



**NOTICE OF PUBLIC MEETING & AGENDA
TRAFFIC SAFETY COMMISSION
7:00 PM, MONDAY, NOVEMBER 14, 2016
PUBLIC SAFETY BUILDING, 401 E THIRD STREET, NEWBERG**

“Mission Statement: To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community.”

I. CALL MEETING TO ORDER

II. ROLL CALL

Karl Birky	Neal Klein	Sarah Sand
Jeff Grider	Daniel Emslie	
David Hostetler	Chris Kelley	
Ronald Johns	Tony Roos	

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. CONSENT CALENDAR

- A. August 8, 2016 Meeting Minutes
- No minute taker was present.
- B. October 10, 2016 Meeting Minutes

VI. NEW BUSINESS

- A. TSC – 16-004 CS Lewis Academy School Zone – Jason Wuertz

VII. OLD BUSINESS

- A. Parking Change Policy – Jason Wuertz
- B. Stop Sign Policy – Jason Wuertz

VIII. STAFF & COMMISSIONER COMMENTS

IX. ADJOURNMENT – JANUARY 9, 2016

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the Engineering Department of any special physical or language accommodations you may need as far in advance of the meeting as possible, and no later than two business days prior to the meeting. To request these arrangements, please contact the Engineering Department at (503) 537-1273. For TTY services please dial 711.

City of Newberg

Traffic Safety Commission

August 8, 2016

Meeting Minutes

The meeting was called to order by Chairman Karl Birky at 7:05 p.m..

Roll call was done.

Those present were...

- Chairman Karl Birky
- Commissioner Dave Hostetleter
- Commissioner Ron Johns
- Commissioner Neal Klein
- Commissioner Tony Roos
- Commissioner Jeff Grider
- Commissioner Chis Kelly
- Commissioner
- Mayor Andrews
- Jason Wuertz -Engineering
- NPDP Officer

The Pledge of Allegiance was done.

Public Comment:

- Mr. John Higley who lives on Illinois Street brought up a concern about the number of accidents at Main and Illinois. He states that since he has lived in his current home, which he recently bought, there have been six accidents. He is also concerned about the number of Commercial Trucks which pass by on Illinois and Main and how their air brakes are noisy and the trucks are going too fast.
- Commissioner Roos asked what type of accidents have taken place.
- Mr. Higley stated that there have been...
 - two head-on accidents at the curves
 - one into a pole
 - one sheared a pole and left the scene
- Mayor Andrews asked if the NDPD could obtain accident reports for this area.
- Mr. Higley stated that he appreciated the quick response after his email was submitted.
- Commissioner Kelly asked if ODOT has jurisdiction in this area
 - he further suggested that the TSC submit suggestions to ODOT
 - one suggestion was for more yellow lines together to give an appearance of moving faster to cars.
- It was then requested of Staff for...
 - 5 past years of crash reports
 - research suggestions for next meeting
- Mayor Andrews asked if the city has an ordinance for Jake Brake restrictions.
 - NDPD is to follow-up

- Commissioner Roos asked about the intersection of Illinois, Main St. and Hwy. 240 and was told by staff that some work was being done there.
- Commissioner Klein brought up the point that as with other area of the City, it is a matter of dealing with old infrastructure which was not originally designed to handle the current traffic flows we are experiencing.
- Staff from NDPD stated that the radar trailer was set out in that neighborhood in response to Mr. Higley's email.
- Commissioner Kelly asked if extra patrols would be better than radar?
 - Staff from NDPD stated that after a few stops, traffic slows down for a while only.
 - The Department's new Radar units also are able to collect speed data which can later be analyzed.
- Chairman Birky then closed the discussion on the subject.

New Business

- Items
 - Stop Sign Policy
 - Villa Road Parking
- Stop Sign Policy
 - Mayor Andrews stated that the policy was passed on May 9th, 2016.
 - Mayor Andrews also stated that was approved to extend the yellow curb on Villa Road.
- Staff Wuertz stated that's the last meeting the commission went over the parking change request policy.
 - have that discussion came further discussion on Villa Road.
 - currently Villa has parking on both sides of the road
 - this does not meet City standard
 - Villa Road just got white lines/no white marking for bikes & sharrows
 - ideas for open discussion from the commission to give direction to engineering
 - all items discussed were voted on need to be budgeted
 - engineering recommendation
 - change to make bike lanes and remove parking
 - Discussion
 - Commissioner Kelly asked what happens if we take away parking with Fox having a lot of cars and not much parking.
 - staff replied Fox is trying to improve their parking lot
 - Commissioner Roos stated he was all for it and asked if you can tie in with Villa Road Project.
 - Commissioner Johns stated he wanted to notify the residents to have a discussion
 - Commissioner Klein asked why the cost would be about \$15,000.
 - staff stated that it was because of the type of paint is and the bike chevron's.
 - Chairman Birky stated to the Mayor that he thought it was a bigger project than what TSC could do.
 - Mayor Andrews agreed that it is a bigger issue.
 - Mayor Andrews suggested that parking only be on the East side of Villa Road. He suggested this as a first step toward no parking on either side of Villa Road.

- Mayor Andrews further advised that the TSC could send the item to the City Council for advisory or the TSC could handle the item under it's authority given by the City Council.
 - He also advised that the best approach would be to take it a step at a time.
- Chairman Birky stated that he doesn't see in the future a large number of cars parked on Villa. Because of this he sees a need to eliminate parking on Villa Road.
- Commissioner Johns questioned Staff about any possible issues about having the bike lane on one side of Villa Rd. only.
 - Jason Wuertz stated that he did not foresee any complications with the bike lane on one side of the street only.
- Chairman Birky stated that he thinks people will cross the road to ride in the bike lane in opposite direction of travel.
- Mayor Andrews stated that he watches bikes going in the wrong direction on 99W on a regular basis.
- Commissioner Klein recommended having a Public Hearing about this subject with local residents and George Fox University before any decision is made by the Commission.
- Commissioner Roos asked staff how long it would take to incorporate bike lanes into the budget.
- Jason Wuertz stated that there might be a increase in speed of cars with the parking gone on Villa. He further stated that parked cars usually decrease traffic speeds.
- Commissioner Klein made the motion to have a Public Hearing about Villa Road parking.
 - A second was made by Commissioner Kelly.
 - Commissioner Roos asked about having a Ad Hoc committee concerning it.
 - he mentioned that this might be another wound to Fox.
- Commissioner Johns specified about notifying everyone north on Villa Rd.
 - it was determined that the general notification is 300 feet.
 - this will possibly include Chehalem Park and Rec.
- Motion was voted on an passed unanimously.

Old Business

There was no old business

Staff Reports

- **Engineering**
 - Jason Wuertz passed out new revision of the Parking Change Request Policy. All Commissionners are requested to give suggestions to Chairman Birky.
 - Villa Road

- Construction is ongoing with almost no complaints
 - are replacing to culverts with new fish friendly culverts
 - Villa will remain closed throughout September. Will remain open for the Fall and Winter and then close intermittently starting in early Spring and Summer for road improvements.
 - Safety Suggestion
 - a suggestion was made for a speed indicator sign that will flash at the driver then they are speeding.
 - PD is investigating this idea.
 - Lighted crosswalk posts are being installed at Haworth and Park Lane.
 - Commissioner Hostetler questioned about the restructuring of North Springbrook Road.
 - Jason that they are doing both Elliott and Springbrook and that it should start soon
- **NPDP**
 - This years Old Fashioned Festival was successful.
 - New Officer will start August 17.
 - is Bi-lingual
 - still leaves one Officer vacancy on the department.
- **TVFR**
 - no changes initially
 - still working the bugs out with dispatch
- Restructuring the PD
 - will end up adding one Corporal position to the department
- Commissioner Roos asked about the Coffee Shop accident and whether or not it was accidental or malicious. It is still under investigation.

Round table

- Mayor Andrews brought up that he read a recent article that accident rates are found to increase after the removal of a Photo Red Light system such as was at Springbrook and 99W.
- Chairman Birky brought up that he met with the Planning Commission about the Transportation System Plan for the city.
 - is nearly done with a few minor changes
 - Chairman Birky is inviting the Engineering Department to come and talk about it with the Traffic Safety Commission.

Meeting adjourned at 8:25 pm.

CITY OF NEWBERG TRAFFIC SAFETY COMMISSION MINUTES
MONDAY, OCTOBER 10, 2016 7:00 PM
Public Safety Building, 401 E. Third Street, Newberg

“Mission Statement: To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community.”

I. CALL MEETING TO ORDER

Chair Karl Birky called the meeting to order at 7:00 PM.

II. ROLL CALL

Members Present:	Karl Birky, Chair	Daniel Emslie	Neal Klein
	David Hostetler	Ronald Johns	Tony Roos
	Jeff Grider	Sarah Sand	
	Zoe Jenkins, Student Rep		

Members Absent: Chris Kelley

Staff Present: Brian Casey, Police Chief
Kaarin Hofmann, City Engineer
Jessica Pelz, Associate Planner
Jason Wuertz, Civil Engineer

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was performed.

IV. PUBLIC COMMENTS – None.

V. CONSENT CALENDAR

The minutes from last month had been received late and Chair Birkey deferred action on the minutes until the next Commission meeting.

VI. STAFF REPORTS – GENERAL INFORMATION

The staff reports would be presented at the end of the meeting.

VII. NEW BUSINESS

A. Transportation System Plan Update

Associate Planner Jessica Pelz said the Transportation System Plan update project began in 2011. It was delayed due to the Wilsonville Road/Bypass/Highway 219 intersection issue. That work was now completed and the Planning Commission would be reviewing the TSP on Thursday. The Planning Commission would make a recommendation to the City Council who would hear it in November. The reason the City adopted a TSP was because it implemented Goal 12 in the Comprehensive Plan. The TSP was a 20 year outlook for the transportation network. It provided long range direction, identified the transportation projects that would be capital improvements, and identified funding with two categories, likely to be funded projects and aspirational

projects. The Bypass planning was taken into account in the Plan and how it would reduce traffic downtown and would reduce truck traffic. The components of the TSP were multi-modal transportation, financing for projects, implementing codes and ordinances, and goals and objectives. The process included addressing state, regional, and local regulations, policies, and plans, inventorying the existing transportation system and identifying deficiencies, forecasting traffic growth, forecasting available funding, preparing alternatives to address the needs, and developing implementation policies and ordinances for adoption. The worst intersections of the City were 99W and Springbrook, Hayworth and Springbrook, and Highway 219 and Everest. The intersection of Highway 219 and Everest had been identified for a future signal. The TSP only counted Phase 1 of the Bypass as Phases 2 and 3 were not in ODOT's TSP. The TSP took into account planned uses within the Urban Growth Boundary and projected local population and economic growth which would double by 2035. It also anticipated traffic growth beyond downtown, including undeveloped areas to the north in the Springbrook area. It also looked at existing and future needs such as gaps in walking and biking facilities, roadway connectivity, roadway capacity, future intersection improvements likely to be needed, transit needs, and freight needs. The TSP included transportation standards, such as the level of service rating for intersection capacity and classification of roads, identified access spacing per roadway classification for intersections and driveways, included street cross sections for how roads would be developed, and included guidelines for when development needed to do a traffic impact analysis. The funding analysis showed that the needs and availability of funds did not match as there was \$150 million in projects and only \$18.7 million projected to be available over the next 20 years. The funding came from the City, State gas tax, partner agencies, and developers. There were two project lists, a likely funded and aspirational funded, and there was a map showing where the projects were located in the City.

There was discussion regarding the road diet option for downtown and what would happen to the couplet in 20 years and what access spacing was.

B. Pavement Maintenance and Funding Master Plan

City Engineer Kaarin Hofmann said a Pavement Maintenance and Funding Master Plan was an effort to bring some of the pavement back to standard and Tony Roos of Kittelson and Associates was hired by the City to help with the process. They were in the public involvement stage for the master plan.

Mr. Roos said the City's roads were in poor condition and there needed to be a way to fix them. The traditional funding for roads was through the State gas tax, which had not gone up while the cost for construction materials and labor had increased. The City looked into funding options and Council directed staff to research a street utility fee which would be added to the municipal services bill. Staff hired his firm to put together a master plan for what it would take to maintain the current pavement condition (PCI) of the City which was at about 70. To maintain the City's PCI it would be about \$2.3 million per year for a ten year program. The funding would come from two sources, a street utility fee to gain about \$1.2 million and a local gas tax for the rest. There was a public open house two weeks ago and the information was online where people could make comments as well. He explained what was discussed at the open house including maintenance challenges, health and usability of the roads, and condition of the roads. Over time pavement deteriorated and for years the Public Works department had done more with less, but the roads were starting to slip. He then discussed the types of treatment used to help maintain and repair the roads. If the City continued using only the State gas tax of \$500,000 per year for road maintenance in ten years the PCI would be at a 52. If the City generated the \$2.3 million per year, the roads could be maintained at a PCI of 78, but there were still some roads that would not be touched in the first ten years. By fifteen years all the roads would be touched. If the City generated \$2.9 million per year, the roads could be maintained at a PCI of 81 and all roads would be resurfaced. They would work on the good roads first and then get to the bad roads. The street utility fee, local gas tax, and existing State gas tax would be used to get to the \$2.3 million amount. He explained the different ways the utility fee could be administered, and the preferred option was a variable within class option which would charge \$6-\$8 per home per month and an equivalent for businesses in the City. For the local gas tax, they were proposing a \$.06 per gallon gas tax.

Once the numbers were more refined, the ad hoc committee would review them and it would be presented to Council in November.

Mr. Klein asked why the City used asphalt instead of concrete since concrete lasted longer, and might pay off in the long run. Mr. Roos explained how converting all the roads to concrete would be cost and time prohibitive.

Chair Birky asked how the Commission could help. Mr. Roos encouraged the Commission to go on the website to the online open house and leave comments and help get the word out on the status of the roads in Newberg.

Ms. Sand asked if the gas tax would raise the same amount of money as the street utility fee. Mr. Roos said the gas tax would raise \$700,000 to \$800,000 per year and the fee would raise \$1.3 million.

VIII. OLD BUSINESS

A. Request for Reconsideration: Villa Road No Parking at Laurel – TSC-16-002

CE Hofmann said in May the Commission looked at a request to stripe additional yellow curb at the intersection of Villa Road and Laurel Drive due to a safety concern with site distance coming out of Laurel Drive. The notice of the decision was sent out in September allowing people the right to request a reconsideration of the decision. One request was received to hold a public hearing on the issue, which prompted the process for a reconsideration of the decision. Staff's opinion was that there had been no change from the time of the May decision and recommended the decision be reaffirmed. If it was restriped, three to four parking spaces would be lost at the intersection due to the site distance concern. The reason for the request to reconsider the decision was Mrs. Utterback's belief that it would have a negative impact on the property owners on the east side of Villa Road and there should be a stop sign installed at the intersection instead or better enforcement of the 25 mph speed limit. The people who originally complained about the situation still agreed that striping the curb was the best alternative.

MOTION: Klein/Roos moved to uphold the decision that was made in May. Motion carried (8 Yes/ 0 No).

B. Public Hearing: Villa Road No Parking

Civil Engineer Jason Wuertz said Villa Road was a major collector and major collectors being built today had two 12 foot travel lanes, two 5 foot bike lanes, and no parking was allowed. The Commission requested staff to look into how to bring Villa Road up to the standard. A number of written comments were received that were included in the packet. Another came today and it was passed out to the Commission and there were several people at the meeting who wanted to speak on the issue. The area in question was Villa Road between Highway 99W and Hayworth. From Hayworth north to Crestview, the road was unimproved with no sidewalks, bike lanes, or parking. From Crestview to Mountain View, the road was fully improved. Currently Villa Road between Highway 99W and Hayworth had curbs on both sides, two travel lanes, and parking was allowed. It was currently 36 feet wide curb to curb instead of the standard 34 feet and had parking on both sides. The options were: do nothing and leave Villa Road the way it was, eliminate parking on the west side and no bike lanes would be installed, or eliminate parking on both sides and install two 6 foot bike lanes. The parking was not striped and it was tight to fit both the travel lanes and parking currently. The west side of the road was for institutional uses and the east side of the road was primarily residential. A substantial amount of parking was used on a daily basis on both sides of the street. If parking was allowed, it would narrow the travel way and cause site distance issues at intersections and because there were no bike lanes, bicycles and vehicles would share the travel lanes which could cause conflicts. If there was parking on one side of the street, there would not be enough width to have bike lanes on both sides and the Engineering Department did not recommend doing bike lanes on only one side. The parking on the west side was primarily used for the George Fox campus and other uses which also had on-site parking. The parking on the east side was used by residents. One consequence

to eliminating parking on the west side was people who would normally park on the west side might end up parking on the east side and it might not end up helping the residents. If they widened the lanes and took out the parking, it would create more of a collector environment and possibly increase speeds on the road. Parking on both sides acted as a natural traffic calming. If parking was eliminated on both sides, there was sufficient room to put standard lanes and bike lanes on the road. It would then be a major collector standard road, however this was an existing road in an existing neighborhood and there were residents with driveways that had access directly onto the collector. New neighborhoods typically had a local road off of the collector and the driveways were off of the local road. Nothing was forcing this decision to happen as Villa Road could be considered a pre-existing non-conforming scenario. There was a cost to making a change in striping and signage and if the decision was made to change Villa Road, it would have to be put in the budget for a future fiscal year. There was a project further north from Hayworth to Park to be built as a standard major collector with no parking, two travel lanes, and two bike lanes.

Mr. Grider asked about the upgrades to Villa Road. CE Wuertz explained there would be a stretch of road between Park and Crestview that would be unimproved until available funding was found and from Crestview to Mountain View was fully improved.

Mr. Klein asked what qualified Villa as a major collector vs. Meridian, Elliot, or Debra. CE Wuertz said the classification was determined by the volume on the road which was done through the TSP process.

Mr. Klein asked when George Fox put in the new dorm and cafeteria, did they have to come up with a plan for additional parking? It did not seem like there was planning to accommodate the population increase that was creating the parking issue on Villa. CE Wuertz said George Fox was required to provide parking for the development, however the requirements were different from other developments because people were using multiple areas of the campus in one trip or living on campus.

Mr. Klein disclosed that some public input had been received by Paul Fodge who was a neighbor of his. He had not discussed this item with his neighbor, but he had discussed the house his neighbor owned on Villa Road.

Mr. Roos asked if there were any other options for Villa, and CE Wuertz said these were lower cost options, but the City was willing to look into other options.

Mr. Hostetler asked about accident records on Villa. CE Wuertz said staff could do that research.

Chair Birky opened the public hearing.

Jesse Spencer, Newberg resident, lived on Villa Road. Two years ago there were hardly any cars on the street and when the college built the dorm there was concern about where the students would park. The college said not many of the students would have cars, but now people were parking on both sides of the street all day long. When there were games or events, there was no place to park. He could not have visitors to his house or two vehicles if the parking was taken away. Having cars on both sides of the street helped reduce speed as well.

Steve Bowling, Newberg resident, who also lived on Villa Road said he had three vehicles and had to park on the street as there was not enough room to park in the driveway. There were not many bikes using the road and he did not think there needed to be a bike lane.

Susan Utterback, Newberg resident, said two years ago she purchased a home on Villa Road with the intent of being able to walk to most services and with the desire to age in place. This included being able to have family and friends to visit and assistance with common chores. If the parking was removed it would result in an undue burden on the current homeowners and renters on Villa Road as there were no other options for parking. The closest public parking was on Laurel which was approximately one city block away and many of the residents

on Laurel parked on the street. Those parking on the street now would have nowhere else to go except into the neighborhoods. The additional parking added at George Fox was for commuter students not for those living in the dorms. Approximately two and a half blocks away was Fulton and there was no parking on the east as it was a single unimproved lane and on the other side of the street the few parking spots available were used by those who worked at Friendsview or by those who were using the recreational facility at George Fox. Without the parking on Villa, there would be no options for family or friends or for the company that mowed her lawn. The 25 mph speed limit on Villa was not being enforced and the parking of cars on Villa had a calming effect on the traffic. Taking away the parking would make things worse.

Maryanne Tack, Newberg resident, lived on the other side of Villa where there was no parking. There were no bike lanes or safe places for pedestrians to walk. She was concerned about people walking in front of cars, especially during events. People were often speeding on the road and as a major collector the street could have more traffic in the future. She was concerned about the amount of traffic, speeding, and safety of people walking to the pool and events. She suggested only allowing parking for the residents who lived there and making one side of the street no parking. She did not think there would be a difference with or without cars as far as speeding was concerned.

Chair Birky closed the public hearing.

Mr. Johns was in favor of leaving things as they were due to the public input received. George Fox was trying to add more lots, but there would still not be sufficient parking for their needs. He did not see any safety dangers and it would be hard on the current residents to change it.

Mr. Roos said Villa Road had been in the TSP for many years as a major collector and people bought their homes with the open knowledge of the standards for the roadway. It was one of the few north/south connectors over the railroad tracks and was a natural draw with the school and pool. Putting sidewalks and bike lanes on the road encouraged neighborhoods to use the road the way it was meant to be used. There were two letters of support to remove the parking and he thought that was what should be done.

Mr. Klein said the houses built on the east side were not designed with Villa Road being a major collector as there were driveways directly accessing Villa Road. They had given the road non major collector attributes and had set a precedent. He was in favor of keeping the parking on both sides of the road for the residents. At some point there needed to be a discussion with George Fox about being accountable for providing enough parking for their students. He liked the idea of a bike path on the west side so they could have bike travel on Villa.

Mr. Emslie agreed that it was a George Fox issue that had generated the parking problem and they needed to be held accountable. He was in favor of keeping Villa the way it was.

Mr. Hostetler was torn as there was a parking issue and taking away parking would make it worse, but he did not want to set a precedent for streets with the same issues. He was in favor of keeping the parking.

Mr. Grider thought George Fox had options for parking and the City needed to talk to them about future plans to address parking. Eliminating the parking would create enforcement issues because people did not have another option and it would become an undue burden on citizens. He sided with the citizens and thought parking should be allowed.

Ms. Sand asked if the parking was eliminated, could it be allowed during special events. Police Chief Brian Casey said that would be difficult to enforce.

Ms. Sand said it was a major collector and one of the only ways to get north and south and was in various conditions, would parking on one side be a compromise? This issue was going to continue to come up especially as the City grew and there was increased traffic.

Chair Birky agreed with Mr. Roos that there was a problem with parking on Villa. The City was growing and there needed to be efficient transportation systems. Villa Road was a major collector and was designed to move cars. George Fox had not done their job and the students were parking there. He thought it would be easier to make the change to no parking now than ten years from now. They had the responsibility to make the hard decisions and not reward bad behavior. Major collectors did not allow parking, that was the standard, and they should enforce the standard.

Mr. Klein suggested getting more information from George Fox about their plans before a decision was made. He thought bike traffic was needed on Villa, but it could not be done in a safe manner right now. He did not think telling residents their parking was gone was right as there was a past precedent and Villa was not built as a major collector.

Mr. Roos said the parking was being asked to be removed due to safety concerns. There would be better site distance to make safer turns onto the roadway. Once the parking was removed, there would be room for bike lanes. He suggested directing staff to do a safety assessment of the roadway to see if there was a real safety issue.

PC Casey thought if the parking was removed, the speeds would increase.

CE Wuertz said the major collector road was 35 mph, and this section of Villa was 25 mph because it was not built to the standard.

Mr. Klein agreed the speed would increase if there was no parking, but with the cars there was reduced visibility. Villa wasn't designed as a major collector and he thought the parking should remain at this time, but they should keep gathering information and review it again in the future.

PC Casey thought George Fox was enforcing the parking restrictions as students were not supposed to be parking on streets adjacent to the college.

CE Hofmann said staff could have George Fox and the Planning Commission come to a Traffic Safety Commission meeting to discuss George Fox's parking master plan.

MOTION: Klein/Emslie moved to allow parking on both sides of Villa Road at this time with the caveat that the Commission start discussions with George Fox and the Planning Commission on parking issues on Villa, Fulton, and Meridian in George Fox's parking master plan in a six month time frame.

Mr. Roos made a friendly amendment to include directing staff to look at the safety of the road as well. Motion carried (8 Yes/ 0 No).

STAFF REPORTS – GENERAL INFORMATION

PC Casey said there were traffic complaints being received from Fernwood near the golf course and a traffic survey was being done. There were also complaints regarding speeding near the skate park and a speed survey had been completed. The speeds were about 16 mph and there was a question of who owned that road. There would continue to be dedicated traffic officers, but they would not be on motorcycles anymore as the program was too costly with equipment and training and the motorcycles needed to be replaced. Beginning in January there would be two traffic officers in cars and none on motorcycles. There would be traffic congestion and

delays when the Springbrook/99W intersection construction happened as part of the Bypass project. That would not happen until December 2017.

CE Hofmann said they were transitioning from the Police Department as staff liaison to the Commission to the Engineering Department as staff liaison to the Commission. Elliot and Springbrook had both been paved. Villa Road was now open. More work was being done on Springbrook for the Bypass. A signal would be put in at Fernwood and Springbrook.

Mr. Klein said he was not receiving emails through his City email address and asked that City emails be sent to his personal email.

MOTION: Birky/Klein moved to thank PC Casey, Mary Newell, and the Police Department for their years of work on the Traffic Safety Commission. Motion carried (8 Yes/ 0 No).

CE Hofmann said there would be a median installed on 2nd near Highway 219 for no left turns in or out on 2nd Street at Highway 219 as part of the Bypass project. A signal would be installed at 2nd and Everest.

IX. ADJOURNMENT

Motion: Johns/Sand moved to adjourn the meeting. Motion carried and the meeting was adjourned at 9:18 PM.

Approved by the Newberg Traffic Safety Commission on this 14th day of November 2016.

Minutes Recorder

Karl Birky
Traffic Safety Commission Chair



MEMORANDUM

ENGINEERING SERVICES DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon
97132
Tel 503.537.1240 • Fax 503.537.1277

November 14, 2016

To: Newberg Traffic Safety Commission
Cc: Kaaren Hofmann, PE, City Engineer;
From: Jason Wuertz, PE, Senior Engineer
RE: TSC-16-004 / CS Lewis Academy School Zone

The school zone speed signs have been removed from the immediate area around the former site of CS Lewis Academy at 609 Wynooski. The school has completed the relocation of all school activities to the 1605 N College campus location. This was confirmed by C.S. Lewis prior to the removal of the school zone signs.

The Newberg Municipal Code authorizes the Traffic Safety Commission to decide on location of parking and all traffic control devices:

2.15.400 Purpose and duties.

B. The commission will decide on the location of parking, crosswalks, safety zones, traffic lanes, truck routes and all manner of traffic control devices within the community. [Ord. [2743](#) § 1, 10-3-11; Ord. [2427](#). Code 2001 § 32.22.]

FISCAL IMPACT

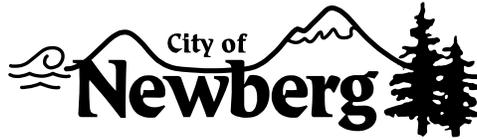
The removal of the signs is complete and required minimal staff time.

ENGINEERING RECOMMENDATION

Ratify the decision to eliminate the school zones around the former site of CS Lewis Academy at 609 Wynooski St.

“Working Together for a Better Community – Serious About Service”

“Traffic Safety Mission Statement: To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community.”



MEMORANDUM

ENGINEERING SERVICES
DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon
97132

Tel 503.537.1240 • Fax 503.537.1277

November 14, 2016

To: Newberg Traffic Safety Commission
Cc: Kaaren Hofmann, PE, City Engineer;
From: Jason Wuertz, PE, Senior Engineer
RE: TSC-16-001 / Parking Change Policy

The Parking Change Policy was previously brought before the Traffic Safety Commission. No minutes were recorded documenting the commission's decision on the policy. The parking change policy is attached for your reference.

FISCAL IMPACT

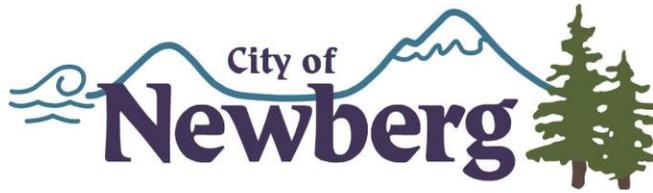
There is no fiscal impact to this policy.

ENGINEERING RECOMMENDATION

Staff recommends that the traffic safety commission approve the Parking Change Policy and Parking Change Policy Request Form shown as Attachment "A."

“Working Together for a Better Community – Serious About Service”

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P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1273 • Fax 503.537.1277

Parking Change Request Policy

PURPOSE: The purpose of the parking change request policy is to provide fair and uniform treatment of all requests for parking changes within the City. A consistent application of the policy serves both the motorist and residents within the City.

PROCESS: A "Parking Change Request Form" will be completed by the requestor and submitted to the City Engineer or designee. That person will work with the requestor and gather the pertinent facts, help clearly define the problem, and seek a solution. The review and facts will be reviewed by the City Engineer. The City Engineer will approve or disapprove the request and this decision will be shared with the requestor. All decisions will be ratified by the Traffic Safety Commission. If the requestor disagrees with the recommendation of the City Engineer, or can bring forth additional information and/or facts that are persuasive as related to the City's warrants/policies for the requested issue, the requestor can appear at the Traffic Safety Commission meeting and present his/her viewpoint. If the requestor disagrees with the decision by the Traffic Safety Commission, an appeal process can begin per Newberg Municipal Code Section 2.15.450.

POLICY: In order for a change in the current parking status to be approved, a "Parking Change Request Form" shall be completed, which includes a petition. In order for a change in the current parking status to be approved, the petitioner must be able to show that there is a general support for the change. Because changes in parking restrictions affect renters, employees and business people along, and on both sides of the affected street, these signatures will be reviewed. The submittal of the petition does not automatically mean the requested change will be approved.

The order of precedence in which action is taken in regards to a request is as follows. Violations of existing laws regarding no parking zones will be enforced by the Newberg Police Department. When new no parking zones are approved, the painting of the curb yellow is preferred over no parking signs.

Parking and no parking zones based on classification of the road, and the curb to curb width shall be based on the Newberg Development Code table 15.505.060.

No parking shall be allowed in areas as defined by Newberg Municipal Code section 10.15.020 and the Oregon Revised Statutes section 811.550.

When the addition of no parking zones would improve the safety of an intersection based on intersection sight distance, the standards provided in the American Association of State Highway and Transportation Officials (AASHTO) “Green Book,” figure 9-15 shall guide the placement of the no parking zones.

The City Engineer and Police Chief may implement no parking zones per this policy without a request from a citizen.

DRAFT



Parking Change Request Form

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1273 • Fax 503.537.1277

In accordance with the City of Newberg’s adopted Policy and Procedure for parking change requests, citizens interested in requesting the installation or removal of a no parking signs or yellow curb painting shall complete and submit this form to the Engineering Department. Upon receipt of a completed application, Staff will review the proposed request utilizing the procedures included in the adopted Policy. Contact with the applicants regarding the request will be included in the review process. Completed forms shall be submitted to:

The City of Newberg
Engineering Department
401 E 1st St, Newberg, OR 97132
engineering@newbergoregon.gov

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

1. Requestors Contact Information:

Name: _____
Address: _____
Phone Number: _____
Email (Optional): _____

2. Please identify the location/intersection of concern:

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

4. Please describe how no parking areas will be able to eliminate or reduce your traffic concerns:



MEMORANDUM

ENGINEERING SERVICES
DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon
97132

Tel 503.537.1240 • Fax 503.537.1277

November 14, 2016

To: Newberg Traffic Safety Commission
Cc: Kaaren Hofmann, PE, City Engineer;
From: Jason Wuertz, PE, Senior Engineer
RE: TSC-16-001 / Stop Sign Policy

The Stop Sign Policy was previously brought before the Traffic Safety Commission. No minutes were recorded documenting the commission's decision on the policy. The stop sign policy is attached for your reference.

FISCAL IMPACT

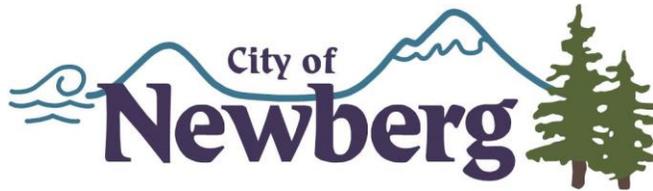
There is no fiscal impact to this policy.

ENGINEERING RECOMMENDATION

Staff recommends that the traffic safety commission approve the Stop Sign Policy and Stop Sign Policy Request Form shown as Attachment "A."

“Working Together for a Better Community – Serious About Service”

“Traffic Safety Mission Statement: To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community.”



P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1273 • Fax 503.537.1277

Stop Sign Policy



PURPOSE: The purpose of the stop sign policy is to provide fair and uniform treatment of all requests for stop signs in residential areas, and to provide guidelines for stop controlled intersections within new development. A consistent application of the policy serves both the motorist and residents within the City.

PROCESS: A “Stop Sign Request Form” will be completed by the requestor and submitted to the City Engineer or designee. That person will work with the requestor and gather the pertinent facts, help clearly define the problem, and seek a solution. The review and facts will be reviewed by the City Engineer. The staff recommendation will be shared with the requestor. If the decision necessitates a change in traffic control signage, a recommendation will be made to the Traffic Safety Commission regarding the matter. If the requestor disagree with the recommendation of the City Staff, or can bring forth additional information and/or facts that are persuasive as related to the City’s warrants/policies for the requested issue, the requestor can appear at the Traffic Safety Commission meeting and present his/her viewpoint. If the requestor disagrees with the decision by the Traffic Safety Commission, an appeal process can begin per Newberg Municipal Code Section 2.15.450.

POLICY: Warrants provide specific conditions where stop signs should be considered. The satisfaction of a warrant does not mandate the installation of a stop sign, nor does the non-satisfaction of a warrant prevent such installations but should be used in conjunction with traffic engineering judgement.

Stop signs should not be installed in an attempt to control speed. Stop signs should not be installed in an attempt to control volume. Stop sign installations should be consistent with the magnitude of traffic conflicts. The indiscriminate use of stop signs results in unnecessary delay, energy use, and an increased risk for accidents based on non-compliance.

Absent engineering data which clearly indicates the need for a stop sign, a residential intersection should remain uncontrolled.

In order for a stop sign to be installed in a new location, one or more of the following criteria shall be met:

1. The provisions regarding stop sign warrants of the Manual of Uniform Traffic Control Devices.
2. All side streets entering onto arterial streets shall be stop controlled at the intersection with the arterials
3. Intersections of collector streets with collector streets shall be four-way stops unless one collector street has significantly higher volume of traffic. The lesser volume collector street shall be stop controlled and the high volume collector street proceeds.
4. Intersections of all other streets with collector streets shall be stop controlled at the intersection with the collector street.
5. In considering the intersection of two local streets, the following process is used:
 - a. The overall area is examined, and through or continuous streets are identified.
 - b. Cul-de-sacs and dead-end streets intersecting with the through or continuous streets shall be required to stop at the intersection.
 - c. When two through or continuous streets intersect, the street providing the most direct access to a collector or arterial, or which has significantly higher volume of traffic, shall become a through street.

STOP SIGNS

2016

What you need to know about STOP signs

Public Works receives numerous request for the installation of stop signs every year. Each request is evaluated against nation wide standards to determine if a stop sign is an appropriate safety measure and if installation is warranted. The “Manual of Uniform Traffic Control Devices”, published by the Federal Highway Administration, is used to establish this need.

Most stop sign requests are generated by citizens with a genuine concern for traffic and pedestrian safety who believe that installation of a stop sign would solve many traffic and pedestrian problems. Stop sign installations must hit a balance between the needs of pedestrians and the needs of motorists using the streets. Evaluation of the request may find that a stop sign would only exacerbate a problem and that another method of calming traffic would be more appropriate.

Stop Sign Installation Requests

Requests for new stop sign installations should be addressed in writing to the Newberg Engineering Department 401 E. First Street, Newberg, Oregon 97132. For questions regarding the process call 503.537.1273.

Did you know...

- ◆ *The first STOP sign was placed in Detroit, MI in 1915.*
- ◆ *1922 the STOP sign went from a circle to the octagonal shape recognized today.*
- ◆ *1935 the STOP sign went from the color yellow to red.*



Common Questions

- What is the purpose of a stop sign?
- Why wouldn't stop signs along our street help to slow traffic?
- What harm would another STOP sign do?
- Where should STOP signs be installed?



Effective 4 way stop

Cost to install a STOP sign

Physical installation of a stop sign is relatively inexpensive, however there are associated costs that must be considered.

- ◆ The Sign must be maintained after installation.
- ◆ Motorists consume extra fuel stopping at a stop sign and then reaccelerating whether or not any other vehicles are present. When this is multiplied over a period of years, fuel usage is significant.
- ◆ Extra fuel consumption leads to increased air pollution, especially in the immediate vicinity of the sign.
- ◆ Residents living adjacent to the stop sign experience an increase in noise pollution made by vehicle stopping and then accelerating.

What is the purpose of a STOP sign?

Stop signs are used to assign Right-of-Way for vehicles approaching intersections. They are not used for speed control or reducing “cut through” traffic by inconveniencing motorists.

Why would STOP signs along a street not help to slow traffic?

Motorists tend to accelerate to higher speeds to make up for time lost at stop signs. Vehicle speeds will decrease within two hundred feet of an intersection but will remain unchanged or increase between intersections.

What harm would another STOP sign do?

When stop signs are installed where the need to control Right-of-Way is questionable, there would be an increase in traffic delay and congestion with little or no gain in safety. In actuality, safety is sometimes reduced. Incidences of rear end collisions sometimes increase; pedestrian accidents may also increase due to a false sense of security provided by the stop sign. Excessive use of stop signs tends to frustrate motorists who may divert to less suitable streets. If motorists observe that cross street traffic is light or virtually non-existent, the value of the sign will be questioned and vehicle will roll through or ignore the sign entirely. This reduces the credibility of stop signs.



Stop sign installed

Where should STOP signs be installed?

Stop signs are placed at:

- ◆ Entrances to designated through streets (arterial or collector roadways).
- ◆ Intersections approved by the city traffic engineer as a result of stop sign warrant studies.

The major criteria reviewed to determine whether or not a stop sign should be installed are:

- ◆ Accident history at the intersection
- ◆ Visibility conditions
- ◆ Vehicular and pedestrian conflicts
- ◆ Any unusual conditions to include:
 - ◇ Any facility that generates an unusually high volume of traffic and/or pedestrians.
 - ◇ Regular use of an intersection by school age children, the elderly or physically impaired pedestrians.
 - ◇ Uniqueness of geometry.
 - ◇ Visible signs of traffic problems (skid marks, fixed object collisions)



Report down stop signs

If a STOP sign is not appropriate, what can be done to improve the safety of an intersection?

There may be alternative solutions to problems at an intersection. Shrubbery obscuring visibility can be trimmed by the property owner or the city. Increased police enforcement periodically targeting speeders is an effective way to slow down traffic. Yield signs or warning signs may also be more suitable than a stop sign in certain instances.

Motorist education and adherence to traffic laws as well as pedestrian awareness and caution can be the most effective solution to traffic mishaps.

Useful contact information

To report a downed or damaged stop sign call Public Works Maintenance 503.537.1234 ext. 1.

To report speeding problems call Newberg-Dundee Police Department at 503-538-8321.

Stop Sign Request Form

In accordance with the City of Newberg’s adopted Policy and Procedure for Stop Sign Installation and Removal Requests, citizens interested in requesting the installation or removal of a stop sign shall complete and submit this form to the Engineering Department. Upon receipt of a completed application, staff will review the proposed stop sign revision utilizing the procedures included in the adopted Policy. Contact with the applicants regarding the request will be included in the review process.

Contact Us

Submit completed forms to:

**City of Newberg
Police Department
401 E. Third Street
Newberg, OR 97132**

(503) 538-1280

police@newbergoregon.gov

Visit us on the web at
www.newbergoregon.gov.

Requestors Contact Information

Name: _____

Address: _____

Phone Number: _____

Email (Optional): _____

Identify the location/intersection of concern:

Describe the nature of the traffic problem which concerns you:

Please describe how stop signs will be able to eliminate or reduce your traffic concerns:

Note:

Please attach all additional information available, such as: pictures, maps or further text, to the back of the Stop Sign Application.

City Use Only

Date Application Received: _____

Application Received By: _____

Final Determination On Request:

Approved Denied Other: _____

By: _____