

March 4, 2010

Memorandum #2010-32

TO: Hampton Roads Citizen Transportation Advisory Committee (CTAC)

BY: Chairman William W. Harrison, Jr.

RE: CTAC Meeting, March 11, 2010

Attached are the agenda and related materials for the first meeting of the **Hampton Roads Citizen Transportation Advisory Committee (CTAC)** scheduled for **Thursday, March 11, 2010 from 5:00 p.m. – 7:00 p.m. (light snacks provided)**, in the **Regional Building Board Room, 723 Woodlake Drive, Chesapeake, Virginia.**

Please note: Enclosure 2 of the Agenda (Virginia Freedom of Information Act) is a large file consisting of 49 pages.

/kg

Citizen Transportation Advisory Committee:

William W. Harrison, Jr., Chairman, VB	Randy Lougee, NO
Richard Bowie, VB	John Malbon, VB
Ricky Clifton, NN	Howard Manly, NN
Kathy Corley, CH	Delceno Miles, VB
Roberta Edwards, CH	Philip Olekszyk, GL
Jerry Flowers, VB	James Openshaw, NO
Sharyn Fox, NN	Prescott Sherrod, VB
Richard Green, SU	Albert Stetz, HA
Yukari Hughes, NN	Ray Taylor, VB
Dewey Hurley, WM	Kirsten Tynch, PO
Michael Jones, IW	Shepelle Watkins-White, CH
Randy Lassiter, NO	Kristen Wells, PO
Henry Lewis, YK	Archie Whitehill, NO

Cc: Dwight Farmer (HRTPO)
Camelia Ravanbakht (HRTPO)
Carlos Gonzalez (HRTPO)
Rod Ingram (City of Virginia Beach Attorney)

Agenda
Hampton Roads
Citizen Transportation Advisory Committee (CTAC)
March 11, 2010

Call to Order: 5:00 p.m.

The Regional Board Room, 723 Woodlake Drive, Chesapeake, Virginia

5:00 p.m. **CALL TO ORDER**

PUBLIC COMMENT PERIOD

APPROVAL OF AGENDA

AGENDA

5:15 p.m. 1. Welcome and Introductions of CTAC Members: CTAC Chair

5:40 p.m. 2. Orientation: HRTPO Executive Director

5:55 p.m. 3. Citizen's Guide: Regional Transportation Planning (Video): HRTPO Public
Involvement Administrator

6:05 p.m. 4. Draft Mission Statement: CTAC Chair

6:20 p.m. 5. CTAC Roles and Responsibilities: HRTPO Public Involvement Administrator

6:30 p.m. 6. Development of CTAC Bylaws: CTAC Chair

6:40 p.m. 7. Future Discussion Topics: CTAC Chair

6:55 p.m. 8. Next Meeting Date, Time, and Location: CTAC Chair

7:00 p.m. **ADJOURN**

AGENDA ITEM #1: WELCOME AND INTRODUCTIONS OF CTAC MEMBERS: CTAC CHAIR

SUBJECT:

Mr. William Harrison, CTAC Chair, will formally welcome the newly appointed CTAC members. Time will be provided for CTAC members to briefly introduce themselves, share information regarding their background, and their reasons for being on the CTAC.

BACKGROUND:

This will be a time to appreciate the diversity of backgrounds and interests of the CTAC members.

Attachment 1 – List of CTAC Members

RECOMMENDED ACTION:

Ensure time is provided for everyone to introduce themselves.

Citizen Transportation Advisory Committee (CTAC) Membership

Approved by HRTPO Board (January 20, 2010)

CTAC Member	Jurisdiction
Kathy Corley	Chesapeake
Roberta Edwards	Chesapeake
Shepelle Watkins-White	Chesapeake
Philip Olekszyk	Gloucester
Albert Stetz	Hampton
Michael Jones	Isle of Wight
Ricky Clifton	Newport News
Sharyn Fox	Newport News
Yukari Hughes	Newport News
Howard Manly	Newport News
Randy Lassiter	Norfolk
Randolph Lougee	Norfolk
James Openshaw	Norfolk
Archie Whitehill	Norfolk
Kirsten Tynch	Portsmouth
Kristen Wells	Portsmouth
Richard Green	Suffolk
Richard "Tuck" Bowie	Virginia Beach
Jerry Flowers	Virginia Beach
William Harrison	Virginia Beach
John Malbon	Virginia Beach
Delceno Miles	Virginia Beach
Prescott Sherrod	Virginia Beach
Ray Taylor	Virginia Beach
Dewey Hurley	Williamsburg
Henry Lewis	York

AGENDA ITEM #2: ORIENTATION: HRTPO EXECUTIVE DIRECTOR

SUBJECT:

Orientation for CTAC members.

BACKGROUND:

Attached is a list of frequently asked questions regarding the Hampton Roads Transportation Planning Organization (HRTPO).

Enclosed is a copy of the Virginia Freedom of Information Act (FOIA) for your use.

Mr. Dwight Farmer, HRTPO Executive Director, will brief the CTAC on this item.

Attachment 2 – HRTPO Frequently Asked Questions

Enclosure 2 – Copy of the Virginia FOIA

RECOMMENDED ACTION:

None required.

Frequently Asked Questions



Frequently Asked Questions

What is the Hampton Roads Transportation Planning Organization?

The Hampton Roads Transportation Planning Organization (HRTPO) is the Metropolitan Planning Organization (MPO) for the Hampton Roads area. As such, it is a federally mandated transportation policy board comprised of representatives from local, state, and federal governments, transit agencies, and other stakeholders and is responsible for transportation planning and programming for the Hampton Roads Metropolitan Planning Area (MPA).

The Bylaws of the HRTPO serve to guide the proper functioning of the metropolitan transportation planning and programming process by the Metropolitan Planning Organization for Hampton Roads. These bylaws provide general procedures and policies for the HRTPO Board for fulfilling the requirements of the Metropolitan Planning Agreement for the Hampton Roads area and other applicable provisions of federal and state law.

What is a Metropolitan Planning Organization (MPO)?

A Metropolitan Planning Organization (MPO) is a transportation policy-making organization comprised of representatives from local, state, and federal governments; transit agencies; and other stakeholders. In 1962, the United States Congress passed legislation that mandated urban transportation planning as a condition for receiving federal transportation funding in any Urbanized Area with a population greater than 50,000. The Federal-Aid Highway Act of 1962 required the establishment of a continuing, comprehensive, and cooperative (3-C) transportation planning process to be carried out by states and local communities. The 1962 Act, along with federal initiatives to come in the 1970s that established MPOs, formed the basis for metropolitan transportation planning used in the present day. Any highway or transit project or program to be constructed or conducted within the Metropolitan Planning Area (MPA) and to be paid for with federal funds, must receive approval by the MPO as being a product of the 3-C process before any federal funds can be expended. In addition, any highway or transit project deemed to be *regionally-significant*, regardless of the source(s) of funding, must receive MPO approval to proceed.

What does an MPO do?

MPOs have five core functions:

1. Establish and manage a fair and impartial setting for effective regional decision-making with regard to metropolitan transportation planning
2. Evaluate transportation alternatives appropriate to the region in terms of its unique needs, issues, and realistically available options
3. Develop and maintain a fiscally-constrained, Long-Range (at least 20 years) Transportation Plan for the metropolitan planning area
4. Develop and maintain a fiscally-constrained Transportation Improvement Program
5. Involve the public in the four functions listed above.

The HRTPO annually establishes a Unified Planning Work Program (UPWP) which describes transportation planning work to be performed for the Hampton Roads Metropolitan Planning Area (MPA) by the HRTPO, transit agencies, and the Virginia Department of Transportation (VDOT). Each task in the UPWP includes information on who will perform the work, the schedule for completing the work, resulting end products, and proposed funding and source of funds.

What is a Long-Range Transportation Plan?

A Long-Range Transportation Plan (LRTP) is a multimodal transportation plan that is developed, adopted, and updated by an MPO through the metropolitan transportation planning process. The LRTP must address a planning horizon of at least 20-years, which includes strategies and actions that lead to an integrated multi-modal transportation system and a fiscally constrained financial plan.

What is a Transportation Improvement Program?

A Transportation Improvement Program (TIP) is a multi-year program for the implementation of surface transportation projects within a Metropolitan Planning Area (MPA), developed in cooperation with the State and any affected public transportation operators. A TIP contains all federally-funded and/or regionally significant projects that require an action by the Federal Highway Administration or the Federal Transit Administration. Before any federally funded and/or regionally significant surface transportation project can be built in the MPA, it must be included in a current TIP that has been approved by the MPO.

How is an MPO funded?

MPOs are primarily funded with Metropolitan Planning funds from the Federal Highway Administration (PL funds) and the Federal Transit Administration (Section 5303 funds). These funds are *matched* at a ratio of 80% federal to 20% state/local. In Hampton Roads, the 20% match is divided evenly between state and local funds.

What is the scope of the Metropolitan Transportation Planning Process?

The metropolitan transportation planning process must be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase accessibility and mobility of people and freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight

7. Promote efficient system management and operation
8. Emphasize the preservation of the existing transportation system

The Metropolitan Planning Agreement describes the mutual responsibilities of the HRTPO, transit agencies, and state agencies in carrying out the metropolitan transportation planning process.

Who makes up the HRTPO Board?

Voting representation on the HRTPO Board includes elected officials from the Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the Counties of Gloucester, Isle of Wight, James City, and York; two members of the Virginia Senate and two members of the Virginia House of Delegates; plus representatives from the Transportation District Commission of Hampton Roads (HRT), Williamsburg Area Transit Authority, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, and the Virginia Port Authority.

Non-voting board members include chief administrative officers from the Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the Counties of Gloucester, Isle of Wight, James City, and York; representatives from the Federal Highway Administration, Federal Transit Administration, Virginia Department of Aviation, Peninsula Airport Commission, Norfolk Airport Authority, HRTPO Citizen Transportation Advisory Committee, and the HRTPO Freight Transportation Advisory Committee. The HRTPO Board continually assesses its membership to account for emerging trends or shifts in the area of regional transportation and may add other stakeholders as deemed appropriate.

Who are the current members of the HRTPO Board?

Click [HERE](#) to be linked to HRTPO Board Members page on our website.

What are the advisory committees of the HRTPO Board?

The Transportation Technical Advisory Committee (TTAC) acts as an advisory body to the Policy Committee for transportation issues that are primarily technical in nature. The TTAC interacts with the MPO's professional staff on technical matters related to planning, programming, and transportation-related air quality planning. Through this work, the TTAC develops recommendations on projects and programs for HRTPO Board consideration. The TTAC meets the first Wednesday of every month at 9:30 AM at the Regional Board Room in Chesapeake, Virginia.

The Transportation Advisory Committee (TAC) acts as a standing advisory committee of the HRTPO Board and meets from time to time as circumstances require to act upon matters referred to it by the HRTPO Board.

The Citizen Transportation Advisory Committee (CTAC) will serve as an advisory committee to the HRTPO Board and will provide public input to the HRTPO Board on transportation issues.

The Freight Transportation Advisory Committee (FTAC) will advise the HRTPO Board on regional freight transportation requirements.

What is the current planning area boundary of the HRTPO?

At a minimum, a Metropolitan Planning Area (MPA) must cover the urbanized area and contiguous geographic areas likely to become urbanized within the next 20 years. Currently, the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the counties of Isle of Wight, James City, and York; and a portion of Gloucester County are included in the MPA.



What is the total estimated population of the Hampton Roads Metropolitan Planning Area?

According to the Hampton Roads Planning District Commission and Weldon Cooper Center data, the estimated population within the Hampton Roads Metropolitan Planning Area is 1,598,542 as of July 1, 2008.

Why should the HRTPO be important to me?

Transportation has a direct and personal impact on the population of a region and is of critical importance to economic vitality and quality of life. Across the country, the costs of needed improvements to the transportation system far exceeds the funding available to

address those needs and difficult decisions must be made regarding the use of scarce transportation dollars. This is our community and the funds to be used are primarily our tax dollars, so it is important that we all be involved in the transportation planning process. Taking advantage of public involvement opportunities provided by the HRTPO is just one way to get involved in the process.

Can I attend the HRTPO Board and/or committee meetings?

Yes, the public is invited to attend all meetings of the HRTPO Board and its advisory committees. Information on upcoming meetings is provided on the home page of the HRTPO website and at the administrative offices of the Hampton Roads Planning District Commission. In addition, a period for public comments is included during each HRTPO Board meeting and during the meetings of advisory committees.

Can I be included in an e-mail notification list?

Yes, just send an e-mail message our Communications Manager at jturner@hrpdcv.gov. You will receive notices regarding upcoming meetings, public notices, and special events being held by the HRTPO.

Would the HRTPO provide someone to speak at my community association event/meeting?

Yes, HRTPO staff is available to speak at your event or meeting. The HRTPO can help communities, non-profits and advocacy groups explore ways to improve our regional transportation system and how you can get involved in regional transportation planning. We can provide information about planning or project activities, listen to your concerns, answer questions, and inform you about upcoming activities and events. We can provide information about the transportation planning process, outreach activities, or specific HRTPO studies. Contact our Public Involvement and Community Outreach Administrator at cgonzalez@hrpdcv.gov to schedule a speaker or call (757) 420-8300 to learn more.

Does the HRTPO offer other opportunities for public involvement?

Yes. In addition to regular meetings of the HRTPO Board and its advisory committees, the HRTPO utilizes a number of strategies to inform and engage the public. Public Notices are issued to solicit public review and comment during the development of the Long-Range Transportation Plan (LRTP) and the Transportation Improvement Plan (TIP) and whenever revisions to the LRTP and/or TIP are being considered by the HRTPO Board. In addition, the HRTPO publishes a quarterly newsletter called ***CROSSINGS*** that includes information on transportation developments occurring throughout the Metropolitan Planning Area.

One of the best tools for public involvement is the HRTPO website. Our website provides easy access to meeting notifications, agendas, and minutes; public notices; the current LRTP and TIP; all of the latest reports published by the HRTPO; occasional topic-specific surveys; links to other sources of transportation information; the ***CROSSINGS*** newsletter; and a general invitation for comments and questions from the public.

Please visit our Get Involved! webpage to view our latest public participation activities utilized by the HRTPO and/or contact our Public Involvement and Community Outreach Administrator at cgonzalez@hrpdcva.gov or at (757) 420-8300. Para información en español, llame al (757) 366-4375.

Where is the HRTPO located and how can I get there?

Staff offices of the HRTPO are in The Regional Building at 723 Woodlake Drive, Chesapeake, VA 23320. Click [HERE](#) for directions.

For more information, please contact:

Mr. Joe Turner
Communications Manager
jturner@hrpdcva.gov

**AGENDA ITEM #3: CITIZEN'S GUIDE: REGIONAL TRANSPORTATION PLANNING
(VIDEO): HRTPO PUBLIC INVOLVEMENT ADMINISTRATOR**

SUBJECT:

Video that provides an overview of the transportation planning process and various ways citizens can participate.

BACKGROUND:

This video is meant to serve as a primer to familiarize CTAC members with regional transportation planning processes and how citizens can become involved. HRTPO staff will answer questions pertaining to the video and/or regarding the HRTPO transportation planning process.

Video Link: <http://www.youtube.com/watch?v=2lqJJDp1bGE>

Mr. Carlos Gonzalez, HRTPO Public Involvement Administrator, will introduce the video and answer questions.

RECOMMENDED ACTION:

None required.

AGENDA ITEM #4: DRAFT MISSION STATEMENT: CTAC CHAIR

SUBJECT:

CTAC Mission Statement.

BACKGROUND:

A mission statement reveals the purpose of an organization and should provide a sense of direction for decision-making. Mission statements often contain the following:

- Purpose and aim of the organization
- The organization's primary stakeholders: clients, stockholders, congregation, etc.
- Responsibilities of the organization toward these stakeholders
- Products and services offered

Draft Mission Statement

The mission of the Hampton Roads Citizen Transportation Advisory Committee (CTAC) is to better inform, increase awareness, and engage interested parties of all walks of life in transportation and programming activities through professional initiatives and transparent and accessible activities. The CTAC Chair, as a non-voting member of the HRTPO Board, will have the responsibility of communicating the work of the CTAC back to the HRTPO Board.

Mr. William Harrison, CTAC Chair, will lead the discussion.

RECOMMENDED ACTION:

Finalize and approve CTAC Mission Statement.

AGENDA ITEM #5: CTAC ROLES AND RESPONSIBILITIES: HRTPO PUBLIC INVOLVEMENT ADMINISTRATOR

SUBJECT:

Overview and discussion of CTAC Roles and Responsibilities.

BACKGROUND:

Federal regulations provide broad guidelines for public involvement. These regulations are attached for your information. Based on these regulations, public involvement programs throughout the country vary greatly. Materials are included regarding public involvement and CTAC roles in other Metropolitan Planning Organizations (MPOs) in Virginia and throughout the country.

Mr. Carlos Gonzalez, HRTPO Public Involvement Administrator, will provide a brief overview and answer any questions.

Attachment 5 – Federal regulations and MPO materials

RECOMMENDED ACTION:

Review, discuss, and identify CTAC roles and responsibilities to be considered for inclusion in the CTAC Bylaws.

STAFF COMMENTARY:

The HRTPO recently adopted a Public Participation Plan (PPP) which outlines HRTPO's public involvement procedures and strategies. This document is required by federal regulations. An established CTAC can help implement strategies outlined in the PPP and greatly enhance continuing, comprehensive, and cooperative two-way communications with the public throughout the Hampton Roads region.

Federal Regulations for Public Involvement

23 CFR Part 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 non-profit 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.

EXAMPLES OF PUBLIC INVOLVEMENT PROGRAMS

Below is a list of three Metropolitan Planning Organizations (MPOs) in Virginia and three outside the state to provide CTAC members examples of MPO public involvement programs in Virginia and nationwide. Each of these programs has a Citizen Advisory Committee. The next few pages has more information about each program from the MPO's respective website.

1 - Fredericksburg, VA

<http://www.fampo.gwregion.org/getinvolved.html>

2 - Richmond, VA

http://www.richmondregional.org/Urban_Transp-MPO/MPO_Div_Cats/citizenpart.htm

3 - Metropolitan Washington Council of Governments (Capitol Region - DC, VA, MD)

<http://www.mwcog.org/transportation/involved/>

4 - Miami-Dade MPO (Miami, FL)

<http://www.miamidade.gov/MPO/m11-comm-ctac.htm>

5 - Atlanta Regional Commission (Atlanta, GA)

<http://www.atlantaregional.com/transportation/public-participation>

6 - Metropolitan Transportation Commission (San Francisco Bay Area, CA)

http://www.mtc.ca.gov/get_involved/

Fredericksburg Area Metropolitan Planning Organization (FAMPO)

Get Involved - Be Informed!

Today, the George Washington region is the fastest-growing in Virginia. According to population forecasts compiled from a number of sources, the population projections indicate that the regional population will approximately double by 2035, from the current 315,000 people to nearly 600,000 people. The region's rapid growth has created challenges which include traffic congestion, automobile dependency, air pollution, and other threats to the environment and quality of life.

Public Participation is an integral part of the planning process. At FAMPO, we believe that the best decisions are made with a fully informed and involved public, and your opinion makes a difference on vital transportation and planning issues in the region. Through a constructive dialogue, planners, decision-makers and the public can share their opinions and mutually shape a vision for our region. Your input is important, and it's how elected officials get an understanding of our region's needs.

There are many ways that you can get involved and make a difference. It all depends on your time and interest!

Receive emails and/or mailings on about meetings, public comments periods, updates on transportation programs and studies in our region.

Join Our Mailing List

Receive emails and/or mailings on about meetings, public comments periods, updates on transportation programs and studies in our region.

Committee Meetings

Attend the Policy Committee, FAMPO Technical Committee, and Transportation Advisory Group meetings, where transportation studies and issues are discussed in greater detail. These meetings are open to the public and anyone is welcome to attend. Comment informally at meetings during the Public Comment portion of the meeting. View meeting the calendar to see when the meetings are held, and review the agenda and summaries from the meetings.

Public Comment Periods

Comment formally about adoption or amendments to a transportation plan or program. Submit comments in writing through mail, email, or fax during formal public comment periods. The comment periods are advertised on our website, newspaper advertisements and email notices. Visit the Public Notices & Hearings webpage for announcements.

 **Public Hearings**

Make a formal statement during the Policy Committee meetings.

 **Public Meetings/Workshops**

Make an effort to attend public meetings/workshops that focus on a topic or location of interest to you. For all its planning studies and plans, FAMPO holds public meetings to give you an opportunity to give suggestions, ask questionquestions, and learn more about the study. These sessions are publicized in the local media, throughout the specific study area, our website, email notices and often on local jurisdiction websites.

 **Website**

Continue visiting the FAMPO website for up-to-date information on all of our transportationnnn planning activities.

How can you raise awareness about issues of regional importance

- Bring issues up at homeowner or neighborhood association meetings.
- Ask a transportation official to speak at your service club, community organization, school or other civic organizations.
- Tell friends and family about upcoming meetings and urge them to attend.
- Teach your children about the importance of these issues.

###

Richmond Area Metropolitan Planning Organization (RAMPO)

Citizen Participation

Through this program the Urban Transportation Planning Division staff provides administrative and technical services for the Richmond Area MPO's (RAMPO) public participation process. This support ensures an active and involved citizen participation program that meets federal and state requirements for public involvement in the transportation planning process.

The Urban Transportation Planning staff provides administrative and technical services for RAMPO's Citizens Transportation Advisory Committee (CTAC). The committee is composed of individuals and organizations representing the region's population and advises the MPO on plans, studies, issues and other matters related to the planning of public transportation services.

Meeting schedules, as well as all meeting agendas and minutes, notices, reports, newsletters and other information regarding the MPO are posted on the web site regularly.

In addition, the RAMPO conducts outreach activities for low-income and minority communities in support of public review and comment on MPO plan and program documents.

Reports

- Public Participation Plan
- Best Practices, Policies and Procedures Recommendations for Richmond Area Metropolitan Planning Organization (RAMPO) Citizen Participation Program
- Reports

###

Metropolitan Washington Council of Governments (MWCOG)

Getting Involved

The Washington region is facing serious transportation challenges that will affect us all in the near future. If current trends continue, congestion will get much worse. If we decide we want a better future, it is up to every citizen to become more informed in transportation issues - and take action.

How can you get involved?

There are many places and ways for citizens to become better informed and more involved, although it is often most effective to get involved early in the decision-making process. Here are some of the possibilities:

Get Involved in regional transportation issues at the Transportation Planning Board:

- **Express yourself for the record.** Citizens have the opportunity to make statements and provide testimony at a number of venues, including formal public hearings and information-sharing meetings on projects and plans. In addition, most local governments and planning commissions, including the TPB, have public comment periods on their agendas.

Present your ideas during the TPB public comment period at the beginning of each board meeting. TPB meetings begin at 12 noon on the third Wednesday of each month (except August). To participate, call (202) 962-3315.

- **Put it in writing.** Send a letter or submit a written statement to key decision makers. Addresses for key agencies is listed at the back of this guide.

You can submit a written statement to the TPB through our website at www.mwcog.org. You may also send your message by e-mail (TPBPublicComment@mwcog.org) or regular mail. Letters are made available to all TPB members and become part of the permanent record.

- **Volunteer to serve.** Participate in an ad hoc advisory group for a local or regional transportation study. Or volunteer to serve as a member of a standing citizens committee, such as the TPB's Citizens Advisory Committee (CAC).

Volunteer as a member of the TPB's Citizens Advisory Committee (CAC). The CAC accepts applications for new membership every November. CAC members serve for one year, and are eligible for multiple terms.



For more information on the transportation planning process in the Washington region, download [A Citizens Guide To Transportation Decision-Making in the Washington Region](#).

There are many other ways to become active in transportation decision-making. Many projects are formulated based on local needs. State agencies often determine which projects to pursue. The following represent several of the many ways citizens can have an impact on transportation challenges facing the region.

- **Get informed.** Follow transportation issues in the media. Search the internet for information about projects and plans. Have your name placed on mailing or e-mail lists to receive newsletters or regular updates.

Contact local, regional and state transportation planning agencies to ask for information about projects in which you are interested. Find out how citizens are involved in these projects.

- **Get out there.** Attend public meetings on projects or plans. These sessions are often advertised in local papers or posted on the Internet by local or state agencies.
- **Talk with decision makers.** Contact elected officials or the staff at transportation agencies to request information about projects or plans. Find out how citizens can get involved.
- **Work with your neighbors.** Contact your neighborhood or civic association to see if their members are interested in a particular transportation issue and if they plan to take any action.
- **Join a group.** Join an organized group that is promoting a specific transportation project or is advocating broad policy changes regarding transportation investments in your community or across the region.

###

Miami-Dade Metropolitan Planning Organization (Miami-Dade MPO)

The Citizens Transportation Advisory Committee, or CTAC, is comprised of private citizens who have been appointed by the MPO Governing Board, two per board member, to ensure that proposed transportation projects are responsive to the community's perceived needs and goals.

The CTAC evaluates the recommendations generated during the development of the MPO's Transportation Plan, and serves as a public forum to raise issues pertinent to the process. The CTAC also has subcommittees to deal with specific aspects of transportation planning.

Committee appointments from the general public, are made at the Board's discretion and may be based on the county manager's recommendations. Members are appointed from the general public, either by geographic area or because of a special interest in improving transportation in Miami-Dade County.

In the case of county commissioners, at least one of their two appointments must reside within their district. Meetings are held on the fourth Wednesday of each month at 5:30 PM and are open to the public.

Become a volunteer member of the Citizens Transportation Advisory Committee, or any of the CTAC subcommittees, by e-mailing Elizabeth Rockwell, CTAC Coordinator and Public Involvement Manager, or by calling her at 305.375.4507.

###

Atlanta Regional Commission (ARC)

Public Participation

What do you think about the issues facing the Atlanta region today? Go to the [PLAN 2040 survey](#) and let us know.

Public Involvement Advisory Group (PIAG)

2009 PIAG Talks Presentations

- [City of Atlanta's Comprehensive Transportation Plan](#) (pdf)
January 29, 2009
Innovative Techniques in Public Participation
by Heather Alhadeff (Assistant Director, Bureau of Planning, City of Atlanta)
- [Opportunities for Public Engagement](#) (pdf)
March 26, 2009
Social Media/Networking
by Sherry Heyl (Chief Strategy Officer, Concept Hub, Inc)
- [Techniques for Public Participation](#) (pdf)
May 21, 2009
Survey Instruments
by Beth Schapiro (President, The Schapiro Group)
- [Lifelong Communities Design Charrette](#) (pdf)
July 23, 2009
Public Engagement Experiences
by Carolyn Rader (Community Development Coordinator, Aging Services Division, Atlanta Regional Commission)

2008 PIAG Talks Presentations

- [Public Involvement for Active Living](#) (pdf)
February 21, 2008
City of Decatur Community Transportation Plan & Belvedere-Line Street Guide for Active Living
by Sycamore Consulting: Kristine Hansen-Dederick and Jen Price
- [Beyond Race and Poverty](#) (pdf)
May 9, 2008
Multi-Dimensional Approach to Measuring Environmental Justice
by EuQuant: Thomas D. Boston, Ph.D. and Linje R. Boston, M.S.

- [3D Visualization Techniques in Ford Vision 2020 Redevelopment Concept](#) (YouTube Video)
June 19, 2008
by Chris Montesinos (City of Hapeville)
- [Public Participation in Context Sensitive Solutions](#) (pdf)
August 21, 2008
National Case Studies in CSS
by K. Lynn Berry (FHWA Resource Center)

ARC General Public Participation Documents

[Planning for Metro Atlanta's Transportation Needs | 2009 Update: What Would You Like To Know?](#) (PDF)

This brochure details transportation planning activities across metro Atlanta in 2009.

[Citizens Guide to Transportation Planning](#) (PDF)

This guide has been developed to enable citizens to understand and participate in transportation planning activities that may impact their community or their quality of life. It informs interested citizens of the goals and processes of transportation planning, who is doing this planning, when is it being done, and who to contact in order to get involved.

[Transportation Public Participation Plan](#) (PDF)

Adopted by the ARC Board in September 2008, the plan details public engagement goals and objectives, the transportation planning process and products, evaluation measures for public involvement activities, ARC policies for citizen input for ARC Board and Committee meetings, and more. If there is a need to provide this document in another format, please [contact ARC](#) with this request.

Questions, Comments or Suggestions

Mailing Address:

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###

Metropolitan Transportation Commission (MTC – Bay Area, CA)

Policy Advisory Council

MTC Seeks Policy Advisors

The Metropolitan Transportation Commission is recruiting for 27 individuals to jump into the thicket of transportation, learn about the complexities of funding, and help identify the connections between transportation and land use, air quality and climate change. MTC is the Bay Area's transportation planning and financing agency, and there may be a place for you as part of a new Policy Advisory Council that will begin meeting in early 2010.

The mission of the new citizen panel will be to advise MTC on transportation policies in the San Francisco Bay Area, incorporating diverse perspectives relating to the environment, the economy and social equity. Advisors are eligible for a stipend to cover cost of meeting attendance. Some of the issues that this new panel might be asked to advise on include:

- Regional planning efforts linking transportation, housing and land use plans to reduce greenhouse gas emissions.
- An MTC project to improve the cost-effectiveness of the region's public transit system and pursue strategies to secure new revenues for this system.
- The new Policy Advisory Council, created by the Commission in November 2009, will effectively merge MTC's three separate advisory committees – the MTC Advisory Council, the Elderly and Disabled Advisory Committee, and the Minority Citizens Advisory Committee. These three advisory committees will sunset with the formation of the Policy Advisory Council.

Membership Appointments and Structure

Membership of the Policy Advisory Council will be structured around issues relating to the economy, the environment and social equity. In the areas of economy and the environment, a total of nine members will be appointed, with four members representing economic interests and four bringing an environmental perspective; the ninth member will be selected from either category. In addition, five of the nine must be from each of the five most populous Bay Area counties – Alameda, Contra Costa, San Francisco, San Mateo and Santa Clara.

In the area of social equity, nine members (one from each county) will represent communities of color and issues affecting low income communities or environmental justice. Of these, four members will represent communities of color and four members will represent environmental justice/low-income issues; the ninth member will be selected from either category.

In addition, nine members (one from each county) will represent issues related to transportation for seniors and persons with disabilities. Four members will represent seniors and four members will represent people with disabilities; the ninth member will be selected from either category.

HRTPO Citizen Transportation Advisory Committee
Examples of MPO Public Involvement Programs
March 11, 2010

Policy Advisory Council members will serve an initial two-year term. Appointees should maintain an ongoing engagement with organizations and individuals from the categories and communities they represent. Council members are expected to attend committee meetings regularly (typically held on selected Wednesday afternoons at MTC's offices in Oakland.) All meetings are open to the public.

For more information, contact the MTC Public Information Office at 510.817.5757 or via e-mail at info@mtc.ca.gov. Visit [www.mtc.ca.gov/get involved](http://www.mtc.ca.gov/get_involved) to fill out an online application or download the application form.

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AGENDA ITEM #6: DEVELOPMENT OF CTAC BYLAWS: CTAC CHAIR

SUBJECT:

CTAC Bylaws.

BACKGROUND:

The HRTPO has established Bylaws which requires all HRTPO Committees to establish their own Bylaws. Excerpt from HRTPO Board Bylaws:

7.01 Standing Committees. The standing committees of the TPO Board shall be: the Transportation Technical Advisory Committee, the Transportation Advisory Committee, the Citizen Transportation Advisory Committee, and the Freight Transportation Advisory Committee. Each standing committee shall establish bylaws to guide its function and the functions of its subcommittees. The bylaws of each committee must be submitted to the TPO Board and approved prior to the effective date thereof. The TPO Board may establish additional standing committees as necessary.

Mr. William Harrison, CTAC Chair, will request volunteers to serve on a five-member CTAC Bylaws Subcommittee. This Subcommittee will be tasked to develop a draft set of Bylaws to be reviewed with all members and considered for approval at the April CTAC meeting.

RECOMMENDED ACTION:

Form CTAC Bylaws Subcommittee.

AGENDA ITEM #7: FUTURE DISCUSSION TOPICS: CTAC CHAIR

SUBJECT:

Process for identifying future CTAC discussion topics.

BACKGROUND:

To gather information from CTAC members concerning topics of interest for this Committee, Mr. Harrison will request each member send him and the HRTPO staff an e-mail with their top three (3) discussion topics by March 26, 2010. This information will be placed into a matrix for discussion during the April CTAC meeting.

Mr. William Harrison, CTAC Chair, will lead the discussion.

RECOMMENDED ACTION:

Submit top three discussion topics to Mr. Harrison at wharrison@williamsmullen.com and copy Mr. Gonzalez at cgonzalez@hrpdcva.gov by March 26, 2010.

AGENDA ITEM #8: NEXT MEETING DATE, TIME, AND LOCATION: CTAC CHAIR

SUBJECT:

April CTAC meeting.

BACKGROUND:

The time and frequency of citizen-advisory committee meetings vary, according to a recent informal HRTPO poll. Some groups meet after work, others meet during lunch, and some during regular business hours. Given the diverse make up of the HRTPO CTAC members, we plan to discuss the date and time of the next meeting, as well as the date/time and frequency for future meetings. Based on a consensus, a meeting will be set in April and subsequently at an established time and interval. This information will be incorporated into the CTAC Bylaws.

Mr. William Harrison, CTAC Chair, will lead this discussion.

RECOMMENDED ACTIONS:

Determine the date, time, and location for the next CTAC meeting.

Determine CTAC meeting frequency.