

**NOTICE OF PUBLIC MEETING & AGENDA  
TRAFFIC SAFETY COMMISSION  
7:00 PM, MONDAY, MAY 9TH, 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**

**VI. NEW BUSINESS**

A. Draft Stop Sign Policy

B. Parking Change Request Policy

C. TSC-16-02/ Laurel & Villa No Parking Request

**VII. OLD BUSINESS**

**VIII. STAFF REPORTS – GENERAL INFORMATION**

A. Engineering

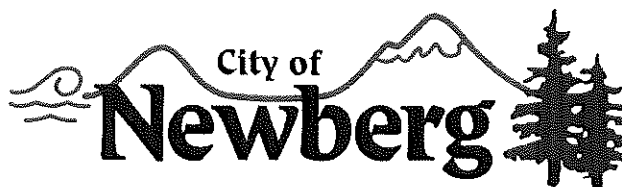
B. Police

C. Commissioners

**IX. ADJOURNMENT – Next meeting June 13, 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: May 3, 2016



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 Police Chief 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 and the Police Chief. 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.

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# 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-Dundee Police Department 401 E. Third Street, Newberg, Oregon 97115. For questions regarding the process call 503.537.1280.

### 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



## 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.

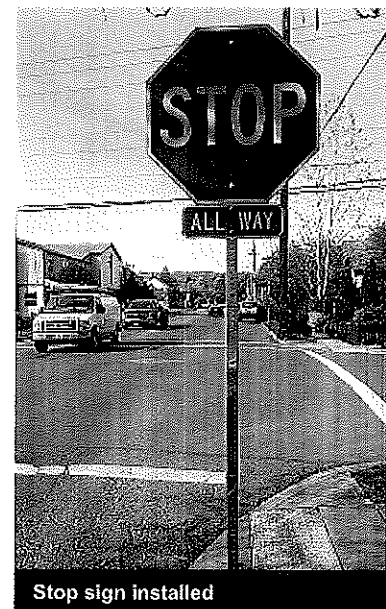
### What harm would another STOP sign do?

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 provide 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.

## 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.



## 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 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.

## Contact Us

Submit completed forms to:

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

(503) 538-1280

[police@newbergoregon.gov](mailto:police@newbergoregon.gov)

Visit us on the web at

[www.newbergoregon.gov](http://www.newbergoregon.gov)

## Requestors Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email (Optional): \_\_\_\_\_

## Identify the location/intersection of concern:

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## Describe the nature of the traffic problem which concerns you:

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

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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 Police Chief 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 and the Police Chief. The Police Chief will approve or disapprove the request and this decision will be shared with the requestor. If the requestor disagree with the recommendation of the Police Chief, 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.

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# 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 Police 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  
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 no parking areas will be able to eliminate or reduce your traffic concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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## MEMORANDUM

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### ENGINEERING SERVICES DEPARTMENT

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

Tel 503.537.1240 • Fax 503.537.1277

May 9, 2016

**To:** Newberg Traffic Safety Commission  
**Cc:** Kaaren Hofmann, PE, City Engineer; Brian Casey, PD Chief  
**From:** Jason Wuertz, PE, Civil Engineer  
**RE:** TSC-16-002 / Laurel & Villa No Parking Request

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A citizen requested that the sight distance be evaluated at the intersection of Villa Rd and Laurel Dr, due to a safety concern that it was unsafe to turn from Laurel Dr onto Villa Rd. Engineering staff evaluated the intersection sight distance and discovered that the current allowed parking along Villa Road adjacent to the intersection does not allow for sufficient sight distance. Staff has determined that in order to meet intersection sight distance, the curb on the east side of Villa Rd, from Laurel south to the first drive should not allow parking. Additionally, the yellow (no parking) curb on the east side of Villa Rd, from Laurel Dr to the north should extend an additional 20'.

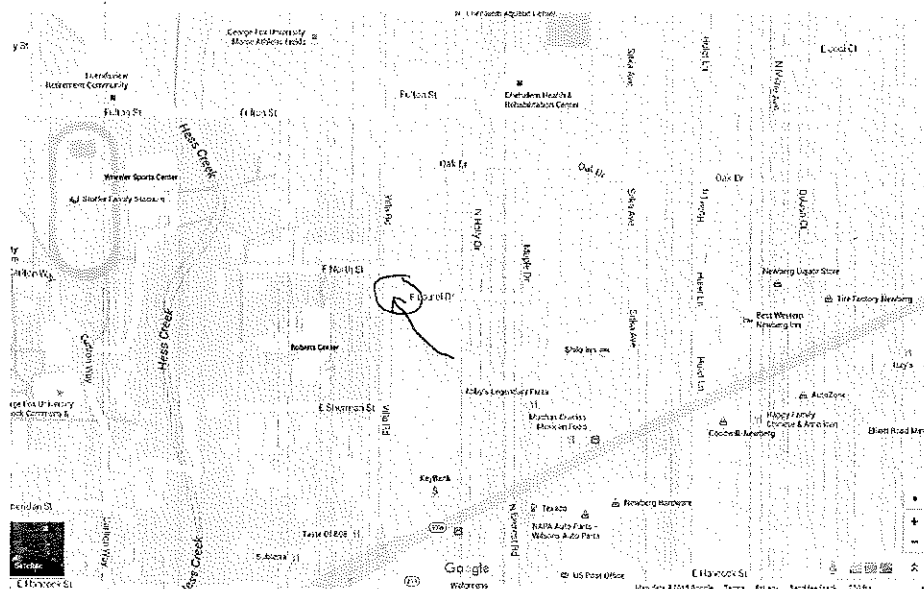


Figure 1 – Vicinity Map

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**“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.”



*Figure 2 – Intersection of Laurel Dr & Villa Rd (Looking northeast)*



*Figure 3 – Intersection of Laurel Dr & Villa Rd (Looking northeast)*

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

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*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 installation of paint will cost the City approximately \$250 initially, and will be required to be maintained periodically. The funds will come from 02-5120-541000 and funds are available, although it will use funds which would otherwise be used for sign and striping maintenance.

**ENGINEERING RECOMMENDATION**

Direct the Public Works Department to install yellow paint along the curb on the east side of Villa Road from Laurel Dr north an additional 20' and South from the intersection to the first driveway.

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