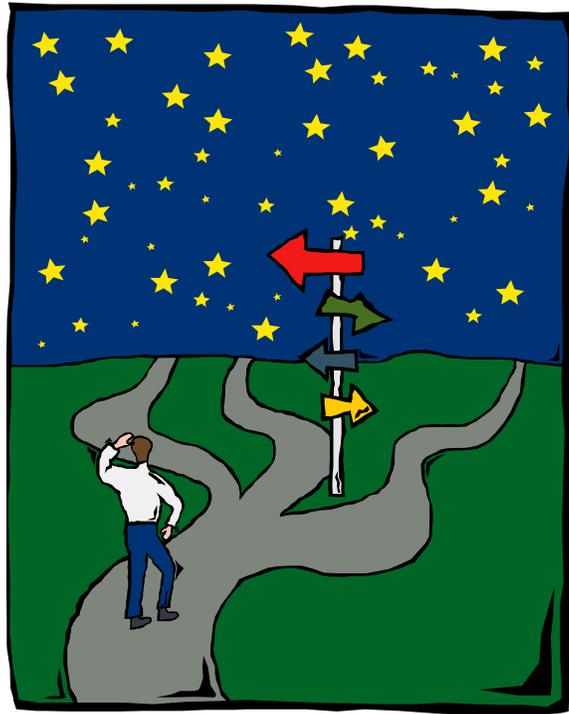


# Rogue Valley Metropolitan Area Citizen's Guide to Transportation Planning



**How can I be a part of the transportation planning process?**



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# SECTION 1: INTRODUCTION



This document is intended to provide an overview of the regional transportation planning process in order to improve citizen awareness and promote citizen involvement. There are a variety of opportunities for public involvement during the various phases of planning, including citizen committees, public meetings, public hearings, workshops and public information programs.

## **1.1 Why is public involvement necessary?**

Transportation affects all citizens. Impacts such as transportation efficiency, air quality, property value and aesthetics are important to all residents. Participation lets the public make its needs known, and promotes a working relationship between citizens and planners. The result is a transportation system that better serves the community for which it is designed.

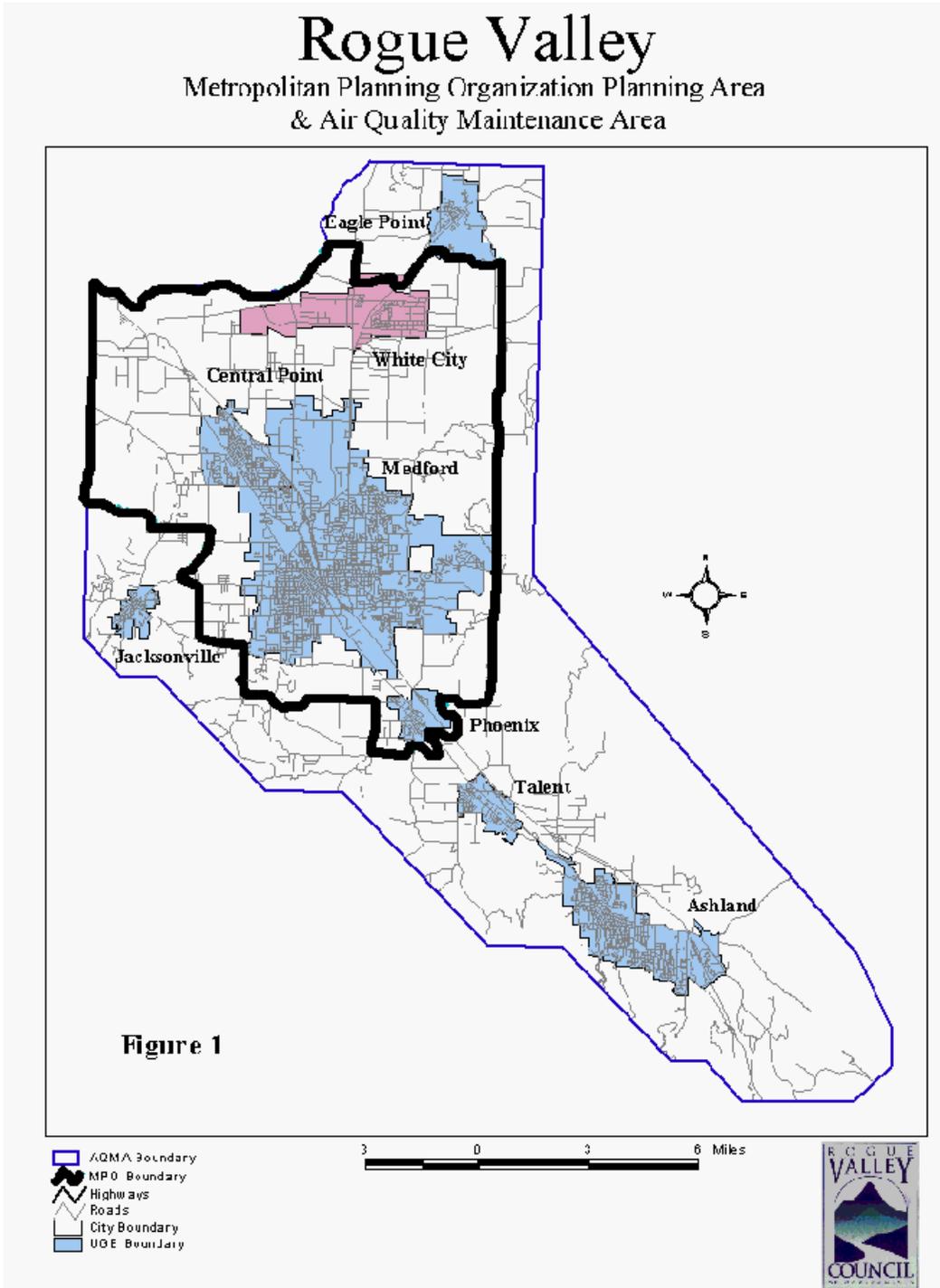
In addition, federal regulations require public involvement procedures. The Transportation Equity Act for the 21st Century (TEA-21) calls for a “proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans.”

## **1.2 Who is the MPO?**

The Federal Transportation Act requires each urbanized area of 50,000 or more to set up a Metropolitan Planning Organization (MPO), in order to assure a continuing, comprehensive, and cooperative transportation planning process. According to Oregon administrative rules, the Metropolitan Planning Organization is defined as “the organization designated by the Governor to coordinate transportation planning in an urbanized area of the state.” This includes developing the area’s long range transportation plan, the Rogue Valley Regional Transportation Plan (RV RTP), which address the region’s projects, programs and policies for at least a 20-year period. It also includes maintaining the Metropolitan Transportation Improvement Program (MTIP), which is a short-range document listing transportation projects to be built.

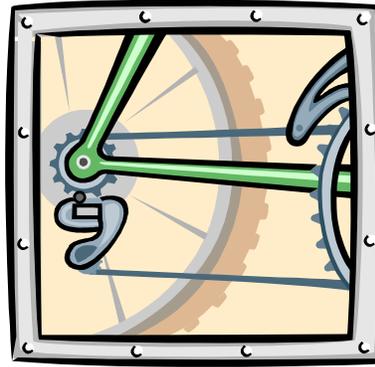
With an estimated population of 85,000, the Rogue Valley MPO covers the urbanized area of Jackson County, including the cities of Central Point, Medford, Phoenix and the

unincorporated area of White City. Rogue Valley Council of Governments (RVCOG) serves as the MPO for the Rogue Valley area. The MPO Policy committee consists of elected officials and planning staff from Central Point, Medford, Phoenix, Rogue Valley Transportation District (RVTD), Jackson County and the Oregon Department of Transportation (ODOT).



**Figure 1: MPO Map**

# SECTION 2: WHAT DOES MULTI-MODAL TRANSPORTATION MEAN TO THE ROGUE VALLEY?



Emphasis on alternative transportation has increased for a number of reasons. Air quality and congestion have become increasing concerns with the growth of auto travel. State and federal regulations have demanded more planning for alternative modes in response to these problems. The Oregon Transportation Planning Rule calls for a significant reduction in the number of vehicle miles traveled per capita and a reduced reliance on the single occupant vehicle. There has been a resurgence of interest in walking and biking for health and pleasure, as well. This section provides a brief discussion of alternative transportation options in the region.

## 2.1 Transit

Transit can be a significant component of multi-modal transportation and of the struggle to reduce congestion and improve air quality. The effectiveness of transit is aided by accessible transit stops, and passenger amenities such as shelters, benches and route information.

Rogue Valley Transportation District (RVTD) is the public transit provider for the MPO. RVTD provides fixed route services in Ashland, Talent, Phoenix, Medford, White City, Central Point and Jacksonville. RVTD Valley Lift services provides rides for persons unable to use the fixed route service due to a disability, as required under the Americans with Disabilities Act (ADA).

RVTD offers significant transit discounts to employers through its group bus pass program. Oregon's Business Energy Tax Credit can be used to reduce the costs of group bus pass programs. Contact RVTD for more information about group bus pass programs and the Business Energy Tax Credit.

## 2.2 Bicycling

Bicycling is an enjoyable and healthful mode of transportation provided safe facilities exist to allow for bicycle transportation. Presently two thirds of the major street in the

metropolitan area have no provisions for bicyclists, but Medford, Central Point, Phoenix, and Jackson County are all working to improve their bicycle network and provide bicycle amenities. Important amenities for cyclists include bicycle parking and access to other modes of transportation, such as transit. Currently RVTD has bike racks located on the front of all fixed route vehicles. The racks hold two bicycles at a time and are available to the user free of charge. Bike lockers are available at RVTD's Front Street Station in Medford.

Oregon Department of Transportation (ODOT) produces a Bicyclist Manual with safety guidelines and contact information for obtaining state and local bike maps. The Bicyclist Manual is available at the DMV, from RVTD or on the ODOT website. Jackson County sells Jackson County bicycle maps.

Area cycling resources include the Jackson County Bicycle Advisory Committee, the Ashland Bicycle & Pedestrian Commission, and Siskiyou Velo an area racing and touring club.

RVTD provides bicycle education and/or alternate modes education to interested area schools. Contact RVTD for more information on education programs.

### **2.3 Walking**

Walking is an effective mode of transportation for short trips. Like bicycling, walking also depends on the provision of safe facilities. Medford, Central Point and Phoenix are all working to provide an improved pedestrian environment through the provision of sidewalks, trails, crosswalks, street lighting, landscaping and mixed land use. Mixed land use encourages walking by allowing small businesses to locate close enough to homes that people can reach them on foot in a reasonable amount of time and without having to navigate hazardously busy streets to reach them. Improved pedestrian facilities also serve to encourage the use of the transit system, since the ability to walk safely to and from transit stops is vital to a user-friendly transit system. RVTD sells pedestrian reflectors that greatly increase pedestrian safety in the dark.

### **2.4 Rideshare**

Sharing rides reduces the number of vehicles using the road, thereby reducing congestion. Some area employers may offer incentives for employees who share rides or use other alternative transportation to get to work. RVTD provides a Valley Rideshare Program to help drivers locate other drivers with similar transportation needs.

RVTD can assist with the formation and promotion of vanpools. In some cases, RVTD may be able to help subsidize vanpool costs. Contact RVTD for more information about vanpools and carpools.

### **2.5 Telework**

Personal transportation is usually thought of in terms of physically moving people, but if you think of transportation as “bringing people to environments” or as “providing

access” then one can think of telework, teleshopping, and distance learning as transportation. There is no doubt that information based activities can replace automobile trips.

The attractiveness of telework and other information based transportation replacements will increase over time as the technology improves and as higher bandwidth Internet connections become more available and less costly.

RVTD offers telework assistance and may be able to help your future telework project to qualify for the Business Energy Tax Credit. Contact RVTD for additional information.



# SECTION 3: STEPS IN THE PLANNING PROCESS



The main planning document for the region is the Rogue Valley Regional Transportation Plan (RV RTP). The primary goal of transportation planning, as defined in the RV RTP, is to “plan for develop, and maintain a multi-modal transportation system that will address existing and future needs for transportation of people and goods in the region, recognizing the importance of the street network to most surface travel modes”. To achieve this, the transportation planning process must take into consideration a number of factors. The following section provides a brief description of the planning process used for the RV RTP and other planning documents.

## **3.1 Identifying the Issues**

The first step is identification of the issues, which may result from changes in polices, increased population, air quality conditions, changes in the transportation system or changes in public values.

In the most recent update of the RV RTP, a travel-forecasting model was used to estimate transportation needs of the Rogue Valley metropolitan planning region for a 20-year period based on population and employment estimates for the year 2020. The year 2020 travel demand forecast was compared with the capacity and services currently provided in the region. This comparison produced a listing of regional transportation “needs” for movement of people and goods.

## **3.2 Finding Alternatives**

Alternatives to the transportation plans are created to give the public and elected officials choices in reaching the planning goals. Alternatives may range from taking no-action to modifying the existing system to designing a new one. In the current RV RTP process, stakeholders will select a few alternatives on which to conduct in-depth analysis and then recommend the preferred alternative.

### **3.3 Public Involvement**

The public involvement program is aimed at reviewing the identified transportation needs and developing consensus on those needs and the resulting transportation strategy.

### **3.4 Evaluating the Alternatives**

The evaluation of alternatives is based on criteria that are developed based on the RV RTP goals and objectives. The evaluation criteria in the RV RTP are as follows:

1. Reduce reliance on the single-occupant automobile
2. Provide access to alternative modes of transportation
3. Consider the impact on neighborhoods and local business communities
4. Improve efficient utilization of existing transportation infrastructure
5. Provide environmentally sensitive transportation

### **3.5 Meeting State and Federal Requirements**

The updated version of RV RTP must contain certain elements necessary as part of several state and federal requirements. Direction on the elements required for the plan come primarily from The Federal Transportation Equity Act for the 21st Century (TEA-21) and the State Transportation Planning Rule (TPR). TEA-21 places increased emphasis on integrated planning, intermodal transportation, safety and public participation. The TPR was designed to implement Oregon's Land Use Planning Goal 12, Transportation, which is "to provide and encourage a safe, convenient and economic transportation system." The TPR places strong emphasis on considering all modes of transportation, protecting communities and the natural environment, and integrating transportation planning with land use planning. The plan is also impacted by several other pieces of legislation including, the Federal Clean Air Act Amendments (CAAA); and, the Americans with Disabilities Act (ADA).

### **3.6 Demonstrating Air Quality Conformity**

The Clean Air Act and its amendments set National Ambient Air Quality Standards (NAAQS) which established allowable concentrations and exposure limits for pollutants. Geographic areas throughout the U.S. are categorized as being either in attainment, meaning the area meets or exceeds the standards, or in non-attainment, meaning the area does not meet the standards for a particular pollutant. An area may be an attainment area for one pollutant and a non-attainment area for another pollutant.

The Rogue Valley has been designated as a non-attainment area for two pollutants: carbon monoxide (CO) and particulate matter less than 10 microns in diameter (PM10). Federal rules require completion of an air quality conformity determination as part of the RV RTP and MTIP approval process, which must demonstrate that the plans do not include projects that will degrade the region's air quality. In metropolitan areas, the policy board of each MPO must formally make a conformity determination on its transportation plan and MTIP prior to submitting them to the U.S. Department of Transportation (US DOT) for an independent review and conformity determination. Conformity determinations for projects outside of these boundaries are the responsibility of the U.S. DOT and the project sponsor, which usually is the State

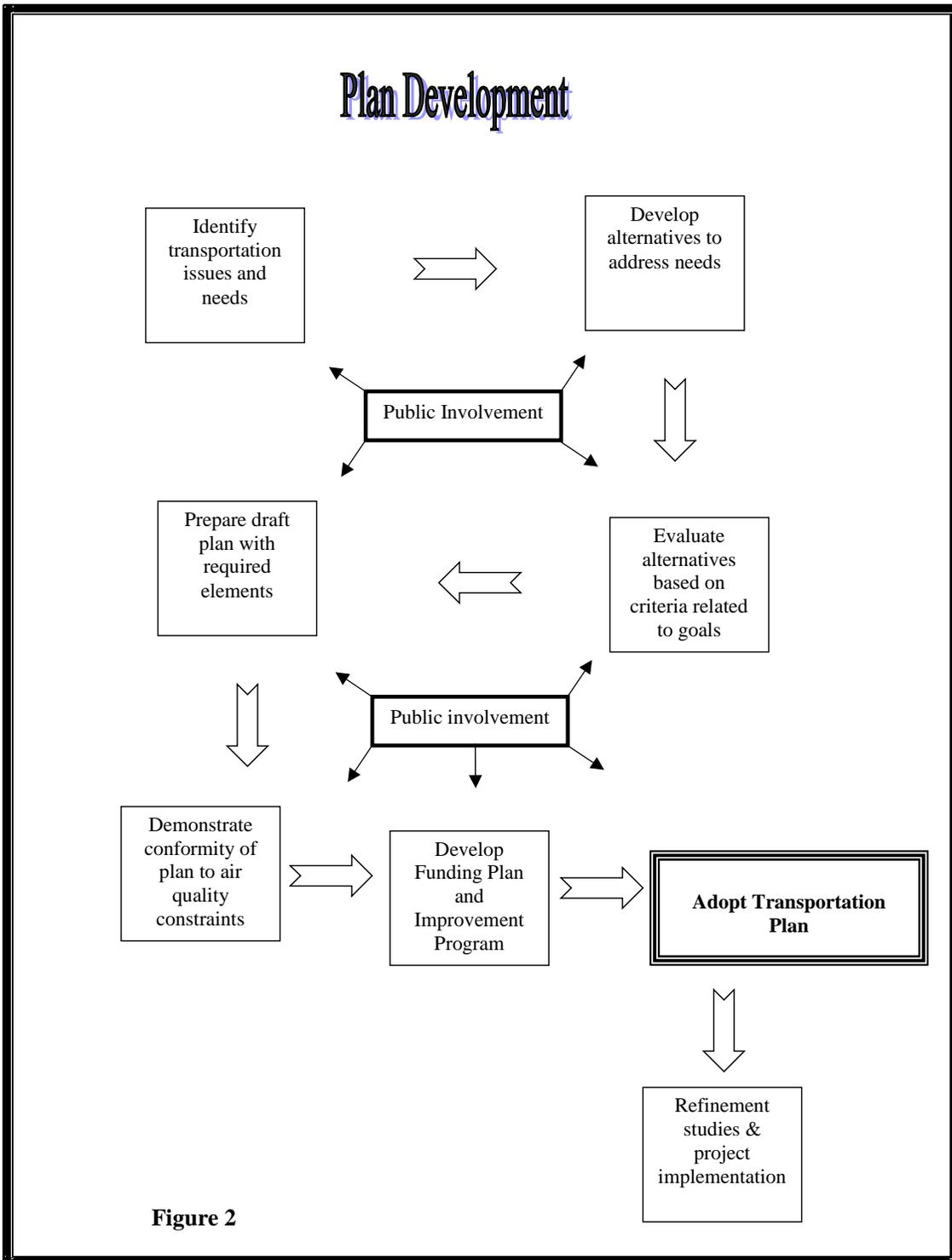
Department of Transportation (ODOT). All regionally significant projects require individual analysis, which must demonstrate conformity on a project by project basis prior to construction.

### **3.7 Funding the Projects**

Financial planning is an important part of the planning process. Once needs are identified they must be prioritized according to available funding. This prioritization process results in the Metropolitan Transportation Improvement Program (MTIP), which is the document that tells which of the identified projects can be funded and built in the near future. The MTIP is required to be fiscally restrained, meaning it can only include projects for which can realistically be expected to receive funding. The MTIP may be amended to add projects as new funding becomes available, and must be amended to remove projects if funding ceases to be available

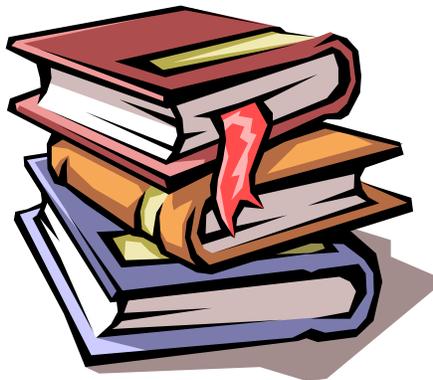
### **3.8 Plan Adoption**

In air quality non-attainment areas, the RTP is required to be updated every three years. Rogue Valley RTP will undergo an extensive plan adoption process where the public will have several opportunities to comment. There will be public hearings before the Central Point, Medford, Phoenix, and Rogue Valley Transportation District (RVTD) Boards and Jackson County Planning Commissions and the Jackson County Roads Advisory Committee. These advisory bodies will make recommendations to their elected officials. After all the local agencies approve the updated RTP, the MPO will ratify it.



**Figure 2: Overview of Transportation Planning Process**

# SECTION 4: IMPORTANT PLANNING DOCUMENTS



This section of the Citizen's Guide is intended to provide a brief overview of some of the documents created in the transportation planning process. The Rogue Valley Transportation Plan, The Metropolitan Transportation Improvement Plan and the Unified Planning Work Program are available through Rogue Valley Council of Governments. Other documents should be available through the implementing agency. See Appendix D for contact information.

## 4.1 State Planning Documents

### **Oregon Transportation Plan (OTP)**

This is the long-range planning document for the State of Oregon. Yearly progress reports on the OTP can be viewed on the Oregon Department of Transportation (ODOT) web page. Other elements of the OTP are the Oregon Highway Plan, the Oregon Public Transportation Plan and the Oregon Bicycle and Pedestrian Plan. (See Appendix C for helpful web addresses.)

### **State Implementation Plan (SIP)**

State Implementation Plans are a collection of regulations that explain how a State will clean up polluted areas under the Clean Air Act. Members of the public are given opportunities to participate in the review and approval of state implementation plans. The Clean Air Act requires that Environmental Protection Agency (EPA) approve each state's SIP. More information on the Oregon SIP can be found on the EPA Region 10 website. (See Appendix C)

### **Statewide Transportation Improvement Program (STIP)**

The STIP is a project prioritization and scheduling document, meaning it lists the planned transportation projects for the entire state. The STIP covers a four-year construction period but is updated every two years. ODOT develops the STIP in cooperation with regional planning efforts. The MPO

Policy Committee sets priorities for projects within the MPO boundaries, and projects in the MTIP must be included in the STIP. RVACT prioritizes projects that are outside the MPO boundaries. ODOT uses these priorities to help determine which projects to fund and also considers other criteria, such as projects that improve air quality, maximize the use of the existing system, improve safety, include a significant local match of funding or have statewide significance. ODOT consults with individual jurisdictions regarding projects within their boundaries. A meeting is held in the Rogue Valley area to provide information and gather public comment before adoption of the STIP by the Oregon Transportation Commission (OTC).

## **4.2 Regional Planning Documents**

### **Americans with Disabilities Act Paratransit Plan**

The Americans with Disabilities Act of 1990 prohibits discrimination against persons with disabilities in employment, public accommodation and transportation. Public entities providing fixed-route transit service are required to prepare and submit a Complementary Paratransit Plan to FTA that describes how transit needs will be met for person prevented from utilizing fixed-route service due to a disability.

Rogue Valley Transportation District (RVTD) developed the completed version of the Plan in 1996, which was approved by the FTA. The FTA reviews the plan every three years.

### **Metropolitan Transportation Improvement Program (MTIP)**

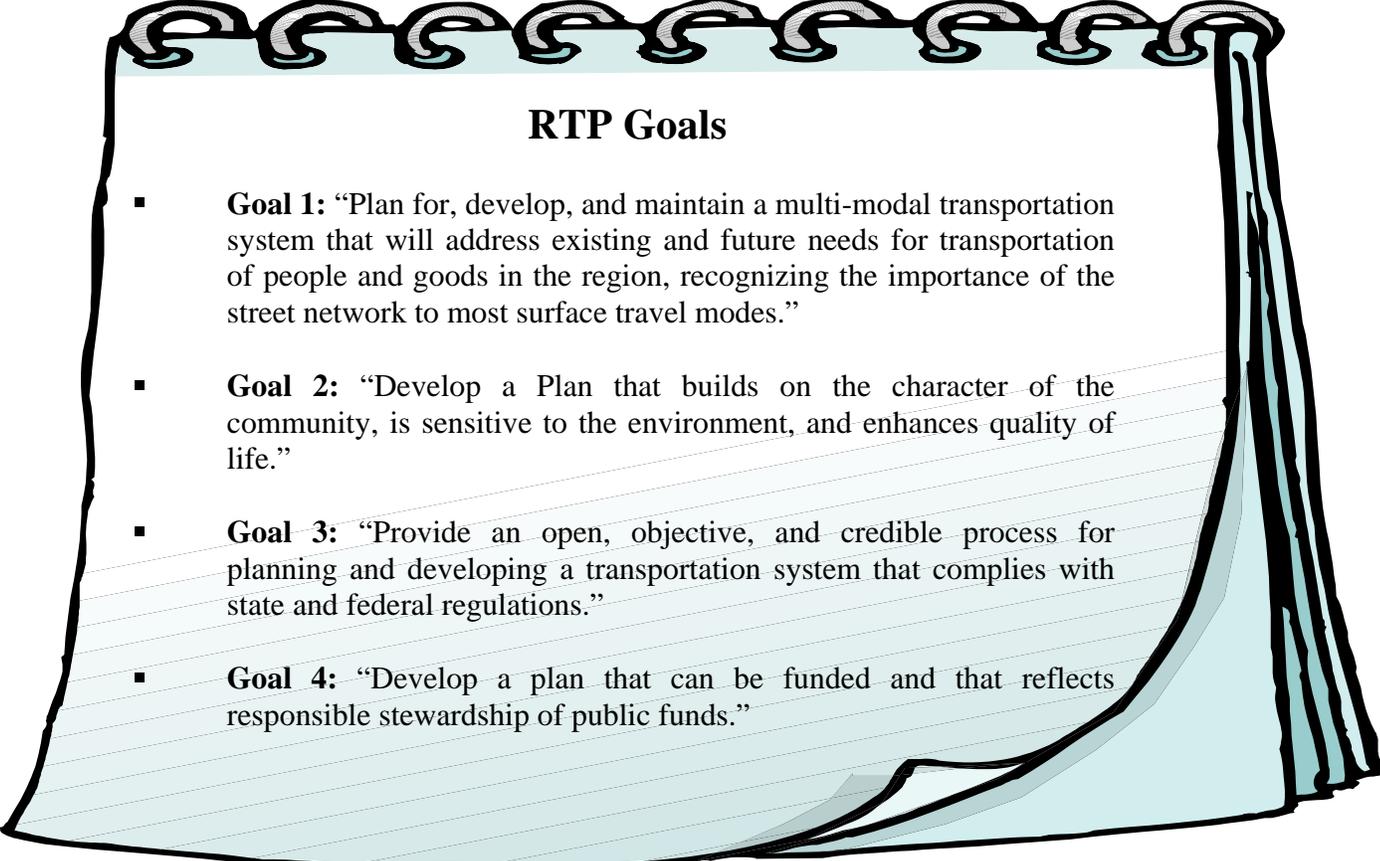
Federal legislation requires that the MPO, in cooperation with the State and transit operators, develop an MTIP, which is a listing of transportation improvements scheduled in the Rogue Valley metropolitan planning area. The MTIP is a short-term programming document covering at least three years and it must be updated at least every two years. The MTIP includes the list of priority projects to be carried out in each of the three years, and the projects must be consistent with the long-range transportation plan (RV RTP). The MTIP is financially constrained by year and includes a financial plan showing which projects can be implemented using current revenue sources and which projects are to be implemented using proposed revenue sources. Adoption or amendment of the MTIP requires a 30-day public comment period. Public Involvement Procedures for the MPO are covered in the "Public Involvement Plan for the Rogue Valley Metropolitan Planning Organization, available at the MPO office. (see Appendix D).

### **Rogue Valley Regional Transportation Plan (RV RTP)**

The RV RTP is designed to serve as the Rogue Valley metropolitan area's long range transportation plan. The RV RTP must cover at least a 20-year period, and it must address the principle modes of transportation used for travel within the metropolitan area, including autos, public transit, bicycles

and walking. The Plan contains projects and policies to guide development of the area's freeway, arterial and significant collector systems. The long-range plan needs to include both short-term and long-term actions to develop and maintain an integrated, intermodal transportation system that is accessible and efficiently moves people and goods.

The Rogue Valley is a growing region, and population is expected to continue to increase. In addition, air quality problems continue to pose transportation planning challenges for the region. Any long-range plan must consider these issues in order to be effective. The stated goals of the RTP are as follows:



### RTP Goals

- **Goal 1:** “Plan for, develop, and maintain a multi-modal transportation system that will address existing and future needs for transportation of people and goods in the region, recognizing the importance of the street network to most surface travel modes.”
- **Goal 2:** “Develop a Plan that builds on the character of the community, is sensitive to the environment, and enhances quality of life.”
- **Goal 3:** “Provide an open, objective, and credible process for planning and developing a transportation system that complies with state and federal regulations.”
- **Goal 4:** “Develop a plan that can be funded and that reflects responsible stewardship of public funds.”

### Unified Planning Work Program

Federal transportation planning regulations require the annual development of a Unified Planning Work Program (UPWP) which describes the transportation planning tasks undertaken in the metropolitan area. The UPWP lists work activities of the Rogue Valley Council of Governments (RVCOG), Rogue Valley Transportation District (RVTD) and the Oregon Department of Transportation (ODOT). The UPWP forms the basis on which RVCOG, RVTD and ODOT receive transportation planning grants.

### **Rogue Valley Transportation District's (RVTD) Ten-Year Community Transportation Plan (CTP) for the Rogue Valley Region (1996-2006)**

The RVTD CTP is an internal resource document as well as an external document distributed to interested members of the public and local public agencies. Included in the CTP is information on RVTD's organization and history, strategic goals, historic performance, ridership and revenue projections, service plans, fare structure and policy, and budgets.

## **4.3 Local Planning Documents**

### **Capital Improvement Program (CIP)**

The cities of Central Point, Medford, Phoenix, Jackson County and Rogue Valley Transportation District prepare CIPs. The projects in the CIPs are selected from a long list of capital needs. Part of the development includes identifying specific funding sources for all the projects. CIPs are typically programmed for several years.

Central Point, Medford, Phoenix, Jackson County and RVTD develop multi-year CIPs to guide the funding of land acquisition, construction of facilities and maintenance. CIPs are updated annually, and public hearings are held by the local agencies where citizens may comment them. The transportation related CIP projects are included in the Rogue Valley Area Metropolitan Transportation Improvement Program (MTIP).

### **Transportation System Plans (TSP)**

The Oregon Transportation Planning Rule (TPR) requires that cities and counties develop local transportation plans. The rule states, "Local TSPs shall establish a system of transportation facilities and services adequate to meet identified local transportation needs and shall be consistent with regional TSPs and adopted elements of the state TSP."

### **Airport Master Plan**

The Medford-Jackson County Airport Master Plan Update is the planning document that guides development of the Medford-Jackson County International Airport. The Airport Plan also includes information on the number of passengers and the amount of employment in the developing Foreign Trade Zone.

### **Bicycle Plans**

Medford and Jackson County both have Bicycle Master Plans, which provide information on the planned development of the bicycle network.

**Figure 3 - Summary of Transportation Planning Documents**

<b>Document</b>	<b>Produced by</b>	<b>Update Requirements</b>	<b>Adopted By</b>	<b>Public Comment Period</b>
<b>Regional</b>				
Metropolitan Transportation Improvement Program (MTIP)	RVCOG	Annual	MPO Policy Committee	30 days
Paratransit Plan	RVTD	None	RVTD	Not applicable
RV RTP	RVCOG	3 Years	MPO Policy Committee	30 days
RVTD CPT	RVTD	3 years	RVTD Board	30 days
Unified Planning Work Program (UPWP)	RVCOG	Annual	RVCOG Board	30 days
<b>State</b>				
Oregon Transportation Plan	ODOT	6 Years/ Annual Summary of Progress	OTC	45 days
State Implementation Plan (SIP)	DEQ	As needed	EQC, approved by EPA	30 days
Statewide Transportation Improvement Program (STIP)	ODOT	2 Years	OTC	45 days



# SECTION 5: PLANNING AGENCIES AND POLICY BODIES



This section of the Citizen's Guide provides a brief overview of some of the participants in the planning process at the federal, state, regional and local levels. At the state, regional and local level particularly, public involvement is a major component of the process. See Appendix C for related web pages and Appendix D for contact information.

## 5.1 Federal

### **Federal Highway Administration (FHWA)**

The Federal Highway Administration (FHWA) is the federal agency overseeing the disbursement and use of the Highway Trust Fund revenues. The FHWA is directed to ensure that Federal laws and regulations tied to these federal funds are adhered to by State and local recipients. Minimum requirements for a metropolitan area's planning process have been established as conditions for receiving Federal transportation funds, and the FHWA is responsible for monitoring each metropolitan area.

### **Federal Transit Administration**

The Federal Transit Administration (FTA) is the division of the U.S. Department of Transportation responsible for transit funding. FTA must ensure that recipients of the funds follow all applicable federal laws and regulations. FTA conducts reviews every three years with each of its grant recipients.

## 5.2 State

### **Department of Environmental Quality (DEQ)/ Environmental Quality Commission (EQC)**

DEQ's main areas of responsibility are air quality, water quality, management of hazardous and solid waste, and cleaning up environmentally contaminated sites. The air quality impacts of transportation are regulated by DEQ's air quality program, as well as water pollutants from vehicle tailpipe exhaust, spills and leaks that may impact creeks,

rivers and other water bodies. The DEQ is responsible for monitoring urban areas to see that they meet state and federal standards. Oregonians can obtain daily information on air quality through the Air Quality Index on the DEQ website. (Appendix C)

The EQC is the policy and rule-making board of the DEQ. The commission comprises five citizens, each of whom are appointed by the Governor for 4-year terms. The EQC appoints the DEQ director.

Whenever any rules affecting the state's air quality are proposed for adoption by the EQC there is a public hearing process. Copies of proposed rules or rule changes are available well in advance of public hearings, and can be obtained through the DEQ Public Affairs office. The hearings are generally held in the community affected by a proposed rule. If a person cannot attend the hearing, written testimony is also accepted. Hearing notices are published in various newspapers, and in the Administrative Rules Bulletin of the Secretary of State. DEQ maintains a mailing list to notify any interested persons of hearings, meetings and other air quality activities.

### **Oregon Department of Transportation (ODOT)/ Oregon Transportation Commission (OTC)**

ODOT has direct responsibility for state and interstate highways in the Rogue Valley area, distributes some federal funds and assists RVCOG staff with some specific planning activities. The Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) requires ODOT to cooperate with MPOs and local agencies on project selection and implementation and to make available to local communities a certain amount of its federal-aid highway apportionment. Staff from ODOT participate as members on the MPO Policy Committee and the Technical Advisory Committee (TAC).

The OTC is a five-member committee appointed by the Governor that oversees the activities of ODOT. One of OTC's functions is the setting of priorities for state funding in the Statewide Transportation Improvement Program (STIP).

### **Department of Land Conservation and Development (DLCD)/Land Conservation and Development Commission (LCDC)**

DLCD is the state agency responsible for administering Oregon's statewide planning goals and statutes. The policy body for DLCD is the LCDC. LCDC adopted the Transportation Planning Rule in 1991 to assure that comprehensive plans provide for a network of transportation improvements sufficient to meet local, regional and state transportation needs.

## **5.3 Regional**

### **Metropolitan Planning Organization (MPO)**

The Rogue Valley Council of Governments staffs the MPO. The following committees serve the MPO:

- **MPO Technical Advisory Committee (TAC)**  
 The TAC is primarily made up of technical staff from the public works and planning departments of local agencies and state planning officials. Because of their technical expertise, TAC members are mostly involved with the transportation planning process. TAC advises the Policy Committee and the RVCOG board on technical transportation issues and reviews all of the transportation documents produced by RVCOG. The TAC developed the Rogue Valley Transportation Improvement Program.
- **MPO Public Advisory Council (PAC)**  
 Consists of appointed citizens from 13 Citizen Involvement Areas who make recommendations to the MPO from the public's perspective on proposed long-range transportation plans, project plans, priorities for state and federal funding and other transportation issues.
- **MPO Policy Committee**  
 The Policy Committee is composed of elected officials from Central Point, Medford, Phoenix, Rogue Valley Transportation District (RVTD), Jackson County and ODOT. The Policy Committee considers recommendations from the PAC and TAC and makes final decisions on all MPO matters.

**Rogue Valley Transportation District (RVTD)**

RVTD was created in 1975 to provide public transportation services within the district's boundaries. Its seven-member Board is elected and RVTD has its own planning staff. RVTD provides 29,963 hours of service annually and carries over 700,000 trips per year.

**Rogue Valley Area Commission on Transportation (RVACT)**

RVACT is composed of officials from jurisdictions within Jackson and Josephine County. The primary mission of RVACT is to advise the Oregon Transportation Commission (OTC) on State and Regional policies affecting the Rogue Valley Area's transportation investments.

**Air Quality Plan Advisory Committee**

The Air Quality Plan Advisory Committee (AQPAC) was created to oversee development of new SIPs for the Medford CO nonattainment area and the Medford-Ashland PM-10 nonattainment area. Approximately twenty individuals representing diverse local interests participate on the advisory committee. New PM10, PM-2.5 and Ozone standards make it likely that this group will continue to meet periodically to oversee additional air quality planning efforts in the Rogue Valley.

**5.4 Local**

**Central Point, Medford, Phoenix and Jackson County**

Local agencies are major participants and the primary beneficiaries of the transportation planning process. Central Point, Medford, Phoenix and Jackson County are responsible for most streets and roads in the metropolitan area. Each agency has public works, engineering and planning staff to oversee street construction, maintenance and planning.

There are many opportunities for public participation at the local level. These include attending public meetings, transportation committees, bicycle committees, budget committees, Urban Renewal agencies and more. Contact the city or county directly for more information.

# SECTION 6: FUNDING SOURCES



Many sources of funding are available for transportation projects from federal, state and local revenues. Transportation projects in the Rogue Valley Regional Transportation Plan (RV RTP) are divided into short, medium, and long range time periods. Those projects on the short range list must be fiscally restrained and are prioritized into programming documents, including local Capital Improvement Programs (CIPs), the Metropolitan Transportation Improvement Program (MTIP) and the Statewide Transportation Improvement Program (STIP). A short explanation of the different funding programs follows.

## 6.1 Federal Sources

### **Transportation Equity Act for the 21st Century (TEA-21)**

On December 18, 1991, the President signed the Intermodal Surface Transportation Efficiency Act (ISTEA) providing authorizations for transportation funding from 1991 to 1997. In 1998, the President signed the Transportation Equity Act for the 21st Century (TEA-21). TEA-21 continues most of the funding programs established under ISTEA. TEA-21 did bring with it a slight shift in priorities. The new program gives more money to system preservation and less to new road construction than its predecessor does. It also gives more emphasis to other elements of transportation planning, such as safety and environment. The following programs are part of TEA-21.

- 1. National Highway System (NHS) Funds**  
NHS funds are primarily intended to be used to fund upgrading and improvement projects on Interstates and U.S. numbered routes. Interstate maintenance is included in the program-funding total.
- 2. Congestion Mitigation and Air Quality Improvement Program (CMAQ)**  
The CMAQ program was created to deal with transportation related air pollution. States with areas that are designated as nonattainment for ozone or carbon monoxide (CO) must use their CMAQ funds in those nonattainment areas. A State may use its CMAQ funds in any of its particulate matter (PM<sub>10</sub>) nonattainment areas, if certain requirements are

met. The projects and programs must either be included in the air quality State Implementation Plan (SIP) or be good candidates to contribute to attainment of the National Ambient Air Quality Standards (NAAQS).

- 3. Hazard Elimination Program (HEP)**  
The HEP provides funding for safety improvement projects on public roads. Safety improvement projects may occur on any public road and must be sponsored by a County or City.
- 4. Highway Bridge Replacement and Rehabilitation Program (HBRR)**  
The HBRR Program provides funds to replace or maintain existing bridges. New bridges are not eligible for funding under this program.
- 5. Surface Transportation Program (STP)**  
STP funds are available for all roads not functionally classified as local or rural minor collector. Transit projects and bicycle-pedestrian projects are also eligible under this program. ODOT distributes a portion of its STP funds to MPOs, and the Rogue Valley MPO receives approximately \$400,000 annually in federal STP funds
- 6. STP Enhancement Program**  
Enhancement funds are available for environmental programs such as pedestrian and bicycle activities and mitigation of water pollution due to highway runoff. Enhancement projects must have a direct relationship to the intermodal transportation system and go beyond what is customarily provided as environmental mitigation. Each state must set aside 10% of STP funds for enhancement projects.
- 7. Demonstration Projects**  
Many demonstration projects were included in TEA-21. Some demonstration project funds have been programmed into the MTIP.

### **Federal Transit Administration Funding**

The Federal Transit Administration (FTA) carries out the federal mandate to improve public transportation systems. RVTD receives FTA funding for a variety of purposes, including bus replacement and operational costs.

### **Federal Timber Receipts (United State Forest Service)**

Federal Timber Receipts are received by Jackson County from timber sales on U.S. Forest Service lands. State law allocates 75 % of the Federal Timber Receipts to County Road Funds and 25 % to schools.

## **6.2 State Sources**

### **The State Highway Fund**

The State Highway Fund consists primarily of user fees, such as the state gas tax, license fees and weight-mile tax. Nearly one-third of the fund is transferred to cities and

counties throughout the state for street and highway improvements. Most of the remaining portion of the fund is available to the State for maintenance, state construction and matching of federal aid funds. One percent of State highway construction funds are required by law to be used for bicycle facilities. The Oregon Transportation Commission establishes priorities for use of the State Highway Fund.

### **The Special Transportation Fund (STF)**

The Special Transportation Fund (STF) is a source of revenue generated by a tax on tobacco products administered by the Public Transit Section of the Oregon Department of Transportation. The fund is used to finance and improve transportation services to persons who are elderly or disabled. RVTB is the local governing body for this program. They take recommendations from the Special Transportation Advisory Committee concerning the allocation of these funds within Jackson County.

### **Special City Allotment**

ODOT sets aside \$1 million to distribute to cities with populations less than 5,000. Projects to improve safety or increase capacity on local roads are reviewed annually and ranked on a statewide basis by a committee of regional representatives. Projects are eligible for a maximum of \$25,000 each. The City of Phoenix is eligible for Special City Allotment funds. No Special City Allotment funds are currently programmed for the RVMPO area.

### **Special Public Works Funds (SPWF)**

The State of Oregon allocates a portion of state lottery revenues to construct, improve and repair infrastructure in commercial and industrial areas to support local economic development. The SPWF provides a maximum grant of \$500,000 for projects that will help create or retain a minimum of 50 jobs. No SPWF funds are currently programmed in the MTIP. SPWF projects will be programmed as awards are made.

### **Immediate Opportunity Fund (IOF)**

The IOF is intended to support economic development in Oregon by providing road improvements where they will assure job development opportunities. The fund may be used only when other sources of funding are unavailable or insufficient, and is restricted to job retention and job creation opportunities. No IOF funds are currently programmed in the RVMPO area.

### **Traffic Control Projects**

The State maintains a policy of sharing installation, maintenance and operational costs for traffic signals and lights at intersections between State highways and city streets (or county roads). ODOT establishes a statewide priority list for traffic signal installations on the State Highway System. Local agencies are responsible for coordinating the statewide signal priority list with local road requirements.

## **6.3 Local Sources**

### **Economic Development Assistance Program**

Economic Development Assistance Program funds are available from Jackson County to finance public road improvements needed for projects that result in the creation or retention of permanent jobs.

### **Assessments of Adjoining Property Owners**

Assessments of adjoining property owners often constitute a large portion of the cost of specific street improvements. The cost of curbs, gutters and sidewalks is usually assessed to property owners. Sometimes, assessments include part of the cost of the pavement, underground drainage and street lighting. The costs of features not normally required on similar streets are absorbed by the implementing agency. The public works department of the implementing agency should be consulted for specific details on individual projects.

### **Miscellaneous Local Funds**

Local funds are derived by the cities from user fees, parking revenues, citations, bond issues and other taxes. A large number of locally generated funds are used by the cities for street improvements.

### **System Development Charges (SDC)**

SDCs are used on projects that exclusively serve new development. They are based on a formula to determine the cost of providing increased transportation capacity to serve the new development.

### **Community Development Block Grants (CDBG)**

CDBG funds are administered by the Department of Housing and Urban Development and could potentially be used for transportation improvements in eligible areas. In the past, the City of Medford has used CDBG funds to improve streets in low-income census tracts. There are currently no CDBG funds programmed in the MTIP.

### **Urban Renewal**

The Medford Urban Renewal Agency (MURA) provides funds for transportation related projects which further their goal of downtown revitalization. The money is provided through Tax Increment Financing, which is the increase in property tax values generated by investments within the Urban Renewal Area.

## **6.4 Public Comment**

Each agency has a public involvement program where citizens have the opportunity to comment on expenditures for transportation projects and programs. ODOT public involvement policy may be viewed on the Internet (see Public Involvement, Appendix C). ODOT also posts documents on the Internet for public comment, or ODOT can be contacted directly for information on public involvement opportunities. MPO documents may be viewed and commented on by attending public hearings or contacting Rogue Valley Council of Governments. Capital Improvement Programs (CIPs) are updated on

an annual basis and local staff may be contacted to obtain information on the program timeline, public involvement process and adoption. Contact names and telephone numbers are listed in Appendix D.



# SECTION 7: IMPLEMENTATION



The transportation planning process identifies the needs of the transportation system. Projects to meet those needs are programmed into Capital Improvement Programs and Transportation Improvement Programs. The final stage in the process is the design, construction and maintenance of the system. While local jurisdictions vary in their public involvement process, each agency has developed a program for involving affected citizens. The following section describes this process and the related public involvement activities.

## 7.1 Public Comment on Project Documents

### **Jackson County**

Jackson County's implementation process includes an opportunity for public input on project alternatives and designs at the Roads Advisory Committee and before the Jackson County Board of Commissioners prior to approval. The citizen involvement process includes mailings to adjacent property owners and other interested parties. At least one public meeting is held, with a procedure for appeals to the Board of Commissioners.

### **Medford, Phoenix and Central Point**

There are a number of opportunities for public to comment on local projects. City council and planning commission meetings are open to the public. Medford also has a Citizen Planning Advisory Committee that has public meetings. Medford and Central Point have web pages containing information on city projects, meeting agendas, and contact information. Contact the cities directly for copies of project documents, meeting times and general information.

### **Oregon Department of Transportation (ODOT)**

ODOT conducts a variety of public involvement efforts in conjunction with its project development activities. ODOT's website contains a calendar of public involvement and outreach opportunities. (Appendix C) A traditional advisory committee process is used for specific projects, and staff is available to speak to interested groups. Additionally, ODOT is increasing the use of an "open house" meeting style for informational meetings

and public hearings. The purpose of this approach is to provide the public with an opportunity to view the project in an informal, non-threatening environment. In the case of public hearings, ODOT supplements this approach by providing people with an opportunity to speak with a project manager or group of officials. Comments may be made in the presence of a court reporter who records the testimony for the official record.

### **RVTD**

RVTD conducts public hearings on service changes, fare changes, grant applications and their annual budget.

### **Environmental Impact Statement**

If a transportation corridor warrants an environmental analysis, Environmental Impact Statement or a major investment analysis, citizens will have an opportunity to comment on such documents at public meetings and hearings.

## **7.2 Monitoring the System**

The process does not stop at the implementation stage. The system also must be monitored for performance. Over time, it will be necessary reassess the transportation system to determine if it is continuing to meet regional needs. Information gathered from the assessment will be used as part of the on-going planning process.

# SECTION 8: WHAT CAN I DO?



## 8.1 Public Involvement Policy

The public involvement procedures for MPO plans are defined by the Public Involvement Plan. This plan is available for public comment, and is available through Rogue Valley Council of Governments and on the RVMPO website. See Appendix D for contact information.

## 8.2 Meetings

Meetings of the MPO Policy Committee, MPO Technical Advisory Committee and the Public Advisory Council are open to the public. Announcements for these meetings are published in the Mail Tribune and on the RVMPO website. Schedules for MPO meeting times are available by contacting Rogue Valley Council of Governments. For information on other public meetings, please contact the appropriate agencies.

## 8.3 Materials and Mailing Lists

Copies of plans and documents are available to the public. For copies of plans, documents or to be included in a MPO transportation interest group mailing list, please contact Rogue Valley Council of Governments. Other materials are available through the agencies responsible for them, and most maintain mailing lists for people interested in receiving meeting notices or other pertinent information. See Appendix D for transportation planning contacts.

## 8.4 On the Web

A wealth of information is available on the Internet. The Federal Highway Administration and the Oregon Department of Transportation both have extensive websites with information available on regulations, policies, current projects and public involvement. Please visit the MPO transportation planning website at [www.rvcog.org](http://www.rvcog.org), look under “Planning.” For other helpful web addresses see Appendix C.

## **8.5 Will My Comments Matter?**

MPO plans and projects are available for public comment. Your input is important and welcome. Comments lead to revisions in plans where possible, and these revisions will be reflected in the transportation system. The 30-day review period for MPO material is meant to lead to effective two-way communication between the public and the MPO. The more comments that are received from the community, the better the fit will be between that community and its transportation options.

# APPENDIX A: ACRONYMS

ADA	Americans with Disabilities Act
CAAA	Clean Air Act Amendments
CIP	Capital Improvement Plan
CDGB	Community Development Block Grant
CO	Carbon Monoxide
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation & Development
DOT	Department of Transportation
EQC	Environmental Quality Commission
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Association
HEP	Hazard Elimination Program
HBRR	Highway Bridge Replacement and Rehabilitation program
IOF	Immediate Opportunity Fund
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
LCDC	Land Conservation & Development Commission
MPO	Metropolitan Planning Organization
MPO PAC	Metropolitan Planning Organization Public Advisory Council
MPO TAC	Metropolitan Planning Organization Technical Advisory Committee
MTIP	Metropolitan Transportation Improvement Program
NAAQS	National Ambient Air Quality Standards
NHS	National Highway System Funds
ODOT	Oregon Department of Transportation
OTC	Oregon Transportation Commission
OTP	Oregon Transportation Plan
PM <sub>2.5</sub>	Particulate matter – Less than 2.5 micrometers in diameter
PM <sub>10</sub>	Particulate matter - 10 micrometers in diameter or less
RVACT	Rogue Valley Area Commission on Transportation
RVCOG	Rogue Valley Council of Governments
RV RTP	Rogue Valley Regional Transportation Plan
RVTD	Rogue Valley Transportation District
RVTD CTP	Rogue Valley Transportation District's Ten-Year Community Transportation Plan
SDC	Systems Development Charge
SIP	State Implementation Plan
SPWF	Special Public Works Funds
STIP	Statewide Transportation Improvement Program
STF	Special Transportation Fund
STP	Surface Transportation Program
TEA-21	Transportation Equity Act for the 21st Century
TPR	Transportation Planning Rule
TSP	Transportation System Plan
UPWP	Unified Planning Work Program



# APPENDIX B: GLOSSARY

**Alternative Modes of Transportation** - Forms of transportation that provide transportation alternatives to the use of single-occupant automobiles. Examples include rail, transit, carpools, bicycles and walking.

**Americans with Disabilities Act (ADA)** - Federal civil rights legislation for persons with disabilities, signed into law in 1990, that prohibits discrimination in the areas of employment, public accommodation, public services, telecommunications and transportation. Transportation requirements include the provision of "comparable paratransit service" that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

**Attainment Area** - An area that has met or exceeded the federal ambient air health standards established by the EPA. An area may be an attainment area for one pollutant and a non-attainment area for another.

**Attainment Plan** - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area achieves attainment with an ambient air standard.

**Capacity** - The maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic, and control conditions.

**Capital Improvement Program (CIP)** - A plan for future capital infrastructure and program expenditures which identifies each capital project, its anticipated start and completion, and allocates existing funds and known revenue sources for a given period of time.

**Carbon Monoxide (CO)** - A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuels. Local sources of carbon monoxide include automobiles, wood stoves and industrial processes.

**Clean Air Act** - Federal statutes established by the United States Congress which set the Nation's air quality goals and the process for achieving those goals.

**Comprehensive Plan** - An official document adopted by a local government that describes the general, long-range policies on how the community's future development should occur. A local comprehensive plan must comply with state land use planning goals.

**Congestion** - A condition under which the number of vehicles using a facility is great enough to cause reduced speeds and increased travel times.

**Environmental Protection Agency (EPA)** - The federal agency charged with protecting the environment. EPA is the source agency of air quality control regulations affecting transportation.

**Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991** - This is the 1991 federal transportation funding legislation that provides for a new direction in transportation planning, with emphasis on protecting the environment and reducing congestion. Emphasis is placed on identifying the most efficient modes in relation to particular needs. State and local governments have increased flexibility to invest in a wider range of alternatives.

**Land Conservation and Development Commission (LCDC)** - An eight-member commission established by Senate Bill 100 in 1973 to develop and administer Oregon's statewide planning goals.

**Maintenance Plan** - A program of air pollution emission control measures associated with state and federal requirements which are designed to ensure that an area remains in attainment with an ambient air standard.

**Metropolitan Planning Organization (MPO)** - The organization responsible for regional transportation planning in an urbanized area. Members are designated by the governor and local elected officials. Rogue Valley Council of Governments is the MPO for the Rogue Valley metropolitan area.

**Metropolitan Planning Organization Policy Committee** - An intergovernmental policy group made up of representatives from Central Point, Medford and Phoenix Council, Jackson County Board of Commissioners and the Rogue Valley Transportation District. Board of Directors. The Policy Committee has been delegated certain responsibilities by the Rogue Valley Council of Governments Board of Directors to provide policy guidance on the transportation planning process in the Rogue Valley area.

**Multimodal** - A trip involving several types, modes, of transportation, such as both rail and bus.

**National Ambient Air Quality Standards (NAAQS)** - Federal standards that set allowable concentrations and exposure limits for various pollutants.

**Non-Attainment Area** - An area that has failed to meet a federal ambient air health standard set by the EPA. An area can at the same time be classified as in attainment for one or more air pollutants and as a non-attainment area for another air pollutant.

**Paratransit** - Public transportation services that are compliant with the Americans with Disabilities Act (ADA). ADA requires paratransit services be provided in conjunction with general public transit for those that cannot access mass transit due to a disability.

**PM<sub>2.5</sub>** - Any particulate matter with an aerodynamic diameter less than 2.5 micrometers.

**PM<sub>10</sub>** - Any particulate matter with an aerodynamic diameter less than or equal to 10 micrometers.

**Policy** - A statement adopted as part of a plan to provide a specific course of action moving the community towards attainment of its goals. Due to budget constraints and other activities, all

policies cannot be implemented at the same time. Generally, those with metropolitan-wide implications should receive priority consideration.

**Transportation Equity Act for the 21st Century (TEA-21)** – 1998 update to the federal ISTEA legislation.

**Transportation Corridor** - Major or high volume routes for moving people, goods and services from one point to another. They may serve many transportation modes or be for a single mode such as an air corridor.

**Transportation Demand Management (TDM)** - Traffic problems are more than just infrastructure problems. TDM looks at the behavioral side of transportation and attempts to manage transportation behavior to decrease motor vehicle miles traveled (VMT). Reducing VMT reduces negative motor vehicle related impacts, as well as reducing the need to build additional road capacity. TDM works by decreasing the relative attractiveness of single occupant motor vehicles. TDM often involves promoting single occupant automobile alternatives such as walking, bicycling, taking the bus, carpools, vanpools, four-day workweeks, and telework. TDM sometimes involves congestion pricing, fuel taxes, mileage taxes, parking restrictions, and parking fees.

**Transportation Planning Rule (TPR)** - A state planning administrative rule, adopted by the Land Conservation and Development Commission in 1991 to implement state land use planning Goal 12, Transportation. The TPR requires metropolitan areas to show measurable progress towards reducing dependence on automobiles.



# APPENDIX C: WEB ADDRESSES

## **Air Quality**

Department of Environmental Quality: [www.deq.state.or.us](http://www.deq.state.or.us)  
EPA Region 10 [www.epa.gov/region10](http://www.epa.gov/region10)

## **Cities**

The City of Ashland [www.ashland.or.us](http://www.ashland.or.us)  
The City of Central Point [www.ci.central-point.or.us](http://www.ci.central-point.or.us)  
The City of Medford: [www.ci.medford.or.us](http://www.ci.medford.or.us)

## **County**

Jackson County: [www.co.jackson.or.us](http://www.co.jackson.or.us)

## **Federal Highway Administration**

Federal Highway Administration (FHWA) [www.fhwa.dot.gov](http://www.fhwa.dot.gov)

## **MPO**

Rogue Valley Council of Governments: [www.rvcog.org](http://www.rvcog.org)

## **Multimodal Transportation**

ODOT Bicycle Program [www.odot.state.or.us/techserv/bikewalk](http://www.odot.state.or.us/techserv/bikewalk)

## **Public Involvement**

ODOT Public Involvement Policies [www.odot.state.or.us/involve/Policies.htm](http://www.odot.state.or.us/involve/Policies.htm)  
ODOT Events & Meetings [www.odot.state.or.us/involve/calendar.htm](http://www.odot.state.or.us/involve/calendar.htm)  
FHWA Public Involvement [www.fhwa.dot.gov/environment/pubinv2.htm](http://www.fhwa.dot.gov/environment/pubinv2.htm)  
MPO [www.rvcog.org/tek9.asp?pg=planning](http://www.rvcog.org/tek9.asp?pg=planning)

## **State of Oregon**

Dept. of Land Conservation and Development [www.lcd.state.or.us](http://www.lcd.state.or.us)  
Department of Transportation: [www.odot.state.or.us](http://www.odot.state.or.us)  
Department of Transportation, Region 3 [www.odot.state.or.us/region3public](http://www.odot.state.or.us/region3public)  
Oregon Online [www.state.or.us](http://www.state.or.us)

## **STIP**

ODOT [www.odot.state.or.us/stip](http://www.odot.state.or.us/stip)

## **TEA-21**

FHWA [www.fhwa.dot.gov/tea21](http://www.fhwa.dot.gov/tea21)

## **Transit**

Federal Transit Administration [www.fta.dot.gov](http://www.fta.dot.gov)  
Oregon Transit Association [www.oregontransit.com](http://www.oregontransit.com)  
Rogue Valley Transportation District: [www.rvtd.org](http://www.rvtd.org)



# APPENDIX D: TRANSPORTATION PLANNING CONTACTS

## **City of Ashland**

20 East Main Street  
Ashland, OR 97520  
541-488-6002

## **City of Central Point**

155 S 2<sup>nd</sup> St.  
Central Point OR 97502  
541-664-3321

## **City of Medford**

411 West 8th Street  
Medford, Oregon 97501  
541-774-2000

## **City of Phoenix**

510 W 1<sup>st</sup> St.  
PO Box 666  
Phoenix, OR 97535  
541-535-1955

## **Department of Environmental Quality**

811 SW 6th Ave.  
Portland, OR 97204-1390.  
503- 229-5696  
Oregon toll-free 1-800-452-4011.

### Medford Office

201 W Main St., #2-D  
Medford, OR 97501  
541-963-1331  
Oregon toll-free 877-823-3216

## **Department of Land Conservation and Development**

DLCD Southern Office  
155 N 1<sup>st</sup> St.  
Central Point, OR 97502  
541-858-3152

**Federal Highway Administration**

Oregon Division  
530 Center St. NE, Suite 100  
Salem, OR 97301  
503-399-5838

**Federal Transit Administration**

Region 10 (Washington, Oregon, Idaho, and Alaska)  
Jackson Federal Building  
915 2<sup>nd</sup> Ave, Suite 3142  
Seattle, WA 98174-1002  
(206) 220-7954

**Jackson County**

10 S Oakdale, Room 214  
Medford, Oregon 97501  
541-774-6035

**Jackson County Air Quality Department**

1005 East Main Street Building  
Medford, OR 97504  
541-774-8207

**Medford Urban Renewal Agency**

45 South Holly Street  
Medford OR 97501

**Oregon Department of Transportation (ODOT)**

355 Capitol St. NE  
Salem, OR 97301-3871  
Question Line 1-888-ASK-ODOT

Region 3 Office  
3500 Stewart Parkway  
Roseburg, OR 97470  
(541) 957 3500

**Rogue Valley MPO**

155 N 1<sup>st</sup> St.  
Central Point, OR 97502  
664-6674

**Rogue Valley Transportation District (RVTD)**

3200 Crater Lake Avenue  
Medford, OR 97504  
541-779-5821

# APPENDIX E: STATE PLANNING GOAL 1: CITIZEN INVOLVEMENT

**To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.**

The governing body charged with preparing and adopting a comprehensive plan shall adopt and publicize a program for citizen involvement that clearly defines the procedures by which the general public will be involved in the on-going land-use planning process.

The citizen involvement program shall be appropriate to the scale of the planning effort. The program shall provide for continuity of citizen participation and of information that enables citizens to identify and comprehend the issues.

Federal, state and regional agencies, and special purpose districts shall coordinate their planning efforts with the affected governing bodies and make use of existing local citizen involvement programs established by counties and cities.

The citizen involvement program shall incorporate the following components:

**1. Citizen Involvement - To provide for widespread citizen involvement.**

The citizen involvement program shall involve a cross-section of affected citizens in all phases of the planning process. As a component, the program for citizen involvement shall include an officially recognized committee for citizen involvement (CCI) broadly representative of geographic areas and interests related to land use and land-use decisions. Committee members shall be selected by an open, well-publicized public process.

The committee for citizen involvement shall be responsible for assisting the governing body with the development of a program that promotes and enhances citizen involvement in land-use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement.

If the governing body wishes to assume the responsibility for development as well as adoption and implementation of the citizen involvement program or to assign such responsibilities to a planning commission, a letter shall be submitted to the Land Conservation and Development Commission for the state Citizen Involvement Advisory Committee's review and recommendation stating the rationale for selecting this option, as well as indicating the mechanism to be used for an evaluation of the citizen involvement program. If the planning commission is to be used in lieu of an independent CCI, its members shall be selected by an open, well-publicized public process.

- 2. Communication - To assure effective two-way communication with citizens.**  
Mechanisms shall be established which provide for effective communication between citizens and elected and appointed officials.
- 3. Citizen Influence - To provide the opportunity for citizens to be involved in all phases of the planning process.**  
Citizens shall have the opportunity to be involved in the phases of the planning process as set forth and defined in the goals and guidelines for Land Use Planning, including Preparation of Plans and Implementation Measures, Plan Content, Plan Adoption, Minor Changes and Major Revisions in the Plan, and Implementation Measures.
- 4. Technical Information - To assure that technical information is available in an understandable form.**  
Information necessary to reach policy decisions shall be available in a simplified, understandable form. Assistance shall be provided to interpret and effectively use technical information. A copy of all technical information shall be available at a local public library or other location open to the public.
- 5. Feedback Mechanisms - To assure that citizens will receive a response from policy-makers.**  
Recommendations resulting from the citizen involvement program shall be retained and made available for public assessment. Citizens who have participated in this program shall receive a response from policy-makers. The rationale used to reach land-use policy decisions shall be available in the form of a written record.
- 6. Financial Support - to insure funding for the citizen involvement program.**  
Adequate human, financial, and informational resources shall be allocated for the citizen involvement program. These allocations shall be an integral component of the planning budget. The governing body shall be responsible for obtaining and providing these resources.

# APPENDIX F: INTERMODAL SURFACE TRANSPORTATION EFFICIENCY ACT REQUIREMENTS FOR PUBLIC INVOLVEMENT

<p>(1) Include 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 and Transportation Improvement Programs and meets the requirements and criteria specified as follows:</p>
<p>(i) Require a minimum public comment period 45 days before the public involvement process is initially adopted or revised;</p>
<p>(ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);</p>
<p>(iii) Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;</p>
<p>(iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));</p>
<p>(v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;</p>
<p>(vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;</p>
<p>(vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;</p>

(viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the Metropolitan Planning Organization and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;

(ix) Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

(x) These procedures will be reviewed by the Federal Highway Administration and the Federal Transit Administration during certification reviews for Transportation Management Associations, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decision making processes;

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