



PROJECT OVERVIEW MEMORANDUM

Date: September 10, 2019

To: Project Management Team & Advisory Committee

From: Matt Kittelson, Miranda Barrus, and Julia Kuhn

Project: Wickiup Junction Refinement Plan

Subject: Project Overview

Project #: 23256

INTRODUCTION

This memorandum outlines the anticipated deliverables and meetings as well as the roles and responsibilities of the Project Management Team (PMT), Advisory Committee (AC), and consultant team members for the Wickiup Junction Refinement Plan. By participating in the Refinement Plan, your input and insights will help to shape the recommended transportation improvements within the Wickiup Junction area. The separate Public Involvement and Communications Plan further outlines opportunities for stakeholders and members of the public to engage with this refinement planning effort.

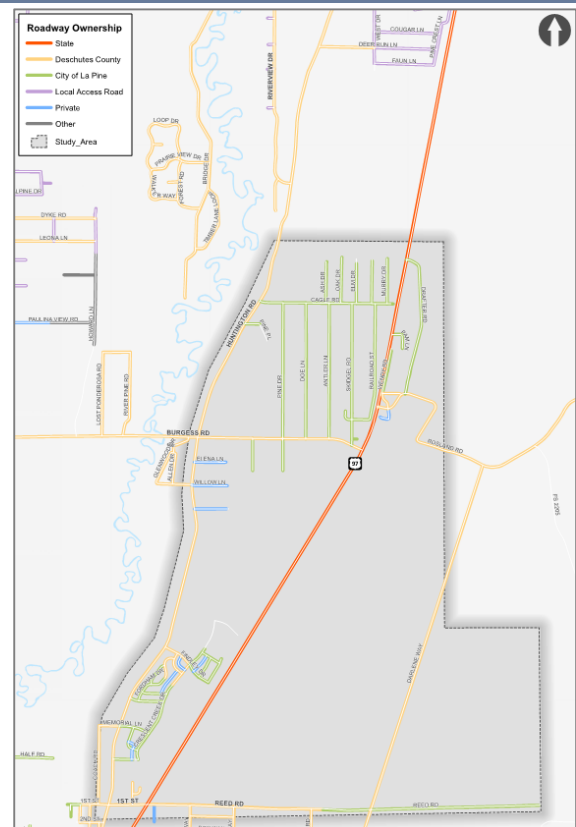
PROJECT OVERVIEW

As the La Pine community has grown further to the north and traffic volumes on US 97 have continued to increase, the highway has increasingly been a barrier to community cohesion. The City, Deschutes County and ODOT have engaged in the Wickiup Junction Refinement Plan to help identify transportation improvements, both along the highway as well as along the local street system to better serve both city residents and businesses as well as regional traffic within the community.

This project will identify potential short-, mid-, and long-term projects to enhance the transportation system for motorists, cyclists, pedestrians and freight. This plan builds upon prior work completed in the 2013 La Pine Transportation System Plan (TSP).

Some of the key aspects of this refinement planning effort include:

- ▶ **Highway Mobility:** How can the needs of through traffic on US 97 be balanced with continued economic development in La Pine? What improvements are needed to ensure safe and efficient crossings of the Burlington Northern Santa Fe (BNSF) rail line via US 97?
- ▶ **Local Circulation:** How do local residents and businesses access to, from, and across US 97?



- ▶ Non-vehicle Travel: How do people walking, biking, or taking transit travel within the Wickiup area?
- ▶ Gateway Transitions: What are appropriate treatments to transition vehicular travel speeds from the north into the community of La Pine?

OVERVIEW OF DELIVERABLES & MEETINGS

The technical analyses will be conveyed via a series of technical memorandums at key points in the project to help committee members and the community understand trade-offs and potential priorities. The initial technical memorandums create a foundation for the project covering topics such as existing plans and policies, analysis methodologies and assumptions, project goals and objectives, and existing transportation system conditions. This foundational information positions the future conditions evaluation and alternatives development for the Wickiup Junction area. These technical memorandums will be prepared in coordination with the PMT and AC meetings, as well as public meetings, a concept development workshop, and stakeholder meetings. These interactions help to guide developing the Refinement Plan, build consensus, and support adoption by La Pine City Council. The general chronology of activities is summarized below.

- ▶ **Technical Memorandum #1 – Plans and Policies**
- ▶ **Technical Memorandum #2 – Analysis Methodology and Assumptions**
- ▶ **Technical Memorandum #3 – Goals, Objectives, and Evaluation Criteria**
 - Advisory Committee Meeting #1
- ▶ **Technical Memorandum #4 – Existing Conditions**
- ▶ **Technical Memorandum #5 – Future Conditions**
 - Advisory Committee Meeting #2
 - Public Meeting #1
- ▶ **Technical Memorandum #6 – Alternatives Analysis**
 - Concept Development Workshop (Public Meeting #2)
- ▶ **Technical Memorandum #7 – Preferred, Cost-Constrained Alternatives**
 - Advisory Committee Meeting #3
- ▶ **Draft Refinement Plan**
 - Advisory Committee Meeting #4
 - Public Meeting #3
- ▶ **Revised Draft Refinement Plan**
 - Present the revised draft of the Refinement Plan to La Pine City for adoption/concurrence
 - Present the revised draft of the Refinement Plan to Deschutes County Board of Commissioners for adoption/concurrence
- ▶ **Final Refinement Plan**

MEETING SCHEDULE

Table 1 summarizes a proposed meeting schedule for this project. Each meeting lists the date and time, key deliverables to be discussed, and the consultant team members who will be in attendance. The schedule of AC meetings will be finalized based on input at AC #1. AC members are asked to notify ODOT and the consultant team of potential conflicts based on the proposed schedule. The meeting locations and times are subject to change based on location and participant availability.

Table 1: Wickiup Junction Refinement Plan Schedule			
Meeting	Date, Time & Loc.	Deliverables	Consultants
Advisory Committee #1	July 25, 2019 1:00-3:00 PM La Pine City Hall	<ul style="list-style-type: none"> ▶ Draft Technical Memo #1 ▶ Draft Technical Memo #2 ▶ Draft Technical Memo #3 	KAI
Advisory Committee #2	December 2019 1:00-3:00 PM La Pine City Hall	<ul style="list-style-type: none"> ▶ Draft Technical Memo #4 ▶ Draft Technical Memo #5 	KAI
Public Meeting #1	December 2019 6:00-8:00 PM Rosland Elementary School Gymnasium	<ul style="list-style-type: none"> ▶ Draft Technical Memo #1 ▶ Draft Technical Memo #2 ▶ Draft Technical Memo #3 ▶ Draft Technical Memo #4 ▶ Draft Technical Memo #5 	KAI, JLA
Concept Development Workshop (Public Meeting #2)	March 2019 Various Times Rosland Elementary School Gymnasium	<ul style="list-style-type: none"> ▶ Initial Concept Screening 	KAI
Advisory Committee #3	June 2020 1:00-3:00 PM La Pine City Hall	<ul style="list-style-type: none"> ▶ Draft Technical Memo #6 ▶ Draft Technical Memo #7 	KAI
Advisory Committee #4	September 2020 1:00-3:00 PM La Pine City Hall	<ul style="list-style-type: none"> ▶ Draft Refinement Plan 	KAI
Public Meeting #3	September 2020 6:00-8:00 PM Rosland Elementary School Gymnasium	<ul style="list-style-type: none"> ▶ Draft Refinement Plan 	KAI, JLA
Joint City of La Pine/Deschutes County Work Session	October 2020 1:00-3:00 PM La Pine City Hall	<ul style="list-style-type: none"> ▶ Draft Refinement Plan 	KAI
City of La Pine City Council Hearing	November 2020	<ul style="list-style-type: none"> ▶ Draft Refinement Plan 	KAI
Deschutes County Board of Commissioners Hearing	November 2020	<ul style="list-style-type: none"> ▶ Draft Refinement Plan 	KAI

PROJECT WEBSITE

Kittelson has developed a public website that provides access to a project meeting schedule, draft and final technical memorandums, the draft and final Refinement Plan, and will provide a forum for gathering public input on the project. The website address is:

www.WickiupRefinementPlan.com

ROLES & RESPONSIBILITIES

To accomplish a Draft Refinement Plan by Summer 2020, adhering to the schedule is important. We have identified a review process for the technical memorandums and draft Refinement Plan reports to allow the PMT and AC members to review each memorandum and report for one full week and two weekends prior to each Advisory Committee meeting. This approach has been developed to provide sufficient opportunity for committee members to review future draft reports prior to the meetings. **Table 2** summarizes the technical memorandum and draft Refinement Plan review process.

Table 2: Proposed Refinement Plan Report Review Process					
Approximate Week in Month	Mon	Tues	Wed	Thurs	Fri
1	Consultant provides draft document to PMT		ODOT PM provide comments on the draft document to Consultant		Consultant provides draft document to Advisory Committee
2					
3			Advisory Committee Meetings Consultant provides overview of draft reports and leads discussion on key issues and decisions		
4			Advisory Committee written comments due to ODOT		ODOT provides written summary of Advisory Committee comments to Consultant Team
5					Consultant Team delivers Final Technical Memorandum or Draft Refinement Plan and upload to website

The following outlines the responsibilities for each project team member to clarify expectations of each member.

PROJECT MANAGEMENT TEAM

- ▶ Attend AC meetings
- ▶ Attend Stakeholder meetings (as needed)
- ▶ Attend Public Meetings
- ▶ Attend Concept Development Workshop
- ▶ Complete initial review of draft materials
- ▶ Provide summary of AC comments (ODOT Responsibility)

ADVISORY COMMITTEE MEMBERS

- ▶ Attend AC meetings
- ▶ Review draft reports prior to AC meetings
- ▶ Provide written comments to the ODOT by Wednesday following the meeting
- ▶ Attend Concept Development Workshop
- ▶ Attend Public Meetings (optional but highly encouraged)

CONSULTANT TEAM

- ▶ Arrange and facilitate AC meetings
- ▶ Provide draft reports to the PMT and AC with adequate time for review
- ▶ Consult with ODOT on technical analysis methodology
- ▶ Arrange and facilitate Public Meetings
- ▶ Arrange and facilitate Concept Development Workshop
- ▶ Provide draft and final memorandums/reports and incorporate summarized comments from the AC and input from the Public Meetings and Concept Development Workshop

We look forward to discussing this memorandum at our first meeting on July 25, 2019. 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 at mkittelson@kittelson.com;
- ▶ Julia Kuhn, the consultant team principal, at 503-535-7409 or by email at jkuhn@kittelson.com; or
- ▶ Jessica Pickul, the consultant team public involvement lead, at 503-235-5881 or by email jessica@jla.us.com

Alternatively, you may contact the ODOT project manager, Devin Hearing at 541-388-6388 or by email at devin.hearing@odot.state.or.us.