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# **AGENDA**

## **KEIZER TRAFFIC SAFETY/BIKEWAYS/PEDESTRIAN COMMITTEE**

Thursday, September 21, 2023

6:00 PM

Robert L. Simon Council Chambers  
Keizer, Oregon

1. **CALL TO ORDER**
  - a. Agenda Packet
2. **APPROVAL OF MINUTES - JULY 2023**
  - a. Approval of Minutes
3. **APPEARANCE OF INTERESTED CITIZENS**
4. **PROJECT SPREADSHEET REVIEW**
  - a. Project List
5. **UPDATE TO NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM ~ TAMMY SALDIVAR**
  - a. Program
6. **SKATS REPORT ~ RICK KUEHN, HERSCH SANGSTER, TAMMY SALDIVAR**
  - a. SKATS Report
7. **SPEEDING ON CLAGGETT ~ MIKE GRIFFIN**
8. **VERDA CROSSING & KEIZER ROAD SAFETY DISCUSSION ~ MIKE GRIFFIN**
9. **VERDA LANE SAFETY DISCUSSION**
10. **COMMITTEE MEMBER INPUT / NEIGHBORHOOD ASSOCIATION REPORTS**
  - a. Gubser – DeBlasi  
NWKNA – Sangster/Saldivar  
SEKNA – Davis

WKNA – \_\_\_\_\_  
GNEKNA – \_\_\_\_\_

11. **STAFF REPORT ~ MIKE GRIFFIN**

12. **POLICE LIAISON REPORT ~ CITY MANAGER TO APPOINT**

13. **OTHER BUSINESS**

- a. Reporting to Council/Monitoring Planning Commission: Michael DeBlasi  
Council: October 2 | Planning Commission: October 11

14. **ADJOURNMENT**

15. **NEXT MEETING**

*October 19, 2023*

**City of Keizer Mission Statement**

***Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion***

*"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."*



## **TRAFFIC SAFETY, BIKEWAYS & PEDESTRIAN COMMITTEE MINUTES**

### **Thursday, July 20, 2023**

### **Keizer City Council Chambers**

#### **CALL TO ORDER**

Chair Davis called the meeting to order at 6:00 p.m. Attendance was noted as follows:

#### **Present:**

Jamie Davis, Chair  
Tammy Saldivar, Vice Chair  
Michael DeBlasi  
David Dempster  
Hersch Sangster  
Rick Kuehn

#### **Council Liaison/Staff Present:**

Councilor Husseman (6:57)  
Dawn Wilson, Deputy City Recorder

#### **Council Liaison/Staff Absent:**

Mike Griffin, Storm Ops & Streets  
Sgt. David LeDay, Police

#### **Absent:**

Brenda Lamb

**APPROVAL OF MINUTES:** David Dempster moved for approval of the June 2023 Minutes. Hersch Sangster seconded. Motion passed as follows: Davis, Dempster, Sangster, DeBlasi and Kuehn in favor, with Lamb absent.

#### **APPEARANCE OF INTERESTED CITIZENS:**

*Bill White*, Keizer, questioned a project that he keeps hearing about on Verda Lane between Dearborn and the express lane. Chair Davis said it's still in the design phase for the installation of a bike lane and shoulder with separated sidewalks, left turn lane onto Alder, and realignment to match Alder for safety purposes. Mailbox locations were also discussed for safety purposes of not having to cross the road.

*Tammy Kunz*, Keizer, she received about 250 concerns about three different driveways for Verda Crossings on Keizer Road. She questioned the emergency only and believes that the two driveways for May & Dickson not setup as emergency only. Discussion reasoned that this is due to a four-way stop. Tammy Saldivar said there's a rule that access has to match to a road. David Dempster provided some history on the safety and pedestrian activated deacon for the school's safety. Chair Davis thinks we need to raise awareness with the neighborhood associations and said they'll bring this up at the next meeting after Public Works (Mike Griffin) looks at the yellow flashing light to be on Keizer Road on each side before the school.

**VERDA LANE SAFETY DISCUSSION:** *Taken out of order.* Tammy Salvidar reminded everyone they always have a standing agenda item for Verda Lane.

*Naomi Rodriguez*, Keizer, has concern for speeding traffic from Chemawa to River Road. There aren't enough speed signs and bumps. Speed signs needs to be in the middle of Claggett. Chair Davis is asking to monitor this area via Minutes, and the police liaison to

monitor the traffic down to the circle. Hersch Sangster suggested art and murals be painted along Claggett to slow traffic. Michael DeBlasi suggested adding street trees.

*Sheba Woodell*, Keizer and with NTSI, here as an observer and stated that education, engineering and enforcement are main components for traffic safety.

*Ken Gerloff*, Keizer, expressed concern for upcoming school year. School district keeps moving boundaries year to year. Child safety walking is main concern. He worked with Bill Lawyer on Beebe Street's and Arnold Street safety issue. Would like a no parking sign. People park at the end of the street, so it's difficult to drive around the corner.

*Richard Moore*, Keizer, expressed concerns about cars passing on 10<sup>th</sup> and Claggett Street is a safety issue for pedestrians. He would like to see 10<sup>th</sup> be a dead-end street since it actually is and drivers have to turn onto Claggett. Eliminating the access to Claggett Street should resolve the issue. Chair Davis said that we have to have 75% buy-in within neighborhood for concern to be considered by the City. Rick Kuehn suggests that this could be an enforcement issue.

*Danaya McGanty*, Keizer, expressed concern on speeding problem on Claggett Street. She talked with neighbors and obtained names. Everyone agreed that there is a big speeding problem and have all lived on Claggett for 10 years. They are fearful of children and pets getting hit. She would like to see speed bumps. Chair Davis needs the Public Works (Mike Griffin) to assess the situation and revisit this at the next meeting. She suggested that we ask Bill Lawyer to review his budget to help this issue. Hersch Sangster sees this as an enforcement issue. Michael DeBlasi recognized the fact that she has already collected names of neighbors to support a solution. Cars can be parked on street instead of driveway to create a sense of friction for cars to slow-down. Chair Davis said that they are supportive of getting speed bumps.

**COMMITTEE PURPOSE:** "I [Hersch Sangster] move the committee recommend the city council adopt the Resolution changing the Purpose of the Traffic Bikeway Pedestrian section as presented." David Dempster seconded. Motion passes.

**PROJECT SPREADSHEET REVIEW:** Members discussed updating the spreadsheet and noted several items that need to remain on the list. Chair Davis asked members and neighborhood associations to review the list and participate in an email survey to prioritize them. Chair Davis will send a prioritized spreadsheet to the City Council to be fair and equal to all citizens.

**UPDATE TO NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM:** Tammy Saldivar reported on the safety concern and looked at possible solutions. She decided to add language saying that if unable to obtain signatures due to disability or safety reason to talk with Bill Lawyer. She will update the flow charts, let neighborhood associations review it, and will take it to the Community Diversity Committee and then to Council. Committee would like to see tenants instead of the owner be able to sign petitions because they should have the freedom to vote for solutions.



**SKATS REPORT:** Materials were submitted by *Tammy Kunz*. Hersch Sangster talked about the school helping in West Salem and everything is on hold until school starts. Michael DeBlasi said the manual has flexibility for standards. The Skats model isn't quite complete with questions. There is latitude but we have to go thru ODOT.

**COMMITTEE MEMBER INPUT / NEIGHBORHOOD ASSOCIATION REPORTS:**

Chair Davis provided requested to take information back to committees. Chair Davis will email the Gubser Neighborhood Association to encourage representation from all neighborhood associations.

*Rick Kuehn* reported on a traffic management program with most concerns on Verda with speed, sidewalks, and with the apartment complex.

*Tammy Saldivar* didn't have any updates.

*David Dempster* reported on the bike helmet budget. They have money in the budget for bike helmets \$667 donated for bike helmets. We have about 100 helmets of all sizes and pamphlets. They're short on lights for kids bikes. They're fine money wise. City of Keizer hasn't had a concerted effort to fix sidewalks for the old developments. He would like an agenda item for Planning Commission to restrict driveways on the main streets. There shouldn't be left turns allowed.

*Hersch Sangster* reported on speeding and graffiti. They've been tagged on Willow Lake and Chemawa. Code enforcement recommended getting pictures.

*Michael DeBlasi* would like to see sidewalk obligations for property owners.

*Chair Davis* reported on using KeizerFest as a communication tool and asked members to attend these events. Hersch Sangster will attend and David Dempster may also attend. Discussion on which representatives of the neighborhood association will attend, and they will email Chair Davis.

**STAFF REPORT:** Mike Griffin – absent

**POLICE LIAISON REPORT:** Sgt. LeDay – absent – may have retired. Councilor Husseman will ask for new liaison.

**COUNCIL LIAISON REPORT:** Councilor Husseman reported on the City Council who agreed that sidewalk repair is a main priority. They want to find a solution that fits with all neighborhoods. The Planning Commission is under-impressed with how transportation issues are being handled. New developments are causing issues with traffic control. Planning Commission has not been an asset and has not been working with this committee. David Dempster said that the Planning Commission members don't know that they can recommend development policies. Chair Davis said we need to guide the Planning Commission and Council on their decisions.

Councilor Husseman met with ODOT, Salem Public Work person, and a Salem Councilor on the Salem-Parkway path. He told them we want the Parkway path smoothly paved,

lights, and clearer signage to and from path. ODOT agreed to look at path from Verda to Keizer Station. A bike sweeper could be used on path, which Salem is considering. He also talked with Bill Lawyer and Mike Griffin.

Councilor Husseman said City has entered into a tentative agreement for an electrical bike initiative to include a potential purchase of e-bikes for City staff, except for the police, to conduct business. There was discussion as to why we're not using a vendor in Keizer instead of Portland, especially when maintenance is needed. Councilor Husseman submitted info to board on Colorado's program for e-bikes to be rent-free, along with safety materials. The Portland vendor has the ability to offer the same program. Michael DeBlasi suggests that the City have a carrot for staff to actually use the bikes. Hersch Sangster said that the Northwest Hub is really good at managing this low-income program, and we should partnership with them rather than compete with them.

**OTHER BUSINESS:** Chair Davis CANCELLED the August 17, 2023 meeting.

- **Reporting to Council/Monitoring Planning Commission:** Brenda Lamb
  - Council: August 7/Planning Commission: August 9

**ADJOURN:** Meeting adjourned at 8:06 p.m.

***Next Scheduled meeting ~ September 21, 2023, 6 p.m.***

*Minutes Approved:*\_\_\_\_\_

document initiated June 2023,  
revised September 2023

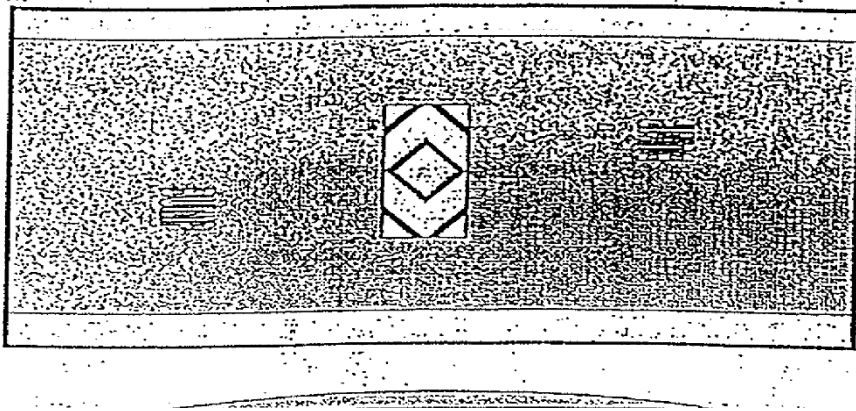
# **ACTIVE PROJECTS**

Priority	Project	NA	type of project	date added	date discussed by committee	status
	Verda at Dearborn		Cherriot bus issue if north of Dearborn	6/7/2023		monitor
	Verda and Chemawa		Flashing Crossing	6/7/2023		discuss
	Cummings/ Delight Speed Table		Speed table	6/7/2023		monitor
	Library crosswalk		RRFB	6/7/2023		monitor
	Lockhaven near McNary			6/7/2023		
	Candlewood Curve		flashing light for curve warning	6/7/2023		discuss
	Chemawa Curve		solar speed display	6/7/2023		discuss
	Alder and Brooks		flashing beacon across Alder	6/7/2023		monitor
	signs along Bike path		signs	6/7/2023		monitor
	street sign replacements			6/15/2023		monitor

	Lockhaven bike striping at River Rd			6/15/2023		
	Keizer Rd: Verda-McLeod		flashing school sign	7/20/2023		
	Claggett Rd: River- 10th/ 10th: Claggett- Chemawa		speed study	7/20/2023		
	St Arnold		paint curb	7/20/2023		



## NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM



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This document was prepared by the efforts of a collaborative team which included Keizer Council members, Planning Commissioners, Traffic Bike Pedestrian Safety Committee, city staff and engineers.~~INTRODUCTION TO THE~~

Updated 2023

~~KEIZER NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM~~

~~The following people are primarily responsible for the development of this program:~~

Keizer City Councilors

~~Bob Newton, Mayor Garry Whalen  
Lore Christopher Jim Keller Jacque Moir Craig Campbell Jerry McGee~~

Keizer Planning Commissioners

~~Bill Wolf June Abbot  
Manny Martinez  
Dick Inman Jere Clancy Dan Nelson Bruce Anderson~~

Keizer Traffic Safety Commission

~~Mike Kirby, Chairman Ernest — Smyres Mariella — Dibble Fredric  
— George  
Al Kramer Randy Jackson~~

Keizer Staff Members

~~Rob Kissler, Public Works Director Richard Woelk, Traffic Engineer~~

**A Neighborhood Traffic Management Program (NTMP) is a systematic approach to initiating citizen requests to treat neighborhood traffic issues. This is one "tool" the city has for bringing up safety concerns, but the city staff is responsible for creating safe roads.**

## Neighborhood Traffic Management Element

As traffic conditions change in the future and the city grows, there is a greater potential for neighborhoods to experience cut-through traffic and speeding that negatively impacts neighborhood livability. Left unmanaged over time, the city could find itself responding to issues of livability inefficiently, case by case.

Neighborhood Traffic Management (NTM) has evolved ~~over the past twenty years~~ to encompass a wide range of measures and activities that can be effective in improving the livability of a neighborhood. While there is a wide range of issues that are commonly attached to NTM, the bottom line is how the speed and volume of vehicle traffic are addressed ~~On a roadway, street, to create a safer and more livable community.~~

~~Arterial congestion and lack of connectivity are the leading causes of neighborhood traffic infiltration. Whenever possible the City should attempt to identify the causes of congestion or lack of connectivity first, before looking to implement neighborhood traffic management Measures. Solutions to congestion or lack of connectivity may be the best NTM measure.~~

Neighborhood traffic management measures are a means of addressing traffic safety issues on a city-wide basis. As such, their application should not be limited to just local streets. NTM measures should be used to increase safety for pedestrians, ~~bicyclists~~~~bicyclists~~, and motorists despite street classification. It should be recognized that not all NTM measures are appropriate for all streets. Where appropriate, NTM measures may be installed in neighborhoods to limit speed and volume of traffic; on collector streets to reduce speeding traffic; and on arterials to enhance neighborhood pedestrian safety. Often a combination of solutions may be required.

Types of streets within the city that the NTMP can affect:

- Local streets: cul-de-sacs, or short streets with limited or no connectivity
- Neighborhood streets: have connections within and between neighborhoods, but do not serve as city-wide streets
- Collector streets: provide citywide or large district connectivity and circulation

The city website shows which street has which classification.

### NEIGHBORHOOD STREET CLASSIFICATION

~~Recent work in the area of neighborhoods and their specific street needs provides an~~

**Commented [DM\*D1]:** "street, to create a safer and more livable community."

**Commented [DM\*D2]:** I would delete this. What is the city going to do to alleviate congestion? We can't even get low cost speed reduction measures implemented.

additional level of functional classification: *neighborhood routes*. Neighborhood routes are commonly used by residents to circulate into or out of their neighborhood. They have connections within the neighborhood and between neighborhoods. These routes have neighborhood connectivity, but do not serve as citywide streets. They have been the most sensitive routes to through, speeding traffic due to their residential frontages. In past plans, many agencies defined a minor collector or a neighborhood collector; however, use of the term collector is not appropriate for these neighborhood streets. Collectors provide citywide or large district connectivity and circulation. There is a level between collector and local streets that is unique due to its level of connectivity. Local streets can be cul-de-sacs or short streets with limited or no connectivity. Because neighborhood routes provide some level of connectivity, they can commonly be used as cut-through routes in lieu of congested or less direct arterial or collector streets which are not performing adequately. Cut-through traffic has the highest propensity to speed, creating negative impacts on these neighborhood routes. By designating these routes, a more systematic, citywide program of neighborhood traffic management can be undertaken to protect these sensitive routes.



A process was used to identify the neighborhood routes in Keizer by working together with the Traffic Safety Commission and City staff for input. Building off the Transportation System Plan, a map was prepared that reflects their input and identifies the neighborhood routes (Figure 1). A definition was prepared for the TSP of the neighborhood route, as follows:

**Definition: Neighborhood routes** are usually long relative to local streets and provide connectivity to collectors or arterials. Because neighborhood routes have greater connectivity, they generally have more traffic than local streets and are used by residents in the area to get into and out of the neighborhood, but do not serve citywide/ large area circulation. Traffic from cul-de-sacs and other local streets may drain onto neighborhood routes to gain access to collectors or arterials. Because traffic needs are greater than a local street, certain measures should be considered to retain the neighborhood character and livability of these routes. Measures such as neighborhood traffic management are often appropriate (including tools such as traffic circles or other devices – refer to later section). However, it should not be construed that neighborhood routes automatically mean building something in the street to slow traffic. While these routes have special needs, neighborhood traffic management is only one measure, not the only measure. Table AI provides the inputs for a neighbor route.

**Table AI**  
**Input to Basic Design Guidelines**  
**Neighborhood Route**

Reference	General Description
Function	Circulation within a neighborhood to other neighborhoods or collectors/arterial routes
Typical Daily Volume	500 to 4,000 vehicles per day
Ultimate Traffic Design	Typically two lanes
Bicycles	Shared Roadway
Sidewalks	Yes
On-street Parking	Permitted
Access Control	Minimum street and driveway spacing per Keizer Development Code
Minimum Right Of Way	60 feet

## NTM PROGRAM

Neighborhood Traffic Management programs are built off the three "E's" of transportation.

- **Education:** By making people visibly aware of the problems, they can help by slowing down, staying on arterials/collectors, sharing with other people their concern regarding the negative impact of traffic and by using other modes of transportation.
- **Enforcement:** By focusing the Police Department's enforcement efforts to acknowledged areas of concern, community awareness of speeding problems can be increased.
- **Engineering:** There are a suite of several traffic calming measures that can be designed and built/implemented to reduce speeding and/or affect traffic volume. While neighbors near problem areas commonly promote these solutions, they can be expensive, create resentment among citizens and (if not done programmatically and with good judgment) can impact maintenance, liability, diversion, parking, noise, aesthetics, emergency response, utility vehicles, or other roadway users.

The process for the City of Keizer NTM program incorporates each of the "E's" at various stages of the plan. In developing the NTM plan several alternatives were considered. To be comprehensive, the NTM plan includes major components that work together to produce a complete NTM program. They include:

- **Process:** Outlines how an existing problem is brought to the cCity, what are the thresholds/warrants for defining a problem, steps toward a solution, prioritization of the project and monitoring of the benefit/ impact.
- **Standards:** This provides a uniform way for NTM measures to be implemented in the cCity. It provides a process to minimize the impacts to safety and other users/s/stakeholders (as noted above- maintenance, liability, diversion, parking, noise, aesthetic, emergency response, utility vehicles, or other roadway users). These can be found on the city website on the Public Works page.

## NTM PROCESS

**ASSESSMENT:** The process for assessing NTM issues includes many steps and decisions to assure the safest projects are developed for the cCity. To be eligible, the project must be a two-lane street that has residential zoning or mixed use for at least 75 percent of the fronting properties. The intent of the following steps is to implement Education and Enforcement in a Level 1 study, and initiate Engineering in a Level 2 Action. The key steps are as followsinclude:

**Commented [DM\*D3]:** I would like to see deadlines on deliverables from the city.

**Commented [ST4R3]:** I think this will come from our committee involvement

**Commented [DM\*D5]:** "a suite of"

**Commented [DM\*D6]:** Why are we undermining this solution by writing possible problems but treat the other "Es" as without problems?

## Step 1.

### Identification of a Neighborhood Problem.

The application (Appendix B) is started in one of two ways and is presented to the Traffic/ Bikeways/ Pedestrian Safety Committee (TBPSC). With assistance from the committee, the application advances to the city Public Works (PW) department.

A. Issue is brought by a citizen to a This can occur several ways, from a Neighborhood Association (NA) organization where who agrees with the need. The NA assigns a representative, fills out Section 1 of the application, and presents to the TBPSC; or applicable or

B. Issue is presented to TBPSC by a citizen who fills out Section 1 of the application and includes a petition (Affected Neighbor Survey) with signatures of a minimum of 75 percent of the affected residents on a specific street. (Appendix A) If acquisition of these signatures is unattainable or is a safety concern, PW will assist in this need.

1. Public Works will review submittal for immediate safety concerns and assess for support of Action Plans and prioritization. After this review, the analysis and findings will be presented to the TBPSC at a meeting.

*Recommended Process: Issues of livability brought before the applicable neighborhood association or identified by petition where the project is located be forwarded to the staff of the Public Works Department. A form will be developed by the staff for the neighborhood*

Step 2. associations or petitions providing background regarding the problem. The form will request a statement of the problem and an area of concern (limits of the problem-A Street from X to Y Street). The staff will maintain a set of informational brochures on NTM matters for mass distribution through the neighborhood associations. Should a resident not be satisfied with the findings of the Public Works Staff, they may forward a letter of appeal to the Director of Public Works.

### Level I Level One Action Plan study:

2. Once a problem has been presented, to the TSC by the neighborhood association where applicable or by petition has been filed with the Public Works Department, the next first step will be to implement address education and enforcement related NTM measures. (and notify 100 percent of the affected properties and the applicable neighborhood association). To be eligible for this step, the project must be a two-lane street that has residential zoning for at least 75 55 percent of the fronting properties. This first step is taken to address concerns immediately, without substantial cost in analysis. Should significant safety issues be

**Commented [DM\*D7]:** This goes counter to what was written on page 1 and I think too restrictive.

As we have changed the zoning on River Road and other main streets to add more housing, there will be more conflicts between pedestrians/bicyclists and drivers. It will be on these streets where car speed will have to be controlled.

I'm not sure if the 75% has to do with the support or the zoning.

**Commented [ST8R7]:** 75% is referring to the zoning. I will question RR's category.

**Commented [DM\*D9]:** This seems unnecessary. We've already received notice from the Neighborhood Association or 75% of the affected properties. Doesn't that constitute notification?

**Commented [DM\*D10]:** What does this mean? Enforcement/Education? Low cost speed lowering (e.g., paint, bollards, etc..) measures?

If just the Education/Enforcement, then we can delete this because the paragraph below talks about it more clearly.

presented in Step 1, there is a separate process for addressing safety-related matters with the Public Works (PW) Department.)

**Recommended Process:** Notify the City Police Traffic Enforcement team of the location and the nature of the request for speed enforcement. Feedback can be provided immediately if the Police are already aware of this location having a high volume of speeders, thus removing the need for a speed study. Enforcement efforts would include scheduling placement of the speed reader board trailer, or requests for increased enforcement at problem areas identified in Step 1. This request can be done while presenting to the TBPSC or calling the non-emergency number. and linking enforcement and reader board placement. The city may need to purchase additional reader board trailers. Additionally, the city may want to pursue legislative changes to allow for photo radar speed enforcement in residential neighborhoods and use this as a Level 9 measure.

Once this study is complete, check the box on the application for First level 1 Recommendation and add the date of completion in section 3.

### **Step 3. Analysis of Action Plan Study to Define the Problem:-**

3. — Following Level 1 Step 2, ~~the affected residents affected working together with the neighborhood association where applicable, will determine if further actions are necessary.~~ At this step, PW staff will conduct field reconnaissance and analysis to provide a quantitative background regarding the street of concern. ~~A data check list will be prepared that can include a 24-hour count of the traffic volume and speed, volume data adequate for a stop sign warrant check if appropriate in project limits, street width, presence of sidewalks, land use adjacent to, street location of schools or special activities (parks, senior housing, retail centers, major employment or institutional uses within 1,000 feet), general assessment of pavement condition and grade, on-street parking, functional classification identification, sight distance issues, fronting land uses and driveways (use parcel maps to sketch information in project limits and potential street projects in the area in next five to 20 years from TSP and CIP).~~ This information will be used to do two assessments: 1) determine if threshold criteria are met for consideration of Level 2 NTM; or

**Commented [ST11]:** Does this need to be included here?

**Commented [DM\*D12R11]:** And do we need legislative changes?

**Commented [DM\*D13]:** This puts the onus on the residents.

Why not have the city put out speed recorders that are not visible to determine if the Education/Enforcement worked?

2) if Level 2 thresholds are not met, what additional Level 1 measures should be considered.

**Recommended Process:** City staff will make determination of whether Level 2 considerations are warranted. This will qualify for the Second Level 1 Recommendation on the application section 3. Check the box and indicate the date of completion by city staff.

The thresholds for Level 2 consideration on neighborhood routes will include:

Speed: 85<sup>th</sup> percentile speed five or more miles per hour above posted speed and,

Volume: Daily vehicle counts more than 800 vehicles per day, and,

**Cut Through Traffic:** Hourly estimate of 25 or more vehicles traveling between arterials.

The thresholds for Level 2 consideration on arterial or collector routes, the thresholds will include:

Fronting Land Use: More than 75 percent of the properties in the project limits have residential zoning

Speed: 85<sup>th</sup> percentile speed 10 or more miles per hour above the posted speed zone, and

Volume: Daily vehicle counts more than **1,500** vehicles per day for collectors and **5,000** vehicles per day on arterials

A traffic study report showing findings of the speed/volume study will be prepared. This information will be used to do two assessments:

- 1) determine if threshold criteria are met for consideration of Level 2 NTM;  
or
- 2) determine if Level 2 thresholds are not met, necessitating further study.  
Further study may include implementing temporary, low-cost measures to gauge the effect of speed calming measures.

Findings and assessment will be presented to the TBPSC at the next monthly meeting.

#### **Step 4. Level 2 Prioritization by scoring:**

4. At the point that thresholds have been determined to have been met in Step 3 above, the next step will be to prioritize the proposed NTM project by scoring the location. This is assessed by the Public Works Department. The reason for prioritizing the problem prior to developing solutions is to assure that staff, public and design efforts are expended where the greatest needs exist. A

Commented [DM\*D14]: Impossible to determine.  
Delete

Commented [DM\*D15]: I'd like to see an equity factor included here.

scoring system has been developed to assist with the prioritization process to allow city funds to be allocated to the more critical locations. Once the scoring and ranking process is completed by the Public Works Department and a plan is developed, the project list will be entered into the City Capital Improvement Program (CIP) process for funding and implementation. This is where the scheduling of a project will be identified and where other factors (such as upcoming projects), beyond the ranking are considered.

Commented [ST16]: What are these factors?

**Recommended-Process:** The scoring system by functional classification is noted below in Appendix C Tables 2,3, and 4 using the criteria that were established ranked the most important by the Traffic Bicycle Pedestrian Safety Committee. The Public Works Department will be responsible for ranking projects between functional classifications. A project list is forwarded to Public Works Director for review and submittal into the CIP process. Any projects that meet the threshold criteria and commit to funding the NTM project using private funds will be given five additional bonus points for every 20 percent local funds up to 25 points. (This additional scoring is intended to leverage public funds for NTM to get the maximum benefit for the public investment.)

Commented [DM\*D17]: Reviewed by who?

**Table 2**  
**Neighborhood Route Scoring Process**

Criteria	Point	Basis for Scoring	
Speed	35	Using 85 <sup>th</sup> percentile 2 points for 85-percentile speed 4 mph over posted speed	Commented [DM*D18]: 50th
		PLUS	
		3 points for every mph from 5 up to 10 mph over posted speed	
		PLUS	
		Using speed profile: 1 point for every percent of volume with speed at or over 10 mph of posted speed up to 15 points.	
Volume	25	1 point for every 100 vehicles per day over 500 vpd	
Cut Through Traffic	15	10 points if an identified cut through route between arterials can be mapped and observed in the field	Commented [DM*D19]: Delete
		PLUS	
		5 points if data is provided that in of the traffic on the project street 20% or more is cut through between arterials.	Commented [DM*D20]: 10 pts
Pedestrian Generators	5	5 points if within 500 feet of street there are pedestrian generators (parks, elementary school, college or hospital)	Commented [DM*D21]: Any commercial/industrial uses Commented [DM*D22]: Change to "school or other educational facility".
Sidewalks	10	10 points if sidewalks in project area discontinuous on both sides	And while I'm commenting about schools, can we extend the school zone speed limits to the nearest signalized/controlled intersection and have no time limit? For example, Lockhaven between RR and Windsor Island should encompass the Elementary and High school zones. And the area between Whitaker and Gubser, on 14th St and on Lockhaven (between Mcleod and Verda).
		5 points if one side of the street has continuous sidewalks	Commented [ST23]: Do bus stops apply here?
		0 points if the street has continuous sidewalks on both sides project area	Commented [DM*D24]: Include points for sidewalk condition/width.
School	10	10 points if an elementary or middle school (public or private) is within 100 feet of the project street	Commented [DM*D25]: either Commented [DM*D26]: 10 points for "no marked or signalized crossing for greater than 250 feet".
TOTAL SCORE	100		I also think that it should be any educational facility. We should be encouraging walking/biking at all schools.

**Table 3**  
**Collector Scoring Process**

Criteria	Point	Basis for Scoring
Speed	50	<p>Using 85th percentile 2 points for an 85 percentile speed 5 mph over posted speed- PLUS 5 points for every mph from 6 to 10 mph over posted speed</p> <p>PLUS</p> <p>Using speed profile: 1 point for every percent of volume with speed at or over 10 mph of posted speed up to 15 points</p> <p>Commented [DM*D27]: 50th percentile. If the speed is 6-10 mph over the posted limit, then we should be going to engineering/traffic calming measures quicker.</p>
Volume	10	<p>1 point for every 1000 vehicles per day rounded up</p> <p>Commented [DM*D28]: 2 pt with no cap</p>
Pedestrian Generators	10	<p>10 points if within 500 feet of street that there area pedestrian generators (parks, elderly housing, retail commercial uses, high school, college or hospital)</p>
Sidewalks	15	<p>15 points if sidewalks in project area are discontinuous on both sides</p> <p>Commented [DM*D29]: See above comment for neighborhood routes</p> <p>Commented [DM*D30]: Either</p> <p>0 points if the street has continuous sidewalks on both sides in project area</p> <p>Commented [DM*D31]: Points for poor condition or too narrow sidewalks.</p>
School	15	<p>15 points if an elementary or middle school (public or private) is within 500 feet of the project street</p> <p>Commented [DM*D32]: 10 points is no marked or signalized crossing for greater than 250 feet</p>
TOTAL SCORE	100	



**Table 4**  
**Arterial Scoring Process**

Criteria	Points	Basis for Scoring
Transit	20	20 points if project street is a public transit route with stops
Pedestrian Generators	25	25 points if within 500 feet of street that there are pedestrian generators (parks, elderly housing, retail commercial uses, high school, college or hospital)
Sidewalks	25	25 points if sidewalks in project area are discontinuous on both sides
Crossing	15	15 points if crossing distance for pedestrians is greater than 60 feet
School	15	15 points if an elementary or middle school (public or private) is within 500 feet of the project street
Trucks	10	1 point for every percent of traffic on project street that is trucks (peak hour count)
TOTAL SCORE	100	

**Commented [DM\*D33]:** See above comments for similar criteria

**Commented [DM\*D34]:** Either

**Commented [DM\*D35]:** Points should be for poor condition or too narrow sidewalks.

**5. Level 2 Project Development:** Using the CIP process for transportation projects in the City, those projects will go into project development within two years. This step involves extensive public involvement through the neighborhood associations and the project subcommittees involving the City Staff. A NTM toolbox was developed for the City of Keizer based on input of the Traffic Safety Committee to provide a standard set of measures that could be uniformly applied through the problems identified in Steps and 3.

Table 5

Keizer-NTM Tool Box

Neighborhood

- Circle
- On-street Parking
- Truck Restrictions
- Turn Restrictions
- Other Level-T Measures
- Street trees

- Choker
- Speed Hump
- Curb
- extensions
- Tighter turn
- radii

Collector

- Pavement Texture
- On-street Parking
- One-way entry/exit
- Truck Restrictions
- Turn Restrictions
- Medians
- Curb Extensions
- Roundabouts

Arterial

- Medians
- Curb Extensions
- Roundabouts
- Removal of turn
- lanes into
- businesses
- Removal of
- unnecessary
- middle turning
- lanes to
- nowhere

**Commented [DM\*D36]:** Barrier in intersection to prevent turn cutting. This means when a driver is making a right or left turn, they cut the angle so they don't have to slow down as much.

**Commented [DM\*D37]:** Street trees

**Commented [DM\*D38]:** I have seen where Keizer has installed right turn into a business that doesn't have a high number of cars entering the property. This allows cars behind the turning vehicle to stay at a higher speed while making it harder for a vehicle to exit out of the property.

**Commented [DM\*D39]:** For example, Lockhaven between RR and Windsor Island. The middle turning lane is unnecessary for most of the length and only creates an environment for faster speeds.

**Recommended Process Project Development:**— The basic steps of project development will include the following:

**Criteria:**

- The project is within two years of funding through CIP.
- The project limits are defined in detail

**Steps:**

- I. A neighborhood association meeting is held (if applicable) to discuss the project and outline the schedule of activities
- II. The sponsoring citizens for the project will complete an NTM survey-petition form (Appendix A). This requires that signatures of support of 75 percent or more of all the fronting properties owners within the project limits for an NTM project. Without this support, the project will stop at this point.
- III. A project subcommittee is assigned-created that includes citizens and staff to develop conceptual design for the NTM project. A member from TBPSC will be assigned. This subcommittee can research best practices of other cities for solutions.
- IV. A concept map will be prepared by the subcommittee that outlines the types of measures anticipated and the possible alternatives (if any). This map can be a satellite picture of the area affected, with arrows showing needed information. It will need to include nearby areas that can be affected. The NTM project will use the Keizer NTM Tool Box of NTM measures for neighborhood streets (Appendix D) for choices to recommend. Deviations from measures for which standards exist will require a separate process.
- V. Assessment of the NTM project will be undertaken to look for impacts and including "fatal flaws" impact assessments. These are done by PW and. These are:
  - Potential for diversion. Potential for traffic diversion to another street will be estimated for the project. If the anticipated diversion to another neighborhood or local street is over 150 vehicles per day, then residents from that street will be required to be added to the petition form. Diversion to arterials or collectors will not be considered an impact.
  - Impact to Emergency Routes. Obstruction measures will not be allotted on routes designated by the fire and police departments as primary response routes.

Commented [DM\*D40]: 55%

Commented [DM\*D41]: My problem with the "support of 75% or more" of the neighboring properties is that it requires more active property owners, who tend to be whiter and wealthier, and absolves the city from proactively trying to slow speeds and make more inviting places to bike and walk.

And when the committee tries to get input on projects or get some action from PW or the Council on specific areas, it goes nowhere.

Commented [DM\*D42]: Is this quantifiable? A neighborhood may say that there's an increase in traffic on their street but that may be true and an overestimation.

Commented [ST43]: What happens without this support?

- *Multi-modal Access. Bicycle, pedestrian, and transit access will not be negatively impacted by the NTM project.*
- *Noise. The potential for noise impacts will be identified with selected NTM measures. The concept A-map-wilneeds to! identify where additional noise might be anticipated.*
- *Loss of parking. Where on-street parking is removed or added adjacent property owners will be notified in the development process.*
- *Visual/Aesthetic Concerns. Samples of the visual character of the NTM measures selected will be reviewed in the public process.*

**Commented [ST44]:** How is this analyzed?

**Commented [ST45]:** Is this a fatal flaw if notification is all that is needed?

**Commented [ST46]:** What is the process for this and what feedback is considered a fatal flaw?

- Maintenance. The effect of the NTM program on maintenance will be identified. This includes added costs for NTM measure maintenance (Landscaping) and impacts to maintenance activities.

**Commented [ST47]:** Where is the line drawn to determine what is acceptable?

- Desired Effect. Using Table 5 as a guide, the selected measure should produce the speed and / or volume benefit desired.

- VI. With the concept plan and assessment approved by the project subcommittee, the NTM project will be presented to the neighborhood association(s) for review and comment.

- VII. Final design will be completed and construction documents prepared.

**Commented [ST48]:** How is this engineered?

- VIII. Final approval from TBPSC

## CIP Implementation/Funding:

### FUNDING

Funds for NTM projects would most likely come from the approved Capital Improvement Program for the current year budget. Funding may be limited or not available in any given year. NTM projects with private (local) funding will be able to proceed through the NTM process even if public funding is not available at the time.

**Commented [DM\*D49]:** The City should set aside annually money to pay for small individual projects.

City should investigate fees that can be established to pay for improvements since we can't use the gas tax. It shouldn't be voter approved because no one votes to increase their costs (see Library ballot measure ). It should be a Council voted fee.

There are several options for funding NTM measures in Keizer. They will include:

**Commented [ST50]:** This contradicts what is stated above that if the process is followed, it will be added to the CIP.

- Full funding through the CIP
- Partial funding through the CIP
- New voter approved funding dedicated to NTM
- Private interests funding NTM without public funds
- Cash from local residents
- A Local residents agree to a local improvement district is agreed to by local residents (not recommended due to the administrative costs)
- Private development provides funds to NTM as mitigation measure of project approval or as an element of site plan design
- Full funding as a mitigation measure within of a transportation project (public funds)
- 

6. Projects that have completed Step 5 the above-mentioned steps will be advanced to the city for full funding, and implementation. As identified in Step 4, the highest rated group of projects will be forwarded to the CIP for funding.

**Commented [DM\*D51]:** "Unless directed by the state, no other road projects may gain priority over this project unless specifically for safety of all users and not vehicle capacity increasing."

**Recommended Process:** The final steps for

implementation will include:

- Local funding (if provided) will be secured. Should the local funding not be available at the time of project implementation, the project will be integrated into the City's priority list if applicable. Local funding may also come from residents.
- City staff will prepare a schedule for implementation and notify the neighborhood association.
- Construction will be completed by PW or by contract.

#### **FUNDING**

~~Funds for NTM projects would most likely come from the approved Capital Improvement program for the current year budget. Funding may be limited or not available in any given Year. NTM projects with private (local) funding will be able to proceed through the NTM process even if public funding is not available at the time.~~

~~There are several options for funding NTM measures in Keizer. They will include:~~

- ~~• Full funding through the CIP~~
- ~~• Partial funding through the CIP~~
- ~~• New voter approved funding dedicated to NTM~~
- ~~• Private interests funding NTM without public funds~~
- ~~• Local residents pay cash~~

•

#### **MONITORING**

7. Once an NTM project is completed, data collection will be conducted three months after completion to determine effectiveness and whether further refinements to the plan are required. Volume and speed data will be collected and summarized in a before and after report by City staff. If refinements are necessary, they will be identified following analysis of before/after data.

**Recommended Process:** City staff will setup a standardized approach for before and after studies and tabulate performance data on all NTM projects implemented. The data will be presented to the TBPSC at the three-month review time. Over time this research will be used to refine or upgrade the elements of the plan.

#### **Standards for NTM**

**Commented [DM\*D52]:** The City should set aside annually money to pay for small individual projects.

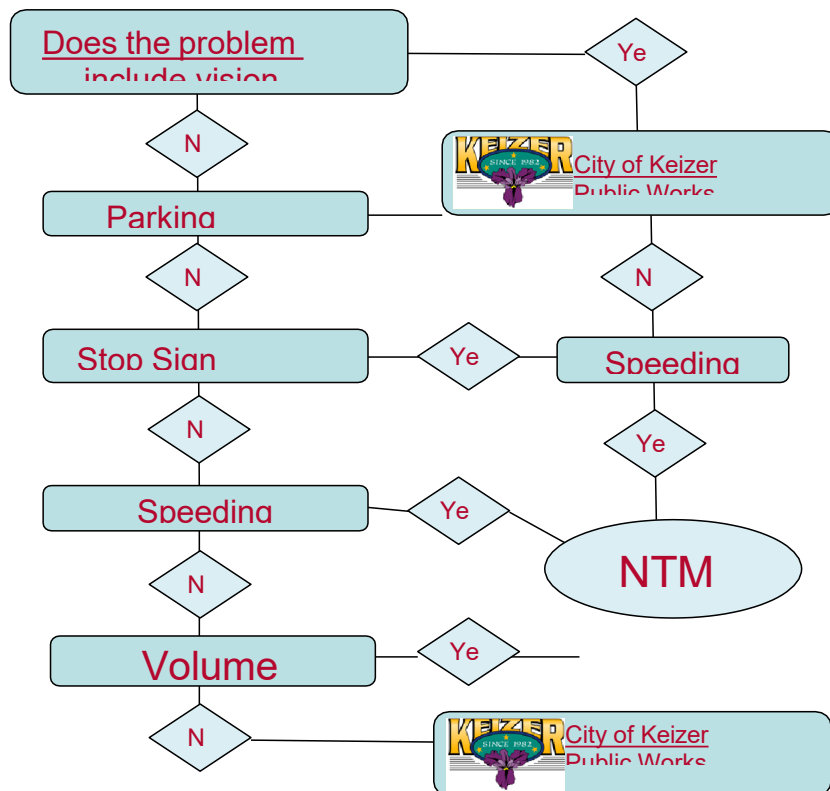
City should investigate fees that can be established to pay for improvements since we can't use the gas tax. It shouldn't be voter approved because no one votes to increase their costs (see Library ballot measure ). It should be a Council voted fee.

**Commented [ST53]:** This contradicts what is stated above that if the process is followed, it will be added to the CIP.

## Flowchart For Neighborhood Association Problem Assignment

The following information is provided to assist the Neighborhood Association and the citizens of Keizer in the appropriate process for the described problem.

Not all problems should be addressed through the Neighborhood Traffic Management Program (NTMP). Many issues should be referred directly to the Public Works Department. The following flowchart should help with determining the correct course of action. (NTMP). Many issues should be referred directly to the Public Works Department. The following flowchart should help with determining the correct course of action.



Implementing NTM measures can impact several stakeholders that use public streets- from utilities to garbage companies, delivery companies to school buses, from





emergency services to maintenance, from the postal service to the school district. The needs of all the stakeholders should be considered in any **NTM** measure. To best address the input of key stakeholders, it is recommended that a series of design standards be developed, reviewed, and approved for inclusion in the *City of Keizer Street Design Standards*. This process will allow critical input and review by the stakeholders at one point, rather than having to seek each stakeholders input for each project that is contemplated.

The benefit of developing design standards is that **NTM** can be uniformly applied in Keizer. The standardization of **NTM** elements also helps keep the costs down. Most important, by going through a process of adopting the design standards with stakeholder input, the potential liability to the City is significantly reduced.

The development of standards can build off experience in Oregon with **NTM** and

throughout the United States in tailoring a set of standards that meet Keizer's needs. As long as the standard of design are adhered to, the stakeholders can be assured of the character and nature of what may impact the street related to their operational needs.

The Manual of Uniform Traffic Control Devices (MUTCD) provides a reference for most traffic signing and striping needs. While the MUTCD does not address many of the **NTM** measures outlined in the tool box, many other cities and Keizer itself have working design experience with all of the measures. The following standards should be developed for the City of Keizer.

- Speed Humps (City of Portland has the most recognized standards in Oregon also need spacing, criteria);
- Circle (Locations in Salem)
- Medians
- Street Width (the Portland region has extensive experience with 28 and 32 foot streets;
- Street Curvature (possibly 50 foot radius, reversing curves for curvilinear)
  - Curb Extensions

## **FUNDING**

Funds for **NTM** projects would most likely come from the approved Capital Improvement program for the current year budget. Funding may be limited or not available in any given Year. **NTM** projects with private (local) funding will be able to proceed through the **NTM** process even if public funding is not available at the time.

**Commented [DM\*D54]:** We should use NACTO as a reference guide.

**Commented [ST55]:** This is already developed as the standards on the website.

**Commented [DM\*D56]:** The City should set aside annually money to pay for small individual projects.

City should investigate fees that can be established to pay for improvements since we can't use the gas tax. It shouldn't be voter approved because no one votes to increase their costs (see Library ballot measure ). It should be a Council voted fee.

**Commented [ST57]:** This contradicts what is stated above that if the process is followed, it will be added to the CIP.

~~There are several options for funding NTM measures in Keizer. They will include:~~

- ~~• Full funding through the CIP~~
- ~~• Partial funding through the CIP~~
- ~~• New voter approved funding dedicated to NTM~~
- ~~• Private interests funding NTM without public funds~~
- ~~• Local residents pay cash~~

- ~~Local residents agree to a local improvement district (not recommended due to the administrative costs)~~
- ~~Private development funds NTM as mitigation measure of project approval or as an element of site plan design~~
- ~~Full funding as a mitigation measure of a transportation project (public funds)~~

## Cities of Keizer Neighborhood Traffic Control Program

### Potential Traffic Management and Control Devices

Described below are some typical traffic management and control devices that might be employed in a neighborhood traffic control project.

#### Traffic Management Devices:

(Physical devices which change street characteristics and traffic patterns.)

**Traffic Circles** are raised landscaped islands placed in the center of an intersection. Their primary purpose is to reduce speed and separate intersection conflicts. Circles are especially effective in a series and may reduce through traffic.

**Curb Extensions** narrow the street by widening the sidewalk or the landscaped parking strip. These devices make pedestrian crossings easier. They also narrow the pavement and provide a visual cue to motorists that they are on a non-arterial route.

**Speed Humps** reduce speeds on residential streets by requiring vehicles too slow to residential speed limits as the driver approaches the "hump." These devices are from 14 to 22 feet in length and approximately 3 inches high. The newer "hump" design is unlike the older "speed bump" design in that it allows vehicles to travel near the legal speeds on residential streets.

**Diagonal and Semi Diverters** limit access to a street from one direction by placing a barrier diagonally across an intersection, separating the legs of an intersection or by blocking half the street. They are effective in reducing volume and allow more freedom of circulation within the neighborhood than cul-de-sacs. Both diagonal diverters and semi-diverters can be designed and installed to allow emergency vehicle access.

**Median Barriers** are used on arterials to prevent through traffic or control turns onto neighborhood streets from arterials. Medians may also be used within a neighborhood to prevent non-local traffic movement through a street. Medians may be used effectively in combination with forced turn channelization and turn prohibitions.

**Forced Turn Channelization** allows traffic entering or exiting a neighborhood street to move in one direction only. This discourages a potential or existing through traffic pattern.

**Parking Revisions** can modify traffic conditions by either removing

**Commented [DM\*D58]:** Some cities (e.g., Pittsburgh, Vancouver BC) have on-street parking allowed in a travel lane along collector/arterials during non-peak hours.

~~parking to facilitate turns and visibility or revising parking to slow traffic movement or add spaces, i.e., angle parking on one way streets.~~

~~**Parking Bays** with wider parking strips can be used to narrow street pavement or lanes, and enhance street tree planting areas with longer curb extensions.~~

**Commented [DM\*D59]:** I don't favor removing parking, particularly when it's to facilitate turns.

**Pavement Modification** can be used to emphasize heavily-used pedestrian crossings or neighborhood entries. Thresholds, different paving surfaces, or raised pavement surfaces, are often used in combination with curb extensions.

**Lane Demarcations** such as striping, buttons, or curbing can be used to better define or separate travel lanes, bicycle lanes, parking lanes, pedestrian lanes, etc. Generally, narrower travel lanes slow traffic slightly, but can raise other safety or operational problems.

**Traffic Control Devices:**

(Standard regulatory and advisory controls, such as signage and signals.)

The Federal Highway Administration has established guidelines, criteria or warrants that must be met to install each device. These guidelines apply to all streets in Keizer.

**Stop Signs** are devices used to assign right-of-way at an intersection. Stop signs should not be installed, and are not effective, in diverting traffic or reducing speeding. They are installed at uncontrolled intersections with accident problems, visibility restrictions (such as buildings or topography), and/or where volumes are high enough that the normal right-of-way and is unduly hazardous. Variations include two-way stops and all-way stops. Each variation has certain guidelines that dictate its use.

**Signal Modifications** can discourage or prohibit non-local movement on neighborhood streets (Local or collector) to or from arterials. Generally, the longer the signal wait times between side streets and arterials, (e.g., double cycles, etc.), the less non-local traffic will short-cut through a side street.

**Turn Prohibitions** are used on arterials to prevent non-local traffic from using neighborhood streets (e.g., no left turn). These prohibitions may be in effect all day or just at weekday peak hours.

**Signage Changes** may be informational, (e.g., flashing school crossing signs, neighborhood entry signs), directional (e.g., "Arterial Route" signs), or regulatory (e.g., "No Trucks" signs).

**Speed Limits** are established by the State Speed Control Board, based on engineering criteria, local land use character, and existing speeds. Without physical changes to a street, a lower speed limit will not actually reduce speeds.

**Rumble Strips** are raised buttons placed on a street to warn of a

hazard or cue drivers to another traffic control device; they may slightly decrease speed, but raise bicycle safety and maintenance concerns.

**One Way Streets**, where practical, may be used to discourage non-local traffic movements on neighborhood streets.

CITY OF KEIZER NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM PAGE 16

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**Clear Vision Areas** are visibility zones at intersections and driveways. These areas are sometimes obstructed by fences, brush, shrubs, parked cars, etc., which the City can legally require to be removed or modified.

**Other Techniques**

**Neighborhood Speed Watch** is a method for neighbors to actually monitor and warn neighborhood speeders, using a City loaned radar gun. Petitions for setting up a Neighborhood Speed Watch are available from the Keizer Engineering Division, Transportation Program.

Commented [ST60]: Is this still an option?

**Crosswalks** at heavily used pedestrian or school crossings can be enhanced by visibility improvements, striping, warning signage, and by reducing the crosswalk distance.



**TRAFFIC CIRCLES:**

**Description:** Traffic circles are raised islands placed in an intersection. They are landscaped with ground cover and street trees. Traffic circles require drivers to slow to a speed that allows them to comfortably maneuver around them.

**Purpose:** The primary benefit of traffic circles is they reduce the number of angle and turning collisions. An additional benefit is they slow high-speed traffic.

**Effectiveness:** Traffic circles are very effective at lowering speeds in their immediate vicinity. Traffic circles are most effective when constructed in a series on a local service street.

Advantages	Disadvantages
Effectively reduce vehicle speeds	Require some parking removal
Improve safety conditions (for example, there are fewer left-hand turn crashes involving other vehicles)	Can cause bicycle/auto conflicts at intersections because of narrowed travel lane
Visually attractive	Can restrict emergency or transit vehicle movement if vehicles are parked illegally near the circle



**Cost:** Traffic circles cost approximately \$5,000 to \$15,000 each.

**Parking Impacts:** A minimum of 30 feet of curbside parking must be prohibited on the through street at each corner of the intersection.

**Commented [DM\*D61]:** Small circles on neighborhood streets do not cause as much parking loss.

**Transit Service Impacts:** Cherriot buses can maneuver around traffic circles at slow speeds provided vehicles are legally parked near the circles.

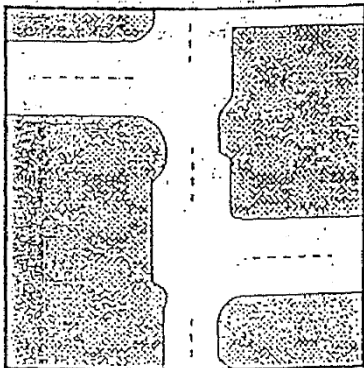
**Emergency Services Impacts:** Fire trucks can maneuver around traffic circles at slow speeds provided vehicles are legally parked near the circles.

**Noise Impacts:** Noise impacts are minimal. There may be some noise related to vehicles decelerating and accelerating near the circles.

**Other Considerations:** Well-maintained traffic circles can be very attractive. However, there are also a lot of traffic control signs and pavement markings associated with circles that are not so attractive.

**CURB EXTENSIONS**

**Description:** Curb extensions narrow the street by widening the sidewalk or the landscaped parking strip.



**PURPOSE:** These devices are employed to make pedestrian crossings easier and to narrow the roadway.

**EFFECTIVENESS:** Curb extensions effectively improve pedestrian safety by reducing the street crossing distance and improving sight distance. They may also slightly influence driver behavior by changing the appearance of the street. They can be installed either at intersections or midblock.

Advantages	Disadvantages
------------	---------------

<p>Reduce pedestrian crossing distance and time</p> <p>Make pedestrian crossing points more visible to drivers</p> <p>Prevent vehicles from passing other vehicles that are turning</p> <p>May visually enhance the street through landscaping</p> <p>Do not slow fire vehicles</p>	<p>Require some parking removal</p> <p>May make it difficult to accommodate full bicycle lanes</p>
---	--

**Commented [DM\*D62]:** Curb extensions can be as an Island that allows the bike lane to continue between the curb and the "island".

**Cost:** Curb extensions costs \$7,000-10,000.

**Parking Impacts:** Curb extensions may occupy street area otherwise available for curbside parking.

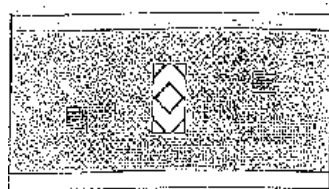
**Transit Service Impacts:** Curb extensions do not adversely affect transit service. Curb extensions at transit stops enhance service by moving the curb so riders step directly between the sidewalk and bus door.

**Emergency Services Impacts:** None.

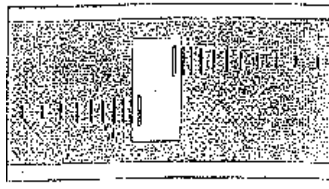
### SPEED BUMPS

**Description:** ■

Speed bumps are asphalt mounds constructed on streets and spaced 300 to 600 feet apart. Portland uses two different shapes of speed bump according to the conditions and needs of a given street. On residential streets where speeds of 25 mph are desired, speed bumps that are 14 feet wide and ramp up to a height of 3 inches might be used. On streets where speeds of 30 mph are desired, 22 foot speed bumps might be used. On streets used by transit vehicles, are considered primary fire response routes by the Portland Fire Bureau or have exceptionally high volumes, the 22-foot bump may be selected instead of the 14 foot speed bumps.



14 Foot Speed Bumps



22 Foot Speed Bump

**Purpose:** Speed bumps are intended to reduce vehicle speeds;

**Effectiveness:** Fourteen-foot speed bumps are very effective at encouraging 25 mph vehicle speeds. Twenty-two-foot speed bumps are very effective at encouraging 30 mph vehicle speeds.

#### Advantages

- Effectively reduce vehicle speeds
- Do not require parking removal
- Pose no restrictions for bicycles
- Do not affect intersection operations

#### Disadvantages

- Can possibly increase traffic noise from braking and acceleration of vehicles, particularly buses and trucks
- Slows fire vehicles



**Cost:** Speed bumps cost approximately \$1,000–1,500 each.

**Parking Impacts:** None

**Transit Service Impacts:** Like other vehicles, buses must cross a speed bump at reduced speeds. Experience shows that 22 foot speed bumps do not impede transit service or scheduling. Riding over speeds bumps do not significantly bother transit riders.

**Emergency Services Impacts:** Like other vehicles, emergency response vehicles must cross a speed bump at reduced speeds. The speed bump design selected for any street takes into consideration whether it is used as a primary response route. The Portland Fire Bureau reviews all speed bumps proposed on primary response routes.

**Noise Impacts:** Speed bumps may generate some noise.

**Other Considerations:** Traffic volumes typically decrease slightly after speed bumps are constructed. Traffic on neighboring streets must be monitored for diversion.

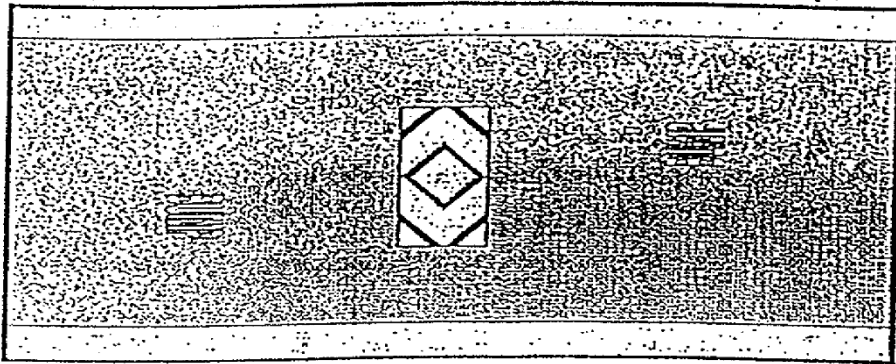
Speed bumps are not constructed on grades greater than 8%.

**Commented [ST63]:** Does this information need to be included? These are already defined above and the data is outdated.



NEIGHBORHOOD TRAFFIC  
MANAGEMENT PROGRAM

APPENDICES



Print this Page



APPENDIX A  
NTMP Affected Neighbor Survey

Problem Description:

Petitioner Name: \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Petitioner Mailing Address: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Location of Problem: \_\_\_\_\_  
For intersections, list both streets. For roads, indicate name and problem limits. e.g. Long Ave.

By signing the survey below, you are indicating that you believe that the problem identified above is unacceptable and that you support implementing a mitigation measure to resolve the problem. This survey does not recommend a specific mitigation measure, or even ensure that a mitigation measure will be implemented. The Neighborhood Traffic Management Process (NTMP) will be used to determine what, if any, mitigation measures will be implemented. Signing this is survey does not imply that you will be obligated to fund any portion of the project.

Name (Printed)	Signature	Address	Phone Number

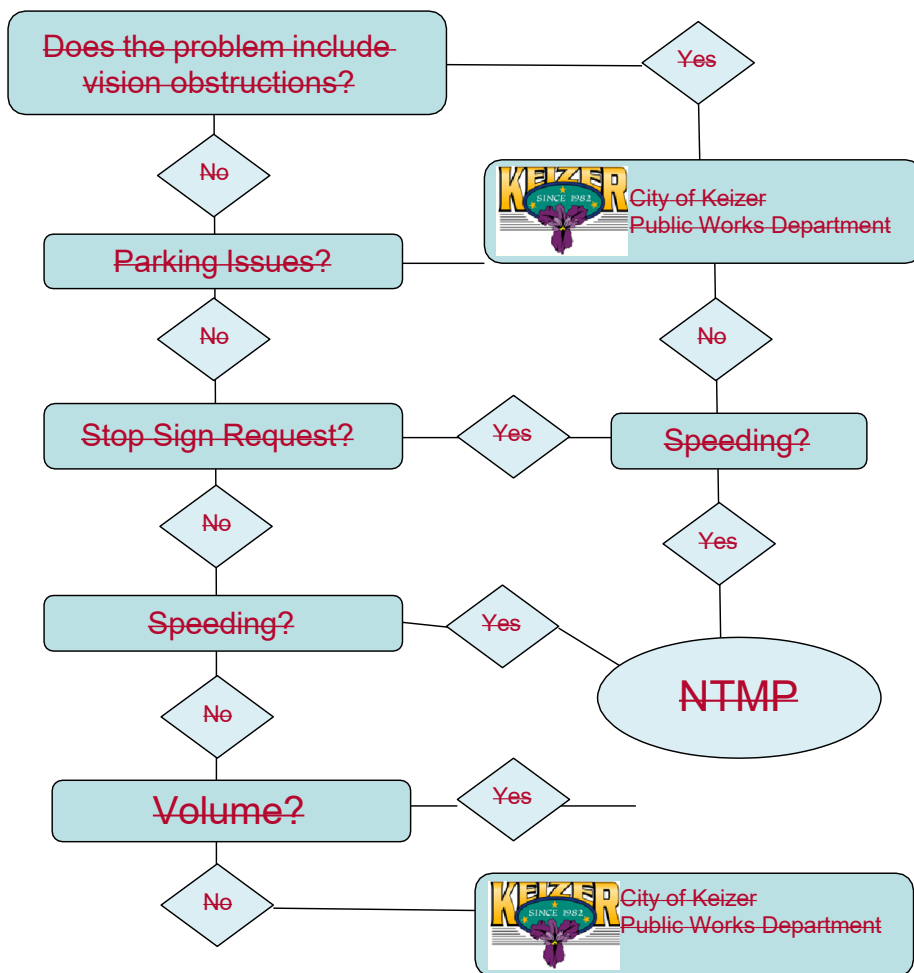


A minimum of 75% of the affected properties owner signatures must be obtained.

#### Flowchart For Neighborhood Association Problem Assignment

The following information is provided to assist the Neighborhood Association and the citizens of Keizer in the appropriate process for the described problem.

Not all problems should be addressed through the Neighborhood Traffic Management Program (NTMP). Many issues should be referred directly to the Public Works Department. The following flowchart should help with determining the correct course of action.





## Appendix B

### Neighborhood Traffic Management Process (NTMP) Application

#### Section 1 (To be completed by Applicant)

Applicant Name \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Location of Problem: \_\_\_\_\_  
(For intersections, list both streets. For roads, indicate name and problem limits.) ~~e.g. Long Avenue~~  
~~between Church & Olive.~~

Description of Problem: \_\_\_\_\_  
(Example: excessive speeding on street, high volumes, etc.)

#### Section 2 (To be completed by the Neighborhood Association or Applicant)

Street Classification: \_\_\_\_\_ ~~Volume~~

~~Volume~~ \_\_\_\_\_

(Found on website-Designated in Keizer TSP)

~~Forms~~ Done by city staff \_\_\_\_\_ Diagram: \_\_\_\_\_

# of Through Lanes: \_\_\_\_\_ Speed \_\_\_\_\_

(On Primary Roadway) \_\_\_\_\_ (Attach Speed Forms done by city staff)

Roadway Width: \_\_\_\_\_ Survey \_\_\_\_\_

(Width from curb to Curb) \_\_\_\_\_ (Attach Survey Form if applicable)

Parking: \_\_\_\_\_

(Indicate which side or both)

(Attach Court

#### Section 3 (To be completed by the Neighborhood Association or Applicant)

##### Level One Checklist

☐ First Level One ~~Recommendation: study~~

Date Completed: \_\_\_\_\_

☐ Second Level One ~~Recommendation: analysis~~

Date Completed: \_\_\_\_\_

#### Section 4 (To be completed by the Neighborhood Association or Applicant)

Neighborhood Association or applicant has determined that the following action be taken for this application:

- ☐ Problem Resolved, Process Complete
- ☐ Continue Level One Mitigation
- ☐ NTMP Level Two, Refer To Public Works
- ☐ Not NTMP Eligible, Refer to Public Works

Date: \_\_\_\_\_

~~Traffic-~~

~~Chair:~~ \_\_\_\_\_

~~Association-TBPSC~~ Chair: \_\_\_\_\_  
Neighborhood Chair: \_\_\_\_\_

## Instructions for Application

To complete the application for the Neighborhood Traffic Management Process (NTMP), follow these steps:

1. Fill out Section 1 of the Application form. It is important to include a brief but thorough description of the problem including the start and end points.
2. Submit the application form to the Neighborhood Association where a representative will be assigned. If no NA exists in this location, submit directly to TBPSC at monthly meeting. Contact the Traffic Chairperson of your Neighborhood Association to find out the correct procedure for submission.
3. ~~Once the Neighborhood Association has received the application, they will review it to ensure that the problem is appropriate for NTMP. If the problem is not appropriate for NTMP, you will be provided with contact information for the correct agency to notify.~~
3. If the Neighborhood Association determines the problem is appropriate for NTMP, they will provide you with the appropriate data-gathering forms. Data regarding the traffic volumes, traffic speed and adjacent neighbor concerns must be gathered for the next step in the process. Fill in data in Section 2 for the components that can be done without the city's involvement.
4. Without an NA: Attend a monthly TBPSC meeting to present the problem, request the volume and speed information for Section 2, and request the study to be done. The forms provided by the Neighborhood Association will instruct and assist you in gathering this data.
5. ~~With NA support: Once all of all the data has been collected, Section 2 of the application form must be completed. The street designation will be supplied by the Neighborhood Association. The remainder of the information in Section 2 is the responsibility of the applicant.~~
- 6-5. Upon completion of Section 2, the application form is returned to the Neighborhood Association with all of all the appropriate documentation. The Neighborhood Association will review the data submitted and attend the next TBPSC meeting to and request the volume and speed data for Section 2, and request the second recommendation analysis be done a minimum of two Level One Mitigation Measures to be implemented by the applicant. The recommendations will be recorded on the application. Refer to the Level One Mitigation Measures information provided with this application for additional information about these measures.
- 7-6. Upon completion of the analysis, If the recommended Level One Mitigation Measures do not resolve the problem is not resolved as a result of the recommended Level One Mitigation Measures, the applicant will notify the Neighborhood Association. At this time the Neighborhood Association will determine whether additional Level One Measures should be attempted or if the problem meets the criteria for Level Two Mitigation Measures. If the criteria for Level Two Measures are met, the application and all supporting documentation is submitted to the Transportation Section of the City of Keizer, Public Works Department for inclusion in the second step of the NTMP.
8. ~~The NTMP Level Two form provided with this application provides an overview of the NTMP. The applicant and Neighborhood Association will~~

**Commented [DM\*D64]:** When did this step get added? What if the NA isn't the applicant?

**Commented [DM\*D65]:** Does this person even exist?

**Commented [DM\*D66]:** Shouldn't this be the TSBP committee?

**Commented [DM\*D67]:** Shouldn't this be the TSBP committee?

7. be informed of the progress of the application through the NTMP. This notification will be in the form of a postcard with pertinent information to three different phases of the NTMP. These phases are: once the problem has been analyzed and a Level Two Mitigation Measure, if any, has been identified; upon funding determination and upon the completion of t  
The remainder of the process is explained in the NTMP. A subcommittee will be formed to design the safety measure, and the Public Works department will oversee the construction of it.

## Appendix C

Table 1

### Neighborhood Route Scoring Process

Criteria	Point	Basis for Scoring
Speed	35	Using 85 <sup>th</sup> percentile 2 points for an 85-percentile speed 4 mph over posted speed
	PLUS	3 points for every mph from 5 up to 10 mph over posted speed
	PLUS	Using speed profile: 1 point for every percent of volume with speed at or over 10 mph of posted speed up to 15 points.
Volume	25	1 point for every 100 vehicles per day over 500 vpd
Cut Through Traffic	15	10 points if an identified cut through route between arterials can be mapped and observed in the field
	PLUS	5 points if data is provided that indicates of the traffic on the project street that 20% or more is cut through between arterials.
Pedestrian Generators	5	5 points if within 500 feet of street that there are pedestrian generators (parks, elderly housing, retail commercial uses, high school, college or hospital)
Sidewalks	10	10 points if sidewalks in project area are discontinuous on both sides 5 points if only one side of the street has continuous sidewalks 0 points if the street has continuous sidewalks on both sides in project area
School	10	10 points if an elementary or middle school (public or private) is within 500 feet of the project street
TOTAL SCORE	100	

Commented [DM\*D68]: 50th

Commented [DM\*D69]: Delete

Commented [DM\*D70]: 10 pts

Commented [DM\*D71]: Any commercial/industrial uses

Commented [DM\*D72]: Change to "school or other educational facility".

And while I'm commenting about schools, can we extend the school zone speed limits to the nearest signalized/controlled intersection and have no time limit?  
For example, Lockhaven between RR and Windsor Island should encompass the Elementary and High school zones. And the area between Whitaker and Gubser, on 14th St and on Lockhaven (between Mcleod and Verda).

Commented [ST73]: Do bus stops apply here?

Commented [DM\*D74]: Include points for sidewalk condition/width.

Commented [DM\*D75]: either

Commented [DM\*D76]: 10 points for "no marked or signalized crossing for greater than 250 feet".

I also think that it should be any educational facility. We should be encouraging walking/biking at all schools.

**Table 2**  
**Collector Scoring Process**

Criteria	Point	Basis for Scoring	
Speed	50	Using 85 <sup>th</sup> percentile 2 points for an 85 percentile speed 5 mph over posted speed PLUS 5 points for every mph from 6 to 10 mph over posted speed PLUS Using speed profile: 1 point for every percent of volume with speed at or over 10 mph of posted speed up to 15 points	Commented [DM*D77]: 50th percentile. If the speed is 6-10 mph over the posted limit, then we should be going to engineering/traffic calming measures quicker.
Volume	10	1 point for every 1000 vehicles per day rounded up	Commented [DM*D78]: 2 pt with no cap
Pedestrian Generators	10	10 points if within 500 feet of street that there are pedestrian generators (parks, elderly housing, retail commercial uses, high school, college or hospital)	Commented [DM*D79]: See above comment for neighborhood routes
Sidewalks	15	15 points if sidewalks in project area are discontinuous on both sides 0 points if the street has continuous sidewalks on both sides in project area	Commented [DM*D80]: Either Commented [DM*D81]: Points for poor condition or too narrow sidewalks.
School	15	15 points if an elementary or middle school (public or private) is within 500 feet of the project street	Commented [DM*D82]: 10 points is no marked or signalized crossing for greater than 250 feet
TOTAL SCORE	100		

**Table 3**  
**Arterial Scoring Process**

<u>Criteria</u>	<u>Points</u>	<u>Basis for Scoring</u>
<u>Transit</u>	<u>20</u>	<u>20 points if project street is a public transit route with stops</u>
<u>Pedestrian Generators</u>	<u>25</u>	<u>25 points if within 500 feet of street that there are pedestrian generators (parks, elderly housing, retail commercial uses, high school, college or hospital)</u>
<u>Sidewalks</u>	<u>25</u>	<u>25 points if sidewalks in project area are discontinuous on both sides</u> <u>0 points if the street has continuous sidewalks on both sides in project area</u>
<u>Crossing</u>	<u>15</u>	<u>15 points if crossing distance for pedestrians is greater than 60 feet</u>
<u>School</u>	<u>15</u>	<u>15 points if an elementary or middle school (public or private) is within 500 feet of the project street</u>
<u>Trucks</u>	<u>10</u>	<u>1 point for every percent of traffic on project street that is trucks (peak hour count)</u>
<u>TOTAL SCORE</u>	<u>100</u>	

**Commented [DM\*D83]:** See above comments for similar criteria

**Commented [DM\*D84]:** Either

**Commented [DM\*D85]:** Points should be for poor condition or too narrow sidewalks.

**Step 5. Level 2 Project Development:** Using the **CIP** process for transportation projects in the city, those projects will go into project development within two years. This step involves extensive public involvement through the neighborhood associations and the project subcommittees involving the City Staff. A NTM toolbox (Appendix D) was developed for the City of Keizer based on input of the Traffic Bicycle Pedestrian Safety Committee to provide a standard set of measures that could be uniformly applied through the problems identified.



Appendix D

Keizer NTM Tool Box

Neighborhood

- Traffic Circle
- On-street Parking
- Truck Restrictions
- Turn Restrictions
- Other Level I Measures
- Street trees
- Choker Speed Hump
- Curb extensions
- Tighter turn radii

he preliminary design.

Collector

- Pavement Texture
- On-street Parking
- One way entry/exit
- Truck Restrictions
- Turn Restrictions
- Medians
- Curb Extensions
- Roundabouts

Arterial

- Medians
- Curb Extensions
- Roundabouts
- Removal of turn lanes into businesses
- Removal of unnecessary middle turning lanes to nowhere.

Commented [DM\*D86]: Barrier in intersection to prevent turn cutting. This means when a driver is making a right or left turn, they cut the angle so they don't have to slow down as much.

Commented [DM\*D87]: Street trees

Commented [DM\*D88]: I have seen where Keizer has installed right turn into a business that doesn't have a high number of cars entering the property. This allows cars behind the turning vehicle to stay at a higher speed while making it harder for a vehicle to exit out of the property.

Commented [DM\*D89]: For example, Lockhaven between RR and Windsor Island. The middle turning lane is unnecessary for most of the length and only creates an environment for faster speeds.

## Appendix E

### Cities of Keizer Neighborhood Traffic Control Program

#### Potential Traffic Management and Control Devices

Described below are some typical traffic management and control devices that might be employed in a neighborhood traffic control project.

#### Traffic Management Devices:

(Physical devices which change street characteristics and traffic patterns.)

- **Traffic Circles** are raised landscaped islands placed in the center of an intersection. Their primary purpose is to reduce speed and separate intersection conflicts. Circles are especially effective in a series and may reduce through-traffic.
- **Curb Extensions** narrow the street by widening the sidewalk or the landscaped parking strip. These devices make pedestrian crossings easier. They also narrow the pavement and provide a visual cue to motorists that they are on a non-arterial route.
- **Speed Humps** reduce speeds on residential streets by requiring vehicles to slow to residential speed limits as the driver approaches the "hump." These devices are from 14 to 22 feet in length and approximately 3 inches high. The newer "hump" design is unlike the older "speed bump" design in that it allows vehicles to travel near the legal speeds on residential streets.
- **Diagonal and Semi Diverters** limit access to a street from one direction by placing a barrier diagonally across an intersection, separating the legs of an intersection or by blocking half the street. They are effective in reducing volume and allow more freedom of circulation within the neighborhood than cul-de-sacs. Both diagonal diverters and semi-diverters can be designed and installed to allow emergency vehicle access.
- **Median Barriers** are used on arterials to prevent through-traffic or control turns onto neighborhood streets from arterials. Medians may also be used within a neighborhood to prevent non-local traffic movement through a street. Medians may be used effectively in combination with forced turn channelization and turn prohibitions.
- **Forced Turn Channelization** allows traffic entering or exiting a neighborhood street to move in one direction only. This discourages a potential or existing through-traffic pattern.
- **Parking Revisions** can modify traffic conditions by either removing parking to facilitate turns and visibility or revising parking to slow traffic movement or add spaces, i.e., angle parking on one way streets.
- **Parking Bays** with wider parking strips can be used to narrow street pavement or lanes and enhance street tree planting areas with longer curb

**Commented [DM\*D90]:** Some cities (e.g., Pittsburgh, Vancouver BC) have on-street parking allowed in a travel lane along collector/arterials during non-peak hours.

**Commented [DM\*D91]:** I don't favor removing parking, particularly when it's to facilitate turns.

extensions.

- **Pavement Modification** can be used to emphasize heavily-used pedestrian crossings or neighborhood entries. Thresholds, different paving surfaces, or raised pavement surfaces, are often used in combination with curb extensions.

- **Lane Demarcations** such as striping, buttons, or curbing can be used to better define or separate travel lanes, bicycle lanes, parking lanes, pedestrian lanes, etc. Generally, narrower travel lanes slow traffic slightly, but can raise other safety or operational problems.

#### **Traffic Control Devices:**

*(Standard regulatory and advisory controls, such as signage and signals.)*

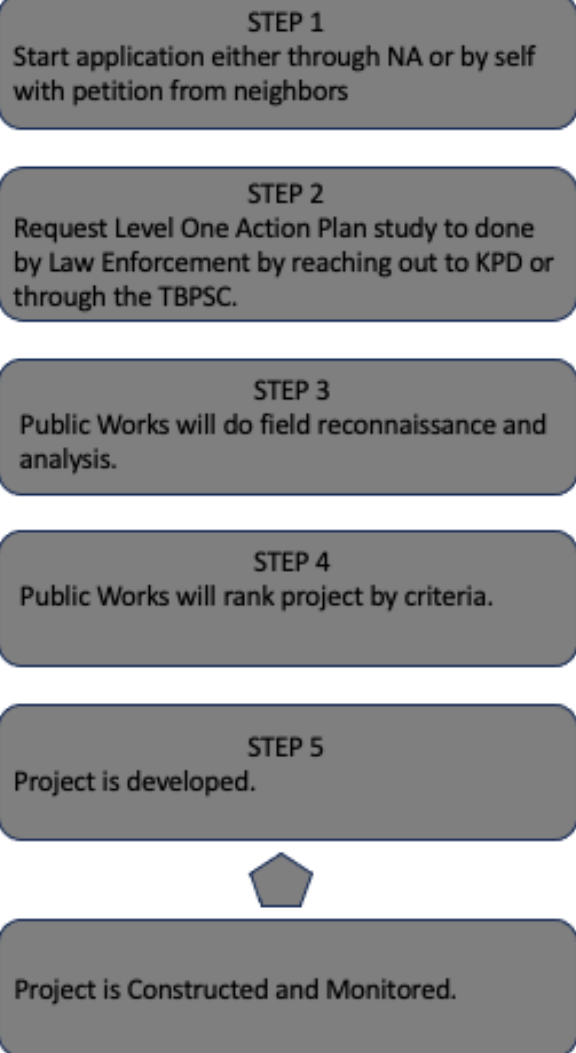
The Federal Highway Administration has established guidelines, criteria or warrants that must be met to install each device. These guidelines apply to all streets in Keizer.

- **Stop Signs** are devices used to assign right-of-way at an intersection. Stop signs should not be installed, and are not effective, in diverting traffic or reducing speeding. They are installed at uncontrolled intersections with accident problems, visibility restrictions (such as buildings or topography); and/or where volumes are high enough that the normal right-of-way and is unduly hazardous. Variations include two-way stops and all-way stops. Each variation has certain guidelines that dictate its use.
- **Signal Modifications** can discourage or prohibit non-local movement on neighborhood streets (Local or collector) to or from arterials. Generally, the longer the signal wait times between side streets and arterials, (e.g., double cycles, etc.), the less non-local traffic will short-cut through a side street.
- **Turn Prohibitions** are used on arterials to prevent non-local traffic from using neighborhood streets (e.g., no left turn). These prohibitions may be in effect all day or just at weekday peak hours.
- **Signage Changes** may be informational, (e.g., flashing school crossing signs, neighborhood entry signs), directional (e.g., "Arterial Route" signs), or regulatory (e.g., "No Trucks" signs).
- **Speed Limits** are established by the State Speed Control Board, based on engineering criteria, local land use character, and existing speeds. Without physical changes to a street, a lower speed limit will not actually reduce speeds.
- **Rumble Strips** are raised buttons placed on a street to warn of a hazard or cue drivers to another traffic control device; they may slightly decrease speed, but raise bicycle safety and maintenance concerns.
- **One Way Streets**, where practical, may be used to discourage non-local traffic movements on neighborhood streets.
- **Clear Vision Areas** are visibility zones at intersections and driveways. These areas are sometimes obstructed by fences, brush, shrubs, parked cars, etc., which the city can legally require to be removed or modified.

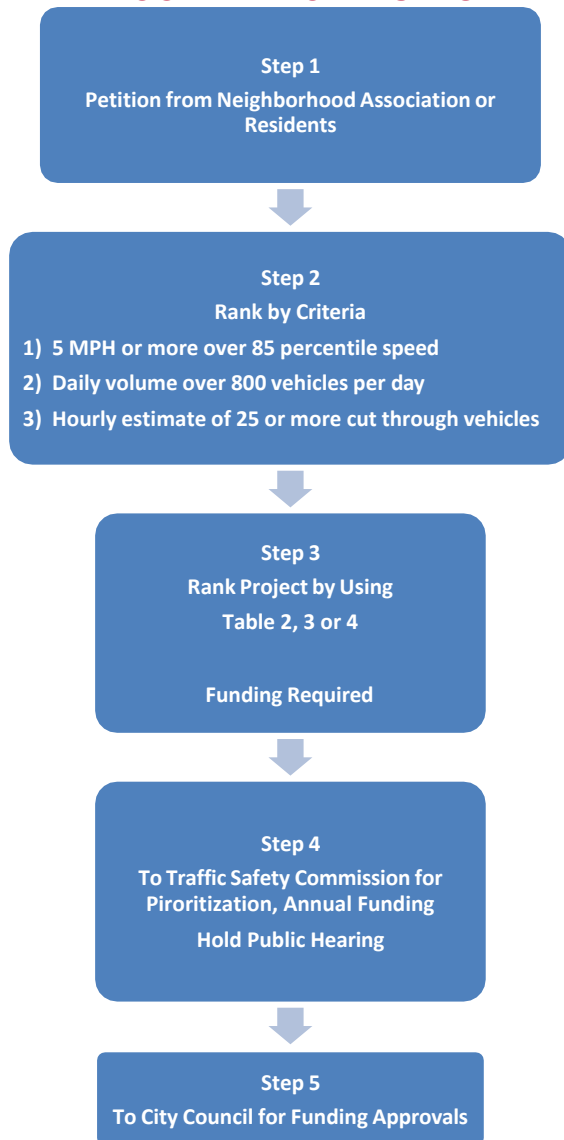
### Other Techniques

- Crosswalks at heavily used pedestrian or school crossings can be enhanced by visibility improvements, striping, warning signage, and by reducing the crosswalk distance.

### NTMP Process



## **CITY OF KEIZER – NEIGHBORHOOD TRAFFIC CONTROL PROGRAM PROCEDURES**





**Agenda**  
**Salem-Keizer Area Transportation Study (SKATS)**

**Technical Advisory Committee (TAC)**

**This meeting is a ‘hybrid’ meeting: Staff and Committee members may choose to attend in person or remotely.** Meetings are being recorded in compliance with Oregon Public Records regulations. Meetings are hosted with Zoom and may be attended either via your computer or smartphone (software install is required) or via a phone call. The information to join the meeting:

Join via computer: <https://zoom.us>

or call: 1 253 215 8782

Meeting ID: 853 9213 3218

Passcode: 818593

Direct link for this meeting: <https://us06web.zoom.us/j/85392133218?pwd=Z1h6bTczZnByNHBiRzVPMFlwQmoyZz09>

If participation by phone or video conferencing is not an option, please contact our offices (at 503 588 6177) 24 hours in advance of the meeting. If you are having trouble connecting to the meeting, contact Theresa Whisenhunt (503 540 1630) [twhisenhunt@mwvcog.org](mailto:twhisenhunt@mwvcog.org)

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**Date: Tuesday, September 12, 2023**

**Time: 1:30 p.m.**

**Place: Hybrid Meeting (100 High St SE, Suite 200 Salem or via Zoom)**

**Phone: (503) 588 6177**

**E-mail: [mwvcog@mwvcog.org](mailto:mwvcog@mwvcog.org)**

**Website: [www.mwvcog.org](http://www.mwvcog.org)**

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**A. Call to Order ..... Julie Warncke**

**B. Approval of TAC Minutes August 8, 2023 ..... Julie Warncke**

**C. McGilchrist at 22<sup>nd</sup> Street -Additional Funding Request ..... Steve Dobrinich**

Background: In March the SKATS Policy Committee approved the addition of \$4.5 million in local funds for the McGilchrist Street at 22<sup>nd</sup> Street intersection realignment project (K21887). Local funds were added at that time to help move the bid process forward with the understanding that the city of Salem

The Mid-Willamette Valley Council of Governments is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations or translation services to attend this meeting, please contact Lori Moore at (503) 540-1609 or send e-mail to [lomoore@mwvcog.org](mailto:lomoore@mwvcog.org) at least 72 hours prior to the meeting. *Hearing impaired please call Oregon Telecommunications Relay Service, 7-1-1.* Thank you.



would request additional federal funds after bids were received. City of Salem is requesting \$3 million SKATS discretionary funds for this project to reduce overmatch. Additional information available in the **attached memo**.

Action

Requested: Make recommendation to Policy Committee to add \$3 million of unprogrammed federal funds, via advance construction, to the McGilchrist at 22nd Street intersection realignment project (Key #21887).

**D. Federal Functional Classification Update ..... Ray Jackson**

Background: As part of the process conducted after each U.S. Decennial Census, the federal functional classification of the roads within the revised Federal Aid Urban Boundary (FAUB) need to be reviewed. This review took part in July and August with staff from each of the local jurisdictions to reflect changes in functional classification and whether new roads have been (or will be) built since the last review. This is detailed in the **attached** memo. The list of updates is also **attached** for review and comment.

Action

Requested: Review the proposed changes to the Federal Functional Classification of the roads within the revised Federal Aid Urban Boundary.

**E. MPO Policy Committee Structure Discussion..... Ray Jackson**

Background: The SKATS Policy Committee discussed the MPO structure topic at their August meeting, but no decisions have been made yet. The main options under discussion are:

1. Adding the city of Aumsville as a non-voting member via an amendment to the Bylaws, so they have a voice in the discussion in the short term. Change Aumsville to a voting member after Salem's representation on the Policy Committee is resolved.
2. Amending the Cooperative Agreement and Bylaws to add the city of Aumsville as a voting member.
3. Same as #2 but also add a second seat for the city of Salem as a non-voting member.
4. Same as #2 but also add a second seat for the city of Salem as a voting member.
5. Starting a facilitated process to discuss the above options, plus other potential changes to the Cooperative Agreement and Bylaws.



During the meeting, one Policy Committee member asked that the TAC discuss this topic, the options, and provide feedback to the Policy Committee.

Action

Requested: Discuss the topic and options. Have the TAC Chair report to the Policy Committee at their September 26<sup>th</sup> meeting.

F. Other Business ..... SKATS Staff

- Next Policy Committee Meeting – **September 26, 2023**
- Next TAC Meeting – **October 10, 2023**
- Oregon Travel Study started September 1, 2023, for the fall recruitment.
- Lori Moore retires on September 14<sup>th</sup>.

G. Adjournment..... Julie Warncke

# DRAFT

## Minutes

Salem-Keizer Area Transportation Study (SKATS)

Technical Advisory Committee (TAC)

August 8, 2023 @1:30pm

100 High St. SE, Suite 200

Salem, OR

**This was a Hybrid meeting: attendance was online via Zoom & in-person in the MWVCOG Conference room.**

### TAC Members in Attendance

Austin Barnes, Marion County Planning

Austin McGuigan, Polk County Planning Dept.

Bill Lawyer, Keizer Public Works

Brandon Williams, ODOT Region 2

Chris French, SAMTD/Cherriots

Janelle Shanahan, Marion County Public Works

Julie Warncke, Salem Public Works, 2023 Chair

Lisa Anderson-Ogilvie, Salem Community Development, 2023 Vice Chair

Matt Etzel, Aumsville Public Works

Melissa Ahrens, DLCD

Victor Lippert, Salem-Keizer Schools

### TAC Members Absent

Nathaniel Price, FHWA

Scott McClure, City of Turner

Shane Witham, Keizer Community Development

Todd Whitaker, Polk County Planning

Rachel Sakata DEQ, as needed

ODOT Trans. Planning Analysis Unit, as needed

### Others in Attendance

Carl Lund, Marion County Public Works

Kim Sapunar, MWVCOG-SKATS

Lani Radtke, Marion County Public Works

Mike Jaffe, MWVCOG-SKATS

Ray Jackson, MWVCOG-SKATS

Shofi Ull Azum, SAMTD/Cherriots

Stephen Dobrinich, MWVCOG-SKATS

Theresa Whisenhunt, MWVCOG-SKATS



## Agenda Item A. Call to Order

Chair Julie Warncke called the meeting to order at 1:31 p.m.

## Agenda Item B. Approval of Minutes of July 11, 2023

**Motion was made by Austin McGuigan, seconded by Chris French, to approve the minutes of the July 11, 2023, meeting as presented.** Those voting in favor of the motion were Austin Barnes, Austin McGuigan, Brandon Williams, Bill Lawyer, Chris French, Janelle Shanahan, Julie Warncke, Lisa Anderson-Ogilvie, Matt Etzel, and Melissa Ahrens.<sup>1</sup> **The motion passed unanimously.**

## Agenda Item C. Funding Issues of On-going Projects

Steve Dobrinich updated members on requests for additional funding. Staff met with Jeff Flowers (ODOT) on August 7, 2023, to discuss using advance construction to move Federal Fiscal Year (FFY) 2025 funds forward for use on the McGilchrist project in 2024.

There are currently two projects requesting additional funding, both of which have been discussed previously by the Technical Advisory Committee (TAC):

- *McGilchrist at 22nd Intersection Realignment (K21887)*: In March the SKATS Policy Committee approved the addition of \$4.5 million in local funds to help move the bid process forward with the expectation that City of Salem would request additional federal funds after bids were received. City staff would like to request \$3 to 4 million in SKATS federal funds to reduce overmatch. Funds would be needed as soon as FFY 2024.
- *Verda Lane: Dearborn Ave to Ascot Lane (K20741)*: During the June meeting the TAC agreed "in concept" to recommend adding \$2.7 million in federal funds to the construction phase of the Verda Lane project to help cover cost escalations. Along with overmatch provided by City of Keizer, these funds will help complete the project through construction. Keizer has indicated these funds will be needed in FFY 2025 or possibly 2026.

Unprogrammed funds are being used to cover project cost increases as they arise. SKATS staff estimates the region has approximately \$7.8 million in unprogrammed MPO federal funds available through FFY 2027. This unprogrammed funding will be available in installments over the next four fiscal years meaning that requests will need to be scheduled accordingly. Estimated unprogrammed fund balances at the end of each year are carried forward to the following year. The total amount of unprogrammed funds for **all four years** is \$7,852,348.<sup>2</sup> Funds for the McGilchrist intersection realignment project are requested for FFY 2024, however, SKATS does not have sufficient funds until 2025. Utilizing advance construction opens

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<sup>1</sup> Victor Lippert joined the meeting via Zoom at 1:55pm, after the vote.

<sup>2</sup> Illustrated in figure 1, page 1 of agenda item C in the packet.

the option to move FFY 2025 funds into FFY 2024 to move the project forward on schedule. There is no action requested. Staff expects to request the TAC make a recommendation to add funds to the McGilchrist intersection realignment project to the Policy Committee at the September meeting.

Mike Jaffe noted that ODOT has requested \$80 million in redistribution funds from USDOT. If awarded, the SKATS area will receive a small portion of these funds which can help cover project cost increases going forward. Staff expects to get an update on the request for redistribution funds in late August or early September.

Chair Warncke asked staff to discuss the *Hilfiker Lane SE at Commercial Street SE* project as part of this agenda item. (It has been posted as an administrative amendment to the TIP.) Dobrinich updated the members on the change to the project – City of Salem requested an amendment to add \$1.3 million of local funds to the construction phase of the project. No action is required. Chair stated she is not expecting to request additional federal funding for this project. Project goes to bid November 7<sup>th</sup> and will be obligated this fiscal year.

#### **Agenda Item D. SKATS Federal Aid Urban Boundary**

This month the conversation on creating the Federal Aid Urban Boundary (FAUB) to reflect the urban areas delineated from the 2020 U.S. Decennial Census continues with the need to finalize a proposal for consideration by the SKATS Policy Committee (PC) at their August 22, 2023, meeting. Since the July TAC meeting, SKATS staff have provided an overview of the process and the 15 general areas identified to the SKATS PC. In addition, staff have discussed locations and options, and addressed concerns of the process, with staff from Polk County and the city of Salem. (Discussions still on going with Marion County.) These have resulted in modifications to the initial FAUB created by the consultants retained to oversee the FAUB process statewide.

Ray Jackson walked through the maps showing the locations of the FAUB as proposed by the consultants.<sup>3</sup> (These are the same location maps as provided at the July TAC and PC meetings.) Shown on these maps are both the initial recommendations from the consultants, and the revisions based on conversations with the local staff.<sup>4</sup> The revised recommendation areas have been drawn to address Federal guidelines and to minimize the number of obviously rural roads (and locations) being included in the FAUB. The proposed FAUB will be provided to the Policy Committee at their meeting this month, and the approved/endorsed FAUB sent to ODOT for review. This review will continue until all the FAUBs in the state are submitted to the Federal Highway Administration (FHWA) by December 29, 2023. The final decision on the location of the FAUB lies with the FHWA.

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<sup>3</sup> Maps may be found beginning on page 4 of agenda item D in the packet.

<sup>4</sup> For each map, a list was provided showing a summary of the alignment of the FAUB. The list may be found beginning on page 1 of agenda item D in the packet.



Carl Lund stated that Marion County would prefer to have the least amount of urban area included in the FAUB as possible. The county is looking at the large number of rural roads that do not need improvements and bringing those areas into the FAUB means having the rural property owners paying for improvements. Further discussion focused on the Aumsville UGB inclusions and how that affects the city/county relationship & ownership of the roads. Austin McGuigan noted this is the time to present rural/urban road issues to the Policy Committee, who has the elected officials that can work on managing the areas and whom should have jurisdiction of certain properties and roadways. Most areas agreed upon are based on the future need for funding and currently within the UGBs.

The discussions continued with clarification on the process of updating the FAUB taking into account the UGBs and why to include areas beyond the roadways. While the FAUB will help to set the future MPO boundary, the FAUB is mainly concerned with the current roads and funding for future roads/facility upgrades like sidewalks and bike lanes; this is not land use driven or decisions on land use. There are some areas that will be recommended to add to the FAUB as a “smoothing addition”; it will connect areas of the FAUB and make the map more streamlined.

Mr. Jackson closed by summarizing the guidance provided by the TAC for developing the proposed FAUB. If the road or area is in an UGB it will be added to the FAUB. The connections to Aumsville and Turner will minimize the amount of land and roads used to connect the cities. The area between Portland Road and River Road from Salem/Keizer up to Brooklake Road will be added (this is in the current FAUB and there are future roads/interchanges planned).

#### **Agenda Item E. Add New Project to SKATS 2021-2016 and 2024-2029 TIP**

Steve Dobrinich presented that the SAMTD received an FTA Low- and No-Emissions 5339c grant for the purchase of battery-electric buses and charging equipment to replace aging diesel vehicles. This project will support the district’s transition to a zero-emission fleet, enhance system safety, lower operational costs, and reduce maintenance. Total project cost is \$7,748,358 (\$6,586,104 federal; \$1,162,254 match)<sup>5</sup>. The public review period for this project is August 8 – 22, 2023. As a formal amendment to the TIP, additional details about the project will be available and presented to SKATS’ Policy Committee for approval on August 22, 2023. SAMTD recently had 10 electric buses funded by previous Low and No-Emissions grants delivered to the Del Webb facility. Ten more buses will be ordered in the near future<sup>6</sup>. The goal is for new zero emission electric buses to begin service within the year.

**Motion was made by Chris French, seconded by Bill Lawyer, to recommend that the Policy Committee add the 5339c grant funds to the TIP.** Those voting in favor of the motion were Austin Barnes, Austin McGuigan, Bill Lawyer, Brandon Williams, Chris French, Janelle Shanahan, Julie Warncke, Lisa Anderson-Ogilvie, Matt Etzel, Melissa Ahrens, and Victor Lippert. **The motion passed unanimously.**

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<sup>5</sup> As illustrated in the agenda item E of the packet.

<sup>6</sup> Five buses funded by the FY 22 Community Project Funding received earlier this year, five buses funded by this Low-No Grant.

## Agenda Item F. Other Business

- SKATS Title VI Program Review was August 1, 2023. Verbal positive comments from the ODOT reviewer with a formal letter coming soon. The plan will be updated by November 2023.
- Phase II of the Oregon Travel Study begins in September. The hope is to get responses from 11,600 households in Oregon during the fall through a large mass mailing.
- SKATS staff to meet with members regarding their regional scenario planning needs that might be upcoming and what are the needs modeling-wise for VisionEval (VE) help after the locals meet with the project consultants.
- Update on MPO Structure discussion. Mike has had discussions with various facilitators and there is a long timeframe to make any changes to the cooperative agreement if needed. There are a large number of variations in example MPOs across the states and it may take some time to come to an agreement in the Policy Committee.
- City of Salem received ODOT draft IGAs – Chair Warnke noted that there was no mention of engagement with the MPO for services, but ODOT stated that was not necessary. SKATS Staff will review the drafts and address any questions.
- City of Salem is recruiting for a new senior transportation planner.<sup>7</sup>
- Next Policy Committee Meeting – **August 22, 2023**
- Next TAC Meeting – **September 12, 2023**

Chair Julie Warncke adjourned the meeting at 3:05 p.m.

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<sup>7</sup> <https://www.governmentjobs.com/careers/cityofsalem/jobs/4149516/transportation-planner-iii>



## **Agenda Item C**

### **McGilchrist at 22nd Street -Additional Funding Request**

SKATS Technical Advisory Committee

September 12, 2023

Action Requested:      Make recommendation to Policy Committee to add \$3 million of unprogrammed federal funds, via advance construction, to the McGilchrist at 22nd Street intersection realignment project (Key #21887).



## SALEM-KEIZER AREA TRANSPORTATION STUDY

100 High St. SE, Suite 200 Salem, OR 97301 Phone (503) 588-6177 FAX (503) 588-6094

# Memorandum

**Date:** August 28, 2023  
**To:** SKATS Technical Advisory Committee  
**From:** Steve Dobrinich, Transportation Planner  
**Re:** McGilchrist at 22<sup>nd</sup> Street Additional Funding Needs Pt 2

## Purpose

The purpose of this memorandum is to discuss adding SKATS federal funding to the McGilchrist Street at 22<sup>nd</sup> intersection realignment project (K21887). The intersection realignment is phase one of the overall McGilchrist project. Other work taking place along McGilchrist, between 12<sup>th</sup> Street and 25<sup>th</sup> Street, is programmed in the Transportation Improvement Program (TIP) as project key number 23370.

This document builds upon previous Technical Advisory Committee (TAC) discussions on this topic and updates staff memos presented at the July and August meetings.

## Request for Additional Funding

In March the SKATS Policy Committee approved the addition of \$4.5 million in local funds to the McGilchrist at 22<sup>nd</sup> Street intersection realignment project to help move the bid process forward. The expectation at the time was that City of Salem would request additional federal funds after bids were received. Salem staff is requesting \$3 million in SKATS federal funds in FFY 2024 to reduce the city's overmatch.

## Unprogrammed Funds Available

Unprogrammed funds are being used to cover project cost increases as they arise. SKATS staff estimates the region has approximately \$7.8 million in unprogrammed MPO federal funds available through FFY 2027. This unprogrammed funding will be available in installments over the next four fiscal years. **Table 1** illustrates estimated unprogrammed funds at the end of each year; these balances are carried forward to the following year.

If the funding request outlined in this document is approved, SKATS will use advance construction to move FFY2025 funds into FFY2024 so funds can be used sooner.

*Table 1: Estimated Unprogrammed Funds*

	2024	2025	2026	2027	Total FFY24-27
<b>Ending Total Running Balance</b>	\$738,755	\$6,196,040	\$7,839,044	\$7,852,348	\$7,852,348

*\*Numbers above have been updated since table shared at June TAC meeting*

*\*\*Annual funding amounts are cumulative and should not be added together*



\*\*\* Estimated unprogrammed funds are impacted by a limitation rate set by FHWA annually. The actual amount of funds available could be impacted by unknown-at-present changes to the limitation rate going forward. The limitation rate for 2023 was 87.87%.

## Action Requested

Make recommendation to Policy Committee to add \$3 million of unprogrammed federal funds, via advance construction, to the McGilchrist at 22nd Street intersection realignment project (Key #21887).<sup>1</sup>

## Other Notes

- A request to add funds to the construction phase of the Verda Lane: Dearborn Ave to Ascot Lane Project (K20741) is upcoming. The estimate in the table in Appendix A is from ODOT in March 2023, and is subject to change as design progresses. During the June meeting the TAC agreed "in concept" to recommend adding \$2.7 million in federal funds to the construction phase of the Verda Lane project to help cover cost escalations. City of Keizer is providing overmatch for these additional funds and has indicated funds will be needed in FFY2025.
- See Appendix A for ongoing balance of funding
- See Appendix B for summary of projects previously receiving additional SKATS funding

SD:MJ

H:\transpor\TIPs - All\3\_Additional Fund Requests\2023\McGilchrist at 22nd

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<sup>1</sup> If approved, City of Salem will need to work with ODOT to update the federal amount in the IGA

## Appendix A: Balancing Unprogrammed Funds with Anticipated Requests for Funding

Table 2 illustrates the balance between unprogrammed funds and anticipated requests for funding through FFY 2027. Not all funding requests are known, however, most anticipated requests would be used to cover project cost escalations.

Table 2: Funding Balance

Project	Year(s) Programmed	Cost Increase	Min. Required Match	Additional Overmatch	Federal Amount Needed	Unprogrammed Funds Remaining	Delay State Street*	Delay Commercial Street**
Unprogrammed Funds (Initial Amount)						\$ 8,556,641	\$ 14,806,641	\$ 12,681,641
Verda Lane: Dearborn Ave to Ascot Lane (K20741) (Approved by Resolution 23-17)	PE=2020; ROW=2024	\$ 784,903	\$ 80,610		\$ 704,293	\$ 7,852,348	\$ 14,102,348	\$ 11,977,348
Unprogrammed Funds Remaining						\$ 7,852,348	\$ 14,102,348	\$ 11,977,348
McGlichrist Street SE at 22nd Street SE (K21887)	PE=2021; CN=2023				\$ 3,000,000	\$ 4,852,348	\$ 11,102,348	\$ 8,977,348
Verda Lane: Dearborn Ave to Ascot Lane (K20741)	CN=2024	\$ 4,648,634	\$ 477,415	\$ 1,441,976	\$ 2,729,243	\$ 2,123,105	\$ 8,373,105	\$ 6,248,105
Center Street: Lancaster Dr to 45th PI NE Upgrade (21301)	PE=2019; ROW=2022; CN=2024	\$ 850,000	\$ 87,295		\$ 762,705	\$ 1,360,400	\$ 7,610,400	\$ 5,485,400
Commercial Street SE: Vista St to Ratcliff Dr (K21890)	PE=21; RW=24; CN=26	?						
State Street: 4106 State St to 46th Ave (K21895)	PE=22; RW=24; CN=27	?						
Pedestrian Safety -Improved Crossings (K21879)	PE=21; RW & CN=24	?						
Orchard Heights Rd NW: Snowbird to Westhaven (K21883)	PE=21; RW & CN=24	?						
Connecticut Ave: Madley Rd to Ricky St (K21304)	PE=2020; ROW=2022; CN=2024	\$ -	\$ -		\$ -			

\*Delay of State Street construction until 2028 would result in \$6.25 million in STBG-U savings

\*\*Delay of Commercial Street construction until 2028 would result in \$4.125 million in CMAQ and TA-U savings

Note, if unprogrammed funds are in short supply, there are potential actions the MPO can take to free up or supplement additional funding for committed projects:

- Add any savings from other projects (e.g. MPO program support or Transportation Options program).
- Slip the 2026 construction phase of Commercial Street: Vista to Ratcliff Sidewalks and Signal or the 2027 construction phase State Street: 4106 State St to 46<sup>th</sup> Ave to 2028.



## Appendix B: Overview of Projects Receiving Additional Funding (Jan. 2018 through June 2023)

Table 3 provides an overview of projects in the Transportation Improvement Program (TIP) that received additional federal funding from SKATS (from January 2018 through June 2023) beyond the initial amount programmed. Table 4 shows additional funds received by jurisdiction.

Table 3: Overview of Projects Receiving Additional SKATS Funding (January 2018 through June 2023)

Project Name	Jurisdiction	Month Funds Added	Total Amount Added	Federal Amount Added (from SKATS)	Local Amount Added
<b>2018</b>					
K19234: Brown Rd NE: San Francisco-Sunnyview (Salem)	Salem	Feb 2018 (Amend# 18-5)	\$630,000	\$530,000	\$100,000
K20739: McGilchrist St SE: 12th St SE to 25th St SE (Salem)	Salem	March 2018 (Amend# 18-6)	\$1,500,000	\$1,345,950	\$154,050
K17994: 12th St: Hoyt to Fairview SB Widening	Salem	May 2018 (Amend# 18-18)	\$1,562,886	\$400,000	\$1,162,886
<b>2018 Total</b>			<b>\$3,692,886</b>	<b>\$2,275,950</b>	<b>\$1,416,936</b>
<b>2019</b>					
K19234: Brown Rd: San Francisco - Sunnyview (Salem)	Salem	May 2019 (Amend# 19-9)	\$740,000	\$370,000	\$370,000
K19237: 45th Ave: Ward Dr-Silverton Rd, Bicycle and Pedestrian Improvements	Marion Co.	June 2019 (Amend# 19-6)	\$1,355,175	\$327,000	\$1,028,175
K17312: Traffic Signal Interconnects (Marion County)	Marion Co.	June 2019 (Amend# 19-7)	\$203,800	\$101,900	\$101,900
K19740: Lancaster Dr/Macleay Rd Traffic Signal Upgrade	Marion Co.	June 2019 (Amend# 19-8)	\$236,146	\$118,000	\$118,146
K18750: Hayesville Dr: NE Portland Rd - Fuhrer St (Salem)	Marion Co.	Nov 2019 (Amend# 19-17)	\$1,457,570	\$1,202,933	\$254,637
K21301: Center St.: Lancaster Dr. to 45th Pl. NE	Marion Co.	Nov 2019 (Amend# 19-18)	\$1,162,894	\$691,540	\$471,354
K20740: River Rd: Shangri-La Ave to Wheatland Rd (Keizer)	Keizer	Nov 2019 (Amend# 19-19)	\$430,000	\$355,330	\$44,161
K20741: Verda Ln: Dearborn Av to Salem Pkwy (Keizer)	Keizer	Nov 2019 (Amend# 19-20)	\$16,600	\$9,960	\$6,640
<b>2019 Total</b>			<b>\$5,602,185</b>	<b>\$3,176,663</b>	<b>\$2,395,013</b>



2020					
K20743: Hollywood Dr: Silverton Rd to Greenfield Ln (Salem)	Marion Co.	Aug 2020 (Amend# 20-20)	\$64,820	\$58,163	\$6,657
<b>2020 Total</b>			\$64,820	\$58,163	\$6,657
2022					
K20738: Hilfiker Ln SE at Commercial St SE (Salem)	Salem	March 2022 (Amend# 22-6)	\$1,236,629	\$1,109,627	\$127,002
K17312: Traffic Signal Interconnects (Marion County)	Marion Co.	March 2022 (Amend# 22-7)	\$1,019,303	\$914,621	\$104,682
K20741: Verda Ln: Dearborn Av to Salem Pkwy (Keizer)	Keizer	March 2022 (Amend# 22-8)	\$148,400	\$133,159	\$15,241
K18750: Hayesville Dr: NE Portland Rd - Fuhrer St (Salem)	Marion Co.	July 2022 (Amend# 22-11)	\$2,600,000	\$2,000,000	\$600,000
K21304: Connecticut Av: Macleay Rd. to Rickey St.	Marion Co.	2022 (added during 2024-29 TIP development)	\$610,164	\$547,500	\$62,664
K21890: Commercial St SE: Vista St to Ratcliff Dr (Salem)	Salem	2022 (added during 2024-29 TIP development)	\$1,897,125	\$1,702,290	\$194,835
K21895: State St: 4106 State St to 46th Ave	Marion Co.	2022 (added during 2024-29 TIP development)	\$2,815,340	\$2,526,205	\$289,135
<b>2022 Total</b>			\$10,326,961	\$8,933,402	\$1,393,559
2023					
K20743: Hollywood Dr: Silverton Rd to Greenfield Ln (Salem)	Marion Co.	Jan 2023 (Amend# 23-2)	\$911,449	\$817,843	\$93,606
K20745: Lancaster Dr: Center St to Monroe Ave (Salem)	Marion Co.	Jan 2023 (Amend# 23-3)	\$725,221	\$650,741	\$74,480
K20741: Verda Ln: Dearborn Av to Ascott Lane (Keizer)	Keizer	June 2023 (Amend# 23-17)	\$784,903	\$704,293	\$80,610
<b>2023 Total</b>			\$2,421,573	\$2,172,877	\$248,696
<b>TOTAL</b>			\$22,108,425	\$16,617,055	\$5,460,861

Table 4: Overview of Jurisdictions Receiving Additional SKATS Funding (January 2018 through June 2023)

Jurisdiction	Total Amount Added	Federal Amount Added (from SKATS)	Local Amount Added	Share of Added Funds	Match Rate
Marion County	\$13,161,882	\$9,956,446	\$3,205,436	59.92%	24.35%
Salem	\$7,566,640	\$5,457,867	\$2,108,773	32.84%	27.87%
Keizer	\$1,379,903	\$1,202,742	\$146,652	7.24%	10.63%

\*Only projects that received additional SKATS funds [e.g. Surface Transportation Block Grant Program-Urban (STBG-U), Congestion Mitigation and Air Quality (CMAQ) and Transportation Alternatives (TA-U), Highway Infrastructure Program (HIP), and Carbon Reduction Program] are included in the tables above. Projects that received non-MPO federal funds (e.g. federal grants, transit formula funds, etc.) are not included. The "Local Amount Added" column only includes instances where MPO federal funds were also added to a project.



## **Agenda Item D**

### **Federal Functional Classification Update**

SKATS Technical Advisory Committee

September 12, 2023

Action Requested:      Review the proposed changes to the Federal Functional Classification of the roads within the revised Federal Aid Urban Boundary.



# SALEM-KEIZER AREA TRANSPORTATION STUDY

100 High St. SE, Suite 200 Salem, OR 97301 Phone (503) 588-6177 FAX (503) 588-6094

## Memorandum

**Date:** September 5, 2023  
**To:** SKATS Technical Advisory Committee  
**From:** Ray Jackson, Senior Transportation Planner  
**Re:** Federal Functional Classification Review

As part of the process to review and revise the Federal Aid Urban Boundary (FAUB – adopted by the SKATS Policy Committee at their August 22, 2023, meeting), the Federal Functional Classification for the roads that are in the new FAUB is reviewed. Unlike the process for revising the FAUB, the Functional Classifications of roads can be reviewed at any time, but traditionally it has only occurred after the FAUB is revised. The review of the Federal Functional Classification of the roads within the FAUB consists of:

- Adding any roads that are new or proposed to be built within the next five years;
- Reviewing whether the existing roads are still operating in the current functional classification.

The Federal Functional Classifications (FFC) differ from those used by most local jurisdictions in several ways; the FFC has separate categories for major and minor collectors; the definition for Principal Arterials is different (there is no “Parkway” class). Shown in **Table 1** is a crosswalk between the functional classifications used by the SKATS member jurisdictions and the Federal scheme.

**Table 1: Functional Classification Crosswalk**

Federal	Aumsville	Keizer	Salem	Turner	Marion C.	Polk C.
<b>Interstate</b>			Freeway			
<b>Other Freeway &amp; Expressway</b>			Freeway / Parkway		Freeway / Parkway	
<b>Other Principal Arterial</b>	Arterial	Major Arterial	Parkway / Major Arterial	Arterial	Parkway / Major Arterial	Principal Arterial
<b>Minor Arterial</b>	Arterial	Minor Arterial	Major Arterial / Minor Arterial	Arterial	Major Arterial / Minor Arterial	Minor Arterial
<b>Major Collector</b>	Collector	Collector	Collector	Collector	Collector	Major Collector
<b>Minor Collector</b>	Collector	Collector	Collector	Collector	Collector	Minor Collector
<b>Local</b>	Local	Local	Local	Local	Local	Local

This summer, SKATS staff contacted the Public Works staff for each of the road-owning / operating jurisdictions. Provided were maps of the roads within their jurisdiction and a request to review the federal functional classification from 2010 and note any changes and soon-to-be built roads. The results of this review are included in the following tables. Marion County is reviewing all their roads to ensure the functional classification is aligned with that shown in the Marion County Transportation System Plan. Results were not available at the time of the mailing.

Please review the list and be ready to discuss any additional modifications at the September 12<sup>th</sup> TAC meeting. These tables will be provided to ODOT and their consultant by September 29, 2023, per ODOT's request.



## Federal Functional Classification Change Request Form

County Name: Marion  
City Name: Keizer

Completed by: Ray Jackson, MWVCOG  
ODOT Region: 2

Title: Senior Planner  
Reviewed By:

Phone: 503 540 1607  
Date:

Map Ref. No.	Street Name	ODOT Road ID	County Road ID	Jurisdiction	Begin Termini	End Termini	Length (miles)	Existing (E) or Planned (P)	Current Functional Classification	Proposed Functional Classification	Average Daily Traffic	Change Justification/Reason
	McLeod Ln			Keizer	Lockhaven Dr	Chemawa Rd		E	Local Road	Urban Major Collector		Rebuilt in 20xx and functions as collector connecting two Minor Arterials. Shown in the Keizer TSP (2014) as a Minor Arterial but Keizer PW staff is ok with this shown as a Major Collector.

Link to Instruction Manual: <http://cms.oregon.gov/ODOT/ID/TDATA/ics/docs/InstructionsForFCChangeRequestForm.pdf>  
Copies of this form are available at: <http://cms.oregon.gov/ODOT/ID/TDATA/ics/docs/FCChangeRequest.pdf>

Questions about this form should be referred to B McConnell, ODOT RICS Unit at (503) 986-4386.

# Federal Functional Classification Change Request Form

County Name: Marion  
City Name:

Completed by: Ray Jackson, MWVCOG  
ODOT Region: 2

Title: Senior Planner  
Reviewed By:

Phone: 503 540 1607  
Date:

Map Ref. No.	Street Name	ODOT Road ID	County Road ID	Jurisdiction	Begin Termini	End Termini	Length (miles)	Existing (E) or Planned (P)	Current Functional Classification	Proposed Functional Classification	Average Daily Traffic	Change Justification/Reason
	Croisan Scenic Way SE			Salem	Hamlet Ct S	Spring St S / Balm St S		P	NA	Urban Minor Arterial		Identified as Minor Arterial in Salem TSP.
	Mill Creek Dr SE			Salem	Kuebler BV SE	Deer Park Dr SE		E	NA	Urban Minor Collector		Road built as part of the Mill Creek Corporate Center development. Currently ends at Truax Dr. with the extension to Deer Park Dr in the near future.
	Truax Dr SE			Salem	Aumsville Hwy SE	Mill Creek Dr SE		E	NA	Urban Minor Collector		Road built as part of the Mill Creek Corporate Center development.
	Logistics St SE			Salem	Turner Rd SE	Mill Creek Dr SE		E	NA	Urban Minor Collector		Road to be built as part of the Mill Creek Corporate Center development in the near future.
	Carson Dr SE			Salem	Lancaster Dr SE	unnamed pond		P	NA / Local	Urban Minor Collector		Part of a development proposal that will extend Carson Street south. Eventually will connect to Turner Rd SE
	Greencrest St NE			Salem	Auburn Rd NE	State St		E	NA	Urban Minor Collector		Development has built the collector for servicing new housing development.
	San Francisco St NE			Salem	Hollywood Dr NE	Brown Rd NE		E	Urban Minor Collector	Local	736	Previous classification error correction (as shown on the online map). Salem TSP classifies this as a Local Street.

Link to Instruction Manual: <http://cms.oregon.gov/ODOT/TD/TDATA/Vics/docs/InstructionsForFCChangeRequest.pdf>  
Copies of this form are available at: <http://cms.oregon.gov/ODOT/TD/TDATA/Vics/docs/FCChangeRequest.pdf>

Questions about this form should be referred to B McConnell, ODOT RICS Unit at (503) 986-4386.

# Federal Functional Classification Change Request Form

County Name: Marion  
City Name:

Completed by: Ray Jackson, MWVCOG  
ODOT Region: 2

Title: Senior Planner  
Reviewed By:

Phone: 503 540 1607  
Date:

Map Ref. No.	Street Name	ODOT Road ID	County Road ID	Jurisdiction	Begin Termini	End Termini	Length (miles)	Existing (E) or Planned (P)	Current Functional Classification	Proposed Functional Classification	Average Daily Traffic	Change Justification/Reason
	Olney St			Aumsville	11th St / Aumsville Hwy SE	N 4th St		E	Rural Minor Collector	Urban Minor Collector		Now within FAUB; identified in Aumsville TSP
	Olney St			Aumsville	11th St / Aumsville Hwy SE	Western UGB		E	NA	Urban Minor Collector		Now within FAUB; identified in Aumsville TSP
	N 4th St			Aumsville	Olney St	Del Mar Dr		E	Rural Minor Collector	Urban Minor Collector		Within the FAUB; identified in Aumsville TSP
	Del Mar Dr			Aumsville	Shaw Hwy SE / N 1st St	N 9th St		E	Rural Minor Collector	Urban Minor Collector		Within the FAUB; identified in Aumsville TSP
	N 9th St			Aumsville	Del Mar Dr	Olney St		E	Rural Minor Collector	Urban Minor Collector		Within the FAUB; identified in Aumsville TSP
	N 5th St			Aumsville	Del Mar Dr	Cleveland St		E	Rural Minor Collector	Urban Minor Collector		Within the FAUB; identified in Aumsville TSP
	N 8th St			Aumsville	Del Mar Dr	Cleveland St		E	Rural Minor Collector	Urban Minor Collector		Within the FAUB; identified in Aumsville TSP
	Cleveland St			Aumsville	N 11th St / Aumsville Hwy Se	N 1st St		E	Rural Minor Collector	Urban Minor Collector		Within the FAUB; identified in Aumsville TSP
	Church St			Aumsville	N 11th St / Aumsville Hwy Se	N 1st St		E	Rural Minor Collector	Urban Minor Collector		Within the FAUB; identified in Aumsville TSP
	Aumsville Hwy SE			Marion County	Main St	Current SKATS Boundary		E	Rural Major Collector	Urban Major Collector		Within the FAUB; identified in Aumsville TSP
	Mill Creek Rd SE			Marion County	Main St	FAUB		E	Rural Major Collector	Urban Major Collector		Within the FAUB; identified in Aumsville TSP as "Urban Arterial"
	Main St			Marion County	Aumsville Hwy SE	N 1st St		E	Rural Major Collector	Urban Major Collector		Within the FAUB; identified in Aumsville TSP as "Urban Arterial"

Questions about this form should be referred to B McConnell, ODOT RICS Unit at (503) 986-4386.



# **Federal Functional Classification Change Request Form**

	N 1st St		Marion County	Main St / Mill Creek Rd SE	Del Mar Dr		E	Rural Major Collector	Urban Major Collector		Within the FAUB, identified in Aumsville TSP
	Shaw Hwy SE		Marion County	Del Mar Dr	Eastbound onramp to OR 22E		E	Rural Major Collector	Urban Major Collector		Within the FAUB, identified in Aumsville TSP
	Shaw Hwy SE		Marion County	Eastbound onramp to OR 22E	Westbound onramp to OR 22E		E	Rural Major Collector	Urban Major Collector		Within the FAUB, identified in Aumsville TSP

Questions about this form should be referred to B McConnell, ODOT RICS Unit at (503) 986-4386.

# Federal Functional Classification Change Request Form

County Name: Marion  
City Name: Completed by: Ray Jackson, MWVCOG Title: Senior Planner Reviewed By: Phone: 503 540 1607  
ODOT Region: 2 Date:

Map Ref. No.	Street Name	ODOT Road ID	County/ Road ID	Jurisdiction	Begin Termini	End Termini	Length (miles)	Existing (E) or Planned (P)	Current Functional Classification	Proposed Functional Classification	Average Daily Traffic	Change Justification/Reason
	Aumsville Hwy SE			Marion County?				E	Rural Major Collector	Urban Major Collector		Now within FAUB
	Mill Creek Rd SE			Marion County?	Main St	Golf Club Blvd SE		E	Rural Major Collector	Urban Major Collector		Now within FAUB
	Golf Club Blvd SE			Marion County?	Mill Creek	Sublimity Rd SE		E	Rural Minor Arterial	Urban Minor Arterial		Now within FAUB
	Golf Club Blvd SE			Marion County?	Sublimity Rd SE	Sheba Ln SE		E	Rural Minor Collector	Urban Minor Collector		Now within FAUB
	OR 22 E			ODOT	Golf Club Blvd SE	Current SKATS Boundary		E	Other Rural Principal Arterial	Other Urban Principal Arterial		Now within FAUB

Link to Instruction Manual: <http://cms.oregon.gov/ODOT/ID/IDATA/rics/docs/InstructionsForFCChangeRequestForm.pdf>  
Copies of this form are available at: <http://cms.oregon.gov/ODOT/ID/IDATA/rics/docs/FCChangeRequest.pdf>

Questions about this form should be referred to B McConnell, ODOT RICS Unit at (503) 986-4386.

## Federal Functional Classification Change Request Form

County Name: Marion  
City Name:

Completed by: Ray Jackson, MWVCOG  
ODOT Region: 2

Title: Senior Planner  
Reviewed By:

Phone: 503 540 1607  
Date:

Map Ref. No.	Street Name	ODOT Road ID	County Road ID	Jurisdiction	Begin Termini	End Termini	Length (miles)	Existing (E) or Planned (P)	Current Functional Classification	Proposed Functional Classification	Average Daily Traffic	Change Justification/Reason
	I-5			ODOT	Delanay Rd SE	Rodgers Creek		E	Rural Interstate	Urban Interstate		Now within SKATS FAUB

Link to Instruction Manual: <http://cms.oregon.gov/ODOT/ITD/TDATA/ics/docs/InstructionsForFCChangeRequest.pdf>  
Copies of this form are available at: <http://cms.oregon.gov/ODOT/ITD/TDATA/ics/docs/FCChangeRequest.pdf>

Questions about this form should be referred to B McConnell, ODOT RICS Unit at (503) 986-4386.

Sheet 6 of 6



City Council Meeting Date: September 21, 2023

To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From:

Subject:

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### **Proposed Motion**

#### **I. Summary**

Adam J. Brown, City Manager

#### **II. Background**

#### **III. Current Situation**

#### **IV. Analysis**

##### **A. Strategic Impact -**

A.

##### **B. Financial -**

A.

##### **C. Timing -**

###### **A. Strategic Impact -**

###### **B. Financial -**

###### **C. Timing -**

###### **D. Policy/Legal -**

##### **D. Policy/Legal -**

A.

#### **V. Alternatives**

Staff recommends...

#### **VI. Recommendation**

### **Attachments**

None

*“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”*