

The Public Participation Plan in Transportation Decision Making

Kalamazoo Area Transportation Study

Adopted August 27, 2014

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Kalamazoo Area Transportation Study***

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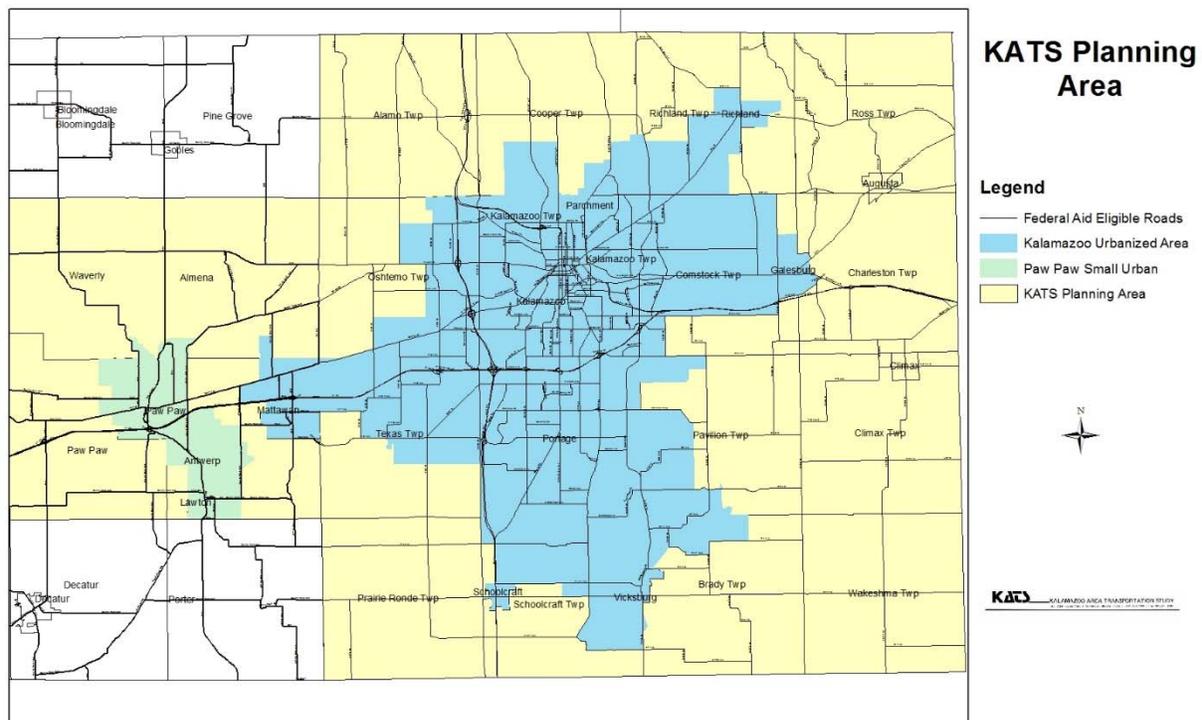
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I. INTRODUCTION

The Kalamazoo Area Transportation Study (KATS) is the Metropolitan Planning Organization (MPO) for the Kalamazoo Urbanized Area. The Metropolitan Planning Area (MPA) for KATS is Kalamazoo County and a portion of Van Buren County. Since the 1970's, Public participation in the transportation planning process has been an important part of the activities of KATS. Over time, these public participation efforts have evolved with the transportation planning process. Further history on the public participation efforts of KATS is available at www.KATSmpo.org.



The processes described within this document apply to transportation planning in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21) legislation. MAP-21 continues the public participation provisions of previous legislation by requiring MPOs to develop and adopt participation plans.

The public participation process described herein is used to satisfy the public participation process for the Program of Projects (POP) for the following grantees: Kalamazoo Metro Transit, the Kalamazoo County Transportation Authority, the Central County Transportation Authority and Van Buren Public Transit.

II. REQUIREMENTS

MAP-21 places emphasis on extensive stakeholder participation. Highlights of the MAP-21 requirements for public participation include:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points;
- Employing visualization techniques;
- Making information accessible in various formats and means, such as the World Wide Web;
- Holding public meetings at convenient and accessible locations and times;
- Seeking out and considering needs of traditionally underserved populations;
- Coordinating with statewide transportation planning public participation and consultation processes; and
- Periodically reviewing the effectiveness of the procedures and strategies in the Participation Plan.

The full text relating to the public participation process within MAP-21 can be found under Appendix B.

III. THE PUBLIC

MAP-21 requires that “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. (23 CFR 450.316)” KATS is open to and encourages input from any individual, group, organization, agency, business, municipality, or service provider. Activities encouraging the open dialogue between these groups and KATS include maintaining and updating a contact list of interested parties as well as KATS receiving contact by mail, telephone, or e-mail and during committee meetings.

KATS will work to encourage the participation of persons who have been traditionally underserved, as well as meeting the requirements of Executive Order 12898 related to Environmental Justice and the Americans with Disabilities Act of 1990. KATS, through written

communication, e-mail, newsletters, or phone, will endeavor to notify some or all of the groups listed below when a particular agenda item directly impacts an organization or the clientele they represent, a significant planning initiative begins, or at the request of any KATS Policy Committee member.

Stakeholder organizations that represent the interests of:

- The elderly
- The disabled
- Non-motorized transportation users
- Minority populations
- Low income populations

Types of organizations located in the KATS area:

- Conventional and unconventional transit providers
- Representatives of public transportation employees
- Affected public agencies
- Private providers of transportation
- Law enforcement agencies and fire departments
- Freight shippers and providers of freight transportation services
- Railroad companies
- Airport operators
- Environmental organizations
- Major employers
- Chambers of commerce
- Economic development
- Human service agencies
- Local Tribes

Some of these organizations are non-voting members of the Technical Committee. They receive meeting agendas and minutes and are encouraged to participate and provide input.

IV. MEETINGS

All regularly scheduled meetings of the KATS Policy and Technical Committees are open to the public and are held at sites which comply with the Americans with Disabilities Act (ADA) regulations. Time is allotted at Technical and Policy Committee meetings for any person wishing to address committee members.

The annual schedule of regular Policy Committee and Technical Committee meetings showing dates, times, and locations are included on the KATS Web site. The scheduled meetings will also be posted in the KATS office and distributed to each member unit of government for posting.

Monthly meeting notifications, including agendas and location, are sent to the cities, townships, villages, road commissions, and transit agencies within the KATS Metropolitan Planning Area for public posting. The KATS website also contains meeting notifications, locations, and agendas. Interested citizens may have their name added to the contact list for meeting materials by contacting KATS. KATS Policy and Technical Committee meetings comply with the Michigan Open Meetings Act, Public Act No. 267 of 1976.

Special meetings, such as Public Information Meetings and Public Hearings, will be held at convenient and accessible locations and times where most people could attend.

V. SIGNIFICANT PLANNING INITIATIVES & OPPORTUNITIES FOR PUBLIC INPUT

Significant planning initiatives include, but are not limited to, updating the Metropolitan Transportation Plan and Transportation Improvement Program, corridor studies, subarea plans, transportation demand management studies and transit plan implementation activities. When describing a significant planning initiative to the public, KATS shall incorporate appropriate visualization techniques.

Significant planning initiatives are listed below. The charts below detail the milestones for each initiative and shows a timetable for the best opportunities for public input in the planning process.

UNIFIED PLANNING WORK PROGRAM (UPWP)

The purpose of the Unified Planning Work Program (UPWP) for the Kalamazoo metropolitan area outlines the transportation planning program of the Kalamazoo Area Transportation Study (KATS). The UPWP identifies how the available planning funds (federal and state) will be used to address the federal and state transportation planning requirements while concurrently addressing local transportation policies, programs, issues, and priorities. **Updated:** Annually; **Next Update:** June, 2015

Milestone	Procedure	Public Notification Date	Length of Public Comment (Minimum)
Adoption of the draft document	Once the draft UPWP document is complete, Staff will bring it to the Technical and Policy Committees for approval. Public comment opportunities will be available at both committee meetings. The public will be notified of this public comment opportunity in the following ways: <ul style="list-style-type: none"> ▪ Notice on website ▪ Respond to public comments 	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting. The comment period length will vary depending on the amount of time between the meetings.

METROPOLITAN TRANSPORTATION PLAN (MTP)

The purpose of the Metropolitan Transportation Plan (MTP) is to ensure that transportation investments in KATS MPO area enhance the movement of people and freight efficiently, effectively, and safely.

Updated: Every 4 years; **Next Update:** February, 2016;

Milestone	Procedure	Public Notification Date	Length of Public Comment (Minimum)
Kickoff to MTP Development	<p>Once the MTP development process begins, KATS staff will notify the public in the following ways:</p> <ul style="list-style-type: none"> ▪ Notice and MTP information on website ▪ Email to interested Citizen/Agency List ▪ Transportation issues survey developed and circulated ▪ Press release posted online ▪ Citizen Advisory Committee <p><i>The following tools and techniques may be used on an optional basis: Flyer, brochure, or informational card printed and distributed; Visual aids; Radio PSA</i></p>	N/A	N/A; Public involvement will be continuous throughout the MTP development process. Updates will be posted regularly on the website and given at committee meetings.
Pre-Programming Collaboration	<p>KATS staff will invite the public to review and comment on identified modal needs. The public will be notified of this opportunity in the following ways:</p> <ul style="list-style-type: none"> ▪ Notice on website ▪ Email sent to interested citizen/agency list and to environmental justice mailing list ▪ Press release <p><i>The following tools and techniques may be used on an optional basis: Flyer, brochure, or informational card printed and distributed; Visual aids; Radio PSA</i></p>	Up to 7 days prior to the start of the public comment period	14 days
Draft MTP, environmental justice, and air quality results (if applicable) completed and available for public comment	<p>Once the draft MTP document, environmental justice, and air quality analysis are complete, KATS staff will bring the document to the public for comment. A public meeting will also be held to discuss these items. The public will be notified of the meeting and the comment period in the following ways:</p> <ul style="list-style-type: none"> ▪ Notice on website ▪ Email sent to interested citizen/agency list ▪ Newspaper ad notification of the public comment period and the public meeting ▪ Copies of the draft MTP distributed to jurisdictions within the MPO area. ▪ Citizen Advisory Committee <p><i>The following tools and techniques may be used on an optional basis: Flyer, brochure, or informational card printed and distributed; Visual aids; Radio PSA</i> <i>At this point, staff will contact state regulatory agencies (i.e., MDNR and MDEQ) to consult with them on the draft project list and potential impacts on environmentally sensitive areas.</i></p>	7 days prior to the public meeting and before the 1st day of the public comment period	14 days

METROPOLITAN TRANSPORTATION PLAN (MTP) *continued*

Milestone	Procedure	Public Notification Date	Length of Public Comment (Minimum)
Adoption of the draft document	Once the draft MTP document is complete, Staff will bring it to the Technical and Policy Committees for approval. Public comment opportunities will be available at both committee meetings. The public will be notified of this public comment opportunity in the following ways: <ul style="list-style-type: none"> ▪ Notice on website ▪ Respond to public comments 	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting. The comment period length will vary depending on the amount of time between the meetings.
MTP Amendments <i>It is occasionally necessary to amend the MTP because of changes to projects listed within the document.</i>	Staff will bring MTP amendments to the Technical and Policy Committees for approval. Public comment opportunities will be available at both committee meetings. The public will be notified of this public comment opportunity in the following ways: <ul style="list-style-type: none"> ▪ Notice on website ▪ Citizen Advisory Committee 	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting. The comment period length will vary depending on the amount of time between the meetings.

Metropolitan Transportation Plan Amendments include:

- Add/delete regionally significant project
- Major scope/design change for regionally significant project(s)
- Move regionally significant illustrative list project into the MTP (new project)
- Change in air quality conformity model year grouping for regionally significant project

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP) is the list of road, transit and non-motorized projects that communities and agencies plan to implement over a four-year period within KATS MPO area. **Updated:** Every 3-4 years; **Next Update:** June, 2016

Milestone	Procedure	Public Notification Date	Length of Public Comment: Minimum
Kickoff to TIP Development	Before the TIP development process begins, KATS staff will notify the public in the following ways: <ul style="list-style-type: none"> ▪ Notice on website 	7 days prior to the first TIP programming meeting	N/A; notification only

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) *continued*

Milestone	Procedure	Public Notification Date	Length of Public Comment: Minimum
Draft project lists, environmental justice, and air quality results (if applicable) completed and available for public comment	Once draft project lists have been developed, environmental justice has been completed, and an air quality analysis has been performed, KATS staff will bring these items to the public for comment. A public meeting will also be held. The public will be notified of the meeting and the comment period in the following ways: <ul style="list-style-type: none"> ▪ Notice on website ▪ Email to interested citizen/agency list and to environmental justice mailing list ▪ A public notice regarding the public comment period and public meeting distributed to all jurisdictions within the MPO area ▪ Citizen Advisory Committee 	7 days prior to the public meeting and before the 1st day of the public comment period	14 days
Adoption of draft document	Once the draft TIP document is complete, Staff will bring it to the Technical and Policy Committees for approval. Public comment opportunities will be available at both committee meetings. The public will be notified of this public comment opportunity in the following ways: <ul style="list-style-type: none"> ▪ Notice on website ▪ Respond to public comments ▪ Citizen Advisory Committee 	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting. The comment period length will vary depending on the amount of time between the meetings.
Amendments to the TIP <i>It is frequently necessary to amend the TIP because of changes to projects within the document.</i>	Staff will bring TIP amendments to the Technical and Policy Committees for approval. Public comment opportunities will be available at both committee meetings. The public will be notified of this public comment opportunity in the following ways: <ul style="list-style-type: none"> ▪ Notice on website 	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting. The comment period length will vary depending on the amount of time between the meetings.

Transportation Improvement Program amendments and modification policy can be found on the KATS website at <http://www.KATSmpo.org>.

PUBLIC PARTICIPATION PLAN (PPP)

The Public Participation Plan describes the ways in which KATS will engage the public in the transportation planning process. *Updated:* Every 2 years (minimum); *Next Update:* June, 2016;

Milestone	Procedure	Public Notification Date	Length of Public Comment: Minimum
1. Draft Public Participation Plan developed and presented to the Technical and Policy Committees	After the draft Public Participation Plan has been developed and presented to the Technical and Policy Committees, KATS will bring it to the public for comment. KATS staff will notify the public of this opportunity in the following ways: <ul style="list-style-type: none"> ▪ Notice on website ▪ Direct mailing sent to interested citizen/agency list ▪ Advertisement in newspaper ▪ Citizen Advisory Committee 	At least 1 day before the public comment period begins	45 days; the public comment period will begin after the draft document is presented to the Policy Committee and will end at least one week before the final document is approved by the Policy Committee (approximately two months after the comment period begins)
2. Public Participation Plan approval	After all comments have been considered and the 45-day public comment period has concluded, the document will be brought to the Policy Committee for approval. The public will have an additional opportunity to comment on the document at the Policy meeting, and will be notified of this meeting in the following ways: <ul style="list-style-type: none"> ▪ Notice on website 	5 days before the scheduled Policy Committee meeting	N/A

Various avenues will be considered when seeking public participation in these initiatives including, but not limited to, public informational meetings, surveys, mailings, and notices. In an effort to reach populations traditionally underserved (minorities, low income, senior citizens, disabled, etc.), emphasis will be made to inform such populations. Consideration of non-English language notices and public service announcements will also be made in accordance with the KATS Title VI Plan. It is also understood that the MPO’s public involvement process, stated above, also satisfies the need for public involvement in the programming of federal dollars for public transportation.

VI. PUBLIC NOTIFICATION

KATS recognizes that, in order for the public to participate in transportation decision making, it must understand the transportation system's problems, processes, and potential solutions. Information must be provided in a timely manner, be easily understandable, and be reasonably accessible.

KATS will make available to the public the agency's library and map files. Copies of all KATS planning documents, meeting minutes, and maps are available for review during normal business hours as well as online. Local public libraries have computers available for public use so access to the Web will not necessitate personal ownership of a computer. Meeting schedules and minutes, planning studies, the KATS Metropolitan Transportation Plan and Transportation Improvement Program, newsletters, and other applicable documents will be posted on the KATS website. The KATS's World Wide Web address is <http://www.KATSmpo.org>.

Local public libraries also receive copies of many documents published by KATS. In addition, KATS staff participates in public forums and conducts presentations upon request.

VII. CITIZEN ADVISORY COMMITTEE

To provide for well-informed input from citizens who are not members of KATS, but whose comments may provide insights to KATS that are best received on a systematic basis, the Citizens Advisory Committee (CAC) shall be utilized. The CAC Bylaws are available at: www.katsmpo.org under menu item Committees, submenu item Citizen Advisory Committee.

The purpose of the CAC is to:

- ❖ Enhance public awareness of KATS and promote public input from stakeholders concerning area transportation planning;
- ❖ Solicit and provide input on transportation plans, programs, and other issues being considered by the KATS Policy Committee and the KATS Technical Committee;
- ❖ Identify transportation challenges from the perspective of the general public and purpose solutions to the KATS Policy Committee and to KATS Technical Committee.

The widest public involvement is desired. Participation shall be open to representation from citizen-based organizations, special interest groups, at large citizens, and other stakeholders associated with transportation in the planning area.

VIII. OUTREACH STRATEGIES

KATS continually looks at ways to involve the public in the transportation planning process. KATS will continue to be proactive in its approach in engaging the public and will continually expand its efforts to keep the public up to date on KATS activities.

There are two primary audiences of KATS information: the public (as described previously) and the media. The residents of Kalamazoo County and portions of Van Buren County, as well as

others who use the transportation system within the area represent one audience. The various media outlets are the other target audience for outreach. As new media formats and technologies demonstrate their ability to engage different segments of the audience, it is important that KATS consider their use as a public involvement tool. The following outreach goals were established to better inform the public and local media:

❖ **Establish a dialogue with members of the local media**

- Create and regularly update a list of local media contacts for print and electronic news.
- Proactively share information instead of reacting to incorrect or incomplete information.

❖ **Raise awareness about transportation planning efforts and the agency**

- Raise awareness of KATS responsibilities and functions
- Highlight successful projects of KATS and its members
- Regularly update the online tools to increase traffic
- Encourage attendance at public involvement meetings

❖ **Create an appropriate suite of media and public communication tactics to allow for faster dissemination of information.**

- Create agency accounts using various appropriate social media outlets (Facebook, Twitter, etc.).
- Establish policies and procedures for social media updates.

Formats for outreach include, but not limited to:

➤ ***Electronic Media:***

- Website (www.KATSmpo.org)
- Quarterly Newsletter to website and contact list
- Press Releases to News Media Outlets in Surrounding Area

➤ ***Print Media:***

- Public Hearing Notices
- Newsletters to be Distributed to Jurisdictions, Libraries, and Other

Agencies/Organizations

- Direct Mailings/Flyers to Impacted Organizations and Populations
- Comment Forms at Public Meetings/Hearings
- Access to Planning Documents at Local Cities, Villages, and Townships As Well As Local Libraries

➤ **Meetings:**

- Conduct Open Houses As Part of Kickoff of Document Development and Other Key Points in Document Development
- Public Hearings Prior to Document Adoptions
- Technical Committee Meetings and Policy Committee Meetings

IX. OBTAINING PUBLIC COMMENTS

The public is encouraged to use the following methods for reviewing and commenting on significant documents being developed and published by the Kalamazoo Area Transportation Study:

Where to find transportation planning documents to review:

- Kalamazoo Area Transportation Study Website www.KATSmpo.org
- Visit the Kalamazoo Area Transportation Study offices
- Public libraries in Kalamazoo and Van Buren counties
- Attend public meeting, open house, or other scheduled activity (notices to be published on KATS website as well as local government jurisdictions)
- Attend committee meeting or hearing (Technical Committee and Policy Committee meeting schedules are available at www.KATSmpo.org)

To Request a Printed Copy of the Documents

Call: (269) 343-0766

Email: info@KATSmpo.org

Internet: <http://www.KATSmpo.org>

Write: Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002

Comments May Be Submitted By:

- Email to KATS at info@KATSmpo.org
- Online at KATS website www.KATSmpo.org
- At public meetings and hearings
- At Policy Committee meetings and hearings
- Phone at (269) 343-0766
- Mail letters to KATS

X. TREATMENT OF PUBLIC COMMENTS

When public comments are received on plans, studies, or other activities, they will be summarized and forwarded to the Policy Committee prior to any formal action to adopt or approve a plan or study. A copy of all comments will be filed and made available for public review. The comments, or a summary of the comments, will be included in the document along with a discussion of how the comments were addressed prior to the adoption of the plans, major studies, and programs.

XI. MEASURES OF EFFECTIVENESS

KATS should review this plan and any social media product accounts periodically for their effectiveness. Some technologies can take months and even longer to be successful. KATS should use several available analytical metrics to evaluate the effectiveness of each technology and report progress to the Policy Committee annually. As new technologies and formats emerge and gain traction, KATS should consider using those media resources.

Such measures can include, but are not limited to; tracking website hits, social media interest, and comments received, etc.

Public Participation Tools	Evaluation Criteria	Suggested Performance Goal(s)	Method to Meet Goal(s)
Kalamazoo Area Transportation Study Website	Number of hits to website	Minimum of 25 hits/month with 5% increase in total hits/year	Provide all agency documents on the KATS website (www.KATSmpo.org); publish agency website information on all agency documents

Press Releases	Calls, emails, letter correspondence, etc.	Submittal of press release at key points in document development using email list of media outlets in Kalamazoo and Van Buren counties	Involvement of media in meetings of Technical Committee and Policy Committee, as well as during the development of agency documents
Social Media	Calls, emails, letter correspondence, etc; Number of “friends” and “followers”	Annual increase in “friends” and followers of 25	Provide information, announcements, access to surveys, meeting information, important action items; maintain and monitor activity daily

Public Participation Tools	Evaluation Criteria	Suggested Performance Goal(s)	Method to Meet Goal(s)
Public Meetings/Hearings	Attendance at meeting/hearing; calls, emails, letter correspondence, etc.	1% of affected population in attendance	Schedule meetings at convenient times and locations; use other public participation tools to increase awareness of meeting/hearing; Outreach to affected population (neighborhood associations, community groups, etc.)
Email Announcements	Calls, emails, letter correspondence, etc.; Number of emails sent	Minimum of 5% of meeting attendees/survey respondents indicated that they saw the email announcement	Increase email list by advertising availability of email announcements using other public participation tools; Email address on all agency documents
Visualization Techniques (Print and Electronic Formats)	Usefulness to Explanation of Document Development	Comment on visualization during public comment period; hits on specific page within KATS website	Publish visual aid in draft document and for use during public meetings; publish visual aid on KATS website

XII. REVISIONS TO THE PUBLIC PARTICIPATION PLAN

The public is invited to comment on this plan prior to final adoption by the Policy Committee. A review of this Participation Plan will periodically (at a minimum bi-annually) be undertaken by the Technical and Policy Committees. Major revisions will necessitate undertaking various measures as described in Section V.

Comments or questions concerning this Plan should be directed to:

Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002
(269) 343-0766
E-mail: info@KATSmpo.org

www.KATSmpo.org

Appendix A

Acronyms and Definitions

ADA: Americans with Disabilities Act

The legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities.

EJ: Environmental Justice

Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

FHWA: Federal Highway Administration

A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FTA: Federal Transit Administration

A branch of the US Department of Transportation that is the principal source of federal financial assistance to America's communities for planning, development, and improvement of public or mass transportation systems.

GIS: Geographic Information System

Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.

KATS: Kalamazoo Area Transportation Study

The Metropolitan Planning Organization for *the* Kalamazoo *Urbanized Area* County.

MTP: Metropolitan Transportation Plan

A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system, and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years.

Moving Ahead for Progress in the 21st Century Act (MAP-21)

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 represents a milestone for the U.S. economy – it provides needed funds and, more importantly, it transforms the policy and programmatic framework for investments to guide the growth and development of the country's vital transportation infrastructure. MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. MAP-21 builds on and refines many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

MPA: Metropolitan Planning Area

The geographic area in which the metropolitan transportation planning process required by 23 U.S.C. 134 and section 8 of the Federal Transit Act (49 U.S.C. app. 1607) must be carried out. (23CFR420)

MPO: Metropolitan Planning Organization

1) Regional policy body, required in urbanized areas with populations over 50,000, and designated by local officials and the governor of the state. Responsible in cooperation with the state and other transportation providers for carrying out the metropolitan transportation planning requirements of federal highway and transit legislation. 2) Formed in cooperation with the state, develops transportation plans and programs for the metropolitan area. For each urbanized area, a Metropolitan Planning Organization (MPO) must be designated by agreement between the Governor and local units of government representing

Public Participation

The active and meaningful involvement of the public in the development of transportation plans and programs.

TIP: Transportation Improvement Program

A document prepared by a metropolitan planning organization that lists projects to be funded with FHWA/FTA funds for the next one- to three-year period.

UPWP: Unified Planning Work Program

The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

Appendix B

MAP-21 Participation Plan Regulations

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, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services receiving financial assistance from a source other than title 49, U.S.C, Chapter 53, 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 initially made available for public comment;

(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 (Environmental Protection Agency) 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 (Federal Highway Administration) and the FTA (Federal Transit Administration) 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 shall consult, as appropriate, with agencies and officials responsible for other planning activities within the MPA that are affected by transportation. To coordinate the planning functions to the maximum extent practicable, such consultation shall compare metropolitan transportation plans and TIPs, as they are developed, with the plans, maps, inventories, and planning documents developed by other agencies. This consultation shall include, as appropriate, contacts with State, local, Indian Tribal, and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation. In addition, 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) The MPOs are encouraged to 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

Comments received on Participation Plan

Here are my public comments regarding the Public Participation Plan that is posted on your web site for comment.

In general, the Plan is so well-thought out that it is difficult to find room for further improvement!

That said, here are a few ideas that are worth mentioning.

1. Minor typo: on page three, it seems there a missing period after the last bullet point.
2. One or more flow charts illustrating the process would be helpful.
3. Sufficient time to gather public comment prior to presenting it to the affected parties is important. I suggest that, broadly speaking, all such time frames be sufficient and quantified more clearly.
4. Where certain stakeholders may have clear interest in various aspects of KATS business, I suggest that they be more explicitly included in the "formats for outreach" section(s). The groups don't need to be mentioned by name, but it would be appropriate to at least list a category such as "other stakeholders" in the appropriate sections.
5. I suggest that emails submitted to published KATS staff members that are clearly labeled as a "Public Comment" be accepted as a public comment, in addition to emails sent to info@katsmpo.org

Thank you for inviting this public comment, and, keep up the great work!

Regards,
Paul Selden

Comments from Joanna Johnson, Managing Director, Kalamazoo County Road Commission:

- 1) **Page 2, Sentence 1: add road commissions.** *Addition made. Also added local transit agencies.*
- 2) **Section V, Subsection MTP, Page 5: Who is the Citizen Advisory Committee?** *Refer to response to comment 4 below.*
- 3) **Section V, Subsection MTP, Page 6: Extra Bullet Point.** *Correction made.*
- 4) **Section VII, Page 9: Who is this, how formed, more information or reference other bylaws etc.** *The CAC Bylaws are available at: www.katsmpo.org under menu item Committees, submenu item Citizen Advisory Committee. The widest public involvement is desired. Participation shall be open to representation from citizen-based organizations, special interest groups, at large citizens, and other stakeholders associated with transportation in the planning area. Added link to Bylaws and section on membership.*
- 5) **Section VIII, Page 9: Tape meetings for Public Access - Public Media Network - The City has these services and possibly already in place at Transit?** *KATS is always open to suggestions regarding additional opportunities to increase public participation and awareness. This comment will be discussed as part of the Public Participation Plan at the August 27, 2014, Policy Committee Meeting.*
- 6) **Section X, Page 12: Public comment should also be summarized and forwarded to the local agency timely.** *KATS provides public comments received to local agencies*

through their designated Technical Committee or Policy Committee member. Per this section, comments received on plans, studies, or other activities, will be summarized and forwarded to the Policy Committee prior to any formal action to adopt or approve a plan or study.

- 7) **Section XI, Page 12: Better define periodically and provide update on measurable.** *KATS staff reviews statistics periodically when already present on the site for updates. The timing of updates will vary by KATS and community activities. There is no set schedule. This is the most effective use of staff time. Added annual report to Policy Committee members regarding statistics. Measurables are defined below in the chart column "Evaluation Criteria."*
- 8) **Page 12: Any "hits" or unique users etc?** *Initially, any hits. KATS website does have the ability to track unique visitors as well as referring webpages.*
- 9) **Page 13: By how much? Similar to website goal?** *Added 25 Likes annually. This was the initial goal discussed when first adding our Facebook page this fiscal year.*
- 10) **Page 14: QR Reader?** *KATS is always open to suggestions regarding additional opportunities to increase public participation and awareness. This comment will be discussed as part of the Public Participation Plan at the August 27, 2014, Policy Committee Meeting.*