

# **Public Involvement Plan**

**Mecklenburg - Union  
Metropolitan Planning Organization**

**Approved by the Mecklenburg-Union Metropolitan Planning  
Organization, June 8, 2005**  
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<b>I.</b>	<b>Overview .....</b>	<b>4</b>
A.	MUMPO.....	4
B.	Federal Requirements .....	5
	1. SAFETEA-LU .....	6
	2. Title VI of the Civil Rights Act of 1964 .....	6
	3. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994).....	6
	4. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (2000) .....	7
	5. The Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 (Section 504), and the Rehabilitation Act Amendments of 1998 (Section 508).....	7
	6. The Clean Air Act Amendments of 1990.....	7
<b>II.</b>	<b>The Strategy &amp; Policy Guide .....</b>	<b>8</b>
A.	Identify and Build Relationships with Stakeholders .....	8
B.	Develop and Implement a Plan to Reach Non-participating Minority and Low- Income Populations .....	8
C.	Develop an Outreach and Education Program.....	9
D.	Publicize MUMPO Activities.....	9
E.	Partner with Outreach Professionals.....	9
F.	Establish a Speaker’s Bureau.....	10
G.	Maintain a Website.....	10
H.	Produce and Distribute Brochure.....	10
I.	Produce and Distribute Newsletters .....	10
J.	Conduct Information Workshops .....	11
J.	Hold Open Houses .....	11
M.	Public Input at MUMPO Board Meetings .....	11
N.	Public Input at MUMPO Committee Meetings .....	11
P.	Conduct Surveys.....	11
<b>III.</b>	<b>General Guidelines .....</b>	<b>12</b>
A.	Open Meetings.....	12
B.	Access by Persons with Disabilities.....	12
C.	Adequate Notice .....	12
D.	Public Comments .....	12
E.	Time Period for Public Comments .....	13
F.	Format of Public Meetings .....	13
G.	MUMPO Board Meeting Agenda Items .....	13
<b>IV.</b>	<b>Implementation Guidelines.....</b>	<b>13</b>
A.	The Long Range Transportation Plan .....	13
B.	Amendments to the Long Range Transportation Plan .....	15
C.	The Metropolitan Transportation Improvement Program .....	15
D.	Air Quality Conformity Determinations.....	15
E.	The Unified Planning Work Program.....	15
F.	Thoroughfare Plan/Comprehensive Transportation Plan .....	16

G. Public Involvement Plan.....18  
H. Annual Performance and Evaluation Report on Public Involvement..... 18  
**V. Special Accommodations for Persons with  
Disabilities..... 19**

## **I. Overview**

The Mecklenburg - Union Metropolitan Planning Organization (MUMPO) is the Federally designated regional transportation planning entity for all of Mecklenburg County and the western and central, urbanized portions of Union County. It is committed to meaningful public involvement in the regional transportation planning process. MUMPO believes public participation is not a simple “add on” or “after thought,” but a method that guarantees high quality transportation planning. It maintains that successful public involvement ensures effective transportation planning by including those whose everyday lives are critically affected by how they get to work, home, school, stores, and services.

MUMPO maintains that educating the public about the transportation planning process is key to real participation, as is including all segments of the population in that process. In order to obtain successful public involvement, MUMPO is dedicated to achieving the following goals:

- Actively soliciting participation, not just waiting for it
- Creating meaningful access to decision-making information, not just generating data
- Respecting and seriously considering input that is received, not just collecting it
- Demonstrating that input is incorporated, not just filing it away
- Providing meaningful opportunities for input, not just fulfilling regulations.

MUMPO is dedicated to transportation planning with the entire public’s full involvement. While Federal laws and regulations set a framework for public involvement in transportation planning, MUMPO seeks to go beyond the letter of these laws and regulations to fulfill the true spirit of full public participation.

### **A. MUMPO**

MUMPO is responsible for coordinating transportation planning activities, providing long range transportation policy and overseeing the Federal transportation planning process including full and fair public participation. It is governed by a policy board that consists of elected officials representing Charlotte, Cornelius, Davidson, Huntersville, Matthews, Mecklenburg County, Mint Hill, and Pineville in Mecklenburg County. Indian Trail, Monroe, Stallings, Union County, Waxhaw, Weddington, Wesley Chapel and Wingate are represented by their elected officials from Union County. A member of the North Carolina Department of Transportation is also a voting member. The policy board also includes non-voting members from the Charlotte-Mecklenburg Planning Commission, Union County Planning Board, North Carolina Turnpike Authority and the Federal Highway Administration. In addition, the Charlotte-Mecklenburg Planning Department is the MPO’s lead planning agency; the Charlotte Department of Transportation provides additional staff support to MUMPO.

MUMPO's mission is to develop, promote, and ensure implementation of a transportation planning process and to support the Safe, Accountable, Flexible, Efficient Transportation Equity Act-A Legacy for Users (SAFETEA-LU) planning process by:

- Supporting the economic vitality of the MUMPO region;
- Increasing the safety and security of the transportation system for motorized and non-motorized users;
- Increasing the accessibility and mobility options available for people and freight;
- Protecting the environment, promoting energy conservation, and improving quality of life;
- Enhancing the integration and connectivity of the transportation system across and between modes of people and freight;
- Promoting efficient transportation system management and operation;
- Emphasizing the preservation of the existing transportation system; and,
- Promoting an efficient relationship between land use and transportation that maximizes the use of existing and future public programs and infrastructure.

Activities MUMPO performs include the following:

- Overseeing and managing the planning process in a manner that complies with current Federal requirements; and,
- Providing policy direction and oversight to meet Federal and State environmental requirements for attaining applicable air and water quality standards.

The Public Involvement Plan will assist MUMPO in carrying out its mission in an open process that provides complete information, timely public notice, full public access to key decisions, and support for early and continued involvement.

## **B. Federal Requirements**

The Federal laws and processes covering public participation in transportation planning include the following:

- *Safe, Accountable, Flexible, Efficient Transportation Equity Act-A Legacy for Users (SAFETEA-LU)*
- *Title VI of the Civil Rights Act of 1964*
- *Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)*
- *Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (2000)*
- *The Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 (Section 504), and the Rehabilitation Act Amendments of 1998 (Section 508)*
- *The Clean Air Act Amendments of 1990.*

## **1. SAFETEA-LU**

As mandated in *SAFETEA-LU* and other supporting Federal regulations, Metropolitan Planning Organizations (MPO) must establish, periodically review and update public involvement processes. These processes should assure early and continued public awareness of and access to the transportation decision-making process. The planning regulations contain a number of performance standards for public involvement, including:

- Providing reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs (TIP)
- Requiring adequate public notice of public involvement activities and time for public review and comment at key decision points
- Demonstrating explicit consideration and response to public input received during the planning and program development processes
- The use of visualization techniques
- Ensuring that all documents are available in an electronic format.

## **2. Title VI of the Civil Rights Act of 1964**

*Title VI of the Civil Rights Act of 1964* states that “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 discrimination under any program or activity receiving Federal financial assistance.”

## **3. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)**

The basis of *Executive Order 12898* lies in *Title VI of the Civil Rights Act of 1964*. It directs that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

*Executive Order 12898* defines minority populations as belonging to any of the following groups:

- Black – a person having origins in any of the black racial groups of Africa;
- Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- Asian American – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; and,
- American Indian and Alaskan Native – a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

It defines low-income populations as those whose household incomes (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines.

The three fundamental environmental justice principles include:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- To ensure full and fair participation by all potentially affected communities in the transportation decision-making process; and,
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

**4. *Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (2000)***

The basis of *Executive Order 13166* lies in *Title VI of the Civil Rights Act of 1964*. It requires that Federal agencies work to ensure that recipients of Federal financial assistance provide “meaningful access” to their limited English proficiency applicants and beneficiaries.

**5. *The Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 (Section 504), and the Rehabilitation Act Amendments of 1998 (Section 508)***

*The Americans with Disabilities Act of 1990* mandates that public facilities be made accessible to people with disabilities and has been the basis for requiring that transit buses and street curbs be retrofitted or reconstructed with appropriate equipment and design details. *The Rehabilitation Act of 1973* (Section 504) states that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that receives Federal financial assistance. *The Rehabilitation Act Amendments of 1998* (Section 508) states that Federal agencies must ensure that electronic and information technology is accessible to employees and members of the public with disabilities to the extent it does not pose an “undue burden.”

**6. *The Clean Air Act Amendments of 1990***

*The Clean Air Act Amendments of 1990* establishes a timetable and program to improve the nation’s air quality, emphasizes mobile source emissions, and requires the Environmental Protection Agency to invoke penalties if states failed to submit adequate plans to attain standards. The *Amendments’* rating system categorizes the MUMPO region as a “non-attainment” area for the eight-hour ozone standard (and as maintenance for carbon monoxide). MUMPO is part of the eight-county, Metrolina non-attainment region. In non-attainment areas, the air quality conformity documentation for the Transportation Improvement Program and long range transportation plan must be available for public review and comment before any formal action is taken.

## **II. The Strategy & Policy Guide**

The following is a list of strategies that can be used to enhance and support public outreach and education in the regional transportation planning and decision-making process. Not all strategies are necessarily used every year and not all of these strategies will necessarily be implemented. As MUMPO forms new relationships and bolsters existing relationships with its different constituencies, new strategies may also be adopted.

### **A. Identify and Build Relationships with Stakeholders**

A stakeholder is defined as any person or group affected by a transportation plan, program, or project, including those who may not be aware they are affected. In accordance with SAFETEA-LU, stakeholders will include “citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties . . . (CFR 450.316) ” Citizens will include the general public; environmental, health, neighborhood, citizen, and civic organizations; and, traditionally underserved communities such as people with disabilities, and/or low-income, minority, and elderly.

Individual stakeholders and representatives of stakeholder groups will be included in MUMPO’s database. MUMPO will continually work to identify new stakeholders interested in or affected by the transportation planning process. With their prior consent, the names and addresses of all those attending MUMPO functions or meetings, or those e-mailing, telephoning, faxing and writing MUMPO will be added to the database.

Ongoing meetings with stakeholders will be conducted to share information on a one-to-one basis about MUMPO’s public involvement process. These meetings will also give stakeholders an opportunity to provide individualized feedback to MUMPO’s public involvement staff.

### **B. Develop and Implement a Plan to Reach Non-participating Minority and Low-Income Populations**

Particular emphasis will be put on reaching people who have traditionally not been participants in the transportation planning process. Traditional non-participants include persons who are low-income, minority, elderly, and disabled; have no vehicles; are low literate or have limited English proficiency.

Staff will identify and meet with organizations and community leaders who represent these populations. The purpose of these meetings will be to build relationships with the groups and leaders as well as identify strategies for bringing traditional non-participants into the transportation planning process. The identified strategies will be implemented in

cooperation with the organizations and community leaders. Detailed plans for identifying and meeting with groups and leaders and implementing strategies will be developed.

Strategies may incorporate the following:

- having meetings in transit accessible locations or in the community for those who do not have personal transportation
- holding meetings at times of the day or night that reflect the public's work schedule and the elderly's safety concerns
- holding meetings on days of the week or weekend when it is convenient for the public to attend
- piggy-backing on existing events to reduce time away from family and work
- conducting meetings and providing materials in a language that can be understood by the community

### **C. Develop an Outreach and Education Program**

The outreach and education program will be designed to educate the public about the regional transportation planning process and its relevance to all stakeholders. English and Spanish materials produced as part of this program will include such tools as pamphlets and brochures.

These brochures can be used in various presentations and for distribution. It will be necessary to periodically review and update the program and accompanying materials.

Special considerations and arrangements will be made to design a program that is tailored for non-participants such as minority, low-income, those who have no vehicles, those with limited English proficiency, and disabled communities. These considerations will include developing materials specifically targeted to those communities.

### **D. Publicize MUMPO Activities**

Media coverage will be actively cultivated to ensure that mainstream and ethnic radio, television and newspaper outlets understand the importance of providing information on transportation planning activities. In addition, articles, news releases and/or media alerts will be disseminated to announce public review and comment periods for MUMPO's Long Range Transportation Plan, the Long Range Transportation Plan amendments, Transportation Involvement Program, Unified Planning Work Program, Public Involvement Plans and other major activities. In order to do so, a current list of media outlets such as mainstream and ethnic television, radio, and cable stations, and newspapers, including small community-based publications will be established and maintained.

### **E. Partner with Outreach Professionals**

Establishing partnerships with member jurisdictions and agency outreach professionals will help MUMPO reach a greater number of affected communities and help to promote best practices. Such professionals are often aware of local issues, have a good

understanding of the various communities and community networks within their jurisdictions, and can provide interpretation and translation services. In addition, utilizing their resources to publicize activities and events will help MUMPO reach a broader audience.

#### **F. Establish a Speaker's Bureau**

The Speaker's Bureau will consist of MUMPO members, staff and other volunteers who can speak to civic groups, professional organizations, neighborhood associations, and other groups about the regional transportation planning process. Members of the speaker's bureau will present information in order to educate the public about the MPO process. In addition, the public will be given opportunities to educate MUMPO about local issues and needs. In addition, the availability of speakers will be marketed to interested groups. The public and organizations involved in the transportation planning process will be asked to identify speaker topics that would be useful to them.

#### **G. Maintain a Website**

MUMPO's website provides information about MUMPO and its activities, as well as the transportation planning activities of its member jurisdictions. The website will allow for access to public documents such as, but not limited to, the Transportation Improvement Program, Long-Range Transportation Plan, Unified Planning Work Program, Public Involvement Plan, as well as meeting agendas and minutes. MUMPO's website should provide an opportunity for the public to provide input and formal comments on an ongoing basis through e-mail links. In addition, a "frequently asked questions" section will be provided. The website will be maintained in compliance with Section 508 of the Rehabilitation Act Amendments of 1998.

#### **H. Produce and Distribute Brochure**

MUMPO has developed a brochure in English and Spanish dedicated to explaining MUMPO and its roles and responsibilities, and should be periodically reviewed to ensure that it is presenting accurate information. If requested, the brochure should be provided in a large print format. The brochure will be available online and distributed to all identified stakeholders and made available at libraries, government buildings and MUMPO's offices, and other locations. Specialized brochures may be needed to provide timely information on targeted topics.

#### **I. Produce and Distribute Newsletters**

MUMPO should produce a quarterly newsletter in English and Spanish dedicated to MUMPO activities including the Long Range Transportation Planning process. If requested, the newsletter should be provided in a large print format. The newsletter should include information about technical issues written in layman's terms for the general public. In addition, the newsletter should provide the public with periodic updates of MUMPO's

activities. The newsletter should be available online and distributed to all identified stakeholders, made available at libraries, government buildings and MUMPO's offices and other locations. Additionally, specialized newsletters may be needed to provide timely information on targeted topics.

## **J. Conduct Information Workshops**

Information workshops should be conducted on topics associated with the transportation planning process. Such workshops should be designed to educate participants on specific topics, e.g., transportation modeling, intelligent transportation systems, elderly travel, air quality, etc. Information workshops provide a means for allowing participants to express their ideas and concerns in an informal setting. Information workshops will be conducted on an as needed basis.

## **K. Hold Open Houses**

Open houses provide an informal setting for the public to access general information on the transportation planning process. Open houses have no fixed agendas and no formal presentations. MPO technical staff will be on hand to answer questions and provide details on a one-on-one basis. Open houses may precede public meetings.

## **L. Public Input at MUMPO Board Meetings**

The MUMPO board holds regular meetings in which all formal business is conducted. At each meeting, the public is provided with an opportunity to address MUMPO on any issue related to the transportation planning process. Anyone wishing to speak can sign up at the beginning of the meeting or contact MUMPO's secretary prior to the meeting. The public may engage in the discussion of action and information items on the agenda at the discretion of the Chair.

## **M. Public Input at MUMPO Committee Meetings**

The public may attend MUMPO committee and subcommittee meetings and may contribute to the discussion at the discretion of the chair. Those interested in attending and participating may request being placed on any and all committee and subcommittee mailing lists.

## **N. Conduct Surveys**

Surveys may be used to gather information on people's perceptions, preferences, and practices. In areas where low literacy exists surveys may be conducted in person. Major surveys will be done on an as-needed basis. In areas where the public is literate, surveys may be mailed, e-mailed and/or distributed by using MUMPO's website. Surveys may require Spanish translation services.

### **III. General Guidelines**

These guidelines provide the overall structure in which public involvement strategies can be implemented:

- Open meetings;
- Access by persons with disabilities;
- Subcommittee meetings;
- Adequate notice;
- Public participation opportunities at MUMPO meetings;
- MUMPO agenda items;
- MUMPO action items;
- Public participation in agenda items;
- Public comments;
- Time period for public comments; and,
- Format of public meetings.

#### **A. Open Meetings**

All MUMPO meetings will be open to the public and subject to the *North Carolina Open Meetings Law*. The minutes and all materials presented at these meetings will be public record and will be available for review at MUMPO offices and on the website. The availability of these records will be stated on MUMPO's website and can be distributed on request.

#### **B. Access by Persons with Disabilities**

All MUMPO meetings will be held in facilities that are accessible to people with disabilities. MUMPO's website will be in compliance with the Rehabilitation Act Amendments of 1998 (Section 508). Where it is permitted, clear directional signs will be posted at outdoor entrances of buildings.

#### **C. Adequate Notice**

MUMPO will provide adequate notice of all meetings. Meeting notices will be posted on MUMPO's website and provided to mainstream and ethnic newspapers, radio, and television. If requested, a reading service for the blind will be enlisted to broadcast this information.

#### **D. Public Comments**

Public comments may be provided in the following ways:

- Verbally at a public meeting (if applicable)
- During the public participation opportunity of a regularly scheduled MUMPO meeting occurring within the review and comment period

- In writing
- By fax
- With TTY (teletypewriter) and/or TDD (telecommunications device for the deaf)
- Through e-mail.

## **E. Time Period for Public Comments**

Public comments will be accepted no later than the close of business of the final day of the public review and comment period, unless otherwise specified.

## **F. Format of Public Meetings**

Public meetings will provide for open discussions between MUMPO members and/or staff and the public. All meetings will be on the record. The format of public meetings will generally be as follows:

- Presentation by MUMPO staff and/or their consultant(s);
- Question and answer period, and discussion period;
- Summary and wrap up by MUMPO staff and/or their consultant staff and information about the next steps, if applicable;
- MUMPO will accept written comments following public meetings; and,
- MUMPO will occasionally survey meeting attendees to gauge effectiveness of the public involvement process.

Public meetings with an “open house” or “drop-in” format will not include a formal presentation.

## **G. MUMPO Board Meeting Agenda Items**

Items on the MUMPO Board Meeting agenda that require action by the board will be placed on the agenda prior to informational items. It will be at the discretion of the Chair to alter the order of agenda items in order to accommodate special circumstances.

# **IV. Implementation Guidelines**

MUMPO’s implementation guidelines are an integral part of all of MUMPO’s transportation efforts. They will be reviewed systematically and their effectiveness evaluated on an annual basis.

## **A. The Long Range Transportation Plan**

The Long Range Transportation Plan (LRTP) defines the policies, programs and projects to be implemented during the next twenty years in order to provide mobility choices to residents and visitors in MUMPO’s planning area. The LRTP contains recommendations for

the following types of surface transportation: streets and roads; transit routes and guideways and bicycle and pedestrian facilities. The LRTP also contains descriptions and assessments of conditions or factors affecting the surface transportation of persons and/or movement of freight within MUMPO's planning area.

**Public Involvement Opportunities** - The development of the LRTP will be accomplished in the following way:

- An Open House will be held to kick off the LRTP development and will serve as an opportunity for the public to provide input on its vision, goals and objectives.
- MUMPO will make presentations at community meetings on the LRTP and the upcoming opportunity to weigh in on the results of prioritization.
- The public will review the results of project prioritization and provide comments. The results will be presented to the public through mail, e-mail, fax, telephone, and MUMPO's website.
- The public will review the preferred list of projects selected by MUMPO after considering the impact of funding different combinations of projects. The preferred alternative will be reviewed to see how it meets the goals of the LRTP, to determine what beneficial and adverse impacts the projects will have on minority and low-income populations, and to ensure that these projects do not conflict with air quality goals. MUMPO will hold another series of public meetings to present these findings.
- After all factors have been considered, the final draft list of selected projects will be made available for public review and comment. The document will be available on MUMPO's website, at libraries, government buildings and MUMPO's offices. In addition, an executive summary will be available on MUMPO's website in Spanish. A public meeting will be held during the public comment period. Public comments are reviewed and the final list of projects will be selected.
- The complete final draft of the LRTP will be available for public review and comment for a 30-day period. At least one public meeting will be held during the 30-day period.

Consideration should be given to the following points when holding presentations:

- MUMPO presentations will be incorporated into part of an organization's regularly scheduled meeting where possible;
- These organizations will include a presentation on the LRTP as an item on their agenda;
- The organizations that host these meetings will be responsible for providing a space large enough to accommodate the expected audience. These organizations and MUMPO will be responsible for publicizing these events;
- All oral and visual presentations on the LRTP at these meetings will be done in clear, simple language with as few acronyms as possible. Presenters will provide basic introductory information on the topics being presented. If requested, an interpreter and/or signer will be provided; and,

- MUMPO will create clear and easy-to-read information throughout the process and will be distributed through MUMPO presentations at organizations, in newsletter inserts of these organizations, on MUMPO's website and by mail.

## **B. Amendments to the Long Range Transportation Plan**

Amendments to the LRTP can occur when funding sources change, priorities change, project scope and termini changes and purpose and need changes, etc.

**Public Involvement Opportunities** - Opportunities to comment on proposed amendments to the LRTP will be publicized by sending out a notice of the proposed amendments to the public. At the same time, a 30-day comment period will be announced. At least one public meeting will be held during the 30-day period.

## **C. The Metropolitan Transportation Improvement Program**

The Metropolitan Transportation Improvement Program (MTIP) is a, short-range plan of transportation improvements based on the LRTP listing the region's anticipated transportation investments over a seven-year period. The MTIP is updated every two years.

**Public Involvement Opportunities** - Opportunities will be available to comment on the proposed Transportation Improvement Program. Notice will be given that the project descriptions from the first draft will be available online for review for a 30-day period prior to the release of the entire document. Comments can be submitted during this time period by e-mail or regular mail. A public meeting on the first draft Transportation Improvement Program will take place at the end of this comment period.

Notice will be given that the final draft MTIP will be available in hard copy at various libraries, local government planning offices, MUMPO's office and online for a 30-day period. Comments can be submitted during this time period by e-mail or regular mail. A public meeting on the MTIP will take place during the comment period.

## **D. Air Quality Conformity Determinations**

Federal regulations require that MUMPO demonstrate that its LRTP and TIP conform to air quality standards. When a conformity determination is required, a 30-day public comment period will be conducted, with at least one public meeting held during that time period. When possible, the required public involvement for the conformity determination will be held in conjunction with public outreach efforts associated with the LRTP and TIP.

## **E. The Unified Planning Work Program**

The Unified Planning Work Program is adopted annually by MUMPO and identifies the major transportation planning activities to be undertaken for the coming year. An important element of the Unified Planning Work Program is the continual update and

maintenance of land use, demographic and travel data needed to apply the computer model, which projects travel demands based on the population and employment projections and the transportation facilities and services.

**Public Involvement Opportunities** - The proposed Unified Planning Work Program and an opportunity to comment will be made available to the public. Copies may be requested by telephone, fax, mail and e-mail, and in person.

## **F. Comprehensive Transportation (Thoroughfare) Plan**

Additions or changes to the Thoroughfare Plan can significantly impact citizens and neighborhoods. This policy is intended to establish guidelines for citizen involvement in the thoroughfare planning process that will inform citizens and allow their comments to be appropriately considered. The types of public notification listed below are not intended to be interpreted as rigid rules that cannot be modified. Because each change to the Thoroughfare Plan involves a unique set of circumstances, staff will work with the affected municipality(s) to develop a public involvement plan suitable for each project. Special attention will be made to determine if a proposed change will have a disproportionate impact on low-income and minority populations as noted in Executive Order 12898 (see Chapter I, Section B).

### **1. Level 1**

The impact of this type of change to the Thoroughfare Plan to citizens, property owners and business owners is minor, thus the degree of public involvement is limited

#### **Typical Changes**

- a. Deletion of a proposed thoroughfare from the plan
- b. Downgrade in thoroughfare classification (e.g.. major thoroughfare to minor thoroughfare)
- c. Revision of an alignment to reflect the dedication/reservation of right-of-way through the development process

#### **Public Notification**

##### *Media notification*

Media outlets will be notified that a change has been proposed, and that the TCC and MPO are scheduled to act on the change at specific dates and times.

##### *Land development organizations notification*

Agencies responsible for land development decisions will be notified. This will include the municipal or county clerk as well as those responsible for planning and zoning in the affected community. The dates and times of scheduled TCC and MPO action will be included on the notification.

#### *Property owner notification*

Affected property owners will be notified of the proposed action. Notification may be limited to those properties with direct access to the affected roadway. The dates and times of scheduled TCC and MPO action will be included on the notification.

## **2. Level 2**

The impact of this type of change to the Thoroughfare Plan affects few citizens.

### **Typical Changes**

- a. Revision of an alignment to reflect the dedication/reservation of right-of-way through the development process
- b. Changes affecting only a few citizens

### **Public Notification**

Staff will consult with the affected municipality(s) to determine if the change requires a formal public meeting. If it is determined that a formal public meeting is not required, public outreach will consist of a meeting(s) with the affected citizens. The following additional steps will also be taken:

#### *Media notification*

Media outlets will be notified that a change has been proposed, and that the TCC and MPO are scheduled to act on the change at specific dates and times.

#### *Land development organizations notification*

Agencies responsible for land development decisions will be notified. This will include the municipal or county clerk as well as those responsible for planning and zoning in the affected community. The dates and times of scheduled TCC and MPO action will be included on the notification.

If it is determined that a public meeting is required, notification and format will be similar to that which is noted below for a Level 3 meeting.

## **3. Level 3**

This type of change will impact a significant number of citizens and will require at least one public meeting.

### **Typical Changes**

- a. Addition of a new thoroughfare alignment to the approved plan
- b. Revision of a proposed alignment
- c. Addition or deletion of an interchange to an expressway/freeway

### **Public Notification**

#### *Media notification*

Media outlets will be notified of the location, date and time of the public meeting.

### *Property owner notification*

A study area boundary will be established in consultation with the affected municipality(s). All property owners within the study area boundary will receive a postcard or letter notifying them of the date, time and location of the public meeting. To the greatest degree feasible, the notification will contain details about the proposed action. At a minimum, the notification will contain a link to MUMPO's website as well as a telephone number and e-mail address where additional information can be obtained. Invitations may also be sent to neighborhood associations, known local leaders and other citizens and stakeholders who may have an interest in the alignment.

### **Waiver of Public Notification Requirements**

If a project sponsored by another agency is proposed for inclusion on the Thoroughfare Plan, and has been the subject of a public involvement effort, the public notification requirements may be waived if the MPO determines that:

- a. the public involvement process was adequate and met the intent of the PIP; and
- b. conditions in the affected area are substantially the same as when the local public involvement effort was conducted.

### **Website**

In all cases of changes to the Thoroughfare Plan, MUMPO's website will be updated to include information pertinent to the project. The information to be provided will include the following:

- a. A written description of what is being proposed, and why the proposal has been made.
- b. A map depicting the proposed change. If the change involves a shift to a proposed alignment, both the existing and proposed alignment will be shown.

## **4. Comprehensive Transportation Plan Adoption**

MUMPO is currently in the process of transitioning from its Thoroughfare Plan to a Comprehensive Transportation Plan (CTP). The transition will require the preparation of a distinct public outreach effort.

### **G. Public Involvement Plan**

The public will be given an opportunity to comment on updates to the Public Involvement Plan. A public review and comment period will take place for 45 days. During that time, the draft Public Involvement Plan will be available online and by hard copy at various libraries, local government planning offices and MUMPO's offices.

### **H. Annual Performance and Evaluation Report on Public Involvement**

A report describing and evaluating public involvement efforts will be developed by MUMPO staff within three months after the end of each fiscal year. The report will be made

available to MUMPO board members and the Technical Coordinating Committee and will be posted on MUMPO's website.

## **V. SPECIAL ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

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

- All public meetings and MUMPO formal events will be held in facilities that are accessible to persons with disabilities;
- All public notices of MUMPO meetings will 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 will be provided in alternative formats for qualified individuals with disabilities, upon request;
- The website will be in compliance with Section 508 of *the Rehabilitation Act Amendments of 1998*.
- The telephone number, e-mail, mailing address, fax number, and website address will be included on all MUMPO publications; and,
- A list of resources for auxiliary aids and services will be developed and maintained.