

Seaside Transportation System Plan

Project Management Team (PMT) Meeting #1 Kick-Off Meeting

Wednesday, March 12, 2008
2:00 to 4:00 p.m.
Seaside City Hall

Meeting Summary

ATTENDEES

PMT Representatives	Consultant Team
Kevin Cupples, City of Seaside	Theresa Carr, CH2M HILL
Dale Kamrath, City of Seaside	Jamie Damon, Jeanne Lawson Associates (by phone)
Neal Wallace, City of Seaside	Steve Durrant, Alta Planning + Design
Ingrid Weisenbach, ODOT	Sumi Malik, CH2M HILL
Mark Winstanley, City of Seaside	Kalin Schmoltdt, Jeanne Lawson Associates (by phone)

This memo summarizes the items discussed during the March 12th Project Management Team (PMT) meeting for the Seaside Transportation System Plan (TSP). This memo focuses on PMT discussion and actions; please see meeting handouts for an overview of items presented.

1. Welcome and Introductions

Ingrid Weisenbach opened the meeting, welcoming the group, and led introductions.

2. Project Background

Ingrid Weisenbach and Mark Winstanley provided the group with a brief context for the TSP project. Highlights of the discussion are as follows:

- A TSP was developed around 10 years ago but was never adopted. The plan covered the local transportation network in Seaside but not the highway. It left the analysis of the highway to the Pacific Way-Dooley Bridge (Pac-Dooley) Environmental Impact Statement (EIS) project which was underway at the time. Critics have said that the TSP should have included US 101 improvements, and should have been adopted prior to the EIS.
- The Pac-Dooley project EIS considered a variety of alternatives to address peak summertime congestion and safety concerns along US 101 through Seaside. The Federal

Highway Administration's (FHWA) Record of Decision (ROD) was to widen the highway to five lanes.

- This project was rejected by Seaside registered voters in 2005.

3. Project Work Elements

Theresa Carr led a discussion of project work elements, including scope, schedule, roles and responsibilities, and communication. Discussion points are as follows:

Scope of Work

- PMT Representation

The group discussed the inclusion of more representatives in the PMT. Gary Debalt was named as a possible PMT member. Gary could represent both downtown businesses, and could represent city council. Gary also provides a link with the city visioning process currently underway, and is a member of the Seaside Downtown Development Association (SDDA).

Action: **Mark Winstanley** will discuss additional PMT representation with Mayor Larson. Mark will communicate recommendations to Ingrid, and will initiate communication with possible PMT members.

The **technical team** may need to coordinate at times with Dennis McNally at the City of Gearhart, though Dennis does not need to be added to the PMT.

- Study Area

The PMT discussed the study area, and decided to include urban reserve areas directly to the south of Wahanna Road into the area to be analyzed within the TSP. Theresa brought up the point that any recommendations resulting from the Seaside TSP process that are within these urban reserve areas would need to be coordinated with Clatsop County, and forwarded to them for possible inclusion within their TSP.

The rest of the study area would be the greater of the city limits or the urban growth boundary (UGB) – in some cases the UGB extends further than the city limits, and vice-versa.

Action: The **consultant team** will produce a project basemap which outlines the overall study area.

- Items Covered by Project

Mark asked how the Pac-Dooley project would be addressed in the TSP, and what it meant that the project went through an EIS process and received a ROD. Can the ROD be overturned? The group then discussed the scope of long-range alternatives (from the Pac-Dooley EIS [such as a bypass] or elsewhere that may be addressed or readdressed through the TSP.

Action: **Ingrid and Theresa** will coordinate with ODOT environmental to determine the federal process under which a ROD may be reconsidered, and will develop a diagram

that outlines this process. The audience for this diagram would be the PMT, but also elected officials, stakeholders, and the public.

United States Geological Survey (USGS) conducted a study on tsunami inundation, and the portion of Highway 101 in Seaside is within the inundation zone. Kevin Cupples questioned whether or not the federal government would approve further improvements to the highway if it is at risk of being lost due to inundation.

The group discussed the many variables in long-range planning. Theresa stated that ODOT had been looking into impacts of gas price increases on vehicle travel, but that overall the guidance is to use methods available to us to plan long-term, while being aware of how conditions might change. Jamie reminded the group that, although the TSP is a long-range plan, it would be updated before 20 years. A typical timeframe would update the TSP after 5-7 years.

Kevin voiced a concern that US 101 floods every year in the vicinity of Beerman Creek.

Action: **Ingrid** stated that ODOT and the City of Seaside are meeting with the Army Corps of Engineers next month to discuss the possibility of getting a grant from the USACE to evaluate the hydraulics in the area. The goal is to understand the hydraulics first and then find a solution to address the flooding.

- Public Involvement

A full discussion on public involvement was held until later on the agenda. However, the group discussed a TSP presentation for the upcoming March 31st joint City Council and Planning Commission Worksession.

Action: **Kevin Cupples** will speak with Mayor Larson to get the item on the agenda. The Planning Commission is aware of the request. **Ingrid and Theresa** will assume a 30-minute time period with the group, to include a brief presentation and discussion.

- Data Collection

Theresa alerted the group that the project site visit would be April 7th or 8th and that she would clarify via email as soon as the date was confirmed. Traffic counts may be delayed until late June in order to capture peak traffic conditions. Theresa distributed a list of plans and policies that would be reviewed for the TSP and asked the PMT to review and provide comments on the list by Friday March 14th. Sumi Malik and Kevin Cupples discussed the identification of land use districts in Seaside which would be surveyed as part of the site visit.

Action: **Theresa** will confirm the site visit date with the PMT. The **PMT** will provide feedback on the list of plans and policies to Theresa by March 14th. **Sumi and Kevin** will discuss identification of land use districts to be inventoried as part of the site visit.

- **Future Traffic Conditions**

One of the work tasks is developing a land use scenario for future traffic forecasting. Sumi Malik and the traffic engineering team will work with Kevin Cupples to develop the scenario, which will be reviewed by the PMT before it is finalized.

Communication

- Emails for Mark Winstanley will be sent to Kim Jordon. Kim will schedule necessary meetings for Mark, and will communicate with him regarding project status, actions required, and reviews needed.

4. Public Involvement Approach

Jamie Damon led the discussion on the public involvement approach. Discussion items are as follow:

- One of the first tasks is the development of a web-based survey. The web-based survey would be developed in March and issued in early April. The response window would be one month. The transportation summit would be scheduled following the web-based survey.
- The PMT asked whether people could be prevented from taking the survey multiple times to influence survey results.
- Kalin Schmoldt responded that survey results are screened and flagged for possible multiple entries. For example, if several surveys are taken from the same computer, especially if within a narrow window of time, this alerts him that someone may have taken the survey twice. He also checks for answers, finding that in most cases when this happens, responses are different, inferring that different people within a household took the survey using the same computer. In JLA's experience they have not found evidence of responders trying to influence survey results by taking multiple surveys.

Action: **Kalin** will send out the link to an existing survey for the City of Milwaukie, OR which has similar themes to Seaside. **JLA (Jamie and Kalin)** will develop a list of questions for a Seaside web-based survey by Friday, March 21st. The **PMT** will review and provide comments on the draft survey questions by the end of March. The survey would be finalized in early April.

CH2M HILL will work on development of the project website with the intent of being completed in early April to coincide with the web-based survey.

- Links to the survey would be provided on the project website and the City's website. Paper copies of surveys could be distributed at the library, City Hall, the planning/public works building, the visitors center, and the Chamber of Commerce. Announcement of the survey could go out in the water bills being issued mid-April. Fliers announcing the survey could be distributed to popular locations within the City, and newsletters (including the SDDA, the Chamber of Commerce, and the City of Seaside newsletter) could cover an overview of the project and provide a link to the survey.

Action: **CH2M HILL** will develop a one-page summary of the project which can be used in newsletters and be distributed to the Planning Commission and City Council Worksession on March 31st.

- The PMT discussed the importance of including all residents, employees, business owners, and visitors in the survey, including:
 - Residents that are full-time, permanent, year round, and Seaside is their primary residence.
 - Residents that are part-time and Seaside is the place of their second home.
 - People who live outside Seaside but work in Seaside.
 - People who live and work outside Seaside, but come to Seaside to visit/recreate.

5. Project Goals, Success Factors

Theresa led a roundtable discussion asking each PMT member what their goals were for the project, and how they would define success.

- *Mark Winstanley:* A successful TSP is one that would provide guidance to staff, and would be supported by the community.
- *Neal Wallace:* A successful TSP would provide:
 - Better east/west connectivity
 - Improve the existing three signals and perhaps add one or two more to the network
 - Develop a bicycle and pedestrian plan to link parks, schools, recreational areas, and other destinations with the existing river and urban trail system
 - Assess the need for a parallel route east of Highway 101 between Lewis and Clark Road and Beerman Creek Road, connecting with Wahanna Road
 - Address access issues related to existing and platted streets
- *Ingrid Weisenbach:* A successful TSP would be an adopted plan endorsed by the community. Ingrid also defines success as a process which develops a dialogue between ODOT and the City.
- *Kevin Cupples:* He too wants to see an adopted TSP, not one that remains unadopted, like the last attempt. He wants to see a plan that is supported by the community and users of the system that is practical, fundable, and reasonable in scale.
- *Dale Kamrath:* A successful TSP would consider the needs of fire trucks and other emergency vehicles to move safely and efficiently through service areas.

6. Next Steps and Adjourn

The meeting adjourned at 4:00 pm. Action items from the kick-off are summarized below.

ACTION ITEMS

No.	Item	Responsible	Timeline
1.	Review list of plans and policies to be reviewed as part of the TSP and provide any additions or modifications to Theresa by the end of the week.	PMT	By March 14, 2008
2.	Ask for 30 minutes on the joint City Council and Planning Commission Meeting agenda to discuss the TSP.	Kevin	By March 19 th
3.	Speak with Mayor Larson about adding any additional members to the PMT.	Mark	By March 31 st
4.	Prepare a process diagram describing how the TSP will consider long-range improvements considering that the Pac-Dooley project underwent the EIS process.	Ingrid/Theresa	By March 31 st
5.	Conduct site visit.	CH2M HILL and Atla Planning + Design	April 7 th or 8 th
6.	Identify up to five land use focus areas for land use inventory during the site visit	Kevin and Sumi	By March 26 th
7.	Send link for Milwaukie TSP survey out to PMT.	Kalin	March 14 th
8.	Prepare questions for the Seaside TSP web-based survey	Jamie and Kalin	March 21 st
9.	Develop one-page project summary for inclusion in area newsletters and distribution to PC/City Council	Theresa	March 31 st
10.	Develop initial project website	CH2M HILL	Early April