



Memorandum

Subject	TM #1- Public Involvement Plan Stakeholder & TAC Contact List	Project Name	Ontario TSP and East Idaho Avenue Refinement Area Plan
Attention	Cheryl Jarvis-Smith	Project No.	496187CH
From	Steve Solecki		
Date	June 10, 2020		
Copies to	Nick Foster - Kittelson & Associates, Betsy Roberts - Jacobs, Dan Cummings - City of Ontario, Adam Brown - City of Ontario, Peter Hall - City of Ontario		

Introduction

The Public Involvement Plan (PIP) outlines the procedures that will be used to engage the public during the update of the City of Ontario's Active Transportation System Plan (TSP) and East Idaho Avenue Refinement Area Plan. The PIP will be used as a guide for the City of Ontario, Oregon Department of Transportation (ODOT), and Kittelson & Associates to incorporate the public outreach activities and make decisions that will be incorporated into the final Report.

Purpose

The purpose of the PIP is to actively gather public input, share information, and identify priority areas that potentially affect the users of the City of Ontario's Transportation System. The PIP has setup public user groups comprised of residents, active community members, property owners, businesses, local associations, and public agencies.

Schedule

The PIP schedule for each community activity was incorporated into the Project Schedule that was presented at PMT Meeting #1. The schedule was setup to allow for continual involvement from the public through the duration of the project. Refer to the attached Project Schedule. The Community Activities have been highlighted in yellow. Due to recent COVID19 government restrictions, the Project Management Team decided to extend the schedule by 4 weeks and are planning to begin Community Outreach Activities in May 2020. The PIP activities will be announced through fliers, City of Ontario TSP webpage, Argus Observer, City Facebook page, Chamber of Commerce, school announcements, and other community newsletters.



Memorandum

The Community Meetings will be held at the Four Rivers Cultural Center & Museum in the City of Ontario. It is at a central location and has a large meeting area which is typical used for other Community Meetings. The address is 676 SW 5th Ave., Ontario, OR.

Public Groups

The public involvement groups and group activities are listed below. The City of Ontario worked together with ODOT to select the members for the Stakeholder and Technical Advisory Committee (TAC). Refer to the attached Stakeholder and TAC member list.

- **Community members:** Includes active residents and is open to all members of the public. Activities include 1 community workshop and 2 community open house meetings.
- **Stakeholders:** Includes up to 50 members from a variety of local community groups, associations, and city and state agencies. Activities include (1) community workshop and (2) community open house meetings. Twenty-eight of the fifty stakeholders invited have confirmed attendance at the meeting. The City is still awaiting response from some invitees.
- **Technical Advisory Committee (TAC):** Includes up to 16 members from a variety of agency, community organizations, and individuals with special interests to the project. Activities will include (4) meetings. Thirteen of the sixteen members on the list have confirmed attendance.

Workshops

In addition, the PIP will incorporate (2) Community Online Workshops and (2) Youth group workshops. The youth group workshops will be held with a 5th Grade Class in an Elementary School and High School. The focus of the Youth Group Workshops is to have students help provide input and options for developing the Safe Routes to School Program (SRTS).

Additional Public Outreach

Currently, the City of Ontario Oregon's website has a Transportation System Plan page where the City is actively posting relevant information about the TSP. The public is encouraged to visit the site to read a detailed description of the project, project objectives, timeline, and meeting updates. Prior TSP reports are also available to read on this page for residents to get a better understanding of the existing transportation systems and previous recommendations which can be used to provide input at Community meetings and workshops. The webpage is also interactive, allowing readers to sign up for email reminders and also enable them to submit a public comment without having to attend a meeting.

Refer to the City of Ontario Transportation System Plan webpage. <https://www.ontariooregon.org/tsp.html>

Disclaimer

The City of Ontario is aware of the COVID-19 pandemic and is focused on ensuring the safety of residents and City Staff. One of the main goals of the PIP is to obtain input from the public about various areas of transportation improvements that the City should focus on. While the social distancing guidelines may inhibit the type of meetings and workshops that can be held, it will not deny the public their right to provide



Memorandum

input. The City is actively looking into virtual meeting alternatives and additional ways that the public can provide their input. Updates on meeting information will be posted on the City website and will be sent via email to those who have signed up for email updates. The City will also coordinate with the local youth groups to develop alternative Youth Group Workshops if in-person activities are not plausible or if the local school district do not return for the Spring 2020 semester.

Attachments:

1. Stakeholder Contact List
2. Technical Advisory Committee (TAC) Contact List
3. Youth Group Contact List
4. Ontario TSP Project Schedule

**City of Ontario TSP 2020
Stakeholder Contact List**

Business, Agency or Group Represented	Branch	Name	Title
Emergency Services	Police Fire	Chief Steven Romero Chief Terry Leighton	Police Chief Fire Chief
East Idaho Avenue Businesses	Quality Inn / Roadway Inn & Suites Walmart Sherwin-Williams Paint Store The Happy Hippy Sunset Lanes The Vapor Place Malheur County Credit Union Country Kitchen Kiwi Loco	Joshua Hatcher Robert Peterson Andrew Windsor Chuck Gibbs Teresa Griffith Jarrod Merchant	Manager Store Manager Manager Owner Manager Manager
East Idaho Avenue Property Owners	Left Coast Canopy II, LLC East Lane Holdings, LLC	Joseph Dunne Aaron Boshart	
	Blue Bird Carwash & Aspen Dental : Rocky Mountain Companies East Idaho St. Building Owner	Ryan Erstad Mark Zimmel	
Malheur County	Judges - County Commissioner	Larry Wilson	County Commissioner
	Health District Road Master Ontario Road District Economic Development Director Planning Director Fairgrounds Director	Sarah Poe David Tiffany Karl Shrum Greg Smith or John Brice Eric Evans Lynelle Christiani	Director Road Master Road Master Chief Executive Officer Planning Director Fair Manager
City of Fruitland	City Administrator	Rick Watkins	City Administrator
City of Ontario	Public Works Public Works	Casey Mordhorst Al Huan	Field Superintendent Engineering Technician II
ITD	District 3 / Headquarters	Cecilia Awusie	Sr. Transportation Planner District 3
ODOT	District 14	Paul Woodworth	District #14 Manger
Transit Systems	Snake River Transit/Malheur County Express Treasure Valley Transit (Nampa) Arrow Express Sprinter Shuttle Services Valley Ride Commuteride	Brittney White Terri Lindenberg Elna Pienaar	Transportation Manager Executive Director Owner
School Districts/Colleges/Learning	Ontario Library District Treasure Valley Community College Ontario School District	Darlyne Johnson Dana Young Nicole Albisu	President Superintendent
Irrigation Districts	Owyhee Irrigation District Old Owyhee Irrigation District Malheur Drainage District	Jay Chamberlin Mike Blackaby Mike Blackaby	Manager Secretary Secretary
Neighborhood Associations(s)	Poole Subdivision Waterford Estates Neighborhood Watch	Ken Poole	Members
Service and Civil Groups	Lions Veterans Organizations Churches	Shawn Reynolds Ron Verini Eugene Cooper Eugene Cooper	Lion Club Veteran Advocates of Ore-Ida Pastors Pastors
Local Businesses	Kinney Bros & Keele True Value Hardware Oregon Trail Hobby	John Kirby Dale or Cheryl Crusons	Small Bus Owners/general aviation pilot
School Groups	Parent Teacher Associations Booster Clubs Future Business Leaders of America	Chelle Robins, Superintendent Kim Lopez Dr. Jodi Elizondo	Four Rivers Community School Sports Boosters Principal

**City of Ontario TSP 2020
Stakeholder Contact List**

Business, Agency or Group Represented	Branch	Name	Title
	Future Farmers of America Future Farmers of America Ontario High School/Class Officers Ontario School District 8C Ontario School District 8C Treasure Valley Community College	Sarah Huss Bob Kendal Dr. Jodi Elizondo Nicole Albisu Darrell Wilson Yumio Okuda	Nichols Accounting Principal Superintendent Director of Transportation Institutional Effectiveness
Local Artists Revitalize Ontario		Pam Helfridge Charlotte Fugate	Retired Art Teacher

**City of Ontario TSP 2020
Stakeholder Contact List**

Business, Agency or Group Represented	Branch	Name	Title
People Concerned about:	Skateboarding Walking Bicycling Bicycling	Celina Esquivel Kevin Goad (Auto Ranch) Eric and Cindy Feibert	
Non-Profit Organizations	Malheur County Council on Aging & Community Services Malheur County Council on Aging & Community Services	Brittany White Sandy Shelton	Transportation Director Director

**City of Ontario TSP 2020
Technical Advisory Committee (TAC) Contact List**

Business, Agency or Group Represented	Name	Title
Public Works Ontario Planning Commission City Council Malheur County Health Department Public Works ODOT District 14 ODOT Traffic Engineer Ontario School District Department of Land Conservation and Development (DLCD) Snake River Transit Ontario Chamber of Commerce Local Artists Owyhee Irrigation District Old Owyhee Irrigation Skateboarding Walking Bicycling	Dan Cummings Ralph Poole Riley Hill Sarah Poe Blaise Exon Paul Woodworth Jeff Wise Darrell Wilson Tamra Mabbott Brittany White John Breidenbach Andrea Bonadimon Jay Chamberlin Mike Blackaby Celina Esquivel Mike Chase	Community Development Director Chairperson Mayor Director City of Ontario Transportation Engineer District #14 Manager Region Traffic Manager Transportation Director DLCD Eastern Oregon Representative Director Director Artist Manager Secretary 1 (888) 376-7298

**City of Ontario TSP 2020
Youth Group Contact List**

Business, Agency, or Group Represented	Name	Title
Ontario Boys & Girls Club of Western Treasure Valley	Dana Castellani	Director
City of Ontario Parks and Recreation Group	Andrea Maeda	
Four River Community School		
Teasure Valley Community College (TVCC)	Yumiyo Okuda	Institutional Effectiveness Manger

Project Number: 23858
 Project Name: Ontario TSP
 Project Manager: NMF
 Date: 4/10/2020
 Version: 2

Task	Description	March			April
		15-Mar	22-Mar	29-Mar	5-Apr
1	Reconnaissance				
1.1	PMT Meeting #1: Initiation (Teleconference)				
1.2	Background Information (City Task)				
1.3	TM #1: Public Involvement Plan (City Task)				
1.4	Project Webpage (City Task)				
1.5	Public Outreach and Stakeholder List (City Task)				
1.6	TAC Roster (City Task)				
2	Context and Site Analysis				
2.1	TSP Existing Inventory Maps				
2.2	Transportation Technical Standards Coordination				
2.3	TM #2: Baseline Transportation Assessment				
2.4	Active Transportation and Transit Toolbox				
2.5	Draft TM #3: East Idaho Avenue Refinement Area Land Use Assessment				
2.6	TM #4: East Idaho Avenue Refinement Area Natural and Cultural Assessment				
2.7	East Idaho Ave Refinement Area Land Use Utilization Map (City Task)				
3	Outreach				
3.1	Draft TM #5: Vision Statement and Guiding Principles				
3.2	PMT Meeting #2: Project Tour				
3.3	TAC Meeting #1				
3.4	Youth Workshop #1				
3.5	Stakeholder Meeting #1: East Idaho Avenue Refinement Area				
3.6	Stakeholder Meeting #2: SRTS (City Task)				
3.7	Community Workshop and Media Notice				
3.8	Online Community Workshop				
3.9	Final TM #3 and #5				
3.10	PMT Meeting #3 (Teleconference)				
4	Design Concepts				
4.1	TM #6: Draft Design Concepts				
4.2	TM #7: Healthy Community Impact Analysis				
4.3	Youth Workshop #2 (City Task)				
4.4	TAC Meeting #2				
4.5	Community Open House #1 and Interactive Online Map				
4.6	Online Community Open House #1				
4.7	PMT Meeting #4				
5	Concept Refinement				
5.1	TM #8: Revised Design Concept				
5.2	TM #9: Transportation Solutions Analysis				
5.3	Draft Transportation Solutions Map				
5.4	Freight Stakeholder Packet				
5.5	TAC Meeting #3				
5.6	Community Open House #2, Flier and Media Notice				
5.7	Online Community Open House #2 (City Task)				
5.8	PMT Meeting #5				
6	Draft Plan and Code Update				
6.1	TM #10: Draft Implementation and Financing Plan				
6.2	PMT Meeting #6 (Teleconference)				
6.3	TM #11: Revised Policy Framework and Code Amendments				
6.4	Draft Active Transportation Update and East Idaho Avenue Refinement Area Plan				
6.5	TAC Meeting #4				
6.6	Joint Planning Commission and City Council Work Session				
7	Adoption and Hearings				
7.1	Legislative Findings and Ordinance Recommendations				
7.2	35-Day Notice (City Task)				
7.3	Planning Commission and City Council Hearings				
7.4	Final Active Transportation Update and East Idaho Avenue Refinement Area Plan		★		
7.5	Final Comprehensive Plan Policy and Code Amendments		★		
7.6	City Council Hearing 2nd Reading (City Task)			CC	
7.7	Notice of Adoption (City Task)				★
7.8	Title VI Report (City Task)				★