



PUBLIC INVOLVEMENT PLAN

Current PIP adopted by:

**Charlotte Regional Transportation
Planning Organization**

February 15, 2023



ACKNOWLEDGEMENTS

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The Charlotte Regional Transportation Planning Organization (CRTPO) relies on collaboration with and input from a number of other jurisdictions and agencies from throughout the planning area. The Steering Committee was formed to provide guidance to this comprehensive update to the Public Involvement Plan (PIP). The CRTPO staff greatly appreciates the contributions of all participating committee members.

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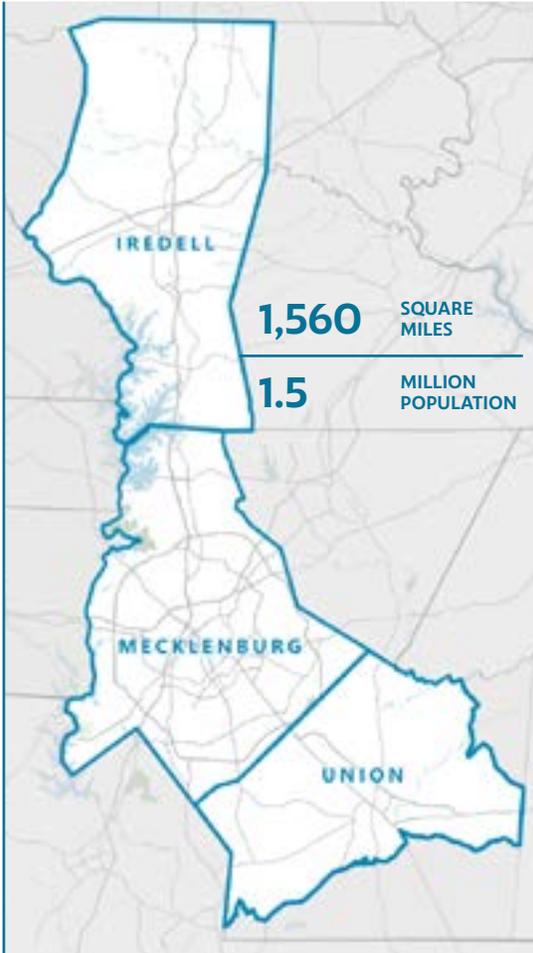
PREFACE

The Public Involvement Plan is the framework for action to involve the public in the transportation planning process. It provides a guide for public access to and involvement with CRTPO's planning process. The CRTPO strives to ensure regional transportation plans are reflective of and responsive to the needs of our planning area residents and employs an inclusive public participation process. All planning work products, as well as major amendments to adopted plans and programs, will follow the recommended public involvement guidelines outlined in the PIP.

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A. INTRODUCTION



The Charlotte Regional Transportation Planning Organization (CRTPO) is the federally designated Metropolitan Planning Organization (MPO) for the Charlotte Urbanized Area, which includes Iredell, Mecklenburg, and the western portion of Union County. Based upon federal legislation, an MPO’s primary role is to foster a continuous, cooperative, and comprehensive (3-C) transportation planning process for its planning area. The CRTPO planning area is one of the fastest growing regions in the country and the population growth is expected to continue.

The CRTPO planning area covers 1,560 square miles, across Iredell, Mecklenburg, and Union counties, and represents over 1.5 million people. With constantly evolving demographics, population concentrations, and transportation demands, the CRTPO considers public involvement to be an essential aspect of the planning process. Consistent and significant public participation is critical to maintaining an open dialogue with residents, which helps to build trust and ensure that the community’s transportation needs are addressed throughout the three-county planning area. The CRTPO re-enforced its commitment to effective public engagement within the Strategic Plan, which established a mission and vision statement and identified Communication as one of the organization’s six primary goals.

MEMBERSHIP

21 CITIES / TOWNS

3 COUNTIES

NC Board of Transportation

Metropolitan Transit Commission

CRTPO’s Mission and Vision Statement

The CRTPO’s mission and vision statements were developed as part of the first Strategic Plan that was adopted in November 2021. The mission statement concisely communicates our purpose. The vision statement articulates how we see the future of our region.

MISSION

The CRTPO provides leadership and collaboration with member communities and partners in developing our region’s transportation system.

VISION

A connected and equitable transportation system that provides mobility choices for the region.

B. CRTPO STRUCTURE

The region's transportation successes are due in large part to the ongoing communication and collaboration among the CRTPO members which include a Board of elected officials, a Technical Coordinating Committee (TCC), North Carolina Department of Transportation (NCDOT), and professional staff. The CRTPO Board makes policy and fiscal decisions while the TCC carries out various planning tasks and provides policy, plan, and investment recommendations to the Board. TCC subcommittees are convened as necessary to advise on issues related to transit, funding, bicycle and pedestrian safety, and other subjects related to the CRTPO's work program.

CRTPO Board

The CRTPO Board is the policy and decision-making body for the CRTPO and is responsible for carrying out the metropolitan planning process as specified in federal statutes (23 USC 134; 49 USC 5303). This governing body consists of elected officials from throughout the CRTPO's planning area, comprised of 27 voting members and five non-voting members. The officials represent the jurisdictions and agencies in the graphic below.

Technical Coordinating Committee

The TCC's primary responsibility is to carry out the transportation planning and related activities described in the Unified Planning Work Program (UPWP). Some of the TCC's most critical tasks, accomplished in close coordination with staff, include updates to the Metropolitan Transportation Plan, analyses of operational issues in the transportation network, recommendations for various transportation investment programs, and the public involvement process for the CRTPO. Virtually all technical recommendations to the CRTPO Board originate at the TCC level. The TCC is composed of one non-elected technical representative from local, county, state, and federal

governmental agencies directly related to and concerned with the transportation planning process for the CRTPO area. The TCC membership also includes four Focus Area Representatives: Bicycle, Greenway, Pedestrian, and Public Health.

Professional Staff

The City of Charlotte Planning, Design and Development Department is the CRTPO's Lead Planning Agency (LPA). The CRTPO's full-time staff coordinates with and supports the Board and TCC. Other key responsibilities include:

- Arranging meetings and agendas and maintaining minutes and records;
- Preparing the UPWP;
- Assembling and publishing the Transportation Improvement Program;
- Serving as custodian of the Metropolitan Transportation Plan;
- Collecting from local governments certified and sealed minutes and resolutions that document transportation plan revisions and submitting these for mutual adoption by the NCDOT annually or more often if deemed necessary by the CRTPO or local governments involved;
- Monitoring the transportation planning process to ensure its execution is in accordance with goals and objectives;
- Performing other coordinating functions as assigned by the CRTPO;
- Taking lead responsibility for structuring public involvement in the transportation planning process; and
- Preparing the annual Planning Expenditure Report.

Staff from the Charlotte Department of Transportation provide additional support.

CRTPO has...

27 Voting Members

Charlotte
Cornelius
Davidson
Fairview
Huntersville
Indian Trail
Iredell County

Marshville
Marvin
Matthews
Mecklenburg Cty
MTC*
Mineral Springs
Mint Hill

Monroe
 Mooresville
NCDOT**
Pineville
Stallings
Statesville
Troutman

Union County
Waxhaw
Weddington
Wesley Chapel
Wingate

5 Non-Voting Members

Charlotte-Mecklenburg Planning Commission
Iredell County Planning Board
North Carolina Turnpike Authority
Union County Planning Board
U.S. Department of Transportation

* Metropolitan Transit Commission
** NCDOT Divisions 10 & 12

The CRTPO defines its role in public involvement as providing quality information about regional transportation planning initiatives to the public while also ensuring that its awareness and education initiatives are all-inclusive to the diverse populations within its boundary. The PIP provides guidelines and procedures that the CRTPO may incorporate to conduct public involvement throughout the planning process.

A. GOALS OF THE PUBLIC INVOLVEMENT PLAN

The CRTPO strives to solicit input and provide factual and concise information regarding regional transportation plans and initiatives, while ensuring that its outreach initiatives are all-inclusive to the diverse populations within its planning area. To accomplish successful public involvement, the CRTPO is dedicated to the following goals:

1. **EDUCATION:** Educate residents on the CRTPO’s transportation planning initiatives.
2. **PARTICIPATION:** Enhance participation opportunities by incorporating new methods and technologies, while continuing to use traditional outreach methods, and eliminating barriers to public participation in the transportation planning process.
3. **ACCOUNTABILITY:** Continuously improve its outreach efforts. Review public input received and communicate the method in which public input may be incorporated into the plan and process recommendations. Evaluate performance measures for successful outreach.



B. ALIGNMENT WITH STRATEGIC PLAN

The Strategic Plan allows the CRTPO to link day-to-day planning activities with its mission, vision, goals, and actionable strategies. Public involvement efforts are addressed within five of the six Strategic Plan goals.

MISSION STATEMENT

The CRTPO provides leadership and collaboration with member communities and partners in developing our region's transportation system.

VISION

A connected and equitable transportation system that provides mobility choices for the region.

The CRTPO's Strategic Plan is designed to:

- Help ensure that planning efforts and outcomes keep pace with changes,
- Serve as a guide for the CRTPO to lead transportation planning in the region amidst changing forces, and
- Establish a more proactive planning direction for the CRTPO.

The plan consists of six goals and 34 actionable strategies designed to ensure achievement of the goals. The full Strategic Plan can be viewed [here](#). The following elements are relevant to the CRTPO's PIP:

Goal 1: Leadership

Lead on Regional Mobility Issues.

- Provide ongoing **education** about CRTPO to members and partners through engagement and discussion.
- Develop a **CRTPO Leadership Institute** to nurture leadership within the organization.

Goal 2: Communication

Proactively engage the public to increase awareness of regional transportation issues.

- Build relationships with member **Public Information Officers**, relaying information relevant to ongoing planning initiatives. Begin an ongoing update cycle, meeting with them at least twice a year to disseminate transportation information and message.
- Create a **CRTPO branding strategy** and a comprehensive **Communications Plan**.

Goal 3: Collaboration

Foster a culture of collaboration with partners.

- **Engage with a neighboring MPO or RPO** at the Board level at least annually.
- **Meet regularly** with the leadership from NCDOT.
- Engage with **Transformational Mobility Network** and related efforts.
- Pursue collaboration with **new stakeholders** that support CRTPO's Mission and Vision to encourage alignment of transportation priorities and projects.

Goal 4: Membership

Encourage members' participation in CRTPO's planning and decision-making process.

- Hold **member education** events on various topics that support CRTPO's transportation goals and priorities.
- Develop the **CRTPO Member Academy** to train members about roles, expectations, and benefits of full engagement CRTPO's planning process.
- **Involve Board members** outside of monthly meetings in professional networking activities that support CRTPO's Mission and Vision.

Goal 6: Funding

Expand regional transportation funding.

- Educate members on how to **identify, pursue, and write grants**.
- Develop coordinated messaging for Board and TCC members that allows them to articulate **consistent messaging** about regional funding needs and priorities.
- Create **narratives and templates** members can use to leverage opportunities within the project development process.

3. FEDERAL REGULATIONS

Several federal regulations guide an MPO's public involvement efforts to ensure that input into the CRTPO's activities is received. The federal regulations covering public participation in the transportation planning process are listed below. Descriptions of each are described in detail in Appendix B.

- 23 Code of Federal Regulations § 450.316 - Interested Parties, Participation, and Consultation (23 CFR 450.316)
- The Infrastructure Investment & Jobs Act (2021)
- Executive Order 13166, Improving Access to Services for People with Limited English Proficiency (2000)
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)
- The Americans with Disabilities Act of 1990, the Rehabilitation Act Amendments of 1988 (Section 508), and the Rehabilitation Act of 1973 (Section 504)
- The Clean Air Act of 1990
- Title VI of the Civil Rights Act of 1964



The CRTPO adheres to federal regulations for public involvement and strives to go beyond these requirements by imploring innovative techniques to engage the community in the transportation planning process. This section provides guidance on open meetings, notification requirements, social media, and potential exceptions due to States of Emergency.

A. OPEN MEETINGS

The CRTPO Board and TCC meetings are open to the public and subject to the *North Carolina Open Meetings Law*, [North Carolina General Statute § 143-318.10 \(2021\)](#). This law states that official meetings include a majority of members gathering “for purposes of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business.” The minutes and all materials presented at these meetings will be public record and will be available for review. The availability of these records will be posted on the CRTPO’s website and can be distributed upon request.

CRTPO Board Meetings

The CRTPO Board meetings are held on the third Wednesday of each month at 6:00PM. These meetings are streamed to the public on the CRTPO Facebook page. The CRTPO Board meeting schedules are posted on the website and advertised in a news release prior to the first meeting of the year. Meeting notification is also posted on social media in advance of each meeting. Additional notification is distributed in the event of changes in the meeting schedule. The meetings are held in the Charlotte-Mecklenburg Government Center, 600 East Fourth Street, Room 267, Charlotte, NC 28202. The meeting location is convenient to public transit and accessible to persons with disabilities. Additional accommodations for people with disabilities will be provided on an as-needed basis if requested five business days in advance. Translation services are also available to those with limited English proficiency if requested five business days in advance. In addition to being streamed, the video remains available on the CRTPO Facebook page.

The CRTPO Board bylaws state that residents are provided with an opportunity to address the CRTPO on any issue related to the transportation planning process. A public comment period is included on each Board agenda. Residents should sign up at least five minutes prior to the start of the meeting or contact the CRTPO secretary in advance to speak. See the [MPO Bylaws](#) for additional information.

Exceptions to Notification Commitments

There are occasions when the CRTPO is required to call an emergency meeting due to an extraordinary circumstance. An emergency meeting may be called to act quickly in order to meet a deadline or respond to an emergency. Special or emergency meetings may be called by the Chairperson, preferably with a minimum notice of 24 hours and ideally at least 72 hours and shall indicate the reason for the meeting in the notice.

Open to the Public

TCC: First Thursday of each month

CRTPO Board: Third Wednesday of each month

Location: Charlotte-Mecklenburg Government Center
600 East Fourth Street, Charlotte, NC 28202

B. NOTIFICATION AND ACCESSIBILITY OF PUBLIC EVENTS

Public events bring diverse groups of stakeholders together to provide meaningful input into the transportation decision-making process. Public involvement provides the opportunity for education and information sharing between decision making agencies and the community. The CRTPO also supports member jurisdictions on outreach opportunities.

Implementation of the CRTPO public events will follow the guidelines described below.

In-Person Events

In person events should clearly communicate the location of the meeting, memorialize meeting participants, and collect feedback. The CRTPO will clearly identify the location of a meeting using directional signage to lead participants to the meeting location and utilize staff to help direct participants as needed. Attendance will be documented using sign-in sheets or similar methods to identify participation. Staff will provide information, answer questions, and solicit input.

Adequate Notice

The CRTPO will provide adequate notice of all events where public involvement is being requested, including but not limited to community meetings, comment periods, and other opportunities where residents may participate and provide input. The list below provides guidelines regarding adequate public notice:

- Event notices should be posted on the CRTPO's website and social media at least two weeks in advance.
- Notice will be provided to media outlets at least one week prior to the event. Additional accommodations for people with disabilities will be provided on an as-needed basis, if requested five business days in advance.
- If a mailing is required, it should be distributed at least two weeks prior to the public event.
- Staff may coordinate with the respective TCC members and community leaders within the general area where the public meetings will be held to assist in promoting the event.

Public Input

The CRTPO will solicit public input through a variety of methods for plans, projects and programs. Comment periods should be scheduled for a minimum of 14 days and up to a maximum of 45 days in length, with a preference of a length of 30

days whenever possible.

Following the opening of a comment period, the following tasks will be conducted:

- Issue a media release,
- Post information on the website, and
- Post information on the CRTPO social media accounts.

The purpose of all tasks utilized should be designed to inform residents of the topic and timeframe they may provide public comment. The results should be posted on the website and presented to the TCC and CRTPO Board. Public comments will be accepted up to close of business of the final day of the public comment period, unless otherwise specified.

Public comments may be provided in the following methods:

- During the public comment period of a regularly scheduled CRTPO Board meeting;
- In writing, including through e-mail;
- With TTY (teletypewriter) and/or TDD (telecommunications device for the deaf); and
- By voicemail/translator on the multi-language hotline.

Access by Persons with Disabilities

The *Americans with Disabilities Act of 1990* prohibits discrimination and affords equal opportunities for all residents to participate in State and local government services and programs. The following are recommendations designed to ensure that the CRTPO's public input meetings are ADA compliant:

- All the CRTPO events should be facilitated in venues that are ADA compliant.
- Meeting venues should provide parking and access to transit, when applicable.
- All public documents may be provided in alternative formats, as necessary.
- Auxiliary aids and services to those participants in need will be provided. Public meeting announcements should include content with details regarding accommodations for persons with disabilities. Reasonable accommodations for people with disabilities will be provided on an as-needed basis, if requested five business days in advance of the event.
- The website will be updated and maintained according to the guidelines in the Rehabilitation Act Amendments of 1998 (Section 508) and ADA compliance.

In following the Americans with Disabilities (ADA) requirements, the CRTPO includes the following text on public event notices:

“In compliance with the Americans with Disabilities Act (ADA), accommodations will be provided for persons who require assistance in order to participate in Charlotte Regional Transportation Planning Organization meetings. If assistance is needed or to request this document in an alternative format, please contact the CRTPO at 704-336-2205 or 704-336-5123 (fax) or email@crtpo.org.”

C. ELECTRONIC MEETINGS

The CRTPO may choose to hold electronic meetings solely online or electronically. In these cases, a telephone number will also be provided for individuals without internet access to call in. Staff will attempt to make the following provisions available when feasible:

- Meetings will be streamed live on an online platform that allows visual and audio capabilities to the public.
- Meeting agendas and materials will be posted online in advance of the meeting.
- The CRTPO will offer a means for public comments via phone, email and/or video.

D. SOCIAL MEDIA POLICY

The CRTPO utilizes social media to share information and seek input from stakeholders and residents. Links to the CRTPO social media accounts are available on the website. Since the LPA for the CRTPO is the City of Charlotte Planning, Design and Development department, the CRTPO follows the City’s social media guidelines. The following outlines the social media policy.

Comments posted on the CRTPO’s social media accounts are opinions of the commenter and not the CRTPO. The comments may be read by the public. The CRTPO reserves the right to remove comments/postings from its social media sites that contain the following:

- Vulgar, abusive or threatening language, defamatory statements or nudity in profile pictures or attachments;
- Personal attacks, hate speech, or offensive terminology;
- Suggestions or encouragement of illegal activity;
- Unsolicited business proposals or endorsements/promotion of commercial services, products or entities;
- Infringements of copyrights, trademarks or other intellectual property;
- Endorsements of political parties, candidates or groups; and,
- Off-topic comments/posts, spam or links to unrelated sites.

E. STATE OF EMERGENCY

In the event of an emergency, pandemic or event that prevents in-person meetings, whether to enforce social distancing measures or otherwise, the CRTPO may use virtual platforms to ensure continuity of operations, when feasible. The virtual platforms used will continue to allow the public access to meetings and provide the opportunity for public comment. These procedures apply to any Board, advisory committee or other public meetings held by the CRTPO.

Access in Times of Declared Emergencies and Pandemics

The CRTPO endeavors to continue its public engagement processes if a declared emergency or pandemic occurs. During a declared emergency, epidemic or pandemic, the CRTPO may modify its public involvement procedures. Alternative public involvement strategies may include adjusting public comment time periods and the CRTPO responses to comments. Other strategies may include enhanced use of media and social media resources and additional email distribution to subscribers. Additional engagement may be used through the website, online interactions, online surveys or other virtual methods of engagement. Additionally, the CRTPO may rely on its partners to assist in the distribution of information. This may include requesting member jurisdictions to post information on their websites and social media platforms, as well as asking community and non-profit partners to assist in disseminating information, particularly in underrepresented communities.

Emergency Provisions for Public Involvement

To comply with recommendations and executive orders issued during a pandemic or other emergency, the CRTPO will be proactive and flexible in meeting its public involvement plan requirements. The CRTPO will continue to provide opportunities for public involvement throughout its planning activities. However, some PIP activities may be delayed or deferred and should be replaced with other engagement strategies to ensure that all residents have an opportunity to participate.

Public involvement strategies include but are not limited to virtual meetings, on-line surveys, telephone conferencing, social media and interactive components of the CRTPO website. Where possible, the CRTPO will maintain the PIP's standard methodologies and timeframes for reporting and responding to public comments. However, if the timeframe must be shortened or the methodologies curtailed, the CRTPO will take the necessary steps to meet state and federal deadlines. Due to the nature of the emergency, public involvement activities may have to be suspended for a period of time.



This section contains a comprehensive list of public involvement tools and techniques that the CRTPO may implement for outreach activities. The CRTPO covers a large planning area, with diverse communities that have varied needs. This plan allows for flexibility to engage with a variety of communities effectively. The PIP is an evolving document; as innovative technologies and tools become available, new techniques may be incorporated.

A. MAINTAIN A STAKEHOLDER DATABASE

The CRTPO maintains a public involvement stakeholder database that contains contact information from residents, stakeholders, organizations, and groups that may have an interest in or be impacted by transportation initiatives throughout the region. The stakeholder database is used to disseminate updates about the CRTPO activities, news, and upcoming public involvement opportunities. The database is updated regularly to include the latest contact information for resource agencies, environmental justice organizations, non-profits, faith-based communities, and education facilities. Staff uses the database to track and document engagement activities, public comments received, and staff responses provided. This information is easily available in reports on the CRTPO’s website and provided to FHWA during the quadrennial certification review process.

B. PARTNER WITH STAKEHOLDERS

Coordinating outreach efforts with identified stakeholder agencies may help expand the CRTPO’s reach and provide additional public outreach resources and opportunities. Assistance may be requested from stakeholders in distributing the CRTPO communications within the stakeholders’ organization.

C. OUTREACH TO UNDERREPRESENTED POPULATIONS

The CRTPO provides equal opportunity to all populations regardless of race, color, national origin, limited English proficiency (LEP), income status, sex, age, and disability. The CRTPO’s public involvement efforts include techniques to specifically engage residents who have not traditionally participated in the transportation planning process.

Title VI of the Civil Rights Act of 1964 (Title VI) correlates to Environmental Justice (EJ) guidance as both prohibit discrimination and ensure fair treatment and meaningful involvement of all populations respectively.

Title VI prohibits discrimination based on race, color or national origin in programs or activities which receive federal funding.

Environmental Justice ensures fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income.

D. PUBLIC INVOLVEMENT TOOLS AND TECHNIQUES

This section identifies tools and techniques the CRTPO uses to optimize public engagement. These processes provide for complete information, timely public notice, full access to key decisions and early, continuous public involvement. The tools and techniques are broken down into three tables below: information distribution, in-person interaction, and virtual public involvement.

Information Distribution

The CRTPO utilizes a series of tools and techniques to distribute information and provide educational opportunities to the community.

TABLE 1. INFORMATION DISTRIBUTION

TOOL	DESCRIPTION AND FUNCTION
Annual Report	Highlighting the years significant accomplishments and providing an outlook of upcoming initiatives.
CRTPO Board and TCC Meetings	Residents may attend the TCC and CRTPO Board meetings to gain insight on transportation planning efforts. Public comments can be addressed during the CRTPO Board meeting; see the MPO Bylaws for the CRTPO public comment process. TCC members are requested to assist and coordinate in public outreach efforts between the CRTPO and their respective jurisdictions.
Direct Mailers	Postcards, flyers, newsletters, or surveys used to reach targeted areas.
Emails / Text Messages	Emails are a common technique to reach large audiences, who have subscribed or requested information from the organization. The CRTPO is investigating text messages as an additional future communication tool.
Handouts	The CRTPO distributes brochures, fact sheets, and other informational materials about relevant initiatives and current planning efforts.
Infographics / Maps	Illustrates information with a limited amount of text.
Informational Videos	Presents complex information in a simplified and concise manner.
Interviews	Staff participation in news, radio, and television interviews as a method to reach residents during the development of plans and programs.
Media Releases	Distributed to announce upcoming activities in radio, television and newspaper outlets in Iredell, Mecklenburg and Union counties, including media outlets that target non-English speakers.
Multi-Language Accommodations	A toll-free telephone line provides instructions in multiple languages to offer non-English speaking residents with a method to provide feedback as needed.
Newsletters	Provide subscribers with updates of relevant activities and public involvement opportunities on a quarterly basis. Special edition newsletters are distributed, as needed, to provide information on specific topics outside of the regular newsletter distribution cycle.
Newspaper Ads	Public involvement notifications may be publicized through online news media. This method may be incorporated solely to reach targeted communities. Legal advertisements may be placed in local newspapers during public comment periods.
Website	The digital homebase for the CRTPO's projects, programs, and plans. It is a central information hub where all project information is kept for instant viewing and provides another avenue for residents to provide comments. Meeting agendas, minutes, and education materials are also available on the website.
Yard Signs	Posted along a roadway or at a meeting site to announce information about upcoming meetings and/or project activities.

In-Person Interaction

Traditional outreach methods remain a key element to successful public involvement. In-person interactions help create a sense of community and build relationships. The CRTPO strives to keep a healthy balance between in-person and virtual public involvement opportunities.

TABLE 2. IN-PERSON INTERACTION

TOOL	DESCRIPTION AND FUNCTION
Pop-Up Engagement at Community Events	Staff information tables at community gathering places and high-pedestrian traffic locations to inform residents of ongoing initiatives, distribute information, and answer questions. Pop-up events may be hosted in specific communities or locations to reach targeted populations.
Small Group Meetings	Effective in reaching residents within targeted communities that may not regularly participate in the public involvement process. Presentations may be given at community meetings, civic or advisory groups, faith-based and non-profit organizations, and professional organizations.
Speaking Engagements	Staff seeks out opportunities to participate in programs and events to provide education on the CRTPO roles and responsibilities. Examples include civic and neighborhood groups, elected boards, and professional conferences.
Stakeholder Interviews / Task Force	Temporarily formed to receive input from residents throughout the planning area. The goal is to seek feedback from a targeted group on a particular element of a plan or process.
Traditional In-Person Engagement	Face-to-face opportunities for education, collaboration, and input with community members. Examples include but are not limited to public meetings, open houses, charrettes, and workshops.

Virtual Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints and values into the decision-making process. The FHWA is encouraging MPOs to increase meaningful public involvement in planning and project development by integrating virtual tools within its overall approach.

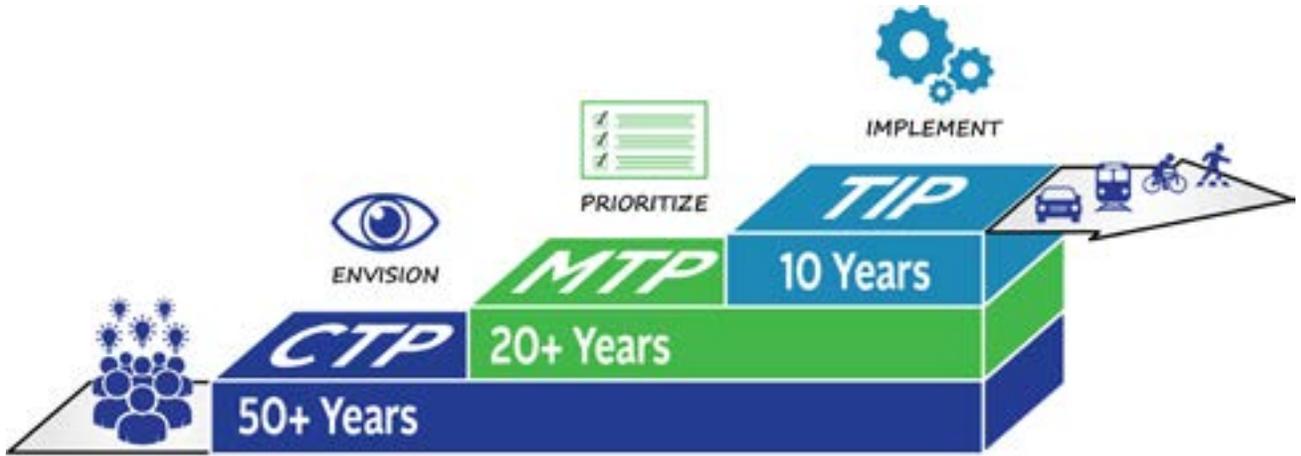
Using Virtual Public Involvement (VPI) tools enhances and broadens the reach of public involvement efforts by making participation more convenient, affordable, and accessible for greater numbers of people. Many virtual tools also provide information in visual and interactive formats that enhance resident and stakeholder understanding of proposed projects and plans.

TABLE 3. VIRTUAL PUBLIC INVOLVEMENT

TOOL	DESCRIPTION AND FUNCTION
Interactive Mapping	Web-based interactive mapping software imbedded on the CRTPO or project website. Users can learn about initiatives and provide feedback to staff, allowing the CRTPO to better understand which project elements are important to the community.
Social Media	Use of the CRTPO social media accounts on high-traffic platforms to enhance public engagement and provide real-time information to planning area residents.
Surveys / Polling	Assesses public opinion in a measurable format. Polling activities use print or online tools to seek public preference. Participants may represent a general population or a targeted subpopulation.
Videos	Provides one-way information sharing to residents with information about a current transportation initiative. Videos can be modified over time according to community feedback.
Virtual Town Hall	Tools to convey self-guided information digitally. Includes virtual open house platforms, narrated slide decks, animated simulations, and other videos productions.
Visualization Techniques	Maps, charts, diagrams, illustrations, photographs, and infographics are used to visualize ideas, concepts, plans, projects, and programs. Visualization elements are integrated into presentations, publications, website, and social media content.
Webinars	Virtual presentations and/or panel discussions designed to inform residents of current transportation initiatives. Residents can provide feedback verbally or in a chat feature within the online software.

6. PLAN SPECIFIC IMPLEMENTATION GUIDELINES

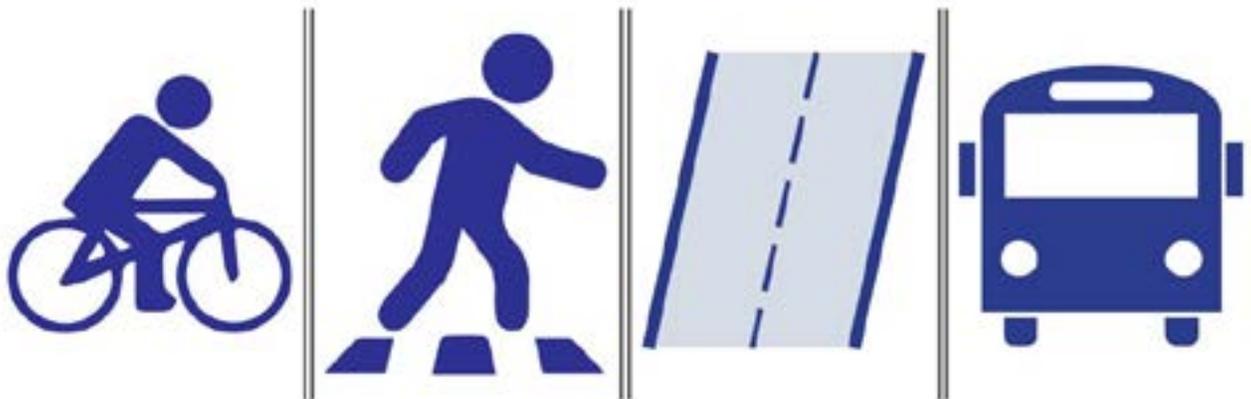
A number of the CRTPO's core plans and programs require a public involvement component, such as the Comprehensive Transportation Plan (CTP), Metropolitan Transportation Plan (MTP) updates, Transportation Improvement Program (TIP) process, and short-term activities such as area-specific plans. The approaches implemented through the PIP are centered on the activities of the CRTPO and outreach efforts conducted by staff and with the support of the TCC. The CRTPO has initiated specific public involvement techniques for the CTP, MTP, TIP, and related activities. This section provides public involvement guidelines for these programs and other transportation planning processes.



The CRTPO's core planning efforts can be described in a three-step process that includes envisioning needs, prioritizing improvements, and implementing projects.

Transportation projects are initially identified in the CTP. Based on a data-driven prioritization process, a subset of these projects is scored and programmed into the MTP's fiscally constrained project list and are ultimately submitted to NCDOT for consideration in an upcoming TIP for design and construction. The four modes of transportation included in the plans are: highway and roadways, pedestrian, bicycle, and public transit and rail.

Each plan requires public involvement as these plans develop projects to improve connectivity and mobility for the region's residents. Amendments to these plans may require public involvement depending on the level of change and impact to the residents. The plans and recommended public involvement levels are described in Table 4.



FOUR MODES OF TRANSPORTATION

A. COMPREHENSIVE TRANSPORTATION PLAN

The CTP represents the long-term vision for the evolution of the transportation network to serve residents and employers in the CRTPO planning area. It evaluates the condition of the entire surface transportation network through a needs-based assessment conveyed in four modal maps. The four modes are:

- Highway and roadways,
- Pedestrian,
- Bicycle, and
- Public transit and rail.

The four modal maps are mutually adopted by the CRTPO and North Carolina Board of Transportation (NCBOT).

The CTP does not include specific projects or improvement schedules but represents the status of the network that will be required to support anticipated growth. Many jurisdictions reference the CTP in their development regulations to reserve rights-of-way for future transportation improvements. North Carolina General Statute 136-66.2 requires each MPO to coordinate with NCDOT to develop a CTP that will serve present and anticipated travel demand in and around the organization's planning area.

The CTP has two categories of amendments, and an exception for specified circumstances of map amendments.

- Administrative modifications, which are determined to have no to very minor impact to the overall transportation network and involves small corrections or revisions.
- Procedural amendments have a greater impact to residents and/or stakeholders. This CTP amendment category may:
 - Alter the intent of the proposed, future project;
 - Add to; or
 - Remove a proposed, future project.

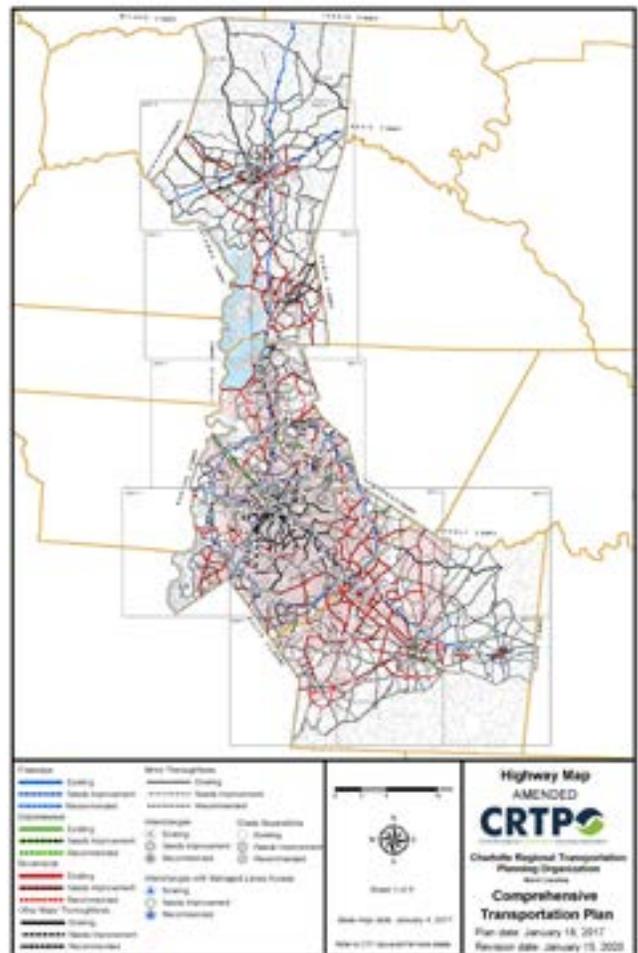
These amendments require public involvement and the approval of the CRTPO Board.

- The TCC bylaws address map amendments: Article V, Section 6 of the [TCC bylaws](#), contains specified circumstances that authorize the TCC to approve map amendments. In other instances, procedural amendments require public involvement and the CRTPO Board approval.

The CRTPO website will be updated with revised CTP maps and project descriptions once the CRTPO Board has approved any changes.

Waiver of Public Involvement Activities

Procedural Amendments require public notification. This requirement can be waived only if the agency proposing the amendment has conducted public involvement efforts within the previous twelve months sufficient to meet the guidelines in this document.



B. METROPOLITAN TRANSPORTATION PLAN

The MTP is the official multi-modal transportation plan that is developed and adopted for the CRTPO planning area that describes the programs and projects to be implemented within a 20-plus year horizon. FHWA requires MPOs that are classified as maintenance or non-attainment for air quality to update their MTP every four years based upon a re-evaluation of various components of the transportation planning process, socio-economic and financial assumptions, and transportation-related environmental and health issues.

CRTPO Facebook Posts

Data Collection Date: February 22, 2022



Youth Outreach Responses (continued)



Public Involvement Opportunities

A specific public engagement strategy is developed for each MTP update. Public engagement and education are continuous throughout the two-year MTP update cycle. These ongoing activities include, but are not limited to:

- Videos,
- Community meetings,
- Youth outreach,
- Board and TCC presentations,
- Web updates, and
- Social media posts.

In addition to the continuous education component, there are three specific opportunities for public involvement during the development of the MTP:

1. Roadway Project Submission Process

Member jurisdictions submit projects for evaluation in the roadway ranking process. Residents also have the opportunity to identify their transportation project priorities on an online map during this phase. Resident input is provided to the member jurisdictions as a consideration in the roadway project submission process.

2. Draft Fiscally Constrained Project List

A 30-day public comment period is held for resident review and comment on the draft fiscally constrained project list, which is the outcome of the roadway ranking process. The draft is housed on the website using:

- Spreadsheets,
- PDF maps, and
- Online interactive maps.

3. Draft Report

A 30-day public comment period is held with the purpose of allowing residents to review and comment on the contents of the draft report, prior to the request for the CRTPO Board to adopt the MTP.

MTP amendments are required when a project scope is modified, or when the project is included within the TIP. Amendments to the MTP will follow the same procedures for notification and public involvement as the CTP. See guidelines in Appendix C and D.

C. TRANSPORTATION IMPROVEMENT PROGRAM

The TIP is a staged, prioritized, ten-year intermodal program of funded transportation projects. Each MPO's TIP is incorporated into the State Transportation Improvement Program (STIP). The TIP is developed through NCDOT's decision-making tool referred to as the Prioritization process, which is the mechanism for allocating funding from the Strategic Transportation Investments (STI) legislation (HB 817, 2013). [NCDOT's Prioritization Process](#) is a two-step, data-driven process to develop the STIP every two years. In North Carolina, projects programmed within the first five years are known as delivery projects and projects in the second five years do not have funding committed and thus must be re-evaluated in a subsequent round of Prioritization.

An amendment or modification to the TIP is necessary when projects are added or removed, funding levels have changed, or a project schedule has shifted.

TIP amendments and administrative modifications will require a recommendation from the TCC and adoption by the CRTPO Board. Staff should determine the level of public involvement that is appropriate for TIP amendments since their impacts may vary.

Public Involvement Opportunities

There are three opportunities for public involvement during the development of the TIP:

1. NCDOT Project Submission for Evaluation

Projects are submitted to NCDOT for scoring. It is important that residents provide input during the project submittal phase within the TIP development process because the STI legislation limits project submission to MPOs, RPOs, or NCDOT Divisions. The most influential phase of public engagement is during the project submission process where residents can ensure that their priorities are considered within this process.

2. Local Input Point Assignment Phase

Given data-driven requirements necessary as part of the CRTPO's methodology, the draft recommended assignment of local input points to projects is developed by a subcommittee, presented to the TCC and the CRTPO Board as an information report, followed by a request to open a public comment period.

3. Draft TIP

Once the NCDOT Prioritization process is complete, the CRTPO initiates a public engagement campaign with the intent of informing residents of the statuses of projects within the draft TIP. The release of a draft TIP will usually require project amendments to the current MTP and an air quality conformity determination. MTP amendments and an air quality conformity determination are incorporated into the TIP adoption process.

The most influential phase of public engagement is during the project submission process where residents can ensure that their priorities are considered within this process.

The TIP Development Process

CRTPO facilitates the coordination with jurisdictions, transportation providers, and community input to identify the projects from the MTP that are submitted for NCDOT prioritization.

NCDOT scores projects for each mode based upon a defined set of criteria.

CRTPO allocates local input points based upon a methodology that has been approved by NCDOT. The application of local input points improves a project's score.

D. TRANSPORTATION CONFORMITY DETERMINATIONS

The CRTPO is required to demonstrate that projects included in the MTP and TIP follow the National Ambient Air Quality Standards (NAAQS). This requirement is important in protecting air quality for both residents and the environment. Conformity determinations are necessary during the TIP and MTP adoption processes and during certain TIP and MTP amendments.

Public Involvement Opportunities

A public comment period is required when a conformity determination is conducted. Staff will determine if a public meeting is warranted based upon the impact of the conformity determinations. Public involvement activities may be coordinated with MTP and TIP outreach efforts because the conformity determination is typically related to the requested action for the TIP and/or MTP.

E. PUBLIC INVOLVEMENT PLAN UPDATES AND REVISIONS

The PIP is reviewed every five years and updated as needed to reflect changes in local, state, or federal legislation. Staff also reviews the plan to incorporate new technologies and identify emerging and innovative engagement techniques. The engagement process during the development and amendment of the PIP is essential to ensure the CRTPO's process reaches all residents and stakeholders.

Public Involvement Opportunities

A 45-day public comment period is required when the CRTPO updates its PIP. The CRTPO will also seek public involvement early in the process when a comprehensive review of the plan is undertaken.

F. UNIFIED PLANNING WORK PROGRAM

The UPWP is the CRTPO's annual budget and identifies the major transportation planning activities to be undertaken during the fiscal year. Estimated costs, funding sources, and a timeline of the associated activities are provided within the UPWP. The document is developed and approved annually by the CRTPO Board.

Public Involvement Opportunities

The UPWP will be available on the CRTPO's website. Residents may comment on the UPWP during a CRTPO Board meeting prior to adoption of the plan.

G. RECOMMENDED OUTREACH TOOLS AND TECHNIQUES TABLE

The project scope, size, and range of affected stakeholders will determine which strategies and techniques are most appropriate. Table 4 (p. 19 - 20) outlines recommended outreach tools and techniques to be used during the CRTPO's transportation planning process.

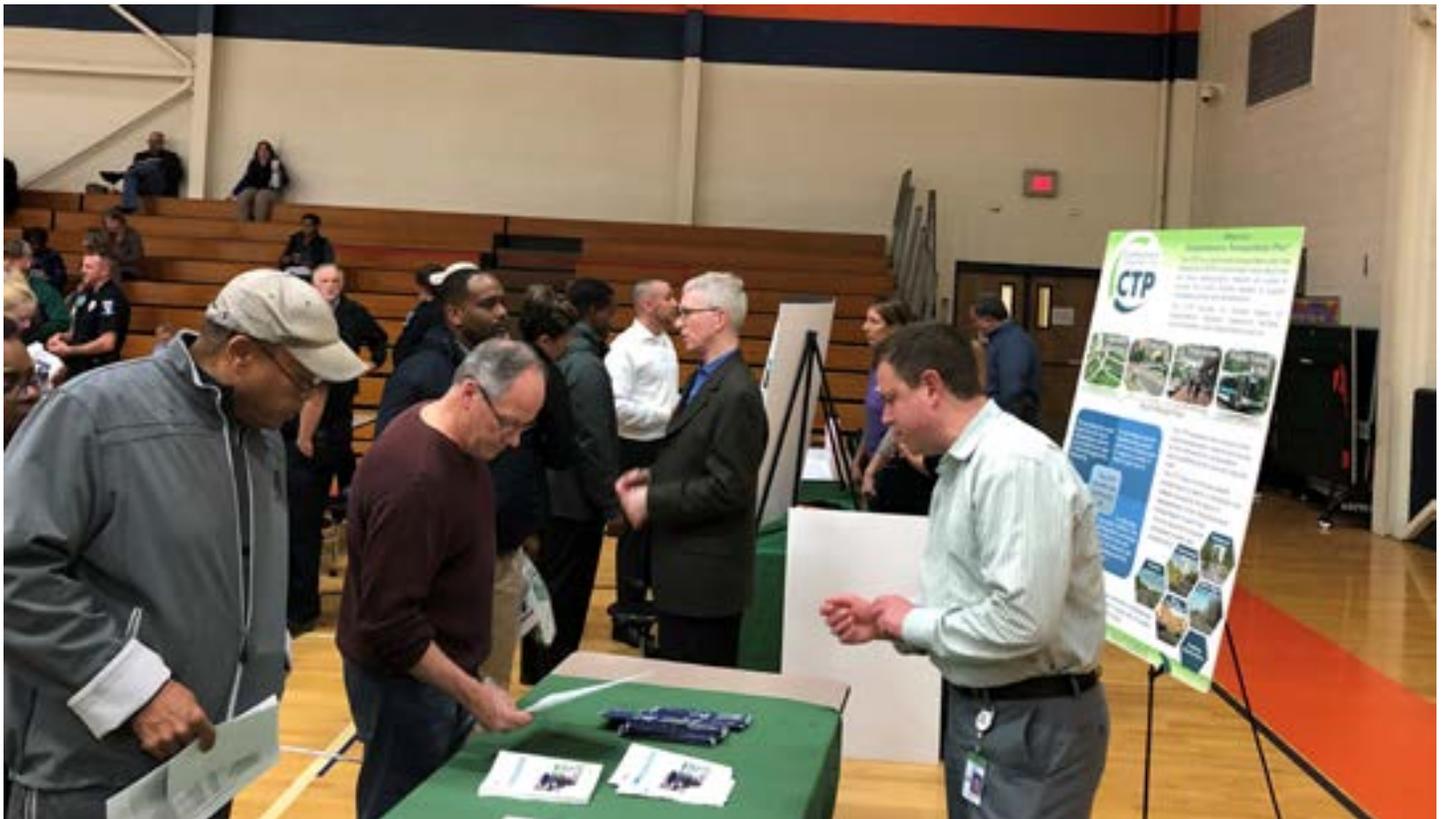
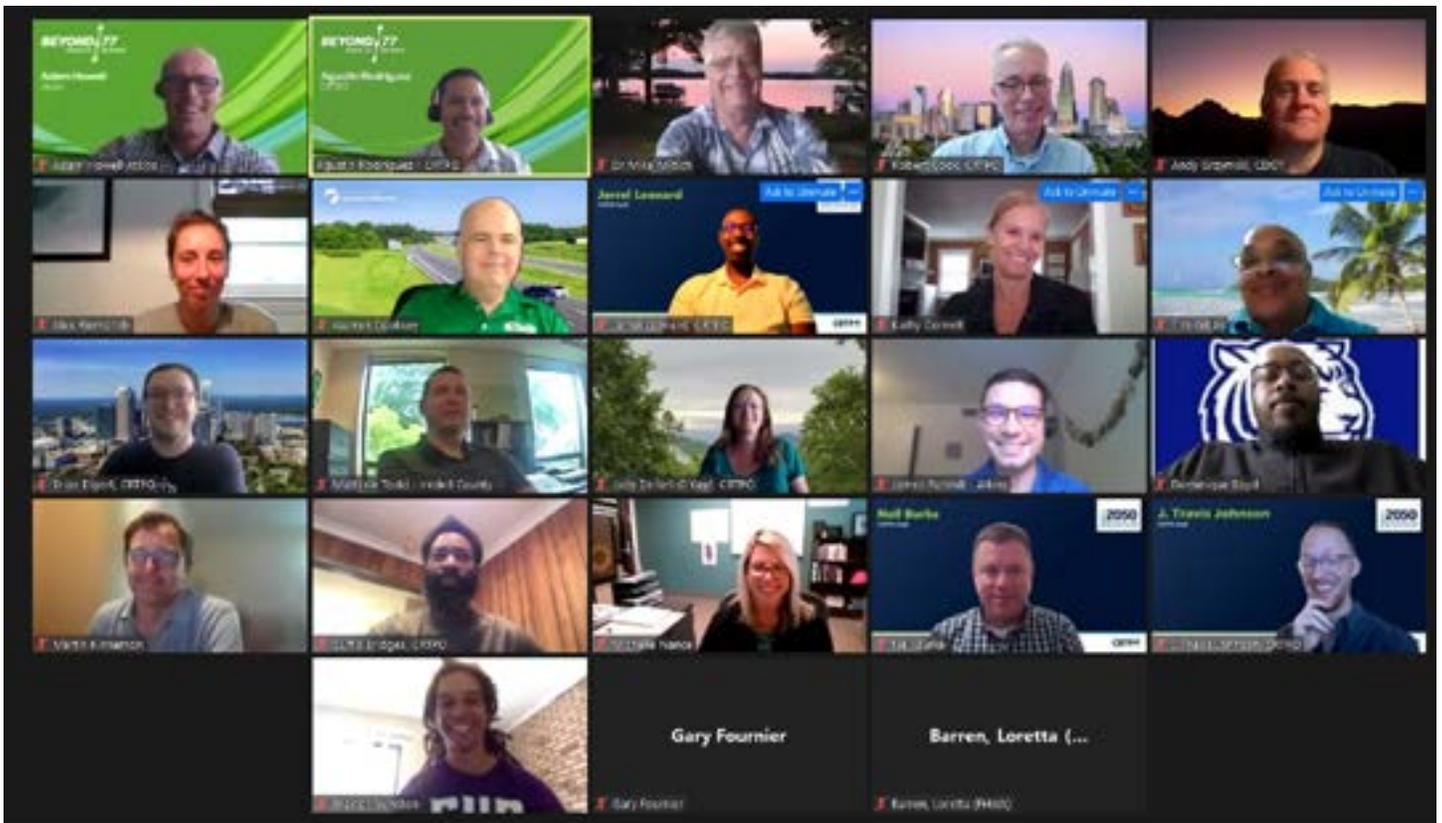


TABLE 4. RECOMMENDED OUTREACH STRATEGIES

PLAN OR PROGRAM	INFORMATION DISTRIBUTION STRATEGIES									
	Annual Report	CRTPO Board and TCC Meetings	Direct Mailers	Email / Text Messages	Handouts	Infographics / Maps	Informational Videos	Interviews	Media Releases	Multi-Language Accommodations
<i>CTP Procedural Amendment</i>	●	●	◆	●	●	●	●	●	●	●
<i>MTP Project Submission</i>		●	◆	●	●		●	●	●	●
<i>MTP Fiscally Constrained Project List</i>		●		●	●	●	●	●	●	●
<i>MTP Draft Review</i>		●		●					●	●
<i>MTP Amendments</i>	◆	◆	◆	◆					●	●
<i>TIP Project Submittal Phase</i>		●		●	●	●	●	●	●	●
<i>TIP Local Input Point Assignment Phase</i>		●		●		●			●	●
<i>TIP Draft Review</i>		●		●					●	●
<i>TIP Amendments</i>	◆	◆	◆	◆					●	●
<i>PIP Update</i>	●	●		●					●	●
<i>Transportation Conformity Determination</i>		●		●	●	●				●
<i>Unified Planning Work Program</i>		●		●						●

● = Recommended strategy

The CRTPO will evaluate its performance measures to help determine whether the PIP is achieving the desired outcomes for public involvement in the transportation planning process. Performing an evaluation should include an assessment of activities and any resulting recommended changes to future public involvement efforts. Public engagement performance measures inform staff of the most effective methods to reach the community and more effectively allocate time and resources.

The following table describes a summary of potential performance measures for the CRTPO’s public involvement activities. The performance measures should be reviewed every five years during the PIP review.

TABLE 5. CRTPO PUBLIC INVOLVEMENT PERFORMANCE MEASURES AND TRACKING

TOOL / EFFORT	MEASUREMENTS	METHOD TO REACH GOALS
Participant Satisfaction	Performance based on level of participant satisfaction with the public involvement activity	<ul style="list-style-type: none"> Track attendance and major themes identified through comments received Ask leading questions to receive constructive feedback regarding improvements that can be made to the public involvement process Staff to evaluate responses and make the appropriate adjustments to its public involvement activities
Website	Number of visitors	<ul style="list-style-type: none"> Create engaging content for the website Track website visitors Webpages with the most visits Track monthly stats
Social Media	Facebook and Twitter statistics	<ul style="list-style-type: none"> Broad distribution of information through engaging and shareable content, on a regular basis to retain followers' interest Request assistance from member jurisdictions to help disseminate information and public involvement opportunities Use advertisements to target populations that are not currently following the CRTPO Evaluate posts that receive the greatest number of positive affirmations, and design future postings with similar information
Newsletter	Percentage of opens compared to the total number sent	<ul style="list-style-type: none"> Track the number of "opened newsletters" for each edition Identify the topics that have the greatest amount of "opens" to help shape future newsletter content
Public Comment Periods	Number of comments received and substance of comments received	<ul style="list-style-type: none"> Ensure that all participants are aware of the opportunity to comment and are provided access to a comment form or link If a low response rate is received, reformat comment form for future meetings to make it more user friendly
Total Plan Comments	Total number of comments received on a plan or program during the comment period and all outreach events	<ul style="list-style-type: none"> Determine method (meeting, email, online, etc.) with greatest response rate for obtaining comments. Review outreach strategies for areas with low response rate and seek alternative outreach methods.
Title VI, EJ, and ADA	Number of requests for alternate formats or translation	<ul style="list-style-type: none"> Host meetings in facilities with transit and ADA accessibility Offer accommodations for people with disabilities Request demographic information to track our reach in traditionally hard-to-reach communities

- A. Acronyms**
- B. Federal Requirements**
- C. CTP Amendment Process, Definitions, and Guideline Table**
- D. Public Engagement Recommendations and Techniques for CTP Amendments**
- E. History of the CRTPO PIP**

List of Acronyms

ADA	Americans with Disabilities Act
CFR	Code of Federal Regulations
CRTPO	Charlotte Regional Transportation Planning Organization
CTP	Comprehensive Transportation Plan
EJ	Environmental Justice
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
IJA	Infrastructure Investment and Jobs Act
LEP	Limited English Proficiency
LPA	Lead Planning Agency
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NAAQS	National Ambient Air Quality Standard
NCBOT	North Carolina Board of Transportation
NCDOT	North Carolina Department of Transportation
PIP	Public Involvement Plan
STI	Strategic Transportation Investments
STIP	Statewide Transportation Improvement Program
TCC	Technical Coordinating Committee
TDD	Telecommunications Device for the Deaf
TIP	Transportation Improvement Program
TSM	Transportation Staff Meeting
TTY	Teletypewriter
UPWP	Unified Planning Work Program
VPI	Virtual Public Involvement

The CRTPO adheres to federal regulations for public involvement and strives to go beyond these requirements by incorporating innovative techniques to enhance community engagement in the transportation planning process. The federal regulations listed below are followed in performing public participation in transportation planning.

23 CFR 450.316 (Updated Annually)

The Code of Federal Regulations (CFR) is updated annually and produced by the Federal Register through the federal government's departments and agencies. It is divided into 50 Titles representing topics subject to federal regulation. Title 23 of the CFR pertains to Highways. Part 450 (Planning Assistance and Standards) is broken into sections with Subpart C pertaining to Metropolitan Transportation Planning and Programming. Section 316 details public participation requirements, including:

- Development and use of a documented participation plan providing for reasonable opportunities to be involved in the metropolitan planning process;
- Adequate public notice of public participation activities and time for public review and comment at key decision points;
- Timely public notice and reasonable access to information about transportation issues and processes;
- Visualization techniques to describe the MTP and the TIP;
- Public information and meeting available in electronically accessible formats and means, such as World Wide Web;
- Public meetings at convenient and accessible locations and times;
- Explicit consideration and response to public input received during the development of the MTP and TIP;
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems;
- Providing additional opportunities for public comment if the final MTP or TIP differs significantly from the version that was made available for public comment;
- Coordination with Statewide public involvement and consultation processes;
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process;
- Provide a summary, analysis, and report on the disposition of significant written and oral comments received on the MTP and TIP to be incorporated into the final plan;
- A minimum public comment period of 45 days before adoption or revision of the public involvement process; and
- Consult with agencies and officials responsible for other planning activities that are affected by transportation or coordinate the planning process with such planning activities.

The Infrastructure Investment & Jobs Act (IIJA) 2021

On November 15, 2021, President Biden signed the [Infrastructure Investment and Jobs Act \(IIJA\) \(Public Law 117-58, also known as the “Bipartisan Infrastructure Law”\)](#) into law. The Bipartisan Infrastructure Law is the largest long-term investment in our infrastructure and economy in our Nation's history. It provides \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure, including in roads, bridges, and mass transit, water infrastructure, resilience, and broadband. The BIL allows MPOs to use social media and other web-based tools to encourage public participation in the transportation planning process. [§ 11201(a)(3); 23 U.S.C. 134(i)(6)(D)]

Executive Order 13166, Improving Access to Services for People with Limited English Proficiency (2000)

The basis of Executive Order 13166 lies in Title VI of the Civil Rights Act of 1964. It requires that Federal agencies work to ensure that recipients of Federal financial assistance provide “meaningful access” to their LEP applicants and beneficiaries.

Guidance stresses the importance of reducing language barriers that can prevent meaningful access by LEP persons to important services. CRTPO values public involvement and feedback and encourages participation by all communities.

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)

The basis of Executive Order 12898 lies in Title VI of the Civil Rights Act of 1964. It directs that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

CRTPO addresses Environmental Justice concerns throughout the transportation planning process, and it is the responsibility of all staff to consider the needs of traditionally underserved communities during planning, project selection and project implementation. As the PIP is implemented, special consideration is given to ensure all residents have reasonable access to information and opportunities to give input. Demographic data is analyzed to identify areas having considerable numbers of protected populations, and this can be used for public meeting location and outreach event selection as well as identification of need for more targeted or diverse outreach efforts.

The Americans with Disabilities Act of 1990, the Rehabilitation Act Amendments of 1988 (Section 508), and the Rehabilitation Act of 1973 (Section 504)**The Americans with Disabilities Act of 1990**

The Americans with Disabilities Act of 1990 mandates that public facilities be made accessible to people with disabilities and has been the basis for requiring that transit buses and street curbs be retrofitted or reconstructed with appropriate equipment and design details.

The Rehabilitation Act Amendments of 1988 (Section 508)

The Rehabilitation Act Amendments of 1998 (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.”

The Rehabilitation Act of 1973 (Section 504)

The Rehabilitation Act of 1973 (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 received Federal financial assistance.

The Clean Air Act Amendments of 1990

The Clean Air Act Amendments of 1990 require MPOs to perform transportation conformity prior to adopting an MTP or TIP. A public review and comment period is required for transportation conformity in non-attainment (meaning an area that has worse air quality than the National Ambient Air Quality Standard defined in the Clean Air Act) areas. This requirement is important in protecting air quality for both the public and the environment. Federal funding and approvals are given to projects that are consistent with the federal air quality goals.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 states that “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 discrimination under any program or activity receiving Federal financial assistance.”

This appendix provides an overview of the CTP amendment process, definitions, and guideline table. The two types of amendments are Administrative Modifications and Procedural Amendments.

Administrative Modifications Process

1. Staff from the CRTPO member jurisdiction initiates the process by coordinating with CRTPO staff to verify and confirm the request is an administrative modification.
2. The proposed modification will be presented by the member jurisdiction at a Transportation Staff Meeting (TSM) for information.
3. Pending any comments from TSM, the modification is conducted internally without action from the TCC and CRTPO Board.
4. CRTPO staff will present a comprehensive list of modifications to the TCC and CRTPO Board meetings once a year.
5. NCDOT staff brings a list of all amendments once a year to the NC Board of Transportation Meeting for inclusion within the statewide CTP.

Procedural Amendments Process

1. Staff from the CRTPO member jurisdiction initiates the process by providing a map of the proposed amendment and coordinating with CRTPO staff to verify and confirm the request is a procedural amendment.
2. If confirmed, the member jurisdiction staff will conduct a presentation during a TSM for information and/or discussion as needed.
3. Provided no significant issues are identified during the presentation at TSM, the request will move to an upcoming TCC Meeting for information to recommend that the Board open a public comment period on the proposed amendment. Board approval of the request is required to start the public engagement period. The member jurisdiction must lead the public engagement process. The public engagement period is preferred to be 30 days in length if meeting schedules permit, with a minimum 14 days.
4. Following the close of the public comment period, member jurisdiction staff conducts a second presentation at TSM to summarize the comments received.
5. Member jurisdiction staff provides all agenda text, attachments and presentations to be included within an upcoming TCC and CRTPO Board agenda to present a summary of the comments received.
6. NCDOT staff brings a list of all amendments at least once a year to a NC Board of Transportation meeting for inclusion in the State CTP plan.

Public Comment Waiver for Procedural Amendments: The requirement for public comment can be waived if the member jurisdiction can demonstrate that an adequate level of public engagement has been conducted within the last year as part of a local land development proposal or plan adoption the amendment has conducted public involvement efforts sufficient to meet the guidelines in the CRTPO's PIP (Section 4.3, Waiver of Public Involvement Activities).

Definitions

The following definitions pertain to the Comprehensive Transportation Plan (CTP) amendment identification and guidelines.

- **Minor Change to alignment:**
 - If the recommended alignment stays on the same parcel(s) as the adopted alignment and does not move closer than 400 feet to an adjacent parcel unless the adjacent parcel(s) owner(s) provide agreement to the recommended alignment in written form; OR
 - If the recommended alignment is being proposed as part of a development proposal, has been approved by the jurisdiction and will be constructed as part of that development. If there are parcels affected by the recommended alignment that are outside the development proposal, those parcel owners must be notified and provide written concurrence to the recommended alignment; OR
 - If the recommended alignment is being proposed as part of a development proposal and public outreach related to the development proposal has included references to the CTP amendment and all parcel owners affected by the recommended alignment that are outside the development proposal must be notified and provide written concurrence to the recommended alignment.
- **Major Change to alignment:** Any other amendment that is not defined as a minor change.
- **Classification Change:** Refers to changes related to the type of facility. For example, a change for a highway facility may update a road from Freeway to Expressway or Boulevard to a Major Thoroughfare. The overall impact is significantly different depending on the transportation mode. CRTPO staff will determine the appropriate level of public engagement when the classification changes.
- **Operational Strategies:** Operational strategies are classified within the CTP as managed lanes on expressways, express bus or bus rapid transit modes.
- **Transit and Rail:**

The following describes the eligible transit technology within the CTP:

 - Fixed guideway is a facility that generally operates in a dedicated guideway separated from general vehicular travel for the exclusive use of public transit, high occupancy vehicles and light rail.
 - Commuter rail is a form of regional passenger rail service within a metropolitan area that provides travel between principal cities and adjacent suburban areas.
 - Active rail is defined as railways that carry primarily either freight or cargo in the railcars to and from its destination by private freight rail companies such as Norfolk-Southern, CSX, etc.

TABLE 6. CTP AMENDMENT GUIDELINES

Mode	Facility Type	Administrative Modifications (Notification Only to TCC & MPO)	Procedural Amendments (MPO Adoption Required & Public Engagement)
Highway	<ul style="list-style-type: none"> • Thoroughfares (Minor, Major, Boulevard, Freeway, Expressway) 	<ul style="list-style-type: none"> • Status change from recommended to existing • Status change from needs improvement to existing • Minor change to alignment 	<ul style="list-style-type: none"> • Add or remove facility • Status change to recommended/needs improvement • Major change to alignment • Classification change
	<ul style="list-style-type: none"> • Grade Separations, Interchanges • Managed Lanes Interchange (Direct Access) 	<ul style="list-style-type: none"> • Status change from recommended to existing • Status change from needs improvement to existing 	<ul style="list-style-type: none"> • Add or remove facility • Status change to recommended/needs improvement • Change to location • Classification change
Bicycle and Pedestrian	<ul style="list-style-type: none"> • On-Road Facility • Multi-Use Path • Sidewalks 	<ul style="list-style-type: none"> • Status change from recommended to existing • Status change from needs improvement to existing • Realignment necessitated by roadway realignment • Minor change to alignment • Classification change 	<ul style="list-style-type: none"> • Add or remove facility • Status change to recommended/needs improvement • Major change to alignment
	<ul style="list-style-type: none"> • Greenways • Grade Separations 	<ul style="list-style-type: none"> • Status change from recommended to existing • Minor change to alignment 	<ul style="list-style-type: none"> • Add or remove facility • Status change to recommended/needs improvement • Major change to alignment
Transit and Rail	<ul style="list-style-type: none"> • Fixed Guideway • Commuter Rail • Active Rail • High Speed Rail Corridor 	<ul style="list-style-type: none"> • Status change from recommended to existing • Status change from needs improvement to existing • Minor change to alignment 	<ul style="list-style-type: none"> • Add or remove facility • Status change to recommended/needs improvement • Major change to alignment • Classification change
	<ul style="list-style-type: none"> • Operational Strategies • Rail Stops, Bus Park & Rides • Intermodal Connectors • Rail-Rail • Rail-Highway Grade Separations 	<ul style="list-style-type: none"> • Status change from recommended to existing • Realignment necessitated by roadway realignment • Status change from recommended to existing • Status change from needs improvement to existing 	<ul style="list-style-type: none"> • Add recommended/ existing strategy • Add or remove facility • Status change to recommended/needs improvement • Change to location

This appendix summarizes the public involvement recommendations and suggested techniques for member jurisdictions conducting engagement on CRTPO CTP amendments. Amendments to the MTP and TIP will follow the same procedures for notification and public involvement as the CTP.

- The public engagement period for review and comment should be held for 30 days in length if meeting schedules permit, with a minimum 14 days.
- Media releases must specify the current alignment or project that will be amended within the CRTPO's CTP.
- The appropriate project, plan or study information, maps, or similar should be made available on CRTPO and/or jurisdiction's website and included in social media outlets and newsletters as appropriate. Information should include instructions for residents to provide comments.
- Residents will have the opportunity to provide input during a public comment period during a CRTPO Board meeting, by email, regular mail or facsimile. Member jurisdiction staff should summarize the public comments received on the project submittal lists. Summaries will be posted on the member jurisdiction and CRTPO webpage.
- Member jurisdiction staff should present a summary of public comments received to the TCC and CRTPO Board.
- The CRTPO Board can divert from the recommended project submittal list or amendment proposed by the TCC based upon public comment received. If a diversion from the TCC recommendation occurs, it should be clearly documented on the final documentation that is posted to the CRTPO website.

Member jurisdiction and CRTPO may implement the following techniques to inform residents of an open public comment period on a CTP procedural amendment proposed by a member jurisdiction:

- Public comment period may be announced by distributing media releases, e-blasts and inclusion in newsletter articles.
- Post an announcement on the member jurisdiction and CRTPO website regarding the proposed amendment, with instructions on how residents can provide input.
- Social media advertisements may be used to promote the details of the CRTPO Board meetings scheduled to review and/or act on the amendment.
- Notices may be distributed as direct mailers, yard signs, door hangers, bus flyers or within utility bill mailings to affected communities.

Public engagement may include the following techniques:

- Interactive mapping where residents can express support for project submissions;
- Surveys/Polling (on-line or in-person);
- Open houses or public workshops;
- Informational presentation to an elected board, civic group or neighborhood association;
- Staffed table (pop-up) at a community event; and
- Virtual meetings or recorded webinars.

Additional Guidance for Member Jurisdictions:

The member jurisdiction or designee will distribute information to notify the residents within a reasonable vicinity of the proposed amendment. Notifications will include information summarizing the proposed CTP map modification, instructions for residents to obtain additional information regarding the proposal, a schedule of presentations to the TCC and CRTPO Board and ways the public can provide comments. Information can be distributed using one or more of the following methods:

- The distribution should be targeted to the affected property owners and adjacent parcels that may experience a secondary impact. The distribution area should be determined by CRTPO staff and the member jurisdiction's judgment.
- Media release to the appropriate markets.
- The jurisdiction of the proposed amendment should post information regarding the amendment on its website, social media and other appropriate channels.
- For transit and rail amendments, the local transit agency that has initiated the CTP map amendment will lead the public involvement activities in accordance with its local outreach policy.
- For State rail or freight amendments, amendments will follow the public notification methods described under Section I. Highway, Bicycle, and Pedestrian Mode Amendments. Proposed changes will be reviewed to ensure that low-income and/or minority populations will not experience disproportionate impacts, as noted in Executive Order 12898 (see Chapter I, Section B). The CRTPO website will be updated with revised CTP maps once the CRTPO Board has approved the change.

CRTPO adopted its initial PIP in 2005, which was updated in 2012. New federal regulations, the expansion of CRTPO’s planning area boundary, and advancements in public engagement techniques within the transportation planning field led to a comprehensive update in 2017. During 2017, an analysis of the PIP evaluated the effectiveness of CRTPO’s public involvement program by surveying its current practices, assessing state and federal requirements, and developing recommendations based upon best practices. In 2021, Comprehensive Transportation Plan amendment guidelines were developed and incorporated into the PIP. During 2022, a comprehensive review and update was conducted; and was adopted by the CRTPO Board in February 2023.

TABLE 7. CRTPO’S PUBLIC INVOLVEMENT PLAN HISTORY

PIP Version	Revisions Made	Adoption Date
2005 First PIP Developed	<ul style="list-style-type: none"> Recommended by FHWA 	
2009 Revision #1	<ul style="list-style-type: none"> Incorporate SAFETEA-LU requirements Property owner notification of thoroughfare plan amendments 	
2012 Revision #2	<ul style="list-style-type: none"> Environmental Justice techniques Limited English Proficiency Plan 	
2017 Revision #3	<ul style="list-style-type: none"> Comprehensive review and update New federal regulations Expansion of planning area boundary, New engagement techniques 	November 15, 2017
2021 Revision #4	<ul style="list-style-type: none"> Added Comprehensive Transportation Plan (CTP) Amendment Guidelines 	November 17, 2021
2022 Revision #5	<ul style="list-style-type: none"> Comprehensive review and update New federal regulations States of emergency and virtual public involvement protocols New engagement techniques 	February 15, 2023

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