



CITY OF OREGON CITY TRANSPORTATION ADVISORY COMMITTEE (TAC) AGENDA

**Virtual Meeting
Tuesday, January 19, 2021 at 6:00 PM**

Contact kdavis@orccity.org for the link to participate in the meeting

CALL TO ORDER

ROLL CALL

APPROVAL OF THE MINUTES

1. Approval of minutes from the December 15, 2020 Transportation Advisory Committee Meeting

ADOPTION OF AGENDA (Agenda Analysis)

Committee members have the opportunity to move items to New Business/Discussion Items from Communications if they are interested in discussion. The Committee may also add an item to the agenda with the consensus of the Committee.

PUBLIC COMMENTS

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda, however, the Chair has the discretion to waive limitations. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. The Transportation Advisory Committee Officers do not generally engage in dialog with those making comments but may refer the issue to the City Manager.

NEW BUSINESS / DISCUSSION ITEMS

2. Welcome New Committee Members and Appoint New Chair and Vice Chairpersons
3. Letter of Support for the McLoughlin Canemah Trail Grant
4. Discussion of the 2021 Transportation Advisory Committee Goals

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Transportation Advisory Committee
From: Senior Administrative Assistant-Kim Davis

Agenda Date: 01/19/2021

SUBJECT:

Approval of minutes from the December 15, 2020 Transportation Advisory Committee Meeting

STAFF RECOMMENDATION:

Approve the minutes

OPTIONS:

1. Approve the minutes
2. Disapprove the minutes



1. CALL TO ORDER AND ROLL CALL

The Transportation Advisory Committee (TAC) meeting of **Tuesday December 15, 2020** was called to order by Chair Henry Mackenroth at 5:45 PM via a virtual Zoom Meeting.

Committee members present included John Anderson, Ray Atkinson, Cedomir Jesic, Bob LaSalle, Henry Mackenroth, Ben Simmons, and Tim Wuest. Vance Tong was absent.

Staff members present included John Lewis, Public Works Director, Vance Walker, Assistant Public Works Director, Laura Terway, Community Development Director, and Kim Davis, Senior Administrative Assistant.

2. APPROVAL OF THE MINUTES

Mr. Simmons **moved to approve** the minutes of **November 17, 2020** and it carried **unanimously** by the following vote: Aye: Anderson, Atkinson, Jesic, LaSalle, Mackenroth, Simmons, and Wuest.

3. AGENDA ANALYSIS

Mr. Wuest requested to have a discussion on Metro's proposal to turn the old Oregon City bridge into a pedestrian and bike path. Mr. Lewis said he will cover it in the Public Works Report.

4. CITIZEN COMMENTS

No new citizen comments made.

5. NEW BUSINESS/DISCUSSION ITEM

a. Update to the Guidelines for Transportation Impact Analysis

Major points were as follows:

- Laura Terway, the Community Development Director, presented information on the proposed amendments to the guidelines for the Traffic Impact Analysis.
- Ms. Terway talked about the different stages of development that include Concept Plans and UGB Expansion, City and Regional Wide Plans, Annexation, Zone Change, and Developments. Ms. Terway said there is public involvement throughout the process.
- Ms. Terway said the Traffic Impact Analysis Policy identifies elements of the

traffic study and what should be included. Ms. Terway said there are two types of study, the Traffic Analysis Letter (TAL) and the Traffic Impact Study (TIS).

- Ms. Terway gave examples of information and data included in the reports.
- Ms. Terway said the proposed revisions they are intending to make are very minor. Ms. Terway talked about the proposed revisions and why they are intending to make the changes.
- Ms. Terway said the next step is to go back to the City Commission on January 6th and propose adoption of the proposed changes.
- Mr. LaSalle asked why the City allows a developer to pay a fee in lieu of putting a sidewalk in. Mr. Lewis said sometimes it makes sense for future planning. Mr. Lewis said there is a variety of scenarios where we would accept a fee in lieu of and it usually has to do with engineering related reasons. Mr. Lewis said we are generally always advocating for the installation or replacement of the sidewalk. Mr. Mackenroth asked how the in fee in lieu of is tracked and if it ever gets applied to a project. Mr. Lewis said Finance tracks it on a spreadsheet by property address or development. He said we try to maintain the fees in lieu of from the neighborhood they are collected in.
- Ms. Terway asked if there was anything the TAC wanted her to communicate to the City Commission. Mr. Mackenroth said moving forward, the main point that everyone would be in agreement with is more forms of multi-modal transportation need to be incorporated.

b. Public Works Report

Major points were as follows:

- Mr. Lewis gave an update on the rapid flashing beacons on Holcomb Boulevard. He said the City has hired a consultant to do the field and survey work and now the design work is left. He said the expectation is to see the City Commission approving the recommendation to move forward with the construction contract in early May of 2021. He said this would probably put construction of the rapid flashing beacons in the summer.
- Mr. Lewis said we are still in the que for the Holcomb Boulevard speed limit study.
- Mr. Lewis said we were not successful receiving the Safe Routes to School Grant. He said we have yet to get the full debrief on the decision.
- Mr. Lewis said we were not successful getting the Park Place Urbanization Study Grant. He said this was a transportation and growth management grant. Mr. Lewis said we have hired a consultant and we are still moving forward on this work, but we will just have to scale it back.
- Mr. Lewis said another project that is still out there is the Holcomb Boulevard Mailbox Relocation Project. He said it involves working with the Post Office to get their mailboxes relocated on their side of the street, so they do not have to cross Holcomb Boulevard.
- Mr. Lewis talked about the Oregon City/West Linn Pedestrian and Bicycle Bridge Concept Plan. He said this is an ODOT project.
- Mr. Lewis shared a video of the Meyers Road project. He said Meyers Road

will be open to the public on January 16, 2021.

6. COMMUNICATION

7. FUTURE AGENDA ITEMS

No future items discussed

8. ADJOURNMENT

There being no further business, the meeting adjourned at 7:30 pm.

Respectfully Submitted,

Kimberly Davis
Senior Administrative Assistant



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Transportation Advisory Committee **Agenda Date:** 01/19/2021
From: Senior Administrative Assistant-Kim Davis

SUBJECT:

Welcome New Committee Members and New Chair Appointments

STAFF RECOMMENDATION:

Welcome new committee members and appoint a new Chair and Vice Chair.

EXECUTIVE SUMMARY:

On January 6, 2021, Commission President, Rachel Lyles Smith, appointed Tim Morgan and reappointed Ben Simmons to the Transportation Advisory Committee to fill two of the three vacant positions.

This is the first meeting of 2021 and a new Chair and Vice Chair need to be appointed.

BACKGROUND:

The Transportation Advisory Committee consists of 7-9 members that have rotating three-year terms. An interview was conducted with Tim Morgan on December 15, 2020, and the Transportation Advisory Committee made recommendations to Commission President Lyles Smith for appointment of Mr. Morgan, and reappointment of Mr. Simmons. There were three vacancies for the Committee and two of the positions were filled with candidates that applied.

Every year the Transportation Advisory Committee appoints a new Chairperson and Vice Chairperson.

OPTIONS:

1. Appoint a new Chairperson and Vice Chairperson



2021 Meeting Schedule

The following meeting dates are the 3rd Tuesday of each month at 6:00 p.m. virtually via Zoom.

January 19, 2021
February 16, 2021
March 16, 2021
April 20, 2021
May 18, 2021
June 15, 2021
July 20, 2021 (if needed)
August 17, 2021 (if needed)
September 21, 2021
October 19, 2021
November 16, 2021
December 21, 2021 (if needed)

City Staff:

John Lewis, P.E., Public Works Director
Vance Walker, Asst. Public Works Director
Kimberly Davis, Administrative Assistant

City of Oregon City Transportation Advisory Committee Bylaws

Established: 11/4/09
through R 09-27
Amended: 6/19/13
through R 13-20
Amended: 8/17/16
through R 16-24

Article I. Name

- A. The name of this committee is Transportation Advisory Committee

Article II. Purpose, Authority and Duties

- A. The purpose of the Transportation Advisory Committee (TAC) is to serve as an advisory body to provide advice to the City Commission, Planning Commission and Urban Renewal Agency on the development of a City Transportation System and other transportation and land use matters relevant to the city of Oregon City, as well as guide preparation of transportation plans and programs, including the Neighborhood Traffic Fact Sheet.
- B. The TAC shall have the authority to establish appropriate subcommittees including, but not limited to mass transit, pedestrian, bicycle, traffic safety, neighborhood traffic management and capital improvement.
- C. The duties of the TAC are to review transportation issues that have been referred to the committee and make recommendations on these issues. The TAC also reviews and makes recommendations on the City's TSP. TAC members may also be asked to attend meetings that relate to transportation issues that may have an impact on the city.

Article III. Membership

- A. The Mayor appoints each member to the TAC.
- B. The TAC consists of at least seven and as many as nine members. All of which shall be residents in the city limits of Oregon City, except for:
1. Up to one member who may reside or work outside the city limits but whose work or residence shall be limited to the 97045 and 97004 zip codes.
 2. Up to two members who shall be business owners in the city limits of Oregon City that may not live in Oregon City.
- C. The committee is composed of two members of City-recognized neighborhood associations, one active member of the Oregon City Chamber of Commerce and the remaining members being appointed at large.
- D. Vacancies are filled in the same manner as the original appointments.
- E. Terms of the TAC shall continue to be overlapping three-year terms.
- F. All members shall serve without compensation.

Article IV. Officers and Staffing

- A. Officers. The officers consist of a chair and a vice-chair who shall be selected by the membership and who shall serve at the pleasure of the membership for a two-year term. Nominations and election of new officers shall be taken at the TAC meeting immediately following the Mayor's appointment of TAC members and shall take office the following month. Officers may be reelected. In the event that an officer is

unable to complete the specified term, a special election shall be held for the completion of the term.

- B. Chair. The chair shall have general supervisory and directional powers over the TAC. The chair shall preside at all TAC meetings and review TAC agendas with the staff liaison. The chair shall also be an ex-officio member of all subcommittees and shall be the designated spokesperson for the TAC unless this responsibility is delegated in writing.
- C. Vice-Chair. The vice-chair, in absence of the chair, shall have general supervisory and directional powers over the TAC. The vice-chair shall preside at all TAC meetings and review TAC agendas with the staff liaison, and generally conduct all business delegated to the chair, in his or her absence.
- D. Staff. The City of Oregon City will provide staff support to the TAC for meeting notification, processing the work, minute preparation, copying and information gathering to the extent the City budget permits.

Article V. Organizational Procedures

- A. The TAC shall hold meetings a minimum of six times per calendar year.
- B. Fifty-one percent of the membership of the TAC shall constitute a quorum. The concurrence of a majority of the TAC members present shall be required to decide any matter.
- C. All members who are present at a TAC meeting, including the chair and vice-chair, are allotted one vote each on all motions.
- D. The Bylaws may be repealed or amended, or new bylaws may be adopted by a majority vote of the TAC on its own initiative. The repealed, amended, or new bylaws shall not violate City Ordinances. If any provisions of these bylaws conflict with City ordinances, State law, or constitutional provisions, those other provisions will take precedence over the TAC's bylaws.
- E. The bylaws as repealed, amended or new bylaws shall be presented and adopted by the City Commission by resolution.
- F. The parliamentary authority for the TAC is Robert's Rules of Order Revised except where superseded by these Bylaws or local, state or federal law.
- G. Individuals being considered for appointment to the TAC must be willing to dedicate to, at a minimum, six-monthly meetings in a calendar year. A scheduled meeting may be set aside upon agreement of a majority of the TAC.

Article VI. Duties of Officers

- A. The chair or vice-chair, in addition to the duties of Article IV shall preserve order and decorum at TAC meetings.
- B. The chair may assess the audience at the beginning of the meeting, and with the consent of the TAC announce reasonable time limits.
- C. The chair shall summarize the issues to be addressed and the criteria to be applied prior to the public hearing testimony.
- D. The chair shall ask for a response and opinion from the members of the TAC.
- E. The chair may mentor the vice-chair.
- F. The chair may appoint TAC members to specific project or committees.
- G. The chair or vice-chair shall confer with the Public Works Director and/or designee on a regular basis outside scheduled meetings concerning the direction each expects of the TAC.

- H. In conjunction with the Public Works Director, the chair shall orient the new members.

Article VII. Duties of the Committee

- A. Attendance:
 - 1. After three (3) consecutive absences of any member of the TAC (within the calendar year), the TAC members will discuss the member's attendance and shall by a quorum reach a decision about their continued membership on the TAC. If a vacancy occurs, it will be filled in the regular manner.
 - 2. Prior to TAC meetings, members who will not be in attendance shall notify both City staff and the TAC Chair via phone or e-mail.
- B. Prior to TAC meetings, members are encouraged to read all information packets and visit sites that are the subject of discussion.

Article VIII. Goals and Objectives

- A. The TAC shall review the City Commission goals annually for establishment of TAC goals that enhance and augment those of the City Commission.
- B. The TAC shall prepare and present a report for the City Commission on goals and accomplishments annually.
- C. The TAC shall review the Roadway Improvement Program annually.
- D. The TAC shall review the Oregon City Transportation System Plan every five years.
- E. The TAC shall review Transportation System Development Charges every five years.

Position No. 1	Benjamin Simmons	01-01-2021 to 12-31-2023	At-Large
Position No. 2	Opening	01-01-2021 to 12-31-2023	Chamber of Commerce
Position No. 3	Tim Morgan	01-01-2021 to 12-31-2023	At-Large
Position No. 4	Tim Wuest	04-17-2019 to 12-31-2021	At-Large
Position No. 5	Ray Atkinson	01-01-2019 to 12-31-2021	At-Large
Position No. 6	Henry Mackenroth-Chair	01-01-2019 to 12-31-2021	At Large - Two Terms
Position No. 7	Bob La Salle	01-01-2020 to 12-31-2022	Neighborhood Association, Third Term
Position No. 8	Cedomir Jesic-Vice Chair	01-01-2020 to 12-31-2022	Non-Resident, Third Term
Position No. 9	Opening	01-01-2020 to 12-31-2022	Neighborhood Association



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Transportation Advisory Committee **Agenda Date:** 01/19/2021
From: Senior Administrative Assistant-Kim Davis

SUBJECT:

Letter of Support for the McLoughlin Canemah Trail Grant

STAFF RECOMMENDATION:

Authorize the Transportation Advisory Committee Chair to sign a Letter of Support for the Community Paths Grant for the McLoughlin Canemah Trail on behalf of the Transportation Advisory Committee.

EXECUTIVE SUMMARY:

The McLoughlin Trail Plan was adopted March 2018. A new Oregon Department of Transportation Community Paths Grant program is accepting 2021 grant applications for funding such types of trails. The grant application is due January 31, 2021.

BACKGROUND:

The McLoughlin Canemah Trail is a part of the Oregon City Loop Trail and is listed in the Oregon City Trails Master Plan and the Oregon City Transportation System Plan. The McLoughlin Canemah Trail Plan was completed in March 2018.

Funding is available to further refine the concept plan and provide the City with 30% design plans which will answer design questions that exist specifically with ODOT and private properties along Highway 99E and the parks property adjacent to the bluff which is used by the Veterans of Foreign Wars (VFW). Upon completion of 30% design, the City will be prepared to apply for a second round of funding that, if granted, could complete the final design and construction of the trail.

The 30% design grant requires a 10% local match. The grant amount requested will be \$100,000, and the City's match will be paid out of transportation funds.

The full project is anticipated to cost \$1,700,000. If the program continues to maintain grant match rules in the current form, then a 30% match will be required for the final design and construction phases. If we reach this point in the project delivery, the

funding for this larger match will be determined through the budget process, but its anticipated to justify the use of transportation funds, transportation SDC funds, and parks funds.

To be able to apply for the grant, a support letter from the local municipality is required; therefore, we request approval of a support letter for the Community Paths Grant for a 30% design of the McLoughlin Canemah Trail.

OPTIONS:

1. Approve the Letter of Support
2. Deny the Letter of Support

BUDGET IMPACT:

Amount: \$10,000.00

FY(s): FY 2022

Funding Source(s): Transportation Fund



Engineering Division
625 Center Street
Oregon City OR 97045

Ph (503) 657-0891 | Fax (503) 657-7829

Operations Division
122 S. Center Street
Oregon City OR 97045

Ph (503) 657-8241 | Fax (503) 650-9590

January 2021

Oregon Community Paths Grant Program
Oregon Department of Transportation

Re: McLoughlin to Canemah Trail Grant Application from Oregon City

Dear Grant Selection Committee,

On behalf of the City of Oregon City, Transportation advisory Committee I would like to submit the following letter of support for Oregon City's funding request for the Oregon Community Paths grant program.

The McLoughlin-Canemah Trail Master Plan, adopted in 2017, identified an alignment to connect the McLoughlin Promenade to Canemah Bluff Natural area that was supported by the community and adopted by the City Commission as an amendment to the City's Transportation System Plan.

We believe that the proposed project, the McLoughlin to Canemah Trail (MCT) Project will provide a safe and convenient option for walking and bicycling between the McLoughlin neighborhood and the Canemah neighborhood and should be fully supported.

- Oregon City has a recent track record in successfully forming a community supported vision with the Willamette Falls Legacy Project; that work will form the basis of ongoing community collaboration in the area. The project will create rare opportunities for various organizations in the City to come together toward one goal.
- This innovative grant ensures the public is at the table for critical decisions in the trail planning process. Community engagement is the backbone of this project.
- Unsafe conditions exist for people who currently walk the informal trail route. A formal trail is needed to increase safety and security for trail users and property owners along the route.
- The project area is in a zone with disadvantaged populations and with zoning that supports future multifamily housing development.
- The MCT will be both highly valued and highly utilized by the local community and will provide a crucial connection to transit stops, downtown Oregon City, the former Blue Heron mill site, the future Riverwalk, and the Canemah Bluff natural area.
- The trail area has incredible advantages: a stunning location on the Willamette River, natural habitats, the adjacent burgeoning downtown Oregon City, and trail connections both north and south.
- The trail will increase access to three Oregon City parks, several transit stops, cultural institutions, and will connect residential areas to commercial and industrial businesses.

Thank you for your time and consideration of this grant request. We look forward to working with ODOT and the various stakeholders to ensure that the McLoughlin to Canemah Trail project is a success for the local community.

Sincerely,

Henry Mackenroth, Chair



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Transportation Advisory Committee
From: Senior Administrative Assistant-Kim Davis

Agenda Date: 01/19/2021

SUBJECT:

Discussion of the 2021 TAC Goals

STAFF RECOMMENDATION:

Staff recommends the Transportation Advisory Committee discuss and come up with goals for 2021.

BACKGROUND:

Every year the Transportation Advisory Committee (TAC) establishes goals to help plan and guide the monthly meetings. The TAC's goals align with the City Commission's goals, and the overall goals of the City.

OPTIONS:

1. Discuss and establish goals for 2021.

BUDGET IMPACT:

Amount: N/A

FY(s): N/A

Funding Source(s): N/A



**CITY OF OREGON CITY
TRANSPORTATION ADVISORY COMMITTEE
2018 GOALS**

2018 TAC Goals	City Commission 2017-2019 Goals				
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
Support the proposed 20MPH speed limit by recommending approval of the speed limit resolution with a 5-7 year implementation plan.			X		
Provide annual review of the Oregon City Neighborhood Traffic Fact Sheet and engage public in utilizing this document and information contained herein to facilitate traffic safety.			X	X	
Member participation as needed on Community Advisory Committee(s) with work related to Oregon City transportation, with an emphasis on Safe Routes to School. Outline an implementation plan for at least one Safe Routes to School project or grant opportunity.				X	
Remain involved in larger developments relating to transportation by tracking projects and providing comments regarding these projects, <i>e.g.</i> : - The Cove Project - Meyers Road Extension - Public Works Operations Center Master Plan - Beavercreek Road Concept Plan	X	X	X		X
Advise on, and provide support of, transportation grant opportunities presented to TAC.	X		X		X
Openly listen to citizen requests regarding transportation concerns.				X	
City Commission Goals 2017-2019					
GOAL 1: Cultivate an Environment for Successful Economic Development					
GOAL 2: Address Critical Facility Needs					
GOAL 3: Enhance the Livability of the Community					
GOAL 4: Pursue Opportunities to Increase Transparency and Encourage Citizen Participation					
GOAL 5: Maintain Fiscal Health and Long Term Stability					