

# US 101/OR 6 Alternatives Study Public Involvement Plan

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## Introduction

This memo describes the proposed decision-making structure and public involvement plan for OR 6/US 101 Alternatives Study.

## Goals of the public involvement plan and decision-making process

The Oregon Department of Transportation (ODOT) is committed to an approach that:

- Provides an open and transparent decision-making process conducted through equitable and constructive two-way communication between the project team and the public.
- Provides early and ongoing opportunities for stakeholders to raise issues and concerns that can be considered by the project team.
- Meets requirements to prepare for subsequent NEPA processes and meets Federal Highway Administration (FHWA) laws, regulations, policies, and procedures.
- Proactively informs and encourages the participation of all stakeholders including disadvantaged persons (e.g. low literacy and limited English proficiency populations, senior citizens, disabled persons, low income populations) by offering alternative accommodations (e.g. translation services, transportation) in accordance with the FHWA Context Sensitive Solutions guidance and ODOT's approved National Environmental Policy Act (NEPA) Public Involvement Procedures for Project Development.
- Builds widespread community understanding of findings and decisions.

A key element of the approach is a structured decision process, clear decision milestones and well-defined roles and responsibilities. Thorough and thoughtful consideration of issues at each decision point by all of the project stakeholder groups helps to ensure quality decisions that will not have to be revisited later in the project because something of significance has been omitted or improperly addressed. The clear identification of decision points creates an expectation in stakeholder groups for meeting the deadlines and staying on schedule as a way to avoid more and more meetings.

Defining the decision structure – groups that will be involved and how they will participate – provides a “level playing field” for all stakeholders and answers questions typically asked by stakeholders:

- Who will make the decisions?
- How can I influence the decisions?
- When will I have an opportunity to participate?
- Who will consider my input?

## Decision Process and Structure

This portion of the memo identifies the decision milestone, process and decision making structure.

### Proposed Decision-Making Structure

The proposed decision-making structure for the US 101/OR 6 Alternatives Study is shown on Figure 1. The composition, roles, and responsibilities of each group are described below.

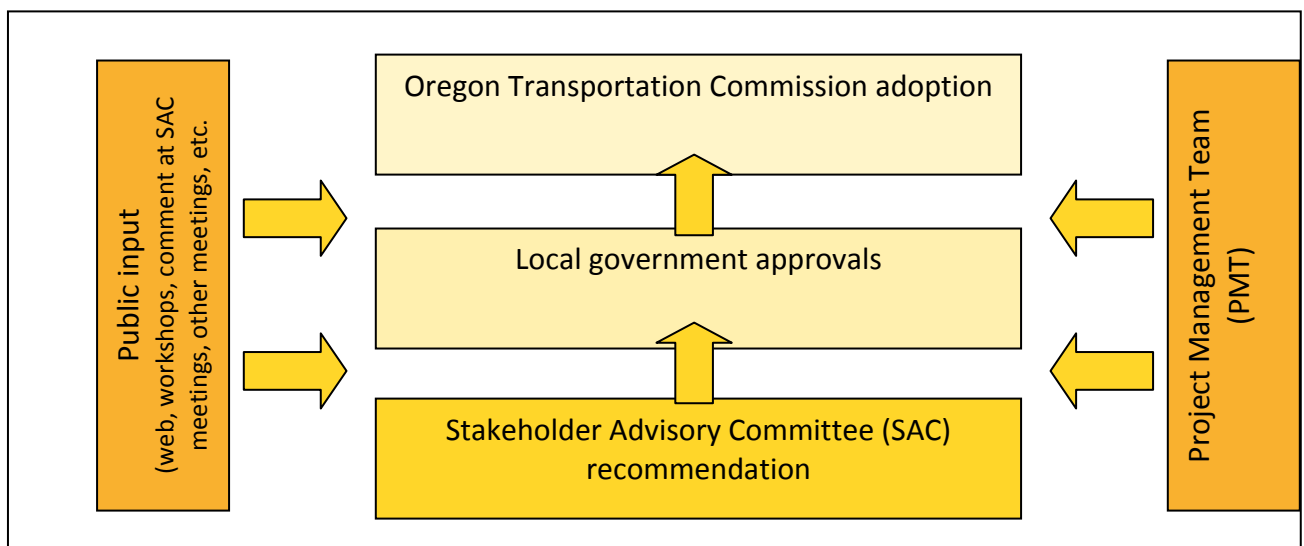


FIGURE1  
Decision-Making Structure

### Oregon Transportation Commission

The Oregon Transportation Commission (OTC), the appointed board that oversees ODOT’s work, will ultimately adopt the completed refinement plan. The area and region managers will keep the OTC apprised of the project’s progress.

### Local Governments

The affected local governments, the City of Tillamook and Tillamook County will endorse the completed refinement plan. The agency’s Project Management Team members will keep the local governments up-to-date on the project’s progress. The Consultant Project Manager and ODOT will provide one briefing to the Board of County Commissioners and the City Council near the completion of the project.

## Stakeholder Advisory Committee (SAC)

The Stakeholder Advisory Committee (SAC) will provide a balanced representation of interests as well as a communication link with those interests and communities. Members will include agency staff representatives, representatives of local and regional business groups and advocates for key interests, including different modes, environmental representatives and civic groups. Members will be appointed by ODOT. Responsibilities of SAC members include:

- Represent their constituents' perspectives during group deliberations
- Communicate project progress to their constituents
- Work to develop consensus recommendations at each step in the decision process

SAC members could include staff, representatives, or elected officials of the following organizations/interest groups:

### Agencies:

- ODOT
- Oregon Solutions team
- Tillamook County
- City of Tillamook
- Tillamook Urban Renewal Agency

### Interest Groups:

- Tillamook Chamber
- Tillamook Estuaries Partnership
- Tillamook Creamery Association
- Freight interests (e.g. Averill Trucking)
- Downtown Revitalization Association
- Tillamook County Futures Committee
- Tillamook resident-at-large
- Tillamook Planning Commission member
- Emergency services
- Tillamook County Pioneer Museum

## Project Management Team

The Project Management Team (PMT) will be comprised of ODOT, City of Tillamook and Tillamook County and consultant project managers, with participation from other key staff resources from these agencies as needed. The PMT will meet 12 times during the project. The PMT's responsibilities include:

- Management of project scope, schedule and budget
- Direction, production, and quality assurance of technical and public/agency involvement work

- Assurance of an open, transparent process that incorporates full consideration of public input
- Staff support to the SAC

PMT members include:

- Tony Snyder, ODOT
- Larry McKinley, ODOT
- Norm Rauscher, Consultant to ODOT
- Mark Gervasi, City of Tillamook
- Arley Sullivan, City of Tillamook
- Butch Parker, Tillamook County
- Liane Welsh, Tillamook County
- Kristin Hull, CH2M HILL
- FHWA

CH2M HILL will facilitate a partnering session for the PMT. This includes interviews with one representative of each agency and development of a partnering agreement.

### Proposed Decision Process

The decision process for the US 101/OR 6 Alternatives Study will be organized into the following five decision points as shown on Figure 2 and described below:

- Develop purpose and need statement
- Develop goals, objectives and measures (evaluation framework)
- Develop concepts
- Evaluate concepts
- Select concept(s) to advance to NEPA

	Develop Purpose and Need	Develop evaluation framework	Develop concepts	Evaluate concepts	Select concepts to advance
SAC milestones	★	★	★	★	★
Public workshop			★	★	★
PMT					

Figure 2. Decision milestones

### Develop Purpose and Need

The first step is to develop a draft purpose and need statement. The Purpose and Need will be developed based on work completed in the Tillamook Refinement Plan, existing and future traffic conditions data, stakeholder interviews and preliminary meetings with the PMT and SAC.

### Refine Goals and Objectives and Develop Measures

The second decision step creates a tool to assist in evaluating alternatives. This will build from the goals and objectives contained in the purpose and need and add quantitative\* performance measures for gauging the effectiveness of alternatives – how well they solve the identified problems and how well they perform against the broad range of stakeholder values. The goals, objectives and measures will be reviewed by the SAC, and discussed at a public workshop. Quantitative measures will be used where practical, but in many cases subjective expertise will be used to evaluate alternatives.

### Develop Concepts

The third point in the decision process identifies alternatives to be considered. At this point, all concepts -- alternatives or solutions that could potentially solve the identified problem – are considered. The aim is to ensure stakeholders have been consulted and all of their ideas get put “on the table.” The range of alternatives will be vetted with the SAC, and presented at a public workshop.

### Evaluate Concepts

The fourth decision point applies the goals, objectives and measures (established in decision point two) to the alternatives (developed in decision point three) in two steps. First, alternatives that do not meet the minimum requirements or the project Purpose and Need will be dismissed. Then, the remaining alternatives will be reviewed in detail against the objectives and performance measures.

## Select concepts to advance into a NEPA process

The fifth decision point uses the evaluation, from decision point four, to select and refine alternatives for further study. The narrowing of alternatives would reflect input gathered at a public workshop and from the SAC.

## Public involvement tools and methods

Public outreach prior to each of the project decision points will be used to provide the public with meaningful opportunities to affect project outcomes. Community members will be provided an opportunity to comment on issues at hand. Effective documentation of public input will make it easy for community members to make a connection between their input and decisions.

Public input will be actively considered by the SAC in making recommendations at each decision point. The public also will have opportunities to provide input to decision-makers throughout the project.

This portion of the memo identifies key public involvement activities that will be conducted during the project by the consultant team or agency staff members.

## Target Audiences/Stakeholders

Stakeholders in the process include local governments, transportation stakeholders, neighborhood and business stakeholders, media, advocacy groups, and Tillamook and Tillamook County residents.

Stakeholder category	Examples	Involvement opportunities
Local governments	City of Tillamook, Tillamook County	Committees (SAC, PMT), Area Commission on Transportation
Transportation stakeholders	Freight interests, Tillamook Creamery Association, mills in Tillamook area	Public open houses, newsletters, web site, attend SAC meetings, representatives on SAC
Media	Tillamook Herald, local radio stations	Reporter briefings, news releases
Advocacy Groups	Tillamook Chamber of Commerce, Downtown Revitalization Association, Tillamook Estuaries Partnership	Public workshops, newsletters, web site, briefings, attend SAC meetings, representatives on SAC
Residents	Tillamook residents	Public workshops, newsletters, web site, attend SAC meetings,

		representatives on SAC
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## Environmental Justice Outreach and Compliance

At the beginning of the project, the consultant team will conduct a review of area demographics to understand the concentrations of low-income, disabled, elderly and limited-English proficient residents. This will be reflected in the Environmental Background Report. The analysis of demographics will be used to refine the public involvement plan (PI plan) as needed, but, regardless of concentration, members of all of these groups will be invited to participate in the planning process and accommodations will be made (e.g. translation services) to encourage their participation.

## PI Tools and Methods

The public involvement program will use a variety of methods and tools to invite community members to follow the project's progress, raise issues early and provide input at key decision points.

### Stakeholder interviews

CH2M HILL conducted twelve stakeholder interviews in September 2008 that were used in the development of this PI plan and to understand community issues. A stakeholder interview summary was prepared to capture the key discuss points for each interview and the themes from the interviews as a whole.

### Public information

The project will create newsletters, fact sheets, media releases and display ads to inform the public about project progress, issues and opportunities to participate. Newsletters will be sent to the project mailing list before each public workshop or open house. Display ads will also be prepared before each open house or workshop. Fact sheets will be written to address relevant topics to support other community group briefings or other meetings. Media releases will be posted on the ODOT internet page and transmitted to area news outlets.

A project logo will be designed and will be used on all project public information to create a unified "brand" for the project. The logo will be used to create a public information template that will be used on all flyers and newsletters. The logo will also be used to create a template for power point presentations.

Task	Responsibility	Due date	Review
Project logo	CH2M HILL	September 2008	ODOT
Public information template	CH2M HILL	One month before first mailing	ODOT
Fact sheets/flyers (6)	CH2M HILL	As needed	ODOT
Newsletters (3)	CH2M HILL	3 weeks before	ODOT

		each open house	
Newspaper notices (3)	CH2M HILL	3 weeks before each open house	ODOT

### Project web site

A project web page will be developed to give the public a convenient way to stay informed about the project's progress and meeting schedule. The web page will be hosted and maintained by CH2M HILL and will include both text and links to PDF graphics and reports. The web page will include the following information:

- Project overview
- Project schedule
- SAC meeting schedule, agendas, summaries and materials
- Materials from open houses including displays and summaries
- Announcements of public meetings
- Contact information/forms

Task	Responsibility	Due date	Review
Web site layout and navigation	CH2M HILL	September 2008	ODOT
Monthly web site updates	CH2M HILL	Monthly after September 2008	ODOT

### Public open houses

The project will host public workshops or open houses at three key milestones. These meetings will be designed to be interactive - participants will have the opportunity to learn about the project and to provide input on the milestone at hand. Open houses can be held in many venues; in place of a traditional open house, the project team may decide to host a booth at the farmers' market where people can learn about the project and provide input. Workshops or open houses will be held to discuss the following topics:

- Meeting #1: Develop goals, objectives and measures, and concepts
- Meeting #2: Evaluate alternatives
- Meeting #3: Select alternatives for further study during NEPA

Task	Responsibility	Due date	Review
Open house plan for each open house (3)	CH2M HILL	One month prior to each open house	ODOT

Open house locations (3)	CH2M HILL	1 month before meeting	ODOT
Exhibits (12 for first open house; 8 for each subsequent open house)	CH2M HILL	1 week before meeting	ODOT
Power point presentation (3)	CH2M HILL	1 week before meeting	ODOT
Open house summaries (3)	CH2M HILL	1 week after meeting	ODOT

**Stakeholder mailing list**

ODOT will be responsible for distributing newsletters to a wide range of community stakeholders. CH2M HILL will maintain a list of stakeholders who have attended project meetings. Members of this list will receive notices of public open houses. CH2M HILL will also develop an email list for distribution of SAC materials and notices.

TASK	RESPONSIBILITY	DUE DATE	REVIEW
Stakeholder mailing list updates	CH2M HILL	One week after each open house	ODOT
E-mail list for SAC notices	CH2M HILL	On-going	ODOT

**Stakeholder Advisory Committee (SAC)**

The SAC will provide consensus-based recommendations to the Project Management Team at key milestones. Those milestones will include:

- Purpose and Need
- Goals, Objectives and Measures
- Concept Development
- Alternatives Evaluation
- Alternatives Selection

The SAC will meet seven times during the project. The SAC members will be appointed by ODOT and will represent a diverse set of interests including agencies, residents, local businesses and interest groups. The group’s first meeting will be a chartering session to agree on goals and operating protocols.

TASK	RESPONSIBILITY	DUE DATE	REVIEW
Schedule SAC meetings (date,	CH2M HILL	One month	ODOT

location, invitations)		before meetings	
Chartering agreement	CH2M HILL	One week before meeting #1	ODOT
Agendas (7)	CH2M HILL	One week before each meeting	ODOT
Summaries (7)	CH2M HILL	One week after each meeting	ODOT

**Community group briefings**

CH2M HILL will meet with ten community groups during the project. The community groups will be identified by the PMT. The briefings will target existing community groups and will be opportunities to share information about project progress and gather input from community members. Five of these briefings will be targeted toward the beginning of the process and five will be targeted toward the end of the process. The Tillamook County Futures Council and the Chamber of Commerce Board of Directors have requested briefings.

TASK	RESPONSIBILITY	DUE DATE	REVIEW
Schedule community group briefings	CH2M HILL	One month before meetings	ODOT
Agendas (10)	CH2M HILL	One week before meetings	ODOT
Summaries (10)	CH2M HILL	One week after each meeting	ODOT

**Elected official and FEMA briefings**

CH2M HILL will meet once with the Tillamook City Council and the Board of County Commissioners, and twice with FEMA or other agencies developing flood control plans for the project area. The purpose of the elected official briefings will be to share the draft refinement plan and gather input prior to adoption. The first FEMA/agency briefing will be an opportunity for the project team to learn about the flood mitigation strategies that FEMA and other agencies are working to implement. The second FEMA/agency briefing will be an opportunity to share project recommendations before they are finalized.

TASK	RESPONSIBILITY	DUE DATE	REVIEW
Schedule briefings	CH2M HILL	One month before meetings	ODOT
Agendas (4)	CH2M HILL	One week before	ODOT

		meetings	
Summaries (4)	CH2M HILL	One week after each meeting	ODOT

### Local access group (LAG) meetings

Many of the likely concepts will affect specific property owners. These meetings are an opportunity for the project team to meet with affected property owners to hear their concerns and address their issues. These meetings may be targeted toward property owners whose access might change as a result of the project. Four meetings will be held after concepts are identified.

TASK	RESPONSIBILITY	DUE DATE	REVIEW
Identify LAG members	CH2M HILL	One month before 1 <sup>st</sup> meeting	ODOT
Schedule meetings (4)	CH2M HILL	One month before meetings	ODOT
Agendas (4)	CH2M HILL	One week before meetings	ODOT
Summaries (4)	CH2M HILL	One week after each meeting	ODOT

### Project Management Team meetings

As described above in the decision making structure, the Project Management Team will provide regular oversight to the consultant team as the project progresses. The PMT will meet 12 times in addition to a partnering session at the project's outset.

TASK	RESPONSIBILITY	DUE DATE	REVIEW
Partnering session	CH2M HILL	October 2008	ODOT
Partnering agreement	CH2M HILL	One week after partnering session	ODOT
PMT meetings (12)	CH2M HILL	As needed	ODOT
PMT agendas (12)	CH2M HILL	One week before meetings	ODOT
Summaries (12)	CH2M HILL	One week after each meeting	ODOT

