



AGENDA

Middle Rogue Metropolitan Planning Organization Policy Committee

Date: Thursday, April 17, 2014

Time: 2:30 p.m.

Location: Courtyard Conference Room, Grants Pass City Hall, 101 NW 'A' Street, Grants Pass, Oregon

Phone : Sue Casavan, RVCOG, 541-423-1360

MRMPO website : www.mrmppo.org

1. **Call to Order/Introductions/Review AgendaDarin Fowler, Chair**
2. **Review/Approve Minutes (Attachment #1)Chair**

Public Hearing:

- Chair will read the public hearing procedure

3. **MRMPO Unified Planning Work Program (UPWP) 2014-2015 Jonathan David**

Background: The Draft 2014-2015 UPWP lists MRMPO planning activities and funding for the coming year. It will also include the MRMPO certification that activities fulfill federal requirements for metropolitan Planning.

Attachment: #2 – Draft MRMPO UPWP 2014-15 (attached separately) and posted at www.mrmppo.org

Action Requested: Consider public comment and approve resolutions adopting the MRMPO Unified Planning Work Program 2014-2015 and self-certification.

Action Item:

4. **MRMPO Policy Committee & TAC Bylaws Revisions Jonathan David**

Background: Update bylaws to add email voting to the committee bylaws.

Attachment: Proposed changes to the existing adopted bylaws will be distributed at the meeting.

Action Requested: Consider adoption of changes to committee bylaws.

Discussion Items:

5. Discretionary Funding Projections Jonathan David

Background: The Policy Committee noted that several projects are non-construction (preliminary design, right-of-way purchase or feasibility study), and raised concerns about committing funds to these types of projects without knowing how project construction would be funded. The Policy Committee requested an analysis on potential funding sources.

Attachment: #3 – Memo, MRMPO Project Funding Sources

6. MRMPO Public Participation Plan Dick Converse

Background: The attached Draft Public Participation Plan provides a guide for involving the public in the transportation planning process. MAP-21 (federal transportation legislation) requires opportunities for residents to be involved in all phases of transportation planning. The draft plan format is similar to the Rogue Valley MPO Public Participation Plan and may provide a foundation for the MRMPO plan, but it is not necessary for the MRMPO to adopt identical language. Based on comments from the TAC, for example, the draft does not include a public advisory council as part of the plan. The draft provides examples of the goals and policies that should be included in the plan.

Attachment: #4 – Memo and Draft Public Participation Plan

Action Requested: Advise staff regarding next steps leading to adoption of the Plan.

7. MRMPO Planning Update..... Jonathan David

- Attachment #5 – Staff Car Analysis

8. Public Comment* Chair

(Limited to one comment per person, five minute maximum time limit)

9. Other Business / Local Business Chair

Opportunity for MRMPO member jurisdictions to talk about transportation planning projects.

10. Agenda Build for Next Meeting Jonathan David

- Public Hearing for approval of Discretionary Funding Projects

11. Adjournment Chair

The next MPO Policy Committee meeting is scheduled for Thursday, May 15, 2014 at 2:30 p.m. in the Courtyard Conference Room at Grants Pass City Hall.

- The next Middle Rogue MPO TAC meeting is scheduled for Thursday, May 1, 2014 at 1:30 p.m. in the Courtyard Conference Room at Grants Pass City Hall.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUE CASAVAN, 541-423-1360. REASONABLE ADVANCE NOTICE OF THE NEED FOR ACCOMMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



SUMMARY MINUTES
*Middle Rogue Metropolitan Planning Organization
Policy Committee*

March 19, 2014

The following attended:

NAME	REPRESENTING	PHONE
<u>MPO Policy Committee</u>		
Darin Fowler	Grants Pass	660-3696
Aaron Cubic for Lily Morgan	Grants Pass	476-6168
Mark Gatlin	Grants Pass	441-7674
Mike Baker	ODOT	957-3658
Pam Van Arsdale	Rogue River	660-4414
Robert Brandes	Josephine County	474-5460
Simon Hare	Josephine County	474-5221
Gus Wolf	Gold Hill	621-9653

Others Present

Art Anderson	ODOT
John Vial	Jackson County
Michael Black	Grants Pass
Terry Haugen	Grants Pass
Jay Meredith	Grants Pass
Neil Burgess	JACO Public Works
Scott Chancey	JOCO Transit
Mark Gatlin	Grants Pass

RVCOG Staff

Jonathan David	RVCOG	423-1338
Dan Moore	RVCOG	423-1361
Bunny Lincoln	RVCOG	944-2446

1. Call to Order / Introductions/ Review Agenda

Chairman Fowler called the meeting to order at 1:05 p.m. Committee began with introductions.

2. Review / Approve Minutes

The Chair asked if there were any changes or additions to the February meeting minutes.

On a motion by Pam Van Arsdale and seconded by Mike Baker the minutes were approved as presented.

3. Discretionary Funding Projects –

Dan Moore opened a workshop on application proposals from the various MPO participants mentioning that the TAC had met to recommend approval of the list and also made various funding concessions so that all the projects could be funded.

- **Grants Pass** – Alternative Fuel Facility (Feasibility & Design)

Jay Meredith, Grants Pass Finance Director presented details of the City’s application for CMAQ funding to do an economic feasibility study to potentially construct an alternative fueling facility for either LPG or compressed gas. It is expected that this effort will be collaboration between the City, Josephine County, the local school district and law enforcement and trash collection company, with Grants Pass managing the study and RFP process. LPG and CNG will be the project focus. Different agencies could utilize different fuel sources, with Transit being a major benefactor. The last part of the study would determine potential facility locations. Additional CMAQ funding would be required to actually move forward to construction. Simon Hare voiced his opinion that the assessment study was an inherent part of the project.

A discussion ensued regarding actual allowed uses for CMAQ funds, specifically pure “studies” not moving into a project, as opposed projects that include preliminary design as part of a proposal. Alternative funding sources were also discussed.

- **Grants Pass** - Bike/Pedestrian Improvements (Evaluation and design through Improvement)

Michael Black gave an overview of Grants Pass’ pedestrian deficiencies and proposed Bike/Pedestrian improvements.

Specifics included:

- Four intersections with no controls
Solutions:
 - Curb extensions
 - Striping
 - Pedestrian activated flashing beacon signals
- Bike boulevards, crosswalk improvements, bike lane extensions and multi-modal pathway
- Trail connections and improvements in the Fruitdale Creek area (CMAQ transportation oriented)
- Bike Lanes – Gilbert Creek Park area

Members discussed potential, alternative funding sources.

- **Grants Pass** - Downtown Transit Hub Relocation

Significant locational problems currently exist with the downtown bus hub, and it needs to be moved as soon as possible. Conflicts exist between pedestrians and traffic flows. A study is needed for preliminary relocation strategies. Scott Chancey commented that 2-5 busses can be waiting at certain times. Simon Hare expressed concern that it might turn out that the existing hub location might be found to be the best location for passengers. Mike Black said that additional required infrastructure for a new hub would preclude it remaining in its current location. Mike Baker pointed out that the requested funding appeared to just be covering the project planning, and asked if other funding sources have

been researched for doing the pre-construction analysis and design. JOCO Transit has been exploring those possibilities.

- **Grants Pass** – Redwood Avenue

Terry Haugen outlined the current Redwood Avenue deficiencies, and details of Phase 2 and 3 improvements. The largest problem with Phase 2 is development in the existing right of way. Design is 99% complete. Actual right of way width issues are being worked out with property owners. The City is requesting STP funds for this project.

Phase 3 (highest Grants Pass City Council priority project) - While the street currently exists, the “pork chop” is non-workable. There are no sidewalks or bike lanes. There is some area development/landscaping in the City right of way. The concept plan calls for constructing a four-way signal at Allan Creek Road/Redwood Avenue, and a pedestrian crossing/beacon at Redwood Circle. Final design is ready to begin. Design has been completed. Construction is expected to begin in 2015. ODOT is concerned that the life of the project is relatively short (3-5 years, assuming a .015 percent growth rate) and believes the Allen Creek-Redwood Ave. intersection may need to be moved to the north. ODOT enhanced funds might be available to assist with construction. Art Anderson supported the fact that a more in depth study needs to be done. Michael Black expressed concern about possibly losing funding opportunities. Simon Hare said that mitigating existing area safety issues is a paramount priority. John Vial asked if the State could support the project. Mike Baker said that ODOT’s concerns were too serious at this point. Jonathan David suggested calling another meeting to address the matter in further detail. Mike Baker clarified that the funding would not go away if a bit more time is taken to fully analyze all the project parameters. John Vail said that he would vote to fund the project today, with additional discussions to potentially follow. Simon Hare said he needed ALL the information in order to make an informed decision.

Jonathan David said that the Committee could take until April to make a decision on all the projects. Michael Black pointed out that the TAC had approved the entire Discretionary Funding list, and recommended it for Policy Committee approval as well.

- **Grants Pass** - Lincoln Road (Bridge Street to Lower River Road)

Terry Haugen shared the site deficiencies, proposed improvements and the regional significance of the area system. Some landscaping features will be included. Design is 100% complete. Construction is pending.

- **Grants Pass** - Fruitdale Drive (Hwy. 238, east to Hwy. 99)

STP (bike/fed and CMAQ (road)) funds are being sought. Terry Haugen spelled out existing conditions/problems and lack of bike/pedestrian facilities.

Schedule:

- 2016 Project development
- 2017 Design & ROW acquisition
- 2018 Phase 1 construction (Hamilton to Drury)

The project ties into the Bike Trails project.

- **Josephine Community Transit** – Service to/from Medford (3 year pilot project @ five trips/day), based on passenger demand and number of required runs)

Scott Chaney spoke to a commuter link to Rogue Valley Transit routes, covering partnership with Grants Pass and Lane County Transit (bus loans), CMAQ “new service”, funding, scheduling, fares, per day costs, potential revenues, transfers and routes (including “on call” stops in Gold Hill and Rogue River). The local match could possibly be covered by non-emergency medical transportation. Mr. Chaney spoke of the potential creation of a “Park and Ride” parking lot behind the GP Post Office and long term feasibility/annual operating costs for the program.

- **Josephine County** – Neil Burgess addressed four projects on behalf of the County:
 - The Merlin downtown core – sidewalk additions and bike/pedestrian enhancements. 89% STP funds. Remainder is local match.
 - Beacon, Hillcrest to 10th St. Loop (north of Interstate 5) – Bike Lanes and sidewalks. Some elevation constraints. School, park and adult living facility in the area. Design funding Vs future construction funding was discussed. Preliminary centerline design done. Utility coordination needed.
 - “G” Street – (future jurisdictional exchange) Road improvement design and construction cost estimates.
 - Highland Avenue (Vine to Cook) – Roadway, bike/pedestrian improvements (future jurisdictional exchange). Design and construction cost estimates.

Projected costs, funding sources (STP, CMAQ and federal), potential for loans and required construction timing were discussed by the Committee. Jonathan David pointed out that the projects that call for planning and design (CMAQ dollars) must be fully funded, with construction being started within ten (10) years, or the MPO will be responsible for returning the federal funds. Construction cost forecasts must be made so project completion can be assured, and complete phases must be funded. Jonathan indicated that RVCOG Staff would create a spreadsheet showing potential future project funding sources.

- **RVCOG** – Jonathan David explained the COG’s STP (fund exchange) application to purchase a staff hybrid vehicle for MPO trips (personal cars/rentals are used now). The application speaks to a 50/50 cost split between the Rogue Valley and Middle Rogue MPOs. Members briefly discussed possible other, non-MPO use for the car, and asked the COG to do a cost/benefit analysis for the next meeting.

On a motion by Aaron Cubic and seconded by John Vial to tentatively approve the Discretionary Funding List, minus the Grants Pass Parkway Bike/Ped. Evaluation and Design. Under “discussion”, Simon Hare stated that he was opposed to the motion. The motion carried with seven (7) ayes, and one (1) nay.

4. MRMPO Planning Update

Jonathan David gave a brief update on planning activities.

5. Public Comment

6. Other Business / Local Business

Pam Van Arsdale thanked ODOT for eliminating the bird problem (with the installation of spike strips) under the Depot Street Bridge.

7. Agenda Build for Next Meeting

- Project reviews for final recommendations
- Process time line
- Project process review protocols

8. Adjournment

The meeting was adjourned at 3:35 p.m.

DRAFT



DATE: April 8, 2014
TO: Policy Committee
FROM: Dan Moore, AICP, Planning Coordinator
SUBJECT: MRMPO Project Funding Sources

Staff from the City of Grants Pass and Josephine County presented an overview of their proposed 2014 - 2018 discretionary funded projects to the MRMPO Policy Committee at the March 19, 2014 meeting. The Policy Committee noted that several projects are non-construction (preliminary design, right-of-way purchase or feasibility study), and raised concerns about committing funds to these types of projects without knowing how project construction would be funded¹. The Policy Committee requested a report on potential funding sources be presented at their April meeting.

Staff prepared the table² on Page 2 that depicts the estimated CMAQ and STP for 2013 to 2040 (short, medium and long range timeframes) that could be used to construct projects in the MRMPO. Additional non-discretionary potential funding sources are also included in the table which include; Enhance & Fix-It, and Grants Pass/Josephine County State Highway Fund Apportionments (gas tax). MRMPO member jurisdictions would need to apply for Enhance & Fix-It funds for their projects through a competitive application process. Gas tax revenues are typically used by the jurisdictions for maintenance.

The TAC reviewed the funding projections and the committee agreed that based on the funding tables there is adequate CMAQ and STP funds to fully fund construction. The TAC unanimously forwarded recommendation to the Policy Committee to approve the MPO project list as presented in Table 2 on Page 3 below.

¹ The non-constructions projects are: Alternative Fuel Facility, Transit Hub Relocation, G Avenue, Highland Avenue, and Multi-Street Improvements.

² Enhance & Fix-It fund estimates are for the RVACT area (Josephine & Jackson Counties)
Grants Pass & Josephine County gas tax revenues use a 3-year average (2010, 11 & 12)

MRMPO STP, CMAQ & Enhance and Fix-It Revenue Projections - Grants Pass & Josephine County Estimated Gas Tax Revenues													
8-Apr-14													
CMAQ (\$ X 1,000)			STP (\$ X 1,000)			Enhance & Fix-It (\$ X 1,000)			ODOT Hwy Fund Apportionments (\$ X 1,000)				
YEAR	Total CMAQ	Available CMAQ (by time frame)	YEAR	Total STP	Available STP (by time frame)	YEAR	Total Enhance	Available Enhance/Fix-It (by time frame)	YEAR	Grants Pass Estimated	Available Gas Tax (by time frame)	Josephine County Estimated	Available Gas Tax (by time frame)
2013	\$1,235		2013	\$586		2013	\$5,800		2013	\$1,792		\$5,121	
2014	\$708		2014	\$594		2014	\$5,800		2014	\$1,792		\$5,121	
2015	\$718		2015	\$602		2015	\$5,800		2015	\$1,792		\$5,121	
2016	\$728		2016	\$611		2016	\$5,800		2016	\$1,792		\$5,121	
2017	\$738		2017	\$619		2017	\$5,800		2017	\$1,792		\$5,121	
2018	\$748	\$4,876	2018	\$628	\$3,640	2018	\$5,800	\$34,800	2018	\$1,792	\$10,750	\$5,121	\$30,729
2019	\$759		2019	\$637		2019	\$5,800		2019	\$1,792		\$5,121	
2020	\$770		2020	\$646		2020	\$5,800		2020	\$1,792		\$5,121	
2021	\$780		2021	\$655		2021	\$5,800		2021	\$1,792		\$5,121	
2022	\$791		2022	\$664		2022	\$5,800		2022	\$1,792		\$5,121	
2023	\$802		2023	\$673		2023	\$5,800		2023	\$1,792		\$5,121	
2024	\$814		2024	\$683		2024	\$5,800		2024	\$1,792		\$5,121	
2025	\$825		2025	\$692		2025	\$5,800		2025	\$1,792		\$5,121	
2026	\$837		2026	\$702		2026	\$5,800		2026	\$1,792		\$5,121	
2027	\$848	\$7,226	2027	\$712	\$6,062	2027	\$5,800	\$52,200	2027	\$1,792	\$16,125	\$5,121	\$46,093
2028	\$860		2028	\$722		2028	\$5,800		2028	\$1,792		\$5,121	
2029	\$872		2029	\$732		2029	\$5,800		2029	\$1,792		\$5,121	
2030	\$884		2030	\$742		2030	\$5,800		2030	\$1,792		\$5,121	
2031	\$897		2031	\$752		2031	\$5,800		2031	\$1,792		\$5,121	
2032	\$909		2032	\$763		2032	\$5,800		2032	\$1,792		\$5,121	
2033	\$922		2033	\$774		2033	\$5,800		2033	\$1,792		\$5,121	
2034	\$935		2034	\$784		2034	\$5,800		2034	\$1,792		\$5,121	
2035	\$948		2035	\$795		2035	\$5,800		2035	\$1,792		\$5,121	
2036	\$961		2036	\$807		2036	\$5,800		2036	\$1,792		\$5,121	
2037	\$948		2037	\$795		2037	\$5,800		2037	\$1,792		\$5,121	
2038	\$961		2038	\$807		2038	\$5,800		2038	\$1,792		\$5,121	
2039	\$975		2039	\$818		2039	\$5,800		2039	\$1,792		\$5,121	
2040	\$988	\$12,062	2040	\$829	\$10,119	2040	\$5,800	\$75,400	2040	\$1,792	\$23,292	\$5,121	\$66,579
	\$24,163	\$24,163		\$19,822	\$19,822		\$162,400	\$162,400		\$50,166	\$50,166	\$143,400	\$143,400
1.4% annual increase			1.4% annual increase			\$5.8M/year available for eligible projects in Jackson & Josephine Counties (Enhance \$1.62M; Fix-It Funds (\$4.18M - preservation, safety, operations, interstate maintenance)			Based on 3 Year average 2010 to 2013				

TABLE – 2
MRMPO Discretionary Funded Projects 2014-2018

Agency	Project Name	Total Cost	FFY										Local Funds	Other Funds
			2014		2015		2016		2017		2018			
			STP	CMAQ	STP	CMAQ	STP	CMAQ	STP	CMAQ	STP	CMAQ		
Grants Pass	Alt Fuel Facility Plan	\$ 110,500	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ -
Grants Pass	Bike/Ped Improvments	\$ 558,923	\$ -	\$ 418,971	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,952	\$ -
Grants Pass	Fruitdale Drive	\$10,074,058	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 836,655	\$ -	\$ 738,154	\$ 333,547	\$ 748,488	\$ 6,917,214	\$ -
Grants Pass	Lincoln Road	\$ 475,288			\$ 100,288								\$ 375,000	\$ -
Grants Pass	Redwood Ave Phase 2	\$ 3,579,043	\$ 579,043										\$ 3,000,000	
Grants Pass	Redwood Ave Phase 3	\$ 1,320,000	\$ -		\$ 500,000								\$ 700,000	\$ 120,000
Grants Pass	Transit Hub Study	\$ 55,135		\$ 50,000									\$ 5,135	\$ -
JCT	Commuter Service	\$ 499,927		\$ 448,584									\$ 51,343	\$ -
Josephine County	G Street	\$ 149,000									\$ 133,000		\$ 16,000	\$ -
Josephine County	Highland Ave	\$ 186,000									\$ 166,000		\$ 20,000	\$ -
Josephine County	Merlin Road Sidewalk	\$ 812,000				\$ 102,000		\$ 617,214					\$ 92,786	\$ -
Josephine County	Hillcrest Multi-Street Improvements	\$ 1,714,665			\$ -						\$ -	\$ 1,484,665	\$ 230,000	\$ -
RVCOG	Hybrid Vehicle	\$ 12,957	\$ 12,957	\$ -	\$ -								\$ -	\$ -
Total Funding Requests			\$ 592,000	\$ 917,555	\$ 600,288	\$ 100,000	\$ 602,000	\$ 836,655	\$ 617,214	\$ 738,154	\$ 632,547	\$ 2,233,153		
Funding Available			\$ 592,000	\$ 1,943,000	\$ 600,288	\$ 1,743,357	\$ 608,692	\$ 2,371,320	\$ 623,906	\$ 2,272,819	\$ 632,547	\$ 2,283,153		
Fund Balances (incl. carry-overs)			\$ 0	\$ 1,025,445	\$ 0	\$ 1,643,357	\$ 6,692	\$ 1,534,665	\$ 6,692	\$ 1,534,665	\$ 0	\$ 50,000		

*Redwood Ave Phase 3 currently being reevaluated by Grants Pass & ODOT



***Middle Rogue
Metropolitan Planning Organization
Regional Transportation Planning***

Gold Hill • Grants Pass • Rogue River • Jackson County • Josephine County • Oregon Department of Transportation

DATE: April 10, 2014
TO: Policy Committee
FROM: Dick Converse, Principal Planner
SUBJECT: Public Participation Plan

The agenda packet includes a draft Public Participation Plan that provides a guide for engaging the public in transportation planning. MAP-21 (federal transportation legislation) requires opportunities for residents to be involved in all phases of transportation planning, but it does not mandate that all MPOs follow the same program. The draft plan format is similar to the Rogue Valley MPO Public Participation Plan and may serve as a template for the MRMPO plan, but committee members may suggest other public involvement techniques that are more suited to the Grants Pass Urbanized Area.

The Technical Advisory Committee (TAC) reviewed the draft at its meeting on April 3, 2014; the draft in the Policy Committee packet includes changes suggested at that meeting. Primary among the changes is the draft no longer includes a public advisory council. The TAC expressed concern that the cost of maintaining the committee outweighs its value to the planning process. Instead, much of the public outreach will occur through the MPO website, which provides opportunities for conducting polls and other forms of outreach. Section 5 lists other frequently used public outreach tools. Another potential method is use of focus groups or ad hoc committees for particular projects or modal plans. For example, a Freight Advisory Committee guided development of the Freight Plan that supplements the RVMPO Regional Transportation Plan. The committee met for the sole purpose of advising the freight plan development and ceased functioning upon adoption of the plan.

The draft provides examples of the goals and policies that should be included in the plan. The overarching purpose of a public participation plan should be to:

- Inform residents of the planning process
- Provide information that the public can understand
- Permit the public to actively participate in the decision-making process, and
- Ensure that the MPO responds to public input.

Options for reviewing the draft Public Participation Plan include instructing staff to begin the public review and comment period as part of the adoption process for the plan as written; or asking staff to provide additional information and recommendations before scheduling the document for public review. Prior to the Policy Committee public hearing, staff will provide a 45-day notice to the public to review and comment on the draft. The TAC will review, comment, and forward a recommendation for consideration at the Policy Committee public hearing.



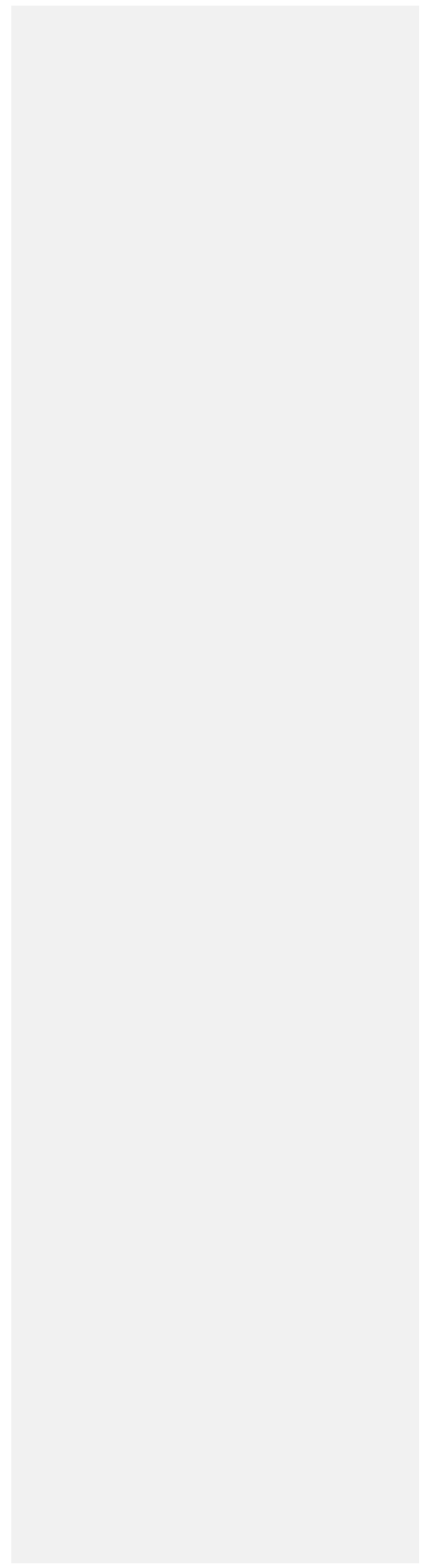
Public Participation Plan

Adopted by the MRMPO Policy Committee

XXXXXX

Published by:
Rogue Valley Council of Governments
155 N First Street
Central Point, Oregon 97502

DRAFT



Public Participation Plan

Table of Contents

1. Introduction	2
2. Plan Overview	4
3. Goals and Objectives	6
4. Public Role in Decision Making.....	144
5. Public Participation Tools.....	20
6. Public Participation Implementation Guidelines	20
7. Evaluating Public Participation Plan & Activities	22
<i>Appendices</i>	23
Appendix A: Glossary, Acronyms and Common Transportation Terms	26
Appendix B: MRMPO Public Advisory Council Membership Application	30
<i>About this Document</i>.....	34

1. Introduction

It is a goal of the Middle Rogue Metropolitan Planning Organization (MRMPO), as the designated Metropolitan Planning Organization for the Grants Pass metropolitan area, to provide citizens and interested parties with reasonable opportunities to participate in the metropolitan transportation planning process. Beyond efforts to provide information to the public, this goal encompasses a wide range of strategies and activities to enable public involvement in a meaningful way in the MRMPO's decision-making process. Ultimately, efforts to bring more voices and wide-ranging interests to the table will yield better planning results.

The purpose of the Public Participation Plan is to provide all interested parties with reasonable opportunities to comment on the MRMPO's plans, programs and projects. The policies and practices described in the Public Participation Plan recognize the need for robust public involvement at all stages of regional planning. This plan is intended to encourage, facilitate and follow through on public comments, concerns and suggestions by establishing procedures for providing full public access to information and decisions, timely public notices, and early and continuing public involvement in plan development.

The Public Participation Plan describes methods, strategies and desired outcomes for public participation. It addresses outreach to a broadly defined audience of interested parties and is a facet of the MRMPO's role of providing the region with a continuing, cooperative and collaborative transportation planning process.

A. Consistency with Federal Requirements

The current transportation authorization act, Moving Ahead for Progress in the 21st Century (MAP-21), adopted in July 2012, requires MPOs to consult with a number of agencies, organizations, and interest groups in producing a Public Participation Plan.

MAP-21 requires MPOs to develop a participation plan to involve interested parties, including citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, and other interested parties. In doing so, MPOs must hold public meetings at convenient and accessible locations and times, and make public information available in electronically accessible formats. The resulting

plan must support continued consultation by all interested parties in all aspects of the planning process.

To seek participation of all interested parties in this plan update, the MRMPO held public meetings, distributed copies of the draft plan and information about the plan to groups and individuals representing the interests stated above. People were informed of plan development by mail and, in several instances, staff followed up on the mailings with telephone calls. The draft plan and information about its development was advertised in regional newspapers, and the MRMPO web site.

Comment [a1]: Update once info available

In addition to the transportation act, Title VI of the Civil Rights Act of 1964 and a succeeding 1994 Executive Order require the federal-aid recipients to consider impacts on minority and low-income populations and assure those populations are able to participate in planning decisions. Plan goals address these federal requirements, and procedures are consistent with those goals.

The draft plan was available for public review and comment by all interested parties for 45 days, from xxx. xx, xxxx, to xxx. x, 20xx. Detailed information about public involvement activities during the comment period and report of all comments received and resulting amendments to this draft plan will be presented with the final draft, which will go to public hearing by the MRMPO Policy Committee on xxx. xx, 20xx.

Comment [a2]: Update when info is avail.

B. Establishment and the Role of the MRMPO

Federal law requires that metropolitan areas of at least 50,000 population form Metropolitan Planning Organizations (MPO) to be responsible for planning regionally significant transportation projects to assure that long-range, multimodal transportation system needs are met. Additionally, MPOs must show that transportation plans meet Clean Air Act requirements. Following the 2010 Census, the greater Grants Pass urbanized area was designated a Metropolitan Statistical Area (an urbanized area with a population exceeding 50,000). To fulfill the federal planning obligation, the governor designated the Rogue Valley Council of Governments (RVCOG) the region's MPO on March 20, 2013. Subsequently, the RVCOG Board of Directors delegated responsibility for MRMPO policy functions to the MRMPO Policy Committee. RVCOG provides staff support for the MRMPO.

2. Plan Overview

The Public Participation Plan is an adopted document of the Middle Rogue Metropolitan Planning Organization. It provides the policy framework for the role of the public in MRMPO decision making and it describes activities through which public concerns and suggestions are solicited, how responses are formulated, and how final work products reflect public sentiments.

The plan recognizes four key aspects of a meaningful public participation program that must be supported.

- **Inform** – The public must be provided with ample opportunities to learn about activities, issues and upcoming decision making.
- **Understand** – The public must be given adequate, relevant and understandable information about an issue, including competing values, technical underpinnings, applicable standards and likely decision options.
- **Participate** – Project scheduling must allow adequate time for the public to learn about an issue and prepare responses that can be incorporated into the decision-making process at a time when such comments can influence outcomes.
- **Respond** – Subsequent planning steps must clearly demonstrate how public input influenced the final product, or provide some other response to input received.

The plan also recognizes that for any single project or planning activity there are likely to be several points at which the key activities described in this plan will need to be initiated. For example, providing up-to-date information should be ongoing throughout a project. And opportunities should be provided to periodically update the public regardless of their level of familiarity with the project.

The goals and policies contained in the plan ensure that the public is provided with opportunities to become informed, gain an understanding, and provide comment. The MRMPO intends for the public to have a say at all phases of metropolitan planning – from identifying needs to evaluating and selecting projects. Through the goals, procedures and tools discussed in the plan, the MRMPO intends to foster on-going, two-

way communication between decision makers and the public so that decisions reflect and respond to public concerns, needs and values.

Activities the MRMPO undertakes to foster public participation – some regularly scheduled activities, others special events that coincide with particular project milestones – are described in the plan section *Public Role in Decision Making*. The section also describes the MRMPO's decision-making authority and outlines its processes and procedures. The organization's consistency with applicable regulations also is described, including its consistency with federal requirements for public participation contained in MAP-21.

The *Public Participation Tools* section describes various methods the MRMPO uses to engage the public. How various methods can be employed and the outcomes that can be expected are described. Through the course of any single project, it is anticipated that more than one tool or activity will be used.

The *Public Participation Implementation Guidelines* describes how public participation tools and methodologies are used in the context of the MRMPO's key tasks and responsibilities. This section also provides a snapshot of the basic duties of the MPO in fulfilling regional transportation planning obligations.

A list of commonly used transportation terms and acronyms relating to the metropolitan planning process is in *Appendix A*.

This plan is intended to provide the public with basic information about MRMPO operations so that any interested parties can begin to consider how they may participate. Additionally, it is a tool for MRMPO staff and can be a resource for member jurisdictions. It sets basic standards and procedures for the MRMPO to assure that the public has opportunities to participate in metropolitan planning in a meaningful way. The plan describes numerous activities that may be undertaken to identify stakeholders, inform both the general public and targeted audiences, and elicit comments and ideas from the community. It is not anticipated that all strategies would be effective in every situation. Nor is a single activity or strategy likely to foster sufficient public awareness and participation. Instead, this plan provides a menu of activities that can be combined to create a public involvement plan tailored to the scope and expectations of a plan, program or project. It also sets expectations for public participation in key MRMPO activities.

3. Goals and Objectives

In an effort to meet the federal standards continued under MAP-21 and improve transportation planning, the MRMPO set the following goals and policies for public participation.

Goal 1: Opportunities shall be created for all segments of the public to understand and be informed about issues under consideration by the MRMPO. Reasonable access to complete information about transportation planning issues and events will be provided.

Policy 1: An MRMPO website will be maintained containing information on: schedules and agendas for upcoming meetings; various updates and news topics; plan, program, and study documents; and project applications and selection processes. Descriptions of programs, contact information and links to other organization's websites will also be available. E-mail will be utilized and encouraged to allow comments on transportation planning related matters, including plan, program, and project development. The MRMPO website address will be included in printed materials.

Policy 2: All MRMPO plans and documents shall be made available for the public to review at the RVCOG office and on the MRMPO website (www.rvmmpo.org). Copies of the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and other MRMPO Plans shall be distributed to all public libraries. Copies of draft documents for public review and comment shall be provided to planning partners to allow public review of those documents at their offices.

Policy 3: A Citizen's Guide to Transportation Planning shall be created and periodically updated as a resource to the public. The Public Participation Plan outlines what strategies will be used by the MRMPO to increase public participation, while the Citizen's Guide provides an overview of the region's transportation policies and strategies for becoming involved in the planning process.

Policy 4: A public involvement brochure will be designed to introduce the regional transportation planning process and specify how citizens can better

participate in decision making. It can be sent to interested parties, included in information packets and placed in public areas. Contact information will be included, and the brochure will provide a postage-paid comment card to solicit ideas, comments, and additions to the mailing list.

Policy 5: MRMPO will distribute project specific progress reports on significant MPO projects. Progress reports will aid in keeping those citizens that have shown an interest involved.

Policy 6: An MRMPO Web page will be maintained, containing a schedule of upcoming meetings, press releases and summaries of documents during the public review period. Descriptions of programs, contact information and links to other organization's web sites will also be available. Internet E-mail will be utilized to allow comments on transportation planning materials. The web site address will be included in printed materials.

Policy 7: MRMPO will publish summaries of several important documents, including the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Unified Planning Work Program, and Air Quality Conformity Analysis. These summaries will be short and will be presented in a non-technical way to make them more easily understood by the public.

Policy 8: MRMPO will work with local media on an ongoing basis to ensure proactive coverage of transportation planning activities. Press releases will be issued on current project and programs.

Policy 9: Whenever possible, MRMPO will go directly to interested groups instead of asking people to come to public offices. Staff shall be available to attend community meetings to discuss current planning initiatives and to provide an overview of the transportation planning process.

Policy 10: All MRMPO plans and documents shall be made available for the public to review at the RVCOG office and on the MRMPO website (www.mrmppo.org). Single copies of current MRMPO plans and documents shall be provided free of charge upon request. Copies of the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), and other MRMPO Plans shall be distributed to all public libraries. Copies of draft documents for public review and comment shall be provided to planning partners to allow public review of those documents at their offices.

Policy 11: The MRMPO will employ visualization techniques to convey plans, issues and concerns. These techniques may include maps, photographs, interactive tools, artist renderings and models to help analyze options, impacts and potential outcomes.

Goal 2: The public shall be provided timely notice on all transportation issues and processes.

Policy 1: Advance notification will depend on the project and its timeline, but, except for very short projects, 30 days notice will be given. The project work plan, with specific dates and timelines, will be published and sent to affected groups and interested citizens. Public notification will continue throughout the process, with emphasis on periods when input can have the greatest impact. The MRMPO will provide adequate time for public review of draft documents prior to opportunities for comment or testimony. The length of comment period and review periods will vary based on the nature of the plan or program, but major plans or projects such as the RTP, TIP, UPWP, and Air Quality Conformity will have at least a 30-day comment period.

Policy 2: Notice and agendas of all meetings of the MRMPO committees shall be made available on the website at least six days before they occur. Notifications will be easy to understand and provide adequate information or indicate how additional information can be obtained. Information on Americans with Disabilities Act (ADA) access and availability of information in other languages will be included.

Policy 3: To the extent possible, notifications of citizen involvement opportunities will contain the following information: the purpose of a meeting or event, location and time, as well as information on public transit and a phone number where additional information can be obtained. The format for citizen involvement and the time line for public comment on the project will also be included.

Goal 3: Provide the public with opportunities to participate in the transportation planning process.

Policy 1: The MRMPO will provide frequent opportunities for general public, interest groups, providers of transportation and others to participate in the transportation planning process, especially in the early stages of plan and project development, when such comment can have the greatest effect.

Policy 2: The MRMPO shall conduct public hearings prior to the adoption of each of the transportation plans and programs for which it is responsible, and shall hold public forums and public meetings related to transportation planning initiatives and projects at appropriate times in the planning process. Whenever practicable, the MRMPO will work to improve the format of public meetings and hearings to better facilitate the public involvement process. An agenda item will be included in regularly scheduled MRMPO meetings to allow an opportunity for public comment.

Policy 3: The MRMPO will schedule meetings to allow the greatest opportunity for attendance by the public and interested groups, including evening, lunch, or weekend meetings when necessary.

Policy 4: Planning initiatives shall be reviewed to determine the appropriate public involvement techniques, outreach activities and communication strategies. These tools will be tailored to the affected groups and interested residents whenever possible.

Policy 5: Residents and other interested parties who have expressed interest in a particular topic, such as bicycle and pedestrian issues shall be included in the planning process. Task forces shall be convened at appropriate times in the planning process.

Policy 6: Scientific surveys shall be conducted at appropriate times to produce statistically valid results identifying the desires of the region. This will be considered a tool that could be used to determine the preferred outcome of a plan or project, and used accordingly.

Policy 7: To increase the participation of citizens and organizations in the transportation planning process, the MRMPO will maintain a contact spreadsheet that can serve as a mailing list for the newsletter and other digital and paper mailings. Entries in this spreadsheet will include the names of those requesting copies of draft documents, submitting comments and attending public hearings. Citizens requesting placement on this contact list will also be added. At the conclusion of the review and comment period for a planning project, individuals in this spreadsheet can review the determination on an action and a summary of all public comments received and staff responses on the MRMPO website. The MRMPO will attempt to verify ongoing interest by allowing participants an opportunity to remove their names from the contact list. The request can be made by return mail, telephone, or email.

Policy 8: The MRMPO shall continually work to identify new stakeholders interested in or affected by the transportation planning process. In accordance with MAP-21, stakeholders shall include “citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, and other interested parties.”

Policy 10: The MRMPO staff and MRMPO committees will consider public input, which may result in revisions to draft plans and programs, as an integral part of the planning process. Every attempt will be made to respond to public comment in a timely manner. Summarized oral comments will be

recorded at public meetings, and forms for written comments will be provided at all public meetings along with staff contact information. The public will also have an opportunity to comment during public meetings of the Policy Committee before any final action, as well as via email prior to the meeting. A link on the website will be provided for public comments.

Policy 11: A public involvement program will be prepared for each major transportation plan or project. Essential points in the plan will be identified and a proposed public involvement schedule will be shown. Major stakeholders for the plan will be identified, and will be included in the public involvement process. Public involvement procedures for individual plans should follow the guidelines in this Public Participation Plan. The Technical Advisory Committee will review and provide comment on all public involvement plans before their approval by the Policy Committee.

Goal 4: Identify and involve traditionally underserved communities, including communities of minority, low-income or elderly populations, in the transportation planning process.

Policy 1: The MRMPO will work to identify traditionally underserved populations within the region, including minority, low income and senior citizen populations. Outreach activities will be developed to involve stakeholders from these communities in the transportation planning process.

Policy 2: Some meeting sites will be selected which are more easily accessible to traditionally underserved communities. Meeting announcements will be made on the website.

Policy 3: Assistance shall be provided upon request, and with 48-hour notice, to the hearing and visually impaired, those not fluent in English, the transportation disadvantaged or others requiring special assistance at all MPO meetings, hearings and workshops. Public notices of these events shall notify the public of this opportunity. Meetings shall be held in ADA-compliant venues.

Policy 4: Meeting locations served by transit or accessible by means other than the automobile will be chosen whenever possible.

Goal 5: Public comments and concerns shall be considered as projects and plans are developed.

Policy 1: The MRMPO will gather and record public comment, making comments part of the permanent record for MPO projects and plans.

Policy 2: A summary analysis or report on comments received and their disposition will be made a part of all Regional Transportation Plans and Transportation Improvement Programs.

Policy 3: In instances when a final version of a Regional Transportation Plan or Transportation Improvement Program differs significantly from the draft version that was subject to public review, another opportunity for public comment will be provided.

Policy 4: Summaries of responses to comments and any changes made as a result will be prepared and distributed at subsequent committee or public meetings and will be available on the MPO website. Articles featuring summarized comments may appear in the MRMPO transportation planning newsletters or on the website.

4. Public Role in Decision Making

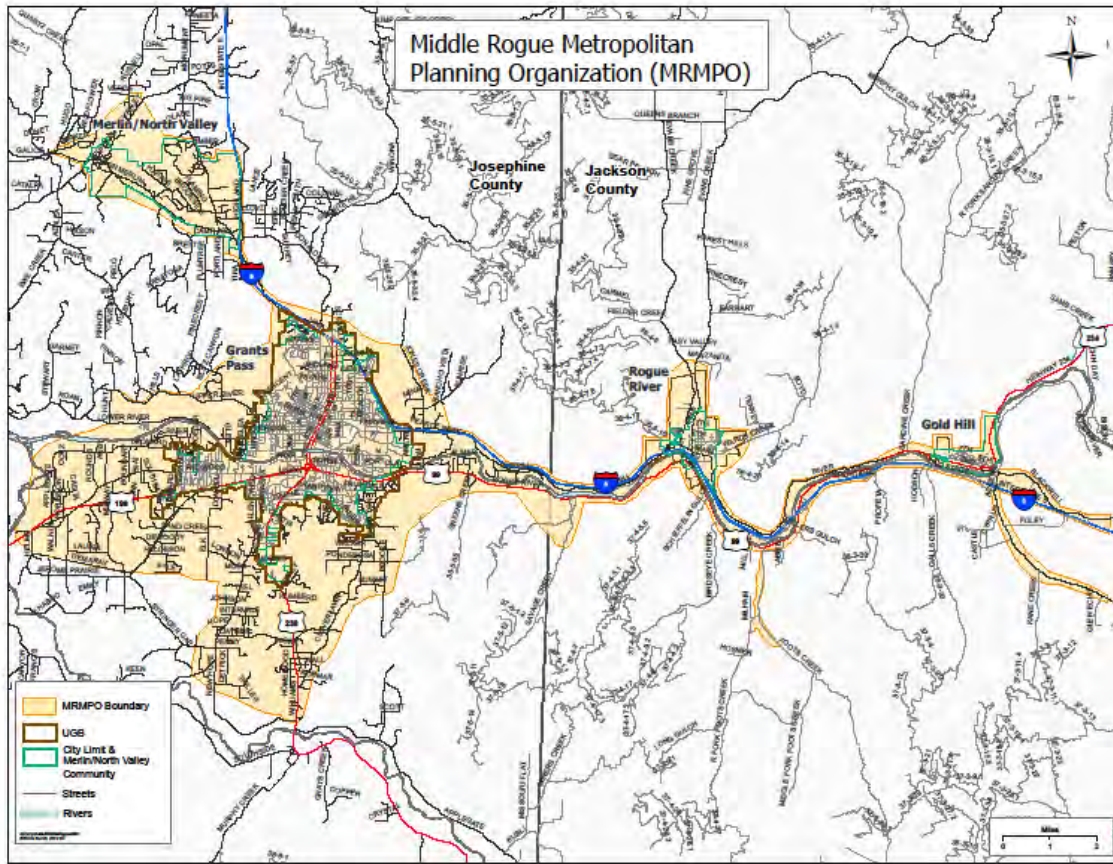
A. MRMPO Decision-Making Authority

In addition to the local government members, the Oregon Department of Environmental Quality, Oregon Department of Transportation, Oregon Department of Land Conservation and Development, Federal Highway Administration, and Federal Transit Administration also participate in the MPO process.

Federal and state transportation planning requirements of the MRMPO can generally be summarized as follows:

- Develop and maintain a Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) consistent with state and federal planning requirements.
- Perform regional air quality conformity analyses for carbon monoxide (CO), for which the Grants Pass area is a Maintenance Area, and particulate matter (PM₁₀) for which an area corresponding roughly to the MRMPO boundary is a Maintenance Area.
- Review specific transportation and development proposals for consistency with the RTP.
- Coordinate transportation decisions among local jurisdictions, state agencies and area transit operators.
- Develop an annual work program.
- House and staff the regional travel demand model for the purposes of assessing, planning and coordinating regional travel demand impacts.

Map 1: MRMPO Area Ma



B. MRMPO Structure and Process

The Policy Committee considers recommendations from the public and from MRMPO sponsored advisory committees as part of its decision-making process. The organization maintains a Technical Advisory Committee (TAC), made up of jurisdictional public works and planning staff members, that meets regularly to review matters to be decided.

Additionally, the MRMPO periodically organizes advisory committees and steering committees for specific projects and purposes. These committees often capitalize on particular knowledge or capability in the community. For example, in the neighboring RVMPO a Freight Advisory Committee consisting largely of local shippers and carriers was organized to provide review and advice for the Rogue Valley Freight Study.

All committees operate under bylaws, which were adopted after public hearing by the Policy Committee.

All MRMPO committee meetings are public and are announced by way of news media notification, newspaper advertising, direct notice to stakeholders via mail and email, and web site postings. Material for all committee meetings is posted on the web site (www.mrmppo.org) and time for public comment is reserved for all committee meetings.

The two standing committees maintain a regular meeting schedule, as noted in Table 1 below.

Table 1: MRMPO Meeting Schedule

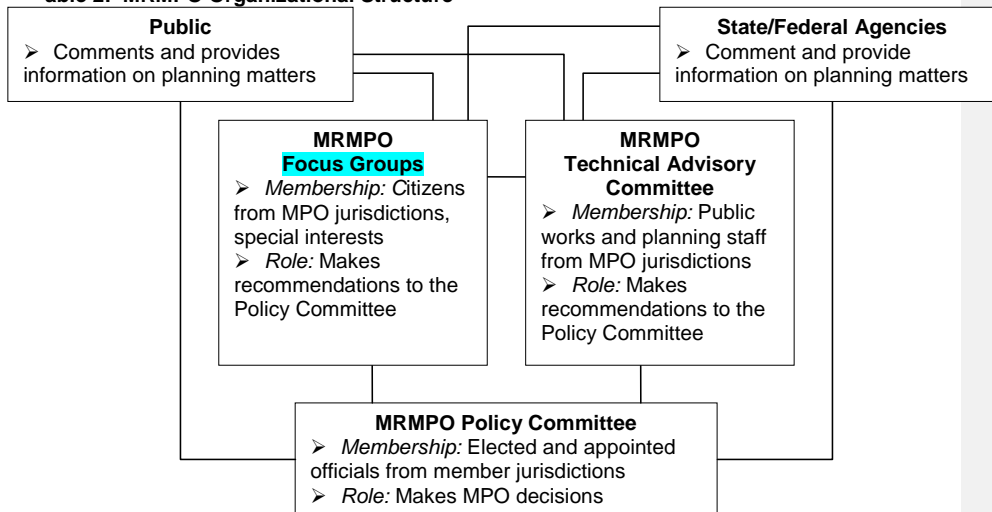
Committee	Meeting Day	Date
Policy Committee	Third Thursday	Monthly
Technical Advisory Committee (TAC)	First Thursday	Monthly

C. MRMPO Committees, Committee Relationships

The MRMPO's committee structure and its schedule of regular, public meetings help ensure that decision makers on the Policy Committee routinely hear from a broad base of stakeholders. The public may choose to address only the Policy Committee, or provide

input to the advisory committees as well. The MRMPO organizational structure chart, below, illustrates how the public may participate in decision making.

Table 2: MRMPO Organizational Structure



D. Compliance with Guidelines

The Public Participation Plan and the goals and policies that form its foundation are intended to ensure that the MRMPO provides the public with opportunity to influence Policy Committee decisions. The plan acknowledges that much of the MRMPO’s decision making is based on policies and decisions made at the jurisdictional level. Therefore the MRMPO supports local efforts to encourage public participation in local decision making. In some instances, project ranking at the regional level may be based in part on demonstration of local support. Local governments, in their transportation planning activities, are encouraged to be consistent with the MRMPO Public Participation Implementation Guidelines in Section 6.

The procedures outlined in this plan establish minimum standards for public participation. However, failure to exactly comply with the procedures contained in the plan shall not, in and of itself, render invalid any MRMPO decisions or actions. Any dispute arising from this plan will be resolved with a focus on the degree of compliance and the extent to which the MRMPO’s actions met the intent of the goals and policies. If it is determined that the spirit of the goals is not met, the MRMPO may conduct additional public involvement to ensure adequate public review.

5. Public Participation Tools

Through the course of any single project, it is anticipated that more than tool or activity will be used.

Web Site. The MRMPO web site, www.mrmppo.org, is the organization's principal means of communicating all of its work to the public. All meeting schedules and materials, including meeting minutes, are posted, as are drafts of all reports, research findings and publications, including the regional plan, TIP and work plan. A tool on the site enables readers to directly contact staff. Project selections, such as the CMAQ and STP funding process, are conducted on the web (applications posted for committee review). Staff continues to expand this site.

Newsletters. The MRMPO produces newsletters periodically, seeking to time publications to important events and opportunities for the public to participate in an event or comment on a pending action. Copies are distributed to libraries and city halls around the region, mailed to addresses on transportation-related mail lists, and distributed at meetings.

Fact Sheets, Brochures. These are typically single topic communication pieces that address a subject in depth for deeper public understanding. They are used at Open House sessions to provide participants with background for discussion and comment, and available in the public information display in the RVCOG lobby.

Feedback Forms. Simple, one-page questionnaires can elicit public attitudes about a variety of subjects. These forms should be designed to include guided comments (direct questions to which the MRMPO seeks comments) and open-end questions that encourage respondents to describe their concerns.

Visualization Techniques. As much as possible the MRMPO should use maps, charts, photographs and interactive tools to engage the public. Visual cues may tell the story more quickly than paragraphs of information, and can be used with written material to give the public a more thorough picture of an issue or debate. Visualization techniques should be incorporated into other tools listed in this section whenever possible, i.e.

photographic posters at Open Houses illustrating Smart Growth concepts, plan maps printed as fact sheets, and diagrams of possible improvements.

Open Houses. These informal sessions use visualization techniques to foster discussion and elicit comment from all segments of the community including agency staff, public and elected officials. Open Houses are held in conjunction with RTP and TIP updates, as well as major planning studies. They are widely advertised.

Committee Meetings. Efforts are made to schedule meetings of the two standing committees and ad hoc committees at convenient times and locations as determined in consultation with committee members. Meetings are advertised in newspaper display ads and agendas are mailed to an interested-parties list. Meeting materials are posted on the web site. Oregon Public Meetings Law requires that all meetings of governing bodies be noticed in advance, be open to the public, be held in an accessible location, and the minutes be published.

Comment Periods. Legal Advertising. Formal public comment periods are initiated for draft UPWP, RTP, TIP and Air Quality Conformity Determination, Public Participation Plan and major funding decisions. All comment periods are 30 days, except for the Public Participation Plan's 45 day review period, and 21-day review period for amendments to adopted plans and programs. Public hearings and initiation of comment periods are advertised in the Legal Notices section of the Daily Courier (newspaper of record), Grants Pass, OR, and the Rogue River Press. Additional advertising may be purchased. All comments received are retained in the project record.

Public Hearings. The Policy Committee conducts public hearings for plan and program updates and other key funding decisions. All public hearings are advertised at least 30 days in advance (*see Comment Periods above*).

Press Releases. Project milestones and key opportunities for public input may be described in press releases sent to all news media in the region (print, radio and television).

Display Advertising. Meetings and other key events are announced in newspaper ads. The MRMPO attempts to obtain prominent placement in Sunday and other editions.

6. Public Participation Implementation & Documentation

The MRMPO is responsible for coordinating a collaborative transportation planning process for the region. All interested parties must be included, including those who are traditionally underserved by the transportation system and services. This section of the plan addresses the core metropolitan planning activities and responsibilities, focusing on how the public participates in their production.

A. MPO Work Products and Public Participation

There are four core work products that an MPO is responsible for producing and keeping up to date on a regular schedule. Those products and the public participation in each are discussed below.

- 1). **Unified Planning Work Program (UPWP).** Produced annually, the UPWP lists all planning tasks and studies the MPO will undertake during the year. Both MRMPO standing committees discuss and propose planning tasks. Staff conducts additional consultation with agencies and interested parties as necessary. Policy Committee holds a public hearing on the draft UPWP after a 30-day comment period. Fact sheets and other information may be produced by staff as necessary. A record of comments received and responses is kept on file, reported to committees, posted on the web site, and may be incorporated into the final plan.
- 2) **Regional Transportation Plan (RTP).** Updated every four years, the RTP is a long-range (20-year) plan that contains the region's goals and policies, projects, funding forecasts, strategies, and projected demands on the transportation system. Advisory committees discuss the plan update over several meetings. The MRMPO hosts two open house sessions, a 30-day comment period and public hearing. Comments received will be responded to and included in the final document. The draft RTP, and supporting White Papers and other research, as needed, is posted on the website and mailed to interested parties. Open house meetings are advertised in the newspaper, on the website and by mailing to individuals and organizations on transportation mail lists. Staff conducts outreach including community presentation
- 3) **Transportation Improvement Program (TIP).** Updated every four years, the TIP is the short-range listing of financially constrained (funded) projects to be

undertaken in the coming four years. Projects in the TIP are incorporated into the Statewide Transportation Improvement Program (STIP). Public process for the TIP is the same as, and conducted concurrently with, the RTP update. The TIP and all major amendments are subject to a comment period (30-day for program adoption, 21-day for major amendments) and a public hearing. A record of comments received is kept on file with responses, reported to committees, posted on the website, and may be incorporated into the final plan.

- 4) Air Quality Conformity Determination (AQCD).** The MRMPO is required to show through the AQCD that both the RTP and the TIP conform to federal Clean Air Act standards. The determination process is technical in nature, but the findings are subject to public review during the activities described above for the RTP and TIP. A record of comments received will be kept on file with responses, reported to committees, posted on the website, and may be incorporated into the final plan.

MRMPO Public Participation Plan

The Public Participation Plan is subject to periodic review, evaluation and updating. The plan is maintained to meet federal requirements for public involvement in metropolitan planning and Oregon Public Meetings and Public Records Law. Furthermore, the MRMPO covers a growing region where the public has demonstrated an interest in the state of transportation facilities and services. MRMPO staff should periodically review the Public Participation Plan with an eye toward augmenting tools and procedures.

Evaluation is an integral part of public involvement, and is discussed in the section *Evaluating Public Participation Plan & Activities*. Updates that follow an evaluation will be posted on the web site, review by the TAC, advertised in the newspaper, and publicly discussed to encourage both comments on proposed amendments and suggestions for additional amendments. There will be a 45-day comment period prior to public hearing by the Policy Committee. Comments received will be responded to and included in the final document.

MRMPO Discretionary Funding

The MRMPO coordinates the allocation of funds from two significant federal sources: Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) program. Jurisdictions submit applications, based on the goals, priorities and projects in their state Transportation System Plans (TSP). All TSPs in the region are periodically updated and those updates include a public participation component, which typically includes a citizen advisory committee. Additionally, MRMPO applications ask jurisdictions to provide information about public participation in the project for which federal funds are sought. Applications are posted on the web for comment, along with guidelines and criteria. A record of comments received during a 30-day comment period will be kept on file with responses, reported to committees and posted on the web site.

7. Evaluating Public Participation Plan & Activities

Federal Metropolitan Planning guidelines require a periodic review of the effectiveness of public involvement processes. MRMPO will review the public involvement process and activities to ensure that all interested parties, including transportation stakeholders and traditionally underserved groups, have opportunity to provide input.

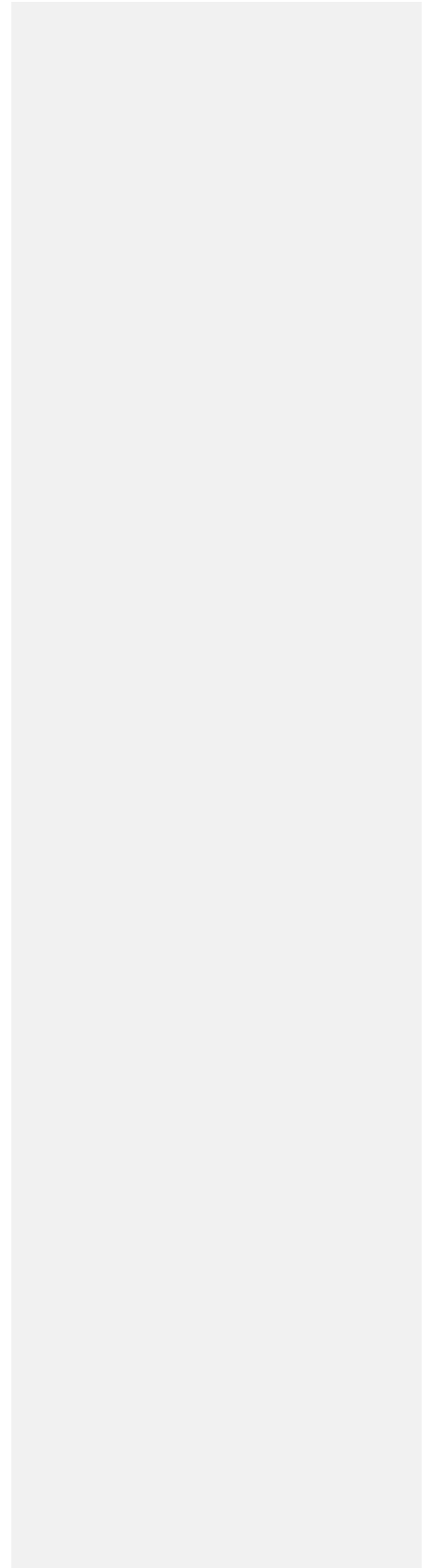
Evaluation is key to any plan update. The evaluation should fit the activity. It can be a debriefing at the staff level, identifying elements that worked well and developing improvements. Evaluation questions should be incorporated into public comment forms distributed at events. Also, surveys can be conducted to solicit input. Surveys, like feedback forms, are a way to get evaluation feedback on either an event or an ongoing program from a targeted or randomly selected group. Surveys can be conducted using a statistically valid method, or can be more informal questions posed to gather a sounding from the public. Surveys may be conducted in person, by phone, mail or email.

A variety of sources may be used for evaluation, including:

- Telephone comments;
- Citizen letters;
- Internet E-mail;
- Newsletter questionnaires;
- Questions and comments made in meetings, workshops and displays;
- Focus group comments; and
- Comments from advisory committees.

Responses will be tracked demographically and geographically by zip code to ensure that target audiences are being contacted. If certain areas are found to be underserved, MRMPO will target these areas for increased outreach to provide those citizens with opportunity to participate. In addition, periodic surveys will provide a mechanism for measuring the effectiveness of the public involvement process.

Appendices



Appendix A: Glossary, Acronyms and Some Common Transportation Terms

AQCD Air Quality Conformity Determination: Finding based on analysis showing that plans, programs and projects comply with Clean Air Act standards. The MRMPO area is regulated for carbon monoxide (Medford) and particulates.

FHWA: Federal Highway Administration

MPO Metropolitan Planning Organization: Required by federal law in urban areas over 50,000 population, and designated by the governor, MPOs consist of local jurisdictions that collaborate to fulfill federal requirements for long- and short-range, regional, multimodal transportation planning.

Policy Committee: The MRMPO's decision making body; made up of member jurisdiction representatives.

PPP Public Participation Plan

RTP Regional Transportation Plan: Long range, multimodal plan for regional transportation needs.

TAC Technical Advisory Committee: MRMPO committee of member jurisdictions' planning and public works representatives. Makes recommendations to the Policy Committee.

TIP Transportation Improvement Program: Federally required, short-range multi-modal list of the region's projects for the coming four years.

TSP Transportation System Plan: A state-required long-range plan for municipal multi-modal transportation networks generally incorporated into comprehensive land use plans. Must be consistent with the RTP and TIP.

UPWP Unified Planning Work Program: Federally required plan for projects and studies to be undertaken by the MPO for the year.

About this Document

The Public Participation Plan was adopted by the MRMPO Policy Committee after a public hearing on xxx. xx, xxxx, in Central Point, to meet requirements of the federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21). The MRMPO's Technical Advisory Committee recommended adoption after review of draft plans and suggesting changes. This Plan incorporates suggested changes from staff and TAC, and was open for a 45-day comment period, which is required by federal laws for plans of this type.

The Plan updates MRMPO Public Involvement Plan. There were two aspects of the update process: drafting specific policies for MPO public participation; and consultation required during the drafting of the plan.

Regarding specific policies required by MAP-21, the MRMPO staff reviewed the existing Public Involvement Plan and found that it complied with MAP-21 in all but a few instances. Staff-proposed amendments were incorporated into a Public Participation Plan Draft, which was open to public comment from xxx xx, xxxx to xxx xx, xxxx. Comments received were incorporated into a revised draft, which was reviewed by the TAC and PAC in early January. All comments received were recorded in the project file and review by the Policy Committee before the public hearing.

In addition to review by MRMPO committees, special outreach was initiated during the comment period for interested parties including citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services receiving financial assistance from a source other than title 49, U.S.C. Chapter 53, and other interested parties. Outreach activities included:

- Advertising, Grants Pass Daily Courier: xxx xx, xx and xx; invitation to comment ad xxx xx, including hearing announcement;
- Legal Notice of 45-day public comment period xxx xx, xxxx, to xxx xx, xxxx, and public hearing, published in the Grants Pass Daily Courier, xxx xx xxxx;

Comment [a3]: This section will need a total revision.

Comment [dc4]: Should we delete this whole section for now>?

- Public comment period, draft and comment opportunities described on Mail Tribune on-line edition xxx ;xx, xxxx
- Posted draft on MRMPO web site xxx xx, xxxx; revised draft on xxx xx, xxxx
- Technical Advisory Committee, presentation and discussion xxx xx, xxxx , and xxx xx, xxxx;
 - Presentation to TRADCO (Chamber of Commerce sponsored transportation advocacy group), xxx xx, xxxx xxx. xx, 20xx, and copies of newsletter distributed;
 - Presentation to state Senior and Disabilities Services Advisory Committee, xxx xx, xxxx, and copies of draft plan and newsletter distributed to members;
 - MRMPO Newsletter: xxx: distributed to libraries, city offices, ODOT, Chamber of Commerce, posted on the web site, and mailed to the MRMPO mail list of more than 200 people who are involved in transportation planning or have expressed an interest in receiving information. Newsletter described the federal requirements, the draft plan and provided instructions on commenting, including announcement of the public hearing; and
 - Special mailing: a targeted outreach to certain interested parties as defined in MAP-21, consisting of copies of draft plan, newsletter and letter describing the plan update and inviting comments and suggestions, to the following:
 - Freight shippers and carriers on the MRMPO Freight Advisory Council;
 - Representatives of social service agencies working with low income, elderly and persons with disabilities;
 - Representatives of bicycle and pedestrian facility users;
 - Public transportation employees; and
 - Public and private transportation providers.

Yearly Estimates of MPO Staff Travel to Meetings	Estimated Number of Meetings	Location	Miles To/From RVCOG	Total Yearly Miles	Personal Vehicle Costs @ \$0.45/mile	Rental Car Costs @ \$45/day	Rental Car Staff PU/Dropoff @ \$320*	Rental Car Gas Costs @ \$3.50/gal 22 miles/gal	Hybrid Car Gas Costs @ \$3.50/gal 46 miles/gal
MRMPO ONLY - STAFF PERSONAL VEHICLES (SPV)									
MRMPO Policy Committee	11	Grants Pass	50	550	\$248	\$0	\$0	\$0	\$42
MRMPO Technical Advisory Committee	11	Grants Pass	50	550	\$248	\$0	\$0	\$0	\$42
Grants Pass TSP TAC	6	Grants Pass	50	300	\$135	\$0	\$0	\$0	\$23
Josephine County TSP TAC	6	Grants Pass	50	300	\$135	\$0	\$0	\$0	\$23
Josephine Community Transit Survey	3	Grants Pass	50	150	\$68	\$0	\$0	\$0	\$11
Regional Transportation Plan Coordination	6	Grants Pass	50	300	\$135	\$0	\$0	\$0	\$23
MRMPO Totals				2,150	\$968	\$0	\$0	\$0	\$164
RV & MR MPO-RELATED									
Oregon MPO Consortium	4	Salem	450	1,800	\$0	\$360	\$1,280	\$286	\$137
Statewide MPO/Transit District	4	Eugene	324	1,296	\$0	\$360	\$1,280	\$206	\$99
Statewide MPO Funding Group	6	Eugene	324	1,944	\$0	\$540	\$1,920	\$309	\$148
RVACT White City (SPV)	4	White City	10	40	\$18	\$0	\$0	\$0	\$0
RVACT Grants Pass (SPV)	2	Grants Pass	50	100	\$45	\$0	\$0	\$0	\$0
Staff Training	8	Salem	450	3,600	\$0	\$720	\$2,560	\$573	\$274
Conferences	2	Portland	538	1,076	\$0	\$180	\$640	\$171	\$82
MR & RV MPO-Related Totals				9,856	\$63	\$2,160	\$7,680	\$1,546	\$739
RVMPO ONLY									
Phoenix TSP	4	Phoenix	25	100	\$45	\$0	\$0	\$0	\$8
Talent TSP	4	White City	30	120	\$54	\$0	\$0	\$0	\$9
Jackson County TSP	4	White City	10	40	\$18	\$0	\$0	\$0	\$3
RVMPO Only Totals				260	\$117	\$0	\$0	\$0	\$20
RVMPO & MRMPO SPV & Rental Car Combined Totals				12,266	\$1,148	\$2,160	\$7,680	\$1,546	

*Estimated 4 hours for 2 staff @ \$80/hr to pick-up and drop off rental car

SPV & Rental Car Yearly Expenses		\$12,533
SPV & Rental Car 10 Years Expenses		\$125,332
Proposed MPO Staff Vehicle Cost		\$25,914
Hybrid Car Yearly Expenses		
<i>Gas</i>		\$923
<i>Maintenance (oil, tire, etc.)</i>		\$600
<i>Insurance</i>		\$800
Total Yearly Hybrid Costs		\$2,323
10 Year Total Hybrid Costs		\$23,226