

Public Participation Plan



Draft for Public Review

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**CAPITAL REGION
Transportation
Council**

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Executive Summary

The Capital Region Transportation Council (Transportation Council) developed this Public Participation Plan to articulate its guiding principles for public participation in the metropolitan transportation planning process. The methods identified are drawn from legal requirements, local knowledge, and lessons learned from prior outreach and engagement. While the Transportation Council intends to meet these goals in all its planning work, achieving these goals will be an iterative process of improvement.

The Transportation Council is committed to a public participation process that is:

Continuous: Outreach and engagement should result in community contributions in the earliest stages of, and throughout, a project, study, or other planning activity. Community contributions should be part of an ongoing relationship outside of the specific planning activity.

Thorough: Outreach and engagement should be comprehensive, providing many options for how a person can be notified and get involved, with consideration for how an array of different modes of engagement can reach as broad of an audience as possible.

Inclusive: Outreach and engagement should encourage diverse viewpoints and values to be integrated into the decision-making processes, incorporate community-initiated efforts into planning processes, proactively incorporate a broad representation of the community, and use engagement methods that are responsive and accommodating to a broad spectrum of the community.

Effective: Engagement should *demonstrate* broad reach, representation, and contribution to the decision-making process. Engagement should be evaluated to assess effectiveness and bold, innovative, and/or creative strategies or methods are encouraged to improve efforts.

Public Participation in the Transportation Council Planning Process

To implement the goals of this plan, the Transportation Council will develop an activity-specific Public Involvement Plan (PIP) for each of its core planning activities and studies funded through the Community Planning/Linkage Program. Each PIP will detail how the goals of this Public Participation Plan will be met throughout the planning activity. The PIP will also account for the specific context and circumstances of the planning activity and how the goals of this policy will be affected. The PIP will include engagement methods that are suited to the context and conditions of the planning activity.

The Transportation Council's core planning activities, which are a required function of the federally funded regional transportation planning process, must go through a process to be officially adopted. Typically, the activity must be recommended by the Transportation Council's Planning Committee and adopted by the Policy Board. Leading up to adoption, the public will have the opportunity to review the documents under consideration.

Outreach & Meetings at the Transportation Council

The Transportation Council strives to use a variety of outreach methods to ensure timely, accessible, accurate, and complete information about its policies, programs, events, and activities. These methods include press releases, the Transportation Council's website, newsletter, social media, and email.

Additionally, the public is welcome to attend Policy Board and Planning Committee meetings and may actively participate in Advisory Committee meetings. Dates and times of upcoming meetings are available on the Transportation Council's website.

How the public can participate in these meetings:

- **Review meeting agendas and materials** posted on the Transportation Council website one week prior to the meeting.
- **View meetings** which are broadcast live, recorded, and made available on the Transportation Council's YouTube Channel.
- **Submit written comments** by calling (518) 458-2161 or emailing info@capitalmpo.org.
- **Register to speak** during the public comment agenda item at the beginning of the meeting, also by calling (518) 458-2161 or emailing info@capitalmpo.org.
- **Requests for aids, services, reasonable accommodations, or oral interpretation** for Transportation Council public meetings can be made by calling (518) 458-2161 or emailing info@capitalmpo.org at least **48 hours** prior to the meeting.

Evaluation

To understand if the Transportation Council's public participation efforts are effective, it will evaluate ongoing participation efforts and activity-specific Public Involvement Plans with both quantitative metrics and qualitative objectives that reflect how well the goals were met and any lessons learned.