



# 2022-2024 Regional Flexible Funds Project Application

## INTRODUCTION

This application is organized to consider, assess, screen, and select Regional Flexible Fund Allocation (RFFA) projects. The assessment is focused on first determining a candidate project's applicability to the RFFA program and their technical feasibility. Upon that assessment, promising projects will be assessed on the merits of their intended project outcomes that will be used for project scoring.

To be applicable to the RFFA program, a project must be at least one of the following project types:

- **Active Transportation and Complete Streets, or**
- **Freight and Economic Development Initiatives**

Each project should demonstrably support the four 2018 Regional Transportation Plan (RTP) investment priorities:

- Advancing **Equity**
- Improving **Safety**
- Implementing the region's **Climate Smart Strategy**
- Managing **Congestion**

Although information from the entire application may be used to inform project scoring, the questions presented in the section, "Project Outcomes" are directly related to scoring and evaluation criteria and the answers to these questions will directly inform the project scoring.

**After all relevant questions are completed, please secure the required signatures as indicated at the end of this application form, and email it, along with other required information and supporting documentation to [rffa@oregonmetro.gov](mailto:rffa@oregonmetro.gov). Applications MUST be received by 4:00 p.m. on Friday, June 21, 2019 in order to be considered.**

### APPLICANT INFORMATION

1. Jurisdiction name *Washington County*
2. Contact info: Name, phone #, email *Shelley Oylear, 503.846.7819, shelley\_oylear@co.washington.or.us*
3. Funding category (check one):  Active Transportation  Freight  Both
4. Project name. *Bike and Ped Bridge Crossing of US 26 at Cornelius Pass Road*
5. Describe the project purpose. What problems or issues is the project intended to address? *Highway 26 is one of the major barriers to walking and bicycling in Washington County. The existing interchange at Cornelius Pass Road has high traffic volumes, many ramp conflicts, and is not easily navigable by bicycles and walkers of all ages and abilities. A grade-separated crossing to the east of the interchange, along the alignment of the Oregon Electric Railway Trail ("OERT"), would provide a safe and comfortable experience. The bridge fills an important gap between the Rock Creek Trail and Cornelius Pass two-way cycletrack and sidewalk, offering nearly 5 miles of off street facilities attractive to users of all ages and abilities.*

### PROJECT READINESS

The following questions intend to gather information about how developed the project is and the steps that will still be required to complete the project. This section will be used for screening project feasibility.

#### Project Detail

6. Is this project on the 2018 RTP Constrained list? <sup>1</sup>  Yes  No
7. What is the RTP Project ID #? *11913*
8. In which RTP network and policy map(s) is the project included? Check all that apply, indicate specific functional classification.
  - High Injury Corridor (or ODOT ARTS Hotspot map) 3T
  - Bicycle Regional Bikeway
  - Pedestrian Regional Pedestrian Corridor
  - Freight 3T
  - Transit 3T
9. List the project beginning and ending points. What specific streets/intersections are included in the project area? *Cornelius Pass Rd multi-use path and Rock Creek Trail ("Power Line Trail") at Rock Creek Blvd.*
10. Is the project included in an adopted local transportation safety plan or audit?  Yes  No  
Please describe. *School Access Improvement Study, Washington County Transportation Safety Action Plan*
11. Describe the non-RFFA funding sources available and amounts necessary for the project to be completed. How secured is the funding for each funding source (Certain, Probable, or Competitive?) *Funding is Certain—\$71,890 in Major Street Transportation Improvement Program Opportunity Funds*
12. Which Project Development Stages are to be considered for RFFA funding?<sup>2</sup> *Alternatives Evaluation and Preliminary Design*

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<sup>1</sup> Project must be on the 2018 RTP Constrained list, available for download at: [oregonmetro.gov/RTP](https://oregonmetro.gov/RTP) or [oregonmetro.gov/sites/default/files/2019/04/02/2018-RTP-Master-Project-List-All-Projects-20190315.xls](https://oregonmetro.gov/sites/default/files/2019/04/02/2018-RTP-Master-Project-List-All-Projects-20190315.xls)

<sup>2</sup> Please refer to guidance found in the RFFA nomination process handbook.

13. If your project is found to not be as far along as indicated or has specific challenges that need to be (re)addressed to improved technical feasibility, are you interested in RFFA funding for project development activities?  Yes  No
14. Attach or describe the project schedule and include information about important schedule considerations or drivers. *See attached*

### Project Completeness

15. At what stage of the project development process is the project, and what is the status of each project stage (refer to Defining Project Development Stages above)? *Concept and alignment complete.*
16. Is right of way (ROW) acquisition likely? Will the project need any unique ROW requirements such as temporary easements, special coordination with other agencies? What is the status of the ROW acquisition task of the project? *Not required at this stage*
17. What project development (project study reports, transportation safety plan, safety audit, feasibility studies) has been completed? How recent are these reports or this project development, and are they still relevant? Are they in digital format for possible transfer? *The County worked with BPA to identify project design and coordination issues to consider in the development of the trail and bridge landings in the powerline corridor.*
18. Does the project area intersect with Title 13 resource areas<sup>3</sup>, wetlands, cemeteries, railroad tracks, Native American burial grounds, protected species habitat, or any other qualifiers that would require permitting? *No.*
19. To what extent has environmental permitting been scoped or completed? *Preliminary field review, walk through with subject matter experts.*

### Community Support

20. What needs expressed by community members (e.g., unsafe crossing; egregiously long red lights) does the project address? *Project addresses unsafe crossings, proximity to heavy vehicle traffic and high vehicle volumes, and gap in off-street bike and pedestrian network,*
21. Which community partners are involved? *Tualatin Hills Parks and Recreation District, Hillsboro School District.*
22. Describe the agency and community support (and any opposition) for the project. Discuss the focus on equity and stakeholder engagement process. *Extensive outreach was done as part of Hillsboro Trails Master Plan (2015-16), School Access Improvement Study (2015-16) Washington County's Transportation System Plan Update (2014-15), THPRD's Trails Functional Plan (2015-16). ODOT Region 1 Active Transportation Needs Inventory(2016). The engagement process included citizen advisory committees, multiple community open houses, online surveys as well as public hearings. The community has been supportive of the bridge and has expressed excitement for the connection it will provide.*

### Interagency Connections

23. Are TriMet, SMART, or adjacent or overlapping jurisdictions (counties, cities) involved in and supportive of the project? *Yes, City of Hillsboro, and Washington County*
24. Is the project on or does it connect with a separate agency facility? Indicate all potentially involved agencies' awareness of and cooperation with the project. Potential agencies include

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<sup>3</sup> Available for download at: [oregonmetro.gov/urban-growth-management-functional-plan](https://oregonmetro.gov/urban-growth-management-functional-plan)

Oregon Department of Transportation (ODOT) (Highway, Rail divisions and others as required), railroads, utilities, Bonneville Power Administration, or Port of Portland. *Washington County, Bonneville Powerline Administration (BPA), City of Hillsboro, Oregon Department of Transportation Highways, Tualatin Parks and Recreation District. We have discussed project with agencies since 2016 RFFA grant application. Agencies still have interest in seeing progress on the project.*

25. Will utilities need to be relocated? Who owns the utilities and what is their level of awareness and support for the utility relocation? *None to relocate with proposed preliminary design.*
26. Do you have design control consistently across the project area? If other agencies are affected by this project, do you have the necessary documentation of agreement regarding design elements reflected within this project? (Please obtain signatures as indicated on the Signature Page of this application.) *County does not have sole design control. This project would evaluate the full impacts of the alignment and design on affected agencies. The bridge has elements that are located within BPA's powerline corridor, cross an ODOT-maintained federal facility and begins and terminates along City of Hillsboro and Washington County roadways, and connect to a THPRD trail. We will be working closely with these agencies to design the type, size and other structural and aesthetic elements of the bridge.*

## PROJECT RISKS

The following questions intend to identify potential risks to project completion.

27. Has a person(s) with the proper authority reviewed and agreed to the project design, and signed off on this application?<sup>4</sup>  Yes  No
28. Are there any anticipated risks for the following:
- a. Right of way (ROW)
    - i. Are ROW acquisition costs included in the cost estimate? *Not applicable to proposed design phase only*
    - ii. Were the federal Right of Way Uniform Act's acquisition and negotiation processes performed during the ROW acquisition stage or considered in the schedule and budget, for those projects which have not yet performed ROW acquisition? *Not applicable to proposed design phase only*
  - b. Utility Relocation
    - i. Are utility relocation costs included in the cost estimate? *Not applicable to proposed design phase only*
  - c. Stormwater considerations
    - i. Water quantity *Not applicable to proposed design phase only*
    - ii. Water quality *Not applicable to proposed design phase only*
  - d. Environmental and Permitting
    - i. Have potential State environmental (SEPA)/ National Environmental Policy Act (NEPA) impacts been identified? *Not applicable to proposed design phase only*
  - e. Schedule *Estimating interagency coordinating staff availability years in the future*
  - f. Budget *Estimating interagency coordinating staff availability years in the future*
  - g. Staff availability
    - i. Does the agency have sufficient and qualified staffing resources to lead, manage, and deliver the project? Please describe. *Washington County and City*

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<sup>4</sup> As indicated on final page of application.

*of Hillsboro both have experienced project management and transportation planning staff to lead, manage and deliver project.*

## PROJECT DESIGN

Project designs will be scored on the level of safety and environmental improvements they can provide. A project that includes as many safety and environmental mitigation elements as feasible will more completely meet the criteria.

29. Describe the project elements and countermeasures that address safety. *Bridge will be for active transportation only, separated from vehicle traffic. The project will be designed to accommodate users of all ages and abilities, complying with ADA requirements. The bridge design will also conform to the ODOT Bridge Design and Drafting Manual(BDDM) and American Association of State Highway and Transportation Officials (AASHTO) specifications for the Design of Pedestrian Bridges.*
30. What countermeasures are included that reduce conflicts between modes (vehicles, pedestrians, bicycles, railroad crossings) and improve safety? (Use Appendix C design checklist, check all that apply) *An 18-foot wide bridge that provides bi-directional accommodations and amenities. The standard for regional trails is 12- to 14-foot paved with 2- foot gravel shoulders (total width of 16-to 18-feet). This will be applied to connecting trails. The project will seek opportunities to incorporate art into the design of the structure. Staff is currently aware of interested parties looking to artistically collaborate on a project such as this. In addition, site furniture, such as benches and trash receptacles, may also be incorporated in the project's design, as will trail and wayfinding signage per Intertwine-Metro standards. Feasibility of lighting will also be explored. Because the project area is located within a powerline corridor, BPA and Portland General Electric (PGE) have restrictions on what amenities can be located under high voltage transmission lines. One of the outcomes of this project will be to identify these limitations.*
31. What specific project design elements are aimed at reducing environmental impacts (street trees, bioswales, etc.)?<sup>5</sup> *The alternatives evaluation will identify and determine opportunities to include impact mitigation in preliminary design.*
32. Are there additional design elements or countermeasures not on the checklist that are included in the project design that will improve safety and environmental outcomes? *The alternatives evaluation will identify and determine opportunities to include impact mitigation in preliminary design.*

## PROJECT OUTCOMES

Projects will be scored in terms of their ability to create positive outcomes that align with RFFA priorities and regional goals. The following questions aim to gather details directly related to those potential outcomes. Please provide all relevant data to support your response, using Metro-provided data or additional sources. Metro staff will provide data to the scoring committee to confirm

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<sup>5</sup> 2018 RTP Environmental Assessment and Potential Mitigation Strategies (Table 4 summarizes potential strategies by resource areas and pages 34 to 59 identify all RTP Projects that intersect with one or more environmental resource area)  
[oregonmetro.gov/sites/default/files/2019/03/01/RTP-Appendix\\_F\\_EnvironmentalAnalysisMitigationStrategies190301.pdf](https://oregonmetro.gov/sites/default/files/2019/03/01/RTP-Appendix_F_EnvironmentalAnalysisMitigationStrategies190301.pdf)

Affordability/Equity

33. Is the project in an Equity Focus Area?  Yes  No Please indicate which Focus Area. *Two census tracts in Hillsboro - One with higher than regional average concentrations of People of Color or Limited English Proficiency, and one with higher than regional average concentrations of People of Color or Limited English Proficiency and Low-Income.*
34. List the community places<sup>6</sup>, affordable housing, and Title 1 schools within ¼ mile of project. *Community Places: Fred Meyer, Winco, Kaiser Permanente Westside Medical Center, Kaiser Permanente Tannasbourne Medical and Dental Office, Hillsboro VA Clinic, Hillsboro Pediatric Clinic, Gordon Faber Recreation Complex, Hondo Dog Park, Orchard Park, Rock Creek Park, Rock Creek Powerline Park, Rock Creek Trail, Rock Creek Landing Park, Adams Acre Park, Evergreen Park, Northwest Park, Rock Creek Greenway, Bethany Lake Park*
35. What are the estimated totals of low-income, low-English proficiency, non-white, seniors and youth, and persons with disabilities who will benefit from this project?

Category	Project Area Total	Percent of Project Area Total Population	Washington County Total	Percent of Washington County Total Population
Low-Income (200 percent of poverty line)	8,189	23%	144,075	25%
Non-white	13,968	38%	188,267	33%
Limited English Proficiency	2,603	8%	48,724	9%
Children	6,929	19%	137,113	24%
Seniors	3,593	10%	69,465	12%
Persons with Disabilities	3,183	9%	57,909	10%

36. What are the barriers faced by these communities that the project addresses or overcomes, and how will these populations benefit from this project? *Due to the barrier of crossing Hwy 26 and lack of transit on Cornelius Pass Road, transportation-disadvantaged populations do not have very many travel options other than using a private automobile. North of Hwy 26, there are industrial-manufacturing businesses that have diverse workforces that would be well served by the new connection. Residents north of Hwy 26 are required to navigate high speed, high volume arterials and interchange to reach jobs and community destinations including: bus stops, recreation facilities, and grocery stores. For those who do not have access to a vehicle, this project will fill a gap in the system and drastically improve safety, mobility and accessibility for people walking, bicycling, using mobility devices crossing Hwy 26. Student attendance boundary*

<sup>6</sup> Community places are defined as key local destinations such as schools, libraries, grocery stores, pharmacies, hospitals and other medical facilities, general stores, parks, greenspaces, and other places that provide key services and/or daily needs.

*for Liberty High School includes areas both north and south of Hwy 26. The diverse student population would benefit from a dedicated bicycle and pedestrian crossing of Hwy 26 to access their schools and nearby recreation facilities, and Rock Creek Trail.*

37. What contracting opportunities are available to Office for Business Inclusion and Diversity (COBID) firms through this project? What is your agency's policy, history, or removing of barriers to hire and advance COBID firms in infrastructure projects? *Washington County welcomes COBID firms to bid on our projects. The County advertises bid opportunities in publications that target COBID firms. Our on call consultants and contractors include COBID businesses.*

#### Safety

38. How many fatal or serious injury crashes have occurred in the project area in the last 5 years (or most recent 5 years of available crash data)? *Project study area includes 8 locations on County SPIS list, including five locations along Cornelius Pass Road (four south of US 26 along the existing cycle track). The state SPIS includes two locations along off-ramps at the US 26/Cornelius Pass Road interchange, which would be bypassed by the bridge project. Since 2012, there have been 15 fatal and serious injury crashes. Current bicycle and pedestrian crashes are not high in the vicinity but the current environment is not easily navigable by bicycles and walkers of all ages and abilities, which discourages use.*
39. How does the project aim to reduce the number of fatal or serious injury crashes? *A grade separated bicycle and pedestrian crossing on the eastside of the interchange, along the alignment of the Oregon Electric Railway Trail would eliminate the many conflict points with vehicles and provide a safer, more comfortable crossing experience.*
40. How does the project remove or mitigate conflicts, with (including) active transportation, railroad crossings, turning movements, and others? (Use Appendix C design checklist, indicate all that apply) *The bridge will eliminate crossing conflicts at interchange ramps and provide separation from vehicle traffic. The bridge will also reduce delay for bikes and pedestrians at traffic signals.*

#### System Completion

41. What network gap(s) will be completed by this project? How will system connectivity or network deficiencies be improved? *The bridge fills an important gap between the Rock Creek Trail and Cornelius Pass two-way cycletrack and sidewalk, offering nearly 5 miles of off street facilities attractive to users of all ages and abilities.*
42. How will access to active transportation be improved? What specific barriers in addition to the network gaps identified above will the project eliminate? *As a key gap in existing trail/bike/pedestrian facilities the bridge will support bicyclists and walkers to reach other trails and bikeways that intersect the Rock Creek Trail and County roadways- extending the access to the network of bike and pedestrian facilities. There is a trail crossing under Hwy 26 to the east that frequently floods and is unreliable, the proposed bridge would provide a safe and lighted crossing for year round use.*

#### Multimodal Travel, Mode Share, and Congestion

43. How will the project reduce transit delay and improve transit reliability? *No impact*
44. How does the project improve connections to transit and employment or residential sites/areas? *Provides first mile/last mile connection to transit from employment and residential areas.*
45. How will the project reduce vehicle trips or VMT (other than freight-related trips)? *The bridge will provide a high quality facility that will attract users from all ages and abilities. The bridge*

*fills a gap that connects high employment area of North Hillsboro, regionally designated employment lands.*

46. How does the project reduce the need for throughway expansion? *Not applicable*

#### Climate Change and Environmental Impact

47. Describe the measures included to specifically mitigate the project's greenhouse gas emissions and environmental impact. *Reduces VMT by offering a bike and pedestrian facility and connection that serves a wide range of skills/abilities, increasing mode share potential.*
48. What specific project design elements are aimed at reducing environmental impacts (street trees, bioswales, etc.)? *The alternatives evaluation will identify and determine opportunities to include impact mitigation in preliminary design.*

#### Freight Related Impact

49. How does the project address freight travel time reliability and reoccurring or nonrecurring congestion affecting freight goods movement? *No impact*
50. Is this project on a "Reduction Review Route" (defined and stipulated by statute; OAR 731-012 and ORS 366.215) and to what extent has coordination occurred with the freight industry? *No Impact*
51. If there is freight delay along the corridor, when does this delay occur, to what extent is there delay, and how does this project address that delay? *By providing a separate bicycle and pedestrian facility adjacent to a freight corridor, it has the potential to reduce conflicts and delay by reducing pedestrian and bicycle calls at signals and yield areas.*

#### Employment/Economic Development

52. Describe the employment area(s) served by this project. What is the number of current and projected jobs in traded sectors?<sup>7</sup> *Project would serve Title 4 Regionally Significant Industrial, Industrial, and Employment Lands within the North Hillsboro Industrial District. There are 19,379 existing traded sector jobs (33,546 total jobs) based on Metro Economic Value Atlas within the six census tracts located within one mile of the project. Projected 2040 jobs based on TAZ data: 64,312 total jobs; 2,524 retail jobs; 25,202 service jobs, and 36,586 other jobs. Note: TAZ and Census geographies are not coterminous. Census tracts that encompass the project study area total 63,448 acres, compared to 64,378 acres within TAZ zones that encompass the census tracts (1.5 percent greater land area). Census tract geographies north of US 26 are exceedingly large and limit the ability to collect accurate employment counts using the EVA/Census.*
53. Describe how the project supports and catalyzes low-carbon and resource efficient economic sectors.<sup>8</sup> *Project would improve access to 662 existing clean technology jobs located within the six census tracts that overlap the project area.*

#### Project Leverage

54. How does this project leverage other funding sources? *Major Streets Transportation Improvement Program Opportunity Funds will be used as a match.*
55. Will the receipt of RFFA funding position the region to take advantage of federal and state funding opportunities as they arise? If so, explain. *Yes, completion of preliminary design will position the project for potential funding through regional (parks and open space or*

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<sup>7</sup> Traded sector industries as indicated in the Economic Value Atlas, available at: [oregonmetro.gov/tools-partners/guides-and-tools/economic-value-atlas](https://oregonmetro.gov/tools-partners/guides-and-tools/economic-value-atlas)

<sup>8</sup> Clean Technology industry sectors as defined in the Oregon Business Plan, <https://oregonbusinessplan.org/about-the-plan/industry-clusters/>

*transportation funding measures), state (Connect Oregon) or federal (BUILD) or other similar programs.*

56. Will this help advance any Transportation Systems Management and Operations (TSMO) goals and strategies? *No*
57. Is this project on the Regional Emergency Transportation Network?<sup>9</sup> Will this project help improve resiliency of the transportation network? If so, describe how. *Not on the Regional Emergency Transportation Network but will provide an alternative to vehicular routes in the area connecting town centers and other essential destinations.*

## PROJECT COST ESTIMATE

58. What is the source of the project cost estimate?
- Conceptual:** These cost estimates are used where a significant need has been identified but a detailed project scope has not been developed. These cost estimates have the potential to change significantly as the project scope becomes more defined.
  - Planning level:** These cost estimates are based on a generally defined scope. Cost estimates are usually based on limited field-work and general cost assumptions. No actual design work has been done prior to the development of these cost estimates. The cost estimate could still change significantly as design work begins, but the estimate is more reliable than the conceptual estimates. (e.g., comprehensive plan, TSP, Metro cost estimate worksheet, corridor plan).
  - Engineering level:** These cost estimates are based on actual preliminary design work. If done for all facets of the project and there are no further additions to the project scope, these estimates should represent a fairly accurate cost for the project. (e.g. detailed planning report, preliminary engineering, final design, NEPA documentation, etc.)
59. During what project development stage (refer to page 9 of the RFFA application guidebook) was the cost estimate created?
- Planning
- Alternatives Identification and Evaluation
  - Preliminary Design
  - Final Design
60. What year was the cost estimate created? Does it include any escalation factors and to what year? *2019, services only does not include escalation factors.*
61. To what extent were the following considered during cost estimating? *Cost estimate is for alternatives evaluation and preliminary design and assumed outside consulting services for all aspects except project management.*
- a. Right of way (ROW)
  - b. Utility relocation or underground
  - c. Stormwater considerations
  - d. Environmental mitigation strategies
  - e. Bridge, railroad, or major facility impacts
  - f. Retaining walls
  - g. Clearing and grading
  - h. Removal of current pavement or facilities
  - i. Signing and pavement markings
  - j. Sidewalk and street furniture

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<sup>9</sup> [oregonmetro.gov/sites/default/files/2019/04/05/Regional\\_Emergency\\_Transportation\\_Routes\\_2006.pdf](https://oregonmetro.gov/sites/default/files/2019/04/05/Regional_Emergency_Transportation_Routes_2006.pdf)

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- k. Street trees, landscaping, irrigation
  - l. Mobilization, staging, and traffic control
  - m. Staff availability or need for outside services
62. Please attach your cost estimate. Verify that it includes the following items:
- a. Unit cost assumptions
  - b. Contingency assumptions

**SIGNATURE PAGE**

All relevant applicant agency and other agency staff with authority must attest to the design and cost estimates of the project, and that proper coordination and cooperation exists between all parties. Please attach additional signature pages as warranted.

**Applicant agency staff signatures:**

Project manager Shelley Ogden - Bicycle and Pedestrian Coordinator

Engineering [Signature] - Interim Land Use & Transportation Director

Right of Way [Signature]

Environmental [Signature]

**Other agency signatures (as required):**

ODOT Highway \_\_\_\_\_

ODOT Rail \_\_\_\_\_

TriMet \_\_\_\_\_

SMART \_\_\_\_\_

Utilities \_\_\_\_\_

\_\_\_\_\_

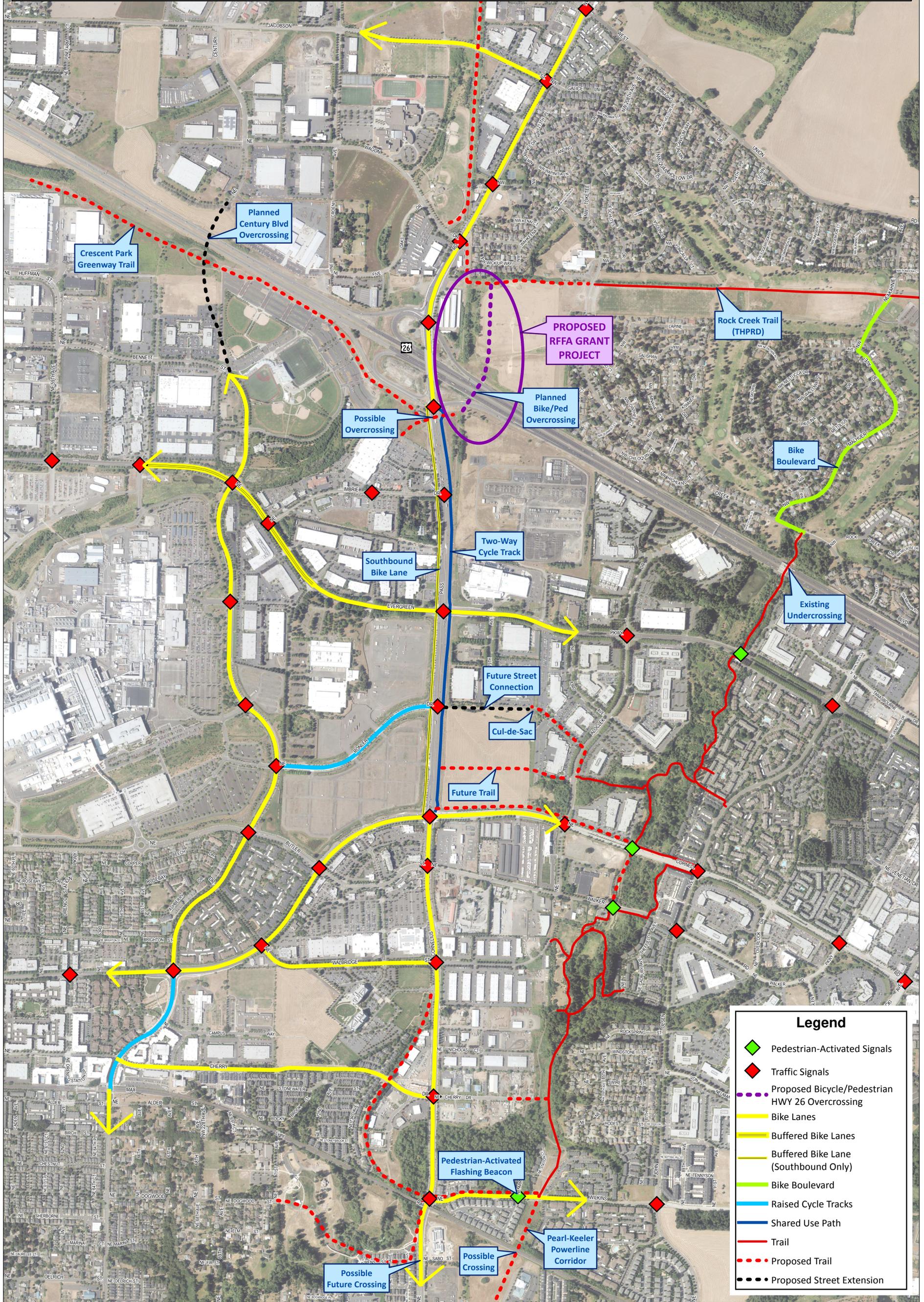
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Railroads \_\_\_\_\_

Other (please indicate) \_\_\_\_\_



# NW Cornelius Pass Road Area Bicycle Circulation Concept



Legend	
	Pedestrian-Activated Signals
	Traffic Signals
	Proposed Bicycle/Pedestrian HWY 26 Overcrossing
	Bike Lanes
	Buffered Bike Lanes
	Buffered Bike Lane (Southbound Only)
	Bike Boulevard
	Raised Cycle Tracks
	Shared Use Path
	Trail
	Proposed Trail
	Proposed Street Extension

Project Development: Bicycle and Pedestrian Bridge Preliminary Design

<i>Task</i>	<i>Completion (Months from Notice to Proceed)</i>	<i>Task Duration (Months)</i>
Project Management	Month 1-18	18
Contracting with Consultants	Month 1-3	3
Public Involvement	Month 7-15	9
Agency Coordination	Month 4-15	12
Survey and Mapping	Month 4-5	2
Alternatives Evaluation	Month 5-7	3
Design Studies (hydraulics,traffic, etc.)	Month 7-9	3
Preliminary Design	Month 6-15	10
Project Closeout	Month 16-18	3

PROJECT NAME: Hwy 26 Bicycle and Pedestrian Bridge at Cornelius Pass Road Preliminary Design

ITEM DESCRIPTION	UNIT	Percent of Total Costs	UNIT PRICE	TOTAL
Project Management (County)	LS	10%		\$63,000
Public Involvement	LS	10%		\$63,000
Survey and Mapping	LS	10%		\$63,000
Alternatives Evaluation	LS	10%		\$63,000
Design Studies (hydraulics,geotechnical,traffic, etc.)	LS	20%		\$126,000
Preliminary Design	LS	40%		\$252,000
			Subtotal	\$630,000
Design Contingency		10%		\$70,000
			TOTAL	\$700,000
			Opportunity Fund Match	\$71,890
			RFFA Fund Request	\$628,110

## 2022-2024 RFFA Public Engagement and Non-Discrimination Certification

**Submitting agency name** Washington County

**Project name** Bicycle and Pedestrian Bridge Overcrossing of Hwy 26 at Cornelius Pass Road

### Background and purpose

Use of this checklist is intended to ensure project applicants have offered an adequate opportunity for public engagement, including identifying and engaging historically marginalized populations. Applications for project implementation (construction) are expected to have analyzed the distribution of benefits and burdens for people of color, people with limited English proficiency and people with low income compared to those for other residents. The checklist demonstrates:

- project sponsors have performed plan-level public engagement, including identifying and engaging historically marginalized communities, during development of local transportation system plans, subarea plans or strategies, topical plans or strategies (e.g., safety), modal plans or strategies (e.g., freight) and transit service plans from which the applicant project is drawn.
- if project development is completed, project sponsors have performed project-level public engagement, including identifying and engaging historically marginalized populations, and have analyzed potential inequitable impacts for people of color, people with limited English proficiency and people with low incomes compared to those for other residents.
- if project development is not completed, project sponsors attest the intent to perform project-level public engagement, including identifying and engaging historically marginalized populations, and to analyze potential inequitable impacts for people of color, people with limited English proficiency and people with low income compared to those for other residents.

Metro is required to comply with federal (US. Department of Transportation, Federal Highways Administration and Federal Transit Administration) and state (ODOT) guidance on public engagement and on Title VI of the Civil Rights Act and other civil rights requirements. Documentation of the local actions described below may be requested by regulators; if such a request is unable to be met, the allocation may be found to be out of compliance, requiring regional and local corrective action.

The completed checklist will aid Metro in its review and evaluation of projects for the 2022-2024 regional flexible funds allocation.

### Instructions

Applicants must complete this certification, including a summary of non-discriminatory engagement (see Section 2) and certification statement (see Section 3), for projects submitted to Metro for consideration for 2022-2024 regional flexible funding.

Project sponsors should keep referenced records on file in case of a dispute. Retained records are not submitted to Metro unless requested.

A public engagement quick guide is available at [oregonmetro.gov/rffa](https://oregonmetro.gov/rffa). Please forward questions regarding the public involvement checklist to regional flexible funds allocation project manager Dan Kaempff at [daniel.kaempff@oregonmetro.gov](mailto:daniel.kaempff@oregonmetro.gov) or 503-813-7559.

## 1. Checklist

Transportation or service plan development (from which the applicant project was drawn)

✓ At the beginning of the agency's transportation system, topical modal, subarea or transit service plan, a public engagement plan was developed to encourage broad-based, early and continuing opportunity for public involvement.

**Retained records:** public engagement plan and/or procedures

✓ During the development of the agency's transportation system, topical, modal, subarea or transit service plan, a jurisdiction-wide demographic analysis was completed to understand the locations of communities of color, people with limited English proficiency, people with low income and, to the extent reasonably practicable, people with disabilities, older adults and youth in order to include them in engagement opportunities.

**Retained records:** summary of or maps illustrating jurisdiction-wide demographic analysis

✓ Public notices included a statement of non-discrimination (Metro can provide a sample).

**Retained records:** public engagement reports including/or dated copies of notices

✓ Throughout the process, timely and accessible forums for public input were provided.

**Retained records:** public engagement reports including/or descriptions of opportunities for ongoing engagement, descriptions of opportunities for input at key milestones, public meeting records, online or community survey results

✓ Throughout the process, appropriate interested and affected groups were identified and contact information was maintained in order to share project information, updates were provided for key decision points, and opportunities to engage and comment were provided.

**Retained records:** public engagement reports including/or list of interested and affected parties, dated copies of communications and notices sent, descriptions of efforts to engage the public, including strategies used to attract interest and obtain initial input, summary of key findings; for announcements sent by mail or email, documented number of persons/groups on mailing list

✓ Throughout the process, focused efforts were made to engage underrepresented populations such as communities of color, limited English proficient and low-income populations, disabled, seniors and youth. Meetings or events were held in accessible locations with access to transit. Language assistance was provided, as needed, which may include translation of key materials, using a telephone language line service to respond to questions or take input in different languages and providing interpretation at meetings or events.

**Retained records:** public engagement reports including/or list of community organizations and/or diverse community members with whom coordination occurred; description of language assistance resources and how they were used, dated copies of communications and notices, copies of translated materials, summary of key findings

✓ Public comments were considered throughout the process, and comments received on the staff recommendation were compiled, summarized and responded to, as appropriate.

**Retained records:** public engagement reports or staff reports including/or summary of comments, key findings and final staff recommendation, including changes made to reflect public comments

✓ Adequate notification was provided regarding final adoption of the plan or program, at least 15 days in advance of adoption, if feasible, and follow-up notice was distributed prior to the adoption to provide more detailed information. Notice included information and instructions for how to testify, if applicable.

**Retained records:** public engagement reports or final staff reports including/or dated copies of the notices; for announcements sent by mail or email document number of persons/groups on mailing list

### **Project development**

This part of the checklist is provided in past tense for applications for project implementation (construction) funding where the project development has been completed. Parenthetical notes in future tense are provided for applicants that have not completed project development to attest to ongoing and future activities.

✓ At the beginning of project development, a public engagement plan was (shall be) developed to encourage broad-based, early and continuing opportunity for public involvement.

**Retained records:** public engagement plan and/or procedures

✓ During project development, a demographic analysis was (shall be) completed for the area potentially affected by the project to understand the locations of communities of color, people with limited English proficiency, people with low income and, to the extent reasonably practicable, people with disabilities, older adults and youth in order to include them in engagement opportunities.

**Retained records:** summary of or maps illustrating demographic analysis

✓ Throughout project development, public notices were (shall be) published and requests for input were (shall be) sent in advance of the project start, engagement activity or input opportunity.

**Retained records:** dated copies of notices (may be included in retained public engagement reports)

✓ Throughout project development, public documents included (shall include) a statement of non-discrimination (Metro can provide a sample).

**Retained records:** public documents, including meeting agendas and reports

✓ Throughout project development, timely and accessible forums for public input were (shall be) provided.

**Retained records:** descriptions of opportunities for ongoing engagement, descriptions of opportunities for input at key milestones, public meeting records, online or community survey results (may be included in retained public engagement reports)

✓ Throughout project development, appropriate interested and affected groups were (shall be) identified and contact information maintained in order to share project information, updates

were (shall be) provided for key decision points, and opportunities to engage and comment were (shall be) provided.

**Retained records:** list of interested and affected parties, dated copies of communications and notices sent, descriptions of efforts to engage the public, including strategies used to attract interest and obtain initial input, summary of key findings; for announcements sent by mail or email, documented number of persons/groups on mailing list (may be included in retained public engagement reports)

✓ Throughout project development, focused efforts were made to engage historically marginalized populations, including people of color, people with limited English proficiency and people with low income, as well as people with disabilities, older adults and youth. Meetings or events were held in accessible locations with access to transit. Language assistance was provided, as needed, such as translation of key materials, use of a telephone language line service to respond to questions or take input in different languages, and interpretation at meetings or events.

**Retained records:** description of focused engagement efforts, list of community organizations and/or community members representing diverse populations with whom coordination or consultation occurred, description of language assistance resources and how they were used, dated copies of communications and notices, copies of translated materials, summaries of key findings (may be included in retained public engagement reports)

✓ Throughout – and with an analysis at the end of – project development, consideration was (shall be) given to potential inequitable impacts of the project for people of color, people with limited English proficiency and people with low income compared to those for other residents, as identified through engagement activities.

**Retained records:** description of identified populations and information about and analysis of potential inequitable impacts of the project for them in relation to other residents (may be included in retained public engagement reports)

✓ Public comments were (shall be) considered throughout project development, and comments received on the staff recommendation were (shall be) compiled, summarized and responded to, as appropriate.

**Retained records:** summary of comments, key findings and changes made to final staff recommendation or adopted plan to reflect public comments (may be included in retained public engagement reports or legislative staff reports)

✓ Adequate notification was (shall be) provided regarding final adoption of the plan, including how to obtain additional detailed information, at least 15 days in advance of adoption. Notice included (shall include) information on providing public testimony.

**Retained records:** dated copies of the notices; for announcements sent by mail or email, documentation of number of persons/groups on mailing list (may be included in retained public engagement reports or legislative staff reports)

## 2. Summary of non-discriminatory engagement

Attach a summary (1-2 pages) of the key elements of:

- if project development is completed, the public engagement process for this project, including outreach to communities of color, people with limited English proficiency and people with low income
- if project development is not completed, the public engagement plan for this project or agency public engagement practice, including outreach to communities of color, people with limited English proficiency and people with low income.

## 3. Certification statement

Washington County Land Use and Transportation (agency) certifies the information provided on this checklist is accurate.

As attested by:

Shelley Oylear  
(signature)

Shelley Oylear - Bicycle and Pedestrian Coordinator  
(name and title)

6/21/19  
(date)

## Washington County TSP: Public involvement summary

PREPARED FOR: Washington County  
COPY TO: Carl Springer, DKS  
PREPARED BY: Kristin Hull and Brandy Steffen, CH2M HILL  
DATE: May 30, 2014

### Background

The public involvement process for *Washington County 2035 Transportation Plan*, or transportation system plan (TSP), began in 2012 and was a prominent element of the planning process. The TSP update was developed in two phases: the first phase focused on updating policies and understanding existing and future conditions; the second phase focused on updating the modal and funding plans.

The project team developed a robust public involvement plan to ensure that all interested residents, business owners and other stakeholders had the opportunity to meaningfully participate in the process. This included efforts to engage the broader community and targeted outreach to people not traditionally involved in planning efforts.

### Public involvement strategies

This summary provides an overview of the public engagement strategies used, how effective each was, and lessons learned for improvement on future projects. Title VI and Environmental Justice outreach is incorporated throughout this document.

The project team developed a set of public involvement goals to help gauge the effectiveness of each strategy. Additionally, effectiveness was assessed with additional criteria, including the number of participants, the quality of input collected, and the variety of viewpoints/stakeholders represented in the planning process.

### Goals

The primary goal of the public involvement process was to ensure that all interested residents, business owners, and other stakeholders had the opportunity to meaningfully participate in the TSP update. Specifically, the TSP process would:

1. Provide early and ongoing opportunities for stakeholders to raise issues and concerns.
2. Provide all stakeholders with the opportunity to be involved and provide input through public events and online comment cards, interactive maps, and project team contact information.
3. Encourage the participation of all stakeholders regardless of race, ethnicity, age, disability, income, or primary language by offering alternative engagement opportunities (related to Title VI and Environmental Justice federal requirements).
4. Build upon existing and develop new relationships with jurisdictions, service providers, organizations, and interest groups that may be impacted by this effort or who may have constituents affected by the outcomes.
5. Use existing partnerships to build awareness of the TSP update, increase participation opportunities, and to build additional partnerships that can be leveraged in the future.

## Advisory Committees

The project team coordinated with two advisory committees appointed by the Board of County Commissioners for the duration of the planning process.

- The Community Advisory Committee (CAC), an 18-member group consisting of neighborhood, business and advocacy group representatives, provided input and advice throughout development of the TSP update. The CAC met a total of 15 times between March 2012 and May 2014, including six work group sessions. All CAC meetings were open to the public and provided an opportunity for public comment.
- The Interagency Coordinating Committee (ICC), a technical committee consisting of representatives from local cities, Tualatin Hills Park & Recreation District (THPRD), TriMet, Metro, Tualatin Valley Fire & Rescue (TVF&R), Port of Portland and Oregon Department of Transportation (ODOT) provided input and advice during the development of the TSP update and considered the policy implications within the jurisdictions they represent. The ICC met a total of 9 times between May 2012 and May 2014. All ICC meetings were open to the public and provided an opportunity for public comment.

During Phase 1, the CAC and ICC met to review interim work products and to develop policy and technical direction for the TSP. The draft goals, objectives, and strategies were reviewed by the CAC, ICC, and other interested parties through May 2013. Based upon comments received during this period, staff revised the draft TSP and developed Ordinance No. 768.

During Phase 2, the CAC and ICC continued to meet to review interim work products. The CAC, ICC, and other interested parties reviewed the draft modal plans and maps through April 2014. The groups spent substantial time reviewing changes to the functional classification and lane numbers maps. Based upon comments received during this period, staff revised the draft TSP modal plans and developed Ordinance No. 783.

### *Effectiveness*

The advisory committees were established at the start of the planning process to ensure that there was time to bring each stakeholder into the process, ensure that they were all at the same starting point (regardless of previous involvement with government agencies), and were clear on the decision-making structure. The two committees were encouraged to participate in other public outreach activities and to share information with their constituents/groups. The CAC represented a geographically diverse range of stakeholder interests.

**Table 2. CAC membership**

Category of interests	Represented groups
Citizen (general interest)	CPOs
Modal interests	Auto (all represent; no dedicated appointee) Bicyclist Pedestrian Transit/transportation disadvantaged Freight/trucking Demand management
Other Interests	Economic development Business Homebuilding Rural freight Youth Public health
Ex officio	Planning Commission Rural Roads Operations and Maintenance Committee (RROMAC) Urban Road Maintenance District Advisory Committee (URMDAC)

There was little turn over in committee member participation, which allowed for each stakeholder group to be represented equally throughout the process. Existing relationships were strengthened and new relationships were developed.

***Lessons learned for future work***

A clear decision making process was critical to the success of the ICC and CAC, as well as the rest of the public involvement strategies. By understanding how the committees fit in the decision making structure, members were able to provide information in an advisory role that helped the other decision makers make recommendations and decisions.

While there were differences of opinion between members, members developed relationships and respect for one another's positions during the course of the planning process. While each decision was not unanimously agreed upon, each member felt that the final TSP was acceptable. County staff's willingness to listen and adapt based on stakeholder input was very well received and demonstrated that the County was sincerely incorporating public feedback into the planning process.

The CAC was heavily influenced by alternative mode and neighborhood interests. Additional participation by business leaders, freight representatives and commuters would benefit future groups. In addition, the team was unsuccessful at recruiting a youth representative. Partnering with a youth service organization might be a way to gather input from young residents.

***Title VI and Environmental Justice***

The advisory included a transit representative that represented the needs of transit-dependent residents. The County did not request demographic information from committee members necessary to document the diversity of committee members.

**Stakeholder Interviews**

The project team conducted nine stakeholder interviews in April and May 2012. Participants were selected to complement other engagement efforts and help identify countywide transportation priorities. The following stakeholders were interviewed:

- Heather McCarey, Westside Transportation Alliance
- Elaine Wells, Ride Connection
- Jonathan Schlueter, Westside Economic Alliance
- Mary Kyle McCurdy, 1000 Friends of Oregon
- Dr. Philip Wu, Kaiser
- Michael Monnier, Nike
- Dan Sheldon, Sheldon Manufacturing
- Morgan Anderson, Intel
- Keith Fishback, Fishback Nursery

***Effectiveness***

While there were a small number of interviews, they were carefully selected to represent a wide range of viewpoints that were not already represented on the advisory committees. These viewpoints were critical to the development of the TSP update and may not have been collected through other public outreach opportunities. These interviewees were added to the mailing list to encourage them to participate throughout the process and to share the information with their groups/employees. Stakeholders were also asked about effective involvement techniques, which helped the team tailor strategies to the various stakeholder groups.

***Lessons learned for future work***

While stakeholder interviews can be labor intensive, they provide a sure way to collect information or stakeholder viewpoints deemed critical to the TSP update planning process. In-person interviews yielded the best information. It helped to have only one County staff person in attendance with the consultant public involvement specialist, so that stakeholders were comfortable discussing their concerns.

## ***Title VI and Environmental Justice***

Ride Connection provides transit service to seniors or people with disabilities (many of whom are low-income or people of color).

## **Public Open Houses**

To gain an understanding of public perspectives on the transportation system and define community aspirations, the project team held open houses at three locations in Washington County during June 2012 (Hillsboro, Beaverton, and Tigard) and four public open houses to review the TSP, including the modal plans, in January 2014 (Cedar Mill, Hillsboro, Tigard, Beaverton). Efforts were made to “piggy-back” on existing events to make attendance easier for the public (one-stop shopping approach) and to allow for a wider distribution of publication/outreach efforts.

The County prepared a postcard notification for the summer 2012 open houses (also translated into Spanish) encouraging people to attend one of the three open houses, and inviting input through the website. The postcard was distributed to all PO Boxes within the following ZIP codes: 97006, 97007, 97062, 97106, 97113, 97116, 97119, 97123, 97133, 97281, 97075, and 97140. A total of 13,080 postcards were mailed.

Promotion activities for the 2014 events included English/Spanish notification cards distributed to all libraries in Washington County, in lobbies of the Cornelius Virginia Garcia Medical Center and Centro Cultural, in post offices throughout Washington County, in the lobbies of the Public Services Building, as well as at meetings of the planning directors, Aloha Business Association, Cedar Mill Business Association, Aloha Unite! and Aloha-Reedville Technical Advisory Committee. Additional promotions included a media release posted on the TSP website, a public service announcement on Tualatin Valley Community Television, announcement in the Citizen Participation Organization monthly newsletters and English display ads in three different Community Newspaper publications and two in El Latino de Hoy and El Hispanic News in Spanish.

Additionally, Washington County staff recorded a talk-show segment about the TSP on Community Close-up, a Tualatin Valley Community Television production, which aired during December 2013 in advance of the January 2014 open houses.

## ***Effectiveness***

60 people attended the three meetings in 2012, and 23 comment forms were returned. Most of the attendees were “usual suspects” that typically attend open houses, but the events also attracted neighborhood or business interests from the area.

It is difficult to track the effectiveness of the postcard mailing, since it provided information one-way (i.e., no response or information is collected in return). One measure of effectiveness in the public involvement plan was the “number of new attendees involved in the project as reflected in the additions to the electronic distribution list.” At the start of the project 37 people were on the list, by the end 497 were included.

For the January 2014 events, about 250 people attended the four meetings and 102 comment forms were submitted. Comment forms at open houses asked attendees how they heard about the events. Most respondents heard about the events from emails, from a friend/neighbor/co-worker, newspapers, or the project website. The increased number of participants and comment forms collected indicate effective outreach.

One measure of effectiveness identified in the public involvement plan was the amount of media attention earned (newspaper stories or radio interviews). Over the course of the project nine articles on the project (four were announcing or reporting on the January 2014 open houses) were published in local newspapers.

## ***Lessons learned for future work***

Distributing the open houses around the county helped ensure geographical diversity in attendance. However, some open houses had greater participation in those areas where residents tend to be more interested in traditional open houses or where more controversial changes to the transportation system were proposed in the TSP. Advertising through the CPO newsletters and project-related electronic announcements was useful, but still targeted the “usual suspects.” The 2012 postcard mailing allowed for a wide distribution of information, with

relatively low costs per individual contacted (per capita cost for development/printing/ mailing). It also reached out to people that were interested, but not invested in the project (general public).

The larger attendance at the January 2014 events was a result of continued outreach and interaction between County staff and the community. Additionally, presenting a draft plan typically draws larger numbers to events.

Comment forms at open houses asked attendees how they heard about the events. Most attendees heard about the event from emails, from a friend/neighbor/co-worker, newspapers, or the project website. Surveys in January 2014 also asked how the event went, most respondents said it went well and worth their time (no one responded that it was not worth their time).

These events are time and labor-intensive, and therefore more expensive per capita than other techniques. These types of events should be used selectively, when there is something for the public to comment on but still early enough to ensure transparency and inclusion in the planning process.

### ***Title VI and Environmental Justice***

There is no way to track the impact of the postcard mailing on Title VI or Environmental Justice communities. However, the text was written for an 8<sup>th</sup> grade reading level, with efforts made to decrease jargon and describe the project in an approachable fashion. Text was all at a 12 point size or higher for visibility and graphics were used whenever practical, to increase usability for low-literacy readers.

The County collected demographic information. Many participants did not provide it. Of those who responded, most were Caucasian, however, a few attendees reported being Asian/Pacific Islander. The county provided translation services at the January open houses and advertised that translation services were available upon advance request in outreach materials.

### **Farmers' markets**

Staff attended farmers' markets in June and July 2012 at Cedar Mill, Hillsboro, Tualatin, Aloha and Forest Grove. The approach sought to engage people who are not historically involved in transportation planning. The County also participated in one 2013 farmers' market in Hillsboro and three tabling events at the 2014 Beaverton Winter Farmers' Market to encourage the public to stay involved with the TSP process. In an effort to reach additional interested parties, staff leveraged the County Facebook page and WC-Roads Facebook and Twitter pages to send announcements to subscribers about stopping by the TSP booth at the winter farmers' market.

### ***Effectiveness***

The summer events resulted in contact with over 300 people and a significant number of comments were received. The winter market had fewer contacts than the summer, but more in-depth conversations about the TSP. Many people who had never heard about the TSP update were engaged in discussion and gained greater knowledge of planning processes that will apply to future outreach.

### ***Lessons learned for future work***

These events were very successful for engaging a large number of people with minimal cost investment. It is critical to have friendly, engaging staff members attend these events, since most people at farmers' markets are not actively seeking TSP update information. Small postcards and handouts helped distribute information about the project and the interactive mapping/comment tools. It would be useful to have a Spanish speaker attend events in areas with large Hispanic populations (such as the farmers market in Forest Grove). The winter market was not very well attended and resulted in less than 50 person contacts over three weekends.

### ***Title VI and Environmental Justice***

Informational material was translated into Spanish and distributed at these events. These events were the most racially and income-diverse outreach activities.

### **Project Website and Electronic Engagement**

The project website served as an information conduit and engaged the public through interactive maps, a survey, online project video introduction and comment tools. The website was regularly updated with project materials and allowed citizens the opportunity to convey transportation-related concerns and solutions. The project

website hosted a virtual open house during the outreach efforts of summer 2012 and again during January and February 2014.

### ***Effectiveness***

It is difficult to determine the effectiveness of websites since the information is distributed and there are fewer ways to count participation. However, unique visits to the website on a monthly basis are one way to measure effectiveness. A rough estimate of visitors to the site showed that a total of 6,118 people visited the site over two years, with an average of 255 people visiting every month. By this measure, the website was effective.

Thirty-four comments were collected during the outreach efforts of summer 2012 and an additional 26 comment forms were submitted in January 2014 through the project website.

### ***Lessons learned for future work***

It would be useful to have follow-up surveys (in English and Spanish) posted online to determine the effectiveness of the website and other outreach methods. While this would only provide input from a self-selected set of respondents, it would be a starting point for evaluating and modifying future outreach.

### ***Title VI and Environmental Justice***

The website featured a video about the TSP update which was helpful for low-literacy residents. Overview information about the project and materials were posted in both English and Spanish.

## **Community Group Meetings and Briefings**

Staff participated in project briefing sessions with the following community and stakeholder groups and collected additional information from community leaders:

- Committee for Citizen Involvement (CCI)
- Citizen Participation Organization groups (CPO 1, CPO 3, CPO 4B, CPO 4K, CPO 4M, CPO 6, CPO 7, CPO 8, CPO 9, CPO 10, CPO 15)
- Rural Road Operations and Maintenance Advisory Committee (RROMAC)
- Urban Road Maintenance District Advisory Committee (URMDAC)
- Washington County Farm Bureau
- Westside Economic Alliance
- Westside Transportation Alliance
- Adalante Mujures

The County held a joint meeting with CPO 1 and CPO 7 on November 5, 2013 to discuss issues specific to the neighborhoods north of US 26 including transportation projects in North Bethany. This meeting was attended by over 130 people and generated the receipt of 75 comment forms, five prepared statements, and a signed petition during the meeting. Due to the large number of attendees, the meeting primarily included a presentation, short question and answer session, and an open house-style discussion.

The County worked with Save Helvetia and the Washington County Farm Bureau directly to discuss issues related to roads in agricultural areas. The County hosted a targeted meeting to discuss issues specific to rural areas.

The County prepared a one-page handout (also translated into Spanish) about the TSP process, focusing on the modal plans, and inviting input through the website. This handout was distributed at the 2013 farmers markets, as well as the community group meetings and briefing through 2014. The handout was also displayed in the Washington County office lobby.

### ***Effectiveness***

Working through existing groups and their distribution channels or email lists is an especially effective way of engaging community members in planning processes. Washington County has built many partnerships in the past that the TSP update was able to build upon. By reaching out to these groups and building new partnerships, the

County was able to increase community engagement capacity during the TSP update and in future work. These groups were informed early and throughout the planning process, which helped increase transparency of the project.

### ***Lessons learned for future work***

While this strategy is more labor intensive, it is an important way to engage organized interests. Each of the small groups had around 20 members in attendance and they were encouraged to share the information through their email or print outreach methods. Many groups published information on the TSP update in their regular newsletters.

The large, joint CPO meeting was very well attended and many of the attendees were concerned with the alternatives. By listening to the concerns and then reflecting some changes during the later iterations and open houses, the County was able to address many people's concerns. This transparency was appreciated by the community and helped to build trust that was expressed during the last round of open houses.

The handout allowed for a wider distribution of information, with relatively low costs per individual contacted (per capita cost for development/printing/mailing). It could also be easily updated and provided a useful take-away that public members could read on their own time.

### ***Title VI and Environmental Justice***

Adalante Mujures participated in briefing sessions. This organization is a Hispanic community group that provides holistic education and empowerment opportunities to low income Latina women and their families to ensure full participation and active leadership in the community and also manages the Forest Grove Farmers' Market.

There is no way to track the impact of handouts on Title VI or Environmental Justice communities. However, the text was written for an 8<sup>th</sup> grade reading level, with efforts made to decrease jargon and describe the project in an approachable fashion. Text was all at a 12 point size or higher for visibility and graphics were used whenever practical, to increase usability for low-literacy readers.

## **Telephone Survey**

In April 2013 the County contracted with DHM Research to conduct a statistically valid telephone survey of Washington County residents to assess transportation priorities and preferences within the County. The survey, which reached a demographically representative sample of County residents, was intended to supplement the other public involvement efforts by reaching people who may not necessarily choose to participate in transportation planning discussions.

### ***Effectiveness***

400 Washington County residents were randomly contacted from phone lists that included cell phone numbers. The survey collected information on a variety of topics, which will aid the County on multiple projects.

### ***Lessons learned for future work***

The ability to strategically collect data from a variety of demographics (age, race, income, etc.) is not available through the other outreach methods. This scientific survey complements the other outreach strategies well and is highly valuable for technical staff and elected/appointed officials.

### ***Title VI and Environmental Justice***

The survey was structured to collect input that was representative of the County's demographics. 16% of respondents had a high school diploma or lower, 29% had some college, 36% had a college degree, and 18% had a graduate degree or professional school. Respondents self-selected their ethnicity: 82% were white, 2% African American, 6% Latino, 5% Asian/Pacific Islander, 1% Native American/American Indian, and 4% mixed or other.

## **Summary**

Overall, the public involvement process was very effective and resulted in a plan that reflects community values. The CAC members were particularly complementary of the process and the way their input was reflected in the final plan. This process, like many others, benefited from outreach held at locations where the public were already going (farmers markets or community briefings) or that were well advertised through earned media (the

January 2014 open houses). Scientific phone surveys were also very effective at collecting resident that reflected the demographic characteristics of Washington County.

The most important lessons learned included:

- One size does not fit all; a range of outreach techniques are needed. Different demographic groups access information and participate differently.
- Continual contact with the community builds trust and increases transparency of the planning process. As seen in the outreach efforts, the open houses at the end of the project had much higher attendance.
- The County listened to the public and altered the outreach activities and the recommendations in the plan to reflect public comments. That flexibility was appreciated by the public and led to greater acceptance of the final plan.
- Determine the groups that are the hardest to reach and reach out to them early in the process. It may take a while to build those new relationships. Targeted outreach (through phone surveys, stakeholder interviews, or community briefings) are helpful.



## **Summary of non-discriminatory engagement**

Community Input is an essential aspect of every City of Hillsboro planning project. The City provided several opportunities for member of the public to express input and feedback on the Trails Master Plan. Information was gathered from community member via public meetings, an on-line survey, a Citizen's Advisory Committee, and targeted outreach to key stakeholders.

### Public Meetings

Three Public meetings were held at the Hillsboro Public Library on NW Brookwood Parkway and one at the Shute Park Aquatic Center to specifically engage the Latino Community. An additional informational booth was set-up at the M&M Swap meet center. These meetings were held at key stages of the plan development. At each meeting the following opportunities to engage and provide input were available: exhibit review and comment, overview power-point presentation, and interactive input sessions and questions.

Meeting topics and dates were as follows:

Meeting #1 - November 12, 2014

Meeting #2- January 7<sup>th</sup>, 2015 (Latino Community)

Project Overview, Visioning, Existing Conditions, Opportunities, and Challenges.

Meeting #3- February 25<sup>th</sup>, 2015

Summary of Public Input and Values, Trail Selection Criteria, Trail Classifications and Design Guidance. Crescent Park Greenway, and Rock Creek Trail Alignment.

Meeting #4- May 20<sup>th</sup>, 2015

Informational booth – June 26, 2015 (Latino Community)

Draft Trails Master Plan, Overall Network, Rock Creek Trail Alignment, and Crescent Park Greenway.

### On-line Survey

An on-line survey was posted to the City's website in early December and remained open for of two months. An e-mail was sent to 7,800 individuals notifying them of the opportunity to provide input on the Trails Master Plan. The survey was available in both English and Spanish. Approximately fifty-five responses were received with nearly one- fifth being in Spanish. While the over number of responses is low. IT provides some indication of preferences.

## Advisory Committees

Two advisory committees were formed to inform the project consultants as well as review materials and provide feedback.

Technical Advisory Committee (TAC): Regional Trail Planner from Metro Regional Government. Washington County's Bicycle and Pedestrian Program Coordinator, a staff member from Washington County's Public Health Department, a representative of the City of Hillsboro's Transportation Department, and an environmental scientist with Clean Water Services.

Citizen Advisory Committee (CAC): Spectrum of community representatives. Efforts were made to invite individual's representative of the demographic composition and different neighborhoods of the City of Hillsboro. Members included: a Parks Commission Liaison, walking and bicycling advocate, Latino residents, a health professional, retirees and students.

## Stakeholder Meetings

Meetings were held during April 2015 with several community stakeholders or groups to discuss the Hillsboro Trail Master Plan. Input related to the project vision, community needs, and concerns were discussed. Key stakeholders included: The Hillsboro Chamber of Commerce, the Jackson School Homeowner's Association, Hillsboro School District, and residents of the Camwal neighborhood.

## APPENDIX C – ACTIVE TRANSPORTATION DESIGN GUIDELINES

**Please note:** These guidelines are taken from Metro’s Regional Active Transportation Plan (2014) and Regional Transportation Safety Strategy (2018), and is consistent with Metro’s street and trail design guidance, which is currently in the process of being updated. The street and trail guidance is scheduled to be completed in July 2019. Applicants are free to use design guidance from draft regional documents prior to adoption.

The following checklist items are street design elements that are appropriate and desirable in regional mobility corridors. Trail projects should use the Off-Street and Trail Facilities checklist (item D) at the end of this list. All other projects should use items A – C.

**A. Pedestrian Project design elements – check all that apply**  
***Design elements emphasize separating pedestrians from motor vehicle traffic with buffers, increasing the visibility of pedestrians, especially when crossing roadways, and making it easier and more comfortable for people walking to access destinations.***

For every element checked describe existing conditions and proposed features:

- Add sidewalks or improve vertical delineation of pedestrian right-of-way (i.e. missing curb)
- Add sidewalk width and/or buffer for a total width of 17 feet or more (recommended), 10 feet minimum (over 30 mph, ADT over 6,000). Buffer may be provided by parking, protected bike lane, furnishing zone, street trees/planting strip. Greater width overall is desired in high activity areas, greater buffer separation is desired on streets with higher motor vehicle speeds and or volumes.
- Add sidewalk width and/or buffer for a total width of 10 feet or more (recommended), 8 feet minimum on streets with lower traffic volumes and speeds (ADT less than 6,000 and 25 mph or less). Buffer may be provided by parking, protected bike lane, furnishing zone, street trees/planting strip. Greater width overall is desired in high activity areas, greater buffer separation is desired on streets with higher motor vehicle speeds and or volumes.
- Sidewalk clear zone of 6 feet or more
- Remove obstructions from the primary pedestrian-way or add missing curb ramps
- Add enhanced pedestrian crossing(s) at appropriate locations
- Re-open closed crosswalks
- Add crosswalk at transit stop
- Raised pedestrian refuge median or raised crossing, required if project is on a roadway with 4 or more lanes
- Reduced pedestrian crossing distance
- Narrowed travel lanes (reduces pedestrian crossing distance)
- Reduced corner radii (e.g. truck apron) (enhances pedestrian safety)
- Curb extensions and/or in-lane transit boarding
- Rectangular Rapid Flashing Beacon (RRFB) or pedestrian signal
- Lighting, especially at crosswalks – pedestrian scale (10-15 feet), preferably poised over sidewalk
- Dark skies compliant lighting
- Add countdown heads at signals
- Shorten signal cycle lengths of 90 seconds or less – pedestrian friendly signal timing, lead pedestrian intervals
- Access management: minimize number and spacing of driveways

- Arterial traffic calming: Textured intersections, gateway treatments, raised medians, road diets, roundabouts
- Wayfinding
- Pedestrian priority street treatment (e.g. woonerf) on very low traffic/low volume street
- Other pedestrian priority design elements

**B. Bicycle Project design elements**

***Design elements emphasize separating bicycle and motor vehicle traffic, increasing visibility of bicyclists, and making it easier and more comfortable for people traveling by bicycle to access routes and destinations.***

For every element checked describe existing conditions and proposed features:

- On streets with traffic speeds and volumes over 30 mph, ADT over 6,000: Protected bicycle lane with vertical separation, minimum width 6 feet with minimum 2 foot buffer (refer to table below for recommended widths based on projected used)
- On streets with traffic speeds and volumes over 30 mph and ADT 3,000 to 6,000: Buffered bicycle lane, at least 6 foot bike lane with minimum 2 foot buffer (refer to table below for recommended widths based on projected used)
- Bicycle boulevard treatment (markings, slowed traffic speeds, wayfinding etc.) where ADT is less than 3,000 per day and speeds are equal to or less than 20 mph
- Separated multi-use path parallel to roadway with at least 5 foot separation from roadway (refer to item D below)
- Bike priority treatments at intersections and crossings, including advance stop lines, bike boxes, bicycle priority signals, high-intensity activated crosswalk (HAWK) signals, user-activated signals
- Protected intersection treatments
- Access management: minimize number and spacing of driveways
- Arterial traffic calming: Textured intersections, gateway treatments, raised medians, road diets, roundabouts
- Raised pedestrian refuge median or raised crossing with bicycle crossing treatments, required if project is on a roadway with 4 or more lanes
- Lighting at intersections
- Dark skies compliant lighting
- Other bicycle priority design elements

Use the following table to help determine the suitable bikeway widths:

Peak Hour One-way User Volume	Preferred Operating Space Width	Minimum Operating Space Width
<150	6.5 feet	5 feet
150-750	8 feet	6.5 feet
>750	10 feet	8 feet
Peak Hour Two-way User Volume	Preferred Operating Space Width	Minimum Operating Space Width
<150	11 feet	8 feet
150-350	12 feet	10 feet
>350	16 feet	12 feet

Source: Metro

Note: Recommended widths do not include 2' minimum buffer, or shy distance from curb, if applicable

### C. Other Complete Street Features

For every element checked describe existing conditions and proposed features:

- Transit priority treatments (e.g. queue jumps, transit signal priority)
- Move transit stop to far side of signal
- Benches
- Transit stop amenities or bus stop pads
- Gateway feature
- Street trees and/or landscaping
- Stormwater treatments
- Intelligent Transportation System (ITS) elements (i.e. signal timing and speed detection)
- Wayfinding
- Other complete streets design elements:

### D. Off-Street and Trail Facilities

Use of federal transportation funds on separated pathways are intended for projects that primarily serve a transportation function. Pathways for recreation are not eligible for federal transportation funding through the regional flexible fund process. Federal funds are available from other sources for recreational trails. To allow for comfortable mixing of persons on foot, bicycle and mobility devices at volumes expected to be a priority for funding in the metropolitan region, a 12-foot hard surface with shoulders is a base design width acceptable to FHWA Oregon. Exceptions to this width for limited segments is acceptable to respond to surrounding context, with widths less than 10-feet subject to a design exception process. Wider surfaces are desirable in high volume locations.

- For every element checked describe existing conditions and proposed features:
- Minimum 12' trail width (plus at least 1' shoulder on each side)

- Treatments separating pedestrians and bicycles (e.g., separate pedestrian path), if necessary
- Always maintains minimum 5' separation when adjacent to street or is never adjacent to street
- All on-street segments with average annual daily traffic over 1,000 include one of the following treatments, (item C, above) or no on-street segments
- Sidewalks and separated bikeway on each side of the street - this configuration is appropriate along streets with frequent access points and where the on-street connection continues for more than a couple blocks. This configuration needs to design for transitions between the multi-use path and the bicycle lanes on each side of the street. Refer to Item B above to check off bikeway treatments.
- Sidewalk and two-way separated bicycle lane on one side of the street - this configuration is most appropriate when one side of the street has few or no access points, and therefore would have few motor vehicle conflicts with users. It also offers the possibility of transitioning to and from the multi-use paths without needing to cross the street. Refer to Item B above to check off bikeway treatments.
- A multi-use path on one or both sides of the street (with 5' separation) - this configuration is also appropriate when the street has few or no access points. It also offers the possibility of transitioning to and from the trail without needing to cross the street. A multi-use path is more space efficient than separated bicycle lanes and sidewalks and can be used when trail user volumes do not warrant separation
- At least 3' of shy distance (more in high traffic areas) from the edge of paved trail to walls, light fixtures, trees or other vertical elements; shy distance can include buffer
- All street crossings include an appropriate enhanced high-visibility crosswalk treatment
- Trail users do not have to travel out of direction at street crossings
- All 4-lane street crossings include appropriate refuge island or no 4-lane street crossings
- Frequent access points (generally every ¼-mile)
- Access points are easily visible and provide adequate sight distance
- All crosswalks and underpasses include Dark Skies compliant lighting
- Dark Skies compliant trail lighting throughout
- Trailhead improvements (e.g., signs, information, trash receptacles, bicycle parking, seating)
- Rest areas with benches and wheelchair spaces
- Wayfinding or interpretive signage
- Signs regulating bike/pedestrian interaction (e.g. bikes yield to pedestrians)
- Trail priority at all local street/driveway crossings
- Landscaping, trees, enhancements to the natural landscape
- Wildlife crossings are incorporated into the design, if necessary
- Pervious pavement treatments

Appendix C – Active Transportation Design Guidelines

<b>Pedestrian Project Design Guidelines</b>		
<b>Off-Street and Trail Facilities</b>	<b>Existing Condition</b>	<b>Proposed Features</b>
Minimum 12' trail width (plus at least 1' shoulder on each side)	Current roadways have 5 ft wide bike lanes and 5-8 ft wide curb tight sidewalks.	18 foot wide bridge, 12- to 14-foot paved multi-use path with 2-foot gravel shoulders (total width of 16-to 18-feet).
Always maintains minimum 5' separation when adjacent to street or is never adjacent to street	Current roadways have 5 ft wide bike lanes and 5-8 ft wide curb tight sidewalk.	18 foot wide bridge, 12- to 14-foot paved multi-use path with 2-foot gravel shoulders (total width of 16-to 18-feet).
A multi-use path on one or both sides of the street (with 5' separation) - this configuration is also appropriate when the street has few or no access points. It also offers the possibility of transitioning to and from the trail without needing to cross the street. A multi-use path is more space efficient than separated bicycle lanes and sidewalks and can be used when trail user volumes do not warrant separation	Current roadways have 5 ft wide bike lanes and 5-8 ft wide curb tight sidewalks .	18 foot wide bridge, 12- to 14-foot paved multi-use path with 2-foot gravel shoulders (total width of 16-to 18-feet).
At least 3' of shy distance (more in high traffic areas) from the edge of paved trail to walls, light fixtures, trees or other vertical elements; shy distance can include buffer	Currently no buffer from vehicle traffic bike lane and curb tight sidewalks. Some obstructions in sidewalk that limit accessibility.	Shy distance will be considered in bridge and multi-use path design.
Trail users do not have to travel out of direction at street crossings	At grade street crossings both with and without pedestrian crossing signals.	Grade separated crossing over roadways and connection to existing/future trails and streets.
Frequent access points (generally every ¼-mile)		
Access points are easily visible and provide adequate sight distance	Some intersections and ramp crossing are signaled.	Will be included in design connections to existing facilities evaluated with design.

Bicycle Project Design Guidelines		
Off-Street and Trail Facilities	Existing Condition	Proposed Features
Dark Skies compliant trail lighting throughout	Lighting currently at intersections and ramps only, not roadway segments.	Will be included in design. Will work with BPA and trail partners to determine acceptable design.
Rest areas with benches and wheelchair spaces	None currently along roadway	
Wayfinding or interpretive signage	To the south on cycle track, none on current roadway facility.	
Signs regulating bike/pedestrian interaction (e.g. bikes yield to pedestrians)	To the south on cycle track, none on current roadway facility.	
Landscaping, trees, enhancements to the natural landscape	None currently along roadway.	



August 22, 2016

Pamela Blackhorse  
RFFA Program Administration  
Metro  
600 NE Grand Avenue  
Portland, OR 97232

SUBJECT: RFFA Grant Application – Cornelius Pass Bicycle & Pedestrian Bridge

Dear Ms. Blackhorse:

The Hillsboro Parks & Recreation Department is pleased to partner with Washington County in the submission of a grant application under the Regional Flexible Fund Allocation (RFFA) Program. After consultation with Washington County and City of Hillsboro Transportation Planning staff, the proposed project has been strategically selected as the top priority for our area. As a result, the project partners are fully supportive of this collaborative effort to seek critical funding assistance to move this much needed, and overdo project forward in a very significant way. Funding assistance through the RFFA program will help us to complete the critical steps necessary to move this project to the construction ready stage.

As indicated in the grant application materials, the Cornelius Pass Bicycle and Pedestrian Bridge project is a top priority in providing a safe, convenient and easily negotiable bicycle and pedestrian connection for residents who live, work, shop, go to school and recreate on the north and south sides of Highway 26, in rapidly growing area of Hillsboro and Washington County. The current Cornelius Pass Road overpass to Highway 26 represents a significant challenge for bicycle and pedestrian traffic wishing to get from one side of Highway 26 to the other. The current design poses significant safety risks, which do not meet currently adopted standards and goals for active transportation. The project will seek to produce a safe and affordable bicycle and pedestrian bridge that will tie into the existing and future planned active transportation and trail improvements in this area, to facilitate safe and easy access to work, school, housing, transit, shopping, recreation and other important destinations in the area.

Hillsboro is now a community of over 100,000 and growing, with one of the most diverse populations in Oregon. The areas on either side of Highway 26 have seen significant growth in recent years and are poised to see substantially more residential and employment growth in the coming years. The development of the Cornelius Pass Bicycle and Pedestrian Bridge, identified in the Hillsboro Parks and Trails Master Plan as well as other communities' plans, will provide a critical link in our regions active transportation and trail systems. We appreciate the opportunity to apply for RFFA funding and thank you for your support and consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Dave Miletich', is written over a light blue horizontal line.

Dave Miletich, Director  
Hillsboro Parks & Recreation Department



600 NE Grand Ave.  
Portland, OR 97232-2736  
oregonmetro.gov

August 31, 2016

Regional Flexible Funds Grant Program  
Metro  
600 NE Grand Avenue  
Portland, OR 97232

**RE: Washington County's application for Cornelius Pass Bicycle and Pedestrian Bridge project**

Dear Grant Committee Members and Staff:

Metro Parks and Nature enthusiastically supports Washington County's application to the Regional Flexible Funds grant program for the Cornelius Pass Bicycle and Pedestrian Bridge project. The bridge is a critical link in the regional trail network envisioned in Metro's Parks and Nature System Plan, connecting several regional trails, including the 12-mile Rock Creek Trail and the future Crescent Park Trail.

This project is an important step toward implementing Metro's Regional Trails and Greenways Plan, which envisions a 15-mile north-south trail corridor from Helvetia to the Tualatin River. The corridor follows the former Oregon Electric Railway and the Bonneville Power Administration transmission corridor, connecting the Amberglen and Tanasbourne town centers to Orenco Wood Nature Park, Reedville and South Hillsboro.

If funded, the Cornelius Pass Bicycle and Pedestrian Bridge project would help achieve many of the Regional Flexible Funds program's desired outcomes. Filling this gap in the regional transportation system enhances overall access to transit, employment, schools and housing. It also provides a significant safety benefit by providing pedestrians and bicyclists a dedicated facility, usable year round, as an alternative to the high volume Cornelius Pass Road freeway interchange and overpass.

Metro Parks and Nature appreciates the opportunity to support Washington County's grant application that will advance our region's vision and goals, including economic prosperity, increased safety and public health, and reduced congestion and green house gas emissions.

Best,

A handwritten signature in black ink, appearing to read "Kathleen Brennan-Hunter".

Kathleen Brennan-Hunter  
Director, Parks and Nature



June 17, 2019

Metro  
Metro Regional Center  
600 NE Grand Avenue  
Portland, OR 97232-2736

Subject: Support for bike and pedestrian crossing of Hwy 26 at Cornelius Pass Rd.

To Whom It May Concern:

The Street Trust supports of the joint Washington County/City of Hillsboro Parks application for Regional Flexible Funds to plan a bicycle and pedestrian crossing of Highway 26 at Cornelius Pass Road.

Today, few north-south routes exist for any form of travel in Washington County. People biking and walking are particularly impacted, as they must cross high-speed on/off ramps and take their chances on busy high crash corridors such as 185th Avenue. This is why safe crossings of Highway 26 were identified as a top priority in our Blueprint for World-Class Bicycling.

This project will leverage significant investment in Cornelius Pass Road. A new two-way cyclo-track ends in a harrowing freeway interchange without a new bicycle/pedestrian crossing. An added benefit of this project will be a connection further north to the Rock Creek Trail, which provides access to many parks, neighborhoods, and PCC Sylvania.

Thank you for your consideration of this important project.

Sincerely,

Jillian Detweiler  
Executive Director



June 21, 2019

Dan Kaempff  
Metro  
600 NE Grand Avenue  
Portland, OR 97232

**RE: Washington County's Oregon Electric Railway Trail US 26 Overcrossing Regional Flexible Funds Grant Application**

Dear Dan Kaempff,

The Board of County Commissioners (Board) is pleased to submit this letter of support for Washington County's Regional Flexible Funds (RFFA) grant application. Washington County Department of Land Use & Transportation is seeking \$628,110 in RFFA funding for project development to design a bicycle and pedestrian bridge over US 26 just east of the Cornelius Pass Road Interchange. The Board took action at their June 18 regular meeting to authorize this application.

A grade separated crossing to the east of the interchange, along the alignment of the Oregon Electric Railway, would provide a safer and more comfortable crossing experience. The Washington County Coordinating Committee (WCCC), which consists of representatives from Washington County and the cities in Washington County, voted to commit \$71,890 in matching funds from the countywide Major Streets Transportation Improvement Program (MSTIP) Opportunity Fund for this project at their June 17 meeting.

The Board is encouraged this grant opportunity will get us a step closer to constructing a safe and seasonally reliable alternative to a challenging interchange area, improving access to jobs, schools and other key destinations for people of all ages and abilities.

I respectfully request that you give Washington County's application the fullest consideration.

Sincerely,

Kathryn Harrington  
Chair, Board of Commissioners

cc: Washington County Board of Commissioners  
Stephen Roberts, Interim Director of Land Use & Transportation