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City of Willamina Transportation System Plan

August 1998

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The contents of this document do not necessarily reflect views or policies of the State of Oregon.

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Executive Summary

Introduction

This document is a Transportation System Plan (TSP) created to meet the city's long-term (20-year) needs. It focuses on the development of a circulation network, and addresses the movement of people and goods by a variety of modes (including automotive, public transportation, bicycling, and walking).

Background

It is estimated that nearly 1,755 people live within the Willamina Urban Growth Boundary. Future growth in Willamina is anticipated to occur due to the "spill over" effect from rapidly growing areas such as Grand Ronde, Sheridan, and McMinnville.

Public Involvement and Participation

The development of the Transportation System Plan was guided by a Transportation Advisory Committee (TAC) representing the business community, citizens-at-large, Planning Commission, and City Council. Community open house meetings were held at the beginning and near the completion of the planning effort.

Current Conditions and Improvements

The existing street system generally functions with acceptable levels of service throughout the city. However, there are locations which will eventually require improvements. These improvements are as follows:

- Left-turn pocket at the intersection at Oaken Hills and East Main Street.
- Left-turn pocket at the intersection at "B" Street and East Main Street.
- Left-turn pocket at the intersection at "C" Street and East Main Street.
- Main Street Island intersection (two alternatives identified).
- Curb, gutter, and sidewalk improvements at Barber Avenue and South Main Street intersection.
- Installation of a traffic mirror at Ivy Street and South Main Street intersection.
- New road construction (see conceptual roads).

Transportation System Plan Elements

The transportation plan consists of the following elements:

- Inventory of existing transportation facilities
- Goals and policies

- Streets
- Access management
- Public transportation
- Bicycle and pedestrian
- Air, rail, water, and pipeline
- Finance
- Public comment and involvement
- Development code revisions
- Capital improvements

The following is a brief description of the elements:

Inventory of Existing Transportation Facilities

This element identifies and inventories existing roadways (arterials, collectors and significant local streets), pedestrian and bicycle ways. It included observations of location, jurisdiction, length, surface type, and general condition.

Goals and Policies

Existing goals and policies were reviewed, coordinated with state, regional and county plans, and updated.

Streets

The street element identifies the existing network of arterials, collectors and local streets, and provides a conceptual framework for future street development and system improvements.

Access Management

Standards of access management, driveway spacing, and intersection spacing are recommended.

Public Transportation

The existing YAMCO transit system serves the elderly and handicapped, as well as the general public.

Bicycle and Pedestrian

It is recommended that all arterials and collectors have sidewalks on each side of street. Two additional multi-use paths are recommended. The bicycle plan includes provisions that encourage bikeways on all collector and arterial streets.

Air, Rail, Water, and Pipeline

It is recommended that every effort be made to maintain and promote the city's existing rail, water, and pipeline service. Although no air service is provided in the city, it is available in nearby cities.

Finance Plan

This plan provides the city with financial options for funding various improvements and roadways.

Development Code Revisions

Existing development code ordinances were reviewed, coordinated with state and regional plans, and updated.

Capital Improvements

Provides rough cost estimates for various street improvements and recommendations.

Introduction

Background

Transportation planning focuses on the development of streets and the circulation network, and addresses the movement of people and goods by a variety of modes. As it is improved and extended throughout the community, the transportation system serves existing land uses and encourages development

In November 1995, the city of Willamina was awarded a Transportation and Growth Management (TGM) grant from the Oregon Department of Transportation (ODOT). The grant is from a federally funded program developed to assist local governments in meeting state and federal transportation planning requirements.

The objective of this grant project was to provide assistance to the city of Willamina in the preparation of a long-term (20-year) Transportation System Plan (TSP) that meets the community's needs and brings the city into compliance with the state's Transportation Planning Rule (TPR) and other state and federal regulations.

Relevant Regulations

State

In April 1991, with the concurrence of ODOT, the Land Conservation and Development Commission (LCDC) adopted

the TPR (Oregon Administrative Rule 660-12-000 through 070) to specify how regional and local governments will carry out the state's Goal 12 - Transportation: ". . . to provide and encourage a safe, convenient, and economic transportation system." The TPR committed all levels of government to the development of a coordinated statewide transportation planning program. The TPR also created a number of new requirements governing transportation planning and project development. The rules outline specific requirements for the state, metropolitan planning organizations, counties, cities, and special districts providing transportation services. Each jurisdiction must prepare and adopt a (TSP) and implementing regulations.

The Willamina TSP includes the following:

- Transportation goals, policies, and objectives.
- A determination of transportation needs.
- A street plan for arterials and collectors and standards for the layout of local streets and other important non-collector street connections.
- Public transportation planning.
- Bike and pedestrian planning.

Federal

The adoption of Oregon's TPR preceded the Intermodal Surface Transportation Efficiency Act (ISTEA) which was signed into law on December 18, 1991. The federal act is intended to ". . . develop a National

Transportation System that is economically efficient, environmentally sound, provides the foundation for the Nation to compete in the global economy and will move people and goods in an energy efficient matter.” In addition to numerous other provisions of the ISTEA legislation is the requirement that states use a statewide planning process to develop plans and programs.

Adoption of the TPR provided Oregon with a head start in complying with new federal requirements, an effort it soon followed with the adoption of the Oregon Transportation Plan (OTP) on September 15, 1992. The OTP defines a statewide transportation policy and a comprehensive, long-range plan for a multimodal transportation system which encourages economic efficiency, orderly economic development, safety, and environmental quality.

Planning Process

The planning process for the development of the TSP consisted of completing numerous technical analyses combined with input and review by the city’s Transportation Advisory Committee (TAC) and the public. Key elements of the process included the following:

- Review of existing plans, policies, and standards.
- Inventory of existing transportation system.
- Determination of transportation needs.
- Development and evaluation of transportation system alternatives.
- Development and implementation of a TSP.

The Transportation Advisory Committee consisted of citizen representatives from the

planning commission and city council, as well as state and county staff. TAC meetings were generally held bi-monthly throughout the planning process to provide review and guidelines to staff and to make decisions regarding the plan. Community meetings were held at the beginning of the process to gain public input on issues and problems to be addressed, and for the review and comments upon the completion of the draft transportation master plan. The results of the first community meeting formed the basis for the identification of transportation issues and concerns with regards to traffic movement.

Review Existing Plans, Policies, and Standards

The TSP is based upon the city’s existing comprehensive plan prepared in 1987. Although the existing plan contains a transportation element that is somewhat consistent with Statewide Planning Goal 12, this revision is necessary to update the plan and bring it into conformance with new county, state, and federal transportation planning standards.

In addition to a thorough review of the comprehensive plan, existing city ordinances and public works standards were studied to gain a clearer understanding of how future development is likely to occur. Based on the review, ordinance amendments were recommended that provide for better integration of transportation and land use issues, and to bring the city into closer compliance with state and federal requirements.

Further, this study entailed a review of the regional, state, and relevant plans shown in **Appendix B**.

Determination of Need: Land Use, Population, and Transportation

To identify transportation needs for the planning area and the scale of the transportation network being planned, this plan relies extensively on an ODOT-commissioned Potential Development Impact Analysis (PDIA).

The PDIA is based on the city's acknowledged comprehensive plan and zoning ordinance. It presents estimates of existing and potential development for

residential, commercial, and industrial land use.

The PDIA also provides data that was used to describe likely development scenarios for the Willamina Urban Growth Area. These projections form the basis for understanding future travel demand and gauging the need for transportation facility improvements.

The analysis used 1990 Census data and local land use regulations to estimate existing residential densities, vacant buildable land, and maximum buildable densities. **Table 1** summarizes the residential trends, while **Table 2** indicates the commercial and industrial information.

**Table 1
Buildable Residential Lands**

Willamina			
Buildout Scenario	Residential Units	Acres	Ave. # of D.U Per Acre
Existing	603	99.7	6.0
Projected	2,573	326.3	7.9
Maximum	3,176	326.3	9.7

Source: ODOT; *Willamina Potential Development Impact Analysis*, May 1994.

**Table 2
Buildable Commercial and Industrial Lands**

Willamina			
	Total Acres	Buildout	Buildable Acreage
Commercial	37.4	24.4	13
Industrial	124.2	88.9	35.3

Source: ODOT; *Willamina Potential Development Impact Analysis*, May 1994.

The PDIA used a 30-year population growth average to estimate the city's future population. Assuming Willamina can continue to capture 2.4 percent of the county's population growth, Willamina is projected to grow from a 1990 population of 1,775 to 2,101 by 2016. This is an increase of 326 residents. Also assuming Willamina's 1990 average household average remains relatively constant, the study estimates the need for additional 134 dwelling units.

It should be noted that this study's population and housing estimates have several limitations. First, this study cannot account for market factors, such as the supply and demand for housing. Also, these estimates cannot predict possible land use actions, particularly annexations, that increase not only the amount of acreage within in the urban area, but also the urban population. Despite these limitations, these forecasts do provide a general estimate of future urban population and housing needs based on historical growth trends and offer a more conservative estimate of future residential buildout. Also, employment figures are likely to remain the same.

This method resulted in an approximate 600 ADT increase of the high count on Main Street and was the method used to forecast future needs.

Although this plan uses the PDIA to determine transportation needs, other methods were also studied and considered. The other methods included:

- Historic trends
- Population projections

Historic Trends

Historic trends determined transportation need by averaging historical traffic counts over the past 20 years at designated mile posts and by projecting their increases 20 years into the future.

Due to the limitations of historical trends, this study was not used to determine the city's transportation needs. Detailed analysis of this method is indicated in **Appendix F**.

Other Population Projections

Other population projections were considered in determining the City's transportation needs. The following population projections were considered initially in the study:

- The adopted 1995 population projection, and
- The maximum buildout scenario proposed by the Regional Problem Solving study.

The first of these resulted in approximately a 2000 ADT increase on Main Street's high count point, while the second resulted in an increase of nearly 15,000 ADT. However, due to the fluctuations in past populations, these population projections were not used to predict or determine the city's transportation needs because of their biases toward higher growth rates.

Detailed analysis of these population projections are in also in **Appendix F**.

Level of service (LOS) calculations were completed for "B" and "D" Streets' intersections with Main Street as representative of the functioning of all intersections on Main Street.

The 1995 and 2016 levels of service on Main Street in its present configuration are at, and will remain at, an LOS A. The accessing streets will eventually become the limiting factor. Levels of service should be recalculated at approximately five-year intervals to assure intersections operate smoothly.

Inventory

Existing Transportation Systems

Streets

Inventories were conducted for all arterial and collector streets (**Table 3**). The street inventory provides information on controlling jurisdiction, pavement width, surface material, condition, number of lanes, curbs, and bicycle/pedestrian facilities. It provides important information for street network planning, street design and improvement, and bicycle/pedestrian facility planning. The city should coordinate with ODOT and Yamhill County to maintain a current inventory of arterials and collectors. For purposes of the city's own capital improvement planning, it should consider expanding the inventory to include local streets.

Traffic volume data for various key locations in the city are shown in **Figure 1**. This data, in association with historical information on traffic volumes, provided a point of reference for considering current future and travel demand.

Public Transportation

In addition to the street inventory, an inventory of public transportation facilities was completed for use in evaluating the supply and demand for public transportation services.

Public transportation service in Willamina is provided by YAMCO, a nonprofit organization that provides transportation service to various residents in Yamhill County. It services Willamina by providing round trip bus service from Willamina to Sheridan to McMinnville, Mondays and Wednesdays (see **Figure 2**). The pick up spots for this service is at the corner of Main and "B" streets. It also provides Willamina residents with dial-a-ride service on Tuesdays, Thursdays, and Fridays for those residents who are interested in only traveling to Sheridan. YAMCO is state and federally funded and is associated with the Yamhill Community Action Program (YCAP).

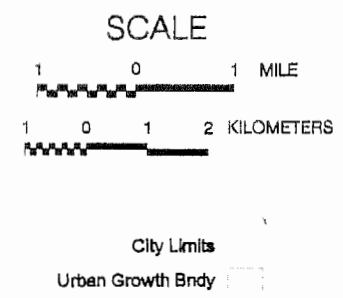
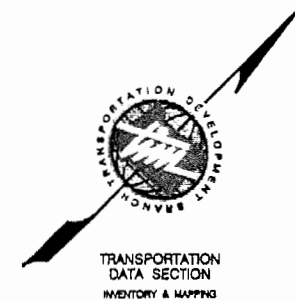
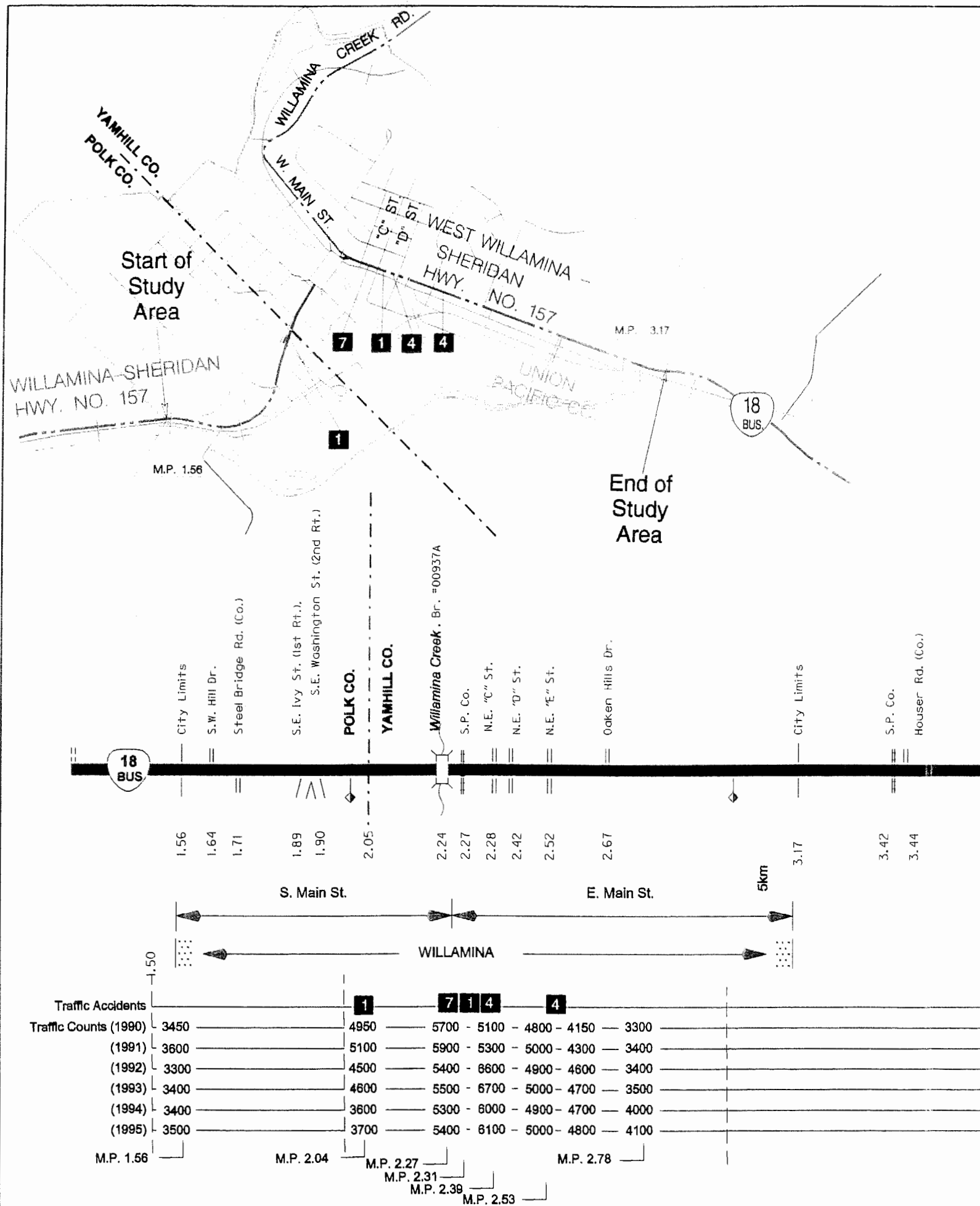
It should be noted that YAMCO does not provide service to Willamina residents who live in Polk County. However, those residents are free to use the service if they meet at a designated pick-up site on Yamhill County side of the city.

No other public transportation services exist in Willamina; however, private bus service is available to local residents. This service is provided by Greyhound Bus Lines which services the city three times daily, transporting to various northern and southern points.

Table 3

Inventory Existing Streets
Willamina: Arterial, Collector and Local Street Inventory

Section	Length	County Jurisdiction	Pavement Width	Surface	Road Condition	# of Lanes							
							Lt.	Rt.	Lt.	Rt.	Lt.	Rt.	
Arterials:													
E. Main Street (Business 18)	Mile Post 3.17 to Interchange	3869	Yamhill Co.	45	Asphalt	Good	2	Y	Y	Y	Y	N	N
W. Main Street	Interchange to Willamina Creek Rd.	950	Yamhill Co.	40	Asphalt	Good	2	N	Y	N	N	N	N
S. Main Street (Business 18)	Interchange to Hill Drive	3670	Polk Co.	45	Asphalt	Good	2	Y	Y	Y	Y	N	N
Collectors:													
Oaken Hills Drive	End Oaken Hills Dr. to E. Main Street	2112	Yamhill Co.	45	Asphalt	Good	2	Y	Y	Y	Y	N	Y
"B" Street	4th Street to E. Main Street	982	Yamhill Co.	40	Asphalt	Good	2	Y	Y	Y	Y	N	N
"C" Street	4th Street to E. Main Street	762	Yamhill Co.	40	Asphalt	Good	2	Y	Y	Y	Y	N	N
"D" Street	4th Street to E. Main Street	179/583	Yamhill Co.	40	Asphalt	Poor	2	N	Y	N	N	N	N
"E" Street	5th Street to E. Main Street	1584	Yamhill Co.	36	Asphalt	Good	2	Y	Y	Y	Y	N	N
Second Street	"B" Street to "D" Street	590	Yamhill Co.	20	Rock	Poor	2	N	N	N	N	N	N
Third Street	Churchman Street to Oaken Hill Dr.	1584	Yamhill Co.	30	Asphalt	Poor	2	Y/N	Y/N	Y/N	Y/N	N	N
Fourth Street	Churchman Street to "D" Street	1065	Yamhill Co.	25	Oil	Poor	2	Y/N	Y/N	Y/N	Y/N	N	N
Willamina Drive	5th Street to "B" Street	2640	Yamhill Co.	25	Asphalt	Good	2	N	N	Y/N	Y/N	N	N
Churchman Street	5th Street to Willamina Drive	1730	Yamhill Co.	25	Oil	Poor	2	Y/N	Y/N	Y/N	Y/N	N	N
Lamson Avenue	Ash Street to S. Main Street	1620	Yamhill Co.	22	Oil	Poor	2	N	N	N	N	N	N
Lamson Street	S. Main Street to Washington Street	516	Yamhill Co.	37.5	Asphalt	Good	2	Y	Y	Y	Y	N	N
Washington Street	Lamson Street to Ivy Street	1592	Yamhill / Polk Co.	42	Asp/Rock	G/P	2	Y/N	Y/N	Y/N	Y/N	N	N
Barber Avenue	Ash Street to Washington Street	2824	Yamhill / Polk Co.	28	Asp/Oil	G/P	2	Y/N	Y/N	Y/N	Y/N	N	N
Pioneer Avenue	End of Pioneer Ave. to Cherry Street	1765	Polk Co.	25	Oil	Poor	2	N	N	N	N	N	N
Hill Drive	End of Hill Street to S. Main Street	2650	Polk Co.	25	Oil	Poor	2	N	N	N	N	N	N
Significant Local Streets:													
Yamhill Street	C Street to "E" Street	670	Yamhill Co.	20	Oil/Rock	Poor	2	N	N	N	N	N	N
Baker Street	S. Main Street to Washington Street	463	Yamhill Co.	37.5	Asphalt	Good	2	Y	Y	Y	Y	N	N
Polk Street	S. Main Street to Washington Street	465	Polk Co.	20	Oil	Poor	2	N	N	N	N	N	N
Adams Street	S. Main Street to Washington Street	365	Polk Co.	30	Asphalt	Good	2	N	N	N	N	N	N
Ivy Street	Willow Lane to Lincoln Street	618	Polk Co.	22	Oil/Rock	Poor	2	N	N	N	N	N	N
Ash Street	Lamson Avenue to Barber Avenue	792	Yamhill / Polk Co.	20	Rock	Poor	2	N	N	N	N	N	N
Fir Street	Lamson Avenue to Pioneer Avenue	1135	Yamhill / Polk Co.	25	Oil	Poor	2	Y	Y	Y	Y	N	N
Walnut Street	Lamson Avenue to Barber Avenue	792	Yamhill / Polk Co.	20	Oil	Poor	2	N	N	N	N	N	N
Oak Street	Lamson Avenue to Pioneer Avenue	1135	Yamhill / Polk Co.	25	Oil	Poor	2	N	N	N	N	N	N
Spruce Street	Lamson Avenue to Barber Avenue	792	Yamhill Co.	20	Oil	Poor	2	N	N	N	N	N	N
Maple Street	Lamson Avenue to Barber Avenue	792	Yamhill Co.	30	Asphalt	Good	2	N	Y/N	N	Y/N	N	N



Highway 18 Business
Willamina

WILLAMINA TRAFFIC COUNTS & ACCIDENTS

**1990-95
Traffic
Counts**

5800
(Average Daily Traffic)

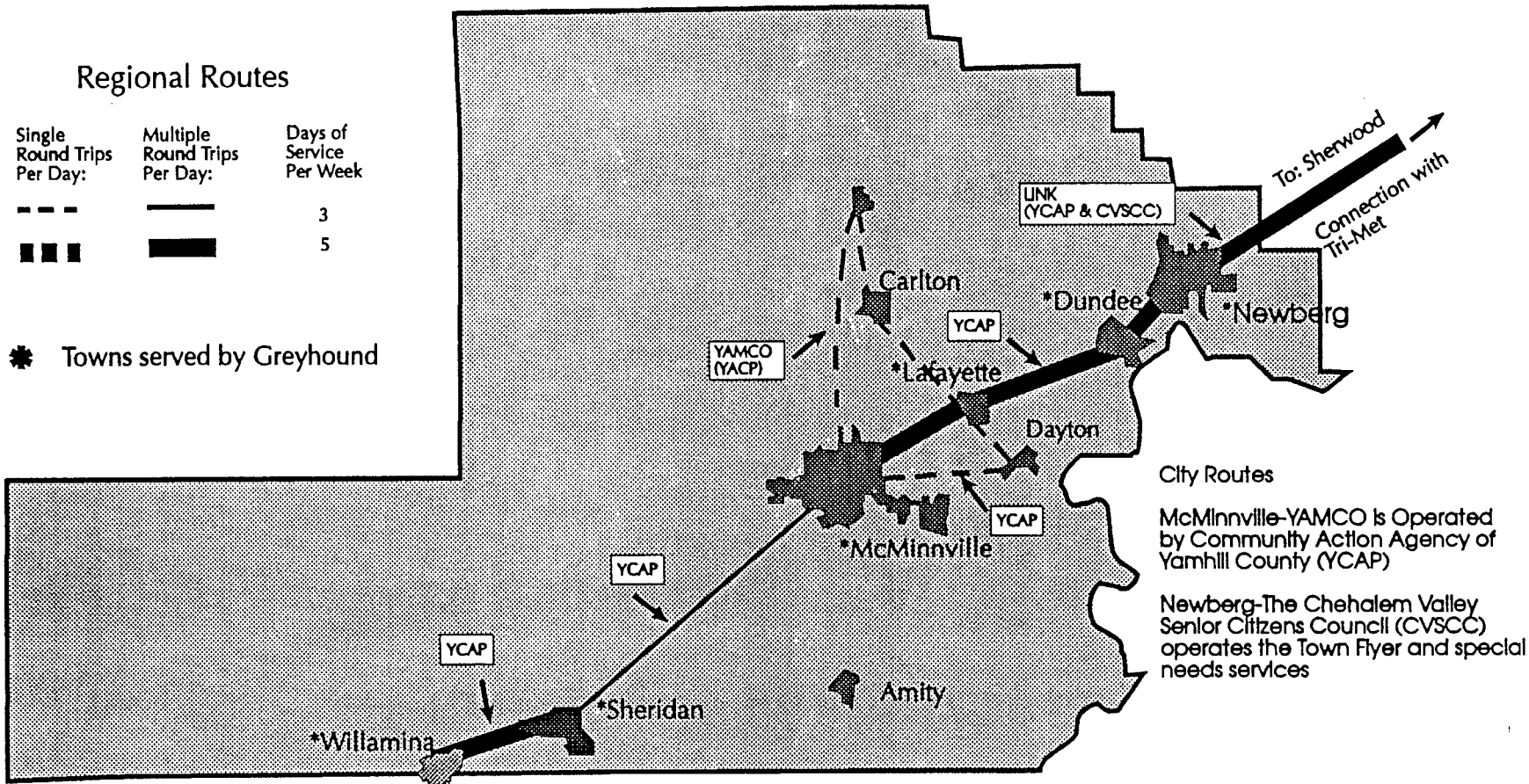
**1987-96
Accident
Locations**

1
(Number of Accidents)

Figure 1

Figure 2

Existing Transit Service Routes



Sidewalks

While sidewalks are required on all streets concurrent with new development, there are many existing city streets that have either no sidewalks or sidewalks in discontinuous segments. It is estimated that roughly 65% of existing sidewalks are in poor condition due to disrepair, non compliance of ADA standards or other miscellaneous factors.

Table 3 provides an inventory of bicycle and pedestrian facilities along arterials, collectors and significant local streets.

Figures available from the 1990 census showed that 19 people, or approximately 1% of the people working outside of the home walked or bicycled to work. This is significantly lower than the national average of 7%. This low figure may be explained by Willamina's relative limited local employment opportunities and because of its long distance from employment centers.

Planning Area

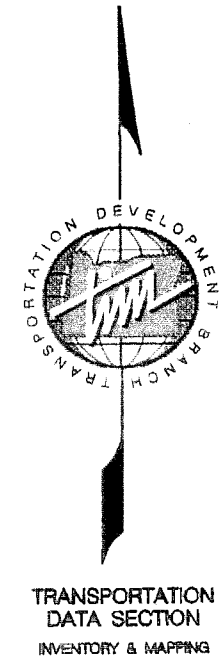
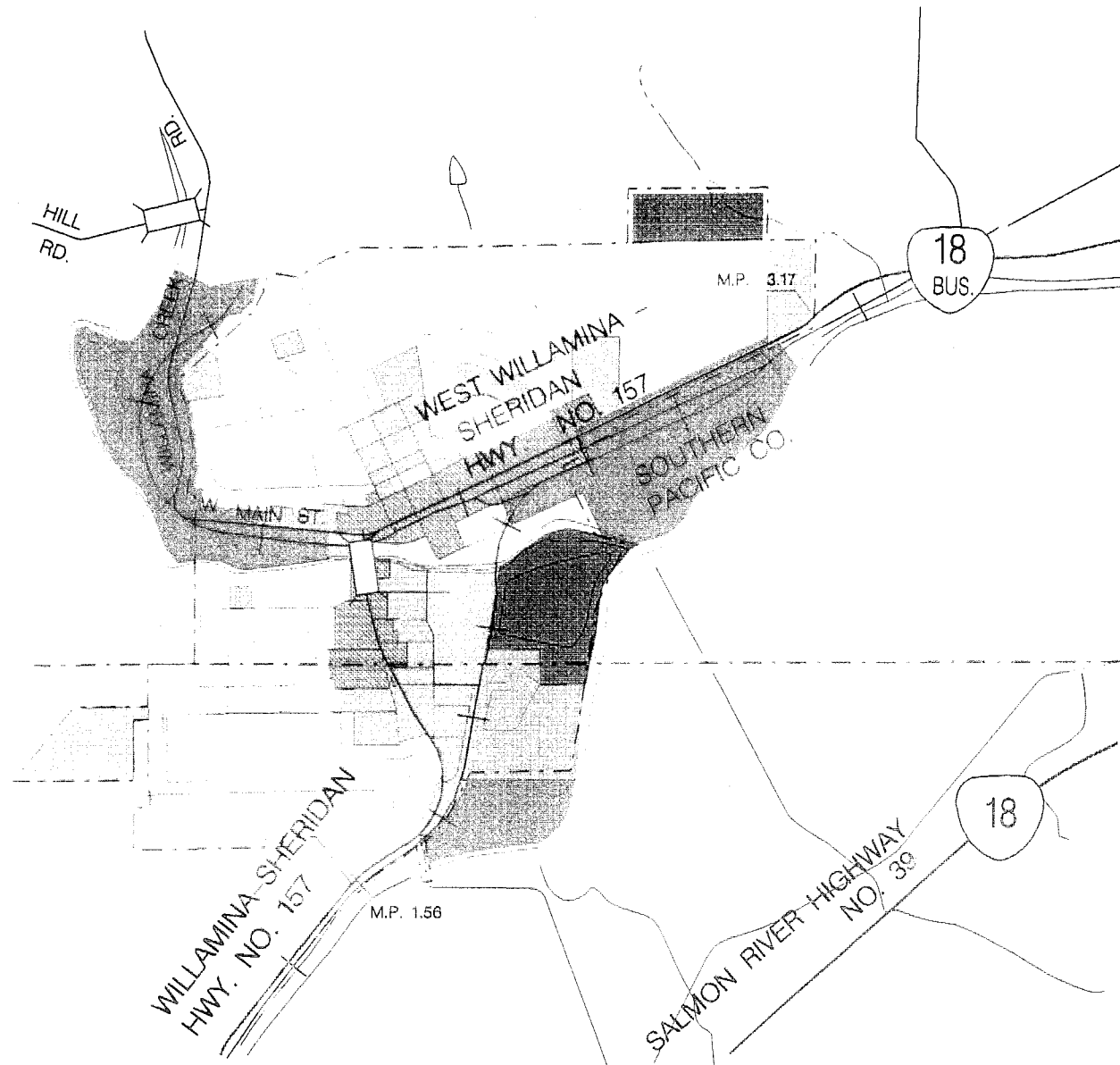
The city of Willamina is located at the foothills of the Coast Range near Highway 18, approximately six miles southwest of Sheridan. Historically, this community has relied upon the wood products industry for its livelihood. However, new employment opportunities in adjacent communities, such as the federal prison in Sheridan and the casino in Valley Junction, have resulted in increased development within the city of Willamina.

The transportation planning area, shown in **Figure 3**, which also depicts the city's comprehensive plan designations, generally follows the urban growth boundary. Like most small rural cities, Willamina is

dependent on private automobiles as the chief source of transportation. The city's current road network consists of one state highway (Business 18) and a system of collectors and local roads.

Existing Transportation Plan

Currently, no state or regional transportation plans are known to exist specifically for Willamina. However, there are plans in varying stages of completion which peripherally affect the city. These are the Highway 99W/18 Interim Corridor Strategy Plan, Yamhill and Polk County Transportation System Plans and Grande Ronde Regional Problem Solving.



Highway 18 Business Willamina

WILLAMINA ZONING

URBAN ZONING KEY *

Low Density Residential (R1)	Local / Limited Commercial (C1)	Limited Light Industrial (I1)	Agricultural Holding (A1)	Floodplain Hazard	City Limits
Standard Density Residential (R2)	Travel Commercial (C2)	Light Industrial (I2)	Commercial Agriculture (A2)	Waterfront Mixed Use	
Medium Density Residential (R3)	General Commercial (C3)	General Industrial (I3)	(A3)	(*)	Roads
High Density Residential (R4)	Government Business (C4)	Heavy Industrial (I4)	Public Use / Open Space (A4)	Urban Area Reserve	Urban Growth Boundary
Rural Residential (R5)	Rural Center (C5)	Rural Industrial (I5)	Community Service (A5)	Mineral & Aggregate resource	

Goals and Policies

The purpose of the Transportation System Plan is to provide a guide to the city to fulfill its goals and policies for implementation of improved mobility through the year 2016. Goals and policies were developed by the Transportation Advisory Committee based on public responses at two community open house forums. These forums raised concern and resulted in policies of how to improve safety for bicyclists and pedestrians, especially school children.

These goals represent the community's vision for a system of transportation facilities and services that provide for the needs of the community and maintain the city's commitment to managing growth and preserving its quality of life. The development of these transportation goals and policies provides the overall guidance necessary to produce all other elements of the TSP. These goals and policies serve as the criteria by which various alternative plan proposals, from street alignments to land development regulations, were evaluated. The revisions in existing goals and policies are as followed:

Goals

1. To provide a safe, convenient, aesthetic, economic, energy-efficient, reliable, and safe multimodal (road, rail, public transportation, waterway, bicycle, pedestrian, and pipeline) transportation systems for all users, including the

young, elderly, disabled, and the disadvantaged.

2. To maintain an ongoing transportation planning process keyed on the needs of the traveling public and coordinated among state, regional, and local jurisdictions.
3. To implement a level of transportation development that positively contributes to the City's livability.
4. The city shall work in conjunction with Polk and Yamhill counties and ODOT to enhance and promote intermodal connectivity throughout the transportation system plan.

Policies

General Policies

1. All transportation facilities shall be sited, designed, and constructed so as to minimize visual and environmental impacts on the natural and social features of the area.
2. All transportation facilities shall respect adjacent land uses and shall be designed in a way which promotes community aesthetic value.
3. All transportation improvements shall be used to guide urban development and

shall be designed to serve anticipated needs of the City and its residents.

4. The City shall promote and encourage usage of alternate modes, including public transportation, bicycle, and pedestrian systems.
5. All transportation planning and improvements shall be coordinated with county, regional, and state transportation plans.

Automobile Policies

1. Hazardous and inferior road sections and intersections that are not in accordance with recommended standards shall be identified and recommendations shall be made for improvement through a systematic capital improvement program.
2. Prior to paving (concrete, asphalt, concrete, or rock and oil) and City road, it will have drainage, and a subbase and base rock course which meets Public Works Standards.
3. The roadways shown in the TSP's conceptual street plan will only be required as areas are developed or redeveloped. The City has no desire to condemn land, remove homes or build a roadway solely to meet the proposed roadway placement, however, the City does have a desire to plan for good future streets systems to meet growing needs.
4. Automobile routes between residential areas and major activity centers shall be examined and recommendations shall be made for improvements.

5. The City shall discourage direct access from adjacent properties onto arterial highways whenever alternative access can be made available. To accomplish this, the City shall plan for a local street network and alleys as they develop.

6. The city will notify county and ODOT of all proposals requiring access to a state highway, and any land use change or development within 500 feet of a state highway. Additionally, the County and/or ODOT will be notified of any major development or land use change, regardless of distance, whenever such change can reasonably be expected to generate significant traffic.

7. Level of Service B is the minimum desired level on all City arterials and collectors.

8. The city will work cooperatively with Polk and Yamhill counties to accomplish an expeditious way of transferring road jurisdiction from the county to the city in conjunction with annexation, and in accordance with ORS 373.270. The following caveats apply:

- a) The developers of the property proposed for annexation will meet city road standards, including the necessary improvements for upgrading the frontage road to city standards
- b) Roads will be upgraded at the time of annexation, or the developer will obtain a signed agreement with the city for upgrade at the time of development.

Bicycle and Pedestrian Policies

1. The city shall work in conjunction with ODOT and Polk and Yamhill counties to provide and maintain a safe, convenient, and aesthetic bicycle system that is interconnected with other forms of transportation.
2. The city shall encourage and support education and safety programs for all ages, which improve riding skills, encourage observance of traffic laws, and increase awareness of cyclists and pedestrian rights.
3. The city shall monitor and analyze bicycle accident data to determine where safety problems exist or are likely to occur.
4. The city shall ensure that bikeways, and pedestrians facilities for which it has maintenance for safety-related problems shall have the highest priority.
5. The City shall coordinate local plans for pedestrian and bicycle facilities using the 1995 Oregon Bicycle and Pedestrian Plan as a guide.
6. The city, and ODOT and/or Polk/Yamhill counties, according to the applicable road jurisdiction, shall provide adequate bikeways on arterials and collectors located in the City's urban growth boundary, and other such locations that provide access between residential subdivisions, schools, shopping centers, and industrial parks when financially feasible.
7. All sidewalk replacements and improvements shall be identified and

systematically constructed through a capital improvement program.

8. The City shall implement and maintain a bikeway plan and route which is coordinated with Yamhill and Polk counties.

Public Transit Policy

1. The city shall work with Polk and Yamhill county officials to promote and encourage the future operation of an inter-county public transit system.
2. The city shall work with Polk and Yamhill counties to identify public transportation needs of the disadvantaged and attempt to fill those needs.

Railroad Policies

1. The continuing availability of existing rail transportation routes shall be encouraged.
2. Public safety including American with Disability Act provisions, shall continue to receive top priority where rail lines cross other transportation paths

Implementation

The goals and policies of the Willamina Transportation System Plan are in accordance with the Willamina Development Code and Public Works Standards.

Street Plan

TPR Requirements

OAR 660-12-020 Elements of Transportation System Plans

(2) (b) A road plan for a network of arterials and collectors and standards for layout of local streets and other important non-collector street connections. Functional classification of roads in regional and local TSPs shall be consistent with functional classifications of roads in state and regional TSPs and shall provide for continuity between adjacent jurisdictions. The standards for the layout of local streets shall provide for safe and convenient bike and pedestrian circulation necessary to carry out OAR 660-12-045(3)(b). New connections to arterials and state highways shall be consistent with designated access management categories. The intent of this requirement is to provide guidance on the spacing of future extensions and connections along existing and future streets which are needed to provide reasonably direct routes for bicycle and pedestrian travel. The standards for the layout of local streets shall address:

(A) Extensions of existing streets;

(B) Connections to existing or planned streets, including arterials and collectors; and

(C) Connections to neighborhood destination.

As in most rural cities, the automobile is undeniably the dominant mode of transportation in Willamina. Consequently, streets are the dominant transportation facility and, as such, represent a significant investment that must be protected and maintained. The street plan element of the TSP accomplishes the following:

- Identifies a network of streets sufficient to meet current and future travel needs.
- Designates existing and proposed streets by functional classification.
- Recommends street and design standards.
- Recommends access control guidelines.

Street Network

The development of the street network plan was a process of evaluating how well alternative transportation facilities serve existing and planned development. The street network plan is also intended to provide the city and developers with guidelines for future street location, and to ensure a safe and efficient street circulation

system. The street network plan should be used to assure the dedication, or in some cases, the acquisition of adequate rights-of-way for streets and related facility improvements in appropriate locations.

The street system improvements planned for the Willamina area include improvements to the existing street network as well as future streets. These improvements are listed and defined below.

System Improvements

(Note: Installation of left turn pockets is likely to require removal of some on street parking, as required by IDOT's engineering standards.)

Intersection at Oaken Hills Drive and E. Main Street

The intersection at Oaken Hills and East Main Street is a heavily used intersection which services the existing elementary school and various local residences. With the addition of new development along Oaken Hills Drive and a new high school, traffic will likely increase. To offset this increase, the city should work with ODOT to develop a left-turn pocket at this intersection. A left-turn pocket at this intersection would improve mobility and safety during peak travel periods by allowing traffic to proceed north without having the build up of congestion created by a vehicle turning left onto Oaken Hill Drive. It would also make left-turn movements easier and less hectic for the driver. This improvement would likely require the city to work with ODOT in obtaining additional right-of-way to accommodate the left-turn pocket. Estimated cost: \$10,000.

Intersection at "C" Street and East Main Street (Business 18)

The intersection at "C" Street and East Main Street is also heavily congested. It services the existing commercial district, city hall, and local residences. With any future expansion of the northern part of the city, traffic will likely increase at this intersection. To accommodate for this additional traffic the city should consider developing a left-turn pocket lane as proposed above.

A left-turn pocket at this intersection would improve mobility and safety during peak travel periods along East Main Street. This improvement would require the city to remove on-street parking along a portion of Main Street. The removal of existing parking may make accessibility to some local businesses more difficult. Estimated cost: \$10,000.



"B" Street/East Main Street (Business 18)

The intersection at "B" Street and East Main Street is also congested and services the existing commercial district and local residences. With any future expansion of the northern part of the city, traffic will also likely increase at this intersection. To accommodate for additional traffic, the city should consider developing a similar left-turn pocket lane as proposed above.

The left-turn pocket would improve mobility and safety during peak travel periods along East Main Street. This improvement would require removal of a portion of on-street parking. Estimated cost: \$10,000.

Main Street Island Intersection

The Main Street Island intersection services various northern and southern points of the city. This intersection is the most heavily used and traveled point in the city. Unfortunately, the existing shape of the island at this intersection has created one of the most potentially dangerous points in the city. The current situation has severely limited the pedestrian and bicycle possibilities and activities near the intersection. With the increase in new development in Willamina, the existing conditions at this intersection will worsen. Therefore, the city should pursue a redesign of the existing intersection. Two possible alternatives the city might pursue are:

- Alternative I: Three-way stop
- Alternative II: Four-way stop

Alternative I

Alter the existing island design to a three way stop.

Benefits:

- Safer travel conditions.
- Reduction of traffic conflicts (irregular turning angles and access points).
- Reduction of driver distraction.
- Improved crossing capabilities and mobility of pedestrians and bicyclists.

Implementation of this design would require:

- Demolition and removal of existing island.
- Removal of access points into parking lot on north side of Main Street.
- Move existing intersection west to accommodate intersection.

Ramifications of alternative

- Disrupted traffic flows during construction.
- Increased congestion due to three-way stop.
- Cost associated with implementation of project.

Alternative II

Remove the existing traffic island and create a four-way stop and roadway through parking lot to First Street.

Benefits:

- Safer travel conditions.
- Reduction of traffic conflicts (irregular turning angles and access points).
- Reduction of driver distraction.
- Improved crossing capabilities and mobility of pedestrians and bicyclists.

Implementation of this design would require:

- Demolition and removal of existing island.
- Removal of existing access points to restaurant and grocery store.
- Acquisition of additional right-of-way from existing restaurant and grocery store.
- Constructing through road with accesses to restaurant and grocery store from First Street to Main Street.

Ramifications of alternative:

- Disrupted traffic flows during construction.
- Disruption of local business activity (restaurant and grocery store).

- Improvement cost associated with implementation of project.

A more in-depth analysis should be conducted to determine whether or not either alternative is feasible both politically or economically.

Barber Avenue/South Main Street (Business 18)

The intersection at Barber Avenue and South Main Street services surrounding residents as well as post office users and employees. Pedestrian safety at this particular intersection is a problem because the curb and gutter at this intersection make it difficult for physically challenged citizens to cross and access the other side of South Main Street. In addition to these standards, crosswalks are not properly striped.

Recurbing, guttering, and striping this intersection would improve existing conditions. These improvements would promote more user-friendly activities such as biking and walking. The costs of these improvements would be approximately \$7,000 dollars.

The city has also discussed installation of a left-turn pocket on Barber Avenue. It is anticipated this work will require some intersection radii reconstruction and attention will have to be paid to the curvature of the highway.

Ivy Street/South Main Street (Business 18)

The intersection at Ivy and South Main Street currently services local residences of Ivy Street and Willow Lane. Visibility and access issues are significant problems at this

intersection. Visibility is limited by the existing foliage and topography around the intersection. Access problems are directly related to lack of visibility.

Visibility and access might be improved by ensuring property owners are aggressively trimming back and removing foliage around the intersection or by purchasing a traffic mirror (which would be attached to an existing power line). The approximate cost of the traffic mirror would be \$1,500 dollars. Implementation of one or both of these suggestions would help improve visibility and traffic movements at this intersection.

Future Streets

While exact alignments will require detailed project-level planning, this TSP identifies the general future alignments and connections necessary to provide a safe, convenient, and economical transportation system with adequate access to all planned land uses.

The street network plan provides a complete and continuous network to ensure satisfactory traffic movement within the city, as well as access to and from the surrounding area.

While the street network plan identifies certain future streets of particular importance (primarily collectors) for traffic circulation, most local streets will be built as development occurs. It is important that the city require local streets to connect with existing and planned streets wherever possible. Some residential areas within Willamina have only one primary access point, which places them at risk in the event of a major emergency (i.e., Hill Drive).

Multiple access points, achieved through a well connected street network, are important to ensure that emergency services are not cut off and that local access is not eliminated or greatly lengthened in the event that one access is closed. Further, a well connected street network, with numerous alternative routes, reduces the volume of traffic on any one route and provides a more bicycle/pedestrian-friendly environment.

In order to adequately address connectivity and to determine future streets, two alternatives and a “No Build” scenario were investigated. Alternative 1 (**Figure 4**) was based upon constructing an east-west collector from East Main Street (Business 18) to Willamina Drive, while Alternative II omitted the collector.

Alternative I (Preferred Alternative)

Recommends that the city should build an east-west collector which would extend from East Main Street and connect onto Willamina Drive. This collector would divert unwanted residential traffic away from the city center during peak travel periods. Reducing the volume of traffic through the city would reduce congestion and the dangers of serious accidents to bicyclists and pedestrians. It would also result in a more pleasant downtown shopping experience for all residents of the community. The street layout of this alternative is as follows:

Northeast

- New east-west collector between East Main Street (Business 18) to new development’s Highland Loop

- Oaken Hills Drive extension to new east-west collector
- “F” Street extension to east-west collector
- East-west connection from Oaken Hills Drive to Highland Loop
- Extend new “B” Street from east-west collector to Willamina Creek Road
- East-west extension between First Street and “E” Street

Northwest

- Extend Fourth Street to Willamina Drive
- North-south extension between Willamina Drive, Beck Street, and east-west Collector
- “C” Street extension through Fifth Street and east-west extension to east-west Collector

Southeast

No changes are being proposed in this area of the city.

Southwest

- Extend Lamson Street to western boundary of UGB
- North-south connection from Lamson Extension to southern boundary of UGB
- Extend Barber Avenue to western boundary of UGB
- North-south connection from Barber Extension to southern boundary of UGB

- North-south connection from Oak Street to southern boundary of UGB
- North-south connection from Fir Street to southern boundary of UGB
- East-west extension from north-south (Barber Extension) to Cherry Street

Alternative II

Recommends that the city should not build an east-west collector. This alternative would allow the city to “max-out” its current transportation system in the northern section of the city without having to budget or fund the East-West Collector improvement. However, the consequences of this would likely result in the city’s present road system in the north becoming over-utilized and unsafe for bicycle and pedestrian activity. The southern section of the alternative is the same as Alternative I.

No Action

The “No Build” scenario recommends that the city do nothing to improve its existing street system. This action would allow the present situation to remain the same, and possibly worsen, which might result in more dangerous areas for commuters, pedestrians, and bicycle users. Therefore, this method was examined but not considered in actual determination of the city’s transportation needs.

Functional Classification

Streets serve a variety of needs ranging from transportation through an area to direct

access. To serve this wide range of uses effectively, streets should be designed to serve a primary function within a hierarchical network.

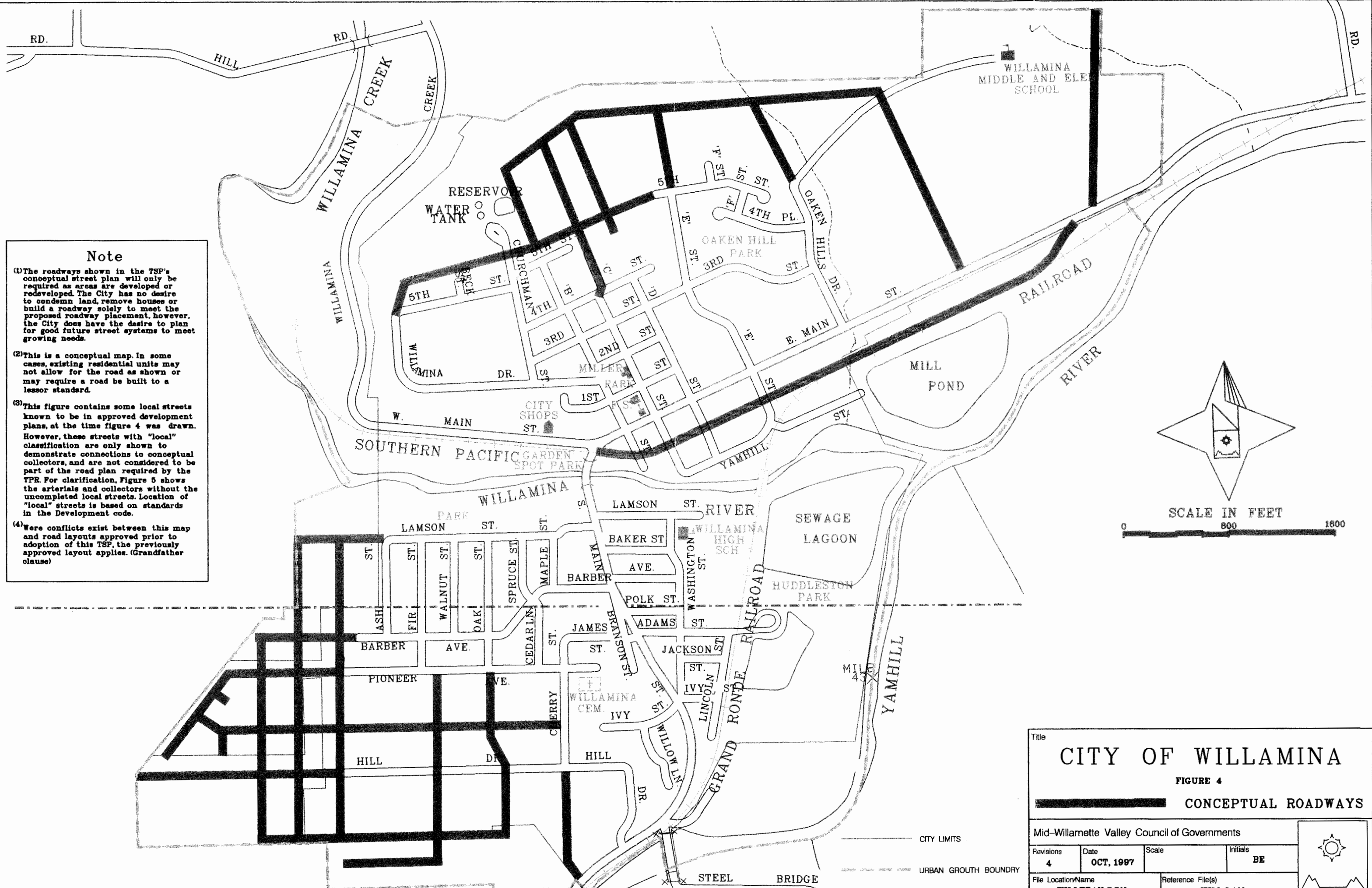
As defined by the Federal Highway Administration (FHA), functional classification is “. . . the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide.” The street network plan is based on the methodology developed by FHA.

This method of functional classification, which attempts to achieve a balance between the competing demands for mobility and access, has been tailored to suit the needs of the Willamina urban area.

Due to its size, Willamina only requires three functional classifications to describe its existing and proposed network of streets. The following three functional classifications effectively differentiate the range of streets needed to satisfy local and regional needs.

Arterial. A street of considerable continuity which is used primarily for through traffic and interconnection between major areas of the city. An arterial is intended to provide for the majority of regional travel passing through an area as well as the majority of local trips entering and leaving the urban area. It should also provide continuity for all rural arterials which intercept the UGB and should include connections to all rural collectors. Arterials generally emphasize mobility over land access. Access to arterials should be managed to protect the mobility function of the street as much as possible

Collector. A street supplementary to the arterial street system, used partly by through traffic and partly for access to abutting



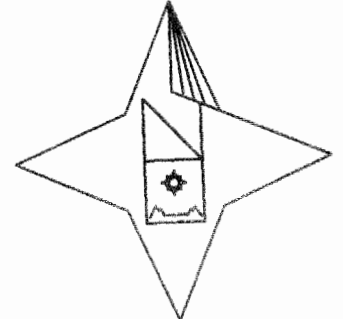
Note

(1) The roadways shown in the TSP's conceptual street plan will only be required as areas are developed or redeveloped. The City has no desire to condemn land, remove houses or build a roadway solely to meet the proposed roadway placement, however, the City does have the desire to plan for good future street systems to meet growing needs.

(2) This is a conceptual map. In some cases, existing residential units may not allow for the road as shown or may require a road be built to a lesser standard.

(3) This figure contains some local streets known to be in approved development plans, at the time figure 4 was drawn. However, these streets with "local" classification are only shown to demonstrate connections to conceptual collectors, and are not considered to be part of the road plan required by the TPE. For clarification, Figure 5 shows the arterials and collectors without the uncompleted local streets. Location of "local" streets is based on standards in the Development code.

(4) Where conflicts exist between this map and road layouts approved prior to adoption of this TSP, the previously approved layout applies. (Grandfather clause)



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Title			
CITY OF WILLAMINA			
FIGURE 4			
CONCEPTUAL ROADWAYS			
Mid-Willamette Valley Council of Governments			
Revisions	Date	Scale	Initials
4	OCT, 1997		BE
File Location/Name		Reference File(s)	
WILLTRAN.DGN		WILL.LAM	

— CITY LIMITS
 - - - URBAN GROWTH BOUNDARY

properties. A collector provides more emphasis on land access than an arterial serving the traffic circulation needs of surrounding residential areas. Collectors penetrate into all areas of the city, gathering traffic, and channeling it to arterials and rural collectors.

Local. A street intended primarily for access to abutting properties, but protected from “through” traffic. Minor streets entail all those not otherwise defined as arterials or collectors. While connectivity is encouraged for all streets, through traffic movement is not the intended purpose of a minor street.

The classifications presented in this plan are consistent with those proposed by Polk and Yamhill counties and are in compliance with the Yamhill County TSP. The classifications presented above are consistent with those proposed in the 1987 Comprehensive Plan with the following exceptions to existing streets (see **Figure 5**):

- Oaken Hills (collector: not platted on last comprehensive plan)
- Willamina Drive intersection with “B” Street (local street to collector status)
- Lamson Street (local street to collector status)
- Pioneer Avenue to James Street (local street to collector status)
- Hill Drive (future development will upgrade to collector status)

Street Design

Consistent with the identification of streets by functional classification is the need to develop street standards that differentiate between the three classes in terms of street dimensions and amenities. Street standards are a set of guidelines which insure that safety, level of service, and aesthetic quality are met. In addition, standards provide for ease of administration when new roadways are planned and constructed.

The street design standards proposed in this plan were developed through the consideration of a wide range of design alternatives from street widths to curb versus property-line sidewalks. The development used policies and publications shown in **Appendix B**.

The following street design standards are contained and adopted through the city’s development code and are reported here for the ease of use. They will help the city to achieve compatibility and consistency in the development of the street network. Although it is important to have recognized street design standards, major street projects often need to be evaluated on an individual basis. Strict adherence to these standards may not be practical in all situations, considering existing development or other social, economic, and environmental constraints. Furthermore, there are other considerations that need to be evaluated when designing specific streets, including distance between intersections, access points, and adjacent land uses.

Arterial

1. Access spacing: Minimum spacing between roads intersecting an arterial is 500 feet centerline to centerline (+/-20%). Minimum spacing between private drives is 150 feet centerline to centerline. Combined access or access to local streets is preferred.

2. Minimum right-of-way: 66 feet

3. Minimum curb-to-curb width: 44 feet

4. Travel lanes: two

5. On-street parking: On-street parking should generally be prohibited on arterial streets. The elimination of on-street parking is a cost-effective means of increasing the capacity of a street. While the city realizes that capacity/mobility benefits can be gained through the elimination of on-street parking, it also realizes the unique character of the commercial district and the need for customer parking.

6. Sidewalks: Preferred on both sides, six-foot minimum width

7. Bikeways Optional If bike lanes are installed, they will be on both sides, five-foot minimum width

2. Minimum right-of-way: 60 feet

3. Minimum curb-to-curb width: 36 feet

4. Travel lanes: two

5. On-street parking: Permitted on both sides

6. Sidewalks: Preferred, on both sides, five-foot minimum width

7. Bikeways: Optional *spindly*

Local Street

1. Minimum right-of-way: 50 feet

2. Minimum curb-to-curb width: 34 feet

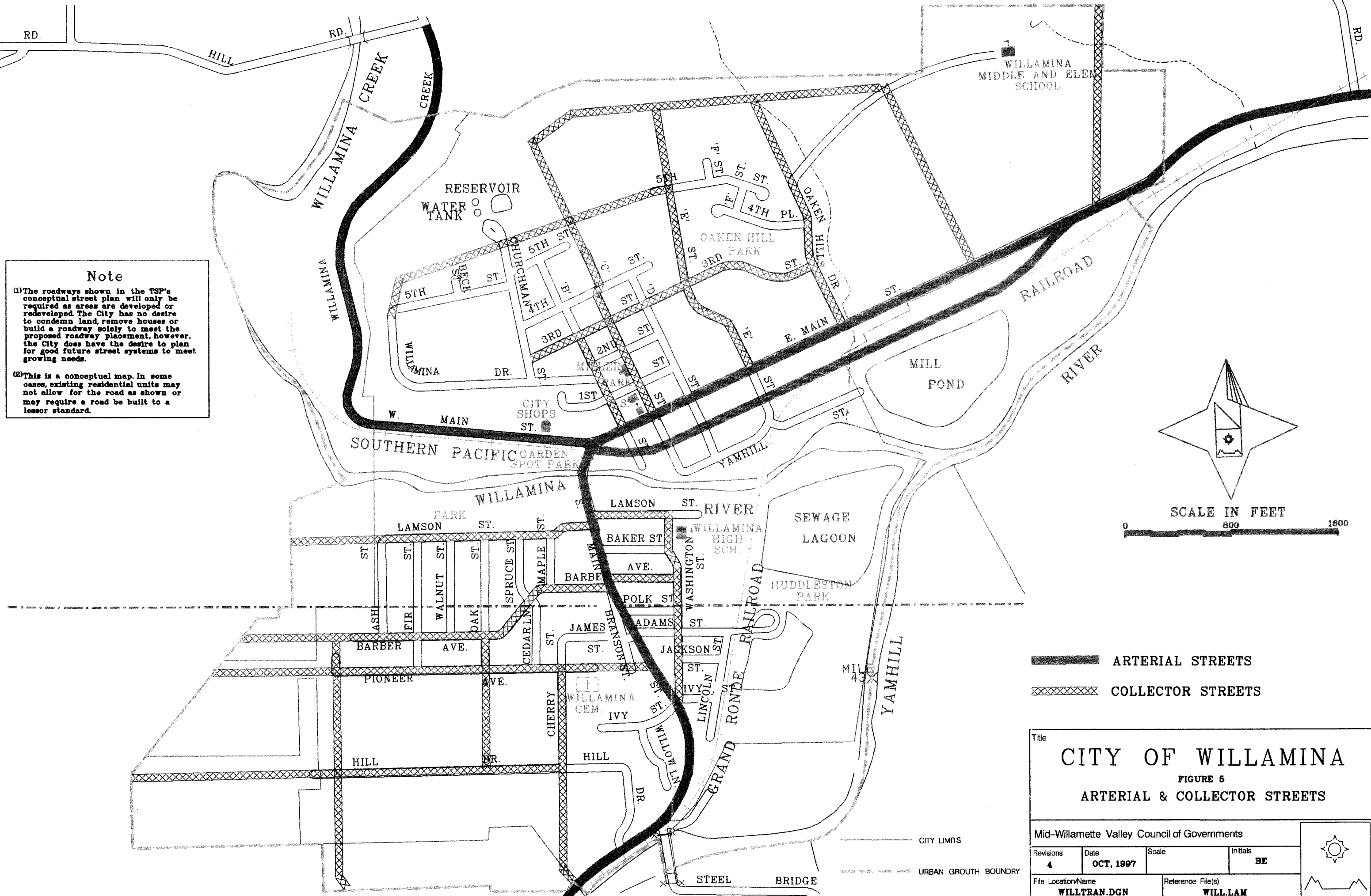
3. On-street parking: Permitted on both sides

4. Sidewalks: Preferred, on both sides, five-foot minimum width

5. Bikeways: Not required

Collector

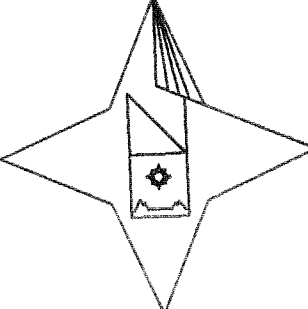
1. Access spacing: Access to collectors will be permitted from streets and private drive. The city will encourage property owners to minimize collector street access, encouraging combined access or access to local streets wherever practical.



Note

(1) The roadways shown in the TSP's conceptual street plan will only be required as areas are developed or redeveloped. The City has no desire to condemn land, remove houses or build a roadway solely to meet the proposed roadway placement, however, the City does have the desire to plan for good future street systems to meet growing needs.

(2) This is a conceptual map. In some cases, existing residential units may not allow for the road as shown or may require a road be built to a lesser standard.

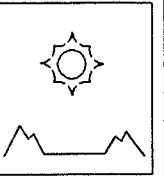


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— ARTERIAL STREETS
 - - - COLLECTOR STREETS

Title			
CITY OF WILLAMINA			
FIGURE 5			
ARTERIAL & COLLECTOR STREETS			
Mid-Willamette Valley Council of Governments			
Revisions	Date	Scale	Initials
4	OCT, 1997		BE
File Location Name		Reference File(s)	
WILLTRAN.DGN		WILL.LAM	

— CITY LIMITS
 - - - URBAN GROWTH BOUNDARY



Access Management

TPR Requirements

OAR 660-12-045 Implementation of the Transportation System Plan

(2) Local governments shall adopt land use or subdivision ordinance regulations, consistent with applicable federal and state requirements, to protect transportation facilities, corridors, and sites for their identified functions. Such regulations shall include:

- (a) Access control measures, for example, driveway and public road spacing, median control and signal spacing standards, which are less consistent with the functional classification of roads and consistent with limiting development on rural lands to rural uses and densities;
- (b) Standards to protect future operation of roads, transitways, and major transit corridors;
- (c) A process for coordinated review of future land use decisions affecting transportation facilities, corridors or sites;
- (d) A process to apply conditions to development proposals in order to minimize impacts and protect transportation facilities, corridors, or sites.

- (f) Regulations to provide notice to public agencies providing transportation facilities and services, MPOs, and ODOT of:
 - (A) Land use applications that require public hearings;
 - (B) Subdivision and partition applications;
 - (C) Other applications which affect private access to roads;
- (g) Regulations assuring that amendments to land use designations, densities, and design standards are consistent with the functions and capacities and levels of service of facilities identified in the TSP.

The goal of access management is to protect a street for its intended function. In Willamina, access management is primarily a tool to ensure that objectives of mobility and safety are met and preserved along Main Street (Business 18), the city's only arterial. Main Street presents many challenges to the city, ranging from balancing new development with existing development to reducing unwanted through traffic. To adequately respond to these particular challenges, the city should work with existing property owners to develop creative approaches to access management.

Main Street (Business 18) is owned and maintained by ODOT. Although the city has

no jurisdiction over the highway, the city has control over land adjacent to the highway, and thus has significant influence over access demands. Because of these overlapping jurisdictions, all development proposals that impact the roadway should be submitted for ODOT review. Additionally, any new access to Main St. (Business 18) will require a permit from ODOT. The city, in cooperation with ODOT, can achieve the following objectives through a coordinated approach to access management:

- Maintain an acceptable level of service (good mobility).
- Minimize capital costs.
- Improve safety by minimizing potential conflict points.
- Improve bicycle/pedestrian mobility.

Guidelines for access management are defined in the street design standards. The city achieves access management objectives through application of its updated development code.

The following are examples of access management techniques that can be used to accomplish the above objective.

- Common driveways (sharing access with adjacent properties).
- Providing access to collector and local streets.
- Encourage connections between adjacent properties.
- Construct local service roads.
- Offset opposing driveways.
- Provide adequate distance between existing and future access points.

The city should remain flexible and open to future development proposals on Main Street, considering creative access solutions

but still maintaining a firm commitment to negotiating agreements that uphold the objectives of safety and circulation. The city is in the process of adopting standards in its development code that will provide the authority to manage access. These standards, in association with state and county requirements, will assist the city to maintain a high level of service on its arterial and collector streets.

(NOTE: Access requirements onto Main Street only apply to newly created lots. Lots which previously had accesses will not be required to surrender those accesses. (Grandfather clause))

Public Transportation

TPR Requirements

OAR 660-12-020 Elements of Transportation System Plans

- (2) (c) A public transportation plan which:
 - (A) Describes public transportation services for the transportation disadvantaged and identifies service inadequacies.
 - (B) Describes inter-city bus and passenger rail service and identifies the location of terminals.

Future Services

The Oregon Benchmarks for Community Development shows the desired goal for Oregonians who commute to work by means other than single occupancy vehicles to be 31% in 2010. Willamina, at 35% in 1990, is already well ahead of the state average, primarily through carpooling. Another means of maintaining this goal is through the use of public transportation. However, as a rural city, public transportation is not anticipated to provide a significant contribution.

The city should work with Polk and Yamhill county officials to increase existing public transportation to the city. This effort would assist the city in determining and meeting its

public transportation goals and to encourage different modes of transportation.

Further, the city should explore opportunities to coordinate more public transportation services with Sheridan and McMinnville, in an attempt to increase public transportation awareness, support and services. As the “baby boomers” age and become elderly, there will be more need for and use of a public transportation system.

During the interim, continued use of a rideshare offers a proven alternative means of travel which is viable in this small community. It is anticipated that a rideshare program could be manned by volunteer staff and operated simply by maintaining a data base of individuals willing to share rides, and connecting those needing rides to the willing individuals.

Also, it has been suggested that the city should consider providing a park-and-ride area and a covered waiting area.

Bicycle/Pedestrian System

TPR Requirements

OAR 660-12-020 Elements of Transportation System Plan

- (2) (d) A bicycle and pedestrian plan for a network of bicycle and pedestrian routes throughout the planning area. The network and list of facility improvements shall be consistent with the requirements of ORS 366.514.

OAR 660-12-045 Implementation of the Transportation System Plan

- (6) In developing a bicycle and pedestrian circulation plan as required by 660-12-020(2)(d), local governments shall identify improvements to facilitate bicycle and pedestrian trips to meet local travel needs in developed areas. Appropriate improvements should provide for more direct, convenient and safer bicycle or pedestrian travel within and between residential areas and neighborhood activity centers (i.e. schools, shopping, transit stops). Specific measures include, for example, constructing walkways between cul-de-sacs and adjacent roads, providing walkways between buildings and providing direct access between uses.

This plan element is to respond to requirements of the TPR, ORS 366.514, ISTEA, and applicable ADA requirements. The Oregon Transportation Plan and the Oregon Bicycle and Pedestrian Plan were consulted throughout the development of this element to ensure inter-jurisdictional consistency. Further, the city has combined planning efforts for both walking and bicycling because of recognized similarities in needs, service provision, and the economies of scale that can be gained through multi-use facilities.

The development of a bicycle/pedestrian plan reflects not only the city's commitment to encourage reduced reliance on the automobile, but also a commitment to provide for the needs of all its citizens, including the transportation disadvantaged. The transportation disadvantaged population includes those who either do not have access to an automobile, cannot operate a automobile, or choose not to use an automobile for a variety of reasons. Bicycling and walking provide a low-cost alternative to all members of the population.

Also, bicycle/pedestrian facilities provide a particularly valuable resource to parents of school-age children, who face increasing costs of bus service, limited school funding, and increasing demands on their time.

Background

According to the existing comprehensive plan's transportation element, the city has recognized the use of bicycles for more than simply recreational purposes. In recent years, it has become clear that bicycling and walking provide a reasonable means of transportation for many local trips such as trips to school, various student activities and practices, visits to friends or relatives, work, errands and recreation.

The city's comprehensive plan also acknowledges the importance of developing alternative modes of transportation. By developing a more pedestrian-friendly environment, the city will enhance its livability and the city's surrounding beauty. **Figure 6**, indicates where conceptual bikeways are to be located.

Bikeway is a generic term used to describe preferred bike routings which meet certain standards. There are several types of bikeways. These are; bike lanes, shared roadway, (shared) shoulder bikeway, and multi-use paths. The definitions of these are contained in Appendix A.

Network Plan

In association with the realization that bicycling and walking have more than recreational value, is the recognition that the best way to accommodate these modes of travel is on the existing road network. The regularly traveled roadway provides the best opportunity for an effective network of walkways and bikeways because it is already in place and it already connects the various activity centers within the urban area. In addition, streets are very public, highly

visible places where individuals feel safer for both themselves and their children.

The primary goal of this network plan is to identify a network of bikeways and walkways that offer safe and convenient access to all areas of the city.

The bikeways in this plan are, for the most part, "shared roadways," roadways where bicyclists and motor vehicles share a travel lane. Examples of shared roads are Willamina Avenue and Washington Street. This type of facility is appropriate in Willamina due to its small size and moderate traffic volumes. Other routes, such as Oaken Hills, are identified as "shoulder bikeways," where bicyclists normally travel on the shoulder of the roadway, which should be wide enough to comfortably and safely accommodate bicycle use.

For the most part, existing street conditions are acceptable for bicycle and pedestrian travel with one notable exception, Main Street. Main Street's present condition is unacceptable for bicycle use since it heavily used and is too narrow to accommodate both bicycles and on-street parking. There are four alternatives which the city could pursue or consider to make this area more bicycle- and pedestrian-friendly.

Alternative I: No Action

This alternative recommends that the city do nothing to improve the present situation on Main Street. This "no action" alternative would allow the present situation to remain the same and possibly worsen, which would result in a more dangerous area for pedestrians and bicyclists. This alternative action would fail to meet the pedestrian and

ptmp

Not necessary

bicycle objectives of the TPR and the Oregon Pedestrian and Bicycle Plan.

Alternative II: Removal of All On-Street Parking on Main Street

This alternative recommends that the city remove all on-street parking from Main Street. This action alternative would enhance pedestrian and bicycle activity along Main Street by improving mobility, visibility, and safety. The ramifications of this alternative would result in a demand for off-street parking. This could create financial strain and distress among less predominate business owners, who cannot afford to provide off-street customer parking to their patrons. Despite its heavy burdens, Alternative II would comply with the bicycle and pedestrian objectives of both the TPR and the Oregon Pedestrian and Bicycle Plan.

Alternative III: Remove Parking On One Side of Main Street

Alternative III recommends that the city remove on-street parking from one side of Main Street. This action alternative would also enhance pedestrian and bicycle activities, as did Alternative II. However, it will permit some on-street parking. This alternative would be more favorable to local business owners; however, it would still reduce the amount on-street parking, causing some undue hardship among certain business owners. This alternative would also meet the pedestrian and bicycle objectives set forth in the TPR and Oregon Pedestrian and Bicycle Plan.

Alternative IV: Widening Main Street

Alternative IV recommends that the city work with ODOT to widen Main Street. This alternative would require the city to acquire additional right-of-way from local property owners so that the street could be widened. This alternative would be the most disruptive due to the side effects caused by the widening of the road (i.e., additional traffic congestion, increased noise, and a temporary removal of on-street parking). In addition to those effects, there may also be a tax placed upon local property owners which require the city to “equal match” ODOT expenditures for the project.

Although this alternative would be the most difficult and expensive to implement, it would provide the greatest benefit to Main Street by increasing traffic flow capacity, improving pedestrian and bicycle safety and mobility, and preserving on-street parking. This alternative would also meet the pedestrian and bicycle objectives set forth in the TPR and Oregon Pedestrian and Bicycle Plan.

Before one of the alternatives is selected as the best course of action, further study must be done to determine the financial and political ramifications of each alternative.

Related Projects

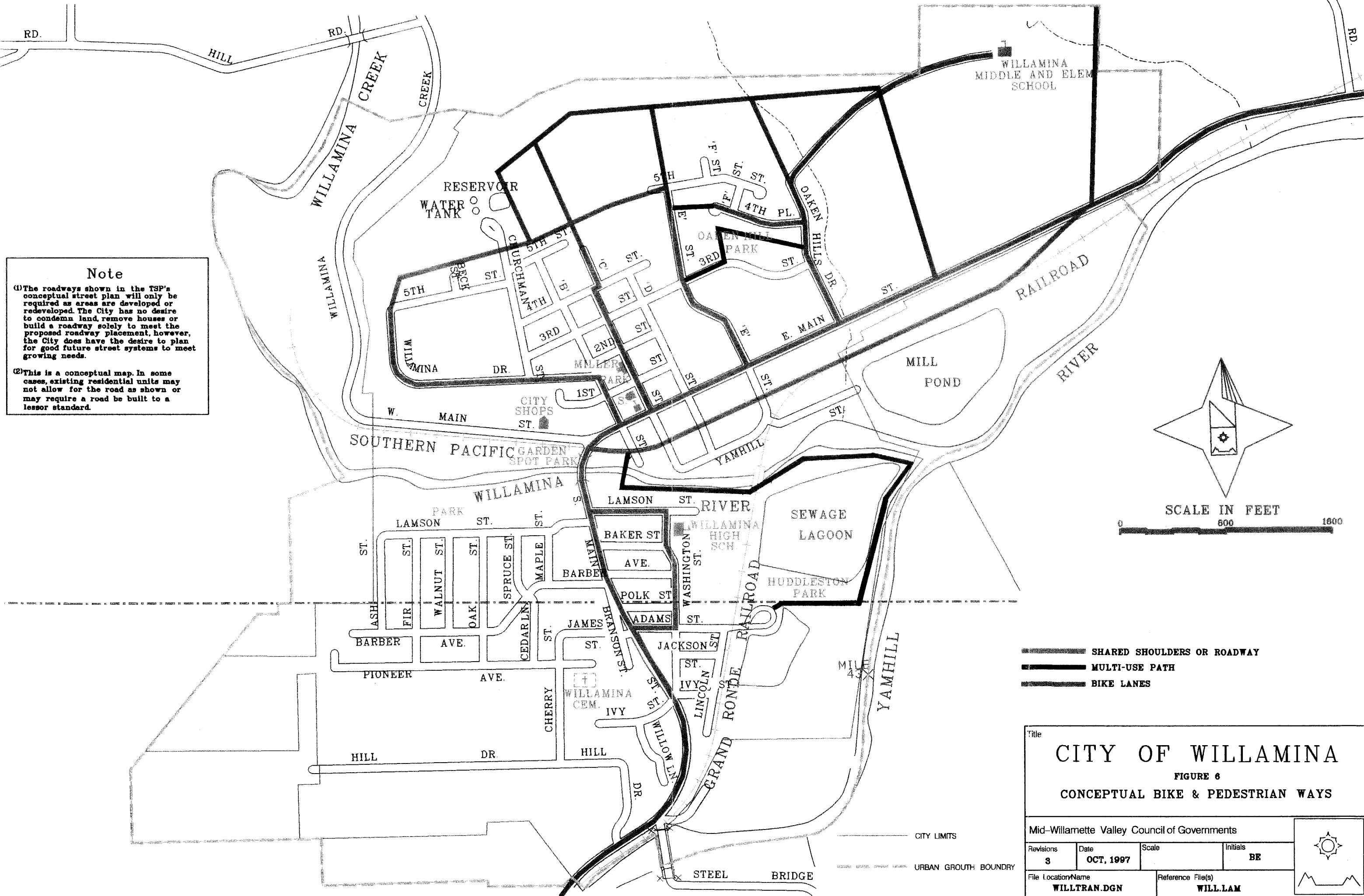
The goal of encouraging greater bicycle and pedestrian activity can be further supported through the addition of related facilities that encourage walking and bicycling, such as implementing a multi-use path (“B” street to Willamina Creek Drive), marking crosswalk areas and providing secured bicycle parking. Bicycle parking will be required, consistent with the requirements of the TPR, through the city’s revised Development Code ,which

indicates the minimum standards for bicycle parking. In addition, according to the requirements of the TPR, bicycle and pedestrian circulation issues will be considered at the time of development review to insure consistency with the TSP at the project level.

Good street design is a proven method of encouraging greater bicycle and pedestrian use of the right-of-way. It should be noted that the city will endeavor and strive, as funds become available, shall improve existing sidewalks and other pedestrian ways.

Education is another important means of encouraging bicycling and walking and of informing citizens of important safety issues. The city should encourage the development of educational programs for all ages that promote bicycle riding skills, encourage observance of traffic laws, and increase awareness of bicyclist and pedestrian rights.

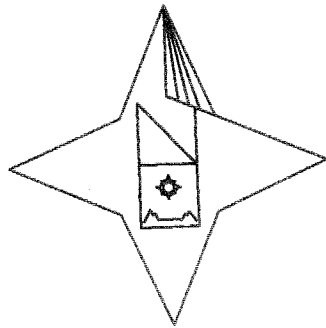
The city considers the widening and paving of Business 18's shoulders from Willamina to Sheridan a project of significant importance. This route is used regularly by recreational bicyclists, and current conditions present a danger to users.



Note

(1) The roadways shown in the TSP's conceptual street plan will only be required as areas are developed or redeveloped. The City has no desire to condemn land, remove houses or build a roadway solely to meet the proposed roadway placement, however, the City does have the desire to plan for good future street systems to meet growing needs.

(2) This is a conceptual map. In some cases, existing residential units may not allow for the road as shown or may require a road be built to a lesser standard.



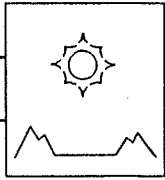
SCALE IN FEET
0 500 1000 1500

- SHARED SHOULDERS OR ROADWAY
- MULTI-USE PATH
- BIKE LANES

<h2 style="margin: 0;">CITY OF WILLAMINA</h2> <p style="margin: 0;">FIGURE 6 CONCEPTUAL BIKE & PEDESTRIAN WAYS</p>			
<p style="margin: 0;">Mid-Willamette Valley Council of Governments</p>			
<p>Revisions 3</p>	<p>Date OCT, 1997</p>	<p>Scale</p>	<p>Initials BE</p>
<p>File Location/Name WILLTRAN.DGN</p>		<p>Reference File(s) WILL.LAM</p>	

CITY LIMITS

URBAN GROWTH BOUNDARY



Public Transportation Services

Transportation services we would like to have in the future:

1. Twice daily commute route to McMinnville.
2. Twice daily commute Sheridan to McMinnville to Portland (link-up to Tri-Met).
3. Twice daily commute to Salem.
4. Willamina route to Grand Ronde.
5. Route from McMinnville to Sheridan, Willamina, Grand Ronde to coast.
6. Expand dial-a-ride to 8:00 p.m.

Due to the difficulty of determining ridership and service demands, staff recommends that the city reviews these suggestions in (five years) 2001 to determine whether or not these services are needed.

Air, Rail, Water, and Pipeline

Requirements

OAR 660-12-020 Elements of Transportation Systems Plans

(2) (e) An air, rail, water and pipeline transportation plan which identifies where public use airports, mainline and branchline railroads and railroad facilities, port facilities, and major regional pipelines and terminals are located or planned within the planning area. For airports, the planning area shall include all areas within airport imaginary surfaces and other areas covered by state and federal regulations.

Air

There are no air facilities located within the city's urban growth boundary. All regional and commercial air service is provided by the Portland International Airport and charters from McNary Field in Salem.

Rail

The existing rail line in the city is primarily used for freight shipment. The Willamette Valley Railroad line runs parallel to the South Yamhill River through the southeastern portion of the city. A spur line runs to the west, terminating at the mill. Due to rail line deficiencies, only minimal use is made of rail. The tracks are generally bordered by the major industrial operations in the town and serve as a major transportation source for those operations.

No plans for expansion of the existing rail line is proposed; however funding has been made available to upgrade the lines, and work is in the progress at points outside of Willamina.

Water

There are no significant water transportation routes that exist within, adjacent to, or near the city's Urban Growth Boundary.

Pipelines

Current pipeline transportation in and throughout the city includes transmission lines for electricity, cable television, telephone service, water and sewer. A 1997 grant was received to upgrade the existing water lines. The Willamina Transportation System Plan encourages continued use of these pipelines to move goods throughout the city.

Finance Plan

This portion of the TSP describes methods available for funding proposed projects. Some of the projects will require funding from more than one jurisdiction, even when only one jurisdiction has responsibility for and authority over the improvement being made. This situation results from a concept that cities and/or counties who wish a project to be constructed by the state can enhance the probability of the work being done if they contribute to project financing. Also, there is a concept that those who generate the need for improvements should either pay or share in the costs. Consequently, developers are also expected to share the expenses of new construction, either through right-of-way dedication or roadway construction, or both. It is to the city's advantage to participate in funding projects which directly or indirectly benefit the city residents. This portion of the plan will address these possibilities.

Systems Development Charges (SDCs)

ORS 223.297 requires local governments who impose SDC's to:

- Complete a plan that lists the capital improvements that can be funded by SDC fees and the estimated cost and timing of each improvement. This plan meets that requirement.

costs?

- Limit the expenditure of SDC fees/charges to those capital improvement that are required to increase capacity because of uses generated by current or projected developments.
- Place the SDC's collected in a separate account and provide an annual accounting of revenues received and projects that were funded.
- Use a resolution or ordinance to establish the methodology for calculating the charge and make it available for public inspection.

Willamina's SDC was enacted on October 27, 1994, and restricts funds collected to use on a limited number of designated streets. The city will reexamine the SDC and determine if it requires modification to incorporate some or all of the improvements shown in this document. To date, approximately \$8,200 has been collected. Collection is close to \$4,000 plus per year. Although development growth will increase total collections, The City should also reexamine the SDC rate to insure it is proper and adequate to support the increased demands on the local street system.

Local Improvement Districts (LIDs)

Another city option is formation of a local improvement district for the area in the study. This can be initiated by the property owners

contributions from local jurisdictions or cost sharing when developments have significant traffic impacts. The latter method was used for improvements on U.S. Highway 101 near Lincoln City and for Highway 18 near Valley Junction. These cost sharing techniques may become more prevalent if federal funds decrease in the future.

The federal funds presently available under the Intermodal Surface Transportation Efficiency Act (ISTEA) 1991 will terminate in 1997 and a new funding bill (NEXTEA) will need to be authorized. It remains to be seen whether a new bill will be more or less flexible, or whether funds more or less funds are available. ISTEA is more flexible for the state than the previous program since more authority was delegated. The perceived nationwide success of this approach will help determine if restrictions are loosened further or tightened. Overall funding levels and the portion available to various state programs are influenced by many factors. While none may presently speculate, the uncertainty will be resolved by the time projects in this plan are constructed.

Many of these uncertainties also prevail at the state level. Historically, increases in state and gas taxes generally do not provide more than a catch-up for inflationary pressures on the cost of construction or to provide a means to correct deferred maintenance. In general, it is expected the state will continue its course of requiring some contributions or cost sharing before significant work such as interchanges or bridges are constructed.

Appendix A: Definitions and Acronyms

Access Management: Measures regulating access to streets, roads, and highways from public streets or roads and private driveways. Measures may include but are not limited to restrictions on the siting of interchanges, restrictions on the type and amount of access to roadways, and the use of physical controls, such as signals and channelization including raised medians to reduce impacts of approach road traffic on the main facility.

(Ref. OAR 660-12-005)

Arterial Street: A street that is the primary route for traffic within and through the community.

Average Daily Traffic (ADT): The annual average two-way daily traffic volume. It represents the total traffic for the year, divided by 365.

Bike Lane: A portion of a roadway which has been designated by striping and pavement marking for the preferential or exclusive use of bicyclists.

Bikeway: A bikeway is created when a road has the appropriate design treatment for bicyclists, based on motor vehicle traffic volumes and speeds: shared roadway, shoulder bikeway, bike lane, or bicycle boulevard. Another type of facility is separated from the roadway: multi-use path.

Collector: A street that allows traffic within an area or neighborhood to connect to the arterial system.

Corridor Plan: A long-range plan for managing and improving transportation facilities and serves to meet needs for moving people and goods.

Demand Management: Actions which are designed to change travel behavior in order to improve performance of transportation facilities and to reduce need for additional road capacity. Methods may include but are not limited to the use of alternative modes, ridesharing and vanpool programs, and trip reduction ordinances. (Ref. OAR 660-12-005)

Divided Highway: A two-way highway on which traffic traveling in opposite directions is physically separated by a median.

Elderly: People 60 years of age and over.

Frontage Road (Local Service Road): A local street or road located parallel to an arterial highway for service to abutting properties for the purpose of controlling access to the arterial highway.

Interchange: A facility that separates intersecting roadways and provides directional ramps for access movements between the roadways. The structure and the ramps are considered part of the interchange.

ISTEA: The federally enacted Intermodal Surface Transportation Efficiency Act of 1991 which provided authorizations for highway, highway safety, and mass

implements the statewide planning goal 12 (Transportation).

Transportation Disadvantaged: A term used to denote individuals without the ability or capability to use personal conveyances to travel. For example, these individuals may be the working poor, students, or physically or mentally challenged.

UGB: Urban Growth Boundary. A line drawn around a geographic area which separates urban use lands from resource, or rural, use land.

Urban: Any territory within an incorporated area or with frontage on a highway which is at least 50% built-up with structures devoted to business, industry, or residences for a distance of a quarter mile or more.

Urbanizing: Areas within an urban growth boundary that are undeveloped.

City of Willamina

Willamina Zoning Map	November 1993
Willamina Comprehensive Plan Goals and Policies Implementing Ordinances	1987
OSTC Project (by CTAK Associates)	November 1989

Yamhill County

Yamhill County Road Management Plan	February 1992
Yamhill County Comprehensive Plan, 1974 with addendum	February 1978
Yamhill County Transportation System Plan	March 1996
Yamhill County Zoning Map	September 1992
Aerial Maps	September 1992
Property Maps	Varied

Polk County

Polk County Comprehensive Plan Update	1995
Polk County Comprehensive Plan	1978
Polk County Public Transportation Providers and Commuting Information	1996

Miscellaneous

Intergovernmental Agreement #14154 Willamina Transportation System Plan, pages 1-6	May 1996
Implementing Effective Travel Demand Management Measures	USDOT September 1993

Appendix C: Meeting Minutes and Open House Summaries

ORDINANCE NO. 591

AN ORDINANCE AMENDING THE WILLAMINA COMPREHENSIVE PLAN, ORDINANCE NO. 540, BY UPDATING THE TRANSPORTATION ELEMENT

WHEREAS, on June 2, 1997, the Planning Commission conducted a public hearing to consider action to amend the Transportation Element of the Comprehensive Plan; and

WHEREAS, on August 28, 1997, the City Council of the City of Willamina conducted a public hearing to consider action to amend the Transportation Element of the Comprehensive Plan; and

WHEREAS, Task No. 6 of the Periodic Review Work Program requires the City to update the Transportation Element of the Comprehensive Plan;

The City of Willamina, Oregon ordains as follows:

Section 1.

Ordinance No. 540 is hereby amended by adopting an updated Comprehensive Plan Transportation Element, which is attached hereto as Exhibit "A" and by this reference made a part hereof.

PASSED and adopted by the City Council of the City of Willamina on this 13th day of Aug., 1998.

AYES: Branson, Eddy, Leane & Corale.
NAYS: Baller & Fabara-Kinn

Submitted to and approved by the Mayor on the 13th day of August, 1998.

Twila D. Hill
Twila D. Hill, Mayor

ATTEST:
Carol L. Haight
Carol L. Haight, City Recorder

PLANNING COMMISSION MEETING

JUNE 2, 1997

7:30 P.M.

The meeting was called to order at 7:31 P.M. by Chairperson Shawver. Notice was given of a taped meeting. Roll call:

ATTENDING

Commissioner Gerald Spees
Commissioner Mark Fancey
Commissioner Debbie Wilde
Chairperson Peggy Shawver

ABSENT

Commissioner Dale Lux
Commissioner Art Cram
Commissioner Dan Goff

Attending tonights meeting: Councilors Pat Fasana-Lynn, Rita Baller, and Francis Eddy; Wayne Rickert, Shannon Hondl and Aneta Synan -Council of Government.

APPROVAL OF MAY 5, 1997 MINUTES:

Commissioner Fancey noted a correction on page 5, last paragraph, he stated that because this variance request is at an intersection, it would not crate a sub-standard street.

Chairperson Shawver noted a correction at the end of page 3, the first hearing on the carport - the closing time was dropped and on page 4 there are some words missing on 12 lines up from the bottom - it says "to obtain the remaining 35 feet has been acquired to the south from the Bales addition." It should read "to obtain the remaining 35 feet the applicant has acquired some property to the south from the Bales addition".

Commissioner Spees moved to approve the minutes as corrected. Seconded by Commissioner Fancey.

AYES: Commissioners Spees, Fancey, Wilde

NAYS: None

OLD BUSINESS:

None

NEW BUSINESS:

Commissioner Fancey mentioned the next Committees meeting for the Regional Problem Solving, which consists of the Steering Committee, the Technical Committee, and the Policy Committee. They will be meeting jointly next Monday night at 6:30 P.M. at the Community Center of the Grand Ronde Tribe.

MOBILE HOME PLACEMENT - 567 S.W. CEDAR LANE:

Boyd Cooke submitted plans for approval of a mobile home. Chairperson Shawver noted that the vicinity map used was not clearly marked as to the Street names and it was difficult in placing the location.

Commissioner Spees asked if this was a legal street to build on? The Secretary explained there is an older home on the property which the Cooke's plan to tear down and replace with the mobile home.

Commissioner Spees asked if we were setting a precedence by allowing them to put a place in a sub-standard situation? Do they need to seek a variance? Aneta Synan - City Staff - said it is a pre-existing lot. If they were sub-dividing their property then we would ask them to widen the road and upgrade it. Because it is a pre-existing lot, it is a permitted use and they meet all the setback criteria.

Commissioner Spees asked who was responsible for maintaining the Street? It would be the City as it is a public right-of-way.

Commissioner Wilde moved to approve the mobile home placement. Seconded by Commissioner Fancey.

AYES: Commissioners Spees, Fancey, Wilde

NAYS: None

PUBLIC HEARING - TRANSPORTATION PLAN:

Chairperson Shawver opened the public hearing at 7:57 P.M. Staff read the Public Hearing declaration into the minutes.

Abstentions? None

Objections to jurisdictions? None

Anybody from the audience or on Commission object to the way they were notified? None

Ex-Parte Contact? All have been working on this.

Staff report - Wayne Rickert of the Council of Governments, gave the staff report. He said they were going to review the Willamina System Plan and with the Commissions recommendation to City Council for adoption of the Comprehensive Plan. The State had made some changes, which will be incorporated into the plan before going to the City Council.

The Transportation Plan is a long range 20 year plan and will bring the City into 1991 compliance with the Transportation Plan, which was a rule passed in 1991. They used the 1987 Comprehensive Plan as a base for the current plan and Mr. Rickert began going through the plan page by page. Some changes are made on:

Page 14, under the heading of Existing Transportation Plan, 6 lines down, should read "the Hwy. 99-W/18 Interim Strategy Plan".

Page 15, will be replaced. There's a bunch of codes that don't apply.

Page 17, all 4 goals are new.

Page 18, The Automobile policies are new.

Page 19, under Bicycle & Pedestrian Policies - the first 6 are new.

Page 22, System Improvements - pockets need to be added and ODOT will require a new rule for Street parking in certain sections along the Main Street.

Appendix E, page E-1 towards the back of the manual, gives a summary of all the proposed improvements, how much will be done, the cost and so on.

Page 27, Conceptual roadways will be a little different.

Commissioner Spees asked who we would go to to have some changes made to the map? He would like to see some revisions to the Willamina Drive area around the Harold Miller sub-division. Willamina Drive is a narrow street and wouldn't be able to handle much more traffic. There was lengthy discussion on the congestion in the area.

Page 31, Arterials and Collectors, this map shows what we would like to see what happens in the next 20 years. The discussion continued regarding Willamina Drive and the congestion and what other street(s) should be collector streets.

Chairperson Shawver asked if the Transportation Plan was ready to go before the City Council or did we want to continue the public hearing and work on it somemore. Mr. Rickert said he would like to continue the hearing.

Page 34, any new access on Main Street will require a permit from ODOT.

Page 35, Willamina is doing a great job with car pooling.

Page 37, Bicycle/Pedestrian System, some of the terminology has changed regarding the usage of bike ways, bike lanes, and bike paths.

Page 41, is a map showing the bike and pedestrian ways.

Page 45, different ways the City can do some financing.

Mr. Rickert went on to say the rest of the study includes definitions, appendixes and some letters.

Proponents case: None

Opponents case: None

Comments: Councilor Baller noted a change on Page 10, where it says "5th Street through Main is a 2 lane street" it should say from "4th Street to Main Street is a 2 lane street".

Commissioner Wilde asked if a developer would need to upgrade a collector Street? Aneta answered if a sub-division was going in we would ask the developer to dedicate an additional right-of-way to make the appropriate width and then depending on circumstances we would ask that they design and construct improvements to a minimum to their half of the collector street.

Chairperson Shawver asked if anyone would like the public hearing to continue? None

Chairperson Shawver closed the hearing at 9:01 P.M.

Deliberation by the Planning Commission:

Commissioner Fancey commented the Financial Plan is pretty general and would it be possible to put some figures in there like the City's SDC's? Aneta answered the money collected from the SDC's is to improve 2 streets only in Willamina.

Commissioner Fancey commented that this is something that we need to work on. It doesn't need to be done tonight, but something we do need to work on in the near future.

Commissioner Spees moved to recommend to the City Council that the extension of 4th Street will be a main Collector Street. Seconded by Commissioner Wilde.

AYES: Commissioners Spees, Wilde

NAYS: Commissioner Fancey

The motion carried.

Commissioner Fancey moved that part of the recommended changes on Page 45 reflect discussion on the current SDC program in the City and that the program be examined for possible changes. Seconded by Commissioner Spees.

AYES: Commissioners Spees, Fancey, Wilde

NAYS: None

Commissioner Spees moved to asked the City Council to accept the Transportation Plan with the changes dated June 1997 format with previous motions adhered to. Commissioner Fancey said he would second

the motion with the inclusion of page 17 under goal 4 should read, "the City work with Polk/Yamhill County's and add ODOT. Commissioner Spees said he would add that to his motion.

AYES: Commissioners Spees, Fancey, Wilde

NAYS: None

Commissioner Wilde moved the meeting be adjourned. Seconded by Commissioner Spees.

There will not be a work session on Monday, July 7th. We will start the meeting at 7:30 P.M.

The being no further business the meeting adjourned at 9:15 P.M.

Secretary
Jency Rosasco

WILLAMINA CITY COUNCIL

July 9, 1998 - 7:30 p.m.

The meeting was called to order at 7:30 p.m. by Mayor Hill. Notice of taped meeting was given. Roll was taken:

PRESENT

- Councilor Rita Baller
- Councilor Francis Eddy
- Councilor Pat Fasana-Lynn
- Councilor Mary Lou Greb
- Councilor Ralph Jenne

ABSENT

- Councilor Victor Branson (*excused*)

Others present were: Gail Oberst - *The Sun*; Sam Healy - *of Mid-Willamette Valley Council of Governments - City Planner*; Keith Darrah; Ed Looney; Arlie Bryant; Preston Hill; Sgt. Roger Conley - *Yamhill County Sheriff's Office*; Deputy Mike LaRue - *Yamhill County Sheriff's Office*; Mike Crafford - *Public Works Superintendent*; Jerry B. Hart - *City Attorney*; and Carol Haight - *City Recorder*.

MINUTES OF June 25, 1998:

- Councilor Greb moved, and Councilor Jenne seconded that the Minutes from the Willamina City Council Meeting of June 25, 1998 be approved as written.

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

COMMITTEE REPORTS:

Finance Committee: Councilor Jenne read the report of the Finance Committee Meeting held on July 7, 1998. Committee members present: Ralph Jenne; Mary Lou Greb; and Pat Fasana Lynn. *Others present:* Rita Baller; Francis Eddy; Twila Hill; Preston Hill; April Wooden; Charlene Brown; Robert Brown; Margaret Edmison; Arlie Bryant and Carol Haight.

Items discussed:

1. July, 1998 bills due and payable.
Recommend all bills due and payable for the month of July, 1998 be paid.
2. Planning billings - accounts due and owing to the City.
3. SDC fees paid by Arlie Bryant on 2/7/95 for the residence located at 541 N.E. "C" Street.
Recommend City Ordinance pertaining to SDC fees be reviewed; and in the event the subject City Ordinance had not been revised at that particular time, SDC fees paid by Mr. Bryant should be reimbursed to him by the City.
4. Written request and attached exhibit submitted to the City from the Historical Group expressing the

Historical Group's wishes to utilize the Rebekah Lodge Hall for a permanent museum to display items pertaining to the history of local area.

Recommend referring matter to Public Affairs Committee Meeting of July 21, 1998.

- 5. General discussion held pertaining to Rebekah Lodge Hall building and contents thereof.

Recommend new locks be installed on all entrances thereto immediately.

- 6. Conducted an interview with an applicant for the "Office Support" position. General discussion held pertaining to all applicants interviewed.

Recommend selecting an applicant to fill the "Office Support" position at the City Council Meeting on Thursday, July 9, 1998, at \$6.50 per hour and a 90-day probation period.

- 7. City staff raises.

Recommend a 3.5% cost of living raise for all full-time City employees.

- 8. Miscellaneous:

- a. New lawn mower;
- b. Lamson logging;

Recommend accepting the new Purchase Order from Willamina Lumber for the remainder of the logging to be performed upon the City property by Larry Hamilton.

- c. Upcoming work sessions and letter to City from Councilor Pat Fasana-Lynn;
- d. Gravel compactor or "jitter bug";
- e. Cost of engineering services for measuring street grade in Pioneer Heights;

Recommend City pay for said services.

- *With respect to Item No. 1 above, Councilor Jenne moved, and Councilor Greb seconded that all bills due and payable for the month of July, 1998 be paid.*

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

- *With respect to Item No. 3 above, Councilor Eddy moved, and Councilor Fasana-Lynn seconded that the SDC fees paid by Arlie Bryant to the City on February 7, 1995 for the residence located at 541 N.E. "C" Street, be reimbursed to him by the City as follows: \$1,050.00 for sewer SDCs, \$1,170.00 for water SDCs, and \$250.00 for street SDCs - for a total of \$2,470.00.*

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

- *With respect to Item No. 5, Councilor Jenne moved, and Councilor Baller seconded that the locks on the Rebekah Lodge Hall be rekeyed or replaced.*

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

- *With respect to Item No. 6 above, Councilor Jenne moved, and Councilor Fasana-Lynn seconded that the City hire Linda Sundrud to fill the part-time Office Support position.*

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

- *With respect to Item No. 7 above, Councilor Jenne moved, and Councilor Eddy seconded that all full-time City employees receive a 3.5% cost of living raise.*

It was the general consensus of Council that any further salary changes would be discussed at the Public Affairs Committee Meeting on Tuesday, July 21, 1998, at 7:30 p.m.

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

- *With respect to Item No. 8(b) above, Councilor Jenne moved, and Councilor Baller seconded that the City accept the new purchase order from Taylor Lumber for the remaining timber to be hauled off of the Lamson Street property as logged by Larry Hamilton.*

Discussion indicated that this purchase order was for \$200 per 1,000 board feet less than the initial purchase order.

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

DEPARTMENT REPORTS:

Public Works:

Public Works Superintendent, Mike Crafford, reported that clean-up around the water plant was in progress. Over 100 tires needed to be disposed of. Mention of using "Waste Recovery" was made for tire disposal. Mike also reported that there were some chemical barrels located at the plant, possibly full of road oil.

A couple of storm drains which have developed sink holes will require maintenance work in the immediate future. The drain located at James and Branson Streets, and the drain located at First and "D" Streets by the telephone substation. Rental of a "jumping jack" will be required for compaction.

Mike indicated that there had been several inquiries of interest in the old backhoe.

- **Councilor Eddy moved, and Councilor Greb seconded that the 580B Case Backhoe be declared surplus property.**

Discussion was held and a date for sale of said backhoe is to be determined in the near future.

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

Yamhill County Sheriff's Report: Sgt. Roger Conley presented Council with a summary of police activities which occurred during the month of June, 1998. Sgt. Conley further reported that there had been several automobile break-ins occurring in the area during early A.M. hours.

Sgt. Conley complimented the City on the clean-up work performed by the F.C.I. workcrew at the Garden Spot Park and the increased visibility said work provided.

Sgt. Conley stated that he felt Deputy Struchen had done a fine job arranging for the extra services the City required during the 4th of July. He stated he was happy to see that the "street riot" which occurred last year did not become an annual event.

Sgt. Conley stated that Deputy Struchen had been working with City Staff with respect to nuisance complaints. It was his opinion that the City needed to proceed with the physical clean-up of the Koenig property.

The Skate Park in Sheridan is now up and running.

City Ordinance No. 591 - RE: *Amending the Willamina Comprehensive Plan, Ordinance No. 540, by Updating the Transportation Element.*

Mayor Hill indicated that this matter would not be brought before Council on this date due to some conflicting information pertaining to public hearings.

OLD BUSINESS:

Regional Problem Solving Project - Phase II: Councilor Fasana-Lynn provided Council with an oral update as well as a copy of the documentation pertaining to "Parcel Level Classification Discussion" with respect to parcels located in the Fort Hill, Valley Junction, and Grand Ronde areas.

Mayor Hill inquired if there was any additional old business. Councilor Fasana-Lynn indicated that she did have some business relating to the Transportation Plan / Ordinance which was originally scheduled on the Agenda. She indicated that she was concerned that the Planning Commission had not had an opportunity to review the revised map. She stated that there had been several public hearings and that a lot of work had been performed on the Transportation Plan. She further stated that the Plan that had been scheduled to come before Council on this date was not a plan that had been reviewed during the public hearing meetings. Councilor Fasana-Lynn indicated that she had brought a letter of concern which she would like to read into the Minutes. A copy of said letter is attached hereto and by this reference, is incorporated into these Minutes.

Councilor Baller stated that she had also thought the Transportation Plan / Ordinance item was going to be on the Agenda for the evening and that she, too, had a letter she would like to read into the record. A copy of said letter is attached hereto and by this reference, is incorporated into these Minutes.

- **Councilor Baller moved, and Councilor Fasana-Lynn seconded that the Transportation Plan be reopened for further review, discussion and revision to allow for an opportunity to adopt an acceptable plan which has been well thought out by all Council members.**

Mayor Hill asked for discussion.

City Planner, Sam Healy of Mid-Willamette Valley Council of Governments, indicated that while he did not have a formal presentation to present to Council, he did have some knowledge of the process which had taken place. He stated there were original public hearings at the Planning Commission level.

Mayor Hill concurred that Public Hearings were held and that no one from the general public attended same.

The City Planner indicated that the Planning Commission had made a recommendation for approval of the Transportation Plan and sent it on to City Council. The City Council had made a number of changes, including a map change. Sam indicated that while he was not aware of the turn of events which occurred at the Council level, at some point, the City Council had adopted the Transportation Plan.

Mayor Hill stated that the City had been advised that the Transportation Plan "had" to be completed and adopted within a certain period of time. Sam indicated that "it" does have to be done and in terms of the process for getting it adopted, when the City Council adopts it, it then becomes the City's Plan. It is then submitted to the DLCDC and as long as the DLCDC acknowledges it, then it become the City's permanent Plan, however, in between the time the City adopts it and DLCDC acknowledges it, it is still the City's Plan. Sam indicated that he was uncertain as to the time frame that was presented to the City as he had not had an opportunity to speak with Wayne Rickert.

Sam indicated that he has put together the changes that he had obtained from Wayne Rickert which he assumed had been derived from information Wayne had obtained from meetings with Council. That information, as well as information on the indicated changes on the Development Code was presented to Council prior to tonight's meeting.

Councilor Fasana-Lynn indicated that she was unable to find any commentary as to why "that road" was, through Water Street, and why there would be a major street intersecting an already, very busy intersection in our City. Mayor Hill inquired of Councilor Fasana-Lynn what street she was referring to? Sam Healy inquired if Councilor Fasana-Lynn was referring to the location where Water Street intersects Main Street by the bridge? She stated that was the area she was referring to. Sam indicated the map that Councilor Fasana-Lynn was looking at was a "Bike Plan" and after further discussion, indicated that in any event, the Plan was "conceptual" and may or may not ever happen.

Councilor Baller inquired if the City has this in our Plan, and the City adopts the Plan, and there is an arterial running down Water Street, which building is going to go - the bakery or the Rebekah Lodge Hall as there is no room. She indicated that she and Councilor Fasana-Lynn had been advised by David Hampton that he was absolutely, positively assured by the City - and since that did not come from her.

she did not know who assured him - that there was no way that the track would be lifted; there would be a street running beside it. She indicated that she had personally walked the area and could not locate the necessary space between the two at that section. Sam responded that first of all, Councilor Baller was talking about design, when this isn't even in the design stage. Councilor Baller retorted that "arterial" was depicted and it is "your" map. Sam concurred the arterial designation and provided a further explanation that at some point in the future, should the City decide to do it... it is conceptual.

Councilor Baller read a comment to Sam Healy made by Wayne Rickert to Mike Henry (*City Engineer*) at the public hearing held in October of 1997:

"The City Engineer, Mike Henry, asked if once the Transportation Plan was adopted by the City, if it would become a part of the Comprehensive Plan. Rickert replied that it did. It was further indicated that in order to change any item in the Transportation Plan, the City would have to go back through the public hearing process on each separate item which would begin through the Planning Commission and once approved at that level, continue on to Council for review, adopted by ordinance, and then given approval by DLC. At that point, the Transportation Plan would be subject for an appeal. The Transportation Plan was adopted as a 'standard' and not as a 'guide'. This project would be for the next 20 years, however, every 5 years the City would need to review the Plan and make necessary revisions."

Councilor Baller stated that she felt the City had adopted a Plan that could put businesses out of "town" when the City should be concerned with keeping the businesses here. It caused her great concern that "it" had not gone before the Planning Commission or Transportation Advisory Committee, and therefore, she reaffirmed her motion for reopening the Plan.

Sam once again stated that the entire Plan is conceptual. He reminded Council that there was a provision on page 18 of the Transportation System Plan which reads:

*"**Automobile Policies (3):** The roadways shown in the TSP's conceptual street plan will only be required as areas are developed or redeveloped..."*

He indicated that as long as the subject area does not change, remains the same... if all of those people decided to take out all of their houses, buildings or businesses, at that point, then the City could... it says "only be required as areas are developed or redeveloped". Sam continued to read said provision:

"...The City has no desire to condemn land, remove homes or build a roadway solely to meet the proposed roadway placement, however, the City does have a desire to plan for good future streets systems to meet growing needs."

Councilor Baller stated if "we" are at the opposite end of town and "we" are looking at an enterprise zone, that would fall under all of the criteria to put that road in. Sam stated that he did not think, as an enterprise zone, it would have anything to do with redevelopment. An enterprise zone only provides tax break incentives to new businesses if they move into the City. If a new business came in, got all of the owners of the subject property together, offered to purchase their property and the owners sold it to the new business, then you would be looking at redevelopment and it would fall under the Transportation Plan provisions. Sam went on to state that in terms of changing individual buildings or businesses in buildings, that is not what we are looking at here. He stated that a change could be made to make the provision more definitive, that it won't be done unless there is an agreement of everybody down there,

and as you are already discussing going back through the public hearing process, then it is certainly a provision that could be considered and made a part of the Transportation Plan. Councilor Baller stated that she would like to suggest that Sam make a note of that issue and that it get discussed at the meeting scheduled for July 20, 1998, so that it is not the consensus of just one or two, but of everybody. Sam stated that he felt there had been an ongoing problem from the very beginning of an idea coming from this direction or that direction, and not a decision generated by the general consensus of the entire group as a whole.

Councilor Fasana-Lynn stated that she appreciated Sam's observation with respect to his "*general consensus*" comment, and went on to state that at the point all of the changes had been made, then a public hearing should be conducted. She further stated that she could not imagine every business owner, all of a sudden, at the same time, deciding "*let's redevelop the downtown*". She felt that what happens with development, changes and redevelopment is that they do happen individually, building by building and site by site. Councilor Fasana-Lynn stated that was what she felt should be looked at because that would be the scenario "*we*" would be looking at when those changes occur and she would like to see real clear guidelines. She stated that she felt it was a template for how the City can and cannot develop. Sam affirmed that it is a template, but further stated that it basically says that if someday another arterial is put through downtown, it would provide another access.

Mayor Hill reminded Council that there was a Motion on the table. She inquired if there was any further discussion.

Councilor Eddy stated that at the time Council passed and approved the Transportation Plan in October, his understanding from Wayne Rickert was that the City needed to approve the Plan so Wayne could proceed with presenting it to the DLCDD. Councilor Eddy further stated that he was unaware if DLCDD had approved it or not, but that it was a part of the process in order to make it a part of the Comprehensive Plan. He indicated that the City had "*fooled*" with this Plan since June, conducting all kinds of meetings. The City had finally gotten right down to the wire to where Wayne Rickert had run out of time, run out of money and the City needed to do something with it. Councilor Eddy stated that he was the person who had suggested making the River Street as a possibility for sometime in the future. It doesn't mean that the City is going to do it now or ten years from now. At some point in the future, the City may need a by-pass from Main Street down through town. Right now, part of the right-of-way for River Street, which is the railroad street, is 40 feet and part of it is 60 feet. It can be made into a road that could by-pass the Main Street in town. Councilor Eddy stated that it had been right down to the wire, he had suggested it, and whoever was there the night of the meeting went along with it and that was what was voted on. He went on to state that he did not care if "*they*" did not want the street there as it made no difference to him and it makes no difference to Councilor Jenne, as comment had been made that the street would help Councilor Jenne's business. Councilor Eddy vocalized that he felt Councilors Fasana-Lynn and Baller had been way out of line going to Dave Hampton and saying that the City is going to take the railroad out. Councilor Eddy stated that no one had said anything about taking the railroad out, or doing anything to it. Railroads and streets can co-exist.

Councilor Eddy went on to state that there is a 99-year franchise with the railroad. When the franchise runs out, he did not know, but prior to the franchise running out, anyone would have a "*heck*" of a time getting rid of the railroad.

Councilor Eddy stated that everyone had their chance to look at the Plan and decide what it was they wanted to do. Mayor Hill concurred by stating that it had been an unanimous vote and had not changed in her opinion. She went on to state that "*these are only conceptual*". Mayor Hill further conceded that

Dave Hampton had conversed with her on the railroad issue and that she had stated to Dave Hampton that the City had no intention of getting rid of the railroad; that doing so would essentially be like "shooting the City in the foot". Willamina Lumber was the City of Willamina.

Mayor Hill stated that there was no reason for the City to change the whole Plan, go back and revise everything in here; the City is not going to take anybody's property, the City is not going to run anybody out of business; the City does not have any plans now or in the future to do that. She stated that she felt "this dog had been beat to death".

Councilor Fasana-Lynn wished to state for the record that she had not stated that the City was going to pull out the railroad tracks. She stated that she was concerned about this vote because there may be some people in the public who were not aware of the Plan and the impact it may have on them. Councilor Fasana-Lynn stated that she and Councilor Baller did take the Plan down to Willamina Lumber to inquire if they had seen the Plan; they said they had not. She further stated that as a big part of the Plan consisted of the roadway coming over the railroad tracks, she felt Willamina Lumber should have been made aware of that, that Willamina Lumber should have had an opportunity to see it and be a part of the discussion.

Mayor Hill rebutted that everyone had been provided with the same amount of opportunity to be a part of the process when the public hearings were held, beginning with June of last year. She reminded everyone that noone showed up.

Councilor Baller asked Council to keep in mind that no matter what was said, done or intended, when someone sees a map and it looks like this, all kinds of assumptions can be made. She again reaffirmed her Motion, stating that it still stood as she had initially stated it. She stated that she felt the City needed to look at having at least one street removed from the Plan.

Councilor Fasana-Lynn commented that although the Transportation Plan had been approved at the time, she felt the conditions surrounding that approval had been explained and that at this point, the Plan was still open for revision. If the City adopts it by ordinance, it is not open for revision.

Councilor Greb made inquiry of the City Attorney, Jerry Hart, as to what his opinion of the matter was. He stated that the City Council had the authority of revoking its previous action if it elected to do so. The City Attorney made inquiry if the Plan had actually come before the DLCDC. It was indicated that it had not as of yet due to the fact that the City Council had not adopted same by ordinance, but oral approval only. After much further lengthy discussion, Mayor Hill restated the pending Motion for a vote.

AYES: Councilors Baller and Fasana-Lynn.

NAYS: Councilors Eddy, Greb and Jenne.

Motion fails.

PUBLIC COMMENT:

Ed Looney made inquiry, with respect to the proposed Water/River Street discussed above, if the street would overlay on top of the railroad right-of-way. Councilor Eddy advised Mr. Looney that the proposed roadway would co-exist with the railroad. The railroad track is down the right-of-way for the street now, Water Street. If the street were developed sometime in the future, a little more land would need to be acquired in the area Mr. Looney was concerned about in order to make it wide enough. Councilor Eddy went on to state that the way the

franchise is written up for the railroad, the railroad takes care of the railroad to the end of the ties; the same manner in which the City takes care of the streets. The railroad is supposedly down the middle of the street; it may be off a little bit in some places. Ed Looney affirmed then, in general terms, that the proposed roadway and existing tracks would be one in the same, but when you would come to a 40-foot right-of-way and a 60-foot right-of-way is needed, someone would have to give something, somewhere there.

Ed Looney also made inquiry with respect to the public notice process, and who it was that received public notice. Discussion was held concerning the notice process between Council, the City Attorney and Mr. Looney.

Arlie Bryant made inquiry as to why something of this nature would come up during the month of June when he felt so many individuals would be vacationing. Discussion was held concerning public involvement, or the lack thereof, no matter what time of year was at hand.

The City Attorney stated that the adoption of the Transportation Plan does not force the City to build the depicted roads. Before a road of this nature could be built, it would have to go through a design phase, it would have to be engineered, if land or right-of-ways had to be acquired - then property owners would have to be properly notified; roadways of this magnitude do not get built in secret.

Ed Looney made inquiry as to the City's necessity to acquire ODOT approval for the proposed roadways shown in the Transportation Plan. He was advised that in the event steps were taken to begin the process for such a roadway, and any time a street encroaches upon a State highway, ODOT would have to get involved.

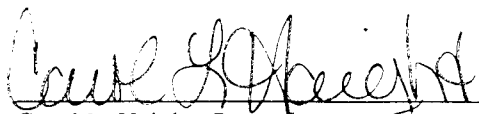
Further comment was initiated by Councilor Fasana-Lynn concerning her conversation with Dave Hampton and the Water Street railroad.

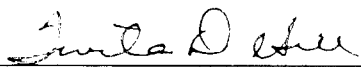
CORRESPONDENCE:

- * Oregon Bicycle and Pedestrian Advisory Committee Meeting Agenda - July 16-17, 1998;
- * Yamhill County Solid Waste Advisory Committee Meeting Notice - July 14, 1998;
- * Oregon Governor's Watershed Enhancement Board;
- * U.S. Army Corps of Engineers, Portland District, Public Notice - Nationwide Permit Issuance and Modifications Request for Public Comments;
- * Mid-Willamette Valley Economic Development District Board Meeting Cancellation Notice - July 21, 1998; and
- * Yamhill Basin Council Meeting Agenda - July 9, 1998.

Councilor Greb moved, and Councilor Eddy seconded that the meeting be adjourned. Motion passed unanimously.

Meeting adjourned at 9:08 p.m.


 Carol L. Haight, Recorder


 Twila D. Hill, Mayor

ROAD.
7/9/98
City Council

I can't tell you who actually decided to revise the Transportation Plan to reflect a road along the railroad tracks which intersects with an already overburdened Main Street because, although I have asked for documentation from City Hall, there are no minutes to be found that would answer this question. I do know that I don't agree with this plan and I don't believe that ODOT would approve of this either according to comments made by Dan Fricke and Rick Grogg.

This map ^{is} was not the map that we were presented with at the required Public Hearings. This is a new map which showed up for initial review at the same time that we got to Chambers for final approval of a plan which had been presented very differently at an earlier date. We had no time to review this map prior to approval.

This new map was not reviewed by Planning Commission nor did they have a public hearing on this proposed Transportation Plan at any time. This new map is also not what was developed ~~OR~~ approved by the Transp. Advisory Comm. I allowed myself to be pressured into giving a quick approval by voting for this plan because I believed as I was told by Mayor Hill that if the plan was not approved at that time the City would not be meeting the State requirements for having a Transportation Plan in place. This argument evidently works only one-way though as the City has sat on this plan for 7 1/2 months, hoping not to open it to further consideration or review by either the Public or its elected officials who are present today. I am aware that it is not scheduled for adoption until mid-1999, there is no reason to have it approved at this early date. Since the time that I received this map, I have had time to review it and I feel that there are parts of this plan that do not benefit our community. In light of what I now know, **I was wrong to vote for this plan.** I wish to make the motion that this Plan be opened for further review, discussion and revision at this time in order to allow the opportunity to adopt a really acceptable plan that has been well thought out by all members of Council.

This ~~map~~ ~~is~~ ~~NOT~~ ~~what~~ ~~was~~ ~~developed~~ ~~or~~ ~~approved~~
by the ~~TAC~~

Rain.
7/9/98
City
Jh
w. meetings

July 9, 1998

This Transportation Plan was approved this past October by Council after several concerns and reservations had been voiced. At that time, I had requested that the vote be postponed until Council had an opportunity to review the map which Wayne Rickert from COG delivered to us immediately prior to the call for a vote. In response, ^{at WRS} I stated that it was expedient to approve the Plan immediately as there were no more funds to pay for further revisions by the COG and the City was out of compliance with State regulations without our immediate approval. I want to state for the record that I reluctantly offered my vote in light of these warnings despite my better judgement. Now, seven months later, as I am being called upon to vote for adoption of this plan, I have reservations and concerns that I would like to have placed in the record.

It appears that immediate approval was unnecessary as it has now been over 7 months since the Council approved the Transportation Plan and the City is only now adopting it. My request for a 24-hour review of the revisions to the original map was denied due to time constraints back in October, yet there seems to be no time crunch now. Wayne Rickert stated that once approved, it would be very difficult to make changes or revisions to this plan. In the time that we have been aware of the new map, it has become apparent that there are some serious areas of concern that need to be addressed before its final adoption.

The first notice for a Public Hearing on this Trans. Plan was in June, 1997. This meeting was continued to the August 28th Council meeting and then further continued on until October 30th, 1997. The initial plans and maps that were under review and revision did not reflect a road that went along the railroad track nor did it have a road coming down the East side of the Middle/Elementary School from Main Street to the North. I do not believe that opportunity for open and public review of this map was offered to the community or to myself. In light of ORS 192.610 to 192.690 I do not wish to jeopardize myself by voting on a map under such conditions. There is time to reopen the hearings, have adequate time for review of this plan and then to approve and adopt a Transportation that is meaningful and safe for our community.

WILLAMINA CITY COUNCIL

July 30, 1998 - 7:30 p.m.

The meeting was called to order at 7:30 p.m. by Mayor Hill. Notice of taped meeting was given. Roll was taken:

PRESENT

Councilor Rita Baller (*arrived at 7:35 p.m.*)
Councilor Francis Eddy
Councilor Pat Fasana-Lynn
Councilor Mary Lou Greb
Councilor Ralph Jenne

ABSENT

Councilor Victor Branson (*excused*)

Others present were: Connie Hooker; Preston Hill; Mark Fancey; George Robertson - **The Sun**; and Carol Haight - *City Recorder*.

MINUTES OF July 9 and July 28, 1998:

- Councilor Greb moved, and Councilor Eddy seconded that the Minutes for the regular Willamina City Council Meeting of July 9, 1998, and the special Willamina City Council Meeting of July 28, 1998 be approved as written.

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

(Councilor Branson absent)

COMMITTEE REPORTS:

Public Affairs: Councilor Greb read the report of the Public Affairs Committee Meeting held on July 21, 1998. Committee members present: Mary Lou Greb.

Others present: Twila Hill; Preston Hill; Dianne Richardson; Karen A. Staben; Francis Eddy; Brent Agee; Jeff Brown; Fred Vanecek; and Carol Haight.

Items discussed:

1. Rebekah Lodge Hall building. Dianne Richardson, on behalf of Friends of the Library, addressed Committee on the issue of utilizing a portion of the old Rebekah Lodge Hall building for a place to store donated books and as a place to hold their annual book sales, proceeds from which are donated to the Willamina Public Library.
Recommend further discussion at the Utility Committee meeting scheduled for July 28, 1998.
2. City Staff wages and health insurance benefits discussed.
Recommend raising the monthly salary for Utility Worker 2 to the equivalent of \$10.00 per hour or \$1,735.00 per month; and raising the monthly salary for the City Recorder to the equivalent of \$11.50 per hour or \$1,995.00 per month.
3. Y.C.O.M. - Intergovernmental Agreement presented for review.
Recommend further discussion of same at the Public Affairs Committee Meeting scheduled for Tuesday, August 18, 1998.

4. Street maintenance - chip sealing of selected streets.
Recommend further and final discussion at the Utility Committee Meeting scheduled for Tuesday, July 28, 1998.
5. Public Works Department - utility vehicle.
6. Willamina Public Library report provided to Committee by Melissa Hansen. Positive response to increase library hours; patrons especially like the fact that the library is open on Fridays now. Increased volume of items handled by the library by more than 2,300 items.
7. Crossbars for Oaken Hills' park. Jeff Brown of the Public Works Department made inquiry of Committee with respect to constructing a set of crossbars for said park modeled after the crossbar at the Willamina Middle School. Inquiry of the City's insurance company found that if the equipment is constructed on City time, the equipment will be covered under the City's liability insurance policy. Cost of materials roughly around \$133.00.
Recommend allowing Jeff Brown to proceed with the construction of the above-mentioned crossbars on City time.
8. Miscellaneous:
 - a. Ordinance enforcement update;
 - b. Planning/Development billings; and
 - c. New telephone system.

- *(Re: Item No. 2 above)* Councilor Greb moved, and Councilor Eddy seconded that the monthly salary for the positions of City Recorder and Utility Worker 2 be raised to the amounts stated above.

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

(Councilor Branson absent)

- *(Re: Item No. 7 above)* Councilor Greb moved, and Councilor Baller seconded that City Employee, Jeff Brown be permitted to construct a "cross-bar" structure, on City time, for the Oaken Hills Park.

Councilor Fasana-Lynn made inquiry into the stability of the existing playground structure located in the Oaken Hills Park, indicating that the structure did not appear to be in very good condition. It was the consensus of Council to obtain a report from the Public Works Department as to the status of the existing structure and discuss it at the Public Affairs Committee Meeting scheduled for August 18, 1998 at 7:30 p.m.

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

(Councilor Branson absent)

Utility Committee: Councilor Eddy read the report of the meeting held on July 28, 1998.

Committee members present: Francis Eddy; Ralph Jenne; Pat Fasana-Lynn; and Mike Crafford.

Others present: Twila Hill; Preston Hill; Mary Lou Greb; Curtis Grubs; Rita Baller; Gary Brooks and Carol Haight.

Items discussed:

1. Delinquent water user accounts.
Recommend the City provide notice to all water users that as of October 1, 1998, the City will no longer hand-deliver "shut-off" notices to users who are in arrears on their accounts. All accounts which are at least 45-days in arrears will be subject to immediate shut-off without further notice from the City unless other arrangements are made with the City. All services shut-off will be required to pay a \$50 reconnect fee in addition to the subject arrearage.
2. Public Works Superintendent, Mike Crafford reported as follows:
 - a. The two storm drains reported on earlier this month have been repaired. (*James and "D" Streets*)
 - b. The drainage problem located at 412 N.W. Main needs to be corrected.
Recommend sending a letter to the property owner requesting that the drainage problem be addressed on or before August 13, 1998, by informing the City as to what their intentions are for correcting same.
 - c. The Public Works Department will be working on the ADA Standards by putting in a handicap access in the sidewalk near Action Shooting on Main Street. As a natural gas line is located in the area, N.W. Natural Gas will be required to be on site.
 - d. Sheets water tap next week.
 - e. Broken fire hydrant located at the V.F.W. Hall needs to be replaced at the approximate cost of \$800.
 - f. Received three bids on a "jumping-jack" gravel compactor ranging in price from \$1,850 to \$2,080. Power Rents had the best price.
 - g. Street chip sealing discussed. Inquiry needs to be made into the price per square foot.
 - h. Manhole risers ordered.
 - i. Water Operator, Fred Vanecek, placed even/odd restrictions on water usage.
 - j. Pickup for Water Operator discussed.
 - k. Reminder that the water system improvement project pre-construction conference was going to take place in Council Chambers on Wednesday, July 29, 1998 at 10:00 a.m.
3. S.D.C. fees previously paid to the City. Curtis Grubs made inquiry as to the S.D.C. fees previously paid by him and if those fees were subject to reimbursement by the City.
Recommend further investigation into said S.D.C. fees.
4. Gary Brooks addressed Committee on the installation of a fluoride system in connection to the water system improvement project.
Recommend discussing matter with City Engineer - Mike Henry at the pre-construction conference scheduled for July 29, 1998.
5. Rebekah Lodge Hall usage.
Recommend the Historical Group utilizing the Lodge building as a permanent museum, allowing Friends of the Library the shared use of the building to hold one-final book sale in October of 1998 which the City would offer assistance with advertising for same. Committee would further recommend that the City offer the Friends of the Library the use of space located upstairs at City Hall until such time as the City, or Friends of the Library, could locate a permanent and more suitable location for the Friends of the Library to store their surplus of books and conduct their book sales from which proceeds benefit the Willamina Public Library.
6. Water system improvement project update:
 - a. Pre-construction conference reminder; and

- b. Selection of an inspector.
Recommend selecting Pat Henry as the City's inspector for the water system improvement construction at \$50.00 per hour.
- 7. Ordinance enforcement.
Recommend reviewing subject residences and discussing further at the July 30, 1998 City Council Meeting.
- 8. Lamson Logging update. Copy of P.O. given to Larry Hamilton; State Permit No. given to Willamina Lumber; Larry to begin remainder of logging next week, weather permitting.
- 9. Telephone system for City Hall - update. Bids, options and features discussed.
Recommend accepting bid from Western Telephone for a new phone system and proceeding with the installation of same.
- 10. Clear visions areas. Twila Hill had obtained information from the State pertaining to "clear-vision" areas and wished to make it available to all interested parties.
- 11. Development Code changes. A copy of the City Planner's notes from July 20, 1998 work session, as well as a copy of the City of Jefferson's down town parking restrictions provided to Committee for review. A copy of said parking restrictions was also provided to the Willamina Business Group for their perusal and the Business Group will be discussing same with the City Planner on Monday, August 3, 1998 at 2:00 p.m. in Council Chambers. Another work session may need to be scheduled in the near future.
- 12. Building inspector for the City.
Recommend beginning the process for hiring a part-time building inspector for the City.
- 13. Juvenile curfew / school curfew. Committee member Fasana-Lynn had obtained information from the Internet pertaining to the curfew issues which were initially raised during a Committee meeting in June, 1998, and wished to make the information available to all interested parties.

- (Re: Item No. 1 above) Councilor Eddy moved, and Councilor Jenne seconded that the City shall provide notice to all water users that as of October 1, 1998, the City of Willamina will no longer hand-deliver "shut-off" notices to users who are in arrears on their accounts. Furthermore, as of October 1, 1998, all accounts which have at least a 45-day arrearage will be subject to a service disconnection five days after the "past-due" notices have been mailed by City Hall. Past-due notices are mailed on the 15th of each month (or the next business day if the 15th lands on a weekend) and this would schedule the subject accounts with arrearages for disconnection on the 20th of each month (or the next business day if the 20th lands on a weekend) without further notice to the subject user unless the subject user has made arrangements with City Hall. All disconnections will be required to pay a \$50.00 reconnect fee as well as the amount of the subject arrearage prior to reconnect.

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

(Councilor Branson absent)

- (Re: Item No. 2(b) directly above) Councilor Eddy moved, and Councilor Greb seconded that the

ongoing drainage problem existing on the property located at 412 N.W. Main Street, as the result of a broken tile, needs to be addressed before inclement weather.

Councilor Fasana-Lynn initiated further discussion on the matter with respect to financial responsibility for the repairs and repair options. After further and lengthy discussion, it was the consensus of Council to add the following to the motion currently on the table:

The City should send a letter to the owner of the subject property making inquiry as to what the property owner's plans are for resolving the existing drainage problem and asking them to respond to the City by Thursday, August 13, 1998.

AYES: Councilors Baller, Eddy, Greb and Jenne.

NAYS: Councilor Fasana-Lynn.

(Councilor Branson absent)

Motion passes with a majority vote.

- **(Re: Item No. 2(f) directly above) Councilor Fasana-Lynn moved, and Councilor Baller seconded that the City purchase a "jumping jack" at the lowest of the three bids received by the Public Works Department.**

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

(Councilor Branson absent)

- **(Re: Item No. 5 directly above) Councilor Eddy moved, and Councilor Greb seconded the recommendation set out above by the Utility Committee in Item No. 5.**

Councilor Fasana-Lynn initiated short discussion.

AYES: Councilors Baller, Eddy, Greb and Jenne.

NAYS: Councilor Fasana-Lynn.

(Councilor Branson absent)

Motion passes with a majority vote.

- **(Re: Item No. 6(b) directly above) Councilor Eddy moved, and Councilor Fasana-Lynn seconded the City hiring Patrick Henry with HBH Consulting Engineers to perform the required inspections associated with the water system improvement project at the hourly rate of \$50.00 per hour.**

Discussion was initiated by Mayor Hill wherein she reiterated a conversation between her and the City Engineer, Mike Henry, of Wednesday, July 29, 1998, wherein Mike Henry indicated to her that as he already had several jobs lined up for Pat Henry for the next several weeks, he would offer the City the inspection services of Rob Henry, also of HBH Consulting Engineers, for the same \$50 hourly rate if this arrangement was acceptable to the City. Council appeared to be in consensus with said arrangement.

AYES: Councilors Baller, Branson, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

With respect to Item No. 4 directly above, the issue of adding fluoridation to the planned water system improvements was discussed.

With respect to Item No. 7 directly above, it was the general consensus of Council to proceed with ordinance enforcement on the subject properties as follows:

582 N.E. "C" Street: Y.C.S.O. cite into Municipal Court;
 321 S.E. Jackson: Y.C.S.O. cite into Municipal Court;
 770 N.E. 5th Street: If no response received from the subject property owners by date of compliance set forth in Abatement Notice posted by the Y.C.S.O., proceed with City cleanup, attaching a lien for costs associated therewith to subject property.

- (Re: Item No. 9 directly above) Councilor Eddy moved, and Councilor Greb seconded that the City purchase and install a new telephone system for City Hall from Western Telephone, the lowest bidder of three bids received by the City.

AYES: Councilors Baller, Eddy, Fasana-Lynn, Greb and Jenne.

NAYS: None.

(Councilor Branson absent)

With respect to Item No. 12 directly above, Council directed City Recorder to compile information with respect to the City going out to bid for a part-time building inspector and report back to the Finance Committee at the next regularly scheduled meeting of August 11, 1998.

With respect to Item No. 2(g) directly above, it was the general consensus of Council to proceed with scarifying the following streets:

Street	Location
D Street	Hwy. to 4th Street
4th Street	D Street to C Street
4th Street	C Street to Churchman
3rd Street	D Street to B Street
5th Street	Churchman to Willamina Drive
Washington	Adams to Main
Jackson	Washington to Lincoln
Lower Barber	
Ivy	Lincoln to Washington
Upper Ivy	
Upper Churchman	

and chipseal the following streets:

Street	Location
D Street	Hwy. to 4th Street
4th Street	D Street to C Street
4th Street	C Street to Churchman
3rd Street	D Street to B Street
Washington	Adams to Main
Jackson	Washington to Lincoln
Lower Barber	
Ivy	Lincoln to Washington
Upper Ivy	
Upper Churchman	

It is the City's intention to scarify 5th Street - Churchman to Willamina Drive and put gravel on it only at this time. It was estimated that it will cost the City approximately \$7,000 for the gravel needed to be placed upon the subject street surfaces prior to applying the chipseal.

OLD BUSINESS:

Regional Problem Solving, Phase II - update: Mark Fancey presented Council with an oral status report on the Project. He indicated that the Steering Committee had been discussing Grand Ronde properties, parcel-by-parcel. The next meeting is scheduled for August 5, 1998 at 6:30 p.m. and the properties located in the Forthill and Valley Junctions area will be discussed. There has been some discussion on the topics of rezoning and water sources. Mark indicated that he anticipates an open house being scheduled sometime in September or October.

New Zoning Ordinance: Mark Fancey indicated that as a result of the recent work session held between the City Council, Planning Commission and general public, and the revisions that resulted from prior meetings, he would recommend that prior to the City Council doing any further work on the proposed Zoning Ordinance, Council allow the Planning Commission to go through the revisions and then schedule a public hearing for the Planning Commission level for sometime in September. He continued his recommendation and stated that after the Planning Commission has held their public hearing on the revised Zoning Ordinance, then present the City Council with the Planning Commission's recommendations for their review and final revisions. He further stated that he felt the City should send "thank-you" letters to those individuals who took the time to attend the July 13, 1998 work session, and further, inviting those individuals to attend the upcoming public hearing. *It was the general consensus of Council to proceed in this manner.*

ORDINANCE NO. 591 - RE: *Amending the Willamina Comprehensive Plan, Ordinance No. 540, by Updating the Transportation Element.*

Mayor Hill presented City Ordinance No. 591 to Council and reviewed the rules applicable to passing an ordinance in one meeting, advising that a unanimous vote was necessary for the set procedure. Councilor Fasana-Lynn indicated that she would not be voting in favor of City Ordinance No. 591.

Mayor Hill proceeding with reading City Ordinance No. 591 in full.

- Councilor Eddy moved, and Councilor Jenne seconded that the City adopt City Ordinance No. 591,

amending the Willamina Comprehensive Plan, Ordinance No. 540, by updating the Transportation Element, and that the second reading be by title only.

Further discussion was held.

AYES: Councilors Eddy, Greb and Jenne.

NAYS: Councilors Baller and Fasana-Lynn.

(Councilor Branson absent)

Motion passes by a majority vote for the first reading, but must be continued to the next Council Meeting for the second vote of Council per City Charter as the first vote was not unanimous.

Day-time Curfew: Councilor Fasana-Lynn wished to distribute to Council some information which she had obtained from the Internet pertaining to the issue of imposing a day-time curfew as the issue was brought up for future discussion at past meetings.

NEW BUSINESS:

August, 1998 Willamina City Calendar: Approved by consensus.

PUBLIC COMMENT: None.

CORRESPONDENCE:

- * Letter from Rob Rocca announcing his resignation from the Planning Commission;
- * Notice that the City of Lafayette will be hosting the next City/County Dinner on August 20, 1998 and all RSVPs need to be received by August 7, 1998;
- * Yamhill County Sheriff's Office Announcement for National Night Out - 1998 scheduled for August 4, 1998;
- * Environmental Assessment Scoping Letter from the Department of Army Corps of Engineers;
- * Willamette Confluence schedule for the upcoming conference scheduled for September 13th - 15th, 1998; and
- * Press Releases from candidates running for Yamhill County Commissioner positions.

Mayor Hill asked for a moment of Council's time and advised them that she would not be running for reelection as the City's Mayor in the upcoming election. She stated that it was a very difficult decision for her to reach, however, she had asked her husband, Pres, to put their traveling plans on hold for the past two years to allow her to fulfill her obligation to the City as its elected Mayor. Mayor Hill addressed an editorial that had recently been published in the Sheridan Sun wherein it stated that the City of Willamina needed to have a "a City Manager, someone in authority" and that as a result of not having someone in this position, the editorial had went on to state that costly decisions made in the past had almost produced a state prison for the City and that the City's recent award of grant funds from the OEDD was for a lesser amount than had originally been requested as a result of the City's failure to raise user rates as high as it should have to comply with OEDD requirements. Mayor Hill stated that both of these issues were well thought out decisions by the Council existing during those specific issues and that they were not errors on the

City's part.

Mayor Hill went on to state that she had been privileged to work with many, many wonderful people including Councilors, many other government officials, including the President of the United States, as well as many, many other individuals.


She encouraged the City to be careful who it elected to be its future leaders, indicating that personal agendas could be detrimental to the City for many years down the road. If candidates running for the positions of Council or Mayor are new faces, not having been in regular attendance at previous City meetings, she encouraged the City and its residents to ask "why". Mayor Hill indicated that she did not understand how someone who did not attend these meetings could ever expect to come into the City with a clear understanding of the City's needs and existing issues.

She wished the existing City Council the best of luck and closed her statement by saying that she intended to fulfill the remainder of her term with the same level of commitment she had entered into it with.

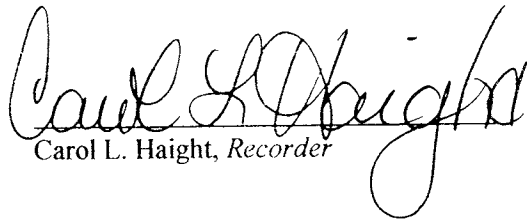
Councilor Fasana-Lynn wished to state to the Editor of The Sun that she agreed with his editorial and the contents thereof.

Councilor Greb moved that the meeting be adjourned.
Councilor Eddy seconded. Motion passed unanimously.

Meeting adjourned at 9:35 p.m.



Twila D. Hill, Mayor



Carol L. Haight, Recorder

Appendix D: Development Code Revisions

Development Standards and Ordinances

The purpose of the City's development standards and ordinances are used to coordinate city regulations governing the development and use of land. To meet this requirement, existing development standards and ordinances need to be revised and updated. Staff recommends the following revisions to meet this objective:

SECTION 1.200

DEFINITIONS

1.200.02 Definitions.

The following words and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this Section:

Access: The way or means by which pedestrians and vehicles shall have ingress and egress to property.

Access Management: Measures regulating access to streets, roads and highways from public roads and private driveways.

Accessway: A walkway that provides pedestrian and/or bicycle passage either between streets or from a street to a building or other destination such as a school or park. They include a walkway and additional land on either side of the walkway, often in the form of an easement or right-of-way, to provide clearance and separation between the walkway and adjacent uses.

Bed and Breakfast Establishment:

Bicycle Facilities: ~~Improvements~~ Facilities which provide for the needs of bicyclists, including ~~bicycle paths, bicycle routes~~ bikeways and bicycle parking.

Bike Lane: A portion of a roadway which has been designated by striping and pavement markings for the preferential or exclusive use of bicyclists.

Bikeway: A bikeway is created when a street has the appropriate design treatment for bicyclist, based on motor vehicle traffic volumes and speed: shared roadway, shoulder bikeway, bike lane or bicycle boulevard. Another type facility is separated from the roadway: multi-use path.

Block:

Parking Area:

Parking Space: An enclosed or unenclosed surfaced area, exclusive of maneuvering and access area, reserved for the temporary storage of an automobile and connected with a street or alley by a surfaced driveway which affords ingress and egress for automobiles. The following are not considered parking spaces for the purposes of OAR 660-12-045(5)(c): park and ride lots, handicapped parking, and parking for carpools and vanpools.

Partition:

Pedestrian Circulation System: Pedestrian connection(s) between building entrance(s) of the proposed development and adjacent street(s), the parking area, and the existing or future development on adjacent properties.

Pedestrian connection: A continuous, unobstructed, reasonably direct route between two points that is intended and suitable for pedestrian use. Pedestrian connections include but are not limited to sidewalks, walkways, accessways, stairways and pedestrian bridges. On developed parcels, pedestrian connections are generally hard surfaced. In parks and natural areas, pedestrian connections may be soft-surfaced pathways. On undeveloped parcels and parcels intended for redevelopment, pedestrian connections may also include right-of-way or easements for future pedestrian improvements.

Pedestrian Facilities: Improvements which provide for public pedestrian foot traffic including sidewalks, walkways, crosswalks and other improvements, such as lighting or benches, which provide safe, convenient and attractive walking conditions.

Pedestrian plaza: A small semi-enclosed area usually adjoining a sidewalk or a transit stop which provides a place for pedestrians to sit, stand, or rest. They are usually paved with concrete, paving stones or similar material and include seating, pedestrian scale lighting and similar pedestrian improvements. Low walls or planters and landscaping are usually provided to create a semi-enclosed space and to buffer and separate the plaza from adjoining parking lots and vehicle maneuvering areas. Plazas are generally located at a transit stop, building entrance or an intersection and connect directly to adjacent sidewalks, walkways, transit stops, and buildings. A plaza including 150-200 square feet would be considered "small".

Pedestrian Scale Lighting: Light standards or placement no greater than 14 feet in height located along walkways.....

Street (Road, Highway): The entire width between the boundary lines of every way of travel which provides for ingress and egress for vehicular and pedestrian traffic and the placement of utilities to one or more lots, parcels, areas, or tracts of land. A private way is excluded that is

created to provide ingress and egress to land in conjunction with the use of such land for forestry, mining, or agricultural purposes.

Alley: A narrow street through a block used primarily for access by service vehicles to the back or side of properties fronting on another street.

Arterial: A street of considerable continuity which is used primarily for through traffic and interconnection between major areas of the City.

Collector: A street supplementary to the arterial street system, used partly by through traffic and partly for access to abutting properties.

Urban Growth Boundary: An adopted boundary around the City which defines the area in which the City expects to grow, where public facilities will be extended, and where joint planning responsibilities are exercised with Yamhill or Polk County.

SECTION 2.200

GENERAL DEVELOPMENT STANDARDS

2.201 GENERAL PROVISIONS

2.201.03 Application of Public Facility Standards

Standards for the provision and utilization of public facilities or services available within the City of Willamina shall apply to all land developments in accordance with the following table of reference. No development permit, including building permit, shall be approved or issued unless the following improvements are provided prior to occupancy or operation, or unless future provision is assured in accordance with Subsection 3.208.06.

Public Facilities Improvement Requirements Table

LAND USE	FIRE HYDRANT	STREET IMPROVEMENT	WATER HOOKUP	SEWER HOOKUP	STORM DRAIN	STREET LIGHTS	BIKE & PED
SFD/Duplex	No	X-2	Yes	Yes	Yes	No	No
MFD	Yes	Yes	Yes	Yes	Yes	Yes	Yes (4+)
New Commercial or Industrial	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Public, Commercial or Industrial Expansion	X-1	X-3	Yes	Yes	Yes	Yes	Yes
Partition, Subdivision, PUD, MHP	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Legend: No = Not required Yes = Required
X = Conditional, as noted.

Note: Due to the anticipated lack of any transit system serving the City during the planning period, transit facilities are not required to be constructed as part of any development,

2.202 STREET STANDARDS

2.202.01 Purpose

Safety. To provide for safe, efficient, ~~and convenient vehicular~~ multi-modal movement in the City of Willamina.

Access. To provide adequate access to all proposed and anticipated developments in the City of Willamina.

To provide adequate area in all public rights-of-way for sidewalks, bikeways, sanitary sewers, storm sewers, water lines, natural gas lines, power lines and other utilities commonly and appropriately placed in such rights-of-way.

For purposes of this section:

1) "adequate access" means direct routes of travel between destinations, such as between residential neighborhoods and parks or commercial development.

2) "adequate area" means space sufficient to provide all required public services to standards defined in this code, such as sidewalks, bikeways, or storm sewers.

2.202.02 Scope

The provisions of this Section shall be applicable for the following:

The creation, dedication or construction of all new public or private streets, pedestrian facilities, and bikeways in all subdivisions, partitions or other developments in the City of Willamina.

The extension or widening of existing public or private street rights-of-way, easements, or street improvements including those which may be proposed by an individual or the City, or which may be required by the City in association with other development approvals.

The construction or modification of any utilities, ~~or~~ sidewalks, or bikeways in public rights-of-way or private street easements.

The planting of any street trees or other landscape materials in public rights-of-way.

Exceptions. Provisions of this Section do not apply in existing developed areas of the City. Improvements in these areas shall be based on standards adopted by the Department of Public Works.

2.202.03 General Provisions

The following provisions shall apply to the dedication, construction, improvement or other development of all public streets in the City of Willamina: These provisions are intended to provide a general overview of typical minimum design standards. All streets shall be designed in conformance with the specific requirements of the appropriate jurisdiction's most current Public Works standards.

A. The location, width, and grade of streets shall be considered in their relation to existing and planned streets, to topographical conditions, to public convenience and safety, and to the proposed use of the land to be served by the streets.

B. Development proposals shall provide for the continuation of, and connection to, existing ~~principal~~ all streets, bikeways and pedestrian facilities within the development and to existing

streets, bikeways, and pedestrian facilities outside the development where necessary to promote appropriate traffic circulation in the vicinity of the development.

C. All streets other than minor local streets or cul-de-sacs, as far as practical, shall be in alignment with existing streets by continuation of the existing centerline. The staggering of street alignments resulting in "T" intersections shall, wherever practical, be avoided. However, when not practical, the "T" intersection shall leave a minimum distance of 200 feet between the center lines of streets having approximately the same direction and otherwise shall not be less than 100 feet.

D. Future extension of streets. Where necessary to give access to or permit a satisfactory future development of adjoining land, streets, bike and/or pedestrian accessways shall be extended to the boundary of a tract being developed and the resulting dead-end street may be approved without turn-arounds. Reserve strips and street plugs may be required to preserve the objectives of street extensions. Reserve strips shall be a minimum of one (1) foot in width and shall extend the full width of the right of way

2.202.04 General Right-of-Way and Improvement Widths

The following standards are general criteria for public streets, bikeways and sidewalks in the City of Willamina. These standards shall be the minimum requirements for all streets, except those in ODOT and County jurisdiction, or where modifications are permitted under Subsection 2.202.05.

STREET STANDARDS

SERVICE AREA	IMPROVEMENT WIDTH CURB/CURB	SIDEWALK	BIKEWAY WIDTH (a)	TOTAL RIGHT-OF-WAY WIDTH
Residential LOCAL STREET	34 feet	5 feet	N/R	50 feet
CUL-DE-SAC	34 feet; Bulb: Min. Curb Radius-38 feet	5 feet	N/R	50 feet; Bulb: Min. ROW Radius-45 feet
COLLECTOR	36 feet	5 feet	5'each side	60 feet
ARTERIAL (b)	44 feet	6 feet	5'each side	66 feet
ALLEY	20 feet	N/R	N/R	20 feet

* Main Street?

(a) The minimum width for a bikelane is 4 feet on open shoulders, or 5 feet from the face of a curb, guardrail or parked cars.

(b) The arterial in the City is a state highway, and the standards shown are state standards.

2.203.11 Bicycle Parking

A. **Bicycle Parking Required.** Bicycle Parking shall be required in all new multi-family residential (4 or more units), new public and semi-public, commercial and industrial development as well as park-and-ride lots. Bicycle parking shall also be required for expansions and other remodeling that increases the required level of automobile parking. Bicycle parking shall be provided in the following amounts:

LAND USE ACTIVITY	MINIMUM BICYCLE SPACES	HOW MEASURED *
Multi-Family (4 or more units)	1	Per 1 dwelling units
Hotel, motel	1	Per 20 guest rooms
Hospital, nursing home, convalescent home	1	Per 5 beds
Churches, auditorium, stadium, theater	2	Per 20 vehicle parking spaces
Elementary school	8	Per classroom
Middle school	8	Per classroom
High school	1	Per classroom
Bowling alley, skating rink, community center	1	Per 20 vehicle parking spaces
Retail store	1	Per 10 vehicle parking spaces
Service repair center; retail store handling bulky merchandise (e.g. furniture)	1	Per 30 vehicle parking spaces
Bank, offices, medical clinic	1	Per 10 vehicle parking spaces
Eating and drinking establishment	2	Per 10 vehicle parking spaces
Wholesale establishment	1	Per 30 vehicle parking spaces
Government offices	3	Per 10 vehicle parking spaces
Industrial, manufacturing, processing (0 - 24,999 sf)	3	Per 30 vehicle parking spaces
Industrial, manufacturing, processing (25,000 - 49,999 sf)	3	Per 30 vehicle parking spaces
Industrial, manufacturing, processing (50,000 - 79,999 sf)	4	Per 30 vehicle parking spaces
Industrial, manufacturing, processing (80,000 - 199,999 sf)	7	Per 30 vehicle parking spaces
Industrial, manufacturing, processing (200,000 sf and over)	14	Per 30 vehicle parking spaces
Warehousing and storage terminals 0 - 49,999 sf	6	Per 30 vehicle parking spaces
Warehousing and storage terminals 50,000 sf and over	15	Per 30 vehicle parking spaces

Note: In the interest of economy and the expected use of bicycles, the City does not require covered parking for its bicycle parking spaces. Also, bicycle parking requirements are rounded up when measurements slightly exceed the measured amount (i.e. Bank office, Mental clinic, has 7 vehicle spaces = 1 bicycle space.)

B. Bicycle Parking Development Requirements

1. **Space Size.** Each bicycle parking space should be a minimum of six feet long and two feet wide and be accessible by a minimum five foot aisle. Where a standard bicycle rack does not permit these measurements, each wheel space is considered a parking space.

2. **Location.** All bicycle parking shall be within 100 feet from a building entrance and located within a well-lit and clearly visible area. A connection point for a owner to secure or lock the bicycle shall be provided.

.....

2.208 DEVELOPMENT STANDARDS FOR LAND DIVISIONS

2.208.04 Standards for Blocks

A. **General:** The length, width, and shape of blocks shall be designed with regard to providing adequate building sites for the use contemplated; consideration of needs for convenient access, circulation, control, and safety of street traffic including pedestrian and bicyclist, and recognition of limitations and opportunities of topography.



B. **Sizes:** Blocks should not exceed 1000 feet in length between street lines, except blocks adjacent to arterial streets, or unless the previous adjacent development pattern or topographical conditions justify a variation. The recommended minimum distance between intersections on arterial streets is 1,800 feet.

2.208.05

B. Improvement Requirement

.....

12. **Traffic Circulation.** The proposed subdivision shall be laid out to provide safe, convenient, and direct vehicle, bicycle and pedestrian access to nearby residential areas, transit stops, neighborhood activity centers such as schools and parks, commercial areas, and industrial areas, and to provide safe convenient and direct traffic circulation. At a minimum, "nearby" is

interpreted to mean uses within 1/4 mile which can be reasonably expected to be used by pedestrians, and uses within 1 mile of the subdivision boundary which can reasonably expected to be used by bicyclist.

13. **Connectivity.** To achieve the objective in 12B., above, the City may require the following:

a. **Stub Streets:** Where the potential exists for additional residential development on adjacent property.

b. **Pedestrian/Bicycle Accessways:** Public accessways to provide for networks of public paths creating access to nearby residential areas, transit stops, neighborhood activity centers, including schools, parks, shopping centers, other community services and other commercial and industrial areas.

14. **Collector and Arterial Connections.** Pedestrian/bicycle accessway connections with adjoining arterial and collector streets shall be provided if any portion of the site's arterial or collector street frontage is over 600 feet from either a subdivision access street or other pedestrian/bicycle accessway. If natural features (e.g., adverse topography, streams, wetlands) exist, the provisions of accessways may be limited. Additionally, if buildings or other existing developments on adjacent lands may physically preclude a connection now or in the future considering the potential for redevelopment. *Comment Only:* This may take care of LCDC concerns regarding minimum distance between intersections on arterials.

15. **Design Standards.** Pedestrian/bicycle accessways shall meet the following design standards:

a. **Minimum dedicated width:** 20 feet

b. **Minimum improved width:** 10 feet

c. **Maximum length:** 250 feet. A clear line of vision for the entire length of the accessway shall be required.

d. **Pedestrian scale lighting fixtures** shall be provided along the walkway and lighted to a level where the system can be used at night.

e. **The accessway shall be designed to prohibit vehicle traffic.**

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SECTION 3.105

3.105 SITE PLAN REVIEW

3.105.05 Submittal Requirements

A. The following information shall be submitted as part of a complete application for Site Plan Review:

1. Site Analysis
 - a. Existing site topography;
 - b. Identification of areas exceeding 10% slopes;
 - c. Site drainage, areas of potential flooding;
 - d. Areas with significant natural vegetation;
 - e. Classification of soil types; and
 - f. Existing structures, roadway access and utilities.
 - g. Existing and proposed streets, bikeways, and pedestrian facilities within 200 feet.
2. Site Plan
 - a. Proposed grading and topographical changes;
 - b. All proposed structures including finished floor elevations and setbacks;
 - c. Vehicular, bicycle, and pedestrian circulation patterns, parking, loading and service areas;
 - d. Proposed access to public roads and highways, bikeways, pedestrian facilities, railroads or other commercial or industrial transportation systems;
 - e. Site drainage plan including methods of storm drainage, sanitary sewer system, water supply system and electrical services. Inverse elevations may be required for all underground transmission lines;
 - f. Proposed landscape plan, to include appropriate visual screening and noise buffering, where necessary, to ensure compatibility with surrounding properties and uses;
 - g. Proposed on-premise signs, fencing or other fabricated barriers, together with their heights and setbacks;

h. Proof of ownership and signed authorization for the proposed development, if applicant is not the owner of the site; and

i. A schedule of expected development.

3.105.06 Evaluation of Site Development Plan

The review of a Site Development Plan shall be based upon consideration of the following:

.....

H. Problems that may arise due to development within potential hazard areas.

I. Connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.

.....

3.106 PARTITIONS

3.106.03 Submittal Requirements for Preliminary Review

.....

B. Submittal Requirements. Each application shall be accompanied by a preliminary partition plat drawn to scale of not less than one inch equals fifty (50) feet nor more than one inch equals 200 feet, and containing at a minimum, the following:

1. Appropriate identification stating the drawing is a preliminary plan.
2. North point, scale and date.
3. Name and addresses of land owner, applicant, engineer, surveyor, planner, architect or other individuals responsible for the plan.
4. Map number and tax lot or tax account number of subject property.
5. The boundary lines and approximate area of the subject property.
6. Dimensions and size in square feet or acres of all proposed parcels.

7. The approximate location and identification of existing streets, bikeways, pedestrian facilities easements or right-of-ways adjacent to, or within, the subject property, and, existing improvements on the property and important features such as section, political boundary lines.

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SECTION 3.202

ADMINISTRATIVE PROCEDURES

3.202.02 Procedure for Type I-B Review

Applications subject to administrative review shall be reviewed and decided by the Planning Commission.

A. Upon receipt of an application for a Type I-B land use action, the City staff shall review the application for completeness.

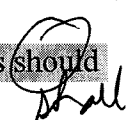
1. Incomplete applications shall not be reviewed until all required information has been submitted by the applicant.

2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary.

B. The application shall be deemed complete for the purposes of scheduling the hearing and all related timing provisions either:

1. Upon receipt of the additional information; or, if the applicant refuses to submit the information;

2. On the 31st day after the original submittal the application shall be deemed complete for review purposes.

C. Agency Referrals. Referrals may be sent to interested agencies such as City departments, police school district, utility companies, and applicable state agencies at the City Recorder/Clerk's option. If a county road or state highway might be impacted, referrals should be sent to Yamhill or Polk County Public Works and/or ODOT. 

D. Staff Review. Within thirty (30) days of receipt of a complete application or such longer period mutually agreed to by both staff and the applicant, staff shall review the application and shall make a decision based on an evaluation of the proposal and on applicable criteria as set forth in this Ordinance;

.....
3.202.03 Procedures for Type II and Type III Actions

A. Upon receipt of an application for Type II or Type III land use action, the City staff shall review the application for completeness.

1. Incomplete applications shall not be scheduled for Type II or Type III review until all required information has been submitted by the applicant.

2. If incomplete, the applicant shall be notified and provided additional time of up to 30 days to submit supplemental information as necessary.

.....

D. Agency Referrals. Referrals may be sent to interested agencies such as City departments, school districts, utility companies, and applicable state agencies at the City Recorder/Clerk's option. If a county road or state highway might be impacted, referrals should be sent to Yamhill or Polk County Public Works and/or ODOT.

E. Public Hearing. The Public Hearing shall be scheduled and notice shall be mailed to the applicant and adjacent property owners. Notice requirements shall comply with Section 3.202.02.

3.202 PUBLIC NOTICE REQUIREMENTS

3.202.01 Type 1-A and Type 1-B Actions

A. Type 1-A. Written notice of any Type I-A decision shall be mailed to the applicant. The notice shall be sufficient to indicate approval or denial of the request.

B. Type 1-B. Written notice of any Type I-B decision shall be mailed to the applicant and all property owners, including county and state agencies responsible for roads and highways, within 100 feet of the subject property.

3.202.02 Type II and Type III Actions

A. Written notice of the initial public hearing shall be mailed at least 20 days prior to the hearing date to the applicant and owners of property, including county and state agencies responsible for roads and highways, within 100 feet of the boundaries of the subject property.

Appendix E: Capital Improvements

ROAD IMPROVEMENT COSTS:

Location	Improvement Type	Estimated Cost	Estimated Completion Date
Intersection at Oaken Hills & East Main Street	Left turn pocket	\$10,000	2015
Intersection at "C" Street & East Main Street	Left turn pocket	\$10,000	2013
Intersection at "B" Street & East Main Street	Left turn pocket	\$10,000	2010
Main Street Island: Alternative I	Reconfiguration of intersection	*Further Study	study - 2000
Main Street Island Alternative II	Reconfiguration of intersection	*Further Study	study - 2000
Intersection at Barber Avenue & South Main Street	Curb and Gutter & Re-stripping Intersection	\$7,000	2001
Intersection at Barber Avenue & East Main Street	Left-turn pocket	\$10,000	2001
Intersection at Ivy Street & South Main Street	Traffic Mirror	\$1,500	1999

* Further study needs to be done to determine the feasibility of each alternative

CONSTRUCTION COSTS : New Roads

Road	Road Distance	Estimated Cost	Estimated Completion Date
East-West Collector between East Main Street and Highland Loop	4,350'	\$1,023,000	Development dependent
Oaken Hills Extension to East-West Collector	510'	\$ 122,000	Development dependent
"F" Street Extension to East-West Collector	570'	\$136,000	Development dependent
Extend Fourth Street to Willamina Drive	600'	\$143,000	Development dependent
North-South Extension between Willamina Drive, Beck Street, and East-West Collector	420'	\$100,000	Development dependent

East-West Connection from Oaken Hills Drive (Northern Extension) to Highland Loop	1,980'	\$466,000	Development dependent
"C" Extension through Fifth Street to East-West Collector	1,140'	\$272,000	Development dependent
Extend "B" Street from East West Collector to Willamina Creek Road	400'	*\$100,000	Development dependent and pending study
Extend Lamson Avenue to Western Boundary of UGB	630'	\$148,000	Development dependent
North-South Connection from Lamson Extension to Southern Boundary of UGB (2)	2,250'	\$536,000	Development dependent
Extend Barber Avenue to Western Boundary of UGB	780'	\$183,000	Development dependent
North-South Connection from Barber Extension to Southern Boundary of UGB	1,530'	\$364,000	Development dependent
North-South Connection from Oak Street to Southern Boundary of UGB	1200'	\$286,000	Development dependent
East-West Extension from North-South Connection (Barber Ext.) to Cherry Street	1200'	\$286,000	Development dependent
East-West Extension from North-South Connection (Barber Ext.) to North-South Connection (Oak Ext.)	1,890'	\$450,000	Development dependent

* Further study needs to be done to determine the feasibility (politically and economically)

CONSTRUCTION COSTS (Bicycle and Pedestrian Improvements)

Road	Implementation Tasks	Estimated Cost	Estimated Completion Date
Alternative I: No Action	None	Not applicable (N/A)	N/A
Alternative II: Removal of all on street parking	Re-striping of Main Street to indicate Bike lanes and the purchasing and placement of no parking signs	\$4,500	To be determined
Alternative III: Removal of one side of on-street parking.	Re-striping of Main Street to indicate Bike lanes and the purchasing and placement of no parking signs	\$2,850	To be determined
Alternative IV: Widening Main Street	To be determined	*Further Study	To be determined
Multi-Use Path from "B" Street to Willamina Creek Road	To be determined	*\$5,800 pending further study	To be determined and pending further study
Multi-Use Path from Oaken Hills Drive via Oaken Hill park to Third Street	To be determined	\$6,300	To be determined

* Further study needs to be done to determine the feasibility of each alternative

Appendix F: Travel Forecasts

Willamina TSP-Traffic Forecasts

Method One: Historical Trends (1975-95)

This method simply determines the difference between the historical trends and then projects the out for next years (2016 Projection)

Method I: Historical Trends	
Mile Post	Total ADT
1.56	3,920
2.04	4,380
2.27	5,720
2.31	6,060
2.39	5,570
2.53	5,420
2.78	4,580

Method II: Population Projection & Vehicle Trips:

Method II assumes that traffic totals should be based upon the PDIA population projection and buildable lands for the year 2016.

Method II:	
Mile Post	Total ADT
1.56	3,989
2.04	4,697
2.27	6,165
2.31	6,571
2.39	5,650
2.53	5,002
2.78	4,232

Method III: Other Population Projections

It should be noted that there are other notable population projections being considered for Willamina. The two other notable population projections scenarios considered were:

Scenario A: The Adopted Population Projection (2,600 people)

Scenario B: The Max-out Scenario proposed by Regional Problem Solving (7,000)

Method III: Scenario A	
Mile Post	Total ADT
1.56	5,052
2.04	5,927
2.27	7,787
2.31	8,304
2.39	7,106
2.53	6,344
2.78	5,350

Method III: Scenario B	
Mile Post	Total ADT
1.56	13,298
2.04	15,475
2.27	20,373
2.31	21,758
2.39	18,822
2.53	18,222
2.78	15,748

Method IV: PDIA Maximum Buildout

This method assumes that all buildable land within the UGB will be built out in the next 20 years. This method is also based upon the PDIA conducted by ODOT

Method IV: Potential Development Buildout	
Mile Post	Total ADT
1.56	14,930
2.04	17,365
2.27	22,864
2.31	24,420
2.39	21,197
2.53	18,882
2.78	15,748

Method V: New Businesses and Public Facilities

This method assumes that three new businesses and one new public facility will move to and reside in Willamina over the next 20 years. The following businesses appear to be the mostly likely to occur.

New Businesses:

- Large Retail Store
- Fast-food restaurant with Drive-Thru
- Super-Market

New Public Facility:

- High School *(Note: 26.3 Acres of Residential Lands was used for school site)*

Method V: Potential New Commercial Development	
Mile Post	Total ADT
1.56	16,496
2.04	19,215
2.27	25,290
2.31	27,005
2.39	23,414
2.53	20,783
2.78	17,412

Appendix G: TPR Checklist

*TPR Requirements	TPR Compliance	Completed
Public and Interagency Involvement:		
Establish advisory committees	Technical Advisory Committee (TAC) established: Representatives from State, County and Planning Commission regularly participated in work sessions.	Completed
Develop informational material, schedule meetings and hearings, and coordinate plan with other agencies	Six TAC meetings and two public open houses meetings were held. Minutes and other records are contained in Appendix C.	Completed
Review Existing Plans, Policies and Standards		
Review and evaluate existing comprehensive land use and transportation plans.	Data was gathered and reviewed. A bibliography is contained in Appendix B	Completed
Review regional and state plans, significant transportation studies, and capital improvement programs.	See Bibliography in Appendix B. Specifically the Oregon Transportation Plan and ODOT's Interim Strategies for Highway's 18 were reviewed. Close contact was maintained with studies in progress such as Regional Problem Solving and Polk County TSP.	Completed
Analyze existing land uses and population.	Comprehensive Plan and Zoning designations were studied. Indication of this is found in Figure 3 in the TSP. Population figures can be found on page 13 of the inventory section.	Completed
Review existing ordinances and zoning, subdivision, and engineering standards	Ordinances were reviewed and changes were made (See Appendix D). Emphasis was placed upon the development of pedestrian and bicycle amenities.	Completed
Inventory and Assess Existing Transportation Systems:		
Street system	The TSP contains a comprehensive road inventory, for arterials, collectors and significant local streets. The inventory includes: location, length, county jurisdiction, pavement width, surface, condition and number of lanes. The inventory is illustrated in Table 1. Also, ADT and Accidents data was compiled along designated mile posts along Main Street (Business 18) see Figure 1.	Completed

*TPR Requirements	TPR Compliance	Completed
Bicycle system	An inventory of the width, type, location, and condition of bikeways is included in the transportation plan.	Completed
Pedestrian system	A inventory of sidewalk location and type were conducted. The general assessment can be found in Table 1. A more in-depth inventory of existing sidewalks shall be conducted during the next update of the TSP.	Completed
Public transportation service	Transit service exists only on the Yamhill County side of the city. Willamina's service area is illustrated in Figure 2 of the document	Completed
Air transportation	No State owned airports or private airfields are located within Willamina.	N/A
Freight and rail transportation	There is only one rail line that services the city and is used primarily for freight purposes. No plans for expansion of this rail line is proposed, although it is scheduled for improvement.	Completed
Water transportation	No water transportation services are provided within Willamina.	N/A
Pipeline transportation	No significant pipeline facilities are located within the Willamina.	N/A
Determination of Transportation Needs:		
Forecast population and employment	The forecasted population for 2016 is estimated at 2,101 residents.	Completed
Determine transportation capacity needs (including safety, bridge, reconstruction ,maintenance)	Projected levels of service were based upon three scenarios: Historical, Population Projections and Future Services.	Completed
Public transportation needs	Transit exists in the Yamhill County side of Willamina. Considerable detail was given to transit needs.	Completed

*TPR Requirements	TPR Compliance	Completed
Bikeway needs	The city's existing system of shared roadway and shoulder bikeway facilities are adequate to support bicycle use. The city's updated development code establishes the minimum width for bikeways which are consistent with ODOT, Polk and Yamhill design standards. The updated code can be found in Appendix D.	Completed
Pedestrian needs	Sidewalks are identified as components of the city's arterial street system. The city's existing sidewalk infrastructure is in poor condition. Future sidewalk and pedestrian ways needs shall be reevaluated during the next update of the TSP.	Partially Completed
Develop and Evaluate Alternatives:		
Goals and objectives	The city's transportation goals, policies, and implementation measures have been extensively updated and expanded to include more substantive policy language that reflects the intent of the TPR.	Completed
Establish evaluation criteria	<ul style="list-style-type: none"> • Evaluating arterial street system alternatives will be based upon ODOT, Polk and Yamhill design standards. • The plan is consistent with the city's updated goals, policies, and implementation measures. • Forecasted street capacities and transportation system improvements and alternatives were used to determine future need. 	Completed
Produce Transportation System Plans:		
Develop and evaluate alternatives (build/no-build and TSM)	<p>The "no" build and build scenarios were thoroughly examined in the following sections of TSP:</p> <ul style="list-style-type: none"> • System improvements • Street Plan • Bicycle Plan 	Completed
Street Plan (Includes functional classification, street design standards, access management, truck route	Specific street system recommendations and related goals, policies, implementation measures, and development standards are outlined in the street plan of the TSP.	Completed

*TPR Requirements	TPR Compliance	Completed
Public Transportation	The city shall work in conjunction with Polk and Yamhill County officials to promote and encourage the future development and operation of an inter-county public transit system. This section shall be evaluated more thoroughly during the next update of the plan.	Completed
Bicycle / Pedestrian System	<p>The Bicycle and Pedestrian Systems were combined into one section.</p> <p>Bicycle: Shared roadways and shoulder bikeway facilities are identified as components of the city's street system plan. Specific goals, policies, and implementation measures related to bicycle are outlined on page(s) 16-17 and 34-37. The city's updated development code requires 5 foot bikeways for both arterial and collector streets.</p> <p>Pedestrian: Sidewalks are identified as components of the city's street system plan. Specific goals, policies and implementation measures related to bicycle are outlined on page(s) 16-17 and 34-37. The city's updated development code requires 6 foot sidewalks on arterials and 5 foot sidewalks on collector and local streets.</p>	Completed
Airport element	Future plan updates can address airport planning if existing air service in Sheridan is expanded.	Completed
Freight and rail elements	Although the city is serviced by only freight line, future transportation plan updates can address freight and rail issues as demand and service changes warrant.	Completed
Water transportation element	No water bodies capable of providing any form of water transportation service exists within the city's planning area.	Completed
Pipeline element	Future plan updates can address pipeline transportation issues as changes warrant	Completed
Implementation		
Plan Review and Coordination		
Adoption		
Ordinances		

*TPR Requirements	TPR Compliance	Completed
Financing/Capital Improvements		
Proposed Improvements	Detailed cost estimates for system improvements and new road construction can be found in Appendix E.	Completed

* Source: Transportation System Planning Guidelines, ODOT, August 1995 (Appendix 2).

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9/22/98
11/4/98

NOTICE OF PERIODIC WORK TASK

THIS FORM SHOULD ACCOMPANY ALL PRODUCTS SUBMITTED AS PART OF A SPECIFIC WORK TASK IDENTIFIED ON AN APPROVED PERIODIC REVIEW WORK PROGRAM. (See OAR 660-25-130)

FILE COPY

Note: Do not submit a periodic review work task, subtask or products on the forms used for the Notice of Proposed Amendment or Notice of Adoption (green) forms.

Please complete the following:

JURISDICTION: City of Willamina **DATE:** 9-15-98

LOCAL CONTACT: Carol Haight, City Recorder
Sam Healy, City Planner

PHONE: C. Haight: 503-876-2242 503-876-1121
S. Healy: 503-588-6177 **FAX:** 503-588-6094

ADDRESS: City of Willamina, PO Box 629, Willamina, OR 97396
MWVCOG, 105 High St. SE, Salem, OR 97310

(check as appropriate)

COMPLETED WORK TASK # 6 **(description)** Transportation

Submit the completed work task with a copy of this form, list of participants, and a copy of your public notice. Local governments are required to provide notice of its action to persons who participated in the local periodic review process and requested such notice in writing. (See OAR 660-25-140)

Please check if no one requested notice of final decision _____.

_____ **COMPLETED SUBTASK #** _____ **(description)** _____

Completed subtasks may be submitted to the department for review with a copy of this form. **Note:** Written notice to participants and DLCD for subtasks is not required until the entire work task is complete.

_____ **DRAFT TASK/SUBTASK #** _____ **(description)** _____

Draft tasks/subtasks may be submitted to the department for review with copy of this form. **Note:** Written notice to participants and DLCD is not required. The department will review as time permits. Check with your assigned DLCD periodic review team leader.

Send To: Department of Land Conservation and Development
1175 Court Street, NE
Salem, Oregon 97310-0590

DEPT OF
SEP 21 1998
LAND CONSERVATION
AND DEVELOPMENT

If you need additional forms, have questions about which forms to use, or need help filling out this form call Brenda Hallmark (373-0080).

Mark Fancey
P.O. Box 997
Dallas, OR 97338

Ms. Aileen Schnitzler
P.O. Box 285
Willamina, OR 97396

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Tigard, OR 97224

Councilor Rita Baller
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Mr. Wayne Rickert
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105 High Street, S.E.
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Councilor Francis Eddy
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OREGON DEPT. OF TRANS.
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Willamina, OR 97396

Councilor Mary Lou Greb
P.O. Box 357
Willamina, OR 97396

Twila Hill
Brendt Cegge

mailed on
9/14/98
del

City of Willamina
NOTICE OF PERIODIC REVIEW WORK PROGRAM

9/4/98

On August 13, 1998, the Willamina City Council made its final decision about periodic review Task # 6 - Transportation. This work amends the city's transportation system plan for the next twenty years. In reaching this decision, the City considered its population projections, current levels of service, current and future land use patterns and current levels of development within the community and surrounding areas.

You may receive a copy of this decision at the Willamina City Hall. The office is located at 411 "C" Street in Willamina. The mailing address is City of Willamina, PO Box 629, Willamina, OR 97396. City Hall is open Monday through Friday 8:00 a.m. to 5:00 p.m. For further information please contact Carol Haight, City Recorder at 503-876-2242 or Sam Healy, Planner, MWVCOG at 503-588-6177.

If you believe the city did not satisfactorily complete the work task or the work task does not comply with the statewide planning goals, you may object to DLCD. To file an objection with DLCD, you must do three things. One, submit a written objection to DLCD's Salem office (1175 Court Street NE, Salem, OR 97310). DLCD must receive the objection within 21 days of the date of this notice. Two, send a copy of the objection to Attention: Planner, City of Willamina, PO Box 629, Willamina, OR 97396. Three, address these requirements in you objection:

1. Show how you participated in the city's periodic review either by speaking at a public meeting or by sending written comments about the evaluation and proposed work program, and
2. Explain your specific complaint about the evaluation or proposed work program, and
3. Recommend a specific change to the work program that would resolve your objection.

If you have questions about DLCD's review of the evaluation and proposed work program, call Jim at 373-0500.

If your disagreement concerns issues of the city's decision that do not involve periodic review and the statewide planning goals or are outside the jurisdiction of the Land Conservation and Development Commission (LCDC), you may appeal to LUBA. Consult Oregon Administrative Rules, Chapter 661, Division 10 for appeal procedures.