
STAUNTON-AUGUSTA-WAYNESBORO

METROPOLITAN PLANNING
ORGANIZATION

PUBLIC PARTICIPATION PLAN



Adopted on November 7, 2012

STAUNTON-AUGUSTA-WAYNESBORO, VIRGINIA

METROPOLITAN PLANNING ORGANIZATION

C/O CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION

112 MACTANLY PLACE

STAUNTON, VA 24401

540-885-5174

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This Plan is prepared on behalf of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization through a cooperative process involving the City of Staunton, City of Waynesboro, County of Augusta, Virginia Department of Transportation, Virginia Department of Rail and Public Transportation, Federal Highway Administration, and the Federal Transit Administration.

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Repository: Central Shenandoah Planning District Commission, 112 MacTanly Place, Staunton, VA 24401. Phone: 540.885.5174. E-mail: cspdc@cspdc.org

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METROPOLITAN PLANNING ORGANIZATION REPRESENTATIVES

POLICY BOARD

Officers:

Chairperson - Jeffrey Moore – Augusta County

Vice Chairperson - Bruce Allen – City of Waynesboro

Secretary/Treasurer – Bonnie S. Riedesel, Central Shenandoah PDC (*non-voting*)

Members:

Timmy Fitzgerald – Augusta County

Lacy King – City of Staunton

Stephen Owen – City of Staunton

Jim Shaw – City of Waynesboro

Randy Kiser – Virginia Department of Transportation

Ivan Rucker – Federal Highway Administration (*non-voting*)

Tony Cho – Federal Transit Administration (*non-voting*)

Kimberly Pryor – Virginia Department of Rail & Public Transit (*non-voting*)

Darrel Feasel – Virginia Regional Transit (*non-voting*)

Rusty Harrington - Virginia Department of Aviation (*non-voting*)

TECHNICAL ADVISORY BOARD

Officers

Chairperson – To Be Determined

Vice Chairperson – To Be Determined

Members:

Becky Earhart – Augusta County

Doug Wolfe – Augusta County

Sharon Angle – City of Staunton

Tom Sliwoski – City of Staunton

Michael Barnes – City of Waynesboro

Todd Wood – City of Waynesboro

Gerald Gatobu – Virginia Department of Transportation

Kim Pryor – Virginia Department of Rail & Public Transit

Darrel Feasel – Virginia Regional Transit

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Staunton-Augusta-Waynesboro Metropolitan Planning Organization

City of Staunton · County of Augusta · City of Waynesboro



RESOLUTION

OF THE
STAUNTON-AUGUSTA-WAYNESBORO
METROPOLITAN PLANNING ORGANIZATION
APPROVING
THE PUBLIC PARTICIPATION PLAN

WHEREAS, public involvement and participation is an essential part of the metropolitan transportation planning process; and

WHEREAS, Title VI and other Federal regulations require an ongoing public involvement process that documents outreach to disadvantaged, low income and minority communities and other stakeholders; and

WHEREAS, this Public Participation Plan has been developed in consultation with representatives from agencies and officials responsible for other planning activities within the MPO that are affected by transportation, and stakeholders including but not limited to the traditionally underserved and disadvantaged and minority communities; generators and users of freight; representatives of users of public transportation, bikeways, greenways, etc.

NOW, THEREFORE, BE IT RESOLVED, that the Staunton-Augusta-Waynesboro Metropolitan Planning Organization Policy Board does hereby approve and adopt the Public Participation Plan on this, the 7th day of November, 2012.

ATTEST:

Jeffrey Moore
Chairperson
Staunton-Augusta-Waynesboro
Metropolitan Planning Organization
Policy Board

Bonnie S. Riedesel
Secretary—Treasurer
Staunton-Augusta-Waynesboro
Metropolitan Planning Organization
Policy Board

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Section 1. Purpose

The purpose of the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) Public Participation Plan (PPP) is to provide a meaningful process that allows 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, low and moderate income persons, minority groups and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. The SAWMPO values and welcomes public participation in its transportation planning and programming efforts, initiatives and decision making processes.

Section 2. Goals, Desired Outcomes and Measures

- 2.1 **The goals of the SAWMPO** relative to the public participation process are as follows:
 - 2.1.1 Provide adequate public notice for public review, input, participation and comment on key decisions regarding the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Plan (UPWP), Title VI Plan, amendments to the PPP, and transportation planning initiatives and programs of significance; and
 - 2.1.2 Utilize multiple means of public notice to ensure that transportation planning information reaches the broadest possible audience; and
 - 2.1.3 Conduct meetings at convenient times and accessible locations; and
 - 2.1.4 Seek out and consider 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; and
 - 2.1.5 Use technology to make planning documents understandable through use of visualization techniques where appropriate as a means to help describe transportation plans and the TIP; and
 - 2.1.6 Demonstrate explicit consideration and thoughtful response to public input received during the development of the LRTP and the TIP and other planning initiatives; and
 - 2.1.7 Periodically review the effectiveness of this plan and its procedures and strategies to ensure a full and open participation process.

2.2 **The desired outcomes of the SAWMPO** relative the public participation process are as follows:

- 2.2.1 An engaged and well informed citizenry and stakeholders that provides thoughtful and meaningful input and participation to the metropolitan planning process; and
- 2.2.2 A meaningful and effective partnership between citizens, stakeholders and the SAWMPO Policy Board and Technical Advisory Committee (TAC); and
- 2.2.3 An effective LRTP and other transportation related plans and programs that address the needs and interests of the community.

2.3 **Performance measures to be used by SAWMPO** in helping access its effectiveness in achieving its PPP goals and desired outcomes are as follows:

2.3.1 **Product and Service Results:**

- 2.3.1.1 Turnaround Time in Responding to Request for Information for Advertised Plans: SAWMPO staff will respond to a request for information regarding plans advertised for public comment within three (3) working days of receiving a request.
- 2.3.1.2 Turnaround Time in Responding to Request for General Information: SAWMPO staff will respond to a request for information within five (5) working days after such request has been made.
- 2.3.1.3 100% Percent Compliance Findings Resolved: Any compliance findings relative to the PPP will be resolved in a timely fashion.

2.3.2 **Stakeholder Satisfaction Results:**

- 2.3.2.1 80% Satisfaction Rating for SAWMPO Policy Board
- 2.3.2.2 80% Satisfaction Rating for SAWMPO TAC
- 2.3.2.3 80% Satisfaction Rating for SAWMPO Staff Professionalism and Courtesy

2.3.3 **Employee Training Results:**

- 2.3.3.1 Title VI Compliance Training: SAWMPO employees will attend Title VI Compliance training on an annual basis.

2.3.3.2 Compliance Training: SAWMPO employees will attend 5 to 10 hours training per year on the current Federal Transportation Law and other regulatory compliance training and education.

2.3.4 **Organizational Effectiveness Results**

Key Plans Receive State and Federal Approval: All key transportation plans (LRTP, TIP, UPWP and PPP) will receive the appropriate State and Federal approvals.

2.3.5 **Leadership Results**

2.3.5.1 Ethical Behavior: The SAWMPO Policy Board, TAC and Staff will perform their duties and responsibilities in a professional, ethical manner. The target is for zero ethical violations.

2.3.5.2 Regulatory Compliance: SAWMPO will strive to achieve 100% compliance with Title VI and other Regulations governing the SAWMPO.

2.3.5.3 Audit Findings: The SAWMPO's target is to receive an unqualified audit opinion each and every year.

2.3.5.4 SAWMPO Policy Board and TAC Training: Policy and TAC leadership will receive Title VI training on an annual basis.

Section 3. Opportunities for Participation

The SAWMPO will take a proactive approach to providing an opportunity for the public and stakeholders to be involved early and with a continuing involvement in all phases of the transportation planning process. Section 4 outlines the various guidelines and methods that will be used to provide for meaningful public participation. SAWMPO will operate in a manner consistent with Title VI Regulations

3.1 Advisory Committees and Coordination with State and Local Agencies

3.1.1 Technical Advisory Committee (TAC): The TAC is a permanent committee that is composed of technical, planning and/or managerial staff representatives from each of the participating agencies of the SAWMPO. Subcommittees of the TAC may be utilized to study issue areas not requiring the full TAC participation.

3.1.2 Other Advisory Committees: Other Advisory Committees may be appointed by the SAWMPO Policy Board as it deems appropriate.

3.1.3 The TAC and other SAWMPO appointed Committee(s): These committees will also solicit input and recommendations from other citizen groups and

interested stakeholders when reviewing various transportation plans and programs.

3.1.4 Coordination with Statewide Transportation Planning process. The Virginia Department of Transportation Staunton District Civil Rights Manager and District Planner will work with the Committee(s) to provide information and offer assistance on various issues. SAWMPO will actively coordinate and participate with the Commonwealth on the statewide transportation planning process as requested and as appropriate.

3.1.5 Coordination with State and Local Agencies. SAWMPO will prepare its major transportation plans and programs, LRTP and TIP, in consultation with state and local agencies, including those responsible for land use regulation.

Section 4. Public Notice

Reasonable public notice shall be provided to the public as prescribed in the following subsections.

4.1 Notice of Public Participation Activities

Public notice shall be provided for all public participation activities. Public participation activities include:

4.1.1 SAWMPO Policy Board meetings, both regular and special

4.1.2 TAC meetings, both regular and special

4.1.3 Any citizen advisory, ad-hoc or other formal committees that may be established by the Policy Board

4.1.4 Other meetings of the SAWMPO Policy Board and/or TAC that are designed to solicit community comment and information on metropolitan transportation planning efforts and/or plans

4.1.5 Any approval of the LRTP, TIP, UPWP, PPP, or any other major programs and/or plans; and

4.1.6 Any amendment to the LRTP, TIP, PPP; and

4.1.7 Any substantive amendment to the UPWP and any other major programs and/or plans.

4.2 Public Notice Requirements for Meetings

4.2.1 Public Notification for Regularly Scheduled SAWMPO Policy Board and/or TAC Meetings: In November, or the last regular meeting, of each year, a

meeting schedule providing for the dates, time and location of meetings will be approved and published once in both local newspapers and posted continuously on the SAWMPO web site.

4.2.2 Public Notification for Special Meetings or rescheduled regular meetings of the SAWMPO Policy Board and/or TAC: A notice advising the public of the date, time and location of the special meeting or rescheduled regular meeting shall be published once in both local newspapers and posted to the SAWMPO web site not less than seven calendar days prior to the meeting.

4.2.3 Public Notification for Special Meetings held within the community for the purpose of presenting plans, gathering public input and participation shall be published once in both local newspapers and posted to the SAWMPO web site not less than fourteen days prior to the meeting.

4.3 Public Notice Requirements for Approval and/or Amendment of Plans

4.3.1 Approval of the LRTP, TIP, UPWP and other major plans shall be subject to public comment. A notice of such plan's consideration, solicitation of public comment, and an invitation to the meeting at which it will be considered for final adoption shall be published once in both local newspapers, and will be available for review in accordance with Section 5.1 for a period of not less than 21 calendar days.

4.3.2 Amendments to the LRTP, TIP and other major plans shall be subject to public comment. A notice of such plan's proposed amendment, a solicitation of public comment, and an invitation to the meeting at which it will be considered for final adoption shall be published once in both local newspapers, and will be available for review in accordance with Section 5.1 for a period of not less than 21 calendar days.

4.3.3 Substantive amendments to the Unified Planning Work Plan that change the scope of work, i.e., adding or deleting work plans (but not programs de-programmed in order to be carried forward into the subsequent fiscal year) shall be subject to public comment. A notice of such plan's amendment, solicitation of public comment, and an invitation to the meeting at which it will be considered for final adoption shall be published once in both local newspapers, and will be available for review in accordance with Section 5.1 for a period of not less than 21 calendar days.

4.3.4 Approval of and/or amendments to the Public Participation Plan shall be done in consultation with the various interested citizens and representatives of interested parties as identified in Section 1 and shall be subject to public comment. A notice of the Public Participation Plan's proposed adoption and/or amendment, solicitation of public comment, and an invitation to the

meeting at which it will be considered for final adoption shall be published once in both local newspapers and will be available for review in accordance with Section 5.1 for a period of not less than 45 calendar days.

4.4 Public Notice Requirements for Public Transportation Issues

Public Transportation providers may utilize the SAWMPO as the vehicle for their public participation process. To that end, the SAWMPO will comply with transit planning requirements. Each public notice will state that “public notice of public involvement activities and time established for the public review and comments on the TIP will satisfy the Program of Projects requirements.”

4.5 Public Notice Methodology for Adoption/Amendment of Plans & Special Meetings as Noted in Sections 4.1, 4.2, 4.3 and 4.4

4.5.1 Newspapers. Public notice as required in Section 4 shall be published in the non-legal section of the newspaper. Yearly schedules of meetings will be published in both of the two major newspapers within the SAWMPO area, foreign language newspapers and other media sources as deemed appropriate to reach minority populations. Such notice shall state the date, time, and location of the meetings and where information, plans, etc., about the meeting or plan to be considered can be reviewed.

4.5.2 SAWMPO Web Site. All public notices shall be posted on the web site under the Public Notice tab. Such notice shall state the date, time, and location of the meetings and where information, plans, etc., about the meeting or plan to be considered can be reviewed. The information, in a digital format, shall be posted to the web site and linked to the public notice.

4.5.3 E-Mail/Direct Mail Notification. A list of interested persons, stakeholders and/or organizations that have requested to receive notification of meetings, copies of agendas, notice when key plans and decisions are to be made shall be maintained by the SAWMPO staff. Notifications as required and articulated in Section 4 shall be sent to those on the notification list. Hard copies will not be sent if those on the list have e-mail.

4.5.4 Public Agencies. All interested and affected public agencies, State, Federal, regional and local, shall receive notification as required and articulated in Section 4. Hard copies will not be sent if these agencies have e-mail capability.

Section 5. Public Information and Education

SAWMPO is committed to providing citizens, stakeholders and interested parties with access to its public records, plans, meetings and activities. It is also committed to helping educate the public about metropolitan transportation planning and how it can affect their lives and businesses by providing information.

5.1 Access to Information

SAWMPO will provide the public with reasonable and timely access to technical and policy information relating to the data or content used in the development of transportation plans, programs and projects. Documents will be available for public inspection at the office of the SAWMPO staff (Central Shenandoah Planning District Commission) located at 112 MacTanly Place, Staunton, Virginia during normal working hours. To the extent feasible, documents will be digitized and made available on the SAWMPO website.

Copies of draft plans and programs for public review will also be placed at the following locations:

- Augusta County Government Center, 18 Government Center Lane, Verona, VA
- Staunton City Hall, 116 W Beverley Street, Staunton, VA
- Waynesboro City Hall, 503 W Main Street, Waynesboro, VA

5.2 Public Education and Information

- 5.2.1 SAWMPO Staff will perform routine maintenance and updating and posting of materials on the SAWMPO website, to include but not be limited to: public notices for procurement, public comment, public meetings, policy documents of the SAWMPO, meeting schedules, SAWMPO events and activities calendar, major transportation plans including the LRTP, TIP, UPWP, PPP, etc., agendas and minutes of meetings for the Policy Board and TAC, etc.
- 5.2.2 SAWMPO Staff will compile an educational packet\brochure for distribution at public offices, agencies, libraries, and to post on the SAWMPO website.
- 5.2.3 SAWMPO officials, staff and volunteers will make presentations as requested by citizen groups, public agencies, or local governmental bodies.
- 5.2.4 SAWMPO officials, staff and volunteers will attend public meetings sponsored by member jurisdictions as deemed necessary and appropriate by those jurisdictions and their staff.
- 5.2.5 SAWMPO Staff will provide, as appropriate, public service announcements and interviews on radio and cable television local community channels to explain the subject matter and promote public participation.
- 5.2.6 Articles and Press Releases will be provided to local media.
- 5.2.7 SAWMPO Staff/Officials will provide information presentations at regional sites, open houses, round tables, or other community forums as requested and/or appropriate.

- 5.2.8 SAWMPO Staff/Officials will provide formal presentations to various service clubs, civic and professional groups as requested.
- 5.2.9 Mailings will be provided to select individuals, groups or organizations that have expressed interest or made comments at meetings.
- 5.2.10 Informational flyers will be distributed on public transit buses.

Section 6. Public Meetings

6.1 Location of Regular Meetings of SAWMPO Policy Board/TAC

Regular meetings of the SAWMPO Policy Board and TAC will be held at the CSPDC office at 112 MacTanly Place Staunton VA 24401 These facilities are Americans with Disabilities Act (ADA) and public transit accessible.

6.2 Location of Public Information Meetings

Public information meetings will be held at various locations in the Staunton-Augusta-Waynesboro County area to inform the public of the planning process and to solicit ideas, input and feedback. Public hearings and public information meetings will be held at locations accessible to and at times convenient to minority and disabled residents. To the extent feasible, meeting locations held within the community will be ADA and public transportation accessible.

6.3 Public Comment Opportunity

All regular and special meetings of the SAWMPO Policy Board and TAC, and any other SAWMPO appointed committee, will provide a public comment period after the meeting is called to order and the minutes of the prior meeting have been approved. This comment period may be used by citizens to address their concerns, provide input, etc. to matters on the agenda or of a general nature as long as they relate to metropolitan transportation planning. Additionally, when major plans as articulated in Section 4 are placed on the agenda, public comment time shall be provided as part of the Board's or TAC's discussion of that item. Public comment may also be received about an item or items to be discussed at a meeting via e-mail, mail, etc. prior to the meeting. In these cases, copies shall be provided to the Board and/or TAC members and noted for the public record during the meeting. Explicit attention to and consideration of public comments will be given and responses, when appropriate, provided to questions asked.

6.4 Interpreters

Sign language and/or non-English language interpreters will be provided if needed and requested at least seven working days in advance of a regular and/or special scheduled meeting. Request should be made with the SAWMPO Staff identified in the contact section of this Plan.

6.5 Response to Public Input

- 6.5.1 Responses to questions and comments from the public concerning the public participation process, draft transportation plans, programs, or public agency consultation process will be made directly to the individual by email, letter or telephone call or some other appropriate means.
- 6.5.2 When significant written and oral comments are received on the draft LRTP, TIP and UPWP as a result of the participation process outlined in the PPP or the interagency consultation process, a summary and analysis of the comments and a report on the disposition of the comments shall be made as part of the final LRTP and TIP.

6.6 Approval of Major Plans

The Policy Board of the SAWMPO will hold the final public hearing and/or meetings, as appropriate and required, on the transportation plans as noted above. After due consideration of all public comments received in writing and/or presented in person at the meeting/hearing, the Policy Board will deliberate upon all information that it has received and make a decision, via Resolution, on the transportation plan in question. However, an additional period of public comment will be provided to stakeholders if the final LRTP differs significantly from the version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

Section 7. Periodic Review and Amendment of the PPP

SAWMPO will review and consider revisions to its PPP on a bi-annual basis to ensure that it remains a dynamic and effective document. Review and amendment of the PPP will be done in consultation with various stakeholders as outlined in Section 1.

Section 8. Contact Information

Citizens, stakeholders and interested parties may contact the following individuals for information regarding this PPP, SAWMPO documents, plans and other public records; submit oral and/or written comments about any advertised plan, and/or about the SAWMPO and its planning efforts to:

- SAWMPO Secretary/Treasurer—Administrator, 112 MacTanly Place, Staunton, VA 24401, 540-885-5174, cspdc@cspdc.org
- SAWMPO Administrative Assistant, same address as above.
- Detailed contact information is also provided for each member of the SAWMPO Policy Board and TAC on the SAWMPO website, Board and Committee tab.