

ACTION

DATE

COMMITTEE _____

M.A.P.C. Approved 8-27-70

B.C.C./B. CO. C. _____

DR 70-22 - OPERATIONS PLAN FOR
CONTINUING TRANSPORTATION PLANNING

WICHITA-SEDGWICK COUNTY

DATE
November 23, 1970

METROPOLITAN AREA PLANNING DEPARTMENT

TO Willard L. Stockwell, Chief Planner, Advance Plans
FROM Erik H. East, Junior Planner, Advance Plans
SUBJECT Review of Comments from the Department of Transportation
on the Operations Plan for Continuing Transportation Planning

The comments seem to fall into four categories, except for No. 1 and No. 6, which are statements of simple fact and are not critical of the Operations Plan. These two comments seem inappropriate in light of their context. Comments No. 2 and No. 3 should have been handled as one single comment. Eight comments deal with organizational problems. Nine comments refer to inaccuracies and three deal with subject clarity. Seven comments were directed to the two chapters supplied by the State Highway Department. Of these, four involved inaccuracies.

Classification of each of the comments were not based on comment validity, but only on subject matter.

Special note should be taken that these comments were not accompanied by a cover sheet or letter explaining the conditions of the federal approval or precisely what was to be done with the comments. Also notice that at no point in the comments is there any mention given to policy and procedural memorandum 50-9 under which this Operations Plan was developed.

NO. AND CLASSIFICATION

COMMENTS

No. 1 - no classification

A comment such as this seems very inappropriate because I do not believe that it really is critical of the Operations Plan. This comment is an undisputed fact amplified in, and incorporated as the fundamental purpose for the Wichita Operations Plan for Continuing Transportation Planning.

No. 2 - Inaccuracy

A comment such as this could only have been made by a person unfamiliar with the complete Operations Plan submittal. On page 2, paragraph 2 is a very clearly stated reference to the Work Program Design which was

NO. AND CLASSIFICATION

COMMENTS

No. 2 cont'd

a portion of the submittal. The Work Program Design describes each task in detail and establishes MAPD responsibilities over a five year period. The State Highway Department should develop and submit their own similar document covering both planning projects and capital improvements.

No. 3

Same as comment No. 2

No. 4 - Organization

The section that this comment refers to begins on page 49. An annual status report will be prepared each January covering all pertinent aspects of the continuing transportation ^{PLANNING} process.

No. 5 - Inadequacy

This comment probably deserves more attention than any of the others. In this area, mention could be made of A-95 review services performed by the MAPD. The functional classification study is of course the State's responsibility but the Operations Plan should probably have contained a description of the functional classification's purpose. The State should provide this.

No. 6 - No classification

A very astute and profound observation, but for whose benefit is it included?

No. 7 - Inaccuracy

This is probably a valid comment. The beginning sentence should read: "The informational needs of the transportation planning process can generally be divided into ten basic elements." This comment is a fair one, however it does not seem to be of great importance.

No. 8 - Organization

"Information concerning median family income" by O-D zone. Comments 8 and 9 appear to be a single comment.

and

Inaccuracy

NO. AND CLASSIFICATION

COMMENTS

- | | |
|--|---|
| No. 9 - Organization | Scope, surveillance, maintenance and forecasting are closely allied functions and for this reason it would lead to confusion and redundancy to attempt to mention one function without the others. |
| No. 10 - Organization
and
Inaccuracy | Probably a valid comment. The third sentence in this paragraph should be rewritten. |
| No. 11 - Subject-Clarity | Appears to be a valid comment. Sentence should be rephrased on page 27. |
| No. 12 - Organization
and
Inaccuracy | Appears to be a valid comment. Sentence should be dropped. |
| No. 13 - Organization | Appears to be a valid comment. Not important enough to require changes. |
| No. 14 - Subject-Clarity | This comment is an insult! I suppose they know more about our internal affairs than we do. |
| No. 15 - Inaccuracy | This is probably a valid comment. They ought to know, they contrived the terminology. |
| No. 16 - Inaccuracy | No changes necessary on our part, but perhaps on the part of the State Highway Department. |
| No. 17 - Inaccuracy | This criticism is mentioned several times in other comments. This probably should be clarified. |
| No. 18 - Organization | This resulted from lack of coordination with Dave, but I do not think it is as important as the Feds say it is. It would certainly make their job easier if it was all in one document. I guess we are all lazy at heart. |
| No. 19 - Subject-Clarity | This is a valid comment which probably resulted from lack of coordination with Dave. |

NO. AND CLASSIFICATION

COMMENTS

No. 20 - Organization

No Comment

No. 21 - Inaccuracy

Probably requires some changes.

No. 22 - Subject-Clarity

These appear to be helpful suggestions.
We shall keep them in mind.

Comments 15 through 21 apply to the two chapters supplied by Dave. Comments 2 and 5 appear to be the most important because they cite that certain sections are inadequate. I think that the remainder of the comments really need not be taken too seriously. These items could be changed if we decide to update the plan in the future. Any attempt to make improvements as a result of comment No. 2 would require that the State Highway Department supply a detailed program of what they intend to do over the next year. Perhaps we should bring this to their attention as it would be useful in a lot of ways.

EHE:bh

ROBERT B. D. KING, Governor

State Highway Commission of Kansas

JOHN D. MONTGOMERY, Director of Highways
R. L. PEYTON, Assistant State Highway Director
JOHN D. McNEAL, State Highway Engineer



ROBERT P. HAGEN
Lawrence, Kansas
BOB KENT
Salina, Kansas
HENRY SCHWALLER
Flora, Kansas
KARL A. BRUECK
Paola, Kansas
GALE MOSS
El Dorado, Kansas
LOUIS KAMPSCHROEDER
Garden City, Kansas

STATE OFFICE BUILDING
TOPEKA, KANSAS 66612

October 28, 1970

Mr. Robert A. Lakin
Director of Planning
Metropolitan Planning Commission
City Building Annex
104 S. Main
Wichita, Kansas

Dear Mr. Lakin:

We are enclosing the comments concerning the Wichita Continuing Operations Plan that we received from the Federal Highway Administration.

I believe the agenda for the November meeting of the Technical Advisory Committee includes the discussion on the comments received from the FHWA. I am also enclosing a copy of a memorandum from Mr. E.D. Landman, Urban Transportation Planning Engineer commenting on the review of the FHWA which he will be able to discuss further with you at the TAC Meeting next Monday.

Yours truly,

A handwritten signature in cursive script, appearing to read "G.A. Sutton".

G.A. SUTTON, P.E.
Engineer of Planning & Development

GAS:jm
Enc.



October 28, 1970

MEMORANDUM TO: G.A. Sutton, P.E., Engineer of Planning & Development
FROM: E.D. Landman, P.E., Urban Transportation Planning
Engineer
SUBJECT: Wichita Area Planning Study--Continuing Operations
Plan

I have reviewed the comments received from the Federal Highway Administration concerning the Operations Plan.

It would be redundant to repeat each of the comments which the FHWA forwarded, but I would like to offer a few observations which the comments generated.

It appears that, with exception to several weaknesses, all of the elements of continuing planning are covered in the report. However, much of their concern was that the organization of the report needed improvement. For instance, the "Study Design" was used a number of times before it was explained. It would have been better to organize the Plan around the five elements of continuing planning rather than the ten elements which are required for a study to be comprehensive.

One element which we agree needs more detail is service. This was vividly pointed out recently by a request from an oil company for considerable planning information.

It would be very useful for each agency to know specifically to whom they could refer various requests for data or information.

As you know, there was no specific period of time for which the Operations Plan was approved. It was suggested that an annual review be made to check the validity of the Operations Plan. Therefore, it is my desire that we satisfy the comments of the Operations Plan by the middle of February of 1971.

After you have had time to read and analyze these comments, I will be glad to meet and discuss them with you.

E.D. Landman, P.E.
Urban Transportation Planning Engineer

EDL:jm
cc: Robert A. Lakin

REVIEW COMMENTS
WICHITA CONTINUING OPERATIONS PLAN
AUGUST 1970 EDITION

1. A continuing operations plan is a management document which clearly delineates responsibility for carrying out various work items contemplated in the continuing process.

2. We cannot discern a clear delineation of responsibilities of the various agencies participating in the Wichita program. Some studies have found that developing a detailed one-year work program provides a foundation for specific agency assignments.

3. The procedures for developing the detailed one-year program could be described in the operations plan in a general way so as to indicate how a detailed annual planning program will be prepared. This would allow the operations plan to have durability over time.

* 4. The status report of past and current activities should be a separate section rather than be included in the general discussion of the activities planned in the continuing process.

* 5. The operations plan needs to give additional attention to the service function of the continuing program. Service is primarily mentioned in terms of supplying data. Assistance to operating agencies responsible for implementing various proposals; evaluation of alternative development plans which may be proposed; assistance in developing State and Federal studies, such as the National Highway Functional Classification Study, are but a few of the many service functions being performed. *National Transportation Planning program*

6. The true effectiveness of the planning process will ultimately be measured by the extent of its contribution to proper project selection and design.

7. Page 11-last paragraph It is stated here that the transportation planning process can generally be divided into ten basic elements. The ten elements described are not generally referred to as the planning process but rather are the items for which inventories and analysis are required in the transportation planning process. The basic elements of the process itself would be such things as, collection and analysis of data (the 10 items), interpretation of data concerning existing conditions and historical growth, the establishment of community goals and objectives and the forecasting of future urban development and future travel demands. Further, the results of these technical processes should be closely coordinated with policy making and program administration and should be organized with the objective of achieving agreement on action programs founded on factual information.

8. Page 15-third paragraph It is stated here "updates will be made when major changes have occurred in any particular zone." It is not indicated what will be updated. Also, it is stated in this section, "it will be maintained by MAPD by extrapolating the past income and sector employment characteristics of each OD zone into the future." The extrapolating of data into the future is not a surveillance function. It is a forecasting function and more appropriately should be shown under that section later in the operations plan. In any event, extrapolating is not a maintenance function as stated in this sentence.

9. Page 16 - last paragraph Again here the discussion has shifted over to methods of forecasting. This is out of context with the major heading which is surveillance.

10. Page 17 - first paragraph under Land Use This is out of context by starting with a discussion of what is required in a major re-evaluation. The discussion should be addressed to the Land Use Surveillance Function. This paragraph is further confusing because it would indicate that an inventory of the location and intensity of existing land use would be made and then be distributed to small geographical areas. The distribution of land use to small geographical areas is a plan development function after forecasts of future land use demands are made. It is not part of the inventory or surveillance function.

11. Page 18 - first full paragraph There is variation in this discussion of the availability of current land use data and the discussion on page 27. We assume the latter refers to the Center City Study. This could be clarified.

12. Page 18 - first paragraph under Transportation Facilities This paragraph only refers to the surveillance of traffic volumes, but should more appropriately be an introductory paragraph to the total surveillance function. The monitoring of traffic volumes will not provide information on changes in trip characteristics and travel demand.

13. Page 20 - second paragraph The statement concerning the adoption of a collector street system is out of context in this paragraph. Also, we are not sure as to why the functional classification is considered as a surveillance function. Function classification is essentially a part of the service function.

✓ 14. Page 27 - first full paragraph It is indicated that the regulatory function has been given a position of prominence which is unwarranted. We would be inclined to disagree and consider this a major advantage of the MAPD program. Where else is it possible

for a regional planning program to also be in a control function?

15. Page 33 - first paragraph The level one reappraisal is not conducted to monitor the surveillance program. The level one appraisal is conducted to evaluate findings of the surveillance program, to determine if changes in urban development are in accordance with forecasts, and to evaluate the impact of the changes on the transportation system. The routine level one review is a significant input to updating short range improvement programs. Also the review establishes the scale of planning activity necessary in future years such as establishing whether or not a major review is necessary, or if a complete plan re-evaluation is necessary.

16. Page 34 - last paragraph It is indicated here that a major review of travel patterns and transportation needs necessitated revision of modeling procedures. Is this a correct statement? Isn't the real reason for revising modeling procedures stated in the second sentence in this paragraph?

✓ 17. Page 35 At the top of this page it is indicated that future travel patterns were established through assignment procedures. Generally the term travel patterns refers to the origin and destination of trips and not to the volumes on the assigned network. Link volumes do not provide information as to travel patterns.

18. Page 36 - first full paragraph It is here that the "Work Program Design" is first discussed in any detailed way yet the "Work Program Design" has been referred to many times earlier in the operations plan. It would seem appropriate to include this

discussion earlier in the operations plan so that it can be referred to with some knowledge in later sections of the plan, or better yet not be referred to at all so that the operations plan can stand alone.

19. Page 39 - first full paragraph This discussion is of little value without an understanding of the location of the various rings and the capabilities of ring 3.

20. Page 41 - first paragraph This is a redundant, although more detailed, discussion of land use forecasting. It appears to be out of context. Could it be included in the discussion on page 39?

21. Page 43 - second paragraph It is indicated that attractions derived from the trip generation equations are related to the actual travel patterns determined in the OD survey. Attractions are related to the trip ends from the OD survey rather than the patterns.

22. Page 49 Interesting and useful items in an annual report would include a discussion of surveillance items; indicate whether actual development and activity are in line with forecasts; progress toward implementing the recommended plan; and construction which has taken place not in accordance with the plan.

ROBERT B. DOCKING, Governor

State Highway Commission of Kansas

JOHN D. MONTGOMERY, Director of Highways
R. L. PEYTON, Assistant State Highway Director
JOHN D. McNEAL, State Highway Engineer



ROBERT P. HAGEN
Lawrence, Kansas
BOB KENT
Salina, Kansas
HENRY SCHWALLER
Hays, Kansas
KARL A. BRUECK
Paola, Kansas
GALE MOSS
El Dorado, Kansas
LOUIS KAMPSCHROEDER
Garden City, Kansas

STATE OFFICE BUILDING
TOPEKA, KANSAS 66612

October 5, 1970

Re:Wichita Area Planning
Study Continuing Opera-
tions Plan

Mr. Robert A. Lakin
Director of Planning
Wichita-Sedgwick Co. Metropolitan
Area Planning Department
104 S. Main
Wichita, Ks.

Dear Mr. Lakin:


We have received communication from the Federal Highway Administration advising that the Continuing Operations Plan for Wichita has been reviewed and found to be satisfactory to guide the continuing planning process.

The review resulted in a number of comments which should be helpful to the authors in providing a more complete description of the continuing planning process and will be forwarded to you as soon as they have been finalized.

This action completes the first stipulation made in Mr. McNeal's letter of September 10 pertaining to the Northeast Circumferential Route Study, as to the approval of the operations plan and upon receipt of the necessary resolutions from the city and county with respect to the route corridor as designated by the State Highway Commission, negotiations can then be undertaken immediately by the State Highway Commission to obtain the services of a consultant engineer mutually agreeable to all parties.

Yours truly,

R.L. PEYTON, P.E.
Assistant State Highway Director


G.A. SUTTON, P.E.
Engineer of Planning & Development

GAS:jm

cc:A. Price Woodard, Jr., Mayor
Earl Rush, Chairman, Sedgwick Co. Commission
Ralph Wulz, City Manager
Abner V.J. Jackson, Chairman, MAPC
Gale Moss, State Highway Commissioner
John D. McNeal, State Highway Engineer
A.A. Holmquist, Division Engineer



August 26, 1970

Wichita-Sedgwick County Metropolitan
Area Planning Commission
Robert A. Lakin, Director of Planning

Operations Plan for Continuing
Transportation Planning

DR 70-22

Enclosed is a copy of the Operations Plan for Continuing Transportation Planning. This document was approved by both the Coordinating Committee and the Technical Advisory Committee at their joint meeting on August 17, 1970. The Plan is being forwarded to the Planning Commission for review and comment at the meeting on Thursday, August 27, 1970

It is recommended that the MAPC approve the document and submit it, as written, to the State Highway Commission for their approval and submission to the Bureau of Public Roads.

Please bring your copy to the meeting on Thursday.

RAL:EHE:ber

Enclosure

August 26, 1970

Ralph Wulz, City Manager

Robert A. Lakin, Director of Planning

**Operations Plan for Continuing
Transportation Planning**

Enclosed is a copy of the new Operations Plan for your review and comment. This copy contains revisions that were suggested during the joint meeting of the Coordinating and Technical Advisory Committees on August 17, 1970.

The Plan will be submitted to the Planning Commission at its regular meeting on Thursday, August 27. Following the Planning Commission's acceptance of the document, it will be forwarded to the State Highway Commission and subsequently to the Bureau of Public Roads.

We expect that this draft of the Operations Plan will be final, subject to approval by the Bureau of Public Roads. We will keep you informed of progress on this matter.

RAL:EHE:ber

Enclosure

August 26, 1970

Earl E. Rush, Chairman, Board of County
Commissioners
Robert A. Lakin, Director of Planning

Operations Plan for Continuing
Transportation Planning

Enclosed is a copy of the new Operations Plan for your review and comment. This copy contains revisions that were suggested during the joint meeting of the Coordinating and Technical Advisory Committees on August 17, 1970.

The Plan will be submitted to the Planning Commission at its regular meeting on Thursday, August 27. Following the Planning Commission's acceptance of the document, it will be forwarded to the State Highway Commission and subsequently to the Bureau of Public Roads.

We expect that this draft of the Operations Plan will be final, subject to approval by the Bureau of Public Roads. We will keep you informed of progress on this matter.

RAL:EHE:ber

Enclosure

August 27, 1970

Mr. John D. Montgomery
Director of Highways
State Highway Commission of Kansas
State Office Building
Topeka, Kansas 66612

Dear Mr. Montgomery:

The Wichita-Sedgwick County Metropolitan Area Planning Commission, at its regular meeting of August 27, 1970, considered the proposed Operations Plan for the Continuing Transportation Planning Study. The Planning Commission has approved the Operations Plan as submitted to it, and has directed that it be forwarded to your office for consideration and for transmittal to the Bureau of Public Roads.

Sincerely,

Robert A. Lakin
Secretary

RAL:ber

cc: Abner V.J. Jackson, Chairman, MAPC
John McNeal
R. W. Morrissey
Glenn A. Sutton
Ralph Wulz, City Manager
Earl Rush, Chairman, Sedgwick County Commission

WICHITA-SEDGWICK COUNTY

METROPOLITAN AREA PLANNING DEPARTMENT

DATE
August 26, 1970



TO Ralph Wulz, City Manager
FROM Robert A. Lakin, Director of Planning

SUBJECT Operations Plan for Continuing
Transportation Planning

Enclosed is a copy of the new Operations Plan for your review and comment. This copy contains revisions that were suggested during the joint meeting of the Coordinating and Technical Advisory Committees on August 17, 1970.

The Plan will be submitted to the Planning Commission at its regular meeting on Thursday, August 27. Following the Planning Commission's acceptance of the document, it will be forwarded to the State Highway Commission and subsequently to the Bureau of Public Roads.

We expect that this draft of the Operations Plan will be final, subject to approval by the Bureau of Public Roads. We will keep you informed of progress on this matter.

RAL:EHE:ber

Enclosure

WICHITA—SEDGWICK COUNTY



METROPOLITAN AREA PLANNING
DEPARTMENT

AMHERST 2-0611 — AREA CODE 316
CITY BUILDING ANNEX
104 S. MAIN ST.
WICHITA, KANSAS 67202

August 17, 1970

Wichita-Sedgwick County Metropolitan
Area Planning Commission
104 South Main
Wichita, Kansas 67202

Gentlemen:

On August 17, 1970, a joint meeting between the Coordinating Committee and the Technical Advisory Committee was held in the Metropolitan Planning Commission Room of the City Building Annex, Wichita, Kansas. A quorum of each committee was in attendance.

After review and deliberation of the content of the document entitled Wichita-Sedgwick County Metropolitan Area Operations Plan for Continuing Transportation Planning, the document was approved and accepted as the official operations plan.


Chairman, Policy Committee


Chairman, Technical Advisory
Committee

AVJJ:RAL:bh

WICHITA—SEDGWICK COUNTY



METROPOLITAN AREA PLANNING
DEPARTMENT

AMHERST 2-0611 — AREA CODE 316
CITY BUILDING ANNEX
104 S. MAIN ST.
WICHITA, KANSAS 67202

August 13, 1970

Transportation Coordinating Committee
Technical Advisory Committee

Gentlemen:

Enclosed for your review you will find a copy of the revised
Operations Plan for continuing transportation planning.

At our meeting on August 17, we plan to discuss the Operations
Plan in detail so that necessary improvements may be made
before it is finally submitted to the Bureau of Public Roads
late this month.

Please bring your copy to the meeting.

Respectfully submitted,

Willard L. Stockwell, Secretary
Technical Advisory Committee

WLS:bh

Enclosure

ROBERT B. DOCKING, Governor

State Highway Commission of Kansas

JOHN D. MONTGOMERY, Director of Highways
R. L. PEYTON, Assistant State Highway Director
JOHN D. McNEAL, State Highway Engineer



ROBERT P. HAGEN
Lawrence, Kansas
BOB KENT
Salina, Kansas
HENRY SCHWALLER
Hays, Kansas
KARL A. BRUECK
Paola, Kansas
GALE MOSS
El Dorado, Kansas
LOUIS KAMPSCHROEDER
Garden City, Kansas

STATE OFFICE BUILDING
TOPEKA, KANSAS 66612

August 5, 1970

Mr. Willard L. Stockwell
Chief of Advanced Planning
Wichita - Sedgwick County
Metropolitan Area Planning Dept.
City Building Annex
104 S. Main
Wichita, Kansas 67202

Dear Bill:

I have sent draft copies of chapters titled "Reappraisal and Forecast Procedures" under separate cover for your review. Dean has reviewed the content of these chapters. I suggest that John Smith review the section on land use forecast procedures to assure that I have not altered his intended meaning through my editing of his (draft) "1990 Land Use Projections and Preliminary Development Plan."

Would you please send drafts of your chapters that we may review them prior to conferring with you again regarding the Operations Plan. I will tentatively plan to meet with you on August 12, 1970, to discuss final revisions of the draft copy to be delivered to Coordinating and Technical Committee members on August 13, 1970.

I have enclosed flow charts titled "Project Authorization and Pre-construction Activity Time Diagram" as you requested.

Yours truly,

G. A. SUTTON, P. E.
ENGR. OF PLANNING & DEVELOPMENT

David A. Schreiner

David A. Schreiner, Project Engineer
Urban Transportation Planning



DAS:jf
Encl.

ROBERT B. DOWLING, Governor

State Highway Commission of Kansas

JOHN D. MONTGOMERY, Director of Highways
R. L. PEYTON, Assistant State Highway Director
JOHN D. McNEAL, State Highway Engineer



ROBERT P. HAGEN
Lawrence, Kansas
BOB KENT
Salina, Kansas
HENRY SCHWALLER
Hays, Kansas
KARL A. BRUECK
Paola, Kansas
GALE MOSS
El Dorado, Kansas
LOUIS KAMPSCHROEDER
Garden City, Kansas

STATE OFFICE BUILDING
TOPEKA, KANSAS 66612

July 16, 1970

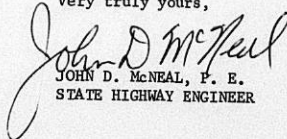
Mr. Robert A. Lakin
Director of Planning
Wichita-Sedgwick County
Metropolitan Area Planning Dept.
City Building Annex
104 S. Main Street
Wichita, Kansas 67202

Dear Mr. Lakin:

We thank you for forwarding a copy of the proposed work program for the Wichita-Sedgwick County Metropolitan Area. We are certainly pleased to see this important step in comprehensive planning in the Wichita area.

The report has been sent to the Planning and Development department with a request it expedite review of the program. That department will furnish you comments or suggestions which may result from its review and will be in touch with you concerning future coordination.

Very truly yours,


JOHN D. McNEAL, P. E.
STATE HIGHWAY ENGINEER

JDM:d1

cc: Mr. G. A. Sutton, Engineer of Planning & Development



WICHITA-SEDGWICK COUNTY

METROPOLITAN AREA PLANNING DEPARTMENT

DATE *Roy Jelle*
June 16, 1970



TO Ralph Wulz, City Manager, and
Earl E. Rush, Chairman, County Commission
FROM Robert A. Lakin, Director of Planning *RAL*

SUBJECT Status - Transportation Planning

Since last summer when we were notified that deficiencies existed which must be corrected if we were to continue to be certified for the Continuing Transportation Planning Process, several projects were begun to correct these deficiencies. Many did not get under way until late in the year after extensive conversations with State Highway and Bureau of Public Roads personnel.

More specifically, the following was to be accomplished:

- 1) Restaff in our Long Range Planning Division.
- 2) Extend projections to 1990 or longer.
- 3) Evaluate growth activity 1960-1970.
- 4) Develop detail work program.
- 5) Develop data base to put the program on a continuing basis.
- 6) Write and submit an acceptable operation plan.

Towards these ends, we have:

- 1) Reorganized the Department to place increased emphasis on "Advance Planning." A new division head has reported for work (position vacant 1 year). Hired a graduate planner with extra training in transportation to be available August 1. Only one major and one minor position remain vacant.
- 2) Evaluate growth for the last 10 years as a basis for evaluating goals and objectives relative to growth. Received informal concurrence as to the guided growth concept.
- 3) Researched and prepared population projections for 1990 and through year 2000. Established control figures for 1990 land use and are in process of making allocations by O-D zone for 1990.

Page 2 -- Ralph Wulz and Earl Rush
June 16, 1970

- 4) Completed a short and mid-range work program relating to the continuing planning process. This was prepared with consultation with the State Highway staff and Bureau of Public Roads staff.
- 5) Developed housing data and population data to accomplish 2) and 3). Developed the systemswork to obtain land based data on a continuing basis. Discussions as to its implementation are underway with County and other agency personnel.
- 6) Writing on the operations plan will begin this week now that the final draft of the work program is complete. It is anticipated that we will be able to request recertification during July.

In addition to the above, we have been (with supplemental funding from the State Highway Department) completing the coding work on the DIMES (Dual Independent Coding System) program to be used with the 1970 census data. We have also worked on many other studies not directly related to the transportation planning process. These include, among others:

- 1) Cheney Comprehensive Plan.
- 2) Model Cities Physical Improvements (Open Space Application.)
- 3) Beautification Program.
- 4) Neighborhood Delineation Plan.
- 5) Initial Housing Element - Final draft being reviewed.
- 6) Initial hearings on text new zoning ordinance.
- 7) Center City population report.

Discussion with Jordan (BPR), Sutton and Landman (SHC) indicate that they are satisfied with our progress towards recertification.

RAL:ber

December 31, 1969

Kansas State Highway Commission
State Office Building
Topeka, Kansas 66612

Gentlemen:

In the last two weeks local officials and interested citizen groups have met with Mr. Robert Morrissey of the Bureau of Public Roads discussing highway needs in the Sedgwick County area. We are advised that this area needs to make known its desires in terms of specific priorities for roadway construction in this area. We, the City Commission of the City of Wichita and the County Commission of Sedgwick County, hereby request that the State Highway Commission establish as the number one priority project (in addition to current interstate projects) the development of U.S. 54 (Kellogg) in the area between the Arkansas River and the Kansas Turnpike.

This particular section of road is already established in the Federal highway system and has the full agreement and concurrence of both governing bodies as to the need for its improvement. May we call your attention to correspondence between the Highway Commission through its then State Highway Engineer, Walter Johnson, and the then City Manager of Wichita, Russell E. McClure, concerning the scheduling of various sections of this route both for right of way acquisition and construction beginning in 1969-70 and extending through 1975. We believe the design concepts for the area between Washington and Rutan are well accepted by both local agencies and by the State Highway Department. We can

Mailed 1-6-70

RLC

**Kansas State Highway Commission
December 31, 1969**

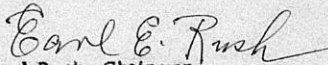
see no reason why immediate action should not be taken to place this route under construction. A tentative agreement between the City of Wichita and the State Highway Commission was reached as indicated in correspondence from Johnson to McClure, dated March 22, 1967, and reply from McClure to Johnson, dated April 6, 1967. The City of Wichita stands ready to meet its commitment for its share of the right of way with funds allocated and reserved specifically for this purpose in its capital improvement program.

No apparent progress has been made in meeting the tentative schedules established by the Highway Commission. We believe it is time to move these projects forward as scheduled.

We will be happy to have representatives of both Commissions appear at any meeting with the Highway Commission to discuss this matter in greater detail with you.

Respectfully submitted,

Donald K. Enoch, Mayor
City of Wichita


Earl Rush, Chairman
Sedgwick County Board of Commissioners

cc: John D. McNeal
State Highway Engineer
Gale Moss, Commissioner 5th District
El Dorado, Kansas
John D. Montgomery
Director of Highways
R. L. Peyton
Assistant State Highway Director

Roy Mock

November 13, 1969

Robert A. Lakin, Assistant Planning Director

H. Roy Mock, Planner II, Long Range Planning Division

Transportation Work Items

Some time ago you asked that I draft an outline in preparation for assembling an Annual Report of the Wichita-Sedgwick County Metropolitan Area Planning Department for the CTPP. In turn, this was accomplished, forwarded to you and a copy is also enclosed for reference. Now, the question arises on how you desire to proceed with this project. Is the outline satisfactory? Wouldn't it be better to wait until the end of the calendar year to compile this information?

In regard to street inventory, I have reviewed the Procedural Manual for Determining Needs on Municipal Streets for the State of Nebraska, which could be adaptable for this area. Also, I have talked with Charles Myers who tells me that this inventory could be compiled using the Census Address Coding Guide System or the DIMES System, when developed for the area. At this point, I believe that a meeting should be held between representatives of this department, Traffic Engineering Division, the City Engineer, the County Engineer, and the State Highway Commission to determine what information is needed, how it is to be gathered, and in what form it is to be compiled. Then an engineering needs study could be developed to assist in compiling future CIP's for the City or the Metropolitan area.

Please let me know how you want to proceed on these items.

HRM:bh

Mock

November 13, 1969

Wichita-Sedgwick County Metropolitan Area
Planning Commission

Robert A. Lakin, Assistant Planning Director

Overall Work Program - Continuing Transportation Program

Inasmuch as we have been without the services of a Director, a Senior Planner in charge of Long Range Planning and a Transportation Planner for a period of from four to twelve months depending upon position, it is my recommendation that the Planning Commission solicit proposals from consultants in the Kansas and Oklahoma area to perform work which would generally meet the attached outline for preparation of an overall 3-5 year work program, a 36 month detail work program, and an operations plan for the continuing transportation program.

It is my opinion that the following two firms are the most competent within this area. These are Oblinger and Smith, Consultants, Wichita, Kansas; and Hudgins, Thompson, Ball Associates, Inc., Oklahoma City.

If the first firm were selected, Maurice Miller, their chief Planner, who was Senior Planner in our Long Range Division and who has been working in close cooperation with the State Highway Commission on other projects, would be doing the work. The firm of H.T. & B. of Oklahoma City does have with it two full AIP members in Glen R. Turner, their vice president for planning, who was the director for the Metropolitan Area Planning Commission of Tulsa prior to joining this firm, and Bob Middleton. Turner does not do too much work individually any more, and it is expected that Bob Middleton would probably be the individual designated to work on this type of project. Bob Middleton is a highly capable planner from the St. Louis area, with previous experience in Indianapolis. The only disadvantage I can see with the Oklahoma firm is that: 1) they are out of state, and 2) they do not have the working relationship with the State Highway Commission that Maurice Miller does.

After you have had an opportunity to read the attached, I would like to meet with you and see how you would like to proceed in the selection of a consultant. It is my recommendation that we submit a letter to both of these firms, asking them if they are

Page 2 - Metropolitan Area Planning Commission
November 13, 1969

interested in the work and if they are in a position to do the work if such an award were made. If they are, then I would like to have the Commission select one of the two as the firm to negotiate a contract with and in the month of December negotiate a contract, using reclaimed salaries as the funding source for this work. If there are any questions in terms of the material, please call.

DAL:ber

Attachment

cc: Earl Rush, Chairman
Sedgwick County Commissioners

Ralph Wols
City Manager

Glenn Sutton
State Highway Commission

Meeting - Re: Northeast Circumferential Freeway, October 10, 1969,
10:00 a.m.

Planning Commission Room
104 South Main
Wichita, Kansas 67202

U.S. Bureau of Public Roads:

R. W. Morrissey
H. A. Willard
W. T. Jordan

State Highway Commission:
Gale Moss

State Highway Department:

John D. McNeal
W. H. Ogan
R. R. Biege, Jr.
G. A. Sutton
A. A. Holmquist
E. D. Landman

Sedgwick County:

Earl E. Rush
Elmer S. Peters
Tom Scott
G. C. McLure

City of Wichita:

Jack H. Greene
Walt Keeler
Ralph Wulz
R. W. Bruggeman
B. E. Smith

Wichita-Sedgwick County Metropolitan Area Planning Commission:

Bill Goebel
Al Hennessey
Ron Wilkinson

Wichita-Sedgwick County Metropolitan Area Planning Department:

Robert A. Lakin
H. Roy Mock

Greater Downtown Wichita:

Bruce McClure
Dick Price

MR. ROBERT LAKIN opened the meeting by introducing Mr. John McNeal, State Highway Engineer, who had requested that a meeting be called to discuss the Northeast Circumferential Route. MR. MCNEAL briefly outlined the past history of the Northeast Circumferential Freeway and pointed out that the State Highway Commission had directed the Highway Department to proceed with additional planning studies to determine a corridor for the Northeast Circumferential Route. He said that it was now necessary to review the goals and policies (including the Land Use Plan) in regard to actual development and whether these goals and policies are the same as those expressed in 1964 when the Comprehensive Transportation Plan was developed. It was pointed out that the study recently completed now requires additional study because neither the public was in agreement with recommendations nor had the County agreed upon the recommendations. MR. MCNEAL explained that additional study was also necessary because recent policy changes requiring that two public hearings be held for all Federal-Aid Highway projects. He also stated that in addition to the engineering considerations some 23 socio-economic items must be reviewed.

MR. MCNEAL said that on the recent study of the Northeast Circumferential, the Bureau of Public Roads paid 50% of the cost, the State Highway Commission paid 25% of the cost and the City and County (by MAPC) paid 25% of the cost. The original contract was for a total of approximately \$78,000, however only the first phase (approximately \$30,000) was completed prior to termination of the contract. MR. MCNEAL then said that with rising costs and the additional criteria which are now necessary to study, the location study would now probably cost approximately \$150,000 to \$160,000 total, and that the development of design and right-of-way plans would be in addition to that amount.

Continuing, he went on to say that the State Highway Commission was now converting the Wichita data to the "gravity model" for the Wichita Transportation Study. These traffic assignments were originally based on the "opportunity model". It was stated that although these assignments are not easily converted, they could be ready for use by July 1, 1970.

In regard to the previous study, MR. MCNEAL stated that all the information in the study would be used but would be reconsidered in line with the new guidelines. He said that the final recommendation might actually be the same as that in the first study,

but the study itself would not be the same. A time element of 15 months after the beginning of the study was proposed as the completion date.

MR. RALPH WULZ, City Manager of Wichita, then questioned whether or not a complete restudy of land use would be included within the study and it was explained that it would not be included. However, it was pointed out that based on the reevaluation of goals and objectives and land use allocation it may be necessary for some restudy of the Comprehensive Plan to be completed before the Northeast Circumferential Study could proceed.

Then, MR. MCNEAL discussed some of the future aspects of some of the proposed suggested routes, their advantages and their disadvantages. He also pointed out that any number of new alternates could be studied as a result of what might be said at the public hearing.

MR. DICK PRICE, Chairman of the Roads Committee, Greater Downtown Wichita, representing the business community, emphasized the fact that the community is now concerned with the lack of modern roads in this area. In turn, MR. ELMER PETERS, Sedgwick County Commissioner asked what the status was of the joint resolution between the City and the County which was sent to the State Highway Commission. MR. GALE MOSS, State Highway Commissioner, answered by saying that it was now a question of local priority on the four routes that were suggested to be added to the State Highway System. He continued by saying he understood that the Northeast Circumferential was the first priority of the Community and that it appeared at this time that the Northeast Circumferential was the most logical project to pursue because it does meet the qualification of a connecting link on the State Highway System and could therefore qualify for State and BPR funds. He pointed out that an additional Federal-Aid program for urban highways had been discussed in Congress and would most likely follow the existing Interstate program. This program, as he understood it would be called an Urban program, would not become effective until the Interstate Highway System was completed. It could include all those freeways in urban areas which are not now a part of the Interstate System. He stated that local bodies, in turn, should support the Urban system in Congress.

There was a discussion as to action of the City in buying right-of-way for the Inner Loop. WULZ said that he felt the City of Wichita should continue to protect this right-of-way in order to have a better chance for designation to any future Urban

Page 4

system. MOSS agreed.

After a short discussion it was agreed by MESSRS KEELER, GREEN, PETERS, RUSH AND SCOTT that the State Highway Department should send to Mr. Wulz, a copy of a resolution which the State Highway Commission had adopted. Wulz would present a Resolution based on the State's language to the City Commission on Tuesday, October 14, 1969. Then, it could be forwarded to the County Commission for their action on Wednesday, October 15, 1969, if they so desire.

The meeting adjourned at 12:00 noon.

ROBERT B. DOCKING, Governor

State Highway Commission of Kansas

JOHN D. MONTGOMERY, Director of Highways
R. L. PEYTON, Assistant State Highway Director
JOHN D. McNEAL, State Highway Engineer



Ch. Harold C. Schreiner

ROBERT P. HAGEN
Lawrence, Kansas
BOB FENT
Edina, Kansas
HENRY SCHVALLER
Hays, Kansas
KARL A. BRUECK
Topeka, Kansas
CALE MOSS
E. Dodge, Kansas
LOUIS KALFSCHEIDER
Garden City, Kansas

STATE OFFICE BUILDING
TOPEKA, KANSAS 66612

July 9, 1969

Mr. William J. Goebel
Chairman
Wichita-Sedgwick County Metropolitan
Area Planning Commission
325 South West Street
Wichita, Kansas

Dear Mr. Goebel:

The Operations Plan review has been received from the Bureau of Public Roads' Division Office and most of the comments are those which we anticipated and discussed in Technical Advisory Committee during the March meeting. As presently written and submitted, the Operations Plan has been approved until December 31, 1969. Before that date, it will be necessary to submit a revised Operations Plan.

It is inferred in the Bureau of Public Roads review comments that we may have obscured or bypassed the basic meaning of the Operations Plan. It is to be a work program, a tool for self-direction, a statement of the agency commitments and the planning goals of Wichita to be judged by the Bureau of Public Roads. The plan which we submitted contained too much theory, ideal planning; not the actual occurrences of the Wichita-Sedgwick County Metropolitan Area Planning Department and the State Highway Commission. The ideal vs. actual brings another question to the foreground; when will the information system discussed actually be implemented? It is proper to include discussion of the proposed information system but if the system is not scheduled for implementation in the near future, submittal of an Interim Operations Plan, pre information system, to discuss interim data sources and procedures may be required.

It has been noted that the organizational and administrative relationships need to be resolved; County, City, Committee, State, Inter-Departmental relations. Mr. C. Bickley Foster relayed his feelings on this subject at the last Technical Advisory Committee meeting. The latest issue of the Metropolitan Area Planning Department newsletter displayed one of the organization charts which should be a portion of the Plan, however,

July 9, 1969

further supporting narrative delineating the working relationships of the agencies and committees is necessary. How do all of the Agreement stipulations fit together into a planning process?

The Operations Plan's chapter concerning surveillance lacks sufficient detail. Is the surveillance discussed, mainly items pulled from the agreement, occurring now? Is it interim surveillance or surveillance for inclusion in the information system? The anticipated scheduling for data collection should be included in the Plan. Why are each of these items being collected? Where do they fit into the planning process in Wichita? What are the absolute responsibilities of each agency in terms of time, cost, and staff? These questions, as all others, should be answered for internal definition, not as an answer to a Federal Agency.

The Study Design Manuals begun in 1967 were noted and included as an appendix in the Operations Plan, yet these Manuals have laid dormant almost from the day of inception. Comments received note that these Manuals could be the source for specifics concerning surveillance - if they were done.

We stated in the Operations Plan that our study was in need of major review. Comments from the Bureau of Public Roads suggest a need for a Level 3 review, re-appraisal from their analysis of the entire plan narrative. The two levels of review were discussed as follows in the Operations Plan: A Major Review consists of zonal or subsectional analyses which disclose distinct comparisons of previous forecasts. These more detailed procedures establish renewed checks of the equation calibrations which in addition should be checked against current ground counts. A Major Review should be completed at least every five (5) years. A Plan Reevaluation should be made every ten (10) years. A reevaluation exceeds the functions of surveillance. It necessitates major work items such as recalibration of land use models, defining and producing correlative traffic models, a parking inventory, or a home interview origin-destination study. Reevaluation further implies examination of goals and community attitudes, and a financial priority program in addition to the comprehensive review of the elements of continuing planning.

From our own description, I would agree with a reevaluation. We lack knowledge concerning the specifics used in the Opportunity Model for Wichita since records are of input and output only and all manipulation and computation records remain with the Consultant. We need to re-work and re-generate the model and obtain some current distributions. Our land use distribution is of an outdated nature. We need the capabilities for current distributions. The need for research toward and implementation of land use models is evident. These factors denote Level 3 review. Many similar comments concerning the state of planning in Wichita were presented by Housing and Urban Development and Bureau of Public Roads representatives at the June 13th meeting.

July 9, 1969

Our Operations Plan made a one paragraph mention of Service. The only comment here is - expand it. Who is to provide what services and where will the services be available - specifics. Should each agency distribute information upon request or is it a joint effort with one distribution point? Once again, these items need to be discussed in the Plan.

If there is one immediate requirement, it is an annual report. Not only did we not discuss an annual report adequately, we did not prepare an annual report following submittal of the Operations Plan. An annual report is also our tool to report the progress of the planning program to the public. In view of this, it is necessary to include more than the trend graphics as in the Status Evaluation of 1967. Plan implementation or incompatible growth or construction should also be incorporated. An annual report must be an integral part of the program and it must be sensitive to the needs of the program.

Plans for use of the 1970 census data should be included in the Plan. Extensive work is being done and should be discussed in the Plan.

The objective of the Operations Plan is to establish direction for the flow of work and communications between agencies or sections involved in realizing a sound planning product for Wichita. Who is responsible for transportation planning in Wichita? Who is responsible for each phase of the planning process? Is it really being accomplished? What are we going to do? When will it be done? These are the questions to be answered by an Operations Plan. It is not expansion of instructions for planning as issued by a Federal Agency. It is a statement of intention to be reviewed by the Bureau of Public Roads to judge the acceptability of our planning procedures as stipulated for justifying construction expenditures.

In view of the foregoing review comments and in light of recent discussions with Housing and Urban Development and Bureau of Public Roads representatives, it is obvious that definite action needs to be initiated to refine the Operations Plan and revitalize the Transportation Planning Process for the Wichita Metropolitan Area.

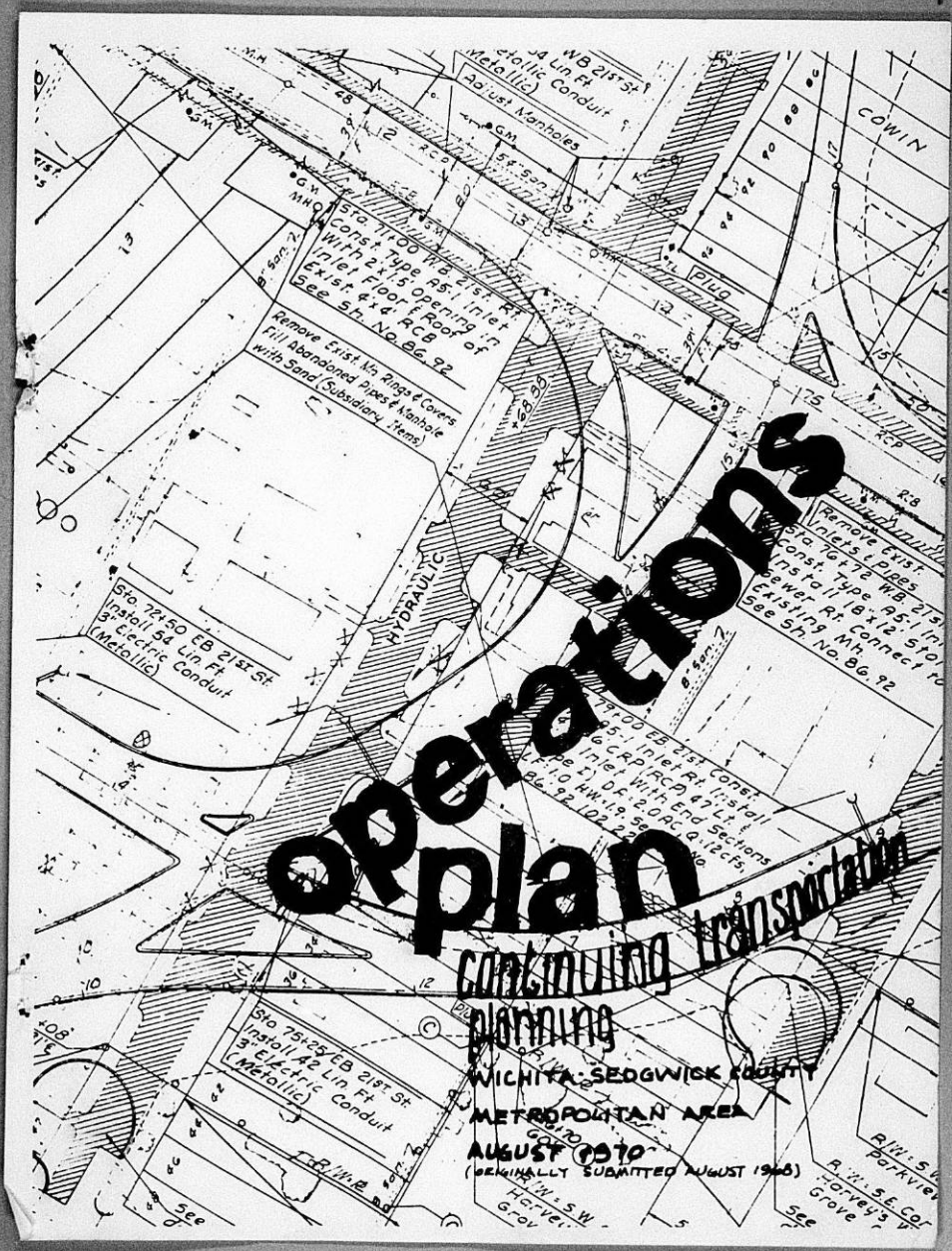
Very truly yours,



G. A. SUTTON, P.E.
Engineer of Planning & Development

DAS:cm

cc: Mr. R. L. Peyton, Assistant State Highway Director
Mr. Robert LeMin, Assistant Director, Metropolitan Area Planning Department
Mr. Ralph Wulz, City Manager, Wichita
Members, Metropolitan Area Planning Commission
Members, Transportation Coordinating Committee



Operations plan

Continuing
Planning

WICHITA SEDGWICK COUNTY
METROPOLITAN AREA
AUGUST 1970
(ORIGINALLY SUBMITTED AUGUST 1968)

WICHITA-SEDGWICK COUNTY METROPOLITAN AREA
OPERATIONS PLAN
FOR
CONTINUING TRANSPORTATION PLANNING

August 1970
(originally submitted August 1968)

Prepared by the
Metropolitan Area Planning Commission
and the
State Highway Commission of Kansas

In cooperation with
U.S. Department of Transportation
Federal Highway Administration
Bureau of Public Roads

Table of Contents

Page

Introduction

Continuing Transportation Planning
EDA Assistance
Overview of the Operations Plan

Organization

General Background
Coordinating Committee
Technical Advisory Committee
Citizen Advisory Committee
Staff Support

Scope and Surveillance of Transportation
Planning Elements

Comprehensive Planning
Transportation Planning
Economic Factors
Population
Land Use
Transportation Facilities
Travel Patterns
Terminal and Transfer Facilities
Traffic Control Features
Zoning Ordinances, Subdivision
Regulations, Building Codes
Financial Resources
Social and Community Value Factors

Reappraisal

Status Evaluation
Major Review
Reevaluation

Forecast Procedures

Land Use
Travel Patterns

Procedural Development

Annual Report

Appendix

- A. Memorandum of Agreement
- B. Bylaws of Coordinating Committee
- C. Bylaws of Technical Advisory Committee

List of Maps, Charts and Tables

Page

Maps

- #1 - Kansas and Sedgwick County
- #2 - The Study Area
- #3 - Regional Boundaries
- #4 - Wichita's Location
- #5 - Incorporated Areas

Charts

- #1 - Organization for Transportation Planning

Tables

- #1 - Variable for Generation Equations

INTRODUCTION

Continuing Transportation Planning

On May 3, 1968 the United States Bureau of Public Roads (BPR) issued Instructural Memorandum 50-4-68 which required all urban transportation studies in the continuing phase to complete by September 3, 1968 an Operations Plan sufficiently comprehensive to delineate tasks, organizations and financing necessary to carry out the continuing planning program. Specifically, the instructural memorandum stated that the Plan should contain the following items:

- A. An outline of the organizational structure for performing continuing planning, including related committees.
- B. An outline of the scope of continuing planning with a breakdown of the functional and financial responsibilities of all participating agencies.
- C. A description of the surveillance methodology to be employed identifying changes in land development and travel demand, including assignment of responsibility for providing inputs to the various models.
- D. A description of the land use and travel forecasting procedures to be utilized, including the specific information required for the various analyses.

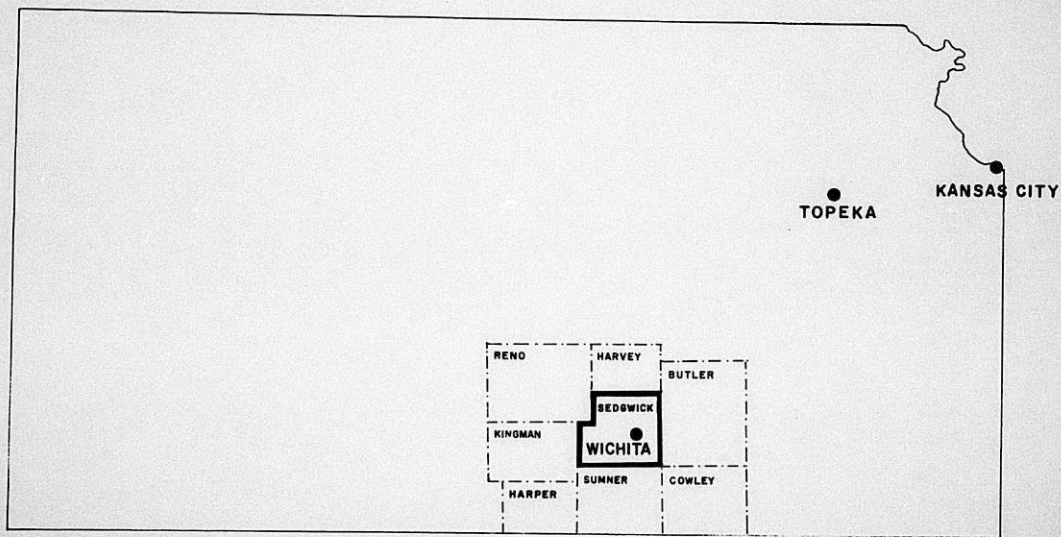
E. A description of any work remaining to be completed on the ten basic elements (PPM 50-9, paragraph 5) including a schedule for completion of the work.

In accordance with the BPR's request, the Wichita-Sedgwick County Metropolitan Area Planning Commission and the State Highway Commission of Kansas jointly prepared an Operations Plan which was officially submitted in August, 1968. Following their review of the Operations Plan, the Bureau of Public Roads notified the State Highway Commission that the Operations Plan would be an acceptable document to continue transportation planning in the Wichita area until December 31, 1969, but that significant revisions and a general updating of the plan would be necessary after that date for continuation of federal assistance in transportation related programs and activities.

The Operations Plan submitted herewith is an updated version of the Operations Plan submitted in 1968. This Plan provides evidence of progress in comprehensive planning over the last two years. Transportation planning in the Wichita-Sedgwick County area (Map #1) is carried out through the cooperative efforts of the MAPD and the Kansas Highway Commission, both agencies of which have permanent staff for transportation planning. A Work Program Design* outlining short and long range tasks for the next five years has been completed and accepted by the Planning Commission. This document will serve as a guide in reevaluation of the Transportation Plan.

*Work Program Design, for the Wichita-Sedgwick County Metropolitan Area Planning Department. Prepared by The Oblinger-Smith Corporation, May 1970.

KANSAS AND SEDGWICK COUNTY



MAP I

EDA Assistance

The economic condition of Sedgwick County has deteriorated seriously in the last year and unemployment has increased to nearly 11% (July, 1970). The U.S. Economic Development Administration (EDA) has officially recognized the Wichita SMSA (Sedgwick and Butler Counties) as an economically depressed area and plans are underway locally to prepare an areawide development plan which will enable Wichita and Sedgwick County to receive federal assistance. Staff support for preparation of the EDA plan will be supplied by the MAPD if requested.

Overview of the Operations Plan

The Operations Plan is divided into six sections. The first section describes the organization required to accomplish continuing transportation planning. The second section deals with each of the ten transportation planning elements and briefly describes the scope of the various studies as well as the functional, financial and surveillance responsibilities of the respective agencies. Section three deals with the provisions for reappraisal. Section four describes the forecasting procedures to be used for land use and travel prediction. Section five describes the development of new procedures, and the final section contains an outline for an annual report.

ORGANIZATION

General Background

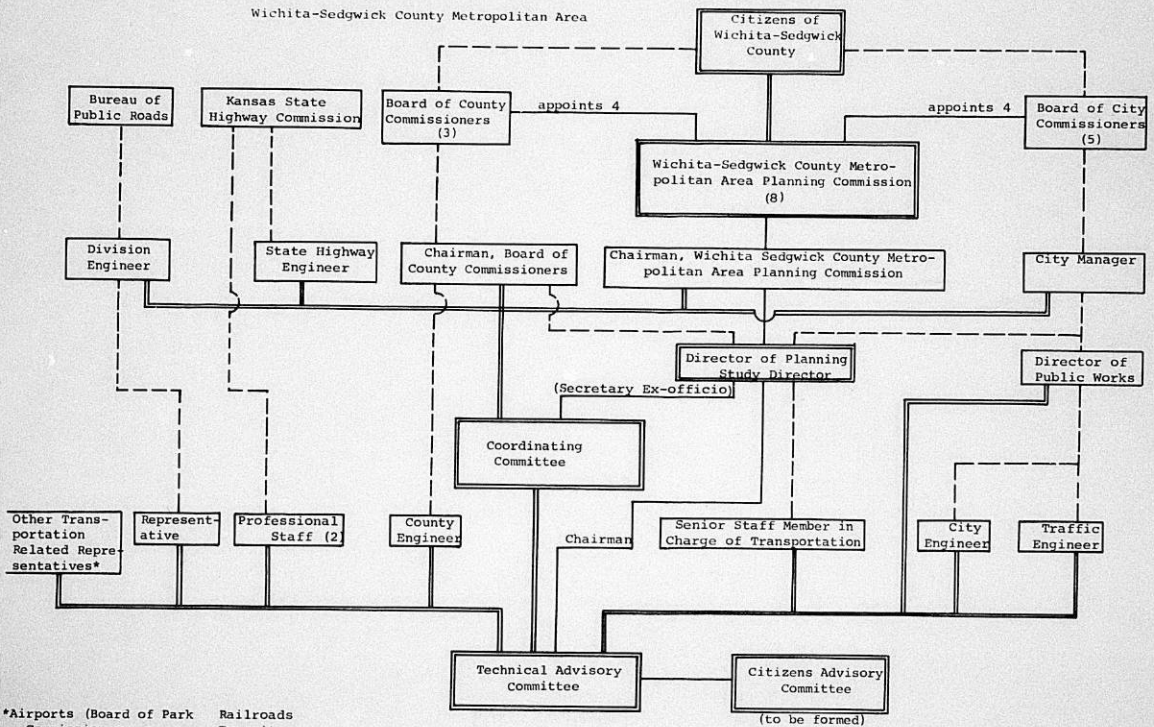
Comprehensive transportation planning was initiated in Wichita in 1959 through joint efforts of the City of Wichita, Sedgwick County and the State Highway Commission. A stimulus for cooperative planning was provided in 1962 by the Federal Highway Act which required cooperative, comprehensive and continuing transportation planning in all urban areas with population of 50,000 or more. After July 1, 1965, programs for projects in any urban area were not to be approved unless such projects were based on the transportation planning process. On April 30, 1965, the State Highway Commission and the Planning Commission for the Wichita and Sedgwick County Metropolitan Area entered into an agreement (Appendix A) establishing a continuing comprehensive transportation planning process. A transportation plan was prepared and adopted in 1965.

The transportation planning program is the responsibility of and directed by the Wichita-Sedgwick County Metropolitan Area Planning Commission with the advice and cooperation of the State Highway Commission. In order to fulfill the transportation planning objective, three committees have been provided for: a Coordinating Committee, a Technical Advisory Committee and a Citizen's Advisory Committee (Chart #1).

ORGANIZATION STRUCTURE OF THE CONTINUING COMPREHENSIVE
TRANSPORTATION PLANNING PROCESS

for the

Wichita-Sedgwick County Metropolitan Area



*Airports (Board of Park Commissioners
Board of Education
River Navigation
Railroads
Transit
Butler County Engineer
FAA

Chart #1
8-10-70

Coordinating Committee

The Coordinating Committee is to provide policy determination for the use of the Planning Commission in the conduct of the continuing transportation study and in turn, has the responsibility to adopt a study or program, coordinate study efforts, and approve and release final reports. The membership of the Coordinating Committee consists of policy making officials or their representatives with the Director of Planning serving as Secretary. The bylaws for the Coordinating Committee are in Appendix B.

Technical Advisory Committee

The Technical Advisory Committee provides technical advice and assistance to the Coordinating Committee and the participating agencies involved in the conduct of continuing transportation planning. The Director of the MAPD serves as Chairman and the Urban Transportation Planning Engineer of the Kansas Highway Commission serves as Vice Chairman, with additional members consisting of technical personnel as specified in the TAC bylaws (Appendix C).

Citizen Advisory Committee

A Citizen Advisory Committee is being formed. This body will be representative of all jurisdiction in the planning area and special effort is being made to include those civic groups with particular interest in transportation planning. The MAPD will assist the Citizen Advisory Committee in organizing and becoming a functioning body.

Staff Support

It is the responsibility of the MAPD with the advice and cooperation of the Highway Commission to direct the transportation planning program. The MAPD has recently reorganized and added staff to give greater attention to transportation planning. The accepted Work Program Design emphasizes the importance of updating the base data and completing a Level Three Plan Reevaluation. The Highway Commission, mainly through its Planning and Development Department, serves as an advisory body to the Planning Department and takes major responsibility for the travel pattern investigations and predictions. Other transportation related agencies within the Wichita-Sedgwick County Area, such as the staff of the City Traffic Engineer and the County Engineer provide technical assistance and periodic staff support for special studies.

SCOPE AND SURVEILLANCE OF TRANSPORTATION PLANNING ELEMENTS

Comprehensive Planning

The decision-making process for development is much more enlightened when planning for development occurs prior to the development itself, either in the private or public sectors. This is the primary importance of comprehensive planning.

The MAPD is the designated comprehensive planning agency for the City of Wichita and Sedgwick County, an area of 1,009 square miles and 347,928 persons (1970). The agency has the responsibility for areawide review of all applications for federal assistance (A-95). The MAPD is also responsible, with assistance provided by the Highway Commission and to a lesser degree other local agencies, for transportation planning within the region.

A new work program has been written and approved as the official guide for the actual tasks and studies needed to ensure a continuing as well as comprehensive planning process. This document outlines the continuing transportation planning elements in proper context to comprehensive planning and provides a realistic time schedule for each phase.

Transportation Planning

Transportation planning, including all modes of transportation, and considering both the movement of people and goods, is just one element of overall comprehensive planning.

The five-year work program calls for a complete reevaluation of the 1965 adopted Transportation Plan. A level three update (as defined by the BPR) will begin in 1970 and be conducted over the next three to five years.

The study area for the reevaluation will be determined through analysis of recent growth patterns, population change, and employment shifts. As a minimum, the 1965 Mechanical Forecast Area (Map #2) will again serve as the study area, but more probably the area will be expanded to encompass recent growth and that area expected to be urbanized in 20 to 30 years. Analysis zones, such as origin and destination (O-D) zones will be determined from 1970 census data and recent land use data. Tract boundaries will be coterminous with O-D boundaries wherever possible.

The transportation planning process can generally be divided into ten basic elements. Each of the elements can be further subdivided to the desired level of detail. The following sections briefly describe the scope of each element and the method of surveillance that will be employed to monitor changes. In addition, it will indicate the primary agency responsible for each of the elements.

Economic Factors

Economic factors are important in transportation planning because of the close relationship between work and travel. In

Economic Factors (Cont'd)

the early and middle 1960's, an economic base study and economic projections were prepared for the metropolitan area. Since that time, economic projections have been updated by the MAPD. Due to the fact that Sedgwick County is recognized by the Economic Development Administration as an economically depressed area, this item is most important at this time.

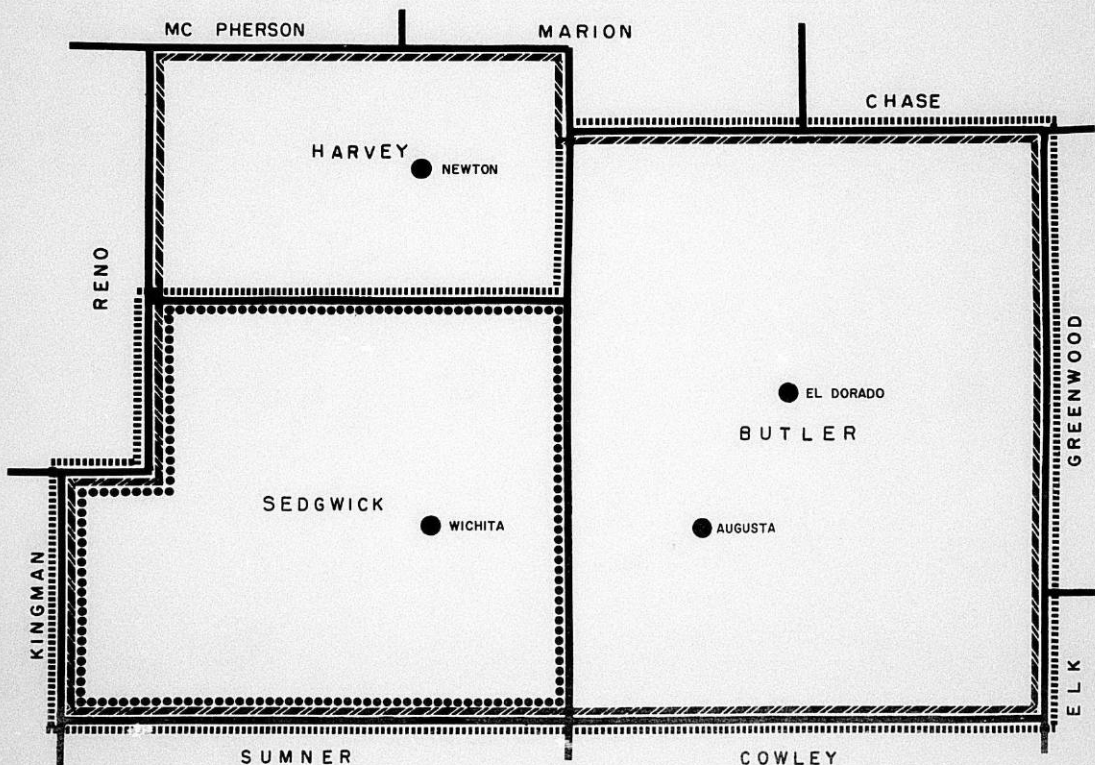
The Work Program Design calls for an update of the economic base study in the fall of 1970 (Work Item II G) which will be the responsibility of the MAPD.

Employment and Labor Force. Data concerning employment and labor force is reported monthly by the Kansas State Employment Service for the Wichita SMSA. Employment statistics will be obtained by Standard Industrial Classification Code. The MAPD will be responsible for continuous surveillance of employment conditions as well as maintaining the confidentiality of all employment data.

Retail Sales. The amount of retail sales in a particular area is an important indicator of the number of trip-ins that will be made by shoppers. Retail sales data is currently available on a countywide basis in monthly reports issued by the Center for Business and Economic Research at Wichita State University.

To be effectively utilized, retail sales must be available on an O-D zone summary level. Developing this level of data from sales tax payments requires an allocation process.

REGIONAL BOUNDARIES



----- SOUTHEAST CENTRAL REGION 04
KANSAS DEPT. OF ECONOMIC DEVELOPMENT

..... SMSA
..... TRANSPORTATION PLANNING AREA

Economic Factors (Cont'd)

The allocation will be accomplished by commissioning the Sedgwick County Assessor to gather (during his annual business assessment) data on the number of employees and retail floor area by type of establishment. By utilizing a combination of this information, the MAPD will allocate annual average and peak months retail sales to the various O-D zones.

A copy of the retail sales data will be available through the MAPD Urban Data Library.

Housing. The cost of housing will be used as an index to provide income data by O-D zone or census tract. The 1970 census data concerning both income and cost of housing will serve as an indication of current values as well as base for projecting future costs. The MAPD will utilize residential assessment information provided by the County Assessor to maintain and update housing information annually.

The MAPD has been contracted by the Model Cities Agency to research housing data for the study area and produce both a catalogue of housing items and a monthly summary of housing availability.

Income. Income information is currently available on a County or SMSA basis from three sources: The U. S. Department of Commerce, Sales Management and the decennial census.

The information concerning median family income will serve as a basic input to the transportation planning process.

Economic Factors (Cont'd)

This information will be summarized by O-D zone as part of a special summary of information to be produced by the Bureau of Census for the Bureau of Public Roads. It will be maintained by the MAPD by extrapolating the past income and sector employment characteristics of each O-D zone into the future. Updates will be made when major changes have occurred in any particular zone. An areawide reappraisal will be made at least every five years with the MAPD conducting a sample survey to determine the current income breakdown for providing the future basis for income allocation. The information will be made available in the MAPD Urban Data Library.

Vehicles Per Household. The number of vehicles available to each household is a prime variable used in any transportation modeling or planning process in determining trip generation. The number of automobiles per occupied household will be available on a 15% sample basis from the 1970 census. The MAPD will obtain vehicle registration data from the State Department of Motor Vehicles. Copies of this data will be available in the Urban Data Library.

Population

Both a current estimate and a forecast of population is needed for transportation studies. Estimation of future land use and travel demand is dependent on reliable population data.

Population (Cont'd)

The MAPD plans to acquire 1970 census summary tapes and utilize the population data as a base for future forecasts. Population data rapidly deteriorates in value following the decennial census and it has been a major problem for most urban areas to keep this data updated for small geographical areas. Wichita is fortunate that it is provided with an annual enumeration of population in those years which the decennial census is not taken. This annual survey is provided by the Sedgwick County Assessor. Each year he collects data on each person of the household by address, age, sex and race.

The MAPD has completed a forecast of population for 1990. This study which was completed in 1970 utilizes three methods of forecasting: (1) the cohort survival; (2) an employment relationship method ; (3) and a step down ratio method. New forecasts will be made every five years or whenever necessary.

Surveillance of the population projection is accomplished by employing the County Assessor's annual enumeration.

The MAPD services requests from the public and other agencies for population related data.

Land Use

The major reevaluation of the adopted Transportation Plan will require updated land use. Specifically, this will involve an inventory of the location and intensity of existing land

Land Use (Cont'd)

use activities and the analysis of past trends. It also requires distribution of land use to small graphical areas, such as O-D zones. This inventory will be the responsibility of the MAPD.

In conjunction with scheduled activities in information systems, it is planned that County Assessor data records be utilized in obtaining an updated land use file. The "Standard Land Use Coding Manual" will be utilized for identifying and recording the detailed use.

The surveillance and continual updating of land use changes is the responsibility of the MAPD. This is accomplished in the following manner:

1. The MAPD regulations and zoning section maintains observation of all development in the City and County requiring MAPD or Planning Commission action;
2. The City's Central Inspection Division maintains records on the changes in land use and violations of the City Code; and
3. The County Zoning Administrator's office maintains records on the changes in use and violations of the County regulations.

Because current land use was unavailable, an interim forecast of 1990 land use was recently completed utilizing 1960 data. This forecast recognized development and growth which had taken place between 1960 and 1968. The land use forecast and preliminary development plan contains land use assignments

Land Use (cont'd)

for each O-D zone in the Wichita urbanized area as well as an estimate of the number of dwelling units in each zone. This forecast should suffice until such time as current land use information becomes available.

Transportation Facilities

The transportation planning process requires monitoring of travel volumes for all important modes of transportation. The purpose of monitoring is to provide data concerning current volumes as well as changes in trip characteristics and travel demand. Such information is necessary as an input for travel prediction models and as a check on basic assumptions and system performance.

Inventory of System. In 1967, the Highway Commission compiled an inventory of facility geometrics for the urbanized area in response to requirements of the TOPICS program. The respective engineers, i.e., City, County, and State, maintain records of new construction and periodically update the inventory.

Capacity. Capacity calculations are the responsibility of the Highway Commission and the respective local engineers. Capacity calculations are updated prior to assignment of traffic to computerized networks. Capacity data will be forwarded to the MAPD and maintained in the Urban Data Library.

Transportation Facilities (Cont'd)

Volume Counts. Surveillance of highway traffic flows are maintained by the Highway Department. The City Traffic Engineer and the County Engineer carry on continuous counting programs for updating information about traffic flows on arterials within their respective jurisdictions. The Highway Commission makes special volume counts as required to supply data for reappraisal of the model. In addition, the State maintains four permanent counters at strategic locations in Wichita. Volume count information will be provided to the MAPD to enable it to function as a centralized data repository for the servicing of data requests.

Speed Study. The BRP trip assignment package requires travel time data for each link of the selected system. To calculate travel time it is necessary to first measure average speeds on the arterial system. Both peak-hour and off-peak speeds are estimated.

The Highway Commission and the City Traffic Engineer jointly perform speed studies as required. A map showing the average speed by each link of the functional system is maintained in the Urban Data Library.

Functional Classification. The purpose of a functional classification of streets is to categorize all streets. By classifying a street by its function, it will then be possible to evaluate whether the design of the street fulfills the functional needs. In 1968, a Functional Classification of Streets and Minimum Street Design Standards report was prepared

Transportation Facilities (Cont'd)

by the MAPD. In turn, in September of 1969, an existing functional street classification system was prepared for submittal to the State Highway Commission and to the Bureau of Public Roads. Also, in January of 1969, a collector street system was adopted as an amendment to the transportation plan. A preliminary 1990 Functional Classification is being prepared.

In the Work Program Design, work items concerning the future street network, including a functional classification of streets, is to begin in late 1971 and will continue through 1974 (Items II H-1 through 8).

Mass Transportation. Mass transportation is an important element of the Metropolitan Area's transportation system. Planning, surveillance and review functions for mass transportation are the responsibility of the MAPD. The Metropolitan Transit Authority provides assistance in these matters by gathering basic data which is supplied to the MAPD for its service and analysis functions. In 1969 the two agencies jointly studied and prepared a capital improvement program for mass transit. The Work Program Design calls for an additional study in 1973 (II H-13).

Airports and Air Travel. It is essential that air travel needs be studied as a part of the total transportation system. The number of enplaning passengers at Wichita Municipal Airport increases annually. The trade area for the Municipal Airport probably extends at least 100 miles in each

Transportation Facilities (Cont'd)

direction (Map #4). In 1963, the MAPD prepared a general aviation needs study which was used in the 1965 transportation study and plan. Monitoring of this plan is the responsibility of the MAPD. Surveillance data is provided annually to the MAPD by the Board of Park Commissioners (administrative agency for the Municipal Airport) on the actual operation of the Wichita Municipal Airport. The following items of data are provided:

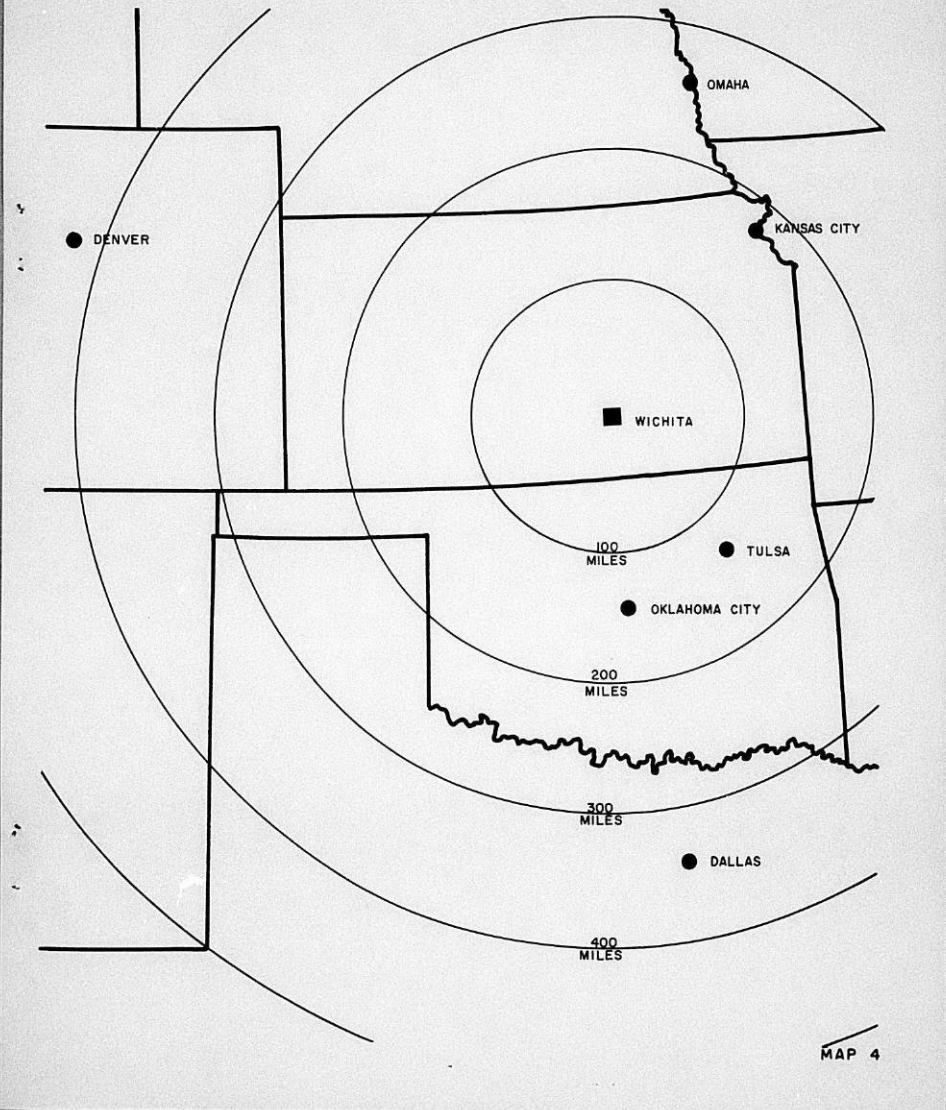
1. Aircraft operations
2. Traffic movements
3. Passengers - enplaned and deplaned
4. Cargo

Surveillance of auto traffic volume and circulation patterns in the airport area is the responsibility of the City Traffic Engineer. Data is provided to the MAPD on a continuing basis. The Work Program Design, (Item II H-12) calls for major review in determination of airport transportation access and airport facilities. The Work Program Design also contains a major review in the form of a general aviation airport needs study (Item I H-14).

Action has been initiated by the MAPD to submit an application to the FAA for participation in the new federal program for airport planning and construction. The MAPD envisions a planning program covering Sedgwick County and contiguous counties that are dependent on Wichita for air travel.

Water Transportation. The study of improving the Arkansas River for water transportation, presently being conducted by the Mid-Arkansas Valley Development Association (MAVDA)

MAJOR CITIES OF THE PLAINS



Transportation Facilities (Cont'd)

will be monitored by the MAPD (Item II H-6). A feasibility study for extending river navigations to Wichita was completed by the MAVDA in 1966.

Travel Patterns

The Highway Commission is responsible for research and analysis of travel patterns. This investigation is broken into three distinct but interrelated studies: (1) generation which results in the prediction of future trips by zone; (2) distribution which projects trip interchanges between zones; (3) assignment which simulates trips on the future network and thus allows an evaluation of the performance of the system.

The surveillance of travel patterns is accomplished through monitoring land use changes, employment trends and population density. Traffic volume counts are maintained by the Highway Commission and the Traffic Engineer.

The Highway Commission provides the MAPD with documentation regarding generation, distribution and assignment and the data is available to other agencies through our Urban Data Library.

Terminal and Transfer Facilities

The important modes of travel in the planning area include bus, plane, truck, rail and automobile. Terminal and transfer facility studies for each mode are handled as special studies followed by periodic reappraisal as needed. The MAPD is

Terminal and Transfer Facilities (Cont'd)

responsible for assembling and analyzing all appropriate transportation data. A repository and library for such data is being established by the MAPD in order to provide centralized servicing for data requests. The MAPD will continue to function in a surveillance role with the appropriate agencies providing assistance by collecting and reporting mode information on a periodic basis.

The MAPD will inform the TAC of any expected inadequacy of plans or facilities. The Work Program Design describes the organizational and financial responsibilities for eight studies to be carried out between 1970 and 1973. This will establish or continue comprehensive planning for the element of the terminal and transfer facilities.

Parking Facilities. Parking studies are the responsibility of the MAPD, the City Traffic Engineer, and the Highway Commission. The City Traffic Engineer provides inventories of city owned facilities and on-street parking. Parking studies have been carried out in 1961 and in 1969 as elements of the continuing Center City Study program. The Work Program Design calls for a complete special parking study to be conducted in 1971 (Item II H-10). Surveillance and reappraisal of parking conditions is a continuous function of the MAPD and the Highway Commission.

Truck and Railroad Terminal Facilities. Facilities for the trucking and railroad industry are studied as an element of the total transportation plan. Responsibility for this

Terminal and Transfer Facilities (Cont'd)

portion of the transportation system will be taken by the MAPD. The Highway Department and other public and private agencies will assist by providing appropriate data. The Work Program Design calls for a complete analysis of freight movements, including terminal facilities, by 1972 (Item II H-9).

Other Terminal Facilities. Special studies are performed for bus and air terminal facilities.

Traffic Control Features

Traffic control features are currently being inventoried and studied by the City Traffic Engineer and the Highway Commission. A street inventory, existing traffic laws and ordinances, traffic operation practices, traffic capacity, classification of traffic, traffic counts, and accident analyses are necessary for review of future needs and programs. Data concerning the frequency and locations of traffic accidents is collected and maintained by the Wichita Police Department, the Sedgwick County Sheriff's office and by the Kansas State Highway Patrol. The City of Wichita is participating in the federally funded TOPICS* program which provides funds for the study of traffic control improvements.

Zoning Ordinance, Subdivision Regulations, Building Codes, etc.

Zoning ordinances, setback requirements, subdivision controls, together with building codes are basic techniques

*Traffic Operations Program to Increase Capacity and Safety

Zoning Ordinance, Subdivision Regulations, Building Codes, etc.
(Cont'd)

used to control community development. In 1963 and 1964, prototype zoning regulations were prepared and are now being finalized into a new zoning ordinance which should be completed within three to nine months. During the preparation of the new zoning ordinance, land use information within the city has been updated and will be utilized in revising zoning district boundaries.

The regulatory function is one which is involved primarily with the administration of zoning and subdivision applications. This is an activity which is closely governed by law and which requires precise scheduling in accordance with statutory requirements. There is little flexibility in the time schedule within which these activities must be considered. Public interest is centered around the regulatory activity of the MAPD. This tends to give the regulatory function a position of prominence which is unwarranted. It is imperative that this function be maintained within reasonable bounds in terms of the proportion of the department resources which are devoted to it.

The subdivision regulations officially concurred in by the Sedgwick County Board of Commissioners and the Wichita Board of City Commissioners became effective July 1, 1968. These regulations apply to the platting of land in the unincorporated area of Sedgwick County plus all land within the City of Wichita. Provisions allow other cities to adopt

Zoning Ordinance, Subdivision Regulations, Building Codes, etc.
(Cont'd)

their own subdivision regulations or request that Wichita-Sedgwick County subdivision regulations be made applicable to their jurisdictions.

The Central Inspection Division of the Wichita Public Works Department is responsible for enforcing City building codes. Building permits are issued by Central Inspection and conformance to zoning regulations is regulated through this division. Sedgwick County maintains similar control of building activities through the Building Engineer. The MAPD is presently studying methods of acquiring local building permit data for planning purposes.

Financial Resources

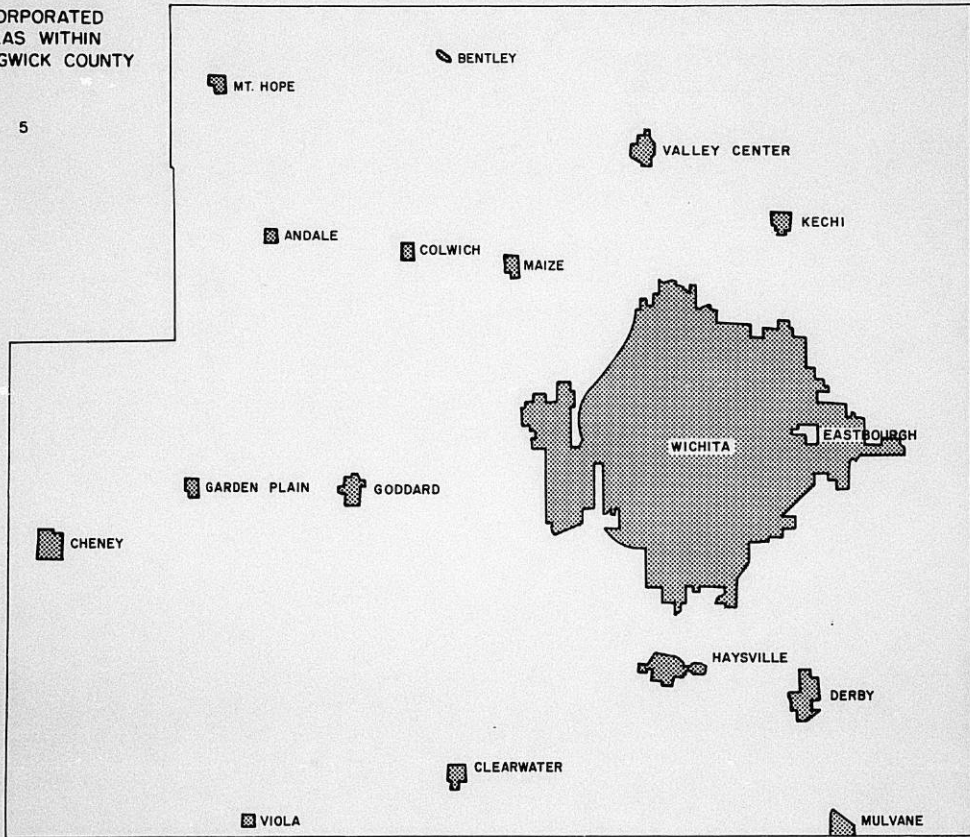
The construction of future transportation facilities will require the expenditure of vast sums of money. The forecast of financial resources provides a measure against which future transportation systems can be compared.

A capital improvement program (CIP) is prepared annually by the City of Wichita. Data from the CIP will be incorporated in a more comprehensive financial resources study, which is scheduled for completion as a part of the accepted five-year work program (Item III F). Briefly, the financial resources study will:

- (1) inventory expenditures for transportation related purposes for a ten year period;
- (2) determine the overall financial condition of local governmental units with specific reference to debt limitations and taxing restrictions;

INCORPORATED
AREAS WITHIN
SEDGWICK COUNTY

MAP 5



Financial Resources (Cont'd)

- (3) forecast expected revenues from all participating levels of government.

Surveillance of financial resources will be accomplished through special monitoring by the MAPD. A complete reevaluation will be completed every ten years.

Requests for transportation fiscal data will be serviced by the MAPD. Copies of the CIP and other fiscal data will be maintained in the Urban Data Library.

Social and Community Value Factors

Open Space, Parks and Recreation. The preservation and enhancement of open space, in anticipation of future development, as well as the preservation of historical sites and buildings, must be taken into consideration in the development of transportation plans. Each of these factors has been discussed in the Open Space, Parks and Recreation Plan, adopted by the Planning Commission in July of 1966. In addition, an Urban Beautification report entitled Toward A More Livable City was adopted by the Planning Commission in 1970. The MAPD cooperates with the Park Department in formulating a continuing park and recreation plan and is directly responsible for all amendments or additions to it.

Included in the Work Program Design (Item II K) is a wild life resources study, which will investigate the extent and location of wild life in order to determine the needs and desire for protection of nesting, bedding and feeding areas. This report will be prepared in 1971 by the staff of the MAPD,

Social and Community Value Factors (Cont'd)

with the assistance of the State Forestry, Fish and Game Commission and the Sedgwick County Extension staff. In addition, the Work Program Design calls for an archaeological and historical study (Item II L). The purpose of this work item is to suggest a program through which the history of the region can be investigated, evaluated and preserved. Local and state historical societies are to assist the MAPD during both the planning and implementation stages of this project.

The Work Program Design calls for a community facility plan (Item II C) to be prepared in 1974. Among the elements of this plan are a park and recreation facility program, an environmental corridor protection program, a historical site preservation study and an archaeological site preservation study. This report is to be completed by the MAPD.

Flood Potential and Evaluation. Flood potential has been considered in the projection of land use and the location of transportation facilities. Flood and flood plain information is provided by the Wichita-Sedgwick County Flood Control Division.

Neighborhood Delineation. In July 1970, the report Neighborhood Delineation in the Wichita Metropolitan Area was published and accepted by the Planning Commission. Natural boundaries, man-made barriers, school boundaries, land use agglomerations, housing characteristics, location of com-

Social and Community Value Factors (Cont'd)

munity facilities and existing administrative boundaries were all taken into consideration in delimiting neighborhoods. Neighborhood boundaries were identified in order to provide a logical framework for studying existing and potential physical, social and economic needs. Work has been initiated for the preparation of five neighborhood plans. As explained in the Work Program Design (Item II O), neighborhood planning is a continuous work item resulting in detailed plans for each selected neighborhood.

REAPPRAISAL

Status Evaluation

Level one reappraisal, annual review, is conducted to monitor the surveillance program. It is beneficial to gauge urban activities annually even throughout periods of major review and plan reevaluation. The 1967 Status Evaluation of the 1985 Wichita-Sedgwick County Metropolitan Area Transportation Plan indicated general trend agreement for the control totals of population, employment, manufacturing employment, aircraft and parts employment, and vehicles miles by sector. Significant divergence from forecasts had occurred in retail sales, air passenger carrier operations, and enplaned passengers.

Urban growth trends were reviewed again in 1969. A US-54 corridor volume analysis was developed depicting projected volumes for 1975 and 1985 overlaid with 1968 annual average daily traffic. Dwelling unit growth patterns previously forecast were plotted on a zonal basis and related to the 1968 Functional Classification urban-in-fact boundary. Marked variations were noted in each analysis. A westerly growth exceeding that anticipated was evident both in traffic and in residential land use.

Major Review

The digression from anticipated activity intensity or locational use characteristics dictated initiation of a major review.

Regardless of the extent of compliance with forecast values, a major review should be conducted every five years. Land use allocations and the corresponding traffic generated by those activities should be examined on a zonal basis. The transportation study advanced to and is currently engaged in major review.

A dwelling unit count for 1969 was conducted, tabulated, displayed, and analyzed on a zone and sector basis. Tabulations of the 1960 urbanized area land use and the prior projections of land uses, other than residential, to 1975 and 1985 were retained as control totals with extension of their trend lines to 1990. Residential estimates were revised to reflect increased multi-family popularity and housing densities. Zonal distributions of each land use were projected for the 1990 forecast year.

Major review of travel patterns and transportation needs necessitated revision of modeling procedures. Technical data and documentation regarding use of the opportunity model in the 1960 Wichita Study was inadequate for continued use. Conversion to the gravity model and its associated procedures was accomplished for the interim transportation plan. The 1960 land use was statistically correlated with categorized trip and activities, stratified from the origin-destination survey data, to derive trip generation equations. A 1960 transportation network compatible with assignment procedures was calibrated using survey

trip tables and trip distribution was simulated following calibration of gravity models for the varying trip purposes. These generation equations were applied to the 1990 land use allocations and future travel patterns were established through assignment procedures.

The square mile zones used for the 1960 study are currently being used with the major review activities because of the data base. However, anticipating the generation of a journey to work trip table from the 1970 census 15% sample, a new zoning system is being prepared. Utilizing 1970 census tracts as major boundaries and recognizing the results of the recently adopted Neighborhood Delineation Report, zonal units of homogeneous land area will be determined for use in future traffic analysis. Equivalency tables will be submitted to the Bureau of the Census for generation of trip tables for each zoning system. It will be necessary to correlate 1970 information with the analyses of 1960 information, however, to advance the state of transportation planning it will be advantageous to aggregate the census trip tables according to a more appropriate zoning system which can be used for future evaluations.

Reevaluation

Reevaluation has been initiated concurrent with major review to provide the detailed investigation necessary to

insure a comprehensive continuing transportation plan. Major review elements just completed will provide a base for continuing planning within the lag period necessary to complete the reevaluation phase. Essentially, the reevaluation activities will be kept off line as the capability will exist for traffic assignment to alternative networks during this time.

Without regard for plan validity, reevaluation should be scheduled at least every 10 years. Presently adopted long-range plans are based on data which are 8 to 12 years of age and a reevaluation therefore becomes necessary. Viewing these factors, a work program was prepared and accepted by the Wichita-Sedgwick County Planning Commission. The Work Program Design presents a recommended work program following analysis of past and present planning activities as they relate to federal planning requirements and local planning needs and goals. Sixteen work items directly involving transportation are described, costed, and related to the entire planning process within the 1970-74 time period. An integrated transportation plan is to be realized during phase III of the project, Preparation of the Comprehensive Plan, beginning in 1974.

The transportation work items are titled:

- H-1 Inventory of Street and Highway Network System
- H-2 Estimation of Trip Productions
- H-3 Estimation of Trip Attraction at the Non-Home Trip End
- H-4 Estimation of year 2000 Trip Distribution Patterns
Using the Gravity Model

- H-5 Establishment of Goals, Objectives and Criteria for Street and Highway Network
- H-6 Development of Alternative Street and Highway Network Systems
- H-7 Assignment of Trips to Proposed Street Network System
- H-8 Evaluation of Alternative Street and Highway Network System and Recommendation of Adopted System
- H-9 An Analysis of Freight Movement Within the Wichita Metropolitan Area
- H-10 Parking Requirements and Facilities
- H-11 A review of the Adequacy of Intercity Ground Transportation Passenger Terminals
- H-12 Determination of Airport Transportation Access and Airport Facilities
- H-13 An Analysis of Public Transportation Facilities
- H-14 General Aviation Airport Needs Study
- H-15 Rail Movement Study
- H-16 Consideration for Arkansas River Waterway and Impacts of Land Use.

Transportation work items as described within the Work Program Design will provide direction for the activity and accomplishment of the continuing transportation process during this period of reevaluation. Preceding initiation of each work item a procedural manual will be written cooperatively by the technical staff to be involved and approved by the Technical Advisory Committee.

FORECAST PROCEDURES

Land Use

Land use for 1975 and 1985 as projected in 1960 was based on the guided growth concept as were the recently completed 1990 projections.* These projections served as the control totals in allocating the various land uses to the individual O-D zones.

The residential area projected for 1990 is less than what had been projected for 1985 and reflects the recent trend of multiple family units. The considerable increase in commercial land area reflects the spread of shopping centers and shopping areas around the city. The commercial, the transportation, communication and public utilities, and the streets and alleys projections were based on the extension of the 1975-1985 trend line to 1990. The wholesale, the manufacturing, the public/semi-public, and the public open space projections were based on the actual 1960 acres-per-thousand population as applied to the 1990 estimated Mechanical Forecast Area (MFA) population of 483,818 (Map # 2).

A base map of the 1960 land use was prepared to correspond with the 1960 urbanized area land use figures. To this base

*Definition of Guided Growth Concept - The "Guided Growth Concept" refers to the more efficient and logical land development which occurs under properly written and enforced building, subdivision and zoning ordinances.

was added the growth to 1968 as taken from the 1968 aerial photos. The 1960-1968 growth pattern was used as the primary determinant in showing the direction of growth to 1990. The balance of the area filled in as 1990 growth was based on this trend, major known or proposed development, and judgment.

It was assumed that Ring 3 would in fact be developed by 1990 in accordance with its capabilities. Major or significant changes not previously accounted for were reflected in the 1990 projections. From the gross area of commercial, industrial and public, approximately 15% (based on recent land platting and development estimates) was added to transportation, communication and utilities with the remaining 85% to the respective land uses. This growth was added to the previously projected growth to get the total developed area for 1990 within Ring 3. No adjustment was made for residential use because 100 percent of the residential capacity figure was used as the 1990 residential figures. The 1990 Ring 3 development was then subtracted from the 1960-1990 increase to derive the remaining growth needed outside of Ring 3.

Since transportation, communication and utilities could not be readily measured on the map, a formula was derived to take a certain percentage of the four remaining land uses on a gross basis in order to obtain the added transportation, communication and utilities net figure. This procedure, was used in allocating all land use out of Ring 3.

Travel Patterns

Conversion to the gravity model and its related techniques is occurring during major review. Because of the magnitude of the work item and the desirability of working with a current data base, reevaluation is implied when changing modeling procedures. Due to the lack of data and documentation necessary for calibration and application of the opportunity model, it will not be utilized.

Home interview, external survey, truck survey and land use survey data from 1960 was accumulated and tabulated. Production-attraction trip tables were developed from the origin-destination information available. Trip ends by purpose were related to thousands of square feet of land use at the trip destinations. Trip generation categories were selected based on available data and the detail desired for major review. Statistical analysis was conducted using the stepwise regression methods available with BMD02R with the Bureau of Public Roads Urban Transportation Planning Battery.

Trip generation equation categories selected and the variables showing greatest correlation are as shown on Table #1. Home-based trips and external-internal trips receive attention at the production and the attraction end of the trips. Non-home based trips, and truck trips will be regarded on an origin-destination basis.

The procedure for totalling the 1990 developed area by O-D zone was as follows: The gross residential area shown on the map was divided into 59.7% net residential, 8.5% net public and 31.8% net transportation, communication and utilities. The commercial and industrial areas were each divided 85% for net area and 15% for transportation, communication and utilities. The public was added 85% for net and 15% for transportation, communication and utilities. To this net public figure was added 8.5% of the gross residential area to get the total public area. Transportation, communication, and utilities was then on a net basis derived by adding 31.8% of the gross residential, 15% of the gross commercial, 15% of the gross industrial, and 15% of the gross public as mapped.

The resulting 1990 developed area shows a significant amount of growth projected to take place to the west and south in addition to that taking place to the east and northeast. The net result is that growth to 1990 within the urbanized area should be for the most part rather evenly placed around the edge of the city.

Major changes in the growth patterns and policies have been reflected through the major review activities and the resulting projections provide the data base necessary for continuing transportation planning. Detail land use investigations, for the reevaluation phase of the study, are scheduled during Phase II

(1970-74) of the Work Program Design and a completed 30 year
development plan is included during Phase III.

:
:

Table #1

Variables for Generation Equations

Land Uses	<u>Dwelling Units</u>	<u>Commercial</u>	<u>Public Quasi Public</u>	<u>Manu- facturing</u>
GENERATION EQUATIONS				
Home-Based Work Productions Attractions	X	X	X	X
Home-Based Other Productions Attractions	X X	X	X	
Non-Home Based	X	X		X
External-Internal	X	X		X
Trucks				
Inside Ring 3		X		
Outside Ring 3	X	X		X

A selected network was coded using the BPR-UTPB format to represent a system which would balance with the square mile zoning. Calibration of the network was accomplished using standard BPR-UTPB procedures. Vine traces, paper screenlines, and selected corridor loadings were examined and adjustments made as necessary. Combined total purpose production attraction trip table loadings were used on the 1960 network for calibration.

Simulation of trip distribution for the base year was conducted using the GMCAL version of gravity model applications. Zone to zone time tables, updated through addition of terminal and intra-zonal times responsive to conditions within varying zones, were used as input. Trip length distribution and summaries of zonal attractions were used to derive travel-time factor curves for each of the five trip purposes. During the analysis, attractions derived from the trip generation equations were related to the actual travel patterns determined in the O-D survey.

Forecast procedures for 1990 were similar to those used in analyzing base year properties. Land use projections derived during major review were applied to the trip generation equations derived from base year data with consideration being given known forecast year special generators; i.e., county zoo, high schools, regional shopping centers, or regional parks.

Travel time factors previously derived were used with the 1990 zonal productions and attractions in a gravity model application to produce production and attraction trip tables by purpose which in turn were converted to origin destination trip tables. A 1990 through trip table, obtained by separate trend analysis, was combined with the other tables to provide a total purpose trip table. The forecast travel patterns were loaded on a network representing a balanced 1990 network inclusive of proposed additions to the transportation system.

Alternative network loadings and network evaluations will be a part of the continuing planning effort. Evaluation of the major review work is scheduled for immediate attention. Although 1990 network loadings have been accomplished, analysis of and forecasts for individual intersections will necessarily receive additional attention prior to release for design purposes.

Detail analysis of the home-based work trips will be engaged following receipt of the 1970 census journey to work data. Expansion of these data, based on a relationship between the journey to work trips and total trips, to simulate a complete trip table is planned with subsequent loadings compared with 1970 traffic volume counts.

Detail work items to be accomplished during the reevaluation phase of the planning effort, have been outlined in the Reappraisal section of this report.

PROCEDURAL DEVELOPMENT

The MAPD has been designated by the Highway Commission to participate in innovative research in transportation planning and, accordingly, the MAPD has decided to research the development of information systems, specifically as it relates to the supply of transportation planning data. A unique opportunity exists in Sedgwick County to develop an areawide information system for the following reasons:

- (1) MAPD has completed a one year, \$25,000 systems design study of a Land Use Information and Tax Billing System, which will provide the basic structure for a total information system.
- (2) The Sedgwick County Assessor has recently mechanized his personal property records, and is planning to mechanize real property records, as time and money permits.
- (3) The County Assessor is required to annually conduct a demographic survey.
- (4) The City of Wichita is presently assessing its computer needs for the future and will prepare a five year implementation phase.

- (5) Several City and County agencies are presently exploring their mutual needs for housing data.
- (6) The City of Wichita and the MAPD have a prior history in information systems, having participated in one of the original efforts known as the Metropolitan Data Center Project.
- (7) The Urban Information Systems Interagency Committee (USAC) is currently interested in development of municipal information systems.
- (8) An address coding guide is now available for the urbanized area.
- (9) Wichita participated with the Bureau of the Census in adding the DIME feature to the address coding guide.
- (10) The MAPD has made advanced preparation for extensive utilization of the U.S. Census summary tapes.
- (11) A total comprehensive plan revision is currently being planned for the area.

A system of street address surveillance will be developed which will maintain the address coding guide as an accurate file.

An inventory will be conducted of machine readable planning data. This survey will have the purpose of identifying sources of data and making it available to other agencies under controlled procedures. Data items will be ranked and priorities assigned for maintenance.

Land use data will be maintained continually by monitoring the Sedgwick County Assessor's real property files. The data will be coded to the three digit level and if possible to four digits. The land use parcel file will also serve as the basic structural organizer of the total information system.

ANNUAL REPORT

The MAPD will produce an annual report each January or February which will briefly describe the progress that has been made during the previous year in all areas of comprehensive planning. The report will serve as a non-technical, public information document for the purpose of improving communications and public trust in the planning process. A proposed outline for the annual report is shown below.

PLANNING FOR THE FUTURE Wichita and Sedgwick County

Comprehensive Planning

Goals (as stated by Chairman of Planning Commission)
Objectives (as described by Director MAPD)

Advanced Plans

Transportation
Continuing Transportation Planning
Mass Transit
Airports

Environment

Water
Sewer

Research

Economic
Social
Information Systems

Community Development

Current Planning
Neighborhoods
Small City Planning
Economic Development

Regulations

Zoning and Subdivision Regulations
Capital Improvement Programming
Annexation
Federal Grant Applications

Cooperation and Participation

Citizens
Other Agencies

Next Year

Needs
Programs
Benefits

The MAPD has initiated work on, or completed the following work assignments in the two year period since the submittal of the original Operations Plan in August 1968:

Reports or Projects Completed

Work Program Design
Initial Housing Element
City Beautification Plan
Neighborhood Delineation
1990 Land Use Forecast
Population Forecast to 1990
School Facilities Plan
Goals for Center City
Center City Population
DIME
Informations System Report Series
Short Range Plan for Transit Authority
Goddard Comprehensive Development Plan
Cheney Comprehensive Development Plan

Reports or Projects Underway

Housing Data Bank
Water Plan
Sewer Plan
Canal Route Hike and Bike Trail
North Wichita Thruway Design Study
Goals and Objectives
New Zoning Ordinance, City of Wichita
Martin School Neighborhood Plan

**continuing
transportation
planning**

OPERATIONS PLAN

september 1971

**wichita-sedgwick county
metropolitan area**

WICHITA--SEDGWICK COUNTY METROPOLITAN AREA
OPERATIONS PLAN
FOR
CONTINUING TRANSPORTATION PLANNING

September 1971

Prepared by the
Metropolitan Area Planning Department
and the
Kansas State Highway Department

In cooperation with the
United States Department of Transportation
Federal Highway Administration

STAFF PARTICIPANTS

METROPOLITAN AREA PLANNING DEPARTMENT

Robert A. Lakin
Willard L. Stockwell
Erik H. East

Director of Planning
Chief Planner
Junior Planner

CITY OF WICHITA

Ray Bruggeman
E. L. Cox
Paul B. Graves
Paul F. McGinnis
Dick Linn

Director of Public Works
Director, Park Board
Traffic Engineer
Metropolitan Transit Authority
City Engineer

KANSAS HIGHWAY DEPARTMENT

G. A. Sutton
E. D. Landman
Michael C. Connors

Engineer of Planning and Development
Urban Transportation Planning Engineer
Project Engineer

TABLE OF CONTENTS

INTRODUCTION..... 1

 A. Continuing Transportation Planning..... 2

 B. Overview of the Operations Plan..... 5

I. ORGANIZATION..... 6

 A. Coordinating Committee..... 6

 B. Technical Advisory Committee..... 8

 C. Citizen Advisory Committee..... 8

 D. Staff Support..... 8

II. SCOPE.....10

 A. Surveillance.....12

 1. MAPD Surveillance Responsibilities.....12

 2. City Traffic Engineering Surveillance Responsibilities.....15

 3. County Engineer Surveillance Responsibilities.....16

 4. State Surveillance Responsibilities.....16

 B. Reappraisal..... 17

 1. Level 1 Review.....17

 2. Level 2 Review.....19

 3. Level 3 Review.....21

 C. Service.....22

 1. MAPD Service Functions.....22

 2. City Agencies Service Functions.....24

 3. Sedgwick County Agencies Service Functions.....24

 4. State Highway Department Service Functions.....24

 D. Procedural Development.....25

 E. Annual Report.....26

III. FORECASTING PROCEDURES.....27

 A. Travel Patterns.....27

 B. Land Use and Socio-Economic Patterns.....29

APPENDIX

- A. Agreement
- B. Bylaws of Coordinating Committee
- C. Bylaws of Technical Advisory Committee

MAPS

- MAP 1 Incorporated area within Sedgwick County..... 3
- MAP 2 Regional Boundaries..... 4
- MAP 3 Study Areas within Sedgwick County.....11

CHARTS

- CHART 1 Organization Structure..... 7
- CHART 2 Annual Review.....20

INTRODUCTION

On May 3, 1968, the United States Bureau of Public Roads (BPR) issued Instructural Memorandum 50-4-68 which required all urban transportation studies in the continuing phase to complete by September 3, 1968 an Operations Plan sufficiently comprehensive to delineate tasks, organizations and financing necessary to carry out the continuing planning program. Specifically, the instructural memorandum stated that the Plan should contain the following items:

- a. An outline of the organizational structure for performing continuing planning, including related committees.
- b. An outline of the scope of continuing planning with a breakdown of the functional and financial responsibilities of all participating agencies.
- c. A description of the surveillance methodology to be employed identifying changes in land development and travel demand, including assignment of responsibility for providing inputs to the various models.
- d. A description of the land use and travel forecasting procedures to be utilized, including the specific information required for the various analyses.
- e. A description of any work remaining to be completed on the ten basic elements (PPM 50-9, paragraph 5) including a schedule for completion of the work.

In accordance with the BPR's request, the Wichita-Sedgwick County Metropolitan Area Planning Commission and the State Highway Commission jointly prepared an Operations Plan which was officially submitted in August, 1968. Following their review of the Operations Plan, the Bureau of Public Roads notified the State Highway Commission that the Operations Plan would be an acceptable document to continue transportation planning

in the Wichita area until December 31, 1969, but that significant revisions and a general updating of the plan would be necessary after that date for continuation of federal assistance in transportation related programs and activities.

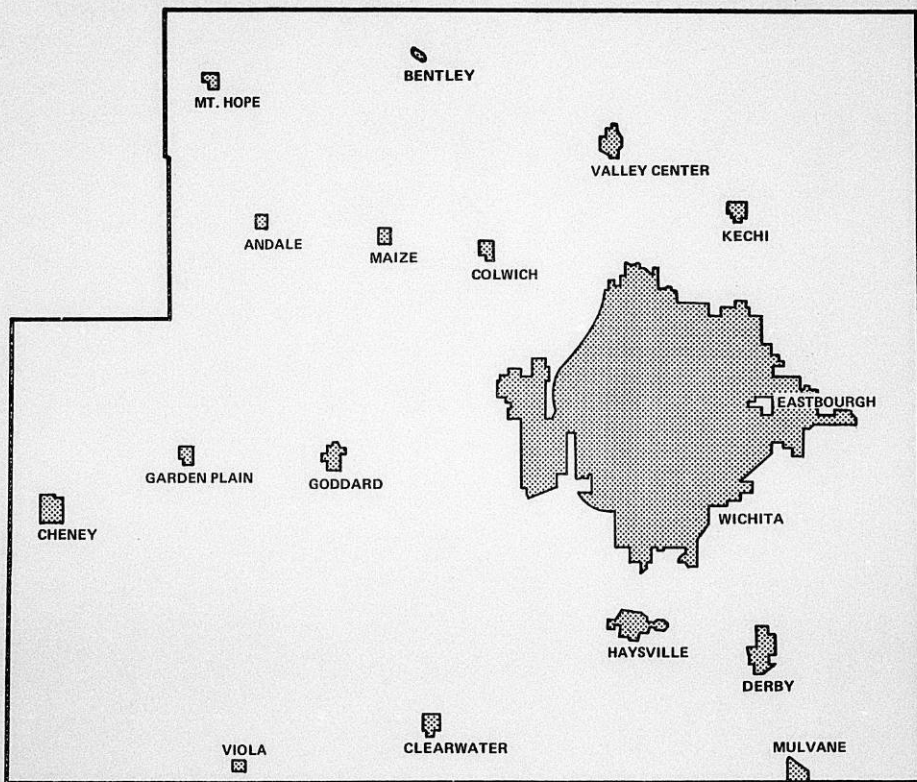
A new document was completed and submitted by August, 1970 and received FHWA approval in October, 1970. Along with its approval, the FHWA passed on several recommendations for improving the document. The Operations Plan submitted herewith is an improved and updated version of the Operations Plan submitted in August 1970 and has been developed in reply to those comments supplied as feedback from the earlier plan.

A. CONTINUING TRANSPORTATION PLANNING

Transportation planning in the Wichita-Sedgwick County area (Map #1) is carried out through the cooperative efforts of the Metropolitan Area Planning Department and the Kansas Highway Department, both agencies of which have permanent staff for transportation planning. The SMSA is shown in Map #2. A Work Program Design* outlining short and long range tasks for five year period has been completed and accepted by the Planning Commission. This document now serves as the guide in the Transportation Plan reevaluation which began in 1970.

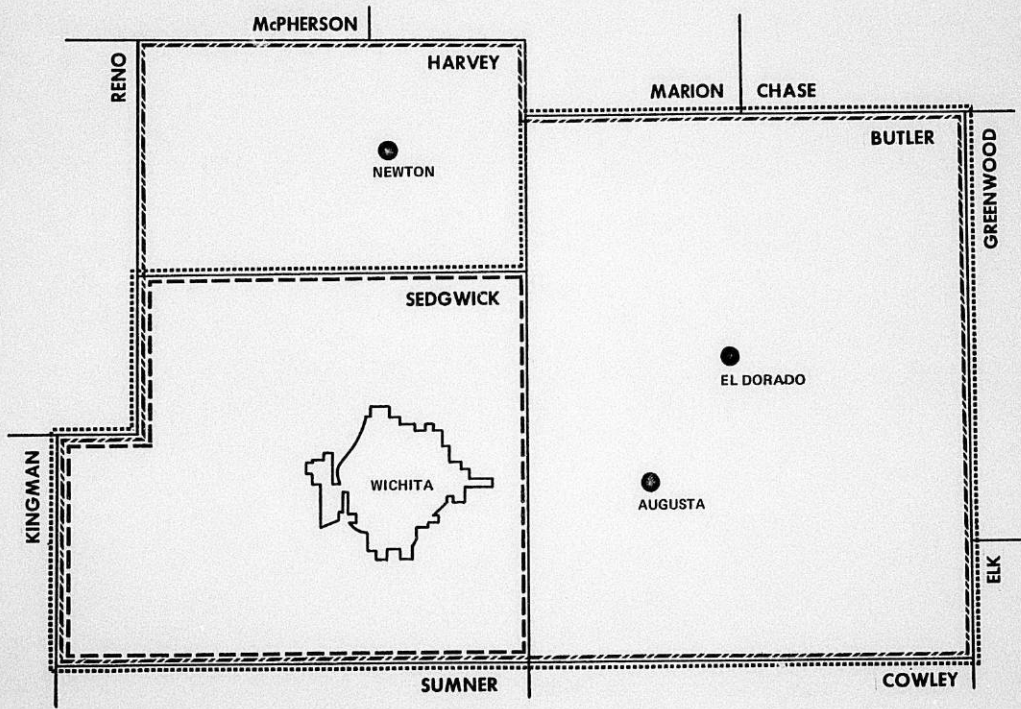
*Work Program Design, for the Wichita-Sedgwick County Metropolitan Area Planning Department. Prepared by the Oblinger-Smith Corporation, May 1970.

INCORPORATED AREAS WITHIN SEDGWICK COUNTY



MAP 1

REGIONAL BOUNDARIES



----- SOUTHEAST CENTRAL REGION 04
KANSAS DEPT. OF ECONOMIC DEVELOPMENT

—— COUNTY BOUNDARIES

..... SMSA

- - - TRANSPORTATION PLANNING AREA

MAP 2

B. OVERVIEW OF THE OPERATIONS PLAN

The Operations Plan is divided into three sections. The first section defines the organizational arrangements that have been established to accomplish continuing transportation planning. The second section deals with each of the five elements of continuing transportation planning and briefly describes the scope of the various activities including agency responsibilities for Surveillance and Reappraisal. Section three explains the forecasting procedures to be used for land use and travel prediction.

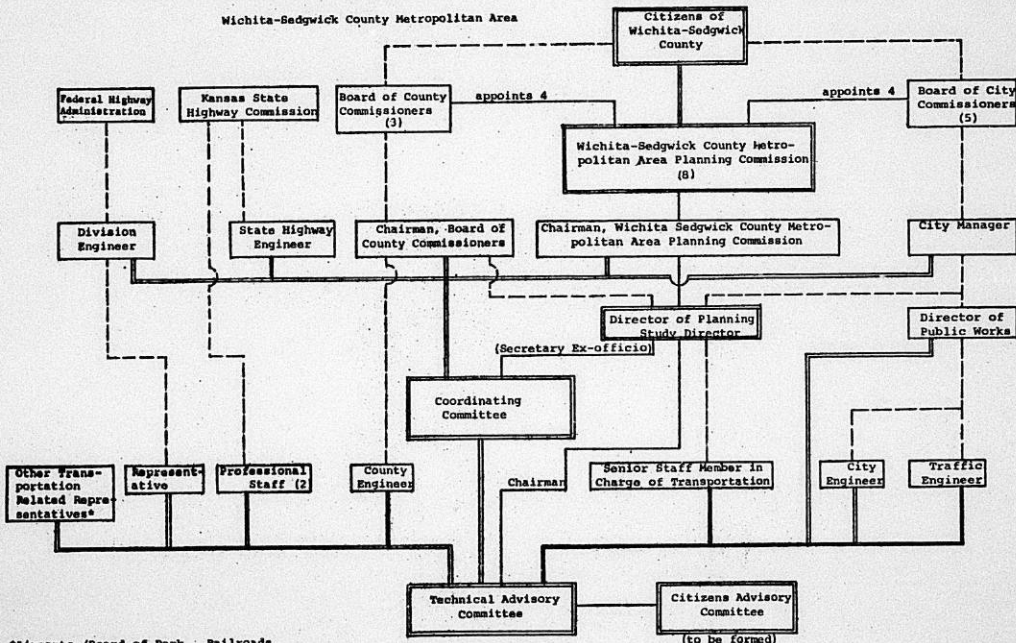
I. ORGANIZATION

Comprehensive transportation planning was initiated in Wichita in 1959 through joint efforts of the City of Wichita, Sedgwick County and the State Highway Commission. A stimulus for cooperative planning was provided in 1962 by the Federal Highway Act which required cooperative, comprehensive and continuing transportation planning in all urban areas with population of 50,000 or more. After July 1, 1965, programs for projects in any urban area were not to be approved unless such projects were based on the transportation planning process. On April 30, 1965, the State Highway Commission and the Planning Commission for the Wichita and Sedgwick County Metropolitan Area entered into an agreement establishing a continuing comprehensive transportation planning process. A transportation plan was prepared and adopted in 1966.

In January, 1972, a new agreement between the Highway Commission and the Planning Commission was adopted. (Appendix A). This new agreement designates the Operations Plan and the Annual Work Program as the documents to guide transportation planning in the Wichita Metropolitan Area. It replaces the agreement of 1965.

In order to fulfill the transportation planning objective, two committees have been provided for: a Coordinating Committee and a Technical Advisory Committee. In addition, staff support is available on both the state and the local level and citizen participation is encouraged. (Chart #1).

**ORGANIZATION STRUCTURE OF THE CONTINUING COMPREHENSIVE
TRANSPORTATION PLANNING PROCESS**
for the
Wichita-Sedgwick County Metropolitan Area



*Airports (Board of Park Commissioners
Board of Education
River Navigation
Railroads
Transit
Butler County Engineer
FAA

Chart #1
8-10-70

A. COORDINATING COMMITTEE

The Coordinating Committee is to provide policy determination for the use of the Planning Commission in the conduct of the continuing transportation study and in turn, has the responsibility to adopt a study or program, coordinate study efforts, and approve and release final reports. The membership of the Coordinating Committee consists of policy making officials or their representatives with the Director of Planning serving as Secretary. The bylaws for the Coordinating Committee are included as Appendix B.

B. TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee provides technical advice and assistance to the Coordinating Committee and the participating agencies involved in the conduct of continuing transportation planning. The Director of the MAPD serves as Chairman and the Urban Transportation Planning Engineer of the Kansas Highway Commission serves as Vice Chairman, with additional members consisting of technical personnel as specified in the TAC bylaws. (Appendix C).

C. STAFF SUPPORT

The MAPD has staff to give full time attention to transportation planning. The accepted Work Program Design outlines the tasks required in updating the base data and completing a Level Three Plan Reevaluation. The Highway Commission, mainly through its Planning and Development Department, serves as an advisory body to the Planning Department and takes major responsibility for the travel

pattern investigations and predictions. Other transportation related agencies within the Wichita-Sedgwick County Area, such as the staff of the City Traffic Engineer and the County Engineer provide technical assistance and periodic staff support for special studies.

D. CITIZEN PARTICIPATION

The citizens of Wichita are kept advised of what is happening in transportation planning by newspaper articles and a periodic Newsletter published by the MAPD. They may express their opinions at regular Planning Commission meetings, at public hearings, or to staff personnel by phone or in person. An official Citizen's Advisory Committee, not currently in operation, has not been ruled out and may be formed at a later date.

II. SCOPE

The decision-making process for development is much more enlightened when planning for development occurs prior to the development itself, either in the private or public sectors. This is the primary importance of comprehensive planning. The MAPD is the designated comprehensive planning agency for the City of Wichita and Sedgwick County (Map #3), an area of 1,009 square miles and 350,694 persons (1970). In addition the agency has responsibility for areawide review of all applications for federal assistance (as defined in Bureau of the Budget Circular A-95).

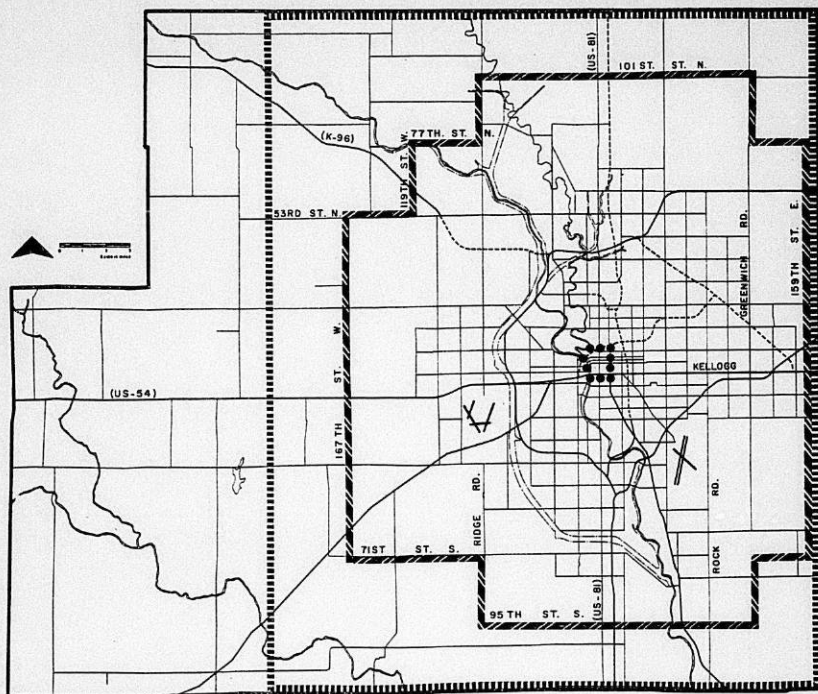
Transportation planning serves as a major element of the MAPD's planning program. Future urban growth can be both guided and controlled through the proper location of future freeways and major arterials. To make this determination it is necessary to continuously study and evaluate short- and long-range transportation plans.

There are ten basic items for which inventories and analyses are required in a comprehensive transportation planning program:

- a. economic factors affecting development
- b. population
- c. land use
- d. transportation facilities
- e. travel patterns
- f. terminal and transfer facilities
- g. traffic control features
- h. zoning ordinances, subdivision, regulations, building codes, etc.
- i. financial resources
- j. social and community-value factors

Initial inventories and analyses on all items were completed in the 1964 Wichita Area Transportation Study. The updating of these items is

STUDY AREAS WITHIN SEDGWICK COUNTY



- BOUNDARY OF SEDGWICK COUNTY
- - - - - MECHANICAL FORECAST AREA (MFA) BOUNDARY
- ==== CORDON LINE
- CORE AREA

MAP 3

part of the continuing transportation planning process in Wichita.

Five elements are essential to a continuing planning process: surveillance, reappraisal, service, procedural development, and the annual report. The following sections discuss each of these elements and how they are employed in the Wichita Area Transportation Study.

A. SURVEILLANCE

The maintenance of land use data, socio-economic data, and transportation system characteristics on a current basis is essential to properly compare and evaluate the existing conditions in relation to the forecasts made in developing the recommended plans and programs, and to determine if the assumptions made previously are holding over time. Surveillance for the area will be performed on both the local and state level. Except as noted in one or two special cases, financial responsibility will be delegated to the agency that provides staff for that item. Surveillance responsibilities are divided as follows:

1. MAPD SURVEILLANCE RESPONSIBILITIES

Land Use:

Surveillance of changes in land use and the continual updating of land use files is accomplished in the following manner:

- a. The MAPD regulations and zoning section maintains observations of all development in the City and County requiring MAPD or Planning Commission action.
- b. The City's Central Inspection Division maintains records on the changes in land use and violations of the City code.
- c. The County Zoning Administrator's office maintains records on the changes in use and violations of the County regulations.

- d. In conjunction with scheduled activities in information systems, the county assessor will provide data records to the MAPD to be utilized in establishing and maintaining a current automated land use file and finally,
- e. Detailed land use inventories will be conducted as required to supplement or check the file.

The "Standard Land Use Coding Manual" is used for identifying and recording the detailed use. The MAPD is responsible for: acquiring the needed information; updating the file, periodically analyzing changes; and summarizing the findings.

Dwelling Units:

Dwelling units are tabulated by price range in conjunction with the Assessor's annual enumeration. The MAPD is responsible for: acquiring such information from the County Assessor; converting and maintaining the data in machine readable format; periodically analyzing the trends; comparing the results of the surveillance with the forecasts; and summarizing the findings. The cost of this information system is shared by the agencies that utilize the data, including the State Highway Commission.

Population:

Population data is also collected annually during the Assessor's enumeration. Population counts will be aggregated at the C-D zone level for detailed comparison of forecasted and measured trends. In addition, 1970 Census Summary tapes will be acquired and utilized by the MAPD for surveillance purposes.

Employment and Labor Force:

Employment and Labor Force information will be updated using two sources. These are: the monthly reports of the Kansas State Employment Securities Division and the annual business survey conducted by the County Assessor. Employment statistics will be obtained and aggregated by Standard Industrial Code. The MAPD will be responsible for continuous surveillance of employment as well as maintaining the confidentiality of all employment data.

Income:

Income is currently available on a County or SMSA basis from three sources: The U.S. Department of Commerce, Sales Management and the decennial census. The information concerning median family income will serve as a basic input to the Transportation Planning Process.

This information will be summarized by OD zone as a part of a special summary of information to be produced by the Bureau of the Census for the Federal Highway Administration. Surveillance of income during interim years will be accomplished by information acquired during the Assessor's annual enumeration.

Retail Sales and Floor Space:

The MAPD will accomplish surveillance of retail sales through the use of monthly reports issued by the Center for Business and Economic Research at Wichita State University. Retail sales at the OD zone summary level will be accomplished by commissioning the Sedgwick County Assessor to gather, during his annual business assessment, data on the number of employees and retail floor area by type of establishment. By utilizing a combination of this information, the MAPD will allocate annual average and peak month retail sales to the various O-D zones.

Zoning and Subdivisions:

Changes in zoning and subdivisions and the effects of such changes will be tabulated, summarized and reported annually.

School Enrollment:

Information on enrollments and attendance areas will be obtained from both public and private school systems.

Terminal and Transfer Facilities:

The important modes of travel in the planning area include bus, plane, truck, rail and automobile. Terminal and transfer facility studies for each mode are handled as special studies followed by periodic reappraisal as needed. The MAPD is responsible for assembling and analyzing all pertinent transportation data with the appropriate agencies providing assistance by collecting and reporting mode information on a periodic basis.

Mass Transportation:

Surveillance of transit operations is provided annually to the MAPD. The Metropolitan Transit Authority provides assistance in these matters by supplying ridership and revenue data to the MAPD.

Air Transportation:

Surveillance of municipal airport operations is provided annually to the MAPD. The Board of Park Commissioners supplies the following items of data for surveillance: (1) aircraft operations;

(2) internal traffic movements; (3) passengers - enplaned and deplaned; and (4) cargo tonnage.

2. CITY TRAFFIC ENGINEERING SURVEILLANCE RESPONSIBILITIES

City Street Mileage:

The City Traffic Engineer will prepare an estimate of the total street mileage within the city limits. The January 1 mileage estimates will be submitted to the MAFD by February 1.

Traffic Signal Inventory:

An engineering plan for each signalized intersection has been prepared showing physical layout, equipment location, and special phasing. Signal timing is maintained in a Signal Timing Book.

Traffic Speed Inventory:

Spot speed observations on the arterial and collector street network will continue to be used and updated to assist in the correlation of accident statistics, signal timing, establishment of speed limits and used in "Before and After" studies. Any noticeable increase will be noted during the annual update and will be reported along with a probable cause summary.

Terminal Facility Inventory (Parking):

A map of the Central Business District showing the location of each facility, type and capacity will be updated every two to three years along with the update of curb side parking.

Accidents:

The most hazardous accident intersections within the city limits of Wichita are tabulated. Included are the number of fatalities, injury, non-injury, pedestrian, and vehicular accidents. Collision diagrams are prepared for the high accident locations.

Traffic Volumes:

A traffic flow map is prepared biennially for the collector and arterial street system made from counts collected during the previous two years.

Street Inventory:

A yearly update will be compiled as to changes made on the arterial

and collector street system as to right-of-way and surface widths, pavement type and condition, speed limits, sidewalks, pavement markings, crosswalks, school protection and street lighting.

Railroad grade crossings data will be updated each five years as to number of accidents, protection, traffic volumes, number of trains per day, number of tracks and sight distance. The condition of the crossing and the width of roadway approach will be reviewed for possible improvement by the proper authorities.

3. COUNTY ENGINEER SURVEILLANCE RESPONSIBILITIES

Traffic Volumes:

A continuous counting program updates all counts annually on the county arterial road system. A traffic flow map is prepared annually utilizing the latest counts.

4. STATE SURVEILLANCE RESPONSIBILITIES

Traffic Volumes:

Traffic counts will be taken annually on the State System and connecting links within the study area and at cordon line crossings that were interviewed in 1969. Details of the counting program can be found in the Traffic Count Procedure Manual prepared by the City Traffic Engineering Department and the State Highway Department.

The Highway Department will continue to operate four permanent count locations in Wichita for the purpose of providing adjustment factors.

Vehicle Registration:

The Highway Department will copy a vehicle registration file from the Motor Vehicle Department on an annual basis. The autos will be assigned to zones through an address matching routine.

Highway Mileage:

The Highway Department will determine yearly the total number of miles and vehicle-miles by jurisdictional system within the Wichita Urban Area.

Highway Accidents:

The Highway Department will obtain accident data within Sedgwick County, but outside the city limits of Wichita.

Highway Inventory:

The Highway Department will inventory all highways in Sedgwick County every three years.

B. REAPPRAISAL

Reappraisal is a systematic sequence of activities directed at maintaining the planning process as a valid and effective regional program. Since changes in some of the elements occur more rapidly than others and have more regional influence than others, reappraisal is carried on at three levels: Level 1 (Annual Review), Level 2 (Major Review), and Level 3 (Plan Reevaluation).

1. LEVEL 1 REVIEW

Changes in various characteristics of the community will be evaluated by analyzing the annual surveillance items. It is the responsibility of the MAPD to analyze the surveillance data and report to the Technical Advisory Committee at the March meeting. Chart 2, page 20, shows the outline of the Level 1 Review procedures. Following is the work description and assignment of responsibilities for each element of the outline.

- (1) All data from the yearly surveillance items will be compiled. See Section A of this chapter-Surveillance-for a description of the duties and responsibilities.
- (2) The MAPD will compare the data items of Element 1 on both a zonal

and areawide basis. At the zonal level, attention will be given to the type of growth that is different than that forecasted or growth which exceeds that forecasted. At the area wide level, trends and rates of growth will be compared. The State Highway Department will compare the counts made on the screen line to the projected volume obtained from the traffic assignment.

(3) If location and magnitude of surveilled growth follows forecasts, Level 1 Review is complete and these findings will be included in the annual report. Details of the Annual Report may be found in Section E of this chapter.

(4) Should location and magnitude of surveilled growth differ from forecasts, the MAPD, with the appropriate agency, will review those capital improvement projects which will be in the preliminary engineering phase the coming year. This review will be performed to determine if the difference in growth will affect the scope of the project. If not, Level 1 Review is complete and these findings will be included in the Annual Report. Otherwise:

(5) The State Highway Department will develop trip ends for the current socio-economic and land use data.

(6) The Highway Department will then analyze the magnitude of trip end differences caused by data and report to the Technical Advisory Committee. The Technical Advisory Committee will decide the course of action at that point.

(7) If the Technical Committee finds that changes in growth will not affect the scope of the project, project planning can proceed.

(8) If the Technical Committee finds that the change will affect part or all of the plan, the land use forecast will be revised by the MAPD consistent with the change and the Highway Department will produce new traffic assignments.

(9) The Highway Department will make an analysis of the effect of the change in development on the forecast year projected volume.

(10) If the traffic assignment evaluation shows that the development does not affect design traffic, project planning may continue.

(11) If there are significant changes in traffic caused by the changes in development, a complete network evaluation must follow.

This may cause a realignment of projects and priorities.

(12) Following network evaluation and updating of the transportation plan, project planning may be undertaken, based on the revised forecasts.

Regardless of the outcome of the Level 1 Review, the Technical Advisory Committee will review and make recommendations in updating the 5-year capital improvements program. If the Technical Advisory Committee finds the growth patterns or particular events are causing a rearranging of the priorities or if certain planned projects are no longer possible, they will recommend to the Coordinating Committee that a Level 2 Review be undertaken.

2. LEVEL 2 REVIEW

The purpose of a Level 2 (Major) Review is to project the comprehensive plan to a new or different level of area wide detail, but within the same planning concept and community goals. A Level 2 Review can occur at any time a Level 1 Review indicates a need or at least every five years. A

LEVEL 1 (ANNUAL) REVIEW

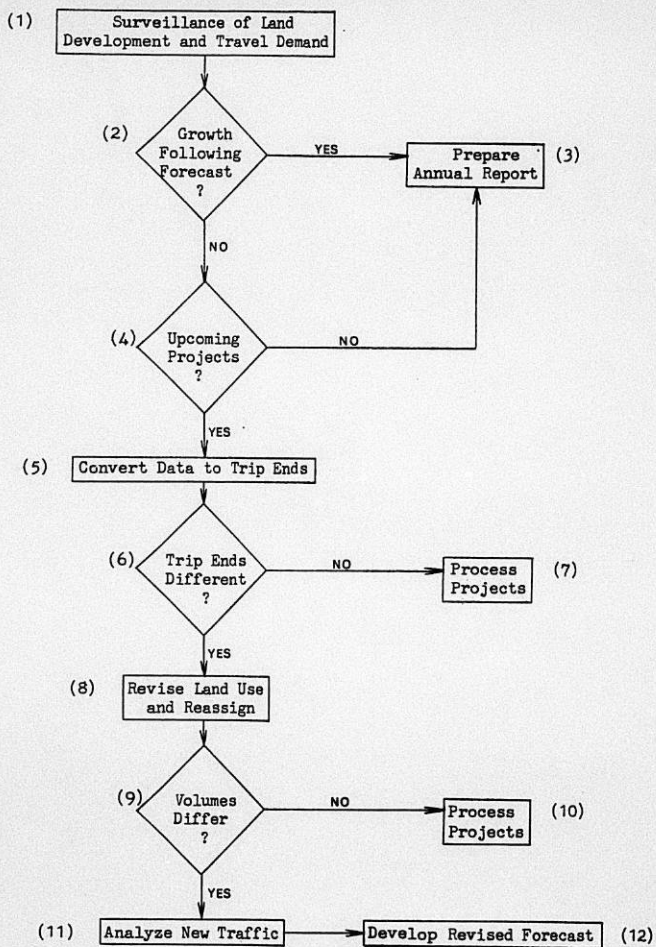


Chart #2

Major Review is scheduled for each five years to match the decennial census of population and housing and the five year census if it occurs. The work of updating will be scheduled to match the receipt of the transportation summary package of data. The first portion of the work in the Major Review is to validate the items of data which are kept up to date in the surveillance program using the census data. Significant difference may indicate a need for field inventory. A detailed work program of Major Reviews will be developed by a subcommittee of the Technical Advisory Committee.

3. LEVEL 3 REVIEW

The scope of a Level 3 Review (Plan Reevaluation) includes a reevaluation of the entire planning program of the urban area. It may, under certain conditions be the same as an original comprehensive and cooperative planning study. A Level 3 Review will be undertaken at least every ten years or whenever prior goals and objectives are no longer valid, new methods of financing are available or when changes in technology have occurred.

The Wichita Area is presently in the process of conducting a Plan Reevaluation. A Work Program Design and a Work Item Flow Chart were prepared to outline work to be accomplished by each agency. During this Plan Reevaluation Phase, the Work Program Design as well as the outcome of Level 1 Review will provide the basis for preparing an annual work program.

It is anticipated that the Level 3 Reviews will be scheduled to match each decennial census. However, each year during review of the data for preparation of the Annual Report, the Technical Advisory Committee will review recent or pending legislation, status of technological advances and

factors which might affect the community's goals and objectives. On the basis of this review, the TAC will recommend to the Coordinating Committee as to the need for scheduling a Level 3 Review.

C. SERVICE

The largest part of urban development is accomplished through the private sectors of the economy. However, most of private development is guided or induced by expenditures of public funds. In order that development be guided by the plan, it is essential that the plan be widely distributed and that the agencies involved in developing be available to help interpret it for anyone who is involved in implementation. The continuing assistance in interpreting the plan is part of the service the participating agencies provide the public.

Although the amount of manpower which must be devoted to service is extremely variable, certain items can be expected. The MAPD is responsible for the overall coordination of the service element. Data or other planning support information indicated here shall be provided to the MAPD either for record or for distribution to the other agencies. The following is a list of service functions to be made available by the indicated agencies:

1. MAPD SERVICE FUNCTIONS

Urban Data Library:

Information relevant to transportation planning will be maintained within the MAPD offices.

Zoning:

The MAPD provides staff review of proposed zoning changes to determine the possible effect on development shown in the comprehensive plan.

A-95 Review:

The MAPD receives all A-95 Applications and conducts staff review. The Planning Commission provides final review and comments based on the staff recommendations.

Development Information:

The MAPD assists developers, realtors or other individuals with interpretation of the comprehensive plan and how the development might affect an individual's own plan.

Capitol Improvement Program:

The MAPD reviews and assists City and County Agencies as they develop their yearly work programs.

Workable Program:

The MAPD prepares the Workable Program every two years in order for the City to be certified for Housing and Urban Renewal Funds.

Subdivision Application:

The MAPD provides staff review and coordinates other agency review of proposed subdivisions to determine the effect on all elements of the comprehensive plan.

Census Data:

The MAPD provides assistance to the Bureau of the Census and to those who request census information.

EDA:

The MAPD is responsible for updating and keeping current the Overall Economic Development Program for Sedgwick County.

Mass Transit:

The MAPD monitors and keeps current the short range plan of the Mass Transit Authority.

Airports:

The MAPD assists other agencies and municipalities in preparation of airport master plans.

Other Studies or Programs:

The MAPD assists other agencies involved in the planning process as needed in programs such as National Transportation Planning Studies.

2. CITY AGENCIES SERVICE FUNCTIONS

Zoning:

The City Engineer, Traffic Engineer and the Water Department provides staff review of proposed zoning changes to determine the possible effect on existing or planned facilities, if deemed necessary.

A-95 Review:

The City Agencies review applications as requested by the MAPD and supply comments at the Technical Advisory Committee meetings.

Subdivision Application:

The City Agencies provide staff review of proposed subdivisions to determine the possible effect on existing or planned facilities, if deemed necessary.

Airport Operations:

Data on enplanements, aircraft movements and freight is supplied by the Park Board.

Mass Transit:

Data on ridership, scheduling and routes is provided by the Mass Transit Authority.

3. SEDGWICK COUNTY AGENCIES SERVICE FUNCTIONS

Zoning:

The County Zoning Administrator provides review of proposed zoning and subdivision changes to determine the possible effect on existing or planned facilities in the County jurisdiction if requested.

4. STATE HIGHWAY DEPARTMENT SERVICE FUNCTIONS

Traffic Forecast Data:

The Urban Transportation Planning Section provides traffic forecast data as needed by other departments within the State Highway and the other agencies included in the Planning Study.

A-95 Review:

The Urban Transportation Planning staff reviews applications as requested by the MAPD for comments at the Technical Advisory Committee meetings.

Volume Count Data (ADT):

Inventories are conducted annually in cooperation with local agencies and summaries made available to the MAPD and other local agencies.

Development Information:

The Urban Transportation Planning Section assists other departments or agencies with the interpretation of the comprehensive plan and how the development might affect their own plans and programs.

Other Studies or Programs:

The Urban Transportation Planning Section provides the necessary staff time to assist in special studies or programs such as the Highway Needs Study or the Interstate Reestimate.

Other Information:

The Highway Department supplies the MAPD with information on current fiscal data, project scheduling and current auto registrations.

D. PROCEDURAL DEVELOPMENT

The MAPD has been designated by the Highway Commission to participate in innovative research in transportation planning, and accordingly, the MAPD is currently developing new methods to establish and update transportation related information files. Several interrelated projects are now underway which will culminate in the establishment of a systematic and highly automated information system for the support of transportation planning and comprehensive planning as well.

The system under development will utilize the DIME feature of the Bureau of Census and the Wichita Geographic Base File as a means to manipulate data collected in the 1970 census and the county assessor's annual survey. Data

items of frequent use in transportation planning (e.g., dwelling units, employment, income, land use, etc.) will be collected and kept current by a continuous program of file maintenance.

Procedural development along the lines of improving transportation information systems will aid in providing more flexible, current and dependable data for use in the ongoing programs as well as special studies.

E. ANNUAL REPORT

An annual report for continuing transportation planning will be developed as a portion of the MAPD's annual report of Comprehensive Planning. This document will be directed not only to the agencies involved in the study, but to the general public as well. Included in the report will be such information as:

- a. A summary of significant changes in surveillance data, as well as changes in development trends, traffic patterns, and other deviations from the projected growth characteristics.
- b. Changes and advances in procedures and methodologies utilized in the continuing phase of the study.
- c. Status of Transportation Plan implementation.

III. FORECASTING PROCEDURES

A. TRAVEL PATTERNS

The original Wichita Area Transportation Study utilized the opportunity model for the distribution of trips. However, analysis of Wichita's growth has led to the abandonment of the 1985 land use forecast, therefore requiring a redistribution of trips. Lack of data and documentation necessary for the recalibration and application of the opportunity model has dictated the discarding of this distribution procedure in favor of the gravity model and its related techniques.

Zonal productions and attractions and a four purpose (home-based work, home-based other, non-home-based and truck) trip table was developed from the origin-destination information. Together with zone to zone time tables, updated through the addition of appropriate terminal and intra-zonal times, the trip tables were used as input into a gravity model calibration in order to simulate 1960 trip distribution and determine suitable travel time factors for Wichita.

Tentative trip generation equations were developed using multiple regression with 1960 data. The categories selected and the variables showing greatest correlation are:

Home-based Work Productions = $f(\text{Dwelling Units})$

Home-based Work Attractions = $f(\text{Commercial area, Public-Quasi-Public area, Manufacturing area})$

Home-based Other Productions = $f(\text{Dwelling Units})$

Home-based Other Attractions = $f(\text{Dwelling Units, Commercial area, Public-Quasi-Public area})$

Non-Home-based Trip Ends = f(Dwelling Units, Commercial area)

External-Internal Attractions = f(Dwelling Units, Commercial area,
Manufacturing area)

Trucks (Inner City) = f(Commercial area)

Trucks (Suburban) = f(Dwelling Units, Commercial area, Manufacturing area)

It is not felt that these equations are adequate for continuous transportation planning. However, they are considered adequate for temporary use until 1970 Census data and assessors data from the information system are received. At that time, new equations will be developed using population, employment, labor force, and other socio-economic data which will be under continuous surveillance.

A selected network was coded using the BPR-UTPB format to represent a transportation system which would balance with the system of square mile O-D zoning. Calibration of the network was accomplished using standard BPR-UTPB procedures. Vine traces, paper screenlines, and selected corridor loadings were examined and adjustments made as necessary. The complete origin-destination trip table loadings were used on the 1960 network for calibration.

The system of square mile O-D zoning being used in Wichita has proven to be unsatisfactory. Therefore, a new zoning system, following natural boundaries and homogeneous land uses, is being developed. In addition, extension of the cordon area is being considered. Conversion to the new zones will be implemented simultaneously with the new generation equations.

An external origin-destination survey was conducted in the summer of 1969 using the 1960 cordon line. Through (external to external) trips have

been summarized. All the external trip cards are being keypunched and will be prepared for future analysis as the new O-D zoning plan is implemented. Adjustments will be made to the data in order to fit the new cordon line.

Future traffic assignments and forecasts will be made utilizing the land use and socio-economic projections and the proposed circulatory systems. The projected data will be used to determine forecast year productions and attractions. Additional consideration will be given to known forecast year productions and attractions. Additional consideration will be given to known forecast year special generators; i.e., high schools, regional shopping centers, regional parks, etc. Travel time factors previously derived will be used with future productions and attractions in a gravity model application to develop a future internal trip table. A future through trip table, obtained by separate trend analysis, will be combined with the internal table to provide a total purpose trip table. The forecast trip table will be loaded on a proposed transportation system.

Networks and trip tables have been developed for 1990 and 2000. These are based upon the square mile O-D zoning system and the tentative trip generation equations. Assignments from these data items may be considered satisfactory for location studies and as a guide in traffic forecasts. However, all forecast design volumes must be carefully examined.

B. LAND USE AND SOC IO-ECONOMIC PATTERNS

Commercial, public-quasi-public, and manufacturing land use projections for the target year were developed based on the guided growth concept.* The 1960-1968 growth pattern was used as the primary determinant in showing the

direction of growth. Projections derived from this method served as the control totals for allocating the various land uses to the individual O-D zones.

Socio-economic projections will be required for utilization in the new trip generation equations. The MAPD will write a procedural manual incorporating appropriate procedures for forecasting these variables.

- * The "Guided Growth Concept" refers to the more efficient and logical land development which occurs under properly written and enforced building, subdivision, and zoning ordinances.

APPENDIX

- A. Agreement
- B. Bylaws of Coordinating Committee
- C. Bylaws of Technical Advisory Committee

A G R E E M E N T

Relative to a Continuing Comprehensive Transportation
Planning Process for the Wichita, Kansas, Metropolitan Area

This agreement made and entered into the 9th day of December, 1971, by and between the Wichita-Sedgwick County Metropolitan Area Planning Commission, hereinafter referred to as "Planning Commission" and the State Highway Commission of Kansas, hereinafter referred to as "State".

WITNESSETH:

WHEREAS: Section 134 of Title 23, United States Code, states it is declared to be in the national interest to encourage and promote the development of transportation systems that will serve the states and local communities efficiently and effectively. The Secretary of Transportation, through the Federal Highway Administration, shall cooperate with the states in the development of long-range highway plans and programs based on a continuing comprehensive transportation planning process carried on cooperatively by states and local communities, and

WHEREAS: the Highway Commission is authorized by law to make engineering and economic surveys for the planning of future highway programs, to study the economy, safety and convenience of highway usage and to take all steps necessary to secure the benefits of federal-aid funds for the counties and cities of Kansas, and

WHEREAS: the Wichita-Sedgwick County Metropolitan Area Planning Commission is a legally organized metropolitan planning commission created under K.S.A. 12-716 et seq. by the Board of County Commissioners of Sedgwick County, the Board of County Commissioners of Sumner County, the governing bodies of the City of Wichita, the City of Derby, the City of Haysville, the City of Mulvane, the City of Valley Center, the City of Goddard, the City of Andale, the City of Cheney, the City of Mount Hope, the City of Garden Plain, and of others legally authorized to so participate, and is authorized to make studies and plans for the development of the Wichita Metropolitan Area that will guide the unified development of the Metropolitan Area and will eliminate planning duplication, promote economy and efficiency in the coordinated development of the area for the general welfare and prosperity of its people, and

WHEREAS, the Department of Transportation through the Federal Highway Administration requires that every urban transportation study prepare an Operations Plan for continuing transportation planning, and

WHEREAS: The Planning Commission and the State have developed an Operations Plan for Continuing Urban Transportation Planning which outlines the organization, scope and study responsibilities for the Comprehensive Transportation Planning Study in the Wichita-Sedgwick County Metropolitan Area.

NOW, THEREFORE: In consideration of the premises and mutual covenants herein contained, the participating agencies and parties hereto agree to use the aforementioned Operations Plan in conjunction with a cooperatively developed annual work program as the documents to guide comprehensive, continuous, cooperative, transportation planning in the Wichita Metropolitan Area.

This agreement shall become effective with the signatures of the participating agencies as of the 9th day of December, 1971.

Wichita-Sedgwick County Metropolitan
Area Planning Commission

W. Lloyd Louder
Chairman

Attest:

Robert G. Siskin
Secretary

Attest:

Approved as to Form
John Decker
Attorney at Law

State Highway Commission
of Kansas

R. H. Taylor
Ass't State Highway Director

Attest:

Pauline S. Davis
Secretary

Attest:

Approved as to Form
Lucas A. Beyer
Attorney at Law

BYLAWS OF THE COORDINATING COMMITTEE

ARTICLE 1 - PURPOSE

- 1.1 Name - There shall be established a committee henceforth referred to as the Coordinating Committee.
- 1.2 Purpose - It shall be the purpose of the Committee to provide policy determination for the use of the Planning Commission in the conduct of the continuing transportation planning process for Sedgwick County.

ARTICLE 2 - ORGANIZATION

- 2.1 Members - The membership of the Coordinating Committee shall consist of the following voting members: The City Manager of the City of Wichita; the Chairman of the Board of Sedgwick County Commissioners; the Chairman of the Metropolitan Area Planning Commission; and the State Highway Director or their officially designated representatives. Non-voting members shall include one representative of the Division Engineer of the Bureau of Public Roads; and the Director of Planning of the Wichita-Sedgwick County Metropolitan Area Planning Department.

Membership shall be a duty and a privilege of each of the above mentioned positions. Membership shall change automatically according to succession within the respective organizations. In the event of a vacancy the previously designated alternate shall serve until such time as the position is filled. The respective agency shall designate a second alternate in cases of vacancy.

- 2.2 Officers - There shall be three officers: A Chairman, a Vice Chairman, and a Secretary. The Chairman of the Planning Commission shall serve as the Chairman of the Coordinating Committee. The Vice Chairman shall be elected biannually and may be reelected. The Director of Planning shall serve as the Secretary.
- 2.3 Chairman - The Chairman shall be responsible for scheduling and conducting all meetings. It shall be the duty of the Chairman to insure that meetings are held at least every three months.
- 2.4 Vice Chairman - It shall be the duty of the Vice Chairman to conduct meetings in the absence of the Chairman.

- 2.5 Secretary - The Secretary shall be responsible for the preparation of agendas, the handling of administrative matters and the maintenance of records, minutes and the official roster of members.
- 2.6 Alternates - All members shall have a designated alternate. Alternates shall be designated by the respective organization or agency and shall be listed on the official roster of members.
- 2.7 Absences - All members of the Committee shall advise the Secretary at least twenty-four hours prior to the scheduled meeting time of their reason and intention to be absent. In the event of absence, the member shall make arrangements for his designated alternate to attend in his place. Alternates shall have non-voting status except when officially authorized in writing by the regular member.

ARTICLE 3 - PROCEDURES

- 3.1 Meetings - The Committee shall meet at least once each third month. Special sessions may be called by the Chairman as necessary provided that notification is made at least twenty-four hours in advance. All meetings shall be open to the public and to representatives of the mass media.
- 3.2 Quorum - A quorum shall consist of three voting members. A lack of a quorum shall not prevent the Committee from holding a meeting, but the business will be limited to discussion of items, without formal action.
- 3.3 Agenda - There shall be an official agenda of items to be considered at the regular meetings of the Committee. Copies of the agenda shall be prepared by the Secretary at the direction of the Chairman and mailed to the members of the Committee at least five working days prior to the next regularly scheduled meeting. In order to place items on the agenda members shall contact the Secretary at least two days prior to the agenda mailing date. Items not included on the agenda shall be considered only under new business
- 3.4 Parliamentary Procedures - In order for the Committee to act on any item a motion must be made and seconded. Passage of the motion shall require an affirmative vote from a simple majority of the votes cast. Should a questions arise concerning parliamentary procedures, Roberts Rules of Order shall prevail.

3.5 Minutes - It shall be the responsibility of the Secretary to prepare and distribute minutes of all meetings to all members of the Committee within ten working days after the completion date of the meeting. The approval of the minutes of the previous meeting shall be the first item of business at each regular meeting and shall be approved as mailed or shall be corrected and then approved as corrected before other agenda business may be conducted.

THE BYLAWS OF THE TECHNICAL ADVISORY COMMITTEE

ARTICLE 1 - PURPOSE

- 1.1 Name - There shall be established a committee henceforth referred to as the Technical Advisory Committee.
- 1.2 Purpose - It shall be the purpose of the Committee to provide technical advice and assistance to the participating agencies involved in the conduct of the continuing transportation planning process for Sedgwick County.

ARTICLE 2 - ORGANIZATION

- 2.1 Members - The membership of the Technical Advisory Committee shall consist of the following voting members: The Director of Planning and the Chief Planner in charge of Advance Plans of the Wichita-Sedgwick County Metropolitan Area Planning Department; the Director of Public Works, City of Wichita; the City Engineer, City of Wichita; the City Traffic Engineer, City of Wichita; the County Engineer, Sedgwick County; two representatives of the professional staff of the Kansas State Highway Commission; the County Engineer, Butler County; the Director of the Park Board, City of Wichita; the Executive Director of the Metropolitan Transit Authority, City of Wichita; the Director of Building Program Studies, Unified School District Number 259; one representative of the local railroads; and one representative from the Mid-Arkansas Valley Development Association.

The membership of the committee shall also include the following ex-officio, non-voting members: one representative of the Division Engineer, Bureau of Public Roads and one representative from the Airports Branch of the Federal Aviation Administration.

Membership shall be a duty and a privilege of each of the above-mentioned positions. Membership shall change hands automatically according to succession within the respective organizations. In the event of a vacancy the previously designated alternate shall serve until such time as the position is filled. The respective agency shall designate a second alternate in cases of vacancy.

- 2.2 Officers - There shall be three officers: a Chairman, a Vice Chairman and a Secretary. The Director of Planning shall serve as the Chairman of the Committee. The

Planning and Development representative of the State Highway Commission shall serve as the Vice Chairman. The Chief Planner in charge of Advance Plans shall serve as the Secretary.

- 2.3 Chairman - The Chairman shall be responsible for scheduling and conducting all meetings. It shall be the duty of the Chairman to insure that meetings are held at least once each month.
- 2.4 Vice Chairman - It shall be the duty of the Vice Chairman to conduct meetings in the absence of the Chairman.
- 2.5 Secretary - The Secretary shall be responsible for the preparation of agendas, the handling of administrative matters and the maintenance of records, minutes and the official roster of members.
- 2.6 Alternates - All members shall have a designated alternate. Alternates shall be designated by the respective organization or agency and shall be listed on the official roster of members.
- 2.7 Absences - All members of the Committee shall advise the Secretary at least twenty-four hours prior to the scheduled meeting time of their reason and intention to be absent. In the event of absence, the member shall make arrangements for his designated alternate to attend and vote in his place. Alternates shall have ex-officio status except in cases of their member's absence.

ARTICLE 3 - PROCEDURE

- 3.1 Meetings - The Committee shall meet at least once each month. Regular meetings shall be held on the first Monday of each month at 10:00 a.m. in Room 401 of the City Building Annex. Should the first Monday fall on a non-working day, the meeting shall be held on the following Monday. Special sessions may be called by the Chairman as necessary provided that notification is made at least twenty-four hours in advance. All meetings shall be open to the public and to representatives of the mass media.
- 3.2 Quorum - A quorum shall consist of two-thirds (2/3) of the members or designated alternates acting during member's absence. A lack of a quorum shall not prevent the Committee from holding a meeting, but the business will be limited to discussion of items, without formal action.

- 3.3 Agenda - There shall be an official agenda of items to be considered at the regular meetings of the Committee. Copies of the agenda shall be prepared by the Secretary at the direction of the Chairman and mailed to the members of the Committee at least five working days prior to the next regularly scheduled meeting. In order to place items on the agenda members shall contact the Secretary at least two days prior to the agenda mailing date. Items not included on the agenda shall be considered only under new business.
- 3.4 Parliamentary Procedures - In order for the Committee to act on any item a motion must be made and seconded. Passage of the motion shall require an affirmative vote from a simple majority of the votes cast. Should a question arise concerning parliamentary procedures, Roberts Rules of Order shall prevail.
- 3.5 Minutes - It shall be the responsibility of the Secretary to prepare and distribute minutes of all meetings to all members of the Committee within ten working days after the completion date of the meeting. The approval of the minutes of the previous meeting shall be the first item of business at each regular meeting and shall be approved as mailed or shall be corrected and then approved as corrected before other agenda business may be conducted.