

6.0 Plan Specific Guidelines

6.1 Public Participation Plan

- A. The Public Participation Plan (PPP) shall be assessed periodically based on changes in local, state, or federal legislation, in response to periodic evaluations of the effectiveness of public participation techniques (*Section 2.0*) that are used by HTMPO.
- B. Following the adoption of an update to the MTP, an assessment shall be made of the types of public participation techniques that were used, especially public input meetings and public hearings.
- C. PPP shall be assessed and updated regularly, following the schedule of the MTP update. Additionally, if substantial changes occur to local, state, or federal legislation, the PPP shall be evaluated for compliance with the new legislation.
- D. When an update to the PPP is made, the public participation process shall follow that of the TIP (*section 6.3*) with the exception that the public review period shall be forty-five (45) days and relevant state and federal agencies shall be informed and provided with an opportunity to comment.
- E. HTMPO will consult with interested parties in the development of the PPP. Interested parties include those individuals, associations, organizations, agencies, and/or businesses that are included in HTMPO contact list or that have been identified as representing some interest in the transportation system or transportation disadvantaged populations (*sections 3.0 and 4.0*). HTMPO will notify those parties informing them of the purpose for, and process to update the PPP. Interested parties will be asked to identify their preferred methods of participation and information sharing with the MPO. MPO contacts also will be given an opportunity to indicate their interest in receiving periodic updates about particular MPO products, or elements of HTMPO planning process. All parties will be given the HTMPO contact to receive the instruction on how to access and comment on the draft PPP.

6.2 Metropolitan Transportation Plan

- A. At the periodic public meetings the Policy Committee shall review the planning assumptions and development process for the Metropolitan Transportation Plan (MTP) and obtain comments from the public on the validity of the MTP. Any person desiring to attend the meeting and make a comment, and who needs special consideration such as a sign-language interpreter, can contact HTMPO at least seven days in advance, at the number listed on the published notice, to make special accommodations. Comments may also be provided to the HTMPO staff prior to the public meeting. These comments may be in the form of a letter, email, fax or comment submitted to the HTMPO website.
- B. Public review and comment opportunities shall be provided when the plan is originally adopted or amended. HTMPO will determine the appropriate mix of public participation techniques (identified in *section 2.0*) as part of the early development of the MTP. Public outreach and involvement efforts will be clearly communicated to the public and interested parties using, at a minimum, the guidelines for official notices provided in *section 5.2* of this plan.
- C. The Technical Advisory Committee (TAC) shall guide the preparation of the MTP for the MPO. HTMPO will search for appropriate consultation from State and local

agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the MTP. The consultation shall involve, as appropriate (1) comparison of MTPs with State conservation plans or maps, if available, or (2) comparison of MTPs with inventories of natural or historic resources, if available.

- D. The TAC shall review and endorse the draft MTP for consideration by the Policy Committee. The Policy Committee shall then review, amend if necessary, and concur with the draft MTP for public review and comment.
- E. After concurrence by the Policy Committee, the HTMPO shall publish the draft MTP and place copies in selected public libraries in the region (Appendix B). These copies will be distributed to the libraries a minimum of thirty (30) days prior to final consideration by the Policy Committee. Additionally, an electronic version of the draft will be placed on the HTMPO website.
- F. An official notice stating that the Policy Committee has endorsed a draft MTP for public review and comment shall be placed in the newspaper (*The Courier* and *The Daily Comet*) at least 30 days prior to consideration by the Policy Committee. The notice shall invite the public to review and comment on the draft MTP. The notice shall specify the date, time, and location of the public hearings. Press releases announcing the meetings will be furnished to all news organizations registered with HTMPO and on their email lists.
- G. HTMPO shall hold two public hearings during the public review period. The first hearing should be held by the TAC during the review process. Comments received at the first public hearing shall be provided to the Policy Committee prior to the second public hearing. The second and final public hearing should occur at the end of the 30-day review period. At the Policy Committee meeting, the MPO Administrator shall report all comments received from all sources prior to the Policy Committee meeting.
- H. The public shall be given the opportunity to provide comment at the public hearings. The Policy Committee may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. Any person desiring to attend the meeting and make a comment and who needs special consideration such as a sign-language interpreter, may contact HTMPO at least seven days beforehand at the number listed on the published notice to work with the HTMPO staff to make special accommodations.
- I. In the event the Policy Committee determines there are significant unresolved comments on the MTP, it may defer the adoption of the plan until a subsequent meeting. MPO staff will then produce a written summary and an analysis of comments which may lead to amendments to the draft plan. Should those amendments be significant, or if the final plan differs significantly from the draft presented to the public, an additional 30-day review period shall be allowed. A summary and analysis of the disposition of public comments will be incorporated into the final.
- J. The Policy Committee must close the final public hearing prior to a Committee vote on the MTP.
- K. Amendments to the MTP must follow the same process and procedure. HTMPO has adopted MTP Adjustment Procedures which allows very specific changes to the MTP. Appendix C provides the process and procedures for such adjustments.
- L. Opportunities for general public input are not limited to those contained in this section. Given the significance of the MTP, other public participation techniques may

be employed to increase awareness and provide ample opportunities for public participation (section 2.0).

6.3 Transportation Improvement Program

- A. Public review and comment opportunities shall be provided when the Transportation Improvement Program (TIP) is being adopted or amended. HTMPO will determine the appropriate mix of public participation techniques (identified in *section 2.0*) as part of the early development of the TIP. Public outreach and involvement efforts will be clearly communicated to the public and interested parties using, at a minimum, the guidelines for official notices provided in *section 5.2* of this plan.
- B. HTMPO's Policy Committee will allow the public to suggest eligible transportation projects for inclusion in the TIP.
- C. The MPO Administrator and the Technical Advisory Committee (TAC) shall review the input from the HTMPO Policy Committee meeting, input from the state, and input from the local MPO member jurisdictions in the creation of the TIP.
- D. The TAC shall review and endorse the draft TIP for consideration by the Policy Committee. The Policy Committee shall then review, amend if necessary and concur with the draft TIP for public review and comment.
- E. After concurrence by the Policy Committee of the draft TIP, the HTMPO staff shall publish the program and place copies in selected public libraries in the urbanized region (Appendix B). These copies must be distributed to the libraries a minimum of thirty (30) days prior to final consideration and adoption by the Policy Committee Meeting. Additionally, an electronic version of the draft will be placed on the HTMPO website.
- F. A notice stating that the Policy Committee has endorsed a draft TIP for public review and comment shall be placed in the notice newspaper. The notice shall specify the dates, times and location of forthcoming public hearings. Similar press releases shall be furnished to all news organizations registered with the HTMPO staff. This notice and press release shall be published/mailed a minimum of thirty (30) days prior to the meeting at which the TIP will be considered by the Policy Committee.
- G. A public hearing shall be held by the TAC following the Policy Committee's endorsement of the draft TIP. Comments received at this public hearing shall be provided to the Policy Committee prior to the final public hearing.
- H. A final public hearing shall be held by the Policy Committee prior to voting on the Transportation Improvement Program.
- I. At the public meetings, the MPO Administrator shall report to the Committee all comments received in writing prior to the meetings. These comments may be in the form of a letter, email, fax or comment submitted on HTMPO website.
- J. The public shall be afforded the opportunity for comment at the public meetings. The Policy Committee may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. Any person desiring to attend the meeting and make a comment who needs special consideration such as a sign-language interpreter, can contact HTMPO at least seven days beforehand at the number listed on the published notice to make special accommodations.
- K. In the event the Policy Committee determines there are significant unresolved comments on the TIP, it may defer the program until a subsequent meeting. MPO