

2022 Transportation Growth Management Grant Application

Instructions

Be sure to download and review the [2022 Application Packet](#) and [2022 Application Instructions](#) before filling out this grant application.

You can save your progress and revisit this form at any time by clicking the "Save" button at the bottom of the page.

Applications must be received by July 28, 2022 at 11:59 p.m. (PDT)

Applicant information

Instructions: Complete this information for the applicant. Provide both a designated contact and an authorized representative (if different than the designated contact) for your entity.

Primary applicant jurisdiction

City of Carlton

Mailing address

191 East Main street, Carlton, Oregon 97111

Website

<https://www.ci.carlton.or.us>

Contact person name

Aimee Amerson

Contact person title

Administrative Manager

Contact phone

(503) 852-7575

Contact email

aamerson@ci.carlton.or.us

Would you like to receive TGM news and updates?

I am already subscribed

Authorized representative name, if different from the applicant contact

Shannon Beaucaire

Authorized representative title

City Manager

Phone
(503) 852-7575

Email
sbeaucaire@ci.carlton.or.us

List other participating local jurisdictions (if any)

Participating local jurisdiction	Providing match?

Project name and location

Project title
Carlton Transportation Plan update

***Project area:** Using either of the two fields below, attach a map of the project area or describe the area your project is located in.*

Option 1: Project area map
2021 Carlton City Map.pdf

Option 2: Project area description
Project will cover and encompass the whole City of Carlton and any development that occurs within the city limits.

ODOT region (1-5)
Region 2

[ODOT Region Map](#)

Type of grant
Category 1: Transportation System Planning

Summary description of project
Updating our 13-year-old Transportation Plan (TSP) to better reflect the growing community needs of the city of Carlton is crucial. Our current TSP includes limited multi-modal options and focuses on vehicle traffic. A TSP update will encourage more equitable, environmentally friendly transportation options that support greater multi modal transportation within our growing community. A TSP update will focus on the desire of the Carlton residents to create requirements to ensure pedestrian friendly options for our community members or visitors of any age and ability.

Project cost table

TGM funds requested	Consultant \$175,000.00	Local reimbursement	Total TGM funds requested \$175,000.00
Local match			Minimum Match (Calculated)

\$23,863.64

Match to be provided

Labor, supplies and services during project

Payment when Intergovernmental Agreement is signed

Certifications

Certifications

This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions

Certifications checkbox

By checking this box, I certify that my organization listed above supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Transportation and Growth Management funds. I further certify that matching funds are available or will be available for the proposed project.

Eligibility requirements

Applications are reviewed on a pass/fail basis on each of the following three requirements.

Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

1. Clear transportation relationship

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must entail analysis, evaluation and selection of alternatives, development of implementation actions, and public involvement that results in a long range transportation plan, land use plan, or other product that addresses a transportation problem, need, opportunity, or issue of local or regional importance.

Certification: Clear transportation relationship

By checking this box, I certify that the project meets this eligibility criterion.

2. Adoption of products to meet project objectives

A proposed project must include preparation of an adoption-ready product or products that lead to a local policy decision and that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects are expected to include adoption hearings (or equivalent) by the

governing body or to prepare products which will be adopted as part of a larger project.

Certification: Adoption of products to meet project objectives

By checking this box, I certify that the project meets this eligibility criterion.

3. Support of local officials

A proposed project must clearly demonstrate that local officials, both the primary applicant and any co-applicants, understand the purpose of the grant application and support the project objectives. A resolution of support, meeting minutes, or authorized letter from the governing body of all applicants (e.g. City Council, Board of Commissioners, or Transit Board) must be submitted with the application to meet this requirement.

Upload your resolution, minutes or authorized letter from governing body of applying jurisdiction(s) here:

Resolution No 2022-323 TGM grant approval.pdf

Award criteria

Criterion 1: Proposed project addresses a need and supports TGM objectives (up to 40 points)

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM objectives.

Response instructions are on page 8 of the 2022 Application Instructions.

Explain how your proposed project addresses a need and supports TGM objectives

The City of Carlton suffers from several transportation deficiencies including outdated recommendations that do not reflect the growth and development of our city, and our current Transportation Plan does not offer the guidance and direction needed to address these issues. The purpose of the grant request is to secure funds to update the TSP to address the deficiencies, as well as be a tool to better guide smart transportation options to ensure a better future for Carlton residents with regards to all aspects of traffic safety, multi modal transportation to support all abilities, and environmentally friendly options and inclusions.

This project (TSP update) will support the following TGM objectives:

1. Provide transportation choices:

1.1 A TSP update will allow the City to focus on connectivity for various modes of transportation in a safe fashion. This includes adding importance to the addition of bike lanes, multi-use paths and overall city walkability for those of any age or ability. According to the 2020 United States Census, 26.2% of Carlton residents are under 18 years of age, 17.7% of Carlton residents are over 65 years old, making safe, interconnected pedestrian walkability a high priority for 43.9% of our community. This will provide more equitable transportation options in conjunction with vehicles.

1.2 Highway 47 runs through the center of Carlton. There is a plan to move and realign the highway

from its downtown or West Main street location to North Pine and East Monroe streets. This realignment will allow the currently congested West Main street have less freight traffic, and the freight traffic will have better flow for the movement of goods and services. Updating our TSP to certify that the new reroute is suitably designed, and all transportation choices that connect to and around the new realignment are critical to Carlton's connectivity and future development.

1.3 Updating our TSP will provide guidelines and requirements for creating and instilling safe multi-modal transportation options such as walking, biking and public transportation or ride share options. Our residents want to have safe, affordable, non-motorized transportation options to get where they need to get to. According to the 2020 Census, 20% of Carlton's population is suffering from a disability. Of that 20%, 12.6 % has an ambulatory difficulty. Having safe mobility options throughout the city is a must in order to best serve all Carlton residents. Updating our TSP to direct these necessitated changes is important to best support those living with mobility issues and still offer them safe transportation options. Updating the TSP to create multiple options to those of all mobility abilities allows us to support those who may be underserved mobility wise, transportation options and offering equity in the ability to have choices and options that they may not otherwise have had elsewhere.

1.4 While offering options for those with mobility needs in our TSP is vital, we can offer additional safe and convenient walking, biking or public transportation options of any physical ability, age, race, economic background and beyond. Updating the TSP to infuse transportation options into every section and area of the city, while giving residents choices for safe, environmentally friendly, and healthy lifestyle transportation alternatives. The TSP can guide healthy city design, development and growth to best serve all residents now and into the future.

5. Promote Environmental Stewardship

5.1 Updating the TSP with this grant will allow us to incorporate opportunities to promote environmental stewardship by promoting multi modal options of transportation. Making walking or biking safer and more accessible throughout the city, will promote these environmentally friendly modes of transportation, which are desired residents. Having a safe way to walk to the market, pool or school for residents is important to our community, as they reduce emissions, air pollution and green house gases. A simple TSP update including the installation of bike lanes, sidewalks and other pathways will give safe non-motorized options of transportation for all residents. Increasing non-motorized transportation options and making them easier and more accessible will increase their use as opposed to depending on vehicular transportation.

Criterion 2: Proposed project is timely and urgent (up to 25 points)

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues
- make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements or regional plans
- make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans, including growth or lack of growth, changes in land-use patterns or changes in available funding
- build on, complement or take a necessary step toward completing or implementing other high priority community initiatives, including Governor's Regional Solutions Team priority
- resolve transportation or land use-related issues affecting the project readiness of local, regional or state transportation projects for which funding is expected to be obligated within the near future

Response instructions are on page 10 of the 2022 Application Instructions.

Explain how your proposed project is timely and urgent

This application demonstrates timeliness and urgency. The project is needed now because Highway 47 will be changed in the City of Carlton. Plans are currently underway with ODOT, however they are based on the 1999 recommendations. While our current TSP does show the realignment option, the changes that come along with it are causing concerns with the residents. The TSP is a tool to guide growth, transportation needs and regulations for up to 20 years. Not having a tool that recognizes the rapid growth, development and investment that has occurred and will continue in Carlton, and to guide the changes that could possibly arise from the realignment will cause traffic issues. To prevent this, updating our TSP while the realignment is in design, will allow for proactive action to address community concerns. Not having a guidance tool that an updated TSP would offer will leave the residents and community divided by the outcome of the completed project.

The importance of the highway 47 realignment and city street use, look and design were brought up recently with our current update to our Comprehensive plan. With this process of data collection and community outreach and subsequent vision plan, residents stated what they want to see the downtown area look like, be used as and for, and ensure that the new realignment offer pedestrian safety and work with the local street plan. These features are not in our current TSP, and in order to best serve our residents, it is imperative that we update our TSP before, or at least congruent with, the realignment project. Starting sooner will allow for the best opportunities for public input, quality design and a better product to guide all transportation projects, large and small for now and the future.

Also updating our TSP and Comprehensive and Development code at the same time allows the guidance tools to compliment each other and work together. It will also allow for a more seamless connection between development and transportation for projects in our rapidly growing city.

Finally, the City Council has had updating the TSP as a goal for over 2 years. We are at a critical juncture with rapid growth, millions of dollars invested in our infrastructure, and a desire to keep our community the Great Little Town that it is.

Criterion 3: Proposed project approach supports policy decision (up to 20 points)

The application demonstrates a clear approach to achieving the expected outcome and includes consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

Response instructions are on page 11 of the 2022 Application Instructions.

Explain how your proposed project approach supports policy decision

1. Project Management (Month 1)

- 1.1- Kick off meeting with consultant and staff to discuss scope of work, deliverables and project timeline.
- 1.2- Project Management team to have bi-weekly meetings where consultant will prepare agendas, deliverables with assignments and due dates with assistance from city staff.

2. Community and Stakeholder Engagement (Month 2-20)

- 2.1- Engagement plan created by consultant with input from city. Engagement meetings will include advisory committee meetings, local business association, school district, public transit company and local cycling community. Engagement plan may include interviews, interviews, public open houses, online engagement options, flyers or mailers or community newsletter articles. Translation service if needed to be provided by consultant.

2.2- Establish/create advisory committee- City will advertise and recruit advisory committee members representing diverse interests, including underrepresented communities. Advisory committee will also include technical advisors with outside agency representatives. Staff and advisory committee will review drafts of all documents, followed by Planning Commission and City Council. Consultants will make any necessary revisions.

2.3- Consultant will prepare a foundational framework document to act as a guide and include all legal, regulations, policy requirements from State of Oregon and Yamhill County. This includes the current city master plans and municipal codes.

2.4- Draft TSP Vision, Goals and Policies will be developed by consultant based upon data gathered in engagement plan, goals set and policy review. Consultant will also develop performance measures based on goals and policies developed.

3. Transportation System Conditions and Needs Analysis (Months 10-14)

3.1- Consultant will prepare an existing condition assessment and needs analysis which will need to include, but not limited to following:

- Community profile including demographics and commute patterns
- Vulnerability index to measure impacts of the transportation system on the aging adult population, people with disabilities, low income, limited English speaker abilities and other protected classes
- Review and evaluate enhanced measures, practices and apparatus options for enhanced pedestrian and bicyclist safety
- Intersection inventory and assessment
- Street classification inventory and assessment
- Growth trends and projections
- Speed management – review of current city practices and research of outside agency practices for determination of use
- Assess electric charging station usage and possible need for additional units as well how to incorporate into transportation network
- Infrastructure inventory assessment (streets, sidewalks and pathways)
- Evaluation and assess parking availability and need
- Create goals for lowering greenhouse gases and pollution reduction as well as draft policy

4. Transportation Projects and Funding Strategy (Months 15-20)

4.1- Draft project list: Consultant will develop a project list based on performance measures and identify new and existing funding sources. This may include an assessment of existing System development charges (SDC).

4.2- Consultant will develop a financially constrained capital project list if needed and/or required.

5. Draft TSP, Presentations and Draft findings and Ordinance (Months 20-22)

5.1- Draft TSP created

5.2- Draft Ordinances and Draft staff/consultant findings created

5.3- Present Draft TSP, Ordinance and findings to Planning Commission, then City Council. Consultant will prepare and present documents. City staff will review and assist if needed by consultant.

6. TSP public hearings, findings and Adoption (Months 22-24)

6.1- Consultant will attend all public meetings/public hearings (Planning Commission and City Council). Consultant will assist staff with final adoption process if need be.

Criterion 4: Proposed project has community support (up to 5 points)

The application demonstrates that there is local support for project objectives, a commitment to participate, and a desire to implement the expected outcome.

Response instructions are on page 13 of the 2022 Application Instructions.

Upload letters of support from stakeholders here

Egland support letter.pdf

PD support letter.pdf

TPS Letter Carlton.pdf

Criterion 5: Proposed project sponsor is ready and capable (up to 10 points)

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage and complete the project. The application demonstrates, if applicable, successful performance on previous TGM projects.

Response instructions are on page 14 of the 2022 Application Instructions.

Explain how proposed project sponsor is ready and capable

While the City of Carlton does not have history of any TGM funded projects, we do have history of grant monies being utilized and completing those projects timely and on budget. We pride ourselves in finding and surrounding city staff with people who have experience, knowledge and history of project completion. The project manager is the Carlton City Manager Shannon Beaucaire who has previously worked with outside agencies on large scale projects in other Oregon cities. She has worked on projects funded by grant funds and knows what is required and expected. She will be supported by Public Works Director Bryan Burnham who has was a team member on the 2009 TSP update, as well as also working with outside agencies on large scale projects. Burnham brings 25 plus years of knowledge and Carlton history to the group.

Both Beaucaire and Burnham will be backed by City Planner Kiel Jenkins with the Mid-Willamette Valley Council of Governments who is assisting with our current Comprehensive plan update, and City Engineer Gordon Munro who has data and firsthand knowledge of the current traffic patterns and future needs. City staff is able, ready, and supported by those with knowledge of Carlton and its needs. The consultant hired will have a solid group of staff to assist and aid in any step of the process.

If applicable, list local jurisdiction's TGM projects within last 10 years and their status

If applicable, list local jurisdiction's TGM projects within last 10 years and their status

TGM File Code	Project Title	Status

Required forms

Title VI: Racial & Ethnic Impact Statement form
Racial-Ethnic-Impact-Statement.pdf

[Download the Racial & Ethnic Impact Statement form here](#)

Today's date

7/28/2022

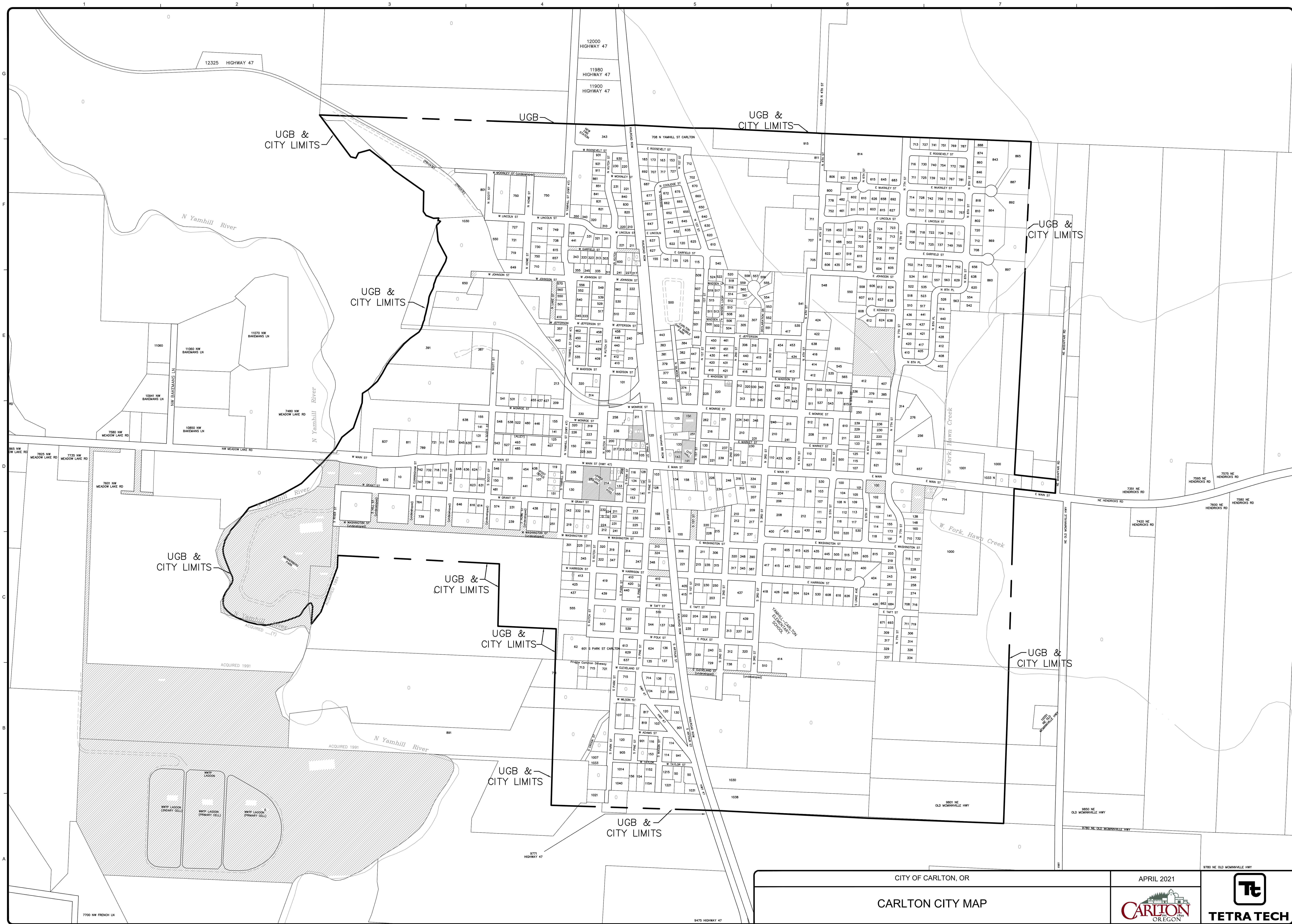
If you encounter any issues with the submittal process, please contact:

Rachael Levasseur

Planning Section Web Coordinator

Rachael.LEVASSEUR@odot.oregon.gov

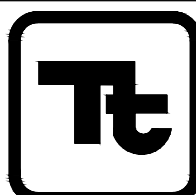
6/4/2021 2:28:08 PM - P:\13814135-3914-1600\1CADSHEETFILES2018 CITY MAP UPDATE\2021 CARLTON CITY MAP DWG - LOWRY, MADLYN



CITY OF CARLTON, OR

CARLTON CITY MAP

APRIL 2021



TETRA TECH

Bar Measures 1 inch



**IN THE CITY OF CARLTON
YAMHILL COUNTY, OREGON**

RESOLUTION NO. 2022-323

) IN THE MATTER OF AUTHORIZING THE
) THE CITY OF CARLTON TO APPLY FOR A TRANSPORTATION AND
) GROWTH MANAGEMENT PROGRAM FROM THE OREGON
) DEPARTMENT OF TRANSPORTATION TO FUND
) AN UPDATE TO THE CARLTON TRANSPORTATION PLAN (TSP)
) AND DELEGATING AUTHORITY TO
) THE MAYOR TO SIGN THE APPLICATION.

WHEREAS, the Oregon Department of Transportation is accepting applications for the Transportation and Growth Program; and

WHEREAS, the City of Carlton desires to participate in this grant program to the greatest extent possible as a means to update the City of Carlton Transportation Plan; and

WHEREAS, the City Council has adopted a Transportation Plan that identifies projects and street improvement projects within the City of Carlton and the Capital Improvement Program; and

WHEREAS, many of the projects and street improvements identified in the Transportation Plan within the City of Carlton have been completed and to update and/or maintain safe methods of travel for the Carlton citizens and visitors, new projects and improvements need to be identified; and

WHEREAS, the benefits of the proposed program will result in the updating the Carlton Transportation Plan; and

WHEREAS, the applicant will provide matching required funding should the grant funds be awarded; and

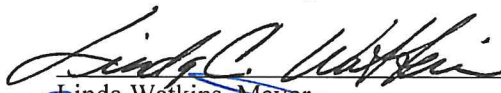
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

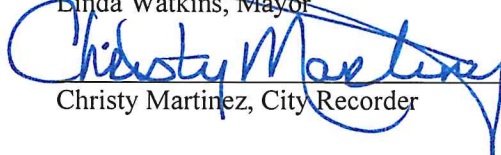
Section 1: The City Council demonstrates its support for the submittal of a grant application to Transportation and Growth Management Program to update the City of Carlton Transportation Plan.

Section 2: This Resolution shall be effective following its adoption by the City Council.

Passed by the City Council this day of May 3, 2022.

ATTEST:


Linda Watkins, Mayor


Christy Martinez, City Recorder

David Helton
Region 2 Lead
366 Capitol Street
Salem, OR 97301

City of Carlton Transportation Growth Management Grant

TGM Grant Committee Members,

I want to convey my strong support for the City of Carlton's TGM program grant application to update the City's Transportation System Plan. The types of projects that will be identified and prioritized in the new plan will help improve the quality of life for Carlton businesses and residents while also making the city a more attractive and sustainable visitor destination.

Carlton is a growing community that requires proactive attention to the transportation needs of residents, businesses, and visitors to allow for a thriving, healthy, safe, and prosperous community. To accommodate the varied needs, analysis of options for bikes and pedestrians, and opportunities for business circulation will have an immediate and lasting benefit by:

- **Improved safety and accessibility routes for children and families getting to school and to city parks and pool,**
- **Improved pedestrian infrastructure to increase the ability of all Carlton residents of any ability, to safely walk and bike increasing overall community wellness,**
- **Support the growth of local jobs and businesses; and**
- **Addressing the ODOT Highway 47 realignment and transfer of Main Street to city ownership to promote better traffic flow and eliminate congestion enhancing the community's health and well-being and improving the overall quality of life in the City of Carlton.**

A portion of an old railroad base trail runs through the city center. While this project was identified in the 2009 Carlton TSP as a priority pedestrian and bicycle improvement project to provide a safe off-street facility for school trips, recreational use, and visitors, maintenance of the trail has increased in priority due to vegetation overgrowth within city limits because of the fire risk to our community.

With TGM funds, transportation projects will create a vibrant hub for walking, biking, shopping, dining, and working in throughout Carlton. I strongly encourage you to support the City of Carlton's request for grant funds to update its TSP. The projects identified and prioritized by that planning effort will provide a higher quality of life for Carlton residents and businesses, as well as a more pleasing environment for the many visitors who contribute to the local economy.

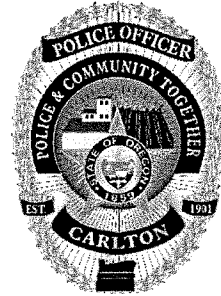
Thank you for your support,


Jami Egland
City of Carlton Councilor



Carlton Police Department

Kevin J. Martinez, Chief of Police
191 E. Main Street
Carlton, Oregon 97111
503-852-7575 X103
kmartinez@ci.carlton.or.us



May 26, 2022

To Whom It May Concern:

Dear Sir or Madam,

I would like to share my avid support for this grant. The last Transportation System Plan (TSP) for the City of Carlton is from 2009. Since then, Carlton has experienced a number of changes that include but are not limited to the following: a substantial increase in population, housing, vehicle traffic and tourism. Two significant upcoming changes include the re-alignment of Hwy. 47 and the possibility of the old railroad right-of-way being converted into a multi-use transportation trail.

From my observations and in talking to various residents of the Carlton community our current transportation plan does not address safety issues that have materialized over the years as well as what problems will present themselves with the Hwy. 47 re-alignment project. The current plan lacks enhanced safety, pedestrian and bicycle transportation options as well addressing the problems that our population and housing growth have brought to light. Our city is a growing tourist location, and our TSP needs to show a multi-modal approach supporting both the safest movement of vehicles, bicycles and pedestrians associated with tourists and our residents.

Carlton Police Department has a very strong Community Policing and Community Safety mindset and with the updating of the TSP I believe a number of safety enhancement issues will be addressed thus increasing overall community safety and livability within the city of Carlton.

Thank you in advance for your support in considering this necessary and timely need that would further enhance the overall safety for all Carlton's citizens and visitors.

Sincerely,

Kevin J. Martinez
Chief of Police
Carlton Police Department – OAA State Accredited
191 E. Main Street
Carlton, OR 97111
503-852-7575 Ext. 103 (Work)
971-241-9152 (Cell)
503-852-7761 (Fax)
www.ci.carlton.or.us/police

New Carlton
FIRE
District



343 West Roosevelt
Post Office Box 718
Carlton, Oregon 97111
(503) 852 - 6233

Oregon Transportation and Growth Management Program
Grant application letter of support

To David Helton, Region 2 Lead,

This is a letter is on behalf of the City of Carlton to support their request for funding to update their TSP. Carlton with the Hwy. 47 re-route in the down town and the changes that will bring will be in need of the up-date. Carlton with the old railroad right of way running through town with its limited access creates unique. transportation issues. The city is seeing growth with demands for more access across the old railroad right of way. The old right of way of way is scheduled to be converted to a multi-use trail in the near future. With the roads and the railroad right of way the way they are the fire district at times has a difficult time getting from one side of town to the other.

With these issues coming to the city soon I feel that is of the utmost importance to have a good transportation plan in place. I hope that for public safety in the future that you fund the City of Carlton's request.

Regards,

Terry Lucich
Fire Chief
Carlton Fire District

RACIAL AND ETHNIC IMPACT STATEMENT

This form is used for informational purposes only and must be included with the grant application.

[Chapter 600 of the 2013 Oregon Laws](#) require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons¹ in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

Women	Asians or Pacific Islanders
Persons with Disabilities	American Indians
African-Americans	Alaskan Natives
Hispanics	

2. The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

Women	Asians or Pacific Islanders
Persons with Disabilities	American Indians
African-Americans	Alaskan Natives
Hispanics	

3. The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, please provide below the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

By checking this box, I hereby certify the information contained on this form is true, complete, and accurate to the best of my knowledge.

Dated:

Printed Name:

Title:

Agency Name:

¹ “Minority person” are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African Americans, Hispanics, Asians, or Pacific Islanders, American Indians and Alaskan Natives.