



MEMORANDUM

Date: January 26, 2015

Project #: 18078

To: Stakeholder Advisory Committee

Cc: Project Management Team

From: Kelly Laustsen and Marc Butorac, P.E.

Project: City of Banks Bicycle and Pedestrian Master Plan

Subject: Meeting Schedule, Deliverable Summary, and Roles/Responsibilities

This memorandum provides an overview of the City of Banks Bicycle and Pedestrian Master Plan (BPP) project, including the anticipated deliverables and meetings, roles and responsibilities of the project stakeholders, and general process. The project will include:

- Technical analysis to be provided by Kittelson & Associates, Inc. (KAI);
- Project oversight by City of Banks and the Oregon Department of Transportation (ODOT);
- Guidance from the Stakeholder Advisory Committee (SAC); and
- Obtaining public input through various in-person and online forums.

The draft Bicycle and Pedestrian Master Plan is scheduled to be completed in August 2015 with the adoption process extending through October 2015.

PROJECT OVERVIEW

The City of Banks' Bicycle and Pedestrian Master Plan ("BPP") will allow the community to develop a convenient and safe non-automobile transportation system for local trips within the city and tie in with regional trail systems. The BPP will identify access points, preferred alignments, key road crossing options, trail standards, design elements, regulatory requirements, preliminary cost estimates, and potential sources of funding while ensuring compliance with state and local standards.

The City's BPP will offer transportation options for City residents and tourists. The proposed bicycle and pedestrian routes will provide convenient access to attractors within Banks, reduce reliance on the automobile, and improve safety by considering parallel routes to Highways 6 and 47.

This project was made possible by a TGM Grant, which is joint program between DLCD and ODOT to help “local communities plan for streets and land use in a way that leads to more livable, economically vital, and sustainable communities and that increases opportunities for transit, walking and bicycling.” The City of Banks applied for the program and was selected based on a number of award criteria, including support of TGM objectives, provision of transportation choices, and promotion of environmental stewardship.

OVERVIEW OF DELIVERABLES & MEETINGS

The project process will include a review of existing plans and policies that impact development of the BPP, documentation of existing facilities, and the development of potential bicycle and pedestrian route options. Technical memorandums will be prepared throughout the process, which will serve as the building blocks to prepare the BPP final documents. These deliverables will be prepared in coordination with a series of PMT meetings, SAC meetings, and public forums. These interactions will help guide development of the BPP as well as build the necessary consensus and support to gain acceptance and adoption by the City of Banks Planning Commission and City Council. The general chronology of activities and deliverables is summarized below.

- Task 1: Public Involvement
 - *Key Stakeholder Interviews*
 - *Project Webpage – www.banksbpp.com*
 - *Refined Project Schedule*
- Task 2: Project Goals and Objectives
 - *Technical Memorandum #1 – Refined Goals, Objectives, and Evaluation Criteria*
 - *Kickoff Meeting, Walking Tour and Summary*
 - *Technical Memorandum #2 – Baseline Information*
 - *Technical Memorandum #3 – Inventory and Evaluation*
 - *Technical Memorandum #4 – Crossing Options*
 - *SAC Meeting #1*
- Task 3: Conceptual Bicycle and Pedestrian Route Options
 - *Technical Memorandum #5 – Conceptual Bicycle and Pedestrian Route Options*
 - *SAC Meeting #2*
 - *Open House*
 - *Virtual Open House*
- Task 4: Bicycle and Pedestrian Master Plan (BPP)

- *Draft BPP and Implementing Policies and Ordinances*
- *SAC Meeting #3*
- *Joint Planning Commission and City Council Workshop*
- *Final BPP and Implementing Policies and Ordinances*
- *Brochure*

MEETING SCHEDULE

A proposed meeting schedule is summarized in Table 1. For each meeting, the date and time and key deliverables to be discussed are listed. SAC members are asked to notify the City and the consultant team of potential conflicts based on the proposed schedule.

Table 1 City BPP Meeting Schedule

Meeting	Date & Time	Deliverables
Kick-off Meeting and Walking Tour	Thursday, January 22, 2015 2:00-5:00 pm	Key Stakeholder Interviews Project Website TM #1
SAC #1	Thursday, March 5, 2015 3:00-5:00 pm	TM #2, TM #3, TM #4
SAC #2	Thursday, April 16, 2015 3:00-5:00 pm	TM #5
Open House	Thursday, May 21, 2015 6:00-8:00 pm	TM #1 - #5; Conceptual Route Options
Virtual Open House	May 20-31, 2015	
SAC #3	Thursday, August 6, 2015 3:00-5:00 pm	Draft BPP and Implementing Policies and Ordinances
Joint City Planning Commission and City Council Workshop	Tuesday, August 11, 2015	Draft BPP and Implementing Policies and Ordinances
Planning Commission Public Hearing	Tuesday, September 29, 2015, 6:30 p.m.	Adoption Draft BPP and Implementing Policies and Ordinances
City Council Public Council Hearing	Tuesday, October 13, 2015, 6:00 p.m.	Adoption Draft BPP and Implementing Policies and Ordinances

ROLES & RESPONSIBILITIES

To accomplish a draft BPP by September 2014, adherence to the schedule is important. We identified a four-week review process for the draft deliverables, commencing approximately one week prior to each committee meeting. This approach has been developed to provide sufficient opportunity for committee members to review future draft reports prior to the meetings, within the bounds of the contract timeline. The review process is depicted in Table 2.

Table 2 Proposed TSP Report Review Process

Approximate Week in Month	Mon	Tues	Wed	Thu	Fri
1		Consultant provides draft document to PMT			
2		PMT provides comments on the draft document to Consultant		Consultant/PMT provide draft document to SAC	
3				SAC Meeting	
4	Consultant provides SAC Meeting Notes	PMT provides SAC comments to Consultant			Consultant Team delivers Final Document

An outline of responsibilities for each project team member is provided below to clarify the expected contributions from each member:

PMT (City & ODOT)

- Schedule, arrange, advertise, and attend SAC meetings
- Review initial draft documents
- Provide summary of SAC comments
- Attend and help facilitate Public Events

SAC

- Review draft documents prior to SAC meetings
- Attend and participate in SAC meetings
- Attendance at Public Events is encouraged but optional

Consultant Team

- Provide draft reports to the City and ODOT and the SAC with adequate time for review
- Attend and facilitate SAC meetings
- Consult with City and ODOT on technical analysis methodology
- Attend and facilitate Public Events

- Provide final reports, incorporating summarized comments from the SAC and input from the Public Events

We look forward to discussing this memorandum at our kickoff meeting on Thursday, January 22, 2015. If you have any questions in advance of our meeting regarding the proposed project sequence, meeting schedule, deliverable review schedule or committee roles and responsibilities described above, please do not hesitate to contact Kelly Laustsen, the consultant team project manager, at 503-228-5230 or by email at klaustsen@kittelso.com.