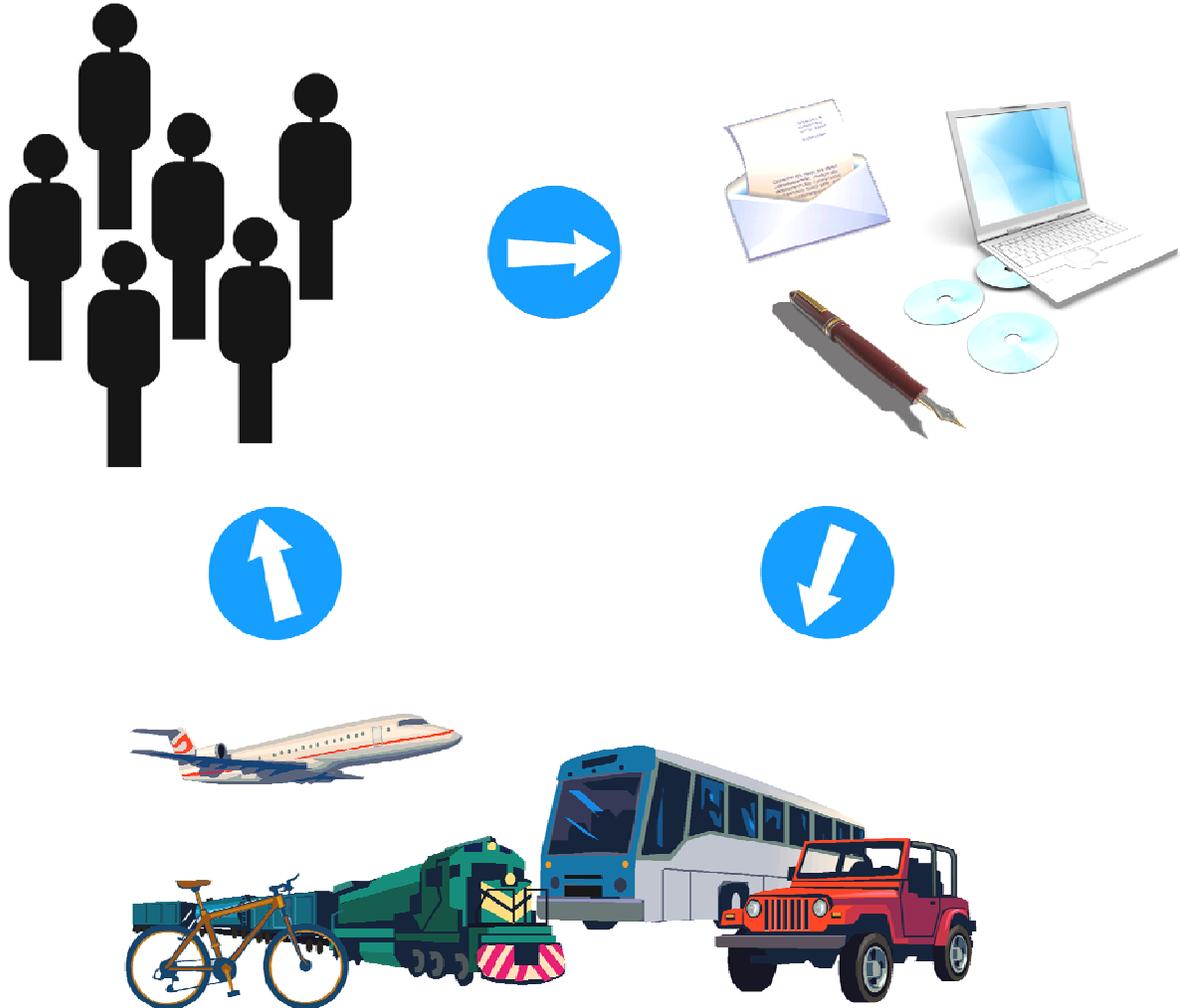


# CAPE COD

## Public Participation Plan

### 2007

### With 2009 Addendum



Reaching out to all people on Cape Cod to ensure that the public is an essential element in the transportation planning process.

BARNSTABLE COUNTY • MASSACHUSETTS



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## CAPE COD COMMISSION

3225 MAIN STREET P.O. BOX 226  
BARNSTABLE, MA 02630  
TEL: 508.362.3828  
FAX: 508.362.3136  
www.capecodcommission.org

# CAPE COD

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## Public Participation Plan

---

### 2007



**Reaching out to all people on Cape Cod to ensure that the public is an essential element in the transportation planning process.**



### **Cape Cod Metropolitan Planning Organization (MPO)**

Executive Office of Transportation and Public Works  
Massachusetts Highway Department  
Barnstable County Commissioners  
Cape Cod Commission  
Cape Cod Regional Transit Authority  
Barnstable Town Council  
Sub-Region A: Bourne, Falmouth, Mashpee, Sandwich  
Sub-Region B: Brewster, Chatham, Dennis, Harwich, Yarmouth  
Sub-Region C: Eastham, Orleans, Provincetown, Truro, Wellfleet  
Cape Cod National Seashore  
Army Corps of Engineers  
Woods Hole, Martha's Vineyard and Nantucket Steamship Authority  
Cape Cod Joint Transportation Committee  
*U.S. Department of Transportation, Federal Highway Administration*  
*U.S. Department of Transportation, Federal Transit Administration*



# CAPE COD

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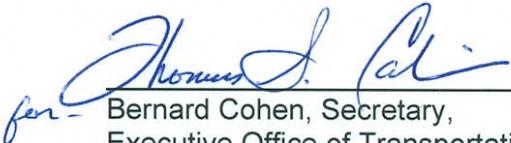
## Public Participation Plan

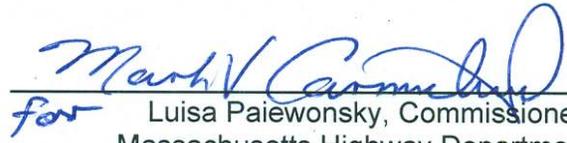
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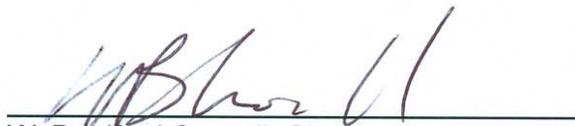
### 2007

SIGNATORY CERTIFICATION

Date: 21 June 2007

  
for Bernard Cohen, Secretary,  
Executive Office of Transportation

  
for Luisa Paiewonsky, Commissioner,  
Massachusetts Highway Department

  
W. Bradford Crowell, Chairman  
Cape Cod Commission

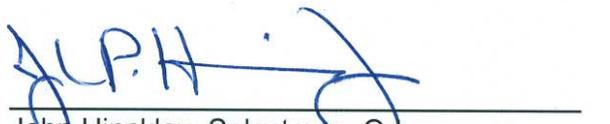
  
Brian Currie, Chairman,  
Cape Cod Regional Transit Authority

  
William Doherty, Chairman  
Barnstable County Commissioners

Janet Joakim, Chairman,  
Barnstable Town Council

Wayne Taylor, Selectman, Mashpee  
Sub-Region A  
(Bourne, Falmouth, Mashpee, Sandwich)

  
Jane Otis, Selectman, Dennis,  
Sub-Region B  
(Brewster, Chatham, Dennis, Harwich, Yarmouth)

  
John Hinckley, Selectman, Orleans  
Sub-Region C  
(Eastham, Orleans, Provincetown, Truro, Wellfleet)

# CAPE COD

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## Public Participation Plan

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### 2007

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**For a translated Executive Summary of major transportation documents, send your request to [trans@capecodcommission.org](mailto:trans@capecodcommission.org), with “translate” in the subject line.**

[www.gocapecod.org](http://www.gocapecod.org)

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Note: Translations subject to availability of electronic translation services. Translations above provided by [google.com](http://google.com) and [babelfish.altavista.com](http://babelfish.altavista.com)

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## INTRODUCTION

### ***About the Cape Cod Region***

Barnstable County, Massachusetts, or the Cape Cod region, includes fifteen towns and is mostly surrounded by water—the Atlantic Ocean, Buzzards Bay, and Cape Cod Bay. The Cape Cod Canal splits the western most Town of Bourne into two parts, and the interstate highways that approach the region reduce into state or local highways leading onto the Cape, with three bridges (two vehicular bridges and one rail lift bridge) that cross the Cape Cod Canal to serve the eastern part of Bourne, and the other fourteen towns. With the limited land access, the region now has seven ferry operators in and out of ports in Barnstable (Hyannis), Falmouth (Woods Hole), Harwich, and Provincetown, along with regularly scheduled air service from two of the six local airports.

### **Overview Map of Barnstable County, MA**



## ***What is the Public Participation Plan?***

This Public Participation Plan sets up the process by which the Metropolitan Planning Organization (MPO) solicits public involvement in the transportation planning process. The MPO strives to share information and collect ideas through public meetings and other efforts in order to improve the planning process and the transportation system.

This Public Participation Plan encourages early and continuing opportunities for involvement in the transportation planning process by providing information and current documents online and by invitation and participation at meetings. Staff is available through arrangement with the Program Manager to attend local meetings, but the most effective involvement is by offering input directly at the MPO and Cape Cod Joint Transportation Committee (CCJTC) meetings.

The opportunities and levels of involvement in the transportation planning process vary, as do the MPO products, and this document includes guidance to access the plans, programs, and opportunities for public involvement. Please read on and spread the word!

## ***What are Our Goals for Public Involvement?***

- 1. Increase and improve opportunities for public involvement**
- 2. Increase accessibility and transparency of information to the public**
- 3. Increase efficiency of our public involvement process**
- 4. Provide the public with more options and more education on how to be involved and heard in the process**

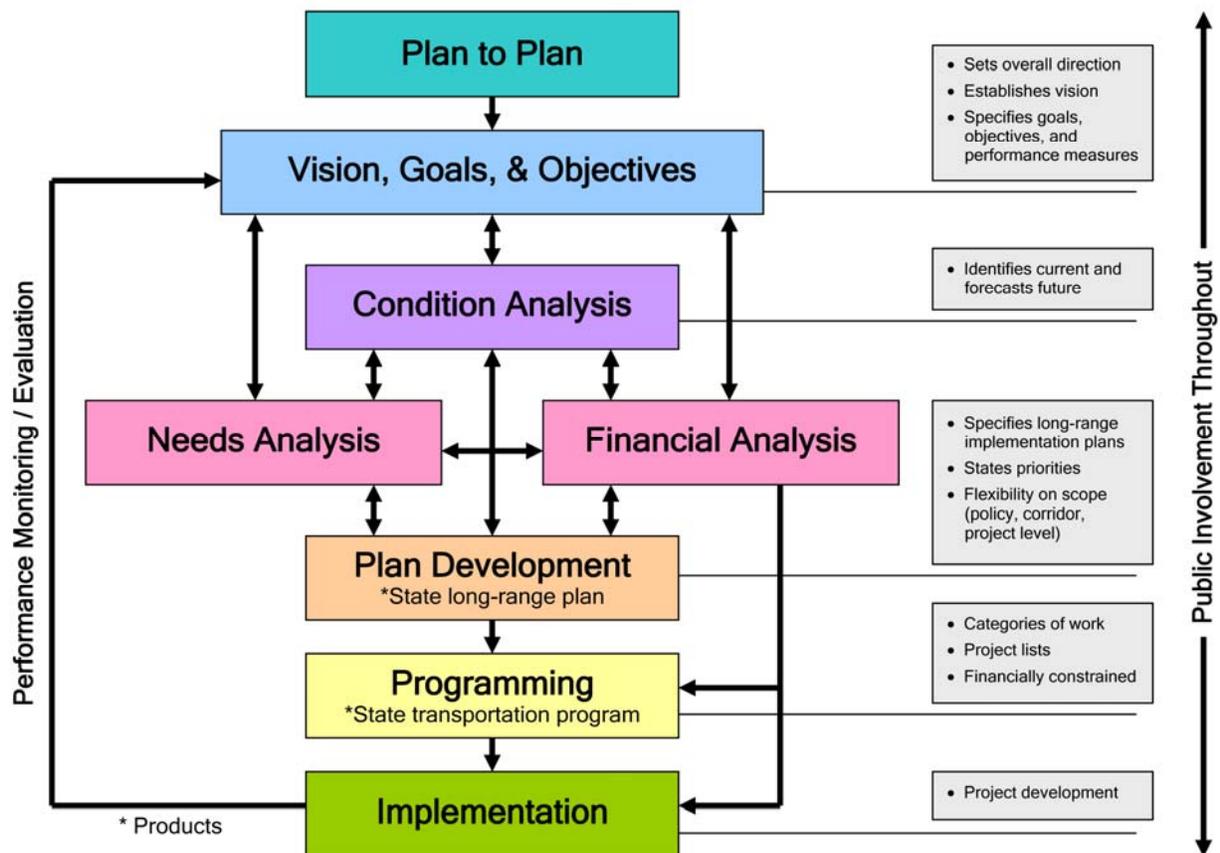
## THE MPO PLANNING PROCESS

### What is the Cape Cod MPO?

The **Cape Cod Metropolitan Planning Organization (MPO)** is a regional body made up of nine voting members which meet five to ten times annually. Established by federal law, across the nation MPO Members and their staff work on transportation decisions for their respective regions. The Cape Cod MPO discusses transportation planning, projects, and financing at open public meetings held locally for the federally aid eligible Cape Cod transportation system needs—operations, maintenance, and improvements. Major infrastructure improvements must go through the state transportation planning process, and with MPO approval any resulting alternatives are included in the local Regional Transportation Plan.

The staff of the Cape Cod Commission, Cape Cod Regional Transit Authority, Massachusetts Highway Department, and the Executive Office of Transportation and Public Works, along with staff of the local towns, participates in the process through preparation of the documents for MPO action.

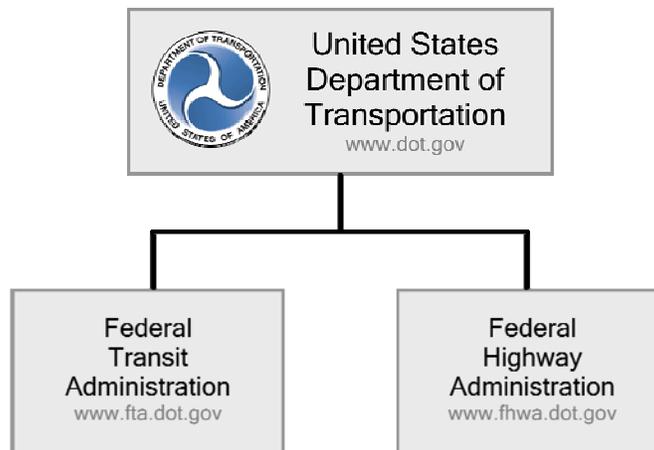
### Overview of State Transportation Planning Process



Source: U.S. Department of Transportation

## **Federal Highway Administration and Federal Transit Administration**

The United States Department of Transportation (USDOT) Office of the Secretary of Transportation includes the transportation agencies and boards for the nation. The two primary agencies related to Metropolitan Planning Organization (MPO) activities are the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). For the complete USDOT organization chart, please see the USDOT Web page: [www.dot.gov](http://www.dot.gov).



Federal laws and guidance provide the requirements and direction for development of the products in the MPO transportation planning process. The current federal legislation, entitled *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* continues the provisions of similar previous federal legislation, the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21st Century (TEA-21), and adds language to encourage more consultation and coordination between stakeholders and the public along with planned growth, development, and the environment.

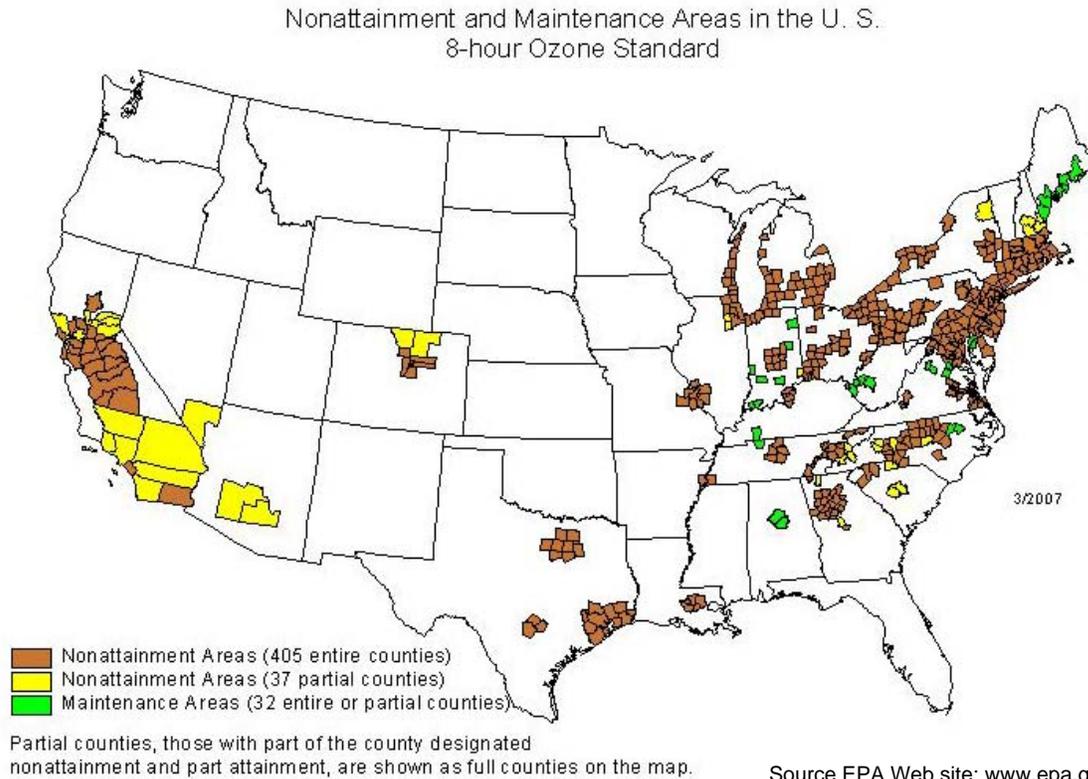
Federal legislation provides direction and a source of funds for the federal aid eligible components of the transportation system. Both FHWA and FTA provide oversight on the MPO planning process and products for Cape Cod. For example, Federal Highway Administration (FHWA) engineers may review and approve the design plans of a transportation system improvement programmed in the Transportation Improvement Program (TIP) with MassHighway for the project to gain approval for construction with federal funds. Examples of projects funded through the Cape Cod MPO process include:

- Cape Cod Regional Transit Authority (CCRTA) buses
- CCRTA operations and maintenance facility
- CCRTA Hyannis Transportation Center
- Willow Street improvements in Yarmouth near Route 6
- Bearses Way construction in Barnstable
- Cape Cod Rail Trail bicycle/pedestrian bridges in Harwich and Orleans

## PLANNING CONSIDERATIONS FOR CAPE COD

### ***Air Quality***

Air quality is one of the environmental factors strongly considered in areas where the air quality has been determined to be below the National Ambient Air Quality Standards as prescribed in the Clean Air Act and its Amendments. Cape Cod, or Barnstable County, is included in the Eastern Massachusetts Non-attainment Area for ozone quality standards.



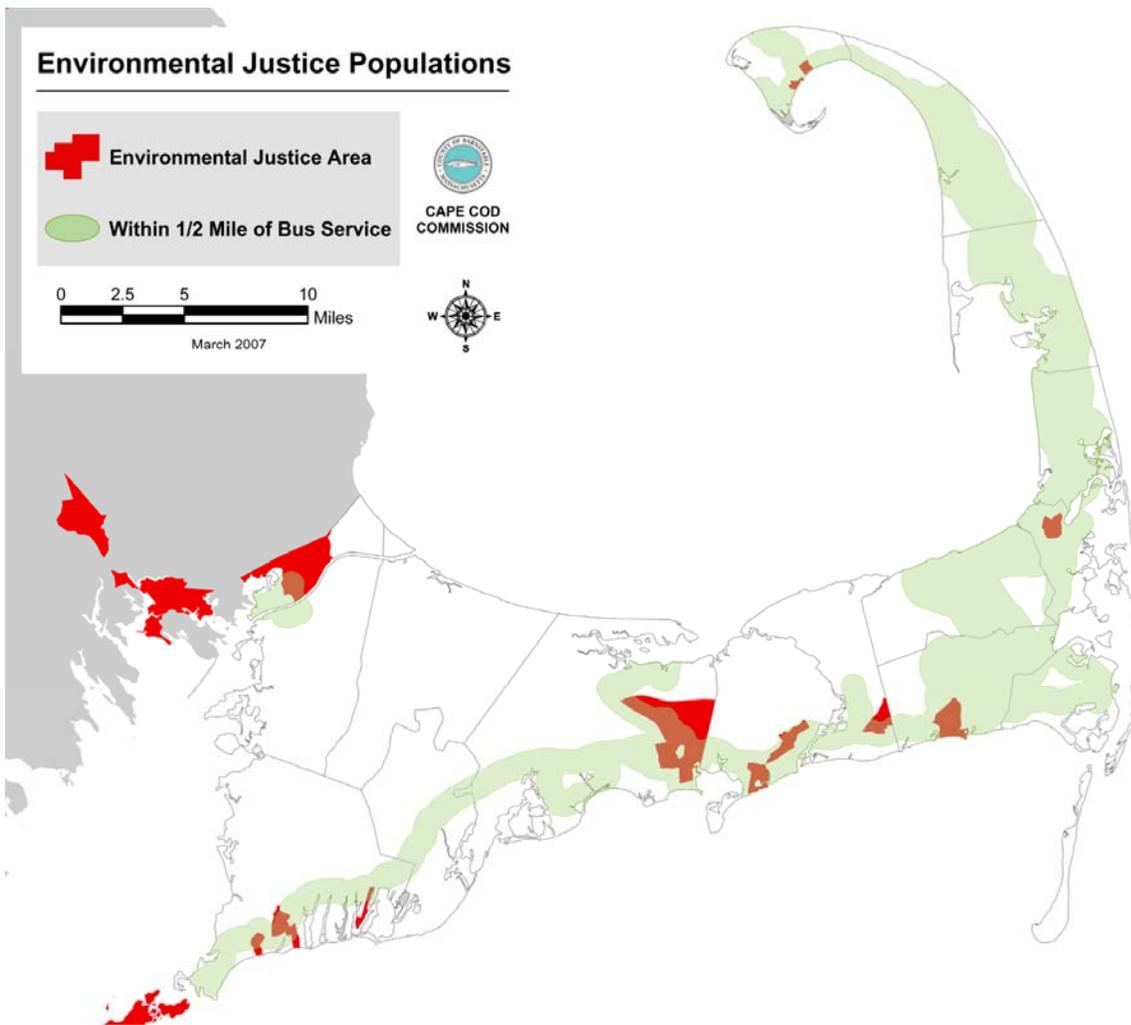
The Environmental Protection Agency collects the air quality data from the monitoring stations. When Regional Transportation Plans propose large scale transportation system improvements, the state as well as the region is required to perform an air quality analysis in order to stay within an emissions budget that is required to work toward improved air quality.

### ***Environmental Justice***

The Commonwealth of Massachusetts identifies an area as an Environmental Justice Population if their annual median household income is equal to or less than 65 percent of the statewide median or their population is 25 percent Minority, Foreign Born, or Limited English Proficiency.

To best serve those with greater transportation needs on Cape Cod, Commission Staff has identified the Cape's Environmental Justice Areas. This may allow Commission and local staff

and officials to target needs and shortfalls within the system, as well as to identify where the network currently offers adequate options. The figure on the next page shows these Environmental Justice Areas in relation to bus services available on the Cape. Assuming a “reasonable walking distance” of one-half mile to access transit, a majority of the Cape’s Environmental Justice Areas receive transit service. Future expansions to the network should consider the areas currently not served by the existing transit network. In terms of a public involvement process, knowing these areas is important in identifying special needs in terms of where people may require additional consideration for access, linguistic considerations, and time and form in which meetings may best engage them.



Environmental Justice Areas based on 2000 United States Census data and the state criteria of the Executive Office of Energy and Environmental Affairs.

## Urbanized Area

Under the federal law, a larger "Urbanized Area" or "UZA" which constitutes an area with a population of 200,000 people or greater, is an Metropolitan Planning Organization but is also designated as a Transportation Management Area (TMA). Following the United States Census in 2000, the Cape Cod area grew to the UZA size of over 200,000, and gained the designation as a TMA.

## MPO PLANNING PRODUCTS

The Metropolitan Planning Organization (MPO) for the Transportation Management Area (TMA) is required in the transportation planning process to develop the Public Participation Plan, the Unified Planning Work Program (UPWP), the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), and to monitor and provide data on the transportation system.

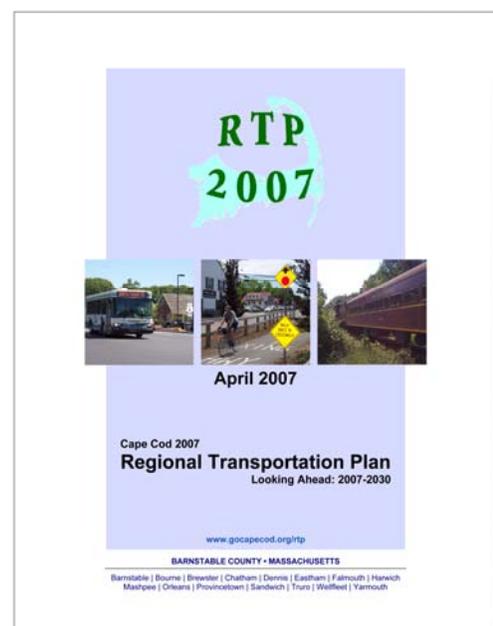
This section of the Plan briefly describes the basic MPO products. The current documents are available at the Cape Cod Commission Transportation Program Website at [www.gocapecod.org](http://www.gocapecod.org); select the project from the dropdown menu on the main page.

### Unified Planning Work Program (UPWP)

The UPWP describes all activities related to the transportation planning process on Cape Cod. This includes data collection, development of the planning products, staff support for the Metropolitan Planning Organization (MPO) and Cape Cod Joint Transportation Committee (CCJTC), and transportation studies to undertake in the region. The UPWP develops each year at public meetings of the MPO for the federal fiscal year that begins on October 1. Although the primary staff involvement is the Cape Cod Commission, the staff activities of the Cape Cod Regional Transportation Authority, Executive Office of Transportation and Public Works, and the Massachusetts Highway Department relating to Cape Cod are also included.

### Regional Transportation Plan (RTP)

The RTP provides goals, policies, and objectives for the existing and future transportation system over the next 20 years. It is the long range view of transportation based on existing system data and needs. The RTP



provides a forum for reviewing the system, presenting the data, and establishing direction and priorities for improvements in the transportation system. Through the RTP effort, the Metropolitan Planning Organization (MPO) strives to assess the existing transportation system and its federal aid components—whether transit, highway, pedestrian, or other—and strives to improve the transportation system and its connections for improved mobility for residents, commuters, and visitors.

Financial estimates established through Congressional appropriations based on the federal legislation *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* provides a funding source in order for the priorities to move to implementation. The RTP may have a vision section, but is required to be financially constrained—the priorities must fit within the estimated funds. The MPO staff must update the RTP every four years, and additional specific studies may occur in the interim. Once the MPO approves the RTP, they submit it for review by state and federal authorities.

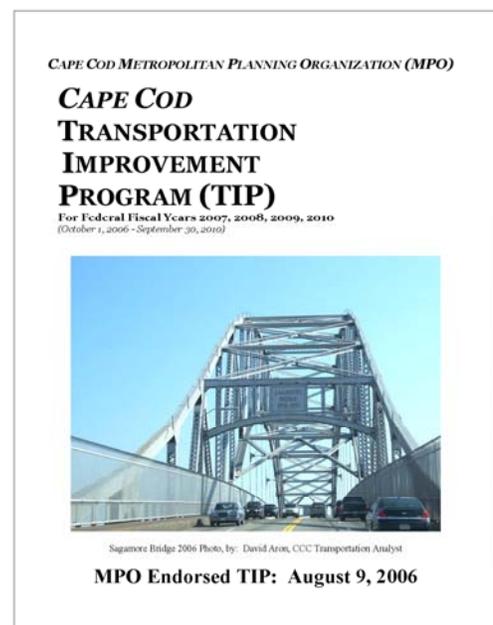
The RTP sets the long-range framework for the region, not only through specific projects, but also through the consensus on general direction and policies. The RTP development process is a very important time for the public to communicate ideas for improving general issues that need to be addressed, such as "...more options are needed to get around" and /or more specific suggestions such as "...express support for the Buzzards Bay transportation center".

The Commonwealth's Department of Environmental Protection (DEP) and the federal Environmental Protection Agency (EPA) review the air quality impacts of the RTP while the Executive Office of Transportation and Public Works (EOTPW), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) also review the RTP for compliance with their regulations and policies.

## ***Transportation Improvement Program (TIP)***

From the Regional Transportation Plan (RTP), proponents of projects and programs move items toward implementation. Following evaluation by the staff, transportation committee, and the MPO, projects graduate to the list of funded items. This list is the Cape Cod Transportation Improvement Program (TIP). While the RTP process requires covering a minimum of 20 years, the TIP comprises four years of projects.

The Federal Highway Administration (FHWA) funded items must align with the short-range estimated federal and state funds available into a list of transportation projects. Most of these "highway" funded projects are for construction. The proponents submit designs for review and approval by the Massachusetts Highway Department (MassHighway) based on MassHighway



guidelines. Once MassHighway approves project designs for the 25 percent design level submission, MassHighway holds a public hearing. The project continues to 100 percent design, all necessary permits are obtained, and with programming in TIP year one, the project is advertised for construction. With bids submitted, accepted, and an award, the project implementation proceeds and is overseen by MassHighway.

For the Cape Cod Regional Transit Authority (CCRTA) projects and ongoing programs through Federal Transit Administration (FTA), the CCRTA submits a list with dollar amounts for the TIP. The CCRTA is a direct grant recipient of funds dedicated for this Urbanized Area, and as such, applies for the FTA funds directly through an online account.

The TIP provides funding beyond the local sources for transportation projects. The MPO staff develops the TIP publicly to direct funding investments for both ongoing programs, such as purchasing CCRTA busses that serve the regional transportation system, and individually designed improvements, such as the Route 132 Boulevard project.

The current TIP is available online from the Transportation Program of the Cape Cod Commission's Website, or directly at [www.gocapecod.org/tip](http://www.gocapecod.org/tip).

## TRANSPORTATION COMMITTEES

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### ***Membership of the MPO, CCJTC, CCC, and CCRTA***

#### **Cape Cod Metropolitan Planning Organization**

The Cape Cod Metropolitan Planning Organization (MPO) incorporates the following voting members:

#### **Agency**

Executive Office of Transportation and Public Works (EOTPW)  
Massachusetts Highway Department (MassHighway)  
Cape Cod Regional Transit Authority (CCRTA)  
Cape Cod Commission (CCC)  
Barnstable County Commissioners  
Town of Barnstable  
Sub-region A (Bourne, Falmouth, Mashpee, Sandwich)  
Sub-region B (Yarmouth, Dennis, Brewster, Chatham, Harwich)  
Sub-region C (Orleans, Eastham, Wellfleet, Truro, Provincetown)

#### **MPO Signatory**

Secretary of Transportation  
Commissioner  
Chairman  
Chairman  
Chairman  
Town Council President  
Selectman  
Selectman  
Selectman

The MPO also includes Ex-Officio Members: Federal Highway Administration, Federal Transit Administration, Army Corps of Engineers, Cape Cod National Seashore, the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority, and the Chair of the Cape Cod Joint Transportation Committee serve as non-voting members of the MPO.

### **Cape Cod Joint Transportation Committee**

The Cape Cod Joint Transportation Committee (CCJTC) Members consist of the fifteen towns: Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Falmouth, Harwich, Mashpee, Orleans, Provincetown, Sandwich, Truro, Wellfleet, Yarmouth, and a Bicycle Representative. In addition, there are Ex-officio Members: the Administrator of the Cape Cod Regional Transit Authority, the Executive Director of the Association for Preservation of Cape Cod, the Division Highway Director of the Massachusetts Highway Department (MassHighway) District 5 Office, and the Cape Cod Liaison of the Executive Office of Transportation and Public Works (EOTPW) Office of Transportation Planning. The Cape Cod Joint Transportation Committee (CCJTC) as an advisor to the Metropolitan Planning Organization (MPO) will review plans, programs, and studies as a regular course of business in meetings throughout the year. The MPO will also review these same items, consider the CCJTC advice, and vote on endorsement of the major documents and studies.

### **Cape Cod Commission**

The Cape Cod Commission (CCC) representatives consist of the fifteen towns and a County Commissioner, a Minority Representative, an American Indian Representative, and a Governor's Appointee. Listed at the Cape Cod Commission Website [www.capecodcommission.org](http://www.capecodcommission.org) are the current members of the Commission. From the Commission Website choose the Transportation Program for links to Members of both the Cape Cod Metropolitan Planning Organization (MPO) and the Cape Cod Joint Transportation Committee (CCJTC).

### **Cape Cod Regional Transit Authority**

The Cape Cod Regional Transit Authority (CCRTA) Board has representatives from the fifteen towns as Board Members. For a list of the Cape Cod Regional Transit Authority Board Members, please call the administrative office of the Cape Cod Regional Transit Authority at **508.775.8504**.

## ***Meetings***

This section provides a general overview of the meetings for the listed committees and agencies current as of the time of this publication. For meetings of the CCRTA, the EOTPW, and MassHighway, the public should contact the staff of the various entities directly or visit the agencies individual websites regularly to inform themselves of their ongoing outreach process.

The Unified Planning Work Program, Regional Transportation Plan, and Transportation Improvement Program, along with other major studies or documents under development, will be included on the CCJTC and MPO meeting agendas. Transportation staff will present Final Draft documents for recommendation to the CCJTC and to the MPO for endorsement.

### **Cape Cod Joint Transportation Committee Meetings**

The Cape Cod Joint Transportation Committee (CCJTC), transportation advisory group to the Metropolitan Planning Organization, meets monthly on the first Friday of each month. The meetings take place in the Superior Courthouse on Main Street (Route 6A) in Barnstable at 8:30

AM. The meeting schedule is available online, by going to [www.gocapecod.org/tip](http://www.gocapecod.org/tip) and selecting "CCJTC Meeting". The schedule becomes available each year in the fall for the next calendar year; please check for an agenda if you are planning to attend a specific meeting. Anyone may join the "Transportation Meeting" mailing list and receive the agendas by mail, or contact the Cape Cod Commission office at **508.362.3828**. The CCJTC meeting agendas are typically available 7 days prior to the meetings.

### **Cape Cod Metropolitan Planning Organization Meetings**

For meetings of the Cape Cod Metropolitan Planning Organization (MPO), you will automatically receive an agenda if you are on the "Transportation Meeting" list. At the current time MPO meetings do not occur at a prescheduled time or place, but the MPO does meet at a location within the Cape Cod fifteen town area of Barnstable County. Members of the public may contact the Cape Cod Commission office at **508.362.3828** to ask for the MPO meeting information. The MPO meets five to ten times annually, and the MPO Members typically schedule the next MPO meeting on an as-needed basis at the end of each meeting.

The MPO meeting for consideration of the Draft TIP release will satisfy the PPP and afford an opportunity for public comment in accordance with requirements for Section 5307 Grants from the Federal Transit Administration (FTA) with the following: a) the grantee or a designee is available at the meeting, and b) the Section 5307 projects in the TIP are routine projects. Section 5307 projects that require an environmental assessment or an environmental impact statement will require additional public involvement, in accordance with the joint Federal Highway Administration (FHWA)/FTA environmental regulations, 23 CFR, part 771.

### **Cape Cod Commission Meetings**

The Cape Cod Commission (CCC) typically meets on every other Thursday afternoon at 3:00 PM in the First District Courthouse, and agendas are available online, or you may contact the CCC office at **508.362.3828**.

### **Cape Cod Regional Transit Authority Meetings**

The Cape Cod Regional Transit Authority (CCRTA) typically meets on Wednesday mornings in the Hyannis Transportation Center. For more information, please contact the CCRTA office at **508.775.8504**.

### **Other Transportation Meetings**

There are additional public meetings held on the transportation planning process and during the development of documents for the MPO. These meetings occur on various times and days as needed, however all persons and organizations on the "Transportation Meeting" list will automatically be sent notice of these meetings approximately 7 days in advance. The Transportation staff is also available to bring presentations out to other groups. For more information, please contact the CCC office at **508.362.3828**.

## **Staff to the MPO, CCJTC, CCC, and CCRTA**

The Cape Cod Commission Transportation staff provides technical expertise in transportation and traffic-related matters for the Commission and the 15 communities on Cape Cod. This includes regulatory reviews, planning projects, and technical projects for towns and the region. Transportation staff members also coordinate transportation planning activities with federal, state, regional, and local agencies and support the work of the Cape Cod Metropolitan Planning Organization (MPO) and the Cape Cod Joint Transportation Committee (CCJTC). The local staff contacts for the MPO, CCJTC, and Cape Cod Commission (CCC) are at the CCC office in Barnstable, and listed online at the CCC Website [www.capecodcommission.org/staff](http://www.capecodcommission.org/staff). The state liaisons from the Executive Office of Transportation and Public Works (EOTPW) and the Massachusetts Highway Department (MassHighway) District Office also attend and participate in the CCJTC and MPO meetings, along with the staff level related meetings for project evaluation, review, and coordination.

The Cape Cod Regional Transit Authority (CCRTA) staff meets with the transit staff at the state EOTPW on policy and budget issues, and typically attends and participates in the CCJTC and MPO meetings. For more information, please contact the CCRTA at **508.775.8504**.

## **OUTREACH PROCESS: A STRATEGY GUIDE**

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This section, the Strategy Guide, is a centralized list of requirements and options for the public involvement process. Several of the items in this section are requirements for a number of projects or programs, while others are simply strategies that may improve the public involvement process and are very beneficial where possible. These strategies may only be appropriate in specific situations and thus are not mandates on all projects in which the Cape Cod Metropolitan Planning Organization (MPO) or its committees seeks public input. These strategies can serve to better inform decision-makers of the opinions and needs of the public and the stakeholders on Cape Cod. The titles and descriptions indicate when and whether these items may be required. **For a brief listing of these items that summarizes if and when they are required, see the Checklist on page 19 of this Plan.**

### **Who Must Follow the Public Participation Plan?**

This Public Participation Plan is to allow local involvement in decision-making for transportation. While it is primarily directed at the Cape Cod MPO Members and staff, this PPP also requires that the Cape Cod Regional Transit Authority (CCRTA), the Executive Office of Transportation and Public Works (EOTPW), the Massachusetts Highway Department (MassHighway), and their associated agencies or hired consultants follow the Cape Cod Public Participation Plan for transportation plans, studies and/or designs undertaken in or near to the Cape Cod Region. This will allow for improved communication and cooperation in development of transportation plans, studies and/or

**All public and private agencies involved in transportation projects on Cape Cod must adhere to the goals and requirements of the Public Participation Plan.**

designs by informing and including the Cape Cod Metropolitan Planning Organization (MPO)/Cape Cod Commission transportation staff and the Cape Cod Joint Transportation Committee in transportation studies and projects undertaken in or near the Cape Cod Region. This plan requires that all public and private agencies involved in transportation projects on Cape Cod adhere to the goals and requirements of the Public Participation Plan.

### **Transportation Meeting Agenda Requirements for MPO and CCJTC Meetings**

The Cape Cod Commission (CCC) will maintain a mailing list, entitled "Transportation Meeting" for notice of meetings and agendas of the Cape Cod Metropolitan Planning Organization (MPO) and Cape Cod Joint Transportation Committee (CCJTC). Barnstable County Staff will mail and post agendas for these CCJTC and MPO meetings as well as notices for public meetings on MPO documents under development and/or during the official public comment period.

**The meeting notices or agendas mailed to the "Transportation Meeting" list will be mailed 7 to 14 days prior to the meeting date.**

The "Transportation Meeting" mailing list contains citizens, major transportation providers, the Cape's legislative delegation, representatives of environmental organizations, and representatives of those traditionally underserved by existing transportation systems. Anyone wishing to receive the agendas for a transportation meeting may submit their name and address for addition to the mailing list. The main regional newspaper and other newspapers that are on the "Transportation Meeting" mailing list will receive transportation meeting agendas / notices.

This Public Participation Plan encourages early and continuing opportunities for involvement in the transportation planning process by providing information and current documents online and by invitation to meetings. Staff is available through arrangement with the Program Manager to attend local meetings, but the most effective involvement is by offering direct input directly to officials at the MPO and CCJTC meetings.

### **Requirements for Document Development and Draft Notice**

When under development or discussion, the major products—for example, the Regional Transportation Plan—of the Cape Cod Metropolitan Planning Organization (MPO) transportation planning process are available at the local meetings, and draft versions of the documents are online. The agenda of the Transportation Meeting (MPO and Cape Cod Joint Transportation Committee (CCJTC)) will have the item on the agenda when discussion may take place. Transportation Staff will also post notices of Draft and Final Regional Transportation Plans, Transportation Improvement Programs, and other major transportation studies on the Cape Cod Commission Transportation Program Website at [www.gocapecod.org](http://www.gocapecod.org).

### **Public Comment Timeframe Requirements**

The public may offer comments at any time in the transportation planning process during the public comment agenda item of the transportation meeting.

In addition, transportation/MPO staff will accept public comments on the major Cape Cod Metropolitan Planning Organization (MPO) planning documents, the Regional Transportation Plan (RTP), and the Transportation Improvement Program (TIP), following the public release of

the respective draft document for approximately 30 days. Both the RTP and TIP draft and final documents will be available online during this period for ease of public access.

Transportation/MPO staff will update and amend this Public Participation Plan (PPP) as needed or requested by the MPO, and will accept and collect comments from the public for approximately 45 days.

**Following the release of Draft documents of the RTP, TIP, and other major MPO documents, Transportation Staff will accept comments for approximately 30 days. The public comment period for an update to the PPP is a minimum of 45 days.**

### **Provide all Transportation Documents Digitally Online**

It is important in this day and age to make information free and accessible to the greatest extent possible, while balancing the reality of harsh fiscal constraints. The Internet presents the opportunity to accommodate both of these needs, offering a great deal of information while avoiding spending public dollars on printing large documents, which may often total hundreds of pages. It is therefore the best use of resources to provide all current and future MPO transportation documents in digital format. Staff will produce major documents in physical format upon request when either no Executive Summary is available or staff can recover the cost of production through a reasonable copy and distribution fee.

### **Provide Executive Summaries of Major Transportation Documents**

In order to make long and technical transportation documents more accessible to the public, Transportation Staff will work to ensure that the public has access to Executive Summaries of all long and technical documents. It is important for transportation documents to be usable to the public and documents produced in the future should keep this in mind. A brief Summary of technical and/or lengthy documents will be a simple way for the public to gain knowledge of the process, programs, and/or recommendations without compromising the need for detail associated with the major document. Staff will work to offer these documents, both in digital format online and in print at no charge.

### **Translation of Summaries**

In an attempt to reach a greater audience, while attempting to maximize the efficiency of the transportation staff, Summaries of major documents will be available upon request in Portuguese (Portuguese), Spanish (Español), French (Français), German (Deutsch), Italian (Italiano), Greek (Ελληνικά), Large-Print of these languages and English for the visually impaired, as well as an audible version for the visually-impaired. Transportation staff will work to offer the transportation Website in translation in the languages listed above as well. The specific translations offered are subject to the availability of electronic translation services. Transportation Staff will use online services, such as google.com and babelfish.altavista.com to offer translations to documents and to the Transportation Program Website.

[www.gocapecod.org](http://www.gocapecod.org).

### **Work to Reach Non-participating, Low-Income, and Minority Populations**

While the Public Participation Plan strives to provide information to all interested parties and the public, special areas and/or populations may require additional efforts. Typical areas for

additional outreach may include those with Environmental Justice Populations and/or persons with disabilities. The Commonwealth of Massachusetts identifies an area as an Environmental Justice Population if their annual median household income is equal to or less than 65 percent of the statewide median or their population is 25 percent Minority, Foreign Born, or Lacking English Language Proficiency. With nearly 25 percent of the Barnstable County population over the age of 65, according to the United States Census of Population for the year 2000, additional outreach may be required for improved involvement in decision-making on mobility options by this population group.

### **Hold Public Meetings in Open, Accessible, Public Settings**

It is important to ensure that all people have an equal opportunity to access meetings related to transportation issues. Meeting locations shall consider accessibility for Disabled Americans, those dependent on public transportation, and shall be in places that are open and visually accessible.

### **Increase Publicity for Cape Cod MPO and Committee Activities**

Staff will notify the public of various transportation activities through a variety of media, as appropriate to each event or project and may include newspaper, radio, the internet, flyers, mailing lists, E-Mail or other methods to be determined in the future. Staff will focus on making information available, and where feasible in a format that is easily translatable for non-English speaking persons and magnification for the visually-impaired. The staff will do this to the greatest possible extent, with consideration for the efficient use of public resources. Staff will continue to seek new technology to make these accommodations less cost and resource intensive in the future.

### **Identify and Build Relationships with the Cape's Stakeholders**

A stakeholder is any person or group affected by a particular transportation project. This can include many different groups, such as the general public; environmental, health, neighborhood, and civic organizations; traditionally underserved communities, such as low-income, and racial and ethnic minorities; various private organizations; and affected public agencies. On major project studies, transportation staff will attempt to identify stakeholders and bring awareness of the planning process and input opportunities. On a project-by-project basis it is important to determine the stakeholders to determine where to focus outreach efforts.

### **Conduct Information Workshops**

Information workshops are a working group, open to the public to get people thinking about solutions to transportation problems. These sessions, held on an as-needed basis, may include topics such as transit, roadways, bicycle and pedestrian access, freight, or other transportation issues.

### **Continue to Provide and Encourage Opportunities for Public Input at MPO, CCJTC, CCC, and CCRTA Meetings**

The Cape Cod Metropolitan Planning Organization will continue to allow and encourage the public to contribute during their meetings. The Cape Cod Joint Transportation Committee, the Cape Cod Commission, and the Cape Cod Regional Transit Authority will also continue to encourage public comment at each of their respective meetings.

### **Partner with Local groups to co-host public input meetings and workshops**

To seek to reach out to area stakeholders, transportation staff may have opportunities to collaborate with local groups, such as neighborhood and civic associations to co-host public input meetings or workshops related to transportation in general or related to a specific topic. These meetings, if accessible and properly announced may substitute a traditional public meeting, while capturing an additional audience and receiving assistance by a partner organization in reaching out to the community. This may be an effective way to gather a greater consensus of public opinion, gather more opinions in general, and establish connections within local communities.

### **Conduct Surveys**

Surveys are a good tool to better understand what people perceive as needs in their community or region. It also can help determine if the public supports the determined priorities or if public opinion necessitates a change in priorities. In the future it may be possible to have surveys online, which can allow more people to get involved, allows a more continuous collection of data over a longer period of time, at a lower cost, and offer the public a greater sense of convenience and anonymity.

### **Develop an Online Comment Forum**

In an overall effort to continue to advance the use of technology in collecting public input, transportation staff shall work to create an online venue where the public may speak regarding their concerns on the transportation system. This forum may continue as it is now and simply be a one-directional message system. With technical Web site improvements, there may be a future improvement to allow for both submission of comments and viewing of other comments received.

### **Be flexible and consider new methods as needed and as suggested**

Transportation staff will continue to consider new and innovative ways to collect input from the public, based on ideas developed by staff, ideas from other community leaders, and ideas submitted from the public. New methods are not limited to new technologies, but simply any method not currently used which may bring additional input. It will be important, in keeping any new methodology, that methods used are the most efficient use of limited public resources.

## CHECKLIST FOR PUBLIC INPUT ON MPO PRODUCTS

Plan or Program	Development Frequency	Comment Period	Public Meeting(s) Required	Update
Unified Planning Work Program	annually	30 days	no separate public meetings, but on local agendas of the CCJTC, CCC, MPO, and others as invited	Currently being updated June 2007
Regional Transportation Plan	once every 4 years	30 days	At least 4 public meetings, including: 3 during development and 1 during the 30-day public comment period following release of the Draft Plan	2011
Transportation Improvement Program	annually	30 days	no separate public meetings, but on local agendas of the CCJTC, CCC, MPO, and others as invited	Currently being updated June 2007
Public Participation Plan	as needed	30 days	1 public meeting during public comment period and on local agendas of the CCJTC, CCC, MPO, and others as invited	Currently being updated June 2007
Major Transportation Studies related to Cape Cod	as needed	30 days	1 public meeting during public comment period and on local agendas of the CCJTC, CCC, MPO, and others as invited	Examples are the state Hyannis Access Study and the National Park Service/ CCRTA mini-modal study

Please note that these are the minimum requirements for each major product, and are typically performed by Cape Cod Commission staff members. The Cape Cod MPO expansion in 2005 included a broader local membership, which is another way to spread the word about MPO activities locally. MPO Members are encouraged to mention the MPO process and products throughout their interactions on Cape Cod, especially while engaged in related activities and/or project discussions.

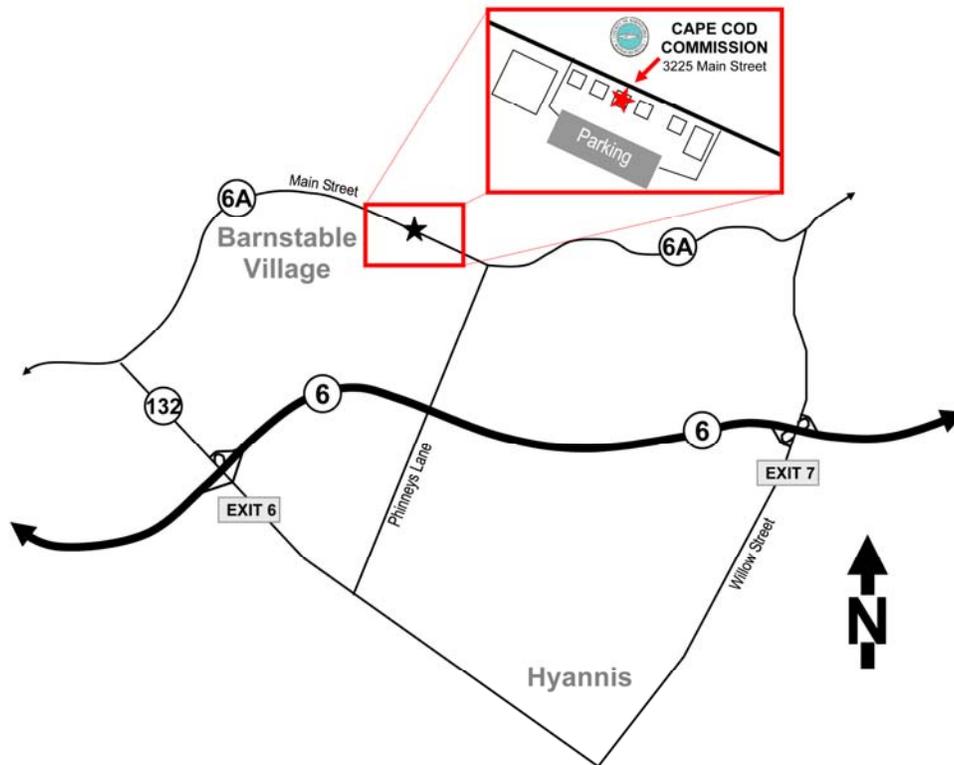
## HOW GOALS AND STRATEGIES INTERRELATE

Strategies	Goals			
	1 Increase and improve opportunities for public involvement	2 Increase accessibility and transparency of information to the public	3 Increase efficiency of our public involvement process	4 Provide the public with more options and more education on how to be involved and heard in the process
Provide all Transportation Documents Digitally Online		✓	✓	✓
Provide brief Executive Summaries of Major Transportation Documents		✓	✓	✓
Offer translated Executive Summaries in many formats		✓	✓	✓
Identify and Build Relationships with the Cape's Stakeholders	✓			
Work to Reach Non-participating, Low-Income, and Minority Populations	✓	✓		✓
Increase publicity for Cape Cod MPO and Committee Activities	✓	✓	✓	✓
Conduct Information Workshops	✓	✓		✓
Hold Public Meetings in Open, Accessible, Public Settings	✓	✓		✓
Provide for Public Input at MPO, CCJTC, CCC, and CCRTA Meetings	✓	✓	✓	✓
Conduct Surveys	✓	✓		✓
Partner with Local groups to co-host public input meetings and workshops	✓	✓	✓	✓
Develop an Online Comment Forum	✓	✓	✓	✓
Be flexible and consider new methods as needed and as suggested	✓			✓

## HOW TO SUBMIT YOUR COMMENTS

### By mail or in person, to:

Cape Cod Commission Transportation Program  
3225 Main Street (Route 6A)  
PO Box 226  
Barnstable, MA 02630-0226



### By facsimile "fax":

Attention: Transportation Program  
Fax: 508.362.3136

### By electronic mail "e-mail" to:

[trans@capecodcommission.org](mailto:trans@capecodcommission.org)  
Include "Comment" in the subject line

This Public Participation Plan encourages early and continuing opportunities for involvement in the transportation planning process by providing information and current documents online and through open meetings, but the most effective involvement achieved is by direct input at the MPO meetings.

Any member of the public may submit comments regarding the transportation system in person at MPO meetings under the public comment item, as previously stated, or in writing. Currently, members of the public may submit comments by mail, in person at the Cape Cod Commission office, by facsimile, and/or by e-mail.

Cape Cod Metropolitan Planning Organization (MPO)

Cape Cod Public Participation Plan 2007  
ADDENDUM

The *Cape Cod Public Participation Plan 2007 (PPP)*, which provides a process for public involvement in the transportation planning for the region, was endorsed by the MPO at their meeting on June 21, 2007. The Cape Cod Metropolitan Planning Organization (MPO), through its regular and advisory group meetings, always encourages public participation on changes to major documents.

This **ADDENDUM** to the *Cape Cod Public Participation Plan 2007 (PPP)* proposes the addition of the following provision:

When deemed necessary, as evidenced by an affirmative vote of the MPO, the thirty (30) day time period for accepting public comments on changes to a major document may be reduced to not less than fifteen (15) days.

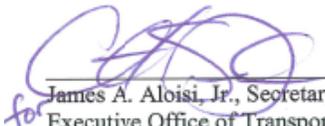
PPP existing section from Page 7 of the existing PPP.

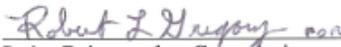
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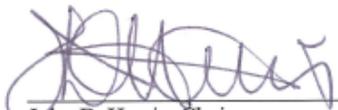
The signatures to follow reaffirm that the current PPP will continue to provide the public participation process for transportation planning in the region, along with the Addendum herein when deemed necessary.

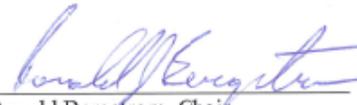
SIGNATORIES:

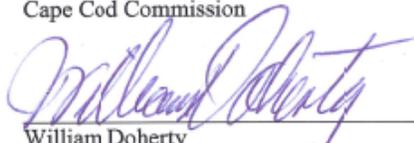
Date: 24 Aug 09

  
James A. Aloisi, Jr., Secretary  
Executive Office of Transportation

  
Luisa Paiewonsky, Commissioner  
Massachusetts Highway Department

  
John D. Harris, Chair  
Cape Cod Commission

  
Ronald Bergstrom, Chair  
Cape Cod Regional Transit Authority

  
William Doherty  
Barnstable County Commissioners

  
Frederick Chirigotis, President  
Barnstable Town Council

Wayne Taylor  
Bourne, Falmouth, Mashpee, Sandwich

  
Lawrence Cole, Ph.D.  
Brewster, Chatham, Dennis, Harwich, Yarmouth

  
Fred Gaechter  
Eastham, Orleans, Provincetown, Truro, Wellfleet