

# Technical Memorandum

April 9, 2024

Project# 27003.011

To: Deanna Schafer and Kim Clardy, *City of Reedsport*  
Thomas Guevara, *Oregon Department of Transportation*

From: Matt Bell and Marc Butorac, PE, PTOE

Project: City of Reedsport Rail Crossing Study and Refinement Plan

RE: Title VI and Environmental Justice (EJ) Summary Report

## TITLE VI AND EJ SUMMARY REPORT

This memorandum summarizes information on Title VI and Environmental Justice (EJ) outreach and engagement activities for the Reedsport Rail Crossing Study. This memorandum responds to guidance provided in Appendix B of ODOT's *Guidelines for Addressing Title VI and EJ in Transportation Planning*.

### **Planner Name, Region, Date**

The Reedsport Rail Crossing Study was prepared by Kittelson & Associates, Inc (Kittelson) in coordination with the City of Reedsport (City), Oregon Department of Transportation (ODOT), and the Port of Coos Bay (Port). The study occurred over an 18-month period from November 2022 to April 2024. The study was adopted by the Reedsport City Council on April 1, 2024.

### **Project Name/Location:**

The study area for the Reedsport Rail Crossing Study includes the area within the eastern portion of the Reedsport city limits, which is bordered by the Umpqua River to the north and east and Scholfield Creek to the west and south. A major focus of the study was on the at-grade rail crossings along Umpqua Avenue (OR 38) and Winchester Avenue, as well as the surrounding transportation facilities.

### **What is the dollar amount for this project? Were there any DBE or minority contractors involved with the project?**

The total project cost (with contingency tasks) was \$248,832.63 of which \$7,566.00 (3.04%) was allocated to Cathy Chang of Concise Communications, a certified Disadvantaged Business Enterprise (DBE) based in Oregon (OR Cert. ID No.: 9079).

### **Data Collection/Demographics: What data collection methods were used to capture data relative to minority persons, travel habits, neighborhood income levels and physical environment?**

Demographic data for the City of Reedsport was obtained from the US Census Bureau 2021 American Community Survey (ACS). The data includes the race, age, poverty status, language, and median income of Reedsport residents as a percentage of the total population. The data was used to identify concentrations of these population groups within the city and to inform development of the public outreach program for the study.

### **Impact Analysis: What were the identified potential project impacts to minority, low-income, or LEP populations? What strategies were used to avoid or mitigate the negative project impacts?**

The study evaluated several alternatives to address anticipated increases in rail activity along the Coos Bay Rail Line (CBRL). With the exception of the no-build alternative, each alternative was found to impact adjacent properties, including those owned or occupied by minority, low-income, or LEP populations. The impacts included access impacts, such as local street connections and driveways, and property impacts, such as right-of-way and buildings/structures. These impacts, as well as the cost associated with mitigating these impacts, were considered in the evaluation of the alternatives, and helped lead to the preferred alternative. The preferred alternative is expected to have the fewest impacts overall.

**Summarize public involvement metrics.** *What tools or methods were used to identify the communities represented and measure citizen participation at public meetings (e.g., Citizen Advisory Committee member and stakeholder committee lists or attendance sign-in sheets).*

Meeting summaries were prepared for each Community (Stakeholder) Interview, Project Advisory Committee (PAC) meeting, public event to record participation by appointed members and the public, as well as to document input received and identify action items.

**What outreach efforts were taken to encourage minority and female participation in advisory boards/committees and contract selection?** *For diversity composition, indicate the number of members on the board/committee and how many of those members are held by either women or minorities.*

The City, in coordination with ODOT and the Port, designated a Public Advisory Committee (PAC) to provide technical and policy guidance throughout the development of the study. The PAC consisted of City, ODOT, and Port staff, as well as interested citizens, transportation interest groups, community economic interests, local business owners, active transportation advocates, school districts, Tribes, City Planning Commission and City Council representatives, and emergency service providers. A total of 40 people participated on the PAC, including 12 women and eight minorities.

**Summarize public outreach efforts for this project** *(e.g. public meetings, hearings, public announcements) used during planning to enhance citizen participation, focusing particularly on minority populations, women, older adults, people with disabilities and low-income populations.*

The following summarizes the public outreach efforts for this project:

- **Project Website:** A project website was used to announce public meetings, share meeting materials, and solicit feedback from the public via online surveys, mapping exercises, and other activities. The website included a narrated presentation video to raise awareness of the study and engage a diverse group of stakeholders. The website also included a translation tool.
- **Stakeholder Interviews:** The project team conducted eight interviews with a diverse group of stakeholders including members of the Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians. The interviews provided the project team with a better understanding of the project issues and needs.
- **Stakeholder Database:** The project team developed and maintained a stakeholder database that was used to inform interested parties, such as federal, regional, state, and local authorities, special interest groups, individuals, adjacent property owners, key businesses, public service representatives, education, and community organizations, about the project and upcoming events.
- **Online Open House:** The project team hosted two online open houses via the project website to introduce the project, provide an overview of existing and future background conditions, present alternatives and management strategies, and provide the public and opportunity to provide input. The online open houses included live presentations as well as maps and surveys.
- **In-Person Open House:** the project team hosted an in-person open house at the Reedsport City Hall to provide an update on the project, present the draft plan and various elements to the public, including implementation measures, and provide an opportunity for stakeholder to provide

comments directly to the project team. The in-person open house included a presentation that was shared live via the project website, which also included the open house materials.

- **City Council Briefing:** The project team held a briefing with the Reedsport City Council to provide an update on the project, discuss potential alternatives, and obtain input. The briefing was held in-person at Reedsport City Hall and was open to the public.
- **Joint Planning Commission and City Council Work Session:** The project team participated in a joint work session with the Reedsport Planning Commission and City Council to review priorities and improvements identified in the alternatives analysis and obtain input. The work session was held in-person at Reedsport City Hall and was open to the public.
- **Planning Commission and City Council Hearings:** The project team participated in public hearings with the Reedsport Planning Commission and City Council to seek approval and adoption of the Reedsport Rail Crossing Study. The hearings were held in-person at Reedsport City Hall and were open to the public both in-person and online.
- **Advertising:** The online and in-person open houses were advertised with a project flyer posted to the project website, distributed to the stakeholder database, and to ODOT, City, and Port staff for distribution to the community. The briefing, joint work session, and hearings were also advertised through the project website and through emails to the stakeholder database, as well as through the City's standard practices for notifying the public.

**Describe any effects Title VI public involvement activities had on planning outcomes.**

Input received throughout the project was considered in the development and evaluation of alternatives as well as in the selection of preferred alternatives for the plan. The input had a direct impact on the location and type of multimodal facilities that are included in the plan to ensure the community continues to have access to the highway as well as across the Coos Bay Rail Line (CBRL) following implementation of the plan.

**Summarize significant problem areas** and actions taken to improve Title VI process integration, documentation and reporting for planning.

The project team reviewed the outcome of each public event and identified adjustments for subsequent events to ensure greater participation, including moving to in-person engagement activities, such as the in-person open house and City Council briefing, and expanding our outreach and providing more opportunities for people to engage with the project team, such as one-on-one phone calls and in-person discussions and responding directly to public requests.

**Attach any pictures or public notices you want to share**

A copy of the flyers used to advertise the online and in-person open houses is included in Attachment A.

**Training/Guidance/Education:** *Have you attended any training or events to enhance your knowledge of Title VI/Environmental Justice? Would you like more training in this area?*

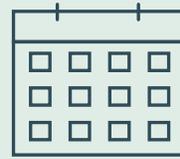
Kittelson staff routinely participate in professional training on effective engagement strategies for Title VI and EJ populations. Kittelson staff also share knowledge and experience in engaging Title VI and EJ populations, peer-to-peer and project-to-project, to ensure the latest tools, strategies, and approaches are being applied.

**Miscellaneous:** *Identify any additional Title VI efforts not included above:*

All Title VI efforts are discussed above.

## Attachment A: Project Flyers

# Reedsport Railroad Crossing Study



UPCOMING  
EVENT

Join us for a **joint meeting** of the **Reedsport Planning Commission** and **City Council** to learn more about the top two design concepts.



The **City of Reedsport** and the **Oregon Department of Transportation** are studying railroad crossing improvements on Winchester Ave and Umpqua Ave (OR 38) to prepare for expected increases in freight train traffic.



**MONDAY, AUGUST 28TH AT 4:00 P.M.**

REEDSPORT CITY HALL  
451 WINCHESTER AVENUE  
REEDSPORT, OR 97467



Visit the study website to learn more and register for updates.



[tinyurl.com/reedsportstudy](https://tinyurl.com/reedsportstudy)



For ADA (Americans with Disabilities Act) or Civil Rights Title VI accommodations, translation/interpretation services, or more information call 503-731-4128, TTY 800-735-2900 or Oregon Relay Service 7-1-1.

# Reedsport Railroad Crossing Study



UPCOMING  
EVENTS

**Learn more** and **provide your feedback** on the draft recommended improvements identified by this study.



The **City of Reedsport** and the **Oregon Department of Transportation** are studying railroad crossing improvements on Winchester Ave and Umpqua Ave (OR 38) to prepare for expected increases in freight train traffic.



## ONLINE OPEN HOUSE

LIVE FROM  
JANUARY 22 TO FEBRUARY 5



## LIVE IN-PERSON & VIRTUAL PRESENTATION

REEDSPORT CITY HALL, FEB 1 AT 5 P.M.



Visit the study website to access the online open house beginning January 22 and live virtual meeting on February 1.



[tinyurl.com/reedsportstudy](https://tinyurl.com/reedsportstudy)



For ADA (Americans with Disabilities Act) or Civil Rights Title VI accommodations, translation/interpretation services, or more information call 503-731-4128, TTY 800-735-2900 or Oregon Relay Service 7-1-1.