



# Work Session Summary Minutes

OREGON

## Engineering Standards Update

November 14, 2024. 9:30 AM

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

### ATTENDANCE:

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

**Board's Office:** Matt Lawyer, Jan Fritz, Chris Eppley, Toni Whitler, Alvin Klausen, Shawnnell Fuentes, and Trevor Lane.

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

**Public Works:** Ryan Crowther, Max Hepburn, and Lani Radtke.

**Kittelson & Associates:** Julia Knudsen.

Danielle Bethell called the meeting to order at 9:30 a.m.

### **Summary**

The meeting focused on updating Marion County's engineering standards to modernize and simplify the 1990 standards, incorporating 2021 ADA and 2022 stormwater quality standards. The project, led by Kittelson and Associates, involves two phases: establishing a baseline and developing standards content. Key points included the importance of performance-based design for flexibility, the need for clear documentation, and the involvement of a Technical Advisory Committee. Specific issues discussed were the application of city standards in urban areas, the necessity of contractors for ADA-compliant driveways, and the need for cost-effective closure requirements. The board emphasized the importance of understanding the rationale behind changes and ensuring standards do not unnecessarily burden project developers. The meeting focused on updating engineering standards, particularly the road cut moratorium and utility coordination. A five-year ban on new asphalt cuts was discussed, with exceptions for public works director approval. The need for clear documentation and frameworks for road repairs was emphasized. The conversation also covered the consolidation of various policies into a single document for easier access. Capital improvement projects, including plan submittals and operational analyses, were reviewed. The importance of pre-construction conferences and traffic impact analyses for private developments was highlighted, along with the need for clear guidelines and checklists to streamline the process.

### Discussion:

- Important to incorporate diverse perspectives, including the Santiam Canyon regions.
- Balance between flexibility and consistency in the standards, using performance-based design.

- Address past issues with driveway standards and ensure updated standards do not create undue financial burdens.
- Permit requirements, application process, inspection procedures, and coordination with utility companies.
- Access management and driveway standards, including closure requirements.
- Surveying and dedication standards, and the need for clear documentation.
- Road cut moratorium and utility repair practices and need to clarify the process.
- The guidelines for capital improvement projects and consultant requirements.
- Quality control review process and the concept of "as-constructed" plans.
- Traffic impact analysis requirements, including the need to clarify the process for small developments.
- The creation of checklists to assist developers in meeting the requirements.

#### Other

- Need to address ongoing issues through prior practices, while considering the performance-based design approach to provide flexibility.

#### Next Steps

- The board requested that draft chapters and a matrix outlining changes be provided to the policy analysts and board's office in advance of future work sessions.
- The board also emphasized the need for flexibility in the timeline, considering the upcoming legislative session and budget considerations.
- The board suggested preparing the board for upcoming technical discussions and providing advance notice of key topics.

#### Action Items

- Revise the language around the city standards applicability to provide more flexibility.
- Clarify the requirements for when a traffic study is not needed, potentially providing examples of typical trip generation for different development types.
- Provide the draft chapters and a matrix outlining changes to the board's policy analysts and office in advance of future work sessions.
- Review the language around "as-constructed" plans with legal counsel.
- Bring back practices to the board for the secondary driveway and loop driveway requirements, while deferring the other practice memos to be incorporated into the standards update.

**Adjourned** – time: 2:32 p.m.

**Minutes by:** Mary Vityukova

**Reviewed by:** Gary White