

TITLE VI PLAN FOR METRO  
Title VI Coordinator: Kate Marx, Director  
Public Affairs and Government Relations  
(503) 797-1551  
marxk@metro.dst.or.us

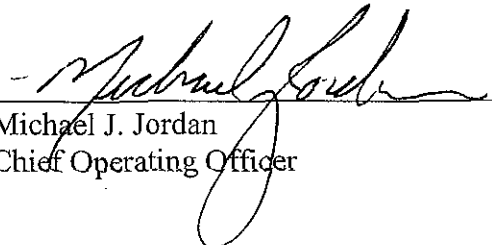
## METRO TITLE VI PLAN

### I. POLICY STATEMENT

Metro is a directly elected regional government serving 1.3 million people living in the urbanized areas of the Portland metropolitan region. It serves as the federally designated Metropolitan Planning Organization ("MPO").

Metro assures that no person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities, whether they are federally funded or not. The plan's elements that protect against discrimination apply to Metro, its sub-recipients, contractors and consultants.

Metro's Title VI Coordinator and Office of Citizen Involvement are responsible for initiating and monitoring Title VI activities and preparing required reports.

  
\_\_\_\_\_  
Michael J. Jordan  
Chief Operating Officer

4/2/07  
\_\_\_\_\_  
Date

## **II. AUTHORITIES**

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance (*see*, 23 CFR 200.9 and 49 CFR Part 21).

### **Additional Authorities and Citations**

Title VI of the Civil Rights Act of 1964; the Civil Rights Restoration Act of 1987; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; Executive Order 12250 and 12898; 20 CFR 50.3; 28 CFR Part 42; 49 CFR Part 21; FTA Circular 4702.1; and FHWA guidelines in 23 CFR Part 200.

## **III. TITLE VI COORDINATOR**

The Title VI Coordinator is the Director of the Public Affairs and Government Relations Department and directly reports to the Chief Operating Officer (“COO”) of Metro. The Title VI Coordinator or his/her designee is responsible for supervising Title VI implementation, monitoring and reporting on Metro’s compliance with Title VI regulations. The Title VI Coordinator or his/her designee responsibilities are as follows:

- A. Identify, investigate and eliminate discrimination when found to exist in connection with Metro programs.
- B. Process and investigate Title VI complaints regarding sub-recipients, consultants or contractors (hereinafter collectively referred to as “sub-recipient”) of Metro. Forward Title VI complaints directly against Metro to Oregon Department of Transportation (“ODOT”).
- C. Monitor progress, implementation and compliance issues quarterly.
- D. Periodically review Metro’s Title VI program for effectiveness, including staff levels, resources and language.
- E. Submit the Annual Title VI Report and Update to FHWA and FTA by the end of October. Review the report to determine effectiveness of Title VI program and compliance with regulations.
- F. If a sub-recipient is found not in compliance with Title VI, work with contracts staff and sub-recipient to resolve the deficiency status and write a remedial action, if necessary.
- G. Report significant Title VI issues directly to the Metro COO.
- H. Assess communications and public involvement strategies to ensure that they include participation of Title VI protected groups and address language needs as appropriate.

### **III. ORGANIZATION AND STAFFING**

#### **A. Demographic Profile Of The Urbanized Portland Area**

According to the latest census, the urbanized area of Portland consists of approximately 1.4 million people. Racial and ethnic breakdown is as follows: 82.3% white; 8.2% Hispanic; 5.5% Asian; 3.3% Black/African American. Minority populations are concentrated in two areas: urban cores of Portland, Beaverton, Hillsboro, and Gresham; and the outer western and eastern tracks. Hispanic populations are more concentrated in the outer tracks; Black/African American populations are predominately clustered throughout the Portland urban core.

#### **B. Demographic And Organizational Profile Of Metro**

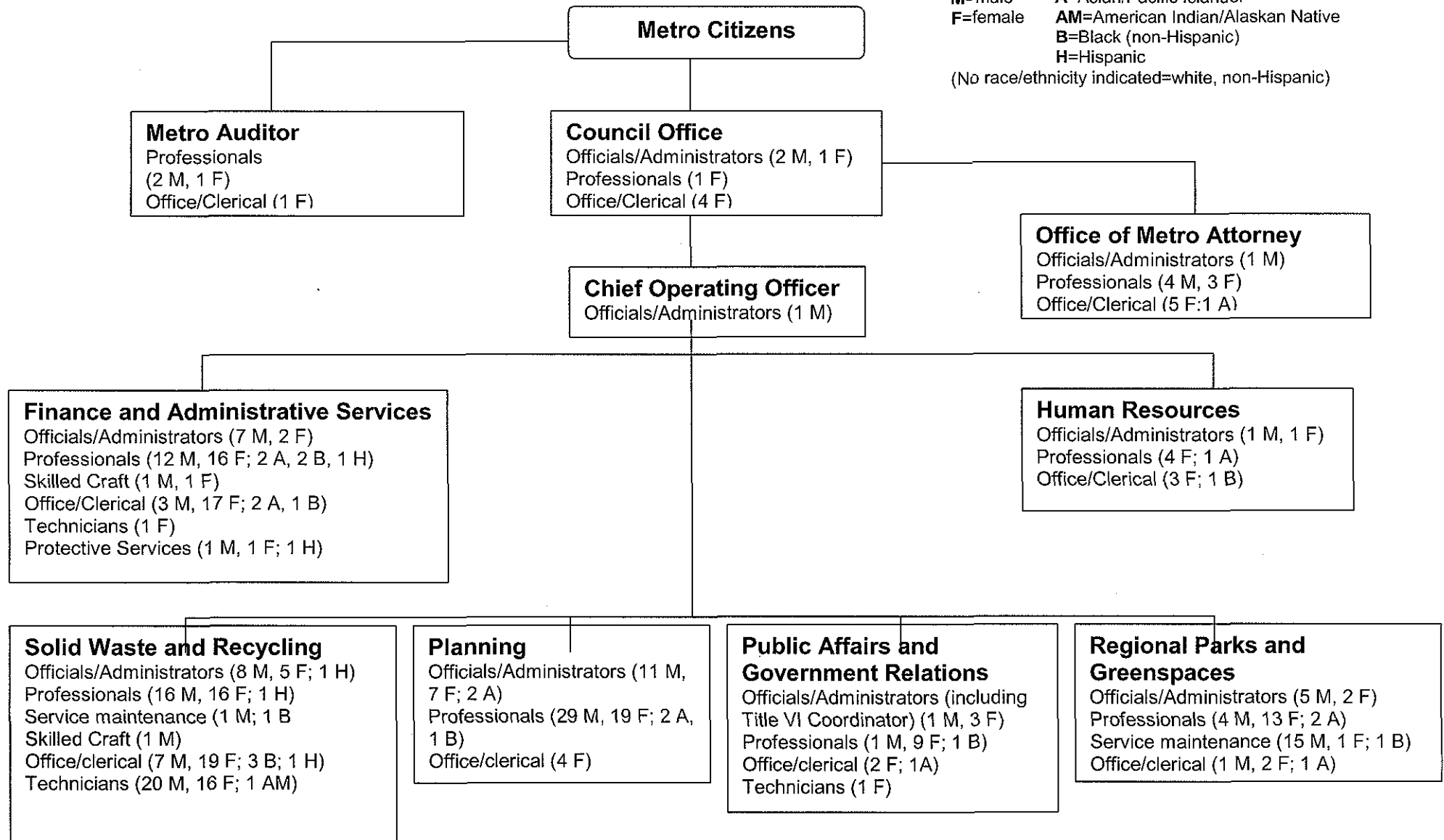
Metro comprises ten major departments: Council Office, Office of Auditor, Office of Metro Attorney, Public Affairs and Government Relations, Finance and Administrative Services, Human Resources, Planning, Regional Parks and Greenspaces, Oregon Zoo, and Solid Waste and Recycling. Excluding elected officials who are exempt from EEO-4 reporting, Metro Regional Services has a total of 494 employees with 41 (8.3%) minorities and 256 (51.8%) females. A high-level organization chart is shown below, with more details shown for the two departments of particular interest here: Public Affairs and Government Relations, and Planning.

## Metro High-Level Organization Chart

(Not shown are Metro operations located elsewhere, not involved in planning: Oregon Zoo, Metro ER Commission, Portland Center for the Performing Arts, and the Expo Center.)

### KEY

M=male  
F=female  
A=Asian/Pacific Islander  
AM=American Indian/Alaskan Native  
B=Black (non-Hispanic)  
H=Hispanic  
(No race/ethnicity indicated=white, non-Hispanic)



#### **IV. PROGRAM ADMINISTRATION – GENERAL**

The Title VI coordinator shall be responsible for coordinating the overall administration of the Title VI program, plan and assurances. The Title VI Coordinator or his/her designee, will be responsible for the program day-to-day administration.

##### **A. Complaint Processing Procedures**

If any individual believes that s/he or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipts of benefits and/or services, or on the grounds of race, color, national origin, or sex, s/he may exercise their right to file a complaint with Metro. Every effort will be made to resolve complaints informally at the Metro, sub-recipient and contractor's level. See Appendix A for complete complaint processing procedures.

##### **B. Data Collection Procedures**

Demographic and statistical data on race and ethnicity, minority groups, income level, language spoken, and sex of participants in, and beneficiaries of, federally funded programs are gathered through census data, public opinion surveys, and self-identification on questionnaires. These data are used in transportation planning to determine impacts and benefits of potential projects on minority and low-income neighborhoods and in developing outreach strategies. The data gathered are reviewed regularly to ensure that they meet the requirements of the Title VI program.

When issues or actions affect areas where concentrated populations of non-English-speaking people live, notices and announcements will be placed in appropriate community media. Metro retains a list of individuals who can interpret at public events in which non-English speaking people are expected to participate.

Metro has not historically collected demographic information on committee members or participants who attend large outreach events, such as Listening Posts, hearings, and open houses. Metro will initiate systems for doing so with input from Metro's new Diversity Action Team. Appendix B lists Metro's advisory committees indicating the number of citizen representatives.

##### **C. Data on Contracts (Disadvantaged Business Enterprise Program)**

Metro will follow the Disadvantaged Business Enterprise (DBE) contracting goal on federally funded projects derived from the ODOT's DBE program, which Metro adopts every year pending approval of a Metro-specific DBE program.

##### **D. Program Assessment/Monitoring Procedures**

Program assessment and monitoring includes the annual review by Metro's Title VI Coordinator or designee, and preparation of the Annual Report and Update. In addition, any member of the public may inspect public records, including Title VI reports, personnel rules,

executive orders, resolutions and ordinances pertaining to public outreach, non-discrimination and environmental justice. Citizens may also request such project and program records through each department.

## **E. Participation in Decision Making**

### **1. Policies**

The Communications and Public Involvement program area applies to Metro as a whole, but is especially relevant to planning and environmental protection programs and activities. Metro's 1981 Public Involvement Program, outlined in Executive Order No. 5, states, "Metro will establish a public involvement program, emphasizing public information and public participation ... A public involvement program for Metro will take into consideration the broad range of Metro's diverse publics." Appendix C is Metro's 1981 Public Involvement Program.

Public involvement in transportation planning is further amplified in the Transportation Planning Public Involvement Policy attached as Appendix D. This policy was first adopted in 1995 and revised in 2004. It states that Metro will "provide 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 transportation plans and improvement programs." The plan also states that Metro strives to "periodically review and update the public involvement process to reflect feedback from the public."

### **2. Principles of Citizen Involvement**

The goal of Metro's public involvement efforts is to ensure early, broad-based and effective notification about, and participation in, major proposed actions and decisions by the Metro Council. In seeking public comment and review, Metro makes a concerted effort to reach all segments of the population, including people from minority and low-income communities, and organizations representing these groups and other protected classes. Public meetings are held at locations served by mass transit.

Metro actively promotes effective citizen involvement as an essential element of good government. It has adopted the following principles to further that goal:

- a. Value active citizen involvement as essential to the future of the Metro region;
- b. Respect and consider all citizen input;
- c. Encourage opportunities that reflect the rich diversity of the region;

- d. Promote participation, based on citizen involvement opportunities, of individuals and of community, business and special interest groups;
- e. Provide communications to encourage citizen participation in Metro processes that are understandable, timely and broadly distributed;
- f. Provide citizens with an opportunity to be involved early in the process of policy development, planning and projects;
- g. Organize involvement activities to make the best use of citizens' time and effort;
- h. Provide financial and staff support to Metro's Office of Citizen Involvement;
- i. Sustain ongoing networking among citizens, local governments, Metro officials and staff;
- j. Respond to citizens' perspectives and insights in a timely manner;
- k. Coordinate interdepartmental and inter-jurisdictional activities; and
- l. Evaluate the effectiveness of Metro citizen involvement.

[Presented by Metro Committee for Citizen Involvement and adopted by Metro Council on January 23, 1997.]

### 3. Standard Elements of Metro's Communications and Public Involvement Program

- a. **Publications** – Metro prints (and posts electronically) brochures, flyers, reports, maps and other publications that provide information on new projects, programs and initiatives. Major publications are posted on the Metro web site and offered in CD format.
- b. **News releases** – News releases are sent as needed to targeted media outlets in the Portland metropolitan area, including newspapers, TV stations, radio stations, cable TV stations, and community newsletters. Minority news outlets are included in the distribution. News releases are also posted on the Metro web site.
- c. **Web site** – Metro has developed an easy-to-use web site with extensive information on all programs, projects and initiatives. It is updated continuously. It lists the most current public comment opportunities, as well as contact information on the Metro Committee for Citizen Involvement and other advisory committees. It allows the public to sign up to receive e-newsletters and be placed on specific

mailing lists for project information. Public opinion surveys and direct comment options are occasionally posted on the web site, as needed.

- d. **Advertisements** – Display and classified advertisements are placed in daily and weekly newspapers, as needed, for notification of public meetings, hearings and events. The newspapers include minority-owned and free publications available to underserved groups and low-income people.
- e. **Open public meetings** – Metro Council meetings and advisory committee meetings are open to the public. Each meeting provides time on the agenda for citizen communications. Metro sends out a Weekly Meeting Notice to the media with all public meetings for the coming week. Meeting information is also posted on Metro's web calendar, and major project meetings are placed on telephone information hotlines.
- f. **Public comment opportunities** – Listening posts, open houses and hearings are scheduled as needed to solicit public comments from residents throughout the Metro region. Depending on the project or program, meetings are held in potentially affected neighborhoods. Listening posts and hearings allow both oral and written comments; open houses usually take only written comments. Comment cards or forms are provided at the meetings and on the web site for citizens to write and send in comments. For people who can't attend meetings, other ways to comment are provided, including a telephone message line, a fax number, a mailing address and a web comment option, as needed.
- g. **Accessible staff** – Staff can be reached by phone, by mail, fax, e-mail or online comment forms. Contact information is provided on the web site, on project fact sheets and brochures, and in the Regional Directory. Staff is provided at all public meetings to answer questions and take comments.
- h. **Mailings and mailing lists** – Metro maintains extensive computerized mailing lists, targeted to specific projects and programs. Direct mail and e-mail is used to notify the public of meetings and hearings, comment periods and opportunities, open houses, classes and events.
- i. **Events and open houses** – Metro conducts outreach activities through many formal and informal venues, including information pavilions, booths at county fairs, open houses, forums, speakers and conferences. Most are free or low cost, and all are open to the public.
- j. **Formal public comment periods** – Public comment periods are established and advertised well in advance to solicit comments on

major planning activities at Metro. Comments are summarized and printed in a public comment document that is distributed to decision-makers in advance of the decision deadlines. Following the public comment period, a summary and compilation of comments is made available free to the public in printed and CD formats, and is posted on the Metro web site.

- k. **Public hearings** – Metro holds public hearings prior to all major project or program decisions. The hearings are advertised 45 to 60 days in advance; interested and/or potentially affected citizens are notified by community publications and or organizations, direct mail, e-mail and advertisements. Public meeting locations are selected based on affected cities or neighborhoods, and must be accessible to wheelchair users and convenient to public transit. Comments at hearings may be submitted in writing or orally. Oral comments are summarized for the record.
- l. **Public meetings** – Time for citizen communications is provided at every public meeting. Comments may be provided orally or in writing. Comments are summarized for the record. Metro provides many other ways for the public to provide comments to the Metro Council, depending on the project.

<b>Mail:</b>	Metro Regional Center, 600 NE Grand Avenue, Portland, Oregon 97232-2736
<b>Phone:</b>	(503) 797-1700
<b>Fax:</b>	(503) 797-1793
<b>E-mail:</b>	trans@metro.dst.or.us (or depends on the project/contact person)
<b>Phone comment line:</b>	(503) 797-1900 (or depends on project)
<b>Web site comment:</b>	www.metro-region.org
<b>TDD telephone:</b>	(503) 797-1804

- m. **Strategies for notifying Title VI protected groups** - Metro will send news releases to and place advertisements in minority newspapers and news outlets, as needed. Notices will be mailed and e-mailed to interested persons and groups, including minority groups and organizations, around the region. Metro provides printed information in other languages, depending on the location of the project or program under review.

#### **F. Processes/Strategies for Addressing Limited English Proficiency**

Metro maintains a list of staff members who speak languages other than English. These languages include Spanish (8 staff members), French (3 staff), Indonesian (2 staff), Russian (2 staff) and Malaysian (2 staff). The following languages are spoken by at least one staff member: Chinese-Cantonese/Toishan dialects, Chinese, German, Hausa, Hebrew, Italian, Japanese, Korean, and sign language. Staff may be accessed to help translate for non-English speaking citizens, as needed.

Metro also maintains a list of translation services for materials to be published. Metro is researching the possibility of translating some of its web site material into one or more languages.

#### **G. Processes for Addressing Environmental Justice**

Metro addresses environmental justice issues on many fronts and in different ways, depending on the type of program or project. Maps with demographic overlays are used to identify concentrations of low-income, minority or immigrant people. Outreach to those areas is tailored to meet the transportation, language and cultural needs of those communities. *See* Standard Elements of Metro's Communications and Public Involvement Program in Section E(3) above.

Considerations may include onsite interpreters, translated material, access to transit and onsite childcare. Public opinion surveys may be conducted in languages other than English, and pertinent community organizations may be engaged. If needed, a special advisory group composed of representatives from affected communities could be assembled or focus groups conducted with targeted populations. If needed, Metro may conduct staff visits with residents by going door-to-door through outreach in community locations such as churches, farmer's markets, fairs and other community-based events.

Metro weighs benefits and burdens of planning projects on all affected areas including areas where concentrations of low-income, minority and immigrant people live.

#### **H. Training**

Metro will send the Title VI coordinator or designee to FHWA Title VI trainings when available. Metro will provide Title VI information to all employees and board members with Title VI information through the website and Metro's intranet.

#### **I. Annual Reporting Procedures**

Each year the Title VI Coordinator or designee will review Metro's agency-wide Title VI program to ensure compliance with regulations. In addition, the coordinator will review agency operational guidelines and publications, including those for contractors, to ensure that Title VI language and provisions are incorporated, as appropriate.

Following this review, the Title VI Coordinator will prepare and submit an Annual Report and Update to the Oregon Department of Transportation (ODOT), the Federal Highway Administration (FHWA), and the Federal Transit Authority (FTA) by the end of October. The report will include:

- A. The previous year's Title VI-related activities and efforts, including accomplishments and program changes;
- B. Title-VI related goals and objectives for the coming year.

## **J. Enforcement Procedures**

The Title VI Coordinator or designee is responsible for evaluation and monitoring compliance with Title VI requirements in all aspects of Metro's public involvement processes and serves as the Title VI coordinator on Metro's recently appointed Diversity Action Team. The Title VI Coordinator or designee will:

- A. Ensure that communication and public outreach efforts comply with Title VI requirements;
- B. Process Title VI complaints in accordance with Title VI Complaint processing procedures as approved by the FHWA or FTA;
- C. Develop and distribute information on Title VI and Metro programs to the general public. Provide information in languages other than English, as needed;
- D. Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in the region are represented in the planning process;
- E. Include the abbreviated Title VI Notice to the Public (see Appendix E) in all news releases, newsletters, brochures, weekly meeting calendars and Metro web sites;
- F. Notify affected and protected groups of public hearings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when an authentic need for their use has been identified;
- G. Make sure meeting rooms at Metro and at other locations are accessible to all;
- H. Collect evaluative information from attendees of public meetings to continually seek improved outreach methods and track how well different segments of the population are represented;
- I. Use best efforts to ensure that Metro citizen advisory committees and task forces are appropriately diverse and representative of Title VI relevant populations.

## **APPENDIX A NONDISCRIMINATION COMPLAINT PROCEDURES**

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program or activity administered by Metro or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution to the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

### Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with Metro's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements.
  - a. Complaint shall be in writing and signed by the complainant(s).
  - b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
  - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
  - d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed, original copy of the fax or e-mail transmittal for Metro to be able to process it.

- e. Allegations received by telephone will be reduced to writing and provided to complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to Metro for processing.
2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against one of Metro's subrecipients of federal funds, Metro will assume jurisdiction and will investigate and adjudicate the case. Complaints against Metro will be referred to the Oregon Department of Transportation's ("ODOT") Office of Equal Opportunity ("OEO"), for proper disposition pursuant to their procedures. In special cases warranting intervention to ensure equity, these agencies may assume jurisdiction and either complete or obtain services to review or investigate matters.
3. In order to be accepted, a complaint must meet the following criteria:
  - a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
  - b. The allegation(s) must involve a covered basis such as race, religion, color, national origin, or gender.
  - c. The allegation(s) must involve a program or activity of a Federal-aid recipient, subrecipient, or contractor.
  - d. The complainant(s) must accept reasonable resolution based on Metro's administrative authority (reasonability to be determined by Metro).
4. A complaint may be dismissed for the following reasons:
  - a. The complainant requests the withdrawal of the complaint.
  - b. The complainant fails to respond to repeated requests for addition information needed to process the complaint.
  - c. The complainant cannot be located after reasonable attempts.
5. Once Metro or ODOT decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will received a case number and will then be logged into Metro's records identifying its basis and alleged harm, and the race, religion, color, national origin, and gender of the complainant.
6. In cases where Metro assumes the investigation of the complaint, Metro will provide the respondent with the opportunity to respond to the allegations in writing. The

respondent will have 10 calendar days from the date of Metro's written notification of acceptance of the complaint to furnish his/her response to the allegations.

7. In cases where Metro assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, Metro's Investigator\* will prepare an investigative report for review by the Office of Metro Attorney and the COO. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.

\* This can be one of Metro's Title VI designees, an outside inspector, or Metro's Title VI Coordinator.

8. The investigative report and its findings will be sent to the Metro Attorney for review. The Metro Attorney will review the report and associated documentation and will provide input to the Investigator within 10 calendar days.
9. Any comments or recommendations from the Metro Attorney will be reviewed by Metro's Investigator. The Investigator will discuss the report and recommendations with the COO within 10 calendar days. The report will be modified as needed and made final for its release.
10. Metro's final investigative report and a copy of the complaint will be forwarded to the FHWA within 60 calendar days of the acceptance of the complaint.
11. Metro will notify the parties of its final decision.
12. If complainant is not satisfied with the results of the investigation of the alleged discrimination and practices the complainant will be advised of the right to appeal to the U.S. Department of Transportation ("USDOT"). The complainant has 180 days after Metro's final resolution to appeal to USDOT. Unless the facts not previously considered come to light, reconsideration of appeal to Metro will not be available.

## METRO TITLE VI COMPLAINT FORM

*Note: We are asking for the following information to assist in processing your complaint.  
If you need help in completing this form please let us know.*

### **Complainant's Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone Number (Home): \_\_\_\_\_  
Telephone Number (Work): \_\_\_\_\_

### **Person Discriminated Against** (if someone other than complainant):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone Number (Home): \_\_\_\_\_  
Telephone Number (Work): \_\_\_\_\_

### **Which of the following best describes the reason you believe the discrimination took place?**

Race/Color (specify): \_\_\_\_\_ National Origin (specify): \_\_\_\_\_  
Sex: \_\_\_\_\_

### **On what date (s) did the alleged discrimination take place?** \_\_\_\_\_

### **Describe the alleged discrimination. Explain what happened and who you believe was responsible** (if additional space is needed, add a sheet of paper).

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### **List names and contact information of persons who may have knowledge of the alleged discrimination.**

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**Have you filed this complaint with any other federal, state or local agency, or with any federal or state court?** Check all that apply.

Federal agency \_\_\_\_\_ State agency \_\_\_\_\_ Local agency \_\_\_\_\_  
Federal court \_\_\_\_\_ State court \_\_\_\_\_

**Please provide information about a contact person at the agency/court where the complaint was filed.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone Number (Work): \_\_\_\_\_

**Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.**

\_\_\_\_\_  
Complainant Signature Date

Attachments: Yes \_\_\_\_\_ No \_\_\_\_\_

**Submit form and any additional information to:**

Kate Marx, Director  
Public Affairs & Government Relations  
Metro  
600 NE Grand Avenue  
Portland, Oregon 97232-2736

Phone: (503) 797-1505  
Fax: (503) 797-1799  
Email: marxk@metro.dst.or.us  
www.metro-region.org

## **APPENDIX B**

### **MEMBERSHIP OF METRO ADVISORY COMMITTEES**

Metro has many committees that advise the Metro Council, Auditor and staff. Most of these committees include citizen representatives. The Metro Council President has responsibility for ensuring that the recruitment and selection process for appointments to vacant positions includes all segments of the community. Metro's broad and inclusive anti-discrimination policies apply to all advisory committees (Metro Code 2.19.030)

When appointments and confirmation to advisory committees do not require specific geographical or other expertise, committee membership attempts to reflect the demographic profile of the region.

Metro's advisory committees are listed below, along with the number of members in each committee and the number of citizen members.

1. **Greenspaces Policy Advisory Committee (GPAC)** – advises Metro in establishing and protecting a regional network of greenspaces linked by rivers, streams and trails throughout the Portland metropolitan region.

Membership: 15 citizen members

2. **Joint Policy Advisory Committee on Transportation (JPACT)** – makes recommendations to the Metro Council related to transportation policy. 17-member committee that provides a forum of elected officials and representatives of agencies involved in transportation needs in the region. Committee

Membership: 17 members composed of elected officials and representatives of transportation agencies in the region, no citizens.

3. **Metro Auditor Citizen Advisory Committee** – provides feedback on planned and completed audits and suggests areas for investigation as part of audit planning.

Membership: 11 citizen members, chaired by the Metro Auditor

4. **Metro Committee for Citizen Involvement (MCCI)** – chartered committee that helps develop, implement and evaluate Metro's citizen involvement activities.

Membership: 20 citizen members

5. **Metro Policy Advisory Committee (MPAC)** – a charter-mandated committee that consults on policy issues, especially those related to land-use planning and services provided by local governments.

Membership: 28 regular members—25 local government representative and 3 citizens appointed by the member government, each with an appointed alternate

6. **Metro Technical Advisory Committee (MTAC)** – planners, citizens, representatives of utilities, businesses and trade associations who provide technical advice to MPAC on growth management.

Membership: 37 total members, 3 citizens, 1 from each member county's Committee for Citizen Involvement

7. **Solid Waste Advisory Committee (SWAC)** – reviews development and implementation of solid waste management plans; evaluates and recommends new policies.

Membership: 25 total members, 4 citizen members

8. **Smith and Bybee Lakes Management Committee** – provide management guidance for the 2,000-acre wildlife area.

Membership: 10 members representing neighborhoods, friends' groups and resource agencies, 1 citizen member

9. **Transportation Policy Alternatives Committee (TPAC)** – supports JPACT with input on transportation planning priorities and financing alternatives.

Membership: 21 total members, 15 members appointed by government and transportation agencies in the region, 6 citizen members.

10. **Other long-term and special-issue committees:**

B. Investment Advisory Board

C. Water Resources Policy Advisory Committee (WRPAC)

Membership: 3 representatives from the region's watershed councils

D. Metro Central Station Community Enhancement Committee (MCSCEC)

Membership: 6 citizen members

E. North Portland Rehabilitation and Enhancement Committee (NPEC)

Membership: 6 citizen members

F. Solid Waste Rate Review Committee (RRC)

Membership: 6 citizen members

G. Highway 217 Policy Advisory Committee

Membership: 20-member committee composed of elected officials and representatives from government, business and neighborhoods, involved in the study of potential improvements to Highway 217; 14 citizen members

## **APPENDIX E**

### **NONDISCRIMINATION NOTICE TO THE PUBLIC**

The paragraph below will be inserted in publications to be distributed to the public, published on Metro's web site ([www.metro-region.org](http://www.metro-region.org)) and IntraMet (available to Metro employees). The version below is the preferred text. When space is limited or cost or space is an issue, the abbreviated version may be used in its place.

*"Metro hereby gives public notice that it is the policy of the Metro Council to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Metro receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a form complaint with Metro. Any such complaint must be in writing and filed the Metro's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, see the web site at [www.metro-region.org](http://www.metro-region.org) or call (503) 797-1536."*

### **ABBREVIATED NONDISCRIMINATION NOTICE TO THE PUBLIC**

The following shorter version of the above paragraph can be used in publications where space or cost is an issue, such as on flyers, brochures and in classified newspaper advertisements or announcements.

*"Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see [www.metro-region.org](http://www.metro-region.org) or call (503) 797-1536."*

## **TITLE VI RESPONSIBILITIES**

**David Bragdon, Elected Council President**

**Michael Jordan, Chief Operating Officer**  
Metro Title VI Liaison

**Kate Marx, Office of Citizen Involvement Manager**  
Title VI Coordinator; Public Affairs and Government Relations Liaison

**Pat Emmerson, Senior Public Affairs Specialist**  
Title VI Coordinator Designee

**Ruth Scott, Human Resources Director (Title VII)**  
Affirmative Action Officer

**Andy Cotugno, Director**  
Planning Liaison

**Robin McArthur, Director**  
Long-range Planning Liaison

**Richard Brandman, Director**  
Transportation Planning Liaison

**Dan Cooper**  
Metro Attorney

## **LIST OF METRO CONTACTS**

Metro's Title VI Plan or procedures: Title VI Coordinator designee, Pat Emmerson, (503) 797-1551 or [emmersonp@metro.dst.or.us](mailto:emmersonp@metro.dst.or.us)

Metro's M/W/ESB/DBE Programs: Cinna'Mon Williams (503) 797-1816 or [williamsc@metro.dst.or.us](mailto:williamsc@metro.dst.or.us)

Office of the Auditor: (503) 797-1892.

Metro Council Office: (503) 797-1540.

Metro's maps and demographic data: Data Resource Center at (503) 797-1742.

Current public comment periods and involvement opportunities: [www.metro-region.org](http://www.metro-region.org) or call (503) 797-1536.

The hearing impaired may call Metro at (503) 797-1804.

EXECUTIVE ORDER NO. 5

Effective Date: June 26, 1981

Subject: Public Involvement Plan

PUBLIC INVOLVEMENT PROGRAM

A. General Policy

The Metropolitan Service District (Metro) will inform the residents of the District of the full range of Metro's activities, and seek broad community involvement in the Metro decision-making process.

Metro will establish and maintain procedures to assure the successful implementation of its public involvement program.

B. Objectives

The objectives of Metro's public involvement efforts are to:

1. Communicate Metro's purpose and functions to its various publics;
2. Inform Metro's publics of its current activities, plans and accomplishments;
3. Design and sustain a structure for obtaining public input regarding Metro policies and programs prior to decisions;
4. Provide opportunities and structure for participation by Metro's publics in its decision-making process; and
5. Promote understanding among Metro's publics of its policies and programs.

C. General Requirements

To implement these objectives, Metro will establish a public involvement program, emphasizing public information and public participation. Each proposed Metro activity will be examined to determine its importance and relationship to the interest of Metro's publics.

An activity is defined as any Metro program or project that is initiated at the direction or with the concurrence of the Metro Council or Executive Officer.

Minimum requirements: at the direction of the Executive Officer, a project planning and budget process will be completed for each Metro program and project. The process will include:

Metro staff will recommend a plan for public participation tailored to each Metro project or program, based on the following analysis:

1. Identify affected publics. In some cases, affected publics may be limited to one or two specific groups among Metro's publics, such as local government officials. In others, it may include multiple publics.
2. Identify potential issue areas.
3. Establish points of public contact anticipated during a project or program.
4. Establish decision-making points for Metro project/program managers, Executive Officer, Council.
5. Review options for public participation. Make choices related to individual needs of project or program.
6. Identify major information efforts.

Metro Public Involvement staff as well as Project Managers will maintain documentation on all contacts and involvement activities.

#### E. Information Policy

Metro will inform the general public about Metro policies, programs and projects.

Implementation of this policy will include these activities to be carried out by Metro staff:

1. Prepare and maintain the following basic materials and resources which will educate the public concerning Metro:
  - a. Metro authority and responsibility as defined by the Legislature; Metro functions as developed by Metro Council.
  - b. Metro Elected Officials: Biographies of Councilors and Executive Officer, description of Council district boundaries, Committee structure and function, regular meeting times and places, opportunities for public participation at regular full Council and Committee meetings.
  - c. Metro Staff: Departmental structure, staff organization chart, names and description of staff who are assigned public contact responsibilities.
  - d. A Metro information center for public access to Metro reports, background papers and public information materials.
  - e. Metro public information materials that concisely and clearly explain Metro's projects and programs.

3. State governments

- a. Governor's Office/Executive Department
- b. Oregon State agencies (LCDC, DEQ, ODOT, Housing Division and other related)
- c. Oregon State Legislature
- d. State of Washington agencies (WDOT and other related)

4. Federal government

- a. Federal agencies (HUD, EPA, DOT, Corps of Engineers, FAA, UMTA, FHWA and other related)
- b. U.S. Congress (national and field offices of Oregon Congressional Delegation, key committee chairpersons and members)

5. Special interest groups

- a. Business community (corporation executives, Chambers of Commerce, Rotary, AOI and other trade associations)
- b. Trade unions (Labor Council, Teamsters Joint Council and others)
- c. Environmental organizations (OEC, 1000 Friends)
- d. Zoo (Friends of the Zoo, Zoo-related groups)
- e. Land development and housing community (Home Builders Association of Metropolitan Portland, banks, savings and loan organizations, industrial real estate brokers, contractors and builders)
- f. Solid waste community (collection industry, landfill operators, recycling industry)
- g. Air quality community (environmental associations, health organizations, oil-related industries)
- h. Transportation community (transportation-related business and vocational groups)
- i. Water resources community (utilities, recreation groups)

6. Community organizations

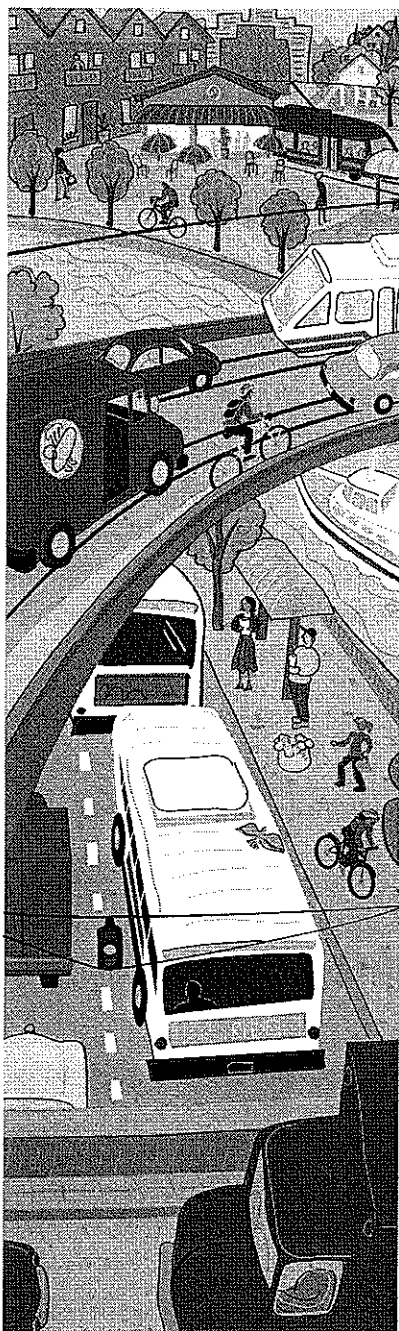
- a. Regional government supporters (Metropolitan Citizens League)
- b. League of Women Voters/American Association of University Women
- c. Service clubs and organizations (Kiwanis, Lions, Optimists)
- d. City Club of Portland
- e. Neighborhood Associations, Community Planning Organizations

7. Educational sources

- a. Local universities (instructors, curriculum, interns, joint programs)
- b. Public/private primary and secondary schools (pilot programs, ESDs)

Adopted by the Metro Council  
on June 10, 2004





# Transportation Planning Public Involvement Policy

## EXECUTIVE SUMMARY

### Public Involvement in Regional Transportation Planning and Funding Activities

Metro's public involvement policy for regional transportation planning and funding activities is intended to support and encourage broad-based public participation in development and review of Metro's transportation plans, programs and projects. The policy was developed in July 1995 in response to citizen interest and changes in state and federal planning requirements. It was revised in January 2004 in concert with the 2004 federal update to the Regional Transportation Plan.

The policy details procedures and guidelines that Metro is expected to follow in order to ensure that public involvement efforts are proactive and provide opportunities for the region's residents and interest groups to actively participate in the development and review of regional transportation plans, programs and major projects.

The policy is intended to focus on Metro's major actions and decisions. Examples covered by these procedures include the Regional Transportation Plan and the Metropolitan Transportation Improvement Program. If a proposed action or decision is clearly a normal course-of-business activity that does not significantly affect the public or alter public policy, it may not be necessary to apply these procedures.

A detailed public involvement work plan consistent with Metro's public involvement goals and objectives will be developed for each plan, program or project. These specific work plans will include opportunities for public involvement, key decision points and what strategies will be used to seek out and consider the participation of groups that have been historically under-served by the transportation system, such as older, low income



**METRO**

PEOPLE PLACES  
OPEN SPACES

and minority residents. The work plans also will specify how information related to the project will be disseminated to the public and other interested parties, including public meetings, hearings, Metro's web site, paid advertisements, mailings and flyers.

### **Public involvement goals**

- Provide complete information
- Provide timely public notice
- Provide full public access to key decisions
- Support broad-based, early and continuing involvement

### **Policy objectives**

1. Develop a detailed public involvement plan and clear timeline of decision points early in the transportation planning and funding process.
2. Involve those traditionally under-served by the existing system and those traditionally under-represented in the transportation process and consider their transportation needs in the development and review of Metro's transportation plans, programs and projects. This includes, but is not limited to, minority and low-income households and persons who are unable to own and/or operate a private automobile, such as youth, the elderly and the disabled.
3. Remove barriers to public participation for those traditionally under-represented in the transportation planning process.
4. Involve local, regional and state jurisdictions that own and operate the region's transportation system in the development and review of Metro's transportation plans, programs and projects.
5. Provide 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 transportation plans and improvement programs.
6. Provide information on regional transportation planning and funding activities in a timely manner to interested parties.
7. Provide opportunities for the public to provide input on the proposed transportation plan, project or project. Create a record of public comment received and agency response regarding draft transportation plans and programs at the regional level.
8. Provide updated summaries of public comment at key decision points.
9. Provide additional opportunities for public comment if there are significant differences between the draft and final plans.

10. Ensure that development of local transportation plans and programs are conducted according to Metro guidelines for local public involvement.
11. Periodically review and update the public involvement process to reflect feedback from the public.

### **Public involvement guidelines**

A set of public involvement guidelines has been developed to ensure the policy objectives are met. The guidelines are detailed in Section 3. Activities and other opportunities described in each public involvement plan should be consistent with the guidelines established by Metro's policy. The guidelines are more specific for certain types of long-term plans and programs.

Local government public involvement – For transportation plans and projects submitted to Metro for federal funding, local governments should comply with the *Local public involvement checklist* (Appendix H in this document).

### **Compliance and dispute resolution**

The Public Involvement Procedures establish minimum standards for public involvement opportunities that agencies producing transportation plans and programs (and in Metro's case, projects) are expected to follow. However, failure to exactly comply with the procedures contained in the policy shall not, in and of itself, render any decisions or actions invalid.

The dispute resolution process will focus on determining the degree of compliance with the guidelines contained in this policy and the extent to which the agency's actions met the intent of the policy by achieving the goals and objectives of the public involvement procedures. If the spirit of the guidelines contained in this policy has not been met, an agency may be required to conduct additional public involvement activities to ensure there has been adequate public review.

### **Effective date of policy**

This policy will become effective when it is adopted into the Regional Transportation Plan. From that point forward, conformance will be required for public involvement activities pertaining to Metro's transportation plans, programs and project development activities. Metro will periodically, or at least every three years, review and evaluate this public involvement policy. Amendments to the policy will require a 45-day public comment period prior to adoption.

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## SECTION 1 INTRODUCTION

Metro's public involvement policy for its regional transportation planning, programming and project development activities was developed to ensure inclusive and effective participation in the formation of public policy. It responds to strong interest in the region and complies with changes to state and federal planning requirements. The policy is intended to support and encourage broad-based public participation in the development and review of Metro's transportation plans, programs and projects. The goal of Metro's public involvement policy is to invite and provide for early and continuing public participation throughout the transportation planning and funding process in the Portland metropolitan region. This policy establishes consistent minimum standards to accomplish this goal; standards beyond these minimums may be applied as warranted and are encouraged.

Adopted in 1991, the federal Intermodal Surface Transportation Efficiency Act (ISTEA) was amended in 1998 as the Transportation Equity Act for the 21st Century (TEA-21). These Congressional acts expanded public participation in the transportation planning process and required increased cooperation among the jurisdictions that own and operate the region's transportation system. These partners include the region's 24 cities, three counties, Oregon Department of Transportation, Oregon Department of Environmental Quality, Port of Portland, TriMet, Washington Regional Transportation Council, Washington Department of Transportation, Southwest Washington Air Pollution Control Authority and other Clark County governments. The acts require urban areas, through a metropolitan planning organization (MPO), to develop and implement a continuing, cooperative, and comprehensive transportation planning process. As the designated MPO for the Portland metropolitan area, Metro is responsible for the transportation planning process, including development of metropolitan transportation plans and transportation improvement programs (TIPs), studies of major transportation investments, and management systems, among others. ISTEA also required MPOs to develop a public involvement process and to incorporate this process into the overall transportation planning process. The public involvement process should be proactive and should provide "complete information, timely public notice, full access to key decisions, and (support) early and continuing involvement of the public in developing plans and (programs)."

Oregon state planning goal 1 is citizen involvement. It requires that each governing body adopt and publicize a program for citizen involvement that is appropriate to the scale of the planning effort. The public involvement program should allow for continuity of information and enable citizens to understand the issues. Goal 1 also calls for regional agencies to use existing local citizen involvement programs established by counties and cities.

Local public involvement procedures and guidelines also have been developed to ensure that there is adequate public participation at the local level in the formulation and adoption of local transportation plans and programs from which projects are drawn and submitted to Metro for federal funding. Compliance with these local procedures will be demonstrated through completing each step outlined in the *Local public involvement checklist* (Appendix H of this document).

## **SECTION 2 SCOPE OF POLICY**

The policy is intended to focus on Metro's major actions and decisions. Metro develops and adopts the Regional Transportation Plan (RTP), the Metropolitan Transportation Improvement Program (MTIP) and other regional transportation plans and programs (see Figure 1 in Appendix A for an overview of the transportation programming and planning process). This public involvement policy applies to all of Metro's transportation plans and programs.

If a proposed action or decision is clearly a normal course-of-business activity that does not significantly affect the public or alter public policy, it may not be necessary to apply these procedures. But if there is a question as to whether a project is broad-based enough to warrant application of these procedures, the agency should follow them to ensure appropriate public notification and participation. Certain (i.e., minor) modifications to the Metropolitan Transportation Improvement Program are specifically exempted by the ISTEA from public involvement requirements (see Appendix G).

Metro also is responsible for development (e.g., identifying design, alignment, cost, etc.) of some projects of a regional scope, such as corridor studies and transit projects. Project development occurs in many phases and not all phases are subject to this policy. Initial planning-oriented project development activities may include preparation of preliminary cost estimates, scope and location. These types of initial project development efforts managed by Metro for major projects on the regional transportation system are subject to this policy to the extent that they help define the project so a decision can be made whether to include the project in a plan and/or program.

Later phases of project development, such as final design and alignment, generally follow a programming decision to fund the project and are not subject to this policy. Existing state and federal guidelines govern the public outreach activities that are required during these later phases. Metro transportation plans, programs and project development activities will be reviewed and approved consistent with the public involvement procedures and guidelines defined in Sections 3 and 4.

## **SECTION 3 METRO PUBLIC INVOLVEMENT PROCEDURES**

The procedures in this section shall apply to all Metro transportation planning, programming (i.e., funding) and project development activities, where Metro acts as the lead agency. Metro will provide for public involvement, consistent with the following goals, objectives and guidelines, in development of its short and long-range regional transportation plans, programs and projects. A detailed public involvement plan should be developed appropriate to each plan, program or project. The overall intent of each public involvement plan should be consistent with the goals and objectives of Metro's policy.

## **GOAL**

Provide complete information, timely public notice, full public access to key decisions, and support broad-based and early and continuing involvement of the public in developing regional transportation plans, programs and projects.

## **OBJECTIVES**

### **Policy objectives**

1. Develop a detailed public involvement plan and clear timeline of decision points early in the transportation planning and funding process.
2. Involve those traditionally under-served by the existing system and those traditionally under-represented in the transportation process and consider their transportation needs in the development and review of Metro's transportation plans, programs and projects. This includes, but is not limited to, minority and low-income households and persons who are unable to own and/or operate a private automobile, such as youth, the elderly and the disabled.
3. Remove barriers to public participation by those traditionally under-represented in the transportation planning process.
4. Involve local, regional and state jurisdictions that own and operate the region's transportation system in the development and review of Metro's transportation plans, programs and projects.
5. Provide 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 transportation plans and improvement programs.
6. Provide information on regional transportation planning and funding activities in a timely manner to interested parties.
7. Provide opportunities for the public to provide input on the proposed transportation plan, project or project. Create a record of public comment received and agency response regarding draft transportation plans and programs at the regional level.
8. Provide updated summaries of public comment at key decision points.
9. Provide additional opportunities for public comment if there are significant differences between the draft and final plans.
10. Ensure that development of local transportation plans and programs are conducted according to Metro guidelines for local public involvement.

11. Periodically review and update the public involvement process to reflect feedback from the public.

The following additional objective applies to Metro review of locally developed plans and programs from which projects are drawn and submitted for regional funding:

12. Ensure that development of local transportation plans and programs was conducted according to Metro guidelines for local public involvement as defined in the *Local public involvement checklist*.

## **PUBLIC INVOLVEMENT PLAN**

A public involvement plan will be developed for each Metro program or project. The public involvement plan will specify the opportunities for public involvement, including the opportunities for participation by the general public (workshops, hearings) and by citizen advisory committees, as appropriate. The plan, program or project public involvement plan should identify the under-served (e.g., minority, low income) population and what strategies will be used to seek out and consider their participation. The structure also should identify and describe key decision points.

Each plan, program or project public involvement structure will be subject to the goals, objectives and guidelines described in this section. The public involvement opportunities described in each public involvement plan should be consistent with the guidelines that follow. The guidelines are more specific for certain types of long-term plans and programs. It is recognized that these activities vary significantly and that there are any number of methods that could be employed to meet the overall intent of providing adequate, accessible public involvement during the planning process.

The public involvement structure may be fully defined at the start of the process, or it may be developed in concept (outline format) initially and then refined as a scoping element of the plan, program or project.

## **GUIDELINES**

The purpose of these guidelines is to ensure that all transportation plans, programs and project development activities requiring Metro action include public involvement prior to action by the Metro Council. These guidelines also will help ensure that the goals and objectives for Metro and local public involvement will be achieved.

### **How to use these guidelines:**

All Metro plans, programs and project development activities are subject to the following guidelines. The guidelines for timeliness of notification are more restrictive for long-term, large-scale (i.e., "major") planning and programming efforts than for the other

activities. These long-term, large-scale activities include major updates to the Regional Transportation Plan and the Metropolitan Transportation Improvement Program. These are the two primary ongoing documents guiding improvements to the regional transportation system.

The regional planning process also involves other large-scale planning efforts, such as major planning studies of transportation needs in particular transportation corridors and subareas of the region. These major planning and programming activities are identified in Metro's Unified Work Program, have long-range significance and generally take more than one year to complete.

Metro's review of its regional transportation plans, programs and project development efforts will conform to the following guidelines:

***1. Timeliness of notification***

Provide minimum advance notice for public participation in regional transportation planning, programming and project development. Minimum required notice will depend on the type of plan, program or project development effort under review. Generally, notice for key decision points or kickoff for any major project, program or plan should be given to the mailing list, neighborhood associations and other stakeholders and interested parties at least 45 days in advance to allow a full cycle of neighborhood and community group meetings between notice and action. A longer lead time is desirable, if possible.

Notices of project kickoff should include information about how to join the project mailing list and how to participate in problem definition, goals and objectives and alternatives to be studied. If a citizen advisory committee (CAC) is to be used – it is optional for any particular plan or program – the advance notice should indicate that a CAC is being recruited. Notices of key decision points should outline how and when decisions will be made and how comment on decisions can be made. For other projects, advance notice will depend on the scope and schedule of the effort. It is recognized that each project is unique and that a very visible or targeted public information effort can somewhat compensate for a shortened time frame when necessary.

As appropriate, notice may be through an announcement on the Metro web site and transportation hotline, a mailing or a newspaper advertisement.

Two weeks' notice to the project mailing list is required for public involvement opportunities and informational activities, understanding that there may be special circumstances where this is not feasible or desirable. It is recognized that each planning activity is unique and that a very visible or targeted public information effort can somewhat compensate for a shortened time frame when necessary. Where possible, neighborhood associations and other interest groups should be notified 45 calendar days in advance. Examples of public involvement events include:

- public hearings or open houses to review proposed plans or programs
- neighborhood meetings or workshops to discuss proposed plans/scoping documents
- JPACT discussion of proposed work scope for major study/plan
- JPACT/Metro Council non-voting discussion of proposed plans/programs.

## *2. Notification methods*

Notices of public hearings, meetings and other activities should be published in a newspaper of general circulation, such as The Oregonian. For projects that are not regional in scope and do not carry a federal requirement to publish regional notice, notice in community newspapers may be substituted. Other media (e.g., radio, television) should be used as needed. In addition, an up-to-date mailing list should be kept to directly notify affected and interested persons and groups. Each mailing list should include interested reporters and neighborhood group contacts. Examples of affected and interested parties are listed in Appendix C. The Metro web site should include listings of all public meetings and key decision points.

## *3. Content of notifications*

Notifications should be easy to understand and provide adequate information and/or indicate how additional information can be obtained. To the extent possible, notifications of public involvement activities should include the following information:

- What action is being undertaken and an explanation of the process.
- What issues are open for discussion (e.g., regional significance).
- Who is holding the event/meeting and to whom comments will be made.
- How the comments will be used.
- How much time is scheduled for public comment at meetings.
- Who should be interested/concerned and what are the major issues.
- Who may be contacted by telephone, in writing or by other means to offer comments and/or suggestions.
- Future opportunities for comment and involvement.
- The purpose, schedule, location, and time of meetings.
- The location(s) where information is available.
- The comment period for written/oral comments.
- The process that may be available for supplementing or modifying the final plan or program (including identifying the anticipated time period for the next plan/program update).

## *4. Scheduling of meetings*

Meetings and hearings should be scheduled to allow the best opportunity for attendance by the general public and interest groups.

## *5. Access to meetings*

Meetings and hearings should be conducted in a convenient and fully accessible location. Meeting/hearing locations should be accessible by transit.

#### ***6. Form of communication***

All technical and policy information should be summarized so that it is easily understood and usable by the public. The public also should have full access to technical data and analysis. To the extent possible, knowledgeable persons should be available to answer technical and policy questions at key public meetings and hearings. An opportunity should be provided for the public to initiate ideas as well as respond to plans, programs and project ideas proposed by staff.

#### ***7. Comment and review periods***

Provide adequate time for public review of draft documents or staff recommendations prior to comment or testimony, such as public hearings. The length of comment and review periods will vary based on the nature of the plan or program and the total amount of time available to complete the planning and programming process.

When making air quality conformity determinations for transportation plans and programs Metro will follow the public participation requirements in the State Conformity Rule 340-252-0060(4). Metro will make available to the public the draft conformity determination and all supporting documents. Written notification of the availability of the draft determination and all supporting documents shall also be provided to any party requesting such notification. Comments submitted to Metro during the review period shall be made part of the record of any final decision.

#### ***8. Form and use of public comment***

Comment should be invited from a broad range of sources. As appropriate, public comments will be used to revise work scopes and/or draft transportation plans and programs. Summaries of comments received will be up to date and will be forwarded to advisory committees and policy-makers considering the plans, programs and projects. Parties making comments (oral or written) should identify the organization they represent (if any).

#### ***9. Feedback/response to public comment***

Comments should be responded to in a timely manner. As appropriate, comments and concerns may be addressed as a group rather than individually. A general summary of public comments and agency responses should be provided to participants in the regional planning process, while maintaining a complete record containing copies or transcripts of all public input for public review. For long term plans, programs and projects, a feedback mechanism should be established to occur regularly and to maintain public interest. Significant oral and written comments on the draft RTP and MTIP will become part of the final plan and MTIP.

#### ***10. Evaluation/refinement of public involvement process***

The public involvement process should be evaluated for effectiveness at regular intervals, or upon the completion of major planning efforts. Major modifications to Metro's general public involvement process should be published for a 45-day public comment period prior to adoption.

### ***11. Advisory committees***

Citizen or policy advisory committees may be formed for transportation projects, but they are not required. If used, they are to comply with Title 2.19 of the Metro Code.

### ***12. Remove barriers to involvement***

Metro encourages public involvement and technical staff to use creative outreach methods. It is especially important to develop outreach when Metro goes to people rather than asking community members to come to Metro.

## **SECTION 4: RELATION OF THIS POLICY TO LOCAL PUBLIC INVOLVEMENT PROCESSES**

Before a transportation project initiated by a local government can be included in a Metro plan or program, the sponsoring local jurisdiction must demonstrate that the local transportation plan or program – from which the project was drawn – incorporated adequate public involvement by completing the *Local public involvement checklist* (appendix H). This policy seeks to ensure the integrity of local decisions regarding projects (from local plans and programs) submitted for regional funding or other action. Discussion and review of local projects, for possible inclusion in Metro's plans and programs, will focus on regional issues only. Metro expects that local jurisdictions will resolve local issues during local planning and programming, prior to the time projects are forwarded to Metro.

## **SECTION 5: COMPLIANCE**

Metro will be expected to comply with this policy. However, failure to exactly comply with the procedures contained in this policy shall not, in and of itself, render any decisions or actions invalid. If there is question of whether the policy's goals and objectives have been met by Metro's public involvement efforts, the dispute resolution process described later in this section shall apply. The dispute resolution process shall focus on whether Metro made a reasonable attempt to achieve the intent of the policy.

### **5. A. How the policy and its procedures will be applied**

This policy establishes minimum standards for public involvement opportunities that Metro is expected to follow when producing transportation plans, programs and projects. It is recognized, however, that each planning activity is unique and that there may be special circumstances (e.g., extremely short time frame) where strict adherence to the guidelines may not be possible or desirable. Metro can employ a very visible or targeted public information effort to compensate somewhat in the event of an extremely short time frame for a particular activity.

## **5. B. Dispute-resolution process**

The dispute-resolution process will focus on determining the degree of compliance with the guidelines contained in this policy. The extent to which the agency's actions met the intent of the policy by achieving the goals and objectives of procedures will be considered. If it is determined that Metro has not met the spirit of the guidelines contained in this policy, Metro may be required to conduct additional public involvement activities to ensure there has been adequate public review.

Questions of adequacy of compliance with this policy should first be addressed to Metro's planning director. If the dispute cannot be resolved by the planning director, it will be forwarded to Metro's chief operating officer for consideration. If the dispute cannot be resolved by the chief operating officer, it will be forwarded to the Metro Council.

## **5. C. Effective date of policy**

This policy will become effective when it is adopted into the Regional Transportation Plan. From that point forward, conformance with this policy will be required for public involvement activities and adoption decisions pertaining to Metro's transportation plans, programs and project development activities. The following current or upcoming activities will be subject to this policy:

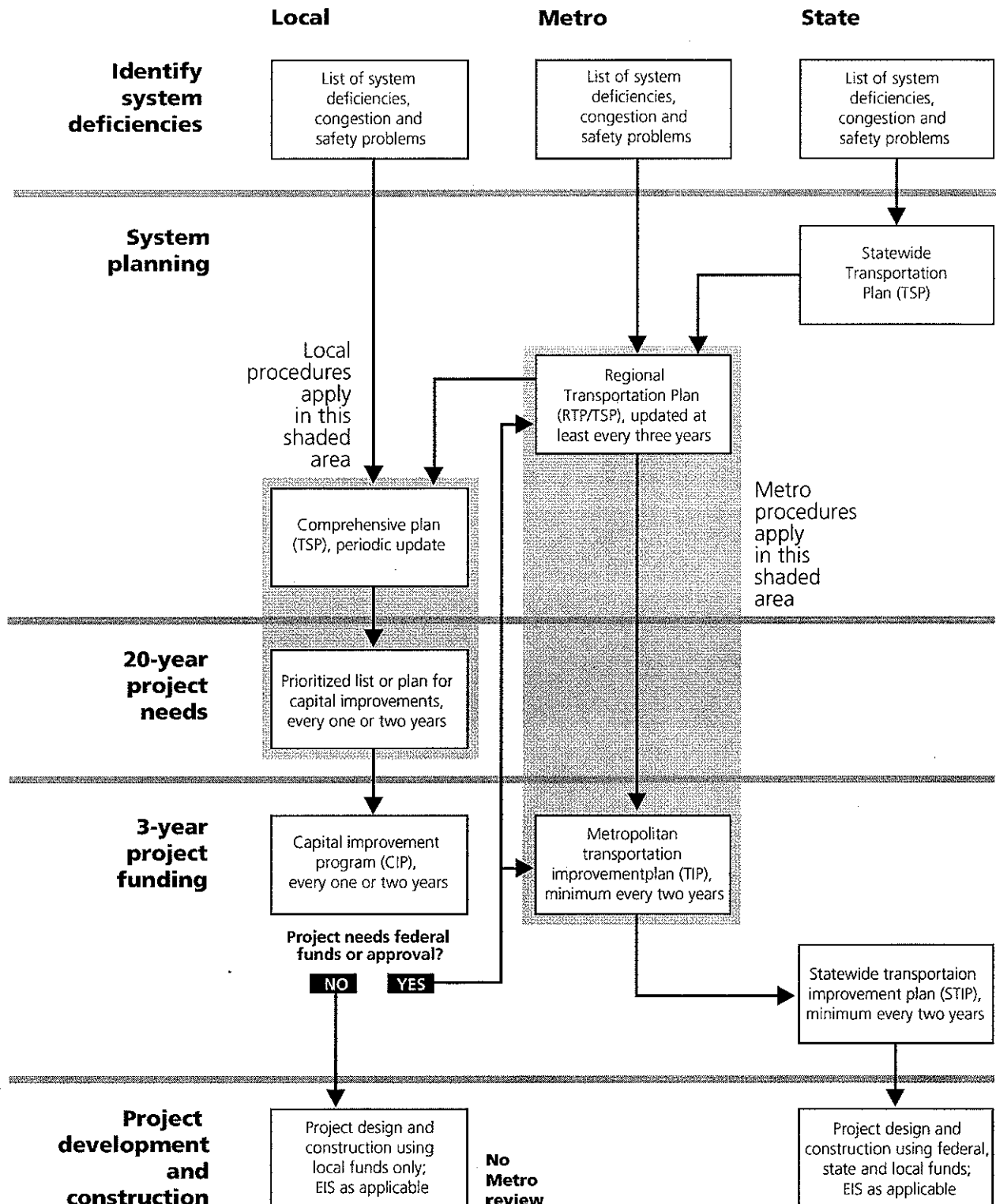
1. Metro transportation plans (e.g., Regional Transportation Plan: 2007 Update)
2. Metro transportation programs (e.g., Fiscal year 2006-09 Metropolitan Transportation Improvement Program)
3. Metro transportation project development activities (e.g., Highway 217 Corridor Study)

## **5. D. Amendments to policy**

Metro will periodically, or at least every three years (consistent with ISTEA), review and evaluate this public involvement policy. Amendments to the policy will require a 45-day public comment period prior to adoption.

## APPENDIX A

# Transportation Planning and Programming Process



## APPENDIX B

### Glossary

**Citizen advisory committee (CAC)** – Selected for a specific issue, project or process, a group of citizens volunteer are appointed by Metro to represent citizen interests on regional transportation issues.

**The Intermodal Surface Transportation Efficiency Act (ISTEA)**, signed into law on Dec. 18, 1991, provides regions and states with additional funding and more flexibility in making transportation decisions. The act places significant emphasis on broadening public participation in the transportation planning process to include key stakeholders, including the business community, community groups, transit operators, other governmental agencies and those who have been traditionally underserved by the transportation system. Among other things, the act requires the metropolitan area planning process to include additional considerations such as land use, intermodal connectivity, methods to enhance transit service and needs identified through the management systems.

**The Joint Policy Advisory Committee on Transportation (JPACT)** provides a forum for elected officials from area cities and counties and representatives of agencies involved in transportation to evaluate transportation needs and coordinate transportation decisions for the region and to make recommendations to the Metro Council.

**The Metro Committee for Citizen Involvement (MCCI)** was established (under a different name) by the Regional Urban Growth Goals and Objectives (RUGGO) in 1991. Committee members represent the entire area within the boundaries of Clackamas, Multnomah and Washington counties and are appointed by the Metro Council. According to its bylaws, the mission of the MCCI is to “advise and recommend actions to the Metro Council on matters pertaining to citizen involvement.”

The **Metro Council** is composed of six members elected from districts throughout the metropolitan region and a council president elected regionwide. The council approves Metro policies, including transportation.

**Metropolitan planning organization (MPO)** is an organization designated by the Governor to provide a forum for cooperative transportation decision-making for the metropolitan planning area. Metro is the MPO for the Oregon portion of the Portland-Vancouver metropolitan area.

**Metropolitan Transportation Improvement Program (MTIP)** – A staged, multi-year, intermodal program of transportation projects consistent with the metropolitan transportation plan.

**Oregon’s statewide planning goals** form the framework for a statewide land-use planning program. The 19 goals cover four broad categories: land use, resource management, economic development and citizen involvement. Locally adopted comprehensive plans must be consistent with the statewide planning goals.

**Transportation disadvantaged/persons** potentially under-served by the transportation system are identified in the ISTEA metropolitan area planning regulations as those individuals who have difficulty in obtaining transportation because of their age, income, physical or mental disability. This includes, but is not limited to, low-income and minority households. Persons who are unable to own and/or operate a private automobile (e.g., youth, the elderly and the disabled) also may be included in this category.

**Regional Transportation Plan (RTP)** – The official intermodal transportation plan developed and adopted thorough the metropolitan transportation planning process for the metropolitan planning area.

**Metro's Regional Urban Growth Goals and Objectives (RUGGOs)**, adopted in 1991, produced an urban growth policy framework and represents the starting point for the agency's long-range regional planning program.

Signed into law on June 9, 1998, the **Transportation Equity Act for the 21st Century (TEA-21)** authorizes highway, highway safety, transit and other surface transportation programs for the years 1998 through 2003. TEA-21 builds on the initiatives established in the **Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)**, which was the last major authorizing legislation for surface transportation.

**The Transportation Planning Rule** was adopted in 1991 to implement Statewide Planning Goal 12 (Transportation). The rule requires the state's metropolitan areas to reduce reliance on the automobile by developing transportation system plans that improve opportunities for walking, biking and use of transit, demonstrate reductions in vehicles miles of travel per capita and in parking spaces per capita.

**The Transportation Policy Alternatives Committee (TPAC)** provides technical input to the JPACT policy-makers. TPAC's membership includes technical staff from the same governments and agencies as JPACT, plus representatives of the Federal Highway Administration and the Southwest Washington Regional Transportation Council. There are also six citizen representatives appointed by the Metro Council.

## **APPENDIX C**

### **Interested and Affected Parties (examples)**

The mailing list of interested and affected parties for any plan, program or project study may include but is not limited to the following. Notification lists should be appropriate to the project, its scope, timeline and budget.

Elected officials

Neighborhood associations

Property owners

Business groups

Users of the facility or corridor

Persons who have previously expressed interest in similar projects or related studies

Persons potentially under-served by the transportation system

## **APPENDIX D**

### **Notification methods/strategies (examples)**

Methods of notifying the public of opportunities for involvement may include but are not limited to:

- News bulletins
- Newsletters
- Public notices
- Distribution of flyers
- Public service announcements
- Electronic bulletin board
- Billboards
- Posters
- News stories
- Advertisements
- Mailings to interested/affected party's list

## APPENDIX E

### Opportunities for public involvement (examples)

Following are examples and ideas for strategies to provide for public involvement in transportation planning. Many of these ideas and descriptions are taken from “Innovations in Public Involvement for Transportation Planning,” distributed jointly by the Federal Highway Administration and the Federal Transit Administration (January 1994). A copy of this document can be obtained from Metro.

This list is meant to provide ideas for consideration. Metro does not intend to prescribe specific strategies for use for any particular project. Jurisdictions are free to choose one or more of the following or to use any other appropriate strategies for their public involvement activities.

**Brainstorming** is a simple technique used in a meeting where participants come together in a freethinking forum to generate ideas. Used properly – either alone or in conjunction with other techniques – brainstorming can be a highly effective method of moving participants out of conflict and toward consensus.

A **charrette** is a meeting to resolve a problem or issue. Within a specified time limit, participants work together intensely to reach a resolution.

**Citizen surveys** assess widespread public opinion. A survey is administered to a sample group of citizens via a written questionnaire or through interviews in person, by phone, or by electronic media. The limited sample of citizens is considered representative of a larger group. Surveys can be formal (scientifically assembled and administered) or informal.

A **citizens’ advisory committee** is a representative group of stakeholders that meets regularly to discuss issues of common concern. While citizens’ advisory committees have been used for many years and the technique itself is not innovative, it can be used very creatively.

A **collaborative task force** is assigned a specific task with a time limit to come to a conclusion and resolve a difficult issue, subject to ratification by official decision-makers. It can be used on a project level or for resolving issues within a project. Its discussion can help agencies understand participants’ qualitative values and reactions to proposals. It can aid in development of policies, programs, and services and in allocation of resources.

**Focus groups** are a tool used to gauge public opinion. Borrowed from the marketing and advertising industry, they define transportation as a product with the public as customers. Focus groups are a way to identify customer concerns, needs, wants, and expectations. They can inform sponsors of the attitudes and values that customers hold and why. Each focus group involves a meeting of a carefully selected group of individuals convened to discuss and give opinions on a single topic.

**Media strategies** inform the public about projects and programs through newspapers, radio, television and videos, billboards, posters and displays, mass mailings of brochures or newsletters, and distribution of flyers. Better information enhances public understanding of a project or program and is the basis of meaningful public involvement efforts.

A **period for written and oral comments** provides an opportunity for in-depth and more lengthy consideration and response by the public to draft recommendations. A comment period allows interested parties an opportunity to present their opinion on a particular project without the need for attending meetings or hearings.

**Public meetings and hearings** provide opportunities for information exchange. Public meetings present information to the public in any number of ways and obtain informal input from citizens. Held throughout the planning process, they can be tailored to specific issues or citizen groups and can be informal or formal. Public hearings are more formal events than public meetings and generally focus on a specific proposal or action. Held prior to a decision point, a public hearing gathers citizen comments and positions from all interested parties for public record and input into decisions. Facilitators can be used to effectively guide the discussions at meetings.

**Telephone techniques** make use of the telephone for two-way communication with the public. The telephone can be used to obtain information and to give opinions. Its use has entered a new era of potential applications to community participation, going beyond question-and-answer techniques toward the evolving new multi-media connections with television and computers.

A **transportation fair** is an event used to interest citizens in transportation and in specific projects or programs. It is typically a one-day event, heavily promoted to encourage people to attend. Attractions such as futuristic vehicles can be used to bring people to the fair, and noted personalities can also draw participants.

**Video techniques** use recorded visual and oral messages to present information to the public, primarily via videotapes or laser disks. Video information can be presented at meetings or hearings. Many households own a videotape player, which provides an additional opportunity for information dissemination.

**Visioning leads** to a goals statement. Typically it consists of a series of meetings focused on long-range issues. Visioning results in a long-range plan. With a 20- or 30-year horizon, visioning also sets a strategy for achieving the goals.

## **APPENDIX F**

### **Public Involvement Provisions excerpted from the Metropolitan Area Planning regulations (23 CFR Part 450 Sub-part C)**

#### **§450.316 Metropolitan transportation planning process: Elements.**

(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 TIPs and meets the requirements and criteria specified as follows:

(i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

(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);

(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;

(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));

(v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;

(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;

(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;

(viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO 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 FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decision-making processes;

(xi) Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs;

#### **SECTION 450.322 (c): Metropolitan Transportation Plan**

There must be adequate opportunity for public official (including elected officials) and citizen involvement in the development of the transportation plan before it is approved by the MPO, in accordance with the requirements of 450.316(b)(1). Such procedures shall include opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, and private providers of transportation) to be involved in the early stages of the plan development/update process. The procedures shall include publication of the proposed plan or other methods to make it readily available for public review and comment and, in nonattainment [transportation management areas], an opportunity for at least one formal public meeting annually to review planning assumptions and the plan development process with interested parties and the general public. The procedures also shall include publication of the approved plan or other methods to make it readily available for information purposes.

#### **SECTION 450.324 (c): Metropolitan Transportation Improvement Program (TIP)**

There must be reasonable opportunity for public comment in accordance with the requirements of 450.316(b)(1) and, in nonattainment [transportation management areas], an opportunity for at least one formal public meeting during the TIP development process. This public meeting may be combined with the public meeting required under 450.322(c). The proposed TIP shall be published or otherwise made readily available for review and comment. Similarly, the approved TIP shall be published or otherwise made readily available for information purposes.

#### **SECTION 450.326: TIP: Modification**

Public involvement procedures consistent with 450.316(b)(1) shall be used in amending the TIP, except that these procedures are not required for TIP amendments that only involve projects of the type covered in 450.324(i).

## **APPENDIX G: DEVELOPMENT OF POLICY**

This draft public involvement policy was developed by the Metro Committee for Citizen Involvement and the Transportation Policy Alternatives Committee. This policy incorporates input from public involvement and planning professionals and citizens in the region. Following a 45-day public review and comment period, the policy will be revised as appropriate and submitted to the Metro Council for adoption into the Regional Transportation Plan.

MCCI was established by the Regional Urban Growth Goals and Objectives process and re-affirmed by the 1992 Metro home-rule charter and is assisting the Metro Council in developing and reviewing public involvement procedures for all Metro activities, including planning.

TPAC includes staff from the region's governments and transportation agencies and has six citizen members. This committee provides technical advice on regional transportation issues to Metro's policy-makers. Metro staff also are assisting in development of the procedures and guidelines.

Adoption of the public involvement procedures will occur through review and action by Metro's policy-makers, including the Joint Policy Advisory Committee on Transportation and the Metro Council. JPACT provides a forum for elected officials and representatives of agencies involved in transportation to evaluate needs in the region and to make recommendations to the Metro Council. The Metro Council is composed of six members elected from districts throughout the metropolitan region and a council president elected region-wide. The council approves Metro policies, including transportation.

The draft public involvement procedures will be published for a 45-day public comment period. JPACT and the Metro Council will consider public comment in their review.

## APPENDIX H: LOCAL PUBLIC INVOLVEMENT CHECKLIST

Local jurisdictions/project sponsors must complete this checklist for local transportation plans and programs from which projects are drawn which are submitted to Metro for regional funding or other action. Section 3.D of Metro's local public involvement policy for transportation describes the certification process, including completion of this checklist. See Section 3.D for information about the other certification steps.

If projects are from the same local transportation plan and/or program, only one checklist need be submitted for those projects. For projects not in the local plan and/or program, the local jurisdiction should complete a checklist for each project.

The procedures for local public involvement (Section 3) and this checklist are intended to ensure that the local planning and programming process has provided adequate opportunity for public involvement prior to action by Metro. To aid in its review of local plans, programs and projects, Metro is requesting information on applicable local public involvement activities. Project sponsors should keep information (such as that identified in italics) on their public involvement program on file in case of a dispute.

### A. Checklist

- ☐ 1. At the beginning of the transportation plan or program, a public involvement program was developed and applied that met the breadth and scope of the plan/program. Public participation was broad-based, with early and continuing opportunities throughout the plan/program's lifetime.

*Keep copy of applicable public involvement plan and/or procedures.*

- ☐ 2. Appropriate interested and affected groups were identified and the list was updated as needed.

*Maintain list of interested and affected parties.*

- ☐ 3. Announced the initiation of the plan/program and solicited initial input. If the plan/program's schedule allowed, neighborhood associations, citizen planning organizations and other interest groups were notified 45 calendar days prior to (1) the public meeting or other activity used to kick off public involvement for the plan/program; and (2) the initial decision on the scope and alternatives to be studied.

*Keep descriptions of initial opportunities to involve the public and to announce the project's initiation. Keep descriptions of the tools or strategies used to attract interest and obtain initial input.*

- ☐ 4. Provided reasonable notification of key decision points and opportunities for public involvement in the planning and programming process. Neighborhood associations, citizen planning organizations and other interest groups were notified as early as possible.

*Keep examples of how the public was notified of key decision points and public involvement opportunities, including notices and dated examples. For announcements sent by mail, document number of persons/groups on mailing list.*

- ☐ 5. Provided a forum for timely, accessible input throughout the lifetime of the plan/program.

*Keep descriptions of opportunities for ongoing public involvement in the plan/program, including citizen advisory committees. For key public meetings, this includes the date, location and attendance.*

- ☐ 6. Provided opportunity for input in reviewing screening and prioritization criteria.

*Keep descriptions of opportunities for public involvement in reviewing screening and prioritization criteria. For key public meetings, this includes the date, location and attendance. For surveys, this includes the number received.*

- ☐ 7. Provided opportunity for review/comment on staff recommendations.

*Keep descriptions of opportunities for public review of staff recommendations. For key public meetings, this includes the date, location and attendance. For surveys, this includes the number received.*

- ☐ 8. Considered and responded to public comments and questions. As appropriate, the draft documents and/or recommendations were revised based on public input.

*Keep record of comments received and response provided.*

- ☐ 9. Provided adequate notification of final adoption of the plan or program. If the plan or program's schedule allows, the local jurisdiction should notify neighborhood associations, citizen participation organizations and other interest groups 45 calendar days prior to the adoption date. A follow-up notice should be distributed prior to the event to provide more detailed information.

*Keep descriptions of the notifications, including dated examples. For announcements sent by mail, keep descriptions and include number of persons/groups on mailing list.*

## **B. Certification Statement**

\_\_\_\_\_  
(project sponsor)

certifies adherence to the local public involvement procedures developed to enhance public participation.

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(date)

## **C. Summary of Local Public Involvement Process**

Please attach a summary (maximum 2 pages) of the key elements of the public involvement process for this plan, program or group of projects.

## APPENDIX I: OREGON'S STATEWIDE PLANNING GOALS AND GUIDELINES

### GOAL 1: CITIZEN INVOLVEMENT

#### **OAR 660-015-0000(1)**

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.

**A. Citizen involvement**

1. A program for stimulating citizen involvement should be developed using a range of available media (including television, radio, newspapers, mailings and meetings).

2. Universities, colleges, community colleges, secondary and primary educational institutions and other agencies and institutions with interests in land-use planning should provide information on land-use education to citizens, as well as develop and offer courses in land-use education which provide for a diversity of educational backgrounds in land-use planning.

3. In the selection of members for the committee for citizen involvement, the following selection process should be observed: citizens should receive notice they can understand of the opportunity to serve on the CCI; committee appointees should receive official notification of their selection; and committee appointments should be well publicized.

## **B. Communication**

Newsletters, mailings, posters, mail-back questionnaires, and other available media should be used in the citizen involvement program.

## **C. Citizen influence**

1. *Data Collection* – The general public through the local citizen involvement programs should have the opportunity to be involved in inventorying, recording, mapping, describing, analyzing and evaluating the elements necessary for the development of the plans.

2. *Plan Preparation* – The general public, through the local citizen involvement programs, should have the opportunity to participate in developing a body of sound information to identify public goals, develop policy guidelines, and evaluate alternative land conservation and development plans for the preparation of the comprehensive land-use plans.

3. *Adoption Process* – The general public, through the local citizen involvement programs, should have the opportunity to review and recommend changes to the proposed comprehensive land-use plans prior to the public hearing process to adopt comprehensive land-use plans.

4. *Implementation* – The general public, through the local citizen involvement programs, should have the opportunity to participate in the development, adoption, and application of legislation that is needed to carry out a comprehensive land-use plan.

The general public, through the local citizen involvement programs, should have the opportunity to review each proposal and application for a land conservation and development action prior to the formal consideration of such proposal and application.

5. *Evaluation* – The general public, through the local citizen involvement programs, should have the opportunity to be involved in the evaluation of the comprehensive land use plans.

6. *Revision* – The general public, through the local citizen involvement programs, should have the opportunity to review and make recommendations on proposed changes in comprehensive land-use plans prior to the public hearing process to formally consider the proposed changes.

#### **D. Technical information**

1. Agencies that either evaluate or implement public projects or programs (such as, but not limited to, road, sewer, and water construction, transportation, subdivision studies, and zone changes) should provide assistance to the citizen involvement program. The roles, responsibilities and timeline in the planning process of these agencies should be clearly defined and publicized.
2. Technical information should include, but not be limited to, energy, natural environment, political, legal, economic and social data, and places of cultural significance, as well as those maps and photos necessary for effective planning.

#### **E. Feedback mechanism**

1. At the onset of the citizen involvement program, the governing body should clearly state the mechanism through which the citizens will receive a response from the policy-makers.
2. A process for quantifying and synthesizing citizens' attitudes should be developed and reported to the general public.

#### **F. Financial support**

1. The level of funding and human resources allocated to the citizen involvement program should be sufficient to make citizen involvement an integral part of the planning process.

## **Metro**

### **People places • open spaces**

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy and good transportation choices for people and businesses in our region. Voters have asked Metro to help with the challenges that cross those lines and affect the 24 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to protecting open space, caring for parks, planning for the best use of land, managing garbage disposal and increasing recycling. Metro oversees world-class facilities such as the Oregon Zoo, which contributes to conservation and education, and the Oregon Convention Center, which benefits the region's economy.

#### ***Your Metro representatives***

Metro Council President – David Bragdon

Metro Councilors – Rod Park, District 1; Brian Newman, deputy council president, District 2; Carl Hosticka, District 3; Susan McLain, District 4; Rex Burkholder, District 5; Rod Monroe, District 6.

Auditor – Alexis Dow, CPA

#### ***Metro's web site***

[www.metro-region.org](http://www.metro-region.org)