



Dear Property Owner/Business Owner:

August 19, 2019

We recognize that summer is a busy time, so we ask that in the next couple of weeks you please read this letter and the included attachments. If you are a property owner and choose to take formal action, please do so by September 16, 2019.

Current State of the Project

We are still in the planning effort of the Main Street Safety Project. The table below shows what is and what is not included in the Planning Phase. The timeline for the Planning Phase is 2018-2021.

What's included in the Planning Phase

- Assessment of the community values
- Research and technical analysis
- Development of possible safety improvements
- Development of evaluation criteria for possible safety improvements
- Evaluation of possible safety improvements
- Selection of safety improvements
- Development of Key Principles and Methodology for Access Management

What's NOT included in the Planning Phase

- Implementation of Key Principles and Methodology for Access Management*
- Engineering design drawings*
- Identification of specific property impacts including changes to driveways or access*
- Construction of safety improvements*

*These items will occur in the Design and Construction Phases of the project and **may start in 2023 or later**. Construction is likely to take place in phases as funding is secured.

The outcome from the Planning Phase of the Main Street Safety Project will be a facility plan that will identify future safety improvements to the Main Street corridor (OR Highway 126B) between 20th Street and 72nd Street. The Main Street Facility Plan will identify the types of safety improvements for Main Street that supports the community's vision and values. However, the Plan will not propose engineering design or identify specific property impacts including changes to driveways or access. With the final facility plan complete, the City and ODOT can then begin working with the adjacent business and property owners, as well as community members, on a more detailed design that addresses how to implement the safety improvements.

Intent of this Letter

While the Main Street Facility Plan will not include specific recommendations for changes to individual driveways, it is possible during the Design and Construction Phases that driveways may be considered for modification, relocation, or closure in order to implement the Plan. Therefore, the Facility Plan will include the direction and decision-making process (referred to as the Key Principles and Methodology for Access Management) that will apply during the Design and Construction Phases.

At this time, we are sharing the Draft Key Principles and Methodology for Access Management that will be used by project staff in the Design and Construction Phases in the future to evaluate whether potential changes to individual driveways meet the goals and objectives of the Main Street Safety Project. Please read the Review Process below and Attachments A and B for more details.

This coming fall/winter, we will reach out to business and property owners, and the overall community, for opportunities to review and comment on the possible safety improvements being considered.

Review Process

- Please review the enclosed Draft Key Principles and Methodology for Access Management outlined in Attachment A. If after your review you have questions or wish to provide comments on the Draft Key Principles and Methodology for Access Management, please contact Molly Markarian, City Project Manager. See below for contact information.
- If you are a property owner, you may also request a formal review of the Draft Key Principles and Methodology for Access Management through either a *Collaborative Discussion* or *Dispute Review Board*, as described in Attachment B. If you wish to request a formal review, please submit your request in writing, including your mailing address, **no later than September 16, 2019** to Bill Johnston, ODOT Project Manager. See below for mailing address information.
- If the Draft Key Principles and Methodology for Access Management are acceptable to you, then no further action is needed. However, feel free to contact Molly Markarian, City Project Manager, for anything else on your mind about the project. See below for contact information.

We value your input and thank you for your time in helping us make Main Street safer for all.

To stay engaged with the Main Street Safety Project, please:

- Visit maintstreetsafety.org for news and updates, including opportunities to give your input.
- While visiting the website, consider signing up for email notifications.

Sincerely,



Molly Markarian
Project Manager
City of Springfield



Bill Johnston
Project Manager
Oregon Department of Transportation

For project questions or to provide input, please email info@ourmainstreetspringfield.org, send mail to City of Springfield, C/O Main Street Safety Project, 225 5th Street, Ste. 101, Springfield, OR 97477, or call 541.726.4611.

To request a formal review, please contact Bill Johnston, ODOT Project Manager, in writing at 2080 Laura Street, Springfield, OR 97477-2133.



The Main Street Safety Project is a collaborative effort between the City of Springfield and the Oregon Department of Transportation



ATTACHMENT A – Draft Key Principles & Methodology for Access Management

Project Purpose

Springfield’s Main Street is consistently ranked as one of the most unsafe city streets in Oregon based on the severity and frequency of traffic crashes. The City of Springfield and Oregon Department of Transportation (ODOT) must address this problem to save lives, reduce injuries, and lessen property damage due to crashes. *The purpose of the Main Street Safety Project is to select infrastructure solutions that will make Main Street safer for people walking, biking, driving, and taking transit.* The selected safety improvements will provide for the movement of goods and people, support the economic viability of the corridor, accommodate current bus service and future transit solutions, and complement safety education and traffic enforcement.

Project Description

The City of Springfield and ODOT launched the Main Street Safety Project in 2018 to address this safety problem. We began engaging our Springfield community and doing detailed analysis to identify thoughtful and effective safety solutions in 2018. Our goal is to create a coordinated plan that identifies the types of safety improvements that work best for all Main Street users by 2021. With the facility plan complete, the City and ODOT can begin working with the adjacent business and property owners, as well as community members, on an engineering design that addresses how to apply the infrastructure solutions.

Access Management

Access management is the practice of managing the location and design of vehicular connections to a roadway. It is an effective tool for improving the safety and efficiency of travel along a corridor by reducing the number of potential conflict points and making the environment less stressful for all users. Access management is anticipated to be a possible component in implementing the solutions considered for Main Street; however, specific recommendations for changes to individual property access points will not be included as part of the facility plan. The plan will provide direction and decision-making criteria, referred to as the Key Principles and Methodology for Access Management, but decisions about changes to individual property access points will occur through future land use applications and/or the engineering design phase once funding for implementation is secured.

Draft Key Principles & Methodology

Key Principles for Access Management are to address how properties abutting a state highway will be evaluated to retain or obtain access to the state highway during and after facility plan implementation. They must support the overall facility plan goals and objectives and must include a focus on the economic development importance of highway access to abutting properties while recognizing the need to ensure transportation infrastructure improvement benefits are maintained throughout the life of the facility plan. The Methodology for Access Management provides the ability to assess how the Key Principles are being applied to future access decisions and provides criteria to assess whether future decisions about property access to the state highway are consistent with the Key Principles.

The proposed Key Principles and Methodology for Access Management for the Main Street Safety Project were developed through an iterative process with stakeholder input and are shown in Table 1 on the back. For more information on their development, please visit the project website at www.mainstreetsafety.org.

Table 1: Key Principles and Methodology for Access Management

Key Principles	Methodology
<p>Safety – Increase the safety of Main Street for all users</p>	<ul style="list-style-type: none"> • Define the width of undefined accesses within open frontage using guidance from the Oregon Highway Design Manual to a width that will serve the existing and planned uses of the property • Reduce the number of potential conflict points within the functional area¹ of public street intersections • Mitigate access configurations that require backing across the sidewalk onto the highway • Consider adequate sight distance for accesses, as well as ability to accommodate safe egress and safe and unobstructed ingress • Consider the relationship between accesses and historical crash records and mitigate accesses where it would resolve a recurring crash pattern
<p>Business Community – Support the viability of existing and future businesses</p>	<ul style="list-style-type: none"> • Consider the level of direct access to Main Street that is appropriate for the type of development that exists and would be allowed according to the Comprehensive Plan • Locate and design accesses to adequately serve the volume and type of traffic reasonably anticipated to enter and exit the property, based on existing and planned uses • Maintain the ability for businesses to receive freight/deliveries • Consider site circulation and parking affected by proposed access modifications and closures
<p>Mobility – Ensure people and goods travel efficiently and reliably through the corridor</p>	<ul style="list-style-type: none"> • Move in the direction of meeting ODOT’s adopted standards for spacing of accesses along Main Street
<p>Transportation Choices – Create a multimodal environment that connects people and destinations</p>	<ul style="list-style-type: none"> • Modify or relocate accesses as necessary to allow for the construction of ADA-compliant pedestrian facilities • Reconstruct or modify accesses as needed to provide continuous sidewalk along property frontages
<p>Vital Community – Support the vitality of the community and its vision for Main Street</p>	<ul style="list-style-type: none"> • No unique methodology identified. Methodology that would support the Vital Community Key Principle is already identified under other Key Principles that support Safety, Business Community, Mobility, and Transportation Choices
<p>Feasibility – Develop a plan with a clear and achievable approach to implementation</p>	<ul style="list-style-type: none"> • Ensure that existing accesses are consistent with the properties’ access rights (both deeded access rights and permit status)

¹ The functional area of an intersection is the area of the physical intersection plus the area upstream and downstream of the intersection that is needed for decision and maneuvering distance, plus any required vehicle storage length needs.



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ATTACHMENT B – Key Principles & Methodology Review Process Details

Eligibility to Request Formalized Review

Oregon Administrative Rule (OAR) 734-051-7010 (2)(b) states that real property owners that abut the highway shall have an opportunity to review the Key Principles and Methodology for highway facility plans. In an effort to keep as many stakeholders informed regarding this process as possible we have included property lessees and business operators when mailing required notices. We invite all letter recipients to email, write to, or call Molly Markarian with questions or comments regarding this mailer (see letter for contact information). Please note that only real property owners (i.e., owners of land and buildings) may request a more formalized review of the Key Principles and Methodology through either a *Collaborative Discussion* or *Dispute Review Board*.

Review Process

Guidelines for developing the Key Principles and Methodology for highway facility plans are provided in [Oregon Administrative Rule 734-051-7010](https://sos.oregon.gov). To read the guidelines go to <https://sos.oregon.gov> then in the “Search for...” box at the top of the web page enter “OAR 734-051-7010” then click on the first or second links named “Highway Division – Chapter 734” or “734-051-7010”.

The process used to develop the Key Principles and Methodology for the Main Street Facility Plan is outlined in Appendix C of the project’s [Community Engagement Plan](#). To read Appendix C go to <http://mainstreetsafety.org> then scroll down to the “Project Documents” section and click on the “Community Engagement Plan” link. Appendix C starts on page 32 of the document.

Property owners may make written request for review of the Key Principles and Methodology prior to the Oregon Department of Transportation (ODOT) finalizing it (not later than 28 calendar days following this notice) through either a *Collaborative Discussion* or *Dispute Review Board* process, as provided for in Sections (5), (8), and (9) of the OAR and summarized below. If a property owner requests a *Collaborative Discussion* or *Dispute Review Board*, ODOT approval of the Key Principles and Methodology will be postponed until the process is completed. Postponing ODOT approval does not extend the timeframe for property owners to request a review. However, a property owner who requests a *Collaborative Discussion* within the specified timeframe may subsequently request a *Dispute Review Board* review.

Collaborative Discussion

If a property owner requests a *Collaborative Discussion*, it will take place within 45 calendar days from the date of written request, unless both parties agree to a time extension in writing. If ODOT receives

more than one request for a *Collaborative Discussion*, ODOT may consider them individually, combine them into a single discussion, or group them into several topic-specific discussions.

The ODOT Region Manager may include any ODOT staff he or she finds appropriate or necessary in the *Collaborative Discussion*. The Region Manager will also invite appropriate local government representatives, and may include other highway users, economic development representatives, or other parties which the Region Manager believes will contribute to finding appropriate solutions.

The Region Manager will consider the information presented as part of the *Collaborative Discussion* and make a final decision. Within 21 calendar days following the *Collaborative Decision*, the Region Manager will notify the property owner in writing of the final decision to:

- Modify the Key Principles and Methodology; or
- Finalize the Key Principles and Methodology without modifications.

Dispute Review Board

If a property owner requests a *Dispute Review Board*, it will take place within 45 calendar days from the date of written request, unless both parties agree to a time extension in writing. Only one *Dispute Review Board* process may be conducted for each facility plan.

The *Dispute Review Board* will include the ODOT Director, or designee who is familiar with the project and location; a representative of the local jurisdiction; an independent professional engineer with education or experience in traffic engineering; and a representative from the economic or business sector. Members of the *Dispute Review Board* will be selected by the ODOT Region Manager.

The *Dispute Review Board* will provide its recommendation to the ODOT Director within 14 calendar days following the conclusion of its deliberations. The Director will consider the recommendations of the *Dispute Review Board* and make a final decision within 21 calendar days. The decision of the Director may not be appealed. The Director will notify in writing all parties participating in the review of the final decision to either:

- Modify the Key Principles and Methodology; or
- Finalize the Key Principles and Methodology without modifications.

Note: A property owner who requests review of the Key Principles and Methodology through a *Collaborative Discussion* may also request review by a *Dispute Review Board*, after completion of the *Collaborative Discussion*. The request for review by a *Dispute Review Board* must be made no later than 21 calendar days after the final decision is issued by the Region Manager following the *Collaborative Discussion*.



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