



# AGENDA



## Traffic Safety Committee

<b>Date &amp; Time:</b>	Thursday - January 28, 2021 6:00 pm
<b>Location:</b>	Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at <a href="https://www.youtube.com/user/CityofSherwood">https://www.youtube.com/user/CityofSherwood</a> .
<b>Attendees</b>	
<b>T.S.C. Members:</b>	<b>City Staff:</b>
Jason Wuertz-Chair	Jon Carlson-Police Captain
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	<b>TVF&amp;R Staff:</b>
Tiffany Yandt	DFM, Patrick Furst

## Agenda

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of Minutes (Chair)
4. Business (Chair)
  - a. SWOT Report Review
  - b. CIP Process – Julia Hajduk, Community Development Director
  - c. Issues / Complaints
    - i. Review Tracking Sheet(s)
    - ii. Follow-Up 2020-003, Flashing crosswalk sign at Sunset & Timbrel (CIP?)
    - iii. Follow-Up 2020-004, Stop signs at Villa, Wildlife Haven & Railroad (CIP?)
    - iv. Follow-Up 2020-007, Update on Process for Signs
    - v. Follow-Up: 2020-009, Overgrown bushes and need for marked crosswalks at SW Sequoia Terr & SW Meinecke Pkwy: City Engineer to share updated, previous report for this area-**Ammended: Add request to remove bushes altogether at SW Meinecke, looking east, in-between the LDS Church driveway and SW Sequoia Terrace**
    - vi. Follow-Up: 2020-012, Additional street lights at crosswalk on SW Sunset & Ladd Hill Rd
    - vii. New: 2020-013, Flashing Crosswalk Sign Requested at Crosswalk that goes across Cedar Brook Way
    - viii. New: 2020-014, Request for curbs to be painted in No Parking zone along Cedar Brook, as well as in crosswalk along Berkshire Terr / Cedar Brook Way
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)



# Meeting Minutes



## Traffic Safety Committee

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



<b>T.S.C. Members:</b>	<b>City Staff:</b>
Jason Wuertz-Chair	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

*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=nIKtw79zm-E>*

### 1. Call to Order

Chair Wuertz called the meeting to order at 6:17 p.m.

Chief Groth apologized to any community members who may have been tuning in to the YouTube live stream video. The meeting was off to a late start due to technical difficulties. Per State Statute (House Bill 4212), these meetings are required to be live streamed. If, for some reason, they couldn't have worked out the technical issues, this meeting would have had to have been rescheduled.

### 2. Roll Call

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

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

### 3. Approval of Minutes

Mr. West moved that the December meeting minutes be approved as written and Mr. Smith seconded the motion. All present Committee Members voted in favor.

### 4. Business

#### a. SWOT Report Review

Included in the meeting packet was the completed 2020 SWOT Report (see Exhibit “A”) for the Committee Members to review and ask questions, if any. As no one had any questions, it was assumed that everyone was good with the completed version that will be presented to the City Council.

**b. CIP Process – Julia Hajduk, Community Development Director**

Ms. Hajduk shared a PowerPoint presentation with the group, explaining the CIP process so they have a better understanding of how it all works. See Exhibit “B”. *This presentation begins at the 4:18 minute mark of the YouTube video.*

Mr. Smith asked how a project is determined to be a “Capital” project. Mr. Galati explained that what makes a project a Capital project is something that increases the City’s capital ownership – adds value. He provided an example of how that would differ from a maintenance project. A Capital Project adds value to the City’s overall holdings.

Ms. Hajduk added that these projects are very important to the budget and the City Council. She explained that these types of projects are not generally funded through the General Fund and elaborated a bit on that. The Traffic Safety Committee would be more focused on the funds that would most likely come from the Transportation SDC, Transportation Development Tax, Gas Tax funds, and potentially General Fund monies. She proceeded to go over the CIP Project Listings sheets and explained that not everything that is listed on the 5 year CIP is expected to be done within five years. She also stated that sometimes things get moved out and that they have to take a look at those things every year. Projects that are included for the one year CIP have a pretty good chance of being completed because they have been budgeted for.

Ms. Hajduk went over the Example pages with the group. She stated that up until now, the City has not really had an interactive public prioritization process. Now that the Traffic Safety Committee has been created, they might be able to fold them into the process a little bit more, especially as they are trying to prioritize transportation projects.

As this was a lot of information to take in, Ms. Hajduk stated that she will send a link to Ms. Hass and a copy of the PowerPoint presentation will be forwarded to all Committee Members, so they could review the information on their own.

Mr. Galati added that neither he, Ms. Hajduk, Chief Groth, or Captain Carlson have the authority to make any decisions on what gets prioritized on the CIP priority list. That is done at a much higher level. Their roles are to generate information that others can utilize when making those decisions. They can’t make any promises relative to what someone’s desire is.

Mr. West asked for clarification on the list that Ms. Hajduk had included in her presentation and wondered if those were listed in priority. Ms. Hajduk replied that they were not and explained why that would be difficult to do. Mr. Galati stated that, at last count, there were 480 proposed projects for the 20-year plan and it would be a mind numbing process to try to prioritize all of them.

Chair Wuertz wondered if the Traffic Safety Committee asks that something be added to the CIP List and it is added, is he correct that it could be added to the 1 year, 5 year or some future year beyond that. Ms. Hajduk replied that was correct and explained how she envisions going through this process, now that the Traffic Safety Committee has been formed. They may be folding the Traffic Safety Committee's recommendations into the process. As a result, there might be some things that go from zero to the 1 year or to the 5 year CIP List. Ultimately, they will need to coordinate with the City Council to figure out how they want to handle the recommendations received from this Committee. She went on to explain how that might look. Chair Wuertz said that made sense and wanted to make sure everyone was clear that just because a recommendation goes on the CIP List doesn't mean it will be done within a particular time frame.

Chair Wuertz thanked Ms. Hajduk for the presentation and information.

### **c. Issues / Complaints**

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

As there were no comments or questions on the Tracking Sheet, itself, the Committee went on to agenda item cii.

#### **ii. Follow-Up 2020-003, Flashing Crosswalk Sign at Sunset & Timbrel (CIP?)**

*This discussion begins at the 32 minute mark of the YouTube video.*

As this intersection project, as well as 2020-004, are already on the CIP List, Mr. West moved that these requests be closed out. Mr. Smith seconded the motion. Chair Wuertz clarified that both 2020-003 and 2020-004 would be changed from pending to closed. All present Committee Members voted in favor.

#### **iii. Follow-Up 2020-004, Stop signs at Villa, Wildlife Haven & Railroad (CIP?)**

*Please see above.*

#### **iv. Follow-Up 2020-007, Update on Process for Signs**

*This discussion begins at the 34:45 minute mark of the YouTube video.*

Captain Carlson stated that it has been approved to put the signs up on Lavender Place. Before the City is able to do that, they are required to post notification signs

indicating the traffic change for the No Parking signs. There was a discussion as to whether or not to close this request out yet.

Ms. Hajduk chimed in to help explain the process. Per the Municipal Code regarding putting up traffic change signs, the City is required to post a notice a certain number of days before it goes into effect. This is to give residents some notice and an opportunity to say something if they have any issues or concerns regarding the change. In moving forward, once the Committee has approved a traffic change, they will post these notification signs, prior to the Committee making a final decision. Ms. Hajduk stated that her team has the notification signs and will get them posted. She felt that it might be premature for the Committee to close this request out, as there is a chance that people may have issues and want to provide some input that the Committee would want to further consider. Ms. Rusnak stated that it feels unfinished to her.

Chair Wuertz asked if notices are required when putting in stop signs as well. Ms. Hajduk stated that she is not certain, but it is different with stop signs and explained that people don't like to lose their parking. This is something they hear a lot about, when people lose their parking. It is more of an issue when they are proposing to put up No Parking signs.

Chair Wuertz stated that he was fine with waiting. Ms. Hajduk proposed that she let Captain Carlson know if they get any feedback after putting up the notification signs. He can then report back to the Committee at the next month's meeting and they can decide at that time whether or not to close out this request. Captain Carlson stated that would work. It was decided to keep this request in the "pending" status.

v. **Follow-Up 2020-009, Overgrown bushes and need for marked crosswalks at SW Sequoia Terrace & SW Meinecke Pkwy**

The Requestor asked that #2020-009 be amended to include removal of all bushes at SW Meinecke, looking east, in between the LDS Church driveway and SW Sequoia Terrace. City Engineer, Bob Galati, provided a memorandum and photos for this request. See Exhibit "D" for his Pedestrian Safety Analysis of Sequoia Terrace and Meinecke Road Intersection.

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

Mr. Galati stated that the issue is going to be strictly on the eastbound lane coming from the roundabout to the school property. He pointed out that in the photos he provided, you can see the trees lining the road. He explained that, typically, street trees wouldn't be that close. As a result, when driving down the road towards the

intersection, you have a solid wall of wood to the crossing. He pointed out the challenges and how severe that line of sight is. The trees have been there a long time and didn't know if folks would want them removed. If it was up to him, he would have them taken out. Because of the sensitive nature of trees in the community, his recommendation was to, instead, provide signage and referred to Exhibit "D" for examples. If the trees are to be left, he suggested that signage and striping need to be added to make it safe for people driving down the eastbound lane so they have the ability to see someone coming out of the crossings.

Chair Wuertz asked the Committee Members to refer to page 14 of their packet. There was a good illustration of the recommendation. Ms. Yandt felt that there would be a lot of upset people if the trees were to be removed and suggested that the signs be put up instead.

Mr. West asked Mr. Galati if there was already a crosswalk in place. Mr. Galati stated that there is a substandard crosswalk. If they are going to upgrade the signage, they are going to also have to put in an ADA compliant textured crossing. He added that just to do two of the textured crossings it would be \$3,000 to \$4,000. The signage would be an additional cost. A discussion ensued regarding truncated domes.

Mr. West thought this was a viable solution and felt that it should be given priority since it's near a school, a church, and a busy street, along with the new development.

Ms. Hass wanted the Committee to be aware that the Requestor for this request had asked that it be amended to include a request to have all of the bushes completely removed. Mr. Galati stated that he felt there was more than adequate sight distance on the side where the bushes were located and felt that they were okay as is. If there is going to be an accident, it is going to be heading eastbound making a right hand turn onto Sequoia.

Chair Wuertz liked the concept that Mr. Galati came up with and if there is a motion to proceed, he would go with it. He would recommend that the ADA ramps be evaluated and meet all the requirements. Ms. Rusnak wondered if the truncated domes could be painted. Mr. Galati replied that they couldn't be painted.

Ms. Rusnak stated that it seemed that the Committee has not spent a lot of their budget and this seemed like a wise project to do for pedestrian safety. She was in favor of going ahead with the plan as it was presented. Captain Carlson asked if that was a motion and she replied that, yes, it could be. Mr. West seconded the motion. Chair Wuertz offered an amendment to the motion stating that he'd like to

see an inspection of the current ADA ramps prior to the execution of the proposed changes to verify that the current ramps do or don't meet standards. Mr. Rusnak asked Mr. Galati if he had already assessed the ADA ramps and he stated that he had. With that, Ms. Rusnak stated that she trusted his judgement and didn't feel it would be necessary to have him go out and inspect them again.

Mr. Bevel asked for an explanation of an ADA compliant ramp insert, truncated dome. Mr. Galati explained that ADA stands for "Americans with Disabilities Act. It is a Federal act whereby they set construction standards for public and private developments that meet requirements so that people with disabilities, such as visually, in a wheelchair or walker, can traverse the public area safely. It gives them clues. A truncated dome is a round waffle pattern that is elevated from the grade. The cones are ¼ inch or higher from the smooth surface from the surrounding concrete. It gives people that are visually impaired, walking with a tactile cane, a way to tell where it is. It may also be seen by the color variation.

All Committee Members voted in favor of moving forward with Mr. Galati's recommendations.

**vi. Follow-Up 2020-012, Additional Street Lights at Crosswalk on SW Sunset & Ladd Hill Road**

*This discussion begins at the 55:30 minute mark of the YouTube video.*

Mr. West shared that he goes through that intersection every day. Recently, he noticed one of the bulbs was out, which he had reported to different City staff members. As a result, the bulb had been replaced with a super bright bulb that shines on the intersection very well. He thought a bright light on the adjacent corner to the southeast would be great. There are no lights directly on the other side; however, it is better lit today than it was when this request was received. In addition, Mr. West indicated that the southwest corner of the intersection is poorly lit and Chair Wuertz agreed.

Mr. Galati shared that he had just put in a request to purchase a light meter. He'd like to offer up that he check out some of these intersections where these requests have come in and come back and let the Committee know if they meet criteria. If a light is needed, the numbers will tell them so. If not, they may need to talk to Public Works about changing up the luminaire. He would like to have a little more time to review some things before this request is closed up. He would do a technical review to see if they can make it better.

Ms. Rusnak stated that at the last meeting it was mentioned that the City was going to look into the lights at that intersection to see if they are owned by the City, PGE

or a combination of the two. Mr. Galati stated that he'd have to do a little checking and then report back to the Committee. Ms. Rusnak wondered if the other bulb is changed out, once the light reading has been completed, maybe that would be the solution to the problem. Mr. Galati went on to explain to the group how changing light intensities can cause issues, if not done properly and explained the process. Ms. Hajduk asked if it is as simple as changing out a light bulb, or is it more complicated than that. Mr. Galati stated that it is much more complicated than that and went on to elaborate a bit on that as well as explaining standards.

Chair Wuertz asked the group if they were okay to put this on hold until the next meeting where they would receive the data collected by Mr. Galati. All were in favor.

**vii. New: 2020-013, Flashing Crosswalk Sign requested at crosswalk that goes across Cedar Brook Way**

See Exhibit "E". *This discussion begins at the 1:04:10 minute mark of the YouTube video.*

Chair Wuertz commented that this request didn't include any photos and asked if anyone knew if this was regarding the crosswalk adjacent to the roundabout. Mr. Smith had driven by there and stated that it was. As you come up Meinecke to the roundabout, Cedar Brook Way is that first right. Chair Wuertz confirmed that it was the north leg of the roundabout. Mr. Smith said that as you come off the roundabout onto Cedar Brook Way, the crosswalk is right there.

Mr. Smith also commented on 2020-014 and said that he was amazed at the amount of parking there, on both sides of the street on Cedar Brook Way. Both sides were packed, the full length of the street. If there were no parking areas there, they weren't being followed.

Captain Carlson provided a bit of back history for that area, stating that when that apartment complex was built, they didn't provide adequate parking spaces for all of the tenants so it spills out onto Cedar Brook Way. It has been quite a contentious problem since those apartments were built. The PD has done numerous parking patrols for that area where they gave out numerous citations. Many people have been cited and several people have received multiple citations. There is just not adequate parking.

Chair Wuertz suggested that they try to tackle the crosswalk issue, then work on the parking one.

Mr. Smith asked Mr. Galati what his thoughts were regarding that crosswalk.

Mr. Galati responded that he would have to go back and see what the pedestrian loading was for that crosswalk to see how many people actually use it. He said that at that point in time, he didn't have enough information to make a recommendation.

Mr. Galati asked Captain Carlson if the PD had received other complaints about that particular crosswalk, or was this the first one. Ms. Hajduk chimed in saying that a while back, some citizens attended a City Council meeting to complain about that area. She wasn't aware of anything recent. Mr. Galati stated that the concern was regarding the street trees and those have since been removed. The Chief confirmed that the issue was regarding the crosswalk across from Cedar Brook on the north side, which leads directly into the pedestrian path that school kids take, past the dog park, over to the schools. He said that they did have a rather significant percentage of residents attend a City Council meeting at one time. The primary concern was on-street parking where it's already prohibited. They asked for that to be addressed as well as the visibility at that crosswalk and the general speeding and traffic behavior in the area. All three of those issues were addressed with extra patrol. They wrote a fairly significant amount of parking citations for those who were not obeying the No Parking signs and a couple street trees were removed in response to the visibility issue. Extra patrol was also provided at the crosswalk. As with any crosswalk primarily used when school is in session, it is a non-issue right now. To some extent, these issues have already been addressed. In this request, it does ask for crosswalk and curb painting, so they may need to check and see if the paint is fading. The PD has invested significant time and resources for this area, because there were several problems there. The report they received back from the neighborhood was that it made quite a difference.

Chair Wuertz said that since this was quite a while ago, he wondered if there had been continued enforcement since then or anytime recently. Captain Carlson stated that they have continuous enforcement up there. They haven't had a focused patrol since 2019, but they have definitely had a presence up there on a continuous basis since the parking has always been a problem.

Mr. West asked how a flashing crosswalk sign would work right off of a roundabout. All of the ones that he's seen have been on straightaways. Mr. Galati explained how that would be difficult and explained some of the challenges.

Chair Wuertz didn't feel that they could make a decision at that meeting, with the information that they had, other than no flashing beacon or speed bump at the crosswalk. He added that this goes back into a neighborhood that is somewhat limited – the same people coming in and out. He wasn't sure if a sign would make a difference. He wasn't ready to put in a denial without a little more thought put into

it and City staff taking a look at it to see if there was another potential solution. Mr. Galati stated that he could talk to the City's Transportation Engineer to see what he would recommend. There is signage to tell drivers that there is a crosswalk right there. The part that he's looking at, is this is all driver attitudes and habits and wasn't sure if putting more things in place are going to prevent drivers from blowing through it anyway.

Chief Groth stated that one thing to keep in mind is that is a very residential traffic point. To his knowledge, there's very little opportunity for cut through and explained why they would choose a different route. This area is really residential driven. He thought the key is continued monitoring through extra patrol and enforcement, as needed, to make sure that the folks who live and drive in the area are constantly reminded of the issues there.

He added that since request #2020-014 is very similar to 2020-013, he wanted to go ahead and share his thoughts on that one as well. That area is so well marked for No Parking. There is ample signage. The PD has been down this road before. They sent very strong messages in the summer and fall of 2019 and maybe into the first part of 2020. Because it is a major apartment complex, there are probably more transient residents that live there. It may be time for some more reminders. They have talked to many people, made phone calls when they encountered illegally parked cars, and neighbors were calling to let them know about illegally parked cars. It was the topic of conversation for several weeks. The PD continued their presence for several months afterward. It may just be time to start doing that again. He talked about the challenges with painting curbs. His recommendation was that this would not solve the issue and would not be a very popular move.

Mr. Galati added that there is a double streetlight at the island near the crosswalk, which provides adequate lighting. There is a pedestrian striping crossing and pedestrian crossing signage in front of the crosswalk. There is, basically, no visual obstruction going around that corner that would prevent somebody from not seeing pedestrians crossing the road. The question is, is it excessive speed that is causing this issue? If so, no amount of signage is going to prevent someone from speeding – if that is their driving habit. He agreed with Captain Carlson, that going out and doing some focused patrols to get some people to slow down going around that corner would be a solution. The only people doing this are the people that live there. It isn't flow through traffic.

The Committee Members discussed the different, suggested options. Chair Wuertz made a motion to move forward with extra patrol from the PD for now and see what the Transportation Engineer might suggest. Mr. Smith seconded the motion. All present Committee Members approved.

- viii. New: 2020-014, Request for curbs to be painted in No Parking zone along Cedar Brook, as well as in crosswalk along Berkshire Terr / Cedar Brook Way** See Exhibit "F". *This discussion begins at the 1:18:23 minute mark and again at the 1:27 minute mark of the YouTube video.*

Chair Wuertz stated that they had already received staff's feedback on this and it is a continual problem. After hearing the feedback and Mr. Galati's explanation of the street set up, he wondered if it would be possible to widen that street at all, given the constraints. Mr. Galati stated that on the side with the natural area, it drops off quite abruptly, so that wouldn't work. Chair Wuertz asked if it would be possible to remove the planter strips on the other side. Mr. Galati said that, typically, that isn't what citizens of the City want. Ms. Hajduk didn't think that would allow enough room for extra parking. Mr. Galati stated that was correct. It would just give 4.5 feet and you would need 8 feet total. Mr. Galati said that if the planter strips were removed on both sides, that would give enough room. That would leave no trees or greenspace, though. Ms. Hajduk expressed her concerns with that, as it would be contrary to any of their standards at all and shared possible, significant obstacles.

Chief Groth stated that it is important to remember that the way the design of that area is really two sections. You have the Cedar Brook Condos, which make up the east part of that island. The single-family homes make up the west section of that. When talking about the different options and the expense to property owners, the Cedar Brook Condos have one property owner. This makes for an interesting dynamic that they have to deal with. In the single-family residences, folks have garages that aren't being used as they were intended and, instead, are used as storage areas. This is an ongoing problem, not just in Sherwood, but in many areas. When they talk about solutions and expenses, the one (Condo) owner will have a disproportionate share that they are going to have to fund. As a result, they are probably not going to be interested in that solution. The single-family homeowners have stated very loud and clear that this is not their problem. The evidence suggests that the overflow parking is from the apartment complex. This is an on-going management thing that they are going to have to continually deal with. They can reach out to the management again. It is important that the Committee has a full understanding of the dynamics at play here. Some of the different types of options mentioned that evening might work in different types of

neighborhoods. However, they may not be as feasible here. The problems on the street are not related to normal traffic problems. The majority of the complaints involve parking.

After hearing all, Mr. West suggested that this request be denied. Chair Wuertz stated that if that was the route they were going, he would like the feedback to the requestor to include information regarding a Local Improvement Process. That way, if they decide to move forward on their own, they can get other homeowners together and look further into that process and options. Ms. Rusnak shared her concerns with suggesting that to the requestor as after listening to Ms. Hajduk's comments, it sounded like it would be a huge project to somehow make more parking and it may not even be legal to take out the planter strips. It is unfortunate that all of that was built without allowing for enough parking space for the apartment complex. That seems to be a problem, area wide, with the new developments going in.

In the end, it was decided that it would be best to deny the request and continue with extra patrol. Mr. West made the motion and Mr. Smith seconded the motion. All Committee Members voted in favor.

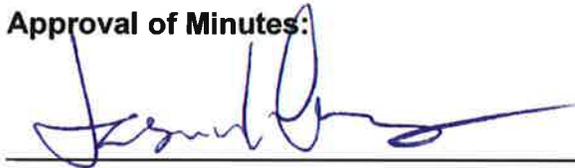
**5. Citizen Comment**

N/A

**6. Adjourn**

With nothing further to discuss, the meeting was adjourned at 8:02 p.m.

**Approval of Minutes:**



Chair Jason Wuertz

03/25/2021

Date

**Attest:**



Angie Hass

3/25/2021

Date



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

### **Strengths**

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

### **Weaknesses**

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

### **Opportunities**

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

### **Threats**

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

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

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

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

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



**Exhibit "B"**

# Capital Improvement Plan overview

TRAFFIC SAFETY COMMITTEE 1-28-21

# What is the CIP?

- ▶ The City of Sherwood's Capital Improvement Plan (CIP) establishes, prioritizes, and defines funding for capital projects to improve existing systems and develop new infrastructure and facilities.
- ▶ The use of a CIP promotes better use of the City's limited financial resources, reduces costs, focuses priorities, and assists in the coordination of public and private development.

# CIP document organization

- ▶ Executive Summary
- ▶ Section A - One-year Capital Projects
- ▶ Section B - Five-year Capital Projects
- ▶ Section C – Five-year Maintenance/Operational Capitalized Projects
- ▶ Section D – Complete Listing Of All Capital Projects Descriptions

# What is in the CIP?

- ▶ 1) Transportation Projects
  - ▶ Transportation Capital Projects
  - ▶ Transportation Maintenance Projects
  - ▶ Pedestrian Capital Projects
  - ▶ Neighborhood Traffic Management/Calming
- ▶ 2) Utility Infrastructure Projects
  - ▶ Stormwater Capital and water Maintenance Projects
  - ▶ Sanitary Sewer Capital and Maintenance Projects
  - ▶ Water System Capital Projects and Maintenance Projects
- ▶ 3) General Construction Capital Projects
- ▶ 4) Parks and Facilities Capital Projects
- ▶ 5) Urban Renewal Agency (URA) Projects

# How are projects added?

- ▶ Master Plans
- ▶ Council Goals
- ▶ Public input/demonstrated need
- ▶ Prioritized based on:
  - ▶ Available funding
  - ▶ Prior commitments
  - ▶ Efficient coordination of other projects
  - ▶ Identified need

# Update process

- ▶ Internal group review/recommendation
  - ▶ Annually review projects in process and update project costs as needed
  - ▶ Review actual revenues and anticipated revenues
  - ▶ Determine available funding
  - ▶ Start with existing projects – finish them
  - ▶ Look to next year CIP and see what can be funded
  - ▶ Consider anything new that came in/up that elevates it to be considered sooner
- ▶ Recommendation to Council/Council goal setting
- ▶ Revise/finalize based on Council input
- ▶ Folded into budget process
- ▶ Adopted with budget in June

**CITY OF SHERWOOD  
CIP PROJECTS LISTING**

**ONE-YEAR CAPITAL IMPROVEMENT PROJECT LISTING**

The following project list shows capital projects funded with capital funds proposed for the FY 2020-2021 budget cycle. These projects are a compilation of projects from the City's Master Plans, and Engineering and Public Works identified infrastructure improvement projects.

Page #	Project Title	Estimated Project Cost	Previous Fiscal Year's Expend.	Estimated FY 20/21 Expend.	Future Fiscal Year's Expend.
T-29	Sunset Boulevard / Highway 99W Improvements	\$775,331	\$715,331	60,000	
T-20	Kruger/Elwert/Hwy 99W Intersection Improvements (coordination with County)	\$81,557	\$66,557	\$15,000	
T-2	Tualatin-Sherwood Road Widening Coordination with the County	\$122,600	\$80,100	\$37,500	\$5,000
T-9/SD-7	Oregon St Improvements (Design and Construction; includes WQF)	\$6,608,072	\$433,142	\$497,800	\$5,677,130
T-16	Meinecke Road/Highway 99W intersection improvements	\$102,813		\$102,813	
T-19	Arrow Street construction	\$1,165,420		\$50,000	\$1,115,420
C-1	Division Street from Snyder park entrance to Cuthill	\$355,000		\$355,000	
C-1	Hall Street from Merryman to Willamette (reconstruct)	\$202,532		\$202,532	
C-1	Schamburg from Division to end of road (reconstruct)- includes sewer and storm rehab	\$760,000		\$50,000	\$710,000
P-46	Woodhaven Sidewalk Improvement - Sunset to YMCA entrance	\$82,190	\$77,200	\$4,990	
C-2	Sunset Richen Park to Pinehurst, grind overlay	\$100,000		\$100,000	
SD 12	Gleneagle Village Storm Water Facility	\$120,000		\$120,000	
SD-9	St Charles (North) Storm Water Facility	\$85,000		\$85,000	
SD-10	St Charles (South) Storm Water Facility	\$95,000		\$95,000	
SD-29	Stormwater System Dev Charge Update	\$20,000		\$20,000	
C-2	Citywide Catch Basin Remediation Program	\$480,000	\$120,000	\$60,000	\$300,000
C-2	Woodhaven Swales	\$441,074	\$141,074	\$100,000	\$200,000
C-2	Water Quality Facility Refurbishments	\$343,282	\$93,282	\$50,000	\$250,000
SD-29	Update/Review Stormwater SDC methodology	\$20,000		\$20,000	
C-3	Old Town Mid-block Sewer Point Repair	\$122,000	\$2,826	\$119,174	
SS-4	Rock Creek Trunk Capacity Upgrade Ph I-A	\$2,238,088	\$599,531	\$1,638,557	
SS-25	Brookman Area Sanitary Sewer Conveyance extension - CWS project (anticipated City share only)	\$23,258	\$13,258	\$10,000	

**FY 20/21 Five Year Capital Improvement Plan**

Council Goal		Original 5 year CIP Estimated Cost	Current estimated cost	FY19/20 or prior	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26 & Future
<b>STREET CAPITAL PROJECTS; INCLUDES STROM AND SANITARY AS APPLICABLE</b>										
* I, L, PS	Sunset boulevard/Highway 99 W improvement (design and construction)	\$1,402,085	\$775,331	\$715,331	\$60,000					
* I, L, PS	Kruger/Elwert Intersection improvements, City coordination with County	\$100,356	\$81,557	\$66,557	\$15,000					
* I, L, PS	Tualatin-Sherwood Road widening coordination with County	\$126,000	\$122,600	\$80,100	\$37,500	\$5,000				
* E, I, L	Oregon St Improvements & Regional WQF Design	\$908,802	\$930,942	\$433,142	\$497,800					
	Construction	\$5,677,130	\$5,677,130				\$4,257,846	\$1,419,284		
* E, I, L, PS	Oregon St @ Tonquin Rd & Murdock Rd Improvements	\$2,640,000	\$2,624,000				\$500,000	\$2,124,000		
I, L, PS	Pine Street Phase II	\$1,850,000	\$1,850,000				\$1,850,000			
* I, L, PS	Meinecke Road/Highway 99W Intersection Improvements	\$102,813	\$102,813		\$102,813					
* E, I	TEA east/west collector	NEW to 5 yr	\$10,919,535			\$10,919,535				
I, L, PS	Meinecke Roundabout improvement	NEW	\$30,000							\$30,000
* I, L, PS	Sidewalk on Meinecke/Washington north of City parking lot	NEW to 5 yr	\$465,642			\$465,642				
I, L, PS	Sidewalk on Sunset – Cinnamon Hills to Main	NEW	\$100,000							\$100,000
* E, I	Arrow Street	NEW to 5 yr	\$1,165,420		\$50,000	\$1,115,420				
* I, FR	Brookman Road preliminary design	NEW	\$50,000			\$50,000				
* I, L, PS	Elwert from Handley to Edy	NEW to 5 yr	\$6,000,000							\$6,000,000
* I, L, PS	Edy Road/Elwert Road intersection improvements	NEW to 5 y	\$4,500,000							\$4,500,000
I, L, PS	Traffic Calming - Placeholder	NEW	\$500,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	

NEW to 5 yr indicates projects on existing plans that are added to the Five year CIP      NEW indicates projects that were not previously in the CIP

\*Identifies projects where outside funding is either currently provided or where outside funding may be available

Council Goals:

E – Economic Development      I – infrastructure      L – Livability      PS- Public Safety      FR – Fiscal responsibility      CE – Citizen Engagement  
Page B-1

# Example pages

## CITY OF SHERWOOD 5-YEAR CIP PROJECT LISTING

### HANDLEY STREET SIDEWALK INFILL

Department:	Engineering	MP Project #:	P1
Category:	Capital Project-Pedestrian	Navigator Job#	
Total Project Cost:	\$17,889		

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

#### Project Description

This project includes construction of sidewalk along the north side of Handley Street from Elwert Road to the existing sidewalk terminus, approximately 250 feet east of Elwert Road. Funding for this project has not been identified. Design and construction schedule has not been established.

#### Ongoing Maintenance Description and Estimated Annual Cost

Public Works will be responsible for the long term observation of sidewalk maintenance conditions. The property owner whose property fronts the sidewalk will be responsible for the long term maintenance in compliance with City Code.



% of Project Budget Assigned to Funding Source					
Fiscal Year	Funding Amount	Funding Source	Funding Amount or %	Funding Source	Funding Amount or %
Previous					
FY20-21					
FY21-25					
Future	\$17,889	(Undefined)			

## CITY OF SHERWOOD CIP PROJECTS LISTING AND SCHEDULES

### HERMAN (ARROW STREET) ROAD EXTENSION

Department:	Engineering	MP Project #:	D21
Category:	Capital Project-Transportation	Navigator Job#	
Total Project Cost:	\$13,993,186		

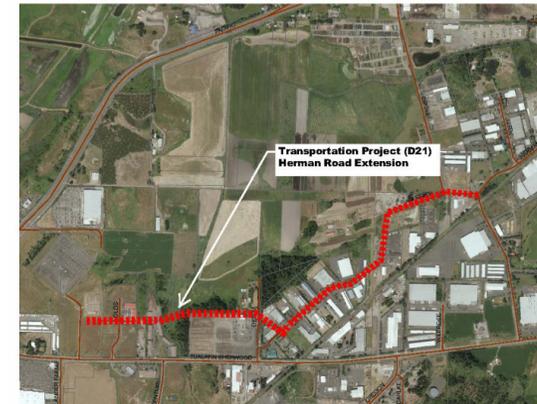
Ranking Criteria Met		Project Type	Priority		
<input checked="" type="checkbox"/> Council Goals	<input type="checkbox"/> Regulatory Requirement	<input type="checkbox"/> Maintenance	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<input checked="" type="checkbox"/>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

#### Project Description

Extends Herman Road from its existing terminus at Cipole Road west to connect to Langer Farms Parkway via Arrow Street. Constructs either two or three lane collector. Includes bike lanes, sidewalks, and planter strips. Right-of-way purchase or dedication required. Funding has not been identified for the full project and will be done in phases. The first phase is the extension of Arrow from Langer Farms Parkway to the existing portion of Arrow Street.

#### Ongoing Maintenance Description and Estimated Annual Cost

City Public Works staff will be responsible for the cleaning and maintenance of this road after construction is completed. However, being new construction, it is anticipated that this work will be minimal and consist mostly of cleaning of storm water catch basins, street sweeping, and leaf disposal.



#### % of Project Budget Assigned to Funding Source

Fiscal Year	Funding Amount	Funding Source	Funding Amount or %	Funding Source	Funding Amount or %
Previous					
FY20-21	\$50,000	TDT	100%		
FY21-25	\$1,115,420				
Future	\$12,827,766	(Undefined)			

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2020

**Exhibit "C"**

### 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	12/10-City staff checking to see if this is included in a future CIP. <b>12/31-CIP calls out single lane roundabout. Nothing more is defined in project description.</b>
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)12/10-City staff to see if this has been added to the CIP list. <b>12/31-Project inclusion into the 5 year CIP list is part of the City budgeting process which begins in Feb/Mar. Addition of this project to CIP is months away.</b>
20-005	Requesting No Parking signs on both sides of Haide Rd (new high school)	<b>C</b>	8/25/2020	Issue does not exist at this time. Will revisit if it becomes an issue. (8/27/2020)
20-006	Crosswalk @ 1st & Ash by traffic circle needs signage & appropriate paint on roadway.	<b>C</b>	9/2/2020	Mr. Galati will gather more information re: what is still to be done and when and will let committee members know at the 10/22/2020 meeting.
20-007	Driveway obstruction on Lavender Pl/Request curb to be marked as "No Parking Zone" and painted red.	<b>P</b>	9/24/2020	12/10-No Parking Signs approved and will go through City approval process. Basketball Hoop still needs to be addressed and followed up on.
20-008	Request blinking yellow LED light for pedestrians to activate when crossing Sunset @ Woodhaven.	<b>C</b>	10/1/2020	12/10-Approved w/Modifications. City staff to make a request to City Council that this CIP project be moved up on the priority list. <b>12/31-Project inclusion into the 5 year CIP list is part of the City budgeting process which begins in Feb/Mar. Addition of this project to CIP is months away.</b>

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

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2020

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
20-009	Trim or remove bushes at SW Meinecke Pkwy & SW Sequoia Terr / Need marked crosswalks. <i>12/31/2020-ammended to request that bushes be removed altogether.</i>	<b>P</b>	10/20/2020	12/10-City Engineer to update and share previous report for this area at January meeting. <b>12/31-Requestor ammends request. To be discussed at Jan meeting.</b>
20-010	Trim or remove bushes at SW Meinecke Pkwy & HWY 99 / Need marked crosswalks.	<b>C</b>	10/20/2020	12/10-This area is ODOT's responsiiblity. City staff will submit request to ODOT.
20-011	Extend No Parking Zone and/or Curbs Painted Red-Visibility Issue at Huntington Ln & Yorkshire Way	<b>C</b>	10/21/2020	12/10-Will be addressed through enforcement and education by the Sherwood PD.
20-012	Additional Street Lights @ the corner of Sunset & Ladd Hill Rd	<b>P</b>	10/23/2020	12/10-City Engineer to check on ownership/management of light fixtures and see if replacing is feasible. Committee members to research further on their own.
20-013	Flashing Crosswalk Sign Requested at Crosswalk that goes across Cedar Brook Way	<b>N</b>	11/3/2020	<b><i>New! To be reviewed at January meeting.</i></b>
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	<b><i>New! To be reviewed at January meeting.</i></b>

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



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



## Exhibit "D"

# 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 **Amended 12/31/2020**

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.

**Amend/Add, 12/31/2020: Remove bushes altogether, on the south side of SW Meinecke, looking east, in-between the LDS Church driveway and SW Sequoia Terrace**

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



Home of the Tualatin River National Wildlife Refuge

2020-009

## MEMORANDUM

December 31, 2020

To: Traffic Safety Committee  
Jeff Groth, Chief of Police, City of Sherwood  
Jon Carlson, Police Captain, City of Sherwood

From: Bob Galati P.E., City Engineer, City of Sherwood

Subject: Pedestrian Safety Analysis of Sequoia Terrace and Meinecke Road Intersection

In April 2019, the Engineering Department was forwarded a complaint regarding the intersection of Sequoia Terrace and Meinecke Road. The complaint was focused on the safety of pedestrians crossing Sequoia Terrace.

In response I conducted an on-site investigation of the existing conditions, and based on this information have made the following conclusions:

- 1) That the westbound travel lane of Meinecke Road does not have any sight distance issues with seeing pedestrian or vehicular traffic on the northbound travel lane of Sequoia Terrace.
- 2) That the northbound travel lane of Sequoia Road does not have any sight distance issues with seeing the westbound pedestrian or vehicular traffic on the Meinecke Road.
- 3) That the eastbound travel lane of Meinecke Road has significant sight distance issues with seeing northbound pedestrian and vehicular traffic on Sequoia Terrace.
- 4) That the northbound travel lane of Sequoia Terrace has significant sight distance issues with seeing eastbound vehicular traffic on Meinecke Road.

Attached are photo exhibits with descriptions of Items 1) through 4) listed above. The main issues are the location and size of the coniferous street trees, the location and elevation of the private utility vault, and related alignment of the pedestrian crossing.

The street trees (cedar) are large diameter and located close to the Meinecke curb line. When approaching the Sequoia Terrace intersection, the size, location and spacing of these trees create what is effectively a visual wall towards being able to see intersecting vehicles from Sequoia Terrace, and pedestrians crossing Sequoia Terrace.

The private utility vault location and elevation (approx. 24" above curb line grade), also creates a visual barrier towards seeing intersecting vehicles and pedestrians crossing Sequoia Terrace.

### **Recommendation**

The last page (drawing) of the attached exhibit provides a reasonable option for increasing the safety of pedestrians crossing Sequoia Terrace. This option does not remove the issues of sight distance as public opinion supports retaining the cedar trees, and relocation of the private utility vault as being too expensive to undertake.

The addition of advance warning signage and stop signs and painted stop bars, provides the driver with adequate notification of the pedestrian crossing. The reconstruction of the pedestrian drop to include tactile warning surfaces brings the pedestrian crossing up to ADA standards.

The estimated cost of the recommended improvements are between \$4,000 and \$6,000.



Looking west on Meinecke Road east of church entrance drive. Sequoia Terrace intersection visible in the distance. Proximity of large Douglas Fir trees do present a safety hazard should a car veer off the road. Definitely an immovable object.



Looking westbound on Meinecke Road at church driveway onto Meinecke. Sequoia Terrace intersection clearly visible. No sight distance obstructions from seeing pedestrians crossing Sequoia Terrace intersection.



View looking eastbound on Meinecke at intersection with Sequoia Terrace. Note large Douglas Fir trees lining planter strip area between sidewalk and curbline.



View looking westbound on Meinecke Road at Sequoia Terrace intersection. No apparent sight distance issues for pedestrians crossing Sequoia Terrace.



View looking eastbound on Meinecke at Sequoia Terrace intersection. Note severe sight distance obstructions of Douglas Fir trees relative to pedestrian crossing. In addition to visible car and pedestrian, there is another pedestrian crossing Sequoia Terrace that the car is waiting for crossing. An eastbound car is not capable of seeing any pedestrian until making turn onto Sequoia Terrace. Notice that the light from the street light (No Parking sign) is greatly impacted by the size and density of the trees.



Another issue on west side of Meinecke just north of roundabout, a mid-block pedestrian crossing which leads to nowhere. Also the tactile type of not per standards.



Alignment of the sidewalk veers prior to street crossing. This is to make room for the utility vault which is located within public right-of-way, and elevated significantly above proper grade.

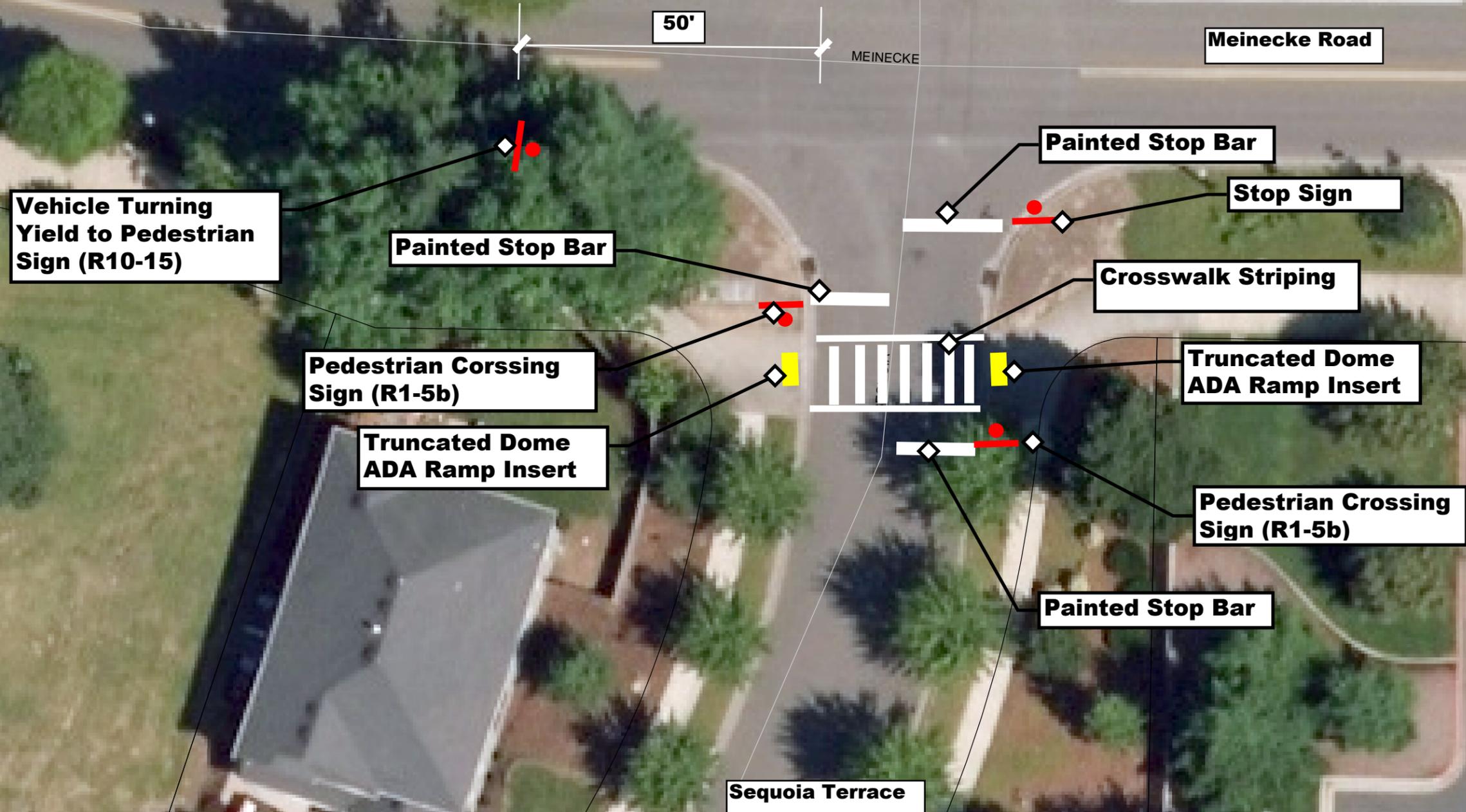


The rear tire of the garbage truck are within the pedestrian crossing. The amount of visual area to see a pedestrian within crossing is significantly impacted.



Photo of the actual existing pedestrian crossing conditions. Note that the stop sign and stop bar are located in front of the pedestrian crossing. Essentially, stopped vehicles will stack back into and through the pedestrian crossing. There is no existing pedestrian crossing striping that delineates the crosswalk area. Also, there are no ADA truncated dome textile inserts in the ramp areas of the crossing. This crossing does not meet current FHWA standards.

**Sequoia Terrace and Meinecke Road  
Intersection  
Proposed Pedestrian Crossing  
Improvements**





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



**20-013**

**Exhibit "E"**

**Traffic Safety Complaint/Request Form**

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Completed forms shall be submitted to:

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

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

1. Requestor's Contact Information:

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

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

\_\_\_\_\_

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

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

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

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

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



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



## **Exhibit "F"**

## **20-014**

# **Traffic Safety Complaint/Request Form**

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

Completed forms shall be submitted to:

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

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

1. Requestor's Contact Information:

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

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

\_\_\_\_\_

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

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

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

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

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