

2024 Transportation Growth Management Grant Application

Instructions

Be sure to download and review the [2024 Application Packet](#) before filling out this grant application.

You can save your progress and revisit this form at any time by clicking the "Save" button at the bottom of the page.

Applications must be received by July 31, 2024 at 11:59 p.m. (PDT)

Applicant information

Instructions: Complete this information for the applicant. Provide both a designated contact and an authorized representative (if different than the designated contact) for your entity.

Response instructions are on page 9 of the 2024 Application Packet.

Primary applicant jurisdiction

City of Yamhill

Mailing address

205 South Maple Street

Address Line 1

Address Line 2

Yamhil Oregon 97148

City

State

Zip Code

Website

<https://cityofyamhill.org>

Contact person name

Walt Wendolowski

First

Last

Contact person title

Contract City Planner

Contact phone

(503) 689-7288

Contact email

walt@wjwplan.com

Name of person empowered to sign the agreement with ODOT, if different from the applicant contact

Shelley

First

Reimer

Last

Title of above named person

City Administrator

Phone

(503) 662-3511

Email

sreimer@cityofyamhill.org

List co-applicants (if a joint project)

List co-applicants (if a joint project)	Providing match?
None	

Upload your resolution or authorized letter with associated meeting minutes from the governing body of applying jurisdiction(s) here:

R-826 A Resolution Supporting an Application for a TGM Grant to Update the City's TSP.pdf
PDFs only. Max 2mb per file.

Project information

Response instructions are on page 10 of the 2024 Application Packet.

Project title

City of Yamhill Transportation System Plan Update

Project area: Using either of the two fields below, attach a map of the project area or describe the area your project is located in.

Option 1: Project area map
PDFs only, 1 file maximum, 2mb file size limit.

Option 2: Project area description
City of Yamhill including all lands within the city limits and Urban Growth Boundary.

ODOT region (1-5)

Region 2

[ODOT Region Map](#)

Refer to the region map if you are unsure of your

region.

Type of grant

Category 1: Transportation System Planning

Summary description of project

The purpose of the grant request is to secure funds to update the City’s Comprehensive Plan Transportation element, creating a modern Transportation System Plan (TSP) addressing identified deficiencies and guide future transportation options for Yamhill. The TSP will address the current network, traffic safety, multi-modal transportation options, environmental impacts, and where appropriate, updates to the City Comprehensive Plan and Development Code.

Describe the purpose of your project and how the expected outcomes will address a transportation problem, need, opportunity, or issue. (Maximum characters: 750)

Project cost table

Response instructions are on page 11 of the 2024 Application Packet.

TGM funds requested for the work identified in Criterion 3	Consultant \$190,000.00	Local reimbursement <input type="text"/>	Total TGM funds requested \$190,000.00
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Local match	Minimum Match (Calculated) \$21,746.35 <i>Approximately 11.5% of requested funds</i>
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Match to be provided	Labor, supplies and services during project \$21,746.35	Payment when Intergovernmental Agreement is signed <input type="text"/>
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Total Match to be Provided
\$21,746.35

Award criteria

Criterion 1: Proposed project addresses a need and supports TGM objectives (up to 40 points)

The application demonstrates the proposed project clearly and effectively addresses a local or regional

transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM Objectives.

Response instructions are on page 13 of the 2024 Application Packet.

What is the transportation or transportation-related land use issue, problem, need, or opportunity the proposed project will address?

The City of Yamhill adopted the Transportation element of the Comprehensive Plan as part of a year 2000 update. While establishing a list of goals and general policies, as well as specific policies related to vehicles, bicycles and pedestrians, the element does not include supporting background information such as traffic counts, an analysis of alternatives, project priorities, timelines, or funding sources. The net result is transportation goals and policy recommendations that may no longer be applicable, with no plan of action for implementation, and fail to adequately address the City's growth and development.

An updated TSP is a timely project for the City. Currently, the City is managing a Department of Land Conservation and Development grant for Housing Planning assistance and a Technical Assistance grant addressing central business district regulations. The former will establish the basis for Code amendments relating to infill housing and includes a supporting building lands inventory. Between anticipated infill, and a potential to expand the urban growth boundary, it is incumbent upon the community to understand its transportation options with the anticipated increase in residential development.

The Technical Assistance study addresses potential Development Code changes to enhance the City's central business district. The district is located along State Highway 47 (Maple Street), which effectively separates active downtown businesses from most residences. Safe connections between residential neighborhoods and the core commercial area are critical to create a vibrant business core and enhance pedestrian traffic.

The City expects an updated TSP supporting those two projects. The housing study provides valuable information as to infill and potential areas for urban growth boundary expansion, while the central business district project enhances the viability of the downtown. An updated TSP is essential to ensure sufficient connectivity between residential and commercial areas and in a way that increases public safety and reduces dependency on the automobile.

Maximum characters: 3,000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

What are the proposed Project Objectives? How will the Project Objectives achieve one or more of the TGM Objectives?

Combined, the current housing study and downtown studies are expected to generate additional development prospects; therefore, it is important for the City to create a transportation system that serves both current issues as well as potential opportunities. An updated, modern TSP will help the City identify various improvements necessary to connect residential neighborhoods to the downtown, and to area schools (TGM Objectives 1.1, 2.1, 2.2).

State Highway 47 effectively divides the City, separating the downtown from a significant residential area and the Yamhill-Carlton School District sites. Enhanced and safe access improvements to the downtown will increase economic opportunities (3.1, 3.2, 3.3). Further, the TSP will respect the regional importance of the State Highway 47 and Highway 240 when addressing associated safety issues with vehicle, pedestrian, and bicycle traffic (1.2).

The current Transportation element identifies the need for improved pedestrian access and bike paths but does not identify preferred locations nor improvement priorities. An updated TSP will address these deficiencies, providing alternatives to the automobile, supporting environmentally friendly transportation alternatives (1.4, 2.3, 5.1). Having a safe way to walk or bicycle to the downtown or a local school is important to the community while concurrently promoting a healthy lifestyle.

In addition, per the 2020 United States Census, 31.3% of Yamhill residents are under 19 years of age while 11.5% of Yamhill residents are over 65 years old, making safe, multi-modal alternatives to the automobile a critical priority for approximately 43% of our community. The addition of bike lanes, multi-use paths, improved walkability, and creation of intra-city transportation options is beneficial for these groups (1.3).

Finally, the TSP will address potential improvements to the existing street network, identifying appropriate funding sources, and establishing improvement priorities. This ensures the City uses limited resources efficiently (4.1). Further, by incorporating a multi-modal transportation network, reliance on the automobile is reduced along with associated operating costs, thereby benefiting the public (4.2).

Maximum characters: 3,000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

Criterion 2: Proposed project is timely and urgent (up to 25 points)

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues
- make amendments to local plans or regulations necessitated by changes in local conditions or in federal regulations, state requirements, or regional plans
- build on, complement or take a necessary step toward completing or implementing other high priority community initiatives, including Governor's Regional Solutions Team priority
- resolve transportation or land use-related issues affecting the project readiness of local, regional or state transportation projects for which funding is expected to be obligated within the near future

Response instructions are on page 15 of the 2024 Application Packet.

Why is it important to do the proposed project in this grant cycle?

This application demonstrates timeliness. The City last considered transportation issues 24-years ago and only as part of the 2000 update of the Comprehensive Plan. As noted, the adopted Transportation element does not provide any background information or analysis. While goals and policies may reflect community concerns, the element does not establish priorities, design requirements, or identify funding mechanisms. In a sense, the element recognizes the issues but fails to establish the necessary steps to successfully address those issues.

The City needs the transportation tools in place that recognizes, and can address, current issues as well as potential growth opportunities for the community. Not having the guidance offered by an updated TSP leaves the community lacking a significant planning tool. Further, simultaneously updating our TSP (Comprehensive Plan) and Development Code allows the tools to complement each other and provide a seamless connection between transportation and future development projects in our growing city.

Maximum characters: 2,500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

What local actions are needed to move the proposed project forward? Have these actions been taken and if so, when? If those efforts are underway, when will they be completed?

The City Council supported submittals for the current housing and central business district grant activities. Recognizing their impact on both infill, growth, and expansion, the Council's attached resolution recognizes the importance of, and fully supports, the TGM submittal to update the Transportation element of the Comprehensive Plan.

Maximum characters: 1000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

How does the proposed project relate to other planning efforts, developments, or initiatives? Which of those are completed, underway, or waiting on the completion of this project?

The Housing Assistance grant will identify infill opportunities, and with the supporting buildable land inventory, the City is confident as to the need for an urban growth boundary expansion. The City also expects greater interest in the downtown resulting from the current analysis of the Development Code as well as active City Economic Development and Downtown committees. In combination, the housing and downtown developments create potential traffic impacts that the current Transportation element simply does not consider nor address. The City anticipates a modern TSP not only supporting these two projects but being a necessary part of their successful implementation.

Maximum characters: 1000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

Criterion 3: Proposed project approach supports policy decision (up to 20 points)

The application demonstrates a clear approach to achieving the expected outcome and includes consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

Response instructions are on page 16 of the 2024 Application Packet.

Tasks and deliverables table

What are your proposed tasks and deliverables

1. Project Management (Months 1-24)

1.1- Kick off meeting with consultant and staff to discuss scope of work, deliverables, and project timeline.

1.2- Project Management team to have bi-weekly meetings where consultant prepares agendas, deliverables with assignments, and due dates with assistance from city staff.

Consultant: \$15,000

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

2. Community and Stakeholder Engagement (Month 2-20)

2.1- Engagement plan created by consultant with City input. The plan may include interviews, open houses, online options, or newsletters. The consultant provides translation service if needed.

2.2- Establish/create advisory committee. Advertise and recruit advisory committee members representing diverse interests, and appropriate technical advisors. Staff and committee review document drafts, followed by Planning Commission and City Council with Consultant making necessary revisions.

2.3- Consultant prepares a framework document to function as a guide incorporating State and County regulations, policy requirements, City master plans, and municipal code.

2.4- Consultant will develop "Draft TSP Vision, Goals and Policies" based upon above gathered data, developing appropriate performance measures.

Consultant: \$35,000

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

3. Transportation System Conditions and Needs Analysis (Months 10-14)

3.1- Consultant will assess existing conditions and needs analysis including, but not limited to, the following:

- Community demographics, commuting patterns, and growth projections.
- Measure impacts of the transportation system on affected classes, e.g. those with disabilities.
- Assessment of streets, sidewalks, bikeways, and pathways.
- Intersection inventory/assessment.
- Street classification inventory/assessment.
- Speed management coordinated with appropriate agency.
- Evaluate options to improve pedestrian and bicyclist safety.
- Evaluation of parking availability and need.
- Evaluate electric charging station need and potential locations.
- Intracity and intercity transportation options.
- Create goals and policies to lower greenhouse gases and reduce pollution.

Consultant: \$75,000

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

4. Transportation Projects and Funding Strategy (Months 15-20)

4.1- Draft project list: Consultant will develop a project list based on performance measures and identify new and existing funding sources. This may include an assessment of existing system development charges (SDC).

4.2- Consultant will develop a financially constrained capital project list if needed and/or required.

Consultant: \$20,000

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

5. Draft TSP, Presentations and Draft Findings and Code Amendments (Months 20-22)

5.1- Draft TSP created.

5.2- Draft Development Code and draft staff/consultant findings created.

5.3- Present Draft TSP, Code Amendments, and findings to Planning Commission, then City Council.

Consultant will prepare and present documents. City staff will review and assist if needed by consultant.

Consultant: \$30,000

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

6. TSP Public Hearings, Findings, and Adoption (Months 22-24)

6.1- Consultant will attend all public meetings/public hearings (Planning Commission and City Council).

Consultant will assist staff with final adoption process if necessary.

Consultant: \$15,000

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

How will the project approach support investment decisions for Safe Systems, Climate Action, and Equitable Outcomes?

Currently, the Transportation element of the Comprehensive Plan identifies the need to create a walkable, bicycle friendly community. Unfortunately, the current element does not identify needed projects, their priority, and funding sources to meet stated goals and policies. The proposed updated TSP will address these significant deficiencies and provide a multi-modal transportation network, addressing safety needs, reducing pollution, and serving all community members.

Maximum characters: 1000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

If adoption hearings will be held as part of a larger project, when will that be and as part of what project? (optional)

Adoption will occur at the end of the project, assisted by the Contract City Planner.

Maximum characters: 500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

Criterion 4: Proposed project has community support (up to 5 points)

The application demonstrates that there is local support for project objectives, a commitment to participate,

and a desire to implement the expected outcome.

Response instructions are on page 17 of the 2024 Application Packet.

Upload letters of support here
PDFs only. Max 2 mb per file.

Criterion 5: Proposed project sponsor is ready and capable (up to 10 points)

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage and complete the project. The application demonstrates, if applicable, successful performance on previous TGM projects.

Response instructions are on page 18 of the 2024 Application Packet.

Describe the experience and availability of key staff

While the City of Yamhill does not have history of any TGM funded projects, the DLCD recently awarded the City grants totaling \$75,600 to address housing needs and consider refinement to current regulations for the central business district. The project manager is City Administrator Shelley Reimer who manages current Housing and Central Business District grant. Ms. Reimer previously worked with grants for the Portland Economic Development Commission and is currently working on grants with FEMA on a water treatment plant reservoir, an EPA study for increasing the water supply to Yamhill, and a Small Cities Allotment for sidewalk funding. Public Works Director Jason Wofford previously worked with grants from Business Oregon for impound channelization and West First Street roadway improvements.

Maximum characters: 1500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

Explain how the applicant has the capacity to scope the proposed project during the next 15 months and manage it to completion within 3 years

The City will be supported by Contract City Planner Walt Wendolowski who has over 40-years of state planning experience and is currently assisting the City with the DLCD grants. In addition, Mr. Wendolowski worked on behalf of the cities of Sheridan, Dayton, and Nehalem consulting on their TSP projects and as Community Development Director for the City of Lebanon on their TSP update. City staff is able, ready, and supported by those with knowledge of the City of Yamhill and its needs. The consultant hired will have a solid group of staff to assist and aid in any step of the process.

Maximum characters: 1500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

If applicable, list applicant’s TGM projects within last 10 years and their status

If applicable, list local jurisdiction’s TGM projects within last 10 years and their status

TGM File Code	Project Title	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

300 character limit.

Bonus points: Housing (up to 10 points)

Response instructions are on page 19 of the 2024 Application Packet.

How will the adoption of the final document(s) address barriers to a broad range of housing types and affordability or work to link the location of future workforce housing to walkable/bikeable areas with good transit?

The City is in the process of a housing analysis project which will include Comprehensive Plan and Development Code amendments to provide infill housing opportunities. Updating the TSP will ensure necessary improvements are identified, and properly budgeted, to serve the new residents and provide safe walkable/bikeable connections in the community. In effect, the updated TSP is a necessary implementing measure for infill housing.

Maximum characters: 500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

Required forms

Title VI: Racial & Ethnic Impact Statement form
Racial-Ethnic-Impact-Statement.pdf

[Download the Racial & Ethnic Impact Statement form here](#)

PDFs only. Max 2 mb per file.

Certifications

Response instructions are on page 20 of the 2024 Application Packet.

Eligibility criteria

- This application demonstrates a clear transportation relationship
- This application demonstrates adoption of products to meet project objectives
- This application demonstrates the support of local officials

Preparation of application

- This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions
- This application was prepared by the following COMPENSATED consultant (indicate below)
- This application was prepared by the following UNCOMPENSATED consultant (indicate below)

Name of consultant who prepared this application

Walt	Wendolowski
First	Last

Would you like to receive TGM news and updates?

Yes No I am already subscribed

Clicking "Yes" authorizes us to add your email to our e-newsletter mailing list. You can unsubscribe at any time.

Today's date

7/31/2024

If you encounter any issues with the submittal process, please contact:

Rachael Levasseur
Planning Section Web Coordinator
Rachael.LEVASSEUR@odot.oregon.gov



City of Yamhill

A small taste of Oregon

RESOLUTION R-826 City of Yamhill, Oregon

A RESOLUTION SUPPORTING AN APPLICATION BY THE CITY OF YAMHILL FOR A TRANSPORTATION GROWTH MANAGEMENT GRANT FOR THE PURPOSE OF UPDATING THE CITY'S TRANSPORTATION SYSTEM PLAN

WHEREAS, the Community Resources – Transportation element of the City's Comprehensive Plan identifies the City's transportation needs; and

WHEREAS, the current Community Resources – Transportation element of the Comprehensive Plan was last updated in 1999; and

WHEREAS, the City of Yamhill is currently conducting studies addressing housing needs - including a buildable lands inventory – and assessing potential Development Code amendments to improve the Central Business District; and

WHEREAS, the City of Yamhill anticipates the results of these studies will require an updated assessment of the community's current and future transportation needs; and

WHEREAS, the State is awarding grants through the Transportation Growth Management (TGM) program to assist cities in updating their Transportation System Plans; and

NOW THEREFORE BE IT RESOLVED:

1. **THAT** the City Council authorizes the City Administrator and staff to make an application to the Department of Land Conservation and Development Department (DLCD) Transportation Growth Management (TGM) program for grant funds to support the revisions to the Yamhill Comprehensive Plan and to make any applicable changes to the other regulating documents for the City of Yamhill.
2. **THAT** the City Council authorizes the City Administrator to sign any documents needed to apply for/and execute this grant.

ADOPTED on the 24th day of July 2024.

**In Favor: 5
Opposed: 0
Absent: 0**

SIGNED:

Yvette Potter
Yvette Potter, Mayor

7/26/2024
DATE

ATTEST:

Angie Fowler
Angie Fowler, City Recorder

7/26/24
DATE

RACIAL AND ETHNIC IMPACT STATEMENT

This form is used for informational purposes only and must be included with the grant application.

[Chapter 600 of the 2013 Oregon Laws](#) require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons¹ in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

Women	Asians or Pacific Islanders
Persons with Disabilities	American Indians
African-Americans	Alaskan Natives
Hispanics	

2. The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

Women	Asians or Pacific Islanders
Persons with Disabilities	American Indians
African-Americans	Alaskan Natives
Hispanics	

3. The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, please provide below the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

By checking this box, I hereby certify the information contained on this form is true, complete, and accurate to the best of my knowledge.

Dated:

Printed Name:

Title:

Agency Name:

¹ “Minority person” are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African Americans, Hispanics, Asians, or Pacific Islanders, American Indians and Alaskan Natives.