



## MEMORANDUM

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**Date:** December 1, 2010 Project #: 11172.0  
**To:** Technical Advisory Committee and Citizen Advisory Committee  
**Cc:** Project Management Team  
**From:** Marc Butorac, PE and Erin Ferguson  
**Project:** Klamath Falls Urban Area Transportation System Plan  
**Subject:** Meeting Schedule, Deliverables Summary, and Roles/Responsibilities

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The purpose of this memorandum is to provide an overview of the Klamath Falls Urban Area Transportation System Plan (TSP) project, including the anticipated deliverables and meetings, roles and responsibilities of project team, and the next steps in the process. The project will result in an update of the Klamath Falls Urban Area TSP. This undertaking will include a combination of technical analysis to be provided by the consultant team (Kittelison & Associates, Inc. [KAI] and Angelo Planning Group [APG]), project oversight by city staff, county staff and the ODOT Contract Project Manager, guidance from the Technical Advisory Committee (TAC), Citizen Advisory Committee (CAC), and interaction with the public through various forums. The Draft TSP is scheduled to be complete in August 2011 with the adoption process extending through October 2011.

### PROJECT OVERVIEW

The City and County adopted a joint TSP for the Klamath Falls Urban area in 1998. This project will review the 1998 TSP, prepare a complete update to the urban area TSP, and take it through the adoption process. The update process will include evaluating existing transportation conditions for all modes of transportation within the Klamath Falls Urban Growth Boundary. The analysis will include a review of the transportation system for overall circulation, connectivity, and opportunities for enhancing non-auto travel within the UGB. The planning horizon is 2035 to provide consistency with other local and regional planning efforts. The resulting Updated TSP will guide the transportation infrastructure, policies, plans, and funding needs over the next 24-year period.

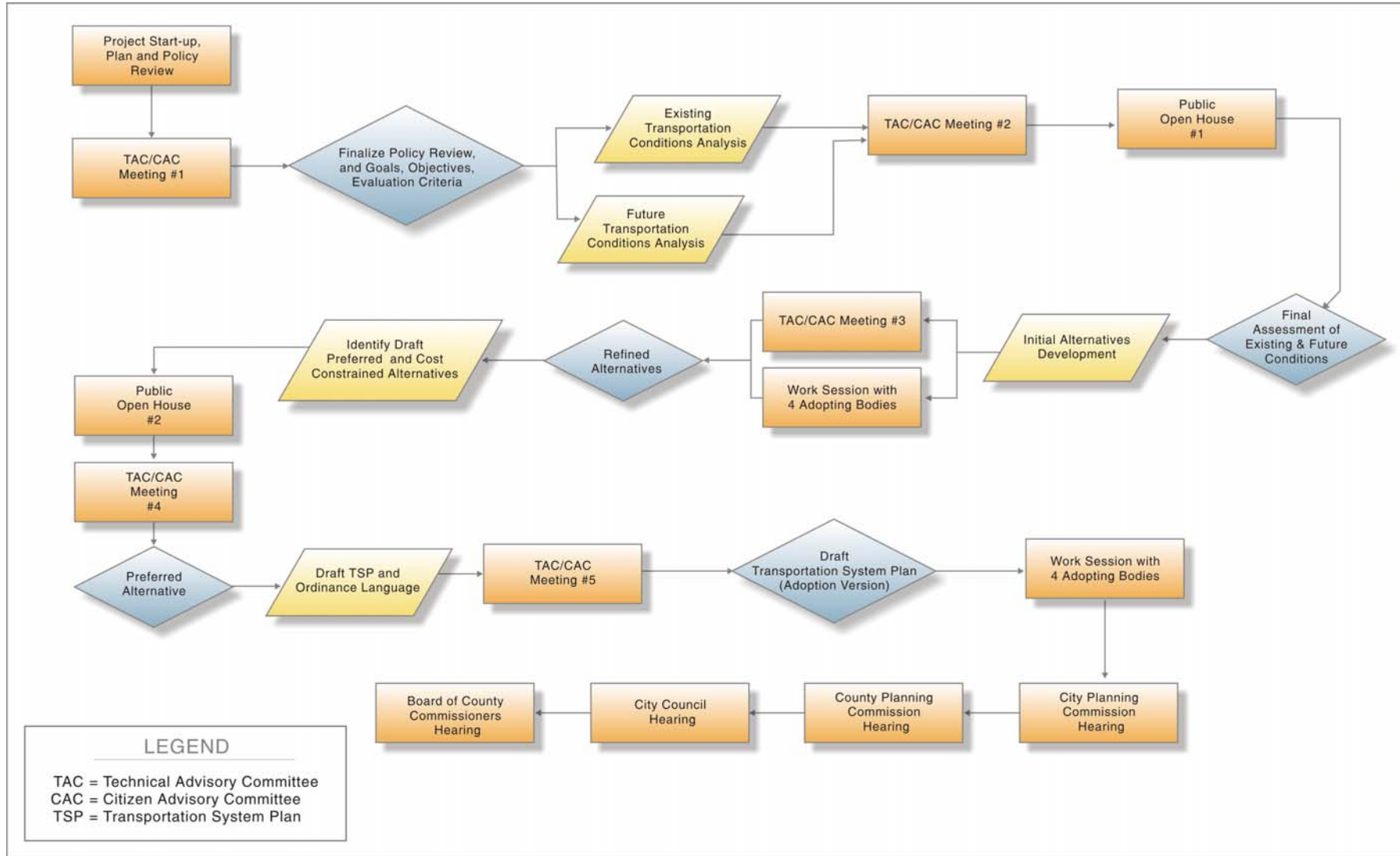
### OVERVIEW OF DELIVERABLES & MEETINGS

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 analysis progress to evaluating, documenting future conditions as well as developing alternatives to serve projected population and employment. These technical memorandums will be prepared in coordination with the joint

TAC/CAC meetings and public open houses. These interactions will help guide the development of the plan as well as build the necessary consensus and support to gain acceptance and adoption by the City of Klamath Falls and Klamath Falls County. The general chronology of activities is summarized below. Figure 1 provides a Project Roadmap which shows the sequence of public involvement activities with the deliverables and meetings throughout the project.

- **Technical Memorandum #1 - Existing Policies, Plans, Rules, and Regulations: Summary of documents that relate to the Updated Klamath Falls Urban Area TSP**
- **Technical Memorandum #2 - Goals, Objectives and Evaluation Criteria**
  - TAC/CAC Meeting #1
- **Technical Memorandum #3 – Baseline Existing Transportation System Conditions**
- **Technical Memorandum #4 - Future No-Build System Conditions**
  - TAC/CAC Meeting #2
  - Public Open House #1
- **Technical Memorandum #5 – Alternatives Analysis**
  - TAC/CAC Meeting #3
  - Work Session with 4 Adoption Bodies
- **Technical Memorandum #6 – Preferred and Cost Constrained Alternatives**
  - TAC/CAC Meeting #4
  - Public Open House #2
- **Prepare Draft TSP, Implementing Ordinances and Findings**
  - TAC/CAC Meeting #5
- **Revise Draft Updated TSP, Implementing Ordinances and Findings**
  - City Planning Commission Hearing
  - County Planning Commission Hearing
  - City Council Hearing
  - Board of County Commissioners Hearing
- **Final TSP Update**

**Figure 1 Project Roadmap**



## MEETING SCHEDULE

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

**Table 1 Klamath Falls Urban Area TSP Meeting Schedule**

Meeting	Date & Time	Deliverables	Consultants
TAC/CAC #1	November 15, 2010, 3 p.m.	<ul style="list-style-type: none"> <li>Project Website</li> <li>Draft Technical Memo #1</li> <li>Draft Technical Memo #2</li> <li>Draft Public Involvement Plan</li> </ul>	KAI, APG
TAC/CAC #2	January 19, 2011, 3 p.m.	<ul style="list-style-type: none"> <li>Draft Technical Memo #3</li> <li>Draft Technical Memo #4</li> </ul>	KAI
Public Open House #1	January 19, 2011 (Time TBD)		
TAC/CAC #3	Week of March 28, 2011 (Day and Time TBD)	<ul style="list-style-type: none"> <li>Draft Technical Memo #5</li> </ul>	KAI
Work Session with 4 Adoption Bodies	Week of March 28, 2011 (Day and Time TBD)		
TAC/CAC #4	Week of June 6, 2011 (Day and Time TBD)	<ul style="list-style-type: none"> <li>Draft Technical Memo #6</li> </ul>	KAI
Public Open House #2	Week of June 27, 2011 (Day and Time TBD)		
TAC/CAC #5	Week of August 15, 2011 (Day and Time TBD)	<ul style="list-style-type: none"> <li>Draft TSP</li> </ul>	KAI
Work Session with 4 Adoption Bodies (Contingency)	Week of September 5, 2011 (Day and Time TBD)	<ul style="list-style-type: none"> <li>Draft TSP</li> </ul>	KAI, APG
City Planning Commission Hearing	Week of October 10, 2011 (Day and Time TBD)	<ul style="list-style-type: none"> <li>Revised TSP</li> <li>Revised Implementing Ordinances</li> <li>Revised Findings</li> </ul>	KAI
County Planning Commission	Week of October 17, 2011 (Day and Time TBD)		
City Council	Week of October 31, 2011 (Day and Time TBD)		
Board of County Commissioners	Week of November 14, 2011 (Day and Time TBD)		

## ROLES & RESPONSIBILITIES

In order to accomplish a Draft Updated TSP by August 2011, adherence to the schedule will be important. We have identified a four-week review process for the draft TSP Chapters and reports,

commencing approximately two weeks 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 TSP Chapter and technical memorandum review process is depicted in Table 2:

**Table 2 Proposed TSP Report Review Process**

Approximate Week in Month	Mon	Tues	Wed	Thu	Fri
1	<b>Consultant</b> provides draft document to City, County and ODOT PM			<b>City, County and ODOT PM</b> provide comments on the Draft TSP Chapter or Report to Consultant	
2	<b>Consultant</b> provides draft document to TAC and CAC				
3	<b>Joint TAC/CAC Meetings</b> Consultant provides overview of draft reports and leads discussion on key issues and decisions				<b>TAC and CAC</b> written comments due to City
4		<b>City</b> provides written summary of TAC and CAC comments to Consultant Team			<b>Consultant</b> Team delivers Final Draft TSP Chapter or Report

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

**City, County and ODOT PM**

- Attend joint TAC/CAC meetings
- Initial review of drafts
- Provide summary of TAC and CAC comments (City Responsibility)
- Attend and help facilitate (City and County Responsibility) Public Workshops

**TAC**

- Attend joint TAC/CAC meetings
- Review draft reports prior to joint TAC/CAC meetings
- Provide written comments to the City by Friday following the meeting
  - Attendance at Public Workshops encouraged but optional

## **CAC**

- Attend joint TAC/CAC meetings
- Review draft reports prior to joint TAC/CAC meetings
- Provide written comments to the City by Friday following the meeting
  - Attendance at Public Workshops encouraged but optional

## **Consultant Team**

- Attend joint TAC/CAC meetings
- Provide draft reports to the City, County and ODOT PMs and the TAC and CAC 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, CAC and input from the Public Workshops

We look forward to discussing this memorandum at our first meeting on November 15, 2010. 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:

- Marc Butorac, the consultant team project principal at 503-288-5230 or by email [mbutorac@kittelson.com](mailto:mbutorac@kittelson.com);
- Susan Wright, the consultant team project manager, at 503-228-5230 or by email at [swright@kittelson.com](mailto:swright@kittelson.com); or
- Erin Ferguson, the consultant team lead analyst, at 503-228-5230 or by email at [eferguson@kittelson.com](mailto:eferguson@kittelson.com).

Alternatively, you may contact the City of Klamath Falls project manager, Mark Willrett at 541-883-5364 or by email at [Willrett@ci.klamath-falls.or.us](mailto:Willrett@ci.klamath-falls.or.us).