

NOTICE OF PUBLIC MEETING & AGENDA
TRAFFIC SAFETY COMMISSION
7:00 PM, MONDAY, January 8, 2024
Newberg Public Safety Building
401 E Third Street
Denise Bacon Community Room

&

VIA Zoom

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“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

Dan Kizer	Brett Adkins	Michael Rossman	Jesse Cadd
Greg Stiffler	Branden Dross	Gabrielle Humlie	Roger Kuhlman
Rick Marshall			

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. INTRODUCTIONS

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.

VI. ELECTION OF CHAIR AND VICE CHAIR

VII. CONSENT CALENDAR

- a. 2024 Meeting Dates
 - i. January 8, 2024
 - ii. April 8, 2024
 - iii. July 8, 2024
 - iv. October 14, 2024
- b. Traffic Safety Commission Meeting Minutes April 10, July 24, and October 23, 2023

VIII. STAFF REPORTS & GENERAL INFORMATION

- a. Police
- b. Engineering

IX. OLD BUSINESS

- a. Future Tasks for TSC
- b. Meeting Frequency

X. NEW BUSINESS

- a. TSC involvement with future Transportation System Plan updates.

XI. COMMISSIONER COMMENTS

XII. REFERENCE INFORMATION/TRAFFIC SAFETY INFORMATION

- a. [Newberg-Dundee Bypass Phase 2A](#)
- b. [Traffic Safety Commission](#)

XIII. ADJOURNMENT – April 8, 2024

MEMORANDUM

ENGINEERING SERVICES DEPARTMENT

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

January 8, 2023

To: Newberg Traffic Safety Commission
Cc: Jeff Kosmicki, PD Chief
Lance Calvert PE, City Engineer
From: Brett Musick PE, Senior Engineer
RE: Motion on Meeting Dates and Location for 2024

RECOMMENDATION:

Staff recommends that the Traffic Safety Commission make a motion setting the meeting location for 2024 as in person meeting at the Public Safety Building unless otherwise noted and that the meeting dates are as follows: January 8, 2024; April 8, 2024; July 8, 2023; and October 14, 2024.

EXECUTIVE SUMMARY:

The Newberg Municipal Code states:

2.15.390 Meetings, quorum, and official action.

Meetings of the commission will be called and conducted in the following manner:

A. Regular Meetings. The commission will hold regular meetings at a time and place designated by the commission. The commission will meet whenever business warrants but, in no event, not less than quarterly. Notice of meetings and the agenda will be published in accordance with Oregon Public Meetings Law.

The Code indicates that the Commission must meet quarterly and can meet more often.

CITY OF NEWBERG TRAFFIC SAFETY COMMISSION MINUTES
MONDAY, April 10, 2023 7:00 PM
Zoom Meeting

“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 Woodruff called the meeting to order at 7:00 PM.

II. ROLL CALL

Members Present:	Lesley Woodruff	Dan Kizer	Jess Cadd
	Michael Rossman	Tony Roos	Toby Linhart

Members Absent: Dan Carpenter, Greg Stiffler, Bret Adkins, and Neal Klein

Staff Present: Kaaren Hofmann, City Engineer
Sarah Wilson, Assistant City Engineer
Brian Hagen, Police Sergeant
Preston Langeliers, Maintenance Superintendent
Zen Bugaran, Engineering Administrative Assistant

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was performed.

IV. PUBLIC COMMENTS

None

V. CONSENT CALENDAR

A. Traffic Safety Commission Meeting Minutes September 12, 2022

B. Traffic Safety Commission Meeting Minutes January 9, 2023

Chair Woodruff noted the misspelling of her first name on the January 9 minutes.

MOTION: Cadd/Rossman moved to approve the September 12, 2022 and January 9, 2023 minutes as amended. Motion carried (6 Yes/0 No).

VI. STAFF REPORTS & GENERAL INFORMATION

Assistant City Engineer Wilson reviewed the active issues log and gave project updates.

There was discussion regarding traffic safety cameras, crack sealing, pavement service level map, and sharing the five year pavement plan.

Sergeant Hagan discussed Distracted Driving Awareness Month.

VII. OLD BUSINESS

A. Abandoned Vehicles

Sergeant Hagan would like more teeth in the current ordinance for more effective enforcement.

Assistant City Engineer Wilson presented information on nuisance vehicles. She discussed the marching orders from the Commission's January meeting including clarifying the goals, getting the City Attorney's opinion, police suggestions, summary of current guidance, and researching what other municipalities were doing. To better clarify the goals, they needed to define nuisance vs. junk vs. derelict vs. abandoned vehicles, name when vehicles needed to be removed, and name when on-street vehicles should not be removed. She explained what "discarded" meant in the current code and how it needed to be clarified. She gave suggestions for definitions for nuisance, inoperative, wrecked, dismantled/partially dismantled, derelict, abandoned, and junked. She then summarized what other municipalities had for definitions of junked/abandoned, timelines on action, punishment for non-licensed vehicles in public rights-of-way, restrictions on the distance a vehicle must be moved, and dedicated vehicle hotline for reporting nuisance vehicles.

MOTION: Rossman/Woodruff moved to suggest code amendments to forward to the City Council. Motion carried (6 Yes/0 No).

There was discussion regarding possible changes to the goals, towing issues for vehicles being used as homes, enforcement, clarifying definitions, moving vehicles off the block, and adequate parking.

The Commission was generally in favor of staff's recommendations for vehicles licensed and operational and did not cause site distance or pedestrian safety issues and was moved once every 72 hours, the vehicle did not need to be forcibly removed; distinguishing between abandoned and junked vehicles; and adding the threshold that the vehicle had to be moved off the block.

Sergeant Hagan gave scenarios of issues staff were dealing with that still needed to be addressed. Staff and Commissioners Roos and Cadd would work on code language to bring back to the next meeting.

VIII. COMMISSIONER COMMENTS

The next Traffic Safety Commission meeting would be held on July 10, 2023.

IX. REFERENCE INFORMATION/TRAFFIC SAFETY INFORMATION

X. ADJOURNMENT

The meeting was adjourned at 8:17 PM.

Approved by the Newberg Traffic Safety Commission on this 24th day of July, 2023.

Minutes Recorder

Lesley Woodruff
Traffic Safety Commission Chair

CITY OF NEWBERG TRAFFIC SAFETY COMMISSION MINUTES
MONDAY, July 24, 2023 7:00 PM

“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 Woodruff called the meeting to order at 7:04 PM.

II. ROLL CALL

Members Present:	Lesley Woodruff	Neal Klein	Jess Cadd
	Michael Rossman	Tony Roos	Toby Linhart
	Bret Adkins	Mike McBride	

Members Absent: Neal Klein and Greg Stiffler

Staff Present: Sarah Wilson, Assistant City Engineer
Brian Hagen, Police Sergeant

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was performed.

IV. PUBLIC COMMENTS

None

V. CONSENT CALENDAR

Chair Woodruff noted that the last meeting minutes from the previous TSC meeting was not present to be approved. Staff Liaison to acquire meeting minutes and provide them at the next meeting.

VI. STAFF REPORTS & GENERAL INFORMATION

Staff Liaison/Assistant City Engineer Wilson was not able to complete the public meeting hybrid room setup as they were missing the domain for the Newberg Zoom login information. Staff Liaison to get the safety building key and Zoom domain to finish the correct room set up.

As the typical recording for the meeting minutes was not occurring at this meeting, TSC Staff Liaison is Taking notes by hand.

VII. OLD BUSINESS

A. ODOT Project

TSC Commission asks if there's an ODOT Liaison that Newberg can talk to about the ODOT Project. Assistant City Engineer Wilson will ask Kaaren Hoffman if she had an ODOT Correspondent tied to this project. TSC Committee asks if Newberg had any design input into the ODOT Bypass project. Assistant City Engineer Wilson relays that ODOT may have included Newberg in some design updates and land use decisions but Newberg did not have significant design input into the Bypass project and that design of the project is beyond making comments.

B. Nuisance Vehicles

TSC committee reviews the white paper write up and flow chart for the Effective Response to Nuisance Vehicles and Repeat Non-Emergency Calls to Vehicles Stored in the Right of Way. TSC Commissioners suggest fixing the flow chart to clarify that the 300 ft requirement is what eliminates the malicious compliance to the current vague “moved” terminology in the current code.

Sergeant Hagan suggests adding a comment to the write-up that following up on nuisance vehicle calls often falls to the night crew but that the night crew go knocking on doors at 2:00am. To move the code recommendation with the council, we wanted to make sure the conversation didn’t center around re-defining an abandoned vehicle. We wanted to present the process that the TSC had created.

MOTION: Commissioner Rossman moved to approve the white paper for the recommendation of code change as presented by the white paper for the Effective Response to Nuisance Vehicles and Repeat Non-Emergency Calls to Vehicles Stored in the Right of Way and to present to the City Manager. **Commissioner Roos** seconds motion.

VIII. COMMISSIONER COMMENTS

Commissioner Klein suggests that a member from the TSC and Sargent Hagen be present at the Council Meeting when the white paper is presented. Commissioners Roos and Rossman suggest a photo library of abandoned cars around town be presented as well to serve as a reference for the code recommendation.

The Commissioners request more information on how RLR will be communicated to the citizens. How can the TSC help the council move this information forward? Can Will come and talk to the TSC and maybe talk about how the TSC can help these move forward?

Commissioners asks Assistant City Engineer Wilson to share with TSC the report that was submitted to ODOT for RLR. Wilson will bring this to the next meeting.

The TSC Commission considers a few options for TSC efforts moving forward.

1. Review bike-pad plan and ADA route and consider prioritizing access routes.
2. Adding streetlights to high crime areas to make them safer.
3. Next Transportation Master Plan preparation.
4. Elevated crosswalks for Brutscher and Fernwood presented by Student Commission, Linhart.
5. Traffic calming guidelines. TSC and revive the current document and add elevated crosswalks. Propose a fire truck and emergency response vehicle-friendly elevated crosswalk
6. TSC could refresh the “Worst Intersection List” previously created by the TSC.
7. Look at the complaint log and address resident concerns. Commissioner Klein expressed concern about Villa Road.
8. Assistant City Engineer Wilson proposes a TSC awareness poster created by Emily to share with the public as a response to the types of calls and outcomes that don’t qualify as official issues but still create a problem.
9. TSC social media presence as a resource for the public to come and talk to.
10. TSC Chair Woodruff to ask Will to give an information presentation to the TSC on the RLR project.
11. Push to integrate traffic calming into the Master Plan or Municipal code for new developments.
12. Student Commissioner Linhart suggests a subcommittee for the Traffic Calming. Chair Woodruff says yes, after we have a presentation and have a shared understanding of Traffic Calming
13. Chair Woodruff agrees to talk to City Manager Worthy to ask for RLR presentation.

Commissioners suggest that the TSC meet more often, perhaps once a month.

Chair Woodruff informs the committee that she will not be able to attend the next planned meeting on October 23, 2023.

Commissioner Kizer to lead the next meeting in October if Chair Woodruff is not present.

Chair Woodruff informs the committee that she will not be able to continue as TSC Chair in 2024.

Staff Liaison/Assistant City Engineer Wilson to look at the terms of the committee members to see how many spots need to be filled.

The next Traffic Safety Commission meeting would be held on October 23, 2023.

IX. REFERENCE INFORMATION/TRAFFIC SAFETY INFORMATION

X. ADJOURNMENT

The meeting was adjourned at 9:18 PM.

Approved by the Newberg Traffic Safety Commission on this 23rd day of October, 2023.

Minutes Recorder

Lesley Woodruff
Traffic Safety Commission Chair

CITY OF NEWBERG TRAFFIC SAFETY COMMISSION MINUTES
MONDAY, October 23, 2023 7:00 PM

“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 Woodruff called the meeting to order at 7:09 PM.

II. ROLL CALL

Members Present: Lesley Woodruff Neal Klein Jesse Cadd
 Dan Kizer Mike McBride

Members Absent: Tony Roos, Michael Rossman, Greg Stiffler, Bret Adkins and Toby Linhart

Staff Present: Sarah Wilson, Assistant City Engineer
 Paul Chiu, Principal Engineer

Did not have a quorum to make decisions. Chair decided to proceed with the meeting due to public comment, but it is made known that due to a lack of quorum, we would not be able to make decisions.

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was performed.

IV. PUBLIC ATTENDANCE

Matthew Denley
Aubrey Nichols
Molly Olson
Theresa Royce
Eugene Royce

IV. PUBLIC COMMENTS

Matthew Denley: Mr. Denley states his business is located at 100 S College, downtown Newberg. His office faces across the street from Chapters Book Store and he attended this meeting to talk about public safety and what he has observed over a period of time. He brought exhibits to present what he thinks is an unsafe crosswalk. Mr. Denley stated he has emails dating back to 2019 about this intersection and addressed his concerns to ODOT. He states ODOT has failed to address this unsafe situation and he felt it should be elevated to a City level.

What Mr. Denley has witnessed:

“On September 12th, a young woman, who appeared agile, almost got hit by a Dodge Ram Truck. More recently, a gentleman walking northbound towards chapter was having difficulty walking. The only reason why he did not get hit was the driver noticed at the last second there was a pedestrian there.”

Mr. Denley states his idea for this intersection for the south bound traffic is “there needs to be a dedicated left turn signal. This gives the drivers and pedestrians the grace of time. This gives the drivers the ability to turn left and it keeps the pedestrians out of the crosswalk during the turning period.

Commissioner Neal Klein agrees with the testimony brought forth. One point in particular is the near

misses are not documented and don't become a statistic. Someone must be injured or killed in order for it to be noted or recorded. Commissioner Klein notes that ODOT works primarily on statistical data and unless that data exists, ODOT won't move forward with change requests. Commissioner Klein thanked the public members for presenting their concerns, but notes to the public member that ODOT rules that road, it will be a slow process for change.

Aubrey Nichols: Ms. Nichols states "with the downtown collation, she'd like to address the restraint of ODOT corridors running through the downtown area and presents the findings of the parking study recently completed and presented to Council in August 2023. There are 11 recommendations from the parking study. The Downtown collation surveyed the public to prioritize the recommendations. What was surprising was that we have more issues with safety instead of limited parking. From lighting improvements in the 2nd street lot and the pedestrian crossing issues.

Ms. Nichols asks if TSC is interested in the presentation of the findings of the NDC and the parking study in a formal matter in January at the next TSC meeting. Miss Nichols notes that there are multiple methods of addressing parking from lighting to working with ODOT. Ms. Nichols mentions the article in the Newberg Graphic that references the parking study. Miss Nichols asks for a team approach between NDC, TSC and the public to address ODOT.

Molly Olson: Ms. Olson states she lives on College Street off of Edwards Street. She stated she walks downtown a lot. She works with NDC and twice have nearly been taken out on the sidewalk next to Chapters from the southbound traffic. ODOT did a left hand turn lane on Main Street, and this is the Solution needed on College Street. Miss Olson states "the letter received back from ODOT in response to Matthews's inquiry was ODOT stating that they wish they could pursue a fix, but don't have the funds". Miss Olson suggests that this issue be escalated to council so that this can be addressed prior to someone being injured or killed. Ms. Olson stated that ODOT may get these kinds of emails all the time and bringing a larger party to talk about the issue may be what we need to get this issue the attention it needs.

Chair Woodruff asked how the left hand turn lane at Main Street and 99 got in installed. Mr. Paul Chiu, Senior Engineer answered that he did not know why specifically that signal light got put in, but he will find out. Mr. Chiu notes that this intersection feels much safer than at College Street and 99W.

Mr. Mike McBride says that he can bring this up at the next council meeting. Ms. Olson can also bring this up at the next council meeting. Mr. McBride stated that pressure needs to be put on our representatives. We want to let them know that this is serious and want to know why the cost increase is stated to be so high. Commissioner Klein suggests that we could ask staff to do another traffic study.

Theresa Royce: Mrs. Royce stated they live off of East 7th in the downtown area. Back in May her husband was knocked off his bike and broke his elbow. In this area there are no stop signs. Once you cross River, there are no stop signs on this side of town. It is difficult to navigate non-controlled intersections. Two weeks ago, someone on her cell phone blew through the intersection. Mrs. Royce questions; "If we don't have this kind of safe control, how can we ride our bikes and let our children play? My husband was on 8th and Chehalem. It was a nice day and he was hit as he crossed the intersection. I find it perplexing that we don't have this standard safety mechanism. I see people blowing through intersections. I wonder why I don't see more children outside playing and I believe it is because it is unsafe in those neighborhoods."

Chair Woodruff talks about how the City tries to balance the number of stop signs and applying them appropriately. Chair Woodruff states it is a possibility that the City could look into the number of cars

Traveling through the neighborhood.

Mr. Eugene Royce points out that all the stop signs are on the perimeter but not within the heart of the Neighborhood. Mr. Royce claimed he's never lived in a neighborhood that has not had at least one or two safety precautions to let someone know that they need to slow down. Drivers are not driving the appropriate neighborhood speed and people can't walk around safely in the neighborhood.

Chair Woodruff asks if we can have the speed trailer out at Chehalem and 7th Street, Ms. Wilson, Staff Liaison replied "yes".

Commissioner Jesse Cadd asked Mr. and Mrs. Royce if they were aware that there is a stop sign warrant and petition online. Mr. Royce stated he was not aware. Commissioner Cadd provides an example where this was a successful practice.

V. CONSENT CALENDAR

Chair Woodruff approved TSC Meeting Minutes for April 10, 2023 and July 24, 2023.

VI. STAFF REPORTS & GENERAL INFORMATION

Staff Liaison/Assistant City Engineer Wilson and Engineering Administrative Assistant, Zen Bugaran were unable to complete the public meeting hybrid room as the equipment was not working due to a power outage that the City experienced the night before.

As the typical recording for the meeting minutes was not occurring at this meeting, Staff Liaison is taking notes by hand.

VII. OLD BUSINESS

A. RLR (Red Light Running)

Senior Engineer, Paul Chiu stated; "Looking at the crash data the ODOT has provided, we need to look at a 5-year block of data that would qualify intersections for the RLR Program. We looked at as many intersections as we could, but only two qualified for the cameras according to ODOT. Main Street and 99, and HWY 219 and Villa Road on 99W." Mr. Chiu states "the cameras on 99 and Main will have speed enforcement in addition to the RLR. The city will continue to work on getting speed enforcement on both cameras."

Mr. Chiu stated the city has hired Kittelson and Associates to do the application from the City to ODOT. This application was able to get the approval.

The City received three proposals from vendors. The vendors will install and supply the cameras and are paid at a negotiated flat rate or percent per incident caught and ticketed. The City attorney is currently reviewing the contracts with the chosen vendor. This is currently under review and negotiation. There are about three items remaining to be negotiated. Once this is finished, there will be a contract signed and Mr. Chiu will be the point person to work with this vendor. Mr. Chiu states "we will need to continue to work with ODOT as these cameras are installed. We will also need notification signs as you enter the city.

Mr. Chiu estimates that we could see the cameras in 6-12 months. "Once these first two are in place, we will continue to look at intersections where we can apply this technology. One contingency is that ODOT requires an intersection that has 5 years of crash data. So if an intersection is new, or if it has been changed, then the 5 year interval needs to start over.

Commissioner Cadd asks “for the intersections where we could do RLR enforcement but not speed enforcement. Do these cameras also measure speed? Can we use them to get statistics on speed with the camera installed? Mr. Chiu says that this may be a possibility because these are very sophisticated machines. He will ask the vendor about its capabilities.

Mr. Chiu says that at Villa Road, we only have RLR enforcement and not speed enforcement. At Main and 99, we have both and states that the State Legislature has passed a statute that the City can place their own RLR at their own intersections without ODOT approval. The City Manager is keeping a close eye on this opportunity.

B. Pavement Preservation Projects

Ms. Wilson discusses plans for the Pavement Preservation Projects in the future. Possibility of changing the way that the projects are scheduled to get more money per project as costs rise and that the Engineering Division has a coring machine to aid in the application of remediation methods.

C. River Street

Ms. Wilson states Vittoria Way to Gemini Street area to be done when there is water funds or possibly prior to water funds. Afterwards, Deborah Street and Fulton are next. PW Maintenance says that Deborah Street is a much larger problem than Fulton for water leaks and maintenance.

MOTION: N/A

VIII. COMMISSIONER COMMENTS

Commissioner Cadd wishes to add items to the TSC list of Potential Next Steps and brings up 20 is plenty as an incentive that had been talked about.

For TSC list of potential next steps, Chair Woodruff reminds the staff that the council should also be willing to take on these pieces of work. Chair Woodruff hopes that in January, the TSC will continue to look at this list. Chair Woodruff promotes having someone on the TSC being a part of the development of the next Transportation Master Plan and also promotes the traffic calming guidelines. Having first a presentation about what traffic calming is and what guidelines we can work with and then have a subcommittee to discuss how they are being implemented in the city and in new subdivisions.

Commissioner Neal Klein asks Mr. Chiu if he still has the plan that was created for a very similar issue to the one brought up by Liaison Wilson for putting traffic calming into new developments. Commissioner Klein says that this has been the same issues and things we have identified for the last 15 years, and he challenges the committee and the council to be proactive and implement change for future infrastructure.

Mr. Chiu provides comment saying that he agrees that it is best to do thing right the first time and it would be best if the developer could build these solutions into their developments.

City staff to present about traffic calming, code changes and working with the Planning Commission.

Chair Woodruff adds to the list – a Planning Commission liaison from the TSC or a meeting with the Planning Commission on a regular basis.

Commissioner Klein states that in the past experiences that dual commission, the Planning Commission and TSC operate in different restrictive law practices and that planning commission is also staffed differently. We should ask the planning commission if we could make a subcommittee between the two that meets on a continuing basis. Maybe their Chair and Vice Chair from each committee so we can guarantee continuity over tasks through turnover and committees.

Chair Woodruff would like to ask staff what the feasibility is meeting every other month. Liaison Wilson stated that if we can find availability in the meeting room, then we can meet as they wish. It may not be on a Monday, but we can change the day if needed.

Chair Woodruff announces that she will not be doing the TSC as Chair or as a committee member and this meeting is her last TSC Meeting.

IX. REFERENCE INFORMATION/TRAFFIC SAFETY INFORMATION

X. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Approved by the Newberg Traffic Safety Commission on this 8th day of January, 2024.

Minutes Recorder

Lesley Woodruff
Traffic Safety Commission Chair