



# **TRAFFIC SAFETY COMMITTEE MEETING PACKET**

FOR

**Thursday, April 22, 2021  
6 p.m.**

**Meeting held virtually through Teams.**

*Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>.*



# AGENDA



## Traffic Safety Committee

<b>Date &amp; Time:</b>	Thursday - April 22, 2021 6:00 pm
<b>Location:</b>	Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at <a href="https://www.youtube.com/user/CityofSherwood">https://www.youtube.com/user/CityofSherwood</a> .
<b>Attendees</b>	
<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	Jeff Groth-Police Chief
Ruthanne Rusnak	Julia Hajduk-Community Development Director
Mike Smith	<b>TVF&amp;R Staff:</b>
Chris West	DFM, Patrick Furst

## Agenda

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of Minutes (Chair)
4. Business (Chair)
  - a. Welcome new committee member, Mr. Dorian Libal
  - b. Issues / Complaints
    - i. Tracking Sheets (2020 & 2021) Review
    - ii. Update: 2020-007- appeal process update, Ms. Hajduk
    - iii. Update: 2020-009 - status / progress update, Captain Carlson
    - iv. Update: 2020-012 - photometric data, City Engineer-Mr. Galati
    - v. Update: 2021-001 - provide requested stats, Captain Carlson
    - vi. Update: 2021-002 - status / progress update, City Staff
    - vii. NEW: 2021-003 - mini roundabout @ 1<sup>st</sup> and Oak
5. Citizen Comment (Chair/Staff)

*Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to [hassa@Sherwoodoregon.gov](mailto:hassa@Sherwoodoregon.gov). To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time. 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.*

6. Adjourn (Chair)

# 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>
20-001	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 Pl- Drivers not stopping for pedestrians. Drivers go too fast through area. Request for pedestrian crossing installation.	<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.

**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>
20-007	Driveway obstruction on Lavender PI/Request curb to be marked as "No Parking Zone" and painted red.	<b>P</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.
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>P</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 3/3/2021-City Manager approved. Project forwarded to Public Works for scheduling / completion.
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 responsibiity. 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.
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	Proposed modifications not recommended / approved. 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>P</b>	2/10/2021	3/25/2021-City staff to gather information to provide to committee at April meeting.
2021-002	Request to relocate crosswalk signal at the new School District Office (formerly Hopkins Elementary) to Hawks View Elementary.	<b>P</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.
2021-003	Request for Mini Roundabout @ 1st & Oak to help deter speeding.	<b>N</b>	3/9/2021	

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



*Home of the Tualatin River National Wildlife Refuge*

**2020-012**

---

## **MEMORANDUM**

**Date:** April 7, 2021  
**To:** Traffic Safety Committee  
**From:** Bob Galati P.E., City Engineer  
**Topic:** Intersection Lighting Report for Sunset Blvd & Ladd Hill/Main Street

City staff (Andrew Stirling, Eng Tech III) has performed a basic photometric analysis of the night-time lighting conditions at the intersection of Sunset Boulevard & Ladd Hill Road/Main Street. An exhibit of the results is attached for reference.

The standard lighting for an Arterial/Arterial intersection, stated in City standards, related to low pedestrian conflict area (County standards define low, medium, and high) is 1.8 foot-candles.

The NE corner ADA ramp location is compliant with standards at 1.9 foot candles due to a recently installed LED fixture located just behind the landing at this location.

The NW corner ADA ramps are suffering from lack of adequate illumination (0.5 and 0.6 foot-candles) due to some tree obscuration and will also likely need to be upgraded from the existing Low Pressure Sodium (LPS) fixture to the brighter LED like the NE corner has in order to adequately illuminate these ramps.

The SW and SE intersections corners were observed to be significantly out of compliance with illumination standards with readings between 0.1 and 0.2 foot-candles. There were no light poles present in the vicinity of the SW and SE corners.

Generally, luminosity standards for street lighting at intersections is between 1.5 to 2.0 foot-candles (fc). This includes a color intensity of approximately 3,000 k° (more yellow than bright white).

The analysis shows that the recent replacement of the street lighting element at the NE intersection corner with an LED fixture unit, increased the lighting level to 1.9 foot-candles (fc) within the zone of the street light. However, the remaining three intersection corners are not within the standard level established for intersections.

Recommendation:

To bring the intersection more into compliance with street lighting standards, the following recommendations are made:

- 1) Trim back overhanging tree limbs to allow more unobstructed light to reach the ground.
- 2) Upgrade existing intersection lighting to LED fixtures, or add an additional LED fixture in the SW corner of the intersection.

It is anticipated that these actions will balance out the intersection lighting to a better degree.



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



**2021-003**

## 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: 09-Mar-21

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

1st and Oak St.

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

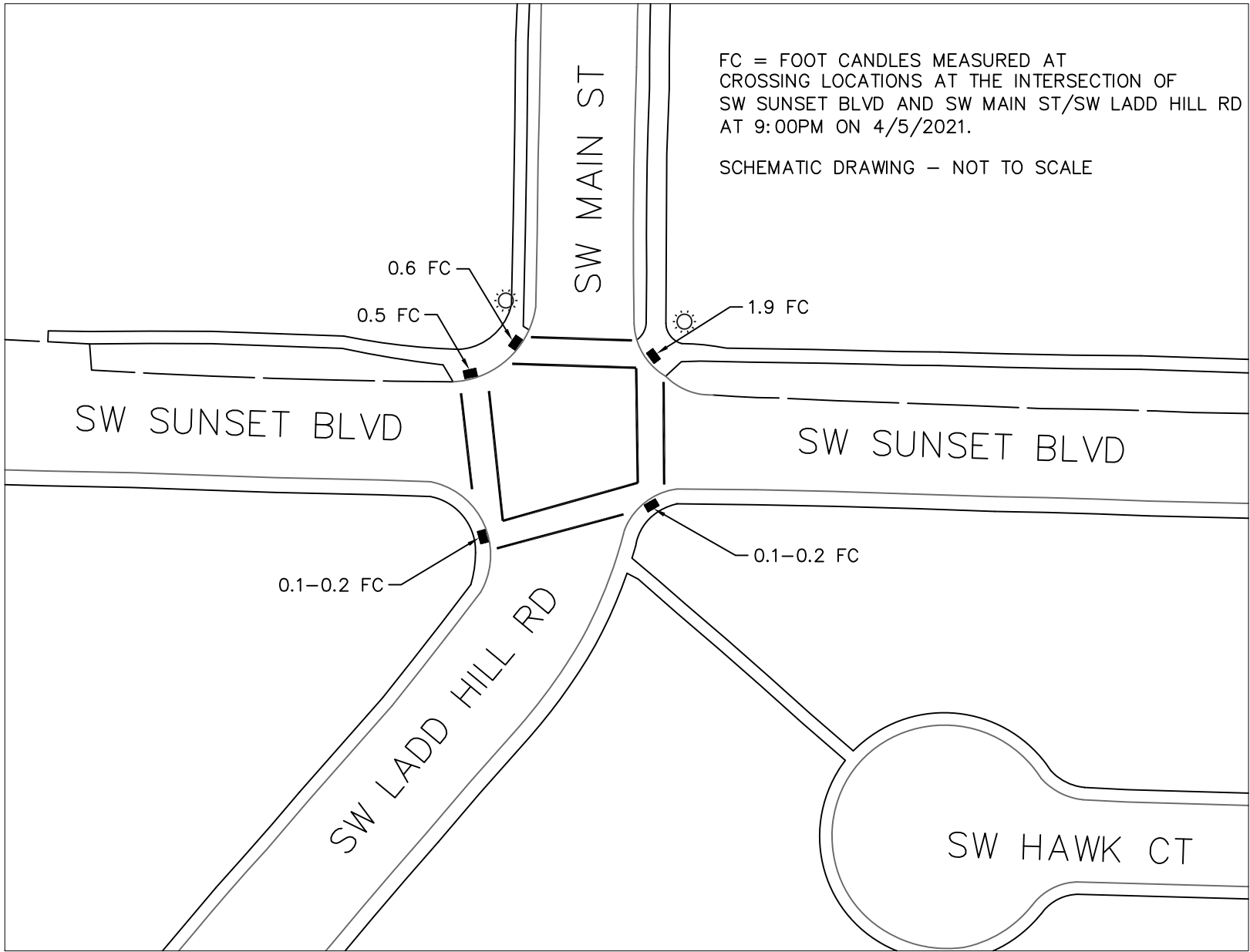
The 2 block stretch between Oregon Street and the stop sign at Pine Street is a spot of frequent speeding. We hear and see drivers gun their engines on this small stretch of road throughout the day and night.

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

I'd like to suggest adding a mini roundabout (like the one shown below) at the intersection of 1st and Oak Streets. Putting a barrier like this in the middle of this stretch would make people less inclined to hit a high speed, knowing they would need to brake after only 1 block.

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









**City Staff Report / Info**  
**Traffic Safety Committee**  
**Request #2021-003**  
**April 2021**

**1<sup>st</sup> Street & Oak Street Traffic Safety Stats**

*Provided by: SPD / Captain Carlson*

Start date: 03/19/2021

End date: 04/06/2021

Posted Speed Limit: 25

Average speed: 19

Max speed: 31

85<sup>th</sup> percentile: 22

Total volume: 10,040

Over 10mph speed limit: Zero

26-31 speed limit: 137/1.4%

Under speed limit: 9,903

---

**From:** Jon Carlson <[CarlsonJ@SherwoodOregon.gov](mailto:CarlsonJ@SherwoodOregon.gov)>

**Sent:** Thursday, March 25, 2021 8:12 AM

**To:** Bob Galati <[GalatiB@SherwoodOregon.gov](mailto:GalatiB@SherwoodOregon.gov)>

**Subject:** RE: Traffic Safety Complaint/Request Form

Bob,

I could not find any traffic related issues on this stretch of roadway. See responses in **red** below.

**Jon Carlson**  
**Patrol Captain**  
**Sherwood Police Department**  
**P: 503-925-7107**  
**F: 503-925-7159**

**From:** Bob Galati <[GalatiB@SherwoodOregon.gov](mailto:GalatiB@SherwoodOregon.gov)>  
**Sent:** Wednesday, March 10, 2021 9:00 AM  
**To:** Angela Hass <[HassA@SherwoodOregon.gov](mailto:HassA@SherwoodOregon.gov)>  
**Subject:** RE: Traffic Safety Complaint/Request Form

Given the request's location I would like to have some information from the PD.

- 1) How many complaints of speed have we received on this stretch of road? **Just the current one.**
- 2) How many tickets have been issued on this stretch of road? **Zero citations for speed.**
- 3) How many accidents and of what type have we had on this stretch of road? **I could find Zero crashes.**

This is a short section of road, of which my office window looks out onto. It is also a narrow 2-lane road (i.e. no parking lanes included in paved width), and putting in a small roundabout is not supportable. I suggest that enhanced patrol be used first before we look into any engineered solution.

Bob Galati, PE  
*City Engineer*

**From:** Bob Galati <[GalatiB@SherwoodOregon.gov](mailto:GalatiB@SherwoodOregon.gov)>  
**Sent:** Thursday, March 25, 2021 9:26 AM  
**To:** Jon Carlson <[CarlsonJ@SherwoodOregon.gov](mailto:CarlsonJ@SherwoodOregon.gov)>  
**Subject:** RE: Traffic Safety Complaint/Request Form

Jon,

Thanks for the info. That information finalizes my opinion to not support a physical change to the roadway.

Bob Galati, PE  
*City Engineer*



April 14, 2021

Subject: Letter of Support for City Report #2020-007 identifying SW Lavender Place parking and public safety concerns

Dear TSC and To Whom It May Concern:

As a family man and concerned parent, I'm compelled to write this Citizen Comment to strongly agree with TSC decision and City Engineer Bob J. Galati's reported concern for driveway access and public safety as related to the SW Lavender Place parking situation.

The detailed report (City ENG. Report #2020-007, dated 10/28/20) prepared by City Engineer Bob J. Galati, PE detailed specific parking safety concerns with the SW Lavender Place driveway drops for the two (2) dead-end lots. The two (2) dead-end lots were designed as a driveway drop and in his words, "no parking should be allowed along the frontage of the driveway drop, as this interferes with unencumbered access to the driveway."

City Engineer Bob J. Galati, PE concluded, due to parking safety concerns, there should be no parking occurring on the dead-end and up to the next driveway on the West side as well as the east and north sides of SW Lavender Place along its entirety. He detailed multiple safety related reasons to enforce these parking restrictions.

As a family man and father of young children, I'd like to share some of my own thoughts & observations related to and in addition to the parking safety concerns detailed in Mr. Galati's report.

- In accordance with Oregon code 811.550 parking is **prohibited** in front of a public or **private** driveways
- In case of emergency, Emergency vehicles will **NOT** be able to reach properties encumbered by vehicles blocking driveway drop at dead-end
- With vehicles parked at the end of the street, it creates a blind spot and it's extremely difficult to exit safely, risking injuries to our SW Lavender Place neighborhood children/residents
- City did posted notice of proposed sign and several homeowners had questions; clear clarification was given in response to questions as well as on **NO Parking** sign location
- As far as I've seen, most if not all household in Sherwood comes with two-car Garage and two-car driveway AND it seems most of the homeowners utilize these convenient parking features

Benefits of avoiding areas designated as **No Parking**

- Driveways are not obstructed, allowing households to freely enter and exit driveways
- Peace of mind for complying with the **No Parking** Laws
- Dead-end as well as the east and north sides of SW Lavender Place will become less congested and safer for kids; Less cars = less congestion
- There is a lot of available parking on Sydney Street that is not frequently utilized (See attached daily images this is less than 100 Ft away). In addition, as included in Bob's review the area between driveway drops and along the West side is open for parking

After reviewing City Engineer Bob J. Galati report and listening to his presentation, TSC and the City Manager agreed that parking in front of the driveway at dead-end should be **restricted**. **No Parking** signs were installed on March 09, 2021 and the whole process from request to sign installation took more than five (5) months. This issue was thoroughly reviewed by the TSC, City Engineer and City Manager before decision is made. I do not think there is any reason to revisit this case.

The safety of my family and the families in our neighborhood are my primary concern in addition to having unfettered access to driveway for two (2) end lots.

I hope this letter and the detailed report (City ENG. Report #2020-007, dated 10/28/20) prepared by City Engineer Bob J. Galati, PE clarifies the parking safety concerns, why no parking should be permitted, and all the benefits that come with it. This is not only for the benefit of **both** households at dead end, it's also a safer environment for everyone that lives in the neighborhood.

Thank you all for the time and attention you have dedicated to trying to create a safer environment for our neighborhood. We greatly appreciate it!!!

Sincerely,  
Aldin Lojic and Family  
SW Lavender Place Residents

Attachments:           City Report #2020-007, dated 10/28/20  
                                  Sydney Street daily images of available parking



# Meeting Minutes

## DRAFT



### Traffic Safety Committee

<b>Date &amp; Time:</b>	March 25, 2021 - 7:00 pm
<b>Location:</b>	Meeting held virtually through Teams.

<b>T.S.C. Members:</b>	<b>City Staff:</b>
Jason Wuertz-Chair	Jeff Groth-Police Chief
Tiffany Yandt-Vice Chair	Jon Carlson-Police Captain
Tony Bevel	Angie Hass-Executive Assistant
Ruthanne Rusnak	Bob Galati-City Engineer
Mike Smith	Julia Hajduk-Community Development Director
Chris West	<b>TVF&amp;R Staff</b>
Vacant	<i>DFM, Patrick Furst (Not Present)</i>

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=vbhu6Os6hAc>

#### 1. Call to Order

Chair Wuertz called the meeting to order at 7:05 p.m.

#### 2. Roll Call

**Committee Members Present:** Chair Jason Wuertz, Vice Chair Tiffany Yandt, Tony Bevel, Ruthanne Rusnak, Mike Smith and Chris West

**Committee Members Absent:** N/A

#### 3. Approval of Minutes

Ms. Rusnak moved that the February meeting minutes be approved as written and Mr. West seconded the motion. All committee members voted in favor.

#### 4. Business

##### a. Vacant position status update

Captain Carlson reported that Mr. Dorian Libal has been selected to serve in the vacant position. The next step is approval from the Mayor and City Council. This is on the April 6<sup>th</sup> City Council meeting agenda. If that all goes as planned, Mr. Libal will hopefully be attending the April 22<sup>nd</sup> meeting.

## **b. Issues / Complaints**

### **i. Review Tracking Sheets - 2020 & 2021 (Exhibit "A")**

Chair Wuertz asked if anyone had questions or comments regarding the forms.

Mr. West reported that at the last week's Police Advisory Board meeting, they had learned that the City Council has requested quarterly update reports from the Traffic Safety Committee (TSC). City staff will be working on putting something together based on the tracking sheets. At that meeting, he had suggested that the Police Advisory Board (PAB) should also be seeing something from this committee, besides just relying on his and Mr. Smith's verbal reports.

Captain Carlson stated that they are having discussions on how they're going to present that and affirmed that they are going to be providing quarterly reports to the City Council.

### **ii. Update: 2020-007, Captain Carlson**

*This discussion begins at the 4:05 minute mark of the YouTube video.*

Captain Carlson reported that this request has gone through the approval processes and the signs have been placed. A citizen comment was received by City staff in response to this request and will be read at the Citizen Comment portion of the meeting. He shared some of an e-mail he had received from the requestor who lives on Lavender Place. The requestor is very grateful for the work that the TSC did and the roadway is no longer obstructed. Captain Carlson said that after the Citizen Comment is read and if there are no objections, they can probably close this one out.

Chair Wuertz asked for a reminder on how the notification process works when the committee makes decisions on the different requests that come to them. This question was posed based on the Citizen Comment received from a resident living on Lavender Place.

Captain Carlson said that since this request was the first one for the Traffic Safety Committee where signs were posted, it was kind of a learning curve for them. He asked Ms. Hajduk if she could speak to this as the City has been doing this long before the TSC was formed.

Ms. Hajduk stated that before the TSC existed, when the City Manager was considering a signage change such as this, they would post a notice on the site that says they have 14 days to provide comments. They would then take those comments to the City Manager, who would then delegate it to her. The comments would be weighed and ultimately a decision would be made. Now that the TSC is in existence, they get to be the ones who make those decisions. In this particular



instance, the decision was made outside of the process. Once the decision was made, they posted signs and provided an opportunity for the public to provide comments, which were forwarded to Captain Carlson. She didn't think there was anything that they received or heard that caused them to think that it needed to go back to the committee. In going forward, when things come to the committee that require that kind of notice, the committee would not make a decision. They would essentially be directing City staff to provide notice and they would then compile those comments. Before the committee would make a final decision, they would take into consideration all of the comments. In either case, City staff will post notices on the site and on the City website, providing opportunities for residents to comment.

Chair Wuertz liked the process, which gives citizens who are directly impacted by the decision, an opportunity to be heard. This will enable the committee to make better and more informed decisions.

Ms. Hajduk added that the notification process is part of the City Code, so they have to provide that notice and opportunity for citizens to provide comments. Going forward, they will make sure to give that notice and opportunity before the committee makes a decision.

Chair Wuertz provided an example of how this will work in moving forward stating that once they receive and discuss an issue and make a preliminary decision to approve a sign, or something like that, they wouldn't be making a final decision at that time. Ms. Hajduk stated that was correct and added that the committee has had several things come to them and in the course of conversation have decided it doesn't warrant moving forward. She stated that it would be very cumbersome for them to do notices for all the requests they receive. In addition, she indicated that it makes sense to wait until the committee has had the opportunity to discuss and receive input from both City staff and the City Engineer before making a decision to move forward. Once they make the decision to move forward, City staff would proceed with the notification process and the input would then be provided to the TSC for review and to make the final decision.

Ms. Rusnak asked for clarification on where the notices are posted. Ms. Hajduk replied that notices are posted in the vicinity of where the traffic control change is being proposed as well as on the City website.

Mr. West asked if the City has an appeal process if notice is given and a decision is made to proceed. He wondered what the City's policy was on that.

Ms. Hajduk stated that was a good question and wasn't certain she knew the answer. She knew that they have had questions on this come up. She said that there really isn't an appeal process, per se. Ultimately, it is the City Manager's decision and the TSC makes recommendations to the City Manager. She knew that there had been some back and forth discussions on this with the City Attorney on some other related issues. She didn't believe there was an appeal process beyond that point - beyond the City Manager's decision. She said she would have to look into it and get back to them.

Chair Wuertz said that this might be worth considering, for the long term and described how things were set up when he was on a similar committee in Newberg. He stated that Newberg has a formalized appeal process in place and expressed that people want to be sure that their voices are heard. It's something for City staff to think about.

Mr. West stated to Chair Wuertz that, given they have a request for an appeal process for the decision made on Lavender Place, he was not ready to entertain closing 2020-007 out just yet. Chair Wuertz stated that he was okay with that. All committee members approved tabling closing out request #2020-007.

**iii. Update 2020-009, Captain Carlson**

*This discussion begins at the 15:36 minute mark of the YouTube video.*

Captain Carlson reported that this request has been approved by the City Manager and has been forwarded on to Public Works for next steps. He explained that since this one has no impact on any specific residents, they didn't need to post any notification signs. It was decided to leave this request in the pending state since the work has yet to be completed.

**iv. Update 2020-012, Bob Galati, City Engineer-Photometric Data**

*This discussion begins at the 17:14 minute mark of the YouTube video.*

Mr. Galati shared that the light meter has been received and given to the Code Compliance Officer. Training still needs to be conducted on the use of the light meter, but he hopes to have some information to provide at the April meeting.

**v. NEW 2021-001, Sunset Blvd & Ladd Hill Rd / Proposed traffic light and/or extra patrol (See Exhibit "B").**

*This discussion begins at the 18:13 minute mark of the YouTube video.*

Mr. West is very familiar with this intersection as it is near his home and he travels through it every day. He wasn't aware of there being that many accidents at that location and wondered if City staff could provide them with information on that. During school times, there are crossing guards there and it is very well controlled. Heading out of town on Ladd Hill Road there is a new flashing speed sign. There

has always been an issue with cars and bikes coming down Ladd Hill Road, ripping into that intersection. In the past, there always used to be a marked PD vehicle at Ladd Hill and Willow sitting and waiting to enforce. He hasn't seen anyone there in a while, but it was a pretty regular spot for someone to sit and do a little enforcement action. He stated that is a perfect spot to catch people who are speeding down the hill. He described a visibility issue he's experienced when crossing and looking up Ladd Hill Road. You have to really nose out in order to be able to see people coming down Ladd Hill.

Mr. Smith also lives near that intersection and has to go through it several times a day and says that it is a funky intersection. He, himself, hasn't seen any accidents there. He has seen the stop signs being ran a few times, but the few folks who did appeared to be surprised at the stop signs and weren't steaming through on purpose. He explained that, at times, people just wave each other through that intersection. It was his opinion that a traffic light there would be overkill. He agreed with Mr. West that it is hard to see cars coming down Ladd Hill when going through Willow Drive.

Ms. Rusnak stated that she does see the point of some confusion there and difficulty. Anytime we use a 4-way stop at a place where there's a left turn lane, and there is one at all four directions there, you have someone in the left turn lane blocking the view of the person on the right. The person on the right is blocking the view of the person in the left turn lane. She could see this citizen's request for a light to make that a little bit safer. Although crossing guards are there when there's school, it seemed to her that it would be a lot safer, and perhaps something they should consider in the future, as she finds that to be an awkward intersection.

Chair Wuertz asked for confirmation from City staff, but he believed that this intersection is on the long-term plan, perhaps in the Transportation System Plan. Captain Carlson didn't know about that, but wasn't aware of there being many traffic crashes in that particular intersection. They have done multiple extra patrols on Ladd Hill and Willow. That is a constant complaint generator for them, to try and enforce the speed limit. Crashes in that intersection, he believes, are minimal.

Mr. West asked if Captain Carlson could check the number of accidents in that intersection over the last five years and maybe how many enforcement actions they've had there so they have a little quantitative information that they can evaluate and see if there needs to be more enforcement, etc.

Chair Wuertz looked up the TSP for the City of Sherwood and stated that a traffic signal at that intersection is listed on the long-term plan. He said it is in volume two, page 163. Ms. Hajduk stated that if it is in the TSP, it will also be in the CIP.

Chair Wuertz stated that since it is listed in the long term (page 169), his guess is that it wouldn't meet warrants for a traffic signal at this point, but it would be interesting to understand if there's some accident history there. Captain Carlson will do some research and report back at next month's meeting.

Ms. Rusnak inquired about the traffic count through that intersection and wondered if that info would be useful, or if the accident record would be more helpful. Chair Wuertz stated that his opinion, because the traffic safety plan was just done in 2018, and identified a traffic signal as a long term project, that it probably hasn't had enough increased traffic to raise to the level of needing a traffic signal yet. He elaborated a bit on why he felt knowing the number of accidents would be more beneficial.

Captain Carlson stated that one of their radar trailers does monitor traffic volume and speed. He will ask that it be placed on Ladd Hill, near the intersection. He hopes to have that data for next month's meeting. There was a brief discussion regarding the current signs in place on Ladd Hill. Mr. West asked where the City limit is. Captain Carlson replied it was right there at Brookman.

Chair Wuertz asked the committee members if they were all good with tabling this request until the next month's meeting. Hearing no opposition, he moved on to the next agenda item.

**vi. NEW 2021-002, Sherwood Blvd / Request to move crosswalk signal from new School District office to Hawks View Elementary (See Exhibit "C").**

*This discussion begins at the 30:30 minute mark of the YouTube video.*

Captain Carlson stated that he had received an addendum to the original request from the requestor and proceeded to read it aloud. Their intent regarding moving the traffic signal is meant to include the radar post on SW Sherwood Blvd closer to Hawks View Elementary School.

Mr. West asked if the School District office is considered a school zone. Captain Carlson believed that it is not and Mr. Galati stated that was correct. Mr. West stated that the school zone had not yet been moved and asked for confirmation on where it should be. Captain Carlson said it was his understanding that a school zone is roughly a minimum of 200 feet and no more than 400 feet from the end of the school property. Chair Wuertz asked if this is something that had been planned for with the recent school changes. He wanted to understand if moving the school zone is something that the TSC needs to discuss and make a decision on or if they should just focus on the signal.

Ms. Hajduk stated that she thinks the school zone just happens automatically. It goes with the school. It's not a decision that the committee makes. The question for the committee really is the traffic pedestrian light and the sign. She said that she would support the concept. Her concern is the infrastructure and cost to do it. She wasn't sure if Mr. Galati had given any thought to what the costs would be.

Mr. Galati replied that he had thought about it and has spoken to Public Works about it. Generally speaking, Public Works is saying that the signal is basically there to benefit the school district and they would expect the school district to pony up some funds for that. He explained that the controls for those signals are actually controlled by the schools. There is a cooperative funding issue with this and he didn't expect that the City would be able to afford to do all of the school zone crossings when the school district does their changing up. It wasn't taken care of when they did the changeover. He stated that discussions are going to need to take place and this will need to be taken care of at a higher level.

Ms. Hajduk asked Mr. Galati if there were any other concerns, besides cost, with relocating the crosswalk closer to the new elementary school. Mr. Galati stated that he would have to look at the sidewalk conditions to see if it is appropriately located. He doesn't particularly care for the placing of the crosswalk on Sunset (by Archer Glen), between two driveways. He does think it is doable and appropriate to relocate the school zone crosswalk on Sherwood Blvd and doesn't think there's any technical reason for it to not be done.

Mr. West feels that this is a great request and one that hasn't had to be addressed because kids haven't been going to school. He recommended that they ask City staff to do some assessment and maybe have some conversations with the school district with the goal of having this taken care of, in some fashion, by the fall, if possible.

For more clarification on what was being requested, Chair Wuertz stated that they are not looking at creating a new crossing at Hawks View, but to relocate the signal by the new school district office, to the existing crossing by Hawks View. (Heads nodded in agreement.) He also asked for confirmation that there is also a speed feedback sign. Mr. Smith stated that there is. Chair Wuertz's opinion was that any sign stating that there is a school zone by the district office need to be relocated since they are no longer correct. He didn't know if this would warrant any action by this committee other than an informal recommendation that the City go ahead and make the changes. This should have been taken care of along with the school changes, because it is no longer a school zone.

Chair Wuertz asked if the committee can just make an informal request that the City review the school zones and the signs in that area and relocate the signs appropriately and as necessary. Also, coordinate with the school district to discuss what options there may be for relocating the traffic signal.

Ms. Hajduk stated that she would check with the City Attorney. It seemed silly, to her, to have to post a notice to correct a sign. They will also go ahead and post a notice for the potential signal location so that they will at least have an opportunity to get those comments at their next meeting, assuming that they have all of the other information, as well. Chair Wuertz thought that sounded good and expressed some thoughts on the potential process and issues and Ms. Hajduk weighed in.

Ms. Rusnak asked if this will be one of those instances where a “traffic control change” sign is required or is it going to need to say more about the proposed changes. Ms. Hajduk explained what that would look like.

Chair Wuertz stated his concern on not dragging this out too much and referred to the budget that was set aside for the TSC to use for projects, such as this. Mr. West asked how carryover works for monies that have been allocated but not spent before the end of June. Ms. Hajduk explained that the budget doesn’t automatically carryover or rollover. If they are aware of things, they can factor that in and sometimes they will do a supplemental budget, which is not uncommon for them. She added that she believed that a portion of the TSC budget is going to the Langer Farms roundabout restriping.

## **5. Citizen Comment**

A citizen comment had been received by City staff regarding request #2020-007. The citizen comment was read aloud by Ms. Hass and begins at the 47:37 minute mark of the YouTube video. **(See Exhibit “D”.)**

Mr. Bevel shared that the previous week’s issue of Willamette Week had a very interesting article titled, “You’re Driving Too Damn Fast”. He thought the committee members might want to take a look at it, as it provided a lot of good information.

## **6. Adjourn**

At 7:56 p.m., Mr. West moved that the meeting be adjourned and Ms. Rusnak seconded the motion. All committee members voted in favor.

**Next meeting scheduled for April 22<sup>nd</sup>.**

**Approval of Minutes:**

\_\_\_\_\_  
Chair Jason Wuertz

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
Angie Hass

\_\_\_\_\_  
Date

DRAFT

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

**Exhibit "A"**

## 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 Pl- 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.
20-007	Driveway obstruction on Lavender Pl/Request curb to be marked as "No Parking Zone" and painted red.	<b>P</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.
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

**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>
20-009	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>P</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-Forwarding to City Manager for approval.
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.
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.
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>N</b>	2/10/2021	3/25/2021 Agenda
2021-002	Request to relocate crosswalk signal at the new School District Office (formerly Hopkins Elementary) to Hawks View Elementary.	<b>N</b>	2/19/2021	3/25/2021 Agenda

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



## Exhibit "B"

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



**2021-001**

# 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: 02/10/2021

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

Sunset Blvd/SW Ladd Hill Rd

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

This intersection has many issues that I believe may be remedied with a light instead of a four way stop. I hear people honking/shouting because of the confusion it presents. I have also noticed that people speed along that section of Ladd Hill Road; I do not have a radar gun, but I am almost certain some people are going at least 10MPH over the posted 25MPH limit.

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

A traffic light would help. Perhaps a patrol for monitoring speeding, aggressive and reckless driving behavior. I have lived here for several months and I have never seen a patrol (it's otherwise a safe/quiet neighborhood.) But for the sake of community safety, I feel that this area needs to be monitored more carefully.

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

SW Sunset Blvd

SW Sunset Blvd

SW Sunset Blvd

SW Ladd Hill Rd



Halgren Construction

ow Dr

SW Willow Dr

SW Willow Dr

SW Willow Dr

SW

SW Ladd Hill Rd

SW Bowmen Ln

SW Bowmen L

Google



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

2021-002

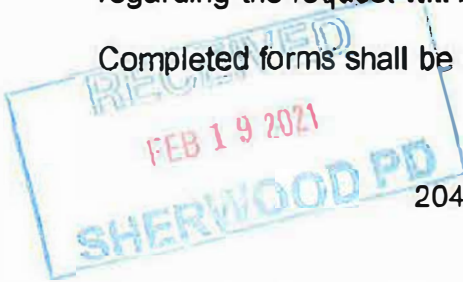


Exhibit "C"

## 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: [REDACTED]  
Address: [REDACTED]  
Phone Number: [REDACTED]  
Email: [REDACTED]  
Date form submitted: 2-18-21

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

Old Hopkins Elementary/New District Office and Hawk's View Elementary

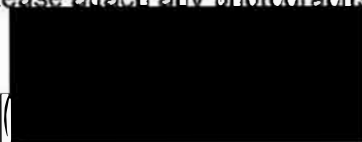
3. Please describe the nature of the traffic problem which concerns you:

The pedestrian crosswalk traffic signal is no longer required at its current location.

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

Move the crosswalk signal to Hawk's View Elementary.

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





## CITIZEN COMMENT



# Traffic Safety Committee 3/25/2021

**RE: 2020-007, Lavender Pl**

Received via e-mail: 3/22/2021

Officer Carlson,

I'm writing this letter as a first step in the process of appealing the Traffic Safety Committee's recent decision to eliminate a public parking space in front of our house at 20465 SW Lavender Pl., where we have lived for the past 15 years. I believe this decision was made hastily, with a limited amount of information and without public input from the residents that have been most affected. The notification sign that was placed on the street was located on the east side of the street only and everyone believed that it was referring to the signage change in that location only, not on the west side where there has been open street parking since the development was constructed in 2005. Because we weren't adequately notified of the Committee's intent and subsequent decision, we feel cut out of what should be a public process that has reduced the liveability of our small community and has impacted the value of my property. Had we the opportunity to comment and provide input into the decision-making process, I would have provided the following bits of information to provide a broader context and hopefully a more reasonable decision:

As previously mentioned, we have lived here for 15 years. We had our home constructed and picked our lot because it was on a dead-end street and had street parking available. Three different families have lived next to us at the end of the street and there has NEVER been an issue with access, parking, or safety until recently.

The Conzleman Farms neighborhood/development has very limited street parking available and what exists is in a constant state of being occupied depending on the time of day. Parking problems prohibit many residents from hosting large gatherings during holidays (pre-covid) and even large birthday celebrations are tough. This limiting factor combined with lots of children in the streets and an endless stream of delivery trucks makes for a lot of congestion. Eliminating one of the open parking spaces on SW Lavender Place has made this situation worse and has impacted the liveability of the neighborhood. Every parking space matters here.

Two no-parking signs were recently installed in front of my house and one was placed directly in front of my front door. I have surveyed the neighborhood and can find no other example of such sign placement, signs are always placed on the boundaries between lots. The signs, as placed, are an eyesore and I believe that it has lowered the curb appeal and the resale value of my home. There should have been other alternatives considered such as a painted curb.

In conclusion, the Traffic Safety Committee's decision to eliminate a parking space on SW Lavender Pl., was not made with input from any of the homeowners that live at the end of this street, nor was it made with any consideration of secondary impacts that it would produce. There are six homes that are directly impacted by this decision, a public meeting should have been scheduled and notices should have been mailed, none of that happened. Ironically, the elimination of a parking space in our neighborhood has made the streets more congested and less safe. I hope that the Committee will reconsider their decision and seek to remedy the problem through a community-oriented solution and not one done in haste to meet the demands of a single resident.

Sincerely,  
David Hoy & Family