

Sample MTP / TIP / PPP Public Participation Requirements

23CFR Part 450.316(b) lists several time sensitive public input requirements as part of the planning process.

- 1) A minimum public comment period of 45 days before the “Public Involvement Plan” is adopted or amended.
- 2) Adequate notice of public involvement activities and time for public review and comment at key decision points of the planning process includes:
 - a minimum of 30-days notice that documents are available for review
 - such notice shall include date, time and location of planning forums
 - if significant changes are made an additional 10day period will be provided for review and comment on those changes
- 3) Review and comment by the Technical Advisory Committee is a part of the process -- if there are significant changes there would need to be an opportunity for an additional review

Best case:

Staff prepares a major amendment and places public notice	Day 1
Staff receives public comment and obtains TAC approval	Day 14
Staff holds opportunity for comment	Day 14-28
Staff reviews comments and receives TPC approval	Day 30
Staff submits to respective agencies	Day 30

Worst case:

Staff prepares a major amendment for TAC review	Day 1
Staff responding to TAC comments requires re-write	Day 7
Staff obtains TAC approval	Day 37
Staff places public notice and seeks comment	Day 67
Staff makes significant changes and provides added comment period	Day 77
Staff reviews comments and seeks TPC approval	Day 81
Staff requires significant changes and seeks added comments	
Staff receives TPC approval	Day 111

Summary from PIP

The federal regulations pertaining to metropolitan planning, list eleven (11) requirements for the public involvement process (Federal Register dated October 28, 1993, Section 450.316 (b)). Each requirement and the method in which it is met, is listed below.

1. *Require a minimum public comment period of 45 days before the public involvement process is adopted or revised.*

A period of at least 45 days for public comments will be provided prior to its adoption. The 45-day period will begin when a notice indicating where the document may be obtained and where comments are to be sent is placed in a newspaper of general circulation in the metropolitan area.

Additional notice will be provided through mail and posting the notice on the MPO Website. A summary of comments received and their disposition will be included with the final version of the document. The Public Involvement Policy will not be adopted any earlier than 45 days following the onset of the activities listed above.

2. *Provide timely information about transportation issues and process 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).*

The MPO publishes Metro-Mobility Talks, the newsletter of the Sample Metropolitan Planning Organization, periodically. The newsletter is mailed to all the addresses on the mailing list and is also posted on the MPO Website (list web address here).

3. *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.*

The MPO provides reasonable public access to technical and policy information through review of draft materials, response to citizen requests, planning forums, and committee meetings. As explained earlier, all the MPO committees' meetings related to the Federal-aid highway and transit programs are open to the public and are accessible.

4. *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.*

Notice of public involvement activities is achieved through the MPO's extensive mailing list, legal notice in the local newspaper, web posting, and press releases. A period of at least 30 days for public review and comments on the Metropolitan Transportation Plan and the Transportation Improvement Plan are provided before adoption. The 30-day period begins when a notice indicating where the document may be obtained and where comments are to be sent is placed in a newspaper of general circulation in the metropolitan area. Additional notices are provided to interested groups.

A period of at least 30 days for public review and comments is provided if major amendments are proposed to either the MTP or the TIP. Major revision involves addition or deletion of a project or delaying of a project for two years.

If transportation planning forums are planned, the date, time, location, and description of such activities are also included in the notice.

5. *Demonstrate explicit consideration and response to public input received during the planning and program development process.*

The MPO receives public comments through written suggestions and oral comments at transportation planning forums and committee meetings. All correspondence is answered and public meeting comments and their responses are summarized. Summaries of comments during the planning forums and committee meetings are included as an appendix to TIPs and the MTP.

6. *Seek out and consider the needs of those traditionally under served by existing transportation systems, including but not limited to low-income and minority households.*

The MPO's mailing list includes organizations that represent the traditionally under served communities. Contacts with traditionally under-served communities are very important. The MPO contacts minorities, disabled and other traditionally under-served communities to exchange information regarding transportation planning. The MPO publishes TIP and MTP revision notices in the appropriate newspapers published in languages other than English.

7. *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. Environmental Protection Agency's (EPA) conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP.*

Being attainment for the ambient air quality standards, the MPO does not have to comply with these requirements.

8. *If the final transportation plan or TIP differs significantly from the one which was made available for public comments 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 comments on the revised plan and TIP shall be made available.*

An additional period of at least ten days for public review and comment on the MTP and the TIP will be provided in the event that significant changes are made to either document after the original comment period. Notice for the 10-day period will be provided through the publication of a notice in a newspaper of general circulation in the metropolitan area.

9. *Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all.*

The MPO reviews its Public Participation Plan annually and revises the document periodically. This document is the revision of the policy adopted in May 1999 that revised the original Public Involvement Policy adopted in December 1994.

10. *These procedures will be reviewed by the Federal Highway Administration and the Federal Transit Administration during certification review for Transportation Management Areas (TMA), and as otherwise necessary for all MPOs, to assure that full and open access is provided to the MPO decision making process.*

The MPO maintains records pertaining to its public involvement process. The MPO will welcome FHWA and FTA review of all these records.

11. *Metropolitan public involvement processes shall be coordinated with statewide public involvement processes whenever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.*

The MPO coordinates its activities with the Texas Department of Transportation.