

Public Participation Plan

for the Waco Metropolitan Planning Organization



Metropolitan Planning Organization



Waco Urban Transportation Study

Adopted by the Waco MPO Policy Board – July 31, 2007

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Section 1 - Introduction

1.1 – MPO Background

The Waco Metropolitan Planning Organization (MPO) was created in 1974 in order to comply with federal requirements that all areas over 50,000 population must incorporate local input into decisions involving federal highway or transit funds. Today the role of the MPO has expanded to identify all mobility needs for the Waco Region and determine regional transportation policy. Inherent within this role is the need to involve the citizens of McLennan County into the transportation planning process and incorporate their concerns into the various plans, programs and policies adopted by the MPO.

Governing the MPO is an 18 member policy board consisting of elected officials and other representatives from the 19 member cities, McLennan County and the Texas Department of Transportation (TxDOT) (See Appendix A for a map of the Waco Metropolitan Area). Assisting the Policy Board is the MPO staff, producing drafts of necessary plans and programs and providing policy recommendations to the board. The staff also administers the public involvement procedures for the MPO and ensures that public concerns are voiced to the MPO Policy Board.

1.2 – Purpose of Public Participation Plan

The Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires MPO's to develop a Public Participation Plan (PPP) to specify the MPO's efforts to involve the public in the development of the Metropolitan Transportation Plan. Since public involvement is critical within the entire transportation planning process, the MPO has adopted this plan. Its primary purpose is to ensure that all policy actions of the MPO Policy Board are made only after the public and key transportation stakeholders have been informed about the issue and been given a reasonable opportunity to comment.

The MPO creates and amends many documents on a regular basis for adoption and approval by the Policy Board. The following narrative briefly describes these documents and Table 1.1 defines the associated policy actions.

Metropolitan Transportation Plan (MTP): A document, formerly known as the Long-Range Transportation Plan, which identifies existing and future transportation deficiencies and needs, as well as network improvements needed to meet mobility requirements over at least a twenty five year time period. To receive federal funding, a transportation project must be included in the MTP and the TIP.

Transportation Improvement Plan (TIP): A four year transportation investment strategy, required at the metropolitan level which addresses the goals of the long-range plans and lists priority projects and activities for the region.

Texas Urban Mobility Plan (TUMP): A needs-based plan which quantifies transportation needs beyond the fiscal restraint barrier. It provides for balanced transportation and land-use decisions that accommodate growth, while minimizing any negative transportation, air quality and community impacts.

Unified Planning Work Program (UPWP): Biennial report or budget document prepared by the Waco MPO describing transportation planning activities which will be performed by the MPO staff.

Thoroughfare Plan: A plan which outlines the functional classification of existing streets and roadways within the Metropolitan Area based on levels of mobility and access as well as proposes long-range facility improvements.

Bicycle & Pedestrian Plan: A plan which focuses on the improvement and maintenance of bicycle and pedestrian facilities as alternative modes of transportation.

Annual Listing of Federal Projects (APL): A listing of projects for which federal funding was obligated in the previous fiscal year. The APL also provides a record of project delivery and is intended to increase awareness of government spending on transportation projects.

Annual Performance and Expenditure Report (APER): Annual Performance Expenditure Report (APER) is an annual work performance review of all proposed transportation planning and related activities of the Waco MPO as submitted in the Unified Planning Work Program.

Table 1.1 –Policy Actions of the MPO Policy Board

Document	Major Actions	Minor Actions
Metropolitan Transportation Plan (MTP)	Adopt	Amend
Transportation Improvement Program (TIP)	Adopt	Amend
Texas Urban Mobility Plan (TUMP)	Adopt	Amend
Unified Planning Work Program (UPWP - MPO Budget)	Adopt	Amend
Thoroughfare Plan	Adopt	Amend
Bicycle & Pedestrian Plan	Adopt	Amend
Annual Listing of Federal Projects (APL)		Approval (Abbreviated Process*)
Annual Performance and Expenditure Report (APER)		Approval (Abbreviated Process*)
All Other Plans and Programs	Adopt	Amend
Policy Board Resolutions		Approval
Administrative Corrections**	NA	NA

* *Abbreviated Process* applies only to the specific minor actions of the Policy Board identified above. The approval process is shortened due to the constricted time between the release of the information required to be in the documents and the approval deadline as required by Federal Law. (See Section 2.3, Activity 3)

** *Administrative Corrections* applies to an amendment for the sole purpose of correcting a scrivener, clerical, or mathematical error or omission within a document previously approved by the Policy Board. This type of correction does not require Policy Board action.

1.3 – Public Involvement Goals

In addition to the listing types of policy actions, this plan also defines the tasks the MPO staff will undertake to incorporate public comment into the various activities undertaken by the MPO.

To accomplish this mission, the Waco MPO has adopted the following goals to incorporate public opinion into the transportation planning process.

Goal 1: Educate and Inform the Public

The Waco MPO staff shall educate and present information about the transportation planning process, including the sources of funding and impacts of regional planning decisions. The MPO staff shall also explain the specific tasks and goals of the Waco MPO, as well as related tasks that are not in the MPO's authority to perform. The MPO staff shall also disseminate information regarding upcoming decisions involving federal highway or transit funds within McLennan County.

Goal 2: Solicit Input from the General Public

The Waco MPO shall gather representative input from the public to identify mobility needs, desires, issues and concerns. The Waco MPO shall continuously seek comment from the public throughout the transportation planning process, at key decision points and when final product drafts are issued. The MPO staff will also closely monitor public input received through major project development and corridor studies.

A vital aspect of this goal is the provision of opportunities for involvement to a wide range of members of the public; (i.e., citizens with different interests,). The Waco MPO will coordinate with individuals, institutions, or organizations to use community-based public involvement strategies that will reach out to members of the disabled, minority, special needs and low-income communities.

Goal 3: Facilitate Information Flow between the Public and Policy-Makers

The Waco MPO staff is responsible for compiling public issues, comments and concerns into complete and concise documents for presentation to the MPO Policy Board. The MPO staff shall also schedule and organize meetings where the public can present concerns to the staff or the Policy Board.

Goal 4: Consider Public Concerns in Decision Making

The MPO Policy Board shall consider, and when appropriate respond to, the public concerns that are presented to them by the MPO staff as well as those presented to them by individual persons at public meetings. The Waco MPO staff shall also consider public concerns as it prepares draft planning documents.

Goal 5: Provide Visual Representations of Proposed Actions

In addition to verbal descriptions, all proposed actions by the MPO Policy Board that impact specific transportation projects will, when appropriate, provide cartographic, photographic and / or artistic representations to show approximate location, design considerations, possible environmental impacts and potential aesthetic considerations.

Goal 6: Meet Legal Requirements

The Waco MPO will meet all legal requirements for noticing meetings and providing opportunities for the public to comment on proposed actions of the MPO.

Section 2 – Outreach Activities

In order to achieve the *Public Involvement Goals* outlined in Section 1, the MPO has identified seven (7) activities that are intended to solicit input into transportation policy decisions. Each activity is identified in the approximate order upon which they will be put into action.

Each Outreach Activity specifies the type of task that will accomplish the goal of public outreach and inclusion in the transportation planning process. Notification prior to any MPO Policy Board action is required and the timeline for notification is outlined with each activity. In addition, each activity is rated by its ability to accomplish the six (6) Public Involvement Goals. The rating key is as follows:

- Significantly Accomplishes Goal
- ◉ Moderately Accomplishes Goal
- Accomplishes Goal “A Little”

2.1 - **Activity 1:** **Survey on Transportation Issues**

What: Survey to determine public opinion on important policy decisions facing the MPO Policy Board.

Who: Participants will be McLennan County residents chosen at random

When: Prior to the development of the Metropolitan Transportation Plan (MTP)

Notification: Results will be posted to the MPO website prior to development of the MTP (www.waco-texas.com/mpo/index.asp)
Press release will be issued on the day of web posting
Results will be presented at the next MPO Policy Board meeting after web posting

Ratings:

- Educate and Inform the Public
- Solicit Input from the General Public
- Facilitate Information Flow between the Public and Policy-Makers
- Consider Public Concerns in Decision Making
- Provide Visual Representations of Proposed Actions
- Meet Legal Requirements

2.2 - **Activity 2:** **Community Workshops**

What: Workshops are events that provide the public “hands-on” involvement in the development of plans or programs. “Hands-on” involvement brings together professionals and citizens alike. During these workshops, the public will be invited to identify transportation needs and to propose ideas, concepts or solutions to those or other previously identified needs. A variety of visioning tools and techniques will be used to envision different tradeoffs and public preferences. The result of the workshops will be an agreed upon scenario or solution. The consensus will then lead to a policy framework that, in turn, will be used to guide transportation & land-use decision making.

Who: Open to the general public.

When: Prior to development of updates to the Metropolitan Transportation Plan, the Texas Urban Mobility Program, the Thoroughfare Plan, the Bicycle & Pedestrian Plan, and in association with special studies, such as a Corridor Study.

Where: 2 different locations, minimum.

Notification requirements prior to the first Community Workshop:
(Dates of all workshops to be included with each notice requirement listed below.)

2 weeks prior:	Post to MPO Website www.waco-texas.com/mpo/index.asp
2 weeks prior:	Mail to key transportation stakeholders & interested parties (See appendix B)
1 week prior:	E-mail reminder to key transportation stakeholders & interested parties (See appendix B)
Wednesday prior:	Advertise in Tiempo Spanish language newspaper
Sunday prior:	Advertise in Waco Tribune-Herald
3 days prior:	Issue Press Release (See Appendix C)
Day of:	Issue 2 nd Press Release (See Appendix C)

- Ratings:
- Educate and Inform the Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

2.3 - Activity 3: Public Comment Periods

What: A period of time where the public is invited to submit formal comments on any proposed policy action by the MPO Policy Board.

Who: Open to the general public.

When: Major Action: 55 days prior to Policy Board action:
45 day comment period + 10 day revision period.
For adoption of new plans or programs or amendments to the Public Participation Plan, the public comment period will begin 55 days prior to the date of proposed action and end 10 days prior to proposed action by the Policy Board.

Minor Action: 20 days prior to Policy Board action:
15 day comment period + 5 day revision period.
For amendments to existing plans or programs

except the Public Participation Plan, begin 20 days prior to the date of proposed action; end 5 days prior to proposed action by the Policy Board.

Abbreviated Process: 15 days prior to Policy Board action:
10 day comment period + 5 day revision period.
For approval of the Annual Listing of Projects and the Annual Performance and Expenditure Report, begin 10 days prior to the date of proposed action; end 5 days prior to proposed action by the Policy Board.

Where: Not applicable.

Procedure: The MPO Staff will respond to all formal comments within 10 days of receipt for new plans or programs and 5 days or receipt for amendments to existing plans and programs. In order for the staff to respond, comments must be received via methods posted within the notifications identified below and prior to the posted deadline. All comments and staff responses will be forwarded to the MPO Policy Board prior to proposed actions.

Notification requirements in relation to the time period of the Public Comment Period:

Major Action:

Wednesday prior: Advertise in Tiempo Spanish language newspaper

Sunday prior: Advertise in Waco Tribune-Herald

Start Date: Post to MPO website

www.waco-texas.com/mpo/index.asp

Start Date: Mail & E-mail notices to key transportation stakeholders & interested parties (See appendix B)

Start Date: Issue Press Release (See Appendix C)

7 days before End Date: Issue 2nd Press Release (See Appendix C)

Minor Action:

Wednesday prior: Advertise in Tiempo Spanish language newspaper

Sunday prior: Advertise in Waco Tribune-Herald

Start Date: Post to MPO website

www.waco-texas.com/mpo/index.asp

Start Date: Mail & E-mail notices to key transportation stakeholders & interested parties (See Appendix B)

Start Date: Issue Press Release (See Appendix C)

Abbreviated Process:

Wednesday prior: Advertise in Tiempo Spanish language newspaper

Sunday prior: Advertise in Waco Tribune-Herald

Start Date: Post to MPO website

www.waco-texas.com/mpo/index.asp

Start Date: Mail & E-mail notices to key transportation stakeholders & interested parties (See appendix B)

Start Date: Issue Press Release (See Appendix C)

- Ratings:
- Educate and Inform the Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

2.4 - Activity 4: Informational Meetings

What: Informational meetings are informal events that are intended to present information regarding major and minor policy decisions and to collect feedback from the general public. Although these meetings are intended to be informal, each meeting will have a short presentation to provide the following information:

1. The purpose of the meeting;
2. A brief description of the document being acted on; and
3. The action being requested from the Policy Board.

Who: Open to the general public.

When: Prior to all major and minor policy actions and conducted during public comment period.

Where: Major and Minor Action:
Three (3) different locations with one during the day and the other two during the evening.

Abbreviated Process:
Two (2) different locations with one during the day and one during the evening.

Notification: Since Informational Meetings occur in conjunction with a Public Comment Period, notification of Informational Meetings should occur at the same time as the notification of the Public Comment Period for all major and minor policy actions.

- Ratings:
- Educate and Inform the Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

- 2.5 - Activity 5: Informational Programs on the Waco City Cable Channel**
- What: 5 to 30 minute programs where basic information is presented regarding the transportation planning process and upcoming major actions on the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP) or Texas Urban Mobility Plan (TYMP).
- Who: Cable television viewers.
- When: 6 weeks prior to adoption, programs will be broadcasted at various times and will continue up to the date of adoption.

Notification requirements in relation to the date of the Informational Program(s):
 Web postings, e-mails to transportation stakeholders / interested parties, and press release once TV schedule is determined
www.waco-texas.com/mpo/index.asp.

- Ratings:
- Educate and Inform the Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

- 2.6 - Activity 6: Elected and Appointed Official Briefings**
- What: Annual presentations to the City Councils of member cities and McLennan County Commissioners Court to provide updates on MPO projects and information concerning upcoming policy decisions.
- Who: Although these briefings will be directed to the elected and appointed members, these presentations will be open to the public.
- When: Prior to adoption of the Metropolitan Transportation Plan (MTP).
- Where: Various City Council chambers or the McLennan County Courthouse

Notification requirements in relation to the Briefing:
 2 weeks prior: Post to MPO Website.
www.waco-texas.com/mpo/index.asp
 Additional notification to be handled by the respective agency in accordance with their requirements for notification.

- Ratings:
- Educate and Inform the General Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

2.7 - Activity 7: Public Hearings

What: Final presentation before the MPO Policy Board where the public is invited to make final comments immediately prior to all policy actions as identified in Table 1.1.

Who: Open to the general public

When: Policy Board meetings at which policy actions are scheduled

Where: Various locations, but within walking distance of the Waco Transit fixed route system

Notification requirements in relation to the Public Hearing for policy action:

- 2 weeks prior: Post to MPO Website
www.waco-texas.com/mpo/index.asp
- 10 days prior: Mail to transportation stakeholders and interested parties
- 1 week prior: Post background information to MPO Website
- Wednesday prior: Advertise in Tiempo Spanish language newspaper
- Sunday prior: Advertise in Waco Tribune-Herald
- 3 days prior: E-mail to transportation stakeholders and interested parties
- 3 days prior: Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
- 2 days prior: Issue Press Release (See Appendix C)
- Day of: Issue 2nd Press Release (See Appendix C)

- Ratings:**
- Educate and Inform the Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

Waco MPO Public Participation Matrix

Activities	Educate and Inform Public	Solicit Input from the General Public	Facilitate Information Flow between the Public and Policy-Makers	Consider Public Concerns in Decision Making	Provide Visual Representations of Proposed Actions	Meet Legal Requirements
Survey on Transportation Issues	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Workshops	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Public Comment Periods	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Informational Meetings	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Informational Programs on Waco City Cable Channel	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Elected and Appointed Official Briefings	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Public Hearings	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

<input checked="" type="radio"/>	Significantly Accomplishes Goal
<input checked="" type="radio"/>	Moderately Accomplishes Goal
<input type="radio"/>	Accomplishes Goal "A Little"

Section 3 – Meeting Format

Not every meeting conducted by the Waco MPO will contain major or minor policy actions. Nevertheless the public will be afforded opportunities to participate regardless of the topic of discussion. This section details these opportunities and outlines the format of the various board and committee meetings conducted by the MPO.

3.1 - MPO Policy Board Meetings

What: 18-member Board consisting of elected officials and other representatives of member cities, McLennan County and TxDOT.

Actions: Approves adoption and amendment of all plans and programs for the MPO, adopts all transportation policy for the region.

Who: Open to the general public.

When: Scheduled as needed, but not less than quarterly.

Where: Various locations, but within walking distance of the Waco Transit fixed route system.

Participation: General Hearing: The meeting will begin with an opportunity for all persons to address the Policy Board regardless of whether the topic is on the agenda or not. The Policy Board, however, cannot respond if the topic is not on the agenda.

Policy Actions: Additional hearings will be on the meeting agenda for any policy action (see page 1).

Hearing Policy: All persons are given 3 minutes to speak, longer if the Policy Board chair permits. If representing a group of persons or an association, then the person may speak up to 10 minutes, longer if the Policy Board chair permits.

Notification requirements in relation to scheduled meeting of the Policy Board:

1 month prior:	Post date and time to MPO website (www.waco-texas.com/mpo/index.asp)
2 weeks prior:	Post agenda to MPO Website
10 days prior:	Mail transportation stakeholders and interested parties
1 week prior:	Post background information to MPO Website
Wednesday prior:	Advertise in Tiempo Spanish language newspaper
Sunday prior:	Advertise in Waco Tribune-Herald
3 days prior:	E-mail to transportation stakeholders and interested parties
3 days prior:	Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
2 days prior:	Issue Press Release (See Appendix C)
Day of:	Issue 2 nd Press Release (See Appendix C)

3.2 - MPO Technical Committee Meetings

- What:** Committee of professional engineers and planners from member governments as well as community business leaders.
- Actions:** Provides recommendations to the Policy Board on all matters requiring technical advice.
- Who:** Open to the general public.
- When:** Generally one week prior to the MPO Policy Board meeting.
- Where:** Various locations, but within walking distance of the Waco Transit fixed route system.
- Participation:** The meeting will begin with an opportunity for all persons to address the Technical Committee for items specified on the agenda.
- Hearing Policy:**
All persons are given 3 minutes to speak, longer if a majority of Committee members approve. If representing a group of persons or an association, then the person may speak up to 10 minutes, longer if a majority of Committee members approve.

Notification requirements in relation to scheduled meeting of the Technical Committee:

- | | |
|------------------|---|
| 1 month prior: | Post date and time to MPO website
(www.waco-texas.com/mpo/index.asp) |
| 2 weeks prior: | Post agenda to MPO Website |
| 10 days prior: | E-Mail transportation stakeholders and interested parties |
| 1 week prior: | Post background information to MPO Website |
| Wednesday prior: | Advertise in Tiempo Spanish language newspaper |
| Sunday prior: | Advertise in Waco Tribune-Herald |
| 3 days prior: | Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse |
| 2 days prior: | Issue Press Release (See Appendix C) |

3.3 - Emergency Meetings

- What:** Meetings of the Policy Board to take action on matters of life or death.
- Who:** Open to the general public.
- When:** Scheduled as needed.
- Where:** Various locations.
- Participation:** Public participation will be limited to solicitations from board members.
- Notification:** 2 hours prior: Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
2 hours prior: Issue Press Release (See Appendix C)

3.4 - Subcommittee Meetings

What: The MPO Policy Board and Technical Committee may appoint subcommittees to study specific topics and provide recommendations to the Policy Board or Technical Committee.

Who: Open to the general public.

When: Scheduled as needed.

Where: Various locations.

Participation: Same as Policy Board or Technical Committee meetings.

Notification: Same as Policy Board or Technical Committee meetings.

3.5 - Executive Sessions

What: The MPO Policy Board may call executive sessions in order to discuss the following items:

1. Pending or contemplated litigation;
2. A settlement offer;
3. An attorney/client privilege/relationship;
4. The purchase, exchange, lease, or value of real property;
5. A gift and/or donation; or
6. The appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the MPO director or subordinate staff.

Who: Executive sessions are closed to the public

When: Scheduled as needed

Where: Various locations

Participation: Only persons invited by the Policy Board may attend or participate in executive sessions

Notification: 3 days prior: Post notice of executive session on MPO web site and bulletin boards of the Waco City Hall and McLennan County Courthouse

3.6 - Note on Meeting Cancellations

From time to time, MPO Policy Board and Technical Committee meetings will need to be cancelled. Should the need to cancel a meeting arise, except for the lack of a quorum, the MPO will post a notice of cancellation at the meeting location, the McLennan County Courthouse and the Waco City Hall no less than twenty-four (24) hours prior to the scheduled meeting time. In addition, a notice of cancellation shall be announced via press release at the applicable time. For disasters, states of emergency or other situations in which travel is considered unusually hazardous, notice of cancellation will be announced via press release no less than one (1) hour prior to the scheduled meeting time.

In the case that a quorum of members should not be achieved for an MPO Policy Board meeting, the Policy Board chair may officially cancel the meeting thirty (30) minutes after the scheduled meeting time. Without action, the meeting is cancelled one (1) hour after the scheduled meeting time should a quorum not be achieved at that time. Subcommittee or Technical Committee meetings are not subject to quorum requirements.

Section 4 - Future Revisions

4.1 - 5 Year Review of the Public Participation Plan

These public involvement procedures shall be reviewed by the MPO staff at least once every 5 years to ensure compliance with existing federal and state law and to provide an analysis of effectiveness. The results of any review and any recommended changes shall be made available for public review for a minimum of forty-five (45) calendar days. A digital copy of the review and proposed changes shall be made available for viewing by the public on the MPO web site (www.waco-texas.com/mpo/index.asp). Hard copies of the review and proposed changes shall be made available at no less than five (5) separate locations. The public review period shall be posted at the McLennan County Courthouse and the Waco City hall, posted on the MPO web site (www.waco-texas.com/mpo/index.asp), advertised in the Waco Tribune-Herald and announced via press release. Announcements shall also be mailed to the MPO list of interested or affected parties. All announcements shall mention the locations and times that the review and proposed changes may be viewed and shall also mention how and where to send comments.

Once the public review period has ended, the staff will review all public comments. All public comments and staff recommendations shall be presented to the MPO Policy Board for review and appropriate action. This meeting of the MPO Policy Board shall adhere to the requirements identified for Policy Board meetings in Section 3.

4.2 - Interim Amendments to the Public Participation Plan

Interim amendments are defined as any change to the public involvement requirements outside of corrections due to grammar, spelling or other typographic errors.

Interim amendments may be recommended by the MPO staff or the MPO Policy Board provided a minimum forty-five (45) day public review period be completed prior to Policy Board action. The requirements for public review shall be identical to that for the 5 year review of these procedures.

Section 5 - Revision Process

(This section to be updated after action by Policy Board)

The review and draft document were completed and released for public review on August 16, 2011. At this time the 45 day public comment period commenced. The draft document was then submitted to the MPO Policy Board for discussion at its regularly scheduled meeting on August 23, 2011. Digital copies of the final draft were made available online at the MPO web site. Paper copies of the final draft were made available for viewing at the MPO offices as well as four (4) other locations within the Metropolitan Area. This comment period was posted on the MPO web site (www.waco-texas.com/mpo/index.asp), advertised in the Waco Tribune-Herald, Tiempo Spanish language newspaper and announced via press release. All notices mentioned when and where copies of the draft documents were available for viewing and also mentioned how and where to send comments.

Three public informational meetings were conducted on September 12, 2011 and September 13, 2011, both at 6:30 PM, and a third on September 15, 2011 at 12:00 PM. The September 12, 2011 meeting was conducted at the Hewitt Community Center, the September 13, 2011 meeting at the Waco Transit Multimodal Center, and the September 15, 2011 meeting at the Dr. Mae Jackson City of Waco Development Center. These hearings were posted on the MPO web site (www.waco-texas.com/mpo/index.asp), posted at the McLennan County Courthouse and the Waco City hall, posted on the MPO web site (www.waco-texas.com/mpo/index.asp), advertised in the Waco Tribune-Herald and announced via press release. The MPO Policy Board met on October 25, 2011 and adopted the Public Participation Plan. A public hearing was conducted during the meeting prior to Policy Board action. The hearing was posted on the MPO web site (www.waco-texas.com/mpo/index.asp), advertised in the Waco Tribune-Herald and announced via press release. All comments received during the public comment period were forwarded to the Policy Board prior to this meeting.

Appendix A - Metropolitan Area Map



Appendix B – Key Transportation Stakeholders

Company / Agency	Transportation Interest
Alta Vista Neighborhood Association	Community Representative
Austin Ave Neighborhood Association	Community Representative
Axtell ISD	School District
Baylor Neighborhood Association	Community Representative
Baylor University	University / College
Baylor University Chamber of Commerce	Business Representative
Bellmead Chamber of Commerce	Business Representative
Bosqueville ISD	School District
Brazos Neighborhood Association	Community Representative
Brazos Valley Travel LLC	Bus Charter / Taxi
Brook Oaks Neighborhood Association	Community Representative
Brookview Neighborhood Association	Community Representative
Bruceville-Eddy ISD	School District
Business Resource Center	Business Representative
Carver Neighborhood Association	Community Representative
Cedar Ridge Neighborhood Association	Community Representative
Cen-Tex African American Chamber of Commerce	Business Representative
Cen-Tex Hispanic Chamber of Commerce	Business Representative
Central Freight Lines, Inc.	Freight / Logistics
Central Texas Senior Ministry dba MEALS & WHEELS	Public Transportation Provider
Central Texas Trails	Bus Charter / Taxi
China Spring ISD	School District
Connally ISD	School District
Crawford ISD	School District
Dean-Highland Neighborhood Association	Community Representative
Durham School Services	Bus Charter / Taxi
Gholson ISD	School District
Greater Crawford Chamber of Commerce & Agriculture	Business Representative
Greater Hewitt Chamber of Commerce	Business Representative
Greater Waco Chamber of Commerce	Business Representative
Hallsburg ISD	School District
Harris Creek Homeowners Association	Community Representative

Company / Agency	Transportation Interest
Heart of Texas Builders Association	Business Representative
Heart of Texas Neighborhood Association	Community Representative
Heart of Texas Workforce Board	Social Services
Hillcrest Health System	Hospital / Large Employer
Kendrick Neighborhood Association	Community Representative
L-3 Communications Integrated Systems	Large Employer
Lacy-Lakeview Chamber of Commerce	Business Representative
Landon Branch Neighborhood Association	Community Representative
LaVega ISD	School District
Lorena ISD	School District
Mart Chamber of Commerce	Business Representative
Mart ISD	School District
McGregor Chamber of Commerce	Business Representative
McGregor Economic Development Corporation	Business Representative
McGregor ISD	School District
McLennan Community College	University / College
McLennan County Farm Bureau	Agriculture
Midway ISD	School District
Mid-Way Transportation, Inc.	Freight / Logistics
Moody Chamber of Commerce	Business Representative
Moody ISD	School District
Mountainview Neighborhood Association	Community Representative
North East Riverside NA	Community Representative
North Lake Waco Neighborhood Association	Community Representative
North Waco Community Association	Community Representative
Oakwood Neighborhood Association	Community Representative
Parkdale / Viking Hills Neighborhood Association	Community Representative
Providence Health Center	Hospital / Large Employer
Richland Hills Neighborhood Association	Community Representative
Riesel ISD	School District
Robinson Chamber of Commerce	Business Representative
Robinson ISD	School District

Company / Agency	Transportation Interest
Sanger Heights Neighborhood Association	Community Representative
Tejas Logistics	Freight / Logistics
Texas Dept of Mental Health & Mental Retardation	Social Services
Texas Dept of State Health Services	Social Services
Texas Dept of Transportation	State Transportation Agency
Texas State Technical College	University / College
Timbercrest Neighborhood Association	Community Representative
University Neighborhood Association	Community Representative
Valley Mills Chamber of Commerce	Business Representative
Valley Mills ISD	School District
Waco – McLennan County Economic Development Corporation	Business Representative
Waco ISD	School District
Waco Transit	Public Transit Provider
West Chamber of Commerce	Business Representative
West ISD	School District
West Waco Neighborhood Association	Community Representative
Woodway Chamber of Commerce	Business Representative
Yellow Cab of Waco	Bus Charter / Taxi

Appendix C – List of Media for Press Releases

Company / Agency	Transportation Interest
211 HOTCOG	Public Service
Anchor Newspaper	Newspaper
Clear Channel Communications	Radio
Deaf Link	Public Service
FM 94.5 KBCT	Radio Station
HHSC TX	Television
KWTX Channel 10	
KXXV Channel 25	
KCEN TV Channel 6	Television
KWKT Channel 44	Television
MIX 92.9 KLRK	Radio
News 8 Austin	Television
Tiempo Newspaper	Newspaper (Spanish)
Waco Citizen Newspaper	Newspaper
Waco Tribune Herald	Newspaper

Appendix D – Matrix of Notification Requirements by type of Policy Action

NOTIFICATION REQUIREMENTS BY COMMUNITY OUTREACH AND POLICY ACTION		OUTREACH ACTIVITY						
		2.1	2.2	2.3	2.4	2.5	2.6	2.7
Section 2		M	M	M, m, a	M, m, a	M		M, m, a
TYPE OF POLICY ACTION:								
NOTIFICATION REQUIREMENTS:								
Legal Ad	√ ₁	√ ₂	√ ₁	√ ₂	√ ₁	√ ₁	√ ₁	√ ₂
Tiempo Tribune		√ ₂	√ ₁	√ ₂	√ ₁	√ ₁	√ ₁	√ ₂
Press Release(s)	√ ₁	√ ₂	√ ₁	√ ₂	√ ₁	√ ₁	√ ₁	√ ₂
MPO Website	√	√	√	√	√	√	√	√
Mail (postcards)	√	√	√	√	√	√	√	√
E-mail	√	√	√	√	√	√	√	√
Survey on Transportation Issues								
Community Workshops								
Public Comment Periods								
Informational Meetings								
Informational Programs on Waco City Cable Channel								
Elected & Appointed Official Briefings*								
Public Hearings								

Legend: Type of Policy Action as per Section 1:

M = Major Action (adoption of a new plan)

m = minor action (amend a current plan, resolution)

a = abbreviated process (specific to APL & APER)

√ = required notification as per Section 2 of Public Participation Plan

* = notification to be handled by respective agency