

2008 PUBLIC PARTICIPATION PLAN for Transportation Planning



Shasta County Regional Transportation Planning Agency

(Metropolitan Planning Organization)

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April 22, 2008

RESOLUTION NO. 08-09

ADOPTING THE 2008 PUBLIC PARTICIPATION PLAN
FOR TRANSPORTATION PLANNING

WHEREAS, Section 134 of Title 23 of the U.S. Code and Section 450.316 of Title 23 of the Code of Federal Regulations require metropolitan planning organizations to develop and use a documented participation plan; and

WHEREAS, the Shasta County Regional Transportation Planning Agency is the designated metropolitan planning organization for Shasta County; and

WHEREAS, a draft 2008 Public Participation Plan for Transportation Planning (PPP) was prepared that describes a variety of strategies to provide all interested parties with reasonable opportunities to be involved in the transportation planning process; and


WHEREAS, the draft PPP was made available for review during the required 45 day public comment period; and

WHEREAS, the Technical Advisory Committee has reviewed the draft PPP and recommends approval; and

WHEREAS, a public hearing was held on April 22, 2008, to provide an additional opportunity for all interested parties to provide comments on the draft PPP.

NOW, THEREFORE, BE IT RESOLVED that the Shasta County Regional Transportation Planning Agency hereby approves the 2008 Public Participation Plan for Transportation Planning.

DULY PASSED AND ADOPTED this 22nd day of April, 2008, by the Shasta County Regional Transportation Planning Agency.



Norma Connick, Chair
Shasta County Regional
Transportation Planning Agency

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INTRODUCTION



This "Public Participation Plan for Transportation Planning" (PPP) is an update of the 2003 "Public Involvement Procedures for Transportation Planning." It describes the strategies that the

Shasta County Regional Transportation Planning Agency (SCRTPA) will use to encourage participation in the transportation planning process by all interested parties. A documented participation plan is required by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and its implementing regulations*.

Participation by citizens, affected public agencies, community groups, and other interested parties is an important part of a successful public planning program. The SCRTPA actively encourages the participation of all interested parties in its planning efforts. This PPP is designed to accomplish the following:

1. Inform and educate citizens and other interested parties about the SCRTPA's ongoing transportation planning activities;
2. Provide reasonable opportunities for citizens, affected public agencies, and other interested parties to be involved in the transportation planning process; and

3. Comply with the participation requirements of SAFETEA-LU.

Furthermore, this document outlines the public participation component of the following SCRTPA activities:

- Regional Transportation Plan (RTP)
- Regional Transportation Improvement Program (RTIP)
- Federal Transportation Improvement Program (FTIP)
- Coordinated Human Transportation Plan
- Administration of Transportation Development Act (TDA) funds
- Federal and state grant and bond programs
- Transit studies
- Area transportation plans
- Annual Overall Work Program
- Shasta *FORWARD* >> blueprint planning
- Special projects

* SAFETEA-LU was passed as U.S. Public Law 109-59 in 2005. Provisions requiring a participation plan are contained in Section 134(i)(5) of Title 23 of the U.S. Code. The implementing regulations are in Section 450.316 of Title 23 of the Code of Federal Regulations (see Appendix B).

PUBLIC PARTICIPATION STRATEGIES

The SCRTPA shall provide all interested parties with reasonable opportunities to be involved in the transportation planning process consistent with the following strategies.

General Strategies:

1. Provide timely notice and reasonable access to information about transportation issues and processes, including time for public review and comment at key decision points.
2. Produce plans and programs in a user-friendly, non-technical format that is easily understood by the general public.
3. Employ visualization techniques, where appropriate, to describe plans and programs. This may include use of presentation software, animations, maps, drawings, charts, graphs, pictures, or other techniques.



4. Provide copies of draft planning documents to affected local, state, and federal agencies and tribal governments for their review and comment.

5. Make draft documents available for public review on the SCRTPA website and at selected locations throughout the county, such as public libraries and government centers. Make final documents available for review on the website or at the SCRTPA office.
6. Utilize the SCRTPA website, at www.scrtpa.org, to make relevant information available in an electronically accessible format. The website contains information about the SCRTPA, meetings, agendas, contact information, newsletters, plans and programs, local studies, transportation methods, links to other agencies involved with transportation planning, a "what's new" page, and other information. The SCRTPA may utilize additional websites dedicated to special programs, such as ShastaFORWARD>> blueprint planning and the Fix 5 Partnership.
7. Seek out and incorporate the needs of those traditionally underserved by existing transportation systems, such as the elderly, low-income, and minority households, and mentally or physically disabled persons. Utilize the Social Services Transportation Advisory Council to represent the needs of traditionally underserved segments of the population.
8. Monitor census and Title VI information to identify minority populations and document changing needs.

9. SCRTPA staff shall periodically review the effectiveness of the strategies contained in the PPP to ensure a full and open participation process.
10. Coordinate with the statewide transportation planning public involvement and consultation processes.

Meetings Strategies:

11. Hold public meetings at convenient and accessible locations and times. Prioritize locations that are served by public transit.



12. Rotate SCRTPA board meetings between cities in the region.
13. Utilize the SCRTPA standing committees, the Technical Advisory Committee and the Social Services Transportation Advisory Council, as primary sources of input and recommendations from stakeholders in the transportation planning process.
14. The SCRTPA and its standing committees shall hold open and

public meetings in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et seq).

15. Utilize ad hoc committees and working groups to gather technical expertise and citizen input on specific projects or programs, such as interchange studies, regional studies, and the Shasta *FORWARD*>> blueprint planning program.
16. Hold public workshops when deemed appropriate. Workshops may be appropriate for high-profile projects or where controversy is anticipated. The workshop format is designed to provide information to the public and facilitate feedback from attendees.
17. Encourage early involvement in the transportation planning process by providing early scoping meetings and timely notice and reasonable access to developing information about plans and programs.

Outreach Strategies:

18. Produce a periodic newsletter providing current information about SCRTPA activities, the status of projects, project highlights, meeting schedules, the SCRTPA website address, and contact information.
19. Use legal notices to advertise meetings, agendas, and public comment periods on proposed

plans, programs, or documents. Use display ads to promote meetings that are not regularly scheduled or agenda items that may be of wide public interest. Use direct mailings to announce upcoming meetings or activities in a targeted area or group of people, such as an area of potential impacts from a project, or to groups with specific interests. Send press releases to local media to announce upcoming meetings and activities and to provide information on specific issues. Use radio and television ads to generate public interest and involvement, when deemed appropriate.

20. Maintain a master contact list of citizens, public agencies, businesses, groups, and other interested parties. The list is used for general communications, and to distribute newsletters, draft documents, meeting notifications, and announcements.
21. Seek public speaking opportunities during the development of major planning initiatives.
22. Encourage local media to cover projects and issues that are relevant and of interest to the public by providing meeting notices, agendas, press releases, interviews, meeting with editorial boards, and writing articles or guest columns.
23. When appropriate, conduct public opinion surveys to help identify

public opinion. This may involve audience polling technology, website surveys, telephone surveys, or traditional paper-based surveys.

24. In developing the RTP and RTIP, the SCRTPA shall:
 - a. Demonstrate explicit consideration of, and response to, public input received.
 - b. Provide an additional opportunity to comment if the proposed final RTP or RTIP differs significantly from the version that was made available for public comment.
25. Provide information in alternative languages when appropriate or requested.



APPENDIX A
PUBLIC PARTICIPATION GUIDELINES

TRANSPORTATION PROJECTS AND ENVIRONMENTAL DECISIONS												
Public Participation Actions	Special Studies	FTIP Adoption or Amendment*	RTIP Adoption or Amendment	OWP	Negative Declaration	EIR	Public Participation Plan	Coordinated Human Transportation Plan	Bikeway Plan	RTP Adoption	RTP Amendment	"Unmet Transit Needs" Assessment
Public Notice												
Display ad												
Respond to public comments												
Longer review for significant changes												
Public Hearing												
Draft available for 30 days												
Draft available for 45 days												
Public workshop												
SSTAC recommendation												
Ad hoc committee recommendation												
TAC recommendation												
Information on website												

*A public hearing is required for FTIP adoption only; not for an FTIP amendment.

LEGEND	
Unnecessary	
Discretionary based on significance of project and public controversy	
Required by statute or RTPA policy	

Appendix B

Code of Federal Regulations, Title 23, Part 450, Section 450.316:

§ 450.316 Interested parties, participation, and consultation.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation 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 with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any public meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that 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;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

- (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
 - (2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
 - (3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.
- (b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
 - (2) Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - (3) Recipients of assistance under 23 U.S.C. 204.
- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

Appendix C

Code of Federal Regulations Compliance Chart

Section 450.316 of Title 23 of the Code of Federal Regulations requires metropolitan transportation organizations (such as the SCRTPA) to develop and use a documented participation plan. The participation plan must address the topics shown in the following chart.

CFR Section	Topic	Addressed by Strategy #
450.316(a)(1)(i)	Provide adequate public notice & time for public review & comment at key decision points	1, 4, 14, 16, 17, 18, 19, 20
450.316(a)(1)(ii)	Provide timely notice and reasonable access to information	1, 4, 5, 6, 14, 16, 17, 18, 19, 20, 21, 22, 25
450.316(a)(1)(iii)	Employ visualization techniques to describe plans & programs	3
450.316(a)(1)(iv)	Make public information available on the World Wide Web	1, 5, 6
450.316(a)(1)(v)	Hold public meetings at convenient & accessible locations & times	11, 12
450.316(a)(1)(vi)	Demonstrate explicit consideration and response to public input on RTP & RTIP	24
450.316(a)(1)(vii)	Seek out and consider the needs of those traditionally underserved by existing transportation systems	7, 8, 13, 20
450.316(a)(1)(viii)	Provide an additional opportunity for public comment if final RTP or RTIP differs significantly from the version made available for public comment	24
450.316(a)(1)(ix)	Coordinate with the statewide public involvement & consultation process	10
450.316(a)(1)(x)	Periodically review the effectiveness of the strategies in the participation plan	9