

CORVALLIS AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)

PUBLIC INVOLVEMENT FRAMEWORK



Adopted by the CAMPO Policy Board

April, 2004

CAMPO Report No. 01-04

Table of Content

	Page
Introduction	2
Public Involvement Framework	5
Public Outreach Efforts of this Document	7
Glossary of Acronyms	9
Appendix A – Demographic Analysis of the Likely-Underserved Segment of the Population of the MPO Area (To be Completed Later)	

INTRODUCTION

What is a Metropolitan Planning Organization?

A Metropolitan Planning Organization (MPO) is an organization of local governments¹ in areas with a collective population of 50,000 or over, called Urbanized Area. As a condition for receiving federal transportation dollars, MPOs must have a *continuing, cooperative and comprehensive* transportation planning process in cooperation with the state. The MPOs are to cooperate with the state in developing transportation plans and programs for urbanized areas. This transportation planning process results in plans and programs consistent with the area's locally adopted comprehensive plans.

What is the Corvallis Area Metropolitan Planning Organization?

In 2002, the US Bureau of Census declared that the population of the Corvallis Urbanized Area, according to the 2000 Census, had reached 58,000+. The Corvallis Urbanized Area consists of the cities of Corvallis, Philomath and Adair Village, as well as the densely habited portions of Benton County. As a result of surpassing the population criteria of 50,000, the area became eligible to form a Metropolitan Planning Organization for its transportation planning and programming activities. In December 2002 the Oregon Governor, in accordance with federal regulations, designated the Corvallis Area Metropolitan Planning Organization (CAMPO) as a newly formed MPO in the State of Oregon. CAMPO is governed by a five-member Policy Board consisting of representatives of the cities of Corvallis, Philomath and Adair Village, the County of Benton and the Oregon Transportation Department (ODOT).

What is the Purpose of this Document?

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

Background

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

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 greatly enhanced the role of the public in transportation planning. The Transportation Act recognizes that each metropolitan area is different and will require a unique public outreach process. As such, ISTEA requires each MPO to create a formal public involvement process for their transportation planning and programming activities. A distinctive component of the ISTEA is its requirement of early involvement of the public in transportation planning and programming. The Act also requires MPOs to periodically review the effectiveness of their Public Involvement Process and make revisions as necessary.

¹ Includes the Oregon Department of Transportation (ODOT)

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

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

In June 1998, the Transportation Equity Act for the 21st Century (TEA-21), the successor to ISTEA, was enacted. This new ACT further emphasized the need for a “proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans.”

Public Involvement Framework

In an effort to enhance the quality of transportation planning processes within the Corvallis Urbanized Area and to comply with federal, state and local requirements, CAMPO has developed the following public involvement goal, objectives and policies.

Goal

The goal of the CAMPO's Public Involvement Process is to gain, to the maximum extent possible, the active participation of all citizens and stakeholders in the MPO's decision making process.

Objectives

The objectives of the CAMPO Public Involvement Process are to:

1. Inform the public about transportation issues under consideration by the MPO
2. Provide the public with opportunities to be involved in all phases of the transportation planning process
3. Coordinate the MPO's activities with those of other public agencies and stakeholders
4. Coordinate the MPO's activities with the Cascades West Area Commission on Transportation (CWACT)
5. Coordinate the MPO's activities with transit providers within and adjacent to the MPO Area
6. Afford the public an opportunity at every meeting of the Policy Board to provide comments on the MPO's transportation planning and decision-making process
7. Provide timely notice on all transportation issues and processes affecting the Corvallis Urbanized Area
8. Provide for the consideration of input received from all segments of the community
9. Provide responses to comments received on the agency's plans and programs
10. Identify and involve traditionally underserved segments of the population, including minorities, low-income and elderly people or people with disabilities, in the transportation planning process (See Appendix A for a demographic analysis of subject groups)
11. Provide additional opportunity for public review and comments when the final version of a transportation document is significantly different from the one viewed by the public
12. Involve alternative mode advisory committees to the cities and the county

The activities of the MPO are of two distinct types:

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

- b. Posting MPO documents on the website and making printed copies available;
 - c. Providing an explanation of the issues on the website;
 - d. Inviting the public to submit electronic, written or telephonic comments;
 - e. Providing the Policy Board a summary of comments received, prior to any formal decision;
 - f. Providing a public comment period on each Policy Board agenda.
2. **Major MPO Functions.** Examples of these are the development and periodic update of the MPO's Regional Transportation Plan and Transportation Improvement Program and the undertaking of special studies. They are performed every two to five years. For these major functions CAMPO will develop and implement a specific public involvement program prior to the commencement of that activity. These specially tailored programs, at a minimum, will include all the elements listed above for Routine MPO Activities and will also feature the holding of public informational meetings and formal solicitation of public comment.

Means of Public Outreach

In developing the specific public outreach and involvement programs for the major MPO functions, CAMPO may employ a customized combination of the following:

1. Active Public Participation

- a) Public meetings (theater style, facilitated workshops, open houses)
- b) Public comments during comment periods
- c) Focus groups, charrettes and other small group techniques
- d) Public opinion surveys
- e) Ad hoc committees and task forces
- f) Public hearings
- g) Electronic bulletin board

2. Accessibility of Information

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

3. Channels of Public Notification

- a) Paid advertisements
- b) Media contacts, news releases, and public service announcements
- c) Legal notices
- d) Direct mail to a list of interested individuals, businesses, neighborhood organizations, and special interests groups
- e) Posting notices on the bulletin boards of libraries, public offices, university campus and other high traffic locations
- f) Periodic newsletter on transportation planning activities of CAMPO

- g) Use of the area's public access TV channel
- h) Direct communication and consultation with the citizen advisory groups in the area

Periodic Evaluation

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

- a) Use of meeting evaluation forms;
- b) Surveys which ask questions regarding demographics and whether an individual has heard about public meetings and/or other input opportunities;
- c) Comments received from citizens through phone calls, letters and emails;
- d) Newsletter questionnaires, and;
- e) Questions and comments made during meetings, workshops, and at displays.

If certain areas are found to be underserved, CAMPO will target these areas for increased outreach to allow those citizens the opportunity for involvement in the transportation planning process. The CAMPO Policy Board will ultimately determine the need for such periodic evaluations and any modifications to this plan.

Public Outreach Efforts of this Document

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

1. Electronic and printed copies of the draft document will be available for public review and comments;

- A. Electronic copy will be available at:
Corvallis Area Metropolitan Planning Organization Website:

www.corvallisareampo.org

Oregon Cascades West Council of Governments, Community and Economic
Development Website:

http://www.ocwcog.org/cog_ced1.htm

- B. Printed or faxed copies could be sent out by contacting:

Corvallis Area Metropolitan Planning Organization

301 SW 4th Street, Suite 140

Corvallis, OR 97333

Tel: (541) 785-1911

Fax: (541) 758- 3127

- C. Printed copies will also be available at the following locations:

Corvallis-Benton County Public Library

645 NW Monroe Avenue

Corvallis, OR 97333

Corvallis-Benton County Public Library-Philomath Branch

1050 Applegate Street

Philomath, OR 97370

Benton County Public Works Department

360 SW Avery Avenue

Corvallis, OR 97333

Adair Village City Hall

6030 William R Carr Street

Corvallis, OR 97330

Corvallis City Hall

501 SW Madison Avenue

Corvallis, OR 97333

Philomath City Hall
980 Applegate Street
Philomath, OR 97370

2. The availability of the draft document for public review and comment will be advertised in the Gazette Times and the TV Public Access Channel;
3. A public comment period will be held on this document from **Sunday, February 29, 2004 through 5:00 PM on Thursday, April 15, 2004;**
4. Holding a public information meeting. A public information meeting will held at:

Location: **Benton Plaza
Lower Floor
408 SW Monroe
Corvallis, OR 97333**

Time: **5:00 – 7:00 PM
Wednesday, March 31, 2004;**

5. Written, telephonic or electronic comments can be addressed to:

Ali Bonakdar
MPO Director
301 SW 4th Street, Suite 140
Corvallis, OR 97333
Tel: (541) 758-1911
Fax: (541) 758-3127
Email: abonakda@ocwcog.org

6. All received comments will be summarized for review and consideration by the MPO Policy Board;
7. Final approval of the document by the MPO Policy Board is scheduled for after April 16, 2004.

Glossary of Acronyms

CAMPO	Corvallis Area Metropolitan Planning Organization
EJ	Environmental Justice
ISTEA	Intermodal Surface Transportation Efficiency Act
MPO	Metropolitan Planning Organization
OCWCOG	Oregon Cascades West Council of Governments
ODOT	Oregon Department of Transportation
TEA-21	Transportation Equity Act for the 21st Century

APPENDIX A

**Demographic Analysis of the Likely-Underserved Segment
of the Population of the Corvallis Urbanized Area**

(To be Completed Later)

F:\CED\Planning\Projects\MPO\1Working\PIP\Public Involvement Plan.doc