



AGENDA



Traffic Safety Committee

Date & Time:	Thursday – August 24, 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)	

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. City Charter Review Committee Discussion
 - b. New Traffic Safety Requests
 - Request 2023-005.1: Requesting additional signage for pedestrians indicating Villa Rd is a roadway, move park entrance to SW Wildlife Haven Ct (**connected to request #2023-005**)
 - c. 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.
 - Item will remain on pending list as more information is needed from City staff.

- Request #2023-001 & #2023-001.1: Concern regarding Sherwood High School parking lot traffic & Haide Rd. residents request additional traffic measures.
 - Item will remain pending until response has been received by 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
 - Item will remain pending until speed limit signs have been installed.
- Request #2023-005: Requesting improvements to Villa Rd (road repavement, speed limit signs, painted lines, etc.)
 - Item was tabled and more discussion is needed.
- Request #2023-006: Request for speed bumps at 3-way stop at Division St & Park Row Ave
 - Item will remain pending until additional data is provided to committee by City staff.
- Request #2023-007: Requesting no parking on one side of Smith Ave between Meinecke & Vintner
 - Item will remain pending until more information is obtained by City staff.

d. City Engineer update on pending City projects (GIS map)

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

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Attendees	
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)	

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=lomxahf1L0k>

1. Call to Order

Chair Jason Wuertz called the meeting to order at 6:04 pm.

2. Roll Call

Committee Members Present: Chair Jason Wuertz, Tony Bevel, Lisa Patterson, Richard Amicci

Committee Members Absent: Vice Chair Tiffany Yandt, Dorian Libal

City Staff Members Present: Police Captain Dan O'Loughlin, City Engineer Jason Waters, Senior Planner Joy Chang, Traffic Officer Chris Pierce (*arrived at 7:00 pm*), and Administrative Assistant II Sabrina Sharp

3. Approval of Minutes

Mr. Amicci moved to approve the July meeting minutes as written and Ms. Patterson seconded the motion. All present committee members voted in favor.

4. Citizen Comments

N/A

5. Business

a. City Charter Review Committee Discussion (See Exhibit “A”)

This discussion begins at the 1:50 minute mark of the YouTube video.

Ms. Patterson asked if they were asking for one representative per City committee. Mr. Amicci stated that the Police Advisory Board also discussed the new committee, and he explained it would be 3 or 4 meetings, approximately an hour and a half to two hours in duration, but he was unsure about when the meetings would take place. Captain O’Loughlin stated it was not mandatory and if no one volunteered, then that would not be an issue. Chair Wuertz indicated that he would potentially be interested in serving on the charter committee but was not sure what it would entail. Mr. Amicci stated that this volunteer position would be beneficial, as that person would directly affect the City’s charter.

Chair Wuertz asked for more information on the committee, and Ms. Patterson also expressed her interest in volunteering but requested some additional information as well. Captain O’Loughlin stated that those interested would receive additional details from City staff within the upcoming week.

b. New Traffic Safety Requests

- **Request 2023-005.1: Requesting additional signage for pedestrians indicating Villa Rd is a roadway, move park entrance to SW Wildlife Haven Ct (connected to request #2023-005) (See Exhibit “B”)**

This discussion begins at the 9:10 minute mark of the YouTube video.

Chair Wuertz stated that the explanation was quite lengthy, but informative. Captain O’Loughlin stated that the request is a similar request to the existing request #2023-005, however, the requester also provided feedback on the committee’s points on the original request. Mr. Waters explained that there is not enough money in the City’s budget to address all the concerns, however, there is a pavement maintenance project in the works. He added that he would like to put up signage indicating that Villa Rd is a shared use pathway for vehicles, bicycles, and pedestrians or some striping along the road. He also indicated that he has been receiving comments from residents at this location, but unfortunately, he does not have the staffing resources. This project would be put into the CIP plan as an aspirational project and the City would need to hire a consultant.

Mr. Bevel stated that he has noticed that there are a lot of bicyclists and pedestrians in this area but has not seen many vehicles in that area. Captain O’Loughlin asked where this project would fit in with the current projects on the CIP plan, since this issue affects a small number of residents. Mr. Waters stated that the additional signage should help the pedestrians know that there are vehicles in this area as well. Captain O’Loughlin indicated that this request should remain on the pending list until the shared use pathway signage is installed. Any repaving projects would be outside of the committee’s scope. Mr.

Amicci stated that striping would be a good alternative to repaving the road, as it is easy to get out of the way of any oncoming vehicles with the current road structure.

Captain O'Loughlin asked Mr. Waters what the time frame would be to complete the signage. Mr. Waters replied that he was not sure, but that the item should remain pending as more discussion is needed. Ms. Patterson stated that even though there is not a lot of vehicle traffic, there is a lot of pedestrian traffic, and the current road is a safety issue for them. She added that the road looks like a driveway but is also a key trail connection for residents, and there should be some signage indicating that this road is utilized by vehicles, pedestrians, and bicyclists. Mr. Waters stated that he would reach out to the complainant on this issue to obtain additional information on their request.

Chair Wuertz indicated that the shared streets term is more popular across the country where streets are designed with the intention for vehicles and pedestrians to share the same space. He added that there are specific guidelines on how these spaces should be designed. If a separate connection cannot be made through Wildlife Haven Ct, he suggested that the CIP could include the installation of tactile warning strips at the top of the hill. He also suggested to label this street an alley way and reduce the speed limit to 15 mph and install additional signage to inform residents that this road is also utilized by vehicles, and it is not just a pathway. Ms. Patterson explained that Portland has similar guidelines, and they refer to these streets as "slow streets", which are roads that are shared by vehicles, cyclists, and pedestrians and have a speed limit of 15 mph. Mr. Waters stated that he liked that idea and Ms. Patterson indicated that the road must have a certain width to label the road as a shared street.

Mr. Waters stated that this request could be a part of a CIP project, but asked the committee how they would like this to be resolved in the interim. Ms. Patterson asked if any Parks funding could be utilized for this project. Mr. Waters replied that the Parks Department reviewed this request and did not add this to their Parks master plan, as they wanted to use the funds for a baseball field instead.

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

c. 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 26:25-minute mark of the YouTube video.

Chair Wuertz asked if there was an update on these requests. Mr. Waters replied that there were no updates on these requests, but that he was waiting on the speed limit study for Elwert Rd. He added that the Elwert changes will be incorporated into the Edy Rd improvement project, and the speed limit change was approved to 35 mph.

- **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 27:16-minute mark of the YouTube video.

Mr. Waters indicated that this request is similar to the request above, and the speed limit change was approved a couple of days ago. The speed limit will be reduced to 35 mph, and Mr. Waters will check with Washington County to see if the signs will be able to be installed before school starts.

- **Request #2022-010: Parking concern on Saint Charles Way to pathway, requesting “no parking” signs in area.**

This discussion begins at the 28:25-minute mark of the YouTube video.

Captain O’Loughlin stated that this is an old request and there was a previous motion to install a crosswalk across St. Charles Way. He added that he and Mr. Waters went out to analyze the location and indicated that it would be beneficial to have bollards or a barricade on this road. Mr. Waters stated that the City does not have the funds for any enhancements at this time, but that sight distance is an issue and an immediate safety concern. He added that he would like to hire a consultant to review the area, but that the immediate fix would be to reconstruct the original motion to install crosswalk barricades at the complaint location. Captain O’Loughlin added that the committee could consider an amendment to the original motion for a crosswalk across St. Charles Way that was made last year.

Mr. Waters suggested that pedestrian counts can be done at this location to find out how many people are utilizing the pathway behind the subdivision on St. Charles Way. Ms. Patterson stated that the new motion should add the sight distance analysis to find out what improvements would be warranted at this location. Mr. Waters recommended to install barricades at the location and stated that something needs to be installed at this location, as there is a safety concern for pedestrians. Ms. Patterson indicated that a warning sign should be placed there so that pedestrians are aware that traffic does not stop there. Mr. Amicci suggested a “cross traffic does not stop” sign for this location.

Captain O’Loughlin stated that pedestrians can cross at any point where there is a driveway, however, they cannot cross where the current pathway comes out. He also suggested putting up bollards or some sort of barrier to increase pedestrian safety. Mr. Waters indicated that a bollard could be an option as well as installing a “no parking” sign. Chair Wuertz stated that to get from the pathway to any viable crossing area at the location is unsafe and suggested to close off

the connection completely. Mr. Waters stated that this area is more of a drop off zone for the school area, rather than a crosswalk as there are no sidewalks on either side of the street. Captain O'Loughlin agreed with the bollard suggestion and indicated that if there was some type of obstruction, residents would either slow down or stop completely which would help alleviate the problem.

Mr. Amicci stated that he does not agree with closing the pathway or a flashing beacon but agreed on the bollard suggestion. He also asked if a "cross traffic does not stop" sign could be put up in addition to the bollards. Mr. Waters stated that this could be an option. Captain O'Loughlin expressed that a push button crosswalk with a flashing beacon is necessary for this location, as cars do not stop. He suggested that the committee could also amend their motion to have the Engineering Department look at what the timeframe would be for installing bollards. Chair Wuertz stated that he would like to amend the motion to ask City staff to look into more near term options for a solution.

Mr. Bevel asked if all the kids are funneled through this pathway to get to Archer Glen Elementary or if there was another route they could take. Chair Wuertz replied that there is another route that students could take. Mr. Amicci asked about the area and stated that if it is easier to use another pathway, then closing it off could be viable option. Ms. Patterson indicated that many residents who utilize this pathway are going to use the easiest and closest route to school. Chair Wuertz stated that he would like to amend the motion to ask City staff to look into more near term options for a solution.

Ms. Patterson made a motion to look into near term options including but not limited to signage, barricades, road closure, additional analysis for crossing sight distance, and discussing additional options with the school district. Mr. Amicci seconded the motion and all present committee members voted in favor.

- **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 56:23-minute mark of the YouTube video.

Captain O'Loughlin indicated that he has been trying to get movement on the proposed solutions that were presented to the school district but has not had any success yet. He added that since there has been a lack of communication, this request has been elevated to the City Manager. Mr. Amicci asked if the goal was to get these solutions implemented before school resumes. Captain O'Loughlin stated that it was, but unfortunately this will not be the case. Mr. Waters indicated that once the GIS map is up and running, all the items will be included on there, including connected requests, like this one. He added that the approach would be to split one complaint into as many items as the location has.

Captain O'Loughlin explained that while they cannot do anything about the issue in the school parking lot, the committee can address the traffic flow issue along Haide Rd. He added that this will be alleviated by putting the no stopping, standing, and parking signs up so that cars will not be parking along the road and causing a hazard for other drivers. Mr. Waters stated that the school zone signs will be put up, along with the speed limit signs sometime soon. Captain O'Loughlin elaborated more on the request and added that as soon as these signs are installed, this will help with the before and after school traffic issue. He also spoke on the proposed solutions that were presented to the school board, which staff is still awaiting input from them on. He also stated that he hopes to provide the committee with an update on this item at the next meeting.

Mr. Amicci asked if the new SRO would be able to monitor the traffic at the high school and Captain O'Loughlin replied that this would not be feasible, as the SRO will be assigned to the middle school, which has its own set of traffic issues. Captain O'Loughlin also stated that Traffic Officer Pierce is the expert regarding traffic issues and is present in case anyone had any questions for him. Mr. Waters announced that if anyone had any questions regarding the Sunset Blvd and Timbrel Lane crosswalk to refer those to him. He added that staff is hoping to have a work session meeting on the next steps for that project sometime soon.

- **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 1:07:22 minute mark of the YouTube video.

Mr. Waters stated that the permanent speed limit signs were installed and proposed that the stop bars should be moved further up at the complaint location. He added that he would like to keep this item as pending in the GIS map until more information can be compiled regarding the addition of a stop sign.

A motion was made by Mr. Amicci to close this item as the speed limit signs have been installed. Ms. Patterson seconded the motion and all present committee members voted in favor.

- **Request #2023-005: Requesting improvements to Villa Rd (road repavement, speed limit signs, painted lines, etc.)**

This discussion begins at the 1:08:38 minute mark of the YouTube video.

This request was previously discussed during the new traffic safety request portion of the meeting, as both requests are connected. Please refer to the 9:10 minute mark of the YouTube video.

- **Request #2023-006: Request for speed bumps at 3-way stop at Division St & Park Row Ave**

This discussion begins at the 1:09:16 minute mark of the YouTube video.

Captain O'Loughlin stated that the committee went in many different directions on this request, and needed some clarification on what their decision was. He

elaborated on this request and expressed that the speed complaint and stop sign violation aspect of the complaint will be addressed by the PD through extra patrol. He spoke on the suggestion for a third stop sign at this location to prevent drivers from cutting the corner and damaging residential mailboxes. Mr. Amicci stated that he agreed with the additional stop sign suggestion and added that he believes it would eliminate any confusion as to who has the right of way. Chair Wuertz asked if there was a sight distance issue at the complaint location. Captain O'Loughlin indicated that there was some sight distance issues, however, City staff will ask Code Compliance to go out to the area and get that issue resolved.

Mr. Waters stated that the committee can make a motion to recommend a third stop sign at this location, but that this will need to be approved by the City Manager and City Council before any work can be completed. He added that he will also have staff do some additional research to find out if there was ever a third stop sign at the complaint location. Captain O'Loughlin also spoke on the aspect of restricting parking and stated that any parking restrictions will affect the residents of this neighborhood, which could result in more complaints. He also stated that he does not see any issues with the parking in this area, however, if the PD starts to see more crashes and problems at this intersection, then staff can re-evaluate and determine whether parking should be restricted or removed. Mr. Amicci stated that residents would most likely not park on the side of Park Row as it would be too close to the existing stop sign. Mr. Waters suggested that the committee could make a recommendation to have City staff paint that curb red so people cannot park there.

Traffic Officer Pierce stated that the only person who parks on that street who could potentially cause a hazard, would be a tow truck driver who parks his large flatbed truck close to the stop sign. Mr. Waters stated that the third stop sign would be beneficial for this area, as it would prevent speeding. Traffic Officer Pierce asked how far the stop bar can be moved towards the intersection and Mr. Waters replied that it is pretty flexible, but there are certain distances of how far a stop bar can be from a crosswalk.

Mr. Amicci asked if the stop bar would be moved towards Division Street. Traffic Officer Pierce added that it is very rare for drivers to stop right at the stop bar, and they generally stop where they can see. Chair Wuertz stated that drivers would be more likely to stop at the stop bar if the bushes were not in the way. Captain O'Loughlin added that Code Compliance will be notified so that they can inform the resident to trim those bushes and trees up to code. Mr. Waters stated that he will also do some research to see if any stop sign warrants have been issued in the past. A brief discussion ensued regarding whether a stop sign is warranted at this location, or if the committee should provide additional suggestions.

A motion was made by Mr. Amicci for City staff to contact the resident to get the bushes and trees trimmed up to code and recommend the City Council to approve the installation of a third stop sign at the location, provided there was not a past resolution to have one removed. Ms. Patterson seconded the motion and all present committee members voted in favor.

- **Request #2023-007: Requesting no parking on one side of Smith Ave between Meinecke & Vintner**

This discussion begins at the 1:32:07 minute mark of the YouTube video.

Mr. Waters indicated that he could not follow up on this request with City staff and needs to obtain more information. Ms. Patterson indicated that new developments have been built at this location since the last request to remove parking at this location. Mr. Waters recommended “no parking” signs at this location and indicated that more discussion is needed before a decision can be reached.

- d. **City Engineer update on pending City projects (See Exhibit “D”)**

Mr. Waters stated that he is currently working with GIS staff to create the list of pending City projects. He added that he hopes to have something concrete to present to the committee at next month's meeting. He added that all requests will stay on the map forever and added that it will be easy for anyone to enter the complaint locations. Mr. Amicci asked if all the projects on the list are in the process of being completed. Mr. Waters indicated that these projects are on a CIP plan as they are too costly and extensive to complete quickly. He added that the City Council will rank and prioritize the projects and all of them will be kept on the GIS map to keep track of their status.

6. **Committee Comments**

Mr. Amicci was impressed with the organization of the Street of Dreams event and was surprised that it did not adversely affect the traffic flow. Traffic Officer Pierce stated that there was a VIP party the first night of the event and thought there would be a huge influx of cars, but because Langer's allowed the City to utilize their parking lot, it alleviated a large amount of those problems. Captain O'Loughlin expressed that Traffic Officer Pierce and Sergeant Asla were the ones who planned the event and Officer Pierce ensured that everything went smoothly. Captain O'Loughlin added that there were no complaints during the event, and there was great communication with the community. Traffic Officer Pierce anticipated receiving at least 7-10 parking complaint calls but did not receive any.

Chair Wuertz asked if there will be extra patrol during the beginning of the school year. Captain O'Loughlin replied that all officers on duty will be assigned to be present on the first day of school to deal with any traffic issues that may arise. He also spoke on the new SRO and Ms. Patterson asked what SRO was short for. Captain O'Loughlin replied that it was short for School Resource Officer and explained what an SRO's job duties were. He added that a new one will be assigned to the middle school, while the current SRO is assigned to the high school, and the elementary schools will be divided between officers. He also stated that the School Resource Officers are beneficial for the community and for the schools.

Ms. Patterson asked if there was another officer available to replace the new SRO's position on patrol. Captain O'Loughlin stated that it takes 12-15 months to get through the process, which includes extensive field training, and added that a new officer must go through the DPSST state academy which takes four months. He also stated that it is a long process until a new officer is on solo status. He added that while it does not take that long for a lateral officer to get through the process, it still takes several months.

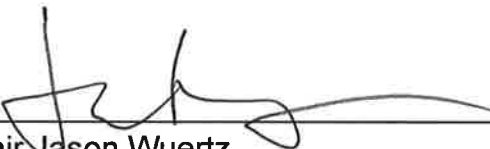
Mr. Bevel asked if the SRO is still on duty after school. Captain O'Loughlin indicated that both officers have a Monday through Friday schedule and would be working 5 days a week, 8 hours per day, which would also include any school events. Mr. Amicci asked if the school district would share part of the salary for the SROs and Captain O'Loughlin replied that it would be a joint effort on their salaries.

7. Adjourn

With nothing further to discuss, the meeting was adjourned at 7:48 pm.

The next meeting is scheduled for September 28th at 6 p.m.

Approval of Minutes:



Chair Jason Wuertz

10/26/23
Date

Attest:



Sabrina Sharp-Admin. Asst II

10/26/23
Date



RESOLUTION 2023-059

CREATING A CITY CHARTER REVIEW COMMITTEE

WHEREAS, the City Charter for the City of Sherwood is the constitution for the City; and

WHEREAS, the City Charter was last comprehensively reviewed by a Charter Review Committee created via Resolution 2018-059 in June of 2018

WHEREAS, Section 1 of the City Charter provides that the, "charter shall be reviewed at least every six years, with the appointment of a charter review committee by the City council"; and

WHEREAS, The last voter approved update occurred during the November 2019 Election; and

WHEREAS, The current City Charter went into effect on January 1st, 2020; and

WHEREAS, the City Council met in work session on June 20th, 2023 and discussed the creation and format of a City Charter Review Committee, and

WHEREAS, The City Council desires to establish a City Charter Review Committee to evaluate the existing City Charter to determine if there is a recommendation for the City Charter to be updated or changed;

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. A City Charter Review Committee ("Committee") is hereby established for the purpose of reviewing the City Charter in a comprehensive manner and advising the City Council with regard to potential proposed changes to the City Charter and the possible referral of said changes to City voters at a future election.

Section 2. The Committee will consist of ten members appointed by the City Council as follows:

- a. The committee will be composed of six members from the City Boards and Commissions, with no more than one member from each board or commission. The City Boards and Commissions include, for purposes of this selection: Planning Commission, Parks and Recreation Advisory Board, Library Advisory Board, Cultural Arts Commission, Police Advisory Board, Senior Advisory Board, Traffic Safety Committee, and a citizen member of the Budget Committee.
- b. The addition of three members of the Committee will be at-large citizens appointed by the City Council after an opportunity for interested citizens to apply for consideration.

- c. One City Council member (non-voting liaison member).
- d. All members shall be qualified City electors under state law and must have resided within the city for at least one year before appointment to the committee.
- e. All committee members must reside within the city during their entire tenure on the committee.

Section 3. The Committee is a public body governed by Oregon Public Meeting Law and other applicable statutes. Minutes shall be kept of all committee meetings in accordance with applicable law.

Section 4. If the Committee determines changes to the City Charter are warranted, it shall recommend draft amendments to the existing charter to City Council for its review and consideration for placement on the ballot for the voters of Sherwood.

Section 5. The Committee shall be subject to, and shall follow, to the greatest extent feasible, the attached document, Exhibit A, entitled "Expectations of the Charter Review Committee."

Section 6. The Committee shall terminate at the time charter amendments are voted on by the voters of Sherwood, unless the Committee determines changes are not warranted, in which case the Committee shall terminate when it makes such report to the City Council and council accepts the report.

Section 7. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 18th of July, 2023.



Keith Mays, Council President

Attest:



Sylvia Murphy, MMC, City Recorder

Expectations of the City Charter Review Committee

"Membership on a charter review committee is accepting responsibility for leadership in the most important single civic effort that any community can undertake. The duty of leadership is to find the highest attainable level of improvement, not just a token advance. Statesmanlike compromise is simply a means to this end."

- Guide for Charter Commission, National League of Cities

Purpose

The primary function of the City Charter Review Committee is to review the existing City Charter approximately every six years to determine if it will adequately serve the Sherwood community into the future. If necessary, the committee will recommend draft amendments to the City Charter for the City of Sherwood. Any proposed charter amendments will ultimately be reviewed by the City Council and considered for placement on the ballot for the voters of Sherwood.

The committee must be impartial, unbiased, and free of any perceived political gain. It may approach its task in whatever manner it determines will result in a document that best serves the citizens of Sherwood, subject to the terms and requirements set forth in this document. In addition to adhering to the Oregon Public Meetings law, the committee will strive to include the community beyond the requirements of the law. The City Council encourages the committee to seek opportunities to educate the community about the process and purpose of a charter review and the importance of a city charter, and to solicit community input.

The City Council has directed the committee to develop a review timeline such that any proposed amendments can be placed on the ballot no later than 2024.

Council Expectations

The Council expects the committee to follow proper decorum and be civil at all times the committee is operating. Committee members serve at the discretion of the Council and may be removed by vote of a majority of the Council.

Council may decide to focus the committee on certain items which Council feels are of community importance. Communication with Council will be through the committee liaison or through joint work sessions if Council feels they are necessary.

Operating Policies and Procedures

Regular Meetings

1. The committee will meet in accordance with a schedule established by the committee based on the direction from Council set forth above regarding the overall review timeline.
2. Regular meetings of the committee will occur in the Council chambers (Community Room) in order to be televised and taped.
3. The committee will consider written and oral testimony offered during the charter review process. Public testimony will only occur during the Community Comments agenda item and be limited to four minutes per speaker. Public testimony may, on occasion, be taken on specific agenda items when specifically noted on the agenda. The Committee will determine when public testimony is appropriate.

Attendance, Quorum

1. Attendance by committee members is important to the success of this effort. Members unable

Resolution 2023-059

July 18, 2023

Page 1 of 2, Exhibit A (2 pgs)

- to attend shall notify the City Attorney by phone or email in advance of the regular meeting.
2. A quorum of at least six committee members must be present to conduct business at any meeting.

Rules of Procedure

1. The Committee shall be guided by Robert's Rules of Order.
2. The Committee Chair will strive to reach consensus of the committee whenever possible.
3. The Committee Chair will rule on any disputed matters of procedure after consultation with the City Attorney.

Final Report

1. The committee chair or select committee member will prepare a final report with recommendations to City Council and present it at a meeting to be determined.
2. The final report will be balanced and represent the majority opinions of the committee.
3. The final report will be reviewed by the entire committee and approved by motion prior to being submitted to City Council.
4. The motion approving the final report must be approved by at least six committee members.



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:

Sherwood Traffic Safety Committee
c/o Sherwood Police Department
20495 SW Borchers Drive ■ Sherwood, OR 97140
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:



Date form submitted: 7/24/2023

RECEIVED
SHERWOOD PD

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

SW Villa Road between Park Street and Stella Olsen Park

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

I came across another resident's complaint and watched the 6/22/2023 traffic safety committee meeting where their complaint and the proposed changes to SW Villa Road were discussed. I would like to add to that complaint and share my concerns about the proposed changes.

(continued on next page)

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

In the short term, signage reminding pedestrians that it is a road and not a mixed-use path, signage requiring cyclists and those on scooters to stop when transitioning from the mixed-use path from Stella Olsen Park to SW Villa Road, and speed limit signs. In the long term, move the park entrance to SW Wildlife Haven Court, which already has a sidewalk down most of it and the part that does not is city property.

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

My husband's family has lived on SW Villa Road for over 60 years, and I have lived there on and off for the past 12 years. Like the other resident, we love sharing the road with non-car road users! In fact, a portion of the land containing the park pathway was donated by the homeowner, my grandfather-in-law. My husband and I lived in NYC for a while because we prefer a car-free life, and we only returned to Sherwood due to the pedestrian traffic-related death of a family member within Sherwood. This is all to say that we are a part of the non-car road user community, and this complaint is not against them. Instead, it is about the safety issues stemming from the way that many people in Sherwood view SW Villa Road. Our experience has been that non-car road users view SW Villa Road as part of the non-car path in Stella Olsen Park rather than as a road, and this problem has worsened significantly over the past few years. The majority of pedestrians who use the road to get to and from the park walk down the middle and make no effort to move to the side when a car approaches. Additionally, we come across people multiple times per week who are standing in the middle of the road looking at their phone or fixing something on their coat, for example, and do not realize a car has approached and is stopped waiting for them to move out of the middle of the road. Further complicating the problem is the recent increase in throttle-only e-bikes (no pedaling required in order to accelerate) and gas-powered scooters, as they go down the *middle* of SW Villa Road to and from the Stella Olsen Park at speeds above 25 mph. In addition to the dirty looks mentioned in the other resident's complaint, my family has been yelled at multiple times by pedestrians who feel we are going too fast even though we all go well under 25 mph, the speed limit of the road, because we are aware of the unsafe design of the road. They don't just yell at us when we pass by, there have been a few people who have walked up our driveway to yell at us. All of these safety concerns come down to the fact that people view SW Villa Road as a non-motorized vehicle path and not a road. This connects directly to my first concern with the proposed solutions mentioned in the 6/22/2023 traffic safety committee meeting. If I understood correctly, part of the plan is to close approximately the first 150 feet of SW Villa Road to car traffic, and instead have cars turn onto SW Wildlife Haven Court and enter SW Villa Road further down. This will only exacerbate the problem of how people see SW Villa Road. If it is closed to cars at the beginning and at the end, more and more people will see it as part of the park pathway and continue walking and riding down the middle of it without being aware that cars may approach. I believe another part of the plan was to pave a ten-foot-wide road and put in a six-foot-wide sidewalk. The width of that road would present additional problems. For one, if a car is coming up SW Villa Road and another is going down, one of them would need to reverse back into a driveway to let the other car go by. The only reason this does not happen now is because with no sidewalks, cars are able to leave the paved surface and enter onto the grassy parts next to the road to let the other vehicle pass. Designing a road so that cars need to regularly reverse down it when it already has issues with people walking and riding down the middle is extremely unsafe. Another issue is how large vehicles (trailers,

firetrucks, garbage trucks, delivery vehicles, etc.) will turn around at the end of the road. A ten-foot-wide road does not leave them any space to turn around. They, too, will be forced to reverse down the road. Additionally, where will residents put their garbage cans for collection? If they put them on the road, it will make it difficult or impossible for large vehicles to get through, but if they put them on the sidewalk, then pedestrians will be forced back onto the roadway, especially those who use a wheelchair or stroller as they won't be able to get by the trashcans even with a six-foot-wide sidewalk. Looking through the PDF of Road Details on the City of Sherwood's website, I am also not sure how a ten-foot-wide road for two lane traffic meets any current design standard. A better solution to this problem would be to move the park entrance to SW Wildlife Haven Court since there is no space to have a road and sidewalk that meets current design standards on SW Villa Road and moving the entrance would significantly reduce the number of pedestrians and cyclists on SW Villa Road. There is already a sidewalk on most of SW Wildlife Haven Court, and the part that does not have a sidewalk is city property. It is my understanding that moving the entrance will require working with the Army Corps of Engineers because of the wetland protections, but this is the only safe option since the housing development on SW Wildlife Haven Court was allowed to be built without first bringing SW Villa Road up to standard.

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.	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.

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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
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<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 6/27/23- Speed limit change has been approved by state, awaiting installation 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 6/27/23-Speed limit change has been approved by state, awaiting installation Motion needed to close

TRAFFIC SAFETY COMPLAINTS / REQUESTS
TRAFFIC SAFETY COMMITTEE - 2022
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<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
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<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 6/27/23-No updates, need additional info from PW and approval for signage 7/27/23-No updates, City Engineer will conduct additional research 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 6/27/23-still awaiting response from school district, no new motions 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 6/27/23-still awaiting response from school district, no new motions 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 SB 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 6/27/23-speed trailer has been installed, awaiting PW to put up 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 7/27/23-City Engineer requesting for stop bars to be moved closer, 25 mph speed limit sign, additional warning sign to help with left hand turn to be installed by PW Motion needed to close

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>
2023-004	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	P	Received 6/12/2023	6/27/23-Item will be left as pending until signage indicating the division between the sidewalk and the road is installed, currently on a Parks Master Plan, item was tabled to future mtg Motion needed to close
2023-005.1	Requesting to move the park entrance to SW Wildlife Haven Ct	N	Received 7/25/2023	Added to 8/24 agenda
2023-006	Requesting speed bumps at 3-way stop at Division St & Park Row Ave	P	Received 6/28/2023	7/27/23-City Engineer stated he would review previous records for previous stop signs, review sight distance, researching speed cushions similar to those on Pine St, speed bumps will not be installed, but an additional stop sign would be beneficial to area, need Council approval, TSC requesting for City staff to compile additional data regarding stop sign installation
2023-007	Requesting additional parking on Smith Ave, or no parking on one side of Smith Ave between Meinecke and Vintner	P	Received 7/17/2023	7/27/23-Request tabled to next month's meeting
2023-008	Requesting paved pathway from Hwy 99 to Cedar Creek Trail, and additional signage routing cyclists from Hwy 99 onto Cedar Creek Trail pathway	C	Received 7/18/2023	7/27/23- Motion was made to install guide signs for bicyclists , Captain O'Loughlin will contact complainant on request

Pending CIP/ADA Projects

2020

- Request #2020-004: Request for two additional stop signs at Villa, Wildlife Haven & Railroad
- Request #2020-008: Request for blinking yellow LED light for pedestrians to activate when crossing Sunset @ Woodhaven

2021

- Request #2021-004: Request for truncated domes at curb cuts at the Senior Center entrance on Sherwood Blvd.
- Request #2021-005: Request for stop sign, speed bumps, and/or crosswalk @ SW Old Hwy 99 & SW Crooked River Ln
- Request #2021-008 & Request #2022-009: Safety concerns for intersection at Sunset/Timbrel (install a push to walk flashing light)
 - ped crossing signs have been installed, but flashing lights request is a CIP project

2022

- Request #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
- Request #2022-008 (connected to #2022-004.1 &.2): Concerns for intersection at Walmart & Langer Farms Pkwy

2023

- Request #2023-002: Request for additional signage & flashing lights at SW Kathy St crosswalk area leading to Murdock Park (ADA compliant ramp needed)