

MEETING AGENDA

Date: December 11, 2024

Project #: 27003.029

Project Name: Dallas TSP Update

Meeting Name: Project Advisory Committee Meeting #1

Meeting Location: Dallas City Hall, 187 SE Court Street

2:00 pm	Welcome and Introductions	Chase Ballew / Matt Bell
2:10 pm	What is a Transportation System Plan?	Matt Bell
2:20 pm	Project Overview	Russ Doubleday
2:30 pm	Tech Memo #1: Plan, Policy, and Code Review	Matt Bell
2:50 pm	Tech Memo #2: Community Transportation Framework	Russ Doubleday
3:10 pm	Tech Memo #3: Methodology and Assumptions	Russ Doubleday
3:20pm	Public Involvement and Communications Plan (PICP)	Russ Doubleday
3:40pm	General Discussion	Matt Bell
3:55pm	Next steps and meeting close	Chase Ballew / Matt Bell

Attachments

1. Tech Memo #1: Plan, Policy, and Code Review
2. Tech Memo #2: Community Transportation Framework
3. Tech Memo #3: Analysis Methodology
4. Public Involvement and Communication Plan

MEETING MINUTES

December 11th, 2024

Project #27003.029

Project Name: Dallas TSP Update

Meeting Location: Dallas Council Chambers

Submitted By: Erika Adams and Matt Bell

Subject: Project Advisory Committee (PAC) Meeting #1

Attendees: Matt Bell, Russ Doubleday, Erika Adams, Kittelson; Chase Ballew, Tom Gilson, Ben Curry, City of Dallas; Mark Bernard, Brad Willams, Naomi Zwerdling, ODOT; Steve Mohr, Dallas Senior Care; Julie Jackson, Dallas Republic Services; Dale Derouin, 50-year resident; Todd Baughman, Dallas School District; Cindy Molder, Polk County; Rich Spofford, Dallas Planning Commission; David Shein, Dallas City Council; April Wallace, Dallas Fire Department; Jolynn Frankie, Kiki Dohman, Cherriots; Melissa Ahrens, Mid-Willamette Valley; Tyler Ferrari, Dallas Economic Development

The purpose of PAC Meeting #1 was to introduce the PAC to the project and discuss Draft Tech Memo #1: Plan, Policy, and Code Review, Draft Tech Memo #2: Community Transportation Framework, Draft Tech Memo #3: Analysis Methodology, and the Draft Public Involvement and Communications Plan (PICP). The meeting included a presentation by the project team, discussion on the draft tech memos, and general discussion.

Overview of Transportation System Plan (TSP)

1. *Matt gave a general overview of what a TSP is, why it is required, its contents and the process of completing one.*
 - a. Dale asked if there will be a conversation about issues outside of town that affect residents of Dallas.
 - b. Matt said the team will be looking at portals into town as part of the existing and future conditions analysis.
 - c. Brandon said that ODOT would be willing to meet to discuss the area that Dale was referencing.

Project Overview

1. *Russ gave an overview of the project, what has been drafted so far, and the future schedule. Russ noted that the next meeting will focus on existing conditions inventory and analysis. Russ gave a general schedule for the PAC, including the next PAC meeting planned for March 19th.*

2. *Russ went through the roles and responsibilities of the PAC and the importance of the group's engagement on the project.*
3. *Russ brought attention to the Community Connection list and having each member completed it to grow the network for this project.*

Draft Tech Memo #1: Plan, Policy and Code Review

1. *Matt gave an overview of Tech Memo #1 and how it documents the plans, policies and codes from state, county, and local plans that Dallas will have to consider for the TSP update. Matt brought attention to the La Creole Node Master Plan (done but not adopted) and Dallas Mill Site Area Redevelopment Plan (in progress) and noted that they will be considered when doing the future conditions analysis to see if they can be adopted.*
 - a. David added that there is a lot of attention on the La Creole Node Master Plan and there is a shortage of commercial land in Dallas.
 - b. Chase mentioned that there could be travel changes due to this as well and wanted to make sure they are considered in the plan.
 - c. Matt responded that we will be considering these plans in the analysis.
2. *Matt asked the group to see if the project relevance was captured correctly on their review of Tech Memo #1 and if there were any other plans or policies that should be considered.*

Draft Tech Memo #2: Community Transportation Framework

1. *Russ gave an overview of the memo and emphasized that the goals will guide the rest of the TSP update and the evaluation of projects.*
2. *Russ described how the goals in the existing TSP were updated for the TSP update and provided a brief overview of the objectives.*
3. *Russ asked if the goals align with your vision of the city and if there was anything that you would want to change?*

Draft Tech Memo #3: Analysis Methodology

1. *Russ gave an overview of Tech Memo #3 and noted that it is primary used to gain consensus on the methodologies and assumptions for the technical analysis.*
 - a. David asked how the seasonal adjustment factor was chosen.
 - b. Russ responded that ODOT has Automatic Traffic Recorders (ATRs) and it is based on past collected data.
2. *Matt noted that Tech Memo #3 addresses how the safety and multimodal analysis may also be completed.*

Public Involvement and Communications Plan (PICP)

1. *Russ gave an overview of the project outreach values, the outreach timeline, interviews about the PICP, schedule, agenda of open houses, decision-making structure and general population information.*
 - a. Dale asked about the third open house and why it will be online only due to concerns that some of the public may not have internet access.
 - b. Matt noted that Kittelson will provide materials for an in person open house and can set up the City with everything to conduct an in person open house.

General Discussion

1. *Matt asked the group if there were any questions or comments.*
 - a. Dale asked if this plan may include programs to educate people on using transportation infrastructure.
 - b. Matt responded that transportation demand management programs may be considered during this process.
 - c. David asked how long after each open house will the project team be collecting comments
 - d. Matt responded that we typically run the open houses for a two to three week period and noted that we have flexibility in how long we keep them open.
 - e. Melissa asked if the study intersections are already set or if some can be added.
 - f. Matt said that it may be difficult to add intersections at this point but if there is a concern, that it should be noted and could be considered in a different way.
 - g. Russ added that there is a possibility that another intersection could be considered in other planning efforts, such as the Mill Site Area Redevelopment Plan.



Dallas TSP Update PAC Meeting #1

December 11, 2024



Meeting Agenda

- Welcome and Introductions
- What is a Transportation System Plan?
- Project Overview
- TM #1: Plan, Policy, and Code Review
- TM #2: Community Transportation Framework
- TM #3: Analysis Methodology
- Public Involvement and Communications Plan
- General Discussion
- Next Steps

Project Participants

- The city is represented by city staff, the Project Advisory Committee, and the general public (in-person and online open houses, community interviews, general feedback to city staff)
- The Project Advisory Committee includes public agency staff, transit providers, local business interests, advocacy groups, and others
- The state of Oregon is providing grant funding and guidance through the Transportation and Growth Management program
- Consultant Team is providing technical assistance to the City:
 - Kittelson & Associates, Inc. - transportation and travel demand modeling
 - 3J Consulting - land use and travel demand modeling
 - Cogito, LLC - public involvement



Think

Introductions

- Project Team Introductions
 - Chase Ballew, *City Planner, City of Dallas*
 - Tom Gilson, *Public Works Supervisor, City of Dallas*
 - Matt Bell, *Kittelson & Associates, Inc.*
 - Russ Doubleday, *Kittelson & Associates, Inc.*
 - Chris Watchie, *Cogito LLC*
 - Mark Bernard, *Principal Planner and TGM Grant Manager, ODOT Region 2*
 - Brandon Williams, *Senior Transportation Planner, ODOT Region 2*
- PAC Introductions

What is a Transportation System Plan?

- A long-range plan that identified the transportation facilities needed to support growth within the city over a 20-year period, including:
 - Pedestrian, bicycle, transit, and motor vehicle (including freight), as well as rail, air, water, and pipeline transportation
- Identifies goals and policies for developing the transportation system over time
- Identifies prioritized lists of transportation system improvements consistent with goals and policies of the city



Source: OPB

Why A TSP Update?

- Legal requirement
 - Required by OAR 660-012 (Transportation Planning Rule)
 - Required as part of Periodic Review Process through the state Department of Land Conservation and Development
- Practical
 - Provides basis for Capital Improvement Plan (CIP)
 - Provides basis for System Development Charges (SDC)
 - Provides basis for land development conditions of approval
 - Provides rationale for making investments and land use decisions
 - Ensure planned transportation system will meet long-term needs and protects right-of-way for needed improvements
 - Provides consistency between state, regional , and local planning
 - Provides link to Statewide Transportation Improvement Program (STIP)

Project Overview

- Complete*:

- TM #1: Plan, Policy, and Code Review
- TM #2: Community Transportation Framework
- TM #3: Analysis Methodology

- Moving Forward:

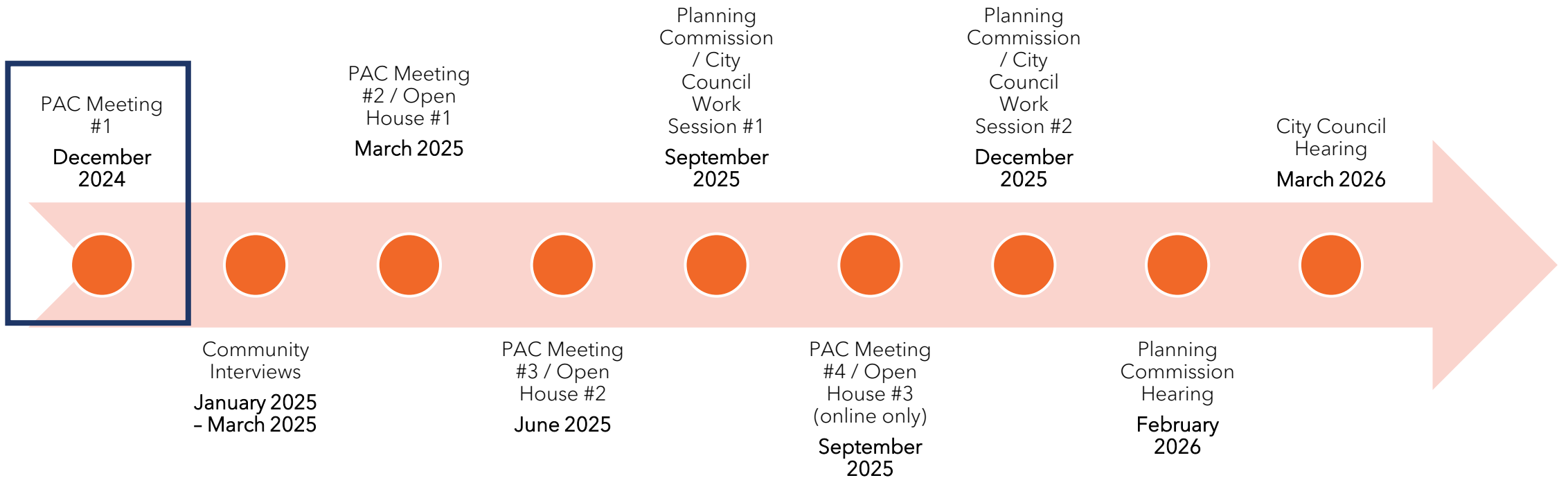
- TM #4: Existing Conditions Inventory and Analysis
- TM #5: Future Conditions Analysis
- TM #6: Solutions Evaluation
- TM #7: Funding and Financing Options
- TM #8: Update Transportation Standards
- TM #9: Update Transportation System Policies
- Draft Updated TSP
- TM #10: Implementing Ordinances
- TSP Update Adoption

*Pending PAC feedback and public comment

Project Overview



Meetings and Milestones



PAC Roles and Responsibilities

- PAC
 - Attend PAC meetings
 - Review draft memos prior to PAC meetings
 - Provide written comments to the City by Friday following the meeting
 - Disseminate information about the Dallas TSP Update to their networks
- Attendance at open houses is encouraged, but optional
- Questions?

Tech Memo #1 Plan, Policy, and Code Review



Source: OPB

Tech Memo #1

PLANS, POLICY, AND CODE FRAMEWORK

- Outlines the policy and regulatory framework for transportation planning in Dallas
- Reviews relevant adopted policy and regulatory requirements at the state and regional/county level
- Identifies potential projects or needs that should be coordinated with this planning effort and/or reflected in the updated TSP

Tech Memo #1

PLANS, POLICY, AND CODE FRAMEWORK

- State Plans
 - ✓ Statewide Planning Goals
 - ✓ Transportation Planning Rule (OAR 660-012)
 - ✓ Oregon Transportation Plan (2023)
 - ✓ Oregon Highway Plan (1999, Amended 2023)
 - ✓ Oregon Bicycle and Pedestrian Plan (2016)
 - ✓ Oregon Freight Plan (2023)
 - ✓ Oregon State Rail Plan (2020)
 - ✓ Oregon Public Transportation Plan (2018)
 - ✓ Oregon Transportation Safety Action Plan (2021)
 - ✓ Highway Design Manual (2024)
 - ✓ Access Management Rule (OAR 734-051) (2014)
 - ✓ Freight Mobility (ORS 366.215)
 - ✓ Statewide Transportation Improvement Program (2024-2027)

Tech Memo #1

PLANS, POLICY, AND CODE FRAMEWORK

- Regional Plans
 - ✓ Polk County Comprehensive Plan (2009)
 - ✓ Polk County Transportation System Plan (2009)
 - ✓ Cherriots Long Range Transit Plan (2022)
 - ✓ Confederated Tribes of Grand Ronde Transit Development Plan and Coordinated Human Services Transportation Plan (2019)

Tech Memo #1

PLANS, POLICY, AND CODE FRAMEWORK

- Local Plans
 - ✓ Dallas Comprehensive Plan (2021)
 - ✓ Dallas Transportation System Plan (2008)
 - ✓ Dallas Safe Routes to School Plan
 - ✓ La Creole Node Master Plan (in progress)
 - ✓ Dallas Mill Site Redevelopment Plan (in progress)
 - ✓ Development Code Review

Tech Memo #1

PLANS, POLICY, AND CODE FRAMEWORK

- Key Takeaways
 - Ensure consistency with statewide policies and OARs
 - Integrate the TSP with local plans (e.g., Comprehensive Plan, SRTS, local area plans)
 - Track/coordinate with plans currently being updated
 - Consider code amendments to ensure consistency with updated TSP objectives and expected outcomes
 - Identify sections of the city's Development Code that will need to be updated with the adoption of the TSP

Tech Memo #1

PLANS, POLICY, AND CODE FRAMEWORK

- Open Questions and Discussion
 - Was the project relevance captured correctly?
 - Are there any other projects or relevant policy directions from documents not included?
 - Questions, comments, concerns?

Tech Memo #2: Community Transportation Framework



Source: OPB

Tech Memo #2: Community Transportation Framework

- Project Goals and Objectives
 - Used to guide TSP update process
 - Serves as a basis for developing and evaluating alternatives
- Project Evaluation Criteria
 - Guides the selection of preferred alternative

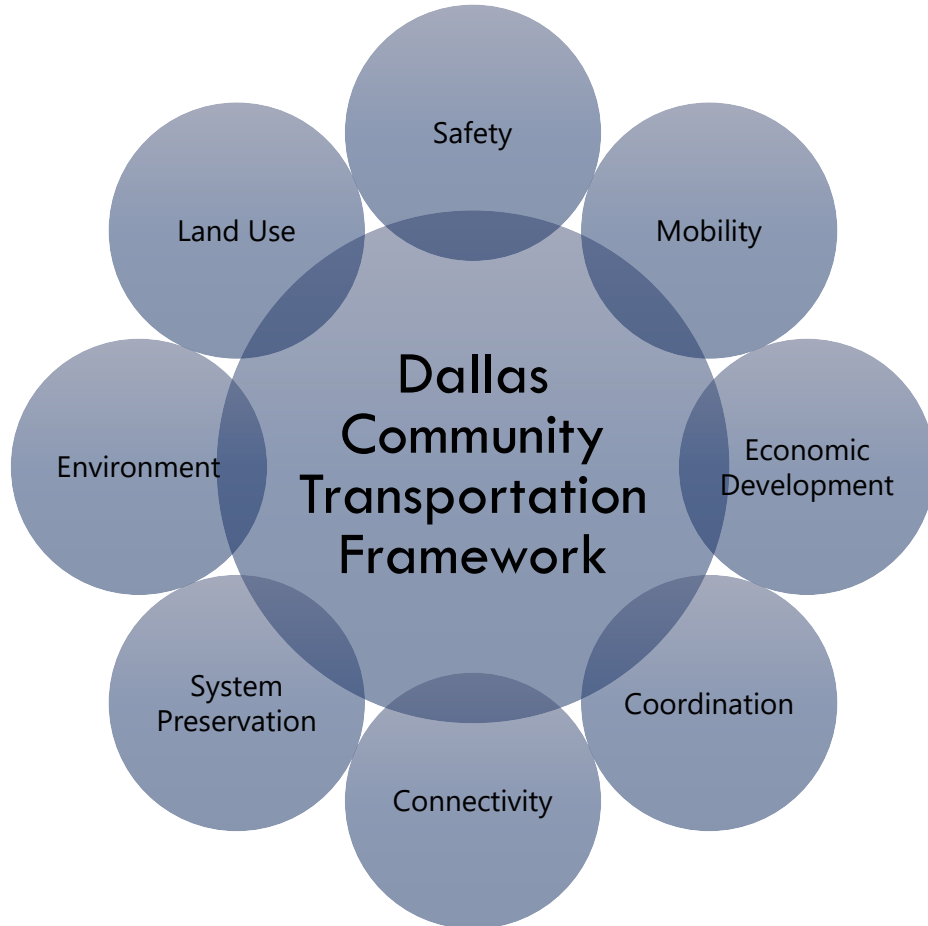
Tech Memo #2: Community Transportation Framework

- Goal 1: Safety
 - Provide a transportation system that is safe and secure for all travel modes and vulnerable road users.
- Goal 2: Mobility
 - Optimize the performance of the transportation system for efficient movement of people and goods.
- Goal 3: Economic Development
 - Provide a transportation system that balances transportation system needs with the City's desire for economic development and vitality.
- Goal 4: Coordination
 - Maintain a TSP that is consistent with goals and objectives of the TPR and relevant state, regional, and local plans and policies.

Tech Memo #2: Community Transportation Framework

- Goal 5: Connectivity
 - Provide for an interconnected system of multimodal facilities and services to serve commuter and recreational users.
- Goal 6: System Preservation
 - Preserve and extend the life of the existing transportation network.
- Goal 7: Environment
 - Provide a transportation system that balances services with a need to protect the environment and significant natural features.
- Goal 8: Land Use
 - Develop a built environment where existing and planned land uses are supported by an efficient multimodal transportation system.

Tech Memo #2: Community Transportation Framework



- Do the goals align with your vision of the city? What would you change?
- Do the objectives help meet the goals? What would you change?

Tech Memo #3: Analysis Methodology

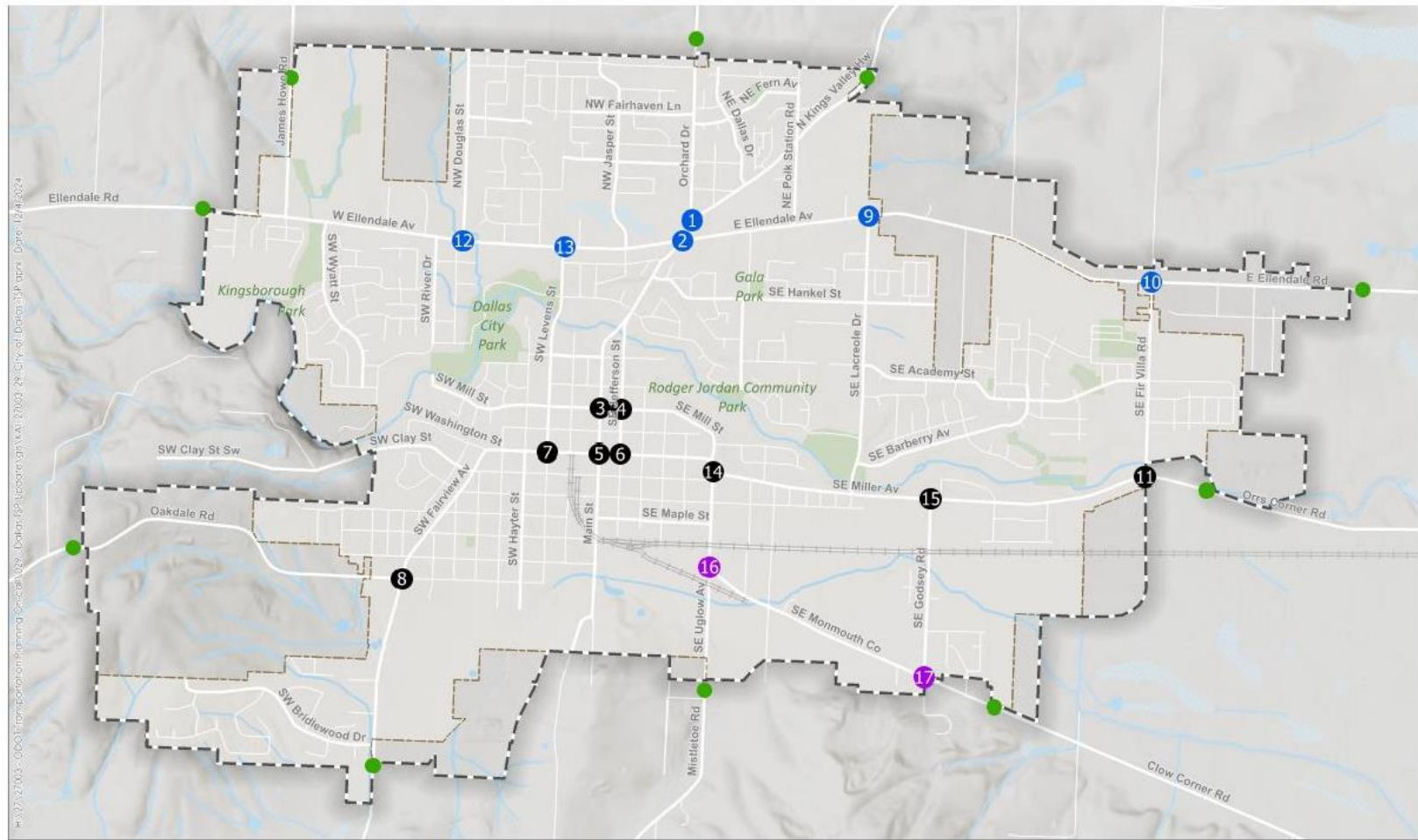


Source: OPB

Tech Memo #3: Analysis Methodology

- This memo documents the methodologies and assumptions associated with the existing and future transportation system operations analyses:
 - Traffic operations at the study intersections under existing and future traffic conditions
 - Traffic safety at the study intersections and along study area roadways
 - Gaps and deficiencies in bicycle and pedestrian facilities
 - Gaps and deficiencies in transit facilities and services

Tech Memo #3: Analysis Methodology



- Downtown Peak Hour
- Ellendale Peak Hour
- Monmouth Cutoff Peak Hour
- Tube Count Locations
- Water
- Wetlands
- Parks
- City Limits
- Urban Growth Boundary
- Railroad

Figure 1

Tech Memo #3: Analysis Methodology

- This memo identifies how the analysis work for the TSP update will proceed:
 - Identifying the study intersections and their peak hours
 - Identifying the seasonal adjustment factor the intersections in Dallas
 - Identifying the mobility targets for each intersection (ODOT, Polk County, Dallas)
 - Identifying the process for completing the safety analysis
 - Identifying the process for completing the multimodal analysis

Public Involvement and Communications Plan



Source: OPB



Project Outreach Values

- **Meaningful:** the public input will have the opportunity to affect outcomes.
- **Transparent:** the process decisions are public, and people will have the opportunity to know how their input was used or not used and the reasons why.
- **Inclusive:** the reach for input beyond those who regularly attend public meetings, including disadvantaged and minority communities including participation of the Civil Rights Act of 1964 Title VI/Environmental Justice groups.
- **Accountable:** the adherence to applicable state and federal laws and requirements and sensitive to local policies, goals, and objectives.
- **Accessible:** the materials are available on the website in plain language with graphics in accessible formats.
- **Realistic:** the clear communication of the Project constraints and objectives.

Outreach/Input Timeline

Meeting	Summer	Autumn	Winter	Spring	Summer	Autumn
Community Interviews						
PAC #1		▲				
PAC #2				▲		
Open House #1*				▲		
PAC #3					▲	
Open House #2*					▲	
PAC #4						▲
Online Open House						▲

**Denotes online option to accompany in-person open house*

Draft PICP Review Community Interviews #1

- West Valley Housing Authority or Polk Community Development Corporation
- Business Community: Dallas Chamber of Commerce or Dallas Downtown Association
- Social Services:
 - Polk County Service Integration Team
 - Veterans Services Office Housing

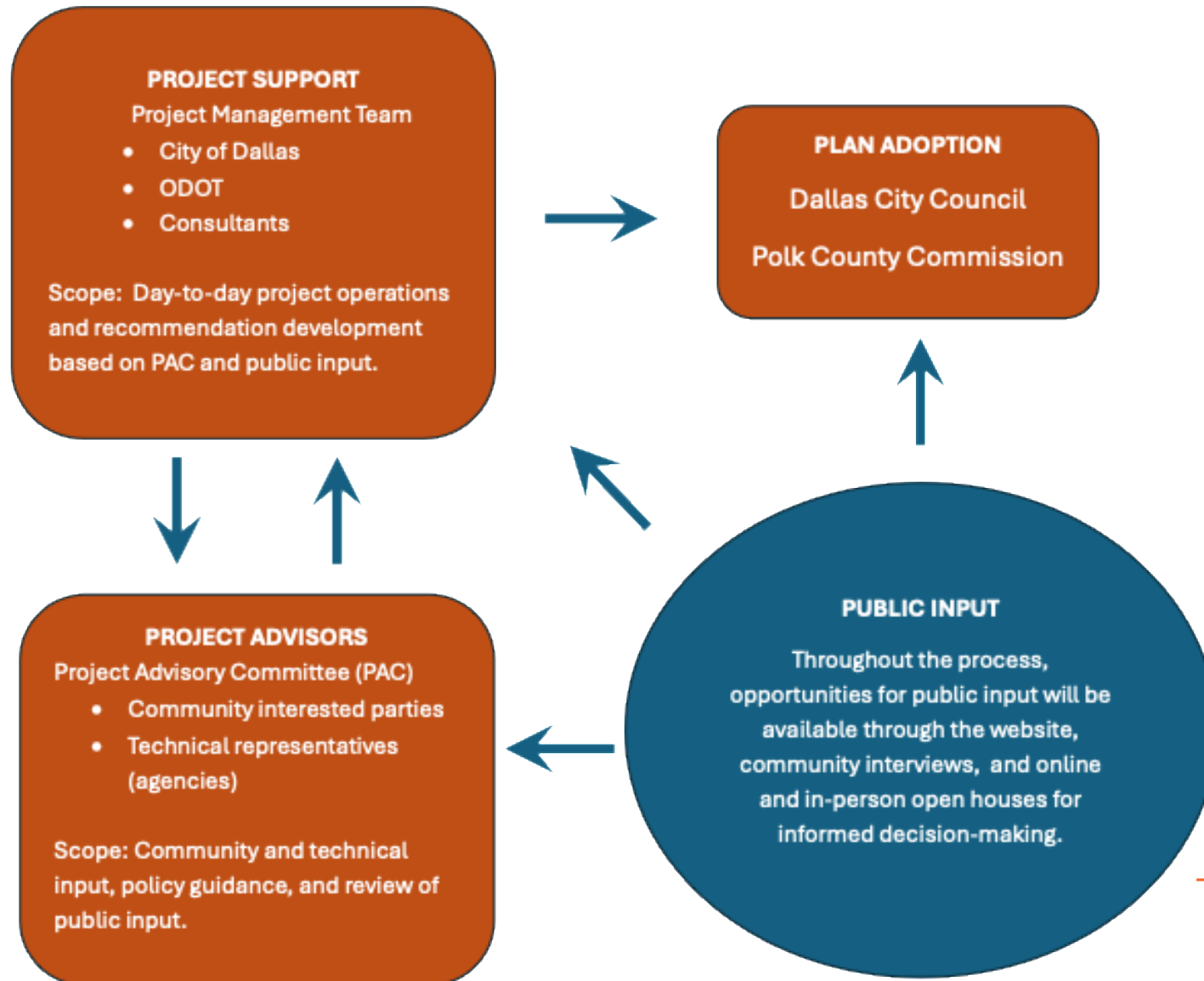
Existing Conditions Community Interviews #2

- Older adults/person(s) who use ADA transportation infrastructure
- Safe Routes to School Advocates/Coordinator
- Transit and transportation options users (Cherriots or vanpool)
- Business Owners
- Medical Facilities
- Economic Development
- Developers
- Large Employers
- Bike advocates
- Mid-Willamette Valley Council of Governments

Community Open Houses

- **Open House #1: What we currently have and what needs to change** - Present the draft goals, objectives and transportation system's current and future needs. This will be available in-person to receive verbal and written input and via an online survey. March 2025
- **Open House #2: Draft solutions to meet our needs** - Present the draft Project and programmatic solutions to address needs. This will provide an in-person opportunity for community members to interact with Project staff about draft solutions for transportation needs. This will also be available via an online survey with interactive map. June 2025
- **Online Open House #3: Community review of draft plan** - Present the draft plan for public comment with timeline of public hearings and adoption process. September 2025

Decision-Making Structure



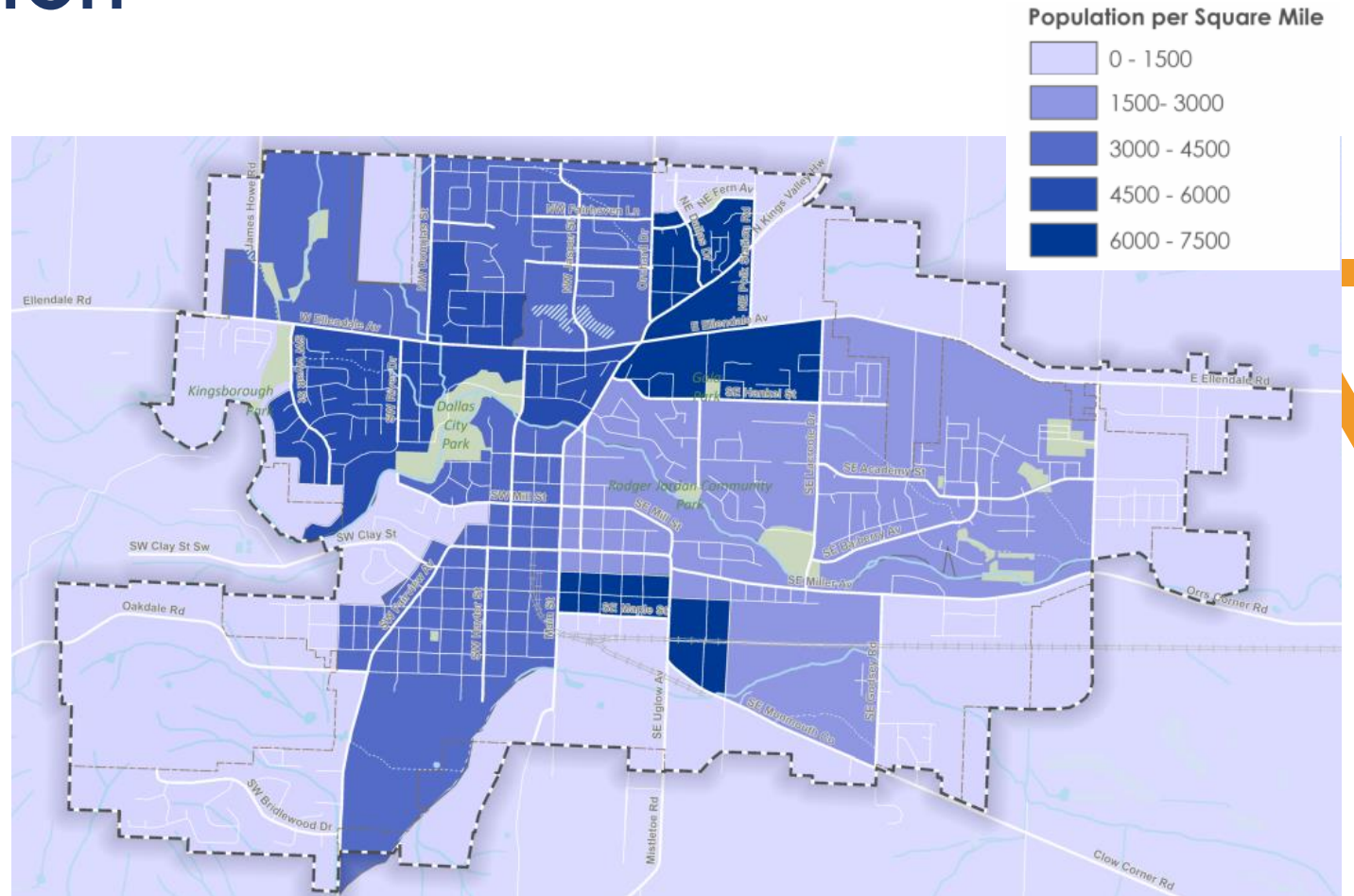
It's who you know....

Please use the provided form to add who and what entities you'll share or forward notifications about project input opportunities.

Help spread the word.

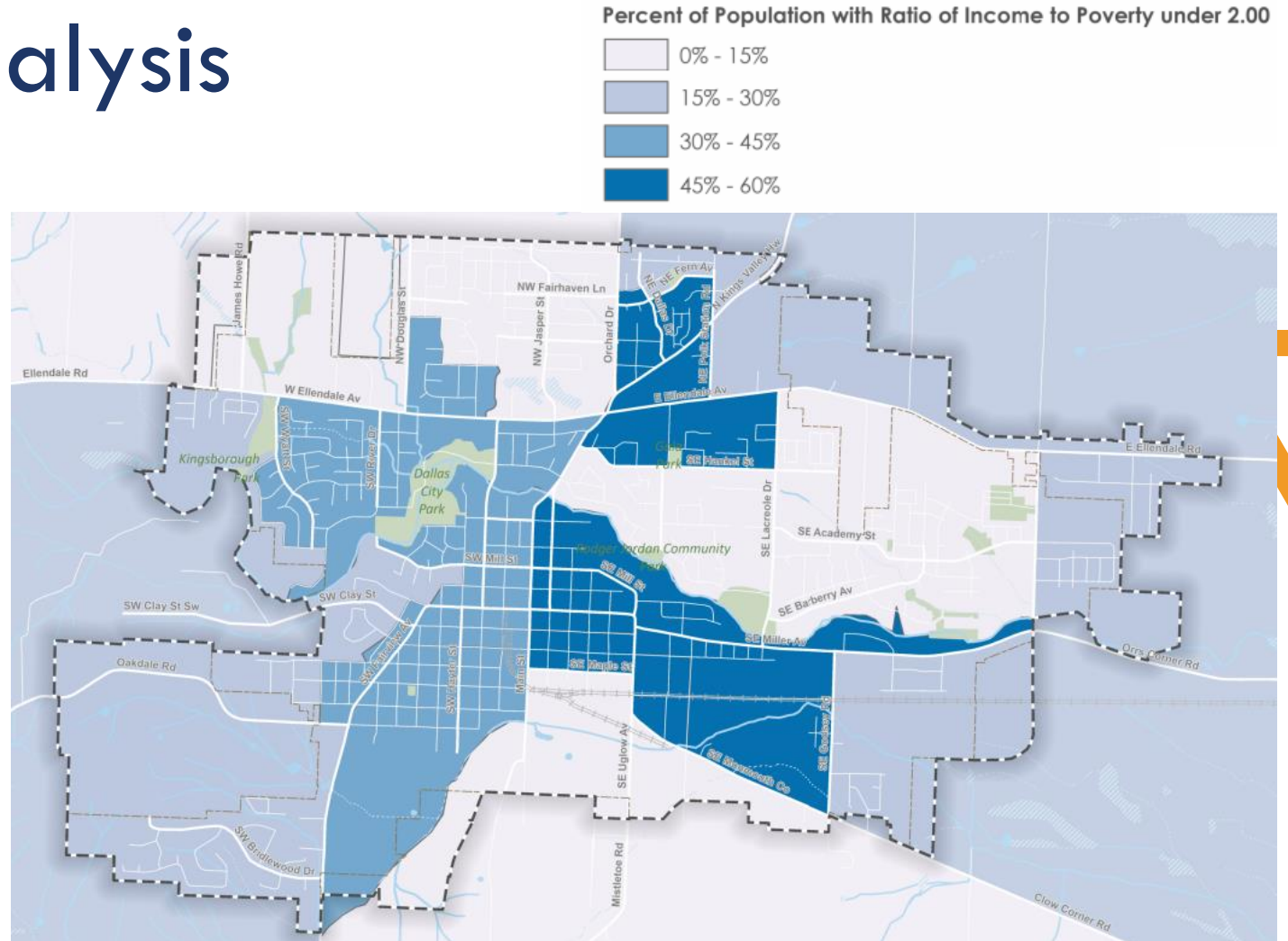
General Population

- According to 2020 Census, there are 16,854 residents in Dallas
- 15% growth from 2010 Census
- Growth forecasts show 1.9% a year through 2045
- Population density is higher along Ellendale Ave



Demographic Analysis

- 35% of Dallas residents are below the poverty line (above statewide average)
- Dallas has a higher percentage of Seniors and Youth than the statewide averages
- 18% of Dallas residents live with a disability (above statewide average)
- 1% of population speaks Spanish and Limited-English (below statewide average)



Next Steps



PROVIDE ADDITIONAL
COMMENTS TO CHASE AND
TOM BY WEDNESDAY,
DECEMBER 20TH

Project Calendar

- PAC Meeting #2 on March 19, 2025
 - Review takeaways from PAC meeting #1
 - Present findings on TM #4A (Existing Conditions Inventory) and TM #4B (Existing Conditions Analysis)
 - PAC to provide initial input and recommendations on these tech memos

Project Advisory Committee Meetings	
Meeting #1	December 11, 2024
Meeting #2	March 19, 2025
Meeting #3	June 25, 2025
Meeting #4	October 1, 2025

Future meeting dates are subject to change

Thank you!