Meeting Minutes

Molalla Transportation System Plan (TSP) Update

Technical Advisory Committee (TAC) Meeting #1

September 21, 2017 –3:00 p.m. to 5:00 p.m.

Molalla City Hall – 117 N Molalla, Or 97038

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;* Dave Luce, Matthew Lacy; *Molalla River School District;* Matt Bell, Nick Gross*, Kittelson & Associates, Inc.;* Matt Hastie*, Angelo Planning Group.*

Meeting Purpose: The purpose of Technical Advisory Committee (TAC) Meeting #1 was to introduce TAC members to the project, review and receive feedback on the Tech Memos 1-3, and to outline next steps.

Meeting Summary: TAC members met for the first time on Thursday, September 21st at 3:00 p.m. at Molalla City Hall to discuss the Molalla Transportation System Plan (TSP) Update. Gerald Fisher, the Molalla Public Works Director and Project Manager for the City introduced the project team and asked TAC members to provide a brief explanation of their background and experience. The Consultant team, made up of member's from Kittelson and Associates, Inc. (KAI) and Angelo Planning Group (APG) also provided introductions and outlined their roles and responsibilities for the Molalla TSP Update.

Hard copies of the presentation were handed out to all TAC members as well as an agenda and project schedule.

Matt Bell, the consultant team project manager, led the PowerPoint presentation covering Tech Memos 1-3 with support provided by Matt Hastie and Nick Gross. The meeting materials (i.e. agenda, PowerPoint presentation, schedule, and Tech Memos) are available on the project website (www.molallatsp.com). The following provides a summary of action items and discussion topics on the Tech Memos and next steps.

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

- APG to include a definition for Special Transportation Area (STA) in Tech Memo 1
- APG to update Tech Memo 1 to reflect revised development code as necessary
- KAI to coordinate with Molalla River School District to determine SRTS connections
- APG to provide additional input on Goals and Objectives, including goals for land use.

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

1. Tech Memo 1: Plans and Policy Review – Tech Memo 1 summarizes the existing plans, regulations, and policies that affect the Molalla Transportation System Plan (TSP) Update.
    a. Special Transportation Area (STA) was well defined during the PowerPoint presentation.
        i. Include definition within Tech Memo 1.
    b. The City of Molalla's Development Code is anticipated to go to City Council the week of September 24, 2017.
        i. Updated Development Code must be included in Tech Memo 1 as it relates to transportation planning and facilities.
    c. Revisions to the existing Public Works standards are anticipated to be updated based on the outcome of the Molalla TSP Update.
        i. Examples of Public Works standards that may be updated include roadway cross sections, landscaping areas, sidewalk dimensions, etc.
    d. Public Works standards do not go through the same process as the TSP update.
        i. This raises concerns that the TSP Update will set the framework for standards and policies but inevitably something else will get built.
        ii. There is a need for flexibility, but must hold City accountable for adoption of TSP Updated plans, regulations, and policies.
    e. Important to recognize why plans, regulations, and policies set in the existing 2001 TSP were not carried forward.
        i. Molalla Forest Road
            1. Recognized in 2001 TSP as a bypass for trucking route.
            2. City owns the right-of-way
            3. ODOT is not interested in building or supporting a bypass road along Molalla Forest Road.
                a. Would rather see active transportation trail incentivizing walking, biking, and trail-use.
            4. City request that ODOT submit letter stated that if bypass is desired by City, it will have to be funded by City with no State dollars.
            5. Important to pull Clackamas County into Molalla Forest Road conversation as topic is explored moving forward.
                a. Clackamas County Active Transportation Plan currently shows the Molalla Forest Road as a Multi-use Path.

2. Tech Memo 2A: TSP Analyses Methodology – Tech Memo 2A outlines the methodology and assumptions that will be used for the existing and future operation analyses as part of the development of the TSP Update.
    a. How do you evaluate intersections that do not currently exist but may be planned?
        i. Metro's Travel Demand Model (TDM)

b. Molalla River School District to follow up with letter on new connection recommendations and school district vision.

c. Molalla River School District beginning conversations with Clackamas County on Safe Routes to School (SRTS).

    i. Clackamas County is developing a template for SRTS; however, they have not selected schools where they will be applied

    ii. PMT will coordinate with Clackamas County and the Molalla River School District through TAC conversations regarding SRTS.

    iii. How will SRTS be incorporated into Molalla TSP Update?

        1. TSP Update typically focuses on collectors or above. SRTS will provide direction on local street connections for PMT to focus efforts on in evaluating trips to and from schools.

3. Tech Memo 2B: Goals and Objectives and Evaluations Criteria – Tech Memo 2B presents the goals and objectives that will be used to guide the development of the Molalla TSP Update and serve as the basis for development and evaluating alternatives.

a. Goals and objectives included in current 2001 TSP were used as the basis for the development of the goals and objectives for TSP Update.

    i. PMT looking for feedback from TAC on goals and objectives.

    ii. General consensus that goals and objectives strongly reflect City vision and modern, "state of the art" criteria.

    iii. APG to provide additional input on Goals and Objectives

4. Tech Memo 3: TSP Financial Forecast – Tech Memo 3 documents historical and potential future sources of transportation funding for implementation of the Molalla TSP Update.

a. Major deficit noted in projected City revenues and expenditures.

    i. City to look for new and additional sources of funding for TSP Update recommendations.

        1. Street utility fee still under consideration

        2. Marijuana tax revenue suggestion.

5. General Discussion:

a. Once new City Comprehensive Plan adopted, transportation policies as they relate to the TSP Update should be located in a single document (likely TSP), and not both.

b. Community and On-Line Community Meeting anticipated for early December.

    i. Suggest advertising be placed in school newsletter with Molalla River School District to spread awareness about TSP Update.

        1. PMT to coordinate with School District representatives for newsletter.