



Lake Grove Village Center Parking Management Plan

Project Management Team (PMT) Meeting #1 Summary

Thursday, 11/13/2014

3:00 PM – 5:00 PM

Location: City of Lake Oswego Council Chambers

Attendees:

Jordan Wheeler (City)	Scott Harmon (DEA)
Sid Sin (City)	Angela Rogge (DEA)
Sarah Selden (City)	KC Cooper (DEA)
Amanda Owings (City)	Cathy Corliss (APG)
Gail Curtis (ODOT)	Owen Ronchelli (RWC)

Action Items

- Jordan, Sid and KC to meet on Wednesday, November 19th to discuss the stakeholder interview methodology and questions
- PMT to provide comments on Stakeholder interviews by Wednesday, November 19th
- PMT to provide comments on Memo #1, Memo#2, Potential Parking Data Collection Sites and Project Schedule by Friday, November 21st
- Angela to coordinate with Amanda about Lake Oswego aerial photos
- Angela to compile a contact sheet of the PMT

Project Overview

Jordan explained how the grant was obtained to do a parking study, and that the contract ends June 2015. Parking was identified as an issue in the Lake Grove Village Center Plan (LGVCP) in 2008. Each person from the City provided their input for goals/desired outcomes of the project, which are summarized below:

- Facilitates redevelopment
- Identifies potential locations for public parking
- The plan is a “plan by consensus”
- The plan not only considers a future vision (15-20 years) but also can address “hot spots” in the short term
- Widespread support for the final product
- Implementable plan that is grounded in facts and reality
- Project is coordinated with the Boones Ferry Improvement Project
- Plan provides examples of where the improvements have worked (other cities, regions)
- Plan reduces impact on neighborhoods
- This plan could act as groundwork for downtown Lake Oswego parking plan

Draft Memo #1

Jordan reviewed tech memo #1 (initial public outreach plan). Stakeholders on the project range from customers, neighborhoods, owners, churches, sustainability advisory board and transportation advisory board. It was stated that there are several ways to reach out to the community: newsletters, bi-monthly e-blasts, online public comments and the project website.



Boones Ferry Road Improvement Project

Sid gave a brief overview of the BF Road project and where they are in the process. The roadway project team has initiated public outreach, looked at details of design/stormwater and defined right-of-way. KC asked if there may be opportunities for the parking management plan to inform some of the design of the BF Road project and the answer was yes, there was potential for that. Where it makes sense, the parking management plan project would like to coordinate with the roadway improvement project in its public outreach process.

TAC and SAC Rosters

The make-up of the TAC and SAC rosters were reviewed. It was suggested that we add someone from development review to the TAC. PMT also discussed having representative from TriMet and DLCD attend the TAC when agenda items are pertinent to their agencies. The members of the SAC represent neighborhood associations, institutional knowledge of the entire LGVCP project, business and property owners, the planning commission and the community at large.

Draft Stakeholder Interview Questions

KC led a discussion on how best to conduct the stakeholder interviews so that we make efficient use of our resources. Three specific methods were identified as potential ways to reach stakeholders:

1. Group interviews/focus groups
2. Jordan's outreach to neighborhood associations
3. Survey monkey

It was decided that KC and Jordan would speak outside of the PMT meeting to refine their plan and figure out a balance of collecting information in a way that best supports the project purpose. Before the meeting, Rick and Cathy had already provided some comments on the draft questions. The group was reminded that the questions were still in draft form and likely would need to be refined once the audience/interview method was identified. Scott requested the PMT provide feedback on the potential survey questions by Wednesday, November 19th.

Draft Memo #2

Scott gave a brief overview of tech memo #2 and requested comments be received by end of business on Friday, November 21st. There is a desire for the tech memos to be more concise/user friendly and utilizing appendices for the supporting technical information.

Owen reviewed the methodology for parking data collection and noted the project area is not a traditional grid system. He stressed the importance of collecting data on a "typical day" and not publicizing the chosen data collection days so not to alter driver/visitor behavior. While an inventory of the entire study area will be completed (and is already underway), parking lots that represent a cross-section of the study area were identified for more detailed data collection (turnover and utilization). Owen recommended the parking occupancy and turnover be collected in February to conform with industry standards of "typical day" parking use. Scott requested the PMT provide feedback on potential data collection sites by Friday November 21st.

Sites of Interest

As follow-up the methodology discussion, the "site of interest" list was reviewed by the PMT and some changes were suggested. It was asked if the project area tour would still provide value, and the current thought is that the tour is still a desirable form of public outreach, but could be reevaluated once stakeholder interviews are complete.

Project Schedule

Scott provided a brief overview of the project schedule noting the importance of finishing the project by the end of June 2014. With the parking data collection occurring in February the team will need to complete as much work as feasible before the parking data is collected. Once the parking data is collected the team will need to work efficiently to complete the project by the end of June. The current schedule provides a one month buffer. Scott also noted that with the delay in parking data collection the meeting and outreach in Task 3 can extend across December, January and February if desired.