

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Public Involvement Plan Procedure - Consider Action	7/23/02	5

RECOMMENDATION

It is recommended that the Board authorize initiation of the 45-day review of the Draft Public Involvement Update.

SUMMARY

Federal regulations require that Metropolitan Planning Organizations (MPO) develop public involvement procedures and update them every three years. The Board last adopted the Public Involvement Procedures for Transportation Planning in December 1998. The purpose of this document is to promote public participation and interagency consultation in the comprehensive transportation planning process.

DISCUSSION

During the process of updating the public involvement procedures, the RTPA staff has formularized written statements of policy, goals and objectives to ensure the on-going effectiveness of the practice.

The plan contains the following written policies:

1. The MPO shall actively engage the public in the transportation planning process, according to the policies contained in the Public Involvement Plan and State and Federal law.
2. The MPO shall keep the public informed of on-going transportation related activities on a continuous basis.
3. The MPO shall encourage the involvement of all Shasta County citizens in the transportation planning process.
4. The MPO shall strive to continuously improve public involvement.

The written objectives for this important function formulizes the needed documentation of our efforts, to maintain the Internet Web site on a continuous update cycle, maintain an up-to-date list of contacts, produce a newsletter for distribution, and target all the stakeholders in the process, including but not limited to underserved and underrepresented populations.

The plan is annually evaluated to enhance public participation and evaluate the programs effectiveness. The written objectives provide a more systematic means to document the review process.

ALTERNATIVES

The Board could choose not to update the current practice. Staff does not recommend this because it is a federal requirement to update this practice every three years.

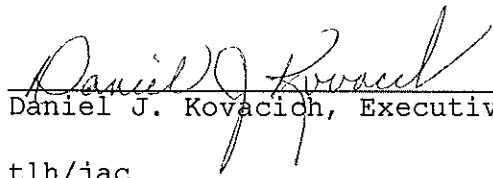
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OTHER AGENCY INVOLVEMENT

Caltrans District 2, Shasta County, the cities of Redding, Shasta Lake and Anderson and the Redding Area Bus Authority have all been consulted via memos and TAC meetings.

FINANCING

The funding for development of this practice and the monitoring of goals and objectives are budgeted in the OWP, under Element 709 OWP Development/Interagency Coordination.



Daniel J. Kovacich, Executive Officer

tlh/jac

Attachment: Public Involvement Procedures For Transportation Planning

**PUBLIC INVOLVEMENT PROCEDURES
FOR
TRANSPORTATION PLANNING**

draft

2002

**SHASTA COUNTY REGIONAL
TRANSPORTATION PLANNING AGENCY**

**PUBLIC INVOLVEMENT PROCEDURES
FOR
TRANSPORTATION PLANNING**

**SHASTA COUNTY REGIONAL TRANSPORTATION PLANNING
AGENCY**

July 2002

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In Cooperation with:

City of Redding
City of Anderson
City of Shasta Lake
Shasta County
Redding Area Bus Authority
Caltrans District 2
Shasta Senior Nutrition Programs (Shasta County CTSA)

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1. INTRODUCTION

This document is an update of the 1998 Public Involvement Plan which outlined the Shasta County Regional Transportation Planning Agency's (RTPA) policy of promoting public participation and interagency consultation in the comprehensive transportation planning process. It contains the policies, guidelines and procedures Shasta County RTPA will use to ensure public involvement in the development and approval of various transportation plans, programs, and environmental reviews.

2. LEGAL REQUIREMENTS

2.1 THE BROWN ACT

California Government Code Section 54950-54962, commonly known as the Brown Act, requires that actions of California agencies be performed in full view of the public and that opportunities be provided for public input. Requirements of the Brown Act also apply to any committee or other subsidiary body of a local agency, whether permanent or temporary, decision-making or advisory, which is created by such a governing board. The Brown Act sets minimum standards for open meetings relative to access to public, location of meetings, notice posting, agenda distribution, and public input. The public agency may adopt reasonable regulations ensuring the public's right to address the agency, including regulations to limit the total amount of time allocated for public testimony.

2.2 TRANSPORTATION EQUITY ACT OF 1998 (TEA-21)

Public Involvement

The US Department of Transportation has issued Regulations [23 Code of Federal Regulations, Part 450.316(b)(1-5) and 450.212 (a-g) et seq] to guide the development of public involvement procedures to be used in the implementation of the Transportation Equity Act of 1998 (TEA-21). These regulations require that:

1. Public involvement procedures shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement of the public in developing plans and TIPs and meets the requirements and criteria specified;

In addition, the metropolitan planning process shall:

- o Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

- Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects;
- Provide reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs (TIP) and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
- Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs [in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan, TIP and major amendment(s)];
- Demonstrate explicit consideration and response to public input received during the planning and program development processes;
- Seek out and consider the needs of those traditionally under-served by existing transportation systems, including but not limited to low-income and minority households;
- When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. Environmental Protection Agency's conformity regulation, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;
- If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the Metropolitan Planning Organization (MPO) and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available;

- Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;
 - These procedures will be reviewed by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) during certification reviews for Transportation Management Areas (TMA), and as otherwise necessary for all MPOs, to assure that full and open access is provided to MPO decision-making processes;
 - Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans and programs and reduce redundancies and costs.
2. Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794, which ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation;
 3. Identify actions necessary to comply with the Americans With Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and U.S. DOT regulations "Transportation for Individuals With Disabilities" (49 CFR parts 27, 37, and 38);
 4. Provide for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers, and where appropriate city officials; and
 5. Provide for the involvement of local, State, and Federal environment resource and permit agencies as appropriate.

§ 450.212 Public involvement.

- a. Public involvement processes shall be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The processes shall provide for:
 1. Early and continuing public involvement opportunities

throughout the transportation planning and programming process;

2. Timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects;
 3. Reasonable public access to technical and policy information used in the development of the plan and STIP;
 4. Adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to action on the plan and STIP;
 5. A process for demonstrating explicit consideration and response to public input during the planning and program development process;
 6. A process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households which may face challenges accessing employment and other amenities;
 7. Periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all and revision of the process as necessary.
- b. Public involvement activities carried out in a metropolitan area in response to metropolitan planning requirements in § 450.322(c) or § 450.324(c) may by agreement of the State and the MPO satisfy the requirements of this section.
 - c. During initial development and major revisions of the statewide transportation plan required under § 450.214, the State shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation and other affected agencies, private and public providers of transportation, and other interested parties a reasonable opportunity to comment on the proposed plan. The proposed plan shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. Likewise, the official statewide transportation plan (see § 450.214(d)) shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.

- d. During development and major revision of the statewide transportation improvement program required under § 450.216, the Governor shall provide citizens, affected public agencies and jurisdictions, employee representatives of transportation or other affected agencies, private providers of transportation, and other interested parties, a reasonable opportunity for review and comment on the proposed program. The proposed program shall be published, with reasonable notification of its availability, or otherwise made readily available for public review and comment. The approved program (see § 450.220(c)) if it differs significantly from the proposed program, shall be published, with reasonable notification of its availability, or otherwise made readily available for public information.
- e. The time provided for public review and comment for minor revisions to the statewide transportation plan or statewide transportation improvement program will be determined by the State and local officials based on the complexity of the revisions.
- f. The State shall, as appropriate, provide for public comment on existing and proposed procedures for public involvement throughout the statewide transportation planning and programming process. As a minimum, the State shall publish procedures and allow 45 days for public review and written comment before the procedures and any major revisions to existing procedures are adopted.
- g. The public involvement processes will be considered by the FHWA and the FTA as they make the planning finding required in § 450.220(b) to assure that full and open access is provided to the decision making process.

2.3 CALIFORNIA TRANSPORTATION DEVELOPMENT ACT

(Calif. Public Utilities Code Sections 99200 et seq.)

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

99238. Each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232.

- a. The social services transportation advisory council shall consist of the following members:
 - 1. One representative of potential transit users who is 60 years of age or older.

2. One representative of potential transit users who is handicapped.
 3. Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
 4. Two representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.
 5. One representative of a local social service provider for persons of limited means.
 6. Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.
 7. The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).
- b. Members of the social services transportation advisory council shall be appointed by the transportation planning agency which shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, the transportation planning agency shall strive to attain geographic and minority representation among council members. Of the initial appointments to the council, one-third of them shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term. The transportation planning agency may, at its discretion, delegate its responsibilities for appointment pursuant to this subdivision to the board of supervisors.
- c. The social services transportation advisory council shall have the following responsibilities:
1. Annually participate in the identification of transit needs in the jurisdiction, including unmet transit needs that may exist within the jurisdiction of the council and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.

2. Annually review and recommend action by the transportation planning agency for the area within the jurisdiction of the council which finds, by resolution, that
 - A. there are no unmet transit needs,
 - B. there are no unmet transit needs that are reasonable to meet, or
 - C. there are unmet transit needs, including needs that are reasonable to meet.
3. Advise the transportation planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.
- d. It is the intent of the Legislature that duplicative advisory councils shall not be established where transit advisory councils currently exist and that those existing advisory councils shall, instead, become part of the social services transportation advisory council and shall assume any new responsibilities pursuant to this section.

99238.5

- a. The transportation planning agency shall ensure the establishment and implementation of a citizen participation process appropriate for each county, or counties if operating under a joint powers agreement, utilizing the social services transportation advisory council as a mechanism to solicit the input of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means. The process shall include provisions for at least one public hearing in the jurisdiction represented by the social services transportation advisory council. Hearings shall be scheduled to ensure broad community participation and, if possible, the location of the hearings shall be rotated among the various communities within the advisory council's jurisdiction. Notice of the hearing, including the date, place, and specific purpose of the hearing shall be given at least 30 days in advance through publication in a newspaper of general circulation. The transportation planning agency shall also send written notification to those persons and organizations which have indicated, through its citizen participation or any other source of information, an interest in the subject of the hearing.
- b. In addition to public hearings, the transportation planning agency shall consider other methods of obtaining public feedback on public transportation needs. Those methods may include, but are not limited to, teleconferencing, questionnaires, telecanvassing, and electronic mail.

2.4 AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990 (49 Code of Federal Regulations, Part 37) requires the involvement of the community, particularly those with disabilities, in the development and improvement of transportation services. All events held for programs or projects with Federal aid and open to the general public must be made accessible to everyone, including the disabled. Each transit operator that is required to submit a complementary paratransit plan must ensure public participation in the development of its plan, including at least the following: outreach, consultation with individuals with disabilities, opportunity for public comment, at least one public hearing, a special public hearing for phasing-in of paratransit service, and creation of an ongoing mechanism for the participation of individuals with disabilities in the continued development and assessment of services to persons with disabilities.

2.5 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The California Environmental Quality Act of 1970 requires a 20- or 30-day notice to the public of the opportunity to review negative declarations and a 30- or 45-day notice to review environmental impact reports, both prior to adoption or certification of the documents.

2.6 NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

The National Environmental Policy Act of 1969, as amended, is the basic national charter for protection of the environment. It establishes policy, sets goals and provides a means for carrying out the policy. NEPA requires that a Draft Environmental Assessment undergo a 45-day public circulation period.

3. BACKGROUND

3.1 DESCRIPTION OF SHASTA COUNTY

Shasta County is situated in northern California, at the north end of the Sacramento Valley. Largely mountainous, Shasta County is bounded on the north by Siskiyou County, the east by Lassen County, the west by Trinity County, and the south by Tehama County.

Shasta County contains approximately 3,898 square miles. The metropolitan area surrounding the cities of Redding, Shasta Lake, and Anderson contains approximately 8.3 percent of the County's area and 84 percent of the County's total population (according to the 2000 Census).

At the 2000 census, Shasta County had a population of 163,256 with a demographic profile as follows:

Non-Hispanic White	92.5%
Hispanic or Latino	5.5%
American Indian and Alaskan Native	4.8%
Asian/Pacific Islander	2.7%
Black or African American	1.1%
Other	2.5%

Shasta County had a population of 163,256 according to the 2000 Census report.

3.2 PUBLIC INVOLVEMENT IN THE PAST

A Technical Advisory Committee (TAC) has provided agency/staff input into all transportation plans, programs, and environmental reviews. This committee is comprised of staff from the public works and planning departments of the county and cities, Caltrans, Redding Area Bus Authority, and the Air Quality Management District.

4. POLICIES

The purpose of the TEA-21 provisions is to encourage greater public participation in the planning process. The intent is not to merely have the public review documents, but to encourage participation in plan and program development. Access should be provided throughout the process in order to allow the public input to be incorporated into the various plans, programs and studies at an earlier point in the process.

4.1 OPEN MEETING POLICY

During the transportation planning process, the Shasta County RTPA and its advisory bodies are required to hold open meetings in accordance with the Brown Act (see Section 2.1).

4.2 PUBLIC WORKSHOP POLICY

On certain high-profile projects or where controversy is anticipated, the Shasta County RTPA will hold Public Workshops.

4.3 PUBLIC INVOLVEMENT POLICY

Shasta County RTPA shall notify interested or affected members of the community who may be impacted by the plan or program through legal notices, meeting announcements, public service announcements, press releases, RTPA Newsletter, special mailers, e-mail, updates

on the RTPA Homepage, publications and agendas of committees, meetings and other opportunities to participate, as appropriate. Community members or organizations may include but are not limited to:

Elected officials	Business and Industry
Academic and Scientific communities	Environmental organizations
Native American Tribes of Shasta County	U.S. Dept. of Interior Bureau of Indian Affairs
Service organizations	Youth services groups
Operators of major modes of transportation	Health and handicapped organizations
Recreation groups	Airport authorities
Minority groups	Senior citizen groups
Appropriate private transportation providers	Local public and private transit operators
Local, state and Federal agencies	Traffic, ridesharing, and enforcement agencies

The Shasta County RTPA shall seek out and consider the needs of those traditionally under-served by existing transportation systems.

Public Involvement Goals, Policies and Objectives

Goal: To provide the public with thorough information on transportation planning services and project development in a convenient and timely manner.

Policy 1: The MPO shall actively engage the public in the transportation planning process according to the policies contained in this Public Involvement Plan and State and Federal law.

Objective 1.1: The MPO shall maintain an up-to-date list of contacts including at a minimum the following persons:

- a. Elected Officials
- b. Local Government Staff
- c. Transportation Agencies (port, airports, transit, etc.)

- d. Local Media
- e. Individuals expressing an interest in transportation planning activities.

Objective 1.2: The MPO shall, when feasible, mail meeting announcements/invitations to the MPO contact list or to targeted groups for upcoming activities.

Policy 2: The MPO shall keep the public informed of on-going transportation related activities on a continuous basis.

Objective 2.1: The MPO shall make all publications and work products readily available to the public via the Internet and the MPO staff office.

Objective 2.2: MPO staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of groups such as homeowners' associations with reasonable notice.

Objective 2.3: The MPO shall produce a newsletter for distribution to the MPO contact list.

Objective 2.3.1 The newsletter shall be published a minimum of four times each calendar year.

Objective 2.3.2 The newsletter should include, at a minimum, updates on current or recently completed projects, announcements of upcoming meetings, and contact information.

Objective 2.4: The MPO shall maintain an Internet web site.

Objective 2.4.1 The web site shall be continuously updated and maintained to provide the most current information available.

Objective 2.4.2 The web site shall, at a minimum, contain the following information:

- a. Contact information (mailing address, phone, fax, and e-mail)
- b. Current MPO and advisory committee membership
- c. Meeting calendars and agendas
- d. Brief descriptions of current projects
- e. Work products and publications (RTP, OWP, RTIP, etc.)
- f. Comment/Question form
- g. Links to related agencies

Policy 3: The MPO shall encourage the involvement of Shasta County citizens in the transportation planning process

Objective 3.1: Target audiences shall be identified for each planning study conducted by the MPO, including residents, business and property owners and those traditionally underserved and underrepresented populations, including but not limited to, low income and minority households, within the study area.

Objective 3.2: The MPO shall, whenever feasible, hold public meetings at a site convenient to potentially affected citizens.

Policy 4: The MPO shall strive to continuously improve a public involvement.

Objective 4.1: The MPO shall continuously evaluate public involvement techniques.

Objective 4.2: This practice shall be reviewed and adopted, with revisions if necessary, at least every three (3) years.

4.4 PHYSICAL ACCESS

In accordance with the Americans with Disabilities Act, the Shasta County RTPA shall hold all public meetings in wheelchair-accessible buildings.

Special provisions will be made available for hearing-impaired and vision-impaired community participants upon request.

5. ADVISORY COMMITTEES

5.1 CURRENT STATUS OF ADVISORY COMMITTEES

SSTAC, TAC, and WORKING GROUP - SSTAC and TAC would meet as often as required. A Working Group would be convened during the development phase of major transportation projects. The Working Group would actively participate throughout the project and would produce a plan or recommended action. TAC would review the Working Group's product and make a final recommendation.

5.2 COMMITTEE SELECTION/COMPOSITION

SSTAC - The RTPA shall appoint the nine Social Services Transportation Advisory Council members who are required to

represent various groups of under-served transit users as mandated. The members will serve staggered three-year terms as outlined in the Public Utilities Code 99238.

SSTAC will vote for a chairperson and vice-chairperson. Voting for chairpersons should take place each year at the first SSTAC meeting following the "Unmet Needs" hearings, but before the end of the year.

TAC - The Technical Advisory Committee (TAC) is made up of two members each from the staffs of Shasta County and the Cities of Redding, Shasta Lake, and Anderson, and one member each from Redding Area Bus Authority, Redding Airports, Shasta County Air Quality Management District and Caltrans -- as required by RTPA rules.

WORKING GROUP - Staff members of the cities and county plus impacted property owners, Fish and Game, U.S. Fish and Wildlife Services, law enforcement, FHWA, FTA, fisheries, property owners, Native Americans, SSTAC members, stakeholders and interested citizens would all be invited to participate in various Working Groups depending on the project. The composition of the Working Group for a particular project will be reviewed and approved by the RTPA Board.

As different projects may require different participants, there may be several separate Working Groups operating at once.

WORKSHOP - On projects that generate public interest, Workshops will be held. These will be noticed to the public, as outlined on page 10, and stakeholders of that specific project will be notified. The Workshop format will involve more interaction between participants. The role of the staff will be to monitor the meeting, convey information, and answer questions. Private citizens who attend the Workshops will be added to the mailing list for future meetings.

5.3 FUNCTION OF THE COMMITTEES

The Committees and groups will function as the primary public involvement advisory tools to the Regional Transportation Planning Agency. SSTAC will only offer recommendations during the "Unmet Transit Needs that Are Reasonable to Meet" findings.

When a recommendation is required, TAC, the Working Group and Workshops will take the following action:

- **WORKSHOP** - The information and comments that arise from the Workshop will be presented to the Working Group.
- **WORKING GROUP** - The recommendation will be taken to TAC.

- **TAC** - TAC will consider the recommendation of the Working Group while coming up with their own recommendation. TAC's recommendation will be taken before the RTPA Board. This committee reviews and evaluates all programs and projects for consideration by the Board, and provides its recommendations to the Board.

RTPA staff will provide technical expertise, mail information, oversee and take minutes at the meetings, and interact with the committee members. As an advisory committee to the RTPA, the Committees must be available to meet at the discretion of the RTPA and/or as required by law as outlined below:

- a) SSTAC is statutorily required to meet as necessary to provide recommendations to the RTPA on "Unmet Transit Needs that Are Reasonable to Meet."
- b) TAC and the Working Group (or Working Groups) and Workshops will meet as often as may be necessary to participate in the review process for the transportation plans, programs and studies listed. Special meetings of the Committees may be convened and the public notified (as outlined below) as needed in order to review environmental reports and other documents that appear periodically but in no predictable time frame. TAC meets at least once before every RTPA meeting to review significant projects prior to action by the RTPA Board. They provide staff technical expertise and recommendations.
- c) Ten days, or a minimum of 72 hours, before each meeting, a public notice will be placed in the legal advertising section of the Redding Record Searchlight daily newspaper. Agendas will be sent to each member of the Committees and others who have expressed interest.

6. ACCESS TO PLANNING INFORMATION

6.1 PUBLIC INVOLVEMENT TECHNIQUES

Public involvement is an on-going activity of the MPO, with several techniques occurring on a continuous basis. Public involvement is also an integral part of one-time activities such as corridor studies and regularly repeated activities such as the annual TIP process and Long Range Plan updates.

This section contains descriptions of public involvement tools currently used by the MPO.

MPO Web Site

Description: The site was established in 1999 with basic information about the MPO process, members, meeting times and contact information. Work products; such as the OWP, RTP, RTIP, FTP and TNA have been added to the site. The site has been expanded to include our *TRANSPORTER* Quarterly Newsletter, the RTPA Agenda and related attachments. The site provides many links to other transportation related sites from the local to state level. The site is continually maintained and updated by the MPO staff.

Activities: The site is used to promote regular and special meetings, planning studies, publications and work products. See site map at Appendix A for current information.

MPO Master List

Description: MPO staff maintains a master list of all contacts, both business and public, on a continuous basis. The list includes committee membership, mailing information, phone and fax numbers, and e-mail and internet addresses. The list is used for maintaining up-to-date committee membership lists, special interest groups and homeowners association contacts, and the newsletter mailing list. Membership lists generated using the list are provided to the public, municipalities and other agencies on request. The list is used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements.

Activities: The list is used to enhance other public involvement activities.

Legal Advertisements

Description: The Brown Act requires advertisement of any public meeting where a decision could be made or that may be attended by more than one elected official. The MPO regularly advertises the MPO, the TAC and the SSTAC meetings. The ads include the full text of the meeting agenda, including contact information.

Activities: Regular meetings, other public meetings, rule changes.

MPO Newsletter

Description: MPO Staff produces a newsletter, generally on a quarterly schedule, that is currently distributed to over 250 citizens, municipalities, media and other agencies. Citizens are added to the distribution list by their own request. Opportunities to request being added to the list occur during public meetings hosted by the MPO, on the MPO web site, and when citizens contact MPO staff. Each issue of the newsletter includes staff contact

information, upcoming meeting schedules, the MPO web site address, project highlights, and current planning project status reports.

Activities: The newsletter is used to promote regular and special meetings, planning studies, publications and work products.

Display Ads

Description: These ads are used to promote meetings that are not regularly scheduled, such as corridor study workshops. They are published in the local section of the newspaper in order to reach a larger audience than those that typically read legal ads.

Activities: Project specific meetings, workshops, open houses or hearings.

Direct Mailings

Description: Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards, but can be letters or fliers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups are targeted that may have an interest in a specific issue, for example avid cyclists may be targeted for greenways and trail projects.

Activities: Project-specific meetings, workshops, open houses, corridor studies, small-area studies, other planning studies or major activities.

Press Releases

Description: Formal press releases are sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.

Activities: Corridor or other planning studies, workshops, open houses, public hearings, and other MPO activities.

Project Workshops/Open-Houses

Description: These are public meetings that are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment.

Activities: Corridor studies, small-area studies, other planning studies, annual TIP and project priority process, certification review, Long Range plan updates and other major MPO activities.

Small Group Meetings

Description: During projects such as planning studies, meetings are held with small groups that have an interest in the project. Meetings could be with homeowners or neighborhood associations, civic groups, special interest groups, or other groups of affected or interested parties.

Activities: Corridor studies, small-area studies, other planning studies, and other MPO activities.

Public Hearings

Description: These are public meetings used to solicit public comment on a project or issue being considered by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body. They are recorded and transcribed for the record.

Activities: Corridor studies, PD&E studies, other planning studies and as needed for other MPO activities.

Posters and Flyers

Description: Posters and flyers are used to announce meetings and events and are distributed to public places such as City Halls, libraries and community centers for display. The announcement may contain a brief description of the purpose of the meeting, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

Activities: Corridor studies, small-area studies, other planning studies, regular and special MPO activities.

6.2 PLANS/DOCUMENTS

Documents at all stages will be available for viewing by the public at the Shasta County Department of Public Works. A copy of draft documents will be made available at the following locations, as appropriate:

Shasta Builders Exchange, Redding
Shasta County Library, Redding
Shasta County Library, Anderson
Intermountain Contractor's Association, Burney
Eastern Shasta County Regional Library, Burney
Shingletown Library
Shasta Lake Library
Post Offices in rural communities (when directly affected by proposed action)

6.2 ADVERTISING

The Redding Record Searchlight, the only local daily general circulation newspaper, and local weekly newspapers will be utilized as appropriate to attract regional participation.

LOCAL NEWSPAPERS

NAME	READERSHIP
Redding Record Searchlight P.O. Box 492397 Redding, CA 96049-2397 (530) 246-2626 FAX: 225-8212	Redding, Shasta County
Valley Post P.O. Box 1148 Anderson, CA 96007 (530) 365-2797	Anderson, Southern Shasta County
Shasta Lake Bulletin P.O. Box 8025 Shasta Lake, CA 96019 (530) 275-1716 FAX: 275-1699	Shasta Lake, Northwestern Shasta County
Mountain Echo P.O. Box 224 Fall River Mills, CA 96028	Fall River Mills, Burney, Eastern Shasta County
Intermountain News P.O. Box 1030 Burney, CA 96013 (530) 335-4533 FAX: 335-5335	Burney, Eastern Shasta County
Dunsmuir News P.O. Box 127 Mt. Shasta, CA 96067 (530) 926-5214 FAX: 926-4166	Dunsmuir, Northern Shasta County
Shingletown Ridge Rider News P.O. Box 210 Shingletown, CA 96088 (530) 474-3434 FAX: 474-3448	Eastern Shasta County

In addition, public service announcements may be provided to local television stations (KRCR TV, Redding) and local radio stations (KQMS, Redding and KAVA, Burney).

7. REVIEW OF PUBLIC INVOLVEMENT PROCEDURES

- The Public Involvement Procedures for Transportation Planning, and any significant future changes, shall be published and made available 45 days for public review and comment before final procedures are adopted.
- The public review process will be reviewed annually by the Shasta County Regional Transportation Planning Agency staff and tri-annually by the public.

APPENDIX "A"

REGIONAL TRANSPORTATION PLANNING AGENCY SITE MAP

8. PUBLIC INVOLVEMENT GUIDELINES

TRANSPORTATION PROJECTS AND ENVIRONMENTAL DECISIONS*												
	Public Involvement Actions	Special Studies	RTIP&FTIP Update	RTIP&FTIP Amendment	OWP	Negative Declaration	EIR	Public Involvement Plan	Bikeway Plan	RTP Update	RTP Amendment	"Unmet Needs" Findings
	Public Notice in Daily Newspaper											
	Meeting notices mailed											
	Public comments responded to											
	Meeting transcripts available											
	Significant changes Longer review											
	Public Hearing											
	Recommendation by Working Group											
	Draft Available for 30 days											
	Draft Available for 45 days											
	Display Ad											
	Public Workshop											
	State Clearing House Review											
	SSTAC makes Recommendation											
	Internet Site Updated											

* Public involvement requirements include but are not limited to the projects listed here

LEGEND	
Unnecessary	
Discretionary based on significance of project and public controversy	
Required by statute or RTPA policy	

REGIONAL TRANSPORTATION PLANNING AGENCY SITE MAP

[HOME PAGE](#)

MEETING SCHEDULE

- [Scheduled Meetings](#)

WHAT'S NEW?

- [SageStage](#)
- [2001 Regional Transportation Plan](#)
- [DBE Public Notice](#)
- [Have You Ever Wondered?](#)
- [Overall Work Program](#)
- [Local Rideshare Outreach Program](#)

MAPS

- [West Coast](#)
- [Northern California](#)
- [Shasta County](#)
- [County Airports](#)
- [Bicycle Corridors](#)

LINKS

- [Caltrans Congestion Mitigation and Air Quality \(CMAQ\) Web Page](#)
- [California Highway Conditions from Caltrans](#)
- [Union Pacific Railroad](#)
- [Amtrack Railroad](#)
- [California Historical Railroad Museum](#)
- [McCloud River Railway](#)
- [City of Anderson](#)
- [City of Redding](#)
- [City of Shasta Lake](#)
- [County of Shasta](#)

AGENDA

- [Public Hearing Notice of Latest Agenda](#)
- [Minutes of Prior Meeting](#)
- [Current and Archived Agendas](#)
- [Current and Archived Minutes](#)

AIRPORTS

- [RTP Aviation Element](#)
- [Redding Municipal Airport](#)
- [Benton Airpark](#)
- [Shingletown Airport](#)
- [Fall River Mills Airport](#)
- [County Airports](#)

BICYCLES

- [Nonmotorized Element](#)
- [Map of Bicycle Corridors](#)
- [Bicycle Groups](#)

BOARD

- [RTPA Board Members](#)

CMAQ

- [Final CMAQ Guidelines](#)
- [Caltrans Official Congestion Mitigation and Air Quality \(CMAQ\) Web Page](#)

LOCAL AGENCIES

- [City of Anderson](#)
- [City of Redding](#)
- [City of Shasta Lake](#)
- [County of Shasta](#)

NEWSLETTERS

- [Current TransPorter](#)
- [Archived TransPorters](#)

2002 FTIP

- [FTIP Amendment #4](#)

2002 RTIP

- [2002 Regional Transportation Improvement Plan](#)

2001 R T P

- 2001 Regional Transportation Plan
- 1998 Regional Transportation Plan

R A B A

- Transit and Paratransit Element
- Redding Area Bus Authority

STAFF

- RTPA Staff

STREETS

- Local Streets and Roads Element
- California Highway Conditions from Caltrans

TRAINS

- Passenger Rail Element
- Amtrack Railroad
- McCloud River Railway
- California Historical Railroad Museum
- Union Pacific Railroad

TRANSIT / RIDESHARE

- Transit for Shasta County

This page designed by Dan Little
for the
Regional Transportation Planning Agency

APPENDIX "B"

RESPONSES TO COMMENTS