



MEETING AGENDA

TRANSPORTATION TASK FORCE

December 15, 2011, 5:00 p.m.

POLICE DEPARTMENT

8650 SW TUALATIN ROAD, TUALATIN, OR 97062

1. **WELCOME AND CALL TO ORDER**
Purpose of Meeting: Brainstorm values with the Transportation Task Force members and review the team's existing conditions analysis
2. **COMMUNICATION FROM THE PUBLIC**
Limited to 3 Minutes per Individual
3. **GENERAL ITEMS**
 - A. Approve Meeting #1 Summary
 - B. Approve Committee Roles and Responsibilities, Meeting Protocols, and Guidelines
4. **GOALS AND OBJECTIVES EXERCISE: TSP & LINKING TUALATIN**
5. **SAMPLE EVALUATION CRITERIA: TSP**
6. **OVERVIEW OF EXISTING CONDITIONS: TSP**
7. **LAND USE SCENARIOS: TSP**
8. **COMMUNICATION FROM THE PUBLIC**
Limited to 3 Minutes per Individual
9. **NEXT MEETING**
Thursday, January 19, 2012, 5:00 pm, Tualatin Police Department

Transportation Task Force

3. A.

Meeting
Date: 12/15/2011

Attachments

Meeting #1 Summary



City of Tualatin

**Tualatin TSP Transportation Task Force
DRAFT Meeting #1 Summary
November 29, 2011, 5:00 p.m.**

Library Community Room
18878 SW Martinazzi Avenue
Tualatin, OR 97062

Committee Members Present

Alan Aplin – *TPAC Representative*
Allen Goodall – *Business Representative*
Bethany Wurtz – *Tualatin Tomorrow Representative*
Bill Beers – *TPAC Representative*
Brian Barker – *TVF&R*
Bruce Andrus-Hughes – *TPARK Representative*
Charlie Benson – *Citizen Representative*
Cheryl Dorman – *Chamber of Commerce*
Joelle Davis – *City Councilor*
Judith Gray – *City of Tigard*
Julia Hajduk – *City of Sherwood*
Karen Buehrig – *Clackamas County*
Kelly Betteridge – *TriMet*

Mike Riley – *CIO Representative*
Monique Beikman – *City Councilor*
Nancy Kraushaar – *Citizen Representative*
Nic Herriges – *Citizen Representative*
Randall Thom – *Business Representative*
Ryan Boyle – *Citizen Representative*
Sherry Oeser – *Metro*
Steve L. Kelley – *Washington County*
Talia Jacobson – *ODOT*

Advisory Participants

Erica Rooney – *Lake Oswego*
Zach Pelz – *West Linn*
Yvonne Addington – *Tualatin Historical Society*

Committee Members Absent

Phil Anderson – *Citizen Representative*
Travis Evans – *Citizen Representative*
Wade Brooksby – *City Councilor*

Staff and Project Team

Ben Byrant, City of Tualatin
Cindy Hahn, City of Tualatin
Kaaren Hofmann, City of Tualatin
Aquilla Hurd-Ravich, City of Tualatin
Alice Rouyer, City of Tualatin
Dayna Webb, City of Tualatin

Theresa Carr, CH2MHill
Eryn Kehe, JLA Public Involvement
Sam Beresky, JLA Public Involvement
Matt Hastie, Angelo Planning Group

Action Items for Project Team:

Revised Meeting Protocols
Improve meeting acoustics

Homework for Committee:

Reflect on the Values members are bringing to the process

Welcome and Call to Order

Eryn Kehe from JLA Public Involvement welcomed the group, thanked them for their attendance and reviewed the agenda. Eryn introduced Alice Rouyer, Community Development Director for the City of Tualatin. Alice thanked and welcomed the group. She said that the Tualatin Task Force (TTF) work will extend through August 2012 and their voice and hard work is a welcome component to this process. The TTF will advise the Tualatin Planning Advisory Committee, which in turn will advise the Tualatin City Council. She then introduced the Tualatin City Councilors present at the meeting.

Council President Monique Beikman let the group know that this process was being completed in an innovative way. Typically the technical work is done first and the results are taken to the public at the end of the process. In this process, the technical work is being done while the public is being involved. The TTF is one component of involving the public from the beginning. She said that the process will be exciting and epic. She welcomed the group and thanked them for their involvement.

Councilor Joelle Davis thanked the group for participating in the process. Their efforts will not only effect transportation decisions in Tualatin for the next 10 years but will impact future generations in Tualatin and surrounding communities. She urged the committee members to keep the “long view” in mind while working with the TTF. She mentioned that citizen involvement early in the process can change transportation planning in Tualatin, the Metro region and Oregon.

Alice Rouyer mentioned that Councilor Wade Brooksby was unable to attend the meeting but wanted to extend a welcome and a thank you to the TTF.

Eryn Kehe led introductions of staff and consultants. Committee members introduced themselves.

Communication from the Public

There was one comment from the public:

Kathy Newcomb thanked staff for responding to her request to involve the public at the beginning of each Task Force Meeting. In addition, she will be communicating with Dayna Webb and others about possible Park and Ride locations and Origin/Destination questions.

General Items

Alice quickly reviewed the schedule for the TTF (handout). She mentioned that this was the first of monthly (and occasionally bi-monthly) meetings through August 2012. TTF meeting #2 will be on December 15 from 5-7pm at the Tualatin Police Department. She quickly reviewed the TTF Year of Transportation graphic (handout) pointing out the interactions between the public, TTF, Working Groups, Tualatin Planning Advisory Committee and the City Council.

Eryn mentioned that in such a large and unique group it can be particularly challenging to make sure all are voices are heard. She explained the “Stop”, “Yield” and “Go” signs that were distributed to each member. A “Stop” sign held up by a member lets Eryn know that there is an issue or problem that needs to be discussed. A “Yield” sign means the member has some reservations but can move forward. A “Go” sign signals support by the member. She asked the committee members to use the signs to indicate their understanding of the signs. All used “Go”.

Eryn said that scheduling for such a large group was difficult, but that it was becoming clear that Thursday evening meetings would be the best for the most members. She asked the members to use

their signs to indicate their level of comfort with meetings typically taking place on Thursday evenings. There were three “Yield” signs and the rest were “Go”. Of the three “Yield” signs, two had a few conflicts with Thursdays in the coming months and one mentioned a revolving meeting on the third Thursday of the month.

Eryn reviewed the Draft TTF Roles, Responsibilities, and Meeting Guidelines (handout). She reviewed the Purpose of the Committee, Responsibilities, Committee Structure, Meeting Guidelines, Participation Guidelines Decision-making and Communications between Meetings. She mentioned that alternates have been identified. If a TTF member is unaware of their alternate he/she should seek out project staff after the meeting to identify their alternate in case they were unable to attend a meeting.

Councilor Monique Beikman suggested adding a bullet to the “Tualatin and consultant staff will” section stating that is the responsibility of the Council to push information out to CIOs and others to ensure citizens are being informed of the process.

It was asked if Wi-Fi would be available at meetings, allowing members to view documents electronically during the meetings. Staff said that, yes, Wi-Fi would be available.

Under “Decision Making”, Councilor Monique Beikman suggested that the CIC was the incorrect body for staff to suggest a direction to if consensus is not reached. She suggested that it be changed to the “Council Representatives to the TTF”. Also, anywhere the CIC mentioned, it should be updated to the new name Council Committee on Advisory Appointments (CCAA).

Eryn said that these changes will be made to the document and redistributed to the members. At TTF #2, the members will be asked to approve the document.

Transportation System Plan

Dayna Webb gave a brief Transportation System Plan Overview PowerPoint presentation (handout). The PowerPoint included:

- Purpose
- Staff (City and Consultant)
- Map Overview
- Public Outreach Overview
- Needs and Opportunities Overview
- Project Schedule

SW Corridor Plan

Alice Rouyer gave a brief SW Corridor Plan Overview PowerPoint presentation (handout). The PowerPoint included:

- Purpose
- Staff
- Project Lead
- Overview of:
 - Length
 - Population (current and projected)
 - Employees (current and projected)
 - Projected travel time

- Existing Major Transit Facilities
- Project Partners
- Integrated approach graphic
- Project Schedule

Linking Tualatin

Cindy Hahn gave a brief Linking Tualatin Overview PowerPoint presentation (handout).

The PowerPoint included:

- Purpose
- Staff (City and Consultant)
- Nodes (map)
- Project Highlights
- Project Schedule

Basalt Creek

Ben Bryant gave a brief Basalt Creek Overview PowerPoint presentation (handout).

The PowerPoint included:

- Purpose
- Staff
- Project Lead
- Overview Map
- Project Highlights
 - Long Range Planning
 - Boones Ferry Road Improvements
 - SW 124th Ave Extension
- Project Schedule

Transportation System Plan

Theresa Carr gave a brief Transportation System Plan Update PowerPoint Presentation (handout).

The PowerPoint included:

- What is a Transportation System Plan (TSP)?
- What does Tualatin's TSP look like?
- Why do a TSP?
- What must a TSP Include?
- Why update Tualatin's TSP Now?
- The Tualatin TSP Overview
- The Tualatin TSP Phases
- Who is involved in developing the Tualatin TSP?
- The Tualatin TSP Main Steps
- Tualatin TSP Schedule

General Questions and Discussion

A committee member asked about rail use in the city and what influence the TTF can have over the use of rail. Theresa said that as part of the TSP, the project team would talk to the rail owners and rail users and ask them about current and projected use. The TSP will do assessments to see if rail is being used to its potential and if there are any benefits associated with more or fewer deliveries by rail. Ultimately it comes down to how the rail owners and users choose to make their deliveries.

A committee member asked about High Speed Rail and if there would be a designated Working Group focused on High Speed Rail. Theresa mentioned that the Oregon Passenger Rail Study has been ramping up and would be proceeding in 2012. She said that the project team purposefully did not designate the topics Working Groups would focus on. The project team wants the Working Group topics to come from the committee.

There was a general discussion about what materials would be provided to the committee. All materials will be provided to the committee members one week prior to each meeting. Any information can be requested of the project team at any time. Shorter "Summary" versions of documents will be provided when relevant.

There was a general discussion about creating a realistic TSP, one where projects had a reasonable expectation of being funded. Theresa said that as part of the TSP, different potential funding sources will be analyzed and the TSP will only include what is reasonably likely to be fundable and buildable in 20 years.

Communication from the Public

There were two comments from the public:

Joe Lipscomb suggested that the TSP and Linking Tualatin examine "Door to Door" transit service. The current Lift Service is inadequate and there will be an increasing need to serve the growing aging population. He mentioned that there were adequate "Door to Door" services elsewhere that could be used as an example. He also mentioned that the design of sidewalks, street lighting, benches, crosswalk timing need to account for the growing aging population.

Kathy Newcomb said that there is not going to be much money for street widening. She mentioned that in books that she has read, it is noted that widening streets also means more traffic, not reduced traffic. There are ways to reduce traffic on existing streets that should be fully explored before streets are widened. She has also been examining the changes to Urban Renewal laws and how those changes will impact potential funding for future development.

Closing and Next Meeting

Eryn said that the project team values input from the public and that 10 minutes would be provided at the beginning and end of each meeting for public comment. If many people from the public want to comment, to ensure everyone is heard, there will be a time limit for each individual. Discussion time will not be part of the public comments. If a dialogue needs to happen related to a public comment, staff will follow up with that person and ensure their questions and comments are adequately answered.

Eryn mentioned the evaluation form (handout) and asked committee members to take the time to fill out the forms and leave them for the project team. The evaluation forms will be distributed at every other meeting and will be used to improve the meetings. She noted that sound quality has

been identified as an issue and that the project team will work to improve the sound for future meetings.

Eryn asked the committee members to please RSVP to future meetings. Materials will be distributed at least one week before each meeting. She also gave the committee members homework. She requested that they take time to reflect on what values they are individually bringing to the process. She said the values should remain “big picture” and will be used in an exercise at the next meeting to help establish the Goals and Objectives for the project.

Next Meeting:

Thursday December 15, 2011

5-7pm

Tualatin Police Department

Meeting adjourned.

Transportation Task Force

3. B.

Meeting

Date:

12/15/2011

Attachments

Roles and Responsibilities

DRAFT Tualatin Transportation Task Force Roles, Responsibilities, and Meeting Guidelines



City of Tualatin

Purpose of Committee

The Transportation Task Force (TTF) is a group of people brought together for the purpose of advising the Tualatin Planning Advisory Committee (TPAC) and the Tualatin City Council about the needs and concerns of the community regarding transportation. The TTF should be representative of the many audiences who will have an interest in this process and the resulting transportation projects. The TTF is also representative of State and local agencies and nearby jurisdictions that are involved in transportation decision-making. The TTF must be able to work together to give a clear direction to the staff and their consultants on important project decisions. The TTF will be asked to weigh-in on key questions during the development of these priority transportation projects.

Responsibilities

Members of the TTF will:

- Participate for at least one year attending monthly or semimonthly meetings.
- Reflect the needs of the Tualatin community.
- Review study reports and materials produced by Tualatin staff and its consultants.
- Make recommendations to staff.
- Work with other TTF members to identify shared solutions where possible.
- Identify ways to actively involve community members in the process.
- Strive to keep the people they represent informed about the process and seek their feedback on materials.
- Participate in working group meetings and, whenever possible, attend other public outreach events.

TTF Alternates will:

- Assume all responsibilities of a member when participating in meetings.
- Follow the process and regularly attend meetings. If an alternate has not participated in previous meetings their participation in group decision-making may be limited.

Tualatin and consultant staff will:

- Summarize TTF discussions.
- Consider all community feedback (including TTF recommendations) when making project suggestions to TPAC and the City Council.
- Serve as a conduit for information to the CIO's and other groups.

The facilitator will:

- Ensure that everyone has an opportunity to participate.
- Keep meetings moving and focused on the agenda.
- Start and end meetings on time unless the group agrees to extend the meeting time.
- Provide time for public comment and ensure that it is an item on each agenda.
- Enforce TTF meeting guidelines.

Committee Structure

- If a member of the TTF can no longer serve, the Council Committee on Advisory Appointments (CCAA) will determine whether to replace the member, and may work with the member to identify a potential replacement.
- Alternates are allowed. They must be approved in advance and put on a roster kept by staff.
- Some members of the TTF serve in an advisory role. Agency and neighboring City representatives participate in the Task Force to advise City staff and share their agency's perspective.

Committee Meeting Guidelines

Meeting Guidelines

- Meeting materials will be posted to the TTF webpage generally one week in advance of meetings with an email notice sent to committee members. Paper copies of meeting materials will be available to TTF members upon request.
- A limited number of printed copies will be available at meetings for the public.
- If other accommodations are required for TTF members or the public to participate in meetings fully, please make those requests to staff (contact information below).

Participation Guidelines

- Participate in the spirit of negotiation and open communication.
 - Agree to be here to participate, to share information about related topics, listen to others and be open to different ideas.
 - Stay on agenda.
- Participate without dominating.
 - Treat each other with dignity and respect.
 - Listen until speaker finishes; allow others to share their thoughts.
 - Derogatory language or attacks on other people's values or culture are not permitted.
- Keep things transparent.
 - Bring information to the table that is relevant to the conversation; the group can't address issues that aren't raised during meetings.
 - Share information with the group about simultaneous processes and other relevant things you are working on.
- Be present.
 - Silence cell phones and put them away during meetings.

Decision-making

- The TTF will provide advice by consensus. Consensus is defined as the point where committee members agree on the best option for the group even if it is not what an individual committee member would choose for themselves or their organization.
- If the group agrees that consensus cannot be reached, staff will document all differing opinions to share with TPAC and Council. Members can also write a summary of their position (majority/minority report).
- City staff will follow up with TTF members if a change occurs after the group's review of final documents and explain the changes that resulted. Changes could occur after staff or legal review, public comment, or based on TPAC/City Council direction.
- When a member is absent, their approved alternate can participate in the development of group recommendations, but only if they have followed the process and attended a majority of meetings.

Communications between meetings

- TTF members will not provide comments on behalf of the group (to the media or a decision-making body like the City Council) without being directed to do so by full agreement of the TTF.
- The staff contact for media inquiries is Ben Bryant at the City of Tualatin, 503-691-3049 or bbryant@ci.tualatin.or.us.
- TTF members are encouraged to communicate with each other and with staff between meetings.
- Direct communications to Task Force Liaison: Cindy Hahn at the City of Tualatin, 503-691-3029 or chahn@ci.tualatin.or.us.

Transportation Task Force

6.

Meeting

Date:

12/15/2011

Attachments

Overview of Existing Conditions



City of Tualatin

Virtual Tour of Existing Conditions

Presentation to
Tualatin Transportation Task Force
December 15, 2011





What existing conditions we studied

- Land use
- Roadway system and conditions
- Traffic operations (congestion, etc.)
- Safety
- Bicycle System
- Pedestrian System
- Public Transit
- Freight rail, pipeline, waterway, airport

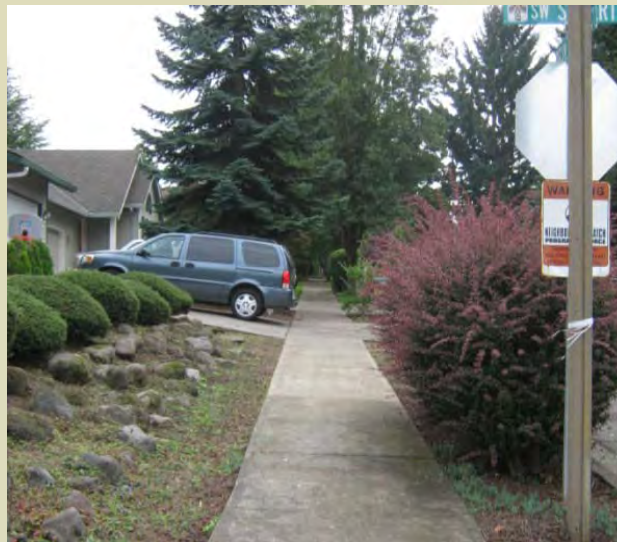
Why do we study existing conditions?

- Understand the current state of the transportation system in Tualatin
 - Opportunities
 - Deficiencies
- Baseline for analysis
- Required by state TSP guidelines

Land use

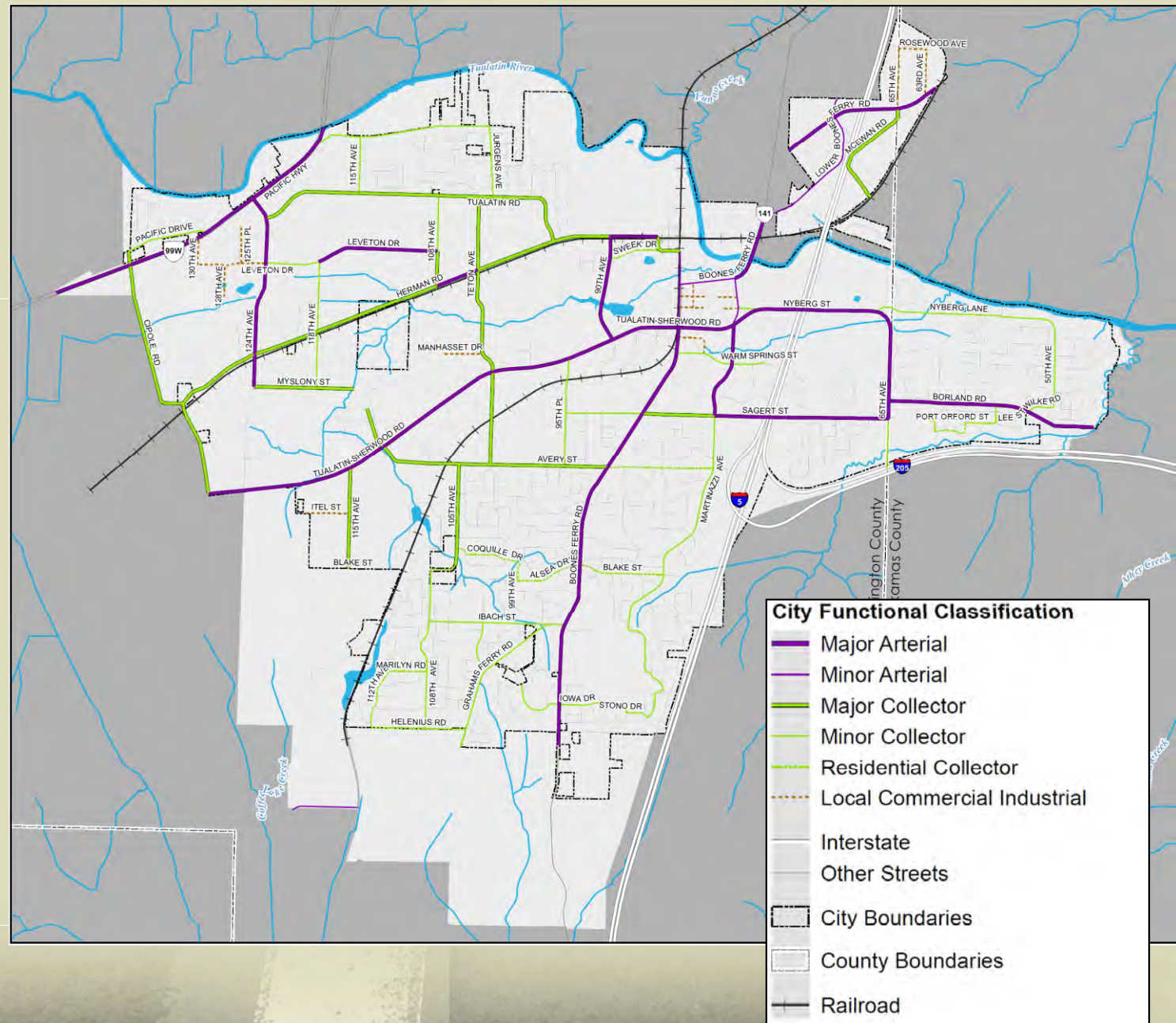
Land uses affect the transportation system

- Residential
- Employment
 - Manufacturing
 - Office
- Commercial



Roadway System and Conditions

- Roadway designations
- Compare to standards
- Intersection configuration

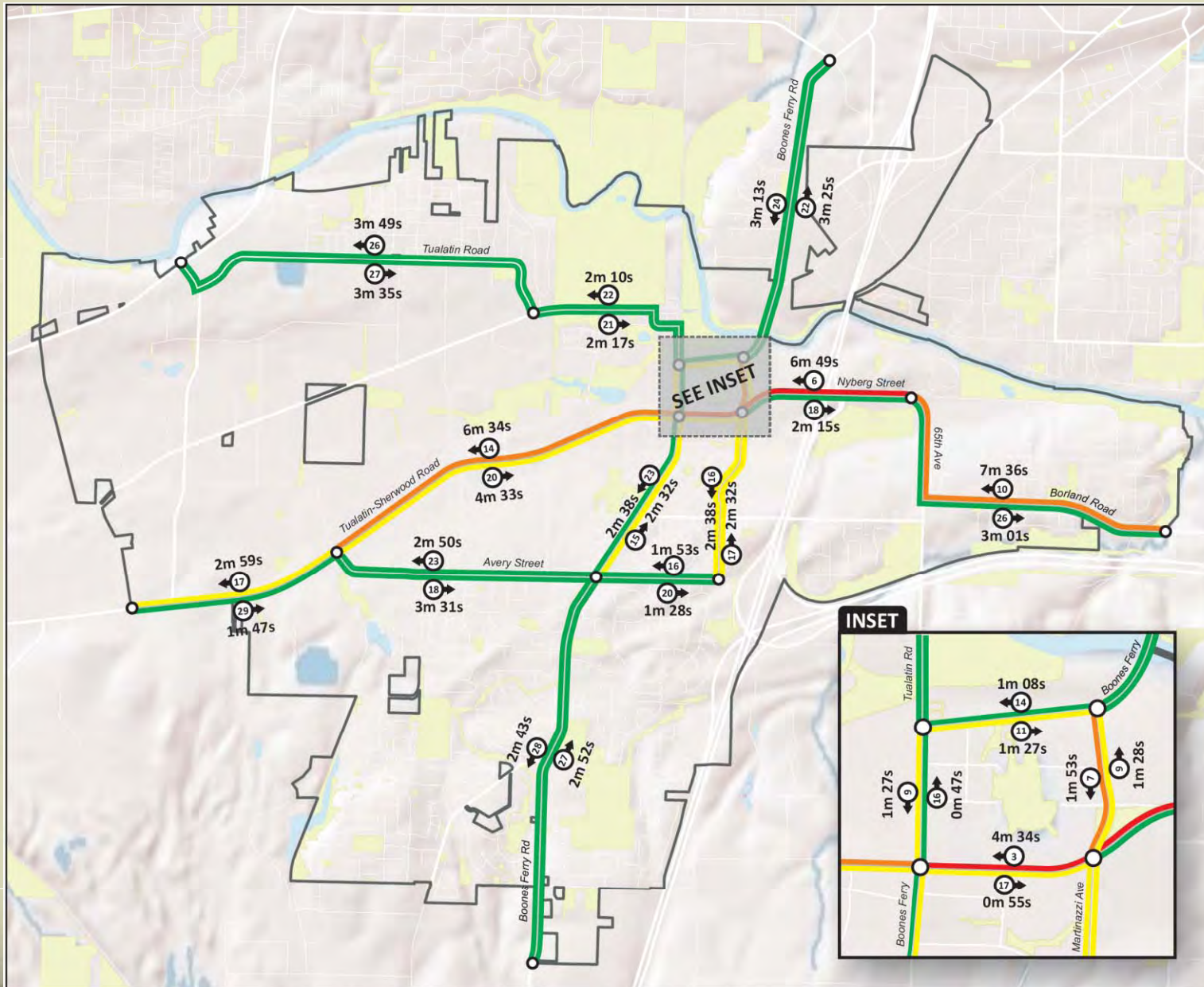


Traffic Operations

- Congested intersections and road segments
- Rush hour
- Truck percentages
- Travel speeds

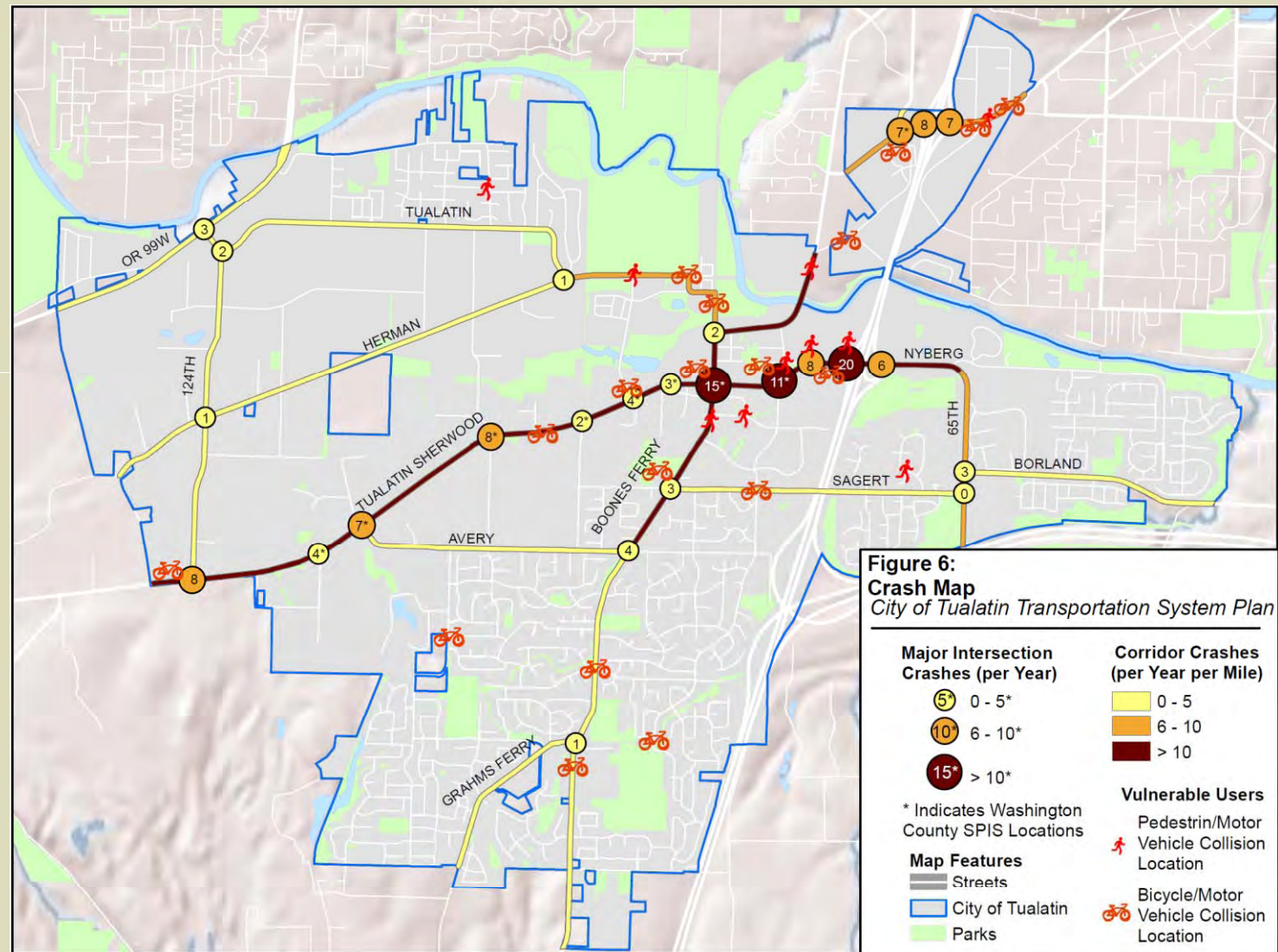


Travel time in Tualatin



Safety

- Crash locations
- Areas with multiple crashes



Safety Priority Index Sites (SPIS) compare crash rate to state or county averages

Bicycle Facilities

- Bicycling is an alternate to the vehicle
- Accommodates those who cannot or do not want to drive



Bicycle Needs

- Difficult left turns
- Narrow bike lanes
- Areas with low bike visibility
- Obstacles in bike lanes
- Gaps in the network



Pedestrian Facilities



- Everyone is a pedestrian
- Alternative for those who cannot or do not want to drive

Pedestrian Needs

- Sidewalk gaps
- Barriers on sidewalks
- Interconnected network of multi-use paths
- Safety



Public Transit

- 6 TriMet lines
- 1 SMART line
- 4 Park and Rides
- Commuter Rail
- Ridership - average daily passengers getting on and off:
 - Line 96: 1190
 - Line 76: 1080
 - WES: 440
 - Line 12: 130
 - Lines 37 and 38: 50
 - Line 36: 40




Freight Rail and Pipeline

Could potentially impact other transportation

- 2 freight rail lines
- 1 natural gas pipeline within the city
- 1 gasoline pipeline in the SW Concept Plan area



What we heard from you



TUALATIN TSP

[Home](#) [About the Project](#) [Public Involvement](#) [Comments](#)

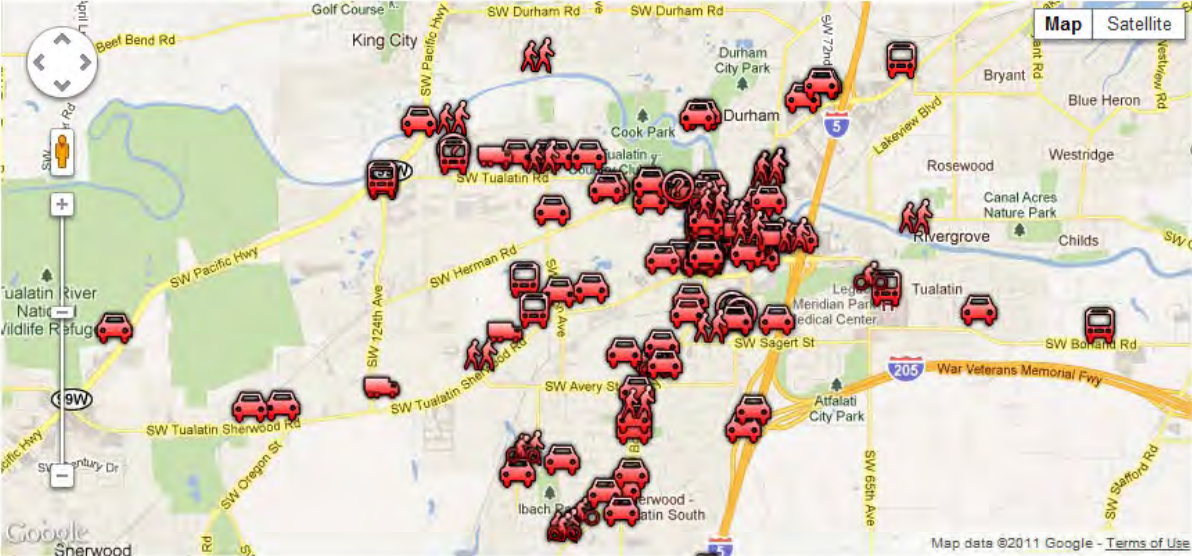
[Español](#) | [Website Map](#) | Font [A](#) [A+](#)

Comment Map

The first step in updating the Transportation System Plan is assessing what we have. Use our interactive comment map below to share your perspective on Tualatin's transportation system. Click on the red transportation icons to see what others have said about places in Tualatin. You can agree or disagree with the comments or [submit](#) your own thoughts about a place.

Share this page: [f](#) [t](#) [v](#) [p](#) [s](#)

[Submit a Comment](#) [Browse Comment List](#)



Map data ©2011 Google - [Terms of Use](#)

Map Layers

Filter by transportation type...

Comment Map

Transportation Task Force

9.

Meeting

Date:

12/15/2011

Attachments

Look Ahead

TUALATIN TRANSPORTATION TASK FORCE

LOOK AHEAD

2012

IMPORTANT DATES

DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

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FEBRUARY

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MARCH

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APRIL

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29	30					

DECEMBER 15 - TSP FOCUS

EXISTING CONDITIONS, LAND USE SCENARIOS, AND GOALS & OBJECTIVES

JANUARY 19 - TSP & LINKING TUALATIN (LT)

GOALS & OBJECTIVES, EVALUATION CRITERIA, NODE CRITERIA, OPEN HOUSE

FEBRUARY 2 - TSP FOCUS

GOALS & OBJECTIVES, EVALUATION CRITERIA, FUTURE CONDITIONS, OPEN HOUSE

FEBRUARY 16

OPEN HOUSE - TSP & LT COMBINED

FEBRUARY 23 - LT FOCUS

NODE SELECTION CRITERIA, NODE LOCATIONS, EXISTING CONDITIONS

MARCH 12 - TSP & LT COMBINED

CITY COUNCIL DISCUSSION ON GOALS & OBJECTIVES AND EXISTING CONDITIONS

MARCH 15 - TSP FOCUS

OPEN HOUSE DEBRIEF, WORKING GROUPS, LONG LIST OF OPTIONS

APRIL 5 - LT FOCUS

TPOLOGIES (LAND USE TYPES), NODE EVALUATION CRITERIA

APRIL 19 - TSP FOCUS

SCREENED LIST OF FEASIBLE OPTIONS, EVALUATION FEASIBLE OPTIONS

APRIL 23 - LT FOCUS

CITY COUNCIL DISCUSSION ON TPOLOGIES (LAND USE TYPES) AND NODE EVALUATION CRITERIA

COLOR KEY



TASK FORCE



OPEN HOUSE



CITY COUNCIL

City of Tualatin

18880 SW Martinazzi Avenue

Tualatin, OR 97062

www.ci.tualatin.or.us



City of Tualatin