



CITY OF WHEELER

NOVEMBER MEETING MINUTES

November 2, 2023

Call to order

Commissioner Proctor called the meeting to order at 6:04 PM.

Administration

Roll call

Present onsite

Commissioners: Doug Proctor, Anna St. John

City Staff: Pax Broder

Guests:

Present via Zoom

Commissioners: Chantelle Hylton,

Guests: Kara Hall, TJ Fiorelli, Caroline Crisp

Planning Commission Minutes from October 5, 2023

Commissioner St. John **made a motion to approve the Minutes of October 5, 2023.**

Commissioner Proctor **seconded the motion. The motion was passed 3-0** (Yes: Proctor, Hylton, St. John; No: none).

Committee comments or public issues to be presented to the committee, other than agenda items

None

Presentations, guests and announcements

Kara Hall – Gave an overview of the Transportation System Plan for Wheeler. *The presentation is included in the Agenda Packet for this meeting.*

Commissioner Proctor mentioned that we have an additional road type he called “other collector” that doesn’t fit the definitions in the TSP of Arterial, Major Collector, Minor Collector, or Local Street. Ms. Hall stated that anything not a Major Arterial or Minor Collector can be identified as a local street. These provide access to the minor roads that can then get to US 101.

Caroline Crisp of ODOT stated that every city in Oregon gets an updated system plan every 20 years so they are somewhat rare. They have spent a good amount of funds on this plan and are eager to see it go forward. Their contract with Ms. Hall is about to end, and they’d like to see the adoption of the TSP go through before that.

The commissioners thanked the guests for the updated presentation and all the information they

supplied throughout this process.

Ms. Crisp asked what the next steps were. Ms. Hall mentioned that the Planning Commission can now vote to send the amendments of the Comprehensive Plan and adoption of the TSP to the City Council.

New business

None.

Unfinished business

Comprehensive Plan Update for TSP Adoption –

Commissioner Proctor mentioned that he combined some of the goals from the TSP when incorporating them into the Comprehensive Plan. He also mentioned that Commissioner St. John wrote a preamble that will be included before the goals.

Commissioner St. John asked that a copy of the Comprehensive Plan amendments be added to the minutes for this meeting.

Commissioner St. John **made a motion to recommend the adoption of the TSP and amendments to the Comprehensive Plan to the City Council.** Commissioner Proctor **seconded the motion. The motion was passed 3-0** (Yes: Proctor, Hylton, St John, No: none)

Pax gave a brief history of Wheeler’s last ordinance codification. He then gave an overview of what is contained in the Wheeler Code of Ordinances, Title IX, which includes Chapter 92 – Streets and Sidewalks. The commissioners requested copies of this chapter. *Pax emailed the Code of Ordinances to all commissioners the following morning.*

Continue review of Development Ordinance:

The Planning Commissions redlined/working version is included in the meeting packet.

Definitions

- (a) Arterial Street – adopted the definition from Title IX Chapter 92.
- (b) Minor Collector Steet – adopted the definition from the TSP.
- (c) Indirect Collector Street – added new definition.
- (d) Local Street – minor grammatical corrections, indicated these are called “minor” in Title IX.

At this point Joseph Kelley sent an email noting that he will have to step down from the Planning Commission as he is not able to provide the attention the position deserves.

Commissioner Hylton stated that we need to recruit!

- (e) Private Street – kept the definition from Walt as it matches the TSP definition.

- (f) Driveway – removed wording about additional units requiring conversion of driveway into private street or alley.

Section 4.02.01 – Purpose

- (B) – changed to implement TSP recommendations for future streets and upgrades.
- (C) – removed natural gas lines.
- (D) – added that this is to provide adequate passageway – including turn arounds as required – for emergency vehicles.

Section 4.02.02 – General Provisions

- (A) – will be removed entirely if the language ends up being duplicative.
- (B) – Minimum Right-of-Way Widths
 1. updated minimum right-of-way width table with numbers from Title IX, Chapter 92 and the TSP. Removed indication that widths listed are the minimum amounts for each lane and/or side. Removed indication that width listed is for a single lane. Added .png files linking to the TSP.
 2. replaced with an indication that street requirements will be governed by the requirements in Title IX, Chapter 92 or its successor.
 3. removed entirely.
- (C) – removed entirely.
- (D) – removed entirely.
- (E) – removed entirely.
- (F) – removed entirely.
- (G) – removed entirely.
- (H) – removed entirely.
- (I) – rewrote to indicate that public and private street addresses shall be assigned by the City Manager. All street names, public and private, shall be approved by the City Manager.
- (J) Private Streets
 1. indicated that design and improvements will be subject to the requirements of Title IX, Chapter 92 for local streets.
 3. removed entirely.
 4. Removed requirement for maintenance agreement of a private street to be recorded against the deed record of each parcel and placed on final partitioning plat.
- (K) – removed entirely.

Section 4.02.03 – Modification of Right-of-Way and Improvement Width – removed requirement to satisfy both of the following criteria:

- (A) – updated to include providing adequate vehicular access based on anticipated traffic volumes.
- (B) – removed entirely.

Section 4.02.04 – Construction Specifications – removed entirely.

Section 4.02.05 – Sidewalks – removed introductory line.

- (A) – removed entirely.
- (B) – changed City Engineer to Public Works Director.

- (C) – changed “shall” to “should.”
- (D) – removed entirely.
- (F) – removed entirely.

Pax indicated that the current ordinance states that property owners are responsible for repairs to sidewalks that abut their property.

Section 4.02.06 – Bikeways – added “Minor” collector streets. Removed requirement for developments adjoining bikeways to include provisions for connection and extension of bikeways through easements or right of ways.

Councilor Hylton mentioned that when there is a bicycle on Highway 101, drivers veer way out of the lane to get around them and it is a safety issue. Commissioner St. John mentioned that margins need to be wider. Commissioner Proctor mentioned that the other issue is all the rocks that get thrown into the margin and unfortunately we don’t have street sweepers.

Section 4.02.07 – Lots and Parcels Served by Private Streets or Easements – Relocated under “(J) Private Streets” above.

Section 4.02.08 – Traffic Impact Analysis – removed indication that the purpose of this subsection is to coordinate with roadway authorities and implement Section 660.012.00452(e) of the State Transportation Planning Rule.

- 2. changed to a TIA required by ODOT.
- 8. removed entirely.

Next meeting will likely include a new NBHD application for a clinic being built next to City Hall. If time allows, work will continue on the development ordinance review, section 4.

Adjournment

Commissioner St. John **made a motion to adjourn the meeting**. Commissioner Proctor **seconded** the motion. **The motion was passed 3-0** (Yes: Proctor, Hylton, St. John; No: none). Commissioner Proctor called the meeting to close at 8:02PM.

Dated: November 2, 2023

Doug Proctor, Chair

Pax Broder, City Manager

Recorder: Pax Broder

THE CITY OF WHEELER, OREGON COMPREHENSIVE PLAN
Statement of Goals and Policies

GOAL 12: TRANSPORTATION

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INTRODUCTION:

~~The State of Oregon does not currently have a transportation plan. Without a state level plan the needed repairs and maintenance of roads is not addressed comprehensively and therefore falls to each county and city. The expense of such upkeep and development are often cost prohibitive to the City. As a result, Wheeler should create its own plan to address the needs of the community. The Vision clearly prioritized improving public safety by providing off street bike and pedestrian trails and increasing an intercity trail system. These issues must be included in any long range planning the City undertakes to improve access to funding that is often limited and competitive.~~

~~GOAL: To provide and encourage a safe, convenient and economic transportation system. GOALS:~~

~~State requirements for transportation include providing and encouraging a safe, convenient and economic transportation system and requests that communities address the needs of the transportation disadvantaged. To address those requirements the City has adopted the Wheeler Vision Plan's priorities and the Nehalem Transportation System Plan (TSP) goals and priorities for transportation. The Vision Plan prioritizes improving public safety by providing off-street bike and pedestrian trails and increasing an intercity trail system. The Nehalem Transportation System Plan's goals include:~~

- ~~: Improve mobility, safety and accessibility for all travel modes~~
- ~~: Improve pedestrian and bicycle circulation and facilities~~
- ~~: Provide for improvements that can be implemented and comply with applicable standards~~

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POLICIES:

- ~~1. The City supports efforts to provide a broad range of transportation options for all users.~~
- ~~2. The City shall seek to maintain a multi modal transportation system plan to provide and strengthen safe and efficient transportation connections between the highway, the community, the downtown, and the waterfront.~~
- ~~3. The City shall provide clear standards for highway and street construction projects.~~
- ~~4. Street developments shall be designed consistent with city standards to create a minimal need for cutting and filling.~~
- ~~5. The City shall maintain a street master plan.~~

THE CITY OF WHEELER, OREGON COMPREHENSIVE PLAN
Statement of Goals and Policies

- ~~6. Where the City determines that street standards cannot be met, the City Council may approve an alternative design if appropriate support is provided by a site investigation report and engineering recommendations.~~
- ~~7. The City shall be notified prior to the installation of any underground utility in a City right-of-way. The City will require the property owner and / or their agent(s) authorized by the City to be responsible for the cost of improving or restoring the road consistent with City standards.~~
- 8.1. Additional access points to US Highway 101 shall be discouraged including those within new residential developments. Access to commercial uses should be provided by a consolidated

THE CITY OF WHEELER, OREGON COMPREHENSIVE PLAN
Statement of Goals and Policies

access point.

2. The City will support equitable access for underserved and vulnerable populations through compliance with The Americans with Disabilities Act (ADA) standards for new transportation infrastructure improvements and upgrades to existing infrastructure that does not meet ADA standards.
3. The City will support the development of planned regional bicycle and pedestrian trails, including the Salmonberry Trail and Tillamook County Water Trail.
4. The City will support streetscape improvements to improve the Waterfront and downtown areas, including - but not limited to - benches and bicycle racks, lighting and signage to enhance the pedestrian experience, and trees, landscaping and amenities along the street to create a sense of place.
5. Between the Nehalem Bay communities, Wheeler will support alternative travel modes that reduce vehicle travel between the cities, including- but not limited to - regional shuttle services or water taxis and prioritize improvements to pedestrian and bicycle facilities.
6. The City should prioritize enhancing pedestrian and bicycle crossings on US 101 that connect businesses and recreational destinations with neighborhoods.
7. The City will support improvements that increase visibility of transportation users in constrained areas, such as hills and blind curves.
8. The City will prioritize improvements that address known safety issues at locations with fatal or severe injury crashes, crashes involving bicyclists or pedestrians, and vehicles entering and exiting US 101.
9. The City will coordinate with ODOT to implement engineering and traffic calming strategies on US 101 to reduce vehicle speeds and that are consistent with ODOT's Highway Design Manual and other local and regional planning efforts.
10. The City should maintain transportation infrastructure so that facilities can withstand extreme weather events and aid in evacuation efforts.
11. The City will support improvements to traffic circulation and access for fire and emergency vehicles.
12. The City will prioritize cost-effective transportation improvements.

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9-13. The City will prioritize building out sidewalks and crossings in the commercial core to support safer connections for residents and visitors that want to access key destinations.

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