

# **Hawaii State Department of Transportation Statewide Transportation Planning Process**

## Consultative Planning Process for Non-Metropolitan Local Officials In Statewide Transportation Planning



December 2010

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## **1.0. INTRODUCTION**

The purpose of this document is to present the non-metropolitan local officials consultation process that has been developed in consonance with the Hawaii Statewide Transportation Planning Process (HSTPP). Consultation and cooperation in transportation planning and decision making are critical factors for any successful planning process. The non-metropolitan local officials' consultation process is one facet of the overall outreach program under the Hawaii Statewide Transportation Planning Process and is separate and discrete from the State's general Public Involvement Process.

## **2.0. FEDERAL REQUIREMENT FOR NON-METROPOLITAN LOCAL OFFICIALS CONSULTATION**

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires states to have a documented process for consulting with non-metropolitan local officials in Statewide Transportation Planning and Programming. Rules for local official consultation were first published February 14, 2007, in the *Federal Register* and they became Final Rules on March 16, 2007. [23 CFR 450.210(b)].

The State of Hawaii DOT Consultation Process was last dated December 2010. The consultation process is reviewed and comments solicited every five years. This Consultation Process dated December 2010 will be superseded by a 2016 version after comments have been incorporated.

The term, consultation, means that the state needs to confer with the local official(s) in accordance with an established process. In doing so, the state needs to consider the views of the local officials prior to taking action and also periodically to inform the officials about action taken. Coordination with local officials includes the coordination of planning activities conducted by Airports, Harbors, and Highways.

The fully coordinated process should provide, to the extent appropriate, a coordinated process including coordination of the following:

- 1) Data collection, data analysis and evaluation of alternatives for a transit, highway, bikeway, scenic byway, recreational trail or pedestrian program with any such activities for the other programs;
- 2) Data analysis used in development of plans and programs, (for example, information resulting from traffic data analysis, data and plans regarding employment and housing availability, data and plans regarding land use control and community development) with land use projections, with data analysis on issues that are part of public involvement relating to project implementation, and with data analyses done as part of the establishment and maintenance of management systems in response to 23 U.S.C. 303;
- 3) Consideration of intermodal facilities with land use planning, including land use activities carried out by local, regional, and various state agencies;

- 4) Transportation planning carried out by the State with transportation planning carried out by Federal agencies and local governments, MPOs, large-scale public and private transportation providers, operators of major intermodal terminals and various businesses;
- 5) Transportation planning carried out by the State with significant transportation-related actions carried out by other agencies for recreation, tourism, and economic development and for the operation of airports, ports, terminals and other intermodal transportation facilities;
- 6) Public involvement carried out for the statewide planning process, including involvement with the metropolitan planning process;
- 7) Public involvement carried out for planning relative to project development;
- 8) Transportation planning carried out by the State with Federal, State, and local environmental resource planning that substantially affects transportation actions;
- 9) Transportation planning with financial planning;
- 10) Transportation planning with analysis of potential corridors for preservation; and
- 11) Transportation planning with analysis of social, economic, employment, energy, environmental, and housing and community development effects of transportation actions.

### **3.0 HAWAII'S STATEWIDE TRANSPORTATION PLANNING STRUCTURE**

The organizational structure for the Hawaii Statewide Transportation Planning Process is depicted in Figure 1. It encompasses the statewide, metropolitan, and the non-metropolitan planning processes.

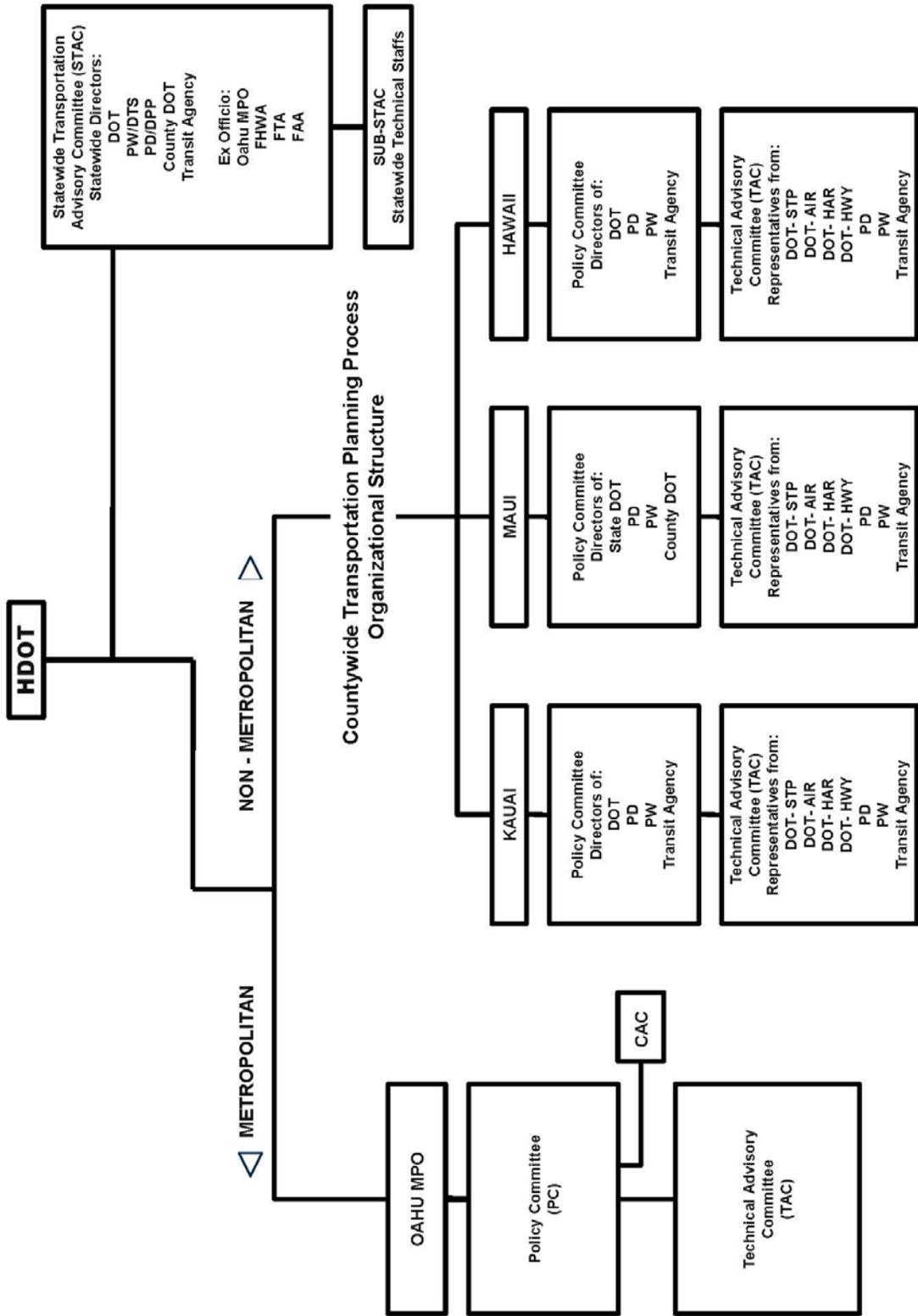
The interrelationships and flow of activities and products associated with the integrated planning process are shown in Figure 2. The conduct and procedures established within the various planning processes (statewide, metropolitan, and non-metropolitan) provide the means for the logical, integrated, and methodical development of these activities and products resulting in an effective and efficient transportation system. Each of the activities and products must be taken through the planning processes for this to occur.

Planning products that need to be brought through the appropriate planning processes to ensure a coordinated, cooperative, and integrated planning effort are shown in Figure 3. The activities here are not all-inclusive and can include other products that would benefit from inter-agency awareness and coordination.

For the purposes of the non-metropolitan local officials' consultation process, the Countywide Transportation Planning Process for Hawaii, Maui, and Kauai are the venues and established processes through which local officials are consulted and their input considered in transportation decision making. The Policy and Technical Advisory Committees, established for each of the Counties, create the forum for deliberation and

cooperation required under the federal mandate for non-metropolitan local official's consultation.

# Statewide Transportation Planning Process Organizational Structure



#### **4.0 COUNTYWIDE TRANSPORTATION PLANNING PROCESSES**

The Countywide Transportation Planning Processes (CTPP) were developed and established by the Department of Transportation in response to Chapter 279A, Hawaii Revised Statutes to provide technical assistance to the non-metropolitan counties (Hawaii, Kauai, and Maui) in the development of their respective transportation plans and programs. This provides the means to have a continuing, cooperative, and comprehensive non-metropolitan planning process.

Separate Comprehensive Agreements between the Governor and the Mayor for each of the Counties have been executed, which outline the general framework and understanding under which each CTPP is conducted. These Comprehensive Agreements establish Policy and Technical Advisory Committees for each county as the official forum for discussion and decision making.

**Figure 2**  
**Integrated Transportation Planning**

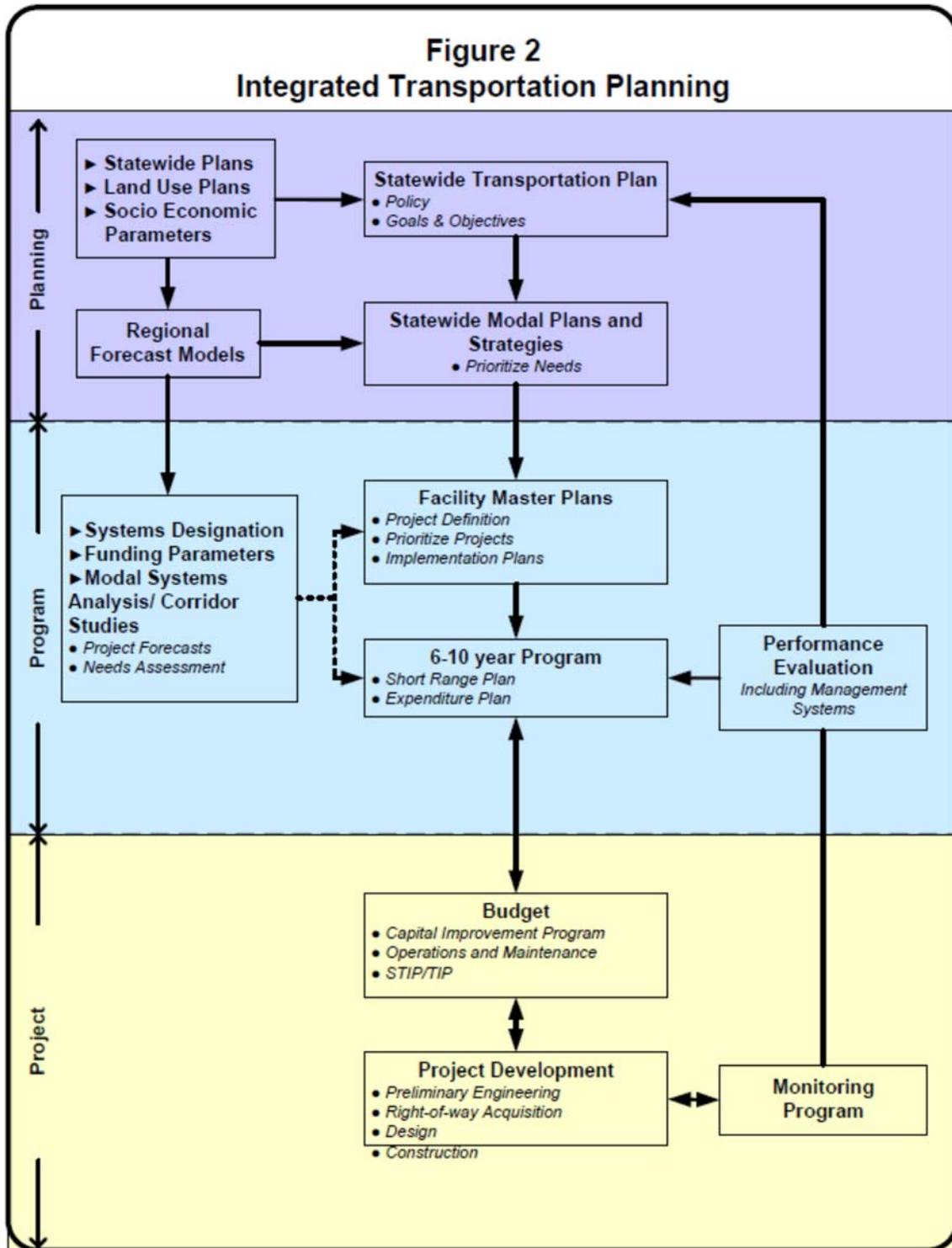


Figure 3 Transportation Planning and Integration with Project Delivery



#### 4.1 POLICY COMMITTEES

The Policy Committee (PC) serves as the primary policy and decision making body for the State and County to jointly carry out the objectives of the transportation planning process. At a minimum, the PC consists of the directors of the State Department of Transportation, the County Departments of Planning, Public Works, and Transit Agency. As each PC is tailored to the needs of the individual county and its transportation program, there are some differences in the composition among the PCs.

Following is the listing of the members that comprise the PC for each County:

##### Hawaii County

State Department of Transportation  
 Hawaii County Public Works Department  
 Hawaii County Planning Department  
 Hawaii County Mass Transportation Agency

Maui County

State Department of Transportation  
Maui County Department of Public  
Maui County Planning Department  
Maui County Department of Transportation

Kauai County

State Department of Transportation  
Kauai County Public Works Department  
Kauai County Planning Department  
Kauai County Transit Agency

**4.2 TECHNICAL ADVISORY COMMITTEES**

The Technical Advisory Committee (TAC) for each County consists of senior managers from each of the participating agencies and serves as technical liaison to the State Department of Transportation and also functions as the liaison for their respective agencies. The TAC provides guidance and advice on technical matters to ensure the technical integrity of the planning process and the planning efforts. A Sub-TAC may be created consisting of members designated by their respective Directors. Sub-TAC members are responsible to keep his/her Director apprised of the various work efforts underway, and to seek resolution on issues and concerns that need to be addressed at the Directors' level.

Following is a listing of the members that comprise the TAC for each of the neighbor islands:

Hawaii County

State DOT Representatives (STP, AIR, HAR, HWY)  
Representative from Hawaii County Public Works Department  
Representative from Hawaii County Planning Department  
Representative from Hawaii County Mass Transportation Agency  
Representative from the Federal Highway Administration (Ex-officio)

### Maui County

State DOT Representatives (STP, AIR, HAR, HWY)  
Representative from Maui County Department of Public Works  
Representative from Maui County Planning Department  
Representative from Maui County Transportation Department  
Representative from the Federal Highway Administration (Ex-officio)

### Kauai County

State DOT Representatives (STP, AIR, HAR, HWY)  
Representative from Kauai County Public Works Department  
Representative from Kauai County Planning Department  
Representative from Kauai County Transit Agency  
Representative from the Federal Highway Administration (Ex-officio)

### Sub-TAC

As appointed by Directors for each State and County Department

## **4.3 PUBLIC INVOLVEMENT**

The Hawaii DOT updated Public Involvement Policy (PIP) dated May 2009 provides guidance on public involvement. HDOT policy recognizes the value of public involvement as a programmatic measure that strengthens and solidifies its transportation programs. The policy also states that HDOT supports and encourages broad-based public involvement at all phases of every project, encouraging partnerships between HDOT and affected communities.

Additionally, to provide timely notification throughout the transportation planning and programmatic processes, HDOT also strives to provide reasonable public access to all information. Access can be provided via the offerings of auxiliary aids, services, and use of informational technologies. As part of the PIP, public involvement efforts are documented along with proceedings. Reviews and updates to public involvement strategies are done to adjust to evolving trends. HDOT also utilizes the latest technology to notify the public, involve the public, and present the meeting materials.

## **5.0 OPERATION OF THE NON-METROPOLITAN LOCAL OFFICIALS CONSULTATION PROCESS**

The PC and TAC strive to promote cooperation in their respective roles. Based on committee decisions or recommended courses of action, the PC and TAC should attain the necessary commitments and actions for follow up activities in order to move towards project implementation. It is mutually beneficial for the State and Counties to work through these committees to understand each other's programs as well as to work together to optimize resources and prevent overlaps/redundancies, and to address deficiencies in the transportation system. Partnering and teamwork on joint plans, programs and activities will lead to an improved and effective transportation system.

PC and TAC meetings are generally conducted on at least a quarterly basis and more frequently as necessary. Each participating agency is provided an opportunity to submit agenda items and are encouraged to request additional sessions should the need arise. The administrative oversight for the PC and TAC is provided by the Statewide Transportation Planning (STP) Office of the State DOT. The STP Office is also responsible for providing or obtaining technical assistance, to the extent possible, for the participating members in their work efforts.

In the past, the State has also utilized other avenues to supplement its efforts to consult with non-metropolitan local officials. Examples include:

- County visits by the State to meet with county officials during the development of the Statewide Transportation Improvement Program (STIP);
- Inclusion of local officials in resource groups, advisory committees, task forces, stakeholders groups, and similar events associated with various planning programs and activities;
- Notification and invitation for local officials to attend activity meetings, training workshops, and similar events;
- State attendance and participation in County Association meetings; and
- Conducting workshops/training/conferences for elected and appointed local officials.