

CARSON AREA METROPOLITAN PLANNING ORGANIZATION



PUBLIC PARTICIPATION PLAN

Amended 5/12/10
Administrative Modification 7/3/12
Amended 7/14/19

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the Carson Area Metropolitan Planning Organization expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

Carson Area Metropolitan Planning Organization
Serving Carson City, Northern Douglas County and Western Lyon County

Introduction

In 2002, the US Census Bureau announced the release of the Carson City Urbanized Area geography (according to the 2000 Census), with a population that had surpassed the threshold of 50,000. The urbanized area consists of Carson City, as well as the adjacent, relatively densely inhabited portions of Douglas and Lyon Counties. As a result of surpassing the population criteria of 50,000, the area was required to form a Metropolitan Planning Organization for its transportation planning and programming activities. The Nevada Governor, in accordance with Federal regulations, designated the Carson Area Metropolitan Planning Organization (CAMPO) as a newly formed MPO in the State of Nevada. In 2012, the Census Bureau updated the urbanized area boundaries based on data collected during the 2010 Census, though changes were minor.

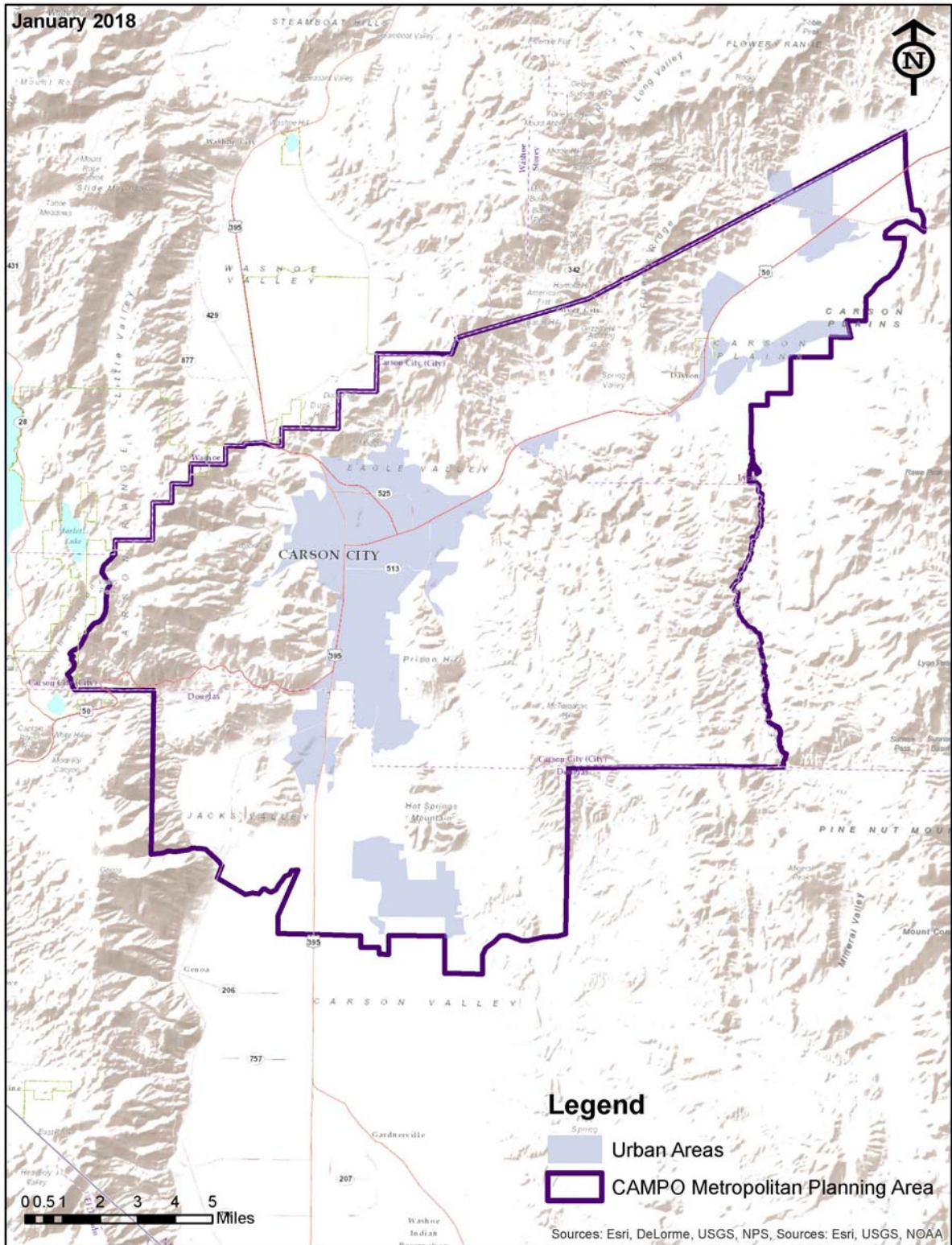
CAMPO carries out transportation planning activities within the Metropolitan Planning Area (MPA), shown in Figure 1. The MPA encompasses the urbanized area and a larger area that is likely to continue to urbanize within the next 20 years. Currently, there are two urban clusters, as defined by the US Census Bureau, within the MPA. They are the Johnson Lane area in Douglas County and Dayton in Lyon County.

CAMPO is governed by a seven-member Policy Board consisting of representatives of Carson City, Douglas County, and Lyon County. A representative of the Nevada Department of Transportation (NDOT) serves as an ex-officio, non-voting member. Carson City operates a transit system within the CAMPO planning area. The representation on the MPO Policy Board from Carson City also represents the interests of the transit system.

The primary responsibility of CAMPO is the continuous, cooperative, and comprehensive multimodal transportation planning process for the urbanized area. Among other state and federal requirements, this includes the development of a Regional Transportation Plan (RTP) with a minimum 20-year planning horizon and a Transportation Improvement Program (TIP) with a minimum of a four-year horizon.

On August 10, 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law. With guaranteed funding for highways, highway safety, and public transportation totaling \$244.1 billion nationwide, SAFETEA-LU represented the largest surface transportation investment in U.S. history. This document was created in accordance with the SAFETEA-LU requirements regarding public participation in the metropolitan transportation planning process. On October 1, 2012, Moving Ahead for Progress in the 21st Century (MAP-21) took effect, reaffirming the role of MPOs. On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act confirms all the performance based planning requirements established under the previous transportation act, MAP-21, with no changes to the public participation processes. This Plan satisfies the requirements for public participation as outlined in current federal legislation. The following sections further describe the procedures, strategies, and desired outcomes of the public participation process as it pertains to citizen and interested party input in the CAMPO transportation planning process.

Figure 1



Objectives of the Public Participation Plan

The Public Participation Plan (PPP) has been drafted in accordance with the guidelines under the Final Rule of 23 CFR §450.316 Metropolitan Transportation Planning. CAMPO is committed to compliance with all federal laws and regulation throughout the public participation process including adherence to Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. The following is a list of objectives that CAMPO has committed to achieve through the Public Participation Plan.

1. Notification of the Public and Targeted Groups
2. Solicited Input
3. Demonstrated Consideration
4. Continued Evaluation

These four general objectives are further expanded upon in the corresponding sections below as strategies with their corresponding outcomes (bulleted).

1. Notify all citizens and interested parties of metropolitan planning issues and processes and provide access to information and public participation activities in a timely manner.
 - Except in an emergency, written notice of all meetings will be given at least three (3) working days before the meeting.
 - Agendas shall include the time and location of CAMPO meetings, will be posted in multiple locations, and will be made available upon request. This policy is in accordance with the Nevada open meetings laws (NRS: Chapter 241 – Meetings of State and Local Agencies).
 - All agendas/meeting notices and, to the extent possible, all other technical information will be made electronically available on the official CAMPO website at www.carsonareampo.com. All agenda materials will be written in a concise manner that can be easily understood by the general public.
 - CAMPO currently maintains a diverse mailing list of potential interested parties including various federal, state and local agencies, organizations, private providers, minority groups, tribes, and local media. Meeting agendas are physically or electronically mailed to every individual on the mailing list.
 - All meetings of the CAMPO board will be open and public and all persons shall be permitted to attend any meeting of the CAMPO board. Reasonable efforts will be made to assist and accommodate persons with physical disabilities desiring to attend.
 - All CAMPO meetings will be held at convenient and accessible locations in close proximity to public transportation with consideration and accommodation made for individuals covered under the Americans with Disabilities Act (ADA).
 - CAMPO Policy Board meetings are generally held on the second Wednesday of each month. With the exception of a scheduling conflict, meetings are typically held in the Sierra Room at the Community Center at 851 East

William Street in Carson City. The Community Center and Sierra Room are ADA accessible.

- All agendas are posted a minimum of three (3) working days prior to the meeting (as per NRS 241) at the following locations.
 - CARSON CITY CITY HALL, 201 North Carson Street
 - CARSON CITY LIBRARY, 900 North Roop Street
 - CARSON CITY COMMUNITY CENTER, 851 East William Street
 - CARSON CITY PUBLIC WORKS, 3505 Butti Way
 - CARSON CITY DEVELOPMENT SERVICES, PLANNING DIVISION, 108 E. Proctor Street
 - DOUGLAS COUNTY EXECUTIVE OFFICES, 1594 Esmeralda Avenue, Minden
 - LYON COUNTY MANAGER'S OFFICE, 27 South Main Street, Yerington
 - NEVADA DEPARTMENT OF TRANSPORTATION, 1263 S. Stewart Street, Carson City
 - CARSON CITY WEBSITE: www.carson.org/agendas
 - OFFICIAL STATE WEBSITE: <https://notice.nv.gov>
 - Every special meeting of the CAMPO Board or other project-specific public open house events will be publicly noticed using a 1/8th page display advertisement in the *Nevada Appeal*. CAMPO may also notice the event in multiple newspapers, may issue a press release summarizing the content of the event, and may post information on Carson City social media, other major publications or other websites. In addition, documentation will be prepared and distributed to all contacts on a CAMPO maintained list.
 - An effort will be made to meet requests for CAMPO documents made by Limited English Proficient (LEP) individuals and persons with visual impairments. CAMPO will seek the services of an interpreter/translator as needed.
2. Solicit the participation of citizens and interested parties in the transportation planning process and provide a reasonable opportunity to comment on proposed planning documents and projects.
- CAMPO Staff will create Advisory Workgroups specific to the development and adoption of transportation planning documents as required and other special studies as warranted. Advisory Workgroups will generally consist of representatives from federal, state, and local government agencies; tribes; private transportation providers; the freight industry; and local organizations with knowledge, expertise, and/or an interest in the subject matter of the planning document that is being developed or updated.
 - A period devoted to comment from the public and interested parties will be provided at all CAMPO meetings.

- Comments may be submitted at any time through the CAMPO website, by email to comments@carsonareampo.com, or through Carson City's virtual City Hall available online at Carson.org/Connect.
- CAMPO staff will participate in ongoing coordination and engagement with the Nevada Department of Transportation (NDOT), other Regional Transportation Commissions (RTCs), Federal Highway Administration (FHWA), Federal Transit Authority (FTA), the Washoe Tribe, local jurisdictions, and other interested transportation agencies and organizations.
- Significant updates to CAMPO documents, excluding administrative modifications, will be given a minimum 30-day public review and comment period; with the exception of the Transportation Improvement Program, which shall be given a minimum of 14 days for review and public comment, and this Public Participation Plan, which will be given a minimum of 45 days for review and public comment. All public comment and review periods will be adequately noticed prior to the official opening. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.
 - An administrative modification, as defined in 23 CFR §450.104, is a minor revision to a long-range metropolitan transportation plan or Transportation Improvement Program (TIP) 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 or redemonstration of fiscal constraint.
- CAMPO will follow the same criteria for an administrative modification that the Nevada Department of Transportation has adopted, which has been approved by the Federal Highway Administration. An administrative modification, as it pertains to the Transportation Improvement Program (TIP), will be applied under the following situations.
 1. When there is a change in a public funding category with no change in the priority of a project in the TIP.
 2. When a project is moved from one year of the TIP to another year of the TIP, either forward or back.
 3. When a positive cost estimate change representing either less than \$5 Million or less than 20% of the total project cost is requested/anticipated.
 4. When a positive or negative change in the un-programmed balance forward is received.
 5. When a positive or negative change in the anticipated fund allocation is received.
 6. When a project is added to use Federal Funds for repayment of previously authorized work and all repayments will come from unallocated funds.
 7. When a new planning study is identified.
 8. When a project is Advance Constructed.

- In the event that the final draft of a document significantly differs than the preliminary draft at the close of a public comment period, an additional opportunity to review and comment will be provided following the completion of the revised draft.
- When applicable, and to the extent possible, CAMPO will employ visualization techniques in the form of maps, graphs and other techniques in an effort to best convey information being presented on transportation planning documents and related issues to citizens and interested parties. Information will be presented in a clear, concise manner and all technical terms will be defined.
- CAMPO will identify and consider the needs of those traditionally underserved by existing transportation systems and those that may face challenges in accessing employment and other services, as appropriate to specific planning activities.
- CAMPO will seek the services of an interpreter for public meetings when necessary or requested by any member of the public to the extent practicable.

CAMPO staff will produce and distribute information periodically across the following additional outlets:

- A 1/8th page display advertisement in the *Nevada Appeal*. CAMPO may also notice the event in multiple newspapers, may issue a press release summarizing the content of the event, and may post information on Carson City social media, other major publications or other websites.
- Electronic newsletters containing plan/project status reports, upcoming opportunities for public participation, and solicitations for contracts/services, etc.
- Social Media, including Carson City and Public Works Facebook pages.
- CAMPO staff may employ the use of public feedback surveys to be distributed to members of the public, known interested parties, made available on Carson City's website and posted to social media and/or other news outlets for the purposes of soliciting a broad range of public input for a targeted planning effort or project.

3. Demonstrate explicit consideration to public input received.

- CAMPO staff will address any questions or comments received in a timely and courteous manner.
- CAMPO will demonstrate explicit consideration to all public input received during the development of any transportation planning document. Staff will consider citizen and interested party comments before making a recommendation to the CAMPO Board.
- The extent to which any comments from the public or an interested party are considered will be documented and explained in the record of public comment.

- Records of public comment will be provided to CAMPO Board members and those on the CAMPO mailing list prior to any CAMPO action, and will be made available to the public.
4. Continue to evaluate the public participation process and provide improvements to the plan when possible.
- The outreach effort will be evaluated following the completion of each plan development or update.
 - If it is determined that an outreach effort could be improved upon, the Public Participation Plan will be reviewed and modified as needed.

Participation Efforts Specific to CAMPO Plan Updates and Studies

Regional Transportation Plan

The Regional Transportation Plan (RTP) is the official multimodal transportation plan which addresses a minimum 20-year planning horizon that is developed, adopted and updated by CAMPO through the transportation planning process. The RTP typically includes, but is not limited to, the following elements: Status of the Existing Transportation System, Demographics, and Land Use, and the Effect of Anticipated Growth; Goals and Objectives; Planned Improvements to all Transportation Modes; and an Implementation Plan including a Financial Plan. An update to this document will include the formation of an Advisory Workgroup that will meet periodically based upon a pre-determined plan development schedule as the development of each section progresses. A final draft will be available for review by the Advisory Workgroup, CAMPO Board, and general public during an official public review period not less than 30 days. Any comments received during the formal public review period will be documented in a record of public comment developed specifically for each update and provided to CAMPO for its consideration prior to taking final action on the plan. All documented comments will be made available to the general public. In the event of an administrative modification, CAMPO staff may act to implement minor revisions to the RTP without public review or comment. The CAMPO Board will be informed of any administrative modifications that occur at the next meeting of the Board following the modification.

Transportation Improvement Program

The Transportation Improvement Program (TIP) is a prioritized listing of transportation projects covering a period of four years that is developed and formally adopted by CAMPO as part of the metropolitan transportation planning process. The TIP is a requirement for projects to be eligible for federal funding. The final draft will be presented for public review for a period not less than 14 days. Any comments received during the formal public review period will be documented in a record of public comment developed specifically for each update and provided to CAMPO for its consideration prior to taking final action on the plan. All documented comments will be made available to the general public. In the event of an administrative modification, CAMPO staff may act to implement minor revisions to the TIP without public review or comment. The CAMPO Board will be informed of any administrative modifications that occur at the next meeting of the Board following the

modification. CAMPO's public participation process satisfies the public participation process for the Program of Projects.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning priorities and activities to be undertaken within the CAMPO planning area. The UPWP at a minimum includes a description of planning work and resulting products, details on whom will perform the work, the timeframe for completing each of the work elements, the cost of each of the work elements and the source of funding for each of the work elements. The final draft will be presented for public review for a period not less than 30 days. Any comments received during the formal public review period will be documented in a record of public comment developed specifically for each update and provided to CAMPO for its consideration prior to taking final action on the plan. All documented comments will be made available to the general public.

Public Participation Plan

The Public Participation Plan (PPP), which is the scope of this document, is to be developed in consultation with all interested parties and shall describe the procedures, strategies and desired outcomes of the public participation process as it pertains to the CAMPO transportation planning process. The effectiveness of the PPP will be periodically reviewed to ensure the plan continues to provide an easily accessible process for all of those wishing to be involved. If the CAMPO Board or staff determines that the existing PPP can be improved, a new public comment period will ensue following any significant changes to the document. An update to this document will include the formation of an Advisory Workgroup that will meet periodically based upon a pre-determined plan development schedule as the development of each section progresses. A final draft will be available for review by the Advisory Workgroup, CAMPO Board, and general public during an official public review period not less than 45 days. Any comments received during the formal public review period will be documented in a record of public comment developed specifically for each update and provided to CAMPO for its consideration prior to taking final action on the plan. All documented comments will be made available to the general public.

Other Transportation Planning Studies

Other transportation planning studies refers to any other document or plan development that may seek to improve any or all modes of transportation within the CAMPO area, but is not necessarily a requirement in securing metropolitan transportation planning funds. Some examples of these types of plans may include a Travel Demand Model Development, Transit Development Plan (TDP), a specific corridor study, etc. These types of plans would still benefit from the public participation process. The development of a document of this type may warrant the formation of an Advisory Workgroup that will meet periodically based upon a pre-determined plan development schedule as the development of each section progresses. A final draft will be available for review by the Advisory Workgroup, CAMPO Board, and general public during an official public review period not less than 30 days. Any comments received during the formal public review period will be documented in a record of public comment developed specifically for each update and provided to CAMPO for its

consideration prior to taking final action on the plan. All documented comments will be made available to the general public.

How to Contact CAMPO

All comments received at a CAMPO meeting or event will be recorded or accepted in person at the time of a meeting. In addition, comments will be accepted at any other time and may be submitted via mail or faxed to the following address.

Carson City Public Works Department
Attention: Transportation Division
3505 Butti Way
Carson City, NV 89701
(P) 775-887-2355
(F) 775-887-2112

Comments may be submitted on the CAMPO web site at www.carsonareampo.com, by email to comments@carsonareampo.com, or through Carson City's virtual City Hall available online at Carson.org/Connect.