

NORTH CAROLINA CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION PUBLIC INVOLVEMENT POLICY

The following procedures describe the Capital Area Metropolitan Planning Organization (MPO) public involvement policy. The Capital Area MPO seeks to provide for an open process with free exchange of information and opportunity for input at all stages of the transportation planning process, as well as at scheduled meetings of the full Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC). The purpose of this policy is to outline MPO work products and the public involvement process required for each.

This public involvement process shall be reviewed annually by MPO staff, the TCC and TAC to assure that the process provides full and open access to all interested parties and conforms to federal transportation regulations. There will be a 45-day minimum public review period for this Public Involvement Process IF there have been changes since the last opportunity for public review OR if the Public Involvement Process has not be reviewed in the past three (3) years. The following outreach methods will be utilized to notify the public of the comment period:

- i) A legal notice published in the legal advertisement section of at least one (1) newspaper with regional coverage prior to initiation of the public comment period(s);
- ii) A legal notice published in the legal advertisement section, or if no legal advertisement section available a display advertisement shall be placed in at least two (2) newspapers with circulations targeted at minority and/or low-income populations;
- iii) A Summary of changes will be sent with a press release to the three newspapers above AND the City of Raleigh public information contact list (approximately 30 news agencies covering printed media, television, and radio);
- iv) Additional regional newspapers and non-government organizations representing minority and environmental interests will be notified as deemed appropriate.

1. **Metropolitan Transportation Improvement Program (MTIP).** The development of the MTIP and all amendments shall meet all current Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and North Carolina Department of Transportation (NCDOT) requirements for public notification and involvement. The following opportunities for public involvement will be undertaken:

- a) A 30-day minimum public review period will be undertaken for the Draft MTIP and Amendments. The following outreach methods will be utilized to notify the public of the comment period:
 - i) A legal notice published in the legal advertisement section of at least one (1) newspaper with regional coverage prior to initiation of the public comment period(s);
 - ii) A legal notice published in the legal advertisement section, or if no legal advertisement section available a display advertisement shall be placed in at least two (2) newspapers with circulations targeted at minority and/or low-income populations;
 - iii) A Summary of MTIP changes will be posted on the Capital Area MPO website;
 - iv) A Summary of MTIP changes will be sent with a press release to the three newspapers above AND the City of Raleigh public information contact list (approximately 30 news agencies covering printed media, television, and radio);
 - v) Additional regional newspapers and non-government organizations representing minority and environmental interests will be notified as deemed appropriate; and
- b) A timely opportunity for public comment on the Draft MTIP will be made available at one TCC and one TAC meeting, the latter being a public hearing;
- c) Member jurisdictions involved shall also notify citizens of the public comment period during regularly scheduled board and council meetings as well as through distributing notification to citizen contacts via email;

In addition:

- a) There will be a formal public comment period of no less than 30 days after development of the draft project priority list and the mechanism for evaluating projects has been released. This comment period will be an opportunity for those public agencies and interested members of the public to comment on the project priorities and the method(s) used to derive them;
 - i) A legal notice published in the legal advertisement section of at least one (1) newspaper with regional coverage prior to initiation of the public comment period(s);
 - ii) A legal notice published in the legal advertisement section, or if no legal advertisement section available a display advertisement shall be placed in at least two (2) newspapers with circulations targeted at minority and/or low-income populations;
 - iii) A Summary of changes will be posted on the Capital Area MPO website;

- iv) A Summary of changes will be sent with a press release to the three newspapers above AND the City of Raleigh public information contact list (approximately 30 news agencies covering printed media, television, and radio);
 - v) Additional regional newspapers and non-government organizations representing minority and environmental interests will be notified as deemed appropriate; and
- b) When significant written and/or oral comments are received, a summary, analysis, and report on the disposition of comments shall be made part of the final MTIP.
2. **Long-Range Transportation Plan (LRTP).** The development of the LRTP and all amendments shall meet all current Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and North Carolina Department of Transportation (NCDOT) requirements for public notification and involvement. The following opportunities for public involvement will be undertaken:

The LRTP shall be open to public review and comment for a minimum of 42 days prior to CAMPO approval. Development of the LRTP shall consider, at a minimum, the following:

- a) Establishment of stakeholder listings, including citizen advisory committees, church organizations, community leaders, housing authorities, chambers of commerce, public and quasi-public organizations, and state, federal, and local government agencies;
- b) Special outreach to low-income and minority populations within the Capital Area MPO that will include a list of church, business, and community leaders in areas with incomes one standard deviation below the CAMPO average and minority populations one standard deviation above the CAMPO average;
- c) Dissemination of newsletters and summaries to stakeholder groups;
- d) Contact information that includes telephone, facsimile, and email listings;
- e) Development of public information on the Internet;
- f) At least three (3) open public meetings to receive public comment, either in conjunction with regularly-scheduled meetings of the Transportation Advisory Committee or at dedicated sessions;
- g) Member jurisdictions involved shall also notify citizens of the public meetings and the opportunity for public comment during regularly scheduled board and council meetings as well as through distributing notification to citizens contacts via email;
- h) Dissemination of press releases to public news agencies in the Capital Area MPO with a daily circulation in excess of 20,000 copies, monthly publications such as *The Independent, News and Observer*, and minority newspapers including but not limited to *Que Pasa, La Connexion* and *The Carolinian*;

- i) The draft LRTP shall be open to public review and comment for no less than 42 days prior to approval by the Transportation Advisory Committee. The draft plan shall be advertised using the following:
 - i) A legal notice published in the legal advertisement section of at least one (1) newspaper with regional coverage prior to initiation of the public comment period(s);
 - ii) A legal notice published in the legal advertisement section, or if no legal advertisement section available a display advertisement shall be placed in at least two (2) newspapers with circulations targeted at minority and/or low-income populations;
 - iii) The LRTP will be posted on the Capital Area MPO website;
 - iv) The LRTP will be sent with a press release to the three newspapers above AND the City of Raleigh public information contact list (approximately 30 news agencies covering printed media, television, and radio);
 - v) Additional regional newspapers and non-government organizations representing minority and environmental interests will be notified as deemed appropriate; and
 - j) When significant written or oral comments are received, a summary, analysis, and report on the disposition of comments shall be made part of the final Long-Range Transportation Plan.
3. **General.** Any plans, programs or amendments shall be on file at the City of Raleigh Department of Transportation which serves as the Lead Planning Agency (LPA) for the Capital Area MPO. Copies of the proposed plans, programs or amendments shall be distributed to all Technical Coordinating Committee (TCC), and Transportation Advisory Committee (TAC) members. This same information shall be made available to any interested party upon request. Each MPO member jurisdiction shall also have a copy available for public review during the official comment period.
- a) A legal notice published in the legal advertisement section (published in at least two local newspapers with regional circulation) shall be advertised indicating that plans, programs or amendments have been prepared and are available for public review and comment at all MPO member jurisdictions. The public review period shall be no less than 30 days. An MPO staff contact person, paper and email address, and telephone number shall be included in the public notice;
 - b) Both the TCC and TAC shall have an open formal public comment period at the beginning of each regularly scheduled board meeting. The allowable duration of each speaker's time shall be determined by the chair of the board, recommended not to exceed three (3) minutes per speaker;
 - c) Where possible, innovative methods shall be utilized to inform, involve and empower the public in the transportation planning process. Such methods may include, but shall not be limited to, displays including the use of collages and photomontages, at public gathering places such as malls or libraries, radio public service announcements, open house forums, project

- specific web areas, the use of PowerPoint presentations, and other graphic depictions where possible, etc; and
- d) Member jurisdictions involved in the development or amendment of any plan or program shall also notify citizens of the opportunity for public comment during regularly scheduled board and council meetings as well as through distributing notification to citizens contacts via email; and
 - e) These general guidelines shall apply to the development or amendment of any plan or program administered by the Capital Area MPO with the exception of the Long-Range Transportation Plan and Metropolitan Transportation Improvement Program as described elsewhere in this document. This Public Involvement Policy shall be available for public information upon request and will remain viewable by the public on the Internet.

Date	Description of Revisions
August 20, 2008	1. Modify Public Review and Comment Period time from 45 day to 42 day minimum.
April 11, 2007	<ol style="list-style-type: none"> 1. Reorganization of information for clarity. 2. Specifying that innovative methods shall be used whenever possible to inform, involve and empower the public in the transportation planning process. Such methods may include, but shall not be limited to, displays including collages or photomontages at public gathering places such as malls or libraries, radio public service announcements, open house forums, project specific web areas, through the use of PowerPoint presentations or other graphic depictions where possible etc.
February 23, 2006	<ol style="list-style-type: none"> 2. Specifying that the public involvement process shall be reviewed annually by MPO staff, the TCC, and the TAC. A 45-day public comment period will be required if changes are made or if the document has not been revised in three (3) years. This changes the business process by updating the public involvement process annually as opposed to before the release of the draft MTIP. 3. Specifying that the LRTP will be available for public comment for 45 days prior to the approval as opposed to the public involvement plan for the LRTP. 4. Addition of language that clarifies the role of member government in advertising public comment period for the draft MTIP. 5. Addition of language that clarifies the role of member governments in advertising public meetings and the opportunity for public comment during the LRTP development process. 6. Updating newspapers that will receive press releases regarding a Long Range Transportation Plan update. 7. Updating the number of legal notices required for the MTIP and the LRTP. Previously it was required that CAMPO place two legal notices in newspapers with city/countywide distribution, this was changed to "one newspaper with regional distribution." It is still required that CAMPO place legal notices in two minority newspapers in addition to a regional newspaper. 8. Addition of language that clarifies the role of member government in notifying local citizens of the development or amendment of a plan or program. 9. Addition of language that requires notification of additional regional newspapers and NGOs representing minority and environmental interests as necessary

August 16, 2000	<ol style="list-style-type: none"> 1. Identifying the Long-Range Transportation Plan and Metropolitan Transportation Improvement Program as unique opportunities for public involvement, and requiring special efforts to be undertaken by CAMPO during the public review and involvement processes. 2. Increasing the availability of information to low-income and minority populations within the Capital Area. 3. Recognizing CAMPO's public involvement efforts that go beyond the current policy, such as citizen advisory groups and maintaining an Internet site. 4. Addition of public comment period at openings of both TCC and TAC meetings. 5. Addition of review period for draft project priority listing and evaluation mechanism.
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