

DRAFT

PUBLIC INVOLVEMENT PLAN

"To involve the community in making transportation decisions"



Prepared for the

Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area

By the

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PUBLIC INVOLVEMENT PLAN UPDATE CHANGES

FORMAT

The 2007 edition of the MTPO's Public Involvement Plan represents a significant change from the 2005 and previous editions. In 2006, the Plan was reformatted to be more user-friendly and easier to follow. The strategies listed in the previous editions have been revised and/or consolidated and grouped for a more effective and efficient document. For reference and transition to this new format, the strategy numbers from previous editions are shown in brackets [#] in this edition.

Previously, as Plan requirements changed, strategies were added to the end of the pre-existing list of strategies. Now, similar public involvement strategies, policy and advisory groups, and review and evaluation techniques have been grouped together.

CONTENT

Content changes to the Plan address Safe, Accountable, Feasible, Efficient Transportation Equity Act- A Legacy for Users (SAFETEA-LU) requirements that were not previously included in this Public Involvement Plan. This Public Involvement Plan incorporates SAFETEA-LU requirements for:

- MPO Public involvement Process to be developed with public participation and some new participants
- use visualization
- public meeting at convenient times and accessible locations
- electronic information

I

INTRODUCTION

The purpose of this document describes the public involvement process of the Metropolitan Transportation Planning Organization (MTPO) for the Gainesville Urbanized Area. 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 reach the public?
- how do we respond to citizen comments?
- why do we review and update the PIP?

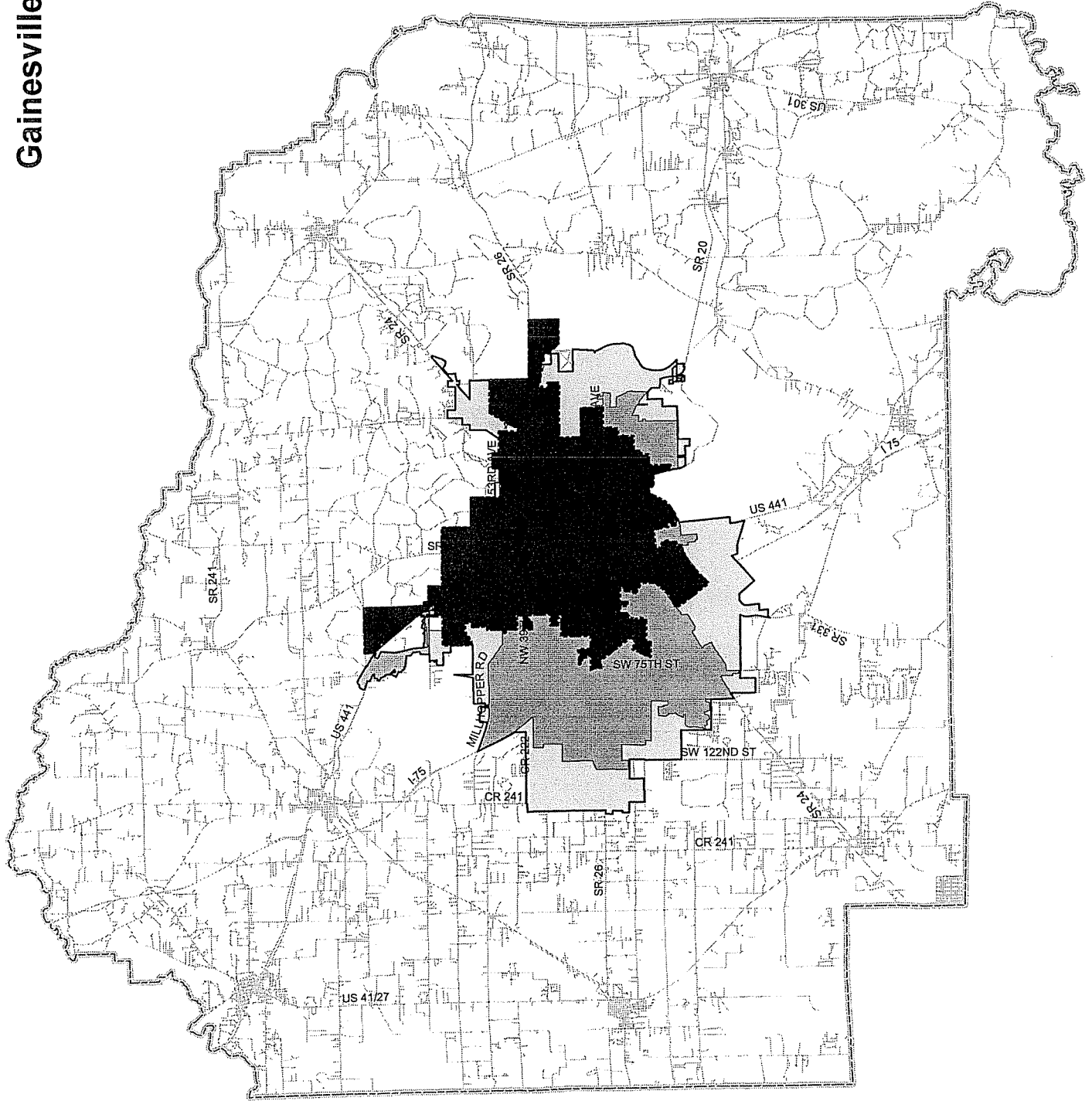
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION

The MTPO was established April 1, 1978 pursuant to Chapter 163.01, Florida Statutes. The MTPO is responsible for transportation system planning within the Gainesville Metropolitan Area as specified in Chapter 339.175, Florida Statutes. Illustration I shows the Gainesville Metropolitan Area. The MTPO's planning process includes the development of:

1. a 20-year long range transportation plan produced on a five-year cycle;
2. a five-year short range Transportation Improvement Program (TIP) to implement the long range transportation plans updated annually;
3. an annual List of Priority Projects for prioritizing projects in the TIP; and
4. an annual Unified Planning Work Program which describes the MTPO planning activities.

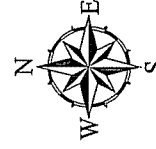
The MTPO is comprised of twelve voting members and three ex-officio members. The voting members include the Mayor and six City of Gainesville Commissioners and the five Alachua County Commissioners. The University of Florida President (or his designee), a Rural Advisor designated by the Alachua County League of Cities and the Florida Department of Transportation District 2 Secretary (or his designee) are the MTPO ex-officio members.

Illustration 1 **Gainesville Metropolitan Area** **Alachua County**



Legend

- Alachua County Boundary
- Roads
- Metropolitan Area 2020
- Gainesville City Limits
- Census 2000 Urbanized Area
- Urban Cluster



PLANNING PROCESS OVERVIEW

Before the public is invited to become involved in transportation development, there are activities performed by staff in 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 MTPO and its Advisory Committees are open to the public.

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

- **GOALS / VISION-** The MTPO determines the goals and vision for transportation planning that are consistent with the local comprehensive plans.
- **(INITIAL) DOCUMENT DEVELOPMENT-** Staff prepares draft documents for the MTPO and its Advisory Committees to consider. Staff may consult with federal, state and/or local staffs for input into the draft documents.
- **ADVISORY COMMITTEE REVIEW AND RECOMMENDATION MEETING-** Staff presents the draft documents to the MTPO's Advisory Committees, the Bicycle/Pedestrian Advisory Board (B/PAB), Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC). In accordance with *MTPO Urban Design Guidelines*, design plans are reviewed by the Design Team prior to review by the B/PAB, CAC and TAC.
- **MTPO REVIEW AND APPROVAL MEETING-** Staff presents the draft documents for MTPO review and approval. These draft documents incorporate the MTPO Advisory Committee's and staff's comments and recommendations.
- **DOCUMENT IMPLEMENTATION-** MTPO-approved documents and recommendations are transmitted to appropriate agencies for processing and implementation.
- **DOCUMENT REVIEW AND EVALUATION-** MTPO-approved documents and recommendations are reviewed and evaluated for possible updates to subsequent editions.

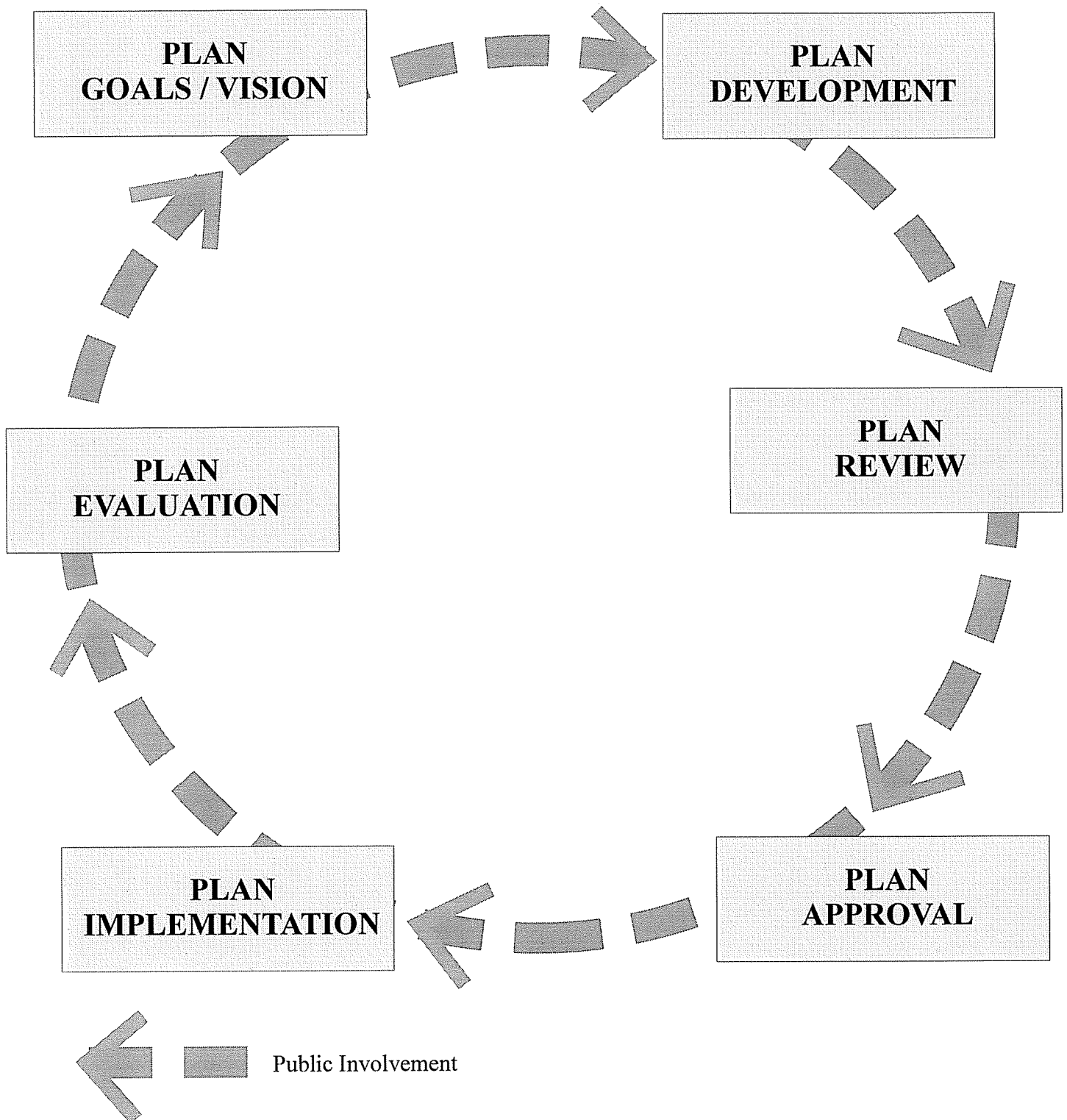
The planning process, which is cyclical, is shown in Illustration II. There is opportunity of public involvement throughout the process.

As needed, the MTPO designates Subcommittees and working/focus groups to conduct meetings and/or workshops for special planning efforts such charrettes. In addition, the long range plan update process includes several workshops.

Each year, the Public Involvement Plan is evaluated, reviewed and revised as necessary to:

1. increase public involvement; and
2. account for changes in public involvement requirements, communications technologies and new public involvement strategies.

ILLUSTRATION II
PLANNING PROCESS



II

WHY HAVE PUBLIC INVOLVEMENT?

In 1991, Congress passed the *Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991* to increase the amount of public involvement in transportation planning. The *ISTEA Act* requires 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 (TEA-21)* and the *Safe, Accountable, Feasible, Efficient Transportation Equity Act- A Legacy for Users (SAFETEA-LU)*. This Public Involvement Plan is designed to establish a process to provide:

1. timely information to the public;
2. timely public notice of meetings, workshops and advisory committee appointments;
3. full public access to key decisions; and
4. support early and continuing involvement of the public in developing transportation plans and transportation improvement programs.

Note: See Appendix A for the Federal and State Requirements that govern public involvement in the transportation development and improvement process.

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

This Public Involvement Plan incorporates SAFETEA-LU requirements for:

- *MPO Public involvement Process to be developed with public participation and some new participants*
- *use visualization*
- *public meeting at convenient times and accessible locations*
- *electronic information*

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III

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 like to get involved, people who are interested and want their views heard but for many reasons can't 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 U.S. Census 2000 data for the Gainesville Metropolitan Area.

MTPO ADVISORY COMMITTEES

[6, 7, 19, 30, 17, 18]

The MTPO utilizes advisory committees in its transportation planning decision processes. The MTPO has these established committees for people to get involved in:

- Citizens Advisory Committee [appointed by MTPO]
- Technical Advisory Committee [appointed by MTPO]
- Transportation Disadvantaged Coordinating Board [appointed and chaired by MTPO]
- Bicycle/Pedestrian Advisory Board [one-third appointed by MTPO]
- Design Team [appointed by MTPO]
- Alachua County Traffic Safety Team

CITIZENS ADVISORY COMMITTEE (CAC)

Section 1.024 of the adopted MTPO Rules entitled "*MTPO Responsibilities and Functions*" states:

"The MTPO shall establish a Citizens Advisory Committee and shall guide and assist such Citizens Advisory Committee in its activities and public involvement programs."

"The MTPO shall provide the opportunity at each of its meetings for citizens to comment or be heard on any matter pertinent to the urban transportation planning process. Comments on specific items as shown on the agenda of the MTPO may be in writing and, if so, shall be read by the Chairman or his designee at the appropriate time, or copies distributed by the Chairman or his designee to the members of the MTPO."

CAC BYLAWS

Section 1.04 of the adopted MTPO Rules entitled "Bylaws of the MTPO Citizens Advisory Committee (CAC)" states:

"The citizens of the area shall be involved in the transportation planning process by the establishment of the CAC. The purpose of the CAC is to insure adequate citizen involvement in the transportation planning process. It shall be the function of the CAC to:

1. Help the MTPO to formulate goals and objectives to shape the urban environment;
2. Conduct public information programs;
3. Provide an effective citizens' review of the preliminary findings and recommendations of the continuing study; and
4. Assist in other functions as deemed desirable by the MTPO.

CAC RESPONSIBILITIES AND FUNCTIONS

The MTPO 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.

Section 1.044 of the adopted MTPO Rules entitled "CAC Responsibilities and Functions" states:

1. the CAC shall be composed of citizens from the Gainesville Metropolitan Area and Alachua County selected to provide a broad cross-section of citizens with an interest in development of an efficient, safe and cost-effective transportation system;
2. the CAC will be responsible for functions within the community involvement program as adopted by the MTPO; and
3. the CAC shall transmit to the TAC and MTPO 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 CAC is comprised of 15 citizens appointed by the MTPO. The regular term of appointment for CAC members is three years. The MTPO staggers appointments to the CAC by making five regular appointments per year in December. The MTPO also makes CAC appointments during the year to replace people that resign or do not adhere to the CAC attendance policy.

TECHNICAL ADVISORY COMMITTEE (TAC)

The MTPO must have 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.

ALACHUA COUNTY TRANSPORTATION DISADVANTAGE COORDINATING BOARD

The State of Florida conducts a program to facilitate transportation for disadvantaged citizens, which includes people 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 MTPO serves as the designated official planning agency for transportation disadvantaged planning in Alachua County. Tasks required of the MTPO 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.

BICYCLE/PEDESTRIAN ADVISORY BOARD (B/PAB)

Gainesville is very involved in providing safe, alternative pathways for people who prefer to walk or ride bicycles as an alternative to driving cars or riding public transportation. In 1982, the MTPO adopted a resolution to create the Urban Area Bicycle Advisory Board. In 1995, this board was renamed the Bicycle/Pedestrian Advisory Board (B/PAB).

The twelve voting members on this board make recommendations to the City Commission, County Commission and the MTPO 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 bylaws adopted by the Bicycle/Pedestrian Advisory Board in 1997 are attached to this plan as Appendix D.

Twelve citizens are appointed to the B/PAB for a regular term of three years. Four members each are appointed by the Alachua County Commission, Gainesville City Commission and the MTPO. In addition, there is one University of Florida student adjunct (non-voting) member appointed annually. The MTPO staggers its appointments to the B/PAB so that there are always experienced people on the board to help those who are new.

DESIGN TEAM [19]

The MTPO Design Team includes interested volunteer citizens and public agencies who review detailed construction plans for transportation projects in the Gainesville Metropolitan Area.

Currently, volunteer citizens on the Design Team include:

1. a member of the MTPO's Citizens Advisory Committee,
2. a member of the Bicycle/Pedestrian Advisory Board,
3. a member of the City of Gainesville Beautification Board, and
4. other MTPO-designated project appointees, currently including:
 - A. a citizen advocate and the City of Hawthorne Mayor for the State Road 20 project; and
 - B. a citizen advocate for the State Road 26/26A project.

Note: Interested citizens are welcome to attend Design Team meetings and can request a meeting agenda packet to be mailed to them for all upcoming meetings.

Note: Transportation Information Network (TIN) members are provided meeting notices and agendas by email.

ALACHUA COUNTY TRAFFIC SAFETY TEAM

The Alachua County Traffic Safety Team (ACTST) consists of state and local transportation and public safety professionals. ACTST, a part of the Florida Department of Transportation's Community Traffic Safety Program, recommends safety-funded projects to the MTPO. ACTST is also the applicant for Safe Routes to School-funded projects in Alachua County.

MTPO ADVISORY COMMITTEE RECRUITMENT [30]

When there are vacant positions on either the Citizens Advisory Committee or the Bicycle/Pedestrian Advisory Board, a two-column display ad is run in the Gainesville Sun, Sunday edition. The deadline for applying for a vacant MTPO Advisory Committee position shall be not less than four work weeks after the advertisement is published in the Gainesville Sun.

Note: Sample display ads are shown in Appendix E.

TRANSPORTATION INFORMATION NETWORK

[7]

To further increase citizen participation in the transportation planning process, the MTPO has established the Transportation Information Network to provide a forum to educate and inform the public about MTPO plans and strategies. This network consists of individuals and stakeholders representing:

- community
- environmental
- business
- neighborhoods
- professional
- low-income, elderly and disabled

From time to time, Transportation Information Network workshops are held in Gainesville to discuss proposed transportation plans and programs. These meetings are conducted as interactive workshops and are held both during the day and in the evening.

Transportation Information Network workshops are publicly noticed as are other MTPO and advisory committee meetings in the **Gainesville Sun** "*List of Meetings for the Week.*" A notice of the meeting is sent to the local news media and to each member of the Transportation Information Network.

SPECIAL POPULATIONS

In addition to the public-at-large, the MTPO provides outreach to special populations identified in the following categories.

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 (MTPO) is the designated official planning agency for this program in Alachua County. The MTPO 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 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.

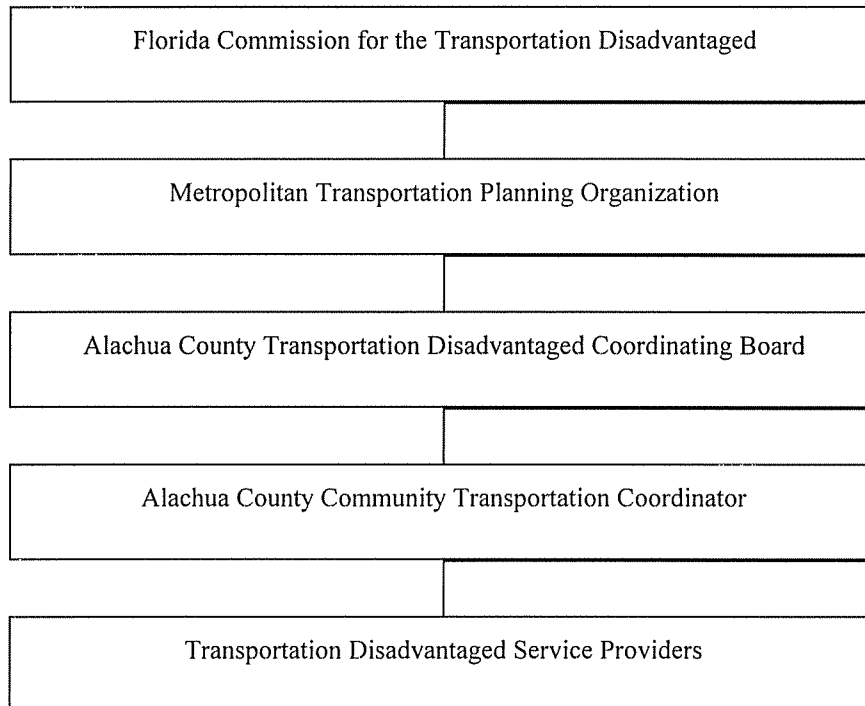
The Board is composed of agencies who serve the disadvantaged. For example, the Community Action Agency represents low-income individuals. In addition, citizen advocates in the community serve as representatives of the disabled and elderly. Minorities are represented on the Board and staff continues to encourage minority participation.

MTPO staff informs the Board of transportation plans and programs that affect the disadvantaged. The Board gives recommendations to the MTPO on provisioning transportation services to the disadvantaged. Annually, the Coordinating Board is required to hold a public hearing on transportation needs and services for the transportation disadvantaged to give the general public an opportunity to inform the Board about their concerns about transportation services. As for all public hearings, a display ad notice is run in the Gainesville Sun two weeks before the hearing.

Currently, the MTPO currently notifies the Transportation Disadvantaged Coordinating Board when there are vacancies on the Citizen's Advisory Committee in order to better seek representation of the transportation disadvantaged community.

Copies of the Citizens Advisory Committee vacancy ad are placed in the Transportation Disadvantaged Coordinating Board's meeting packets. In addition, Citizens Advisory Committee vacancy flyers are provided on request to the Transportation Disadvantaged Coordinating Board member for distribution to their respective clientele. The MTPO encourages representatives of the low-income, minority and disabled communities to seek appointment to the MTPO's Citizens Advisory Committee.

This organization chart illustrates the relationship of the state and local agencies and businesses involved in providing transportation disadvantaged services.



UNDERINVOLVED OR UNDERSERVED COMMUNITIES [12, 25]

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 MTPO Advisory Committees and to inform the communities of public hearings and community workshops on the Long Range Transportation Plan and Transportation Improvement Program, the MTPO distributes flyers and/or posters for display on RTS buses, information kiosks and paratransit vans.

Meetings notices, flyers and/or posters are placed on community service bulletin boards and information kiosks at:

- Community centers, recreation facilities and other public buildings located in lower income and minority neighborhoods, such as the:
 - Alachua County Administration Building
 - Alachua County One-Stop Centers
 - Alachua County Public Health Department
 - Alachua County Sheriff's Office
 - Gainesville City Hall
 - Gainesville Housing Authority
 - Gainesville Police Department
 - Gainesville Regional Utilities
 - Social Security Administration Offices
 - Regional Transit System's (RTS) Bethel Gas Station
 - Wilhemina Johnson Center
- houses of worship and other private buildings that serve the public located in lower income and minority neighborhoods
- public and private places serving special needs populations located within the Gainesville Metropolitan Area, such as:
 - adult congregate living facilities
 - assisted living facilities
 - Center for Independent Living
 - Division of Blind Services
 - Eldercare of Alachua County

- The University of Florida in places such as:
 - Housing Administrative Office and residence halls
 - Parking Services Administration
 - Reitz Union Office of Student Activities

VISUALLY- IMPAIRED [25]

To facilitate outreach to visually impaired persons, MTPO meeting 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 agendas and/or meeting materials, MTPO staff coordinates with the appropriate agencies, such as the Braille and Talking Library, to provide readings, Braille, audio tapes, and/or large-print copies of MTPO agendas and/or meeting materials.

Note: Requests for alternative format materials should be made in advance to accommodate the development and provision of these materials. MTPO meeting notices include the MTPO staff contact phone number and deadline date for persons requiring special accommodations to participate in the MTPO meeting.

COMMUNITY YOUTH INVOLVEMENT [29]

MTPO staff coordinates with high school principals within the Gainesville Metropolitan Area to give presentations on the MTPO's transportation planning process. The MTPO's "Citizen's Guide to Transportation Planning" is the primary source of information for these presentations. Copies are provided to students, faculty, and staff who attend the presentations.

COMMUNITIES WHERE ENGLISH IS NOT THE PRIMARY LANGUAGE [24]

U.S. Department of Commerce Bureau of the Census Year 2000 Census for Alachua County data was evaluated for language as a barrier to public involvement in the transportation process. This Table of the Gainesville, Florida Metropolitan Statistical Area (MSA) Census of Population and Housing 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, Santa Fe Community 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 (1.0%) 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, MTPO documents are currently offered only in English.

PERSONS IN HOUSEHOLDS SPEAKING A FOREIGN LANGUAGE PERSONS FIVE YEARS OLD OR OLDER ALACHUA COUNTY		
FOREIGN LANGUAGE GROUP	NUMBER	PERCENT
Spanish-Speaking Persons	11,438	5.53
Spanish-Speaking Persons That Do Not Speak English "Very Well"	2,705	1.31
Spanish-Speaking Persons Linguistically Isolated	1,079	0.52
Other Indo-European Language-Speaking Persons	6,278	3.03
Other Indo-European Language-Speaking Persons That Do Not Speak English "Very Well"	1,328	0.64
Other Indo-European Language-Speaking Persons Linguistically Isolated	410	0.20
Asian & Pacific Island Language-Speaking Persons	4,781	2.31
Asian & Pacific Island Language-Speaking Persons That Do Not Speak English "Very Well"	2,113	1.02
Asian & Pacific Island Language-Speaking Persons Linguistically Isolated	548	0.26
Other Language-Speaking Persons	936	0.45
Other Language-Speaking Persons That Do Not Speak English "Very Well"	215	0.10
Other Language-Speaking Persons Linguistically Isolated	32	0.02
Total Persons Linguistically Isolated	2,069	1.00
Total Persons Five Years Old or Older	206,860	100.00

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IV

HOW DO WE REACH THE PUBLIC?

The public is mostly involved in transportation planning through public meetings and workshops. These public forums are created to inform people about transportation projects and provide an opportunity for each citizen to be heard on topics that affect where we live and how we move about the city. Through these public forums, people can become knowledgeable and appraised of what the future holds in terms of transportation planning for our city. For more involvement, we invite people to participate on committees that work directly with the processes that create a more beautiful and efficient city.

The transportation planning program must provide 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. [1]

Federal laws and rules require the MTPO planning program to hold open public meetings on matters related to the Federal-aid highway and transit programs and Florida's "Sunshine Law" also requires open public meetings. All meetings of the MTPO, 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. [5]

The MTPO's 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 as they are the primary forum for citizen participation. In addition, other citizens can contact staff or access the MTPO website for timely information about transportation plans and programs. In addition, information about transportation issues and process is currently sent to the main library from time to time, especially as part of the long range plan update process.

PUBLIC NOTICE

[4, 5]

To facilitate public involvement in the transportation planning program, notice of local meetings where transportation planning recommendations and decisions are being made have to be given in a regular and timely fashion. The date, time and place for all meetings of the MTPO, including its subcommittees, Citizens Advisory Committee, Technical Advisory Committee, Transportation Disadvantaged Coordinating Board, and Bicycle/Pedestrian Advisory Board are listed in the **Sunday edition of the Gainesville Sun "List of Meetings for the Week" on page 2 of the Local Section.**

Except for emergency meetings or workshops, the MTPO gives at least four (4) days' public notice of any meeting or workshop by publishing a legal notice in the Gainesville Sun on the Sunday before the Thursday MTPO meeting that includes:

- The date, time, and place of the event;
- A brief description of the purpose of the event; and
- A copy of the agenda may be obtained by calling (352) 955-2200, visiting our website at www.ncfrpc.org (click on **Transportation - MTPO**), or by coming in person during regular business hours to 2009 NW 67th Place, Gainesville, FL. For accommodations for person with disabilities, please contact MTPO Staff at (352) 955-2200.
- Full meeting packets are electronically displayed on the MTPO website and sent to the:
 - Gainesville City Clerk;
 - Alachua County Clerk;
 - Gainesville Sun;
 - Alachua County Library District's main library in downtown Gainesville; and
 - branch libraries on Tower Road and Millhopper Road.

In instances where a meeting or workshop is not noticed in the Gainesville Sun or an emergency meeting is scheduled, the event is publicized by placement of a meeting notice on the NCFRPC bulletin board, the City of Gainesville City Hall bulletin board (adjacent to the City Clerk's office) and the Alachua County Administration Building bulletin board (2nd floor).

Note: Gainesville Sun display ads are written in a "reader friendly" fashion using clear, concise, and interesting language as free of technical jargon as possible. See Appendix E for an example of a display ad.

KEY DECISION POINTS AND PUBLIC INVOLVEMENT

[2]

There must be adequate public notice for 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 (TIPs)**. Currently, public notice is given when the long range transportation plan is being considered for adoption and/or amendment. Notice includes advertising for public meetings, public workshops, and public hearings.

In the development of the long range plan, when the point is reached that alternative plans under consideration have been identified and technical information analyzing the alternatives have been assembled, an MTPO public meeting is held to receive comments on the alternatives.

At least 21 days prior to the meeting, a description of the alternatives (including maps if appropriate) and the location of the related technical information available for public review is published in the Gainesville Sun.

At least 10 days prior to public hearings on the long range transportation plan, a description of the alternatives (including maps if appropriate) and the location of related technical information available for public review is published in the Gainesville Sun and sent to the Transportation Information Network members.

Prior to the annual adoption of, or substantial amendment of, the Transportation Improvement Program, information is published in the Gainesville Sun and includes a summary of the proposed Transportation Improvement Program (with maps) along with a summary of the long range transportation plan.

MTPO MEETINGS AND WORKSHOPS

[4]

When meetings and workshops are planned for public involvement, Section 3.01 of the MTPO Rules describes when and how public notice is provided.

1. The MTPO shall 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.
2. Proper notice includes:
 - A. the date, time, and place of the event;
 - B. a brief description of the purpose of the event; and
 - C. copy of the agenda may be obtained by calling (352) 955-2200, visiting our website at www.ncfrpc.org (click on **Transportation - MTPO**), or by coming in person during regular business hours to 2009 NW 67th Place, Gainesville, FL. For accommodations for person with disabilities, please contact MTPO Staff at (352) 955-2200.

Note- Appendix F shows a matrix of the meeting notice publication requirements.

MTPO NIGHT MEETINGS [17]

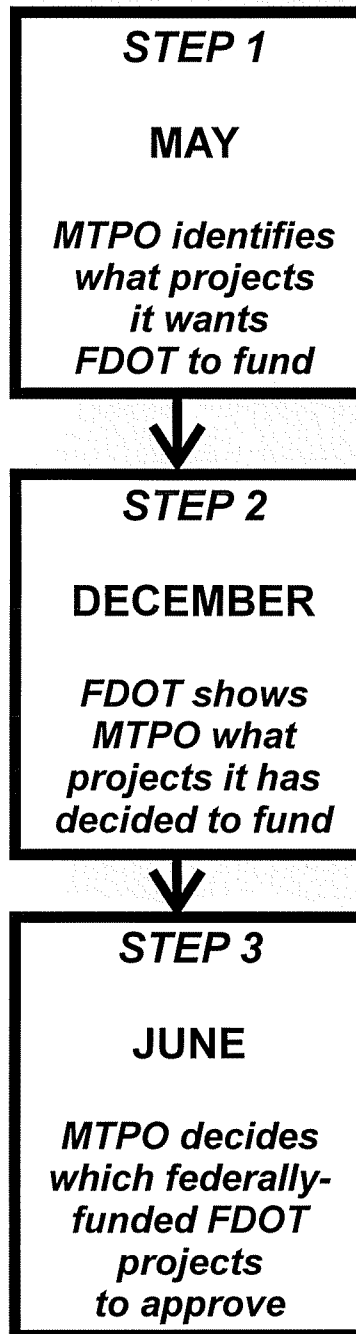
At the March 1997 MTPO meeting, MTPO staff recommended that the MTPO schedule night meetings for the three meetings during the year on the development of the 5-year funding plan for specific transportation projects (see Illustration III) as these three meetings are the most important ones for greater public participation in the planning process. The MTPO approved a motion to:

“Schedule evening meetings each year in June, September, and December to allow greater participation from the public and to allow more time for discussion of items.”

ILLUSTRATION III

MTPO NIGHT MEETINGS

ANNUAL 5-YEAR PLAN



MTPO TELEVISION BROADCASTS

[21]

Even when people do not have the ability or time to get to a public meeting in person, they can participate remotely by watching the live broadcasts of the MTPO meetings. Through the City of Gainesville's franchise agreement with Cox Communications, the MTPO conducts live broadcasts of all of its meetings. The electronic information broadcasts are replayed the following week on both the local public access channel and the rural television stations. The on-screen marquee encourages citizens to call with questions or comments about the meeting's agenda items or MTPO discussion. During the initial broadcasts, the public can call-in live and make comments or leave questions to be asked.

The MTPO Chairperson announces at each televised meeting that citizens may call into the meeting to speak on particular agenda items. MTPO staff take the calls and record the comments. During the citizen comment portion of the meeting, MTPO staff forwards the comments directly to MTPO members and those in attendance. The MTPO retains a copy of the MTPO meeting videotape, which can be copied for a nominal charge or viewed at the MTPO offices at no charge.

CHARRETTES

[18]

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."

In January 1999, the MTPO approved a motion to:

"Include in future MTPO budgets and work programs enough funds to conduct at least one annual charrette and to submit requests for additional funds to support this effort during the City and County budgeting process."

Over the last few years, the MTPO has conducted charrettes for the SW 20th Avenue/Hull Road project and the Tower Road/SW 24th Avenue projects.

In October 2001, the MTPO allocated charrette-designated funding for the West 6th Street Project and the Plan East Gainesville project.

Note: The MTPO may provide refreshments at charrettes, special meetings, and workshops.

PLANS, DOCUMENTS, AND PROCESSES

[3, 20, 21, 11, 10, 8, 9, 23]

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 North Central Florida Regional Planning Council (NCFRPC) 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 the interested and/or affected public participants.
- As appropriate, technical and policy information is placed in the Main Library and the branch libraries on Tower Road and Millhopper Road.
- 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 MTPO website and the Alachua County Library District branch libraries within the Gainesville Metropolitan Area. (15)

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

INTERNET ACCESS [20]

You can see general and detailed information *in electronic format* regarding transportation planning and projects in the Gainesville Metropolitan Area and information about the membership of the MTPO and its advisory committees on the MTPO Internet web site:

<http://www.ncfrpc.org/MTPO>.

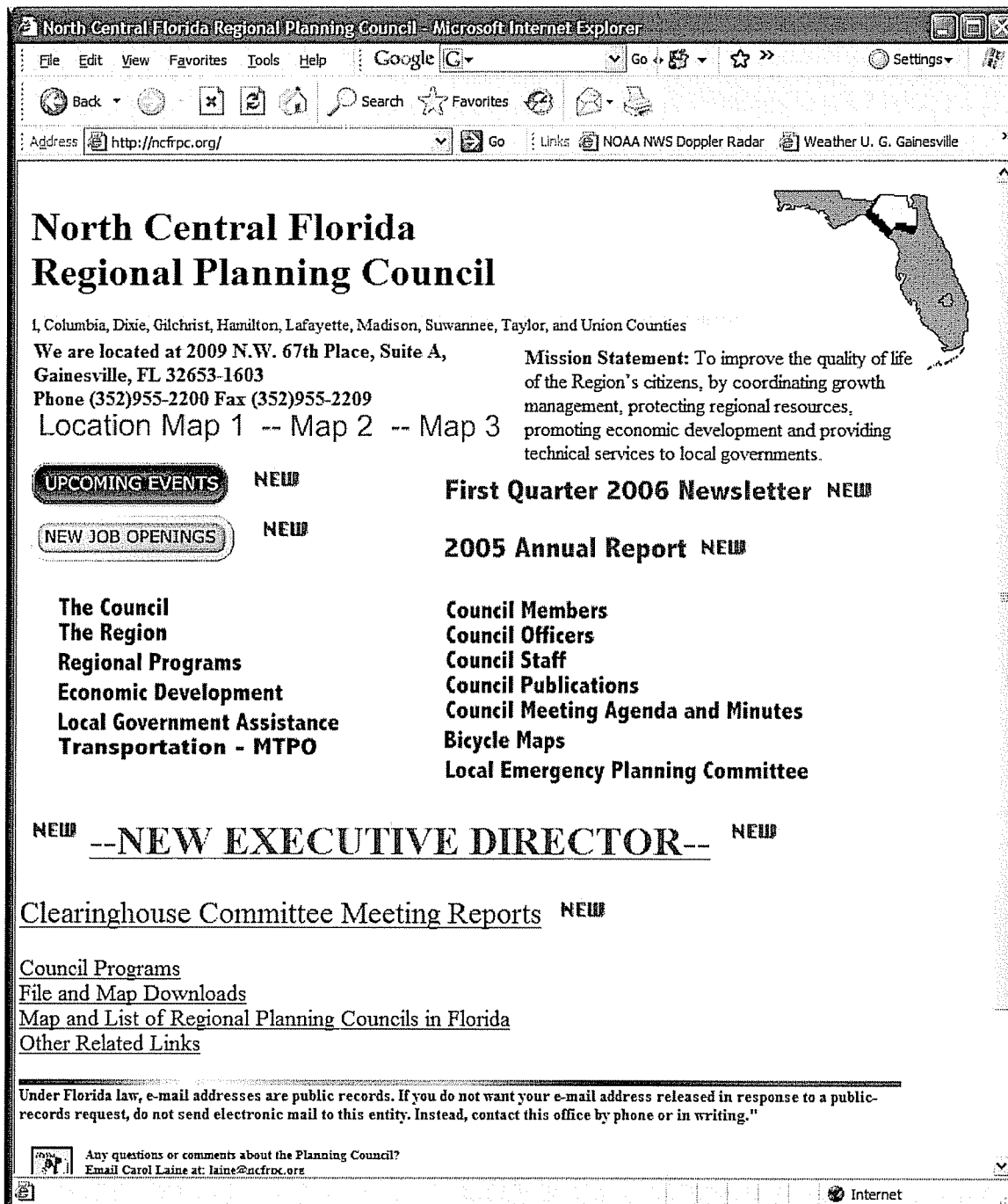
To improve understanding of the transportation planning process, the web site has links to several associated agency websites, such as:

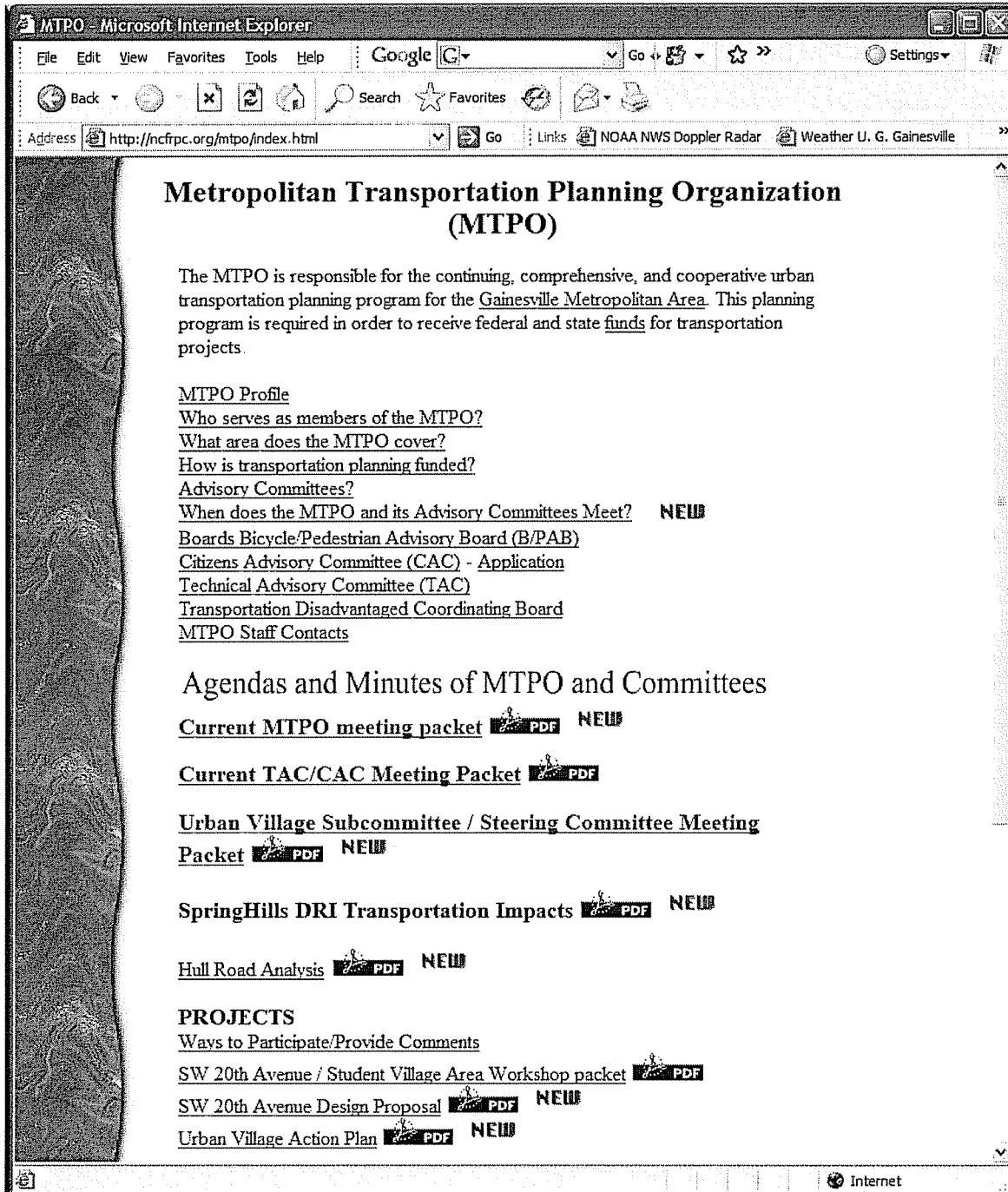
- City of Gainesville **<http://www.cityofgainesville.org/>**
- Alachua County **<http://www.co.alachua.fl.us/CONTENT/GUIDE/government.asp>**
- Florida Department of Transportation **<http://www.dot.state.fl.us/>**
- Federal Highway Administration **<http://www.fhwa.dot.gov/>**

Interested citizens can request materials through the web site and are encouraged to attend meetings. Simple point and click forms are being added to the website to make it easy to request information, participate in discussions, and provide feedback directly to elected officials and staff.

To access the MTPO website:

1. on the internet, go to: <http://www.ncfrpc.org/>
2. click on **Transportation - MTPO**.
3. click on the link to information on meetings, documents, etc.





MTPO planning documents, such as current meeting packets, the Year 2025 Livable Community Reinvestment Plan, Transportation Improvement Program, Unified Planning Work Program and Public Involvement Plan, are available in electronic format for downloading on the ncfrpc.org website.

CITIZENS' GUIDE TO TRANSPORTATION PLANNING [11]

As part of the Year 2025 transportation plan update process, MTPO staff 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 and acronyms used in transportation planning.
4. Provide a contact list of who to call for more information.

Note: The guide is updated regularly and copies are available at MTPO meetings and from the MTPO website.

LONG RANGE TRANSPORTATION PLAN [8, 26]

The Long Range Transportation Plan (*LRTP*) is produced on a five-year cycle, but may be amended anytime within the five-year period. [26] In the process of developing the long range transportation plan, there must be adequate opportunity for public official (including elected officials) and citizen involvement before it is approved by the MTPO. Procedures must 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.

- The procedures must include publication of the proposed plan or other methods to make it readily available for public review and comment.
- *The LRTP process shall utilize visualization techniques that are understandable to the interested and affected public.*
- The procedures also shall 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 plan is published and made available for the public to read at no charge in the North Central Florida Regional Planning Council library and is available for purchase at a nominal cost.
- If the final transportation plan differs significantly from the one made available for public comment by the MTPO or raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity must be made available for public comment on the revised plan.

- When the long range transportation plan is adopted, the MTPO schedules two public hearings. One is held prior to the MTPO adopting the Needs Plan and the second is held prior to the MTPO adopting the Cost Feasible Plan. If the long range transportation plan is amended, the MTPO schedules one public hearing in which the Cost Feasible Plan and the Needs Plan are changed concurrently.
- Amendments to this 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 MTPO. At a regularly scheduled MTPO meeting, the MTPO considers any comments gathered from the public and its Advisory Committees' recommendations on the amendment. For more complex projects, the MTPO may conduct charrettes, field trips, and workshops to gain appropriate public involvement. [22, 25]

Note: There are no specific written policies addressing these issues, so the MTPO schedules public workshops, public meetings, and public hearings as the transportation plan is being developed. As part of the public hearing process, an ad is published in the Gainesville Sun to inform the public about the public hearing.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) [9]

There must be reasonable opportunity for public comment on the TIP before it is approved by the MTPO. *The TIP process shall utilize visualization techniques that are understandable to the interested and affected public.* The proposed TIP must be published or otherwise made available for review and comment. Similarly, the approved TIP must be published or otherwise made readily available for information purposes.

The MTPO must provide 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.

If the final TIP differs significantly from the one which was made available for public comment by the MTPO 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 TIP must be made available.

TIP AMENDMENTS [9, 22, 25, 26]

The Transportation Improvement Program may be amended any time within the annual planning period. [26] For TIP amendments, there must be adequate public involvement procedures consistent with Section 450.316(b)(1) except that these procedures are not required for TIP amendments that only involve projects of the type covered in Section 450.324(I). The TIP includes an amendment log that tracks changes made to the document.

Otherwise, there are not specific written policies addressing these issues. The regular meeting schedule for the MTPO 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 for review and comment and it is published and made available for the public to read at no charge in the North Central Florida Regional Planning Council library and is available for purchase at a nominal cost.
- Prior to the annual adoption of, or substantial amendment of the Transportation Improvement Program, information is published in the Gainesville Sun which includes a summary of the proposed Transportation Improvement Program (with maps) along with a summary of the long range transportation plan.
- And should the final Transportation Improvement Program differ significantly from the one which has been made available for public comment by the MTPO, an additional opportunity for public comment on the revised Transportation Improvement Program is made available.

MTPO URBAN DESIGN POLICY MANUAL [23, 31]

Urban design and planning policies adopted by the MTPO are consolidated into a single document, "*The MTPO Urban Design Policy Manual*," which is updated as the MTPO 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 are in regard to things like:

- roadways
- transit facilities and service
- transportation enhancement projects
- inter-modal and multimodal facilities
- joint bicycle, pedestrian, inter-modal and multimodal planning
- bicycle facilities
- pedestrian facilities
- landscaping
- MTPO Design Team
- planning- transportation language and Metropolitan Planning Organization Advisory Council (MPOAC)

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

- Refer projects in the Transportation Improvement Program to its Advisory Committees.
- Review project design plans according to the Project Design Plan Review Stages table.

Project Design Plan Review Stages

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

MTPO staff and FDOT staff review the draft ***Tentative Work Program*** to identify projects to be initially reviewed by the Design Team. Subsequently, the projects are reviewed by the Citizens Advisory Committee Technical Advisory Committee, Bicycle/Pedestrian Advisory Board, and the Metropolitan Transportation Planning Organization as noted for each project design plan review stage.

For federal and state funded projects and for local funded projects that have been referred to the MTPO and/or its advisory committees for review, MTPO staff report on the schedule and opportunities for public involvement in the project design review process as an information item in MTPO meeting packets and on the MTPO website. This report enables the MTPO, 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.

Note: Appendix G shows sample public involvement process reports based on the project design plan review process policy.

ANNUAL REPORT [10]

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 (NCFRPC) 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 MTPO activities.

- Note: Council annual reports usually cost about \$2,000 per year to publish approximately 750 copies. This does not include the staff time involved in preparing the materials to be printed. A copy of the latest annual report material describing transportation planning activities is included in Appendix H.

- Note: Before the annual adoption of **the Transportation Improvement Program(TIP)**, information is published in the Gainesville Sun which includes a summary of the proposed Transportation Improvement Program (with maps), a summary of the long range transportation plan and the annual report.
- Note: Section 1.024 of the adopted MTPO Rules entitled "***MTPO Responsibilities and Functions***" states: "The MTPO shall prepare and publish an annual report of study activities for the purpose of disseminating information to the public."

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HOW DO WE RESPOND TO CITIZEN COMMENTS?**[13, 28]**

The transportation planning process must demonstrate explicit consideration and response to public input received during the planning and program development processes. When 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; summary, analysis, and report on the disposition of comments shall be made part of the final plan and Transportation Improvement Program.

The MTPO makes comment forms available at its public hearings, regular business meetings, charrettes, workshops, or you can download the form from the MTPO website or stop in at the office and pick one up. Comment forms are provided for anyone not able to speak at a meeting about a project they are interested in but where the person would like to be heard on the topic 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 the recent SW 20th Avenue Design Charrette, MTPO Design Team, and MTPO Internet access. All of these items have been initiated to increase the level of public participation on transportation improvements.

Note: The North Central Florida Regional Planning Council (NCFRPC) maintains Internet access and information regarding transportation planning activities in the Gainesville Metropolitan Area. General information can be viewed via the NCFRPC homepage at:

<http://www.ncfrpc.org>.

Correspondence can be forwarded to MTPO staff via the NCFRPC homepage or directly by addressing email to: mtpo@afn.org.

RESPONSE TO COMMENTS OR QUESTIONS RAISED AT MTPO MEETINGS

Comments or questions raised by any member of the public that cannot be answered at the MTPO meeting are responded to in writing, provided the person provides their name and address. A post card is sent to acknowledge that the MTPO staff is researching the question or comment. Then, the MTPO staff sends a follow-up letter with a response or a referral to a more appropriate agency to respond to the person's question or comment.

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VI

WHEN DO WE REVIEW AND UPDATE THE PUBLIC INVOLVEMENT PLAN?

[15, 16, 27]

The MTPO must periodically review the public involvement processes for effectiveness to assure that the process continues to provide full and open access to all. To ensure sufficient outreach to all transportation system-affected communities, the MTPO shall monitor 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 MTPO. MTPO staff prepares an annual public involvement monitoring report to provide major input to the annual Public Involvement Plan evaluation.

This Public Involvement Plan must have a minimum public comment period of 45 days before it can be adopted or revised. If it becomes necessary to revise this plan, a minimum public comment period of 45 days will be provided. The draft Public Involvement Plan may be viewed at the MTPO website and the Alachua County Library District branch libraries within the Gainesville Metropolitan Area.

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 used for Public Involvement Plan updates.

See Appendix K for the Public Involvement Plan update log.

COORDINATE STATEWIDE PROCESS [14]

Besides periodic review for effectiveness, the MTPO's public involvement processes are expected to be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

The MTPO's public involvement processes also include its participation in the Florida Metropolitan Planning Organization Advisory Council (MPOAC), which facilitates the coordination of transportation planning efforts among Metropolitan Planning Organizations (MPOs) statewide and with the Florida Department of Transportation (FDOT).

MTPO staff participates in FDOT statewide Level of Service and Mobility Management Task Teams to provide planning organization input into statewide transportation planning efforts. MTPO staff also participates in the Florida Department of Community Affairs statewide Transportation Concurrency Management Technical Task Team. MTPO staff works with FDOT District 2 staff to identify, and coordinate with, statewide public involvement processes.

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VII

GLOSSARY

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

Annual Average Daily Traffic (AADT)- the 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 (B/PAB)- consists of citizens-at-large that advise the Alachua County Commission, City of Gainesville Commission and the MTPO on bicycle and pedestrian transportation-related issues. The B/PAB includes 12 voting members and one non-voting adjunct member representing the University of Florida students.

Citizens Advisory Committee (CAC)- consists of 15 citizens-at-large that advise the MTPO transportation-related issues.

Community Transportation Coordinator (CTC)- 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. The CTC is responsible for development and implementation of the Transportation Disadvantaged Service Plan, which describes how transportation service will be provided to eligible persons within CTC's service area.

Cost Feasible Plan (CFP)- description of transportation system modifications in the adopted Needs Plans which are anticipated to be funded over the planning period, usually 20 years.

Design Team- consists of members of the CAC, B/PAB and TAC, as well as project citizen advocates, FDOT project representatives and other City and County professional staff that advises the MTPO on project design plans.

Federal Highway Administration (FHWA)- U.S. agency responsible for roadway funding and monitoring.

Federal Transit Administration (FTA)- U.S. agency responsible for transit funding and monitoring.

Florida Department of Transportation (FDOT)- 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 FDOT.

Florida Intrastate Highway System (FIHS)- an interconnected statewide system of limited access facilities and controlled access facilities developed and managed by FDOT to meet standards and criteria established for the FIHS. It is part of the State Highway System, and is developed for high-speed and high-volume traffic movements. The FIHS also accommodates high occupancy vehicles (HOVs), express bus transit and in some corridors, interregional, and high-speed intercity passenger rail service. Access to abutting land is subordinate to movement of traffic and such access must be prohibited or highly regulated.

Gainesville Metropolitan Area (GMA)- jurisdiction of the MTPO. 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 (GUA)- is used in the legal name of the MTPO. (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 U.S. Census Bureau.

Level of Service (LOS)- a quantitative 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 (LOPP)- document produced by the MTPO that describes transportation system modification recommendations to FDOT for inclusion in its Work Program.

Livable Community Reinvestment Plan- title of the MTPO's long range transportation plan.

Long Range Transportation Plan (LRTP)- document produced by the MTPO that describes transportation system modifications to be implemented over a long period of time, usually 20 years.

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

Metropolitan Planning Organization Advisory Council (MPOAC)- statewide organization of MPOs that facilitates coordination and exchange of information on transportation issues.

Metropolitan Transportation Planning Organization (MTPO) for the Gainesville Urbanized Area- official title of the MPO that provides recommendations to FDOT on the expenditures of federal funds in the Gainesville Metropolitan Area. The MTPO consists of the five Alachua County Commissioners, the Mayor and six City of Gainesville Commissioners as voting members, with the FDOT District 2 Secretary and the University of Florida President as nonvoting members.

Needs Plan- document produced by the MTPO 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, usually 20 years.

Public Involvement Plan (PIP)- document produced by the MTPO that describes strategies to facilitate and promote citizen participation in the MTPO's transportation planning process.

Technical Advisory Committee (TAC)- 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 Community Development, Gainesville Regional Utilities, Regional Transit System and Public Works; and State of Florida Departments of Environmental Protection and Transportation that advise the MTPO 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 (TIP)- document produced by the MTPO that describes transportation system modifications to be implemented within the Gainesville Metropolitan Area over a five-year period that implements projects designated in the Cost Feasible Plan and transportation system maintenance projects.

Unified Planning Work Program (UPWP)- document produced annually by the MTPO that describes its transportation planning activities to be accomplished during the program year.

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APPENDIX A

FEDERAL AND STATE PUBLIC INVOLVEMENT MANDATES

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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.

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 U.S. 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 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 Transportation Improvement Program shall be made available;
8. **Assess the Process:** 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; 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.

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 official (including elected officials) and citizen involvement in the development of the transportation plan before it is approved by the MPO, in accordance with the requirements of ° 450.316(b)(1); 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.
 - b. The procedures also shall include publication of the approved plan or other methods to make it readily available for information purposes.

Note: See page A-6: Federal Register dated October 28, 1993 section 450.322 for actual text.

Transportation Improvement Program (TIP)- Federal

The requirements and criteria for the public involvement process for the Transportation Improvement Program (TIP) also reflect the general requirements. There must be reasonable opportunity for public comment. The proposed TIP and then the approved TIP 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 TIP amendments that only involve the type of projects covered in Section 450.324(i).

Section 450.324(i) states: "Projects proposed for FHWA [Federal Highway Administration] and/or FTA [Federal Transit Administration] funding that are not considered by the State and MPO 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 CFR 771.117 (c) and (d)."

Note: See page A-11: Federal Register dated October 28, 1993 section 450.324 for actual text.

23 CFR
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;
 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;
 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;
 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;
 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 and the FTA 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 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 TMAs, and as otherwise necessary for all MPOs, 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 TMAs 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 submitted by the State for approval by the FHWA and the FTA. 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 and a TIP to be approved by the MPO 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).

(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 TMAs, and as otherwise necessary for all MPOs, 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 TMAs 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

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 (TIP).

General State Requirements

Technical Advisory Committee

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

"Each M.P.O. 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 Chapter 339.175(5)(e), Florida Statutes,

1. Each M.P.O. shall appoint a citizens advisory committee, the members of which serve at the pleasure of the M.P.O.;
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;
4. Notwithstanding the provisions of subparagraph 1., an M.P.O. 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 Chapter 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 Chapter 339.175(6)(e), Florida Statutes,

"In the development of its long-range plan, each M.P.O. 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 (TIP)

According to Chapter 339.175(7), Florida Statutes,

"In the development of the transportation improvement program, each M.P.O. 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."

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APPENDIX B

Calendar of Major Transportation Planning Products

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MTPO CALENDAR

<u>MONTH</u>	<u>REQUIRED ACTION</u>
July	
August	
September	
October	
November	
December	- FDOT Draft 5-Year Work Program (Step 2- FDOT shows MTPO what projects it has decided to fund)
January	
February	
March	
April	
May	- MTPO Priority List of Unfunded Projects (Step1- MTPO identifies what projects it wants FDOT to fund)
June	- Approve MTPO 5-Year Transportation Improvement Program (Step 3- MTPO decides which federally-funded projects in the FDOT 5-Year Work Program to approve)
	▼ Approve MTPO Annual Budget

Note: The MTPO 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

According to the 2000 Census, Alachua County consisted of 217,955 persons. The majority of these people resided within the Gainesville Metropolitan Area (GMA), with the City of Gainesville having 95,605 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 included: 73.5 percent White; 18.8 percent Black; and 7.7 percent other races. In addition, 5.7 percent of the population was identified as Hispanic. Illustration G-1 and Exhibit G-1 show the areas of concentration, by census tract and block group, of white and minority persons residing within the county.

The census data shows that the majority of the persons living below the poverty level reside in the east and southeast portions of the GMA. 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 GMA is the most affluent. Illustration C-2 and Exhibit C-2 show the areas of concentration, by census tract and block group, of persons living below the poverty level.

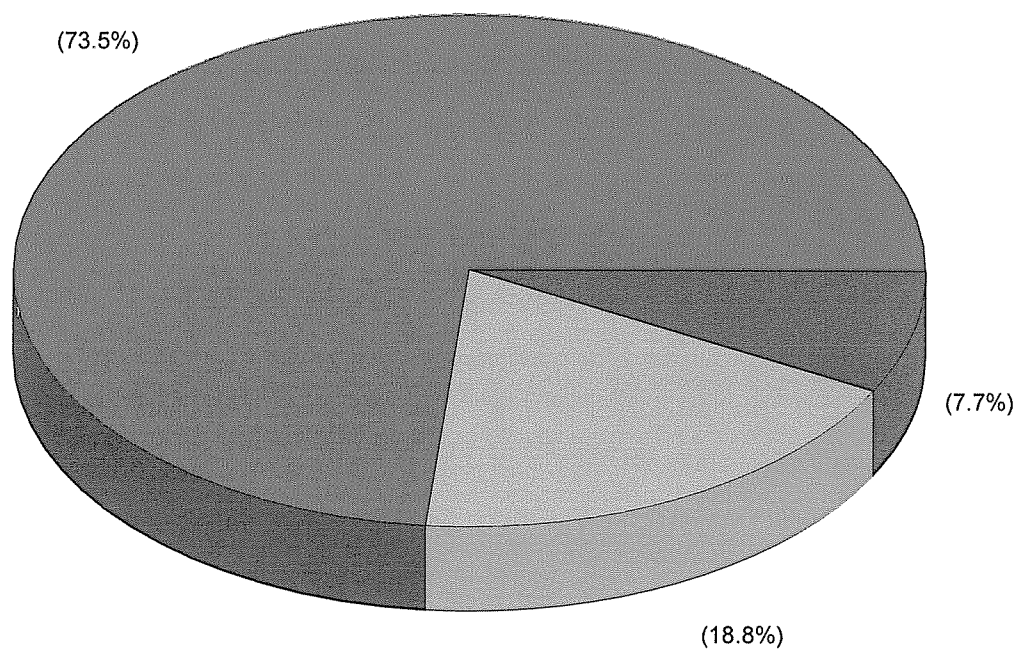
Table C-I shows the ratio of persons by race that live below the poverty level according to the 2000 Census.

TABLE C-I

ALACHUA COUNTY POVERTY STATUS- BY RACE [2000 CENSUS]			
RACE	POPULATION	PERSONS BELOW POVERTY LEVEL	PERCENT BELOW POVERTY LEVEL
WHITE	152,213	29,352	19.3
BLACK	38,356	12,242	31.9
OTHER	26,895	9,094	33.8

EXHIBIT C-1

**RACIAL DEMOGRAPHICS
ALACHUA COUNTY- 2000 CENSUS**



- WHITE POP
- BLACK POP
- OTHER POP

EXHIBIT C-2

**POVERTY DEMOGRAPHICS
ALACHUA COUNTY- 2000 CENSUS**

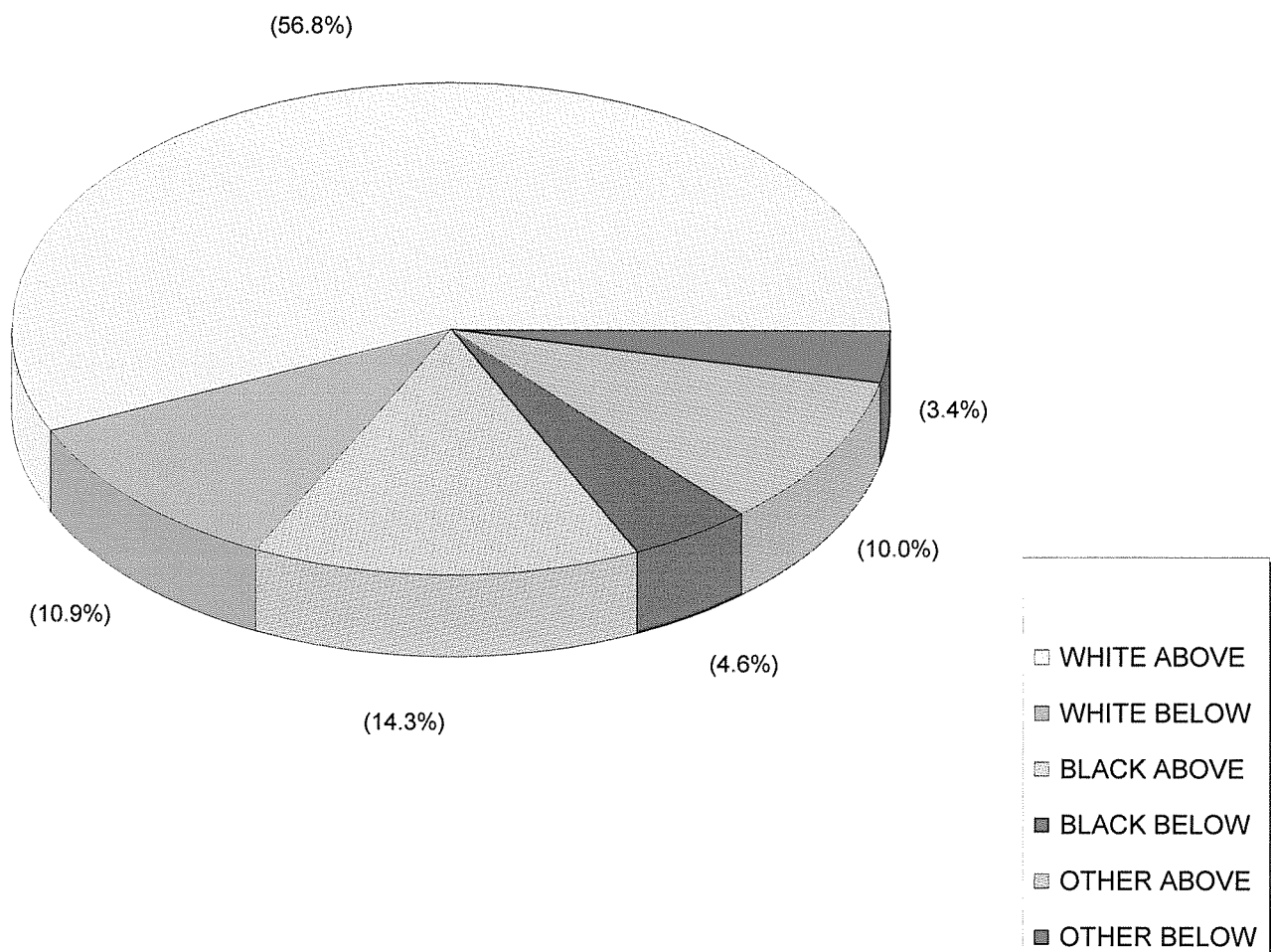


ILLUSTRATION C-1

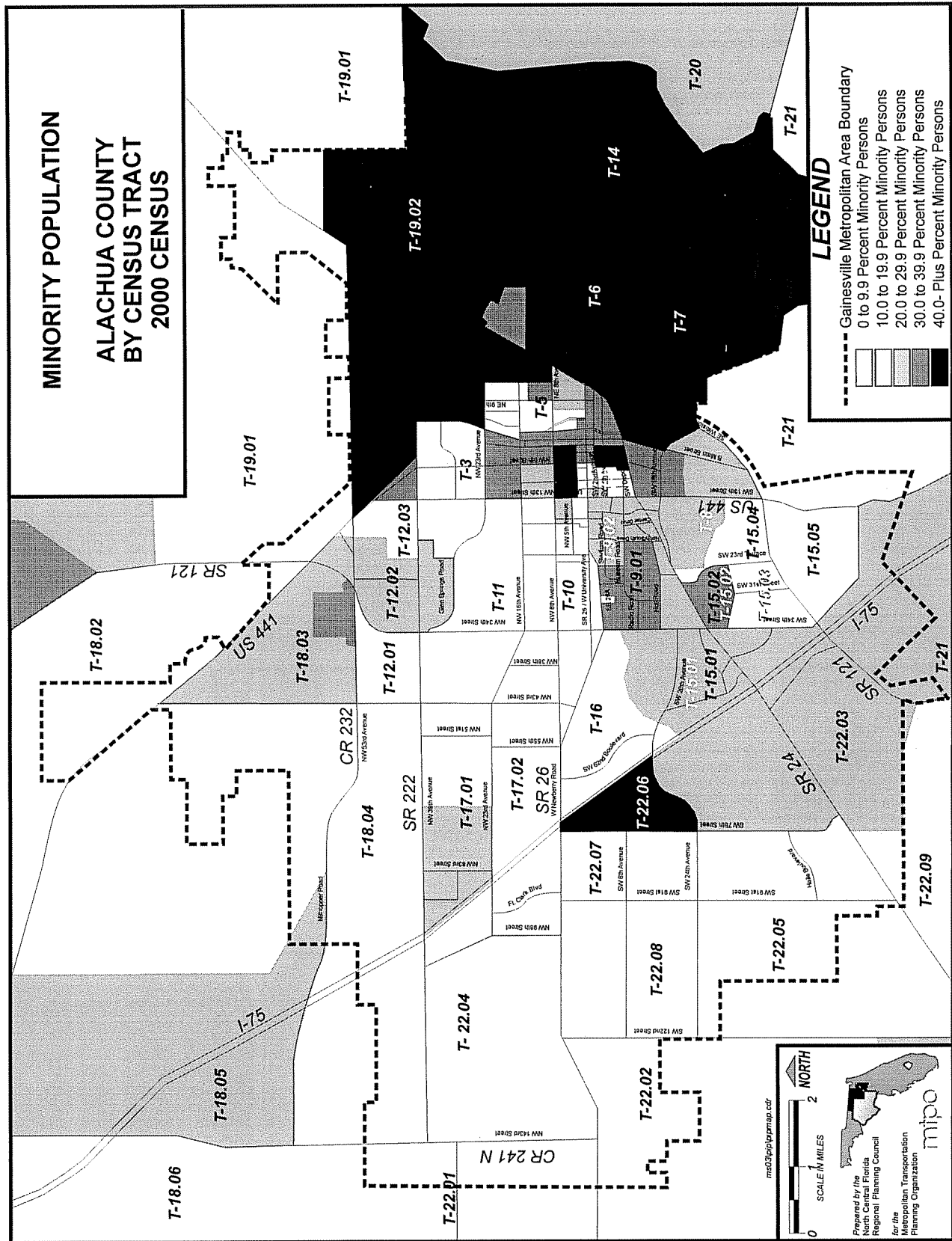
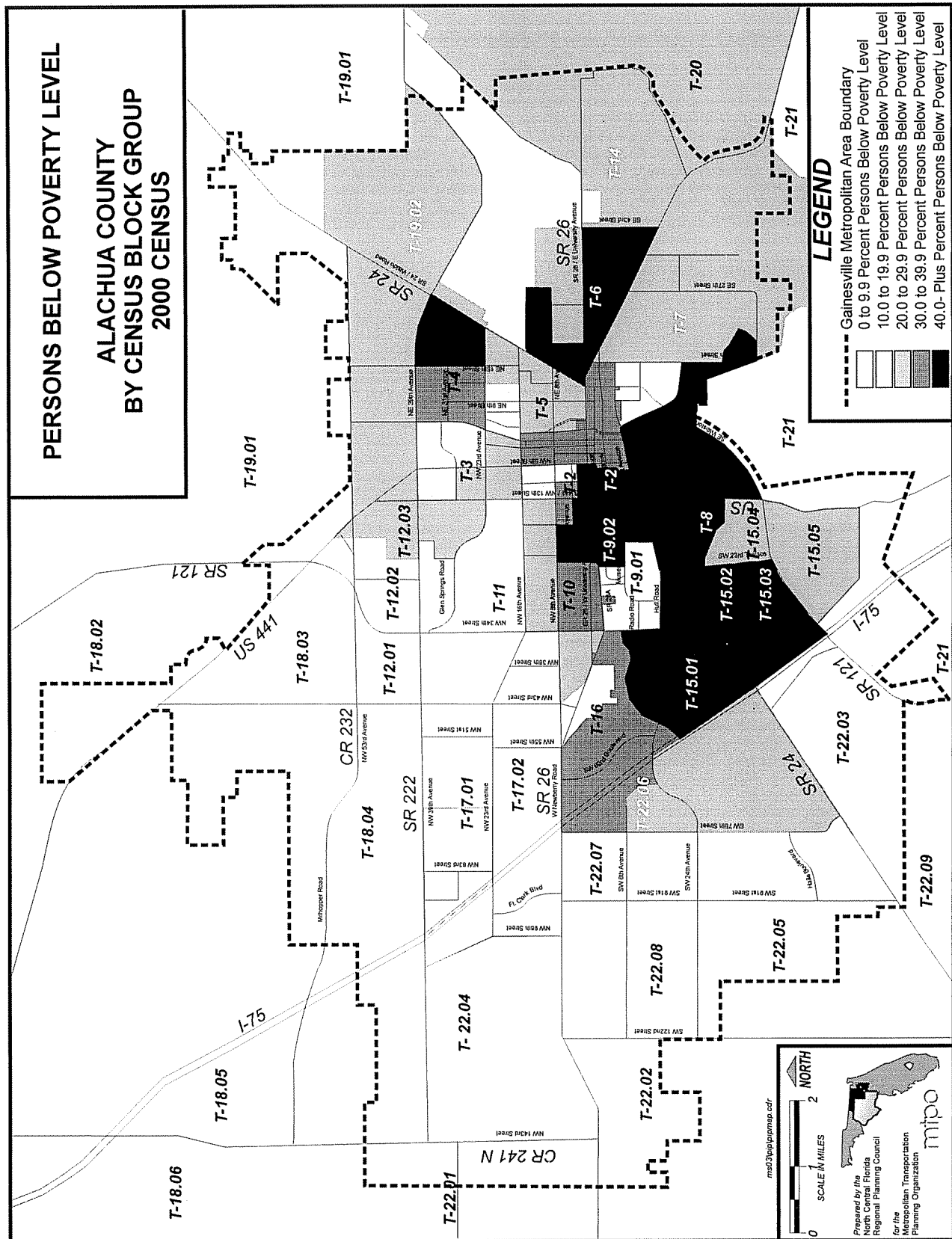


ILLUSTRATION C-2



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APPENDIX D

Bicycle/Pedestrian Advisory Board By-Laws

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BICYCLE/PEDESTRIAN ADVISORY BOARD BY-LAWS

I - NAME

The name of the advisory board shall be the Bicycle/Pedestrian Advisory Board, hereinafter referred to as the "Board."

II - PURPOSE

The purpose of the Board is to make recommendations to local transportation agencies regarding bicycle and pedestrian issues as further defined in Item III Duties.

III - DUTIES

As stated in the City of Gainesville Resolution No. R-94-74, Alachua County Resolution R82-52, and the Metropolitan Transportation Planning Organization for the Urbanized Area Resolution 95-3. The duties of the board are to:

1. Make recommendations to the City Commission, County Commission, and the Metropolitan Transportation Planning Organization on all matters concerning planning, implementation, and maintenance policies, programs, and facilities for the safe and efficient integration of bicycle and pedestrian transportation in the Gainesville Metropolitan Area and the Alachua County transportation systems. This shall include, but not be limited to, the design of roadway bicycle facilities, bicycle paths, sidewalks, jogging paths, hiking trails, bicycle parking, and the enforcement of motor vehicle, pedestrian and bicycle safety regulations.
2. Make recommendations to the Commissions and the Metropolitan Transportation Planning Organization regarding budgetary matters in connection with its duties.

IV - MEMBERSHIP

The board shall consist of twelve (12) voting members, four (4) being appointed by the Board of County Commissioners of Alachua County, four (4) being appointed by the Gainesville City Commission, four (4) being appointed by the Metropolitan Transportation Planning Organization for the Gainesville Metropolitan Area, and one (1) student adjunct member being appointed by the City Commission. Appointments shall be made from a common pool of applicants who reside in Alachua County. The applications shall be kept on file by staff. All voting members shall be

appointed for a three (3) year term, except for a person who is appointed to fill a vacated Board membership term. Alachua County appointment terms shall expire August 31st, MTPO appointment terms shall expire October 31st, and City appointment terms shall expire December 31st (with the exception of the student adjunct member).

Any voting member appointed to the board is automatically removed from the Board upon filing with the Clerk of the appointing Commission or Organization, the official roster indicating failure to comply with the attendance policy for advisory boards established by the appointing Commission or Organization. The Board shall include three (3) ex-officio non-voting members who shall be appointed as follows: One (1) shall be appointed by the County Commission from the Office of the Alachua County Engineer, one (1) shall be appointed by the City Commission from the City Public Works Department and one (1) shall be appointed by the Florida Department of Transportation from its District II office.

V - NOTICE OF MEETINGS

Notices and tentative agendas shall be sent to all Board members, other interested parties, and the news media at least 4 days prior to the Board meeting. Such notice shall state the date, time, and place of the meeting.

VI - MEETINGS

The Board shall meet as often as necessary in order to meet its responsibilities. The Board shall hold regular meetings at least once every two (2) months. Special meetings may be called by the Chairman or a majority of the Board with seven (7) days advance written notice to members, if possible. At all meetings of the Board, the presence in person of seven (7) members of the Board shall constitute a quorum for the transaction of business. The student adjunct member shall vote, but does not count as part of the quorum.

In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting any business may be transacted which might have been transacted at the meeting as originally called.

At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these By-laws, shall be decided by the vote of a majority of the members of the Board present.

As required by Florida Statute Chapter 286.012, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board unless when there appears to be a possible conflict of interest with a member or members of the Board.

Prior to the vote being taken, member(s) must publicly state to the Board the nature of his or her interest in the matter on which the vote is taken. Within fifteen days of the vote, the member(s) shall disclose the nature of his or her interest as public record.

A Board member is considered in attendance at a regular Board meeting when said member is present for at least two-thirds of the total length of the meeting.

VII - OFFICERS

Officers of the Board shall consist of a Chairperson, a Vice-chairperson and a Secretary. The term of office shall be one year beginning at the October meeting.

The Chairperson shall lead the meetings and is responsible for developing the Board agendas, minutes and notices. The Chairperson is also responsible for developing the Bicycle/Pedestrian Advisory Board Annual Workplan and special budget request presentation to the City Commission. Staff to the Board shall assist the Chairperson in the development of the Board's Annual Workplan, budgeting, meeting agendas, and notices.

The Vice-chair shall assist the Chair in leading the meetings. If the Chair cannot attend a meeting, the Vice-chair shall lead the meeting. The Secretary shall take attendance at all meetings.

VIII - STAFF

The Board will rely on staff provided by the City Commission. Staff shall assist the Officers of the Board and Board-designated subcommittees in fulfilling their duties and responsibilities.

IX - SUBCOMMITTEES

Subcommittees shall be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the Board.

X - CONDUCT OF BUSINESS

The Board and committees serving the Board shall conduct business in accordance with Robert's Rules of Order, latest revised edition except when in conflict with these By-laws .

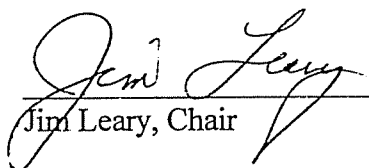
XI - ADOPTION AND AMENDMENT

These By-laws shall be adopted by a majority vote of the Board members present at a regular meeting provided they have been distributed to each member at least seven (7) days prior to the date of the meeting.

These By-laws may be amended by a majority vote of the Board members at a regular meeting provided that the proposed amendments have been distributed to each member at least seven (7) days prior to the day of the meeting.

XII - CERTIFICATION

The undersigned hereby certifies that he/she is the Chair of the Bicycle/Pedestrian Advisory Board (B/PAB) to the City of Gainesville Commission, Alachua County Commission and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area and that the foregoing is a full, true, and correct copy of the By-laws of this Board as adopted by the Bicycle/Pedestrian Advisory Board the 27th day of August, 1997.



Jim Leary, Chair

APPENDIX E

Sample Display Ads

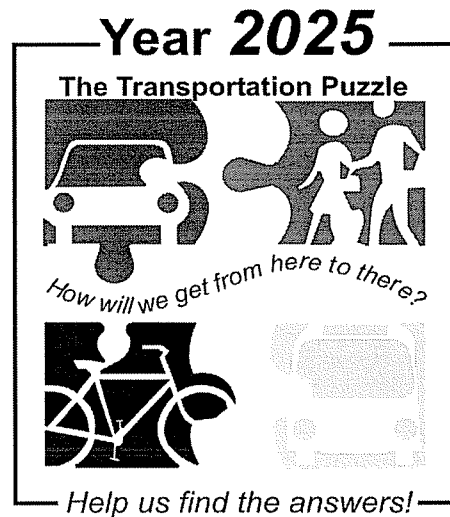
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How can we get more cars off the road?

How can we reduce traffic congestion within the community?

Can we accommodate future growth and transportation needs?

Please come and participate at the:



NEEDS PLAN PUBLIC HEARING FOR UPDATING THE GAINESVILLE METROPOLITAN AREA LONG RANGE TRANSPORTATION PLAN

MARK YOUR CALENDAR!

AUGUST 30, 2005

7:00 p.m.

**JACK DURRANCE AUDITORIUM
ALACHUA COUNTY ADMINISTRATIVE BUILDING
12 SE 1ST STREET, GAINESVILLE, FLORIDA**

**HELP DETERMINE CHOICES FOR OUR TRANSPORTATION FUTURE
THE LONG RANGE TRANSPORTATION PLAN INCLUDES
ROADWAY, TRANSIT, BICYCLE AND PEDESTRIAN PROJECTS.**

Please join us for this critical discussion on the dramatic impact of future transportation projects on our community. The Metropolitan Transportation Planning Organization (MTPO) welcomes you to this public hearing on our future transportation system. This hearing is your opportunity to provide input into developing a strategic vision for the future transportation system in the Gainesville Metropolitan Area. Help determine the future of your community. Be a part of this transportation planning process.

The meeting room will be open, with staff and consultants present to answer questions, at 5:30 p.m. More detailed information concerning this public hearing can be obtained in several ways: by visiting the website at www.ncfrpc.org (click transportation); by writing to the MTPO, 2009 NW 67th Place, Suite A, Gainesville, Florida 32653; by appearing in person at the above address during regular business hours; or by calling 955-2200. Braille, large print or recorded agendas are available upon request. Any person requiring special assistance, including special agendas or sign language interpretation, or accommodations to participate in this workshop should contact MTPO staff at 955-2200 no later than August 23, 2005.

NOTICE

APPLICATION FOR MTPO BICYCLE/PEDESTRIAN ADVISORY BOARD

The Metropolitan Transportation Planning Organization (MTPO) for the Gainesville Urbanized Area is inviting interested persons to apply for its Bicycle/Pedestrian Advisory Board (B/PAB). The purpose of the B/PAB is to provide advice to the Gainesville City Commission, the Alachua County Commission and the MTPO on bicycle and pedestrian related matters.

The MTPO, 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: MTPO, North Central Florida Regional Planning Council, 2009 NW 67th Place Gainesville, Florida 32653; phone (352)955-2200. Applications must be received no later than Monday, December 4, 2006.

NOTICE

APPLICATION FOR MTPO CITIZENS ADVISORY COMMITTEE

The Metropolitan Transportation Planning Organization (MTPO) for the Gainesville Urbanized Area is inviting interested persons to apply for its Citizens Advisory Committee (CAC). The purpose of the CAC is to seek reactions to planning proposals and to provide comments with respect to the concerns of various segments of the population in regard to their transportation needs. The MTPO has also outlined additional functions of the CAC as defined in its rules.

The MTPO, 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 or additional information may be obtained by writing or calling: MTPO, North Central Florida Regional Planning Council, 2009 NW 67th Place, Gainesville, Florida 32653; phone (352)955-2200. Applications must be received no later than Monday, December 4, 2006.

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APPENDIX F

PUBLIC INVOLVEMENT NOTICE MATRIX

ACTIVITY	NOTICE			
	Gainesville Sun page 2	Sun Display Ad	Sun Legal Ad	Public Library
MTPO Regular Meeting	Sunday prior to meeting	-	Sunday prior to meeting	Sunday prior to meeting
LRTP Public Hearing	Sunday prior to meeting	2 Sundays prior to meeting	-	Sunday prior to meeting
Workshop	Sunday prior to meeting	Sunday prior to meeting *	-	Sunday prior to meeting
PIP Review	-	-	45 day notice	45 day notice
TIP Public Hearing	Sunday prior to meeting	21 day notice	-	Sunday prior to meeting
Charrette	Sunday prior to meeting	Sunday prior to meeting	-	Sunday prior to meeting
Advisory Committees	Sunday prior to meeting	-	-	Sunday prior to meeting
CAC & B/PAB vacancy	one month notice	one month notice	-	one month notice

Emergency notice- Notice of MTPO and/or its Advisory Committees' meeting appear on North Central Florida Regional Planning Council (NCFRPC) letterhead and is placed on meeting bulletin boards at the NCFRPC office Gainesville City Hall and the Alachua County Administration Building in cases when:

1. notice does not appear on page 2 Local section in the Sunday edition of the Gainesville Sun; or
2. meetings are arranged on short notice.

Outreach to underserved and/or underinvolved populations, advisory committee recruitment includes posting of notices at sites not listed above, but noted within appropriate strategies in the PIP.

*MTPO-approved display ad, otherwise there may be no display ad notice

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APPENDIX G

SAMPLE PUBLIC INVOLVEMENT PROCESS TIMELINE AND STATUS REPORTS

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**NW 39TH AVENUE RESURFACING PROJECT
INTERSTATE 75 TO NW 43RD STREET
[FIN 2075452]
PUBLIC INVOLVEMENT TIMELINE AND STATUS REPORT**

DATE	TASK	ACTION/COMMENT
PROJECT DEVELOPMENT		
TBA	Project Scope	FDOT/MTPO staff draft
TBA	Design Team review	
TBA	B/PAB review	
TBA	TAC review	
TBA	CAC review	
TBA	MTPO review/final approval	
TBA	60 Percent Design Plans	FDOT/MTPO staff draft
TBA	Design Team review	
TBA	B/PAB review	
TBA	TAC review	
TBA	CAC review	
TBA	MTPO review/final approval	
PROJECT IMPLEMENTATION		
2004/2005	Preliminary Engineering	
2005/2006	Preliminary Engineering	
2006/2007	Construction	

B/PAB- Bicycle/Pedestrian Advisory Board
 CAC- Citizens Advisory Committee
 FDOT- Florida Department of Transportation
 MTPO- Metropolitan Transportation Planning Organization
 TAC- Technical Advisory Committee
 TBA- To be announced

**NW 39TH AVENUE TRAFFIC SIGNAL UPDATE PROJECT
AT NW 13TH STREET
[FIN 2077964]
PUBLIC INVOLVEMENT TIMELINE AND STATUS REPORT**

DATE	TASK	ACTION/COMMENT
PROJECT DEVELOPMENT		
TBA	Project Scope	FDOT/MTPO staff draft
TBA	Design Team review	
TBA	B/PAB review	
TBA	TAC review	
TBA	CAC review	
TBA	MTPO review/final approval	
TBA	60 Percent Design Plans	FDOT/MTPO staff draft
TBA	Design Team review	
TBA	B/PAB review	
TBA	TAC review	
TBA	CAC review	
TBA	MTPO review/final approval	
PROJECT IMPLEMENTATION		
2004/2005	Preliminary Engineering	
2007/2008	Construction	

B/PAB- Bicycle/Pedestrian Advisory Board
 CAC- Citizens Advisory Committee
 FDOT- Florida Department of Transportation
 MTPO- Metropolitan Transportation Planning Organization
 TAC- Technical Advisory Committee
 TBA- To be announced

APPENDIX H

North Central Florida Regional Planning Council (NCFRPC)

Annual Report

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

SERVING



2006 ANNUAL REPORT

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TRANSPORTATION

Through an interlocal agreement signed by the Florida Department of Transportation, Alachua County and the City of Gainesville, the Metropolitan Transportation Planning Organization was formed to conduct transportation planning activities in the Gainesville metropolitan area. This coordinated planning program is required in order for the area to receive federal funds for transportation projects. The Council serves as staff, providing technical and administrative assistance in developing transportation plans and programs. Another major transportation planning activity is the Transportation Disadvantaged Program. This program is required in order for counties to receive state funds for transportation services to low income individuals, elderly individuals, persons with disabilities and children-at-risk.

METROPOLITAN TRANSPORTATION PLANNING ORGANIZA- TION ACTIVITIES

In the year 2006, a number of transportation planning activities were conducted, including the following.

Transportation Regional Incentive Program

The Florida Department of Transportation has established a Transportation Regional Incentive Program for the purpose of providing funds to improve regionally significant transportation facilities. Over the last 12 months, Alachua County, the City of Gainesville and the Metropolitan Transpor-

tation Planning Organization for the Gainesville Urbanized Area have approved an Interlocal Agreement with the Ocala/Marion County Transportation Planning Organization to prepare and adopt a Regional Transportation Plan for Alachua County and Marion County. This Plan is required in order to apply for and receive Transportation Regional Incentive Program funds.

The top priority of this regional transportation plan for Alachua County is the updating and construction of a traffic management system on regionally significant roads. This system consists of existing traffic signals, traffic control equipment, and communication equipment to allow for real time monitoring of the transportation network and the coordination of traffic signals.

Urban Village Action Plan

During the past year, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area prepared an action plan concerning the redevelopment of the area immediately west of the University of Florida and north of Archer Road (State Road 24). The overall intent of the plan is to create a dense, urban environment that supports transit-oriented development and that is also walkable and bikeable. Staff has been working with City of Gainesville, Alachua County and University of Florida officials to develop and test the transportation impacts of various land use scenarios. The results of this testing and evaluation is scheduled to be completed in Spring 2007.



Florida Department of Transportation matching funds are being requested to upgrade and coordinate all the traffic signals in Alachua County.

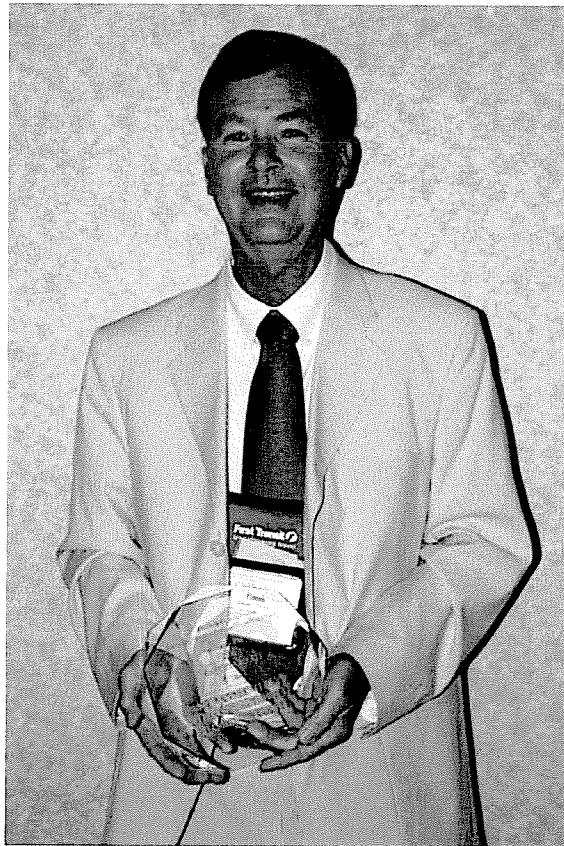
TRANSPORTATION DISADVANTAGED PROGRAM

During the year, the Council continued to serve as the designated official planning agency for nine counties in the region for Florida's Transportation Disadvantaged Program. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area serves as the planning agency for Alachua County. As the planning agency, the Council conducts planning studies to provide transportation services to individuals who are unable to transport themselves because of age, disability or income status. The Council and the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area appoint and staff ten transportation disadvantaged boards in the region.

This year, the Council assisted the Transportation Coordinators in the region in applying for Rural Capital Assistance Grant funds. As a result of this coordinated effort, the Transportation Coordinators were awarded state grant funds to purchase new vehicles. The vehicle awarded to Alachua County is being used to provide the new shuttle service to City of Alachua residents.

At the 14th Annual Training and Technology Conference, the Florida Commission for the Transportation Disadvantaged awarded Suwannee Valley Transit Authority the 2006 Safety Award. This award recognizes a community transpor-

tation coordinator in the State of Florida that had an outstanding safety record. In addition, Jimmy Swisher, Suwannee Valley Transit Authority Administrator, was awarded the 2006 William G. Bell Award. This award is in honor of Dr. William Bell whose vision in the 1970s of coordinated transportation was instrumental in the early development of Florida's Transportation Disadvantaged Program. Mr. Swisher received this award for his long-term leadership role in advocating transportation issues and in promoting the benefits of coordinated transportation.



Jimmy Swisher, Suwannee Valley Transit Authority Administrator, received the 2006 William G. Bell Award.

COMMUNICATIONS

In addition to the numerous planning and other technical studies prepared under contract with local governments throughout the region, the Council prepared the following materials in the year 2006.

Regional Programs

- Evaluation Reports on Local Comprehensive Plans, Developments of Regional Impact and other Council review items

Public Safety and Regulatory Compliance Program

- Local Emergency Planning Committee Hazardous Materials Emergency Response Plan Update
- Hazards Analysis Updates for Columbia, Dixie, Gilchrist, Hamilton, Lafayette and Taylor Counties
- Hazardous Waste Summary Reports for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee, Taylor and Union Counties
- Exercise Plans support and After Action Reports for five Florida Regional Domestic Security Task Forces
- Exercise and After Action Report for Department of Health "Disease Defenders" Exercise

- Capability Assessments for Statewide Terrorism Strategy
- After Action Report for the week-long statewide hurricane exercise held at Camp Blanding
- Developed training class on modeling chemical releases, fires and explosions
- After Action Report for the Lake City "foot powder" Incident

Economic Development

- Comprehensive Economic Development Strategy 2005-2006 Annual Report
- *The Original Florida Tourism Task Force* brochure and map

Transportation

- Fiscal Years 2007-2011 Transportation Improvement Program
- Fiscal Year 2007 Unified Planning Work Program
- Annual Report for Regional Transit System Ridership
- Metropolitan Transportation Planning Organization List of Priority Projects - 2006
- Transportation Disadvantaged Coordinated Transportation Development Plans

General

- North Central Florida Regional Planning Council Annual Report
- North Central Florida Regional Planning Council Overall Program Design

The Council also provides general planning assistance and referral services to the public along with the following maps and information resources which are available at reproduction cost.

- Existing and Future Land Use Maps
- Census Information

UPCOMING ACTIVITIES

In 2007, the Council will continue a number of programs started in the year 2006 or earlier, and initiate a number of new projects and activities as follows.

Regional Activities

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

Public Safety and Regulatory Compliance Programs

Homeland Security

The Council will assist with tabletop and full-scale exercises to be conducted by Regional Domestic Security Task Force districts. The Council will help evaluate the statewide hurricane exercise. The Council will teach classes on the Homeland Security Exercise Evaluation Program.

Hazardous Materials and Hazardous Waste

The Local Emergency Planning Committee will continue to promote training. Hazards analyses will be updated for facilities that handle extremely hazardous substances. The Regional Emergency Response Plan will be updated. A regional hazardous materials emergency response exercise will be planned and conducted. Public seminars will be conducted concerning hazardous materials. The Council will continue to provide staff support to the North Central Florida Regional Hazardous Materials Response Team.

Hurricane

The Council will update the regional evacuation study for the region. The existing hurricane evacuation and shelter studies will be updated and expanded to include an all-hazards approach. This is a two-year project and for the first time, all regional plans in the State are being updated concurrently.

Economic Development

The Council will continue to provide assistance to local governments and area development authorities in securing grant funds to accommodate additional industrial and business growth.

The Original Florida Tourism Promotion

The Council will continue to staff this organization in the implementation of the tourism plan.

Local Government Assistance

Community Development Block Grants

Applications will be prepared for local governments in the region. Other community development assistance, including administrative services, will be provided as requested.

Local Planning Assistance

The Council will continue assisting the region's counties and cities in complying with the

requirements of the Local Government Comprehensive Planning and Land Development Regulation Act.

Transportation

Fiscal Years 2007/2008 to 2011/2012 Transportation Improvement Program

Working in cooperation with the Florida Department of Transportation, Council staff will update this five-year funding program of transportation projects for the Gainesville metropolitan area.

Level of Service Studies

Each year, Council staff update level of service information concerning the amount of traffic congestion on arterial and collector roads in the Gainesville metropolitan area.

Regional Planning Task

Council staff will create an existing and future land use map series of Alachua County and adjacent counties. In addition, a community vision for the area will be developed.

Transportation Disadvantaged Program

The Council will continue to provide staff support to the local coordinating boards and technical support to the Community Transportation Coordinators. In 2007, the Council will recommend the designation of several Community Transportation Coordinators.

APPENDIX I

Sample Major Program/Project Written Comment Form

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PROJECT COMMENT FORM

**YEAR 2020 LONG RANGE TRANSPORTATION PLAN
PUBLIC HEARING
DECEMBER 14, 2000
7:00 P.M.**

The Metropolitan Transportation Planning Organization thanks you for attending this public hearing to review the proposed Year 2020 Long Range Transportation Plan update. The MTPO seeks 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 2020 Long Range Transportation Plan update.

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
Attention: Marlie Sanderson
2009 NW 67th Place, Suite A
Gainesville, FL 32653
Phone: (352) 955-2200 Fax: (352) 955-2209

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APPENDIX J

Public Involvement Plan Evaluation Criteria

The MTPO, in order to assure that the community is involved in making transportation decisions, shall establish criteria for the evaluation of the public involvement process. This criteria is to be a means to measure the magnitude and effectiveness of public participation.

Measurement 1

MTPO, MTPO 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, workshop or transportation fair. See Exhibit J-1.

Measurement 2

MTPO, MTPO Subcommittee 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, workshop or transportation fair. See Exhibit J-2.

Measurement 3

Public Involvement Evaluation Form- this instrument is to be distributed at any regular or special meeting, public hearing, workshop or transportation fair. It entails a short questionnaire (see Exhibit J-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 MTPO's public involvement process.

Measurement 4

MTPO Public Involvement Map- this instrument is to be used to monitor attendant residency for any special meeting, public hearing, workshop or transportation fair. See Exhibit J-4.

EXHIBIT J-1

MTPO PUBLIC INVOLVEMENT CHECKLIST

✓	MEETINGS	PUBLIC INVOLVEMENT ACTIVITY
	All	Gainesville Sun Newspaper Meetings of the Week Notice
	MTPO	Gainesville Sun Newspaper Legal Ad
	Public Hearing	Gainesville Sun Newspaper Display Ad (LRTP, TIP)
	All	Sign-In Log
	All	Public Involvement Evaluation Form
	MTPO	Public Involvement Residency Map
	All	Flyers- MTPO & Advisory Committee Calendar
	MTPO	Flyers- Public Hearings and Workshops (Strategy #25 & #26 locations)
	MTPO	Flyers- Charrettes and Special Planning Study Areas
	MTPO	Television Broadcast
	MTPO	Television Videotape Recording
	CAC, DT, TAC	Audio Tape Recording
	MTPO	MTPO Subcommittee Newsletter
	MTPO	MTPO Planning Product Newsletter (LRTP, LOPP, TIP)
	All	MTPO Citizens Guide (updated for membership and activity changes)
	All	MTPO Website (updated for MTPO calendar, member & planning product changes)
	MTPO	MTPO Quarterly Public Involvement Monitoring Report
	MTPO	MTPO Annual Public Involvement Monitoring Report
	MTPO	MTPO Annual Report

GROUP

CAC- Citizens Advisory Committee

DT- Design Team

TAC- Technical Advisory Committee

DOCUMENT

LOPP- List of Priority Projects

LRTP- Long Range Transportation Plan

TIP- Transportation Improvement Program

EXHIBIT J-2

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

MEETING SIGN-IN LOG

MEETING:	
DATE:	
NAME	ADDRESS/AFFILIATION
1.	
2.	
3.	
4.	
5.	
6.	
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EXHIBIT J-3

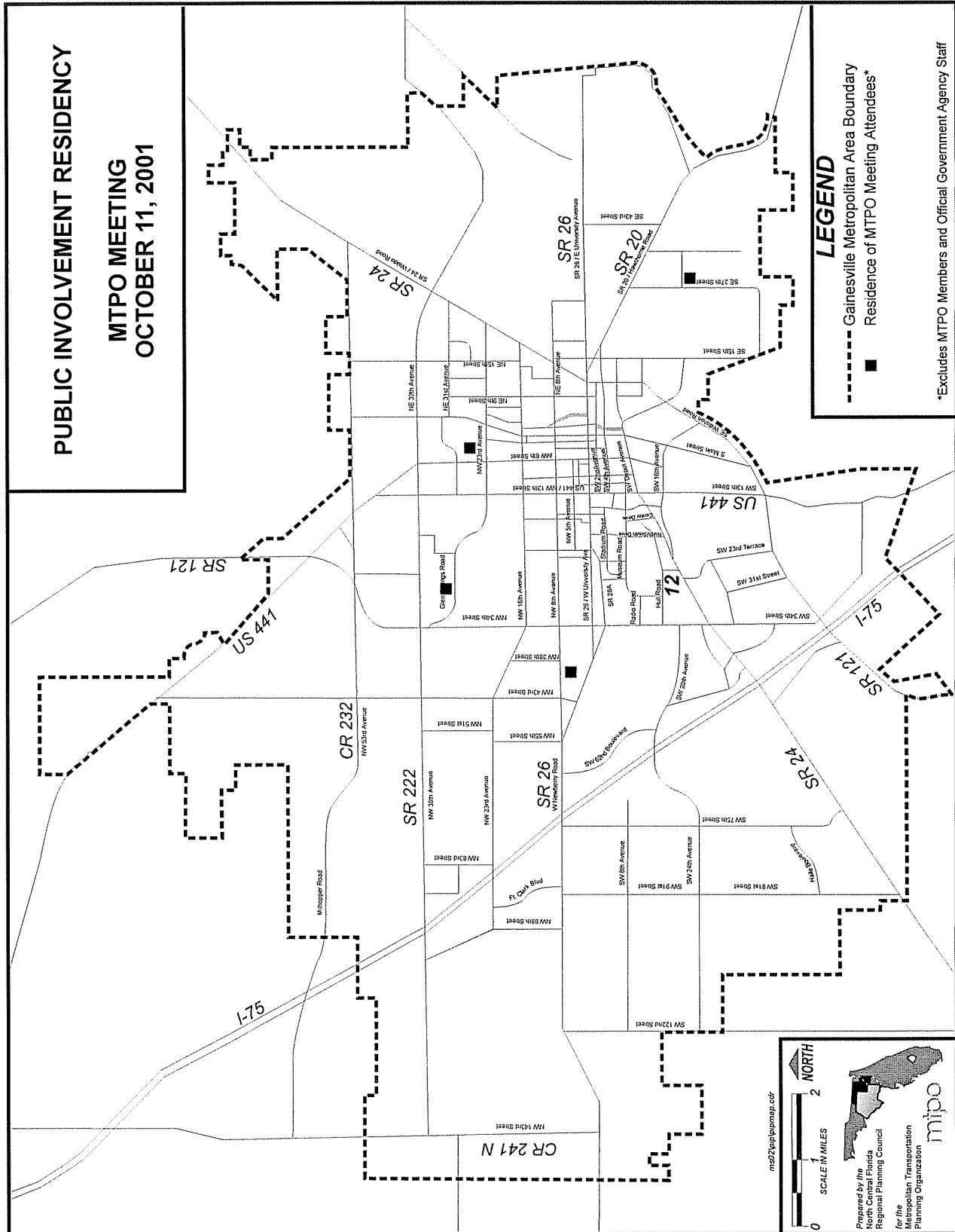
MTPO PUBLIC INVOLVEMENT EVALUATION FORM

SIDE 1

MTPO PUBLIC INVOLVEMENT EVALUATION FORM-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.



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APPENDIX K

Public Involvement Plan Revision Log

The Metropolitan Transportation Planning Organization (MTPO) approved the initial Public Involvement Plan on December 15, 1994. The Public Involvement Plan has been revised and/or reviewed by the MTPO as indicated in Table K-1.

TABLE K-1

PUBLIC INVOLVEMENT PLAN REVISION LOG

REVISION / REVIEW* DATES
June 13, 1996
March 6, 1997
January 15, 1998
October 15, 1998*
November 4, 1999
November 1, 2000
December 13, 2001
February 13, 2003
January 28, 2004
December 9, 2004
November 3, 2005
December 14, 2006
December 13, 2007

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
TRANSPORTATION PLANNING STAFF

Scott Koons, AICP Executive Director

Marlie Sanderson, AICP Director of Transportation Planning

Lynn Franson-Godfrey, AICP Senior Planner

* Michael Escalante, AICP Senior Planner

Ursula Garfield Assistant Planning Technician

Jake Petrosky Planning Intern

* Primary Responsibility

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