

# APPENDIX C

## Public Involvement Plan



# Public Involvement Plan

For the

Regional Transportation Plan Update



Corvallis Area Metropolitan Planning Organization

February 2016

Prepared for:

CAMPO

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## **Project Overview**

In April 2004 the Policy Board of the Corvallis Area Metropolitan Planning Organization (CAMPO) adopted a Public Involvement Framework for CAMPO's transportation planning and programming activities. The Framework was updated in 2010. The Framework outlines public outreach activities of CAMPO by identifying two types of activities performed by the organization: routine and major. Routine activities are generally publicized on the CAMPO website and in the FYI Section of the Corvallis Gazette Times. Major activities require development of a specially tailored public involvement plan that is approved by the CAMPO Policy Board.

Metropolitan Transportation Planning Process regulations require Metropolitan Planning Organizations (MPOs) to update their long range transportation plan every five years. The Corvallis Area Metropolitan Transportation Plan was adopted in August 2006 by the CAMPO Policy Board. The first update to the Regional Transportation Plan was adopted in March 2012. The Regional Transportation Plan (RTP) is currently being updated.

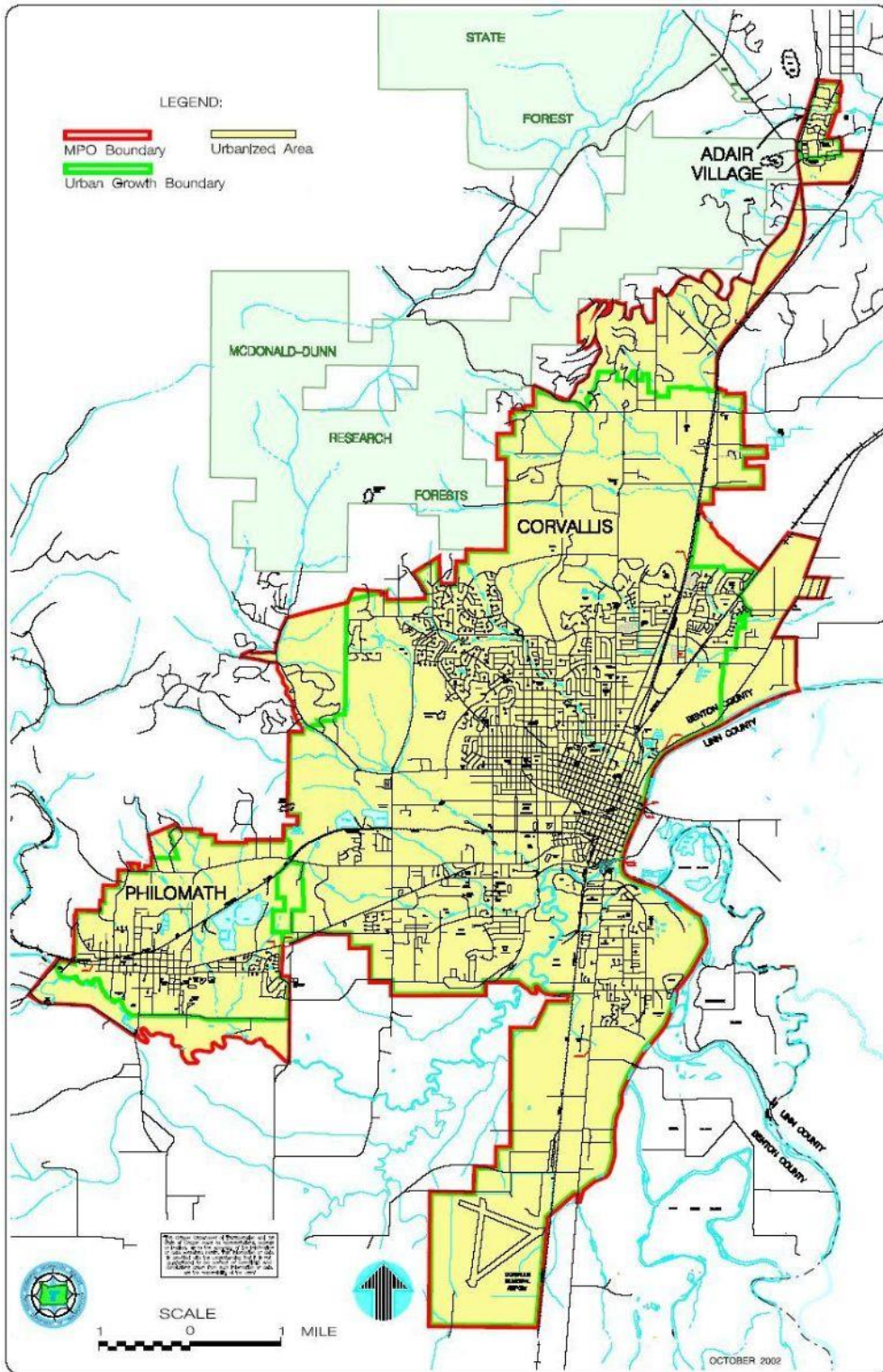
The Regional Transportation Plan update process is a major CAMPO activity that requires the development of a specially tailored public involvement plan. This document outlines the public outreach planned for the project. This Public Involvement Plan (PIP) will be adopted by the CAMPO Policy Board.

## **CAMPO Background**

A Metropolitan Planning Organization (MPO) is an organization of local governments in areas with a collective population of 50,000 or over, called Urbanized Area. As a condition for receiving federal transportation funds, MPOs must have a *continuing, cooperative and comprehensive* transportation planning process in cooperation with the state.

According to the 2010 census the Corvallis Urbanized Area has reached a population of 62,000+. The Corvallis Urbanized Area consists of the cities of Corvallis, Philomath and Adair Village, as well as the densely habited portions of Benton County (See the map below). CAMPO is governed by a five member Policy Board consisting of representatives of the cities of Corvallis, Philomath and Adair Village, the County of Benton and the Oregon Transportation Department (ODOT). The Policy Board is assisted by a Technical Advisory Committee (TAC) made up of the professional staff of the above agencies.

# Map of the Corvallis Area MPO



### **Public Involvement Purpose & Goals**

The residents of the CAMPO area and the CAMPO Policy Board put high value on public participation and public involvement. The Public Involvement Plan (PIP) describes CAMPO's outreach efforts to engage the public and gain their feedback on the development of the RTP update. The PIP outlines the means of disseminating information to the public and the conduits for receiving public input and incorporating the input into the project. The project's public involvement and communication goals are to:

1. Communicate complete, accurate, understandable and timely information to the public throughout the project.
2. Actively seek public input throughout the project, engaging a broad, diverse audience.
3. Provide meaningful public involvement opportunities and demonstrate how input has influenced the process.
4. Seek participation of potentially affected and/or interested individuals, neighborhoods, businesses and organizations.
5. Comply with Civil Rights Act of 1964 Title VI requirements. Title VI and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color or national origin under any program or activity that receives federal financial assistance.
6. Comply with current environmental justice guidance under Executive Order 1298 which directs agencies to identify issues that have disproportionately high and adverse human health or environmental effects of its program, policies, and activities on minority populations and low-income populations.
7. Ensure that the public involvement process is consistent with applicable state and federal laws and requirements, and is sensitive to local policies, goals and objectives.

## Audiences

As stated in the public involvement goals, the engagement efforts seek participation of potentially affected and/or interested individuals, neighbors, businesses and organizations. The public involvement process will seek to engage the following types of affected and interested people and organizations in CAMPO's planning area:

- Elected officials
- Agency partners working on related plans
- Business organizations, associations and chambers of commerce
- Bike, pedestrian, airport and transit advisory boards
- Bike and pedestrian interests
- Current of potential passenger transit riders/users, including Dial-A-Bus
- Benton County Rural and Special Transportation
- Corvallis Transit System
- Philomath Transit System
- All other inter-city transit providers (Greyhound, Valley Retriever, Coast to Valley Express)
- Local airports interests
- Freight interests
- Environmental interests
- Accessibility groups
- Senior services
- Low-income, racial and ethnic minority groups
- Health equity interests
- Benton county Health Department
- Tourism agencies and interests
- OSU, LBCC, and school districts (including student groups)
- Housing and community development interests
- Casas Latinos Unidos de Benton County
- Emergency services providers
- Corvallis neighborhood associations
- Adair Village neighborhood associations
- Philomath neighborhood associations
- Local event organizers
- Downtown and historic Corvallis interests
- Philomath Downtown Association
- Large employers
- Employer-based commuting programs
- Recreation interest
- General public
- Local media
- Natural disaster risk management agencies

## **Roles and Responsibilities of the Committees for the RTP project**

### ***CAMPO Policy Board***

The CAMPO Policy Board is the decision making authority for the Regional Transportation Plan. Board meetings are open to the public and will include an agenda item for public comment. The following steps must be taken to adopt the final RTP:

- Benchmark progress review with the Policy Board and incorporation of their feedback
- Reports on public involvement activities
- Public review and comment period for the final draft RTP
- Public hearing (optional)
- CAMPO Policy Board adoption of the final RTP

### ***Project Advisory Committee (PAC)***

The PAC includes CAMPO's existing Technical Advisory Committee (TAC) with additional representation from local, state and federal agencies and Oregon State University (See Appendix A for complete list of PAC members). The PAC provides a community perspective to the process of developing the CAMPO RTP update. The committee's feedback will be communicated with the TAC and the Policy Board. All meetings will be open to the public and include a public comment period. The Committee will meet at least seven times during this effort to provide feedback into the process. The PAC will:

- Review materials produced by the consultant team
- Serve in an advisory capacity to the consultant team as policies and strategies are vetted
- Obtain a clear understanding of technical information when it is provided
- Respond to consultant requests for information and document reviews
- Convey accurate, objective information about the project to respective agencies and boards
- Serve as project ambassadors with elected leaders and key stakeholder
- Actively participate in community outreach exercises

### ***Technical Advisory Committee (TAC)***

The CAMPO TAC will hold joint meetings with the PAC and provide recommendations to the CAMPO Policy Board. The CAMPO TAC is composed of transportation planning staff from each member jurisdiction:

- City of Albany Transit System
- Oregon Department of Transportation
- Benton County
- City of Adair Village
- City of Philomath
- City of Corvallis

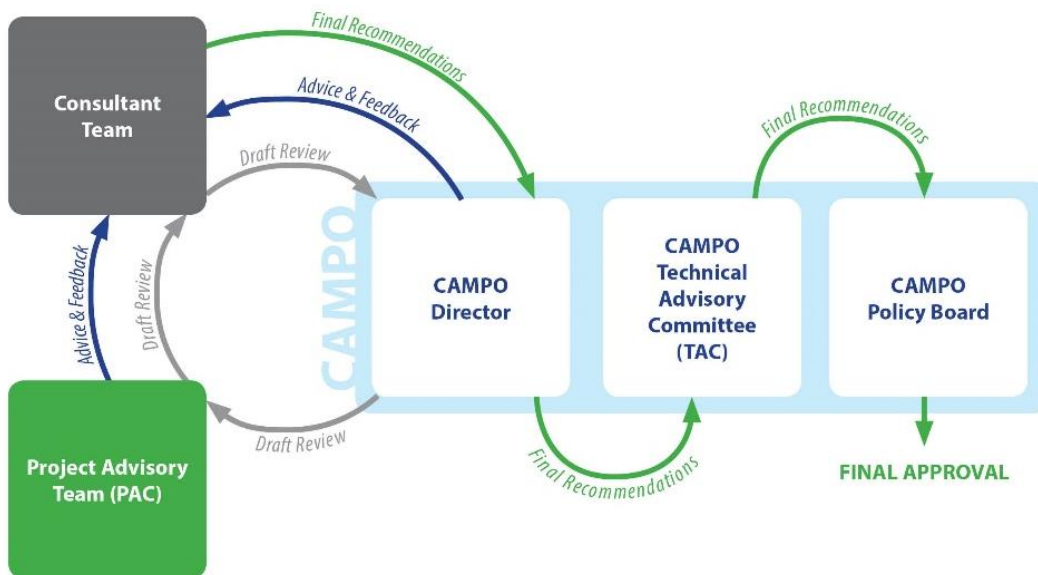
## Decision Making Process

CAMPO's Policy Board is the ultimate decision making entity for the approval of the RTP. Input provided by the public will be funneled into the PAC, TAC and Policy Board. Comments provided by the PAC will be presented to the TAC and the Policy Board. The TAC's technical input will be discussed with the PAC and the Policy Board. The TAC will make recommendations to the Policy Board.

Corvallis Area Metropolitan Planning Organization

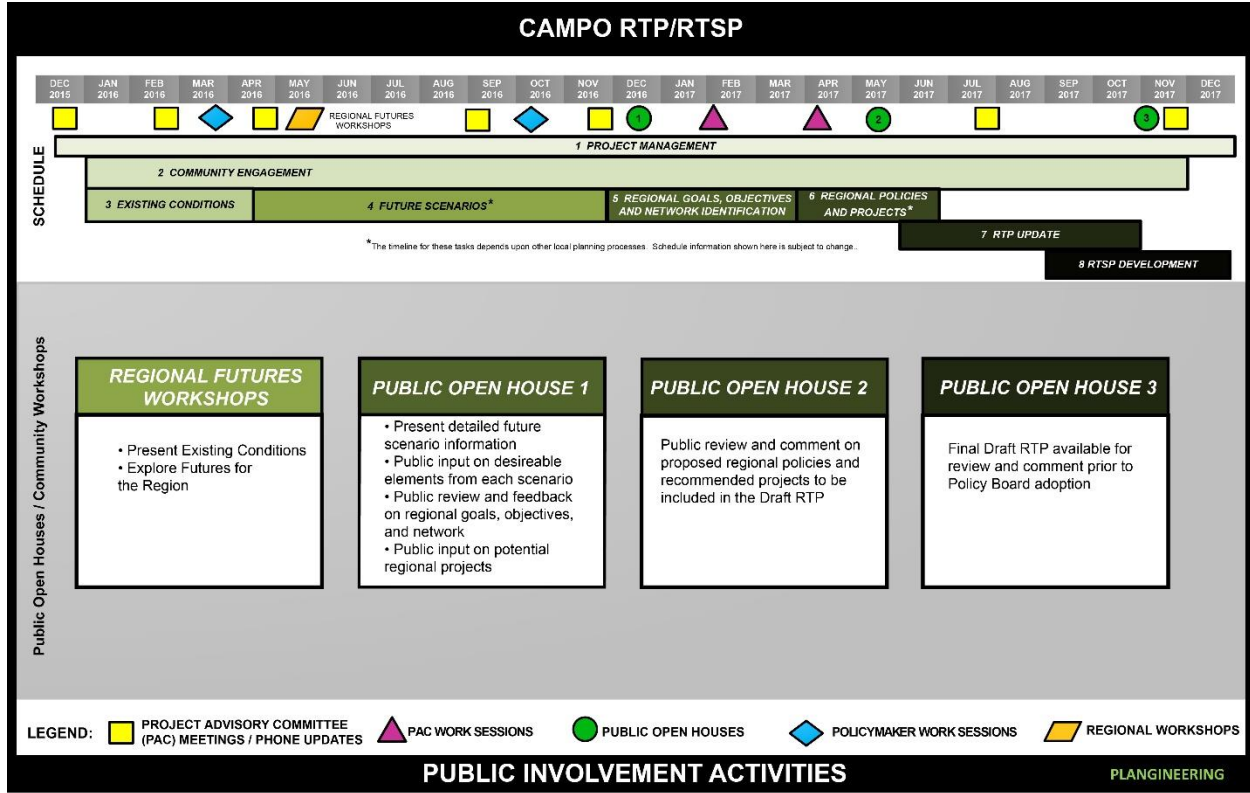
### **Regional Transportation Plan (RTP) General Decision Making Process**

December 17, 2015 - **DRAFT**





## Project Schedule with Public Involvement Milestones



## Communication Tracks

The outreach process is composed of four distinctive communication tracks:

1. The general public – exchange of information with residents of the Planning Area and the adjacent areas affected by the RTP project
2. RTP Project Advisory Committee
3. CAMPO’s Technical Advisory Committee
4. CAMPO’s Policy Board - The Policy Board is made up of representatives of local governments and ODOT

There are a variety of ways the public can provide comments on the project:

- Email
- Project website
- Letter
- At public meetings hosted by the project

The Public Involvement Plan includes two types of outreach activities to reach the public: Continuous and Episodic.

### ***Continuous Outreach***

Continuous outreach efforts are made throughout the development process of the RTP to provide review and commenting opportunities for the general public and the various committees involved.

### **Website**

Continuous outreach will focus mainly on a newly created project webpage on CAMPO's existing website that provides an overview of the RTP process, schedule, and public involvement opportunities. The RTP webpage will also include:

- PAC meeting dates, agendas, materials and minutes
- Open houses and community workshop meeting dates, materials and summaries, including public comments received
- Project documents (printed copies will also be made available to the public)
- An online comment form and contact information for written or telephone comments

A public comment period will be included on all Policy Board meeting agendas.

### **Fact Sheet**

A two-sided fact sheet will be prepared to support public meetings, briefings and committee events, and will be available on the project website. The fact sheet will be updated up to two times during the project to reflect project milestones, and will be translated into Spanish by CAMPO.

### ***Episodic Outreach***

Episodic outreach for the project will include a community workshop and four public open houses to share project information at key milestones and collect public feedback. Notification for all meetings will include:

- Display advertising in local newspapers
- Meeting information posted on the project website
- Request for public service announcements
- Email notification to the stakeholder database
- Invitations to the TAC and PAC members

Meeting materials will be available on the project website prior to open house meetings. Accommodations will be provided to persons with disabilities. Meeting and comment summaries will be reviewed with the PAC, TAC and Policy Board.

In order to reach **Limited English Proficiency (LEP) and low income communities** in CAMPO's jurisdiction, CAMPO will:

- Translate key project information pieces, including meeting notifications, into Spanish. Informational materials for the meeting can be made available in alternative languages and formats upon request.
- Work with community organizations that serve low income and LEP residents to provide their constituents with project information. Organizations will include migrant worker organizations and the Linn-Benton Health Alliance.
- Provide interpretive services at meetings, as requested.

### **Regional Futures Workshops**

Two community workshops will be conducted to share information with the general public and to gather feedback and opinions. A GIS framework will be used as an interactive tool at the meetings. Dynamic maps and visualization tools, combined with friendly controls like slider bars and hands-on sketching, will help to engage participants.

### **Open House #1**

Three open houses will be held throughout the RTP update process. The purpose of the first Open House will be to:

- Provide background on CAMPO and the RTP project
- Describe the process, schedule and public involvement opportunities for development of the RTP
- Communicate the goals and objectives of the RTP Update and receive feedback
- Detailed scenario information developed by project team (based on input from the Regional Futures Workshops)
- Seek public input on desirable elements from each scenario
- Public input will be gathered on potential regional projects

### **Open House #2**

At Open House #2, the project team will seek feedback on regional policies and project recommendations to be included in the RTP, as drafted by the PAC.

### **Open House #3 and Public Hearing (hearing is optional)**

The final public meeting will be an open house and an optional public hearing to review and comment on the final draft RTP prior to approval by the CAMPO Policy Board.

## Appendix A- Project Advisory Committee

<u>Name</u>	<u>Title</u>	<u>Agency/Representing</u>
Greg Gescher	City Engineer	City of Corvallis
Laurel Byer	County Engineer	Benton County
Pat Hare	City Administrator	City of Adair Village
Chris Workman	City Manager	City of Philomath
Barry Hoffman	Transit System Supervisor	City of Albany Transit
Valerie Grigg-Devis	Area 4 Planner	ODOT Region 2
Rebecca Houghtaling	Senior Planner	OSU
Cody Meyer	Land Use and Transportation Planner	DLCD
Kevin Young	Planning Division Manager	City of Corvallis
Lisa Scherf	Transportation Services Supervisor	Corvallis Transit Service
Sarah Hartstein	Health Policy Specialist	Benton Co Health Dept.
Brad Upton	Bike-Ped Advocate	City of Corvallis Bicycle and Pedestrian Advisory Committee