



## Appendix A Title VI Report



## Title VI Report

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### OVERVIEW

A report documenting project process and outreach must be prepared for the City of Banks Bicycle and Pedestrian Project (BPP), including process and outreach activities targeted for Title VI populations in the city. In the context of transportation and land use planning in Oregon, Title VI represents a set of federal acts and associated authorities to make planning and decision making more inclusive, as well as to more equitably share the benefits and impacts of projects and programs that receive federal funding. Title VI and associated authorities define protected populations based on demographic characteristics including race/ethnicity, language, age, gender, disability, and income. This report dovetails with Title VI reporting that ODOT must also provide for its planning projects.

The Public Involvement Plan (PIP) for the BPP (August 2015) established the importance of and basis for public involvement in this planning process. The objectives of the PIP were to conduct community-wide outreach and gather input so that the plan would reflect a community vision. The BPP consisted of three primary elements: Stakeholder Advisory Committee (SAC); citizen awareness; and plan hearings and adoption. The citizen awareness element was focused on providing residents and other stakeholders in the city with good access to project information and proceedings, including outreach methods such as a project website, press releases, City media, social networking sites, and public meetings.

The BPP committed to considering all comments made by agency members, stakeholders, citizens, and interest groups during the planning process. The City maintained a record of comments received and how they were addressed.

City staff reviewed Title VI populations using 2010 Census data. Based on Census data, approximately 8% of City residents are not Caucasian and approximately 7.2% are below the poverty line. There are not specific concentrations of minority or low-income residents in the city or in the study area for the BPP; rather, these populations are present throughout the city in relatively limited numbers. Given the diffuse nature of their location, outreach to these populations was generally addressed by the variety of broad outreach methods used to communicate with community members during this planning process. Project information and notices were sent directly to agencies involved with Title VI populations, including the local library, Banks School District, and direct outreach through City water meter billing.

This report addresses the project team committees, outreach methods, public involvement events, and project impacts in terms of how Title VI populations were involved or affected



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## PROJECT TEAM COMMITTEES

The SAC was composed of men and women of various ages and ethnicities, including a female Planning Commissioner, City Councilor, and bicycle advocate.

## OUTREACH METHODS

Outreach methods used during the project and planning process were intended to reach a wide variety of community members of various ages, ethnicities, and incomes, whether their preference is for electronic, printed, or in-person communication.

- The City put out a call for SAC members using the City's website and Facebook page, and direct e-mail distribution to the City's committees and commissions.
- Notice of meetings, agendas, materials, and summaries were posted on the City and project website.
- Meeting notices were also provided through postings at City Hall and mailed/emailed notices to local agencies and mailings to a stakeholder mailing list and other interested parties.
- Press releases were issued for public Planning Commission and City Council work sessions and meetings.
- Press releases and notices were sent to places involved with Title VI populations, including the library, local grocery store posting board, and the Banks School District.
- Comment forms were provided at the project open house and via an interactive website for the BPP ([www.banksbpp.com](http://www.banksbpp.com)).
- The project website offered a subscription service to get project and meeting notifications. The website also provided a project area map that allowed the visitor to click on a location of interest and leave a comment.
- The City's water meter notices conveyed project updates and information, as did the City's Facebook page. The City's website included links to the project page as well.
- City Council and Planning Commission members were briefed about the project through monthly department reports, attendance at meetings, and individual discussions with City staff so that they could share information with and gather input from their constituents.
- City staff had up-to-date documents and materials available to answer questions and share information. Their contact information was regularly included in project materials and shared at meetings so that they could be contacted in person, by phone, or by email.

## PUBLIC INVOLVEMENT EVENTS

The public involvement events for the BPP primarily of a series of committee meetings, workshops, and public meetings held at City Hall.

### SAC Meetings

- *Kick-off meeting and walking tour on January 22<sup>nd</sup>, 2015*
- *Meeting #1 on March 5<sup>th</sup>, 2015*
- *Meeting #2 on April 16<sup>th</sup>, 2015*
- *Meeting #3 on July 23<sup>rd</sup>, 2015*

### Workshops/Public Meetings

- *Online open house from May 20<sup>th</sup> – 31<sup>st</sup> and in-person open house meeting on May 21<sup>st</sup>, 2015*
- *Ongoing public involvement via interactive website throughout project*
- *Joint Planning Commission and City Council Work Session on August 11<sup>t</sup>, 2015*
- *Planning Commission Public Hearing on September 29<sup>th</sup>, 2015*
- *City Council Hearing Anticipated on October 13<sup>th</sup>, 2015*

Project meeting notices included a statement that the Banks City Council Chambers are handicapped accessible. They also noted that special accommodation could be provided by contacting City Hall in advance of meetings, although this did not occur during the course of the project.

## PROJECT IMPACTS

The planning process evaluated bicycle and pedestrian facility improvements that would support and improve walking and biking in the project area. These improvements are intended to benefit all community members in Banks including Title VI populations. They are likely to provide greater benefits on average to Title VI populations, given that those populations typically have fewer resources to own and maintain automobiles and will particularly benefit from improvements to other modes of transportation. No adverse impacts to Title VI populations (e.g., removal or restriction of walking, biking, or transit services or facilities) were identified as part of this project.