

## **I-5 @ OR219/214: Woodburn Interchange Public Involvement Plan**

### **Introduction**

This memo describes the proposed public involvement plan for I-5 @ OR219/214: Woodburn Interchange

### **Goals of the public involvement plan and decision-making process**

The Oregon Department of Transportation (ODOT) is committed to an approach that:

- Provides an open and transparent decision-making process conducted through equitable and constructive two-way communication between the project team and the public.
- Provides early and ongoing opportunities for stakeholders to raise issues and concerns that can be considered by the project team.
- Meets requirements for NEPA Category 1 (Environmental Assessment (EA)) process and Federal Highway Administration (FHWA) laws, regulations, policies, and procedures. Follows up on responses to comments and commitments made in the Revised Environmental Assessment (REA) to comments made at the public hearing for the EA.
- Proactively informs and encourages the participation of all stakeholders including disadvantaged persons (e.g. low literacy and limited English proficiency populations, senior citizens, disabled persons, low income populations) by offering alternative accommodations (e.g. translation services, transportation) in accordance with the FHWA Context Sensitive Solutions guidance and ODOT's approved National Environmental Policy Act (NEPA) Public Involvement Procedures for Project Development.
- Builds widespread community and City Council understanding of findings and decisions.

A key element of the approach is informal private as well as public communication on two key issues – the Traffic Control Plan (TCP) and aesthetic issues. All key issues requiring local government support will be made by the City Council, informed by public input on these two issues. Thorough and thoughtful consideration of these issues by all of the affected individuals will help to ensure quality decisions that will not have to be revisited later in the project because something of significance has been omitted or improperly addressed. The clear identification of the decision-making authority of the City Council and ODOT is critical to meeting expectations for stakeholder involvement in the project consistent with the community's ability to process potentially conflicting points of view.

Defining the decision structure – groups that will be involved and how they will participate – provides a “level playing field” for all stakeholders and answers questions typically asked by stakeholders:

- Who will make the decisions?
- How can I influence the decisions?
- When will I have an opportunity to participate?
- Who will consider my input?

## **Decision Process and Structure**

This portion of the memo identifies the decision points, process and decision making structure.

### **Proposed Decision-Making Structure**

The proposed decision-making structure for the I-5 @ OR219/214: Woodburn Interchange project is shown on Figure 1. The composition, roles, and responsibilities of each group are described below.

At this point in the project, it is uncertain that the Stakeholder Advisory Committee (SAC) organized and engaged in the EA will need to be reconstituted and reactivated for this phase of project development. Accordingly, this plan does not include involving the SAC. The basic model to be used will be – in sequence:

- Individual consultations with directly affected businesses
- Project Development Team (PDT) processes comments
- Draft plans or documents presented to the general public at a public meeting
- PDT processes comments
- Presentation to the City Council
- PDT processes comments and makes recommendation to the ODOT Area Manager
- ODOT Area Manager (AM) either makes a decision or engages the ODOT Region 2 Manager (RM) as necessary.

This process is depicted in the diagram below.

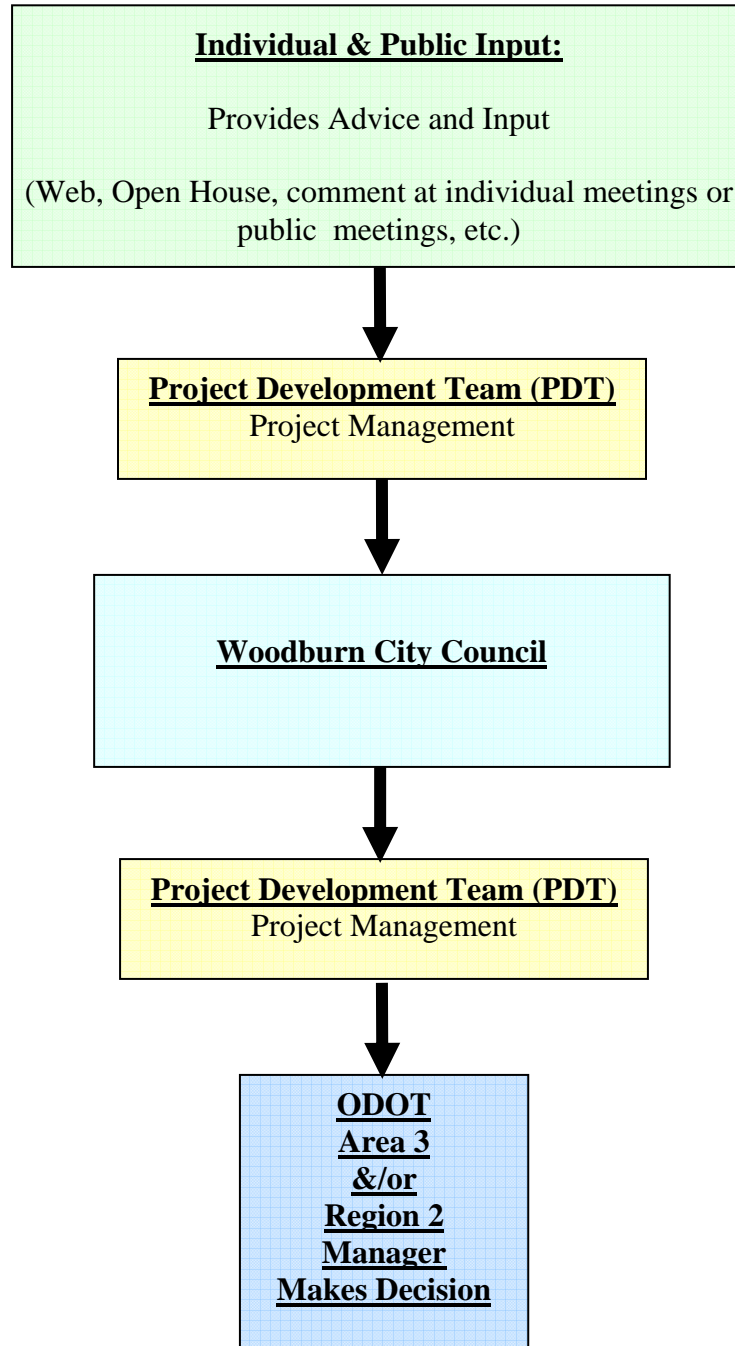


FIGURE1

Decision-Making Structure

**Project Development Team (PDT)**

The PDT will be comprised of ODOT staff and the Woodburn Public Works Director. Interested parties will be invited to attend and provide input and advice. The PDT shall direct project development at the technical level. The PDT will consider input from affected individuals and the public and make recommendations for the AM/RM's consideration and decision.

The PDT will draft the Traffic Control Plan and discuss it with the affected individuals and the public. It will consider all comments and revise the TCP as needed and feasible. The PDT will also respond to public comment on aesthetic issues. Final recommendations to the Area 3 Manager and R2 Manger will be made by the PDT.

**Stakeholder Advisory Committee (SAC)**

A SAC was constituted for the EA; however, it has not yet been determined if it will be needed for this phase of project development, given the public involvement process outlined above. If during the course of the project, it becomes necessary to reactivate it, many of the former members are still active in the community and will be contacted.

**Construction Impacts and Traffic Control Plan (TCP)**

Prior to DAP, the PDT will develop a draft construction schedule and staging plan and incorporate this information into a draft TCP. The Draft TCP will be presented to the affected individual business owners and residents for their input and guidance. At that time, potential impacts to area properties, businesses, residences and the environment will be discussed. The PDT will process their guidance and advice and the Draft TCP will be revised as necessary and practicable. The revised Draft TCP will be presented to the general public at a public meeting. The results of the individual and public meetings will be presented to the Woodburn City Council for further comment. The PDT will then present a final recommendation to the Area 3 Manager. The Area 3 Manager will advise and consult the Region 2 Manager as deemed appropriate to the level of controversy and then give final approval to the TCP.

**Aesthetic Issues and Upgrades**

The response to comments on aesthetic issues in the REA committed to a process using context sensitive design techniques. That translates into a process involving public input. ODOT has agreed, in principle, to allocating an as yet undetermined percentage of Woodburn's \$8 Million contribution to the project for aesthetic upgrades. Woodburn would decide how to use the allocation, subject to ODT technical approval. The process envisioned is similar to that used for the TCP. In fact, as staff discussed the TCP with affected property owners, it can also discuss aesthetic issues and priorities. The PDT can then prepare a potential list of technically feasible upgrades and cost estimates that would be presented at a public meeting. The results of the public meeting would be presented to the City Council for approval. ODOT will endeavor to combine the public meeting on the TCP with the aesthetic upgrade discussion.

## Public involvement tools and methods

Public outreach prior to any public meetings will be used to provide the public with timely notice of the meeting time and venue and thus provide meaningful opportunities to affect project outcomes. Community members will be provided an opportunity to comment on issues at hand. Effective documentation of public input will make it easy for community members to make a connection between their input and decisions.

Public input will be actively considered by the PDT in making recommendations. The public also will have opportunities to attend and comment at the City Council meetings on the TCP and aesthetic issues.

This portion of the memo identifies key public involvement activities that will be conducted during the project by ODOT staff members.

## Target Audiences/Stakeholders

Stakeholders in the process include local governments, transportation stakeholders, neighborhood and business stakeholders, media, advocacy group, and Woodburn and Marion County residents.

Stakeholder category	Examples	Involvement opportunities
Local governments	City of Woodburn, Marion County	Representation on PDT and City Council
Business stakeholders	Directly affected businesses	Individual meetings, public open houses, web site, attend City Council meetings
Media	Woodburn Independent newspaper, local cable TV and radio stations	Reporter briefings, news releases
Advocacy groups	Woodburn Chamber of Commerce, various other civic and advocacy groups	Individual meetings, public open houses, web site, attend City Council meetings
Residents	Woodburn and Marion County residents	Individual meetings, public open houses, web site, attend City Council meetings

## PI Tools and Methods

The public involvement program will use a variety of methods and tools to invite community members to follow the project's progress raise issues early and provide input at key decision points.

## Public Information

The project will create a Public Information Paper, flyers, media releases and display ads to inform the public about project progress, issues and opportunities to participate. Flyers will be sent to the project mailing list before each public open house. Media releases will be posted on the ODOT internet page and transmitted to area news outlets.

A project logo has been designed that will be used on all project public information to create a unified “brand” for the project. The logo will be used to create a public information template that will be used on all flyers and ads. The logo will also be used to create a template for power point presentations.

Task	Responsibility	Due Date	Review
Public Information Paper and Sheet	Project Leader		Community Affairs
Project Logo	Community Affairs		Project Leader
Flyers (2)	Community Affairs	As needed. 3 weeks before each open house.	Project Leader, Public Information Officer
Newspaper Notice (2)	Public Information Officer	3 weeks before each open house	Project Leader, Community Affairs

### Project Web site

A project Web site has been developed ([www.woodburninterchange.com](http://www.woodburninterchange.com)) to give the public a convenient way to stay informed about the project’s progress and meeting schedule. The web page will be hosted by ODOT and will include both text and links to PDF graphics and reports. The Web page will include the following information:

- Project Information Paper including a project description and general schedule
- Individual and public meeting schedule, agendas, summaries and materials
- Materials from open houses including displays and summaries, posted a week before the open house
- Announcements of public meetings
- Contact information/forms

Task	Responsibility	Due Date	Review
Web site development	Community Affairs	1 week before kick-off meeting	Project Leader, Public Information Officer
Web updates	Community Affairs	As needed	Project Leader, Public Information Officer

### Public open houses

The project will host one or two public meetings in open house format on the Draft TCP and aesthetic issues. These issues will be combined into one meeting if possible. These meetings will be designed to be interactive – participants will have the opportunity to

learn about the project and to provide input on the issues at hand. The open houses will be held to discuss the following topics:

- Meeting #1: Project overview, Draft Traffic Control Plan and Construction Impacts
- Meeting #2: Aesthetic Issues

<b>Task</b>	<b>Responsibility</b>	<b>Due Date</b>	<b>Review</b>
Open house plan for each open house (2)	Community Affairs	One month prior to each open house	Project Leader
Open house locations	Community Affairs	One month before meeting	Project Leader
Exhibits	Project Leader	One week before meeting	Community Affairs, appropriate technical resources
Open house summaries (2)	Community Affairs	One week after meeting	Project Leader

### **Stakeholder mailing list**

The Community Affairs Specialist will be responsible for distributing flyers to a wide range of community stakeholders. The Project Leader will maintain a list of stakeholders who have attended project meetings and update the stakeholder mailing list one week after each open house. Members of this list will receive notices of public open houses. The Project Leader will develop an e-mail list for distribution of pertinent materials and notices.

### **Focused presentations**

Presentations will be made to local civic and advisory groups who will be impacted by or have shown an interest in the project. These include any transportation advisory committees, Chamber of Commerce, local businesses, etc. The primary reason for these presentations is to help the public understand the goals and objectives of the project, and provide them an opportunity to give input on direction and designs. The project leader will conduct these presentations, with input and help from Community Affairs and PIO.

### **Elected Official Briefings**

The Woodburn City Council will be updated with quarterly briefings by the Project Leader. This public involvement plan will be presented at one of those briefings. Additional briefings will be scheduled as needed to address specific issues.