

**CALVERT-ST. MARY'S
METROPOLITAN PLANNING
ORGANIZATION**

PUBLIC PARTICIPATION PLAN

April 20, 2015

**CALVERT-ST. MARY’S METROPOLITAN PLANNING ORGANIZATION
DRAFT PUBLIC PARTICIPATION PLAN**

TABLE OF CONTENTS

I. INTRODUCTION3

II. OVERVIEW3

 C-SMMPO Planning Documents3

III. ADVERTISEMENT OF MEETINGS AND ADOPTION OF DOCUMENTS4

IV. PUBLIC PARTICIPATION GOAL, OBJECTIVES, and ACTIONS5-7

 GOAL5

 OBJECTIVES.....5-7

 ACTIONS5-7

V. FORMS.....8-10

 Meeting Advertisement Record..... 8-9

 Comment Form.....9

 Website usage and Phone Call Form.....10

CALVERT-ST. MARY'S METROPOLITAN PLANNING ORGANIZATION (C-SMMPO) PUBLIC PARTICIPATION PLAN

I. INTRODUCTION

As a result of the 2010 U.S. Census, the Lexington Park – California – Chesapeake Ranch Estates Area was classified as an Urbanized Area. In accordance with the U.S. Department of Transportation requirements the Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO) was designated by Maryland Governor Martin O'Malley on December 31, 2013. The three members of the C-SMMPO are a member of the County Board from Calvert County (or designee), a member of the Commissioners of St. Mary's County (or designee), and a member from the Maryland Department of Transportation (MDOT). These three members are the C-SMMPO Council.

The Moving Ahead for Progress in the 21st Century Act (MAP-21, Public Law 112-11, July 6, 2012) requires the C-SMMPO to adopt and implement a public participation plan (this document) that establishes a proactive public involvement process. The public participation process provides information, timely public notice, public access to decisions, and early and continuing involvement of the public in developing plans in accordance with 23 CFR 450.316.

II. OVERVIEW

The C-SMMPO is required to comply with federal requirements relating to metropolitan planning as set forth in the Code of Federal Regulations. Federal regulations require the C-SMMPO to develop and implement a continuing, cooperative, and comprehensive transportation planning process (sometimes referred to as the 3C process).

C-SMMPO Planning Documents

In addition to the public participation plan, the C-SMMPO is required to adopt a Transportation Improvement Program (TIP), a Unified Planning Work Program (UPWP), and a Long Range Transportation Plan (LRTP).

Transportation Improvement Program (TIP): The TIP is a multi-year program (covering at least four years), consisting of federally-funded and regionally significant transportation improvement projects that are to be implemented in the designated metropolitan planning area. No transportation funds will be released to the C-SMMPO until the initial TIP is adopted. The TIP, which has to be approved annually by the C-SMMPO, is developed in cooperation with MDOT.

The TIP can be amended by the C-SMMPO when necessary. A 15 day public review and comment period is provided prior to the adoption of the TIP.

The Unified Planning Work Program (UPWP) is developed on an annual basis and includes the transportation activities being proposed for each fiscal year and the budget for performing these activities. The UPWP identifies the costs of each activity by funding source, and provides a narrative description of the activities undertaken each year. A 15 day public review and comment period is provided prior to the adoption of the TIP.

The Long Range Transportation Plan (LRTP) is the guide for transportation improvements in the C-SMMPO region over the next twenty five (25) year period. This plan is developed in conjunction with MDOT according to Federal Guidelines governing the development of transportation plans in metropolitan areas. The LRTP is required to be updated on a four (4) year cycle. A 45 day public review and comment period is provided prior to the adoption of the LRTP.

III. ADVERTISEMENT OF MEETINGS AND ADOPTION OF DOCUMENTS

Meetings of the C-SMMPO, and any subcommittees, and advisory committees will be advertised as required by applicable laws and in compliance with this public participation plan. Meetings will be held in Americans with Disabilities Act (ADA) accessible facilities that are accessible by public transit. Notice of meetings will include the statement:

“Any person requiring special arrangements related to the Americans with Disabilities Act shall notify the C-SMMPO no less than 72 hours prior to the date of the scheduled meeting so that necessary special arrangements can be made in order to facilitate participation.”

The C-SMMPO’s adoption process for the public participation plan must be publicly advertised and allow for public review and comment. The counties will review their lists of public interest groups and these groups will be given an opportunity to participate at an early stage in the development of planning documents produced by the C-SMMPO, including, in particular, the LRTP, the UPWP, and the TIP. In addition, these groups will be sent a notice of the initial meeting of the C-SMMPO and also notice of where to find a copy of this Plan for comment and input. Individuals and groups on the C-SMMPO’s contact list may request to be removed by contacting the C-SMMPO.

IV. PUBLIC PARTICIPATION GOAL, OBJECTIVES, & ACTIONS

The following goal, objectives, and actions are designed to encourage public participation and provide opportunities to comment on the development of the C-SMMPO's Long Range Transportation Plan, the Transportation Improvement Program, the Unified Planning Work Program, and any other products prepared by the C-SMMPO that statutorily require public participation, or for which the C-SMMPO Council determines is necessary.

GOAL

The goal of the C-SMMPO's Public Participation Plan is to involve all appropriate parties of the community in the transportation planning process and to ensure that the public has adequate opportunity to provide input on the transportation issues affecting the region.

OBJECTIVE: Publicize the C-SMMPO

Actions:

1. All scheduled meetings, special meetings, or workshops of the C-SMMPO, subcommittees, and advisory committees will be advertised and open to the public, as required by law.

This includes meetings of the following bodies:

- The C-SMMPO Council.
- Any committees or subcommittees authorized by the C-SMMPO Council.

Requirements of Maryland's "open meeting law" will be followed for all meetings.

2. Notice of C-SMMPO Council meetings will be published in newspapers of general circulation in Calvert and St. Mary's Counties as required by county / state law and on the websites identified in item 5 below. Meeting dates and the agendas of the C-SMMPO Council will be advertised in the *Calvert Recorder* and the *Enterprise* at least 15 days prior to the meeting date.

3. Other means of providing information to the public, such as news releases, direct mailings, or e-mail, may be used at the discretion of the C-SMMPO.

4. The C-SMMPO will seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.

5. Staff to the C-SMMPO will provide a sign-up sheet for each meeting of the C-SMMPO, subcommittee, and advisory committees and ask if attendees would like to be included on a contact list to receive notification of upcoming meetings.

5. Public notification of C-SMMPO meetings, workshops, and transportation projects will be posted on the websites of Calvert and St. Mary's County. Notice will also be provided on the Calvert-St. Mary's County MPO website upon its completion.

6. The C-SMMPO will develop a process that outlines roles and responsibilities for consulting with other governments and agencies.

7. C-SMMPO meetings may be audio recorded and posted to the websites in Item 5 above. Minutes will be posted on these websites within 10 working days of the meeting.

OBJECTIVE: Provide opportunities for the public to contribute ideas and help implement the activities of the C-SMMPO.

Actions

1. Agendas for C-SMMPO Council meetings, committees, and subcommittees will include an agenda item designated for Comments from the Public. (It will be at the discretion of the chair conducting a workshop as to whether or not there will be an opportunity for public comments at workshops.) A comment form (included in the following section) will be provided at each meeting of the C-SMMPO Council, its committees, and subcommittees.

2. C-SMMPO meetings will be held within the C-SMMPO designated area. Meeting locations will alternate between Calvert and St. Mary's Counties. Meetings will be held at convenient and accessible locations and times.

3. The C-SMMPO website will explain how to be included on a contact list for notification of upcoming meetings. The website will also have a "Contact Us" feature for two way communication between the C-SMMPO and the public, if the addition of a blog feature is feasible.

4. The C-SMMPO will employ various visualization techniques to help inform the public and convey information about transportation plans, projects, and programs. Methods include, but are not limited to, static maps, interactive GIS demonstrations, computer model simulations, photographs, videos, social media, and artist renderings, freehand or computer generated. For each plan, project, or program, C-CMMPO will attempt to include appropriate, available techniques to inform the public.

5. At its discretion, the C-SMMPO will appoint advisory committees and subcommittees. Interested residents and members from the private sector with the needed technical expertise will be invited to apply for positions on these committees.

OBJECTIVE: Consider the public input received during the development of planning documents.

Actions

1. Documents for review by the C-SMMPO will be posted on the MPO website, and will be available from the counties and the public libraries. The website will have a Comment Box for two way communication, if feasible. Public review and comment periods of at least 45 days will be held for the Long-range Transportation Plan (LRTP). A review and comment period of at least 15 days will be held for the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and Transit Program of Projects (POP).
2. The C-SMMPO will provide information about and request public participation in developing, or subsequently amending, the public participation plan using the contact options listed in the preceding items. There will be a minimum 45 day public comment period as required by U.S. DOT guidelines, state, and county law before the initial or a revised public participation plan is adopted by the C-SMMPO. The C-SMMPO will review, at least annually, the effectiveness of the procedures and strategies contained in the public participation plan to ensure an open participation process.
3. A summary of the written and oral comments received on the draft Long-Range Transportation Plan, Unified Planning Work Program, and Transportation Improvement Program will be published with these documents.
4. If final transportation plans differ significantly from the versions that were made available for public comment and raise new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, additional opportunity for public comment will be provided.

V. FORMS

MEETING ADVERTISEMENT RECORD

Type of Meeting: _____

(MPO Board, Technical Advisory Committee, other subcommittees, etc.)

Date of Meeting: _____

Address of Meeting: _____

Newspaper Notice		Date of Publication
Baynet		
Calvert Recorder		
County Times Calvert		
County Times St. Mary's		
Enterprise		
Other		
Other Types of Information		Date Produced / Number Distributed
Brochure		
Direct Mail		
Other		
Website		Date of Posting
<i>MPO Website (future)</i>		
Calvert Website		
St. Mary's Website		
Agenda Items in Other Locations		Date Displayed
Calvert Library		
Lexington Park Library		
Calvert Other		
St. Mary's Other		
Visualization Techniques Used at Meeting	PowerPoint <input type="checkbox"/> Wall maps <input type="checkbox"/> Video <input type="checkbox"/>	Other:

Public Participation		
Number in Attendance		
Number Speaking		Topic(s):
Email survey sent to Public in Attendance (<i>Optional</i>)		
Number of Surveys Sent		
Number of Replies		

COMMENT FORM

Name:

Email:

Address of property in the C-SMMPO Area that Is of Interest:

Is this your residence?

Is this your business? What is the business name:

How did you find out about the meeting?

Reason for attending:

Issues you would like the C-SMMPO to address:

Please send us your comments at “CSMMPO.com” (*Name of website*)

