



CITIZENS ADVISORY COMMITTEE

January 26, 2011

6:30 – 8:00 p.m.

McCloskey Room (#135)

Suggested Time:

- 6:30 PM I. Call to Order and Introductions
- II. Election of Officers
- A. Chair
 - B. Vice-Chair
- III. Approval of Minutes:
- A. October 27, 2010
- IV. Communications from the Chair
- V. Reports from Officers and/or Committees
- VI. Reports from the MPO Staff
- A. FY 2010-2013 Transportation Improvement Program Amendments
 - B. FY 2012-2015 Transportation Improvement Program Development
- 6:45 PM VII. Old Business
- A. Public Participation Plan Amendment
- 7:00 PM VIII. New Business
- A. Transportation Enhancement Selection Review Committee
Nomination requested
 - B. Certification Review by the Federal Highway Administration
- IX. Communications from Committee Members (*non-agenda items*)
- A. Topic Suggestions for future agendas
- X. Upcoming Meetings
- A. Technical Advisory Committee – February 23, 2011 at 10:00 a.m. (McCloskey Rm)
 - B. Citizens Advisory Committee – February 23, 2011 at 6:30 p.m. (McCloskey Rm)
 - C. Policy Committee – March 11, 2011 at 1:30 p.m. (McCloskey Room)
- 8:00 PM Adjournment

Bloomington/Monroe County Metropolitan Planning Organization
Citizens Advisory Committee

Citizens Advisory Committee Meeting Minutes
October 27, 2010 McCloskey Conference Room 135, City Hall

Citizens Advisory Committee (CAC) Minutes are transcribed in a summarized outline manner. Audio recordings of the meeting are available in the Planning Department for reference.

Attendance

Citizens Advisory Committee (Voting Members): Chair Patrick Murray (Prospect Hill NA), Joanne Henriot (Bryan Park NA), Bill Milroy (Old Northeast NA), Ted Miller (citizen), Jack Baker (McDoel Gardens NA), Paul Ash (McDoel Gardens NA), Elizabeth Cox-Ash (McDoel Gardens NA), and Larry Jacobs (Chamber of Commerce).

Others In Attendance (including Non-Voting CAC Members): Scott Robinson (BMCMPPO staff), Raymond Hess (BMCMPPO staff), and John Kehrberg (citizen), Sandra Flum (INDOT), Sam Sarvis (INDOT), Jim Ude (INDOT), Kathy Eaton-McKalip (INDOT), Mary Jo Hamman (Michael Baker Group), David Isley (Bernardin Lochmueller Associates), Eric Swickard (Bernardin Lochmueller Associates), Tom Molt (DLZ Consulting), Jay DuMontelle (Federal Highway Administration), and Michelle Allen (FHWA).

I. Call to Order and Introductions (~6:30 PM)

II. Approval of Minutes - The September 22, 2010 minutes were accepted.

III. Communications from the Chair – There were no communications.

IV. Reports from Officers and/or Committees – ADA and Accessibility – Mr. Martin stated, the ADA and Accessibility subcommittee met on September 30th. The subcommittee is working on a universal design policy statement to be used as part of the Complete Streets Policy. The subcommittee is identifying other partners in this effort and how to educate the community and officials. The next meeting will be October 28th. Mr. Hess stated the Unified Planning Work Program (UPWP) supports the development of ADA transition plans. It was also stated at today's TAC meeting that FHWA and INDOT may assist with the education component.

V. Reports from MPO Staff

A. Project Tracking – Mr. Hess explained the MPO requires a quarterly progress report for all construction projects identified in the Transportation Improvement Program (TIP) to ensure the projects stay on schedule up to letting. The information received from local public agencies is condensed and is provided in the packet. Mr. Hess spoke with CAC member Barbara Salisbury earlier and she suggested that language be added to the progress report related to accessibility features of projects.

In the interest of addressing action items, Mr. Baker moved that New Business be discussed before Old Business. Mr. Jacobs seconded and the motion passed unanimously.

VII. New Business

A. Transportation Improvement Program Amendment: Segment of I-69 Section 4 - Mr. Hess explained the CAC considered an amendment to include I-69 in the TIP in August. INDOT has requested a change to how they wish the project to be reflected in

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the TIP: only a <2 mile segment instead of the entire Section 4 project. Since this is a significant change to the project, the MPO reinitiated the public comment period and is seeking recommendations from the Committees before the Policy Committee votes on the issue in November. There is no change to the project, just how it is shown in the TIP.

Mr. Miller asked FHWA representatives why the MPO needs to approve State projects. Mr. DuMontelle replied that citizens should be made aware of projects to be implemented in their locality. Projects on the National Highway System are selected by the State but still may impact a local community. For this reason, federal laws require all federally funded transportation projects within a planning area to be reflected in the TIP. Mr. Miller asked if the project could be stopped if the MPO denied inclusion of the project in the TIP. Mr. DuMontelle replied the project must be included in the TIP in order to advance and before FHWA will sign off on the environmental document. He also stated the project is in the Long Range Transportation Plan. FWHA hopes to see a collaborative and cooperative process related to this project. It is in the best interest of the MPO and INDOT to find a solution. Mr. Miller recalled how denial of a TIP amendment last year almost resulted in the MPO losing all of its funding from INDOT. Mr. Miller suggested the process puts the MPO in a position it does not want to be in. Mr. DuMontelle suggested there is an opportunity for the Committees to better understand the process while at the same time influencing the project to meet the community's needs. Mr. Miller stated there is no opportunity to influence the project because insufficient details about projects are provided at the time of consideration. Ms. Allen stated that the National Environmental Policy Act (NEPA) process provides the opportunity to make suggestions on design preferences. She stated that approval of the project is not acceptance of the project but rather acknowledgment that the project is coming. Mr. DuMontelle suggested that the FHWA Certification Review to take place in January should engage the concerns of the different MPO Committees.

In response to a question from Mr. Martin, Mr. Sarvis said the plans for Section 4 will begin after a Record of Decision is issued on the Final Environmental Impact Statement (EIS) and will probably be done fall of next year. Mr. Sarvis will continue to communicate with the MPO as the project advances. Mr. Martin asked if a schedule has been established for the other sections of I-69 from Bloomington north to Martinsville. Mr. Sarvis replied there is no schedule, though he hopes the NEPA process will begin next year. Mr. Martin asked what the public's opportunity will be to impact the design of future sections of the project. Mr. Sarvis replied that the opportunity will exist. Mr. Sarvis said there is an opportunity to engage INDOT on design aspects after the Record of Decision has been issued. Mr. Sarvis also mentioned October 28th is the last day of the public comment period on the Draft EIS.

Mr. Milroy expressed objection to how the public hearing in Greene County was conducted whereby the public was only allowed two minutes to comment. Mr. Sarvis stated this is standard process to allow everyone an opportunity to speak and that comments could also be submitted via email, letter, or in person at the project office. Mr. Milroy suggested that INDOT engage the Citizens Advisory Committee more directly on design aspects of projects. Ms. Cox-Ash expressed frustration over past experiences in which she was not allowed to give public comment on the project. Mr. Ash stated

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INDOT has a history of not listening to the public. Mr. Sarvis apologized for past experiences in which public comment was not taken seriously but assured the Committee that they are taken seriously now.

Mr. Baker said this vote amounts to approval of the project. He felt INDOT has not held up their end of the bargain when it comes to cooperation. INDOT can impose consequences upon the MPO that make the consideration of the project unbalanced. This is different than how the MPO considers other projects. Mr. DuMontelle suggested there might also be consequences on the State if the project does not advance because of the money invested in the project to date. He also stated that the alignment of the corridor was decided as part of Tier I of the NEPA process and is no longer under consideration. It should be understood that as an interstate highway, the impacts and benefits go far beyond the Bloomington area. FHWA is involved in the process to make sure the project develops in a way that works with the community. Mr. Ash supported the upgrade of SR 57 and SR 67 as the alignment for I-69. Mr. DuMontelle reiterated the corridor has been set taking into consideration benefits and cost with each alignment. Many people desire easy access to Bloomington and the University which played a part in the decision of the alignment.

Mr. Miller stated the situation would be much better if the big picture decisions are made by the State and Federal governments but that the local governments have reasonable input and influence on design specifics. However, the only information before the CAC for consideration is the route with no specifics provided on design details. He stated it doesn't make sense that communities need to approve the alignment of a national road. It would be better if the community understood what was going to happen and have an ability to influence it. Mr. Jacobs said that as a lifelong resident of Bloomington, he felt the need has presented itself for I-69. We have industries, such as tourism and education, which could benefit from construction of the freeway. There are things the community can control, but the freeway isn't among them. That being said, the community would be better served by having a seat at the table in the planning of the road than to deny the project and not be involved in the process.

Ms. Henriot stated the devil is in the details and restated concerns she has heard from community members about the unknown aspects of the project, such as which adjacent roads will remain open. She felt there is not sufficient information about the project to make an informed decision. Mr. Sarvis responded that decisions are still being made about the project. He gave the examples that the alignment has shifted and overpasses have been added because of public comment received. He also stated that the process is done in steps and it is difficult to make final design determinations before other work is done, such as geo-technical and survey analysis. Mr. DuMontelle added that FHWA only allows INDOT to proceed so far before they are told to stop so the public and other agencies can review the findings.

Mr. Miller said he thought the whole process is broken. It doesn't make sense to have local communities approve state projects in the TIP. Mr. DuMontelle replied that federal law dictates this process. He also said that the statewide TIP and the local TIP must complement one another. Neither document should conflict with the other. The process

is meant to foster cooperation and to serve the needs of the entire public, including the needs of people passing through an area. Mr. Sarvis stated most of the concerns he has heard from this area are focused on Section 5. Section 5 will generally follow the SR37 corridor from Bloomington north to Indianapolis. Sections 5 & 6 will present different challenges than Section 4 since they follow an existing route through urban areas instead of building on new terrain. This means there will be different planning coordination opportunities to determine how the project should proceed. Ms. Flum stated that the Section 5 Office has met with MPO, City, and County staff to get input on some of these planning issues. Ms. Hamman stated the Section 5 Office is located across from Walmart and is open on Wednesdays between 9am and 4pm. She is also willing to meet with people by appointment. Mr. Hess displayed the I-69 project webpage.

Mr. Jacobs motioned to approve the TIP amendment to include the segment of I-69 Section 4. Mr. Kehrberg seconded. The motion failed 2-6-2.

Mr. Miller suggested a future presentation to the CAC on design considerations of Section 5. Mr. Sarvis suggested an informal meeting at the project office. Mr. Murray suggested inviting FHWA back to discuss these issues with the CAC.

VI. Old Business

A. Public Participation Plan Amendment – This issue did not require a vote of the CAC and was carried forward to the November meeting.

VIII. Communications from Committee Members

A. Topic Suggestions for future agendas – Mr. Hess reported on behalf of Barbara Salisbury that the Council on Community Accessibility will host a transportation work session at the Monroe County Public Library on November 15th at 4pm. The focus will be on how to better engage the disabled community in the transportation planning process.

IX. Upcoming Meetings

- A. Policy Committee – November 5, 2010 at 1:30pm (Council Chambers)
- B. Technical Advisory Committee – November 17, 2010 at 10:00am (McCloskey Room)
- C. Citizens Advisory Committee – November 17, 2010 at 6:30pm (McCloskey Room)

Adjournment (~8:00 PM)

*These minutes were _____ by the CAC at their regular meeting held on January 26, 2011.
(RH: 1/26/2011)*

Bloomington/Monroe County Metropolitan Planning Organization

MEMORANDUM



To: BMCMPO Technical & Citizens Advisory Committees
 From: Scott Robinson, Long Range/Transportation Manager
 Date: January 7, 2011
 Re: Public Participation Plan (PPP) Amendment Status Report

Public Participation Plan Background

The Public Participation Plan (PPP) was adopted in 2002 and later amended in 2007 to meet basic state and federal requirements as it pertains to public involvement. In addition, the PPP establishes local requirements for public notification and involvement that exceed these requirements. The 2007 PPP can be viewed at www.bloomington.in.gov/mpo or at the City of Bloomington Planning Department, or at the Monroe County Library Indiana Room.

Amendment Overview

Staff has made additional changes to the draft PPP based upon past comments from the BMCMPO committee meetings during the fall of 2010. A draft of the 2011 PPP is included in the meeting packet for review as well as a chart detailing past action items and their respective approval process under the existing 2007 PPP and the draft 2011 PPP. The following items have been incorporated into the draft 2011 PPP:

- Amendments to the PPP requires a minimum 45 day public comment period;
- Allow administrative TIP amendments for minor changes to existing projects;
- Allow administrative TIP amendments for illustrative projects pending grant or other funding approvals;
- Require both the acting MPO Director and Policy Committee Chairperson to approve administrative TIP amendments;
- Require all administrative requests endure a final notice period for three business days to all Policy Committee members before an administrative request can be approved;
- Require that all administrative approvals, change orders, and special votes subsequently be reported to all BMCMPO members;
- Reorganized the PPP to make it more understandable and consistent with the Operational Bylaws and other MPO documents.

Public Comment Period

The official 45-day public comment period commenced (public notice) on January 22, 2011. Final suggestions for revisions to the draft 2011 PPP are requested. The final draft of the 2011 PPP will then be available for review per the policies of the BMCMPO. The Technical and Citizen Advisory Committees will make their recommendations at their February 23, 2011 meetings, but will also have opportunity to provide comments at their January 26, 2011 meeting, during the public comment period.

Action Requested

No action is requested at this time. Final action is anticipated at the March 11, 2011 Policy Committee meeting.

*Attachment: Public Participation Plan Amendment Overview spreadsheet
 Draft Public Participation Plan*

The purpose of this table is to provide historic examples of projects that could be administratively approved. The "2007 PPP" column shows how amendments were adopted using the existing PPP. The "2011 PPP" column shows how amendments could be adopted using the proposed changes to the PPP.

Public Participation Plan Amendment Overview						
Amendment Approval History (FY 2007-2011)	2007 PPP		2011 PPP			Administrative Approval Notes
	Major	Minor	Major	Minor	Admin	
Public Participation Plan - Update Adoption (2007)	✓		✓			
Long Range Transportation Plan Amendment Adoption	✓		✓			
Safe Routes to School Application Endorsement*		✓		✓		
Change Order Policy		✓		✓		
JARC Application BT (extend service for dntn routes until 11:35pm)		✓		✓		
JARC Application RT (extend service in urbanized area)		✓		✓		
New Freedom Application BT (extend BT Access coverage to whole City until 11:35pm)		✓		✓		
New Freedom Application RT (extend RT coverage in urbanized area)		✓		✓		
TIP Amendment - BT New Freedom/JARC; SRTS Templeton, SRTS Edgewood, SRTS Ed		✓			✓	all grants were previously reviewed and approved by MPO Committees
TIP Amendment - COB Rogers and Country Club timeline and costs		✓			✓	minor change to timeline and cost
TIP Amendment - INDOT SR45 Pete Ellis to Russell Rd.		✓		✓		
TIP Amendment - INDOT SR45/46 Monroe to Kinser Pike		✓			✓	minor change to timeline and cost
TIP Amendment - INDOT SR46 446 to 135 removal	✓		✓			
Bylaws Amendment - COB Engineer on TAC		✓		✓		
5310 Application - RT purchase of buses		✓		✓		
2009-2010 UPWP Adoption		✓		✓		
SRTS Application COB & MCCSC (infrastructure & SRTS plans)		✓		✓		
TIP FY 2009-2012 Adoption	✓		✓			
TIP FY 2008-2011 Amendment (BT Transfer Facility)		✓			✓	minor change to cost
TIP Amendment - Bloomington's Atwater/Henderson HSIP award	✓				✓	grant was previously reviewed and approved by MPO Committees
TIP Amendment - Bloomington's W. 3rd Street project cost update		✓			✓	minor change to cost
TIP Amendment - INDOT's I-69 ROW hardship acquisition	✓		✓			
TIP Amendment - ARRA suballocation programming (County, City, Ellettsville)	✓			✓		
TIP Amendment - Bloomington Transit (Operational Expense)		✓			✓	minor change to cost
TIP Amendment - Rural Transit Stimulus Package change		✓		✓		
TIP Amendment - INDOT's SR48 from SR37 to Curry Pike Preventive Maintenance		✓		✓		

Public Participation Plan Amendment Overview						
Amendment Approval History (FY 2007-2011)	2007 PPP		2011 PPP			Administrative Approval Notes
	Major	Minor	Major	Minor	Admin	
Transportation Enhancement Process		✓		✓		
UPWP Amendment - Amend 2010 funding and add select PEAs		✓		✓		
Complete Streets Compliance for 6 County and City projects		✓		✓		
FY 2010-2013 Transportation Improvement Plan Adoption	✓		✓			
TIP Amendment - I-69 Hardship Right-of-way acquisition	✓		✓			
TIP Amendment - remove Eville Heritage Trail as ARRA and replace with Btown signals		✓		✓		
Transportation Enhancement Award		✓		✓		
TIP Amendment - Preventive Maintenance of Old SR 37		✓		✓		
TIP Amendment - add TE projects, update RT Op Budget, MC Pave Pres, Batchelor SRTS		✓			✓	grants were previously reviewed and approved by MPO Committees; minor changes to costs
Complete Streets - review of Monroe County Mt Tabor/Matthews Dr. Bridge		✓		✓		
TIP Amendment (FY09-12) - update projects which have been let while awaiting 10 TIP		✓			✓	minor change to costs
TIP Amendment - update ARRA projects, delete INDOT projects		✓	✓		✓	minor changes to costs (removal of projects is a major amendment)
Readoption of 2010 Long Range Transportation Plan	✓		✓			
Amendment to FY09-10 UPWP - adding County aeriels		✓		✓		
FY2011-2012 UPWP adoption		✓		✓		
HSIP amendment - aligning with State procedures, allowing low-cost programmatic projects		✓		✓		
TIP Amendment - IU Campus Transit hybrid buses		✓			✓	project is illustrative
TIP Amendment - Carryover 2010 projects to 2011 for Bton, MoCo, CSCs, Transit		✓			✓	minor changes to timelines
TIP Amendment - update Ellettsville Heritage Trail		✓			✓	minor changes to timeline and cost
TIP Amendment - INDOT SR446 Resurfacing		✓		✓		

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Introduction

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) to conduct transportation planning in urban areas where the population exceeds 50,000 people. The basic objectives of an MPO are to encourage and promote the development of transportation systems, to embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982.

Locally, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington/Monroe County Urbanized Area (which includes the City of Bloomington, the Town of Ellettsville, and portions of Monroe County). The Bloomington/Monroe County MPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination between the MPO, various civic organizations, and the public. MPO decisions are endorsed by a Policy Committee upon the recommendation of both the Technical Advisory and the Citizens Advisory Committees.

The Policy Committee (PC) consists of municipal and county elected officials, non-elected members, membership from the Bloomington Public Transportation Corporation, Indiana University, Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA). The Technical Advisory Committee (TAC) includes state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) represents a broad cross-section of Bloomington/Monroe County citizen and community interests.

Purpose

The Public Participation Plan (the Plan) for the Bloomington/Monroe County Metropolitan Planning Organization (MPO) has been developed pursuant to the final federal metropolitan regulations of the United States Department of Transportation (USDOT) as contained in the October 28, 1993 Federal Register and any subsequent changes herein mandated by federal legislation.

The Bloomington/Monroe County MPO has established a set of goals for the public participation process to guide MPO staff in developing opportunities for the involvement of public officials and citizens. These goals also assist in ensuring the public participation process meets the needs of the communities involved in the transportation planning activities for the region.

The Plan should be periodically updated and revised in order to improve continuous, comprehensive, and cooperative transportation planning (Federal 3C Process) for the Bloomington/Monroe County Metropolitan Planning Organization (MPO). The plan is typically updated in response to local needs and interests or due to new state and federal requirements.

Public Participation Plan Goals

The Plan has been developed pursuant to the Safe Accountable, Flexible, Efficient Transportation Equity Act A legacy for Users (SAFETEA-LU); Title VI, 6001 (a).134 (i)(5),(A):

“Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with a reasonable opportunity to comment on the long-range transportation plan [for the TIP]”

The Plan has been developed using the following SAFETEA-LU and Bloomington/Monroe County MPO general goals:

- Provide adequate public notice and time for public review and comment at key decision points
- Demonstrate explicit consideration and response to public input received
- Seek out the needs and input of the public who typically are underserved by existing transportation systems
- Provide periodic reviews of the public involvement process and participation plan in terms of their effectiveness
- Coordinate to the maximum extent practical with statewide public involvement processes

- Educate and raise awareness within the MPO's boundaries about current and future transportation needs
- Encourage broad public participation from all sectors of the community, and provide the community with adequate opportunities to participate in the decision making process
- Foster a sense of ownership toward the transportation planning process and the resulting projects within the community

Public Participation Mission Statement

The Bloomington/Monroe County MPO is committed to providing the City of Bloomington, the Town of Ellettsville, and Monroe County with quality transportation planning programs and services, and working to provide all citizens access to an efficient and safe transportation system. Toward this goal, the Bloomington/Monroe County MPO shall be committed to:

- The promotion of environmental justice principles in all of its programs and policies as prescribed by the governing Environmental Justice Policy Statement. This involves the development of equitable programs and policies that avoid disproportionately negative effects on minority and/or low-income populations, as well as expediting the distribution of benefits from these projects.
- Working continuously to ensure the full and fair participation of all affected communities in the transportation planning process.
- Providing an equitable distribution of transportation infrastructure affecting public and environmental health, and to the development of a just public transit system.

Public Participation Plan Policy

It is the policy of the Bloomington/Monroe County MPO to provide access to the transportation planning process so as to allow the public opportunity to comment on transportation planning activities. By doing so, the Bloomington/Monroe County MPO Policy Committee will have available to them public ideas, concerns, and suggestions on all transportation planning issues.

Two areas of primary interest for transportation planning issues and public involvement are the Long Range Transportation Plan and the Transportation Improvement Program (TIP). The MPO is responsible for adopting and maintaining these core MPO products. The Long Range Transportation Plan (LRTP) is the twenty year long range, multi-modal transportation plan for the Bloomington Urbanized Area as required by Federal Statutes (23 USC 135, Section 450.300) for the programming of Federal funds for transportation project planning and implementation of ground transportation modes (roadway, transit, bicycle, and pedestrian facilities). The long range plan shall be updated every five years in order to maintain the twenty year horizon, but may be amended more frequently if needed. The TIP is the four year short range capital improvement plan to implement the Long Range Transportation Plan. Project details such as timing, costs, design, phases, and funding sources are all detailed within the TIP and thus provide a strategic planning document to program funding for actual transportation projects.

Additional areas of interest for transportation planning issues and public involvement exist for all programs and products of the MPO. These areas may include, but are not limited to, transportation studies, transportation grant applications (e.g. Transportation Enhancement, Safe Routes to School), design feasibility studies, MPO policies and procedures (e.g. operational bylaws), and other related programs, processes, and activities as detailed within the applicable fiscal year Unified Planning Work Program (UPWP).

Adoption Resolutions and Major Amendments Policy

The Bloomington/Monroe County MPO shall follow to the fullest extent possible the Public Participation Plan for adoption resolutions and major amendments to the Long Range Transportation Plan and the TIP. MPO staff shall bring all such resolutions and amendments to the Citizen's Advisory Committee and Technical Advisory Committee before they are adopted by the Policy Committee. The public shall have a minimum of 30 days for written comment on such resolutions and amendments before they may be adopted by the Policy Committee.

This section applies to the following resolutions and amendments:

- Adoption of a new Transportation Improvement Program.
- Adoption of a new Long Range Transportation Plan.

- Adoption of a new, or amendment to an existing, Public Participation Plan, except that the required written public comment period shall be 45 days for such action.
- Inclusion into an adopted TIP of new capital improvement projects that meet one or more of the following criteria:
 - capacity expansion;
 - acquisition of right of way.
- Removal from an adopted TIP of an existing capital improvement project.
- Amendments to an adopted TIP that change the total cost of an existing capital improvement project by 100% or more.
- Amendments to the Long Range Transportation Plan that modify transportation projects identified in the Plan.

Related MPO Programs and Minor Amendments Policy

The Bloomington/Monroe County MPO shall follow to the fullest extent possible the Public Participation Plan for related MPO program adoption resolutions and minor amendments to the 2030 Long Range Transportation Plan and the TIP. MPO staff may bring such resolutions and amendments to the Citizen's Advisory Committee and Technical Advisory Committee before they may be adopted by the Policy Committee, but may only present them to the Policy Committee due to time constraints. The minimum 30 day written public comment period may also be waived for such resolutions and amendments.

This section applies to the following resolutions and amendments:

- Adoption of a new Unified Planning Work Program (UPWP)
- Inclusion into an adopted TIP of new capital improvement projects that do not meet one or more of the following criteria:
 - capacity expansion;
 - acquisition of right of way.
- Amendments to an adopted TIP that change the total cost of an existing capital improvement project by greater than 20% but less than 100%.
- Amendments to the Long Range Transportation Plan that modify transportation policy, document text, or other material in order to be compliant with federal, state, and/or local regulations and policy.
- Any other MPO product or program requiring Policy Committee approval.

Administrative Approval Policy

Certain resolutions and amendments shall only require administrative approval by the MPO Director and the MPO Policy Committee Chairperson once a Final Notice Period of three business days has transpired without any objection from any Policy Committee member (see Other Approvals for Final Notice Period). Such resolutions and amendments shall be exempt from review by the Citizen's Advisory Committee and Technical Advisory Committee prior to their administrative approval. The minimum 30 day written public comment period shall also be waived for such resolutions and amendments. All such resolutions and amendments approved under these administrative procedures shall be reported to all MPO Committees at their next regularly scheduled meetings.

This section applies to the following resolutions and amendments:

- Modifications to the text or graphics in an adopted TIP that do not affect project costs, scopes, or schedules.
- Amendments to an adopted TIP that change the proposed year for a phase of an existing capital improvement project.
- Amendments to an adopted TIP that change the total cost of an existing capital improvement project by 20% or less.
- Inclusion into an adopted TIP of new capital improvement projects that are labeled as “Illustrative” because they have not received formal approval for their expected funding source and/or have time sensitive or emergency related circumstances associated with the amendment.
- Changing “Illustrative” projects to funded projects if funds have been received and the Policy Committee has previously reviewed and acted on the project. Examples include projects funded through Transportation Enhancement (TE), Highway Safety Improvement Program (HSIP), Safe Routes to School (SRTS), and Transit capital improvement projects into new capital improvement projects provided that the formal funding awards has subsequently been received. All other “Illustrative” projects that seek formal funding must be amended into the TIP using the procedures provided under the Major Amendments Policy.

Other Approvals

Three other approval types are provided for the MPO:

- Change Orders: The MPO Director may approve Change Orders to projects in an adopted TIP subject to the procedures of the BMCMPPO Change Order Policy.
- Special Votes: The Policy Committee may conduct special votes using mail, fax, or e-mail in the event of a time-sensitive business item, subject to the procedures of the BMCMPPO Operational Bylaws.
- Final Notice Period: Staff shall issue a “Final Notice Period” by email to all Policy Committee members for eligible administrative approval requests. The message shall contain “Final Notice Period” in the subject line, details on the nature of the request, the response requested (objection only), the deadline to respond, and detail the minor amendment process to be taken if any objection is received by BMCMPPO staff. Policy Committees will have three business days to respond from the time the “Final Notice Period is issued. Once the Final Notice Period has transpired and no objections have been received, the request may be approved by the MPO Director and MPO Policy Committee Chairperson. If an objection is received by any member of the Policy Committee, then the amendment will be put forth for consideration at the next Policy Committee meeting and follow the Minor Amendments Policy process.

Such approvals shall not be subject to public comment period requirements, but shall be reported to all MPO Committees at their next regularly scheduled meeting.

General Provisions

When required under these procedures, the written public comment period for resolutions and amendments shall begin on the first date of the legal public notice published in the local newspaper(s), provided no substantive changes have occurred to the advertised resolutions and amendments by the time the Policy Committee takes formal action. If substantive changes occur, then an additional 30 day written public comment period shall be provided. Additional public notification methods may be used to supplement the required legal notice.

At minimum, the public shall always have the opportunity for comment on any MPO topic, agenda item, or other relevant transportation issue. This may occur during any MPO Committee meeting as governed by the Operational Bylaws of the BMCMPPO. The public, MPO staff, MPO Committees, and related BMCMPPO partner agencies shall mutually respect all comments conveyed and shall always conduct themselves in a professional manner. All information related to any MPO activity will be accessible to anyone and available upon request.

Environmental Justice Policy (EJ)

Under the 1993 Federal Transit Act, metropolitan planning processes must be in compliance with Title VI of the 1964 Civil Rights Act. The 1994 Presidential Executive Order (12898) directed every Federal agency to make environmental justice a part of its mission by identifying and addressing the effects of all policies, programs and projects on minority/ low income populations. This Order provided further clarification of Title VI. The USDOT (Department of Transportation) Final Order on Environmental Justice specifically required that "procedures shall be established, or expanded as necessary, to provide meaningful opportunities for public involvement by members of minorities and low-income populations during the planning and development of programs, policies and activities."

The fundamental principles of environmental justice are:

- To avoid, minimize, or remedy disproportionately high and adverse human health and environmental (including social and economic) effects of policies, programs and projects on all living and non-living things, regardless of perceived or real economic, social or ecological status.
- To ensure the full and fair participation of all affected communities in the transportation decision making process.
- To prevent the denial of, reduction in, or significant delays in, the receipt of project benefits by all populations regardless of perceived or real economic, social or ecological status.

Specific to transportation planning, applying these environmental justice principles involves:

- Maintaining equity in programs and policies by balancing the benefits and negative results of transportation projects in all communities.
- Closely examining the scope of proposed transportation programs and projects.

- o Keeping programs flexible, and seeking the input of affected communities in developing project options.

By applying the following guidelines, the Bloomington/ Monroe County MPO further complies with Title VI, EO 12898 and the DOT Order to Address Environmental Justice in Minority and Low Income Populations. These criteria are intended to provide guidance for the Bloomington/Monroe County MPO transportation planning activities, and to promote a common understanding of the concept of environmental justice.

Six Environmental Justice Principles for Transportation Planning

Making Environmental Justice a Priority - The Bloomington/Monroe County MPO is committed to following the spirit, as well as the letter of the Order (DOT Order to Address Environmental Justice in Minority Populations and Low Income Populations), throughout all of its projects and activities. The MPO will require that all Bloomington/Monroe County transportation planning partners (i.e. INDOT, Bloomington Transit, Indiana University Campus Bus) do so as well.

Increasing Meaningful Public Participation - The Bloomington/Monroe County MPO will continuously work to develop public participation that will:

- o Be thorough and fully inclusive, involving all relevant stakeholders and communities. The MPO seeks to involve the broadest cross-section of the community in the transportation planning process, based on geographic distribution, sex, race, socioeconomic status and interests (environmental, neighborhood, etc.).
- o Adapt and tailor programs to specific populations and situations, taking in to account a wide range of differences.
- o Reach out to communities that have not traditionally been involved in transportation planning, particularly low income and minority communities.
- o Provide opportunities to members of affected communities to influence project decisions by proactively soliciting their input.
- o Have opportunities for public input throughout the project development process (from project selection, design and implementation).
- o Develop and maintain a Public Involvement Process that is transparent and open in its methods.

Maintaining Project Flexibility - In implementing environmental justice practices, the Bloomington/Monroe County MPO will tailor its methods to reflect the unique issues and populations affected by each policy, program, or project. The MPO will work with members of affected communities, and all stakeholders to encourage input and develop project options that meet transportation goals as well as community needs.

Promoting Project Equity - In developing programs and policies, the Bloomington/Monroe County MPO will work continuously to balance the benefits and negative results of transportation projects in all communities. Programs will not result in disproportionate negative impacts solely on low-income or minority communities.

Utilizing Rigorous Demographic Analysis - In order to address potential environmental justice issues, low income and/or minority populations must be identified through demographic (census) data and then mapped. To identify and map potential low-income and/or minority populations, the Bloomington/Monroe County MPO will:

- Be quantitative in presenting data wherever possible.
- Use community profile information (as defined in the National Environmental Policy Act of 1969-NEPA) whenever possible.
- Provide thorough documentation of information sources.
- Use flexible methods of gathering information, designed to address specific population(s)

Developing Effective Conflict Resolution Methods - If conflicting interests and issues arise during a project, an appropriate resolution process will be developed. This process will be:

- Respectful to the desires and wishes of stakeholders and communities.
- Flexible in nature, and designed to address the specific needs of affected communities.

Public Participation Plan

Public Education

Successful and meaningful public participation can only be assured through a public education effort where the issues and complexities of transportation planning can be simply explained and openly discussed. Public education will take place through utilizing the MPO website, public workshops, and various media outlets. By increasing publicity and awareness for the MPO and its activities, more citizens will become educated about transportation issues.

Visualization

The MPO shall employ visualization techniques to depict metropolitan Long Range Transportation Plan, the Transportation Improvement Program, and other significant MPO related projects to improve comprehension of these often complex transportation related projects and further promote successful and meaningful public participation. Techniques may include, but are not limited to, one or more of the following:

- 3D Renderings
- 2D Overlays
- Maps
- GIS
- Engineering Designs

Website

The MPO staff will develop and maintain a home page for the MPO on the World Wide Web. This home page may consist of historical information regarding transportation planning in the city and county, published documents, draft documents for review, reports and links to related internet sites, as well as MPO staff member contact information.

At a minimum, the content of this page will include:

- The Bloomington /Monroe County Year 2030 Transportation Plan
- The most recent Transportation Improvement Plan
- The most recent Unified Planning Work Program
- Committee Meeting Schedules
- Agendas for upcoming Policy, Technical Advisory and Citizens Advisory Committee meetings.
- Archives of minutes from previous Policy, Technical Advisory and Citizens Advisory Committee meetings.

Committee Meetings

The MPO committees (Policy, Technical Advisory, and Citizens Advisory) have regularly scheduled meetings that are open to the public. MPO staff will annually develop a schedule of meeting dates for each committee, consisting of monthly

meeting times, dates and places. The meeting schedule is available from the website or by request.

The public is actively encouraged to attend MPO committee meetings and to be involved in the transportation planning process. Meeting agendas for each of the three MPO committees are published online at <http://bloomington.in.gov/mpo>.

Public Meetings and Workshops

The MPO will regularly conduct 1-2 rounds of additional workshops, timed to coincide with important milestones in the development of the regular update of the Long Range Transportation Plan. The MPO will try to hold these meetings at various locations throughout the urbanized area. The purpose of these workshops will be to support development and public review of the Long Range Transportation Plan. The MPO will also conduct 1-2 rounds interagency coordination workshops, timed to coincide with the preparation for annual development of the Transportation Improvement Program. This coordination will provide the technical support needed in the preparation of the TIP for public comment and review through the Committee Meeting process.

Media Participation/Public Notification

The MPO staff may provide the major newspapers in the Bloomington urbanized area (the Herald Times and the Indiana Daily Student) with timely notice regarding the adoption of the Long Range Transportation Plan and TIP. In addition the MPO, in conjunction with the City of Bloomington, may issue press releases about other related MPO activities on a case by case basis. All press releases will include information on the meeting date(s) and time(s) for the MPO committees, announcements for public meetings/workshops to discuss the MPO's transportation planning documents, and other pertinent information.

The Bloomington MPO staff may announce[†] committee and public meeting/workshop information in the following media outlets:

- The Herald Times (in the On the Agenda section)
- The Indiana Daily Student
- Radio Public Service Announcements (as needed)- on B97, WHFB, WFIU
- Television Public Service Announcement (as needed)- on B-CATS
- On the MPO website - <http://bloomington.in.gov/mpo>.
- At the Monroe County Library (Bloomington and Ellettsville)
- At the Showers Center City Hall

[†]Please note that press releases do not guarantee that any of the media agencies listed will actually publish or announce the press release unless the MPO pays for advertising. Typically the MPO does not have funding available to pay for advertising and relies on these media outlets to make these announcements in a timely manner. Some instances may warrant the need to pay for advertising for public notification.

Individuals with Disabilities

All of the meeting rooms at City Hall are accessible by ADA standards.

Upon request, any MPO documents can be made available in alternative formats to individuals with disabilities. Please contact the City of Bloomington Legal Department at (812) 349-3426 or the City of Bloomington Community and Family Resources Department at (812) 349-3430 for information on sign language interpreters or Braille translations.

Individuals with disabilities who need accommodations to participate in committee meetings or public hearings, should contact the City of Bloomington Facilities Manager at (812) 349-3410.

Getting in Touch - Comments

Public comment can be submitted in several ways:

- By attending meetings and workshops
- By visiting the City of Bloomington Planning office: 401 North Morton Street; Suite 160; Showers Center City Hall
- By phone (812) 349-3423
- Fax (812) 349-3535
- US Postal Service: Attention: MPO Director; Showers Center City Hall; 401 N. Morton St.; Bloomington, IN 47402,
- Email: mpo@bloomington.in.gov

Measuring Public Outreach

In order to evaluate the quality of input and participation generated through the Public Participation technique(s) used, the Bloomington/ Monroe County MPO has developed a set of performance objectives: accessibility, diversity, outreach, and impact.

Accessibility

- MPO public workshops and/or meetings will be held in all those areas/communities affected by a proposed project.
- One hundred percent of meeting locations must be accessible by mass transit.
- All meetings must be accessible under the requirements of the Americans with Disabilities Act (ADA).

Diversity

- The demographic composition of the Citizens Advisory Committee (age, ethnicity, geographic location, disability, and socio-economic level) should roughly mirror the demographics of the Bloomington urbanized area.
- The participation of low income and minority populations at MPO meetings will be encouraged to the maximum extent possible.

Outreach

- The MPO staff and MPO Committee Members are encouraged to participate in potential outreach activities (e.g. other committees, workshops, and meetings) to increase public awareness of the MPO.
- The MPO should send out press releases of all of its activities.
- When appropriate, the MPO will participate in radio and/or TV spots.

Impact

- One hundred percent of written comments received as part of a written public comment period will be reviewed and communicated to transportation decision makers.
- One hundred percent of written comments received as part of a written public comment period will be acknowledged so that citizens are confident that their comments were taken into consideration in MPO decision making.

Appendix

Bloomington/Monroe County MPO Committees

Please refer to the BMCMPPO website, the BMCMPPO Operational Bylaws, or contact the BMCMPPO for information on these committees.

Core Transportation Planning Documents

SAFETEA-LU continues the requirements of the development of a Long Range Transportation Plan (LRTP) and a Transportation Improvement Plan (TIP) by each MPO and requires that these documents be incorporated into a statewide plan and program of projects. Documentation of the MPO planning process is developed annually and outlined in the Unified Planning Work Program (UPWP).

Long Range Transportation Plan

The Bloomington/Monroe County Year 2030 Transportation Plan is a comprehensive transportation plan for Monroe County. Transportation projects (including but not limited to major roadways, transit and other multimodal facilities) proposed by the plan provide a guideline of future transportation investments over a long-term planning horizon. The plan will be reviewed and updated every three to five years to confirm its consistency with current and forecasted transportation and land use trends. The transportation plan reflects environmental and intermodal considerations and provides a financially constrained vision of future transportation investments.

Transportation Improvement Plan (TIP)

The TIP is a short-term document covering four (4) fiscal years, and is updated annually. The TIP includes a list of priority projects to be carried out in each of the 4 years. The TIP serves as a strategic management tool to accomplish the goals of the Transportation Plan; therefore the TIP projects must be consistent with the Plan. The TIP lists all roadway, transit and intermodal projects planned to receive federal, state and local funding. The projects are organized by the local agency implementing the project and the year the project is proposed to take place. The TIP must also be financially constrained by year and include only those projects for which funding has been identified. The financial plan for the TIP is developed by the MPO in cooperation with local and state transportation agencies as well as transit operators. After adoption of the TIP by the Policy Committee, the Bloomington/Monroe County MPO TIP becomes part of the Statewide Transportation Improvement Program (STIP). The adoption of the TIP is a reaffirmation of the Transportation Plan. If at the time of adoption the TIP does not agree with the Transportation Plan, amendment of the Transportation Plan will be necessary for the adoption of the proposed TIP to occur.

Unified Planning Work Program (UPWP)

The UPWP guides the MPO and summarizes transportation planning activities for the various agencies and interests in the Bloomington urbanized area. It shows what agency will do specific planning studies, when the work will be completed, and what the final products and resources will be. The UPWP also serves as a program budget and includes anticipated financial resources and expenditure information for the fiscal year covered. The UPWP is updated annually, and sent to state and federal agencies for review and approval.

MEMORANDUM



To: Technical Advisory and Citizen Advisory Committees
From: Raymond Hess, Transportation Planner
Date: January 19, 2011
Re: Transportation Enhancement Selection Committee Nominations

Background

The BMCMPO has been allocated \$280,000 of Transportation Enhancement (TE) funds by the Indiana Department of Transportation for fiscal year 2014. Pursuant to [Local Transportation Enhancement Procedures](#) adopted by the Policy Committee in May 2009, a TE Selection Committee must be formed to evaluate the applications and provide recommendations to the Committees of the BMCMPO. The Selection Committee shall be comprised of at least one but no more than two members from each BMCMPO Committee (PC, TAC, CAC). Members that are chosen to serve on the TE Selection Committee can do so provided the following conditions are met:

- The member is in good standing with the BMCMPO;
- The member is nominated by their respective BMCMPO committee to serve on the TE Selection Committee; and
- The member understands that in a good faith pledge their role is to serve in the best interest of the BMCMPO community and not to any subordinate agency, group, or association where a perceived or real advantage may come to being through their association by serving this committee.

Timeline

It is important for the BMCMPO to prioritize how it wishes to program its TE allocation in a manner that is consistent with State's deadlines. Pending final direction from the State, staff has devised the following timeline for this TE grant cycle:

1. BMCMPO TE Call for projects announced **December 27, 2010**;
2. TE Letters of Intent due **January 7, 2011****;
3. TE Awards Committee nominations (up to 2 members/committee) PC at **January 14th** meeting and TAC/CAC at **January 26th** meeting;
4. TE Applications Due to BMCMPO **February 1st**;
5. TE Selection Committee Review and Recommendations Meeting - schedule the week of **February 7-11th**
6. TE Selection Committee Final Recommendations Due **February 16th** (to be included in TAC/CAC packets for their action on **February 23rd**).
7. TE Selection Committee and CAC/TAC Final Recommendations for PC packet due **March 4th** (PC final action on **March 11th**)
8. Selected TE Project(s) sent to INDOT for final review after **March 11th**

**Two letters of intent were received for this cycle of TE funding: the Town of Ellettsville will request funds for the Heritage Trail Phase II; the City of Bloomington will request funds for the Allen Street Bicycle Boulevard.

Action Requested

The TAC and CAC are requested to nominate at least one but no more than two of its members to serve on the TE Selection Committee.