

# **AGENDA**

## **CITIZENS UTILITY ADVISORY BOARD**

**Wednesday, December 5, 2007**  
**6:00 p.m.**

**JOHNSON CREEK FACILITY CONFERENCE ROOM**  
**6101 SE JOHNSON CREEK BLVD.**

---

---

- |       |   |              |
|-------|---|--------------|
| I.    | CALL TO ORDER                                       | CUAB Chair   |
| II.   | INTRODUCTIONS                                       | CUAB Chair   |
| III.  | CONSENT AGENDA                                      | CUAB Board   |
|       | A. November 7, 2007, Minutes                        |              |
| IV.   | REPORTS   |              |
|       | A. Waste Water Master Plan Update                   | Gary Parkin  |
|       | B. Street Surface Maintenance Program Annual Report | Gary Parkin  |
| V.    | DISCUSSION  |              |
|       | A. Neighborhood Safety Program                      | Gary Parkin  |
|       | B. Capital Improvement Plan                         | Gary Parkin  |
| VI.   | MATTERS FROM THE BOARD                              | CUAB Members |
| VII.  | OTHER   |              |
| VIII. | INFORMATION SHARING                                 | ALL          |
| IX.   | FUTURE MEETING DATE/AGENDA ITEMS                    | ALL          |
| X.    | ADJOURN   |              |

**CUAB MEETING MINUTES**  
**Wednesday, November 7, 2007**  
**Johnson Creek Facility Conference Room**  
**6101 SE Johnson Creek Blvd.**

**Members Present**

Bob Hatz, Chair  
Betty Chandler  
Ed Miller

**Members Absent**

Charles Bird, Vice Chair

**Staff Present**

Gary Parkin, Engineering Director

I. CALL TO ORDER

Chair Hatz called the meeting to order at 6:00 p.m.

II. INTRODUCTIONS

III. CONSENT AGENDA

Minutes from the last two meetings (8-1-07 and 9-12-07) were approved.

IV. REPORTS

A. Wastewater Master Plan

Gary discussed the presentation he will be presenting to the City Council on Nov 20<sup>th</sup>. Main issues are asset management, treatment plant, and extension of service to UGMA.

Master plan proposals are due November 20, 2007.

V. DISCUSSION

A. Neighborhood Safety Program

Discussed the proposed program. Working with PSAC to implement.

B. Capital Improvement Plan

Reviewed projects from the current CIP and the proposed projects from the Transportation System Plan.

VI. MATTERS FROM THE BOARD

Three board members will be ending their terms in March 2008 (all but Ed). Betty states that it was unlikely she would be continuing. Bob had some concerns about his ability to continue.

We agreed that we need to something to get more interest in the board (the board is currently lacking one position).

VII. OTHER

None.

VIII. INFORMATION SHARING

A. Bob pointed out that the WES publication the “Clarifier” (Sept 2007 issue) provided the following info concerning the Kellogg treatment plant:

1. Update to improve Kellogg plant capacity (another 8-10 years of operations).
2. Provide additional capacity to serve growth.
3. Pursue long-term strategic solutions.

The group discussed the need to stay informed on the treatment issue.

B. Bob also provided some history on the old streetcar alignment through Milwaukie (Main St, then moved to 99E, and then toward the river).

IX. FUTURE MEETING DATE/AGENDA ITEMS

Wednesday, December 5, 2007 (if needed)

SSMP update

WW master plan update

X. ADJOURN

The meeting adjourned at 8:05 p.m.

---

Bob Hatz, Chair

---

Gary Parkin, Scribe

**DRAFT 11/27/07**  
**CITY OF MILWAUKIE**  
**NEIGHBORHOOD TRAFFIC MANAGEMENT and PEDESTRIAN SAFETY**  
**PROGRAM**

The purpose of the Neighborhood Traffic Management and Pedestrian Safety (NTM-PS) is to promote safety and maintain the livability of Milwaukie's residential neighborhoods. This document defines a process for identifying and addressing problems related to pedestrian safety, speeding, and excessive traffic volume on our residential streets.

**Goals:**

1. Promote safe and pleasant conditions for pedestrians, bicyclists, motorists, and residents on residential streets.
2. Protect neighborhood livability by mitigating the impact of vehicular traffic on residential neighborhoods, including excessive through traffic.
3. Support the policies contained in the Transportation Systems Plan (TSP).
4. Encourage citizen involvement in pedestrian issues and neighborhood traffic management activities.

**Policy:**

- A. NTM-PS will function within the Public Safety Advisory Committee (PSAC) with NTM-PS oversight provided by the Engineering Department.
- B. The TSP (chapter 11) provides basic guidance on the appropriate use of Neighborhood Traffic Management (NTM) elements.
- C. Education and enforcement shall be the primary NTM elements. Traffic management devices will be used only after education and enforcement strategies are not successful in achieving NTM objectives.
- D. NTM-PS installations shall conform with recognized traffic safety guidelines such as those provided by the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) (published by the Federal Highway Administration).
- E. Traffic calming requests will be evaluated based on traffic volume, traffic speed, presence of schools, traffic accident history, vertical or horizontal alignment restrictions, and designation as a pedestrian or bicycle route. A brief report on the request, based on the evaluation criteria, will be prepared by the Engineering Department for the consideration of the PSAC. A positive recommendation from the PSAC will be required for a project to be eligible for NTM devices.

## **DRAFT 11/27/07**

Sidewalk infill and other pedestrian-oriented requests (i.e. crosswalks, street lighting) will be evaluated similarly and also consider the priority established by the TSP (chapter 5).

- F. NTM devices shall not be used on emergency routes if emergency vehicles cannot achieve required response times as established by the Fire Department. The Police and Fire Departments shall be consulted on all proposed NTM projects.
- G. Public Works or Code Enforcement procedures shall be used to resolve citizen requests concerning signage, parking, visibility, obstructions, striping, and driveway access.

### **H. Funding**

Funding for NTM-PS projects will be provided annually, as funds are available after existing street fund obligations are met and before new obligations are considered, in an amount approved by the Budget Committee.

Project proposals will be accepted only through a Neighborhood District Association (NDA) and only in the months of September, October and November. They will be evaluated per this document and ranked according to NDA funds offered in support of the project.

### **Objectives and Evaluation Criteria:**

- a. Minimize barriers to safe pedestrian travel.
- b. Safe vehicle speeds: the 85-percentile speed is within 5 MPH of the posted speed.

Speed evaluation: the 85-percentile speed will be used to rate the speed concern as low, medium, or high. Low: less than 5 MPH over posted, medium: 5-10 MPH over posted and high: more than 10 MPH over posted speed.

- c. Limit the traffic diversion impact on non-project "Local" streets in the vicinity of an NTM project to 260 vehicles per day and "Neighborhood" streets to 650 vehicles per day.
- d. Appropriate traffic volumes: volumes and characteristics of the street shall be as described in the TSP (Table 8-1).

Average Daily Traffic (ADT) will be used to rate the volume impact as low, medium, or high based on the ADT relative to the typical traffic volume from Table 8-1 of the TSP. (For example: Local Street; typical volume is less than 1500. Low impact would be less than 500, Medium impact would be 500 to 1000, and high over 1000).

## **DRAFT 11/27/07**

- e. Safe routes to schools: preference will be given for requests for a street with a school crossing within a designated school zone, when there is a public or private school within 1000 feet of the project street, or for a project that is part of a School Trip Safety Program.
- f. Reduce accidents: preference will be given for a project intended to correct an accident history with an average of over one reported and correctable accident per year over the past three years.

A “reported” accident is one that is reported to the City of Milwaukie Police Department. A “correctable” accident is one wherein a physical change to the street or conditions adjacent to the street, or the addition of or change to a traffic control device may improve traffic safety.

- g. Promote pedestrian usage: preference given for projects are within 500 feet of parks, multi-family housing, elderly housing, or facility whose primary function is to serve the handicapped.
- h. Develop pedestrian and bicycle routes: preference for project streets designated by the TSP as a pedestrian or bike route.
- i. Enhance existing street conditions: preference given to projects on streets without continuous sidewalks on at least one side of the street.

### **Process**

The process is outlined in the TSP (figure 11-1) and more fully explained here.

### **Traffic Concern (or Pedestrian Safety Concern)**

1. Requests will normally be received by the Engineering Department by phone call or email. Requestors with non-emergency concerns will be asked to complete a Citizen Request or Traffic Control Device Request Form.

These requests will be forwarded to the Engineering Director for evaluation and review by the PSAC.

2. Potential solutions will be reviewed and proposed, beginning with enforcement and education efforts including, use of the RADAR gun (Neighborhood Speed Watch - allowing for documentation of speeding problems and letters sent to offenders from the Milwaukie Police Department), SMART Trailer use, and the Neighborhood Slow Down Banner.
3. If enforcement and education efforts are exhausted or deemed to be ineffective, an engineering solution will be evaluated by the Engineering Department and reviewed by the PSAC (see paragraph F. above). A cost estimate will be prepared for the project by the Engineering Department.

## **DRAFT 11/27/07**

4. With a recommendation from the PSAC and a determination that the budget can support the proposed engineering solution, the Engineering Department will provide a petition form and define the extend of the immediate project impact area to the original requestor who will be responsible for collecting signatures from impacted (eligible) neighbors. More than 75% of eligible neighbors in the defined impact area must sign the petition indicating their support before the project will be progressed to the next step.
5. The Engineering Department will coordinate a meeting with the appropriate NDA. The purpose of the meeting will be to highlight the problem and present the proposed solution. Input from NDA members concerning specific problems, issues and concerns related to the proposal will be considered (and resolved if needed) prior to implementation of the proposed project.
6. Implementation will begin after the specified approval of the PSAC, NDA and the affected neighbors and the funding is in place. In some circumstances, an engineering solution will be proceeded by a test using temporary devices for a period of 3-6 months. A permanent solution will not be undertaken if the test does not obtain the desired results. The NDA will be notified of the test. If the Engineering Director finds that an unforeseen hazard exists, the test may be revised or removed. If testing of NTM devices is not possible, then the Engineering Director can recommend permanent construction based on positive citizen support. Following the test, the Engineering Department will evaluate how well the NTM device performed in terms of previously defined problems and objectives. If the evaluation criteria is not met to the satisfaction of the Engineering Director, the project may be modified and additional testing conducted.

Final design and construction is administered by the Engineering Department and will generally be completed within 12 months of approval.

7. The Engineering Department will monitor NTM devices and conduct a follow-up evaluation within one (1) year of the installation to assess the effectiveness of the project. The evaluation will normally include traffic speed, volume, diversion and accidents as well as a survey of local residents on the project street as well as the NDA to get their input regarding the effectiveness of the project. Additional assessments may be made if directed by the Engineering Director.
8. NTM Removal: At least 75% of eligible residents must support a request to remove an existing NTM project before the Engineering Department will forward such a request to City Council for final resolution. Removal of a NTMP project will be at the expense of eligible residents unless otherwise specified by Council.
9. Public Works (Streets) shall be responsible for maintenance of NTM devices.