



MEMORANDUM

Date: August 3, 2007 Project #: 8310
To: Sam Litke
City of Keizer

From: Elizabeth Wemple, P.E.
Project: City of Keizer TSP Update
Subject: Minutes TAC Meeting #1

As part of the City of Keizer Transportation System plan project contract, the City of Keizer has established a Technical Advisory Committee (TAC) to assist with the development and review of the project materials. TAC Meeting #1 was held on July 18, 2007. The following are the summary minutes from that meeting.

1. Introductions

- a) The list of attendees is included as Attachment A.

2. Project Overview

- a) The Kittelson & Associates, Inc. (KAI) Project Manager provided a brief overview of the project flow, schedule and deliverables. Highlights of this presentation and discussion are:
 - i) The TSP was last updated in 2004. The TSP is being updated on a relatively short cycle because recent developments in the City were not accounted for in the previous TSP. The impacts and implications of these developments need to be integrated into the longer term City planning.
 - ii) Sam Litke indicated that the current plan is adequate; however he would like the plan to provide more guidance for City Staff after it is adopted. The update to the TSP will be a new plan, drawing from and/or updating materials and information currently in the plan.

3. Open Discussion of Transportation Issues - The following is a bullet list of issues members of TAC identified as considerations for development of the Transportation System Plan Update

- a) Keizer Rapids Park – Recognize that there will be traffic impacts and circulation issues associated with the park.

- b) Kroc Center Recreational Facility in Salem – there will be a need to identify a transportation infrastructure to allow residents of Keizer to cross the Salem-Keizer Parkway and get to the recreational center safely by bicycle or walking.
 - c) Interstate 5 at Chemawa Road – relationship of this TSP updated to the Interchange Area Management Plan.
 - d) UGB Expansion: May not be in the scope of this project, but may be a consideration in the concepts being developed.
 - e) Salem River Crossing – are there regional circulation issues associated with the outcomes of the Salem River Crossing project analyses.
 - f) Commuters from Keizer Area: Commuters going south to Salem and heading north toward Portland. Possibly consider east-west connectivity issues.
 - g) Financial aspect of TSP: Try and gather revenue numbers early on in the process instead of at the end.
 - h) Residential Street Standards: State trying to prohibit excessively wide residential streets.
 - i) Street Functional Design Standards and Classification will be a consideration as part of this project.
 - j) Public Transportation Issues: Citizens would like to see more emphasis on public transit.
4. **Discussion of draft goals and objectives for TSP** - The TAC had an active discussion of the draft goals and objectives. As an outcome of the conversation, KAI recommended preparing a “track changes” version of the currently adopted TSP goals and objectives which integrates ideas from the conversation at the TAC Meeting. The TAC would then have a second discussion of the goals and objectives at the next TAC meeting. Some of the ideas discussed at the meeting are listed below:
- a) Make objectives/goals more inclusive, with broader language that includes all modes and captures various alternative modes of transportations.
 - b) Maintenance of transportation system should be addressed more specifically. Maybe make an entirely new goal or integrate into an objective. Another option related to maintenance included adding a maintenance goal and re-ordering goals to convey maintenance as first order of business, next creating higher efficiency of existing systems, and only then consider new capital projects.

5. Next Steps

- o **Tentative Meeting Date for TAC Meeting #2: Tuesday, August 28th, 3:00-5:00 p.m.**
- o **Tentative Meeting Date for TAC Meeting #3: October 16th, 3:00-5:00 p.m.**
- o **Tentative Open House Meeting Date: October 16th, time to be determined.**

Note: City of Keizer also prepared meeting minutes. These are included in Attachment B.

ATTACHMENT A: ATTENDEES AT MEETING #1

Person	Representing
Jacque Moir, Chair	Keizer City Council
Cathy Clark (3:35)	Keizer City Council
Robert Fox	Bikeways Committee
Holly Braun	Planning Commission (P)
Doug Schneider	Planning Commission (A)
Victoria Shinn	Keizer Chamber of Commerce (P)
Stan Compton	Keizer Business Owner
Rob Kissler	Keizer Public Works
Nate Brown	Keizer Community Development
Sam Litke	Keizer Community Development
Karen Odenthal	Marion County Transportation (P)
Matt Crall	DLCD (A)
Dave Baltz	City of Salem
Ray Jackson	MWV Council of Governments (P)
William Galligan	Interested Citizen
Beth Wemple	Kittelson (Consultants)
Nick Schmidt	Kittelson (Consultants)

ATTACHMENT B: MEETING MINUTES PREPARED BY CITY OF KEIZER



MINUTES

**KEIZER TECHNICAL ADVISORY COMMITTEE
FOR THE
TRANSPORTATION SYSTEM PLAN UPDATE
Tuesday, July 17, 2007
Keizer City Hall**

Keizer, Oregon

Meeting convened at 12:05.

Discussion

Following introductions, Sam Litke thanked participants and reviewed the anticipated process which would take place in the review of the Transportation System Plan reminding members to keep in mind the unique correlation between land use development (such as Keizer Station and Keizer Rapids Park) and traffic.

Ms. Wemple distributed notebooks to all members with tabs for each planned meeting. She noted that there would be a fair amount of reading expected of members and then gave a brief overview of the project. She explained that the Consultant is updating the transportation system with a goal of establishing a list of near-, mid- and long-term transportation related projects that support the community's goals for development in the city of Keizer, including transportation and land use needs, improving transportation safety, citizen communication and concerns and solutions. Ultimately a new Transportation System Plan will be adopted. The project flow will be: public involvement, review of existing conditions, forecast of conditions and recommendations.

Discussion then took place regarding the impact of Keizer Rapids Park on Chemawa Road, adequate transportation and infrastructure to transport pedestrians to destinations, Keizer Station, access to Kroc Center, collaboration with the City of Salem, working

outside Keizer, interstate interchange, interchange management plan, possible new freeway entrances (Quinaby), expanding the urban growth boundary, bridge study, east-west and north-south connectivity, gathering revenue numbers, vehicle miles traveled, parking issues, classification system and traffic volumes.

Committee members then discussed the draft Goals and Objectives for the Keizer TSP Update and Refinement making various changes. However, following lengthy discussion members agreed that the consultant should rework them so that the policies are separate from the goals and objectives.

Additional discussion took place regarding the upcoming meeting agendas and scheduling. It was agreed that the next meeting would be August 28 with another on October 16. Discussion followed regarding the open house, inclusion of neighborhood associations and Chamber of Commerce and getting as much citizen participation as possible.

Conclusion

The meeting concluded at 4:50 p.m.

Next meeting August 28, 2007, 3:00 p.m.