

Metro | Agenda

Meeting: ATP Stakeholder Advisory Committee meeting
Date: Thursday, March 15, 2012
Time: 1:30-4:30 p.m.
Place: Room 501, Metro, 600 NE Grand Ave., Portland, 97232
Purpose: Kick-off Meeting: get to know each other and the work ahead
Outcome(s): Understand the project purpose and timeline; discuss desired outcomes and how to achieve outcomes; roles and responsibilities understood

- 1:30 p.m. Welcome from Councilors Rex Burkholder and Kathryn Harrington, Metro Council liaisons to the Active Transportation Plan, and Jonathan Nicholas, Chair of the Executive Council for Active Transportation
- 1:40 Introductions from SAC members
- 2:00 Project Overview – Lake McTighe and Discussion with SAC
Project objectives, timeline and milestones, background, SAC questions, comments. Refer to: Cover memo, timeline, scope of work, comments on scope of work, and Communication Strategy.
- 3:00 Success and Failures exercise and discussion – All
Members identify what will represent a successful project, and what will reflect failure.
- 3:15 Break
- 3:30 SAC Roles, Responsibilities, Decision Making - All
Refer to: SAC Roles, Responsibilities and Guidelines document, scope of work Task 1, and Stakeholder Communication Strategy document
- 4:00 Work Groups– All
Members come to agreement what Work Groups are needed and choose groups to participate in. Refer to: Proposed Work Groups document
- 4:20 Comments from the audience
- 4:30 Adjourn

Next meeting dates:

A Doodle Poll will be sent out for the next meeting.

SAC Work Groups meeting dates:

Dates TBD Work Group members; dates of meetings will be posted to the webpage and emailed to the SAC.

Mark your calendars: Oregon Active Transportation Summit, April 16-17 in Salem

Attachments:

Project binders with meeting materials will be provided at the meeting.

1. Agenda
2. Cover memo
3. List of SAC members and contact info
4. List of Project Staff
5. Project Scope of Work, Timeline and area map
6. ATP planning framework
7. SAC member comments on workplan
8. SAC roles, responsibilities guidelines – discussion draft
9. Proposed SAC Work Groups and assignment sheet
10. Stakeholder Communication Strategy – discussion draft
11. SAC member engagement memo
12. ATP Fact sheet and BRC “The Case for an Integrated Mobility Strategy

 Metro | Memo

Date: March 15, 2012
To: Stakeholder Advisory Committee
From: Lake McTighe, Active Transportation Program
Subject: Regional Active Transportation Plan – First Stakeholder Advisory Committee meetings

Purpose

Provide an overview of the purpose, need and process of the Regional Active Transportation Plan project. Orient the Stakeholder Advisory Committee to the project, their role and responsibilities and the meeting materials.

Background

The need for a regional Active Transportation Plan (ATP) was identified as a follow up activity in the 2035 Regional Transportation Plan (RTP). The objective of the project is to identify priorities and strategies for completing an agreed upon principal active transportation network for the region. The principal network will be the highest classification in the regional bicycle and pedestrian system. The project officially started on Jan. 4, 2012, will last 18 months and must be completed by June 30, 2013. Metro has received a \$280,000 Transportation Growth Management grant from the Oregon Department of Transportation (ODOT) that will help fund the project.

The project objectives and tasks are outlined in the *Project Statement of Work and Timeline*, attached. Preliminary comments on the scope from the Stakeholder Advisory Committee are included. The project area covers the Portland metropolitan region, including the urban portions of Multnomah, Clackamas and Washington Counties. See attached *project area map*.

The ATP will be proposed for adoption in June 2013 and will be considered for amendment into the RTP either in 2013 or during the update of the RTP scheduled for 2014. The ATP will also propose amendments to current RTP, the Regional Transportation Functional Plan (RTFP), and potentially the Urban Growth Management Functional Plan (UGMFP).

The RTP establishes an outcomes based framework that is performance driven and includes policies, objectives and actions that direct future planning and investment decisions for transportation. The ATP will provide direction and recommendations on policies and strategies that will increase the number of people walking and biking and increase access to public transit. The RTP is available on Metro's website at www.oregonmetro.gov/RTP

The Regional Transportation Functional Plan (RTFP) implements the goals, objectives and policies of the RTP which the cities and counties carry out in their comprehensive plans, transportation system plans (TSPs) and other land use regulations and transportation project development. The RTFP includes guidance and requirements. The RTFP can be found on Metro's website by searching for "regional transportation functional plan" or by clicking [here](#).

The Urban Growth Management Functional Plan (UGMFP) implements the 2040 Growth Concept and Regional Framework, and includes regional policies that require changes to city and county comprehensive plans and implementing ordinances. The UGMFP can be found on Metro's website or by clicking [here](#).

The adopted Active Transportation Plan will ultimately be implemented through city and county TSPs and comprehensive plans. Refer to the *Project Scope of Work* for additional information

background on the federal and state planning context and refer to the attached *Planning Framework Diagram*.

Project Committees and Process

The project will be guided by the Metro Council, Metro's Policy and Technical Advisory Committees, the Stakeholder Advisory Committee (SAC) and the Executive Council for Active Transportation (ECAT). The attached *Stakeholder Communication Strategy* further outlines the proposed roles and actions of the stakeholders engaged in the process.

The project staff team will provide updates to MTAC, TPAC, MPAC and JPACT during the course of the project at key milestones; the updates will reflect the guidance and advice from the SAC and ECAT. Metro Councilors Kathryn Harrington and Rex Burkholder are the proposed Council liaisons to the project.

The SAC will be the main working group for the project, providing technical expertise and stakeholder engagement. The SAC will review and comment on materials and develop recommendations. The SAC will meet approximately five times over the course of the project at project milestones and decision points. The SAC will form Work Groups that will meet more frequently and that will focus on specific topics and issues. Refer to the *SAC Roles, Responsibilities and Guidelines* which further outlines the proposed role of the SAC and to the *Proposed SAC Work Groups*.

The project will be developed in three main phases.

- Phase 1 – January – June 2012: The first phase of the project will develop a report on existing conditions phase that will lay the groundwork for framing choices, understanding current investments, and understanding the impacts of active transportation to the achieving the region's Six Desired Outcomes and the 2040 vision.
- Phase 2 – July – December 2012: The second phase of the project will develop various concepts for developing the region's Principal Active Transportation Network. Once a conceptual approach has been decided upon, several alternative approaches to implementing the concept will be developed. The alternatives will be modeled, rough cost estimates will be developed and benefits and tradeoffs weighed, and the preferred alternative will be selected. Policy, concept and map updates will be recommended for the RTP and the RTFP.
- Phase 3 – January – June 2013: The third and final phase of the project will focus on developing a tiered list of priority projects for development, a phased implementation plan and a proposed funding strategy for implementing the project.

Recent and Upcoming Meetings

A summary of recent and upcoming scheduled meetings:

Feb. 9	Metro Council discussion on project outcomes and stakeholder engagement
Feb. 15	MTAC presentation
Feb. 17	TPAC presentation
Feb. 22	MPAC presentation
March 15	Stakeholder Advisory Committee project kick-off meeting
March 29	Executive Council for Active Transportation project kick-off/economic development
June-July	Second SAC meeting for Existing Conditions/Network Concepts- Project Milestone
Oct – Nov	Third SAC meeting for Identify Alternative Network – Project Milestone
Jan-Feb	Fourth SAC meeting for Priorities and Strategies – Project Milestone
April-May	Fifth SAC meeting for Final Recommendations – Project Milestone

Regional Active Transportation Plan Stakeholder Advisory Committee Contact List

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Please direct questions for the project team to Lake McTighe at
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Statement of Work Active Transportation Plan for the Region

ABBREVIATIONS

Agency/ODOT	Oregon Department of Transportation
ATP	Active Transportation Plan for the Region
BTA	Bicycle Transportation Alliance
EMCP	East Metro Connections Plan
ECAT	Executive Council for Active Transportation
JPACT	Joint Policy Advisory Committee on Transportation
MMLOS	Multi Modal Level of Service
MPAC	Metro Policy Advisory Committee
OAR	Oregon Administrative Rule
OTP	Oregon Transportation Plan
PM	Metro Project Manager
PMT	Project Management Team
RTFP	Regional Transportation Functional Plan
RTP	Regional Transportation Plan
UGMFP	Urban Growth Management Functional Plan
SAC	Stakeholder Advisory Committee
ST	Staff Team (Metro)
SCS	Stakeholder Communications Strategy
SOW	Statement of Work
TGM	Transportation Growth Management
TPAC	Transportation Policy Alternatives Committee
TPR	Transportation Planning Rule
TSP	Transportation System Plan
WOC	Work Order Contract
WOCPM	Work Order Contract Project Manager

PROJECT COOPERATION

This statement of work describes the responsibilities of all entities involved in this cooperative project.

The work order contract (for the purposes of the quoted language below the “WOC”) with the work order consultant (“Consultant”) shall contain the following provisions in substantially the form set forth below:

This statement of work (SOW) describes the responsibilities of the entities involved in this cooperative Project. In this Work Order Contract (WOC), the Consultant shall only be responsible for those deliverables assigned to the Consultant. All work assigned to other entities are not Consultant’s obligations under this WOC, but shall be obtained by Agency through separate intergovernmental agreements which contain a SOW that is the same as or similar to this SOW. The obligations of entities in this SOW other than the Consultant are merely stated for informational purposes and are in no way binding, nor are the named entities parties to this

WOC. Any tasks or deliverables assigned to a subcontractor shall be construed as being the responsibility of the Consultant.

Any Consultant tasks or deliverables which are contingent upon receiving information, resources, assistance, or cooperation in any way from another entity as described in this SOW shall be subject to the following guidelines:

1. At the first sign of non-cooperation, the Consultant shall provide written notice (email acceptable) to Oregon Department of Transportation (Agency) Work Order Contract Project Manager (WOCPM) of any deliverables that may be delayed due to lack of cooperation by other entities referenced in this SOW.
2. WOCPM shall contact the non-cooperative entity or entities to discuss the matter and attempt to correct the problem and expedite items determined to be delaying the Consultant.

If Consultant has followed the notification process described in item 1, and Agency finds that delinquency of any deliverable is a result of the failure of other referenced entities to provide information, resources, assistance, or cooperation, as described in this SOW, the Consultant will not be found in breach of contract; nor shall Consultant be assessed or liable for any damages arising as a result of such delinquencies. Neither shall ODOT be responsible or liable for any damages to Consultant as the result of such non-cooperation by other entities. WOCPM will negotiate with Consultant in the best interest of the State, and may amend the delivery schedule to allow for delinquencies beyond the control of the Consultant.

BACKGROUND

Project Area

The Active Transportation Plan for the Region (ATP) project area covers the Portland metropolitan region, including the urban portions of Multnomah, Washington and Clackamas Counties and twenty-five cities. Bicycle and pedestrian connections to neighboring cities outside Metro's jurisdictional boundary and to the City of Vancouver are included in the project area.

Project Overview

Active transportation is transportation powered by human energy, and the regional active transportation network is the set of bicycle and pedestrian facilities, well connected to the public transportation system, that allows people to get around the region without a car. Public transportation is active travel because it usually involves walking and it provides an essential connection to regional bicycling and walking facilities thus allowing for longer trips without a car. A national emphasis on active transportation has emerged in recent years, focusing on the fiscal, environmental and public health benefits of non-motorized travel.

This project will produce the region's first adopted stand-alone ATP. The ATP will be adopted as an element of the 2035 Regional Transportation Plan (RTP). The ATP will result in amendments to the current RTP, the Regional Transportation Functional Plan (RTFP), and potentially the Urban Growth Management Functional Plan (UGMFP). The ATP will also serve as the implementation strategy for the active transportation elements of the region's preferred

Climate Change Scenario. This project will identify the principal regional active transportation network to enable regional active transportation travel, while benefiting local active transportation trips. The principal regional active transportation network will be comprised of Regional Pedestrian and Bicycle Parkways and Pedestrian Districts. It will be the highest level classification for bicycling and walking facilities in the RTP, and will include both on and off-street bicycling and walking facilities. The principal regional active transportation network will encourage walking, bicycling and taking transit by providing safe, green and efficient ways to get around the region without a car.

Active transportation can drive economic development by supporting local businesses and ensuring that residents have multiple options for access to work, health care, educational opportunities, shopping and other destinations. When even one member of a household can make some trips on foot, by bike, or public transit for assistance with longer trips, that household's transportation costs can be lowered. Active transportation leads to healthier communities when people incorporate more physical activity into their daily lives through biking and walking. And, active transportation has important equity impacts by providing free to low cost transportation choices.

The Portland metropolitan region is recognized as a national leader in active transportation and is committed to improving the ease and safety with which people can bicycle, walk and use public transportation. However, much remains to be done to improve the safety and convenience of biking and walking. Primarily, there are key missing links in the sidewalk, on-street bike networks and regional trail system. In addition, there are important programmatic needs yet to be met such as improved bicycle parking and way finding.

The region lacks an agreed upon implementation strategy and framework for prioritizing projects in the RTP. Investment in bicycling and walking facilities has been piecemeal and opportunistic, resulting in a less-than-seamless network and preventing safe and efficient active travel for all. In many areas of the region people do not have the option to safely walk or bike, thereby limiting the benefits associated with active travel.

The current 2035 RTP includes several adopted modal plans: the Regional High Capacity Transit System Plan, Regional Transportation System Management and Operations Plan, and Regional Freight Plan. However, there is no regional modal plan for active transportation. Whereas the Regional Bicycle and Pedestrian Network Visions and Concepts were amended as part of the current RTP to incorporate regional parkways, ~~trails~~ (including trails was not new to the last RTP), and bike-transit facilities, there has been no comprehensive review of the regional bicycle and pedestrian network maps, no framework for prioritizing project development, and no guiding principles for developing the active transportation network. The ATP is identified as an implementation activity in the 2035 RTP and will complete the development of regional modal plans.

Identifying the principal regional active transportation network, establishing regional project priorities, and agreeing on an implementation strategy will help the region effectively secure federal, state, regional and local funding and achieve the active transportation vision called for in the 2035 RTP.

As a precursor to the ATP, Metro has been engaged in a project called the Active Transportation Program. Through the Active Transportation Program, Metro has shaped a regional discussion on active transportation, worked with local jurisdictions to identify active transportation demonstration projects, developed a set of initial criteria to help prioritize regional projects, and established a leadership and business group, the Executive Council for Active Transportation (ECAT), to promote development of the region's active transportation network.

Transportation Relationship and Benefits

Metro is using this Transportation and Growth Management (TGM) grant to conduct a planning process to develop the region's first ATP. The ATP will result in amendments to the RTP, the RTFP and the UGMFP as needed.

Adoption and Implementation

At the conclusion of the project in June, 2013, the ATP Stakeholder Advisory Committee (SAC) and ECAT will provide a recommendation to Metro's land use and transportation advisory committees (the Metro Policy Advisory Committee (MPAC) and the Joint Policy Advisory Committee on Transportation (JPACT), and their corresponding technical advisory committees), for adoption of the ATP as a stand-alone element of the RTP and adoption of policy and project amendments to the RTP, RTFP and UGMFP as needed. Metro's advisory committees will consider the recommendation and make their own recommendation to the Metro Council. The Metro Council will then consider adoption of the ATP, as recommended by MPAC and JPACT. The Metro Council is anticipated to consider adoption of the ATP in June 2013, directing staff to incorporate the ATP into the RTP as part of a regularly scheduled RTP update. The RTP is scheduled to be updated by the end of 2014.

Federal, State and Regional Context

The importance of active transportation to a complete transportation system has been recognized in federal, state, regional and local policies. Numerous policies, plans, codes and regulations support increased focus on active transportation to provide healthy, low-cost, and equitable transportation choices.

Bicycle and Pedestrian Legislation in Title 23 – Highways, of the Code of Laws of the United States (the codification of the general and permanent federal laws of the United States), describes the federal funding and planning policies for walking and biking. For planning, Title 23 states “bicyclists and pedestrians shall be given due consideration in the comprehensive transportation plans developed by each metropolitan planning organization and State in accordance with sections 134 and 135, respectively” and “Transportation plans and projects shall provide due consideration for safety and contiguous routes for bicyclists and pedestrians. Safety considerations shall include the installation, where appropriate, and maintenance of audible traffic signals and audible signs at street crossings”.

The Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and the rulemaking includes additional provisions and programs not codified in Title 23 that support walking and biking.

The US Department of Transportation policy statement on “Bicycle and Pedestrian Accommodations Regulations and Recommendations” (March 2010) provides policy guidance for biking and walking and a set of recommendations. The policy statement recommends that “because of the numerous individual and community benefits that walking and bicycling provide – including health, safety, environmental, transportation, and quality of life – transportation agencies are encouraged to go beyond minimum standards to provide safe and convenient facilities for these modes” and “transportation agencies should give the same priority to walking and bicycling as is given to other transportation modes”.

The state of Oregon’s Statewide Planning Goal 12 Transportation, and the implementing administrative rule, Oregon Administrative Rule (OAR) 660, Division 12, known as the Transportation Planning Rule (TPR), provide transportation policy guidance under Oregon’s state land use planning program. The TPR specifically requires that transportation system plans (TSPs) for urban areas include a bicycle and pedestrian plan for a network of bicycle and pedestrian routes throughout the planning area (OAR 660-012-020(2)(d)). The TPR also requires the adoption of street design and connectivity standards and land use regulations that provide for safe, convenient, and reasonably direct pedestrian and bicycle circulation, access to transit, and reduced reliance on the automobile (OAR 660-0012-0045(3-6)). The TPR is the road map for the preparation of TSPs by all jurisdictions responsible for transportation planning.

The Oregon Transportation Plan (OTP) is the long-range policy plan for the state’s transportation system. The OTP Policy 1.1 calls for the development of an integrated multimodal transportation system and that bicycle and pedestrian networks should be developed and promoted in all urban areas to provide safe, direct and convenient access to all major employment, shopping, educational and recreational destinations in a manner that would double person trips by bicycle and walking. The Oregon Highway Plan, adopted in 1999 and amended, and the Oregon Bicycle and Pedestrian Plan, adopted in 1995 and currently under revision, are modal elements of the OTP, addressing the state highway system and bicycle and pedestrian systems respectively. The Oregon Bicycle and Pedestrian Plan’s states that ODOT will provide appropriate pedestrian and bicycle facilities to meet the following policy goal: To provide safe, accessible and convenient bicycling and walking facilities and to support and encourage increased levels of bicycling and walking.

At the regional level, the 2040 Growth Concept represents the vision for the metropolitan area for the year 2040. The 2040 Growth Concept, initiated in 1990 and adopted in 1995, is intended to be a 50-year plan for managing growth and development in the region. The RTP refines the transportation element of this vision. The RTP identifies transportation Goals and Objectives, performance targets, system concepts, and investment priorities (projects) that will help the region achieve the vision put forward by the 2040 Growth Concept. RTP Goal 3 calls for expanding transportation choices. Objective 7.1 calls for providing safe, comfortable, and convenient transportation options that support active living and physical activity to meet daily needs and access services. The ATP supports development of the region’s land use and transportation strategy, the 2040 Growth Concept, to meet state climate goals.

Metro has adopted six regional desired outcomes and a performance-based decision-making approach intended to improve and align local, regional, state and federal policy and investment

decision-making. To support the evaluation of progress in achieving the six desired outcomes, in December 2010 the Council adopted Framework Plan policies to evaluate the effectiveness of proposed policies, strategies and actions, guide decision-making and inform the people of the region about progress toward achieving the outcomes. The ATP will utilize the Framework Plan policies to evaluate active transportation policies and will link guiding principles and criteria to the six desired outcomes for the region: Vibrant Communities, Economic Prosperity, Safe and Reliable Transportation, Leadership on Climate Change, Clean Air and Water, and Equity.

In sum, developing the ATP will enable Metro to implement and advance federal, state, and regional policies on active transportation.

PROJECT OBJECTIVES

1. Identify the Principal Regional Active Transportation Network, integrating walking, bicycling and public transportation and creating a seamless, green network of on and off-street Regional Bicycle and Pedestrian Parkways connecting the region.
2. Develop Guiding Principles and Criteria for evaluating network alternatives and for prioritizing funding and projects in the RTP and local TSPs that include equity, health, safety, economic development and access and are consistent with the region's six desired outcomes.
3. Develop Active Transportation Policies, Performance Targets, and Concepts that will update existing regional pedestrian, bicycle, trail and transit policies, performance targets and design concepts, ~~and~~ synthesizing policies and priorities from other pedestrian, bicycle, trail and transit plans.
4. Prioritize projects and develop a phased Implementation Plan and Funding Strategy that clearly articulates state, regional and local roles and responsibilities.

PROJECT REQUIREMENTS

Project Groups and Management Expectations

1. Project Manager - Metro shall establish a Project Manager (PM). Metro's PM shall provide the day-to-day and overall project administration and management.
 - The PM shall convene all meetings, prepare agendas, assemble meeting materials, take and distribute minutes. The PM shall coordinate and arrange presentations to stakeholder groups and Metro's advisory committees and Council.
 - The PM shall coordinate with ODOT, for reviewing Consultant work products and signing off on invoices.
 - The PM shall coordinate Metro and Consultant work products.
2. Project Management Team (PMT) – Metro and ODOT shall establish a PMT consisting of the Metro PM and WOCPM. The PMT will meet monthly for the duration of the project. The purpose of the PMT meetings is to ensure project progress consistent with the scope, schedule, and budget.

3. Staff Team (ST) - Metro has, outside the scope of this project, established a ST of Metro staff. The ST will meet weekly for the duration of the project and will produce deliverables identified in the Tasks section.
4. SAC and Sub-groups - Metro has established, outside the scope of this project, a (SAC) that will guide the technical development of the ATP. The purpose of the SAC is to provide policy and technical guidance; review and comment on materials; and, provide input on recommendations. Metro PM shall coordinate the SAC, including meeting schedules, agenda, materials preparation, meeting summaries and correspondence. Metro shall convene up to 10 SAC meetings during the project. The SAC will include planning and engineering staff from transportation and parks departments of local governments and park providers, TriMet, ODOT, health, transportation equity and advocacy groups.
 - The SAC will be geographically balanced and will represent biking, walking and access to transit perspectives.
 - The SAC will meet at least every three months and as needed at the discretion of the SAC.
 - Sub-groups will be created from the SAC and possibly additional stakeholders to address specific policy and technical issues. Sub-groups identified include Bicycle Parkway Concept, Pedestrian Policies, Health, and Finance.
5. ECAT – Metro shall work with ECAT, an existing group that was formed to support the development of a regional active transportation network, to provide policy guidance and recommendations to Metro’s technical and advisory committees and provide assistance in developing business and health organization support of the ATP. ECAT will meet approximately four times over the course of the project.

Expectations Regarding Coordination with Other Projects

This project will coordinate with other recent and concurrent planning efforts at Metro.

These efforts include:

- Climate Smart Communities Scenarios
- Southwest Corridor Plan
- East Metro Connections Plan (EMCP)
- Regional Trails Signage Plan
- Community Investment Strategy
- Metro Parking Management Study
- Metro guidance on TSP updates
- Regional Travel Options Strategic Plan update and work plan
- Transit Oriented Development Strategic Plan and work plan
- Transportation System and Management Operations Plan implementation
- Regional Parks, Greenways and Trails funding opportunities
- [Intertwine Regional Trail Signage Guidelines](#)
- Metropolitan Transportation Improvement Program and Regional Flexible Funds

The PM shall convene Metro managers to identify areas of overlap, opportunities for coordination. Staff assigned to the ATP will sit on internal workgroups for the efforts above, and the project managers of the above projects will meet periodically for coordination purposes. Opportunities will be sought to collaborate and share resources when possible, e.g. public outreach events. This project will coordinate with the update of local TSPs and inform the active transportation elements of the TSP updates, including the development fact sheets for active transportation and what local TSPs should address, including inventory of existing conditions and timelines.

Additionally, the project will track ongoing regional planning efforts that will identify priorities and investments in active transportation. These efforts include, but are not limited to, the following:

- Local TSP updates (2011-2013)
- Tualatin Valley Highway Corridor Refinement Plan (2012)
- Aloha-Reedville Study and Community Livability Plan/Bicycle and Pedestrian Plan (2013)
- Washington County Bicycle and Pedestrian System of Countywide Interest (part of TSP update) (2012)
- Hwy 43 bike lane study (Oct 2011)
- Gresham TSP Active Transportation committee
- Trimet's Pedestrian Network Analysis
- Westside Trail Master Plan
- Tonquin Trail Master Plan
- Council Creek Master Plan
- Sullivan's Gulch Master Plan
- North Portland Willamette Greenway Master Plan
- Mt. Scott and Scouter Mountain Trails Master Plan
- Oregon Transportation Safety Action Plan
- Lake Oswego to Portland Trail Study Central Section (2012)
- Sellwood Bridge Project
- Oregon Transportation Research and Education Consortium study: Improving the Representation of the Pedestrian Environment in Travel Demand Models (2013)
- Bicycle Transportation Alliance (BTA) Blueprint for Bicycling update (early 2012)
- Willamette Pedestrian Coalition's Getting Around on Foot
- East Portland Action Plan
- And others

Finally, because the area of active transportation has been gaining momentum at all levels, there is already a significant body of work to draw from. Early tasks in this project will take advantage of rather, than duplicate, those efforts. These resources include but are not limited to:

- Plans by agencies and organizations, such as:
 - ODOT Region 1
 - City of Portland
 - TriMet

- Cities and Counties
- Agencies in southwest Washington
- Other regions
- [Cities and](#) countries such as Copenhagen and Holland
- Research and plans by organizations such as:
 - Oregon Transportation Research and Education Consortium
 - Transportation Research Board
 - ODOT
 - Metro
 - BTA
 - Willamette Pedestrian Coalition
 - Congress for New Urbanism and Institute Transportation Engineers
 - Coalition for a Livable Future
 - The Intertwine
 - National Transportation Operations Coalition
 - [Texas Transportation Institute](#)
 - [Rails-to-Trails Conservancy](#)
 - [American Trails](#)
 - Others to be identified

TASKS

Task 1 Project Management, Stakeholder Involvement and Meeting Coordination

Objectives:

- Efficiently and effectively manage the completion of tasks needed to produce a quality process and project. Ensure that the project progresses on time and on budget. Also, ensure that the products submitted by Consultant are complete and at a quality level that meet the desired specifications and purposes of the task.
- Implement a stakeholder involvement process that is inclusive and generates input from a cross-section of stakeholders involved with and impacted by active transportation. Provide jurisdictional partners with frequent opportunities for coordination and input into the planning process.
- Create an organizational, meeting and decision making structure that has clearly defined roles and responsibilities and enables efficient, clear communication

Subtasks:

- 1.1 PMT Meetings - Metro shall coordinate and facilitate monthly PMT Meetings or as requested by any member of the PMT, including Metro staff and ODOT. PMT meetings must be a forum for evaluating progress on work tasks, addressing issues, and providing overall direction for project completion that meets the stated planning objectives. Metro shall schedule, prepare agendas, and complete meeting summaries of PMT meetings.
- 1.2 Metro ST Meetings – Metro staff shall meet weekly to coordinate work products and coordination with other regional and local plans. Metro PM shall schedule, prepare agendas, and follow up tasks of ST meetings.

- 1.3 SAC Meetings– Metro PM shall coordinate the SAC, including meeting schedules, agenda and materials preparation, meeting summaries and correspondence. Metro shall convene the SAC approximately every three months during the project. The SAC will review Metro and Consultant products, provide feedback and information, and make recommendations to Metro’s advisory committees. SAC may also be asked to provide existing plans, documents and other resources and assist with public engagement.
- 1.4 SAC Sub-Groups – Metro shall convene Sub-Groups of the SAC to address specific technical and policy issues. Sub-Groups may include members of the SAC as well as other representatives. Identified sub-groups include Bicycle Parkway Network Concept, Pedestrian Policies, Health, and Finance. The need for additional Sub-groups may be identified. The Sub-Groups will report back to the SAC with findings and recommendations.
- 1.5 Coordination Meetings – Metro PM shall attend internal Metro work group meetings to coordinate with other regional and local planning efforts, including update of local TSPs. Metro’s Making the Greatest Place Meetings occur two to four times a month and include project managers for all major planning efforts at Metro, and provide one place for coordination. Additionally, the PM shall schedule regular meetings with staff on projects requiring coordination.
- 1.6 Metro Advisory Committees Communications - PM shall brief and engage existing Metro policy and technical committees and the Metro Council through the duration of the project, culminating in adoption of the ATP.
- 1.7 ECAT Meetings- Metro shall convene ECAT approximately four times to provide assistance in developing business and health organization support of the plan and funding strategy. ECAT is an existing group that formed to support the development of a regional active transportation network. ECAT will review goals, policies and strategies identified during the planning process and provide feedback and recommendations for moving forward.
- 1.8 Stakeholder Communications Strategy (SCS) – Metro shall develop an SCS for the ATP that identifies a strategy for informing and engaging stakeholders including the public, the SAC, ECAT, Metro Advisory Committees and the Metro Council. Tools and methods for stakeholder and public engagement will include SAC and other meetings, SAC members and Metro staff presenting to various groups, Public Open Houses of Forums, public comment periods, fact sheets, Opt-In on-line surveys, Build a Network tool, project webpage, involvement in forums such as the Oregon Active Transportation Summit, information for stakeholder publications, etc. Metro shall utilize Metro’s Stakeholder Engagement Strategy Assessment (a tool developed by Metro to help assess the right level of engagement) and work with members of the SAC and other stakeholders to ensure a process that is inclusive, useful and meets the objectives of the project. Metro shall coordinate the SCS with outreach for other concurrent regional and local planning efforts.
- 1.9 Public Open Houses – Metro shall hold three public open houses in the region to provide information on the project and to gather feedback from interested parties.
- 1.10 Organizational Chart - Metro shall further develop an existing organizational chart that identifies the relationships of the various project groups, other committees

such as JPACT, and stakeholders. The Organizational Chart must include roles and responsibilities.

- 1.11 Review, Comment, and Data Provision – PM shall review, comment on and provide data as needed to Consultant for Consultant tasks.

Metro Deliverables:

- 1.A. PMT Meetings, monthly (Subtask 1.1)
- 1.B. Metro ST Meetings, weekly (Subtask 1.2)
- 1.C. SAC Meetings, every three months(Subtask 1.3)
- 1.D. SAC Sub-Group(s) Meetings, approximately two per group, (Subtask 1.4)
- 1.E. Coordination Meetings, 2-4 meetings per month (Subtask 1.5)
- 1.F. Metro Advisory Committees Communications, monthly or as needed (Subtask 1.6)
- 1.G. ECAT Meetings, approximately four (Subtask 1.7)
- 1.H. SCS (Subtask 1.8)
- 1.I. Public Open Houses, three (Subtask 1.9)
- 1.J. Organizational Chart (Subtask 1.10)
- 1.K. Review, Comment, and Data Provision (1.11)

Consultant Deliverables:

None

Task 2: Document Format and Outline

Objectives:

- Develop a format that all memos and reports will follow that is suitable for becoming a chapter of the ATP.
- Develop framework and table of contents for ATP final document

Subtasks:

- 2.1. Chapter Templates – Metro shall develop template(s) for memos and reports in a format suitable for becoming a chapter of the final ATP.
- 2.2. Framework and Table of Contents - Metro shall develop framework and Table of Contents for final ATP

Metro Deliverables:

- 2.A. Chapter Templates (Subtask 2.1)
- 2.B. Framework and Table of Contents for final ATP (subtask 2.2)

Consultant Deliverables:

None

Task 3: Existing Conditions, Data Collection and Analysis

Objectives:

- Provide a thorough and accurate set of baseline information, analysis and data to inform development and evaluation of guiding principles, criteria, network concepts, decisions and recommendations.

- Provide robust bicycle and pedestrian data sets for this project and future planning and project development.
- Paint an accurate picture of the current status of bicycling, walking and public transportation use in the region and of the infrastructure to serve those modes of transportation.

Subtasks:

- 3.1. Existing Plans and Review Report – Metro shall inventory and review existing plans, policies, analysis, performance standards, design standards, project prioritization criteria, funding mechanisms, and project lists of Metro area Cities and Counties, [the Tualatin Hills Park and Recreation District, and North Clackamas Parks and Recreation](#), including each jurisdiction’s most current bike, pedestrian and trail plans, active transportation plans, and bike and pedestrian elements of each jurisdiction’s TSP. Metro shall conduct short interviews with relevant staff and stakeholders if necessary. Metro shall also review existing policies, analysis and plans with identified priorities from non-municipal sources, including TriMet’s Pedestrian Network Analysis, ODOT bike-pedestrian inventory, BTA priority projects, Community Cycling Center’s Barriers to Bicycling report and Willamette Pedestrian Coalition’s Getting Around on Foot Action Plan.
- 3.2. Demographics of Walking and Biking Report – Metro shall review existing surveys and research data to identify the demographics of people walking and biking in the region.
- 3.3. 2011 Regional Trail Count Data Report – Consultant shall analyze 2011 Regional Trail Count data building on the 2008-2010 Intertwine Trail Use Snapshot Report and illustrate current use and importance of trails in the active transportation network.
- 3.4. Pedestrian Network Inventory Update – Metro shall update the current 2000 sidewalk inventory in RLIS, which is a centerline street file indicating the presence of sidewalks. Pedestrian Network Inventory Update must include presence of sidewalks, crosswalks, intersection controls, trails and bridges.
- 3.5. Bicycle Network Inventory Update - Metro shall update the [inventory inventories](#) of the existing regional bicycle and trail network.
- 3.6. Pedestrian and Bicycle Crash Data - Metro shall compile and analyze state and local bicycle and pedestrian crash data. Metro shall determine high crash locations for bicycles and pedestrians.
- 3.7. Health and Active Transportation Snapshot– Metro shall gather background information on the connection between health and bicycling, walking and using public transportation, covering the areas of physical activity/obesity, air pollution/asthma, climate change, mental health/stress, and safety/crashes. Metro shall prepare a summary overview of obesity levels, asthma, and bicycling and walking crashes in the region as determinants of health in the region and the potential for increasing biking and walking to address these and other health issues.

- 3.8. Regional Travel Patterns Report – Metro shall prepare a report that describes the current travel patterns in the region. Metro shall conduct an analysis of auto trips less than three miles in the region to identify areas where short auto trips could potentially be replaced by riding a bike or walking. Metro shall review travel demand data and 2012 Oregon Household Activity Survey and Metro’s High Capacity Transit corridors analysis to understand the travel patterns in the region. Metro shall review TriMet passenger census data as one proxy for high pedestrian activity areas.
- 3.9. Regional Bicycle and Pedestrian Zone Analysis and Map- Metro shall utilize methodologies developed by the City of Portland, Alta Planning and Metro to identify zones with varying levels of bicycle and pedestrian utility and produce a map graphically displaying those areas. The zones must be ranked using a set of criteria, including traffic speed, connectivity, quality of bicycle and pedestrian facilities, destinations accessible by walking or biking etc. The ranking of the zones will help identify the unique contexts of the zones requiring different solutions, to be explored in the Network Concepts in Task 5.0.
- 3.10. Benefits of Active Transportation – Metro shall compile existing information and research on the health, economic, social and environmental benefits of bicycling, walking and taking public transportation.
- 3.11. Available Funding Report –Metro shall identify existing funding sources and project future funding likely to be available throughout the planning horizon based on a refinement of historical data. Metro shall identify potential new funding sources and estimate funding that could be available from the sources throughout the planning horizon.

Metro deliverables:

- 3.A. Existing Plans and Review Report (Subtask 3.1)
- 3.B. Demographics of Walking and Biking Report (Subtask 3.2)
- 3.C. Pedestrian Network Inventory Update (Subtask 3.4)
- 3.D. Bicycle Network Inventory Update(Subtask 3.5)
- 3.E. Pedestrian and Bicycle Crash Data (Subtask 3.6)
- 3.F. Health and Active Transportation Snapshot (Subtask 3.7)
- 3.G. Regional Travel Patterns Report (Subtask 3.8)
- 3.H. Regional Bicycle and Pedestrian Zone Analysis and Map (Subtask 3.9)
- 3.I. Benefits of Active Transportation Report (Subtask 3.10)
- 3.J. Available Funding Report (Subtask 3.11)

Consultant deliverables:

- 3.a. 2011 Regional Trail Count Data Report (Subtask 3.3)

Task 4: Guiding Principles, Criteria and Evaluation Framework

Objective:

- Develop a set of regionally agreed upon guiding principles and criteria that will be used to: 1) develop a set of network concepts, 2) evaluate those concepts, 3) identify the desired concept, 4) identify alternative networks, 5) evaluate the networks, 6)

identify the preferred network, and 7) provide a framework to prioritize regional active transportation projects and funding.

- Develop policy direction.
- Identify preliminary recommendations for regional and local roles and responsibilities, recommendations for local TSPs.

Subtasks:

- 4.1. Active Transportation Guiding Principles and Criteria – Metro shall draft Active Transportation Guiding Principles and Criteria for identifying, evaluating and prioritizing projects and funding, Metro shall prepare a summary of SAC and other stakeholder input to create a final report outlining the guiding principles and criteria. The Guiding Principles and Criteria shall link to Metro’s six desired outcomes for the region: Vibrant Communities, Economic Prosperity, Safe and Reliable Transportation, Leadership on Climate Change, Clean Air and Water, and Equity.
- 4.2. Equity Considerations, Methodology and Definition – Metro shall propose a definition of equity for the ATP and develop a methodology to include equity considerations in identifying, evaluating and prioritizing projects. Metro shall incorporate findings from the East Metro Health Equity Investment Strategy (in the EMCP), Metro Opportunity Maps (finalized in early 2012), Regional Flexible Funds equity maps and data, Metro Regional Equity Inventory, The Transportation Prescription, T4 America, and other relevant projects and reports.
- 4.3. Regional Mode Share Targets – Metro shall develop a table comparing existing and target mode shares of bicycling and walking in similar regions in the US and internationally, and shall recommend revised regional mode share targets if appropriate.
- 4.4. Multi Modal Level of Service (MMLOS) Case Studies and Recommendations – Metro shall develop a case study of two areas in the region (e.g. downtown Lake Oswego and [EMCP-East Metro](#)) to illustrate different scenarios where MMLOS could be applied. Metro shall develop a set of recommendations on the use of MMLOS.
- 4.5. Glossary of Active Transportation Definitions – Metro shall compile a glossary of definitions of words and terms associated with active transportation. This glossary will serve as the basis for determining regionally agreed upon terms and definitions of facilities, active transportation, classifications, etc.
- 4.6. Policy Recommendations on Use of Language – Metro shall compile suggestions on the use of language for transportation projects that equalize how modes are described (e.g. removing a travel lane reduces *auto* capacity and [provides and opportunity to](#) increases *bicycle and pedestrian quality and capacity*).
- 4.7. TSP Policy Guidance – Metro shall prepare preliminary policy direction for TSPs based on the information developed in Tasks 1.1-1.6. Metro shall prepare active transportation fact sheets and checklists for [active-transportation local TSPs](#); and [clarification-clarify of](#) local and regional roles and responsibilities ~~for local TSPs~~.

Metro deliverables:

- 4.A. Active Transportation Guiding Principles and Criteria (Subtask 4.1)

- 4.B. Equity Considerations, Methodology and Definition (Subtask 4.2)
- 4.C. Regional Mode Share Targets (Subtask 4.3)
- 4.D. MMLOS Case Studies and Recommendations (Subtask 4.4)
- 4.E. Glossary of Active Transportation Definitions (Subtask 4.5)
- 4.F. Policy Recommendations on Use of Language (Subtask 4.6)
- 4.G. TSP Policy Guidance (Subtask 4.7)

Consultant deliverables:

None

Task 5: Network Concepts

Objectives: Develop a set of network concepts that explore both a variety of network structures (e.g. hub and spoke, spider web, grid) and approaches (e.g. serve all centers equally, access to transit, Safe Routes To Schools, filling gaps, etc.). Understand the benefits, challenges and trade-offs of the different concepts associated with each of the concepts.

Subtasks:

- 5.1. Network Concepts Report – Metro shall develop a set of network concepts for consideration. The network concepts must include information such as the spacing of facilities, types and hierarchies of facilities, how similar concepts have been implemented elsewhere, potential benefits, drawbacks and challenges, [ability to build on the present network](#), etc. Metro shall prepare a report that illustrates the benefits, challenges and trade-offs of the different concepts.
- 5.2. Cost Estimates of Concepts – Consultant shall develop planning level cost estimates for building out the Network Concepts, based on a generic unit cost approach.
- 5.3. Benefits and Tradeoffs of Concepts – Consultant shall provide estimates for reduced VMT, reduced GHG emissions, increased health benefits and savings, etc. for use in the on-line planning tool and in the Network Concepts Report.
- 5.4. Network Tool – Consultant shall develop an online planning tool (similar to the tool used for the High Capacity Transit planning) for public input on the tradeoffs of the Network Concepts. Network Tool must enable potential users and stakeholders to build a principal regional active transportation network utilizing the different concepts. Network Tool must calculate the differing costs, reduced VMT, health care cost savings, etc. of the network that users create. Network Tool must provide a learning experience for users as well provide public input through a series of questions associated with Network Tool.

Metro deliverables:

- 5.A. Network Concepts Report (Subtask 5.1)

Consultant deliverables:

- 5.a. Cost Estimates of Concepts (Subtask 5.2)
- 5.b. Benefits and Tradeoffs Concepts (Subtask 5.3)
- 5.c. Network Tool (Subtask 5.4)

Task 6: Alternative Networks, Modeling and Evaluation

Objectives: From Network Concepts Report, identify alternative networks for evaluation and modeling. Evaluate the alternative networks using the Active Transportation Guiding Principles and Criteria, the regional bicycle model and pedestrian network analysis. Identify the recommended Principal Regional Active Transportation Network.

Subtasks:

- 6.1. Bicycle Modeling of Networks - Metro shall conduct bicycle modeling of three alternative networks to demonstrate the change in travel behavior with different planned networks. The modeling includes coding the alternative networks (virtually building out the network), running the new model, and analyzing the results.
- 6.2. Pedestrian Network Flow Analysis- Consultant shall conduct pedestrian network flow analysis of key pedestrian zones to demonstrate how applying guiding principles and criteria (e.g. high level of street connectivity) would impact pedestrian zones in the region.
- 6.3. Network Maps – Metro shall develop maps of the alternative networks applied to the region’s geography.
- 6.4. Cost of Alternative Networks - Consultant shall refine the Cost of Concepts developed in Task 5.2 and provide planning level cost estimates for each alternative.
- 6.5. Evaluation Report –Metro shall conduct an evaluation of the principal regional network alternatives using the identified guiding principles and criteria. Metro shall prepare a report summarizing the evaluation and outcomes.

Metro deliverables:

- 6.A. Bicycle Modeling of Networks (Subtask 6.1)
- 6.B. Network Maps (Subtask 6.3)
- 6.C. Evaluation Report (Subtask 6.5)

Consultant deliverables:

- 6.a. Pedestrian Network Flow Analysis (Subtask 6.2)
- 6.b. Cost of Alternative Networks (Subtask 6.4)

Task 7: Select Principal Regional Active Transportation Network and Focus Areas

Objectives: Based on the evaluation and modeling of the alternative networks and stakeholder input, select the preferred Principal Regional Active Transportation Network. Identify focus areas for project prioritization and implementation of the ATP.

Subtasks:

- 7.1. Preferred Principal Regional Active Transportation Network – Metro shall identify the preferred principal regional network based upon the evaluation, SAC guidance and stakeholder input process identified in the SCS. Metro shall produce a map and description of the preferred alternative.
- 7.2. Geographic Focus Areas for Preferred Alternative – Metro shall utilize Metro’s Context Tool, the Bicycle and Pedestrian Zones Analysis, existing conditions information and the guiding principles and criteria to identify geographic focus

areas for project prioritization and implementation of the ATP preferred alternative principal regional active transportation network. Metro shall produce a map of the geographic focus areas and report summarizing the results.

Metro Deliverables:

- 7.A. Preferred Principal Regional Active Transportation Network (Subtask 7.1)
- 7.B. Geographic Focus Areas for Preferred Alternative Report (Subtask 7.2)

Consultant deliverables:

None

Task 8: RTP Regional Bicycle and Pedestrian Network Visions and Maps Amendments, Policy Framework and Design Guidelines

Objectives:

- Make amendments to the RTP for inclusion in the 2014 update and develop a revised RTP policy framework including performance measures and targets, revised RTP Regional Bicycle and Pedestrian Network maps, and clarification of the distinction between the *regional* Active Transportation Network, the regional pedestrian and bicycle systems in the 2035 RTP, and *local* pedestrian and bicycle systems.
- Provide design guidelines for implementation of recommended principal regional active transportation network and implementation of this network in local TSPs. This work must be coordinated with the development of Metro's Best Design Practices in Transportation guidebook

Subtasks:

- 8.1. Refined RTP Regional Bicycle Vision and Network Concept - Metro shall convene a sub-work group of the SAC to further develop the Regional Bike Parkway Concept articulated in the 2035 RTP (Figure 2.23), and identify amendments to the Regional Bicycle Network Vision and Concept.
- 8.2. Refined RTP Regional Pedestrian Vision and Network Concept - Metro shall establish a Pedestrian Policy sub-work group to develop a Regional Pedestrian Network policy framework, including an equivalent to the Bike Parkway concept for pedestrians, and identify amendments to the Regional Pedestrian Network Vision and Concept.
- 8.3. Regional and Local Networks and Systems Defined– Metro shall work with the SAC to establish a policy framework that clarifies the distinction between the principal regional active transportation network, the regional pedestrian and bicycle systems in the 2035 RTP, and local pedestrian, bicycle, and trail systems in local TSPs and Park and Trail Master Plans. While local and regional (and state and national) networks and systems overlap, the distinction will help clarify funding priorities and help shape roles of jurisdictions for implementation, addressed in Tasks 10.1 and 10.2.
- 8.4. Policy Changes to RTP, RTFP and UGMFP – Metro shall identify policy changes to the RTP, RTFP, and UGMFP as needed to implement the ATP at the regional and

local level. Metro shall document these recommended changes in track changes in the plans and rules listed above.

- 8.5. Design Principles and Planning Checklist - Metro shall work with the SAC and pedestrian and bicycle sub-groups to identify a set of design principles and a planning checklist based on current best practices and guidelines (e.g. National Association of City Transportation Officials design guidelines for bicycles and Center for New Urbanism/Institute of Transportation Engineers Designing Walkable Urban Thoroughfares). The best practices and design guidelines will be included in the scheduled update to the Best Design Practices in Transportation (formerly the Livable Streets handbook) (the update is a separate project). The Best Design Practices in Transportation handbook will include actual designs – the ATP must provide guidance on what the designs should include. The update of the Best Design Practices in Transportation is an implementation activity of the 2035 RTP. Metro shall also include signage guidelines for the principal regional network from the Regional Sign Plan (July 2011) and from the [Metro-Intertwine](#) Regional Trail Sign Guidelines to be completed in April 2012. The design guidelines will provide guidance for the development of the principal regional active transportation network and implementation of the RTP bicycle and pedestrian concepts.
- 8.6. Case Studies Report - Metro shall identify and document local, national and international case studies demonstrating innovative design of bicycle and pedestrian facilities (including designs necessary to achieve a bicycle parkway quality facility in different contexts, including off-street trails, low-traffic bike boulevards, and cycle tracks along busy streets).
- 8.7. Revised Regional Trails Map and Trails Database- Metro shall propose criteria and evaluate the [Metropolitan](#) Greenspaces Master Plan Trails Map to determine if any trails should be reclassified, removed from or added to the existing map. Metro shall reconcile local, regional and state trail alignments in GIS on the map. Metro shall resolve discrepancies, ensuring that the [Metropolitan](#) Greenspaces Master Plan Trails Map, and the RTP Bicycle and the Pedestrian System Maps identify the same regional trails serving transportation purposes. The [Metropolitan](#) Greenspaces Master Plan Trails Map is the adopted regional trails plan and identifies trails of regional significance.
- 8.8. RTP Bicycle and Pedestrian Network Maps Updates – Metro shall update the RTP Bicycle and Pedestrian Network Maps (RTP, Figures 2.22 and 2.25) using the preferred principal regional active transportation network, updated inventory information and applying the revised Bicycle and Pedestrian Policy, Visions and Concepts. Metro shall update classifications based on recommendations of the ATP.

Metro deliverables:

- 8.A. Refined RTP Regional Bicycle Vision and Network Concept (Subtask 8.1)
- 8.B. Refined RTP Regional Pedestrian Vision and Network Concept (Subtask 8.2)
- 8.C. Regional and Local Networks and Systems Defined (Subtask 8.3)
- 8.D. Policy Changes to RTP, RTFP and UGMFP (Subtask 8.4)
- 8.E. Design Principles and Planning Checklist (Subtask 8.5)
- 8.F. Case Studies Report (Subtask 8.6)

- 8.G. Revised Regional Trails Map and Trails Database (Subtask 8.7)
- 8.H. RTP Bicycle and Pedestrian Network Maps Updates (Subtask 8.8)

Consultant deliverables:

None

Task 9: Data Protocols

Objective: Respond to deficiencies in regional pedestrian and bicycle data and develop work plans and recommendations for creating and managing robust future regional datasets for bicycling and walking use and facilities to implement and evaluate the ATP and local projects. This task responds to Metro's Multi-Modal Inventory (March 2011) that identifies deficiencies in regional pedestrian and bicycling data collection and maintenance

Subtasks:

- 9.1. Data Needs and Protocols for Regional Active Transportation – Metro shall prepare protocols for bicycle and pedestrian data acquisition and data maintenance to support planning and project implementation and evaluation, to support MMLOS, to support development of a pedestrian model for integration into Metro's Traffic Model, and support maintenance of Metro's Bike Model. Metro shall work with the Pedestrian and Bicycle Sub-groups and SAC to determine the most effective level of regional bicycle and pedestrian data, including the attributes to be included in the development of a new pedestrian network inventory dataset, such as: width and type of sidewalk, driveways, mid-block crossings, bridges, stairs, informal paths, topography, etc. For this task, Metro shall refer to Metro's Multi-Modal Transportation Inventory report, ~~the RLIS Trail Layer Data Model~~, ODOT's Bicycle and Pedestrian Travel Assessment Report, TriMet's Pedestrian Network Analysis, TGM Bicycle and Pedestrian Travel Assessment Report and other documents that identify data needs.
- 9.2. Regional Bicycle and Pedestrian Counting Plan - Metro shall develop a plan and method for collecting regional bicycle and pedestrian counts to calibrate bicycle and pedestrian models on an ongoing basis, ~~and integrating regional trail counts if possible~~. Metro shall include pedestrian counting plan if Pedestrian Sub-group deems necessary.

Metro deliverables:

- 9.A. Data Needs and Protocols for Regional Active Transportation (Subtask 9.1)
- 9.B. Regional Bicycle and Pedestrian Counting Plan (Subtask 9.2)

Consultant deliverables:

None

Task 10: Prioritize Projects, Phased Implementation Plan and Funding Strategy

Objectives: Prioritize projects, develop an implementable plan, develop a funding strategy for completing the regional network and describe regional and local roles and responsibilities for implementation.

Subtasks 10:

- 10.1. Funding Assumptions and Finance Plan - Metro shall refine historical funding assumptions and develop a finance plan and timeline for building the principal regional active transportation network, and provide guidelines for seeking state and federal funded programs and grants.
- 10.2. Priority Project List, Pipeline and Implementation Strategy- Metro shall identify regional priority projects within the recommended principal regional active transportation network for immediate construction funding and project development, and a proposed pipeline of phased and tiered projects for future development, allowing for flexibility. The priority project list will be vetted through the project advisory structure, including the SAC, ECAT and Metro's advisory committees. Metro and SAC shall articulate the roles and responsibilities of regional and local partners for implementing the ATP.

Metro deliverables:

- 10.A. Funding Assumptions and Finance Plan (Subtask 10.1)
- 10.B. Priority Project List, Pipeline and Implementation Strategy (Subtask 10.2)

Consultant deliverables:

None

Task 11: Finalize ATP and Amendments

Objectives: Develop the final plan document and prepare final proposed policy recommendations and amendments to RTP, RTFP, and UGMFP.

Subtasks:

- 11.1. Executive Summary of ATP – Metro shall prepare an Executive Summary that describes the vision, process and recommendations of the ATP.
- 11.2. Graphics and Tables for Final ATP– Consultant shall prepare graphics and tables visually displaying information and outcomes in ATP.
- 11.3. Final Draft ATP – Metro shall compile all chapters, maps, tables, images, into a final formatted ATP that will be considered by the SAC for recommendation to Metro's policy advisory committees and the public.

Metro deliverables:

- 11.A. Executive Summary of ATP (Subtask 11.1)
- 11.B. Final Draft ATP (Subtask 11.3)

Consultant deliverables:

- 11.a. Graphics and Tables for final ATP (Subtask 11.2)

Task 12: ATP and Amendments Prepared for Adoption

Objectives: Finalize for adoption the ATP with financing and implementation strategies, and policy recommendations and amendments to the RTP, RTFP, and UGMFP.

Subtasks:

- 12.1. Resolution, Attachments, Proposed Amendments and Supporting Documents – Metro shall prepare the resolution and supporting documents for adoption of the ATP. Amendments to the RTP, RTP, and UGMFP must be included in the update of each of the plans.

Metro deliverables:

- 12.A. Resolution, Attachments, Proposed Amendments and Supporting Documents (Subtask 12.1)

Consultant deliverables:

None

Metro Budget

Deliverable Number	Deliverable	Hours	Budgeted Amount	Task Total
Task 1	Project Management, Stakeholder Involvement and Meeting Coordination			
1.A	PMT Meetings, monthly (18)	36	\$2,736	
1.B	Staff Team Meetings, weekly (72)	125	\$9,500	
1.C	SAC Meetings (6)	120	\$9,120	
1.D	SAC Sub-Group Meeting (8)	90	\$7,830	
1.E	Coordinating Meeting (2-4 per month)	25	\$2,275	
1.F	Metro Advisory Committee Communications	50	\$4,550	
1.G	ECAT Meetings	35	\$4,660	
1.H	Stakeholder Communications Strategy	250	\$21,750	
1.I	Public Open Houses (3)	139	\$12,918	
1.J	Organizational Chart	5	\$380	
1.K	Review, Comment, and Data Provision	125	\$9,323	
	Task 1 Subtotal			\$85,042
Task 2	Document Format and Outline			
2.A	Chapter Templates	20	\$1,520	
2.B	Framework and Table of Contents	20	\$1,520	
	Task 2 Subtotal			\$3,040
Task 3	Existing Conditions, Data Collection and Analysis			
3.A	Existing Plans Review Report	42	\$3,192	
3.B	Demographics of Walking and Biking Report	35	\$2,660	

3.C	Pedestrian Network Inventory Update	220	\$20,020	
3.D	Bicycle Network Inventory Update	40	\$3,480	
3.E	Pedestrian and Bicycle Crash Data	60	\$5,460	
3.F	Health and Active Transportation Snapshot	20	\$1,520	
3.G	Regional Travel Patterns Report	60	\$4,860	
3.H	Regional Bicycle and Pedestrian Zone Analysis and Map		\$14,560	
3.I	Benefits of Active Transportation	5	\$1,380	
3.J	Available Funding Report	5	\$1,380	
	Task 3 Subtotal			\$58,512
Task 4	Guiding Principles, Criteria and Evaluation Framework			
4.A	Active Transportation Guiding Principles and Criteria	50	\$3,800	
4.B	Equity Considerations, Methodology and Definition	25	\$1,900	
4.C	Regional Mode Share Targets	20	\$1,520	
4.D	MMLOS Case Studies and Recommendations	50	\$4,550	
4.E	Glossary of Active Transportation Definitions	10	\$760	
4.F	Policy Recommendations on Use of Language	20	\$1,520	
4.G	TSP Policy Guidance	20	\$1,520	
	Task 4 Subtotal			\$15,570
Task 5	Network Concepts			
5.A	Network Concepts Report	40	\$3,640	
	Task 5 Subtotal			\$3,640
Task 6	Alternative Networks, Modeling and Evaluation			
6.A	Bicycle Modeling of Networks	596	\$48,276	
6.B	Network Maps	10	\$910	
6.C	Evaluation Report	10	\$910	
	Task 6 Subtotal			\$50,096
Task 7	Select Principal Regional Active Transportation Network and Focus Areas			
7.A	Preferred Principal Regional Active Transportation Network	35	\$2,660	
7.B	Geographic Focus Areas for Preferred Alternative Report	90	\$7,830	
	Task 7 Subtotal			\$10,490

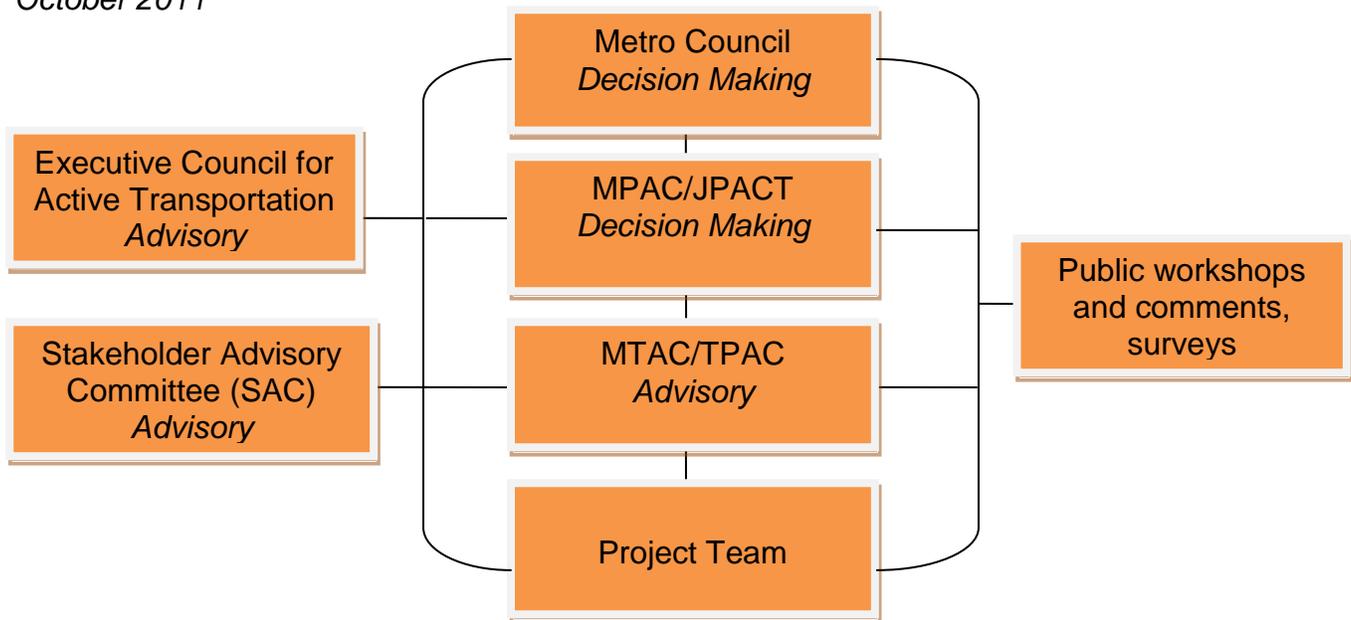
Task 8	RTP Regional Bicycle and Pedestrian Network Visions and Maps Amendments, Policy Framework and Design Guidelines			
8.A	Refined RTP Regional Bicycle Vision and Network Concept	20	\$1,520	
8.B	Refined Regional Pedestrian Vision and Network Concept	20	\$1,520	
8.C	Regional and Local Networks and Systems Defined	30	\$2,280	
8.D	Policy Changes to RTP, RTFP and UGMFP	70	\$5,320	
8.E	Design Principles and Checklist	20	\$1,520	
8.F	Case Studies Report	40	\$3,640	
8.G	Revised Regional Trails Map and Trails Database	40	\$3,040	
8.H	RTP Bicycle and Pedestrian Network Maps Updates	50	\$4,350	
	Task 8 Subtotal			\$23,190
Task 9	Data Protocols			
9.A	Data Needs and Protocols for Regional Active Transportation	25	\$1,900	
9.B	Regional Bicycle and Pedestrian Counting Plan	99	\$7,524	
	Task 9 Subtotal			\$9,424
Task 10	Prioritize Projects, Phased Implementation Plans and Funding Strategy			
10.A	Funding Assumptions and Finance Plan	58	\$4,408	
10.B	Priority Project List, Pipeline and Implementation Strategy	86	\$6,536	
	Task 10 Subtotal			\$10,944
Task 11	Finalize ATP and Amendments			
11.A	Executive Summary of ATP	18	\$1,383	
11.B	Final Draft ATP	15	\$4,149	
	Task 11 Subtotal			\$5,532
Task 12	ATP and Amendments Prepared for Adoption			
12.A	Resolution, Attachments, Proposed Amendments and Supporting Documents	20	\$1,520	
	Task 12 Subtotal			\$1,520
	Total	2,989		\$277,000

Consultant Amount Per Deliverable Table

Deliverable Number	Deliverable	Amount Per Deliverable Amount	Task Total
Task 1	Project Management, Stakeholder Involvement and Meeting Coordination		
	None		
Task 2	Document Format and Outline		
	None		
Task 3	Existing Conditions, Data Collection and Analysis		
3.a	2011 Regional Trail Count Data Report	\$8,000	
	Task 3 Subtotal		\$8,000
Task 4	Guiding Principles, Criteria and Evaluation Framework		
	None		
Task 5	Network Concepts		
5.a	Cost Estimates of Concepts	\$10,000	
5.b	Benefits and Tradeoffs Report	\$8,000	
5.c	Build a Network Tool	\$10,000	
	Task 5 Subtotal		\$28,000
Task 6	Alternative Networks, Modeling and Evaluation		
6.a	Pedestrian Network Flow Analysis	\$10,000	
6.b	Cost of Alternatives	\$8,000	
	Task 6 Subtotal		\$18,000
Task 7	Select Principal Regional Active Transportation Network and Focus Areas		
	None		
Task 8	RTP Regional bicycle and Pedestrian Network Visions and Maps Amendments, Policy Framework and Design Guidelines		
	None		
Task 9	Data Protocols		
	None		
Task 10	Prioritize Projects, Phased Implementation Plan and Funding Strategy		
	None		
Task 11	Finalize ATP and Amendments		

11.a	Graphics and Tables	\$5,000	
	Task 11 Subtotal		\$5,000
Task 12	ATP and Amendments Prepared for Adoption		
	None		
	Total		\$59,000

Active Transportation Plan for the Region (ATP) - Organizational Chart
October 2011



Metro Council is the region’s directly elected governing body, consisting of a Council President and six district representatives. The Metro Council will adopt the ATP and amend it to the 2035 Regional Transportation Plan.

Joint Policy Advisory Committee on Transportation (JPACT) is a committee of elected officials and representatives of agencies involved in transportation related needs for the region. JPACT makes recommendations to the Metro Council related to transportation policy. JPACT will make the final recommendation to the Metro Council regarding adoption of the ATP.

Metro Policy Advisory Committee (MPAC) is a charter mandated committee of local government representatives and citizens. MPAC makes recommendations to the Metro Council on policy issues.

Transportation Policy Alternatives Committee (TPAC) provides technical input to JPACT and transportation planning and funding priorities for the region.

Metro Technical Advisory Committee (MTAC) is composed of planners, citizens and business representatives and provides detailed technical support to MPAC.

Project Stakeholder Advisory Committee (SAC) will provide technical and policy guidance for the project. The SAC membership includes bicycle, pedestrian, trail and transit planners and advocates, and representatives of elders, youth, and health. The SAC will provide periodic recommendations to Metro’s policy and technical advisory committees.

Executive Council for Active Transportation (ECAT) is prior existing group that was formed to support the development of a regional active transportation network. ECAT will serve as a leadership council for the project and provide policy guidance and recommendations to the Metro Council and to Metro’s policy and technical and advisory committees. ECAT will also lead development of business and health organization support of the project. ECAT shall approximately four times over the course of the project.

Project Schedule

Task Number	Task	Schedule
1	Project Management, Stakeholder Involvement and Meeting Coordination	December 2011 through June 2013
2	Document Format and Outline	December 2011 through January 2012
3	Existing Conditions, Data Collection and Analysis	December 2011 through May 2012
4	Guiding Principles, Criteria and Evaluation Framework	March 2012 through May 2012
5	Network Concepts	May 2012 through September 2012
6	Alternative Networks, Modeling and Evaluation	August 2012 through December 2012
7	Select Principal Regional Active Transportation Network and Focus Areas	December 2012 through March 2013
8	RTP Regional Bicycle and Pedestrian Network Visions and Maps Amendments, Policy Framework and Design Guidelines	August 2012 through April 2013
9	Data Protocols	March 2012 through April 2013
10	Prioritize Projects, Phased Implementation Plan and Funding Strategy	August 2012 through May 2013
11	Finalize ATP and Amendments	February 2013 through May 2013
12	ATP and Amendments Prepared for Adoption	April 2013 through June 2013

An active transportation plan for the region

Draft Project Timeline ~ December 2011

The Active Transportation Plan (ATP) will identify the Principal Active Transportation Network for the region, integrating walking, bicycling and public transportation and creating a seamless, green network. The ATP will develop guiding principles and criteria that include equity, health, safety, economic development and access and are consistent with the region's six desired outcomes to provide a framework for evaluating policies and prioritizing funding and projects in the Regional Transportation Plan and local Transportation System Plans. It will develop active transportation policies that will update existing regional pedestrian, bicycle and transit policies, performance targets and design concepts, and synthesizes policies and priorities from other pedestrian, bicycling and transit plans. And, it will prioritize projects and develop a phased implementation plan and funding strategy that clearly articulates state, regional and local roles and responsibilities.

Regional Active Transportation Action Plan Timeline of Major Tasks																									
		2011					2012												2013						
							Month 1						Month 6						Month 12			Month 18			
Task		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
0	Project Chartering and Scoping	█	█	█	█	█																			
1	Project Management, Stakeholder Involvement and Meeting Coord.						█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
2	Document Format and Outline						█	█																	
3	Existing Conditions, Data Collection and Analysis						█	█	█	█	█	█	█												
4	Guiding Principles, Criteria and Evaluation Framework									█	█	█													
5	Network Concepts											█	█	█	█	█	█								
6	Alternative Networks, Modeling and Evaluation														█	█	█	█	█						
7	Select Principal Active Transportation Network and Focus Areas																		█	█	█	█			
8	RTP Network Visions & Maps, Policy Framework and Design Guidelines														█	█	█	█	█	█	█	█	█	█	█
9	Data Protocols									█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
10	Prioritize projects, Phased Implementation Plan and Funding Strategy														█	█	█	█	█	█	█	█	█	█	█
11	Finalize Plan and Amendments																					█	█	█	█
12	Plan and Amendments Prepared for Adoption																						█	█	█

Project Chartering and Scoping

Establish staff team and Stakeholder Advisory Committee, develop work scope and execute intergovernmental agreement with the Oregon Department of Transportation. The regional work group will include planning and engineering staff from transportation and parks departments of local governments and park providers, TriMet, ODOT, advocacy groups and representatives from health and environmental justice communities. The Executive Council for Active Transportation will serve as leadership group.

1. Project Management, Stakeholder Involvement and Meeting Coordination

Implement a stakeholder involvement process that is inclusive and generates input from a cross-section of stakeholders involved with and impacted by active transportation. Provide jurisdictional partners with frequent opportunities for coordination and input into the planning process. Create an organizational, meeting and decision making structure that has clearly defined roles and responsibilities and enables efficient, clear communication.

2. Document Format and Outline

3. Existing Conditions, Data Collection and Analysis

Provide a thorough and accurate set of baseline information, analysis and data for the development of alternatives.

4. Guiding Principles, Criteria and Evaluation Framework

Develop a set of regionally agreed upon guiding principles and criteria that will be used to: 1) develop a set of network concepts, 2) evaluate those concepts, 3) identify the desired concept, 4) identify alternative networks, 5) evaluate the networks, 6) identify the preferred network, and 7) provide a framework to prioritize regional AT projects and funding.

5. Network Concepts

Develop a set of network concepts that explore both a variety of network structures (e.g. hub and spoke, spiderweb, grid) and approaches (e.g. serve all centers equally, access to transit, filling gaps, etc.). Understand the benefits, challenges and trade-offs of the different concepts associated with each of the concepts.

6. Alternative Networks, Modeling and Evaluation

From Network Concepts, identify alternative networks for evaluation and modeling. Evaluate the alternative networks using the AT Guiding Principles and Criteria, the regional bicycle model and pedestrian network analysis. Identify the recommended Regional Principal Active Transportation Network.

7. Select Principal Active Transportation Network and Focus Areas

Based on the evaluation and modeling of the alternative networks and stakeholder input, select the preferred Regional Principal Active Transportation Network. Identify focus areas for project prioritization and implementation of the ATP.

8. Regional Transportation Plan Network Visions and Maps Amendments, Policy Framework and Design Guidelines

Articulate the distinction between the regional active transportation network, the regional pedestrian, bicycle and transit systems in the 2035 RTP and the local pedestrian and bicycle systems. Provide design guidelines for the Regional Bicycle Parkway and pedestrian equivalent to guide implementation of recommended principal active transportation network and implementation of this network in local transportation system plans. Provide guidelines for project development through regional programs and allocation of funds. Develop a revised RTP policy framework including performance measures and targets, revised RTP Regional Bicycle and Pedestrian Network maps, and clarification of the distinction between the regional Active Transportation Network, the regional pedestrian and bicycle systems in the 2035 RTP, and local pedestrian and bicycle systems.

9. Data Protocols

Develop plans and recommendations for creating and managing robust regional datasets for bicycling and walking use and facilities, in response to Metro's recently completed Multi-Modal Inventory.

10. Prioritize Projects, Phased Implementation Plan and Funding Strategy

Prioritize projects, develop and implementable plan, develop a funding strategy for completing the regional network and describe regional and local roles and responsibilities for implementation.

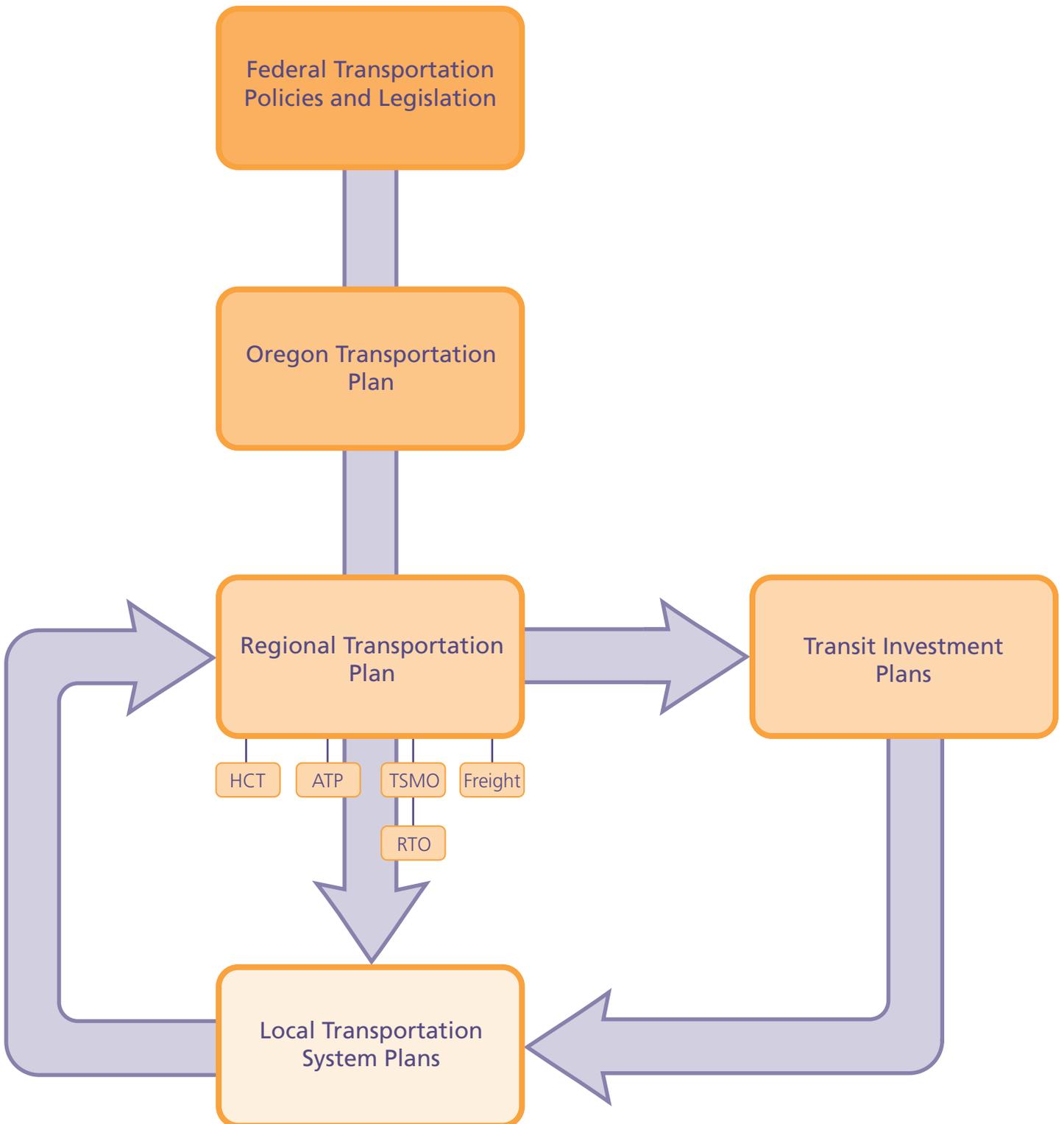
11. Finalize Plan and Amendments

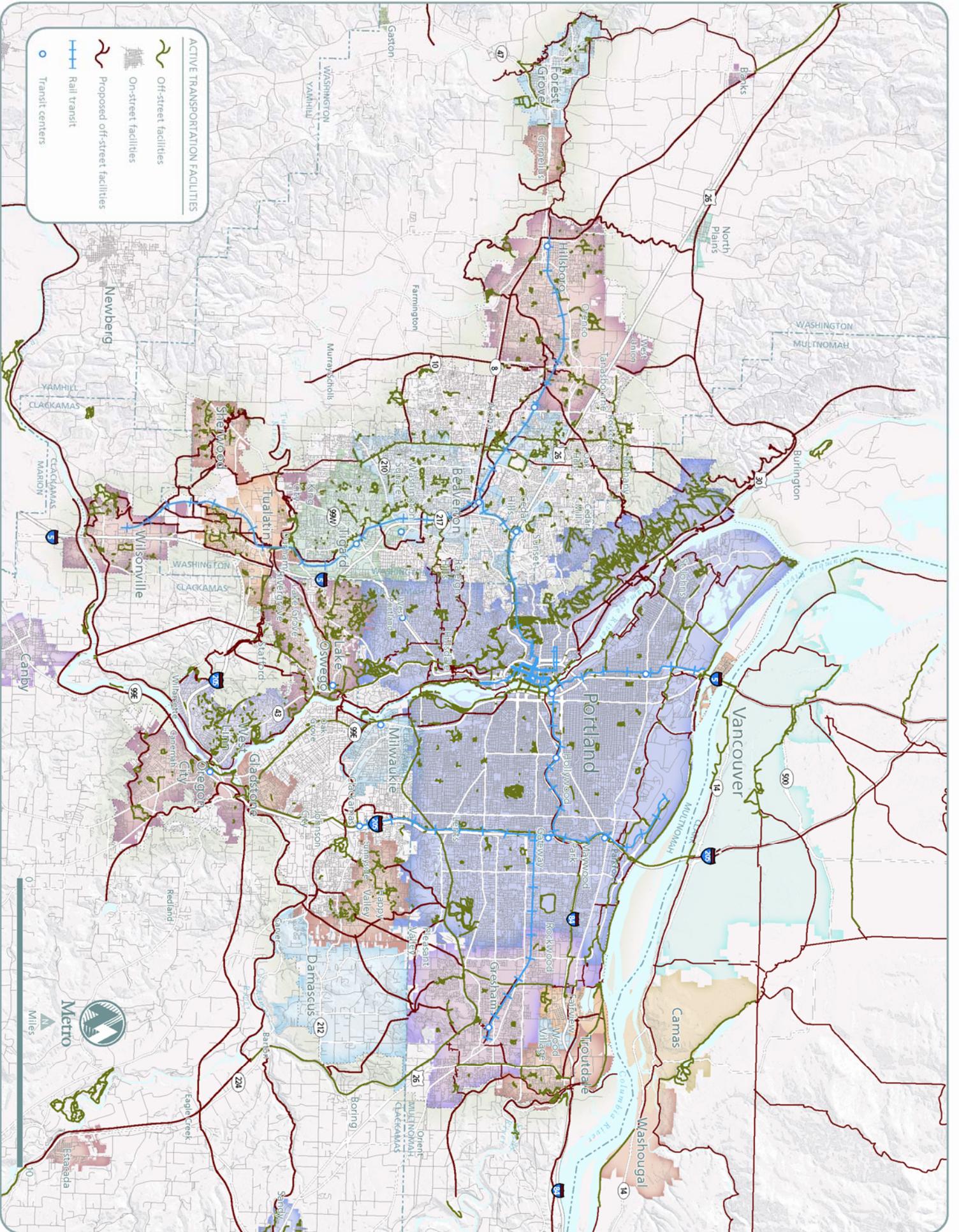
Develop the final plan document and prepare final proposed policy recommendations and amendments to RTP, RFTP, and UGMFP.

12. Plan and Amendments Prepared for Adoption

The Active Transportation Plan for the Region (ATP), with financing and implementation strategies, and policy recommendations and amendments to the RTP, RFTP, and UGMFP are finalized for adoption.

Transportation Planning Framework for Regional Active Transportation





ACTIVE TRANSPORTATION FACILITIES

-  Off-street facilities
-  On-street facilities
-  Proposed off-street facilities
-  Rail transit
-  Transit centers



Metro

0 5 10 Miles

Regional Active Transportation Plan

Comments on the Statement of Work received from the Stakeholder Advisory Committee

Substantive comments are addressed below. Simple comments, such as missing words or document organization are addressed directly in the SOW in track changes.

#	Comment	Response
1	<p>My concern is how data regarding walking and biking in suburban settings will be analyzed in a comprehensive way as it seems that this type of data is more readily available in urban settings. Then again, maybe there's plenty of data out there regarding walking and biking in suburban areas. The methodologies to be used for the Regional Bicycle and Pedestrian Zone Analysis are those developed by the City of Portland, Alta Planning and Metro. Do these methodologies include those designed specifically for suburban areas?</p> <p>Perhaps some language can be included (maybe it's in there and I missed it) regarding policies/data will be studied and solutions considered related to the unique character of urban vs. suburb areas. I don't think it's a 'one size fits all' condition and would like to see that the suburban areas are analyzed on a par with urban areas.</p> <p>I am supportive of using transit data – those last ¼, ½ mile or more connections are critical but again, there will be less transit data in some suburban areas as opposed to the urban areas.</p>	<p>Analysis in the project will only use data that is available for the entire region. The ATP will include recommendations on data protocols and needs for regional bicycling and walking data (see Task 9), in part to address the lack of data overall and uneven data. Some jurisdictions do not have the capacity for comprehensive data collection. The project will update the regional pedestrian, trail and bicycle network. The methodologies for the Regional Cycle and Pedestrian Zone Analysis will take into consideration the lack of data or specific circumstances unique to suburban areas in the region. Metro is incorporating some of the methodologies used in the Vancouver, BC region, which also conducted a cycle zone analysis and has suburban areas.</p> <p>It will be important in the planning process to continually recognize different circumstances across the region. There cannot be a "one size fits all approach". One of the benefits of the Ped and Cycle Zone Analysis is that it identifies the unique challenges of different areas in the region.</p>
2	<p>Task 4 Objectives: What is the difference between a concept and a network? Describe.</p>	<p><u>A concept</u> is the approach, based on agreed upon criteria and guiding principles, that will be used to identify the region's active transportation network. <u>The network</u> is the system of trails, bike boulevards, sidewalks, bike lanes, connections to transit, pedestrian districts, crosswalks, bridges, etc. that linked together form a seamless set of routes that cover the region.</p>

Regional Active Transportation Plan

Comments on the Statement of Work received from the Stakeholder Advisory Committee

Substantive comments are addressed below. Simple comments, such as missing words or document organization are addressed directly in the SOW in track changes.

#	Comment	Response
3	<p>The Scope does not fully give credit to the four years of work spent by the Blue Ribbon Committee for Trails and the Executive Council for Active Transportation, as well as the recent Regional Flexible Fund subgroup that all set a direction for regional Active Transportation/Complete Streets expenditure. My question is whether you want that work to show up strongly or if you want redefine that work once again. The scope as it's laid out seems to redefine it.</p>	<p>The intent of the project is to <i>build on past work</i>, not redefine or redo work. Project staff will provide background materials that explain work that has already been accomplished and where the project is starting from.</p>
4	<p>I think the wording of the objectives on page 6 could be clearer. I've suggested some changes, as shown below:</p> <ol style="list-style-type: none"> 1. Identify the <u>existing</u> Principal Regional Active Transportation Network (<u>built and presently planned</u>), integrating walking, bicycling and public transportation and creating a seamless, green network of on and off-street Regional Bicycle and Pedestrian Parkways connecting the region. 2. Develop Guiding Principles and Criteria for evaluating <u>future</u> network alternatives and for prioritizing funding and projects in the RTP and local TSPs that include equity, health, safety, economic development and access and are consistent with the region's six desired outcomes. 3. Develop Active Transportation Policies, Performance Targets, and Concepts that will update existing regional pedestrian, bicycle, trail and transit policies, performance targets and design concepts, and synthesize <u>synthesizing</u> policies and priorities from other pedestrian, bicycle and transit plans. 	<ol style="list-style-type: none"> 1. The project will use the existing and planned networks to identify the <i>preferred</i> alternative Principal Regional Active Transportation Network. Currently there is no prioritized network. 2. The guiding principles and criteria developed in the ATP will be used to identify the preferred Principal Regional Active Transportation Network and will provide a framework for evaluating future network alternatives. 3. Done.

Regional Active Transportation Plan

Comments on the Statement of Work received from the Stakeholder Advisory Committee

Substantive comments are addressed below. Simple comments, such as missing words or document organization are addressed directly in the SOW in track changes.

#	Comment	Response
5	Add to the list of ongoing regional planning efforts on page 8 Metro's process to develop a master plan for the Westside Trail.	Added.
6	<p>On page 11, subtask 1 under Task 3.0 should include reference to THPRD's Trails Plan, as follows:</p> <p>Existing Plans and Policy Review – Metro shall inventory and review existing plans, policies, analysis, performance standards, design standards, project prioritization criteria, funding mechanisms, and project lists of Metro area Cities and Counties and the Tualatin Hills Park and Recreation District...</p>	Added and added reference to North Clackamas Parks and Recreation District
7	I'm wondering whether there should be a task between 3.0 and 4.0 for identification and discussion of opportunities and constraints. Opportunities would, of course, include the regional momentum toward an active transportation network while constraints would be both physical (e.g., natural geographic constraints such as the West Hills, the Willamette River) and built constraints such as freeways and major arterials that would need to be crossed.	This is an important point. Project staff will look at including an opportunities and constraints analysis in the Existing Conditions report.
8	<p>There is a need for functional definitions going forward for terms such as these:</p> <ul style="list-style-type: none"> • walking - to include the meaning of the term for those who use mobility aids such as wheelchairs and walkers; • safe and reliable - singularly they each relate most to access but together they have implications for how the network and its components are maintained and kept 	A glossary of terms will be developed as part of the plan, Sub-task 4.5, with the goal of providing agreed upon definitions of terms that can have multiple and layered meanings. These suggestions will be taken into consideration.

Regional Active Transportation Plan

Comments on the Statement of Work received from the Stakeholder Advisory Committee

Substantive comments are addressed below. Simple comments, such as missing words or document organization are addressed directly in the SOW in track changes.

#	Comment	Response
	<p>functional, clean, intact, and barrier-free. If there are explicit or implied meanings to these or other terms within any mandates, it would be best for us to become clear therein as well.</p>	
9	<p>I'd suggest a minor addition to subtask 1 under Task 5.0 as follows:</p> <p>Develop Network Concepts – Metro shall develop a set of network concepts for consideration. The network concepts will include information such as the spacing of facilities, types and hierarchies of facilities, how similar concepts have been implemented elsewhere, potential benefits, drawbacks and challenges, <u>ability to build on the present network</u>, etc. Metro shall prepare a report that illustrates the benefits, challenges and trade-offs of the different concepts.</p>	<p>Added. This will be considered in the development of the Network Concepts</p>
10	<p>Getting to real implementation strategy, I strongly recommend facilitated workshops among the key players that are bound to disagree. They need to be in the room one or more half or full day work sessions to hash out their differences. For this kind of work, I find that this is more valuable than other areas you plan to invest in, such as the on-line tool that would allow the public to elect their route. My issue with most PI programs is that it's so hard to reach out to diverse audiences that our efforts continue to gather input from those plugged in. Do you really need more route recommendations at a regional level? If you want to go deep, look at the Williams PI process, well over a year for one</p>	<p>The facilitated workshop approach is well worth considering. The communication goal of the project is to reach regional agreement on priorities so that the network can be implemented in an efficient way.</p>

Regional Active Transportation Plan

Comments on the Statement of Work received from the Stakeholder Advisory Committee

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#	Comment	Response
	<p>single bikeway!</p> <p>Bringing key stakeholders in a room together for one or more days will allow for issues to get out on the table and for staff to have a chance to resolve these issues both through technical analysis and additional one-on-one meetings. You will surely need to bring the larger group back again for more in-depth work.</p>	
11	Pg 8, par 2: add Westside Trail Master Plan, Sullivan’s Gulch Trail Master Plan, North Portland Willamette Greenway Master Plan, Mt. Scott & Scouter Mountain Trails Master Plan, and Council Creek Trail Master Plan to the list.	Done.
12	Pg 9, par 1: add Rails-to-Trails Conservancy and American Trails to the list.	Done.
13	Subtask 1.3: SAC can help provide existing plans, documents, and other resources. They should also help with public involvement. State this explicitly in the SOW.	Done.
14	Subtask 3.5: “Metro shall update the inventories of existing...” There is more than one inventory. They will be combined into a single inventory further along in the project.	Done
15	I think it has a heavy weight on infrastructure. I would like to see more reference to overall safety including issues that address education and enforcement. Specifics: add a sub group on safety.	Education and programming and enforcement will be addressed primarily in the implementation strategy. The Regional Transportation Options Strategic Plan provides direction on education and programming. Metro has been convening a Safety

Regional Active Transportation Plan

Comments on the Statement of Work received from the Stakeholder Advisory Committee

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#	Comment	Response
		Work Group since 2010. The work of this group will be folded into the ATP and expanded upon.
16	I worry about silo-ing bikes and peds, for instance by creating separate SAC work groups on bicycle and pedestrian topics.	<p>The reasoning behind creating Bicycle and Pedestrian sub-groups was to respond to the challenges of a plan that addresses both bike and ped and integration with public transit, since the scale and needs of walking and bicycling can be so different.</p> <p>The idea is that the subgroups can address specific issues (e.g. bike parking policies, regional pedestrian zones). Another reason is that ped can be “drowned out” by bike issues and we want to make sure to provide a place to address key ped policies. Last RTP there was a bike policy group that fleshed out the regional bike policies, but no such policy review for ped. So, we want to make sure to address that in this plan. However, one of the guiding concepts of the plan is to integrate biking walking and transit, so definitely do not want them siloed.</p> <p><i>The work of the entire SAC will be integrating the work of the sub-groups.</i></p>
17	I think you can reference the Oregon Transportation Safety Plan just as you reference other ODOT plans.	Done.
18	Need some formal task that ties back to safety and crash reduction.	“Sub task 3.6: Pedestrian and Bicycle Crash Data - Metro shall compile and analyze state and local bicycle and pedestrian crash data. Metro shall determine high crash locations for bicycles and pedestrians.” This task will identify issues and the development of guiding principles, criteria, preferred alternative can make recommendations.

Regional Active Transportation Plan

Comments on the Statement of Work received from the Stakeholder Advisory Committee

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#	Comment	Response
19	Some acknowledgement about the disabled, aging public, ADA would be good. Explain that this plan would also be beneficial from the standpoint of making it easier for transit dependent people to get to transit safely and potentially allowing more freedom to travel on the ped and transit systems. For a lot of people that use the sidewalks and transit, not driving isn't a choice, it is a necessity due to physical limitations or cost.	This will be emphasized in the health and safety elements of the plan, and can be reflected in the guiding principles, criteria and recommendations.
20	Within the analysis it might be good to identify places where the barriers to disabled and elderly travelers are particularly high or an alternative might be to discuss somewhere in the document the importance that all facilities designed for ped and transit need to rely on universal design principles to be accessible for all ability levels.	The analysis of barriers will be addressed in the Existing Conditions report, Task 3, and in the development of guiding design principles, sub task 8.5.
21	One item that I think might need further clarification either now or once the project begins is the <u>phasing of projects</u> (task 10, p. 20). As you know, developing a phased list of projects is challenging because different funding mechanisms support different levels/scopes of projects at different times. If we develop a phased list of projects I think it will be important to consider " <u>tiers</u> " of <u>projects</u> . The tiers might be based on project cost or other criteria.	The following clarifying language was added: "Sub task 10.1: Priority Project List, Pipeline and Implementation Strategy- Metro shall identify regional priority projects within the recommended principal regional active transportation network for immediate construction funding and project development, and a proposed pipeline of <u>phased and tiered projects</u> for future development, allowing for flexibility. The priority project list will be vetted through the project advisory structure, including the SAC, ECAT and Metro's advisory committees. Metro and SAC shall articulate the roles and responsibilities of regional and local partners for implementing the ATP."

Regional Active Transportation Plan

Comments on the Statement of Work received from the Stakeholder Advisory Committee

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#	Comment	Response
22	Pg. 6 - under project objectives, the third one is still vague to me. I kind of get what it's saying, but compared to the other ones, I'm struggling with this one.	To identify priorities for the ATP, the project will look to existing priorities as a starting place. To implement the priorities and outcomes identified by the project, existing policies, design concepts, performance measurements and targets may need to be updated.
23	I like how much you've managed to weave in the need to analyze and prioritize pedestrian infrastructure and to rethink pedestrian zones. This is a critical element of the plan and it will be interesting to see how it shapes up as the project progresses.	Thanks! And, the project teams will work to keep this up.
24	Pg. 16, bullet #8 – you mention TriMet boarding data. A more accurate name is TriMet passenger census data. This way it incorporates both ons and offs, not just ons.	Done (now under Subtask 3.8)
25	I look forward to revisiting the UGMFP and design guidelines. One of the big things I think we, as a region, need to address is whether we want to allot money to projects that do not meet the true intent of the livable streets design guidelines. My feeling is if you get regional \$, then you better meet regional design 2040 livable street design guidelines.	This will be included in the discussion on the funding strategy, as well as design guidelines, policy changes in the UGMFP and the RTFP.
26	Under studies, I know you have "And others," but I think that TriMet's Pedestrian Analysis is a very valuable document that should be explicitly called out.	Done.
27	In Task 3 Subtask 11 and Task 10 Subtask 1 there's language about identifying new sources of funding. I'd be interested in seeing more detail about this process - will it include the finance subgroup of the SAC? Looking at past polling or efforts to raise more revenue?	Yes, this will be included in the funding workgroup of the SAC. It will include a summary of existing sources and funding amounts to active transportation, a situational analysis of past efforts to raise more revenue, and potential new sources of funding.

Regional Active Transportation Plan

Comments on the Statement of Work received from the Stakeholder Advisory Committee

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#	Comment	Response
28	<p>Generally, but especially throughout Task 3, transit seemed to be lost amid the bike and pedestrian topics. I imagine this is in part because there's already a regional agency planning for transit, but it would be great to see that clearly spelled out somewhere in this document. Understanding how this plan will and will not address transit would be helpful.</p>	<p>This plan will provide direction on where and how to invest in walking and biking infrastructure that makes getting to and from public transit easier and safer. For example, it will consider where to prioritize investments in sidewalks, road crossing treatments, bicycle paths, bicycle parking, etc. that connect to transit stops. It will examine how the biking and walking and transit networks currently support each other and focus on strategies to better integrate the bicycling, walking, and transit networks with one another.</p> <p>This plan will not determine where transit routes will go, the level of service (e.g. how often the buses and trains run), or funding for transit service. Topics such as transit service will no doubt be part of the conversation, and the project will look at how investments in walking and biking infrastructure affect public transit use (e.g. how a missing last mile connection between a MAX station and an employment site can prevent people from wanting to commute by train or how a roadway without a sidewalk to a bus stop can be inaccessible to someone using a mobility device).</p> <p>There are a number of existing plans the project will draw on, including The Regional High Capacity Transit Plan, TriMet's Pedestrian Network Analysis project, TriMet's Transit Investment Plan, and SMARTS plans and strategies.</p>

Metro | Memo

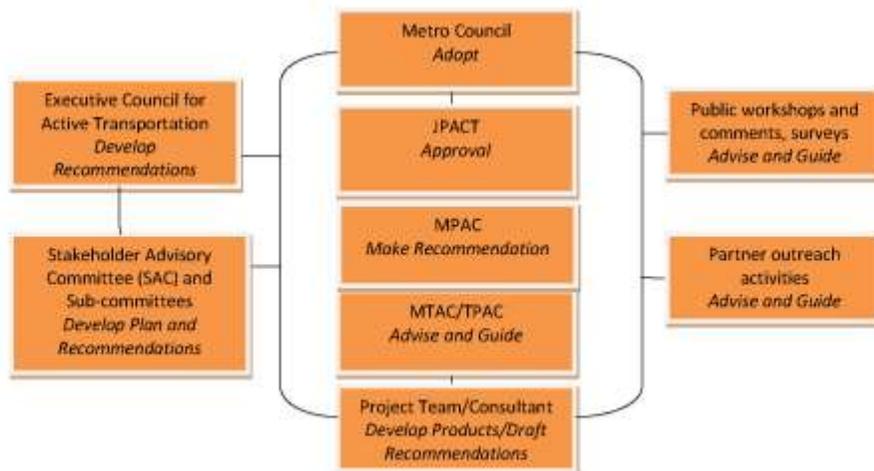
Regional Active Transportation Plan Stakeholder Advisory Committee ~ Roles, Responsibilities and Guidelines DISCUSSION DRAFT ~ March 15, 2012

Purpose of the Committee

The Stakeholder Advisory Committee (SAC) has been formed to help develop the region's first stand-alone Active Transportation Plan (ATP). The SAC is a technical, policy advisory committee. The SAC will review and provide feedback on work products developed by the project staff team and develop policies and recommendations.

The SAC will advise the Metro Council and Metro's policy and technical advisory committees (JPACT, MPAC, TPAC, MTAC) on the development of the plan. The SAC will work with the Executive Council for Active Transportation (ECAT) to facilitate regional agreement on priorities and strategies. Members of the SAC will serve as liaisons for the project to their own organizations, groups, stakeholders and networks. The SAC will form Work Groups to effectively and efficiently address various topics within the ATP and engage additional stakeholders in the process.

The SAC should be representative of the many audiences who will have an interest in this process and the resulting transportation investments.



Responsibilities

SAC members will:

- Work together with other members to provide clear direction to the project staff team.
- Participate in SAC meetings and Work Group meetings.

Metro | Memo

- If on a Work Group, serve as a liaison to the SAC for that Work Group.
- Identify an alternate if unable to attend a meeting.
- Review materials ahead of meetings.
- Raise issues or concerns as they arise; silence implies consent and agreement.
- Reflect the needs of the communities that you represent.
- Make recommendations to the project staff team.
- Identify ways to actively engage your organization(s), groups, networks, community in the project.
- Potentially join project staff on presentations on the project.

SAC alternates will:

- Assume all responsibilities of a member when participating.
- Follow the process and regularly attend meetings. If an alternate has not participated in previous meetings their participation in group decision making may be limited.

Project staff team will:

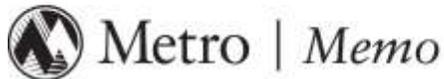
- Provide agendas and meeting materials at least one week in advance of the meeting, posted to Metro's website.
- Schedule meetings at times that work the best for most of the members.
- Consider all feedback and recommendations.
- Summarize SAC discussions

Meeting facilitator will:

- Ensure that everyone has an opportunity to participate.
- Keep meetings moving and focused on the agenda.
- Start and end meetings on time.
- Provide time for public comment from the audience and ensure that it is an item on each agenda.
- Enforce the SAC meeting guidelines.

Committee Structure

- The SAC does not have a chair.
- The project manager will facilitate all meetings.
- SAC Work Groups will be formed and will include at least one member of the SAC, who will serve as a liaison between the SAC and the Work Group.
- If a SAC member can no longer serve, the project manager will determine whether to replace the member, with feedback from the SAC.
- Alternates are allowed. They must be identified in advance and added to the roster kept by staff.



Meeting Guidelines

- Meeting materials will be posted to Metro's website generally one week in advance of meetings with an email notice sent to committee members.
- Paper copies of materials will be provided at each meeting to members.
- Project binders will be provided to each committee member at the first meeting.
- A limited number of paper copies will be available at meetings for the public.
- *If other accommodations are required for SAC members or the public to participate in meetings fully, please make those requests to staff (see contact info below).*

Participation Guidelines

- Participate in the spirit of negotiation and open communication.
 - Agree to be here to participate, to share information about related topics, listen to others and be open to different ideas.
 - Stay on agenda.
- Participate without dominating
 - Treat each other with dignity and respect.
 - Listen until the person speaking finishes; allow others to share their thoughts.
- Keep things transparent.
 - Bring information to the table that is relevant to the conversation; the group cannot address issues that are not raised during meetings.
 - Share information with the group about simultaneous processes and other relevant things you are working on.
- Be present. Please silence cell phones and put them away during the meetings.

Decision-Making

- The SAC will provide advice by agreement of the majority. This is defined as the point where committee members agree on the best option for the group even if it is not what individual committee member would choose for themselves or their organization.
- If the SAC cannot come to agreement, staff will suggest a direction to take based on the information available, indicating lack of clear direction from the SAC. Staff will document the differing opinions to share with the Metro Council, ECAT and Metro's advisory committees.
- Staff will follow up with SAC members if a change occurs after the SAC's review of final documents and explain the changes that resulted. Changes could occur after staff or legal review, public comment, or based on direction from ECAT, Metro Council or Metro's advisory committees.

Metro | Memo

- When a member is absent, their approval alternate can participate in the development of group recommendations, but only if they have followed the process and have attended a majority of the meetings.

Communications between meetings

- SAC members are encouraged to communicate with each other and others about the plan between meetings.
- Questions about the plan and process can be directed to Lake McTighe at Metro, lake.mctighe@oregonmetro.gov or 503-797-1660
- SAC members will not provide comments on behalf of the SAC (to the media or a decision making body like a City Council) without being directed to do so by full agreement of the SAC.
- The staff contact for media inquiries is Dylan Rivera at Dylan.rivera@oregonmetro.gov or 503-797-1551

Regional Active Transportation Plan Stakeholder Advisory Committee *Proposed Work Groups -DRAFT*

Purpose

The Stakeholder Advisory Committee will form Work Groups to effectively and efficiently address various topics within the Regional Active Transportation Plan and to engage additional stakeholders in the process.

Format

The groups will meet as needed. Each group will consist of approximately 5-10 members and should include at least one Metro project staff member and at least one SAC member. The Bike and Pedestrian groups should also include at least one trail and one transit member. Additional people may be invited to participate on individual topic. The Work Group lead should either be Metro staff or a SAC member. Work Groups will report back to the SAC. The SAC meetings will provide the opportunity to coordinate work elements of the work groups.

Overarching Themes

Certain themes, including health, equity and access to transit and essential destinations should be considered as elements of all of the Work Group topics and tasks and should be integrated and highlighted as necessary. As the SAC develops the Guiding Principles and Criteria for the Active Transportation Plan these should also be referred to and included.

Work Group: *Bicycle Policies and Infrastructure*

Focus Areas: Develop the Bicycle Parkway Concept, review and update bicycle policies in the RTP and RTFP, integration with transit and ped, modal targets, Cycle Zone Analysis, performance measures and design principles, data protocols and collection and safety.

Lead: John Mermin, Metro

Other members:

Work Group: *Pedestrian Policies and Infrastructure*

Focus Areas: Develop the equivalent to the Bicycle Parkway Concept for pedestrians, review and update pedestrian policies in the RTP and RTFP, integration with transit and ped, modal targets, Cycle Zone Analysis, performance measures and design principles, data protocols and collection and safety.

Lead:

Other members:

Work Group: *Funding Strategies*

Focus Areas: Existing and new funding sources, funding packages and strategies

Lead: Lake McTighe

Other members: Josh Naramore

Work Group: *Freight, Bike, Ped and Transit Interface*

Focus Areas: Design solutions, case studies for best practices, common goals, target areas for recommended improvement, safety.

Lead:

Other members: Deborah Redman, involve Metro Freight TAC

SAC Proposed Work Groups

SAC Work Groups - please mark which groups you would like to participate in							Please identify other stakeholders that you think should be asked to join the Work Group.
		Bike	Ped	Funding	Freight	Other	
Hal Bergsma							
Allan Berry							
Todd Borkowitz							
Aaron Brown							
Brad Choi							
Carla Danley							
Jessica Engelmann							
Roger Geller							
Suzanne Hansche							
Heidi Guenin							
Katherine Kelly							
Lori Mastrantonio-Meuser							
Kate McQuillan							
Jeff Owen							
Shelley Oylear							
Lidwien Rahman							
Derek Robbins							
Stephanie Routh							
Rob Sadowsky							
Jose Orozco							
Allan Schmidt							

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Stakeholder Communication Strategy

Regional Active Transportation Plan

February 2012

DRAFT



Metro | *Making a great place*

About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to providing services, operating venues and making decisions about how the region grows. Metro works with communities to support a resilient economy, keep nature close by and respond to a changing climate. Together we're making a great place, now and for generations to come.

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Tom Hughes

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Shirley Craddick, District 1

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Kathryn Harrington, District 4

Rex Burkholder, District 5

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Auditor

Suzanne Flynn

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INTRODUCTION

Active transportation is travel powered by human energy, such as riding a bike and walking. Public transportation is active travel because it usually involves walking or bicycling. A national emphasis on active transportation has emerged in recent years, focusing on the fiscal, environmental and public health benefits of non-motorized travel.

The need for a Regional Active Transportation Plan (ATP) was identified as a follow up activity in the 2035 Regional Transportation Plan (RTP), adopted 2010. The RTP does not have a prioritized regional active transportation network or an agreed upon framework for prioritizing and implementing projects. The current, on-the ground network *and planned network* has many gaps. In many areas of the region people do not have the option to safely walk or bike, thereby limiting the benefits associated with active travel.

The ATP will identify the Principal Regional Active Transportation Network of Bicycle and Pedestrian Parkways and Districts. One way to think of this network is as a “High Capacity Transit System for bicycling and walking”. The network, integrated with public transportation, will provide the regional spine that the denser local bicycle and pedestrian networks connect to. To support implementation, the ATP will establish priority projects, refine and recommend new policies, performance targets and measures for bicycling and walking, and develop an implementation and funding strategy.

Implementing the regional Active Transportation Plan would help the region achieve all of the Six Desired Outcomes. Active transportation:

1. Is a key building block of **vibrant communities**.
2. It achieves **equity** by providing low cost transportation choices, reducing vehicle emissions.
3. Gives people transportation choices to driving, reducing emissions and keeping the region’s **air and water clean**.
4. Is a tool in the **region’s leadership for climate change** toolkit.
5. *Is transportation choice*.
6. Is a vital part of the region’s **economic prosperity**, attracting workers and businesses, supporting tourism and local business, a niche industry, creates jobs and is part of the region’s identity and brand marketing.

The ATP project area covers the Portland metropolitan region, including the urban portions of Multnomah, Washington and Clackamas Counties and twenty-five cities. Bicycle and pedestrian connections to neighboring cities outside Metro’s jurisdictional boundary and to the City of Vancouver are included in the project area.

PROJECT GOAL

The goal of the ATP project is to develop a priority active transportation network and an implementation and funding strategy that are endorsed by the region through the project committees, the Joint Policy Advisory Committee, the Metro Policy Advisory Committee and the Metro Council. The ATP will provide a road map for completing the Principal Regional Active Transportation Network. The goal of regional agreement requires a collaborative process that recognizes local aspirations and desired regional outcomes.

SITUATION ANALYSIS

This situation analysis highlights recent and current topics that could influence the development of the project. First, Active transportation itself is **a relatively new term**, synthesizing three transportation modes, making an additional challenge for effective communication.

Recent efforts, such as ARRA funding and Metro's TIGER proposal for a regional active transportation project, has highlighted that the **necessary coordination to build out a regional active transportation network has been difficult to achieve** due to several factors, including: lack of a pipeline of "ready to go" bicycle and walking projects due to a lack of dedicated funding, the lack of a prioritized regional network that the region supports, and incomplete policies for increasing bicycling and walking.

The current economic climate makes it challenging to pursue new funding and raises concerns over competing needs. As with any transportation plan that focuses on a single topic, audiences can sometimes perceive a focus on one mode as placing it in competition with other modes or other community priorities.

Leaders of the U.S. Department of Transportation, including Secretary Ray LaHood, are **supportive of active transportation** and have provided recommendations and guidelines for how to implement projects. However, the current **stalemate on federal transportation authorization and the potential for less funding** for active transportation highlights the need for regional cooperation, regional priorities and local funding. **Regional cooperation and priorities will help local jurisdictions effectively leverage federal and state funding.** Regional priorities will make allocation easier for federal funding sources, such as CMAQ, that may no longer be dedicated to active transportation. New local and regional funding sources may be needed to achieve regional outcomes if federal funding is limited; currently, 40% of funding for bicycle and pedestrian projects in the region is from federal sources.

The Metro Council and leaders across the region have demonstrated an ongoing commitment to active transportation which will be key to the success of the project. Briefly:

- Growing investment in active transportation with Regional Flexible Funds.

- The ATP project is the result of ongoing investment in active transportation by Metro and partners across the region.
- The ATP project is the result of a robust partnership between Metro and partners across the region that has been developing over many years around regional trails and active transportation.
- In 2008, the Metro Council established the Blue Ribbon Committee for Trails. The BRC developed a set of recommendations for increasing investment in the regional trails network and integrating the network with the on-street system and public transportation.
- To begin implementing the BRC recommendations, the Metro Council funded an Active Transportation staff position at Metro from 2009-2011 as part of an Active Transportation Program. The Program shaped regional discussion on active transportation, worked with local jurisdictions to identify active transportation demonstration projects, developed a set of initial criteria to help prioritize regional projects, and established a leadership and business group, the Executive Council for Active Transportation.

The ATP will build on and coordinate with several related efforts:

2040 Growth Concept - ATP will utilize and implement the 2040 plan

Regional Transportation Plan – the ATP will be proposed for amendment to the RTP, and will update policies, performance measures and targets in the RTP, Regional Transportation Framework Plan and the potentially the Urban Growth Management Functional Plan

Transportation System Plan updates – the ATP project will provide findings and guidance as local jurisdictions update their TSPs

Climate Smart Communities – the ATP Principal AT Network Concepts will be part of the CSC scenarios; the ATP and CSC projects will coordinate stakeholder engagement activities and messaging

Local TSPs and stand-alone bicycle and pedestrian and trail plans – the ATP will build on these plans and will propose new policies, performance measures and targets to be implemented in local TSPs

Regional Corridor Plans: SW Corridor and East Metro Connections Project – the ATP will reflect the criteria, goals and priorities identified in these projects

Trail Master Plans – including the Westside Trail, Council Creek Trail, Tonquin Trail, Sullivan’s Gulch and NP Greenway

Greater Portland Pulse – the ATP will identify how active transportation will move the region forward on many of the regional indicators

Regional System Funding- the ATP project will coordinate with development of funding proposals that impact regional trail development

Community Investment Strategy – the ATP project will coordinate on identified transportation infrastructure priorities

Regional Trails Signage Plan – the ATP project will utilize the adopted guidelines for signage in the final plan and recommend use of the guidelines for regional projects

Metro Parking Management Study – the ATP project will coordinate with this project as it moves forward

Regional Travel Options Strategic Plan update and work plan – the ATP project will incorporate elements of the plan into the final ATP

Transit Oriented Development Strategic Plan and work plan – the ATP project will incorporate elements of the plan into the final ATP

Transportation System and Management Operations Plan implementation -- the ATP project will incorporate elements of the plan into the final ATP

Metropolitan Transportation Improvement Program and Regional Flexible Funds – the ATP will coordinate proposed funding strategies with the development of the next RFF allocation process

COMMUNICATION OBJECTIVES

The following communication objectives were developed in part using the *Metro Community Engagement Strategy Assessment* tool, specifically the “Purpose of the Process” starting on page 5, attached.

- **Consensus Building.** The success of the project will rely on coming to regional agreement on process, priorities, strategies and roles and responsibilities.
- **Inclusive participation.** Involve a wide variety of stakeholders, reaching out to groups that have been historically disenfranchised.
- **Information readily available.** Project information is accessible on the project webpage, www.oregonmetro.gov/activetransport
- **Sharing between stakeholders.** Stakeholders hear and understand each others’ concerns, issues, needs and ideas. Especially important for stakeholders such as environmental justice and youth.
- **Develop partnerships and build relationships** by providing an informative, participatory and collaborative process for target audiences.
- **The ATP project is integrated with other Metro efforts.**

KEY MESSAGES FOR ELECTED OFFICIALS

- **The ATP will help local communities provide transportation choices.** The region has already made substantial investments in bicycling and walking, building over 300 miles of trails and nearly 700 miles of on-street bicycling facilities. Communities want more active transportation; this is reflected in public opinion surveys. Business, civic and elected leadership in support of active transportation is growing.
- **The time is right for a regional plan.** Communities across the region have made investments that help people walk, bike and take transit. But scarce resources and a lack of regional coordination have limited the impact of these efforts. By working together, we can make the most of our investments and make it easier than ever for large numbers of people to see walking and bicycling as attractive options.
- **The key to success is partnership.** To be successful, the ATP will reflect local priorities and aspirations for how to create vibrant, healthy communities. But to achieve a regional scale, partnership among jurisdictions and stakeholders will be crucial.
- **Bicycling and walking are inherently local activities with tremendous impacts.** The ATP is a unique regional plan because it is focused on local activities, implemented by local governments. Increased bicycling and walking can impact everything from the amount of money spent on health care to the numbers of cars on the road, with tremendous benefits for the social, environmental and fiscal health of the region. Benefits also include shopping and spending money in your local communities.
- **Regional cooperation and priorities** will help cities and counties effectively leverage federal and state funding to help make local investments that were previously out of reach.
- **Implementing the ATP would help achieve all of** the region's Six Desired Outcomes: Vibrant communities, Economic prosperity, Safe and reliable transportation, Leadership on climate change, Clean air and water, Equity in distributing the benefits of growth.

KEY MESSAGES FOR STAKEHOLDERS/ GENERAL PUBLIC

- Active Transportation helps **preserve clean air.**
- Active Transportation can make us more **energy independent.**
- Active transportation gives people **transportation choices.**
- Active transportation is about **building neighborhoods** where people can **walk, bike or take public transit** to meet many of their daily needs.
- Active Transportation **saves money, time, and keeps people healthy.**

STAKEHOLDERS AND ROLES

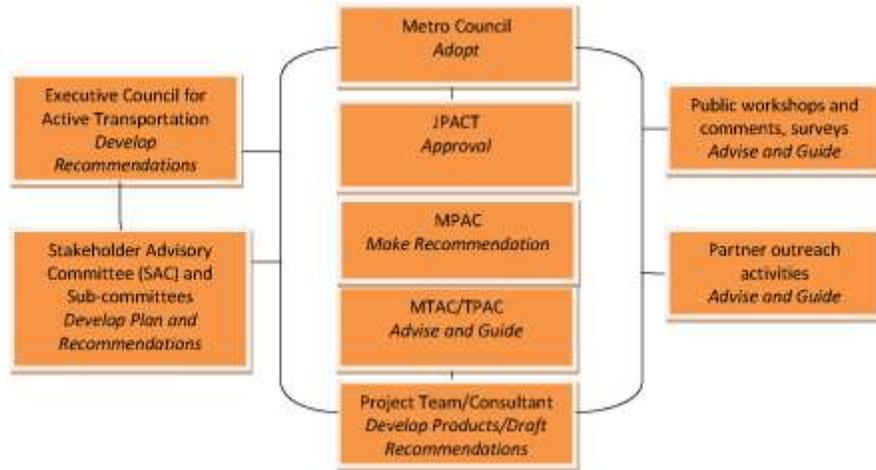
Stakeholder	Role in Process
Metro Council	Vote to adopt the ATP and amend it to the 2035 Regional Transportation Plan. Guide the ATP project. Provide targeted feedback at key milestones.
Metro Council liaisons Kathryn Harrington and Rex Burkholder	Meet with project manager to guide messages and coordinate check-ins with Council, at least one month before presentations to Council and as needed. Provide regular updates during Councilor Communications Council. Help develop messages to other stakeholder groups. Meet with key partners.
Joint Policy Advisory Committee on Transportation (JPACT)	Vote to adopt the ATP and amend to the RTP. Read project information and provide feedback at milestone check-ins. Report back to jurisdiction and stakeholder groups. Some members take a leadership role in policy discussions and at key decision points to develop a regional agreement.
Metro Policy Advisory Committee (MPAC)	Vote to recommend the ATP for adoption. Read project information and provide feedback at milestone check-ins. Report back to jurisdiction and stakeholder groups. Some members take a leadership role in policy discussions and at key decision points to develop a regional agreement.
Transportation Policy Advisory Committee (TPAC)	Advise and guide JPACT regarding development and adoption of the ATP. Provide feedback at key milestones. Report back to represented groups.
Metro Technical Advisory Committee (MTAC)	Advise and guide MPAC regarding development and adoption of the ATP. Provide feedback at key milestones. Report back to represented groups.
Stakeholder Advisory Committee (SAC) and Work Groups for the ATP	Review meeting materials, draft recommendations and work products ahead of meetings. Provide feedback and recommendations to project staff. Coordinate with other staff and partners as needed. Inform respective communities and stakeholders of project updates and bring forward topics and/or issues to the SAC. Identify stakeholder groups and opportunities to present on the ATP.
Executive Council for Active Transportation (ECAT)	Review meeting materials, draft recommendations and work products ahead of meetings. Help develop regional business and civic support of active transportation. Meet with and

Stakeholder	Role in Process
	engage regional leaders, targeting the business community to highlight the role that active transportation plays in economic prosperity.
Project Staff Team	Develop the work products and draft recommendations for the ATP.
Local elected officials not serving on MPAC or JPACT	Receive project updates via monthly status updates, from JPACT, MPAC, TPAC and MTAC members, from ECAT members. Request presentations or briefing on the project. Host or participate in field tours.
Leaders of business, community organizations and advocacy groups concerned with AT (trails, bike, ped, health, equity, etc)	Meet with members of ECAT, Metro Council, Project Staff Team, SAC and others to learn about the project and develop relationships. Follow project via monthly status updates, presentations, etc. Participate in SAC work group(s). Provide feedback at provided opportunities.
Local jurisdiction and agency staff involved in transportation and trails, health and safety	Coordinate with SAC members as needed. Follow project via monthly status updates, presentations, etc. Participate in SAC work group if needed. Provide feedback at provided opportunities.
Environmental justice communities and advocates	Participate on committees. Participate in engagement activities. EJ communities include low-income, minority, youth, seniors, non-native English speakers and other populations underserved by public infrastructure
Youth commissions and schools	Presentation to Multnomah Youth Commission, input on criteria and guiding principles, potential meeting with school representatives, including the Oregon School Board Association and the Confederation of Oregon School Administrators.
General public – The 1.5 million residents of the three-county region	Information will be available on Metro’s website and through various media (see Tools, Tactics and Timeline below).

DECISION MAKING STRUCTURE

The ATP was identified as a follow up activity in the 2035 RTP. The plan will be finalized by June 30, 2013, per the ODOT TGM grant requirements. Adoption and any proposed

amendments to current RTP policies, requirements in the Regional Transportation Functional Plan, and potentially the Urban Growth Management Functional Plan will be considered during the update of the RTP scheduled for 2014.



The **Project Team** will develop work products and draft recommendations. A list of staff members involved in the project is provided in Attachment 2.

The **Stakeholder Advisory Committee (SAC)** will review and provide feedback on work products and recommendations. The SAC will be ground zero for developing the regional agreement needed to make the plan a success. The SAC will develop sub-committees to address specific topics. Additional participants may be invited to participate in the sub-committee. A list of committee members is provided in Attachment 2.

The **Executive Council for Active Transportation (ECAT)** will provide policy guidance and will develop business and health community involvement in the plan. The Council will meet approximately four times over the course of the project. See Attachment 1 for a list of members.

Metro’s technical advisory committees, **Metro Technical Advisory Committee (MTAC)** and **Transportation Policy Advisory Committee (TPAC)**, will receive project updates at key milestones and provide guidance on the project. The technical committees will recommend adoption of the ATP to MPAC and JFACT respectively. MTAC and TPAC are composed of planners, citizens and business representatives and provide detailed technical support to MPAC and JFACT.

Metro’s **Metro Policy Advisory Committee (MPAC)** will receive project updates at key milestones and provide guidance on the project. MPAC will vote to adopt the plan and forward a recommendation to JFACT and the Metro Council. MPAC is a charter mandated committee of local government representatives and citizens.

Metro’s **Joint Policy Advisory Committee (JPACT)** will vote on adoption and amendments of the ATP. JPACT is a committee of elected officials and representatives of agencies involved in transportation related needs for the region. JPACT makes recommendations to the Metro Council related to transportation policy.

The **Metro Council** will make the final vote for adoption of the plan and amendments. The Metro Council is the region’s directly elected governing body, consisting of a Council President and six district representatives.

TOOLS, TACTICS AND TIMELINE

	2012												2013								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Stakeholder Committee Meetings*			▲				▲				▲				▲						
Public Engagement Opportunities							●					●				●					
Metro Committees		■					■				■				■			■			
Phase 1: Existing Conditions/Frame Choices	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Phase 2: Network Concepts/Select Alternative																					
Phase 3: Priorities, Implementation Strategy																					
Adoption Process																					

*Stakeholder Advisory Committee and Executive Council for Active Transportation

The ATP Project is divided into three broad phases. Each of the phases has distinct stakeholder communication needs that are listed under that specific phase. General tools for engagement that will be utilized throughout the project are listed below. Wherever possible the project will look for opportunities to “piggy-back” with other events.

Tools used throughout the project

1. **Stakeholder Engagement Strategy** – This SCS provides the road map for engaging stakeholders.
2. **Media Plan** –develop list of interested media (e.g. BikePortland, Streetsblog, Washington County Planning Newsletter) and local media (Oregonian, Hillsboro Argus) and ideal role of media (e.g. generate interest, track project, report on key milestones) and attach to SCS.
3. **SAC members stakeholder outreach** – SAC members will identify individuals and stakeholder groups that they will be responsible to keep updated on the ATP.
4. **Interested party email list** – the project will use the existing Active Transportation/Trails list that exists in McList for broad communication and project updates. The list has 488 members and will be maintained by the PM and Susan Patterson-Sale.
5. **Project webpage** – the project will have a dedicated webpage housed under RTP and linked from the AT Program page. The page will be primarily maintained by the PM and will include project materials and project updates. Emailed project updates will include a link to the project webpage. www.oregonmetro.gov/active-transport

6. **Project fact sheet** – a project fact sheet has been produced. The fact sheet will be used for the status report updates and will be updated approximately every month by the PM.
7. **Project status reports** - 1-2 page format utilizing the project fact sheet. Produced by the PM and emailed (by PM) to interested party list, committees, and newsletter distribution list approximately every month. Posted on project webpage.. Metro will hold open houses and/or have information at area events or farmer’s markets to make information accessible.
8. **Newsletter distribution list**- develop a distribution list of planning newsletters and similar distribution networks (e.g. Wash Co Planning quarterly newsletter, WTA web) and distribution dates. Status reports will be sent to distribution list for inclusion in these local updates.
9. **Public opinion research** – Metro has conducted an Opt-In poll on active transportation that will be used in the existing conditions research. The project may utilize a Survey Monkey survey to receive input on alternatives.
10. **Metro blogs and news stories** – Metro has published two articles on the upcoming plan. Additional blogs and/or stories may be needed at project milestones (see Timeline below).
11. **Metro Council/JPACT/MPAC/MTAC and TPAC briefings**– Scheduled presentations and discussions at project milestones provide input and guidance on the project – see Communication Table below.
12. **SAC and ECAT meetings** –meetings will be held approximately quarterly, see Communication Table below.
13. **Utilize existing committees and groups**– PM and project staff and/or SAC and ECAT members will present or give updates at existing committees and groups (e.g WCCC, Hillsboro AT Citizens Advisory Committee).
14. **Metro Council quarterly briefings** – information will be provided for the next round of quarterly briefings. These will be coordinated with other projects

Phase 1 – Existing Conditions and Framing Choices

January – June 2012

This phase develops an existing conditions report and develops a set of Active Transportation Network Concepts to evaluate and choose the concept that will guide regional investment in the Principal Regional Active Transportation Network. Criteria and Guiding Principles will be developed. The key milestone at the end of June/July is an existing conditions report and draft criteria and guiding principles.

1. First SAC meeting.

2. ECAT convened to focus on developing business support and understanding of active transportation.
3. Convene a “process group” of local partners to review and provide input on the stakeholder communication strategy (proposed group: Elissa Gertler (Metro), Andrew Singelakis (Wash Co), Mara Gross (CLF), Alison Hill Graves (Community Cycling Center), Jon Ostar (OPAL), Nancy Kraushaar (Oregon City), Katherine Kelley (Gresham).
4. Oregon Active Transportation Summit, April 16-17, panel on active transportation and economic benefits
5. Statewide Trails Coordination meeting, April 16
6. Present to the Multnomah Youth Commission, April 22 and discuss criteria and principles
7. Second Stakeholder Advisory Committee and Executive Council for Active Transportation meetings
8. Presentations to Metro Council and Metro Advisory Committees on existing conditions, criteria and guiding principles and framing choices

Phase 2 – Network Concepts and Select Alternative

July – Dec. 2012

This phase will focus on evaluation of network concepts, benefits and costs associated with the concepts and selecting an alternative. Key stakeholders from the target audiences will be asked to come to regional agreement on the preferred alternative. The communication tools outlined below will provide information and help guide the regional discussion.

1. Poll or web based tool for understanding costs and benefits.
2. Environmental Justice working group, coordinated with Climate Smart Communities project, July-August.
3. Public engagement opportunity 1 – format to be determined. Focus on existing conditions, network concepts criteria and principles. Format could involve targeted stakeholder groups with facilitated discussion.
4. Joint JPACT/MPAC meeting – coordinate with CSC to include active transportation.
5. December Oregon Business Plan Summit– Potential presentation of economic impact of AT at the summit.
6. Third Stakeholder Advisory Committee and Executive Council for Active Transportation meetings.

7. Presentations to Metro Council and Metro Advisory Committees on Network Concepts and receive guidance on preferred alternative.

Phase 3 – Priorities and Implementation Strategy

January – June 2013

This phase will prioritize projects, develop a feasible and implementable plan, develop a funding strategy for completing the regional network and describe regional and local roles and responsibilities for implementation. Key stakeholders from the target audiences will be asked to come to regional agreement on the final ATP. The communication tools outlined below will provide information and help guide the regional discussion.

1. Public engagement opportunities 2 and 3– format to be determined. Focus selected concept and strategies and priorities. Two workshops may be needed.
2. Fourth and fifth Stakeholder Advisory Committee and Executive Council for Active Transportation meetings.
3. Presentations and discussion with Metro Council and Metro Advisory Committees on implementation strategy and financing strategy.

The tables below provide information on when and who target audiences and project staff will receive information over the course of the project.

Internal Stakeholders at Metro and Project Team			
What	Who	How	When
Updates at Metro Council Worksessions and Meetings	Metro Councilors	Council liaisons give update during Councilor communications	Second Tuesday of the month and as needed (before status report goes out)
Metro Council Worksessions	Metro Councilors	Presentations (see attached Metro Council check in points)	Feb 2 June 12 <i>proposed</i> Sept 11 <i>proposed</i> Dec 4 <i>proposed</i> April 9 <i>proposed</i> May 7 <i>proposed</i>
Project Team meetings	Core Project Team members and key staff	Report on tasks	Weekly, Monday
Project Management Team status meetings	Project Management Team – ODOT and Metro	Monthly progress report on tasks and budget	Second Friday of the month, prior to status report going

Internal Stakeholders at Metro and Project Team			
What	Who	How	When
			out
Bi-monthly department meeting	RTP/RTO staff	Verbal updates, handouts	Second and fourth Tuesday mornings
Planning Department staff meetings	Planning Department staff	Brief presentation, highlight connections to other Metro projects	Quarterly
Greatest Place Managers Group	Managers of Metro projects – CSC, ATP, Southwest Corridor, EMCP etc.	Discussions on topics specific to all projects (e.g. equity) and project coordination	Monthly
Monthly status reports	Stakeholder and interested parties email list	Email with attached summary and link to project webpage	Last Friday of every month

External Stakeholders			
What	Who	How	When (dates subject to change)
Monthly status reports	Stakeholder and interested parties list (including all stakeholders on this table)	Email with attached summary and link to project webpage	Last Friday of every month
SAC meetings			March June-July Oct-Nov Jan- Feb 2013 April –May 2013
SAC members outreach activities - TBD	SAC members and SAC work group members	Updates to stakeholders city and county councils, bike, ped, and trail, committees and groups, etc.	TBD

External Stakeholders			
What	Who	How	When (dates subject to change)
SAC Work Group meetings	SAC members and additional identified participants	SAC members will lead, focus on specific topics in the plan	TBD by Work Groups
Intertwine Executive Council for Active Transportation quarterly meetings	Members of ECAT, interested parties, Project Team members	Presentations from staff, discussion	March <i>July proposed</i> <i>October proposed</i> <i>Feb proposed</i>
TPAC/MTAC	Members of TPAC and interested parties	Updates from Chair, materials in packet and presentations	Feb <i>June proposed</i> <i>Jan proposed</i> <i>April proposed</i>
MPAC meetings	Members of MPAC and interested parties	Updates from Chair, materials in packet and presentations	Feb <i>Aug proposed</i> <i>Jan proposed</i> <i>April proposed</i>
JPACT meetings	Members of JPACT and interested parties	Updates from Chair, materials in packet and presentations	<i>May proposed</i> <i>Aug proposed</i> <i>Jan proposed</i> <i>April proposed</i>
County Coordinating Committee meetings (WCCC, EMCTC, CCCC)	Members of coordinating committees	SAC members and Metro staff will present	Once or twice during project – dates TBD
Public Engagement Opportunity	Key stakeholders, interested parties, the public	TBD - workshops or townhalls with materials and discussion	<i>July-Aug proposed</i> <i>Jan proposed</i> <i>April proposed</i>
Project Webpage	Key stakeholders, interested parties, the public	Project information and updates added to the webpage	Update monthly

COMMITTEE TEAM MEMBERS

The **Stakeholder Advisory Committee (SAC)** will provide technical and policy guidance for the project and develop recommendations. The SAC includes members from across the region. Several SAC members also serve on MPAC and TPAC. The SAC will meet at least

every three months and as needed at the discretion of the SAC. Sub-groups will be created from the SAC and additional stakeholders to address specific policy and technical issues, such as development of the Bicycle Parkway Concept, Pedestrian Policies, Health, and Finance.

Stakeholder advisory committee members

Hal Bergsma	Director of Planning, Tualatin Hills Park and Recreation District and MTAC member
Allan Berry	Director of Public Works, City of Fairview
Todd Borkowitz	Citizen Representative
Aaron Brown	Youth Representative
Brad Choi	Transportation Planner, City of Hillsboro
Carla Danley	OPAL and ABE Representative and TPAC member
Jessica Engelmann	Senior Planner, TriMet and MTAC member
Roger Geller	Bicycle Coordinator, City of Portland
Heidi Guenin	Transportation Policy Coordinator, Upstream Public Health and TPAC member
Suzanne Hansche	Commissioner, Elders in Action
Katherine Kelly	Transportation Planning Manager, City of Gresham and TPAC member
Lori Mastrantonio-Meuser	Senior Planner, Clackamas County
Kate McQuillan	Transportation Planner, Multnomah County
Jose Orozco	City Councilor, Cornelius
Jeff Owen	Bicycle & Pedestrian Coordinator, Wilsonville/SMART Transit
Shelley Oylear	Bicycle and Pedestrian Coordinator, Washington County
Lidwien Rahman	Principal Planner, ODOT, MTAC member
Derek J. Robbins	Civic Engineer, City of Forest Grove
Stephanie Routh	Executive Director, Willamette Pedestrian Coalition
Rob Sadowsky	Executive Director, Bicycle Transportation Alliance
Allan Schmidt	Planner, Portland Parks and Recreation

The Executive Council for Active Transportation (ECAT) was established by members of Metro’s Blue Ribbon Committee for Trails in 2009 to support development of the regional active transportation network. ECAT is a Council of The Intertwine. The Council will provide policy guidance and recommendations on the project and will develop business and health organization support.

Executive Council for Active Transportation members

Jonathan Nicholas, Chair	VP of Branding & Corporate Communications at ODS
Christopher Achterman, MD	Legacy Health System
Scott Bricker	Bricker Consulting
Councilor Rex Burkholder	Metro Council
Bart Eberwein	Business Development & Public Affairs, Hoffman Corporation
Commissioner Nick Fish	Portland City Council
Stephen Gomez	Chair of the Bicycle Transportation Alliance Board
Jay Graves	CEO, The Bike Gallery
Steve Gutmann	Consultant
Alison Hill Graves	Executive Director, Community Cycling Center
Neil McFarlane	General Manager, Tri-Met

Randy Miller	President, Produce Row Property Management Co.
Lynn Peterson	Sustainable Communities and Transportation Policy Advisor to Governor Kitzhaber
Rick Potestio	Potestio Studio
Comm. Dick Schouten	Washington County Board of Commissioners
Philip Wu, MD	Clinical Pediatric Lead, Kaiser Permanente Northwest
Dave Yaden	Former Chair, Blue Ribbon Committee for Trails

KEY STAKEHOLDERS

Business/Economic Development

- East Metro Economic Alliance
- Westside Economic Alliance
- Columbia Corridor Association
- Portland Business Alliance
- Oregon Business Plan
- Greater Portland Inc.
- Portland Development Commission
- Portland Regional Partners for Business

Government and agencies

- Metro advisory and technical committees: JPACT, TPAC, MPAC, MTAC
- City Mayors and Councils
- TriMet leadership
- Trimet Committee on Accessible Transit
- ODOT leadership
- Oregon Transportation Commission
- Oregon Bike and Pedestrian Committee
- Congressional Delegates and staff

Washington County

- Washington County Coordinating Committee and TAC
- Washington County Board of Commissioners
- Tualatin Parks and Recreation District and Board
- Washington County Planning Commission
- Washington County Public Affairs Forum
- Beaverton Bicycle Advisory Committee
- Washington County Health and Human Services
- TV Highway Steering Committee

Multnomah County and Portland

- East Multnomah County Transportation Committee
- Multnomah County Commissioners
- Multnomah County Planning Commission
- Multnomah County Health Department
- City of Portland Bicycle and Pedestrian Advisory Committees
- Portland Parks Advisory Board
- Multnomah County Bike & Ped Committee
- City of Gresham Transportation Sub-committee
- Multnomah Youth Commission (serves City of Portland)

Clackamas County

- Clackamas County Coordinating Committee and TAC
- Clackamas County Board of Commissioners
- North Clackamas County Parks and Recreation District and Board
- Clackamas County Planning Commission
- Clackamas County Pedestrian and Bikeway Committee

Community and Advocate groups

- Accessibility and the Built Environment
- Willamette Pedestrian Coalition and Board
- Bicycle Transportation Alliance and Board
- Organizing People, Activating Leaders - OPAL
- Elder Groups
- Elders in Action
- AARP
- Coalition for a Livable Future
- East Portland Action Plan Committee
- The Intertwine Alliance and Board
- Upstream Public Health
- African American Health Coalition
- Verde
- Latino Network
- Urban League
- Westside Transportation Alliance
- Native American Youth Family Center - NAYA
- Latino Network
- Northwest Health Foundation
- Black United Fund
- Asian Pacific American Network of Oregon - APANO
- Community Cycling Center
- Oregon Public Health Institute
- Regional health care providers

Youth and Schools

- Oregon School Board Association,
- Susan Castillo, Superintendant of Public Instruction
- Confederation of Oregon School Administrators

MEASUREMENT AND EVALUATION

Successful communication will be evidenced by a clear understanding of the project and desired outcomes on the part of project stakeholders. Regional agreement on priorities and strategies at the end of the process will indicate successful communication. Incorporating new perspective into the ATP will indicate that Metro has listened stakeholders. The project will achieve its goal when a regional Active Transportation Plan, with priorities, strategies and policies are adopted by the region that can realistically be expected to increase active transportation in the region.

The following potential measures of success were generated in part from input from the Metro Council, the Project Staff Team and the Executive Council for Active Transportation:

- Stakeholder Advisory Committee and Executive Council for Active Transportation members actively engage with other audiences on the ATP.
- A broad range of stakeholders are engaged, especially from the environmental justice communities, resulting in a broader base of support for active transportation.
- There is regional agreement on priorities, translating into more funding and policy changes
- The plan is an exciting, living document that tells real stories – not a plan on the shelf
- There is local buy-in

ACRONYMS

ATP	Active Transportation Plan for the Region
BTA	Bicycle Transportation Alliance
EMCP	East Metro Connections Plan
ECAT	Executive Council for Active Transportation
JPACT	Joint Policy Advisory Committee on Transportation
MPAC	Metro Policy Advisory Committee
MTAC	Metro Technical Advisory Committee
ODOT	Oregon Department of Transportation
PM	Project Manager
PMT	Project Management Team
RTFP	Regional Transportation Functional Plan
RTP	Regional Transportation Plan
UGMFP	Urban Growth Management Functional Plan
SAC	Stakeholder Advisory Committee
TPAC	Transportation Policy Alternatives Committee
TSP	Transportation System Plan

 Metro | Memo

Date: March 15, 2012
To: ATP Stakeholder Advisory Committee
From: Lake McTighe, Active Transportation Program
Subject: SAC Stakeholder Engagement

You were asked to serve on the SAC because of the considerable personal or professional expertise that you have on the topic and the groups you represent or interact with in the Portland metropolitan area. One of the roles that SAC members can fill is to serve as liaisons for the Active Transportation Plan project back to the committees, organizations, groups and/or individuals that SAC members work and engage with. To ensure that identified stakeholders are being appropriately engaged and informed project staff need to know which stakeholders and stakeholder groups SAC members are able to potentially keep informed and represent on the committee. *To that end, please identify potential stakeholders that you are willing to connect with over the course of the project.* Ideally, these are stakeholders that you are already engaged with in your work. Project staff has developed a draft list of stakeholders. **Please add any that are missing and circle the ones that you will be connecting with.**

SAC member name: _____

Business/Economic Development

- East Metro Economic Alliance
- Westside Economic Alliance
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- Portland Business Alliance
- Oregon Business Plan
- Greater Portland Inc.
- Portland Development Commission
- Portland Regional Partners for Business

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- AARP
- Coalition for a Livable Future
- East Portland Action Plan Committee
- The Intertwine Alliance and Board
- Upstream Public Health
- African American Health Coalition
- Verde
- Latino Network
- Urban League
- Westside Transportation Alliance
- Native American Youth Family Center - NAYA
- Latino Network
- Northwest Health Foundation
- Black United Fund
- Asian Pacific American Network of Oregon - APANO
- Community Cycling Center
- Oregon Public Health Institute
- Regional health care providers

Youth and Schools

- Oregon School Board Association,
- Susan Castillo, Superintendent of Public Instruction
- Confederation of Oregon School Administrators

An active transportation plan for the region

www.oregonmetro.gov/activetransport



Metro Council President
Tom Hughes

Metro Councilors
Shirley Craddick, District 1
Carlotta Collette, District 2
Carl Hosticka, District 3
Kathryn Harrington, District 4
Rex Burkholder, District 5
Barbara Roberts, District 6

Auditor
Suzanne Flynn



A plan for the region

Communities across the country are recognizing that active transportation creates vibrant communities, contributes to economic prosperity, provides low-cost transportation options, keeps the air and water clean, and is fun and healthy!

Metro has started working with partners on the region's first Active Transportation Plan to identify strategies for completing a regional active transportation network. The project will be completed by June, 2013.

The workplan for the project has been finalized and a Stakeholder Advisory Committee has been formed. The Executive Council for Active Transportation will serve as a policy advisory committee.

What will the plan do?

Identify the strategies, priorities and projects to complete a regional seamless, green network of on and off-street pathways connecting the region and integrating walking, biking and public transit.

Develop the guiding principles and criteria including equity, health, safety, economic development and access, to guide priorities and investments.

Update and refine active transportation policies in the Regional Transportation Plan and Regional Transportation Functional Plan.

Prioritize projects and develop a phased implementation plan and funding strategy to complete the network.



What is active transportation?

Active transportation is travel powered by human energy, such as walking and riding a bike. Using public transportation is active travel because most trips involve walking or riding a bike.

Why is this important?

Active transportation supports economic development, reduces household costs and is part of safe and healthy communities, by making it easier to walk, ride a bike and take public transportation for daily trips. Active transportation:

- Promotes vibrant business districts
- Reduces transportation costs
- Supports tourism
- Attracts skilled workers
- Reduces healthcare costs and obesity
- Reduces green house gas emissions
- Reduces crashes
- Increases neighborhood safety
- Supports local businesses
- Provides connections to nature

How can I get involved?

To learn more or get on the project mailing list visit the project webpage or contact Lake McTighe at: lake.mctighe@oregonmetro.gov 503-797-1660



The case for an integrated mobility strategy

WALKING AND BIKING OFFER AN IMMEDIATE OPPORTUNITY TO TACKLE KEY CHALLENGES.

Congestion, climate change, burdensome fuel costs, lack of funding to even maintain roads, concern about making sure our transportation investments build, rather than destroy, communities—these challenges make it plain to each of us in our daily lives that the times are changing.

The good news is that we can take one relatively small step that will attack every one of these problems. It won't work overnight and it won't solve everything, but it will set us on a path towards a transportation network that is truly earth and community friendly. It is a policy that brings smiles to commuters, kids and communities (as well as taxpayers!)

Our region already has a good start, with Portland the most “bike friendly” city in America. But with smart investments in a network of routes and trails for biking and walking, in ten years we can more than double the number of people who choose to walk or bike. People like us in cities around the world with climates and hills as challenging as ours have done it. Their air and water are cleaner, their communities are stronger, and they are more active and healthy as a result.

It is time. It will work.

“We must recognize that we are on the cusp of a new wave of transportation policy. The infrastructure challenge of President Eisenhower’s 1950s was to build out our nation and connect within. For Senator Moynihan and his colleagues in the 1980s and 1990s it was to modernize the program and better connect roads, transit, rail, air, and other modes. Today, the challenge is to take transportation out of its box in order to ensure the health, vitality, and sustainability of our metropolitan areas.”

– Robert Puentes, *Brookings Institution, A Bridge to Somewhere: Rethinking American Transportation for the 21st Century*

Why encourage bike and pedestrian travel now?

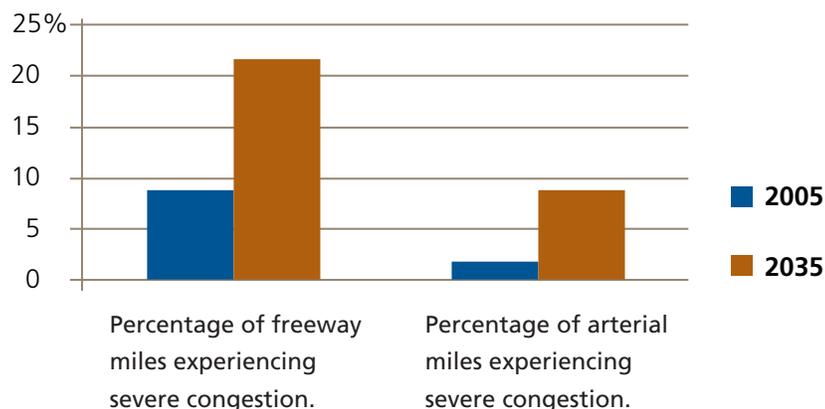
INVESTMENT PRODUCES ENVIRONMENTAL, LIVABILITY AND FINANCIAL RETURNS

Non-motorized travel reduces congestion

Thirty years from now, one million more people are expected to call the Portland region home. During this time, car traffic is expected to grow by nearly half, while truck traffic will more than double. The percentage of roadways experiencing severe congestion is expected to quintuple from 2% today to 10% by 2035. Increasing congestion has real economic costs. Dedicated facilities for pedestrians and cyclists frees roadways for other users.

Projected congestion growth in Portland region

Source: www.gasbuddy.com



Bicycling and walking reduce congestion by replacing cars on short trips, increasing use of public transportation and by stimulating compact, mixed use development.

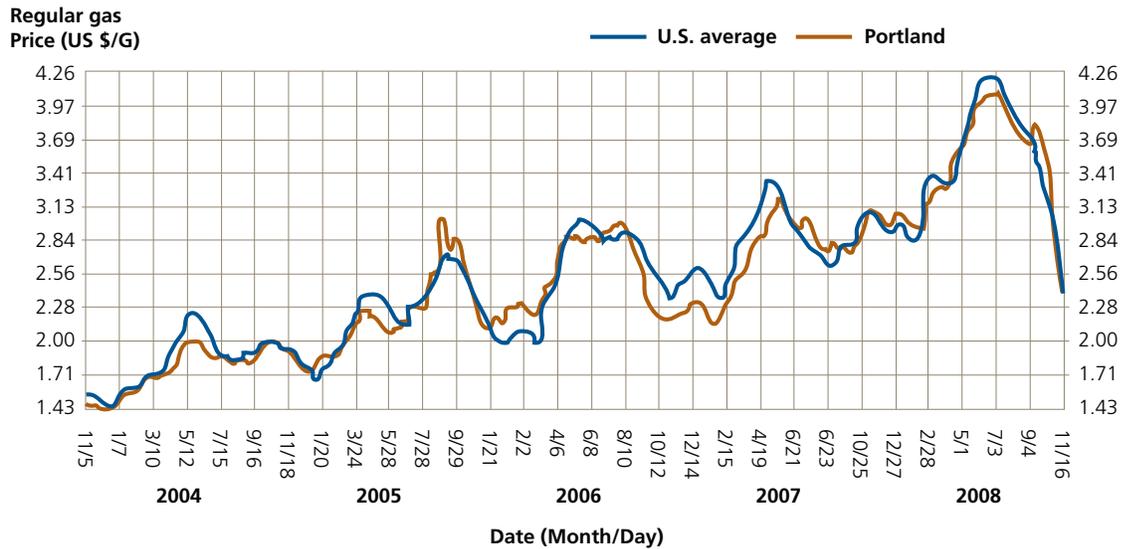
Non-motorized travel is inexpensive

Transportation is second to housing as a proportion of household budgets and fuel costs have risen from 3% of household expenditures in 2002 to 8.5% as of June 2008, putting an increasing strain on resident's budgets. Bicycle and pedestrian infrastructure saves public dollars as well. A lane of roadway will accommodate five to ten times more pedestrian and bicycle traffic than driving and the cost of bicycling and pedestrian infrastructure is just a small fraction of that of building highways. Trails and paths can also be efficient connections to transit, reducing the need for expensive and land-gobbling park-and-ride stations.

Those households that rely on walking and cycling as their primary means of travel save an average of \$694 per month.
– www.gasbuddy.com

60 Month average U.S. and Oregon gas prices

Source: www.gasbuddy.com



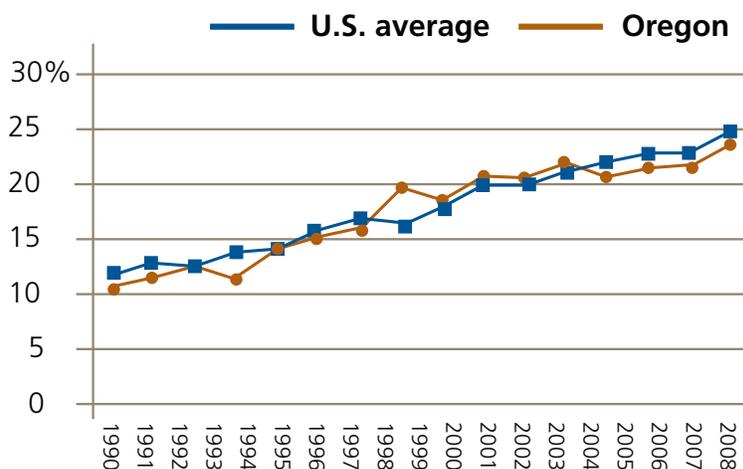
Those households living near a greenway are more likely to meet CDC health guidelines – CDC, Rails To Trails Conservancy

Non-motorized travel improves health and reduces health care costs

Americans' lack of physical activity is leading to an increase in a variety of health conditions including hypertension, cancer, heart disease, diabetes, and obesity, which will soon eclipse tobacco as the number one preventable cause of death in the United States. Studies have shown that people living in communities with walking and cycling facilities walk and cycle more. Bicycling and walking offer a way to integrate physical activity into busy schedules, and have been demonstrated to improve these conditions as well as to contribute to emotional well-being.

Percentage of adults who obese, Oregon and U.S. 1990-2008

Source: Oregon Department of Human Services

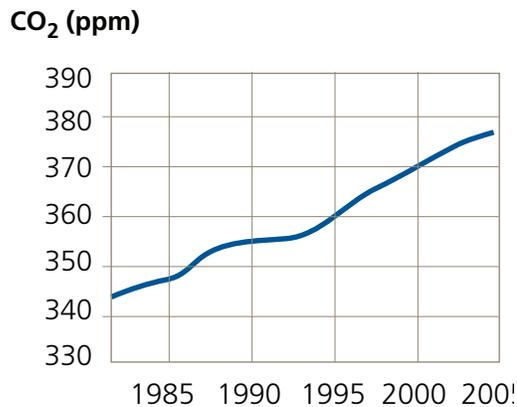


Non-motorized travel reduces greenhouse gas emissions

Greenhouse gas emissions are causing climate change, which leads to environmental and economic disruption and threatens our health and well being. The transportation sector is responsible for 38% of greenhouse gas emissions. Any strategy to address climate change requires reducing energy consumption in this sector. Bicycle and pedestrian transportation must be a key element in our region's strategy to increase the share of total trips made by bicycle and by foot. The Rails To Trails Conservancy estimates that bicycling and pedestrian travel can offset between 3 percent and 8 percent of greenhouse gas emissions of US cars and trucks.

Globally averaged CO₂ 1985 - 2005

Source: World Meteorological Organization



Every 1% increase in miles traveled by bicycle or on foot instead of by car reduces our region's greenhouse gas emissions by 0.4%

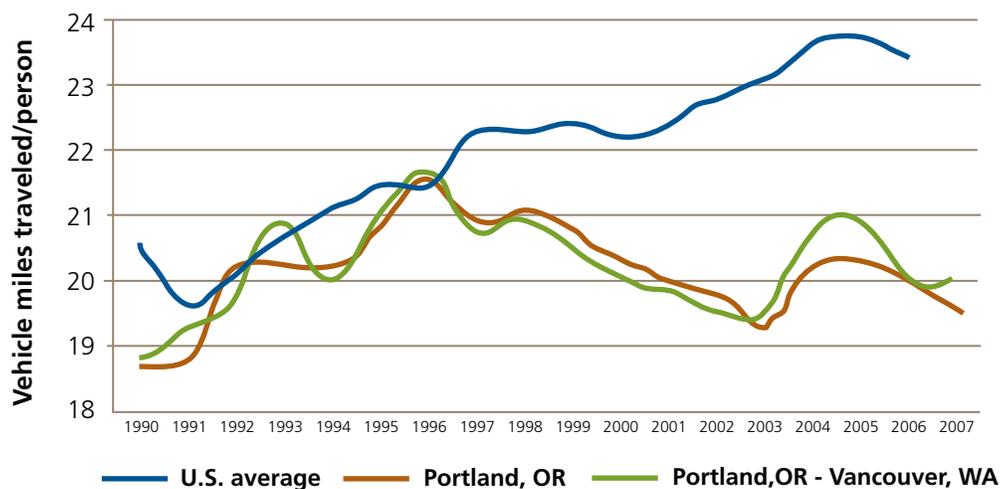


Non-motorized travel fosters dynamic, mixed-use communities

Non-motorized travel encourages a diverse mix of housing, shopping, restaurants, workplaces and recreation in convenient proximity. Residents that walk or ride tend to patronize small businesses, buying in smaller quantities but making more frequent purchases than motorists. This pattern of commerce supports small, community-based businesses and leads to a dynamic community environment. Motorists in such communities also benefit from shorter distances between services, which leads to fewer vehicle miles traveled per person.

Vehicle miles traveled per person 1990 - 2007

Source: FHWA, ODOT, WDOT



Motor vehicle miles traveled per person are increasing nationally. The Portland region has shown it is possible to counter this trend through compact growth and by providing transportation options.

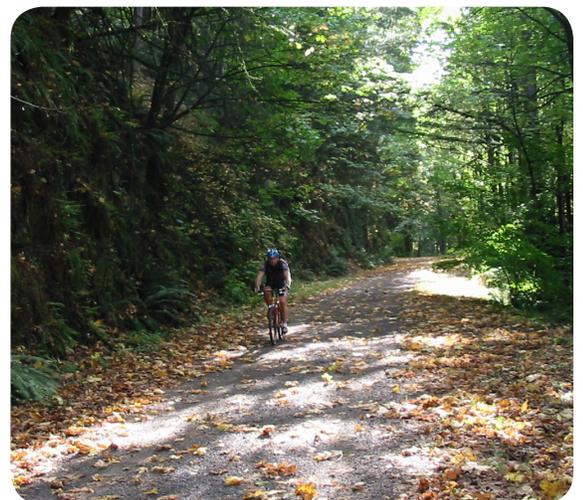
The special case for greenways

GREENWAYS PROVIDE PREMIER ROUTES AND DISTINGUISH THE REGION

Some greenways connect population centers with a non-motorized, natural corridor that provides an unrivaled commute experience. Other Greenways connect the best natural gems our region has to offer and draw both residents and visitors for long recreational excursions. In either case, Greenways play a special role in the region's mobility strategy.

- Greenways are like parks. They are places for families and friends to be together and places to find solitude and connect with nature. But unlike parks, they facilitate travel through the urban area, from neighborhood to neighborhood, or from park to school, or from home to work.
- Greenways are like roads. They give us a way to get where we need to go. But unlike roads, they are built for nonmotorized travel and so they are safer, less stressful and truly enjoyable. They are places where you can experience the wind in your hair or the sun on your shoulders as you travel.
- Greenways are like public squares. They are places for community to gather and can be good locations for shops, restaurants, museums, benches, fountains or works of art. But unlike public squares they extend in either direction as gateways to additional urban and natural experiences.
- Greenways are like a local gym, except that the scenery is better and you can exercise while you get to work rather than before or after.

Greenways may pass through a park, natural area or stream corridor. The land may be newly developed, but usually it is redeveloped, having been formerly occupied by a railroad, highway, or other transportation route. Many greenways in urban centers or developed areas are linear parks. Greenways are the premier travel corridor for walking and riding because they are safe and fast, and because they offer a natural experience that is removed from the noise and frenzy of the urban environment.



Greenways are a significant element of Connecting Green, a broad-based movement in the Portland region to create a system of parks, trails and natural areas that is second to none.

Why the Portland region?

PORTLAND IS UNIQUELY QUALIFIED TO UNDERTAKE THIS STRATEGY

Residents are choosing non-motorized transportation with increased frequency

An active, outdoor-oriented culture, sustainability consciousness, and strong civic and elected leadership position the Portland Region to lead the nation in implementing a nonmotorized transportation strategy. In the city, bicycling to work increased 146% between 2000 and 2006 despite accounting for only 0.7% of the Portland Office of Transportation's capital budget. Travel by bike and foot now makes up as much as 9% of total commute trips in the city, and just under 5% in the metropolitan region as a whole. In 2008, Portland became the first major city to be designated by the League of American Bicyclists as a platinum level bicycle friendly community. The City of Beaverton has been awarded Bronze status. The region's strong transit system is a key asset that positions the Portland region to lead a bicycle and pedestrian strategy.

Finally, Metro, local governments and nonprofit groups have proposed an exemplary network of greenways that span the region and provide opportunities for connection with the region's rich natural heritage. These routes are in varying stages of development, with many in the advanced stages of planning and ready to proceed.



Solution requires a more integrated approach to mobility

A FOUR PRONGED STRATEGY IS NEEDED

Our nation's overwhelming emphasis on one mode of travel has created stark inefficiencies and negative side effects. A regionwide network of on-street and off-street bikeways and walkways integrated with transit and supported by educational programs would make travel by foot and bike safe, fast and enjoyable. Such a system would take walking and cycling well beyond the exclusive domain of avid cyclists and the courageous to become a practical and preferred option for average residents. This is well within reach if we achieve four things:

1 Organize leadership

The strategy requires public and private leadership with interagency staff support.

Form a Caucus of Elected Leaders. Caucus members will make a commitment to champion the strategy. Members of the caucus agree to support the strategy's themes and direction. There will also be opportunities to help support specific proposals at the local, regional, state and federal levels.

Establish a Leadership Council. The council will be made up of civic and business leaders that make a commitment to support the caucus of elected leaders and serve as third party validators when the caucus is presenting proposals, making presentations, or involved in campaigns for elements of the strategy.

Create an Interagency Staff Team. Staff from interested cities, counties, state agencies and Metro will form an interagency team to support the work of the Caucus of Elected Leaders and the Leadership Council.

Model Cross-Discipline Integration at Metro. Cycling and walking, and particularly off-street trails, have in the past been treated as minor transportation facilities, with a divide between park and transportation planning. This schism reduces the functionality of the region's transportation system, limits options and increases costs. The aesthetic, recreation, health and ecological objectives associated with cycling and walking, which have been the traditional responsibility of parks bureaus and associated policy-making bodies, need to be acknowledged and fully integrated with transportation and mobility objectives, which are the purview of transportation departments. Metro should model the organizational changes that are necessary to integrate bicycle and pedestrian facilities planning with planning for other modes and encourage this integration within other jurisdictions in the region.

2 Demonstrate potential

There is excellent work going on across the region building trails, transit and bicycle/pedestrian facilities. Plans are in place, they are coordinated through the Regional Transportation Plan (RTP) and, as a region, our accomplishments are nationally significant. However, institutional traditions marginalize the planning, funding and development of trails and other bicycling and pedestrian infrastructure, resulting in weak coordination or even competition among these facilities.

The strategy's leadership must establish recognition among elected officials and influential organizations and committees that walking and cycling are serious transportation options. Such recognition stems from a realistic understanding of the return on investment such a system could have for our communities, our economy, and the environment. Nothing substitutes for results. Strategy leadership will showcase existing results as well as champion demonstration projects that take bike and pedestrian travel to new levels. Three pilot projects are envisioned:

Urban. Complete a well-designed and well-connected nonmotorized transportation project within a single urban "commute shed." Partner with area businesses to provide education and encourage use. For example, develop a trail that connects a regional center with the central city and provide associated on-street feeder routes and transit connections to substantially increase bicycle and pedestrian commuting within a targeted area.

Suburban. Partner with TriMet and area businesses to create an integrated bicycle/transit strategy for a geographically-defined area in the suburbs. For example, develop on and off-street bicycle and walking paths that feed a transit node. Provide safe, dry bicycle parking at the transit node. Make an agreement with area businesses to encourage their employees to use the facilities. A partnership with transit is critical in the suburbs, because distances between population and employment centers can be too long for bicycle travel (greater than 30 minutes by bike), but can be well served by transit.

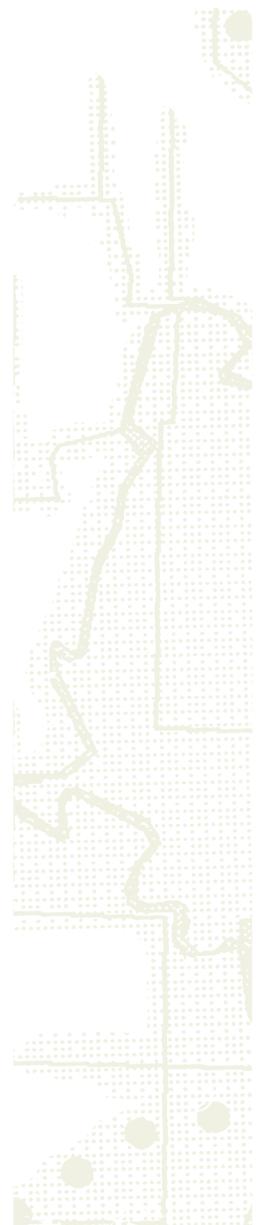
Greenway. Identify a demonstration project that would link together key natural attractions to create a unique urban/natural experience. This would be a greenway of exceptional quality that can serve as a day or multi-day excursion for residents and visitors.

Actions required are as follows:

Select Demonstration Areas. A committee will be formed to select three demonstration areas: an urban, a suburban and a recreational greenway. The areas will be based on the extensive data and research that has been compiled through the Blue Ribbon Committee for Trails process, and will draw from existing transportation plans. The committee will meet three times to complete the selection by early 2009.

Secure Federal and State Funds. The Caucus of Elected Officials and Leadership Council will advocate for funding for the demonstration areas in upcoming legislative sessions at the state and federal levels.

Build Demonstration Projects. The goal is to begin moving demonstration areas forward in 2009.





3 Reduce costs

Federal and state standards set up for road construction complicate the construction of off-street bicycling and walking trails and add an estimated 30% to their cost. The barriers generally relate to procedures in place to support highway construction that don't adapt well for trails, such as cumbersome acquisition requirements that give the impression that a condemnation is about to take place; time consuming change order reviews because standards for roads aren't appropriate for trails; redundancy of effort to fulfill local, state and federal requirements; and excessively time consuming paperwork for intergovernmental agreements, accounting and project closeout.

A key element of the strategy is to bring these costs into line. Federal funding is administered through ODOT. Eliminating these barriers will involve working with ODOT staff, the Oregon Transportation Commission, state legislature and federal congressional staff.

Convene an "Oregon Solutions" style Cost Reduction Project. Strategy leadership would convene agencies involved in trail construction to identify opportunities to streamline, fastrack and reduce costs and implement solutions.

4 Develop system

Strategy leadership will work towards a regional mobility strategy that fully integrates walking and cycling into the region's transportation plans. The Regional Transportation Plan (RTP) is now being updated and so the timing for such an integration is excellent.

Refine Guiding Principles. A work group will refine the guiding principles that will guide the development of the region's bicycle and pedestrian system. A preliminary list, developed during the work of the Blue Ribbon Committee for Trails, is provided in a later section of this document.

Develop Mobility Strategy and Integrate with Regional Transportation Plan. Inclusion in the Regional Transportation Plan qualifies projects for federal funding.

Create Safe Crossings. Work with the Oregon Department of Transportation to create a "safe crossings" initiative that addresses bicycle and pedestrian crossings. Areas where trails cross arterials or highways are particularly challenging. Crossings are in the right-of-way and so are eligible for gas tax investments and are key to protecting the safety of those who travel by bike and by foot.

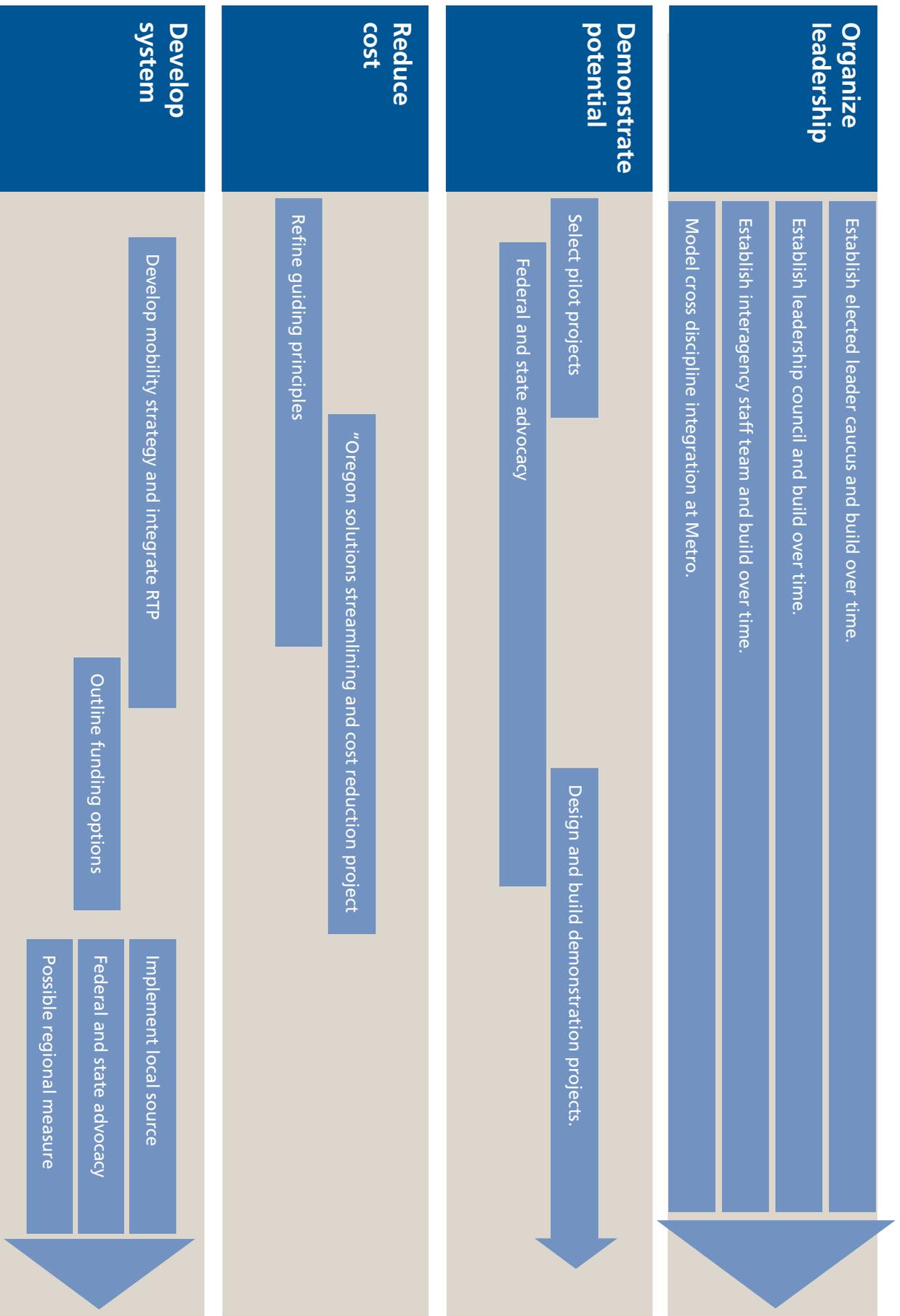
Design Funding Package. A staff team will outline a broad strategy for funding the mobility strategy identifying a target amount to be raised at the local, regional, state and federal levels and suggesting sources and a time frame for these amounts.

Implement Local Source. It is likely that the funding package will require a local match from system users. This source will need to be identified and implemented.

Secure State and Federal Funds. Strategy leadership will advocate at the state and federal level.

Implement a Regional Measure. A regional ballot measure or other source may need to be implemented.

Portland region bicycle and pedestrian strategy





Costs are small relative to other options

THE FINANCIAL INVESTMENT REQUIRED IS WITHIN THE REGION'S CAPACITY

Near term | Capacity \$118,000/year

Project management and technical staff support would include:

Project management. Provide support to the Caucus of Elected Leaders and Leadership Committee and serve as lead staff to the Interagency Staff Team. Direct overall strategy effort and provide staff leadership to key initiatives outlined in this document.

Demonstration areas. Scope and Develop demonstration project proposals, support selection process.

Funding. Develop materials, coordinate with partners and orchestrate advocacy for federal and state funding.

Fast tracking and Cost Reduction. Provide technical and project management support to Oregon Solutions to complete an interagency cost reduction project.

System Development. Coordinate development of the mobility strategy, facilitate integration of bicycle, pedestrian and trail plans with plans for other transportation modes.

The above is in addition to staff currently available at Metro and other governments in the region who will participate in the interagency staff team. The roles outlined above will be needed for two years at a total cost of \$236,000.

Mid term | Demonstration areas \$50 to 75 million

The urban, suburban and greenway demonstration areas have not been identified. However, a reasonable estimate for urban, suburban and greenway demonstration areas, including design, permitting, bidding, and construction is \$50-75 million.

Long term | System \$300 million to \$1 billion

A fully functioning bicycle and pedestrian system, built over the coming decades, is likely to cost between \$300 million and \$1 billion depending on the ultimate scope desired. To achieve this, the pace of investment must be increased over the current rate. For example, an average of only \$2.8 million per year in regional transportation funds are spent on urban multi modal trails. In the context of the region's overall investment in public transportation facilities of approximately \$630 million per year, a \$300 million investment over a span of ten or more years should not be out of range.

Appendices

NOTES ON FUNDING

A near term opportunity with the Federal reauthorization

The 2035 Regional Transportation Plan (RTP) identifies a \$7B gap for capital and \$6B gap for operations and maintenance of the transportation system across the region. Federal transportation funding has been the primary source of trail, bike and transit planning and construction. This funding is likely to remain key to urban mobility projects and competition for these funds is keen.

Congress reauthorizes the federal transportation bill every six years. As the next scheduled reauthorization approaches in 2009, revenues are down and needs are up. Success in obtaining an increased level of trails funding will depend on building alliances and lobbying effectively. Specifically:

- Participate in shaping Metro's federal transportation agenda in coordination with JPACT and the Regional Transportation Plan.
- Build support from a variety of constituencies across the region for urban mobility projects
- Build alliances with trail supporters in other Oregon communities
- Build on Rails to Trails Conservancy (RTC) national "2010 Campaign for Active Transportation"
- Identify federal earmarks and advocate for them with Oregon's Congressional delegation
- Participate in the Bike Summit in Washington D.C., March 2009 and 2010

Timeframe: Now through 2010. (Note: while the transportation bill is scheduled to be reauthorized in 2009, the last reauthorization bill was late, and knowledgeable observers believe it is likely that this bill will not be completed until 2010.)

Outcomes: Trails and other bicycle and pedestrian facilities are seen as integral elements of a transportation system that responds to a range of current and future challenges. The City of Portland and the Portland region are successful in lobbying for \$100M from the transportation reauthorization in coordination with RTC. Traditional sources of federal trails funding (MTIP, TE) are expanded.

State funding opportunities are worth pursuing in 2009

State funding has not been strong for either urban transportation trails or recreation trails. State gas tax revenues cannot be used outside the road right-of-way, and lottery funds, which can be used for trails, are likely to be scarce in 2009 due to the ailing economy as well as ballot measures that may have dramatic effects on the state budget. However, several factors suggest it may be timely to pursue state funding in 2009. These factors include a multi-stakeholder effort to pass a significant transportation funding package, heightened concern over gas prices and climate change, and potential reauthorization of Measure 66. There are several arenas to pursue.

Transportation-related

- The Governor’s Vision Committee is considering a proposal to allocate up to \$20M annually across the state for trails and bicycle facilities.
- The Legislature doesn’t necessarily follow the Governor’s budget and is important to get in front of Legislative committees.
- A proposed third round of funding for multimodal transportation investments, the so-called ConnectOregon program, provides a logical legislative vehicle and funding structure for trail investments.

Recreation-related

Measure 66 is up for reauthorization in 2014 and may be under discussion sooner, possibly in 2009. A strategic approach is needed to secure a portion of these funds for scenic greenways.

Outcomes: Active transportation and scenic greenways are recognized as legitimate elements of a complete transportation system and receive state funding accordingly. Pilot projects have been funded by the state and are successful in demonstrating the need for bicycle and pedestrian facilities coordinated with transit. Consistent funding sources, at appropriate levels, are dedicated to these projects.

New funding

- The level of public support needs to be tested for new funding opportunities:
- Voter-approved Funding. Review the field of upcoming ballot measures and evaluate the potential for a mobility focused measure.
- Potential for Bicycle Community Contribution. Pursue a contribution or registration fee for bicycles to engage cyclists and to address concern, however mistaken, that cyclists don’t carry their weight. This may be an important equity effort, rather than a key funding source.
- Potential for Regional and Local Funding. There may be traditional funding sources that could contribute to the funding mix. All have many competing priorities and the associated institutional hurdles. However, the case should be made for non-motorized mobility with sources such as urban renewal, transportation and parks systems development charges, and local gas taxes.

Principles for development

Demonstration areas will test and refine a set of principles that can then guide the development of a region-wide system. Based on the work of the Blue Ribbon Committee for Trails and the German Marshall Fund study tour to Amsterdam and Copenhagen, the following principles are suggested as a point of departure:

- Focus on the users experience over their entire trip. Working with the “total trip” experience requires not just transportation engineering but landscape and recreational planning expertise.
- Connectivity is key. Coordinate on-street, off-street, and transit facilities within key transportation corridors. Determine a range of mobility options to serve the corridors.

-
- Factor health, the environment, personal and public costs, convenience, the travel experience and community health into investment decisions.
 - Consider the pattern of development and respond with effective mobility strategies; urban solutions are likely to be different than suburban solutions.
 - Emphasize bicycle trails and routes to connect population and employment centers that are accessed with a 30 minute ride.
 - Set Priorities. Focus on completing or a few commute sheds at a time. Build regional equity into the sequence, so each part of the region gets a turn. This is similar to the way light rail was developed—first the east, then the west, then north, then airport, then south...
 - Provide separated bicycle and pedestrian facilities in high-volume corridors.
 - Set high standards for both the quality of the travel experience and a unified way finding system.
 - Consider principles used in Europe that the system should be coherent, direct and easy, safe and secure, self-explanatory, comfortable and attractive.
 - For greenways, the quality of the experience, the destinations, and the opportunities along the route to enjoy nature are all important. The process also has a focus on development of tree canopy and understory for wildlife habitat with special sensitivity to stream bank conditions. The balance between providing access to nature while preserving fragile habitat and ecosystems requires judgment that must be further developed. The Portland region will be positioned as a national model on achieving the right balance.

Blue Ribbon Committee for Trails

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