



Corvallis Area Metropolitan Planning Organization

## **PUBLIC INVOLVEMENT FRAMEWORK**



**Adopted by the CAMPO Policy Board**

**Updated September 2010**



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## **Introduction**

### **What is a Metropolitan Planning Organization?**

A Metropolitan Planning Organization (MPO) is an organization of local governments and state Department of Transportation in an area with a population of 50,000 or more. Such an area is referred to by the US Census Bureau as an Urbanized Area. As a condition for receiving federal transportation dollars, MPOs must have a *continuing, cooperative and comprehensive* transportation planning process in cooperation with the state. The MPOs are responsible for the development of transportation plans and programs for their urbanized areas. The MPOs plans and programs are developed consistent with the area's adopted comprehensive plans.

### **What is the Corvallis Area Metropolitan Planning Organization?**

In 2002, the US Census Bureau declared that the population of the Corvallis Urbanized Area, consisting of the cities of Corvallis, Philomath and Adair Village, and the more densely populated portions of Benton County, had reached 58,200<sup>1</sup>. Upon surpassing the population criteria of 50,000, the area was required to form a Metropolitan Planning Organization for its transportation planning and programming activities. In December 2002, the Oregon Governor, in accordance with federal regulations [USC, Title 23], designated a coalition of local governments in the Corvallis Area as the MPO. The Corvallis Area Metropolitan Planning Organization (CAMPO) is governed by a five-member Policy Board consisting of representatives from Corvallis, Philomath, Adair Village, Benton County and the Oregon Transportation Department (ODOT). The Urbanized Area covered by CAMPO's transportation planning and programming activities is shown in the map below.

### **What is the Purpose of this Document?**

The purpose of this document is to outline the policies and procedures adopted by the Corvallis Area Metropolitan Planning Organization for involving the general public in the MPO's transportation decision-making processes.

### **Background**

Public involvement is a key component of the MPO transportation planning process. Federal and state laws require each MPO to adopt a process for involving the public in their planning and programming activities. Furthermore, the Policy Board of the CAMPO regards public involvement as an integral part of the MPO's transportation planning and programming activities.

The Safe, Accountable, Flexible and Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) of 2005 requires each MPO to develop a unique public outreach process for its transportation planning and programming activities. The Act also requires MPOs to periodically review the effectiveness of their Public Involvement process and make revisions as necessary.

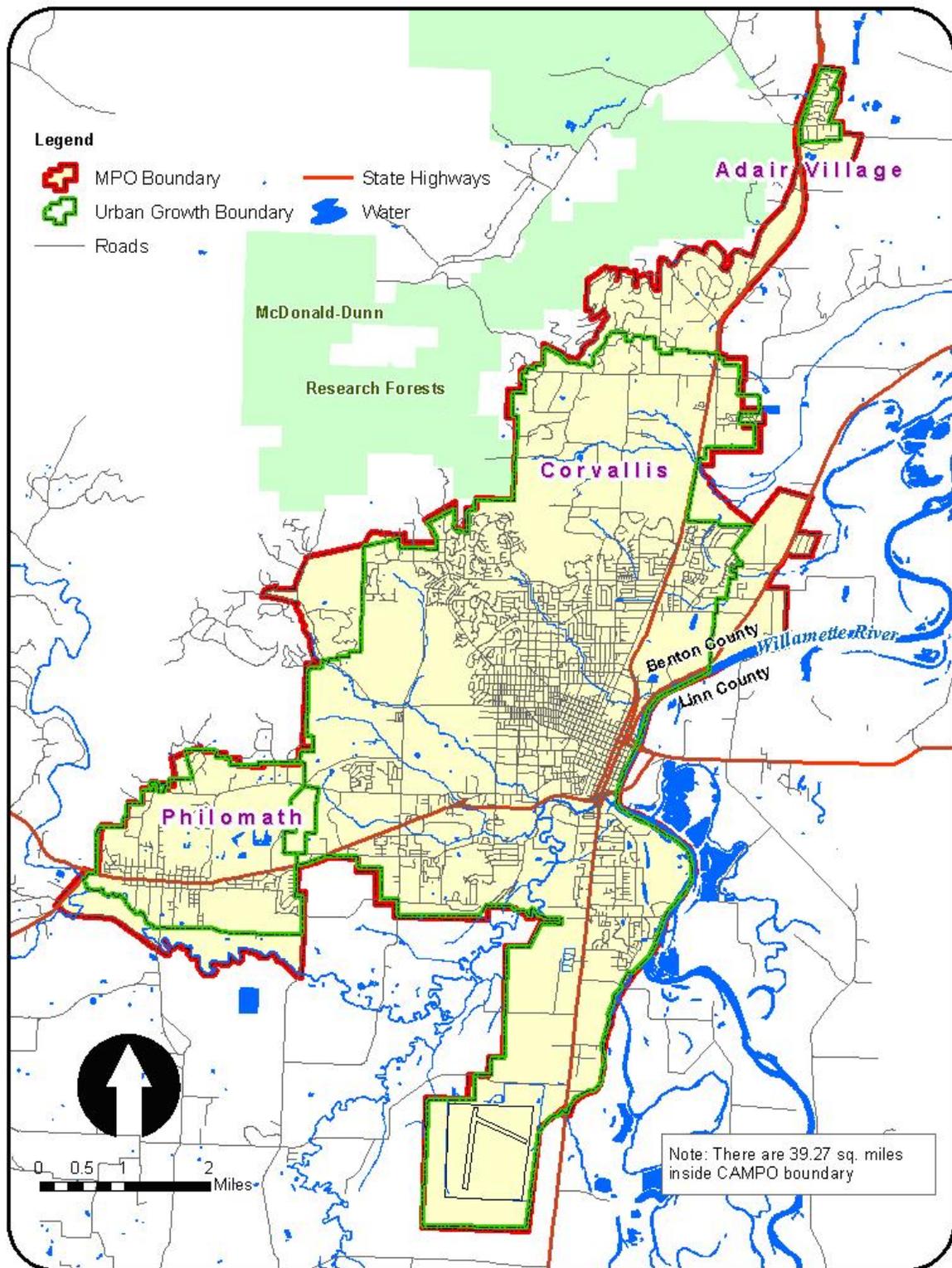
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<sup>1</sup> 2000 US Census

Additionally, in February 1994, Executive Order 12898, commonly known as the Environmental Justice (EJ) law, focused the attention of federal agencies on the human health and environmental conditions in minority and low-income communities. Particular emphasis of this Order is placed on achieving greater public participation from minority communities and low-income communities. The principles of this Order are to:

- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process, and;
- Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

In compliance with these federal requirements, in 2004 CAMPO developed and adopted policies on public involvement that were outlined in the Public Involvement Framework document. In 2010, CAMPO reviewed the effectiveness of its public involvement strategies and revised the Public Involvement Framework. This document is a revision to the CAMPO's Public Involvement Framework that was adopted by the Policy Board in April 2004.



## **Public Involvement Framework**

In an effort to enhance the quality of CAMPO's transportation planning and programming processes and to comply with federal and state requirements, the agency has developed the following public involvement goal, objectives and policies.

### **Goal**

The goal of the CAMPO's Public Involvement Process is to gain to the maximum extent possible the active participation of all citizens and stakeholders in the MPO's transportation planning and programming activities.

### **Objectives**

The objectives of the CAMPO Public Involvement Process are to:

1. Inform the public about transportation issues under consideration by the MPO;
2. Provide opportunities to the public to get involved in all phases of transportation planning process;
3. Coordinate the MPO's activities with those of other public agencies and stakeholders;
4. Coordinate the MPO's activities with transit providers within and adjacent to the MPO Area;
5. Provide timely notice to the public on all transportation planning and programming activities;
6. Provide for the consideration of all input received from the public;
7. Provide timely responses to comments received on the agency's plans and programs;
8. Identify and involve traditionally underserved segments of the population, including minorities, low-income people, people with disabilities and people with Limited English Proficiency (LEP);
9. Employ the most effective means of communications to involve the public and stakeholders in the planning process.

### **Public Involvement Policies**

CAMPO's public involvement policies are relative to the type of its activities. For this purpose, CAMPO's activities are divided into Routine and Major.

1. **Routine Activities.** These are primarily administrative tasks that are performed routinely over the course of a year or two. Examples of these are the development of the Unified Planning Work Program (UPWP), the Self-Certification Process and the monthly meetings of the Policy Board and the Technical Advisory Committee. For these activities CAMPO will, at a minimum, conduct the following:
  - a. Post MPO documents on the website and make copies available to the public;
  - b. Post meeting dates, agendas and minutes on the MPO website;
  - c. Provide an explanation of the issues on the website;

- d. Invite the public to submit comments in writing, through email or by telephone;
  - e. Provide the Policy Board a summary of comments received prior to any formal decision;
  - f. Provide a public comment opportunity on each Policy Board agenda;
  - g. Announcing the Meetings of the Policy Board in the newspaper;
  - h. Provide additional opportunity for public review and comments when the final version of a transportation document is significantly different from the one viewed by the public.
- 2. Major Activities.** Major activities are transportation planning and programming efforts that are undertaken periodically. Examples of these are the development and periodic update of the MPO's Regional Transportation Plan and Transportation Improvement Program or the undertaking of special studies. These are performed every two to five years. For these functions, CAMPO will develop a specific public involvement program prior to the commencement of that activity. The specially tailored programs, at a minimum, will include all the elements listed above for Routine MPO Activities and will also include public informational meetings and solicitation of public comments.

### **Means of Public Outreach**

In developing special public involvement programs, CAMPO may employ a combination of the following measures:

#### **1. Active Public Participation**

- a. Holding public meetings in various forms, i.e., facilitated workshops, theatre or open house;
- b. Forming Ad hoc committees, task forces, focus groups, charrettes and other small group techniques;
- c. Conducting public opinion surveys;
- d. Holding public hearings;
- e. Holding public comment periods;
- f. Developing and maintaining a special webpage with commenting facility;
- g. Issuing electronic newsletters.

#### **2. Accessibility of Information**

- a. Making major transportation planning documents available at libraries, city halls, Benton County Public Works, and on the web
- b. Making presentations on transportation planning issues to stakeholders and community groups, as appropriate
- c. Providing the Policy Board with summary transcripts of public comments prior to their decisions

#### **3. Channels of Public Notification**

- a. Posting information and documents in CAMPO website
- b. Purchasing advertisements in media
- c. Issuing press releases, and using public service announcements

- d. Posting legal notices in printed media
- e. Sending direct mail to a list of interested individuals, stakeholders, affected businesses and neighborhoods, and special interests groups
- f. Holding direct lines of communication with stakeholders
- g. Posting notices on bulletin boards in high traffic locations, including libraries, public offices, and the university campus
- h. Issuing periodic newsletter on CAMPO's transportation planning activities
- i. Using local and public access TV channels
- j. Consulting with appropriate advisory committees and commissions in the area
- k. Utilizing electronic bulletin boards or other forms of social media

### **Periodic Evaluation**

Metropolitan Transportation Planning Regulations require periodic review of the effectiveness of the MPO's public involvement process. CAMPO will periodically review its public involvement process to ensure that all interested parties, including transportation stakeholders and traditionally underserved groups, have been provided with equal opportunities to participate in the transportation planning processes. A variety of tools may be used for this review, including, but not limited to, those listed below:

- a. Use of meeting evaluation forms;
- b. Surveys to inquire whether citizens have heard about CAMPO's public meetings and/or other public involvement opportunities;
- c. Input from citizens through phone calls, letters and emails or comments made at public meetings;
- d. Holding a public meeting on the updated document
- e. Consultation with the Technical Advisory Committee.

The CAMPO Policy Board will ultimately determine the need for such periodic evaluations and any modifications to this document.

## **Public Outreach Efforts for the Updating of this Document**

Federal transportation planning regulations require MPOs to make their Public Involvement Plan available for public review and comment at least 45 days before its final adoption or revision. To maximize public input to the development of this document, CAMPO took the following measures:

1. Electronic and printed copies of the draft document were made available for public review and comments. A copy of the document was posted at the CAMPO's Website: [www.corvallisareampo.org](http://www.corvallisareampo.org)
2. The availability of the draft document for public review and comment was advertised in the Corvallis Gazette Times on June 28, 2010. ;
3. A public comment period was held from June 30, through August 20, 2010 to satisfy the 45 day public comment requirement.
4. A public information meeting was held from 5:00 to 7:00 PM on June 30, 2010 at the Board Room in Benton Plaza, 408 SW Monroe, Corvallis, OR 97333.

## Glossary of Acronyms

|            |   |
|------------|---|
| ADA        | Americans with Disabilities Act   |
| CAMPO      | Corvallis Area Metropolitan Planning Organization   |
| CAMTP      | Corvallis Area Metropolitan Transportation Plan: Destination 2030                         |
| CFR        | Code of Federal Regulations   |
| CTS        | Corvallis Transit System  |
| EJ         | Environmental Justice   |
| LEP        | Limited English Proficiency   |
| MPO        | Metropolitan Planning Organization  |
| OCWCOG     | Oregon Cascades West Council of Governments   |
| ODOT       | Oregon Department of Transportation   |
| RTP        | Regional Transportation Plan (MPO's Transportation Plan)                                  |
| SAFETEA-LU | Safe, Accountable, Flexible, Efficient, Transportation Equity Act - a<br>Legacy for Users |
| TIP        | Transportation Improvement Program  |
| UPWP       | Unified Planning Work Program   |
| USC        | United States Code  |