



DRAFT MEETING NOTES

PFG MEETING NO. 1 DATE: October 16, 2007 TIME: 4:00 - 6:00 p.m.

ATTENDEES:

PROJECT FOCUS GROUP COMMITTEE MEMBERS

Sue Nelson	✓	John Tomblad	✓
JoAnn E. Burton	✓	John Kennedy	✓
Elisabeth Zeller	✓	Peter Leonard	✓
Michael Gerhards	✓	Ryan Egge	✓
Greg Piper	✓	Jerry Renfro	
George Austin	✓	Hal Ballard	✓
Kimberly Goddard-Kropf	✓	Jinde Zhu	✓

PROJECT MANAGEMENT TEAM (PMT)

Washington County	
Matt Costigan	✓
Jan Wilson	✓
Howell Consulting	
Leslie Howell	✓
David Evans and Associates, Inc.	
Jim Evans	✓
Danny Hori	✓
Jeannette Woodhull	✓

Other Attendees:	
No other attendees from the Public attended.	

NOTES:

1. Welcome and Introductions: Leslie Howell

Leslie Howell, Howell Consulting, facilitator of the PFG.

Matt Costigan, Washington County, Project Manager overseeing the project through design and the construction phase.

Jim Evans, David Evans and Associates, Project Manager for design team and consultants to Washington County.

Jeannette Woodhull, David Evans and Associates, Project Administrative Assistant
Jinde Zhu, Washington County Traffic Engineer, involved with the traffic study for this project and can answer traffic questions that the PFG may have.

Greg Piper, Burton Meadows, HOA, interested in traffic patterns, roadway, runoffs and everything about this project.

Kimberly Goddard-Kropf, CPO 7 representative, interested in our community and will be reporting to back to the members of CPO 7 about this project.

George Austin, Bauer Crest HOA representative, interested in the project and how this project will affect our Community.

Elisabeth Zeller, Resident, currently lives off Saltzman but moving to a nearby neighborhood, interested in bicycle issues and how this project will work.

John Tornblad, CPO 1 representative and also is a resident of the Saltzman area.

Peter Leonard, Cedar Mill Community Library representative

Ryan Egge, Cedar Mill Business Association representative, will report back to the business association any information regarding this project.

Hal Ballard, Executive Director of the Washington County Bicycle Transportation Coalition representative, interested in safe passage for all through this project. Lives in Bethany area so what happens here will affect everyone in the area.

Joanne Burton, 50-year resident, has seen a lot of changes in the neighborhood and will be filling in residents from the Dogwood and Filbert areas about some of the decisions being made on this project.

John Kennedy, St. Pius X Church representing 2000+ parishioners. Interested in safety for all, especially school aged children, in and out of the area of the church.

Danny Hori, David Evans and Associates, roadway designer. Will take any specific technical questions relating to the geometrics or design safety of this project.

Jan Wilson, Washington County, Administrative Assistant. Can help anyone in reaching Matt Costigan the project manager of this project.

Project Notebooks were prepared for all the committee members. Members should bring their notebooks to future meetings. Additional information will be handed out for their notebooks at future meetings.

2. Review Agenda: Purpose of Tonight's Meeting - Leslie Howell

Purpose of tonight's meeting is to provide the committee with background on the project, and to set ground rules for the Project Focus Group.

3. Focus Group Ground Rules - Leslie Howell

Leslie Howell reviewed draft charts showing PFG roles and responsibilities, Meeting Ground Rules and Communication guidelines. She began with a few opening comments and asked the PFG to make modifications as they felt appropriate for their group. The following represents what was agreed upon by the PFG.

Roles and Responsibilities Adopted by the PFG/PMT:

Project Focus Group (PFG)

- Provide feedback to the Project Management Team (PMT) during the project design process
- Represent their organizations interests and perspectives (where applicable)
- Listen to technical information and public comments
- Actively participate and strive to attend all meetings and open houses.
- Endeavor to have no surprises -communicate all relevant information at the PFG meetings or through the PMT between meetings
- Abide by project ground rules and communication guidelines

Project Management Team

- Define project scope and parameters
- Manage scope, schedule and budget

- Set agendas for meetings and run meetings efficiently; provide meeting summaries
- Provide information to the PFG for consideration and evaluation
- Point of contact for media and elected officials
- Respond to PFG requests for information and concerns where feasible
- Make decisions regarding project design

Ground Rules Adopted by the PFG/PMT:

- Respect the views of others
- Concentrate on issues, not personalities
- Treat others as you would like to be treated
- Listen carefully with the intent of understanding
- Don't interrupt others
- Don't dominate the discussion; let others present their views
- State your issues honestly and clearly as early in the process as possible
- Be constructive and provide positive ideas or alternatives
- Read materials in advance and be prepared for discussions
- Commit to attend all meetings and participate fully; provide substitute if needed
- Ask questions and seek information for understanding
- Place cell phones and pagers on silent mode

Communication Guidelines Adopted by PFG/PMT:

- PMT will provide a draft meeting agenda in advance of PFG meetings for review
- PMT will prepare a summary of each PFG meeting and provide to PFG in advance of next meeting for their review and approval
- Time will be provided on each meeting agenda for members of the public to provide comment to the PFG and/or PMT
- PFG members will notify the PMT between meetings if information becomes available that should be provided to the PMT
- PFG and PMT members will communicate effectively with elected officials and citizens when questions about the project are asked
- PFG members will refer any media inquiries to the County project manager, Matt Costigan.

Website information: www.deainc.com/Saltzmanroad or you may view the Washington County's website at www.co.washington.or.us/deptmts/lut/cap_proj/saltzman.htm

Jeannette Woodhull will check with DEA's webmaster to see if a blog page can be arranged.

Meeting Time Discussion:

Some PFG members would prefer a later time (than 4-6 pm) for meeting. The group agreed that 5-7 pm is the preferred meeting time. The group discussed which day of the week works best and it was determined that Thursdays are preferred. The next meeting was tentatively scheduled for the 20th of November, from 5:00 – 7:00 p.m. Meeting rooms have proved difficult to schedule, but it is hoped that most of the PFG meetings will be at the Cedar Mill Library or St. Pius X Church. Different meeting locations suggested by the PFG were: The Methodist Church, The Grange Hall, St. Pius X Church, and the Sunset Athletic Club.

SINCE PFG #1, THE DATE FOR PFG #2 HAS CHANGED TO WEDNESDAY, NOVEMBER 14TH FROM 5-7 AT ST PIUS X CHURCH.

4. Project Overview, Background and History - Matt Costigan

Matt began by thanking the PFG for volunteering their time to be on this committee and taking time to attend tonight's meeting. The information that the PFG will provide is beneficial to this project and to the designers.

Background and Funding:

This project is a Major Streets and Transportation Improvement Project (MSTIP 3B) project.

- MSTIP 1 was a levy started back in the late 80's for \$55M to do road improvements
- MSTIP 2 came out in the early 90's for about \$77M.
- MSTIP 3 came out in the mid 90's and funds \$263M of road improvement projects in Washington County (Cornell Barnes and Oleson Road are examples of MSTIP 3 projects in the area). County is in the process of wrapping up the final MSTIP 3 projects

- Funding has now become part of the General Fund (about \$23M/year has been dedicated to transportation improvement projects). Projects currently identified are funded through either 3B or 3C.
- MSTIP 3B incorporates the design and right-of-way for Saltzman: Cornell to Thompson.
- MSTIP 3C funds are for construction of the first phase of the construction from Cornell to Bauer Woods Drive South.
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- MSTIP 4 is being developed for funding future transportation projects and the County will be identifying projects later next year.
- Originally this project was suppose to go all the way to Laidlaw, but because of funding reasons the project limits were shorten.
- Two phases in the project:

- Phase I NW Cornell Road to NW Bauer Woods Drive South all the way to construction
- Phase II NW Bauer Woods Drive South to NW Thompson Road - be done at a later date, funds not identified, but some of the right-of-way will be acquired during Phase I.
- Taking design to 50% design level including land use permits. As soon as Phase II funding is available, we will be able to go right into construction.
- PFG will be involved in Phase II to the 50% design. No other project focus group will be identified for Phase II, since Phase I detailing will be similar into Phase II.
- North of Burton the majority of the right-of-way is already there because of the recent development.
- Area north of Thompson has been excluded from this project due to some future developments and the potential realignment of Saltzman.

5. Schedule:

- Goal is to get Phase I out to construction later part of next year, first part of 2009 to start construction, and wrap-up about a year later.
- We are having our first PFG meeting, probably have 2 more meetings before the end of the year. In 2008 probably have an open house early in the year, 3 more PFG meetings and one more open house.
- Intent is try to build in Spring 2009 with construction completed in 2010.
- Construction staging will be shown in construction plans. Staging won't be determined until 50% stage. Contractor probably will submit a staging plan and as long it doesn't mess with our criteria we will probably let him do it his way. Additional conversations of the staging will be held at future meetings.

6. Traffic - Danny Hori

Danny Hori reviewed existing conditions shown on two strip maps.

- Project length is 1.0 mile on Phase I and .7 miles on Phase II. Total project length is 1.7 miles.
- Existing pavement width and configuration is about 26-28' edge to edge of the paved section (narrow for a heavy traffic area).
- At Cornell/Thompson there are turn lanes which add additional width for turning movements.
- 18 intersections that will need to be designed. There may be some restrictions to moving pavement up or down due to driveway or roadway connections. Matching issues will need to be dealt with. Out of the 18 intersections, only five intersections have channelization.
- Existing right-of-way- County has proposed a desirable ROW width of 90'. Two-thirds of the project section from Cornell to Thompson already has a 90' wide corridor. The other 1/3 do not have a 90' wide corridor.

- Impacts or purchasing of right-of-way is not going to be automatic. County and design engineers will look at whether impacts can be avoided.
- Design speed is a site distance measurement to see a problem ahead such as an object, your reaction time to apply the brake and physically come to a stop before you hit that object.. Design speed is not the posted speed. Designers use this value to identify how straight a road is both horizontally, vertically. Design speed is a safety issue. Design speed is usually 10 mph over posted speed.
 - Across from St. Pius X Church technically fits a 40-mph design speed, which shortens the stopping site distance by about 50'.
 - Vertical alignment is the crest and sags when you drive the road. Phase I the existing road profile vertical alignment is pretty good except for a little crest or high spot in the vicinity of Marshall. 40 mph design speed area or deficient and must be improved.
 - Challenge is going to get the added width for improvement for Phase I and all driveways and street match back up so they are useable.
 - Phase II is problem section, looking at the crest it is a 35 mph design speed. 40 mph posted speed, showing it is should be a 45 design speed. Take design up to 50% to see how much improvement we get after designed.
- Traffic Count Numbers:
 - Morning traffic heavier going southbound
 - Higher going northbound in the evenings
 - Traffic specialists are looking at warrants for traffic signals Early indication of likely candidates: 128th, Burton, and Bauer Woods.
 - Elisabeth asked if the County had considered a roundabout or traffic circle? Traffic Circle or roundabout would have a greater impact to right-of-way. Traffic circle is usually done in urban areas. However, Saltzman Road is designated as an arterial and traffic calming is not allowed on an arterial.. Traffic circle is considered traffic calming device. Roundabout generally used with high number of vehicles and yield. Impact is a lot greater than a traffic signal.
 - Out of 925 vehicles traveling Southbound on Saltzman Road at Marshall Street in the am peak hour, 645 vehicles in the am peak hour intersected Cornell Road. Approximately 300 vehicles circumvented the signal through the neighborhoods.
 - Looking at traffic counts projected 20-years into the future.
 - Level of service for Cornell/Saltzman will be available at the next meeting.
- Wetland and wildlife areas are noted on the strip map in blue. Also sensitive areas that must be avoided if possible.

7. Proposed Improvements - Jim Evans

Ultimate Typical Section for 3-Lane Roadway

- 3 Lanes
- Center turn lane 14'
- 6' bike lane
- 14' wide landscape strip
- 5' sidewalk with planter strip or a 5' curb tight sidewalk (no planter strip)
- Sidewalk can be designed to go behind a tree as long as an arborist states that the tree will not be impacted by the curb tight sidewalk and its survival rate is good. Trees become a landscape strip.
- Acquisition of right-of-way likely to occur Spring of 2008 It will take at least one year to acquire right-of-way. Build Spring of 2009.
- Travel lanes may be narrowed down in places.
 - Could consider narrowing roadway travel lanes to 11' or center lanes to 13'.
- Matt stated that goal is to keep traffic on Saltzman and eliminating cars backing up on Saltzman.

Project Requirements

- Calming devices (including traffic circle or speed bumps)are not allowed on an arterial.
- Number of lanes: 3-lanes.
 - With a potential of adding right turn lanes in at certain intersections.
- Minimum requirement right-of-way width: 90'
 - Developer would have to develop to a right-of-way width of 98' for a 5-lane configuration.
 - Right-of-way acquisition is not set in stone to buy 90' of right-of-way, so County is flexible.
- Posted Speeds:
 - 35 mph to NW Cornell to NW Burton
 - 40 mph from NW Burton to NW Thompson Road
 - Changing of the posted speed requires a study before the speed limit can be changed. At the next meeting, we will discuss criteria to change a posted speed.
- Design Speed: 45 mph
- Lane widths: 12' typical
- Sidewalk and bike lanes:
 - Sidewalks on both sides
 - Bike lanes on both sides
 - Exceptions, if impacting or relocating a house is an issue - may narrow down bike lane or sidewalk
- Signals: As required
 - Next meeting signals will be discussed
 - Criteria for signals is 9 warrants - 2 warrants must be met.

- Accident history and traffic volume effect warrants
- Signals interconnect to hold traffic back and avoid stacking. You cannot interconnect a signal more than ½ mile apart in order for the signals to talk to each other.
- Landscaping: Yes
 - Envision trying to work around what is out there
- Lighting: Yes
 - Low level architectural lighting
- Town Center Guidelines: Cornell to Kearney
 - Addressing sidewalk widths
 - Landscape widths
 - Lane configurations
 - Driven by aesthetics look and feel for businesses
- Transit: No
 - Continue to talk to TriMet just in case they decide to put in transit.
- Funding:
 - MSTIP 3B (Design and Right-of-Way)
 - Phases I and II to 50% level
 - MSTIP 3C (Construction)
 - Phase I funded for construction
 - Phase II funds are not available (10-year look or better)
- PFG members are our eyes and ears on this project. For example, we need information on site distance, pedestrian movement at the church and other issues we may not have heard about. We value your opinion.
- Design goal is to build it with minimum impact to the Community while at the same time improving the transportation system

8. Public Involvement - Leslie Howell

Issue Bin

The following items were added to the issue bin for response at future meetings:

- Level of Service
- Traffic Warrants
- Speed Board
- Roundabout/Traffic Circle
- Blog

CPO, HOA and Business Associates Representatives:

- Ask the PMT to come and talk to CPO, HOA Groups or Business Associations
- Jim and Matt will be walking the corridor with flyers and knocking on doors, members of the PFG are welcome to accompany them.
- Matt has met with CPO 1 and the Business Association.

Schedule of Public Involvement Opportunities:

Leslie reviewed anticipated public involvement activities using the Public Involvement Process Chart.

- At PFG#2: We will talk about traffic, discuss design issues, and brainstorm issues/constraints.
- By December, 2007 refining the alignment.
- Open house in early 2008, obtain feedback on initial design.
- Come together as a group for PFG #4 and the designers will continue with the design.
- If there is an opportunity that we are missing that you feel we could have a chance to meet with someone, please bring it up.
- John Tornblad encouraged the PMT to consider a blog that could be very beneficial to this project. Jeannette again will check with the webmaster at DEA and County feels about a blog and any restraints. CPO 1 volunteered to host a website for the blog. Information will be brought back to the PFG.

Summary of the Open House:

Leslie reviewed the results from the first project open house, referring to the open house summary provided in the project notebooks.

- Purpose of the July 19, 2007 Open House was to introduce the project to the neighborhood and solicit PFG members.
- Issues identified were recorded on strip maps and via comment forms; responses were provided by the project team in the notes.
- Familiarize yourself with the information contained Open House Meeting Notes and Comment Summary.
- At PFG meeting #2, come prepared to bring up any items that are missing to make sure that this initial issues list is flushed out.
- Ask any questions that you may have.

Next Meeting: November 14, 2007 from 5:00 - 7:00 p.m. at St Pius X church and is Open to the Public.

Meeting Adjourned.