



**NOTICE OF PUBLIC MEETING & AGENDA**  
**TRAFFIC SAFETY COMMISSION**  
**6:00 PM, MONDAY, January 12, 2026**  
**Newberg Public Safety Building**  
**401 E Third Street**  
**Denise Bacon Community Room**  
**&**  
**VIA Zoom**

Join Zoom Webinar  
<https://us06web.zoom.us/j/89536547180>

Phone: +1 669 444 9171  
Webinar ID: 895 3654 7180

For Public Comment sign up in person at the meeting or online:  
[Public Comment Registration](#)

Have questions or need clarification? Contact the City Recorder:  
[cityrecorder@newbergoregon.gov](mailto:cityrecorder@newbergoregon.gov)

To request documents in Spanish please email  
[trafficsafety@newbergoregon.gov](mailto:trafficsafety@newbergoregon.gov)

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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**

Roger Kuhlman	Russell Johnson	Hunter Anderson
Natasha Luepke	Steven Hardgrove	Andrew Miller
James Keary	Wyle O'Neill	Toby Linhart (student)
Derek Carmon (Ex-officio)		

**III. PLEDGE OF ALLEGIANCE**

**IV. INTRODUCTIONS**

**V. ELECTION OF CHAIR AND VICE CHAIR**

**VI. PUBLIC COMMENTS**

**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.



## VII. CONSENT CALENDAR

- a. [2026 Meeting Dates](#)
  - i. January 12, 2026
  - ii. May 11, 2026
  - iii. July 13, 2026
  - iv. October 12, 2026
- b. [Traffic Safety Commission Meeting Minutes October 13, 2025](#)

## VIII. STAFF REPORTS & GENERAL INFORMATION

- a. Police
- b. Public Outreach - Traffic Safety Related
  - i. The City Interim Public Information Officer had two main posts in the last period for traffic safety outreach.
    - A. **Older Driver Safety Awareness week was Dec 1-5:**  
<https://www.instagram.com/p/DRux8v1kg7/>
    - B. **Thanksgiving travel reminders:**  
<https://www.instagram.com/p/DRfu28NEpSP/>
  - ii. The City Interim Public Information Officer has requested that the Traffic Safety Commission provide any specific messaging they wish to be distributed.
- c. Engineering
  - i. [Traffic Safety Active Issues Log](#)
    - A. Status summary of progress made in 2025.
      - 1) The number of items added to the Active Issues Log since January 2025 is 24.
      - 2) The number of items completed since January 2025 is 20.
      - 3) There are 7 outstanding items noted as Ongoing – Keller Study in Progress.
      - 4) There are 9 outstanding items noted as Ongoing – On Work Plan for Keller Assistance.
      - 5) The number of outstanding items noted as Ongoing – Speed Data Needed is 2.
      - 6) There are 4 items noted as “Received”.
    - B. Traffic Safety Issues Work Plan for Keller Assistance.
      - 1) Next task assignments: Engineering Studies are in progress to review existing conditions, prepare initial evaluations and propose recommendations for:
        - i. E Third at Center and E Third at Meridian Street
        - ii. N Villa at Laurel
        - iii. Villa at Haworth

**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.



- C. GIS Analyst traffic related data collection
  - 1) GIS continues to collect speed data and free flow traffic count data to aid in addressing speeding related concerns.
- ii. Fernwood at Brutscher - Pedestrian Crossing Improvement Project.
  - A. After discussion with CPRD, the City Manager tasked Capital Engineering with scoping a capital improvement project for a pedestrian crossing of Fernwood near Brutscher based on Option 2 in the engineering study dated 9/22/2025 prepared by Keller.
- iii. Keller Associates, Inc. Engineering Study - N Brutscher Street adjacent to the Fairfield Inn at 900 N Brutscher Street.
  - A. At the request of the City Manager, Keller is working on an engineering study of pedestrian crossings along N Brutscher Street adjacent to the Fairfield Inn.

## IX. NEW BUSINESS

- a. Presentation by City Recorder Rachel Thomas of the newly adopted Newberg City Council, Board, Committee & Commission Guidelines 2025 (*Council Rules*)
  - i. Overview of the [Council Rules 2025](#)
  - ii. How the new Council Rules relates to the Traffic Safety Commission.
- b. Staff Presentation – *Traffic Safety Commission Purpose and Duties* Newberg Municipal Code 2.15.400 ([2.15.400 Purpose and duties](#))
  - A. The purpose of the commission is to promote traffic safety through:
    - 1) investigation, study and analysis of traffic safety programs;
    - 2) to conduct educational efforts among the public in the matters of public safety;
    - 3) to consider all traffic safety programs which are referred to them for recommendation by the city council and to make reports to the city council on matters of traffic safety and traffic safety programs.
- c. Review of the [2025 Traffic Safety Commission Work Plan](#).

## X. STAFF COMMENTS

## XI. COMMISSIONER COMMENTS

## XII. ADJOURNMENT – May 11, 2026

**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.



## MEMORANDUM

### ENGINEERING SERVICES DEPARTMENT

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

January 5, 2026

**To:** Newberg Traffic Safety Commission  
**Cc:** Jeff Kosmicki, PD Chief  
Trevis Smith PE, City Engineer  
**From:** Brett Musick PE, Senior Engineer  
**RE:** Motion on Meeting Dates and Location for 2026

### RECOMMENDATION:

Staff recommends that the Traffic Safety Commission make a motion setting the meeting location for 2026 as in person meeting at the Public Safety Building unless otherwise noted and that the meeting dates are as follows: January 12, 2026; May 11, 2026; July 13, 2026; and October 12, 2026.

### 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.

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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.”



# City of Newberg

## Traffic Safety Commission Meeting Minutes

### October 13, 2025

#### Call Meeting To Order

The Traffic Safety Commission meeting was called to order on Monday, October 13, 2025, at 6:00 PM. The meeting took place in the Newberg Public Safety Building with some participants joining via Zoom.

#### Roll Call

Alan McKeel conducted the roll call. Present were Dan Kizer, Rick Marshall, Russell Johnson, Natasha Luepke, and Hunter Anderson. Roger Kuhlman, Michael Rossman and Steven Hardgrove were noted as excused. It was noted that with five members present, they had achieved a quorum.

#### Pledge Of Allegiance

The Commission stood for the Pledge of Allegiance.

#### Public Comments

No public comments had been received in writing.

#### Consent Calendar

##### Traffic Safety Commission Meeting Minutes July 14, 2025

Rick Marshall moved to approve the minutes as presented. Russell Johnson seconded the motion. The motion was approved unanimously.

#### Presentation

##### Keller Presentation – Fernwood at Brutscher Pedestrian Crossing Study, Information Only

Ismael Medina from Keller Associates presented findings from a pedestrian crossing study at Fernwood Road and Brutscher Street. He explained that the site was part of two active issues log items from 2022 and 2023 where residents requested a marked crosswalk at this intersection.

Ismael Medina outlined several challenges with the current situation including:

- Proximity to the planned Dundee Newberg bypass route (about 350 feet east of the intersection)
- Property outside city limits south of the intersection
- A city ordinance allowing golf carts to use Brutscher and Fernwood to access the golf course
- An existing unmarked crossing path that has an aggressive skew
- Utility infrastructure that would need to be relocated
- A wide road crossing distance of approximately 44 feet



The presentation detailed three potential options:

Option 1: All-Way Stop Control (\$66,220)

- Converting the intersection to an all-way stop.
- Adding stop bars, stop signs, marked crosswalk, proper illumination and signage
- Would require closing existing crossing locations
- Would need a receiving pedestrian ramp on the south side, requiring acquisition of right-of-way or an easement and possibly annexation
- Would require coordination with Chehalem Parks and Recreation District

Option 2: Economical Mid-Block Crossing Solution (\$65,050)

- Located east of Brutscher
- Would include bulb-out extensions, pedestrian ramps, high visibility markings and signage
- Would include proper illumination
- Would connect to the existing trail system on the south side
- Would eliminate the existing crossing location at Brutscher
- Would reroute golf carts to a maintenance access east of the site
- Would not conflict with the planned bypass

Option 3: Robust Mid-Block Crossing Solution (\$118,210)

- Similar to Option 2 but including a 3-4 inch raised mid-block crosswalk speed table
- Would include curb extensions, pedestrian ramps, high visibility markings
- Would include rectangular rapid flashing beacons
- Would reduce vertical clearance for the planned bypass by 3-4 inches

During discussion, Rick Marshall expressed concern that directing pedestrians to a mid-block location might result in some percentage of users continuing to cross at the current location, undermining safety improvements. He also felt that acquisition of property from ODOT should remain a viable option rather than being dismissed.

Russell Johnson noted that moving pedestrian traffic away from an intersection is generally a good idea, especially if the existing path is removed.

Brett Musick confirmed that as this project moves forward, it would become a capital improvement project, and that what was being presented represented options rather than a final recommendation for construction.

## Staff Reports & General Information

### Police

Sergeant Hagen reported that the police department has two radar trailers that have been deployed at various locations across the city between July and September. He also noted that their grants had been renewed, allowing officers to work overtime for specialized enforcement including DUIs, distracted driving, and speeding, particularly during major holidays and events.

## Public Outreach – Traffic Safety Related

Brett Musick reported that in addition to distributing parking information to George Fox University and posting traffic safety reminders on social media, the interim public information officer has made additional posts for October, which is pedestrian safety month. The public information officer has asked for specific messaging recommendations from the Traffic Safety Commission for distribution.

## Engineering

Brett Musick provided several updates:

### Active Issues Log

- Since January 2025, 18 items have been added to the log and 14 have been completed
- 20 items are noted as ongoing with traffic counts and/or studies needed
- 3 items are in "received" status

Traffic Safety Issues Work Plan for Keller Assistance - The next task assignments include engineering studies for:

- E Third at Center and E Third at Meridian Street
- N Villa at Laurel
- Villa at Haworth

### GIS Analyst Traffic Related Data Collection

- The GIS analyst has been collecting speed data and free flow traffic count data to help address speeding-related concerns.

Brett also provided updates on:

- The TSP (Transportation System Plan) update - a grant has been applied for, with the city manager working with Keller on updated typical street sections for collectors in the meantime
- The red light camera at Villa and Highway 99 - still in process with the new vendor, with plans for a social media campaign before implementation
- The closure of E Illinois at N Main - has been installed and is producing the intended calming effect on traffic according to resident feedback

Rick Marshall commented on the active issues log summary, suggesting it would be beneficial to share it with the City Council to increase awareness of the Commission's work.

Russell Johnson noted that the installation of flashing stop signs at Springbrook and Haworth was a positive development, though there were concerns about trees potentially blocking the solar panels that power the flashing lights.

## Commissioner Comments

Rick Marshall expressed appreciation to the commission, staff, and fellow commissioners as this was his last meeting. He noted that he was appointed for a two-year term that was now ending.



Dan Kiser also indicated this would be his last session and thanked staff for all their hard work. Russell Johnson and Dan Kiser gave credit to Brett Musick for the detailed work on the meeting packets.

### **Adjournment**

Rick Marshall moved to adjourn the meeting. Hunter Anderson seconded. All members voted in favor, and the meeting was adjourned.

The meeting was adjourned at 6:45 The next meeting is scheduled for January 12, 2026.

Attested By:

Brett Musick, Senior Engineer

Dan Kizer, Chair

## Latest Traffic Safety Related Public Outreach – As of 12/17/2025

*Provided by the City of Newberg Interim Public Information Officer*

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### Older Driver Safety Awareness week was Dec 1-5:

<https://www.instagram.com/p/DRux8v1kg7/>

Copy: 🚗 Older Driver Safety Awareness Week is Dec. 1–5 and we're teaming up with the Oregon Department of Transportation to raise awareness about the importance of safe driving conversations with older adults.

Driving ability isn't just about age, it's about health, awareness, and adaptability. Changes in vision, memory, flexibility, or reaction time can impact driving safety, and certain medical conditions may play a role too.

Start the conversation early.

Families and caregivers can support aging loved ones by:

- ❤️ Attending medical appointments together
- ❤️ Discussing driving habits with empathy
- ❤️ Exploring transportation alternatives before driving becomes a challenge

Let's work together to keep our roads safe and help older adults stay independent and mobile with dignity and care. ❤️

Explore more resources on ODOT's website:

<https://www.oregon.gov/odot/safety/pages/older-road-users.aspx>

### Thanksgiving travel reminders:

<https://www.instagram.com/p/DRfu28NEpSP/>

Copy: 🍁 Thanksgiving Travel Reminders 🚗 ❄️

Heading out to visit loved ones this holiday week?

Thanksgiving is one of the busiest travel times of the year, and Oregon's wet, snowy, and unpredictable weather can quickly change your plans.

Stay safe with these winter travel tips:

- Expect delays, plan ahead and give yourself extra time
- Check road conditions at [TripCheck.com](http://TripCheck.com)
- Watch highway message signs for real-time updates
- Carry chains, warm clothes, snacks, and emergency supplies
- Slow down and drive for the conditions
- Choose a sober, alert driver
- Watch for people walking and biking, especially in low visibility

Let's all get to our destinations safely. 



12/22/2025

Traffic Safety Commission  
Active Issue Log - Progress Tracking Notes

Number of Items added since January 2025: 24

Number of Items completed in 2025: 20

Number of Items added since January 2026:

Number of Items completed in 2026:

ACTIVE ISSUES LOG NOTES - STATUS SUMMARY AS OF JANUARY 2026

TIME PERIOD JANUARY 2025 THROUGH DECEMBER 2025

		TOTAL	City Jurisdiction
Number of Items noted as Resolved or No Further Action Taken	20	Percent completed	37% 48%
Number of Items noted as Ongoing - Keller Study In Progress	7		
Number of Items noted as Ongoing - On Work Plan for Keller Assistance	9		
Number of Items noted as Ongoing - Speed Data Needed	2		
Number of Items noted as Received	4	Percent outstanding	41% 52%
City Jurisdiction TOTAL	42		
Number of Items noted as in ODOT Jurisdiction - No Further Action Taken	12	Percent not City jurisdiction	22%
<b>TOTAL</b>	<b>54</b>		

ACTIVE ISSUES LOG NOTES - STATUS SUMMARY AS OF APRIL 2026

TIME PERIOD JANUARY 2026 THROUGH MARCH 2026

		TOTAL	City Jurisdiction
Number of Items noted as Resolved or No Further Action Taken		Percent completed	
Number of Items noted as Ongoing - Keller Study In Progress			
Number of Items noted as Ongoing - On Work Plan for Keller Assistance			
Number of Items noted as Ongoing - Speed Data Needed			
Number of Items noted as Received		Percent outstanding	
City Jurisdiction TOTAL			
Number of Items noted as in ODOT Jurisdiction - No Further Action Taken		Percent not City jurisdiction	
<b>TOTAL</b>			

ACTIVE ISSUES LOG NOTES - STATUS SUMMARY AS OF JULY 2026

TIME PERIOD APRIL 2026 THROUGH JUNE 2026

		TOTAL	City Jurisdiction
Number of Items noted as Resolved or No Further Action Taken		Percent completed	
Number of Items noted as Ongoing - Keller Study In Progress			
Number of Items noted as Ongoing - On Work Plan for Keller Assistance			
Number of Items noted as Ongoing - Speed Data Needed			
Number of Items noted as Received		Percent outstanding	
City Jurisdiction TOTAL			
Number of Items noted as in ODOT Jurisdiction - No Further Action Taken		Percent not City jurisdiction	
<b>TOTAL</b>			

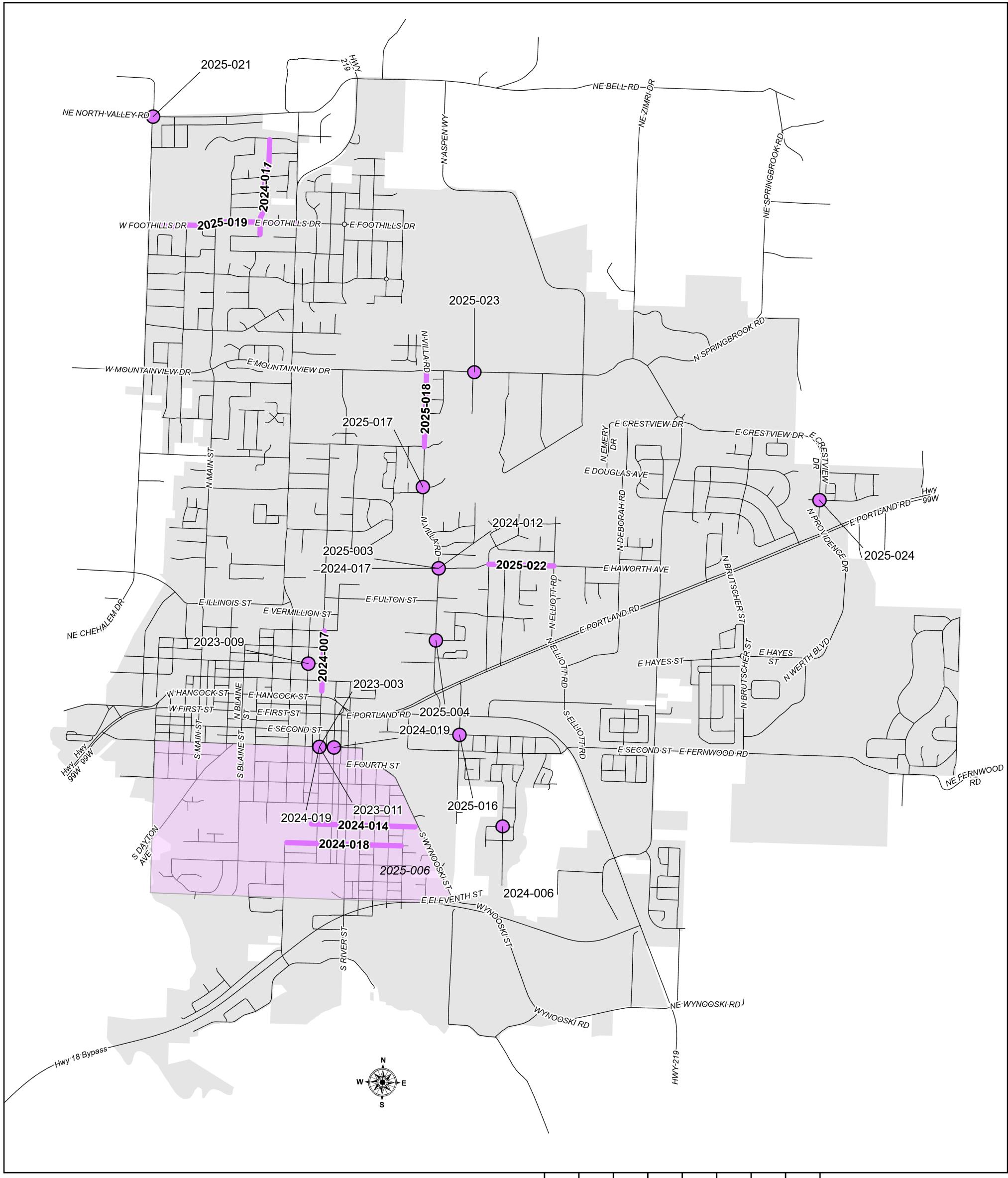
ACTIVE ISSUES LOG NOTES - STATUS SUMMARY AS OF OCTOBER 2026

TIME PERIOD JULY 2026 THROUGH SEPTEMBER 2025

		TOTAL	City Jurisdiction
Number of Items noted as Resolved or No Further Action Taken		Percent completed	
Number of Items noted as Ongoing - Keller Study In Progress			
Number of Items noted as Ongoing - On Work Plan for Keller Assistance			
Number of Items noted as Ongoing - Speed Data Needed			
Number of Items noted as Received		Percent outstanding	
City Jurisdiction TOTAL			
Number of Items noted as in ODOT Jurisdiction - No Further Action Taken		Percent not City jurisdiction	
<b>TOTAL</b>			

# Traffic Safety Commission Active Issues

As of 12/23/2025



Streets

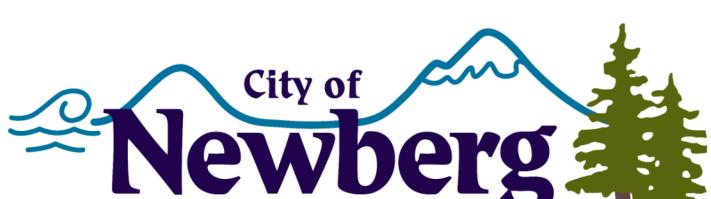
City Limits

Refer to the Traffic Safety commission Active Issues Log for Issue Description and Current Status

IMPORTANT NOTICE TO ALL USERS:

DISCLAIMER AND LIMITATION OF LIABILITY  
This information is not guaranteed to be accurate and may contain errors and omissions. The City of Newberg provides NO WARRANTY AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR ANY INFORMATION HEREIN.

This map is created from various data sources and is subject to change without notice. This map is intended for general planning purposes only.





Traffic Safety  
Active Issues Log - City Jurisdiction

12/19/2025

Color	Jurisdiction	Comment										
	City	Various resident expressed concerns Traffic Counts and/or other Study needed to confirm issues and identify options. See Note 1. Current task assignments for Keller are Engineering Studies for E Third at Center (TSC Issue 2024-019), E Third at Meridian (TSC Issue 2023-003, 2023-011, 2024-019), N Villa at Laurel (TSC Issue 2025-004) and N Villa at Haworth (TSC Issue 2024-017, 2025-003).										
<i>NOTE 1: A Traffic Safety Issues Work Plan has been developed for assistance from Keller Associates to address outstanding items in the Active Issues Log. This work plan has been developed based on how long and how often a location and/or issue has been noted in the log combined with engineering judgement. Keller Work Plan Item numbers are not necessarily the order in which review will occur.</i>												
NONE		City	Various resident expressed concerns		Issue has been received and initial coordination has begun for data collection and/or potential enforcement action.							
		-	-		New or updated Item							
		-	-		Item to be moved to Archive Log - No Further Action Taken.							
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Keller Work Plan Item	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)		
1 1	2/13/2023 2023-003	Traffic Safety Issue E 3rd St & S Meridian St Newberg, OR, 97132, USA A stop sign at this 4 way intersection would be/should be placed. There are cars commonly speeding by, accidents occurring and pedestrians nearly getting hit. This road is only two blocks from 99 and gets a lot of traffic.	Made through See Chick Fix.  *Should be noted that stopsigns are NOT a safe or effective means of slowing down traffic.  Traffic counts would need to be taken to determine if stop signs warranted.  Scope received from Keller. Requested scope to be revised to focus on determining if stop sign warrants are met.  Revised Keller scope approved. Study in progress.	Ongoing - Keller study in progress	2/23/2023, 6/30/2025, 9/17/2025, 12/12/2025	2	Ped Crossing, Stop Sign	Third	Meridian			
2 2	7/17/2023 2023-011	E 3rd St & Meridian  A stop sign at this 4 way intersection would be/should be placed. There are cars commonly speeding by, accidents occurring and pedestrians nearly getting hit. This road is only two blocks from 99 and gets a lot of traffic	Submitted by See-Click Fix.  *Should be noted that stopsigns are NOT a safe or effective means of slowing down traffic.  Traffic counts would need to be taken to determine if stop signs warranted.  Proposed work plan scope received from Keller. Requested scope to be revised to focus on determining if stop sign warrants are met.  Revised Keller scope approved. Study in progress.	Ongoing - Keller study in progress	6/30/2025, 9/17/2025, 12/12/2025	2	Ped Crossing, Stop Sign	Third	Meridian			
3 3	12/6/2024 2024-019	Resident expressed concern with lack of stop signs at many intersections on the south side of town. Specific areas of concern are E Third at S Center and E Third at S Meridian.  There are many areas of Newberg where intersections do not have stop signs in either direction. Most if not all of these do not meet the warrants for a stop sign. Looking into issue.	Installation of stop signs are to be consistent with the stop sign policy within the stop sign policy packet available on the TSC webpage.  Traffic counts needed to see where stop signs are warranted.  Proposed work plan scope received from Keller. Requested scope to be revised to focus on determining if stop sign warrants are met.  Revised Keller scope approved. Study in progress.	Ongoing - Keller study in progress	12/6/2024, 6/30/2025, 9/17/2025, 12/12/2025	2	Stop Sign	E Third at S Center	E Third at S Meridian			



Traffic Safety  
Active Issues Log - City Jurisdiction

12/19/2025

		Color	Jurisdiction	Comment									
			City	Various resident expressed concerns	Traffic Counts and/or other Study needed to confirm issues and identify options. <i>See Note 1. Current task assignments for Keller are Engineering Studies for E Third at Center (TSC Issue 2024-019), E Third at Meridian (TSC Issue 2023-003, 2023-011, 2024-019), N Villa at Laurel (TSC Issue 2025-004) and N Villa at Haworth (TSC Issue 2024-017, 2025-003).</i>								
<i>NOTE 1: A Traffic Safety Issues Work Plan has been developed for assistance from Keller Associates to address outstanding items in the Active Issues Log. This work plan has been developed based on how long and how often a location and/or issue has been noted in the log combined with engineering judgement. Keller Work Plan Item numbers are not necessarily the order in which review will occur.</i>													
		NONE	City	Various resident expressed concerns	Issue has been received and initial coordination has begun for data collection and/or potential enforcement action.								
				-	New or updated Item								
				-	Item to be moved to Archive Log - No Further Action Taken.								
Date Received	TSC Issue Number (Date-Number)	Issue Description			Comments	Status	Updated	Keller Work Plan Item	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)	
4 4	2/24/2025	2025-004	Resident express concern with residents trying to leave from Laurel onto Villa and having a very dangerous time navigating this intersection when school commuters park along Villa.  Resident proposed adding in street pedestrian crossing sign and curb extensions at an existing marked crosswalk on the southern leg of this intersection.  A site visit identified that there is existing yellow curb painting designating no parking areas along Villa and Laurel. The curb painting has faded. PW Maintenance is working to install no parking signs as an additional measure to clearly designate no parking in this area.			Need coordination with City Manager and City Engineer for assignment of resources to investigate possibility of making improvements at this intersection.  Keller to advance recommendations memo for pedestrian crossing enhancements after Third at Meridian and Third at Center analysis.  <b>Revised Keller scope approved. Study in progress.</b>	Ongoing - Keller study in progress	2/25/2025, 3/26/2025, 9/17/2025, 12/12/2025	3	Parking, speed, ped crossing	Villa	Laurel	
5 5	9/27/2024	2024-012	Resident submitted a Traffic Safety Issue Report form providing observations of a pedestrian safety issue at the intersection of N Villa Road and E Haworth Avenue. Also described issues of westbound cars on Haworth waiting for extended periods of time to turn south onto Villa.			Multiple issues to be looked into. Missing sidewalks on the east side of Villa south of the intersection appear to be contributing to the issues and concerns.  Traffic counts needed to see if the addition of stop signs is warranted.  Proposed work plan scope received from Keller.  <b>Revised Keller scope approved. Study in progress.</b>	Ongoing - Keller study in progress	9/30/2024, 12/6/2024, 9/16/2025, 12/12/2025	4	Ped Crossing, Stop Sign	Villa	Haworth	
6 6	10/28/2024	2024-017	Resident provided public comment at the TSC meeting regarding concerns with the Haworth at Villa intersection. Concerns included visibility issues at this tee intersection, the lack of stop signs on N Villa at this location, amount of pedestrian traffic at this location in the vicinity of George Fox University and CPRD's Aquatic and Fitness Center, and increased traffic anticipated from new development at north of E Mountainview Drive at N Villa Road. Believes that the addition of stops signs to make the intersection an all-way stop would help address the concerns.			Multiple issues to be looked into. Missing sidewalks on the east side of Villa south of the intersection appear to be contributing to the issues and concerns.  Traffic counts needed to see if the addition of stop signs is warranted.  Proposed work plan scope received from Keller.  <b>Revised Keller scope approved. Study in progress.</b>	Ongoing - Keller study in progress	12/6/2024, 9/16/2025, 12/12/2025	4	Stop Sign	Villa	Haworth	
7 7	2/4/2025	2025-003	Resident expressed concern with the intersection of N Villa at E Haworth and why it is not a three-way stop.  This concern is related to TSC Issue Numbers: 2024-17 and 2024-12.			Need coordination with City Manager and City Engineer for assignment of resources to investigate possibility of making this a three-way stop intersection.  Proposed work plan scope received from Keller.  <b>Revised Keller scope approved. Study in progress.</b>	Ongoing - Keller study in progress	2/7/2025, 9/16/2025, 12/12/2025	4	Stop Sign	Villa	Haworth	



Traffic Safety  
Active Issues Log - City Jurisdiction

12/19/2025

Color	Jurisdiction	Comment								
	City	Various resident expressed concerns								
<p><i>NOTE 1: A Traffic Safety Issues Work Plan has been developed for assistance from Keller Associates to address outstanding items in the Active Issues Log. This work plan has been developed based on how long and how often a location and/or issue has been noted in the log combined with engineering judgement. Keller Work Plan Item numbers are not necessarily the order in which review will occur.</i></p>										
NONE	City	Various resident expressed concerns								
	-	- New or updated Item								
	-	- Item to be moved to Archive Log - No Further Action Taken.								
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Keller Work Plan Item	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)
8 1	8/8/2025 2025-016	NDPD requested no parking signage at all four corners of Second and Everest due to this being an intersection with poor visibility and cars parking too close to the intersection.	Review of issue and site investigation to be coordinated with Keller overall Work Plan	Ongoing - On Work Plan for Keller Assistance	8/8/2025	5	Parking	Second	Everest	
9 2	8/13/2024 2024-006	Resident at S Donna Drive and E Kennedy Drive inquired about having a stop sign installed at this intersection.	Installation of a stop sign is to be consistent with the stop sign policy within the stop sign policy packet available on the TSC webpage. Looking into issue.  Review of issue and site investigation to be coordinated with Keller overall Work Plan	Ongoing - On Work Plan for Keller Assistance	8/19/2024, 9/17/2025	6	Stop Sign	Donna Drive	Kennedy Drive	
10 3	10/14/2024 2024-014	Resident expressed concerns with the lack of stops signs at intersections near E Seventh Street.  There are many areas of Newberg where intersections do not have stops signs in either direction. Most if not all of these do not meet the warrants for a stop sign. Looking into issue.	Installation of stop signs are to be consistent with the stop sign policy within the stop sign policy packet available on the TSC webpage.  Traffic counts needed to see where stop signs are warranted.  Review of issue and site investigation to be coordinated with Keller overall Work Plan.	Ongoing - On Work Plan for Keller Assistance	12/6/2024, 6/30/2025, 9/17/2025	7	Stop Sign	E Seventh		
11 4	11/14/2024 2024-018	Resident on Eighth Street expressed concern with speeding on Eighth and the lack of stop signs in the area.  There are many areas of Newberg where intersections do not have stops signs in either direction. Most if not all of these do not meet the warrants for a stop sign. Looking into issue.	Resident has expressed intent to submit a Stop Sign Request form. Installation of stop signs are to be consistent with the stop sign policy within the stop sign policy packet available on the TSC webpage.  Traffic counts needed to see where stop signs are warranted.  Review of issue and site investigation to be coordinated with Keller overall Work Plan.	Ongoing - On Work Plan for Keller Assistance	12/6/2024, 6/30/2025, 9/17/2025	7	Stop Sign	E Eighth		
12 5	3/5/2025 2025-006	Submitted via SeeClickFix:  "in the south side of town, please choose the thoroughfares and add stop signs to all the side streets. It's ridiculous to have no stop signs at so many intersections. You are risking some huge lawsuits in the future. Add stop signs north to south. Please consider designating west to East to be the thoroughfares."  Installation of stop signs are to be consistent with the stop sign policy within the stop sign policy packet available on the TSC webpage. Most if not all of these intersections are not expected to meet the warrants for a stop sign. Traffic counts are needed to see where stop signs are warranted.	TSC Staff Liaison provided access to SeeClickFix on 3/4/2025.  This concern related to the number of uncontrolled intersections in the south side of town is noted in the TSC Active Issues Log as TSC Issue Number 2024-19. This concern is also related to TSC Issue Numbers 2024-18, 2024-14 and 2023-011.  Coordination is ongoing with the City Manager and City Engineer for assignment of resources to investigate concerns and potential options.  Review of issue and site investigation to be coordinated with Keller overall Work Plan	Ongoing - On Work Plan for Keller Assistance	3/5/2025, 9/17/2025	7	Stop Sign	South of Second between S Harrison and Wynooski.		



**Traffic Safety**  
**Active Issues Log - City Jurisdiction**

12/19/2025

		Color	Jurisdiction							Comment		
			City	Various resident expressed concerns	Traffic Counts and/or other Study needed to confirm issues and identify options. <i>See Note 1. Current task assignments for Keller are Engineering Studies for E Third at Center (TSC Issue 2024-019), E Third at Meridian (TSC Issue 2023-003, 2023-011, 2024-019), N Villa at Laurel (TSC Issue 2025-004) and N Villa at Haworth (TSC Issue 2024-017, 2025-003).</i>							
<i>NOTE 1: A Traffic Safety Issues Work Plan has been developed for assistance from Keller Associates to address outstanding items in the Active Issues Log. This work plan has been developed based on how long and how often a location and/or issue has been noted in the log combined with engineering judgement. Keller Work Plan Item numbers are not necessarily the order in which review will occur.</i>												
		NONE	City	Various resident expressed concerns	Issue has been received and initial coordination has begun for data collection and/or potential enforcement action.							
			-	-	New or updated Item							
			-	-	Item to be moved to Archive Log - No Further Action Taken.							
Date Received	TSC Issue Number (Date-Number)	<b>Issue Description</b>			Comments	Status	Updated	Keller Work Plan Item	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)
13 6	5/23/2023 2023-009	This is an uncontrolled intersection feeding into GFU. We see a lot of on-street parking during school hours, University events, and Cultural Center events. Many visitors don't realize this is an uncontrolled intersection so speed through to get from College to Meridian (or vice versa). If there IS oncoming traffic, many people don't know the rules for uncontrolled intersections. The biggest issue is people often don't even slow down to look and we have a lot of pedestrian traffic from students and local events in addition to the traffic. For the last few years the best thing has been the awful condition of the road, which makes it uncomfortable to speed, to be honest. I doubt stop signs are the answer, but possibly yield signs or speed bumps would help			East Sherman Street and North Edwards Street Intersection--all between College Street and Meridian Street. Responded to inquiry to let them know that the issue has been logged in the TSC log.  This location is anticipated to be reviewed in the fall when GFU is in session. Traffic counts would need to be taken to determine if stop signs warranted.  Coordination is ongoing with the City Manager and City Engineer for assignment of resources to investigate concerns and potential options.  Review and site investigation to be coordinated with Keller overall Work Plan.	Ongoing - On Work Plan for Keller Assistance	5/23/2023, 7/01/2024, 9/17/2025, <b>12/19/2025</b>	<b>8</b>	Ped Crossing	Sherman	Edwards	
14 7	8/26/2024 2024-007	Resident on N Meridian near GFU expressed concerns with parking, traffic, speeding and pedestrian safety at intersections.			Multiple issues and locations to be looked into.  Coordination is ongoing with the City Manager and City Engineer for assignment of resources to investigate concerns and potential options.  Review and site investigation to be coordinated with Keller overall Work Plan.	Ongoing - On Work Plan for Keller Assistance	8/26/2024, 9/17/2025, <b>12/19/2025</b>	<b>8</b>	Parking, Traffic, Speed, Ped Crossing	Meridian	Near GFU	
15 8	9/25/2024 2024-011	Resident expressed concern with speeding on N Morris Street. Requested installation of speed limit sign.			Resident informed of Traffic Issue Report forms available on the TSC webpage. Looking into issue.  Preparations being made to obtain speed and traffic count data in this area.  Review and site investigation to be coordinated with Keller overall Work Plan.	Ongoing - On Work Plan for Keller Assistance	9/25/2024, 9/16/2025, <b>12/19/2025</b>	<b>9</b>	Speed	Morris		
16 9	9/10/2025 2025-019	Resident expressed concern with increased speeding along Foothills Drive between NE Chehalem and College. Also made observation that there are not any 25 mph speed limit signs on the south side of Foothills between NE Chehalem and College.			Informed resident that the lack of 25 mph speed limit signs along the south side of Foothills east of NE Chehalem is most likely due to a combination of the area being within a school zone and the number of other signs along this segment of roadway.  Review and site investigation to be coordinated with Keller overall Work Plan.  Preparations being made to obtain speed and traffic count data in this area.	Ongoing - On Work Plan for Keller Assistance	9/11/2025, <b>12/19/2025</b>	<b>10</b>	Speed	Foothills Drive	NE Chehalem to N College	



Traffic Safety  
Active Issues Log - City Jurisdiction

12/19/2025

Color		Jurisdiction		Comment									
		City		Various resident expressed concerns									
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		-		-									
		-		-									
Date Received	TSC Issue Number (Date-Number)	Issue Description			Comments		Status	Updated	Keller Work Plan Item	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)
17 1	8/17/2025	2025-017 Resident expressed concern with speeding on Villa Road in area of Hess Creek Court.			CM informed resident that Villa Road could be a candidate for automated speed enforcement cameras. Preparations being made to obtain speed and traffic count data in this area.		Ongoing - Speed Data Needed	9/11/2025, 12/12/2025					
18 2	9/9/2025	2025-018 Resident expressed Speeding Concern - N Villa between E Crestview and E Mountainview			Requested NPD to review this area for potential enforcement action. Preparations being made to obtain speed and traffic count data in this area.		Ongoing - Speed Data Needed	9/11/2025, 12/12/2025					
19 1	10/24/2025	2025-021 Resident expressed concern with intersection visibility at intersection of North Valley and Chehalem Drive. Requested removal of a street from the southeast corner of the intersection.			After coordination with the City Manager, Community Development Director, Public Works Director and the City Engineer it was determined that an intersection sight distance analysis to determine if removal of the tree is warranted to meet intersection sight distance per AASHTO. Review and site investigation to be coordinated with Keller overall Work Plan.		Received	11/5/2025		Intersection Visibility Conflict with Street Tree	North Valley	Chehalem Drive	Yamhill County
20 2	11/19/2025	2025-022 Resident requested speed radar signs along Haworth bewteen Elliott and Sitka.			Resident informed of the traffic saftey report form available on the Traffic Safety Commission webpage. Preparations being made to obtain speed and traffic count data in this area.		Received	11/24/2025		Speeding	Haworth	Elliot to Sitka	
21 3	12/8/2025	2025-023 Property owner submitted a Traffic Safety Issue Report form expressing concerns with the intersection of E Mountainview Drive and Alice Way associated with the east terminus of the shared use path constructed as a condition of approval for the Collina subdivision and the lack of a shoulder or sidewalks along this portion of E Mountainview. Property owner requested closure of the crosswalk at this location.			Informed property owner this would be added to the items for discussion with the City Engineer for review. Review and site investigation to be coordinated with Keller overall Work Plan.		Received	12/12/2025		Ped Crossing	E Mountainview	N Alice	
22 4	12/17/2025	2025-024 Resident expressed concerns with vehicles not yielding for pedestrians within crosswalks at the E Crestview and Jory roundabout.			Informed resident that the concern had been sent to NPD with a request to review the area for enforcement or other action. Also informed resident that this concern would be added to the Active Issues Log for investigation. Review and site investigation to be coordinated with Keller overall Work Plan.		Received	12/18/2025		Ped Crossing	E Crestview	E Jory	



Traffic Safety  
Active Issues Log - City Jurisdiction

12/19/2025

	Color	Jurisdiction	Comment								
		City	Various resident expressed concerns	Traffic Counts and/or other Study needed to confirm issues and identify options. <i>See Note 1. Current task assignments for Keller are Engineering Studies for E Third at Center (TSC Issue 2024-019), E Third at Meridian (TSC Issue 2023-003, 2023-011, 2024-019), N Villa at Laurel (TSC Issue 2025-004) and N Villa at Haworth (TSC Issue 2024-017, 2025-003).</i>							
<i>NOTE 1: A Traffic Safety Issues Work Plan has been developed for assistance from Keller Associates to address outstanding items in the Active Issues Log. This work plan has been developed based on how long and how often a location and/or issue has been noted in the log combined with engineering judgement. Keller Work Plan Item numbers are not necessarily the order in which review will occur.</i>											
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		-	-	Item to be moved to Archive Log - No Further Action Taken.							
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Keller Work Plan Item	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)	
23 1	9/3/2022	2022-005	Request for a painted crosswalk at Fernwood & Brutscher	Traffic counts will need to be taken to determine if it is warranted.  City Manager has authorized Keller to perform an Engineering Study for the pedestrian crossing.  Ped Crossing Engineering Study completed week of 9/22/2025.  Study Presented at 10/13/25 TSC meeting. Information only presentation. No action requested and none taken by the TSC.  After discussion with CPRD, the City Manager tasked Capital Engineering with scoping a capital improvement project based on ped crossing Option 2 in the 9/22/25 study prepared by Keller. <i>Item to be moved to Archive Log - No Further Action Taken.</i>	No Further Action Taken	9/3/2022, 6/30/2025, 9/17/2025, 12/12/2025	1	Ped Crossing	Fernwood	Brutscher	
24 2	5/16/2023	2023-008	Is there a plan for a crosswalk and sidewalk entrances on the corner of Brutscher and Fernwood? Entrance of the Gettman loop trail by PCC has continues pedestrian traffic. Dozens per day cross Fernwood at that corner without any indication to drivers of that popular crossing. As it stands now folks are crossing a drainage ditch and mindfully crossing Fernwood in order to enter the Gettman loop trail. A few painted lines and a sign at the very least would be beneficial.	Responded to inquiry to let them know that the issue has been logged in the TSC log. Traffic counts will need to be taken to determine if it is warranted.  Ped Crossing Engineering Study completed week of 9/22/2025.  Study Presented at 10/13/25 TSC meeting. Information only presentation. No action requested and none taken by the TSC.  After discussion with CPRD, the City Manager tasked Capital Engineering with scoping a capital improvement project based on ped crossing Option 2 in the 9/22/25 study prepared by Keller. <i>Item to be moved to Archive Log - No Further Action Taken.</i>	No Further Action Taken	5/16/2023, 6/30/2025, 9/17/2025, 12/12/2025	1	Ped Crossing	Fernwood	Brutscher	



Traffic Safety  
Active Issues Log - City Jurisdiction

12/19/2025

	Color	Jurisdiction	Comment								
		City	Various resident expressed concerns	Traffic Counts and/or other Study needed to confirm issues and identify options. <i>See Note 1. Current task assignments for Keller are Engineering Studies for E Third at Center (TSC Issue 2024-019), E Third at Meridian (TSC Issue 2023-003, 2023-011, 2024-019), N Villa at Laurel (TSC Issue 2025-004) and N Villa at Haworth (TSC Issue 2024-017, 2025-003).</i>							
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Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Keller Work Plan Item	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)	
25 3	10/4/2024 2024-013	Resident on Willakenzie has expressed concerns with speeding and lack of speed limit signs along Willakenzie and Jory in the Crestview Crossing development.	Looking into Issues. Speed limit signs are likely to be warranted with development of the adjacent Crestview Green development to the east.  Requested City inspectors to remind contractor to have all those entering or leaving the construction area to comply with traffic laws including statutory speed limit for residential areas.  Speed data was collected between 10/6/2025 and 10/13/2025. For Willa kenzie the combined 85% percentile free flow speed was found to be 24 mph and the combined 10 mph free flow pace was 18-27 mph. For Jory the combined 85% percentile free flow speed was found to be 25 mph and the combined 10 mph free flow pace was 17-26 mph.  The collected data does indicate an immediate need for any further action. Plans for the Crestview Green PUD subdivision east of this area include speed limits signs. <i>Item to be moved to Archive Log - No Further Action Taken.</i>	No Further Action Taken	12/6/2024, 9/16/2025, 12/12/2025		Speed	Willakenzie / Crestview	Jory / Crestview		
26 4	2/3/2025 2025-002	Resident expressed that speeding is a persistent issue along Dayton Avenue. Resident has asked if speed bumps are not an option, could the city install permanent speed monitoring signs?  This concern is related to TSC Issue Numbers: 2024-002, 2023-019, 2021-006.  Past radar trailer survey results in 2021 and 2024 have not indicated an excessive average speed nor an 85th percentile speed that would result in enforcement action.  NDPD reported that while there are some outliers, there does not appear to be an obvious pattern of excessive speeding here and are not aware of any crashes reported for this stretch of Dayton Avenue.  With this area being one of the streets that residents are routinely concerned about this area is in the NDPD regular rotation of hot spots for traffic officers.	This request has been provided to the City Manager and City Engineer for assignment of resources to investigate possibility of installing the requested permanent speed monitoring signs.  Waiting on update from the City Manager. City Manager working with NDPD on assessment of locations for speed monitoring devices. <i>Item to be moved to Archive Log - No Further Action Taken.</i>	No Further Action Taken	2/7/2025, 3/25/2025, 12/19/2025		Speed	Dayton			



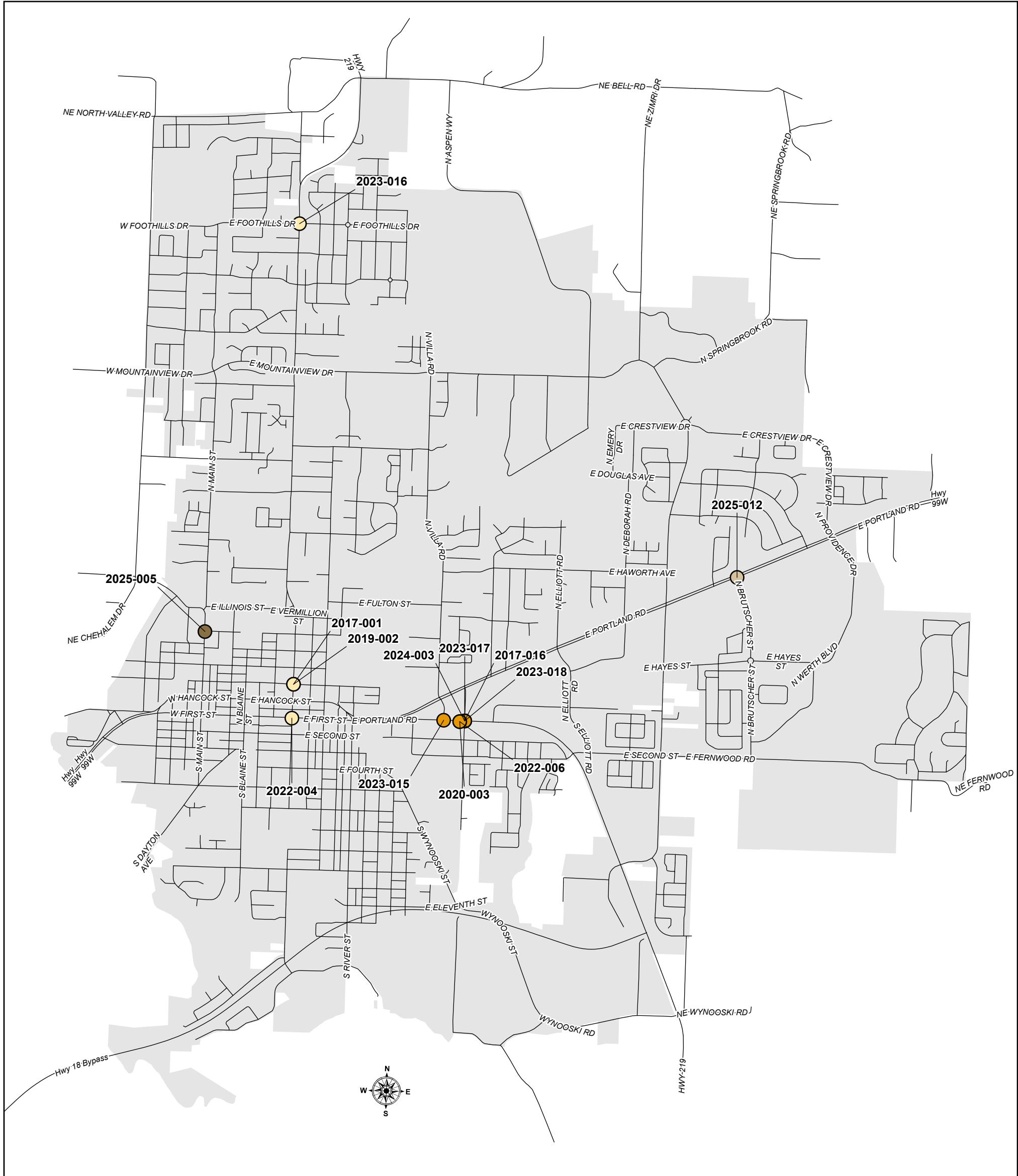
Traffic Safety  
Active Issues Log - City Jurisdiction

12/19/2025

	Color	Jurisdiction	Comment								
		City	Various resident expressed concerns	Traffic Counts and/or other Study needed to confirm issues and identify options. <i>See Note 1. Current task assignments for Keller are Engineering Studies for E Third at Center (TSC Issue 2024-019), E Third at Meridian (TSC Issue 2023-003, 2023-011, 2024-019), N Villa at Laurel (TSC Issue 2025-004) and N Villa at Haworth (TSC Issue 2024-017, 2025-003).</i>							
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		-	-	New or updated Item							
		-	-	Item to be moved to Archive Log - No Further Action Taken.							
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Keller Work Plan Item	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)	
27 5	6/4/2025 2025-013	Resident expressed concern with speeding on E Crestview Drive north of E Jory Street. Resident asked about plans for installing speed bumps on this section of road. The resident has been informed of the request sent to NPD. The resident has also been informed of the following: - Per the city's Transportation System Plan (TSP) speed bumps/humps are not appropriate traffic calming measures for arterial and collector streets. The referenced section of E Crestview is a major collector. - During the land use hearing that approved the Crestview Crossing development various traffic calming measures were presented and considered by the Planning Commission. - Street improvements constructed for the Crestview Crossing development include traffic calming measures approved with Planning Commission Order 2018-10 for PUD 18-0001/CUP18-0004. These measures included 10-foot wide travel lanes, two-foot wide buffers between travel lanes and the six-foot wide bike lanes with raised pavement markings.	Requested NPD to add this area to their list of areas to review for potential enforcement action.  Speed data was collected between 10/6/2025 and 10/13/2025. Along Crestview north of Jory the combined 85% percentile free flow speed was found to be 24 mph and the combined 10 mph free flow pace was 18-27 mph.  The collected data does indicate an immediate need for any further action. <i>Item to be moved to Archive Log - No Further Action Taken.</i>	No Further Action Taken	6/9/2025, 6/30/2025, 9/11/2025, 12/19/2025		Speeding	E Crestview	E Jory		
28 6	10/7/2025 2025-020	Resident expressed concern with speeding along E Fulton east of N Villa, requested "Slow Down" sign be installed.	Informed resident of the traffic safety issue report form and other information on the Traffic Safety Commission webpage. Also informed resident that speed related signage not typically warranted on short street segments such as this.  Investigation of issues described has not indicated a need for further action. <i>Item to be moved to Archive Log - No Further Action Taken.</i>	No Further Action Taken	10/24/2025, 12/12/2025		Speeding	E Fulton east of N Villa			

# ODOT-related Traffic Safety Commission Issues

As of 12/18/2025



## Streets

## ODOT-related Issues

### Category

### City Limits

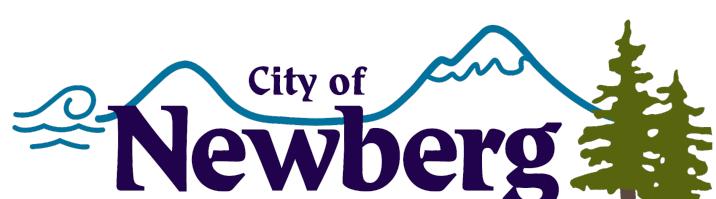
- ODOT - College / OR219
- ODOT - First / OR219
- ODOT - Main / OR240
- ODOT - 99W

Refer to the Traffic Safety commission Active Issues Log for Issue Description and Current Status

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This map is created from various data sources and is subject to change without notice. This map is intended for general planning purposes only.



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## Traffic Safety

### Active Issues Log - ODOT Jurisdiction

9/17/2025

Color	Jurisdiction	General Location Street/Highway	Comment						
	ODOT	College / OR 219	Various concerns along College/OR219 have been relayed to ODOT since 2017. A request has been submitted to Ask ODOT asking for a specific contact within ODOT that these concerns can be directed to identify options to address these concerns. This request has resulted in a meeting being scheduled between ODOT representatives and city staff on 1/15/2025. <b>ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.</b>						
	ODOT	First / OR 219	The current ODOT Newberg Urban Verification Study Project includes recommended improvements that have been requested to be incorporated into the ODOT Newberg ADA Curb Ramp Project. <a href="#">See links to ODOT projects below.</a>						
	ODOT	Main / OR240	<a href="#">ODOT Newberg Urban Verification Study Project</a> <a href="#">ODOT Newberg ADA Curb Ramp</a> Concerns along N Main/OR240 have been relayed to ODOT. ODOT representative has expressed that ODOT does not currently have funding or a planned project to install a marked crosswalk at this location at this time. ODOT active transportation liaison Jenna Berman has been made aware of this community request as well. ODOT representative also expressed that unfortunately, the reality is that there are more needs than what we have funding for and that speed enforcement of vehicles is best accomplished through enforcement. Just posting a lower speed or adding a flashing device to a sign does not necessarily lower vehicle speeds. ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.						
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)
1	6/24/2022 2022-004	Complaint about pedestrian safety at College & First Street.  Updated ODOT description of the issue. From response received through AskODOT, 1/2/2025:  I'll first speak on the pedestrian safety concerns you mentioned at the OR-219 and E 1st St intersection. The pedestrian safety concern you specified is the turning movement conflicting with pedestrians crossing. This intersection is one that has been on ODOT's radar for several years and one we continue to monitor for the vehicle turning to pedestrian crossing conflict. The intersection was included in the recent project that made signal improvements to several signalized intersections in Newberg. The project intended to install a signal head with a left turn arrow, which would also display a red arrow when the pedestrian walk sign was activated. This improvement would have separated the southbound left turning vehicles from pedestrians within the crosswalk. Unfortunately, it was determined through structural analysis that the existing signal span wires are over capacity for loads and no changes could be made. ODOT has tried to obtain funding to replace the traffic signal in other funding cycles. However, ODOT has limited funding and there are other locations in Region 2 with safety needs that have been prioritized. This signal will continue to be reviewed by our staff each funding cycle.	This is an ODOT facility. ODOT Traffic responded. Without completely rebuilding the signal there is not much they can do at this time.  See updated description of the issue provided by ODOT through the response received from AskODOT.	No Further Action Taken NA, 1/15/2025	Ped Crossing	College / OR219	First / OR219 / 99W	ODOT - OR219 and 99W	



## Traffic Safety

### Active Issues Log - ODOT Jurisdiction

9/17/2025

Color	Jurisdiction	General Location Street/Highway	Comment						
	ODOT	College / OR 219	Various concerns along College/OR219 have been relayed to ODOT since 2017. A request has been submitted to Ask ODOT asking for a specific contact within ODOT that these concerns can be directed to identify options to address these concerns. This request has resulted in a meeting being scheduled between ODOT representatives and city staff on 1/15/2025. <b>ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.</b>						
	ODOT	First / OR 219	The current ODOT Newberg Urban Verification Study Project includes recommended improvements that have been requested to be incorporated into the ODOT Newberg ADA Curb Ramp Project. <a href="#">See links to ODOT projects below.</a>						
	ODOT	Main / OR240	<a href="#">ODOT Newberg Urban Verification Study Project</a> <a href="#">ODOT Newberg ADA Curb Ramp</a> Concerns along N Main/OR240 have been relayed to ODOT. ODOT representative has expressed that ODOT does not currently have funding or a planned project to install a marked crosswalk at this location at this time. ODOT active transportation liaison Jenna Berman has been made aware of this community request as well. ODOT representative also expressed that unfortunately, the reality is that there are more needs than what we have funding for and that speed enforcement of vehicles is best accomplished through enforcement. Just posting a lower speed or adding a flashing device to a sign does not necessarily lower vehicle speeds. ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.						
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)
2	9/11/2023 2023-016	N College St & E Foothills Dr Newberg  I often have issues crossing the street here because cars are zooming by in both directions. This might be because of the speed drop and increase in the respective directions, but it often feels unsafe crossing from one side of E Foothills Dr to the other. Also, there have been multiple times where children are trying to cross the street, sometimes after being dropped off by their school bus, and are ignored by drivers and almost hit. Recent, I was driving down from Bell Rd. towards E Foothills Dr. I was making a left turn onto E. Foothills Dr. and a young boy was crossing at the crosswalk. I stopped, but a car going straight flew past me nearly hitting the young boy in the cross walk. I had to honk at the young boy to stop walking because the car was not stopping. A flashing sign or pedestrian lights for the cross walk could help with safety in the area.	Submitted by See-Click Fix  N College Street is owned by ODOT. This complaint has been submitted to ODOT.  Updated ODOT description of the issue. From response received through AskODOT, 1/2/2025:  Regarding the request for flashing pedestrian signs, I'll mention that ODOT has established a process for evaluating and approving crosswalk treatments on state highways at uncontrolled locations. The evaluation study and approval process are outlined in ODOT's Traffic Manual. For the existing marked crosswalk at the Foothills Dr intersection, the recommended crosswalk treatments are what are considered visibility enhancements, such as lighting that meets ODOT lighting standards, continental crosswalk markings and parking restrictions at the crosswalk. In addition to these treatments, a median refuge island and rectangular rapid flashing beacons are also listed as treatments that can be installed at this crosswalk to improve pedestrian safety. If city staff would like to further discuss crosswalk improvements at this intersection, please feel free to contact me directly.	No Further Action Taken	9/11/2023, 1/15/2025	Ped Crossing	College / OR219	Foothills	ODOT - OR219



## Traffic Safety

### Active Issues Log - ODOT Jurisdiction

9/17/2025

Color	Jurisdiction	General Location Street/Highway	Comment						
	ODOT	College / OR 219	Various concerns along College/OR219 have been relayed to ODOT since 2017. A request has been submitted to Ask ODOT asking for a specific contact within ODOT that these concerns can be directed to identify options to address these concerns. This request has resulted in a meeting being scheduled between ODOT representatives and city staff on 1/15/2025. <b>ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.</b>						
	ODOT	First / OR 219	The current ODOT Newberg Urban Verification Study Project includes recommended improvements that have been requested to be incorporated into the ODOT Newberg ADA Curb Ramp Project. <a href="#">See links to ODOT projects below.</a>						
	ODOT	Main / OR240	<a href="#">ODOT Newberg Urban Verification Study Project</a> <a href="#">ODOT Newberg ADA Curb Ramp</a> Concerns along N Main/OR240 have been relayed to ODOT. ODOT representative has expressed that ODOT does not currently have funding or a planned project to install a marked crosswalk at this location at this time. ODOT active transportation liaison Jenna Berman has been made aware of this community request as well. ODOT representative also expressed that unfortunately, the reality is that there are more needs than what we have funding for and that speed enforcement of vehicles is best accomplished through enforcement. Just posting a lower speed or adding a flashing device to a sign does not necessarily lower vehicle speeds. ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.						
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)
3	1/9/2017	2017-001	There is a significant safety problem at this intersection that persists when drivers don't follow the "Right Turn Only" sign.	Received. Area of ODOT jurisdiction.  Updated ODOT description of the issue. From response received through AskODOT, 1/2/2025:  As for the OR-219 and Sheridan St intersection, this location is one that our investigation staff has reviewed through our Safety Priority Index System (SPIS) investigations. Most recently, the OR-219 and Sheridan St intersection was a top 15% SPIS site in the 2021 SPIS report, which was based off crashes from the three previous calendar years. The 2021 SPIS investigation noted that the city was considering restricting the west approach of Sheridan St to right in and right out only, but our investigation staff isn't aware if this treatment was determined to be feasible. Based off our 2022 SPIS report and recent reported crash data, this intersection is no longer a top 15% SPIS site and crashes began to decrease in 2022. Although crashes have decreased, our traffic staff would be available to discuss any ongoing traffic issues residents and city staff are encountering.	No Further Action Taken  NA, 1/15/2025	Traffic	College / OR219	Sheridan	ODOT - OR219



## Traffic Safety

### Active Issues Log - ODOT Jurisdiction

9/17/2025

Color	Jurisdiction	General Location Street/Highway	Comment						
	ODOT	College / OR 219	Various concerns along College/OR219 have been relayed to ODOT since 2017. A request has been submitted to Ask ODOT asking for a specific contact within ODOT that these concerns can be directed to identify options to address these concerns. This request has resulted in a meeting being scheduled between ODOT representatives and city staff on 1/15/2025. <b>ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.</b>						
	ODOT	First / OR 219	The current ODOT Newberg Urban Verification Study Project includes recommended improvements that have been requested to be incorporated into the ODOT Newberg ADA Curb Ramp Project. <a href="#">See links to ODOT projects below.</a>						
	ODOT	Main / OR240	<a href="#">ODOT Newberg Urban Verification Study Project</a> <a href="#">ODOT Newberg ADA Curb Ramp</a> Concerns along N Main/OR240 have been relayed to ODOT. ODOT representative has expressed that ODOT does not currently have funding or a planned project to install a marked crosswalk at this location at this time. ODOT active transportation liaison Jenna Berman has been made aware of this community request as well. ODOT representative also expressed that unfortunately, the reality is that there are more needs than what we have funding for and that speed enforcement of vehicles is best accomplished through enforcement. Just posting a lower speed or adding a flashing device to a sign does not necessarily lower vehicle speeds. ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.						
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)
4	1/14/2019 2019-002	Resident spoke at the January 2019 TSC meeting expressing concerns with crashes on College Street at Sheridan. Resident believes problem is cars going east not seeing oncoming traffic to go left or straight due to backed up traffic from the light at College and Hwy 99.	Looking into issues. College is ODOT jurisdiction. Per request at TSC meeting NPD provided summary of crashes reported in 2018. Full reports for the 2018 crashes requested from NPD. Reports received and being reviewed. ODOT crash data for 2013 through 2017 and 2008 through 2012 have also been obtained and being reviewed. ODOT has also been contacted to review this. ODOT states that the Sheridan Street intersection was first identified as a top 10% SPIS (Safety Priority Index System) site in 2017. ODOT Region 2 is currently in the process of doing a desk investigation of all Region 2 SPIS sites Since this is a first time SPIS site, ODOT has also stated that a field investigation is intended for late August/early September to finalize their recommendations. ODOT has been requested to keep us apprised of the status and results of their investigation. No additional information from ODOT as of 1/02/2020.	No Further Action Taken	5/20/2019, 7/15/2019, 01/03/2020	Traffic - Crashes	College / OR219	Sheridan	ODOT - OR219



## Traffic Safety

### Active Issues Log - ODOT Jurisdiction

9/17/2025

Color	Jurisdiction	General Location Street/Highway	Comment							
	ODOT	College / OR 219	Various concerns along College/OR219 have been relayed to ODOT since 2017. A request has been submitted to Ask ODOT asking for a specific contact within ODOT that these concerns can be directed to identify options to address these concerns. This request has resulted in a meeting being scheduled between ODOT representatives and city staff on 1/15/2025. <b>ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.</b>							
	ODOT	First / OR 219	The current ODOT Newberg Urban Verification Study Project includes recommended improvements that have been requested to be incorporated into the ODOT Newberg ADA Curb Ramp Project. <a href="#">See links to ODOT projects below.</a>							
	ODOT	Main / OR240	<a href="#">ODOT Newberg Urban Verification Study Project</a> <a href="#">ODOT Newberg ADA Curb Ramp</a> Concerns along N Main/OR240 have been relayed to ODOT. ODOT representative has expressed that ODOT does not currently have funding or a planned project to install a marked crosswalk at this location at this time. ODOT active transportation liaison Jenna Berman has been made aware of this community request as well. ODOT representative also expressed that unfortunately, the reality is that there are more needs than what we have funding for and that speed enforcement of vehicles is best accomplished through enforcement. Just posting a lower speed or adding a flashing device to a sign does not necessarily lower vehicle speeds. ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.							
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)	
5	9/6/2023	2023-015	Resident reached out a second time about HY 219 and Villa road. She witnessed another pedestrian vehicle incident and suggested that she wasn't sure that the pedestrian survived the collision.	I verified with the City Engineer who we should be talking to in ODOT for traffic safety concerns along ODOT facilities. He directed me to Jena Berman. Jena said that she has been looking at this intersection quite a bit and that there is currently a scope of work under development for a transportation study for this intersection. There is funding available and project delivery could be as early as 2027.  Ongoing/Passed onto ODOT 9/11/2023	No Further Action Taken	9/11/2023	Ped Crossing	First / OR 219	Villa	ODOT - OR219



## Traffic Safety

### Active Issues Log - ODOT Jurisdiction

9/17/2025

Color	Jurisdiction	General Location Street/Highway	Comment							
	ODOT	College / OR 219	Various concerns along College/OR219 have been relayed to ODOT since 2017. A request has been submitted to Ask ODOT asking for a specific contact within ODOT that these concerns can be directed to identify options to address these concerns. This request has resulted in a meeting being scheduled between ODOT representatives and city staff on 1/15/2025. <b>ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.</b>							
	ODOT	First / OR 219	The current ODOT Newberg Urban Verification Study Project includes recommended improvements that have been requested to be incorporated into the ODOT Newberg ADA Curb Ramp Project. <b>See links to ODOT projects below.</b>							
	ODOT	Main / OR240	<a href="#">ODOT Newberg Urban Verification Study Project</a> <a href="#">ODOT Newberg ADA Curb Ramp</a> Concerns along N Main/OR240 have been relayed to ODOT. ODOT representative has expressed that ODOT does not currently have funding or a planned project to install a marked crosswalk at this location at this time. ODOT active transportation liaison Jenna Berman has been made aware of this community request as well. ODOT representative also expressed that unfortunately, the reality is that there are more needs than what we have funding for and that speed enforcement of vehicles is best accomplished through enforcement. Just posting a lower speed or adding a flashing device to a sign does not necessarily lower vehicle speeds. ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.							
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)	
6	10/9/2017	2017-016	Question regarding timing for installation of traffic signal at Everest and E. First St. Concerns with increased traffic at this intersection related to improvements on 219 associated with the Bypass.	Notified that, per the IGA between the City and ODOT, ODOT is to install the signal within 3 years. ODOT has been requested to begin counts for the warrant analysis. ODOT's January 2019 Newberg/Dundee Bypass Quarterly update states that an updated signal warrant analysis determined that the OR219 @ Everest intersection does not meet any traffic control signal warrants. ODOT contacted about possible interim improvements such as changing the ped crossing to include an rectangular rapid flashing beacon. ODOT indicated that if funding could be identified this could be considered. Other interim ideas expressed by resident include; 1) If space allows, stripe Everest at HWY 219 to create right turn lanes, 2) Install larger sign at Everest/Second intersection recommending Church Street as an alternate route.	No Further Action Taken	4/1/2019, 7/15/2019	Traffic / Ped Crossing	First / OR219	Everest	ODOT - OR219
7	11/3/2023	2023-018	Sargent Brian Hagen provided information about an incident along 1st street and Everest	Information regarding the incident has been provided to the ODOT rep preparing a study for this intersection complex. Jenna.BERMAN@odot.oregon.gov	No Further Action Taken		Traffic / Ped Crossing	First / OR219	Everest	ODOT - OR219



## Traffic Safety

### Active Issues Log - ODOT Jurisdiction

9/17/2025

Color	Jurisdiction	General Location Street/Highway	Comment							
	ODOT	College / OR 219	Various concerns along College/OR219 have been relayed to ODOT since 2017. A request has been submitted to Ask ODOT asking for a specific contact within ODOT that these concerns can be directed to identify options to address these concerns. This request has resulted in a meeting being scheduled between ODOT representatives and city staff on 1/15/2025. <b>ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.</b>							
	ODOT	First / OR 219	The current ODOT Newberg Urban Verification Study Project includes recommended improvements that have been requested to be incorporated into the ODOT Newberg ADA Curb Ramp Project. <a href="#">See links to ODOT projects below.</a>							
	ODOT	Main / OR240	<a href="#">ODOT Newberg Urban Verification Study Project</a> <a href="#">ODOT Newberg ADA Curb Ramp</a> Concerns along N Main/OR240 have been relayed to ODOT. ODOT representative has expressed that ODOT does not currently have funding or a planned project to install a marked crosswalk at this location at this time. ODOT active transportation liaison Jenna Berman has been made aware of this community request as well. ODOT representative also expressed that unfortunately, the reality is that there are more needs than what we have funding for and that speed enforcement of vehicles is best accomplished through enforcement. Just posting a lower speed or adding a flashing device to a sign does not necessarily lower vehicle speeds. ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.							
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)	
8	3/6/2024	2024-003	Resident expressed concerns with the intersection of First Street (HWY 219) and Everest and proposed a roundabout be installed.	Highway 219 is under ODOT jurisdiction. The resident was directed to ODOT rep, ODOT rep preparing a study for this intersection. The ODOT rep responded with approximate costs and requirements, including right-of-way acquisitions, for a typical ODOT roundabout (\$5million) and the general process that would be required. The city has no funding for any improvements to state facilities.	No Further Action Taken	3/15/2024	Traffic / Ped Crossing	First / OR219	Everest	ODOT - OR219
9	11/3/2023	2023-017	Resident provided information about an incident along 1st street (HWY 219) and Everest.	e-mail and photo from resident has been provided to the ODOT rep preparing a study for this intersection complex. Jenna.BERMAN@odot.oregon.gov	No Further Action Taken		Traffic / Ped Crossing	First / OR219	Everest	ODOT - OR219
10	9/4/2022	2022-006	Complaints about speed at OR219 near First Street. - Several neighbors all made the same complaint.	This is an ODOT facility. ODOT Traffic responded. They offered up some lower impact options - widening the stop bar and installing a bike lane. These would be to help make the road look narrower. The work ODOT offered has been completed.	No Further Action Taken	NA	Speed	First / OR219	Portland Rd / 99W	ODOT - OR219 and 99W
11	5/13/2020	2020-003	Resident requested a crosswalk at E First Street and OR 219.	She was directed to ODOT. ODOT responded. No further action at this time. Staff will be reminding ODOT to have traffic counts taken in the fall to determine if signal warrants are met.	No Further Action Taken	6/3/2020	Ped Crossing	First / OR219	Portland Rd / 99W to Everest	ODOT - OR219



## Traffic Safety

### Active Issues Log - ODOT Jurisdiction

9/17/2025

Color	Jurisdiction	General Location Street/Highway	Comment						
	ODOT	College / OR 219	Various concerns along College/OR219 have been relayed to ODOT since 2017. A request has been submitted to Ask ODOT asking for a specific contact within ODOT that these concerns can be directed to identify options to address these concerns. This request has resulted in a meeting being scheduled between ODOT representatives and city staff on 1/15/2025. <b>ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.</b>						
	ODOT	First / OR 219	The current ODOT Newberg Urban Verification Study Project includes recommended improvements that have been requested to be incorporated into the ODOT Newberg ADA Curb Ramp Project. <a href="#">See links to ODOT projects below.</a>						
	ODOT	Main / OR240	<a href="#">ODOT Newberg Urban Verification Study Project</a> <a href="#">ODOT Newberg ADA Curb Ramp</a> Concerns along N Main/OR240 have been relayed to ODOT. ODOT representative has expressed that ODOT does not currently have funding or a planned project to install a marked crosswalk at this location at this time. ODOT active transportation liaison Jenna Berman has been made aware of this community request as well. ODOT representative also expressed that unfortunately, the reality is that there are more needs than what we have funding for and that speed enforcement of vehicles is best accomplished through enforcement. Just posting a lower speed or adding a flashing device to a sign does not necessarily lower vehicle speeds. ODOT representatives attended the 7/14/2025 TSC meeting and presented on how ODOT evaluates and prioritizes traffic safety concerns such as these.						
Date Received	TSC Issue Number (Date-Number)	Issue Description	Comments	Status	Updated	Issue/ Concern/ Request Type	Location 1	Location 2	Jurisdiction (if not City)
12	3/4/2025	Submitted via SeeClickFix:  Resident expressed concern with area of N Main/Hwy 240 at North Street. Concerns stated:  <i>"It's only a matter of time before a pedestrian gets hit by an automobile at this spot. With a new business, Voda, whose employees park on North, along with a growing church, a fish market, and bus stops across the street for children from our neighborhood, we need a flashing crosswalk! I know that Main St is technically a highway, but so is 99 which passes through town and has all kinds of crosswalks. Vehicles very seldom follow the 25 mile speed limit here, so it's even a challenge to pull out onto Main in a car during the busy part of the day. I also ask for flashing 25 signs much like the ones by Snyder Park in Sherwood. Along with flashing crosswalk, this will save a life someday."</i>	TSC Staff Liaison provided access to SeeClickFix on 3/4/2025.  This section of N Main Street is also Highway 240 under the jurisdiction of ODOT. This concern submitted to ODOT. Summary of response received from ODOT representative:  ODOT does not currently have funding or a planned project to install a marked crosswalk at this location at this time. ODOT active transportation liaison Jenna Berman has been made aware of this community request as well.  ODOT expressed understanding with frustrations and fear for the safety of the community. Vehicles driving over the posted speed on this highway is not an isolated incident.  ODOT stated that speed enforcement of vehicles is best accomplished through enforcement. Just posting a lower speed or adding a flashing device to a sign does not necessarily lower vehicle speeds. Oregon and the rest of the U.S. are seeing historically high traffic crash fatalities – at rates we have not seen since the late 1980s.  ODOT expressed that unfortunately, the reality is that there are more needs than what we have funding for. We simply will not see change in behavior and crash reductions through engineering and education alone.	No Further Action Taken	3/4/2025, 3/5/2025	Parking, speed, ped crossing	N Main / Highway 240	North	ODOT

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# Newberg City Council, Board, Committee & Commission Guidelines 2025

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# **CHAPTER 1 – General Governance**

## **I. Rules of Procedure**

- A. These rules are intended to govern City Council and all boards, committees, and commissions (hereafter referred to as standing committees) of the city.
- B. Unless otherwise provided by charter or ordinance, Council meetings, and the meetings of any board, commission, or committee of city council, shall be guided by Robert's Rules of Order for Small Boards.<sup>1</sup> These rules are adopted according to NMC, Charter, Ch III, Section 11.
- C. Members of the council or governing body are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- D. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

## **II. Quorum**

- A. A quorum is required to conduct official city business.<sup>2</sup>
- B. The members of the council are the city councilors and mayor. The members of a standing committee are as defined at their creation. Fifty percent plus one of the members of the council or a standing committee shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- C. In the event a quorum is not present, the members of the governing body present shall adjourn the meeting, or a smaller number may meet and compel attendance of absent members as outlined in Rule II D.
- D. When a quorum is not present at the time set for a meeting or when a quorum has been present and a meeting has commenced, but a quorum is no longer present, any member may move for a call of the house.
  1. The motion will be put in the following form: "I move for a call of the house." That motion will take precedence over all other business. The motion need not be seconded, but it is subject to discussion. At least two members present must concur for the call of the house motion to pass. If the motion is passed, then all unexcused absent members will be requested to attend or return to the meeting. The city manager will provide the administrative staff assistance necessary to compel the attendance of the unexcused absent members at the meeting. The presiding officer is authorized to recess the meeting to a

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<sup>1</sup> Robert's Rules of Order Newly Revised, 12th edition, section 49:21.

<sup>2</sup> NMC Charter, CH 3, Section 13.

certain time while attendance is being compelled.

### **III. Presiding Officer**

#### **A. City Council:**

1. The mayor shall preside over all meetings. The mayor shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.<sup>3</sup>
2. If the mayor is absent or otherwise unable to preside, the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.<sup>4</sup>
3. If both the mayor and the president of the council are absent from the meeting or otherwise unable to preside, the following procedure shall be utilized to determine who is the presiding officer:
  - a. The city recorder shall call the council to order and call the roll of the members.
  - b. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.
  - c. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
  - d. The presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.
  - e. This process may be used to elect a presiding officer for a portion of a meeting if the mayor or council president is unable to preside over a single item.

#### **B. Standing and Ad-Hoc Committees:**

1. The chair shall preside over all meetings.
2. In the chair's absence the vice chair shall preside over the meeting.
3. If both the chair and vice chair are absent from the meeting or otherwise unable to preside, the following procedure shall be utilized to determine who is the presiding officer:
  - a. The staff liaison shall call the meeting to order and call the roll of the

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<sup>3</sup> (NMC, Charter, Ch III, Section 9)

<sup>4</sup> (NMC, Charter, Ch III, Section 10).

members.

- b. Those members present shall elect, by majority vote, a temporary presiding officer for the meeting.
- c. Should either the chair or vice chair arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
- d. The presiding officer shall retain all rights and privileges of a member when acting in this capacity.
- e. This process may be used to elect a presiding officer for a portion of a meeting if the chair or vice chair is unable to preside over a single item.

#### **IV. Other Elected and Appointed Officers**

- A. City Manager. The city manager is required to attend all meetings of the council, unless excused by council, and is permitted to participate in any discussion; however, the city manager has no authority to cast a vote on any decision rendered by the council.<sup>5</sup>
- B. City Attorney. The city attorney may attend any meeting of the council, and will, upon request, give an opinion on legal questions, either written or oral.
- C. City Recorder. The city recorder or designee shall be the parliamentarian and shall advise the presiding officer on any questions of order. Additionally, the city recorder shall keep the official minutes of the council.

#### **V. Agendas**

- A. The city recorder or designee shall prepare an agenda for every regular meeting, and for every special meeting. Staff liaisons serve as the designee for all standing committee meetings.
- B. Agendas and informational material for meetings shall be distributed to the council at least 7 days preceding the meeting. Supplemental items will be distributed at least 2 days prior to the meeting. Agendas and informational materials for standing committees should be distributed at least 7 days prior to the meeting and are required to be distributed more than 48 hours in advance of the meeting.<sup>6</sup>
- C. The mayor's approval shall be required for the publication of an agenda of any council meeting.
- D. With the consent of the mayor, the city manager may remove any items on the council agenda at any time prior to a meeting convening. The presiding officer

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<sup>5</sup> (NMC, Charter, Ch VIII, Section 34, e, 1.)

<sup>6</sup> Note: Some actions taken by council and or standing committees may require even more notice. All legal requirements for notice shall be followed.

shall announce such removal under announcements/proclamations.

- E. A member of the council who wishes to have an item placed on the agenda shall advise the city manager and get the approval of the mayor at least 10 days prior to the meeting. A member of a standing committee who wishes to have an item placed on the agenda shall advise their staff liaison and get the approval of the chair at least 10 days prior to the meeting.
- F. If a request to include an agenda item is denied, written explanation shall be provided by the presiding officer to the requesting council member at least seven days prior to the meeting. If denied, the requesting council member may request, during the meeting and in open session, that the item be placed on the agenda. If the requesting council member obtains the support of at least one other council member, the item will be included on the agenda.
- G. Notwithstanding anything to the contrary above, the council may consider items which are not listed on a published agenda.
- H. Written Communications to Council
  - 1. Unsolicited communications to the mayor and/or council concerning matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
  - 2. The city manager may, under their discretion, bring any matter raised by unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report which sets forth the reason the matter should be considered by the council, and making a recommendation for council action.
- I. All items submitted to the council packet will require an executive summary of the decision before the council, and items over 100 pages in length will require an index, or hyperlinks, to the specific sections and attachments.
- J. Items that are legislative in nature, or that are deemed complex, will have a work session before the hearing, resolution, or main decision point is brought before the council. This may be waived by a majority of council.

## **VI. Order of Business**

The order of business for all regular meetings of City Council shall be as follows. However, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting with the approval of the mayor. Agendas for special meetings may follow this order or be adjusted according to the purpose of the meeting. Committees may follow this order or set their own agenda order as desired.

- A. Call to order
- B. Roll call

- C. **Pledge of Allegiance**
- D. **Announcements**
- E. **Proclamations and Awards**
- F. **City Manager's Report**
- G. **Public comment on items not on the agenda**
- H. **Consent Agenda**
- I. **Continued Business**
- J. **New Business**
- K. **Council Business**
- L. **Adjournment**

- A. **Call to Order.** The presiding officer shall call all meetings of the council to order.
- B. **Roll Call.** The city recorder or staff liaison shall conduct a roll call to determine which members of the body are present and which are absent.
  1. The attendance shall be properly reflected in the minutes.
  2. If roll call determines that a quorum is not present, this shall be addressed by Rule II.
- C. **Pledge of Allegiance** This will be led by the presiding officer.
- D. **Announcements.** Announcements are intended to be procedural in nature, such as an item being removed from the agenda, motions to reorder, insert or change agenda items. This also includes motions to remove items from the consent calendar.
- E. **Proclamations and Awards.** Proclamations are awards or recognition of individuals by the council.
- F. **City Manager's Report.** The City Manager will give a report at each regular council meeting with updates from all departments of the city. The first report of each month will include narrative information, the second report of each month will include statistical information. The council may ask questions of the city manager upon conclusion of the report being given. The city manager may call upon his staff to assist in answering questions.
- G. **Public Comment - See Chapter 5, Section III.**
- H. **Consent Agenda.** To expedite the council's business, routine agenda items shall be placed on the consent agenda.
  1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.

2. Any item on the consent agenda may be removed for separate consideration by any member.
3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the request for council action, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member must declare a conflict of interest.

- I. Continued Business. This section of the agenda will include items that are being returned to council after previous introduction, work session, or consideration at a recent meeting.
- J. New Business. This section of the agenda will include items that are being considered for the first time. This may include topics freshly presented to council after a period of more than six months.
- K. Council Business. To include appointments, reports from councilors on standing committees, nominations and similar council business.
- L. Adjournment. Meetings will be adjourned by the presiding officer.

## **CHAPTER 2 – Meeting Time, Location and Frequency**

### **I. City Council**

#### **A. Regular meetings**

1. The council shall meet every first and third Monday evening of each month, except for meetings falling on designated holidays, which will be held on the next business day. Regular meetings shall begin at 6 p.m. Should there be a lack of business, lack of quorum, or other conflict, the meeting may be cancelled, with consent of the mayor, providing at least one meeting occurs in the given month.<sup>7</sup> Regular meetings will be limited to 4 hours and will be adjourned by 10pm except by majority vote of the body.

#### **B. Special meetings**

1. Special meetings may be called by the presiding officer or by request of three members.
2. Notice of a special meeting of council shall be given to all members of the council and the city manager via email. Should the meeting occur within 72 hours of the notice, all attempts will be made to reach the council and city manager by telephone.
3. Special meetings shall be noticed in accordance with Oregon's public

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<sup>7</sup> NMC, Charter, Chapter 3, Section 12

meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place. Notice of the special meeting shall be given to each member, the city manager or staff liaison, and each local newspaper, radio, and television station which has requested notice of special meetings.

C. Emergency meetings

1. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
2. Emergency meetings may be called by the mayor by the request of three members of council, or by the city manager.
3. Emergency meetings may only be held by City Council.
4. Notice of the emergency meeting shall be given to each member of the council, the city manager, and all reasonable attempts will be made to inform each local newspaper, radio, and television station which has requested notice of meetings.
5. Notice of the emergency meeting shall be given to all members of council and the city manager via telephone and email.
6. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

D. Executive Sessions

1. Executive sessions may only be held by City Council. Executive sessions may be called by the presiding officer, at the request of three members of council, by the city manager, or by the city attorney.
2. Only members of the council, the city manager and persons specifically invited by the city manager or the council shall be allowed to attend executive sessions. Generally, the city recorder will be present to take minutes, if excused, another minute taker will be identified.
3. Representatives of recognized news media may attend executive sessions, other than those sessions during which the council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation, and the news media is a party to the litigation.
4. Cameras, tape recorders, and other recording devices may not be used in executive sessions, except for any official executive session recording made by city staff.
5. All executive sessions will be held in person only, without a virtual attendance option, unless a virtual option is approved by a majority vote in open session.

E. Work Sessions

1. Work sessions are permitted to present information in preparation for regular or special meetings.
2. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
3. Work sessions are intended to allow for preliminary discussions, and the council or committee is not permitted to take formal or final action on any matter at a work session.
4. Work sessions may be called by the presiding officer, at the request of three members of Council, by the city manager, or by the city attorney.
5. The city manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.

## **II. Board, Commission, and Committee Meetings**

- A. Shall meet according to the schedule produced by the city recorder's office each year. This will be developed in accordance with the code, resolution, law, and necessity. Committees may add additional meetings or reschedule meetings if necessary.
- B. Must be properly noticed in accordance with Oregon Public Meetings Law.
- C. Meetings may be canceled due to lack of quorum or lack of business by the presiding officer.

## **III. Location**

- A. Council meetings shall be held in the Denise Bacon Room in the Public Safety Building and simultaneously through Zoom or other virtual meeting platforms. Board, commission, and committee meetings will be held in various locations as appropriate, as noticed on the meeting agenda, and simultaneously through Zoom or another virtual meeting platform.
- B. In the event the regular meeting room is not available for a meeting, the meeting shall occur at a venue open to the public which is located within the jurisdictional limits of the city. All meeting locations shall meet the requirements of Oregon's Public Meeting Law.
- C. At the direction of the presiding officer, the meeting may also move to a fully virtual format. (For example: In the case of inclement weather.)
- D. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
- E. Interjurisdictional meetings may be held outside of the city's jurisdictional limits but

should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.

#### **IV. Notice**

- A. The city recorder or designee shall provide notice of all meetings in accordance with Oregon's public meeting law.

#### **V. Attendance**

- A. Members of council or committees shall advise the presiding officer and city manager/city recorder/staff liaison if they will be unable to attend any meetings.
- B. Under Article VII, Section 32 of the charter, a council position becomes vacant upon declaration of the council if the member of council is absent from the city for 30 days or more without council consent, or from all meetings of the council within a 60-day period without council consent.
- C. Committee members may be excused from their position if they are not present for at least 75% of meetings in a year in accordance with Title II, Chapter 2.15.005 (D.) of the Newberg Municipal Code.
- D. Members may attend meetings in person or virtually by phone or video conferencing.

### **CHAPTER 3 – Ordinances and Resolutions**

#### **I. Ordinances**

- A. All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein. Sections 16 and 17 of city charter provide that the council exercises its legislative authority by adoption of ordinances.
- B. Except as authorized by subsection (C), adoption of an ordinance shall, before being put upon its final passage, be fully and distinctly read in open council meeting.
- C. The reading may be by title only if no council member present at the meeting requests to have the ordinance read in full, provided the proposed ordinance is available in writing to the public at least one week before the meeting.
- D. Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts that ordinance.
- E. Upon the final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings. The concurrence of a majority of the entire membership of the council shall be required for the passage of an ordinance.
- F. After adoption of an ordinance, the city recorder must endorse it with the date of adoption and the city recorder's name and title.

- G. A script for the adoption of an ordinance will be followed to ensure compliance with these rules. See attachments.
- H. Effective Date: An ordinance shall take effect 30 days after adoption or at a later date to be specified in the ordinance.
  - 1. The following shall take effect immediately upon its passage:
    - a. Ordinances making appropriations and the annual tax levy; and
    - b. Emergency ordinances.

## **II. Resolutions**

- A. Resolutions considered by and voted upon by the council or committee shall adhere to the rules outlined here.
- B. An affirmative vote of a majority of the council or committee present shall be necessary to pass a resolution.
- C. When a resolution is rejected, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered for a period of not less than three months, unless at least three members petition for early consideration. Resolutions containing substantial amendments may return for consideration within the 3 month window.
- D. Reconsideration
  - 1. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.
  - 2. No motion shall be made more than once.
  - 3. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the body.
- E. Effective date. A resolution shall become effective upon adoption unless otherwise stated in the resolution.

## **CHAPTER 4 – Land Use Hearings**

### **I. General Conduct of Hearings**

- A. Any party may speak in person or through their attorney.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. The party must also bring 10 copies of the written testimony for the council/commission and staff.

- C. If a party desires to make its testimony or evidence available as part of the meeting's agenda packet, it must be submitted to the city recorder or designated staff by noon the Friday before the meeting for council meetings, or 2 days ahead for all other meetings.<sup>8</sup> If the testimony or evidence is not submitted to the city recorder or designated staff by this deadline, it still may be submitted to the city recorder or designated staff at the time of the hearing and included in the record, but it shall not be included in the meeting's agenda packet.
- D. No person may speak more than once without obtaining permission from the presiding officer.
- E. Upon being recognized by the presiding officer, any member may question any person who testifies.
- F. As directed by the presiding officer, staff may question any person who testifies.
- G. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- H. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder or staff liaison shall note the numbers of such persons for the record in the minutes. Persons testifying are asked to avoid repeating testimony already entered into the record and instead indicate support if they are in agreement with such testimony.
- I. The presiding officer may reduce time limits for testimony equally based on the number of people signed up to speak, respectively, "in favor" or "opposed", to ensure all parties have an opportunity to speak and to ensure compliance with statutory shot clocks for land use decision making.<sup>9</sup>

## **II. Quasi-Judicial Land Use Matters**

### **A. Scope of Review**

- 1. All appeals of quasi-judicial land use proceedings shall be conducted pursuant to NMC 15.100.160 through 5.100.190, Appeals.

### **B. Conflicts of Interest, Abstention, Recusal, Ex Parte Communications**

- 1. A member of the council or commission shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
  - a. The member has an actual conflict of interest, as defined by the Oregon Revised Statutes or the city charter/rules and must recuse from participation. The disclosure and recusal must be noted in the minutes.

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<sup>8</sup> (see Chapter 5, Section 3

<sup>9</sup> (See also, Part II, Quasi-Judicial Land Use Matters - Hearing Procedures)

- b. The member was not present during the public hearing and must abstain from participation. However, the member may participate if they reviewed. The evidence, including recordings of the hearing, and declared such fact for the record.
  - c. The member has a bias, as determined by applicable law, that prevents them from considering evidence and applying applicable criteria in making an impartial decision on the application.
2. Members shall disclose all ex parte contacts regarding the proceeding at the commencement of any quasi-judicial land use proceeding. If the disclosed ex parte communication results in bias and/or a conflict of interest, the member shall recuse from participation as stated in (II)(B)(1)(a) and (c) above.
  1. “Ex parte contact” means contact from one side of an issue affecting a land use proceeding without the benefit of hearing the other point of view.

C. Burden of Proof

1. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.
2. The decision shall be based on the applicable standards and criteria as set forth in the city’s municipal code, including if applicable the city’s comprehensive plan and any other land use standards imposed by state law or administrative rule.
3. Proponents, any opponents, and those who are neutral on the proposal may submit written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.
4. City staff may submit supplemental written findings in response to testimony and as requested by the hearing body to address questions raised during the hearing.

D. Hearing Procedures

The order of hearings in quasi-judicial land use matters shall be:

1. *Land Use Hearing Disclosure Statement*

The city attorney, presiding officer, or their designee, shall read the land use hearing disclosure statement, which shall include:

- a. A list of the applicable criteria;
- b. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use

regulation which the person believes to apply to the decision;

- c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council or other hearing body and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
- d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.

2. *Call for ex-part contacts*
  - a. The presiding officer shall inquire whether any member has had ex-part contacts. Any member announcing an ex parte contact shall state for the record the nature and content of the contact.
  - b. “Ex parte contact” means contact from one side of an issue affecting a land use proceeding without the benefit of hearing the other point of view. Ex parte contact can also be access to evidence or information that is not available to the public or the hearing body, which may include visiting the site of a land use application.
2. *Call for recusals*
  - a. The presiding officer shall inquire whether any member must recuse from participating in the hearing due to a conflict of interest.
  - b. Actual Conflict of Interest: If a member announces an actual conflict of interest, as outlined by Oregon Revised Statutes or the city charter/rules, that member must recuse themselves and leave the hearing. The recusal is recorded in the minutes.
  - c. Potential Conflict of Interest: If a member has a potential conflict of interest, they can declare the potential conflict and continue participation in the matter. The declared potential conflict is recorded in the minutes.
  - d. Any member announcing a conflict of interest shall state the nature of the conflict, and if the conflict requires recusal, shall not participate in the proceeding unless the person’s vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
3. *Staff summary*
  - a. Planning staff shall present a summary and recommendation concerning the proposal.
4. *Presentation of the Case*
  - a. Proponent’s case. Twenty minutes total.

- b. Persons in favor. Five minutes per person.
- c. Persons opposed. Five minutes per person.
- d. Other interested persons. Five minutes per person.
- e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.

5. *Close of hearing*
  - a. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
6. *Deliberations*
  - a. Deliberations shall immediately follow the hearing. The body may delay deliberations to a subsequent time to be specified.
7. *Findings and Order*
  - a. The body may approve or reject the proposal.
  - b. The body shall adopt findings to support its decision.
  - c. The body may incorporate findings proposed by the proponent, the opponent or staff in its decision.

B. Continuances

1. A party can request either a hearing continuance or an open record period as provided by Oregon Revised Statutes. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances.
- d. There is a 120-day time limitation for the city to make a final land use decision, imposed by the Oregon Revised Statutes, and this 120-day period is not extended unless the applicant requested the continuance or if the applicant otherwise agrees to the extension of the time limitation.<sup>10</sup>

### III. Legislative Land Use Matters

A. Hearings Procedures

1. The order of procedures for hearings on legislative land use matters shall be:
2. *Call for abstentions*
  - a. Inquire whether any member wishes to abstain from participation in the

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<sup>10</sup> See ORS 227.178.

hearing. Any member announcing an abstention shall identify the reason therefore and shall not participate in the proceedings. The City Recorder or designated staff shall record the abstention in the minutes.

3. *Staff summary*
  - a. Staff shall present a summary of the proposal, statement of the applicable criteria, and recommendations concerning the proposal.
4. *Presentation of the Case*
  - a. Staff Presentation or Proponent's case. As approved by the presiding officer.
  - b. Persons in favor. Five minutes per person.
  - c. Persons opposed. Five minutes per person.
  - d. Other interested persons. Five minutes per person.
5. *Close of hearing*
  - a. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
6. *Deliberations*
  - a. Deliberations shall immediately follow the hearing. The body may delay deliberations to a subsequent time to be specified.
7. *Reopening Hearing*
  - a. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the body, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

## **CHAPTER 5 – Motions, Debate, Public Comment and Voting**

### **I. Motions**

#### **A. The following rules shall apply to motions:**

1. All motions shall be distinctly worded using plain language.
2. If a motion does not receive a second, it dies.
3. The body will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
4. Any motion shall be reduced to writing if requested by a member.
5. A motion to amend can be made to a motion that is on the floor and has been seconded.
6. Amendments are voted on first, then the main motion if voted on as amended.

7. No motion shall be received when a question is under debate except for the following:
  - a. To lay the matter on the table; (Put the issue on indefinite hold.)
  - b. To call for the previous question; (End debate and immediately vote.)
  - c. To postpone; (Delay until a specified time.)
  - d. To refer; or (Send the matter to another committee or person for more information or a recommendation.)
  - e. To amend. (To change the motion on the table.)
8. A motion may be withdrawn by the mover at any time without the consent of the body.
9. A member may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
10. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
  - a. A call for the question fails without a majority vote.
  - b. Debate on the main subject resumes if the motion fails.
11. A motion that receives a tie vote fails.
12. The presiding officer shall cause the motion to be stated before the vote.
13. A motion to adjourn cannot be amended.

B. Motion to Reconsider

1. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.
2. No motion shall be made more than once.
3. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the body.

## **II. Debate**

A. The following rules shall govern the debate of any item being discussed by the council or committee:

1. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
2. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

## **III. Public Comment**

A. Public Comment

1. Public comment may be received at regular council meetings, standing committee meetings, and certain ad hoc committee meetings. The public shall have the right to comment at City Council meetings on all items that require a vote by the City Council, and the City Council will accept public comment unrelated to agenda items. Because of the limited role, purpose, and authority of standing committees and ad hoc committees, and in order to promote efficiency and maintain order, standing committees will only receive public comment related to the subject of the committee or topics at that meeting, while ad hoc committees will receive public comment only to the extent it is specifically included in their directives. .
2. When an interested person addresses the council or gives oral comments, that person should state their name and indicate if they are a resident of the city.
3. Public comment is a time for comment; it is not a time for debate, nor is it a time for members of the public to ask questions of and receive answers from the council or city staff.

B. Public Comment Registration

1. Those giving public comment are required to register on the city website (by noon on the day of the meeting) or in person at the public meeting before making comments and/or providing input at the meeting.
2. Registration is due before the meeting is called to order, except in the case of public hearings. An interested person shall register separately for each subject under which they wish to provide comment.
  - a. For public hearings, public comment registration will close when the public testimony portion of the hearing is closed.
  - b. The public comment registration forms will be made part of the meeting records in accordance with OPML. The registration forms will contain a provision by which a person may indicate that they do not wish for their address, phone number, and email address to be released in any public records request.
  - c. A form complying with this rule will be available at all meetings. The city recorder is delegated the authority to draft, revise, and produce the necessary form that complies with this rule.
3. Those desiring to give public comment over the phone or through the virtual meeting option (Zoom or other virtual meeting platforms) are required to register by noon the day of the meeting.
  - a. Should the meeting take place before 3pm, registration will be required by noon the day before the meeting, should this registration deadline fall on a weekend, registration will be due the Friday prior to the meeting. No Zoom

or other virtual meeting platforms or phone comments will be received without prior registration.

C. Non-Agenda Items and Consent Calendar

1. Persons speaking to the council from the floor concerning items not on the agenda or items that are on the consent calendar will speak under general public comments. Those people will be given the opportunity to speak for no more than five 5 minutes. Speakers may share their time at the discretion of the mayor.
2. The maximum time allowed for public comments, including all speakers, is thirty 30 minutes. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time.

D. Agenda Item other than Consent Calendar

1. Except as required by state statute, the following procedure will apply to comments on agenda items, other than those on the consent calendar. People will be given the opportunity to speak no more than five (5) minutes following the introduction of the item. Speakers may share their time at the discretion of the mayor. The mayor has the discretion to extend these time limits. Speakers may address the council for less than their allotted time.

E. Written Materials

1. Comments including any attachments (written comment, images, etc.), can be emailed to the City Recorder or dropped off at City Hall by 12:00 p.m. (noon) the Friday before the meeting. Materials more than 10 pages long should be submitted as early as possible to ensure sufficient time for council review. Written comment must be accompanied by a public comment registration form.
2. If written comment cannot be provided prior to the deadline, members of the public are to bring 10 printed copies of the item to the meeting and provide one copy to the City Recorder or staff member taking public comment registrations.
3. Written comments will not be read into the record.

F. Electronic Materials

1. Speakers may submit electronic audio or visual material to be played during the time permitted for their comment.
2. Speakers must provide the materials in a format compatible with city software to the City Recorder on the Friday prior to the council meeting by 12:00 p.m. so that it may be installed on the city's equipment to avoid delays or disruption of the meeting. All items will be virus screened and will not be used should a threat be detected.

G. Multiple Speakers

1. Should there be more speakers than can be heard during the 30 minutes allowed for public comment, the presiding officer may reduce the time allotted to each speaker or may extend the comment period.

H. Council or Member Inquiries

1. Councilors or committee members may, upon recognition by the presiding officer, ask questions of speakers during public comment. Members shall use restraint when exercising this option and shall limit questions to no more than three minutes. The presiding officer may intervene if a member is violating the spirit of this guideline.

## **IV. Voting**

The following rules shall apply to voting on matters before the council. The express approval of a majority of a quorum of the council is necessary for any council decision, except as otherwise set forth in these rules or when the charter requires approval by a majority of the council. For standing committees, the express approval of a majority of the quorum is necessary for any decision.

A. Consent Agenda

A majority of quorum present is required to approve the matters on a consent agenda.

B. Resolutions

A majority of quorum present shall be required to pass a resolution.

C. An Ordinance

A majority of all council members is required to pass an ordinance.

D. Emergency Ordinance

An emergency ordinance shall require the majority of quorum present.

E. Budget

The budget shall require majority of quorum present to pass.

F. Suspension of Rules

A majority of quorum present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules which also appear in the city's charter shall not be suspended or rescinded.

G. All votes shall be recorded in the minutes and may not be by secret ballot.

H. Ties

Tie votes shall indicate a denial of the proposal. If the tie is a matter that has

been appealed from a lower city body or commission, a tie shall render the lower body's decision approved.

## **CHAPTER 6 – Minutes**

### **I. Generally**

- A. All minutes shall be in written form, in addition, an electronic copy of the meeting recording will be maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall be action minutes and contain the following information:
  1. The date, time and place of the meeting;
  2. The members present and absent;
  3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
  4. The results of all votes and the vote of each member by name; and
  5. The substance of any discussion.

## **CHAPTER 7 – Appointments**

### **I. Appointments of City Staff**

- A. The council appoints and can remove those positions identified in the city's charter. This includes City Attorney and Municipal Judge.

#### **A. Appointments and Removals**

All appointments and removals require a majority vote of the entire council.

#### **C. Interference**

If the council appoints a municipal judge, the council may meet with the judge, but in no instance shall the council be permitted to interfere with the judge's exercise of judicial authority or discretion.

### **II. Appointments of Members to Boards, Commissions and Committees**

- A. Unless otherwise mandated by applicable law, the mayor shall appoint the members of any standing board, commission, or committee with the consent of the council in accordance with the code, resolution, or law that governs them.
  1. Standing boards, commissions or committees are those established by the municipal code, resolution, or state law, intended to be permanent or long-term, to fulfill an ongoing need of the city. (ex. Budget Committee, Historic Preservation Commission, Planning Commission)

B. Ad-Hoc Committees

1. The mayor may form ad-hoc committees to deal with specific tasks within specific timeframes and make recommendations to the council. Ad-hoc committees are intended to be temporary.
2. The mayor will establish the membership criteria for the ad-hoc committees. Residency does not have to be a required criterion. The mayor will appoint members of the ad-hoc committees, subject to council ratification.
3. The mayor may remove any member of the ad-hoc committee at any time. Members of the committee will be removed if the member fails to attend two consecutive meetings of the committee without being excused prior to the meeting.
4. The mayor has the authority to grant an excused absence, and in the mayor's absence, the committee chair has the authority.
5. The mayor will designate the chairperson and the vice chair. Members will continue to serve until their mission is accomplished, replacement or reappointment.
6. Each member of the ad-hoc committee will have an equal vote on the committee. The reports of the ad-hoc committee will have only the authority of recommendations to the council.
7. The meeting time and place of the committee will be decided by the chair with the consent of the committee. The meeting time and place may be changed provided there is adequate notice. The chair will have the authority to cancel any meeting of the committee for lack of business or necessity to meet.
8. A majority of the committee may request a meeting. All meetings are public meetings and will be conducted in accordance with the OPML.
9. The city manager will have the responsibility to furnish the necessary staff support for each ad-hoc committee.
10. The committee will not have the authority to assign specific tasks to any staff person of the city but will work through the city manager.

C. Removals

Except as otherwise required by applicable law, all appointed board, committee, or commission persons may be removed by the mayor with the consent of council.

## **CHAPTER 8 – Ethics, Decorum, Outside Statements**

### **I. Ethics**

- A. All members of the council and committees shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the council shall refrain from:
  1. Disclosing confidential information.
  2. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
  3. Expressing an opinion contrary to the official position of the council or committee without so saying.
  4. Conducting themselves in a manner so as to bring discredit upon the government of the city.

### **II. Decorum**

- A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council or committee.
- B. Members shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
- C. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members.

### **III. Statements to the Media and Other Organizations**

#### **A. Representing the City**

If a member of the council or committee, including the mayor, appears as a representative of the city before another governmental agency, the media (including social media) or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council or committee.

#### **B. Personal Opinions**

If a member of the council or committee, including the mayor, appears in their personal capacity before another governmental agency, the media (including social media) or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

C. Suggested Language

Councilors and committee members are encouraged to use statements such as "This is my personal opinion and not the official opinion of the Newberg City Council (or relevant body)."

## **CHAPTER 9 – Interactions with Staff & City Attorney**

### **I. Staff**

A. All members of the council and committees shall respect the separation between their role and the city's manager's responsibility by:

1. Not interfering with the day-to-day administration of city business, which is the responsibility of the city manager.
2. Refraining from actions that would undermine the authority of the city manager or a department head.
3. Refraining from contacting the City Manager or Department Heads from 6pm Friday- 6am Monday, except in the case of an emergency.
4. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the city manager.
  - a. Questions from individual members of the council requiring significant time or resources (2 hours or more) shall require the approval of the council.
  - b. Members of the council shall share any information obtained from staff with the entire council.
  - c. This section is not intended to apply to questions by members of the council acting in their individual capacity. Inquiries of a personal nature (i.e. utility billing issues, personal permits) shall be handled through the avenues available to all citizens.
  - d. This section is not intended to apply to questions regarding conflict of interest or similar issues particular to a member of the council.

### **II. City Attorney**

A. Council members may make requests to the City Attorney for information and advice in relation to council business.

1. Council members should understand that the City Attorney must prioritize the city's legal issues and may not be able to respond immediately to Council requests.
2. Requests for legal advice that require greater than two hours of attorney time

will require the concurrence of the majority of the Council.

## **CHAPTER 10 – Censure**

### **I. Rules Violations**

- A. The council may enforce these rules and ensure compliance with city ordinances, charter, and state laws applicable to governing bodies.
- B. If a member of council violates these rules, city ordinances, the city charter, or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member via:
  1. Public reprimand;
  2. Removal from committee assignments; and/or
  3. The removal from the position of council president.

### **II. Investigating Violations**

- A. The council may investigate the actions of any member of council and meet in executive session under ORS 192.660(2)(b) in order to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter, or state laws applicable to governing bodies has occurred.
- B. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

## **CHAPTER 11 – Amendment and Repeal**

### **I. Amendment**

- A. These rules of procedure are subject to amendment by the council in accordance with the rules noted herein.
- B. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed and open for comment by the public.
- C. All amendments to these rules require a majority vote.
- D. Amended rules shall not go into effect until the meeting after the rule is approved.

## **II. Repeal**

- A. These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
- B. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
- C. Any proposed repeal and replacement of these rules shall be done by resolution, noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
- D. Any repeal and replacement of these rules requires a majority of the full council vote.
- E. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved unless otherwise noted in the resolution.

# OUTLINE FOR PUBLIC HEARINGS

Newberg City Council

## ► LEGISLATIVE HEARING ◀◀

### 1. CALL TO ORDER

	<b>Script</b>
<b>Open the public hearing, announce the purpose, discuss testimony, procedure, and time allotments</b>	<b>Presiding Officer:</b> This hearing is to consider [topic of hearing]. At this time, I will open the public hearing. Citizens will be able to testify on this issue by first submitting a public comment registration at the back table should they wish to speak.

### 2. DECLARATION OF CONFLICTS OF INTEREST OR ABSTENTIONS

	<b>Script</b>
	<b>Presiding Officer:</b> Do any members of this [council, board, committee, or commission] need to declare a conflict of interest, abstention, or ex parte contact?  (If yes, a member should be acknowledged by the presiding officer and state their declaration.)

### 3. STAFF REPORTS

	<b>Script</b>
	<b>Presiding Officer:</b> Now we will hear a report from our staff on this item.

### 4. PUBLIC TESTIMONY

	<b>Script</b>
<b>The presiding officer announces time limits</b>  <b>Generally, five minutes is allowed for each individual. The presiding officer can make changes to this should there be a large number of testimonies.</b>	<b>Presiding Officer:</b> I will now open public testimony. Written testimony has been entered into the record and provided to members of the council and staff. We will hear from those in favor first, then opponents, and finally those who are undecided.  Each person will be given 5 minutes to speak. I will call you to the table to speak. Please first turn on the microphone and state your name.

## 5. CLOSE OF PUBLIC TESTIMONY

	<b>Script</b>
	<b>Presiding Officer:</b> Public testimony is called to a close.

## 6. RECOMMENDATIONS FROM STAFF

	<b>Script</b>
	<b>Presiding Officer:</b> Could we please hear the recommendation from staff on this issue?

## 7. COUNCIL DELIBERATION

<b>Councilors should seek acknowledgement and then speak on the issue</b>	<b>Script</b>
	<b>Presiding Officer:</b> Now I'll open the floor for council deliberation. Would anyone like to speak on this matter?

## 8. ORDINANCE DECISIONS

**Ordinances - Action usually requires passage of an ordinance; the relevant motions are listed in the Ordinance Action Guide.**

## ORDINACE ACTION GUIDE

### First action: Waive the second reading.

If this is the first meeting in which this ordinance is considered, council should waive the second reading through the following motion.	Script
	<b>Presiding Officer:</b> I move to waive the second reading of Ordinance [####].

### Second action can be one of 4 steps:

1. Motion for Approval	Script
	<b>Presiding Officer:</b> I move to approve Ordinance [####], [Title]
2. Motion to Read in Full	Script
	<b>Presiding Officer:</b> I move to approve Ordinance [####], [Title] and ask that it be read in full.
3. Motion to Approve Amended Ordinance	Script
Amended ordinance must be read in full if approved in the same meeting as amendments are made.	<b>Presiding Officer:</b> I move to approve Ordinance [####], [Title] with amendments and ask that amendments be read in full.
4. Motion to Table the Ordinance Motion:	Script
	<b>Presiding Officer:</b> I move to table this ordinance to be considered at our next meeting.

### Third Action: Roll Call Vote

#### Script

**Presiding Officer:** A motion has been made to (repeat the motion).

**Presiding Officer to the city recorder or meeting clerk:** Please take a roll call vote. (The city recorder or meeting clerk calls the roll and announces the number of ayes and nos.)

**Presiding officer:** The motion [passes or passes unanimously or fails]

### Majority of Entire Membership

**Ordinances require majority of the entire membership for passage, this means a majority of all of the councilors, not of the quorum present.**

7 members	4 votes required for passage
6 members	4 votes required for passage
5 members	3 votes required for passage
4 members	3 votes required for passage

# OUTLINE FOR PUBLIC HEARINGS

Newberg City Council

## ► ADMINISTRATIVE HEARING ◀

### 1. CALL TO ORDER

	<b>Script</b>
<b>Open the public hearing, announce the purpose, discuss testimony, procedure, and time allotments</b>	<b>Presiding Officer:</b> This hearing is to consider [topic of hearing]. At this time, I will open the public hearing. Citizens will be able to testify on this issue by first submitting a public comment registration at the back table should they wish to speak.

### 2. DECLARATION OF CONFLICTS OF INTEREST OR ABSTENTIONS

	<b>Script</b>
	<b>Presiding Officer:</b> Do any members of this [council, board, committee, or commission] need to declare a conflict of interest, abstention, or ex parte contact?  (If yes, a member should be acknowledged by the presiding officer and state their declaration.)

### 3. STAFF REPORTS

	<b>Script</b>
	<b>Presiding Officer:</b> Now we will hear a report from our staff on this item.

### 4. PUBLIC TESTIMONY

	<b>Script</b>
<b>The presiding officer announces time limits</b>  <b>Generally, five minutes is allowed for each individual. The presiding officer can make changes to this should there be a large number of testimonies.</b>	<b>Presiding Officer:</b> I will now open public testimony. Written testimony has been entered into the record and provided to members of the council and staff. We will hear from those in favor first, then opponents, and finally those who are undecided.  Each person will be given 5 minutes to speak. I will call you to the table to speak. Please first turn on the microphone and state your name.

## 5. CLOSE OF PUBLIC TESTIMONY

	<b>Script</b>
	<b>Presiding Officer:</b> Public testimony is called to a close.

## 6. RECOMMENDATIONS FROM STAFF

	<b>Script</b>
	<b>Presiding Officer:</b> Could we please hear the recommendation from staff on this issue?

## 7. COUNCIL DELIBERATION

<b>Councilors should seek acknowledgement and then speak on the issue.</b>	<b>Script</b>
	<b>Presiding Officer:</b> Now I'll open the floor for council deliberation. Would anyone like to speak on this matter?

## 8. DECISIONS

**Resolutions - Action usually requires passage of a resolution; the relevant motion should be:**

	<b>Script</b>
<b>Vote: voice vote is permitted</b>	<b>Motion:</b> I make a motion to approve Resolution [#####], [Title].  <b>Presiding Officer:</b> A motion has been made to (repeat motion). Is there any further discussion? (Pause for discussion.) I'll now take a vote on the motion to (repeat motion). All those in favor please say aye. (Pause) Those opposed please say no. (Pause) The motion [passes unanimously or passes or fails.]
<b>Majority of Quorum</b>	
<b>Resolutions require majority of the quorum for passage.</b>	
<b>7 members present</b>	4 votes required for passage
<b>6 members present</b>	4 votes required for passage
<b>5 members present</b>	3 votes required for passage
<b>4 members present</b>	3 votes required for passage

# **OUTLINE FOR PUBLIC HEARINGS**

**Newberg City Council**

## **► QUASI-JUDICIAL LAND-USE & NON-LAND-USE ◀**

### **1. CALL TO ORDER**

	<b>Script</b>
<b>Open the public hearing, announce the purpose, discuss testimony, procedure, and time allotments</b>	<b>Presiding Officer:</b> This hearing is to consider (topic of hearing). At this time, I will open the public hearing. Citizens will be able to testify on this issue and should submit a public comment registration at the back table should they wish to speak.

### **2. CALL FOR ABSTENTIONS, BIAS, EX-PARTE CONTACT, AND OBJECTIONS TO JURISDICTION**

	<b>Script</b>
<b>City Attorney Legal Announcements: Read “quasi-judicial announcements” sheet</b>	<b>Presiding Officer:</b> Do any members of this [council board, committee or commission] need to declare a conflict of interest, abstention, or ex parte contact or an objection to the jurisdiction?  (If yes, a member should be acknowledged by the presiding officer and state their declaration.)

### **3. STAFF REPORTS**

	<b>Script</b>
	<b>Presiding Officer:</b> Now we will hear a report from our staff on this item.

### **4. PUBLIC TESTIMONY**

	<b>Script</b>
<b>The presiding officer announces time limits</b>  <b>Generally, five minutes is allowed for each individual. The presiding officer can make changes to this should there be a large number of testimonies.</b>	<b>Presiding Officer:</b> I will now open public testimony. Written testimony has been entered into the record and provided to members of the council and staff. We will hear from those in favor first, then opponents, and finally those who are undecided. At the end the principal proponent will have a chance to offer a rebuttal.  Each person will be given 5 minutes to speak. I will call you to the table to speak. Please first turn on the microphone and state your name.

## 5. QUESTIONS OF PROPONENTS AND OPPONENTS FROM THE FLOOR OR THE CITY COUNCIL DIRECTED THROUGH THE CHAIR

	Script
	<b>Presiding Officer:</b> Do any members of the council have questions for those who have given testimony?

## 6. PUBLIC AGENCY LETTERS OR COMMENTS

	Script
	<b>Presiding Officer:</b> Now we will receive testimony from any public agencies. Written testimony has been entered into the record and provided to members of the Council and staff.

## 7. CLOSE OF PUBLIC TESTIMONY

	Script
	<b>Presiding Officer:</b> Public testimony is called to a close.
	<b>City Attorney Legal Announcements</b>

## 8. FINAL COMMENTS FROM STAFF AND RECOMMENDATION

	Script
	<b>Presiding Officer:</b> Could we please hear the recommendation from staff on this issue?

## 9. DELIBERATION OF COMMISSION INCLUDING DISCUSSION OF CRITERIA WITH FINDINGS OF FACT

Councilors should seek acknowledgement and then speak on the issue.	Script
	<b>Presiding Officer:</b> Now I'll open the floor for council deliberation. Would anyone like to speak on this matter?

## 10. ACTION BY THE COUNCIL

**Orders - Action usually requires passage of an order; the relevant motion should be:**

	<b>Script</b>
<b>Vote: voice vote is permitted</b>	<b>Motion:</b> I make a motion to approve Order [#####], [Title].  <b>Presiding officer:</b> A motion has been made to (repeat motion). Is there any further discussion? (Pause for discussion.) I'll now take a vote on the motion to (repeat motion). All those in favor please say aye. (Pause) Those opposed please say no  <b>Presiding officer:</b> The motion [passes or passes unanimously or fails]
<b>Majority of Quorum</b>	
<b>Orders require majority of the quorum for passage.</b>	
<b>7 members present</b>	4 votes required for passage
<b>6 members present</b>	4 votes required for passage
<b>5 members present</b>	3 votes required for passage
<b>4 members present</b>	3 votes required for passage

## Article V. Traffic Safety Commission

### **2.15.330 Establishment.**

There is established a Newberg traffic safety commission (“commission”) for the City of Newberg. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.15.]

### **2.15.340 Membership.**

The mayor, city manager, chief of police, and city engineer shall serve as ex officio nonvoting members of the commission. The chief of police and city engineer may designate a person in their department to serve in their capacity. The commission shall consist of nine members. Terms shall be three calendar years except student terms will be one year. Follow membership definitions as listed in NMC 2.15.005(E), Membership Definitions. [Ord. 2892 § 1 (Exh. A), 11-15-21; Ord. 2844 § 2, 5-20-19; Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2790 § 2, 11-2-15; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.16.]

### **2.15.350 Terms of office.**

The members of the commission will serve for a term of three consecutive calendar years. The terms will begin January 1st of the first calendar year and end December 31st of the last calendar year. The terms of the members will be established in approximately equal expiration of terms each year. The term of the student members will begin June 1st of each calendar year and end May 31st of succeeding calendar year with reappointment not to exceed three years. Members of the commission will continue after expiration of the term until such time as their successors are appointed. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2690 § 2(A), 2-4-08; Ord. 2427. Code 2001 § 32.17.]

### **2.15.360 Appointment and qualifications.**

The procedure and qualifications for appointment to positions on the commission are as follows:

- A. The city will give public notice of any vacancy of the commission and accept such applications for vacancies.
- B. The application for membership on the commission will state the principal occupation, residence of the applicant, and other information or qualifications the city may deem necessary.
- C. All members will have their principal place of residency in the City of Newberg, except two members may have their residency outside the city limits, but within the urban growth boundary of the city. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.18.]

### **2.15.370 Vacancies and removals.**

*Repealed by Ord. 2892. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2690 § 2(A), 2-4-08; Ord. 2427. Code 2001 § 32.19.]*

### **2.15.380 Presiding members.**

At the commission’s first meeting of each calendar year, the commission will elect a chair and a vice chair. The chair will preside at all meetings of the commission. The vice chair will preside in the absence of the chair. An election will be held thereafter on the first meeting of each calendar year for the purpose of electing a chair and a vice chair of the commission. The city engineer, or designee, will act as secretary to the commission. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.20.]

### **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.
- B. Special and Emergency Meetings. A special meeting of the commission may be called by the chair, upon its own motion, or the city engineer, upon his/her own motion, or at the request of the majority of the members of the commission. Notice of the meeting will be given in accordance with the Oregon Public Meetings Law. An

emergency meeting of the commission may be called in the same manner as a special meeting. The facts constituting the emergency will be placed upon the record as the first order of business of that meeting.

C. Quorum. A majority of the voting members (five members) of the commission will constitute a quorum. A quorum is required to be present at meetings in order to conduct official business.

D. Official Action. A vote of the majority of the quorum will be necessary to take any official action by the commission.

E. Public Meetings. The meetings of the commission will be open to the public and subject to the Oregon Public Meetings Law. Meetings other than regularly scheduled meetings may be announced at a prior meeting. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.21.]

**2.15.400 Purpose and duties.**

A. The purpose of the commission is to promote traffic safety through investigation, study and analysis of traffic safety programs; to conduct educational efforts among the public in the matters of public safety; to consider all traffic safety programs which are referred to them for recommendation by the city council and to make reports to the city council on matters of traffic safety and traffic safety programs.

B. The commission's duties include, but are not limited to:

1. Reviewing proposals related to major traffic matters within the city.
2. Making recommendations to the city council on issues pertaining to traffic safety, traffic planning and design, and general traffic matters.
3. Promulgating standards and policies relating to neighborhood traffic management.
4. Researching, developing and implementing coordinated traffic safety programs which meet local needs.
5. Promoting public acceptance of official programs proposed or instigated by the city.
6. Fostering public knowledge and support of traffic law enforcement, transportation planning and traffic engineering issues.
7. Coordinating with the public and private school systems of the city to promote traffic safety aids in the schools and public education on traffic safety.
8. Holding public hearings on traffic issues, as provided in NMC 2.15.410, to decide upon locations designated for parking, crosswalks, safety zones and traffic control signs within the community. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.22.]

**2.15.410 Authority.**

A. Limited Traffic Decisions. Limited traffic decisions are traffic decisions which affect and are confined to one particular location.

1. The city engineer will make an initial decision based on city policies. Notice of the decision will be mailed to property owner(s) within 300 feet of the subject location if more than one property owner is affected by the decision. The notice will include information on how to appeal the decision.
2. Request for Public Hearing. A public hearing will be held before the traffic safety commission upon written request by two or more affected property owners. Notice of the hearing will be given to property owners within 300 feet of the subject location in a manner reasonably calculated to notify affected property owners.
3. Notice of the decision by the traffic safety commission will be mailed to all property owners within 300 feet of the subject location within 10 business days of the decision.

4. Appeal. Limited traffic decisions of the traffic safety commission may be appealed to the Newberg city council within 30 days of the notice of the decision. A notice of appeal and council hearing date will be mailed to property owners within 300 feet of the subject location as provided in NMC 2.15.450.

B. General Traffic Decisions. General traffic decisions are decisions which affect the entire community, or a number of locations. Such decisions are truck routes, general parking policies, parking for one-way grids affecting more than one block, general signage policies, traffic safety hazard policies and traffic safety programs. Such decisions will be made in the following manner:

1. Notice will be given in a method reasonably calculated to give all interested parties notice.
2. Such notice will state the following:
  - a. The time, date and place of the hearing.
  - b. The recommended decision to be made.
  - c. The criteria to be used in making the decision.
  - d. That public testimony will be taken at the hearing.
  - e. Written comments can be made and the location where such comments can be delivered, mailed, or emailed.
3. The commission will meet at the time and date to conduct a hearing pursuant to the process adopted by the commission.
4. When the commission has made a decision, reasonable notification of the decision will be given and the right of any party making an appearance in the hearing by either written form or by oral testimony will be informed of their right to appeal. Notice of the decision may be done by announcing the decision and the right to appeal at the hearing where the decision is made.

C. Decisions of Commission. All decisions of the commission will be final unless such decision is appealed by parties having the right to appeal such decision to the city council in accordance with NMC 2.15.450. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.23.]

**2.15.420 Final decisions – Enactment.**

Final decisions will be forwarded to the city manager or designee to enact the decision and do all necessary work to carry out the decisions of the commission. Such work will be performed under the direction of the city manager or designee. Specific action taken in carrying out the final decisions will be the responsibility of the city manager or designee. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.24.]

**2.15.430 Log of decisions.**

Decisions made by the commission will be set out in a schedule in chronological date order and in accordance with the type of decision, the date of the decision, the brief description of the decision made and the date in which the action was taken for the decision. The city engineer or designee will have the authority to update the schedule. Such schedule, as soon as reasonably possible, but in no event later than quarterly, will be presented to the commission for its review and comment. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.25.]

**2.15.440 Development permit process decisions.**

*Repealed by Ord. 2743. [Ord. 2427. Code 2001 § 32.26.]*

**2.15.450 Appeals of decisions.**

The decisions of the commission can be appealed to the city council. The commission will have an opportunity to reconsider its decision when a petition for appeal is filed. The following procedure is established for an appeal of a commission decision:

A. **Parties Who Can Appeal.** Any party appearing before the commission, either in written form or by oral testimony, the city manager, and the city engineer have the authority to appeal the decision of the commission.

B. **Petition for Appeal and Time of Filing.** Any decision of the commission can be appealed to the city council if such appeal is made within 14 days of the date of the decision. Such appeal will be made upon the petition prescribed for and approved by the commission stating the name of the party, indicating standing of party to appeal, demonstrating where the decision was in error, and what, if any, new evidence is available that was not available at the hearing.

C. **Effect of Decision While Appeal or Reconsideration Is Pending.** The decision of the commission will be held in abeyance pending appeal to the city council. However, this does not affect the ability of the city engineer to enact any decision under the authority granted to him/her under NMC 2.15.470. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2733 Att. A, 2-7-11; Ord. 2427. Code 2001 § 32.27.]

#### **2.15.460 City council decisions.**

The city council will consider any appeal of a decision by the commission using the following procedure:

A. **Record Before Council and Public Testimony.** The city council will hear the appeal based upon the record filed, any written information which will consist of all documents before the commission, plus the minutes of the commission. Written material can be submitted by the appellant or any party prior to the council meeting. The city council may, upon the majority of the vote, set the matter down for a public hearing where testimony can be heard.

B. **Authority of City Council.** The city council, after hearing, may reverse the commission's decision and/or completely substitute their judgment for that of the commission, and will have the authority to consider all matters, whether they were specified in the appeal or not, remand the matter back to the commission, or do whatever the city council deems proper.

C. **Final Decision.** The decision of the city council is final. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.28.]

#### **2.15.470 Authority of city engineer.**

The city engineer will have the authority to make traffic decisions as follows:

A. **General Authority.** The city engineer will have the authority to establish, maintain, remove or alter any traffic control device. Such orders of the city engineer will designate the findings as to reasons for taking such action, will make entry into the schedule of decisions, and submit a report and findings as to reasons for taking such action to the traffic safety commission.

B. **Appeal to Commission.** At the next regularly scheduled meeting, the city engineer will ratify, affirm, alter or change the action.

C. The city engineer and/or designee will have authority to make decisions on all temporary street closures or other temporary traffic changes due to special events, such as Old Fashioned Festival (parade) and other public functions.

D. Permits for closure of the Newberg cultural district festival street are issued under NMC 12.05.245. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2779 § 3, 2-17-15; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.29.]

#### **2.15.480 Legal advice.**

The commission has the authority to request legal advice from the city attorney. [Ord. 2829 § 1 (Exh. B), 4-2-18; Ord. 2743 § 1, 10-3-11; Ord. 2427. Code 2001 § 32.30.]



## Traffic Safety Commission

07/07/2025

### Work Plan 2025

1. Operational traffic safety –
  - a. Police
    - i. Crash statistics and other traffic safety data.
  - b. Engineering
    - i. Active Issues Log
      1. Staff report on resolution of items
  - c. Maintenance – as applicable
    - i. Maintenance activities
  - d. Public Outreach – as applicable, *TSC to identify what to publicize.*
    - i. Specific issues to publicize.
    - ii. Ongoing public awareness activities
2. Long-range planning – *When requested by City Council*
  - a. Review current planning and code documents.
    - i. Transportation System Master Plan ([Vol 1.](#)) ([Vol 2.](#))
    - ii. [ADA/Pedestrian/Bike Route Improvement Plan](#)
    - iii. [Newberg Downtown Improvement Plan](#)
    - iv. [Riverfront Master Plan](#)
    - v. [2018 Traffic Calming Policy.](#)
    - vi. [City of Newberg Municipal Code \(NMC\)](#)
  - b. Evaluate need and recommendations for updates –
    - i. Request incorporation of TSC recommendations into overall master plan update process (~2 years out) – *note TSC to identify any recommendations for updates/amendments to master plans and/or the NMC.*
    - ii. Identify updates to be requested sooner as an independent effort. – *note TSC to identify any recommendations for updates/amendments to master plans, the NMC and/or other documents.*
    - iii. Review and update the Traffic Calming Policy – *note 2018 Traffic Calming Policy has not been adopted by the City Council.*

iv. Review and update policy documents on the City's Traffic Safety Commission webpage:

1. [Parking Change Request Policy Form](#)
2. [Stop Sign Policy Packet](#)
3. [Marked Crosswalks Memo](#)