



Curtis Lueck & Associates

Transportation Planning  
Traffic Engineering  
Public Policy

## MEMORANDUM

To: Carmine DeBonis Jr., Director  
Pima County Development Services Department

Cc: Andy Gunning, PAG  
Cherie Campbell, PAG  
John Leosotos, PAG  
Robert Young, Pima County DOT  
Subhash Raval, Pima County DSD  
Brandon Matheson, Pima County DSD  
Lesley Lukash, Pima County Attorney Office  
Curtis Lueck, P.E., PhD, Curtis Lueck & Associates  
Ken Shackman, P.E., PTOE, Senior Associate

From: Marcos Esparza, P.E., PTOE  
Senior Associate

Date: December 19, 2007

Subject: **Regional Access Management Plan (RAMP)–  
Minutes from December 18, 2007 Project Kickoff Meeting**

CLA Project Number: 2007.36

The project kickoff meeting was held at the City of Tucson/Pima County Public Works Building in the first floor Pima County conference room. The following representatives from Pima County, Pima Association of Governments and CLA attended this meeting:

Pima County

Carmine DeBonis, Jr.  
(DSD)  
Subhash Raval (DSD)  
Brandon Matheson  
(DSD)  
Robert Young (DOT)

Pima Association of  
Governments

Andy Gunning  
Cherie Campbell

Curtis Lueck &  
Associates

Curtis Lueck  
Marcos Esparza  
Ken Shackman

The purpose of this meeting was to kick off the project with the principal project members. Curtis Lueck provided a short introduction on the development of the project and CLA's task of preparing the Project Management Plan.

Ken Shackman presented the draft Project Management Plan and said that the main purpose of the plan was to provide a set of guidelines that would be

consistent criteria for PAG member jurisdictions to follow in developing new, infill and redeveloped parcels. (These minutes do not include all of Mr. Shackman's presentation of the management plan, but does include the discussion of specific issues in Mr. Shackman's presentation).

As part of the Project Management Plan, Mr. Shackman said that Context Sensitive Solutions (CSS) would be included. Mr. Gunning recommended that we discuss CSS with Jim Daisa of Kimley-Horn as Mr. Daisa is an expert in CSS and is involved in the current Grant Road improvement project.

Mr. Raval said that there may be conflicting recommendations or policies in the local jurisdictions' access management documents. Mr. Lueck indicated that we would document any conflicts and work to resolve them in the plan.

Mr. Shackman outlined who the project participants could be from each agency. Mr. DeBonis recommended that Mr. Raval be assigned to the participation role that Carla Blackwell has in the draft Project Management Plan. Mr. Matheson would assist Mr. Raval. Mr. DeBonis also recommended that Lesley Lukach from the Pima County Attorney's office be included in the team for legal assistance with land use issues.

Mr. Gunning recommended that Cherie Campbell and John Leosotos be the day-to-day participants from PAG rather than him.

Mr. DeBonis recommended that the team work to involve the other PAG member jurisdictions in the funding and development of the project. Mr. Gunning recommended that he, Mr. DeBonis and Mr. Lueck discuss strategies to get the other jurisdictions involved, with Mr. Lueck taking the lead in this effort.

Mr. DeBonis said that the stakeholder group needs to include a broad representation of the access regulated community. He also recommended that representatives from the engineering and architecture community be included in the stakeholders group. Mr. Raval also recommended representation from Tucson Regional Economic Opportunities (TREO).

Mr. Raval recommended that in the Issues and Opportunities Paper (a plan deliverable), the issue of sustainable infrastructure and other materials should be addressed.

Mr. Lueck said that as part of the implementation part of the plan, plan "champions" must be identified to ensure success and compliance with the plan. These champions could be local, regional and/or state political representatives.

Mr. Shackman recommended that a website for the plan be developed and accessible through the PAG website.

Mr. Gunning said that there should be coordination with PAG Regional Transportation Authority standards. Mr. Matheson said that the access design guidelines in the plan should consider infill and redevelopment projects. Meeting participants agreed that each individual jurisdiction would need to approve the final design guidelines before they could be used in each jurisdiction. This was stated during the discussion of Work Task 9.

The participants agreed to review the draft project management plan and provide comments to Mr. Shackman by January 4, 2008. Mr. Lueck asked that each jurisdiction provide one set of comments to reduce the potential for conflicting comments from the same jurisdiction.

The participants agreed that January 17, 2008 at 8:30 am would be the next meeting date and time. Mr. DeBonis said that he would secure a meeting room.