

Mobility Advisory Committee Charter

Frequently Asked Questions

Overview

An audit report published by the [Secretary of State in 2020](#) recommended chartering the Mobility Advisory Committee (MAC) to clarify its role in project delivery, level of responsibility and standard voting procedures.

This document is intended to help ODOT staff and consultants who interact with the committee during the course of planning and project development.

If you have any further questions about the charter or the project review process, please contact the Mobility Services Team: PDS-MobilityServices@odot.oregon.gov

Sharing Projects with the Committee

How do I know if my project needs to be shared?

The Mobility Services Team uses the Project Review Criteria in [Appendix C](#) of the [charter](#) to determine which projects need to be shared with the MAC and how they should be shared (via email or in-person).

Projects often have a mixture of low, moderate and high freight mobility impacts; and the mobility analysts must consider the totality of all impacts to determine if they should be shared with the MAC through email or formal presentation. If needed, the Mobility Services Team can pull oversize permit data to provide additional information to consider the significance of the impact.

After reviewing your project documentation, the Mobility Services team will assess the impacts and determine if and how it should be shared with stakeholders using the criteria in Appendix C.

If I need to present at a committee meeting, have any deadlines changed for submitting materials?

No. Meeting materials are still required to be submitted through the internal [Mobility SharePoint site](#) at least 3 weeks prior to the desired meeting date. (External consultants can use [this form](#) to submit agenda topics through the appropriate [Region Mobility Liaison](#)).

If I am required to share my project at a committee meeting, what do I need to do to prepare?

Contact your [Region Mobility Liaison](#) to determine preparation steps required by your region. Additional resources to help prepare for a presentation include:

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- Review the Mobility Meeting Guidelines provided in Appendix D of the MAC charter.
- Use the appropriate PowerPoint presentation template, which can be downloaded from the [Mobility Internal SharePoint Site](#) or the [external public web site](#).
- If possible, attend a MAC meeting in advance to see other presentations and hear the questions asked by committee members. (The Mobility Services Team can provide a recording if you can't attend in person).
- View minutes and presentations from similar projects that were previously reviewed by the committee. Minutes and meeting materials are posted on the [Mobility Meeting Records web page](#).

If I need to present both temporary impacts (for Mobility Considerations Checklist sign-off) and permanent ORS 366.215 impacts (for seeking Stakeholder Forum support), why do I need to create separate presentations?

Proposed actions subject to ORS 366.215 are required to undergo a Stakeholder Forum review process that is defined in Oregon Administrative Rule Chapter 731, Division 12. To help comply with the rule, proposed actions subject to ORS 366.215 are addressed separately during the MAC meetings so that Stakeholder Forum items are clearly distinguished on the agenda and in the meeting minutes from other topics that are not subject to the rule and statute.

Whenever practical, the Mobility Services Team will try to schedule your temporary impacts presentation immediately following the Stakeholder Forum topics so you don't need to wait long to give your second presentation.

Has the committee membership changed?

ODOT recently added a bicycle representative and a pedestrian representative to the committee membership. MAC membership now includes the following:

- Trucking Industry Representative
- Mobile Home Manufacturing Representative
- Oversize Load Freight Representative
- Bicycle Representative
- Pedestrian Representative
- Automobile Users Representative
- General Contractors Representative
- Paving/Asphalt Contractors Representative

[Appendix A](#) in the charter (Definitions, Standards and Resources) provides a table that summarizes membership for both the MAC and the Stakeholder Forum.

ORS 366.215 Stakeholder Forum

Is a formal presentation still needed for all ORS 366.215 projects?

Projects that propose Reductions in Vehicle-Carrying Capacity on a Reduction Review Route per OAR 731-012-0010 are required to be shared with the Stakeholder Forum, which is convened during Mobility Advisory Committee meetings.

The review criteria in Appendix C of the charter established an ORS 366.215 Consent Calendar, which is used for addressing projects with proposed low-impact reductions in vehicle-carrying capacity. **Projects that meet the low-impact criteria described in Appendix C are added to the consent calendar for consideration by the Stakeholder Forum.** During the Mobility Advisory Committee meeting, the Stakeholder Forum addresses the entire consent calendar agenda as a single action, rather than spending time to view presentations on each project.

How does a project get placed on the ORS 366.215 Consent Calendar?

Regions submit their project information to the Mobility Services Team at least three weeks prior to the meeting, using a [Consent Calendar Request Form](#). Mobility analysts review the request to determine if the project can be added to the consent calendar agenda, based on the criteria in Appendix C. If a complex project has multiple proposed actions that potentially reduce vehicle-carrying capacity, all of them must match the criteria in order to be placed on the calendar. Projects will not be “split apart” so that some components are on the consent calendar while others are discussed in a meeting.

If there is any uncertainty by the analyst as to whether the project meets the criteria, the project will not be placed on the calendar and will be scheduled for a full discussion in the committee.

The Mobility Services Team notifies the region that its project has been selected for the consent calendar, and advises them to be prepared in the event a SF member requests a full presentation and removal from the calendar.

What happens if a stakeholder requests to pull an item from the Consent Calendar for a formal presentation?

The charter allows any Stakeholder Forum member to request that a consent calendar item be presented in person during a committee meeting. This doesn't necessarily mean the stakeholder does not support the project. These requests are intended to bring the project to a meeting to learn more about the impacts before providing support.

Should a Stakeholder Forum member make this request, the Mobility Services Team will work with the Region Mobility Liaison, the project team and the Stakeholder Forum members to find a suitable time for presenting to the committee.

If my project is required to give a formal presentation to the Stakeholder Forum, are we still required to use the ORS 366.215 PowerPoint Presentation?

Yes. The [ORS 366.215 PowerPoint template](#) is designed to include all of the information that is required to be shared with the Stakeholder Forum. Using the template helps ensure the Stakeholder Forum will have the information it needs to reach consensus during the meeting, will help minimize delays due to missing information.

Temporary Work Zone Impacts (Mobility Considerations Checklist Sign Off)

Is a Mobility Considerations Checklist still required for projects with temporary mobility impacts?

Yes. The Checklist is required per [Operational Notice PD-16](#) and the [Mobility Procedures Manual](#). The Checklist must also be submitted along with a Transportation Management Plan (TMP) and Work Zone Decision Tree.

Are all projects with temporary work zone impacts required to give a presentation at a committee meeting?

No. The Project Review Criteria in Appendix C are used to determine which projects are shared, and how they are shared (e.g. via formal presentation or via email).

When should I submit my documentation for temporary impacts, and how long does it take for the review process to get my checklist signed off?

The Region Project Lead or designee should plan to email complete and accurate documents (TMP, Mobility Considerations Checklist and Work Zone Decision Tree) required for temporary work zone impact reviews as early as possible to allow at least 60 days for the Mobility Services Team to:

- Review all required documents (e.g. Checklist, TMP, Decision Tree, and presentation if applicable) and determine mobility impacts. Request clarification as needed, and provide feedback.
- If necessary, share with the MAC via email or meeting (as per the review criteria).
- Follow up on any outstanding action items before sign-off of the Checklist.

If the Mobility Services Team is not provided at least 60 days to review your project, it could be potentially at risk. Some projects with major impacts often require additional mobility meetings or work sessions to resolve issues and concerns.