

APPENDIX 3

PUBLIC PARTICIPATION PROCESS: CLRP, TIP, UPWP, PPP

1. **Document is Drafted:** An updated document based on new data and analyses is sent to all participating agencies for review and comment and made available to the public for their feedback. The draft document is available for review in these locations:
 - a. All regional libraries in the FAMPO region hold the document on reserve
 - b. FAMPO office
 - c. FAMPO website in pdf format
 - d. County Transportation Planning offices (City of Fredericksburg, Caroline County, King George County, Spotsylvania County, Stafford County)
 - e. Public Meetings, Workshops, Hearings (as appropriate)

2. **Comment Opportunities:** Once the draft document is released for review, the public and agencies have 30 days to submit questions and comments on the CLRP, TIP and UPWP. For the PPP, the public and agencies have 45 days to submit questions and comments. If amendments are necessary throughout the year(s), the public and agencies will have 15 – 30 days to comment, depending on the extent of the change. For amendments to the PPP the public and agencies will have 45 days to comment. Comments are accepted in the following ways:
 - a. Mail: Send comments to: FAMPO, P.O. Box 863, Fredericksburg, VA 22404
 - b. Mail/Fax in Form: Pick up a comment form at a committee meeting, at a public meeting or download one from the FAMPO website, complete and fax to 540-899-4808, or mail to FAMPO.
 - c. Attend FAMPO committee meetings to comment in person. *Policy Committee, Technical Committee and Transportation Advisory meetings are open to the public.*

3. **Public Information Workshop/Open House:** A public open house or information meeting may be held to discuss the CLRP/TIP prior to developing the draft for the public hearing. Open houses provide a forum for the CLRP/TIP development team to present information to the public and agencies and to receive feedback on particular issues as they develop the draft document. Open houses are held at the initiation of the CLRP/TIP update. Open house style meetings are conveniently located in the appropriate county and are ADA accessible. Spanish interpreters and sign language interpreters also are available upon request. Open houses are typically held from 4 p.m. – 8 p.m. unless otherwise requested by the public. There is a 30-day comment period to receive input and questions on the CLRP/TIP process and plans.

4. **Public Hearing:** The public hearing is held once the draft document is released and at the initiation of the comment period. The hearing is held by FAMPO's

Policy Committee. The public and agencies are encouraged to attend in order to review the draft document and give input before the document is finalized and adopted. Public hearings are typically held during Policy Committee meetings at the FAMPO offices in Fredericksburg, Virginia and other locations around the region. Spanish interpreters and sign language interpreters are available upon request.

Comment Periods for key documents:

- a. CLRP: 30
- b. TIP: 30 days
- c. UPWP: 30 days
- d. Public Participation Plan & Amendments: 45 days
- e. All other Amendments: 14 – 30 days

5. **Public Information Workshop & Hearing Notices:** To publicize public meetings and maximize comment opportunities, FAMPO uses a mix of the following methods. When appropriate or requested, notices are translated into Spanish for the growing Hispanic community.
 - a. Ad notices are placed in the local news section of regional newspapers.
 - b. Press releases are sent to regional and local print, television and radio media for inclusion as a story and/or in the calendar of events.
 - c. FAMPO Website with links to other locality websites.
 - d. Informational Mailer/Postcard to interested citizens and key stakeholder groups.
 - e. Email to interested citizens on FAMPO's Master Mailing List (Homeowner Associations, Citizens, Agencies, Special Interest Groups).
 - f. GWRC Quarterly Newsletter
 - g. Flyers may be circulated to neighborhoods (apartment complexes, senior centers, grocery stores, libraries, community centers).
6. **Briefings/Small Group Meetings/Interviews:** In order to reach special interest groups, target regional areas, and target groups (homeowners, businesses, transit users, etc.), small group meetings are especially helpful. This type of meeting allows the FAMPO staff to take the information to the people. It can foster more meaningful information flow between FAMPO and the public, particularly when there is a need for input on a very specific issue. This technique also may be useful when reaching out to non-English speaking groups. Translators can be involved to assist the community in understanding the material presented. Small groups meetings and interviews may be utilized at the discretion of the FAMPO staff in updating transportation planning documents.
7. **Environmental Justice:** Special care will be taken to reach out to minority groups that include: seniors, Hispanic, African Americans, Americans with Disabilities, low income groups. Outreach may include:

- Using census and mapping data to identify areas with large concentrations of seniors, minority and ethnic populations, and use this information to broaden FAMPO's master contact database mailing list.
 - Providing direct notice of public meetings and public input periods to these identified groups as is feasible.
 - Writing all documents so they are easy to read (i.e. simplify the reading level)
 - Making all informational materials easy to access (i.e. taking them out into the community).
 - Providing documents and other pertinent materials to agency and organization advocates working with low-income and minority groups for discussion and distribution.
8. **Summary of Comments:** Written and verbal comments are collected, reviewed by FAMPO. Substantive comments are summarized and included in the Appendix of the plan.
9. **Thank You Letters:** All meeting attendees and commenters are recognized for their participation .
10. **Final Adopted Document:** This document is made available by FAMPO in the following locations:
- a. All county libraries in the FAMPO region hold the document on reserve
 - b. FAMPO office
 - c. FAMPO website in pdf format
 - d. County Transportation Planning offices (City of Fredericksburg, Caroline County, King George County, Spotsylvania County, Stafford County)
11. **Evaluation Technique:** To evaluate the transportation document planning process, FAMPO will:
- a. Document the number of participants at meetings and compare this to previous meetings.
 - b. Count the number of comments received and compare against previous document comments.
 - c. Count Web hits to the meeting notification page.
 - d. Survey meeting attendees and website visitors to find out their thoughts on the public participation process, ease of commenting and more.
 - e. Collect and summarize news stories appearing in print publications.
 - f. Review master database meeting attendance and comment receipts to analyze which parts of the FAMPO region we are reaching and which we are not and should.