



AGENDA

Traffic Safety Committee	
Date & Time:	Thursday - July 23, 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. Dr. Mojie Takallou-Traffic Calming
 - b. Form Approval
 - c. Traffic Safety Campaign
 - d. Pending Issues/Complaints
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:	July 23, 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	
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=sFBbKvhgsH8&t=83s>

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, Ruthanne Rusnak, Mike Smith, Chris West and Tiffany Yandt

Committee Members Absent: N/A

3. Approval of Minutes

Mr. West moved that the June meeting minutes be approved and Ms. Rusnak seconded the motion. Hearing no motions for changes or corrections, the June meeting minutes were approved as written by all committee members.

4. Business

The Chief introduced Kate Stoller, Deputy Fire Marshall with TVF&R, and asked her to tell everyone a little bit about herself.

Ms. Stoller thanked Chief Groth and stated that she is an Assistant Fire Marshal with TVF&R. She has been with them for almost 22 years, starting out at an entry level and working her way up to management. Along the way, she has worked with many other municipalities in regards to traffic,

transportation and access, as well as working with their staff and Deputy Fire Marshals on ensuring that their emergency apparatus has the ability to navigate public and private streets and to serve the citizens, whether it's a parade or an actual 911 emergency response. She was really glad to be invited to this meeting.

Ms. Stoller went over some of the information that had been provided to the Committee members in their Traffic Safety binders. She stated that the traffic calming measures subject is a really interesting one. It is something that is in the fire codes, so the fire district does have jurisdiction as far as what kind of private funding measures can be used. However, being that they are a fire district and not a municipal fire department, they are also at a place where they have to be partners with their municipalities. They are partnering with Sherwood and Sherwood's transportation plan in regards to roadways and requirements for the recommended system. So, when people come in after the fact and want to put in traffic calming measures on public roads, they can say whether or not they support or they do or do not support and how they will impact them. Ms. Stoller spoke of speed bumps and how aggressive those can be. When it comes to their fire apparatus, they also carry a lot of medical equipment. Going over some of those bumps can actually ruin the wiring inside the AED's and defibrillators. As a result, their units have to crawl over the speed bumps. The second aspect of a speed bump that causes problems for them is when they have patients who are extremely fragile and they are trying to transport. It could be someone who has been strapped into a gurney and is in extreme pain. The drivers have to try to climb over those speed bumps gently, so they're not jostling the patient. She explained that the fire district has worked with a lot of different engineers and municipalities on coming up with some ideas that work for them and the needs of calming the speeds down and keeping traffic moving. They tend to call those speed cushions. The beauty of those is that they allow their larger axles to straddle the speed cushion without allowing personal vehicles to. Personal vehicles are only going to be able to do one wheel or the other. There are definitely some methods that work well and give the necessary intended results that they're looking for in neighborhoods and municipalities and still allow them to do their job. One of the issues with traffic calming around schools is how it impacts law enforcement because they are going to be in standard style vehicles. The fire district will never weigh in and force an issue. They will always look to partner and make sure that if it works for them, it must also work for the community. Private roadways are different. They have jurisdiction to require or not allow in those situations. However, they tend to work with those neighborhoods. The smaller neighborhoods or the grocery store parking lots, they don't always get invited to be part of those conversations, but it is always nice to be part of those conversations because often times they'll just go in and install and then they have to live with it because they are quite challenging to remove.

She asked if anyone had any questions on the document that she had sent over and was included in their binders. It lists the different types of traffic calming that they recognize and there may be more out there. She asked the Committee members to let her know if they know of any that weren't covered. They would love to know so that they can add them in.

Mr. Bevel asked if the different cities and counties around Sherwood are on the same page as Washington County. He mentioned that Clackamas County, Lake Grove and Lake Oswego seem to have quite a few speed bumps. Ms. Stoller stated that TVR&R resides in four different counties, Washington, Clackamas, Yamhill and Multnomah. They serve 11 cities within those counties. She went on to explain that they each have varying levels of what they have allowed within their own municipal rules for traffic. She stated that she has not asked every fire department in the metro area to what level they participate in traffic calming discussions with City Planners and municipalities. She didn't know how much they are invited into those conversations. The fire district is always appreciative when they do get invited in. Not only for discussions involving new construction, but also when citizens are finding problematic areas and they want to discuss some options. She explained that the document the Committee members were given was originally created in the 90's and had most recently been updated in 2019. They have provided this information to the cities that they work with and it is also available on their website. She added that most people don't realize the impacts of traffic calming on their apparatus and equipment. Mr. Bevel asked if they are totally against traffic calming devices. Ms. Stoller replied that they are not against it, they just have a preferred type that allows them to do their jobs and still serves the needs of the city. They prefer the speed cushion or the speed hump. She explained in a little more detail, what was included in the document provided and how the speed cushion and humps work with their vehicles.

a. Dr. Mojie Takallou – Traffic Calming

Dr. Takallou introduced himself and let the group know that he is a Professor of Civil Engineering at the University of Portland. He has been there for the last 35 years. He has been working in highway safety for over 40 years.

Dr. Takallou provided some background on traffic calming, stating that it was started in the City of Portland in 1990. It started with Engineers at the request of the neighborhoods and one of the key factors was speed. He added that speed kills about 10,000 people a year, out of 37,000 car accidents. In Oregon, 450 people are being killed in accidents, on average, annually. About 220 of those involved speed. The first traffic calming device installed in Portland was a speed hump. A speed hump is 14 feet and has a hump of four inches in the center and it's parabolic on both sides. To be effective, you have to use a series of three or more. If the speed limit is 35 mph or so, then they use 22 feet. Soon, everyone wanted these on their streets in Portland. Very soon they had 800 of them. The problem was some of the routes were emergency routes. The speed humps reduced their response times, anywhere from 3-9 seconds per hump. In order to make the speed humps effective and at the same time, benefit the neighbors, and not to jeopardize response times, the City of Portland did a study in 1993. The study was on emergency response times using different devices. They tried it with 14 and 22 feet speed humps, traffic circles, chicanes, curve extensions and roundabouts. The results were three seconds to 9.3 seconds per hump. To overcome all of this, the neighborhood representatives sat down with the fire department and discussed how they can reduce speed, but at the same time

not having as much of an impact on emergency response time. They looked at many different factors while also considering that a passenger car has to go through. The point that Dr. Takallou wanted to make was that Engineers shouldn't make the decisions and it should be a partnership between Engineers, enforcement and emergency medical services as well as people that you serve, which is going to be the residents around you. Speed calming can be very dangerous and it should not be used where speed limits are 35 mph, or over. It always needs to be on streets where there is only one lane in each direction, it should not have more than 8% grade and it cannot be emergency response time. There have been a lot of established guidelines by the institute of traffic engineers. In addition, many people who request speed humps, very soon recognize that every time a car goes up, it causes noise and vibration. They are the first people that are going to go against it and soon ask for removal. For those reasons, the City of Portland, and the majority of the cities around the country, have adopted that before any devices are installed, two thirds of the citizens in the requested area, have to approve it before the system is installed. They don't want to spend \$8-\$10,000 per hump and then later on ask for removal. It is going to be a partnership and a lot of studying must be done. The main thing is coordination, communication and cooperation among the agencies.

The Chief thanked Ms. Stoller and let her know that as long as she is available, she will be a regular at every meeting, not as a guest, but as part of the process.

The Chief reminded everyone that the semantics and terminology used is very, very critical. He encouraged everybody to, as much as possible, become very familiar with the distinction between a speed hump, a speed bump and a speed cushion.

The Chief thanked Dr. Takallou for introducing himself and added that they have used Dr. Takallou a couple different times. He has been at the PD to help train their officers at least twice, on the importance of traffic safety. Police Officers, like everyone else, feel differently as individuals about traffic safety. So when they bring Dr. Takallou in, he helps folks understand how important it is to enforce traffic laws, even if it doesn't feel good to give people tickets all the time. He added that there are lots of officers that do not enjoy giving people tickets, because they realize it can be quite an impact, but it is probably the best tool they have to try to keep people safe and to change behavior.

Dr. Takallou has also come in a couple times to provide community trainings and presentations. One time was specifically for the Police Advisory Board and they've had a couple City Councilors attend his presentations. He is a tremendous resource.

As the Chief didn't receive any questions from the Committee for Dr. Takallou, he put together a few questions.

Number one, from his perspective, what is the most effective traffic calming measure or measures. If he had to pick one or two, what would they be. Dr. Takallou replied, that in his opinion, it is not a device, it is public education. People can get into bad habits. When he looks at the young drivers, ages 16-17, he sees them as goldfish who are given rivers and streams to swim in. At the beginning they behave, but then they see bigger fish and start speeding up. If they are not reminded, then their behavior is going to change and they become a shark. To change their behavior, it is going to be very, very difficult. So, in his opinion, the most important is education and that has to start at an early age. Once a person has created their behavior by age of 22-23, you cannot change their behavior as much anymore.

From the engineering point of view, there are the different devices. The speed hump has been very, very effective. It reduces the speed by as much as 5-7 mph. It also takes unwanted traffic from residential areas and puts it into the arterials. When people see a lot of traffic lights on HWY 99, a lot of them want to bypass them during rush hour, so you're just transferring the traffic into the neighborhoods. By putting up the speed humps, you're going to discourage those people. If speed is the problem, it is a problem. But, is it as much of a problem as the public thinks? Residents call the PD and the Chief, reporting that people are flying through their streets at 45-50 mph. When an actual speed study is conducted, it usually shows drivers are only going 33-34 mph in a 25 mph residential area. For that reason, you know just to do a speed study at the beginning, just to convince them that speed is not as much of an issue as they feel. Dr. Takallou thinks that brings a lot of satisfaction.

Speed humps have been used in the City of Portland since 1990. It has been very successful, but he added that you have to be selective. If you put them on every street, they lose their effectiveness. The devices need to be used to solve problems, not to satisfy the people that live around those areas. Information needs to be gathered, an engineering study needs to be conducted and then a final judgment is determined as to whether or not a speed hump is the best tool and if it is going to solve the problem. The decision may not be popular, but the unpopular decision, in the long run, is going to pay off. His recommendation is to evaluate and analyze before making any decisions.

Dr. Takallou remarked that he was pleased to see the Traffic Safety Committee coming together to solve the problems. That is what it takes. He commented on what the Chief had mentioned earlier, that the PD's tool is to issue citations. Although that is not the popular outcome, sometimes issuing a citation can modify behavior. If the Chief had the option of modifying behavior without a citation, they would do that.

The next tool that can be used is a speed table. Dr. Takallou went on to explain the difference between a speed hump and a speed table. A speed hump is either 14 or 22 feet. A speed table is also 14-22 feet, but there is 10 feet of flat material on the top. Speed

tables are used in combination for reductions of speed as well as crosswalks. They also have more visibility than speed humps. In addition to speed tables, there are curb extensions, also known as barbells. These are used to prevent people from entering neighborhoods at high speeds when making a right turn. People have to slow down to 10 mph in order to make that curb.

Dr. Takallou went on to explain how traffic circles work. Traffic circles force drivers to slow down.

Roundabouts, which Sherwood does have, create conflict points, which reduce the number of conflict points from 32 to 8.

For residential areas, the most popular to use has been the speed hump. He cautioned the group by saying that speed humps should not be used on streets where the speed limit is more than 35 mph. It needs to be 30 mph or less, one lane per direction and gentle slopes. Speed humps cannot have a horizontal curvature of more than 300 feet. They also cannot be put in an emergency route. If they are going to be put in an emergency route, approval needs to be obtained by EMS personnel, such as the Fire Department and hospitals.

The Chief stated that Dr. Takallou had also answered his second question, which was asking if he had any advice or cautions about traffic calming. He thanked Dr. Takallou and asked the group if there were any other questions for Dr. Takallou.

Chair Wuertz stated that, not too long ago, the City of Portland changed their residential speed limits to 20 mph throughout the majority of the City. Last year, the legislature passed a law that allows local jurisdictions to reduce their residential streets to 20 mph and put that control back into the local jurisdictions hands. He was wondering what Dr. Takallou's thoughts were on that, from an engineering perspective. Dr. Takallou replied that the reason for that was, since 1940, they have been using 85th percentile speed. The speed that is set in the residential areas, or basically any highways or roads, is based on what 85 percent of the people are driving at, or below the set speed. The reason the City of Portland made the change was the assumption that 85 percent of the people are wise and prudent and drive at a speed that is supposed to be safe for the condition considering all of the environmental factors as well as the people around them.

There was a study conducted in 1980, 1996 to 1999 by the Federal Highway Administration to see if 85% of the speed set was still good, and it was. What happened was, there was a major reduction in traffic enforcement around the country. With the speed limit set at 25 mph, Police Chiefs didn't have any alternatives. Most Police Officers weren't citing unless drivers were going 10 mph over the speed limit. As a result, 25 mph zones were becoming 35 mph zones. This gave the message to the public, that it was

okay to go 10 mph over the speed limit. The City of Portland saw that the 85 percentile speed was creeping up. That was the reason for the decision to reduce the speed limit by 5 mph. That way, if people added 10 mph to their speed, they would still be in the “safe” zone. He said that, somehow, it has changed the people’s psychology. As far as if he feels it is a good tool, he reiterated that the best tool is education and proper enforcement. He explained that the reason officers started issuing citations at 10 mph was because of the court system. Judges were saying that issuing citations at six miles over the speed limit was over enforcing. Dr. Takallou asked the Chief if that was the case in Sherwood. The Chief explained that the lower the speed limit, the lower the threshold that is accepted by judges and used by police officers. Going five or six miles over the speed limit in a school zone is probably going to get you pulled over and close to a ticket. A judge is going to accept that. The other part that plays into it, is the accuracy of their devices. They have to be comfortable with their radar laser, knowing that the speed they cite somebody for is an accurate speed, based on the limitations. Dr. Takallou stated that overall, because of the human psychology, going 10 mph over the speed limit in residential areas, is okay and 15 mph over the speed limit on the highway is okay. Artificially, we have changed the speed. This was the result for the resistance for the adoptions of the reduction of 5 mph. In the long run, he thinks it will be effective.

Ms. Rusnak has such a great concern for the intersection at HWY 99 and Sunset, with the opening of the new high school. She knows that the eventual plan is to have a bridge. In the meantime, she’s not sure what the City has planned to make it safer for students to cross the highway. She asked the Chief to let them know what that is, if he knows. She asked Dr. Takallou if he had any suggestions for safety for crossing that intersection. Dr. Takallou explained that the average walking speed is 3.5 feet per second. They will have to find a gap in the traffic stream of 18-20 seconds to cross one person to another side. In that case, they will need a refuge island at the center. With that, they can cross in stages. In addition to that, they will need a rectangular rapid flashing beacon. They will have to use the traffic signals for interruptions of the traffic flow. He would imagine HWY 99 has approximately 40-45,000 drivers each day. The Chief replied that it is a little bit more than that.

Mr. Galati added that the intersection on HWY 99 is owned and operated by ODOT and is compliant with ODOT standards for intersections on those types of highways. The intersection is ADA compliant, as it is a pathway to a school. This is why they are rebuilding it. Traffic timing will be adjusted according to school activities in the mornings and afternoons and probably a third timing will be established for commute time at night. They will have three timings that they will have to incorporate into their daily scheme. ODOT is aware of that whole scenario. The City has spoken to them about it quite a bit. Their engineers will be taking all into account. Mr. Galati shared his thoughts regarding refuge islands. He would like to see something that is quite robust in the way of an island, both at Sunset and at Meinecke. However, he was not certain that ODOT was going to

allow that. One reason being maintenance costs. As of right now, a refuge island is not included in ODOT's plans for either intersection. The City does have the design for it and it does meet the requirements based on the high school going in. The transportation impact analysis included the design of that system and it meets ODOT's standards and all of the other standards that go along with it. Their timing will be set up accordingly. It will probably not be what people's perception of what it should be. That is what the engineers jobs are – to make sure that it meets those design parameters, which sometimes are theoretical. The decisions are based on previous experience.

Dr. Takallou agreed, ODOT is the one to make all of the rules. Obviously, there are better solutions that include an overpass or underpass. The reality is, that with COVID-19, ODOT's budget comes from gas tax. ODOT is going to be in bad shape for the next few years. Cities are going to be in bad shape for the next few years.

Mr. Bevel had a question regarding the speed humps, bumps and cushions and how that relates to the Fire Department that is located at Oregon and Lincoln. He asked Ms. Stoller how long it takes to respond to any fire in the City. Ms. Stoller explained that TVF&R plots where best to put their stations. The one on Oregon Street, Station 33, was placed before a lot of the growth that is occurring currently. When they look at a map and drop a pin and say, if we place a fire station here, to what ability are we going to be able to get to the destination, with the current road speeds in place and what is the response area going to look like. With Sherwood expanding out to the west, they will start dropping pins on a map for different destinations in order to determine what their response will look like for 85%-95% of their calls. Their goal will be anywhere from 4-6 minutes. That is the critical time for cardiac arrests. If they find that area is not going to give them the response that they want, they will actually start moving the pins on a map. They are talking to developers seeking out plots of land that they can place a fire station so that they can get the best response to those areas. With the current growth that is going on in their fire jurisdiction in all of their cities, they are constantly looking for land or options for their emergency responders. Although she couldn't speak for Station 33 and their precise response times, she did say that the goal is to reach the destination within 4-6 minutes, 85%-95% of the time. She explained that sometimes, it is necessary for them to locate the closest responding unit, not necessarily the closest responding station. Their system automatically detects who is closest for the most available and fastest response for their citizens and for the City of Sherwood.

Mr. Bevel asked, with it taking 4-6 minutes to get anywhere in the City, even with sirens blaring and racing to a call, what difference is a speed hump going to make. Ms. Stoller stated that she would stay away from the term "racing" as it sounds aggressive and dangerous. Their vehicles are extremely large and one of the most dangerous things they do is bring them onto the road surfaces, especially during an emergency response. They may go up to 10 mph over the speed limit, depending on the situation with traffic, the time

of day, etc. Traffic calming devices definitely slow them down, so they are very sensitive to them. When it comes to an emergency response, they have identified, on their routes and maps, the speeds that are currently established. Their computer systems help them to determine the best routes for them. With traffic calming, they assume it's going to take them 9 seconds per speed traffic calming device. They almost have to bring the vehicle to a stop. She went on to explain how the different devices affect their response times. Their drivers are extremely trained and very professional at their jobs. Every situation is going to be a little different.

Dr. Takallou referred to a study that was conducted in the City of Portland in 1993, using different sizes of fire engines, it was determined that the speed humps took them an additional 9 seconds. He said that on a street where there are three of those, that can add on an additional 27 seconds to the response time. Twenty-seven seconds can make a difference between life and death in an instance of a heart attack. He reiterated that this is the reason you wouldn't want to put these devices on emergency routes. He has the actual data, if anyone is interested.

Dr. Takallou let the Chief know that with this group, they could organize an hour or an hour and a half presentation where he could go through all of the different devices, what works, what doesn't work, etc. The Chief thanked Dr. Takallou and said that they will discuss that option.

The Chief added that it is not only the response time that is critical, but also the potential damage to the equipment. That is something to keep in mind.

Chair Wuertz asked Dr. Takallou if he had words of advice for this newly formed Traffic Safety Committee as they receive and review citizens traffic complaints or issues. Dr. Takallou said the best advice he could give was to work with their community. They will be the first people to recognize a problem. At the same time, don't let them take over to become traffic engineers. We don't need 20,000 traffic engineers. The ultimate decision should be based on analysis and application of engineering judgements. Don't make decisions just to satisfy the people. Make a decision if it is the right decision. A lot of times, it comes to the education of the people, as well. For speeding complaints, he suggested using the PD's speed radar trailers, rotating around to different streets throughout the City. Those can be very effective, as long as they're not put out too long on the roadways. Three days is a good amount of time. Once it brings a driver to compliance, it will remain effective for the next six weeks, or so. This also works when they see Police Officers in their neighborhoods. Drivers will remember seeing them for the next six weeks. For speed control it is enforcement and / or education. The very last resource is physical elements, such as speed humps and other devices.

Vice Chair Spreen asked the Chief how they could go about doing a city wide speed reduction. For example, bringing the speed down to 20 mph in the residential areas and maybe 35-40 mph on the highway. Maybe dropping all limits by 5 mph and creating some kind of rotation of the speed devices every six weeks.

The Chief explained that the statute has granted the City authority for setting speed limits on residential streets and streets that they control. They don't have the authority to set the speed limit on HWY 99 or any streets that are controlled by Washington County or the State of Oregon. ODOT just released a series of studies and decisions on speed along HWY 99. It's presently 45 mph through Sherwood and that is not going to change. In regards to residential streets, he wasn't sure if there was an appetite, to just across the board, reduce speeds everywhere. He also didn't know if that would be good policy. They need to react to issues and problem areas. There are some streets where they don't have a speeding problem. As Dr. Takallou said, the changes made need to be based on data, sound judgment, engineering and where people are reporting problems. In regards to the radar trailers, the PD has two and they are rotated, based on requests. In order to get an additional three trailers, it would be close to \$15,000. It is not an unreasonable or unsurmountable amount of money, but it's not budgeted for now. It also would become a staff issue, as they would have to have someone available for setting them all up, getting them all charged, moving them around. He wasn't sure if they would be able to keep up with five. Vice Chair Spreen said that if they only have two of the speed trailers, what is the cost of the more permanent signs? The Chief replied that he didn't know the exact amount and while they're not as expensive as the trailers, they are surprisingly expensive. He did think there is some appetite to order more of those, already. The City is looking at getting more of those and some other creative signage. He felt that is something that this committee should continue to discuss. He thinks there are several different sign options for warning and educating drivers. He reminded the group that Dr. Takallou mentioned that permanent signs tend to lose their effectiveness, because drivers get used to them. Enforcement needs to play a part of it.

Mr. West commented that one of the new signs mentioned is located at the bottom of Ladd Hill Road, near Willow. This used to be a place where Officers would park for enforcement. As he lives in that neighborhood, he appreciates it being there. Willow is almost a collector in their neighborhood. He knows that the trailers work well, because one shows up there once or twice a year and people slow down. He feels that the permanent and mobile signs are important to the education.

Mr. Bevel said that the "twenty is plenty" signs were brought up at the last month's meeting. He feels that those would be a real inexpensive route to go. Pepper the whole City with those signs and hopefully that message would creep into people's minds. The Chief stated that was on the agenda and they would be discussing and having some follow up conversation about that.

The Chief thanked Dr. Takallou for attending the meeting and let him know that they will be in touch about some future education. Dr. Takallou is a great resource and a great friend to the Police Department and the City of Sherwood. *(Dr. Takallou signed off at 7:10 p.m.)*

b. Form Approval

The Chief shared the revised Traffic Safety Complaint form on his screen with the group (see Exhibit "A"). After some conversation, it was decided that the date line needed to be moved to a different location on the form. Mr. Smith asked the Chief to remind the group how they would be letting the public know that this form is available, once on the City website. The Chief said that they would put notifications out on social media sites, such as Facebook, so that everybody knows. It won't be a press release, but a local release through all of their channels - the City's social media channels and the PD's media channels. With the one change made, Mr. West moved that the form be approved and Mr. Smith seconded the motion. All board members approved.

c. Traffic Safety Campaign

Angie let the group know the price quote she received for the creation of the lawn signs. After some discussion, it was decided that they should place an order for 100. 100 of the two sided signs will be \$12 each.

Several different suggestions were made for the verbiage on the signs and a discussion ensued.

Chair Wuertz pointed out that Sherwood has a sign ordinance and confirmed with the Chief that this will need to be taken into consideration. The Chief stated that was correct and is one thing the board will need to let folks know about when putting the signs up around town. The signs are only to go in residents' yards. If the signs are put up in right of ways, they will be removed.

Chair Wuertz shared his concern for putting signs up about speeding/slowing down. The Chief reiterated that there is a speeding problem in Sherwood and that it would be appropriate to put signs up about this. There may be some streets where this isn't an issue, but generally speaking, they are constantly hearing about speeding issues. That issue is always right near the top. The second issue that they hear about, routinely, is pedestrian safety. People do not stop at crosswalks in Sherwood. Every time they do a crosswalk sting operation, it's like fish in a barrel. Going back to what Dr. Takallou said, that the first piece is education, he felt that the signs would help to accomplish this. He also felt that the signs will be an inexpensive and effective way to get the Traffic Safety Committee name out there to make sure that everyone knows that they exist and that they're serious about getting to work on things. Chair Wuertz suggested that the signs have different messages on each side and perhaps links to the City website where they

could find more information. He felt that this would add more depth to the program. If getting the signs out to the community and couple that with more depth, it could pull a lot more weight. Mr. West agreed with Chair Wuertz and shared his thoughts on wording for the signs.

Ms. Stoller suggested adding a QR code on the signs. When people walk by, they can just scan with their phones, which would take them to the Traffic Safety Committee page.

Chair Wuertz suggested that a decision be made sooner rather than later, so they can get the signs up. After a lengthy discussion, it was decided that one side will say “In Sherwood We.....Go Slow” and the other will be “In Sherwood We.....Stop for Pedestrians”. In order to get things going a little more quickly, Mr. West moved that the Chair and Vice Chair work with staff to finalize the signs. Mr. Smith seconded the motion. Mr. Smith suggested using different colors on the signs so that they’re not all just black and white. Angie added that the quote was for full color and they would be able to use whatever colors they wanted. Mr. West amended his motion to include the cost not to exceed \$1,400. Mr. Smith seconded. All board members were in agreement. The Chief stated that once the final draft has been approved, a one-way e-mail will be sent out to all board members so they can see the final draft.

d. Pending Issues / Complaints

As it was getting late, the Chief asked the board members if they would be okay waiting until the next meeting to go over some of the pending issues/complaints. All were in agreement. Chair Wuertz asked if it would be possible for the board members to review the complaints prior to the meeting. The Chief explained that it would be easier to all go over together at the meetings, as some of them will be quite simple and some more complicated. It will be easier, as a general rule, if staff receives and reviews, researches, prior to the meetings. Mr. Bevel asked if the Traffic Safety Committee will have opportunities to investigate the issues. The Chief replied that they could, but that they will also, most likely, want/need data and input from staff. The Chief elaborated a bit more on the overall process and added that the complaints would be included in the meeting packets, which are posted prior to the meetings.

Ms. Stoller shared her experience with other committees. When they receive the complaints, they establish cut-off dates, as this is important when putting together the meeting packets. They go out and investigate and do drive-by’s. Getting the complaints in advance, gives them time to find out if there’s any information or input from others, like the fire crews, so when they go to the meetings, they can provide valuable input.

Mr. Smith asked Ms. Stoller what she preferred to be referred to, as she has a long title. She replied that Kate is fine and that her title can be abbreviated to AFM.

5. Citizen Comment

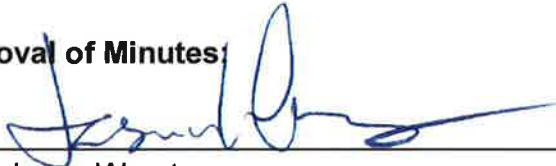
N/A

6. Adjourn

With nothing further to discuss, the meeting was adjourned at 8 p.m.

The next meeting is scheduled for August 27th at 6 p.m.

Approval of Minutes:



Chair Jason Wuertz

09/01/2020

Date

Attest:



Angie Hass

9/1/2020

Date



Exhibit "A" Sherwood Police Department

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



Date: _____

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: _____

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: _____