

JACKSON AREA METROPOLITAN PLANNING ORGANIZATION

PUBLIC PARTICIPATION PLAN

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Disclaimer and Acknowledgements

Significant portions of this document were taken from an April 2007 draft of the **Champaign Urbana Urbanized Area Transportation Study: Public Participation Plan**, and adjusted to pertain to the Jackson Area MPO. The Jackson MPO would like to acknowledge the contributions made to the development of this document by the following organizations:

Knoxville Regional Transportation Planning Organization
Nashville Area Metropolitan Planning Organization
Clarksville Urbanized Area Metropolitan Planning Organization
Tennessee Department of Transportation
Federal Highway Administration
Federal Transit Administration
Jackson Transit Authority

Section 1: Introduction

The Jackson Area Metropolitan Planning Organization (MPO) seeks to proactively involve the public in all phases of the transportation planning process for the MPO planning boundary – **See Appendix A**. The purpose of this Public Participation Plan is to identify the procedures the MPO Staff will undertake to gather and utilize public input throughout the development and adoption of its plans and programs, such as the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long Range Transportation Plan (LRTP). These procedures shall form the basis for informing the public of transportation decisions and the adoption of components of the transportation-planning program.

Organizational Structure

The Jackson Area MPO is composed of the following member jurisdictions that constitute the MPO Policy Board:

- The City of Jackson
- The Town of Three Way
- The Town of Medon
- Madison County
- State of Tennessee

The following agencies from these jurisdictions comprise the Jackson Area MPO Technical Staff.

- The City of Jackson Planning Department
- The City of Jackson Engineering Department
- The City of Jackson Street Department
- The City of Jackson Police Department
- The Jackson Transit Authority
- The Southwest Human Resource Agency
- The Madison County Highway Department
- The McKellar-Sipes Regional Airport Authority
- The Jackson Spokes Bicycle Organization
- The Jackson Chamber of Commerce
- The State of Tennessee Department of Transportation
- The Federal Highway Administration – Tennessee Division
- The Federal Transit Administration

The MPO Board is responsible for the approval of three major MPO documents: Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP). In addition, they have the authority to approve

how federal and state transportation funds for the Jackson Area planning and construction projects will be allocated.

The MPO Technical Staff is responsible for the technical review and recommendation of plans and programs to the MPO Board. They are integral to providing information, data, project lists, and finalizing documents for final approval and endorsement by the MPO Board.

Section 2: Regulatory Review

A. SAFETEA-LU

The Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) was signed into law in August 2005. This legislation provides funding for transportation improvements for six years, and details what all levels of government must do to comply with this law.

SAFETEA-LU requires that each MPO create a participation plan that is developed in conjunction with all interested parties. It also states that all interested parties shall have reasonable opportunities to comment on the contents of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). In creating these documents, the law further requires that the MPO:

- Hold any public meetings at convenient and accessible locations and times;
- Employ visualization techniques to describe plans; and
- Make information available in electronically accessible format and means, as appropriate to afford reasonable opportunity for consideration of public information.

Interested parties to be included by the MPO according to SAFETEA-LU:

- General Public
- Affected public agencies
- Representatives of public transportation employees
- Freight shippers, providers of freight transportation services
- Private providers of transportation
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways
- Representatives of users of bicycle transportation facilities
- Representatives of the disabled
- Other interested parties

B. Code of Federal Regulations

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments of the Federal Government. Title 23 Part 450.316, revised most recently in February 2007, refers to public participation in the metropolitan transportation planning process:

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) 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 metropolitan transportation plan and the TIP;
- (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
- (iii) Employing visualization techniques to describe metropolitan transportation plans and TIP's;
- (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- (v) Holding any meetings at convenient and accessible locations and times;
- (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as, low-income and minority households, who may face challenges accessing employment and other services;
- (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

- (x) Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIP's, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIP's shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and TIP.

(e) MPO's shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

C. Title VI and Environmental Justice

Title VI of the Civil Rights Act of 1964 protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance. The Jackson Area MPO is funded at the federal level, so all our transportation planning processes must comply with this law.

Environmental Justice stems from Title VI, focusing on including low-income and minority populations in federally funded programs. Environmental Justice has three general principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

By providing the opportunity for everyone to participate in the transportation planning process, we are ensuring that the needs of all people can be met and that their desires for how the whole community should function and develop will be considered. To accomplish this, the MPO Staff will use Census data to determine where concentrations of the underserved or underrepresented reside. Using this data, we will:

- Hold public meetings that are convenient to these geographic concentrations in terms of walkability and available transit options, which tend to be used more by low-income individuals than other forms of transportation;
- Make all draft documents available for public review at local libraries;
- Residents or organizations that express an interest by attending public meetings or notifying us by other means will be included in the direct mailing list to receive information about future events and plan development;
- Continue to research creative methods of reaching these populations with information, documents, and invitations other than the techniques listed in Section 3: Public Involvement Strategies;
- Seek out community leaders or representatives of these groups to participate in our planning processes as appropriate; and
- Meet and make presentations to organizations that represent these segments of the population as requested.

D. Tennessee Open Meetings Act

All sessions of every meeting of the Jackson Area MPO Executive Board and Technical Staff shall be open to the public pursuant to the Tennessee Open Meetings Act, T.C.A. Section 8-44-101, et seq. The public shall be afforded the opportunity to comment on current agenda items at the beginning of every meeting of the Executive Board/Technical Staff. The chair of the Executive Board shall determine the time to be allotted to each speaker.

Section 3: Public Involvement Strategies

A. Public Meetings

All Jackson Area MPO Executive Board and Technical Staff meetings are open to the public as required by the Tennessee Open Meetings Act. A public participation period is provided in the meeting agenda.

All notices of meetings, public hearings, and public comment periods for regional plans and programs shall be published in a paper of general circulation, on the Jackson Area MPO website, and on the Jackson Transit Authority website a minimum of fourteen (14) days prior to the meeting date. The Transportation Planning Coordinator shall mail all notices of meetings, public hearings, and public comment periods for regional plans and programs to any other organizations or persons expressing interest. If a special meeting is called, the notice shall be published a minimum of three (3) days prior to the meeting.

The official notice and any press releases shall note the location, time, and date of the meeting or public hearing, length of public review period, length of public comment period, and how to submit comments, and as required by other sections of this plan, the topic(s) of the meeting.

The MPO Staff shall review all comments received from the public, and a written explanation of the disposition of the comment shall be made to the person(s) making the comment. A record of all comments received for any plan, program, or document shall be denoted as a section of the plan/program, and a summary of any public comments received shall be presented to the MPO Executive Board at the time the plan, program, or document is adopted.

B. Presentations

The Jackson Area MPO Staff presents information to the public and interest groups during all its planning processes. MPO Staff are available to present about any MPO plan or program upon request.

C. Key Person interviews

MPO Staff interviews key persons during many planning processes to gain insight into their specializations, needs, and function in making transportation planning/engineering decisions. Key persons can be consulted throughout a planning process, but are typically consulted early on regarding existing conditions information, issues, opportunities, and goals for a given project.

D. Staff availability

MPO Staff are available at all public meetings and during regular office hours, ideally by appointment. MPO Staff respond promptly to requests for information, and take any comments via e-mail, telephone, fax, regular mail, or website post.

E. Direct mailings

MPO Staff sends direct mailings to all mailing list recipients to announce upcoming meetings, seek comments for draft documents, or to conduct surveys. Anyone can subscribe to the mailing list by contacting staff.

F. Newspaper

All Jackson Area MPO public meetings are advertised at minimum as a legal notice, and may be advertised as a retail ad as needed, in a paper of general circulation listed in **Appendix D**. Draft document review periods are also advertised in the newspaper.

G. Document Availability

All Jackson Area MPO draft and final documents are available for review and comment in the City of Jackson Planning Department, the Jackson Area MPO website, the Jackson Transit Authority website, the Jackson Madison County Public Library, and community centers serving low income or minority areas, on CD by request, and in paper format by request – **See Appendix D**. This includes the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long Range Transportation Plan (LRTP), and all studies funded entirely or in part by funds under the Metropolitan Planning Organization control (studies funded either under the Unified Planning Work Program or the Transportation Improvement Program). The Metropolitan Planning Organization Staff shall obtain copies of the State Transportation Improvement Program (STIP) and the State Long Range Transportation Plan and make them available for public review. The MPO charges for printing costs for most documents.

H. MPO Website

The MPO website will be employed as a tool for disseminating information on meetings, project updates and background. The MPO website is a tool to describe and visually represent MPO plans, programs, meetings, and other appropriate information. MPO Staff shall post draft documents on the website for public review and comment. The MPO website is part of the City of Jackson Planning Department website and can be accessed on the internet at www.cityofjackson.net/departments/planning/MPO.html. The MPO website shall contain the most recent information on:

- Upcoming meetings and agendas
- News
- MPO Technical Staff and Executive Board member lists
- Brief descriptions of current projects with available maps
- Final documents of all MPO plans
- Draft documents for review
- Surveys and other participation opportunities
- MPO Contact information

I. Visualization Techniques

Some plan elements are better understood visually rather than through text, graphs, and tables. The MPO will utilize visualization techniques to enhance the public's understanding of the MPO's plans and programs. Such techniques shall be used in an appropriate manner when presenting and describing MPO plans and programs. This includes using Geographic Information System (GIS), a very effective way to communicate complex technical material and ideas to stakeholders.

Section 4: Jackson Area MPO Plans and Documents

A. Unified Planning Work Program (UPWP)

The Unified Planning Work Program is the annual budget for the MPO. After the technical review and recommendation by the MPO Technical Staff, the Unified Planning Work Program (UPWP) is advertised for public review and comment. A notice to that effect shall be placed in the local newspaper of general circulation.

The notice shall state that copies of the draft work program, as endorsed by the Technical Staff, are available in the City of Jackson Planning Department, the MPO website, the JTA website, and the Jackson Madison County Public Library for public review and comment. The notice shall specify the dates, times, and location of the forthcoming public hearing. A copy of the draft shall also be distributed to the community centers that serve low income or minority areas a minimum of fourteen (14) days prior to the meeting.

The notice shall be published a minimum of fourteen (14) days prior to the scheduled Executive Board meeting at which time a public hearing shall be held. Any comments received by the Transportation Planning Coordinator shall be provided in written form to the Executive Board prior to the adoption of the work program. These comments may be received in the form of a letter, e-mail, fax, or comment box on the MPO website.

The public shall be afforded the opportunity for comment at each public hearing. The Executive Board may establish reasonable time limits for each presentation or comment, considering the time constraints of the meeting and complexity of the issue. Any person desiring to attend the meeting and make a comment and who needs special consideration such as a sign-language interpreter, can contact the MPO beforehand at the number listed on the published notice to work with the MPO to make provisions for special considerations.

In the event the Board determines there are significant unresolved comments on the Unified Planning Work Program it may defer the work program until a subsequent meeting. The MPO Staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document. Should these amendments be significant, another review period shall be afforded to the public.

Amendments to the Unified Planning Work Program (those that involve the addition or deletion of funds, alter the scope of work tasks, or add/delete a work task) must follow the same process and procedures outlined above. Adjustments, such as those that do not involve a change in scope and only involve minor adjustments to funding amounts by no more than 15%, do not require a public input process.

B. Public Participation Plan (PPP)

The MPO will consult interested parties in the continued development and refinement of the public participation plan. At the beginning of the update process, along with the preparation of the updated draft plan, the survey depicted in **Appendix F** will be sent via direct mail or e-mail to the established list of MPO contacts of stakeholder groups listed in **Appendix E**. The survey will ask for the desired level of input in the MPO transportation planning process for each group or agency and will inquire as to how

best to inform them about the MPO's transportation planning and programming activities. The survey will also be posted on the MPO website to elicit additional general comments from the public. Each person and/or groups will also be invited to meet individually with the MPO staff at the MPO office and to provide staff with oral or written comments. All comments or suggestions that are received will be considered in developing the updated final draft plan.

When an update to the Public Participation Plan is made, the public participation process shall follow a forty-five (45) day public review period after completion of the final draft plan.

C. Long Range Transportation Plan (LRTP)

The public shall always have the opportunity to suggest transportation projects eligible for inclusion in the Long Range Transportation Plan. These may be in the form of a letter, e-mail, fax, or comment submitted on the MPO website.

The Technical Staff shall guide the preparation of the Long Range Transportation Plan for the Jackson Area Metropolitan Planning Organization (MPO).

The Transportation Planning Coordinator and the Technical Staff shall review the input from the public, the Executive Board, the Jackson Transit Authority, the McKellar-Sipes Regional Airport, input from the State, and from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

The Technical Staff shall review and endorse the Draft Long Range Transportation Plan for consideration by the Executive Board.

After the Technical Staff endorses the Draft Long Range Transportation Plan for public review and comment, a notice to that effect shall be placed in the local newspaper of general circulation. The notice shall state that copies of the draft long range plan, as endorsed by the Technical Staff, are available in the City of Jackson Planning Department, the Jackson MPO website, the JTA website, and the Jackson Madison County Public Library and at community centers that serve low income or minority areas upon request. The notice shall specify the date, time, and location of the forthcoming public hearing to explain the plan and obtain comments and public input. This notice shall be published a minimum of thirty (30) days prior to the meeting date prior to its final consideration and adoption by the Executive Board. Additionally, an electronic version of the draft will be placed on the MPO website.

After the public hearing, if any comments are received, the Transportation Planning Coordinator shall report those comments to the Technical Staff and incorporate them into the plan draft. The Technical Staff shall review the comments and make a final endorsement of the plan to the Executive Board.

After the endorsement by the Technical Staff of the final Long Range Transportation Plan draft, a notice shall be placed in the local newspaper of general circulation stating that copies of the final draft, as endorsed by the Technical Staff, are available in the City of Jackson Planning Department for public review and comment.

The notice shall specify the date, time, and location of the forthcoming public hearing to adopt the plan. This notice shall be published a minimum of fourteen (14) days prior to the meeting date where the Long Range Transportation Plan will be considered by the Executive Board.

The public shall be afforded the opportunity for comment at the public hearings and all public meetings. The Executive Board may establish reasonable time limits for each presentation or comment, considering the time constraints of the meeting and the complexity of the issue. Any person desiring to attend the meeting and make a comment and who needs special consideration such as a sign-language interpreter, can contact the MPO beforehand at the number listed on the published notice to make provisions for special considerations.

In the event the Board determines there are significant unresolved comments on the Long Range Transportation Plan, it may defer the plan until a subsequent meeting. The MPO Staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing, and reporting on the disposition of the comments. Should these amendments be significant, an additional 30-day review period shall be afforded to the public.

Amendments to the Long Range Transportation Plan must follow the same process and procedures outlined above. Adjustments, such as those that involve a change in funding source or adjustments to funding amounts, or timing, do not require a public input process.

Opportunities for public input are not limited to those contained in this section. Given the significance of the Long Range Transportation Plan, public comments will be taken at any time by letter, e-mail, fax, telephone, or comment from the MPO website.

D. Transportation Improvement Program (TIP)

The public shall always have the opportunity to suggest transportation projects eligible for inclusion in the Transportation Improvement Program (TIP).

The Transportation Planning Coordinator and the Technical Staff shall review the input from the public, the Executive Board, the Jackson Transit Authority, input from the State, and from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in the creation of the Transportation Improvement Program.

The Technical Staff shall review and endorse the Draft Transportation Improvement Program for consideration by the Executive Board.

After endorsement by the Technical Staff of the Draft Transportation Improvement Program, the Transportation Planning Coordinator shall publish the Draft Transportation Improvement Program and place a copy for review by the public in the local library. The copy shall be distributed to the library a minimum of fourteen (14) days prior to its final consideration and adoption by the Executive Board. Additionally, an electronic version of the draft will be placed on the MPO website.

A notice stating that the Technical Staff has endorsed the Transportation Improvement Program (TIP) for public review and comment shall be placed in the local newspaper of general circulation. The notice shall state that copies of the draft transportation improvement program, as endorsed by the Technical Staff, are available in the City of Jackson Planning Department, the Jackson MPO website, the JTA website, and the Jackson Madison County Public Library for public review and comment. The notice shall specify the dates, times, and location of the forthcoming public hearing. The notice shall be published a minimum of fourteen (14) days prior to the scheduled Executive Board meeting at which time a public hearing shall be held prior to voting on the Transportation Improvement Program.

Any comments received by the Transportation Planning Coordinator shall be provided in written form to the Executive Board prior to the adoption of the program. These comments may be in the form of a letter, e-mail, fax, or comment submitted on the MPO website.

The public shall be afforded the opportunity for comment at each public hearing. The Executive Board may establish reasonable time limits for each presentation or comment, considering the time constraints of the meeting and complexity of the issue. Any person desiring to attend the meeting and make a comment and who needs special consideration such as a sign-language interpreter, can contact the MPO beforehand at the number listed on the published notice to work with the MPO to make provisions for special considerations.

In the event the Board determines there are significant unresolved comments on the Transportation Improvement Program it may defer the program until a subsequent meeting. The MPO Staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document as a means of summarizing, analyzing and reporting on the disposition of the comments. Should these amendments be significant, another fourteen (14) day review period shall be afforded to the public.

Amendments to the Transportation Improvement Program (those that involve the addition or deletion of funds, alter the scope of work tasks, or add/delete a work task) must follow the same process and procedures outlined above. Adjustments, such as those that do not involve a change in scope and only involve minor adjustments to funding amounts by no more than 30%, do not require a public input process and shall be administered through the MPO's approved Transportation Improvement Program Adjustment Process and Procedures as outlined in **Appendix B**.

E. Jackson Transit Authority Program of Projects (POP)

To ensure the MPO provides coordination for recipients of assistance under title 49 U.S.C. Chapter 53 (FTA funds), the Jackson Transit Authority (JTA) relies on the MPO Public Participation Plan, Long Range Transportation Plan, and the Transportation Improvement Plan processes to ensure public awareness and involvement for the JTA Program of Projects (POP). The Program of Projects listing shall be included within the MPO Transportation Improvement Program (TIP).

F. Annual Listing of Obligated Projects

Ninety days after the end of the fiscal year, the Annual Listing of Obligated Projects and funds will be made available for public review. Notice will be given through the local newspaper. The listing will be distributed and discussed at the regularly scheduled Technical Staff and Executive Board meetings, along with being made available on the MPO website and at the MPO office. Public comment is welcomed and will be recorded.

Section 5: Disposition of public comment/input

The MPO Staff makes every effort to consider and use all public comments throughout the transportation planning process. The following methodology is used regarding the receipt and use of public comments:

- All public comments are registered and considered by staff.
- If comments are related to one of our member agency's facilities or programs, staff forwards the comment on to the relevant representative in that agency.
- When staff seeks comments during a planning process (typically for a draft document or during a public meeting), staff compiles all comments, and then forwards them to the technical staff for further review.
- When comments are sought for a draft document, staff compiles and reviews all comments, makes a summary of the comments for the decision making body. All comments are included as an appendix to the final document.

Section 6: Consultation with Interested Parties

Involving and engaging representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties in the metropolitan transportation planning process is an important function given the significance these entities serve in the understanding of transportation issues and opportunities in the region.

The MPO Staff will assemble and maintain a database of names and addresses of interested social and civic groups, neighborhood and community associations, and individuals to assist in the public outreach. The electronic list of names will also serve as a direct mailing list for notification of meetings. Notification of the meetings and documents will be made in a timely manner, to provide adequate notice of public meetings and opportunities to comment on documents. The current list of interested parties is listed in **Appendix E**. To supplement the database, members of the public will be asked if they would like to be included on a mailing list at each public meeting. Mailing and e-mail addresses will be requested. E-mail messages and/or post cards will be sent to individuals and groups notifying them of meetings.

Section 7: Consultation with Local, State, and Federal Agencies

The MPO will seek to actively engage local, state, and federal agencies in the transportation planning process through a consultation process for the development of the LRTP and TIP. This consultation shall include, as appropriate, contacts with regional, local, and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation.

Representatives of these identified agencies and/or groups are included in the Interested Parties List contained in **Appendix E**. The MPO public participation processes shall be coordinated with the statewide transportation public involvement process through review and communication wherever possible.

On March 1, 2007, the Tennessee Department of Transportation (TDOT), on behalf of all Tennessee MPO's, took the lead in establishing a documented consultation process by providing a letter to all state and federal agencies responsible for land management, natural and historic resources, and other functions which relate to planning and/or transportation planning. The contacted state and federal agencies included:

- U.S. Army Corps of Engineers, Memphis District
- US Fish and Wildlife Service
- US EPA, Region 4
- Tennessee Valley Authority
- National Park Service
- USDA Forest Service
- US Coast Guard
- Tennessee Department of Environment and Conservation
- Tennessee State Historic Preservation Office
- Tennessee Wildlife Resources Agency

These agencies are also listed in **Appendix G** in more detail. These agencies were asked to supply TDOT and the MPO with all available conservation plans, maps, and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities if available and appropriate, and any updates or additions to those materials. The MPO will compare proposed transportation improvements in the Jackson Area to the agency's plans, maps, inventories, etc. to assess potential environmental impacts. The conclusions of this analysis will be included in the draft Long Range Plan and Draft Transportation Improvement Program, to be circulated to the public and each agency for 30 days prior to adoption.

The MPO will also contact the following regional and local agencies for coordination and input on the development of the LRTP and TIP:

Regional Agencies

Jackson Madison County Regional Planning Commission
Southwest Tennessee Development District

Local Agencies

The City of Jackson Street Department
Madison County Highway Department
The Jackson Transit Authority
Jackson Madison County Historic Zoning Commission
McKellar-Sipes Regional Airport Authority
City of Jackson Forester
Bicycle / Pedestrian Representative from TCC
Town of Three Way Planning Commission
Madison County Planning Commission
Other interested parties if any identified

The MPO LRTP and TIP shall be developed with due consideration of other related planning activities within the Jackson Area, including the design and delivery of transportation services within the area that are provided by:

- Recipients of assistance under title 49 U.S.C. Chapter 53; and
- Governmental agencies and no-profit organizations (including representatives of the agencies and organizations) that receive federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation service.

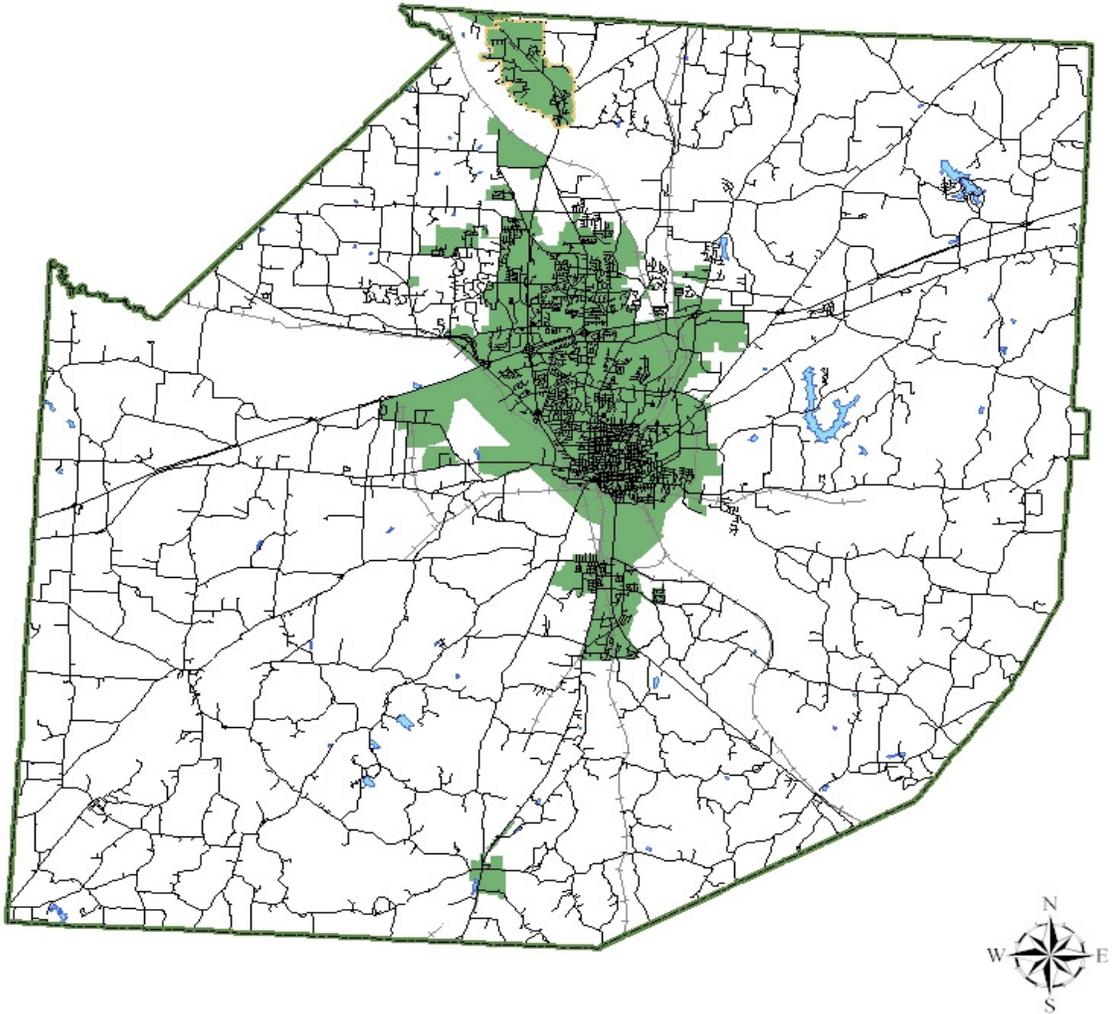
Section 8: Measuring Effectiveness of Public Involvement Strategies

The Public Participation Plan shall be assessed by the MPO Staff concurrently with the update of the long range transportation plan, or at a minimum every five years, to assess the effectiveness of the public involvement process. If amendments are needed based on changes in local, state, or federal legislation, or in response to the assessment of the effectiveness of the public participation techniques that are used by the Metropolitan Planning Organization (MPO), those amendments to the Public Participation Plan shall follow the review and adoption procedure outlined in Section 4 B. Public Participation Plan. The assessment will be based upon available information, such as the availability of meeting notices and information on planning activities, number and diversity of persons attending meetings and/or providing input to the process, media coverage, the number of "hits" to the MPO website, comments received from meeting attendees, and results from the public involvement survey forms.

The public involvement survey contained in **Appendix F** was distributed to the MPO existing list of known interested parties through a direct mailing on May 10, 2007 in anticipation of providing information for this Public Participation Plan update. The MPO contacted approximately 120 people in our database, directed them to the current Public Participation Plan, requested their feedback and engaged them in the planning process. Of main interest was learning how to better communicate with interested parties in the future. The MPO received 26 responses to the survey form request. The overall survey results indicated that direct mailings and electronic information on the MPO web site were the most effective means of providing information. As requested, the draft Public Participation Plan will be posted online for review, and notice will be given to interested parties.

Appendix A

JACKSON METROPOLITAN PLANNING ORGANIZATION PLANNING AREA BOUNDARY



**JACKSON AREA MPO
TRANSPORTATION PLANNING BOUNDARY AREA
MADISON COUNTY, TENNESSEE**

Appendix B

Transportation Improvement Program (TIP) Adjustment Process

These provisions are intended to apply to projects that are included in the TIP and which do not involve a change in scope and only involve minor adjustments to funding amounts by no more than 30% do not require formal Metropolitan Planning Organization Executive Board approval and are not required to follow the formal public participation process. They are not intended to apply to new projects being added to the TIP.

Appendix C

Metropolitan Planning Organization Contact Information

Mail: Jackson Metropolitan Planning Organization
111 East Main Street, Suite 201
Jackson, Tennessee 38301

Phone: (731) 425-8275

Fax: (731) 927-8781

Email: kdonaldson@cityofjackson.net

Web page: <http://www.cityofjackson.net/departments/planning/MPO.html>

Appendix D

Locations for Review of Metropolitan Planning Organization Documents

City of Jackson Planning Department

Jackson MPO website <http://www.cityofjackson.net/departments/planning/MPO.html>

Jackson Transit Authority website <http://www.ridejta.com>

Jackson Transit Authority Bus Transfer Center

Jackson Madison County Public Library

Community Centers serving low income and minority areas

Appendix E

Interested Parties

Citizens

Carrie Alexander
Linda Brumley
Vaughn Cassidy
S.B. Herron
Greg Johnson
Evelyn Keele
Carolyn Kelly
Harry S. Kemp
Mary Ann Martin
Mark Only, Jr.
Connie Pafford
Joe Robertson
Gordon Schultz
William C. Wallace
Jerry West

Representatives of Public Transportation Employees

Jackson Transit Authority employees

Freight Shippers

FedEx
UPS
USPS

Providers of freight transport services (over 25 employees)

ABF Freight Systems Inc.
Ace Trucking Company
American Freightways Inc.
Averitt Express Inc.
Estes Express Lines
ExOne Express
Max Trans
Milan Express Company Inc.

Affected Public Agencies

Jackson Municipal Regional Planning Commission
Jackson Chamber of Commerce
Jackson African-American Chamber of Commerce
City of Jackson
City of Jackson Planning Department
City of Jackson Engineering Department
City of Jackson Street Department
City of Jackson Police Department
City of Jackson Fire Department
City of Jackson Central Dispatch
City of Jackson Parks and Recreation Department
City of Jackson Forester
Jackson Transit Authority
Jackson Housing Authority
Jackson Energy Authority
Madison County
Madison County Highway Department
Madison County Health Department
Madison County Sheriff Department
McKellar-Sipes Regional Airport Authority
JMC Emergency Management Agency
Tennessee Department of Transportation
Tennessee Department of Transportation, Region 4
Federal Highway Administration
Federal Transit Administration
Southwest Human Resource Agency
Jackson Madison County General Hospital
Jackson Madison County School Bus Transportation
Jackson Madison County Historic Zoning Commission
Town of Three Way
Town of Medon

Private transportation providers

Safe Shuttle
Greyhound/Trailways Bus Line
Forest Cove Nursing Center
Jackson Meadow Retirement Residence
Jackson Oaks Senior Living Community
Kiwanis Center for Child Development
Laurelwood Healthcare Center
Madison Haywood Developmental Services
Mission Convalescent Center
Morningside of Jackson
Northbrooke Healthcare Center
St. Mary's Manor

Representatives of users of public transportation

No residents have currently expressed interest

Representatives of pedestrian/bicycle facilities users

The Jackson Spokes Bicycle Organization

Representatives of the disabled

Area Agency on Aging and Disabilities
Jackson Center for Independent Living
Randy Oliver
West Tennessee School for the Deaf

Other interested parties

Askew, Hargraves, Harcourt & Associates Inc.
Bernardin-Lochmueller & Associates, Inc.
Clay Williams & Associates
Gresham Smith and Partners
H & M Architects/Engineers Inc.
Hart Freeland Roberts Inc.
Kimley-Horn and Associates Inc.
McAlexander Engineering
Neel-Schaffer, Inc.
Neese-Dorris Investments
Nelson & Thornton Consultants
Peach Tree Realty
TLM & Associates, Inc.
URS Corporation
Vulcan Materials

Appendix F

Jackson Area MPO Public Involvement Survey

May 8, 2007

TO: Stakeholders of the MPO Transportation Planning Process

RE: MPO's Public Participation Plan

Dear Transportation Stakeholder:

The Jackson Area Metropolitan Planning Organization (MPO) is currently updating its public involvement process and needs help from stakeholders like you to ensure that we continue to effectively engage the public in the transportation planning process.

The MPO is the regional transportation planning entity for Madison County. The agency ensures that federal and state funding is available for and spent on transportation projects that are important to all of us in the Jackson Area.

The MPO actively seeks the input from the public and interested stakeholders as outlined by our *Public Participation Plan*. As we update that plan, we would like for you, as a stakeholder, to tell us how you prefer to be engaged in the transportation planning process. **Please take a moment to complete the enclosed questionnaire. Please fax or mail your responses to us by May 25.** For your reference, you may view the drafty plan on the MPO website: <http://www.cityofjackson.net/departments/planning/MPO.html>.

Thank you in advance for your time and cooperation. Please feel free to contact me with questions or comments about the survey or draft *Public Participation Plan* at (731) 425-8275 or by e-mail at kdonaldson@cityofjackson.net. Your ideas will help improve how we communicate with each other.

Respectfully,

Keith C. Donaldson
Principal Planner
MPO Transportation Planning Coordinator

JACKSON AREA METROPOLITAN PLANNING ORGANIZATION

NAME:	_____
AGENCY/ORG:	_____
EMAIL:	_____
PHONE:	_____
FAX:	_____

1. Which of the following categories best describes your organization?

- Public Transportation/Transit Service Provider
- Private Transportation/Transit Service Provider
- Freight Shipper
- Freight Transport Service Provider
- Senior Citizen Care/Advocacy
- Disabled Citizen Care/Advocacy
- Bicycle/Pedestrian Advocacy
- Environmental Advocacy
- Socio-Cultural Advocacy
- Local Government Agency
- County Government Agency
- State Government Agency
- Federal Government Agency
- Other (Please Specify) _____

2. Please mark the columns that are the most effective ways for you and/or your company or organization to be involved in the transportation planning process. If you have an idea for a method that is not listed, please write it under "Other".

METHOD FOR:	Very Effective	Somewhat Effective	Not Very Effective	Not At All Effective	Not Sure
Providing Information about Transportation Plans/Planning Process					
Direct Mailings					
Email					
Websites/Internet					
Radio					
Television					
Newsletters					
Newspaper Advertisements					
Speaker Presentations					
Other _____					
Other _____					

METHOD FOR:	Very Effective	Somewhat Effective	Not Very Effective	Not At All Effective	Not Sure
Gathering Public Input/Sharing Information					
Comment Cards					
Email					
Websites/Internet					
Workshops					
Open house					
Public Q & A					
One-on-One Interviews					
Other _____					
Other _____					

3. Which of the following mailing lists are you interested in joining?

- MPO Executive Board Meeting Notices/Agenda
- MPO Technical Staff Meeting Notices/Agenda
- Long Range Transportation Plan Updates
- Transportation Improvement Plan Updates
- Unified Planning Work Program Updates
- Corridor Plans/Studies
- Freight Plans/Studies
- Bicycle/Pedestrian Plans/Studies
- Public Transportation (Transit) Plans/Studies
- Environmental Justice (Title VI) Plans/Studies
- Safety Plans/Studies
- Other (Please Specify) _____

**THANK YOU FOR YOUR TIME
PLEASE FAX TO (731) 927-8781, ATTN: MPO COORDINATOR**

Appendix G

MPO/TDOT Consultation Process and Contacts

The following state and federal environmental agencies responded with a different preferred method of consultation and/or additional information or clarifications.

National Park Service; Natchez Trace Parkway

The Natchez Trace Parkway office in Tupelo, MS supplied TDOT with a copy of the Parkway's 1987 General Management Plan (GMP). Although the document is in need of updating, the Park Service indicated that it will give TDOT and the MPO's guidance as to the Parkway's future management direction.

The Parkway traverses approximately 102 miles in Tennessee, and the Park Service is especially interested in any future east-west transportation routes in the vicinity of the Natchez-Trace, as these will likely affect the Parkway.

U.S. Army Corps of Engineers, Nashville District

The Nashville District Office of the Corps of Engineers supplied TDOT with maps and brochures for J. Percy Priest Lake, Lake Barkley, Old Hickory Lake, Dale Hollow Lake, Cordell Hall Lake, Cheatham Lake, and Center Hill Lake. TDOT can forward this information to the affected MPO's on request. Using this information, the Corps would like the MPO's to identify projects or programs that will impact waterways and/or land owned or managed by the Corps of Engineers, along with potential mitigation strategies. The Corps will review this information and consult with the MPO if necessary. Additionally, they would like a list of all projects in the LRTP and TIP in order to ascertain for themselves if there are any potential impacts.

The contact person who will coordinate this effort is Ms. Dena Williams at (615) 736-7827

Note: The Jackson and Memphis MPO's are not in the Nashville District.

U.S. Environmental Protection Agency, Region 4

EPA will endeavor to participate in consultation activities as outlined above under the General Method of Consultation. However, their level of involvement may be limited due to staff and travel resource limitations. EPA also cautions that the new consultation requirement and process in no way replaces the current interagency consultation that is required for regional and project-level conformity determinations in accordance with the Clean Air Act and transportation conformity requirements per 40 CFR Part 93.

U.S. Coast Guard

The Coast Guard's Marine Safety Unit in Paducah, KY includes most of Tennessee and has a subunit in Nashville. The Coast Guard does not maintain conservation plans and maps and does not maintain their own inventory of natural and historic resources throughout the inland rivers system, but instead relies on other information from other state and federal agencies. They are willing to participate in the consultation process.

The Coast Guard's point of contact is Lieutenant Commander Derrick Masters, Executive Officer of the Marine Safety Unit in Paducah, KY. Lieutenant Commander Masters will coordinate as necessary with other Coast Guard units in the remaining portion of the State of Tennessee. He can be contacted at Derrick.T.Masters@uscg.mil or (270) 442-1621 Ext. 2103.

U.S. Department of Agriculture, Forest Service

The Southern Region of the U.S. Forest Service prefers that MPO's first visit the website for either the Cherokee National Forest (<http://www.fs.fed.us/r8/cherokee/>) or the Land Between the Lakes National Recreation Area (<http://www.lbl.org>) to obtain information about the National Forests. MPO's can then use the site's contact information to request further inventory information should they need it to evaluate specific transportation corridors.

Tennessee Valley Authority

TVA will provide TDOT with current versions of its reservoir land management plans. TVA requests that they be consulted at the "appropriate time" if a transportation project involves use of or affects TVA property, facilities, easements, or permitting obligations under Section 26a of the TVA Act. Contact is Ms. Bridgette K. Ellis, Senior Vice President, Environmental Stewardship and Policy, Tennessee Valley Authority, 400 West Summit Hill Drive, Knoxville, TN 37902-1401.

Tennessee State Historic Preservation Office

The Tennessee SHPO recommends that in addition to working with the SHPO to identify historic areas and sites, the MPO's need to work with their certified local government historic commission and/or historic zoning commission. The MPO's should be aware of the locations of large designated historic districts within their planning area. Somewhere in the LRTP it should be stated that as time goes by, new historic districts may be designated.

The above and below ground survey data that is available is sensitive and not appropriate to share with the MPO's or the general public. MPO's should avoid using the word "mitigate" in their documents when referring to historic or archeological resources.

Tennessee Wildlife Resources Agency

TWRA has information that would prove valuable to the MPO's in their planning process on the TWRA website (<http://www.state.tn.us/twra/gis/gisindex.html>), including National Wetland Inventory Maps and maps of all the Wildlife Management Areas.

TWRA has developed GIS layers identifying such conservation and habitat areas as Areas of Richness (Gap Analysis Program), Priority Conservation Areas, Priority Habitat Areas, etc. that can be utilized by the MPO's. This same information can be viewed on a statewide basis on the Tennessee Heritage Conservation Trust Fund website (<http://www.state.tn.us/twra/tchp.html>).

TDOT has formally requested that TWRA release the GIS information to TDOT. If approved by TWRA, the information will be forwarded to TDOT by the end of April 2007. at that point the MPO's would be notified of its availability.

Contact List of State and Federal Agencies

Corps of Engineers, Nashville District

Lieutenant Colonel Steven J. Roemhildt
District Engineer
US Army Corps of Engineers
Nashville District
P.O. Box 1070
Nashville, TN 37202-1070
Phone: (615) 736-7161

Corps of Engineers, Memphis District

Colonel Charles O. Smithers III
Commander
US Army Corps of Engineers
Memphis District
167 North Main Street
Memphis, TN 38002
Phone: (901) 544-3222

US Fish and Wildlife Service

Mr. Lee Barclay
Field Supervisor
Tennessee Field Office
US Fish and Wildlife Service
446 Neal Street
Cookeville, TN 38501
Phone: (931) 528-6481 Ext. 212

US EPA, Region 4

Mr. J. I. Palmer, Jr.
Regional Administrator
United States Environmental Protection Agency
Region 4
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303-8960
Phone: (404) 562-9611

Tennessee Valley Authority

Tom Kilgore
President and Chief Executive Officer
Tennessee Valley Authority
400 West Summit Hill Drive
Knoxville, TN 37902-1499
Phone: (865) 632-2101

Jon M. Loney
Senior Manager
NEPA Administration
Tennessee Valley Authority
400 West Summit Hill Drive
Knoxville, TN 37902-1499
Phone: (865) 632-3012

National Park Service

Ms. Pat Hooks
Regional Director
Southeast Regional Office
National Park Service
100 Alabama Street SW
1924 Building
Atlanta, GA 30303
Phone: (404) 562-3100

Philip Campbell
Unit Manager
National Park Service
Obed Wild and Scenic River
P.O. Box 429
208 N. Maiden Street
Wartburg, TN 37887

Reed Detring
Superintendent
National Park Service
Big South Fork National Recreation Area
4564 Leatherwood Road
Oneida, TN 37841

Stuart Johnson
Superintendent
National Park Service
Stones River National Battlefield
3501 Old Nashville Hwy
Murfreesboro, TN 37129

Phil Francis
Assistant Superintendent
National Park Service
Great Smokey Mountains National Park
107 Park Headquarters Road
Gatlinburg, TN 37738

Stennis Young
Assistant Superintendent
National Park Service
Natchez Trace Parkway
2680 Natchez Trace Parkway
Tupelo, MS 38804

USDA Forest Service

Charles L. (Chuck) Myers
Regional Forester
USDA Forest Service
Region 8 (Southern Region)
1720 Peachtree Road NW
Atlanta, GA 30309
Phone: (404) 347-4177

Keith Sandifer
Sail, Water, Air, Planning Staff Officer
USDA Forest Service
Cherokee National Forest
2800 N. Ocoee Street
Cleveland, TN 37312

Bill Lisowsky
Forest Supervisor
USDA Forest Service
Land Between the Lakes
100 Van Morgan Drive
Golden Pond, KY 42211

US Coast Guard

Rear Admiral Joel R. Whitehead
District Commander
Eighth Coast Guard District
Hale Bogs Federal Building
500 Poydras Street
New Orleans, LA 70130
Phone: (504) 589-6298

Roger Wiebusch
Bridge Administrator
Eighth Coast Guard District
Bridge Branch
1222 Spruce Street
St. Louis, MO 63103-2398
Phone: (314) 539-3900 Ext. 2378

Tennessee Department of Environment and Conservation

Jim Fyke
Commissioner
Tennessee Department of Environment and Conservation
L&C Annex, 1st Floor
401 Church Street
Nashville, TN 37243
Phone: (615) 532-0109

Paul Sloan
Deputy Commissioner
Tennessee Department of Environment and Conservation
L&C Annex, 1st Floor
401 Church Street
Nashville, TN 37243
Phone: (615) 532-0109

TDEC Air Resources – Tracy Carter, Senior Director
TDEC Land Resources – Chuck Head, Senior Director
TDEC Water Resources – David Draughon, Senior Director
TDEC Environmental Field Offices – Brenda Apple, Senior Director
TDEC Parks and Conservation Operations – Mike Carlton, Assistant Commissioner

Tennessee State Historic Preservation Office

E. Patrick McIntyre, Jr.
Executive Director
TN Historical Commission, State Historic Preservation Office
Clover Bottom Mansion
2941 Lebanon Road
Nashville, TN 37243-0442
Phone: (615) 532-1550

Tennessee Wildlife Resources Agency

Gary Myers
Executive Director
Tennessee Wildlife Resources Agency
Ellington Agriculture Center
440 Hogan Road
Nashville, TN 37204
Phone: (615) 781-6552