



State of Utah

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## DEPARTMENT OF TRANSPORTATION

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June 28, 2021

Dear Local Government Organization Partner;

Every five years, UDOT's Planning Division is required by the Federal Highway Administration to review and solicit comments from non-metropolitan local officials regarding the effectiveness of the cooperative engagement processes we have in place related to transportation planning, long range planning, and our Statewide Transportation Improvement Program (STIP) process. I am asking for your assistance in distributing the attached information to your member governments or organizations to ensure that we provide an opportunity for all non-metropolitan officials throughout the state to comment. To that end:

1. Please distribute (electronically or otherwise) to your non-metropolitan local government officials for their review and comment.
2. Please feel free to provide comment as a local government-related organization.

Comments will be taken until **Wednesday, September 1, 2021, 5:00pm MDT**.  
Comments may be submitted:

by e-mail to:  
[andreaolson@utah.gov](mailto:andreaolson@utah.gov)

by USPS mail to:  
Andrea Olson  
Planning Director  
Utah Department of Transportation  
4501 South 2700 West  
PO Box 143600  
Salt Lake City, UT 84114-3600

I am happy to answer any questions about this process or provide any additional information. I can be reached at [andreaolson@utah.gov](mailto:andreaolson@utah.gov) or 385-235-0315. Thank you for your assistance in this great opportunity for local official input.

Sincerely,

Andrea K. Olson, AICP  
Planning Director

Utah Department of Transportation  
Non-Metropolitan Local Official Consultation

## Process

### Introduction

The Utah Department of Transportation has developed the opportunities for engagement outlined below to comply with provision 23 of the Code of Federal Regulations (CFR) 450.210.3(b). These activities are intended to provide for non-metropolitan local official participation in the statewide transportation planning process and development of the statewide transportation improvement program. The elements outlined here emphasize the importance of providing meaningful engagement opportunities to a continually-changing audience of local officials and to make certain that UDOT provides a clear line of communication with a responsive feedback system.

### Planning

#### 1. Long-Range Plan Development

In the fall of 2019, UDOT adopted the most recent Long Range Transportation Plan: 2019-2050. We recently began the process to update this plan for 2023-2050. This plan will identify multi-modal transportation needs by 10-year increments to the year 2050. It helps the UDOT Transportation Commission prioritize and program projects. The LRP project team will develop a plan that engages rural and tribal community leaders throughout the state using a transparent, collaborative, and equitable process that includes specific touchpoints with local governments. The Project Team will provide equitable outreach strategies to help shape a long-range plan that is representative of its diverse communities, and ensure the final plan is a result of collaborative decision making.

Previous planning efforts have provided a great deal of baseline data that we will use to evaluate and improve our performance. Similar meetings will be held each time we update our Long-Range Plan or conduct surveys to evaluate the consultation process. Non-Metropolitan Local Officials will be a category of participants that will receive consideration in future efforts.

##### a. Community Meetings

Presentations, workshops and focus group meetings are held throughout the state to gather critical input for the development of the Long Range Plan. Local officials are personally invited to specific meetings such as those devoted to socio-economic data validation, as well as being welcome and encouraged to attend any other scheduled meeting.

##### b. Database

An information database is being developed of contacts statewide (by city, town, county, zip code, profession, interest area, phone number, email address, rural, urban and other) for use by UDOT for many planning activities. Information is added from ongoing input

and correspondence. This database provides an opportunity for continued interaction and engagement with local government officials.

#### c. Website

UDOT maintains a robust public-facing website, within which the Planning Division provides specific information related to areas of focus, projects, studies and other activities. Additionally, publicinput.com will be a key resource for public engagement for both the general public and local government officials related to the long range plan process.

### 2. Emerging Area Planning

In non-metropolitan areas, UDOT Planning is devoting additional time and resources to help local government officials do near-term and long-term transportation planning in high-growth areas. This process provides opportunities to strengthen the relationship with local government officials while providing a better understanding of transportation needs. This effort will provide an organized and comprehensive approach to transportation planning and supporting activities such as public engagement, long-range planning and travel demand modeling and will inform both the Statewide Long-Range Transportation Plan as well as regional and local planning processes. Key components of a good planning process include understanding the context of the area and what their vision, goals and objectives are. They also include public outreach and engagement, data collection and analysis, and development or refinement of specific tools such as travel demand models so that data can inform transportation decision-making.

### 3. Regional Planners

UDOT is organized around four regions that geographically divide the state. To assist the regions with planning efforts, UDOT has dedicated personnel resources to each of the four regions. The region planners have the responsibility to provide a liaison between UDOT and local entities regarding planning issues. The region planners have day-to-day opportunities to meet with locals on an as needed basis as well as on the Long Range Transportation Plan and other planning processes.

### 4. Transportation Commission Meetings

The Utah Transportation Commission holds local meetings around the state several times each year. By holding these meetings in local areas, local elected officials can more easily participate in these meetings and provide the Commission an understanding of the critical transportation issues in their area. The information gathered helps staff and the Commission develop plans, policies and budgets.

### 5. Region Open Door Policy

Each of UDOT's four region offices maintains an "open door" policy where local officials are welcome to visit with the Region Director or other personnel to discuss transportation-related issues. This direct line of communication provides the opportunity for additional consultation with local officials. Also, the Region Directors participate in annual visits with local governments to solicit input on transportation issues facing communities.

## Programming

### 1. Region Pre-STIP Workshops

Workshops are held each year in each UDOT region to provide early involvement in the development of the draft region project recommendations. The region schedules the workshop and invites the participants, including local officials. Project needs are presented and discussed by participants. The region prepares a draft project recommendation list in the form of a Transportation Improvement Program (TIP) that is forwarded for consideration along with the TIPs from other regions. Once approved, the list of projects statewide form the Statewide Transportation Improvement Program, or STIP.

### 2. Joint Highway Committee

The Joint Highway Committee advises the Transportation Commission and recommends a program of projects for the non-metropolitan areas of the state using federal-aid funding. The Joint Highway Committee has 30 members, 15 selected by the Utah Association of Counties and 15 selected by the Utah League of Cities and Towns. This group of local government officials produces a program for the non-urban program, the small urban area program, a bridge replacement program, Off-System Bridge Program and a state park access road program. Planning and the UDOT Local Governments Programs Engineer provide support for the organization and efforts of this committee.

### 3. Local Governments Programs Engineer

A full-time engineering position in the Program Development group is devoted to assisting and advising local government officials on state and federal programs and procedures. This ongoing consultation process includes annual meetings with local officials, local government planning staff, Region Directors, UDOT Planning staff and Project Development staff to inform them of new and/or changes to programs and processes. Additional opportunities for local consultation are included in the administration of transportation and mineral lease funds that go to local governments. This position works closely with the Joint Highway Committee and its subcommittees.

### 4. Local Government meetings

The UDOT Local Governments Programs Engineer hosts annual meetings around the state for local government officials to discuss and answer questions regarding Federal Aid Transportation funding and programs of interest to local governments. These visits normally occur in the spring each year. At least one meeting is held in each of Utah's 29 counties. City and county officials that have transportation-related responsibilities are encouraged to attend. Typical agenda items include discussion with UDOT Region Engineers regarding state road projects in the area, training related to current Federal Aid Transportation Programs and application processes, training related to local government projects development and project management, and the Local Technical Assistance Program (LTAP) updates and activities.