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# Meeting Minutes

## Molalla Transportation System Plan (TSP) Update

Technical Advisory Committee (TAC) Meeting #3

February 20, 2018 –3:00 p.m. to 5:00 p.m.

Molalla City Hall – 117 N Molalla, OR 97038

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**Meeting Organizer:** Matt Bell, Consultant Project Manager

**Meeting Attendees:** Gerald Fisher, Aldo Rodriguez, *City of Molalla*; Gail Curtis, *Oregon Department of Transportation (ODOT)*; Frank Schoenfeld, *City of Molalla Police Department*; Mike Penunuri, *Molalla River Fire District*; Karen Buehrig, *Clackamas County Transportation and Development*; Matt Bell, Nick Gross, *Kittelson & Associates, Inc.* Matt Hastie, *Angelo Planning Group*.

**Meeting Purpose:** The purpose of Technical Advisory Committee (TAC) Meeting #3 was to review and receive feedback on Tech Memo 6: Transportation System Plan (TSP) Solutions and Tech Memo 7: Regulatory Solutions as well as outline the project's next steps.

**Meeting Summary:** TAC members met on Tuesday, February 20<sup>th</sup> at 3:00 p.m. at Molalla City Hall to discuss the Molalla Transportation System Plan (TSP) Update. Matt Bell gave a PowerPoint presentation and led a discussion on Tech Memos 6. Matt Hastie also presented and led the discussion on Tech Memo 7. The meeting materials (i.e. agenda, PowerPoint presentation, and Tech Memos 6 and 7 are available on the project website ([www.molallatsp.com](http://www.molallatsp.com))). The following summary provides an overview of the action items and discussion topics from the meeting.

**Action Items:** the following summarizes action items resulting from discussions with the TAC.

- KAI and APG to ensure City codes and standards do not overlap and are not missing critical information between documents.
- APG to confirm where access spacing, street connectivity, and street development language should be included in compliance with TPR.
- KAI to provide City with outline of discussion topics and key locations with identified solutions in preparation of Planning Commission meeting.

**Discussion Topics:** The following provides additional details on the actions items.

1. Project Update
  - a. The project remains on schedule despite some delays associated with the refinement of Tech Memo 5: Future Conditions Analysis. Tasks 1 and 2 are complete and Task 3 will be complete pending refinement of Tech Memo 5.
  - b. TAC #3 is tentatively scheduled to be the last TAC meeting; however, the project has a contingency to accommodate a fourth TAC meeting if needed or desired.

## 2. Tech Memo 7: Regulatory Solutions

- a. Tech Memo 7 focused on a review and refinement of the City's Municipal Code, Development Code, and Public Works Standards.
  - i. The Molalla Municipal Code (MMC) was recently updated; as a result, the regulatory solutions had a modest amount of amendments.
  - ii. The TSP Update has already produced a list of recommendations to the City's Comprehensive Plan's policies, goals, and objectives as part of Tech Memo 1: Plans and Policy Review.
- b. Regulatory Solutions in the TSP will be reflected in the public works standards.
  - i. Public Works Standards will build upon TSP Update and go into further detail regarding spacing standards, driveways, and access management.
    1. The importance of maintaining consistency while also not duplicating language between standards and code documents was noted as an important consideration.
  - ii. The City's intent is to use the TSP Update as the guiding document for street and roadway dimensions and standards.
- c. **KAI to ensure consistency between standards in the City's Comprehensive Plan, Development Code, Municipal Code and Public Works Standards –access spacing standards, driveway spacing, driveway widths, etc.**
- d. Transportation assessment letter (TAL) vs. transportation impact analysis (TIA)
  - i. TAL focused on sight distance and access management.
  - ii. TIA analyzes full impact of development, level of service, operations, etc.
    1. Discussion on threshold with suggestion to be 25 trips during the PM peak hour to trigger TIA.
- e. Consensus that a single-family home would not need to do a TIA; industrial, commercial, or apartment development would need to conduct TIA.
- f. Should include text that limits requirement for single-family homes.
- g. Frontage improvements with new development was discussed including a waiver of remonstrance to allow the city to make improvements without private objection.
- h. Bicycle parking was discussed, and amendments were suggested to better align with the transportation planning rule (TPR).
- i. Access spacing, block spacing, and development of new blocks.
  - i. **Matt H to confirm if street connectivity and street layout language should be included in development code or public works standards.**
  - ii. Gail request language be included in development code, as the development code serves as a more transparent publicly accessible document.

## 3. Tech Memo 6: TSP Solutions

- a. TSP Solutions built upon Tech Memo 4 and Tech Memo 5
  - i. Solutions will be further refined based on revised Tech Memo 5.

- ii. Existing 2001 TSP was reviewed for solutions that have not been completed and included in TSP Update.
- b. TSMO Solutions
  - i. Low hanging fruit
  - ii. City recognizes that Molalla has neglected access management and new street development historically i.e. Big Meadows.
- c. Safety Solutions
  - i. Safety solutions overlap across modes e.g. pedestrian, bicycle, and vehicular.
  - ii. Specific safety location discussed:
    - 1. OR 213/Toliver Road.
      - a. Potential two-way left-turn (TWLT) may serve as short-term solution
      - b. Potential traffic signal may serve as long-term solution
    - 2. OR 213/OR 211
      - a. Gerald noted westbound left-turn shows protected-permitted yellow arrow and quickly changes to red, leaving motorist stuck in the intersection.
- d. Pedestrian and Bicycle Solutions
  - i. Suggest including paved shoulders where right-of-way is constrained.
  - ii. Shared-use path on south side of Toliver intended to be removed to accommodate roadway widening with sidewalks and bike lanes on both sides of the roadway.
    - 1. City supports lowering posted speed on Toliver Road to 25 mph throughout.
  - iii. Heintz Street pedestrian crossing
    - 1. Crossing desired from community and city perspective
    - 2. ODOT warrant analysis does not indicate need for crossing
    - 3. Heintz Street crossing should be considered as part of Safe Routes to School program.
  - iv. Molalla Forest Road Solutions
    - 1. Separated shared-use path intended as solution along MFR.
  - v. OR 213 and OR 211
    - 1. ODOT desire to have TSP Update answer question of cross section elements i.e. TWTL, travel lane widths, etc.
    - 2. ODOT open to having discussion of TWLT and travel lane width discussion.
  - vi. Transit solutions
    - 1. Suggestion to include policy language including coordination with transit agencies, transit pass programs about multiple communities, emerging technologies.

#### 4. General Discussion

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- a. Safe Routes to School milestone in July, will want to reference solutions identified in the TSP Update e.g. Heintz Street pedestrian crossing.
  - b. City Council meetings on the second and fourth Wednesday of the month.
  - c. Planning Commission meets on first and third Wednesday's of the month
    - i. March 7<sup>th</sup> intended as Planning Commission meeting
  - d. KAI to draft memo for Planning Commission review summarizing regulatory solutions and TSP solutions.**
    - i. Suggest Planning Commission meeting provides high-level PowerPoint presentation
5. Next Steps
- a. TAC comments on Tech Memo 6 and 7 due March 2