

COLLIER METROPOLITAN PLANNING ORGANIZATION

2035 Long Range Transportation Plan

PUBLIC INVOLVEMENT PLAN



Prepared for:

Collier Metropolitan Planning Organization
 2885 South Horseshoe Drive
Naples, Florida 34104
239-252-8192 (P)
239-252-5815 (F)

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Introduction

Located on the southwest coast of Florida, Collier County has a total area of 2,305 square miles of which 2,025 square miles is land and 280 square miles is water¹. There are over 315,258 residents with a projected increase in population to 504,200 residents by the year 2035². The Collier Metropolitan Planning Organization (MPO) was established in 1982 following the Federal Highway Act that requires urbanized areas to develop transportation plans and programs as a condition to receive federal capital or operating assistance. The Collier MPO is committed to providing the urban area with a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that assure that highway facilities, mass transit, bicycle/pedestrian, rail systems, air transportation, and other intermodal facilities be properly located and developed in relation to the overall plan or community development. The Collier MPO is also responsible for prioritizing state and federal capital improvements to address the county's travel needs as defined in the Transportation Improvement Plan and the Long Range Transportation Plan (LRTP).

In accordance with the MPO Program Management Handbook, the Collier MPO is responsible for developing a Long Range Transportation Plan (LRTP) that addresses no less than a 20-year planning horizon. The intent and purpose of the LRTP is to encourage and promote the safe and efficient management, operation, and development of a cost feasible intermodal transportation system that will serve the mobility needs of people and freight within and through the urbanized area, while minimizing transportation related fuel consumption and air pollution. The LRTP must include long range and short range strategies consistent with state and local goals and objectives. The following list of planning factors guides the Collier MPO's efforts:

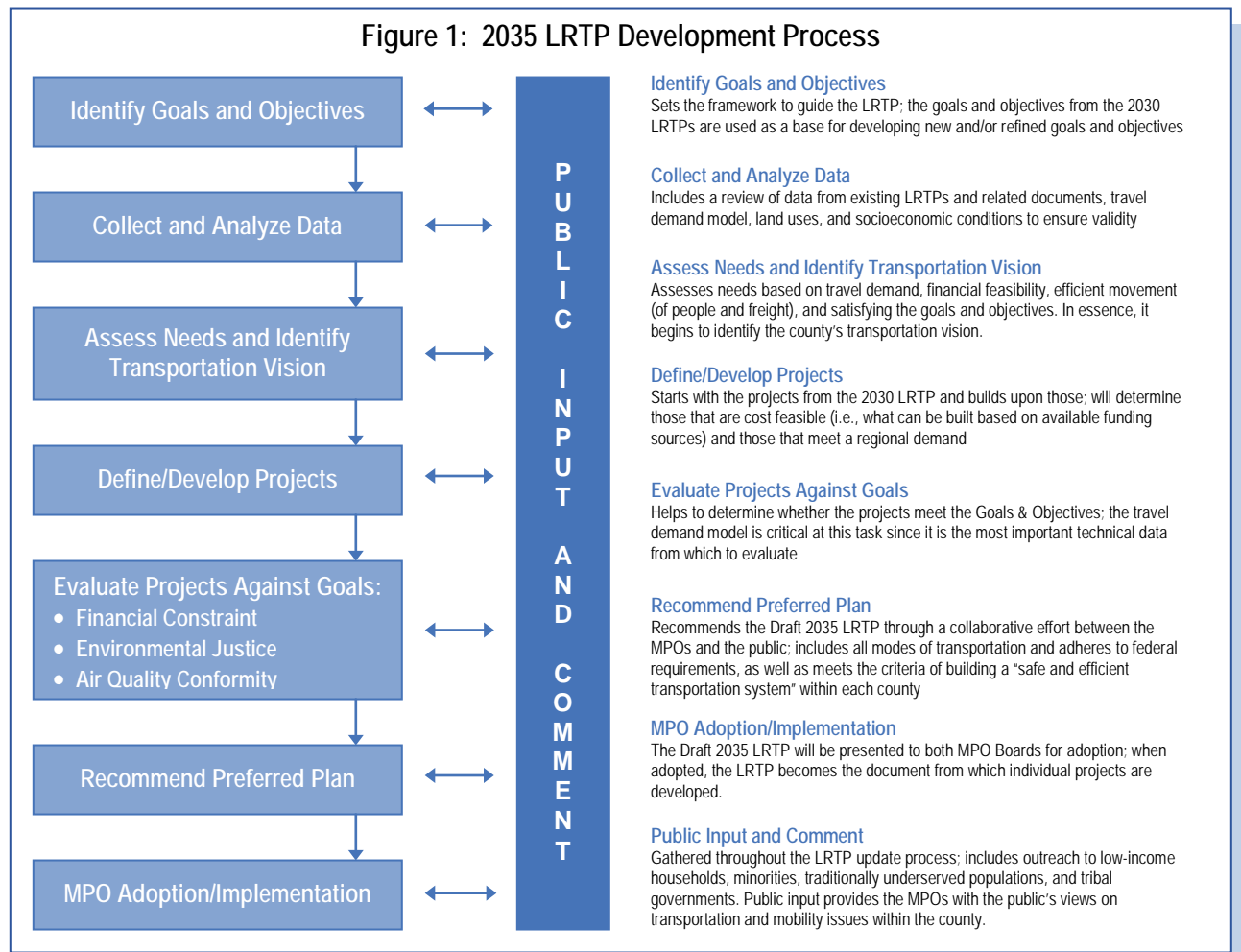
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

¹ U.S. Census Bureau

² 2008 Bureau of Economic and Business Research

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Figure 1 identifies the steps of the LRTP development process.



As part of the transportation planning process, the MPO is required to include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing the LRTP. The role of public participation in transportation planning and programming was increased with the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. The Transportation Equity Act for the 21st Century (TEA-21), passed in 1998, continued to emphasize public participation in the metropolitan transportation planning process. TEA-21 required that MPOs work cooperatively with the state department of transportation and the regional transit operator to provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, private providers of transportation, and representatives of users of public transit a reasonable opportunity to comment on proposed transportation plans and programs.

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The passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in August, 2005, retained the public involvement provisions of previous federal law while seeking to broaden the public involvement experience. The Collier MPO Public Involvement Plan (PIP) for the 2035 LRTP update was developed in consultation with all interested parties and shall provide procedures, strategies, and desired outcomes for:

- ▲ Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed 2035 LRTP update;
- ▲ Providing timely notice and reasonable access to information about transportation issues and processes;
- ▲ Employing visualization techniques to describe the 2035 LRTP update;
- ▲ Making public information (technical information and meeting notices) available in electronically accessible formats on the Joint Collier/Lee MPO website, www.mpo-swfl.org/CollierLeeMPO.shtml;
- ▲ Holding public meetings at convenient and accessible locations and times;
- ▲ Demonstrating explicit consideration and response to public input received during the development of the 2035 LRTP update;
- ▲ Seeking out and considering the needs of those traditionally underserved by existing transportation systems, including, but not limited to “the disadvantaged, minorities, tribal groups, the elderly, youth, persons with disabilities, and individuals with low-income households” as defined by SAFETEA-LU;
- ▲ Providing an additional opportunity for public comment, if the final plan differs significantly from the version that was initially made available for public comment; and
- ▲ Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

The PIP is compliant with Title VI of the Civil Rights Act of 1964 and related regulations which ensures that no person shall, on the grounds of race, color, sex, national origin, (including limited English proficiency), religion, age, income, family status, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving federal assistance from the United States Department of Transportation (USDOT).

This PIP ensures compliance with the Americans with Disabilities Act (ADA) of 1990 requiring coordination with disabled communities in the development and improvement of transportation services. Persons with disabilities will be able to access the sites where public involvement activities occur as well as the information presented.

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Regional Coordination

On January 27, 2004, the Collier and Lee County MPOs entered into an interlocal agreement to promote and establish a forum for communication and coordination and to foster joint regional cooperation and conduct regarding transportation planning. The agreement committed both MPOs to develop a bi-county transportation model, a joint regional long range transportation plan, joint regional priorities, and a joint regional public involvement component to be included in their existing public involvement plans and adopted as part of their annual public involvement plan updates.

The Collier and Lee County MPOs currently coordinate regional transportation issues by collaborating at meetings such as the Metropolitan Planning Organization Advisory Council (MPOAC) Staff Directors' Advisory Committee and Governing Board and the Coordinated Urban Transportation Systems (CUTS) Committee. Both MPOs also have a member of each MPO staff serving as a voting member on the other's Technical Advisory Committee (TAC) to coordinate regional transportation planning activities. Annually, both MPOs hold at least one joint MPO Policy Board, a joint TAC meeting, a joint Citizens Advisory Committee (CAC) meeting, and a joint Bicycle/Pedestrian Committee meeting.

Each MPO will make appropriate use of the public involvement techniques in its own PIP for the regional long range transportation plan and the regional transportation priorities. The staff of each MPO regularly meets to discuss regional issues and priorities and to share public input received that affects the regional plans.

Purpose, Goal and Objectives of the LRTP Public Involvement Plan

The effectiveness of any program and policy plan depends upon its success in meeting the expectations of the public. Further, plans and programs need to be reassessed periodically to determine if the public's evolving needs and expectations are adequately provided for through the plan. To ensure that this occurs, the public must be kept informed of activities and must be given a meaningful opportunity to participate in the development and review of public policy. It is important to have an ongoing program to involve the citizens through the use of the Citizen Advisory Committee, public workshops, press releases, and other public outreach activities.

It is a Collier MPO policy to support and encourage public involvement and to adhere to the principles of Environmental Justice in the planning process relating to transportation systems and facilities. The MPO's public participation policy is designed to ensure opportunities for the public to express its views on transportation and mobility issues and to become active participants in the decision making process. The Public Participation Goal on page 8 of the Collier MPO PIP is, "*to provide the public with thorough information on transportation planning services and project development in a convenient and timely manner.*" Table 1 identifies the Collier MPO Public Involvement Objectives and Policies.

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Table 1 – Collier MPO Public Involvement Objectives and Policies

OBJECTIVES	POLICIES
<p>The Collier MPO shall actively engage the public in the transportation planning process according to the policies contained in the Public Involvement Plan and state and federal law.</p>	<ul style="list-style-type: none"> • The MPO shall maintain an up-to-date database of contacts, including elected officials, local government staff, transportation agencies, local media, homeowner's associations, civic groups, special interest groups, libraries, etc. (1.1) • The MPO shall, when feasible, mail and/or e-mail meeting announcements/invitations to the MPO contact list or to targeted groups for upcoming activities. (1.2)
<p>The MPO shall keep the public informed of on-going transportation related activities on a continuous basis.</p>	<ul style="list-style-type: none"> • The MPO shall make all publications and work products available to the public via the Internet and the MPO staff office. (2.1) • The MPO staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of groups such as homeowners associations, community meetings or school functions, with reasonable notice. (2.2) • The MPO shall produce a newsletter for distribution to the MPO contact list. (2.3) <ul style="list-style-type: none"> – Published twice each calendar year. (2.3.1) – Should include at a minimum, updates on current or recently completed projects, design projects, announcements of upcoming meetings, and contact information. (2.3.2) • The MPO shall maintain an Internet website. (2.4) <ul style="list-style-type: none"> – The website shall be updated and maintained to provide the most current information available. (2.4.1) – The website shall, at a minimum, contain contact information, current MPO and advisory committee membership, meeting calendars and agendas, brief descriptions of current projects, work products and publications, comment/question form, links to related agencies. (2.4.2)
<p>The MPO shall encourage the involvement of all Collier County Citizens in the transportation planning process.</p>	<ul style="list-style-type: none"> • Target audiences shall be identified for each planning study conducted by the MPO. (3.1) • The MPO shall, when feasible, hold public meetings at sites convenient to potentially affected citizens. (3.2)
<p>The MPO shall strive to continually improve public involvement.</p>	<ul style="list-style-type: none"> • The MPO shall continually evaluate public involvement techniques according to procedures identified in the Collier MPO's Public Involvement Evaluation Guide. (4.1) • The MPO shall annually compile the PIP Evaluation forms and provide a summary to the MPO Board. (4.2) • The MPO's Public Involvement Plan and Evaluation Guide shall be periodically reviewed by staff in terms of its effectiveness in assuring that the process provides full and open access to all citizens. (4.3)
<p>The MPO shall participate in public involvement activities for individual transportation improvement projects from the planning phase through construction.</p>	<ul style="list-style-type: none"> • The MPO shall actively assist the Florida Department of Transportation (FDOT), local governments, and transportation agencies in the development and implementation of public involvement techniques for planning and other studies. (5.1) • The MPO shall cooperate with the FDOT to implement the Department's Community Impact Assessment Program. (5.2)

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The public involvement program will be updated and amended throughout the 2035 LRTP update. The program sets forth the public involvement approach; lists various planning partners and contacts that represent public interests, public officials and agencies; and describes the outreach techniques used to involve the public in the planning process.

This PIP was prepared under the Collier MPO Public Involvement Plan as amended June 13, 2008, and the public involvement tools and techniques included in this plan are consistent with the overall goals of the MPO. The MPO's Public Involvement Plan is reviewed as part of the certification process conducted by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for Transportation Management Areas (TMAs) and during the annual certification process that is required for each MPO. A public comment period of 45 days is provided prior to the adoption or amendment of the PIP.

Public Involvement Task Team

Interaction among the Public Involvement Task Team members will ensure a coordinated public outreach effort. Members of the team include:

<p>Sue Faulkner Collier Metropolitan Planning Organization 2885 South Horseshoe Drive Naples, Florida 34104 Phone: (239) 252-8192 Fax: (239) 252-5815 E-mail: suefaulkner@colliergov.net</p>	<p>Robert Rutledge, AICP DRMP, Inc. 3816 West Linebaugh Avenue, Suite 400 Tampa, Florida 33618 Phone: (813) 265-9800 Fax: (813) 495-8718 E-mail: rrutledge@drmp.com</p>
<p>Louise Fragala Powell, Fragala & Associates, Inc. 5130 South Florida Avenue, Suite 401 Lakeland, Florida 33813 Phone: (863) 644-0951 Fax: (863) 644-3760 E-mail: louise@pfaplanners.com</p>	<p>Karen Simon Simon Resources, Inc. 2 Adalia Avenue, #701 Tampa, Florida 33606 Phone: (336) 922-9970 Fax: (336) 922-0488 E-mail: simonresrc@aol.com</p>

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Planning Partners

Various stakeholders have been identified within the study area including federal, state, and local government agencies with jurisdictional interests, elected and appointed officials, and citizen groups representing a variety of public interests. Stakeholders and other interested citizens will be encouraged to seek project information and to participate in the decision making process.

By identifying people with an interest in the plan update and enlisting their participation, a better LRTP can be developed to meet community needs. Every effort will be made to involve those citizens and/or interest groups that accurately represent the full range of issues and opinions. Planning partners involved in the Collier/Lee 2035 LRTP update will include:

▲ MPO Board

The Collier MPO Board is comprised of elected and appointed officials from the Collier County Board of County Commissioners, Naples, Marco Island, Everglades, and the Florida Department of Transportation (FDOT). The Board meets monthly to provide direction in planning future transportation projects and improvements. The MPO consists of 9 voting members and 2 non-voting members from the Florida Department of Transportation.

Voting Members include all five county commissioners from Collier County; two members of the Naples City Council, one member of the Marco Island City Council, and one member of Everglades City Council.

Nonvoting members include the District Secretary from the Florida Department of Transportation, District 1 and the Southwest Area office Manager, FDOT District 1.

Prior to making decisions, the MPO receives recommendations from the Citizens Advisory Committee (CAC), the Technical Advisory Committee (TAC), the Pathway Advisory Committee (PAC), the Transportation Disadvantaged Local Coordinating Board (LCB), and the Congestion Management System/Intelligent Transportation System Stakeholder Committee (CMS/ITS). *Appendix A* provides a roster of current MPO Board and committee members.

- ▲ The Citizens Advisory Committee (CAC) is comprised of citizens representing the disabled, minorities, and geographic areas who make recommendations to the MPO from the public's perspective on proposed long range transportation plans, individual projects, priorities for state and federal funding, and other transportation issues.
- ▲ The Technical Advisory Committee (TAC) consists of public and private planners, engineers, and other technical professionals responsible for maintaining, controlling, developing, and improving the transportation system throughout Collier County. They review transportation plans and programs from a technical perspective and with the benefit of many years of experience.

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- ▲ The Pathway Advisory Committee (PAC) is a citizen's panel that advises the Bicycle and Pedestrian Program. The PAC provides recommendations on pathway projects for local, state, and federal funding; sponsors special programs; and assists in maintaining the Collier County Comprehensive Pathway Plan.
- ▲ The Transportation Disadvantaged Local Coordinating Board (LCB) assists the MPO in identifying local service needs and provides information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged.
- ▲ The Congestion Management System/Intelligent Transportation System Stakeholder Committee (CMS/ITS) serves the MPO in an advisory capacity on technical matters relating to the update of the MPO's Congestion Management System and the coordination of the CMS with the regional ITS architecture. The committee is responsible for creating and amending the Congestion Management Process (CMP) and for prioritizing candidate CMS projects.
- ▲ Key Community Leaders – will be identified and contacted to assist the Public Involvement Task Team in identifying traditionally underserved populations in Collier County and effective techniques to reach out to such populations. The Collier MPO Master List will include key community leaders of professional organizations, special interest groups, environmental organizations, residential associations, businesses, tourism, recreational groups, and non-profit organizations that may be able to provide a better understanding of community concerns and issues related to future transportation actions within the county. As these organizations within the county are identified, contact information will be added to the Master List.
- ▲ Traditionally Underserved
Particular emphasis will be placed on reaching people who have not traditionally been participants in the transportation planning process. Traditional non-participants include persons who are low-income, minority, elderly, and disabled; have no vehicles; are low literate or have limited English proficiency.

Special efforts will be undertaken to involve traditionally underserved or underrepresented populations to ensure their interests are considered and addressed in the transportation decision making process. These efforts may include:

- Identifying geographic locations with a high concentration of the traditionally underserved and underrepresented;
- Involving community leaders in identifying the best methods for involvement;
- Inviting community leaders from these geographic locations to participate in meetings;
- Distributing information regarding the 2035 LRTP process and opportunities for public involvement by providing information on public busses and in public

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locations such as churches, grocery stores, public libraries, government buildings, etc.;

- Hosting workshops or meetings during times when community members are likely to attend;
 - Hosting workshops or meetings at community service centers (i.e., local church, school) convenient to these geographic locations and accessible by public transportation;
 - Coordinating presentations to organizations that represent this segment of the population;
 - Providing 2035 LRTP update materials in alternative formats;
 - Providing translators for non-English speaking audiences; and
 - Providing ample opportunities for participants to speak with officials one-on-one, giving people the chance to voice opinions without having to speak before a large group.
- ▲ Local/State/Federal Agencies
Maintaining a close working relationship with public agencies and elected officials is a key element in updating the 2035 LRTP. The MPO will coordinate planning activities with all applicable local, state, and federal agencies and jurisdictions as listed on the Collier MPO Master List. Coordination will occur with all resource agencies to collect the most current resource plans and documents. Additional opportunities will occur to review the data used in transportation decision making for the 2035 LRTP.
- ▲ Indian Tribal Governments
Tribal contacts and consultation must be conducted according to appropriate communication protocols respectful of tribal sovereignty and culture. The MPO will coordinate with the Native American Coordinator at the FDOT Central Environmental Management Office to ensure proper protocol is maintained.
- ▲ Media
Appendix B lists a broad selection of area newspaper, radio station, and television station contacts that will be engaged during the 2035 LRTP update for public service announcements, press releases, and meeting notices/advertisements. The media may also be used to assist the MPO in raising awareness concerning the County's transportation challenges and identifying key issues. As new media partners are identified during the 2035 LRTP update process, contacts will be added to the media list.

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Schedule of Activities

Specific public involvement activities will be coordinated with the project schedule. Table 2 identifies key project milestones for the Collier/Lee 2035 LRTP Update.

Table 2 – Collier/Lee 2035 LRTP Update Key Project Milestones

TASK	PROJECTED DATE
Project Kickoff Meeting	February 19, 2009
Public Involvement Program	April 2009 – November 2010
Traffic Model Development/Validation	September 2009 – March 2010
Workshop #1	June 17, 2009
Newsletter #1	September 2009
Develop Needs Plan	March 2010 – June 2010
Workshop #2	Spring 2010
Develop Cost Feasible Plan	July 2010 – September 2010
Newsletter #2	August 2010
Workshop #3	October 2010
Present the Year 2035 LRTP to Collier & Lee MPO Boards	November 2010

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Public Outreach Activities

Public involvement activities will be designed to encourage participation throughout the county. Existing data including population, demographics, income, and household information for identified communities such as those listed below in Table 3 may be used to assist the Public Involvement Task Team in locating areas where traditionally underserved populations exist so that public outreach activities are designed to be inclusive. *Appendix C* contains the International Association for Public Participation’s (IAP2) Public Participation Toolbox summarizing techniques to share information, compile and provide feedback, and bring people together. The Public Participation Toolbox lists a variety of public participation tools and techniques with tips about how and when to use them. Comment forms will be provided to document public comments, suggestions, and questions at all public involvement events. The form may be completed and submitted at the event or returned within the comment period using e-mail, fax, or the postal service.

Table 3 – Collier County Communities

IDENTIFIED COLLIER COUNTY COMMUNITIES		
• 6 Ls Farm	• Golden Gate Estates North	• North Vanderbilt Drive
• Airport Industrial Area	• Golden Gate Estates South	• Oakes Boulevard
• Aqualane Shores	• Goodland	• Old Marco Village
• Ave Maria	• Goodlette West	• Old Naples
• Bayshore	• Hammock Bay	• Orange Blossom East
• Bears Paw	• Henderson Creek	• Orange Blossom West
• Berkshire Lakes	• Herritage Bay	• Orangetree
• Blue Sky	• Immokalee	• Oyster Bay
• Briarwood	• Island Walk	• Palm River
• Chokoloskee	• Isles of Capri	• Park Shore
• Collier Boulevard East	• Lake Park	• Pelican Bay
• Collier Boulevard North	• Lely Golf Estates	• Pelican Marsh
• Collier Boulevard South	• Lely Resort	• Pelican Strand
• Coquina Sands	• Livingston South	• Picayune Strand State Forest
• Corkscrew	• Livingston Woods	• Pine Ridge
• Eagle Creek	• Marco Island	• Plantation Island
• East Trail	• Mediterra	• Poincianna
• Everglades	• Naples Estates	• Port of the Islands
• Fiddlers Creek	• Naples Manor	• Port Royal
• Forest Park	• Naples Park	• Quail-Cypress
• Glades Community	• Naples Redevelopment	• Railhead
• Golden Gate City	• Naples South	
• Golden Gate Estates East	• North Belle Meade	

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▲ Joint 2035 LRTP Workshop

The Collier MPO and Lee County MPO co-hosted a joint 2035 LRTP Workshop to explain the LRTP process and expectations; how the models work; and review the current project schedule, communication network and project contact information. The workshop was held on Wednesday, June 17, 2009 from 1:00 p.m. – 4:00 p.m. at the following location:

**Three Oaks Banquet & Conference Center
20991 Three Oaks Parkway
Estero, Florida 33928**

▲ Public Workshops/Meetings

Public workshops/meetings are an effective means to provide and receive information, create dialogue, and build consensus, as well as consider modifications to the transportation plan. Workshop #2 will be a *needs assessment* workshop conducted to introduce the project and its goals/objectives and policies; identify the financial resources and how financial plans are developed; present the community data information and collect additional data; and collect public comments regarding future transportation needs. The third public workshop (Workshop #3) will provide the results of the needs assessment (Workshop #2) and an analysis of the identified projects.

The DRMP Team will consult with the Collier MPO to identify a suitable workshop location and facility. All public meeting venues will be accessible to persons with disabilities. The Public Involvement Task Team will try to schedule the public meetings at convenient times and locations throughout the community, if possible. Contact information and instructions for requesting special accommodations will be posted on the website and printed on meeting notices. *Appendix D* contains a sample meeting checklist that may be used in preparing for the public workshops.

▲ Speakers Bureau

A Speakers Bureau is one of the most effective techniques for reaching a community as it can present information about the MPO's mission and goals and the 2035 LRTP update to various community groups. The Speakers Bureau will consist of MPO staff and committee members who will speak to civic groups, professional organizations, neighborhood associations, and other groups upon their request about the 2035 LRTP update process. Members of the Speakers Bureau will present information to educate the public about the 2035 LRTP update process. In addition, the public will be given opportunities to educate the MPO about local issues and needs. The availability of speakers will be marketed to interested groups.

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▲ Public Hearing

The public hearing to adopt the Collier County 2035 LRTP offers the public a forum to submit comments regarding the 2035 LRTP update. The Draft 2035 Long Range Transportation Plan with proposed changes will be available for public review and comment at local libraries and local government agencies 30 days prior to the scheduled public hearing. The Draft Plan with proposed changes will also be posted on the Collier MPO's website (<http://colliercountympo.com>) and the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml) 14 days prior to the scheduled public hearing. If the final 2035 LRTP differs significantly from the Draft Plan made available for public comment or raises new material issues, an additional opportunity will be available for public comment.

The public will receive notification of the public hearing through local newspaper advertisements, the website, and mailings within the 30 days prior to the scheduled public hearing. The public hearing to adopt the Collier County 2035 LRTP will be held during the MPO Board Meeting in November 2010.

Public Outreach Materials

Meeting notices and materials will use appropriate and understandable language. Acronyms and technical information will be avoided to the extent possible or written in layman's terms for the general public. The MPO will make reasonable efforts to address identified language barriers in order to provide meaningful access to information on the 2035 LRTP update. The following four factors will be used to assess whether or not to translate some documents or portions of select documents so that a balance is made to ensure meaningful access by Limited English Proficient (LEP) persons to critical services while not imposing undue burdens on the MPO:

Meeting notices and materials are available on the Joint Collier/Lee MPO website at www.mpo-swfl.org/CollierLeeMPO.shtml.

- ▲ The number or proportion of LEP persons eligible to be served or likely to be encountered by the program
- ▲ The frequency with which LEP individuals come in contact with the program
- ▲ The nature and importance of the program, activity, or service provided by the program to people's lives
- ▲ The resources available to the MPO and costs

The Public Involvement Task Team will use visualization tools such as maps, charts, graphs, and diagrams to explain elements of the 2035 LRTP update. Documents will be posted in a downloadable format to the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml) and made available at key locations, including designated community service centers and government buildings.

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- ▲ Contact List – A master contact list will be created and maintained based on the MPO’s master database. Additionally, each individual or organization that requests to be added to the list, participates in public involvement activities, and/or otherwise expresses an interest in the 2035 LRTP will be added to the master contact list.
- ▲ Newsletters – Two newsletters will be prepared and circulated to inform the public of the progress of the 2035 LRTP update and advise them of upcoming public involvement opportunities. Newsletters will be available for download on the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml) and distributed to our planning partners via the US Postal Service, e-mail, and at public meetings/workshops. Newsletters will be provided to various community service centers and designated government agencies for distribution.

The first issue of the newsletter, due in late September 2009, will introduce the 2035 LRTP process, project timeline, transportation survey, community outreach, 2035 LRTP website, and project team contact information. The second issue of the newsletter will provide results of the Needs Assessment public workshops, 2035 LRTP outcomes, and the 2035 LRTP adoption process/public hearing.

The newsletters will also be used to inform the public about recent and upcoming joint regional long range transportation planning activities, including comprehensive updates or amendments of the joint regional long range transportation plan and updates or changes to the joint regional transportation priorities and project planning activities for facilities on the joint regional transportation plan.

- ▲ Meeting/Workshop Notifications – The Collier MPO regularly advertises the MPO Board meetings, public hearings, the Local Coordinating Board (LCB) meetings and other committee meetings where more than one elected official has confirmed that they will be in attendance. The MPO Board and Committee meetings schedule is available on the MPO website (<http://colliercountympo.com>) with Collier/Lee joint meetings identified on the MPO Calendar with a brown symbol, under the MPO Calendar link.

Letters of notification for scheduled public workshops will be mailed a minimum of 15 days prior to the scheduled event utilizing the project mailing list. Media resources will be contacted to provide meeting advertisements and public service announcements of the public workshops. *Appendix B* lists a broad selection of area newspapers, radio stations, and television stations. The MPO will distribute notices to those media resources identified as most appropriate. Public workshop announcements will also be posted on the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml).

Notice of the public hearing will be placed in the *Naples Daily News* at least 15 days, but no earlier than 30 days, before the hearing per Chapter 339.175 (6)(c)(2) F.S.

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- ▲ PowerPoint Presentations/Handouts – Presentation and meeting materials will be developed as applicable to compliment the various public involvement activities. Materials will be available on the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml). Accommodations will be made for the traditionally underserved populations and persons with limited English proficiency to receive their comments and input as well.
- ▲ Press Releases – Press releases will be distributed to ensure interested parties and the press are up-to-date on news and information concerning the 2035 LRTP update activities. Press releases will also be prepared to announce upcoming workshops and the public hearing.
- ▲ Website – For individuals seeking to stay engaged throughout the 2035 LRTP update process, the MPO’s website (<http://colliercountympo.com>) contains a link to the Joint Collier/Lee MPO website (www.mpo-swfl.org/CollierLeeMPO.shtml). This website (under the Regional Coordination link) includes the adopted regional documents, minutes and agendas for the joint meetings, regional maps, priorities, and notices of upcoming meetings of interest. It also allows the public to view photos, maps and other visualization techniques during the LRTP process and provides a continuous flow of information for stakeholders and the public. The Joint Collier/Lee MPO website will serve as the central access point for all documents, including the study process, objectives, reports, maps, schedules, cost feasible plan, media, links, and contact information. Condensed or complete Technical Reports (TR) available on the website will include:
 - ▲ Public Involvement Plan & Report
 - ▲ Data Compilation, Review & Development (includes mapping and plotting)
 - ▲ Model Validation Review
 - ▲ Financial Resources for Transportation Improvements – Current to 2035
 - ▲ Environmental Screening of Projects Reports
 - ▲ Transportation Plan Development
 - ▲ 2035 LRTP Executive Summary
 - ▲ Regional Long Range Transportation Plan

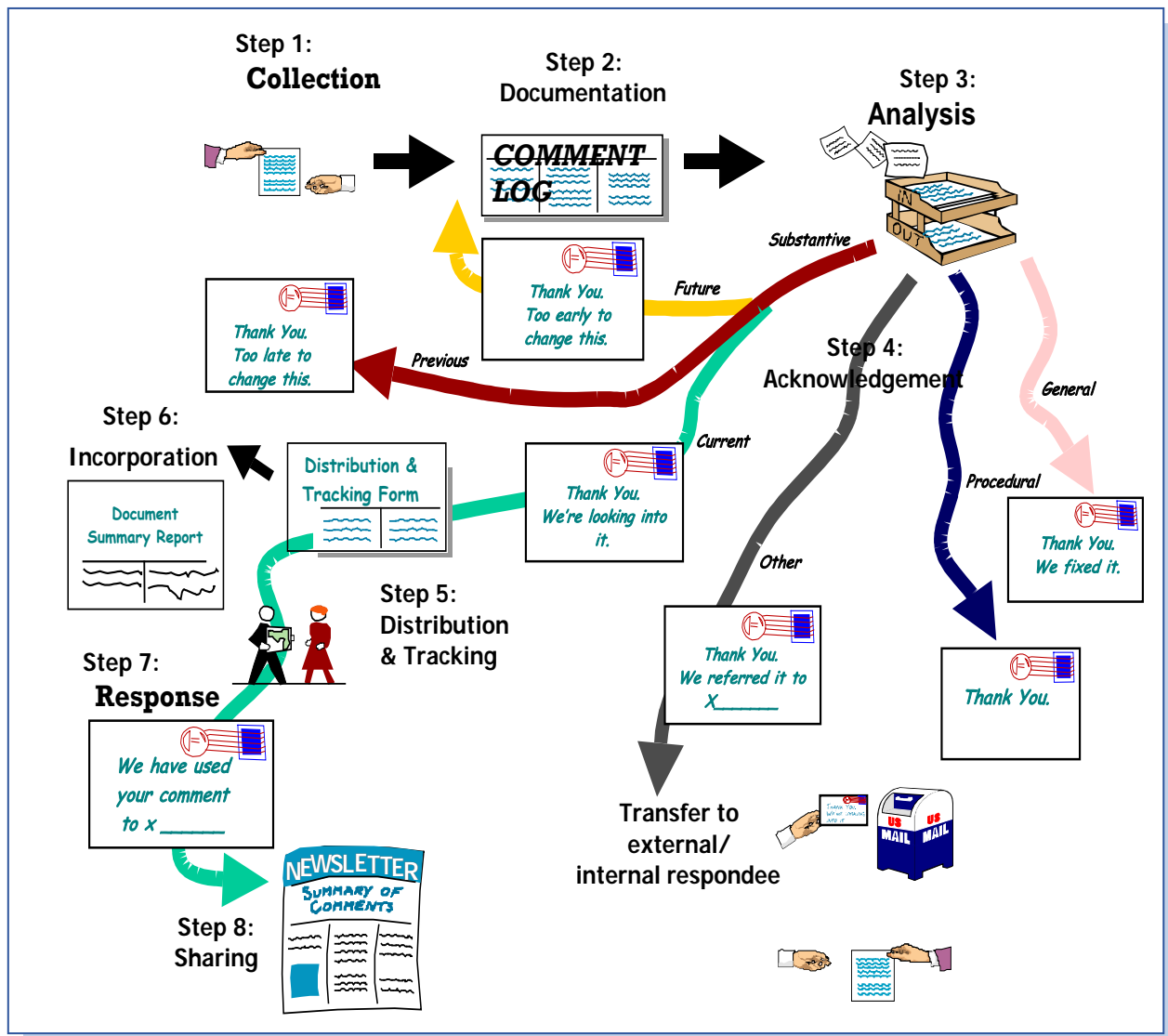
Changes to the Joint Collier/Lee MPO website are coordinated between MPO staff members to ensure that the data on each website is up-to-date and consistent. The website has the capability for the MPO to receive on-line comments.

PUBLIC INVOLVEMENT PLAN

Public Comments

The primary objective of any public involvement activity is to inform the public and solicit their input relative to transportation improvements. Receiving, responding, and maintaining an accurate accounting of public comments is important to the 2035 LRTP update process. Timely and effective collection, processing and response to these comments will assist the MPO in developing a plan supported by the community. Figure 2 illustrates the overall flow of public comment processing.

Figure 2 – Public Comment Process



PUBLIC INVOLVEMENT PLAN

Step 1: Collection – Comments will be collected in a variety of ways, including during community events and project meetings, or received via mail. Comments may be submitted by letter or telephone throughout the 2035 LRTP update.

Step 2: Documentation – The following information will be recorded for public comments:

- ▲ Date – this establishes a benchmark for a timely response;
- ▲ Name, address, telephone number and e-mail (if available) – this is necessary for a proper response;
- ▲ Comment – the essence of the comment is critical for responding in an appropriate manner; and
- ▲ Tracking number – this is optional, but will ensure that comments are not lost.

Step 3: Analysis – Comments will be analyzed to determine the appropriate response. Initially, the comments will be separated into the following four categories:

- ▲ **General** comments are directly related to the 2035 LRTP update but do not require a detailed response.
- ▲ **Substantive** comments are directly related to the plan update and should be considered for inclusion in the 2035 LRTP update.
- ▲ **Procedural** comments are related to the overall public involvement process.
- ▲ **Other** comments are beyond the scope of the MPO. They may relate to another MPO activity or be completely outside the sphere of the MPO's influence.

Step 4: Acknowledgement – Public comments will be acknowledged as soon as possible. The public can wait for an answer as long as they know their comment was received, acknowledged and will be considered. The substance of a comment will dictate what is appropriate. Requests for information are common and the consultant team will respond to these requests either via e-mail, USPS mail, or fax. The people making these requests will be added to the master contact list.

Step 5: Distribution & Tracking – Comments will be distributed to the appropriate staff to ensure a full, complete and accurate response. Some comments may require input from multiple departments to ensure a complete answer to all issues. Follow-up will occur to confirm that the appropriate staff has addressed the comment.

Step 6: Incorporation – Comments which are directly relevant to the 2035 LRTP update will be considered for incorporation in the overall decision making process.

Step 7: Response – Complete and timely responses will be provided to address all issues submitted in a comment, including an explanation of any research or analysis that forms the basis of the answer and additional information on how to stay involved in the 2035 LRTP update process.

PUBLIC INVOLVEMENT PLAN

Step 8: Sharing – Comments collected during the 2035 LRTP update process and responses may be used in future public outreach materials and shared with the public. A summary of the comments and responses will provide documentation for future reference as well.

Public Involvement Documentation

The documentation of public involvement activities creates a history and record of commitments made as a result of the outreach activities. Access to the documentation allows the public to see that their input was evaluated and considered. Documentation includes compiling all materials related to the public involvement activities and summarizing and analyzing the public comments.

A Public Involvement Diary documents data gathered during public involvement activities and provides a single source for cataloging information, issues, and concerns within Collier County. The Diary summarizes outreach activity results and presents the findings clearly and in non-technical language.

Components of the Public Involvement Diary will include:

- ▲ Public Involvement Program Summary – this section summarizes the public involvement activities completed and provides a brief synopsis of the participants and public comments received.
- ▲ Public Involvement Plan – this section includes the Public Involvement Plan, strategies, and techniques used to define community attitudes and preferences.
- ▲ Project History – this section defines the affected community. It includes a geographic description of the study area utilizing maps, as well as any demographic information.
- ▲ Notification process – this section includes the master contact list and methods of notification used to invite the public to outreach activities. It includes all flyers, posters, letters of invitation, press releases or legal ads.
- ▲ Description of all Outreach Activities – this section includes the date, time and location of public involvement activities, including photographs, sign-in sheets, exhibits and display materials, data collected, presentation materials, printed materials, surveys, evaluations, comment forms, public comment log, maps, agendas, meeting minutes, transcripts, and the like.
- ▲ Public Comment – this section includes a summary of the comments. It includes the number of comments received and details about the issues raised and their possible resolution.

PUBLIC INVOLVEMENT PLAN

Evaluation and Monitoring of Outreach Activities

To ensure a full and open participation process, the Public Involvement Task Team will periodically review the effectiveness of the procedures and strategies contained in this PIP. The Task Team will monitor the amount of public participation resulting from each public outreach activity. This will be done through various means, including:

- ▲ Taking attendance at public outreach meetings and workshops using a sign-in sheet;
- ▲ Keeping a log of contacts with the public via phone, mail, e-mail, fax, in-person meetings, or other means, which resulted from a public outreach activity;
- ▲ Keeping a record of attendance and involvement at events attended by staff;
- ▲ Tracking the number of completed surveys or comment cards received from a public outreach event;
- ▲ Monitoring traffic to the website;
- ▲ Tracking distribution of public information materials;
- ▲ Keeping a record of the number of requests for MPO Staff to speak at other organization's functions;
- ▲ Tracking the number of addresses on mailing lists; and
- ▲ Other means appropriate for the type of public outreach used.

The Public Involvement Task Team will use the MPO's Public Involvement Evaluation Guide as a reference to assist in determining the effectiveness of the public involvement tools and techniques used during the Collier/Lee 2035 LRTP update process.

APPENDIX A

MPO BOARD and COMMITTEE MEMBERS

As of October 14, 2009

COLLIER MPO BOARD MEMBERSHIP ROSTER

The Collier MPO Board is comprised of elected and appointed officials from the Collier County Board of County Commissioners, Naples, Marco Island, Everglades, and FDOT. The Board meets monthly to provide direction in planning future transportation projects and improvements. The MPO consists of 9 voting members and 2 non-voting members from the Florida Department of Transportation.

Voting Members:

Collier County:

Commissioner Frank Halas (**Chair**)
Commissioner Jim Coletta (**Vice-Chair**)
Commissioner Donna Fiala
Commissioner Fred Coyle
Commissioner Tom Henning

City of Marco Island:

Councilman Dr. William Trotter

Everglades City:

Mayor Sammy Hamilton, Jr.

City of Naples:

Councilwoman Margaret "Dee" Sulick
Councilman Bill Willkomm, III

Non-Voting Members:

Stan Cann, FDOT District 1 Secretary
Johnny Limbaugh

THE CITIZENS ADVISORY COMMITTEE (CAC)

The Collier MPO Citizens Advisory Committee (CAC) is comprised of citizens representing the disabled, minorities, and geographic areas who make recommendations to the MPO from the public's perspective on proposed long range transportation plans, individual projects, priorities for state and federal funding, and other transportation issues.

Tim Nance, Collier County District V (**Chair**)
Fred Thomas, Representing Minorities (**Vice-Chair**)
Richard Rice, At-Large
Michael Klein, Everglades City
Alan Ryker, City of Naples
Vacant, Collier County District IV
Vacant, Persons with Disabilities

George Schroll, City of Marco Island
Karen Homiak, Collier County District I
Jack Pointer, Collier County District II
Floyd Chapin, Collier County District III
Vacant, At-Large
Vacant, City of Naples

APPENDIX A

MPO BOARD and COMMITTEE MEMBERS

As of October 14, 2009

THE TECHNICAL ADVISORY COMMITTEE (TAC)

The Collier MPO Technical Advisory Committee (TAC) consists of public and private planners, engineers, and other technical professionals responsible for maintaining, controlling, developing, and improving the transportation system throughout Collier County. They review transportation plans and programs from a technical perspective and with the benefit of many years of experience.

Chuck Mohlke, Everglades City (**Chair**)

Nick Casalanguida, Collier County Transportation Planning (**Vice-Chair**)

Beth Yang, Collier County Community Development

Don Scott, Lee County MPO

Tim Pinter, City of Marco Island

George Archibald, City of Naples Engineering

Jim Miller, City of Marco Island

Robert Tweedie, Collier County Airport Authority

Erv Dehn, Naples Airport Authority

Dave Hutchinson, Southwest Florida Regional Planning Council

Trinity Caudill-Scott, Florida Dept. of Transportation

Michelle Arnold, Collier County Alternative Transportation

Tammie Nemecek, Economic Development Council of Collier County (**Non-Voting**)

Amy Taylor, Collier County School Board (**Non-Voting**)

Vacant, a representative from a local environmental agency (**Non-Voting**)

THE PATHWAY ADVISORY COMMITTEE (PAC)

The Pathway Advisory Committee (PAC) is a citizen's panel that advises the Bicycle and Pedestrian Program. The PAC provides recommendations on pathway projects for local, state, and federal funding; sponsors special programs; and assists in maintaining the Collier County Comprehensive Pathway Plan.

Joe Bonness (**Chair**)

Dr. Mort Friedman

Joe Adams (**Vice-Chair**)

Patricia Spencer

Alan Musico

Jack Mischung

Gary Shirk

Dayna Fendrick

THE TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB)

The Transportation Disadvantaged Local Coordinating Board (LCB) assists the MPO in identifying local service needs and provides information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged.

Commissioner Donna Fiala, Collier County Board of County Commissioners (**Chair**)

Joe Paterno, Southwest Florida Workforce Development Board (**Vice-Chair**)

Paul Starzyk, Citizens Advocate/Non User

Vacant, Citizens Advocate/Non User

Peter Kraley, Collier County Veterans Affairs

Olga Hernandez, Community Action

David Ogilvie, Public Education

Julia Davis, Florida Department of Transportation

Mary Lou Raab, Department of Children and Families

Barbara Ridings, Department of Education Division of Vocational Rehabilitation Services

Cyndy Cooper, Department of Elder Affairs

Joe Martinez, Agency of Health Care Admin.

Cheryl Blank, Public Transportation Industry

Harold Kurzman, Elderly

Laura Stacell, Children at Risk

Adrienne Malaspina, Disabled

Vacant, Local Medical Community

THE CONGESTION MANAGEMENT SYSTEM / INTELLIGENT TRANSPORTATION SYSTEM STAKEHOLDER COMMITTEE (CMS/ITS)

The Congestion Management System/Intelligent Transportation System Stakeholder Committee (CMS/ITS) serves the MPO in an advisory capacity on technical matters relating to the update of the MPO's Congestion Management System and the coordination of the CMS with the regional ITS architecture. The committee is responsible for creating and amending the Congestion Management Process (CMP) and for prioritizing candidate CMS projects.

George Archibald, City of Naples Engineering (**Chair**)

Bob Tipton, Collier County Traffic Operations (**Vice-Chair**)

David Buchheit, Collier County Transportation Planning

Glama Carter, Collier County Alternative Transportation Modes

Wayne Watson, Collier County Emergency Management

Tim Pinter, City of Marco Island

Chuck Mohlke, Everglades City

Dr. Mort Friedman, PAC Representative

Karen Homiak, CAC Representative

Don Cashdollar, Florida Department of Transportation

Don Scott, Lee County MPO (Advisory)

Greg Gaffney, City of Naples Police Department (Advisory)

Harold Minch, Collier County Sheriff's Office (Advisory)

Vacant, Immokalee Fire District (Advisory)

Vacant, East Naples Fire Department (Advisory)

Chris Byrne, City of Marco Island Police and Fire Department (Advisory)

Erv Dehn, City of Naples Airport Authority (Advisory)

Vacant, Big Corkscrew Fire District (Advisory)

Karl Reynolds, North Naples Fire District (Advisory)

APPENDIX B

COLLIER MPO MEDIA LIST

First Name:	Last Name:	Organization	E-Mail Address
Adam	Mendelson	Wink TV	adam.mendelson@winktv.com
Stacey	Adams	Wink TV	Stacey.adams@winktv.com
Adrian		Media Vista	Adriana@mediavista.tv
Marisa	Brahney	NBC-2	marisa.brahney@nbc-2.com
Carlos	Zapata	Media Vista	Carlos@mediavista.tv
C	Cepero	News-Press	ccepero@news-press.com
Chris	Cifatte	Wink TV	chris.cifatte@winktv.com
Maggie	Crane	Wink TV	maggie.crane@winktv.com
Scott	Dobrosky	NBC-2	scott.dobrosky@nbc-2.com
Adam	Freeman	NBC-2	adam.freeman@nbc-2.com
Rich	Garcia	Wink TV	rich.garcia@winktv.com
Holly	Wagner	Wink TV	holly.wagner@winktv.com
Suzi	Hosfield	NBC-2	suzihosfield2@hotmail.com
Jeremiah	Jacobson	Wink TV	jeremiah.jacobsen@winktv.com
Jessica		Naples Chamber	Jessica@napleschamber.org
Judd	Cribbs	Wink TV	judd.cribbs@winktv.com
Katie	Cribbs	Wink TV	katie.cribbs@winktv.com
Kyle	Jordan	Wink TV	kyle.jordan@winktv.com
Lindsay	Liepman	Wink TV	lindsay.liepman@winktv.com
Lupi		Glades Media	lupi@gladesmedia.com
Jeff	Lytle	Naples Daily News	jflytle@naplesnews.com
Joe		Marco Island Newspaper	joe@misuntimes.com
Mike	Walcher	Wink TV	mike.walcher@winktv.com
Miriam	Zamorno	Wink TV	miriam.zamorno@winktv.com
Molly	Dallen	Wink TV	molly.dallen@winktv.com
Nick	Spinetto	Wink TV	nick.spinetto@winktv.com
Nicole	Papageorge	Wink TV	nicole.papageorge@winktv.com
Trey	Radel	Wink TV	trey.radel@winktv.com
Radio	Conciencia		radioconciencia@ciw-online.org
Miguel	Ramirez	Aztec America	miguel@aztecaamericaswfl.com
Sandy		Naples Chamber	sandy@napleschamber.org
Sarah	Augusthy	Wink TV	sarah.augusthy@winktv.com
Cristin	Severance	Wink TV	cristin.severance@winktv.com
Rob	Spicker	Wink TV	rob.spicker@winktv.com
Ilene	Stackel	Naples Daily News	imstackel@naplesnews.com
Jennifer	Stacy	Wink TV	jennifer.stacy@winktv.com
Justine	Waldman	Fox 4	jwaldman@fox4now.com
DESK		Wink TV	desk@winktv.com
Brenda	Hawkins	Collier Citizen	bghawkins@colliercitizen.com
Jenna	Buzzaco	Naples Daily News	jmbuzzaco@naplesnews.com
Louis	Kaplan	Clear Channel Radio	louiskaplan@clearchannel.com
Valerie	Cooper	FGCU	valker@fgcu.edu
Dave	Elliot	Vox Now	delliott@voxnw.com

APPENDIX B

COLLIER MPO MEDIA LIST

First Name:	Last Name:	Organization	E-Mail Address
		FGCU	wgcu@fgcu.edu
		GACETA	dplazas@gacetatropical.com
J	Tyler	Renda Broadcasting	Jtyler@renda
M	Goodell	Renda Broadcasting	Mgoodell@rendabroadcasting.com
Jean	Gurss	Review	jgurss@review.net
		Immokalee Bulletin	cbeditor@strato.net
		Immokalee Bulletin	IBNews@newszap.com
Kelly	Imrick	ABC-7	kelly.imrick@abc-7.com
Kara	Kenney	NBC-2	kara.kenney@nbc-2.com
		Naples Daily News	letters@naplesnews.com
Lois	Thome	Wink TV	lois.thome@winktv.com
L	Litzan	Marco Island Newspaper	Llitzan@cityofmarcoisland.com
		Marco Island Sun Times	editor@marcoislandsuntimes.com
			mail@marcoislandsuntimes.com
Q	Proux	Marco Eagle	qproux@marcoeagle.com
Chris	Marco	Marco Eagle	Marcochris@aol.com
Matt		Marco Sun Times	matt@islesofcapri.com
Tracy	Miguel	Naples Daily News	tmiguel@naplesnews.com
		Naples Daily News	newsupdates@naplesnews.com
		Naples Sun Times	mail@naplessuntimes.com
		NBC-2	sama@water.net
		NBC-2	assignmenteditor@water.net
		Naples Daily News	abartlett@naplesnews.com
		Naples Daily News	bebatten@naplesnews.com
		Naples Daily News	djosborn@naplesnews.com
		Naples Daily News	eckellar@naplesnews.com
		Naples Daily News	epfreeman@naplesnews.com
		Naples Daily News	emstaats@naplesnews.com
		Naples Daily News	llayden@naplesnews.com
		Naples Daily News	tlaten@naplesnews.com
		Naples Daily News	tahanson@naplesnews.com
		North Naples Journal	nnjournal@comcast.net
		News-Press	brathgeber@news-press.com
		News-Press	cmcross@news-press.com
		News-Press	community@news-press.com
		News-Press	dusty@news-press.com
		News-Press	ccepero@news-press.com
		News-Press	mwozniak@news-press.com
		News-Press	rhiraki@news-press.com
		Nuevos Ecos	info@nuevosecos.com
		The Naples Studio	pam@thenaplesstudio.com
		Renda Broadcasting	bmurry@rendabroadcasting.com
		Renda Broadcasting	ppaquette@rendabroadcasting.com

APPENDIX B

COLLIER MPO MEDIA LIST

First Name:	Last Name:	Organization	E-Mail Address
		Renda Broadcasting	psa@rendabroadcasting.com
Aisling	Swift	Naples Daily News	aaswift@naplesnews.com
Kaydee	Tuff	Collier Citizen	kluff@colliercitizen.com
Paul	Unwin	Fox 4	punwin@fox4now.com
Isabel	Velasco		isabelvelasco@hotmail.com
		Waterman Broadcasting	News_dept@nbc-2.com
		WAVV	albaxa@wavv101.com
		WAVV	mike@wavv101.com
		WAVV	paul@wavv101.com
		WFTX-TV	news@fox4now.com
Leslie	Williams	Naples Daily News	Lwilliams@naplesnews.com
		Wink TV	assignments@winktv.com
		WJGO	cambrogio@aol.com
		WJGO	cambrogio@rendabroadcasting.com

APPENDIX C

IAP2 PUBLIC PARTICIPATION TOOLBOX

The International Association for Public Participation's (IAP2) Public Participation Toolbox summarizes techniques to share information, compile and provide feedback, and bring people together. The Public Participation Toolbox lists a variety of public participation tools and techniques with tips about how and when to use them (*See Attached IAP2 Public Participation Toolbox*).

APPENDIX D

SAMPLE MEETING CHECKLIST

Successful public meetings require careful preparation and coordination. The following meeting checklists can be used as a guide to remembering the details in planning public meetings/workshops. The checklists may be used as is or modified to accommodate additional tasks.

Site Selection Checklist

- Meeting/workshop date _____
- Facility name _____
- Contact person _____
- Facility location _____
- Proximity to project study area _____
- Easy to find and provide directions _____
- Facility availability _____
- Sufficient Room Capacity (capacity/room dimensions) _____
- Americans w/ Disabilities Act (ADA) accessibility requirements _____
- Circulation space for wheelchairs/walkers _____
- Multi-modal accessibility (on bus route) _____
- Adequate, safe and convenient parking _____
- Refreshments/clean-up equipment to be provided by others _____
- Neutral atmosphere (non-governmental) _____
- Floor plan suitable for meeting format _____
- Public recognition as a meeting place _____
- Tables/chairs (fixed or movable, quantity) _____
- Audio-visual capabilities (identify limitations) _____
- Internet access availability _____
- Power sources (quantity/location) _____
- Break-out rooms (if necessary) (capacity/room dimensions) _____
- Lighting (type/control locations/limitations) _____
- Temperature controls (adjustable/location) _____
- Restrooms available/accessible (location) _____
- Certificate of Insurance and/or Hold Harmless Agreement Requirements _____
- Cost of site rental (payment due date) _____
- State purchase order acceptability _____

MEETING CHECKLIST

Meeting Notice Checklist

- In-house memoranda _____
- Invitational letters _____
- Property owner letters _____
- Newsletters _____
- Flyers _____
- Location maps _____
- Legal ad(s) (publication/dates) _____
- Newspaper display ad(s) (publications/dates) _____
- Press releases (publications/dates) _____
- Website posting(s) _____

Meeting Materials Checklist

- Directional signs _____
- Sign-in sheets _____
- Agendas _____
- Evaluation Forms _____
- Comment forms/cards _____
- Maps/posters/displays _____
- Presentation(s) _____
- Informational brochures/handouts _____
- Speakers sign-up sheet _____
- Meeting request form _____
- Information mandated in federal Civil Rights laws (Titles VI and VIII) _____
- Comment box(es) _____
- Nametags (staff/consultants) _____
- Table tents _____
- Business cards _____

Team Checklist

- Staff assigned to appropriate roles based on personality and project knowledge _____
- Greeters _____
- Presenters _____
- Scribes _____
- Logistics coordinators _____
- Roving facilitators _____
- Court reporters (as applicable) _____

Rehearsal/Briefing Checklist

- Team roles and responsibilities _____
- Purpose of the meeting _____
- Goals and objectives of the project _____
- Public's role in the process _____
- Process for continued public input _____
- Mission statement _____
- Where we are now in the process _____
- What happens next in the process _____
- Meeting agenda _____
- Meeting layout and logistics (set-up/breakdown) _____

Audio Visual/Equipment Checklist

- Computer/accessories _____
- Projector (slide, overhead, other) _____
- Projection screen _____
- PA system/speakers _____
- Microphone(s) – wired _____
- Microphone(s) - wireless _____
- Podium _____
- Tape recorder/blank tapes _____
- VCR _____
- CDs/DVDs with presentation _____
- Memory stick(s) _____
- Digital camera _____
- Camcorder _____
- Easels (quantity) _____
- Extension cord(s) _____
- Surge protector _____
- Sign-in table/chairs _____
- Table cloths/table skirts _____

Supplies Checklist

- Notepads _____
- Pens/pencils/markers _____
- Tape (masking, duct, scotch, double-sided) _____
- Post-it notes _____
- Flip chart/easel _____
- Stapler/staples _____
- Scissors _____
- Rubber bands _____
- Pushpins _____
- Binder/paper clips _____
- Handyman tools _____

Additional Supplies

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
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| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Post Meeting Checklist

- Conduct meeting debriefing with staff _____
- Prepare/finalize meeting summary _____
- Prepare/finalize public comment summary _____
- Prepare comment responses _____
- Follow up with attendees (as applicable) _____
- Prepare meeting documentation for Project Diary _____
- Update contact list _____
- Prepare meeting documentation for Project Diary (as applicable) _____