

# *PUBLIC PARTICIPATION POLICY*

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Shaping Our Region's Future Together



## A MESSAGE FROM THE EXECUTIVE DIRECTOR OF THE MIAMI VALLEY REGIONAL PLANNING COMMISSION

The Miami Valley Regional Planning Commission (MVRPC) is a voluntary association of local governments and the local Metropolitan Planning Organization (MPO) for Greene, Miami and Montgomery Counties, and the northern portion of Warren County. MPOs are designated organizations with responsibility for transportation policy in urbanized areas with more than 50,000 people. Additionally, in anticipation of MVRPC's pending Regional Transportation Planning Organization (RTPO) designation following the adoption of the first Regional Transportation Plan (RTP), MVRPC has incorporated the RTPO into the agency's Public Participation Policy.

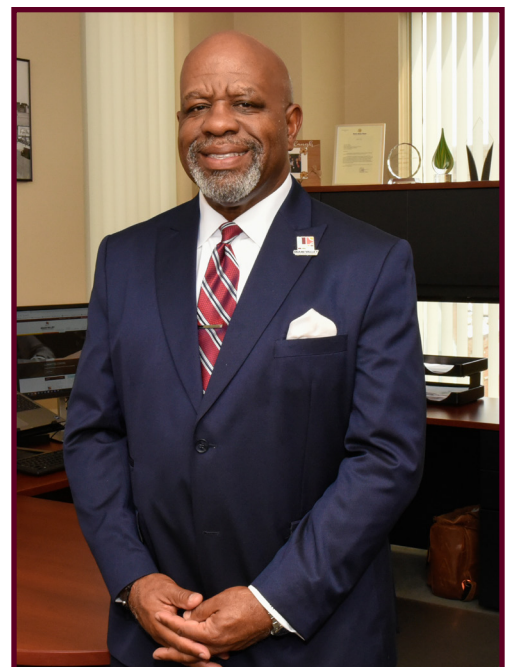
As a Regional Planning Commission, MVRPC has a unique and important leadership role in the Miami Valley Region. Founded upon the principles of regional collaboration, cooperation, and consensus building, MVRPC serves as the common ground where area partners come together to work toward a shared vision across the Region. Together, public and private partners develop and implement innovative and sustainable strategies that enhance the Region's quality of life and economic vitality.

This document describes our public participation process for all federal and state funded projects. MVRPC has long been committed to meaningful and proactive public participation. Public participation ensures that projects and planning activities evolve from and address public needs. Providing a forum for public participation demonstrates that the Region recognizes citizens' rights to be heard. These forums, coupled with careful attention to listening to feedback, will result in better, well-informed, decision-making processes and transparency in the Region.

Sincerely,



**MVRPC Executive Director**  
**Brian O. Martin, AICP**



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## **MVRPC STRUCTURE**

MVRPC is composed of a Board of Directors, Executive Committee, and various technical committees, all supported by MVRPC staff. The membership of the Miami Valley Regional Planning Commission includes local jurisdictions from Darke, Greene, Miami, Montgomery, Preble, Shelby and northern Warren County, as well as several non-governmental and quasi-governmental representatives. A complete listing of members is available on MVRPC's website at [mvrpc.org/committee-center](http://mvrpc.org/committee-center).

MVRPC's Board of Directors is a decision-making body comprised of elected officials of local government organizations and representatives from other non-governmental organizations, such as chambers of commerce, regional transit authorities, special districts, higher education institutions, private businesses including utility companies, and state agencies such as Ohio Department of Transportation. The Board of Director's meetings are held on the 1st Thursday of every month at 9:00 a.m.

MVRPC members appoint representatives to sit on various committees. These various committees are organized based on subject matter, and are charged with making recommendations to the entire Board based on staff input on issues.

The Technical Advisory Committee (TAC) is a permanent committee appointed by members of MVRPC to represent their respective organizations, and is responsible for working with the Executive Director and to advise the Board of Directors on technical issues or other delegated and assigned matters. The TAC meetings are held on the 3rd Thursday of every month at 9:30 a.m.

The Regional Transportation Planning Organization Steering Committee (RTPOSC) is a committee appointed by the members of the Regional Transportation Planning Organization (RTPO), and is responsible for assisting in the development of a Regional Transportation Plan (RTP) for Darke, Preble, and Shelby counties to advance transportation planning and partnerships that will benefit both ODOT and the member governments of the Region. The RTPOSC meetings are held every three months on the 3rd Wednesday at 2:00 p.m.

Verify meeting times and locations by calling MVRPC at 937.223.6323, or visiting [mvrpc.org](http://mvrpc.org).

Interpreters for individuals with hearing impairment or Limited English Proficiency will be made available upon request; requests must be made at least one week prior to the meeting date. For those requests, MVRPC will make arrangements for this service at no cost to the requesting individual(s). Please email [publicaffairs@mvrpc.org](mailto:publicaffairs@mvrpc.org) or call 937.223.6323. Individuals with hearing impairment can reach MVRPC via Teletypewriters (TTY), Telecommunications Devices for the Deaf (TDD) at 1.800.750.0750.



## **PUBLIC PARTICIPATION POLICY PURPOSE AND GOALS**

MVRPC's Public Participation Policy is designed to secure active and representative involvement from all segments of the community in planning and decision-making about regional projects, investments, policies and other planning issues. In accordance with federal law, Metropolitan Planning Organizations (MPO) and Regional Transportation Planning Organizations (RTPO) are responsible for facilitating interaction with stakeholders and the public to provide information and to facilitate dialogue, record input received and incorporate the thoughts and concerns of the public into the development of major MPO/RTPO planning documents and in various aspects of the MPO/RTPO planning process. MPO/RTPO will be represented with the agency acronym MVRPC for the purpose of this document.

MVRPC makes four core commitments throughout the Public Participation Policy:

- MVRPC will provide an effective public forum in a manner appropriate for the project/ program, through which consensus can be reached between public officials and citizens for regional planning issues. This will be achieved by discussing issues, negotiating conflicts, and reaching general agreement on important regional decisions.
- MVRPC will provide adequate and timely notice of public participation and planning activities to provide the opportunity for interested parties to comment on proposals, plans, programs, and projects, that affect the general population and to actively contribute to the policy and decision-making process.
- MVRPC will endeavor to educate the public on the processes and issues involved in transportation planning and other programs in such a manner that it is easy to understand and provide feedback.
- MVRPC solicits public participation without regard to race, color, sex, age, national origin, low-income status or disability. MVRPC is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws.

To achieve the purpose and commitments outlined above, MVRPC will emphasize the following essential components of the public participation process:

- Enable early and continuing participation by the public in the development of policies, plans and programs.
- Provide adequate and timely access to information about public participation opportunities and key decisions throughout the planning process.
- Involve a broad cross-section of key stakeholders, including affected individuals and public agencies.
- Foster transparency by providing full public access to complete and easily readable information in sufficient time that all may consider the information and provide feedback.
- Demonstrate consideration to comments received.
- Seek innovative ways to inform and engage the public and use the appropriate combination of techniques to obtain the most meaningful input possible.
- Make special efforts to secure participation and input from traditionally underserved, low-income, minority, older adults, individuals with disabilities and Limited English proficiency in compliance with Environmental Justice and Title VI of the Civil Rights Act of 1964 laws and other underrepresented populations as identified in the community impact assessment section of the Long Range Transportation Plan and Regional Transportation Plan.
- Periodically review the Public Participation Policy to make adjustments to ensure that maximum public participation is achieved.
- Coordinate with Ohio statewide public participation plans to review standards and best practices.
- Constant evolution of public outreach methods based on new technology, new partners and best practices.



## LEGISLATIVE AUTHORITY, RULES, REGULATIONS AND REQUIREMENTS

Federal laws and regulations require the formation and designation by the Governor of a Metropolitan Planning Organization (MPO) for each urbanized area with a population of more than 50,000 to coordinate a comprehensive and continuing transportation planning process. The Federal law Moving Ahead for Progress in the 21st Century (MAP-21) was signed in 2012. For the first time, it allowed states to formally designate Regional Transportation Planning Organizations (RTPO) to provide nonmetropolitan areas of the state with sustained resources and assistance related to transportation planning and project development.

The Miami Valley Regional Planning Commission (MVRPC) is the designated MPO for Greene County, Miami County and Montgomery County, and the northernmost portions of Warren County, Ohio. The MPO operates in accordance with its bylaws. Because the region's population exceeds 200,000, MVRPC is also designated as a Transportation Management Area (TMA). MVRPC anticipates a Regional Transportation Planning Organization (RTPO) designation following the adoption of the first Regional Transportation Plan (RTP) for Darke, Preble and Shelby counties.

MPO's that are designated a TMA have additional planning requirements compared to smaller MPO's. These requirements include:

- Review and certification of our transportation planning process by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) every four years.
- Maintenance of a Congestion Management Process.

Much of the transportation planning work conducted by the MPO/RTPO is directly related to implementing and updating the Region's Long Range Transportation Plan (LRTP)/Regional Transportation Plan (RTP). This work takes the form of studies, data collection and analysis, the use of management systems, forecasts of future travel patterns based on future land use, and prioritization of projects for funding and implementation.

Federal transportation law (such as the Infrastructure Investment and Jobs Act (IIJA), requires that MVRPC produce and oversee a Transportation Improvement Program (TIP)/Regional Transportation Improvement Program (RTIP), the Region's document of short-range transportation improvement plan. These transportation plans prioritize the Region's transportation-related projects within the constraints of federal, state, and local funding that the Region can reasonably expect to receive within the next four years. Projects that are included in the transportation plans must be selected from, or be consistent with, an approved LRTP/RTP. In order to develop plans that are derived from public sentiment, there must be adequate public participation in the development of both the LRTP/RTP and the transportation plans.

As a public agency that receives federal funds and makes recommendations on federal expenditures, MVRPC is bound by participation requirements for ensuring that federal funds are used fairly and without discrimination. Per Title 49 U.S.C. Chapter 53, MVRPC ensures that the requirements of its



transportation planning processes are met for federally funded projects, including project selection requirements. The basis for Environmental Justice (EJ) is Title VI of the Civil Rights Act of 1964, which states: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Participation and civic engagement have become a prominent responsibility for public agencies as the result of a series of federal orders and state mandates that serve to amplify Title VI. The regulatory framework clarifies the need to involve the potentially affected public in transportation decision-making processes and to assess the equity of transportation investments.

## **REGULATORY FRAMEWORK**

### **Federal Requirements**

On November 15, 2021, the new federal surface transportation bill, the Infrastructure Investment and Jobs Act (IIJA), was signed into law. The new bill follows its predecessors, the Fixing America's Surface Transportation Act (FAST Act) and Safe, Accountable, Flexible, Efficient, Transportation Equity Act, a Legacy for Users (SAFETEA-LU). These Acts made important contributions to the metropolitan planning process. The metropolitan planning rules are described in 23 CFR part 450 and state that the planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following planning factors:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety and security of the transportation system for motorized and non-motorized users.
- Increase the accessibility and mobility of people and for freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Improve the resilience and reliability of the transportation system and reduce or mitigate storm-water impacts of surface transportation.
- Enhance travel and tourism.

The cornerstone of FAST Act, continued in the IIJA, was the transition to a performance and outcome-based program. As part of this program, recipients of Federal-aid highway funds would invest resources in projects to achieve individual targets that collectively would make progress toward national goals.

## **State Requirements**

Section 121.22 of the Ohio Revised Code requires all public bodies to take official actions and to conduct all deliberations upon official business only in open meetings, unless specifically accepted by law.

The Ohio Department of Transportation (ODOT) published guidance on Environmental Justice and methodology which were used in the development of the Community Impact Assessment section of MVRPC's Long Range Transportation Plan (LRTP) and Regional Transportation Plan (RTP). This section of the LRTP/RTP will serve as a guide for determining vulnerable populations in close proximity to transportation projects that could affect local residents. MVRPC's LRTP/RTP is updated every five years. At that time, the Community Impact Assessment section and associated maps are revised based on the latest information and guidance available.

MVRPC will make every effort to demonstrate that the opinions, concerns, and input from traditionally underserved populations are valued and welcomed. To that end, the policies contained herein have been developed to ascertain meaningful input from all who wish to participate, making special efforts to ensure that traditionally underserved residents have an equal opportunity to be involved in the planning and decision-making process.

## **Local Requirements**

MVRPC's Bylaws provide for public participation through the membership structure as well as the guiding principles of the organization. Official MVRPC policies and related actions are approved by the Board of Directors. The complete text of the MVRPC Constitution and Bylaws is available on MVRPC's website at [mvrpc.org](http://mvrpc.org).

The Public Participation Policy enhances the opportunity for public input and satisfies Federal requirements for public participation. It is reviewed periodically by the Ohio Department of Transportation, the Federal Highway Administration and the Federal Transit Administration to ensure that full and open access is provided.

The public participation process described herein is used to satisfy the public participation process for the Program of Projects (POP) for:

- Greater Dayton Regional Transit Authority (GDRTA) – Montgomery County
- Greene County Transit Board (Greene CATS Public Transit) – Greene County

## **PUBLIC PARTICIPATION STANDARDS**

MVRPC uses a variety of strategies, techniques and tools to attract the general public, stakeholders, elected officials and representatives of agencies and organizations to attend public meetings. Likewise, a variety of methods and approaches are used to engage the public and are customized for the project, the audience and the purpose of engagement.

At a minimum, each public participation opportunity will adhere to the following standards:

- Have a minimum public participation / review / comment period of thirty (30) days.
- A summary of each project, policy or plan will be expressed in non-technical language and relevant documents will be made available at the MVRPC offices and on MVRPC's website at [mvrpc.org](http://mvrpc.org) for the entirety of the public comment period.
- The summary description for the project, policy or plan and the public participation opportunity will be provided in MVRPC's email, delivered electronically to stakeholders, distributed to local media outlets, posted on the MVRPC website and shared on MVRPC's social media platforms at least fourteen days in advance and will include instructions for public comment available online, by email, by phone or paper copy.
- Special efforts will be made to engage traditionally underserved vulnerable populations through distribution of information to relevant publications, agencies and organizations.
- Spanish translated information is provided on the [mvrpc.org](http://mvrpc.org) website and Spanish translated posters and public notices will be distributed.
- Public notice will be published in the most relevant regional newspaper or the most relevant newspaper for the specific location of the project or specific meetings.
- At least one virtual public open house will be held so the public can view the documents, ask questions and offer comments.
- Visualization techniques will be used to enhance public understanding and encourage public participation (e.g., maps, photos, graphics, etc.).
- In the rare case that a meeting must be canceled, it will be rescheduled, and notice will be posted on MVRPC's website at [mvrpc.org](http://mvrpc.org).
- In the extreme circumstances of a public health concern, natural disaster or other occurrence which prohibits gatherings, the public will be encouraged and given the opportunity to view documents and make comments in-person or through an online platform.

## **MAJOR MVRPC ACTIVITIES AND THEIR PUBLIC PARTICIPATION STANDARDS**

Among the Miami Valley Regional Planning Commission's responsibilities as the MPO/RTPO, are the completion of the Long Range Transportation Plan, the Regional Transportation Plan, the Transportation Improvement Program, the Regional Transportation Improvement Program, distribution of Regionally-Controlled federal funds, and periodically updating of the Public Participation Policy. The following pages briefly describe generalized public participation requirements of each of these activities. While these are generally applicable, one or more of the requirements may be substituted or altered where necessary.

Other significant activities include Major Corridor Studies and their Alternatives, Project Development Activities from ODOT's Project Development Process (PDP), Transportation Planning Studies, Certification (every four years) and Other Non-Transportation-related Public Participation (as determined on a case-by-case basis).

The meetings for these types of studies and projects are typically held at a location in or near the study or project area or at a central location for region-wide planning efforts. MVRPC staff will coordinate with interested and affected parties (ODOT, municipalities, residents, organizations) to arrange convenient and accessible meeting locations.

The sponsors of these types of projects may be required to make a presentation to MVRPC, especially when seeking funding from the MPO/RTPO or continued funding from the MPO/RTPO.

Consultant Necessitation Clause: It is the policy of MVRPC that any consultant hired to do a project/study for the MVRPC Board of Directors, will follow the guidelines in the Public Participation Policy, and will be responsible for the implementation of the required public participation activities, as outlined in the consultant contract. Such activities will be overseen by MVRPC staff and modified to fit the needs of the specific project or study of consideration.

### **Long Range Transportation Plan/ Regional Transportation Plan**

The Transportation Plan is a long-range (20+year) strategy and capital improvement program developed to guide the effective investments of public funds in transportation facilities. It is updated every five years and is prepared by the Miami Valley Regional Planning Commission in consultation with local and state officials, and other agencies. The Transportation Plan includes roadway, regional bikeway, pedestrian, transit and other multi-modal strategies, projects and programs. It may be amended as a result of changes in projected Federal, State and local funding; major investment studies, the congestion management process; interstate interchange justification studies; and environmental impact studies. The current LRTP/RTP is available for viewing at the MVRPC office and on MVRPC's website at [mvrpc.org](http://mvrpc.org).

At the beginning of the LRTP/RTP update (major update every 5 years), approximately a year prior to its adoption by the Board of Directors, MVRPC staff will prepare a summary outline of tasks and approximate time frames required to complete the LRTP/RTP update at hand. The outline will identify major public participation activities that are relevant to the current update and will be shared with the public and MVRPC's committees at an initial stakeholder kick-off meeting.

### **Transportation Improvement Program/ Regional Transportation Improvement Program**

The TIP/RTIP is a four-year plan, updated every 2 to 4 years, that lists all regionally significant and Federally-funded projects and services, in the MVRPC area, such as highway projects, bridge replacements, major corridor studies, transportation alternatives and bicycle/pedestrian projects. Projects that are included in the TIP/RTIP must be consistent with, or be selected from an approved Long Range Transportation Plan/ Regional Transportation Plan. Additionally, the TIP/RTIP must be fiscally constrained, or have funding mechanisms already in place for all projects and strategies. Public notice of public participation activities and time established for public review and comments on the TIP/RTIP, will satisfy the Program of Projects (POP) requirements of GDRTA and Greene CATS Public Transit.

### **Regionally Controlled Funds Solicitation**

Upon Board determination of funds availability, staff will solicit qualified government entities for new Surface Transportation Program (STP), Transportation Alternatives (TA), Carbon Reduction (CR), and Congestion Mitigation and Air Quality Improvement (CMAQ) Program projects or RTPO Discretionary Funding. The solicitation cycle will typically start in the fall, with applications being due approximately 1 month later at MVRPC (these dates may vary annually to ensure they do not fall on weekends). The draft list of all projects being considered for funding will be made available for public review and comment.

### **Public Participation Policy Update**

The Public Participation Policy outlines the strategies utilized to provide and receive information from the public on transportation planning and programming processes including funding for projects, studies, plans, and committee actions.

## TABLE OF PUBLIC PARTICIPATION STANDARDS

ACTIVITY	PUBLIC PARTICIPATION TECHNIQUE
Draft Document	The draft documents are available to view on the MVRPC website, mvrpc.org, and available at the MVRPC office during business hours.
Public Comment Opportunities	The public will have opportunities to convey their comments in person, online, by phone or via email. In some cases, mail, phone or web-based questionnaires may be used to gather information about specific topics.
Public Meeting	The virtual or in person public meeting will be held during the public comment period. In the extreme circumstances of a public health concern, natural disaster or other occurrence which prohibits gatherings, the public will be encouraged and given the opportunity to view documents and make comments in person or through an online platform.
Public Meeting Notification	At least two weeks prior to the public meeting, the summary description for the project, policy or plan and the public participation opportunity will be provided in email, delivered electronically to stakeholders, distributed to local media outlets, posted on the MVRPC website and shared on MVRPC's social media platforms. Paid media advertisement will run, if appropriate and a public notice will be published in the relevant newspaper.
Comment Period	The public comment periods will be as follows: LRTP, TIP, Regionally Controlled Funds, RTP, RTIP – 30 days Public Participation Policy Update - 45 days.
Summary of comments received	A public comment summary will be made available prior to the Board of Directors meeting. Written and verbal comments are summarized and included in a full public participation summary report and incorporated into the final document.
Final, Adopted Document Availability	The final document will be available on the MVRPC website and also available at the MVRPC office and notifications sent as needed.
Evaluation Technique	The meetings will be evaluated based on number of participants and comments received.

## **PUBLIC PARTICIPATION MEETING GUIDELINES**

The setting of a public participation meeting can have an impact on the success of the meeting. Every effort will be made to hold meetings in appropriate locations or virtually to encourage participation and under the following conditions:

- All in-person meetings will be held in ADA-accessible locations and, whenever possible, close to transit routes.
- All meetings will be held in locations where free parking is available or MVRPC will provide vouchers or refund vouchers when free parking is not conveniently located or available.
- Interpreters for individuals with hearing impairment or Limited English Proficiency will be made available upon request; requests must be made at least one week prior to the meeting date. For those requests, MVRPC will make arrangements for this service at no cost to the requesting individual(s). Participants with a disability are encouraged to request reasonable accommodations by contacting [publicaffairs@mvrpc.org](mailto:publicaffairs@mvrpc.org) or call 937.223.6323. Individuals with hearing impairment can reach MVRPC via Teletypewriters (TTY), Telecommunications Device for the Deaf (TDD) at 1.800.750.0750.
- When appropriate, meetings will be held in locations attracting citizens most heavily affected by the plan or project, these meetings may be held in places frequently visited by local residents such as churches, schools, community centers or libraries.
- Meetings will be scheduled at the most convenient time of the day to maximize participation.
- Every effort will be made to ensure that the tone and overall experience of meetings is comfortable and inviting.
- All Board of Directors and TAC meetings are open to the public. An opportunity for public comment is available at each of these meetings.
- In the extreme circumstance of a public health concern, natural disaster or other occurrence which prohibits in-person gatherings, MVRPC will alter the format to use conference calls, digital platforms and our website to ensure that the public has an opportunity to participate.

**Public Involvement Requirements for Environmental Assessment (EA), Environmental Impact Statement (EIS) projects or Categorical Exclusions (CE).**

Public involvement activities for purposes of the National Environmental Policy Act (NEPA) documentation must be undertaken consistent with the Ohio Department of Transportation's Public Involvement Requirements and in consultation with the ODOT District Environmental Coordinator.

For more information, visit [transportation.ohio.gov/programs/public-involvement/requirements](http://transportation.ohio.gov/programs/public-involvement/requirements)





## **PUBLIC COMMENT STANDARDS**

The public will have opportunities to convey their comments in person, online, by phone or via email. In some cases, mail, phone or web-based questionnaires may be used to gather information.

All comments received are considered public comments, and therefore are subject to disclosure under Ohio's Public Records Act. All public comments received are reviewed for consideration and if appropriate, shared with relevant stakeholders, other agencies or incorporated into the final document. Responses are included in the public participation summary booklet. Comments made on social media platforms will be recorded and included in the summary booklet.

### **Public Participation Summary Booklet**

- A summary booklet detailing all public participation processes uses shall be published as required (see Activities Determination Matrix) and shall follow the following requirements:
- Included in the booklet will be a summary of the public outreach efforts and comments/questions/answers received at all public participation meetings.
- Meeting summaries shall be made available for review on MVRPC's website at [mvrpc.org](http://mvrpc.org), where appropriate.
- When significant written and/or oral comments are received on the LRTP/RTP or the TIP/RTIP, a summary, analysis and report on the disposition of the comments shall be made as part of the final LRTP/RTP or TIP/RTIP.
- When consultants are responsible for public participation requirements, they will compile the summary booklet following these guidelines.

## ACTIVITIES DETERMINATION MATRIX

MVRPC has developed an Activities Determination Matrix to clarify what level of outreach/input is necessary for each planning activity. The left column of the matrix includes MVRPC's transportation activities that require some form of public participation. The column headings detail the different public participation activities that may be utilized. The column footers detail the timeframe for each activity to be completed. MVRPC's non-transportation planning public participation activities will be determined on a case-by-case basis.

Planning Activities	Public Announcement	Announcement Posters & Special Outreach for EJ / Title VI Populations	Public Notice in Newspaper (4)	Paid Media Advertisements (Final Only)	Public Participation Meeting for Draft Product	Public Participation Meeting for Final Product	Technical Advisory Committee Meeting / RTPD Steering Committee	Board of Directors Meeting	Full Public Participation Summary Book (5)	Comment Period Minimum Days (6)
TIP/RTIP Update	✓	✓	✓	✓		✓	✓	✓	✓	30
TIP/RTIP Amendment							✓	✓		NA
LRTP/RTP Update	✓	✓	✓	✓	✓		✓	✓	✓	30
LRTP/RTP Amendment	✓	✓	✓			✓	✓	✓	✓	30
Public Participation Policy	✓	✓	✓			✓	✓	✓	✓	45
Transportation Planning Studies	✓	✓	✓	optional		✓	✓	✓	✓	30
Major Investment Studies / Planning (1)	✓	✓	✓	✓		✓	✓	✓	✓	30
Project Development Activities (2)	✓	✓	✓	optional	optional	✓	✓	✓	✓	VARIES
Regionally Controlled Funds Solicitation (Applications Received)	✓	✓	✓			✓	✓	✓		30
Certification Review ( every four years )	✓	✓	✓			✓	✓	✓	✓	NA
Non-Transportation Related Public Involvement	See footnote (3) below									
<b>Outreach Activities (approximate timeframe)</b>	At least 2 Weeks Prior to Meeting	At least 2 Weeks Prior to Meeting	At least 2 Weeks Prior to Meeting	Starting 1-2 Weeks Prior to Meeting (as Appropriate)					Submitted with Final Plan or Document	
(1) Includes Major Investment Studies (MIS), and Feasibility Studies up for Board endorsement.										
(2) Includes Interchange Justification Studies (IJS), Environmental Assessments (EA), Environmental Impact Statements (EIS) and Design Plans.										
(3) MVRPC's non-transportation planning public participation activities will be determined on a case-by-case basis.										
(4) Selection of newspapers utilized will depend upon the planning activity's area of influence.										
(5) Public participation summary book may be incorporated as part of the final report.										
(6) Public participation meeting can be held anytime during the comment period, providing the comment summary is available prior to Board action.										

## EVALUATING PUBLIC PARTICIPATION TECHNIQUES USED

Federal regulations require that MPO/RTPO review the Public Participation Policy periodically to determine if the objectives of the process are achieved and if adjustments are necessary to make it more effective.

Several methods will be used to gauge the effectiveness of MVRPC's public participation methods, including input from citizens, public officials and other planning professionals. Techniques used to collect feedback may include formal surveys (online and in person), written public comment, verbal comments at public meetings, and even face-to-face conversations held between staff/consultants and citizens/public officials/planning professionals about the Public Participation Policy.



## OUTREACH TOOLS AND TECHNIQUES

Effective public participation is paramount to any project's or plan's success. Knowing this, a variety of techniques are needed to engage the public in the decision-making process. New techniques will be tried and incorporated as they emerge and are shown to be successful.

The type of public outreach efforts employed for a particular project will be determined based on the project's overall regional and local impact. Highly localized projects may require more specialized outreach within the project's area of influence, rather than the broad outreach efforts required by others.

Extensive outreach efforts throughout all areas of the region are conducted in order to assemble a broad cross-section of input into the decision-making process, including traditionally underserved areas. MVRPC's outreach efforts in these areas will continue to provide these residents with an opportunity to voice their opinions and concerns. MVRPC will continue to conduct, sponsor, and participate in special and community events that reinforce the mission and strategic plan of the organization, educate the public, and provide opportunities for public input.

MVRPC's approach in publicizing its Public Participation Meetings will include a combination of the following outreach methods:

- MVRPC's website (mvrpc.org): MVRPC's website will be employed as a tool for disseminating information on meetings, project updates and background. New web-based approaches including email lists, newsletters, and project specific web pages will be used as appropriate. MVRPC's website will be employed as a tool to describe and visually represent the transportation plans.
- Limited English Proficiency translation assistance: MVRPC's website currently includes an option to translate the site into Spanish. This enhancement allows Spanish speaking residents the opportunity to learn and comment about all regional projects. Posters for meetings will be translated into Spanish.
- Social Media Platforms: MVRPC's social media platforms will be updated with relevant information regarding upcoming public participation meetings.
- Public Notification: Public notices and/or advertisements placed in minority and ethnic newspapers, in addition to major regional newspapers deemed appropriate for the project. Public notices will be translated when appropriate.
- Announcements: Announcements will be issued to ensure interested parties and the media are up-to-date on information concerning MVRPC activities. Announcements will be sent to media partners in the relevant project areas.

- **Flyers/Posters:** Informational flyers/posters developed and translated for each public participation meeting and distributed to local libraries, and local transit authorities. When appropriate, participation from traditionally underserved vulnerable populations will be sought by posting flyers/posters and meeting notices in locations such as government centers, neighborhood shops, religious institutions, social service agencies, employment centers, senior centers, public health clinics, public libraries, community centers and popular meeting places.
- **Traditional Letters:** Informational letters about plans, studies, projects or any other information deemed important for public input, will be distributed to interested parties.
- **Paid Advertising:** Various projects may require additional paid advertising including, but not limited to: newspaper, radio, website advertisements, television ads and social media platforms. These will be more visible than a standard Public Notice.
- **Emails:** When appropriate, emails to keep interested parties up-to-date on how projects are progressing will be distributed.
- **Project Logo:** When appropriate, a special project logo will be developed for certain studies/projects and be used as an identifiable icon on printed materials related to that specific initiative.
- **Visualization Techniques:** Special projects may require the addition of multi-media visualization techniques to help convey the project better to the public. These may include 3-D visualization applications or other types of techniques and will be developed as needed.
- **Survey:** A survey or polling tool may be used to collect information or input.



# MIAMI VALLEY

Regional Planning Commission

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## RESOLUTION NUMBER 24-012 RESOLUTION ADOPTING MVRPC'S REVISED PUBLIC PARTICIPATION POLICY

**WHEREAS**, the Miami Valley Regional Planning Commission is designated as the Metropolitan Planning Organization (MPO) by the Governor acting through the Ohio Department of Transportation in cooperation with locally elected officials for Greene, Miami, and Montgomery Counties including the jurisdictions of Carlisle, Franklin, and Springboro in Warren County; and

**WHEREAS**, the MVRPC's Board of Directors serves as the policy and decision-making body through which local governments guide the MPO's planning process for the Dayton Metropolitan Area; and

**WHEREAS**, the Miami Valley Regional Planning Commission working with the rural members in Darke, Preble, and Shelby counties has been participating in the Regional Transportation Planning Organization (RTPO) Pilot Program in coordination with the Ohio Department of Transportation and anticipates being designated as an RTPO in SFY 2025; and

**WHEREAS**, Federal law requires that MVRPC have a written policy which documents practices that allow for public participation by requiring early and inclusive participation of all interested parties throughout the transportation planning and programming process, including private citizens, public officials, and interested agencies who represent a wide range of disciplines and areas of expertise; and

**WHEREAS**, Federal and/or State directives require that a Public Participation Policy shall be developed and implemented by Metropolitan Planning Organizations and Regional Transportation Planning Organizations; and

**WHEREAS**, the proposed Public Participation Policy is designed to address and incorporate all federal and state regulations regarding public participation; and

**WHEREAS**, public participation has always been a significant factor in the development of MVRPC's transportation planning activities; and

**WHEREAS**, it is the objective of MVRPC to maintain its commitment to public participation and improve the opportunity for citizen participation in the development of programs and major plans; and

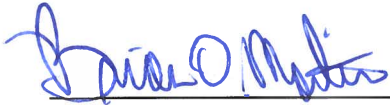
**WHEREAS**, the updated Public Participation Policy has been the subject of a mandatory forty-five-day public review period and has been reviewed and recommended for Board adoption by the Technical Advisory Committee (TAC) and the Darke, Preble, and Shelby Counties Steering Committee guiding the RTPO Pilot Program.

*Celebrating 60 Years | 1964-2024*

Shaping Our Region's Future Together

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Miami Valley Regional Planning Commission hereby adopts the revised Public Participation Policy as presented.

**BY ACTION OF THE** Miami Valley Regional Planning Commission's Board of Directors.



**Brian O. Martin, AICP**  
Executive Director

5/2/24

Date



**Sara Lommatzsch, Chairperson**  
Board of Directors of the  
Miami Valley Regional Planning Commission



**Larry Holmes, Third Vice-Chairperson**  
Board of Directors of the Miami Valley  
Regional Planning Commission