



## MEMORANDUM

**TO:** TPB Technical Committee  
**FROM:** John Swanson, TPB Transportation Planner  
Bryan Hayes, TPB Transportation Planner  
**SUBJECT:** Process to update the TPB's Public Participation Plan  
**DATE:** October 25, 2019

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This memorandum provides a brief overview of the process that TPB staff will use to update the TPB's Public Participation Plan.

This process has already begun with an information-gathering phase, which will be followed by the development of a proposed approach for the new plan and outreach to key stakeholders and constituencies. Later this year, the process will conclude with the development of a draft that will be released for a 45-day public comment. Staff anticipates the TPB will approve the plan during the first half of 2020.

## BACKGROUND

Since 2005, federal laws and regulations have required Metropolitan Planning Organizations (MPOs) to develop and approve public participation plans. The TPB's first official Participation Plan, approved in 2007, provided a strategic framework for public engagement. The plan was last updated in 2014.

Staff have determined that the time is right for an update of the Participation Plan. The TPB and its staff have made significant outreach improvements in recent years, including a series of robust engagement activities for Visualize 2045. The lessons from these recent efforts are ripe for inclusion in the TPB's official framework for public engagement. Such changes in the Participation Plan should be made well in advance of the next long-range plan update, which is scheduled for 2022.

More fundamentally, the recent federal certification review of the TPB process recommended that the TPB update the Participation Plan to ensure recent federal regulations are adequately addressed. The federal review further noted that the findings of a recent consultant evaluation of the TPB's public involvement activities should be reflected in the plan update.

## STEPS IN THE UPDATE PROCESS

Staff is pursuing the following steps to update the Participation Plan:

### 1. *Information Gathering, September-November 2019*

This fall staff began gathering and discussing information that may inform key elements of the new plan. Key sources include the existing Participation Plan from 2014; relevant federal regulations, the COG Title VI Plan and Program; findings from the 2019 federal certification review; findings from a 2019 consultant evaluation of the TPB's public participation

activities; and a selection of other MPO participation plans. Staff have discussed these documents in internal brainstorming sessions. In October and November will further discuss these sources of input with key participants in our process.

**2. *Framing a Proposed General Approach, November 2019***

Drawing upon the information gathered in Step 1 (above), staff will develop a draft memorandum describing a proposed general approach for the new plan, including key concepts to emphasize in the updated documents and enhancements that may be different from the 2014 plan. This memo will be the key document that will be used to solicit input from external groups and stakeholders.

**3. *Testing out the Proposed Approach with Key Stakeholders and Constituencies, November-December 2019***

Staff will present the proposed approach to key groups to solicit feedback. We will also convene at least two focus groups, and we will also get comments from the Citizens Advisory Committee and the Access for All Advisory Committee, as well as other interested committees and groups.

**4. *Drafting the New Plan and Releasing for Comment, December-March 2019***

Reflecting upon the input we receive in Step 3, staff will draft the new plan document, which may undergo additional discussion and outreach. Federal regulations require a 45-day public comment period.

**5. *Revising and Final Approval, March-April 2019***

At the conclusion of the public comment period, the final plan document will be revised, as necessary, and will be scheduled for approval by the TPB.

## **NEXT STEPS**

Step 1 of the process described above is currently underway. Staff intends to brief the Technical Committee and other key committees at key points during the Participation Plan's development.

Technical Committee members should feel free to contact TPB staff with any questions or comments:

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