

APPENDIX F

ACCESS MANAGEMENT PLAN – STATEMENT OF WORK

I. INTRODUCTION

The Oregon Department of Transportation (ODOT) will work with the (City or County) to develop an Access Management Plan (AMP) in compliance with the Oregon Highway Plan (OHP) and OAR 734 Division 51 for _____. The plan will include short, medium and long range access management recommendations that balance the (City's or County's) land use and economic development goals with State access management requirements for safe and efficient highway operations. The goal of the AMP will be to inventory approaches to the highway in the study area and to develop strategies that will meet the standards, but at the very least will improve current conditions by moving towards meeting the appropriate access management standards.

The AMP will provide a comprehensive inventory of all public and private approaches along OR 138E within the scope of the project. The inventory shall identify all rights of access between the adjoining properties and the state highway, including reservations, indentures and grants of access. The AMP will also include additional relevant information such as zoning and land use for properties within the study area for use in determining possible alternatives. In addition to the detailed inventory, the AMP will include a set of recommended measures to bring existing approaches into compliance with the Division 51 standards and access management strategies for future approaches. The goal is "to meet the appropriate access management spacing standards, but at the very least to improve current conditions by moving in the direction of the access management spacing standards" (OAR 734-051-0190 (2)(b)). Due to the nature of the project for this segment, public involvement will be an important component while developing the AMP.

II. PROJECT OBJECTIVES

- Comply with Oregon Highway Plan and OAR 734 Division 51
- Inventory public and private approaches on _____
- Identify access management strategies _____
- Involve local citizens and affected property/business owners in the process
- Adoption of an access management plan into the (City's or County's) TSP.

III. STUDY AREA

The AMP examines the section of _____. This section of highway contains _____. The posted speed is _____ mph. (Add Sidewalk and parking information as appropriate). The access management effort for this segment will focus on: _____ (e.g., opportunities for access management measures such as driveway consolidation, access channelization, local street network connectivity improvements, traffic control changes and intersection modifications).

In addition to highway _____, the study area for the AMP will include all parcels fronting the highway to their rear property lines. This will allow for all potential access to the properties to be examined when developing the access management strategies.

IV. WORK TASKS & PRODUCTS

Task 1: Establish an Access Management Subteam

An Access Management Subteam will be formed for the project. The AM Subteam includes the Project Leader (which may be a consultant), a District representative, Right of Way representative, Region Access Management Engineer (or other Access Management staff representative), and may include a Traffic representative, Planner, or Permit Specialist. In general, the AM Subteam is an analysis and recommending body supporting the project team. The AM Subteam takes the lead in anticipating and helping to integrate access management factors into the development, design and construction of the highway project.

Deliverable

TASK 1 Deliverables	Responsible Party	Schedule
1. Establishment of an Access Management Subteam	ODOT Project Leader – OR – the consultant	Month 1

NOTE: You may want to establish a Technical Advisory Committee to assist the Access Management Subteam. The TAC should include one representative from ODOT, the City and/or County, and others as appropriate (e.g. School District, emergency service providers, representatives from affected business and property owners). The TAC will review and provide input into the work tasks, and provide state and local policy direction. The TAC will reflect a public and interagency involvement process that brings citizens, special transportation interest groups, transportation providers, community economic interests, state, and local agencies and other jurisdictions into the planning process.

Task 2: Review Existing Plans, Policies & Standards

Before developing the AMP, existing statues, rules, policies, plans and standards shall be reviewed to understand and document their relationship to and impact on the study area. ODOT Planning staff shall work with the AM Subteam to document the relevant laws, policies and standards that would affect any access management strategies devised.

NOTE: If the development of the Access Management Plan is being consulted out, the ODOT Planning staff shall work with the consultant to document the relevant laws, policies and standards that would affect any access management strategies devised.

Existing documents include:

- ORS 374.305 through 374.415
- OAR 734, Division 051
- Oregon Highway Plan (OHP)
- Oregon Transportation Plan (OTP)
- ODOT Bike & Pedestrian Plan
- Operational Notice PD-03
- City land use ordinances or County codes

TASK 2 Deliverables	Responsible Party	Schedule
1. Memo summarizing relevant statutes, rules, policies and standards	AM Subteam with assistance from Planning Staff and RAME —OR— the consultant	Month 1

Task 3: Data Collection and Inventory

The following data must be collected. This material will be essential in assessing the potential for modifying existing approaches, and aid in determining permitting for illegal approaches.

Private & Public Approach Inventory

Current highway approaches will be identified and mapped for the entire length of the highway in the project area.

Additional data relating to approaches will be gathered by ODOT Planning staff, RAME, Permit Specialist and/or R/W. Approach data will be inventoried and approaches will be categorized as permitted, unpermitted, or grandfathered. *(NOTE: A letter will need to be sent to all property owners who have unpermitted approaches to ask if they can provide ODOT will proof that their approach existed, for the current use, prior to 1949. You will need to follow-up with those who do not respond. Without this step, you will not be able to determine “grandfathered” status.)* Reservations and Grants of access will also be researched and identified for all approaches. The inventory must include the following data:

- Private or public approach;
- Location (milepoint and station);
- Property Owner;
- Tax Lot number associated with approach;
- Status of approach (permitted or unpermitted or grandfathered); and
- Reservation of access, Grant of access or none.

Highway Characteristics

Current highway characteristics will be surveyed and documented. Posted speeds, highway and intersection geometry, roadway grade, curvature, sight distances and other physical features must be documented and will be used in determining access management strategies in task 3.

Land Use Characteristics

Data must be collected, inventoried and mapped for the properties fronting the highway. This data will be linked to private approaches inventoried. The inventory must include the following data:

- Parcel/tax lot number;
- Boundaries and size of parcel;
- Property Owner;
- Business Owner (if different than property owner);
- Zoning;
- Plan designation;
- Type of business; and
- Location of building and main entrance.

Traffic Characteristics

Traffic volume and crash records must be compiled. The collected data and field observations will aid in identifying conflict points and congested locations. This information will be useful in identifying access issues and the related recommendations and alternatives for access management.

Methodology

1. ODOT Planning staff, Right of Way research and the Permit Specialist (or consultant) shall be responsible for identifying all approaches to the highway in the study area.
2. ODOT Planning staff (or the consultant) will gather all of the highway characteristics, as listed above.
3. The Permit Specialist shall research and compile data (and provide to consultant when a consultant is being used) on existing permitted approaches that will include the property owner name and address, if available. – *(NOTE: The Permit Specialist will not have this information for many (most) of the approaches. I suspect that several of the approaches have old permits and the property has changed hands several times. The permits may still be valid, but the property owner's name and address will have changed.)*, permit type and status.
4. The Permit Specialist shall be responsible for gathering data on unpermitted approaches determining if they are "Grandfathered." (Data to be provided to consultant when a consultant is being used.) It is the responsibility of the property owners to prove grandfathered status. *(NOTE: See the note above – under **Private & Public Approach Inventory.**)*
5. ODOT and City Planning staff shall work with the Permit Specialist (or consultant) to identify the appropriate tax lot with private approaches.
6. The Permit Specialist (or consultant) shall work with Salem R/W to research and compile data on access rights for all properties fronting the highway within the study area.
7. City planning staff will compile data related to the land use data referenced above (and provide to consultant when a consultant is used).
8. ODOT Planning staff (or consultant) shall be responsible for compiling crash data and traffic volumes for highway segment.
9. R/W shall be responsible for ensuring that all ROW maps for the project are current (and provide to consultant when a consultant is being used).
10. Copies of all deliverables will be submitted to ODOT Planning staff (or consultant) when completed. Planning (or the consultant) will distribute the information to the AM Subteam.

TASK 3 Deliverables	Responsible Party	Schedule
1. Identification of highway characteristics mapped in ArcView GIS	ODOT Planning Staff -OR- consultant	Month 1-3
2. Spreadsheet/database of permitted approaches	Permit Specialist and provided to consultant when a consultant is used	Month 2
3. Spreadsheet/database of approaches not permitted (grandfather/unpermitted)	Permit Specialist and provided to consultant when a consultant is used	Month 2
4. Spreadsheet of access status (grant of access/reservation of access/none)	Permit Specialist – OR—consultant – with information supplied by Salem R/W)	Month 2
5. List of Tax lot numbers for private approaches	City Planning staff & Permit Specialist – OR— consultant	Month 2
6. Spreadsheet/database & digital maps of parcels in study area	ODOT Planning staff -OR- consultant	Month 2
7. Shapefile of crash data and traffic volumes	ODOT Planning staff -OR- consultant	Month 2-3

Task 4: Develop and Evaluate Alternatives

The AM Subteam (or the consultant – for the AM Subteam) will develop strategies for access management for the length of the project. . The AM Subteams will focus on the factors and the solutions that need to be considered when developing the access management strategies for different types of projects.

Evaluation of alternatives may include identifying opportunities for access management measures such as driveway consolidation, driveway closures, access channelization, local street network connectivity improvements, traffic control changes and intersection modifications.

Methodology

1. The AM Subteam (or the consultant for the AM Subteam) shall prepare the draft *Access Management strategy* (AMS)) summarizing findings and recommendations made by the AM Subteam.
2. Copies of the AMS shall be made available to the TAC (if one is used), the City and/or County, as well as the Project Team.

TASK 4 Deliverables	Responsible Party	Schedule
1. Access Management Plan (strategy) (AMS)	AM Subteam OR consultant	Month 4
2. Send copies of AMS to AM Subteam (if consultant prepared the AMP), and City and/or County	AM Subteam OR consultant	Month 4

Task 5: Draft Access Management Plan (AMP)

The ODOT Planning staff (or consultant) will assemble the complete inventory and the AMS into a draft AMP, which the AM Subteam will review. The AMP may also include the established procedures for notifying the affected property owner of changes to their approaches, such as closures or consolidation of approaches.

Due to the fact that the final AMP will be made part of a TSP, public involvement is required. Division 51 (OAR 734-051-0360 (4c)), which relates to access management plans in general, states that the “process shall include specific notification to affected property owners and general notice to the public.” In addition to the established procedures for notifying property owners of changes to their approaches, Project staff will meet with the affected parties and the general public to discuss the strategies in the draft AMP. The format of the meetings will be determined once the extent and type of the necessary changes are identified. The meetings with the property/business owners can be either one-on-one or by block groups. The draft AMP should be updated to reflect input from the property/business owners, as appropriate and consistent with statute, rules and policy.

Methodology

1. Project staff, and/or Planning staff (along with consultant, as appropriate) will meet with property/business owners to review the strategies affecting their property in the draft AMP.
2. The ODOT Planning Staff (or consultant) shall be responsible for producing the draft AMP.
3. The AM Subteam shall review and approve the draft AMP. (Keeping in mind the plan must be consistent with statute, rules and policy.)
4. City may review and comment on the draft AMP.
5. County may review and comment on the draft AMP.
6. ODOT Planning staff (or consultant) will revise draft AMP, as appropriate and consistent with statute, rules and policy.

TASK 5 Deliverables	Responsible Party	Schedule
1. Meet with affected property/business owners	Project staff and/or Planning staff and consultant where appropriate	Month 5
2. Draft Access Management Plan (AMP)	Planning staff OR consultant	Month 5
3. Send copies of draft AMP to the City and/or County for review and comments	Planning OR consultant	Month 5
4. Review and approve final draft AMP	AM Subteam	Month 6
5. Revise draft AMP, as appropriate and consistent with statute, rules and policy	Planning OR consultant	Month 6

Task 6: Public Involvement

When the AMP is to be included in a TSP, public involvement is an important part of the process. The public involvement program will give residents of the city and/or county an opportunity to provide input into the planning process. An initial presentation should be made to the Planning Commission and the City Council concurrent to the development of the draft AMP, informing the Commission, the Council and the public on the forthcoming plan, the process and the timeline. Presentation to the Planning Commission and the City Council may be done as a joint workshop. Details regarding presentation to the City will be decided once the extent of the strategies is known.

Once the final draft AMP is finished, town hall meetings will be held, allowing interested residents to ask questions and comment on the strategies in the AMP. Project staff and/or Planning staff (along with the consultant, as appropriate) will be present at the town hall meetings. In addition to town hall meetings, presentations may be given to interested organizations/groups, such as a Chamber of Commerce.

Methodology

1. Planning staff and/or Project staff will present general information to the City Council on the AMP.
2. ODOT Planning staff or consultant shall prepare suitable presentation materials for use in the townhall meetings.
3. Project staff and/or Planning staff (along with the consultant, as appropriate) shall be present at townhall meetings to discuss the AMP with citizens.
4. ODOT Planning staff or the consultant shall be responsible for compiling citizens' comments into a memo.
5. ODOT Planning staff or consultant shall update the draft AMP in response to citizens' input, if appropriate and if it meets statute, rules and policy.
6. The AM Subteam shall review and approve final draft AMP.

TASK 6 Deliverables	Responsible Party	Schedule
1. Present overview to City Council & Planning Commission	Planning staff –OR– consultant	Month 4
2. Presentation Materials for meetings with business and property owners	Planning staff –OR– consultant	Month 5
3. Town hall meetings	Project staff and/or Planning staff, and consultant, as appropriate	Month 5
4. Memo, outlining public comments	Planning staff –OR– consultant	Month 6
5. Update final AMP, as appropriate and consistent with statute, rules and policy	Planning staff –OR– consultant	Month 6

Task 7: Final Access Management Plan

The final AMP will be presented to the Planning Commission and City Council to request adoption into their Comprehensive Plan or Transportation System Plan. The council meetings will be open to the public for comment on the changes.

Any comments from the council meetings that require the AMP to be updated must be addressed where appropriate and must meet statute, rules and policies.

Methodology

1. Project staff and/or Planning staff, along with consultant, as appropriate, shall present final AMP to the Planning Commission & City Council.

TASK 7 Deliverables	Responsible Party	Schedule
1. Final Access Management Plan (AMP)	Project staff and/or Planning staff, and consultant, as appropriate	Month 7

Task 8: Follow-up

In addition to the adoption of the AMP, the following items need to occur.

1. Adoption of the AMP into the City's and/or County's TSP or Comprehensive Plan.
2. Implement the TSP (and AMP) by incorporating them in local ordinances.