

CAPITAL AREA MPO PUBLIC INVOLVEMENT PROCESS

(Under Revision – Feb 22, 2005)

The following procedures describe the Capital Area Metropolitan Planning Organization (MPO) public involvement policy. The purpose of this policy is 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). This public involvement process shall be reviewed periodically or as dictated by federal policy to assure that the process provides full and open access to all interested parties and conforms to federal transportation regulations.

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) There will be a 30-day minimum public review period for this Public Involvement Process IF there have been changes since the last opportunity for public review and comment OR if the Public Involvement Process has not been reviewed in the past three (3) years;
 - b) 30-day minimum public review period for the Draft MTIP;
 - c) Both (a) and (b) above will include the following outreach methods:
 - i) Legal notice in at least two (2) newspapers with city/countywide coverage prior to initiation of the public comment period(s);
 - ii) Legal notice in at least two (2) newspapers with circulations targeted at minority and/or low-income populations;
 - iii) Summary of MTIP changes will be posted on the Internet; and
 - iv) Summary of MTIP changes will be sent with a press release to the four newspapers above AND the City of Raleigh public information contact list (approximately 30 news agencies covering printed media, television, and radio).
 - d) 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;
 - e) There will be a formal public comment period of no less than 30 days after the development of the draft project priority list and mechanism for evaluating projects has been released. This comment period will not be advertised, but 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; and
 - f) 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 complexity of the Long-Range Transportation Plan process and the direct involvement of citizen participation groups in the development of the public involvement makes a generic public

involvement process statement difficult and potentially restrictive. Therefore, the task of defining the public involvement plan for all future updates of the LRTP by the Technical Coordinating and Transportation Advisory Committees of the Capital Area MPO shall receive first priority. This public involvement plan shall be open to public review and comment for a minimum of 45 days prior to CAMPO approval. The LRTP public involvement plan 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) 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 *Independent* and *Spectator*, and minority newspapers;
- h) The public involvement plan for the LRTP shall be open to public review and comment for no less than 45 days prior to approval by the Transportation Advisory Committee. The public involvement plan shall be advertised using the following:
 - i) Legal notice in at least two (2) newspapers with city/countywide coverage prior to initiation of the public comment period(s);
 - ii) Legal notice in at least two (2) newspapers with circulations targeted at minority and/or low-income populations;
 - iii) The public involvement plan will be posted on the Internet;
 - iv) The public involvement plan will be sent with a press release to the four newspapers above AND the City of Raleigh public information contact list (approximately 30 news agencies covering printed media, television, and radio); and
- i) 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 Public Works Department; 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) Legal notices (published in at least two local newspapers with county and statewide 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; and
- c) 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.
- d) Both the TCC and TAC shall re-evaluate the Public Involvement Process to ensure that the means of communication with the public at-large is effective in broadcast and in content. The TCC will develop guidelines for communicating to the general public; which will be evaluated in conjunction with the development of the annual UPWP. The Self-Certification process that the Capital Area MPO conducts in concert with the development of the UPWP will reflect the fact that the Public Involvement Process is annually evaluated.

Comment: Insent 2005-02-22

| Date | Description of Revisions |
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| 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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| February 22, 2005 | <p>1. Identifying through the Capital Area MPO Self-Certification exercise methods of evaluating the Public Involvement process and to the extent that the Public Involvement needs improvement; particularly in encouraging outreach to minority and low income populations. The Public Involvement Process will occur during the period in which the Unified Planning Work Program is being updated by the Capital Area MPO and will be formally incorporated as an action during the annual Capital Area MPO Self-Certification process.</p> |

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