

Mobility Advisory Committee Charter and Appendices



Document Revision History

Revision Date	Description
04/07/2021	Initial charter approved by Delivery and Operations Division Administrator Karen Rowe.
01/24/2022	<p>Revisions made to Appendix C (Project Review Criteria) and Appendix D (MAC Meeting Guidelines) prior to publishing the charter:</p> <p>Appendix C:</p> <ul style="list-style-type: none"> Reformatted the project review criteria category tables (page 21) Updated the ORS 366.215 impact table to indicate "permanent reductions" (page 23) <p>Appendix D:</p> <ul style="list-style-type: none"> Updated and reformatted the meeting structure table (page 39). Updated the RACI Chart (page 40). In the Recordkeeping section, changed "decisions" to "determinations" in the ORS 366.215 Records of Support bullet (page 44). In the Presentation Templates & Documentation section, removed the word "impacts" from the first sentence in the ORS 366.215 PowerPoint template sub-bullet (page 46).
02/11/2022	Charter published and announced to the Delivery and Operations Division staff, per a memo from Statewide Project Delivery Branch Manager David Kim.
05/10/2023	A minor error in language was corrected in the opening paragraph of the Non-ORS 366.215 Projects section of Appendix C: Project Review Criteria (page 31).
11/16/2023	Document revision history table added.
7/22/2024	Appendices A and B updated with current document links. Also the link to the Blueprint for Urban Design was removed (as the BUD has since been incorporated into the Highway Design Manual).
5/01/2025	<p>The following changes were made to the Consent Calendar Criteria in Appendix C (page 26):</p> <ul style="list-style-type: none"> Added the following sentence just before the consent calendar criteria table: <i>The Mobility Services Team may propose additional criteria to be added to this list, based on feedback from the Stakeholder Forum and ODOT Regions during the course of their project reviews.</i> Changed the first consent calendar category name to "Barrier or Rail Replacements" and modified the bulleted list to allow more flexibility to add projects to the calendar under this category.

	<ul style="list-style-type: none">• Changed the second consent calendar category name from “Curb Ramp Extensions” to “Curb Ramp Extensions and New Sidewalk Installation”.• For the consent calendar category “New bridge structure over Reduction Review Route (RRR)”, removed the word “bridge” from the category title so that the category can apply to any structure (not just bridge structures).• Added a new consent calendar category under Vertical Reductions called “New sign and signal structures” to capture sign bridges, traffic signals, overhead Rapid Rectangular Beacons (RRFBs), VMS signs, mast arms, lighting, cantilever signs, etc.• Removed the consent calendar example since it is not used. The calendar example was inserted when the charter was initially adopted, but it was never used.• Removed the following statement from the “Evaluation” section of the consent calendar instructions: <i>The Consent Calendar process will be evaluated after 6 to 12 months to determine if the Calendar adds value to the committee meetings and if any adjustments are needed.</i> We deleted this sentence as the consent calendar has proven to be valuable, as voiced by both the MAC members and Region staff.
--	---

Contents

Committee Name	6
Committee Purpose	6
Committee's Primary Functions	6
Goals and Priorities	7
1. Communication	7
2. Work Zone Safety	7
3. Critical Routes	7
4. ODOT's Mission	7
Membership & Roles/Responsibilities	8
Membership	8
Roles/Responsibilities	9
Summary of Appendices	11
Appendix A: Definitions, Standards & Resources	12
Definitions	12
Mobility Standards	17
Resources	19
Appendix B: Table of Authorities	20
Appendix C: Mobility Project Review Criteria	24
ORS 366.215 Projects	25
Non-ORS 366.215 Projects	30
Temporary Work Zone Impacts Projects	31
Appendix D: MAC Meeting Guidelines	37
Projects Selected and Scheduled for Meetings	37
Meeting Schedule & Notifications	37
Project Summaries	38
Meeting Structure	38
Committee Roles & Responsibilities / Appointments	39
Consensus (Used for Recommendations)	40

Issue Resolution (for non ORS 366.215 project reviews).....	41
Recordkeeping	43
Work Sessions.....	43
MAC Meeting Facilitation	44
Presentation Templates & Documentation.....	45
Presenter Expectations.....	46
Mobility Services Team Region Support.....	47
Charter Amendments.....	47

Mobility Advisory Committee Charter

Committee Name

Mobility Advisory Committee

Committee Purpose

The purpose of the Mobility Advisory Committee, or MAC, is to review and provide feedback on agency projects through the lens of mobility and work zone safety as it applies to both temporary and permanent reductions/restrictions.

The MAC provides a platform for stakeholders to inform balanced and transparent decision-making by the Oregon Department of Transportation on designs in planning, project development and construction that impact permanent or temporary height, width, length, or weight reductions/restrictions, or impose traffic delays.

The committee also focuses on upholding the agency's work zone safety goal of zero fatalities and injuries, including ODOT employees, contractors, public safety professionals and the traveling public while efficiently moving people and goods.

Committee's Primary Functions

1. Advises the agency on proposed actions subject to [ORS 366.215](#) that have the potential to permanently reduce vehicle-carrying capacity requiring Stakeholder Forum support per [OAR Chapter 731, Division 12](#).
2. Advises the agency on its planning and design/engineering projects with proposed permanent reductions/restrictions on state highways not subject to ORS 366.215, but have stakeholder engagement requirements per Department policy.¹ These projects may introduce safety and/or traffic calming features (e.g. roundabouts, pedestrian islands, new traffic signals, etc.).

¹ See [Appendix B \(Table of Authorities\)](#) for Department Policies.

3. Advises the agency on temporary mobility and work zone safety considerations per the following ODOT Project Delivery Operational Notice & Highway Directive.
 - a. [Mobility Operational Notice PD-16](#): Identifies potential mobility impacts before imposing temporary restrictions on state highways for width, height, weight or length (including highway and ramp closures with detours), or before imposing traffic delays.
 - b. [Guiding Principle for Work Zone Safety Directive \(ODOT\) TRA 10-16](#): Ensure consideration for the work zone guiding principles as part of the planning and execution of work on or along public right-of-way.

Goals and Priorities

1. Communication

Engage stakeholders to better coordinate and advance project management best practices across the agency in a transparent manner.

2. Work Zone Safety

Maintain or improve work zone safety for projects that come before the committee.

3. Critical Routes²

Ensure safe and efficient movement of freight. ODOT is committed to keeping freight moving safely and efficiently throughout Oregon in support of the state's economy. If a route needs to be restricted, ODOT will collaborate closely with the freight industry to minimize the impact of construction projects for mobility on critical routes.

4. ODOT's Mission

To provide a safe and reliable multimodal transportation system that connects people and helps Oregon's communities and economy thrive.

² See [Appendix A \(Definitions, Standards & Resources\)](#) for Critical Route Pairs.

Membership & Roles/Responsibilities

Membership

MAC membership includes stakeholders from two groups who are invited to advise the Department on projects per Oregon Administrative Rule and/or Department Policy as described below.

Mobility Advisory Committee Membership

The Mobility Advisory Committee is a standing committee made up of stakeholders who represent mobility and work zone safety interests; and other statewide transportation interests.

Membership includes: A trucking industry representative, a mobile home manufacturing representative, an oversize load freight representative, a representative of automobile users, a representative of general contractors, a representative of paving contractors, a bicycle representative, and a pedestrian representative.*

The Department will invite all MAC members to attend meetings to address projects not subject to ORS 366.215 that propose permanent and/or temporary reductions/restrictions. On a case-by-case basis, ODOT may also invite to these meetings representatives of an affected city, county or Metropolitan Planning Organization, a representative of an affected development, and/or other key affected stakeholders or partners for the project.

**Oversize load freight representative includes industry members who represent the following three categories: 1) annual and single oversize loads, 2) overwidth/overheight/overweight single trip superloads, and 3) overlength long load single trip superloads.*

Stakeholder Forum Membership

The Stakeholder Forum is a group of stakeholders with open membership that meets on an as-needed basis to advise the Department regarding the effect of Proposed Actions on the ability to move motor vehicles through a section of highway. To address these projects subject to ORS 366.215 (Reductions in Vehicle-Carrying Capacity), the Department will invite all members of the MAC to Stakeholder Forum meetings, per [OAR 731-012-0020 \(15\)](#), where Stakeholder Forum participant invitees will include, at a minimum:

A bicycle representative, a pedestrian representative, a trucking industry representative, a mobile home manufacturing representative, an oversize load freight representative, a representative of automobile users, a representative from any affected city, county or Metropolitan Planning Organization; and, in the case of a development review (ODOT staff review of a proposed land use action), a representative of the affected development will also be invited to participate in the meeting.*

Given the makeup of the MAC, the Stakeholder Forum's participant invitees will also include a representative for general contractors and a paving/asphalt representative.

**Oversize load freight representative includes industry members who represent the following three categories: 1) annual and single oversize loads, 2) overwidth/overheight/overweight single trip superloads, and 3) overlength long load single trip superloads.*

Roles/Responsibilities

This section describes the roles of MAC members and ODOT staff who share a responsibility in achieving ODOT's mobility & work zone safety goals through the Mobility Advisory Committee.

All participants will...

- *Bring their expertise to the table and make recommendations based on the good of all users and the agency.*
- *Actively participate, voice support, opposition, or provide alternatives, and challenge assumptions in discussions.*
- *Engage in professional and respectful conversations to provide feedback and input on projects that come before the MAC.*
- *Openly deliberate issues in order to better understand risks, unintended consequences, and impacts.*
- *Follow procedures and policies as shown in [Appendix B \(Table of Authorities\)](#) in order to ensure consistency and alignment.*

MAC Members

Committee members are responsible for understanding ODOT's mission, suggesting methods to address and mitigate impacts (e.g. size & weight reductions/restrictions, delays, and detours), sharing or balancing impacts between modes of travel, and helping to improve or maintain safety. Members are expected to make recommendations in the interest of safety, the system users, those working on the system, and law enforcement.

ODOT Statewide Project Delivery Branch

ODOT is responsible for convening and facilitating the MAC meetings. ODOT is responsible for presenting projects that propose permanent or temporary reductions/restrictions that meet the criteria outlined in [Appendix C \(Mobility Project Review Criteria\)](#). ODOT is also responsible for presenting sufficient project information to allow for meaningful discussions with the MAC.

Region Mobility Liaisons

The Mobility Liaison, reporting to a Region within the ODOT Delivery and Operations (D&O) Division, is the first point of contact between the Mobility Services Team and Project Representatives (e.g., project teams, resident engineers, area managers, planning staff, active transportation liaisons, local agency liaisons, consultants, maintenance representatives, and others). The Mobility Liaisons help coordinate and prepare for MAC meetings, share expertise, and identify and address mobility issues and concerns as needed.

Mobility Services Team

The Mobility Services Team serves as a liaison between the Mobility Advisory Committee members and ODOT Region staff. The Mobility Services Team provides technical support, expertise, project reviews, and administrative support to the MAC, including agenda-builds, presentations, work sessions and meeting facilitation.

ODOT Traffic and Roadway Sections

ODOT Traffic and Roadway Section staff is a resource to the MAC on design considerations including work zone safety, design standards and exceptions, alternatives, permanent and temporary reductions/restrictions, intersection control, traffic control plans, and traffic management plans.

Summary of Appendices

[Appendix A: Definitions, Standards & Resources](#)

Definitions, acronyms, and highway design vertical and horizontal width standards can be found in Appendix A. Resources include links to policy and procedures manuals, directives and operational notices, maps and other guidance related to mobility and work zone safety.

[Appendix B: Table of Authorities](#)

Includes links to policy and procedures manuals, directives and operational notices, maps and other guidance related to mobility and work zone safety. The table is formatted into sections relating to projects with permanent reductions subject to ORS 366.215, projects with permanent reductions not subject to ORS 366.215, and projects with temporary work zone restrictions.

[Appendix C: Mobility Project Review Criteria](#)

Not all projects require input from the MAC, and those that do require input may not necessitate a formal presentation at a meeting. The Mobility Services Team uses the criteria in Appendix C to determine which projects require input from the committee and how they should be shared (via email, consent calendar or in-person presentation).

[Appendix D: MAC Meeting Guidelines](#)

The guidelines shown in Appendix D cover the following topics:

- Agendas, project summaries and recordkeeping.
- Presentation templates and documentation.
- Meeting schedule (MAC/Stakeholder Forum) and facilitation.
- Recommendations (reaching consensus) to support a project or proposed action.
- Dispute Resolution/Escalation Process.

Appendix A: Definitions, Standards & Resources

Definitions

1. **Accommodating all Unannounced Oversize Loads:** Able to “wave through”³ all loads, regardless of the dimensions, with a slight delay after moving equipment and/or traffic control devices, and no advance notice is required. In addition:
 - a. For interstate and multi-lane highways: if minimum available horizontal clear distance after equipment/barriers has been cleared is 22 feet;
 - b. For two-lane highway or all other individual highways: If minimum available horizontal clear distance after equipment/barriers has been cleared is 19 feet;
 - c. There are no lane shifts/closures beneath structures directing traffic into a travel lane with less vertical clearance;
 - d. No highway or ramp closures;
 - e. No detours; No vertical clearance reductions; or
 - f. No weight or length restrictions.
2. **Critical Route Pairs:** Combinations of critical highways that are not to be restricted at the same time (see table below). An [interactive map](#) is also available that explains what critical route pairs are and where they are located.

Highway	Paired With	Area
I-5	OR 212, US 26, US 97	Washington - California
I-84	OR 212, US 26, US 97, US 20 (Sometimes includes OR 78 and US 95.)	Portland - Ontario
US 30	US 26	Portland - Coast
OR 22 & OR 18	US 20	Willamette Valley – Coast
OR 126	OR 38	Willamette Valley – Coast
OR 38	OR 42	I-5 - Coast
OR 126	OR 58	I-5 – Central Oregon

³ See definition #29 for Waved Through.

3. **Committee Membership:** The following table outlines the similarities and differences between the Mobility Advisory Committee and the Stakeholder Forum membership.

Stakeholder Forum	Mobility Advisory Committee
<i>Defined in OAR Chapter 731, Division 12 (15), established in 2013 to implement ORS 366.215 (implemented in 2003)</i>	<i>Program/Committee Established 2006</i>
At a minimum ODOT will invite...	ODOT will invite...
Trucking Industry Representative	Trucking Industry Representative
Mobile Home Manufacturing Representative	Mobile Home Manufacturing Representative
Oversize Load Freight Representative*	Oversize Load Freight Representative*
Bicycle Representative	Bicycle Representative (Added in 2021)
Pedestrian Representative	Pedestrian Representative (Added in 2021)
Automobile Users Representative	Automobile Users Representative
City, County, or Metropolitan Planning Organization Representative	City, County, or Metropolitan Planning Organization Representative (by invitation – not members)
Developer Representative (in the case of a development review)	General contractors representative (Added in 2015)
	Paving/asphalt representative (Added in 2015)
Construction Industry added to the stakeholder forum charter membership in 2021: <i>Given the makeup of the Mobility Advisory Committee, the Stakeholder Forums participant invitees will also include a representative for general contractors and a paving/asphalt representative.</i>	Added the following language regarding local representatives: <i>On a case-by-case basis, ODOT may also invite to these meetings representatives of an affected city, county or metropolitan planning organization, a representative of an affected development, and/or other key affected stakeholders.</i>
*Oversize load freight representative includes industry members who represent the following three categories: 1) annual and single oversize loads, 2) overwidth/overheight/overweight single trip superloads, and 3) overlength long load single trip superloads.	

4. **Consensus Model:** Both the Mobility Advisory Committee and the Stakeholder Forum will use a Consensus Model to make recommendations to ODOT. The Consensus Model is outlined in [Appendix D \(Mobility Meeting Guidelines\)](#) of the Mobility Advisory Committee Charter.
5. **Daylight hours:** One-half hour before sunrise until one-half hour after sunset per [OAR 734-075-0008\(4\)](#).

6. **Delay:** Additional average travel time that will be required to travel from one point to another as a result of construction or maintenance activities.
7. **Delay Threshold:** Total aggregate average peak delay allowed in a highway mobility segment at any one time.
8. **Freight Route:** In the context of this charter, *Freight Route* refers to the routes used by trucks, including oversize loads, to move freight. Several maps designate routes trucks are allowed to travel on legally or by permit and show the limitations or allowances established. The following maps are used by ODOT staff to help determine potential temporary or permanent mobility impacts on freight routes.
 - a. [Reduction Review Routes Map](#) per Oregon Administrative Rule 731-012-0030 identify freight routes subject to ORS 366.215 and are designated Oregon Highway Plan (OHP) routes (see definition below).
 - b. [Freight Mobility Map](#) – used when planning highway projects and contemplating possible truck restrictions and/or detours. Shows the most heavily used freight routes as well as routes that have minimal to significant size and weight restrictions.
 - c. [Oregon Highway Plan - State Highway Freight System Map](#) – Refers to identified segments of state highways that carry a significant tonnage of freight by truck and/or serve as the primary interstate and intrastate highway freight connections to ports, intermodal terminals, urban areas, and other states. There are some OHP-designated freight routes that are not also identified as Reduction Review Routes per 731-012-0030.
 - d. [Oregon State Route Maps](#): Route Map attachments provide the motor carrier moving legal size and oversize/overweight loads with size and weight requirements and/or limitations and provisions of the permit.
 - e. [Vertical Clearance Standards \(High Route\) Map](#). These “High Routes” are of major significance for the movement of high loads and are primarily on the National Highway System (NHS), but there are portions that are on highways other than the NHS.
9. **Maintenance Operations Restriction Duration – Long Term:** 4 days or more.
10. **Maintenance Operations Restriction Duration – Short Term:** 3 days or less as defined in the Oregon Department of Transportation Maintenance Mobility Requirements.
11. **MPM:** Mobility Procedures Manual
12. **MST:** Mobility Services Team
13. **No Restriction:** Means the work zone has no height, length or weight restrictions and no road/ramp closures; and that the work zone is able to maintain the following horizontal widths for traffic between barriers (or are able to accommodate all unannounced over size loads if they meet the criteria as defined under number [definition #1](#)).

Interstate/Multilane Highway

- 28 feet for two lanes of one-way traffic.
- 22 feet for one lane of one-way traffic.

Other 2-Lane Routes on National Highway System (NHS)

- 28 feet of horizontal clearance for two lanes of traffic (single lane each direction).
- 22 feet of horizontal clearance for one lane of one-way traffic.

14. **OAR:** Oregon Administrative Rules

15. **ORS:** Oregon Revised Statutes

16. **Permanent Reduction:** A reduction subject to [OAR 731-012-0010](#) will be considered permanent if the reduction is intended to be permanently left in place after installation and is not easily removable for short-term expansion of Vehicle-Carrying Capacity. (Permanent structures could include, but are not limited to, traffic signals, signposts, stationary bollards, curbs, trees, raised or depressed medians, roundabouts, streetlights and overhead wiring.) If there is uncertainty as to whether or not a structure is permanent, the Department will provide an opportunity for Stakeholder Forum input. (Defined in [OAR 731-012-0020\(9\)](#).)

17. **Proposed Action:** Any activity that will alter, relocate, change or realign a state highway including those proposed in planning documents approved by a public agency. (Defined in [OAR 731-012-0020\(10\)](#).)

18. **Reduction Review Routes (RRRs):** Identified state highways that require a review under administrative rule prior to a Reduction of Vehicle-Carrying Capacity. For the purposes of this rule, the Reduction Review Routes will be the routes subject to ORS 366.215. (Defined in [OAR 731-012-0020\(12\)](#).)

19. **Reduction of Vehicle-Carrying Capacity (RVC):** A reduction of vehicle-carrying capacity means a permanent reduction in the horizontal or vertical clearance of a highway section, by a permanent physical obstruction to motor vehicles located on useable right-of-way subject to Commission jurisdiction, unless such changes are supported by the Stakeholder Forum. Street markings such as bike lane striping or on street parking are not considered a reduction of vehicle-carrying capacity. (Defined in [OAR 731-012-0020 \(11\)](#).)

20. **Restriction:** Means there is

- a. A height, length or weight restriction – see the [Mobility Procedures Manual](#) for legal and oversize load dimensions.

- b. A state facility fully closed or any component of traffic is detoured for any period of time regardless of whether or not a detour is available.
- c. A ramp is closed for any period of time regardless of whether or not a detour is available.
- d. Lane shifts or closures under a structure, or vertical clearance is reduced in any way.
- e. A width reduction that is less than the horizontal width standards.⁴

21. **RML:** Region Mobility Liaison

22. **Stakeholder Forum (SF):** A “Stakeholder Forum” means a group of stakeholders with open membership that meets on an as-needed basis to advise the Department regarding the effect of Proposed Actions on the ability to move motor vehicles through a section of highway. Statewide transportation stakeholders and local agency affected by a proposed action will be invited to participate in the Stakeholder Forum meetings. At a minimum, the Department will invite to each Stakeholder Forum; a bicycle representative, pedestrian representative, a trucking industry representative, a mobile home manufacturing representative, an oversize load freight representative, a representative of automobile users, and a representative from any affected city, county or Metropolitan Planning Organization. In the case of a development review (ODOT staff review of a proposed land use action), a representative of the affected development will also be invited to participate in the meeting. (Defined in [OAR 731-012-0020 \(15\).](#))

23. **TCP:** Traffic Control Plan

24. **Temporary Conditions:** Traffic restriction conditions that occur only during the maintenance or construction phase of projects.

25. **TMP:** Traffic Management Plan. Provides additional information and documentation regarding decisions made by the project team that affect the development of the TCP.

26. **Traffic Structures:** Structures that support a signal, sign or luminaire.

27. **Vehicle-Carrying Capacity:** The horizontal or vertical clearance of a highway section that can physically carry motor vehicles, per [OAR 731-012-0020\(16\).](#)

28. **Vertical Clearance:** The perpendicular distance from the roadway surface to a point on the underside of the structure.

⁴ See [Horizontal Width Standards](#) in the Mobility Standards section of Appendix A.

29. **Waved Through:** Waved through means that for width, length, or weight the work equipment and traffic control devices can be moved (and there is an understanding that it would be) if a permitted vehicle comes to the work zone unannounced to provide the required clear distance or the required clear distance was still available. This may result in a slight delay to the oversize load or the traffic behind the load. It is okay to have a small delay as long as the load can get through the work zone.

30. **WZDT:** Work Zone Decision Tree

Mobility Standards

Horizontal Width Standards⁵

Interstate/Multi-lane Highways during Daylight Hours*

- Maintain 28 feet of horizontal clearance for two lanes of one-way traffic.
- Maintain 19 feet of horizontal clearance for one lane of one-way traffic.

Other 2-Lane Routes on National Highway System (NHS) during Daylight Hours*

- Maintain 28 feet of horizontal clearance for two lanes of traffic (single lane each direction).
- Maintain 16 feet of horizontal clearance for one lane of one-way traffic.

*Daylight hours are defined as ½ hour before sunrise until ½ hour after sunset.

Vertical Clearance Standards⁶

- The vertical clearance for all new structures on interstate freeways and all High Routes (shown in red on the [Oregon Vertical Clearance Standards Map](#)) shall be a minimum of 17 feet, 4 inches. The clearance shall be from the top of the pavement to the bottom of the structure and includes the entire roadway width including the usable shoulder width;

⁵ Memorialized in the Highway Design Manual and the Mobility Procedures Manual listed in [Appendix B \(Table of Authorities\)](#).

⁶ Per the Mobility Procedures Manual, Chapter 6 (Permanent Conditions).

- The vertical clearance for new structures on all routes on the National Highway System not on High Routes shall be a minimum of 17 feet. The clearance shall be from the top of the pavement to the bottom of the structure and includes the entire roadway width including the usable shoulder width;
- The vertical clearance of structures on all other routes not on the National Highway System and not on High Routes shall be a minimum of 16 feet, over the entire roadway width including usable shoulders;
- The existing vertical clearance shall not be reduced below the minimum vertical clearance on any route;
- The existing vertical clearance shall not be reduced if the existing vertical clearance is substandard; and
- Any decrease in existing vertical clearance that is below the level of the minimum vertical clearance or any proposed decrease in vertical clearance in new construction requires consultation with the Mobility Services Team to ensure understanding of user impact to proposed decrease. The Mobility Services Team will work with the Region Mobility Liaison and project team leader/manager to fully evaluate user impacts and project construction and design options.
- There may be times when the implementation of ORS 366.215 results in a greater height than the standards listed above.

Resources

Maps

1. [Freight Mobility Map](#)
2. [Freight Mobility Daylight Width Map](#)
3. [Freight Mobility Nighttime Width Map](#)
4. [Freight Mobility Over-Height Map](#)
5. [ODOT TransGIS Mapping Tool](#)
6. [Reduction Review Routes Map](#)
7. [Vertical Clearance Standards Map](#)

Manuals

8. [ODOT Mobility Procedures Manual](#)
9. [TMP Project Level Guidance Manual](#)
10. [ODOT Highway Design Manual](#)
11. [ODOT Traffic Manual](#)
12. [ODOT Traffic Control Plans Design Manual](#)

Guidance Documents

13. [ORS 366.215 Implementation Guidance Document](#)
14. [ODOT Project Delivery Operational Notice PD-16 \(Highway Mobility\)](#)
15. [Highway Directive on Roundabouts](#)
16. [Size and Weight Restriction on State Highways Policy](#)

Appendix B: Table of Authorities

Oregon Revised Statutes & Administrative Rules, Federal Regulations, ODOT policies, directives, operational notices, manuals and other guidance relating to projects with permanent and/or temporary reductions/restrictions subject to Mobility review.

	Document Title	Applies to projects with...	Document Type	Guidance/Expectations for...	Notes
Permanent &/or Temporary Reductions/Restrictions	ODOT Mobility Procedures Manual	Permanent and/or Temporary Reductions/Restrictions	Manual	<ul style="list-style-type: none"> Communication, Roles, & Resolution Temporary Conditions Restriction Notification Requirements Permanent Conditions 	An updated draft version is under development by the Mobility Services Team. Includes information on work zone safety & organizational changes.
	ODOT Project Delivery Operational Notice PD-16 (Highway Mobility)	Permanent and/or Temporary Reductions/Restrictions	Operational Notice	<ul style="list-style-type: none"> Communications Restrictions Roles & Responsibilities Key Policy Considerations Region Expectations 	An updated draft version is under development by the Mobility Services Team.
	ODOT Project Delivery Operational Notice PD-12 (Public Involvement Expectations)	Permanent and/or Temporary Reductions/Restrictions	Operational Notice	<ul style="list-style-type: none"> Public Involvement Expectations Accountability Roles and Responsibilities. 	
Permanent	Oregon Revised Statute (ORS) 366.215: Creation of state highways; reduction in vehicle-carrying capacity	Permanent Reductions on Reduction Review Routes	State Statute	Creation of state highways; reduction in vehicle-carrying capacity.	OAR Chapter 731, Division 12 established to implement the statute.

	Document Title	Applies to projects with...	Document Type	Guidance/Expectations for...	Notes
	Oregon Administrative Rule (OAR) Chapter 731, Division 12: Reduction of Vehicle-Carrying Capacity	Permanent Reductions on Reduction Review Routes	Administrative Rule	Implements ORS 366.215. Purpose is to define terms, identify a review process and facilitate communication and development of consensus during this review process.	ORS 366.215 Implementation Guidance Document and MAC PowerPoint Presentation Template is available.
Permanent Reductions	ODOT Highway Directive DES-02: Roundabouts on State Highway System	Permanent Reductions	Highway Directive	Expectation and processes concerning freight mobility to be followed whenever a roundabout is proposed to be installed on the state highway system.	The Mobility Services Team created a draft <i>Roundabout Mobility Guidance</i> document based, in part, on this directive.
	ODOT Policy PMT-06-01: Size and Weight Restrictions on State Highways	Permanent Reductions	ODOT Policy	Bridge Load Restrictions including roles and responsibilities.	The policy is not available on ODOT's external website (link is internal only)
	ODOT Highway Design Manual	Permanent Reductions	Manual	<ul style="list-style-type: none"> • Vertical Clearance on Highways (Chapter 4.5.1) • Median Design (Chapter 4.3) • Intersections, including proposed roundabouts (Chapter 8) • ORS 366.215 impacts (referenced in several chapters) 	The Mobility Services Team has created a draft <i>Roundabout Mobility Guidance</i> document based, in part, on this manual.

	Document Title	Applies to projects with...	Document Type	Guidance/Expectations for...	Notes
	ODOT Traffic Manual	<u>Permanent Reductions</u>	Manual	<ul style="list-style-type: none"> • Temporary Traffic Control (Chapter 306) • Engaging freight industry on proposed roundabouts (per Directive DES-02) (Chapter 403) 	The Mobility Services Team has created a draft <i>Roundabout Mobility Guidance</i> document based, in part, on this manual.
Temporary Restrictions	ODOT Directive TRA 10-16: Guiding Principle for Work Zone Safety	<u>Temporary Restrictions</u>	Highway Directive	Implementing the Work Zone Safety Guiding Principle and Work Zone Decision Tree including: <ul style="list-style-type: none"> • Scoping Documentation. • Design Acceptance. • Mobility Coordination. • Final PS&E. • Construction. • Process Review & Lessons Learned. 	
	Transportation Management Plan (TMP) Project Level Guidance Manual	<u>Temporary Restrictions</u>	Manual	Outlines the development, content, and purpose of the Project-Level TMP.	Also provides guidance on Work Zone Decision Tree.
	Federal Highway Administration Rule 23 CFR Part 630 Subpart J: Work Zone Safety and Mobility	<u>Temporary Restrictions</u>	Federal Rule	<ul style="list-style-type: none"> • Work Zone safety and mobility policy. • State-level processes & procedures. • Significant projects. • Project-level procedures. • Implementation. 	

	Document Title	Applies to projects with...	Document Type	Guidance/Expectations for...	Notes
	ODOT Traffic Control Plans Design Manual	<u>Temporary Restrictions</u>	Manual	Provides traffic control plan design standards, guidelines, policies, and procedures to be used in the development of a temporary Traffic Control Plan (TCP).	

Appendix C: Mobility Project Review Criteria

This appendix is a guide used during the mobility project review stage for determining which projects with mobility impacts need to be shared with the Mobility Advisory Committee, and how they should be shared, via email, consent calendar, or a formal presentation (meeting). The Mobility Services Team uses the criteria in this appendix when reviewing projects to help guide their decision-making process, and it helps the Region Mobility Liaisons advise their project teams when preparing projects for review.

Projects often have a mixture of low, moderate and high impacts; and the mobility analysts must consider the totality of all impacts to determine if they should be shared with the MAC through email, consent calendar 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.

Projects with mobility impacts fall into one of the three categories listed below depending on the type of impact (permanent or temporary), and if it is permanent, whether it has statutory requirements or not. The type of impact (low to high) helps determine the MAC engagement process.

1. PERMANENT REDUCTION PROJECTS SUBJECT TO ORS 366.215 REDUCTION IN VEHICLE-CARRYING CAPACITY

Low	Moderate/High
Share via ORS 366.215 Consent Calendar ⁷	Share via meeting

2. PERMANENT REDUCTION PROJECTS NOT SUBJECT TO ORS 366.215 REDUCTION IN VEHICLE-CARRYING CAPACITY

Low/Moderate	High
Share via email	Share via meeting

3. TEMPORARY WORK ZONE IMPACT PROJECTS

No/Low Impact	Moderate	High
Not Required to Share	Share via email	Share via meeting

⁷ See page 23 for [Consent Calendar](#) definition.

ORS 366.215 Projects

Projects Subject to ORS 366.215 Reduction in Vehicle-Carrying Capacity

Oregon Administrative Rule (OAR) Chapter 731, Division 12 (Reduction of Vehicle-Carrying Capacity) was adopted to implement ORS 366.215. The statute states that the Commission may not permanently reduce the “vehicle-carrying capacity” of an identified freight route (aka Reduction Review Route) unless safety or access considerations require the reduction, or a local government requests an exemption and the Commission determines it is in the best interest of the state and freight movement is not unreasonably impeded.

Projects that propose Reductions in Vehicle-Carrying Capacity⁸ on a Reduction Review Route⁹ per [OAR 731-012-0010](#) are required to be shared with the Stakeholder Forum¹⁰, which meets as part of the Mobility Advisory Committee. An agreement was made during charter development to share low impact projects via a consent calendar during the meetings instead of a formal presentation.

Impact Category	Action	Criteria
Low	Consent Calendar - Projects with low impact permanent reductions are shared with the Stakeholder Forum via a Consent Calendar.	Projects that propose actions that minimally reduce vehicle-carrying capacity (as described in the Consent Calendar section below).
Moderate/ High	Meeting - All projects with moderate to high impact permanent reductions are shared with the Stakeholder Forum at a Mobility Advisory Committee meeting.	Projects that moderately or significantly reduce vehicle- carrying capacity (e.g. projects that do not meet the criteria defined for the Consent Calendar).

⁸ [OAR 731-012-0020 \(11\)](#) Reduction in Vehicle-Carrying Capacity. See definition in [Appendix A \(Definitions, Standards & Resources\)](#).

⁹ [OAR 731-012-0020 \(12\)](#) Reduction Review Route. See definition in [Appendix A \(Definitions, Standards & Resources\)](#).

¹⁰ [OAR 731-012-0020 \(15\)](#) Stakeholder Forum. See definition in [Appendix A \(Definitions, Standards & Resources\)](#).

ORS 366.215 Consent Calendar

The Consent Calendar is used to group routine meeting discussion points into a single agenda item. This allows the Stakeholder Forum to support the grouped items in one action so they can focus their time on more complex projects with larger impacts to vehicle-carrying capacity.

The following table is used for determining which projects will be placed on the Consent Calendar. The criteria are based on the level of complexity involved for each type of proposed action and the minimal impact they have on mobility.

The Mobility Services Team may propose additional criteria to be added to this list, based on feedback from the Stakeholder Forum and ODOT Regions during the course of their project reviews.

Proposed Action Horizontal Reductions	Consent Calendar Low Impact Criteria
Barrier or Rail Replacements	<p>The proposed reduction meets all of the following:</p> <ul style="list-style-type: none"> • Reduction does NOT restrict any loads currently able to use the route (e.g. width still exceeds pinch points for accessing the road segment). • Remaining horizontal width for two lanes exceeds 28 feet or greater after the reduction <i>(28 feet represents the narrowest width consistent with the minimum 2-lane daytime width standard for temporary work zones where a restriction notice would not be required)</i>.
Curb Ramp Extensions and New Sidewalk Installation	<p>The proposed reductions resulting in ADA curb ramp installations and new sidewalk installations meet all of the following:</p> <ul style="list-style-type: none"> • Typical curb ramp designs that utilize the existing sidewalk footprint could <u>not</u> be used due to geometric constraints. • Curb ramp designs that utilize the existing sidewalk footprint without reducing horizontal roadway clearance could not be used or are not recommended due to geometric constraints. • The reduction utilizes existing parking lane width, and existing travel lane & bike lane widths are <u>not</u> affected.

Proposed Action Horizontal Reductions	Consent Calendar Low Impact Criteria
	<ul style="list-style-type: none"> • Turning movements for freight that normally turn at the proposed intersection are not affected by the extension. • Remaining available curb-to-curb width is at least 28 feet for two travel lanes, or 22 feet for a single travel lane. <i>(These widths meet the minimum daytime width standard for temporary work zones where a restriction notice would not be required).</i> • Reduction will not create a new pinch point.
Pedestrian/ Median Islands	<p>The proposed reduction meets all of the following:</p> <ul style="list-style-type: none"> • Existing travel lane/bike lane widths are <u>not</u> affected. • Remaining available curb-to-curb width is at least 28 feet for two travel lanes, or 22 feet for a single travel lane. <i>(These widths meet the minimum daytime width standard for temporary work zones where a restriction notice would not be required).</i> • Reduction will not create a new pinch point.
Barrier Extension	<p>The proposed reduction meets all of the following:</p> <ul style="list-style-type: none"> • New barrier is being installed to fill in a gap between existing barrier segments, or extending an existing barrier. • Horizontal clearance will not be reduced any less than where the existing barrier segments are located. • Existing travel lane/bike lane widths are not affected. • Installation will not create a new pinch point.

Proposed Action Vertical Reductions	Consent Calendar Low Impact Criteria
New structure over Reduction Review Route (RRR)	<p>The resulting clearance after the new structure is completed is at least 30 feet (<i>this vertical clearance exceeds state highway standards and meets the proposed vertical clearance for a potential high, wide and heavy corridor (Alberta's high load corridor accommodates loads up to 29.5 feet high, for example).</i></p>
New Sign and Signal Structures	<p>For new sign and signal structures (such as sign bridges, traffic signals, overhead Rectangular Rapid Flashing Beacons (RRFBs), VMS signs, mast arms, lighting, cantilever signs, etc.), the proposed structure must meet all of the following:</p> <ul style="list-style-type: none"> • Structures must provide a minimum of 19 feet of overall vertical clearance. • Does not create a new vertical clearance pinch point.
Auxiliary Lane Added Underneath Structure	<p>A new auxiliary lane proposed underneath a structure where none existed before, and the other existing lanes already have higher vertical clearances available.</p>

Process for Adding Projects to the ORS 366.215 Consent Calendar

ORS 366.215 projects that meet the low impact criteria outlined above are placed on a Consent Calendar for consideration by the Stakeholder Forum. During the MAC (Mobility Advisory Committee) meeting, the Stakeholder Forum addresses the entire Consent Calendar agenda as a single action, rather than spending time to view a presentation on each project.

1. Regions submit their project information to the Mobility Services Team at least three weeks prior to the meeting, using a Consent Calendar request form. The form is necessary to ensure the Mobility Services Team receives all of the information that is required by administrative rule for an ORS 366.215 review.
2. Mobility analysts review the request to determine if the project can be added to the Consent Calendar agenda, based on the Criteria Table listed above.

- a. 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.
 - b. 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 with the committee.
3. 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 Stakeholder Forum member requests a full presentation and removal from the Calendar.
4. Mobility analysts prepare a draft Record of Support for each project on the Consent Calendar. (An example of a Record of Support can be viewed [here](#).) If supported by the Stakeholder Forum, the Record of Support can then be quickly finalized and provided back to the project team.
5. The Mobility Services Team distributes the Consent Calendar, project information (from the consent calendar request form), and the draft Record of Support documents to the Stakeholder Forum members one week prior to the MAC meeting for review (along with the full meeting agenda and other meeting materials). The Calendar will be provided as a separate stand-alone document that is included by reference in the MAC agenda (similar to how the Oregon Transportation Commission distributes its Consent Calendar agenda).

Process for Removing Projects from the ORS 366.215 Consent Calendar

1. Any member of the Stakeholder Forum may request that a project be removed from the Consent Calendar and placed on the regular agenda. Such requests can be made for any reason and at any time during the week prior to the meeting, up to the point when the Stakeholder Forum is asked to approve the Calendar at the beginning of the meeting.
2. If a Stakeholder Forum member requests that a project be removed, the Mobility Services Team will work with the Region Mobility Liaison and the Project Team to determine if there is sufficient time to add the project to the current meeting agenda, or if it should be scheduled for a later meeting.

Non-ORS 366.215 Projects

Projects with Proposed Permanent Reductions/Restrictions NOT Subject to ORS 366.215

Projects with proposed permanent reductions/restrictions NOT subject to ORS 366.215 may be shared with the Mobility Advisory Committee per ODOT policy. ODOT's Mobility Services Team will use the table below to determine if the proposed change has a low or moderate/high impact.

Impact Category	Action	Criteria
Low	Shared with the Mobility Advisory Committee via email and document responses.	New permanent size and/or weight restrictions are minimal: <ul style="list-style-type: none"> • Width reduction is less than 3%. • Reduction does not include a vertical clearance reduction. • Does not include road diet, lane reconfigurations/lane reduction, traffic calming, or other project types that reduce travel lanes or travel lane widths. • Weight restriction will not affect freight that currently uses the route. • Reduction is within design standards and does not create a new pinch point. • Reduction is on a highly restricted route as shown in black & yellow routes on the Freight Mobility Map.
Moderate		New permanent size and/or weight restrictions are moderate <ul style="list-style-type: none"> • Proposed permanent size and weight restrictions do not meet ODOT horizontal or vertical mobility standards¹¹ but the restriction will not create a new pinch point. • There may be mitigations available to bypass. • Does not include road diet, lane reconfiguration/lane reduction, traffic calming, or other project types that reduce travel lanes or travel lane widths. • Proposed vertical clearance reductions are not on high routes per the Oregon Vertical Clearance Standards Map.

¹¹ See Horizontal Width and Vertical Clearance Mobility Standards in [Appendix A \(Definitions, Standards & Resources\)](#).

Impact Category	Action	Criteria
High	Shared at a Mobility Advisory Committee Meeting.	<p>New permanent size and/or weight restrictions are high:</p> <ul style="list-style-type: none"> • New permanent size, weight, or height restrictions create new pinch points or do not meet mobility horizontal width or vertical clearance standards per the highway design manual. • Restrictions result in significant mobility impacts. • Project proposes a roundabout. • New permanent size, weight, or height restrictions create new pinch points or do not meet highway design standards¹² on a freight route per the Highway Design Manual and the Traffic Structures Design Manual. • Road diet, lane reconfiguration/lane reduction, traffic calming, or other project types that reduce the number of travel lanes or travel lane widths.

Temporary Work Zone Impacts Projects

Horizontal Width Impacts – Mainline Highway Considerations

Impact Category	Action	Criteria
No Impacts	Not required to share with the Mobility Advisory Committee	<p>Work Zone Traffic Control does not impact mobility.</p> <ul style="list-style-type: none"> • Mobility staff determines there will be no oversize load restrictions for width/height/length/weight or delay. • Workers can safely accommodate all unannounced oversize loads through the work zone (non-interstate) with minimal delay (less than 20 minutes) No restriction. • Routes are already restricted, the project duration is short, and there are large windows of opportunity for unrestricted movement. • Restrictions are off-system on a local facility. • Traffic control maintains a minimum 22 feet of width for a single lane of travel or 28 feet for 2 lanes of travel (2 lanes of one-way, or 2 lanes of opposing traffic (with no traffic separator)).¹³

¹² See Horizontal Width and Vertical Clearance Mobility Standards in [Appendix A \(Definitions, Standards & Resources\)](#).

¹³ See notification requirements in chapter 5 of the [Mobility Procedures Manual](#).

Impact Category	Action	Criteria
Low Impacts	Not recommended to share with the Mobility Advisory Committee	<p>Work Zone Traffic control impacts are low.</p> <ul style="list-style-type: none"> • Work is on a highly restricted route per the Freight Mobility Map. • Work does not restrict the following on Interstate/Multilane Highways, Critical Route Pairs, or heavily used freight routes per the Freight Mobility Map: <ul style="list-style-type: none"> ◦ Annual Permits as identified on the freight mobility daytime and nighttime annual permit maps: <ul style="list-style-type: none"> ▪ Freight Mobility Nighttime Width Map ▪ Freight Mobility Daylight Width Map ◦ Single trip permits (except superloads), and they can be accommodated with advanced notice (e.g. over-dimension permit staff will work with the district to coordinate movement through the work zone with the Resident Engineer). • Work takes place at night only and will not encroach into the daytime hours when oversize loads are allowed to move (as defined in Oregon Administrative Rules, Divisions 75 & 82 (for oversize loads) as one-half hour before sunrise until one-half hour after sunset). • There are large windows of opportunity for oversize loads to move through the work zone unrestricted when work is not in progress. • For maintenance, parades, and races, work is short term – no more than three days max as defined in the Maintenance Mobility Requirements.
Moderate Impacts	Share with Mobility Advisory Committee via email and document responses	<p>Work Zone Traffic control impacts mobility moderately.</p> <ul style="list-style-type: none"> • Width restrictions are during the day or night and restrict Annual Permits, but local detour route is available or there are windows of opportunity for unrestricted travel. • Horizontal width standards¹⁴ will be maintained, but Single Trip Permits are restricted, including superloads on the Interstate, Critical Route Pairs, or highly used freight routes (orange routes) per the Freight mobility map. Single trip permits can be accommodated with advance notice (e.g. over-dimension permit staff will work with the district to coordinate movement through the work zone with the Resident Engineer). • Width restrictions are planned on other routes (non-Interstate, non-Critical Route Pairs) that cannot accommodate wider loads with advance notice; OR there are no large windows/times provided for unrestricted travel. • Width restrictions are planned day and/or night for Maintenance/Emergency Railroad/Utility work that will restrict Single Trip and Annual Permits.

¹⁴ See [Appendix A \(Definitions, Standards & Resources\)](#) for Horizontal Width Mobility Standards.

Impact Category	Action	Criteria
High Impacts	Share at a Mobility Advisory Committee Meeting	<p>Work Zone Traffic control results in high impacts:</p> <ul style="list-style-type: none"> • Cannot meet horizontal width standards¹⁵ on the Interstate Highways or Critical Route Pairs. • There are a variety of width & height restrictions impacting Annual and/or Single Trip permits (Including Superloads). • Restrictions are in place over a long duration (e.g. weeks/months/duration of the project). • No large windows/times when oversize loads can move through the work zone unrestricted. • Hard barrier is used and cannot be moved resulting in width restrictions even when no work taking place (cannot accommodate). • No detour route available, or the detour is the Critical Route Pair, causing out of direction travel. • The critical route pair has conflicts and there is no other route available. • There are multiple stages and phases of work that are challenging to share via email.

Ramp Partial & Full Closure Impact Considerations

Impact Category	Action	Criteria
No/Low Impacts	Not recommended to share with the Mobility Advisory Committee	<ul style="list-style-type: none"> • Ramp closures to/from local jurisdictions (if not heavily used by freight). • Brief ramp closures to/from state highways due to parades or other local events (e.g. running/biking events, etc.). • Does not restrict Annual Permits and only impact single trip permits minimally.
Moderate Impacts	Share with Mobility Advisory Committee via email and document responses	<p>Ramp closures to/from state highways</p> <ul style="list-style-type: none"> • Annual & Single Trip permits restricted. • Oversize loads can be accommodated either unannounced or with advanced notice. • There are adequate detour routes available. • There is a good signing and communication plan.
High Impacts	Share at a Mobility Advisory Committee Meeting	<p>Ramp partial and full closures from system to system (mainline) highways.</p> <ul style="list-style-type: none"> • Ramp full closures are on Interstate/Multilane Highways, Critical Route Pairs, and/or heavily used freight routes per the Freight Mobility Map.

¹⁵ See [Appendix A \(Definitions, Standards & Resources\)](#) for Horizontal Width Mobility Standards.

Impact Category	Action	Criteria
		<ul style="list-style-type: none"> Ramp partial closures result in width restrictions to both Annual and Single Trip Permits. Detour routes are not available, or require an off-site detour resulting in significant out-of-distance travel.

Highway Full Closure Impact Considerations

Impact Category	Action	Criteria
Low Impacts	Not recommended to share with the Mobility Advisory Committee	<ul style="list-style-type: none"> Short-term highway closures due to parades or other local events (e.g. running/biking events, etc.).
Moderate Impacts	Share with Mobility Advisory Committee via email and document responses	<ul style="list-style-type: none"> Highway closures that have a detour route that accommodates Annual and Single Trip Permits. Closures are primarily at night with a detour that accommodates Annual Permits. Closure is not on an Interstate or Critical Route Pair¹⁶. Closures are on Highly Restricted Freight Routes (see Freight Mobility Map). Short-term highway closures for Maintenance/Railroad work.
High Impacts	Share with Mobility Advisory Committee via email and document responses	<ul style="list-style-type: none"> Highway closure is on the Interstate or a Critical Route Pair. Closure is in place for a long duration (e.g. more than three days during the day). The detour route does not allow Annual and Single Trip Permits that are normally allowed to use the road to be closed.

¹⁶ See Critical Route Pair definition in [Appendix A \(Definitions, Standards & Resources\)](#).

Construction Projects with Proposed Changes - PD-16 Impact Considerations

Projects with mobility impacts that have been shared with the Mobility Services Team and the Mobility Advisory Committee are documented on the [Mobility Considerations Checklist](#) per Operational Notice [PD-16](#). Changes to traffic control, duration, hours/days may need to be re- vetted with Mobility Services Team and the Mobility Advisory Committee.

Impact Category	Action	Criteria
Low Impacts	Not recommended to share with the Mobility Advisory Committee	<ul style="list-style-type: none"> Re-vetted projects with minor changes to mobility impacts/restrictions, duration, or schedule. (E.g. the hours change, but do not create a new restriction by encroaching into daytime hours, the size and weight restrictions change but do not impact the annuals and single trip permits allowed to move, etc.) Changes do not restrict Annual Permits. Work is not on an Interstate or Critical Route Pair Route.
Moderate Impacts	Shared with the Mobility Advisory Committee via email and document responses.	<ul style="list-style-type: none"> Re-vets w/changes to mobility impacts/restrictions. Durations are significantly longer, and the detour route is not ideal (e.g. requires an additional pilot car and there are extra out of distance miles, causing a monetary hardship). Changes result in new restrictions, or restrictions are more significant than originally proposed. (Example: when originally shared, a project may have indicated Annual Permits will not be impacted and Single Trip Permits could move up to 18 feet wide. A proposed change in width still allows Annual Permits; but Single Trips are now restricted to 14 feet, potentially impacting oversize loads that planned on moving during the specified time.)
High Impacts	Share at a Mobility Advisory Committee Meeting	<ul style="list-style-type: none"> Changes in schedule cause conflicts with a Critical Route Pair. ODOT has committed to ensuring one route will always be unrestricted while the other route is restricted. Changes in schedule conflict with other projects and restrictions will affect movement of planned oversize loads (e.g. windmills).

Delay Impact Considerations

Impact Category	Action	Criteria
Low Impact	Not recommended to share with the Mobility Advisory Committee	<ul style="list-style-type: none"> • Short-term delays due to rolling slow-downs, stop/holds, etc. less than 20 minutes. • Performed during non-peak times or not expected to cause long delays. • Only impact freight (less than 20 minutes). • Longer delays located on a route that is highly restricted to freight.
Moderate Impact	Share with Mobility Advisory Committee via email and document Responses	Projects that exceed delay thresholds ¹⁷ occasionally.
High Impact	Share at a Mobility Advisory Committee Meeting	<ul style="list-style-type: none"> • Projects that regularly exceed delay thresholds and require a delay exception. • Delays are anticipated to be significant and will impact all traffic.

¹⁷ See Delay Thresholds definition in [Appendix A \(Definitions, Standards & Resources\)](#).

Appendix D: MAC Meeting Guidelines

Projects Selected and Scheduled for Meetings

- Not all projects are shared with the Mobility Advisory Committee in a formal meeting setting. The Mobility Services Team uses the Criteria in Appendix C to determine which projects should be shared with the MAC and how they should be shared (via email or at a regularly scheduled MAC meeting).
- Projects selected for a meeting presentation are scheduled using the information submitted on the [Agenda Request/Meeting Materials Form](#) on the [internal Mobility SharePoint site](#).¹⁸ The completed form and all meeting materials are due at least **3 weeks prior** to the requested meeting date.
- Projects are scheduled based on the urgency level indicated on the form:
 - **High:** Must be scheduled for the next upcoming meeting (this excludes projects submitted late).
 - **Medium:** Can be moved to the following month of requested meeting date, if necessary.
 - **Low:** Can be scheduled sometime within the next three months of requested meeting date.
- Projects not listed on the published agenda cannot be added prior to the meeting. This is to ensure adequate time is available for the Mobility Services Team to review, provide feedback and edit presentation materials for those projects that are scheduled.
- Agendas at a minimum will include project details and notification of any additional attendees (e.g. consultants, ODOT technical staff, local stakeholders, etc.).

Meeting Schedule & Notifications

- Meetings are held monthly on the second Thursday of each month, on an as-needed basis. Meetings may need to be moved to a different day occasionally to accommodate conflicts. Additional special meetings (e.g. work sessions) may also be scheduled as necessary, by consensus agreement of the committee members.
- Agendas and supporting documents are posted on the [Mobility Meeting Records website](#) at least one week prior to a meeting. Those interested in MAC meetings can also [sign up](#) to receive meeting notifications and other MAC updates via email.

¹⁸ External consultants can use [this form](#) to provide their agenda requests and documents to the appropriate Region Mobility Liaison, who can submit the agenda item on the consultant's behalf. Region Mobility Liaison contact information can be found on the [Statewide Mobility Program website](#).

Project Summaries

The Mobility Services Team will distribute project summaries to the MAC members one week prior to the meeting, which summarizes the project impacts (e.g. permanent reductions, size/weight restrictions, closure/hours and durations, critical route pair conflicts) for all projects scheduled for review (with the exception of projects scheduled for the ORS 366.215 consent calendar).

Meeting Structure

The meeting will be divided into distinct categories based on the activity type to clearly identify projects that are subject to ORS 366.215, and projects with non-ORS 366.215 impacts (permanent or temporary). The following rules will be applied to each activity:

Applies to All Activities	<ul style="list-style-type: none"> Discussions and committee advice will be documented using separate sections within the minutes for ORS 366.215 project impacts versus non-ORS 366.215 project impacts. Recommendations will be made by consensus (see definition #4 in Appendix A of the Mobility Advisory Committee Charter). All segments will be incorporated into a single Mobility Advisory Committee Agenda, which will clearly distinguish between segments. Meetings will be hosted and recorded using Web Ex. Microsoft Teams will be used as an alternate platform.
Applies to Permanent ORS 366.215 Activities	<ul style="list-style-type: none"> The ORS 366.215 Stakeholder Forum segment will be scheduled first on the agenda. This meeting segment will be convened, adjourned and recorded separately from the non-ORS 366.215 meeting segments to provide a clear distinction between them. Records for ORS 366.215 project reviews will be retained on a website for 10 years, per Administrative Rule (OAR 731-012-0140).
Applies to Permanent (non-ORS 366.215) Activities	<ul style="list-style-type: none"> Projects proposing permanent reductions (non-ORS 366.215) will be scheduled second on the agenda following ORS 366.215 Stakeholder Forum reviews. Projects will follow department policy¹⁹ regarding stakeholder engagement.
Applies to Temporary Activities	<ul style="list-style-type: none"> Projects proposing temporary restrictions due to work zone activities will be scheduled third on the agenda following projects proposing permanent (non-ORS 366.215) reductions. Committee feedback and support for projects with temporary restrictions will be documented per Operational Notice PD-16 and the Mobility Considerations Checklist.

¹⁹ See [Appendix B \(Table of Authorities\)](#) for department policies related to temporary work zone restrictions and permanent reductions not subject to ORS 366.215.

Committee Roles & Responsibilities / Appointments

Committee roles and responsibilities are summarized in the following “RACI” chart.

FIGURE 1: RACI CHART

Committee Roles and Responsibilities <u>R</u> esponsible, <u>A</u> ccountable, <u>C</u> onsulted, <u>I</u> nformed													
Activity Area*	Roles												
	Bicycle Rep	Pedestrian Rep	Trucking Industry Rep	Mobile Home Mfg. Rep	Oversize Load Freight Rep	Automobile Users Rep	Contractor Rep	Project-Specific Stakeholders (ORS 366.215)	Other Invited Members	All Stakeholders and General Public	Department Staff	Department	Oregon Transportation Commission
Key Stakeholders										Other Stakeholders	ODOT	OTC	
Temporary WZ Safety & Mobility Impact Reviews	C	C	C	C	C	C	C	C	C	I	R	A	
ORS 366.215 Stakeholder Forum Reviews	C	C	C	C	C	C	C	C	C	I	R	A	A
Projects Proposing Permanent Impacts (on routes <i>not</i> subject to ORS 366.215)	C	C	C	C	C	C	C	C	C	I	R	A	

R Responsible

A Accountable

C Consulted

I Informed

Assigned to complete tasks or deliverables.

Has final decision-making authority and accountability for completion.

Stakeholder who is consulted to advise the Department on the three activities listed above.

Must be informed after a decision or action.

*Refer to the *Table of Authorities* in Appendix B of the Charter for the appropriate statute, rule, or policy that applies to each activity area.

Organizations representing the listed stakeholder groups in [Figure 1](#) are asked to provide one representative each to serve on the Mobility Advisory Committee and Stakeholder Forum.²⁰ Alternates may be assigned by the representative or their organization to serve in the event the primary representative is unavailable to attend a meeting.

Consensus (Used for Recommendations)

The following "Consensus Model" is used to make recommendations to ODOT.

Consensus Model Expectations

- **Collaboration:** Members contribute to a shared proposal that meets the concerns of all group members as much as possible.
- **Cooperation:** Members strive to reach the best possible proposal for the group and all of its members, rather than stating personal preferences.
- **Egalitarianism:** Members are afforded equal input into the process.

Mobility Advisory Committee actions to forward recommendations to ODOT

1. The committee collaboratively discuss proposal generated by ODOT region staff.
2. The committee requests modifications (if needed) to the plans to address specific issues/concerns.
3. ODOT region project team modifies the proposal as needed (if feasible) to generate as much agreement as possible.
4. Committee members and ODOT staff engage in good faith to reach consensus for support.
5. Acknowledge unsatisfied concerns through dissent options.

Dissent Options

1. **Declare reservations:** Members who are willing to let a proposal pass but desire to register their concerns with the group may choose to "declare reservations." If there are significant reservations about a motion, the group may choose to modify or re-word the proposal.

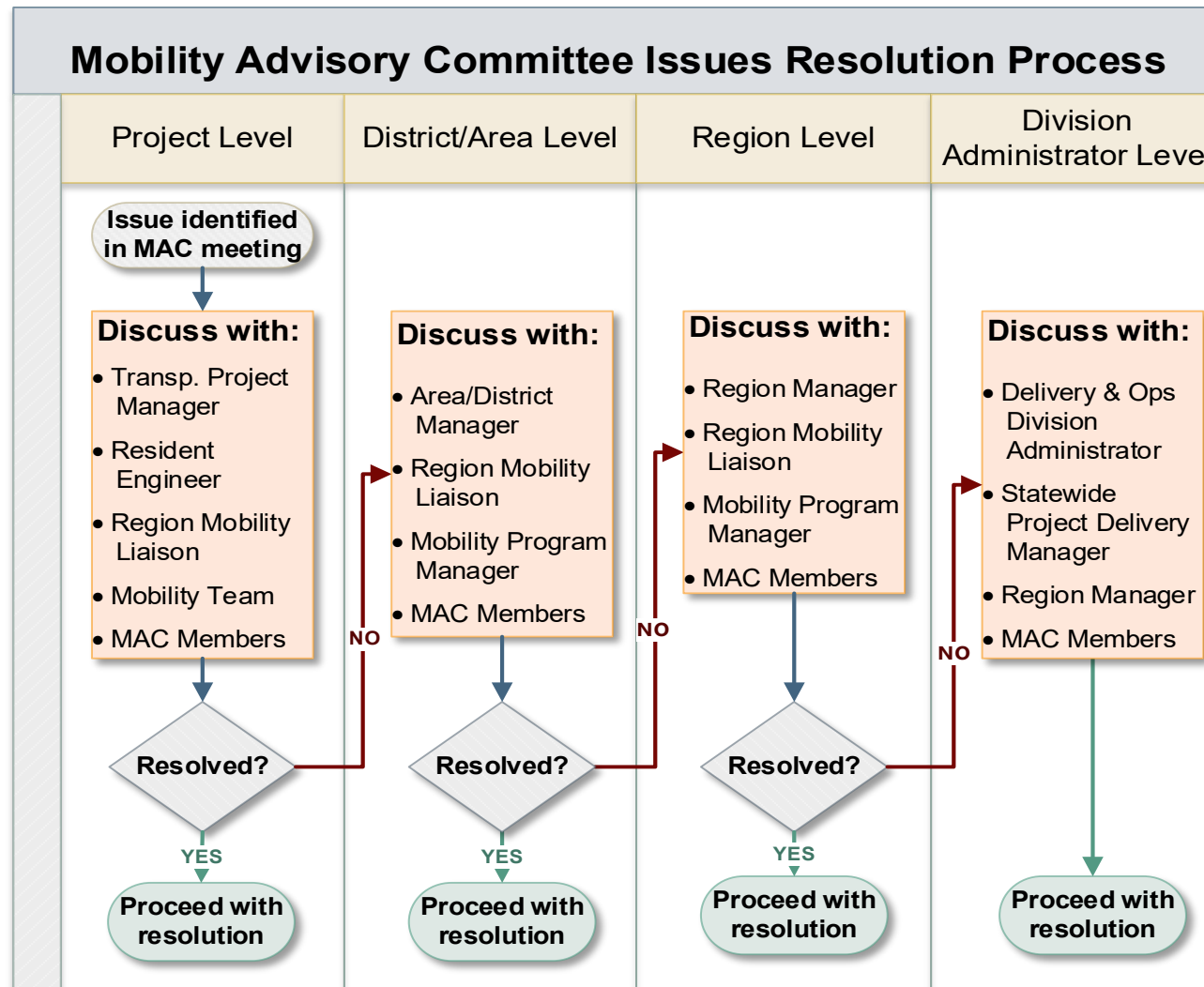
²⁰ Oversize load freight representative includes industry members who represent the following three categories: 1) annual and single oversize loads, 2) overwidth/overheight/overweight single trip superloads, and 3) overlength long load single trip superloads.

2. **Stand aside:** A "stand aside" may be registered by a member who has a disagreement with a proposal, but is willing to let the proposal pass. The concerns of members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.
3. **Object:** Any member may "object" to a proposal and the Mobility Services Team will document reasons for the objection. Note: At any stage of the process, if issues need to be resolved a separate work session can be held. (See [Work Sessions](#) section.)

Issue Resolution (for non ORS 366.215 project reviews)

When issues arise during discussion of non-ORS 366.215 project reviews, the following process will be used to resolve issues. Issue resolution begins at the project level and progresses through decision levels identified in the resolution process chart (see figure 2 below) as necessary.

FIGURE 2 - RESOLUTION PROCESS



Note: Issues related to ORS 366.215 Reduction Reviews will follow the resolution process specified in [OAR Chapter 731, Division 12](#).

Recordkeeping

- **Minutes & Action Items:** The Mobility Services Team is responsible for taking minutes and documenting action items. Draft minutes with action items are posted to the Mobility Meeting Records web page within 10 business days after each meeting. The facilitator will request approval of the draft minutes at the beginning of each meeting. Once approved by the committee, final minutes will be published on the [Mobility Meeting Records web page](#) and the [ORS 366.215 Records web page](#) (if applicable).
- **Mobility Consideration Checklist:** Support for temporary work zone restrictions are documented on the Mobility Considerations Checklist (per [ODOT Operational Notice PD-16](#)), and signed by the Region Project Lead and the Mobility Program Manager.
- **ORS 366.215 Records of Support:** Support of a Proposed Action by the Stakeholder Forum is recorded in a formal Record of Support. The document is created and published by the ODOT Mobility Services Team following Stakeholder Forum meetings. The document provides a record of determinations and information that is required under [OAR 731-012-0140](#).²¹ Stakeholder Forum Records of Support, as well as Director and OTC determinations are published on the [ORS 366.215 Records web page](#). The Rule requires ORS 366.215 records to be maintained for 10 years.
- **Documented Agreement for Roundabouts (not subject to ORS 366.215):** Proposed roundabouts require a documented agreement per [ODOT Directive DES-02](#). The Record of Support serves as the documented agreement on routes subject to ORS 366.215. Roundabouts on routes not subject to ORS 366.215 must have documented agreement between ODOT and the representatives of the trucking industry to memorialize that the roundabout is properly sized. For non-ORS 366.215 roundabout projects, the MAC meeting minutes are used to document the agreement to meet the requirement of Directive DES-02.

Work Sessions

Separate work sessions with committee members and ODOT staff may be held for the following reasons:

1. To follow up and examine specific issues and concerns identified during a regularly scheduled MAC meeting that require more in depth discussion and there is insufficient time available to resolve them.

²¹ An [ORS 366.215 Implementation Guidance Document](#) is available, which summarizes the reduction review process specified in administrative rule.

2. Prior to a regular scheduled MAC meeting for high impact projects (such as intersection improvements, road diets, cross-overs for paving projects, etc.) to proactively address potential concerns before coming to the full committee.

The following guidelines apply to work sessions:

- Work sessions provide an opportunity to share additional project details and allow more time for a healthy discussion to resolve issues and concerns and build consensus. Both the Mobility Advisory Committee (MAC) members and Stakeholder Forum (SF) members shall be invited to participate in work sessions and represent their interests.
- Support for a project at the conclusion of a work session does not substitute for the support needed and memorialized at the regularly scheduled Mobility Advisory Committee meeting. Support will be affirmed at the next regularly scheduled MAC meeting.
- A subset of the MAC/SF members can be utilized to resolve specific issues when they are limited in scope, affecting only one or two represented stakeholder groups. For transparency, both the Mobility Advisory Committee (MAC) members and Stakeholder Forum (SF) members shall be invited and notified that the topic is limited in scope and may have minimal to no impact to them, but all are welcome to participate. Results of the work session will be shared at the next regularly scheduled MAC meeting.
- For projects requiring a work session with urgent deadlines, an exception may be allowed to document formal support at the work session if both the Mobility Advisory Committee (MAC) members and Stakeholder Forum (SF) members were invited and notified that the goal is to garner and document support at the conclusion of the meeting. This should be an exception to the rule. The regularly scheduled MAC meetings are the official meeting and record keeping venue for mobility discussions.
- The region hosting the work session is responsible for developing the agenda and facilitating the meeting. The agenda templates are available on the Mobility SharePoint website. The Region will share final agenda with The Mobility Services Team who will coordinate the scheduling (Doodle Polls, Outlook, Teams and/or WebEx invites). Mobility will also record the meeting, track action items, and create meeting minutes.

MAC Meeting Facilitation

- Regular meetings of the MAC will be recorded and facilitated by the Mobility Services Team.²² At the beginning

²² Work sessions held outside of regular MAC meetings are facilitated by the hosting region.

of each meeting, the facilitator will open the meeting, take roll call, ask for approval of the minutes from the previous meeting, and review the agenda.

- If there are items on the ORS 366.215 Consent Calendar²³ for the Stakeholder Forum to consider, the facilitator will ask for support for the entire calendar at the top of the meeting before the other ORS 366.215 project presentations begin.
- The facilitator will introduce each project by providing a brief summary of the proposed permanent or temporary impacts to be considered (based on the project summaries distributed to members prior to the meeting).
- The facilitator will manage Q&A during presentations, and where appropriate, provide objective analysis based on statute, rule, policies and procedures.
- The facilitator will manage the consensus decision-making process through the following steps:
 1. Allow time for discussion and comments.
 2. Identify emerging suggestions or proposals.
 3. Identify any unsatisfied concerns.
 4. Identify ways to modify the suggestion or proposal to generate as much agreement as possible.
 5. Assess the degree of support.
 6. Document support (or nonsupport) or repeat steps as needed.

Presentation Templates & Documentation

- Two meeting templates are provided on the [Mobility Planning and Guidance web page](#) and the internal [Mobility SharePoint site](#), and both are required to be used for presentations. [Instructions are available](#) for using these required templates.
 - The [Temporary Conditions PowerPoint Presentation Template](#) must be used for presenting work zone safety impacts and temporary closures and restrictions during project development, construction (for updates) and maintenance projects per mobility policies, commitments and procedures.
 - Use the required [ORS 366.215 PowerPoint Template](#) for presenting potential reductions in vehicle-carrying capacity. It is important to include both existing and proposed cross-section for each proposed reduction location so the MAC has enough information needed to provide support (or not) for a

²³ The criteria used to determine which ORS 366.215 project impacts can be placed on the consent calendar are described in [Appendix C \(Mobility Project Review Criteria\)](#) of the Mobility Advisory Committee Charter.

proposed reduction in vehicle-carrying capacity.

- More templates are being developed for other types of presentations. Contact the [Mobility Services Team](#) for help if you have unique presentation needs.
- When using the required templates, follow the instructions in the notes section of each slide to ensure all impacts are clearly addressed.
- The completed template and any required documents (e.g. Mobility Considerations Checklist, Transportation Management Plan, Work Zone Decision Tree, etc.) must be provided to the Mobility Services Team at least **three weeks prior** to the scheduled mobility meeting using the online [Agenda Request/Meeting Materials Form](#) on the internal [Mobility SharePoint site](#). This allows the Mobility Services Team one week to review the presentation and confirm the supporting documents are in-synch. *Three weeks does not substitute for the timelines required to submit documents to the MST specified in the MCC to allow adequate time for project review, clarification and feedback.*
- The Mobility Services Team will post supporting documents on the [Mobility Meeting Records website](#) at least one week prior to a meeting.
- Presentations should be easy to follow, tell a story, and have visual aids to help describe the proposal. Avoid including information that is not needed or requested in the provided templates. Contact the [Mobility Services Team](#) if you want to insert a slide that is different from the ones provided.
- Meeting materials posted on ODOT's web pages must meet accessibility standards. Guides for creating accessible documents (including Word, PowerPoint, PDF and Excel) are available here: <http://ncdae.org/resources/cheatsheets/>.

Presenter Expectations

- Presenters will follow Region management expectations to ensure a successful meeting outcome (e.g. conducting a dry run with Region management). Staff and consultants who have never presented at a mobility meeting are encouraged to attend an earlier scheduled meeting to get a sense of the flow of discussion and questions asked by stakeholders.
- Presenters should be engaging the committee as early as possible to allow for a collaborative process with stakeholders. Depending on the complexity or sensitivity of the project, modifications to designs, staging plans, detour routes, etc. may be requested and subsequent meetings needed. It is important to factor in enough time to allow for appropriate stakeholder engagement.

- Presenters will ensure they have appropriate personnel at the meeting to answer questions.
- Presenters are encouraged to share their screen and control their own presentations during virtual meetings, to ensure the correct content is displayed at the appropriate time during the presentation. Presenters should notify the [Mobility Services Team](#) as soon as possible if unable to attend, or if only able to attend by phone.

Mobility Services Team Region Support

The Mobility Services Team assists the Regions in preparing for MAC meetings by providing the following support:

- Participate in Region dry runs of project presentations.
- Participate in Region Project Team Meetings to provide feedback and answer questions.
- Review submitted presentations and documentation to ensure all necessary information is provided for stakeholder input.
- Provide feedback to Regions to correct errors and improve clarity.
- Identify potential issues/concerns and may recommend possible mitigations as appropriate.
- Provide support for development of Transportation Management Plans.
- Provide special training sessions.
- Prioritizing projects submitted for the MAC agenda, and rescheduling projects as necessary.

Charter Amendments

ODOT will review the Charter on an annual basis, but retains the right to make updates at any time to address policy changes and/or Department direction. ODOT will notify the MAC when changes are necessary, and will solicit input from the Committee as appropriate.