



## MEMORANDUM

**Date:** September 16, 2019

**To:** Advisory Committee and Project Management Team

**From:** Matt Kittelson, PE

**Project:** Wickiup Junction Refinement Plan

**Subject:** Advisory Committee Meeting #1

Project #: 23256

## ADVISORY COMMITTEE MEETING #1

**Meeting Date:** July 25, 2019

**Time:** 1:00 to 3:00 p.m.

**Location:** La Pine City Hall  
16345 6<sup>th</sup> Street, La Pine, OR 97739

## ATTENDEES

See sign-in sheet

## AGENDA

Time	Topic	Lead
1:00 p.m.	Introductions/Public Comment	Matt Kittelson (KAI)
1:10 p.m.	Project History & Context	Devin Hearing (ODOT)
1:20 p.m.	Project Purpose, Background, and Study Area	Matt
1:35 p.m.	Project Overview Memo & Schedule	Matt/Miranda Barrus (KAI)
1:40 p.m.	Public Involvement & Coordination Plan	Matt
	▶ Advisory Committee Protocols	Matt/Devin
	▶ Decision Making Protocols	
1:55 p.m.	Tech Memo 1: Plans & Policy	Matt
	▶ Review & Comment	All
2:00 p.m.	Tech Memo 2: Methodology	Matt/Miranda
	▶ Review & Comment	All
2:10 p.m.	Tech Memo 3: Goals & Objectives	Matt/Miranda
	▶ Breakout Session on Goals & Objectives	All
	▶ Breakout Session on Evaluation Criteria	All

	▶ Summary of Breakout Sessions	Matt
<b>2:45 p.m.</b>	Action Items & Open Discussion	Matt/Devin

## NOTES

### Introductions

- ▶ The project team, advisory committee members, and public visitors introduced themselves and their affiliation. An attendance sheet is attached.

### Project History

- ▶ Devin provided an overview the project background and contract funding. He noted that this effort is intended to focus on a solution for Wickiup Junction that doesn't rely on an overcrossing. The outcomes of the project will be incorporated into the La Pine Transportation System Plan and, as necessary, the Deschutes County Transportation System Plan and Oregon Highway Plan.

### Project Purpose

- ▶ This project will provide a holistic approach to solving transportation issues in northern La Pine.
- ▶ Project focus is to identify short, mid, and long-term improvements options for all modes of travel within the study area. Key issues include local circulation and access, maintaining and planning for long-term highway mobility, and pedestrian and bicycle facilities.
- ▶ The study area includes the Wickiup Junction vicinity and extends south to 1<sup>st</sup> Street/Reed Road.

### Project Overview Memo

- ▶ Matt provided summary of the project overview memo. The group discussed project protocols and advisory committee member responsibilities.

### Public Involvement Plan

- ▶ Matt provided a summary of the public involvement plan, including outreach opportunities, the planned concept development workshop, and decision-making structure. Given the multiple agencies and stakeholders involved with and interested in this project, collaboration will be an essential project element.

### Tech Memo 1 – Plans & Policy Review

- ▶ Matt provided a summary of the Plans & Policy review memo. The advisory committee did not have significant comments.

### Tech Memo 2 – Methodology Memo

- ▶ Matt provided a summary of the Methodology Memo. The advisory committee suggested the following modifications to the data collection plan:
  - Add the following intersections: Burgess Road/Skidgel Road & Huntington Road/Cagle Road
  - Remove the following intersection: Burgess Road/Pine Drive
- ▶ ODOT will attempt to modify the data collection plan to reflect the recommended modifications.

## Tech Memo 3 – Goals, Objectives, and Evaluation Criteria

- ▶ Matt provided a summary of the goals, objectives, and evaluation criteria recommended by the project team. The advisory committee reviewed these recommendations and worked in small groups to develop recommended changes. The small groups reported out those recommendations and Tech Memo #3 will be modified to reflect the recommendations.

## Action Items/Other

- ▶ ODOT will explore modifying the data collection plan based on advisory committee recommendations
- ▶ Kittelson & Associates will update Tech Memos 1-3 based on advisory committee feedback
- ▶ The advisory committee recommended hosting public open houses from 5-7 PM.

## NEXT MEETING

### Advisory Committee Meeting #2

Date TBD

1:00 to 3:00 p.m.

La Pine City Hall

Topic: Existing and Future Conditions