



AGENDA



<u>Traffic Safety Committee</u>	
Date & Time:	Thursday - May 27, 2021 6:00 pm
Location:	Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at https://www.youtube.com/user/CityofSherwood .
Attendees	
T.S.C. Members:	City Staff:
Jason Wuertz-Chair	Jon Carlson-Police Captain
Tiffany Yandt-Vice Chair	Angie Hass-Executive Assistant
Tony Bevel	Bob Galati-City Engineer
Dorian Libal	Julia Hajduk-Community Development Director
Ruthanne Rusnak	
Mike Smith (PAB Liasion)	
Chris West (PAB Liasion)	

Agenda

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of Minutes (Chair)
4. Business (Chair)
 - a. Chair & Vice Chair Selections – Effective 7/1/2021
 - b. Discuss Community Traffic Safety Education Options
 - c. Review & Approval of Quarterly Report Format for the City Council
 - d. Issues / Complaints
 - i. Tracking Sheets (2020 & 2021) Review
 - ii. Update: 2020-009 - status / progress update, Captain Carlson
 - iii. Update: 2020-012 – status on recommendations made to the City / Public Works, Captain Carlson
 - iv. Update: 2021-001 – traffic data collected from traffic tubes, Bob Galati
 - v. Update: 2021-002 - status / progress update, City Staff
5. Committee Comments
6. Citizen Comment (Chair/Staff)

Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to hassa@Sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

7. Adjourn (Chair)



Meeting Minutes



Traffic Safety Committee

Date & Time:	May 27, 2021 - 6:00 pm
Location:	Meeting held virtually through Teams.



T.S.C. Members:	City Staff:
Jason Wuertz-Chair	Jeff Groth-Police Chief
Tiffany Yandt-Vice Chair	Jon Carlson-Police Captain
Tony Bevel	Angie Hass-Executive Assistant
Dorian Libal	Bob Galati-City Engineer (not present)
Ruthanne Rusnak	Julia Hajduk-Community Development Director
Mike Smith (PAB Liaison)	(not present)
Chris West (PAB Liaison)	

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=MKhfMsRySfQ>

1. Call to Order

Chair Wuertz called the meeting to order at 6:05 p.m.

2. Roll Call

Committee Members Present: Chair Jason Wuertz, Vice Chair Tiffany Yandt, Dorian Libal, Ruthanne Rusnak (joined late due to technical difficulties), Mike Smith and Chris West

Committee Members Absent: Tony Bevel

3. Approval of Minutes

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

4. Business

a. Chair and Vice Chair Selections, Effective 7/1/2021

Mr. West moved that Chair Wuertz and Vice Chair Yandt continue on in their current roles as Chair and Vice Chair. Hearing no objections, Mr. Smith seconded the motion and all present committee members voted in favor.

b. Discuss Community Traffic Safety Education Options

Chair Wuertz stated that one of the objectives for this committee was the education piece and this was a good opportunity to revisit that.

As Mr. Libal was new to the committee, Chair Wuertz let him know of the yard sign campaign that the committee had put together the previous year. That was really the only thing the committee had done on the education side of things. One of the other things they had considered over the last year, was a training session with a professor from the University of Portland. Because of COVID, that had been put on hold. He asked the committee for thoughts and ideas on ways they could further their mission to educate.

Mr. West asked if Captain Carlson or Chief Groth knew the status of the City being able to hold public meetings. Having Dr. Takallou hold a training was one of the in-person things they had considered. Other things the committee may want to consider would also be in-person. Captain Carlson replied that as far as he knew, the City is talking about reopening and holding live meetings again. At this time, however, they are still holding meetings remotely. There is no set date to reopen or to go back to in person meetings.

Mr. Smith shared that he had just read that both Cruisin' and the Robin Hood Festival are scheduled for this summer. He wondered if there would be any benefit to having an information booth at either of those events. Chair Wuertz thought that was a good idea, if someone was willing to man the booth. Captain Carlson stated that the PD usually has their Incident Command Trailer set up at the Robin Hood Festival and that they could, potentially, have a table set up there. He said that one thing for them to consider is what they would be talking about and/or handing out. Mr. West said that they could have copies of the complaint/request forms and a little summary about the committee. In looking at the number of requests they had received over the last year (17), he didn't feel it was really that many with as much chatter as the City Council and the Police Advisory Board had been hearing. Which is why this committee was created. He felt that there is an opportunity to refresh people's memories that this committee is in existence. He thought it made sense to be set up at the Command Trailer. Mr. Smith agreed and asked if there were any signs left from the sign campaign. He was told that there were several left. Mr. Smith thought the signs would make a good give away and he was willing to sign up to man the booth.

Mr. Libal suggested putting the word out on the Sherwood Community Info Group Facebook page. It is a very active page with 100's of people commenting on a regular basis. He suggested posting a link to the complaint/request form.

Chair Wuertz asked when the Robin Hood Festival is. Captain Carlson replied that it is scheduled for September 24th-25th, Friday and Saturday. Mr. Smith asked for the Cruisin' dates. Ms. Yandt replied that it was scheduled for Saturday, August 28th.

Mr. West stated that while he likes using social media, he had concerns about using the Sherwood Community Info Group page. Often times, people get spun up and end up going down rabbit holes and went on to provide a few recent examples. He thought it might be best to start with the City's Facebook pages, as he could see people complaining about the committee's decisions, etc. Mr. Libal thought that was a good point and agreed.

Chair Wuertz thought those were some good ideas and suggested they talk more about the booths at upcoming meetings, perhaps in July, as there was still plenty of time. All present committee members were in agreement.

Mr. West talked about a bike helmet program that the PD had in years past. He wondered, with all of the kids that are out and about after being cooped up, on bikes, and other wheeled things, maybe they could put out a post or get helmets donated. He let Captain Carlson know that he thought it would be really good for community relations and that it would bode well to tag the Traffic Safety Committee if they helped with something like that. Captain Carlson said that they did have several helmets donated to them many years ago and that they still have a half dozen, or so. Up until this last year, they held Bike Rodeos for children. He wasn't sure if they would be doing something like that this summer, as it depended upon how quickly things open back up.

**c. Review and Approval of Quarterly Report Format for the City Council
(See Exhibit "A")**

Mr. West thought that the format looked good and asked if the form would be updated with the most recent decisions before submitting to the City Council. Ms. Hass stated that everything would be updated before it was presented to the City Council. They were looking more for input from the committee to see if they would like anything added or changed, etc.

Chair Wuertz wondered if there was too much information or if it provided sufficient information. If people have questions, they could have an offline conversation. He didn't know the City Council well enough to know how they would receive the information. Captain Carlson stated that the Council is aware of the more hot areas in the city, such as Ladd Hill, Sunset, etc. The Council is probably aware of most of the issues listed. They receive e-mails and talk to citizens about traffic issues as well.

Mr. West suggested some additional wording in the first paragraph. Ms. Hass made a note to include and will add to the final draft.

Mr. West made a motion to approve the form with the suggested edits. Mr. Libal seconded the motion and all present committee members voted in favor.

d. Issues / Complaints

i. Review Tracking Sheets - 2020 & 2021 (Exhibit “B”)

Mr. Smith asked Ms. Hass if there had been any new requests received, as the list was not showing any. Ms. Hass explained that they had received a few more, but they were received after the packet had been put together. They will be on the next month's list.

ii. Update: 2020-009

This discussion begins at the 21:35 minute mark of the YouTube video.

Captain Carlson reported that Public Works had ordered the signs and marking materials and had informed him that they will start working on those things that month. The truncated domes will take a little longer to get installed. He let the committee know that if they want to drive by that area (SW Meinecke & SW Sequoia Terrace), they will see that the street has already been marked. Hopefully by next month's meeting, the domes will have been installed.

(The next update is provided for agenda item #v. Please skip down, below.)

iii. Update 2020-012

This discussion begins at the 24:20 minute mark of the YouTube video.

This request was forwarded on to Public Works for follow-up. Captain Carlson stated that there is another meeting taking place at the same time as this meeting, so Mr. Galati was not available to provide an update for this. This agenda item will remain for the next month's meeting.

iv. Update 2021-001

This discussion begins at the 24:48 minute mark of the YouTube video.

Captain Carlson said that he wasn't sure of the status of the data collection for Ladd Hill Road. As Mr. Galati wasn't present, this will also remain on the next month's agenda for an update.

v. Update 2021-002

This discussion begins at the 22:42 minute mark of the YouTube video.

Captain Carlson explained that this issue is a little problematic. Public Works went out to measure the 200-400 foot area and discovered that the flashing sign would end up being put in a homeowner's yard. The sign has a big concrete base, so hopefully it won't cause too many problems if they decide to put the sign there. They are currently trying to work around that issue. The stop light, school crossing in front of the new school district admin building is between 50-100 feet of the school zone/boundary. Technically there isn't anything that they need to do about that, since it is within the ORS to leave it where it is. He believed that was what they were going to do. Trees and shrubs will need to be trimmed for the new signage.

Chair Wuertz spoke of an older request for a crosswalk at Meinecke by HWY 99. It was determined to be in the jurisdiction of ODOT and it had been decided that City staff would forward the request on to the State of Oregon. He was curious if anything ever came of that request. He believed this was around October.

Captain Carlson explained that there is a new dental office going in at that corner. Part of the construction plan is to provide some road improvements in the turn lane from HWY 99 onto Meinecke. This will include a sidewalk. With this going in now, he didn't believe that anything had yet been done with the actual area of concern. He thought that once the new turn lane was completed, it might fix some of the sight issues that were there in the beginning. Chair Wuertz stated that was a good point and that he hadn't seen the work being done yet.

(Ms. Rusnak joined the meeting.)

5. Committee Comments

Mr. West asked Captain Carlson if, given the next weekend was a holiday weekend, did they plan on having extra patrols like they've had on other holidays. Captain Carlson stated that they did plan to have extra patrols and they would start out the following night (Friday), as well as Saturday night. Mr. West asked if it was being taken out of regular funding, or was there extra funding coming in. Captain Carlson stated that it would be funded by a traffic grant through ODOT.

6. Citizen Comment

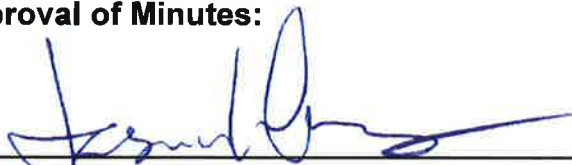
N/A

7. Adjourn

The meeting was adjourned at 6:33 p.m.

Next meeting scheduled for June 24th.

Approval of Minutes:



Chair Jason Wuertz

07/15/2021

Date

Attest:



Angie Hass

7/15/2021

Date



Traffic Safety Committee Status Report - City Council "2020-2021"

May 1, 2021

Your Traffic Safety Committee has been hard at work. Since the first meeting took place, 5/14/2020, they have received and reviewed 17 requests from Sherwood residents. They have met monthly for approximately 1.5 hours each meeting to thoroughly discuss and review requests. Often, requests were carried forward to future meetings to allow for additional information to be provided prior to the Committee making a decision or recommendation. Fourteen requests were received in "2020" and three have been received so far in "2021".

Pending Issues / Requests

#2020-007	No Parking signs on Lavender Place <i>(Approved / In Progress)</i>
#2020-009	Crosswalks, signage and ADA ramps @ SW Meinecke Pkwy & SW Sequoia Terr <i>(Approved / In Progress)</i>
#2020-012	Additional streetlights @ SW Ladd Hill & SW Sunset
#2021-001	Traffic light & extra patrol @ SW Ladd Hill & SW Sunset
#2021-002	Relocate crosswalk signal on Sherwood Blvd across from new School District Offices
#2021-003	Mini roundabout @ SW 1st & SW Oak to deter speeders

Closed Issues / Requests

#2020-001	Stop sign @ SW Whitney & SW Denali <i>(Approved & Completed)</i>
#2020-002	Pedestrian safety concerns @ SW Cinnamon Hill PI & SW Sunset <i>(Nearby crosswalk already going in @ Sunset & Pine.)</i>
#2020-003	Flashing crosswalk sign @ SW Sunset & SW Timbrel <i>(On CIP list for future single lane roundabout.)</i>
#2020-004	Additional stop signs @ SW Villa, SW Wildlife Haven & SW Railroad <i>(Recommended project inclusion into the 5 year CIP list.)</i>
#2020-005	No Parking signs on both sides of SW Haide <i>(Non-issue @ this time. Will revisit if it becomes an issue.)</i>
#2020-006	Crosswalk paint & signage @ SW 1 st & SW Ash <i>(Crosswalk paint approved. Current signage deemed adequate.)</i>
#2020-008	Blinking yellow LED light for pedestrian crossing @ SW Sunset & SW Woodhaven <i>(Recommended project inclusion into the 5 year CIP list.)</i>
#2020-010	Marked crosswalks & trim or remove bushes @ SW Meinecke Pkwy & HWY 99 <i>(Area is responsibility of ODOT. City staff to submit request to ODOT.)</i>
#2020-011	Extend "No Parking" zone and/or paint curbs red @ SW Huntington Ln & SW Yorkshire Wy <i>(Will be addressed through enforcement & education by the SPD.)</i>
#2020-013	Flashing crosswalk sign at crosswalk on Cedar Brook Way <i>(Proposed changes not recommended by City Engineer or Transportation Engineer.)</i>
#2020-014	Paint curbs red in "No Parking" zone along Cedar Brook and in crosswalk along Berkshire Terr & Cedar Brook Way <i>(SPD will continue w/frequent patrols of this area.)</i>

The Traffic Safety Committee will begin providing quarterly status update reports to the City Council. The first quarterly report will include the months of April, May and June and will be dated July 1, 2021.

TRAFFIC SAFETY COMPLAINTS / REQUESTS

Exhibit "B"

TRAFFIC SAFETY COMMITTEE - 2020

CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
20-001	Sherwood View Estates / Stop &/or Speed Limit Signs	C	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 PI- Drivers not stopping for pedestrians. Drivers go too fast through area.	C	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	C	4/22/2020	12/10-City staff checking to see if this is included in a future CIP. 12/31-CIP calls out single lane roundabout. Nothing more is defined in project description.
20-004	Request for two additional stop signs at Villa, Wildlife Haven & Railroad	C	8/20/2020	Recommendation for this to be added to the CIP list. The City Council will need to first approve. (9/24/20)12/10-City staff to see if this has been added to the CIP list. 12/31-Project inclusion into the 5 year CIP list is part of the City budgeting process which begins in Feb/Mar. Addition of this project to CIP is months away.
20-005	Requesting No Parking signs on both sides of Haide Rd (new high school)	C	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.	C	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. Crosswalk to be repainted/striped. Current Signage deemed adequate.
20-007	Driveway obstruction on Lavender PI/Request curb to be marked as "No Parking Zone" and painted red.	C	9/24/2020	12/10-No Parking Signs approved and will go through City approval process. Basketball Hoop still needs to be addressed and followed up on. 1/28/21-notification signs need to be posted prior to No Parking signs. 2/25/21-Next step: sign installation. 3/25/2021-Ms. Hajduk looking into appeal process. Will report back to committee at April meeting. 4/22/2021-Closed

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>
20-008	Request blinking yellow LED light for pedestrians to activate when crossing Sunset @ Woodhaven.	C	10/1/2020	12/10-Approved w/Modifications. City staff to make a request to City Council that this CIP project be moved up on the priority list. 12/31-Project inclusion into the 5 year CIP list is part of the City budgeting process which begins in Feb/Mar. Addition of this project to CIP is months away.
20-009	Trim or remove bushes at SW Meinecke Pkwy & SW Sequoia Terr / Need marked crosswalks. <i>12/31/2020-ammended to request that bushes be removed altogether.</i>	P	10/20/2020	12/10-City Engineer to update and share previous report for this area at January meeting. 12/31-Requestor ammends request. To be discussed at Jan meeting. 1/28/2021-Modifications approved by TSC-City staff to proceed with next steps: Signage, Striping, ADA Ramps 2/25/21-Forwarded to City Manager for approval. 3/25/2021-Request approved and forwarded on to Public Works for implementation.
20-010	Trim or remove bushes at SW Meinecke Pkwy & HWY 99 / Need marked crosswalks.	C	10/20/2020	12/10-This area is ODOT's responsibiity. City staff will submit request to ODOT.
20-011	Extend No Parking Zone and/or Curbs Painted Red-Visibility Issue at Huntington Ln & Yorkshire Way	C	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	P	10/23/2020	12/10-City Engineer to check on ownership/management of light fixtures and see if replacing is feasible. Committee members to research further on their own. 1/28/2021-City Engineer will gather photometric data. 2/25/21-Light Meter purchased. Hope to have data by March meeting. 3/25/2021-Hope to have data by April meeting. 4/22/2021-Data provided and recommendations made. Public Works to replace light element on NW corner, then re-evaluate.

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>
20-013	Flashing Crosswalk Sign Requested at Crosswalk that goes across Cedar Brook Way	C	11/3/2020	1/28/2021-City Engineer will meet with Transportation Engineer to discuss possible options.2/25/21-Proposed changes not recommended by City Engineer or Transportation Engineer.
20-014	Request for curbs to be painted in No Parking zone along Cedar Brook, as well as in crosswalk along Berkshire Terr / Cedar Brook Way	C	11/3/2020	1/28/2021-Police Department will continue with frequent patrols of this area.

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

TRAFFIC SAFETY COMPLAINTS / REQUESTS

TRAFFIC SAFETY COMMITTEE - 2021

CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2021-001	Concerns for intersection @ Ladd Hill & Sunset/traffic light & extra patrol proposed.	P	2/10/2021	3/25/2021-City staff to gather information to provide to committee at April meeting.
2021-002	Request to relocate crosswalk signal at the new School District Office (formerly Hopkins Elementary) to Hawks View Elementary.	P	2/19/2021	3/25/2021-City staff to coordinate with the Sherwood School District. City to review school zones and signs and relocate signs as appropriate. Ms. Hajduk will check with City Attorney on requirements to place "traffic control change" signs.
2021-003	Request for Mini Roundabout @ 1st & Oak to help deter speeding.	C	3/9/2021	4/22/2021-Data collected did not warrant a mini roundabout at this intersection at this time. If issues progress, will take another look.

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