed during trying times, at onset of pandemic.
- B. Creation of citizen complaint / request form and tracking sheet.
- C. Created and distributed traffic safety signs for residents to place in their yards.
- D. Received 14 citizen complaints / requests after the forms were made available to the public, have reviewed, gathered data and made decisions on 8 of the 14. Four are pending and two have yet to be reviewed.

**2. What are your two or three major goals for the upcoming year as a board or commission?**

- A.** Address issues in as timely a manner as possible.
- B.** Increase sense of traffic safety, as a result of the committee's work.
- C.** Citizens having a voice/input.
- D.** Education.
- E.** Get all of the traffic safety yard signs distributed throughout the community.



# Exhibit "B"

**2021 Annual Boards & Commissions Report to City Council – SWOT**  
**Traffic Safety Committee**  
**City Council Meeting (TIME & DATE) (TBD)**  
**LOCATION OR VIRTUAL (TBD)**

## **Strengths**

- Consistently meet to review citizens' concerns and issues.
- Willingness to look at every complaint and strive to reach reasonable corrections.
- Number of issues the committee addressed.

## **Weaknesses**

- Still working through the most efficient process for addressing the various issues.
- Lack of media exposure / community knowledge of TSC.
- The Capital Improvement Projects timeline.
- The availability of funding.

## **Opportunities**

- More education and outreach to the community.
- Better use of social media platforms, monitor, proactive.

## **Threats**

- Lack of interest and knowledge of the TSC.
- Not able to please everyone.
- Challenges due to the pandemic.
- Availability of funding.

**1. What are your two or three most significant accomplishments for this past year as a board or commission?**

- A.** Lighting issues at Ladd Hill / Sunset (2020-012).
- B.** Crosswalk / visibility issues off Meinecke Road (2020-009).
- C.** Process improvement.
- D.** Number of complaints the committee addressed in the year.

**2. What are your two or three major goals for the upcoming year as a board or commission?**

- A.** Start having in person meetings.
- B.** More visibility, let people know we are here.
- C.** Increase the number of complaints we receive / process.

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

**Exhibit "C"**

## TRAFFIC SAFETY COMMITTEE - 2020

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
20-001	Sherwood View Estates / Stop &/or Speed Limit Signs	<b>C</b>	1/1/2020	Sign approved by committee, 9/24/2020. City Manager approved and stop sign installed on 10/28/2020. Speed limit signs determined to be unnecessary.
20-002	SW Sunset & SW Cinnamon Hill PI- Drivers not stopping for pedestrians. Drivers go too fast through area.	<b>C</b>	2/4/2020	Crosswalk currently going in at nearby location (Sunset & Pine). Request denied, 8/27/2020.
20-003	Flashing crosswalk sign at Sunset and Timbrel	<b>C</b>	4/22/2020	12/10-City staff checking to see if this is included in a future CIP. 12/31-CIP calls out single lane roundabout. Nothing more is defined in project description.
20-004	Request for two additional stop signs at Villa, Wildlife Haven & Railroad	<b>C</b>	8/20/2020	Recommendation for this to be added to the CIP list. The City Council will need to first approve. (9/24/20)12/10-City staff to see if this has been added to the CIP list. 12/31-Project inclusion into the 5 year CIP list is part of the City budgeting process which begins in Feb/Mar. Addition of this project to CIP is months away.
20-005	Requesting No Parking signs on both sides of Haide Rd (new high school)	<b>C</b>	8/25/2020	Issue does not exist at this time. Will revisit if it becomes an issue. (8/27/2020)
20-006	Crosswalk @ 1st & Ash by traffic circle needs signage & appropriate paint on roadway.	<b>C</b>	9/2/2020	Mr. Galati will gather more information re: what is still to be done and when and will let committee members know at the 10/22/2020 meeting. Crosswalk to be repainted/striped. Current Signage deemed adequate.
20-007	Driveway obstruction on Lavender PI/Request curb to be marked as "No Parking Zone" and painted red.	<b>C</b>	9/24/2020	12/10-No Parking Signs approved and will go through City approval process. Basketball Hoop still needs to be addressed and followed up on. 1/28/21-notification signs need to be posted prior to No Parking signs. 2/25/21-Next step: sign installation. 3/25/2021-Ms. Hajduk looking into appeal process. Will report back to committee at April meeting. 4/22/2021-Closed

**O=Open/C=Closed/P=Pending/N=New**

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2020

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
20-008	Request blinking yellow LED light for pedestrians to activate when crossing Sunset @ Woodhaven.	<b>C</b>	10/1/2020	12/10-Approved w/Modifications. City staff to make a request to City Council that this CIP project be moved up on the priority list. 12/31-Project inclusion into the 5 year CIP list is part of the City budgeting process which begins in Feb/Mar. Addition of this project to CIP is months away.
20-009	Trim or remove bushes at SW Meinecke Pkwy & SW Sequoia Terr / Need marked crosswalks. <i>12/31/2020-ammended to request that bushes be removed altogether.</i>	<b>C</b>	10/20/2020	12/10-City Engineer to update and share previous report for this area at January meeting. 12/31-Requestor ammends request. To be discussed at Jan meeting. 1/28/2021-Modifications approved by TSC-City staff to proceed with next steps: Signage, Striping, ADA Ramps 2/25/21- Forwarded to City Manager for approval. 3/25/2021-Request approved and forwarded on to Public Works for implementation. 6/24/2021-All work complete except for truncated dome installation - due to be completed by end of June. 9/23/2021-Mr. Galati stated that the truncated dome installation is part of a project listed on the CIP List (Ice Age Tonquin Trail Improvement Project). The TSC voted in favor of closing out this request, as it is only a matter of time before all is complete.
20-010	Trim or remove bushes at SW Meinecke Pkwy & HWY 99 / Need marked crosswalks.	<b>C</b>	10/20/2020	12/10-This area is ODOT's responsibility. City staff will submit request to ODOT.
20-011	Extend No Parking Zone and/or Curbs Painted Red-Visibility Issue at Huntington Ln & Yorkshire Way	<b>C</b>	10/21/2020	12/10-Will be addressed through enforcement and education by the Sherwood PD.

**O=Open/C=Closed/P=Pending/N=New**

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2020

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
20-012	Additional Street Lights @ the corner of Sunset & Ladd Hill Rd	<b>P</b>	10/23/2020	12/10-City Engineer to check on ownership/management of light fixtures and see if replacing is feasible. Committee members to research further on their own. 1/28/2021-City Engineer will gather photometric data. 2/25/21-Light Meter purchased. Hope to have data by March meeting. 3/25/2021-Hope to have data by April meeting. 4/22/2021-Data provided and recommendations made. Public Works to replace light element on NW corner, then re-evaluate. 9/23/2021-Data indicates that additional light/pole should be installed. Checking with Public Works to see if possible.
20-013	Flashing Crosswalk Sign Requested at Crosswalk that goes across Cedar Brook Way	<b>C</b>	11/3/2020	1/28/2021-City Engineer will meet with Transportation Engineer to discuss possible options.2/25/21-Proposed changes not recommended by City Engineer or Transportation Engineer.
20-014	Request for curbs to be painted in No Parking zone along Cedar Brook, as well as in crosswalk along Berkshire Terr / Cedar Brook Way	<b>C</b>	11/3/2020	1/28/2021-Police Department will continue with frequent patrols of this area.

**O=Open/C=Closed/P=Pending/N=New**

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2021

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2021-001	Concerns for intersection @ Ladd Hill & Sunset/traffic light & extra patrol proposed.	<b>C</b>	2/10/2021	3/25/2021-City staff to gather information to provide to committee at April meeting.6/24/2021-Traffic count/speed data acquisition for Ladd Hill Rd tentatively scheduled for late July or early August. 9/23/2021-TSC voted to close this request with the the PD to continue with regular and frequent focused patrols.
2021-002	Request to relocate crosswalk signal at the new School District Office (formerly Hopkins Elementary) to Hawks View Elementary.	<b>C</b>	2/19/2021	3/25/2021-City staff to coordinate with the Sherwood School District. City to review school zones and signs and relocate signs as appropriate. Ms. Hajduk will check with City Attorney on requirements to place "traffic control change" signs. 6/24/2021-School zone signs have been moved. Flashing sign has been modified from 20 to 25 mph. Yellow backing will be replaced with white. 9/23/2021-Everything has been completed. Request Closed.
2021-003	Request for Mini Roundabout @ 1st & Oak to help deter speeding.	<b>C</b>	3/9/2021	4/22/2021-Data collected did not warrant a mini roundabout at this intersection at this time. If issues progress, will take another look.
2021-004	Request for truncated domes at curb cuts at the Senior Center entrance on Sherwood Blvd.	<b>P</b>	5/17/2021	6/24/2021-Request reviewed by TSC. City staff to collect more data to present at July meeting. 9/23/2021-Public Works will be asked to add this request to their list of intersections to be reconstructed to meet ADA standards. City staff will ask Public Works if they can, at minimum, paint basic pedestrian crossing striping at the intersection as soon as possible.

**O=Open/C=Closed/P=Pending/N=New**



# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2021

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2021-005	Request for stop sign, speed bumps and/or crosswalk @ SW Old HWY 99 & SW Crooked River Ln.	<b>P</b>	5/20/2021	6/24/2021-Request reviewed by TSC. City staff to collect more data to present, hopefully, at August meeting. 9/23/2021-City Engineer will get assistance from firm to conduct a speed and ped count analysis, as funding is available.
2021-006	Request for No Parking Zone between SW Hosler Wy & YMCA entrance.	<b>P</b>	5/20/2021	6/24/2021-Request reviewed by TSC. City staff to collect more data to present at July meeting. 9/23/2021-Request to Public Works to paint the curb lines yellow at the 20-foot mark at the intersection at SW Hosler Way and Woodhaven, including the curb with the fire hydrant. After the painting has been completed, the SPD can then enforce the code for parking along those areas as well as within the required six inches of the curb. City Engineer to gather info on the pedestrian crossing. Will present at Oct Meeting.
2021-007	Speed hump modification on Division Street between Snyder Park entrance & Cuthill Place	<b>P</b>	8/25/2021	Request has already been reviewed by the City Engineer and City staff. Recommendations are included with Request Form. 9/23/2021-City Engineer to conduct speed study before the holiday season and present results to the TSC.
2021-008	Safety concerns for intersection at Sunset & Timbrel / Suggestions to include: 1) Offer bus rides for kids that cross there. 2) Require crossing guards until 8:15 a.m. on school days and potentially after school until 3:45-4. 3) Install a push to walk flashing light	<b>N</b>	7/15/2021	

**O=Open/C=Closed/P=Pending/N=New**



# Exhibit "D"

**Sherwood Police Department**  
20495 SW Borchers Drive  
Sherwood, OR 97140  
Ph: 503-625-5523 ♦ Fax: 503-925-7159



## 2021-007

# Traffic Safety Complaint/Request Form

In accordance with the City of Sherwood's Municipal Code, citizens interested in requesting any action regarding traffic safety shall complete and submit this form to the Sherwood Traffic Safety Committee for review and consideration. Upon receipt of a completed form, city staff will review the proposed request and forward it to the committee for formal review. Contact with the applicants regarding the request will be included in the review process.

Completed forms shall be submitted to:

Sherwood Traffic Safety Committee  
c/o Sherwood Police Department  
20495 SW Borchers Drive ■ Sherwood, OR 97140  
[policeinformation@sherwoodoregon.gov](mailto:policeinformation@sherwoodoregon.gov)

Feel free to attach additional sheets containing pictures, maps, or additional text if the space provided is insufficient.

1. Requestor's Contact Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date form submitted: \_\_\_\_\_

2. Please identify the specific location/intersection of concern:

\_\_\_\_\_

3. Please describe the nature of the traffic problem which concerns you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please describe what actions (if any) you feel would reduce your traffic concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach any photographs and/or diagrams that document the problem.

When the Division street repavement project was done, the city replaced the original speed hump, which did not comply with any current standards with a speed cushion. Complaints have been received that the speed cushion does not adequately slow traffic. Staff has determined that the design of the speed cushion was done in accordance with the design detail, however traditionally more than 1 is provided to be effective. Three options have been proposed which staff would like TSC feedback and recommendation on:

- 1) Modify the design details for the speed cushion to be more “effective” at slowing traffic. We believe that this means making it higher and perhaps wider.
  - It should be noted that the current detail is within the range of the ITE manual recommended dimensions. See attached detail sheet as well as the excerpt from the ITE recommendations.
  - Changes to the dimensions beyond what is “standard” will require engineering analysis and documentation to ensure safety
- 2) Modify the speed cushion to be a speed hump. This would bring the height from curb to curb with no break in the middle for tires on emergency vehicles.
  - While this option is in your “tool kit” it is not recommended by TVF&R
- 3) Add one or more speed cushions to Division street

Other things to consider: The City has not done traffic speed or volume counts on this road so we are not certain of the magnitude of the issue, however there was a traffic calming measure in place originally so that is why it was replaced with a design that was more compliant with current practices.

# Traffic Calming Fact Sheets

May 2018 Update

## Speed Cushion

### Description:

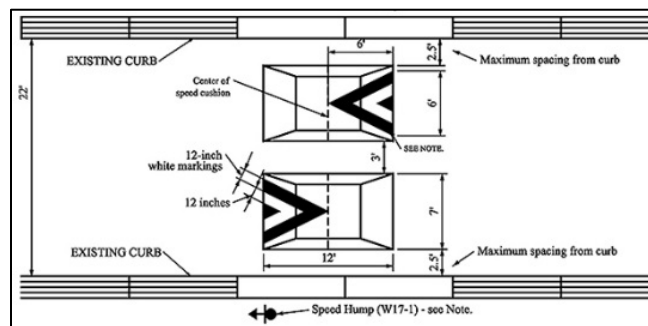
- Two or more raised areas placed laterally across a roadway with gaps between raised areas
- Height and length similar to a speed hump; spacing of gaps allow emergency vehicles to pass through at higher speeds
- Often placed in a series (typically spaced 260 to 500 feet apart)
- Sometimes called speed lump, speed slot, and speed pillow

### Applications:

- Appropriate on local and collector streets
- Appropriate at mid-block locations only
- Not appropriate on grades greater than 8 percent



(Source: James Barrera, Horrocks, New Mexico)



(Source: Delaware Department of Transportation)

ITE/FHWA Traffic Calming EPrimer: [https://safety.fhwa.dot.gov/speedmgt/traffic\\_calm.cfm](https://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm)

### Design/Installation Issues:

- Two or more cushions at each location
- Typically 12 to 14 feet in length and 7 feet in width
- Cushion heights range between 3 and 4 inches, with trend toward 3 - 3 ½ inches maximum
- Speed cushion shapes include parabolic, circular, and sinusoidal
- Material can be asphalt or rubber
- Often have associated signing (advance-warning sign before first cushion at each cushion)
- Typically have pavement markings (zigzag, shark's tooth, chevron, zebra)
- Some have speed advisories

### Potential Impacts:

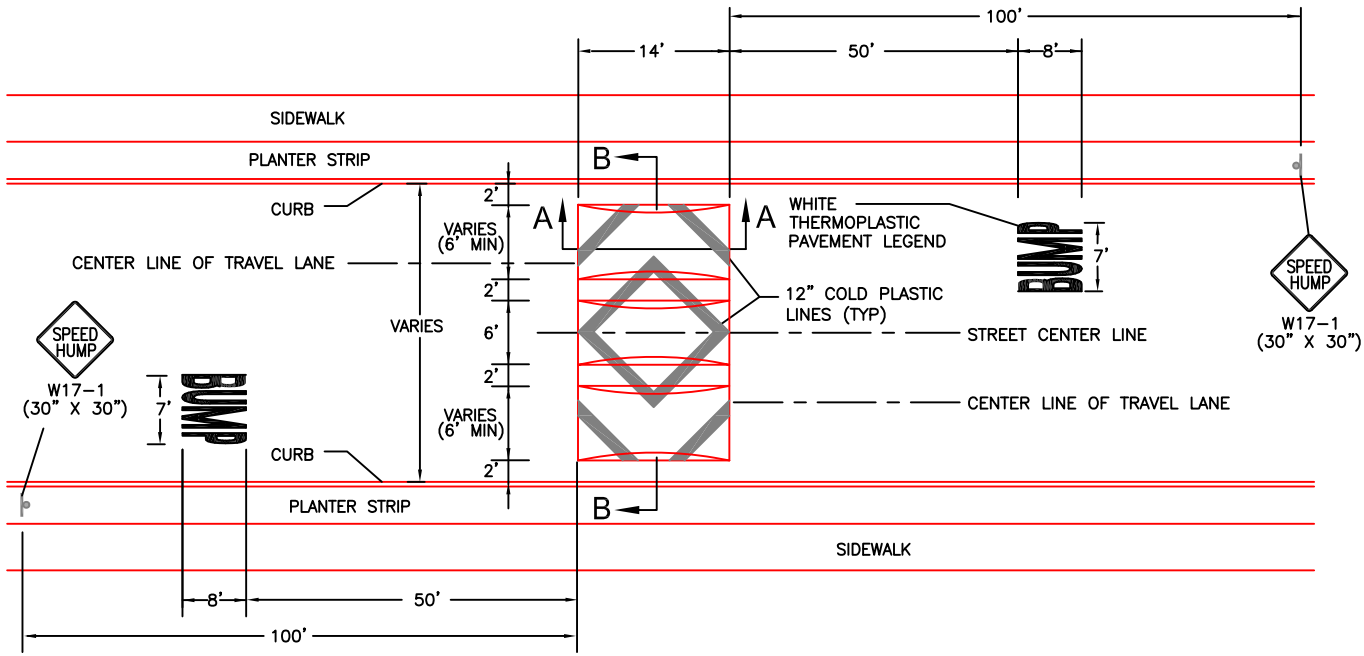
- Limited-to-no impact on non-emergency access
- Speeds determined by height and spacing; speed reductions between cushions have been observed averaging 20 and 25 percent
- Speeds typically increase by 0.5 mph midway between cushions for each 100 feet of separation
- Studies indicate that average traffic volumes have reduced by 20 percent depending on alternative routes available
- Average collision rates have been reduced by 13 percent on treated streets

### Emergency Response Issues:

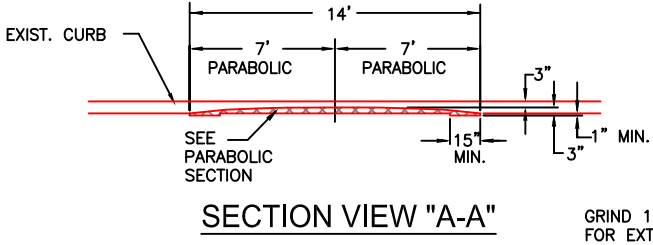
- Speed cushions have minimal impact on emergency response times, with less than a 1 second delay experienced by most emergency vehicles

### Typical Cost (2017 dollars):

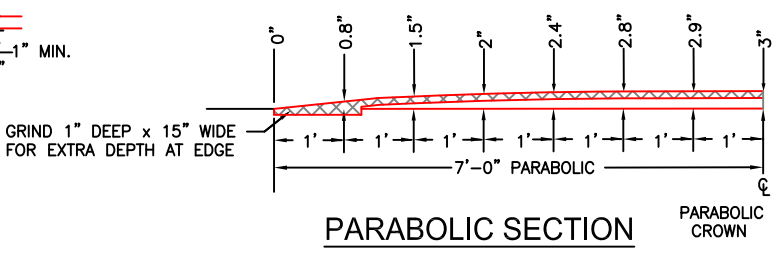
- Cost ranges between \$3,000 and \$4,000 for a set of rubber cushions



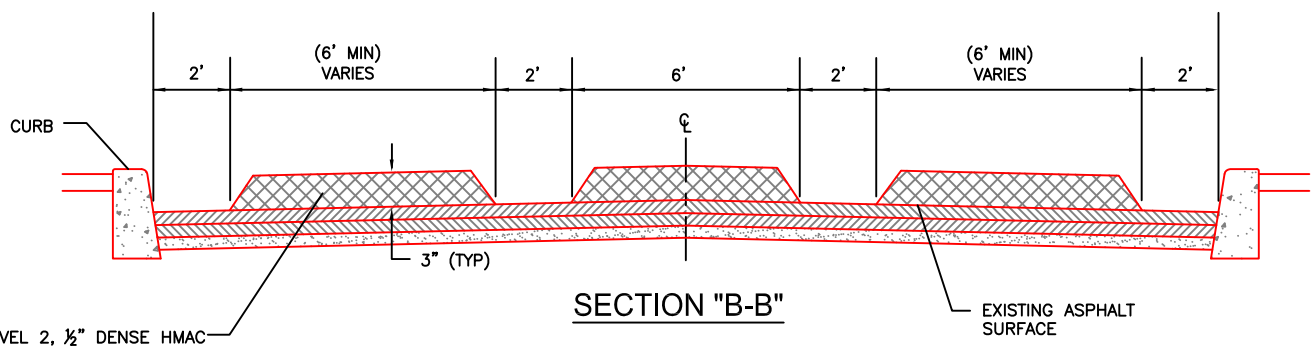
**PLAN VIEW**



**SECTION VIEW "A-A"**



**PARABOLIC SECTION**



**SECTION "B-B"**

**CONSTRUCTION NOTES:**

1. GRIND FOR EXTRA DEPTH AT EDGES AS SHOWN.
2. APPLY BITUMAL TACK COAT OVER AIR-BLOWN CLEANED AND SWEEPED ASPHALT CONCRETE.
3. ASPHALT SHALL BE ROOLED FOR COMPACTION PER SPECIFICATIONS.
4. FINISH EDGES BY APPLYING TACK COAT AND SAND SWEEPING. TACK COAT SHALL CONFORM TO ODOT SPECIFICATIONS, TYPE CSS-1, CSS-1H, OR AS APPROVED BY THE CITY ENGINEER.
5. SURFACES OUTSIDE APPROVED WORK AREAS TO BE KEPT CLEAN AND FREE OF BITUMAL AND ASPHALT.



*PUBLIC WORKS*  
*ENGINEERING DEPARTMENT*

**SPEED CUSHION DETAIL**

PE: BJB	BY: BJB	DATE: 01-01-07	DWG NO: RD-28
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2021-008

**Sherwood Police Department**  
20495 SW Borchers Drive  
Sherwood, OR 97140  
Ph: 503-625-5523 ♦ Fax: 503-925-7159



## **Exhibit "E"** **Traffic Safety Complaint/Request Form**

In accordance with the City of Sherwood's Municipal Code, citizens interested in requesting any action regarding traffic safety shall complete and submit this form to the Sherwood Traffic Safety Committee for review and consideration. Upon receipt of a completed form, city staff will review the proposed request and forward it to the committee for formal review. Contact with the applicants regarding the request will be included in the review process.

Completed forms shall be submitted to:

Sherwood Traffic Safety Committee  
c/o Sherwood Police Department  
20495 SW Borchers Drive ■ Sherwood, OR 97140  
[policeinformation@sherwoodoregon.gov](mailto:policeinformation@sherwoodoregon.gov)

Feel free to attach additional sheets containing pictures, maps, or additional text if the space provided is insufficient.

1. Requestor's Contact Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date form submitted: 7/15/2021

2. Please identify the specific location/intersection of concern:

Sunset @Timbrel

3. Please describe the nature of the traffic problem which concerns you:

This is a dangerous intersection for pedestrians ANY time of the day. I have personally witnessed several near miss-hits of a car failing to see a pedestrian crossing. My son will be responsible for walking to Middle School next year and without cross guards, push to walk flashing lights, stop signs or other traffic controls I am extremely concerned about his safety during a peak commute time.

4. Please describe what actions (if any) you feel would reduce your traffic concerns:

- 1. Reconsider offering bus rides as an option for kids that must cross at Sunset/Timbrel to get to school.
- 2. Require cross guards at this inersection until 8:15am on school days. (and potentially after school for middle school kids 3:45-4:00)
- 3. Install a push to walk flashing light as soon as possible (beginning of school year)

Please attach any photographs and/or diagrams that document the problem.



**CITY OF SHERWOOD  
CIP PROJECTS LISTING AND SCHEDULES**

- Project on 1 year CIP list (budgeted)
- Project on 5 year CIP list
- Project planned, further than 5 years
- Project complete

**SUNSET BOULEVARD / TIMBREL LANE TRAFFIC CONTROL ENHANCEMENTS**

Department:	Engineering	MP Project #:	D28
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	\$1,999,932		

Ranking Criteria Met		Project Type	Priority		
<input checked="" type="checkbox"/> Council Goals	<input type="checkbox"/> Regulatory Requirement	<input type="checkbox"/> Maintenance	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<input checked="" type="checkbox"/> Master Plan	<input type="checkbox"/> Outside Funding/Partnership	<input type="checkbox"/> Replacement	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<input checked="" type="checkbox"/> Health & Safety	<input type="checkbox"/> Upgrade Serviceability	<input checked="" type="checkbox"/> New/Expansion	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Low

**Project Description**

This project includes installation of a single lane roundabout at the Sunset Boulevard/Timbrel Lane intersection. Funding for this project has not been identified at this time, nor has a design and construction schedule for this project been established. Project would require purchasing land for roundabout right-of-way.

**Ongoing Maintenance Description and Estimated Annual Cost**

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction it is anticipated that this work will be minimal and consist mostly of street sweeping, storm drainage system cleaning, and leaf pick-up.

