



# AGENDA



## Traffic Safety Committee

<b>Date &amp; Time:</b>	Thursday - September 23, 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
Tiffany Yandt-Vice Chair	Angie Hass-Executive Assistant
Tony Bevel	Bob Galati-City Engineer
Dorian Libal	Julia Hajduk-Community Development Director
Vacant	
Laurie Zwingli (PAB Liasion)	
Diane Foster (PAB Liasion)	

## Agenda

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of Minutes (Chair)
4. Business (Chair)
  - a. TSC Member Resignation / Open Seat
  - b. New City Staff Form: Request / Complaint Staff Report
  - c. 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 Mr. Galati to provide update on data gathered from traffic tubes.
    - v. Update: 2021-002 Status / progress update, Captain Carlson.
    - vi. Update: 2021-004 Mr. Galati to provide update on data gathered.
    - vii. Update: 2021-005 Mr. Galati to provide update on data gathered.
    - viii. Update: 2021-006 Mr. Galati to provide update on data gathered.
    - ix. NEW: 2021-007 Speed cushion modifications, Division Street. Mr. Galati & Ms. Hajduk to present.
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](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.*
7. Adjourn (Chair)



# Meeting Minutes



## Traffic Safety Committee

<b>Date &amp; Time:</b>	September 23, 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	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
Vacant	
Diane Foster (PAB Liaison)	
Laurie Zwingli (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=Lj0TuBDlrTU>.*

### 1. Call to Order

Chair Wuertz called the meeting to order at 6:07 p.m.

### 2. Roll Call

**Committee Members Present:** Chair Jason Wuertz, Vice Chair Tiffany Yandt, Tony Bevel, Dorian Libal, Diane Foster and Laurie Zwingli

**Committee Members Absent:** N/A

### 3. Approval of Minutes

Mr. Libal moved that the June meeting minutes be approved as written and Mr. Bevel seconded the motion. All present committee members voted in favor.

### 4. Business

#### a. TSC Member Resignation / Open Seat

Captain Carlson reported that with Ms. Rusnak's resignation, they now had an open seat on this committee. The opening has been posted and, so far, they have not received any applications. He asked the committee members to help get the word out and to encourage folks to apply.

**b. New City Staff Form: Request / Complaint Staff Report (Exhibit “A”)**

Captain Carlson stated that this new form was created to help streamline the process a little more. This will help to determine whether or not requests received at the PD can be handled at the Patrol level, with Engineering and/or Public Works, as opposed to being presented to the Traffic Safety Committee (TSC). The hope is that it will help cut down on time wasted for the TSC. He then proceeded to go over the form, stating that it was pretty self-explanatory. (See Exhibit “A”.) Captain Carlson provided a few examples of requests they had received where this form was used. Some of those requests were already completed through a focused patrol, by the Engineering Department, or by Public Works. He added that, most likely, the only time the TSC would see the form is if the request was not resolved by going through the other channels and it ended up being forwarded to the them.

Chair Wuertz wondered if the TSC would be made aware of those requests that had been received by the PD and resolved by those other channels. Captain Carlson replied that they haven't been doing that, but that if the committee wanted the PD to, they could put together a spreadsheet with that information. Chair Wuertz asked if the PD takes care of the issue without bringing it to the TSC's attention, does someone then close the loop with the requestor. Captain Carlson stated that they do and provided some examples where this was done. Chair Wuertz liked this process, but shared his concerns about the possibility of citizens not feeling that their requests had been heard, especially if the issue isn't resolved in their minds. This is one of the reasons the TSC exists. He wants to be sure that people would still have the ability to bring their issues to the committee, if things are not resolved. Captain Carlson stated that as of right now, all of the issues brought before them were handled and completed to the requestor's satisfaction.

**c. Issues / Complaints**

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

No one had any questions regarding the Tracking Sheets.

***Please refer to the Tracking Sheets for more information on the requests discussed at this meeting.***

**ii. Update: 2020-009, Status / Progress Update, Captain Carlson**

*The discussion for this request begins at the 11:12 minute mark of the YouTube video.*

Captain Carlson reported that Public Works would reach out to the contractor to find out when the truncated domes installation would take place and then will let him know.

City Engineer, Bob Galati, added that it could be awhile before completion, as this area is part of the Ice Age Tonquin Trail Improvement Project. The addition of the truncated domes will be included as part of a Capital Improvement Project (CIP).

He also recommended closing out this request, as it is only a matter of time until this last bit of the original request is completed.

After further discussion, Mr. Libal made a motion to close request #2020-009 out and to have the note added to the spreadsheet that the truncated domes will be installed through the project listed on the City's CIP List. Ms. Zwingli seconded the motion and all committee members voted in favor.

**iii. Update: 2020-012, Status on recommendations made to the City / Public Works, Captain Carlson**

*The discussion for this request begins at the 19:20 minute mark of the YouTube video.*

Captain Carlson said that he had not heard back from Public Works regarding the light replacements. Mr. Galati stated that Public Works had replaced one of the lights with an LED light, which increased the intensity of the light in that area. Additional lights had not been installed yet, as that would require the purchase and installation of light poles and systems.

Chair Wuertz recalled that the last time the committee discussed this request, it was decided that City staff would evaluate the intersection with the new light meter that was purchased to determine if another light needed to be added.

Mr. Galati said that the evaluation was completed, and it was determined that the photo metrics (light candles) were appropriate at the two light locations. However, at least one more light is needed in that intersection area. This would involve a whole new light pole, but that would be in Public Works' court. The recommendation is there, but it is up to them whether they are going to proceed or not.

Chair Wuertz asked Captain Carlson if he could check in with Public Works and report back at the next meeting, whether or not that is something that they will be able to do. Captain Carlson stated that he would do that.

**iv. Update: 2021-001: Mr. Galati to provide update on data gathered from traffic tubes.** *The discussion for this request begins at the 23:30 minute mark of the YouTube video.*

Mr. Galati stated that Engineering did a study on this area about a year and a half ago. It was determined that speeding was occurring north, coming into town. As a result, the City installed signage along that area to reduce speed to 25 mph and the PD put in extra patrols. He didn't feel that anything would be gained by doing another traffic count. If the police want to continue extra patrols to try to modify driving that way, that might be the only additional thing that can be done. He felt that doing a traffic/speed count at SW Old HWY 99 by the school, would be a better use of time. Now that school is under way, it is a good time to do a traffic and pedestrian count.

Chair Wuertz asked Captain Carlson if they have issues with people running the stop sign at the intersection there, or is it just speeding issues. Captain Carlson didn't recall hearing any issues with the stop sign. Mr. Galati said that he had just recently received a call about people running the stop sign there coming down Sunset from the park. Chair Wuertz stated that sounded like a different issue. He was curious about the stop sign facing Ladd Hill. Mr. Bevel shared his thoughts and stated that having a police car at that intersection from time to time might be a good inducement.

After further discussion, Ms. Foster made a motion to close out request #2021-001 with continued and regular police patrols. Mr. Bevel seconded the motion and all committee members voted in favor.

**v. Update: 2021-002, Status / Progress Update, Captain Carlson**

*The discussion for this request begins at the 38:20 minute mark of the YouTube video.*

Captain Carlson said at the last meeting, this request was complete, except for the new white backing that needed to be installed on the flashing sign. This request is now complete and can be closed out.

**vi. Update: 2021-004, Mr. Galati to provide update on data gathered.**

*The discussion for this request begins at the 39:09 minute mark of the YouTube video.*

Mr. Galati referred the committee to their meeting packets, asking them to look at his memorandum dated August 9<sup>th</sup>. (See Exhibit "C".) He went over his findings with the committee.

Mr. Bevel asked if painting could be done for a more immediate solution. Mr. Galati stated that was a good question. If any painting was to be done, it would need to meet ADA standards, which could open up to the whole thing needing to be done. He didn't know if that could be done or not, but he did think it was a good idea. He suggested asking Public Works to look into that possibility.

Chair Wuertz also agreed that was a good idea and added that at the last meeting he had stated that he didn't believe addressing ADA compliant issues should be done by the TSC. That falls into a different category that the City should have a different process for. Mr. Galati thought he was correct in that every City should have a listing of non-ADA compliant intersections that need to be dealt with. Ms. Hajduk has been speaking with Public Works about this. Chair Wuertz feels that the City should take higher priority for ADA barriers that are identified by people, specifically. If this is a specific issue for someone in the community that has difficulty navigating through there, he would ask that the City would prioritize over other ADA improvements that aren't associated with a specific individual's request.

The committee agreed with Mr. Galati's recommendation to ask Public Works to add this to their list of intersections that need to be reconstructed to meet ADA standards. They will additionally request that Public Works consider at least painting basic pedestrian crossing striping at the intersection. Mr. Bevel made the motion and Ms. Yandt seconded the motion. All committee members voted in favor. Captain Carlson will forward this request on to Public Works. This request will remain in the "pending" state until more information is provided as to what will happen in the short term.

**vii. Update: 2021-005, Mr. Galati to provide update on data gathered.**

*The discussion for this request begins at the 53:30 minute mark of the YouTube video.*

Mr. Galati recommended that now school is back in session, they do a speed study and a pedestrian crossing count, which will give them the base line data of how many students / people are crossing and at what times. They can learn where the cars coming through from, at what times, if they're speeding, and if kids are there. This will help to answer many questions. He will need to ask a firm (DKS) to do this study for the City. He can do speed counts, but not ped counts. He estimated that it would cost between \$3,000 and \$5,000. Chair Wuertz pointed out that the committee had previously decided that a study needed to be done, so didn't think they needed to discuss that part further. Mr. Galati stated that was correct. He would just need the committee to recommend the expenditure for the study. A clarification was made that DKS (or whichever firm is selected) would not only gather the data, but would also provide an analysis.

Chair Wuertz made a motion that the TSC make a recommendation that City staff does a traffic analysis and allocates funding, as it is available. Ms. Foster seconded the motion and all members voted in favor.

**viii. Update: 2021-006, Mr. Galati to provide update on data gathered.**

*The discussion for this request begins at the 1 hour, 45 second mark of the YouTube video.*

Mr. Galati reported that he had gone out and looked at the situation. The street width is appropriate for that roadway section based on its classification for parking on both sides of the street. He thinks the issue is that people don't necessarily park within the required six inches of the curb line. The point has been made that with cars parked on both sides, it helps to keep speeding down. He also stated that if parking is not allowed, it could create a speeding problem and was open to suggestions on this issue.

Mr. Libal asked if there had been any reports of car accidents or people being hit in that area. Captain Carlson stated that he had looked into it and did not find anything.

After an extensive discussion, Ms. Zwingli made the motion to recommend that Public Works paint the curb lines yellow at the 20-foot mark at the intersection at SW Hosler Way and Woodhaven, including the curb with the fire hydrant. After the painting is completed, the SPD can then enforce the code for parking along those areas as well as within the required six inches of the curb. Mr. Libal seconded the motion. Mr. Galati suggested that they amend the motion to include their recommendation that he go out and review the pedestrian crossing and bring the results to the next meeting. All committee members voted in favor.

**ix. NEW: 2021-007, Speed cushion modifications, Division Street. Mr. Galati & Ms. Hajduk to present.**

*The discussion for this request begins at the 1 hour, 22 minute and 20 second mark of the YouTube video.*

Ms. Hajduk explained that before Division Street was repaved by the City, it had a speed “bump”. When the repaving was completed, they installed a speed “cushion”, as speed bumps are not allowed in the City. Residents in that area don’t feel that the one speed cushion adequately slows the drivers down on Division Street. As a result, there has been a request that the TSC review that area and discuss it. Included in the meeting packet are details on three traffic-calming options that the City would like their feedback on. (See Exhibit “D”.) As the installed speed cushion was built to the specifications listed and is still not working, another option could be modifying it to be a speed “hump”. Although speed humps are allowed, TVF&R and other emergency service providers don’t like the speed humps as they make it more difficult for their larger vehicles to go over them more quickly and easily. Another option the City is considering is adding one or two more speed cushions instead of having just the one. Ms. Hajduk asked the committee to also keep in mind that the City hasn’t done any traffic counts in that area, so they don’t know if there is actually a speed problem there.

Mr. Bevel commented that the current speed cushion is located is at the top of a very steep hill. He asked which side of the hill they are trying to calm.

Mr. Galati told Mr. Bevel that he asked a good question and that he recommended that, as a starting point, the TSC should request a traffic speed count analysis to be conducted there. He explained what that would look like. Mr. Galati added that placing a speed hump on the top of a hill could, potentially, force someone who was speeding down the hill to lose control of their vehicle. Speed humps are usually placed on flat roads and are installed in pairs. In his opinion, a hill is a bad place to put speed cushions. Getting the data first, will help the committee to be able to ascertain if there is an issue there, before making any decisions. He went on to explain the challenges and work involved if the committee made a decision to raise the height of the existing speed cushion.

Mr. Bevel asked if this speed cushion is the first one installed on City streets. Mr. Galati replied that since he'd worked for the City of Sherwood, there had not been any installed. If there were any in existence, it would have been from a long time ago. Mr. Bevel asked if the City is now considering installing more of these if people are requesting them. Ms. Hajduk stated that the speed cushions are in the TSC's toolbox. Mr. Galati replied that they don't currently have plans to install others. He provided a little more information regarding the challenge that speed cushions and humps make for the larger emergency vehicles.

Ms. Zwingli asked if Mr. Galati would be able to do the speed study without contracting outside of the City, so there would be no additional charge. Mr. Galati stated that was correct. He added that he had a lot of projects going on right now, so he will need to schedule it in. He anticipated that he could have it completed by the end of October or November. He wanted to do it when school is in session and not during a holiday season. The committee agreed that this would be a good place to start.

## **5. Committee Comments**

Chair Wuertz asked the new Police Advisory Board (PAB) liaisons, Ms. Foster and Ms. Zwingli, if they'd like to introduce themselves.

Ms. Foster has sat on the PAB since its inception, around 2014. Her and Ms. Zwingli both are some of the original members. In addition to many other things they have worked on, the idea of creating a Traffic Safety sub-committee was one of them. It was exciting for her to now sit on the TSC to see some of the behind the scenes work that has happened over the last couple of years, to get this committee up and running and functioning so well. She commended all of the TSC members for all of the time they've put in to address some of these items. In looking through the list, it looks like they have really done a lot and they should feel really good about that. It is a nice process where, hopefully, people feel that their concerns are being heard and addressed and that they can see the conclusion. Whether they are happy with it or not, at least they are able to see the process through. It seems very transparent. She has lived in Sherwood for 16-17 years, up by Middleton, and has three high-schoolers.

Ms. Zwingli introduced herself stating that in addition to what Ms. Foster had already said about the PAB, she is also a member of the Sherwood Police Foundation. She has lived in Sherwood since 2005. She also has three kids and two have flown the nest. She has one at home, who is a junior in high school. Sherwood is a nice little town, and she likes the idea of being involved in the community and feels that being on this committee is one of the ways she can give back. She is pleased with what the TSC has been doing. The former liaisons, Chris West and Mike Smith, have been giving the PAB reports on what has been going on.



**6. Citizen Comment**

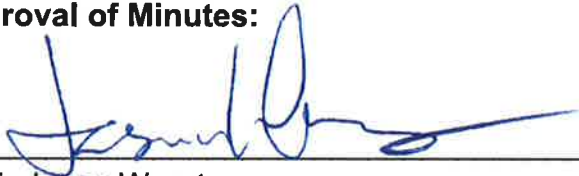
N/A

**7. Adjourn**

The meeting was adjourned at 7:48 p.m.

**Next meeting scheduled for October 28<sup>th</sup>.**

**Approval of Minutes:**



Chair Jason Wuertz

11/03/2021

Date

**Attest:**



Angie Hass

11/3/2021

Date

# Exhibit "A"



## Traffic Safety Committee Request / Complaint Staff Report



**Date complaint received:** Click or tap to enter a date.

**Report prepared and/or reviewed by** (name all involved):

**Concern raised:**

- Vehicles speeding
- Vehicles not stopping at stop signs
- Vehicle movement requiring control measures such as stop signs
- Vehicle parking issues
- Pedestrian safety
- Other:

**Desired solution or concern**  **has**  **has not been identified previously.**

If it has been identified previously:

	Outcome / Status
TSP	
TSC	
CIP	
Other	

**Decision:**

- Is not within scope of the TSC
- Is not within the purview of the TSC – No further action required of the TSC
- Forward to staff for additional review and technical input

**Additional thoughts from staff:**

**Questions that the TSC needs to answer (multiple questions may be checked):**

Is this a valid issue? Initial determination is based on TSC discussion and anecdotal review. If the TSC finds there is merit, it will be scheduled for additional review after traffic counts and additional staff review can be obtained which will take approximately 2-3 additional months.

Should solution be added to or prioritized in the CIP? If yes, this will be added to the CIP project identification meeting for review and prioritization for staff to forward to Council as part of the CIP development discussions.

Is the solution requested the most appropriate solution, or is there another option that should be tried first?

Does the TSC support the requested solution?

# 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	<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 PI- 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>C</b>	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	<b>C</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. 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)	<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. 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.	<b>C</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. 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.	<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. 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>	<b>P</b>	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. 6/24/2021-All work complete except for truncated dome installation - due to be completed by end of June.
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 responsibility. 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. 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.	<b>P</b>	2/10/2021	3/25/2021-City staff to gather information to provide to committee at April meeting.6/24/2021-Traffic count/speed data acquisition for Ladd Hill Rd tentatively scheduled for late July or early August.
2021-002	Request to relocate crosswalk signal at the new School District Office (formerly Hopkins Elementary) to Hawks View Elementary.	<b>P</b>	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. 6/24/2021-School zone signs have been moved. Flashing sign has been modified from 20 to 25 mph. Yellow backing will be replaced with white.
2021-003	Request for Mini Roundabout @ 1st & Oak to help deter speeding.	<b>C</b>	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.
2021-004	Request for truncated domes at curb cuts at the Senior Center entrance on Sherwood Blvd.	<b>P</b>	5/17/2021	6/24/2021-Request reviewed by TSC. City staff to collect more data to present at July meeting.
2021-005	Request for stop sign, speed bumps and/or crosswalk @ SW Old HWY 99 & SW Crooked River Ln.	<b>P</b>	5/20/2021	6/24/2021-Request reviewed by TSC. City staff to collect more data to present, hopefully, at August meeting.
2021-006	Request for No Parking Zone between SW Hosler Wy & YMCA entrance.	<b>P</b>	5/20/2021	6/24/2021-Request reviewed by TSC. City staff to collect more data to present at July meeting.
2021-007	Speed hump modification on Division Street between Snyder Park entrance & Cuthill Place	<b>N</b>	8/25/2021	Request has already been reviewed by the City Engineer and City staff. Recommendations are included with Request Form.

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



*Home of the Tualatin River National Wildlife Refuge*

## Exhibit "C"

### **MEMORANDUM**

**Date:** August 9, 2021  
**To:** Traffic Safety Committee  
Jon Carlson, Police Captain  
**From:** Bob Galati, City Engineer  
**Topic:** Complaint No. 2021-004

#### Background Information

Complaint No 2021-004 was submitted on 05/17/2021 with a request for installation of truncated domes at the driveway access to the Senior Center on Sherwood Boulevard.

The driveway access is actually a public right-of-way street with the name of N Sherwood Drive. N Sherwood Drive is a 50-wide public right-of-way extending from SW Sherwood Boulevard, south terminating at the north property line of the Sherwood Senior Center (130 feet). N Sherwood Drive has a paved width of approximately 24 feet, and experiences less than 50 vehicles trips per day.

Based on this information, the driveway access is actually a public right-of-way intersection between a local road and an arterial road.

#### Analysis of Conditions

The existing sidewalk does have sidewalk ramps on the eastbound and westbound sidewalk approaches to the intersection. These sidewalk ramps are non-ADA compliant. In addition the sidewalks are less than the 6-foot wide standard sidewalk width for an arterial road, and do not provide sufficient area behind the existing sidewalk ramp to meet ADA standards. The existing ramps do not present a trip hazard as they slope down to meet pavement grade across the existing ramps. The main issue with the existing ramps are that they have no tactile or visual reference for ADA compliance.

To install ADA compliant sidewalk ramps, the City would need to purchase sufficient right-of-way to install the sidewalk ramps and to provide clear space (landing) behind the ramps meeting ADA standards. The City could not just install the truncated domes without having the entire intersection meet ADA standards, which include side-slopes and landing widths x lengths.

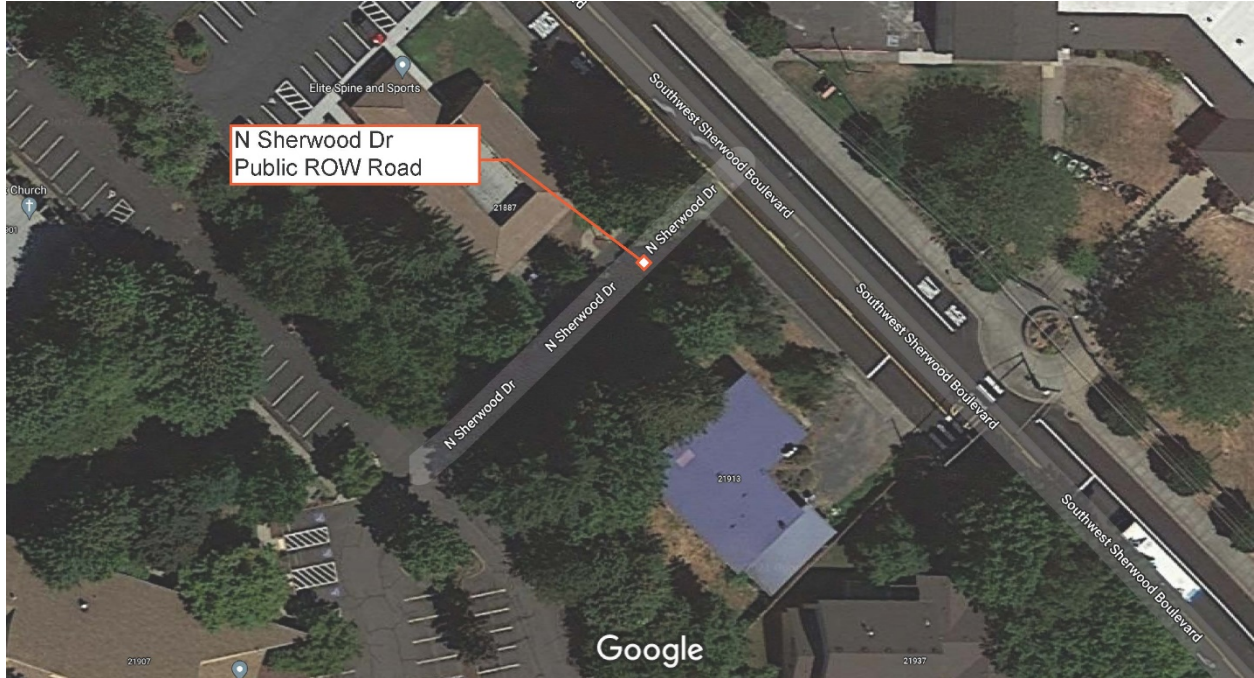
To bring the intersection up to ADA standards it is estimated that the cost of design, right-of-way acquisition, and construction could range between \$35,000 and \$50,000.

#### Recommendation

If any work is recommended on this intersection, the whole intersection will need to be reviewed and designed to meet ADA standards. There have been no accident/injuries at this intersection per PD records. I would recommend that this intersection be placed on a Public Works list of intersections which need to be reconstructed to meet ADA standards, and that timing of the construction be determined by Public Works when funds are available.

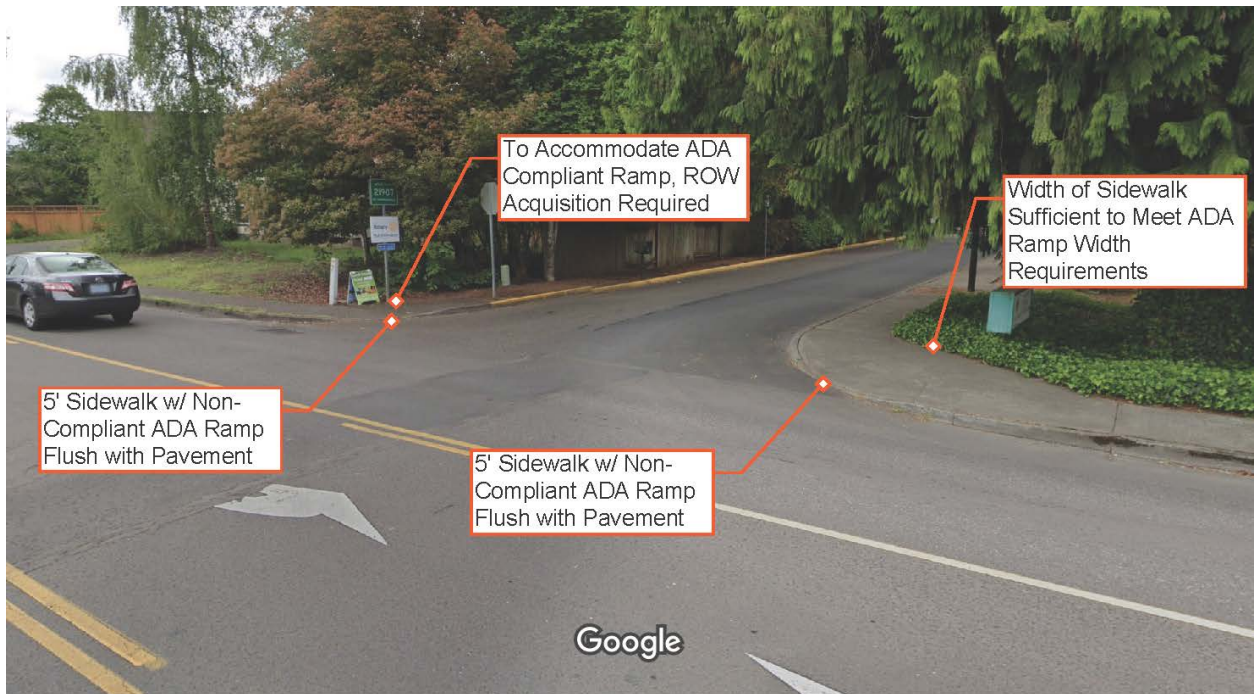
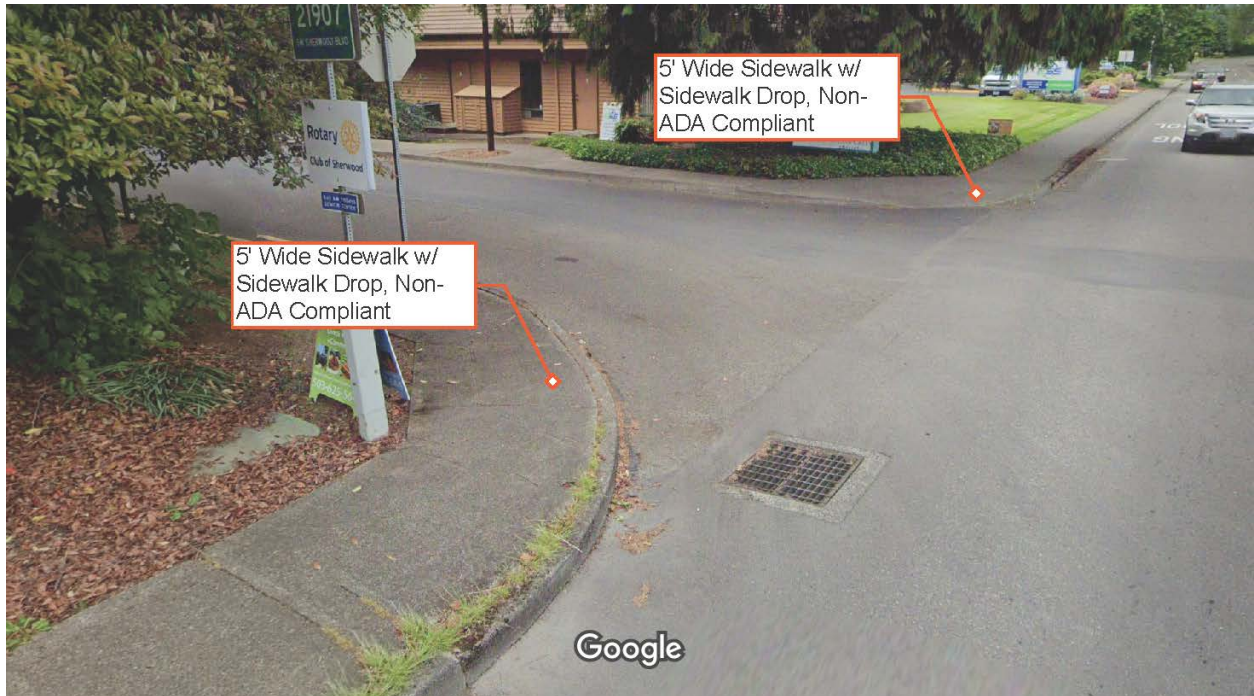


TSC Complaint No 2021-004  
ADA Compliant Sidewalk Drops on N Sherwood Drive  
August 9, 2021





TSC Complaint No 2021-004  
ADA Compliant Sidewalk Drops on N Sherwood Drive  
August 9, 2021





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



**2021-007**

## 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.

When the Division street repavement project was done, the city replaced the original speed hump, which did not comply with any current standards with a speed cushion. Complaints have been received that the speed cushion does not adequately slow traffic. Staff has determined that the design of the speed cushion was done in accordance with the design detail, however traditionally more than 1 is provided to be effective. Three options have been proposed which staff would like TSC feedback and recommendation on:

- 1) Modify the design details for the speed cushion to be more “effective” at slowing traffic. We believe that this means making it higher and perhaps wider.
  - It should be noted that the current detail is within the range of the ITE manual recommended dimensions. See attached detail sheet as well as the excerpt from the ITE recommendations.
  - Changes to the dimensions beyond what is “standard” will require engineering analysis and documentation to ensure safety
- 2) Modify the speed cushion to be a speed hump. This would bring the height from curb to curb with no break in the middle for tires on emergency vehicles.
  - While this option is in your “tool kit” it is not recommended by TVF&R
- 3) Add one or more speed cushions to Division street

Other things to consider: The City has not done traffic speed or volume counts on this road so we are not certain of the magnitude of the issue, however there was a traffic calming measure in place originally so that is why it was replaced with a design that was more compliant with current practices.

# Traffic Calming Fact Sheets

May 2018 Update

## Speed Cushion

### Description:

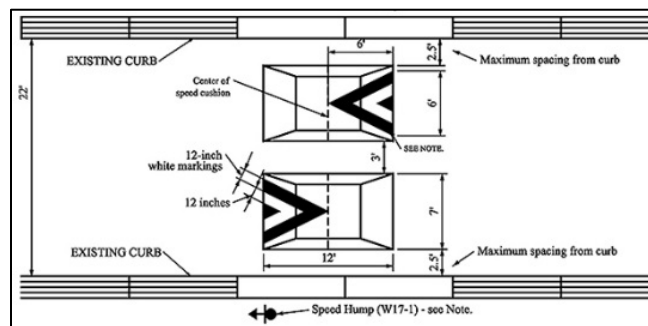
- Two or more raised areas placed laterally across a roadway with gaps between raised areas
- Height and length similar to a speed hump; spacing of gaps allow emergency vehicles to pass through at higher speeds
- Often placed in a series (typically spaced 260 to 500 feet apart)
- Sometimes called speed lump, speed slot, and speed pillow

### Applications:

- Appropriate on local and collector streets
- Appropriate at mid-block locations only
- Not appropriate on grades greater than 8 percent



(Source: James Barrera, Horrocks, New Mexico)



(Source: Delaware Department of Transportation)

ITE/FHWA Traffic Calming EPrimer: [https://safety.fhwa.dot.gov/speedmgt/traffic\\_calm.cfm](https://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm)

### Design/Installation Issues:

- Two or more cushions at each location
- Typically 12 to 14 feet in length and 7 feet in width
- Cushion heights range between 3 and 4 inches, with trend toward 3 - 3 ½ inches maximum
- Speed cushion shapes include parabolic, circular, and sinusoidal
- Material can be asphalt or rubber
- Often have associated signing (advance-warning sign before first cushion at each cushion)
- Typically have pavement markings (zigzag, shark's tooth, chevron, zebra)
- Some have speed advisories

### Potential Impacts:

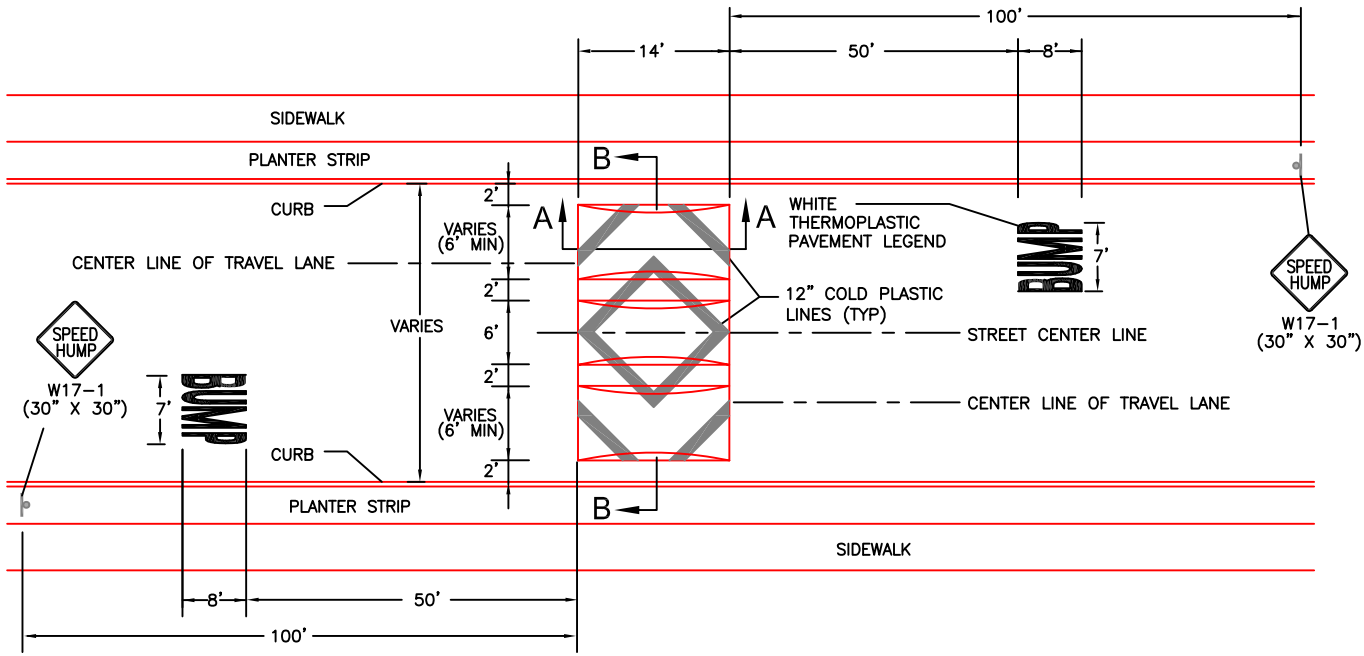
- Limited-to-no impact on non-emergency access
- Speeds determined by height and spacing; speed reductions between cushions have been observed averaging 20 and 25 percent
- Speeds typically increase by 0.5 mph midway between cushions for each 100 feet of separation
- Studies indicate that average traffic volumes have reduced by 20 percent depending on alternative routes available
- Average collision rates have been reduced by 13 percent on treated streets

### Emergency Response Issues:

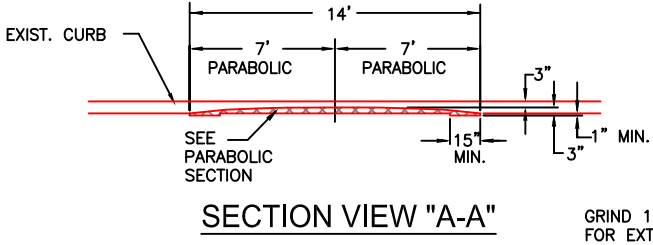
- Speed cushions have minimal impact on emergency response times, with less than a 1 second delay experienced by most emergency vehicles

### Typical Cost (2017 dollars):

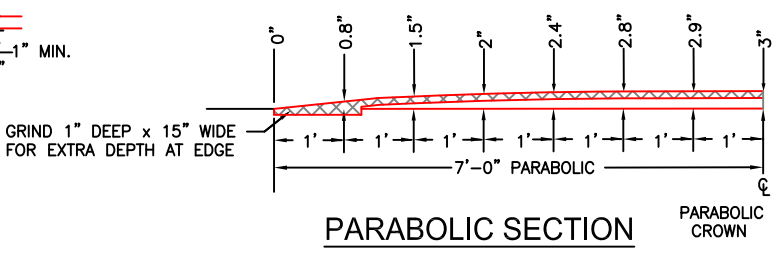
- Cost ranges between \$3,000 and \$4,000 for a set of rubber cushions



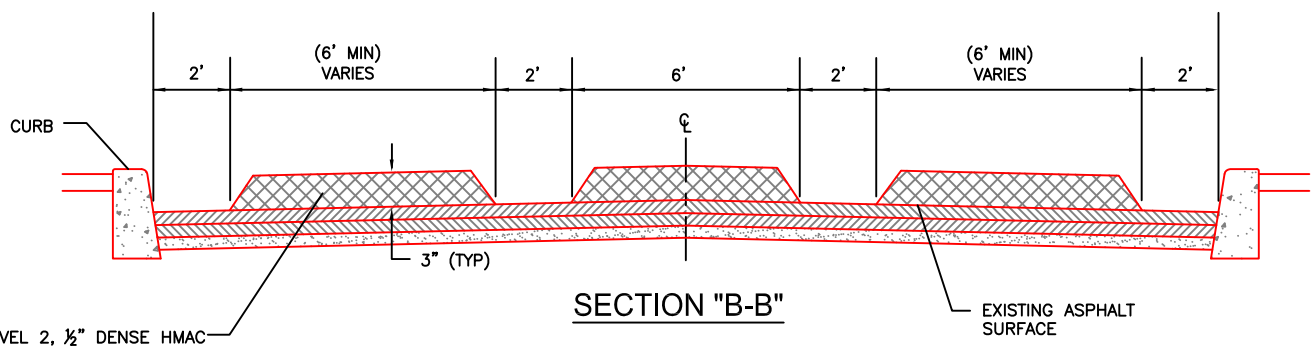
**PLAN VIEW**



**SECTION VIEW "A-A"**



**PARABOLIC SECTION**



**SECTION "B-B"**

**CONSTRUCTION NOTES:**

1. GRIND FOR EXTRA DEPTH AT EDGES AS SHOWN.
2. APPLY BITUMAL TACK COAT OVER AIR-BLOWN CLEANED AND SWEEPED ASPHALT CONCRETE.
3. ASPHALT SHALL BE ROOLED FOR COMPACTION PER SPECIFICATIONS.
4. FINISH EDGES BY APPLYING TACK COAT AND SAND SWEEPING. TACK COAT SHALL CONFORM TO ODOT SPECIFICATIONS, TYPE CSS-1, CSS-1H, OR AS APPROVED BY THE CITY ENGINEER.
5. SURFACES OUTSIDE APPROVED WORK AREAS TO BE KEPT CLEAN AND FREE OF BITUMAL AND ASPHALT.



*PUBLIC WORKS*  
*ENGINEERING DEPARTMENT*

**SPEED CUSHION DETAIL**

PE: BJB	BY: BJB	DATE: 01-01-07	DWG NO: RD-28
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