



Public Participation Plan



Bay City Area Transportation Study (BCATS)

Final Report

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Overview

The Bay City Area Transportation Study (BCATS) is the principal public agency, as per Section 134 (a) of title 23, United States Code, conducting regional transportation studies for the Bay City Urbanized Area. BCATS, through an agreement with the Bay County Board of Commissioners, provides management and policy functions for the transportation planning programs as required by the **Moving Ahead for Progress in the 21st Century Act (Map-21) of 2012**. BCATS provides transportation planning services on behalf of the metropolitan planning organization (MPO) for the cities of Bay City and Essexville and the townships of Bangor, Monitor, Hampton, Portsmouth, Kawkawlin, and Frankenlust. The MPO is established by federal law in all urbanized areas of the nation to carry out the “3C” (continuing, cooperative and comprehensive) transportation planning process. This process is required for the area to continue to receive U.S. Department of Transportation (USDOT) funding. Extensive USDOT funds are spent annually in the Bay City area for highway, bridge, transit, transportation enhancement and safety projects and improvements.

MAP-21 continues the **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005 (SAFETEA-LU)** trends of federal legislation that moves the decision making authority away from the federal government and closer to the citizens. The federal government wants transportation decisions to be more responsive to state and local needs. The updated the requirements of MPOs to develop, advertise, and adopt participation plans from SAFETEA-LU. In response, BCATS has developed this Public Participation Plan that includes provisions to ensure early and continuing involvement of the public in (a) the transportation planning process, (b) the development of transportation plans, and (c) the development of Transportation Improvement Program (TIP). Therefore, the Public Participation Plan shall reflect consultation with interested parties. At a minimum, the BCATS Organization shall publish the Public Participation Plan to be used and allow 45 days for written public comment before the revised plan is adopted.

Citizens, public officials, affected public agencies, representatives of transportation agency employees, users of public transit, freight shippers, private providers of transportation and other interested parties shall have full access to plans and programs, their supporting materials, and an opportunity to participate in all stages of the planning process. The Public Participation Plan shall dictate the methods of the publication for the Public Participation Plan, the Transportation Plan and the TIP to make it readily available for public review and comment. The Public Participation Plan will comply with the Open Meetings Act of 1976 and the Americans with Disabilities Act of 1990. The public participation process described herein is used to satisfy the public participation process for the Program of Projects (POP), as prescribed in accordance with



Chapter 53 of Title 49, United States Code (FTA requirements), and the metropolitan and statewide planning regulations under MAP-21, for the following grantees: Bay Metropolitan Transportation Authority (BMTA).

Summary of Public Participation Plan Objectives

- Create a plan that will enable BCATS to improve & increase participation into the transportation planning process.
- Develop measures to prevent the denial of, reduction in, or significant delay in the receipt of transportation benefits by low-income and minority population.
- Facilitate participation of non-traditional participants in the planning process.
- To provide and encourage timely and early participation to ensure the opportunity for comment (by stakeholders and the public) on transportation decisions.
- Develop transportation plans and projects that reflect BCATS communities' values.

Public Involvement Process

The components of this Public Participation Plan are included in the development, adoption, and amendment of BCATS Transportation plans and programs. The Public Participation Plan will be monitored and reviewed periodically to evaluate its effectiveness. The strategies identified in this plan are intended to result in well attended public meetings, local news coverage of programs, and more public interest in transportation issues and processes within the region. A public comment period of 45 days will be provided prior to the adoption or amendment of the Participation Plan in accordance with federal guidelines. A graphic that illustrates the review and approval process is shown in Appendix 1 at the end of this document.

Public Involvement Tools

Notice of Meetings



All notices of BCATS Policy Committee meetings and public hearings will be published in a local news publication of general circulation within the Bay City Urbanized Area and will also be listed on the Bay County Board of Commissioners “official calendar of monthly meetings.” Notices will also be posted on the bulletin board in the Office of the BCATS Secretary which is at the Bay County Building, 5th floor, 515 Center Avenue, Bay City, Michigan as well as the Bay County Transportation Planning Division website. Should the proposed agenda for the meeting include action on the Participation Plan, the Transportation Plan or the TIP, it shall be specifically noted.

It is also the adopted policy of the BCATS Policy Committee to include in all public meeting notices the following paragraph:

Pursuant to the Americans with Disabilities Act, individuals with disabilities may request aids/services within a reasonable time period to participate in the meeting. Contact Tim Quinn, Personnel Relations Director, 515 Center Avenue, Bay City, MI 48708-5125; phone: 989-895-4098 or 989-895-4049 TDD.

Annual Report

Publishing of the BCATS Annual Report in a local news publication of general circulation within the Bay City Urbanized Area occurs every December. The BCATS Annual Report shall also be included on the Transportation Planning website. This multi-modal report is a summary of the previous year’s work in transportation. It includes updates on planning studies, completed and upcoming roadway construction projects, transit related information and other general data concerning the activities of BCATS. The report also provides names and phone numbers the public can contact regarding transportation issues.

Public Comment Period at all BCATS Policy Committee Meetings

During each BCATS Policy Committee meeting, time shall be allocated for public comment. The public may submit comments to BCATS in person or in any other form of communication (letters, phone, e-mail, fax, etc.). All comments that are received will be read at the meeting during the public comment period. In addition, BCATS encourages citizens to go to the source, that is, the best place to influence a project is at the local level – where projects begin. For example, if a citizen has a suggestion for improving a roadway or transit route, find out who has jurisdiction over the road or route (for example, is it the city of Bay City, the city of Essexville, the Bay County Road Commission, the Michigan Department of Transportation or the Bay Metro Transit Authority, etc.). Once you know who’s in charge, take advantage of opportunities



to voice your support or objection of a proposed project. Projects are approved at the local level (by planning commissions, township boards, city commissions, or road commissions) before they make it on to the BCATS approved project list for federal funding.

Public Hearings

Specifically, before approving any Public Participation Plan, Transportation Plan or TIP, BCATS shall conduct a public hearing to solicit comments. Such hearings shall take place during the regularly scheduled BCATS meeting unless deemed otherwise by the BCATS Policy Committee. Notice of public hearings will be administered in the same manner as notice of meetings. To supplement the public hearing process, BCATS may also engage in hosting public information/public open house meetings at publicly convenient and accessible locations and times such as, but not limited to, public libraries, schools, shopping malls, or township halls. Every attempt will be made to hold such meetings at locations that are along or within one-half mile of a public transit facility. During public hearing BCATS will utilize various visualization techniques, as described on page 7, to assist in conveying the transportation plans and programs.

Radio, TV, Newspaper, Internet

To the extent feasible, BCATS staff will utilize the opportunities provided through local radio, TV, Bay 3TV, newspaper, Internet, and social media to inform the public of the development of transportation planning products such as the Metropolitan Transportation Plan or the TIP. This would include news releases, bulletin board formats, public service announcements and interview opportunities that may be available. Citizens with internet access can go to the BCATS homepage at www.baycounty-mi.gov/Transportation.

Outreach

BCATS staff will attempt to identify and contact special interest groups in the community to assure their opportunity to have input. These would include organizations such as citizen district councils, minority populations, low-income populations, private transportation providers, etc. These groups will receive a direct mailing which describes the transportation planning process and their opportunity for input. This includes, but is not limited, to the organizations listed below. This list may be added to at any meeting of the BCATS Policy Committee:

Midland Salzburg Citizen District Council (CDC)
Northwest CDC
Northeast CDC
Columbus Avenue CDC



South-End CDC
NAACP, Bay City Branch
Bay City Downtown Development Authority (DDA)
Essexville DDA
Hampton DDA
Bangor DDA
Monitor DDA
Senior Citizens Advisory Committee

Community Foundation Railtrail/Riverwalk Committee
James Clements Airport Advisory Committee
AAA Taxi Company
Bangor Township Public Schools Transportation Program
Bay City Public Schools Transportation Program
Essexville-Hampton Public Schools Transportation Program
Bay City Housing Commission (elderly and low income housing)

United Way of Bay County
Bay County Division on Aging
Region VII Area Agency on Aging
Tri-City Cyclist
Great Lakes Bay Region Hispanic Business Association

Visualization Techniques

BCATS will utilize various visualization techniques to inform the public and convey the message of transportation projects, plans, and programs ranging from, but not limited to, static maps, interactive demonstrations, computer model simulations, and photo manipulation to artist renderings. For each individual project, plan, or program, BCATS will use the most efficient visualization technique possible to best inform the public.

Public Participation Plan Process for Major Transportation Documents

BCATS shall consult with governmental units within the MPO, local economic development organizations, freight related businesses, non-motorized transportation groups and clubs, local transportation providers, and other interested parties in the development of the TIP and the Metropolitan Transportation Plan. BCATS shall also conduct outreach, public comment periods and public hearings as described in the Public Participation Plan.



Both the initial TIP and Metropolitan Transportation Plan shall be published for a minimum of 30 days to receive written public comment before adoption. When significant written and/or oral comments are received on the draft Metropolitan Transportation Plan and TIP, BCATS will prepare a summary, analysis, and report on the disposition of comments as part of the final Metropolitan Transportation Plan and TIP. For any amendments that are deemed necessary for the adopted TIP and/or the Metropolitan Transportation Plan, BCATS shall publish at least one notice in a local news publication of general circulation within the Bay City Urbanized Area prior to the approval of the amendment.

Environmental Justice

In April 1997 the U.S. Department of Transportation (DOT) issued the DOT order on environmental justice to Address Environmental Justice in Minority Populations and Low-Income Populations (DOT Order 5610.2). The order generally describes the process for incorporating environmental justice principles into all DOT programs, policies, and activities.

Environmental justice is an important part of the planning process and must be considered in all phases of planning. This includes all Public Participation Plans and activities, the development of Regional Transportation Plans and Transportation Improvement Programs adopted by BCATS. Specifically, BCATS will consider environmental justice concerns within their established participation procedures.

There are three fundamental concepts of environmental justice:

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

BCATS will continue to work to identify residential, employment, and transportation patterns of low-income and minority populations so that their needs can be identified and addressed, and the



benefits and burdens of transportation investments can be fairly distributed. BCATS will also continue to evaluate and, where necessary, improve the Public Participation Plan to eliminate barriers and engage minority and low-income populations in transportation decision making. However, BCATS cannot fully meet community needs without the active participation of well-informed, empowered individuals; community groups; and other non-governmental organizations. These individuals and groups advance the letter, spirit, and intent of environmental justice in transportation when they participate in public participation activities (meetings, hearings, advisory groups) to help BCATS understand community needs, perceptions, and goals.

Our basic message to all citizens is that the earlier you get involved, the better your chances will be to create the impact you desire. There are many situations where public participation has influenced transportation decisions made in our community.

Transportation programs and projects cannot proceed without citizen acceptance and support that come through an educated public and an open inclusive process.

At this time BCATS has identified the following groups to begin initial outreach efforts for environmental justice purposes: All Citizen District Councils, NAACP Bay City branch, the Saginaw Chippewa Indian Tribe, and the Senior Citizen Advisory Committee. This list may grow significantly as environmental justice efforts increase. Specific strategies will be developed with each group after initial contact and discussions have occurred. This will ensure that the strategies will be developed jointly and cooperatively between the MPO and community organizations representing low-income populations and minority populations.

Definition of "Minority" for Purposes of Environmental Justice

According to the U.S. DOT Order 5610.2 the following groups are defined as "minority":

1. Black (a person having origins in any of the black racial groups of Africa).
2. Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).
3. Asian American (a person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands).
4. American Indian and Alaskan Native (a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).



5. Native Hawaiian and Other Pacific Islanders (a person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands).

Definition of “Low-income” for Purposes of Environmental Justice

Low-income is defined as a person whose household income is at or below the Department of Health and Human Services (HHS) poverty guidelines. HHS poverty guidelines are used as eligibility criteria for the Community Services Block Grant Program and a number of other federal programs. However, a state or locality may adopt a higher threshold for low-income, as long as the higher threshold is not selectively implemented and is inclusive of all persons at or below the HHS poverty guidelines.

Summary

The BCATS Public Participation Plan described above will ensure maximum access by the public and encourage proactive public participation to all aspects of the transportation planning process. This increased access for local citizens and other groups to transportation planning will help foster the continuous improvement of BCATS plans and programs to serve the Bay City area.

During the planning process, all projects will have an opportunity for public comment and participation. A project open house is held for major projects to discuss the socio-economic impacts of the project on the community which includes any low-income populations or minority populations. Also, during construction, appropriate detour routes are developed to minimize delay and disruption on all population groups. Having followed the adopted environmental justice practices BCATS has not identified any disproportionate adverse effects on minority or low-income populations.



Appendix 1

Process for Changes to the Participation Plan for Bay City Area Transportation Study

