

# Public Involvement Plan

August 24, 2020 Draft



Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area



# Public Involvement Plan

## ENDORSEMENT

This Public Involvement Plan has been developed consistent  
with federal and state requirements and  
approved on August 24, 2020 by the  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area  
2009 NW 67th Place  
Gainesville, FL 32653-1603

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David Arreola, Chair

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Prepared by

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

With Assistance from

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2009 NW 67th Place  
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August 24, 2020

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# Introduction

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# Introduction

## A. Public Involvement Plan Update Changes

There were significant changes to this edition of the Public Involvement Plan with the addition of a new Chapter VI: In Case of Emergency - Public Involvement Continuity of Operations and other edits to address virtual meetings via communications media technology. Each year, the Public Involvement Plan is revised to update:

- Appendix D- Sample Display Advertisements;
- Appendix E- Public Involvement Notice Matrix (Continuity of Operations changes); and;
- Appendix J- Revision Log.

## B. Purpose

The purpose of this document describes the public involvement process of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization). The Public Involvement Plan consists of strategies that encourage and facilitate citizen participation in the transportation planning process. These strategies are grouped in the following categories:

- Why have public involvement?;
- How do we reach the public?;
- How do we respond to citizen comments?; and
- Why do we review and update the Public Involvement Plan?

The public participation process described herein is used to satisfy the public participation process for the Program of Projects for the following grantee: City of Gainesville Regional Transit System.

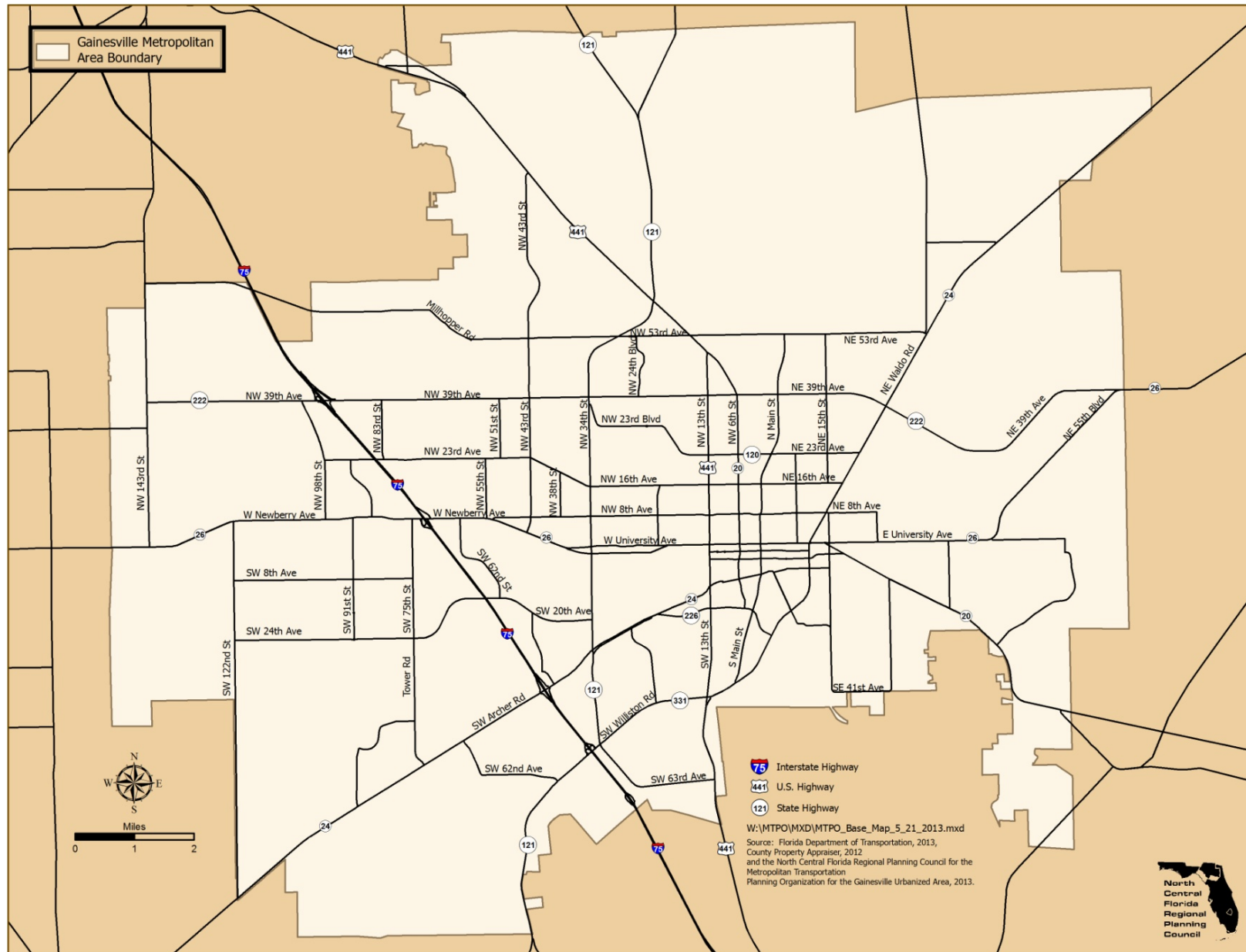
## C. Responsible Organization

The Metropolitan Transportation Planning Organization was established April 1, 1978 pursuant to Section 163.01, Florida Statutes. It is responsible for transportation system planning within the Gainesville Metropolitan Area as specified in Section 339.175, Florida Statutes. Illustration 1 shows the Gainesville Metropolitan Area. Its planning process includes the development of:

- A 20-year long range transportation plan produced on a five-year cycle;
- A five-year short range Transportation Improvement Program to implement the long range transportation plan updated annually;
- An annual List of Priority Projects for prioritizing projects in the Transportation Improvement Program; and
- A bi-annual Unified Planning Work Program which describes the Metropolitan Transportation Planning Organization planning activities.

The Metropolitan Transportation Planning Organization is comprised of 12 voting members. The voting members include the Mayor and six City of Gainesville Commissioners and the five Alachua County Commissioners. The University of Florida President (or his/her designee), a Rural Advisor designated by the Alachua County League of Cities and the Florida Department of Transportation District 2 Secretary (or his/her designee) serve as Technical Advisors to the Metropolitan Transportation Planning Organization.

**Illustration 1**  
**Gainesville Metropolitan Area**



## D. Planning Process Overview

Before the public is invited to become involved in transportation development, there are activities performed by federal, state, and local government agencies to prepare viable options for the public to examine, discuss, amend, and eventually approve for implementation. The general process has iterations from the initial recognition of a problem or growth issue to the final solution implementation. All meetings of the Metropolitan Transportation Planning Organization and its advisory committees are open to the public.

This is a general outline of how the planning process proceeds:

- VISION, PRINCIPLES and STRATEGIES- The Metropolitan Transportation Planning Organization determines the vision, principles and strategies for transportation planning that are consistent with the local comprehensive plans;
- (INITIAL) DOCUMENT DEVELOPMENT- Draft documents are prepared for the Metropolitan Transportation Planning Organization and its advisory committees to consider. Consultation from federal, state and/or local agencies may occur for input into the draft documents;
- ADVISORY COMMITTEE REVIEW AND RECOMMENDATION MEETING- Draft documents are reviewed by the advisory committees, comprised of the Bicycle/Pedestrian Advisory Board, Citizens Advisory Committee and Technical Advisory Committee, for comments and recommendations to the Metropolitan Transportation Planning Organization. In accordance with *Urban Design Guidelines*, design plans are reviewed by the Technical Advisory Committee prior to review by the Bicycle/Pedestrian Advisory Board, and Citizens Advisory Committee;
- REVIEW AND APPROVAL MEETING- Draft documents are presented to the Metropolitan Transportation Planning Organization for review and approval. These draft documents incorporate the recommendations of its advisory committees;
- DOCUMENT IMPLEMENTATION- Approved documents and recommendations are transmitted to appropriate agencies for processing and implementation; and
- DOCUMENT REVIEW AND EVALUATION- Approved documents and recommendations are reviewed and evaluated for possible updates to subsequent editions.

The planning process, which is cyclical, is shown in Illustration 2. There is opportunity of public involvement throughout the process. As needed, the Metropolitan Transportation Planning Organization designates subcommittees and working/focus groups to conduct meetings and/or workshops for special planning efforts such as charrettes. In addition, the long range plan update process includes several public workshops. Each year, the Public Involvement Plan is evaluated, reviewed and revised as necessary to:

- Increase public involvement; and
- Account for changes in public involvement requirements, communications technologies and new public involvement strategies.

**Illustration 2**  
**Planning Process**



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# Chapter I

## Why Have Public Involvement?

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## Chapter I: Why Have Public Involvement?

In 1991, Congress passed the ***Intermodal Surface Transportation Efficiency Act (Act) of 1991*** to increase the amount of public involvement in transportation planning. This ***Act*** required the metropolitan transportation planning process to 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 [Transportation Improvement Programs]."

The emphasis for greater public involvement in transportation planning was continued with the passage of the ***Transportation Equity Act for the 21st Century, the Safe, Accountable, Feasible, Efficient Transportation Equity Act- A Legacy for Users*** and ***Moving Ahead for Progress in the 21st Century Act, the Fixing America's Surface Transportation Act***. This Public Involvement Plan is designed to establish a process to provide:

- Timely information to the public;
- Timely public notice of meetings, workshops and advisory committee appointments;
- Full public access to key decisions; and
- Support early and continuing involvement of the public in developing transportation plans and transportation improvement programs.

Note: See Appendix A for the following requirements that govern public involvement in the transportation development and improvement process:

- Federal Requirements:
  - General Public Involvement [Code of Federal Regulations 450.316(b)(1)];
  - Long Range Transportation Plan [Code of Federal Regulations 450.322]; and
  - Transportation Improvement Program [Code of Federal Regulations 45016(b)(1)].
- State Requirements:
  - Technical Advisory Committee [Section 339.175(5)(e), Florida Statutes];
  - Citizens Advisory Committee [Section 339.175(5)(e), Florida Statutes];
  - Transportation Disadvantaged Coordinating Board [Section 427.175(5)(e), Florida Statutes];
  - Long Range Transportation Plan [Section 339.175(5)(e), Florida Statutes];
  - Transportation Improvement Program [Section 339.175(5)(e), Florida Statutes];
  - Jessica Lunsford Act [Section 1012.465, Florida Statutes]; and
  - Plain Language Initiative [Executive Order No. 07-01].
- Title VI and Related Statute Requirements:
  - Civil Rights Act of 1964 Title VI [42 United States Code 2000(d)];
  - Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970 [42 United States Code 4601];
  - Section 504 of the Rehabilitation Act of 1973 [29 United States Code 790];
  - Section 162(a) of the Federal Aid Highway Act of 1973 [23 United States Code Section 324];
  - Age Discrimination Act of 1975 [42 United States Code 6101];
  - Civil Rights Restoration Act of 1987 [Public Law No. 100-259, 102 Statute 28 (1988)];
  - Americans with Disabilities Act [42 United States Code Chapter 126, Section 12132];
  - Environmental Justice [Executive Order No. 12898]; and
  - Limited English Proficiency [Executive Order No. 13166].

- Metropolitan Transportation Planning Organization Title VI/ Nondiscrimination Policy Statement.

See Appendix B for the Calendar of Major Transportation Planning Products.

This Public Involvement Plan incorporates the Moving Ahead for Progress in the 21st Century Act requirements in that the Metropolitan Transportation Planning Organization:

- Provides 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 a reasonable opportunity to comment on the transportation plan;
- Develops its Public Involvement Plan in consultation with all interested parties;
- Employs visualization techniques to describe plans;
- Holds any public meetings at convenient and accessible locations and times; and
- Makes public information available in electronically accessible format and means, such as the internet, as appropriate to afford reasonable opportunity for consideration of public information.

# Chapter II

## Who is "the Public?"

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## Chapter II: Who is "the Public?"

The public is comprised of all of the diverse communities living in and around the Gainesville Metropolitan Area. The public includes those who choose to get involved, people who are interested and want their views heard but for many reasons cannot be more involved than expressing their opinions, and people who are not comfortable with either of those roles but are nonetheless affected by transportation decisions. Appendix C shows poverty and race demographic data for the Gainesville Metropolitan Area from the United States Census 2010 and includes the Nondiscrimination Notice of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.

### A. Advisory Committees

The Metropolitan Transportation Planning Organization utilizes advisory committees in its transportation planning decision processes. It has these established committees for the public to get involved in:

- Citizens Advisory Committee;
- Technical Advisory Committee;
- Transportation Disadvantaged Coordinating Board;
- Bicycle/Pedestrian Advisory Board; and
- Alachua County Traffic Safety Team.

#### 1. Citizens Advisory Committee

Chapter I, Subsection K(1) of the adopted Metropolitan Transportation Planning Organization Bylaws entitled "*Public Participation*" states:

"The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall establish a Citizens Advisory Committee and shall guide and assist such committee in its activities and public involvement programs."

In addition, Chapter I, Subsection K(2) of the adopted Metropolitan Transportation Planning Organization Bylaws entitled "*Public Participation*" states:

"Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area."

The opportunity to be heard is subject to criteria adopted by the Metropolitan Transportation Planning Organization as provided in the Bylaws.

##### a. Responsibilities and Functions

The Metropolitan Transportation Planning Organization must have a citizens advisory committee that reflects a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented on this committee.

Chapter III, Subsection D(1) of the adopted Metropolitan Transportation Planning Organization Bylaws entitled "*Membership*" states:

"The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall invite individuals in the Gainesville Urbanized Area and Alachua County representing a broad cross-section of citizens with an interest in development of an efficient, safe and cost-effective transportation system to submit letters of interest and applications to serve on the Citizens Advisory Committee. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will solicit applicants without regard to race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will also solicit applicants from those geographic areas within the planning boundary that are traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services. Citizens Advisory Committee members serve at the pleasure of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area."

Chapter III, Subsection C(2)(a) of the adopted Metropolitan Transportation Planning Organization Bylaws entitled "Purpose and Functions" states:

"Carry out the processes described in the adopted Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Public Involvement Plan"

Chapter III, Subsection C.(2)(f) of the adopted Metropolitan Transportation Planning Organization Bylaws entitled "Purpose and Functions" states:

"Transmit to the Technical Advisory Committee and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area the findings of all public information programs, citizen comments on study recommendations, and other representative concern expressed by the general public regarding the transportation planning process."

The Citizens Advisory Committee is comprised of 15 citizens appointed by the Metropolitan Transportation Planning Organization. The regular term of appointment for Citizens Advisory Committee members is three years. The Metropolitan Transportation Planning Organization staggers appointments to the Citizens Advisory Committee by making five regular appointments per year in December of each year.

## **2. Technical Advisory Committee**

In accordance with the Metropolitan Transportation Planning Organization Technical Advisory Committee bylaws, the Technical Advisory Committee must include planners, engineers, representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable.



### **3. Alachua County Transportation Disadvantaged Coordinating Board**

The State of Florida conducts a program to facilitate transportation for disadvantaged citizens, which includes individuals with physical incapacity or age and/or economic status that meet eligibility criteria established for the transportation disadvantaged program. In accordance with Florida Administrative Code Rule 41-2, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area serves as the designated official planning agency for transportation disadvantaged planning in Alachua County. Tasks required of the Metropolitan Transportation Planning Organization include:

1. Alachua County Transportation Disadvantaged Coordinating Board member appointments;
2. Alachua County Transportation Disadvantaged Coordinating Board staff support;
3. Alachua County Transportation Disadvantaged Program monitoring; and
4. Alachua County Community Transportation Coordinator recommendations to the State of Florida Commission for the Transportation Disadvantaged.

### **4. Bicycle/Pedestrian Advisory Board**

Gainesville provides safe, alternative pathways for individuals who prefer to walk or ride bicycles as an alternative to driving cars or riding public transportation. In 1982, the Metropolitan Transportation Planning Organization adopted a resolution to create the Urban Area Bicycle Advisory Board. In 1995, this board was renamed the Bicycle/Pedestrian Advisory Board. There are 13 voting members on this board, consisting of 12 resident members and one college student seat member. This Board makes recommendations to the City Commission, Board of County Commissioners and the Metropolitan Transportation Planning Organization regarding planning, implementation, and maintenance of policies, programs, and facilities for the safe and efficient integration of bicycle and pedestrian transportation into the Gainesville Metropolitan Area transportation system and also into the transportation system of the remaining unincorporated portions of Alachua County.

The resident members of the Bicycle/Pedestrian Advisory Board are appointed for three year terms. Four members each are appointed by the Alachua County Board of County Commissioners, Gainesville City Commission and the Metropolitan Transportation Planning Organization. The college student seat member is appointed annually by the Gainesville City Commission and is not counted for quorum. Appointments to the Bicycle/Pedestrian Advisory Board are staggered.

### **5. Alachua County Traffic Safety Team**

The Alachua County Traffic Safety Team consists of state and local transportation and public safety professionals. The Alachua County Traffic Safety Team, a part of the Florida Department of Transportation Community Traffic Safety Program, recommends safety-funded projects to the Metropolitan Transportation Planning Organization. The Alachua County Traffic Safety Team also makes recommendations to the Metropolitan Transportation Planning Organization for Safe Routes to School-funded projects in Alachua County.

## B. Advisory Committee Recruitment

When there are vacant positions on either the Citizens Advisory Committee or the Bicycle/ Pedestrian Advisory Board, a display advertisement is published in the Independent Florida Alligator, The Gainesville Sun and the Gainesville Guardian. The deadline for applying for a vacant advisory committee position is not less than four work weeks after the advertisement is published. Sample display advertisements are shown in Appendix E.

## C. Special Populations

In addition to the public-at-large, the Metropolitan Transportation Planning Organization provides outreach to special populations listed in the following categories.

### 1. Transportation Disadvantaged

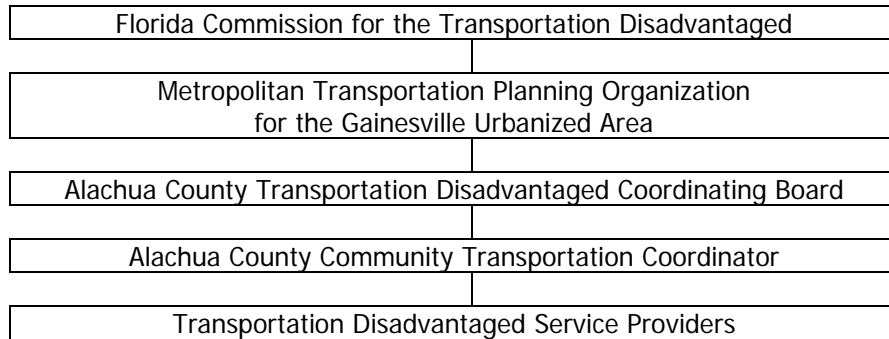
In 1989, the Florida Legislature enacted Chapter 427, Florida Statutes which established the Transportation Disadvantaged Program. The purpose of this program is to improve transportation services to low-income individuals, elderly individuals, persons with disabilities and children at risk. The Metropolitan Transportation Planning Organization is the designated official planning agency for this program in Alachua County. It appointed a Transportation Disadvantaged Coordinating Board in Alachua County to identify the needs of the transportation disadvantaged. The transportation planning program must seek out and consider the needs of people who are underserved by existing transportation systems, including, but not limited to low-income and minority households.

This Coordinating Board has been established to develop local service needs and to provide information, advice, and direction to the Community Transportation Coordinator to coordinate services for people who are transportation disadvantaged. The Coordinating Board is composed of agencies who serve the disadvantaged. For example, the Community Action Agency represents low-income individuals. In addition, citizen advocates in the community serve as representatives of the disabled and elderly. Minorities are represented on the Board.

The Board provides recommendations to the Metropolitan Transportation Planning Organization on provisioning transportation services to the disadvantaged. Annually, the Board is required to hold a public hearing on transportation needs and services for the transportation disadvantaged in order to give the general public an opportunity to inform the Board about their concerns about transportation services. As for all public hearings, a display advertisement notice is published in the Independent Florida Alligator, Gainesville Guardian and Gainesville Sun two weeks before the hearing.

Currently, the Metropolitan Transportation Planning Organization notifies the Board when there are vacancies on the Citizens Advisory Committee in order to better seek representation of the transportation disadvantaged community. Copies of the Citizens Advisory Committee vacancy advertisement are placed in Transportation Disadvantaged Coordinating Board meeting packets. In addition, Citizens Advisory Committee vacancy flyers are provided to the Board members for distribution to their respective clientele. It encourages representatives of the low-income, minority and disabled communities to seek appointment to the Citizens Advisory Committee. Illustration 3 is an organization chart that shows the relationship of the state and local agencies and businesses involved in providing transportation disadvantaged services.

**Illustration 3**  
**Transportation Disadvantaged Services Organization Chart**



## 2. Underinvolved or Underserved Communities

For the purpose of implementation and evaluation of this public involvement plan, underinvolved (out of the mainstream) or underserved communities may include: economically distressed (low-income); ethnic; racial; persons with disabilities - such as visual impairment; special cultural; under-educated; and elderly that for reasons like a lack of information, mobility, and/or time constraints have not participated in the transportation planning process or have not used the transportation system, including public transit, to the extent of the mainstream community.

To facilitate outreach to underinvolved or underserved communities for membership on the advisory committees and to inform the communities of public workshops on the long range transportation plan, the Metropolitan Transportation Planning Organization distributes flyers and/or posters for display on Regional Transit System buses, information kiosks and paratransit vans.

For long range transportation plan public workshop notices and public hearing notices, public flyers and/or posters are provided for placement on community service bulletin boards and information kiosks at the following locations:

- Community centers, recreation facilities and other public buildings located in lower income and minority neighborhoods, including:
  - Alachua County Administration Building;
  - Alachua County Public Health Department;
  - Alachua County Sheriff's Office;
  - Alachua County/Gainesville Senior Recreation Center;
  - Gainesville City Hall;
  - Gainesville Housing Authority;
  - Gainesville Police Department;
  - Gainesville Regional Utilities;
  - Martin Luther King, Jr. Center;
  - Rosa Williams Center; and
  - Wilhemina Johnson Center.
- Places serving special needs populations located within the Gainesville Metropolitan Area, including:
  - Center for Independent Living;
  - Division of Blind Services; and
  - Eldercare of Alachua County.

Illustration 4 shows the location of the Metropolitan Transportation Planning Organization business office and the location of public hearings held by the Metropolitan Transportation Planning Organization. Illustration 5 shows the locations for posting long range transportation plan public workshop notices and public hearing notices in public buildings and with agencies that serve the underinvolved/underserved population. Long range transportation plan public workshop notices and public hearing notices are provided for posting at houses of worship that serve the public located in lower income and minority neighborhoods at the location shown in Illustration 6.

### **3. Visually- Impaired**

To facilitate outreach to visually impaired persons, Metropolitan Transportation Planning Organization meeting notices and agendas are provided to the Center for Independent Living and the Division of Blind Services. When there are requests to provide visually-impaired persons with meeting notices, agendas and/or meeting materials, Metropolitan Transportation Planning Organization coordinates with the appropriate agencies, such as the Braille and Talking Library, to provide readings, Braille, audio recordings (such as NaturalReader), and/or large-print copies of Metropolitan Transportation Planning Organization meeting notices, agendas and/or meeting materials.

Note: Requests for alternative format materials need to be made in advance to accommodate the development and provision of these materials. Metropolitan Transportation Planning Organization meeting notices includes a contact telephone number and deadline date for persons requiring special accommodations to participate in a meeting.

### **4. Communities Where English is not the Primary Language**

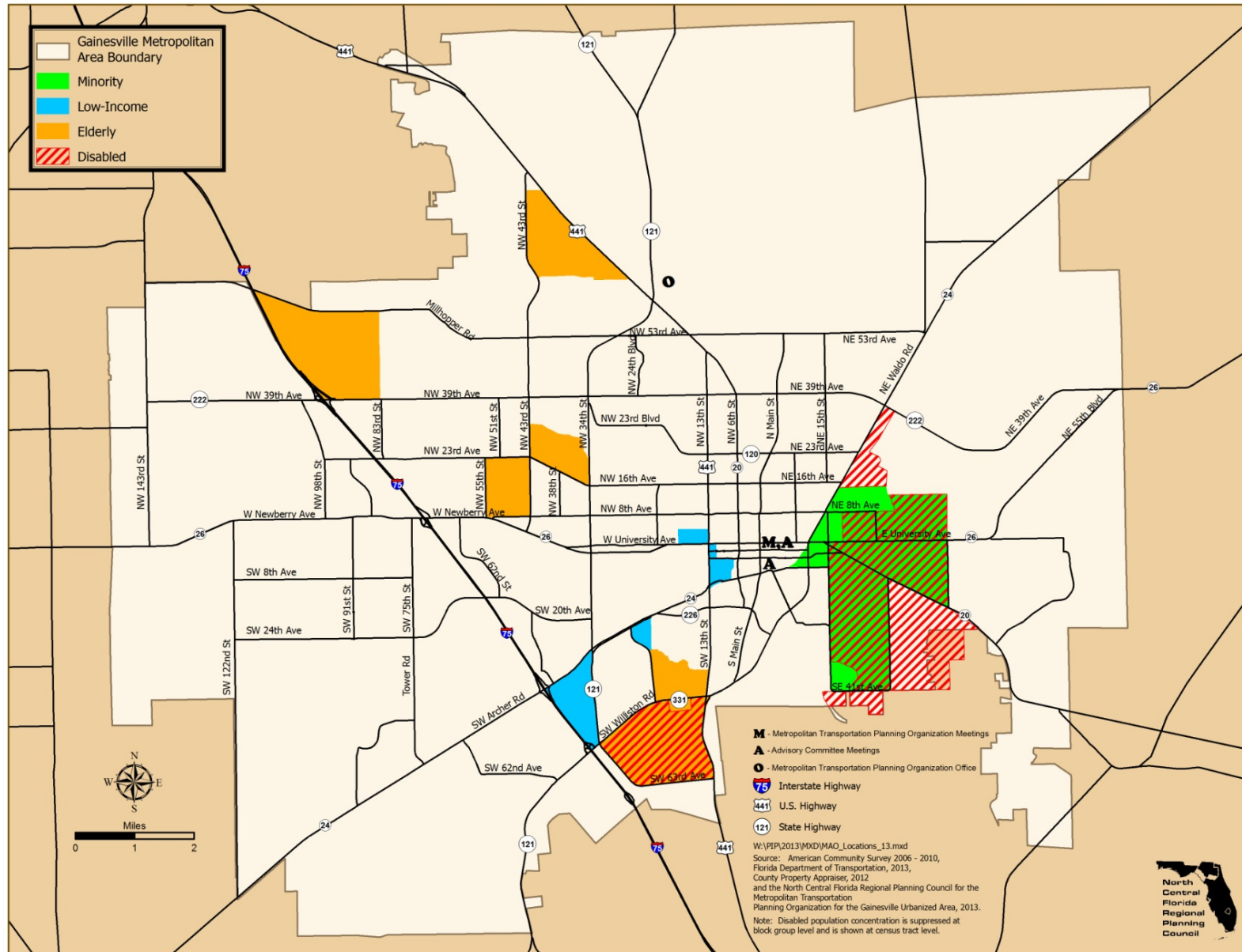
U.S. Department of Commerce, Bureau of the Census Year 2005-2009 American Community Survey for Alachua County data was evaluated for language as a barrier to public involvement in the transportation process. Table 1 represents the American Community Survey Table B16004 which identifies the language characteristics for Alachua County.

As host to the University of Florida, Alachua County attracts faculty and students from around the world. English is the language used for research and instruction at the University of Florida, Santa Fe College, and the Alachua County school system. There are readily available instruction programs to teach English to non-English-speaking persons. Because of the relatively small percentage 0.3 percent of the population five years old or older who are non-English-speaking and the fact that there are facilities to learn to speak English, Metropolitan Transportation Planning Organization documents are currently offered only in English. However, the Metropolitan Transportation Planning Organization:

- Utilizes Google Translate feature to convert English to Spanish on the its webpages (see Illustration 7); and
- Coordinates with the Chamber of Hispanic Affairs to provide documentation (plans, reports, agendas, etc.) in Spanish as needed or requested.

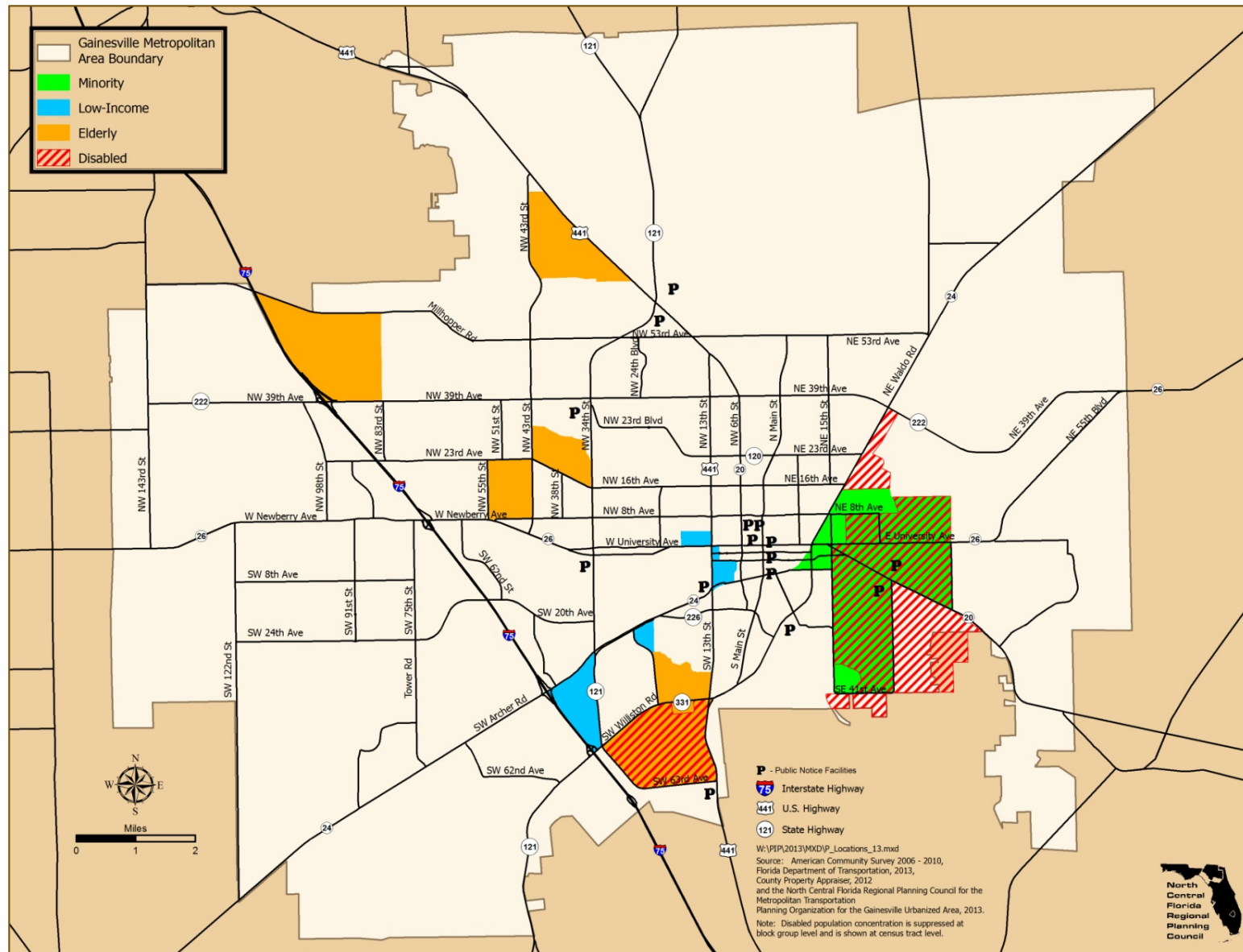
As part of its Limited English Proficiency strategy, the Metropolitan Transportation Planning Organization displays a Title VI compliance statement in English and Spanish on its regular public meeting sign-in sheets (see Appendix J). In addition, the Metropolitan Transportation Planning Organization displays a large poster with a Title VI compliance statement in English and Spanish at public workshops on the long range transportation plan, charrettes and public hearings (see Illustrations 8 and 9).

**Illustration 4**  
**Long Range Transportation Plan Business Office and Public Hearing Locations**  
**Serving the Underinvolved/Underserved Communities**

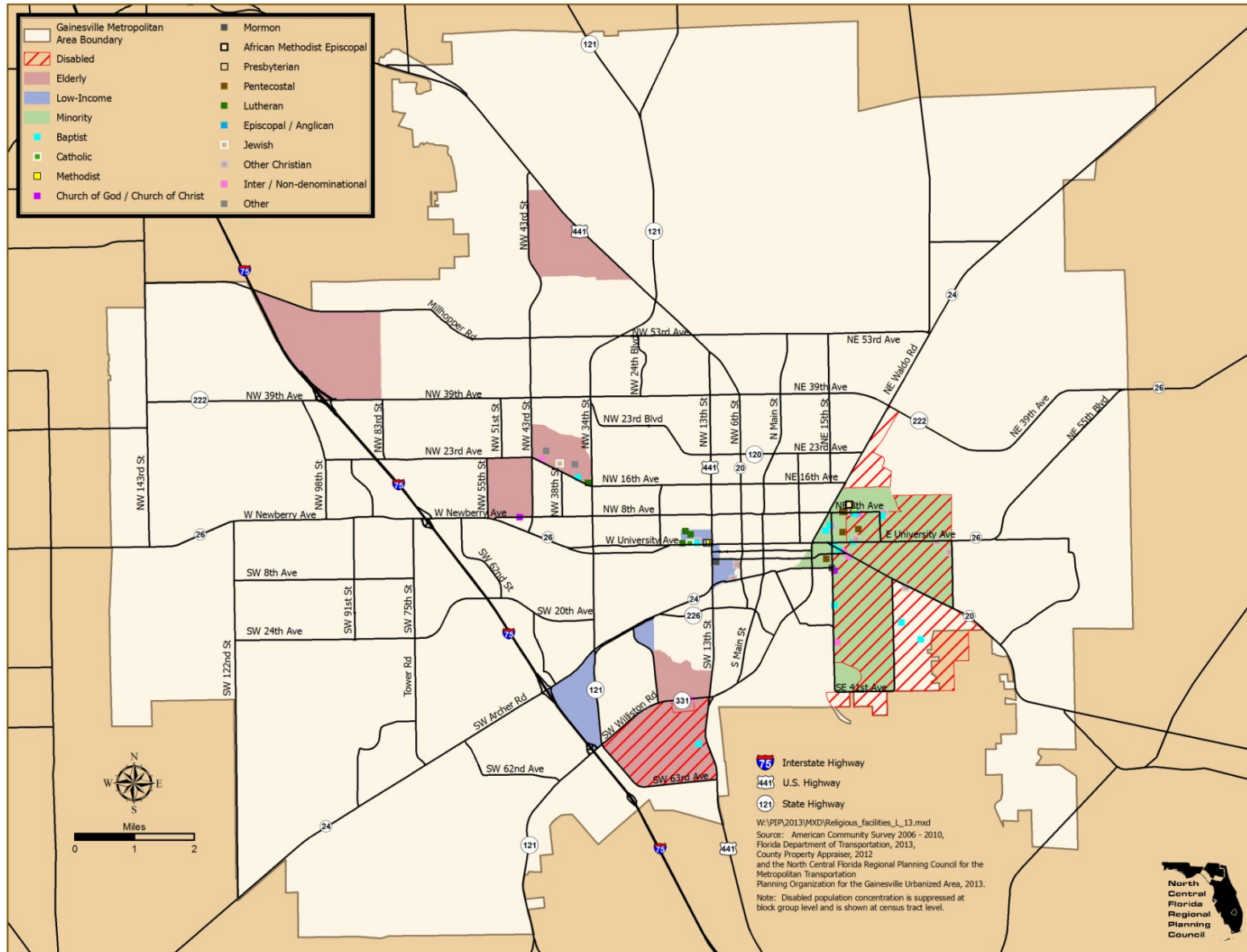




**Illustration 5**  
**Long Range Transportation Plan Public Notice Locations**  
**Serving the Underinvolved/Underserved Communities**



# Illustration 6 Long Range Transportation Plan Public Notice at House of Worship Locations within Underinvolved/Underserved Communities





**Table 1**  
**Alachua County Foreign Language Speakers**

Persons in Households Speaking a Foreign Language Persons Five Years Old Or Older Alachua County		
Foreign Language Group	Number	Percent
Spanish-Speaking Persons	14,776	6.4
Spanish-Speaking Persons That Do Not Speak English "Very Well"	1,450	0.6
Spanish-Speaking Persons Linguistically Isolated	467	0.2
Other Indo-European Language-Speaking Persons	6,625	2.9
Other Indo-European Language-Speaking Persons That Do Not Speak English "Very Well"	501	0.2
Other Indo-European Language-Speaking Persons Linguistically Isolated	0	0.0
Asian & Pacific Island Language-Speaking Persons	4,884	2.1
Asian & Pacific Island Language-Speaking Persons That Do Not Speak English "Very Well"	975	0.4
Asian & Pacific Island Language-Speaking Persons Linguistically Isolated	182	0.1
Other Language-Speaking Persons	1,265	0.6
Other Language-Speaking Persons That Do Not Speak English "Very Well"	95	0.1
Other Language-Speaking Persons Linguistically Isolated	16	0.1
Total Persons Linguistically Isolated	665	0.3
Total Persons Five Years Old or Older	231,481	100.0

Source: US Census Bureau, 2006 - 2010 American Community Survey Table B16004

## Illustration 7 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Homepage - Spanish Translation

MTPO



### Transporte Metropolitano de Planificación de la Organización para el área de Gainesville urbanizada

La Organización de Planificación de Transporte Metropolitano del Área de Gainesville urbanizada es responsable de la continua, integral y de cooperación del programa de planificación urbana de transporte para el [área metropolitana de Gainesville](#). Este programa de planificación se requiere para poder recibir fondos federales y estatales para proyectos de transporte.

[Comités Asesores y Consejos](#)

[Financiación](#)

[Miembros](#)

[No discriminación / Aviso de Discriminación No-](#)

[Planes y Programas](#)

[del Personal](#)

[Enlaces](#)

[Agendas y Actas](#)

[Plan de Transporte a Largo Plazo  
de la reunión Fechas para el 2012](#)

[Publicaciones](#)

[Transporte desfavorecidos](#)

[Formas de Participar / Proporcionar Comentarios](#)

[De Recuperación y Reinversión de Estado del Proyecto Ley](#)

### Próximas reuniones

#### Los paquetes Próximas reuniones *(paquetes próximas reuniones se publicarán a continuación si está disponible)*

[Plan de Medio Gainesville Subcomisión - 15 de febrero 2012 a las 3:30 pm](#)

[Comité Técnico Asesor y el Comité Consultivo de Ciudadanos - 21 de marzo 2012](#)

[De Transporte Metropolitano de Planificación Organización - 02 de abril 2012 a las 3:00 pm](#)

### Los paquetes de reuniones anteriores



Varios archivos en este sitio se encuentran en Adobe PDFs portátiles DOCUMENTO Format. Ver con Adobe Acrobat Reader, disponible gratuitamente en [Adobe](#).



[Volver a la página principal NCFRPC](#)

Última actualización: 08 de febrero 2012

**Illustration 8**  
**Metropolitan Transportation Planning Organization for the**  
**Gainesville Urbanized Area Title VI Nondiscrimination Notice - English**

**The Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area complies with various  
Non-discrimination laws and regulations including  
Title VI of the Civil Rights Act of 1964**

Public participation is solicited without regard to race, color, national  
origin, sex, age, disability, familial status, religious status,  
sexual orientation or gender identity.

Persons may express their concerns about Title VI by contacting:

Michael Escalante; Title VI Coordinator  
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
2009 NW 67th Place  
Gainesville, FL 32653  
[escalante@ncfrpc.org](mailto:escalante@ncfrpc.org).

**Illustration 9**  
**Metropolitan Transportation Planning Organization for the**  
**Gainesville Urbanized Area Title VI Nondiscrimination Notice - Spanish Translation**

**La Organización de Planificación Metropolitana de Transporte  
para el Área Urbanizada de Gainesville cumple con diversas  
leyes de no discriminación y regulaciones incluyendo  
Título VI de la ley de Derechos Civiles de 1964**

La participación pública es solicitadas sin distinción de raza, color, origen  
nacional, sexo, edad, discapacidad, estado familiar, estatus religioso,  
orientación sexual o identidad de género.

Las personas pueden expresar sus preocupaciones sobre el Título VI poniéndose:

Michael Escalante; Coordinador de Título VI  
Organización de Planificación Metropolitana de Transporte para el Área Urbanizada de  
Gainesville 2009 NO 67 lugar Gainesville, FL 32653  
352.955.2200, extensión 114  
[escalante@ncfrpc.org](mailto:escalante@ncfrpc.org).

## **Chamber of Hispanic Affairs Mission Statement**

### **A Community Based Organization Serving the Needs of a Growing Hispanic Community**

The Chamber of Hispanic Affairs (Oficina de Asuntos Hispanos) is a 501(c) non-for-profit community based organization serves the Gainesville community. The Chamber seeks to address issues and causes of importance to the Hispanic-Latino community through collaborative partnerships with other community based organizations, civic groups, government bodies and charitable organizations. The Chamber has expanded its scope of service to not only the North Central Florida area but to surrounding counties as well. The organization now has expanded to the Live Oak, Ocala and Lake City area.

Most notably, the Chamber of Hispanic Affairs is known for its annual Downtown Latino Festival, which takes place in the Gainesville Downtown Community Plaza every September during Hispanic Heritage Month. The family friendly celebration attracts vendors and community members from all over north Florida and out of state. The purpose of the festival is to celebrate the positive contributions and achievements of the Latino community. The Chamber of Hispanic Affairs also strives to connect the Hispanic population and greater community to resources such as health awareness and screenings. The event consists of food vendors, informational booths, cultural performances and live music. This year, the Chamber of Hispanic Affairs celebrated the 11th Annual Downtown Latino Festival on September 15, 2012 from 12:00 pm to 9:00 pm. The festival was open to the entire community. For more information, visit <http://www.downtownlatino.org>.

The Chamber of Hispanic Affairs also hosts a program titled "Espirito Latino" which brings together the community of faith for worship and praise. The Chamber also hosts a weekly (Saturday mornings) Spanish broadcast on a local radio station in the Gainesville area devoted to Spanish faith community. The mission of the radio station component is outreach to the surrounding Hispanic communities on issues of faith and health. This component of the organization is under the Hispanic Christian Leadership Alliance. The Chamber of Hispanic Affairs also promotes migrant worker outreach through supporting teaching English classes and health fairs.

The Chamber of Hispanic Affairs has established a working relationship with the Alachua County Health Department, Rural Women's Health Care, City of Gainesville and Florida Immigrant Coalition. The primary mission of the Chamber of Hispanic Affairs is to connect individuals seeking to get involved with opportunities to serve.

The Chamber of Hispanic Affairs is always looking for interested individuals to get involved with the organization. The organization also seeks donations from the community to continue to serve and empower others into meaningful action.

# Chapter III

## How Do We Reach the Public?

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## Chapter III: How Do We Reach the Public?

The public is mostly involved in transportation planning through public meetings and public workshops. These public forums are used to inform the public about transportation projects and provide an opportunity for each citizen to be heard on topics that affect where they live and how they move about the Gainesville Metropolitan Area. Through these public forums, individuals can become knowledgeable and appraised of what the future holds in terms of transportation planning for the Gainesville Metropolitan Area. For more involvement, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) solicits participation on committees that work directly with the processes that create a more efficient community.

The transportation planning program provides timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, freight shippers, bicycle and pedestrian facility users, disabled persons, other interested parties, and segments of the community affected by transportation plans, programs, and projects.

Federal laws and rules require the Metropolitan Transportation Planning Organization planning program to hold open public meetings on matters related to the Federal-aid highway and transit programs. Florida's "Sunshine Law" also requires open public meetings. All meetings of the Metropolitan Transportation Planning Organization, the Citizens Advisory Committee, the Technical Advisory, the Transportation Disadvantaged Coordinating Board, and the Bicycle/Pedestrian Advisory Board are open public meetings conducted at convenient times and accessible locations.

The Citizens Advisory Committee, Technical Advisory Committee, Transportation Disadvantaged Coordinating Board, and Bicycle/Pedestrian Advisory Board are regularly notified and provided information throughout the planning process to facilitate their involvement. These committees are the primary forums for citizen participation. In addition, other citizens may contact the Metropolitan Transportation Planning Organization or access its website for timely information about transportation plans and programs. Also, information about transportation issues and processes are provided to the main Alachua County Library District public library and the Tower and Millhopper branch public libraries as part of the long range transportation plan update process.

### A. Public Notice

To facilitate public involvement in the transportation planning program, notice of meetings where transportation planning recommendations and decisions are being made are given in a regular and timely fashion. The date, time and place for all meetings of the Metropolitan Transportation Planning Organization, including its Plan East Gainesville Subcommittee, Citizens Advisory Committee, Technical Advisory Committee, Transportation Disadvantaged Coordinating Board, and Bicycle/Pedestrian Advisory Board are noticed as listed in the public notification matrix in Appendix F.

A copy of the agenda may be obtained by calling 352.955.2200, visiting the Metropolitan Transportation Planning Organization website at [www.ncfrpc.org](http://www.ncfrpc.org) (click on **Metropolitan Transportation Planning**), or by visiting in person the office of the Metropolitan Transportation Planning Organization during regular business hours, Monday through Friday 8:00 a.m. to 5:00 p.m., to 2009 NW 67th Place, Gainesville, FL. For accommodations for persons with disabilities, please contact Metropolitan Transportation Planning Organization at 352.955.2200.

Meeting packets are electronically displayed on the Metropolitan Transportation Planning Organization website and are electronically sent to the:

- City of Gainesville City Clerk;
- Alachua County Clerk of the Court;
- The Independent Florida Alligator and The Gainesville Sun;
- Alachua County Library District main library in downtown Gainesville; and
- Millhopper and Tower branch libraries.

Note: The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian display advertisements are written in a “reader friendly” fashion using clear, concise, and interesting language as free of technical jargon as possible. See Appendix E for examples of display advertisements.

During circumstances in which the Continuity of Operation Plan is activated, public notice for:

- Meetings and workshops at alternate locations shall be done in accordance with normal public notice procedures in this Public Involvement Plan; and
- Virtual meetings and workshops should be in accordance with criteria in the Public Involvement Matrix. When public access to public buildings is prohibited or extremely limited, supplemental public notice shall include meeting/workshop announcements and agendas placed on the front door of the Metropolitan Transportation Planning Organization office and meeting/workshop announcements placed on the Alachua County Administration Building bulletin board adjacent to Main Street.

See Chapter VI: In Case of Emergency - Public Involvement Continuity of Operations.

## B. Key Decision Points and Public Involvement

Adequate public notice for public involvement activities and time for public review and comment is provided at key decision points, including, but not limited to, approval of plans and **Transportation Improvement Programs**. Public notice is provided when the long range transportation plan is being considered for adoption and/or amendment. Public notice includes advertising for public meetings, public workshops and public hearings.

In the development of the long range transportation plan, when the point is reached that alternative plans under consideration have been identified and technical information analyzing the alternatives has been assembled, a Metropolitan Transportation Planning Organization public workshop is held to receive public comments on the alternatives.

At least ten days prior to this workshop, a public notice is published in The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian.

At least ten days prior to public hearings on the long range transportation plan, a public notice is published in The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian.

Prior to the annual adoption of Transportation Improvement Program, a display advertisement is published in The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian which includes identification of major roadway projects on a map.



## C. Meetings and Workshops

When meetings and workshops are planned for public involvement, Metropolitan Transportation Planning Organization Bylaws Chapter I, Section G Regular and Special Meetings describes when and how public notice is provided. Chapter I, Subsection G(1) states.

“Regular meetings of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall be held in accordance with an annual regular meeting schedule as adopted and amended by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area give at least four (4) days public notice for any meeting or workshop that the public may participate in, except in the case of an emergency.”

Chapter I, Subsection G(4) states:

“Regular and special meetings shall be publicly noticed at least seven (7) calendar days prior to such meeting. The notice shall provide the date, time, and place, a brief description of the purpose of the meeting and the address where interested person may obtain a copy of the agenda.”

A copy of the agenda may be obtained by calling 352.955.2200, visiting the Metropolitan Transportation Planning Organization website at [www.ncfrpc.org](http://www.ncfrpc.org) (click on **Metropolitan Transportation Planning**), or by visiting in person the office of the Metropolitan Transportation Planning Organization during regular business hours, Monday through Friday 8:00 a.m. to 5:00 p.m., to 2009 NW 67th Place, Gainesville, FL. For accommodations for persons with disabilities, please contact Metropolitan Transportation Planning Organization at 352.955.2200.

Illustration 10 shows the annual project planning cycle.

During circumstances in which the Continuity of Operation Plan is activated:

- Meetings and workshops at alternate locations shall be conducted in accordance with appropriate State of Emergency declaration; and
- Virtual meetings and workshops shall be conducted in accordance with appropriate State of Emergency declaration and Sunshine Law exemption.

See Chapter VI: In Case of Emergency - Public Involvement Continuity of Operations.

Note: Appendix F shows a matrix of the meeting notice publication schedule.

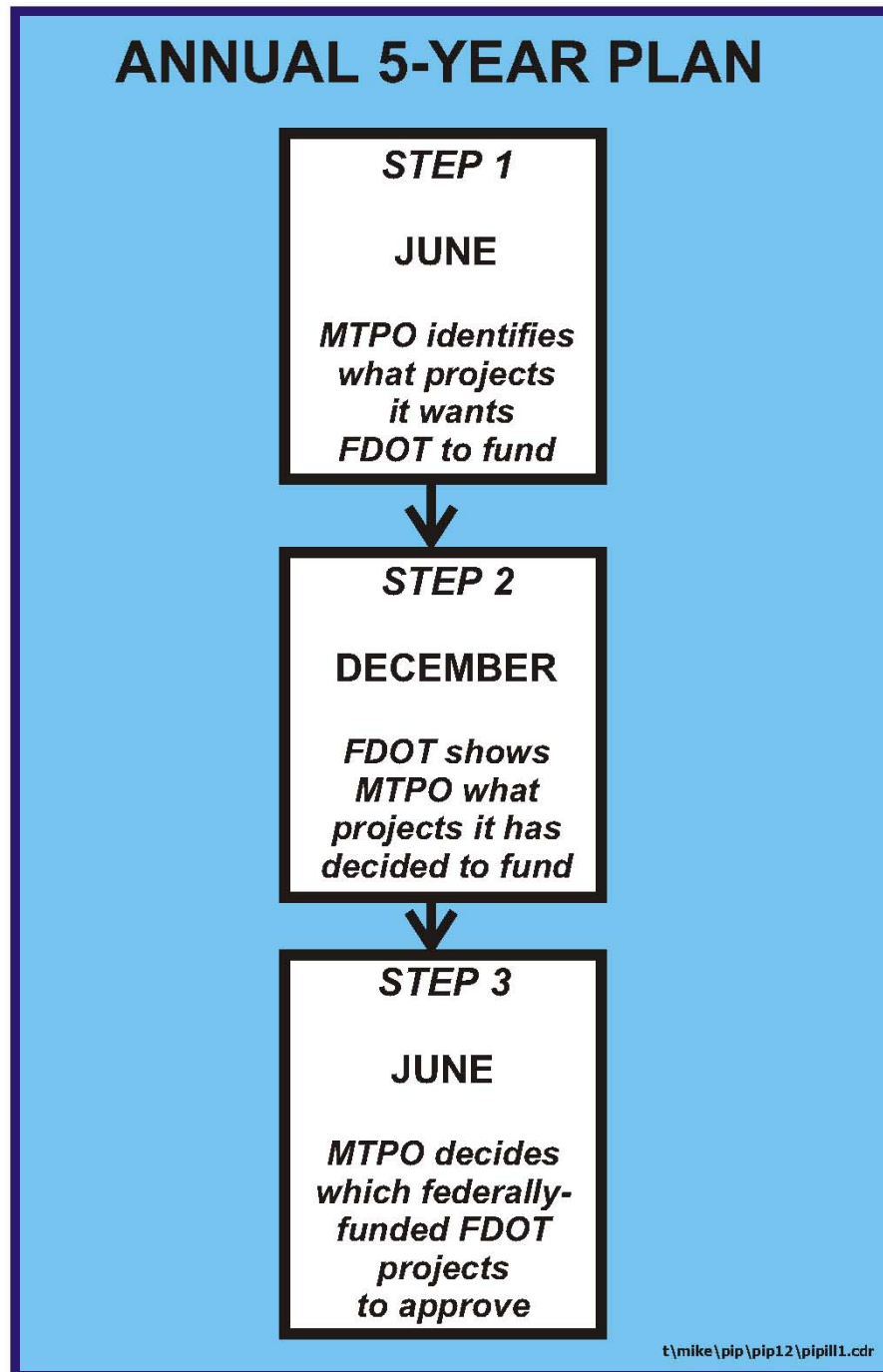
### 1. Agenda Items at 5:00 P.M. or Later

In order to accommodate public participation for significant planning topics of the Metropolitan Transportation Planning Organization schedules the following meeting agenda items at 5:00 p.m. or later during the year:

1. Transportation Improvement Program adoption;
2. Workshops for the Long Range Transportation Plan that are Display Advertisement noticed;
3. Public hearings for Long Range Transportation Plan update and amendment;
4. Public Involvement Plan review and revision; and
5. Annual appointments to the Bicycle/Pedestrian Advisory Board and Citizens Advisory Committee.

Exception - If a curfew that impacts these agenda item occurring on or after 5:00 p.m. is a condition of a State of Emergency, under activation of the Continuity of Operations Plan, this requirement is excepted and such occurrences shall be documented.

Illustration 10  
Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area  
Annual Planning Cycle



Note: FDOT - Florida Department of Transportation  
MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

## D. Television Broadcasts

Even when individuals do not have the ability or time to get to a public meeting in person, they are able to participate remotely by watching the live broadcasts of the Metropolitan Transportation Planning Organization meetings. The Metropolitan Transportation Planning Organization conducts live broadcasts of all of its meetings on Cox Cable Channel 12. The electronic information broadcasts are replayed the following week on both the local public access channel and the rural television stations.

The Metropolitan Transportation Planning Organization retains a copy of the meeting videotape, which can be copied for a nominal charge or viewed at its office at no charge. In addition, meeting videos may be viewed at the following Alachua County "Video On Demand" website-

[http://alachua.granicus.com/ViewPublisher.php?view\\_id=8](http://alachua.granicus.com/ViewPublisher.php?view_id=8)

## E. Charrettes

A charrette is defined as "a series of meetings that include both interested citizens and public agencies to work intensively on a particular problem or issue to develop a resolution or recommendation within a specified time limit." According to page 103 of a document entitled, *"Public Involvement Techniques for Transportation Decision-making,"*

"a charrette enlarges the degree of public involvement in transportation, reducing feelings of alienation from government. It offers people interaction with public agencies and allows questions to be asked before decisions are made."

The Metropolitan Transportation Planning Organization has conducted charrettes for the SW 20th Avenue/Hull Road project, Tower Road/SW 24th Avenue project, West 6th Street project and the Plan East Gainesville project.

## F. Plans, Documents and Processes

The transportation planning program strives to provide reasonable public access to technical and policy information used to develop transportation plans and Transportation Improvement Programs.

- All technical and policy information is available to the public at the Metropolitan Transportation Planning Organization office, Monday through Friday, from 8:00 a.m. to 5:00 p.m.;
- As needed, visualization techniques, such as charts, maps and slideshows, are used to communicate to interested and/or affected public participants;
- As appropriate, technical and policy information is placed in the Alachua County Library District main library and the Millhopper and Tower branch libraries; and
- To revise this Public Involvement Plan, there must be a minimum public comment period of 45 days before it can be adopted or revised. The proposed draft of the Public Involvement Plan may be viewed at the Metropolitan Transportation Planning Organization website and the Alachua County Library District main library and the Millhopper and Tower branch libraries.

Note: On request, this information is provided in larger print or Braille.

# 1. Internet Access and Social Media

## a. Internet Access

General and detailed information in electronic format regarding transportation planning and projects in the Gainesville Metropolitan Area, including plans and documents, as well as information about the membership of the Metropolitan Transportation Planning Organization and its advisory committees may be viewed on its website: <http://www.ncfrpc.org/MTPO>.

To improve understanding of the transportation planning process, the website has links to several associated agency websites, such as:

- City of Gainesville <http://www.cityofgainesville.org/>;
- Alachua County <http://www.alachuacounty.us/Pages/AlachuaCounty.aspx>;
- Florida Department of Transportation <http://www.dot.state.fl.us/>; and
- Federal Highway Administration <http://www.fhwa.dot.gov/>.

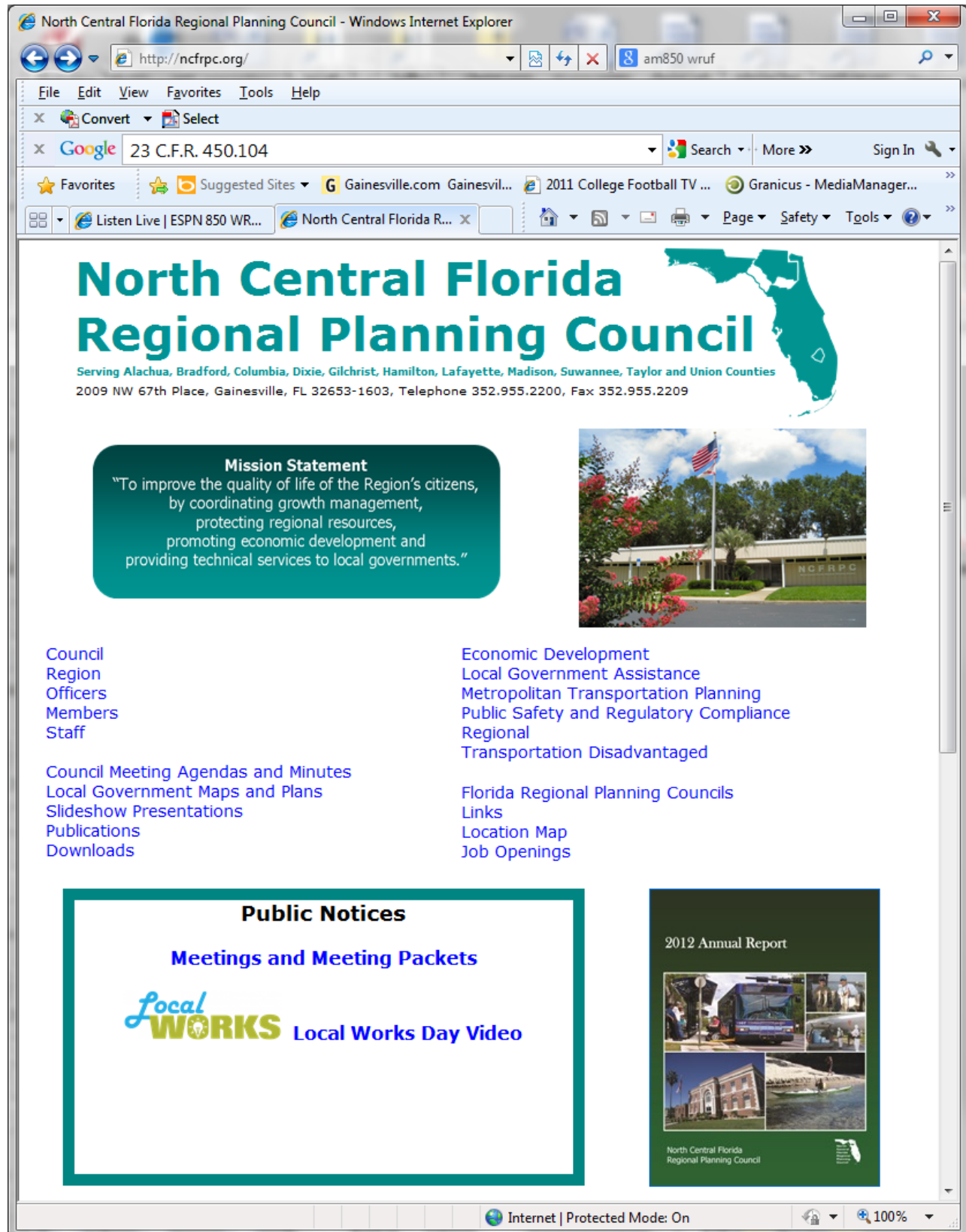
In addition, information on Metropolitan Transportation Planning Organization activities is published in the Alachua County's Community Update newsletter website and the City of Gainesville Municipal Minutes newsletter website. Interested citizens can request materials through the website and are encouraged to attend meetings. To access the website:

1. Go to: <http://ncfrpc.org/>;
2. Click on **Metropolitan Transportation Planning**; and
3. Click on the link to information on meetings and documents.

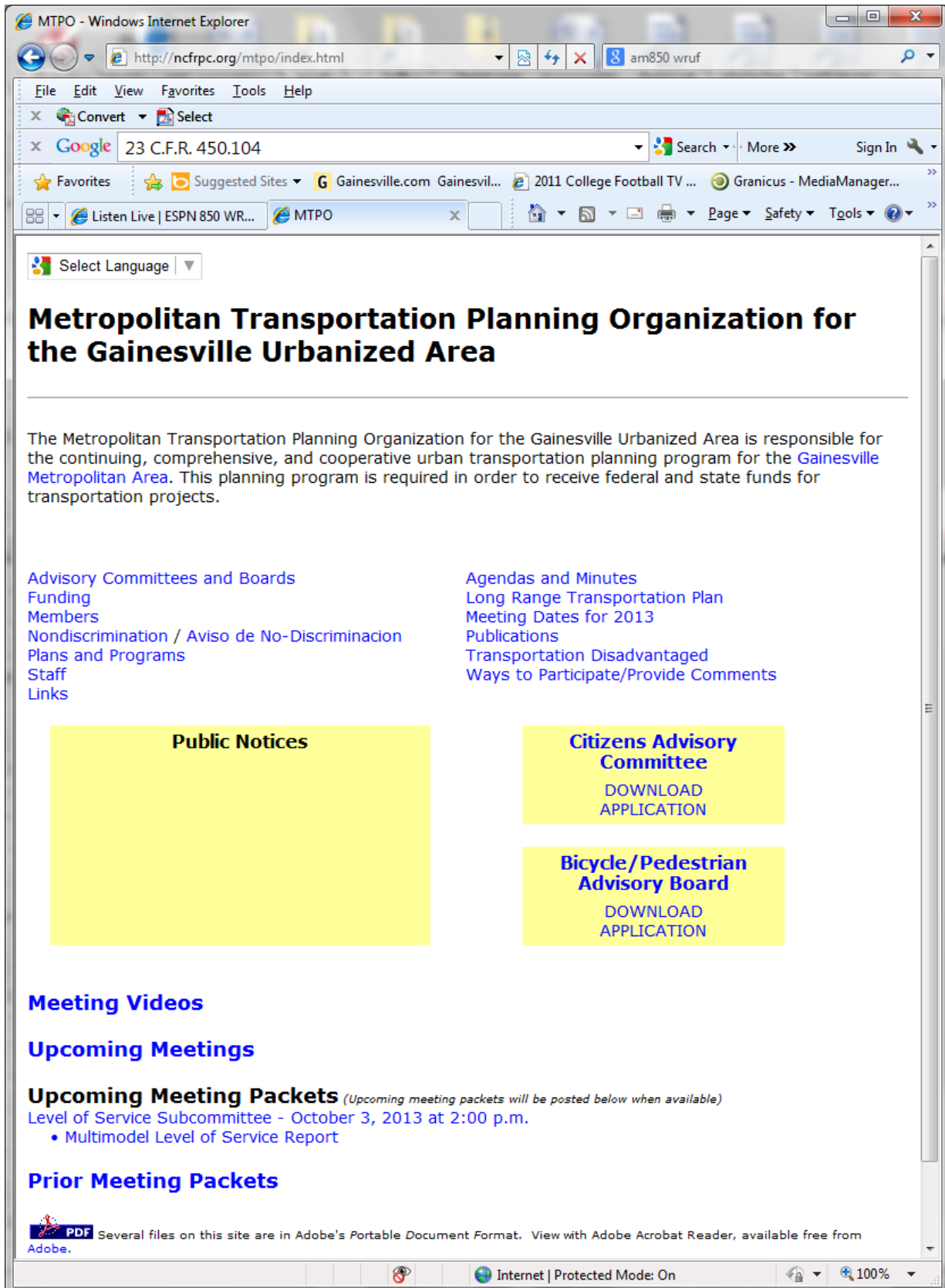
Illustration 11 is a sample homepage of the North Central Regional Planning Council, which hosts the Metropolitan Transportation Planning Organization. Illustration 12 is a sample homepage of the Metropolitan Transportation Planning Organization.

Metropolitan Transportation Planning Organization planning documents such as meeting packets, the Year 2035 Livable Community Reinvestment Plan, Transportation Improvement Program, Unified Planning Work Program and Public Involvement Plan are available in electronic format for downloading from the website at [ncfrpc.org/mtpo](http://ncfrpc.org/mtpo).

Illustration 11  
North Central Florida Regional Planning Council Homepage



**Illustration 12**  
**Metropolitan Transportation Planning Organization**  
**for the Gainesville Urbanized Area Homepage**



## b. Social Media

As an additional public outreach strategy, the Metropolitan Transportation Planning Organization uses Facebook to participate in social media. Illustration 13 shows the Facebook page. This medium may be accessed at the following link.

<https://www.facebook.com/#!/GainesvilleMTPO>

Below are the Facebook links to agencies involved in the conduct of Metropolitan Transportation Planning Organization activities.

Alachua County Facebook link-

<https://www.facebook.com/pages/Alachua-County/127834428453>

City of Gainesville Facebook link-

<https://www.facebook.com/GainesvilleFL?ref=ts>

Florida Department of Transportation District 2 Facebook link-

<https://www.facebook.com/pages/Florida-Department-of-Transportation-District-2-Office/146214445400200>

Federal Highway Administration Facebook link-

<https://www.facebook.com/pages/Federal-Highway-Administration/175380479155058>

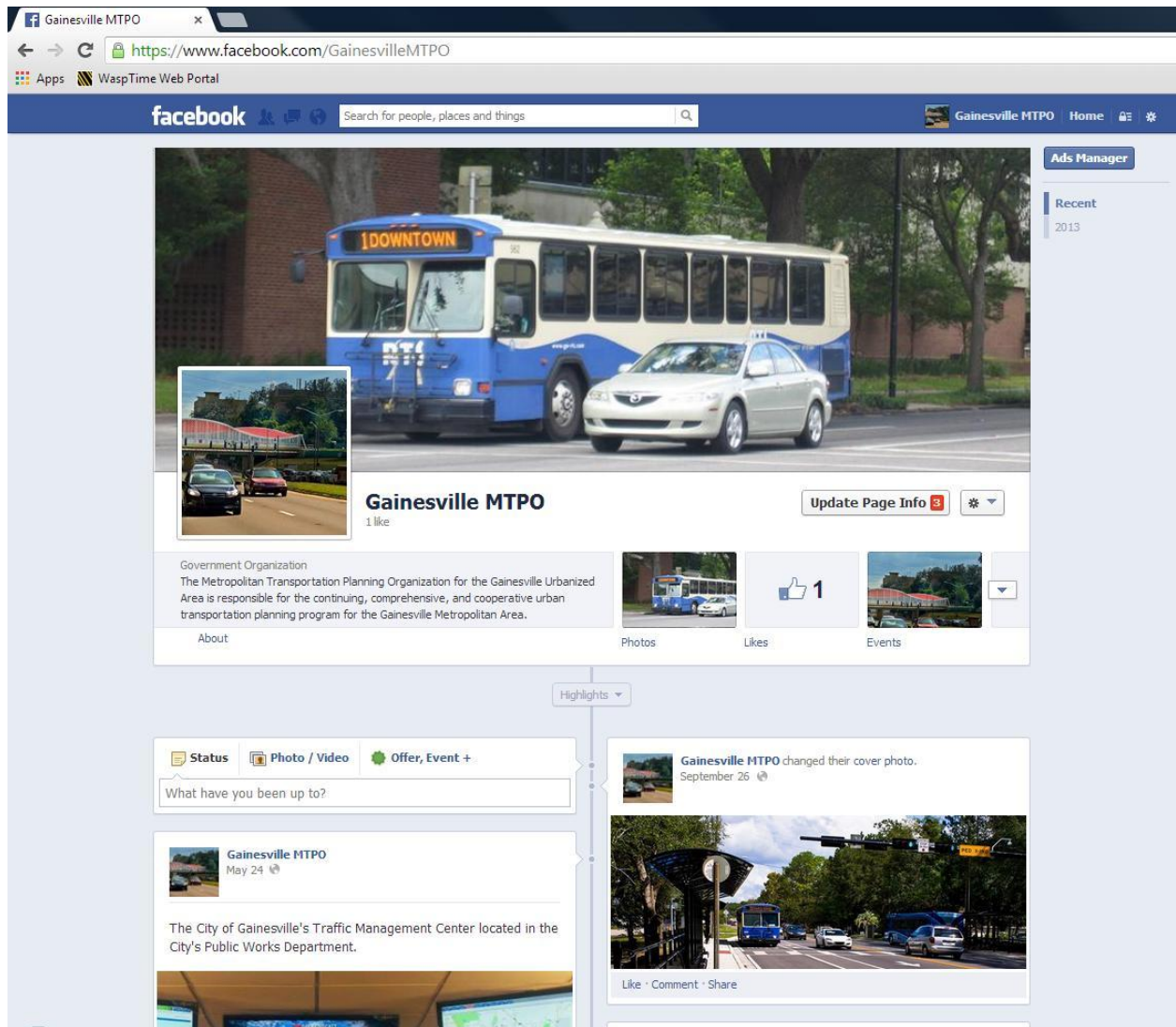
Federal Transit Administration Facebook link-

<https://www.facebook.com/FTADOT>



### Illustration 13

## Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Facebook Page





## 2. Citizens' Guide To Transportation Planning

As part of the Year 2035 transportation plan update process, Metropolitan Transportation Planning Organization prepared a document entitled, *"Citizen's Guide to Transportation Planning"* to:

1. Help citizens gain a better understanding of the transportation planning process;
2. Help them get involved and participate in the decision-making process about how transportation funds are spent;
3. Explain technical terms used in transportation planning; and
4. Provide a contact list of who to call for more information.

Note: The guide, updated regularly, is available at Metropolitan Transportation Planning Organization meetings and from its website at the following link

[http://ncfrpc.org/mtpo/publications/Citizen\\_Guide/CitzGuide13.pdf](http://ncfrpc.org/mtpo/publications/Citizen_Guide/CitzGuide13.pdf).

## 3. Long Range Transportation Plan

The long range transportation plan is updated on a five-year cycle, but may be amended anytime within the five-year period. In the process of updating the long range transportation plan, adequate opportunity is provided for public officials (including elected officials) and citizen involvement before it is approved by the Metropolitan Transportation Planning Organization. Procedures include opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, freight shippers, bicycle and pedestrian facility users, disabled persons and other interested parties) to be involved in even the earliest stages of the plan development/update process. Additionally:

- The procedures include publication of the proposed plan or other methods to make it readily available for public review and comment;
- The long range transportation plan process utilizes visualization techniques that are understandable to the interested and affected public;
- The procedures also include publication of the approved plan or other methods to make it readily available for information purposes;
- Proposed planning documents are prepared and made available to the public for review and comment. The approved long range transportation is made available for the public at no charge on the Metropolitan Transportation Planning Organization website and at Metropolitan Transportation Planning Organization office where it is also available for purchase at a nominal cost;
- If the final long range transportation differs significantly from the one made available for public comment by the Metropolitan Transportation Planning Organization or raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity is made available for public comment on the revised plan;
- When the long range transportation is adopted, the Metropolitan Transportation Planning Organization schedules two public hearings. One is held prior to the Needs Plan adoption and the second is held prior to the Cost Feasible Plan adoption. If the long range transportation plan is amended, one public hearing is scheduled to concurrently change the Cost Feasible Plan and Needs Plan;

- Amendments to the long range transportation plan vary with the magnitude and complexity of the project being considered. At a minimum, public notice and a public hearing are conducted by the Metropolitan Transportation Planning Organization. At a regularly scheduled meeting, it considers any comments gathered from the public and recommendations from its advisory committees on the amendment. For more complex projects, the Metropolitan Transportation Planning Organization may conduct charrettes and public workshops to afford an opportunity for appropriate public involvement; and
- Administrative modifications to the long range transportation plan are made without public involvement. These revisions consist of minor changes, such as project/phase costs, funding sources, and project/phase initiation dates ~~or re-demonstrating fiscal constraint.~~

Note: The Metropolitan Transportation Planning Organization schedules public workshops, public meetings, and public hearings as the long range transportation plan is being developed. As part of the long range transportation planning process, display advertisements are published in The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian to inform the public about the scheduled public workshops and public hearings. Appendix F includes a public notification matrix.

## 4. Transportation Improvement Program

Reasonable opportunity for public comment on the Transportation Improvement Program is provided before it is approved by the Metropolitan Transportation Planning Organization. The Transportation Improvement Program process utilizes visualization techniques that are understandable to the interested and affected public. The proposed Transportation Improvement Program is published or otherwise made available for review and comment. Similarly, the approved Transportation Improvement Program is published or otherwise made readily available for information purposes. The Metropolitan Transportation Planning Organization provides affected public transit agencies, representatives of transportation agency employees, private providers of transportation, freight shippers, bicycle and pedestrian facility users, disabled persons, other interested parties, and members of the general public with a reasonable opportunity to comment on the Transportation Improvement Program.

The regular meeting schedule for the Metropolitan Transportation Planning Organization and the advisory committees is used to gather public input to adopt or amend the Transportation Improvement Program. As with other documents:

- The proposed Transportation Improvement Program is prepared and made available to the public at no charge on the Metropolitan Transportation Planning Organization website and at Metropolitan Transportation Planning Organization office where it is also available for purchase at a nominal cost;
- Prior to the annual adoption of Transportation Improvement Program, a display advertisement is published in The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian which includes identification of major roadway projects on a map; and
- Should the final Transportation Improvement Program differ significantly from the one which has been made available for public comment by the Metropolitan Transportation Planning Organization, an additional opportunity for public comment on the revised Transportation Improvement Program is made available.

## a. Transportation Improvement Program Revisions

### i. Administrative Modifications

Administrative modifications to the Transportation Improvement Program are made without public involvement. These revisions consist of minor changes such as project/phase costs, funding sources project/phase initiation dates or re-demonstrating fiscal constraint.

### ii. Amendments

The Transportation Improvement Program may be amended any time within the annual planning period. For Transportation Improvement Program amendments, there are adequate public involvement procedures consistent with Code of Federal Regulations Section 450.316(b)(1) except that these procedures do not apply to Transportation Improvement Program amendments that only involve projects of the type covered in Code of Federal Regulations Section 450.324(l). The Transportation Improvement Program includes an amendment log that tracks changes made to the document.

## 5. Urban Design Policy Manual

Urban design and planning policies adopted by the Metropolitan Transportation Planning Organization are consolidated into a single document, *"The Urban Design Policy Manual,"* which is updated as the Metropolitan Transportation Planning Organization approves and/or amends its urban design and planning policies. These policies apply to construction and reconstruction to state-maintained, county-maintained, and city-maintained transportation facilities. The City of Gainesville and Alachua County have incorporated these policies into their respective comprehensive planning processes to the maximum extent feasible. These policies address items, such as:

- Roadways and transit facilities and service;
- Transportation enhancement projects;
- Intermodal and multimodal facilities;
- Joint bicycle, pedestrian, inter-modal and multimodal planning;
- Bicycle and pedestrian facilities;
- Landscaping; and
- Planning-transportation language and Metropolitan Planning Organization Advisory Council.

The **Urban Design Policy Manual** includes criteria to:

- Refer projects in the Transportation Improvement Program to its advisory committees; and
- Review project design plans according to Table 2, Project Design Plan Review Stages.

**Table 2**  
**Project Design Plan Review Stages**

Type	Scoping	30 Percent	60 Percent
Construction	✓	✓	✓
Reconstruction	✓	✓	✓
Enhancement	✓	-	✓

Projects included in the draft *Tentative Work Program* are initially reviewed by the Technical Advisory Committee. Subsequently, the projects are reviewed by the Citizens Advisory Committee, Bicycle/Pedestrian Advisory Board, and the Metropolitan Transportation Planning Organization as noted for each project design plan review stage. This report enables the Metropolitan Transportation Planning Organization, the advisory committees, government agencies, and the public to be aware of the schedule and status of projects being implemented within the Gainesville Metropolitan Area. Appendix G shows sample public involvement process reports based on the project design plan review process policy.

## 6. Annual Report

One means of providing information to the public on a regular basis is through the publication of an annual report. The North Central Florida Regional Planning Council prepares an annual report each year to describe Council activities during the year. Council annual reports include several pages devoted to describing transportation planning and Metropolitan Transportation Planning Organization activities.

Note: A copy of the latest annual report material describing transportation planning activities is included in Appendix H.

## 7. Bylaws

The Metropolitan Transportation Planning Organization is created under the authority of Section 339.175, Florida Statutes, to perform the area-wide transportation planning process in the Gainesville Urbanized Area. The Metropolitan Transportation Planning Organization boundary is established in the Membership Apportionment Plan and Boundary Map approved by the Florida Governor on July 9, 2013.

The powers, privileges and authority of the Metropolitan Transportation Planning Organization are contained in the Interlocal Agreement for Creation of the Metropolitan Transportation Planning Organization dated May 26, 2004. In compliance with the Interlocal Agreement, the Bylaws of the Metropolitan Transportation Planning Organization were updated at its meeting on September 30, 2013. Components of the updated Bylaws document include:

Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

- Authority;
- Purpose and Functions;
- Membership;
- Officers and Elections;
- Organization and Administration;
- Regular and Special Meetings;
- Meeting Agenda;
- Conduct of Meetings;
- Public Participation;

- Technical Assistance;
- Official Actions;
- Reports and Materials;
- Standing and Ad Hoc Committees; and
- Amendments.

#### Technical Advisory Committee

- Authority;
- Purpose and Functions;
- Membership;
- Officers and Elections;
- Administration;
- Regular and Special Meetings;
- Emergency Meetings;
- Meeting Agenda;
- Conduct of Meetings;
- Public Participation;
- Official Actions;
- Reports and Materials;
- Standing and Ad Hoc Committees; and
- Amendments.

#### Citizens Advisory Committee

- Authority;
- Purpose and Functions;
- Membership;
- Officers and Elections;
- Administration;
- Regular and Special Meetings;
- Emergency Meetings;
- Meeting Agenda;
- Conduct of Meetings;
- Public Participation;
- Official Actions;
- Reports and Materials;
- Standing and Ad Hoc Committees; and
- Amendments.

Note: The Bicycle/Pedestrian Advisory Board is a standing citizens committee that advises the Alachua County Board of County Commissioners, the City of Gainesville Mayor and Commissioners and the Metropolitan Transportation Planning Organization. The City of Gainesville Public Works Department provides staffing for the Bicycle/Pedestrian Advisory Board. Alachua County and the Metropolitan Transportation Planning Organization also contribute funding for staffing the Bicycle/Pedestrian Advisory Board. Each jurisdiction is responsible for appointing four board members with staggered three-year terms. The Bicycle/Pedestrian Advisory Board Bylaws are the responsibility of the City of Gainesville.

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# Chapter IV

## How Do We Respond to Citizens Comments?

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## Chapter IV: How Do We Respond to Citizen Comments?

The transportation planning process provides for consideration and response to public input received during the planning and program development processes. When written and oral comments are received on the draft long range transportation plan or Transportation Improvement Program (including the financial plan) as a result of the public involvement process; summary, analysis, and report on the disposition of comments is made part of the final long range transportation plan and Transportation Improvement Program.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) makes comment forms available at its public hearings, regular business meetings, charrettes and public workshops. In addition, a form can be downloaded from the Metropolitan Transportation Planning Organization website or obtained from the Metropolitan Transportation Planning Organization office. Comment forms are provided for persons not able to speak at a public meeting about a project and for those who prefer to comment in writing rather than speaking.

Note: Appendix I includes a sample comment form.

Some examples of response to public input are charrettes and Metropolitan Transportation Planning Organization website. These items have been initiated to increase the level of public participation on transportation improvements.

Note: The North Central Florida Regional Planning Council maintains the Metropolitan Transportation Planning Organization webpage and information regarding transportation planning activities in the Gainesville Metropolitan Area. General information can be viewed via its homepage at <http://ncfrpc.org/mtpo>.

Correspondence can be forwarded to Metropolitan Transportation Planning Organization at 2009 NW 67th Place, Gainesville, FL 32653 or by addressing an email to [koons@ncfrpc.org](mailto:koons@ncfrpc.org).

### A. Response to Comments or Questions Raised at Meetings

Comments or questions raised by any member of the public that cannot be answered at the Metropolitan Transportation Planning Organization meeting are responded to in writing, provided the person provides their name and address. An email is sent to acknowledge that the Metropolitan Transportation Planning Organization is researching the question or comment. Then, the Metropolitan Transportation Planning Organization sends a follow-up letter or email with a response or a referral to a more appropriate agency to respond to the question or comment.

## **B. Title VI Nondiscrimination Complaints**

### **1. Title VI Nondiscrimination Complaint Process**

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964 and other federal and state nondiscrimination authorities and related statutes, may file a written complaint. All written complaints received by the Metropolitan Transportation Planning Organization shall be referred immediately by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Title VI Nondiscrimination Liaison to the Florida Department of Transportation's District Two Title VI Nondiscrimination Coordinator for processing in accordance with approved State procedures.
2. Verbal and non-written complaints received by the Metropolitan Transportation Planning Organization shall be resolved informally by the Metropolitan Transportation Planning Organization Title VI Nondiscrimination Liaison. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the Metropolitan Transportation Planning Organization Title VI Nondiscrimination Liaison shall refer the Complainant to the Florida Department of Transportation's District Two Title VI Nondiscrimination Coordinator for processing in accordance with approved State procedures.
3. The Metropolitan Transportation Planning Organization Title VI Nondiscrimination Liaison will advise the Florida Department of Transportation's District Two Title VI Nondiscrimination Coordinator within five calendar days of receipt of the allegations. The following information will be included in every notification to the Florida Department of Transportation District Two Title VI Nondiscrimination Coordinator.
  - (a) Name, address, and phone number of the complainant.
  - (b) Name(s) and address(es) of respondent.
  - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
  - (d) Date of alleged discriminatory act(s).
  - (e) Date of complaint received by the Metropolitan Transportation Planning Organization.
  - (f) A statement of the complaint.
  - (g) Other agencies (state, local or Federal) where the complaint has been filed.
  - (h) An explanation of the actions the Metropolitan Transportation Planning Organization has taken or proposed to resolve the allegation(s) described in the complaint.
4. Within ten calendar days, the Metropolitan Transportation Planning Organization Title VI Nondiscrimination Liaison will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the Florida Department of Transportation Equal Opportunity Office.

5. Within 60 calendar days, the Metropolitan Transportation Planning Organization Title VI Nondiscrimination Liaison will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the Chief Staff Official [Executive Director] of the Metropolitan Transportation Planning Organization.
6. Within 90 calendar days of the verbal or non-written allegation(s) receipt, the Chief Staff Official [Executive Director] of the Metropolitan Transportation Planning Organization will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the Florida Department of Transportation Equal Opportunity Office, if they are dissatisfied with the final decision rendered by the Chief Staff Official [Executive Director] of the Metropolitan Transportation Planning Organization. The Metropolitan Transportation Planning Organization Title VI Nondiscrimination Liaison will also provide the Florida Department of Transportation District Two Title VI Nondiscrimination Coordinator with a copy of this decision and summary of findings.
7. The Metropolitan Transportation Planning Organization Title VI Nondiscrimination Liaison will maintain a log of all verbal and non-written complaints received by the Metropolitan Transportation Planning Organization. The log will include the following information.
  - a. Name of complainant;
  - b. Name of respondent;
  - c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation);
  - d. Date verbal or non-written complaint was received by the Metropolitan Transportation Planning Organization;
  - e. Date Metropolitan Transportation Planning Organization notified the Florida Department of Transportation District Two Title VI Nondiscrimination Coordinator of the verbal or non-written complaint; and
  - f. Explanation of the actions the Metropolitan Transportation Planning Organization has taken or proposed to resolve the issue raised in the complaint.

## **2. Title VI Nondiscrimination Liaison**

The Metropolitan Transportation Planning Organization designated Michael Escalante, Senior Planner, as its Title VI Nondiscrimination Liaison. For any Title VI nondiscrimination concern, he may be contacted at 2009 NW 67th Place, Gainesville, Florida 32653-1603, telephone number 352.955.2200, extension 114.

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# Chapter V

## When Do We Review and Update the Public Involvement Plan?

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## Chapter V: When Do We Review and Update the Public Involvement Plan?

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area periodically reviews the public involvement process for effectiveness to ensure that the process continues to provide full and open access to all. To ensure sufficient outreach to all transportation system-affected communities, it monitors its public involvement process in an effort to evaluate the performance and effectiveness of its strategies during the year. Each year, this Public Involvement Plan is reviewed, revised, and approved by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization).

This Public Involvement Plan is subject to a public comment period of 45 days before it is adopted or revised. If it becomes necessary to revise this Public Involvement Plan, a minimum public comment period of 45 days is provided. The draft Public Involvement Plan may be viewed at the Metropolitan Transportation Planning Organization website and the Alachua County Library District main public library and the Millhopper and Tower branch public libraries.

Note: See Appendix J for the instruments used to evaluate the performance and effectiveness of the Public Involvement Plan strategies. Information collected from this monitoring process is used for Public Involvement Plan updates.

See Appendix K for the Public Involvement Plan update log.

### A. Coordinate Statewide Process

Besides periodic review for effectiveness, the Metropolitan Transportation Planning Organization public involvement process is coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs. The Metropolitan Transportation Planning Organization public involvement process also includes its participation in the Florida Metropolitan Planning Organization Advisory Council, which facilitates the coordination of transportation planning efforts among metropolitan planning organizations statewide and also with the Florida Department of Transportation and Federal Highway Administration.

The Metropolitan Transportation Planning Organization:

- Participates in the Florida Department of Transportation statewide Level of Service Coordinators group and Model Task Force to provide planning organization input into statewide transportation planning efforts; and
- Works with Florida Department of Transportation District 2 to identify, and coordinate with, statewide public involvement processes.

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# Chapter VI

## In Case of Emergency - Public Involvement Continuity of Operations

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## Chapter VI: In Case of Emergency - Public Involvement Continuity of Operations

In the event of a manmade disaster, natural disaster, epidemic, pandemic or other disruption of normal operations the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) and/or its advisory committees, shall utilize the strategies included in the Continuity of Operations Plan. In addition, operational activity shall be conducted as authorized in Resolution No. 2020-01 and Resolution No. 2020-02. This chapter addresses public involvement under emergency conditions for the Metropolitan Transportation Planning Organization, its advisory committees and staff with activation of the Continuity of Operations Plan.

### A. Public Involvement/Access - Staffing and Regular Business Meetings/Public Hearings

Below is a matrix of physical and communications accessibility.

Accessibility	Normal [S-1/M-1]	Modified Normal [S-2/M-2]	Alternate Location [[S-3/M-3]	Remote Location(s) Internet Access [S-4]	Virtual Access [S-5/M-4]
<b>Metropolitan Transportation Planning Organization Office</b>					
Staffing	MTPO Office Email Telephone	MTPO Office Email Telephone	Alternate Site-FDOT Email Telephone	Work-from-Home Email Telephone	CMT
Consultant	MTPO Office Email Telephone	Email Telephone	Alternate Site-FDOT Email Telephone	Email Telephone CMT	CMT
Public	MTPO Office Email Telephone	Email Telephone	Alternate Site-FDOT Email Telephone	Email Telephone	CMT
<b>Metropolitan Transportation Planning Organization Meetings</b>					
Members / Staff	JDA Channel 12 Telephone	JDA Channel 12 Telephone	Alternate Site-TBD Channel 12 Telephone		CMT
Public	JDA Channel 12 Telephone	Channel 12 Telephone	Alternate Site-TBD Channel 12 Telephone		CMT Channel 12 Telephone
<b>Bicycle/Pedestrian Advisory Board - Citizens Advisory Committee Meetings</b>					
Members / Staff	GKCR	GKCR	Alternate Site-TBD		CMT
Public	GKCR	CMT	Alternate Site-TBD		CMT
<b>Technical Advisory Committee Meetings</b>					
Members / Staff	GRU	GRU	Alternate Site-TBD		CMT
Public	GRU	CMT	Alternate Site-TBD		CMT

CMT - Communications Media Technology; FDOT - Florida Department of Transportation/Gainesville Maintenance Office; GRU - Gainesville Regional Utilities; GKCR - Grace Knight Conference Room; JDA - Jack Durrance Auditorium; MTPO - Metropolitan Transportation Planning Organization; TBD - To Be Determined

Access to the Metropolitan Transportation Planning Organization office and conduct of regular public meetings, including public hearings, under scenarios S-1 and M-1 represent normal operations. Therefore, adherence to the regular requirements of the Public Involvement Plan should be maintained. There is no exemption from Americans with Disabilities Act-accessibility requirements.

Access to the Metropolitan Transportation Planning Organization office and conduct of regular public meetings, including public hearings, under scenarios S-2 and M-2 represent modified normal operations. In these scenarios, public building access is limited to staff, elected officials and committee members. But the general public is not permitted access. Therefore, adherence to the regular requirements of the Public Involvement Plan should be maintained. There is no exemption from Americans with Disabilities Act-accessibility requirements.

Under the Alternate Locations [S-3 and M-3] scenarios, Metropolitan Transportation Planning Organization staffing activities are relocated to an alternate site, Florida Department of Transportation/Gainesville Maintenance Office and public meetings are also relocated to alternate sites (to be determined). These public meetings can be held in public buildings with minimum or no limitations as to the number of participants on site. Adherence to the regular requirements of the Public Involvement Plan should be maintained. There is no exemption from Americans with Disabilities Act-accessibility requirements.

Under the Remote Locations [S-4] scenario, Metropolitan Transportation Planning Organization staffing activities are relocated to work-at-home via internet access to the office server. Communication with consultants may occur by regular mail, email, telephone and/or communications media technology.

Under the Virtual Access [S-5 and M-4] scenarios, in which public hearings and public meetings cannot be held in public buildings or public buildings have significant limitations as to the number of participants on site, virtual public meetings will be conducted via communications media technology. Communications media technologies utilized for the virtual public hearings and public meetings are to be documented. There is no exemption from Americans with Disabilities Act-accessibility requirements. Exemption from in-person public meetings as authorized by executive order of the Governor and/or state legislative action is necessary to conduct virtual public hearings and public meetings.

## **B. Public Involvement/Access - Public Workshops and Charrettes**

Below is a matrix of physical and communications accessibility.

Accessibility	Normal [W-1]	Virtual Access [W-2]
Metropolitan Transportation Planning Organization Workshops and Charrettes		
Members / Staff	Site to Be Determined	Communications Media Technology
Public	Site to Be Determined	Communications Media Technology

Conduct of public workshops and/or charrettes while under activation of the Continuity of Operations Plan consists of two scenarios.

Under the Normal [W-1] scenario, public workshops and/or public charrettes can be held in public buildings with minimum or no limitations as to the number of participants on site. Adherence to the regular requirements of the Public Involvement Plan should be maintained. There is no exemption from Americans with Disabilities Act-accessibility requirements.

Under the Virtual Access [W-2] scenario, in which public workshops and/or public charrettes cannot be held in public buildings or public buildings have significant limitations as to the number of participants on site, virtual public workshops and/or public charrettes will be conducted via communications media technology. Communications media technologies utilized for the virtual public workshops and/or public charrettes are to be documented. There is no exemption from Americans with Disabilities Act-accessibility requirements. Exemption as authorized by executive order of the Governor and/or state legislative action is necessary to conduct virtual public workshops and/or public charrettes.

## C. Public Notice

To facilitate public involvement during a period of activation of the Continuity of Operations Plan in the transportation planning program, notice of public meetings where transportation planning recommendations and decisions are being made are given in a regular and timely fashion. The date, time and place for all public meetings of the Metropolitan Transportation Planning Organization, including its subcommittees, Citizens Advisory Committee, Technical Advisory Committee, Transportation Disadvantaged Coordinating Board, and Bicycle/Pedestrian Advisory Board are noticed as described in the public notification matrix in Appendix F.

During circumstances in which the Continuity of Operation Plan is activated, public notice for:

- Public hearings, public meetings, public workshops and/or public charrettes at alternate locations shall be noticed in accordance with normal public notice procedures in this Public Involvement Plan; and
- Virtual public hearings, public meetings, public workshops and/or public charrettes should be in accordance with criteria in the Public Involvement Matrix. When public access to public buildings is prohibited or the number of participants is limited, supplemental public notice shall include public hearing, public meeting, public workshop and/or public charrette announcements and agendas posted on the front door of the Metropolitan Transportation Planning Organization office and public hearing, public meeting, public workshop and/or public charrette announcements posted on the Alachua County Administration Building exterior bulletin board adjacent to South Main Street.

## 1. Accessible Public Building Venues

### Meeting Agendas

Copies of public meeting agendas may be viewed and obtained by visiting the Metropolitan Transportation Planning Organization website at [www.ncfrpc.org](http://www.ncfrpc.org) (click on **Metropolitan Transportation Planning**). Agendas are available for download in portable data file extension format.

If, under activation of the Continuity of Operations Plan, the Metropolitan Transportation Planning Organization office is open for normal business hours, public meeting agendas may be viewed or obtained by visiting in person, Monday through Friday 8:00 a.m. to 5:00 p.m., to 2009 NW 67th Place, Gainesville, FL.

For accommodations for persons with disabilities, please contact Metropolitan Transportation Planning Organization at 352.955.2200.

### Meeting Notices

If, under activation of the Continuity of Operations Plan, the Metropolitan Transportation Planning Organization office is open for normal business hours, public meeting notices are posted for viewing on

its bulletin board, Monday through Friday 8:00 a.m. to 5:00 p.m., to 2009 NW 67th Place, Gainesville, FL. In addition, if the Alachua County Administration Building is accessible to the public, meeting notices are posted on the second floor bulletin board adjacent to the John R. "Jack" Durrance Auditorium. Public meeting notices are also provided to Alachua County staff for inclusion in its weekly Meetings List notification.

### Meeting Packets

Public meeting packets are electronically displayed on the Metropolitan Transportation Planning Organization website and are electronically sent to the:

- City of Gainesville City Clerk;
- Alachua County Clerk of the Court;
- The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian;
- Alachua County Library District Downtown Gainesville; and
- Millhopper and Tower branch libraries.

Note: The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian display advertisements are written in a "reader friendly" fashion using clear, concise and interesting language as free of technical jargon as possible. See Appendix E for examples of display advertisements.

### Draft Planning Documents and Flyers

If, under activation of the Continuity of Operations Plan, the Alachua County Library District Downtown Gainesville, Millhopper and Tower Road branch libraries are open to the public, then normal distribution of draft planning documents for public review shall occur.

If, under activation of the Continuity of Operations Plan, any public building identified for distribution of flyers are open to the public, then flyers shall be distributed to those open public buildings.

## 2. Inaccessible Public Building Venues

### Meeting Agendas

Copies of public meeting agendas may be viewed and obtained by visiting the Metropolitan Transportation Planning Organization website at [www.ncfrpc.org](http://www.ncfrpc.org) (click on **Metropolitan Transportation Planning**). Agendas are available for download in portable data file extension format.

If, under activation of the Continuity of Operations Plan, the Metropolitan Transportation Planning Organization office is closed to the public, public meeting agendas will be posted for viewing on the front office door at 2009 NW 67th Place, Gainesville, FL.

For accommodations for persons with disabilities, please contact Metropolitan Transportation Planning Organization at 352.955.2200.

### Meeting Notices

If, under activation of the Continuity of Operations Plan, the Metropolitan Transportation Planning Organization office is closed to the public, public meeting agendas will be posted for viewing on the front office door at 2009 NW 67th Place, Gainesville, FL. In addition, meeting notices will be posted on the Alachua County Administration Building exterior bulletin board adjacent to South Main Street. Public meeting notices are also provided to Alachua County staff for inclusion in its weekly Meetings List notification.

## Meeting Packets

Public meeting packets are electronically displayed on the Metropolitan Transportation Planning Organization website and are electronically sent to the:

- City of Gainesville City Clerk;
- Alachua County Clerk of the Court;
- The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian;
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Note: The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian display advertisements are written in a “reader friendly” fashion using clear, concise and interesting language as free of technical jargon as possible. See Appendix E for examples of display advertisements.

## Draft Planning Documents and Flyers

If, under activation of the Continuity of Operations Plan, the Alachua County Library District Downtown Gainesville, Millhopper and Tower Road branch libraries are closed or not publically accessible, then normal distribution of draft planning documents for public review shall not be required.

If, under activation of the Continuity of Operations Plan, any public building identified for distribution of flyers is closed to the public, then flyers shall not be distributed to those closed public buildings.

## Title VI and Americans with Disabilities Act Compliance

In order to address Title VI and Americans with Disabilities Act compliance, Metropolitan Transportation Planning Organization staff will assist in the accommodation for requests for alternative formats of and/or assistance with public meeting notices, public meeting packets, planning documents and flyers.

# 3. Virtual Staffing and Meeting Platforms

If, under activation of the Continuity of Operations Plan, it is necessary to conduct virtual public hearings, public meetings, public workshops and/or public charrettes via communications media technology, exemption authorized by executive order of the Governor or legislative action to in-person public meeting requirements shall be executed and implemented for said virtual public hearings, public meetings, public workshops and/or public charrettes via communications media technology to occur.

Communication media technologies for conducting virtual public hearings, public meetings, public workshops and/or public charrettes may include the use of:

- Audio conferencing communications media technology;
- Web-based webinar communications media technology; and
- Web-based video communications media technology.

## Staffing Platforms

Metropolitan Transportation Planning Organization staff shall use audio conferencing, web-based webinar and web-based video communications media technology platforms as needed to perform transportation planning activities.

## **Meeting Platforms**

**Metropolitan Transportation Planning Organization** - Whenever possible, virtual public meetings, including public hearings, shall use web-based video communications media technology. In addition, the Metropolitan Transportation Planning Organization shall broadcast its public meetings on public access television Channel 12 and be supplemented by telephone call-in access. Metropolitan Transportation Planning Organization members shall have appropriate access to the web-based video communications media technology. If web-based video communications media technology is unavailable, alternative virtual communications media technology may be used, but its use must be documented.

## **Metropolitan Transportation Planning Organization Subcommittees and Advisory Committees**

- Whenever possible, Audit Committee or ad hoc appointed subcommittees, steering committees and working groups, Bicycle/Pedestrian Advisory Board, Citizens Advisory Committee and Technical Advisory Committee virtual public meetings, shall use audio conferencing and web-based webinar communications media technology that is accessible to the public. If available, web-based video communications media technology may be used.

## **Title VI and Americans with Disabilities Act Compliance**

In order to address Title VI and Americans with Disabilities Act compliance, Metropolitan Transportation Planning Organization staff will assist in the accommodation for requests for access to the virtual public meeting communications media technology platforms.

## **Public Workshop and Charrette Platforms**

**Public workshops and charrettes** - Whenever possible, virtual workshops and charrettes shall use audio conferencing and web-based webinar communications media technology that is accessible to the public. If available, video communications media technology may be used.

## **Title VI and Americans with Disabilities Act Compliance**

In order to address Title VI and Americans with Disabilities Act compliance, Metropolitan Transportation Planning Organization staff will assist in the accommodation for requests for access to virtual public workshop and/or public charrette communications media technology platforms.



# Chapter VII

## Glossary

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## Chapter VII: Glossary

**Alachua County Transportation Disadvantaged Coordinating Board** - consists of 16 members, including State agency and citizen advocates that are appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization) to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services for transportation disadvantaged persons. In addition, the Metropolitan Transportation Planning Organization appoints an elected official, to serve as the chairperson for all local coordinating board meetings. The Alachua County Transportation Disadvantaged Coordinating Board is responsible, in part, for approving the Alachua County Transportation Disadvantaged Service Plan.

**Annual Average Daily Traffic** - the traffic volume passing a point or segment of a roadway in both directions for one year divided by the number of days in the year.

**Bicycle/Pedestrian Advisory Board** - consists of citizens-at-large that advise the Alachua County Board of County Commissioners, City of Gainesville City Commission and the Metropolitan Transportation Planning Organization on bicycle and pedestrian transportation-related issues. It includes 12 voting members and one non-voting adjunct member representing the University of Florida students.

**Citizens Advisory Committee** - consists of 15 citizens-at-large that advise the Metropolitan Transportation Planning Organization regarding transportation-related issues.

**Code of Federal Regulations** - the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation.

**Community Transportation Coordinator** - transportation entity recommended by the metropolitan planning organization to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designed service area. It is responsible for development and implementation of the Transportation Disadvantaged Service Plan, which describes how transportation service will be provided to eligible persons within its service area.

**Cost Feasible Plan** - description of transportation system modifications in the adopted Needs Plans which are anticipated to be funded over the planning period.

**Federal Aviation Administration** - United States agency responsible for aviation funding and monitoring.

**Federal Highway Administration** - United States agency responsible for roadway funding and monitoring.

**Federal Transit Administration** - United States agency responsible for transit funding and monitoring.

**Florida Department of Transportation** - State of Florida transportation agency responsible for allocation of Federal and State transportation funding and monitoring.

**Florida Department of Transportation Work Program** - List of Federal and State-funded transportation projects developed by the Florida Department of Transportation.

**Florida Intrastate Highway System** - interconnected high-speed, high-volume roadways including: Interstate highways, Florida's Turnpike system, selected urban expressways, existing major interregional and intercity arterial highways to be upgraded to higher controlled-access standards and new limited-access facilities. The primary function of the system is to serve interstate and regional commerce and long-distance trips. The Florida Intrastate Highway System was integrated into the Strategic Intermodal System in 2012.

**Gainesville Metropolitan Area** - jurisdiction of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The existing urbanized area plus the area projected to become urbanized over the next 20 years. This is in contrast to "Gainesville Urbanized Area". (See next definition.)

**Gainesville Urbanized Area** - is used in the legal name of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. (See the last definition.) This phrase refers to the area around Gainesville that is currently "urbanized" at a population density of 1,000 people per square mile, as defined by the United States Census Bureau.

**Level of Service** - a quantitative measure of the quality of service of a service or a facility into six letter grade levels with "A" describing the highest quality of service and "F" describing the lowest quality; a discrete stratification of a quality of service continuum.

**List of Priority Projects** - document produced by the Metropolitan Transportation Planning Organization that describes transportation system modification recommendations to the Florida Department of Transportation for inclusion in its Work Program.

**Livable Community Reinvestment Plan**- title of the Metropolitan Transportation Planning Organization Long Range Transportation Plan.

**Long-Range Transportation Plan** - document produced by the Metropolitan Transportation Planning Organization that describes transportation system modifications to be implemented over a long period of time.

**Metropolitan Planning Organization** - the organization responsible for carrying out transportation planning and programming in accordance with the provisions with 23 United States Code s134, as provided in 23 United States Code s107(f)(3).

**Metropolitan Planning Organization Advisory Council** - statewide organization of Metropolitan Planning Organizations that facilitates coordination and exchange of information on transportation issues.

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area**- official title of the metropolitan planning organization that provides recommendations to the Florida Department of Transportation on the expenditures of federal funds in the Gainesville Metropolitan Area. The Metropolitan Transportation Planning Organization consists of the five Alachua County Commissioners, the Mayor and six City of Gainesville Commissioners as voting members, with the Florida Department of Transportation District 2 Secretary (or his/her designee), the University of Florida President (or his/her designee) and a Rural Advisor (selected by the Alachua County League of Cities) as nonvoting members.

**Needs Plan**- document produced by the Metropolitan Transportation Planning Organization that describes transportation system modifications required to sustain a transportation system that would function at an acceptable level of service that is implemented over a long period of time.

**Public Involvement Plan** - document produced by the Metropolitan Transportation Planning Organization that describes strategies to facilitate and promote citizen participation in the its transportation planning process.

**State Transportation Improvement Program** - statewide listing of federal and state-funded transportation projects.

**Strategic Intermodal System** - transportation system that consists of facilities and services of statewide and interregional significance (strategic); contains all forms of transportation for moving both people and goods, including linkages that provide for smooth and efficient transfers between modes and major facilities (intermodal); and integrates individual facilities, services, forms of transportation (modes) and linkages into a single, integrated transportation network (system). The Strategic Intermodal System is a network of high-priority transportation facilities which includes the largest and most significant commercial service airports, spaceport, deepwater seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways and highways in the state.

**Technical Advisory Committee** - consists of professional staff from Alachua County Departments of Environmental Protection, Growth Management and Public Works; Alachua County/Gainesville Regional Airport Authority; Bicycle/Pedestrian Advisory Board staff; City of Gainesville Departments of Planning, Gainesville Regional Utilities, Regional Transit System and Public Works; and State of Florida Departments of Environmental Protection and Transportation that advise the Metropolitan Transportation Planning Organization on transportation-related issues.

**Transportation Disadvantaged-** those persons who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social services or other life-sustaining activities, or children who are handicapped or high-risk or at-risk.

**Transportation Disadvantaged Commission-** State agency responsible for the implementation and monitoring of state-funded transportation disadvantaged services. The Commission is also responsible for approving all county Transportation Disadvantaged Service Plans.

**Transportation Improvement Program** - document produced by the Metropolitan Transportation Planning Organization that describes transportation system modifications to be implemented within the Gainesville Metropolitan Area over a five-year period that implements projects included in the Cost Feasible Plan and transportation system maintenance projects.

**Transportation Management Area** - an urbanized area with a population over 200,000, as defined by the United States Bureau of the Census and designated by the United States Secretary of Transportation, or any additional area where Transportation Management Area designation is requested by the Governor and the metropolitan planning organization and included by the United States Secretary of Transportation.

**Unified Planning Work Program** - document produced annually by the Metropolitan Transportation Planning Organization that describes its transportation planning activities to be accomplished during the program year.

**United States Code** - the codification of the general and permanent laws of the United States.

**United States Department of Transportation** - Federal government department responsible for funding and monitoring all modes of transportation.

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# Appendix A

## Federal and State

## Public Involvement Mandates

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# Appendix A: Federal and State Public Involvement Mandates

## A. Federal Public Involvement Mandates

These are the Federal rules and guidelines for public involvement in the process of metropolitan transportation planning. There are:

1. General requirements;
2. Rules for the long range transportation plan; and
3. Rules for the transportation improvement program.

### 1. General Requirements

According to the Federal metropolitan planning rules contained in the Federal Register dated October 28, 1993 section 450.316(b) (1) (i) through (xi), these are the requirements and criteria for the public involvement process:

1. **Public Notice:** 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); and 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 Transportation Improvement Programs;
2. **Public Access to Information:** provide reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
3. **Proactive Involvement of Communities:** seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households;
4. **Time for Consideration:** require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;
5. **Make Responsive Changes:** demonstrate explicit consideration and response to public input received during the planning and program development processes;
6. **Report on What Changes Came from Public Involvement:** when significant written and oral comments are received on the draft transportation plan or Transportation Improvement Program (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the United States Environmental Protection Agency's conformity regulations, summary, analysis, and report on the disposition of comments shall be made part of the final plan and Transportation Improvement Program;

7. **Repeat Public Notice and Comment Time for Finalized Plan:** if the final transportation plan or Transportation Improvement Program differs significantly from the one which was made available for public comment by the metropolitan planning organization 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 Transportation Improvement Program shall be made available;
8. **Assess the Process:** public involvement processes shall be periodically reviewed by the metropolitan planning organization in terms of their effectiveness in assuring that the process provides full and open access to all; and
9. **Coordinate with the State:** 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.

Note: See page A-10: Federal Register dated October 28, 1993 section 450.316(b)(1) for actual text.

## 2. Long Range Transportation Plan

The requirements and criteria for the public involvement process for the long range transportation plan reflect the general requirements.

1. **Public Notice:** 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 metropolitan planning organization, in accordance with the requirements of § 450.316(b)(1); including opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, and private providers of transportation freight shippers, bicycle and pedestrian facility users, disabled persons and other interested parties) to be involved in the early stages of the plan development/update process.
2. **Public Access to Information:**
  - a. The procedures shall include publication of the proposed plan or other methods to make it readily available for public review and comment; and
  - b. The procedures also shall include publication of the approved plan or other methods to make it readily available for information purposes.

## 3. Transportation Improvement Program - Federal

The requirements and criteria for the public involvement process for the Transportation Improvement Program also reflect the general requirements. There must be reasonable opportunity for public comment. The proposed Transportation Improvement Program and then the approved Transportation Improvement Program shall be published or otherwise made readily available for review and comment.

However amendments are treated a bit differently. Public involvement procedures for developing amendments are consistent with the general procedures, except for Transportation Improvement Program amendments that only involve the type of projects covered in Code of Federal Regulations Section 450.324(i).

Section 450.324(i) states: "Projects proposed for Federal Highway Administration and/ or Federal Transit Administration funding that are not considered by the State and metropolitan planning organization to be of appropriate scale for individual identification in a given program year may be grouped by function, geographic area, and work type using applicable classification under 23 United States Code of Federal Regulations 771.117 (c) and (d)."

**23 Code of Federal Regulations**  
**Highways**  
**Chapter I**  
**Federal Highway Administration, Department of Transportation**  
**Subchapter E -- Planning and Research**  
**Part 450 -- Planning Assistance and Standards**  
**Subpart B -- Statewide Transportation Planning**

**§450.210 Coordination.**[Excerpt]

- A. In addition to the coordination required under §450.208(a)(21), in carrying out the requirements of this subpart, each State, in cooperation with participating organizations (such as MPOs, Indian tribal governments, environmental, resource and permit agencies, public transit operators) shall, to the extent appropriate, provide for a fully coordinated process including coordination of the following:
1. Public involvement carried out for the statewide planning process with public involvement carried out for the metropolitan planning process; and
  2. Public involvement carried out for planning with public involvement carried out for project development.

**§450.212 Public Involvement.**

- A. Public involvement processes shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The processes shall provide for:
1. Early and continuing public involvement opportunities throughout the transportation planning and programming process;
  2. 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;
  3. Reasonable public access to technical and policy information used in the development of the plan and STIP [State Transportation Improvement Program];
  4. Adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to action on the plan and STIP [State Transportation Improvement Program];
  5. A process for demonstrating explicit consideration and response to public input during the planning and program development process;

6. A process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households which may face challenges accessing employment and other amenities; and
  7. Periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all and revision of the process as necessary.
- B. Public involvement activities carried out in a metropolitan area in response to metropolitan planning requirements in §450.322(c) or §450.324(c) may by agreement of the State and the MPO satisfy the requirements of this section.
- C. During initial development and major revisions of the statewide transportation plan required under §450.214, the State shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation and other affected agencies, private and public providers of transportation, and other interested parties a reasonable opportunity to comment on the proposed plan. The proposed plan shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. Likewise, the official statewide transportation plan (see §450.214(d)) shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.
- D. During development and major revision of the statewide transportation improvement program required under §450.216, the Governor shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation or other affected agencies, private providers of transportation, and other interested parties, a reasonable opportunity for review and comment on the proposed program. The proposed program shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. The approved program (see §450.220(c)) if it differs significantly from the proposed program, shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.
- E. The time provided for public review and comment for minor revisions to the statewide transportation plan or statewide transportation improvement program will be determined by the State and local officials based on the complexity of the revisions.
- F. The State shall, as appropriate, provide for public comment on existing and proposed procedures for public involvement throughout the statewide transportation planning and programming process. As a minimum, the State shall publish procedures and allow 45 days for public review and written comment before the procedures and any major revisions to existing procedures are adopted.
- G. The public involvement processes will be considered by the FHWA [Federal Highway Administration] and the FTA [Federal Transit Administration] as they make the planning finding required in §450.220(b) to assure that full and open access is provided to the decision making process.

### **Subpart C -- Metropolitan Transportation Planning and Programming**

#### **§450.316 Metropolitan Transportation Planning Process: Elements.**

- 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 [Transportation Improvement Programs] 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 [Transportation Improvement Programs] 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 [Transportation Improvement Program] 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 [Transportation Improvement Program] (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's [United States Environmental Protection Agency] conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP [Transportation Improvement Program];
- viii. If the final transportation plan or TIP [Transportation Improvement Program] differs significantly from the one which was made available for public comment by the MPO [metropolitan planning organization] 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 [Transportation Improvement Program] shall be made available;
- ix. Public involvement processes shall be periodically reviewed by the MPO [metropolitan planning organization] 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 [Federal Highway Administration] and the FTA [Federal Transit Administration] during certification reviews for TMAAs [Transportation Management Areas], and as otherwise necessary for all MPOs [metropolitan planning organizations], to assure that full and open access is provided to MPO [metropolitan planning organization] decisionmaking processes; and
- 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. [United State Code] 324 and 29 U.S.C. [United State Code] 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 [United States Department of Transportation] regulations "Transportation for Individuals With Disabilities" (49 CFR [Code of Federal Regulations] parts 27, 37, and 38);
  4. Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and
  5. Provide for the involvement of local, State, and Federal environment resource and permit agencies as appropriate.
- C. In attainment areas not designated as TMAs [Transportation Management Areas] simplified procedures for the development of plans and programs, if considered appropriate, shall be proposed by the MPO [metropolitan planning organization] in cooperation with the State and transit operator, and submitted by the State for approval by the FHWA [Federal Highway Administration] and the FTA [Federal Transit Administration]. In developing proposed simplified planning procedures, consideration shall be given to the transportation problems in the area and their complexity, the growth rate of the area (e.g., fast, moderate or slow), the appropriateness of the factors specified for consideration in this subpart including air quality, and the desirability of continuing any planning process that has already been established. Areas experiencing fast growth should give consideration to a planning process that addresses all of the general requirements specified in this subpart. As a minimum, all areas employing a simplified planning process will need to develop a transportation plan to be approved by the MPO [metropolitan planning organization] and a TIP [Transportation Improvement Program] to be approved by the MPO [metropolitan planning organization] and the Governor.
- D. The metropolitan transportation planning process shall include preparation of technical and other reports to assure documentation of the development, refinement, and update of the transportation plan. The reports shall be reasonably available to interested parties, consistent with §450.316(b)(1).



Exhibit A-1

Federal Register, Thursday, October 28, 1993, Section 450.316(b)(1)

Federal Register / Vol. 58, No. 207 / Thursday, October 28, 1993 / Rules and Regulations 58073

(6) The effects of all transportation projects to be undertaken within the metropolitan planning area, without regard to the source of funding (the analysis shall consider the effectiveness, cost effectiveness, and financing of alternative investments in meeting transportation demand and supporting the overall efficiency and effectiveness of transportation system performance and related impacts on community/central city goals regarding social and economic development, housing, and employment);

(7) International border crossings and access to ports, airports, intermodal transportation facilities, major freight distribution routes, national parks, recreation areas, monuments and historic sites, and military installations (supporting technical efforts should provide an analysis of goods and services movement problem areas, as determined in cooperation with appropriate private sector involvement, including, but not limited to, addressing interconnected transportation access and service needs of intermodal facilities);

(8) Connectivity of roads within metropolitan planning areas with roads outside of those areas;

(9) Transportation needs identified through the use of the management systems required under 23 U.S.C. 303 (strategies identified under each management system will be analyzed during the development of the transportation plan, including its financial component, for possible inclusion in the metropolitan plan and TIP);

(10) Preservation of rights-of-way for construction of future transportation projects, including future transportation corridors;

(11) Enhancement of the efficient movement of freight;

(12) The use of life-cycle costs in the design and engineering of bridges, tunnels, or pavement (operating and maintenance costs must be considered in analyzing transportation alternatives);

(13) The overall social, economic, energy, and environmental effects of transportation decisions (including consideration of the effects and impacts of the plan on the human, natural and man-made environment such as housing, employment and community development, consultation with appropriate resource and permit agencies to ensure early and continued coordination with environmental resource protection and management plans, and appropriate emphasis on transportation-related air quality problems in support of the requirements of 23 U.S.C. 109(h), and section 14 of

the Federal Transit Act (49 U.S.C. 1610), section 4(f) of the DOT Act (49 U.S.C. 303) and section 174(b) of the Clean Air Act (42 U.S.C. 7504(b));

(14) Expansion, enhancement, and increased use of transit services; and

(15) Capital investments that would result in increased security in transit systems.

(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 regulations, a summary, 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 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;

(x) These procedures will be reviewed by the FHWA and the FTA during certification reviews for TMA's, and as otherwise necessary for all MPO's, to assure that full and open access is provided to MPO decisionmaking 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 the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and

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

(c) In attainment areas not designated as TMA's simplified procedures for the development of plans and programs, if considered appropriate, shall be proposed by the MPO in cooperation with the State and transit operator, and

## **B. State Public Involvement Mandates**

These are the State rules concerning the public involvement process for the metropolitan transportation planning process. The rules include:

1. General requirements;
2. Rules concerning the long range transportation plan; and
3. Rules concerning the transportation improvement program.

### **1. General State Requirements**

#### **Technical Advisory Committee**

According to Section 339.175(5)(d), Florida Statutes,

"Each M.P.O. [metropolitan planning organization] shall appoint a technical advisory committee that includes planners; engineers; representatives of local aviation authorities, port authorities, and public transit authorities or representatives of aviation departments, seaport departments, and public transit departments of municipal or county governments, as applicable ...."

#### **Citizens Advisory Committee**

According to Section 339.175(5)(e), Florida Statutes;

1. Each M.P.O. [metropolitan planning organization] shall appoint a citizens advisory committee, the members of which serve at the pleasure of the M.P.O [metropolitan planning organization],
2. The membership of the citizens' advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system,
3. Minorities, the elderly, and the handicapped must be adequately represented, and
4. Notwithstanding the provisions of subparagraph 1., an M.P.O. [metropolitan planning organization] may, with the approval of the department [Florida Department of Transportation] and the applicable federal government agency, adopt an alternative program or mechanism to ensure citizen involvement in the transportation planning process.

#### **Alachua County Transportation Disadvantaged Coordinating Board**

According to Section 427.0157, Florida Statutes,

"The members of each Board shall be appointed by the metropolitan planning organization or designated official planning agency. The appointing authority shall provide each board with sufficient staff support and resources to enable the board to fulfill its responsibilities..."



## **State Long-Range Transportation Plan**

According to Section 339.175(6)(e), Florida Statutes,

"In the development of its long-range plan, each M.P.O. [metropolitan planning organization] must provide affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties, and members of the general public with a reasonable opportunity to comment on the long-range plan."

## **State Transportation Improvement Program**

According to Section 339.175(7), Florida Statutes,

"In the development of the transportation improvement program, each M.P.O. [metropolitan planning organization] must provide affected public transit agencies, representatives of transportation agency employees, private providers of transportation, other interested parties, and members of the general public with a reasonable opportunity to comment on the transportation improvement program."

## **Jessica Lunsford Act**

Section 1012.465, Florida Statutes, requires background screenings for certain noninstructional school district employees and contractors (vendors, individuals or entity under contract with the school or school board) who access school grounds when students are present. The impact of this law has resulted in the Metropolitan Transportation Planning Organization not using public schools for meetings while students are present.

## **Plain Language Initiative**

Executive Order No. 07-01 requires the use of:

- Clear language containing only necessary information presented in a logical sequence; and
- Short sentences written in active voice that makes it clear who is responsible for what.

# **C. Title VI and Related Statutes**

## **Civil Rights Act of 1964 [42 United States Code 2000(d)]**

Title VI of this act is the original uniform nondiscrimination policy for programs and activities receiving federal funds. Title VI states that "No person in the United States shall on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Discrimination, at that time was limited to an action or inaction, whether intentional or unintentional, through which a person in the United States solely because of their race, color, or national origin is subjected to disparate (unequal) treatment or impact.

**Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 [42 United States Code 4601]**

This act prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid program and projects.

**Section 504 of the Rehabilitation Act of 1973 [29 United States Code 790]**

This act provides that “no qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.”

**Section 162(a) of the Federal Aid Highway Act of 1973 [23 United States Code Section 324]**

This act provides that “no person shall on the grounds of sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance under this title or carried under this title.”

**Age Discrimination Act of 1975 [42 United States Code 6101]**

This act provides that “no person shall on the basis of age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.”

**Civil Rights Restoration Act of 1987 [Public Law No. 100-259, 102 Statute 28 (1988)]**

This act restored the original intent and scope of Title VI. (A Supreme Court ruling in *Grove City v. Bell* had limited the impact of Title VI.) Title VI was extended to include all programs and activities of federal aid recipients and contractors whether those program and activities are federally funded or not.

**Americans with Disabilities Act of 1990 as amended in 2008[42 United States Code Chapter 126, Section 12132]**

This act provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

**Environmental Justice [Executive Order No. 12898], 1994**

This order provides that “each federal agency shall make achieving Environmental Justice part of its mission by identifying, and addressing, as appropriate, disproportionately high and adverse human health and environmental effects of its programs, policies and activities on minority populations and low income populations in the United States, District of Columbia, Puerto Rico and Mariana islands.” This order calls for improved methods in research, data collection and analysis and encourages participation if impacted citizens in all phases of decision making.

### **Limited English Proficiency [Executive Order No. 13166], 2000**

This order provides that “as described in the Limited English Proficiency (LEP) Guidance, recipients must take reasonable steps to ensure meaningful access to their programs and activities by limited English proficiency persons.” The U.S. Department of Justice has issued a general guidance document (Limited English Proficiency Guidance), which sets forth the compliance standards that recipients must follow to ensure that the programs and activities they normally provide in English are accessible to limited English proficiency persons and thus do not discriminate on the basis of national origin in violation of Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulations.

### **Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Title VI / Nondiscrimination Policy Statement**

To address Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Right Act of 1992 assurance, the Metropolitan Transportation Planning Organization maintains a Title VI / Nondiscrimination Policy Statement. A copy of this policy statement is on the succeeding pages of this appendix.

## Title VI / Nondiscrimination Policy Statement

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area program or activity.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer;
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English;
3. Insert the clauses of *Appendix A* of this agreement in every contract subject to the Acts and the Regulations;
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the Florida Department of Transportation District Title VI Coordinator;
5. Participate in training offered on Title VI and other nondiscrimination requirements;
6. If reviewed by Florida Department of Transportation or United States Department of Transportation, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days; and
7. Have a process to collect racial and ethnic data on persons impacted by Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Dated 4/13/20

by 

Scott R. Koons, AICP, Executive Director  
Metropolitan Transportation Planning Organization for the  
Gainesville Urbanized Area



## APPENDICES A and E

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1.) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3.) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**(7.) Compliance with Nondiscrimination Statutes and Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 United States Code § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 Code of Federal Regulations Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 United States Code § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 United States Code § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 United States Code § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and
- 49 Code of Federal Regulations Part 27; The Age Discrimination Act of 1975, as amended, (42 United States Code § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 United States Code § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (Public Law 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 United States Code §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 Code of Federal Regulations parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 United States Code § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency. To ensure compliance with Title VI, you must take reasonable steps to ensure that limited English proficiency persons have meaningful access to your programs (70 Federal Register at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 United States Code 1681 et seq.).

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# Appendix B

## Calendar of Major Transportation Planning Products

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## Appendix B: Calendar of Major Transportation Planning Products

### Exhibit B-1 Calendar of Major Transportation Planning Products

	Required Action
July	-
August	-
September	-
October	Transmit the <b>Multimodal Level of Service Report</b> to the Florida Department of Transportation
November	-
December	Provide comments to the Florida Department of Transportation regarding its draft 5-Year Tentative Work Program
January	-
February	-
March	Transmit the <b>Certification Response Report</b> to the Florida Department of Transportation
April	Bi-annually approve the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area <b>Unified Planning Work Program</b> (Annual Budget)
May	-
June	Approve the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area 5-Year <b>Transportation Improvement Program</b> Review the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area <b>Public Involvement Plan</b> and modify as needed Approve the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area <b>List of Priority Projects</b>

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Note: The Metropolitan Transportation Planning Organization is also responsible for updating its long range transportation plan every five years. Updating this plan is usually a three-year process.

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# Appendix C

## Community Profile

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## Appendix C: Community Profile

According to the 2010 United States Census, Alachua County consisted of 247,336 persons. The majority of these persons reside within the Gainesville Metropolitan Area, with the City of Gainesville having 124,354 persons. Gainesville, the county seat, is the host of the University of Florida. The university draws faculty and student from across the country and from numerous foreign countries. Therefore, the county includes a diverse population. The racial proportions of the county include: 70.8 percent White; 20.0 percent Black; and 9.2 percent other races. In addition, 8.0 percent of the population was identified as Hispanic.

The census data shows that the majority of the persons living below the poverty level reside in the east and southeast portions of the Gainesville Metropolitan Area. There is also a significant proportion of the population in eastern Alachua County living below the poverty level. The census data also shows that the northwest quadrant of the Gainesville Metropolitan Area is the most affluent.

Table C-1 shows the ratio of persons by race who live below the poverty level according to the 2006-2010 American Community Survey Five-Year Estimates, Table S1701.

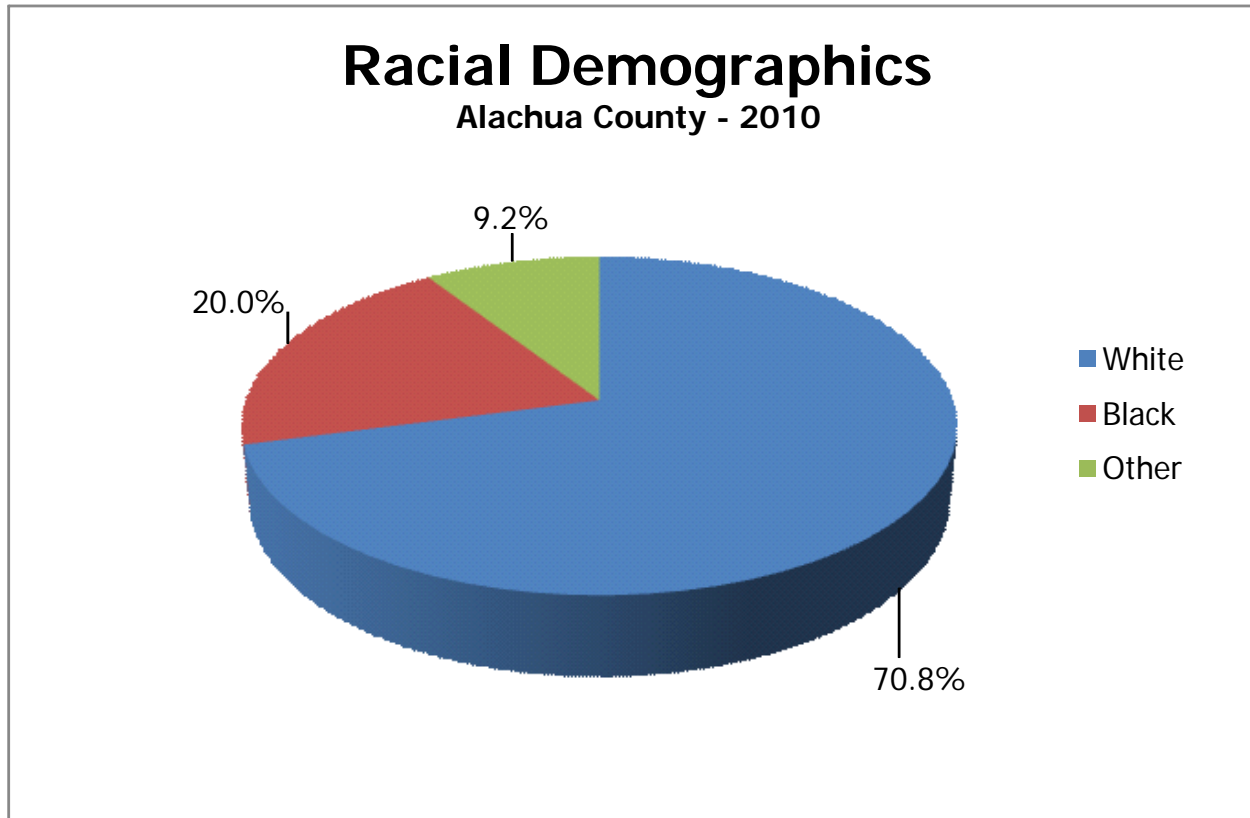
**Table C-1**  
**Alachua County Poverty Status- By Race**

Race	Population	Persons Below Poverty Level	Percent Below Poverty Level
White	161,663	33,423	20.7
Black	46,032	14,047	30.5
Other	20,746	6,522	31.4

Source: 2010 American Community Survey.

Illustration C-1 shows the racial demographic percentages of white and minority persons residing within the county. Illustration C-2 shows the poverty demographic percentages of persons living below the poverty level. Illustration C-3 shows the areas of concentration, by census tract and block group, of minority persons residing within the county. Illustration C-4 shows the areas of concentration, by census tract and block group, of persons living below the poverty level. Illustration C-5 shows the location of houses of worship within the Gainesville Metropolitan Area.

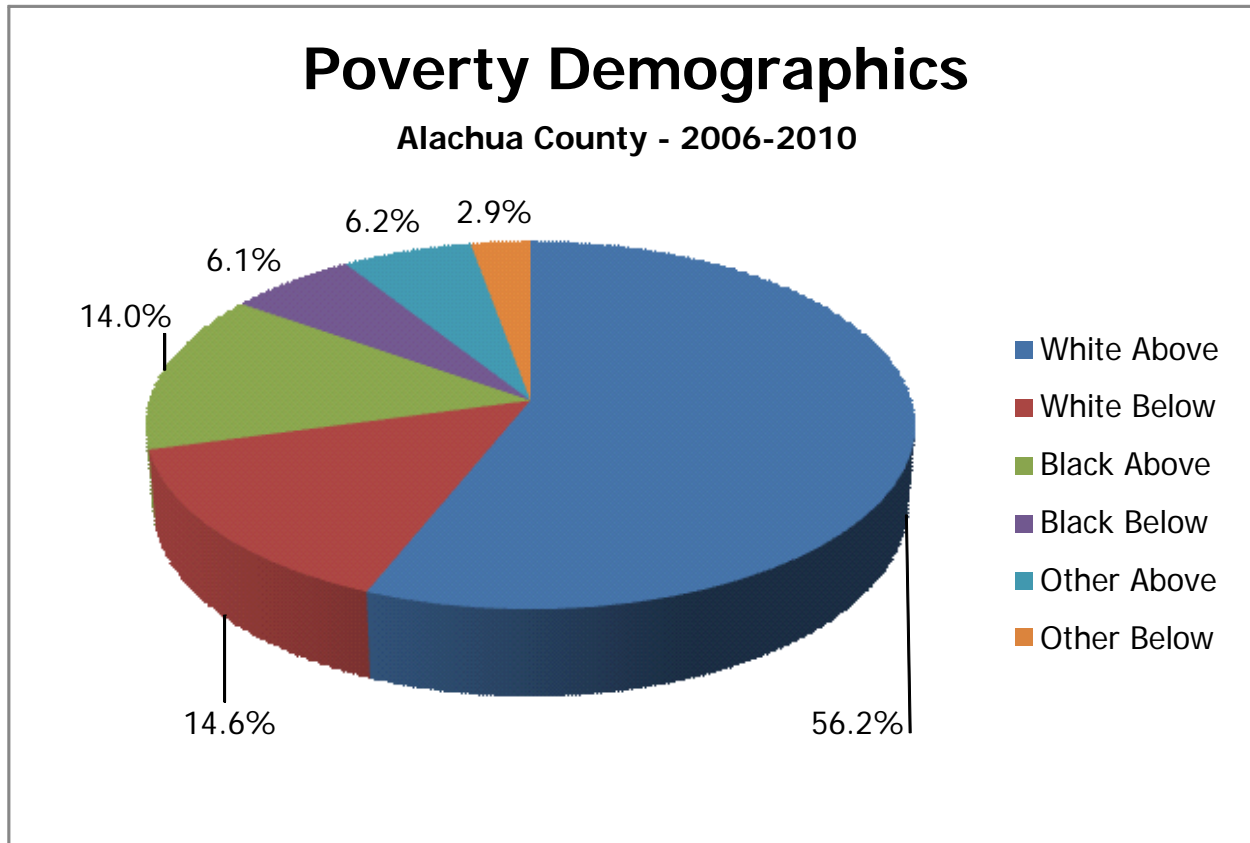
Illustration C-1  
Alachua County Racial Demographics



Source: 2010 Census.



Illustration C-2  
Alachua County Poverty Demographics



Source: 2006-2010 American Community Survey 5-Year Estimates.

**Gainesville Metropolitan Area Boundary**

- 0 to 9.9 Percent Minority Persons
- 10.0 to 19.9 Percent Minority Persons
- 20.0 to 29.9 Percent Minority Persons
- 30.0 to 39.9 Percent Minority Persons
- 40.0 - Plus Percent Minority Persons

**Legend:**

- 75 Interstate Highway
- 441 U.S. Highway
- 121 State Highway

W:\PIPA\2013\MXD\TitleVI\_Minority\_Pop\_2013.mxd  
 Source: U.S. Census, 2010,  
 Florida Department of Transportation, 2013,  
 County Property Appraiser, 2012,  
 and the North Central Florida Regional Planning Council for the  
 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, 2013.

**North Central Florida Regional Planning Council**

**Illustration C-4**  
**2010 Alachua County Population Below Poverty Level by Census Block Group**

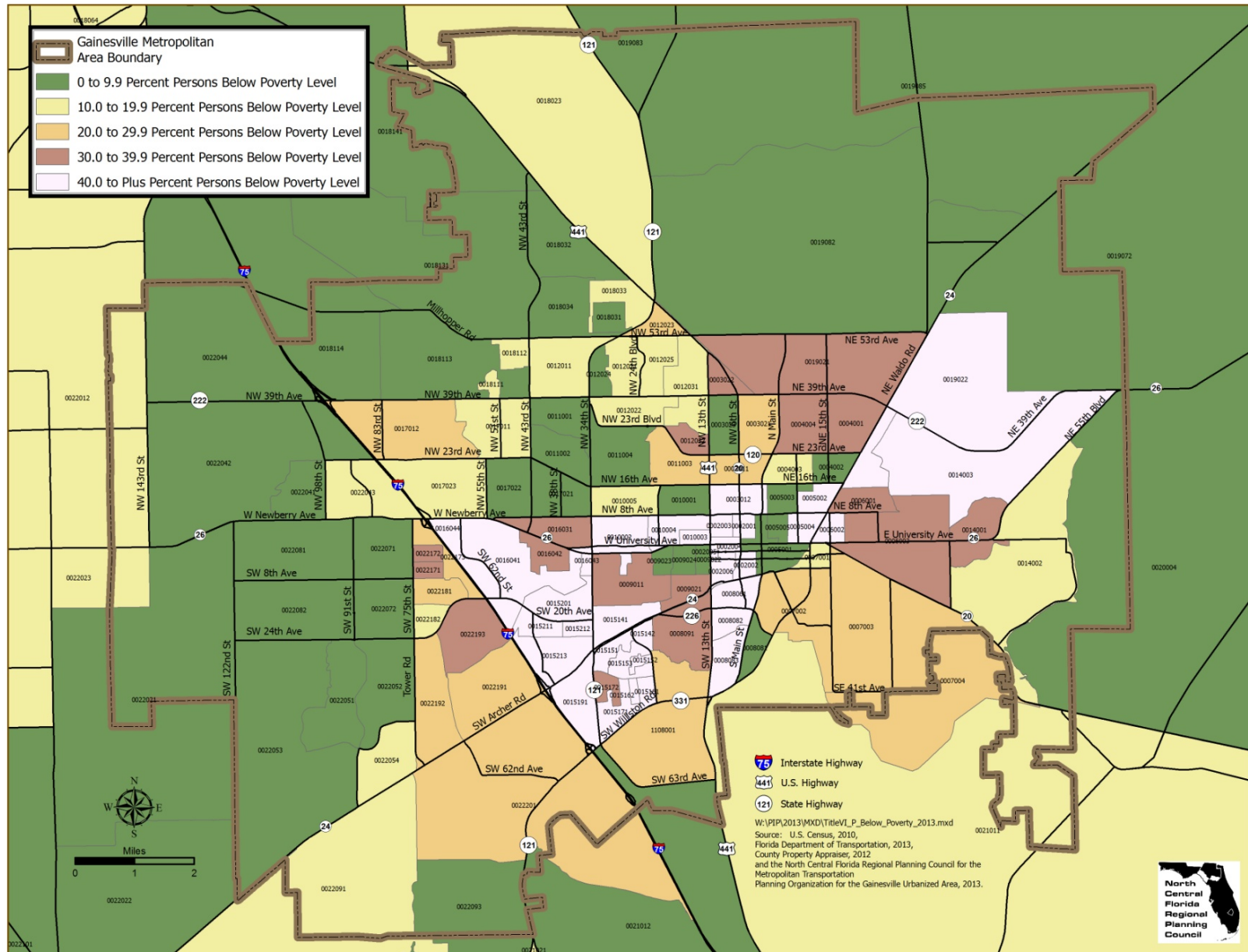
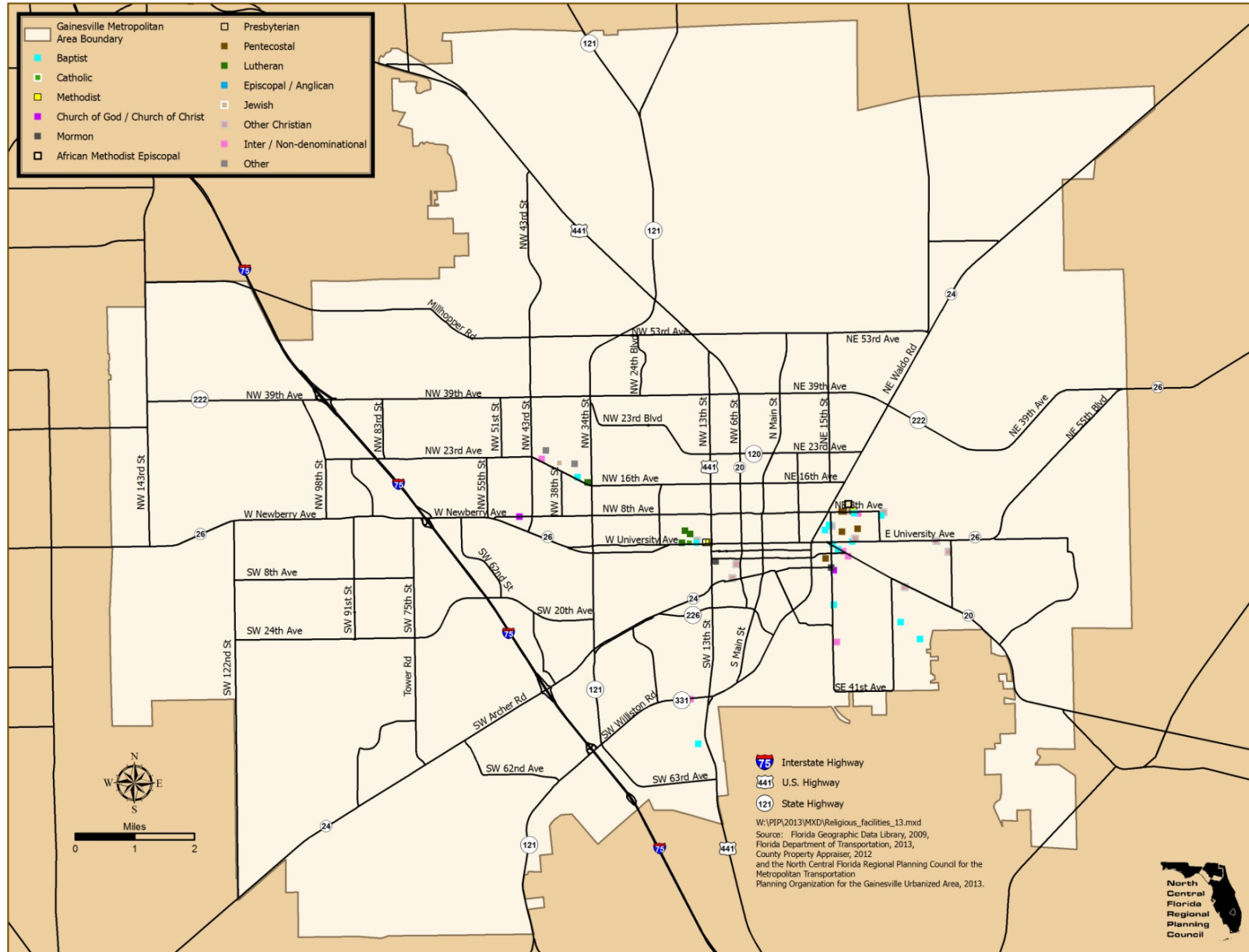


Illustration C-5  
Houses of Worship





**Metropolitan Transportation Planning Organization  
for the Gainesville Urbanized Area**

**Nondiscrimination Notice**

It is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area program or activity.

It is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that minority business enterprises (MBE) as defined in 49 CFR Part 23, as amended, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area funds.

For further information about these laws, regulations and discrimination complaint procedures for resolution of complaints of discrimination, contact Michael Escalante, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Title VI Liaison, at 2009 NW 67th Place, Gainesville, Florida 32653-1603, telephone number 352.955.2200, extension 114.

**Organización Metropolitana de Planificación del Transporte  
Para el Área Urbana de Gainesville**

**Aviso de No Discriminación**

Es la política de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville, que ninguna persona sea excluida de poder participar, negársele beneficios, o de alguna manera ser sujeto a discriminación o represalias en cualquiera de los programas o actividades de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville por razón de raza, color, origen nacional, sexo, edad, impedimento físico, estatus familiar, preferencia religiosa, estado civil, orientación sexual, identidad de género, según previsto por el Título VI del Acta de Derechos Civiles de 1964, el Acta de Restauración de Derechos Civiles de 1987 y el Acta de Derechos Civiles del Estado de la Florida de 1992.

Es la política de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville que las empresas de negocio de minorías (MBE por sus siglas en inglés) según definida en el Código de Regulaciones Federales 49 (CFR por sus siglas en inglés) Parte 23, según enmendada, debe tener la máxima oportunidad de participar en el desempeño de contratos financiados parcial o totalmente con fondos de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville.

Para información adicional sobre estas leyes, regulaciones y procedimiento para presentar querellas /quejas por discriminación, puede contactar al Michael Escalante, del Título VI de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville, al 2009 NW 67 Place, Gainesville, Florida 32653-1603, teléfono 352.955.2200, extensión 114.

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# Appendix D

## Sample Display Advertisements

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## Appendix D: Sample Display Advertisements

This appendix includes sample display advertisements for publication in The Gainesville Sun, Gainesville Guardian and The Independent Florida Alligator. Exhibit D-1 is a copy of the advertisement for the Year 2045 Long Range Transportation Plan update. Exhibit D-2 is a copy of an advertisement for Bicycle/Pedestrian Advisory Board vacancies. Exhibit E-3 is a copy of an advertisement for Citizens Advisory Committee vacancies. Exhibit D-4 is a copy of an advertisement for the Alachua County Transportation Disadvantaged Coordinating Board vacancies.

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Exhibit D-1  
Year 2045 Long Range Transportation Plan Advertisement

**YEAR 2045  
GAINESVILLE METROPOLITAN AREA  
LONG-RANGE TRANSPORTATION PLAN  
COMMUNITY VIRTUAL  
PUBLIC WORKSHOP**

**May 12, 2020**

**6:00 p.m. to 8:00 p.m.**

**6:00 p.m. Presentation**

**We need your opinion.  
Come share your ideas.**

**Virtual workshop access  
by computer, tablet or  
smartphone at:**



<https://global.gotomeeting.com/join/610160477>

**Audio-only Access - 1.872.240.3212**

**Access Code: 610-160-477**

Get the GoToMeeting app at <https://global.gotomeeting.com/install/610160477>

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is updating its Long-Range Transportation Plan. This workshop will address:

- regional roadway, bicycle/pedestrian and transit system issues;
- transportation connections, barriers and opportunities;
- identifying mobility, livability and sustainability principles; and
- effective transportation system measures.

Visit the Year 2045 plan update website at <http://ncfrpc.org/mtpo/LRTP.html> and Facebook Page at [www.facebook.com/GainesvilleMTPo](https://www.facebook.com/GainesvilleMTPo) for more information.

Due to the COVID-19 Public Health Emergency, the Year 2045 Long-Range Transportation Plan Workshop will meet virtually on May 12, 2020 at 6:00 p.m. The workshop will be conducted via communications media technology. The workshop is a virtual public meeting, as permitted by Florida Governor's Executive Order No. 2020-69.

Public participation is solicited without regard to race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation or gender identity. Any person requiring special assistance or accommodations, under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge), to participate in this workshop should contact Michael Escalante at 352. 955.2200, extension 114, forty-eight (48) hours prior to the workshop.

**Exhibit D-2**  
**Bicycle/Pedestrian Advisory Board Advertisement**

**NOTICE**  
**APPLICATION FOR**  
**BICYCLE / PEDESTRIAN ADVISORY**  
**BOARD**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area invites interested persons to apply for its Bicycle/Pedestrian Advisory Board. The Bicycle/Pedestrian Advisory Board provides advice to the Gainesville City Commission, Alachua County Commission and Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area on bicycle and pedestrian related matters.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, composed of the Mayor and six City of Gainesville Commissioners and the five Alachua County Commissioners, is responsible for the continuing, cooperative and comprehensive transportation planning program for the Gainesville Metropolitan Area.

Applications and additional information may be obtained by writing or calling: North Central Florida Regional Planning Council, 2009 NW 67th Place Gainesville, Florida 32653; telephone 352.955.2200; or from the following website at [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo). Applications must be received no later than Monday, December 2, 2019.

**Exhibit D-3**  
**Citizens Advisory Committee Advertisement**

# **NOTICE**

**APPLICATION FOR  
CITIZENS ADVISORY COMMITTEE  
TO THE  
METROPOLITAN TRANSPORTATION  
PLANNING ORGANIZATION FOR THE  
GAINESVILLE URBANIZED AREA**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area invites interested persons to apply for its Citizens Advisory Committee. The Citizens Advisory Committee reacts to planning proposals and provides comments with respect to the concerns of various segments of the population in regard to their transportation needs. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area has also outlined additional functions of the Citizens Advisory Committee as defined in its bylaws. Citizens Advisory Committee members usually serve a three-year term.

At its December 16, 2019 meeting, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will make five appointments to fill vacancies on its Citizens Advisory Committee.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, composed of the Mayor and six City of Gainesville Commissioners and the five Alachua County Commissioners, is responsible for the continuing, cooperative and comprehensive transportation planning program for the Gainesville Metropolitan Area.

Public participation is solicited without regard to race, color, national origin, sex, age disability, familial status, religious status, marital status, sexual orientation or gender identity.

Applications and/or additional information may be obtained by writing or calling: Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, 2009 NW 67 Place, Gainesville, Florida 32653; telephone 352.955.2200; or from its website at [www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo). Applications must be received no later than Monday, December 2, 2019.

Exhibit D-4

Alachua County Transportation Disadvantaged Coordination Board Advertisement

# **NOTICE**

## **APPLICATIONS FOR ALACHUA COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEMBERSHIP**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area invites interested persons to apply for membership on the Alachua County Transportation Disadvantaged Coordinating Board. The Transportation Disadvantaged Coordinating Board is an advisory Board that oversees the provision of public transportation services to disadvantaged citizens in Alachua County.

These are volunteer positions to serve as a Citizen Advocate, Elderly Representative and Private Transportation Industry Representative. Applicants must be residents of Alachua County.

Applications or additional information may be obtained by contacting: Lynn Godfrey, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, 2009 NW 67<sup>th</sup> Place, Gainesville, Florida 32653; phone 352.955.2200 x110, e-mail [godfrey@ncfrpc.org](mailto:godfrey@ncfrpc.org) or by visiting our website at <http://www.ncfrpc.org/TD/td.html>

Applications must be received by March 31, 2018.

# Appendix E

## Public Involvement Notice Matrix

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## Appendix E: Public Involvement Notice Matrix

This appendix includes Exhibit E-1 Public Involvement Notice Matrix for public notice procedures for the following public meetings and documents:

- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area meetings, workshops, charrettes and public hearings;
- Advisory Committee meetings and vacancies; and
- Planning document review and approval.

The matrix includes the location of the public notices, in such locations as:

- Local newspapers of general circulation;
- Alachua County Administration Building;
- Alachua County Library District;
- City of Gainesville City Hall; and
- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area office.

## Exhibit E-1 Public Involvement Notice Matrix

Activity	Notice				
	MTPO City Hall County Administration Bulletin Board*	The Gainesville Sun	The Independent Florida Alligator Gainesville Guardian The Gainesville Sun Display Advertisement	The Independent Florida Alligator Gainesville Guardian The Gainesville Sun Legal Advertisement	Public Library
MTPO Regular Meeting <sup>~</sup>	Tuesday prior to meeting	Sunday prior to meeting	-	2 Thursdays prior to meeting	Tuesday prior to meeting a meeting packet is on website
L RTP Public Hearing	Tuesday prior to meeting	Sunday prior to meeting	2 Thursdays prior to meeting	-	2 Thursdays prior to meeting a hearing notice is sent
Workshop	Tuesday prior to meeting	Sunday prior to meeting	2 Thursdays prior to meeting	-	2 Thursdays prior to meeting s workshop notice is sent
PIP Review	Tuesday prior to meeting	-	-	45 days <sup>#</sup> / Summer A Day 1	45 days prior to meeting a PIP is sent <sup>#</sup>
TIP Public Meeting	Tuesday prior to meeting	Sunday prior to meeting	21 days <sup>^</sup>	-	21 days prior to meeting a TIP and notice is sent <sup>^</sup>
Charrette	Tuesday prior to meeting	Sunday prior to meeting	2 Thursdays prior to meeting	-	-
Advisory Committees	Wednesday prior to meeting	Sunday prior to meeting	-	-	Thursday prior to meeting an agenda is sent
CAC & B/PAB vacancy	30 days prior to meeting	-	5 Thursdays prior to meeting	-	5 Thursdays prior to meeting a notice is sent

Note: B/PAB = Bicycle/Pedestrian Advisory Board, CAC = Citizens Advisory Committee, L RTP = Long-Range Transportation Plan, MTPO = Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization), PIP = Public Involvement Plan, TIP = Transportation Improvement Program

Outreach to underserved and/or underinvolved populations and advisory committee recruitment includes posting of notices at sites noted within appropriate strategies in the Public Involvement Plan.

Advertisement placement in the Independent Florida Alligator is subject to available publication dates - Monday/Wednesday/Friday for Fall and Spring semesters; Tuesday/Thursday for Summer semesters (exam week, holidays and semester breaks.).

<sup>~</sup> Includes meetings of Metropolitan Transportation Planning Organization Subcommittees and Ad Hoc meetings of two or more members.

<sup>^</sup> Advertisement is published in the Thursday edition of the Gainesville Sun and Guardian and is published in the Monday or Wednesday edition of The Independent Florida Alligator at least 21 days preceding the Metropolitan Transportation Planning Organization Public Meeting and document is delivered to library.

<sup>#</sup> Advertisement is published in the Thursday edition prior to 45 days preceding the Metropolitan Transportation Planning Organization meeting; notice in The Independent Florida Alligator is subject to its publication calendar; and the document is delivered to library.

**\*Emergency Notice** - As soon as the date and time of a Metropolitan Transportation Planning Organization and/or its advisory committees emergency meeting(s) not identified on the calendar of regular business meetings is determined, a Notice of the Meeting(s) is posted on meeting bulletin boards at the Metropolitan Transportation Planning Organization office and the Alachua County Administration Building.

**\*Continuity of Operations Public Notice** - During the time of a State of Emergency declaration that impacts normal implementation of this Public Involvement Plan, flexible implementation of public notices for Metropolitan Transportation Planning Organization and/or its advisory committees public hearings, public meetings and public workshops; planning documents; and advisory committee vacancies is permitted under conditions specified in Public Involvement Plan Chapter VI. Supplemental and/or substitute public notice on newspaper websites and placement of public notices on the Metropolitan Transportation Planning Organization office door and the Alachua County Administration Building. Main Street Bulletin Board shall be implemented.

# Appendix F

## Sample Public Involvement Process Timeline and Status Reports

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## Appendix F: Sample Public Involvement Process Timeline and Status Reports

### Exhibit F-1 Public Involvement Timeline and Status Report - SE 16th Avenue Capacity Project [FIN 4236082]

Date	Task	Action/Comment
11/24/10	<b>Project, Development and Environment Study</b>	FDOT/MTPO draft posted on website
12/2/10	B/PAB review	Recommended TSM Alternative
12/1/10	TAC review	Recommended TSM Alternative
12/1/10	CAC review	Recommended TSM Alternative
12/13/10	MTPO review/final approval	TSM Alternative approved
9/12/12	<b>Project Scoping Plans</b>	FDOT/MTPO draft posted on website
9/20/12	B/PAB review	Recommended approval
9/19/12	TAC review	Recommended approval
9/19/12	CAC review	Recommended approval
10/1/12	MTPO review/final approval	Scoping plans approved
-	<b>30 Percent Design Plans</b>	Plans not provided for review
-	B/PAB review	-
-	TAC review	-
-	CAC review	-
-	MTPO review/final approval	-
2/13/13	<b>60 Percent Design Plans</b>	FDOT/MTPO draft posted on website
2/21/13	B/PAB review	Recommended approval with modifications
2/20/13	TAC review	Recommended approval with modifications
2/20/13	CAC review	Recommended approval with modifications
3/11/13	MTPO review/final approval	Recommended approval with modifications

B/PAB - Bicycle/Pedestrian Advisory Board, CAC - Citizens Advisory Committee, FDOT - Florida Department of Transportation  
MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, TAC - Technical Advisory Committee  
TBA - To be announced, TSM - Transportation System Management

## Exhibit F-2 Public Involvement Timeline and Status Report Year 2040 Long Range Transportation Plan

Date	Task	Action/Comment
February 24, 2014	<b>Public Workshop No. 1</b>	Status Report and Draft Vision, Goals, Objectives & Policies
February 2014	<b>Vision, Goals, Objectives &amp; Policies</b>	FDOT/MTPO draft posted on website
July 24, 2014	B/PAB review	Recommendations forwarded at May and July meetings
July 23, 2014	TAC review	Recommendations forwarded at May and July meetings
July 23, 2014	CAC review	Recommendations forwarded at May and July meetings
August 4, 2014	MTPO review/final approval	Reviewed at June and August meetings
November 2014	<b>Project Alternatives</b>	Status Report and Draft Alternatives posted on website
November 2014	B/PAB review	-
November 2014	TAC review	-
November 2014	CAC review	-
December 2014	MTPO review/final approval	-
February 2015	<b>Public Workshop No. 2</b>	Status Report and Results of Testing Alternative Networks
May 2015	<b>Needs Plan</b>	Draft Needs Plan posted on website
May 2015	B/PAB review	-
May 2015	TAC review	-
May 2015	CAC review	-
June 1, 2015	MTPO public hearing/final approval	-
August 2015	<b>Public Workshop No. 3</b>	Review of Needs Plan projects
September 2015	<b>Cost Feasible Plan</b>	Draft Cost Feasible Plan posted on website
September 2015	B/PAB review	-
September 2015	TAC review	-
September 2015	CAC review	-
October 5, 2015	MTPO public hearing	-
October 5 or 19 2015	MTPO final approval	-
January 2016	Final Report	Posted on website and distributed

B/PAB - Bicycle/Pedestrian Advisory Board, CAC - Citizens Advisory Committee, FDOT - Florida Department of Transportation  
MTPO - Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, TAC - Technical Advisory Committee

# Appendix G

## North Central Florida Regional Planning Council Annual Report

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## **Appendix G: North Central Florida Regional Planning Council Annual Report**

This appendix includes excerpts from the North Central Florida Regional Planning Council Annual Report for 2017 concerning transportation activities as Exhibit G-1.

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Exhibit G-1  
Transportation Activities Annual Report Excerpts

# 2018 Annual Report



North Central Florida  
Regional Planning Council



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Exhibit G-1 (Continued)  
Transportation Activities Annual Report Excerpts

## Transportation

**D**uring 2018, the Council conducted a number of transportation planning activities throughout the north central Florida region.

### Metropolitan Transportation Planning

Since 1978, the Council has provided staff services to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to assist in developing transportation plans and programs.

### Long-Range Transportation Plan

In 2018, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area administratively modified its Transportation Improvement Program and List of Priority Projects to address Fixing America's Surface Transportation Act requirements. Several projects in the adopted multimodal Year 2040 Long-Range Transportation Plan were at various stages of development in 2018.

**"The Council provided staff services to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area to assist in developing transportation plans and programs."**

These projects included:

- SW 62nd Boulevard Connector Project - initiation of right-of-way acquisition;
- State Road 24 (Archer Road) Four-Lane Project from the City of Bronson to SW 75th Street (Tower Road) - continuation of the project development and environment study;
- State Roads 26/26A at State Road 121 Safety Project - preliminary engineering; and
- Federal Safety-Funded State Road 121 (NW 34th Street) Left Turn Lane Project from NW 16th Avenue to U.S. Highway 441 - preliminary engineering.

In 2018, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area initiated its Year 2045 Long-Range Transportation Plan update.

### Bicycle and Pedestrian Projects

In 2018, the Federal Highway Administration awarded a grant to the Florida Department of Transportation, City of Gainesville and University of Florida for bicycle and pedestrian safety enhancements using the intelligent transportation system.



The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area adopted the 2018-19 to 2022-23 Transportation Improvement Program for highway, transit, bicycle and pedestrian projects in the Gainesville Metropolitan Area.

Other funded projects within the Gainesville Metropolitan Area included:

- Federal Transportation Alternatives Program funds for the NW 19th Lane Bicycle/Pedestrian Project;
- State Safe Routes to School-funded NE 18th Avenue (Metcalf Elementary School) Sidewalk Project - preliminary engineering; and
- State Shared-Use Network Trail-funded State Road 24 (Archer Road)/Tower Road Bicycle/Pedestrian Project - preliminary engineering.



## Exhibit G-1 (Continued) Transportation Activities Annual Report Excerpts

# Transportation

### Transportation Disadvantaged

Since 1982, the Council has served as the official planning agency for counties throughout the north central Florida region. The duties and responsibilities of the Council include providing staff support to local coordinating boards, preparing annual service plans and recommending community transportation coordinators to the Florida Commission for the Transportation Disadvantaged.



The Suwannee Valley Transit Authority received the 2018 Rural Community Transportation Coordinator of the Year Award from the Florida Commission for the Transportation Disadvantaged for the provision of public transportation services to persons who were unable to transport themselves because of age, disability or income status.

In 2018, Florida's Transportation Disadvantaged Program provided state funds for public transportation services to older adults, persons with disabilities and persons with low-income. Transportation services were provided through a statewide network of community transportation coordinators for employment, health care, education and other life sustaining activities. Community transportation coordinators in the north central Florida region used Transportation Disadvantaged Program funds to provide 92,722 trips. Approximately 50 percent of the trips were for medical purposes.

### Mobility Enhancement Projects

For the third consecutive year, the Florida Legislature authorized non-recurring funds to be competitively awarded by the Florida Commission for the Transportation Disadvantaged through the Mobility Enhancement Grant Program.

The following Community Transportation Coordinators in the region were awarded funding through this grant program:

- Alachua County - MV Contract Transportation, Inc. received funding to provide monthly reduced fare bus passes to clients residing at the GRACE Marketplace homeless shelter. This project provided approximately 250 reduced fare bus passes each month;

**"The Council provided staff support to transportation disadvantaged local coordinating boards to coordinate trips for access to employment, health care, education and other life-sustaining activities for residents of the region."**

- Bradford County - Suwannee River Economic Council, Inc. received funding to provide on-demand same day transportation services to designated stops in the City of Starke for medical, pharmaceutical and grocery shopping purposes; and
- Columbia County - Suwannee Valley Transit Authority received funding to provide on-demand same day transportation service to designated stops within the City of Lake City for medical, and pharmaceutical and grocery shopping purposes.

### Florida Commission for the Transportation Disadvantaged Awards

The Florida Commission for the Transportation Disadvantaged recognized the following individuals and community transportation coordinator at the 2018 Annual Training Workshop and EXPO:

- Edward Griffin, General Manager Gainesville Division, MV Contract Transportation, Inc. was awarded the 2018 William G. and Budd Bell Lifetime Achievement Award;
- James East, Alachua County Transportation Disadvantaged Coordinating Board Citizen Advocate Representative was awarded the 2018 Volunteer of the Year Award; and
- Suwannee Valley Transit Authority, Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties, was awarded the 2018 Rural Community Transportation Coordinator of the Year Award.

## Exhibit G-1 (Continued) Transportation Activities Annual Report Excerpts

### Communications

**D**uring 2018, in addition to the planning and other technical studies prepared under contract with local governments throughout the north central Florida region, the Council prepared or maintained the following materials.

**"The Council prepared planning and technical studies concerning regional, public safety and regulatory compliance, economic development, transportation, and general program activities."**

#### Transportation

- Fiscal Years 2019-2023 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Transportation Improvement Program;
- Fiscal Years 2020-2024 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area List of Priority Projects;
- Annual Multimodal Level of Service Report for the Gainesville Metropolitan Area;
- Annual Regional Transit System Ridership Report for the Gainesville Metropolitan Area; and
- Transportation Disadvantaged Service Plans.

#### General

- North Central Florida Regional Planning Council Annual Report;
- North Central Florida Regional Planning Council Overall Program Design; and
- North Central Florida Regional Planning Council Regional Directory.

#### Regional

- Strategic Regional Policy Plan; and
- Reports on local comprehensive plan amendments and other Council review items.

#### Public Safety and Regulatory Compliance

- Local Emergency Planning Committee Hazardous Materials Emergency Response Plan Update;
- Hazards Analysis Updates for Columbia, Dixie, Hamilton, Lafayette, Madison and Taylor Counties; and
- Hazardous Waste Management Summary Reports for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee and Union Counties.

#### Economic Development

- Comprehensive Economic Development Strategy 2018-2022.



The Council prepared planning and technical studies concerning regional, public safety and regulatory compliance, economic development, transportation, and general program activities throughout the north central Florida region.

The Council also maintained and updated the following maps and information resources.

- Existing and Future Land Use Maps;
- Zoning Maps; and
- Census Information.



## Exhibit G-1 (Continued) Transportation Activities Annual Report Excerpts

### Upcoming Activities

**I**n 2019, the Council will continue existing programs and initiate new regional, public safety and regulatory compliance, economic development, local government assistance and transportation projects and activities, as follows.

#### Regional

The Council will review federal grant and loan applications for consistency with area-wide and local plans.

#### Public Safety and Regulatory Compliance

##### Emergency Management

The Council will assist with a tabletop or full-scale exercise to be conducted in the north central Florida region and assist other regional planning councils with exercises as requested. The Council will schedule and teach classes on improving emergency preparedness.

##### Hazardous Materials

The Local Emergency Planning Committee will continue to promote increasing public safety from chemical releases through planning, training, reviewing, exercising, offering How-to-Comply assistance and educating the public. Hazards analyses will be updated for facilities that handle extremely hazardous substances. The Regional Emergency Response Plan will be updated. The Council will continue to provide staff support to the North Central Florida Regional Hazardous Materials Response Team.

##### Hazardous Waste

The Council will continue to provide compliance assistance to facilities that generate hazardous waste while inspecting small quantity generators. The Council will notify businesses when hazardous waste collection events and compliance assistance workshops are scheduled.

#### Economic Development

The Council will continue to provide assistance to local governments and economic development organizations in securing grant funds to accommodate industrial and business growth. Council staff will also prepare economic impact analyses identifying the multiplier effect on employment, income and ad valorem revenue of economic development projects.

##### Comprehensive Economic Development Strategy

The Council will assess progress toward implementing the Comprehensive Economic Development Strategy.

**"The Council will continue existing programs and initiate new activities next year."**

##### Visit Natural North Florida (*The Original Florida Tourism Task Force*)

The Council will continue to provide staff services to Visit Natural North Florida (*The Original Florida Tourism Task Force*) with the implementation of its tourism marketing plan.

#### Local Government Assistance

##### Community Planning

The Council will continue assisting counties and cities in complying with the Community Planning Act requirements.

##### Community Development

Community Development Block Grant applications will be prepared for local governments. Other community development assistance, including administrative services, will be provided as requested.

#### Transportation

##### Transportation Improvement Program

Working in cooperation with the Florida Department of Transportation, Council staff will assist the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area with updating the five-year funding program of transportation projects for the Gainesville Metropolitan Area.

##### Level of Service

Council staff will update level of service information concerning the amount of traffic congestion on arterial and collector roads in the Gainesville Metropolitan Area.

##### Transit Ridership

Council staff will update level of transit ridership on the Regional Transit System in the Gainesville Metropolitan Area.

##### Transportation Disadvantaged

Council staff will prepare and update transportation disadvantaged service plans and continue coordinating transportation services to disadvantaged individuals in conjunction with transportation disadvantaged local coordinating boards.



# Appendix H

## Sample Major Program/Project Written Comment Form

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## **Appendix H: Sample Major Program/Project Written Comment Form**

This appendix includes Exhibit H-1, which is a sample copy of the Major Program/Project Written Comment Form.

**Exhibit H-1  
Sample Project Comment Form**

**PROJECT COMMENT FORM  
YEAR 2035 LONG RANGE TRANSPORTATION PLAN  
PUBLIC HEARING  
OCTOBER 27, 2010  
6:00 P.M.**

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area thanks you for attending this public hearing to review the proposed Year 2035 Long Range Transportation Plan update. We seek your comments and concerns regarding this planning document. Please take a few minutes to complete this form before leaving this meeting.

1. Please share your concerns concerning the Year 2035 Long Range Transportation Plan update.

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If additional space is needed for your comments, please use the back of this form.

2. Please provide your name and address below if you would like to receive future information regarding this project.

Name:

---

Organization:

---

Address:

---

Phone:

Email:

---

For further information or comment, please contact the:  
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area  
Attention: Marlie Sanderson  
2009 NW 67 Place  
Gainesville, FL 32653  
Phone: 352-955-2200 Fax: 352-955-2209

# Appendix I

## Public Involvement Plan

### Evaluation Criteria

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# Appendix I: Public Involvement Plan Evaluation Criteria

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area (Metropolitan Transportation Planning Organization), in order to ensure that the community is involved in making transportation decisions, has established criteria for the evaluation of the public involvement process. These criteria are a means to measure the magnitude and effectiveness of public participation.

## Measurement 1

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, its subcommittee and advisory committee meeting checklist-** this instrument is to be used to monitor and provide assurance that the public notification strategies of the Public Involvement Plan are executed for any regular or special meeting, public hearing or public workshop. See Exhibit I-1.

## Measurement 2

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, its subcommittees and advisory committee meeting sign-in/attendance log-** this instrument is to be used to monitor attendance for any regular or special meeting, public hearing or public workshop. See Exhibit I-2.

## Measurement 3

**Public Involvement Evaluation Form-** this instrument is distributed at any regular or special meeting, public hearing or public workshop. It entails a short questionnaire (see Exhibit I-3) to ascertain from respondents:

1. how they were informed about the meeting;
2. whether they had adequate understanding of the presentation of meeting topic(s);
3. whether they had adequate opportunity to discuss topic(s) on the meeting agenda; and
4. whether they had any comments and/or suggestions regarding the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area public involvement process.

## Measurement 4

**Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Public Involvement Map-** this instrument is to be used to monitor attendant residency for any special meeting, public hearing or public workshop. See Exhibit I-4.

## Exhibit I-1 Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Public Involvement Checklist

✓	Meetings	Public Involvement Activity
	All	The Gainesville Sun Newspaper Meetings of the Week Notice
	All	Sign-In Log [includes Nondiscrimination Statement]
	All	Public Involvement Evaluation Form
	All	Flyers- MTPO & Advisory Committee Calendar
	All	Citizens Guide (updated for membership and activity changes)
	All	Website (updated for MTPO calendar, member & planning product changes)
	All	Public Involvement Evaluation Form
	CAC, TAC	Audio Tape Recording
	Advisory Committee Appointments	The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian Newspaper Display Advertisements
	Charrettes	The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian Newspaper Display Advertisements, Flyers
	LRTP Workshop	Public Involvement Residency Map, Flyers
	LRTP Public Hearing	The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian Newspaper Display Advertisements, Flyers
	MTPO	The Gainesville Sun Newspaper Legal Advertisement
	MTPO	Flyers- Charrettes and Special Planning Study Areas
	MTPO	Television Broadcast
	MTPO	Television Videotape Recording
	MTPO	Annual Public Involvement Effectiveness Review
	MTPO	Annual Report
	TIP Adoption	The Independent Florida Alligator, The Gainesville Sun and Gainesville Guardian Newspaper Display Advertisements

### GROUP

CAC- Citizens Advisory Committee  
TAC- Technical Advisory Committee  
MTPO- Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

### DOCUMENT

LOPP- List of Priority Projects  
LRTP- Long Range Transportation Plan  
TIP- Transportation Improvement Program



**Exhibit I-2  
Meeting Sign-In Log**

**METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
FOR THE GAINESVILLE URBANIZED AREA**

**Title VI Nondiscrimination Notice**

It is the policy of the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area that no person shall on the basis of race, color, national origin, sex, age, disability, familial status, religious status, marital status, sexual orientation, or gender identity, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area program or activity.

**MEETING SIGN-IN LOG**

<b>MEETING:</b>	
<b>DATE:</b>	
<b>NAME</b>	<b>ADDRESS/AFFILIATION</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

**Exhibit I-2**  
**Meeting Sign-in Log, Continued**

**METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION  
FOR THE GAINESVILLE URBANIZED AREA**

**Aviso de No Discriminación de Título VI**

Es la política de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville, que ninguna persona sea excluida de poder participar, negársele beneficios, o de alguna manera ser sujeto a discriminación o represalias en cualquiera de los programas o actividades de la Organización Metropolitana de Planificación del Transporte del Área Urbana de Gainesville por razón de raza, color, origen nacional, sexo, edad, impedimento físico, estatus familiar, preferencia religiosa, estado civil, orientación sexual, identidad de género, según previsto por el Título VI del Acta de Derechos Civiles de 1964, el Acta de Restauración de Derechos Civiles de 1987 y el Acta de Derechos Civiles del Estado de la Florida de 1992.

**MEETING SIGN-IN LOG**

<b>MEETING:</b>	
<b>DATE:</b>	
<b>NAME</b>	<b>ADDRESS/AFFILIATION</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

**Exhibit I-3  
Public Involvement Evaluation Form**

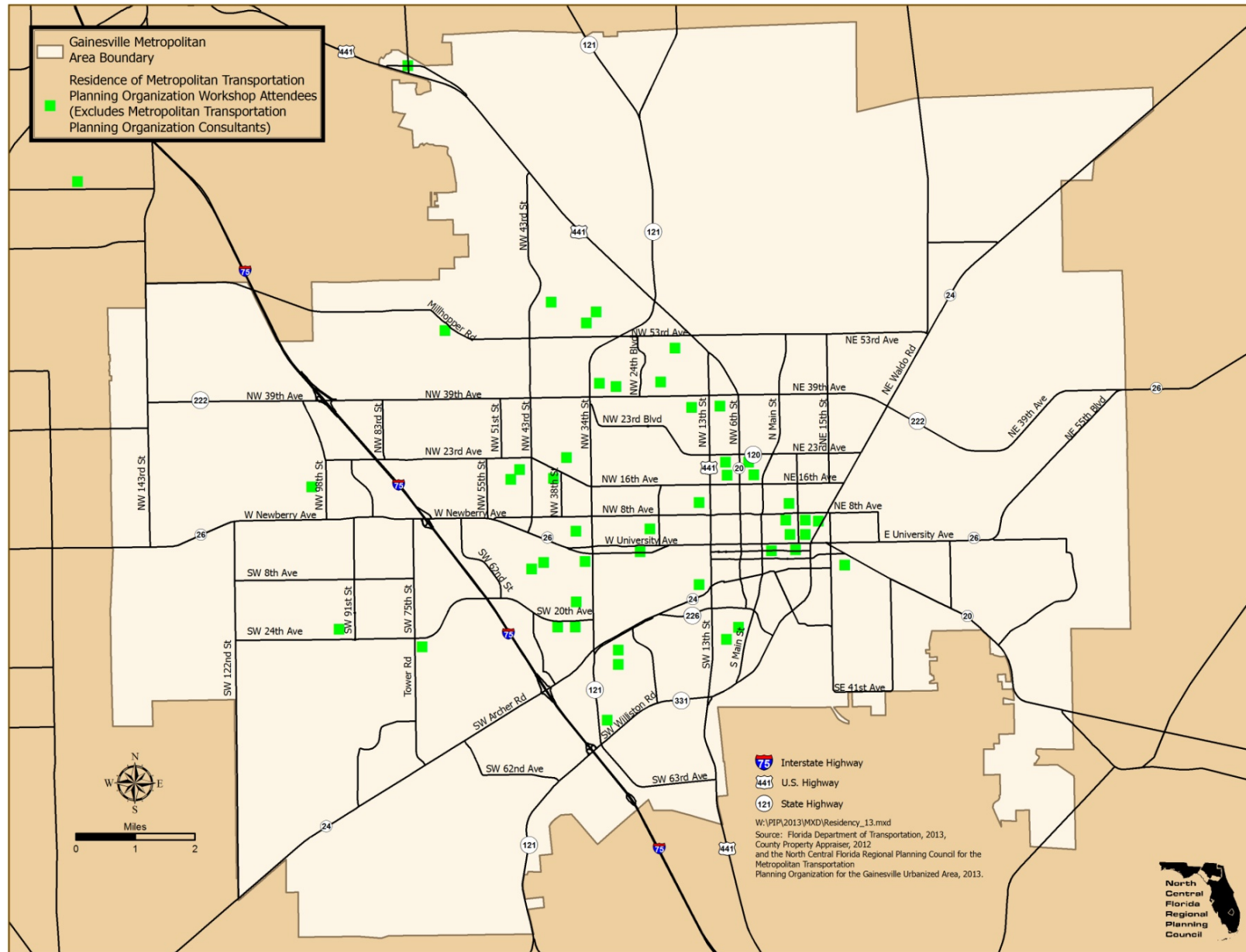
**SIDE 1**

<b>MTPO PUBLIC INVOLVEMENT EVALUATION FORM</b> -Date: _____		
NAME	ADDRESS	PHONE
1. How were you informed about the meeting?		Flyer (location) _____
Newspaper Ad _____	Radio Ad _____	Television Story _____
Newspaper Story _____	Radio Story _____	Other _____ —
2. Did you have adequate understanding of the presentation of the meeting topic(s)?		
YES _____ NO _____ [comment on back of card]		
3. Did you have adequate opportunity to discuss topic(s) on the meeting agenda?		
YES _____ NO _____ [comment on back of card]		

**SIDE 2**

4. Comments and/or suggestions on the MTPO's public involvement process.

Exhibit I-4  
Public Involvement Map- Sample



# Appendix J

## Public Involvement Plan

### Revision Log

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## Appendix J: Public Involvement Plan Revision Log

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area approved the initial Public Involvement Plan on December 15, 1994. The Public Involvement Plan has been revised and/or reviewed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area as indicated in Table J-1.

**Table J-1  
Public Involvement Plan Revision Log**

Revision / Review* Dates	
June 13, 1996	December 11, 2008
March 6, 1997	December 14, 2009
January 15, 1998	December 13, 2010
October 15, 1998*	October 3, 2011
November 4, 1999	December 3, 2012
November 1, 2000	December 2, 2013
December 13, 2001	December 1, 2014
February 13, 2003	June 27, 2016
January 28, 2004	June 5, 2017
December 9, 2004	June 25, 2018
November 3, 2005	June 24, 2019
December 14, 2006	August 24, 2020
December 13, 2007	-

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# Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area

## *Public Involvement Plan Team*

Scott R. Koons, AICP, Executive Director

\* Michael Escalante, AICP, Senior Planner

\*\* Lauren Yeatter, AICP, Senior Planner

\* Primary Responsibility  
\*\* Secondary Responsibility

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Use the QR Reader App  
on your smart phone to  
visit our website!

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[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)