



NC Capital Area **Metropolitan Planning Organization**

## Public Participation Plan



*Transportation Public Meeting in Apex, NC. 2018*

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## MPO Background

A Metropolitan Planning Organization, or MPO, is “the forum for cooperative transportation decision making for the metropolitan planning area” (USDOT). The Federal-Aid Highway Act of 1962 created the federal requirement for urban transportation planning. It requires transportation projects in urbanized areas of 50,000 people or more to be based on a “3C” - **continuing, comprehensive and cooperative** planning process if using federal transportation funds.

**Continuing** deals with the need to periodically re-evaluate and update a plan.

**Comprehensive** is defined to include 10 elements:

1. Economic factors affecting development
2. Population
3. Land Use
4. Transportation facilities (including transit)
5. Travel Patterns
6. Terminal and transfer facilities
7. Traffic Control Features
8. Zoning ordinances, subdivision regulations, building codes, etc.
9. Financial resources
10. Social and community values, such as open space or historic preservation

**Cooperative** means to include the federal, state, and local levels of government AND between agencies within the same level of government. (Weiner, 1992)

The Capital Area MPO (CAMPO) serves as the coordinating agency between local governments, the North Carolina Department of Transportation (NCDOT), the Federal Transit Administration (FTA), and the Federal Highways Administration (FHWA). Staff has established a close working relationship with the planning departments of municipalities within the MPO area as well as with the planning staff of the neighboring Durham-Chapel Hill-Carrboro (DCHC) MPO. CAMPO is comprised of three parts: an Executive Board, a Technical Coordinating Committee (TCC), and a staff that serves the members of these boards. The MPO is responsible for carrying out an annual work program approved by the Executive Board, a portion of which includes updating the Metropolitan Transportation Improvement Program (a seven-year project programming schedule) and the Long-Range Transportation Plan (a minimum twenty-year forecast of projects and programs, the 2045 Metropolitan Transportation Plan (MTP) being the most recently adopted).



*MPO Executive Board Meeting, 2018 (Photo-CAMPO Staff)*

The governing body of the Capital Area MPO is comprised of elected or appointed officials from all of the local governments in the region and agencies including transit agencies and NCDOT. These officials are from the counties of Franklin, Granville, Harnett, Johnson and Wake, the municipalities of Angier, Apex, Archer Lodge, Bunn, Cary, Clayton, Creedmoor, Franklinton, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Raleigh, Rolesville, Wake Forest, Wendell, Youngsville and Zebulon, GoTriangle, and the North Carolina Department of Transportation. The governing body also has advisory (non-voting) members from the Federal Highway Administration (FHWA) and North Carolina Turnpike Authority (NCTA).

This plan covers the agencies, member governments, and member government agencies within the MPO and their public participation requirements. Subcommittees and other ad-hoc groups sometimes play a role in the planning process.





## Purpose of the Public Participation Plan

CAMPO seeks to provide opportunities in the transportation planning process to interested parties as well as engage and involve members of the community who have not been traditionally involved. Transportation decisions are ultimately more responsive to local needs as a result of the public participation process. Public engagement provides decision-makers with relevant, applicable information prior to decision-making, and provides the public an opportunity to raise concerns and share perspectives that can be considered with discussion of technical, political and economic issues. The purpose of this plan is to provide a framework from which to guide the public participation process in future transportation planning projects at CAMPO, such as the regular meetings of the CAMPO Executive Board and Transportation Coordinating Committee, as well as the core documents of the 3C process mentioned at the beginning of this section.

This plan specifies CAMPO's underlying goals as well as strategies and techniques to be considered and employed in achieving the goals of the public participation process. The plan describes the importance of environmental justice and provides a framework for including it as a part of the public participation process. Additionally, the plan describes how CAMPO will work to incorporate new practices such as visualization and scenario planning techniques into its public participation process to better communicate with stakeholders and the public.

### CAMPO Vision Statement

*The region has a common vision of what it wants its transportation system to be:*

*- a seamless integration of transportation services that offer a range of travel choices and are compatible with the character and development of our communities, sensitive to the environment, improve quality of life and are safe and accessible for all.*

*The 2045 Metropolitan Transportation Plan (MTP) commits our region to transportation services and patterns of development that contribute to a distinctive place where people can successfully pursue their daily activities.*

## Legal Framework and Plan Application

The Fixing America's Surface Transportation Act (FAST Act), was signed into law on December 4, 2015, and contains specific language outlining federal requirements regarding public involvement processes and procedures. In general, the FAST Act built upon previous transportation legislation (ISTEA, TEA-21, SAFETEA-LU, and MAP-21) to provide states and metropolitan planning organizations specific direction in conducting and promoting broad-based public involvement activities.

The FAST Act (Public Law 114-94) requires metropolitan planning organizations to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities,



MAP-21 Signed into Law (Streetsblog USA)

representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

In addition, the Public Participation Plan:

- shall be developed in consultation with all interested parties; and
- shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

In carrying out these required elements of the Public Participation Plan, CAMPO shall, to the maximum extent practicable:

- hold any public meetings at convenient and accessible locations and times;
- employ visualization techniques to describe plans; and,
- make public information available in electronically accessible format and means, such as the internet, to afford reasonable opportunity for consideration of public information.

Federal legislation requires MPOs to produce documents that govern the regional transportation investments and planning activities, including the development of the Unified Planning Work Program, the Long-Range Transportation Plan, the Transportation Improvement Program, and the Public Participation Plan. This plan will apply to all these activities.

## Acronyms

There are some common acronyms used throughout this document to reference the plans and documents, including the following not already covered in the introduction:

- |  |  |
|--|--|
| • Air Quality Conformity Determination (AQCD)  | • Strategic Prioritization Office (of)         |
| • Congestion Management Program (CMP)          | Transportation (SPOT) - refers to prioritizing |
| • Comprehensive Transportation Plan (CTP)      | projects for the TIP                           |
| • Locally Administered Projects Program (LAPP) | • Transportation Improvement Program (TIP)     |
| • Metropolitan Transportation Plan (MTP)       | • Unified Planning Work Program (UPWP)         |

## MTP Goals Related to the PPP

The 2045 MTP update, adopted by the Executive Board in February 2018, includes goals and objectives related to Environmental Justice (EJ) and Community Values that relate directly to this plan and the related plans in the appendices. The approved goals and objectives from the adopted 2045 MTP are below, and can be found on the [CAMPO website](#):

### ***Goal: Ensure Equity and Participation***

This directly aligns with improving quality of life for the community and Social and Equity measures. Indirectly, it benefits the safety and security of non-motorized users.

The objectives under this goal are

- a) Ensure that transportation investments do not create a disproportionate burden for any community, and
- b) Enhance public participation among all communities.

### ***Environmental Justice***

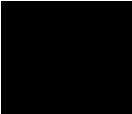


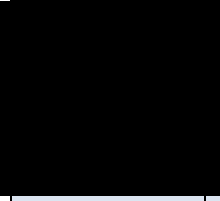



The intent of environmental justice is to avoid, minimize, or mitigate disproportionately high and adverse effects on minority and low-income populations; and ensure the full and fair participation by all potentially affected communities in the transportation decision-making process. Environmental justice addresses fairness toward the disadvantaged and addresses the possible exclusion of racial and ethnic minorities, low-income people, the elderly, and persons with disabilities or communication barriers from decision-making. The federal government has identified environmental justice as an important goal in transportation, and local and regional governments must incorporate environmental justice into transportation planning. Capital Area MPO goals that relate to the public transportation e transportation planning process, including those processes for the long-range transportation plan, transportation improvement program, and specific project planning.

Even though the term “environmental justice” is not in federal legislation, the concept and its application have been developed through a succession of court cases, transportation regulations, agency memoranda, and Executive Orders. Much of the legal application is based on Title VI of the Civil Rights Act of 1964 that provides protection from discriminatory actions or results from federal, or federally assisted or approved, actions. In terms of transportation planning, environmental justice seeks to ensure that the disadvantaged:

- 1. Have access to the decision-making process;
- 2. Realize benefits from investments that are commensurate with the population as a whole;
- 3. Do not shoulder a disproportionate share of the negative effects and burden resulting from the implementation of transportation projects; and,
- 4. Do not incur a disproportionate share of the financial cost.

For the development and adoption processes of the 2045 MTP, CAMPO and DCHC MPO carried out a comprehensive and thorough set of activities to ensure that disadvantaged persons, as characterized in federal regulations, do not suffer discrimination in e public participation and plan analysis. A description of the environmental justice activities that occurred can be found in the full report on the [CAMPO website \(www.campos-nc.us\)](#). Also, as part of the full 2045 MTP report, detailed maps are contained in the Appendices.

# HOW TO GET INVOLVED IN TRANSPORTATION PLANNING

	<p><b>CALL US</b>            919-996-4000 during normal business hours 8:00 a.m. to 4:30 p.m. Monday through Friday</p>
	<p><b>WRITE TO US</b>            Capital Area Metropolitan Planning Organization One City Plaza            421 Fayetteville Street, Suite 203            Raleigh, NC 27601</p>
	<p><b>EMAIL US</b>            General Inquiries: <a href="mailto:comments@campo-nc.us">comments@campo-nc.us</a>            Public Involvement/Media/Website/Social Media: <a href="mailto:Bonnie.Parker@campo-nc.us">Bonnie.Parker@campo-nc.us</a>            Title IV/Limited English Proficiency: <a href="mailto:Bonnie.Parker@campo-nc.us">Bonnie.Parker@campo-nc.us</a></p>
	<p><b>VISIT OUR WEBSITE</b>  <a href="http://www.campo-nc.us/">http://www.campo-nc.us/</a></p>
	<p><b>FOLLOW US ON SOCIAL MEDIA</b>            On Twitter <a href="https://twitter.com/CapitalAreaMPO">@CapitalAreaMPO</a>            On Facebook at <a href="https://www.facebook.com/NCCapitalAreaMPO">NC Capital Area MPO</a>            LinkedIn at <a href="https://www.linkedin.com/company/NC-Capital-Area-MPO">NC Capital Area MPO</a>            Instagram at <a href="https://www.instagram.com/nccapitalareampo">nccapitalareampo</a></p>
	<p><b>COME TO AN EVENT</b>            The CAMPO participates in special events throughout the planning area and hosts workshops for the public to learn about projects where they work and live. Visit the CAMPO website (above) to view opportunities.</p>
	<p><b>PARTICIPATE IN PERSON</b>            Make a public comment at a CAMPO board or committee meeting OR            Visit CAMPO, One City Plaza, 421 Fayetteville Street, Suite 203, Raleigh, 27614</p>



# Summary Table of Public Participation

CAMPO follows agency organization and operation policies that provide specific guidelines for public records and public access (see appendices). CAMPO policies are adopted or amended after 10 days public notice.

SUMMARY TABLE OF PUBLIC PARTICIPATION					
Meeting/ Program Item Type	Body/Document	Frequency	Comment Period	Public Notice	Public Access
OPEN MEETINGS					
Governing Body	Executive Board	Monthly	at every meeting	in accordance with NCGS Open Meetings Law	<ul style="list-style-type: none"> <li>Agenda posted in advance on CAMPO website</li> <li>Opportunity at each meeting; content is open but Chair may specify time length to accommodate numerous commenters</li> <li>Summary of advance public comments provided in writing</li> <li>Meeting Calendar posted at venue</li> </ul>
Committees	TCC	Monthly			
	Ad Hoc Area Planning and Corridor Study Committees	Varies by Plan			
	Standing Subcommittees	As needed			
Workgroups	Standing and Ad-hoc Staff and Professional Workgroups	As needed	Not Applicable	Not Applicable	Not Applicable
Meeting/ Program Item Type	Body/Document	Frequency	Comment Period	Public Hearing Notice	Public Access
PROGRAM ADOPTION					
Plans and Program Adoption	CTP/MTP	Every 4 years	42 Days	14 Days	<ul style="list-style-type: none"> <li>Legal advertisement in newspaper of record during the Comment Period.</li> <li>Posted on website with public notices</li> <li>Hard copies available</li> <li>Advance comments documented for review</li> <li>Opportunity for comment at plan-specific meetings prior to adoption and at meetings where considered/adopted</li> </ul>
	TIP/SPOT	Every 2 years	30 Days		
	LAPP	Annually	See LAPP Handbook	14 Days	<ul style="list-style-type: none"> <li>Posted on website with public notices</li> <li>Hard copies available</li> <li>Advance comments documented for review</li> <li>Opportunity for comment at plan-specific meetings prior to adoption and at meetings where considered/adopted</li> </ul>
	AQCD	Every 2 years for TIP; Additional if MTP not on same schedule	30 Days		
	CMP	Every 4 Years	30 Days		
	UPWP	Annually	30 Days		
	PPP	Annually with UPWP	45 Days	14 Days	<ul style="list-style-type: none"> <li>Varies by study; will generally include website and meetings in the study area.</li> </ul>
	Special Studies	As Needed	Ongoing during study	Not Applicable	

Meeting/ Program Item Type	Body/Document	Frequency	Comment Period	Public Hearing Notice	Public Access
<b>Plans &amp; Program Adoption (cont.)</b>	Wake Transit Vision Plan Update	Every 4 years	40 Days	14 Days	<ul style="list-style-type: none"> <li>Posted on CAMPO website with public notices; hard copies available, advance comments documented for review</li> <li>Posted on the Wake Transit and/or TPAC website</li> <li>Public Hearing will be a joint public hearing with CAMPO Executive Board and GoTriangle Board of Trustees and must be held at least 14 Days prior to action to adopt by either board.</li> <li>Opportunity for comment at meetings where considered/adopted.</li> </ul>
	Wake Transit Annual Work Plan	Annually	30 Days	7 Days	<ul style="list-style-type: none"> <li>Posted on CAMPO website with public notices; hard copies available, advance comments documented for review</li> <li>Posted on the Wake Transit and/or TPAC website</li> <li>Opportunity for comment at meetings where considered/adopted.</li> </ul>
<b>Modifications (Plan and Program Amendments)</b>	CTP/MTP	As needed	30 Days	N/A	<ul style="list-style-type: none"> <li>Posted on website with public notices; hard copies available</li> <li>Advance comments documented for review</li> <li>Opportunity for comment at meetings where considered/adopted</li> </ul>
	TIP/SPOT				
	AQCD <sup>1</sup>				
	CMP				
	UPWP				
	PPP	As needed	45 Days <sup>1</sup>	14 Days	
<b>Technical Corrections (Plan and Program Administrative Modifications)</b>	CTP/MTP	As needed	At meeting where item is being discussed	N/A	<ul style="list-style-type: none"> <li>Agenda posted in advance on CAMPO website</li> <li>Opportunity at each meeting; content is open but Committee Chair may specify time length to accommodate numerous commenters</li> <li>Summary of advance public comments provided in writing</li> </ul>
	TIP/SPOT				
	AQCD				
	CMP				
	UPWP				
	PPP				

<sup>1</sup> 23 CFR 450.316 - Interested parties, participation, and consultation requires 45 calendar Days.

## Documents

The Capital Area MPO is responsible for three primary documents to implement the 3C (comprehensive, cooperative, and continuous) process: the Metropolitan Transportation Plan, the Transportation

Improvement Program, and the Unified Planning Work Program. In addition, CAMPO has a Public Participation Plan (this document) that covers those three primary documents. There are also two documents that are the charter of the MPO, the Memorandum of Understanding (MOU) and Prospectus.

### ***Metropolitan Transportation Plan (MTP)***

Updated at least every four years, the Metropolitan Transportation Plan is the long-term, financially constrained, multimodal transportation plan for the region. It includes policies, programs and projects for development that respond to adopted goals, and it guides expenditures of state and federal funds during the next 20 or more years. It is the product of a comprehensive, cooperative and continuous planning effort. Transit, highway, local roadway and bicycle and pedestrian projects are among projects included in the MTP. During its development, transportation investment priorities and major planning-level project design concepts are established. Broad regional impacts of transportation and the environment are addressed.

This is an early and important opportunity for the public and stakeholders to help define and influence transportation in the region. As such, numerous outreach and communications strategies are implemented to engage a diverse audience in public input opportunities. Strategies may include but are not limited to print and online surveys, stakeholder workshops, website content, media outreach, e-mail and mail notices, presentations to community groups and public meetings for both the development of the MTP and review of its final recommendations prior to consideration for governing board approval. Public comments on the MTP will be included in the documentation of the plan or by reference to the Transportation Conformity documentation.

Changes to the MTP are incorporated through an update, amendment or administrative modification, and public input opportunities correspond to the level of proposed changes.

A **Plan Update** is a complete review of the MTP that addresses new demographics or changes to the overall timeframe for the plan. Project changes, additions or deletions may also be part of an update.

**Amendments:** An amendment involves a major change to a project, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination when applicable.

**Modifications** Administrative modification means a minor revision that includes minor changes to

project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

### ***Metropolitan Transportation Plan (MTP)***

- Details comprehensive plan for transportation modes
- Includes long and short-range goals and strategies
- Identifies funding sources and estimates costs
- Provides framework for choosing transportation projects

Adopted: **Every four years**

Amended: **As needed**

See Summary Table of Participation for Access, Notice, and Comment Periods

## ***Transportation Conformity***

The region's long- and short-range transportation plans, the MTP and Transportation Improvement Program, must comply with federal air quality regulations because the Raleigh-Durham area was designated by the EPA as nonattainment for the pollutant ozone. The Transportation Conformity analysis documents that the total ozone-causing pollution expected from all of the region's planned transportation projects are within limits established in the State Implementation Plan. The analysis incorporates, among many factors, the expected completion date of transportation projects. The draft conformity determination of the MTP and TIP and supporting documentation shall be made available at the related public meetings.

## ***Congestion Management Process (CMP)***

A Congestion Management Plan (CMP) is a management system and process used by an MPO to improve traffic operations and safety by using strategies that reduce vehicle miles traveled during peak commuting hours and provide other congestion relief. A CMP usually identifies low-cost improvements with short timeframes (5-10 years), where traditional projects (lane additions etc.) can cost significantly more and have longer implementation timeframes. It follows the same requirements as the MTP.

## ***Transportation Improvement Program (TIP)***

As projects listed in the MTP move closer to implementation, they are added to the Transportation Improvement Program, a comprehensive, multi-year list of funded transportation projects. The TIP lists projects with committed funds from federal, state and local sources. In North Carolina, the TIP is generally updated on a 2-year cycle.

Changes to the TIP are incorporated through an update, amendment or administrative modification, and public input opportunities correspond to the level of proposed changes.

### ***Air Quality Conformity Determination (AQCD)***

- Done as part of MTP and TIP, including applicable amendments
- May have its own public notice along with the other plan involvement
- Affects the MTP update cycle and interim year data needs
- Plans must demonstrate “conformity”

Adopted: **Every four years for MTP/Every two years for TIP**

Amended: **As needed**

See Summary Table of Participation for Access, Notice, and Comment Periods

### ***Congestion Management Process (CMP)***

- Looks for smaller, short-term solutions
- Reviews congestion as the primary concern
- Helps inform the MTP

Adopted: **Every four years**

Amended: **As needed**

See Summary Table of Participation for Access, Notice, and Comment Periods

A **Plan Update** is a complete review of the TIP that addresses fiscal changes either to the overall amount of funding, funding allocation, or project cost. It can also include other project changes, and addition or deletion of projects.

**Amendments:** An amendment involves a major change to a project, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination when applicable.

**Modifications:** Administrative modification means a minor revision that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).<sup>5</sup>

### ***Program of Projects (PoP)***

The Program of Projects is required for transit agencies by the Federal Transit Administration (FTA); MPOs approve as a partner. This is generally as part of the TIP and TIP Amendment process with specific FTA-required language as needed.

### ***Transportation (Special) Studies***

Periodically, CAMPO undertakes specialized studies to address specific modes, issues, target areas, or corridors. These studies are included and funded as part of the UPWP and advance specific goals, strategies or projects included in the MTP. Frequently, the results of a specialized study lead to the development of a project or multiple projects that are advanced through the TIP. These studies help identify broad issues, concerns, and desires that might be relevant to a specific segment of the population or to a particular geographic area within the county. Each study has a specific public engagement and outreach plan to involve the appropriate participants and stakeholders.

### ***Transportation Improvement Program (TIP)***

- A list of projects with committed funding in the next 5 years
- A list of projects with high likelihood of funding in the next 6-10 years
- Provides an implementation schedule for each project listed
- Becomes part of the Statewide TIP

Adopted: **Every two years**

Amended/Modified: **As needed**

See Summary Table of Participation for Access, Notice, and Comment Periods

### ***Transportation Studies***

- Modal studies such as transit or bicycle and pedestrian
- Data collection and analysis for traffic management
- Sub-area, road, intersection, or corridor studies
- Specialized studies to advance the MTP goals

Adopted: **Endorsed (rather than adopted) for use in future MPO planning and programming activities**

Amended: **As needed**

See Summary Table of Participation for Access, Notice, and Comment Periods

<sup>5</sup> CFR §450.104 Definitions.



## ***Prioritization***

Prioritization is a two-step process in terms of public involvement. The first step selects projects to submit to NCDOT for quantitative analysis on criteria set in NCGS Chapter 136 Article 14B (§136-189.11). The second step uses the quantitative data as one part of prioritizing which projects are given additional weight by the MPO to make them competitive for funding in the statewide, regional, and divisional funding categories. Both steps involve a 30-day public comment period and a public hearing by the Executive Board. For more information on prioritization see the CAMPO adopted prioritization methodology at <http://www.campo-nc.us/funding/spot>.

## ***Unified Planning Work Program (UPWP)***

The Unified Planning Work Program for Regional Transportation Planning provides a summary of the transportation and related air quality planning tasks conducted by the MPO. It is developed annually and serves as a guide for transportation and air quality planning activities to be conducted over the course of specified fiscal years. Included in the UPWP are detailed descriptions of the transportation and air quality planning tasks with a summary of the amount and source of funds to be used. The UPWP is developed in cooperation with the North Carolina Department of Transportation, transportation authorities, toll authorities and local governments in the Research Triangle region. Specific planning needs for the region are identified through requests solicited from representatives of these agencies. This information is combined with regional needs identified by CAMPO, and after allocating funds from available resources, presented as a proposed Work Program for the upcoming fiscal years. The UPWP is modified periodically to reflect new initiatives, project modifications and funding adjustments.

The UPWP adoption has a higher level of public involvement, while amendments and modifications are handled on a case-by-case basis based on the scope and impact of the change.

### ***Unified Planning Work Program (UPWP)***

- A list of work tasks to be completed by CAMPO
- Defines work products and timeline for major activities
- Proposes budget using federal aid and other funds
- Estimates costs for each task

Adopted: **Annually**

Amended/Modified: **As needed**

See Summary Table of Participation for Access, Notice, and Comment Periods

## ***Transit Narrative for UPWP***

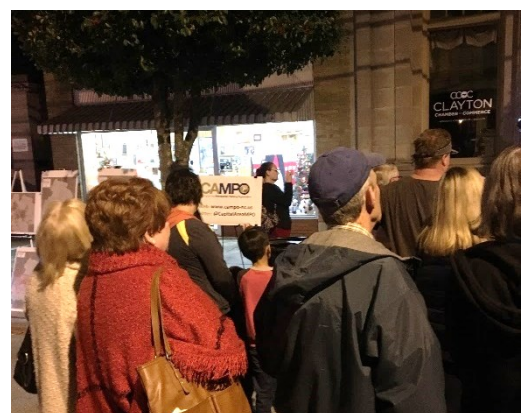
Included in the UPWP process

## ***5-Year Plan***

Included in the UPWP process

## ***Locally Administered Projects Program (LAPP)***

The Locally Administered Projects Program is used to award funding to projects that use federal funds CAMPO administers directly. There is an annual call for projects, a technical scoring process, and a final selection committee. There are multiple public involvement



opportunities; for additional information see the current LAPP Handbook or the LAPP section of the CAMPO website at: <http://www.campo-nc.us/funding/locally-administered-projects-program>.

### ***Wake Transit Plan Implementation***

In November 2016, voters in Wake County approved a local ½ cent option sales tax, paired with other local, federal, and state revenues to fund public transit improvements in Wake County. Additional information about the Wake Transit Plan can be found at [www.goforwardnc.org/wake](http://www.goforwardnc.org/wake). The Plan will be implemented over the next 10 years, and beyond. As a new funding source, responsibility for implementation of the Wake Transit Plan has been assigned to the governing boards (the CAMPO Executive Board and the GoTriangle Board of Trustees).

#### ***Wake Transit Annual Work Plan - Governing Board Approvals***

- Outlines organizational structure and work products for the next fiscal year.
- Offers opportunities for public participation

Adopted: **Annually**

Amended/Modified: **Annually**

See Summary Table of Participation for Access, Notice, and Comment Periods

The Wake Transit Governance Interlocal Agreement (Governance ILA) established a staff-level advisory committee to coordinate planning and implementation of the Wake Transit Plan, known as the Wake County Transit Planning Advisory Committee (TPAC). The TPAC is comprised of representatives from regional and local governments as well as Wake County transit providers (GoTriangle, City of Raleigh, GoCary and GoWake Access) and major institutions. In early 2019, the governing boards adopted a Public Engagement Policy for Wake Transit implementation. Requirements included in that policy are applicable to projects that have a Wake Transit capital, operating, or special agreement, as well as specific items listed in the Governance ILA including the Wake Transit Annual Work Plan and the update to the Wake Transit Vision (10-Year) Plan. Any item requiring adoption or approval by either of the governing boards, or another entity such as a local municipality, will adhere to any public engagement standards that entity may have. In the case of CAMPO, for Wake Transit items that go to the Executive Board for approval or adoption, this Public Participation Policy will be followed for public engagement related activities. As outlined in the summary table, CAMPO will hold public comment periods and public hearings for both the Wake Transit Annual Work plan and the Wake Transit Vision Plan Update approvals.

### ***Public Participation Plan (PPP) (this plan)***

The PPP is a blueprint for action to involve the public in transportation planning. It provides a guide for public access to and involvement with the CAMPO planning process. All CAMPO planning work products, as well as major amendments to adopted plans and programs, must follow the requirements outlined in the PPP.

CAMPO continuously seeks opportunities for all members of the community to participate in planning, reviewing,

#### ***Public Participation Plan (PPP)***

- Outlines organizational structure and work products
- Describes CAMPO public communication tools
- Prescribes public comment periods
- Offers opportunities for public involvement

Adopted Previously: 2016;

Amended August 2019

Amended/Modified: **As needed**

See Summary Table of Participation for Access, Notice, and Comment Periods

and implementing its transportation projects and programs. The PPP is reviewed annually and updated as needed to reflect changes in local, state, or federal legislation, to adjust the plan to include new technologies, and to adjust the plan to meet the needs of the community. Public input during the development of the PPP is essential to ensure the process provides full and open access to all.

#### ***Title VI/Environmental Justice/Low Income/Minority Plan***

Covered as part of PPP for the purposes in this plan.

#### ***Limited English Proficiency Plan (LEP)***

Covered as part of PPP for the purposes in this plan.

#### ***Merger (NEPA)***

The NEPA process is managed by NCDOT and not the MPO. MPO staff participate at a technical level.

#### ***Coordinated Public Transportation and Human Services Transportation Plans***

These plans are developed by the county or system and are not an MPO plan. MPO staff participates at a technical level.

#### ***Community Transportation Services Plans***

These plans are developed by the county or system and are not an MPO plan. MPO staff participates at a technical level.

#### ***Americans with Disabilities Act (ADA) Compliance Plans***

Fixed-route transit systems are required to evaluate whether disabled persons can reasonably access fixed route service. For those persons who cannot be served by traditional, fixed transit routes, a plan for alternative access is required by the FTA and the ADA. The MPO does not develop these plans, but must certify them. Currently GoRaleigh, GoTriangle, and GoCary are subject to this requirement.

#### ***Prospectus***

The Prospectus is primarily a reference document for the transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done, and who does it. A secondary purpose of the Prospectus is to provide sufficient documentation of planning work tasks and the planning organization and procedures so that documentation is minimized in a required annual Unified Planning Work Program (UPWP). Signatories to the document are the MPO, NCDOT, the NC Department of Environmental Resources (NCDER), USEPA, and FHWA.

#### ***Memorandum of Understanding (MOU)***

The MOU is the agreement between the state of North Carolina, the federal government, and the local governments, authorities, and agencies that make up the MPO. It defines membership, voting ability and weighted voting procedures, board and committee structure, and the basic operating rules for the MPO.

## Meetings

Every public meeting held by an official CAMPO board, committee, or subcommittee will meet or exceed the requirements of North Carolina Open Meetings Laws, and will include the following:

### ADVANCE NOTICE

Notice of meetings will be available on the CAMPO website to meet or exceed the notice requirements of the North Carolina Open Meetings Law. Regular meetings will have a calendar posted at the meeting venue in accordance with the same law. Emergency meetings, should they ever be needed, will follow the emergency meetings requirements of the law, as well.

### AGENDA

A meeting agenda is part of the advance public notices for CAMPO governing board and committee meetings. Agendas list the items in the order they will be discussed, provide additional detail about the meeting, and highlight specific actions to be considered. Members of the public can make a request to have an item placed on the agenda by sending a written notice to CAMPO at least 14 days in advance.

### PUBLIC COMMENT

Public comment periods are included at the beginning of each TCC and Executive Board meeting. Members of the public may be heard regarding items not on the agenda during that part of the meeting, or may be heard regarding specific agenda items during the discussion on a particular item.

### MEETING NOTICE REQUIREMENTS

- The date, time, and place of the event.
- A brief description of the purpose of the event.
- A brief list of any items on which action may be taken at the event.
- The address and phone number where individuals can get meeting information and a copy of the agenda.
- Information about how to get a record of the meeting as stated in North Carolina General Statute §143-318, Article 33, Meetings of Public Bodies, commonly known as the Open Meetings Law.
- If held solely electronically, post on the MPO's website the meeting's electronic location and means and instructions where the public may watch a livestream and/or listen to the meeting.
- Contact information for persons with disabilities needing special accommodations to participate in the proceeding in accordance with the Americans with Disabilities Act and North Carolina General Statute §143-318, Article 33, Meetings of Public Bodies.

### ACCESS FOR PEOPLE WITH SPECIAL NEEDS

All CAMPO meetings are held in facilities accessible to persons with disabilities and to people who use public transit. People needing special accommodations to participate in CAMPO meetings or who need free translation services can contact the MPO Office 48 hours in advance. Instructions for receiving assistance are included as part of the meeting notice.

### ELECTRONIC MEETINGS

MPO meetings may be solely held online, or electronically. In such instances, the MPO must take reasonable steps to make the meetings publicly accessible by other means and in accordance with the North Carolina Open Meetings Law.

**To the extent feasible:**

- Meetings should be streamed live on an online platform that allows the public to see and hear the meetings.
- A phone number should be provided so that people without internet access can call to listen to the meetings.
- Meeting agenda, materials, and presentations should be posted online in advance of the meeting.
- If public comments can't be made in person, provide means for people to provide their comment by phone call, email, or video. The deadline for public comments should be no sooner than 48 hours prior to the meeting.



## **ON EVERY CAMPO MEETING AGENDA:**

The Capital Area MPO coordinates transportation planning in Wake County and portions of Franklin, Granville, Johnston, and Harnett counties. Members of the public are encouraged to speak at both the Executive Board and the Technical Coordinating Committee meetings. There is an opportunity for public comment at the beginning of each meeting. When speaking, please tell us your name and place of residence; please limit comments to three minutes per speaker.

In compliance with the Americans with Disabilities Act (ADA), accommodations will be provided for persons who require assistance in order to participate in the N.C. Capital Area MPO's meetings. If assistance is needed or to request this document in an alternative format, please contact the MPO's office at 919-996-4400 (voice), 919-996-1736 (fax), or 800-735-2962 (TTY) and request a connection to the City of Raleigh Communications Department at least 72 hours in advance of the meeting.

It is the policy of CAMPO to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Orders 12898 and 13166, and related nondiscrimination statutes and regulations in all programs and services. It is the MPO's policy that no person in the United States shall, on the grounds of race, color, sex, age, income status, national origin, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity, or service for which CAMPO receives Federal financial assistance. If you feel you have been subjected to discrimination, you may file a complaint by contacting the CAMPO Title VI Coordinator at 919-996-4400.

# Online Public Participation Guidelines

The following Online Public Participation Guidelines applies to all online platforms used by the Capital Area MPO. The MPO uses online participation as a limited public forum for stakeholders and members of the community to conduct orderly and civil discourse. To promote that objective, we try to monitor, but cannot take responsibility for, all postings and comments. We ask that comments and/or postings be clean, respectful and truthful. When using our online platforms, we want people to feel safe in expressing diverse opinions and beliefs. Therefore, material that the MPO determines is in violation of this policy, including unlawfully disseminated materials or postings that constitute a possible crime in North Carolina, makes threats; abuses, or harasses or seeks to intimidate others; uses fear or disseminates misinformation, may be removed or archived.

## ***Covered Materials***

Materials covered by this policy include not just comments or postings, but also images and links to other sites. In all instances, users must also comply with the Online Public Participation policy – and also comply with the Terms of Use of any host platform (e.g. Facebook, Twitter, etc.). All social media platforms are subject to the laws of North Carolina.

Information on the CAMPO website ([www.campo-nc.us](http://www.campo-nc.us)) and any of the MPO's online platforms/tools is posted in good faith by MPO staff with the intention of providing timely and accurate information for Executive Board and Technical Coordinating Committee members, agency and regional partner organizations and other key stakeholders, as well as the broader public.

## ***Postings on Behalf of CAMPO***

Contractors and consultants who have entered into a contract with CAMPO may only edit the MPO's website, social media platforms, or other public participation platforms/tools with which the MPO has an agreement or is a licensed user, with express written approval, and in advance of each instance.

## ***Calendar of Events***

The intent of the web calendars is to provide timely and accurate information on events of interest to area residents, visitors and businesses. The calendar is limited to community events occurring within the CAMPO boundaries and regional events of governmental interest. Events hosted by businesses solely for commercial purposes are not eligible for inclusion. By using the information contained herein, the viewer willingly assumes all risks in connections with such use. The Capital Area MPO staff may add, modify, or delete any information on this calendar at any time.

## ***Participant Registration***

The MPO reserves the right to require registration, while not permitting multiple registrations or logins. Participation may be limited to CAMPO Area residents or business representatives. Registration information is retained under the privacy provisions of this policy and you may use these platforms only in compliance with this policy.

## ***Postings and Removals/Archiving***

The individual user is responsible for their use of these tools and for any content they provide, including compliance with applicable laws, rules and regulations and this policy. Noncompliant postings may be removed and archived. The MPO does not restrict viewpoints. The MPO may, in its sole discretion, post or remove and archive postings on any of its social media platforms, websites, blogs, mobile apps or other services. By participating in these online opportunities, the MPO expects postings, comments and materials to

further the mission of these online participation tools. Accordingly, postings should **not**:

- Promote an unlawful purpose or scheme.
- Contain personally identifiable information about others, impersonate someone else, defame or slander another or contain altered images.
- Endorse or seek to boycott companies, brands, political platforms, specific groups or candidates.
- Violate the expectations of civil discourse, civility and constructively informing government operations.
- Contain profane or graphic content, such as content that is vulgar, incites violence or is sexually explicit.
- Offer misleading or false information.
- Contain spam or promote technical abuse, including computer viruses or code which may disrupt, damage or restrict the use of any computer software, hardware or telecommunications equipment.
- Advocate or depict illegal activity.
- Target, disparage or discriminate against any individual.
- Target disparage or discriminate against any ethnic, racial, religious, gender or other protected class
- Objectively appear to be an attack or threat on an individual or public figure. Threats, as well as hate speech that the MPO determines are credible will be removed and may be referred to law enforcement.
- Bully, harass or intimidate – including messages or content generally available to the public (such as text, links, images or photos) that appears to purposefully target individual.
- Promote or endorse private business ventures, services or products.
- Engage in fundraising or campaigns for public office or promote a political organization or candidate.
- Infringe on copyrights or trademarks or intellectual property rights of others.
- Access or search, or attempt to access or search, the MPO's services (automated or otherwise) other than through our currently available, public-facing website and related platforms.
- Post advertisements, solicitations, GOFUNDME links and "For Sale or Rent" postings are not permitted.

## ***Disclaimer***

Comments, postings, and links from non-MPO sources that appear on the MPO's sponsored social media or digital media sites (or links within those comments or postings) do not reflect views or act as an endorsement by the MPO of specific viewpoints, policies, practices, or products.

## ***Personal Information***

The Capital Area MPO is committed to ensuring the security of personal information voluntarily submitted to the website and the privacy of information collected through website logs in accordance with this Online Public Engagement Policy.

Social media platforms are not confidential. Users should be careful about any personal information they post. We encourage users NOT to post birthdates, social security numbers, information about children, etc. as any information posted is accessible by the general public and may be subject to the provisions of the North Carolina Public Records Law.

The Capital Area MPO will not sell, rent or lease or otherwise disclose personally identifiable information. Information may be shared with entities who are contractually acting on behalf of the MPO. Such entities are governed by this privacy policy with respect to the use of this data and are bound by the appropriate confidentiality agreements.

## ***Legal Access to Personal Information***

Federal law enforcement officials may under certain circumstances obtain access to subscriber databases and archived information under the federal Patriot Act (Public Law 107-56). Federal law prohibits the Capital Area MPO from informing you if federal law enforcement officials have obtained these records.

Notwithstanding any other statements or representations here or elsewhere on the CAMPO website or other online platforms, CAMPO reserves its right to disclose any information in its possession if it is required to do so by law, including the North Carolina Public Records Law and North Carolina Open Meetings Law, or if it believes, in good faith, that such a disclosure is necessary to comply with the law, defend its rights or property, or to respond to an emergency situation.

### ***Contact Us***

Comments and questions are welcome at any time, but typically comments and postings are monitored only during regular business hours. Specific questions submitted through our social or digital media platforms are not guaranteed a response. For questions or inquiries, please also use the CAMPO website's contact form.

"Contact us" is the primary means of communication with staff for a website visitor. Questions, comments and suggestions voluntarily submitted to the CAMPO website through electronic mail may be treated as non-confidential and non-proprietary. Email communication is directed to appropriate staff. The information will only be maintained as an active file as long as needed to respond to the request. However, information may be archived for historical purposes, but will not be used beyond the stated purpose of the communication and will not be shared or distributed to third parties with any identifiable personal information.

### ***Website Logs***

Website logs are used to provide use data for analysis. The logs do not contain personally identifiable information and no attempt is made to link the logged information with the individuals who browse the site. By using the CAMPO website, browsers give CAMPO permission to collect such information about them as an anonymous user for the purpose of calculating aggregate site statistics.

### ***Use or Reuse of Information***

Information may be printed or downloaded from the website for non-commercial, personal use only, provided all copyrights, licenses and other proprietary notices contained on the material are retained. The CAMPO logo should not be reused without explicit written permission. No person may sell, distribute, modify, transmit, reuse, repost, use or create derivative works based on the content of the website in whole or part for any purpose without the written permission in each instance from CAMPO staff or the owner of such content.

### ***Updates to Guidelines***

The Online Public Participation Guidelines will be reviewed and updated as a part of CAMPO's Public Participation Plan.

## Strategic Plan Goals Related to the PPP

CAMPO updated its strategic plan in early 2015, and it includes elements that are relevant to the PPP. Four strategic focus areas were identified that will help create an environment where regional transportation needs are prioritized and understood and CAMPO will achieve its vision:

1. *Public engagement and education*
2. *Partnering with others*
3. *Educating elected officials*
4. *Policy leadership*

## Performance Measures

The 2015 Strategic Plan Update has measures related to the Public Engagement and Education. The MPO shall endeavor to collect this information for each public outreach activity and event sponsored by the MPO.

### ***Public engagement and education***

#### *Potential Success Measures:*

- *Number of citizens participating (new voices)*
- *Number of workshops/workshop attendees held*
- *Number of press releases*
- *Number of unique website visitors*