



City of Banks Bicycle and Pedestrian Plan (BPP)
Stakeholder Advisory Committee (SAC) Kick-off Meeting
January 22, 2014 / 2:00 – 5:00 pm
City Council Chambers, 13690 NW Main Street
Banks, OR 97106

Agenda

Meeting Purpose: Become familiar with the issues, opportunities and constraints present within the City; provide an overview of the project scope and schedule; confirm project goals and objectives.

Desired Outcomes: An understanding of the project, process, and communication tools. Consensus on the project goals, objectives, and evaluation criteria.

2:00 – 3:00	Walking Tour <ul style="list-style-type: none"> • Meet at the City Council Chambers • Main Street, school activity 	City Staff and Consultant Team
3:00 – 3:20	Welcome and Introductions <ul style="list-style-type: none"> • Agenda Review/Meeting Purpose and Outcomes • SAC Member Self-Introductions • Project Team Self-Introductions 	Kelly Laustsen, Consultant Project Manager
3:20 – 3:45	Project Overview <ul style="list-style-type: none"> • Background • Deliverables and Meetings • Schedule • Roles and Responsible <p><i>Document: Meeting Schedule, Deliverable Summary, and Roles/Responsibilities Memorandum</i></p>	Kelly Laustsen and Marc Butorac, Consultant Project Principal
3:45 – 3:55	Orientation to Project Resources <ul style="list-style-type: none"> • Project Notebooks • Website Overview – www.banksbpp.com 	Kelly Laustsen
3:55 – 4:55	Review / Discuss Draft Goals, Objectives, Evaluation Criteria <ul style="list-style-type: none"> • Background • Draft evaluation metrics • Discussion <p><i>Document: TM #1 - Project Goals, Objectives, and Evaluation Criteria</i></p>	Kelly Laustsen/All
4:55 – 5:00	Next Steps	Kelly Laustsen