

# CITY OF LAKE OSWEGO

## LAKE GROVE VILLAGE CENTER PARKING MANAGEMENT PLAN

### DRAFT TECHNICAL MEMORANDUM #1 INITIAL PUBLIC OUTREACH PLAN

#### Prepared for



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## BACKGROUND

The Lake Grove Parking Management Plan was identified as a key measure for addressing some of the major issues highlighted during the extensive planning work for the Lake Grove Village Center Plan – a project that included and benefited from significant public participation. The key outcomes of the project is a parking management plan that is supported by the neighborhoods and businesses, includes overall parking management strategies in the District, identifies at least three potential sites for public parking facilities, proposes adoption ready code language, and estimates implementation costs. To achieve those outcomes, the project will need consistent, timely, and informed public participation through the project duration.

Multiple stakeholder groups and individuals will be identified and involved in developing the parking management plan. The project will seek participation and input from parties that have prior experience and knowledge of the issue and desired outcomes, as well as stakeholders new to the effort and city planning processes. Public involvement tools, including those identified in the Project's Scope of Work, will be varied and tailored to reach different audiences and the public involvement approach will be evaluated and modified on an ongoing basis to respond to stakeholder feedback and an assessment of what is and isn't working.

## PUBLIC INVOLVEMENT REQUIREMENTS

Public Involvement must allow residents and business owners of City and its environs an opportunity to provide input into the parking management planning process. City shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. **Fair treatment** means that no group of people, including a racial, ethnic, or a socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. **Meaningful involvement** means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that affects their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision making process; and (4) the decision makers seek out and facilitate the involvement of those potentially affected.

The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. City and Consultant shall utilize the ODOT Title VI (1964 Civil Rights Act) Plan guidance to identify Title VI populations, formulate public involvement strategies, and report outreach efforts to and participation by Title VI communities.

Throughout the Project life, City shall provide information and prepare updates on the Project and announce meetings in the City's newsletter, *HelloLO*, on the City's website, and via email to local organizations. Project information must be approved by City's Project Manager prior to posting on the City's website.

In addition to public meetings, City may brief the Planning Commission and City Council through the Project life. City may also present the Project to other groups interested in civic affairs in an effort to raise awareness of the planning process. Examples of these groups may include City advisory boards, Rotary, Lions, chamber of commerce, local bodies representing low-income or disadvantaged groups, or other groups that may be interested in the parking management planning process. City may also provide materials to the local media. City shall provide information and prepare updates on the Project and announce meetings in the City newsletter and on the City website.

## PROJECT ADVISORY COMMITTEE

The project advisory committee will be used to advise the project team and review the work products and schedule throughout the project. Committee members were endorsed by City Council and consist of representatives from the following stakeholder groups:

- Lake Grove and Waluga Neighborhood Associations
- Representatives who work or own property/businesses in the district
- Lake Grove Business Association members
- Community member at-large
- Planning Commissioner

The advisory committee will meet at least three times throughout the project's duration:

- SAC Meeting 1: To discuss project goals and objectives and review project schedule, Memo 2 Background Info and Framework, and Memo 3 Parking Inventory and Utilization
- SAC Meeting 2: Discuss and review Memo 4: Parking Management Strategies
- SAC Meeting 3: Review draft Lake Grove Village Center Parking Management Plan

In addition, the Advisory Committee will be invited to the project tour, open houses, and asked to provide input on various project work products via email and other electronic engagement tools.

## PROJECT STAKEHOLDERS

- Property owners within the Lake Grove Village Center
- Business owners within the Lake Grove Village Center
- Employees within the Lake Grove Village Center
- Visitors and customers within the Lake Grove Village Center
- Adjacent homeowners and residents
- Real estate brokers/leasing agents working in district
- Lake Grove Business Association
- Lake Grove Neighborhood Association

- Waluga Neighborhood Association
- Chamber of Commerce
- City Council
- Planning Commission
- Transportation Advisory Board
- Sustainability Advisory Board
- Lake Oswego community at-large

## OTHER PROGRAMED PUBLIC INVOLVEMENT

- Stakeholder Interviews – Consultant will arrange and conduct stakeholder interviews to hear concerns and gather information about opportunities and barriers to implementing parking solutions.
- Project Tour – tour the project area with the SAC and interested members of the public
- Neighborhood Association and Lake Grove Business Association Meetings (2):
  - The City will arrange and with the consultant meet with the neighborhood and business associations to introduce the project and share the schedule, background info, and results of the inventory.
  - The City will meet with the Neighborhood and Business Association to share and receive comments on the draft Parking Management Plan.
- Advisory Board Meetings – The city project manager will attend a Transportation Advisory Board meeting and a Sustainability Advisory Board meeting to share information about the project and provide an opportunity for the boards to provide input on the parking management strategies.
- Open House (2):
  - Open House 1 – Present project purpose, schedule, and Memos 1 – 4.
  - Open House 2 – Virtual Open House to present draft Parking Plan and invite comments.
- Planning Commission Work Session – Present and receive feedback on draft Parking Management Plan
- City Council Study Session – Present and receive feedback on draft Parking Plan.

## CONTINUOUS PUBLIC INFORMATION AND OUTREACH TOOLS

1. Project website: <http://www.ci.oswego.or.us/citymanager/lake-grove-village-center-parking-management-plan>
2. Email Distribution List: Already set up for Boones Ferry Road and Lake Grove Village Center news: <http://www.ci.oswego.or.us/community/email-subscriptions-and-notifications>
3. Updates via City Publications: HelloLO and LODown (electronic newsletter)
4. Major Updates on City Social Media – Twitter and Facebook
5. Lake Oswego Review – Keep LO Review informed and help raise awareness of project and outcomes
6. Open City Hall/Virtual Open House Tool

7. Coordination with Boones Ferry Road Project:

- a. Advisory Committee: Throughout the project life, city project manager will attend the Boones Ferry Road Advisory Committee meetings, when appropriate, to get the Committee informed of the Parking Plan project. Two members of the Parking Plan Stakeholder Advisory Committee are also members of the Boones Ferry Road Project allowing for further information sharing and coordination.
- b. The City Project Manager will periodically meet with the project team for the Boones Ferry Road project for updates. Design and Engineering for the Boones Ferry Road project is expected to take 18 months once initiated.
- c. If available, any engineering and design products from the Boones Ferry Road Project will be shared with the Parking Plan PMT for consideration, although any further access changes or design changes that would further affect parking in the LGVC are not expected.