



KITTELSON & ASSOCIATES, INC.

TRANSPORTATION ENGINEERING / PLANNING

354 SW Upper Terrace Drive, Suite 101, Bend, Oregon 97702 P 541.312.8300 F 541.312.4585

MEMORANDUM

Date: January 5, 2016

Project #: 18351

To: Proposed Technical Advisory Committee and Project Advisory Committee

Project: Madras Transportation System Plan (TSP) Update

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

The purpose of this memorandum is to provide you with an overview of the Madras Transportation System Plan (TSP) update project process, including the anticipated deliverables and meetings, and roles and responsibilities of the project team that you have been invited to join. By participating in the TSP update process, you will have the opportunity to influence the future of the City's transportation system by providing your input about important City issues and future transportation alternatives identified during the update process.

The project will result in an update of the Madras TSP. This undertaking will include a combination of:

- technical analysis to be provided by the consultant team¹;
- project oversight by city staff and the Oregon Department of Transportation (ODOT) Contract Project Manager (PM);
- guidance from the Technical Advisory Committee (TAC) and Project Advisory Committee (PAC); and,
- engagement with the public through various forums.

The Draft TSP is scheduled to be complete in early 2017 with the adoption process extending through Spring 2017.

PROJECT OVERVIEW

The City of Madras last completed a full update of its TSP in 2006. More recently, the City completed a partial update focused on enhancing the pedestrian and bicycle elements in 2012. This update will be a full update, but will incorporate some of the work done in the 2012 update.

The updated TSP will support the City's implementation of its Comprehensive Plan by developing a transportation system for all modes that will support planned residential, commercial, and industrial

¹ Kittelson & Associates, Inc. (KAI), Daniel Heffernan Company, Anne George Public Facilitation and Mediation

growth. The updated TSP will also provide an updated priority project list with project costs and a funding plan. The updated TSP must be in compliance with Statewide Planning Goal 12, the Transportation Planning Rule (TPR), and the Oregon Highway Plan. The planning horizon is 2035 to provide consistency with other regional planning efforts.

In addition to a typical TSP update, this process will also include the development of three Concept Area Plans for key growth areas within the city. These plans will address the possibility of more rapid growth within each area and the necessary transportation improvements to accommodate such growth. These areas are:

- North Industrial Concept Area
- East Madras Concept Area
- South Madras Concept Area

OVERVIEW OF DELIVERABLES & MEETINGS

The project process includes producing a series of technical memorandums, which set the foundation for the draft TSP. The initial technical memorandums provide the building blocks for the project covering topics such as goals and objectives, existing policies, and existing transportation system conditions. The technical documents and analyses progress to evaluating and documenting future conditions as well as developing alternatives to serve projected population and employment. This effort also includes a TRIP97 Evaluation, which is a regional plan that looks at the needs on US 97. These technical memorandums will be prepared in coordination with the TAC and PAC meetings and public open houses. These interactions will help guide the development of the plan, build consensus, and support adoption by the City of Madras. The general chronology of activities is summarized below.

- TAC & PAC Meeting #1
 - Methodology Memorandum
 - Technical Memorandum #1 – Existing Plans, Policies, and Funding Review
 - Technical Memorandum #2 – Goals, Objectives and Evaluation Criteria
- TAC & PAC Meeting #2
 - Technical Memorandum #3 & #4 – Existing Conditions Inventory and Analysis
- TAC & PAC Meeting #3 & Public Workshop #1
 - Technical Memorandum #5 – Future No-Build System Conditions
- TAC & PAC Meeting #4
 - Technical Memorandum #6 – Alternatives Analysis

- Technical Memorandum #7 – TRIP97 Evaluation
- TAC & PAC Meeting #5
 - Technical Memorandum #8 – Preferred and Cost-Constrained Alternatives
- TAC & PAC Meeting #6 & Public Workshop #2
 - Draft TSP, Implementing Ordinances and Findings
- Revised Draft TSP, Implementing Ordinances and Findings
- Final Updated Madras TSP

MEETING SCHEDULE

A proposed meeting schedule is summarized in Table 1. For each meeting, the target month, time, and key deliverables to be discussed are listed. The schedule of joint TAC/PAC meetings will be finalized based on input at the TAC/PAC Meeting #1. TAC and PAC members are asked to notify the City and the consultant team of potential conflicts based on the proposed schedule.

Table 1 Madras TSP Meeting Schedule

Meeting	Date, Time, & Location	Deliverables
TAC/PAC #1	January 28, 2016 TAC: 1:00 – 3:00 p.m. PAC: 5:00 – 7:00 p.m.	<ul style="list-style-type: none"> • Project Website • Methodology Memo • Goals & Objectives Memo • Plans & Policy Review Memo
TAC/PAC #2	March 2016 TAC: 1:00 – 3:00 p.m. PAC: 5:00 – 7:00 p.m.	<ul style="list-style-type: none"> • Existing Conditions Inventory • Existing Conditions Analysis
TAC/PAC #3	May 2016 TAC: 1:00 – 3:00 p.m. PAC: 5:00 – 7:00 p.m.	<ul style="list-style-type: none"> • Future Needs
Public Presentation #1	May 2016 6:00 – 8:00 p.m.	<ul style="list-style-type: none"> • Existing Conditions Review • Future Needs Feedback
TAC/PAC #4	July/August 2016 TAC: 1:00 – 3:00 p.m. PAC: 5:00 – 7:00 p.m.	<ul style="list-style-type: none"> • Future Alternatives Analysis • TRIP97 Evaluation
TAC/PAC #5	September 2016 TAC: 1:00 – 3:00 p.m. PAC: 5:00 – 7:00 p.m.	<ul style="list-style-type: none"> • Preferred and Cost Constrained Alternative
TAC/PAC #6	January/February 2017 TAC: 1:00 – 3:00 p.m. PAC: 5:00 – 7:00 p.m.	<ul style="list-style-type: none"> • Draft TSP, Implementing Ordinances and Findings
Public Presentation #2	January/February 2017 6:00 – 8:00 p.m.	<ul style="list-style-type: none"> • Draft TSP, Implementing Ordinances and Findings
Adoption Hearings	March/April 2017	<ul style="list-style-type: none"> • Final TSP, Implementing Ordinances, and Findings

PROJECT WEBSITE

KAI has developed a public website that provides access to a project meeting schedule, draft and final technical memorandums, the draft and final TSP, and will provide a forum for gathering public input on the project.

www.madrastsp.com

ROLES & RESPONSIBILITIES

In order to accomplish a Draft Updated TSP on schedule, adherence to the schedule will be important. We have identified a review process for the technical memorandums and draft TSP reports, commencing approximately two weeks prior to each TAC/PAC meeting, starting with City and ODOT review and progressing to TAC and PAC review. 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 technical memorandum and draft TSP chapters review process is summarized 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 City and ODOT PM			City and ODOT PM provide comments on the draft document to Consultant	
2			Consultant provides draft document to TAC and PAC		
3			TAC and PAC Meetings Consultant provides overview of draft reports and leads discussion on key issues and decisions		
4		TAC and PAC written comments due to City			City provides written summary of TAC and PAC comments to Consultant Team
5			Consultant Team delivers Final Technical Memorandum or Draft TSP		

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

City and ODOT Project Managers

- Attend TAC & PAC meetings
- Complete initial review of draft materials
- Provide summary of TAC & PAC comments (City Responsibility)
- Attend Public Workshops
- Help facilitate Public Workshops

TAC & PAC Members

- Attend respective TAC & PAC meetings
- Review draft reports prior to meetings
- Provide written comments to the City by Tuesday following the meeting
- Attendance at Public Workshops (optional)

Consultant Team

- Attend TAC & PAC meetings
- Provide draft reports and supporting details to the City and ODOT PMs and the TAC and PAC with adequate time for review
- Consult with ODOT on technical analysis methodology
- Attend and facilitate Public Workshops
- Provide final reports, incorporating summarized comments from the TAC, PAC and input from the Public Workshops

We look forward to discussing this memorandum at our first meeting on January 28, 2016. 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 any of the following members of the consultant team:

- Matt Kittelson, the consultant team project manager at 541-639-8614 or by email mkittelson@kittelson.com; or
- Joe Bessman, the consultant team project principal, at 541-639-8612 or by email at jbessman@kittelson.com.

Alternatively, you may contact the Madras project manager, Nick Snead at 541-475-7061 or by email at nsnead@ci.madras.or.us or the ODOT project manager, Michael Duncan at 541-388-6046 or by email at Michael.W.Duncan@odot.state.or.us.