



MEMORANDUM #1

DATE: October 29, 2015

TO: Linn County TSP Project Management Team

FROM: Carl D. Springer, DKS Associates
Julie Sosnovske, DKS Associates

SUBJECT: **Linn County Transportation System Plan | P14180-010**
Technical Memorandum #1: Public and Stakeholder Involvement Strategy

Linn County has recognized that citizen involvement is necessary in making wise and legitimate decisions through its Comprehensive Plan. The following strategy reflects the County's Comprehensive Plan policies regarding citizen involvement and provides specific actions for engaging citizens and stakeholders in the Transportation System Plan (TSP) development process.

The county will involve the public and stakeholders primarily through a series of committee meetings, community workshops, stakeholder interviews, and work sessions with regional partners and elected officials. In addition, project information will be distributed through a variety of media, including a project website. The following sections describes each of these outreach mechanisms. A milestone schedule showing the public process is attached.

Project Website

The consultant team will develop and maintain a project website dedicated to the TSP update (LinnCountyTSP.org). It will include key project information, including a brief overview of the project, meeting dates and summaries, other public involvement opportunities, and project materials. The website will also provide an opportunity for public comments and questions. The website will be updated regularly to include new project materials as well as responses to frequently asked questions.

Project Advisory Committee

A project advisory committee will inform and guide the plan. The committee meetings will be held at locations throughout the county, with the first committee meeting likely to be at either the Linn County Courthouse or Linn County Fairgrounds, in Albany. The location of future committee meetings will be determined at the first such meeting. The county will not advertise for it, but the PAC meetings will be open for public attendance.

Project Advisory Committee (PAC) – The primary function of the PAC will be to review drafts and provide comments on technical and regulatory memorandums/reports, as well as provide recommendations for the TSP, acting as community representatives. This committee will consist of

representatives from affected agencies and represent a wide array of interests, including: Linn County roads and planning and building departments, Linn County Planning Commission, the Cities of Albany, Halsey, Sweet Home, Tangent, Harrisburg, Millersburg, Mill City, Scio and Brownsville, a transit representative, the Oregon Department of Transportation, and others (see Table 1).

The PAC is scoped to meet six times throughout the plan development process.

- The first meeting will provide a project orientation, an introduction to transportation planning and begin the discussion of the goals and objectives that best describe how the transportation system should be developed and managed in Linn County.
- The second meeting will be a review and discussion of existing and future transportation conditions, with a discussion about developing alternatives to meet the existing and future deficiencies identified.
- The third meeting will discuss how transportation solutions will be identified and updated standards to manage the transportation system.
- In the fourth meeting, the PAC will review and discuss potential transportation solutions.
- The fifth meeting will be a review and discussion of projects that are expected to be funded versus not funded.
- The final meeting will be a review and discussion of the draft TSP prior to beginning the public hearings process.

Table 1: Project Advisory Committee Roster

Name	Affiliation
Chuck Knoll	LC Road Department
Darrin Lane	LC Road Department
Olivia Glantz	LC Planning and Building
Robert Wheeldon	LC Planning and Building
Judge Roark	LC Planning Commission
Stanley Boshart	LC Planning Commission
Dan Fricke	ODOT
Ron Irish	City of Albany
Ronda Fischer	City of Halsey
Joe Graybill	City of Sweet Home
Georgia Edwards	City of Tangent
Brian Latta	City of Harrisburg
Barbara Castillo	City of Millersburg
Scott Cook	City of Mill City
City Manager	City of Scio
Scott McDowell	City of Brownsville
Teresa Conley	Oregon Cascades West COG
Charlie Mitchell	Cascade West Area Commission on Transportation

Coordination with Regional Partners

Up to three presentations will be made to the Cascades West Area Commission on Transportation (“ACT”) at key milestones in the work process, to be determined as the work progresses. Feedback from the ACT will be incorporated into the study recommendations, as directed by the PMT.



Community Workshops

Two community workshop event series will be held during the project at up to three locations throughout the county, including Lebanon (south/east part of county), Albany/Millersburg (northwest part of county), and Mill City (northeast part of county). The first meeting series will introduce the TSP project and obtain input regarding existing and future transportation needs and interests, as well as key areas of interest for inclusion in the goals and objectives. The second meeting series will obtain input on potential solutions to address transportation needs.

Advertisement of town hall meetings will be through a project website, the County's website, and media notices in local newspapers. The county may supplement advertising through the local radio station, and posters/flyers displayed in public areas or at other community events.

On-Call Meeting Support

The consultant is authorized to assist the County with support for a limited number of additional meetings, including preparation of meeting materials, making presentations and/or recording public feedback at key milestones during the project, as determined by County staff.

Elected Officials Workshops and Briefings

The County Board of Commissioners and Planning Commissioners of Linn County will engage in the TSP development process through a series of Planning Commission work sessions and one Planning Commission update briefing. The initial Planning Commission briefing will provide an orientation to the TSP process and opportunity for officials to offer direction. The work sessions will gain input on: 1) existing/future conditions and the goals, and objectives, and 2) potential transportation solutions. The work sessions will follow each of the two community workshops to share public input offered at each project milestone.

County staff will brief the Board of County Commissioners (BOCC) periodically. These briefings are likely to occur at similar intervals as the Planning Commission work sessions.

Stakeholder Interviews

Stakeholder interviews will be conducted at two key milestones during the project. Up to ten stakeholder interviews will be conducted each time, with interview questions oriented toward transportation needs and concerns in Linn County. The Project Management Team will develop and review the questions to be asked during the interviews. A summary of each series of interviews will be prepared, including any recommendations for consideration in the TSP.

Engaging Seniors, Non-English Speakers, and Low Income Populations

As part of the outreach to engage citizens and stakeholders in the TSP project, the county will make special efforts to involve minority and low income groups within the county.



According to the 2010 Census, nearly 91% of the population of Linn County is Caucasian and nearly 8% of the population is of Hispanic or Latino origin. In addition, it is estimated that almost 18% of individuals within Linn County were below the poverty line in 2013, which is above average for Oregon.

Given the considerable size of the Hispanic or Latino community in Linn County, written materials and translation service will be made available in Spanish upon request. In addition, the county will post project advertisements in locations where Hispanic or Latino community members are likely to see them.

To assist those that cannot drive, community workshops will be at locations accessible via transit, walking or biking when feasible given the meeting location. The county will provide downloadable materials on the project website. Hard copies of project documents will be available upon request for those without internet access.

To help engage senior citizens, the county will post project advertisements in locations where seniors will be likely to see them. Such locations may include drugstores, grocery stores, and retirement and assisted living communities.

Distribution and Review of Work Products

The county will email project work products directly to PAC members, and the consultant will post them to the project website for access by the general public. PAC members will be able to comment directly through regular committee meetings. The general public will be able to comment during the public comment period at the end of PAC meetings, at community workshops, and through the project website. The project website will facilitate public input by including a comment mapping feature. The project team will review comments input through the website and include them as part of the project record of public comments.



Milestone Schedule



Stage	Launching the Study		Taking Stock		Developing System Solutions		Drafting Plans	Enacting Plan	
Tasks	Tasks 1 & 2 Develop Study Process Plans	Task 3 Plans, Goals, Policies and Performance Measures	Task 4 Existing System Gaps and Deficiencies	Task 5 Future Transportation Conditions and Needs	Task 6 Transportation Standards	Task 7 Transportation Solutions	Task 8 Draft Plans and Code Amendments	Task 9 Adoption Hearings	Task 10 Project Summary and Closeout
Key Issues	<p>How do we best engage stakeholders?</p> <p>What do community members and employees care about?</p> <p>What do employers need to succeed?</p>		<p>What are the long-term values and aspirations of the County?</p> <p>How do we know we are making good decisions?</p>		<p>What changes to our system design and performance standards could better achieve our objectives?</p> <p>What investments have the most value towards meeting future needs?</p>		<p>How do recommended solutions and strategic investments effect our current plans and policies?</p> <p>What changes are necessary for implementation?</p>		<p>Prepare final revisions to TSP for use in the adoption process.</p> <p>Project close out and records transfer to County and ODOT</p>
Activities	<p>Build rosters for public outreach</p> <p>Review relevant past plans, policies and regulations</p> <p>Develop initial goals and policies</p>		<p>Assemble system operations data</p> <p>Review how multimodal systems work today</p> <p>Prepare 2040 travel forecasts</p> <p>Evaluate 2040 multimodal system conditions</p>		<p>Review transportation facility design standards and guidelines</p> <p>Review how system performance is measured and what standards are applied</p> <p>Identify multimodal solutions that meet transportation system needs and respond to goals and policies</p>		<p>Develop format and document elements of TSP</p> <p>Develop necessary amendments to City plans and regulations that are required to implement TSP</p> <p>Prepare three draft versions of the TSP for review and discussion</p>		<p>Confirm timeframes and reports that are required for TSP adoption</p> <p>Prepare staff reports and notices of intent to adopt TSP</p> <p>Attend Planning Commission hearings</p> <p>Attend City Council hearings</p> <p>Revise TSP based on PC and CC feedback to prepare Adopted Final TSP</p> <p>Prepare summary of findings for TSP</p>

- Public Outreach Activities**
- P** PMT Meeting
 - PC** PAC Comm.
 - S** Stakeholder Interviews
 - P** PMT Meeting
 - PC** PAC Comm.
 - C** Community Workshop #1
 - P** PMT Meeting
 - PC** PAC Comm.
 - B** Joint PC/BOC Briefing
 - P** PMT Meeting
 - PC** PAC Comm.
 - C** Community Workshop #2
 - B** Joint PC/BOC Briefing
 - S** Stakeholder Interviews

- H** Planning Commission Hearings
- H** Board of County Commissioners Hearings

