

SECTION 5: MAC ENGAGEMENT

5.1 Engagement Categories

ODOT Regions engage with the Mobility Advisory Committee (MAC) to provide for stakeholder input on projects that have mobility impacts that fall into one of the committee's three primary advisory functions, as described in the [MAC Charter](#):

1. Projects with proposed actions subject to ORS 366.215 that have the potential to permanently reduce vehicle-carrying capacity requiring Stakeholder Forum support per OAR Chapter 731, Division 12.
2. Projects with proposed permanent reductions/restrictions that are not subject to ORS 366.215, but still have stakeholder engagement requirements per Department policy.
3. Projects with temporary mobility and work zone safety impacts.

Each of these project reviews are described below in greater detail.

5.1.1 Permanent Reductions Subject to ORS 366.215

Follow the guidance in [Chapter 1.3: Oregon Revised Statute 366.215](#) if your project or plan falls under this statute and associated administrative rule. An [ORS 366.215 Implementation Guide](#) is also available which provides detailed information about the statute and Stakeholder Forum review process required by rule.

Engagement with the MAC on these permanent impacts should take place *early*, as soon as horizontal and vertical design clearances are available to determine if the project will result in a reduction in vehicle-carrying capacity. In some cases, it can be helpful to engage with the MAC even earlier during the planning stage to get input from stakeholders on different concepts before final design decisions are made. This is especially helpful for sharing potential roundabouts that might be an option for improving an intersection. (Additional engagement guidance for roundabouts is available in the [Mobility Engagement Guidance for Intersection Improvements and Roundabouts](#) manual.)

The Stakeholder Forum described in [OAR 731-012](#) is convened during MAC meetings to review proposed actions subject to this statute. Refer to [Appendix C](#) of the MAC Charter to determine how your project should be shared with the Stakeholder Forum. Projects with proposed actions subject to ORS 366.215 are shared in one of two ways, depending on the severity of the impacts as defined in Appendix C:

1. **Low impacts:** shared via a Consent Calendar Form ([ODOT form # 735-9995](#)): Follow the instructions in the form to determine if your project qualifies for the consent calendar, or consult with the appropriate region mobility liaison or the Mobility Services Team for assistance.

2. **Moderate/high impacts:** shared via a formal presentation during a meeting, using the required [ORS 366.215 presentation template](#) (or for proposed roundabouts on Reduction Review Routes, use the required [roundabout presentation template](#)).

At the conclusion of the Stakeholder Forum review process, the Mobility Services Team will issue a formal *Record of Support* that documents the proposed action and committee support.

Note: if there are any design changes resulting in new or greater reductions in vehicle-carrying capacity, they must undergo the Stakeholder Forum review process again.

5.1.2 Permanent Reductions NOT Subject to ORS 366.215

Engagement with the MAC on these permanent reductions should also take place early, as soon as horizontal and vertical design clearances are available. Examples of impacts that fall into this category include proposed roundabouts and other permanent horizontal and/or vertical clearance reductions on non-reduction review routes (not subject to ORS 366.215) or other permanent size and weight restrictions that require stakeholder engagement per Department policies. [Refer to [Chapter 1.4: Permanent Clearance and Restrictions](#)]

In some cases (as with permanent ORS 366.215 reductions), it can be helpful to engage with the MAC even earlier during the planning stage to get input from stakeholders on different concepts before final design decisions are made. This is especially helpful for sharing potential roundabouts (on non-Reduction Review Routes) that might be an option for improving an intersection. (Additional engagement guidance for roundabouts is available in the [Mobility Engagement Guidance for Intersection Improvements and Roundabouts](#) manual.)

If your project has permanent impacts that fall in this category, refer to [Appendix C](#) of the MAC Charter to determine how your proposed impacts should be shared with the committee. Projects with proposed permanent, non-ORS 366.215 impacts are shared in one of two ways, depending on the severity of the impacts as defined in Appendix C:

1. **Low/Moderate impacts:** shared with the committee via email, through the Mobility Services Team.
2. **High impacts:** shared via a formal presentation during a meeting, using the required [permanent, non-ORS 366 presentation template](#) (or for proposed roundabouts on non-Reduction Review Routes, use the required [roundabout presentation template](#)).

5.1.3 Temporary Work Zone Safety and Mobility Impacts

Projects with temporary work zone impacts are required to complete a [Mobility Considerations Checklist](#), and submit the completed form (along with a [Transportation Management Plan](#) and [Work Zone Decision Tree](#)) to the Mobility Services Team for review. These should be submitted at least 120-days prior to the region's desired date for receiving a signed Checklist. Temporary impact reviews typically take place *after* the project has been reviewed for permanent impacts. Refer to [Section 2: Temporary Impacts Project Reviews](#) for more information about the

temporary impact review process, required documents, temporary restrictions, delay, staging and other considerations.

Not all projects with temporary work zone impacts are shared with the MAC for input. The Mobility Services Team will:

- Review the submitted documentation to determine the severity of the impacts.
- Suggest impact mitigation strategies to the region as appropriate.
- Determine if and how the impacts should be shared with the MAC, based on the project review criteria in [Appendix C](#) of the MAC Charter.

Projects are shared (or not shared) with the MAC as defined in Appendix C:

- **No/Low impacts:** not required to share with the MAC.
- **Moderate impacts:** shared via email. If your project impacts fall in this category, the Mobility Services Team will send the MAC members an email summarizing the project impacts and requesting their input. In general, the Mobility Services Team provides seven days for the MAC members to respond (although less time may be requested depending on the region's deadline). Questions and concerns received from the MAC are communicated back to the Region. The MST will relay any responses from the region as appropriate back to the MAC members. At the conclusion of the email review period, the region must update the Checklist as appropriate (if there were changes as a result of the committee input) and the final Checklist is sent to the mobility program manager for sign-off.
- **High impacts:** shared via a formal presentation at a MAC meeting. Projects with impacts that fall in this category must prepare a presentation using the [temporary impacts presentation template](#). After the meeting, the region must update the Checklist as appropriate (if there were changes because of committee input) and the final Checklist is sent to the mobility program manager for sign-off.

5.2 Preparation

5.2.1 Region Mobility Liaison Consultation

Before preparing a presentation, consult with the appropriate region mobility liaison to determine if there are any region-specific preparation steps, such as presentation dry-runs, management review, or other requirements. Depending on the region, the liaison may also prepare and present your project to the committee on your behalf or may prefer to review your presentation before submitting to the Mobility Services Team. Region mobility liaison contact information can be found on the [ODOT Statewide Mobility Program website](#).

5.2.2 MAC Schedule, Submittal Deadlines, and Exceptions

The MAC generally meets the second Thursday of each month, but meetings may get rescheduled due to holidays or may be cancelled due to lack of agenda items. Meeting materials are due at least 3 weeks prior to the scheduled meeting date. Meeting dates and additional deadlines can be found on the internal [ODOT Mobility Program SharePoint site](#).

If a deadline cannot be met, the appropriate area manager can request an exception with an explanation of the risk to ODOT if the project was required to wait until the next scheduled MAC meeting. Valid reasons for deadline exceptions include, but are not limited to:

- The project has been worked at a higher level with management just prior to the deadline through internal/external work sessions and management agreed to waive the deadline.
- The project has been fast tracked by management due to safety and/or other high priority issues and must be shared at the requested meeting date in order to meet the project's PS&E date.
- This is a high-profile project and has required several meetings and work sessions to resolve issues that have caused project delays during the project development milestones.
- The project was delayed after being reviewed and shared with the MAC via email for one of the following reasons, and now there is insufficient time available to meet via a MAC meeting or work session:
 - After reviewing the project details through email, the MAC requests the project be discussed at a meeting due to their issues/concerns.
 - During the initial review process the Mobility Services Team determine per the project review criteria in [Appendix C](#) of the MAC Charter and other factors that the project needs to be shared at a MAC meeting.

5.2.3 Required Presentation Templates

Project teams must use one of the required presentation templates for sharing impacts with the committee. Use of the templates ensures that all of the necessary information is included in the presentation (preventing the need to return to an additional meeting) and provides consistency in how information is shared. The slides in the templates can be modified as appropriate to meet the needs of the project. Contact the [Mobility Services Team](#) if you need help determining whether or not certain slides are needed for a particular project. [Template instructions](#) are available, which includes a download link and description of each template.

Note: PowerPoint presentations and any other supporting documentation must meet accessibility requirements. The Mobility Services Team publishes MAC meeting documents on a [public-facing web page](#). Documents posted online by federal and state agencies are required by law to be accessible to everyone. This means documents need to be formatted so people of all abilities can download it and read it. The ODOT Communications Team provides

an [Accessibility Resources SharePoint page](#), which includes guides, tools, and trainings available for making your documents accessible.

5.2.3 Getting onto the Agenda

The Mobility Services Team provides a web form on its internal [SharePoint site](#) for submitting requests to get onto the agenda for an upcoming MAC meeting. The form includes a list of questions about your project to help the MST determine the type of impacts being shared, how much time is needed on the agenda, and whether the item can be pushed to the next meeting if necessary (should the desired meeting date be cancelled or the agenda is too full). Presentation materials can be attached to the form (or ProjectWise links can be provided).

5.2.3 Presentation Feedback

Once your presentation and other documents are submitted 3 weeks prior to a MAC meeting, the MST will review your materials and request changes as appropriate to help ensure a successful and efficient presentation to the committee. It is important to incorporate these changes into your materials prior to the deadline indicated by the MST.

If for some reason the requested edits are not made by the deadline, the MST may reschedule the item to the next regularly scheduled meeting to allow the project team more time to make the changes and help ensure a successful outcome.

5.2.4 Resources & Supporting Data

a) Mobility Meeting Guidelines

The Mobility Advisory Committee Charter provides meeting guidelines in [Appendix D](#). The guidelines cover the following topics related to MAC meetings:

- Agendas, project summaries and recordkeeping.
- Presentation templates and documentation.
- Meeting schedule (MAC/Stakeholder Forum) and facilitation.
- Recommendations (reaching consensus) to support a project or proposed action.
- Dispute Resolution/Escalation Process.

b) Mobility Services Team

The Mobility Services Team acts as a liaison between the ODOT regions and the Mobility Advisory Committee. The team acts as subject-matter experts on mobility policies and procedures, and can help regions communicate impacts and resolve issues as needed.

Additional resources available from the MST that can help regions prepare for sharing projects include:

- Coordinate work sessions for more in-depth conversations with the MAC on complicated projects.

- Provide feedback on presentations prior to MAC meetings (e.g. dry-runs, management reviews, etc.).
- Participate on project development teams to provide mobility subject-matter expertise as needed.
- Maintain the [Mobility Program external website](#) and [internal SharePoint site](#): These sites provide contact information and links to related guidance documents, directives, manuals, maps, presentation templates, and training tools.
- Maintain the Mobility Advisory Committee [Charter and appendices](#).
- Maintain the [Mobility Meeting Records web page](#): This site provides agendas, minutes and presentation materials for MAC meetings. This can be a good resource for viewing project materials for other similar projects as you prepare your own presentation.
- Mobility Services Team Group Email (PDS-MobilityServices@odot.oregon.gov): Use this email address to send questions to the MST. Be sure to copy the appropriate region mobility liaison when contacting the team about a project.

c) Over-Dimension Permit Data

The Mobility Services Team can provide a *Permit Data Summary Report* that breaks down the over-dimension freight activity for a given route that runs through a project area. The report includes permit data for single-trip permits, continuous trip permits (annual permits), district guidelines, and other allowances.

This data can be helpful in preparing presentations to share with the Mobility Advisory Committee to show potential impacts on over-dimension freight that travel through a project area. [Refer to [Appendix AP3: Freight Permitting Overview](#)]. Some of the presentation templates include slides for showing this information as appropriate.

Single Trip Permit Data

The *Permit Data Summary Report* includes a recent history of single-trip permits that have been issued for a particular route that runs through a project area. The report shows the total number of permits issued, and breaks them down by width, height, length, weight, and vehicle combinations.

Figure 6: *Permit Data Summary Report* example with STP information

US26 (Powell Blvd – “Outer Powell”) between MP 6.03 through MP 9.96	
Highway Number	26
Route Number	US26
Milepoint Range	6.03 to 9.96
Direction of Travel	Both
Analysis Duration	5 Years
Total STPs issued (including trips):	457
Overall Width	Number of Permits Issued
8'06" or less (legal width)	131
8'07" to 10'00"	70
10'01" to 11'00"	79
11'01" to 12'00"	127
12'01" to 13'00"	18
13'01" to 14'00"	27
Over 14'00"	5
Analysis of Widest Load(s)	The widest load was for a grinder that was 15' wide, 15' tall and 110' in overall length, and 176,000 pounds on 10 axles PWT-4. The load started in Warm Springs and ended in Portland. The load traveled from US26 west, (traveled through MP 9.96-6.03) to get on to I-205 northbound then to US30 Bypass. 2 loads that were for mobile/modular units that were 15'8" in overall width, 14 base and 1'8" eave that were also 15'10" tall and 100' in overall length, started in Tigard and ended in Portland, travelled from city streets to OR99W to OR217 south, I-5 south, I-205 north, then to US26 off exit 19 (from MP 6.03-9.96) and continued to city streets to ending location.

Continuous Trip Permits (CTP, aka “Annual Permit Data”)

The report also shows the types and sizes of annual permitted over-dimension loads that are allowed to travel through the project area. Since annual trip permits allow for unlimited trips on certain routes and are not tracked by ODOT, there is no historic data available to show how many annual permitted loads have gone through the project area.

Figure 7: *Permit Data Summary Report* example showing Annual Permit information

Annual Permit Dimension Data	
Overall length allowed on annual long logs / poles / piling permit, without steerable axles	105'
Overall length allowed on annual mobile / modular unit permit	95'
Overall length allowed on annual unladen heavy haul combination permit	105'
Overall length allowed on annual 1/2 wheelbase rear overhang permit for truck tractor and semitrailer combinations	80'

District Guidelines

The State Guidelines (also known as the District Guidelines) document, created by the Commerce and Compliance Division and other ODOT staff, and approved at the Motor Carrier Transportation Advisory Committee provides pilot car and other special requirements for state and Interstate Highways. The guidelines are available at this link:

<https://www.oregon.gov/odot/MCT/Documents/pilotcarguide.pdf>

This report lists identifies the allowable daytime and nighttime widths, and the overall lengths for the district where the project is located.

Figure 8: *Permit Data Summary Report* example showing District Guidelines

Additional Information	
Daytime width allowed, without involvement of District staff	16'
Nighttime width allowed, without involvement of District staff	10'
Overall length allowed, without involvement of District staff	150'

d) Vertical Clearance Data

The ODOT Bridge Section is responsible for the Vertical Clearance Program and reports VC data to the Commerce and Compliance Division (CCD) Over-Dimension Permits Unit.

Project teams can work through their respective region mobility liaison to request VC measurements from the Mobility Services Team on existing bridge and traffic structures within a project area.

CCD's Over-Dimension Permit Unit maintains up-to-date VC data in ORION, including data on controlling structures. The Mobility Services Team can provide project teams with both the actual VC measurements, and the buffered clearance (a 4-inch buffer is applied to the VC for routing overheight loads).

e) Over-Dimension Vehicle Diagrams

Mobility stakeholders frequently request to see turning movements of over-dimension vehicles when projects are presented to the Mobility Advisory Committee. The Mobility Services Team has a small library of commonly-used vehicle diagrams, and can work with the trucking industry to provide additional specific vehicle diagrams that can be used to analyze turning movements in project designs (such as roundabouts, freeway crossovers, intersection bulb-outs, etc.).

5.2.5 MAC Work Sessions

Regions may request a separate work session with members of the Mobility Advisory Committee outside of the regular monthly meeting for the following reasons:

- To follow up and examine specific issues and concerns identified during a regularly scheduled MAC meeting that require more in-depth discussion and there is insufficient time available during the regular monthly meeting to resolve them.
- Prior to a regular scheduled MAC meeting for high impact projects (such as intersection improvements, road diets (roadway reconfigurations), cross-overs for paving projects, etc.) to proactively address potential concerns before coming to the full committee.

Work sessions are facilitated by the sponsoring region(s) but are scheduled by the Mobility Services Team. Refer to [Appendix D](#) of the MAC Charter for additional work session guidelines.