



Agenda Report 2015-01-12-03

Date: January 2, 2015

To: John Kovash, Mayor
Members, West Linn City Council

From: Zach Pelz AICP, Associate Planner

Through: Chris Kerr, Community Development Director
Chris Jordan, City Manager *CJ*

Subject: Establish a Citizens Advisory Committee (CAC) to facilitate the Update of the West Linn Transportation Systems Plan

Purpose

The attached memo and resolution outline the purpose for and expected role of a proposed CAC to assist in the Update of West Linn's TSP Update. Section 2.050 of the West Linn Municipal Code authorizes the City Council to create ad hoc citizens committees to accomplish projects such as the TSP Update.

Question(s) for Council:

ODOT, as our partner in the preparation of the new TSP, has suggested that a group with more diverse membership should act as the CAC for this update process. If the Council agrees that a larger committee than the City's TAB should be the advisory group for this project, West Linn Staff is recommending (see Attachment 1) a 16 member CAC comprised of the West Linn Transportation Advisory Board, a Planning Commissioner, a City Councilor, a member of our most recent Leadership Academy and Youth Leadership Academy, a member of the West Linn Parks and Recreation Advisory Board, two citizens at large, a Bicycle Transportation Alliance (BTA) representative and an Oregon Walks representative. Does the City Council wish create a separate CAC for this project, and, if so, does the Council wish to accept or modify Staff's recommended CAC roster?

Public Hearing Required:

None required.

Background & Discussion:

Pursuant to the regional transportation plan (RTP), the City is required to update its TSP this year. To help fund this effort, staff submitted an application to the Transportation and Growth Management (TGM) program late in 2013 and was awarded a grant in early 2014. The Updated TSP will develop transportation and land-use solutions that align future transportation revenues with forecasted changes to population and employment.

On October 14, 2014, the City Council adopted an intergovernmental agreement (IGA) between the City of West Linn and ODOT to formalize the working relationship between the two agencies and to accept the statement of work (SOW) for the West Linn TSP Update. The SOW establishes a CAC to provide feedback on goals and evaluation criteria, project selection criteria and TSP adoption.

Budget Impact:

None.

Council Options:

1. Accept Staff's recommended CAC.
2. Modify Staff's recommended CAC.
3. Do not create a separate CAC for this project.

Staff Recommendation:

If the Council wishes to create a committee for this purpose, staff recommends Council approve staff's recommended CAC.

Potential Motion:

Move to approve Resolution 2015-01 which establishes a CAC for the West Linn TSP Update.

Attachments:

1. December 29, 2014, Memo to City Council re: Proposed Citizen Advisory Committee Roster
2. Resolution 2015-01: A Resolution Creating a Citizens Advisory Board to Assist in Updating the West Linn Transportation Systems Plan (TSP)

Memorandum

Date: December 29, 2014

To: West Linn City Council

From: Zach Pelz, Associate Planner

Through: Chris Jordan, City Manager

Subject: Proposed Citizen Advisory Committee roster

Purpose

West Linn's 2040 Transportation Systems Plan (TSP) Update officially kicked off on Monday, November 3, 2014. At the kick off meeting, the project management team (PMT) reviewed the preliminary project schedule and suggested revisions. The PMT also discussed the policy framework, financial outlook, and key regional and local outcomes. Over the next several weeks, staff and our consultants will work to revise these documents for their presentation to a Citizens Advisory Committee (CAC). Staff is requesting the Council's input and approval regarding the makeup of the advisory committee.

The CAC is intended to serve as the voice of the community providing feedback on the goals and objectives of the Updated TSP. The CAC will assist with the development of goals and objectives that support the City's mission and vision by developing evaluation criteria and performance measures used to evaluate and select the preferred programs and projects and reviewing technical memoranda and the draft Updated TSP. Through the CAC, the City will ensure outreach to businesses, residents, property developers, freight organizations, the active transportation community, public health officials, affordable housing groups, environmental and environmental justice communities. This is an advisory body with no decision making responsibility.

The CAC will be assisted by a Technical Advisory Committee consisting of City staff and other transportation experts. The PMT recommends the following individuals for the CAC;

- West Linn Transportation Advisory Board (7 members)
- West Linn City Council representative
- West Linn Planning Commission representative
- West Linn Leadership Academy representative
- West Linn Youth Leadership Academy representative
- West Linn Parks Board representative
- Citizens at large (2 positions)
- Bicycle Transportation Alliance (BTA) representative (non-voting)
- Oregon Walks representative (non-voting)

The CAC is currently scheduled to meet approximately five times throughout the development of the TSP Update.

Options

1. Accept staff's recommendation for the CAC
2. Amend/revise staff's recommended CAC roster

Recommendation

Accept staff's recommendation for the CAC and TAC as presented above

RESOLUTION NO. 2015-01

A RESOLUTION CREATING A CITIZENS ADVISORY BOARD TO ASSIST IN UPDATING THE WEST LINN TRANSPORTATION SYSTEMS PLAN (TSP)

WHEREAS, OAR 660-012-0016 and -0055 direct cities to update local Transportation System Plans (TSPs) within one-year, or a date specified in the Regional Transportation Plan (RTP), following updates to the RTP; and

WHEREAS, West Linn is scheduled to complete its TSP update by the end of December 2015; and

WHEREAS, at Council direction, the City applied for and received a Transportation and Growth Management (TGM) grant through the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD) to complete this planning work; and

WHEREAS, ODOT is managing the project contract and has hired Kittelson and Associates to lead the plan update, after receiving input from City staff; and

WHEREAS, the Council seeks the assistance of a group of citizens to work with the City, ODOT and ODOT's consultant to complete the TSP Update.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST LINN RESOLVES AS FOLLOWS:

SECTION 1. There shall be a Transportation Systems Plan Citizen Advisory Committee (CAC) consisting of not more than 16 individuals appointed by the City Council.

SECTION 2. The general scope of work for the committee shall be to:

- A. Assist with the development of goals and objectives that support the City's mission and vision;
- B. Develop evaluation criteria and performance measures to evaluate and select the preferred programs and projects;
- C. Review technical memoranda and the draft Updated TSP; and
- D. Reach out to freight organizations, businesses, residents, property developers, the active transportation community, public health officials, affordable housing groups, environmental and environmental justice communities to encourage feedback on the goals, objectives, evaluation criteria, and performance measures.

SECTION 3. The CAC shall be chaired by the Chair of the West Linn Transportation Advisory Board.

SECTION 4. The CAC shall terminate following adoption of the Updated West Linn Transportation Systems Plan.

This resolution was PASSED and ADOPTED this 12th day of January, 2015, and takes effect upon passage.

JOHN KOVASH, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

CITY ATTORNEY