



## MEMORANDUM

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**Date:** November 3, 2010 **Project #:** 11172.0  
**To:** Project Management Team  
**Cc:** Technical Advisory Committee and Citizen Advisory Committee  
**From:** Marc Butorac, PE and Erin Ferguson  
**Project:** Klamath Falls Urban Area Transportation System Plan  
**Subject:** Draft Public Involvement Plan

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This memorandum provides an overview of the Public Involvement Plan (PIP) for the Klamath Falls Urban Area Transportation System Plan (TSP) update. The Klamath Falls Urban Area TSP project will be approximately 15 months in length. The resulting plan will identify the transportation system needs and funding sources through 2035. Public involvement and agency coordination during the development of the TSP is critical for plan acceptance and adoption by the City of Klamath Falls and Klamath County. As such, the PIP for the TSP update includes:

- Five joint Technical Advisory Committee (TAC) and Citizen Advisory Committee (CAC) meetings,
- Two public workshops,
- Two open work sessions with the four bodies who will be asked to adopt the plan (City of Klamath Falls Planning Commission [City PC], Klamath County Planning Commission [County PC], Klamath Falls City Council [CC], and Klamath Board of County Commissioners [BCC]); and
- Regular updates by city and county staff City PC, County PC, City CC, and County BBC meetings and hearings.
- A project website providing information about on-going project activities.
- Four separate adoption hearings with the City PC, County PC, City CC, and County BBC

The following sections discuss key questions and goals that frame the PIP strategy; the fundamental purpose of the strategy presented is to secure input, understanding, and acceptance from project stakeholders (e.g., citizens, governing agencies).

### KEY QUESTIONS

The following are key questions that help frame the strategy for obtaining and integrating public and agency input into the TSP update.

- **City and County values** – What is the desired character of the Klamath Falls urban area?

- **Government Agency Coordination** – What is the most productive and valuable way to engage the City, County, and ODOT to understand and find ways to meet their collective needs?
- **Public Information/Involvement** – How do we gain public input in the TSP and acceptance of the preferred TSP alternative?
- **Business Outreach** – How do we gain input from the local business community and develop a TSP that facilitates economic prosperity?
- **School Outreach** – How do we build upon the Safe Routes to School initiatives and engage the schools in developing the TSP?

These key questions led to formulating a set of goals to guide the PIP.

## PIP GOALS

The City, County, and Oregon Department of Transportation (ODOT) are committed to a PIP approach that:

- Provides open and transparent decision-making process;
- Includes equitable and constructive two-way communication between the public and the project team;
- Provides early and on-going opportunities for stakeholder (i.e., public, agencies, service providers) input;
- Proactively informs and encourages stakeholder participation; and
- Builds community understanding of opportunities, constraints, findings, and decisions.

A key element of the approach is a structured decision process with clear decision points and well-defined roles and responsibilities. Thorough and thoughtful consideration of issues at each decision point by the project stakeholders helps to ensure quality decisions that will not have to be revisited later in the project because something of significance has been omitted or improperly addressed. Clearly identifying decision points creates an expectation in stakeholders for meeting the deadlines and staying on schedule as a way to avoid more and more meetings, time and costs.

Defining the decision structure—groups that will be involved and how they will participate—can help answer frequently asked questions, such as:

- Who will make the decisions?
- How can I influence the decisions?
- When will I have an opportunity to participate?
- Who will consider my input?

## PIP STRATEGY ELEMENTS

The PIP strategy elements are:

- Designate public information contacts;
- Create project website;
- Conduct public workshops;
- Establish and hold meetings with a Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC); and
- Conduct open work sessions with four adoption bodies (i.e., City PC, County PC, CC, and BCC).
- Engage schools through student and parent involvement.
- Conduct adoption hearing with the four adoption bodies.

Each element is discussed below.

### ***Designate Public Information Contacts***

Mark Willrett is the point contact for the City of Klamath Falls. Stan Strickland is the point contact for Klamath County. Marc Butorac is the point contact for the consultant team.

### ***Create Project Website***

The project website for the Klamath Falls Urban Area TSP update is <http://klamathfallstsp.com>. The website will be used throughout the project to provide information including:

- Latest news updates;
- A calendar with project related events and meetings open to the public;
- A project schedule;
- Information on opportunities for the public to be involved;
- Draft documents for public review;
- Photo gallery;
- Project resources;
- Information on the project participants (e.g., Technical Advisory Committee, Project Management Team and Consultant Team); and
- A place for the public to directly provide input, comments or questions to the project team.

The primary purpose of the website is to provide a consistent and constant source for the latest information on the project as well as a location for the public to provide comments and input through the project duration.

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### **Conduct Public Workshops**

Two public workshops are planned during the TSP update. These public workshops will provide citizens the opportunity to review and provide input on existing conditions analysis, future conditions analysis, and future alternatives developed and evaluated within the TSP update. The consultant team will work with the City and County to ensure the public workshops are appropriately and effectively advertised to citizens. The preliminary project schedule and roadmap (attached) illustrate the timeline and sequence of these events in relation to the rest of the project.

### **Establish and Hold Meetings with a Citizen Advisory Committee and Technical Advisory Committee**

A Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC) have been created to help guide the TSP update, provide input throughout the project, review draft documents and provide input at key decisions points. The CAC and TAC members represent relevant/affected jurisdictions, service providers, community interests, business interests, and geographic diversity.

#### **Citizen Advisory Committee Members**

City of Klamath Falls Planning Commission – Currently Open

Klamath Falls City Council – Currently Open

Klamath County Planning Commission – Tim Thompson

Klamath Board of County Commissioners – Al Switzer

Klamath County Road Advisory Committee – Roger Lindgren

Downtown Urban Renewal Committee – Mike Moore

Parking Board – Currently Open

Oregon Institute of Technology (OIT) – Roger Lindgren

Klamath County School District – Shawn Snoozy

City of Klamath Falls School District – Currently Open

Klamath County Bike and Pedestrian Committee – Randy Bednar

SPOKES Unlimited, A Resource Center for People with Disabilities – Clidia Gibson

Public Safety (Fire and Police) – Currently Open

Commute Options of Central Oregon – Jeff Monson

**Technical Advisory Committee Members**

City of Klamath Falls, Public Works – Mark Willrett

City of Klamath Falls, Community Development – Sandra Fox

Klamath County, Public Works – Stan Strickland

Klamath County, Community Development – Bill Adams

ODOT, Region #4 – Devin Hearing

ODOT, District #11 – Currently Open

ODOT, Transportation Planning Analysis Unit – Peter Schuytema

Basin Transit Service (BTS) – Ernie Palmer

Airport Director – John Longley

During the project, five joint meetings with the CAC and TAC will be held. These meetings will be advertised on the project website and are open to the public. The preliminary project schedule and roadmap (attached) illustrate the timeline and sequence of these meetings.

***Conduct Open Work Sessions***

Two open work sessions with the four bodies that will be asked to adopt the updated TSP are scheduled to occur during the project. The four adopting bodies are the City PC, County PC, City Council and the Board of County Commissioners. These work sessions will be open to the public. The preliminary project schedule and roadmap (attached) illustrate the timeline and sequence of these work sessions.

***Engage Schools through Student and Parent Involvement***

The consultant team will work with the City and County as well as the City and County school district representatives on the CAC to identify opportunities for student and parent involvement in the transportation system plan update. Potential opportunities include providing information about the project and public involvement opportunities in school newsletters and looking for opportunities to conduct local Safe Routes to School education activities with students as part of the TSP update and outreach.

## **Conduct Adoption Hearings with the Four Adoption Bodies**

In developing the TSP update, the public, CAC, TAC, City PC, County PC, City Council, and Board of County Commissioners will provide input to help guide and reach a preferred alternative for the TSP. Once this preferred alternative has been reached a draft TSP will be prepared, reviewed by the various project stakeholders, revised and then put forth to the City PC, County PC, City Council and Board of County Commissioners for adoption. Each body will have a separate hearing, open to the public, for the purpose of adopting the document as the Klamath Falls Urban Area TSP. This adoption process allows for multiple opportunities for a wide variety of public stakeholders to provide final input and thoughts.

## **CONSULTANT MANAGER**

City of Klamath Falls Public Works Director, Mark Willrett is responsible for consultant management. Marc Butorac is the consultant team leader.

## **PROJECT MANAGEMENT TEAM**

The project management team (PMT) is comprised of representatives of jurisdictions with decision-making authority. The PMT members are listed below.

City of Klamath Falls, Public Works – Mark Willrett

City of Klamath Falls, Community Development – Sandra Fox

Klamath County, Public Works – Stan Strickland

Klamath County, Community Development – Bill Adams

ODOT, Region #4 – Devin Hearing

## **SUMMARY**

The key elements of the PIP for the Klamath Falls Urban Area TSP update are:

- Designate public information contacts;
- Create project website;
- Conduct two public workshops;
- Establish and hold five meetings with a Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC); and
- Conduct open work sessions with four adoption bodies (i.e., City PC, County PC, CC, and BCC).
- Engage the schools through both student and parent involvement.

- Conduct adoption hearing with the four adoption bodies.

These elements provide opportunities for two-way communication between citizens, business owners, governing agencies, and the project team throughout the duration of the project. The attached project schedule and road map illustrate opportunities for public involvement as it relates to other project activities.

DRAFT

## KLAMATH FALLS URBAN AREA TSP UPDATE SCHEDULE



Task Description	Month	2010				2011										
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Project Start		■														
Project Foundation		■ ●														
Existing and Future Conditions Analysis		■ ★ ●														
Alternatives Analysis			■ ●													
Preferred and Cost-Constrained Alternatives							■ ● ★									
Draft Transportation System Plan												■ ●				
Final Transportation System Plan												■ ◆ ○ ✱ □				

- = Joint Technical Advisory Committee and Citizen Advisory Committee Meeting
- ★ = Public Open House
- ◆ = City Planning Commission Hearing
- = County Planning Commission Hearing
- ✱ = City Council Hearing
- = Board of County Commissioners Meeting
- = Worksession with the Four Adopting Bodies



## KLAMATH FALLS URBAN AREA TSP UPDATE ROADMAP

