



## Oregon Transportation Plan Update Policy Coordinating Committee

### Roles, Responsibilities and Meeting Guidelines

#### Project Overview

The Oregon Department of Transportation (ODOT) is updating the Oregon Transportation Plan, last updated in 2006. The OTP is the overarching policy element of the state transportation system plan. The intent of the OTP update is to provide the long-range vision for Oregon's multi-modal system that sets a policy framework for shaping the system through 2050. The OTP update will:

- Focus on high-level “drivers of change” and related transportation scenarios to develop a plan that is flexible over time.
- Understand the system's multiple users and their needs, and articulate the interrelationship of modes, jurisdictions, and regional contexts.
- Understand system conditions, needs and challenges to inform a framework for prioritizing transportation investments.
- Establish an approach for implementing the vision, goals, and policies developed in the plan.

#### Policy Coordinating Committee (PCC) Roles

##### PCC Charge from the Oregon Transportation Commission

See Attachment A.

Members of the PCC will:

- Prepare for and strive to attend every meeting between September 2021 and winter 2022 to ensure continuity throughout the process. Members will schedule time with project staff to catch up on what was missed in rare instances they cannot attend.
- Confirm attendance prior to the meeting.
- Comment constructively and in good faith.
- Stay focused on the specific topics for each meeting.
- Consult with their organization, customers, or colleagues to inform them of the process and gather their input.
- Provide feedback about the process to the ODOT project team so improvements can be made quickly.
- Direct communications and media inquiries about group operations or decisions to ODOT Project Manager, Adam Argo, [Adam.Argo@odot.state.or.us](mailto:Adam.Argo@odot.state.or.us).
- Forward all media inquiries and requests to Shelley Snow, [Shelley.M.SNOW@odot.state.or.us](mailto:Shelley.M.SNOW@odot.state.or.us).

## **Chairperson**

The Chair's role is to:

- Listen to PCC discussion.
- Restate the OTC charge to the PCC, clarifying and reinforcing when necessary.
- Reinforce the priority tasks and outcomes for the group.
- Share interests and concerns of the OTC as a whole.

## **Vice Chairperson**

The Chair's role is to:

- Listen to PCC discussion.
- Perform the Chair's other roles in the Chair's absence.

## **Facilitator**

The Facilitator will:

- Encourage open, candid, and robust discussion.
- Start and end the meetings and agenda items on time.
- Encourage innovation by listening to all ideas.
- Ensure that every member has an opportunity to participate.
- Keep meetings moving and focused on the agenda and stated outcomes.
- Provide time for public comment and ensure that public comment is an item on each agenda.
- Uphold meeting guidelines.
- Articulate the PCC's recommendations to the OTC.
- Ensure progress is made on plan development and meeting outcomes.

## **Project Team**

The Project Team will:

- Provide and distribute agendas in advance that include clear meeting objectives.
- Provide discussion materials in advance so that the group has time to review the information.
- Produce PCC meeting summaries.
- Encourage all members to take part in discussions.
- Provide feedback on how PCC input is used.
- Keep a running list of action items from each meeting.
- Acknowledge and share member comments received between meetings.
- Share public comments received from stakeholders and the public.

## **Meetings and Accessibility of the Public**

All meetings are:

- Open to the public.
- Announced by email to relevant ODOT GovDelivery lists.

- Held primarily remotely via video conference or call-in number. The project team will consult with PCC members about adjusting to in-person meetings should conditions allow.
- Advertised on the project website with the meeting agendas and materials approximately 1 week in advance.

A minimum of 10 minutes during each meeting will be reserved for public comment. This amount may be extended by the Facilitator, in consultation with the group, if needed and if time allows. The length of individual comments should be limited based on the number of individuals who wish to address the group but should be no more than 2 minutes. Meeting notifications will include ways to comment in writing. The public is encouraged to provide written or recorded verbal comments to the project website, [OTP@odot.state.or.us](mailto:OTP@odot.state.or.us) or 503-423-3720 before each meeting, even if planning to provide comments during the meeting's public comment period. Comments received by 11:00 a.m. the business day before the meeting will be shared with committee members before their meeting. All written comments received will be added to the meeting record.

## **Decision-making**

- The team will use PCC input in developing work products, for example:
  - Existing conditions assessment
  - Future trends and scenarios
  - Policy options
  - Draft report
- The PCC will make recommendations on the draft OTP update to the OTC.
- The group will work toward consensus, which is the point at which all members can support the recommendation as the most viable for the PCC as a whole, although it may not be an individual's personal favorite.
- If consensus cannot be reached, 2/3 of PCC members present must reach consensus for a recommendation to be considered a PCC recommendation. The PCC does not require a quorum to develop a group recommendation. All opinions will be part of the meeting summary.

## **Meeting and Participant Ground Rules**

- Provide a balance of speaking time. Let others speak once before speaking twice.
- Seek to learn and understand each other's perspective.
- Encourage respectful, candid, and constructive discussions.
- Be present.
- Bring information to the table that is relevant to the conversation; the group cannot address issues that are not raised during meetings.
- PCC members agree to fully participate by sharing feedback and opinions with the Chair, Facilitator, the project team and each other during meetings and when requested, between meetings.

- Share relevant information with the group about simultaneous projects, activities and other things in progress.

## **Public Records and Confidentiality**

PCC communications and records, such as project documents, discussion drafts, meeting summaries and exhibits are public records and are available for public inspection and copying.

## **Project Contacts**

### **Primary Contacts:**

Amanda Pietz

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Adam Argo

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Stacey Goldstein

[Stacey.S.Goldstein@odot.state.or.us](mailto:Stacey.S.Goldstein@odot.state.or.us)

### **Media Contact:**

Shelley Snow

[Shelley.M.SNOW@odot.state.or.us](mailto:Shelley.M.SNOW@odot.state.or.us)

## Attachment A: Policy Coordinating Committee Charge



# Policy Coordinating Committee Charge

Date: Thursday, July 01, 2021

Project: Oregon Transportation Plan

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Subject: **Policy Coordinating Committee (PCC) Charge – DRAFT**

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## Summary

Much has changed in Oregon since the current Oregon Transportation Plan (OTP) was adopted by the Oregon Transportation Commission (OTC) in 2006, from our state's demographic make-up to Oregon's economy to environmental realities. The OTC believes the time is right beginning in 2021 for a comprehensive OTP update to set a new transportation vision.

The OTC is charged with developing and maintaining the OTP – a 20-year, long-range plan. To accomplish this work, today the OTC is forming an OTP Policy Coordinating Committee (PCC) to help guide the development of the OTP's vision, policies, goals, strategies and implementing actions, and to make recommendations about the new OTP to the Commission.

The OTC's charge to the PCC is intended to provide guidance to the PCC and ODOT regarding the development of the OTP. This Charge will frame the PCC's work so that recommendations that come back to the OTC are in-line with the Commission's expectations. The OTC Chair will chair the PCC and project team staff will update the OTC at key milestones. The OTC will adopt the final OTP.

The development of the new OTP is expected to take 18-24 months to complete. Thereafter, the OTC and ODOT will continually review progress in implementing the adopted OTP, working to amend it when necessary.

## OTC Objective and Desired Outcomes

The OTC's objective is to update the OTP to establish a vision for Oregon's future transportation system. It include policies, goals, strategies, and implementing actions to achieve the following desired outcomes:

1. Develop a plan that can work for all of Oregon recognizing that there are distinctly

different needs and issues, that there are many different users and functions of the system, and that some policies may not need to be a 'one size fits' all approach.

2. Develop a plan that guides statewide transportation investments with an implementation approach for the next 20-25 years.
3. Use the OTC's Strategic Action Plan and Investment Strategy as a base document for understanding the OTC's and ODOT's current priorities and considerations. Build from the agency's foundational statewide plan goals and visions to develop a plan that explicitly considers: maintenance and preservation, state of good repair, safety, equity, multimodal mobility and accessibility, freight/goods delivery, climate change and environmental sustainability, strategic investment and funding sufficiency.
4. Meaningfully consider public comments and conduct effective and efficient public engagement.
5. Develop the plan's vision, policies, goals, strategies, and implementing actions to be resilient in the face of uncertainty and to address key trends, drivers of change, and desired future outcomes.
6. Develop a plan that recognizes the OTC's and ODOT's direct authority and level of influence regarding management of Oregon's transportation system in relation to that of partner government agencies (including the federal government, other state agencies, local and regional agencies) and private industry.

## **Key Principles for Achieving Desired Outcomes**

ODOT and the PCC will apply the following principles to ensure the OTP update:

- **Is user focused** – Frame the OTP update around the people who use the transportation system and the movement of goods throughout the state.
- **Is bold** – Emphasize performance-based planning, where the policies and strategies drive towards the desired outcomes of the OTP.
- **Is actionable** – Be specific enough to convey what the OTC and ODOT should do and not do, balancing the needs to achieve the desired outcomes. Developing strategies and actions that can be implemented will be key to move the plan forward.
- **Makes trade-offs** – The plan must clearly delineate where certain goal areas have greater weight than others and how to resolve conflicts or enable goals/policies to co-exist. A key example is how the OTP will forward Oregon's climate directives while also relieving traffic congestion and promoting economic growth.
- **Considers the interplay between transportation and land use** – The OTP update should acknowledge the overarching ways that transportation and land use are interconnected as well as key intersecting elements between transportation and broader outcomes such as public health, social equity, the environment and the economy.

- **Thinks ODOT, thinks Oregon** – The OTP should inform not only ODOT but other state agencies, local agencies and Oregon residents. The plan recognizes Oregon’s distinct geographical areas and unique needs of the state’s urban, suburban, exurban, and rural communities.
- **Recognizes OTP is *the* overarching transportation plan for Oregon** – The OTP contains the right level of specificity to operate, manage, and maintain Oregon’s transportation system, and also considers ways to streamline the number and content of the statewide mode and topic plans where possible.
- **Is resilient to changing conditions** – Uses performance-based planning to ensure policies and strategies can withstand the test of time while also recognizing that amendments may be needed by the OTC after the plan is adopted to respond to a changing transportation environment from which new opportunities and new challenges will emerge.

## Attachment B: Policy Coordinating Committee Roster

Name	Affiliation/Interest	Email Address
Commissioner Bob Van Brocklin	PCC Chair, Oregon Transportation Commission	<a href="mailto:otcadmin@odot.state.or.us">otcadmin@odot.state.or.us</a>
Cooper Brown	PCC Vice Chair, ODOT	<a href="mailto:cooper.h.brown@odot.state.or.us">cooper.h.brown@odot.state.or.us</a>

## Attachment C: Project Team Roster

Name	Organization	Role
Amanda Pietz	ODOT	PCC Facilitator
Adam Argo	ODOT	Project Manager
Michael Rock	ODOT	Transportation Planning Unit Manager
Erik Havig	ODOT	Statewide Policy and Planning Manager
Stacey Goldstein	ODOT	Deputy Project Manager
Andy Johnson	HDR	Consultant Project Manager
Stacy Thomas	HDR	Stakeholder Engagement Lead
Liz Stoppelmann	HDR	PCC Virtual Meeting Producer