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**SW Gibbs St. Pedestrian Bridge
Citizen Advisory Committee
Meeting #4 Summary
Wednesday, April 16, 2008, 9:00 – 12:00
Portland Building, 2nd floor, Room C**

MEMBERS IN ATTENDANCE:

Citizen Advisory Committee	Technical Advisory Committee
Don Baack	April Bertelsen
William Danneman (alternate)	Wendy Cawley
Cari Froeber	Kara Fioravanti
Emily Gardner	Lola Gailey
Jim Gardner	Denver Igarta (alternate for Roger Geller)
Ken Love	Liz Mahon
Tom Noguchi	Geraldene Moyle
Frank Phillips	Clay Veka
David Snyder	Jody Yates

MEMBERS ABSENT:

Citizen Advisory Committee	Technical Advisory Committee
Bob Durgan	Sandra Burtzos
Erin Kelley	Troy Doss
Don Livingstone (alternate)	Lisa Elbert
Lee Moore	David Olongaigh
John Perry	

Consultant Staff in Attendance:

Leslie Howell, Kristin Hull, Lwin Hwee, Marcy Schwartz

ACTIONS REQUIRED BY COMMITTEE MEMBERS:

- Committee members who do not currently have an alternate and would like one, please identify your alternate and send that person's contact information to Jody by Friday, May 16th (prior to the May 21st meeting).
- Send comments on the past meeting summary to Jody who will share them with Marcy.
- Reserve dates and times for the May 21 meeting and June 23-25 design charette on your calendars (see section 2. Project Schedule, below for more detail).

SUMMARY:

1. Project Goals as Identified by Participants

Marcy Schwartz asked participants to introduce themselves and identify project goals. Leslie Howell is the consultant project manager, Marcy Schwartz will facilitate the CAC/TAC meetings, Lwin Hwee is the bridge design/engineering task leader, and Kristen Hull is the deputy consultant team project manager and public involvement coordinator.

The following goals were listed by CAC/TAC members; the number of stars indicates the number of participants who identified each goal.

- ***** Complete project at or under budget and use extra money for implementation of the South Portland Circulation Study
- *** Project to provide connectivity to Greenway and integration of neighborhoods on both sides of I-5
- ** Bridge to incorporate safety and function, and accommodate community goals
- ** Bridge that links to the trails system and encourages use and exercise
- ** Complete project on time and within budget
- ** Bridge to provide special design features that create a gateway to drivers entering and exiting the city and that make it “post card” worthy
- * Bridge to provide bicycle and pedestrian access across I-5
- * Bridge to be a safe and comfortable facility for bikers and to provide circulation for cyclists
- * Project intersection crossing improvements to reconnect neighborhoods on west side of bridge

2. Project Schedule

Jody Yates reminded committee members that the project has to be advertised for bid by August 15, 2009 so as not to lose federal funding. It is an inflexible date that is driving the intensity of the project schedule.

Leslie Howell reviewed the project schedule. At the next meeting on May 21, the CAC/TAC will finalize the Planning Framework and begin discussion of bridge concepts. This discussion will help to narrow down ideas to be explored in June at the design charette.

Design Charette. The goal of the charette is to select one design with which to move forward. The charette will be over a three-day period, June 23-25 (Mon-Wed).

CAC/TAC members are asked to reserve the following times during the 3-day period:

- June 23 – afternoon between 1pm-5pm (the specific time period is TBD)
- June 24 – optional; if interested, drop by the open studio anytime
- June 25 – morning between 8am-12noon (the specific time period is TBD)
– evening open house, any 45 minute period between 5pm-8pm

Design Refinement. The July meeting (date TBD) will focus on reviewing refinements made to the design concept following the charette. This is the CAC/TAC’s opportunity to provide input on the concept that will move forward into preliminary design.

Steps to Construction. The bridge design (30% plans) will be complete in September 2008, at which time an open house will be held to get feedback for the final design. At

that time, the project will move to final design, environmental work will begin, and the project will start moving through the federal process (environmental documentation).

The construction contract must be advertised by August 15, 2009. The procurement process takes 2-3 months to finalize the contract. Construction is anticipated to begin October 2009.

The schedule is very tight and it is unlikely that it will be advanced.

3. Operating Protocols

Marcy Schwartz led a discussion about operating protocols and updated the “Gibbs Street Pedestrian Bridge Project: CAC/TAC Operating Protocols” document accordingly. The final, agreed-upon document is attached to this summary.

The protocols relating to meeting attendance requirements for CAC members will start from today’s meeting. Committee members who do not currently have an alternate and would like one, please identify your alternate and send that person’s contact information to Jody by Friday, May 16 (prior to the May 21st meeting). All meeting materials will be sent to alternates.

4. Planning Framework

Kristin Hull led a brainstorming session to develop a planning framework for the project. The framework includes project requirements and evaluation criteria. The revised “Planning Framework: Gibbs Street Pedestrian Bridge” document will be distributed with the May 21st meeting packet. Please review it prior to the May 21st meeting at which time the committee will discuss, amend and adopt a final planning framework.

5. Next Meetings

Time. Committee members reluctantly agreed to extend the meeting period from two to three hours – 9:00am to 12:00 noon. Future meeting agendas will fill the two-and-a-half hour block, from 9:00am to 11:30am, with a 30 minute buffer for additional discussion if necessary.

Dates.

- May 21– The original meeting date, May 21, will stand (the CAC/TAC will NOT meet on May 28)
- June 23, 24, 25 – Per the project schedule section above, please reserve the identified time periods during this three-day charette.
- Future meetings – Dates for future meetings will be confirmed at the May 21 meeting.

6. Other Comments

Send any comments on the past meeting summary to Jody who will share them with Marcy.

Responding to a concern about the construction debris at the tram tower base and lack of landscaping, Jody assured that improvements to the tower base will be a part of the bridge project.

Don Livingstone should be appointed as a permanent member in Ben Di Benedetto’s place as Ben passed away last week.

Some members requested an updated CAC/TAC list, please find it attached. New lists will be available in hard copy at the May meeting.

7. Parking Lot

A parking lot was set up to track ideas that were not immediately pertinent to the topic at hand but that require future consideration. The following ideas were recorded:

- Blog – Check into creating a blog on the project website. Would it be open to the public or CAC/TAC only?
- Media Contact – Consider identifying a CAC spokesperson as the project progresses and attracts media attention. If speaking with the media, clearly enumerate the project funding sources to prevent misinformation about the cost of the project to local taxpayers. Consider working with the City media staff to prepare talking points to distribute to CAC/TAC members. Media protocols are also addressed in the “operating protocols”.
- Tram Art \$\$ – Geraldene Moyle volunteered to check into the amount of public art money that was generated by the tram and is available for the bridge.
- Bike/ped projections – Don Baack would like to provide input regarding the Red Line and SW Trails connections.