

PUBLIC PARTICIPATION POLICY (P3)

High Point Urban Area Metropolitan Planning Organization

INTRODUCTION

The High Point Urban Area Metropolitan Planning Organization (HPMPO) is responsible for providing transportation guidance and overseeing the federal transportation planning process for the High Point urban area, including full and fair participation from the public. In July 1999, the HPMPO adopted formal guidelines to inform the public of various public participation opportunities. The High Point Metropolitan Planning Organization works collaboratively with the public to improve its public involvement policy and any revisions to the public involvement policy are subject to a 45-day public comment period, as required by 23 CFR part 450.316.

Public involvement is a key component of the metropolitan transportation decision-making process. Involving the public is a major challenge, especially in the metropolitan planning process, which is inherently complex, has a lengthy time horizon, and is removed from project specific planning and implementation. Public participation is controlled by Title 23 of the United States Code, 23 CFR part 450.316, CFR part 450.322, CFR part 450.324. (See Appendix A.) Public participation is also controlled by the North Carolina open meetings law, and the North Carolina public records law. The following language is from the North Carolina Public Meetings Law that deals directly with telephone and videoconferencing.

A public body may hold a meeting by telephone or videoconferencing, but it must provide a location and way for the public to listen to the meeting. The public body may charge each member of the public a fee (maximum of \$25) to defray the cost of providing a location and equipment. See [N.C. Gen. Stat. § 143-318.13\(a\)](#). An email exchange or other electronic communications could constitute an "official meeting" if public body members used electronic communications to engage with each other simultaneously. [N.C. Gen. Stat. § 143-318.10\(d\)](#) (definition of "official meeting" includes "simultaneous communication by conference telephone or other electronic means").

Under Title 23 of the United States Code the mission of the HPMPO is to develop, promote, and ensure implementation of a metropolitan transportation plan that:

- supports the economic vitality of the metropolitan area;
- increases the safety and security of the transportation system for motorized and non-motorized users;
- increases the accessibility and mobility options available for people and freight;
- protects the environment, promotes energy conservation, and improves quality of life;
- enhances the integration and connectivity of the transportation system across and between modes for people and freight;
- promotes efficient transportation system management and operation;
- emphasizes the preservation of the existing transportation system;
- improve the resiliency and reliability of the transportation system;and
- enhance travel and tourism.

Activities performed by the HPMPO to comply with this mission include:

- Organizing, overseeing, and managing the transportation planning process in compliance with federal requirements.
- Providing direction to and receiving policy-related support from the Transportation Advisory Committee of the High Point Metropolitan Planning Organization.
- Providing policy direction and oversight to meet Federal and State environmental requirements for attaining air quality standards as required by the Federal Clean Air Act as amended.

In order to carry out this mission in an open process that provides complete information, timely public notice, and full public access to key decisions, and that supports early and continued public involvement, as mandated by Federal and State law, the HPMPO has developed and adopted this policy to ensure that the appropriate consideration and steps are being taken.

GOALS AND OBJECTIVES

It is the policy of the HPMPO to have a proactive public participation process that provides complete information, timely public notice, and full public access to MPO activities at all key stages in the decision-making process. It is also MPO policy to involve the public early in the planning process, and to actively seek out the involvement of communities most affected by particular plans or projects. Furthermore, it is a goal of the P3 that the MPO's MTIP, MTP, and other transportation plans and programs, be developed in a manner that assures that the public, and affected communities in particular, are afforded ample opportunity to participate in the development of these plans.

The goals and objectives of this policy are:

1. Bring a broad cross-section of the public into the policy and planning decision-making process.
2. Make special efforts to increase the involvement by groups of people who do not generally participate, particularly low-income and minority populations.
3. Provide opportunities to participate in developing the plans and programs for their communities.
4. Make information on government activities widely available to the public.
5. Maximize the use of communications technology to facilitate the exchange of information, including use of the MPO web site and other electronically accessible formats (CDs, e-mail, etc.).
6. Ensure that technical information is available in an understandable form and that all segments of the population are afforded access to this information.

The Public Participation Policy consists of levels of public involvement depending on the nature and scope of each project or plan. Special emphasis will be given to engage the public in planning studies that form the basis for later programming decisions. Planning activities include corridor studies and special regional studies, environmental assessment studies, development of federal and state required planning documents. Programming Activities include project programming and selection through the NEPA Process and project development phases and development and adoption of the Metropolitan Transportation Improvement Program (MTIP). Various methods and technologies will be used to give the public greater access to the transportation planning process including newspapers, television, radio, public notices, newsletters, surveys, workshops & charrettes, public hearings, and input from local member governments and their appointed committees.

Outreach and Education Strategies

A. Identify Stakeholders in the Process

A stakeholder is any person or group that is affected by a transportation plan, program, or project, including those who are not aware they are affected. Stakeholders include the general public; environmental, health, neighborhood, citizen, and civic organizations; traditionally underserved communities such as people with disabilities, low-income, and racial and ethnic minorities; and affected public agencies. Networking with local jurisdiction professionals will help ensure that all stakeholders are identified. Representatives of all identified stakeholders shall be included on the MPO mailing list.

B. Develop an Outreach and Education Program

The MPO shall design its outreach and education program to educate the public about the Metropolitan transportation planning process and its importance to all stakeholders. Special considerations and arrangements shall be made to design a program that is tailored for non-traditional participants such as low-income and minority communities. Materials produced as part of this program shall include such tools as easily understood informational pamphlets and brochures that can be used in various presentations and for distribution. In addition, it shall be necessary to periodically review and update the program and accompanying materials, such as a citizen's guide.

C. Publicize High Point Metropolitan Planning Organization Activities

Key media shall be provided with periodic updates of the activities of the HPMPO. In addition, news releases and/or media alerts shall be disseminated to announce public review and comment periods for the High Point Urban Area Long Range Transportation Plan (LRTP), LRTP Major Updates, Metropolitan Transportation Improvement Programs (MTIPs), Planning Work Programs (PWPs), Public Involvement Plans (PIPs) and other major activities. In order to do so, a current list of media outlets such as television and radio stations, and newspapers, including small-community based publications, shall be established and maintained. Cultivating relationships with key media and understanding preferred formats for receiving information will enhance the information dissemination process.

D. Partner with Outreach Professionals

Establishing partnerships with local member jurisdiction professionals will help to reach a greater number of affected communities. Such professionals are often aware of local issues and have a good understanding of the various communities and community networks within their jurisdictions. In addition, utilizing their resources to publicize activities and events will help the High Point Metropolitan Planning Organization to reach a broader audience. Finally, such partnerships will help to promote best practices.

E. Produce and Distribute Newsletters

A newsletter geared to keeping the public apprised of current issues related to the metropolitan transportation planning process will be published quarterly. The newsletter will include information about technical issues written in layman's terms for the general public. In addition, the newsletter will provide the public with periodic updates of the activities of the High Point Metropolitan Planning Organization. The newsletter will be distributed to all identified stakeholders. Additionally, specialized newsletters will be produced to provide timely information on targeted topics. These will be placed on the Website and made available to anyone interested.

F. Establish a Speakers' Bureau

The Speakers' Bureau shall consist of High Point Metropolitan Planning Organization members, staff, and other volunteers who can speak to civic clubs, professional organizations, neighborhood associations, and other groups about the metropolitan transportation planning process. Members of the speaker's bureau shall present information (preferable that which has been developed as part of the outreach and education effort) in order to educate these groups about the MPO process. In addition, opportunities shall be provided to listen to the concerns of the group, answer questions, and seek continued participation and

input. The availability of speakers shall be advertised in the quarterly newsletter and other outreach publications.

G. Maintain a Website

The High Point Metropolitan Planning Organization should develop and maintain a Website to provide information about its activities. Included on this Website would be a listing of all upcoming meetings. Agendas and minutes will be added, if available. In addition, information on documents, draft documents, or portions of draft documents under review by the public would be made available when feasible. The Website could also provide an opportunity for the public to provide input and formal comments on an ongoing basis through e-mail links.

H. Conduct Information Workshops

Information workshops are held on topics associated with the metropolitan transportation planning process. Such workshops are designed to educate participants on specific topics such as modeling, intelligent transportation systems, and elderly travel and air quality. In addition, information workshops provide a means for allowing participants to express their ideas and concerns in an informal setting. Information workshops shall be conducted on an “as needed” basis.

I. Hold Open Houses

Open houses provide an informal setting for the public to access information on the LRTP, LRTP Amendments, and other activities. Information is presented buffet-style at tables and exhibits around the room. Open houses have no fixed agendas and no formal presentations. Technical staff and MPO members are on hand to answer questions and provide details on a one-on-one basis. Finally, open houses may precede formal public hearings.

J. Provide Outreach Services

In order to manage and carry out the activities identified in this Plan, a range of staff resources will be needed. The following is a list of responsibilities that shall be managed and carried out under this activity.

Responsibilities include but are not limited to:

- Identify and annually review and update a list of stakeholders and maintain a current mailing list.
- Oversee the development of and administer an outreach and education program designed to inform stakeholders about the High Point Metropolitan Planning Organization, the metropolitan transportation planning process, and various opportunities for public participation.
- Oversee the development of and administer an outreach and education program targeted to non-traditional participant populations.
- Partner with member jurisdictions and agencies to promote awareness of the High Point Metropolitan Planning Organization and its activities and publicize various public participation opportunities.
- Establish and maintain a current list of media contacts for newspapers, and television and radio stations for the release of information associated with the metropolitan transportation planning process.
- Prepare and disseminate news releases and media alerts on key activities of the transportation planning process, including the availability of the MTP, MTIPs, PWPs, and public involvement plans for public review and public hearings.
- Prepare and disseminate periodic updates on the transportation planning process to the media and other public outreach professionals.
- Produce all outreach publications, such as newsletter.
- Coordinate the response to all public comments received by the High Point Metropolitan Planning Organization.

- Coordinate the dissemination of all information to the public.
- Coordinate all public involvement events such as hearings, workshops, and major events.
- Ensure that all activities comply with the Americans with Disabilities Act of 1990 (ADA).
- Serve as the coordinator for High Point Metropolitan Planning Organization information on the Website.
- Serve as liaison to the CAC.
- Seek continued training in public involvement practices and techniques.

Public Input Strategies

The following are strategies to support and achieve public input into the metropolitan transportation planning and decision-making process.

A. Maintain a Citizens Advisory Committee

The Citizens Advisory Committee (CAC) is a subcommittee of the High Point Metropolitan Planning Organization established to provide broad community input throughout the long-range transportation planning process. The CAC is comprised of individuals representing a balanced cross-section of the region's populations including environmental, business, and civic organizations, as well as low-income, minority, and disabled populations.

B. Provide for Public Input at High Point Metropolitan Planning Organization TAC Meetings

The High Point Metropolitan Planning Organization TAC holds regular meetings in which all formal business is conducted. At each meeting, the public is given an opportunity to address the High Point Metropolitan Planning Organization TAC on any issue related to the transportation planning process. Anyone wishing to speak can sign-up at the beginning of the meeting or contact the High Point Metropolitan Planning Organization prior to the meeting.

C. Hold Public Information Meetings

Public information meetings are used to disseminate information and provide a setting for informal public comment and discussion at appropriate intervals in the MTP and MTIP development processes. For example, a public information meeting can be held early in the MTIP process to inform the public of the mix and scope of projects prior to the conformity assessment. Such meetings provide an opportunity for early and continued public involvement. Public information meetings consist of a formal presentation as well as a question and answer period. MPO members are in attendance to listen to public comments and concerns. Comments received during public information meetings are not considered part of the formal public record. All public information meetings are advertised to the general public similar to formal public hearings.

D. Hold Public Hearings

Public hearings are conducted at the end of the development process just prior to the decision point in order to gather formal public comment from all interested parties on the MTP and MTIP. Public hearings consist of a presentation followed by a period for formal public comment. MPO members are in attendance to receive public comment. All comments received become public record and are considered prior to the decision.

E. Conduct Surveys

Surveys are a tool to gather information on people's perceptions, preferences, and practices. Surveys can range from being informal and inexpensive to scientific and costly. The information being sought and the use of that information in the metropolitan transportation planning process will vary, as well.

F. Conduct Focus Groups

Focus groups are small group discussions used to gather perspectives, insights, and opinions on a single topic. Focus groups allow for more in-depth discussion to occur. Such groups usually consist of no more than 12 randomly or non-randomly selected participants. Agendas are carefully crafted with a handful of questions. Minimal presentation of materials is provided to establish the subject and context.

G. Additional Outreach Strategies for Low Income and Minority Communities

Additional strategies for informing and involving low income and minority communities will be used in addition to measures listed above that contribute to this objective, such as newspaper advertising and the availability of documents in locations accessible to all citizens. Additional strategies will be tested, documented, and evaluated for inclusion in future Public Involvement Plan updates.

GENERAL GUIDELINES FOR PUBLIC INVOLVEMENT

The following are general minimum requirements for all plans and projects requiring public involvement:

1. A public notice inviting comments at the beginning of the review period containing the following:
 - a. Locations where the document can be reviewed;
 - b. Instructions for submitting comments;
 - c. Contact information for questions or additional information, noting that comments on the public participation process are also welcome;
 - d. The due date for comments;
 - e. Date, time, location and special accommodations for any scheduled public meetings;
 - f. A link for additional information on the Internet.
2. Staff will include maps, photos, or renderings on public notices to attract interest, when possible.
3. The public notice (ad, poster or website notification) may be submitted to the following outlets, which will also be advised of any significant developments during the public review period:
 - a. Local access cable television station;
 - b. MPO Web site;
 - c. Press release to area media outlets will be made at or prior to the commencement of the public review period;
 - d. Local newspapers and representatives of the MPO municipalities based on the project;
 - e. TCC and TAC members, as well as representatives of stakeholder agencies.
4. Documents shall be accessible for public review for 30 calendar days at the following locations:
 - a. Jamestown Town Hall, Trinity City Hall, High Point DOT, Archdale Planning Department, Thomasville Engineering Department, Davidson County Planning Department, Guilford County Planning Department, Randolph County Planning Department, High Point Public Library, Archdale Public Library, Jamestown Public Library, Davidson County Public Libraries, and the HPMPO website.
5. Documents should contain maps, photos, renderings, or other visualization tools to aid in understanding and shall be as jargon-free and succinct as possible.
6. During the public review period, comments should be submitted:
 - a. in writing;
 - b. via standard mail, e-mail and fax or Internet forms, if available.
7. Public comments received will be:
 - a. Acknowledged with a written or e-mailed receipt message;
 - b. Responded to as appropriate, which could include a direct communication to the commenter or a response in the revised document;

- c. Documented and presented to the MPO’s TCC and TAC, in summary form or verbatim, before a vote is taken to adopt the plan or document in question; and
- d. Included in summary form or verbatim with final documents, if sufficiently significant.

HOW TO GET INVOLVED IN TRANSPORTATION PLANNING

HOW TO GET INVOLVED IN TRANSPORTATION PLANNING	
	<p>CALL US (336) 883-3225 during normal business hours 8:00 a.m. To 5:00 p.m. Monday through Friday</p>
	<p>WRITE TO US High Point Urban Area Metropolitan Planning Organization PO Box 230 High Point, NC 27261</p>
	<p>EMAIL US HPMPO@HighPointNC.gov Subscribe to email notices at www.highpointnc.gov/list.aspx (Please remember to set your spam blocker to allow mail from listserv@civicplus.com)</p>
	<p>GO ONLINE Website: www.HighPointNC.gov/HPMPO Facebook: www.Facebook.com/HighPointMPO Twitter: @HPMPONC</p>
	<p>COME TO AN EVENT The HPMPO plans public events for citizens to learn about projects where they work and live and to review our documents. Notices are posted in newspapers, sent out via email, and advertised on social media.</p>
	<p>ATTEND A MEETING The HPMPO holds committee and board meetings monthly. Subscribe to NotifyMe at www.highpointnc.gov/list.aspx to get notices for upcoming meetings. Under the section heading “Agenda Center” are two lists: Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC). (Please remember to set your spam blocker to allow mail from listserv@civicplus.com)</p>
	<p>VISIT OUR OFFICE The HPMPO office is in Room 210 at 211 S. Hamilton St, High Point, NC. Stop in and say hello!</p>

PUBLIC OUTREACH TIMELINES AND ACTIONS TABLE

Summary Table of Public Participation					
Meeting/ Program Item Type	Body/ Document	Frequency	Comment Period	Public Notice	Public Access
OPEN MEETINGS					
Governing body	TAC	Monthly	At every meeting	in accordance with NCGS Open Meetings Law	<ul style="list-style-type: none"> • Agenda posted in advance on HPMPO website • Opportunity at beginning of each meeting for a 10-minute period; content must be related to the transportation planning process • Committee Chair may extend public comment period • Public may participate in discussion of Action and Information Items when recognized by the TAC Chair • TAC shall respond in writing to all written testimony submitted during the formal public participation opportunity. When appropriate, TAC may also provide a verbal response during the meeting
Committees	TCC	Monthly	at every meeting	in accordance with NCGS Open Meetings Law	<ul style="list-style-type: none"> • Agenda posted in advance on HPMPO website • Opportunity at each meeting; content is open but Committee Chair may specify time length to accommodate numerous commenters • Summary of advance public comments provided in writing • Meeting Calendar posted at venue
	Ad Hoc Area Planning and Corridor Study Committees	Varies by Plan			
	Standing Subcommittees	As needed			
Workgroups	Standing and Ad-hoc Staff and Professional Workgroups	As needed	Not Applicable	Not Applicable	Not Applicable
Program Adoption					
Plans and Program Adoption	CTP	Every 5 years	42 Days	7 Days	<ul style="list-style-type: none"> • Posted on website with public notices • Hard copies available • Advance comments documented for review • Opportunity for comment at plan-specific meetings prior to adoption and at meetings where considered/adopted
	MTIP/SPOT	Every 3 years	30 Days		
	LAPP	Annually	See LAPP Handbook		
	MTP	Every 5 years	30 Days		
	CMP	Every 5 Years	30 Days		
	UPWP	Annually	30 Days		
	PPP	Annually with UPWP	45 days	45 days	<ul style="list-style-type: none"> • Posted on website with public notices; hard copies available, Advance comments documented for review • Opportunity for comment at meetings where considered/adopted
	PART/HPT Program of Projects (POP)		30 Days		
	Special Studies	As Needed	Ongoing during study	Not Applicable	<ul style="list-style-type: none"> • Varies by study; will generally include website and meetings in the study area.

Meeting/ Program Item Type	Body/Document	Frequency	Comment Period	Public Hearing Notice	Public Access
Program Amendments					
Modifications (Plan and Program Amendments)	CTP	As needed	30 Days	N/A	<ul style="list-style-type: none"> ●Posted on website with public notices; hard copies available ●Advance comments documented for review ●Opportunity for comment at meetings where considered/adopted
	MTIP/SPOT				
	MTP				
	CMP				
	UPWP				
	PPP	As needed	45 days	45 days	
Program Modifications (Administrative Amendments)					
Technical Corrections (Plan and Program Administrative Modifications)	CTP	As needed	at meeting where item is being considered	N/A	<ul style="list-style-type: none"> ●Agenda posted in advance on CAMPO website ●Opportunity at each meeting; content is open but Committee Chair may specify time length to accommodate numerous commenters ●Summary of advance public comments provided in writing
	MTIP/SPOT				
	MTP				
	CMP				
	UPWP				
	PPP				

IMPLEMENTATION GUIDELINES

In order to make certain that the public is provided with fair and consistent opportunities for involvement in the decision-making process, the HPMPO has adopted the following set of procedures. These guidelines will serve as a means for conducting business. The High Point Metropolitan Planning Organization has adopted these rules consistent with the Bylaws and are bound by them.

A. HPMPO Meetings

All regular meetings of the HPMPO shall be open to the public. The minutes and all materials presented to the HPMPO at such meetings shall be public record and shall be available for review at a place determined by the HPMPO. All meetings of the HPMPO shall be held in facilities that are accessible by persons with disabilities.

The HPMPO shall provide adequate notice of meetings. Notice shall be given no later than seven (7) days prior to the meeting date and include the date, time, and location of the meeting.

An opportunity shall be provided for the public to address the HPMPO Transportation Advisory Committee (TAC) on any issues related to the transportation planning process. This opportunity will be conducted at the beginning of each meeting for a 10-minute period unless otherwise extended at the discretion of the Chair.

The public may participate in the discussion of Action and Information Items when recognized by the TAC Chair. The TAC Chair shall recognize all interested individuals within reason.

The TAC shall respond in writing to all written testimony offered during the formal public participation opportunity. In order to guarantee a written response, all verbal testimony must be accompanied by written testimony. A copy shall be provided to the HPMPO at the time of verbal testimony. When appropriate, the TAC may respond verbally during the meeting.

B. Metropolitan Transportation Plan (MTP)

The MTP is a multimodal plan with a minimum 20-year planning horizon that is fiscally constrained. The MTP must be updated at least every four (5) years.

MTP Recertification Review

Reviews consist of a recertification of the HPMPO's MTP. The Review examines how current trends are tracking the trends anticipated when the MTP was originally developed. The products from a Review of the MTP will be a short report discussing the observed versus anticipated trends and any emphasis areas for upcoming Major Updates of the MTP. Reviews will be conducted every three (3) years.

After the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) have reviewed the draft MTP, the document will be released for a public review period of at least thirty (30) calendar days prior to adopting the MTP. The MTP document will be made available in hardcopy and electronically for public review. Notice of the public review period with instructions on how to comment on the document will be given through various media outlets, such as newspaper, website, and social media.

A public hearing will be held at the conclusion of the public review period and will provide information and the opportunity for the public to make written and oral comments. Notice of the public hearing will be given through various media outlets at least a week prior to the meeting.

These public involvement provisions may be supplemented with Public Information meeting(s) at the discretion of the TCC Chair and/or TAC Chair.

MTP Major Updates

A Major Update includes validation of the travel model, forecasting new socio-economic data, new financial planning and a complete analysis of alternative transportation plans. As part of this Update, a conformity analysis and determination will be completed if required.

A public information meeting will be held at the beginning of the planning process. The meeting will provide information and the opportunity to make written and oral comments. Notice of the public information meeting will be given through various media outlets at least a week prior to the meeting.

At the conclusion of the planning process, the TCC and TAC will review the draft MTP before releasing the document for a public review period of at least thirty (30) calendar days prior to adopting the MTP. The MTP document will be made available in hardcopy and electronically for public review. Notice of the public review period with instructions on how to comment on the document will be given through various media outlets, such as newspaper, website, and social media.

A public hearing will be held at the conclusion of the public review period and will provide information and the opportunity for the public to make written and oral comments. Notice of the public hearing will be given through various media outlets at least a week prior to the meeting.

These public involvement provisions may be supplemented with Public Information meeting(s) at the discretion of the TCC Chair and/or TAC Chair.

C. Metropolitan Transportation Improvement Program (MTIP)

The MTIP is a ten-year (10) program that schedules State and Federal funding for roadway, bridge, safety, public transportation, passenger rail, bicycle, and pedestrian projects transportation projects in the

MPO. The MTIP is a subset of the State Transportation Improvement Program (STIP) and must meet Air Quality Conformity Determination (AQCD) if required.

MTIP Adoption

The HPMPO will produce a Metropolitan Transportation Improvement Program (MTIP) based on the development timeframe of the STIP that meets applicable federal and state requirements. The MTIP will be developed cooperatively with NCDOT and the High Point Transit System.

After the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) have reviewed the draft MTIP, the TAC will release the document for a public review period of at least thirty (30) calendar days prior to adopting the MTIP. The document will be made available in hardcopy and electronically for public review. Notice of the public review period with instructions on how to comment on the document will be given through various media outlets, such as newspaper, website, and social media.

A public hearing will be held at the conclusion of the public review period and will provide information and the opportunity for the public to make written and oral comments. Notice of the public hearing will be given through various media outlets at least a week prior to the meeting.

These public involvement provisions may be supplemented with Public Information meeting(s) at the discretion of the TCC Chair and/or TAC Chair.

MTIP Amendment

Periodically, amendments to the Metropolitan Transportation Improvement Program (MTIP) are needed. These amendments will be made to meet applicable federal and state requirements and will be developed cooperatively with NCDOT and High Point Transit.

The TCC and TAC will review the draft amendment(s). For Major Amendments, the TAC will release the document(s) for a public review period of at least thirty (30) calendar days prior to adoption. Major amendments will typically include additional conformity analysis and/or other significant changes to highway capacity projects or transit programs. The document will be made available in hardcopy and electronically for public review. Notice of the public review period with instructions on how to comment on the document will be given through various media outlets, such as newspaper, website, and social media.

A public hearing will be held at the conclusion of the public review period and will provide information and the opportunity for the public to make written and oral comments. Notice of the public hearing will be given through various media outlets at least a week prior to the meeting.

For Minor Amendments, a public review period will not be necessary but may be held at the discretion of the HPMPO. Minor Amendments typically include (1) the addition, deletion, or rescheduling of projects classified as exempt from air quality analysis such as safety projects, individual transit projects short of major expansions of the transit fleet, and (2) project schedule changes on regionally significant projects not requiring a shift of horizon years.

These public involvement provisions may be supplemented with Public Information meeting(s) at the discretion of the TCC Chair and/or TAC Chair.

D. Unified Planning Work Program (UPWP) Adoption

The UPWP outlines the work schedule, projects and financing of MPO staff for the fiscal year. The public will have thirty (30) days to review and comment on the PWP prior to its scheduled adoption by the TAC.

The document will be made available in hardcopy and electronically for public review. Notice of the public review period with instructions on how to comment on the document will be given through various media outlets, such as newspaper, website, and social media.

A public hearing will be held at the conclusion of the public review period and will provide information and the opportunity for the public to make written and oral comments. Notice of the public hearing will be given through various media outlets at least a week prior to the meeting.

These public involvement provisions may be supplemented with Public Information meeting(s) at the discretion of the TCC Chair and/or TAC Chair.

E. Comprehensive Transportation Plan (CTP) Adoption

The HPMPO, with the cooperation of North Carolina Department of Transportation (NCDOT), develops a CTP based on population growth, economic conditions, and land use patterns. The CTP includes highway, transit, rail, bicycle and pedestrian elements in five maps to guide the development of the transportation system and document all expected projects at build-out with no regard to funding and/or timing constraints. Each jurisdiction in the HPMPO has approval authority over the CTP as well as the HPMPO TAC and North Carolina Board of Transportation.

The TAC will release the document for a public review period of at least thirty (30) calendar days prior to adopting the CTP. The document will be made available in hardcopy and electronically for public review. Notice of the public review period with instructions on how to comment on the document will be given through various media outlets, such as newspaper, website, and social media.

At the conclusion of the public review period, a public hearing will be held in each jurisdiction prior to their approval of the CTP. The public hearing may be held as part of a regularly scheduled meeting. The meeting will provide information and the opportunity for the public to make written and oral comments. Notice of the public hearing will be given through various media outlets at least a week prior to the meeting.

After all of the member jurisdictions have approved the draft CTP, it is brought before the TAC. HPMPO staff will document all public comments for review by the TAC. Staff will take public comments into consideration when drafting the final CTP. The TAC will also consider public comments when deciding whether to approve the final CTP. After the TAC has approved the CTP, it is forwarded to the North Carolina Board of Transportation for their approval.

F. Strategic Prioritization Office of Transportation (SPOT) Local Input Points Methodology

The TAC will review and approve the SPOT Prioritization Process and Local Input Points Methodology with each version of SPOT. Included in the document approved by the TAC is a Public Outreach Section that details the public review process the MPO is to follow for this document.

G. PART/High Point Transit System Program of Projects (POP)

POP is the requirement under the Federal Transit Funding Section 5307 which is a formula grant program for urbanized areas providing capital, operating, and planning assistance for mass transportation.

POP documents prepared by PART or High Point Transit shall include a minimum thirty (30) calendar day Public Review period.

A public hearing will be held at the conclusion of the public review period and will provide information and the opportunity for the public to make written and oral comments. Notice of the public hearing will be given through various media outlets at least a week prior to the meeting.

H. Public Participation Plan (P3) Amendments

Revisions to the Public Participation Plan have the same public notice requirements as a Major MTIP Amendment, except that the minimum public review period will be forty-five (45) calendar days.

A public hearing will be held at the conclusion of the public review period and will provide information and the opportunity for the public to make written and oral comments. Notice of the public hearing will be given through various media outlets at least a week prior to the meeting.

These public involvement provisions may be supplemented with Public Information meeting(s) at the discretion of the TCC Chair and/or TAC Chair.

SPECIAL ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The Americans with Disabilities Act of 1990 (ADA) is landmark civil rights legislation ensuring equal opportunity for people with disabilities in employment, public accommodations, transportation, state and local government services and telecommunications. The High Point Metropolitan Planning Organization is fully committed to the spirit and intent of the ADA legislation. In order to facilitate participation by people with disabilities, the following guidelines and activities shall apply:

All meetings, public hearings and formal events of the High Point Metropolitan Planning Organization shall be held in facilities that are accessible to persons with disabilities.

All public notices of High Point Metropolitan Planning Organization events shall state that accommodations for qualified individuals with disabilities will be provided upon request. One-week notice is required for provisions of appropriate auxiliary aids and services.

All documents available to the public shall be provided in alternative formats for qualified individuals with disabilities, upon request.

The High Point Urban Area Metropolitan Planning Organization Transportation Advisory Committee approved this Public Participation Policy on August 27, 2020.

Transportation Advisory Committee Chair

Transportation Planning Administrator

APPENDIX A:

PUBLIC PARTICIPATION REGULATIONS

Excerpts from the Code of Federal Regulations (CFR) Regarding Public Participation in Metropolitan Transportation Planning and Programming

23 CFR §450.316

(b) In addition, the metropolitan transportation planning process shall:

(1) Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified as follows:

(i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

(ii) Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including but not limited to central city and other local jurisdiction concerns);

(iii) Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;

(iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s));

(v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;

(vi) Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;

(vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity analysis, and report on the disposition of comments shall be made part of the final plan and TIP;

(viii) If the final transportation plan or TIP differs significantly from the one which 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, an additional opportunity for public comment on the revised plan or TIP shall be made available;

(ix) Public involvement process shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;

(x) These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMAs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decision-making processes;

(xi) Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs;

(2) Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S. C. 794, which ensure that no person shall on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation;

(3) Identify actions necessary to comply with the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals with Disabilities" (49 CFR parts 27, 37, and 38);

(4) Provide for involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; appropriate private transportation providers, and where appropriate city officials; and

(5) Provide for the involvement of local, State, and Federal environment resources and permit agencies as appropriate.

23 CFR §450.322

(c) There must be adequate opportunity for public officials (including elected officials) and citizen involvement in the development of the transportation plan before it is approved by the MPO, in accordance with the requirements of §450.316 (b)(1). Such procedures shall include opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, and private providers of transportation) to be involved in the early stages of plan development/update process. The procedure shall include publication of the proposed plan or other methods to make it readily available for public review and comment and,

in nonattainment TMAs, an opportunity for at least one formal public meeting annually to review planning assumptions and the plan development process with interested parties and the general public. The procedures also shall include publication of the approved plan and other methods to make it readily available for information purposes.

23 CFR §450.324

(c) There must be reasonable opportunity for public comment in accordance with the requirements of §450.316 (b) (1) and, in nonattainment TMAs, an opportunity for at least one formal public meeting during the TIP development process. This public meeting may be combined with the public meeting required under §450.322 (c). The proposed TIP shall be published or otherwise made readily available for information purposes.

APPENDIX B: ACRONYMS AND GLOSSARY

- ADA** **Americans with Disabilities Act:** Federal legislation passed in 1990 prohibiting discrimination on the basis of disability. The act requires all transportation facilities and services must be accessible to individuals with physical handicaps.
- **Rehabilitation Act of 1973, Section 504** - Section 504 states that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that receives Federal financial assistance.
 - **Rehabilitation Act Amendments of 1998, Section 508** - Section 508 states that Federal agencies must ensure that electronic and information technology is accessible to employees and members of the public with disabilities to the extent it does not pose an “undue burden.”
- CAAA** **Clean Air Act Amendments of 1990:** The original Clean Air Act from 1963 was revised in 1970, instituting the national air pollution control program. The 1990 Clean Air Act Amendments are the most far reaching revisions of the 1970 law and include transportation conformity.
- CAC** **Citizens Advisory Committee**
- CFR** **Code of Federal Regulations**
- FHWA** **Federal Highway Administration:** An agency of the U.S. Department of Transportation responsible for highways, bridges and ferries. Also responsible for ensuring ADA compliance within the public right-of-way.
- FTA** **Federal Transit Administration:** An agency of the U.S. Department of Transportation responsible for transit systems.
- HPMPO** **High Point Urban Area Metropolitan Planning Organization:** Regional transportation planning organization established to conduct comprehensive transportation planning for the designated planning area.
- ISTEA** **Intermodal Surface Transportation Efficiency Act:** Landmark federal legislation signed into law in December 1991 called for broad changes in the way transportation decisions are made. ISTEA emphasized diversity and balance of modes, as well as the preservation of existing systems before construction of new facilities. Replaced by TEA-21.

- MPO** **Metropolitan Planning Organization:** A federally required planning body responsible for the continuing, cooperative and comprehensive (“3-C”) transportation planning and project selection in its region. An MPO provides a forum for cooperative decision making for the metropolitan planning area. The governor designates an MPO in every urbanized area with a population of more than 50,000. JUMPO has been designated this area’s MPO by the governor of North Carolina.
- MTIP** **Metropolitan Transportation Improvement Program:** The federally required programming document for funding of projects expected over the next four years from all sources for transportation projects of all types in the HPMPO region. HPMPO prepares the MTIP every two years based on information submitted by local and state governments.
- MTP** **Metropolitan Transportation Plan:** A federally required, fiscally constrained long-range transportation plan with a twenty-year horizon that identifies area transportation needs in light of projected growth patterns. It addresses all modes as well as operations and maintenance of existing systems. It charts major capital investments for transportation system development to meet these projected needs.
- NCDOT** **North Carolina Department of Transportation:** State agency responsible for all different aspects and types of transportation throughout North Carolina.
- PWP** **Planning Work Program**
- TEA-21** **Transportation Equity Act for the 21st Century:** Replaced the previous ISTEA legislation and included provisions to guarantee funding for highway and transit programs through FY2003. It represented the largest public works act in U.S. history at the time of its passage on June 9, 1998. Replaced by SAFETEA-LU.
- TAC** **Transportation Advisory Committee:** A HPMPO committee, comprised of officials from the governing bodies of HPMPO member jurisdictions as well as a member of the NC Board of Transportation. The TAC provides policy direction for the transportation planning process for the High Point Urban Area Metropolitan Planning Organization.
- TCC** **Technical Coordinating Committee:** A HPMPO committee, comprised of a broad representation of HPMPO member organizations and advisory groups. The TCC reviews the plans, programs, studies and documents related to the transportation planning area and makes recommendations to the TAC.

TMA **Transportation Management Area**

USC **United States Code**

USDOT **United States Department of Transportation:** The federal cabinet-level agency with responsibility for all modes of transportation (highways, mass transit, rail, motor carrier, aviation, bicycle, pedestrian, and ports). It is headed by the Secretary of Transportation.

USEPA **United States Environmental Protection Agency**