



AGENDA

Middle Rogue Metropolitan Planning Organization Policy Committee

Date: Thursday, August 21, 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 procedures

3. MRMPO Public Participation PlanDick Converse

Background: On April 17, 2015, the Policy Committee reviewed the Public Participation Plan, provided comments regarding meeting venues and decision-making, and instructed staff to prepare a final draft for adoption. Staff provided the required 45-day notice, but did not receive any comments about the plan. The hearing was continued to provide the required agency notice, but no comments were received from the agencies. As a result, the document is substantially similar to the previous draft, with the addition of dates reflecting the review process.

Attachment: #2 – Draft Public Participation Plan

Action Requested: Consider approval of the Public Participation Plan

4. MRMPO Planning Update..... Jonathan David

5. Public Comment*Chair

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

6. Other Business / Local BusinessChair
Opportunity for MRMPO member jurisdictions to talk about transportation planning projects.

7. Agenda Build for Next Meeting Jonathan David

8. Adjournment Chair
The next MPO Policy Committee meeting is scheduled for Thursday, September 18, 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, September 4, 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.

3. MRMPO Public Participation Plan

The Chair read the procedure for the public hearing.

Jonathan David reported on previous MPO activity on this matter. On April 17, 2014, the Policy Committee reviewed the Public Participation plan, provided comments regarding meeting venues and decision making, and instructed Staff to prepare a final draft for adoption. Staff provided the required 45 day notice, but received no comments on the Plan. As a result, the document is substantially similar to the previous draft, with the addition of dates reflecting the review process.

Mr. David said that there was a mix-up in the legal publication for the hearing, and asked if the hearing could be left open until the August Policy Committee meeting, thereby allowing for additional public comments.

On a motion by Don Skundrick, seconded by Pam Van Arsdale, the hearing was continued until August.

Public Hearing #2:

4. Interim Transportation Improvement Plans (TIPs) – 2012-15 and 2015-18.

Jonathan David gave an overview of the process involved in crafting the Program. The policy Committee approved several STP and CMAQ funded projects at their last meeting. Final adjustments to these projects, as well as an ODOT project, have been made in the Interim TIP documents for Policy Committee final approval.

Spreadsheet changes included:

- Grants Pass - Alternative Fuel Facility Funding source (STP and local)
- Grants Pass - Bike/Ped Improvements Funding Source (STP and local)
- Josephine County - Merlin Sidewalks Funding source (STP and local) and \$ amount
- RVCOG – Hybrid Vehicle \$ amount @ \$12,900

Redwood Ave., Phase #3 – A project overrun of approximately \$5,000 is documented, but not viewed as an overall issue because the overall cost is an estimate. Adjustments can be made next year if they are needed.

The Lincoln Road project has been withdrawn with utilization of local funding.

The Chair opened public testimony.

In support: None received

In opposition: None received

Vice Chair closed the public hearing.

Don Skundrick made a motion to adopt both funding cycles (2012-15 and 2015-18), with a second by Terry Haugen. Motion passed unanimously.

5. MRMPO Planning Update

Jonathan David shared that the MPO Goals & Policies would be brought to the Policy Committee in August.

6. Public Comment

None.

7. Other Business / Local Business

As part of a brief discussion on current RVACT activities, Don Skundrick and other members stressed the need for appropriate, small city representation. Pam Van Arsdale stated that she prefers Jackson County representative for Rogue River. Jonathan David said that specific representation methods are still in the discussion stage.

Pam Van Arsdale invited everyone to attend the upcoming Rogue River Rooster Crow.

8. Agenda Build for Next Meeting

- No meeting in July

9. Adjournment

The meeting was adjourned at 2:49 p.m.

DRAFT



Public Participation Plan

Adopted by the MRMPO Policy Committee

August 14, 2014

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

Public Participation Plan

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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 and distributed copies of the draft plan and information about the plan. People were informed of plan development by mail, and it was advertised in regional newspapers, and the MRMPO web site.

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 May 6, 2014, to June 19, 2014. A subsequent notice inviting agency comments was sent on June 26, 2014, more than 45 days prior to the public hearing in August 2014.

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

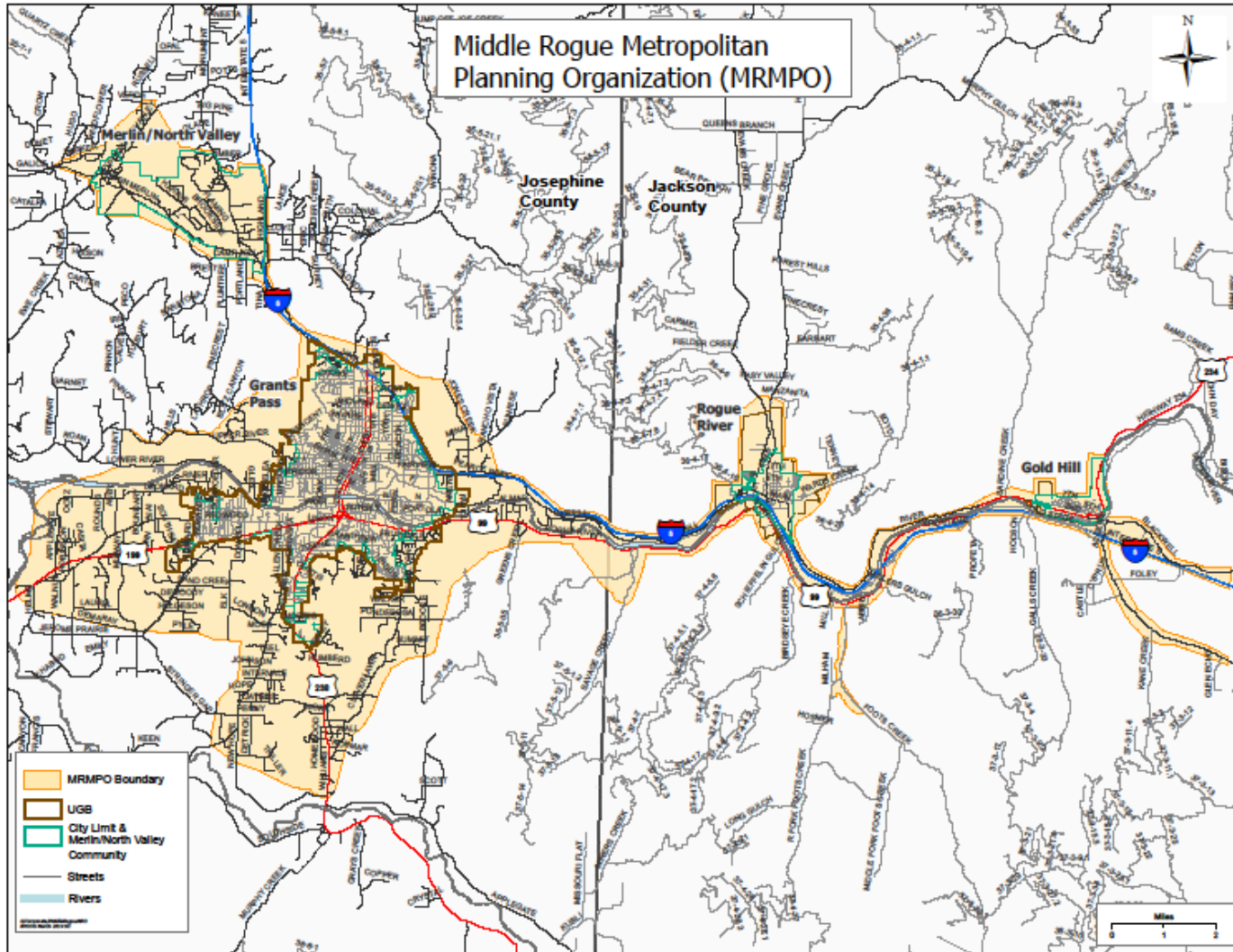
A. MRMPO Decision-Making Authority

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 Map



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.

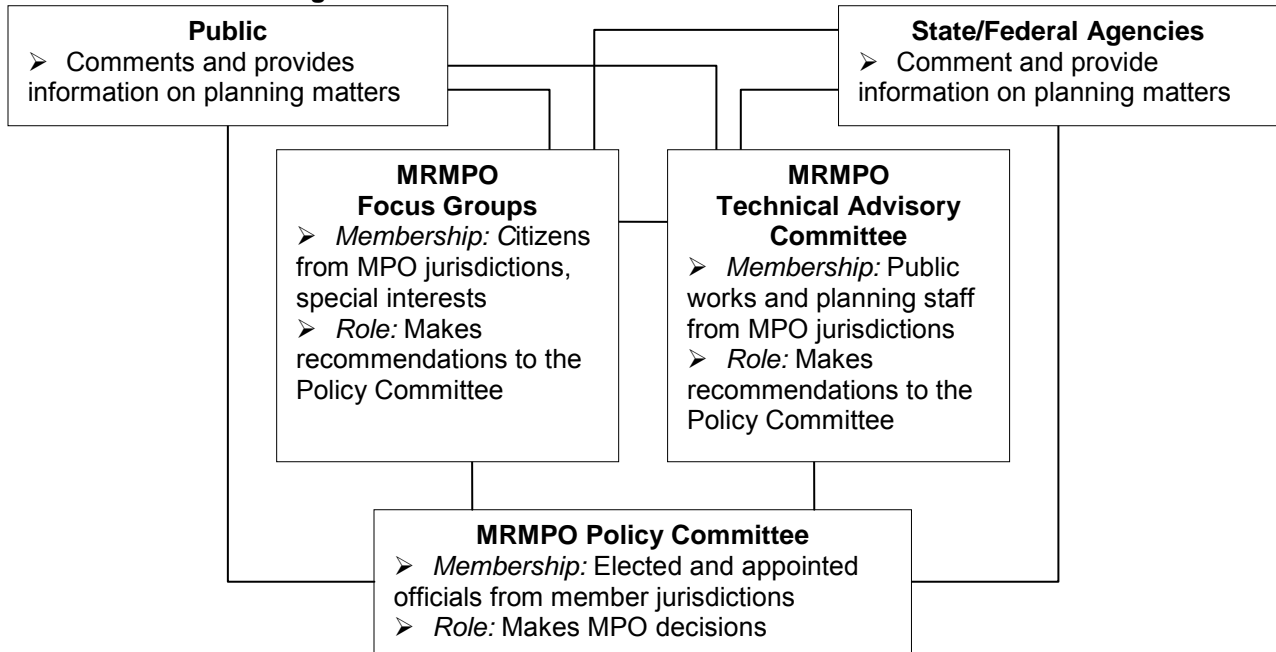
Table 1: MRMPO Meeting Schedule

| 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 the 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 August 14 2014, in Grants Pass, 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 of decision.

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 prepared the plan to comply with MAP-21. After review by the Technical Advisory Committee on April 3, 2014, staff completed the draft plan, which was open to public comment from May 6, 2014 to June 19, 2014. No additional public comments were received. The public hearing was continued to permit notification of affected agencies, which was mailed on July 26, 2014. No comments were received from the notified agencies.

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:

- Legal Notice of 45-day public comment period May 6, 2014 to June 19, 2014, published on May 6, 2014, and public hearing, published in the Grants Pass Daily Courier, Agency Notice provided on June 26, 2014 and draft posted on MRMPO web site June 26, 2014
 - Technical Advisory Committee, presentation and discussion on April 3, 2014;