

Appendix G: Public Participation Policies /Advertising Affidavits

Introduction

The Burlington / Graham Metropolitan Planning Organization's (BGMPO's) Public Involvement Policy is an umbrella policy, encompassing the plans and programs of the Urban Area's transportation planning process. Public involvement is an integral part of the BGMPO's planning efforts. The Public Involvement Policy is comprised of the public involvement programs for all the major planning activities, including the Transportation Plan, Metropolitan Transportation Improvement Program (MTIP), Major Investment Studies (MIS), and the Unified Planning Work Program (UPWP).

The BGMPO will seek public input through a menu of techniques, including public notices, comment periods, workshops, charrettes, public hearings, newsletters, surveys, and media relations. The techniques employed will vary, depending on the specific planning task. The MPO will hold a forty five (45) day public comment period for amendments to the Policy. The BGMPO's Public Involvement Policy will be consistent with the requirements of the Transportation Equity Act for the 21st Century (TEA-21), the National Environmental Policy Act (NEPA) and the Interim FTA/FHWA Guidance on Public Participation.

Purpose

The purpose of the BGMPO Public Involvement Policy is to create an open decision making process whereby citizens have the opportunity to be involved in all stages of the transportation planning process. This Policy is designed to ensure that transportation decisions will reflect public priorities.

Objectives

1. Bring a broad cross-section of the public into the public policy and transportation planning decision-making process.
2. Maintain public involvement from the early stages of the planning process through detailed project development.
3. Use different combinations of public involvement techniques to meet the diverse needs of the general public.
4. Determine the public's knowledge of the metropolitan transportation system and the public's values and attitudes concerning transportation.
5. Make technical and other information available to the public.
6. Establish a channel for an effective feedback process.
7. Evaluate the public involvement process and procedures to assess their success at meeting requirements specified in the TEA-21, NEPA and the Interim FTA/FHWA Guidance on Public Participation.

Policy Elements

The BGMPO’s Public Involvement Policy is comprised of a number of sub-policies. All planning programs and activities are required to go through the Transportation Advisory Committee’s public process. In addition, the MPO has initiated public involvement programs for the Transportation Plan, the Metropolitan Transportation Improvement Program (MTIP), the Major Investment Study (MIS), and the Unified Planning Work Program (UPWP).

Transportation Advisory Committee

Transportation Advisory Committee (TAC) - The Transportation Advisory Committee is the policy and decision-making body for the Burlington / Graham Metropolitan Planning Organization. The TAC is comprised of elected and appointed officials from Alamance County and all the municipal agencies within the county and the North Carolina Department of Transportation. The TAC is responsible for providing opportunities for citizen participation in the transportation planning process.

Regular Public Involvement Opportunities

The TAC holds regular monthly meetings once a quarter on the 3rd Tuesday of every month. These meetings are open to members of the public and media. At the beginning of each regular meeting, the TAC provides time to receive public comments.

Public Involvement for Specific Planning Items

For particular planning issues (i.e. plan development & updates, studies, amendments to planning documents, etc.), the TAC will open a public comment period (3-6 weeks depending on the item) and may hold a public hearing. The notice for the public comment period and the public hearing are advertised in local newspapers, as well as any cable access channel. Local member jurisdictions are advised to publicize the public comment period/hearing in their local media as well. The notices will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (i.e. having available large print documents, audio material, someone proficient in sign language, a translator or other provisions as requested). Both written and oral comments received are compiled by the planning staff and reviewed by the TAC.

Specific Requirements

The Burlington / Graham MPO’s Public Involvement Policy is designed to be consistent with the requirements of TEA-21, NEPA and the FTA/FHWA Guidance of Public Participation. These requirements are included in the appendix of the document.

Response to Public Comment

The TAC acknowledges public comments in two ways. The TAC may incorporate public comments and the MPO's response, as an appendix, into the specific planning document. Or depending on the number of comments, the TAC may instruct the planning staff to respond directly by letter. Acknowledging public comments is a way to let the public know that its comments are being addressed and is part of the public involvement feedback process.

1. Transportation Plan

Introduction

The Transportation Plan public review and participation process is designed to provide early and adequate opportunities for citizens and public officials (including elected officials) to be involved in the Burlington / Graham Transportation Plan development. This public participation program is designed to involve all parties in the early stages of plan development and the subsequent update process. It is also designed to provide gradual progression from the general information (vision setting and formulation of goals, objectives and policies) pertaining to the plan to very specific information regarding alternatives and plan selection.

Elements of the Public Involvement Procedure

The Public Involvement Process for the Transportation Plan consists of a series of innovative public participation techniques, including: an appointed advisory committee, public service announcements, a newsletter, public meetings, surveys, and the mass media. These techniques will be employed at various stages of the plan development.

Public Involvement Process

1. The Burlington / Graham Metropolitan Planning Organization will provide opportunity for early and meaningful public involvement in the development and update of the Transportation Plan.
2. Proactive participation techniques will be employed to involve citizens and provide full access to information and technical data. The technique will generally include, but not be limited to; public meetings/hearings, surveys, newsletters, public service announcements, mass media, etc.
3. Information dissemination, notification of meeting, publication of proposed plans will be integral elements of the public involvement process.
4. The Technical Coordinating Committee (TCC) will initiate the Transportation Plan update process as required by the Transportation Equity Act for the 21st Century (TEA-21), the Clean Air Act Amendments (CAAA) and subsequent federal regulations.

Elements of the Transportation Plan, and/or amendments will meet all current Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Environmental Protection Agency (EPA), and the North Carolina Department of Transportation (NCDOT) requirements.

5. The public comment period will be for a minimum 45-day public comment period, effective from the date of the public notice publication. Written comments will be received during the comment period and will be directed to the Lead Planning Agency (LPA). The Lead Planning Agency's contact person, phone number and e-mail address will be included in the public notice.
6. Public meeting(s) will be held to: formulate a vision for the Transportation Plan development; provide the public background information on the metropolitan transportation system and other issues as well as the proposed framework of the Transportation Plan update process; and to receive citizen input.
7. Public meetings (forums) designed to solicit public comment will be held at various locations around the metropolitan area to encourage the greatest public participation. Public meetings will be held at a location, which is accessible to persons with disabilities.
8. The TCC will assemble all comments and forward comments to the Transportation Advisory Committee (TAC). The TAC may choose to hold a public hearing before adopting the strategy and work program for the Transportation Plan. Comments regarding the draft strategy will be considered and addressed in adopting the final program.
9. Any significant revision and amendment to the Transportation Plan work program will be subject to the public review process as outlined above.
10. The public participation component of the Transportation Plan will generally follow the same citizen input and review as outlined in this policy. Public input will be solicited to review and comment on any major Transportation Plan amendment proposal as well as analyses conducted as part of the amendment request. Adequate opportunity will be provided for public involvement in the amendment of the Transportation Plan, and any significant revisions to the Transportation Plan will also be subject to public comment period as described in # 7 of this policy.
11. The BGMPO will endeavor to involve the public at key decision points of the Transportation Plan development. Decision points are those stages where the TAC will be required to endorse or take action on particular work elements. These include, but are not limited to:
 - Formulation of vision, goals and objectives
 - Policy development

- Review and approval of socio-economic and demographic projections
 - Review of land use information and scenarios
 - Review and determination of transportation deficiencies
 - Identification of transportation (facility) needs
 - Evaluation of alternatives and selection of preferred option
 - Plan recommendation and adoption
12. The process for developing, updating, and amending the Transportation Plan will generally follow the sequence and procedure illustrated in Exhibit 2.

2. Metropolitan Transportation Improvement Program

Overview

The Metropolitan Transportation Improvement Program (MTIP) is the document that describes the funding and scheduling of transportation improvement projects (highway, bicycle, pedestrian, and transit capital and operating assistance) using State and federal funds. The MTIP serves as the project selection document for transportation projects and, therefore, is the implementation mechanism by which the objectives of the Transportation Plan are reached. The Intermodal Surface Transportation and Efficiency Act (TEA-21) mandates an opportunity for public review of the MTIP. The following is the proposed public involvement procedure for the Burlington / Graham Metropolitan Transportation Improvement Program.

Introduction

The Burlington / Graham Metropolitan Planning Organization (MPO) will prepare a Metropolitan Transportation Improvement Program, which is consistent with the requirements of the Transportation Equity Act for the 21st Century (TEA-21), and any implementing federal regulations. The MTIP will be developed based on 1) revenue estimates provided by the North Carolina Department of Transportation (NCDOT) and 2) the Regional Priority List. The public input element of the Metropolitan Transportation Improvement Program is presented as follows:

Public Involvement Process

1. The BGMPO Technical Coordinating Committee (TCC) will develop a draft Regional Priority List from the Local Project Priorities of the MPO jurisdictions.
2. The MPO Regional Priority List will be published for a minimum 20-day public comment period and the notice will be published by the Lead Planning Agency (LPA) in the local newspaper and other media sources.

The notices for the public comment period and the public hearing will include an announcement that states that persons with disabilities will be accommodated. The Regional Priority List will be on file in the City of Burlington Planning Department, Burlington / Graham MPO office, Town of Elon and the City of Graham for public review and comment.

3. The Transportation Advisory Committee (TAC) may hold a public hearing on the draft Regional Priority List. The public hearing will be held at a location that is accessible to persons with disabilities. The TAC will approve a final Regional Priority List after considering the public comments received.
4. The BGMPO Technical Coordinating Committee will develop a draft MTIP from the approved Regional Priority List and from revenue estimates provided by the North Carolina Department of Transportation. The TCC will forward the draft MTIP to the Transportation Advisory Committee. The Transportation Advisory Committee will publish the draft MTIP for public review and comment.
5. Copies of a draft MTIP will be distributed to TAC members. Each jurisdiction will also have copies available for public review. The draft MTIP will follow the same notification procedures as outlined above for the Regional Priority List.
6. The public comments will be assembled and presented to the Burlington / Graham TAC. The TAC may hold a public hearing on the draft MTIP. The public hearing will be held at a location, which is accessible to persons with disabilities. Public comments will be addressed and considered in the adoption of the MTIP.
7. Amendments to MTIP will be available for public review and comment, if they make a substantial change to the MTIP. A substantial change is classified as the addition or deletion of a project with an implementation cost exceeding \$1 million. Public comment on project additions or deletions of less than \$1 million may be sought at the discretion of the TAC by majority vote. As long as a project's description, scope or expected environmental impact has not materially changed, the TAC may approve changes to project funding without a separate public meeting.
8. Written public comments and their responses will be published as an appendix to the final MTIP.

3. Major Investment Study

Introduction

The major investment study (MIS) is a planning tool mandated by the Transportation Equity Act for the 21st Century (TEA-21). It supports decisions on significant federally funded transportation investments along a corridor or sub area level of the metropolitan area. The MIS identifies all reasonable strategies for the study area in order to meet its transportation demands

and relieve any transportation problems. It is a detailed analysis designed to provide local decision-makers with more comprehensive corridor level technical analysis early in the transportation planning process.

Public Involvement Process

The scope of a major investment study for the Burlington / Graham will be determined on a project-by-project basis. Therefore, the MPO will choose the appropriate public involvement initiatives to meet the goals of the MIS. The public involvement techniques that may be used are public informational meetings, newsletters, and media relations.

4. Unified Planning Work Program

Introduction

The Transportation Equity Act for the 21st Century (TEA-21) requires that each Metropolitan Planning Organization (MPO) prepare an annual work program known as the Unified Planning Work Program (UPWP). The UPWP must identify the MPO planning tasks to be undertaken with the use of federal transportation funds, including highway and transit.

Public Involvement Process

1. The draft Unified Planning Work Program is reviewed by the Technical Coordinating Committee (TCC). The TCC meetings are open to the public. The TCC then endorses a draft UPWP and forwards the document to the TAC.
2. The draft UPWP is then reviewed by the TAC. Public comments may be provided at this time. The draft is sent to the Public Transportation Division for comments.
3. The final UPWP comes back again to the TAC for approval. Upon TAC approval, the UPWP is then forwarded on to the State and FHWA/FTA.

PUBLIC INVOLVEMENT PLAN

High Point Urban Area MPO

Preface

Public involvement is a key component of the metropolitan transportation decision-making process. As mandated in the Intermodal Surface Transportation Efficiency Act (ISTEA) and other supporting Federal regulations, and as continued in the Transportation Equity Act for the 21st Century (TEA-21), Metropolitan Planning Organizations (MPOs) must establish and periodically review and update their public involvement processes. These processes should assure early and continued public awareness of and access to the transportation decision-making process. Involving the public is a major challenge, especially in the metropolitan planning process, which is inherently complex, has a long time horizon, and is removed from project specific planning.

In July 1999, the High Point Urban Area Metropolitan Planning Organization (HPMPO), adopted formal guidelines to inform the general public of various public participation opportunities. In an effort to strengthen public access and involvement in the metropolitan transportation decision-making process, the HPMPO has developed a new set of actions, techniques, and procedures. The following pages identify these new procedures that have been developed through a collaborative process with the public.

Plan and Procedures for Enhancing Public Involvement in the Transportation Planning Process for the High Point Urban Area

I. Introduction

The High Point Urban Area Metropolitan Planning Organization (HPMPO) is responsible for providing transportation guidance and overseeing the federal transportation planning process for the High Point urban area, including full and fair participation from the public.

There are three major pieces of legislation that outline requirements for public participation in the transportation planning process carried out by the HPMPO. These include ISTEA, TEA-21, the Americans With Disabilities Act of 1990 (ADA), and the Clean Air Act Amendments of 1990 (CAAA). (See Appendix A.)

Further, in 1997, the U.S. Department of Transportation (US DOT) issued an "Order to Address Environmental Justice in Minority Populations and Low-income Populations." "Environmental Justice" refers specifically to whether low-income and minority

populations may bear disproportionate adverse impacts resulting from government decisions. This order applies to all policies, programs, and other activities that are undertaken, funded, or approved by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and other US DOT components including Statewide and Metropolitan Planning.

Consistent with the direction provided by the Federal transportation law, TEA-21, the mission of the HPMPO is to develop, promote, and ensure implementation of a metropolitan transportation plan that:

- supports the economic vitality of the metropolitan area;
- increases the safety and security of the transportation system for motorized and non-motorized users;
- increases the accessibility and mobility options available for people and freight;
- protects the environment, promotes energy conservation, and improves quality of life;
- enhances the integration and connectivity of the transportation system across and between modes for people and freight;
- promotes efficient transportation system management and operation;
- emphasizes the preservation of the existing transportation system; and
- promotes an efficient relationship between land-use and transportation that maximizes the use of existing and future public programs and infrastructure.

Activities performed by the HPMPO to comply with this mission include:

- Organizing, overseeing, and managing the planning process in compliance with current federal requirements.
- Providing direction to and receiving policy-related support from the Transportation Advisory Committee of the HPMPO.
- Providing policy direction and oversight to meet Federal and State environmental requirements for attaining air quality standards as required by the Federal Clean Air Act as amended.

Therefore, in order to carry out this mission in a fully open process that provides complete information, timely public notice, and full public access to key decisions, and that supports early and continued involvement, as mandated by Federal law, the HPMPO has developed and adopted this document to ensure that the appropriate consideration and steps are being taken.

The first step in developing this Plan was to establish a set of objectives that meet the spirit and intent of public involvement in the metropolitan transportation planning process.

Objective 1: Public Outreach and Education

Educate the public about the metropolitan transportation planning process and provide adequate information in a timely manner.

Objective 2: Public Input into the Decision-Making Process

Ensure that the public has been provided with adequate, appropriate, and meaningful opportunities to engage in the decision-making process.

In order to meet these objectives, an array of strategies or actions and techniques has been identified. Immediately following are the strategies that are included in this Plan. Although many serve to achieve both objectives, the primary objective is listed. A periodic assessment of these actions and techniques shall be done in order to make certain that they carry out the objectives of this Plan.

Strategies	Primary Objective Met	
	Objective 1	Objective 2
Identify stakeholders	X	
Develop an outreach and education program	X	
Publicize HPMPO activities	X	
Partner with outreach professionals	X	
Produce and distribute newsletters	X	
Establish a speakers' bureau	X	
Maintain a website	X	
Conduct information workshops	X	
Hold open houses	X	
Provide outreach services	X	
Develop a Citizens Advisory Committee		X
Provide for public input at HPMPO meetings		X
Hold public information meetings		X
Hold public hearings		X
Conduct surveys		X
Conduct focus groups		X

The following two sections of this Plan explain in greater detail the strategies, actions and techniques listed above. Also included is a set of procedures to ensure that the decision-making process is carried out in a fair and consistent manner.

II. Objective 1: Public Outreach and Education

The following is a list of strategies that may be carried out in order to enhance and support public outreach and education in the metropolitan transportation planning and decision-making process.

A. Identify Stakeholders in the Process

A stakeholder is defined as any person or group who is affected by a transportation plan, program, or project, including those who may not be aware they are affected. Stakeholders include the general public; environmental, health, neighborhood, citizen, and civic organizations; traditionally underserved communities such as people with disabilities, low-income, and racial and ethnic minorities; and affected public agencies. Networking with local jurisdiction professionals will help to ensure that all stakeholders are identified. Representatives of all identified stakeholders shall be included on the MPO mailing list.

B. Develop an Outreach and Education Program

The outreach and education program shall be designed to educate the public about the metropolitan transportation planning process and its relevance to all stakeholders. Special considerations and arrangements shall be made to design a program that is tailored for non-traditional participants such as low-income and minority communities. Materials produced as part of this program shall include such tools as easily understood informational pamphlets and brochures, which can be used in various presentations and for distribution. In addition, it shall be necessary to periodically review and update the program and accompanying materials, such as a citizen's guide.

C. Publicize HPMPO Activities

Key media shall be provided with periodic updates of the activities of the HPMPO. In addition, news releases and/or media alerts shall be disseminated to announce public review and comment periods for the High Point Urban Area Long Range Transportation Plan (LRTP), LRTP Major Updates, Metropolitan Transportation Improvement Programs (MTIPs), Planning Work Programs (PWPs), Public Involvement Plans (PIPs) and other major activities. In order to do so, a current list of media outlets such as television and radio stations, and newspapers, including small-community based publications, shall be established and maintained. Cultivating relationships with key media and understanding preferred formats for receiving information will enhance the information dissemination process.

D. Partner with Outreach Professionals

Establishing partnerships with local member jurisdiction professionals will help to reach a greater number of affected communities. Such professionals are often aware of local issues and have a good understanding of the various communities and community networks within their jurisdictions. In addition, utilizing their resources to publicize activities and events will help the HPMPO to reach a broader audience. Finally, such partnerships will help to promote best practices.

E. Produce and Distribute Newsletters

A newsletter geared to keeping the public apprised of current issues related to the metropolitan transportation planning process will be published quarterly. The newsletter will include information about technical issues written in layman's terms for the general public. In addition, the newsletter will provide the public with periodic updates of the activities of the HPMPO. The newsletter will be distributed to all identified stakeholders. Additionally, specialized newsletters will be produced to provide timely information on targeted topics. These will be placed on the Website and made available to anyone interested.

F. Establish a Speakers' Bureau

The Speakers' Bureau shall consist of HPMPO members, staff, and other volunteers who can speak to civic clubs, professional organizations, neighborhood associations, and other groups about the metropolitan transportation planning process. Members of the speaker's bureau shall present information (preferable that which has been developed as part of the outreach and education effort) in order to educate these groups about the MPO process. In addition, opportunities shall be provided to listen to the concerns of the group, answer questions, and seek continued participation and input. The availability of speakers shall be advertised in the quarterly newsletter and other outreach publications.

G. Maintain a Website

The HPMPO should develop and maintain a Website to provide information about its activities. Included on this Website would be a listing of all upcoming meetings. Agendas and minutes will be added, if available. In addition, information on documents, draft documents, or portions of draft documents under review by the public would be made available when feasible. The Website could also provide an opportunity for the public to provide input and formal comments on an ongoing basis through e-mail links.

H. Conduct Information Workshops

Information workshops are held on topics associated with the metropolitan transportation planning process. Such workshops are designed to educate participants on specific topics such as modeling, intelligent transportation systems, and elderly travel and air quality. In addition, information workshops provide a means for allowing participants to express their ideas and concerns in an informal setting. Information workshops shall be conducted on an "as needed" basis.

I. Hold Open Houses

Open houses provide an informal setting for the public to access information on the LRTP, LRTP Amendments, and other activities. Information is presented buffet-style at tables and exhibits around the room. Open houses have no fixed agendas and no formal presentations. Technical staff and MPO members are on hand to answer questions and provide details on a one-on-one basis. Finally, open houses may precede formal public hearings.

J. Provide Outreach Services

In order to manage and carry out the activities identified in this Plan, a range of staff resources will be needed. The following is a list of responsibilities that shall be managed and carried out under this activity.

Responsibilities include but are not limited to:

- Identify and annually review and update a list of stakeholders, and maintain a current mailing list.
- Oversee the development of and administer an outreach and education program designed to inform stakeholders about the HPMPO, the metropolitan transportation planning process, and various opportunities for public participation.
- Oversee the development of and administer an outreach and education program targeted to non-traditional participant populations.
- Partner with member jurisdictions and agencies to promote awareness of the HPMPO and its activities and publicize various public participation opportunities.
- Establish and maintain a current list of media contacts for newspapers, and television and radio stations for the release of information associated with the metropolitan transportation planning process.
- Prepare and disseminate news releases and media alerts on key activities of the transportation planning process, including the availability of the LRTP, MTIPs, PWP, and public involvement plans for public review and public hearings.
- Prepare and disseminate periodic updates on the transportation planning process to the media and other public outreach professionals.
- Produce all outreach publications, such as newsletter.
- Market and coordinate a Speaker's Bureau.
- Coordinate the response to all public comments received by the HPMPO.
- Coordinate the dissemination of all information to the public.
- Coordinate all public involvement events such as hearings, workshops, and major events.
- Ensure that all activities comply with the Americans with Disabilities Act of 1990 (ADA).
- Serve as the coordinator for HPMPO information on the Website.
- Serve as liaison to the CAC.
- Seek continued training in public involvement practices and techniques.

III. Objective 2: Public Input into the Decision-Making Process

The following are strategies to support and achieve public input into the metropolitan transportation planning and decision-making process.

A. Maintain a Citizens Advisory Committee

The Citizens Advisory Committee (CAC) is a subcommittee of the HPMPO established to provide broad community input throughout the long-range transportation planning process. The CAC is comprised of individuals representing a balanced cross-section of the region's populations including environmental, business, and civic organizations, as well as low-income, minority, and disabled populations.

B. Provide for Public Input at HPMPO TAC Meetings

The HPMPO TAC holds regular meetings in which all formal business is conducted. At each meeting, the public is given an opportunity to address the HPMPO TAC on any issue related to the transportation planning process. Anyone wishing to speak can sign-up at the beginning of the meeting or contact the HPMPO prior to the meeting.

C. Hold Public Information Meetings

Public information meetings are used to disseminate information and provide a setting for informal public comment and discussion at appropriate intervals in the LRTP and MTIP development processes. For example, a public information meeting can be held early in the MTIP process to inform the public of the mix and scope of projects prior to the conformity assessment. Such meetings provide an opportunity for early and continued public involvement. Public information meetings consist of a formal presentation as well as a question and answer period. MPO members are in attendance to listen to public comments and concerns. Comments received during public information meetings are not considered part of the formal public record. All public information meetings are advertised to the general public similar to formal public hearings.

D. Hold Public Hearings

Public hearings are conducted at the end of the development process just prior to the decision point in order to gather formal public comment from all interested parties on the LRTP and MTIP. Public hearings consist of a presentation followed by a period for formal public comment. MPO members are in attendance to receive public comment. All comments received become public record and are considered prior to the decision.

E. Conduct Surveys

Surveys are a tool to gather information on people's perceptions, preferences, and practices. Surveys can range from being informal and inexpensive to scientific and costly. The information being sought and the use of that information in the metropolitan transportation planning process will vary, as well.

F. Conduct Focus Groups

Focus groups are small group discussions used to gather perspectives, insights, and opinions on a single topic. Focus groups allow for more in-depth discussion to occur. Such groups usually consist of no more than 12 randomly or non-randomly selected

participants. Agendas are carefully crafted with a handful of questions. Minimal presentation of materials is provided to establish the subject and context.

IV. Procedures for Public Involvement

In order to make certain that the public is provided with fair and consistent opportunities for involvement in the decision-making process, the HPMPO has adopted the following set of procedures. These guidelines will serve as a means for conducting business, while meeting the spirit and intent of ISTEA and TEA-21. The HPMPO has adopted these rules consistent with the Bylaws and are bound by them.

A. HPMPO Meetings

All regular meetings of the HPMPO shall be open to the public. The minutes and all materials presented to the HPMPO at such meetings shall be public record and shall be available for review at a place determined by the HPMPO.

- All meetings of the HPMPO shall be held in facilities that are accessible by persons with disabilities.
- The HPMPO shall provide adequate notice of meetings. Notice shall be given no later than ten (10) days prior to the meeting date and include the date, time, and location of the meeting.
- An opportunity shall be provided for the public to address the HPMPO TAC on any issues related to the transportation planning process. This opportunity will be conducted at the beginning of each meeting for a 10-minute period unless otherwise extended at the discretion of the Chair.
- All items on which the HPMPO TAC acts through a resolution (Action Items) shall be placed on the agenda prior to Information Items. It will be at the discretion of the TAC Chair to alter the order of agenda items in order to accommodate special circumstances.
- An Action Item may be added to the agenda once the agenda has been mailed to the general public if the TAC unanimously agrees to add it. The public may participate in the discussion of Action and Information Items when recognized by the TAC Chair. The TAC Chair shall recognize all interested individuals within reason.
- The HPMPO TAC shall respond in writing to all written testimony offered during the formal public participation opportunity. In order to guarantee a written response, all verbal testimony must be accompanied by written testimony. A copy shall be provided to the HPMPO at the time of verbal testimony. When appropriate, the HPMPO TAC may respond verbally during the meeting.

B. Long Range Transportation Plan Reviews

Reviews consist of a recertification of the MPO's LRTP. The Review examines how current trends are tracking the trends anticipated when the LRTP was originally developed. The products from a Review of the LRTP will be a short report discussing the observed versus anticipated trends and any emphasis areas for upcoming Major Updates

of the LRTP. In addition, the Review will be done concurrently with a new air quality conformity analysis. Reviews will be conducted every two years.

Public Review Policy

The Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) will review the draft LRTP. The TAC will release the document for a public review period of at least thirty (30) calendar days prior to adopting the LRTP. The provisions that follow may be supplemented with additional outreach and public involvement strategies at the discretion of the MPO.

1. **Public notice** inviting written comments will be made. This notice will (1) identify a due date for comments, and a contact for questions or additional information; and (2) list locations where the draft LRTP is available for review and directions for submitting comments, except where space limitations permit only the information in item (1) to be displayed. Public notice will be given through all appropriate media outlets. Targeted mailings, other advertising outlets, and additional outreach strategies may also be used.
 - Major newspaper display ads At least two display ads will be run in different weeks in each major paper in the MPO area during the public review period;
 - Local access cable television Advertisements will be run throughout the public review period.
 - Notice will be placed on the Website of the MPO throughout the public review period; and
 - A news release to area media outlets will be made by the MPO at or prior to the commencement of the public review period.
2. **LRTP documents for public review** will be distributed to the following locations:
 - High Point Public Library, Archdale Public Library, Jamestown Public Library, Thomasville Public Library; Davidson County (Lexington) Public Library, High Point Department of Transportation, Archdale Planning Department, Jamestown Town Hall, Thomasville Engineering Department, Trinity City Hall; Davidson County Planning Department, Guilford County Planning Department, Randolph County Planning Department; and
 - The website of the MPO.
3. A **public hearing** will be held at the conclusion of the public review period. The public hearing may be held as part of a regularly scheduled MPO TAC meeting. The meeting will provide information and the opportunity for the public to make written and oral comments. One display ad per major newspaper will suffice, and Website and local access cable television notices will be run for at least a week prior to the meeting.
4. **Public comments** received through the public involvement process will be documented and presented to the TAC at the public hearing for the LRTP Review in summary form or verbatim at the MPO's discretion. Responses to public comments will be included as appropriate. Staff will take public comments into consideration when drafting the final LRTP. The TAC will

also consider public comments when deciding whether or not to approve the final LRTP.

- 5. Additional strategies for informing and involving low income and minority communities** will be used in addition to measures listed above that contribute to this objective, such as newspaper advertising and the availability of documents in locations accessible to all citizens. Additional strategies will be tested, documented, and evaluated for inclusion in future Public Involvement Plan updates.

These public involvement provisions may be supplemented with **Public Information meeting(s)** at the discretion of the TCC Chair and/or TAC Chair.

C. Long Range Transportation Plan Major Updates

A Major Update includes validation of the travel model, forecasting new socio-economic data, new financial planning and a complete analysis of alternative transportation plans. As part of this Update, a conformity analysis and determination will be completed.

Public Review Policy

A **public information meeting** will be held at the beginning of the planning process. The meeting will provide information and the opportunity to make written and oral comments. One display ad per major newspaper will suffice, and Website and local access cable television notices will be run for at least a week prior to the meeting. At the conclusion of the planning process, the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) will review the draft LRTP. The TAC will release the document for a public review period of at least thirty (30) calendar days prior to adopting the LRTP. The provisions that follow may be supplemented with additional outreach and public involvement strategies at the discretion of the MPO.

- 1. Public notice** inviting written comments will be made. This notice will (1) identify a due date for comments and a contact for questions or additional information; and (2) list locations where the draft LRTP is available for review and directions for submitting comments, except where space limitations permit only the information in item (1) to be displayed. Public notice will be given through all appropriate media outlets. Targeted mailings, other advertising outlets, and additional outreach strategies may also be used.
 - Major newspaper display ads At least two display ads will be run in different weeks in each major paper in the MPO area during the public review period.
 - Local access cable television advertisements will be run throughout the public review period.
 - Notice will be placed on the Website of the MPO throughout the public review period.
 - A news release to area media outlets will be made by the MPO at or prior to the commencement of the public review period.
- 2. LRTP documents for public review** will be distributed to the following locations:

- High Point Public Library, Archdale Public Library, Jamestown Public Library, Thomasville Public Library; Davidson County (Lexington) Public Library, High Point Department of Transportation, Archdale Planning Department, Jamestown Town Hall, Thomasville Engineering Department, Trinity City Hall; Davidson County Planning Department, Guilford County Planning Department, Randolph County Planning Department; and
 - The Website of the MPO.
3. **A public hearing** will be held at the conclusion of the public review period. The public hearing may be held as part of a regularly scheduled MPO TAC meeting. The meeting will provide information and the opportunity for the public to make written and oral comments. One display ad per major newspaper will suffice, and website and local access cable television notices will be run for at least a week prior to the meeting.
 4. **Public comments** received through the public involvement process will be documented and presented to the TAC at the public hearing for the LRTP Review in summary form or verbatim at the MPO's discretion. Responses to public comments will be included as appropriate. Staff will take public comments into consideration when drafting the final LRTP. The TAC will also consider public comments when deciding whether or not to approve the final LRTP.
 5. **Additional strategies for informing and involving low income and minority communities** will be used in addition to measures listed above that contribute to this objective such as newspaper advertising and the availability of documents in locations accessible to all citizens. Additional strategies will be tested, documented, and evaluated for inclusion in future Public Involvement Plan updates.

D. Metropolitan Transportation Improvement Program Adoption

The Metropolitan Planning Organization (MPO) will produce a Metropolitan Transportation Improvement Program (MTIP) on a biennial basis that meets applicable federal and state requirements. The MTIP will be developed cooperatively with NCDOT and the Hi-Tran. The MPO will be responsible for addressing all questions about the MTIP during and following the MTIP development process.

Public Review Policy

The Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) will review the draft MTIP. The TAC will release the document for a public review period of at least thirty (30) calendar days prior to adopting the MTIP. The provisions that follow may be supplemented with additional outreach and public involvement strategies at the discretion of the MPO.

1. **Public notice** inviting written comments will be made. This notice will (1) identify a due date for comments, and a contact for questions or additional information; and (2) list locations where the draft MTIP is available for review and directions for submitting comments, except where space

limitations permit only the information in item 1 to be displayed. Public notice will be given through the media outlets listed below. Targeted mailings, other advertising outlets, and additional outreach strategies may also be used.

- Major newspaper display ads At least two display ads will be run in different weeks in each major paper in the MPO area during the public review period.
 - Local access cable television Advertisements will be run throughout the public review period.
 - Notice will be placed on the Website of the MPO throughout the public review period.
 - A news release to area media outlets will be made by the MPO at or prior to the commencement of the public review period.
2. **MTIP documents for public review** will be distributed to the following locations:
 - High Point Public Library, Archdale Public Library, Jamestown Public Library, Thomasville Public Library; Davidson County (Lexington) Public Library, High Point Department of Transportation, Archdale Planning Department, Jamestown Town Hall, Thomasville Engineering Department, Trinity City Hall; Davidson County Planning Department, Guilford County Planning Department, Randolph County Planning Department; and
 - The Website of the MPO.
 3. A **public hearing** will be held at the conclusion of the public review period. The public hearing may be held as part of a regularly scheduled MPO TAC meeting. The meeting will provide information and the opportunity for the public to make written and oral comments. One display ad per major newspaper will suffice, and Website and local access cable television notices will be run for at least a week prior to the meeting.
 4. **Public comments** received through the public involvement process will be documented and presented to the TCC and TAC at or prior to the meeting of adoption for the MTIP in summary form or verbatim at the MPO's discretion. Responses to public comments will be included as appropriate. Staff will take public comments into consideration when drafting the final MTIP. The TAC will also consider public comments when deciding whether or not to approve the final MTIP.
 5. **Additional strategies for informing and involving low income and minority communities** will be used in addition to measures listed above that contribute to this objective such as newspaper advertising and the availability of documents in locations accessible to all citizens. Additional strategies will be tested, documented, and evaluated for inclusion in future Public Involvement Plan updates.

These public involvement provisions may be supplemented with **Public Information meeting(s)** at the discretion of the TCC Chair and/or TAC Chair.

E. Metropolitan Transportation Improvement Program Amendment

Periodically, amendments to the Metropolitan Transportation Improvement Program (MTIP) are needed. These amendments will be made to meet applicable federal and state requirements and will be developed cooperatively with NCDOT and Hi-Tran. The MPO staff will be responsible for addressing the questions of any person or group making inquiries regarding the amendments.

Public Review Policy

The Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) will review the draft amendment(s). For **Major Amendments**, the TAC will release the document(s) for a public review period of at least thirty (30) calendar days prior to adoption. Major amendments will typically include additional conformity analysis and/or other significant changes to highway capacity projects or transit programs.

The **draft MTIP Amendment for public review** will be made available at the High Point Public Library, Archdale Public Library, Jamestown Public Library, Thomasville Public Library; Davidson County (Lexington) Public Library, High Point Department of Transportation, Archdale Planning Department, Jamestown Town Hall, Thomasville Engineering Department, Trinity City Hall; Davidson County Planning Department, Guilford County Planning Department, and Randolph County Planning Department. The website of the MPO will post the draft MTIP Amendment for public review.

A **public hearing** will be held at the conclusion of the public review period. The public hearing may be held as part of a regularly scheduled MPO TAC meeting. The meeting will provide information and the opportunity for the public to make written and oral comments. One display ad per major newspaper will suffice, and website and local access cable television notices will be run for at least a week prior to the meeting. Staff will take public comments into consideration when drafting the MTIP amendment. The TAC will also consider public comments when deciding whether or not to approve the final MTIP amendment.

For **Minor Amendments**, a public review period will not be necessary but may be held at the discretion of the MPO. Minor Amendments typically include (1) the addition, deletion, or rescheduling of projects classified as exempt from air quality analysis such as safety projects, individual transit projects short of major expansions of the transit fleet, and (2) project schedule changes on regionally significant projects not requiring a shift of horizon years.

These public involvement provisions may be supplemented with **Public Information meeting(s)** at the discretion of the TCC Chair and/or TAC Chair.

F. Thoroughfare Plan Adoption

The Thoroughfare Plan guides the development of the urban street system in a manner consistent with changing traffic demands. Each jurisdiction in the MPO has approval

authority over the Thoroughfare Plan as well as the MPO TAC and North Carolina Board of Transportation.

At the conclusion of the analysis phase, the draft PWP will be available for **public review** at a series of public input drop-in sessions at locations to be determined by MPO staff. One display ad per major newspaper will suffice, and website and local access cable television notices will be run for at least a week prior to the sessions.

At the conclusion of the public review period, a **public hearing** will be held in each jurisdiction prior to their approval of the Plan. The public hearing may be held as part of a regularly scheduled meeting. The meeting will provide information and the opportunity for the public to make written and oral comments. A legal notice concerning the public hearing must be posted, and website and local access cable television notices will be run for at least a week prior to the meeting.

After all of the member jurisdictions have approved the draft Thoroughfare Plan, it is brought before the **TAC**. MPO staff will document all public comments for review by the TAC. Staff will take public comments into consideration when drafting the final Thoroughfare Plan. The TAC will also consider public comments when deciding whether to approve the final Thoroughfare Plan. After the MPO TAC has approved the Thoroughfare Plan, it is forwarded to the **North Carolina Board of Transportation** for their approval.

G. Planning Work Program Adoption

The Planning Work Program (PWP) outlines the work schedule, projects and financing of MPO staff for the fiscal year. The public will have thirty (30) days to review and comment on the PWP prior to its scheduled adoption by the TAC.

The **draft PWP for public review** will be made available at the High Point Public Library, Archdale Public Library, Jamestown Public Library, Thomasville Public Library; Davidson County (Lexington) Public Library, High Point Department of Transportation, Archdale Planning Department, Jamestown Town Hall, Thomasville Engineering Department, Trinity City Hall; Davidson County Planning Department, Guilford County Planning Department, and Randolph County Planning Department. The website of the MPO will post the draft PWP for public review.

At the conclusion of the public review period, a **public hearing** will be held. The public hearing may be held as part of a regularly scheduled MPO TAC meeting. The meeting will provide information and the opportunity for the public to make written and oral comments. One display ad per major newspaper will suffice, and website and local access cable television notices will be run for at least a week prior to the meeting. MPO staff will document all public comments for review by the TAC. Staff will take public comments into consideration when drafting the final PWP. The TAC will also consider public comments when deciding whether to approve the final PWP.

These public involvement provisions may be supplemented with **Public Information meeting(s)** at the discretion of the TCC Chair and/or TAC Chair.

H. Public Involvement Plan Amendments

Revisions to the Public Involvement Plan have the same public notice requirements as a Major MTIP Amendment, except that the minimum public review period will be forty-five (45) calendar days.

At the conclusion of the public review period, a **public hearing** will be held. The public hearing may be held as part of a regularly scheduled MPO TAC meeting. The meeting will provide information and the opportunity for the public to make written and oral comments. One display ad per major newspaper will suffice, and website and local access cable television notices will be run for at least a week prior to the meeting.

MPO staff will document all public comments for review by the TAC. Staff will take public comments into consideration when drafting the final PIP. The TAC will also consider public comments when deciding whether to approve the final PIP.

These public involvement provisions may be supplemented with **Public Information meeting(s)** at the discretion of the TCC Chair and/or TAC Chair.

V. Special Accommodations for Persons with Disabilities

The Americans with Disabilities Act of 1990 (ADA) is landmark civil rights legislation ensuring equal opportunity for people with disabilities in employment, public accommodations, transportation, state and local government services and telecommunications. The HPMPO is fully committed to the spirit and intent of the ADA legislation. In order to facilitate participation by people with disabilities, the following guidelines and activities shall apply:

All meetings, public hearings and formal events of the HPMPO shall be held in facilities that are accessible to persons with disabilities.

- All public notices of HPMPO events shall state that accommodations for qualified individuals with disabilities will be provided upon request. One-week notice is required for provisions of appropriate auxiliary aids and services.
- All documents available to the public shall be provided in alternative formats for qualified individuals with disabilities, upon request.

The High Point Urban Area Metropolitan Planning Organization Transportation Advisory Committee approved this Public Involvement Plan on May 22, 2001.

TAC Chair

Coordinator for Transportation Planning

Appendix A

Excerpts from the Code of Federal Regulations (CFR) Regarding Public Participation in Metropolitan Transportation Planning and Programming

23 CFR §450.316

(b) In addition, the metropolitan transportation planning process shall:

(1) Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:

- (i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;
- (ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);
- (iii) Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
- (iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));
- (v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;
- (vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;
- (vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required

under the U.S. EPA's conformity analysis, and report on the disposition of comments shall be made part of the final plan and TIP;

(viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;

(ix) Public involvement process shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

(x) These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decision-making processes;

(xi) Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs;

(2) Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S. C. 794, which ensure that no person shall on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation;

(3) Identify actions necessary to comply with the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals With Disabilities" (49 CFR parts 27, 37, and 38);

(4) Provide for involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; appropriate private transportation providers, and where appropriate city officials; and

(5) Provide for the involvement of local, State, and Federal environment resources and permit agencies as appropriate.

23 CFR §450.322

(c) There must be adequate opportunity for public officials (including elected officials) and citizen involvement in the development of the transportation plan before it is approved by the MPO, in accordance with the requirements of §450.316 (b)(1). Such procedures shall include opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, and private providers of transportation) to be involved in the early stages of plan development/update process. The procedure shall include publication of the proposed plan or other methods to make it readily available for public review and comment and, in nonattainment TMAs, an opportunity for at least one formal public meeting annually to review planning assumptions and the plan development process with interested parties and the general public. The procedures also shall include publication of the approved plan and other methods to make it readily available for information purposes.

23 CFR §450.324

(c) There must be reasonable opportunity for public comment in accordance with the requirements of §450.316 (b)(1) and, in nonattainment TMAs, an opportunity for at least one formal public meeting during the TIP development process. This public meeting may be combined with the public meeting required under §450.322 (c). The proposed TIP shall be published or otherwise made readily available for information purposes.

Appendix B

Acronyms

ADA	Americans with Disabilities Act of 1990
CAAA	Clean Air Act Amendments (of 1990 and other years)
CAC	Citizens Advisory Committee
CFR	Code of Federal Regulations
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
HPMPO	High Point Urban Area Metropolitan Planning Organization
ISTEA	Intermodal Surface Transportation Efficiency Act
LRTP	Long Range Transportation Plan
MTIP	Metropolitan Transportation Improvement Program
NCDOT	North Carolina Department of Transportation
MPO	Metropolitan Planning Organization
PWP	Planning Work Program
TEA-21	Transportation Equity Act for the 21st Century
TMA	Transportation Management Area
TAC	Transportation Advisory Committee
TCC	Technical Coordinating Committee
USC	United States Code
USDOT	United States Department of Transportation
USEPA	United States Environmental Protection Agency



Public Participation Plan

Adopted May 24, 2012

Background and Goals

The Greensboro Urban Area Metropolitan Planning Organization (MPO) develops and coordinates transportation plans and other documents for an urbanized area including the City of Greensboro. These efforts range from the Long-Range Transportation Plan (LRTP) and Metropolitan Transportation Improvement Program (MTIP), which affect the entire area, to smaller-scale preliminary studies and plans. The MPO has developed the Public Participation Plan to support its goals of providing timely notice, education, and information to the public regarding planning activities and giving the public a reasonable opportunity to share their views with decision-makers. The public participation plan should provide a reliable opportunity in the transportation decision-making process for interested residents to learn more, share their views and have them specifically considered, and receive a response where appropriate. This plan outlines a policy structure to help facilitate such a process.

In 2007 the MPO adopted a new PPP as a result of evaluation of the Public Involvement Plan (PIP) in place since 2001. The 2007 PPP significantly improved the old PIP with guidance on a wider range of situations, flexibility to vary the approach depending on the circumstances, and suggestions for trying new methods when appropriate. This approach has worked well and so is proposed to continue under the 2012 PPP. The 2012 revision is updated to reference the MPO Limited English Proficiency Plan (LEP). The LEP provides guidance on when and how to reach out

to language groups with significant numbers of Limited English Proficiency individuals. In some instances this might lead to translation of documents into additional languages.

The tiers of public involvement described here are intended to match project types with an appropriate level of public participation. They provide guidance on the baseline or minimum level of public participation activities necessary for various planning-related items. They are neither exhaustive nor comprehensive; other strategies may be used as needed (some possibilities are given in a Toolkit below). The plan seeks to emphasize equity through enhanced opportunities for participation in the process by low-income and minority populations. *Where a participation strategy is intended to help reach these communities, it is marked with an asterisk (*).*

Who's the public?

For our purposes, the public includes residents; public agencies; anyone involved with public transportation, freight, nonmotorized transportation, the disabled, safety, and security; and any other parties interested in transportation planning.

risk ().*

Some minor items are performed administratively with limited public involvement. Area-wide plans or projects with significant community impacts would be classified as Tier 2 or 3, because they merit a higher degree of public participation than will be sought for smaller, localized projects with few impacts, which would be classified as Tier 1. Tiers build upon other tiers, so Tier 1 provides a minimum set of tasks for any activity requiring public involvement. For projects not explicitly listed in this plan, MPO staff, subject to the oversight and guidance of the Transportation Advisory Committee (TAC) of the MPO, will determine and assign appropriate tiers.

Planning for the transportation future

LEAD PLANNING AGENCY: CITY OF GREENSBORO DEPARTMENT OF TRANSPORTATION

P.O. BOX 3136 GREENSBORO, NORTH CAROLINA 27402-3136 · 336 373 -4368 · fax 336 412-6171 · www.guampo.org

Administrative Tier: Minor Modifications

Items falling under the Administrative Tier do not require a formal public involvement process outside the regular meeting structure of the MPO. Members of the TAC will represent residents in making decisions, and materials will be distributed to inform stakeholders and implementing agencies of changes. Residents may also attend and speak at each TAC meeting upon recognition by the TAC Chair, who may impose a reasonable time limit for speakers.

Items in this tier would include the following:

- Administrative modifications to the MTIP or LRTP,
- Small projects with few impacts, and
- Technical/preliminary/exploratory studies.

Tier 1: Limited Geographic Reach

The first and most basic level of formal public participation is applied to Tier 1 projects, studies, and plans, which affect a relatively small geographic area or number of people. The following list, while not exclusive, indicates the types of documents that would qualify as Tier 1:

- Small projects with significant impacts,
- Studies affecting portions of the urban area, and
- Geographically focused plans or amendments (specific to small parts of the area).

These types of documents tend to be relatively uncontroversial. If greater public interest is evident or expected, additional public involvement tools should be used. In general, though, the following are the minimum requirements:

1. A public notice inviting comments at the beginning of the public review period. It will contain the following information:
 - Locations where the document can be reviewed;
 - Instructions for submitting comments;
 - Contact information for questions or additional information, noting that comments on the public participation process are also welcome;
 - The due date for comments;

Amendment or Administrative Modification?

Amendment – a revision to the Long-Range Transportation Plan (LRTP) or Transportation Improvement Program (TIP) that is significant enough to require public review and comment, demonstration of fiscal constraint, and/or an air quality conformity determination. Examples include the addition or deletion of a regionally significant project or a substantial change in the cost, design concept, or design scope of a project included in the plan or program.

Administrative modification – a revision to the LRTP or TIP that is not significant enough to be classified as an amendment (see above). Examples include minor changes in the cost or initiation date of included projects.

- Information about any public meetings that have been scheduled (date, time, and location); and
- A note regarding where to find any additional information on the Internet.

Staff will make efforts to include maps, photos, or renderings on public notices to attract interest, but textual descriptions may be more appropriate uses of space in some cases.

2. The public notice (ad or poster) will be submitted to the following outlets, which will also be advised of any significant developments during the public review period:
 - At least two major newspapers, with one display ad per major newspaper, to include publications serving minority communities. MPO staff will maintain the list of newspapers.*
 - Local access cable television station.
 - City of Greensboro and GUAMPO Web-site.
 - Press release to media outlets. MPO staff will maintain the list of media contacts.*
 - (as appropriate) Local newspapers and representatives of the Towns of Oak Ridge, Pleasant Garden, Sedalia, Stokesdale, and Summerfield, based on the project's geographic reach.
 - TCC and TAC members, as well as representatives of stakeholder agencies.

The Limited English Proficiency Plan should be consulted to determine if additional steps should be taken to reach out to language groups with significant numbers of Limited English Proficiency individuals for Tier 1 projects.*

3. Documents shall be available for public review for 30 calendar days at the following locations.

- City of Greensboro Clerk's Office,
- Guilford County Commissioners Office,
- GDOT Office,
- NCDOT Division 7 Office,
- Greensboro Central Library, and
- GUAMPO Website.

Documents should contain maps, photos, renderings, or other visualization tools to aid in understanding and shall be as jargon-free and succinct as possible.* At a minimum, visualizations should include the corridor or location of the plan or project. As appropriate based on geographic impacts, officials of the Towns of Oak Ridge, Pleasant Garden, Sedalia, Stokesdale, and Summerfield may receive the document. Because of limited operating hours in some of these towns' government buildings, each town's public review display location shall be at their discretion. The document shall also be available on the Web for the duration of the public review period. The Web site is visually accessible and is designed to be compatible with assistive technology tools.*

4. During the public review period, comments shall be allowed to be submitted:

- in writing,
- via e-mail, and
- through Internet forms if available.

5. Public comments received will be

- Acknowledged with a written or e-mailed receipt message for comments submitted in writing, via e-mail, or through Internet forms;
- Responded to as appropriate, which could include a direct communication to the commenter or a response in the revised document;
- Documented and presented to the MPO's Technical Coordinating Committee (TCC) and TAC, in summary form or verbatim, before a vote is taken to adopt the plan or document in question; and
- Included in summary form or verbatim with final documents, if sufficiently significant.

Tier 2: Larger Geographic Reach or Impacts

The second level of public participation is applied to Tier 2 projects, studies, and plans, which are generally more significant and community-oriented (such as a project requiring the purchase of new right-of-way along most of its length). They may also have impacts on minority and low-income communities, so additional efforts such as those listed in the toolkit should be made to reach affected populations as appropriate.* The following list, while not exclusive, indicates the types of documents that would qualify for Tier 2.

- Adoption of the MTIP (and major MTIP amendments),
- Major projects, studies, plans, or amendments impacting much of the urban area or affecting minority or low-income populations significantly or in unusually high proportions.*

For these types of documents, the minimum requirements include all Tier 1 items as well as the following.

1. For the newspaper selected that serves minority communities, the public notice display ad shall be run at least twice and in different weeks.* Two or more different notices may be used in place of a single repeated notice if the substantive information is the same.
2. Public notices (announcements, ads or posters) should be placed in the following additional locations.
 - PART administrative offices, transit hub, and onboard buses, where possible;
 - GTA administrative offices and onboard buses;*
 - Bulletin boards in City-operated parking decks;* and
 - City-operated recreation centers in minority or low-income communities impacted by the item in question.*

Municipalities in the Piedmont Triad region but outside the MPO shall also receive notices for informational purposes, which they may post at their discretion. These municipalities may also be provided with materials for public review on request.

The Limited English Proficiency Plan should be consulted to determine if additional steps should be taken to reach out to language groups with significant numbers of Limited English Proficiency individuals for Tier 2 projects.*

3. Documents shall be available for public review at all locations from Tier 1 as well as the following additional locations: NC A&TSU Library, UNCG Library, and Greensboro Public Library branches serving minority and low-income areas.*
4. An electronic notice will be sent to a list of interested parties, including representatives of neighborhood and community organizations, especially in minority and low-income communities, to provide timely information about public comment periods and meetings. A project blog would also meet this requirement. Postal mailing will be used upon request.*
5. TCC meetings shall include additional agency invitees as appropriate in order to involve the proper officials and ensure adequate consultation with interested parties.
6. At least one public meeting should be held. This may be before the document is released, to discuss the project and receive input, or it may be during a document review period, to present the document and solicit comments.
 - The MPO shall make efforts to ensure that scheduling and location are accessible to the public (this includes a location near public transit, a time when transit is operating, as well as an accessible building and room for individuals with disabilities).*
 - Special services shall be available upon five business days advance notice, when practical, and subject to availability of services and resources. These special services include translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing, in accordance with City policies. The availability of these services should be mentioned in public notices.*

Tier 3: Very Broad and Long Range

The most involved level of public participation is applied to Tier 3 plans and programs, which may be similar to Tier 2 programs but carry higher

profiles and have more potential effects or impacts on residents and communities. This tier might include:

- Plans that are the first of their kind in the area
- Full updates to the long-range transportation plan

For these types of documents, the minimum requirements include all Tier 2 items as well as the following.

1. The MPO should use its most broad and inclusive contact list to ensure that as many people as possible receive information. Items that should be sent to this list include:
 - Progress/update newsletters to provide timely notice at project kick-off, at the beginning of public comment periods, and otherwise as appropriate;
 - Postal mailings to generate interest and announce public meetings or workshops; and
 - Surveys to elicit comments that might not otherwise be volunteered.
2. Public notices and advertisements should be submitted for posting to
 - All City-operated recreation centers;
 - Places of worship in affected areas,* and
3. Public notices and advertisements should be submitted for posting to the leading Spanish-language newspaper (in Spanish).

The Limited English Proficiency Plan should be consulted to determine if additional steps should be taken to reach out to language groups with significant numbers of Limited English Proficiency individuals.*

4. Targeted mailings should be sent to the transit operator's community organizations mailing list.*
5. Multiple public meetings shall be held. At least one should be in a transit-accessible location.*
6. Documents shall be available for review at all Tier 1 and 2 locations as well as at all Greensboro Public Library branches. Visualizations in documents should include photos, graphics, or renderings to enhance understanding.*

Toolkit: Additional Procedures

Certain projects may merit additional public participation efforts, and a lower-tier project might

use some or all of the strategies outlined in higher tiers. For example, it would be appropriate for a Tier 1 project revising a GTA bus route to use the Tier 3 strategy of advertising onboard GTA buses. Other possible strategies not required in any tier are listed below; the MPO should also consider other procedures not listed here.

- Post public notices in smaller newspapers, community centers, YMCA locations, YWCA, The Depot, major retail centers, public schools, churches, and agencies that work with the non-English-speaking population, based on a project's location and impacts.* Major retail centers and public schools may also be good locations for document review and public meetings.
- Consider using an online project journal (blog) for projects where progress updates will be frequent and important in sustaining momentum.
- Accept comments over the phone or in person, allowing those with limited writing skills to comment.*
- Hold workshops or design charettes instead of standard public meetings or drop-in sessions.
- Promote public participation through social media. Consider creating a MPO Facebook page.
- Hold multiple public meetings at various locations throughout the planning area (at least one location must be accessible). At least one should be in the evening or on a weekend to allow those with traditional work schedules to attend, and at least one should be during the traditional work day to allow those who work in the evenings or on weekends to attend. A single drop-in session running from afternoon through evening satisfies this time-of-day goal but not the Tier 3 multiple meeting requirement. As appropriate, hold meetings in minority communities.*
- Post "PUBLIC REVIEW ITEMS" placards or posters near documents at public review locations.
- Reverse the traditional flow of information: interested parties or groups could be invited to make presentations to the TAC, TCC, or other policy boards.
- Provide a longer public review period.
- Use special strategies in special situations for engaging low-income, low-literacy, or limited-English-proficiency populations:*
 - Fund neighborhood block parties

- Engage faith-based groups
- Offer food and child care or children's activities at meetings
- Go door-to-door in communities
- Make translation services available for meetings without requiring a request, and advertise them

MPO Meetings

Meetings of the TAC and TCC are open to the public, and meeting minutes are public record. Past minutes and the schedule of meetings are available at the MPO's Web site. Prior to each meeting, a contact list of interested parties receives reminder notices, meeting agendas, and other material. To join this list, please contact an MPO staff member. The MPO and GDOT also publish regular newsletters to provide quick updates on projects and plans.

Review of Effectiveness and Revision

The MPO will consider comments on this plan at any time as part of a periodic and ongoing review of its effectiveness. Other data that might be used for evaluation purposes include attendance at meetings, the quantity of comments, and Web site usage statistics. Anonymous tally sheets in documents at public review locations will record the number of people using each location. Locations with low usage could be considered for elimination or replacement when this plan is revised.

If a review leads to an amendment of the public participation plan, it shall be a Tier 2 process with a 45-calendar-day public review period.

Comments on this Public Participation Plan?

The draft Public Participation Plan was out for public review from March 19, 2012 through May 2, 2012. No comments were received during the review period including at the April 10th Greensboro Urban Area Transportation Plans Open House.

The MPO welcomes additional comments about public participation and/or this plan. Staff will keep your comments on file and use them to evaluate and revise public participation procedures in the future. Please submit comments to:

Greensboro DOT

PO Box 3136

Greensboro, NC 27402

Fax: (336) 412-6171

guampo@greensboro-nc.gov

www.guampo.org

WINSTON-SALEM URBAN AREA MPO PUBLIC PARTICIPATION POLICY



Adopted
July 19, 2012

For all transportation plans and the Air
Quality Conformity Analysis Report

Winston-Salem Urban Area Metropolitan Planning Organization

Winston-Salem Urban Area MPO Public Participation Policy

WINSTON-SALEM URBAN AREA METROPOLITAN PLANNING
ORGANIZATION

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Winston-Salem Urban Area MPO Public Participation Policy

WINSTON-SALEM URBAN AREA METROPOLITAN PLANNING
ORGANIZATION

INTRODUCTION – GOALS & OBJECTIVES

The Winston-Salem Urban Area Metropolitan Planning Organization (MPO) has a commitment to public participation for all transportation plans and air quality conformity analysis reports. The Metropolitan Planning Organization will adhere to the regulations set forth by the Safe, Accountable, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which requires all MPOs to demonstrate explicit consideration and response to public input received during the planning and program development processes. The public participation process will provide early and continuing involvement; full public access to citizens, public agencies, providers of private transportation, and segments of the community affected by transportation plans; and clear, accurate, and timely information.

The goals and objectives of this policy are:

1. Bring a broad cross-section of the public into the public policy and transportation planning decision-making process.
2. Make special efforts to increase the opportunities for involvement by groups of citizens who do not generally participate in community affairs, particularly low-income and minority populations.
3. Provide citizens with opportunities to participate in developing plans and programs for their communities.
4. Make information on government activities widely available to the public.
5. Maximize the use of communications technology to facilitate the exchange of information between public officials and citizens, including use of the MPO web site and other electronically accessible formats (CDs, e-mail, etc.).
6. Ensure that technical information is available in understandable form and that all segments of citizens are afforded access to this information.

The Public Participation Policy consists of three levels of public involvement, depending on the nature and scope of each project or plan, takes into account new methods and technologies which give the public greater access to the transportation planning process.

The MPO will actively seek public input through a variety of techniques, which include media relations (newspapers, television, radio, etc.), public notices, appropriate comment periods, newsletters, surveys, workshops & charrettes, public hearings, and input from local member governments and their appointed committees and similar entities.

The specific techniques used will depend on the requirements of each specific planning task. The MPO will hold a public hearing every three years to seek input and feedback on the MPO's public involvement efforts.

DEFINITIONS

ADA – Americans with Disabilities Act; Federal legislation passed in 1990 that prohibits discrimination on the basis of disability. In addition to other public and private facilities, the act requires all transportation facilities and services must be accessible to individuals with physical handicaps.

CAAA – Clean Air Act Amendments of 1990; The original Clean Air Act was passed in 1963, but our national air pollution control program is actually based on the 1970 version of the law. The 1990 Clean Air Act Amendments are the most far-reaching revisions of the 1970 law. In this summary, we refer to the 1990 amendments as the 1990 Clean Air Act.

Charrette – a meeting to resolve a problem or issue. Within a specified time limit, participants work together intensely to reach a resolution.

L RTP – Long Range Transportation Plan; This is a long-range plan that identifies facilities that should function as an integrated transportation system, and developed pursuant to Title 23, U.S.C. (United States Code) and the Federal Transit Act. It gives emphasis to those facilities that serve important national and regional transportation functions, and includes a financial plan that demonstrates how the long-range plan can be implemented.

MPO – Metropolitan Planning Organization; A federally required planning body responsible for transportation planning and project selection in its region; the governor designates an MPO in every urbanized area with a population of over 50,000 people.

MTIP – Metropolitan Transportation Improvement Program; Also known as a transportation program, an MTIP is a program of transportation projects drawn from, or consistent with, the long-range transportation plan and developed pursuant to Title 23, U.S.C. (United States Code) and the Federal Transit Act. This document is prepared by metropolitan planning organizations listing projects to be funded with FHWA/FTA funds for the next one- to three-year period.

NEPA – National Environmental Policy Act of 1969; An Act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality, and to promote efforts which will prevent or eliminate damage to the environment and biosphere and stimulate the health and welfare of man.

Nonattainment Area – An urbanized area which does not meet federal air quality standards defined in the Clean Air Act.

Public participation – The active and meaningful involvement of the public in the development of transportation plans and programs.

SAFETEA-LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users; Enacted August 10, 2005 as Public Law 109-59. SAFETEA-LU authorizes the Federal surface transportation programs for highways and transit for the 5-year period 2005-2009.

Stakeholder – An individual or organization involved in or affected by the transportation planning processes.

TAC – Transportation Advisory Committee; The TAC serves as a forum for cooperative transportation planning and decision-making for the MPO. The TAC has the responsibility for keeping the governing boards informed of the status and requirements of the transportation planning process; assisting in the dissemination

and clarification of decisions, inclinations and policies of the governing boards; and ensuring meaningful citizen participation in the transportation planning process.

TAZ – Traffic Analysis Zone; The unit of geographic area, generally of small size (several blocks in dense urban areas to a few square miles in semi-rural areas) and of similar development characteristics, used in travel demand modeling.

TCC – Technical Coordinating Committee; The Technical Coordinating Committee (TCC) is composed of key staff representatives from all local and State governmental agencies which are directly related to and concerned with the transportation planning process for the MPO. The TCC conducts research, reviews plans and programs, and makes recommendations to the TAC based upon technical expertise.

Urbanized Area – An Urbanized Area is a statistical geographic entity designated by the Census Bureau, consisting of a central core and adjacent densely settled territory that together contain at least 50,000 people, generally with an overall population density of at least 1,000 people per square mile.

Visualization – The formation of mental visual images, or the act or process of interpreting in visual terms or of putting into visible form. Examples of visualization techniques include sketches, drawings, artist renderings, physical models and maps, simulated photos, videos, computer modeled images, interactive GIS systems, GIS based scenario planning tools, photo manipulation and computer simulation.

*Sources: Atlanta Regional Commission, Citizen's Guide to Regional Land Use & Transportation Planning, 2005
Federal Highway Administration, Transportation Conformity Reference Guide, 2006
Federal Highway Administration, Visualization in Planning, 2006
United States Code, 42 § 4321.*

SPECIFIC REQUIREMENTS

The MPO's Public Participation Policy is designed to be consistent with the requirements of SAFETEA-LU, the National Environmental Policy Act (NEPA), the Americans with Disabilities Act (ADA), the Clean Air Act Amendments (CAAA) of 1990, and Title VI of the Civil Rights Act of 1964.

SAFETEA-LU Requirements

On August 10, 2005, the President of the United States signed into law the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU requires the Metropolitan Planning Organization (MPO) to consider planning strategies that will serve to advance eight transportation-planning factors identified under SAFETEA-LU as follows:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

SAFETEA-LU also expands the listing of interested parties to be engaged during the development of the Public Participation Policy, the short-term and long-term transportation plans. These interested parties shall have reasonable opportunities to comment on projects of the short-term and long-term transportation plans.

- Affected public agencies
- Private providers of transportation
- Providers of freight transportation services
- Representatives of the disabled
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Other interested parties
- Various provisions of SAFETEA-LU require expanded consultation and cooperation with Federal, State, Local and Tribal agencies responsible for land use, natural resources and other environmental issues during the adoption of long and short-term plans.

The MPO shall consult with agencies responsible for historic preservation, natural resource conservation, environmental protection, and land use management, as appropriate, in the development of the short and long-term transportation plans.

In conjunction with the development of the long-term plan, the Metropolitan Transportation Plan (MTP), environmental mitigation shall be discussed. A general discussion of potential environmental impacts, avoidance and mitigation activities shall be developed by the Winston-Salem Urban Area MPO in consultation with federal, state, tribal agencies, environmental and other regulatory agencies. This discussion shall be included in the MTP and shall be directed at the policy or strategy level, not project specific.

Another element of SAFETEA-LU emphasizes consultation with other planning agencies that have a direct or indirect tie to transportation planning. The MPO will expand, as appropriate, the methods to improve coordination with land use and economic development planning. As part of the development of the Metropolitan Transportation Improvement Program update, the planning process will promote consistency of the transportation plans with state and local planned growth and economic development patterns.

In order to better communicate transportation plans with the general public, SAFETEA-LU also emphasizes the use of visualization techniques to depict transportation plans. Examples of visualization techniques may include charts and graphs, tables, Geographic Information System maps overlaid with data, computer simulation, photo manipulation and static maps. The intent for this technique is to better depict the programs and their impact on the public. The Winston-Salem Urban Area MPO will utilize visualization techniques during the development of the short-term and long-term transportation plans.

Other requirements which pertain to SAFETEA-LU are found in regulations implementing the National Environmental Policy Act (NEPA) of 1969 (as amended), the American with Disabilities Act (ADA) of 1990, and the Clean Air Act Amendments (CAAA) of 1990. CAAA and the transportation planning provisions of SAFETEA-LU are intended to ensure that integrated transportation and air quality planning occurs in the areas designated by the U.S. Environmental Agency (EPA) as non-attainment or maintenance areas.

Environmental Justice

Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) states, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to the discrimination under any program or activity receiving federal financial assistance. The Executive Order issued on Environmental Justice in 1999 further amplifies Title VI by providing that “each federal agency shall make achieving Environmental Justice part of its mission by identifying, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.” The Executive Order requires all federal agencies to establish internal policies to meet the requirements of Environmental Justice.

During the adoption of transportation plans, policies and programs, it is the MPO’s policy to ensure fair and full participation in the transportation planning process by all citizens who may be potentially affected. Public outreach to low-income and minority populations will be made by maintaining a distribution mailing list of community organizations and leaders, inviting them to public meetings or workshops and speaking at community meetings. Public notices for adoption of new or major updates to the Metropolitan Transportation Plan or a new Transportation Improvement Program will be placed in community newspapers, whenever possible, to reach the maximum extent of the low-income, minority and citizens in the area. Block ads

informing the Hispanic community of the long-term plan adoption and where public surveys are available will be placed in a community Spanish newspaper.

Prior to the adoption of new or major updates to the Long Range Transportation Plan (LRTP) or a new Transportation Improvement Program (TIP), the MPO will identify low-income and minority populations by traffic analysis zones or by census tracts, so the effects or burdens of transportation programs and on these groups can be reviewed and addressed to ensure transportation programs are distributed throughout the planning area fairly.

POLICY FRAMEWORK

It is the policy of the Winston-Salem Urban Area Metropolitan Planning Organization (MPO) to have a proactive public participation process that provides complete information, timely public notice, and full public access to MPO activities at all key stages in the decision making process. It is also MPO policy to involve the public early in the planning process, and to actively seek out the involvement of communities most affected by particular plans or projects. Furthermore, it is a goal of the PPP that the MPO's MTIP, LRTP, and other transportation plans and programs, be developed in a manner that assures that the public, and affected communities in particular, are afforded ample opportunity to participate in the development of these plans.

Identification of Public and Stakeholders

General Program: As part of its general planning and programming process, the MPO will try to involve the following: residents, member municipalities, affected public agencies, representatives of neighborhood groups, planning steering committees, public and private providers of transportation, economic development and real estate groups and associations, and other parties who express an interest in the process.

Who's the Public?

For our purposes, the public includes residents; public agencies; anyone involved with public transportation, freight, non-motorized transportation, the disabled, safety, and security; and any other parties interested in transportation planning. The MPO shall make an effort to inform and engage both the general public and stakeholders as appropriate.

Special Studies: For special studies that the MPO conducts, it shall make an effort to identify and involve persons and groups that might be affected by potential changes to the particular transportation service or facility under review. Examples include the following; abutting property owners, neighborhood associations, environmental groups, appropriate federal, State and local agencies responsible for land-use, environmental and economic development, and businesses within the study area.

Outreach to Special Groups: The MPO shall also make a special effort to seek out and consider the needs of groups or communities traditionally not well-served by existing transportation systems. These include, but are not limited to low-income households and minority households. To assure adequate participation of these groups, the MPO shall use tools such as advisory boards (whose members shall be either low-income or minority individuals, or represent low-income or minority groups), target mailing list, workshops, and public notices in minority or low-income targeted media outlets.

Targeted Strategies - Where a participation strategy is intended to help reach minority or low-income communities, it is marked with this symbol: ➡

The MPO's efforts in this regard shall be consistent with the Environmental Justice Executive Order (EO 12898) dated February 11, 1994, and other related guidance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

The MPO shall also make a special effort to seek out and consider the needs of individuals or communities with Limited English Proficiency. The MPO efforts in this regard shall be consistent with the signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," dated August 11, 2000, and other related guidance from the FHWA and FTA.

Federal regulations define Persons with Limited English Proficiency as individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit in federally-funded programs and activities.

Activities Subject to Public Participation

The Winston-Salem Urban Area MPO shall provide early and continuing public participation opportunities throughout the transportation planning and programming process.

Planning Activities: Special emphasis shall be given to engage the public in planning studies that form the basis for later programming decisions. Planning activities include corridor studies and special regional studies, environmental assessment studies, development of the MPO Long Range Transportation Plan (LRTP) and Comprehensive Transportation Plan (CTP). The MPO shall make every effort to involve the affected community through methods such as local direct mailing, transportation related committees of local jurisdictions, public information meetings, and newsletters.

Programming Activities: Opportunities for the public to participate shall also be provided through the project selection, programming, NEPA Process and project development phases. These activities include the development and adoption of the Metropolitan Transportation Improvement Program (MTIP).

Method of Notifying the Public

Some minor items are performed administratively with limited public involvement; these do not require a formal public involvement process outside the regular meeting structure of the MPO. Members of the TAC will represent residents in making decisions, and materials will be distributed to inform stakeholders and implementing agencies of changes. Residents may also attend and speak at each TAC meeting upon recognition by the TAC Chair, who may impose a reasonable time limit for speakers.

Items in this category would include the following:

- Administrative modifications to the MTIP or LRTP,
- Small projects with few impacts, and
- Technical/preliminary/exploratory studies.

Amendment or Administrative Modification?

AMENDMENT – a revision to the Long-Range Transportation Plan (LRTP) or Transportation Improvement Program (TIP) that is significant enough to require public review and comment, demonstration of fiscal constraint, and/or an air quality conformity determination. Examples include the addition or deletion of a regionally significant project or a substantial change in the cost, design concept, or design scope of a project included in the plan or program.

ADMINISTRATIVE MODIFICATION – a revision to the LRTP or TIP that is not significant enough to be classified as an amendment (see above). Examples include minor changes in the cost or initiation date of included projects.

For all other plans and projects, additional public involvement tools should be used. In general, the following are the minimum requirements:

1. A public notice inviting comments at the beginning of the public review period. It will contain the following information:
 - Locations where the document can be reviewed;
 - Instructions for submitting comments;
 - Contact information for questions or additional information, noting that comments on the public participation process are also welcome;
 - The due date for comments;
 - Information about any public meetings that have been scheduled (date, time, and location); and
 - A note regarding where to find any additional information on the Internet.
2. Staff will make efforts to include maps, photos, or renderings on public notices to attract interest, but textual descriptions may be more appropriate uses of space in some cases.
3. The public notice (ad or poster) will be submitted to the following outlets, which will also be advised of any significant developments during the public review period:
 - At least one major newspaper, with one display ad per major newspaper, to include publications serving minority communities. MPO staff will maintain the list of newspapers. ➡
 - Local access cable television station.
 - Lead planning agency Web site.
 - Press release to media outlets. City Marketing & Communications staff will maintain the list of media contacts. ➡

- (as appropriate) Local newspapers and representatives of the City of King, the Towns of Bermuda Run, Bethania, Kernersville, Lewisville, Rural Hall, Walkertown, and Wallburg, and the Villages of Clemmons and Tobacoville, based on the project's geographic reach.
 - TCC and TAC members, as well as representatives of stakeholder agencies.
4. Documents shall be available for public review for 30 calendar days at the following locations.
- Municipal and county government offices,
 - WSDOT Office,
 - NCDOT Division 9 Office, and
 - Forsyth County and King libraries.
5. Documents should contain maps, photos, renderings, or other visualization tools to aid in understanding and shall be as jargon-free and succinct as possible. ➡ At a minimum, visualizations should include the corridor or location of the plan or project. As appropriate based on geographic impacts, officials of the City of King, the Towns of Bermuda Run, Bethania, Kernersville, Lewisville, Rural Hall, Walkertown, and Wallburg, and the Villages of Clemmons and Tobacoville may receive the document. Because of limited operating hours in some of these towns' government buildings, each town's public review display location shall be at their discretion. The document shall also be available on the Web site of the lead planning agency for the duration of the public review period. The Web site is visually accessible and is designed to be compatible with assistive technology tools. ➡
6. During the public review period, comments shall be allowed to be submitted:
- in writing,
 - via e-mail, and
 - through Internet forms if available.
7. Public comments received will be
- Acknowledged with a written or e-mailed receipt message for comments submitted in writing, via e-mail, or through Internet forms;
 - Responded to as appropriate, which could include a direct communication to the commenter or a response in the revised document;
 - Documented and presented to the MPO's Technical Coordinating Committee (TCC) and TAC, in summary form or verbatim, before a vote is taken to adopt the plan or document in question; and
 - Included in summary form or verbatim with final documents, if sufficiently significant.

Other documents are more significant, such as adoption of the MTIP (and major MTIP amendments), full updates to the LRTP, or other major projects, studies, plans, or amendments, especially those impacting much of the urban area or affecting minority or low-income populations substantially or in unusually high proportions. The following methods are not required, but are highly recommended in addition to those listed above to increase public participation:

1. The MPO should use its most broad and inclusive contact list to ensure that as many people as possible receive information. Items that should be sent to this list include:
 - Progress/update newsletters to provide timely notice at project kick-off, at the beginning of public comment periods, and otherwise as appropriate;
 - Postal mailings to generate interest and announce public meetings or workshops; and surveys to elicit comments that might not otherwise be volunteered.
2. For a newspaper selected that serves minority communities, the public notice display ad should be run at least twice and in different weeks. ↻ Two or more different notices may be used in place of a single repeated notice if the substantive information is the same.
3. Public notices (announcements, ads or posters) should be placed in the following additional locations.
 - PART administrative offices, transit hub, and onboard buses, where possible;
 - WSTA administrative offices and onboard buses; ↻
 - Bulletin boards in City-operated parking decks; ↻
 - All City-operated recreation centers, especially those in minority or low-income communities impacted by the item in question; ↻ and
 - Place of worship in affected areas. ↻
4. Municipalities in the Piedmont Triad region but outside the MPO should also receive notices for informational purposes, which they may post at their discretion. These municipalities may also be provided with materials for public review on request.
5. Documents should be available for public review at additional locations: Wake Forest University Library, WSSU Library, and all Forsyth County Public Library branches, especially those serving minority and low-income areas. Visualizations in documents should include photos, graphics, or renderings to enhance understanding. ↻
6. An electronic notice should be sent to a list of interested parties, including representatives of neighborhood and community organizations, especially in minority and low-income communities, to provide timely information about public comment periods and meetings. A project blog would also meet this requirement. Postal mailing will be used upon request. ↻
7. TCC meetings should include additional agency invitees as appropriate in order to involve the proper officials and ensure adequate consultation with interested parties.
8. Multiple public meetings should be held. At least one should be in a transit-accessible location. ↻ These may be before the document is released, to discuss the project and receive input, or it may be during a document review period, to present the document and solicit comments.
9. The MPO should make efforts to ensure that scheduling and location are accessible to the public (this includes a location near public transit, a time when transit is operating, as well as an accessible

building and room for individuals with disabilities). ➡

10. Special services should be available upon five business days advance notice, when practical, and subject to availability of services and resources. These special services include translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing, in accordance with City policies. The availability of these services should be mentioned in public notices. ➡

11. Targeted mailings should be sent to the transit operator's community organizations mailing list. ➡

Visualization Techniques

The Winston-Salem Urban Area MPO shall employ visualization techniques in disseminating information relating to MPO long range transportation plans, MTIPs and other planning programs. The goal of the MPO visualization policy is to help the public and decision makers visualize and interact with transportation plans and projects, alternatives, large data sets and land-use information more effectively. Visualization techniques will vary, and could range from Geographic Information Systems (GIS) displays, mappings and land-use/transportation scenario planning tools to information technology, such as three-dimensional digital models, web-based information systems, transportation and urban simulation, and Internet communications.

Adequate Time for Public Comment

The MPO shall allow reasonable time for public review and comment at key decision points. These include, but are not limited to, action on the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). Minimum notification periods shall be as follows:

- ❑ Amendments to MPO's Public Participation Policy – 30 days
- ❑ Adoption of the MTIP & major MTIP amendments – 30 days
- ❑ Adoption of the LRTP/CTP & major amendments – 30 days
- ❑ Adoption of the Air Quality Conformity Determination – 30 days
- ❑ Policy Board (TAC) & Technical Committee (TCC) meetings – 7 days

Documentation of Public Comment & Response

The MPO shall document public comments received during the course of public input process. The MPO shall also document how it responded to public comments.

Comments Received: Documentation of comments may be accomplished in a manner appropriate to the project and the nature of the comments. Documentation may consist of meeting minutes, a file of letters, or a special memo that summarizes the comments. A written summary of comments and responses shall be prepared to provide the feedback to the public.

Response to Comments: the MPO shall provide a descriptive summary of how it responded to significant public comments during the development of a plan or document such as the LRTP/CTP, air quality conformity and MTIP. The summary may be produced as a separate report or included as a short section in the final plan or document.

Additional Procedures

Certain projects may merit additional public participation efforts. Other possible strategies not required in any tier are listed below; the MPO should also consider other procedures not listed here.

- Create citizen committees as an opportunity to increase public participation in and ownership of the transportation planning process. These committees could include an advisory committee which would meet regularly to discuss transportation issues, as well as issue- or project-specific committees which would meet only when needed.
- Create transportation related committees of MPO member jurisdictions.
- Post public notices in smaller newspapers, community centers, YMCA locations, YWCA, major retail centers, public schools, churches, and agencies that work with the non-English-speaking population, based on a project's location and impacts. ➡ Major retail centers and public schools may also be good locations for document review and public meetings.
- Make project or plan documents available to individuals on CD-ROM upon request for a nominal fee.
- Consider using an online project journal (blog) and podcasts for projects where progress updates will be frequent and important in sustaining momentum.
- Accept comments over the phone or in person, allowing those with limited writing skills to comment. ➡
- Hold workshops or design charrettes instead of standard public meetings or drop-in sessions.
- Use online webcasts, wikis, and community forums to augment face-to-face meetings.
- Use local government cable access stations.
- Hold multiple public meetings at various locations throughout the planning area (at least one location must be accessible). At least one should be in the evening or on a weekend to allow those with traditional work schedules to attend, and at least one should be during the traditional work day to allow those who work in the evenings or on weekends to attend. A single drop-in session running from afternoon through evening satisfies this time-of-day goal but not the multiple meeting requirement. As appropriate, hold meetings in minority communities. ➡
- Post "PUBLIC REVIEW ITEMS" placards or posters near documents at public review locations.
- Reverse the traditional flow of information: interested parties or groups could be invited to make presentations to the TAC, TCC, or other policy boards.
- Provide a longer public review period.
- Create podcasts of MPO minutes or highlights of meetings.
- Use special strategies in special situations for engaging low-income, low-literacy, or limited-English-proficiency populations: ➡
 - Fund neighborhood block parties
 - Engage faith-based groups

- Offer food and child care or children’s activities at meetings
- Go door-to-door in communities
- Make translation services available for meetings without requiring a request, and advertise them

Access to MPO Documents and Technical Information

The MPO shall provide reasonable public access to technical and policy information used in the development of the Long Range Transportation Plan (LRTP), the Metropolitan Transportation Improvement Program (MTIP), and related studies, plans, and programs.

COMMENTS ON THIS PUBLIC PARTICIPATION POLICY

Comments on the Public Participation Policy were taken from Thursday, May 17 until Monday July 2, 2012 at 5:00 p.m. A public hearing on the policy was held on July 19, 2012 at 4:15 p.m., as a part of the Citizens' Comments prior to the Transportation Advisory Committee (TAC) meeting. The Public Participation Policy was adopted by the TAC at the July 19, 2012, meeting.

The following comments were received and given responses:

Comment 1 Received – Inclusion of Commercial Realtors and Economic Development Entities

From: Nancy Gould [<mailto:ngould@wsrar.com>]
Sent: Thursday, July 19, 2012 2:27 PM
To: Kevin Edwards
Cc: anderson@winstonsalem.com; 'Wendy P. Mailey'
Subject: Public Participation Policy Public Hearing

Dear Kevin:

I am not going to be able to attend the meeting today, but I have a concern and a suggestion.

I plan outlines many public agencies that contacted during the review process, but I don't see any private organizations. If you are lumping them under "the public," I don't think that is good enough. For example, our commercial Realtors have a lot of great knowledge they could share when DOT is developing long term roadway plans. As well, roadway planning is very important to the Chamber of Commerce and other economic development entities. Some how, I think they (we) need to be included in notification of public reviews of roadway planning. Margaret Bessette does that now, but I don't think it is required. An easy way to do that is to possibly include "economic development and real estate groups and associations."

Just my thoughts, Thank you, NG

Nancy C. Gould, RLA, AICP
Partners in Housing, Joint Governmental Affairs Director
W-S Regional Association of REALTORS and Home Builders Assoc. of W-S
195 Executive Park Blvd. / Winston-Salem, NC / 27103
336-659-5526 (office)
<mailto:ngould@wsrar.com>

Response from the Winston-Salem Urban Area Metropolitan Planning Organization (MPO)

Nancy,

Thank you for your comments about the Public Participation Policy. I read your comment aloud during our Public Hearing on the policy, and your suggested change was adopted into the final policy. It will show up on our web site in the near future.

Again, thank you so much for your interest in transportation planning in the Winston-Salem urban area. Your feedback was a valuable addition, and I appreciate your taking the time to participate in the process.

Kevin

Comment 2 Received – Public Participation After Construction of Projects Have Been

From: konnoak_hills@triad.rr.com

Sent: Thursday, July 19, 2012 8:23 PM

To: Kevin Edwards; Dan Besse; Denise Adams; Robert Clark; Derwin Montgomery; Allen Joines; John Bost

Cc: Molly Leight; Eric.Bushnell; Sarah Johnson; Brian Allison

Subject: CITIZEN COMMENT for July 19th, 2012 for Public Hearing on "W-S Urban Area MPO Public Participation Policy"

Importance: High

July 19, 2012

Kevin W. Edwards, City of Winston-Salem, Dept. of Transportation
Members of the Transportation Advisory Committee

Dear Mr. Edwards and Members of the Transportation Advisory Committee:

Due to unforeseen circumstances, I was unable to attend the **Public Hearing** today to participate in the **Citizens' Comments** portion as I'd planned to do in order to represent the Konnoak Hills Community Association, the South Winston-Salem Community Coalition, and the Winston-Salem Neighborhood Alliance.

I have read your draft entitled, "**Winston-Salem Urban Area MPO Public Participation Policy,**" and see where your draft appears to adequately cover public participation **PRIOR TO** the start of a transportation project.

However, there is **NO MECHANISM** for official public participation and/or feedback **AFTER** a transportation project has actually started. While informed citizen leaders generally know how to contact Dept. of Transportation officials directly about transportation project concerns, the average citizen may not know how or even realize if they are permitted to do so.

A case in point is the West Clemmons Road Expansion project. As a neighborhood leader in the Konnoak Hills Community, I attended the last public session update in 2009 of the West Clemmons Road Expansion project and thought I had asked all of the right questions and understood the magnitude of the project. This public presentation had transportation officials there eagerly available to answer questions regarding a room full of maps about the West Clemmons Road Expansion. And, transportation officials listened to our request that sidewalks be considered as an important part of this project.

However, as the project has begun its initial utility preparation stage, many citizens of South Winston-Salem have been appalled at the number of trees taken down in the right-of-ways with no plans to replace such trees after the project is completed. The number of trees taken down has already significantly affected our air quality because of the noticeable increase in particulate dust that is permeating into the homes surrounding West Clemmons Road, including the Konnoak Hills Community. These 100-year-old plus trees had provided a significant windbreak against winds from the south, southwest, and southeast. Given the number of trees removed, the citizens of South Winston-Salem could have proposed placing the utilities underground instead of above ground or at least asked for a cost analysis of such a proposal. Plus, our neighborhoods have noticed a significant disruption of wild life as a result of this project as well.

We citizens of South Winston-Salem especially did not realize how blighted certain block areas would become after the proposed houses up for demolition were removed. Where three of these houses were

removed on the southern edge of West Clemmons Road in-between Konnoak Drive and the intersection of Hastings Avenue and Renon Road, the remaining houses on the southern edge of this block are boarded up or are being sold at substandard real estate prices, because the highway will essentially be coming up to their front doors. And, we don't understand why all of the properties in this block area were not bought by the city and/or state, since the minimum number of houses that have been demolished are now creating a blight to the neighborhood areas bordering West Clemmons Road, especially the Konnoak Hills Community.

So, under the auspices of the Konnoak Hills Community Association, I propose the following “Three (3) Recommendations” to be added to the “Citizens’ Comments” portion of the July 19th Public Hearing on the “Winston-Salem Urban Area MPO Public Participation Policy.”

(1) When doing INITIAL public information sessions about a proposed transportation project , please consider conducting a more formal meeting where every stage of the transportation project is explained as simply as possible and a visual picture of the final proposed transportation project is shown to the attendees, in addition to all of the geographical maps of the area. Then, follow this formal meeting with a Question and Answer period.

By only having transportation officials available for questioning while standing around maps of the project, most citizens do not have adequate enough knowledge to ask the pertinent and significant questions needed for such a project, unless the citizens already have a significant background in transportation projects.

(2) A mechanism for official public participation and feedback needs to be developed after a transportation project has officially started to respond to unanticipated problems or misconceptions related to the project. This mechanism for feedback needs to make citizens aware of any recourse these citizens could take should the project have significant unanticipated impact on their neighborhoods, while acknowledging that once contracts are signed, there would be a very limited means of significantly changing the direction of any given transportation project.

(3) Given that a large number of transportation projects are funded by both the city and the state, etc., that transportation projects, especially on existing city corridors, try to adhere to local ordinances that are designed to beautify and enhance their neighborhood communities—not take away from them. For example: The Tree Ordinance of Winston-Salem and the Creative Corridors Project of Winston-Salem.

As the President of the Konnoak Hills Community Association, I hope that you will give consideration to these three recommendations as you finalize the “Winston-Salem Urban Area MPO Public Participation Policy.”

P.S. Mr. Edwards: If you would please forward this Email to all of the Transportation Committee Members who I do not have Email addresses for, I would be extremely appreciative.

Sincerely yours,

Carolyn A. Highsmith
President, Konnoak Hills Community Association--Member of the South W-S Community Coalition, and
Member of the Winston-Salem Neighborhood Alliance

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Response from the Winston-Salem Urban Area Metropolitan Planning Organization (MPO)

Dear Ms. Highsmith,

I apologize for the delay in my response - I have been out of the office, and just returned this morning. Thank you for your comments on the Winston-Salem Urban Area Public Participation Policy (PPP), and for your interest in transportation planning. Unfortunately, your comments were received after the Public Participation Policy public hearing and adoption by the TAC on July 19th. I will make sure that your comments are included in the comments section of the final document. In response to your specific concerns:

1. Your suggestion of having a formal meeting going step-by-step through the process, before entering into a question and answer session, fits within the recommendations in the PPP. The plan does call for the use of visualization techniques such as a representation of the final project appearance where appropriate and possible.
2. We understand the desire for public participation and feedback during the construction phase of transportation projects; however, projects have generally moved out of the Winston-Salem Urban Area Metropolitan Planning Organization's (MPO) hands by the time they reach the construction phase. For most projects, the North Carolina Department of Transportation (NCDOT) or other municipal government public works agencies lead and direct final design and construction phases. In the case of the West Clemmons Road project, the City of Winston-Salem Engineering Department is overseeing the work, and we will forward your comments to the City Engineer. Questions or concerns about any City of Winston-Salem project may be channeled through CityLink at 727-8000 and the responsible City staff will be notified.
3. It is the intent of the Winston-Salem Urban Area MPO that projects conform to local ordinances and initiatives. Although the replacement of trees and vegetation removed from the right-of-way is not required, any landscape planting other than reseeding will be handled after the completion of the project either through the City's Vegetation Management Department or by NCDOT. In the future, a program such as Community Roots Day could be targeted toward recently completed roadway projects to enhance their final appearance.

Thank you again for your input. We will include your comments in the September meeting materials mailed to the Winston-Salem Urban Area MPO Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC), and they will be placed in the comments section of the final PPP document. Please feel free to contact us or your City Council Member with concerns or questions on transportation projects.

Sincerely,

Kevin Edwards
Transportation Planner