

W.7.a-

AGENDA COVER MEMO

DATE: June 26, 2006

TO: Lane County Board of Commissioners

DEPT.: Public Works/Engineering

PRESENTED BY: Sonny Chickering

AGENDA ITEM TITLE: Order/ In the Matter of Authorizing the County Administrator to Sign a FY 08-09 Bicycle and Pedestrian Grant Application to the Oregon Department of Transportation (ODOT) for Sidewalk Improvements on Hyacinth Street, between Irvington Drive and Calla Street, in the vicinity of Irving Elementary School.

I. REQUESTED MOTION

MOVE TO APPROVE AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN A FISCAL YEAR 08-09 BICYCLE AND PEDESTRIAN GRANT APPLICATION FOR SIDEWALK IMPROVEMENTS ON THE WEST SIDE OF HYACINTH STREET IN THE IRVING ELEMENTARY SCHOOL VICINTY.

II. ISSUE OR PROBLEM

Irving Elementary School is located on Hyacinth Street, an urban minor collector in Santa Clara. It has virtually no sidewalks on the west side of the street where the school is located. There are routine motor vehicle-pedestrian conflicts during school enter and exit periods.

ODOT provides an annual grant opportunity to fund bicycle-pedestrian projects. Public Works Engineering is requesting authorization to apply for an ODOT grant for Hyacinth Street sidewalk improvements on the west side of the street, between Irvington Drive to the north and Calla Street to the south. If funded the project will occur during the 2008-2009 fiscal year.

III. DISCUSSION

A. Background

Irving Elementary School, 3200 Hyacinth Street, in the Bethel School District, has an enrollment of approximately 450 students. The street is in an area of subdivisions built during the 1960's and 1970's when the County or City did not require sidewalks as part

of the development. The Principal of the school first contacted the County Public Works Traffic Engineer several years ago to explore whether sidewalks could be installed on the west side of Hyacinth in order to improve safety for school children walking to and from school.

While there have been no crashes involving pedestrians on this segment of Hyacinth since 1989, there are 16 motor vehicle crashes on record, the most recent occurring in 2003.

An ODOT grant program provides an opportunity to fund the sidewalk construction. The ODOT Bicycle and Pedestrian Program will distribute \$5 million in grant money for pedestrian and/or bicycle projects, for the Fiscal Year 2008-2009. ODOT estimates that approximately \$500,000 will be distributed per project. Special consideration will be given to projects that consider the needs of school children, as well as the elderly, disabled, transit users and other underserved populations. A ten percent match is required, which can consist of design and engineering or other soft match.

Attachment B is a summary and estimate of costs to add 6 feet wide sidewalks to the west side of Hyacinth. It represents a conservative estimate reflecting recent significant increases in the cost of road construction projects. Including a 25% contingency, project costs are estimated at \$355,700.

Attachment C is a map of the street showing the location of the school. Attachment D includes pictures taken in May 2006 during a time when children are traveling to school. The pictures demonstrate that pedestrians are forced to walk around parked motor vehicles into the street.

The School Principal attempted to contact each of 24 property owners on the west side of Hyacinth Street where construction would take place to determine if there would be support for the project. He asked, would you support sidewalk improvements if they were:

- entirely funded by a grant?
- partially funded by a grant and partially assessed?
- entirely funded by an assessment?

The table below shows the results of the survey (the school is represented in the survey, responding "yes" to all scenarios).

	Owner is Resident				Absentee Owner (Rental)				Totals
	Y	N	D	U	Y	N	D	U	
All grant	10	2		1	3			8	24
Partial grant/ assessment	1	5	6	1			3	8	24
All assessment	1	5	5	2			3	8	24

Y = yes, would support improvements
D = depends on cost

N = no, would not support improvements
U = unknown (no answer, or unable to contact)

The school also distributed a petition among school parents requesting signatures from those who support the sidewalk project. It was signed by 88 residents in approximately 75 households (Attachment E).

Attachment F is a letter of support from the City of Eugene Traffic Engineer. The City's Bicycle and Pedestrian Program Coordinator also stated his support for the project.

B. Analysis

The location of Irving Elementary School on Hyacinth Street attracts school aged pedestrian traffic, and safety is compromised by the lack of sidewalks. Due to other Capital Improvement Program priorities and increasingly limited Road Fund monies, it is unlikely that sidewalks will be constructed on the street in the foreseeable future without the grant funding.

Assessor's map and subdivision plat information indicate the street includes a 60' right-of-way width with the exception of the school's frontage, where right-of-way would need to be acquired. The existing travel surface of the 2/3 mile long road is 26 to 36 feet wide.

The road is an urban road because it is inside the urban growth boundary (by Lane Code definition in Chapter 15.010(35)(xi)). Its functional classification is minor collector. Lane Code urban minor collector standards would allow 6 feet wide, curb side sidewalks, or 5 feet wide sidewalks with a planting strip. The estimate provided above in Section III.A. is for 6 feet curb side sidewalks.

The existing right-of-way width appears adequate to allow construction of 6 feet sidewalks without the need to acquire right-of-way with the exception of at the school property, and possibly, at intersections for chair ramps. Public Works would anticipate requesting the school to donate the right-of-way necessary along their frontage.

The project would also involve extending the length of a culvert toward the south end of the street. There may also be driveway slopes that need to be matched in order for the sidewalk to meet Americans with Disability Act (ADA) requirements, and possible revisions to locations of street lights.

Today Public Works asks for authorization only to apply for the grant. If the grant is successful, an assessment waiver will be requested for reasons provided below, and staff wants to give the Board an opportunity to react before deciding on whether to authorize the grant application.

The Home Rule Charter, Section 9(2) provides that:

(2) To the extent that the board of county commissioners finds that a public improvement specially benefits property in the vicinity of the improvement, the cost of the improvement shall be defrayed by special assessments levied on the property, and **to the extent that the board finds that a public improvement is of benefit to the county generally** [emphasis added], the cost of the improvement may be defrayed by revenue derived from other sources.

If the authorization is granted, and the grant is successful, Public Works will likely return with a proposal that the Board find the improvements to be of benefit to the County generally, pursuant to Section 9(2) of the Home Rule Charter, due to the significant increase in safety that would be afforded to elementary school children and other pedestrians in the vicinity of the school. Based upon that finding, the Board could allow

approval of at least that portion of the project that is funded by the grant to be satisfied by revenues other than assessments.

Based upon property owner survey results, support for the project seems positive as long as there is no assessment. Support decreases with a partial or full assessment. Since it appears likely that a number of property owners would oppose the project if there is any assessment, if the grant is successful, staff will also come back to the Board with a request to allow a waiver of assessments for that portion of project costs not paid by the grant, and instead allow this balance, estimated at approximately \$35,570, to be paid out of the Road Fund.

The provisions in the *Administrative Procedures Manual, Chapter 1, Section 2A, Issue 1 (2/11/02) Section IV. Procedures*, subsections A. and B., are shown below in *italics* and then addressed. Attachment G to the Cover Memo provides documentation.

A. When to request approval and acceptance of grants in one agenda packet.

Staff from departments desiring to apply for grants may submit the proposal and also request approval to accept the grant with one action of the Commissioners unless the following circumstances apply:

- 1. if the initial proposal was still in development at the time of the board order, and did not include specific workplan/budget or complete answers to all of the agenda packet questions; or*
- 2. if the final award requires an increase in the funds required of the county; or*
- 3. if the final grant award amount is less than what was proposed in the board action, or*
- 4. if the final award contains different conditions than originally approved by the Board which the County Administrator determines should be approved by the Board.*

Response: The budget for the project is in Attachment B. The grant proposal will use this estimate as the project budget. As noted in Attachment A, proposed Order, the County would be authorized to commit 10% of this amount. If there is any significant deviation from the budget amount or amount of the 10% match as a result of the amount of money actually granted, Public Works will return to the Board for direction. Also, Public Works will be required by the Board Order in Attachment A to return to the Board to request direction on the assessment issue. Complete answers to all agenda packet questions required by the APM are below.

B. Agenda Cover Memo

When an item relates to approval of a grant or any project or proposal with limited duration funding, the following questions will be addressed in the Agenda Cover Memo, under Section B. Analysis.

- 1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?*

A 10% match is required. The match can be a "soft match", such as engineering and design work. Public Works proposes paying the soft match, with the issue of how it will be paid to be brought back to the Board if the grant is successful.

2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?

As noted a ten percent match is required.

3. Will the grant funds be fully expended before county funds need to be spent?

No. If approved and the County expends 10%, it is proposed that the expenditure be on engineering and design costs.

4. How will the administrative work of the grant be covered if the grant funds don't cover it?

Administrative work includes work leading up to preparation of the Board packet. These costs are covered by the Public Works budget. Any follow-up reporting to ODOT is anticipated to require minimal additional staff time, because if the grant is successful, the project will be implemented as a Capital Improvement Program project and administrative procedures for the CIP are already in place.

5. Have grant stakeholders been informed of the grant sunset policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.

Yes. The grant states that construction should occur during the 2008-2009 Fiscal Year and that work should be completed by October 2009.

6. What accounting, auditing and evaluation obligations are imposed by the grant conditions?

It is anticipated that if the grant is successful, an Intergovernmental Agreement between Lane County and ODOT will need to be executed that will specify any auditing and evaluation obligations. The proposed Board Order authorizes execution of an IGA provided other requirements of the Board Order are met.

7. How will the department cover the accounting, auditing and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by support service departments?

Since the nature of the grant is to fund a capital project whose construction will demonstrate successful implementation of the grant, it is anticipated that any auditing or evaluation requirements will be relatively simple to document. Such requirements are anticipated to include documentation of actual cost and that the project was actually constructed.

8. Are there any restrictions against applying the county full cost indirect charge?

There are no such restrictions specified. Also, the bulk of costs are for construction related labor, and construction would be bid to a private contractor.

9. Are there unique or unusual conditions that trigger additional county work effort, or liability, i.e., maintenance of[or?] effort requirements or supplanting prohibitions or indemnity obligations?

Potential conditions that may trigger additional county work effort involve acquisition of right-of-way for chair ramps, placement of a longer culvert at the south end of the street, potential relocation of street lights, and matching of driveway grades, as discussed earlier in Section B. The cost estimate includes a 25% contingency and accounts for these potential costs.

10. Grants involving technology issues require Information Services department review and approval prior to submission to the Board to ensure compatibility with existing county systems and development tools.

There are no unresolved technology issues.

11. Information Services department sign-off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure.

This is not applicable.

*12. If this is a grant funded computer/software applications project,
a. who is the project sponsor? Who will assume responsibility for the new system after it is developed?
b. who will actually develop the new system/application?
c. what will happen to the software application/system after the grant funding has ended?
d. who will pay for ongoing maintenance and staff costs, if any?*

This is not applicable.

C. Alternatives/Options

1. Authorize the grant application.
2. Do not authorize the application.

D. Recommendations

Option 1

E. Timing

Grant applications are due by July 28, 2006. Project selection will occur by January 2007. Projects must be ready for construction by June 2008 and should be finished by October 2009. If successful in obtaining the grant, PW Engineering will add the project to the Capital Improvement Program for that period.

IV. IMPLEMENTATION/FOLLOW-UP

If authorized, the next step will be for staff to complete the grant application and obtain the County Administrator's signature. If the grant is successful, staff will return with details about funding and project costs to ask for a decision regarding a 100% assessment waiver.

V. ATTACHMENTS

- A. Proposed Board Order
- B. Engineering and Design Construction Summary and Cost Estimate
- C. Map showing Hyacinth Street and adjacent residential lots
- D. Pictures taken during school time along Hyacinth Street
- E. Parent petition
- F. Letter of Support from City of Eugene Traffic Engineer
- G. Copy of grant application materials

IN THE BOARD OF COMMISSIONERS OF LANE COUNTY
STATE OF OREGON

ORDER NO.

) In the Matter of Authorizing the County Administrator to Sign
) a FY 08-09 Bicycle and Pedestrian Grant Application to the
) Oregon Department of Transportation (ODOT)
) for Sidewalk Improvements on Hyacinth Street,
) between Irvington Drive and Calla Street, in the
) vicinity of Irving Elementary School.

WHEREAS, ODOT has invited applications for bike/ped grants due July 28, 2006 with a suggested maximum amount per project request of \$500,000; and

WHEREAS, Irving Elementary School on Hyacinth Street attracts school aged and other pedestrians and is a known area of motor vehicle-pedestrian conflicts; and

WHEREAS, the ODOT grant gives special consideration to projects that serve, among others, school children; and

WHEREAS, the elementary school has requested that sidewalks be installed on the west side of Hyacinth Street, from Irvington Drive to Calla Street, a distance of approximately .66 miles, and has demonstrated that sidewalk improvements are supported by many school parents and tentatively supported by a majority of adjacent property owners; and

WHEREAS, the street appears to have adequate right-of-way with the exception of possible corner cuts necessary for sidewalk ramps, and the school frontage, where it is anticipated that needed right-of-way would be dedicated by the school district; and

WHEREAS, Lane County staff prepared a preliminary cost estimate of \$355,700 for the cost of sidewalk installation, driveway reconnection, and engineering services; **NOW THEREFORE, BE IT**

ORDERED, that the county administrator be authorized to sign a bike/ped grant application which will request approximately \$355,700 in grant funds, committing Lane County to providing a 10% local match; and

ORDERED, if the grant is approved, the county administrator be authorized to sign an intergovernmental agreement with ODOT to proceed with the project and be reimbursed through the grant program; and

ORDERED, that if the grant is approved, Public Works staff will return to the Board of Commissioners with specific information about the grant and project to determine how assessments will be dealt with under Lane County Home Rule Charter Section 9(2).

DATED this _____ day of July, 2006

APPROVED AS TO FORM

Date 6-30-06 Lane County

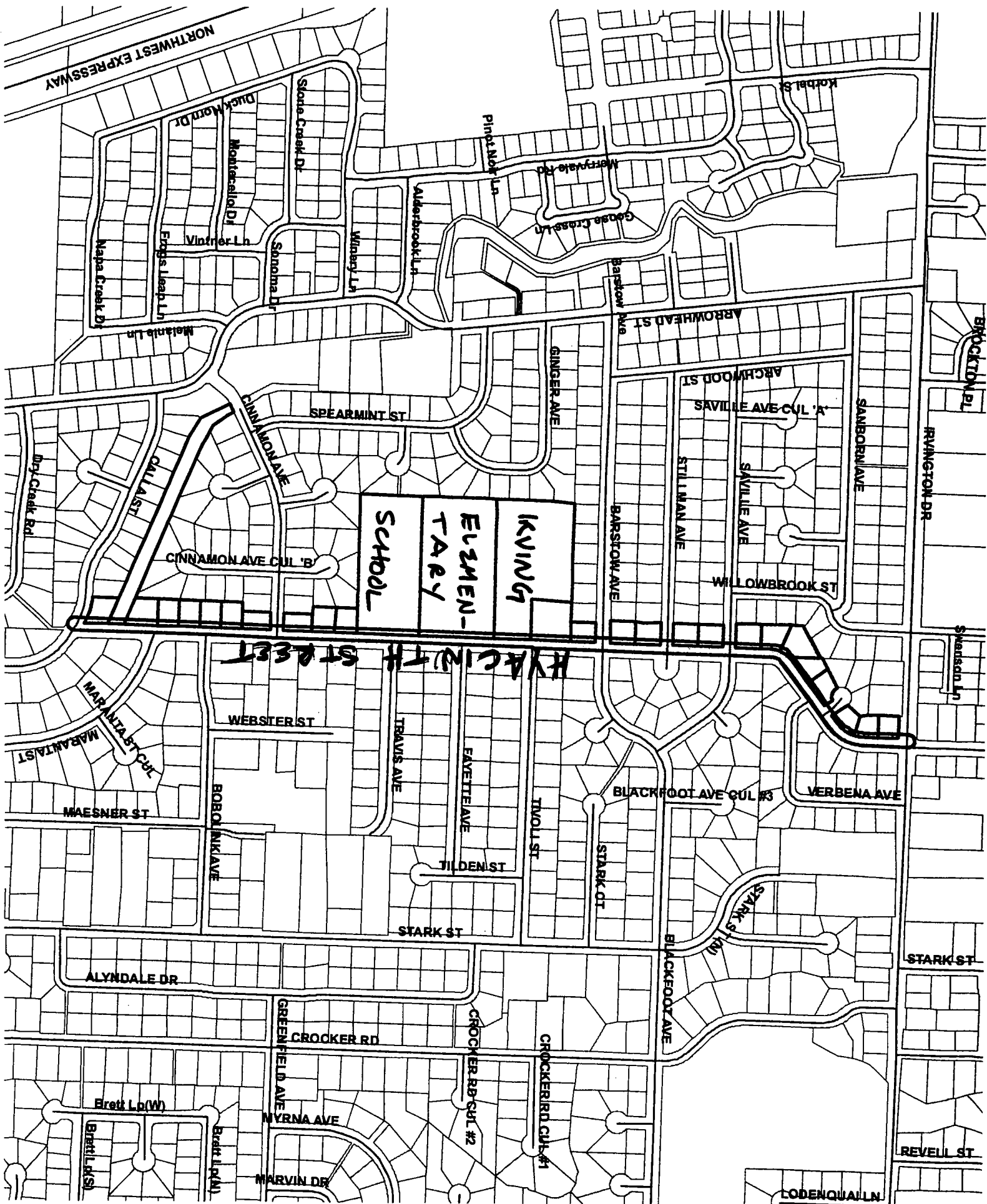

OFFICE OF LEGAL COUNSEL

Bill Dwyer, Chair
Lane County Board of Commissioners

Attachment B

**Hyacinth Street-Add 6' Sidewalk West Side
Calla St. to Irvington Dr.
SUMMARY AND ESTIMATE**

STANDARD SPEC. NO.	ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	COST
		TOTAL LENGTH OF PROJECT	Feet	3190		
		MOBILIZATION AND TRAFFIC CONTROL				
00210	1	Mobilization	Lump Sum	1	\$ 20,000.00	\$ 20,000.00
00225	2	Temporary Protection And Direction Of Traffic	Lump Sum	1	\$ 8,000.00	\$ 8,000.00
00225	3	Temporary Signs	Sq. Ft.	130	\$ 15.00	\$ 1,950.00
00225	4	Temporary Barricades	Each	5	\$ 100.00	\$ 500.00
00225	5	Temporary Plastic Drums	Each	20	\$ 50.00	\$ 1,000.00
00225	6	Flaggers	Hour	200	\$ 32.00	\$ 6,400.00
00280	7	Erosion Control	Lump Sum	1	\$ 2,000.00	\$ 2,000.00
		ROADWORK				
00310	8	Removal Of Structures And Obstructions	Lump Sum	1	\$ 10,000.00	\$ 10,000.00
00320	9	Clearing And Grubbing (0.57 Acre)	Lump Sum	1	\$ 10,000.00	\$ 10,000.00
00330	10	General Excavation	Cu. Yd.	700	\$ 20.00	\$ 14,000.00
		DRAINAGE AND SEWERS				
00445	11	30 Inch Culvert Pipe, 5 Foot Depth	Lin. Ft.	15	\$ 100.00	\$ 1,500.00
		WEARING SURFACES				
00749	12	Extra For Asphalt Approaches	Each	8	\$ 350.00	\$ 2,800.00
00759	13	Concrete Curb And Gutter	Lin. Ft.	850	\$ 20.00	\$ 17,000.00
00759	14	6 Inch Concrete Driveways	Sq. Yd.	900	\$ 40.00	\$ 36,000.00
00759	15	Concrete Walks	Sq. Yd.	1515	\$ 25.00	\$ 37,875.00
		RIGHT-OF-WAY DEVELOPMENT AND CONTROL				
01010	16	Topsoil	Cu. Yd.	45	\$ 30.00	\$ 1,350.00
01030	17	Seeded Lawn	Lump Sum	1	\$ 10,000.00	\$ 10,000.00
--	18	Keystone Walls Behind Future Sidewalk	Lump Sum	1	\$ 20,000.00	\$ 20,000.00
					SubTotal	\$ 200,375.00
					25% Contingency	\$ 50,093.75
					Const. SubTotal	\$ 250,468.75
					25% Preliminary Engineering	\$ 62,617.19
					15% Construction Engineering	\$ 37,570.31
					plus/minus Right-Of-Way Cost	\$ 5,043.75
					Total Estimated Project Cost	\$ 355,700.00



Attachment C
N

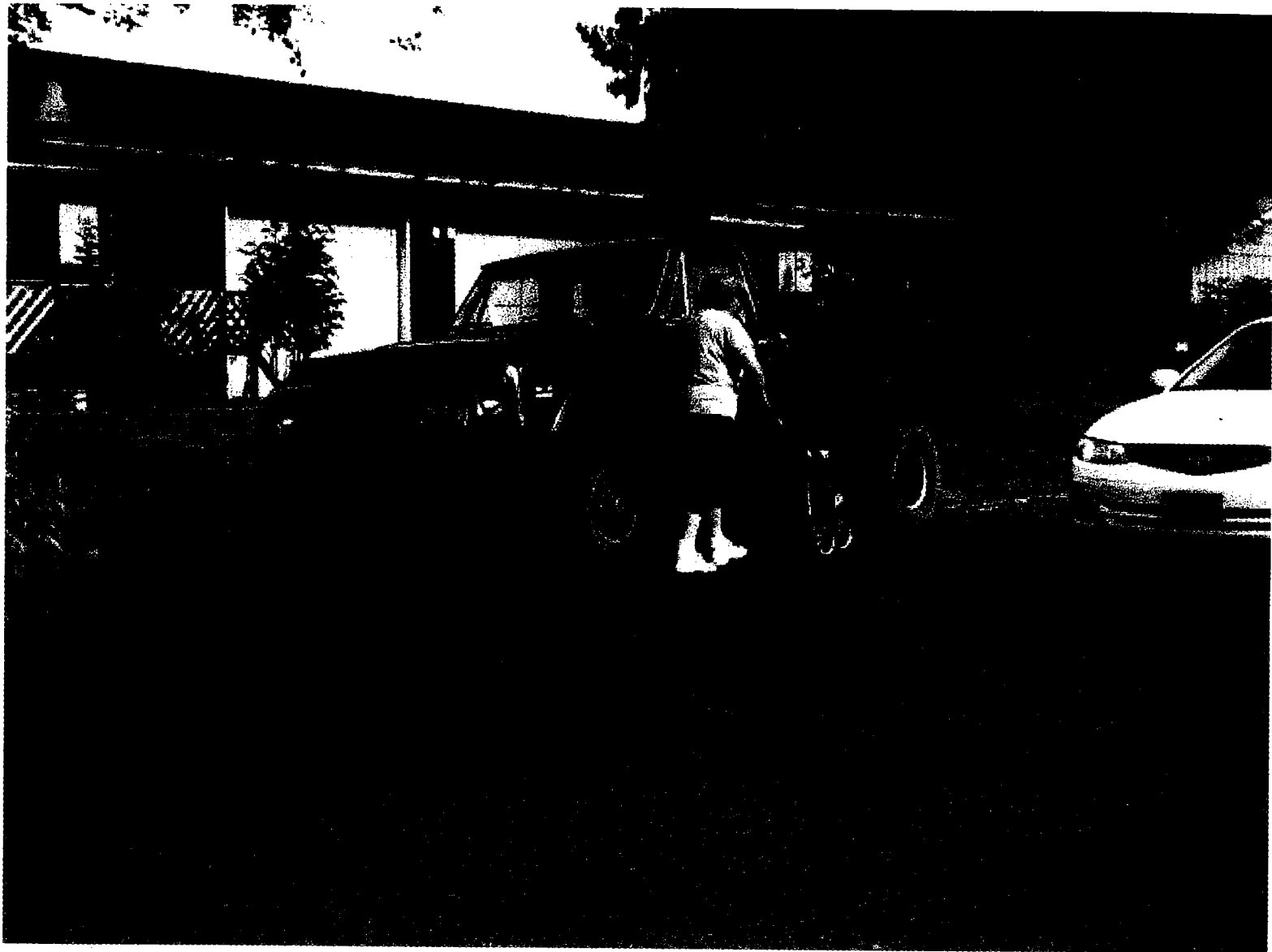
Attachment D
1 of 5



Attachment D
2 of 5



Attachment D
3 of 5



Attachment D
4 of 5



Attachment D
5 of 5



IN AN EFFORT TO INCREASE STUDENT SAFETY, A PROJECT IS IN THE PLANNING STAGES, THAT WOULD BUILD A SIDEWALK ON THE WEST SIDE OF HYACINTH STREET THAT BEGINS AT CALLA STREET AND RUNS THE ENTIRE LENGTH TO IRVINGTON. IF YOU ARE IN SUPPORT OF THIS IDEA, PLEASE SIGN BELOW.

NAME	ADDRESS	TELEPHONE
JANA RICHCREEK	3509 ARROWHEAD ST	463-9727
Brian Richcreek	3509 ARROWHEAD ST	463-9727
Dr. K. Melville Diane Johnson-Melville	3092 Arrowhead St	607-6876
Jon Melville	3092 Arrowhead St	607-6876
Shelly Trent	478 847 Blackfoot Av	689-6439
Ken Trent	847 Blackfoot Ave	689-6439
Darlene A. Cooley	1281 Frogs Leap Ln.	461-5603
Charna Cline	2672 Edgewood Dr. #5	4689-5812

Attachment E
1056

IN AN EFFORT TO INCREASE STUDENT SAFETY, A PROJECT IS IN THE PLANNING STAGES, THAT WOULD BUILD A SIDEWALK ON THE WEST SIDE OF HYACINTH STREET THAT BEGINS AT CALLA STREET AND RUNS THE ENTIRE LENGTH TO IRVINGTON. IF YOU ARE IN SUPPORT OF THIS IDEA, PLEASE SIGN BELOW.

NAME	ADDRESS	TELEPHONE
Jennifer Highfill	3298 Arrowhead	607-9254
Brian Bullard	1115 Ginger Ave	463-9922
Laurel Stiller	2927 Dry Creek Rd	688-4314
Zach Hermens	1010 Stillman	461-1969
Rodney Hayes		606-3616
VANESSA Hayes	Cochran Rd Eugene	606-3616
Tonya Deffenbacher	4586 Souza Ct. Eugene	688-1167
Shirley Ann Sutt	4198 Zarraster Drive Eugene, OR	461-3717
John Landry	3540 Verbena Dr Eugene	688-6315
Debra Carter	3149 Spearmint St. Eugene	914-7027
Steve Mober	3020 CALLA ST OR	688-0568
Carol Wells	1139 Sanborn Ave.	689-2998
Julie Stricker	3226 Merryvale Rd. Eug.	688-6305
W. L. Lamm	873 BLACKHAT AVE Eug.	688-9076
K. Sander	5301 Lynnbrook	461-6990
TOOD STRICKER	3226 MERRYVALE RD Eug.	688-6305

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NAME	ADDRESS	TELEPHONE
Kim Hutchison	1128 Tyson Ln. Eugene, OR ⁹⁷⁴⁰⁴	541-689-0243
Brian Hoitt	1080 Broderick Ave, Eugene, OR	541-968 3599
John St. Sauver	3294 Spearmin St. Eug. OR	689-9972
Jason Young	1012 Cinnamon Ave Eugene, OR	463-0499
Ann Stables	28800 Koller Rd. Eugene	606-366
Michael Thill	4547 50th St Eugene	461-3283
Scott Nelson	4140 Berrywood Dr	607-0222
Joe Anderson	955 Saville Eugene OR ⁹⁷⁴⁰⁴	639-5210
Monica Little	4150 Berrywood Dr. Eugene ⁹⁷⁴⁰⁴	607-5626
Mike Jensen	3005 Calla St Eugene OR ⁹⁷⁴⁰⁴	461-1831
Ally Carman	3153 Admiral Eug. OR ⁹⁷⁴⁰⁴	461-6874
Susan Williams	1291 Stone Creek Dr. Eugene OR ⁹⁷⁴⁰⁴	607-3426
Carla Droth	3833 Dorchester Ln Eugene ⁹⁷⁴⁰⁴	461-9615
Jill Scheidell	902 Fayette Ave. Eugene ⁹⁷⁴⁰⁴	688-8936
Bob Mofson	3637 Hyacinth St., Eugene ⁹⁷⁴⁰⁴	461-0231
Carrie Morten	3637 Hyacinth St	461-0231

Attachment E
3 of 6

IN AN EFFORT TO INCREASE STUDENT SAFETY, A PROJECT IS IN THE PLANNING STAGES, THAT WOULD BUILD A SIDEWALK ON THE WEST SIDE OF HYACINTH STREET THAT BEGINS AT CALLA STREET AND RUNS THE ENTIRE LENGTH TO IRVINGTON. IF YOU ARE IN SUPPORT OF THIS IDEA, PLEASE SIGN BELOW.

NAME	ADDRESS	TELEPHONE
Krista Harrison	518 Sweetwater Ln 97404	461-7020
Chris Slaven	1040 Bobolink ave	279-8619
Jensen Williams	1129 Serena Wy E/097404	607-6513
Denise Prewett	3530 Hyacinth Ct 97404	689-7251
Grace Hoover	1925 HANCOCK DR 97404	463-7975
Emily Johnson	1012 Cinnamon Ave. 97404	463-0499
Emily Swanson	873 Blackfoot AV 97404	688-9076
Valley Chasia	1540 TART St. Eugene 97403	807-0131
Mary Spearman	1109 Ginger Ave Eug 97404	689-3165
Steve Simms		
Jennifer Adell	4055 Ellystone Pl Eug 97404	461-1702
Dandie Luntz	3422 Coldberry Lane 97404	741-6293
Kendra Lewis	1208 N. Park Ave Eug. 97404	606-3200
Mary Herman	2759 Kismet Eug 97405	302-9657
Laurie Sawyer	3296 SpearminA	689-9972
Kristi Peterson	4161 Sabrena Ave Eugene 97404	688-6519

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NAME	ADDRESS	TELEPHONE
Vonda NicholSEN	1430 Napa Valley Lane	689-8521
Julie Nelson	4170 Berrywood Dr	607-0222
Dana Wilson	570 Bashnell	461-6172
Pat Stewart	225 Sunnyside	461-3554
B. Haller	1287 Hill Dr. Eugene	461-0533
Liz Chambers	1453 Heitzman Way	689-4521
Sue Simons	3790 Dorchester Lane	688-6338
Darla Humbert	997 Travis Ave	461-0371
Tance Brown	3124 Duck Horn	688-8842
Bucky Whitehead	4275 Hyacinth St	607-0015
Debbie Dotson	3005 Calla St	461-1831
Emily Locke	105 Daniel Dr. Eugene 97404	463-91630
Susan Wilson	960 Impala Ave Eugene 97404	689-4526
Tami	1129 Spruce Way Eugene 97404	607-6513
Sadie Nelson	1325 Hill Dr Eugene 97404	302-3350
Tami Michelle Blanco	3325 Merryvale Rd Eugene 97404	688-3275

Attachment E
5 of 6

IN AN EFFORT TO INCREASE STUDENT SAFETY, A PROJECT IS IN THE PLANNING STAGES, THAT WOULD BUILD A SIDEWALK ON THE WEST SIDE OF HYACINTH STREET THAT BEGINS AT CALLA STREET AND RUNS THE ENTIRE LENGTH TO IRVINGTON. IF YOU ARE IN SUPPORT OF THIS IDEA, PLEASE SIGN BELOW.

NAME	ADDRESS	TELEPHONE
Brian Richebeck	3509 Arrowhead St	463-9727
Kene Stinson	1850 Labona Dr	607-9079
Jeff Stinson	1850 Labona Dr.	609-9079
Tristy DuFaul	1286 Stone Creek Dr	556-3313
Barbra Bergman	3996 Hyacinth	607-9305
Michelle Ashenfelter	2822 Maranta St	461-1169
ANNETTE JOHANESSEN	3035 ARROWHEAD ST	461-2192
CONNIE ANDERSON	955 SAVILLE AVE	689-5210
ROBYN HAMACHER	4269 HYACINTH ST	434-1144
Mike Goddard	2871 Dry Creek Rd	689-5793
Tracy Hoover	1925 HANCOCK DR	463-7975
Charles Delong	4094 Forrington	607-1058
Teresa Delong	" "	" "
Kerry B Holmes	1970 Anthony Wy	607-1943
Sam Jafa	575 Cottonwood Pl	689-4311
Susan Wilson	960 Impala Ave Eng	689-4526



**Public Works
Maintenance Division**

June 20, 2006

Edward Chastain
Traffic Engineer, Lane County Public Works
3040 N. Delta Highway, Eugene, OR 97408-1696

City of Eugene
1820 Roosevelt Boulevard
Eugene, Oregon 97402
(541) 682-4800
(541) 682-4882 FAX
www.eugene-or.gov

SUBJECT: GRANT APPLICATION, SIDEWALK ON HYACINTH STREET

I would like to express my support for completion of the sidewalk network on the west side of Hyacinth Street from Calla to Irvington. Sidewalks form an important portion of the urban transportation network by providing a safe place for pedestrians and are required by current city street standards. The proximity to Irving School makes this sidewalk even more important for children walking to school.

Hyacinth is a County owned and maintained facility in a developed and built up neighborhood within the urban growth boundary. In most cases new sidewalks on city streets are the responsibility of the adjacent property owner and are installed with the building permit. Infill of sidewalk gaps is difficult. If sidewalks are not included on this project, future opportunities to construct them will be rare. The construction of sidewalks to urban standards now will resolve some of our future problems with sidewalk gaps.

If you have any questions please e-mail me at tom.c.larsen@ci.eugene.or.us or call me at (541) 682-4959.

Thomas C. Larsen
City Traffic Engineer



Oregon

Theodore R. Kulongoski, Governor

Attachment 6
1 of 8

Department of Transportation
Bicycle & Pedestrian Program
355 Capitol Street NE
Room 222 Transportation Building
Salem, OR 97301-3871
Telephone (503) 986-3555
FAX (503) 986-3749

DATE: April 11, 2006

TO: OREGON CITIES AND COUNTIES

FROM: Michael Ronkin
Bicycle and Pedestrian Program Manager

SUBJECT: Application for Pedestrian and Bicycle Grants

The Oregon Bicycle and Pedestrian Program has funding available for pedestrian and/or bicycle projects for Fiscal Years 2008/2009. The total amount available is \$5,000,000. We expect the process to be very competitive; about one out of five projects typically gets funded. All the material needed to apply is available online at <http://www.odot.state.or.us/techserv/bikewalk/funding.htm>. These include instructions, the application form, and the signature page. We've also included scoring criteria, sample applications, sample maps and other information that will help you submit a good application. Please contact our office if you have questions about your project's eligibility.

Please read the following information carefully before applying; make sure whoever fills out the application reads this information and the instructions included with the application form.

General provisions:

1. Only one application per city or county will be accepted; cities with population over 200,000 may submit one pedestrian and one bicycle project.
2. Jurisdictions with a current grant must have completed their project before applying for a new grant.
3. Projects must be situated within the public right-of-way of a state highway, county road or local street. Minor right-of-way purchasing for widening is allowable.
4. There must be support for the project from local elected officials; someone with budget authority must sign the appropriate box in the signature page.
5. There is no maximum grant amount per project; however, funds are limited and few projects over \$500,000 will be funded.
6. There is a minimum 10% match required. A voluntary match over 10% will be accepted and will count in scoring. A soft match (e.g. engineering and design) can be considered as match.

Project information:

1. Eligible projects include sidewalk infill, pedestrian crossings, intersection improvements, streetscapes, bike boulevards, and minor roadway widening for bikeways. Projects may include landscaping, lighting, bicycle parking and other features than enhance walking and bicycling.
2. Projects that include substantial automobile capacity improvements **are not eligible**.
3. Projects that include walkways and bikeways as part of road construction or reconstruction are **not eligible**, as walkways and bikeways must already be provided on these projects by law (ORS 366.514);
 - However, projects that add walkways or bikeways to road resurfacing or other maintenance projects are **encouraged**, as efficiencies and cost savings can be gained with this approach.
4. If your proposal adds sidewalks to a state highway, check with the local ODOT District office to see if another project is scheduled there, as sidewalks may be eligible for other ODOT funding sources.

5. Environmental impacts should be minimal, or have been resolved prior to applying.
6. Design standards count heavily in project scoring. 5' curbside sidewalks or projects that do not adequately address a pedestrian and/or bicyclist problem do not fare well in the competitive process.
7. Special consideration will be given to projects that:
 - Consider the needs of school children, the elderly, the disabled, transit users and others not well served by the current transportation system;
 - Show innovation in design; or
 - Add substantively to the "quality of experience" of non-motorized transportation users.
8. Please refer to the scoring criteria ODOT uses for technical screening to understand the factors ODOT and the Oregon Bicycle and Pedestrian Advisory Committee will consider in project selection. The scoring criteria are available online.

Timeline:

1. **All Applications are due back in this office by 5 p.m. July 28, 2006.**
2. Projects on state highways must be pre-approved by local ODOT staff before submission; **applications must first be turned into the local ODOT District Office by June 30, 2006** to give ODOT staff time to review or suggest modifications to your proposal and reply to you before the July 28 deadline.
3. Final project selection will be made by OBPAC in the fall; applicants will be notified by January 2007.
4. If your project is selected:
 - The first half of the requested funding will be available July 1 2007.
 - Projects must be ready for construction by June 2008.
 - It is the applicant's responsibility to develop construction plans, advertise for bids, hire a contractor, administer the project and inspect the work.
 - Projects should be completed by October 2009.

To obtain an electronic application:

The application form has changed. You must submit your application on the current form. Download it at <http://www.odot.state.or.us/techserv/bikewalk/funding.htm>; download all 3 forms:

1. The instructions;
2. The application form; and
3. The signature page.

If you have trouble downloading the forms, we will email them to you (anushka.c.coskan@odot.state.or.us). The application form is designed to be downloaded then filled in on your computer, then printed and mailed to us. **We will reject applications that do not follow the directions or that are not submitted on the form.** Please contact our office well before the deadline if you need help filling out the application.

Letters of endorsement will not be accepted. You may, however, submit a one-page cover letter and describe any outstanding features or circumstances you feel cannot be adequately conveyed in the application form. The letter must be typed in 12pt. font size (minimum). An outside party may submit the letter. Clarity and brevity will help reviewers better understand your project.

cc: ODOT District, Area & Region Managers & ODOT Planners
League of Oregon Cities
Association of Oregon Counties
DLCD TGM Program
ACTS Oregon
Local COG's & MPO's
Governor's Economic Revitalization Team
Oregon Downtown Development Association

APPLICATION FOR ODOT PEDESTRIAN OR BICYCLE IMPROVEMENT GRANTS FY 2008-2009

Applicant Information:

Organization Name: Date:

City and/or county:
(Project Location)

Contact Person Name and Title:

Address:

Email: Phone:

ODOT Region: District:

1. **Type of project:** Sidewalks ☐ Bike Lane Striping ☐ Shoulder Widening ☐ Streetscape ☐
Intersection Improvement ☐ Pedestrian Crossing Improvement ☐ Other ☐

Check all that apply. If Intersection or Pedestrian Crossing Improvement, or other please describe:

2. **Name of street, road or highway project is located on:**

Indicate whether it is a state highway or a local facility, or both in case of an intersection improvement

Cross street or other reference point: begin: end:
(Include milepost if on state hwy)

Length in feet, where applicable: Side of street (Both, N, S, E, W, etc.):

3. a. **Estimated total project cost, including engineering & local match:**

\$

b. State's share (Grant amount you are seeking):

\$

c. Local share (If soft match, describe):

\$

d. Other funding source: (Describe)

\$

4. **Can the project be divided into two phases?** If it can, please indicate the two sections, costs and your priority for completion. This may affect project selection if there is insufficient funding for your entire project as submitted:

5. **Briefly define the problem and describe the proposed solution. Include the following information:**

- Describe the need, the current conditions and how the project will improve the situation.
- Does the project fill in missing gaps or provide connectivity to other facilities?

Note: see instructions for drawings
& map requirements

6. Is the project included in a local, adopted Transportation System or Capital Improvement Plan? Y ☐ N ☐

Please identify:

If not, has the need been identified elsewhere? Y ☐ N ☐

Where?

7. Have local elected officials formally expressed support for this project? * Y ☐ N ☐

a. Are there currently accesses, driveways, or on street parking within the project limits? Y ☐ N ☐

b. If so, have local elected officials indicated support for any proposed changes? * Y ☐ N ☐

c. Are you prepared to hold public hearings, if required? Y ☐ N ☐

* Please fill in appropriate box on signature page

8. Does the proposed facility lie within road or street rights-of-way? Y ☐ N ☐

Projects in parks or abandoned railway lines are not eligible.

Will extra right-of-way need to be purchased? Y ☐ N ☐

9. Does an agency other than the applicant have jurisdiction over the right-of-way? Y ☐ N ☐

If yes, who?

a. Do they concur with your project request? Please fill in appropriate box on signature page Y ☐ N ☐

b. Will they agree to maintain the facility (including landscaping)? Y ☐ N ☐

Please fill in appropriate box on signature page

10. Is the proposed project to be included in a larger project? Y ☐ N ☐

(Projects that add sidewalks or bikeways as part of new road construction or reconstruction are **not** eligible. Projects that tie into other work, such as repaving, utility or drainage work, are eligible, even encouraged.)

Please describe project, timeline, and other funding sources:

11. Who will primarily be served by this project? (e.g. school children, commuters, recreational users, seniors, disabled, etc.)

12. Does the proposed facility provide a link to transit or park-and-ride facilities? Y ☐ N ☐

If yes, describe:

13. Does the project include a railroad crossing, or is it within 500' of a RR crossing? Y ☐ N ☐

If yes, do the railroad and the ODOT Rail Crossing Safety Unit concur with your project request? Y ☐ N ☐

(ODOT Rail Crossing Safety Unit phone number: 503-986-4273) Please fill in appropriate box on signature page

14. Will the project accommodate both pedestrians and bicyclists? Y ☐ N ☐

If not, is the other mode provided for, or will it be? Describe:

Instructions for filling out pedestrian/bicycle improvement grant application

Read the entire application package thoroughly prior to filling out the application form.

Some basic pointers:

1. *Clarity and brevity will help reviewers understand your project better.*
2. *Excessive language that does not directly answer the questions will make it harder for reviewers to understand the relevant items.*
3. *Pedestrian and Bicycle Program staff will review all projects in the field; please make it clear what we will be looking at.*
4. *Refer to sample applications for guidance.*
5. *Follow all directions, as we will return applications that don't adhere to the required format.*
6. *Download all the forms and save them to your computer before filling them in.*
7. *Do **not** change the size of the boxes or the font (Times New Roman 11 pt) in the application form.*

Your application must include 6 pages total (no more, no less):

- The 3-page application form
 - *Fill in the form on your computer*
 - *Keep all answers within the allotted space (do NOT expand boxes)*
 - *Use the preset font: Times New Roman, 11 pt.*
- The signature page
- **A black & white (no color or highlights) 8.5" x 11" vicinity map.** Use an appropriate scale so reviewers can see where the project lies within the community. The map will also be used to help reviewers find your project. Clearly indicate project limits. Indicate adjacent land use and nearby destinations, as well as existing or planned pedestrian and/or bicycle facilities, within reasonable walking or biking distance of the project.
- **On a single 8.5"X11" sheet of paper,** show either:
 - A cross-section of the existing roadway (current widths) and a cross-section of the roadway with the planned improvements (proposed widths); existing above, planned below; or
 - A diagram (plan view) of the existing intersection or crossing treatment and proposed solution by using one of these methods:
 1. Existing conditions above, planned improvements below; or
 2. Solution superimposed on existing intersection or roadway, with dashed vs. solid lines, clear labels etc.
- **DO NOT attach large plans or blueprints.**

All other attachments will be discarded. You may attach a cover letter; but if you include information in your cover letter that is not in the application form, reviewers will not be aware of it.

Other instructions:

1. Contact your local ODOT District Manager immediately if the proposed work is within state highway right-of-way, as you will need their support before submitting the project. To find out who your local ODOT District Manager is, please contact our office.
2. Contact other agencies or jurisdictions immediately if any part of your proposal requires concurrence, a permit or other form of authorization.
3. Obtain formal support from local government (city council or county commission) to ensure they will support the project if selected.

4. Call our office (503-986-3555) if you need any help in filling out the form, or if you have any concerns about project merit, design standards etc. Acceptable design standards can be found in the Oregon Bicycle and Pedestrian Plan (<http://www.oregon.gov/ODOT/HWY/BIKEPED/planproc.shtml>) and the bike/ped standard drawings (<http://www.oregon.gov/ODOT/HWY/BIKEPED/> click on relevant standard drawings)
5. Projects on state highways must be turned in to the local ODOT District Office by **June 30, 2006**, to give them time to review and concur with your proposal.
6. All applications (local streets & state highways) are due in this office by **July 28, 2006** by 5:00 PM, or postmarked no later than July 26, 2006. Electronic or faxed submissions will not be accepted. **If the proposed project is on a state highway, it is your responsibility to get it back from the local ODOT District Office and send it to us, unless you have made other arrangements with the local ODOT District Office.**

Mail application package to:

Anushka Coskan
Roadway Engineering Services, Room 222
355 Capitol St NE
Salem OR 97301-3871

15. Are any bridges, tunnels, retaining walls or other structures required?

Y ☐ N ☐

If yes, describe:

16. Describe how the project increases the appreciation of cultural, aesthetic or environmental values, community pride, environmental quality or livability. Or describe any other outstanding project features or local circumstances that reviewers should be aware of. Do NOT exceed the allotted space – attachments will not be accepted

ODOT PEDESTRIAN OR BICYCLE IMPROVEMENT GRANTS

Endorsements

Complete all sections relevant to your project

Applicant:	
Contact person:	
Project Name:	
Question 7: Elected official support for project, & modification to accesses, driveways, or on-street parking (briefly describe)	
Name:	Title:
Signature:	Date:
Question 9a: Agency support if project is on right-of-way not owned by applicant (Region or District Manager for projects on ODOT Highways)	
Name:	Title:
Signature:	Date:
Question 9b: Agreement from appropriate agency to maintain the facility	
Name:	Title:
Signature:	Date:
Question 13: Concurrence from railroad and ODOT Rail Crossing Safety Unit if project includes a railroad crossing	
Name:	Title:
Signature:	Date:
Name:	Title:
Signature:	Date: