

COUNCIL CREEK REGIONAL TRAIL MASTER PLAN PROJECT

(Identify and Plan a Preferred Trail Alignment)



PROJECT APPROACH SUMMARY

MARCH 2014

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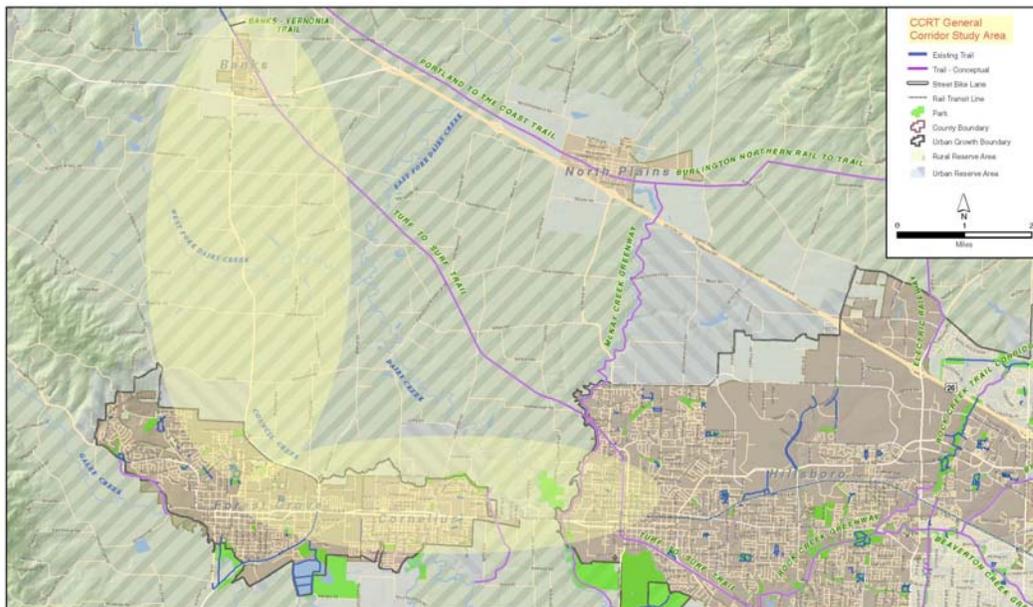
COUNCIL CREEK REGIONAL TRAIL (CCRT) MASTER PLAN

GOALS and OBJECTIVES

The Council Creek Regional Trail (CCRT) Master Plan will identify and plan a preferred trail alignment. In general the trail corridor study area is approximately 15-mile long extending from downtown Hillsboro through the cities of Cornelius and Forest Grove and then north across unincorporated rural and farming areas in Washington County to the City of Banks. A preferred trail alignment will be the primary outcome of this Master Plan Project. Specific master planning process objectives include:

1. Coordinate the inputs and actions of the various project jurisdictional partners, and other stakeholders.
2. Engage local jurisdictions, property owners, citizens, businesses, and other stakeholders in the CCRT's development.
3. Collect and summarize baseline information on the existing conditions within the CCRT corridor and in immediately abutting areas.
4. Analyze specific trail segments within the trail corridor addressing opportunities and constraints with respect to roadway and railway crossings, stream and wetland impacts, urban and rural land uses, and other opportunities and limitations, to best assure trail sections and segments can be constructed to regional trail standards.
5. Develop implementation and phasing strategies.
6. Produce draft CCRT Master Plan documents available for jurisdictional, stakeholder, and public review and distribution.
7. Produce a final CCRT Master Plan with a preferred alignment to guide local jurisdictions in the development of the trail.

General Study Corridor Map



COUNCIL CREEK REGIONAL TRAIL (CCRT) MASTER PLAN

TRAIL SEGMENTS

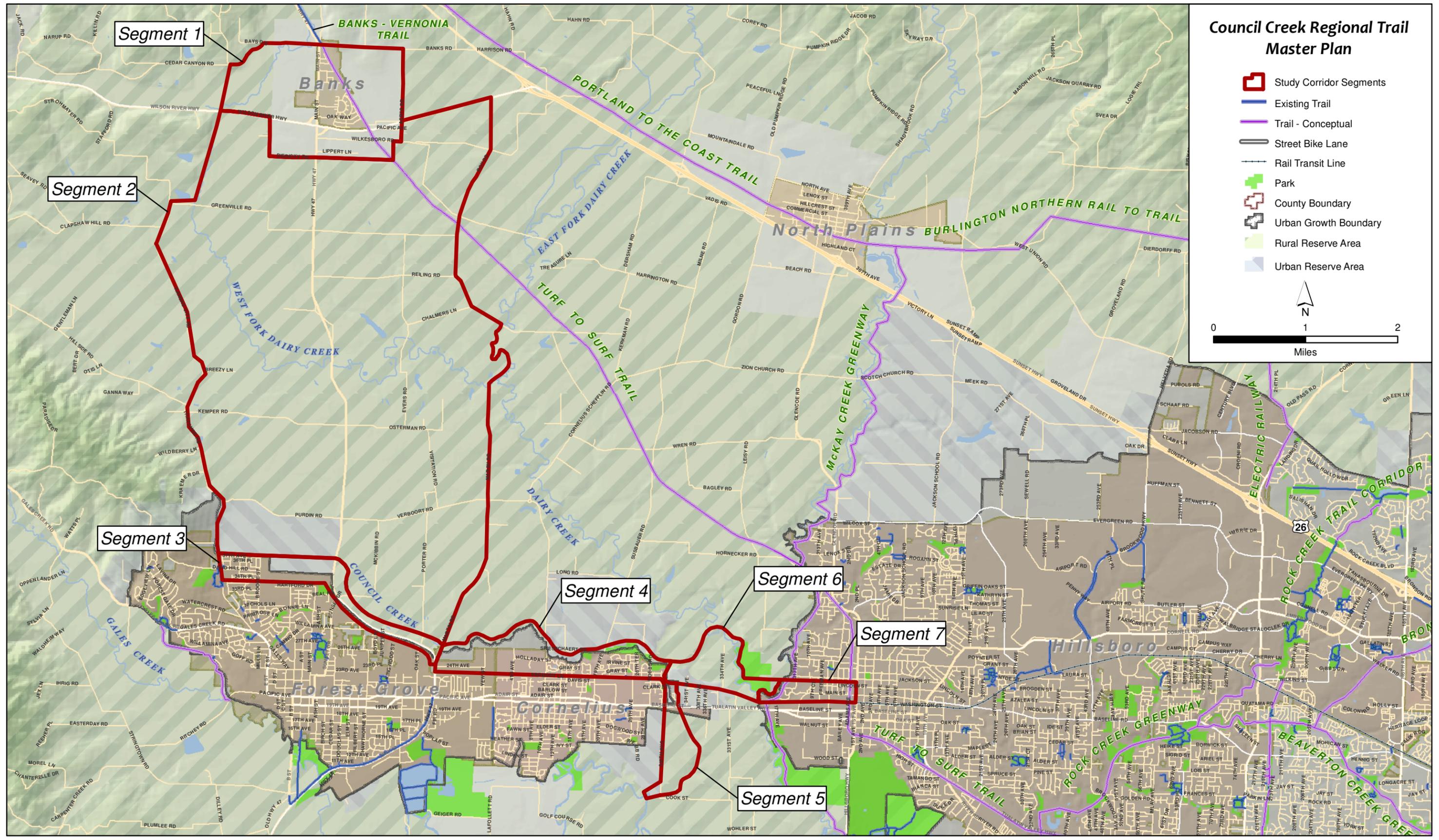
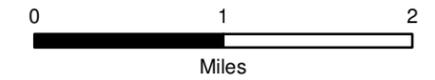
The Project study corridor for evaluation purposes is organized into seven (7) trail segments which are illustrated on the Project study corridor map below and further described as:

1. City of Banks city limits to the limit of the urban growth boundary (UGB) immediately west, east and south of Banks (note: connectivity to the Vernonia-Banks Regional Trail trailhead within the City limits shall be considered but specific trail alignments within the Banks city limits are not part of the Project).
2. Southern limit of the Banks UGB immediately south of Highway 6 to City of Forest Grove's northerly city limits.
3. NW Thatcher Road to NW Martin Road at the intersection of Highway 47. This segment will generally follow Highway 47 to the intersection with NW David Hill Road and thence the line of NW David Hill Road. The westerly boundary of this segment may be adjusted to account for the planned point of intersection with Segment 2.
4. Highway 47 and NW Martin Road to Jobes Ditch/345th Avenue (Jobes Ditch is an historical place name for an old irrigation canal that defines the approximate alignment of this planned "spur" to the Council Creek Regional Trail)
5. Jobes Ditch spur trail that will turn south from the mainline trail at approximately 345th Avenue.
6. Jobes Ditch/345th Avenue to MacKay/Dairy Creeks.
7. MacKay Creek/Dairy Creeks to City of Hillsboro's Downtown MAX station.

CCRT Trail Segment Map attached

Council Creek Regional Trail Master Plan

-  Study Corridor Segments
-  Existing Trail
-  Trail - Conceptual
-  Street Bike Lane
-  Rail Transit Line
-  Park
-  County Boundary
-  Urban Growth Boundary
-  Rural Reserve Area
-  Urban Reserve Area



Segment 1

Segment 2

Segment 3

Segment 4

Segment 6

Segment 7

Segment 5

BANKS - VERNONIA TRAIL

PORTLAND TO THE COAST TRAIL

BURLINGTON NORTHERN RAIL TO TRAIL

TURF TO SURF TRAIL

McKAY CREEK GREENWAY

ROCK CREEK TRAIL CORRIDOR

ROCK CREEK GREENWAY

BEAVERTON CREEK GREENWAY

Banks

North Plains

Forest Grove

Cornelius

Hillsboro

Gales Creek

West Fork Dairy Creek

Dairy Creek

Council Creek

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COUNCIL CREEK REGIONAL TRAIL (CCRT) MASTER PLAN

KEY PROJECT TASKS

The CCRT Master Plan will be developed and delivered as described in ODOT Work Order Contract (WOC) #5, Price Agreement #28352, approved effective August 14, 2013. Following is a summary of key work tasks.

TASK 3: Existing Conditions

Objective: Document existing conditions within the Project study corridor that may impact or influence trail alignment options, implementation considerations and trail development costs.

Deliverables:

- Prepare and deliver a draft Plan Report No. 1, Existing Conditions, incorporating the catalog and descriptions of existing plans, environmental conditions, design opportunities, and transportation crossings.
- Prepare and deliver a map atlas illustrating existing conditions.
- Lead a review of the draft Plan Report No. 1 and map atlas by the PAC.

TASK 4: Trail Alignment Analysis

Objective: Identify, describe, and map up to three (3) trail alignment alternatives.

Deliverables:

- Prepare and deliver a draft set of trail alignment evaluation criteria.
- Lead and review the draft evaluation criteria by the PMT.
- Revise the draft evaluation criteria in accordance with PMT comments and City direction and deliver a final set of criteria.
- Prepare and deliver a Plan Report No. 2, Trail Alignment Analysis, evaluating and describing up to three (3) trail alignment alternatives for each of seven (7) trail segments.
- Prepare and deliver a map atlas illustrating up to three (3) trail alignment alternatives for each trail segment.
- Lead a review of Plan Report No. 2 by the PAC and SAC.
- Participate in a Project open house as per this SOW.
- Revise the draft Plan Report No. 2 and map atlas as per City direction in accordance with PAC, SAC and open house comments, and deliver a final Plan Report No. 1 and map atlas.

TASK 5: Plan Implementation

Objective: Identify a preferred trail alignment and document plan level trail development costs, probable regulatory requirements, probable jurisdictional authorities, and recommended trail design typology and trail segment phasing.

Deliverables:

- Prepare and deliver a draft Plan Report No. 3, Plan Implementation, incorporating cost estimates, matrices for regulatory requirements and jurisdictional responsibility, a segment map atlas of the preferred trail alignment, and a trail design typology and suggested phasing plan.
- Lead a review of Plan Report No. 3 by the PAC and SAC.
- Revise the draft Plan Report No. 3 and map atlas as per City direction in accordance with PAC and SAC comments, and deliver a final Plan Report No. 3.

TASK 6: Master Plan Production

Objective: Produce a final Master Plan document for the Council Creek Regional Trail for consideration and adoption by the Project Partners, and as guidance for future trail builders and operators, and the public.

Deliverables:

- Prepare and deliver two (2) draft versions of the master plan, incorporating Plan Reports Nos. 1, 2, and 3.
- Lead reviews of draft master plan by the PAC and SAC.
- Participate in a Project open house as per this SOW.
- Revise the draft master plan and segment map atlas as per City direction in accordance with PAC, SAC and open comments, and deliver a final master plan.

TASK 6.4: Final Master Plan Partner Reviews

Objective: Following delivery of the final Master Plan, reviews or Master Plan adoption processes by individual Project Partner decision-making or advisory bodies may occur. Consultant shall make presentations to these bodies as required by Agency and City.

COUNCIL CREEK REGIONAL TRAIL (CCRT) MASTER PLAN DELIVERABLE REVIEW STRATEGY

Deliverable Review Sequence

Parametrix will produce drafts of most project deliverables and submit to the City of Forest Grove’s project manager (CPM). Upon acceptance of a deliverable by the City, the Project Management Team (PMT) will generally be the initial review group, followed by review from the Stakeholder Advisory Committee (SAC), then review in public open houses (OH) as applicable, and finally review by the Project Advisory Committee (PAC). Key Stakeholder Interviews (SI) will also be utilized for specific items. Such interviews may occur at any time in the Master Plan process, as determined by the City.

The PAC shall consider input from the PMT, SAC, public open houses, and from interviews, and make the final advisory recommendations on Master Plan deliverables. This general review sequence will take place for the three (3) Plan Reports and for the draft Master Plan. The draft Master Plan will be forwarded to jurisdictional partners for formal review and adoption.



Key Review Groups

Project Management Team (PMT)

The PMT will help to ensure completion of tasks and deliverables in accordance with the Master Plan scope, schedule and budget; and provide policy and technical guidance. The PMT shall review and comment on draft Plan Reports prior to distribution to the PAC, SAC, appointed and elected officials, and to the public.

Four (4) PMT meetings shall be held over the duration of the Master Plan project. PMT meetings shall be held to coincide with delivery of the draft Plan Reports associated with project Tasks 3, 4, and 5, and with delivery of the internal draft Master Plan (Task 6). In addition, the PMT shall participate in the project kick-off meeting. The project kick-off meeting and the meeting for project Task 3 shall be held jointly with the PAC. All other PMT meetings will held separate from the PAC, be one (1) hour in length, and conducted by teleconference.

The PMT membership shall be the following entities and specific persons:

- City of Forest Grove Derek Robbins (City Project Manager)
- City of Cornelius Dick Reynolds (Collaborative Project Manager)
- Metro Lake McTighe (Collaborative Project Manager)
- ODOT Michele Thom (ODOT Project Manager)
- Parametrix Jim Rapp (Consultant Project Manager)

The City Project Manager shall facilitate the PMT meetings. Consultant shall lead meeting discussions on technical issues. Specific responsibilities of City Project Manager, with the assistance of other PMT members and the Consultant, related to the functioning of the PAC and SAC include:

- Facilitating PAC and SAC meetings to begin and end on time, stay on topic, consider all issues on the agenda, afford all members the opportunity to express their views and concerns, and to the extent possible, reach consensus on Master Plan alternatives and recommendations.
- Distribute PAC and SAC meeting agendas and materials.
- Distribute PAC and SAC meeting summaries.
- Arriving early and remaining after each PAC and SAC meeting to manage meeting set-up and take-down logistics.
- Distribute general Master Plan project updates and information on upcoming project activities and events notices as part of each meeting.
- Sharing agency, stakeholder, and public input; and other information that may have been received between PAC and SAC meetings.

Project Advisory Committee (PAC)

The PAC will provide technical assistance, feedback, review, and provide advisory recommendations on project task deliverables; and provide policy guidance and act as a sounding board over the course of the Master Plan project. Four (4) PAC meetings shall be held over the duration of the Master Plan project. PAC meetings shall be held to coincide with delivery of the draft Plan Reports associated with Master Plan project tasks 3, 4, and 5, and with delivery of the external draft Master Plan (Task 6). In addition, the PAC shall participate in the project kick-off meeting. The project kick-off meeting and the meeting for project Task 3 shall be held jointly with the PAC. All other PMT meetings will be held separate from the PAC, be two (2) hours in length, and held at City of Forest Grove offices or at other locations convenient to PAC members, as determined by the City.

The PAC membership shall include one (1) representative from each of the following entities. PMT members shall also serve on the PAC. Each jurisdiction shall have one “vote” in arriving at PAC recommendations. The PMT’s Parametrix representative shall be “non-voting”.

- City of Forest Grove – Tom Gamble
- City of Banks – Jolynn Becker
- City of Hillsboro – Mary Ordal
- City of Cornelius – Bill Bash
- Washington County – Shelley Oylear & Joy Chang
- Oregon Department of Transportation – Seth Brumley

Stakeholder Advisory Committee (SAC)

The SAC shall advise the PMT and PAC on constituency and community concerns and issues, assist in public outreach, review and provide comment on Master Plan alternatives and deliverables, serve as a forum to provide information and contacts that will help advance the Master Plan, and help to build community consensus on Master Plan recommendations. Three (3) SAC meetings will be held over the duration of the Master Plan project. SAC meetings shall be held to coincide with the delivery of the draft Plan Reports associated with Master Plan project tasks 4 and 5, and with delivery of the external draft Master Plan (Task 6). All meetings will be two (2) hours in length and be held at City of Forest Grove offices or at other locations convenient to SAC members, as determined by the City. PMT and PAC member participation in SAC meetings shall be ex-officio.

The SAC membership may include but not be limited to one (1) representative from each of the following entities or interests:

- Forest Grove Recreation Commission
- Cornelius Parks Advisory Board
- Forest Grove Economic Development Commission
- Forest Grove Chamber of Commerce
- Cornelius Chamber of Commerce
- Rural Roads Operations & Maintenance Advisory Committee (RROMAC)
- Washington Transportation Association (WTA)
- Citizen Participation Organization (CPO) 15
- Salmonberry Corridor Coalition
- Friends of Yamhelas Westsider Trail Coalition
- Friends of Banks-Vernonia Trail
- Banks Chamber of Commerce
- Washington County Visitors Association
- Washington Co. Bicycle Transportation Coalition
- Tualatin Soil & Water Conservation District
- Hillsboro Chamber of Commerce
- Hillsboro Economic Development Commission
- Tualatin River Watershed Council
- Adelante Mujeres
- Forest Grove Committee for Citizen Involvement
- Verboort Citizen Advisory Board
- Oregon Farm Bureau

Other Project Reviews

Project Open Houses

Two (2) project open house meetings will be conducted. Open house meetings will be two (2) hours in length and be held at the City of Forest Grove offices or other locations, as determined by the City. Project open house meetings shall consist of a presentation by the City on project deliverables to date, a Consultant facilitated Q&A session, and an interactive open house. PAC and SAC members are expected to participate and assist in project open houses.

Stakeholder Interviews

Ten (10) interviews with key stakeholders or groups of related stakeholders are anticipated. One (1) Consultant team member and one (1) PMT member will conduct each interview. Each interview will be up to ninety (90) minutes in length. Interviewees shall be identified by the City in consultation with the PMT and PAC. Interviews will be scheduled by the City and may be conducted by telephone to accommodate the needs of stakeholders, or may be conducted with small groups of related stakeholders to create process and budget efficiencies. Stakeholder interviews may be conducted over the duration of the project at times determined by the City in consultation with the PMT and PAC

Master Plan Production Process

Internal Draft Master Plan

Consultant shall prepare and deliver a draft Master Plan for internal review by the PMT. The PMT will review the draft Plan first to determine if the document is ready for review by PAC and SAC or if revisions are needed. If required, Consultant shall incorporate any PMT comments into the internal draft plan prior to review by the PAC and SAC.

External Draft Master Plan

Consultant shall prepare and deliver a revised draft Master Plan incorporating PMT comments for external review. The external review Master Plan will be presented to the SAC and at the final project open house.

Final Master Plan

Following SAC and public open house review, the Consultant shall incorporate SAC and open house comments and make any indicated revisions to the Master Plan as per City direction. The City shall deliver a draft final Master Plan document to the PAC. The PAC shall review this Master Plan version and make recommendations for any final revisions.

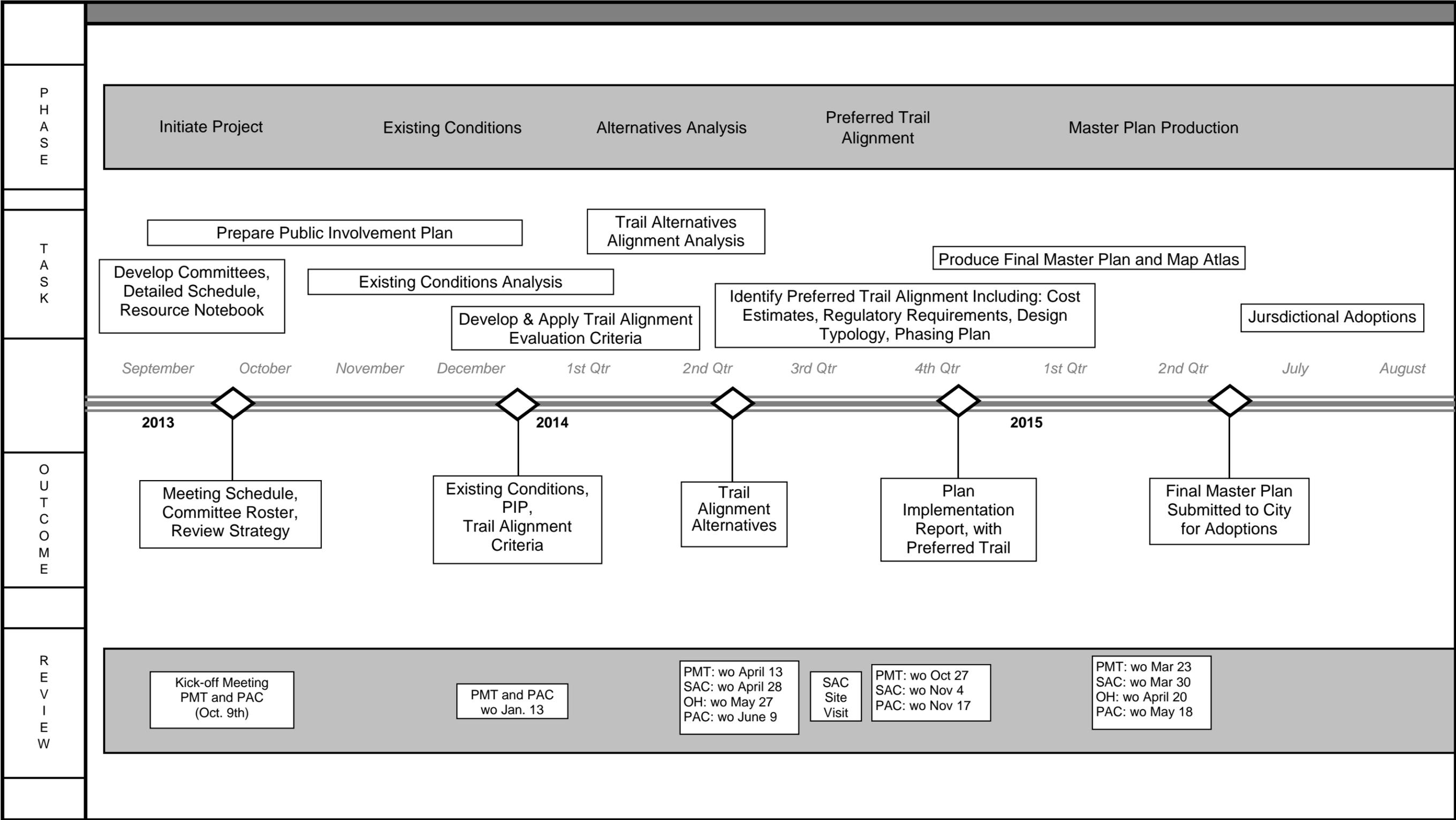
Jurisdictional Partner Review

Based on City direction as to recommended PAC revisions if any, the Consultant shall revise the Master Plan and deliver a final Master Plan to the City. Master Plan adoption processes by individual jurisdictional decision-making or advisory bodies may occur. The number of jurisdictional reviews will be determined by the City in consultation with the PMT and PAC. Consultant shall participate in one (1) presentation to the City of Forest Grove City Council and up to two (2) additional presentations to Project Partners as selected by the City.

COUNCIL CREEK REGIONAL TRAIL (CCRT) MASTER PLAN PROJECT SCHEDULE

Following is a summary of the project schedule including key milestones, meetings, meeting purposes, materials, and expected outcomes. Three committees will meet several times over the course of the Master Plan process. Meeting dates below are “**the business week of**” and **preliminary**, and may be subject to modification over the course of the Master Plan process, based on adjusting timing to coincide with key deliverables, to maximize committee participation, and/or to account for other variables that may arise.

COUNCIL CREEK REGIONAL TRAIL MASTER PLAN - PROJECT TIMELINE



Kick-off Meeting (Task 1.2.1)

- PMT and PAC Week of October 8, 2013

Purpose: Review project scope, schedule, committee roles and responsibilities, etc.

Materials: Committee Resource Notebook including key project process summaries and background materials and mapping, and full ODOT-approved project scope, quality control plan, etc.

Outcomes: Modify or accept meeting schedule, committee roles and responsibilities, etc.

Public Involvement Plan, Existing Conditions Report, Trail Alignment Criteria (Task 2.1, Task 3, Task 4.1)

➤ PMT and PAC Week of January 13, 2014

Purpose: Review draft Existing Conditions Plan Report; draft Public Involvement Plan; and draft trail alignment criteria.

Materials: Draft Existing Conditions Plan Report, Public Involvement Plan and Trail Alignment Criteria.

Outcomes: Modify or accept Existing Conditions Plan Report, Public Involvement Plan, and Trail Alignment Criteria.

Trail Alignment Analysis (Task 4.2)

- PMT Week of April 14, 2014
- SAC Week of April 28, 2014
- Open House Week of May 27, 2014
- PAC Week of June 9, 2014

Purpose: Review draft Trail Alignment Plan Report and mapping identifying up to 3 alignments in each of 7 trail segments.

Materials: Draft Trail Alignment Plan Report and Map Atlas.

Outcomes: Modify or accept draft Trail Alignment Plan Report and mapping.

Plan Implementation Report (Task 5)

- PMT Week of October 27, 2014
- SAC Week of November 4, 2014
- PAC Week of November 17, 2014

Purpose: Identify a “preferred” trail alignment. Review Plan Implementation Report, which will include a “preferred” trail alignment for each segment and revised map atlas, trail design typology, cost estimates, and report on other implementation factors.

Materials: Draft Plan Implementation Report.

Outcomes: Modify or accept Plan Implementation Report including a preferred trail alignment.

