

AGENDA

CANBY CITY COUNCIL REGULAR MEETING

June 3, 2009

7:30 P.M.

Council Chambers

155 NW 2nd Avenue

Mayor Melody Thompson

Council President Walt Daniels

Councilor Robert Bitter

Councilor Tony Helbling

Councilor John Henri

Councilor Wayne Oliver

Councilor Jason Padden

WORK SESSION

6:00 P.M.

City Hall Conference Room

182 N Holly

This Work Session will be attended by the Mayor, City Council, and Planning Commission to discuss a neighborhood traffic calming program.

CITY COUNCIL REGULAR MEETING

1. CALL TO ORDER

A. Pledge of Allegiance and Moment of Silence

2. COMMUNICATIONS

3. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

(This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Each citizen will be given 3 minutes to give testimony. Citizens are first required to fill out a testimony/comment card prior to speaking and hand it to the City Recorder. These forms are available by the sign-in podium. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.)

4. MAYOR'S BUSINESS

5. COUNCILOR COMMENTS & LIAISON REPORTS

6. CONSENT AGENDA

(This section allows the City Council to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may be discussed if it is pulled from the consent agenda to New Business.)

A. Approval of Minutes of the May 13, 2009 City Council Special Meeting

7. RESOLUTIONS & ORDINANCES

- A. Ord. 1307, Authorizing IGA with Oregon Department of Transportation for a Transportation and Growth Management Program Grant in the amount of \$111,000.00 for the Transportation System Plan Update Project Pg. 1

8. NEW BUSINESS

9. CITY ADMINISTRATOR'S BUSINESS & STAFF REPORTS

- A. Library District Computer Transition

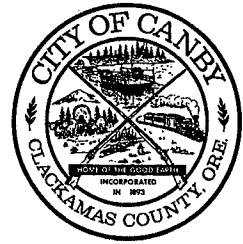
10. CITIZEN INPUT

11. ACTION REVIEW

12. EXECUTIVE SESSION: ORS 192.660(2)(h) Pending Litigation

13. ADJOURN

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Kim Scheafer at 503.266.4021 ext. 233. A copy of this Agenda can be found on the City's web page at www.ci.canby.or.us. City Council and Planning Commission Meetings are broadcast live and can be viewed on OCTS Channel 5. For a schedule of the playback times, please call 503.263.6287.



MEMORANDUM

TO: *Honorable Mayor Thompson and City Council*
FROM: *Matilda Deas, AICP, Community Long Range Planner*
THROUGH: *Mark C. Adcock, City Administrator*
DATE: *May 26, 2009*
RE: *Ordinance 1307*

THIS HAS BEEN REVIEWED
BY THE FINANCE DIRECTOR
Jus Engle

Summary

Ordinance 1307 accepts the attached Intergovernmental Agreement between the City of Canby and the Oregon Department of Transportation (ODOT) to complete the City's Update of our Transportation System Plan.

Recommendation

Staff recommends that the Council approve Ordinance 1307

Rationale

The Transportation Growth Management program approved a grant to the City of Canby in August 2008 to do an extensive update of our Transportation System Plan (TSP). After many revisions and additional funding, DKS consulting firm was selected and subsequently hired by ODOT, and the project is ready to move forward. The project will update the TSP goals and policies, analyze existing and future conditions (through 2035), analyze connectivity and roadway cross sections in Canby's Pioneer Industrial Park, review truck routes, address compliance with new and/or amended Federal, state, and local plans, policies and regulations including the Oregon Transportation Plan (OTP), the state Transportation Planning Rule (TPR), the Oregon Highway Plan (OHP) and Oregon Greenhouse Gas Reduction Initiative, and prepare implementing land use ordinances.

Background

City residents have consistently ranked traffic related issues as a major concern in past surveys and public workshops, and the City Council has taken steps to address these concerns through their goal setting sessions. Goals 3 and 5 address TSP and traffic issues. The Transportation System Plan is Canby's long-term plan for our transportation network, including streets, sidewalks, bike lanes, and public transit. The plan designates each street as either a local, neighborhood connector, collector, or arterial, and lists projects needed to keep the streets functional over the next 20 years. It also contains a funding plan for each of those projects. The TSP serves as the basis for our System Development Charge methodology. The Transportation System Plan is the last required task of our Periodic Review work order and will be funded by System Development Charge revenues.

Attached: 1. Ordinance #1307

ORDINANCE NO. 1307

AN ORDINANCE AUTHORIZING THE MAYOR AND/OR CITY ADMINISTRATOR TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH OREGON DEPARTMENT OF TRANSPORTATION (ODOT) FOR A TRANSPORTATION AND GROWTH MANAGEMENT (TGM) PROGRAM GRANT IN THE AMOUNT OF \$111,000.00 FOR THE TRANSPORTATION SYSTEM PLAN (TSP) UPDATE PROJECT; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Canby has previously applied for a TGM grant for its TSP update; and

WHEREAS, all terms and conditions of the IGA are finalized and the agreement is ready for execution by the City; and

WHEREAS, the total for the IGA grant is \$111,000.00 and the City's match is \$31,450.00 which will be paid from Canby Budget SDC line # 420-420-431-7700; and

WHEREAS, the City Council has determined that it is in the best interest of the city to enter into the proposed IGA for the said TGM grant for the update of the TSP project and the agreement is necessary, proper and acceptable; now therefore

THE CITY OF CANBY ORDAINS AS FOLLOWS:

Section 1. The Mayor and/or City Administrator are hereby authorized and directed to make, execute, and declare in the name of the City of Canby and on its behalf, an IGA with the Oregon Department of Transportation for a Transportation and Growth Management program grant, a copy of which is attached hereto as "Exhibit A" and by this reference fully incorporated herein in the amount of \$111,000.00 for the Transportation System's Plan Update project.

Section 2. Inasmuch as it is in the best interest of the citizens of Canby, Oregon, to complete this project as soon as possible, an emergency is hereby declared to exist and this ordinance shall therefore take effect immediately upon its enactment after final reading.

SUBMITTED to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, June 3, 2009; ordered posted as required by the Canby City Charter and scheduled for second reading on Wednesday, June 17, 2009, after the hour of 7:30 pm at the Council Meeting Chambers located at 155 NW 2nd Avenue, Canby, Oregon.

Kimberly Scheafer, CMC
City Recorder Pro Tem

PASSED on second and final reading by the Canby City Council at a regular meeting thereof on the 17th of June, 2009 by the following vote:

YEAS_____

NAYS_____

Melody Thompson, Mayor

ATTEST:

Kimberly Scheafer, CMC
City Recorder Pro Tem

IGA
TO
BE
INSERTED

CITY OF CANBY TRANSPORTATION SYSTEM PLAN UPDATE

STATEMENT OF WORK

DRAFT 4/16/09

Definitions

Agency or ODOT – Oregon Department of Transportation

CAC –Citizen Advisory Committee

City – City of Canby

County – Clackamas County

CPM – City Project Manager

CPIP – Canby Pioneer Industrial Park

DLCD – Department of Land Conservation and Development

GIS – Geographic Information Systems

HDM – ODOT Highway Design Manual

ITS – Intelligent Transportation System

LOS – Level of Service

OHP – Oregon Highway Plan

OTP – Oregon Transportation Plan

PI – Public Involvement

PMT – Project Management Team

SOV – Single Occupant Vehicle

SPIS – Safety Priority Index System

STA – Special Transportation Area

TAC – Technical Advisory Committee

TAZ – Transportation Analysis Zone

TDM – Transportation Demand Management

TGM – Transportation and Growth Management Program

TPR – Transportation Planning Rule

TSM – Transportation System Management

TSP – Transportation System Plan

UGB – Urban Growth Boundary

V/C – Volume-to-Capacity

PROJECT COOPERATION

This statement of work describes the responsibilities of the entities involved in this cooperative Project. In this Work Order Contract (WOC), the Consultant shall only be responsible for those deliverables assigned to the Consultant. All work assigned to other entities are not Consultant's obligations under this WOC, but shall be obtained by Agency through separate intergovernmental agreements which contain a statement of work that is the same as or similar to this statement of work. The obligations of entities in this statement of work other than the Consultant are merely stated for informational purposes and are in no way binding, nor are the named entities parties to this WOC. Any tasks or deliverables assigned to a subcontractor shall be construed as being the responsibility of the Consultant.

Any Consultant tasks or deliverables which are contingent upon receiving information, resources, assistance, or cooperation in any way from another entity as described in this statement of work shall be subject to the following guidelines:

1. At the first sign of non-cooperation, the Consultant shall provide written notice (email acceptable) to Oregon Department of Transportation (Agency) Work Order Contract Project Manager (WOCPM) of any deliverables that may be delayed due to lack of cooperation by other entities referenced in this statement of work.
2. WOCPM shall contact the non-cooperative entity or entities to discuss the matter and attempt to correct the problem and expedite items determined to be delaying the Consultant.

If Consultant has followed the notification process described in item 1, and Agency finds that delinquency of any deliverable is a result of the failure of other referenced entities to provide information, resources, assistance, or cooperation, as described in this statement of work, the Consultant will not be found in breach of contract. WOCPM will negotiate with Consultant in the best interest of the State, and may amend the delivery schedule to allow for delinquencies beyond the control of the Consultant.

Project Purpose/Transportation Relationship and Benefit

This project is to prepare a Canby Transportation System Plan Update, a revision of the City's adopted TSP (2000) and prepare implementing land use ordinances and funding programming. The City of Canby (City) Transportation System Plan Update (TSP) will be the final task in the City's Periodic Review. The City does not anticipate updating the urban growth boundary (UGB) in the near future as there is an adequate supply of land by type. The TSP Update will help to ensure compliance with Statewide Planning Goal 12: Transportation.

City residents have consistently ranked traffic congestion as a major concern in various surveys and City leaders are looking for alternative approaches for easing that congestion. Transportation alternatives such as transit, improved pedestrian and bicycle facilities will also be considered for their economic, environmental and health benefits.

The Canby TSP Update will address compliance with new and/or amended federal, state, and local plans, policies, and regulations including the Oregon Transportation Plan (OTP), the state Transportation Planning Rule (TPR), the Oregon Highway Plan (OHP) and Oregon Greenhouse Gas Reduction Initiative.

Project Background, Objectives and Focus Areas

Growth within the City and in the surrounding areas of Clackamas County (County) coupled with a shortfall in transportation funding to implement transportation improvements is driving the need to update and re-evaluate the City's TSP.

Preparation and adoption of the Canby TSP Update will provide the following benefits:

- Strive to enable transportation facilities to adequately support planned land uses over the next 20 years
- To the extent possible, provide context, certainty and predictability for the siting of new roadways, transit, pedestrian and bicycle facilities, as well as improvements to existing transportation facilities
- Help reduce the cost and maximize efficiency of public spending on transportation facilities and services by coordinating land use and transportation decisions;
- Identify and make land use code and guideline revisions needed to protect and develop a safe and efficient transportation system
- Develop a financially constrained, prioritized list of improvements based upon existing and projected funding resources and programs

Key activities must include:

- Review of the adopted Canby TSP (2000) to identify deficiencies and gaps.
- Reformatting of the TSP Update to improve ease of administration and integration into the City's comprehensive plan, capital improvement program, development code and engineering standards.
- Integrate recent and coordinate with concurrent in-process City planning activities such as the Canby Transit Master Plan project, The Parks & Recreation Master Plan update, and the Low Impact Subdivision Design Standards project. These in-process as well as other City plans and studies completed since the adoption of the 2000 TSP (such as the Downtown Design Guidelines, the Parks Acquisition Plan, and the NE Canby Master Plan) shall be integrated into the TSP Update as appropriate.
- Revise the planned system of connected streets and intersections in the adopted Canby TSP to serve planned land uses and reduce reliance by local traffic on the OR 99E corridor and to address local as well as regional transportation needs. Consider the feasibility of new roads and roadway extensions in areas of the City where connectivity is limited.
- Review bikeway designations for adequacy. Improve pedestrian and bicycle access and safety, and provide for vehicular, pedestrian, and bicycle connectivity and transit access with a special focus on access to downtown and major community activity centers (i.e., schools, shopping centers, and parks). Update the bicycle and pedestrian plans to include a list of specific prioritized projects and cost estimates. Assess the need for street crossing improvements and off-street connections.
- Consider safe routes to school in the pedestrian and bicycle plans and identify improvements such as sidewalks and enhanced crossings to facilitate safe pedestrian and bicycle travel on key routes between neighborhoods and public schools.

- Review and revise local street standards to be consistent with the state TPR, OAR 660-12-045 (7).
- Examine rail crossing safety by identifying controls at all public at-grade crossings and consider the needs for future crossing improvements.
- Examine existing truck routes and recommend alternative routes if necessary.
- Develop concept-level roadway cross-sections. Locations of changes to intersection channelization, traffic control, access management, and facilities for non-motorized travel will be identified based on readily available data.
- Review and revise standards for street connectivity consistent with 660-12-0045 (3) 9(b) (E).
- Consider the financial feasibility of improvement alternatives and identify funding mechanisms and strategies. Develop a prioritized, financially constrained transportation project list.
- Develop an Implementation Plan that considers both public and private investments, development code requirements and procedures and other actions needed to support Plan implementation.
- Recommend necessary amendments to the City's Comprehensive Plan, Development Code, Roadway Standards, and Capital Improvement Program project list to implement the Canby TSP Update.
- Conduct a planning process that meets all state and local code provisions for amendments to a local comprehensive plan, development code, and engineering design standards if applicable. Ensure coordination with stakeholder agencies including Clackamas County and Oregon Department of Transportation (ODOT).
- Comply and be consistent with all applicable state, regional and local land use and transportation-related mandates, including but not limited to the 1999 OHP (as amended in 2006), Highway Design Manual (HDM), and ODOT access management rule OAR 734-051.
- Utilize the ODOT Transportation System Planning Guidelines (2008) to develop the Canby TSP Update.
- Ensure the development and selection of solutions address social, environmental and financial impacts.
- Create internet-accessible versions of key Proposed TSP elements.
- Develop transportation recommendations for continued buildout of the Canby Pioneer Industrial Park. The findings will be documented as brief technical memorandums in the TSP appendix and will:
 - Examine the local street network within the Canby Pioneer Industrial Park (CPIP) and determine if additional connectivity is needed within the CPIP. In addition, examine connectivity to the surrounding transportation network to serve future growth and determine traffic volume impacts on the surrounding roads and neighborhoods.
 - Analyze safety and operation at the major intersections within the CPIP, where included as TSP study intersections.

- Evaluate existing industrial street design standards (street width and intersection geometry) and modify if necessary.
- The TSP Update must address anticipated mobility constraints on OR 99E by considering highway and local street physical and operational/traffic management improvements, local street network expansion, designation of a Special Transportation Area (STA) and alternative mobility standards on OR 99E, and other options such as the development of a trip allocation system.
- Forecasting future motor vehicle volumes for the TSP Update will include the development of a cumulative analysis tool that includes intersection operations for node delay and a detailed street network. The City's base year (2005) and future year (2035) land use inventories shall be coordinated with Metro's 2035 MetroScope dataset, Clackamas County parcel information, and the City's adopted Comprehensive Plan.

Project Area

The City is located south of the City of Portland and within Clackamas County. The Project Area will be coincidental with the current Canby Urban Growth Boundary. Study intersections shall include locations outside of the Urban Growth Boundary as needed for future motor vehicle volume forecasting.

General Roles and Responsibilities

City project manager (CPM) shall coordinate participation of City staff and City elected officials throughout the project. City shall provide logistics and participate in all committees [Project Management Team (PMT), Technical Advisory Committee (TAC), and Citizen Advisory Committee (CAC)] and public meetings. City shall form committees, provide notification and public information, provide existing data and Geographic Information Systems (GIS) layers, and maintain a City project website throughout the planning process. City shall provide bi-monthly progress reports to the Transportation and Growth Management (TGM) project manager. In addition, the City will provide public involvement support throughout the project including stakeholder briefings and neighborhood meetings.

The City shall review all work products provided under this contract and provide one set of unified, non-contradictory comments to the consultant team.

Consultant shall manage consultant team and schedule, conduct and provide informational and display materials for all meetings (except those identified as City only meetings); prepare meeting summaries for Consultant led meetings; conduct inventories, analyses and prepare all technical reports and mapping; respond to input from the committees, and prepare the draft Canby TSP Update under direction of the PMT. Consultant shall provide monthly progress reports and billings to the City and WOCPM.

Expectations about Written and Graphic Deliverables

Consultant shall provide one electronic copy of all deliverables. All written and graphic products must be provided in PDF format and reproducible as handouts for broad distribution in black and white without loss of clarity. The City will be responsible for providing all hard copies required for the project.

All written deliverables must be professionally written and include the project name, a title that refers to the contract deliverable, draft number, subtask number and date of preparation. All draft written deliverables shall be provided in an editable file format compatible with MS Office 2007 and include redline/strikeout format as drafts are revised.

All map deliverables shall be provided in ESRI-compatible format (shapefile, coverage, or geo database). The spatial reference system must be NAD83 HARN, Oregon State Plane North. Maps must include details necessary to ensure usability, such as city limits, Urban Growth Boundaries, street names, relevant environmental and cultural features, legend, date, etc. Maps included in the updated TSP must be at a scale that is legible. Digital copies of all other graphic files shall be provided in native (e.g., CorelDraw) formats.

Consultant shall prepare plans and amendments as regulatory statements of the City. Consultant shall prepare new and amended language in a format compatible with the Comprehensive Plan, Development Code and TSP. Plan, code and graphic/map amendments must include all necessary additions or deletions to existing City plans or code to avoid conflicts and to enable full integration of proposed plan and implementing ordinances with existing City documents. Recommended policies or decisions shall be presented in the form of final policy decisions for adoption by the City and expressed as City policy statements. Since policies are intended as binding mandatory statements, the final documents must not use statements such as “it is recommended” or “City should”.

Consultant shall ensure that any work products produced pursuant to this contract include the following statement:

This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), local government, and the State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.

At the conclusion of the Project, Consultant shall provide City with one electronic copy of the draft *Updated TSP and Recommended Implementation Ordinances and Policies*. City shall supply ODOT Work Order Contract Manager with three hard copies and two electronic (CD) copies of both. City shall supply Department of Land Conservation and Development (DLCD) with one hard and one electronic copy *within 45 days of scheduled adoption hearings*. The final deliverables shall be provided electronically both in .pdf and in a format(s) that allow future manipulation of the text and maps.

Expectations About Traffic Analysis

All data and calculations must be submitted to ODOT Region 1 Traffic and City for review and record keeping. Electronic file copies of analysis data are required. These written and electronic products must be in ODOT and City compatible formats.

All traffic analysis work must comply with the following requirements:

- An Oregon-registered professional engineer (Civil or Traffic) must perform or oversee all traffic analysis work.
- Updated TSP must be consistent with all requirements in the 2008 Transportation System Planning Guidelines 2008, including inventory requirements.
- Traffic count data is required for all plan intersections within Project Area. City shall collect current existing traffic count data from City, County and State sources for plan intersections as available. ODOT shall conduct traffic counts for all other plan intersections. Intersection counts must include mid-week weekday 2-hour PM Peak (4-6 PM) manual classification turning movement counts, including bicycle and pedestrian data.
- All traffic volumes must be adjusted to reflect the 30th highest hour. Count collection must be avoided in the following months: December, January and February.
- Intersection performance must be determined using the Highway Capacity Manual 2000 published by the Transportation Research Board. All traffic analysis software programs used must follow Highway Capacity Manual 2000 procedures. For all signalized intersections, use Synchro/SimTraffic to perform the traffic analysis.
- Traffic analysis at non-state intersections must follow standard engineering procedures and practices.
- The City Engineer and ODOT may approve a different or additional intersection analysis method prior to use when the different method can be justified for City and ODOT facilities.
- Traffic analysis at ODOT intersections must be consistent with ODOT Transportation Planning Analysis Unit analysis procedures available on the internet at:
<http://www.oregon.gov/ODOT/TD/TP/TAPM.shtml>
- Operational standards for state facilities must be volume to capacity (v/c). Standards for non-state facilities can be v/c, level-of-service (LOS), or a combination of v/c and LOS, depending on the City standards and City staff guidance. Establish appropriate level of service standards.
- Future build conditions (alternatives) must be consistent with City and ODOT design standards. Alternative improvements may be proposed subject to the approval of the facility's jurisdiction.

Work Tasks

TASK 1: Project Management, Start-Up, and Public Involvement Program

Objectives:

- To initiate the project, clarify Consultant and City responsibilities and timelines, and provide oversight, coordination, and communication
- To provide a system for public and agency review and comment
- To conduct a project that is well managed, is consistent with City and State policies and regulations, and meets project objectives

Subtasks:

- 1.1 Establish PMT and Project Protocols** – City shall create a PMT (e.g., ODOT WOCPM, City Project Manager, and Consultant Project Manager and key staff) to provide sufficient oversight to ensure this project is well managed; to ensure consistency with city, regional, and state policies, public comments, and project objectives; to ensure successful project completion; and to ensure the Work Order Contract and Intergovernmental Agreement are well managed. The PMT shall hold weekly conference calls as needed and shall meet at key points in the plan development process (PMT meetings are listed in the Tasks in which they occur).
- 1.2 Develop Project Schedule** – Within two weeks following Notification to Proceed, Consultant shall prepare a Project Schedule in MS Project including timing of each task, dates of PMT, TAC, and CAC meetings, and community workshops.
- 1.3 Create CAC and TAC Roster** – City shall invite 8-10 key stakeholders to serve on CAC. Representatives must include City Councilors, Planning Commissioners, business leaders, property owners, and other community members. CAC shall serve as the primary citizen reviewers throughout the project (CAC meetings listed under the Tasks in which they occur). City shall invite participation and prepare a written TAC roster including email addresses. TAC shall be comprised of the PMT, City staff, and representatives from County, Emergency Response Providers, DLCD, ODOT Region 1, Canby School District, and other agencies and service providers as deemed appropriate by the PMT (TAC meetings listed under the Tasks in which they occur). CAC and TAC meetings will be held consecutively on the same days at the City of Canby.
- 1.4 Develop a Public Involvement (PI) Program** – Consultant shall develop a PI program including strategies for key stakeholder contact, advertisement of meetings, distribution of work products, and workshop format (Technical Memorandum #1). The PI program will clarify roles and responsibilities of City and Consultant staff. Generally, City shall provide logistics for committee meetings and Community Workshops and help staff the meetings and participate in discussions. City shall distribute/post meeting materials to the committees and help prepare public information and distribute to local media and City website. Consultant shall lead presentations and discussions, prepare agendas, summaries, informational materials and graphics for CAC and TAC meetings and

Community Workshops and content for public outreach materials. City may conduct additional outreach meetings with stakeholders and neighborhood or interest groups.

1.5 TAC and CAC Meetings #1 – City shall provide logistics and facilitate CAC and TAC Meetings #1 – a kick off meeting to provide orientation to the Canby TSP Update and to develop project goals and policies. City shall discuss roles and responsibilities of the committees. Consultant shall present an introduction to Transportation Planning for the CAC. City shall organize a tour of the City with TAC and CAC to review existing issue locations.

1.6 Draft TSP Chapter 2 (Goals and Policies) - Consultant shall prepare draft TSP Chapter 2, draft TSP goals and policies language to bring them into compliance with the OTP, TPR, and to address issues identified by the TAC and CAC in Meetings #1.

City Deliverables:

- 1A PMT Roster
- 1B CAC Roster
- 1C TAC Roster
- 1D TAC and CAC Meetings #1 Logistics
- 1E Consolidated Comments on Draft TSP Chapter 2

Consultant Deliverables:

- 1A Project Schedule
- 1B Technical Memorandum #1 – Public Involvement Program
- 1C TAC and CAC Meetings #1
- 1D Draft TSP Chapter 2 (Goals and Policies)

Task 2 – Existing Conditions and Future Needs

Objectives:

- Review adopted Canby TSP to identify/confirm key project activities, data gaps and status of planned improvements to guide focus of TSP Update.
- Survey relevant plans, studies, reports, regulations, standards and policies applicable to the City. Review new and updated elements of documents to ensure consistency in the development of the TSP Update.
- Perform field work and data collection to inventory the existing transportation system.
- Gather input from PMT, TAC, CAC, and the public to ensure existing conditions and deficiencies are accurately documented.
- Identify Canby's 2035 transportation system deficiencies and needs to inform system solutions identification.

Subtasks:

2.1 Assemble Background Information/Background Documents - City shall provide Consultant with necessary Background Information including plans, strategies, studies and data including the following City documents:

- a. Adopted TSP
- b. Comprehensive Plan
- c. Development Code
- d. Capital Improvement Program
- e. Goal 5 Inventory
- f. Transit Plan
- g. Recent City traffic data and counts and developer traffic studies for intersections within the study area.
- h. Inventory of all City transportation projects constructed since 2001 including developer constructed
- i. List of current funding mechanisms including any City projections from Traffic Impact Fees or other existing funding mechanisms
- j. Maps of historic resources and Canby Local Wetland Inventory and Riparian Assessment

Consultant shall obtain necessary Background Documents from ODOT and Clackamas County (most available online):

- k. Clackamas County Rural TSP 2001
- l. Clackamas County Capital Improvement Plan (2000-present)
- m. 1999 Oregon Highway Plan and amendments
- n. Oregon Access Management Rules (OAR 734.51)
- o. Oregon Transportation Plan
- p. 2008 Oregon Bicycle and Pedestrian Plan
- q. 2008 TSP Guidelines
- r. 2003 ODOT Highway Design Manual and amendments
- s. Oregon Transportation Planning Rule (TPR) (OAR 660-012)
- t. State Transportation Improvement Program (2000-present)

2.2 Background Document Review – Consultant shall prepare a Background Document Review Technical Memo (Technical Memorandum #2), after review of Background Information and Background Documents. City shall provide a summary of key issues to be considered in developing this report, based on their local experience. Specifically, City shall highlight areas where existing local plans will guide the TSP development or where existing local plans have deficiencies to be addressed.

2.3 Transportation Inventories – Consultant shall prepare Transportation Inventories, an update of the inventory of existing conditions of the transportation system serving the

City. City shall provide the following information as available in GIS format within 2 weeks of the Notice to Proceed:

- a. Tax lot parcels with County assessor's data
- b. Locations of schools, parks, libraries, and other key public areas
- c. Locations of key shopping areas (e.g., Fred Meyer) and other key locations as identified by City staff
- d. Aerial Photography
- e. Parcel zoning
- f. Comprehensive Plan designations
- g. Street centerlines
- h. Existing sidewalks and bicycle lanes
- i. Existing off-street trails
- j. Pavement Conditions
- k. Street and right-of-way widths (as available)
- l. Jurisdiction of roadways within the Project Area
- m. Location of transit stops and routes
- n. Speed limits
- o. Bridges (including conditions and restrictions)
- p. Goal 5 resources and setbacks

Consultant shall incorporate the available City information into the TSP Update and supplement this information with field data gathering including:

- a. Verify the presence of bicycle lanes and sidewalks on arterials and collectors
- b. Traffic control at intersections
- c. Locations and control of rail crossings
- d. Geometry for study intersections
- e. Verify speed limits on arterials and collectors

2.4 Land Use Inventories – Consultant shall prepare a base year and future year land use inventory (households, retail employees, non-retail employees, and schools) for the City Urban Growth Area based on County assessor information, aerial photography, coordinated population and employment projections, zoning, and MetroScope 2035 information. The land use information must be aggregated into a transportation analysis zone (TAZ) system for the City, displayed graphically, and tabulated for review.

2.5 PMT Meeting #1 – City shall coordinate PMT Meeting #1 to review the Transportation and Land Use Inventory GIS maps.

2.6 Draft TSP Chapter 3 (Existing Conditions Analysis) – Consultant shall prepare Draft TSP Chapter 3 describing existing conditions, problems, and deficiencies for all modes of travel. Actions taken to prepare the Existing Conditions Analysis include:

- a. Obtain weekday PM peak hour traffic counts at 28 study intersections conducted by ODOT in April 2009.

- b. Evaluate count data and analyze LOS and v/c for a maximum of 31 intersections, consistent with the Expectations about Traffic Analysis.
 - c. Analyze the last three years of crash data for all roadways in the City. Top 10% ODOT Safety Priority Index System (SPIS) sites must be identified. The crash analysis at the Top 10% SPIS locations must identify crash rates and comparison with published rates, any crash patterns, and suggest potential countermeasures.
 - d. Assess existing driveway and intersection spacing on OR 99E by comparing an aerial photo inventory to access spacing standards.
 - e. Review funding revenue information provided by City and in Clackamas CIP and ODOT STIP to determine the average transportation funding sources and expending in the City over the past five years. Analysis must identify both flexible and restricted funds and their usage. Expenditures must be converted to Base Year dollars.
 - f. Review pedestrian facilities and volumes (collected as part of the PM peak hour traffic counts at study intersections) to determine existing system gaps and key pedestrian volume locations.
 - g. Review bicycle facilities and volumes (collected as part of the PM peak hour traffic counts at study intersections) to determine existing system gaps and key bicycle volume locations.
 - h. Assess safe routes to school. City shall coordinate with school district staff to provide school boundary and key travel route information to Consultant. Consultant shall assess conditions along the key travel routes between neighborhoods and schools to identify the adequacy of sidewalk, bicycle lanes, and crossings.
 - i. Review truck routes and identify truck percentages at study intersections.
- 2.7 Future Forecasting** – Consultant shall prepare an enhanced cumulative analysis tool for the Project Area that utilizes node based operations delay for assignment. Future year 2035 motor vehicle volumes must be developed and post-processed using National Cooperative Highway Research Program Report 255 guidelines. Consultant shall document the forecasting methods and results in Technical Memorandum #3.
- 2.8 Draft TSP Chapter 4 (Future Needs Analysis)** – Consultant shall prepare Draft TSP Chapter 4 describing the future year 2035 baseline transportation conditions utilizing the forecasts provided in Task 2.7, which includes only those transportation improvements in adopted plans with “committed” funding sources. Future system deficiencies must include identifying missing links, geometric deficiencies, and safety needs for each element of the system.
- 2.9 Industrial Area Roadway Cross-Section Analysis** – Consultant shall review existing cross sections, intersection geometrics in the industrial area. AutoTurn must be utilized to examine the needs for truck turning movements. Consultant shall prepare a brief technical memorandum (2-3 pages) (Technical Memorandum #4) summarizing existing compared to standard engineering specifications for industrial roadway cross sections, intersection geometry, and location of on-street parking.
- 2.10 TAC and CAC Meetings #2** - City shall provide logistics and facilitate TAC/CAC Meetings #2 – a meeting to review the existing and future baseline transportation conditions. Consultant shall present an overview of TSP Chapter 3 and TSP Chapter 4.

Consultant shall lead a discussion on developing alternatives to meet the transportation system deficiencies.

- 2.11 Final TSP Chapters 3 and 4** – Based on comments received from the City, ODOT, TAC, CAC, or other interested parties, Consultant shall finalize TSP Chapter 3 and TSP Chapter 4.

City Deliverables:

- 2A Assemble Background Documents
- 2B Transportation Inventory GIS Files
- 2C PMT Meeting #1 Logistics
- 2D Consolidated Comments on Technical Memorandum #2
- 2E Consolidated Comments on Technical Memorandum #3
- 2F Transportation Revenue Summary
- 2G Safe Routes to School Information/Coordination with School District Staff
- 2H Consolidated Comments on Draft TSP Chapter 3
- 2I Consolidated Comments on Draft TSP Chapter 4
- 2J Consolidated Comments on Technical Memorandum #4
- 2K CAC and TAC Meetings #2 Logistics

Consultant Deliverables:

- 2A Technical Memorandum #2 – Background Document Review
- 2B Existing Transportation System and Land Use GIS Maps
- 2C PMT Meeting #1 – Review of GIS Maps
- 2D Technical Memorandum #3 – Future Forecasts
- 2E Draft TSP Chapter 3 – Existing Conditions and Needs
- 2F Draft TSP Chapter 4 – Future Conditions and Needs
- 2G Technical Memorandum #4 – Industrial Area Roadway Cross Sections
- 2H CAC and TAC Meetings #2
- 2I Final TSP Chapters 3 and 4

Task 3: Alternatives Analysis

Objectives:

- Focusing on key activities for the TSP Update, develop and evaluate options to address Canby's multimodal transportation needs.
- Consider feasibility of proposed transportation projects and programs in terms of livability, environmental and fiscal impacts.
- Recommend transportation package with modal systems, improvement projects and strategies to address current and future needs.
- Develop a prioritized, financially constrained transportation project list with implementation timeframes.
- Assess stakeholders and community support for transportation options and specific projects.
- Assess suitability of STA designation for OR 99E downtown.
- If it appears infeasible to meet Oregon Highway Plan mobility standards for OR 99E within the plan horizon due to financial and other constraints for improvement, assess for the traffic impacts of applying a lower, alternate mobility standard downtown, and on other segments of OR 99E. If the impacts of the alternate mobility standard are unacceptable, explore options to develop a trip allocation program or other method to reduce traffic demand.

Subtasks:

- 3.1 Community Workshop #1** - City and Consultant shall cooperatively plan and co-facilitate discussions at a Community Workshop. City shall schedule Community Workshop, provide notification, meeting room and set-up, produce and distribute public information on the City website, newsletter, and through a press release. Consultant shall present an overview of the projects purpose and findings of TSP Chapter 3 and TSP Chapter 4 through use of written handouts, display boards, or other visual media (e.g., PowerPoint). The public will be provided the opportunity to offer input on the goals and objectives of the plan, as well as suggestions for transportation system alternatives to be considered when developing alternatives to meet the transportation system deficiencies.
- 3.2 ODOT Alternatives Meeting** – Consultant shall facilitate a working session with ODOT Region 1 and City staff to consider project and policy alternatives to meet identified transportation system deficiencies, including policy components (e.g., STA feasibility) and the acceptability of evaluating a lower mobility standard for OR 99E in Canby.
- 3.3 PMT Meeting #2** – City shall coordinate PMT Meeting #2 to review alternatives suggested from the TAC, CAC, Community Workshop, and ODOT. Consultant shall provide sketch level analysis (e.g., preliminary travel forecast assignments and comparison to project goals) to guide the discussion.
- 3.4 CAC & TAC Meetings #3** - City shall provide logistics and facilitate CAC and TAC Meetings #3 – a meeting to review preliminary alternatives for meeting transportation system deficiencies and choose alternatives for full analysis. Consultant shall present sketch level analysis (e.g., preliminary travel forecast assignments and comparison to

projects goals) to guide the discussion on selecting alternatives for further evaluation.

- 3.5 Draft Transportation System Solutions Report** - Consultant shall prepare the Draft Transportation System Solutions Report, a package of solutions and strategies for addressing deficiencies and needs identified in the Final TSP Chapters 3 and 4. This step shall first include identifying improvements and strategies to improve the existing system that do not add capacity i.e. transit, TDM (Transportation Demand Management) (e.g., reduction of single occupancy vehicle (SOV) trips or trip management programs) and TSM (Transportation System Management) (e.g., corridor management or Intelligent Transportation System (ITS) strategies) improvements and then adding capacity improvements where still needed. Up to 5 packages of solutions will be evaluated. Solutions and strategies should be developed to avoid and/or minimize impacts to environmental resources where possible (Overlay of proposed facilities with Goal 5 areas must be reviewed to identify potential impacts). Consultant shall prepare a complete list of planned improvements for all modes and strategies with planning level cost estimates and identification of potential funding sources. This step must include an analysis about whether or not the proposed package of solutions and strategies are consistent with Final TSP Chapter 2. Consultant shall provide to City and WOCPM for their review and comment.
- 3.6 STA Suitability Evaluation** – Consultant shall review characteristics and planned improvements on OR 99E, as well as the future potential for the corridor based on the City’s Downtown Development Code. Consultant shall prepare a brief technical memorandum (2-3 pages) (Technical Memorandum #5) summarizing the appropriateness of an STA designation (per Oregon Highway Plan guidelines) for OR 99E in downtown Canby.
- 3.7 Industrial Area Connectivity Analysis** – Consultant shall utilize the travel forecasts prepared for the alternatives analysis to examine the local street network within the Canby Pioneer Industrial Park and determine if additional on-site connectivity is needed. In addition, Consultant shall examine connectivity of the Canby Pioneer Industrial Park to the surrounding transportation network to serve future growth and determine traffic volume impacts on the surrounding neighborhoods. Consultant shall prepare a brief technical memorandum (3 to 5 pages) (Technical Memorandum #6) summarizing the recommendations for the Canby Pioneer Industrial Park to be included in the TSP.
- 3.8 Community Briefings** – City shall hold up to 5 neighborhood briefings and conduct up to 8 stakeholder briefings to summarize the Draft Transportation Solutions Report recommendations. City shall prepare a written summary of the comments received.
- 3.9 CAC and TAC Meetings #4** - City shall provide logistics and facilitate CAC and TAC Meetings #4 – a meeting to review the Draft Transportation Solutions Report. Consultant shall present an overview of alternatives analysis and funding evaluation. City shall summarize input from the Community Briefings on the Draft Transportation Solutions Report.
- 3.10 Final Transportation Solutions Report** – Based on comments received from the City, ODOT, TAC, CAC, or other interested parties, Consultant shall finalize the Transportation Solutions Report.

City Deliverables:

- 3A Community Workshop #1 Logistics
- 3B PMT Meeting #2 Logistics
- 3C CAC and TAC Meetings #3 Logistics
- 3D Consolidated Comments on Draft Transportation Solutions Report
- 3E Consolidated Comments on Technical Memorandum #5
- 3F Consolidated Comments on Technical Memorandum #6
- 3G Community Briefings
- 3G CAC and TAC Meetings #4 Logistics

Consultant Deliverables:

- 3A Community Workshop #1
- 3B ODOT Alternatives Meeting
- 3C PMT Meeting #2 – Alternatives Screening
- 3D CAC and TAC Meetings #3
- 3E Draft Transportation Solutions Report
- 3F Technical Memorandum #5 – STA Suitability
- 3G Technical Memorandum #6 – Industrial Area Connectivity
- 3H CAC and TAC Meetings #4
- 3I Final Transportation Solutions Report

Task 4: Draft TSP Preparation

Objectives:

- Review existing Canby plans and ordinances, and recommend revisions to implement the Canby TSP Update and address regulatory requirements.
- Summarize steps necessary for ODOT adoption of Special Transportation Area and alternate mobility standards or OR 99E, if proposed.
- Prepare a Draft Canby TSP and implementing ordinances for final technical review, public review and decision making.

Subtasks:

- 4.1 Implementing Ordinances** - Consultant shall prepare Draft Ordinance Amendments to the Comprehensive Plan and Development Code to bring them into compliance with Draft TSP, OTP, and TPR. The Draft Ordinance Amendments must be presented in Technical Memorandum #7.
- 4.2 Draft TSP Preparation** - Consultant shall prepare the Draft TSP, a well organized, easy-to-understand document that has been compiled from the chapters and technical memorandums of prior tasks and incorporates the various comments and suggestions made by the TAC, CAC, City, ODOT, or other interested parties. Consultant shall prepare the Draft TSP must address and meet the current requirements of the OTP and TPR. Chapter 1 as a stand-alone Executive Summary written in lay terms that can be distributed to the public as TSP educational material.
- 4.3 PMT Meeting #3** – City shall coordinate PMT Meeting #3 to review the Draft TSP. Consultant shall provide sketch level analysis (e.g., preliminary travel forecast assignments and comparison to project goals) to guide the discussion.
- 4.4 CAC and TAC Meetings #5** - City shall provide logistics and facilitate CAC and TAC Meetings #5 – a meeting to review the Draft TSP. Consultant shall present an overview of the Draft TSP and implementing ordinances.
- 4.5 Joint City Council/Planning Commission Work Session** – City shall provide logistics and facilitate a joint City Council/Planning Commission work session. Consultant shall prepare and present a PowerPoint presentation with an overview of the Draft TSP and implementing ordinances.
- 4.6 Community Workshop #2** - City and Consultant shall cooperatively plan and co-facilitate discussions at a Community Workshop. City shall schedule Community Workshop, provide notification, meeting room and set-up, produce and distribute public information on the City website, newsletter, and through a press release. Consultant shall present an overview of the Draft TSP through use of written handouts, display boards, and other visual media (e.g., PowerPoint). The public will be provided the opportunity to offer comments.
- 4.7 Recommended TSP** - Consultant shall incorporate feedback from the City, ODOT, TAC, CAC, Community Work Shop, Joint City Council/Planning Commission Work Session, and other interested parties into a Recommended Canby TSP. Consultant shall prepare a comment log with proposed changes, a response to each comment, and make modifications where appropriate. Consultant shall provide 1 electronic copy (CD) to the

City project manager and 1 electronic copy (CD) the ODOT Work Order Project Manager. City shall reproduce materials for distribution for the adoption hearings.

- 4.8 Adoption of Canby TSP and Implementing Ordinances** - City shall schedule, notify and conduct City Council adoption hearings. Notice to DLCD shall be provided a minimum of 45 days prior to the first scheduled City Council hearing. If revisions have been made to the TSP prior to adoption, City shall provide 3 hardcopies and 1 electronic version (on CD) of the final Adopted Canby TSP to ODOT Project Manager and 1 hardcopy and 1 electronic version on CD to DLCD.

City Deliverables:

- 4A Consolidated Comments on Technical Memorandum #7
- 4B PMT Meeting #3 Logistics
- 4C Consolidated Comments on Draft TSP
- 4D TAC/CAC Meeting Series #5 Logistics
- 4E Joint City Council/Planning Commission Work Session Logistics
- 4F Community Workshop #2 Logistics
- 4G City Council Adoption Hearings
- 4H Final Adopted Canby TSP (Hardcopies and CDs)

Consultant Deliverables:

- 4A Technical Memorandum #7 – Implementing Ordinances
- 4B Draft TSP
- 4C PMT #3 – Review Draft TSP
- 4D TAC/CAC Meeting Series #5
- 4E Joint City Council/Planning Commission Work Session
- 4F Community Workshop #2
- 4G Recommended City of Canby TSP (CDs)

Consultant Amounts Per Deliverable

Tasks/ Deliverables	Deliverable	Lump Sum Per Deliverable
1	Project Initiation	\$11,000
1A	Project Schedule	\$3,500
1B	Tech. Memo #1 - PI Program	\$3,000
1C	TAC and CAC Meetings #1	\$2,750
1D	Draft TSP Chapter 2	\$1,750
2	Existing Conditions and Future Needs	\$56,850
2A	Tech Memo #2 - Background Document Review	\$4,000
2B	Land Use Data Set, Existing System GIS Maps	\$12,000
2C	PMT #1 - Review GIS Maps and Land Use	\$1,000
2D	Tech Memo #3 - Future Forecasts	\$11,300
2E	Draft TSP Chapter 3	\$14,600
2F	Draft TSP Chapter 4	\$7,500
2G	Tech Memo #4 - Industrial Area Cross-Sections	\$1,000
2H	TAC and CAC Meetings #2	\$1,750
2I	Final TSP Chapters 3 and 4	\$3,700
3	Alternatives Analysis	\$41,450
3A	Community Workshop #1	\$7,000
3B	ODOT Alternatives Meeting	\$1,500
3C	PMT Meeting #2 - Alts Screening	\$4,500
3D	TAC and CAC Meetings #3	\$1,500
3E	Draft Transportation Solutions Report	\$18,000
3F	Tech Memo #5 - STA Suitability	\$1,500
3G	Tech Memo #6 - Industrial Area Connectivity	\$1,000
3H	TAC and CAC Meetings #4	\$1,750
3I	Final Transportation Solutions Report	\$4,700
4	Draft TSP Preparation	\$32,150
4A	Tech Memo #7 - Implementing Code Edits	\$5,500
4B	Draft TSP	\$11,650
4C	PMT #3 - Review Draft TSP	\$1,500
4D	TAC and CAC Meetings #5	\$2,500
4E	Joint City Council/Planning Commission Worksession	\$2,000
4F	Community Workshop #2	\$6,500
4G	Recommended City of Canby TSP 2010	\$2,500
	Total Project Budget	\$141,450

Estimated Budget Summary

TGM Grant \$111,000

City Contribution 31,450

Project Total \$141,450

Canby TSP Study Intersections

