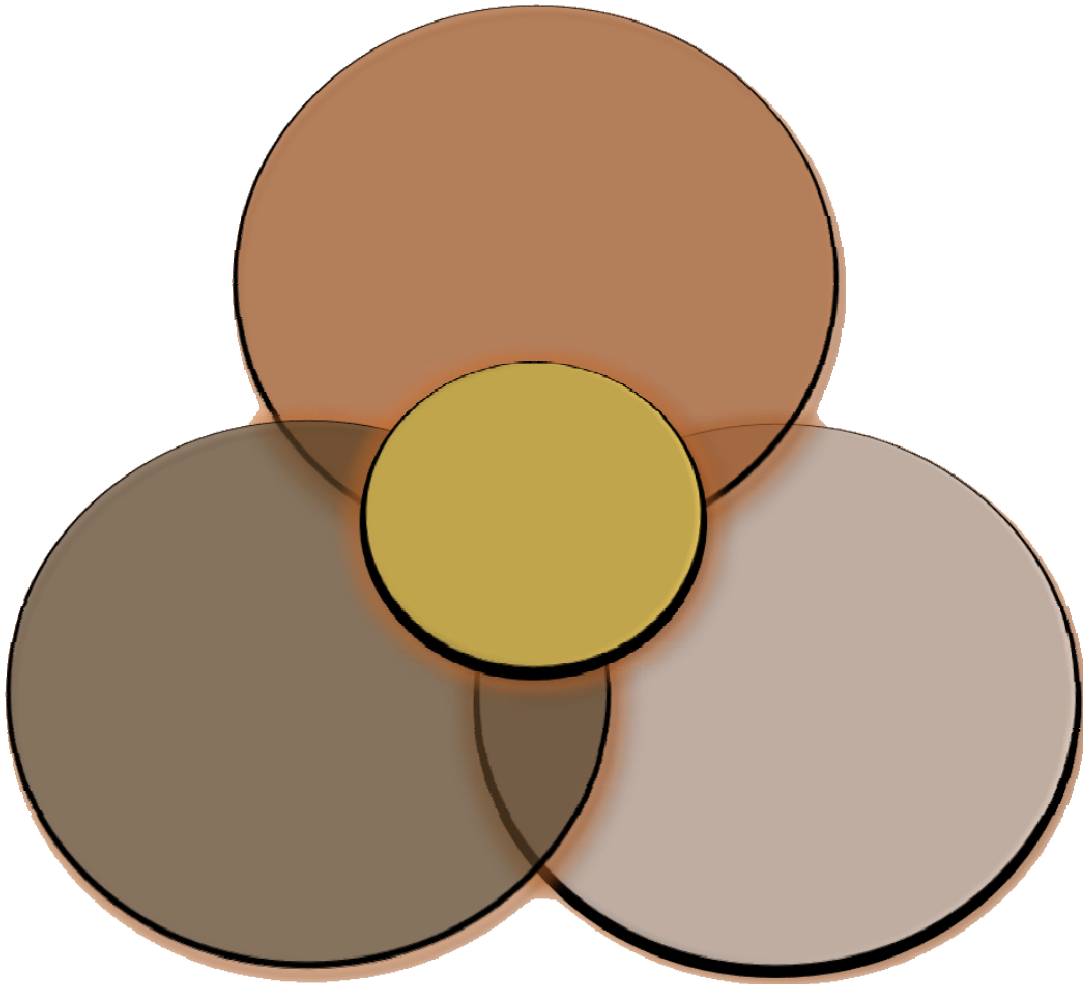


# **PUBLIC INVOLVEMENT PROCEDURES**

**PUBLIC PARTICIPATION IN TRANSPORTATION DECISION MAKING**



## **ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL**

JUNE 2021

**ITCTC**  
**PUBLIC INVOLVEMENT PROCEDURES**  
PUBLIC PARTICIPATION IN TRANSPORTATION DECISION MAKING

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## PREFACE

This document is a plan for the implementation of the guidelines and procedures promulgated in federal regulations that address public involvement and public outreach in the transportation planning process. The Ithaca-Tompkins County Transportation Council (ITCTC) is the designated metropolitan planning organization (MPO) for the Ithaca metropolitan area, which for transportation planning purposes, encompasses all of Tompkins County. MPOs are required to develop a documented participation plan that facilitates involvement in the metropolitan transportation planning process by all interested parties. The Ithaca-Tompkins County Transportation Council's intent is to provide the maximum feasible participation by the public in the metropolitan planning process within the limitations of staff time and financial resources currently available. The document outlines what techniques the ITCTC will employ as standard public participation procedures and how it will expand the use of new communications technology to assist in its outreach efforts.

## INTRODUCTION

**Public involvement** in transportation decision-making is central to accomplishing the vision of federal transportation legislation. The legislation recognizes that transportation investment decisions have far-reaching effects and thus require that metropolitan and statewide transportation decisions and plans consider a wide array of factors including land use impacts and the overall social, economic, energy, and environmental effects of transportation decisions.

The process for developing transportation plans and programs must provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems. Federal legislation also recognizes the diversity of views on transportation problems and investment options and states that, prior to adopting plans or programs, the MPO shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment. Federal Department of Transportation (USDOT) policy and the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) regulations build on these principles by requiring MPOs to establish their own continuing public involvement processes which actively seek participation during transportation decision making; from the earliest planning stages including the identification of the purpose and need, through the development of the range of potential solutions, up to and including the decision to implement specific solutions.

The "public" is further defined by FHWA and FTA to specifically include various segments of the public and the transportation industry that must also be given the opportunity to participate. The FHWA and FTA define the public broadly as including all individuals or groups who are potentially affected by transportation decisions. This includes anyone who resides in, has interest in, or does business in a given area that may be affected by transportation decisions. Persons traditionally underserved by existing transportation systems such as low income or minority households and the elderly should be explicitly encouraged to participate in the public involvement process. The public includes both individuals and organized groups. In addition, it is important to provide similar opportunities for the participation of all private and public providers of transportation services, including, but not limited to, the trucking and rail freight industries, rail passenger industry, taxicab operators, and all conventional and unconventional transit service operators.

On May 27, 2016, FHWA and FTA published new regulations in the Federal Register (Vol. 81, No. 103) regarding Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning under the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and the Fixing America's

Surface Transportation Act (FAST). Included are rules pertaining to *Interested parties, participation, and consultation* in the metropolitan transportation planning process (23 CFR § 450.316). The regulations explicitly require the development and use of a documented participation plan that defines a process for public involvement in transportation decision-making.

These regulations provide a basic set of requirements indicating what the FHWA and FTA expect from public involvement with respect to plans, programs, major transportation investments, and transportation projects to achieve. In sum, Federal legislation and its implementing regulations envision an open and proactive decision-making process eliciting the input and active involvement of all affected individuals, groups, and communities, addressing the full range of effects that the transportation investments may have on our communities and our lives. Urban Areas with populations greater than 50,000 persons and that have a designated **Metropolitan Planning Organization (MPO)** must respond not only to the requirements of legislation but to those mandates of related Federal acts, such as the **Clean Air Act** and the **Americans with Disabilities Act. ADA requires specific participation activities** – particularly for para-transit plans. These include:

- Outreach (developing contacts, mailing lists, and other means of notification to participate);
- Consultation with individuals with disabilities;
- Opportunity for public comment;
- Accessible formats;
- Public hearings;
- Summaries of significant issues raised during the public comment period; and
- Ongoing efforts to involve people with disabilities in planning.

Involving the public in the development or revision of public participation processes will help MPOs identify approaches that work best in the community. Techniques for doing this include: distributing easily understood materials explaining why this involvement is important, outreach to members of the public who have not traditionally been involved in transportation decisions, inviting the community to participate in presentations on the short and long-term transportation challenges the County faces and making presentations to civic organizations, senior citizens' groups, minority groups, and other public agencies who are stakeholders in transportation decisions.

**The Ithaca-Tompkins County Transportation Council (ITCTC)** is the designated **MPO** for Tompkins County and is therefore charged with the responsibility of gathering information from the public and involving the public in setting priorities in the transportation planning process. The ITCTC's task in the public participation plan involves learning about the public it wants to reach and informing its target audiences or groups and individual citizens of opportunities for their participation in conferences, workshops, and other informational meetings.

Developing an effective public involvement program is a strategic effort that requires assembling a selection of techniques to meet the needs of a given transportation plan, program, or project. Current Federal statutes and regulations provide general guidelines for locally developed public involvement processes and procedures; there is, however, great flexibility available to transportation agencies in developing specific public involvement programs. The ITCTC will implement innovative and effective public outreach techniques and technologies for obtaining information that will reflect the public's thinking and attitudes regarding matters of transportation planning.

## 1. MPO STRUCTURE AND OPERATION

The Ithaca-Tompkins County Transportation Council (ITCTC) is made up of three entities:

- a. The **Transportation Policy Committee**, which is composed of the principal municipal elected officials representing the urbanized area. This committee is the final MPO decision-making authority.
- b. The **Transportation Planning Committee**, which is responsible for coordinating and managing the area's transportation planning activities and providing technical advice to the Policy Committee. The Planning Committee is composed primarily of lead technical staff from the member entities and State and Federal regulators.
- c. The **Central Staff** is responsible for performing the administrative and technical services necessary to operate the MPO. The efforts of the Central Staff are supplemented by the "in-kind services" of various participants in the MPO process.

The committee Chairpersons, or the staff director if designated, are the official spokesperson of either the Policy Committee or the Planning Committee. The chair or designee's responsibilities include reporting actions taken by the committees to the public and to public and private agencies.

A list of committee members by function/municipality or title is included in Appendix A.

## 2. TRANSPORTATION PLANNING DOCUMENTS

The ITCTC solicits public comments on planning documents and the documents governing its policies and operations when these documents undergo revision or major amendment. These include:

- a. **Unified Planning Work Program (UPWP):** Federal rules require that each MPO develop an annual Unified Planning Work Program. The purpose of this annual work plan is to coordinate all transportation and transportation-related planning activities that the MPO intends to accomplish during the program year utilizing federal, state and local resources. It delineates responsibilities and procedures for carrying out the cooperative transportation planning process. The UPWP serves as a grant application for federal funds and as a management tool for directing the staff activities throughout the year.
- b. **Transportation Improvement Program (TIP):** The TIP is the prioritized program for federally funded transportation improvements within the metropolitan area over a minimum of a four-year period. The TIP must be updated at least every 4 years; the ITCTC currently updates its TIP every two to three years in coordination with NYSDOT and other NY state MPOs. This document is prepared in accordance with the latest final Metropolitan Planning Rule as published in the Federal Register. The purpose of the TIP is to provide members of the MPO, transportation providers, the general public and other affected groups and individuals with a general description of the capital transportation planning activities to be accomplished during the time frame of the document, usually 5-years.
- c. **Long-Range Transportation Plan (LRTP):** The purpose of this document is to provide members of the Metropolitan Planning Organization, transportation providers, the general public and other affected groups and individuals with a comprehensive Long-Range Transportation Plan for the Ithaca, NY Metropolitan Area. The LRTP is based on a twenty-year horizon that includes both short and long-range implementation strategies and provides for an integrated future transportation system. The LRTP is updated every five years. The LRTP is created in accordance with the requirements included in the latest Metropolitan Planning Rule published in the Federal Register.

- d. **Other:** Periodically, the ITCTC will generate documents from staff or consultant-based transportation planning studies. When appropriate, a specific schedule and plan for public participation will be developed for these studies independently.

### 3. DOCUMENT AMENDMENT PROCESS AND PUBLIC PARTICIPATION

At the time of each document update the ITCTC will re-publish the **Transportation Improvement Program (TIP)**, the **Long-Range Transportation Plan (LRTP)** and the **Unified Planning Work Program (UPWP)** documents in draft form for public review. As a rule, the ITCTC will advertise a minimum thirty (30) day public comment period for TIP, LRTP and the UPWP updates. A minimum forty-five (45) day public comment period is required for revisions to the Public Involvement Procedures. A different public comment period may be implemented at the direction of the Planning Committee. All the draft documents will be posted on the ITCTC web site , and for those without Internet access, hardcopies will be made available in local libraries, town and village halls and the ITCTC Offices for public review. Public notice of the comment period will also be advertised in a newspaper of general circulation, as well as on the ITCTC website.

When it becomes necessary to *amend* the TIP or UPWP documents, the process shall be governed by the guidelines established in the Unified Operations Plan (UOP). In accordance with federal regulations, an additional public comment period is necessary if the revised TIP or Long-Range Transportation Plan differs significantly from the version that was made available for public comment initially, so as to raise new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

- a. **Unified Planning Work Program:** The UOP states that Planning Committee may exercise its authority to make and approve UPWP budget revisions if these total no more than 10% of the total UPWP budget. The ITCTC Policy Committee shall be notified of such budget revisions within one week. An UPWP budget revision is defined as an amendment if it affects an amount greater than 10% of the budget. Such an amendment requires Policy Committee approval. Adding a new task to the UPWP is also considered an amendment that requires Policy Committee approval.
- b. **Transportation Improvement Program:** The UOP guidelines state that for the TIP, the Planning Committee may “exercise authority to make and approve minor revisions to the TIP during the program year. Minor TIP revisions, called *Administrative Modifications*, are defined as “changes that impact less than 10% of an individual project or less than 5% of available funding for the TIP, whichever is greater”. Other larger amendments require Policy Committee approval, providing another opportunity for public review and participation. At least one public meeting shall be held prior to the adoption of a new TIP. To the maximum extent practicable, the meeting will be held at a convenient time and in an accessible location or the meeting may take place remotely via a publicly available online meeting platform. Public notice of the meeting will be advertised in a newspaper of general circulation.
- c. **Long-Range Transportation Plan:** The LRTP is updated every five (5) years and requires public participation at that time. A specific schedule and process for public participation will be formulated for the regularly scheduled updates to the Long-Range Transportation Plan. Any public meeting(s) held as part of the adoption of an updated Long-Range Transportation Plan will be held at a convenient time and in an accessible location, to the maximum extent possible, or the meeting may take place remotely via a publicly available online meeting platform. Such meetings will be advertised in a newspaper of general circulation.
- d. **Public Involvement Procedures:** The ITCTC Public Involvement Procedures are updated periodically on an as-needed basis. Federal regulations require a forty-five (45) day comment period

for updates to the Public Involvement Procedures. As with other ITCTC documents, a draft of the Public Involvement Procedures will be posted on the ITCTC web site and hard copy versions will be available in the local libraries, town and village halls and the ITCTC Offices for those without Internet access for public review.

#### **4. PUBLIC INVOLVEMENT THROUGH IN-PERSON AND REMOTE MEETINGS**

The citizens of the Ithaca metropolitan area have a substantial interest in the transportation facilities and services provided. The transportation planning process must be responsive to these interests. Therefore, the ITCTC is committed to the establishment and maintenance of a program of meaningful and timely public participation in the transportation planning process as required by federal law, and federal, state, and local regulations. The overall objective of the ITCTC public involvement process is to provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement as required in federal regulations.

The Ithaca-Tompkins County Transportation Council's public participation program will have two basic objectives: 1) disseminate the maximum amount of information about the transportation planning process to as many interested members of the general public as possible; 2) actively seek informed responses from the community regarding transportation problems and priorities and potential solutions. The ITCTC will seek to provide a variety of ways for various community interest groups and individuals to participate in the transportation planning process with the degrees of involvement they desire.

The ITCTC planning area includes all of Tompkins County; therefore, informing the "community" involves an outreach to village, city, and town residents countywide. Targeting an area that is affected by a project to inform the public requires a coordinated effort with municipalities to properly inform the public using an appropriate format and venue. Community and civic groups that can provide access to individuals and can serve as forums for participation are valuable outreach resources. The ITCTC will coordinate with local municipalities, agencies, and organizations to provide effective outreach for projects.

Non-Traditional meeting places are locations that are not the usual meeting hall or public building where many participation events are traditionally held. These non-traditional options include shopping centers, elderly drop-in centers, county fairs, neighborhood fairs and block parties and sporting events. To extend its outreach, the ITCTC will go to non-traditional venues as the need arises.

Online meeting platforms have evolved into effective and popular options for public outreach. The ITCTC will avail itself of these technologies when appropriate or necessary. The ITCTC will also use social media, emails, and other digital outreach tools as appropriate, to help with public outreach. All available meeting recordings will be made accessible on the ITCTC website. The website itself may be translated to multiple languages.

When the need exists, the ITCTC will make special efforts to offer translation for people who use languages other than English. ADA groups will be notified that access for the special need populations is available and interpretation for the hearing impaired will be provided when feasible.

ITCTC meetings fall into different categories as follows:

- a. **Policy and Planning Committee Regular Meetings:** The ITCTC is a "public body" as defined in the New York State Open Meetings Law and is therefore subject to the requirements of that law. The public is invited and encouraged to attend and participate in the regularly scheduled meetings of the ITCTC. Meeting notices are sent out approximately two weeks prior to each meeting. The notices include the date, time and location of the meeting and the agenda to be covered. The ITCTC web

page also includes meeting schedule information. The public will be informed that a detailed package of information pertaining to the meetings topics will be available prior to the meeting date at the ITCTC website or at the agency offices. At the beginning of the meetings there is a public comment period that permits any member of the public to comment on agenda items. Written comments provided to the Staff a minimum of two weeks prior to regularly scheduled meetings will be distributed to the Committee members.

- b. **Policy and Planning Committee Special Meetings:** Because the metropolitan transportation process is a dynamic process, there will be occasional need to schedule special meetings of the Transportation Policy Committee and/or Transportation Planning Committee. Public notice for these meetings will be provided in accordance with these procedures. Interested members of the public will be informed regarding the scheduling of MPO subcommittees as appropriate.
- c. **Public Meetings:** At times, the ITCTC will hold public meetings in order to address issues of concern. These meetings will be publicly advertised and will offer an opportunity for the public to express their ideas and opinions and otherwise provide input for consideration by the ITCTC. In general, these meetings will deal with transportation issues and their ramifications, or they will focus on notable impacts of concern to individuals or groups.
- d. **Workshops:** A workshop is a task-oriented meeting organized around a particular topic or activity. Typically, workshops involve a relatively small group (20–40) and addresses aspects of a narrowly defined topic. Workshops are usually one to three hours in duration for small groups to work on specific agenda. Because they are relatively short and task-focused, workshops can be part of a larger meeting or conference. The ITCTC will continue to lead or sponsor workshops as educational and information gathering opportunities.
- e. **Conferences:** A conference is a highly structured program of presentations and discussions. Conferences usually have an overall theme, with multiple related sessions throughout the day. They can have presentations or panel discussions followed by questions. Having elected officials or panels of recognized experts present can help boost interest in attendance and provide information that may not be readily available to the public. Conferences often have plenary sessions attended by all participants, followed by breakout sessions on various elements (workshops). Conferences may extend from half a day to as long as three days or more. Although not a frequently used public participation forum, the ITCTC will use a conference format when it is appropriate.

All the above ITCTC activities will be held in accessible facilities. If appropriate, meetings may take place remotely via a publicly available online meeting platform or may be structured as a combination of in-person and online broadcasting. All available meeting recordings will be made accessible on the ITCTC website.

## 5. CIVIL RIGHTS (TITLE VI)

The Ithaca-Tompkins County Transportation Council (ITCTC) assures that its operations are in full compliance with Title VI of the Civil Rights Act of 1964, the Restoration Act of 1987, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any ITCTC sponsored program or activity, regardless of funding source

The ITCTC also assures that every effort is made to prevent discrimination through the impacts of its programs, policies, and activities on populations of color and low-income populations. Furthermore, the



ITCTC takes reasonable steps to provide meaningful access to services for persons with limited English proficiency.

The ITCTC maintains a Civil Rights/Title VI Implementation Plan that can be accessed online or by contacting the ITCTC offices - <https://tompkinscountyny.gov/itctc/civilrights>.

## 6. INTERESTED PARTIES AND AGENCIES

In its public involvement processes, the ITCTC strives to be as inclusive and thorough as possible. Federal regulations require that the participation plan provide interested parties with reasonable opportunity for involvement in the metropolitan planning process. The maintenance and development of transportation facilities and services is of particular interest to certain individuals and groups. As such, the regulations call for the input of specific stakeholders. The list does not preclude the involvement of others, but focuses the process on the following:

- Citizens
- Affected Public Agencies
- Representatives of Public Transportation Employees
- Freight Shippers
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of Users of Pedestrian and Bicycle Transportation Facilities
- Representatives of the Disabled
- Other Interested Parties

The resident population of Tompkins County is the key constituency for public involvement efforts of the ITCTC. Public meetings are open to all citizens and are advertised in general circulation newspapers. Citizen input is sought extensively during each major revision of the Long-Range Transportation Plan, as the Plan is the key document for guiding transportation policy into the future. Various public agencies are directly represented on the ITCTC Transportation Planning Committee. Other agencies are routinely invited to ITCTC meetings. The ITCTC works closely with local, state, and federal bodies that are engaged in planning activities to coordinate planning efforts to the extent appropriate and practicable. In particular, the ITCTC has a productive and regular relationship with the New York State Department of Transportation as well as with municipal planning officials throughout the County. The ITCTC periodically reviews its list of interested public entities to better include all those with concern for transportation planning activities. Inter-agency coordination is vital for the promotion of consistency of transportation plans with land use and economic growth plans developed by state and local bodies.

**Public Hearings:** A public hearing is required only when a specific statute requires one but may also be triggered by a request from the public. A local government may hold a public hearing in other instances, such as when it desires public input on a sensitive or controversial policy issue. If one has any question as to whether a public hearing is required for a particular matter, it is recommended that a consultation with the county attorney or county prosecutor take place. A public hearing is mainly a way to solicit comment from the public. Although a public hearing is also a public meeting, the main purpose of most public hearings is to obtain public testimony or comment. A public hearing may occur as part of a regular or special meeting, or it may be the sole purpose of a special meeting, with no other matters addressed.

Procedural requirements that apply to public hearings: Notice (legislative and quasi-judicial public hearings). Some form of public notice is required for all public hearings. If the statute that requires a public hearing in a particular instance identifies the type of notice to be provided, those notice requirements must be followed. Such notice requirements may include publication in a newspaper, posting on and/or near real property that may be affected by the matter being addressed in the hearing,

and mailing notice to specific parties. Since all public hearings are considered public meetings under the Open Public Meetings Act, the notice requirements of that law must be followed. Additional notice beyond existing statutory notice requirements may be required.

## **7. MEDIA OUTREACH**

The ITCTC will work with the public and social media to inform Tompkins County residents about projects and programs through newspapers, radio, television and videos, social media posts, posters, email distribution, mass mailings of brochures or newsletters, and distribution of fliers. Many people rely heavily on public and social media for information about events, plans or projects that affect them. Use of the media is important for people who have little time to attend meetings or participate in public involvement activities. Media coverage can help generate interest in a project or a program. It is the goal of the ITCTC to use public and social media to generate interest in local transportation issues and increase public participation. Knowing the community within a project area will help to determine the best method of outreach. Some of the outreach methods include:

- Internet – development and maintenance of a web site (can be translated to multiple languages)
- Social Media – i.e. Facebook, Twitter, etc.
- Mailing Lists – USPS and email
- Key Person Contact
- Interviews
- Public Information Announcement
- Presentations to community groups
- Video Productions
- Public Media: Television, Newspaper, Radio, etc.

The ITCTC will publish public information materials and make that information accessible in a variety of media to facilitate public participation in the planning process. Public information material is material that provides information about a transportation initiative that is underway or in the planning stage. This material can be printed literature, but other formats such as video, radio announcements and computer-aided graphics may be used to best capture public attention.

## **8. GETTING FEEDBACK FROM PARTICIPANTS**

The ITCTC has a web page, e-mail address and maintains a social media presence. The agency may be reached via telephone, e-mail or direct mailing to our offices using the United States Postal Service. Current contact information will be included in agency documentation or generally on the ITCTC web page. Although Internet access may not be available to everyone, a growing number of public libraries, public schools and community organizations are making access possible as the technology matures and becomes more pervasive. In addition, internet access via mobile devices is widespread and increasing.

Posted in the ITCTC web page - <https://tompkinscountyny.gov/itctc> - is the following information:

- Overview of the MPO
- Draft Reports and Ongoing Projects and Initiatives
- Final Reports and Completed Projects
- UPWP, TIP and Long-Range Transportation Plan documents and related information
- Meeting Schedule, agendas (including minutes) and recordings
- Upcoming Public Meetings
- Related Links

The ITCTC will use a variety of techniques to meet particular needs. The use of consultants to provide specific expertise will continue to be employed. Studies that require sampling of opinions from surveys,

focus groups or selected cross sections of a population will be prepared by experts in that field under ITCTC direction.

Federal regulations call for the use of visualization techniques in the public participation process. The ITCTC makes extensive use of maps, diagrams, and other visual aids in the development and revision of its TIP and Long-Range Transportation Plan. With the wide availability and use of geographic information systems (GIS) technologies, relatively sophisticated maps can be developed for dissemination of a wide variety of planning information using hardcopy, static digital and interactive online maps.

## **9. CONSIDERATION, ANALYSIS, AND SUMMARY OF PUBLIC COMMENTS**

The ITCTC will consider input from the public and incorporate it into the decision-making process when appropriate; however, the public must receive assurance that its input is valued and considered in decision making so that it is confident that the time and energy expended in getting involved is meaningful and worthwhile. To do this, ITCTC will maintain records of public involvement activities, input, comments, and issues identified by the public. The ITCTC will reply to request for written documentation or published information within a reasonable time frame and where feasible will respond to input received during the public participation phase of information gathering.

A critical component of the public participation process is the fair consideration of the comments and input that are received. In responding to public input, the ITCTC will publish a summary analysis of the comments received and the disposition of those comments in the final published TIP or Long-Range Transportation Plan. This report will illustrate the ITCTC's interest in public viewpoints and indicate how input was included. The report will serve to direct the public to existing components of a plan that address concerns raised during participation processes. The report can also address public requests that are not specifically met in the final TIP or Long-Range Transportation Plan.

# Appendix A

## ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL AGENCY MEMBERSHIP

### **TRANSPORTATION POLICY COMMITTEE**

The Policy Committee consists of the following individuals or such alternates as they may designate. Asterisk represents voting member:

- \*Tompkins County Legislature
- \*Mayor, Village of Cayuga Heights
- \*Mayor, Village of Lansing
- \*Supervisor, Town of Dryden
- \*Supervisor, Town of Ithaca
- \*Mayor, City of Ithaca
- \*New York State Department of Transportation
  - Supervisor, Town of Ulysses
  - Supervisor, Town of Caroline
  - Supervisor, Town of Newfield
  - Supervisor, Town of Lansing
  - Supervisor, Town of Danby
  - Supervisor, Town of Groton
  - Supervisor, Town of Enfield
  - Board Chair, TCAT
  - Cornell University
  - Federal Transit Administration
  - Federal Highway Administration

### **TRANSPORTATION PLANNING COMMITTEE**

Although the appointments of individuals to the Planning Committee are made at the discretion of the respective Policy Committee members and parent agencies, the Planning Committee membership will typically consist of representatives of the following:

- Tompkins County Department of Public Works
- Tompkins County Department of Planning
- City of Ithaca Planning Department
- City of Ithaca Department of public works
- Town Planning, Town of Ithaca
- Town Engineering, Town of Ithaca
- Department of Public Works, Village of Cayuga Heights
- Department of Public Works, Village of Lansing
- New York State Department of Transportation
- Federal Highway Administration
- Federal Transit Administration
- Town of Caroline
- Town of Danby
- Town of Dryden
- Town of Enfield
- Town of Groton
- Town of Lansing
- Town of Newfield
- Town of Ulysses
- Cornell University
- TCAT