



# Work Session Summary Minutes

OREGON

## Roads and Bridges Update

November 5, 2024. 3:00 PM

Courthouse Square, 555 Court St. NE, Salem  
5th Floor, Suite 5232, Commissioners Board Room

### ATTENDANCE:

**Commissioners:** Kevin Cameron, Colm Willis, and Danielle Bethell.

**Board's Office:** Matt Lawyer, Jan Fritz, Alvin Klausen, and Trevor Lane.

**Legal Counsel:** Steve Elzinga, and Scott Norris.

**Public Works:** Scott Wilson, Kent Inman, Ryan Crowther, Max Hepburn, and Lani Radtke.

Kevin Cameron called the meeting to order at 3:00 p.m.

### **Summary**

The County Board Commissioners discussed road and bridge management, focusing on driveway standards for local access roads. They reviewed American Association of State Highway and Transportation Officials (AASHTO) guidelines for low-volume roads, which suggest less stringent standards for roads with fewer than 400 vehicles daily. Key points included the need for clear zones and sight distance requirements, which could be relaxed for low-traffic roads. The board considered options for access reviews, including continuing current practices, lifting requirements for local access roads, or only issuing permits for new or modified accesses. They emphasized the importance of consistent standards and the need for a two-tiered system based on road volume to balance safety with practicality. The meeting focused on addressing the financial challenges of the surveyor's office, which has been subsidized by the general fund and corner fund. Key proposals included increasing the hourly rate from \$75 to \$100, adding a \$100 fee for general customer service, and adjusting fees for city services and subdivision naming. The group also discussed the possibility of reallocating some of the \$3 million in the corner fund to the surveyor's budget. They also considered implementing rumble strips on roads like Cascade Highway and Ellen Road, with concerns about noise and safety near residences.

- **Low Volume & Local Access Road Standards:**
  - Discussed AASHTO guidelines for low volume roads, which allow for less restrictive standards on roads with under 400 vehicles per day.
  - Options for access reviews and permits on local access roads, including:
    - Continue current practices.

- Lift requirements for local access roads, only issuing permits for new or modified accesses.
    - No access permits at all on local access roads.
  - Need consistent and defensible standards, balancing safety and practicality.
  - Potential two-tiered system for driveway standards based on road volume and classification.
- **Local Access Road (LAR) Outreach Plan:**
  - Agreed to provide the outreach plan via email for review, rather than discussing in the meeting.
  - Requested a follow-up management update on the local access road plans.
- **Survey Revenue Options:**
  - Current subsidies from the general fund and corner fund to the surveyor's office.
  - Propose increasing the hourly rate from \$75 to \$90, reviewing every 3-5 years.
  - Potential new fees for city of Salem services and subdivision naming.
  - Reduce the corner fund fee from \$10 to \$2 and create a new \$8 fee for the surveyor's general services.
  - Requested a review of the corner fund balance history over the past 20 years.
- **Rumble Strips**
  - Proposed rumble strip projects on Cascade Highway, Ehlen Road, and French Prairie Road.
  - Concerns about the impact on bicyclists and nearby residents, particularly on Cascade Highway.
  - Agreed to further discuss options to mitigate noise impacts, such as using "mumble strips".
- **Other**
  - No other topics were discussed.
- **Next Steps**
  - Provide a history of the corner fund balance over the past 20 years.
  - Reduce the corner fund fee from \$10 to \$2 and create a new \$8 fee for the surveyor's general services.
  - Review the clerk's office 50-cent fee from the corner fund recording.
  - Provide information on the rumble strip projects and options to mitigate noise impacts.

**Adjourned** – time: 2:17 p.m.

**Minutes by:** Mary Vityukova

**Reviewed by:** Gary White