



AGENDA

Traffic Safety Committee	
Date & Time:	Thursday - June 25, 2020 6:00 pm
Location:	Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at https://www.youtube.com/user/CityofSherwood

Attendees

T.S.C. Members:	City Staff:
Jason Wuertz-Chair	Jeff Groth-Police Chief
Patti Spreen-Vice Chair	Angie Hass-Executive Assistant
Tony Bevel	Bob Galati-City Engineer
Ruthanne Rusnak	Jon Carlson-Police Captain
Mike Smith	Julia Hajduk-Community Development Director
Chris West	Joseph Gall-City Manager
Tiffany Yandt	

Agenda

1. Call to Order (Staff)
2. Roll Call (Staff)
3. Approval of Minutes (Chair)
4. Business (Chair)
 - a. Follow up on the traffic calming discussion from last meeting.
 - b. First look at draft forms.
5. Citizen Comment (Chair/Staff)

Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to 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)



Meeting Minutes



Traffic Safety Committee

Date & Time:	June 25, 2020 - 6:00 pm
Location:	Meeting held virtually through Teams.



T.S.C. Members:	City Staff:
Jason Wuertz-Chair	Jeff Groth-Police Chief
Patti Spreen-Vice Chair	Angie Hass-Executive Assistant
Tony Bevel	Bob Galati-City Engineer
Ruthanne Rusnak	Jon Carlson-Police Captain
Mike Smith	Julia Hajduk-Community Development Director
Chris West	
Tiffany Yandt	

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=hch2AeWUm4E>

1. Call to Order

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

2. Roll Call

Committee Members Present: Chair Jason Wuertz, Vice Chair Patti Spreen, Tony Bevel (joined the meeting at 6:30 p.m.), Ruthanne Rusnak, Mike Smith and Chris West

Committee Members Absent: Tiffany Yandt

3. Approval of Minutes

Hearing no motions for changes or corrections, the May meetings minutes were approved as written by all present committee members.

4. Business

a. Follow up on the traffic calming discussion from last meeting.

There was a lot of information presented at the last month's meeting regarding traffic calming. The binders that everyone had picked up contained even more information and the Chief asked if anyone had any questions. This would be a good time to ask since Bob Galati and Julia Hajduk were present.

Mr. Smith had a question regarding roundabouts. He'd noticed that there were some much smaller ones at Villebois in Wilsonville and wondered how the size of the roundabout is dictated. The ones in Villebois are so small that you have to slow down. Bob stated that the size he was describing is considered a mini roundabout. Mini roundabouts are usually for residential areas and you don't expect to see truck traffic going through them. They're not designed for collectors or arterials. Most of the ones in the City of Sherwood are basically on collector and higher status roads. They're designed to take a larger volume of traffic and larger traffic. Sherwood does have a couple of the smaller ones as well, such as on Meineke and Cedar Brook Way. Bob went on to explain that roundabouts are designed based on the amount of traffic and the size of vehicles travelling through. It is a technical issue that comes up during the design of the roundabouts. Julia added that they are not set by the jurisdiction, but by the design.

Mr. West asked the Chief what the trend in Officer traffic ticket issuing has been over the last couple of months. He added that people haven't been out as much, but the city has more coverage, since the PD staff numbers have increased. With the citizen input forms coming out soon, he wondered what the Officers have been seeing while out on patrol and what the trend is. The Chief replied that the numbers are down. With COVID-19, they took steps to limit exposure for the Officers and the community, both. They put a moratorium on self-initiated activities, to include traffic stops, for that reason. They removed the moratorium approximately 3-4 weeks ago and let the Officers know that they could use their own discretion. As a result, they're not expecting Officers to make traffic stops, but if they're comfortable making traffic stops, they can. Citations are going to be down, as a result of that. The photo enforcement is still activated at Tualatin-Sherwood and HWY 99. As far as he knows, it is not active at Sunset and HWY 99, because of the construction.

Chair Wuertz asked if there were any items on the traffic calming list that the City is strongly opposed to or are they all on the table by a case by case basis? Julia stated that she thinks they are all on the table by a case by case basis. They did want to explain about the speed bumps and why they're not preferred. She believed everything else was on the table and asked Bob if that was correct. Bob went on to explain the difference between a speed bump and a speed cushion. He stated that he had done the speed cushions in different cities and has a design that he knows works. The question is, where does the City and the citizens want them placed? Generally speaking, they don't want to do anything that reduces the emergency response time on the major thoroughfares. They're not going to be in collectors and arterials. The neighborhood and residential routes are up for discussion. Right now, everything's on the table and technically, he can make anything work, up to a point. He asked the committee to understand that there is a big difference between a speed bump, which does not allow emergency traffic to pass through without having to hit the bump and a speed cushion, which does allow it. Generally speaking, everything listed is approvable. Mr. Smith stated that he had seen

speed bumps that have cutouts for the emergency vehicles and asked if those were off the table. Bob replied that was not off of the table and that what Mr. Smith described is a speed cushion. There was a brief discussion regarding the differences between speed bumps and speed cushions. Bob stated that if they were going to do something like that in the City of Sherwood, he would like to see the speed cushions with the valley gutters so that the tires of the emergency vehicles, fire trucks, could make it through.

The Chief suggested that the committee members review their materials, so that when they talk to citizens asking about the options, they will be able to, hopefully, eliminate some confusion. If there are further questions, staff is available to answer questions.

Vice Chair Spreen asked for the cost difference between a speed bump versus a speed cushion and how that would play into the decision. She went on to describe some old fashioned (huge) speed bumps placed in a neighborhood on Bull Mountain and stated that they really slow things down. Bob explained that any system that involves more physical labor to install is going to cost more. Speed cushions are going to cost more. A speed hump versus a speed bump is going to be more expensive, because there's more material related to it and more effort to put it into the ground. There are also advanced warning signs that have to go up for these things, which is a part of it. Bob explained the steps involved in installing a speed cushion. There are construction issues with each of those options, which can raise the price. Vice Chair Spreen asked if they have a budget to work with for just the speed bumps. The Chief explained that the City Manager included \$100,000 in his budget, which was approved last week, specifically for traffic calming. He said that can be spent in a lot of ways. They could decide on signage, speed cushions, a down payment on a roundabout, etc. for a few examples. Staff will help them to keep track of those costs. He added that this is a starting point. In 10-12 months, they may learn that \$100,000 is just enough or not enough and they will try to budget accordingly. In the next month or two, the Traffic Safety Committee will come up with a list of options that they will recommend to the City Council. They won't need to put things on there like "No Parking" signs. As far as speed cushions, and such, go, they will need to take a look, as a committee, to decide on what is acceptable for the City of Sherwood and submit those to the City Council. Staff will help them to get that done. It will probably not include every physical roadway structure. He added more on the speed cushions versus speed humps and stated that the speed humps will be much more acceptable. Because of the cost of those, they are going to be extremely limited on the number. He feels that the committee is going to see that though citizens may request speed cushions, they may, as a committee, determine that the locations where they're being requested are not appropriate. They may have to say "no", based on those criteria. Staff will help them work through those criteria.

Vice Chair Spreen asked if the City would be providing an itemized cost list for each of the traffic calming options. The Chief replied that there should be a list in their binders

that should give them an idea of what the different options cost. Julia explained that the cost is going to vary based on the location, more or less signing or striping, etc. Ms. Rusnak pointed out that information could be found in the binders provided under “Traffic Calming Toolbox”, section “F”. Bob explained how the costs provided are in a range and that the actual costs are going to be predicated on current conditions and prices of materials can go up drastically. The City pays a premium because they’re a municipality. Bob asked if the ITE traffic measures made it into the manual. The prices listed on that, are in a national range for each of the traffic calming measures. Regionally, they will have to mess with it a little bit. Vice Chair Spreen explained that she just wants to be sure that the decisions they’re going to be making are beneficial. The Chief stated that there is a lot that goes into this and asked Vice Chair Spreen to keep in mind that if the committee approves something that has a significant cost, it’s a several month process to get the project scheduled, bid out and timed, based on the time of year, the weather, etc. There is a very real possibility that even though they make a recommendation and the project gets approved, the project might not get completed until the next fiscal year. There are so many factors involved. The cost, while important, should never be the key factor in whether they decide to complete a project. If something comes to the committee and they feel like it needs to be done, the City will find a way to make it happen. He didn’t want her to worry so much so about cost.

Mr. West wanted to get a better understanding about the process. He provided an example of how he saw it playing out and believed that just because the committee makes a recommendation, it doesn’t mean that it is approved. The Chief shared how it would work and that it would fall under the City Manager’s spending authority. If the committee had a recommendation to make, staff would take that to the City Manager. If it was under his spending authority, he agreed with the recommendation and didn’t see a need for any more information, or anything else, then the project would move forward. He would then have staff get started on laying out the bid work and get it done. However, if it exceeded his spending authority, as City Manager, it would need to go to the City Council.

(Tony Bevel joined the meeting at this point.)

The Chief explained that if it’s a much smaller expenditure, such as for signs, it’s probably not going to be near the process and will likely still get a nod from the City Manager. Then, department heads can make it happen. Generally, the committee will make a recommendation. He let the committee know that their recommendation is going to carry heavy weight, because that is the intent of putting the committee together. In equal respect, their denial is going to carry the same weight.

Mr. West asked if the PD receives requests from citizens asking for speed humps on a specific street, or do they just inform the PD that there is a speeding problem? The Chief replied that they receive both. Bob looks at those and often times, determines that speed

humps or bumps won't work on the specific street. The PD staff will inform them of the decision. The difference is that they tell them as a City staff employee and could be met with a bit of resistance. The beauty of the committee is that it is made up of fellow citizens that are reviewing the data as a body, as opposed to an individual.

Mr. Bevel had an inquiry regarding the speed bumps/humps and believed that they can be created to be any height. The Chief let him know that they had had a conversation prior to him joining the meeting and added that there are several different objects out there. This committee will have to determine which option is going to be viable. The terminology "speed cushion" refers to a specific design, which is going to be very limited in height. Bob said that most of the items that control traffic are descriptive in nature. The engineering and traffic community get out there and do all of the analysis and reports and tests needed to provide a standard design that will do what it's supposed to do. Changing a height requirement is not going to happen. Mr. Bevel described some different types of speed humps/bumps that he had recently seen in Lake Grove. He wondered why other cities have those, and the City of Sherwood does not. The Chief replied that they wouldn't be able to explain why other cities have decided to use those, but the talk and interest in speed cushions has been around Sherwood for quite a while. They've never had a formal adopted policy on what they would do and whether they will do them or not. Speed cushions are kind of the poster child for why they needed a committee in the first place, among other reasons. It is to establish that policy and consistent practice, that they will or won't be used and they'll be used with the criteria. That is what this committee is going to determine. Moving forward, if the request comes in and the criteria is met, they'll be installed. Mr. Bevel asked how many people would need to request a speed bump/hump to get the City to act? The Chief replied, one. Of course, then it would need to go through the process. He went on to say that they have received multiple requests, but they don't necessarily meet the criteria and offered an example.

Mr. West wondered if it would be possible to invite Dr. Takallou from the University of Portland, to attend the next meeting. He felt that would give them a good basis for their deliberation.

The Chief replied that a couple things that Angie will help him remember is that he wants to be sure the binders provided to the committee, have everything that he had intended them to have. Also, they will follow up with Dr. Takallou and try to get him scheduled for the next month, if he's available. If not, they will have to go out a bit further. In the meantime, he will send out an e-mail to the committee asking for what they hope to get from him. He will try to set the stage for his time so that they can make the most use of his time that they can without him having to worry about a presentation. That way he can focus on more specific issues and topics.

Vice Chair Spreen asked if there was any way they could start getting the word out right away, such as a sign campaign, to get folks involved and to kind of appease the community. With summer approaching, the 4th of July right around the corner and the kids outside playing, she thought getting people on board and excited about the fact that the City is working actively on something with this committee would be good. That would provide an inexpensive way to reach into the community and let people feel involved immediately instead of six months down the line when it's winter and everyone is back in their houses. The Chief replied that he and Angie will get that on the agenda for the next month. He stated that was what their budget was for and a traffic safety campaign would be a great thing for this committee. He asked them all to give it some thought. The two topics that are low hanging fruit are speeding and pedestrian safety. For a few hundred to a thousand dollars, they can have some signs made up that they can put out that would deliver messages about speeding and pedestrian safety, brought to you by your Traffic Safety Committee. They could also include the web address for the form. The Chief stated that the message has to be clever and again asked the group to think about it. He will send out an e-mail asking for ideas. Vice Chair Spreen added that "twenty is plenty".

Mr. Smith asked if Assistant Fire Marshal, Kate Stoller, had been invited to that meeting. The Chief replied that she had been invited to both meetings. He said he will check in with her to see if she had issues connecting in to the meetings. Mr. Smith stated that as they begin to go through the different traffic calming options, he would like her feedback on what they do and don't like and what their vehicles can and can't take, etc.

Mr. Bevel asked the Chief if they have access to what other cities emergency personnel like to see and what they don't like to see, as far as speed humps/bumps, etc. go. The Chief asked if they had a document in their binders from TVF&R? Mr. West replied that they did. The Chief let Mr. Bevel know that document should answer the questions as far as what they will approve, not approve, objections, etc. The Chief believes that they are limited to, what they are defining as, "speed cushions", which are wider and with, what Bob described as "valley cutouts" for their tires to go through. It's wide enough for the fire trucks, but not wide enough for cars. As far as he knows, that's the only thing that they would approve of.

b. First look at draft forms.

The Chief shared with the group, a draft version of the Traffic Complaint Form (See Exhibit "A"). He noted that the form was created from a version that the City of Newberg came up with. It is his intent that they just have one form for everything. Meaning, one form for stop sign requests, speed cushions, etc. The group proceeded to offer suggestions, which were noted for a final draft. Ms. Rusnak asked if the form was going to be available on-line to citizens. The Chief explained that it will be. The first page will be for the citizens to complete and the second page will be for staff.

Chair Wuertz suggested having a spreadsheet created to log the different complaints that come in to staff. This would be something that the committee could see on a monthly basis. The Chief stated that was a great idea and something that had previously been discussed. He let the group know that PD staff will be keeping a spreadsheet and it is something that will definitely be reviewed by the committee each month.

Chair Wuertz made some suggestions for helping to educate the citizens on possible options and what solutions the City would consider or not consider for different traffic issues. It would be helpful to have links on the City website, where the form is located, to provide this information. The Chief thought that is was a great idea.

Chair Wuertz wondered if it was mentioned in the City Code that notifications go out to citizens when/if a speed cushion is approved, for example? Such as all residents within 500 feet of where the speed cushion will be going in at, that will allow them to have additional comments. The Chief shared that when a request comes in for a speed cushion, the first thing that would happen would be that the committee would make an inquiry as to if this was something that just one person perceived as a problem, or several people. City staff would then reach out to others in the area to get their perspectives. He added that, if a decision is made to put something on the roadway, the City already has very strict procedures in place that are going to be followed, such as what requires notices, etc. This is something that Julia or Bob would be able to address. Julia added that the level of outreach would depend on the project.

The Chief provided an example of a recent request to limit parking on a short section of a street in the neighborhood of where the new high school is going in. Data was gathered, staff did their part, provided a report, etc. Before the City Manager made the decision, they posted for input from others in the area to see what they thought. Then the City Manager made the final decision. The PD staff can certainly do that before decisions are made, as well.

Chair Wuertz asked when this would be able to go live and if they will have to wait until the next meeting. The Chief said that they will go ahead and make the adjustments and then provide the final draft for their approval at the next month's meeting. They have plenty of things to work on. In addition, he will be sharing some complaints that have been hanging out there, to go over with the committee. Mr. Bevel asked if he would be able to share the complaints prior to the next meeting so that they would have a chance to review them. The Chief stated that he could, they just won't be able to have any dialog.

Chair Wuertz asked the Chief if staff will notify the citizen when their complaint is added to the agenda, so that they could plan to attend the meeting in person, or attend virtually if that is the case, so they would have an opportunity to talk about their issue. The Chief explained that as long as the meetings are being held virtually, they would have to watch

the meeting on YouTube. They have to follow specific guidelines that have been set for virtual meetings, which doesn't allow for guests to attend and to have dialog. Citizen comments have to be submitted in writing, 24 hours in advance. Once we get out of the virtual world, they can come in and provide citizen comment. There would not be dialog, however.

Mr. West added that seeing all of the speed radar trailers out and about in the community over the last month or two, is a good thing. Awareness and enforcement is how we change behavior. Having those out and about in the trouble spots is really helpful. He wanted to give the PD a shout out for getting those working again and out and about on the roads.

Mr. Bevel shared that there is a YouTube video available with Dr. Takallou, from a few years ago. It is a little long, but it has some really good information. He suggested that the members might want to watch it.

The Chief reminded the committee that the speed radar trailers are a tool to use. They can always suggest that one be put in a specific location and they can make that happen. Mr. Smith asked how many trailers the PD has. The Chief replied that they have two. Vice Chair Spreen asked if they could get one on Roy Rogers. She said the City could make a lot of money. The Chief asked her to send an e-mail request to Captain Carlson. The Chief clarified that they don't issue citations with the speed radar trailers. They are used as an educational tool, only. She replied that was even better, gentle reminders. He stated that they do have a list of requests for different locations, so she might not see the trailer up right away at that location.

5. Citizen Comment

N/A

6. Adjourn

With nothing further to discuss, the meeting was adjourned at 7:20 p.m.

The next meeting is scheduled for July 23rd at 6 p.m.

Approval of Minutes:



Chair Jason Wuertz

07/27/2020

Date

Attest:



Angie Hass

7/27/2020

Date



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



Exhibit "A"

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

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.

City Use Only

Date Application Received: _____

Project # Assigned: _____

Added to spreadsheet.

Application Received By: _____

Date reviewed by City staff: _____

Date reviewed by TSC: _____

Final Determination on Request:

Approved

Assigned to: _____ Date: _____

Approved with modifications.

Assigned to: _____ Date: _____

Denied

Reason for denial: _____

Requestor informed of outcome.

Date: _____

Notified by: _____

TSC Chair (printed name)

TSC Chair (signature)

Date: _____