

Summary of Mobility Advisory Committee Charter Changes

#	Document Section	Document Subsection/ Page #	Change Summary	Comment
1.	Main Charter	Committee's Primary Functions, Bottom of page 4	Added the following sentence prior to the list of primary functions: <i>The MAC is an advisory committee, and design decisions rest solely with the agency. The committee's advisory role is focused on three primary areas:</i>	Originally shared with the MAC and Regions in July/August 2023
2.	Main Charter	Membership & Roles/Responsibilities, Top of page 6	Added the following sub-topic at the top: Composition and Demographics <i>As required by ORS 802.348 and in alignment with ODOT policy and values, the Mobility Advisory Committee is committed to ensure representation of the committee is diverse and reflective of the communities it serves.</i>	Originally shared with the MAC and Regions in July/August 2023 Changed HB2985 to the actual ORS number.
3.	Main Charter	Membership & Roles/Responsibilities, Page 6	In the Mobility Advisory Committee membership subsection, changed "represent" to "advise the department" to further emphasize the advising role of the committee. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u>Mobility Advisory Committee Membership</u></p> <p>The Mobility Advisory Committee is a standing committee made up of stakeholders interested parties who represent advise the Department on mobility and work zone safety interests; and other statewide transportation interests.</p> </div>	
4.	Main Charter	Membership & Roles/Responsibilities, Bottom of page 7	Added a bullet for ODOT at the top of the bulleted list: <i>ODOT</i> <i>The Department is responsible for sharing project impacts with the MAC (per the project review criteria in Appendix C), consider the advice it receives from the committee, and make design decisions in a transparent manner. The Department is not obligated to use the advice from the committee but is responsible for informing the committee of its final design decisions. Communications between the</i>	

			<p><i>Department and the MAC/IPF (or a subset of the MAC/IPF) regarding project information will be shared with the entire committee through the Mobility Services Team (MST) for transparency.</i></p>	
5.	Main Charter	Membership & Roles/Responsibilities, Page 8	<p>Combined the ODOT Statewide Project Delivery Branch and Mobility Services Team subsection as follows, as it seemed confusing to have them separated:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><u><i>ODOT Statewide Project Delivery Branch/Mobility Services Team</i></u></p> <p><i>The ODOT Statewide Project Delivery Branch Mobility Services Team (MST) is responsible for convening and facilitating the MAC meetings and Interested Party Forums, and maintaining program records. 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. The Mobility Services Team MST serves as a liaison between the Mobility Advisory Committee members and the ODOT Region staff. The Mobility Services Team They provides technical support, expertise, project reviews, and administrative support to the MAC, including agenda-builds, presentations, work sessions and meeting facilitation.</i></p> </div>	
6.	Main Charter	Membership & Roles/Responsibilities, Page 8	<p>Added a subsection for ODOT Regions:</p> <p><i>ODOT Regions</i></p> <p><i>ODOT Regions are responsible for sharing project impacts with the MAC/IPF, through the Mobility Services Team and their respective Region Mobility Liaison, per the project review criteria in Appendix C.</i></p>	
7.	Main Charter	Membership & Roles/Responsibilities, Top of page 9	<p>Created a combined ODOT Public Transportation and Delivery and Operations Divisions subsection.</p> <p><i>ODOT Public Transportation and Delivery and Operations Divisions</i></p> <p><i>Members of the ODOT Public Transportation and Delivery and Operations Divisions are a resource to the MAC on design considerations, issues and concerns.</i></p>	

8.	Appendix A: Definitions, Standards & Resources	Definitions, Bottom of page 11	Added a link to the Critical Route Pair GIS Map to the Critical Route Pairs definition and to the list of map resources.	Originally shared with the MAC and Regions in July/August 2023
9.	Appendix A: Definitions, Standards & Resources	Definitions, Top of page 15	Added a definition for Roadway Reconfigurations (per ODOT's Road Diet Fact Sheet)	Originally shared with the MAC and Regions in July/August 2023
10.	Appendix A: Definitions, Standards & Resources	Resources, Page 18	Removed the Blueprint for Urban Design links from the list of manuals in the Resources section.	Originally shared with the MAC and Regions in July/August 2023
11.	Appendix B: Table of Authorities	Permanent Reductions Documents, Pages 19-20	Removed the Blueprint for Urban Design, and added a note to the ODOT Highway Design Manual that the BUD has been incorporated into the HDM.	Originally shared with the MAC and Regions in July/August 2023
12.	Appendix C: Project Review Criteria	ORS 366.215 Consent Calendar section, Page 23	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 Interested Party Forum and ODOT Regions during the course of their project reviews.</i>	Originally shared with the MAC and Regions in July/August 2023
13.	Appendix C: Project Review Criteria	ORS 366.215 Consent Calendar section, Page 24	Changed the first 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. Also added 22-feet for single lane width to be consistent with the other categories.	Originally shared with the MAC and Regions in July/August 2023
14.	Appendix C: Project Review Criteria	ORS 366.215 Consent Calendar section, Page 26	For the first category under Vertical Reductions, removed the word "bridge" from the category title so that the category can apply to any structure (not just bridge structures).	Originally shared with the MAC and Regions in July/August 2023
15.	Appendix C: Project Review Criteria	ORS 366.215 Consent Calendar section, Page 26	Added a new category under Vertical Reductions for new sign and signal structures (such as sign bridges, traffic signals, overhead Rapid Rectangular Beacons (RRFBs), VMS signs, mast arms, lighting, cantilever signs, etc.)	Originally shared with the MAC and Regions in July/August 2023

16.	Appendix C: Project Review Criteria	ORS 366.215 Consent Calendar section, Page 24	Removed the consent calendar example since it is not used.	Originally shared with the MAC and Regions in July/August 2023
17.	Appendix C: Project Review Criteria	Temporary Work Zone Impacts Section – Low Impacts, Page 31	In the Low Impacts category for Temporary Impacts, added the following note in parentheses to the second criteria bullet: <i>Work does not restrict the following on Interstate/Multilane Highways, Critical Route Pairs, or heavily used freight routes (unless there is an easy on/off or up/over to bypass work zone) per the Freight Mobility Map:</i>	Originally shared with the MAC and Regions in July/August 2023
18.	Appendix C: Project Review Criteria	Construction Projects with Proposed Changes – PD-16 Considerations Section – Low Impacts, Page 34	In the Low Impacts category for Construction Projects with Proposed Changes – PD-16 Impacts, added the following to the third bullet: <i>Work is not on an Interstate or Critical Route Pair Route and/or all oversize loads can easily use the off and on, or up and over ramps with no additional requirements or restrictions.</i>	Originally shared with the MAC and Regions in July/August 2023
19.	Appendix C: Project Review Criteria	Construction Projects with Proposed Changes – PD-16 Considerations Section – Low Impacts, Page 34	Added two new bullets to the low impact criteria: <ul style="list-style-type: none"> <i>The project schedule has changed, but the restrictions remain the same and the project does not take place on a Critical Route Pair where the schedule change might present potential conflicts.</i> <i>Additional work/restrictions have been added, but the new restrictions meet the “low impact” criteria for horizontal width, and the change does not extend the schedule for the project (if located on a Critical Route Pair).</i> 	Originally shared with the MAC and Regions in July/August 2023
20.	Appendix C: Project Review Criteria	Construction Projects with Proposed Changes – PD-16 Considerations Section – High Impacts, Page 34	Added the following note to the High Impacts Action for Construction Projects with Proposed Changes – PD-16 Impacts: <i>Share at a Mobility Advisory Committee Meeting if time allows, otherwise share through email.</i>	Originally shared with the MAC and Regions in July/August 2023
21.	Appendix D: MAC Meeting Guidelines	Committee Roles & Responsibilities, RACI Chart, Page 36	Moved this section to the top of Appendix D.	
22.	Appendix D: MAC Meeting Guidelines	Consensus Model Section, Page 37	Moved this section up higher, below the RACI chart.	

23.	Appendix D: MAC Meeting Guidelines	Consensus Model Expectations/MAC actions to forward recommendations to ODOT, Page 37	<p>Made the following highlighted edits to further emphasize that the committee can respond with advice rather than a proposal.</p> <p>Consensus Model Expectations</p> <ul style="list-style-type: none"> • Collaboration: Members contribute to a shared proposal response that meets the concerns of all group members as much as possible. • Cooperation: Members strive to reach the best possible proposal response for the group and all of its members, rather than stating personal preferences. • Egalitarianism: Members are afforded equal input into the process. <p>Mobility Advisory Committee actions to forward recommendations to ODOT</p> <ul style="list-style-type: none"> • The committee collaboratively discusses proposal designs shared by ODOT region staff who are seeking advice from the committee. • The committee requests modifications (if needed) to the plans to address specific issues/concerns. • Committee members and ODOT staff engage in good faith to reach consensus for support. ODOT region project team considers the advice and is responsible for the final design decision. • Acknowledge unsatisfied concerns through dissent options. 	
24.	Appendix D: MAC Meeting Guidelines	Consensus Response Options Section, Pages 37-38	Updated the Consensus Response Options to be consistent with those listed on the slide during MAC meetings.	The updated consensus response options slide was rolled out to the MAC (as a pilot) at the December 14, 2023 MAC meeting.
25.	Appendix D: MAC Meeting Guidelines	Meeting Structure Section, Page 39	In the “Applies to All Activities” section under “Permanent ORS 366.215 Activities,” changed the first bullet so that the Consent Calendar is scheduled first on the agenda. Also changed the second bullet to indicate that the Interested Party Forum will be convened, adjourned and recorded separately.	Originally shared with the MAC and Regions in July/August 2023
26.	Appendix D: MAC Meeting Guidelines	Meeting Structure Section, Page 39	In the “Applies to All Activities” section, changed the meeting platform so that the platform name itself (e.g. MS Teams) is not referenced, but that we will use the platform currently supported by ODOT.	
27.	Appendix D: MAC Meeting Guidelines	Recordkeeping Section, Page 42	In the last bullet (Documented Agreement for Roundabouts (not subject to ORS 366.215), updated this item to indicate that the Mobility Services Team will issue a Roundabout Memorialization Agreement instead of using the Meeting Minutes to meet the requirements of the Roundabout Directive (DES-02).	Originally shared with the MAC and Regions in July/August 2023
28.	Appendix D: MAC Meeting Guidelines	Work Sessions Section, Pages 42-43	Added the following note in bullet #3 to emphasize transparency in communications:	

			<ul style="list-style-type: none"> A subset of the MAC/IPF members can be utilized to resolve specific issues when they are limited in scope, affecting only one or two represented interested party groups. For transparency, both the MAC members and IPF 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. <p><i>Note: Communications regarding project information between the ODOT Regions and a subset of the MAC will be shared with the entire committee. Regions and committee members are required to coordinate communications through the Mobility Services Team to ensure transparency with all committee members.</i></p>	
29.	Appendix D: MAC Meeting Guidelines	Meeting Facilitation Section, Page 44	Added a bullet to indicate the facilitator will pause the meeting briefly between the Interested Party Forum and the rest of the meeting, to establish a new recording and transcription.	Originally shared with the MAC and Regions in July/August 2023
30.	Appendix D: MAC Meeting Guidelines	Presentation Templates Section, Pages 44-45	Updated the list of PowerPoint presentation templates to include those that have been developed since the Charter was first rolled out.	Originally shared with the MAC and Regions in July/August 2023
31.	Throughout the document		Made minor formatting changes throughout the document. Also replaced “stakeholder” with “committee member” , “interested party” or “Interested Party Forum” where appropriate.	Originally shared with the MAC and Regions in July/August 2023