

Region 1 Area Commission on Transportation

PUBLIC INVOLVEMENT PLAN

JUNE 2019

Goal

ACT members provide a regional perspective and input as the Oregon Transportation Commission (OTC) revises and develops statewide policy and plans. The purpose of this public involvement plan is to broaden the reach of the ACT through increased engagement of residents and business owners in the region.

Objectives

- Inform communities within the Region of opportunities to engage with the ACT.
- Solicit input prior to ACT decisions.
- Comply with Oregon’s Public Meetings Law ORS 192.610 to 192.690, [Oregon Transportation Commission Public Involvement Policy](#) and federal rules.

Tactics

The following tactics will facilitate R1ACT public involvement activities.

ACT members serve as community liaisons

ACT members know the communities they serve the best. Each ACT member is expected to engage with their community groups, public and stakeholders to achieve the goal and objectives of this public involvement plan. Members may use tactics in this plan, or others, to ensure their stakeholders are engaged and involved in the activities of the ACT.

Members should come to ACT meetings prepared to report their engagement activities relating to the ACT.

Online presence

Provide community members and interested stakeholders information they can access online, any time of day, relating to upcoming meetings, ACT business, decisions and opportunities for engagement.

Website

Maintain a website with key information relating to the ACT, including opportunities to comment, work plan, current meetings and past meeting information. Materials posted online will meet American with Disabilities Act (ADA) standards.

Public meeting calendar

In accordance with Oregon’s Public Meeting Law, post upcoming ACT meetings on ODOT’s online public meeting calendar.

Public notifications

Ensure community members and stakeholders are apprised of upcoming ACT meetings and opportunities to provide input. These public notices will occur through press releases and stakeholder emails. Public can sign up for notifications on the website.

Public comment

Provide members of the public various ways to comment with the ACT. Each meeting will allow time for public comment at the beginning of the meeting. The public and community members can also contact the R1ACT by email at Region1ACT@odot.state.or.us or by writing:

Region 1 Area Commission on Transportation
C/o Oregon Department of Transportation
123 NW Flanders
Portland, OR 97209

Equity and inclusion

Meaningfully engage people and groups who have been traditionally underrepresented and marginalized in planning processes and conduct an inclusive public involvement process. Ensure diverse viewpoints are represented on the ACT.

Engagement

ODOT will work with ACT members to identify and engage underserved and historically marginalized populations within their jurisdictions, communities, organizations or stakeholder groups in order to meet the goals of this public involvement plan and in accordance with federal environmental justice requirements.

Meetings open to everyone

To ensure inclusive participation, ACT meetings will provide accommodations to meet the needs of people with disabilities as required by the ADA and meet requests for translation services. This information is posted on the website and included with all meeting notices.

Translation and interpretation

In addition to language interpretation services at meetings, written materials will be translated upon request.

Roles and Responsibilities

Successful public engagement requires effort from all ACT members. Below describes the roles and responsibilities for members and ODOT.

Role	Task	Timing
ODOT	Provide public notice of meeting through press release, stakeholder email and statewide public meeting calendar.	At least one week prior the upcoming ACT meeting.
ODOT	Maintain website.	Ongoing
ODOT	Maintain ACT email address and inbox.	Forward comments to ACT.
ODOT	Fulfill ADA needs and requests for translation services.	As requested.
ACT Members	Provide opportunity for public comment at ACT meetings.	Each ACT meeting
ACT Members ODOT	Share opportunities for ACT engagement, solicit input prior to decisions and follow up with stakeholders, public and underserved populations within jurisdiction, organization or other group.	As needed. Could be monthly or more frequent. ODOT will provide public outreach materials as needed.
ACT Members ODOT	Share input from communities.	At ACT meetings.