

**Statewide Transportation Planning Process**

**NON-METROPOLITAN LOCAL OFFICIALS  
CONSULTATION PROCESS**

**Non-Metropolitan Local  
Official Consultation Process**



**A  
Consultative  
and Cooperative  
Process**

Hawaii State Department of Transportation

In Cooperation with the Counties of Hawaii, Maui, and Kauai

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## **1.0. INTRODUCTION**

The purpose of this document is to record the non-metropolitan local officials consultation process that has been developed in consonance with the Hawaii Statewide Transportation Planning Process (STPP). 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 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**

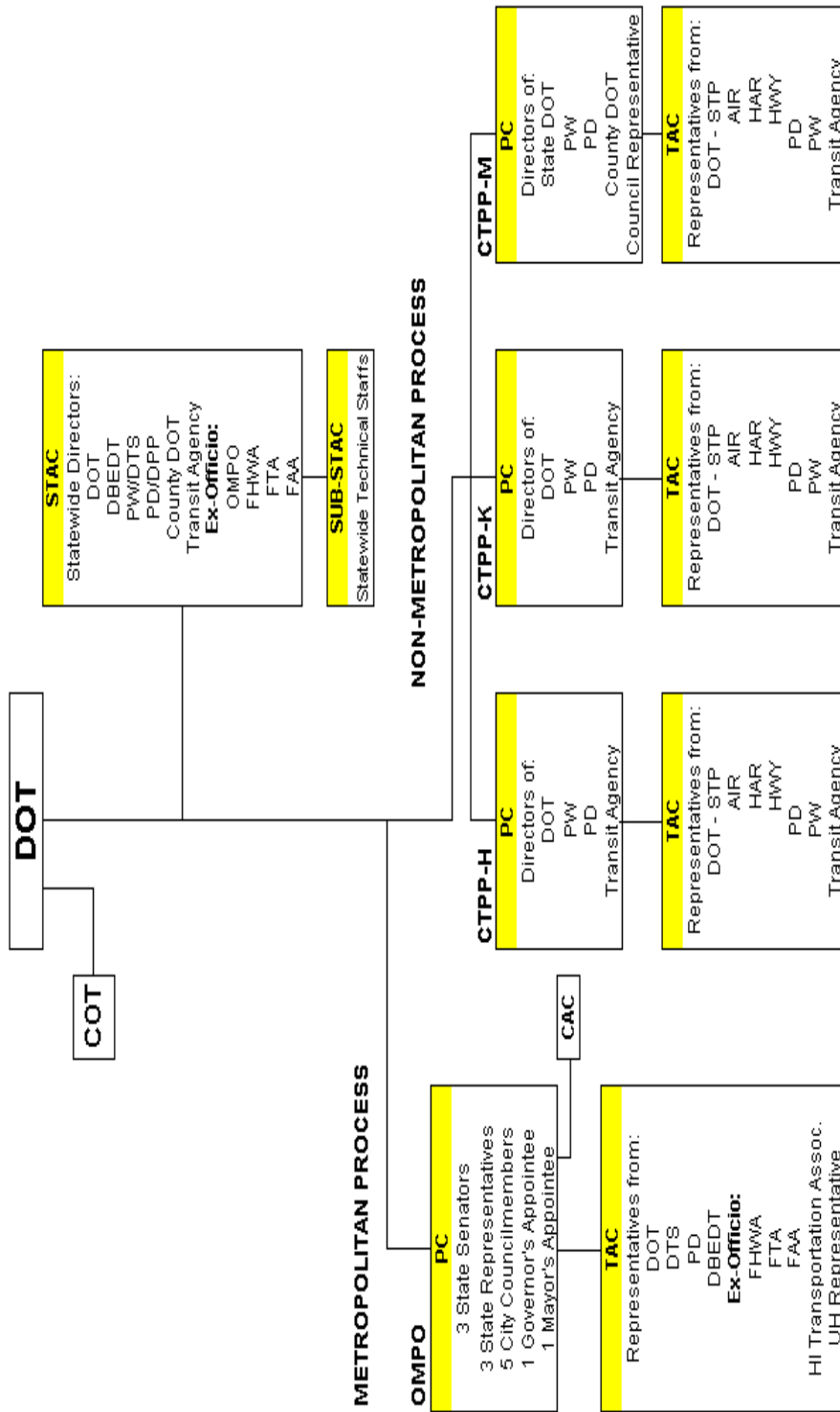
The *Federal Register* of January 23, 2003 contained the Final Rule for local consultation by the States with non-metropolitan local officials and a follow up correction appeared in the February 14, 2003 *Federal Register*. This Final Rule implements the provisions of TEA-21 regarding state consultation with non-metropolitan local officials in the statewide planning process. It amends the federal planning regulation to provide for states to consult with and consider the concerns of non-metropolitan local officials when making transportation decisions in the statewide transportation planning process. Consultation, as used here, 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.

The Final Rule requires states to document their consultation process with non-metropolitan local officials on matters relating to statewide transportation planning and programming. The process must be separate and discrete from the public involvement process. It further defines local officials to include locally appointed as well as elected officials. Once every five (5) years, the non-metropolitan local consultation process must be reviewed by the non-metropolitan local officials, and other interested parties to comment on the effectiveness of the process. At least 60 days should be allowed for comments.

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

Figure 1 depicts the organizational structure for the Hawaii Statewide Transportation Planning Process. It encompasses the statewide, metropolitan and the non-metropolitan planning processes and reflects the overall integrated transportation planning system.

**STATEWIDE TRANSPORTATION PLANNING PROCESS  
Organizational Structure**



**FIGURE 1**

(8/10/04)

Figure 2 presents the interrelationships and flow of activities and products associated with the integrated planning process that make up the total transportation system. 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.

Figure 3 identifies specific products that need to be brought through the appropriate planning processes to ensure a coordinated, cooperative and integrated planning effort. 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 (CTPP-H,-M, and -K) are the venue and established processes through which local officials are consulted and their input considered in transportation decision making. It is through the Policy and Technical Advisory Committees, established for each of the CTPPs, that the forum for deliberation and cooperation required under the federal mandates for non-metropolitan local officials consultation is accomplished.

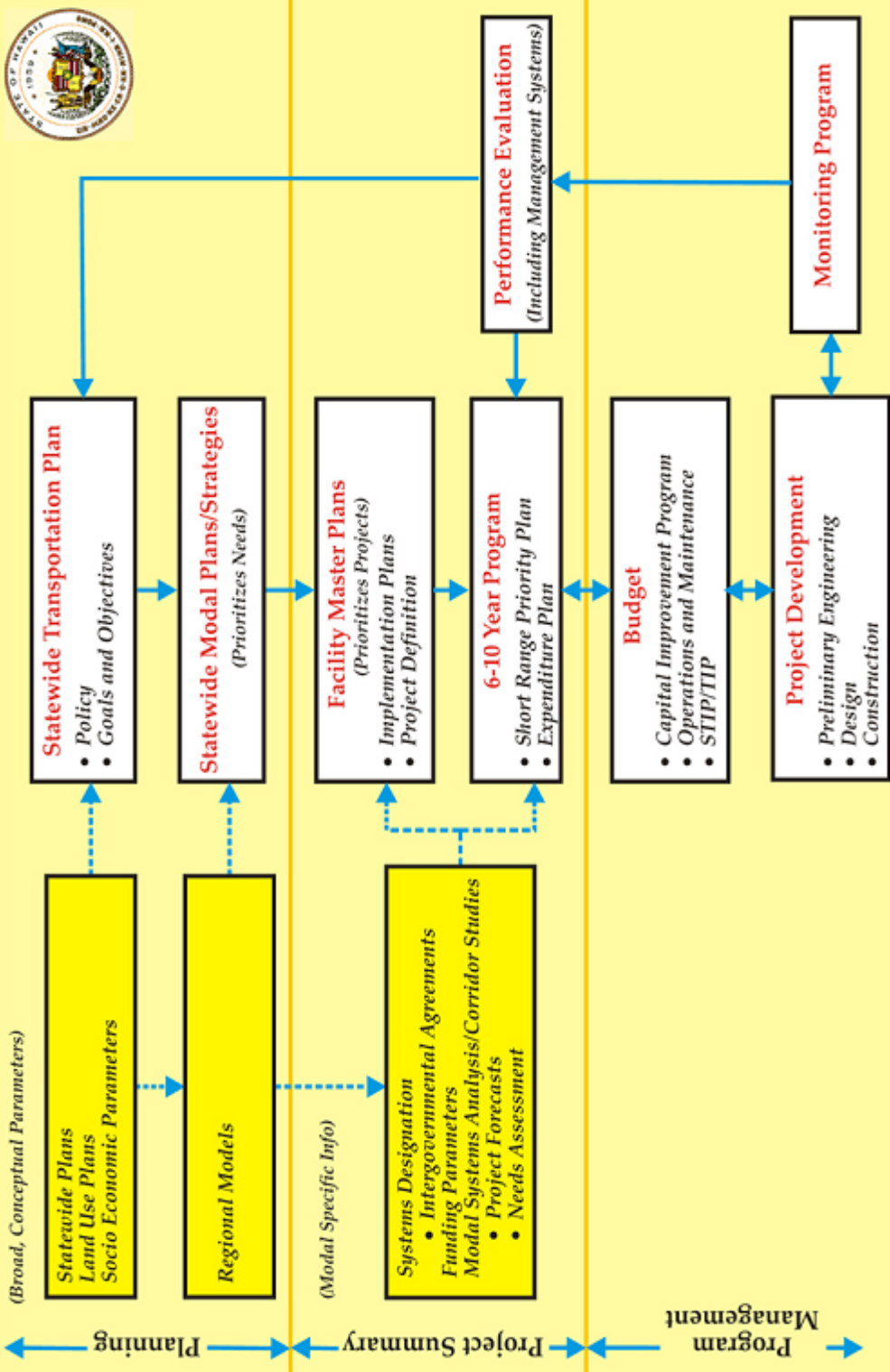
#### **4.0 COUNTYWIDE TRANSPORTATION PLANNING PROCESS (CTPP)**

The Countywide Transportation Planning Processes was 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. The CTPPs provides the means to have a continuing, cooperative, and comprehensive planning process.

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

A new element that is being included is the development of an Annual Work Program (AWP) for each of the CTPPs. The AWP presents an overview of the transportation planning programs to be undertaken for the year. It is a means to evaluate the various transportation planning activities and provide direction and guidance in inter-modal coordination. It would assist the State and County in addressing the Planning Emphasis Areas as established by FHWA/FTA.

# INTEGRATED TRANSPORTATION PLANNING



**FIGURE 2**

## INTEGRATED TRANSPORTATION PLANNING

<u>PLANNING PROCESS</u>	<u>PLANNING PRODUCTS</u>	<u>PROJECT DELIVERY</u>
<ul style="list-style-type: none"> <li>Statewide transportation planning process</li> </ul>	<ul style="list-style-type: none"> <li>Statewide Transportation Plan</li> </ul>	<ul style="list-style-type: none"> <li>Budget</li> </ul>
Metropolitan process	<ul style="list-style-type: none"> <li>Modal long range plans</li> </ul>	CIP (processing)
Non-metropolitan process	<ul style="list-style-type: none"> <li>Corridor plans, needs studies</li> </ul>	STIP/TIP
<ul style="list-style-type: none"> <li>Public involvement process</li> </ul>	<ul style="list-style-type: none"> <li>Implementation/prioritization strategies</li> </ul>	<ul style="list-style-type: none"> <li>PE/DES/CON</li> </ul>
	<ul style="list-style-type: none"> <li>6-10 year CIP (development)</li> </ul>	
	<ul style="list-style-type: none"> <li>Forecast and parameters</li> </ul>	
	<ul style="list-style-type: none"> <li>Designated State Highway System</li> </ul>	
	Intergovernmental Transfer Agreements	
	<ul style="list-style-type: none"> <li>Functional Classification</li> </ul>	
	<ul style="list-style-type: none"> <li>Urban Area Boundary Amendments</li> </ul>	
	<ul style="list-style-type: none"> <li>Land use policies</li> </ul>	

### FIGURE 3

## 4.1 POLICY COMMITTEE

Each 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 of the non-metropolitan CTPPs:

### CTPP-Hawaii

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

### CTPP-Maui

State Department of Transportation  
Maui County Department of Public Works and Environmental  
Management  
Maui County Planning Department.  
Maui County Department of Transportation  
Representative from Maui County Council

### CTPP-Kauai

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



## 4.2 TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee (TAC) of the CTPP consists of senior managers from each of the participating agencies and serve as technical liaison to the State Department of Transportation and also function 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. Each member of the TAC is designated by their respective Directors and is responsible to keep his/her Director apprised of the various work efforts underway, and 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 island CTPPs:

### CTPP-Hawaii

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)

### CTPP-Maui

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

### CTPP-Kauai

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)

### **4.3 ANNUAL WORK PROGRAM**

The Annual Work Program (AWP) is developed cooperatively by State and County agencies to serve as a management tool for coordinating and monitoring their transportation planning programs and activities for the non-metropolitan areas. It describes the transportation related planning studies to be conducted in a given year and identifies current and future transportation issues and concerns that need to be addressed:

The AWP is utilized to:

1. Provide a mechanism to integrate planning efforts and eliminate or minimize duplication of work performed;
2. Provide a ready document that presents objectives and strategies for the transportation planning program;
3. Focus the attention of planners and policy-makers on the interrelationships of the various planning activities; and
4. Enable Federal, State, and County agencies and legislative bodies to conduct a comprehensive and logical review of its transportation planning programs.

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

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

At a minimum, PC and TAC meetings are conducted on a quarterly basis and 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 to assist in 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, in collaboration with the PC/TAC committee members, other avenues to supplement its efforts to consult with non-metropolitan local officials. We will continue to utilize these methods, as appropriate. They include:

- County by County visitations 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, etc. associated with various planning programs and activities;
- Notifications and invitations to local officials on transportation activity meetings, workshops, etc. including news media exposure on these activities; and
- State attendance and participation in County Association meetings; and
- State sponsoring and conducting workshops/training/conferences for elected and appointed local officials.