



# AGENDA

## \*Amended\*



<b><u>Traffic Safety Committee</u></b>	
<b>Date &amp; Time:</b>	Thursday - December 10, 2020 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
Patti Spreen-Vice Chair	Angie Hass-Executive Assistant
Tony Bevel	Bob Galati-City Engineer
Ruthanne Rusnak	Jeff Groth-Police Chief
Mike Smith	Julia Hajduk-Community Development Director
Chris West	
Tiffany Yandt	

### **Agenda**

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of Minutes (Chair)
4. Business (Chair)
  - a. SWOT Report (Template Attached)
  - b. Issues / Complaints
    - i. Review Tracking Sheet
    - ii. Follow-Up 2020-007, parking issues on SW Lavender Place
    - iii. Follow-Up 2020-008, request for blinking yellow light at crosswalk - Sunset & Woodhaven
    - iv. New: 2020-009, Overgrown bushes and need for marked crosswalks at SW Sequoia Terr & SW Meinecke Pkwy
    - v. New: 2020-010, Overgrown bushes in pedestrian island and need for maintained, marked crosswalk from sidewalk to crosswalk signal island @ SW Meinecke Pkwy & HWY 99
    - vi. New: 2020-011, Concern on Huntington Lane & Yorkshire Way, parked cars/visibility (**Citizen Comment**)
    - vii. New: 2020-012, Additional street lights at crosswalk on SW Sunset & Ladd Hill Rd

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)



*Home of the Tualatin River National Wildlife Refuge*

**2020 Annual Boards & Commissions Report to City Council – SWOT**

***Traffic Safety Committee***

**City Council Work Session – TIME**

**DATE**

**LOCATION OR VIRTUAL**

**Strengths**

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**Weaknesses**

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**Opportunities**

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**Threats**

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

**A.**

**B.**

**C.**

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

**A.**

**B.**

**C.**



# Meeting Minutes



## Traffic Safety Committee

<b>Date &amp; Time:</b>	December 10, 2020 - 6:00 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
Patti Spreen-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>
Tiffany Yandt	DFM, Patrick Furst (not present)

*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=yk9Oe4RHVv0&t=4930s>*

### 1. Call to Order

As Chair Wuertz joined the meeting a little later, Mike Smith filled in and called the meeting to order at 6:07 p.m.

### 2. Roll Call

**Committee Members Present:** Chair Jason Wuertz (joined at 6:12), Tony Bevel (joined at 6:10), Ruthanne Rusnak, Mike Smith, Chris West and Tiffany Yandt

**Committee Members Absent:** Vice Chair Patti Spreen

### 3. Approval of Minutes

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

### 4. Business

#### a. SWOT Report

As the Traffic Safety Committee is a brand new board this year, Chief Groth explained the annual report process to the committee. He stated that every year, the City Council puts together an annual appreciation dinner for all of the boards and commissions. Obviously, that cannot happen this year because of COVID. Normally, when this would happen, it is a way for the City Council to thank everyone for all of their hard work

throughout the year. At this dinner, there is an opportunity for each board and commission to provide a report on all that they did that year. The format that is used for this report is the SWOT (Strengths, Weaknesses, Opportunities and Threats) template (see Exhibit "A"). Since this is the first report for this committee, that will affect some of those responses. With having only a half a dozen meetings this year and COVID hitting, he let the committee members know that they shouldn't feel like they have to come up with a specific number of things to include in their report. All of the boards and commissions are putting together their reports and submitting them to City Council, as opposed to reporting them out at the annual dinner. The City Council is still very much interested in seeing the reports. An exact date has not been set yet, but it looks like they will be reviewing the reports sometime in January.

Mr. West stated that since he has had some experience with helping to put these reports together, he would be willing to help by getting some discussion started. Mr. Smith said that he was fine with that and now that Chair Wuertz had joined the meeting, he would turn the running of the meeting over to Chair Wuertz.

After much discussion and suggestions shared by the committee members, a full SWOT report will be put together by City staff. Once the report is completed, a copy will be emailed to all committee members, for their information. Please see Exhibit "B" for completed report. *The conversation begins at the 19:47 minute mark of the YouTube video.*

## **b. Issues / Complaints**

### **i. Review Tracking Sheet (See Exhibit "C".)**

*This discussion begins at the 43 minute mark of the YouTube video.*

Mr. Bevel commented that a few of the requests involved getting shrubs trimmed and wondered who they should contact to take care of that, as it seemed like an easy enough fix. Captain Carlson replied that was something that Public Works could most likely take care of. Chair Wuertz suggested that they discuss those specific requests when they get to them on the agenda. He asked the committee if there was anything not on the agenda that they'd like to discuss in regards to the Tracking Sheet, at that time.

Mr. West shared that with missing the last meeting, the Tracking Sheet was helpful with keeping him informed on anything that he may have missed. He was satisfied with the information that was presented.

**ii. Follow-Up 2020-007, Parking issues on SW Lavender Place**

*This discussion begins at the 46 minute mark of the YouTube video.*

Mr. Smith inquired about the extra patrol requests that Captain Carlson had assigned to the patrol officers. He wondered if the extra patrol had resulted in any conversations with the neighbors.

Captain Carlson replied that since the last meeting, the Police Department did two things. First, there was an issue with the basketball hoop in the roadway. Several of the residents were contacted and as a result, the officers learned that the owner of the basketball hoop has since moved and just left the hoop there. At this time, they are asking the neighbors if anyone would like to take ownership of the hoop and move it out of the roadway. If no one takes ownership of it, they will look at other means of removing it. The second thing he did was assign a day and swing shift officer to do some extra patrol. They were to check on any illegally parked cars in the No Parking Zone. Since the last Traffic Safety Committee meeting, the officers did not observe any illegally parked cars.

Ms. Rusnak wondered if the reason residents stopped parking where they shouldn't was a result of communication between the department and the neighbors. Captain Carlson stated that since they had day and swing shift officers knocking on doors inquiring about the basketball hoop, he thought that with the presence of them being there, it really helped out with residents not parking on the wrong side of the street.

Chair Wuertz asked Captain Carlson if he felt that the issue is now resolved, or if it will come back. Captain Carlson replied that from his experience, once the officers stop coming around, usually the issue shows back up. Chair Wuertz asked if they need to discuss putting additional No Parking signs next to the end of the road, or anything like that, and wondered if there is a recommendation from City staff.

Mr. Galati, City Engineer, referred to the pdf that he put together (see Exhibit "D") and asked the committee to look at the markup of what was in the blue notes. He was recommending that parking at the end of Lavender Street up to the first driveway segment, be disallowed. Maybe put a No Parking sign at the end of the road there to mirror the east side of the road with the west side. The people that occupy the two end lots do not have a driveway access and they should. Mr. Galati would not accept the street configuration for this type of layout nowadays due to the types of traffic conditions that it creates

If parking is allowed there, those lots are basically not allowed to have the same driveway configuration as the other driveways to the lots adjacent to them. He went on to elaborate on additional potential issues.

Chair Wuertz asked for clarification on the recommendation. He asked if Mr. Galati was recommending that No Parking signs be placed on the west side up to the first driveway. Mr. Galati stated that was correct, as there is already no parking on the east side and explained that you can't park on that side, anyway. Mr. Wuertz wondered if Public Works had a preference with putting up a sign versus painting the curbs. A discussion ensued.

Mr. West made a motion to approve the purchase of the signs, at \$250 each, and have them installed at the end. Ms. Rusnak seconded the motion and all present committee members voted in favor.

**iii. Follow-Up 2020-008, Request for blinking yellow light at Crosswalk – Sunset & Woodhaven**

*This discussion begins at the 55:10 minute mark of the YouTube video.*

Mr. West stated that he drives through this crosswalk frequently and feels that it is signed well in both directions. With the trees there, as well, he wasn't sure if the flashing lights would be necessary in addition to the fact that school is not in session at this time. He had mixed feelings about this request.

Chair Wuertz mentioned that at the last meeting when this was discussed, it was decided to have the sight distance checked and evaluate lighting from an engineering judgement perspective. He wondered if there was any feedback from City staff. Mr. Galati stated that he had not yet checked and had made a recommendation to staff that they purchase a light meter, so City staff can do this versus hiring the transportation engineer for the City and pay a lot more money.

Chair Wuertz felt that it would be appropriate to postpone this request, for multiple reasons. If the City is going to get a light meter, that would be great. Ms. Rusnak added that there is another request (#2020-012) where a light meter would be useful. Chair Wuertz stated that there were several crosswalks in the city where the lighting could be better.

Mr. Bevel shared his thoughts and felt that a flashing light at that busy crosswalk, especially when everything goes back to normal, would be a good thing. It warrants, at least, a hard study. Chair Wuertz believed that the City has plans to do a bigger intersection there and thought that Mr. Galati had mentioned that at the last meeting.

Mr. Galati stated that it is a Capital Improvement Project (CIP), but it hasn't been put into the five year funding source yet. Those funds haven't been identified and the project hasn't been moved up.

After additional discussion, Chair Wuertz made a motion to deny the request for additional lighting and instead ask that a recommendation be made to the City Council to consider raising the priority level of the CIP for that crosswalk/intersection. Mr. West suggested modifying the motion to say that they will defer making a decision on the flashing light until they have a better assessment as to what the school and post pandemic situation will look like. He also recognized that this is a problem area and that the City should take a hard look at increasing the priority to spend CIP funds on this intersection.

Chair Wuertz stated his concerns with "deferring" and how that could potentially leave this request on the tracking sheet for years. The Chief interjected and said that it was reasonable to say that this request has been referred to City staff, as Mr. Galati and Ms. Hajduk would most likely be the ones to make the recommendation to the City Council. Deferring this request could still close out this request on the tracking sheet.

Mr. Bevel asked for some clarification on spending for this committee. He asked if they review anything that could potentially be over \$100,000, will they automatically need to refer to the City Council. The Chief responded and said that most often, projects exceeding \$100,000 would most likely fall into the category of a CIP. However, there could be something that comes up that has not been on the City's radar. He said it's not a cut and dry answer and elaborated a bit more. Ms. Hajduk agreed and explained the CIP process in a little more detail to the committee.

After receiving more input from the Chief and Ms. Hajduk, and taking another look at the request form, Chair Wuertz stated that he would be comfortable in moving forward with making a motion to "approve with modifications". All committee members agreed. The motion was passed.

- iv. New: 2020-009, Overgrown bushes and need for marked crosswalks at SW Sequoia Terr & SW Meinecke Pkwy**  
See Exhibit "E". *This discussion begins at the 1 hour and 22 minute mark of the YouTube video.*



Captain Carlson said that this is a unique intersection and agreed that with the maturing trees and bushes, the sightline down to the new middle school is kind of difficult.

Mr. Galati stated that he completed an analysis of this area, at Joe Gall's (City Manager) request a year and a half ago and proceeded to share some of his observations. Mr. Galati also indicated that he would like to pull that report back up, review and update it, and present it at the next meeting. He spoke of the challenges at the intersection and stated that he does have some ideas for signage.

All committee members agreed to hold off on making any decisions until after reviewing Mr. Galati's report at the next meeting.

**v. New: 2020-010, Overgrown bushes in pedestrian island and need for maintained, marked crosswalk from sidewalk to crosswalk island at SW Meinecke Pkwy & SW Hwy 99**

See Exhibit "F". *This discussion begins at the 1 hour and 29 minute mark of the YouTube video.*

Captain Carlson stated that there is a similar issue with the bushes getting bigger here and if you are in a car, the view is obstructed. He added that he has driven through this area several times.

Ms. Rusnak stated that with all of the construction going on there right now, it makes it more difficult. There is no crosswalk marking out to the pedestrian island. She would like to see a crosswalk painted on the street in addition to moving or lowering one of the bushes.

Mr. Galati cautioned on making any decisions regarding painting before finding out if it is in ODOT's right of way. ODOT will let the City know what they can and cannot do. He stated that ODOT won't bat an eye to the bush trimming and that Public Works can take that on. However, the City would need ODOT's approval before any painting could occur.

Chair Wuertz asked Mr. Galati if the committee could submit a request to ODOT asking them to provide crosswalk painting. If they approved, then the cost would come out of ODOT's budget instead of the City's. Mr. Galati replied that he didn't see why not and felt that it was a do-able request.

The Chief shared his observation and reiterated what Mr. Galati had said. Because this is an ODOT right of way, the City is really not in the driver's seat here. Public

Works could go out there and trim, but technically the City is not supposed to do anything on an ODOT right of way. He suggested that this request could be recognized by the committee as having some value and they use the “approved with modifications” option. They can request City staff to forward on to ODOT and then the committee is done with their part of it.

Mr. Bevel asked if anyone knew what was being built at that corner and Mr. Galati responded that it is a dental facility.

After further input from Mr. Galati, Mr. West made a motion to accept and ask City staff to refer this issue to ODOT since it’s in their right of way and hope that they can find a resolution to their concern. Chair Wuertz added to have City staff work with ODOT to request crosswalk striping and to coordinate with ODOT for landscape maintenance. The motion was seconded and all voted in favor.

**vi. New: 2020-011, Concern on Huntington Lane & Yorkshire Way, parked cars / visibility**

See Exhibit “G”. Please see Exhibit “I” for Citizen Comment accompanying this request. *This discussion begins at the 1 hour and 39 minute mark of the YouTube video.*

As this request included a Citizen Comment, it was discussed as to when this should be read. The decision was made to read at the Citizen Comment portion of the meeting.

Captain Carlson said that in looking at the photos included with the request, there are vehicles being parked all along the turn lane, which is causing visibility issues.

Mr. West asked what the rule is for parking along the corner apron with the disability ramp. What are the limitations for parking along and/or near that? Captain Carlson replied that technically, that can be construed as a crosswalk and you aren’t supposed to block crosswalks. In looking at the photos, there are vehicles illegally parking there and those cars could be ticketed.

Mr. West shared a similar experience that he witnessed occurring in Wilsonville and when the City put signage in place that seemed to have corrected the situation. He sees this request as a big concern and issue, especially when you have kids walking and playing in the neighborhood.

The Chief asked folks to take a look at the second picture with a four door blue car where the back of the vehicle is actually in the roadway. That is a significant issue and a hazard. That is an enforcement issue.

Chair Wuertz stated that it is illegal to park within 20 feet of a crosswalk and asked if that would be considered a crosswalk. Captain Carlson replied that is an unmarked crosswalk. Chair Wuertz asked if they should start with enforcement in regards to the request. Captain Carlson stated that he could do what he'd done with another of the requests and put in a focused patrol request for the officers. Officers can go out and help to educate the motorists on the proper way to park, where to park, etc., then take a look at this next month.

Mr. Galati asked folks to look at the photos and pointed out that cars were parking and blocking an ADA route, which is even more of a serious issue that should not be allowed.

Captain Carlson said that if all committee members agree, he will put in a request for focused patrol. It would be a start.

Chair Wuertz felt that the committee could agree with the issue and suggested that they approve with modifications, with the mechanism being extra patrol and education. The feedback to the person placing the request can include that there is an ORS for parking that can be enforced and that is the avenue they're choosing to take for now.

Hearing no objections to this solution, Mr. West made a motion that they approve with modifications related to enforcement using the tools that the department has. Mr. Smith seconded the motion and all committee members approved.

It was decided that the Citizen Comment for this request be read aloud at the end of the meeting.

**vii. New: 2020-012, Additional street lights at crosswalk on SW Sunset Blvd & Ladd Hill Road**

See Exhibit "H". *This discussion begins at the 1 hour and 51 minute mark of the YouTube video.*

Discussion ensued regarding the lighting at this intersection and issues that committee members have personally observed.

Chair Wuertz asked Mr. Galati if this particular intersection is slotted for a future TSP. Mr. Galati stated that as he didn't have that information in front of him, he couldn't say for sure if there is a plan for a traffic signal to go there. He will have to check and get back to the committee.

Mr. West shared his observations. In regards to pedestrians, he doesn't see it as much of an issue. Normally, nine months out of the year, there are crossing guards with the school at that intersection. Anybody that lives in the area, knows that is a heavily used pedestrian crossing. His issue has always been with people coming down the hill, heading west on Sunset.

*YouTube recording ended prematurely (at this point). The last 10, or so, minutes of this meeting are not available for viewing.*

Chair Wuertz commented on the lighting and expressed his concerns with the low light illuminating from the more decorative fixtures that are placed around town. This is worse in the fall when leaves are on the trees. He suggested possibly postponing making a decision on this request until the City has had a chance to purchase the light meter and also wondered about the possibility of the City replacing the light fixtures with more efficient fixtures at this and other intersections like this.

Mr. Galati stated that they could consider replacing the light fixtures with two cobra heads with four of the Westbrooks that they have. It depends on what they want it to look like as far as the City structure for lighting, uniformly as much as possible. They do have the capability of determining how much lighting is needed for that intersection. Mr. Bevel inquired as to what a cobra head is. Mr. Galati explained that they are bigger lights that, basically, look like a cobra head. They are the old style that can be seen on State highways. The Westbrooks are more the decorative style that are seen around the City of Sherwood and the standard that they've been using in the residential areas.

Ms. Rusnak wondered if a light meter reading would even be beneficial at this time, as all of the leaves have fallen off of the trees for the season. Mr. Galati stated that she was correct.

Mr. West made a motion to wait until City staff has had a chance to take a look at the intersection at night. He would also like to have a little more time to do so. He usually drives through that intersection when there are very few, if any, people out and about. Mr. Smith seconded the motion.

Chair Wuertz asked Mr. Galati if the light fixtures in Sherwood are City owned or if they are owned by PGE. Mr. Galati stated some are owned by the City, some are owned by PGE and some are owned by the City, but maintained by PGE.

Chair Wuertz stated that he would like to amend the motion to add that at the next meeting, perhaps Mr. Galati could check and see if the City or PGE owns the light

fixtures at that intersection and if it would be feasible to swap them out. Mr. Galati replied that he could check into it and see what the baseline is on what they have.

Mr. Bevel asked Mr. Galati about the light meter and if it was something that can be shared between cities. Mr. Galati replied that a light meter is not very expensive, \$300-\$400; however, it is just not in his budget. It is a small hand held unit that could be shared between departments-police, public works and engineering. Ms. Hajduk added that she believed the purchase had already been approved and that they will follow up on it the next day.

Mr. West accepted Chair Wuertz's amendment to his motion. All committee members voted in favor of discussing this request further at the next meeting after all data has been collected.

**5. Citizen Comment**

See Exhibit "I".

Citizen Comment was read aloud by Angie Hass.

**6. Adjourn**


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

**Approval of Minutes:**

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

02/05/2021  
\_\_\_\_\_  
Date

**Attest:**

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

2/5/2021  
\_\_\_\_\_  
Date



*Home of the Tualatin River National Wildlife Refuge*

**2020 Annual Boards & Commissions Report to City Council – SWOT**

***Traffic Safety Committee***

**City Council Work Session – TIME**

**DATE**

**LOCATION OR VIRTUAL**

**Strengths**

- 
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**Weaknesses**

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**Opportunities**

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**Threats**

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

**A.**

**B.**

**C.**

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

**A.**

**B.**

**C.**



## Exhibit "B"

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

#### **Strengths**

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

#### **Weaknesses**

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

#### **Opportunities**

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

#### **Threats**

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

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

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



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

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

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

**Exhibit "C"**

## TRAFFIC SAFETY COMMITTEE

### 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>P</b>	4/22/2020	Additional data to be collected. Asking the Woodhaven HOA if issue exists even when school is not in session, 8/27/2020.
20-004	Request for two additional stop signs at Villa, Wildlife Haven & Railroad	<b>P</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)
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	10/22-Mr. Galati will gather more information re: street measurement, etc. Capt Carlson to assign extra patrol and check with Code Compliance re: basketball hoop. TSC members will also look into.
20-008	Request blinking yellow LED light for pedestrians to activate when crossing Sunset @ Woodhaven.	<b>P</b>	10/1/2020	10/22-Site distance to be checked at the crosswalk to evaluate the lighting from a judgement perspective.
20-009	Trim or remove bushes at SW Meinecke Pkwy & SW Sequoia Terr / Need marked crosswalks.	<b>N</b>	10/20/2020	<b><i>New! To be reviewed at December meeting.</i></b>

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

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
20-010	Trim or remove bushes at SW Meinecke Pkwy & HWY 99 / Need marked crosswalks.	<b>N</b>	10/20/2020	<i>New! To be reviewed at December meeting.</i>
20-011	Extend No Parking Zone and/or Curbs Painted Red-Visibility Issue at Huntington Ln & Yorkshire Way	<b>N</b>	10/21/2020	<i>New! To be reviewed at December meeting. Citizen Comment to be read.</i>
20-012	Additional Street Lights @ the corner of Sunset & Ladd Hill Rd	<b>N</b>	10/23/2020	<i>New! To be reviewed at December meeting.</i>
20-013	Flashing Crosswalk Sign Requested at Crosswalk that goes across Cedar Brook Way	<b>N</b>	11/3/2020	<i>New! To be reviewed at January meeting.</i>
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>N</b>	11/3/2020	<i>New! To be reviewed at January meeting.</i>

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

October 28, 2020

All,

Attached is a PDF showing information of the Lavender Place situation. I've field verified the information shown on the PDF except for the ROW width which I've verified from the recorded plat.

Basically, there should be no parking occurring on the east side of Lavender Place along its entirety. This is because the east and north side of Lavender Place is signed No Parking. Only the south and west side of the Lavender Place is allowed to have parking.

Also, the dead end of Lavender Place was designed as a driveway drop for the 2 lots at the end. As such, no parking should be allowed along the frontage of the driveway drop, as this interferes with unencumbered access to the driveway.

The areas between driveway drops on the west side of Lavender Place are sized to allow one (1) car max parking between driveway drops without impeding access to the driveways. Two parked cars causes condition where at least one car will encroach into driveway throat distance.

Any questions please let me know.

**Bob J. Galati, P.E.**

*City Engineer*

Ph: 503-925-2303

Email: [galatib@sherwoodoregon.gov](mailto:galatib@sherwoodoregon.gov)

**LAVENDER PLACE  
DRIVEWAY AND SIGNAGE LOCATIONS**

No Parking Sign  
Points North  
Field Verified

No Parking Sign  
Points South  
Field Verified

28-foot Paved Width  
Field Verified  
50-foot Right-of-Way  
Width per Recorded Plat

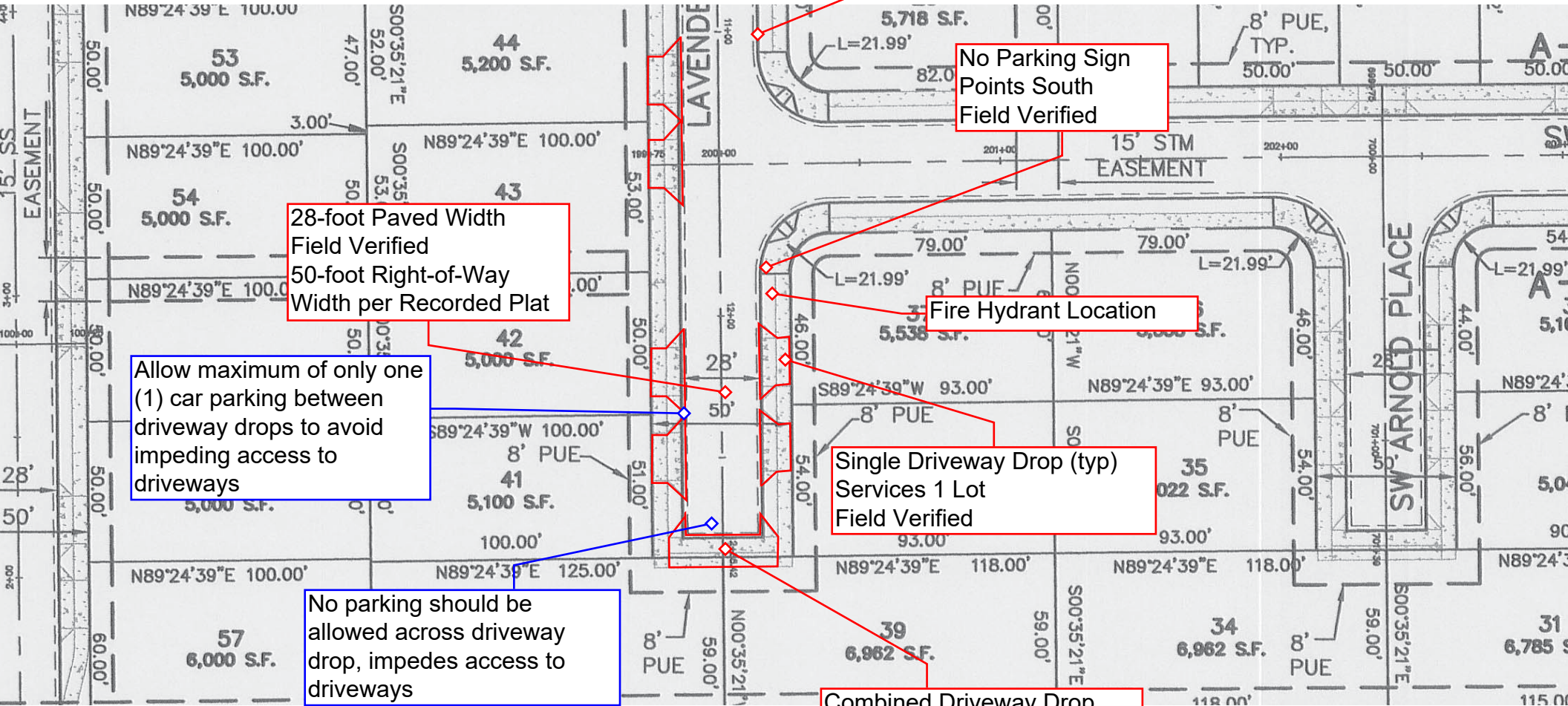
Allow maximum of only one  
(1) car parking between  
driveway drops to avoid  
impeding access to  
driveways

Fire Hydrant Location

Single Driveway Drop (typ)  
Services 1 Lot  
Field Verified

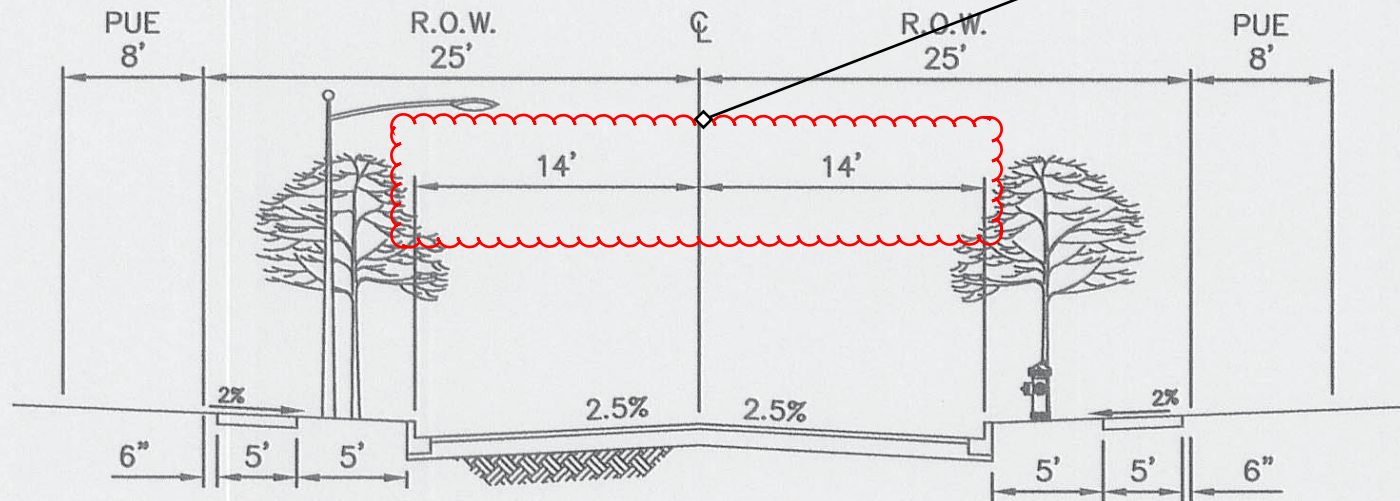
No parking should be  
allowed across driveway  
drop, impedes access to  
driveways

Combined Driveway Drop  
Services 2 Lots  
Field Verified



Conzelmann Fard Estates Subdivision  
As-Built Plans 2008

Relevant Street  
Section Data



TYPICAL STREET SECTION A-A  
NTS

LOT	ST C
1	99+0
2	99+3
3	99+0
4	99+3
5	499+
6	499+
7	499+
8	499+
9	6+46
10	6+67
11	7+04

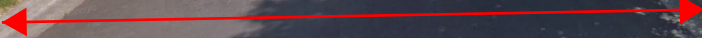


This side of Lavender Place  
signed "No Parking"

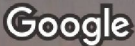
Combined Driveway Drop  
Serves 2 Lots



28' Paved Width



Lavender Place  
Street section and end condition



No Parking Signage  
for East Side of  
Lavender Place

Fire Hydrant

Lavender Place  
View towards intersection w/Sidney Lane







View of East Side of Lavender Place  
No Parking Signage Along East Side  
of Street.

No Parking Signage

No Parking Signage

Lavender Place North of  
Intersection w/Sidney Lane  
Looking North

Google





# Exhibit "E"

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



## 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: 10/19/20

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

SW Meinecke Pkwy at SW Sequoia Terrace

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

Bushes to the right of stop sign on south side by the church hide vehicles coming from the SW Smith Ave area.  
Lack of marked crosswalks on SW Sequoia Terrace, both sides of SW Meinecke Pkwy. The south side of this intersection is quite busy with vehicle and pedestrian traffic.  
Photos attached are from Google Maps, not current.

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

Trim and maintain the bushes or remove them and plant a ground cover that doesn't grow as tall.  
Add marked crosswalks on SW Sequoia Terrace both north and south side of SW Meinecke Pwy.

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



App Store 5:43 PM 24%

SW Meinecke Rd

Google Street View

1641 SW Meinecke Rd



App Store 5:42 PM 23%



Google Street View



22265 SW Sequoia Terrace



# Exhibit "F"

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



# 20-010

## 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: 10/19/20

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

SW Meinecke Pkwy at 99W

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

The bushes in the pedestrian island by the crosswalk signal are growing tall. It is hard to see the cars on 99W when making a right turn from Meinecke Pkwy onto 99W.  
It is not too bad when in a taller SUV, but when in a lower sedan the bushes make it hard to see the traffic.  
The bushes next to the right turn lane from 99W onto Meinecke Pkwy are growing tall. It makes it hard to see shorter pedestrians.  
The lack of a maintained marked crosswalk from the sidewalk to the crosswalk signal island is concerning as well.

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

Trim and maintain the bushes or remove them and plant a ground cover that doesn't grow as tall.

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

**Photos attached are from Google Maps, not current.**



App Store 5:48 PM 31%



Google Street View  
22000 OR-99W

# Exhibit "G"



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



20-011

## 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: 10/21/2020

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

Huntington Ln and Yorkshire Way

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

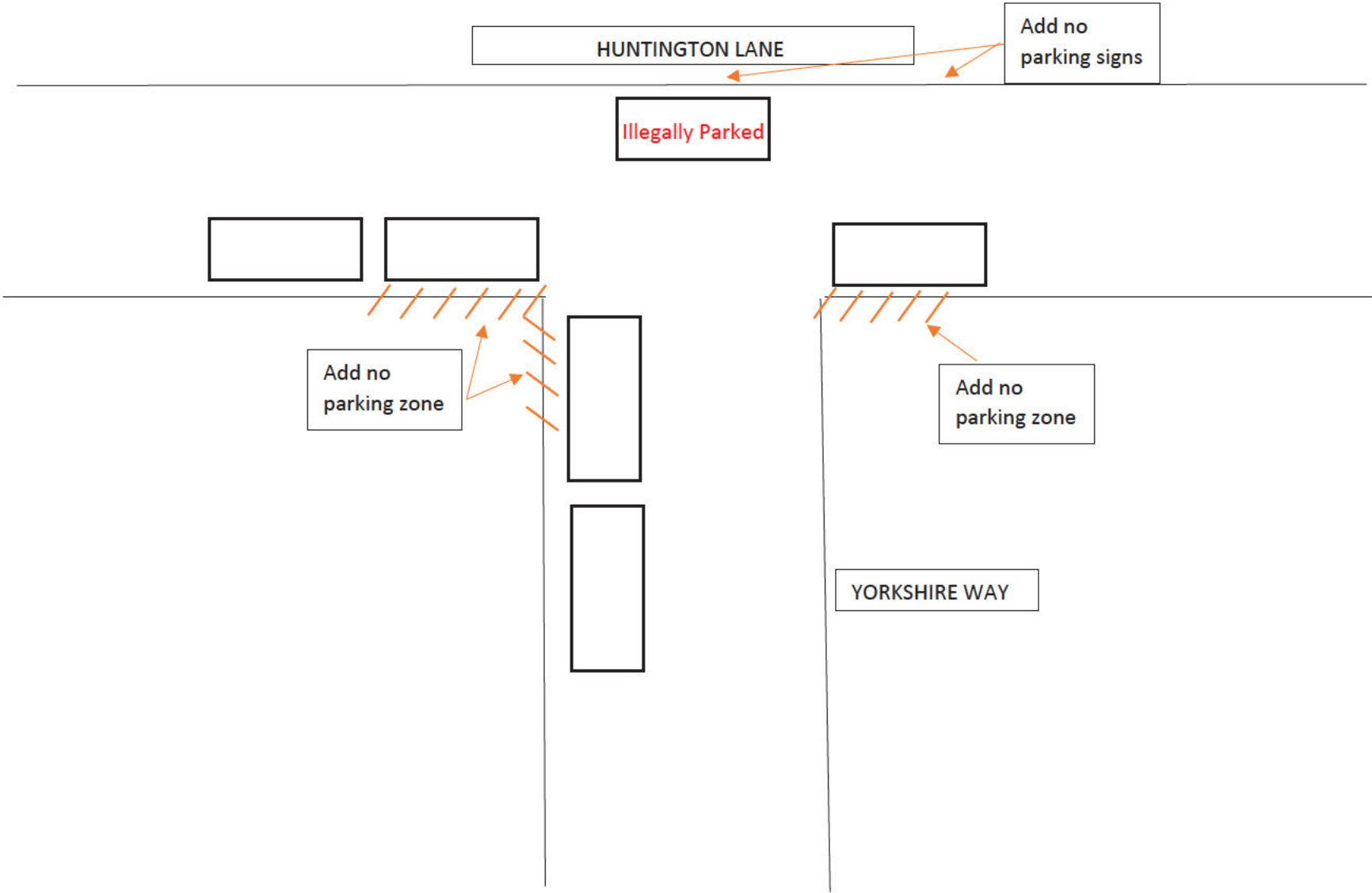
Cars are parked on all legal (and illegal) sides of this intersection making it impossible to see pedestrians, other cars, and children in the street. With increased traffic through the neighborhood due to Yorkshire Way being cut through there is going to be an accident at this intersection with serious injuries. When you pull up to the intersection traveling from Yorkshire to Huntington Ln you can't see around the parked cars.

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

The intersection needs the NO PARKING zone extended or the corners curbs painted red to reduce cars being parked right up to the corner. There should be one car length of space left at the corner on all sides to allow drivers to properly view the sidewalk and street.

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













# Exhibit "H"



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



**20-012**

## 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: 10/22/2020

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

Corner of Sunset & Ladd Hill Rd

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

Insufficient lighting for crosswalk. This is a busy intersection with a 4-way crosswalk. There is only one street light and it is obscured by trees. This is extremely dangerous for pedestrians at night.

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

Additional street lights are needed.

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

Angela Hass

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**From:** [REDACTED]  
**Sent:** Wednesday, October 21, 2020 2:33 PM  
**To:** Angela Hass  
**Subject:** RE: Traffic Safety Committee Meeting 10/22  
**Attachments:** Parking Diagram.docx; IMG-2756.jpg

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

Citizen Comment:

I would appreciate if the Traffic Safety Committee would consider the form that I entered regarding the intersection at Huntington Ln and Yorkshire Way. Since Yorkshire Way has been cut through to the newer neighborhood we have seen an significant increase in traffic at that specific intersection. Traffic increases are most noticeable during school drop off and pick up time (which is clearly irrelevant currently) as parents cut through the neighborhood to "turn around" and head off to their day; additionally traffic during the evening hours is particularly heavy. This intersection currently allows parking on the EAST side of Yorkshire and the NORTH side of Huntington Ln. When cars are parked at all of these locations (which is almost 100% of the time) and a car is traveling from Yorkshire to Huntington Ln, it is nearly impossible to see the sidewalk, street traffic, bikes, and children on Huntington Ln. If children are playing in the street or riding bikes you cannot see them around the parked vehicles creating an extreme hazard as cars try to turn left or right onto Huntington Ln. My suggestion for a fix is to extend the NO PARKING zone in the neighborhood to prevent parking on the corners for all streets leaving a one car length buffer at the intersection to allow for proper site lines. This means removing the parking at both corners of Huntington Ln and the EAST side of Yorkshire. This could be done by signage or by painting the curb red. Additionally, signs need to be added the SOUTH side of Huntington Ln at the intersection to remind people of the no parking zone, as cars are often parked directly across from the intersection.

See attached drawing and one photograph (taken while standing at the intersection).

Please confirm receipt of this email and that it will make the agenda tomorrow night.

Kristina Babcock

