



BROADWAY BOULEVARD
EUCLID to COUNTRY CLUB



BROADWAY BOULEVARD CITIZEN PLANNING TASK FORCE

MEMORANDUM

TO: Broadway Boulevard Citizens Task Force

FROM: Broadway Boulevard Project Team

DATE: March 15, 2013

RE: DRAFT Recommended Schedule and Agendas for CTF and Public Meetings, Summary of Recommendations and Options

Please review this memorandum and its attachments to be ready to discuss the project schedule and CTF meeting schedule as part of item #7 at the March 21st CTF Meeting.

Introduction

At the February 7, 2013 CTF meeting, the public involvement opportunities and key decision points in the Broadway improvement project were presented to the CTF in a diagram that demonstrated where opportunities will be plugged into the roadway Planning and Design Phase. These points have a direct relationship to the tasks that need to be completed to develop the Design Concept Report and Initial 15% Plans.

The purpose of this item on the CTF meeting agenda is to present a draft recommended approach for reaching a consensus CTF Recommended Design Concept and a set of options that could be used to reduce the length of the timeline needed to achieve the consensus decision point. The major steps and decision points of the process are based on the Project Technical Team's experience in undertaking complex context-sensitive street design projects and utilizing a consensus-based community stakeholder decision process. The CTF is asked to provide feedback regarding the options that could affect the timeline for the recommended process.

Pre-Reading Materials

The following documents accompany this memo:

- Planning & Design Phase: Key Input and Decision Points in the Public Participation Process (1-page, 11x17)
- DRAFT Recommended Schedule and Agendas for CTF and Public Meetings, Detailed Base Schedule (10 pages)
- Summary Schedule Table (2 pages)
- "Parking Lot" of Future CTF Presentations (1 page)

Overview

The Project Technical Team has prepared a recommended detailed schedule of CTF and Public Input meetings and dates to get the Broadway Boulevard project, from where the project stands today through to the identification of a Recommended Broadway Design Concept. We have done this, in part, to refine the project schedule because the original scope of work for the project's technical work was changed since it was originally defined in June 2012. The most significant changes have been the direction from Mayor and Council to consider more alternatives for the roadway cross section and alignment design, and the process for developing a definition of "functionality" in relation to the specific project. These two changes have added complexity to the planning and design process and have resulted in a longer project timeline.

Another reason for developing the schedule is to share how each step of the process leads to the recommended Design Concept. This will be the first time that the Project Technical Team has provided this level of detail since the beginning of the project.

There is also the need to make the process as efficient as possible. Many people in the public, business owners, property owners, and others have expressed the desire for the process to result in a design concept decision as soon as possible. Partner agencies and elected officials have begun to express concerns about the length of the process. In addition, the Project Technical Team worries that CTF members may be concerned about the length of their commitment to the process.

We are asking the CTF to provide feedback regarding the options for variance to the timeline for the recommended process. The Recommended Base Schedule would result in the CTF identifying their Recommended Broadway Design Concept, to be forwarded to Mayor and Council for review and approval, in December 2014. Scheduling options described in this memo (below) could result in that decision point being anywhere from May 2014 to April 2015 depending upon the mix of options that are selected. This would be a total time period of 23 to 34 months from the start of the work with the CTF in June 2012. After each scheduling option for which we are asking the CTF to provide a decision on, the issue for is included in colored italic font and prefaced with '*CTF Decision Point*'.

NOTE: For comparison purposes, from the initial meeting of the Grant Road Task Force to the Mayor and Council's decision on the Grant Road design and alignment took 16 months. The Grant Road process did not give consideration to varying the number of traffic lanes in the future roadway. Balancing the space for different modes within the cross section, the alignment of the road, and intersection design were the major considerations of the Grant Road process which allowed the process to move into street cross section and alignment design more quickly than has been possible in the Broadway Boulevard process.

Detailed Base Schedule

The Project Technical Team has laid out a draft recommended approach, described in some detail in the attached Detailed Base Schedule. In the schedule, the agendas for each expected CTF meeting, the expected Public Meetings and their topics, the points where meetings would occur with the RTA CART Committee, the RTA Transit Working Group, and the Mayor and

Council, as well as key work products and information that would be distributed to the CTF in between meetings are provided. The schedule also describes several points where there would be breaks in the CTF meeting schedule to allow detailed design and analysis efforts to occur. The schedule does not describe on-going stakeholder outreach by the CTF and the Project Technical Team; it is expected that small group stakeholder meetings and on-going public input - in writing and at the CTF meetings - will occur throughout the entire process. The draft recommended schedule would have the CTF identifying their Recommended Broadway Design Concept, to be forwarded to Mayor and Council for review and approval, in December 2014.

A 2-page 'Summary Schedule' is included to pare down the Detailed Base Schedule into a shorter graphic display of the schedule meetings, dates, and topics. Additionally, with the scheduling options that are described in this memo, the ability to contrast the Base Schedule with a schedule that includes informational presentations requested by CTF or mentioned at CTF meetings by attending public (see "Parking Lot" of Future CTF Presentations, or page 10 of the Detailed Base Schedule).

There are several key assumptions in this approach, including:

- The Project Technical Team-recommended approach has been put together considering the direction to use a context sensitive and community-based consensus process.
- There would not be more than one CTF meeting a month with the majority of them occurring on the third Thursday of the month.
- Further topical/informational presentations to the CTF would be made by providing the CTF with a white paper provided by the presenter or through presentations that would occur outside of formal CTF meetings. The subjects of these presentations include topics requested by CTF members and members of the public that have been compiled in the "parking lot" as well as presentations that the Project Technical Team had been recommending earlier. A list of the topics and potential presenters is included at the end of the attached Detailed Base Schedule.
- The basic process for identification of the Recommended Broadway Design Concept will be for:
 - The Project Technical Team to work with the CTF to identify initial cross section concepts while developing the list of transportation and non-transportation performance measures. The initial cross section concepts will be assessed at a more qualitative level for the performance measures. This information will be presented to the public and they will have an opportunity to suggest other cross section concepts and performance measures, as well as revisions to the assessment of the concepts. This information will also be presented to the partner agencies for their review and feedback.
 - The Project Technical Team will then prepare a set of cross section, alignment, and corridor development options for review and input by the CTF. Once consensus is reached with the CTF regarding the options to take forward into full analysis, the Project Technical Team will prepare more detailed designs and evaluations of the options which will be presented to the public and stakeholder agencies.

- The public and stakeholder agency feedback will then be brought back to the CTF, and the Project Technical Team will work with the CTF to determine an initial recommended design concept to develop further and assess. The initial refinements and analysis will be brought back to the CTF for review and comment. The resulting design concept and analysis will be taken to the public and stakeholder agencies for review and comment.
- Comment from the public and stakeholder agencies will be reported back to the CTF and the Project Technical Team will work with the CTF to determine the consensus CTF Recommended Design Concept which will be forwarded to the Mayor and Council for their review and approval.

Optional Scheduling Approaches and CTF Decision Points

The Project Technical Team has considered some alternative approaches that would modify their recommended approach. The first of these would extend the time needed to reach the consensus on the Recommended Design Concept, while the other options are ways that the time required could be reduced. The following describes these options and the decision points for the CTF to consider. Based on CTF discussion the Project Technical Team would make revisions to the recommended meeting schedule.

1. **Further topical/informational presentations** – The Project Technical Team has also outlined an approach that would allow for the currently listed presentations to be made in CTF Action Meetings or Study Sessions. The inclusion of these presentations would extend the timeline for the project by approximately 4 months and would add at least 3 CTF meetings. This alternative approach is presented in the attached Summary Schedule Table. *(CTF Decision Point – is the use of white papers and presentations outside of the regular CTF meetings an acceptable approach for getting this information to the CTF? Is there a subset of topics that should be presented at CTF meetings, and the other topics can be presented in white papers or other presentations?)*
2. **Allow for two CTF meetings per month at some points in the process** – There are some points during the process where there is not technical or other work that needs a longer period to complete between CTF meetings. Groups of meetings in the Base Schedule that could be separated by two or three weeks include: Meetings 13 and 14; Meetings 15 and 16; Meetings 17 and 18; Meetings 22 and 23; and Meetings 26 and 27. Separating these meetings by 2 to 3 weeks could reduce the timeline by about 1-1/2 and 2-1/2 months. *(CTF Decision Point – are the members open to scheduling some or all of these meeting 2 to 3 weeks apart rather than a month apart?)*
3. **Use a “Charrette Approach” for some pairs of CTF meetings** – There are also pairs of meetings in which the discussions and feedback with the CTF directly feed into the next meeting and the decision making process could be more efficient with the discussions from the first meeting being fresh in everyone’s mind during the second meeting. Also, it could be possible for the Project Technical Team to do some focused sketch design and assessment work between the meetings to move the decision making process along. A more rapid intensive work process, what is called a “charrette” process in the

design world, could be used for these meetings to compact the process into one week. For example, Meetings 13 and 14 in the Base Schedule are where we make decisions about the initial potential cross sections and the performance measures. The charrette process for these two meetings could be done in the following format:

- Monday (late afternoon into evening) working session with CTF: Probably try to start at 3pm and allow for 5 hours of work and meeting. Use a combination of presentations and interactive small group work to review potential cross sections and Transportation Function and 'Non-Transportation' performance measures.
- Design Team Work: The Project Technical Team would then spend Tuesday, Wednesday, and Thursday morning preparing a set of cross sections and preparing qualitative assessments for the performance measures.
- Thursday evening CTF Meeting:
 - Review compilation of cross sections and qualitative assessments
 - Potentially narrow number of cross sections and refine assessments
 - Review format for public workshop #3

Pairs of meetings that could follow a charrette format are the same as those listed under item #2 above. If all five of these pairs occurred in a charrette format this could reduce the timeline by up to 5 months. *(CTF Decision Point – are the members open to scheduling some or all of these meeting in a one-week charrette format?)*

4. **Some of the potential 2nd Meetings may not be needed** – The recommended schedule includes the potential need for two CTF meetings in order for the CTF to reach consensus at three key decision points. It is possible that not all of the second meetings will be needed; these are Meetings 18, 23, and 27. If any of these meetings are not needed it could reduce the timeline from 1 to 3 months. *There is no decision point for the CTF on this topic.*
5. **Additional efficiencies in the time needed for design and technical work** – The Project Technical Team is considering some approaches that could allow for initial design and technical analysis work to be undertaken while initial design options are being explored. This could make later more detailed design and analysis work move ahead more quickly. These approaches could reduce the timeline from 1 to 2 months. *There is no decision point for the CTF on this topic.*