

# 2024 Transportation Growth Management Grant Application

## Instructions

Be sure to download and review the [2024 Application Packet](#) 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 31, 2024 at 11:59 p.m. (PDT)***

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## 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.

Response instructions are on page 9 of the 2024 Application Packet.

### Primary applicant jurisdiction

City of Sutherlin

### Mailing address

126 E Central Ave

Address Line 1

Address Line 2

Sutherlin Oregon 97479

City

State

Zip Code

### Website

<https://www.cityofsutherlin.com>

### Contact person name

Kristi Gilbert

First

Last

### Contact person title

Community Development Director

**Contact phone**

(541) 459-2856 x206

**Contact email**

k.gilbert@ci.sutherlin.or.us

**Name of person empowered to sign the agreement with ODOT, if different from the applicant contact**

Jerry

First

Gillham

Last

**Title of above named person**

City Manager

**Phone**

(541) 459-2856

**Email**

j.gillham@ci.sutherlin.or.us

**List co-applicants (if a joint project)**

List co-applicants (if a joint project)	Providing match?
<input type="text"/>	<input type="text"/>

**Upload your resolution or authorized letter with associated meeting minutes from the governing body of applying jurisdiction(s) here:**

Authorization Letter & Signatures.pdf

PDFs only. Max 2mb per file.

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## Project information

Response instructions are on page 10 of the 2024 Application Packet.

**Project title**

West Side Circulation Plan

**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**

PROJECT AREA MAP.pdf

PDFs only, 1 file maximum, 2mb file size limit.

**Option 2: Project area description**

South of Hwy 138W/Central Ave west of I-5 at Exit 136.

**ODOT region (1-5)**

Region 3

[ODOT Region Map](#)

Refer to the region map if you are unsure of your

region.

**Type of grant**

Category 1: Transportation System Planning

**Summary description of project**

The City of Sutherlin would like to move forward in applying for a TGM grant to look at a local street network on the west side of town that will work in conjunction with the interchange and Hwy 138W improvements and to amend policies that were previously adopted.

Our hope is that this will be done in a community wide, public manner to engage property owners and residents. We feel that approaching the development of this plan with the community will bring transparency and greater clarity. We are also hoping the TGM grant may allow the city and ODOT to address various land use conditions of approval, and look at improving local circulation in other areas.

*Describe the purpose of your project and how the expected outcomes will address a transportation problem, need, opportunity, or issue. (Maximum characters: 750)*

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**Project cost table**

Response instructions are on page 11 of the 2024 Application Packet.

<b>TGM funds requested for the work identified in Criterion 3</b>	<b>Consultant</b> \$100,000.00	<b>Local reimbursement</b> 	<b>Total TGM funds requested</b> \$100,000.00
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<b>Local match</b>	<b>Minimum Match (Calculated)</b> \$11,445.45 <i>Approximately 11.5% of requested funds</i>
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<b>Match to be provided</b>	<b>Labor, supplies and services during project</b> \$11,445.45	<b>Payment when Intergovernmental Agreement is signed</b> \$0.00
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**Total Match to be Provided**  
\$11,445.45

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**Award criteria**

**Criterion 1: Proposed project addresses a need and supports TGM**

## objectives (up to 40 points)

The application demonstrates the proposed 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 13 of the 2024 Application Packet.**

### **What is the transportation or transportation-related land use issue, problem, need, or opportunity the proposed project will address?**

The City of Sutherlin Transportation System Plan (TSP) and Interchange Area Management Plan (IAMP) identify the future improvements to the interchange area. With various proposed developments and annexations since 2000, several land use conditions and policies were adopted; however, developments did not come to fruition and an evaluation of requirements is needed. With future developments it is important to identify a local street network on the west side of town that will work in conjunction with the interchange and Hwy 138W improvements as identified in the IAMP and TSP.

*Maximum characters: 3,000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

### **What are the proposed Project Objectives? How will the Project Objectives achieve one or more of the TGM Objectives?**

The future growth of Sutherlin and the lack of foundation transportation investments on the west side of I-5 limits the commercial/industrial and mixed-use potential. The existing transportation system has many unimproved rights-of-way, identified internal circulation that merges with the interchange improvements identified in the IAMP, which would give future growth the transportation flow and certainty they are looking for when developing.

*Maximum characters: 3,000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

## **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 local conditions or in federal regulations, state requirements, or regional plans
- 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 15 of the 2024 Application Packet.**

### **Why is it important to do the proposed project in this grant cycle?**

With the growth of Sutherlin, City Council has identified the need for a signal at Dakota Street. The city will be moving forward with the engineering of the signal by January, 2025. ODOT has requested funding for HWY 138W Improvements that will coincide with the Dakota Street signal if awarded. In addition, an 18,000 sq ft medical facility was completed in 2023, a 51 stall TESLA Supercharger lot developed and opened in spring of 2023, a 72 unit apartment complex is currently under construction and an Food Truck Lot with 18 spaces has received city approval. These developments all access HWY 138W via Dakota Street and the proposed traffic signal intersection. The city has also received a development request for a truck stop with a convenience store/restaurant on the southeast corner adjacent to I-5.

The timing of these improvements and development are imperative to the necessary internal circulation and how it connects to the Dakota Street signal. Amendments to the local plans or policies adopted over the years could be built off of the current growth and activities the city is currently working on.

*Maximum characters: 2,500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**What local actions are needed to move the proposed project forward? Have these actions been taken and if so, when? If those efforts are underway, when will they be completed?**

The City is currently working on an OTIB application for the funding balance of the proposed traffic signal at Dakota Street as identified in the TSP and IAMP. ODOT has submitted a federal funding request for improvements to this specified portion of HWY 138W. The City and ODOT continue to work together as we are approached by commercial and industrial developers seeking to improve vacant land in the project area. We are then faced with the previous land use conditions and policies put into place for transportation improvements from 2000. The need to update the existing policies in place would allow the City and ODOT to have a clear and objective process.

Currently the City has received engineered plans and a TIA from Maverick (Truck Stop Company) for a proposed development within the project area. With the proposed development, the City and ODOT are then faced with the continued challenges of the previously adopted policies.

*Maximum characters: 1000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**How does the proposed project relate to other planning efforts, developments, or initiatives? Which of those are completed, underway, or waiting on the completion of this project?**

This project relates to all projects and developments west of the interchange. Recently a Medical Facility was completed, a 51 stall TESLA Supercharger lot, a 72 unit apartment complex is under construction, Food Truck Lot with 18 spaces and a proposed Truck Stop with a convenience store hoping to begin construction in 2025, all within the project area.

This project is imperative as Sutherlin continues to grow in order to provide certainty to commercial and industrial developments, while providing the vehicular and multimodal connectivity to existing and new residential areas.

The City is moving forward with the engineering of the Dakota Street/HWY 138W improvements in early 2025.

*Maximum characters: 1000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**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 16 of the 2024 Application Packet.**

## Tasks and deliverables table

### What are your proposed tasks and deliverables

#### Task 1: Coordination and Construction of an RFP for Advertisement

This Task will include development of the final scope of work with ODOT and other stakeholders to generate an RFP for advertisement. Upon RFP submittals, a consultant firm will be selected to lead the project. The consultant will develop a Technical Advisory Committee (TAC) to assist with the project and will develop information to share on a project webpage on the City's website where the information can be shared with the community.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

#### Task 2: Conditions and Policy Review

The consultant team will collect relevant planning documents, files, and policies to be reviewed and summarized. These documents include but are not limited to 136 IAMP, TSP, previous land use files that adopted conditions and policies.

Consultant will provide draft amendments to existing document conditions and policies for adoption by the applicant.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

#### Task 3: Existing System and Planned Improvements

The consultant team will review existing transportation systems using current transportation studies, plans and other transportation related documents and incorporate developments that have developed since the 2020 TSP (i.e. Tesla Charging Station, Evergreen Family Medicine, 72-unit apartment complexes, etc.) and future developments such as Maverick Truck Stop with Convenience Store/Restaurant and future uses based on existing zoning. Upon reviewing the information, help provide an internal local street circulation plan that would serve as a nexus to existing and potential new development, providing certainty, safety and attractiveness for new additional new economic investment.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Task 4: Development and Evaluation of Solutions**

The consultant team will use the goals, objectives and evaluation criteria to establish performance measures consistent with Goal 12 Transportation requirements, such as mobility, public transit access and service, vehicle, pedestrian/bicyclists and safety.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Task 5: Development of Draft Internal Local Street Network**

The consultant will draft two internal local street network options for adoption by the applicant.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**How will the project approach support investment decisions for Safe Systems, Climate Action, and Equitable Outcomes?**

The existing transportation system in the project area is deficient as a safe, multimodal transportation system, lacking sidewalks, bicycle lanes and turn lanes. By updating our existing local policies, creating a local street network in conjunction with the interchange and HWY 138W improvements (3 lanes, sidewalks and bicycle lanes), the City would be improving the safety and efficiency of for all users whether they chose to walk, bike or drive to and from the commercial developments and residential housing.

*Maximum characters: 1000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**If adoption hearings will be held as part of a larger project, when will that be and as part of what project? (optional)**

N/A

*Maximum characters: 500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**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 17 of the 2024 Application Packet.**

**Upload letters of support here**

*PDFs only. Max 2 mb per file.*

**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 18 of the 2024 Application Packet.**

**Describe the experience and availability of key staff**

The City of Sutherlin will be coordinating the project in partnership with a hired consultant and representatives from ODOT. City Staff (City Manager, Community Development Director, Community Development Assistant, City Planner, Public Works Director, Public Works Supervisor, and Public Utilities Supervisors) are or have been project managers of several major past and present projects. Community Development Director, Community Development Assistant and City Planner will be the lead staff on this project with the coordination of additional staff as necessary. As qualified staff, the project is assured to be completed within the timeframe.

*Maximum characters: 1500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**Explain how the applicant has the capacity to scope the proposed project during the next 15 months and manage it to completion within 3 years**

With current staff experience and extensive knowledge, our capacity to scope the proposed project is manageable and will be easily completed within the next three years.

*Maximum characters: 1500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**If applicable, list applicant’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
3B-17	City of Sutherlin Transportation System Plan	Completed & adopted in 2020 <small>300 character limit.</small>

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## Bonus points: Housing (up to 10 points)

Response instructions are on page 19 of the 2024 Application Packet.

**How will the adoption of the final document(s) address barriers to a broad range of housing types and affordability or work to link the location of future workforce housing to walkable/bikeable areas with good transit?**

Following the 2017 UGB Exchange on the west side of Sutherlin, the city added additional residential acreage that allows for continued residential development which currently lacks the multimodal transportation from the residential to businesses, jobs, shopping, etc. This will address the barriers of transportation to from residential housing to jobs, shopping, restaurants, recreation, etc.

*Maximum characters: 500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

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# Required forms

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

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

*PDFs only. Max 2 mb per file.*

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## Certifications

**Response instructions are on page 20 of the 2024 Application Packet.**

### Eligibility criteria

- This application demonstrates a clear transportation relationship
- This application demonstrates adoption of products to meet project objectives
- This application demonstrates the support of local officials

### Preparation of application

- This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions
  - This application was prepared by the following COMPENSATED consultant (indicate below)
  - This application was prepared by the following UNCOMPENSATED consultant (indicate below)
- 

### Would you like to receive TGM news and updates?

Yes  No  I am already subscribed

*Clicking "Yes" authorizes us to add your email to our e-newsletter mailing list. You can unsubscribe at any time.*

### Today's date

7/31/2024

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

Rachael Levasseur  
Planning Section Web Coordinator  
[Rachael.LEVASSEUR@odot.oregon.gov](mailto:Rachael.LEVASSEUR@odot.oregon.gov)



*Office of the Mayor*  
126 E. Central Avenue  
Sutherlin, OR 97479  
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# City of Sutherlin

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July 31, 2024

To whom it may concern:

I am writing to advise ODOT/DLCD that the City of Sutherlin, City Council fully endorses the actions of our City Manager and staff in applying for a TGM grant to assist in the planning and design of an internal road network on lands adjacent to, and on the south side of Hwy 138/Central Avenue at Exit 136.

City Council recently approved the financing, design, engineering and installation of a traffic signal at HWY 138/Central and Dakota Street which lies at the heart of the lands reference above. Therefore, upon completion of HWY 138 street improvements from I-5 to Dakota Street and the installation of this new traffic signal, it is essential, in conjunction with this work, that we complete the imperative actions required in establishing certainty, safety and attractiveness for additional new economic investment.

Thank you for your time and consideration.

  
Mayor, Michelle Sumner

Addendum to Mayor Sumner's memo dated July 31, 2024



Gary Dagel

8/1/24

Date



Debbie Hamilton

8/1/24

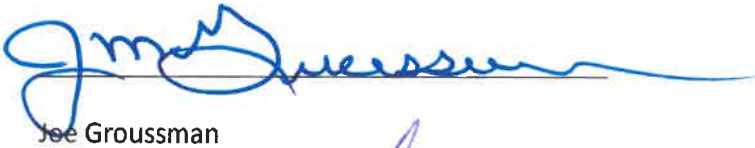
Date



Lisa Woods

8/1/2024

Date



Joe Groussman

8/1/2024

Date



Shawn Smalley

8/2/2024

Date

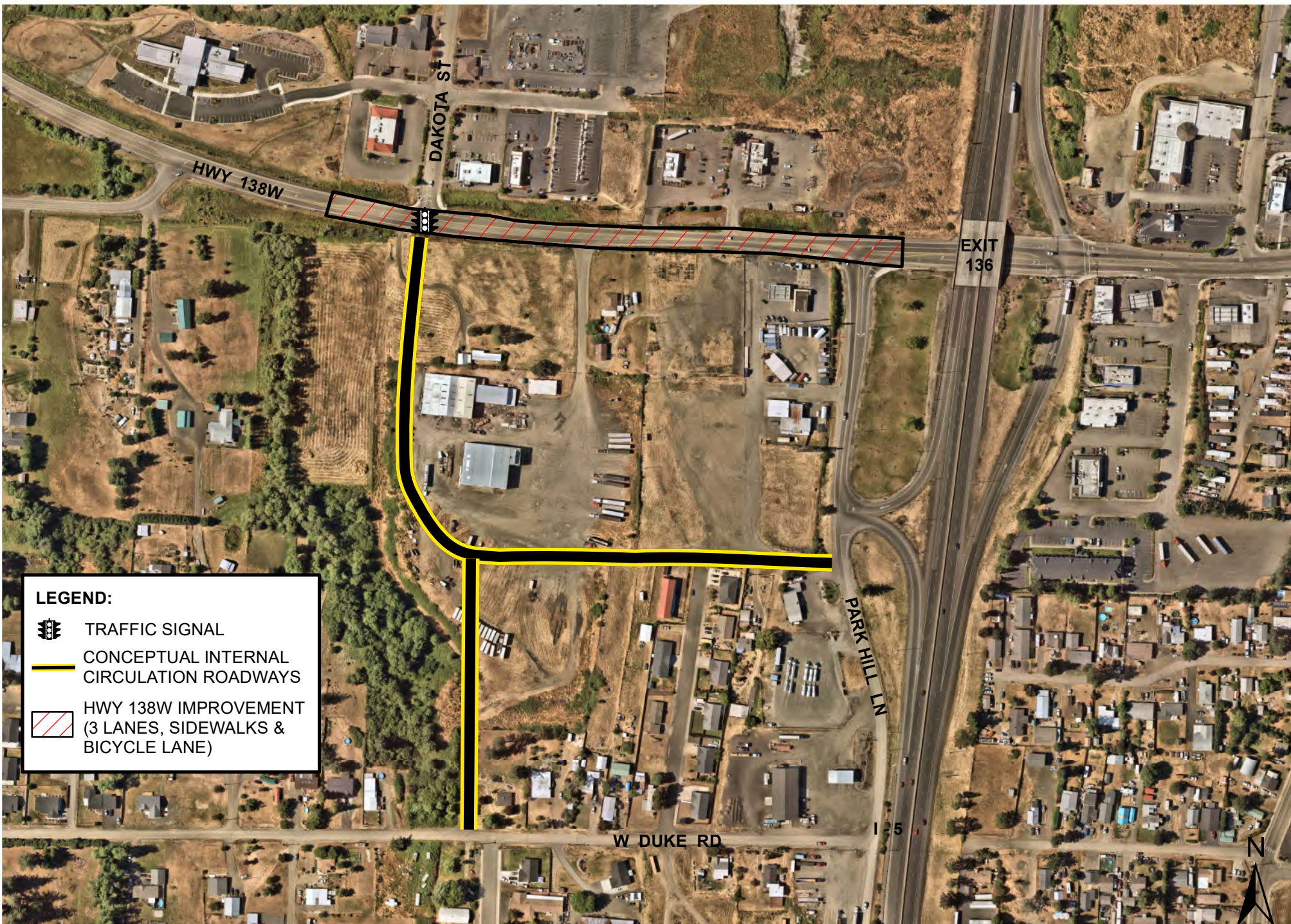


Larry Whitaker




8/1/24

Date

# PROJECT AREA MAP



**LEGEND:**

-  TRAFFIC SIGNAL
-  CONCEPTUAL INTERNAL CIRCULATION ROADWAYS
-  HWY 138W IMPROVEMENT (3 LANES, SIDEWALKS & BICYCLE LANE)

## 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 persons<sup>1</sup> 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Women                     | <input type="checkbox"/> Asians or Pacific Islanders |
| <input type="checkbox"/> Persons with Disabilities | <input type="checkbox"/> American Indians            |
| <input type="checkbox"/> African-Americans         | <input type="checkbox"/> Alaskan Natives             |
| <input type="checkbox"/> 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Women                     | <input type="checkbox"/> Asians or Pacific Islanders |
| <input type="checkbox"/> Persons with Disabilities | <input type="checkbox"/> American Indians            |
| <input type="checkbox"/> African-Americans         | <input type="checkbox"/> Alaskan Natives             |
| <input type="checkbox"/> 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:** 07-31-2024

Printed Name: Kristi Gilbert

Title: Community Development Director

Agency Name: City of Sutherlin

<sup>1</sup> “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.