



AGENDA (Amended)



Traffic Safety Committee

Date & Time:	Thursday – June 22, 2023 6:00 pm
Location:	Sherwood Police Department, Community Room 20495 SW Borchers Drive, Sherwood
<u>Attendees</u>	
T.S.C. Members:	City Staff:
Jason Wuertz-Chair	Dan O’Loughlin-Police Captain
Tiffany Yandt-Vice Chair	Chris Pierce-Traffic Officer
Tony Bevel	Jason Waters-City Engineer
Dorian Libal	Joy Chang- Senior Planner
Lisa Patterson	Sabrina Sharp-Admin Assistant II
Richard Amicci (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. Citizen Comments (Chair)

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 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*

5. Business (Chair)
 - a. Welcome New PAB Liaison Richard Amicci
 - b. Chair/Vice-Chair Nominations
 - c. New Traffic Safety Requests
 - Request #2023-005: Requesting improvements to Villa Rd. (road repavement, speed limit signs, painted lines, etc.)
 - d. Pending Traffic Safety Requests
 - Request #2022-005: Request to lower speed limit, add more lighting, sidewalks, bike lanes & crosswalks on Edy Rd. (**connected to request #2022-005.1, 2022-005.2, 2022-005.3, & 2022-005.4**)
 - Item will remain pending until speed limit signs have been installed.
 - Request #2022-006: Request to lower speed limit, install speed bumps on NB & SB Elwert Rd, or install stop signs with flashing lights.
 - Item will remain pending until speed limit signs have been installed.
 - Request #2022-010: Parking concern on Saint Charles Way to pathway, requesting “no parking” signs in area.

- No updates to report-item will remain on pending list.
- Request #2023-001 & #2023-001.1: Concern regarding Sherwood High School parking lot traffic & Haide Rd. residents request additional traffic measures (update provided by Captain O'Loughlin & City Engineer Jason Waters)
- Request #2023-003: Requesting speed limit signs, temporary speed trailer or temporary speed radar signs to be installed on Pine St between Division & Sunset (update provided by Captain O'Loughlin & City Engineer Jason Waters)
 - Item will remain pending until speed limit signs have been installed.

e. Pending City Projects (ADA/CIP)

- List provided by City Engineer Jason Waters

6. Committee Comments (Chair)

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 at least 48 hours in advance of the scheduled meeting time.



Meeting Minutes



Traffic Safety Committee	
Date & Time:	June 22, 2023-6:00 pm
Location:	Sherwood Police Department-Community Room 20495 SW Borchers Drive, Sherwood

T.S.C. Members:	City Staff:
Jason Wuertz-Chair	Dan O'Loughlin-Police Captain
Tiffany Yandt-Vice Chair	Jason Waters-City Engineer
Tony Bevel	Chris Pierce-Traffic Officer
Dorian Libal	Sabrina Sharp-Admin Assistant II
Lisa Patterson	
Richard Amicci (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=-7kfOPema8o>

1. Call to Order- Vice Chair Tiffany Yandt called the meeting to order at 6:10 pm.

2. Roll Call

Committee Members Present: Vice Chair Tiffany Yandt, Dorian Libal, Lisa Patterson, Richard Amicci

Committee Members Absent: Chair Jason Wuertz, Mike Smith, and Tony Bevel

City Staff Members Present: Police Captain Dan O'Loughlin, City Engineer Jason Waters, Traffic Officer Chris Pierce, and Admin Assistant II Sabrina Sharp

3. Approval of Minutes

Mr. Libal moved that the April meeting minutes be approved as written and Vice Chair Yandt seconded the motion. All present committee members voted in favor.

4. Citizen Comments

N/A

5. Business

a. Welcome New PAB Liaison Richard Amicci

Mr. Amicci introduced himself to the committee and expressed his excitement in being a part of the TSC.

b. Chair/Vice-Chair Nominations

The nominations were tabled to next month's meeting, so that TSC Chair Jason Wuertz could be present.

c. New Traffic Safety Requests

- **Request #2023-005: Requesting improvements to Villa Rd. (See Exhibit "A".)**

This discussion begins at the 3:44 minute mark of the YouTube video.

Mr. Waters discussed the complaint location and stated that this project is currently on a long-term CIP plan to improve this location. He will contact the complainant to discuss the plan with them. The previous City Engineer was working on this project and indicated that a set of bollards could be placed at Park St and Wildlife Haven Ct., as well as the addition of a curb to divide the sidewalk and the road. He added that additional signage could also be installed at this location as well.

A brief discussion regarding traffic laws pertaining to electric bicycles ensued between City staff and the committee. Mr. Waters recommended that this item be tabled until next month's meeting.

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

d. Pending Traffic Safety Requests

- Request #2022-005: Request to lower speed limit, add more lighting, sidewalks, bike lanes & crosswalks on Edy Rd (**connected to request #2022-005.1, 2022-005.2, 2022-005.3, & 2022-005.4**)

This discussion begins at the 17:44 minute mark of the YouTube video.

Mr. Waters indicated that the speed limit change will be getting approved by the state and the city's CIP plan would fund the crosswalks and flashing lights at this location and Elwert Rd.

- Request #2022-006: Request to lower speed limit, install speed bumps on NB & SB Elwert Rd, or install stop signs with flashing lights

This discussion begins at the 18:06 minute mark of the YouTube video.

Mr. Waters stated that the speed limit may be reduced to 35 mph at both Edy Rd and Elwert Rd, and this request and request #2022-005 will both remain pending until the signage has been changed to reflect the new speed limit.

- Request #2022-010: Parking concern on Saint Charles Way to pathway, requesting “no parking” signs in area
This discussion begins at the 21:25 minute mark of the YouTube video.

Mr. Waters expressed that the Engineering Department needs to complete additional research on this location. He added that the signage also needs to be approved by the City Manager before moving forward. This item will remain pending so more information can be compiled by city staff.

- Request #2023-001 & #2023-001.1: Concern regarding Sherwood High School parking lot traffic & Haide Rd. Residents request additional traffic measures
This discussion begins at the 23:13 minute mark of the YouTube video.

Captain O’Loughlin stated that PD staff has discussed the plausible options to alleviate the traffic concerns with the school district but have not received a response yet. He added that he hopes to receive a response to meet with the principal and the school district within the next month or two, so that changes can be implemented before the next school year starts. Mr. Waters expressed that he is still working with Washington County to get the school zone signs installed, but there is no definitive timeline yet. He added that he would need permission from the city to install the “no parking” signs on the south side of the high school.

A brief discussion ensued between city staff and the committee regarding the pedestrian bridge project. This item will remain pending until city staff receives a response back from the school district.

- Request #2023-003: Requesting speed limit signs, temporary speed trailer or temporary speed radar signs to be installed on Pine St between Division & Sunset
This discussion begins at the 32:34 minute mark of the YouTube video.

Mr. Waters stated that he would like to wait until Chair Jason Wuertz returns to close this item out. He added that he does not have any updates at this time and is still waiting for the speed signs to be installed. Traffic Officer Pierce stated that the speed trailer was placed at the location for the following reasons: to bring public awareness to the posted speed limit for that area so that drivers slow down, and to compile speed data to show the speeds people are traveling through that area. In addition, he expressed that he has been enforcing the stop sign at the complaint location as well over the last few weeks.

Mr. Waters indicated that he would request additional signage as well warning drivers of the left-hand turn at the complaint location. He also stated that the stop bars at the location will be moved up to the crosswalk lines and expressed that this item can be closed out at next month’s meeting.

e. Pending City Projects (ADA/CIP)

Mr. Waters will provide this list to the committee at the next meeting and will reach out to GIS staff to create a map of the project locations.

6. Committee Comments

N/A

7. Adjourn

With nothing further to discuss, the meeting was adjourned at 6:47 pm.

The next meeting is scheduled for July 27th at 6 p.m.

Approval of Minutes:




Vice Chair Tiffany Yandt




Date

Attest:



Sabrina Sharp-Admin. Asst II



Date



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



Traffic Safety Complaint/Request Form

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

Completed forms shall be submitted to:

RECEIVED

JUN 12 2023

Sherwood Traffic Safety Committee
c/o Sherwood Police Department
20495 SW Borchers Drive ■ Sherwood, OR 97140
policeinformation@sherwoodoregon.gov

SHERWOOD PD

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

1.



Date form submitted: 6-9-2023

2 Please identify the specific location/intersection of concern:

SW Villa Road (old town side)

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

We have lived on Villa Road for 10 years and love sharing the road as a walk-thru to bikes and walkers as well. However, I am concerned with the speed of electric bikes coming through, and more walkers annoyed by our cats on "their path"

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

I would like to see improvement to Villa Road to look more like a road instead of a path. Not sure → maybe more paved, paint lines, etc.?? or possibly signage for speed of cars and electric bikes to be slower. Signs to share the space. Not 100% sure the answer, but tired of dirty looks

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

when driving slowly to my home. And kids FLY through on their bikes faster than cars. I feel like it's a matter of time before a bad accident. Just trying to be pro-active.

TRAFFIC SAFETY COMPLAINTS / REQUESTS

Exhibit "B"

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.	C	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.
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.	C	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.	C	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.	C	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. 2/17/23-added to Feb agenda 2/27/23- As Feb mtg. was cancelled, complaint will be discussed at March mtg.3/23/23- Mr. Waters came up with some solutions by removing stop bar and restriping area to prevent confusion, will be on CIP list, out of TSC scope

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.	P	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 MSTIP 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. 4/27/23-Speed study to be approved within the next couple of months, will be on CIP list and item will remain pending until speed limit signs have been changed to 35 mph Motion needed to close
2022-006	SW Elwert & Haide-lower speed limit, speed bumps on north and southbound on Elwert - OR - stop signs with flashing lights.	P	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. 4/27/23-Speed study to be approved within the next couple of months, will be on CIP list and item will remain pending until speed limit signs have been changed to 35 mph Motion needed to close

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.	C	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 Intersection at Walmart & SW Langer Farms Pkwy -Possible solution could be traffic light. Suggested going back to DKS for review. Pedestrian Crossing is confusing for drivers. Looks like 4-way stop-suggest different signage / striping.	C	7/4/2022	7/28/2022: See 2022-004.2
2022-009 & 2021-008	Concerns for ped crossing at Woodhaven and Sunset . Suggestion to add crossing beacons and change double left hand turn lane to single turn lane.	C	7/18/2022	As this request is so similar to #2021-008, the two will share the same agenda item number in moving forward. 10/27/22- TSC closed out 2021-008-ped crossing signs have been installed, crossing beacon request is a capital project and is still pending 2022-009 will remain open and is currently pending installation of crossing beacons, 4/19/23-on CIP list as request is an extensive city project and is outside of the TSC scope

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.	P	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. 4/27/23- Mr. Waters needs to compile more information and will give update at next meeting, keep pending Motion needed to close
2022-011	Parking along Murdock Rd near Fair Oaks Drive-Intersection. Parked cars impair visibility when drivers exit Fair Oaks subdivision.	C	10/4/2022	10/27/2022- TSC closed out request, but awaiting compliance notice from Dan Miller stating homeowner trimmed trees blocking visibility along Murdock Rd 12/19/2022- Received notice from Dan Miller, homeowner trimmed trees/shrubbery and visibility issue has been resolved. Complainant has been contacted and request closed out.
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.	C	10/10/2022	10/27/2022- TSC closed out request, not necessary to add extra no parking zones as drivers have an alternate route out of the driveway and are able to turn out of the driveway without adding extra no parking zones

TRAFFIC SAFETY COMPLAINTS / REQUESTS

TRAFFIC SAFETY COMMITTEE - 2023

CITY OF SHERWOOD

<u>Project #</u>	<u>Brief Description of Request</u>	<u>*Status</u>	<u>Date Rec'd</u>	<u>Notes</u>
2023-001	Complaint received by the City of Sherwood in 2022 - forwarded to the TSC for review: Concern regarding SHS parking lot causing overflow onto Haide Rd & Elwert Rd	P	Received by City Staff- Dec 2022 / Forwarded to TSC	Complaint was received by WACO staff and forwarded to City Staff on 12/15/22, added to TSC agenda for 1/26/23 mtg. 1/26/23-TSC discussed complaint and PD staff needs to complete additional analysis, will be tabled until Feb 2/23 mtg. 2/27/23-As Feb mtg. was cancelled, complaint will be discussed at March mtg. 3/27/23-Item will be left as pending until issues have been brought to school district board for action Motion from 3/23 mtg-leave request open with the recommendation that staff discuss proposed solutions with school district Motion from 4/27 mtg-leave request on pending list until school district responds with their input Motion needed to close
2023-001.1	Concern regarding traffic flow issues at SHS- residents of Haide Rd neighborhood have safety concerns & request additional traffic measures	P	Received 2/23/23	Additional complaint received by City staff on 2/23/23, related to existing request 2023-001 3/27/23-Item will be left as pending until issues have been brought to school district board for action Motion from 3/23 mtg-leave request open with the recommendation that staff discuss proposed solutions with school district Motion from 4/27 mtg-leave request on pending list until school district responds with their input Motion needed to close
2023-002	Complaint received in 2021-deemed not in TSC scope, but requester asked for additional items not addressed at SW Kathy St crosswalk area leading to Murdock Park	C	Received by City Staff- Jan 2023 / Forwarded to TSC	Complaint was received by City staff and forwarded to City Engineer-crosswalks installed, requester would like additional signage & flashing lights, added to TSC agenda for 2/23/23 mtg. 2/27/23- As Feb mtg. was cancelled, complaint will be discussed at March mtg. 3/23/23- Item will be closed out on TSC side, but will be put on ADA transition plan regarding the ramp not in compliance with ADA standards Motion from 3/23 mtg-Close request on TSC, but add to ADA transition plan to fix ramp and keep on City's radar
2023-003	Requesting speed limit signs, temporary speed trailer, or temporary speed radar signs to be installed on Pine St between Division & Sunset	P	Received 2/28/2023	3/23/23-PD will conduct additional patrol regarding stop sign violations, speeding was unfounded, PW will install speed limit signs at location Motion from 3/23 mtg-Recommend staff to add speed limit signs, provide extra PD patrol, and get ped counts (keep as pending request) Motion from 4/27 mtg-Keep previous motion, but remove ped counts Motion needed to close
2023-004	Requesting residential parking district for Orchard Hill Ln & Fisk Terrace, additional patrol 1/2 hr before and after school	C	Received 3/10/2023	3/23/23-PD staff will bring concerns to the school district for action, propose a reduction in student parking fees so residential area is not utilized for parking, Motion from 3/23 mtg- TSC will close request with the recommendation that PD will continue to monitor area to enforce current "no parking" area, out of TSC's purview
2023-005	Requesting improvements to Villa Rd to make it look more like a road rather than a pathway	N	Received 6/12/2023	Added to 6/22 agenda

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