

**SR 164 Route Development Plan  
Corridor Study**

**Charter for Corridor Working Group**

Signed by Partners:  
November 16, 2004

## **Project Vision**

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A set of consensus-based recommendations for areas directly served by SR 164 that will increase safety and reliability, reduce person and vehicle delay, manage access, and respond to growth in the years to come. A Corridor Working Group (CWG) has been formed to help guide this effort.

## **Project Goals**

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Develop context-sensitive recommendations, including operational and potential link road options that can be implemented and agreed to by CWG partners. These projects will be politically acceptable, suitable for funding, environmentally sound, and responsive to the vision above. The recommendations will include:

- Immediate-term project opportunities that can be funded and/or implemented in the next 6-18 months.
- Short-term recommendations on an action strategy to construct and operate mobility and safety improvements in the next 6 years.
- Long-term recommendations for mobility and safety for the next 20-25 years.

## **Roles of Study Participants**

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For purposes of this study the following terms will be used in defining the roles of partners and stakeholders:

- **Partner:** A partner is a geographic jurisdiction with responsibility for making improvements along the corridor. The jurisdiction responsibility includes contributing study funds and implementing decisions and projects. Partners will have ultimate decision authority in implementing projects within each jurisdiction; however, partners will work collaboratively for corridor solutions. The role of each partner is to assure the study meets the needs of the jurisdictions represented. Each jurisdiction is responsible for representation of the various stakeholders within their boundaries.
- **Stakeholder:** A stakeholder is affected by what happens in the corridor. All stakeholders have an equal right to provide input into the study to be considered or used in the study as determined by the partners. In order to assure that all known issues within the corridor can be considered, it is essential to involve all stakeholders in the process.

## **Project Outcomes**

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This corridor study will be considered a success if the CWG partners agree to a Route Development Plan in which:

- Projects are clearly prioritized.
- The traffic model and modeling standards conform to statewide WSDOT standards.
- Stakeholders and the public are meaningfully involved in development of recommendations.
- There is a clear phasing plan for implementation.
- Plans fit into the context of the communities involved and recognize and respect the rural and urban character, as well as comprehensive plans, along the corridor.

## **Corridor Working Group Operating Guidelines**

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### **Ground Rules**

CWG Partners agree to:

- Maintain a focus on projects that benefit the entire corridor.
- Share information openly and promptly.
- Be patient when information may not be readily available.
- Articulate concerns as early as possible.
- Remain flexible, open-minded and actively participate in meetings.
- Respect each other's time and commitment.
- Meet in locations along the corridor.

### **Roles and Responsibilities**

WSDOT and the consultant team agree to:

- Effectively manage the scope, schedule and budget.
- Keep partners informed of study progress.
- Complete all necessary documentation to support recommendations.
- Provide technical expertise when requested.
- Manage logistics for meetings.
- Brief local decision-makers and produce briefing materials and reports when requested by partners.
- Maintain a list of stakeholders on the project website.

CWG Partners agree to:

- Comment on materials promptly when requested.
- Identify the appropriate channels for communication within their organizations.
- Provide specific local expertise when requested, including identifying emerging local issues.
- Brief local decision-makers.

## **Communication**

Between meetings:

- E-mail: WSDOT copied on all correspondence; full team (including stakeholders and partners) copied when appropriate.
- Use phone log to track issues as they arise.
- WSDOT will maintain and update project website.
- Meetings are only called when necessary and are driven by project need.

At meetings:

- At least one representative from each of the CWG partners should be present.
- Informed alternates are acceptable and encouraged if the partner cannot attend.
- Decisions are documented at the close of every meeting.
- Meetings end with clear understanding of expectations and assignments for next steps.

## **Decision Making**

CWG Partners will strive to reach agreement by consensus at a level that can be characterized as partners being willing to "live with" the proposed action. Equal participation will be a goal of the decision process. Those partners with a management responsibility for the outcome of a proposed action within each jurisdiction will take the lead on developing specific recommendations. Minority opinions will be reflected in the final report on recommendations.

In addition, partners will try to avoid spending an inordinate amount of time working toward consensus on any issue at the expense of reaching consensus on other issues. Partners will also try to avoid revisiting decisions once they have been made.

## **Conflict Resolution**

When an issue arises that cannot be easily resolved, the partners agree to:

- Determine if the issue should be resolved within the group or outside and participate as appropriate.
- Ensure the appropriate decision makers are at the table to resolve the issue.
- Remember that controversial projects are unlikely to receive funding; the intent of all parties is to resolve issues so projects can be funded.

## **Partners and Contact People**

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Points of contact for each jurisdiction are:

- Les Johnson, City of Enumclaw
- Steve Taylor, Muckleshoot Tribe
- Dennis Dowdy, City of Auburn
- Ann Martin, King County
- Allison Dobbins, Puget Sound Regional Council
- Seth Stark, WSDOT

## Partner Signatures

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By signing below, I am committing to participate in the study process on behalf of my organization and agree with the guidelines as discussed in this charter. Signing this charter does not commit my agency to a particular course of action or decision.

  
Dennis B. Dowdy  
City of Auburn

  
City of Enumclaw

  
King County

  
Muckleshoot Tribe

  
Puget Sound Regional Council

  
WSDOT  
KAMRON GULER  
WSDOT Urban Planning office