

## **PUBLIC INPUT PROCESS GUIDELINES FOR SIX-YEAR TRANSPORTATION PLAN PROJECTS Policy 815**

### **.1 PURPOSE**

The Clallam County Six-Year Transportation Improvement Plan (Six-Year TIP) serves as a multi-year financing plan for transportation improvements in Clallam County. The intent of the Plan is to provide for a safe, efficient, and well-maintained multi-modal public transportation system. The Six-Year TIP is a required document according to RCW 36.81.121 in order for Clallam County to qualify for and receive state and federal transportation improvement funding. RCW 36.81.121 states the intent of the Six-Year TIP is: "to assure each County shall perpetually have available advanced plans looking to the future for not less than six-years as a guide in carrying out a coordinated transportation program."

The purpose of developing and implementing these public input process guidelines is to:

- Assure that the public has an opportunity to comment on, and to have their input considered, as an integral part of the planning process for County transportation projects to be considered for inclusion on the Six-Year TIP.
- Gain insight as to the community's needs and values and to give consideration early on in the planning process of identified special needs or design elements that should be considered.
- Utilize a variety of methods to solicit public input as some methods such as formal public hearings may be intimidating and in turn may discourage people from sharing their issues, needs, or comments.
- Promote inclusion of public input into the decision making process and design considerations for transportation projects Countywide.
- Provide opportunities for citizens and businesses of Clallam County to identify new public transportation improvement projects of importance to their neighborhood.
- Inform the public on how and why projects are proposed for placement on the Six-Year TIP.

### **.2 OPERATIONAL GUIDELINES**

#### **2.1 Project Conception**

- New transportation improvement projects may be proposed for placement on the Clallam County Six-Year TIP by one of the following methods:

- Submittal to the Public Works Department of a "Clallam County Request for Project Consideration Form" by any person(s)
  - Adoption of a motion by the Board of Clallam County Commissioners
  - Adoption of a motion by the Clallam County Planning Commission
  - Recommendation by the Public Works Department through its County Engineer to address transportation system safety, mobility, and priority needs
  - Recommendation from the Department of Community Development to address identified transportation improvements consistent with the comprehensive plan
- These guidelines do not apply to maintenance or preservation projects.

## 2.2 Project Concept Review

- The Public Works Department will develop a priority rating system for county roads or road segments. The priority rating system will consider two main factors: 1) Condition, and 2) Service. The condition rating will consider engineering and safety factors such as structural condition, safety considerations, alignment issues, and width. The service rating will consider factors of community importance such as economy, recreation, zoning, accident prevention, degree of use, and access.
- Road improvement projects submitted or proposed to be included in the Six-year TIP will be evaluated by the County Engineer, including being scored under the priority rating system above if not already rated under this system.
- Project requests submitted by the public that are determined by the Public Works Department to not meet prioritization criteria for funding will not be proposed by the Department for placement on the Six-Year TIP. The Department may consider the project needed and place it in the unfunded category of the proposed plan. The Department will report its findings and recommendations related to such project requests to the County Planning Commission and Board of Clallam County Commissioners as part of the Department recommendation on the Six-Year TIP.
- The Public Works Department will solicit input concerning the proposed improvement project from the general public and stakeholders prior to placement of a road improvement project onto the funded portion of the Six-Year TIP. Additional public hearings will be conducted before the Six-Year TIP is adopted as listed below.
- Project concept review does not apply to maintenance or preservation projects.

### 2.3 Public Participation Process Prior to Six-Year TIP Adoption

- Clallam County will provide opportunities for public comment prior to placement of any proposed “new project” onto the funded portion of the Six-Year TIP. The Public Works Department will define the purpose and need of the project and gather public comment as follows:
  - Publish notice in the newspaper describing how the public can provide input on the proposed project and hold a public informational meeting as further described in Article 2.4 of this Policy.
  - Mail public comment polls or surveys to property owners whose property borders the proposed project, as a minimum. Since project scopes vary, the County Engineer may expand upon this mailing to include those who live upstream of the project and will likely need to use this portion of road on a regular basis; those whose property borders an access road that connects to the project and would require regular use of the proposed project area; additional stakeholders; or those on a specific mail route.
  - The Public Works Department may conduct other public outreach efforts to gain and demonstrate public support and understanding of proposed projects prior to developing its recommended annual updates to the Six-Year TIP.
- Projects of urgency, such as replacement of unsafe bridges, or minor projects involving drainage or culvert replacements, traffic signs and devices, road improvement districts (RIDs), and traffic studies may be placed directly onto the Plan by the Public Works Department without prior public input participation as listed above. These required categories of improvements will be available for public comment at the public hearings held prior to Six-Year TIP adoption.
- The Public Works Department will provide the Clallam County Planning Commission with, and make available to the public, its recommended Six-Year TIP. In addition to the technically oriented spreadsheet required as part of the plan, the Department will prepare and make available a booklet describing each project in layman’s terms, including how each project relates to the County Comprehensive Plan. The Public Works Department will provide the Planning Commission other relevant information, at its request, that will assist the Planning Commission in its review of the Six-Year TIP.
- The Public Works Department will provide preliminary Six-Year TIP documents, at the established copy rate, to those who request them. Copies may be made available at public libraries, on the County’s Internet site, or by other methods as determined by the Department.

- The County Planning Commission will advertise and hold a public hearing on the Six-Year TIP. Notice of the public hearing regarding the recommended Six-Year TIP will be advertised in the official County newspaper for legal notices. The County Planning Commission will forward its findings and recommendations, including the public record for which its recommendation is based, to the Board of County Commissioners and Public Works Department.
- The Department of Community Development will coordinate with the Public Works Department to notify the public of scheduled public hearings before the Planning Commission on the Six-Year TIP.
- The Public Works Department will provide the Board of County Commissioners, at a work session, with its recommendation on the Six-Year TIP. The Department may recommend modifications to the recommendation of the County Planning Commission based on the project selection process described above, fiscal restraints, priority rating system, or public input received. Changes may be made to the plan at this point based on County Commissioner input. The final recommended plan is then prepared by the County Engineer and is presented to the Board of Commissioners for its approval.
- The Public Works Department will provide presentations and materials as required by the Board of Clallam County Commissioners regarding the Six-year Transportation Plan at the County budget "road shows" or at other public meetings. The Board of Clallam County Commissioners typically holds budget "road shows" in the Sequim, Forks, and Port Angeles areas prior to the finalization of the annual budget.
- The Board of County Commissioners will hold a public hearing prior to its final approval and adoption of the plan. Notice of the public hearing regarding the recommended Six-Year TIP will be advertised in the official County newspaper for legal notices.
- The Board of County Commissioners may ask for additional information or project data prior to its final approval.
- The Six-Year TIP, as submitted or as amended by the Board of County Commissioners, is then approved and adopted by the Board of County Commissioners.
- This process or policy does not pertain to normal maintenance and preservation projects and activities.

#### 2.4 Informational Open House and Public Input Format

- The Public Works Department will solicit project specific comments on proposed road improvement projects, using a format as shown in the box below or as subsequently modified. The solicitation will be published in the County's

newspaper for legal notices. Solicitation will also be made in a second newspaper circulated in the area of the project if the Department feels the second advertisement is necessary to provide adequate notice of the proposed project. Note: Project scopes vary widely, therefore the County Engineer, with permission from the Board of Commissioners, may substitute a mail-out notification process similar to that shown below, but without the public meeting, as a cost and time saving method for projects of limited scope.

*Note: Vicinity Map goes here.*

The Clallam County Public Works Department is seeking community comments regarding a possible construction project on \_\_\_\_\_ Road between \_\_\_\_\_ Road and \_\_\_\_\_ Road, as shown on the map above. WE WOULD LIKE YOUR COMMENTS. If you use this road, live along this road, or have other interests in it we would like to hear from you.

You may obtain information and a comment/questionnaire form for this project by contacting us as follows:

- Visit us at the Public Works office at the Clallam County Courthouse at 223 East 4th Street, Room 130 in Port Angeles
- Call us by phone at 360.417.2\_\_\_\_\_ or, from the West End, call 360.374.5324, extension 2\_\_\_\_\_
- Mail us at: Clallam County Public Works, 223 East 4<sup>th</sup> Street, Suite 6, Port Angeles, WA 98362-3015
- E-mail us at: roads@co.clallam.wa.us
- FAX us at: 360.417.2513
- **Attend an informational open house**, which will be held between \_\_\_\_\_ p.m. and \_\_\_\_\_ p.m. on \_\_\_\_\_ (date) at \_\_\_\_\_ (location)

- The Public Works Department will also mail the solicitation for comments to owners or residents of properties abutting the project, as a minimum. The County Engineer may expand the mailing to include those whose property borders an access road that connects to the project; those who live upstream of the project and regularly use the project site, additional stakeholders, or those on a specific mail route.
- The informational open house indicated above will be held at a public location in the vicinity of the proposed construction project. The following steps will generally be used during the initial open house.
  - Present project intent, proposed scope, and basic ideas for the project.
  - Solicit answers to specific design questions developed by staff.

- Solicit general public comments and ideas.
- Provide a sign-up sheet for those who want to be kept apprised of project status.
- Any member of the public who prefers not to go out into the public, or is unable to attend the open house, or prefers not to speak in front of the public, will be given the same opportunity to obtain information about the project, to provide comment, and be kept apprised of the project status as those who are able to attend the open house.

## APPENDIX A SIX YEAR TIP PUBLIC INPUT PROCESS FLOW CHART

### **PROFESSIONAL INPUT**

Recommendations from:  
 ⇒ Public Works (PW)  
 ⇒ Planning Commission  
 ⇒ Board of Clallam County  
 Commissioners (BCCC)  
 ⇒ Dept. of Community Dev

PW scores proposed projects  
 ⇒  
 PW publishes notices,  
 mails surveys and polls  
 ⇒  
 PW holds one or more  
 informational meetings  
 ⇒

TIP submitted in booklet  
 form (layman terms) and  
 required spreadsheet formats  
 ⇒

PW reviews recommendations  
 prior to preparing  
 Final Draft TIP  
 ⇒

PW presents plan and  
 addresses BCCC questions  
 ⇒

Recommendations from:  
 ⇒ Public Works  
 ⇒ Planning Commission  
 ⇒

### **PUBLIC INPUT**

Public submits individual  
 or group "Project Request  
 Form" for consideration  
 ⇐

Public completes and submits  
 comment polls or surveys  
 ⇐  
 Public submits  
 written comments  
 ⇐  
 Public may attend and  
 comment at scheduled  
 informational meetings  
 ⇐

Public may attend  
 and comment during  
 formal hearing  
 ⇐

Public record passed on  
 with recommendations  
 ⇐

Public may attend meeting  
 ⇐

Public may attend and  
 comment during public hearing  
 ⇐

