

Appendix C3: Sample Draft Methodology -- US101: Pleasantown Sidewalk Project

Date

Current Owner
PO Box 7
Sometown, OR 00000

**Subject: Draft Access Management Methodology and
Opportunity to Request Review**
US101: Pleasantown Sidewalk Project
Oregon Coast Highway, (US101), No. 9

To Whom It May Concern:

Project Description

The City of Pleasantown in collaboration with the Oregon Department of Transportation (ODOT) is currently designing a transportation project that will encompass 7th Street to Ocean View Drive. This project is a bicycle and pedestrian improvement project which will provide continuous sidewalks along both sides of the highway with crosswalks at key locations, provide for bike lanes on both sides of the highway, improve highway traffic flow by consolidating and defining driveway access, create on-street parallel parking and increase the parking on side streets and in parking lots and improve the streetscape with landscaping, street furniture and street lights.

Purpose and Need

The purpose and need for this project is primarily to address pedestrian and bicycle safety. US101 through downtown Pleasantown is the economic/activity center of this tourist-oriented community. The combination of through-traffic, local traffic, cyclists, and pedestrians creates congestion and unsafe conditions, particularly throughout the summer and on weekends. The lack of connected pedestrian facilities creates hazardous conditions for people walking along and across the highway. The lack of designated bike lanes creates an unsafe condition for local and through-cyclists due to conflicts with motorists. Unstructured access and head-in parking on properties fronting Hwy 101 is a major cause of traffic congestion and conflicts. The lack of well-structured and connected multi-modal facilities limits the ability to provide an attractive streetscape.

Goals and Objectives

Hwy 101 through the downtown core is the activity center of Pleasantown. The Pleasantown City Council and the community recognize this and have prioritized the need for Hwy 101 through downtown to become a safer, more accessible and attractive activity center. This is an opportunity to make Hwy 101 through downtown Pleasantown a showpiece. A safe, functional and attractive Hwy 101 through the downtown core will enhance the livability of Pleasantown, contribute to the City's reputation as a tourist destination, and provide a pleasing experience for the scenic byway traveler.

Access Management Methodology Background

The access management methodology is the criteria used for evaluating road approaches (driveways) for potential mitigation, modification or closure. The methodology should balance the economic development objectives of properties abutting state highway with the transportation safety and access management objectives of state highways, in a manner consistent with local transportation system plans and the land uses permitted in the local comprehensive plans.

1. Access management is balancing access to developed land while ensuring movement of traffic in a safe and efficient manner. US101 throughout this project is designated a Statewide Highway on the National Highway System. It is also a Scenic Byway and a Special Transportation Area (STA). *Statewide Highways typically provide inter-urban and inter-regional mobility and provide connections to large urban areas, ports, and major recreation areas that are not directly served by Interstate Highways. A secondary function is to provide connections for intra-urban and intra-regional trips. The management objective is to provide safe and efficient, high-speed, continuous-flow operation. In constrained and urban areas, interruptions to flow should be minimal.*
2. An STA is a designated district of compact development located on a state highway within an urban growth boundary in which the need for appropriate local access outweighs the considerations of highway mobility. While traffic moves through an STA and automobiles may play an important role in accessing an STA, convenience of movement within an STA is focused upon pedestrian, bicycle and transit modes. The primary objective of an STA is to provide access to and circulation amongst community activities, businesses and residences and to accommodate pedestrian, bicycle and transit movement along and across the highway.
3. The Average Daily Traffic (ADT) at mile point 164.31 (3rd St.) was 4,500 in December of 2012. The posted speed limit is 25 mph. The road approach spacing standard for this highway segment is 150 feet. While not always able to meet this spacing standard, the goal is to move in the direction of improving the spacing between approaches.
4. ODOT has the responsibility of providing the traveling public a safe and efficient transportation facility. Oregon Revised Statutes (ORS) 374.310(2) charges the state to manage its highways "in the best interest of the public for the protection of the highway or road and the travelling public." ORS 374.305 states that certain actions may be taken, including removal, alteration or change of an approach road when "the public safety, public convenience and general welfare" require such action.
5. The 2003 Highway 101 Refinement Plan Safety Analysis identified recommendations that roadway improvements to reduce speed and manage access are warranted along with providing preventative measures in order to reduce the crash risk along the corridor. Some potential mitigation measures that may decrease vehicular crash rates along the study corridor included:
 - Decrease of access frequency (intersections, driveways)
 - Decrease the number of conflict points requiring driver decision

- Improve sight distance at intersections and driveways
6. The adopted Pleasantown Village Circulation Plan states the need to make Hwy 101 safer and more aesthetically pleasing for pedestrians, cyclists and motorists. The 2003 Hwy 101 Downtown Refinement Plan advanced these concepts with a conceptual design. The City has been working with ODOT Region 2 over the past few years to develop the 2012 Hwy 101 Refinement Plan that provides the design detail needed to advance this project to engineering and construction.
 7. In the Transportation Enhancement Grant the City applied for, one of the problem statements was “Unstructured access and head-in parking on properties fronting Hwy 101 is a major cause of traffic congestion and conflicts.”
In addition a community benefit cited was “Livability and economic stability/development will be significantly enhanced with this project. Retail establishments and restaurants are located on both sides of Hwy 101 through the project area. The grocery store, post office, and visitor’s center are located on the west side of the highway. Residential and vacation dwellings are located within one block of Hwy 101 to the east and west. Scenic view of the bay, ocean, Cape Perpetua, and the forested hillside are at the south end of the project. Connected pedestrian and bicycle facilities, better traffic flow from parking and access improvements, and streetscape amenities will improve the experience and appearance of downtown.” A user benefit cited was “Additionally, many Hwy 101 byway travelers stop to shop, eat, and enjoy the amenities of Pleasantown. The daily use of downtown Pleasantown will increase with the proposed multimodal improvements and amenities.”

Access Management Methodology

Based on the project goals and objectives and the methodology background discussed above the following Access Management Methodology has been developed for the subject project:

Objectives of property owners:

- a. When considering how to balance the transportation safety and access management objectives of the highway in a manner consistent with the local TSP and land uses permitted in the TSP against the economic objectives of properties abutting the highway ODOT will consider the following objectives of properties:
 - The nature of the business
 - Unique aspects of the business
 - Approved land uses

Public policy considerations:

- b. Remove or reduce head-in parking and backing onto the highway and provide for on street and/or off street parking
- c. Improve spacing between road approaches by consolidating and providing for shared approaches where possible.
- d. Define the width of undefined approaches to a width that will serve the planned use of the property.
- e. Provide for adequate sight distance at intersections and approaches.

- f. Ensure that design changes allow access to remain adequate to serve the volume and type of traffic reasonably anticipated to enter and exit the property, based on the planned uses for the property.

Review of Access Management Methodology by Affected Property Owners

We invite your comments on the Access Management Methodology outlined above. If you would like to discuss or comment on the Access Management Methodology without requesting a formal review of the document, please feel free to contact me (Jerry Wolcott) at (541) 757-4164.

If you would prefer a more formal review of the document, you are entitled to have the Access Management Methodology reviewed in a Collaborative Discussion and/or a Dispute Review Board. To make a request for either or both of the processes, please submit a request in writing within 21 days of the date of this letter to:

Sonny Chickering
Region 2 Manager
455 Airport Road SE, Bldg. B
Salem, Oregon 97301-5395

A Collaborative Discussion is conducted pursuant to OAR 734-051-5120(7). It is an informal process that allows you to discuss your concerns about the Access Management Methodology and to present additional information in writing or in person to the ODOT Region 2 manager and the panel of ODOT and local representatives selected by the Region Manager to attend the meeting. After the Collaborative Discussion the Region Manager may opt to modify the Access Management Methodology or to finalize it without modification. At the conclusion of the process, property owners are notified of the final decision and receive a copy of the finalized Methodology.

An Access Management Dispute Review Board is conducted pursuant to OAR 734-051-5120(8). The department selects members to sit on the review board consisting of any or all of following:

- (a) A designee of the ODOT director who is familiar with the location in which the road approach is located;
- (b) A representative of the local jurisdiction in which the road approach is located;
- (c) A traffic engineer who practices engineering in Oregon; and
- (d) A representative of the community from the economic or business sector.

The dispute review board review considers information presented by affected property owners and by ODOT and makes a recommendation to the ODOT director about whether to modify the Access Management Methodology. After the Dispute Review Board meets, the ODOT director may opt to modify the Access Management Methodology or to finalize it without modification. At the conclusion of the process, property owners are notified of the final decision and receive a copy of the finalized Methodology.

Following receipt of your request for a formal review of the Methodology, you will receive a follow-up communication from ODOT advising you of the next steps in the process.

The Access Management Methodology is only the criteria by which road approaches (driveways) will be evaluated. No decision on your road approach has been made at this time. If and when the access sub-team makes a decision regarding your road approach, you will be sent a letter inviting you to meet with the access sub-team to discuss your approach and collaborate on the final design. If after that discussion we cannot come to agreement you will have additional rights to appeal the decision which will be sent to you in a separate letter.

Again, if you would like to discuss the Access Management Methodology further without requesting a collaborative discussion or dispute review board, please feel free to contact me at (541) 757-4164.

Thank you for your prompt attention to this matter.

Sincerely,

Jerry Wolcott
ODOT Project Leader

cc: Angela Kargel – ODOT Region 2 Traffic Manager
Amy Ramsdell – ODOT Area 4 Manager
Jim West – ODOT Region 2 Access Management Engineer
Jamie Hollenbeak – ODOT Region 2 Access Mgmt. Project Delivery Coordinator
Dan Dooley - ODOT District 4 Permits
Ann Zeltmann - ODOT Appeals Coordinator
John Doe – City of Pleasantown Planner, PO Box 345, Pleasantown, OR 97498