



720 SW Washington St.
Suite 500
Portland, OR 97205
503.243.3500
www.dksassociates.com

MEMORANDUM #1

DATE: September 3, 2013

TO: Depoe Bay TSP Project Management Team

FROM: Reah Flisakowski, P.E., DKS Associates
Ray Delahanty, AICP, DKS Associates

SUBJECT: Depoe Bay TSP Public Involvement Program

P11086-011-015

Project Purpose and Overview

The City of Depoe Bay is undertaking an update to its Transportation System Plan (TSP). The TSP provides guidance for the City, as well as partner agencies and other local stakeholders, about current and future transportation needs, conditions, and proposed improvements. The City's current TSP dates from 2001, and this update will address updated land use assumptions, potential changes to the cross section of US 101, and other new and/or amended federal, state, and local plans, policies, and regulations.

Key Objectives and Issues

Key transportation planning objectives and issues to be assessed in the TSP update include:

- Identify motor vehicle, transit, bicycle and pedestrian needs, including crossing enhancements on US 101
- Develop cross-section alternatives on US 101 between Bechill Street and South Point Street
- Identify access, parking, and sidewalk needs on US 101 between the Bay Bridge and Schoolhouse Road
- Develop future north-south local roadway alignment alternatives parallel to US 101
- Identify safety issues and potential improvements for US 101 within the City
- Draft Development Code amendments needed to support the TSP

How This Project Involves the Public

Engaging Depoe Bay's citizens and businesses on these and other key issues will be vitally important to the success of the TSP update process. The purpose of this Public Involvement Program (PIP) is to ensure that the TSP update has broad community support by doing the following:

- Inform and educate stakeholders and the public so they can understand the TSP process and regulatory framework, and can provide constructive input throughout the process.
- Use a Project Management Team (PMT) to facilitate project progress. The PMT includes staff from ODOT, who is sponsoring the project, staff from the City of Depoe Bay, and consultant staff.
- Form a Community Advisory Committee (CAC) to directly engage a broad range of community and governmental stakeholders, including key technical, resident, and business interest and perspectives.
- Engage the broader community by holding community events and walking tours to provide information and gather input from users of the transportation system at strategic points in the project schedule.
- Develop a project website with regular updates to provide meeting and project information to the general public and local media.

Project Management Team (PMT)

The PMT includes City, ODOT, and consultant staff, and is tasked with monitoring the progress of the TSP update, resolving issues, and delivering products that address community needs and objectives while being consistent with state and local policy. As part of its work, the PMT will develop a roster for the Community Advisory Committee membership, coordinate community events and walking tours, and publicize information related to the project.

Community Advisory Committee (CAC)

The CAC will assist the PMT and local decision makers in identifying and addressing community issues throughout the TSP update process. At major milestones they will be asked to review the technical work and seek consensus-based recommendations that balance community interests and accomplish the objectives of the TSP update. CAC members will also act as project ambassadors to the community to help inform citizens about the process and encourage their participation in community outreach events, meetings and the project website.

The CAC is expected to represent a range of interest groups, potentially including but not limited to:

- City of Depoe Bay (planning and public works staff)
- Depoe Bay City Council
- Depoe Bay Planning Commission
- Depoe Bay Traffic Safety Commission
- Depoe Bay Chamber of Commerce
- Oregon Department of Transportation (ODOT)
- Lincoln County Public Works/Road Department
- Lincoln County Transit
- ODOT Public Transit

- Depoe Bay Fire District
- Lincoln County Sheriff's Office

It is expected that the group will meet three times over the course of the project: (1) to review existing and projected future conditions, (2) to review preliminary transportation system alternatives, and (3) to review the evaluation of alternatives and recommend solutions. The City of Depoe Bay will coordinate the formation of the CAC by soliciting members for participation in the TSP update.

Community Meetings

The following events are intended to provide opportunities to engage a wider and more diverse set of participants in the TSP update process.

Open Houses

The TSP update process will include three Community Open Houses. The City of Depoe Bay, ODOT, and Consultant staff will collaborate to plan and facilitate these events, the objectives of which are as follows:

Community Open House #1

This event will include an overview of the project's purpose, background information, existing conditions, and future baseline conditions for Depoe Bay's transportation system. Also included will be opportunities for public input on goals, objectives, and improvements that may be considered as part of the TSP update.

Community Open House #2

The second open house will focus on evaluation of transportation system alternatives and present recommended solutions for addressing key transportation issues in Depoe Bay. Open House participants will be prompted for input on the evaluation and the recommended solutions.

Community Open House #3

The final open house will feature an overview of the Draft TSP update and recommended projects and policies. Open House participants will have opportunities to give feedback on the draft, helping to inform revisions for the final version of the TSP.

Walking Workshops

Because Depoe Bay is very compact and bicycle and pedestrian needs are a key part of this project, two walking workshops are planned with the community.

Walking Workshop #1

The first workshop will focus on US 101 between Bechill Street and Schoolhouse Street, using a walking tour format to identify pedestrian and bicycle comfort and crossing issues and potential locations for improvements. This walking workshop may also include the Harbor Pedestrian Loop and/or Ocean Front Pathway System, pending further discussion with the PMT. Walking Workshop #1 will occur during the Existing Conditions phase of the project.

Walking Workshop #2

The second workshop will also focus on US 101, but will occur after pedestrian and bicycle conditions have been evaluated and crossings and other improvements have been recommended. The workshop may include a visit to select improvements away from US 101, depending on whether there are key project recommendations from this phase. Input from Walking Workshop #2 will help inform final recommendations for the TSP update.

City Council and Planning Commission

The TSP update will include joint presentations to Depoe Bay City Council and Planning Commission at key checkpoints in the planning process, including:

- Work Session #1 to introduce the project scope of work, gather input on draft TSP goals and project objectives, and to discuss roles in encouraging public participation
- Work Session #2 to review transportation system needs and opportunities, evaluation process, and public feedback, and to review potential recommendations
- Work Session #3 to review the Open House Draft TSP Update and draft implementing ordinances, and provide feedback for a revised draft, which will be presented at a public hearing
- Public hearings for both the City Council and the Planning Commission as part of the TSP update adoption process

The consultant team will provide meeting notes to the PMT for each session.

Public Information

Project Website

The consultant team will develop and maintain a project website dedicated to the TSP update. It will include key project information, including a brief overview of the project, meeting dates and summaries, other public involvement opportunities, and project materials. The website will also provide an opportunity for the public to submit comments and questions. The website will be updated regularly to include new project materials as well as responses to frequently asked questions.

News Releases and Articles

News releases will be drafted by the consultant team and issued at key points in the process, particularly in advance of community meetings. City staff will provide these releases to the local media, and City staff and consultants will respond to questions and requests from local media representatives for comments or information as needed.

Mailings and Flyers

Meeting information mailers will be developed prior to each public event. City staff will develop and distribute the mailers with input from the consultant team. In addition, City staff will develop flyers to be distributed at several locations within the City and the planning area.

Roles and Responsibilities

Task	Description	PI Lead
Public Involvement Program	Prepare a detailed plan outlining stakeholder outreach methods, advertisement of meetings, distribution of work products, workshop format, and roles and responsibilities.	DKS
	Comment on and suggest refinements to Plan.	City
Project Website	Prepare website content, graphics, layout and information. Initial content should include a planning process description, schedule, opportunities for involvement, and contact information. Regular updates will include answers to frequently asked questions and current technical and process information, including meeting notices, summaries, maps, and memos. Provide link from project website to City website.	DKS
	Review content before posting to Website.	PMT
CAC Meetings	Develop CAC roster and confirm membership. Provide meeting logistics and notification. Distribute meeting materials.	City
	Review CAC roster. Facilitate meetings. Lead presentations. Prepare information and display materials, agendas, summaries, and graphics.	DKS
Community Events (Open Houses and Walking Workshops)	Coordinate meeting logistics and set-up. Provide staff. Distribute/mail meeting notification information and leave-behinds. Co-facilitate meeting discussions.	City
	Prepare meeting notification materials for distribution. Develop meeting format strategy. Prepare handouts, PowerPoint presentation (as needed), and content for display materials. Prepare sign-in sheets and comment cards. Provide staff. Co-facilitate meeting discussions. Provide meeting summaries.	DKS
Additional Community Outreach	Coordinate and facilitate individual meetings at local gathering places and/or with community groups as needed to supplement scheduled community events. Distribute project materials. Respond to questions during meetings. Prepare brief summary of results.	City
Media Updates	Draft and issue media releases approximately monthly.	DKS
	Distribute media updates and act as project contact to the media.	City

Compliance with Title VI Outreach Requirements

Implementation of this Public Involvement Program will meet requirements and guidance found in ODOT's Title VI (1964 Civil Rights Act) Plan. Specifically, Title VI identifies measures to reach and solicit comments from disadvantaged populations within a community.

Based on 2011 American Community Survey (ACS) five-year data, the racial makeup of Depoe Bay was about 99 percent White (1,296 of the total population of 1,313) with a small number of residents classified as Native Hawaiian and Other Pacific Islander. This is a higher percentage of White and lower percentage of nearly all other ethnic groups compared to Oregon as a whole. Because Depoe Bay is contained within a single census block group, more geographically detailed data is not available.

In the same ACS data set, approximately 19.5 percent of individuals in the city had incomes in the previous 12 months that put them below the poverty line, compared to 14.8 percent for Oregon as a whole. Poverty numbers vary over time with larger economic trends, including the recent recession, but the comparison to statewide figures shows that the low-income population in Depoe Bay is significant.

Outreach to low-income and minority populations will be addressed through the following means (responsible party noted in parentheses where appropriate):

- Actively seek one or more person who is a transit user in Depoe Bay. Coordinate with Lincoln County Transit as needed to identify potential participant. (ODOT)
- Make an effort to identify and include low-income and/or minority community members to include on the CAC. (City)
- Use a variety of methods of communication as described in the sections above, most of which are accessible to minority and low-income residents. (All)
- Consult with Lincoln County Health and Human Services about any special needs in Depoe Bay related to race, ethnicity, income, disability, age, or gender, as well as any group or organizations that they recommend targeting for outreach. (City)
- Notify agencies that work with low-income and minority populations about opportunities for public involvement. (City)
- Notify representatives from Native American tribes in the region such as the Confederated Tribes of Siletz Indians. (City)
- Hold meetings in places that are accessible by transit, walking, or bicycling. (All)
- The City will offer ADA assistance (e.g. accessibility, hearing assistance) and translation services as needed at meetings, given prior notice. (City)