



# AGENDA



<b><u>Traffic Safety Committee</u></b>	
<b>Date &amp; Time:</b>	Thursday - January 26, 2023 6:00 pm
<b>Location:</b>	Sherwood Police Department, Community Room 20495 SW Borchers Drive, Sherwood
<b><u>Attendees</u></b>	
<b>T.S.C. Members:</b>	<b>City Staff:</b>
Jason Wuertz-Chair	Dan O'Loughlin-Police Captain
Tiffany Yandt-Vice Chair	Jason Waters-City Engineer
Tony Bevel	Chris Pierce-Traffic Officer
Dorian Libal	Joy Chang-Senior Planner
Lisa Patterson	Sabrina Sharp-Admin Assistant II
Diane Foster (PAB Liaison)	
Mike Smith (PAB Liaison)	

**This meeting will be live streamed at <https://www.youtube.com/user/CityofSherwood>.**

1. Call to Order (Chair)
2. Roll Call (Staff)
3. Approval of Minutes (Chair)
4. Business (Chair & Staff)
  - a. City Staff Introductions (Jason Waters & Joy Chang)
  - b. Final 2022 SWOT Report Review
  - c. Traffic Safety Requests
    - i. **NEW: 2023-001:** Parking lot overflow issue at Sherwood High School (traffic is backed up Eastbound down Haide Rd to Elwert Rd)
    - ii. Update: 2020-004: (Intersection @ Villa, Wildlife Haven and Railroad) (update provided by City Engineer Jason Waters)
    - iii. Update: 2021-005: (Request for stop sign, speed bumps and/or crosswalk @ SW Old Hwy 99 & SW Crooked River Ln): (update provided by City Engineer Jason Waters)
5. Committee Comments (Chair)
6. Citizen Comments
 

**How to Provide Citizen Comments:** Citizen comments may be provided in person or in writing. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to [policeinformation@sherwoodoregon.gov](mailto:policeinformation@sherwoodoregon.gov) and must clearly state that it is intended as a general Citizen Comment for this meeting. Comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.
7. Adjourn (Chair)

**If you require an ADA accommodation for this public meeting, please contact the Sherwood Police Department at (503) 625-5523, #2 or [policeinformation@sherwoodoregon.gov](mailto:policeinformation@sherwoodoregon.gov) at least 48 hours in advance of the scheduled meeting time.**



# Meeting Minutes



## Traffic Safety Committee

<b>Date &amp; Time:</b>	January 26, 2023-6:00 pm
<b>Location:</b>	Sherwood Police Department-Community Room 20495 SW Borchers Drive, Sherwood



<b>T.S.C. Members:</b>	<b>City Staff:</b>
Jason Wuertz-Chair	Dan O'Loughlin-Police Captain
Tiffany Yandt-Vice Chair	Jason Waters-City Engineer ( <i>via zoom</i> )
Tony Bevel	Chris Pierce-Traffic Officer
Dorian Libal	Joy Chang- Senior Planner
Lisa Patterson ( <i>via zoom</i> )	Sabrina Sharp-Admin Assistant II
Diane Foster (PAB Liaison)	
Mike Smith (PAB Liaison)	

*This meeting was live-streamed (and recorded) through the City of Sherwood's YouTube channel. Due to technical difficulties, the live stream was recorded in three parts and is available for viewing at the links below:*

- <https://www.youtube.com/watch?v=MRf5Tj4xhpY> – Part 1
- <https://www.youtube.com/watch?v=RlcT1KWlWKY> – Part 2
- <https://www.youtube.com/watch?v=IUV5DKx6bGc> – Part 3

1. **Call to Order-** Chair Jason Wuertz called the meeting order at 6:09 pm.
2. **Roll Call**

**Committee Members Present:** Chair Jason Wuertz, Vice Chair Tiffany Yandt, Tony Bevel, Dorian Libal, Lisa Patterson (via Zoom), Diane Foster, and Mike Smith

**Committee Members Absent:** None

**City Staff Members Present:** Captain Dan O'Loughlin, City Engineer Jason Waters (via Zoom), Traffic Officer Chris Pierce, Senior Planner Joy Chang, and Admin Assistant II Sabrina Sharp

3. **Approval of Minutes**

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

## 4. Business

### a. City Staff Introductions

City Engineer Jason Waters and Senior Planner Joy Chang introduced themselves to the Traffic Safety Committee. Ms. Chang stated that Mr. Waters is new to the City Engineer position and has been a city employee since 2006. She also discussed her position as a Senior Planner and expressed that she is also the Safe Routes to School Program Coordinator. She also indicated that she was employed by Washington County for 16 years and has been with the city for 5 years and is familiar with the program.

Chair Wuertz asked if Sherwood has received grants for this program for the schools before and Ms. Chang stated that while the city has not, the County has, and clarified on what the “Safe Routes to School” grant would accomplish for the city. She also stated that she would like to perform an action plan for each school to identify any safety concerns and to find out what infrastructure changes are needed. Ms. Chang expressed that this grant would create safer crosswalks for schools and would be a collaborative effort with the school district. She also indicated that the sidewalks on the north side of SW Meinecke Rd along Stella Olsen Park need to be improved. Chair Wuertz indicated that he would be happy to represent the committee, should an opportunity arise to speak with the City Council regarding the approval of funding for the safe routes to school program.

Ms. Patterson asked Ms. Chang what the estimated cost of the Meinecke project would be and if it will be included in the CIP list. Ms. Chang replied that it would be on the CIP list, but it needs to move up on the priority list. She also expressed that the City Manager is currently drafting some resolutions to bring to the City Council. Ms. Chang also indicated that she would inform Ms. Sharp when this item will be brought to City Council for discussion and approval. Ms. Chang also indicated that there are many different elements to this program, and one of them includes engagement, which staff has already started. She also stated that the ultimate goal is to work with each school and identify what their needs are to increase active transportation to and from school. Chair Wuertz stated that there are also grants available for safe routes to school planning, which would support the funding for the program as well. Ms. Chang expressed that there are funds available, staff will just have to pursue them.

### b. Final 2022 SWOT Report Review (See Exhibit “A”.)

*This discussion begins at the 12:05 minute mark of the Part 1 YouTube video.*

Chair Wuertz asked the committee members if anyone had any additional comments on the final report. Captain O’Loughlin expressed that while he was unable to attend the boards and commissions dinner on 12/7/2022, he was happy with the outcome of the final report. He also expressed that it is important to have the technology available to be able to bring the visuals up on the screen.

**c. Traffic Safety Requests**

***Please refer to the Tracking Sheets (Exhibit “B”) for more information on the requests discussed at this meeting.***

**i. NEW: 2023-001: Parking lot overflow issue at Sherwood High School (See Exhibit “C”.)**

*This discussion begins at the 14:10 -minute mark of the Part 1 YouTube video.*

Captain O’Loughlin stated that the complaint is that traffic along SW Haide Rd by Sherwood High school gets backed up all the way down SW Elwert Rd after school. He added that if you are coming from the residential area, you are stuck in a long line of traffic, and it is difficult to progress onto Elwert Rd. Ms. Foster added that there is also a visibility issue since Haide is so backed up that cars make a U-turn and park along the road to pick up their children. Captain O’Loughlin indicated that this also blocks traffic trying to enter and exit the parking lot. He added that PD staff has also noticed an issue with morning traffic and witnessed that cars traveling up Elwert to turn left onto Haide are backed up all the way down to the traffic circle.

Traffic Officer Pierce stated that the morning traffic is backing up all the way down Handley St and even as far as SW Simon Terrace for those coming down the residential area on Elwert. Captain O’Loughlin expressed that traffic on Elwert is unable to operate and traffic cannot move until school has started at 8:30 am. He added that for anyone who is commuting through the city, and need to travel Northbound, then they will have to go down Elwert or go down Roy Rogers Rd to do so. He also expressed that it is difficult to move traffic through at that time of the day. Mr. Bevel asked if this traffic concern was a safety or inconvenience issue for drivers.

Captain O’Loughlin replied that it was both and stated that it would pose an issue for any emergency vehicles that needed to pass through, as well as a congestion issue and is problematic. He added that the complaint should be discussed as well, which is the after-school traffic.

He introduced Traffic Officer Pierce to the committee and indicated that he is more in tune with traffic concerns and is working with the School Resource Officer to do a more in-depth analysis of this traffic issue. Captain O’Loughlin stated that while more analysis needs to be done, that the PD agreed with the complainant. He also expressed that officers could start citing the drivers that are parking along the road, which would help alleviate this aspect of the problem.

Captain O’Loughlin added that there is no signage indicating that you cannot park along the Southside of Haide, which should be rectified. In addition, he discussed

the routes that students take in the morning and what parking lots they are utilizing. He also indicated that there is a closed gate located on SW Kruger Rd that could be used as an additional entry/exit but is currently being used as a school bus only route.

Captain O'Loughlin indicated that the Police Department does have recommendations that they can provide to the school district regarding potential ideas, which could help disperse the high volume of traffic. He added that he would like to provide the committee with a more comprehensive analysis of this issue at next month's meeting. Chair Wuertz asked the committee if they had any questions for Captain O'Loughlin, or if they needed clarification on any of the issues he has discussed. Mr. Bevel asked if the PD knows how many students drive to school.

Captain O'Loughlin responded that staff does not have that information yet but will acquire that information. He added that the back student parking lots are not full and there is ample space for cars and room for expansion. He also expressed that most of the traffic comes from those drivers who are using the main entrance to drop off their kids in front of the school and exit the lot on Haide. Captain O'Loughlin added that he would like to recommend an alternative way for parents to be able to drop off their children, without having to get stuck in the traffic jam at the main entrance.

***Due to technical difficulties, there was a brief intermission at 6:41 pm, and the meeting resumed at 6:50 pm.***

Chair Wuertz asked Mr. Waters if anyone has looked at the original land use application and asked if he knew what the vision for the traffic was going to be when staff performed the traffic study. Mr. Waters stated that he could do some research on this and report back with his findings at next month's meeting. Chair Wuertz asked if the gate located on SW Kruger Rd is closed, but only accessible to the school buses. Captain O'Loughlin indicated that there is a sensor for the buses to access this area. Ms. Chang stated that one of the possible solutions is to identify when the buses arrive so that they can get into the proper lane and opening the gate for all other traffic after. Captain O'Loughlin stated that this all happens simultaneously.

Ms. Chang asked if it would be possible for the buses to pick up all the students and then open the gates for regular traffic after the buses depart. She added that the times are all determined by the School District and City staff would only be making a recommendation to them to alleviate some of the traffic.

Ms. Chang asked Captain O'Loughlin how long the traffic congestion lasts in the area. Captain O'Loughlin responded that the initial analysis is about a 30–45 minute congestion period for both before and after school traffic. He added that more data will be included in the analysis that will be brought forward at next month's meeting.

Chair Wuertz asked if the Police Department has been in touch with the school district since the complaint has come in. Captain O'Loughlin stated that this issue was addressed during the last school year regarding traffic issues. He also expressed that general recommendations were given, but no steps were taken by the school administration at that time.

Ms. Patterson asked if Elwert Rd was within the Washington County jurisdiction and asked if we would need approvals from the County to restrict left turns at certain times, or to allow drivers to travel through the back roadway. Mr. Waters stated that it is within County jurisdiction, and they would have to approve any kind of changes to Elwert. Additionally, he stated that staff would need ODOT approval to make any changes to Highway 99. He added that he would reach out to the state traffic engineer to find out how to go about that.

Mr. Libal indicated that changing the timing at the signal at Elwert and Haide during peak times would not matter since traffic is already grid locked. Ms. Patterson asked if the left turn is restricted at peak times, then it may help alleviate some of the traffic, provided that drivers will be allowed to utilize the back access road to the school. Mr. Libal suggested to keep the double left turn lanes to enter the school and to have regular traffic travel in a counterclockwise direction, rather than clockwise. He stated that this would prevent buses from being stuck in the general school traffic, as cars would be traveling in the opposite direction.

He added that if the gate is opened to regular traffic, then the second left turn lane into the access road would be able to be utilized which would open the traffic on Elwert going Northbound. Chair Wuertz stated that the traffic circulation problem cannot be enforced by the City, and it is up to the school district to rectify this issue. Captain O'Loughlin agreed and asked Mr. Waters if he had anything he would like to add. Mr. Waters indicated that while the city and county are partners, he does not think that the Haide signal is a priority for them.

Chair Wuertz added that the committee can make recommendations but does not have any bearing on the decision. He added that while the Police Department can ticket people, the City does not have any other way to enforce the parking issue on Haide. He added that the only caveat would be if the original land use application explicitly stated that the gate was to remain open, then some

enforcement could be done. Ms. Chang stated that the high school is on private property, but staff will review the land use application to see what the traffic impact analysis states about how traffic would flow at the location. Chair Wuertz expressed that staff needs to conduct additional research and will come up with more suggestions to bring to the school district. He indicated that the committee will not be deciding anything at tonight's meeting and asked the committee members to come up with ideas as well. Captain O'Loughlin stated that SPD will complete a more comprehensive analysis and will present it to the committee next month.

Chair Wuertz asked if the committee had any suggestions for SPD to add into their analysis for next month. Ms. Patterson asked if the Handley intersection will also be added to the analysis since she has observed speeding there. Captain O'Loughlin replied that the speeding issue would be a separate complaint and this analysis is only including how far back the school traffic goes on Handley. Mr. Libal asked about the empty area heading northbound towards the signal on Haide after the roundabout and Captain O'Loughlin replied that that area will be on the PD's analysis as well.

Chair Wuertz expressed that the traffic study should have shown the traffic numbers of vehicles driving in and out of driveways. He added that if this shows several cars driving in and out of the driveway on Kruger, then you can assume that the gate was open at that time. Ms. Chang stated that staff will take a look at the study and determine this. Mr. Waters added that if the original study indicated that certain access points would be used and aren't currently, then that issue needs to be addressed. Captain O'Loughlin indicated that their observations have shown that the prior study is no longer working as the area has grown as well as the population. Ms. Patterson asked if there have been any recent traffic counts for this area. Mr. Waters replied stating that no recent counts have been completed, but he will look into this and share more information at the next meeting.

Chair Wuertz and all committee members agreed to table request #2023-001 to next month's meeting.

**ii. Update: 2020-004: Intersection @ Villa, Wildlife Haven and Railroad)**

*This discussion begins at the 19:50 -minute mark of the Part 2 YouTube video.*

Mr. Waters provided a brief update on the request and indicated that he spoke with the Public Works Director and the Community Services Director about this issue. It was decided that they would compile an aspirational CIP project for the intersection. He added that this project would be very expensive, however, if it meets the City Council's goals, then it could perhaps be added into the budget

later. Mr. Waters indicated that the previous City Engineer, Bob Galati, had discussed installing bollards at Villa Rd and redirecting the private driveway on Wildlife Haven Ct. He also stated that the Parks Board has also been discussing adding benches in that area as well. He added that this project would be quite extensive as it would include multiple city departments and is outside of the scope of the Traffic Safety Committee.

Chair Wuertz expressed that this request is an aspirational and complex CIP project and would be far too expensive for the city' s budget, and Mr. Waters agreed.

Chair Wuertz and all committee members agreed to close out request #2020-004.

**iii. Update: 2021-005: Request for stop sign, speed bumps, and/or crosswalk @ SW Old Hwy 99 & SW Crooked River Ln**

*The discussion for this request begins at the 24:27 minute mark of the Part 2 YouTube video.*

Mr. Waters indicated that he spoke with the Public Works Director and decided that this request is too expensive, and the committee should prioritize which locations they would like pedestrian counts to be collected at. He added that the previous City Engineer had the intersections of Woodhaven Dr & Sunset Blvd, and Timbrel Ln & Sunset Blvd on his list. He also added that the complaint location needs a modernized crosswalk but is not necessarily sure that a ped study would need to be completed for this area. Mr. Bevel asked how long it takes to complete a ped study. Mr. Waters replied that the company who does these counts have a quick turnaround time and can compile the data within 2-3 weeks.

Chair Wuertz stated that the Timbrel & Sunset intersection is a huge issue and indicated there was a previous complaint about this area. Mr. Waters indicated that he would have to confer with Ms. Chang regarding an action plan for this intersection, which would include traffic studies. She added that this plan would be included in the safe routes to school program which would take about 6-8 months, and would include a parent champion, the principal of the nearby school, the safe routes to school coordinator, and a member of law enforcement. These people will get together to identify the areas that need improvement, and surveys will be given to students and parents as well to compile more information about the issue. Ms. Foster indicated that the main intersections that need improvement are located close to Middleton Elementary.

Ms. Patterson asked Mr. Waters if he has a paving plan for areas that need to be repaved over the next few years. Mr. Waters stated that the projects are currently in a list format and is working with City staff to get the locations placed on a map so they can be shared with others.



Chair Wuertz stated that there were previous complaints regarding the areas of Woodhaven, Sunset, and Timbrel brought before the committee. However, they were closed because those locations are already on a CIP plan, and not under the scope of the TSC.

***Due to technical difficulties, there was another brief intermission at 7:30 pm, and the meeting resumed at 7:31 pm.***

Chair Wuertz added that there is only one location he sees as a priority, which would be the complaint location, and all committee members agreed. A confirmation of closure/pending status on request #2021-005 will be on next month's agenda.

***Captain O'Loughlin passed out a limited analysis regarding request #2023-001 to all members present. This will be included in 2/23/2023 meeting packet.***

## **5. Committee Comments**

Ms. Patterson asked how much the project along Stella Olsen Park would cost. Mr. Waters replied that he would take a look where the project is on the CIP list and would report back at the next meeting. A brief discussion ensued regarding the availability of funding issue for the committee. Ms. Chang discussed the safe routes to school funding and indicated that it is dispersed bi-annually. Ms. Foster asked if the current budgetary issues at the school district affect this process and Ms. Chang indicated that it will, but there is a possibility for more funding if the district decides to remove some school buses

## **6. Citizen Comments**

N/A

## **7. Adjourn**

With nothing further to discuss, the meeting was adjourned at 7:39 pm.

The next meeting is scheduled for February 23rd at 6 p.m.

**Approval of Minutes:**

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

3/23/23  
\_\_\_\_\_  
Date

**Attest:**

  
\_\_\_\_\_  
Sabrina Sharp

3/23/23  
\_\_\_\_\_  
Date



**2022 Annual Boards & Commissions Report to City Council – SWOT**  
**Traffic Safety Committee**  
City Council Meeting (TIME & DATE) (TBD)  
LOCATION OR VIRTUAL (TBD)

TEMPLATE

**Strengths**

- 
- 
- 
- 

**Weaknesses**

- 
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- 
- 

**Opportunities**

- 
- 
- 
- 

**Threats**

- 
- 
- 
- 

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

- A.
- B.
- C.

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

- A.
- B.
- C.



## 2021 Annual Boards & Commissions Report to City Council – SWOT

### **Traffic Safety Committee**

City Council Meeting (TIME & DATE) (TBD)

LOCATION OR VIRTUAL (TBD)

#### **Strengths**

- Consistently meet to review citizens' concerns and issues.
- Willingness to look at every complaint and strive to reach reasonable corrections.
- Number of issues the committee addressed.

#### **Weaknesses**

- Still working through the most efficient process for addressing the various issues.
- Lack of media exposure / community knowledge of TSC.
- The Capital Improvement Projects timeline.
- The availability of funding.

#### **Opportunities**

- More education and outreach to the community.
- Better use of social media platforms, monitor, proactive.

#### **Threats**

- Lack of interest and knowledge of the TSC.
- Not able to please everyone.
- Challenges due to the pandemic.
- Availability of funding.

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

- A. Lighting issues at Ladd Hill / Sunset (2020-012).
- B. Crosswalk / visibility issues off Meinecke Road (2020-009).
- C. Process improvement.
- D. Number of complaints the committee addressed in the year.

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

- A. Start having in person meetings.
- B. More visibility, let people know we are here.
- C. Increase the number of complaints we receive / process.

# TRAFFIC SAFETY COMPLAINTS / REQUESTS Exhibit "C"

## TRAFFIC SAFETY COMMITTEE - 2020

### CITY OF SHERWOOD

Project #	Brief Description of Request	*Status	Date Rec'd	Notes
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>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>Revisit</b> 4/28/2022	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. <i>3/24/2022-Committee will revisit this at the 4/28 meeting to decide whether or not request warrants being on the CIP List.</i> 4/28/2022-SPD to look into past complaints/issues at this intersection. Mr. Galati and Chair Wuertz will present their suggestions at the 5/26 meeting. 7/28/2022-Mr. Galati will write out specifics for bollard installation. Once completed, Captain Carlson will submit to the City Manager for pre-approval.
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.

**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>
20-007	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
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>C</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. 9/23/2021-Mr. Galati stated that the truncated dome installation is part of a project listed on the CIP List (Ice Age Tonquin Trail Improvement Project). The TSC voted in favor of closing out this request, as it is only a matter of time before all is complete.
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 responsibiity. City staff will submit request to ODOT.

**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>
20-011	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. 9/23/2021-Data indicates that additional light/pole should be installed. Checking with Public Works to see if possible. 10/28/2021-Captain Carlson waiting for approval from City Manager. Checking with Public Works on time line. 1/27/2022-City Manager has approved this project and materials have been ordered by the Public Works Department. They are waiting on receipt of the supplies and are hoping for a spring completion. 6/23/2022-Public Works reported that the necessary supplies for the new street light should be arriving soon.
20-013	Flashing Crosswalk Sign Requested at Crosswalk that goes across Cedar Brook Way	<b>C</b>	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	<b>C</b>	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>C</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. 9/23/2021-TSC voted to close this request with the the PD to continue with regular and frequent focused patrols.
2021-002	Request to relocate crosswalk signal at the new School District Office (formerly Hopkins Elementary) to Hawks View Elementary.	<b>C</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. 9/23/2021-Everything has been completed. Request Closed.
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.

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>
2021-004	Request for truncated domes at curb cuts at the Senior Center entrance on Sherwood Blvd.	C	5/17/2021	6/24/2021-Request reviewed by TSC. City staff to collect more data to present at July meeting. 9/23/2021-Public Works will be asked to add this request to their list of intersections to be reconstructed to meet ADA standards. City staff will ask Public Works if they can, at minimum, paint basic pedestrian crossing striping at the intersection as soon as possible. 10/28/2021 - Status not yet received from Public Works. 1/27/2022 - Pedestrian Crossing Striping has been completed. Reconstruction of the truncated domes is on the Public Works Department's list, to meet ADA standards. This is part of a larger project to be done down the road. 2/24/2022-Decision to close out this request, as truncated domes are already on the list for a future project.

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>
2021-005	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. 9/23/2021-City Engineer will get assistance from firm to conduct a speed and ped count analysis, as funding is available. 10/28/2021-Captain Carlson to request approval for funds to conduct analysis. 1/27/2022-City Manager has approved funding to hire an outside agency for the ped counts. Traffic counts scheduled by City Engineer in the next week. City Engineer to schedule pedestrian counts with outside agency, DKS. 3/24/2022-Speed Count Analysis reviewed. TSC will do more comprehensive review, once Ped County Study is completed. <i>(Not ready for 4/28 meeting. Add to May meeting agenda?)</i> 7/28/2022-Ped count study on hold until the new school year begins.

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>
2021-006	Request for No Parking Zone between SW Hosler Wy & YMCA entrance.	C	5/20/2021	6/24/2021-Request reviewed by TSC. City staff to collect more data to present at July meeting. 9/23/2021-Request to Public Works to 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 has been completed, the SPD can then enforce the code for parking along those areas as well as within the required six inches of the curb. City Engineer to gather info on the pedestrian crossing. Will present at Oct Meeting. 10/28/2021-City Engineer still working on gathering data. Captain Carlson checking with Public Works on status for painting request. 1/27/2022-City Engineer had spoken to Public Works about painting the striping. Captain Carlson to check with Public Works on time line.4/28/2022-Captain Carlson reported that Public Works is hesitant to paint curbs. They are looking into a yellow adhesive tape. SPD will continue with extra patrols of that area. Folks are still parking where they shouldn't. 5/26/2022-Officers giving out warnings for parking too close to crosswalks and intersections. PSA to go out at the beginning of the next month. 6/23/2022-Captain Carlson reported that striping has been placed by Public Works. So far, folks have not been parking in the areas of concern. 7/28/2022-Striping has been completed, no parking issues since, PSA had been sent out and enforcement still taking place.

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>
2021-007	Speed hump modification on Division Street between Snyder Park entrance & Cuthill Place	C	8/25/2021	Request has already been reviewed by the City Engineer and City staff. Recommendations are included with Request Form. 9/23/2021-City Engineer to conduct speed study before the holiday season and present results to the TSC. 10/28/2021-Data collected - TSC determined no additional action is needed. Request is closed out.

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>
2021-008 & 2022-009	Safety concerns for intersection at Sunset & Timbrel / Suggestions to include: 1) Offer bus rides for kids that cross there. 2) Require crossing guards until 8:15 a.m. on school days and potentially after school until 3:45-4. 3) Install a push to walk flashing light	<b>P</b>	7/15/2021	10/28/2021-Captain Carlson to make recommendation to City Council to conduct traffic and ped count studies to see if this needs to be adjusted and/or moved up on the current CIP List. It is currently scheduled in the long term. 1/27/2022-Captain Carlson received response back from the Sherwood School District (SSD) regarding numbers 1 & 2. For #3, the SSD would like to work with the City on getting a grant to pay for flashing crosswalk lights. Motions made at Jan meeting: Request for speed and pedestrian counts by the City, adjust crossing guards times at crosswalk and school zone beacons. Talk to SSD about grant options. 3/24/2022-Captain Carlson to request additional signs (City Manager). Ms. Hajduk to add request for traffic study analysis to be completed from Pinehurst to HWY 99 on Sunset to CIP List. 4/28/2022-Ped count study not yet completed. Mr. Galati feels that speeding is an issue. City is adding a comprehensive pedestrian crossing study to the CIP. City staff has meeting scheduled w/school district. Suggestion to keep this request on TSC's radar. More updates provided at next month's meeting. 7/28/2022-Ped count study on hold until the new school year begins.

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

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2022

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2022-001	Complaint received by the City of Sherwood in 2019 - forwarded to the TSC for review: Concern regarding pedestrians crossing at Handley & Roellich.	<b>C</b>	Received by City Staff-March 2019 / Forwarded to TSC 1/13/2022	Complaint was received by Mayor Mays and then reviewed by the City Engineer in March of 2019. 1/5/2022-New City Manager requested the TSC to review information gathered at the 1/27/2022 meeting. 1/27/2022-Captain Carlson to increase police presence on Handley to see if there is still an issue. Then go from there. 3/24/2022-Capt Carlson reported that no issues were observed by officers when conducting a focused patrol (1/13-3/15/2022, 4.6 hours total). Will send update to City Manager. TSC voted to close out request.

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2022

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2022-002	Corners in Old Town at Attrells & Park. Cars park on corners, making it difficult to see pedestrians, especially children. Would like "no parking" stripes on each corner of side streets in Old Town.	<b>C</b>	12/15/2021	1/27/2022-The PD and City will help to educate drivers regarding parking in Old Town, in part, with social media posts. Police will help to educate with warnings. Will revisit after a month. 4/28/2022-Capt Carlson met with Public Works. Per state statute, you are not supposed to park within 20 feet of a crosswalk. It was determined that some of the parking spaces do not meet that statute. Public Works is working on a way to meet the requirements without eliminating too many parking spaces. 5/26/2022-Public Works is still working out how best to make updates. SPD will be putting out a PSA soon regarding enforcement and education. 6/23/2022-Public Works removed striping for some of the parking spaces. Removing parking spaces created buffer for busses when turning on the tight corners. 7/28/2022-Some parking spaces had been removed. Parking spaces laid with brick cannot be removed. Mr. Galati will work up some potential plans for the committee. 9/22/2022-A social media post will be sent out by the PD reminding drivers of parking laws by stop signs. This request was closed out with a recommendation to the City Manager to add striping, signage and physical barriers where parking is not allowed.



# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2022

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2022-003	No stop signs and poor visibility due to parked cars at SW Park and 1st Street in Old Town.	<b>C</b>	12/20/2021	1/27/2022-As this is similar to 002-this will be revisited after the feedback is received for 002. 4/28/2022-Public Works will be looking at this one at the same time they look into 2022-002. 5/26/2022-Public Works is still working out how best to make updates. SPD will be putting out a PSA soon regarding enforcement and education. 6/23/2022-Captain Carlson reported that there had been no crashes reported over the last 10 years at that intersection or in that area. Decision to close with recommendation for continued patrol.
2022-004.1 & .2	Exit lanes from Walmart main entrance onto Langer Farms. Request to make right or left turn only-no straight through to Target option.	<b>P</b>	2/21/2022	3/24/2022-TSC requests to review previous traffic studies for this location at next meeting. 4/28/2022-Several studies and analysis have been done for this area. Does not make sense to re-open. Decision to get education to drivers regarding stop bars and pedestrians to stop, look and listen before walking into street. Will look into getting copies of previous reports to TSC members for review. 5/23/2022-TIA e-mailed to all TSC members by Julia Hajduk. 6/23/2022-As all committee members hadn't yet had a chance to review the TIA report, this request will remain opened. 9/22/2022-City staff have been working on coming up with a solution and will soon present it to the City Manager. The committee will wait for Chair Wuertz to present his ideas, before closing this request out.

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2022

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2022-005 .1, .2, .3 & (.4-New for 4/28)	Edy Road - Requests to lower speed, add more lighting, sidewalks, bike lanes & crosswalks.	<b>P</b>	2/21 & 22/2022 & 3/24/2022	3/24/2022-City Engineer still waiting for results from traffic study. Will revisit at April meeting. 4/28/2022-Ms. Hajduk to submit MSTIP application for improvements to Edy. City Engineer still working on traffic study for this and 2022-006. Application submitted to the state to reduce speeds on Edy and Elwert from 40 to 35. TSC to write letter of support to submit with the MSTP application. Ms. Hajduk will work with Chair Wuertz to draft a letter and present at the May meeting. 5/26/2022-City Engineer presented a Traffic Volume / Speed Count Analysis. Has submitted letter to county to lower speed to 35. County has approved and now needs the state's approval. Mobile speed sign with blue and red lights will be moved from Sunset to Edy Rd soon. Public outreach and speed enforcement will help with speeding. 6/23/2022-Mr. Galati forwarded the MSTIP letter. Data has been collected by the State. Recommendations have been forwarded to ODOT. 7/28/2022-No updates to report.
2022-006	SW Elwert & Haide-lower speed limit, speed bumps on north and southbound on Elwert - OR - stop signs with flashing lights.	<b>P</b>	3/4/2022	4/28/2022-See above. 5/26/2022-See above. 6/23/2022-See above. Committee will wait until decision has been made regarding speed reduction from the State, before closing this request.

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2022

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2022-007	Request for flashing lights @ crosswalk located at Cedar Brook Way & Meinecke Pkwy.	<b>C</b>	3/17/2022	4/28/2022-A similar request had already been submitted to the City, prior to the formation of the TSC. At that time, trees were cut down to improve sightline and parking spaces were moved back from crosswalk. This is also similar to TSC request #'s 2020-13 & 2020-14. Will reach out to HOA for clarification on specifics. 5/26/2022-HOA not available to provide clarification. 6/23/2022-Angie will check back in with HOA. 7/28/2022-HOA Board Member provided in person clarification of concerns. TSC moved that since modifications had already been made with trees and parking spaces removed, suggestion to the HOA for education piece to residents, setting up crossing guard schedule w/in community and possibly use orange cones and flags during school hours.
2022-008 (new #: 2022-004.2)	Concerns for <b>Intersection at Walmart &amp; SW Langer Farms Pkwy</b> -Possible solution could be traffic light. Suggested going back to DKS for review. <b>Pedestrian Crossing</b> is confusing for drivers. Looks like 4-way stop-suggest different signage / striping.	<b>P</b>	7/4/2022	7/28/2022: See 2022-004.2
2022-009 & 2021-008	Concerns for ped crossing at <b>Woodhaven and Sunset</b> . Suggestion to add crossing beacons and change double left hand turn lane to single turn lane.	<b>P</b>	7/18/2022	As this request is so similar to #2021-008, the two will share the same agenda item number in moving forward.

# TRAFFIC SAFETY COMPLAINTS / REQUESTS

## TRAFFIC SAFETY COMMITTEE - 2022

### CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2022-010	Parking concern on Saint Charles Way to pathway. Visibility issue in busy area. Propose "No Parking" signs.	<b>P</b>	9/7/2022	9/22/2022-The TSC recommended that a mid-block crosswalk, striping and signage be added on Saint Charles Way. Mr. Galati offered to type everything up and send the recommendation to City Manager, Keith Campbell, for review and approval.
2022-011	Parking along Murdock Rd near Fair Oaks Drive-Intersection. Parked cars impair visibility when drivers exit Fair Oaks subdivision.	<b>N</b>	10/4/2022	
2022-012	Driveway of 14175 SW Galbreath Drive-Request to make both sides of driveway "No Parking" zones as well as other side of street.	<b>N</b>	10/10/2022	



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



**Exhibit "D"**

# Traffic Safety 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: 10/4/2022

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

SW Fair Oaks Drive and SW Murdock Road

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

We are requesting a review of the permissible parking along Murdock Road near its intersection with Fair Oaks Drive. Cars parked along the east side of Murdock impair visibility for cars exiting the Fair Oaks Subdivision. The exiting cars must edge out onto Murdock to determine when it's safe to continue when cars are parked too close to that intersection.

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

We are requesting that parking on the east side of Murdock be restricted near the intersection with Fair Oaks Drive to facilitate safe access to both north and southbound traffic on Murdock Road.

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

Northbound



Southbound





2022-012

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



# Exhibit "E" Traffic Safety 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.

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

1. Requestor's Contact Information:

Name: [Redacted]  
Address: [Redacted]  
Phone Number: [Redacted]  
Email: [Redacted]  
Date form submitted: \_\_\_\_\_

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

Driveway of 14175 SW Galbreath Drive & Galbreath Drive

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

There is not enough room for Maxi (53') and even smaller semi truck/trailers to back in and on pull out onto galbreath Drive from our lot - we do not have room for trucks and trailers to turn around or drive through.

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

Make both sides of our driveway no parking zones and potentially make access the street no parking zone longer

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



14175 SW Galbreath Dr



An aerial satellite-style photograph showing a street intersection. A large, rectangular, vacant lot with sparse, dry vegetation occupies the right side of the frame. A road, labeled 'SW Galbreath Dr', runs diagonally from the bottom left towards the top right. Several cars are visible on the road. To the left of the road, there are trees and a parking lot with a few vehicles. In the top right corner, another road is partially visible, labeled 'SW'. A blue location pin icon is in the top left corner.

SW Galbreath Dr

SW

- A. 103' YELLOW CURB
- B. 29' YELLOW CURB
- C. 27' DRIVEWAY WIDTH
- D. 60' TOTAL CURB - 20' YELLOW CURB
- E. 32' STREET WIDTH

\*\* Trucks do have ability to turn left (north) up Galbreath Dr.

