CABARRUS / ROWAN URBAN AREA METROPOLITAN PLANNING ORGANIZATION

Public Participation Policy

Adopted October 28, 2020

Cabarrus Rowan MPO Public Participation Policy

Cabarrus Rowan Metropolitan Planning Organization

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Cabarrus Rowan MPO Public Participation Policy

Cabarrus Rowan Metropolitan Planning Organization

Summary of Changes

The current Public Involvement Policy document was adopted in 2017. This Pubic Participation Policy document makes the following updates and revisions:

- Out of an abundance of caution, MPO staff are recommending adding language to the PPP that specifically mentions the permissibility of electronic meetings. Currently, the North Carolina Open Meetings Law, which the MPO abides by as stated in the approved PPP, includes language enabling electronic meetings and voting. The current proposed update lists the reasonable steps the MPO should take to ensure meetings held solely electronically are as publicly accessible as feasible. It addresses requirements for notification as well as providing the public with the means to both view or listen to the meeting in real-time.

  When Feasible:

  - Meetings will be streamed live on an online platform that allows visual and audio capabilities to the general public.
  - Meeting agendas and materials will be posted online in advance of the meeting.
  - If public comments cannot be made in person, a means to provide comments by phone call, email, letter, or video will be provided. It is requested that public comments be received 48 hours prior to the meeting.

The full Public Participation Policy document can be found at:
http://www.crmpo.org

Cabarrus Rowan MPO

The Cabarrus Rowan Metropolitan Planning Organization (CR MPO) is the officially designated body responsible for administrating the transportation planning process. The MPO plans for regional transportation needs including highway, transit, air, bicycle and pedestrian facilities within both Cabarrus and Rowan counties as well as connections to the greater Metrolina Area. The priority goals of the MPO planning process include:

- Promote the safe and efficient management, operation and development of the transportation system;
- Serve the mobility needs of people and freight;
- Public participation and partnership;
- Foster economic growth and development; and,
- Minimize the negative effects of transportation including air quality.

The MPO is responsible for developing and directing a continuous, comprehensive transportation planning process carried out cooperatively by the local, State and Federal governments in conformance with Federal laws and guidelines. Broad responsibilities include, but are not limited to, the following:

- To advise the policy boards within the MPO planning area on the status and needs identified through the transportation planning process.
- To assist the general public in understanding decisions and policies related to the transportation planning and decision-making process.
- Identifying existing and future transportation needs by analyzing existing conditions, data, and trends and making projections of future changes.
- Increase safety and security of the transportation system for motorized and non-motorized users.
- Increasing the accessibility and mobility options available for people and freight.
- Protecting and enhancing the environment and the improving quality of life.
- Enhance the integration and connectivity of the transportation system across and between modes.
- Support and improve transit services.

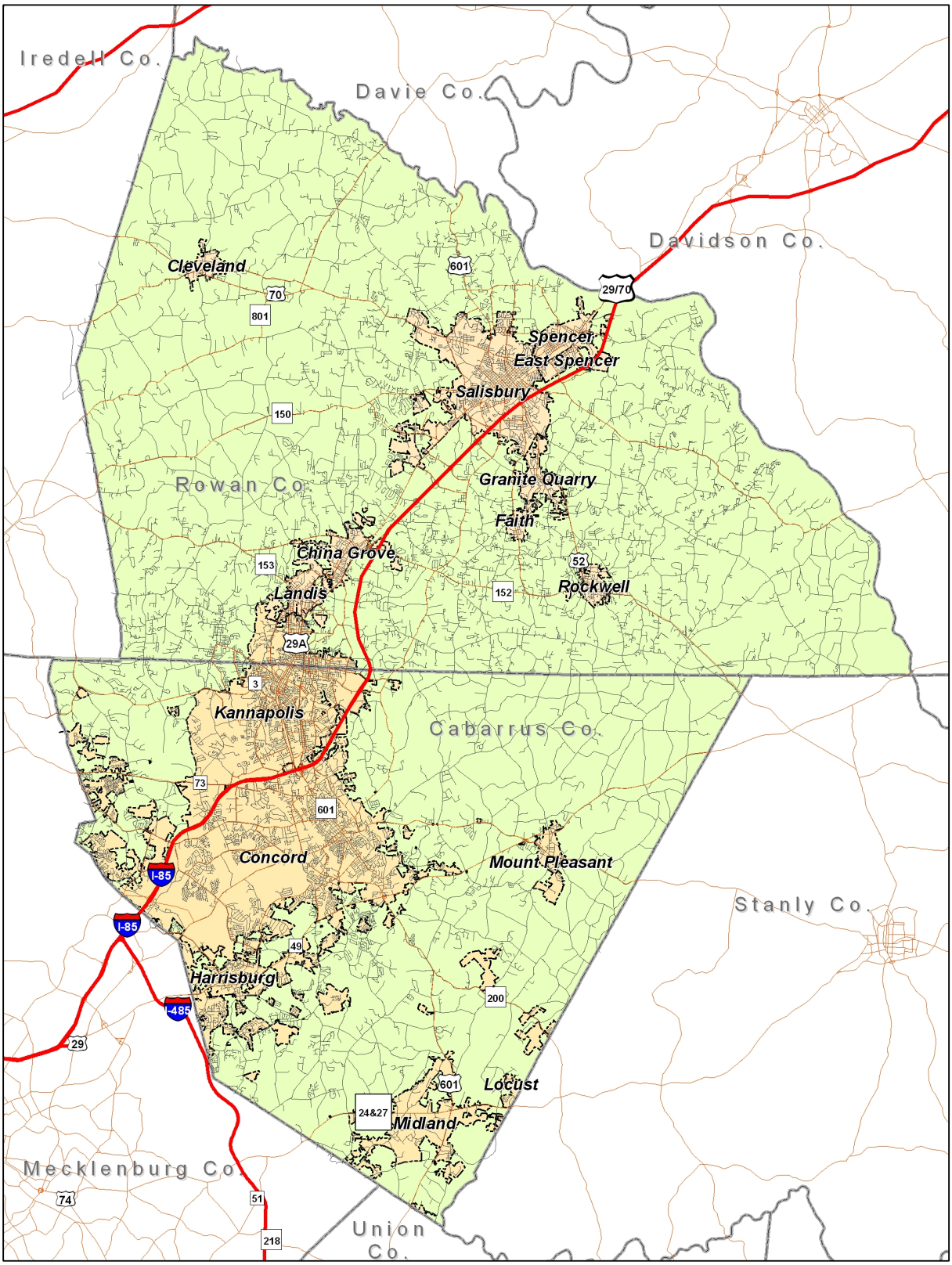


Figure 1 - Cabarrus Rowan Metropolitan Planning Organization

Participation in the Cabarrus Rowan MPO by member units of government is handled through two different groups: the **Transportation Advisory Committee (TAC)** and the **Technical Coordinating Committee (TCC)**.

The Transportation Advisory Committee is the policy and decision-making body for the Cabarrus-Rowan Metropolitan Planning Organization. The TAC is comprised of elected and appointed officials from the City of Concord, the City of Kannapolis, City of Salisbury, the Town of Landis, the Town of China Grove, the Town of Harrisburg, the Town of Spencer, the Town of Granite Quarry, the Town of Rockwell, the Town of Mount Pleasant, the Town of Cleveland, Cabarrus County, Rowan County, Town of Midland, Town of Faith, Town of East Spencer, and the North Carolina Department of Transportation. The TAC is responsible for approving the transportation planning documents and reports prepared by the MPO staff, developing policies on various transportation conditions and issues, and providing opportunities for citizen participation in the transportation planning process.

The Technical Coordinating Committee is the technical advisory body for the Cabarrus-Rowan Metropolitan Planning Organization. The TCC is comprised of professional planning and engineering staff from the City of Concord, the City of Kannapolis, City of Salisbury, the Town of Landis, the Town of China Grove, the Town of Harrisburg, the Town of Spencer, the Town of Granite Quarry, the Town of Rockwell, the Town of Mount Pleasant, the Town of Cleveland, Cabarrus County, Rowan County, Town of Midland, Town of Faith, Town of East Spencer, and the North Carolina Department of Transportation. The TCC makes recommendations to the TAC and is also responsible for providing opportunities for citizen participation in the transportation planning process.

MPO Plans and Programs

The Cabarrus Rowan MPO is responsible for creating and maintaining documents essential to the on-going transportation planning effort and guiding the prioritization and implementation of transportation projects.

Federally Required Documents

Metropolitan Transportation Plan (MTP)

The MTP is a multimodal plan with a minimum 20-year planning horizon that is fiscally constrained. The MTP must currently undergo an air quality conformity analysis determination. The MTP must be updated at least every four (4) years. The current MTP is the 2040 Metropolitan Transportation Plan Update approved March 2014 and amended August 2015.

Air Quality Conformity Determination (AQCD) (Clean Air Act (CAA) Amendments of 1990)

Transportation conformity is required for MPOs that are non-conforming or in maintenance for the State Implementation Plan (SIP) air quality standards regulated by the CAA. The MPO must meet conformity requirements or risk a conformity lapse where the use of Federal transportation funds is restricted to projects that do not increase roadway capacity.

Metropolitan Transportation Improvement Program (MTIP) and Rider Transit System Program of Projects (POP)

The MTIP is a ten-year (10) program that schedules State and Federal funding for roadway, bridge, safety, public transportation, passenger rail, bicycle, and pedestrian projects transportation projects in the MPO. The MTIP is a subset of the State Transportation Improvement Program (STIP) and must meet AQCD. The City of Concord Rider Transit System's Program of Projects (POP) is included in MTIP document.

Major Investment Study

A major investment study (MIS) is a planning tool to support decisions on significant federally funded transportation investments along a corridor or sub area level within the MPO. It is a detailed analysis designed to provide local decision-makers with more comprehensive corridor level technical analysis early in the transportation planning process.

Congestion Management Processes (CMP)

As a TMA, the Cabarrus Rowan MPO produces a CMP as an integral part of the MTP. The purposes of the CMP are to identify and address most of the major existing traffic congestion problems and conditions in the urban area and to identify a variety of tools and techniques that can be used to mitigate the identified problems.

Environmental Justice (EJ) Plan (Executive Order (EO) 12898, 1994)

The EJ Plan outlines specific goals and procedures the MPO will follow to involve minority and low-income populations in transportation planning processes and avoid disproportionately high and adverse impacts on minority and low-income populations.

Public Participation Policy

The Public Participation Policy details the MPO's commitment to public participation for all transportation plans and air quality conformity determination reports with clear, timely information; early and continuous involvement; and increased access for citizens, public agencies, providers of public transportation, and low income and limited English segments of the community. The Public Participation Policy outlines techniques to engage the public and provide outreach through traditional and new social media outlets. The Public Participation Policy includes performance measures that will provide information on the effectiveness of public involvement strategies. The Public Participation Plan will be implemented as a part of the MTP processes and outreach.

Unified Planning Work Program

The MPO prepares an annual work program known as the Unified Planning Work Program (UPWP). The UPWP must identify the MPO planning tasks to be undertaken with the use of federal transportation funds, including highway and transit.

Annual List of Federal Project Authorizations

Each year the North Carolina Department of Transportation (NCDOT) provides the CR MPO with an annual list of project that receive Federal Authorizations.

State Required Documents

Comprehensive Transportation Plan (CTP)

The MPO, with the cooperation of North Carolina Department of Transportation (NCDOT), develops a CTP based on population growth, economic conditions, and land use patterns. The CTP includes highway, transit, rail, bicycle and pedestrian elements in five maps to guide the development of the transportation system and document all expected projects at build-out with no regard to funding and/or timing constraints.

Strategic Prioritization Process

The NCDOT Strategic Planning Office of Transportation (SPOT) manages the STIP Project Prioritization process through a transparent, data-driven decision-making process for transportation projects along with local MPO input. The SPOT process develops an initial ranking and Statewide projects are prioritized with available funding. Remaining Statewide projects and Regional and Division level projects receive local

ranking and points through the MPO and NCDOT Division. Final STIP funding decisions are made using project scores and points along with the application of financial and scheduling constraints.

Other MPO Plans

Livable Communities Blueprint

The Livable Community Blueprint is a guide to assist Cabarrus County and the municipalities to identify bicycle and pedestrian routes on which they may focus over the next decade. The plan is located at https://www.cabarruscounty.us/government/departments/active-living-parks/Pages/Livable-Community-Blueprint.aspx

Carolina Thread Trail Masterplan for Cabarrus County

The Cabarrus County vision for greenway and trail development to connect the county, cities, towns and region within the Cabarrus Rowan MPO. The plan is located at https://www.cabarruscounty.us/government/departments/active-living-parks/Documents/parks_carolina_thread_trail_master_plan.pdf

Public Participation Policy

The Cabarrus-Rowan Metropolitan Planning Organization's (CR MPO's) Public Participation Policy is an umbrella policy, encompassing the plans and programs of the Urban Area's transportation planning process. Public involvement is an integral part of the CR MPO's planning efforts and is intended to offer opportunities for the general public and particularly, historically disadvantaged populations to provide meaningful input into the transportation planning and decision-making process. The Public Participation Policy is comprised of the public involvement programs for all the major planning activities, including the Metropolitan Transportation Plan (MTP), Metropolitan Transportation Improvement Program (MTIP), Major Investment Studies (MIS), and the Unified Planning Work Program (UPWP). The CR MPO will seek public input through a menu of techniques, including but not limited to, public notices, comment periods, workshops, charrettes, public hearings, newsletters, surveys, social media outreach, website and traditional media relations. The techniques employed will vary, depending on the specific planning task. The MPO will hold a forty-five (45) day public comment period for amendments to the Public Participation Policy. The CR MPO's Public Participation Policy will be consistent with the requirements of the Fixing America's Surface Transportation Act (FAST Act), the National Environmental Policy Act (NEPA) and the FTA/FHWA Guidance on Public Participation.

Federal Requirements

The MPO's Public Participation Policy is designed to be consistent with the requirements of the following Federal laws and processes detailed in **Appendix A – Acronyms, Glossary of Terms and Federal Requirements**:

- FAST Act – Fixing America's Surface Transportation
- Title VI of the Civil Rights Act of 1964
- Executive Order 12898 – Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)
- Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency (2000)
- Americans with Disabilities Act of 1990
- Rehabilitation Act of 1973, Section 504

- Rehabilitation Act Amendments of 1998, Section 508
- National Environmental Policy Act
- Clean Air Act Amendments of 1990

Purpose

The purpose of the CR MPO Public Participation Policy is to have a proactive public participation process that provides complete information, timely public notice, and full public access to MPO activities at all key stages in the decision

-making process. This Policy is designed to ensure that the involvement of communities most affected by particular plans or projects are afforded ample opportunity to participate in the development of these plans and that transportation decisions will reflect public priorities.

Objectives

1. Bring a broad cross-section of the public into the public policy and transportation planning decision-making process.
2. Maintain public involvement from the early stages of the planning process through detailed project development.
3. Use different combinations of public involvement techniques to meet the diverse needs of the general public.
4. Make special efforts to increase the involvement by groups of people who do not generally participate, particularly low-income and minority populations.
5. Determine the public's knowledge of the metropolitan transportation system and the public's values and attitudes concerning transportation.
6. Ensure that technical information is available to the public in an understandable form and that all segments of the population are afforded access to this information.
7. Maximize the use of communications technology to facilitate the exchange of information, including use of the MPO web site and other electronically accessible formats (dropbox, e-mail, etc.).
8. Establish a channel for an effective feedback process.
9. Evaluate the public involvement process and procedures to assess their success at meeting requirements specified in the FAST Act, NEPA and the FTA/FHWA Guidance on Public Participation.

The Public Participation Policy consists of levels of public involvement depending on the nature and scope of each project or plan. Special emphasis will be given to engage the public in planning studies that form the basis for later programming decisions. Planning activities include corridor studies and special regional studies, environmental assessment studies, development of the MPO MTP and CTP. The MPO shall make every effort to involve the affected community through methods such as local direct mailing, transportation committees of local jurisdictions, public information meetings, and newsletters.

Public Involvement Opportunities

Open Meetings

The TCC holds regular monthly meetings on the 3rd Wednesday of every month and the TAC holds regular monthly meetings on the 4th Wednesday of every month except the months of December and July. All of

these meetings are open to members of the public and media and subject to the North Carolina Open Meetings Law. At the beginning of each regular meeting, the TCC and TAC provide time to receive public comments. All materials presented during MPO committee meetings will be public record and made available for review at the CR MPO office. Copies of archived records are available upon request.

Electronic Meetings

The CR MPO may choose to hold electronic meetings solely online or electronically. For CR MPO boards, the decision to hold an electronic meeting will be made by the Chair and Vice-Chair of each respective board in consultation with the MPO Director. In these cases, a telephone number will also be published for individuals without internet access.

When Feasible:

- Meetings will be streamed live on an online platform that allows visual and audio capabilities to the general public.
- Meeting agendas and materials will be posted online in advance of the meeting.
- If public comments cannot be made in person, a means to provide comments by phone call, email, letter, or video will be provided. It is requested that public comments be received 48 hours prior to the meeting.

Adequate Notice

The local news media will receive notification of all TCC and TAC meetings. The CR MPO will provide at least a week notice to citizens and media outlets of meetings in accordance with North Carolina Open Meetings Law. Meeting notices and the meeting schedule for the year is posted on the CR MPO website and publicized.

Access by Persons with Disabilities

All TAC, TCC and other MPO meetings will be held in facilities that are accessible to people with disabilities. All notices for planning activities of the Cabarrus Rowan Metropolitan Planning Organization will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (i.e. having available large print documents, audio material, someone proficient in sign language, a translator or other provisions requested). The MPO will use the North Carolina Department of Health and Human Services database of sign language interpreters in our region to secure a sign language interpreter for a scheduled meeting upon request. Currently the database is available at HTTP://WWW.NCDHHS.GOV/DSDHH/DIRECTORIES.HTM.

Public Outreach for General Programs and Plans: The MPO will involve residents, member municipalities, affected public agencies, representatives of neighborhood groups, planning committees, public and private providers of transportation, freight handlers, non-motorized transportation users, the disabled, economic development and business groups and associations, and other parties who express an interest in the process.

Public Outreach for Special Studies: For special studies, the MPO will identify and involve persons and groups that might be affected by potential changes to transportation services or facilities under review. Examples include: abutting property owners, neighborhood associations, environmental groups, appropriate federal, State and local agencies responsible for land-use, environmental and economic

development, and businesses within the study area.

Transportation Equity

During the adoption of transportation plans, policies and programs, the MPO will ensure fair and full participation in the transportation planning process by all citizens who may be potentially affected and be consistent with the Environmental Justice Executive Order guidance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The MPO will identify low-income and minority populations by traffic analysis zones or by census tracts, so the effects or burdens of transportation programs and on these groups can be reviewed and addressed to ensure transportation programs are distributed throughout the planning area fairly. Public outreach to low-income and minority populations will be made by maintaining a distribution email or mailing list of community organizations and leaders, inviting them to public meetings/workshops and speaking at community meetings. Public notices for adoption of new or major updates to the MTP or MTIP will be placed in newspapers and other available media outlets to reach low-income, minority and Spanish speaking communities.

Format of Public Meetings

Public meetings allow the MPO staff an opportunity to interact with citizens that may be directly affected by specific transportation plans. The general format of public meetings may include: a presentation by MPO staff; a question and answer period, and a summary of materials covered. Meetings may also incorporate using maps to identify where citizens are located, and an interactive activity. The CR MPO will hold multiple public meetings at various locations throughout the planning area. At least one will be in the evening or on a weekend to allow those with traditional work schedules to attend, and at least one will be during the traditional work day to allow those who work in the evenings or on weekends to attend. As appropriate, meetings will be held in minority communities.

Visualization Techniques

The Cabarrus Rowan MPO will use visualization techniques to clearly present information relating to MPO transportation plans, MTIPs and other planning projects. The goal of the MPO visualization policy is to help the public and decision makers visualize and interact with transportation plans and projects, alternatives, large data sets and land-use information more effectively. See the definition of visualization in the glossary (Appendix A) for examples of visualization techniques.

Time Period for Public Comments

The MPO shall allow reasonable time for public review and comment at key decision points. Minimum public review and notification periods shall be as follows:

- Amendments to the MPO's Public Participation Policy – 45 days
- Adoption of the MTIP & major MTIP amendments, Air Quality Conformity Determination, MTP/CTP & major amendments – 30 days
- TAC & TCC Meetings – 7 days

Public Outreach Timelines and Actions Table

Planning Document	Update	Amendment	Administrative Modification
Metropolitan Transportation Plan (MTP)	At least one public meeting during the 30 days public review period prior to approval	Public Review and Comment period to last 30 days prior to approval	No public participation required for correcting small, non-substantial items

Metropolitan Transportation Improvement Program (MTIP) **Air Quality Conformity Determinations (AQCD)**	Public Review and Comment Period to last 30 days prior to approval Public comment period during the TAC Meeting prior to final approval	Public comment period on the MTP during the TAC Meeting prior to final approval	
Prioritization List	Public Review and Comment Period to last 28 days after initial TAC list approval	NA	No public participation required
Comprehensive Transportation Plan (CTP)	Public Review and Comment Period to last 30 days prior to approval	Public Review and Comment period to last 30 days prior to approval	No public participation required for correcting small, non-substantial items
Public Participation Policy	Public Review and Comment Period to last 45 days prior to approval Public comment period during the TAC Meeting prior to final approval	Public Review and Comment Period to last 45 days prior to approval	No public participation required for correcting small, non-substantial items
Major Investment Study (MIS)	Public comment on a case by case basis to meet goals of MIS.	Public comment on a case by case basis to meet goals of MIS.	No public participation required
Unified Planning Work Program (UPWP)	Public comment period during the TAC Meeting prior to draft approval	Public comment period during the TAC Meeting prior to draft approval	No public participation required
Annual List of Federal Project Authorizations	Annual Authorizations made available for review and comment at MPO and on the website.	Annual Authorizations made available for review and comment at MPO and on the website.	No public participation required

General Guidelines

The following are general minimum requirements for all plans and projects requiring public involvement:

1. A public notice inviting comments at the beginning of the review period containing the following:
    a. Locations where the document can be reviewed;
    b. Instructions for submitting comments;
    c. Contact information for questions or additional information, noting that comments on the public participation process are also welcome;
    d. The due date for comments;
    e. Date, time, location and special accommodations for any scheduled public meetings;
    f. A link for additional information on the Internet.
2. MPO will include maps, photos, or renderings on public notices to attract interest, when possible.
3. The public notice (ad, poster or website notification) may be submitted to the following outlets, which will also be advised of any significant developments during the public review period:
    a. For major updates of the MTP, CTP, MTIP or AQCD only, at least one major newspaper and publications serving minority communities. MPO will maintain the list of newspapers;
    b. MPO Web site;
    c. Press release to media outlets. MPO will maintain the list of media contacts;
    d. Local newspapers and representatives of the MPO municipalities based on the project;
    e. TCC and TAC members, as well as representatives of stakeholder agencies.
4. Documents may be available for public review for at least 28 calendar days at the following locations:

   a. Municipal and county government offices;
   b. The MPO and NCDOT Division 9 and 10 offices;
   c. Libraries in Rowan and Cabarrus Counties.
5. Documents should contain maps, photos, renderings, or other visualization tools to aid in understanding and shall be as jargon-free and succinct as possible.
6. The document shall also be available on the MPO website for the duration of the public review period. The website should be accessible and compatible with assistive technology tools.
7. During the public review period, comments should be submitted:
   a. in writing;
   b. via standard mail, e-mail and fax or Internet forms, if available.
8. Public comments received will be:
   a. Acknowledged with a written or e-mailed receipt message;
   b. Responded to as appropriate, which could include a direct communication to the commenter or a response in the revised document;
   c. Documented and presented to the MPO's TCC and TAC, in summary form or verbatim, before a vote is taken to adopt the plan or document in question; and
   d. Included in summary form or verbatim with final documents, if sufficiently significant.

Implementation Guidelines

Minor items are performed administratively with limited public involvement outside the regular meeting structure of the MPO. Members of the TAC will represent citizens in making decisions, and materials will be distributed to inform stakeholders and implementing agencies of changes. Residents may also attend and speak at the beginning of each TAC meeting upon recognition by the TAC Chair, who may impose a reasonable time limit for speakers. Items in this category would include:

- Administrative modifications to the MTIP, MTP or CTP;
- Small projects with few impacts; and
- Technical/preliminary/exploratory studies.

Full updates of the MTP, CTP, MTIP and major MTIP amendments with Air Quality Conformity Determinations, or other major projects, studies, plans, or amendments, especially those impacting much of the urban area or substantially affecting minority or low-income populations, will have additional involvement to increase public participation:

1. The MPO will ensure that as many people as possible receive information including:
   a. Progress/update newsletters to provide timely notice at project kick-off, at the beginning of public comment periods, and otherwise as appropriate;
   b. Targeted postal mailings to generate interest and announce public meetings or workshops where possible; and survey material to elicit comments that might not otherwise be volunteered.
2. Public notices (announcements, ads or posters) may be placed in the following additional locations:
   a. Transit hubs and onboard buses, where possible;
   b. Bulletin boards in recreation centers, especially those in minority or low-income communities impacted by the item in question or places of worship in affected areas.

2. An electronic notice will be sent to a list of interested parties, including representatives of neighborhood and community organizations, especially in minority and low-income communities, to provide timely information about public comment periods and meetings.
3. Multiple public meetings will be held in transit-accessible locations during regular service hours.
4. Special services will be provided upon seven business days advance notice, when practical and subject to availability, of services and resources including translation for non-English speakers, materials for the visually impaired, and services for the deaf and hard of hearing, in accordance with MPO policies. The availability of these services should be mentioned in public notices.

Metropolitan Transportation Plan (MTP) and Air Quality Conformity Determinations (AQCD)

The multi-modal Metropolitan Transportation Plan (MTP) public review and participation process is designed to provide early and adequate opportunities for citizens, public and elected officials to be involved in the Cabarrus-Rowan (CR) MTP development. This public participation program is designed to involve all parties in the early stages of plan development and the subsequent update process. It is also designed to provide gradual progression from the general information (vision setting and formulation of goals, objectives and policies) pertaining to the plan to very specific information regarding alternatives and plan selection.

1. The Cabarrus-Rowan (CR) Metropolitan Planning Organization will provide opportunity for early and meaningful public involvement in the development and update of the MTP.
2. Proactive participation techniques will be employed to involve citizens and provide full access to information and technical data. The technique will generally include, but not be limited to: public meetings/hearings, surveys, charrettes, mass media, etc. Visualization techniques shall be utilized to enhance the public's understanding of MPO plans and programs. The techniques will be utilized in an appropriate manner when presenting and describing MPO plans and programs.
3. Information dissemination, notification of meeting, publication of proposed plans will be integral elements of the public involvement process.
4. The MPO will initiate the MTP update process as required by the FAST Act, the Clean Air Act Amendments (CAAA) and subsequent federal regulations. Elements of the Transportation Plan, and/or amendments will meet all current Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Environmental Protection Agency (EPA), and the North Carolina Department of Transportation (NCDOT) requirements.
5. The public comment period for all elements of the MTP will be for a minimum 30 day public comment period, effective from the date of the public notice publication. Written comments will be received during the comment period and will be directed to the MPO. The contact person, phone number and e-mail address will be included in the public notice.
6. Public meeting(s) will be held to: formulate a vision for the MTP development; provide the public background information on the metropolitan transportation system and other issues as well as the proposed framework of the Transportation Plan update process; and to receive citizen input.
7. All public meetings (forums) designed to solicit public comment will be held at various locations and times of day around the metropolitan area to encourage the greatest public participation. Public meetings will be held at a location which is accessible to persons with disabilities. Outreach activities will be conducted to inform minority and low-income groups and limited English-speaking

groups of the opportunity for public comment. At least one-quarter of these meeting shall be held in minority and/or low income areas and within ¼ mile walk of a transit route in an easily accessible area.

8. The Cabarrus-Rowan MPO will maintain a website which shall include information on the MTP, meetings, other programs and appropriate information. The MPO staff shall post on the CR MPO website draft documents that are subject to the MPO's public review process for review and comment. Staff will also use the website to distribute information to the MPO membership.
9. The MPO shall assess the distribution of impacts on low-income and minority groups for investments identified in the MTP and publicize these findings on the MPO website.
10. The TCC will assemble all comments and forward comments to the Transportation Advisory Committee (TAC). The TAC may choose to hold a public hearing before adopting the Metropolitan Transportation Plan.
11. Any significant revision and amendment to the MTP will be subject to the public review process as outlined above.
12. The public participation component of the MTP will generally follow the same citizen input and review as outlined in this policy. Public input will be solicited to review and comment on any major MTP amendment proposal as well as analyses conducted as part of the amendment request. Adequate opportunity will be provided for public involvement in the amendment of the MTP, and any significant revisions to the MTP will also be subject to public comment period as described in # 5 of this policy.
13. The CR MPO will endeavor to involve the public at key decision points of the MTP development. Decision points are those stages where the TAC will be required to endorse or take action on particular work elements. These include, but are not limited to:
    - Formulation of vision, goals and objectives
    - Policy development
    - Review and approval of socio-economic and demographic projections
    - Review of land use information and scenarios
    - Review and determination of transportation deficiencies
    - Identification of transportation (facility) needs
    - Evaluation of alternatives and selection of preferred option
    - Development of the Financial Plan
    - Plan recommendation and adoption

Metropolitan Transportation Improvement Program (MTIP) and Public Transit Systems Program of Projects (POP)

The Metropolitan Transportation Improvement Program (MTIP) is the document that describes the funding and scheduling of transportation improvement projects (highway, bicycle, pedestrian, and transit capital and operating assistance) using Federal, State, local and public-private funds. The MTIP serves as the project selection document for transportation projects and, therefore, is the implementation mechanism by which the objectives of the Transportation Plan are reached. The Fixing America's Surface Transportation Act (FAST Act) mandates an opportunity for public review of the MTIP. The City of Concord, City of Salisbury, Rowan County and Cabarrus County rely on this public involvement policy by the MPO to satisfy their public participation requirements for their respective Transit System's Program of Projects (POP). The CR MPO will prepare an MTIP based on 1) revenue estimates provided by the North Carolina Department of

Transportation (NCDOT) and 2) the CR MPO Regional Priority List. The public input element of the Metropolitan Transportation Improvement Program is presented as follows:

1. The Cabarrus Rowan Technical Coordinating Committee (TCC) will develop a draft Regional Multi-Modal Priority List from the Local Project Priorities of the MPO jurisdictions.
2. The Regional Priority List will be published for a minimum four week (28-day) public comment period and the notice will be published by the Metropolitan Planning Organization (MPO) in:
   Independent Tribune
   Salisbury Post
   The notices for the public comment period will include an announcement that states that persons with disabilities will be accommodated. The Regional Priority List will be on file in the Cabarrus-Rowan MPO office, Cabarrus County Planning Department, Rowan County Planning Department, CR MPO website, and any participating municipal and county websites.
3. The Transportation Advisory Committee (TAC) will solicit public comment from interested parties on the draft Regional Priority List. The TAC will approve a final Regional Priority List after considering the public comments received.
4. The CR MPO Technical Coordinating Committee will develop a draft MTIP from the approved Regional Priority List and from revenue estimates provided by the North Carolina Department of Transportation. The TCC will forward the draft MTIP to the Transportation Advisory Committee. The Transportation Advisory Committee will publish the draft MTIP for public review and comment.
5. Copies of a draft MTIP will be distributed to TAC members and via the CR MPO website. Each jurisdiction will also have copies, available for public review. The draft MTIP will follow the same notification procedures as outlined above for the Regional Priority List. The TAC will solicit public comment from interested parties on the draft MTIP. Public comments will be addressed and considered in the adoption of the MTIP.
6. The public comments will be assembled and presented to the Cabarrus-Rowan TAC.
7. Amendments to MTIP will be available for public review and comment, if they make a major or substantial change to the MTIP. The NCDOT has identified a delineation between STIP Amendments and Modifications and issued guidelines to address each category . The Cabarrus-Rowan MPO wishes to incorporate the language from these guidelines into their own MTIP amendment procedures. A major change in the MTIP is considered the addition or deletion of a project that is regionally significant and in the first 4 years of the TIP or can affect fiscal constraint in the STIP or LRTP. Additional public comment on project additions or deletions that do not meet any of these 3 criteria may be sought at the discretion of the TAC by majority vote. Administrative modification is a streamlining process recommended in a recent FHWA/FTA/NCDOT Joint STIP Review and do not require documentation of public review or comment, re-demonstration of fiscal constraint, or a transportation conformity determination.
8. Written public comments and their responses will be published as an appendix to the final MTIP.

MTIP Amendments:

- Change in project cost beyond a predetermined threshold; increases in highway projects that exceed both $2 million and 20% of the original cost and may affect fiscal constraint

- Change in federally-funded or state-funded regionally significant transit, bicycle or pedestrian project that exceeds either $1 million or 20% of the project cost
- Any addition or deletion of a federally funded or state funded regionally significant project or project schedule shifts that move ROW, major capital acquisitions, or construction authorization dates either in or out of to the first 4 years of the TIP
- Project schedule shifts in years 1 through 4 that move project completion dates across Horizon Years as determined by the Metropolitan Transportation Plan
- Project schedule shifts to incorporate the project from an out-year into the current (four-year) TIP
- Change in the project design or scope that significantly changes the termini or project type, purpose, or number of through lanes on a non-exempt (for transportation conformity purposes) project
- Any addition, deletion or significant modification of non-traditional funding sources to a project (Nontraditional sources include state bonding and/or private participation)
- Public comment on project additions or deletions of less than $1 million may be sought at the discretion of the TAC by majority vote.

MTIP Modifications

When a MTIP change is not substantial enough to trigger a MTIP amendment, a MTIP administrative modification takes place. A public hearing and 30-day public notice is not required for a MTIP administrative modification; however there will be a public comment opportunity provided at the TAC meeting where the MTIP modifications are being adopted. A MTIP administrative modification takes place under one of the following criteria:

- Any change to projects in years 5 or later
- Minor change to project descriptions, scopes, sponsor funding
- Minor cost increases in highway projects that do not exceed both $2 million and 20% of the original project cost
- Addition or changes to locally-funded bicycle or pedestrian projects in the MTIP
- Schedule changes that move project authorization dates within the first 4 year MTIP time window and do not affect local air quality conformity findings
- Funding source changes between traditional funding sources (i.e. substituting available Congestion Mitigation Air Quality (CMAQ) funds for FTA section 5307 formula transit funds)
- Projects approved for Emergency Relief funds do not generally have to be included in the MTIP, so any changes made for emergency projects may be considered minor modifications.

Prioritization List

The TCC will develop a draft prioritization list from the local project priorities of the MPO jurisdictions using the approved local ranking criteria and point assignments process. Public participation for the prioritization list will include:

- Public input will be sought in the development of the prioritization criteria and local point assignments for regional and division level projects through the Strategic Transportation Initiative (STI)

- The draft prioritized list will be available for public comment for 28 days prior a final prioritization list approval by the TAC. The prioritization list will be submitted to the NCDOT for fiscal constraint prior to the release of the draft STIP.

Comprehensive Transportation Plan (CTP)

Additional public involvement at key decision points may include:

- Formulation of vision, goals and objectives
- Coordination of socio-economic and demographic projections with land use planning agencies

Public Participation Policy Updates

An important step in public involvement is evaluating the effectiveness of the policy and outreach activities in order to ensure a full and open involvement process. The CR MPO shall periodically review the overall effectiveness of the public involvement process in order to ensure that the process is providing meaningful citizen input. The public involvement policy is a work in progress and strives to improve CR MPO's efforts toward increasing public awareness and involvement in transportation planning. The CR MPO initially used a Public Involvement Survey, which was distributed in the fall of 2007, to gauge the public's satisfaction with the public involvement process. (The Public Involvement Survey is included as **Appendix C**.) Surveys will be developed to determine the success of public outreach methods and to judge how responsive they are in providing public input in the transportation decision-making process will be ongoing. Strategies and measures to evaluate public involvement effectiveness will rely on information gathered through surveys and data readily available to MPO staff. The CR MPO public involvement policy will be evaluated on a short and long-term basis.

Short Term

At every public involvement event, participants will be asked to evaluate the activity or opportunity. MPO staff will ask how the public found out about this opportunity and solicit feedback on the effectiveness of it or any suggestions for improvement. The MPO will develop public involvement objectives or strategies for evaluating the effectiveness of the public participation policy and track changes in public input and outreach or identify areas for improvement.

Long Term

The Public Involvement Policy must be reviewed at least every 4 years and updated in coordination with the development of the MTP.

Measures of Effectiveness and Biennial Evaluation Survey

Evaluation is a key component of any successful plan. Both short and long term evaluations ensure that the appropriate revisions to the public involvement approach are being recognized and addressed by the CR MPO. The objectives, strategies and measures below will be tracked by the MPO. The sources of data for these measures are meeting and attendance logs, surveys distributed at public meetings and events, records of public comments, and data on the total and unique number of hits on the MPO's website. Following these evaluations, it is possible that some public involvement activities will be refined, revisited, or discontinued. It is the philosophy of the CR MPO to strengthen the relationship with the public through these periodic evaluations and to report on the measures of effectiveness on a biennial basis.

Objective – Hold Regularly Scheduled and Advertised Meetings Open and Accessible to the General Public

Strategy	Measures
All MPO Meetings, times, agendas, and locations will be publicly noted in newspapers and online	Overall increase in meeting attendance Increase in number of attendees who are first time
MPO meetings will be held in ADA compliant locations accessible to transit or near traditionally underserved communities	% of meetings that are handicapped accessible % of meetings that are within ¼ mile of transit Overall increase in participation from transit riders, physically challenged or underserved communities
Incorporate specialized surveys and questionnaires in meetings and events where appropriate	% increase in recipients who responded to the survey or questionnaire

Objective – Seek Out Traditionally Underserved Communities

Strategy	Measures
Staff will provide presentations to community groups and provide one-on-one small group dialogue throughout the MPO to discuss process and projects	% increase in minority community and underserved participants in MPO outreach efforts. Geographic distribution of meeting attendees and comments
Identify communities with higher concentrations of under-served populations, develop relationships with community and religious leaders and hold workshops and meetings in these communities	Overall increase in participation by minority and underserved communities.

Objective – Engagement through a Variety of Outreach Activities to Maximize Public and Agency Input

Strategy	Measures
Provide opportunities through the website for people to access plans and have input into transportation plan or project decision-making	Overall increase in on-line comments
Schedule at least two community presentations or meetings per year in the evening and at locations out in the community.	Overall increase in telephone, email, and public inquiries about MPO programs and plans Increase in small municipalities and rural attendee participation.
Explore new tools and techniques through social media engagement and visualization	Overall increase in comments and survey responses
Partner with agencies to broaden MPO awareness and maintain information to ensure planning continuity	Overall increase in meetings with other agencies on MPO related topics % Increase in public inquiries about MTP and other plans

Limited English Proficiency Plan (LEP)

The CR MPO LEP plan provides public outreach to comply with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (2000) and is included in this plan by this reference. In addition, the Cabarrus Rowan MPO will use special strategies in special situations for engaging low-income, low-literacy, or limited-English-proficiency populations, including but not limited to the following:

- **Identifying LEP populations**
  Areas within the CR MPO with high LEP populations will be identified and provided with specialized staff and materials for planning sessions or events.
- **Translation Services**
  Interpretation assistance should be made available where possible and be as seamless as possible.
  Create a list of staff translators serving CR MPO on an ad hoc basis.
  Provide written materials translated into appropriate languages with general information and directions until an interpreter can be located.

Prepare documents, flyers, notifications, agendas, etc. in the language know by the LEP population. Phone notices for public input should be provided in the language of the known LEP population

- **Evaluation of LEP services**
  Distribute translated evaluation cards for feedback from LEP persons at meetings and CR MPO offices.

Appendices

Appendix A – Glossary, Federal Requirements and Key Acronyms

ADA – Americans with Disabilities Act; Federal legislation passed in 1990 prohibiting discrimination on the basis of disability. The act requires all transportation facilities and services must be accessible to individuals with physical handicaps.

- **Rehabilitation Act of 1973, Section 504 -** Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that receives Federal financial assistance.
- **Rehabilitation Act Amendments of 1998, Section 508 -** Section 508 states that Federal agencies must ensure that electronic and information technology is accessible to employees and members of the public with disabilities to the extent it does not pose an "undue burden."

CAAA – Clean Air Act Amendments of 1990; The original Clean Air Act from 1963 was revised in 1970, instituting the national air pollution control program. The 1990 Clean Air Act Amendments are the most far-reaching revisions of the 1970 law and include transportation conformity.

Charrette – A meeting to resolve a problem or issue. Within a specified time limit, participants work together intensely to reach a resolution.

Enhanced Mobility of Seniors and Individuals with Disabilities (FTA Section 5310)

The Federal Transit Administration (FTA) Section 5310 grant program, formerly called New Freedom, supports additional transportation service options to Americans with disabilities to overcome barriers to employment and seeks to expand the transportation mobility options available to people with disabilities beyond the requirements of ADA.

FAST Act – Fixing America's Surface Transportation

The FAST Act continues the public involvement requirements of MAP-21 and emphasizes the public involvement with Planning and Environmental Linkages and incorporates new stakeholders including Intercity Bus and Public Ports as public entities. The Act reinforces the emphasis on performance based approach to planning and programming and includes two new planning factors dealing with resiliency and creative stormwater mitigation strategies

JARC – Job Access Reverse Commute (FTA Section 5307)

The JARC program was established to address the unique transportation challenges faced by low-income persons seeking to obtain and maintain employment.

LEP – Limited English Proficiency - Federal regulations define Persons with Limited English Proficiency as individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit in federally-funded programs and activities.

MAP-21 – Moving Ahead for Progress in the 21st Century

MAP-21 regulations require that an opportunity for public involvement be provided throughout the planning process. Metropolitan area plans include a public participation plan, with a minimum public comment period of 45 days required when a public participation plan is updated. Specific provisions should give affected parties a reasonable opportunity to comment on transportation plans. These parties include, but are not limited to, those identified as stakeholders.

NEPA – National Environmental Policy Act of 1969; An Act to establish a national environmental policy to provide for the establishment of a Council on Environmental Quality, and to promote efforts to prevent or eliminate damage to the environment and biosphere and stimulate the health and welfare.

Nonattainment Area – An urbanized area which does not meet federal air quality standards defined in the Clean Air Act.

Public participation – The active and meaningful involvement of the public in the development of transportation plans and programs.

SAFETEA-LU - The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users Enacted August 10, 2005, SAFETEA-LU expanded the list of interested parties to be engaged during public participation (see "stakeholders" below). Provisions of SAFETEA-LU expanded consultation and cooperation with Federal, State, Local and Tribal agencies responsible for land use, natural resources and other environmental issues and promoted consistency of transportation plans with state and local planned growth and economic development patterns during the adoption of long and short-term plans. Additional requirements included methods to better communicate transportation plans with the general public by the use of visualization techniques and the integration of transportation and air quality planning in the areas designated by the U.S. Environmental Agency (EPA) as non-attainment or maintenance areas.

Stakeholders

An individual or organization involved in or affected by the transportation planning process. In order to create and implement transportation plans with long-lasting benefits, appropriate stakeholders must be identified. In accordance with MAP-21, stakeholders will include "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, representatives of the disabled, and other interested parties". Citizens include the general public, environmental health, neighborhood, citizen, and civic organizations, and traditionally underserved communities such as people with disabilities, and /or low-income, minority, and elderly.

TAZ – Traffic Analysis Zone; The unit of geographic area, generally small and with similar development characteristics, used in travel demand modeling.

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-1) - Title VI of the 1964 Civil Rights Act states, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to the discrimination under any program or activity receiving federal financial assistance. The Executive Order issued on Environmental Justice in 1999 further amplifies Title VI by providing that "each federal agency shall make achieving Environmental Justice part of its mission by identifying, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." The Executive Order requires all federal agencies to establish internal policies to meet the requirements of Environmental Justice.

- **Executive Order 12898** requires federal agencies and their sub recipients achieve environmental justice as part of its mission. MPOs must identify and address as appropriate disportionately high and adverse human health or environmental effects, including interrelated social and economic effects of its programs, policies, and activities on minority populations in the United States.
- **Executive Order 13166** requires public outreach to include people of limited English proficiency. Combined with nondiscrimination statutes, meaningful access would extend to people who cannot

read and understand what is read: thus the need to include outreach to low-literate populations is needed as well. MPOs must work to provide "meaningful access" to their limited English proficiency applicants and beneficiaries.

Urbanized Area – An urbanized area is a statistical geographic entity designated by the Census Bureau, consisting of a central core and adjacent densely settled area that contain at least 50,000 people with an overall population density of at least 1,000 people per square mile.

Visualization – The formation of visual images to describe information. Examples of visualization techniques include sketches, drawings, artist renderings, physical models and maps, simulated photos, videos, computer modeled images, interactive mapping, photo manipulation and computer simulation.

Sources:

- Atlanta Regional Commission, **CITIZEN'S GUIDE TO REGIONAL LAND USE & TRANSPORTATION PLANNING**, 2005
- Federal Highway Administration, **TRANSPORTATION CONFORMITY REFERENCE GUIDE**, 2006
  Federal Highway Administration, **VISUALIZATION IN PLANNING**, 2006

• Key Acronyms and Technical Terms Defined

Acronym or Term	Description
Conformity Analysis	Demonstration that when the projects planned in the MTIP and MTP are implemented the area will not exceed allowable motor vehicle emissions budgets.
Conformity Finding	Statement that the projects contained in the MTIP are essentially consistent with those listed in the MTP and that no new Conformity Analysis is needed to account for noted differences.
CMS	Congestion Management System. A program of strategies for monitoring, evaluating, and addressing traffic congestion. Required for Transportation Management Areas.
CMAQ	Congestion Mitigation and Air Quality Improvement Program. A federal highway fund category for projects intended to improve air quality.
CTP	Comprehensive Transportation Plan. A multimodal plan of maps of the MPO area that is not financially constrained and developed in consultation with NCDOT.
DENR	North Carolina Department of Environment and Natural Resources.
Emissions Budget	See Conformity Analysis.
EIS	Environmental Impact Statement. Technical review of impacts caused by a project on the environment. Required by NEPA.
EPA	United States Environmental Protection Agency.
FHWA	Federal Highway Administration (US Department of Transportation).
FTA	Federal Transit Administration (US Department of Transportation).
HTF	North Carolina State Highway Trust Fund.
MAB	Metropolitan Area Boundary. The boundary of the area within the transportation planning jurisdiction of an MPO.
MTIP	Metropolitan Transportation Improvement Program. Current MTIP covers FY 16-25, took effect October 1, 2015.
MTP	Metropolitan Transportation Plan. Long Range Plan for all modes of transportation and federal requirement. Last MTP was locally adopted on April 23, 2014.

Acronym or Term	Description
NEPA	National Environmental Policy Act. Federal law that requires consideration of environmental impacts for all major expenditures of federal funds.
RABA	Revenue Aligned Budget Authority. A budget-balancing provision of the FAST Act.
Section 104(f) PL	Funds distributed through the Federal Highway Administration for transportation planning tasks.
Section 5307	Funds distributed through the Federal Transit Administration for public transportation capital assistance, operating assistance, and planning needs.
SIP	State Implementation Plan. The modeling analyses and the state and federal regulations demonstrating that the air in an area will meet National Ambient Air Quality Standards.
STIP	State Transportation Improvement Program—FY 16-25. STIP was adopted in June 2015.
STP-DA Funds	Statewide Transportation Planning funds that are Directly Apportioned to a TMA.
TEA-21	Transportation Equity Act for the 21st Century. Current federal highway funding legislation.
TMA	Transportation Management Area: an urbanized area over 200,000 in population. The Cabarrus-Rowan MPO has been classified as a TMA beginning with the 2000 Census.
TPB	The NCDOT Transportation Planning Branch, formerly Statewide Planning Branch.
UA or UZA	Urbanized Area. The census-defined boundary that is the basis for establishing an MPO.
UPWP	Accounting document for use of planning grant funds; lists approved activities that these funds may reimburse. The UPWP guides transportation planning activities for the year.

Appendix B – Public Outreach Toolkits

The following tools are listed to provide a range of methods to more effectively engage the public in the transportation planning process. Not all of these tools are required, but should be considered as part of the public participation efforts of the Cabarrus Rowan MPO (CR MPO).

Non-Participating Minority and Low-Income Populations

Public Outreach activities will include efforts to involve traditionally underserved groups (i.e., minorities, elderly, low-income persons) in the transportation planning process. These efforts may include, but not be limited to, the following:

- Identifying areas in the CR MPO region with concentrations of minority, elderly, and low income populations;
- Including organizations that deal directly with minority groups on the Stakeholder List;
- Posting notification and/or holding meetings and open houses in county health departments, senior centers, major retail centers and public schools;
- Publishing notification of meetings, public hearings, and open houses in Spanish.

Outreach and Education Program

Public involvement is at its best when the general public is thoroughly informed of the issues surrounding a project. Outreach also includes informing the public and other agencies about the roles and responsibilities of the MPO. When necessary, the MPO will develop outreach and educational programs to inform various parties of the public involvement process for a particular project or to provide technical framework. English and Spanish materials will be a part of this program.

Outreach Professionals

To promote increased levels of public participation, the MPO will collaborate with outreach professionals with long-standing relationships with target communities that are aware of the various concerns expressed by the citizens they represent.

Reverse Flow

In order to reverse the traditional flow of information, interested parties or groups could be invited to make presentations to the TAC, TCC, or other policy boards.

Newsletters

The MPO will provide information to be included as part of a newsletter to keep the general public and agencies informed of MPO activities and public involvement opportunities. The newsletter is distributed through e-mail on an "as needed" basis.

Data Storage Devices

It is the policy of the CR MPO to make project or plan documents available to individuals on CD, DVD, portable USB drive, or other media formats upon request.

Advertisements, Press Releases and Media Outlets

The CR MPO will post advertisements and press releases in newspapers, on radio and television stations including municipal government channel, at community centers, YMCA and YWCA locations, major retail centers, public schools, churches, and agencies that work with the non-English-speaking population, based on a project's location and impacts.

Briefings and Presentations

Briefings and presentations will be used as a method of delivering information to the public, key individuals, civic groups, professional organizations, neighborhood associations, and other groups about

the regional transportation planning process and transportation plans. Elected officials, business leaders, the media, regional groups, or special interest groups can participate. Briefings usually involve issue-focused communication and are held at critical times in plan development or project schedule.

Workshops

Informational workshops designed to educate participants on specific topics, such as air quality, associated with the transportation planning process provide a means for allowing participants to express their ideas and concerns in an informal setting. Information workshops will be conducted on an as needed basis.

Focus Groups

Focus groups allow the MPO to directly collect feedback from the general public. The MPO may also gather small groups of citizens or residents of affected project area neighborhoods to create focus groups that will provide feedback regarding a specific topic or transportation plan.

Surveys and Response Sheets

Surveys allow the MPO to directly collect feedback from the general public. Strategies for disseminating surveys will consider differences in language and technology access among affected citizens. Some methods may include inserting surveys in social media announcements, providing links to surveys on government websites, and having available comment sheets at public events and hearings.

Site Visits/Tours

It is recommended that the MPO utilize site visits when possible. Site visits are trips taken by community residents, officials, agencies, and consultants to proposed or actual project areas, corridors, impacted areas, or affected properties. Site visits show the physical environment of a proposal, give participants a common frame of reference, and help people understand each other's point-of-view. Site visits also improve media coverage and accuracy of reporting, and can help gain credibility for the agency by going into the community.

Open Houses

Open houses provide an informal setting for the public to access general information on the transportation planning process. Open houses have no fixed agendas and no formal presentations. The MPO technical staff would be on hand to answer questions and provide details on a one-on-one basis. Open houses may precede public meetings.

Neighborhood Meetings

The MPO may consider the use of neighborhood meetings, usually in conjunction with neighborhood association planned events. While not applicable for all types of plans or projects, a neighborhood meeting can be very effective at maximizing two-way communication in a relaxed setting.

Web-Based Meetings

The CR MPO may use online webcasts, wikis, and community forums to augment face-to-face meetings. The MPO may also explore the use of podcasts of MPO minutes or highlights of meetings.

Charrettes

A charrette, a meeting to resolve a specific problem or issue, may also be a useful public participation technique. Within a specified time limit, participants work together intensely to reach a resolution. The sponsoring agency usually sets the goals and time limit and announces them ahead of time. A leader's responsibility is to bring out all points of view from concerned local residents as well as agency representatives and experts. The usual components of a charrette include issue definition and analysis; data collection; small group development of alternatives; and presentation and consensus on final solution.

Advisory Committees

The MPO may use advisory committees to increase public participation in and ownership of the transportation planning process. These committees could include citizens or interest groups that would meet to discuss transportation issues or project-specific topics when needed.

Interagency Consultations

The MPO consults with officials and agencies that are affected by transportation decisions to gather input and coordinate between the MPO and planning underway by others. The MPO consultations include air quality conformity processes, notification of the development of certification documents, as well as requests for reviews and comparisons of information during the development of the MTP such as state and local planned growth, economic development, environmental protection, historic resources, airport and rail operations, freight movements, and federal land management.

Website

The CR MPO website is a tool that provides timely information to the public. Interested parties have the ability to review all MPO documents, technical information, access updates on the status of specific plans and projects, as well as make public comments. An online calendar provides dates of upcoming meetings and public involvement opportunities. Anyone can access the DOT website at WWW.CRMPO.ORG.

Social Media

The MPO seeks to use all available forms of media in an effort to increase public involvement. Strategies to encourage public input may include social marketing mediums such as Facebook, Twitter and blogs and efforts to include them will be made when deemed appropriate. The MPO will consider using an online project journal (blog) and podcasts for projects where progress updates will be frequent and important in sustaining momentum.

TAC and TCC Meetings

Formal MPO business is conducted during TAC and TCC meetings. MPO TAC and TCC meetings allot time for public comment at the beginning of the meeting. These public comments are documented and become a part of the meeting minutes. In the event that an individual seeks to address a specific agenda item, they may contact the MPO prior to the meeting to comment on that specific agenda item. The chair has the discretion to address anyone wishing to speak on a particular agenda item whose name is not on the list previously mentioned. In the event that the public is unable to make comments during a meeting time, comments may be submitted in written or electronic form.

Related Outreach Conducted by Individual MPO Members

The MPO agencies and municipalities conduct public participation activities related to MPO activities and their particular agency and program needs. Agencies are encouraged to coordinate their outreach plans, when possible, with MPO events to consolidate public involvement activities.

Appendix C – Public Involvement Survey

Cabarrus-Rowan Metropolitan Planning Organization

May 2017: Cabarrus-Rowan Metropolitan Planning Organization (CR MPO) is seeking input on Public Involvement from Cabarrus and Rowan County citizens. The survey will be used to determine the best methods for CR MPO to effectively share information and consult with the public. The information from this survey will be used in modifying the comprehensive Public Involvement Policy for citizens throughout the Cabarrus-Rowan Metropolitan Area.

Public Involvement Survey

1. What portions of transportation planning interest you?
   Check as many as apply.
   - ✎ Roads and Highways
   - ✎ Traffic Congestion
   - ✎ Public Transportation or Transit
   - ✎ Bicycle and Pedestrian
   - ✎ Other _____
   - ✎ Trucking and Freight
   - ✎ Railroad
   - ✎ Environmental Concerns
   - ✎ Aviation

2. Have you participated in transportation planning public meetings in the past?
   - ✎ Yes
   - ✎ No

3. When do you tend to become involved in transportation-related issues?
   - ✎ I am never involved
   - ✎ When the project interests me
   - ✎ When the project affects me
   - ✎ I am highly involved

4. Which of the following affects your level of participation?
   - ✎ I regularly participate
   - ✎ I do not receive enough information to participate
   - ✎ The events are not accessible
   - ✎ Other _____
   - ✎ The times are inconvenient
   - ✎ I do not think participation is useful

5. How do you find out about public meetings and workshops?
   Check as many as apply.
   - ✎ Newspaper
   - ✎ Direct mailing
   - ✎ Poster or Flyer
   - ✎ Other _____
   - ✎ Internet
   - ✎ E-mail
   - ✎ Telephone

6. How much time is necessary for public review and comment for updates and major amendments to all primary transportation plans/programs for which the MPO is responsible?
   - ✎ 7 days
   - ✎ 15 days
   - ✎ 30 days
   - ✎ 45 days
   - ✎ 60 days
   - ✎ Other _____

7. Please select your preferred method of communicating with CR MPO.
   - ✎ Phone a CR MPO employee
   - ✎ Meet with a CR MPO employee
   - ✎ E-mail CR MPO
   - ✎ Other _____
   - ✎ Mail a letter to CR MPO
   - ✎ Comment at public hearing or meeting

CONTINUING – COMPREHENSIVE – COOPERATIVE – TRANSPORTATION PLANNING

Cabarrus-Rowan Metropolitan Planning Organization

Public Involvement Survey (Continued)

8. Are you satisfied with CRMPO's efforts to solicit public participation?
   - Very Satisfied
   - Satisfied
   - Unsatisfied
   - Very Unsatisfied
   - Don't Know

9. Should public comments be included in the final plan document?
   - As written with the name of submitter
   - Summarized with no names included
   - Both
   - Neither

10. How should the Cabarrus-Rowan MPO release public comments (Mark all that apply)?
    - In public comment section of Final Plans/programs/projects
    - Available at MPO meetings
    - Documented and available for review as requested, but not included in final plans
    - Available on the MPO web site
    - Available at public meetings
    - Other _____

Contact Information:

Name _____

Address _____

_____

Phone _____

Email _____

Please provide the name and contact information of any group, committee, or individual you feel would be interested in completing this survey.

Name _____

Contact _____

Thank you for taking time to complete this survey. If you have any comments or questions, please contact the CR MPO.

Cabarrus-Rowan Metropolitan Planning Organization

Attn: Phil Conrad
164 Edgewater Drive
Concord, NC 28027

704-795-7528
pconrad@mblsolution.com
www.crmpo.org

CONTINUING – COMPREHENSIVE – COOPERATIVE – TRANSPORTATION PLANNING

Appendix D – Media Contacts

NEWSPAPERS

Salisbury Post
(704) 797-4286

Independent Tribune
(704) 789-9105

TELEVISION STATIONS

WBTV
(704) 374-3500

WCNC
(704) 329-3636

WSOC
(704) 338-9999

WUNG
(919) 549-7000

WJZY
(704) 398-0046

WAXN
(704) 338-9999

RADIO STATIONS

WFDD
(336) 758-8850

WFAE
(704) 549-9323

WEND
(704) 714-9444

WTIX
(704) 633-0621

WSAT
(704) 633-0621

WRNA
(704) 857.1101

WMFR/WSJS
(336) 777-3900

LIBRARIES

South Rowan Regional Library
China Grove, NC
(704) 216-7727

Rowan Public Library - East Branch
Rockwell, NC
(704) 216-7838

Rowan Public Library: Headquarters
Salisbury, NC
(704) 216-8228

Spencer Public Library
Spencer, NC
(704) 636-9072

Cabarrus County Public Library
Concord, NC
(704) 920-2050

Kannapolis Branch Library
Kannapolis, NC
(704) 920-1180

Harrisburg Branch Library
Harrisburg, NC
(704) 920-2080

Mt Pleasant Branch Library
Mt Pleasant, NC
(704) 436-2202