

# **APPENDIX 1**

## **Central Lane MPO Acronyms List and Glossary**



## TRANSPORTATION ACRONYMS

**3-C** – Continuing, Comprehensive and Cooperative Planning Process

**3R** – Resurfacing, restoring, and rehabilitating

**AAA** – American Automobile Association

**AASHO** – American Association of State Highway Officials

**AASHTO** – American Association of State Highway & Transportation Officials

**ACT** – Area Commission on Transportation

**ADA** – Americans with Disabilities Act

**ADT** – Average Daily Traffic (or Average Daily trips)

**AMPO** – Association of Metropolitan Planning Organizations

**APA** – American Planning Association

**APTA** – American Public Transportation Association

**ARBA** – American Road Builders' Association

**ARMA** – American Road Makers' Association

**ARTBA** – American Road and Transportation Builders' Association

**BMCS** – Bureau of Motor Carrier Safety

**BMP** – Best Management Practice

**BMS** – Bridge Management System

**BRT** – Bus Rapid Transit

**BTS** – Bureau of Transportation Statistics

**CAA** – Clean Air Act

**CAAA** – Clean Air Act Amendments

**CAC** – Citizen Advisory Committee

**CATS** – (Eugene) Central Area Transportation Study

**CFR** – Code of Federal Regulations

**CIP** – Capital Improvement Program

**CMAQ** – Congestion Mitigation and Air Quality Program

**CMS** – Congestion Management System

**COG** – Council of Governments

**DEIS** – Draft Environment Impact Statement

**DEQ** – Department of Environmental Quality

**DLCD** – Department of Land Conservation and Development

**DOT** – Department of Transportation

**EEO** – Equal Employment Opportunity

**EIS** – Environmental Impact Statement

**EJ** – Environmental Justice

**EPA** – Environmental Protection Agency

**FAA** – Federal Aviation Administration

**FAP** – Federal-aid primary

**FAS** – Federal-aid secondary

**FAU** – Federal-aid urban  
**FEIS** – Final Environmental Impact Statement  
**FHWA** – Federal Highway Administration  
**FRA** – Federal Railroad Administration  
**FTA** – Federal Transit Administration  
**FY** – Fiscal Year  
**GIS** – Geographic Information Systems  
**GPS** – Global Positioning Systems

**HCM** – Highway Capacity Manual  
**HOV** – High Occupancy Vehicle  
**HRB** – Highway Research Board  
**HSR** – High Speed Rail

**I/M** – Inspection and Maintenance  
**ICC** – Interstate Commerce Commission  
**IHS** – Interstate Highway System  
**IM** – Interstate Maintenance  
**IRF** – International Road Federation  
**ISTEA** – Intermodal Surface Transportation Efficiency Act of 1991  
**ITS** – Intelligent Transportation Systems  
**IVHS** – Intelligent Vehicle Highway Systems

**JARC** – Job Access and Reverse Commute

**LCDC** – Land Conservation and Development Commission  
**LOS** – Level of Service (Traffic flow rating)  
**LRAPA** – Lane Regional Air Protection Agency  
**LRT** – Light Rail Transit  
**LRTP** – Long Range Transportation Plan  
**LTD** – Lane Transit District

**MIS** – Major Investment Study  
**MOA** – Memorandum of Agreement  
**MOU** – Memorandum of Understanding  
**MPC** – Metropolitan Policy Committee  
**MPO** – Metropolitan Planning Organization  
**MSA** – Metropolitan Statistical Area  
**MTP** – Metropolitan Transportation Plan  
**MTIP** – Metropolitan Transportation Improvement Program  
**MUTCD** – Manual on Uniform Traffic Control Devices

**NAA** – Non-Attainment Area  
**NAAQS** – National Ambient Air Quality Standards  
**NEPA** – National Environmental Policy Act of 1969  
**NHS** – National Highway System  
**NHTSA** – National Highway Traffic Safety Administration

**O&M** – Operations and Maintenance  
**ODOT** – Oregon Department of Transportation  
**OHP** – Oregon Highway Plan  
**OM&P** – Operations, Maintenance and Preservation  
**OMPOC** – Oregon MPO Consortium  
**ORFS** – Oregon Roads Finance Committee  
**OTC** – Oregon Transportation Commission  
**OTP** – Oregon Transportation Plan

**PCR** – Pavement Condition Rating  
**PE** – Preliminary Engineering  
**PIARC** – Permanent International Association of Road Congresses  
**PL** – Planning Funds  
**PPM** – Policy and Procedure Memorandum  
**PS&E** – Plans, Specifications, and Estimates

**RAC** – (Lane County) Roads Advisory Committee  
**RFP** – Request for Proposal  
**ROW** – Right of Way  
**RR** – Railroad  
**RTP** – Regional Transportation Plan

**SAFETEA-LU** – Safe, Accountable, Flexible, Efficient Transportation Equity Act – a  
Legacy for Users

**SDC** – System Development Charge  
**SHTF** – State Highway Trust Fund  
**SIB** – State Infrastructure Bank  
**SIP** – State Implementation Plan  
**SOV** – Single Occupancy Vehicle  
**SPR** – State Planning and Research funds  
**STA** – Special Transportation Area  
**STIP** – State Transportation Improvement Program  
**STP** – Surface Transportation Program  
**STPP** – Surface Transportation Policy Project

**TAC** – Technical Advisory Committee  
**TAZ** – Traffic Analysis Zone  
**TCM** – Transportation Control Measure  
**TDM** – Transportation Demand Management  
**TDP** – Transit Development Program  
**TEA-21** – Transportation Equity Act for the 21st Century  
**TIFIA** – Transportation Infrastructure Finance & Innovation Act of 1998  
**TIP** – Transportation Improvement Program, either MTIP or STIP  
**TMA** – Transportation Management Area  
**TMSF** – Transportation Management System Fee  
**TO** – Transportation Options

**TOD** – Transit Oriented Development  
**TPC** – Transportation Planning Committee  
**TPR** – Transportation Planning Rule  
**TRB** – Transportation Research Board  
**TSI** – Transportation System Improvements  
**TSM** – Transportation System Management  
**TSP** – Transportation System Plan  
**TUF** – Transportation Utility Fee

**UGB** – Urban Growth Boundary  
**UMTA** – Urban Mass Transportation Administration  
**UPWP** – Unified Planning Work Program

**V/C** – Volume to Capacity  
**VMT** – Vehicle Miles Traveled  
**VPD** – Vehicles Per Day

## TRANSPORTATION GLOSSARY

**Alternative Modes of Transportation** - Forms of transportation that provide transportation alternatives to the use of single-occupant automobiles. Examples include: rail, transit, carpools, bicycles and walking.

**Americans with Disabilities Act (ADA)** - Federal civil rights legislation for persons with disabilities, signed into law in 1990, that prohibits discrimination specifically in the areas of employment, public accommodation, public services, telecommunications and transportation. Transportation requirements include the provision of "comparable paratransit service" that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

**Area Sources** - Small stationary and non-transportation pollution sources that are too small and/or numerous to be included as point sources but may collectively contribute significantly to air pollution (e.g., dry cleaners).

**Arterial Street** - A class of street serving major traffic movements (high-speed, high volume) for travel between major points.

**Attainment Area** - An area considered to have air quality that meets or exceeds the U.S. Environmental Protection Agency (EPA) health standards used in the Clean Air Act. Nonattainment areas are areas considered not to have met these standards for designated pollutants. An area may be an attainment area for one pollutant and a nonattainment area for others.

**Attainment Plan** - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area achieves attainment with an ambient air standard.

**Balanced Transportation System** - A system that provides a range of transportation options and takes advantage of the inherent efficiencies of each mode.

**Board of County Commissioners (BCC)** Five elected officials who are the Lane County decisionmakers.

**Capacity** - A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period. The maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic, and control conditions; usually expressed as vehicles per hour or persons per hour.

**Capital Improvement Program (CIP)** - A plan for future capital infrastructure and program expenditures which identifies each capital project, its anticipated start and completion, and allocates existing funds and known revenue sources for a given period of time. Each local government has a CIP.

**Capital Program Funds** - Financial assistance from the Capital Program of 49 U.S.C. This program enables the Secretary of Transportation to make discretionary capital grants and loans to finance public transportation projects divided among fixed guideway (rail) modernization; construction of new fixed guideway systems and extensions to fixed guideway systems; and replacement, rehabilitation, and purchase of buses and rented equipment, and construction of bus-related facilities.

**Carbon Monoxide (CO)** - A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO contamination. Local sources of carbon monoxide include automobiles, wood stoves, and industrial processes.

**Categorical Exclusions (CE)** - Documents prepared under the National Environmental Policy Act (NEPA) for federal actions that do not have a significant human and natural environmental effect.

**Citizens Advisory Committee (CAC)** - Representative stakeholders that meet regularly to discuss issues of common concern, such as transportation, and to advise sponsoring agency officials. These groups effectively interact between citizens and their government

**Clean Air Act (CAA)** - Federal statutes established by the United States Congress which set the nation's air quality goals and the process for achieving those goals. The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 version of the law. The 1990 Clean Air Act Amendments are the most far-reaching revisions of the 1970 law.

**Clean Water Act (CWA)** - Federal law regulating the quality of the waters of the United States. Amendments to the CWA in 1987 require local jurisdictions to develop stormwater management plans for the control of municipal nonpoint source pollution.

**Comprehensive Plan** - An official document adopted by a local government that describes the general, long-range policies on how the community's future development should occur. A local comprehensive plan must be in compliance with Oregon state land use planning goals.

**Congestion** - A condition under which the number of vehicles using a facility is great enough to cause reduced speeds and increased travel times.

**Congestion Management System (CMS)** - Systematic process for managing congestion. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.

**Congestion Mitigation & Air Quality Improvement Program (CMAQ)** - A categorical Federal-aid funding program created with the ISTEA. Directs funding to projects that contribute to meeting National air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (single-occupant vehicles).

**Criteria Pollutants** - Air pollutants for which there are National Ambient Air Quality Standards that have been established by the Environmental Protection Agency to protect the public health and welfare from their known adverse effects. There are additional standards set by the State of Oregon. Communities are required to test the air continually for those criteria pollutants which appear to merit testing, based on historical data and trends, and population. In the Eugene-Springfield area, the Lane Regional Air Pollution Authority is responsible for monitoring these air pollutants.

**Department of Land Conservation and Development (DLCD)** - The state department that administers Oregon's state-wide land use program. Land Conservation and Development Commission (LCDC) is the appointed policy board that guides DLCD.

**Department of Transportation (DOT)** - When used alone, indicates U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency (e.g., Oregon Department of Transportation is ODOT).

**Design Standards** - Standards that are met when a new road is constructed, or when a deficient section is improved. These standards pertain to all relevant geometric and structural features required to provide a desired level of service over the life of the project. The life of the project is generally 20 years beyond its implementation.

**Emissions Budget** - The part of the State Implementation Plan (SIP) that identifies the allowable emissions levels, mandated by the National Ambient Air Quality Standards (NAAQS), for certain pollutants emitted from mobile, stationary, and area sources. The emissions levels are used for meeting emission reduction milestones, attainment, or maintenance demonstrations.

**Enhancements** - Activities that assist communities reach social, cultural, aesthetic and environmental goals as well as help harmonize the transportation system with the community. Enhancements are part of the mitigation for project impacts and can include bike and pedestrian trails, renovating streetscapes, and scenic beautification.

**Environmental Assessments (EA)** - Prepared for federal actions under the National Environmental Policy Act (NEPA) where it is not clearly known how significant the environmental impact might be. If, after preparing an Environmental Assessment, it is determined that the project's impact is significant, an Environmental Impact Statement (EIS) is then prepared. If not, a finding of "no significant impact" (FONSI) is documented.

**Environmental Impact Statements (EIS)** - Prepared for federal actions that have a significant effect on the human and natural environment. These are disclosure documents prepared under the National Environmental Policy Act/NEPA that provide a full description of the proposed project, the existing environment, and analysis of the anticipated beneficial and adverse environmental effects of all reasonable alternatives.. There are various stages – Draft EIS and Final EIS.

**Environmental Justice (EJ)** - Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

**Environmental Protection Agency (EPA)** - The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others. EPA is the source agency of air quality control regulations affecting transportation.

**Eugene/Springfield Metro Area General Plan (Metro Plan)** - The comprehensive land use planning document for the Eugene-Springfield Metropolitan Area. This document outlines broad goals, objectives and policies for long-range planning inside the urban growth boundary of Eugene and Springfield (UGB). The Metro Plan is in compliance with state land use planning goals.

**Federal Highway Administration (FHWA)** - A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design, and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads, and other Federal lands roads.

**Federal Transit Administration (FTA)** - A branch of the US Department of Transportation that is the principal source of federal financial assistance to America's communities for planning, development, and improvement of public or mass transportation systems. FTA provides leadership, technical assistance, and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility, to improve the Nation's communities and natural environment, and to strengthen the national economy.

**Financial Planning** - The process of defining and evaluating funding sources, sharing the information, and deciding how to allocate the funds.

**Financial Programming** - A short-term commitment of funds to specific projects identified in the regional Transportation Improvement Program (see TIP).

**Finding of No Significant Impact (FONSI)** - A statement prepared under the National Environmental Policy Act (NEPA) indicating that a project was found to have no significant impacts on the quality of the human environment and for which an environmental statement will therefore not be prepared.

**Fine Particulates - Particulate** matter less than 2.5 microns in size (PM-2.5). A micron is one millionth of a meter. See "Particulate matter" below.

**Fiscal or Financial Constraint** - Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

**Formula Capital Grants - Federal** transit funds for transit operators; allocation of funds overseen by FTA.

**Geographic Information System (GIS)** - Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.

**Goal 12** - One of 19 statewide planning standards of Oregon that make up the state land use planning program. Goal 12 relates to transportation and reads: "To provide and encourage a safe, convenient and economic transportation system." See Transportation Planning Rule.

**Goals** - A desired result or purpose. In planning, a goal is a broad statement of philosophy that describes the hopes of the people of the community for the future of the community. A goal may never be completely attainable, but it is used as a point toward which the community may strive.

**High-Occupancy Vehicle (HOV)** - Vehicles carrying two or more people. The number that constitutes an HOV for the purposes of HOV highway lanes may be designated differently by different transportation agencies.

**Intelligent Transportation Systems (ITS)** - The application of advanced technologies to improve the efficiency and safety of transportation systems.

**Interim Benchmarks** - Transportation System Plans (TSP) required by the Transportation Planning Rule must include interim benchmarks for use in evaluating progress at 5-year intervals. Where interim benchmarks are not met, the TSP must be amended to include new or additional efforts.

**Intermodal** -The ability to connect, and the connections between, modes of transportation.

**Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)** -Legislative initiative by the US Congress that restructured funding for transportation programs; authorized an increased role for regional planning commissions/MPOs in funding decisions; and required comprehensive regional and statewide long-term transportation plans.

**Interstate Highway System (IHS)** - The system of highways that connects the principal metropolitan areas, cities, and industrial centers of the United States. Also connects the US to internationally significant routes in Canada and Mexico.

**Joint Planning Commissions Committee (JPCC)** - Comprised of two planning commissioners from each of the Cities of Eugene and Springfield, and from Lane County. The JPCC is designated in the Eugene/Springfield Metro Plan as the public involvement body for that plan.

**Land Conservation and Development Commission (LCDC)** - A seven-member commission of volunteer citizens established by Senate Bill 100 in 1973 to develop and administer Oregon's statewide planning goals. The commission sets and guides policy for the administrative department, DLCD.

**Land Use** - Refers to the manner in which portions of land or the structures on them are used, i.e. commercial, residential, retail, industrial, etc.

**Land Use Board of Appeals (LUBA)** - A board established by the state legislature in 1979 to hear and decide on contested land-use cases

**Lane Council of Governments (LCOG)** - LCOG is a voluntary association of local governments in Lane County, Oregon. Dedicated to solving area-wide problems, LCOG helps area cities, Lane County, educational districts, and special-purpose districts reach their common goals. LCOG serves as the MPO for Central Lane County as designated by the Governor in 1974.

**Lane Regional Air Pollution Authority (LRAPA)** - The local agency formed through an intergovernmental agreement between Lane County and the cities of Eugene, Springfield, Cottage Grove, and Oakridge. LRAPA is responsible for restoring and maintaining the ambient air quality of Lane County. DEQ cedes air pollution regulation to LRAPA in this area.

**Lane Transit District (LTD)** - The transit agency serving the Central Lane Transportation Management Area.

**Level of Service (LOS)** - A qualitative rating of how well a unit of transportation supply (e.g. street, intersection, bikeway, etc) serves its current or projected demand. LOS A = free flow condition (32% of capacity); B= reasonably free flow conditions (51%); C=operation stable but becoming more critical (75%); D=lower speed range of stable flow (92%); E=unstable flow (100%); F=forced flow; >100% of capacity, stop and go operation.

**Long-Range Projects** - Projects identified as long-range are expected to be needed in ten to twelve years.

**Long-Range Transportation Plan (LRTP)** - See Regional Transportation Plan

**Maintenance Area** - Maintenance area is any geographic region of the United States previously designated nonattainment pursuant to the CAA Amendments of 1990 and subsequently redesignated to attainment subject to the requirement to develop a maintenance plan under section 175A of the CAA, as amended.

**Maintenance Plan** - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area remains in attainment with an ambient air standard.

**Medium Term Capital Project** - Projects identified as medium-range are expected to be needed in six to ten years.

**Metro Plan** - see **Eugene/Springfield Metro Area General Plan (Metro Plan)**.

**Metropolitan Policy Committee (MPC)** - An intergovernmental policy group that comprises representatives from Eugene and Springfield Council, Lane County Board of Commissioners and the Lane Transit District Board of Directors. MPC has been delegated certain responsibilities by the Lane Council of Governments Board of Directors to provide policy guidance on the transportation planning process in the Metro area.

**Metropolitan Planning Organization (MPO)** - Regional policy body, required in urbanized areas with populations over 50,000, and designated by local officials and the governor of the state. Responsible in cooperation with the state and other transportation providers for carrying out the metropolitan transportation planning requirements of federal highway and transit legislation. Lane Council of Governments serves as the MPO in the Central Lane area as designated by the Governor in 1974.

**Metropolitan Transportation Improvement Program (MTIP)** - See Transportation Improvement Program

**Mitigation** - means to avoid, minimize, rectify, or reduce an impact, and in some cases, to compensate for an impact.

**Mobile Source** - The mobile source-related pollutants are carbon monoxide (CO), hydrocarbons (HC), nitrogen oxides (NOx), and particulate matter (PM-10 and PM 2.5).

**Mode** - A specific form of transportation, such as automobile, subway, bus, rail, or air.

**Multimodal** - A trip involving several types of transportation, such as both rail and bus.

**National Ambient Air Quality Standards (NAAQS)** - Federal standards that set allowable concentrations and exposure limits for various pollutants. The EPA developed the standards in response to a requirement of the CAA. Air quality standards have been established for the following six criteria pollutants: ozone (or smog), carbon monoxide, particulate matter, nitrogen dioxide, lead, and sulfur dioxide.

**National Environmental Policy Act of 1969 (NEPA)** - An established national environmental policy (1969) requiring that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.

**National ITS Architecture** - A systems framework to guide the planning and deployment of ITS infrastructure. The national ITS architecture is a blueprint for the coordinated development of ITS technologies in the U.S. It is unlikely that any single metropolitan area or state would plan to implement the entire national ITS architecture.

**Non-attainment** - Any geographic area that has not met the requirements for clean air as set out in the Clean Air Act of 1990. An area can at the same time be classified as in attainment for one or more air pollutants and as a non-attainment area for another air pollutant.

**Objective** - An attainable target that the community attempts to reach during the process of striving to meet a goal. An objective may also be considered as an intermediate point that will help fulfill the overall goal

**Oregon Benchmarks** - Standards for measuring government performance and statewide progress in a variety of areas. Benchmarks help state government set program and budget priorities.

**Oregon Department of Transportation (ODOT)** - The State agency that manages the highway system within Oregon. ODOT's mission is to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians. ODOT is the administrative agency that responds to policy set by the Oregon Transportation Commission (OTC).

**Oregon Roads Finance Study** - A major analysis of long-term needs, revenue adequacy and funding alternatives to preserve our road infrastructure.

**Oregon Transportation Commission (OTC)** - Establishes state transportation policy and guides the planning, development and management of a statewide integrated transportation network. The governor appoints five commissioners, ensuring that different geographic regions of the state are represented. One member must live east of the Cascade Range; no more than three can belong to one political party.

**Oregon Transportation Plan (OTP)** - The comprehensive, long-range plan for a multimodal transportation system for the *state* which encompasses economic efficiency, orderly economic development, safety and environmental quality.

**Ozone (O<sub>3</sub>)** - Ozone is a colorless gas with a sweet odor. Ozone is not a direct emission from transportation sources. It is a secondary pollutant formed when VOCs and NO<sub>x</sub> combine in the presence of sunlight. Ozone is associated with smog or haze conditions. Although the ozone in the upper atmosphere protects us from harmful ultraviolet rays, ground-level ozone produces an unhealthy environment in which to live. Ozone is created by human and natural sources.

**Paratransit** - Alternative known as "special or specialized" transportation which often includes flexibly scheduled and routed transportation services. These services use low capacity vehicles such as vans to operate within normal urban transit corridors or rural areas. Services usually cater to the needs of persons whom standard mass transit services would serve with difficulty, or not at all. Common patrons are the elderly and persons with disabilities.

**Particulate Matter (PM10 and PM2.5)** - Particulate matter consists of airborne solid particles and liquid droplets. Particulate matter may be in the form of fly ash, soot, dust, fog, fumes, etc. These particles are classified as "coarse" if they are smaller than 10 microns, or "fine" if they are smaller than 2.5 microns. Coarse airborne particles are produced during grinding operations, or from the physical disturbance of dust by natural air turbulence processes, such as wind. Fine particles can be a by-product of fossil fuel combustion, such as diesel and bus engines. Fine particles can easily reach remote lung areas, and their presence in the lungs is linked to serious respiratory ailments such as asthma, chronic bronchitis and aggravated coughing. Exposure to these particles may aggravate other medical conditions such as heart disease and emphysema and may cause premature death. In the environment, particulate matter contributes to diminished visibility and particle deposition (soiling).

**Performance Measures** - Indicators of how well the transportation system is performing with regard to such things as average speed, reliability of travel, and accident rates. Used as feedback in the decisionmaking process.

**Planning Funds (PL)** - Primary source of funding for metropolitan planning designated by the FHWA.

**Policy** - A statement adopted as part of a plan to provide a specific course of action moving the community towards attainment of its goals. Due to budget constraints and other activities, all policies cannot be implemented at the same time. Generally, those with metropolitan-wide implications should receive priority consideration.

**Project Development** - The phase a proposed project undergoes once it has been through the planning process. The project development phase is a more detailed analysis of a proposed project's social, economic, and environmental impacts and various project alternatives. What comes from the project development phase is a decision reached through negotiation among all affected parties, including the public. After a proposal has successfully passed the project development phase, it may move to preliminary engineering, design, and construction.

**Public Facility Plan** - A plan required by state law for any city with an urban growth boundary encompassing a population greater than 2,500. A plan outlining the sewer, water and transportation facilities needed to serve such an urbanized area.

**Public Hearing** - A formal event held prior to a decision that gathers community comments and positions from all interested parties for public record and input into decisions.

**Public Involvement Plan (PIP)** - A plan that describes the public involvement goals and objectives, and methods of involving the public in transportation decisions.

**Public Meeting** - A formal or informal event designed for a specific issue or community group where information is presented and input from community residents is received

**Public Participation** - The active and meaningful involvement of the public in the development of transportation plans and programs.

**Record of Decision (ROD)** - A concise decision document for an environmental impact statement, prepared under the National Environmental Policy Act (NEPA) that states the

decision (selected alternative or choice), other alternatives considered, and mitigation adopted for the selected alternative or choice.

**Refinement Plan** - Refinement plans are a detailed examination of the service needs and land use issues relevant to a particular area. Refinements to the Metropolitan Area General Plan include specific neighborhood plans, community plans, or special purpose plans (such as water, sewer, or transportation plans).

**Regional Transportation Plan (RTP)** - A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system, and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over a minimum of the next 20 years.

**Right-of-Way (ROW)** - Public space legally established for the use of pedestrians, vehicles or utilities. Right-of-way typically includes the street, sidewalk and buffer strip areas.

**Short-term Capital Project** - Projects identified as short-range needs are expected to be needed within 5 years.

**Smart Growth** - A set of policies and programs design to protect, preserve, and economically develop established communities and valuable natural and cultural resources.

**Sources** - Refers to the origin of air contaminants. Can be point (coming from a defined site) or non-point (coming from many diffuse sources).[Stationary sources include relatively large, fixed facilities such as power plants, chemical process industries, and petroleum refineries. Area sources are small, stationary, non-transportation sources that collectively contribute to air pollution, and include such sources as dry cleaners and bakeries, surface coating operations, home furnaces, and crop burning. Mobile sources include on-road vehicles such as cars, trucks, and buses; and off-road sources such as trains, ships, airplanes, boats, lawnmowers, and construction equipment.

**Sprawl** - Urban form that connotatively depicts the movement of people from the central city to the suburbs. Concerns associated with sprawl include loss of farmland and open space due to low-density land development, increased public service costs, and environmental degradation as well as other concerns associated with transportation.

**Stakeholders** - Individuals and organizations involved in or affected by the transportation planning process. Include federal/state/local officials, MPOs, transit operators, freight companies, shippers, and the general public.

**State Department of Transportation (State DOT)** - A statewide agency that is responsible for conducting transportation planning activities in non-metropolitan areas of the state, and assisting MPOs in transportation planning for the metropolitan areas. State

DOTs are also responsible for developing, designing, and constructing most of the projects on major highways in most states.

**State Infrastructure Bank (SIB)** - A revolving fund mechanism for financing a wide variety of highway and transit projects through loans and credit enhancement. SIBs are designed to complement traditional Federal-aid highway and transit grants by providing States increased flexibility for financing infrastructure investments.

**State Implementation Plan (SIP)** - A plan mandated by the CAA that contains procedures to monitor, control, maintain, and enforce compliance with the NAAQS. In Central Lane TMA, the MPO is responsible for producing the Central Lane SIP for Carbon Monoxide; LRAPA produces the Lane County SIP for PM10. The State (Environmental Quality Commission) is responsible for incorporating each plan into the overall State Implementation Plan.

**State Planning and Research Funds (SP&R, SPR)** - Primary source of funding for statewide long-range planning.

**Statewide Transportation Plan** - The official statewide intermodal transportation plan that is developed through the statewide transportation planning process.

**State Transportation Improvement Program (STIP)** - Prepared by the State DOTs, the STIP is a staged, multiyear listing of projects proposed for federal, state, and local funding encompassing the entire state. It is a compilation of the MTIPs prepared for the metropolitan areas, as well as project information for the non-metropolitan areas of the state and for transportation between cities. An MTIP must be incorporated into the STIP before MTIP projects can be funded by the State or the Federal Government.

**Surface Transportation Program (STP)** - Federal-aid highway funding program that funds a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.

**Telecommuting** - Communicating electronically (by telephone, computer, fax, etc.) with an office, either from home or from another site, instead of traveling to it physically.

**Title VI** - Title VI of the Civil Rights Act of 1964. Prohibits discrimination in any program receiving federal assistance.

**Transportation Conformity** - Process to assess the compliance of any transportation plan, program, or project with air quality implementation plans. The conformity process is defined by the Clean Air Act.

**Transportation Control Measures (TCM)** - Transportation strategies that affect traffic patterns or reduce vehicle use to reduce air pollutant emissions. These may include HOV lanes, provision of bicycle facilities, ridesharing, telecommuting, etc. Such actions may be included in a SIP if needed to demonstrate attainment of the NAAQS.

**Transportation Corridor** - Major or high volume routes for moving people, goods and services from one point to another. They may serve many transportation modes or be for a single mode such as an air corridor.

**Transportation Demand Management (TDM)** - "Demand-based" techniques which are designed to change travel behavior in order to improve the performance of transportation facilities and to reduce the need for additional road capacity. Methods include the use of alternative modes, ride-sharing and vanpool programs and trip-reduction programs and/or ordinances.

**Transportation Equity Act for the 21st Century (TEA-21)** - Authorized in 1998, TEA-21 authorized federal funding for transportation investment for fiscal 1998-2003. Approximately \$217 billion in funding was authorized, the largest amount in history, which is used for highway, transit, and other surface transportation programs.

**Transportation Improvement Program (TIP)** - A staged, multiyear (typically three to five years) listing of surface transportation projects proposed for federal, state, and local funding within a metropolitan area. MPOs are required to prepare a TIP as a short-range programming document to complement its long-range transportation plan. TIPs contain projects with committed funds over a multiyear period (one to three years). Also known as a Metropolitan Transportation Improvement Program (MTIP) in MPO areas.

**Transportation Infrastructure** - A federal credit program under which the USDOT may provide three forms of credit assistance - secured (direct) loans, loan guarantees, and standby lines of credit - for surface transportation projects of national or regional significance. The fundamental goal is to leverage federal funds by attracting substantial private and non-federal co-investment in critical improvements to the nation's surface transportation system.

**Transportation Management Area (TMA)** - All urbanized areas over 200,000 in population, and any other area that requests such designation. The MPO is responsible for transportation planning with a TMA.

**Transportation Needs** - These are estimates of the movement of people and goods that are consistent with an acknowledged comprehensive plan and the requirements of the Transportation Planning Rule. Needs are typically based on projections of future travel demands resulting from a continuation of current trends as modified by policy objectives, including those expressed in Statewide Planning Goal 12 and the Transportation Rule, especially those for avoiding principal reliance on any one mode of transportation.

**TransPlan** - The Eugene-Springfield metropolitan area's long-range transportation plan.

**Transportation Planning** - A collaborative process of examining demographic characteristics and travel patterns for a given area. This process shows how these characteristics will change over a given period of time, and evaluates alternatives for the transportation system of the area and the most expeditious use of local, state, and federal transportation funding. Long-range planning is typically done over a period of twenty

years; short-range programming of specific projects usually covers a period of three to five years.

**Transportation Planning Committee (TPC)** - A Central Lane MPO committee of technical staff from the public works and planning departments of Eugene, Springfield, Coburg, Lane County, LTD, LCOG and ODOT. Provides technical expertise and recommendations to the policy board, MPC.

**Transportation Planning Rule (TPR)** -- A state planning administrative rule, adopted by the Land Conservation and Development Commission in 1991 to implement state land use planning Goal 12, Transportation. The TPR requires metropolitan areas to show measurable progress towards reducing dependence on automobiles.

**Transportation System Management (TSM)** - The techniques for increasing the efficiency, safety, capacity or level of service of the existing transportation system without increasing its size. Examples include traffic signal improvements, traffic control devices including installing medians and parking removal, channelization, access management, ramp metering, and restriping for high occupancy vehicle (HOV) lanes.

**Transportation Systems Plan** - A plan for one or more transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between geographic and jurisdictional areas. Usually, a plan produced by a local government, e.g. City of Coburg, Lane County, etc.

**Travel Mode** - The means of transportation used, such as automobile, bus, bicycle, or by foot.

**Trust Fund** - A fund credited with receipts that are held in trust by the government and earmarked by law for use in carrying out specific purposes and programs in accordance with an agreement or a statute.

**Unified Planning Work Program (UPWP)** - The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

**Urban Growth Boundary (UGB)** - A site-specific line in the Metropolitan Plan that separates existing and future urban development from rural lands. Urban levels and densities of development, complete with urban levels of services, are planned within the UGB. A requirement of the state land use planning program.

**Urbanized Area** - Area that contains a city of 50,000 or more population plus incorporated surrounding areas meeting size or density criteria as defined by the U.S. Census.

**Vehicle Miles of Travel (VMT)** - The sum of distances traveled by all motor vehicles in a specified region. A requirement of the state Transportation Planning Rule is reducing vehicle miles traveled per capita.



## **APPENDIX 2**

### **Public Involvement Tools**



This appendix of the Public Participation Plan lists public involvement tools, separating them into two categories—participation tools and information tools. The list of tools describes the core public involvement tools that the MPO uses for the key MPO products (summarized in Table 1, Chapter II of the Public Participation Plan) and other optional tools which the MPO may use to design a public outreach strategy for a specific update of a key product.

The IAP2 Public Involvement Spectrum is included in this appendix as a framework for designing a public outreach strategy that considers the public participation goal and the promise to the public for each public outreach tool. IAP2 stands for International Association of Public Participation. It is a professional association for public involvement specialists.

## **Participation Tools**

### **Availability Sessions/Open Houses**

Availability sessions and open houses are informal meetings in a public location where people can talk to involved officials on a one-to-one basis. The meetings allow citizens to ask questions and express their concerns directly to project staff. This type of gathering is helpful in accommodating individual schedules. These techniques can be set up to allow citizens to talk with representatives from all interested organizations. Citizens can find out more about all sides of a permitting issue through conversations with agency officials, facility staff, and representatives of involved interest groups and civic organizations.

### **Citizen Advisory Committee**

A local Citizen Advisory Committee (CAC) may be formed for MPO planning activities, either as a standing committee to be used on an ongoing basis or an ad hoc committee for a specific update or study. The CAC provides input from citizens representing potentially affected areas or special interest groups and can be used on an ad hoc or ongoing basis. Elected officials usually appoint the members of the CAC. Representatives of neighborhoods or groups with a vested interest are encouraged to be members of the CAC along with representatives of traditionally under served groups. Typically, the CAC meets several times throughout a study with the consultants, MPO, and Oregon Department of Transportation staff. The CAC plays a major role in the development of performance measures and alternatives during the study process, and may make recommendations to the elected officials.

### **Comment Form**

Comment forms are often used to solicit public comment on specific issues presented at a workshop, open house, or other public meeting or hearing. Comment forms can be very general in nature or can ask for very specific feedback. For example, a comment form may ask for comments on specific alignment alternatives considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on web sites to solicit input regarding the subject of the publication and/or the format of the publication or web site.



# IAP2 Public Participation Spectrum

Developed by the International Association for Public Participation

INCREASING LEVEL OF PUBLIC IMPACT

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>Public Participation Goal:</b>	<b>Public Participation Goal:</b>	<b>Public Participation Goal:</b>	<b>Public Participation Goal:</b>	<b>Public Participation Goal:</b>
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>Promise to the Public:</b>	<b>Promise to the Public:</b>	<b>Promise to the Public:</b>	<b>Promise to the Public:</b>	<b>Promise to the Public:</b>
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
<b>Example Techniques to Consider:</b>	<b>Example Techniques to Consider:</b>	<b>Example Techniques to Consider:</b>	<b>Example Techniques to Consider:</b>	<b>Example Techniques to Consider:</b>
<ul style="list-style-type: none"> <li>● Fact sheets</li> <li>● Web sites</li> <li>● Open houses</li> </ul>	<ul style="list-style-type: none"> <li>● Public comment</li> <li>● Focus groups</li> <li>● Surveys</li> <li>● Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>● Workshops</li> <li>● Deliberate polling</li> </ul>	<ul style="list-style-type: none"> <li>● Citizen Advisory Committees</li> <li>● Consensus-building</li> <li>● Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>● Citizen juries</li> <li>● Ballots</li> <li>● Delegated decisions</li> </ul>

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Improvement Program and the Regional Transportation Plan, require a public hearing as part of the adoption process.

### **Public Information Meetings**

There are various kinds of public meetings, see also the descriptions in this appendix for Public Meeting, Public Workshop, and Question and Answer Session. The Public Information meeting is sometimes used by the Army Corps of Engineers after the close of the formal public comment period for an application as part of their information gathering process. The agency uses the comments received during the comment period as a gauge to indicate whether a Public Information Meeting is needed. The meeting starts with all the players, such as the decision making agencies and the applicant, briefly explaining their role and process. Then, the meeting is opened for questions and comments from the audience, with staff on hand to provide answers. The success of a meeting like this depends on structure—an active, neutral, facilitator calls on those who wish to speak and keeps the meeting on track, making sure that all attendees are subject to the same rules of conduct. A court reporter produces transcripts that become part of the official record of the application and are kept on file.

### **Public Meetings**

Public meetings are different from public hearings. Public hearings are regulatory requirements that provide a formal opportunity for the public to present comments and oral testimony on a proposed agency action. Public meetings, on the other hand, are less formal: anyone can attend, there are no formal time limits on statements, and the permitting agency and/or the facility usually answer questions. The purpose of the meeting is to share information and discuss issues, not to make decisions. Due to their openness and flexibility, public meetings are preferable to hearings as a forum for discussing complex or detailed issues. Public meetings sometimes complement public hearings. Public meetings can be especially useful for allowing discussion before a public hearing and can be scheduled immediately before the hearing [See Public Workshops and Open Houses]. Comments made during a public meeting do not become part of the official administrative record as they do during a hearing. Public meetings provide two-way communication, with community members asking questions and the permitting agency providing responses. Public meetings are open to everyone. While public meetings are usually called and conducted by the MPO, it is common for civic, environmental, and community organizations to hold public meetings where ideas can be discussed freely.

### **Public Outreach Strategy**

A public outreach strategy is developed for the update of each specific work product. It includes details, such as location and timing, about the core public involvement tools for the specific update as well as any additional tools if appropriate and affordable. The public outreach strategy will be tailored to the unique aspects of the process, depending on the geographic scope, scale of the product update (e.g. major or minor), the type of projects included, the characteristics of affected communities, and the level of public interest.

### **Public Participation Plan**

### **Contact Person or Office**

This is a designated staff member who is responsible for responding to questions and inquiries from the public and the media. The MPO may distribute lists of contact persons who are responsible for answering questions in certain topic areas.

### **Focus Groups**

Focus groups involve an invited group of participants interacting with an experienced moderator. The focus group consists of screened participants, usually selected randomly from a targeted group or groups. Often, the moderator uses the same discussion outline or questions to obtain input from several focus groups, each group targeting a different segment of the community, such as from a particularly geographic location or age group. The focus group provides qualitative feedback from the community and offers flexibility for the moderator to probe relevant topics that arise in the discussion. Examples of uses for focus groups include identifying perceptions and misperceptions around issues, and identifying potential problem areas and barriers for particular user groups. Focus groups complement interviews during community assessments or important activities surrounding a project. The MPO may want to consider focus groups to gauge public opinion before controversial activities or processes.

### **Informal Meetings with Other Stakeholders**

Informal meetings are meetings the MPO may attend or host with individual stakeholder groups that have particular interest in an activity. These meetings may be in the setting of an existing group unrelated to the MPO. They may also be held in an informal setting, such as a resident's home or a local meeting place. Informal meetings allow interested citizens and local officials to discuss issues and concerns. Staff responsible for the facility receives first-hand information from interested community members, special interest groups, and elected officials, while citizens have the opportunity to ask questions and explore topics of interest regarding a project in question.

### **Internet Message Boards**

Interactive message boards are used to facilitate discussion and solicit public comment regarding specific MPO projects or issues. The message board can be used for a wide array of activities, from public input on an ongoing basis about MPO activities to specific studies and public comment periods on major MPO activities such as the regional transportation plan.

### **Public Comment Period**

These are designated time period in which citizens can formally review and comment on the agency's or facility's proposed course of action or decision. Comment periods for MPO activity is generally at least 30 days.

### **Public Hearings**

These are public meetings used to solicit public comment on a project or issue being considered by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or other decision-making body. They are recorded and transcribed for the record. All the major MPO activities, such as the Metropolitan Transportation

A Public Participation Plan, sometimes called a public involvement plan, is an adopted document that directs the MPO regarding the core public involvement tools to use when developing the key MPO products. The purpose of the plan is to provide broad public participation during the development, review, and refinement of regional transportation programs.

### **Public Workshops**

Workshops are seminars or gatherings of small groups of people, usually between 10 and 30, led by a small number of specialists with technical expertise in a specific area. In workshops, participants typically discuss a specific project or design where citizens comment on proposed response actions and receive information on the technical issues associated with the project. Experts may be invited to explain certain aspects of the project. Workshops may help to improve public understanding and to prevent or correct misconceptions. Workshops also may identify citizen concerns and encourage public input.

Workshops can also be setup as open houses. [See Availability Sessions/Open Houses]. These are public meetings that are generally open and informal, with information displays, handouts, and project team members interacting with the public on a one-on-one basis. Usually set up on a drop-in basis, but may include short presentations. Used for wide range of MPO activities, from general to specific. The purpose is to provide project information to the public and to solicit public comment. An attendance record is kept and attendees are given the opportunity to sign up for the mailing list.

Workshops can focus on a single site or topic area. These type of workshops may be by invitation, last ½ to one whole day, and involve a site visit.

### **Question and Answer Session**

These sessions makes knowledgeable staff available to stakeholders to discuss activities, projects, or issues. Question and answer sessions typically accompany a presentation, briefing, or meeting. Anyone at the event who needs more information will have the opportunity to speak with officials after the event. These sessions can be informal or formal.

### **Small Group Meetings**

Meetings with small groups that have an interest in projects such as planning studies. Meetings could be with homeowners or neighborhood groups, civic groups, special interest groups, or other groups of affected or interested parties. The meetings generally include a presentation by staff followed by a question/answer period. Staff follows up on questions and comments by responding back to the group and documenting the comments through meeting notes.

### **Speakers' Bureau Presentations**

This tool involves assembling and training a group of speakers available to make presentations upon request to committees, civic or interest groups, and other organizations. Or, the MPO may proactively request agenda time to make such presentations. Examples include local newspaper editorial boards, bicycle committees,

downtown commissions, chambers of commerce, neighborhood groups, and development groups. The speakers are primarily staff, but also may include stakeholders and public officials. The format usually consists of a slide or video presentation, informational handouts, distribution of comment forms, and a discussion period. Attendees are given the opportunity to sign up for the mailing list. Speakers' bureau presentations can be used for ongoing communication with key interested parties and part of concentrated outreach for large projects such as the update of the Regional Transportation Plan.

### **Stakeholder and Community Interviews**

Stakeholder and community interviews are informal, face-to-face or telephone interviews held with local residents, elected officials, community groups, and other individuals to acquire information on citizen concerns and attitudes about a facility. The interviews may be conducted by facility staff, the citizen advisory committee, other volunteers, or public interest groups as part of the community assessment.

Interviews can play an important role in the community assessment, which usually takes place at the beginning of a process or project. Interviews will not be necessary in every situation. They are particularly helpful in situations where there is perceived controversial issues or there is potential to receive high levels of public interest. This method allows the MPO, related agencies, and public interest groups to tailor regulatory requirements and additional activities to fit the needs of particular areas. Information obtained through these interviews is typically used to assess the community's concerns and information needs and to prepare a public participation plan, which outlines a community-specific strategy for responding to the concerns identified in the interview process.

### **Surveys, Questionnaires, and Telephone Polls**

Surveys are used when very specific input from the public is desired. A survey can be used to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys also are used to gather technical data during corridor and planning studies. An attitude and awareness survey can measure public awareness about transportation choices. Other uses for surveys include gathering information about daily travel patterns, gathering input on proposed strategies or alternatives, and asking the public about the best way to involve them in transportation planning. Surveys may be either oral or written; used in person or by mail; and distributed either to specific segments of the community or to representative samples. Informal surveys can be a short questionnaire on the comment sheet, verbal at the sign-up table, or even asking meeting attendees a few questions to gauge the group's sentiment on an issue.

### **Symposiums**

The symposium is an intense, half to full day, in depth session or series of sessions with an invited group of participants who represent a comprehensive cross-section of the community who have a vital interest in the project or process. A series of symposiums is a way to achieve sustained public involvement over the course of a long project. The symposium expedites the exchange of information amongst interest groups, public officials, and staff. The format consists of in depth presentations of technical material followed by discussion groups. The small group work can be designed to focus on a

variety of things, such as brainstorming and ranking issues, or providing input on plan concepts and direction.

### **Task Force**

The task force is comprised of invited participants with a high level of knowledge about transportation planning and a willingness to commit to what is usually an extended meeting or series of meetings. The work of the task force is in depth and often technical in nature, such as : identifying and evaluating strategies for achieving the goals and objectives of a specific plan; providing input on ways to reduce demand on the transportation system; and evaluating strategies for urban development that reduce the need to rely on the automobile. The task force requires a high level of involvement on the part of both participants and staff, but provides more extensive and in depth input than possible with outreach techniques that target the general public.

### **Technical Advisory Committee**

The Technical Advisory Committee is a way to involve professionals other than staff who have particular expertise that enables them to provide input on the technical aspects of a study or planning activity. The Technical Advisory Committee brings a citizen perspective to staff's technical function, broadening the perspective and helping to ensure the consideration of a wide array of interpretations and alternatives. The Technical Advisory Committee generally is convened on an ad hoc basis for a specific project.

### **Town Hall Meetings**

These meeting formats are more informal than, for example board meetings, and open communication between the public and members of the representative organization. The main purpose of a Town Hall Meeting is to develop open communication between the members and those individuals who control the organization or committee.

### **Visual Preference Survey**

The visual preference survey involves many citizens in a unique, interactive manner. Participants rate images of development and facilities based on their initial reaction. A primary goal of this technique is to offer "regular citizens" a way to participate by evaluating the desirable and undesirable physical, visual, and spatial features of transportation systems and development. A questionnaire obtains a demographic profile of the participants. Participation can be through a slide show or PowerPoint presentation at viewing events, rental videos, or cable television.

### **Webcasting**

Webcasting is part of a newer generation of internet technology that allows a viewer to choose from a list of news items and hear streaming audio and video presentations. A 'player' is required, e.g. RealPlayer or Windows Media Player in order to view or hear the material online. Webcasting is also called "netcasting," "Internet broadcasting," or "data broadcasting," although webcasting is more associated with streaming video and audio. Think of webcasting as full multimedia broadcasting. This technique can be used to broadcast public meetings, integrate animated graphics to help explain a concept, or add text to an audio presentation. These techniques are also beneficial for those who are

sight or hearing impaired, as webcast presentations can be enhanced to meet the needs of all citizens.

### **Web Site**

General or project-specific web sites offer an opportunity for public input that is flexible and not staff intensive. The general MPO site provides background information about the MPO, its activities, the transportation planning process, and opportunities for the public to become involved. Project-specific web sites can be used to display extensive information about individual projects, such as major MPO activities like the Regional Transportation Plan. These sites are used when project information is too extensive to be included on the MPO site.

Project web sites can contain study area maps, meeting announcements, descriptions of potential alternatives, comment forms, user surveys, and project team contact information. The general MPO site provides links to project sites. The public may provide input through either the MPO web site or project-specific web sites. Web sites offer the option of interactive ways to reach the public, such as interactive, “real time” voting, video games, and chat rooms.

### **Tollfree Hotline**

A telephone hotline is a toll-free (or local) telephone number people can call to ask questions and obtain information promptly about MPO activities. Some hotlines allow people to order documents. These numbers augment specific contact people and website information.

### **Video Kiosk**

This tool involves setting up a portable booth in a high pedestrian area, such as downtown or in a shopping mall, to gather input from the peron-on-the-street. The booth would have a video or computer so citizens could watch a short video, record answers to a set of questions or survey, and/or record comments to provide input to decision makers.

### **Information Tools**

#### **Briefings**

Briefings are useful for sharing information with key stakeholders, whether they are involved regulators, elected officials, or members of involved public interest or environmental groups. Briefings can be used to inform other stakeholders about the status of a project or corrective action; to provide them with materials such as technical studies; results of the technical field and community assessments; and engineering designs. These sessions are conducted in person, and the briefings usually precede release of information to the media or occur before a public meeting. Briefing key stakeholders is particularly important if an upcoming action might result in political controversy.

#### **Broadcast Announcements and Advertisements**

Notices for public meetings or other information share can be and sometimes must be broadcast over radio or another medium. [See Webcasting] providing notice via a paid TV advertisement or over a local cable TV station. [See Metro Television]. Paid advertisements can be expensive and may be seen by the public as ‘taking a side’. This drawback can be eliminated by limiting information to the facts (e.g., time, date, location of the meeting). Some local access cable TV stations run a text-based community bulletin board, which may provide a useful way to distribute information.

### **Database and Distribution Lists**

MPO staff maintains a master database of all contacts, both business and public, on a continuous basis. The database includes committee membership, mailing information, phone and fax numbers, and e-mail and internet addresses. Mailing lists are both important databases and essential communication tools. Mailing lists ensure that concerned community members receive relevant information. The database is used for maintaining up-to-date committee membership lists, interested parties, special interest groups, and homeowner’s association contacts, and the newsletter mailing list. Mailing lists typically include concerned residents, elected officials, appropriate federal, state, and local government contacts, local media, organized environmental groups, civic, religious and community organizations, facility employees, and local businesses. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements. The database is used to enhance other public involvement activities.

### **Direct Mailings**

Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings can be post cards, letters, or fliers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue, for example avid cyclists may be targeted for greenways and trail projects. Mailings may announce project-specific meetings, public hearings, workshops, open houses, corridor studies, small-area studies, other planning studies, new publications, special events, or major activities.

### **Display Ads**

These ads are used to promote meetings that are not regularly scheduled, such as public workshops for the TIP, project specific meetings, or public hearings. They are published in the local section of the newspaper to reach a larger audience than those that typically read legal ads.

### **Door-to-Door Canvassing**

Door-to-door canvassing is a way to collect and distribute information by calling on community members individually and directly. Public interest groups have long used such techniques, and they also may be useful for facility owners as a way to gauge public interest during the community assessment stage. The MPO may consider using this tool to interact with the community in situations where public interest is very high or in other situations where direct contact with citizens is essential. During these interactions, canvassers can field questions about activities, discuss concerns, and provide fact sheets

or other materials. Some citizens may want to find out more about the activity by signing up for mailing lists or by attending an upcoming event.

### **E-Mail Address for the MPO**

Establishing an email address for the MPO can make it easier for citizens to contact the MPO with questions, requests for documents or other information, and informal and formal comment. Staff monitors the inbox, responds, and follows up further as appropriate to the nature of the contact.

### **E-mail Announcements**

Meeting announcements and MPO information is e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. The e-mail can provide updates or announcements about corridor studies, small-area studies, other planning studies, regular meetings, public comment periods, public hearings, workshops, open houses, recruitment to fill openings on the Citizen Advisory Committee, and other major MPO activities.

### **Exhibits, Displays, Signs, and Bulletin Boards**

A variety of exhibits and displays can provide general information, such as introducing a large project, or specific information, such as about proposed land use strategies. Locations for the displays include community workshops, on the mall (“City Hall on the Mall”), public locations such as city hall or the permit center, open houses, and public works days or similar events designed to attract the public. Signs can be a useful means of public notice, especially for residents and neighbors of the facility or planned facility. A sign on the site should be large enough so that passers-by, whether by foot or by vehicle, can read it. If few people are likely to pass by the site, consider posting the sign at the nearest major intersection. Another option is to place posters or bulletins on community bulletin boards (in community centers, town halls, grocery stores, on heavily-traveled streets) where people are likely to see them. The signs should contain the same information as a written or broadcast notice.

### **Existing Newsletters and Free Publications**

Placing a notice in a newsletter distributed by a local government, a civic or community organization, neighborhood association, or in other free publication (e.g., a paper that highlights local or community activities) is a generally inexpensive way to target a specific audience or segment of the community. At the same time, some publications may not be appropriate for communicating information from your organization. By publishing information through a group that has a specific political interest or bias, your organization may be perceived as endorsing these views. Permitting agencies may want to avoid associations with groups that appear to represent the agency's interests. In any case, the relationship between your organization and the newsletter or publication should be clear to the public. Local governments, planning commissions, zoning boards, or utilities often distribute regular newsletters; they are often willing to include information about permitting activities. Newsletters distributed by civic, trade, agricultural, religious, or community organizations can also disseminate information to interested readers at low cost. Some segments of the affected community may rely on a free local flyer, magazine, independent or commercial newspaper to share information.

### **Fact Sheets or Brochures**

Fact sheets or brochures provide summary information regarding MPO policy, process, programs, and projects. Fact sheets can be distributed at public meetings, on the MPO web site, at grocery stores during the after-work rush, and in public places such as libraries and community centers. Individuals and special interest groups can request fact sheets directly from the MPO staff office or download them from the MPO web site. The fact sheet or brochure should be citizen-friendly—brief, easy to read and understand, written for the eighth grade reading level, use direct to-the-point language free of acronyms and jargon, and include liberal use of graphics to help deliver the message.

### **Information Repository**

An information repository is a collection of documents related to an activity, program, or corrective action. A repository can make information readily available to people who are interested in learning about, or keeping abreast of MPO activities in or near their community in greater detail. Websites are good resources for storing detailed information in an organized manner. An office accessible to the public is also an option for storing hardcopies of documents, maps, and multimedia resources. The information that goes in the repository can differ from case to case, depending on what information will be most useful according to the specifics of the case at hand. For instance, multi-lingual fact sheets and other documents will be most appropriate in situations where there are many non-English-speakers in an affected community. Similarly, if the community needs assistance in understanding a very technical situation, then the agency and the facility should provide fact sheets and other forms of information that are more accessible to the non-technical reader.

### **Legal Advertisements**

The Oregon Public Meetings law and federal transportation planning regulations require advertisement of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO advertises meetings of the Metropolitan Policy Committee and the Citizen Advisory Committee. The ads include the time, place, and agenda for any regular, special, or emergency meeting, along with contact information.

### **Logo**

A logo representing the MPO is used to identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products. The logo should be used on all MPO publications; including those developed by consultants working on MPO sponsored projects.

### **Media Coverage and News Conference**

News conferences are information sessions held for representatives of the news media and may be open to the general public. News conferences provide all interested local media and members of the public with accurate information concerning important developments during a MPO-regulated process.

### **Metro Television**

Lane Council of Governments maintains a public access cable channel. In addition to rolling message scripts, Metro Television also broadcasts select meetings, both live and pre-recorded, and short informative programs about departmental activities or projects of interest to the entire population. Information about meetings of the MPO policy board is provided to Metro Television to be included in scrolling announcements. Metro TV is a TV channel administered by Lane Council of Governments.

### **Newsletters**

Newsletters, hard copy or email, can be used for ongoing communication or for an as-needed project-specific basis. Distribution can be general or targeted. The general mailing list includes interested parties, municipalities, media, and other agencies. Targeted mailings usually are sent to residents, businesses, and property owners in the area impacted by a particular study. Citizens are added to the general distribution list by their own request. Opportunities to request being added to the list occur during public meetings hosted by the MPO, on the MPO web site, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the MPO web site address, project highlights, and current planning project status reports. The newsletter can be used to highlight major MPO projects or activities, such as the adoption of project priorities, and report information regarding significant transportation issues, MPO awards, and other one-time activities. The newsletter can be used to inform the public of upcoming decisions to be made by the MPO or other agencies, so that they have time to prepare meaningful comments prior to the decision being finalized. The newsletter is used to promote regular and special meetings, alternatives being proposed in an area, planning studies, publications, and work products. When MPO or project-specific newsletters are not used, articles may be prepared for publication in other newsletters produced by municipalities, neighborhood groups, homeowner associations, church groups, civic groups, or others that may have an interest in the project. These articles are subject to the publication dates and space restrictions of the individual publishers.

### **Newspaper Advertisements**

Traditionally, public notices have often appeared as legal advertisements in the classified section of a newspaper. While this method provides a standard location for the ads, display advertisements (located along with other commercial advertisements) are more likely to reach a larger audience. Display advertisements offer an advantage since they are larger, easier to read, and are more likely to be seen by the casual reader.

### **Newspaper Inserts**

Inserts stand out from other newspaper advertisements since they come as a "loose" section of the newspaper (a format often used for glossy advertisements or other solicitations). Using texture or shapes works well to set insert apart from other text or advertising. They provide a way to reach beyond the most-involved citizens to inform a broader segment of the community.

### **Notice to Interested Parties**

There are a few different types of notices. An introductory notice explains the agency's process for applications, participation, etc. It may also explain a review process or the

corrective action process and the opportunities for public participation in that process. A notice of decision presents the agency's decisions regarding projects, processes, or modifications to incorporate changes such as a corrective action remedy.

### **Pre-Existing Stakeholder Meetings and Functions**

Permitting agencies, facilities, local governments, and environmental organizations, religious and civic groups may all hold meetings or other gatherings during a citizen involvement process. Some may be required by regulation and others may be informational meetings or discussions of important issues. As an involved stakeholder, an organization can learn more about the views of other stakeholders by attending their meetings. Often, there are opportunities to join in important discussions and provide information. Some groups will invite the guest organization to give a presentation or a briefing.

### **Posters and Flyers**

Posters and flyers are used to announce meetings and events and are displayed at public places such as City Halls, libraries, the interior of buses, and community centers. They also may be inserted into another publication, such as a neighborhood newsletter. The announcement may contain a brief description of the purpose of the meeting, the time, location, and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

### **Press Releases and Press Kits**

Press releases are statements that the MPO organization sends to the news media. They are used to publicize progress or key milestones in the MPO process. Press releases can effectively and quickly disseminate information to large numbers of people. They also may be used to announce public meetings, report the results of public meetings or studies, and describe how citizen concerns were considered in the permit decision or corrective action. Press kits consist of a packet of relevant information that your organization distributes to reporters. The press kit should summarize key information about the permitting process or corrective action activities. Typically a press kit is a folder with pockets for short summaries of the permitting process, technical studies, newsletters, press releases, and other background materials. The public information officer of an organization is often the lead staff for media contacts.

### **Public Service Announcements**

Radio and television stations often broadcast, without charge, a certain number of announcements on behalf of charities, government agencies, and community groups. In particular, they are likely to run announcements of public meetings, events, or other opportunities for the public to participate. One drawback with a public service announcement is that you have no guarantee that it will go on the air. If it does go on the air, it may come at odd hours when relatively few people are listening.

### **Response to Comments**

Often called a Comments and Response Summary, this document responds to the comments received during a formal public comment period. This document, or a separate one, includes staff recommendations to decision makers for changing the draft

project or document in response to the comment, and the reason for those changes. The response to comments briefly describes and responds to all significant comments that were received during the public comment period. The response to comments should be written in a clear and understandable style so that it is easy for the community to understand the reasons for the final decision and how public comments were considered.

### **Telephone Networks or Phone Trees or Automated Phone Messages**

This method provides an inexpensive, yet personal, manner of spreading information. The lead agency, facility, or organization calls the first list of people, who, in turn, are responsible for calling an additional number of interested people. Phone trees are a good way to provide back up plans or reminders while reducing the number of calls made by individual staff members. As an alternative to calling the first tier, the lead agency, facility, or organization may want to distribute a short written notice. Using an automated phone message system is another alternative.

### **Presentations: Videos, PowerPoint, and Slide Shows**

Videos, PowerPoint presentations, and slide shows can be used as informational tools and to document public involvement events. They help improve public understanding of the issues associated with a permitting or corrective action. They can be broadcast on Metro Television, shown at public involvement events such as workshops, shown to citizen groups, be part of presentation to public officials, and used for speakers bureau presentations. These graphic tools are an effective way to stretch staff resources in making presentations and help generate interest in the topic.

### **Unsolicited Information and ‘Office Visits’**

In order to seek input from interested at-large citizens, information may arrive in the form of phone calls, letters, and meetings. While this type of information is not always asked for, it can be helpful. Citizens or stakeholders from other groups may want to visit the agency's office or the facility. In this situation, the visiting stakeholders will want to meet with the person who works most directly with their concerns.

### **Webcasting**

Webcasting is part of a newer generation of internet technology that allows a viewer to choose from a list of news items and hear streaming audio and video presentations. A ‘player’ is required, e.g. RealPlayer or Windows Media Player in order to view or hear the material online. Webcasting is also called "netcasting," "Internet broadcasting," or "data broadcasting," although webcasting is more associated with streaming video and audio. Think of webcasting as full multimedia broadcasting. This technique can be used to broadcast public meetings, integrate animated graphics to help explain a concept, or add text to an audio presentation. These techniques are also beneficial for those who are sight or hearing impaired, as webcast presentations can be enhanced to meet the needs of all citizens.

### **Web Site**

The Central Lane MPO web site provides basic information about the MPO process, members, meeting times, and contact information. The site includes information about

specific products of the MPO, such as an update of the Regional Transportation Plan. MPO documents, such as the Unified Planning Work Program and the Metropolitan Transportation Improvement Program, are available for downloading from the site. The site provides many links to other transportation related sites from the local to national level. The site is continually maintained and updated by MPO staff. The site is used to promote regular and special meetings, planning studies, publications and work products. Project-specific web sites can be used to make available more detailed project information, such as study area maps, meeting announcements, descriptions of potential alternatives, comment forms, user surveys, and project team contact information. Links to project sites are provided on the MPO site. The public may provide input through either the MPO web site or project-specific web sites. Web sites offer the option of interactive ways to reach the public, such as interactive, “real time” voting, video games, and chat rooms.



## **APPENDIX 3**

### **Federal, State, and Local Regulations and Policies Concerning Public Involvement in Transportation Planning**



EXCERPT FROM:

**TITLE 23--HIGHWAYS**  
**CHAPTER I--FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF**  
**TRANSPORTATION**  
**PART 450--PLANNING ASSISTANCE AND STANDARDS**  
**Subpart B--Statewide Transportation Planning**

**Sec. 450.212 Public involvement.**

(a) Public involvement processes shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The processes shall provide for:

(1) Early and continuing public involvement opportunities, throughout the transportation planning and programming process;

(2) Timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects;

(3) Reasonable public access to technical and policy information used in the development of the plan and STIP;

(4) Adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to action on the plan and STIP;

(5) A process for demonstrating explicit consideration and response to public input during the planning and program development process;

(6) A process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households which may face challenges accessing employment and other amenities;

(7) Periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all and revision of the process as necessary.

(b) Public involvement activities carried out in a metropolitan area in response to metropolitan planning requirements in Sec. 450.322(c) or Sec. 450.324(c) may by agreement of the State and the MPO satisfy the requirements of this section.

(c) During initial development and major revisions of the statewide transportation plan required under Sec. 450.214, the State shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation and other affected agencies, private and public providers of transportation, and other interested parties a reasonable opportunity to comment on the proposed plan. The proposed plan shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. Likewise, the official statewide transportation plan (see Sec. 450.214(d)) shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.

(d) During development and major revision of the statewide transportation improvement program required under Sec. 450.216, the Governor shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation or

other affected agencies, private providers of transportation, and other interested parties, a reasonable opportunity for review and comment on the proposed program. The proposed program shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. The approved program (see Sec. 450.220(c)) if it differs significantly from the proposed program, shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.

(e) The time provided for public review and comment for minor revisions to the statewide transportation plan or statewide transportation improvement program will be determined by the State and local officials based on the complexity of the revisions.

(f) The State shall, as appropriate, provide for public comment on existing and proposed procedures for public involvement throughout the statewide transportation planning and programming process. As a minimum, the State shall publish procedures and allow 45 days for public review and written comment before the procedures and any major revisions to existing procedures are adopted.

(g) The public involvement processes will be considered by the FHWA and the FTA as they make the planning finding required in Sec. 450.220(b) to assure that full and open access is provided to the decision making process.

(h) The State shall provide for non-metropolitan local official participation. The State shall have a documented process(es) that is separate and discrete from the public involvement process for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that provides an opportunity for their participation in the statewide transportation planning process and development of the statewide transportation improvement program.

(i) The State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 days regarding the effectiveness of the consultation process and proposed modifications within 2 years of process implementation, and thereafter at least once every 5 years. A specific request for comments shall be directed to the State association of counties, State municipal league, regional planning agencies, or directly to non-metropolitan local officials. The State, at its discretion, shall be responsible for determining whether to adopt any proposed modifications. If a proposed modification is not adopted, the State shall make publicly available its reasons for not accepting the proposed modification, including notification to non-metropolitan local officials or their associations.

[58 FR 58064, Oct. 28, 1993, as amended at 68 FR 3181, Jan. 23, 2003]

EXCERPT FROM:

**TITLE 23--HIGHWAYS**  
**CHAPTER I--FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF**  
**TRANSPORTATION**  
**PART 450--PLANNING ASSISTANCE AND STANDARDS**  
**Subpart C--Metropolitan Transportation Planning and Programming**

**Sec. 450.316 Metropolitan transportation planning process: Elements.**

(b) In addition, the metropolitan transportation planning process shall:

(1) Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:

(i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

(ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);

(iii) Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;

(iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));

(v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;

(vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;

(vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;

(viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;

(ix) Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

(x) These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decisionmaking processes;

(xi) Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs;

(2) Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation;

(3) Identify actions necessary to comply with the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals With Disabilities" (49 CFR parts 27, 37, and 38);

(4) Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and

(5) Provide for the involvement of local, State, and Federal environment resource and permit agencies as appropriate.

....

(d) The metropolitan transportation planning process shall include preparation of technical and other reports to assure documentation of the development, refinement, and update of the transportation plan. The reports shall be reasonably available to interested parties, consistent with Sec. 450.316(b)(1).

EXCERPT FROM

**TITLE 23--HIGHWAYS**

**CHAPTER I--FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF  
TRANSPORTATION**

**PART 450--PLANNING ASSISTANCE AND STANDARDS**

**Subpart C--Metropolitan Transportation Planning and Programming**

**Sec. 450.318 Metropolitan transportation planning process: Major metropolitan  
transportation investments.**

...

(b) When any of the implementing agencies or the MPO wish to initiate a major investment study, a meeting will be convened to determine the extent of the analyses and agency roles in a cooperative process which involves the MPO, the State department of transportation, public transit operators, environmental, resource and permit agencies, local officials, the FHWA and the FTA and where appropriate community development agencies, major governmental housing bodies, and such other related agencies as may be impacted by the proposed scope of analysis. A reasonable opportunity, consistent with Sec. 450.316(b)(1), shall be provided for citizens and interested parties including affected public agencies, representatives of transportation agency employees, and private providers of transportation to participate in the cooperative process. This cooperative process shall establish the range of alternatives to be studied, such as alternative modes and technologies (including intelligent vehicle and highway systems), general alignment, number of lanes, the degree of demand management, and operating characteristics.

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EXCERPT FROM  
**TITLE 23--HIGHWAYS**  
**CHAPTER I--FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF**  
**TRANSPORTATION**  
**PART 450--PLANNING ASSISTANCE AND STANDARDS**  
**Subpart C--Metropolitan Transportation Planning and Programming**

**Sec. 450.322 Metropolitan transportation planning process: Transportation plan.**

.....

(c) There must be adequate opportunity for public official (including elected officials) and citizen involvement in the development of the transportation plan before it is approved by the MPO, in accordance with the requirements of Sec. 450.316(b)(1). Such procedures shall include opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, and private providers of transportation) to be involved in the early stages of the plan development/update process. The procedures shall include publication of the proposed plan or other methods to make it readily available for public review and comment and, in nonattainment TMAs, an opportunity for at least one formal public meeting annually to review planning assumptions and the plan development process with interested parties and the general public. The procedures also shall include publication of the approved plan or other methods to make it readily available for information purposes.

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EXCERPT FROM  
**TITLE 23--HIGHWAYS**  
**CHAPTER I--FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF**  
**TRANSPORTATION**  
**PART 450--PLANNING ASSISTANCE AND STANDARDS**  
**Subpart C--Metropolitan Transportation Planning and Programming**

**Sec. 450.324 Transportation improvement program: General.**

....

(c) There must be reasonable opportunity for public comment in accordance with the requirements of Sec. 450.316(b)(1) and, in nonattainment TMAs, an opportunity for at least one formal public meeting during the TIP development process. This public meeting may be combined with the public meeting required under Sec. 450.322(c). The proposed TIP shall be published or otherwise made readily available for review and comment. Similarly, the approved TIP shall be published or otherwise made readily available for information purposes.

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EXCERPT FROM

**TITLE 23--HIGHWAYS**

**CHAPTER I--FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF  
TRANSPORTATION**

**PART 450--PLANNING ASSISTANCE AND STANDARDS**

**Subpart C--Metropolitan Transportation Planning and Programming**

**Sec. 450.326 Transportation improvement program: Modification.**

The TIP may be modified at any time consistent with the procedures established in this part for its development and approval. In nonattainment or maintenance areas for transportation related pollutants if the TIP is amended by adding or deleting projects which contribute to and/or reduce transportation related emissions or replaced with a new TIP, new conformity determinations by the MPO and the FHWA and the FTA will be necessary. Public involvement procedures consistent with Sec. 450.316(b)(1) shall be utilized in amending the TIP, except that these procedures are not required for TIP amendments that only involve projects of the type covered in Sec. 450.324(i).

EXCERPT FROM

**Oregon Transportation Plan, 1992**

**Public Participation, Information and Education.**

This Transportation Plan calls for greater commitments to environmental quality, energy conservation, land use patterns that support alternatives to the use of single occupancy vehicles and efficient ways to move people and their goods. The policies have evolved from discussions among citizens, the private sector, local governments and state agencies, but they cannot be implemented without widespread public understanding and support.

To understand and support these policies, Oregonians need good information and opportunities to participate in the further development and implementation of the Transportation Plan. To achieve these transportation goals, Oregonians must make major changes in habits – using carpools, riding buses and walking more often, allowing higher densities and mixed uses in neighborhoods, and looking at the energy and environmental costs of transportation choices. Participation in transportation choices and changes cannot end with the adoption of this plan.

**Policy 4N – Public Participation.**

It is the policy of the State of Oregon to develop programs that ensure the opportunity for citizens, businesses, local governments and state agencies to be involved in all phases of transportation planning processes.

**Action 4N.1**

When preparing and adopting a transportation plan, transportation plan element, modal plan, facility plan or transportation improvement program, conduct and publicize a program for citizen, business, local government and state agency involvement that clearly defines the procedures by which these groups will be involved.

**Action 4N.2**

Make information about proposed transportation policies, plans and programs available to the public in an understandable form.

EXCERPT FROM

**Oregon Highway Plan, 1999.**

**Policy Element**

**Policy 1G: Major Improvements**

It is the policy of the State of Oregon to maintain highway performance and improve safety by improving system efficiency and management before adding capacity. ODOT will work in partnership with regional and local governments to address highway performance and safety needs.

...

**Action 1G.2**

Support any major improvements to state highway facilities in local comprehensive plans and transportation system plans only if the improvements meet all of the following conditions:

- The improvement is needed to satisfy a state transportation objective or objectives;
- The scope of the project is reasonably identified, considering the long-range projection of need;
- The improvement was identified through a planning process that included:
  - Thorough public involvement;
  - Evaluation of reasonable transportation and land use alternatives including measures for managing the existing transportation system and for reducing demands for highway capacity; and
  - Sufficient environmental analysis at the fatal flaw planning level.

.....

**Policy 2D: Public Involvement**

It is the policy of the State of Oregon to ensure that citizens, businesses, regional and local governments, state agencies, and tribal governments have opportunities to have input into decisions regarding proposed policies, plans, programs, and improvement projects that affect the state highway system.

**Action 2D.1**

Conduct effective public involvement programs that create opportunities for citizens, businesses, regional and local governments, state agencies, and tribal governments to comment on proposed policies, plans, programs, and improvement projects.

**Action 2D.2**

Increase public information and education about construction, operations, and maintenance activities.

**Action 2D.3**

Coordinate with local governments and other agencies to ensure that public involvement programs target affected citizens, businesses, neighborhoods, and communities, as well as the general public.

**Action 2D.4**

Evaluate agency public involvement programs on a regular basis to ensure the programs are effective in involving a broad range of the public in agency planning and decision-making processes.

## STIP PUBLIC INVOLVEMENT POLICIES

*The Public Involvement Policies and Procedures were adopted by the Oregon Transportation Commission on December 14, 1994, following a 45-day public comment period.*

The Oregon Transportation Commission (OTC) and the Oregon Department of Transportation (ODOT) are dedicated to the goal of developing an integrated, balanced, multimodal statewide transportation system that moves people, goods and services safely and efficiently throughout the state. Achieving this goal requires a unified transportation plan that incorporates general policies and addresses specific needs. In pursuit of this goal, ODOT has made a substantial commitment to planning and research. It is through this planning effort that future transportation needs will be met most effectively and efficiently.

The products of this planning effort are the statewide long-range transportation plan (the Oregon Transportation Plan and its supplemental plans) and the statewide transportation improvement program (the STIP).

In order to encourage public involvement in the development and major revision of Oregon's statewide long-range transportation plan and statewide transportation improvement program, ODOT is committed to providing public involvement processes which are "proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement." (*Statewide Planning; Metropolitan Planning 23 CFR 450.212(a)*)

### **PUBLIC INVOLVEMENT PROCEDURES**

ODOT will abide by all applicable state and federal laws in implementing its public involvement processes for the development and major revision of the statewide long-range transportation plan and statewide transportation improvement program.

ODOT will follow the requirements of the Oregon Public Meetings Law (ORS 192.610 to 192.690) for all advisory committees appointed by or reporting to the OTC.

ODOT will maintain a broad based, statewide list of stakeholders – individuals and organizations who are interested in or affected by transportation decisions – including representatives of Indian tribal governments in Oregon and organizations that reach those traditionally underserved by existing transportation systems.

ODOT will provide these stakeholders with timely information about transportation issues and adequate notice of key decision points leading to the development or major revision of the statewide long-range transportation plan and statewide transportation improvement program.

ODOT will provide reasonable public access as required by the Oregon Public Records Law (ORS 192.420 to 192.505) to technical and policy information used in the

development or major revision of the statewide long-range transportation plan and statewide transportation improvement program. (Charges will be assessed per ODOT, Administrative Instruction #5).

ODOT will provide a 45-day public review of the proposed statewide long-range transportation plan, a 45-day public review of the proposed statewide transportation improvement program, and a 45-day public review of a major revision of either document following adoption of the plan or program by the OTC.

ODOT will provide statewide opportunities for public comment on the proposed statewide long-range transportation plan and proposed statewide transportation improvement program by scheduling at least two public meetings in each of ODOT's five regions prior to adoption of the plan or program by the OTC.

ODOT will work with metropolitan planning organizations to coordinate public involvement for the statewide long-range transportation plan and statewide transportation improvement program with public involvement for the metropolitan plan and transportation improvement program.

ODOT will consider all public comment on the proposed statewide long-range transportation plan and proposed statewide transportation improvement program prior to adoption of the plan or program by the OTC.

ODOT will publish and distribute the adopted statewide long-range transportation plan and statewide transportation improvement program.

ODOT will coordinate public involvement for the statewide long-range transportation plan and statewide transportation improvement program with public involvement for project development.

ODOT will submit the proposed public involvement policies and procedures contained in this document to a 45-day public review before their adoption by the OTC, and will submit a major revision of the adopted document to a 45-day public review.

ODOT will publish and distribute the adopted public involvement policies and procedures.

ODOT will review periodically the effectiveness of the public involvement policies and procedures.

**EXCERPT FROM**  
**Oregon Administrative Rules**  
**Land Conservation and Development Department**  
**Division 12**

**TRANSPORTATION PLANNING**

660-012-0050 Transportation Project Development

(2) Regional TSPs shall provide for coordinated project development among affected local governments. The process shall include:

(a) Designation of a lead agency to prepare and coordinate project development;

(b) A process for citizen involvement, including public notice and hearing, if project development involves land use decision-making. The process shall include notice to affected transportation facility and service providers, MPOs, and ODOT;

...

EXCERPT FROM

**Oregon's Statewide Planning Goals and Guidelines**

**Goal 1: Citizen Involvement  
OAR 660-015-0000(1)**

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

The governing body charged with preparing and adopting a comprehensive plan shall adopt and publicize a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land-use planning process.

The citizen involvement program shall be appropriate to the scale of the planning effort. The program shall provide for continuity of citizen participation and of information that enables citizens to identify and comprehend the issues.

Federal, state and regional agencies, and special- purpose districts shall coordinate their planning efforts with the affected governing bodies and make use of existing local citizen involvement programs established by counties and cities.

The citizen involvement program shall incorporate the following components:

Citizen Involvement - To provide for widespread citizen involvement.

Communication - To assure effective two-way communication with citizens.

Citizen Influence - To provide the opportunity for citizens to be involved in all phases of the planning process.

Technical Information - To assure that technical information is available in an understandable form.

Feedback Mechanisms - To assure that citizens will receive a response from policy-makers.

Financial Support - To insure funding for the citizen involvement program.

EXCERPT FROM

**Oregon Revised Statutes**  
**Chapter 192 — Public and Private Records; Public Reports and Meetings**  
**2001 EDITION**

**PUBLIC MEETINGS**

PUBLIC MEETINGS

**192.610 Definitions for ORS 192.610 to 192.690.** As used in ORS 192.610 to 192.690:

(1) "Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

(2) "Executive session" means any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.

(3) "Governing body" means the members of any public body which consists of two or more members, with the authority to make decisions for or recommendations to a public body on policy or administration.

(4) "Public body" means the state, any regional council, county, city or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group or any other agency thereof.

(5) "Meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. "Meeting" does not include any on-site inspection of any project or program. "Meeting" also does not include the attendance of members of a governing body at any national, regional or state association to which the public body or the members belong. [1973 c.172 §2; 1979 c.644 §1]

**192.620 Policy.** The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly. [1973 c.172 §1]

**192.630 Meetings of governing body to be open to public; location of meetings; disabled access; interpreters.** (1) All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192.610 to 192.690.

(2) No quorum of a governing body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.690.

(3) A governing body shall not hold a meeting at any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. However, the fact that organizations with restricted membership hold meetings at the place shall not restrict its use by a public body if use of the place by a restricted membership organization is not the primary purpose of the place or its predominate use.

(4) Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction so long as no deliberations toward a decision are involved. A joint meeting of two or more governing bodies or of one or more governing bodies and the elected officials of one or more federally recognized Oregon Indian tribes shall be held within the geographic boundaries over which one of the participating public bodies or one of the Oregon Indian tribes has jurisdiction or at the nearest practical location. Meetings may be held in locations other than those described in this subsection in the event of an actual emergency necessitating immediate action. This subsection does not apply to the Oregon State Bar until December 31, 1980.

(5)(a) It shall be considered discrimination on the basis of disability for a governing body of a public body to meet in a place inaccessible to the disabled, or, upon request of a hearing impaired person, to fail to make a good faith effort to have an interpreter for hearing impaired persons provided at a regularly scheduled meeting. The sole remedy for discrimination on the basis of disability shall be as provided in ORS 192.680.

(b) The person requesting the interpreter shall give the governing body at least 48 hours' notice of the request for an interpreter, shall provide the name of the requester, sign language preference and any other relevant information the governing body may request.

(c) If a meeting is held upon less than 48 hours' notice, reasonable effort shall be made to have an interpreter present, but the requirement for an interpreter does not apply to emergency meetings.

(d) If certification of interpreters occurs under state or federal law, the Oregon Disabilities Commission or other state or local agency shall try to refer only certified interpreters to governing bodies for purposes of this subsection.

(e) As used in this subsection, "good faith effort" includes, but is not limited to, contacting the Oregon Disabilities Commission or other state or local agency that maintains a list of qualified interpreters and arranging for the referral of one or more such persons to provide interpreter services. [1973 c.172 §3; 1979 c.644 §2; 1989 c.1019 §1; 1995 c.626 §1]

**192.640 Public notice required; special notice for executive sessions, special or emergency meetings.** (1) The governing body of a public body shall provide for and give public notice, reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.

(2) If an executive session only will be held, the notice shall be given to the members of the governing body, to the general public and to news media which have requested notice, stating the specific provision of law authorizing the executive session.

(3) No special meeting shall be held without at least 24 hours' notice to the members of the governing body, the news media which have requested notice and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. [1973 c.172 §4; 1979 c.644 §3; 1981 c.182 §1]

**192.650 Written minutes required; content; content of minutes for executive sessions.** (1) The governing body of a public body shall provide for the taking of written minutes of all its meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- (a) All members of the governing body present;
- (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- (d) The substance of any discussion on any matter; and
- (e) Subject to ORS 192.410 to 192.505 relating to public records, a reference to any document discussed at the meeting but such reference shall not affect the status of the document under ORS 192.410 to 192.505.

(2) Minutes of executive sessions shall be kept in accordance with subsection (1) of this section. However, the minutes of a hearing held under ORS 332.061 shall contain only the material not excluded under ORS 332.061 (2). Instead of written minutes, a record of any executive session may be kept in the form of a sound tape recording, which need not be transcribed unless otherwise provided by law. If the disclosure of certain material is inconsistent with the purpose for which a meeting under ORS 192.660 is authorized to be held, that material may be excluded from disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action and the court shall determine their admissibility. [1973 c.172 §5; 1975 c.664 §1; 1979 c.644 §4; 1999 c.59 §44]

**192.660 Executive sessions permitted on certain matters; procedures; news media representatives' attendance; limits.** (1) Nothing contained in ORS 192.610 to 192.690 shall be construed to prevent the governing body of a public body from holding executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for the holding of such executive session. Executive session may be held: ...

**192.670 Meetings by means of telephonic or electronic communication.** (1) Any meeting, including an executive session, of a governing body of a public body which is held through the use of telephone or other electronic communication shall be conducted in accordance with ORS 192.610 to 192.690.

(2) When telephone or other electronic means of communication is used and the meeting is not an executive session, the governing body of the public body shall make available to the public at least one place where the public can listen to the communication at the time it occurs by means of speakers or other devices. The place provided may be a place where no member of the governing body of the public body is present. [1973 c.172 §7; 1979 c.361 §1]

EXCERPT FROM  
**EUGENE-SPRINGFIELD METROPOLITAN AREA GENERAL PLAN  
(1997)**

**K. Citizen Involvement Element**

....

**Goal**

Continue to develop, maintain, and refine programs and procedures that maximize the opportunity for meaningful, ongoing citizen involvement in the community's planning and planning implementation processes consistent with mandatory statewide planning standards.

**Objectives**

Promote and strengthen communication and coordination among various citizens organizations; business, industrial, and other groups in the community; and between these groups and government.

Insure adequate opportunities and provide adequate support for citizen involvement in metropolitan planning and related issues.

Insure that the roles and responsibilities of the various citizen advisory committees remain effective and responsive vehicles for citizen involvement.

Maintain a permanent citizens advisory committee to monitor the adequacy of citizen involvement in metropolitan-wide planning processes.

**Policies**

Maintain an ongoing citizens advisory committee to the governing bodies of Springfield, Eugene, and Lane County to monitor the adequacy of citizen involvement in the update, review, and amendments to the Metropolitan Plan.

Maintain and adequately fund a variety of programs and procedures for encouraging and providing opportunities for citizen involvement in metropolitan area planning issues. Such programs should provide for widespread citizen involvement, effective communication, access to technical information, and feedback mechanisms from policymakers. These programs shall be coordinated with local citizen involvement programs and shall be prepared on the metropolitan level by the JPCC, a committee composed of two representatives from each of the three metropolitan planning commissions.

Improve and maintain local mechanisms that provide the opportunity for residents and property owners in existing residential areas to participate in the implementation of policies in the Plan that may affect the character of those areas.

Maintain an ongoing metropolitan region policy committee, known as the Metropolitan Policy Committee (MPC), to provide policy direction on major Plan updates, Plan amendments, and special studies. MPC shall resolve land use issues and other disagreements among the two cities and the county and fulfill other intergovernmental functions as required by the three metropolitan governments.

In addition to its citizen involvement responsibilities, JPCC shall provide guidance for intergovernmental studies and projects and shall provide a forum at the planning commission level for resolving intergovernmental planning issues, including proposed metropolitan Plan amendments.