

## Memorandum

**To:** MPO Committee Members  
**From:** Sandy Shackelford, Director of Planning & Transportation  
**Date:** July 7, 2020  
**Reference:** Public Participation Plan

### Purpose:

MPOs are required to comply with federal regulations to ensure that there are adequate public participation opportunities for the public when developing and adopting planning documents. The Public Participation Plan is the document the Charlottesville-Albemarle MPO uses to communicate the strategies that will be utilized to satisfy those requirements.

This Plan is intended to provide as much flexibility as possible in meeting the requirements established in the federal regulations. The TJPDC as an organization, which includes the MPO operations, is committed to exceeding the minimum requirements and developing meaningful public engagement opportunities for the public, considering the diversity of needs and preferences throughout the MPO area.

### Background:

The current Public Participation Plan was last updated in 2016 and is in need of revision. A summary of the proposed changes is listed below:

- Updating references to Thomas Jefferson Planning District Commission (TJPDC) reports and *News Briefs* to reflect current practices.
- Including procedures for electronic meetings when authorized.
- Updating sections on accessibility for people with disabilities and non-English speakers.
- Updating plans for communicating with traditionally underserved communities.
- Generalizing the committee membership to remove references to specific individuals.

The draft of the Public Participation Plan included in your packets reflect all of these recommended changes. This is an initial opportunity for the MPO committees to review the document and provide feedback. The federal regulations require that there be a 45-day public comment period prior to any significant changes to the plan being made. CA-MPO staff will begin a formal comment period following the committees' and Policy Board's initial review of this document.

### Recommendation:

At this time, each of the committees and the Policy Board are being asked to review the current draft of the Plan and provide feedback to staff. Once staff has received feedback, recommendations for changes will be incorporated and the Plan will be distributed publicly for comment. The Plan will be placed on the September agenda for the committees and Policy Board, along with any public feedback that is received, for a final discussion.

If there are any questions or comments, please contact Sandy Shackelford at [sshackelford@tjpd.org](mailto:sshackelford@tjpd.org).