

**NOTICE OF PUBLIC MEETING & AGENDA
TRAFFIC SAFETY COMMISSION
7:00 PM, MONDAY, FEBRUARY 8, 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

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. CONSENT CALENDAR - None

VI. NEW BUSINESS

A. Draft stop sign policy

B. Villa Road traffic safety concerns

VII. OLD BUSINESS

VIII. STAFF REPORTS – GENERAL INFORMATION

A. Engineering

B. Police

C. Commissioners

IX. ADJOURNMENT – Next meeting March 14, 2016

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder’s office 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 City Recorder at (503) 537-1283. For TTY services please dial 711.

Posted: February 2, 2016



MEMORANDUM
ENGINEERING SERVICES DEPARTMENT

TO: Newberg Traffic Safety Commission
FROM: Jason Wuertz, PE, Civil Engineer
SUBJECT: TSC-16-001 / Stop Sign Policy
DATE: 2/1/16

Traffic control at an intersection is critical to the operation of both intersecting roadways. Stop signs can be effectively installed to safely control an intersection but they can also be used inappropriately, potentially causing traffic accidents or unnecessary delay.

In an effort to standardize the way in which stop signs are installed within new development, as well as in existing areas, a Stop Sign Policy has been drafted. This policy will also help to clarify to residents, the process in which to request a modification to an intersection.

The Oregon State Revised Statutes (ORS) give the responsibility of placing and maintaining traffic control devices to the local road authority (City of Newberg).

ORS 810.210 (b) Each road authority shall place, maintain and control traffic control devices used upon its own highway as the road authority considers necessary for the safe and expeditious control of traffic, necessary to carry out the provisions of the vehicle code or local traffic ordinances or necessary to regulate, warn or guide traffic.

The Newberg Municipal Code section 2.15.400 Purpose and Duties, delegates the authority of all traffic control devices within the community to the Traffic Safety Commission.

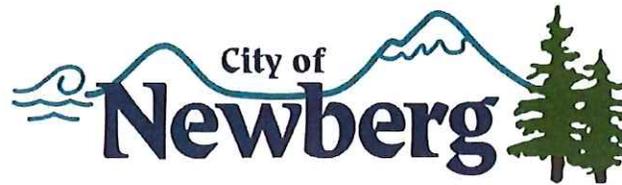
NMC 2.15.400 (B) The commission will decide on the location of parking, crosswalks, safety zones, traffic lanes, truck routes and all manner of traffic control devices within the community. [Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.22.]

FISCAL IMPACT:

There is no fiscal impact to this policy.

RECOMMENDATION:

The Engineering Services Department recommends that the traffic safety commission approve the Stop Sign Policy and Stop Sign Request Form shown as Attachment "A".



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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 Police Chief or designee. That person will work with the requestor and gather the pertinent facts and help clearly define the problem, and seek a solution. Those facts will be reviewed by the City Engineer and the Police Chief. The staff recommendation will be shared with you. If the decision necessitates a change in traffic control signage, a recommendation will be made to the Traffic Safety Commission regarding the matter. If you disagree with the recommendation or can bring forth additional information and/or facts that are persuasive as related to the City's warrants/policies for the requested issue, you can appear at the Traffic Safety Commission meeting and present your viewpoint. If you disagree 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. Their indiscriminate use 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.

DRAFT



Stop Sign 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 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 Police 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. Completed forms shall be submitted to:

The City of Newberg
Police Department
401 E 3rd St, Newberg, OR 97132
police@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 stop signs will be able to eliminate or reduce your traffic concerns:

STOP SIGN REQUEST FORM – PROPERTY OWNER ACKNOWLEDGEMENTS

This request must be signed by owners of at least twenty five percent (25%) of the dwelling units and/or businesses along the first block of the streets emanating from the intersection.

NAME	ADDRESS	SIGNATURE

City Use Only

Date Application Received:

Application Received By:

Final Determination on Request:

Approve Deny Other _____

By: _____