



Working together to plan for the future

PUBLIC PARTICIPATION COMMITTEE

Monday, September 29, 2014, 9:00 am
COMPASS, 2nd Floor Conference Room
700 N. East 2nd Street, Meridian, Idaho

Notice: This packet contains only the documents listed with an asterisk (*) in the agenda. The online document requires Adobe Acrobat to read it; COMPASS' homepage <http://www.compassidaho.org> contains a free download link if you need a copy. The online document includes bookmarks at the left of the screen that are named to correspond to agenda items that have attachments. Clicking on a bookmark will take you directly to the named document.

AGENDA

I. CALL TO ORDER
9:00

II. AGENDA ADDITIONS/CHANGES

III. OPEN DISCUSSION/ANNOUNCEMENTS

IV. CONSENT AGENDA

***A. Approve August 12, 2014, Meeting Minutes**

Pages 2-3

V. INFORMATION/DISCUSSION ITEMS

9:05

A. COMPASS Integrated Communication Plan

Amy Luft

Amy Luft will update the committee on work to date on the new integrated communications plan.

9:15

***B. Draft Scope of Work for *Communities in Motion* (CIM) Update**

Liisa Itkonen

Pages 4-10

Liisa Itkonen will present the draft scope of work for the next CIM update, as recommended by the Regional Technical Advisory Committee.

VI. ACTION ITEM

9:35

***A. Public Involvement Plan for Next CIM Update**

Amy Luft

Pages 11-20

Amy Luft will request recommendation of Board approval of the public involvement plan for the next CIM update.

VII. OTHER

***A. Committee Status Report**

B. Next Meeting: TBD

VIII. ADJOURNMENT 10:00

***Enclosures Times are approximate. Agenda is subject to change.**

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**PUBLIC PARTICIPATION COMMITTEE MEETING
August 12, 2014
COMPASS
700 NE 2nd St., Suite 200
Meridian, Idaho**

**** Meeting Minutes ****

ATTENDEES: Miguel Gaddi
Rebecca Lemmons
Amy Luft, COMPASS
Jeff Madsen, **Vice Chair**
Jeanette Ross
Nicole Stern, **Chair**

MEMBERS ABSENT: Chris Lavelle
Scott Lowe
Ross Mason
John McClellan
Deanna Smith
Kristi Watkins
Josh Wilson

OTHERS PRESENT: Liisa Itkonen, COMPASS
Carl Miller, COMPASS
Jessica Wilson, COMPASS

CALL TO ORDER:

Chair Stern called the meeting to order at 2:00 p.m.

I. AGENDA ADDITIONS/CHANGES

None.

II. OPEN DISCUSSION/ANNOUNCEMENTS

Amy Luft told the Committee that nominations are now open for Leadership in Motion Awards until September 30, 2014.

III. CONSENT AGENDA

A. Approve May 12, 2014, Meeting Minutes

Jeff Madsen moved and Rebecca Lemmons seconded that the meeting summary of May 12, 2014, be accepted. The motion passed unanimously.

IV. INFORMATION/ DISCUSSION ITEMS

A. COMPASS Integrated Communication Plan

Amy Luft requested a subcommittee of volunteers to work with staff on developing the COMPASS integrated communications plan. The subcommittee would meet from August 2014 – March 2015, with a total of four to eight subcommittee meetings, with additional subcommittee communication via email.

Jeff Madsen and Nicole Stern volunteered to participate on the subcommittee.

B. Update on Development Review Checklist Focus Group

Carl Miller updated the committee on the Development Review Checklist Focus Group and the anticipated launch of the Performance Measures Dashboard in September 2014.

C. Educational Program on Funding

Amy Luft stated that COMPASS is planning to conduct an education campaign in FY2015 to raise the level of awareness of the region's transportation funding shortfall and the need to do something about it. The campaign will include education series speakers, op eds, blogs, radio ads, and more.

COMPASS is seeking one tag line to tie together multiple messages. Amy asked PPC members to brainstorm ideas and send them to her.

D. Demonstration of the Performance Measures Dashboard

Eric Adolfson gave the committee a demonstration of the Performance Measures Dashboard on the COMPASS website. COMPASS staff anticipate that the dashboard will be live in September 2014.

VII. OTHER

A. Next Meeting: September 29, 2014, 9:00 am, at COMPASS.

VII. ADJOURNMENT

The meeting adjourned at 3:30 p.m.

PUBLIC PARTICIPATION COMMITTEE AGENDA ITEM V-B

Date: September 29, 2014

Topic: Review Recommended Scope of Work for *Communities in Motion* Update

Summary:

The regional long-range transportation plan, *Communities in Motion* (CIM), is due for a “minor” update in 2018. In its August 27, 2014, meeting, the Regional Technical Advisory Committee (RTAC) recommended the attached scope of work and schedule for the CIM update to the COMPASS Board for approval.

RTAC recommends keeping the horizon year at 2040 for the next update. This is allowable, as an update adopted in 2018 would still have at least a 20-year horizon. The horizon year will not significantly affect the level of effort needed for the update.

The recommended scope of work and schedule build on the main tenets of CIM 2040, including the CIM 2040 Vision, goals, performance measures, and targets. The scope of work identifies federally required elements, items which are needed to accomplish required elements, and items recommended in the federal certification review of the COMPASS program in August 2014.

Per federal requirements, a major focus of the CIM update will be on the assessment of performance measures and evaluation of progress toward performance targets. The update will use the latest demographic and financial information, and the future transportation needs and options will be refined by evaluating robust transportation scenarios that include all modes. Other areas of emphasis include transportation system management and operations, freight, and an integrated, region-wide bicycle, pedestrian, and pathway network plan.

Request/Recommendation:

This is a discussion item.

Implication (policy and/or financial):

The scope of work for the CIM update will be presented to the COMPASS Board for approval in October 2014. The next CIM update is due for COMPASS Board’s adoption in 2018.

More Information:

1. Attachment – Scope of Work and Schedule for CIM update
2. For detailed information contact Liisa Itkonen, at 475-2241 or litkonen@compassidaho.org

Recommended Scope of Work for *Communities in Motion* Update

The following is a recommended scope of work for the next update of the regional long-range transportation plan, *Communities in Motion*. This scope of work builds on *Communities in Motion 2040* (CIM 2040) and its main tenets, and maintains 2040 as the horizon year. Per federal requirement, the next plan update is due for COMPASS Board's adoption in 2018.

Assumptions

- The scope of work outlines the main themes and steps of the plan development.
- This scope identifies items that are federally required for a long-range transportation plan/planning process based on proposed MAP-21 planning rules (FR), steps necessary to complete/implement them (fr), and items based on the initial feedback from the federal certification review of the COMPASS program (CR).
- This scope of work includes an attached schedule.
- The sequence of the tasks may vary from this scope of work; some of the tasks will be done concurrently (see attached schedule). The schedule also includes three project management tasks not part of this scope.
- COMPASS will prepare the plan – with consultant assistance, as appropriate - but it is assumed that member and other partner agencies will review and provide assistance as appropriate

Building the Foundation

1. Public participation

- 1.1 Develop a public participation plan and outreach strategy (FR)
- 1.2 Implement public participation plan (FR)

Deliverables:

- Public participation plan

2. Refine and confirm the vision and goals

- 2.1 Update population and employment forecast to a new base year of 2015 (FR)
- 2.2 Reconcile growth allocations by TAZs, demographic areas, and city areas of impact (fr)
- 2.3 Based on 2.2., evaluate and confirm the CIM goals with the CIM 2040 Vision (fr)

Deliverables:

- Reconciled CIM 2040 Vision and goals

3. Financial analysis

- 3.1 Update financial analysis and revenue/expenditure forecast to a new base year of 2015 (FR)
- 3.2 Work with member agencies to compile financial data (fr)
- 3.3 Compile maintenance data (FR)
 - o Track funding short fall
- 3.4 Research additional funding mechanisms (FR)
- 3.5 Develop a funding plan

Deliverables:

- Financial forecast
- Funding plan

Where We Are Today

4. Existing Conditions (Data and Plans)

- 4.1 Summarize baseline data - performance monitoring report (FR) and dashboard
- 4.2 Compile latest available estimates, assumptions and performance targets (FR):

- Land use (FR)/comprehensive plans
- Transportation system and plans (FR)
- Environment and natural resources (FR)
- Safety and security plans (FR)
- Economic activity (FR)
- Air quality plan (FR)

Deliverables:

- Summary of where we are today (existing conditions)
- Summary of changes to plans since original CIM 2040 Vision with identification of resulting gaps or discrepancies

5. Performance Analysis (Data and Plans)

- 5.1 Analyze performance trends in relation to CIM 2040 Vision and the goals (FR)
- 5.2 Develop performance analysis and feedback tool (fr)

Deliverables:

- Performance analysis tool/methodology
- Performance Monitoring Report in 2016 and 2018
- Summary of performance analysis with identification of trends and issues

What We Need the Future Transportation System to Be

6. Options/Transportation System Scenarios

- 6.1 Consider results and trends of the congestion management process/congestion reduction measures (annual Congestion Management Process report) (FR)
- 6.2 Determine current and projected transportation demand of persons and goods (FR)
- 6.3 Evaluate transit system performance based on projected roadway congestion, connectivity to planned high capacity/fixed guideway corridors, and linkages through key transfer points. Develop and refine transit scenarios based on system assessment. (fr)
- 6.4 Develop transportation system scenarios to describe/depict future transportation system options based on performance trends and CIM vision/goals (fr)
 - Include all transportation modes individually and collectively (auto, transit, bike, pedestrian) (FR, CR)
 - Integrate region-wide bicycle/pedestrian/pathway network plan (FR, CR)(developed in UPWP program 605)
 - Describe needed/proposed transportation investments (FR)
- 6.5 Analyze benefits and costs of transportation scenarios (FR)
- 6.6 Assess capital investments and other strategies to preserve existing and projected future transportation infrastructure and provide for multimodal capacity increases (FR)
- 6.7 Analyze the consequences of significant unfunded long-term needs (CR)
 - Assess impacts on a variety of travel modes (cr)
 - Assess potential impacts on employers (e.g., change in travel time to employment centers), as well as low-income, people with disabilities, and other vulnerable populations (cr)
- 6.8 Conduct public involvement process (FR)
- 6.9 Refine future transportation system and its preferred elements based on feedback (fr)

Deliverables:

- Transportation scenario report

7. Priorities

- 7.1 Develop criteria for prioritizing future transportation system needs (fr, CR)
- 7.2 Prioritize needed transportation investments (CR)
- 7.3 Compile funded projects and unfunded needs based on available funding (FR)

Deliverables:

- Summary of prioritization criteria and process (CR)
- Description and map of the preferred transportation scenario
- Description and map of future transportation system priorities

Regional Plan for the Future Transportation System

8. Additional Data and Studies

- 8.1 Update functional classification map, as needed
- 8.2 Identify freight considerations (FR, CR)
 - Consider economic impacts
- 8.3 Conduct farm freight study (fr)
- 8.4 Identify operational and management strategies to improve transportation (FR)
- 8.5 Identify environmental mitigation strategies for areas affected by transportation facilities in the plan (FR)
 - Conduct environmental suitability analysis (fr)
 - Evaluate potential long-term forecasted air quality impacts and identify potential mitigation/adaptation strategies (CR)
- 8.6 Make an air quality conformity determination for the planned transportation system (FR)
- 8.7 Evaluate timing of regional high capacity transit corridor study
- 8.8 Develop scope of work for regional high capacity transit corridor study (currently programmed for FY18)

Deliverables:

- Farm freight study report
- Region-wide bicycle/pedestrian/pathway network plan
- Air quality conformity determination

9. Compile the Plan

- 9.1 Draft plan chapters and supporting documents (fr)
 - Work with technical writer
 - Work with graphic artist
- 9.2 Continue public involvement process; public/agency review of draft plan (FR)

Deliverables:

- A draft of a regional long-range transportation plan for review

10. Plan Adoption

- 10.1 Adopt plan (COMPASS Board, individual member agencies, other partners) (FR)
- 10.2 Publish and distribute plan (FR)

Deliverables:

- A final regional long-range transportation plan that meets all federal requirements

Recommended CIM Update Schedule

Attachment

Tasks		FY2015				FY2016				FY2017				FY2018			
		Oct 14 - Dec 14	Jan 15 - Mar 15	Apr 15 - Jun 15	Jul 15 - Sep 15	Oct 15 - Dec 15	Jan 16 - Mar 16	Apr 16 - Jun 16	Jul 16 - Sep 16	Oct 16 - Dec 16	Jan 17 - Mar 17	Apr 17 - Jun 17	Jul 17 - Sep 17	Oct 17 - Dec 17	Jan 18 - Mar 18	Apr 18 - Jun 18	Jul 18 - Sep 18
Project Management																	
0	Program management (scope of work, schedule,budget)																
0.1	Work with advisory committees and COMPASS Board																
0.2	Monitor legislative, funding, etc. changes and revise scope as needed	fr/FR															
Building the Foundation																	
1. Public participation																	
1.1	Develop Public Participation Plan	FR															
1.2	Implement Public Participation Plan	FR															
2. Refine and confirm the vision and goals																	
2.1	Update demographic forecast	FR															
2.2	Reconcile growth allocations	fr															
2.3	Evaluate and confirm goals with CIM 2040 Vision	fr															
3. Financial analysis																	
3.1	Update financial analysis and revenue/expenditure forecast	FR															
3.2	Compile revenue and expenditure data with member agencies	fr															
3.3	Compile maintenance data	FR															
3.4	Research additional funding mechanisms	FR															
3.5	Develop a funding plan																
Where We Are Today																	
4. Existing conditions (data and plans)																	
4.1	Summarize baseline data (performance measures)	FR															
4.2	Compile latest available estimates, assumptions and performance targets	FR															
5. Performance analysis (data and Pplans)																	
5.1	Analyze and report performance trends	FR															
5.2	Develop performance analysis and feedback tool	fr															
What We Need the Future Transportation System Be																	
6. Options/Transportation System Scenarios																	
6.1	Consider results of congestion management process	FR															
6.2	Determine current and projected transportation demand	FR															
6.3	Evaluate transit system performance and develop scenarios	fr															
6.4	Develop transportation system scenarios/options	fr															
	Include all transportation modes	FR															
	Integrate region-wide bicycle/pedestrian/pathway network plan (developed in FY15 in UPWP 605)	FR,CR															
	Describe needed/proposed transportation investments	FR															
6.5	Analyze benefits and costs of transportation options and major facilities	FR															
6.6	Assess capital investments and other strategies	FR															
6.7	Analyze consequences of significant unfunded long-term needs	CR															
6.8	Conduct public involvement process	FR															
6.9	Refine future transportation system and its preferred elements	fr															
7. Priorities																	
7.1	Develop prioritization criteria	fr,CR															
7.2	Prioritize needed transportation investments	CR															
7.3	Compile funded projects and unfunded needs	FR															

Tasks		FY2015				FY2016				FY2017				FY2018			
		Oct 14 - Dec 14	Jan 15 - Mar 15	Apr 15 - Jun 15	Jul 15 - Sep 15	Oct 15 - Dec 15	Jan 16 - Mar 16	Apr 16 - Jun 16	Jul 16 - Sep 16	Oct 16 - Dec 16	Jan 17 - Mar 17	Apr 17 - Jun 17	Jul 17 - Sep 17	Oct 17 - Dec 17	Jan 18 - Mar 18	Apr 18 - Jun 18	Jul 18 - Sep 18
Regional Plan for the Future Transportation System																	
8. Additional data and studies																	
8.1	Update functional classification map																
8.2	Identify freight considerations	FR,CR															
8.3	Conduct farm freight study	fr															
8.4	Identify operational and management strategies to improve transportation	FR															
8.5	Identify environmental mitigation strategies	FR															
	Conduct environmental suitability analysis	fr															
	Evaluate potential long-term air quality impacts	CR															
8.6	Make air quality conformity determination	FR															
8.7	Evaluate timing of regional high capacity corridor study																
8.8	Develop scope of work for regional high capacity corridor study																
9. Compile the plan																	
9.1	Draft plan chapters and supporting documents	fr															
	Technical Writer																
	Graphics																
9.2	Public involvement (review of draft plan)	FR															
10. Plan adoption																	
10.1	COMPASS Board adopt the plan	FR															
10.2	Publish and distribute the plan	FR															

CR = Certification Review

FR = Federal Requirement

fr = needed to complete Federal Requirement



PUBLIC PARTICIPATION COMMITTEE AGENDA ITEM VI-A

Date: September 29, 2014

Topic: Recommend Board Approval of *Communities in Motion* (CIM) Update DRAFT Public Involvement Plan

Background/Summary:

In 2011, a subcommittee of PPC members worked with COMPASS staff to develop a public involvement plan (PIP) for CIM 2040. In preparation for developing a PIP for the next update to CIM, COMPASS staff reviewed the CIM 2040 PIP and CIM 2040 outreach activities with you at your May 12, 2014, meeting and discussed with you recommendations for the PIP for the next CIM update. PPC directed staff to develop a draft PIP for the next CIM update based on the CIM 2040 PIP and the conversation at the May meeting. The draft CIM PIP is attached.

Highlights:

The CIM PIP was developed based on the draft scope of work for CIM, is consistent with the COMPASS Public Involvement Policy, and focuses on two primary goals: educate/inform and engage the public as active participants. Outreach strategies are divided into three sections: ongoing outreach, public participation in developing the future transportation system (2016), and public comment on the draft plan (2018).

Per discussion at the May 2014 PPC meeting, the PIP includes using a revised stakeholder outreach matrix (originally developed for CIM 2040), using quarterly email updates and social media as ongoing outreach tools (in addition to other tools), and soliciting public comment prior to major policy decisions (development of the future transportation system). The PIP includes open houses in 2016 and 2018 and virtual open houses in 2018. In addition, the PIP proposes the use of an online outreach tool in 2016 to assist the public in analyzing their own priorities and using that analysis in providing feedback into the future transportation network.

Request/Recommendation:

Review and recommend COMPASS Board approval of draft CIM PIP, so that public involvement may begin in January 2015.

Implication (policy and/or financial):

An approved PIP is a federal requirement for long-range transportation plans. More importantly, it lets the public know when to anticipate public involvement opportunities and guides staff in ensuring effective outreach to the general public and targeted stakeholders.

More Information:

Contact: Amy Luft at aluft@compassidaho.org or 475-2229.

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*Communities in Motion Update: **HORIZON YEAR***

Regional Long-Range Transportation Plan

Public Involvement Plan

**Community Planning Association of
Southwest Idaho
(COMPASS)**

DATE

Introduction

The Community Planning Association of Southwest Idaho (COMPASS) is an association of local governments that serves as the metropolitan planning organization (MPO) for Ada and Canyon Counties, Idaho. One of the primary functions of an MPO is to develop a long-range transportation plan for its planning area.

The regional long-range transportation plan developed by COMPASS for Ada and Canyon Counties is *Communities in Motion* (CIM). This plan was originally adopted by the COMPASS Board of Directors in 2006; updated versions were adopted in 2010 and 2014. Per federal requirements, the plan must be updated again by fall 2018. This update is scoped to be a “minor” update of the CIM 2040 plan, meaning many of the basic tenets of that plan, such as the CIM 2040 Vision and the plan goals, objectives, and implementation policies, will remain essentially the same, with refinements to reflect changing conditions.

Meaningful public involvement is a key component of any planning process. As CIM will help shape a sustainable future for the area, public involvement and investment in the process and its outcomes is crucial. It is the goal of this plan to ensure all residents of Ada and Canyon Counties, including traditionally underrepresented populations, have the opportunity to be active participants in the planning process.

COMPASS engaged in a robust public involvement process for CIM 2040. As many of the policy decisions from CIM 2040 will carry forward, public participation on this next update will focus on those areas that are new or substantially different from CIM 2040.

COMPASS Public Involvement Policy

COMPASS has an overarching Public Involvement Policy¹ that serves as an umbrella for all public involvement within the agency. The policy is updated every three years and adopted by the COMPASS Board². In part, the policy states:

The planning processes of the Community Planning Association of Southwest Idaho (COMPASS) shall include an active public involvement process that provides comprehensive information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans.

COMPASS is committed to broad goals for public involvement in all its programs, including:

- Developing an open planning process that provides citizens with meaningful opportunities to participate in the development and decision-making processes.
- Communicating complete, accurate, understandable, and timely information to the public.
- Seeking representation from a broad cross-section of residents of the Treasure Valley.
- Specifically reaching out to traditionally underrepresented populations.
- Offering a range of educational and public involvement opportunities.
- Providing public input to planners and decision-makers in a timely manner.
- Providing opportunities for early and continuous involvement.
- Complying with requirements of Title VI Civil Rights Act of 1964 and ensuring all citizens have the opportunity to participate.
- Building upon previous COMPASS public involvement and stakeholder outreach efforts.

¹ http://www.compassidaho.org/documents/comm/Final_Public_Involvement_Policy_Oct_2012.pdf

² This policy will be updated in 2015; at that time, it will be integrated into an agency-wide integrated communications plan, as will all future project-specific public involvement plans. Visit www.compassidaho.org/people/publicinvolvement.htm to access current public involvement policies and plans.

Public Involvement Goals for CIM

COMPASS will engage the public and targeted stakeholders, including traditionally underrepresented populations, throughout the development of CIM. COMPASS has two primary public involvement goals for CIM:

1. **Educate and inform the public of the existence of COMPASS and CIM, CIM's impact on Treasure Valley residents, primary issues address in the plan, and the right and responsibility of residents to be aware and involved in plan development and implementation.**
 - a. Raise awareness that COMPASS and a regional long-range transportation plan exist, and how and why a plan is developed.
 - b. Educate the public on who is involved in the planning process, how the plan is used, and how the plan affects the Treasure Valley and its residents now and in the future.
 - c. Educate the public on the primary issues addressed in the plan and how those issues can and will affect the future of the Treasure Valley and its residents.
 - d. Generate awareness that all Treasure Valley residents have a right and responsibility to be involved in the planning process and educate residents on how to become involved.

2. **Continuously engage the public as active participants in planning and decision-making processes by gathering public input during plan development and on the draft plan and ensuring public input is considered throughout the planning process.**
 - a. Engage stakeholders and the general public, including traditionally underrepresented populations, as active contributors in the decision-making process.
 - b. Provide multiple and differing opportunities for the public to provide input into the plan.
 - c. Ensure the COMPASS Board, advisory committees, and COMPASS staff receive the input provided and respond as appropriate.
 - d. Ensure traditionally underrepresented populations have the opportunity to be involved and express their needs and priorities in a manner that best serves individual populations and that input is considered in planning and decision-making.

Outreach Strategies

The following outlines public involvement strategies for the development of CIM, based on the goals and objectives listed on the previous page. It is organized into three sections: ongoing public participation (Item 1.2 in the scope of work), public involvement on the future transportation system (Item 7.6 in the scope of work), and public comment on the draft plan (Item 10.2 in the scope of work). As many of the policy decisions will be carried forward from CIM 2040, it is anticipated that public input will focus on Item 7.6 – public involvement on the future transportation system. [Scope of work will be attached once final]

Ongoing public participation; Scope of Work, Item 1.2 January 2015 – April 2018

- Develop public involvement plan (approved by COMPASS Board no later than November 2014)
- Update stakeholder outreach matrix³ (ongoing)
 - Identify how to best reach/interact with individual populations and at what stage(s) in the planning process
 - Identify and address barriers to participation, such as language, lack of transportation, child care, etc.
 - Continually update and use the stakeholder outreach matrix as the guide for engaging to stakeholders throughout the process
 - Ensure traditionally underrepresented and other specific stakeholder groups are included in the matrix and in targeted public involvement (low income, minority, individuals with disabilities, Native American tribes, freight interests, environmental interests, limited English speakers, transportation providers, etc.)
- Conduct ongoing outreach to generate awareness, educate, and inform the public and stakeholders regarding the plan and issues addressed in the plan, the planning process, and implications of the plan. Methods to be used include, but are not limited to:
 - Issue news releases as appropriate (minimum 3 per year)⁴
 - Work with media on feature stories and interview opportunities (ongoing)
 - Provide presentations to community groups/seek presentation opportunities (minimum 20)
 - Provide information on COMPASS web site (ongoing)
 - Develop and send quarterly email updates to all stakeholders; post the same information on the COMPASS web site (quarterly; January 1, 2015, through July 1, 2018)
 - Post updates on COMPASS Facebook page (minimum 1 per month)
 - Place informational displays in public venues (e.g., libraries, city halls) (minimum 12 locations)
 - Post on Executive Director blog (minimum 4 per year)
 - Host booths at events (transportation related and/or stakeholder related), as appropriate (minimum 6)

³The matrix includes an extensive list of stakeholder types (e.g., neighborhood associations, the elderly), including traditionally underrepresented populations, as well as approaches for interacting with them during different planning phases.

⁴Minimum numbers refer to items related to CIM between January 1, 2015 and June 30, 2018.

Public Participation in Developing the Future Transportation System; Scope of Work, Item 7.6 January 2016 – June 2016

- Continue ongoing outreach, as noted on page 5, including using the stakeholder outreach matrix to continually ensure all populations are included appropriately.
- Work with consultant/vendor to develop/use an online tool to allow individuals to compare their personal preference/ideals/values against different transportation options to provide feedback to COMPASS to help shape the most desirable future transportation system.
- Conduct open houses (3 minimum) to share information, answer questions, and allow participants the opportunity to receive and share the same information as the online tool, but in person.
- Conduct focus groups with traditionally underrepresented populations to provide the opportunity to receive and share the same information as the online tool, but in person.
- Promote the opportunity to comment and provide input using methods including, but not limited to:
 - Email blasts
 - COMPASS website and social media
 - News releases, interviews, op ed pieces, and other earned media exposure
 - Newspaper advertisements, including Spanish newspapers
 - Radio advertisements, including Spanish radio stations
 - Flyers at public locations, with an emphasis on locations that serve traditionally underrepresent populations
 - Presentations to community groups
 - Booths at community events, as appropriate, with online tool available for people to participate at that time (when possible)
- Ensure feedback is provided to planners and decision-makers, including the COMPASS Board, and that it is considered and responded to, as appropriate.
- Post feedback results/comments on the COMPASS website and send via email to the stakeholder email list summarizing the feedback received and how it will be used.
- Summarize public comments and how they were addressed in the plan document, with a link to full, verbatim comments.

**Public Comment on Draft Plan; Scope of Work, Item 10.2
January 2018 – March 2018**

- Continue ongoing outreach, as noted on page 5, including using the stakeholder outreach matrix to continually ensure all populations are included appropriately.
- Conduct open houses (3 minimum) to allow participants the opportunity to review materials, ask questions, and provide feedback in person.
- Provide opportunities to comment online, including:
 - Provide the draft plan and all related materials online, including online and printable comment forms.
 - Conduct virtual open houses, similar to the virtual open houses used for CIM 2040, to allow individuals the opportunity to review information, ask questions, and provide feedback as they would in a traditional, in person, open house.
- Conduct focus groups with traditionally underrepresented populations to provide the opportunity to receive and share information and feedback in a small group setting.
- Provide draft plan and at public venues (e.g., libraries) for comment.
- Promote the opportunity to comment and provide input using methods including, but not limited to:
 - Email blasts
 - COMPASS website and social media
 - News releases, interviews, op ed pieces, and other earned media exposure
 - Newspaper advertisements, including Spanish newspapers
 - Radio advertisements, including Spanish radio stations
 - Flyers at public locations, with an emphasis on locations that serve traditionally underrepresent populations
 - Presentations to community groups
 - Booths at community events, as appropriate, with online tool available for people to participate at that time
- Ensure feedback is provided to planners and decision-makers, including the COMPASS Board, and that it is considered and responded to, as appropriate.
- Post feedback results/comments on the COMPASS website and send via email to the stakeholder email list summarizing the feedback received and how it will be used.
- Summarize public comments and how they were addressed in the plan document, with a link to full, verbatim comments.

Project Management

Ms. Liisa Itkonen is the project manager for the CIM. Ms. Amy Luft is the Communication Coordinator for COMPASS and will coordinate public involvement activities in conjunction with Ms. Itkonen.

The COMPASS Public Participation Committee has provided input in the development of this public involvement plan and will provide input and assistance throughout the process, as will other COMPASS committees, as appropriate.

This public involvement plan was approved by the COMPASS Board of Directors on XXX.

Attachment.

Scope of Work to Prepare *Communities in Motion Update*: Regional Long-Range Transportation Plan

[Pending approval of COMPASS Board]

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TMAC – September 9, 2014

Travel Demand Model modifications:

MaryAnn shared a series of assumptions to reprocess the raw data for household trips using national standard assumptions and data trends in order to smooth out otherwise jagged data tables (which would make for poor modeling). The committee was comfortable with the approach she was taking.

Thanks,
Jeff

DAC – July 22, 2014

DAC considered and approved the proposed process for reconciling changes in new housing and employment that differ from CIM 2040 forecasts. These updates will “accommodate additional goals, objectives and performance measures,” according to Carl Miller, who walked us through tables with figures for households and jobs, 2010 to 2013, organized by demographic area. For a better description of all this, ask Miguel.

Humbly summarized by Jeanette Ross