


<b>Oregon Transportation Commission</b>  <h1 style="text-align: center;">POLICY</h1> Date:7/16/2008)	NUMBER <b>TRANSPORTATION          COMMISSION-11</b>	SUPERSEDES <b>1994 Public          Involvement Policy</b>
	EFFECTIVE DATE <b>7-16-08</b>	PAGE NUMBER <b>01 OF 05</b>
	REFERENCE <b>1994 PUBLIC INVOLVEMENT          POLICY AND PROCEDURES</b>	
SUBJECT <b>PUBLIC INVOLVEMENT POLICY</b>		

## **PURPOSE**

The Oregon Transportation Commission (OTC) establishes the following policy and core implementation actions to assist in meeting state and federal public participation requirements for statewide planning processes and the Statewide Transportation Improvement Program (STIP) development.

## **POLICY**

**The Oregon Transportation Commission and the Oregon Department of Transportation will meaningfully involve the public in important decisions by providing for early, open, continuous, and effective public participation in and access to key planning and project decision-making processes.**

## **OBJECTIVES**

- a) Improve public involvement during the development and update of statewide transportation plans and the STIP
- b) Improve consistency of Oregon Department of Transportation (ODOT) public involvement processes
- c) Advise ODOT staff regarding public involvement processes, including coordination within the agency, and with our partners
- d) Actively involve members of the public and other stakeholders in the development of statewide transportation plans and the STIP
- e) Meet or exceed all applicable public participation requirements for statewide planning and development of the STIP

## **BACKGROUND**

The Oregon Transportation Commission and the Oregon Department of Transportation are dedicated to the goal of developing an integrated, balanced multimodal transportation system that moves people, goods, and services safely and efficiently throughout the state, and improves Oregon's livability and economic prosperity. Achieving this goal requires a unified transportation system plan that considers all modes of Oregon's transportation system as a single system.

The Oregon Transportation Plan (OTP) is ODOT's policy document that articulates this goal with implementation strategies. Along with its component mode and topic plans, the OTP forms the long-range, multimodal, state transportation system plan. Mode and topic plans such as the Oregon Highway Plan and Bicycle Pedestrian Plan refine the OTP. The OTP considers all modes of Oregon transportation as a single system and addresses the future needs of Oregon's airports, bicycle and pedestrian facilities, highways and roadways, pipelines, ports and waterway facilities, public transportation, and railroads. The Statewide Transportation Improvement Program, (STIP) is Oregon's four-year transportation capital improvement program. It shows the transportation projects and activities to be funded by ODOT to implement the policies and strategies of the OTP.

Transportation Facility plans such as Interchange Area Management Plans are developed to identify solutions for specific transportation problems. Many of the projects that are later funded in the STIP result from these facility planning efforts. These plans are primarily amendments to the Oregon Highway Plan. The adoption process for transportation facility plans will follow the core implementation actions provided in the policy, in addition to specific requirements provided in the State Agency Coordination Program (OAR 731-15-065).

This public involvement policy is adopted because the OTC and ODOT recognize that public involvement is crucial to ensuring that statewide transportation plans and the projects selected for funding in the STIP effectively and efficiently provide for Oregonians' transportation needs. This policy and its implementation actions are intended to provide the public with opportunities to provide input to the development of plans and possible projects. It will also ensure that ODOT meets its state and federal obligations for public involvement and help to implement the 2006 OTP Goal 7: Coordination, Cooperation, and Communication in the OTP.

This is an overarching policy that updates the Public Involvement Policies and Procedures adopted by the OTC in 1994. It re-commits the OTC and ODOT to providing for meaningful involvement from the public while developing and updating statewide transportation plans and the STIP, and lists basic steps necessary to meet public involvement obligations. ODOT has and utilizes extensive public involvement practices. The policy and implementation actions set forth in this document are core practices to maintain compliance with regulations regarding public involvement. Many divisions, sections and units within ODOT such as Safety, Motor Carrier, Public Transit, Rail and Highway Sections such as Project Delivery, Transportation

Enhancement and Scenic Byways conduct public involvement and/or public outreach using processes unique to their needs. Those divisions, sections and units will continue to refine their specific procedures building on these core requirements.

### **POLICY IMPLEMENTATION**

The purposes of these implementation actions are to implement the policy, meet federal and state regulations regarding public involvement, and to incorporate guidance received from the OTC and other ODOT policies and procedures regarding public involvement. These actions apply broadly to all ODOT planning and STIP development activities throughout the state, though some articulate actions regarding specific stakeholders such as Area Commissions on Transportation (ACTs) to meet individual regulations or policies.

The OTC will:

1. Abide by all applicable state and federal laws and rules in implementing public involvement processes for the development and update of the long-range statewide transportation plan (the Oregon Transportation Plan and its mode/topic and transportation facility plans) and the development of the STIP.
2. Develop the long-range statewide transportation plan and the STIP in consultation and cooperation with affected state and federal land use agencies such as; natural resources agencies and land management agencies; local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation; and owners of the transportation system such as Indian tribal governments; and other stakeholders including advisory committees formed under Oregon Revised Statutes or otherwise appointed by the Governor, the OTC or ODOT to assist with specific transportation issues. In addition, develop the long range statewide transportation plan and the STIP in consultation and cooperation with the providers of transportation systems and services such as MPOs, metropolitan and non-metropolitan area local governments, special districts such as transit and port districts, and others.
3. Follow the requirements of the Oregon Public Meetings Law (ORS 192.610 to 192.690) for all advisory committees appointed by or reporting to the OTC, such as holding meetings at convenient and accessible locations and times.
4. Maintain and utilize as appropriate a broad based statewide list of stakeholders including but not limited to: individuals and organizations that are interested in or affected by transportation decisions such as members of the public; freight shippers; private providers of transportation; representatives of users of public transportation; representatives of users of pedestrian walkways and bicycle transportation facilities; representatives of the people with disabilities; providers of freight transportation services; other interested parties; and organizations who are interested in or affected by transportation decisions including, but not limited to,

representatives of: Indian tribal governments; populations traditionally underserved by existing transportation systems such as low-income minority populations; and others who may face challenges accessing employment and other services.

5. Provide an ODOT representative to advise the Area Commissions on Transportation during the development and update of statewide transportation plans and the STIP.
6. During public involvement processes seek out and consider the needs of those populations traditionally underserved by existing transportation systems, such as low-income and minority populations, who may face challenges accessing employment and other services.
7. Provide stakeholders with timely information about transportation issues and decision-making processes and adequate notice of key decision points leading to the development and update of statewide transportation plans and the STIP.
8. Work with MPOs to coordinate public involvement during the development and update of statewide transportation plans and the STIP with the development or update by each MPO of their metropolitan transportation plan and its transportation improvement program.
9. When assisting local governments in the development of their local Transportation System Plans provide information and guidance with public involvement process as outlined in the Transportation System Plan guidelines.
10. Document a separate and discrete process for consulting with non-metropolitan local officials representing units of general purpose local government and local officials with responsibility for transportation that provides for their participation in the development of the statewide transportation plans and the STIP. Ensure that this process builds upon the established role of the Area Commissions on Transportation in meeting this need. Solicit and review comments from such officials and other interested parties regarding the effectiveness of these consultation procedures at least every 5 years, allowing at least a 60-day public review and comment period.
11. Employ visualization techniques such as maps, photographs, display boards, scenario building programs and other devices to the maximum extent practicable to describe the proposed statewide transportation plans and the STIP and supporting planning studies.
12. Provide reasonable public access to technical and policy information used in the development and update of statewide transportation plans and the STIP, and make such information available in an electronically accessible format and means

such as the World Wide Web, and as required by the Oregon Public Records Law (ORS 192.420 to 192.505). Utilize these information distribution mechanisms to the maximum extent practicable for public involvement processes.

13. Publish, distribute, and make available including in an electronically accessible format and means such as the World Wide Web, the adopted statewide transportation plans including mode/topic and transportation facility plans, and the adopted STIP.
14. Provide at least a 45-day public review and written comment period for proposed statewide transportation plans, for the proposed STIP, and at least a 45-day public review and written comment period for an update of either document prior to adoption of plans or program by the OTC. In addition, transportation facility plans will follow specific requirements provided in the State Agency Coordination Program (OAR 731-15-065).
15. Provide statewide opportunities for public review and comment on proposed statewide transportation plans and the proposed STIP by scheduling at least two public meetings in each of ODOT's five regions prior to adoption of plans or program by the OTC and at least one public meeting prior to the adoption of a transportation facility plan by the OTC.
16. Consider and respond to public input on proposed long-range statewide transportation plans, the proposed STIP and transportation facility plans prior to adoption of the plan or program by the OTC.
17. Provide input received during public involvement processes in the development or update of statewide transportation plans and the STIP to planning and project teams.
18. Submit the proposed public involvement policy and implementation actions to at least a 45-day public review before their adoption by the OTC, and submit any major revision of the adopted final document to at least a 45-day public review and comment.
19. Publish and distribute this adopted public involvement policy and its implementation actions and provide them in an electronically accessible format and means such as the World Wide Web.
20. Periodically review the effectiveness of this public involvement policy and implementation actions to ensure that they provide full, meaningful and open access to all interested parties and revise the process as appropriate.