

A LOOK AT THE PUBLIC INVOLVEMENT PROCEDURES IN
TWELVE STATE TRANSPORTATION AGENCIES

by

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PREFACE

This report consists of a series of brief summaries of the public involvement procedures outlined in the Action Plans of twelve state transportation agencies. In reading them the author paid special attention to the citizen participation techniques outlined in each. The intent was to extract the main points of the public involvement programs discussed in each Action Plan. The twelve reported on here were chosen from a group of twenty-four because of the clarity with which public involvement proceedings were presented and the potential for practical application they exhibited. The reader should keep in mind that the summaries emphasize only certain aspects of the programs of the states chosen. Should a detailed explanation be needed, it is suggested that the reader procure a copy of the Action Plan in question. Indeed, the needs of each state definitely differ with respect to types of public involvement, therefore each state is treated individually and not in relation or comparison to any other state.

It is felt that the data accumulated are representative of all geographical areas of the country, population densities, and government agency structures. The reader should also keep in mind that many of the methods presented here have not yet been tested. An analysis of the success of each of these programs, after implementation, would provide an item for further study.

A total of thirty-two Action Plans had been promised the author, eight of which were not received within the time frame necessary for the publishing of this report. At the time the request for a total of fifty Action Plans was made, eighteen were either tied up in printing or awaiting approval and thus could not be obtained. The author was then forced to use the data available. Of the twenty-four Action Plans received, data from twelve were used in this report. Of the twelve state transportation agencies cited in this report, five were classified as state departments of transportation and seven as highway departments

SUMMARY

Of the twenty-four Action Plans perused, several were very general in their approach to citizen participation while others were very specific. The twelve chosen for presentation here were the ones taking the most specific approaches. Although these twelve vary greatly with respect to their specificity, the states generally take two approaches to the public involvement procedures outlined in their Action Plans

One approach is that the Action Plan procedure provides for the immediate insertion of specific procedures into the total transportation planning process. Indeed many states have developed very elaborate processes which are yet to be tried. There exists the possibility that too elaborate a process may be detrimental, especially if the agency finds that it cannot comply with its own policies and procedures. On the other hand, a very elaborate citizen participation procedure, if it works successfully, will certainly enhance the planning process considerably.

The other approach is that of presenting a very general description of the major procedures to be used, while leaving many openings for the process insertions of specific processes as the occasion arises. Many states seem to feel that the amount and type of citizen participation to be used should be decided on a project by project basis. The Action Plans of such states contain only an acknowledgement that public involvement will be solicited and an indication of the points in the process that this participation will likely occur. Since this report seeks to present specific processes which may be of use to the Virginia Department of Highways in its citizen involvement program, the Action Plans containing such an approach are not reported on here.

A few additional comments can be made about the Action Plans summarized in this report. Most call for a de-emphasis of public hearings. Indeed, many seem to look to the day that public hearings cease to exist. In their place are found public meetings which appear on paper to contain more of a two-way information exchange than do hearings. It appears that at this point many states are trying to relegate their public hearing to a mere formality. Also, the majority of states tend to agree that the most meaningful and most intense public involvement should occur during the corridor location stage. It seems that they realize this is the most important point in the development process at which the citizen should become involved. Generally, the public involvement procedures in most states' system planning stages do not differ much. Apparently a great many are having difficulty with this part of the public involvement process. Although many of the procedures appear very vague, most states are trying to do what they can to solicit involvement at the systems stage. It is agreed that even though this is the most difficult time to involve the citizen (since he can see no direct effect from the impending project), it is a very important stage in building public awareness, and efforts to gain participation at this stage should be continued.

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ALABAMA HIGHWAY DEPARTMENT

Systems Planning Phase

The systems planning phase of the Alabama State Highway Department's planning process does not contain a very elaborate citizen participation procedure but several features are commendable. Their public involvement program does not officially commence until the location phase begins.

The Bureau of Urban Planning of the Alabama Highway Department is responsible for conducting all urban area transportation studies. Guidance for the planning process is provided by a policy committee, which is appointed by the governmental units who have entered into formal agreement, either directly or indirectly through Regional Planning Commissions, with the Highway Department to conduct a long-range transportation study. This committee is directly responsible for the implementation of adopted transportation plans. A technical committee provides the technical and professional guidance for the planning process and is composed of experienced professional people who can determine that the plan developed will be feasible for the area. Members of this committee are appointed by the policy committee. They are technical and professional people employed or engaged in local or state service or private industry. The chairman of the technical committee is the coordinator of planning activities. Generally, he is the director of the regional or local planning agency and is in charge of local coordination of the planning process.

Local citizens are involved in the planning process through a citizens' advisory committee. This committee is composed of persons who present citizens' opinions to professional planners who should, in turn, develop a plan which meets the goals of local citizens and officials. Appointments to this committee are made by the policy committee. The members are to be representative of the citizens comprising the various neighborhoods and organizations within the urban areas. The urban planning engineer (head of the Highway Department's Bureau of Urban Planning), aided by the persons in the Environmental Technical Section of the Bureau of Surveys and Plans who are trained in public involvement, works closely with the citizens' advisory and policy committees throughout the entire transportation planning process to ensure that the views and opinions of local citizens are considered. The citizens' advisory committee helps to obtain economic development, land use, social, community values and economic data. Close contact is maintained between the urban planning engineer and the citizens' advisory committee during data collecting activities. The citizens' group is given the opportunity to review all social

economic, and environmental data collected and they may request that further data be collected if they feel existing data are insufficient.

When both the quantitative and qualitative analyses are completed, the technical and citizens' advisory committees formally recommended that the policy committee select a particular plan concept, which it does. Alternate study plans within this concept are developed and studied. These study plans are ranked according to their ability to meet the goals and objectives of the transportation study. The policy committee, with recommendations from the technical and citizens' advisory committees, then selects an alternate study plan which may or may not be in keeping with these recommendations. This plan is then restudied and refined by the urban planning engineer and results in the recommended transportation plan for the urban area. The urban planning engineer prepares a draft report which adequately illustrates the proposed transportation plan. This draft report is distributed to the three aforementioned committees, the Environmental Technical Section, the FHWA, the Regional Planning Commission, and the Alabama Development Office. As soon as comments from these groups are received all issues which may have arisen will be reviewed and efforts will be made to reconcile any differences. After any required public hearings on the recommended transportation plan have been held, any issues which may have arisen will be further studied by the urban planning engineer in coordination with the policy committee and the policy committee will take final action. The policy committee and Alabama Highway Department then formally adopt the transportation plan and tentative priorities. A report which adequately describes the adopted plan and priorities is prepared by the urban planning engineer and published for public distribution.

Location Phase

An environmental coordinator will be established in each division* to assess the social and economic impacts of highway projects on the community and advise the Environmental Technical Section, the public, and other interested agencies on the results of the analysis. The division environmental coordinator will be selected by the division engineer. In addition, each bureau** will designate an environmental coordinator. The Environmental Technical Section will include a member designated as community values specialist whose duty it shall be to coordinate with the bureau and division environmental coordinators. The division environmental coordinator should be perceived by the public as being a spokesman for the public, and the community values specialist will work with the division environmental coordinator to ensure that all projects are considered for community values.

A program for public involvement for each project will be developed by the community values specialist with input from the division level being furnished by the division environmental coordinator. The program will classify the project in one of four levels of impact and identify the major factors involved, and the groups who will be affected. The division

* Equivalent to Highway Districts in Virginia

** Equivalent to Highway Department Divisions in Virginia

environment coordinator will initiate and continue contact with concerned groups through the time of the design public hearing. The four levels of project impact are:

- (1) Minimal impact--project requires no additional right-of-way and causes no permanent change in the surrounding environment.
- (2) Minor impact--project requires a small right-of-way purchase or will cause slight alteration in surrounding environmental characteristics.
- (3) Significant impact--project requires major expansion or realignment of existing facility, necessitating large amounts of additional right-of-way; or would cause localized alterations to the human environment or threats to existing wildlife or vegetation.
- (4) Major impact--any project which would cause major alterations of the human environment or regional changes in the natural environment . . . over a geographical area larger than the immediate area of the project. (See Appendix I)

Public involvement will be different for each level of project impact. For minimal impact projects notification via the mass media and normal public hearings as may be required represent the extent of public involvement. For minor impact projects, the same techniques as above will be utilized as well as supplying continuous information to local residents and property owners and inviting their comments and questions. On significant impact projects techniques will be used and local groups who are likely to have interest in the project will be identified. Once identified, these groups will be sent a letter notifying them of the project and an individual inquiry into their particular area of concern. For major impacts, in addition to all of the above, an inventory of the area in question identifying social groups and their leaders will be developed. Public meetings may be held in more than one location at more than one time to report progress of the project planning. Meetings with individuals or groups will be held on request or as determined by the division environmental coordinator or community values specialist, and contact will be maintained by letter and/or by telephone.

The corridor location study culminates with the draft environmental impact statement (EIS) and location public hearing. Upon FHWA approval for the circulation of the draft EIS, a notice is placed in the newspaper advising the public of its availability for review and comment. Soon after, the division places a newspaper notice to the effect that a public hearing will be held if requested by the public, or that a hearing will be held. If a hearing is held, comments will be analyzed and ones of an environmental nature will be addressed in the final EIS. This document will then be published and distributed. The fact that the approved final EIS is available for public inspection will then also be published in the local newspaper. Finally, assuming location approval by the FHWA, a newspaper notice will be published to that effect.

Design Phase

The level of action undertaken to inform and involve the public and other agencies and groups during the design phase is not determined by the system on which the project is located, but by the degree of impact of the project upon the surroundings. Where necessary or appropriate, alternate designs are developed for consideration by other agencies, groups and interests during early contacts in the preliminary design stage and for presentation at the design public hearing, if required. The design public hearing is advertised much like the location public hearing.

An opportunity is offered for most projects. In some cases the initial hearing at the location stage is a combination corridor and design public hearing, and in these cases a second, or design, hearing is not offered. If the design hearing is held the comments are reviewed, a design study report made, and FHWA design approval is requested by the Highway Department. Notice of this request is published in the newspaper. Upon receiving FHWA approval or disapproval a newspaper notice to that effect is published.

IDAHO DEPARTMENT OF HIGHWAYS

Systems Planning

Urban areas over 50,000 population come under the Boise Metropolitan Transportation Study (hereafter referred to as BMTS, so named because Boise is the only city in the state with 50,000 population. The BMTS is a cooperative transportation planning effort which is composed of several committees, with objectives of solving existing problems and providing a realistic improvement program to guide future development (see Appendix II). Basic recommendations for action originate in the technical committee. The recommendations are reviewed by a citizens' advisory committee, which is appointed by a policy committee and consists of representatives of service organizations, businesses, and professional groups. Their responsibilities are to inform the public of study objectives and progress, and to gain support for recommendations made by the policy committee. The citizen advisory committee, then is the primary source of citizens' recommendations in the BMTS planning process.

Citizen involvement in this stage of development includes an annual public meeting (hearing) in the form of a workshop to review the annual transportation plan and environmental overview. As for rural and small urban areas (less than 50,000 population) six areawide advisory committees, appointed by the regional councils of government (one within each of the six state highway districts) representing county and other local governments and areawide planning agencies provide for the integration of state and local planning efforts. Prior to the aforementioned annual meetings regarding the long-range highway transportation systems plan, the areawide planning agencies hold public meetings regarding the proposed systems plan to obtain citizens' input to the study effort.

Corridor Location Study

Decisions made during the systems planning phase are reviewed throughout the preparation of the corridor location study. The purpose of the corridor location study is to verify a project's feasibility and to select the most practical, economical, and justifiable corridor between identified termini. Once the study area has been selected the public is informed by the district engineer that the Department is conducting a corridor location study. This notice may be in the form of a news release to the local news media indicating the study area and some of the work to be done in the near future. On more complex projects in heavily populated areas, a public meeting may be scheduled to inform the public of the scope of the study. The district engineer maintains a list of federal, state and local agencies, organizations and individuals, minority groups, citizen advisory groups, etc. which may have an interest in projects in certain areas. A public forum is scheduled by the district which may be attended by residents, groups, and agencies as a result of the project notification previously mentioned. The Department presentation provides a general description of the project and a discussion of objectives. Additional meetings with various groups may be held if requested. Information collected as a result of these meetings is used in the development of the draft environmental impact statement (EIS). The district may hold a meeting with public officials after the public forum to advise them of the status of project development and to discuss the alternatives under consideration.

The district may also schedule meetings with interested public officials, residents, groups, and agencies. The scheduling of these meetings depends on the complexity of the project, degree of environmental impact, number of controversial issues, or significant changes in the concept of the project since the last public meeting.

After the draft EIS has been submitted to the FHWA for review and clearance, the Location Section of the Department completes the hearing brochure. The first part of this document contains the Highway Board's recommendation for a corridor location while the second part gives information on the alternatives, including an evaluation of social, economic, and environmental effects. Part III (general information) concerns highway relocation assistance, public hearing laws, procedures related to public hearings, and policy relating to consideration of social, economic, and environmental effects. This three-part brochure contains pertinent information about the alternatives studied that will be presented to the public at the hearing. After the hearing brochure and draft EIS have been approved, the Department proceeds to a corridor hearing. At the time of the advertisement of the public hearing, the hearing brochure is also printed and distributed. Copies of the draft EIS are also available at the hearing. If the location is approved, two notices are then printed in the newspapers. The first advises the public that local officials have requested approval by the Highway Department. The second notice advises the public that the Department has approved the location.

Design Process

As alternative designs are being studied, local service organizations or citizens' groups may be contacted for their views and ideas. Meetings are held to determine the most practical and feasible solution that is in the best interest of the public. Design alternatives may even be generated as a result of this public involvement. Eventually, an invitation to attend and the date and place of the public hearing are advertised twice in a local newspaper. In addition to the legal notices, a news article is made available to the newspapers. On complex projects, an informal informational review is held on the day prior to the hearing. The hearing is then held, after which final design approval is made, following any necessary revisions.

MAINE DEPARTMENT OF TRANSPORTATION

Systematic Planning Stage

The assistant director of the Bureau of Transportation Planning and Services is responsible for scheduling planning studies each year based on recommendations provided by the Urban Transportation Planning Division and the Statewide Transportation Planning Division. After a specific planning study has been scheduled and defined, a notice is sent to that effect to agencies and individuals throughout the state who have a potential interest in the study. To assure that the public is kept informed of the activities in the planning process, a press release is issued at this time to announce the Department's intention to conduct a study. The release is specific as to whom the public should contact in the Department for additional information. It is hoped that comments received will help to point out areas that should be of concern in the study effort.

After it has been decided what the scope of the study will be and who will conduct it, a study committee is established to guide it. The study manager, the person responsible for coordinating individual planning studies, then recommends specific individuals to serve on a study committee (this decision is based on the magnitude of the study, the objectives, the social, economic, and environmental problems, etc.). Normally, this committee consists of representation from the elected officials of the town, the planning board, conservation commission, regional planning commissions, business community, state planning office, the Division Office of FHWA, and two persons from the general public. For complex studies two committees are established. A policy committee determines objectives and priorities for the study and makes policy recommendations. It is usually made up of the administrative officials of the political units involved in the area. A technical committee reviews technical aspects related to the study area. In addition, local citizens are included as members of each of these committees.

At the time the study begins a press release is prepared. Upon the recommendation of the study manager, the Special Services Division prepares press releases as the study progresses and as significant items are reported. A draft report is prepared and reviewed by appropriate committees, interested agencies and individuals. For major studies or controversial studies and studies having a high degree of local interest, a public meeting is held at this time to describe the results of the study. After the study manager has reviewed the comments on the draft report, a final report is prepared. A press release is issued summarizing the findings of the study and the study manager submits recommendations to the Bureau's Data Resources Section to begin project programming.

Project Development

The Maine DOT has developed three levels of action which are determined on a project by project basis:

Level 1 Projects are those which have a minimal impact on the environment, require no relocation, and have a minimal impact upon abutting real property. A notice of preliminary engineering

studies is sent to all appropriate agencies and individuals. When additional rights-of-way are to be acquired, an opportunity for a public hearing is provided. When additional rights-of-way are not required, an opportunity for an informal meeting with the regional planning commission, local municipal officials, local planning commission, local planning boards, local conservation commissions and the public is provided. The public is notified of the approved course of action by the use of legal notices. All aforementioned agencies are notified by mail.

Level 2 Projects are those that either have a moderate impact upon the environment, require the acquisition of substantial amounts of right-of-way, have a moderate adverse impact upon abutting real property, or change the layout or function of connecting roads or streets. Public involvement procedures are the same as those for Level 3 except that optional checkpoint meetings are held depending on the type of response and information developed from informal meetings with federal, state, and local agencies, and interested members of the public.

Level 3 Projects are those that either have a significant impact upon the environment, require the acquisition of substantial additional right-of-way involving relocation of a significant number of people, and/or businesses, have a significant adverse impact upon abutting real property, or involve issues of local or regional significance which are likely to be highly controversial. The public involvement procedures for this Level are very involved, and are given in detail below.

First, newspapers are utilized to inform the general public of a proposed preliminary engineering and environmental study. A notice is issued that provides a brief description of the study area, the scope of the proposed improvement, and, perhaps, a map of the study area. Depending on the comments received as a result of the press release, the project manager will initiate contact with those agencies and individuals expressing concern regarding potential significant impacts, and influence the course of studies and the development of alternatives.

After a number of reasonable alternatives have been selected, the project manager holds an informal meeting or meetings with the regional planning commissions, local municipal officials, conservation commissions, and planning boards. Such meetings are open also to property owners and interested individuals. The purpose is to discuss the complete scope of the project. Once the draft environmental project statement has been made public and comments have been received, public hearing procedures are initiated.

A notice of the hearing is published, if a hearing has been requested, prior to the public hearing, an informal meeting is held with municipal officials, local conservation commissions and regional planning commissions. The purpose of this meeting is to explain the latest proposals for the project and to answer questions. Soon the public hearing is held and where the comments or proceedings have revealed issues or alternatives not previously considered, these are explored to determine their feasibility. Informal meetings normally are held to discuss additional studies. A combined location and design

hearing is usually held if the project is not a new location. If this is not the case, then a separate design hearing is held by the Design Division subsequent to the adoption of the final EIS by the FHWA. The request for location and/or design approval from the FHWA is published in newspapers and a copy of the notice is sent by mail to all state & federal agencies, local municipal officials, local planning boards, local conservation groups, soil and water conservation districts, regional planning commissions, social action groups, local community groups, and individuals who have indicated an interest in the project. Once the final design is approved by the FHWA, a notice to that effect is published in the local newspapers.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

Systems Planning Phase

Public involvement in this phase of the Massachusetts DOT's transportation planning process has been turned over to the twelve Regional Planning Agencies (RPA's) in each of the twelve regions of the state. Transportation Policy Advisory Groups (TPAG's) have also been established in each of the planning regions in the state. (See Appendix IV). The TPAG's convene meetings on all substantive transportation planning issues, ensure that the planning process is open and locally participatory, and serve as a forum for discussing all transportation issues. The TPAG's meetings are open and any person or groups may attend. Memberships are made up of local representatives, interest groups, interested citizens, and representatives of state agencies, RPA's, and the Department of Public Works. Each TPAG is responsible for providing the Bureau of Transportation Planning and Development its regional priorities for transportation improvements. This means that Massachusetts is shifting the emphasis from a central planning operation at the state level to a decentralized operation that focuses on the regional and local levels. The RPA's are funded with Highway Planning Research funds (for more detail see the Massachusetts Action Plan). These funds allow each RPA to hire at least a minimum core staff to focus on transportation planning. Urban Mass Transportation Administration money is also being utilized. The planning work is carried out in accordance with a unified transportation work program developed for each of the twelve planning regions. It covers a five-year period and identifies both long-and short-range issues. The planning staffs study the problems and make recommendations to the TPAG, which then makes a final recommendation for implementation. The interest here is that decisions on transportation issues that are local in nature are made at the local level and issues that are regional are resolved at a regional level by reaching a consensus recommendation through the TPAG.

Project Development Phase - Location and Design

At the start of the project highway development phase, a block type ad is placed in the newspaper to provide the public a summary of the project scope, map of the study area, names of the project managers, expected date of first public information meeting, and availability of the notification list.

Projects in Massachusetts have four different classifications, each of which has different public involvement process:

Level of Action I - Major Impact. A completely new facility or project having significant adverse impact on the human environment or change in the surrounding natural environment.

Level of Action II - Moderate Impact. A project on a new or existing alignment requiring major expansion or realignment of a facility . . . causing permanent localized alteration to the human environment and local changes in the natural environment.

Level of Action III- Minor Impact. A new or existing alignment improvement causing permanent slight alteration to the human environment and minor changes to the natural environment of a localized area and requiring minor right-of-way acquisition.

Level of Action IV- Negligible Impact. Project requiring little or no additional right-of-way and causing no permanent changes in the human or natural environment.

All location and environmental studies for a project are developed thorough a staging process described below.

For Action I projects, after an informational meeting is held with local elected officials to acquaint them with the general aspects of the project, a public notice is inserted in community newspapers to the effect that environmental and location feasibility studies have been started. Upon the initiation of the detailed location and environmental studies, the first environmental and local public information meeting is held in the study area. At this meeting, only blank maps with broad corridors are displayed. A proposed schedule of public meetings and of project progress is shown at this time. The second combined environmental and location public information meeting is held at approximately the 25% stage of project development. Information developed by this time is presented and additional input is made by the various groups and individuals in attendance. Occupants of property affected by each proposed alternative alignment are notified. All occupants within approximately 500 feet of either side of the centerline of any proposed alignment are sent a brochure by the Department. This brochure consists of a brief summary of the alternatives under study, a complete description of all relocation assistance programs, and a listing of the toll free 800 numbers to call for additional information. The third meeting is held at the 50% mark of project development and more detail is presented to the community for evaluation and comment. The fourth meeting is held at the 75% mark and the public is presented with the draft location report and draft environmental impact statement for review and comment. Based on the evaluation of comments received throughout the participation process, the chief engineer decides to either advance, abandon, or restudy the project. Assuming the project is advanced, a corridor public hearing is held. Pre-hearing displays are presented at convenient times and places to further acquaint the public with the alternates under study.

After the hearing, all comments from it are evaluated and responded to in the final EIS. If the project is then approved by the FHWA the notice identifying the alternate selected is published in local newspapers. Next the design study is begun. Upon completion of the draft basic design report, copies are distributed for review and informal public meetings are held to discuss it. The final basic design report is distributed and public meetings scheduled to solicit both written and oral comments regarding this report, after which these comments will be reviewed and the plans finalized. A public meeting may be scheduled upon request, to discuss the final plans, which have been distributed to the appropriate TPAG, RPA, district officer and local municipalities. Upon receipt of all review comments, the plans are adjusted and forwarded to the Departments' District Office with notice of their availability at that location to all interested parties. Upon request, a public informational meeting may be held at this time. Assuming

the final design and plans are approved by the FHWA, a notice to this effect is published in the local newspaper.

Action II projects differ from Action I projects in that they include only three combined environmental and location public information workshop meetings prior to the corridor hearing and a combined location and design public hearing (instead of two hearings).

Action III projects include two combined environmental and location public information workshop meetings prior to the corridor hearings. During the design phase, after 50% of the engineering work has been completed, a public informational meeting is held in the project community. The people at this meeting include project abutters, personnel from the RPA, TPAG, state agencies, local officials, and any other person or groups wishing to attend. The design is refined and at the 75% stage the plans are sent to the local community and the RPA and TPAG for review. The plans are then adjusted and forwarded to the Departments' District Office with notice of their availability at that location to all interested parties. An additional public informational meeting may be held upon request. Assuming no complications, the project is then approved by the FHWA and advertised.

Action IV projects involve no public hearing. State aid projects which require public hearings are held either by the county or city proposing the project. For federal aid projects which require a public hearing, the Department holds a combined location and design hearing. A public meeting is held to solicit comments and the local community is then advised of the project status at the beginning of the engineering phase. After the plans are 75% completed, they are reviewed by local elected officials and the TPAG when the project is of a regional nature.

There are several additional public involvement devices which the Massachusetts DOT utilizes which should be noted here:

- 1) To assure the appropriate participation of the staffs of local community agencies and community citizen funded interest groups, and to provide views, criticisms and recommendations, the chief engineer may upon request set up a technical assistance program to provide funding support for that community to participate in the environmental, economic, and social impact evaluation and the development of alternative proposals.
- 2) Both the financial and nonfinancial costs of alternates are estimated and available for public dissemination no later than the last public meeting before the corridor public hearing.
- 3) A copy of all reports and study documents that are specific to the particular community are sent to the main public library and the city or town clerk's office.
- 4) The public information officer operates a toll free "800" statewide information telephone service. This telephone number

is widely distributed to the public by news release and directly serves to dispel misinformation and rumors. (See Appendix for Organizational chart.) This is an excellent public relations device and one which the Massachusetts DOT relies heavily upon.

- 5) A notification list for each district of the Department for individual written notification of meetings, hearings, etc. is maintained. Notice of availability for enrollment is made at least once per year by notice in major newspapers. Notice of the list is made at all public meetings and hearings. This is indeed a useful method of maintaining contact with both the proponents and opponents of a project.

NEBRASKA DEPARTMENT OF ROADS

Systems Planning

The Highway Commission and Department of Roads hold a joint public meeting in each of the seven field districts each year for the purpose of securing public input as to the general type of program desired, individual projects for improvements, and other actions which would require either legislative action or action by the Board of Public Roads, Classifications and Standards, or the Highway Commission. The Board of Public Roads, Classifications and Standards holds two meetings each year in which the public and local officials are specifically invited to give information on the classification and standards on local roads and the state system along with their ideas. Then, district engineers, Highway Commission members, and key Department of Roads officials meet annually in the fall to determine which projects should be placed in the one-year construction program, and the relative priorities of the projects in the six-year program, including a detailed listing of the next two fiscal years, and to select those projects which they feel should be added to the program. Programs are eventually submitted for approval by the Highway Commission, which recommends a program to the governor.

In the three metropolitan areas of Nebraska, systems planning is accomplished by a technical committee composed of city, county and state officials, and the planning agency for that area. After preparations by the planning agencies, recommendations are reviewed by the technical committee and citizens' advisory groups. Following this review, recommendations for system additions, deletions, or modifications and priorities for improvements are submitted to the officials committees which usually consist of top level city, county, and state officials. The citizens advisory groups involved in this process provide both a review and input function. Citizens may also participate directly by attending the technical committee meetings, which are open to the public.

Corridor Study

The Department first meets with local elected officials and representatives from any boards, commissions, or agencies in the area affected by the proposed project. After this meeting, local groups (officials, boards, agencies) may inform local citizens of the beginning of a corridor study and encourage their constructive participation and cooperation in the gathering of data for study. After a detailed line analysis has been performed, additional informational meetings are held with local groups to receive any additional data which might further refine the study. Shortly after release of the corridor report, a corridor public hearing is held, the information obtained is analyzed and a decision is made on the selection of a single corridor line for functional study.

Several new procedures which have recently been instituted have not been thoroughly tested. Instead of holding hearings only by request, the Board of Public Roads Classifications and Standards will provide a formal opportunity for the Board to meet regularly with the public for the specific purpose of obtaining its views by holding two additional public hearings each year. For the convenience of the public, one of these meetings

will be held in Lincoln and one in some rural area of the state. In addition, prior to the selection of each addition to the one- and six-year programs, the State Highway Commission will conduct one annual information meeting in each of the seven field districts. The Department of Roads will also establish the position of public assistance officer, who is appointed by the Director and approved by the citizens' advisory groups (CAG) and who acts as a clearinghouse for requests for information from citizens, responds to questions and complaints, and acts as communicator between the Department and the citizens. He will possess a working knowledge of Department procedures and an ability to communicate with the public. The newly established CAG will continue to review and advise the Department of Roads in all areas involving public participation. The composition of the CAG is governed by the CAG itself and then a membership is balanced with regard to economic, social, environmental, and geographic interests. It meets annually and its executive secretary is the public assistance officer of the Department of Roads.

Levels of Projects

The amount of public involvement to be carried out will depend upon the magnitude of the project. Nebraska's Department of Roads has established four project levels, A, B, C, and D, with A being the most complex and D being the least. The level of a proposed project is established by a level review committee and the public involvement procedures to be followed for the four levels of projects are as follows:

Level "A"

- 1) Local informational meetings—Required
- 2) Formal Public Hearing Offer—Required if:
 - a) Project goes through or bypasses any city or town
 - b) Project would have a significant economic, social or environmental effect.
 - c) Project would substantially change the function or layout of connecting roads.
- 3) An additional formal public hearing may be offered if deemed advisable due to intense interest or controversial nature of the project.

Level "B"

- 1) Local informational meetings—As needed
- 2) Formal Public Hearing Offer—Required if:
 - a) Project goes through or bypasses any city or town
 - b) Project would have significant economic, social, or environmental effect.
 - c) Project would substantially change the function or layout of connecting roads.
- 3) An additional formal public hearing may be offered if deemed advisable due to extreme interest or controversial nature of the project.

Level "C"

- 1) Local informal meeting—As needed
- 2) Formal Public Hearing Offer—Required if project goes through or bypasses city or town.

Level "D"—Nothing.

NEW MEXICO DEPARTMENT OF HIGHWAYS

Systems Planning

The plans for development of the New Mexico highway system are reviewed at least once each year to identify areas which have not been subjected to consideration and evaluation by the public. First, the Planning and Research Section of the Department decides which agencies (state, federal, and local) and interest groups will most likely have an interest in the system planning as regards new areas of development. Planning data regarding these areas of development are forwarded to the Planning and Programming and Design Divisions. An economic, social, and environmental analysis is prepared and made available to persons or groups who express an interest. During this period meetings are held with those groups that are interested. Communications received are evaluated prior to scheduling of the public meetings, and informal meetings held with interest groups or agencies should the need arise or should a request for such meetings be received. When the data from the foregoing procedures have been assembled and evaluated, annual public meetings are scheduled and held at twenty two locations around the state. A yearly meeting is not held at each of the locations but at the ones which relate to certain development within the past year. If there have been no changes in a particular area the opportunity for a meeting will be offered via the media and a meeting held if the public expresses a desire. Following the meetings and an analysis of the inputs, a reevaluation of the plans for development is made to consider the inputs from the public and interested groups. A report on the disposition of the inputs made by the public and interests groups is made to them.

Location Planning

Notification of the initiation of location planning is made by public announcement in newspapers, spot announcements on radio and television, and mailings to interested groups and agencies. The New Mexico State Highway Department develops an economic, social, and environmental analysis considering the twelve factors affecting decision making which will in turn be made available to the public for comment and input. On the basis of this comment and input, a draft environmental impact statement considering all alternates is prepared. It is sent to interested agencies, individuals, and groups for comment with a 45-day limit allowed for reply. Approximately ninety days after the mailing date of the draft environmental impact statement, a location hearing is scheduled. The various alternatives and comments received on the draft are discussed at this hearing, the results of which are analyzed and a final environmental impact statement prepared. At this point the citizen involvement process in New Mexico's highway planning process appears to end.

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

Systems Stage

The Statewide Planning Program, which is Rhode Island's planning agency, compiles data on the characteristics of the existing transportation system and user and trip characteristics to predict future travel. Recently they developed a questionnaire which was mailed to a representative sample of 4,172 Rhode Island households to ascertain the goals of the people of Rhode Island. The purpose of this questionnaire was to determine the types of programs which Rhode Islanders felt were most important. The number of responses to the questionnaire (1,500) was sufficiently large to justify the continued use of this device. The questionnaire was designed to measure public sentiment on specific program priorities and broad development goals.

The State Guide Plan, also prepared by this organization, is a long-range plan outlining the physical, economic, and social development of the state. The long-range highway plan is prepared as an element of the State Guide Plan but exists physically as a separate document. It does not detail the entire highway program 20 years into the future, but instead outlines the critical features of the total highway system, including the points or areas to be connected, access control, number of lanes, priority of routes, the decade in which each facility should be opened to traffic, and improvements to existing facilities and approximate costs. Once this document is compiled, the Statewide Planning Program presents the completed plan to citizens at a public hearing. The entire hearing is transcribed so that all comments can be reviewed. A public hearing must be held on each element of the State Guide Plan before the State Planning Council* votes on it. In this way, the Council members can take the views of the public into account when they vote. Citizen participation, then, in this phase is handled by the Statewide Planning Program and not the Department of Transportation.

Location Stage

The location stage begins when the director of the DOT selects a project recommended in the State Guide Plan for development. Shortly after the location study report and environmental impact study have been initiated, the first round of pre-location public meetings are held. These are held with officials from local, state and federal agencies which might have an interest in the project.

The Department of Transportation and its consultant present their views on the project and solicit the views of the officials in attendance. These meetings help the DOT and its consultant to determine the issues which must be addressed in the environmental impact study.

* A body of ten state officials and five local officials which reviews and adopts all statements of goals and policies for the growth and development of the state.

Federal agencies invited to these meetings include HUD, Interior, EPA, and UMTA. State agencies invited include the Statewide Planning Program, Department of Natural Resources, Department of Health, Department of Community Affairs, The Development Council, and Water Resources Board. Locally, representatives from the mayor's office, the planning agency, and the city council might be involved.

While data are being collected and alternative routes are being developed, the second round of pre-location public meetings are held. The DOT's Planning Division meets with federal, state and local officials, and private citizens' workshops are held in public buildings in each municipality which might be traversed by the proposed facility. These workshops are publicized in the local media and last from early afternoon until early evening to give every interested individual an opportunity to attend. The format is informal and members of the Statewide Planning Program, the DOT, and the consulting firm conducting the EIS and location study are present to answer questions. Visual aids are set up to depict alternatives that are being considered. Since these workshops last for approximately eight hours and because an individual might attend for only a short period of time, no formal presentation is made. Instead the citizen is given the opportunity to meet face to face with state officials and consultants to express his views on the proposals and to have answered any questions he may have. It is only after this second round of meetings that the EIS and the location study report are completed. The draft EIS is then made available to the general public as required by the U.S. Department of Transportation's PPM-20-8.

The location public hearing is held to ensure that the public has an opportunity to express its views both on the need for and the location of the proposed highway. The format is flexible, but normally consists of a presentation by Statewide Planning and the DOT as well as a question and answer period and formal presentations by citizens. Citizen input from this meeting is used to influence the final alignment decision.

Design Stage

After location approval, the design phase is begun. When detailed design study plans are approved by the FHWA, a date is set for the design public hearing. The policy of the Rhode Island DOT's Design Section is to advertise the hearing five times in the local newspapers. This hearing usually consists of formal presentations by the DOT followed by formal presentations and questions by private citizens. Once all issues raised at the design public hearing have been resolved, work on the design study report begins.

Additional Public Involvement

The Rhode Island DOT has implemented a two tiered approach to achieve meaningful citizen participation in its decision making process. The basic vehicle is the newly created Transportation Advisory Council (TAC) consisting of eleven members from all geographical sections of the state. The members, in the interest of continuity, serve staggered terms of office with no one being appointed who cannot guarantee in advance that they will be able to give freely of their time. The TAC meets on a monthly or semimonthly basis with the

director of Rhode Island DOT and heads of the various divisions, sections, and units of the Department. At these meetings the DOT people report on their activities since the previous meeting. A written report on the DOT's activities is sent to all TAC members each month. Also, the supervising planner of the Statewide Planning Program's Transportation Section is present at all TAC meetings. The TAC reviews all transportation elements of the State Guide Plan and prepares written advisories on these elements before they are voted on by the State Planning Council. The TAC is thus able to relate its views to the State Planning Council before it votes and in this way can influence transportation decisions made at the systems planning level. The main role then of the TAC is to review, advise, and comment on all projects of the DOT and all transportation activities of the Statewide Planning Program.

One of the most important duties of the TAC is to determine those projects for which a Project Area Committee (PAC) will be established. The PAC represents the second tier of the DOT's approach to citizen participation. This is the vehicle by which DOT obtains grass roots participation beyond that provided by the pre-public hearing meetings and the public hearings themselves. The PAC is interested in purely local matters while the TAC concentrates on the best interests of the state as a whole.

A PAC generally is established for all major projects, or when the TAC decides upon the basis of special citizen interest on specific small projects that one is necessary. In this way citizens themselves decide when a high degree of grass roots participation is needed. Each PAC will be made up of an undetermined number of people from the cities and towns in which the particular transportation facility might be located and will be formed at the beginning of the location phase. During the location phase, each city or town in which an alternative corridor is located will be represented on the PAC. As soon as a location for the facility is approved, members from municipalities which will not be traversed by the facility may be replaced by additional residents of the municipalities which will be traversed.

The TAC is responsible for selecting the method by which PAC members are selected. The only requirement is that the PAC membership reflect a true cross section of the population. There exist many methods for selecting PAC members, among them the following: Using an existing group that is representative of the locality as the PAC; appointing representatives from a cross section of local organizations; and holding elections in each geographic district of the municipality.

As with the TAC, the PAC's role is strictly advisory. Basically it reviews, advises, and comments on all aspects of a project. It also informs other residents of the project area and solicits their points of view on the various aspects of the project. In this way it serves as liaison between the DOT and project area residents. The extent to which a PAC provides aid to the DOT will be limited only by its initiative and level of expertise. The PAC will also play a significant role in the pre-public hearing meetings and the public hearings by helping to determine their time and place and by explaining the project from the committee's view.

Finally, the Rhode Island DOT has established the new position of citizen participation coordinator within its Office of Public Information. His role will be to arrange and attend all TAC and PAC meetings, and to serve as liaison between the two advisory groups and the DOT.

TENNESSEE DEPARTMENT OF TRANSPORTATION

Systems Planning Stage

Within the Tennessee Department of Transportation the overall responsibility for supervision of systems planning activities and for ensuring that these activities are carried out effectively and efficiently is assigned to the Bureau of Planning. Rural systems planning is the responsibility of the Statewide Transportation Planning Division, which is within the Bureau. Input to this division is provided by three statewide advisory committees, nine regional advisory committees, and four urban area study committees. The three statewide committees are the policy committee, the technical committee and the citizens' advisory committee. The policy committee represents elected officials throughout the state and provides liaison among the Tennessee DOT, other state agencies, and local officials in the states 95 counties and 318 incorporated cities. The technical committee is composed of representatives from the federal and state agencies responsible for implementation of transportation plans throughout the state and/or the the operation of transportation facilities. The citizens' advisory committee is composed of representatives from citizens' organizations with regional or statewide interests in transportation. This committee provides liaison between the DOT and the citizens' groups, assists in publicizing of the transportation studies, and provides citizen input on transportation issues and problems. Also nine regional technical advisory committees have been established and are composed of representatives who are responsible for planning and resource development within each development district in the state. These committees provide assistance in developing statewide transportation plans which are consistent with regional development goals and comprehensive plans. (see Appendix V).

Responsibility for systems planning in urbanized areas is shared jointly by the DOT and the city and county governments in each of the four major urban areas of the state. Within the DOT responsibility for systems planning activities in urban areas is assigned to the Urban Transportation Planning Division. This responsibility includes technical analyses required for developing, testing and evaluating of alternative systems plans. The 3C planning process provides for a policy advisory board, a technical coordinating committee and a citizens' advisory committee. The board provides leadership and policy guidance in the transportation planning process, while the technical coordinating committee, which is composed of responsible experienced professionals, such as engineers and planners, provides technical and professional guidance. A citizens' advisory committee participates in the planning process to assure responsiveness to community goals. It is made up of citizens in the community with a variety of interests.

The Urban Transportation Planning Division is also responsible for systems planning for all small urban areas throughout the state. These studies are similar to those of the urban areas. Policy and technical guidance is provided by a technical coordinating committee consisting of state, county, and city officials legally empowered to implement transportation plans, and city and county engineers and planners. Public involvement is provided by a citizens' advisory committee composed of representatives of the news media, chambers of commerce, city government, civic organizations, and other persons interested in providing the community input to the planning process.

The policy boards or committees in the development districts, urban areas, and small urban areas ensure that public meetings are held at a time which they feel are appropriate during the process of developing and evaluating alternative plans. At least one public meeting is held for each plan revision considered to be a major one by the policy boards or committees. In the urban areas the city-county planning commissions hold monthly or semi-monthly public meetings to discuss plans, programs, and problems in their areas.

The Tennessee DOT eventually adopts the the regional systems plan as part of the statewide transportation plan. It is also responsible for releasing information to the news media at appropriate times on significant events such as initiation of the studies, reviews, and final adoption. The announcements also include the name of the person and office in the DOT to contact for additional information.

Route Planning Stage

An advance planning report is prepared which states the purpose of the proposed route study, general limits of the study, general design concept, location of the existing route or approximate route location of the proposed new route, and any social, environmental, or economic information which may guide the study of alternative locations. This report is sent to the appropriate study committee in the development district, urban area, or small urban areas. These committees review the nature of the proposed improvement and the area involved and determine the necessity for an advance planning meeting in their area which will be open to the public. The purpose of this meeting is to present the situation to local officials and the public, thereby alerting them to upcoming studies, to advise them of the need for the proposed improvement and the probable result if no improvement is made, and to solicit suggestions and information from them on possible alternative route locations for further study. An advance planning meeting or an opportunity for such a meeting is normally required in urban areas. Responses from the meeting are added to the advance planning report and additional meetings are scheduled if necessary. The amended advance planning report is then submitted to the regional location engineer. Next, after considering the findings in the amended advance planning report, a project review meeting is held to recommend all reasonable alternatives for further study. The draft environmental impact statement is then prepared and circulated to all federal, state and local agencies, and to interested individuals upon request. The route location study is then reviewed by a project review committee, which after reviewing the results of the route study, recommends the most desirable alternative. This recommendation is reviewed by local officials in a pre-hearing conference through the established study committees in the development district, urban area, or small urban area. Next, a corridor hearing is held to discuss alternative route locations with citizens living in the area. Comments and questions raised at the public hearing are analyzed and summarized and, together with comments from the federal, state and local officials, are presented to the project review committee. Based on the results of the various review processes the committee recommends a final corridor location or a no build alternative for approval. Throughout the route planning process, the Tennessee DOT releases information on significant events to the news media. These announcements include such events as initiation of route planning studies, major characteristics of alternative routes being considered, upcoming review processes, results of review processes, and approval of route locations. The announcements also include the name of the person and office in the DOT that can provide additional information.

Design Stage

State and local agencies affected by the project are given the opportunity to review and comment on alignments and preliminary design plans prior to the public hearing. A design public hearing is held to present the proposed design features to the public, and to receive any comments or answer any questions about the design. If the project has not required a full route planning study, this hearing is a combined corridor-design public hearing. Comments made by state and local officials and those made at the public hearing are then summarized and analyzed, appropriate changes are made, and a design study report along with preliminary design plans are submitted to the FHWA for approval. Throughout the design process the public is notified through the news media of all significant events including announcements of initiation of major design studies and plan approvals.

Systems Planning

The first direct public input occurs after several transportation plan alternatives have been formulated. A steering committee composed of representatives of local governments, elected state officials, and representatives of the Highway Department selects a plan for consideration. The public is informed of this selection by mass media and through one or more informal meetings. The steering committee then evaluates the results of the informal meetings and takes appropriate action. The plan is presented to a policy advisory committee* if it is approved by the steering committee. It is then forwarded to the FHWA for its review process and then back to the Highway Department for approval. The plan is merely a guide for future development of highways and streets and the study and its elements are examined annually to determine if changes in urban development are taking place in accordance with the forecasts. Also, major reviews are normally made at about five-year intervals and revision of the recommended transportation plan is sometimes found necessary. Every ten years a reexamination of the transportation land use plans is made, which includes reevaluation of all elements of the transportation plan plus a reconsideration of planning goals and objectives. At least one public meeting is held annually by the policy advisory committee to inform citizens of the study's progress and to provide opportunity for their evaluation of the study. After the plan has been approved by the Department, the public is informed via the news media.

Project Development

A determination is made as to whether a project concept conference should be held. This conference determines the type of interdisciplinary effort needed for project development. It is held early in the project planning for all highway projects except those that are minor and are expected to have insignificant social, economic, and environmental effects. The purposes of the conference are to identify beneficial and detrimental social, economic, and environmental effects, determine the fields of specialization that will be needed to conduct the study, make preliminary investigations of alternatives, prepare a project history and status file, and to make preliminary determinations of the extent of public involvement needed, including identification of special interest groups.

If a conference is not held the district engineer appoints a public affairs officer, who publicizes the initiation of project planning and solicits views from the public and governmental agencies as needed. If no significant social, economic, and environmental effects are identified as a results of public input at this stage, the project development proceeds (usually followed by a negative declaration). If a conference is held, the district environmental coordinator and appropriate personnel, including the public affairs officer

* Composed of elected officials, including one from each city and county that is a party to the agreement, state senators and representatives, and U.S. congressmen who serve the area being considered.

and resident engineer attend. Local government officials are also invited to participate. Subsequently, a report from the conference is published which contains those items mentioned in the preceding paragraph. This report is the basis for project publicity and solicitation of views from local, state, and federal governmental agencies and interested individuals and private groups. As comments are received, the conference staff correlates and analyzes the information and determines if any additional studies or public involvement are needed at this time. If they are, the project staff performs the studies and correlates the results with the existing information and analyses. If no additional studies are needed, the project staff holds one or more informal meetings to inform the affected citizenry of the results of the project development thus far and obtains from the public any additional information that may bear upon the future development of the project. After the public meetings the project staff analyzes and correlates the information received with the existing data. If no additional studies are needed, the staff prepares the appropriate environmental report, which the district engineer submits to the Highway Design Division (this is usually the draft statement). After comments are received, the district engineer determines if a public hearing is needed. Assuming that one is needed, notice is advertised of either the opportunity or of the hearing itself. After the hearing is held, the staff analyzes the results of the hearing and either analyzes new effects or alternatives which have been brought up at the hearing or prepares to submit the needed documentation to include the final environmental statement to the Austin Office. Assuming Department approval, the project is submitted to the FHWA for approval. Following this approval, the public affairs officer provides for effective publicizing of the decisions rendered.

A word should be said about the public affairs officers. They are appointed by each district engineer and are responsible for : (1) Preparing and disseminating information to the public explaining district activities; (2) receiving and organizing information from the public; (3) actively participating as a member of appropriate planning and project staff; (4) assisting in the formulation of plans and preparation of recommendations for the conduct of public involvement activities; and (5) assisting in maintaining the project history and status file of individual projects as may be appropriate. The public affairs officer also has primary responsibility for recommending and implementing the public involvement procedures that are included in the project concept conference.

VERMONT DEPARTMENT OF HIGHWAYS

Systems Planning Phase

Vermont's public involvement program during this phase is very unsophisticated. The Department coordinates its systems planning efforts with federal and state agencies and local and regional planning commissions through the State Planning Office. A preliminary project identification statement is compiled for each potential highway section and circulated through the State Clearinghouse for early notification to state agencies and regional planning commissions of the highway department's intent to consider a future project in the corridor. The Highway Department expects the Clearinghouse to convey to each regional planning commission its desire for public involvement within the region. In the urban areas a transportation plan is developed. In its preparation, the Urban Transportation Section of the Department of Highways acts as liaison between local and regional planning commissions to ensure compatibility with local planning goals. Copies of the completed plan are furnished to appropriate state agencies as well as regional and local planning commissions for public distribution. This procedure provides early notification of potential highway improvements. If local citizen groups, local elected officials, local planning commissions, or regional planning commissions request a meeting to further discuss project issues, the highway planning engineer or assistant planning engineer will meet with them to resolve the project issues, receive further suggestions of alternates, and assist in identifying possible impacts. Also during this phase, a notice is published relating to the availability of the state Seven-Year Highway Construction Program, which is approved by the legislature, for public review and inspection.

Location Phase

After a map has been prepared showing dwelling units, industrial areas, businesses, schools, hospitals, residential areas, playgrounds, historic sites, critical environmental areas and other pertinent features, the district highway engineer in the area of the project is notified for input of local information. Community perceptions are monitored by the district highway engineer and reported to the highway planning engineer to determine if the Highway Department perceives an impact different from the public. Through his residence in the highway district and his daily contact with local residents and officials, the district engineer possesses first-hand knowledge of local attitudes.*

The location engineer receives study input that includes information developed from field inspections and the solicitation of views of state, regional, and local planning, resource and recreational agencies and other interested parties, under the Federal A-95 and PPM 20-8 procedures. Information developed supporting project decisions are available in Montpelier and at the respective district highway engineer's office, and preliminary plans may here be seen and explained to the public. A meeting with the town's elected officials and planning commission is held either at the district engineer's office or Town office by the planning engineer, with the location engineer, and a socioeconomist. It is open to the public.

* In Vermont, highway districts are sufficiently small to allow such contact.

All such meetings initiated by the Highway Department are advertised in a local newspaper to encourage participation. Next, a draft environmental impact statement is produced which includes data received from the staff, public, and all state agencies. Comments are requested within 45 days of mailing. After the information on impacts and alternates has been collected a public hearing is announced by notification in the newspaper. As a minimum, on projects requiring an EIS, in a community of at least 2,500 persons, a public information office is opened and maintained in the locality of the project. The location engineer and designated personnel will maintain this office upon direction of the assistant planning engineer.

Comments, suggestions and public feedback are continuously obtained during this period. A corridor-location hearing is eventually held at which all aspects of the project are explained. The hearing is transcribed and analyzed. Both favorable and negative comments relating to the alternates are listed, after which the project may be approved, changed, deferred, or other alternates studied by the Department. The district highway engineer maintains a continuous informal information office at the District Highway Office to receive input from the public, which is in turn relayed to the Planning Division during this period, and to provide project information. If major changes were suggested at the hearing, a meeting with the elected officials and public participants who made suggestions is held to discuss the changes and the alternate selected for the design study. The corridor-location report is then published in final form by the location engineer. It includes a summary of all information received from the public, state agencies, and federal agencies, with a recommendation for a selected corridor location. When the final corridor location has been approved by the FHWA, a newspaper notice is published to that effect.

Design Phase

First, a meeting is held with elected officials and the planning commission to discuss alternate designs to be presented at the design hearing. This meeting is also open to the public. Concurrence on alternates is received from selected citizens of the town and a date, time, and place is arranged for the design hearing. Maps depicting the proposed design concept and location are left with the town clerk and district highway engineer. Next, the design hearing is announced by notification in the newspaper. If a public information office was maintained during the location phase, a public information office is again opened and maintained in the locality of the project during the design phase. Certified mail is sent to interested or affected persons within the proximity of alignment notifying them of the hearing. The hearing is then held to get information to and from the public. Any information which has been developed concerning the proposals is public information and is available for inspection and copying. The hearing is transcribed and analyzed with written statements received within ten days after the hearing also being included in the transcript. Both favorable and negative comments relating to the alternates are listed. The project may be changed or deferred at this time. If there are major changes, a meeting with the elected officials and public who had suggestions is held at the direction of the planning engineer to discuss those changes. When the request for design approval to the FHWA has been made, a notice to that effect is published in the newspaper.

Additional Public Involvement—Notification List

The planning engineer establishes and maintains a notification list, for each Highway Department District, of known special interest groups, agencies, legislators, etc. to whom notices of hearings in the district and information on the availability of Highway Department documents concerning a project within that district shall be mailed. Notification of opportunity for enrollment to the notification list shall be made at least once each year in major newspapers. Notice of such a list shall also be made at all public meetings and hearings. The list shall be subject to update on an annual basis by the planning engineer. The following shall be automatically enrolled on the list each year:

- 1) All state legislators, with jurisdictions
- 2) Mayors, Boards of Selectmen with jurisdiction
- 3) All state agencies

WEST VIRGINIA DEPARTMENT OF HIGHWAYS

Regional Concept

Eleven planning and development regions have been established in the state of West Virginia and charged with the responsibility of planning comprehensively for the development of the state. They are charged with recommending plans for transportation networks for land, water, and air. These regional councils, as they are called, consist of mayors and county court presidents of all municipalities and counties within the region or their designated representatives. In addition, the councils select members to represent principal community interests such as, commerce, labor industry, education and special interests, including a reasonable representation of ethnic and minority groups. Citizen advisory committees of interested individuals may also be appointed by the councils to assist in the review of plans and programs, and for other purposes as deemed appropriate. Each regional council annually checks and reaffirms transportation plans developed by the 3C planning process and establishes long and short range priority programs for implementation of the urban or regional and statewide transportation plan. In areas where there is an ongoing 3C transportation planning process, responsibility for such planning is vested in a transportation study coordinating committee, whose duty is to provide policy guidance and supervision in the cooperative, comprehensive, and continuing transportation planning process. Voting membership on this committee may consist of mayors of municipalities within the area or region, county court presidents or their designated representatives, and representatives from the Department of Highways. Non-voting members may include representatives of other modes of transportation, local city-county planning commissions, the Federal Highway Administration and Highway Department, as well as those citizens or organizations having specialized knowledge or specific interest in the transportation planning process.

The transportation study coordinating committee has two important subcommittees. A technical advisory committee advises the full committee on matters pertaining to technical or engineering aspects of the transportation planning process and has a membership appointed by the coordinating committee and varying in expertise depending upon the subject matter under consideration. A citizen advisory committee, appointed by the voting membership of the coordinating committee, broadly represents the geographic, racial, ethnic, and socioeconomic, and environmental interests within the study area.

Systems Phase

Public meetings are held to obtain citizen input. The West Virginia Highway Department, working with the regional council, its executive committee or a transportation advisory committee, determines when to hold these meetings. Later, dependence is placed on the regional council to obtain an interaction between the ideas of the people of the region and those of the Highway Department on future needs for facilities in the region. After all technical matters have been analyzed and various priorities identified, a public meeting is held so the Highway Department and regional council may obtain citizens' comments concerning the planning process for that region. Citizens are asked if they wish to be placed on the Highway Department's mailing list. A public meeting at this stage

discusses functional classifications of highway facilities in the region, justification of specific functional classifications, and any alternatives suggested. A request for citizens' comments is made and the reaction to those comments is publicized within the region. If necessary, such a meeting may be held once a year in the region. When planning reaches the urban or regional systems stage each decision point is identified by the responsible division and a public meeting is held by the regional council, with Highway Department representatives present to answer questions. Citizens interested in the planning process are again requested to identify themselves and be placed on the Highway Department's mailing list for their region.

Corridor Location Stage

As soon as a corridor study is instituted and lines are placed on the map, a public meeting is held to obtain citizens' comments. These comments are then studied and analyzed and once the impact for various corridors have been identified by regional and Highway Department personnel another public meeting is held to obtain comments from citizens. These comments are studied and once corridors are selected and the environmental statement has been written and evaluated by Department and regional personnel, another public meeting /hearing is held within the affected region.

Design Phase

Assuming the project is to continue, Highway Department personnel continue to work with the regional council or its designated transportation committee until sufficient information is available for another public meeting. Citizens are given notice that a public meeting will be held, with a public hearing to be held two weeks after, or that a public meeting will be held and an opportunity given for the public or agencies to request a public hearing. Should the final design phase be delayed for any significant period of time citizens are offered an opportunity to request another public meeting. Further public input is requested at an early stage of the design phase by contacting those on the mailing list for the specific project. Announcement of the hearing is published in the newspapers. If the project has generated sufficient public or agency interest, attempts are made to notify owners and occupants of property within one-half mile of the proposed project based on returned cards requesting notification. A final letter is sent to all registered persons attending the hearing to inform them of the Highway Department's final decision on the project.

WISCONSIN DEPARTMENT OF TRANSPORTATION

Systems Planning

Community needs conferences are held throughout the state, with planning agencies as co-sponsors, for the purpose of reviewing and considering with the general public the desired and anticipated development of the areas in all aspects affecting future transportation needs. These meetings are conducted by a member of the Transportation Planning Council (hereafter referred to as "Council") which is composed of three members of the State Highway Commission and the Administrators of the Divisions of Planning and Aeronautics. It is staff supported by: (1) A consultant versed in community involvement, (2) an economic-social-environmental staff group made up of five individuals, with professional training and experience in economics, social behavior, natural resources, bio-science, and environmental design, and (3) elected and appointed officials, local and regional planners, local and county highway administrators, county resource agents, and representatives of local planning agencies. The public is invited to the conferences, which are held first in areas where citizen interests and/or the Council's judgement indicate that they are most needed. This process is continued until conferences concerning community needs have been held for all Wisconsin counties or urbanized areas of 50,000 population or larger. All agencies, organizations, and individuals indicating a desire to be consulted are registered in a public participation log for the area involved and notified of all subsequent public conferences and hearings affecting the plan for that area. Promotion includes advance publicity of the agenda and objectives by direct mail invitations to those listed in the log.

Following the community needs conferences, transportation planning conferences are held for all counties or urbanized areas. These are continued until planning conferences have been held for all Wisconsin counties or urbanized areas of 50,000 population or larger. These conferences are scheduled and advertised just as the community needs conferences are and are held to present the developed all-mode system plans and to exchange and collect the viewpoints and opinions of the conference participants. Participants include those who were invited to the earlier needs conferences and those who have since indicated interest. Based on its findings in the community needs conferences and transportation conferences, the Council adopts a basic long-range all-mode state transportation plan to meet the needs of the state and its rural, urban, and metropolitan communities anticipated over a 20-year period. The Council's decisions are published and made available to the public. At any time subsequent to the publishing of the Council's decisions, citizens are welcomed individually and in groups to discuss the plan with the Council and its representatives. As necessary, the Council conducts additional conferences in any city or county to determine desirability of changing one or more the all-mode plans. The Council keeps all regions of the state informed as to the status of system plans.

Project Development: Design Investigation

The first step in this phase is the project review. The project manager first formulates a public involvement plan utilizing system planning history files and the public participation log. This plan defines the degree and frequency with which public involvement will be sought during design investigation activities. During identification and evaluation activities,

traffic and public opinion surveys may be conducted which may include contact with all or a representative number of people within the study area. Informal meetings are held with county and local officials, federal agencies, other state agencies, planning agencies and concerned citizens during this phase. The next step in the project development phase is the corridor study during which the location (corridor) public hearing is held. Two weeks prior to the hearing, pre-hearing informational meetings are offered at field locations. These are conducted at the convenience of the public in terms of time, number, and location. Testimony obtained from the public hearing is studied and the alternatives proposed by the Department are reevaluated with consideration for the received testimony. After the decision to construct a highway in a specific corridor has been made, the final step is the design study.

The design study includes all documentation from previous activities, including the public participation log. Constant consultation is maintained with local government and planning bodies in the form of meetings which are publicized so that citizens may attend. Additional pre-hearing informational meetings are held when requested. The design hearing is then held at which the design concepts and alternatives are presented and opinion and comment received. After a post-hearing analysis a design recommendation is prepared by the State Highway Commission. The design plans are finalized with the aid of citizen comment and review when requested. Each discussion either for or against the project is recorded in the public participation log. At any time during the period between design approval and project construction, citizens are welcomed, individually or in groups, to discuss the proposed project with central office and district management. News releases are eventually issued announcing the contract letting date and results. Public announcements concerning the project and its effect on local traffic may be issued prior to and during construction operations.

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APPENDICES

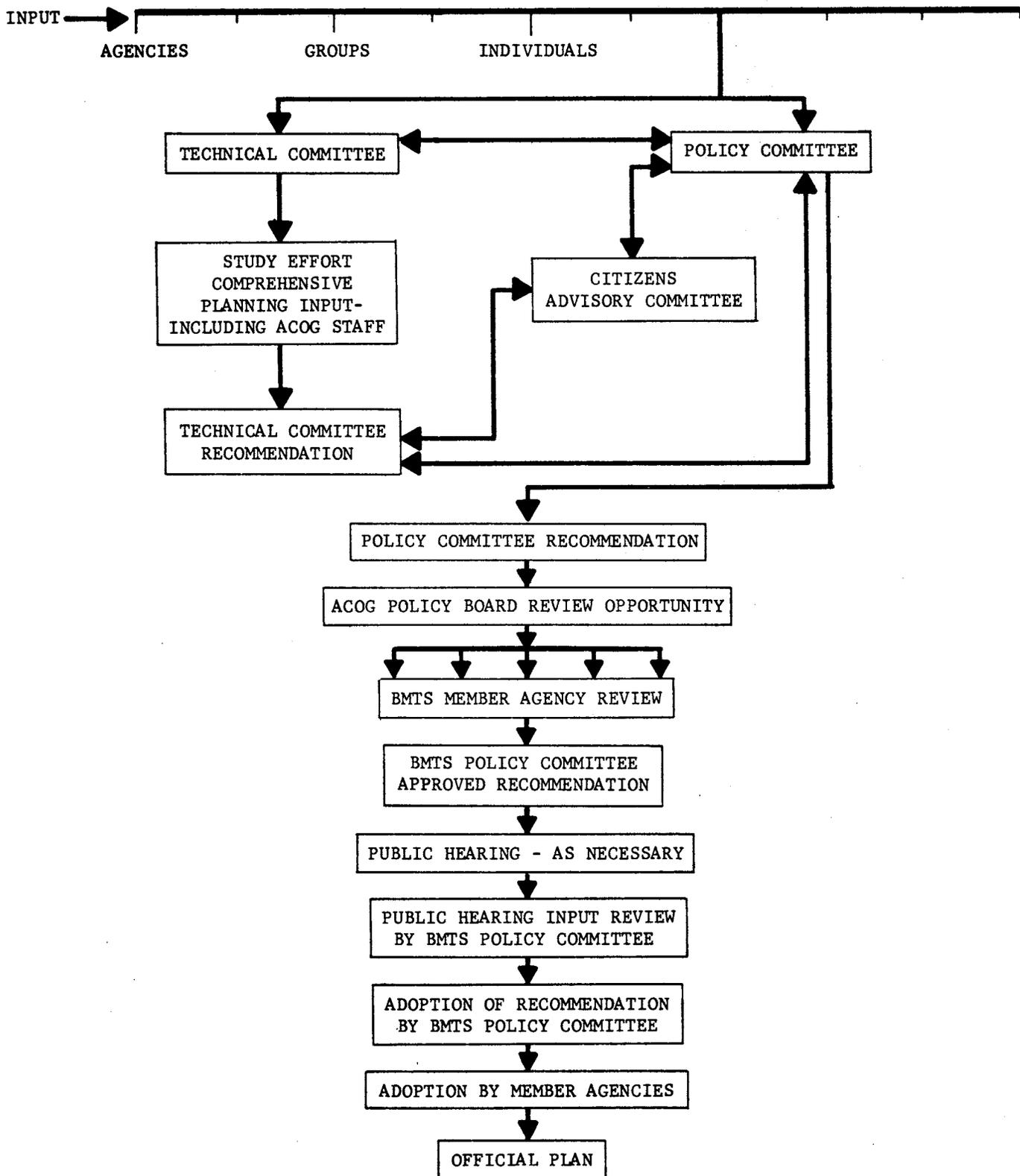
APPENDIX I
ALABAMA
DEPARTMENT OF HIGHWAYS

333

**SUMMARY OF FOUR LEVEL APPROACH
TO PUBLIC INVOLVEMENT**

<u>Involvement Techniques</u>	LEVEL OF IMPACT			
	<u>Minimal</u>	<u>Minor</u>	<u>Significant</u>	<u>Major</u>
Mass Media Notification	X	X	X	X
Notice to Local Residents by Newspaper Advertisement	X	X	X	X
Public Hearings as Required	X	X	X	X
Progress Reports to Local Re- sidents and Property Owners Through Mass Media		X	X	X
Identification of and Letter to Local Groups			X	X
Preliminary Public Information Meeting			X	X
Individual and Group Meetings on Request or as Determined to be Necessary			X	X
Inventory of Social Groups, Etc.			X	X
Identify Long-term and Areawide Impacts				
Public Information Meetings on Progress of Project				X
Continuing Contact with Groups by Mail and/or by Telephone				X
Extensive Media Coverage Sought				X
Surveys and Questionnaires May be Used				X

B.M.T.S. TRANSPORTATION PLANNING DECISION PROCESS



APPENDIX III
MAINE
DEPARTMENT OF TRANSPORTATION

2335

TO TOWN OFFICIALS, LOCAL PLANNING BOARDS AND CONSERVATION COMMISSIONS,
STATE AND FEDERAL AGENCIES, SPECIAL INTEREST GROUPS,
STATE LEGISLATORS, UTILITIES AND RAILROADS

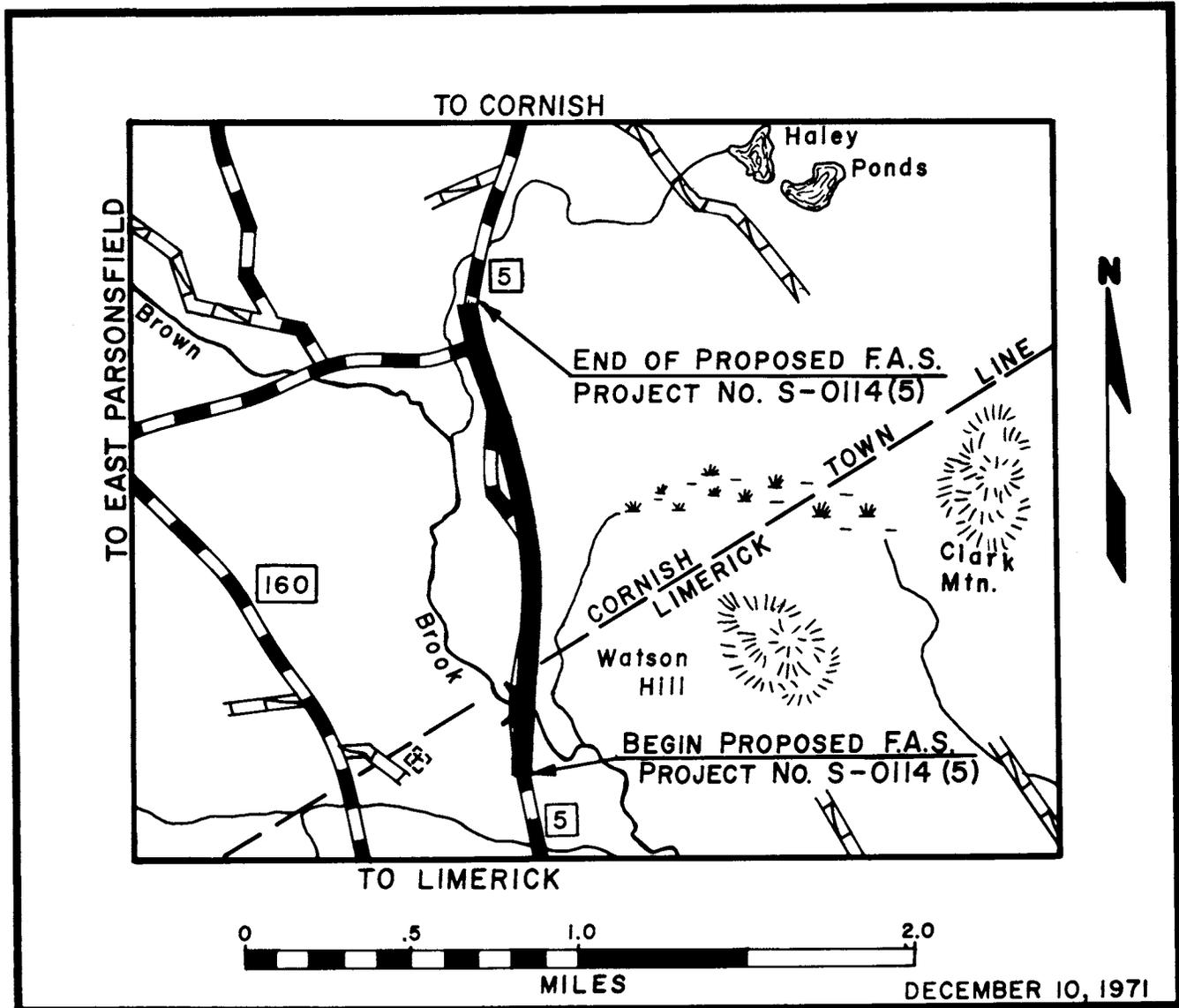
Questionnaire to Aid in Evaluating
Highway Locations

Many considerations must be evaluated for every project. The following questions represent a few which are felt to be of concern to town officials, local planning boards and conservation commissions in general. Some of these may not apply to this particular project; however, if you have any comments relating to any of the questions, it would be appreciated if this information could be made available.

1. Are there any existing or proposed community or regional plans which might have a bearing on this project?
2. Are there any existing or proposed community plans regarding present or future land use in the vicinity of the project?
3. Are there any natural or historic landmarks of cultural significance in the vicinity of the project?
4. Are there any public or private park or recreational lands in the vicinity of the project?
5. Are there any public or private wildlife refuges or sanctuaries in the vicinity of the project?
6. Are there any areas adjacent to the project which might contain items of archeological or paleontological significance?
7. Are there any old cemeteries in the immediate area of the project?
8. Are there any unique features about this area not listed above that you feel may have a bearing on the location of this highway project?

APPENDIX III (cont'd)
 MAINE
 DEPARTMENT OF TRANSPORTATION

Typical Notice for an Opportunity to Request a Public Hearing
For Federal Aid Primary or Secondary Projects



NOTICE OF PROPOSED RECONSTRUCTION AND/OR RELOCATION
 STATE ROUTE 5
 IN THE TOWNS OF
 LIMERICK & CORNISH - YORK COUNTY
 FEDERAL AID PROJECT S-0114(5)

The Maine Department of Transportation, Bureau of Highways, is planning the reconstruction and/or relocation of a portion of State Route 5 in the Towns of Limerick & Cornish, beginning about 0.3 mile southerly of the Limerick-Cornish town line in Limerick and extends northerly about 0.45 miles.



DAVID H. STEVENS
Commissioner

State of Maine

AUGUSTA, MAINE
04330

Department of Transportation

PROPERTY OWNERS

Questionnaire to Aid in Evaluating Highway Locations

1. Are you aware of any old cemeteries in the immediate area of this project?
2. Are you aware of any buildings or monuments of a cultural or historical significance?
3. To your knowledge, are there any public or private bird or wildlife refuges within the limits of this project?
4. Is there any land adjacent to this project that might contain artifacts of archeological significance?
5. Do you know of any private or public park lands on or near this project?
6. Are there any unique features about this area not listed above that you feel may have a bearing on the location of this highway project and are worthy of comment?

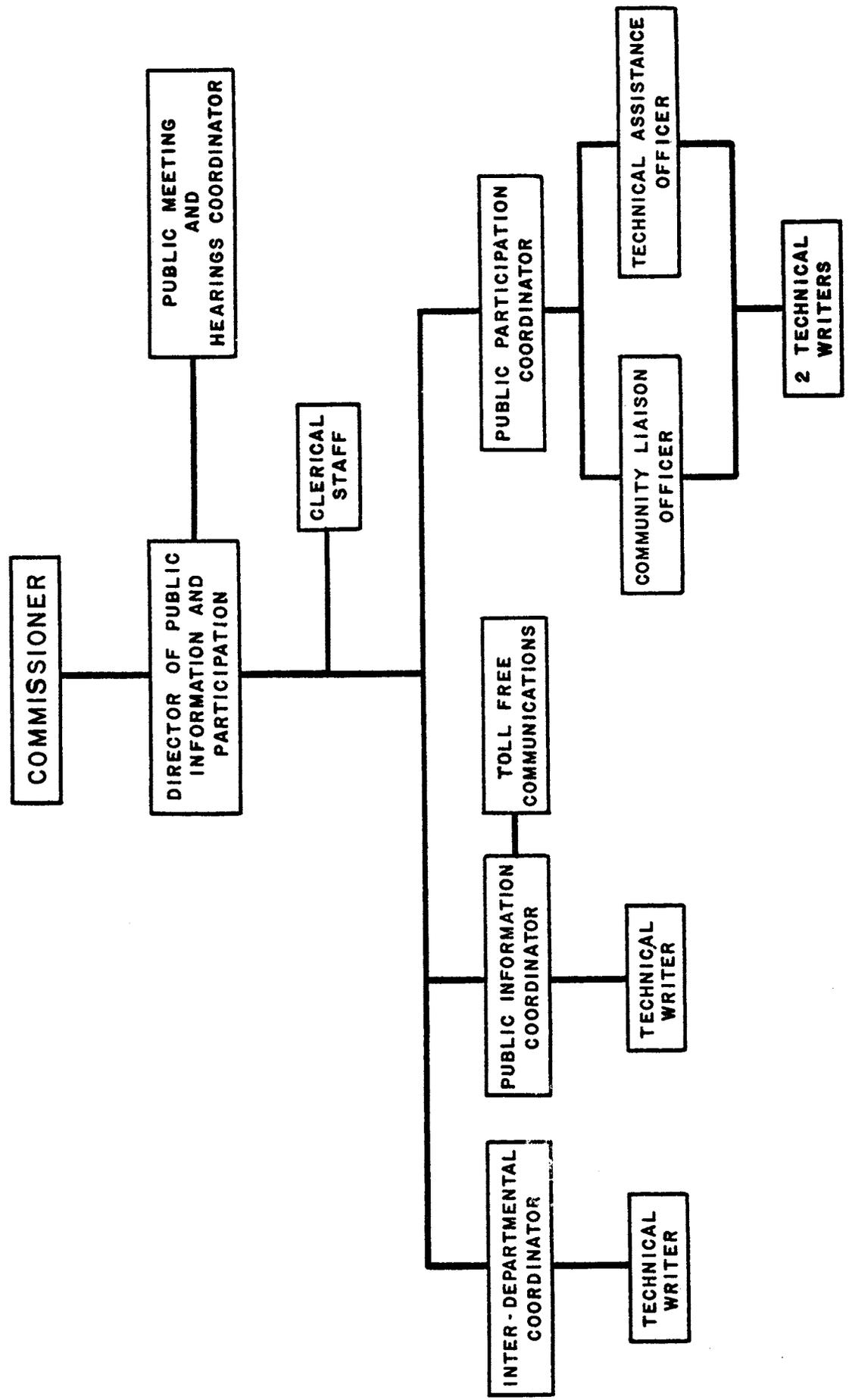
If you have any comments relating to the above, it would be appreciated if this information could be sent to me at your earliest convenience in the enclosed prestamped envelope. If you feel any information that you have to offer would require personal contact at this time, I or one of my staff would be pleased to meet with you at your convenience.

Thank you for taking an active interest in this project.

Very truly yours,

Richard A. Coleman, Engineer
of Location & Survey
Bureau of Highways

PUBLIC INFORMATION AND PARTICIPATION SECTION



APPENDIX IV (cont'd)

Massachusetts DOT

Whereas, it is recognized that to accomplish the objectives set out above it will be necessary to establish a special committee, whose composition and organizational form must explicitly recognize the unique responsibilities for planning and decision-making that the state, Berkshire County Regional Planning Commission (hereinafter referred to as BCRPC) and local communities possess;

Now, therefore, the Secretary, the Department and BCRPC jointly agree:

- I. To establish a Berkshire County Transportation Advisory Group (hereinafter called the Advisory Group) which will:
 1. Ensure that the planning process be open and broadly participatory, so as to be consistent as possible with the policies, priorities and proposals of BCRPC, local communities, responsible State agencies and the interests of private groups and individuals in the area.
 2. Assist to develop an evaluation structure to provide the BCRPC, state and local officials, and the citizenry with procedures for evaluating public investment proposals affecting the Berkshire County transportation system. The evaluation structure shall include relevancy of a proposal to the welfare of the county and its citizens, shall be developed in terms that are understandable to lay citizenry and executive and legislative decision-makers as to the BCRPC, shall take into consideration current values as well as being responsive to changing values, shall be compatible with evaluation procedures used by the Department of Public Works and the Federal Highway Administration, and shall be applicable to alternatives (including "no-build" alternatives) developed for the region as well as to proposals made by the local citizenry, localities, state and federal agencies. The evaluation procedures shall be capable of dealing with trade-offs among environmental impacts as well as between impacts on social against environmental systems, be capable of dealing with questions of equity as well as questions of economic efficiency, and will be oriented toward addressing major issues of concern to the BCRPC, the Secretariat and the Department.
 3. Become a forum for, and an operational arm of, the transportation planning process. It will deal with substantive matters of mutual interest and make its advisory opinions available to the Secretary, the Department, BCRPC, and other organizations represented as appropriate.
 4. Have responsibility for advising on basic policies governing the conduct of the continuing transportation planning process in the Berkshire District, identifying policy differences and reconciling conflicting values among the participants so that the planning process may produce the most desirable and timely overall plan.

APPENDIX IV (cont'd)

5. Where possible, advisory positions will be agreed upon and issues resolved by consensus of the Advisory Group. Where basic disagreements occur which cannot be reconciled by the Advisory Group, the Secretary, the Departments and BCRPC will be advised of this situation so that they can give the Advisory Group additional guidance or take other appropriate action.

II. Concerning Membership of the Advisory Group

As a general policy, membership of the Advisory Group will be inclusive rather than exclusive. So that it can properly meet the responsibilities described above, and execute those outlined below, the Advisory Group should be limited in size to facilitate discussion and decision-making; however, it must also be fully representative of BCRPC, the State agencies and local communities having an interest in, or affected by, projects and proposals under discussion. Its membership shall be drawn from the following sources:

1. All members of the Citizens Advisory Council of the BCRPC.
2. Representatives of the Board of Commissioners of BCRPC appointed by the Commissioners.
3. Representatives of the Department, appointed by the Commissioner of the Department.
4. A representative of the Secretary, appointed by the Secretary.
5. Representatives of other State agencies invited, as appropriate by the Secretary.
6. Representatives of public and private institutions, consumer groups and associations appointed by either BCRPC or the Secretary and the Department acting in consultation with the other signatory.

III. Concerning Function of the Advisory Group

Following the execution of this memorandum and the establishment of the Advisory Group, an Operations Plan defining the scope of work and working relationships among all parties will be prepared by the Department and BCRPC staff, relating with the advice of the Advisory Group. The Operations Plan will be reviewed, revised as necessary and submitted for adoption annually by the Secretary, the Department and BCRPC.

APPENDIX IV (cont'd)

It will be the function of the advisory group to advise on the conduct of the work set out in the operations plan after its adoption and approval.

The Operations Plan will be drawn up in conformance with the objectives for the transportation planning process described in this memorandum. It will include an integrated work program for all modes of transportation developed by BCRPC and the Department and will be used to seek Federal support on that basis, in conformance with Secretary John Volpe's "Guidlines for D.O.T. Intermodal Planning Groups in the Field". As specified in Item III B of that August 1971 directive:

"A unified transportation planning program should be sought from the recipient agency or agencies within the metropolitan area, resulting in the preparation of a single annual planning program of work for the area to serve as the basis for application of Federal funds"

The Operations Plan will also respond to the guidelines set out in Federal Highway Administration Instructional Memorandum 5--4-68. "Operations Plans for 'Continuing' Urban Transportation Planning." As specified in that document, the Operations Plan will contain:

- a. An outline of the organizational structure for performing continuing planning, including related committees.
- b. An outline of the scope of the continuing planning process with a breakdown of the functional and financial responsibilities of all participating agencies.
- c. A description of the surveillance methodology to be employed in identifying changes in land development and travel demand, including assignment of responsibility for providing inputs to the various models.
- d. A description of the land use and travel forecasting procedures to be utilized, including specific information required for the various analyses.
- e. A description of any work remaining to be completed on the ten basic elements (PPM 50-9 paragraph 5) including a schedule for completion of the work.

In addition to responding to Federal planning requirements the Operations Plan will emphasize those actions needed to accomplish the Governor's objective of a balanced transportation policy including:

APPENDIX IV (cont'd)

1. Development of mechanisms for obtaining effective citizen participation at all phases.
2. The definition of responsibilities to include those dealing with technical procedures, policy guidance and decision-making.
3. The development and application of comprehensive evaluation methods.
4. The provision of technical assistance to interested local private groups and communities, insofar as practicable.
5. Concern for all modes of transportation and their integrated planning.
6. A reasonable allocation of resources between long term planning and short term planning activities such as, but not limited to:
 - a. Holding workshops
 - b. Briefing of elected officials
 - c. Creating and assisting task forces to work on special problems in the region.
 - d. Conducting legal and administrative planning
 - e. Assisting in holding public meetings and hearings
 - f. Helping prepare environmental impact statements
 - g. Carrying out special studies such as airport location and rail corridor studies
 - h. Assisting in setting up transit agencies
 - i. Working on specific transportation facility location and design problems
7. The definition of fiscal policies directed to the implementation of the balanced transportation system proposals developed at the regional level.

IV. Concerning Responsibilities of the Secretary, the Department and BCRPC in Relation to the Advisory Group

The responsibilities of the Secretary, the Department and BCRPC will be to ensure that the policy interests of all participants are effectively represented and that all important actions of the Advisory Group have the amount of involvement of key elected and appointed officials necessary to assure the success of this process.

Accordingly, BCRPC, the Secretary and the Department agree to:

1. Appoint members to the Advisory Group;
2. Review and adopt the annual Operations Plan which sets the framework for the ongoing transportation planning process;

APPENDIX IV (cont'd)

3. Recognize the Advisory Group and the mechanisms herein established as the primary means for reaching agreement and resolving differences on all transportation matters of mutual interests;
4. Cooperative work toward the joint adoption of a regionwide comprehensive transportation plan;
5. Recognize BCRPC as the Regional agency having primary responsibility for the preparation of the regionwide comprehensive transportation plan;
6. Provide policy guidance to their respective representatives on the Advisory Group so that when consensus is reached it will be consistent with the views of BCRPC, local communities and the State and thus be capable of implementation.

V. Concerning Resources for Carrying Out the Operations Plan

It is further agreed that in order to implement the agreed Operations Plan, the Secretary, the Department and BCRPC recognize the need and desirability for establishing additional transportation planning capability within BCRPC, and within the Department. Consistent with the provisions of the Operations Plan, the Department will negotiate a contract with BCRPC for performance of specific services and implementation of parts of the Operations plan. It is anticipated that the Operations Plan and the contract for services will be reviewed and re-executed annually.

VI. Concerning Mutual Cooperation

The undersigned recognize the complexity of the transportation planning process and will ensure that all personnel involved in their jurisdiction will cooperate fully in carrying out the intent and provisions of this Memorandum of Understanding.

APPENDIX V.
TRANSPORTATION STUDY COMMITTEES
TENNESSEE DEPARTMENT OF TRANSPORTATION
PROJECT REVIEW COMMITTEE

Staff Members

Director of Planning and Programming (Co-Chairman)*

Director of Highways (Co-Chairman)*

Director of Research and Planning

Director of Programming

Development Engineer

Regional Engineers

Regional Engineer (Region I)

Regional Engineer (Region II)

Regional Engineer (Region III)

Regional Engineer (Region IV)

Division Heads**

Right-of-Way Engineer

Roadway Design Engineer

Bridge Design Engineer

Location Engineer

Aerial Surveys Engineer

Administrator for Statewide Transportation Planning

Assistant Administrator for Current Planning

Administrator for Urban Transportation Planning

* All other members serve in an advisory capacity in the decision-making of the Committee.

** Other division heads are called for Committee meetings where special aspects of project development require expertise not normally represented on the Committee.

APPENDIX V (cont'd)

STATEWIDE POLICY ADVISORY COMMITTEE

<u>Agency</u>	<u>Title</u>
First Tennessee-Virginia Development District	Executive Director
East Tennessee Development District	Executive Director
Southeast Tennessee Development District	Executive Director
Upper Cumberland Development District	Executive Director
Mid-Cumberland Development District	Executive Director
South Central Development District	Executive Director
Northwest Development District	Executive Director
Southwest Development District	Acting Director
Memphis-Delta Development District	Executive Director
Tennessee Municipal League	Executive Secretary
County Services Association	Executive Director
Tennessee State Planning Office	Executive Director
Governor's Office	Special Assistant to the Governor
Senate Committee on Highway Planning, Development and Safety	Chairman
House Transportation Committee	Chairman

APPENDIX V. (cont'd)

STATEWIDE TECHNICAL ADVISORY COMMITTEE

<u>Agency</u>	<u>Title</u>
Tennessee State Planning Office	Director, State Planning Division
Tennessee Department of Transportation	Director, Bureau of Highways
Tennessee Department of Transportation	Director, Bureau of Aeronautics
Tennessee Department of Transportation	Director, Bureau of Mass Transit
Tennessee Department of Transportation	Director, Bureau of Water- craft and Industrial Marine
University of Tennessee	Director, Transportation Research Center
Federal Highway Administration	Division Engineer
Federal Aviation Administration	Director, Airports District Office
Federal Railroad Administration	Safety Agent
Nashville District Corps of Engineers	Chief Engineer
U.S. Coast Guard	Commander
U.S. Interstate Commerce Commission	
Tennessee Valley Authority	Chief of Navigation, Development Relation Staff
Tennessee Public Service Commission	Director, Motor Carrier Division
Tennessee Association of Air Carrier Airports	President

APPENDIX V (cont'd)

STATEWIDE CITIZENS ADVISORY COMMITTEE*

<u>Agency</u>	<u>Title</u>
Tennesseans for Better Transportation	President
Highway Users Conference	Executive Vice-President
Tennessee Motor Transport Association	President
Tennessee Car and Truck Renting and Leasing Association	Executive Secretary
Tennessee Railroad Association	Executive Secretary
Mid-South Automobile Club	Executive Director
East Tennessee Automobile Club	Secretary-General Manager
Chattanooga Automobile Club	General Manager
Dixie Motor Club	General Manager

* Broader representatives will be solicited during the implementation period.

APPENDIX V (cont'd)

REGIONAL TECHNICAL ADVISORY COMMITTEES*

First Tennessee-Virginia Development District

<u>Agency</u>	<u>Title</u>
First Tennessee-Virginia Development District	Assistant Director
Upper East Tennessee Office of State Planning	Director of Planning
City of Bristol, Tennessee	Director of Planning
City of Johnson City, Tennessee	Director of Planning
City of Kingsport, Tennessee	Director of Planning
Tri-Cities Airport	Manager
Tennessee Department of Transportation	Regional Engineer, Bureau of Highways

East Tennessee Development District

<u>Agency</u>	<u>Title</u>
East Tennessee Development District	Assistant Director
City of Morristown, Tennessee	Director of Planning
East Tennessee Office of State Planning	Director
City of Oak Ridge, Tennessee	Director of Planning
Knoxville and Knox County Planning Commission	Director of Planning
Greater Knoxville Airport	Manager
Tennessee Department of Transportation	Regional Engineer, Bureau of Highways

* The first member listed is chairman of the committee.

APPENDIX V (cont'd)

Southeast Tennessee Development District

<u>Agency</u>	<u>Title</u>
Southeast Tennessee Development District	Director of Research and Transportation
Southeast Office of State Planning	Director
Chattanooga and Hamilton County Planning Commission	Director of Planning
Chattanooga Municipal Airport	Manager
Tennessee Department of Transportation	Regional Engineer, Bureau of Highways

Upper Cumberland Development District

<u>Agency</u>	<u>Title</u>
Upper Cumberland Development District	Director of Regional Planning
Upper Cumberland Office of State Planning	Director
Crossville Airport	Manager
Tennessee Department of Transportation	Regional Engineer (Region 2) Bureau of Highways
Tennessee Department of Transportation	Regional Engineer (Region 3) Bureau of Highways

Mid-Cumberland Development District

<u>Agency</u>	<u>Title</u>
Mid-Cumberland Development District	Executive Director
Middle Tennessee Office of State Planning	Director
Clarksville and Montgomery County	Director of Planning
City of Murfreesboro, Tennessee	Director of Planning
Nashville-Davidson County Metropolitan Planning Commission	Director
Metropolitan Nashville Airport Authority	Director
Clarksville-Montgomery County Airport Authority	Chairman
Tennessee Department of Transportation	Regional Engineer, Bureau of Highways

APPENDIX V (cont'd)

South Central Development District

<u>Agency</u>	<u>Title</u>
South Central Development District	Executive Director
Middle Tennessee Office of State Planning	Director
Shelbyville Airport	Manager
Tennessee Department of Transportation	Regional Engineer , (Region 2) Bureau of Highways
Tennessee Department of Transportation	Regional Engineer, (Region 3) Bureau of Highways

Northwest Tennessee Development District

<u>Agency</u>	<u>Title</u>
Northwest Tennessee Development District	Executive Director
West Tennessee Office of State Planning	Director
Tennessee Department of Transportation	Regional Engineer, Bureau of Highways

Southwest Tennessee Development District

<u>Agency</u>	<u>Title</u>
West Tennessee Office of State Planning	Director
Jackson Regional Planning Commission	Director of Planning
Jackson-Madison County Airport Authority	Chairman
Tennessee Department of Transportation	Regional Engineer, Bureau of Highways

APPENDIX V (cont'd)

Memphis-Delta Development District

<u>Agency</u>	<u>Title</u>
Memphis-Delta Development District	Executive Director
West Tennessee Office of State Planning	Director
Memphis and Shelby County Planning Commission	Director
Memphis Urban Area Transportation Study	Study Director
Memphis Airport Authority	Chairman
Tennessee Department of Transportation	Regional Engineer, Bureau of Highways

APPENDIX V (cont'd)

NASHVILLE
URBAN AREA TRANSPORTATION STUDY COMMITTEES

Policy Advisory Board

<u>Agency</u>	<u>Member</u>
Metropolitan Nashville and Davidson County	Mayor
Mid-Cumberland Council of Governments	Executive Director
Tennessee Department of Transportation	Commissioner
Metropolitan Planning Commission*	Executive Director
Federal Aviation Administration*	Chief Air Control
Federal Highway Administration *	Division Engineer
Housing and Urban Development*	Area Director
Urban Mass Transportation Administration*	Region IV Representative

*Ex-Officio Members

Citizen Advisory Committee

<u>Agency</u>	<u>Member</u>
A. J. Smith Lumber Company	Fleming Smith
American Red Cross	Clyde Howard
Attorney-at-Law	R. B. J. Campbelle, Jr.
Browning-Scott Company	Grant Browning
Browning-Scott Company	G. T. Scott
Burkhalter-Hickerson and Association	Faulkner Hickerson
Commerce Union Bank	William Thomas Curley
Davidson County Association for Retarded Children	Miss Katherine Jones
District Advisory Council for Edgehill	Joe Kelso
Edgehill Project Area Committee	Dick Williams
Engineer	James E. Stevens, Jr.
Fair Housing Foundation, Inc.	Larry Cole
Fridrich and Hooper Realty	James A. Williams
Gordon Memorial Methodist Church	Reverend Dogan Williams
Homemaker	Mrs. Rolland Abrahams
Homemaker	Mrs. James Barbour
Homemaker	Mrs. Cecil Bransletter
Homemaker	Mrs. Frederic E. Cowden
Homemaker	Mrs. Julius Jacobs
Homemaker	Mrs. E. J. Miller
Homemaker	James M. Todd
HOPE, Inc.	Lee Parkison

APPENDIX V (cont'd)

Citizen Advisory Committee (cont'd)

<u>Agency</u>	<u>Member</u>
Meharry Medical College	Dr. Charles Walker
Morris-Bilt Homes	Albert G. Morris
Murphee Realty Company	John Murphee, Sr.
Nashville Urban League	Harley F. Birden III
Retired, Nashville Housing Authority	Gerald S. Gimre
Ross Elementary School	Mrs. George McFarland
Steinbaugh, Harwood and Rodgers	Donald F. Steinbaugh
Tennessee State University	Dr. Hubert B. Crouch
Tennessee State University	Mrs. Carl Crutchfield
Tennessee State University	Mrs. Howard Gentry
Third National Bank	Thomas B. Green
Thomas R. Meyer Insurance Agency	Thomas R. Meyer
Vanderbilt University	Dr. Joseph Hamilton
Werthen Industries	Ernest Freudenthal
WLAC-TV News	Gordon E. Brown
WSIX-TV News	Lou Penuel

Technical Coordinating Committee

<u>Agency</u>	<u>Member</u>
Nashville Urban Area Transportation Study	Study Coordinator
City of Belle Meade	Mayor
City of Berry Hill	Mayor
City of Forest Hills	Mayor
City of Goodlettsville	Mayor
City of Lakewood	Mayor
City of Oak Hill	Mayor
Metropolitan Nashville and Davidson County	Development Coordinator, Mayor's Office
Mid-Cumberland Council of Governments	Planning Director
Tennessee Department of Transportation	Acting Regional Traffic Engineer
Tennessee Department of Transportation	Administrator, Urban Transportation Planning Division
Tennessee Department of Transportation	Assistant Roadway Design Engineer
Tennessee Department of Transportation	Director, Office of Programming
Tennessee Department of Transportation	Director, Office of Research and Planning
Tennessee Department of Transportation	Regional Engineer
Tennessee Department of Transportation	Roadway Design Engineer
Tennessee Department of Transportation	Traffic Engineer
Metropolitan Planning Commission	Planning Director
Tennessee State Planning Office	Executive Director
Louisville and Nashville Railroad	Division Engineer
Metropolitan Fire Department	Chief

APPENDIX V (cont'd)

Technical Coordinating Committee (continued)

<u>Agency</u>	<u>Member</u>
Metropolitan Department of Finance	Director
Metropolitan Department of Law	Director
Metropolitan Department of Public Works	Director
Metropolitan Model Cities Program	Director
Metropolitan Nashville Airport Authority	Executive Director (Acting)
Metropolitan Police Department	Chief
Metropolitan Traffic and Parking Commission	Secretary
Metropolitan Traffic and Parking Commission	Traffic Engineer
Metropolitan Transit Authority	Resident Manager
Nashville Housing Authority	Director of Urban Renewal
Public Services Commission	Engineer
Federal Aviation Administration*	Chief, Air Controller
Federal Highway Administration*	Area Engineer
Federal Highway Administration*	District Engineer
Federal Highway Administration*	Planning and Research Engineer
U.S. Corps of Engineers*	Chief, Engineering Division
U.S. Post Office Department*	Postmaster

*Ex-Officio Members

Engineering Sub-Committee

<u>Agency</u>	<u>Member</u>
City of Chattanooga	City Coordinator
City of Chattanooga	City Engineer
City of Chattanooga	Traffic Engineer-Chairman
Hamilton County	County Engineer
Chattanooga Area Regional Council of Governments	Executive Director
Georgia Department of Transportation	Assistant Planning Engineer
Georgia Department of Transportation	Urban Planning Engineer
Tennessee Department of Transportation	Administrator, Urban Transportation Studies
Tennessee Department of Transportation	Chief of Urban Studies
Tennessee Department of Transportation	Director, Office of Research and Planning
Tennessee Department of Transportation	Director of Programming
Tennessee Department of Transportation	Regional Engineer
Tennessee Department of Transportation	Regional Traffic Engineer
Tennessee Department of Transportation	Roadway Design Engineer
Chattanooga-Hamilton County Regional Planning Commission	Executive Director
Coosa Valley Planning Development Commission	Walker County Planner
Chattanooga Housing Authority	Executive Director
Southern Coach Lines, Inc.	President and General Manager

Engineering Sub Committee (cont'd)

<u>Agency</u>	<u>Member</u>
Federal Highway Administration*	Area Engineer
Federal Highway Administration* Georgia Division*	Planning and Research Engineer
Federal Highway Administration Tennessee Division*	Planning and Research Engineer

* Ex-Officio Members

Traffic Engineer Sub Committee

<u>Agency</u>	<u>Member</u>
Nashville Urban Area Transportation Study Tennessee Department of Transportation	Study Coordinator Administration, Urban Transportation Planning Division
Tennessee Department of Transportation	Assistant Roadway Design Engineer
Tennessee Department of Transportation	Chief, Urbanized Area Studies
Tennessee Department of Transportation	Director, Office of Programming
Tennessee Department of Transportation	Director, Office of Research and Planning
Tennessee Department of Transportation	Regional Engineer
Tennessee Department of Transportation	Regional Traffic Engineer
Tennessee Department of Transportation	Roadway Design Engineer
Tennessee Department of Transportation	Traffic Engineer
Metropolitan Planning Commission	Director, Comprehensive Planning Division
Metropolitan Planning Commission	Director, Urban Design Division
Metropolitan Planning Commission	Planning Analyst
Metropolitan Planning Commission	Planning Director
Metropolitan Department of Public Works	Director
Metropolitan Nashville Airport Authority	Executive Director (Acting)
Metropolitan Traffic and Parking Commission	Traffic Engineer

APPENDIX V (cont'd)

Engineering Sub-Committee (Cont'd)

<u>Agency</u>	<u>Member</u>
Metropolitan Transit Authority	Resident Manager
Federal Highway Administration*	Area Engineer
Federal Highway Administration *	District Engineer
Federal Highway Administration*	Planning and Research Engineer
* Ex-Officio Members	

KNOXVILLE
URBAN AREA TRANSPORTATION STUDY COMMITTEES

Policy Advisory Board

<u>Agency</u>	<u>Member</u>
City of Knoxville	Mayor
Knox County	Commissioner
Knoxville Area Council of Governments	Executive Director
Department of Highways	Commissioner
Knoxville-Knox County Metropolitan Planning Commission	Executive Director
Federal Aviation Administration*	Chief, Air Traffic Control
Federal Highway Administration*	Division Engineer
Housing and Urban Development*	Area Director
Urban Mass Transportation Administration*	Assistant Administrator
*Ex-Officio members	

APPENDIX V (cont'd)

Technical Coordinating Committee

<u>Agency</u>	<u>Member</u>
City of Knoxville	Mayor
City of Knoxville	Acting Traffic Director
City of Knoxville	Administrative Assistant
City of Knoxville	City Engineer
City of Knoxville	Comptroller of Finance
City of Knoxville	Director of Information
City of Knoxville	Director of Law
City of Knoxville	Manpower Staff Director
City of Knoxville	Services Director
Knox County	Commissioner of Finance
Knox County	Commissioner of Highways
Knox County	Law Director
Knox County	Sheriff
Knoxville Area Council of Governments	Executive Director of Governments
Tennessee Department of Transportation	Administrator, Urban Transportation Studies Planning Division
Tennessee Department of Transportation	Chief, Urbanized Area Studies
Tennessee Department of Transportation	Development Engineer
Tennessee Department of Transportation	Director, Bureau of Planning and Programming
Tennessee Department of Transportation	Director, Office of Research and Planning
Tennessee Department of Transportation	Regional Engineer
Tennessee Department of Transportation	Regional Location Engineer
Tennessee Department of Transportation	Regional Traffic Engineer
Tennessee Department of Transportation	Traffic Engineer
Knoxville-Knox County Metropolitan Planning Commission	Assistant Director
Knoxville-Knox County Metropolitan Planning Commission	Executive Director

APPENDIX V (cont'd)

Technical Coordinating Committee (cont'd)

<u>Agency</u>	<u>Member</u>
Chamber of Commerce	Director, Economic Development
East Tennessee AAA	General Manager
Greater Knoxville Airport	Airport Manager
Highway Patrol, Knoxville	Commander
Knoxville Housing Authority	Director
Knoxville Housing Authority	Director, Urban Renewal
Knoxville Transit Corporation	Manager
Knoxville Utilities Board	Manager
Louisville and Nashville Railroad	Superintendent
Southern Railway	Superintendent
Tennessee Valley Authority	Chief, Regional Planning
University of Tennessee	Director, Campus Planning
Federal Aviation Agency*	Chief, Air Traffic Control
Federal Highway Administration*	Area Engineer
Federal Highway Administration*	District Engineer
Federal Highway Administration*	Planning and Research Engineer
U.S. Post Office*	Vehicle Operation
Urban Renewal Administration*	Local Planning Assistant

* Ex-Officio Members

APPENDIX V (cont'd)

Engineering Sub-Committee

<u>Agency</u>	<u>Member</u>
City of Knoxville	Acting Traffic Engineer
City of Knoxville	Manpower Coordinator
City of Knoxville	Services Director
Knox County	Commissioner of Highways
Knoxville Area Council of Governments	Executive Director
Tennessee Department of Transportation	Administrator, Urban Transportation and Planning Division
Tennessee Department of Transportation	Director, Office of Programming
Tennessee Department of Transportation	Director, Office of Research and Planning
Tennessee Department of Transportation	Regional Location Engineer
Tennessee Department of Transportation	Regional Engineer
Tennessee Department of Transportation	Regional Traffic Engineer
Tennessee Department of Transportation	Roadway Design Engineer
Tennessee Department of Transportation	Traffic Engineer
Knoxville-Knox County Metropolitan Planning Commission	Assistant Director
Knoxville-Knox County Metropolitan Planning Commission	Executive Director
Knoxville Housing Authority	Director, Urban Renewal
University of Tennessee	Director, Campus Planning
Federal Aviation Administration	Chief, Local Coordinator

APPENDIX V (cont'd)

Engineering Sub-Committee continued

Federal Highway Administration*	Area Engineer
Federal Highway Administration*	District Engineer
Federal Highway Administration*	Planning and Research Engineer

* Ex-Officio Members

Traffic Engineering Sub-Committee

<u>Agency</u>	<u>Member</u>
City of Knoxville	Acting Traffic Director
City of Knoxville	Services Director
Tennessee Department of Transportation	Administrator, Urban Transportation and Planning Division
Tennessee Department of Transportation	Assistant Roadway Design Engineer
Tennessee Department of Transportation	Regional Traffic Engineer
Tennessee Department of Transportation	Traffic Engineer
Knoxville-Knox County Metropolitan Planning Commission	Executive Director
Federal Highway Administration*	Area Engineer
Federal Highway Administration*	Planning and Research Engineer

*Ex-Officio Members

APPENDIX V (cont'd)

Transit Sub-Committee

<u>Agency</u>	<u>Member</u>
City of Oak Ridge	Director of Planning
Knoxville Area Council of Governments	Executive Director
Tennessee Department of Transportation	Administrator, Urban Transportation Planning Division
Tennessee Department of Transportation	Chief, Urbanized Area Studies
Knoxville-Knox County Metropolitan Planning Commission	Associate Director
B and K Bus Lines	Representative
Continental Trailways	Representative
Corum Bus Lines	Representative
Greyhound Bus Lines	Representative
Knox Bus Lines	Representatives
Knoxville Transit Authority	Members
Knoxville Transit Lines	Manager
Suburban Bus Lines	Representative
White Star Lines	Owner
Federal Highway Administration*	Division Planning and Research Engineer

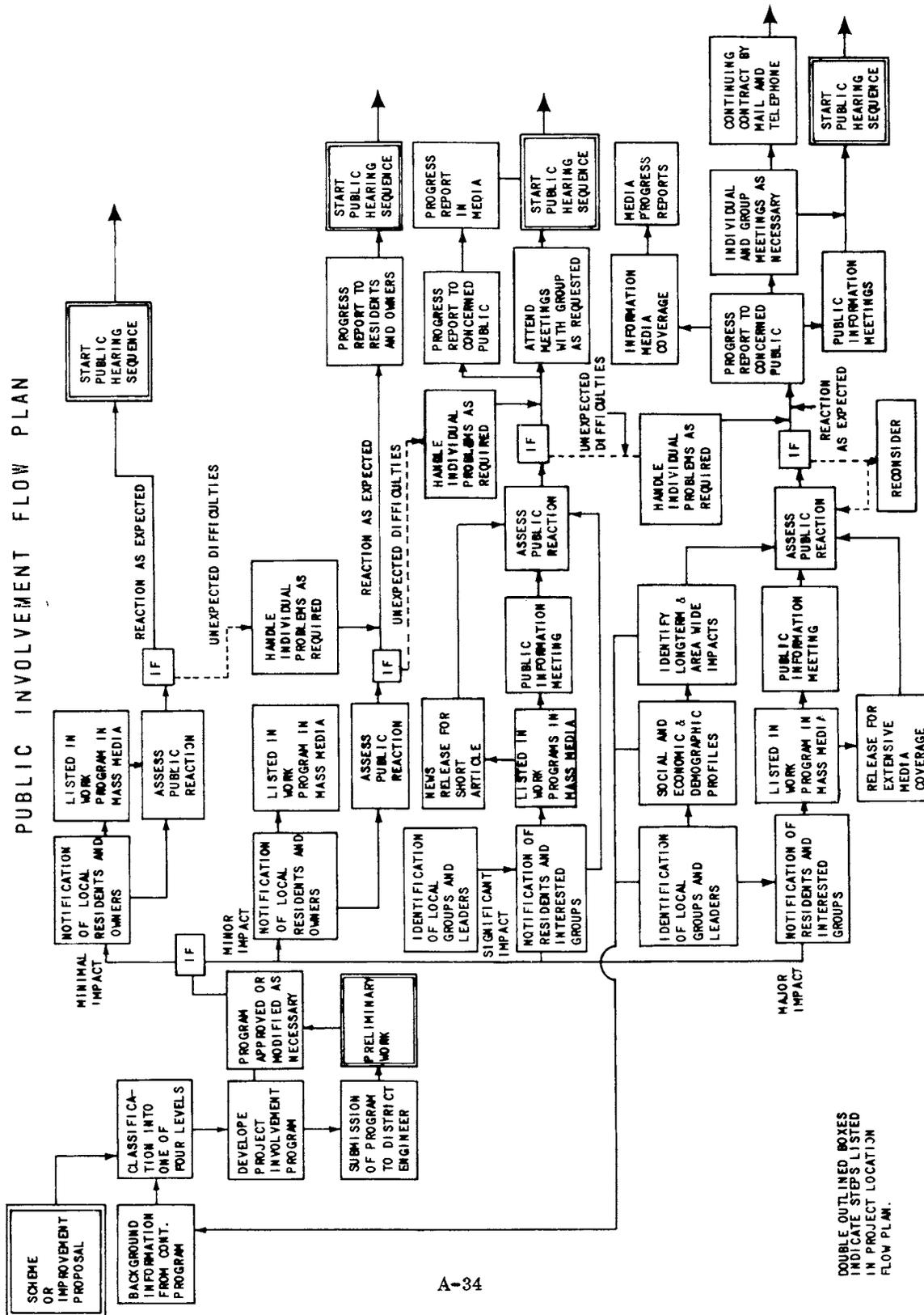
* Ex-Officio

Citizen Advisory Committee

<u>Agency</u>	<u>Member</u>
City School Board	Member
Community Action Committee	Director
Downtown Knoxville Association	Executive Director
East Tennessee Automobile Club	Secretary-Director
Flowerland Community Club	President Retired Housewife Housewife
Knoxville Chamber of Commerce	Director, Civic and Government Affairs
Knoxville College	Instructor
Knoxville-Knox County Metropolitan Planning Commission	Executive Director
Knoxville Utilities Board	Industrial Director
Prince Hall Village	Manager
Rogers Memorial Baptist Church	Pastor
South Central Bell	District Manager
Tennessee Baptist Missionary and Educational Convention	Housewife Secretary Physician

APPENDIX VI
FLORIDA
DEPARTMENT OF TRANSPORTATION

PUBLIC INVOLVEMENT FLOW PLAN



DOUBLE OUTLINED BOXES
INDICATE STEPS LISTED
IN PROJECT LOCATION
FLOW PLAN.

APPENDIX VI (cont'd)
 FLORIDA
 DEPARTMENT OF TRANSPORTATION

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SUMMARY OF 4 LEVEL APPROACH

Involvement Techniques	Impact Level			
	Minimal	Minor	Significant	Major
Mass media notification	X	X	X	X
Contact with local residents and owners	X	X	X	X
Public hearings as required	X	X	X	X
Progress reports to local residents and property owners		X	X	X
Identification of local groups			X	X
Progress reports in mass media			X	X
Progress reports to local groups			X	X
Preliminary public information meeting			X	X
Individual and group meetings on request			X	X
Demographic profile				X
Identification of long-term and area wide impacts				X
Public information meetings on progress of project				X
Individual and group meetings as needed				X
Continuing contact with groups				X
Extensive media coverage				X
Surveys and questionnaires				X
Citizens advisory committees				X

