

Baton Rouge Area Metropolitan Planning Organization (BRMPO) Public Participation Plan

Adopted October 25, 2011



Prepared by

Capital Region Planning Commission (CRPC)
(Equal Employment Opportunity Employer)
333 North 19th Street, P.O. Box 3355,
Baton Rouge, Louisiana 70821
Phone (225)383-5203 Fax (225)383-3804
www.crpc-la.org



Disclaimer:

The Capital Region Planning Commission does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in access to, or operation of its programs, services, activities or in its hiring or employment practices. ADA and Title VI inquiries should be forwarded to: 333 North 19th Street, P.O. Box 3355, Baton Rouge, Louisiana 70821, (225)383-5203.

Executive Summary

The Capital Region Planning Commission (CRPC) acts as the metropolitan planning organization (MPO) for the five-parish Baton Rouge area. Baton Rouge MPO (BRMPO) is required to have a Public Participation Plan. This section summarizes plan activities that are described more fully in the body of the document.

Section 1. Introduction

The introduction provides an overview of the BRMPO, the committees that make up the metropolitan planning organization, its major products, and its expectations for public participation in the transportation planning process.

Highlights

BRMPO is responsible for three major planning products for the five-parish plus planning area: the Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. In compliance with current federal transportation legislation (SAFETEA-LU), BRMPO has developed this Public Participation Plan to provide a framework for the public participation process which will be applied to the development of the Long Range Transportation Plan (Metropolitan Transportation Plan/MTP), the Transit Long Range Plan, the Strategic Plan for Transit, the Transportation Improvement Program (TIP), the Unified Planning Work Program, Transportation Related Air Quality Plans and Conformity Analysis, and other appropriate transportation plans and projects.

Section 2. Public Participation Policy

This section provides specific guidelines for how BRMPO will comply with the Louisiana Public Records Act (also known as Louisiana Sunshine Law), publish official notices, conduct public hearings, host special public meetings periodically, and make all plans and documents available to the public.

Highlights

Louisiana Public Records Act - Any person of the age of majority can examine public records in the state. Penalties were set for government officials who failed to comply with the law.

Responsibilities – This section outlines BRMPO's responsibilities regarding notice of meetings, conduct of meeting, outreach for participation, availability of materials, and other activities related to acting as the regional MPO.

Section 3. Public Participation Techniques

This section provides an overview of various techniques and methods that may be used by BRMPO to carry out its public participation process.

Highlights

BRMPO will use a variety of techniques including publication of draft plans and processes through print, public meetings, and its website. BRMPO will seek public input through its formal Technical Advisory Committee (TAC) meetings and Transportation Policy

Committee (TPC) meetings, other formal local government commission meetings, and special public meetings and workshops.

Section 4. Plan Specific Guidelines

This section provides specific guidelines for when BRMPO will encourage the public and interested parties to participate in the development, adoption, amendment, and review of major MPO plans including the Public Participation Plan, the Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program.

Highlights

BRMPO staff, under guidance from the Technical Advisory Committee, is responsible for the preparation of each draft document. BRMPO will determine the appropriate mix of public participation techniques (identified in **Section 3.0**) that will be suitable for different planning products. The TPC will consider each plan for adoption at a public meeting after all comments are received, documented, evaluated, and addressed.

- Public Participation Plan – Forty-five (45) day public review and comment period.
- Metropolitan Transportation Plan – Thirty (30) day public review and comment period for adoption of the plan and fourteen (14) day public review and comment period for amendments.
- Transportation Improvement Plan – Thirty (30) day public review and comment period for adoption of the plan and fourteen (14) day public review and comment period for amendments.
- Unified Planning Work Program – Fourteen (14) day public review and comment period.
- In the event BRMPO receives comments requiring major changes to the document, a second public review and comment period of seven (7) days shall be scheduled.

Table of Contents

Executive Summary	iii
Section 1. Introduction.....	iii
Section 2. Public Participation Policy	iii
Section 3. Public Participation Techniques	iii
Section 4. Plan Specific Guidelines.....	iv
1.0 Introduction	- 1 -
1.1 Capital Region Planning Commission	- 1 -
1.2 MPO Committees	- 1 -
1.3 MPO Plans	- 2 -
1.4 Public Participation in the Planning Process	- 3 -
2.0 Public Participation Policy	- 5 -
2.1 Open Public Meeting Act	- 5 -
2.2 Responsibilities.....	- 5 -
3.0 Public Participation Techniques	- 7 -
3.1 Media	- 7 -
3.2 Presentations / Meetings / Workshops	- 8 -
3.3 Other Tools.....	- 8 -
4.0 Plan Specific Guidelines	- 10 -
4.1 Public Participation Plan	- 10 -
4.2 Metropolitan Transportation Plan	- 10 -
4.3 Transportation Improvement Program.....	- 11 -
4.4 Air Quality Conformity Determination.....	- 13 -
4.5 Unified Planning Work Program (UPWP)	- 13 -
4.6 Emergency or Exigent Circumstances	- 14 -
Appendices	- 15 -
Appendix A MPO Committees	16
Appendix B Public Library List	19



1.0 Introduction

1.1 Capital Region Planning Commission

The Capital Region Planning Commission (CRPC) is a public, nonprofit organization serving municipalities and public service agencies in the following Louisiana parishes: Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana (hereafter termed the “Capital Region”). Through its professional staff of planners, GIS specialists, economic development specialist and others, CRPC offers a range of services in the following areas:

- Transportation and land use planning and programming
- Economic and community development
- Data center
- Mapping and aerial photography

The CRPC serves as the Regional Planning Commission (RPC) for the 11 parish Capital Region. In this capacity, the CRPC strengthens local government by providing a forum for the region’s elected officials to discuss mutual problems face to face. In support of working together regarding issues related to state and federal agencies and legislative bodies the CRPC has provided technical assistance to local governments on regional concerns such as air, water, transportation priorities and goals.

The CRPC also maintains a library and information service for any and everyone interested in the Capital Region of Louisiana. As such, we are a regional data center and depository of state of the art planning practices, requisite data, and information. It is our pledge to our local governments to stay on the cutting edge of knowledge and to make that knowledge available to them as an ongoing function. Locally produced studies related to transportation, community facilities, and socio economic trends can be found in this library. Some information can be accessed through the CRPC website.

The CRPC also serves as the Baton Rouge Metropolitan Planning Organization (MPO) for five parishes (East Baton Rouge, West Baton Rouge, Livingston, Ascension, and Iberville) in the Capital Region. MPOs are federally required in urbanized areas with a population of at least 50,000. In this capacity the CRPC is responsible for coordinating transportation-related projects in the Capital Region. In addition, because the population of the urbanized area exceeds 200,000, the Capital Region is a Transportation Management Area (TMA). This designation requires areas to develop a congestion management process.

1.2 MPO Committees

In its capacity as the Baton Rouge MPO (BRMPO), the CRPC utilizes two committees: the



Transportation Policy Committee, and the Technical Advisory Committee.

The Transportation Policy Committee (TPC) provides policy guidance for the development, coordination, and implementation of the multi-modal transportation plan for the area and its supporting documents. The TPC is made up of local elected officials and representatives from relevant government agencies. A complete list can be found in **Appendix A**.

Under the TPC is the Bicycle and Pedestrian Advisory Committee. The purpose of this committee is to improve bicycling and pedestrian conditions for commuters, children and elderly, persons with disabilities and recreational bicyclists and walkers of the area. In addition the committee analyzes issues arising within the planning area of the transportation management area from a bicycle and pedestrian perspective and makes recommendations to the MPO Transportation Technical Advisory and Policy Committees. A listing of the make-up of the Bicycle and Pedestrian Advisory Committee can be found in **Appendix A**.

The Technical Advisory Committee (TAC) provides technical guidance for the development, coordination, and implementation of the multi-modal transportation plan for the area and its supporting documents. The TAC provides a forum whereby the BRMPO and its associated members can present goals and propose programs. Citizens can become educated on technical issues and bring ideas directly into the transportation planning process. TAC meetings provide ongoing opportunities for citizen involvement. The TAC members can be found in **Appendix A**.

1.3 MPO Plans

In 2005, the U.S. Congress passed and the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU requires BRMPO and other MPOs to focus efforts on implementing and updating several documents including a regional Long Range Transportation Plan (LRTP). The work, which is called a Metropolitan Transportation Plan (MTP), utilizes studies, data collection and analysis, the use of management systems, and forecasts of future travel based on future land use to identify projects to address transportation issues in the Capital Region. The MTP also provides prioritization of projects for funding and implementation.

The long range MTP is implemented through the Transportation Improvement Program (TIP), the region's short term transportation investment plan. The TIP prioritizes the region's transportation related projects within the constraints of federal, state and local funding that the region can reasonably expect to receive within the next four years. Projects that are included in the TIP must be selected from or be consistent with an approved MTP. In order to develop plans that maximize cooperation from the public, there must be adequate public participation in the development of both the MTP and the TIP.

The following sections present a brief discussion of BRMPO's major transportation and planning products for the Capital Region. In addition to the agency's major products



discussed below, BRMPO also cooperates with consulting companies and the local transit agency to develop the Transit Long Range Plan, the Strategic Plan for Transit, Transportation Related Air Quality Plans and Conformity Analyses, and other appropriate transportation plans and projects. All are available to the public and interested parties at CPRC's website (www.crpc-la.org) and at the office located at 333 N. 19th Street, Baton Rouge, LA 70802. An appointment is suggested so that BRMPO experts are available to answer questions; BRMPO can be reached at (225) 383-3205.

Metropolitan Transportation Plan (MTP)

The MTP is a long range (25-year) multimodal strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities. The MTP is updated every four years and may be amended as a result of changes in projected federal, state, and local funding; major investment studies; congestion management system plans; interstate interchange justification studies; and environmental impact studies.

Transportation Improvement Program (TIP)

The TIP is a four-year program that lists all regionally significant and federally funded projects and services in the MPO planning area such as highway and street projects, public transit projects, and bicycle/pedestrian enhancements. Projects that are included in the TIP must be consistent with, or be selected from an approved MTP. Additionally, the TIP must be fiscally constrained or have funding mechanisms already in place for all projects and strategies. The TIP can be amended as a result of changes in funding or need. Administrative modifications to the TIP do not require a specific public participation plan, but these modifications are discussed in public meetings where comments are accepted.

Unified Planning Work Program (UPWP)

The UPWP is a one-year plan developed by CRPC staff to focus work efforts and planning funds anticipated in the upcoming fiscal year. All federally funded planning activities have to be in the UPWP and have to be developed through required planning factors. The UPWP is reviewed and adopted by Technical Advisory Committee (TAC) and Transportation Policy Committee (TPC) members.

1.4 Public Participation in the Planning Process

BRMPO encourages active participation by the public and other interested parties in the development of all transportation plans and programs, particularly the major products. BRMPO believes that the distribution of information regarding regional transportation planning and decision making needs to be inclusive and that interested parties and other federal, state, and local agencies are given a fair opportunity to participate in the planning process.

It is the policy of BRMPO to take all public and stakeholder comments into account in the development and adoption of plans and programs. The processes outlined in this document form the basis for providing the opportunity for the general public and key



stakeholders to participate in the transportation planning process. This Public Participation Plan (PPP) has been developed to meet federal requirements outlined by SAFETEA-LU, Title VI of the Civil Rights Act of 1964, Environmental Justice, and the Americans with Disabilities Act (ADA) of 1990.

Public Participation Planning Goals

The goals of the BRMPO Public Participation Plan are as follows:

Education

- To develop informational materials that supports a cooperative planning process and explains BRMPO plans and activities in a concise and straightforward manner.
- To explain how transportation plans are affected by federal rules and regulations.

Outreach

- To increase awareness of and interest in transportation plans and the transportation planning process using innovative approaches. Notification in the local newspaper and on the MPO's website will occur at least 30 days prior to adoption actions and 14 days prior to amendment actions by the Transportation Policy Committee to allow for public comment. BRMPO will give timely public notice; provide complete information, reasonable public access to key decisions, and support early and continuing involvement of the public in the development of plans and TIPs. There will be opportunities for interested parties including citizens, affected public agencies, representatives of transportation agency employees, users of the systems and the private providers of transportation to be included in the early stages of the plan development/update process.

Participation

- To provide timely opportunities for interested parties from the private business community, public officials, neighborhood organizations, the physically challenged and other groups impacted by transportation plans to participate in the development of BRMPO transportation plans and to encourage public participation in transportation planning activities at every level.



2.0 Public Participation Policy

2.1 Open Public Meeting Act

Every meeting of any public body shall be open to the public unless closed pursuant to R.S. 42:6, R.S. 42:6.1, or R.S. 42:6.2. - §5. A., Louisiana Open Meetings Law.

After notifying the general public, including traditionally underserved populations, the public shall be afforded the opportunity to comment on current agenda items at the end of every meeting of the BRMPO. The executive director of the BRMPO shall determine the time to be allotted to each speaker. For those who choose not to speak or are limited by disability, language or other barrier to speaking, or for those who are not able to attend an open meeting, comments may be submitted to BRMPO staff for consideration during the meeting. These comments may be translated into English if necessary by the translation services contract held by the Government of East Baton Rouge Parish. Comments received outside of the regular meeting should be submitted by letter, email, fax, website or other written format to be provided to the BRMPO.

2.2 Responsibilities

It is the intent of the Transportation Policy Committee to pursue the active involvement of key individuals and groups with an interest in transportation planning projects in the review, design, and the development of its plans and to develop transportation plans that reflect the needs of the region while meeting federal air quality standards. Groups that will be targeted for participation in particular include private alternative transportation providers, transportation enforcement agencies, local port authorities, local toll authorities, community and neighborhood organizations, local elected officials, transportation and environmental interest groups and groups representing the elderly and the disabled. To these ends, the BRMPO will undertake the following responsibilities:

- To conduct public meetings for the development and the review of the Transportation Improvement Program, the Long-Range Plan, Unified Planning Work Program and any other significant transportation plans developed through BRMPO and Capital Area Transit System (CATS).
- To provide a forum for the review and discussion of significant amendments to adopted plans and actively solicit input from the public in the design and the development of its plans.
- To provide adequate notice and publicity regarding public meetings to develop and amend its transportation and related air quality plans.
- To involve key individuals and groups with an interest in transportation and related air quality issues in the development and review of its plans.
- To solicit the participation of and establish a dialogue with groups which have traditionally had limited involvement such as civic and neighborhood organizations.



Baton Rouge Metropolitan Planning Organization
333 North 9th Street
Baton Rouge, LA

- To increase availability of and access to planning documents and BRMPO informational materials.
- To periodically evaluate the transportation needs of the community through meetings or surveys.
- To continue to develop educational materials for the general public regarding transportation planning and related air quality issues.



3.0 Public Participation Techniques

This section provides a description of the various techniques that will be used to carry out BRMPO's public participation process. Opportunities for public input are not limited to those contained in this section, and given the significance of the MTP, the TIP, and the UPWP, other public participation techniques may be employed to increase awareness of, and to provide ample opportunities for public participation in the development of BRMPO products. A set of guidelines for when the public will have an opportunity to review and comment on specific BRMPO products is provided in **Section 4.0**. The wide variety of public participation techniques is designed to provide participation opportunities for citizens from diverse backgrounds. SAFETEA-LU requires MPOs to provide reasonable opportunities for participation by:

- 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.

3.1 Media

Press Releases and Public Service Announcements

In order to broaden the participation in transportation planning decisions, BRMPO will use media press releases and public service announcements to announce opportunities for the public to participate in the development of upcoming plans and products.

Registered news media and organizations (such as major neighborhood organizations and minority organizations) on BRMPO's email list will receive all press releases. Public Service Announcements will be distributed to the appropriate media.

Newspapers

Notices of all meetings, public hearings, and public comment periods are published in the newspaper *The Advocate* serving the five-parish area. Timeframes specific to the MTP, TIP, and UPWP are provided in **Section 4.0**.



CRPC Website – Host for BRMPO

The CRPC website (www.crpc-la.org) provides a comprehensive resource to people wanting information about MPO products or activities. Public notices of all meetings, public hearings, and public comment periods for the Metropolitan Transportation Plan, Transportation Improvement Program, and Unified Planning Work Program are posted there. The site also contains electronic versions of MPO products, a public comment form, and links to MPO member jurisdictions.

3.2 Presentations / Meetings / Workshops

Formal Meetings

Formal meetings, such as the TPC and TAC meetings, will be held in ADA-accessible facilities in locations served either by fixed-route transit service, or by a CATS-on-Demand type service. BRMPO will select the location, size, and setup of meeting facilities based on the specific characteristics of the audience and the type of information to be presented.

Public meetings and workshops will be held in ADA-accessible facilities locations that offer the greatest opportunity for those interested to participate. As much as possible, BRMPO will hold meetings and workshops in public places (e.g. public library, hotel conference center, town center, or shopping mall) that are conducive to attracting the mix of people and businesses most representative of the community. For all public meetings, BRMPO will seek to increase participation by creating a welcoming and inviting environment. All meeting agendas contain the following statement:

ADA Notice: For special accommodations for this meeting, contact Title VI/ ADA Coordinator via phone (225) 383-5203 at least one week in advance.

The BRMPO may be able to provide ADA services if notified less than seven days in advance, however citizens are encouraged to provide over seven days notice to ensure their needs are met.

Tag-on Meetings

At various times, the BRMPO staff may request to appear on the agendas of local planning commission, town/city alderman, parish commission, or other public meetings to communicate the purpose and need for BRMPO and its planning process.

In addition, special presentations may be made to inform the public about specific times and locations where input can be given on the MTP, the TIP and the annual UPWP.

3.3 Other Tools

Mailing Lists

BRMPO has a comprehensive e-mail list of citizens, businesses, agencies, and other groups and individuals with an interest in the transportation planning process. BRMPO will make a specific effort to add the email addresses of various community groups (e.g.,



Baton Rouge Metropolitan Planning Organization
333 North 9th Street
Baton Rouge, LA

Spanish-speaking groups, ADA organizations, Elderly associations, Alzheimers associations, etc.) to the email list.

In general, BRMPO will ask each contact to specify their preferred methods of information sharing. Each also will be given the opportunity to subscribe to one or more product-specific mailing lists (e.g., TPC / TAC meeting notices, MTP update, TIP adoption, etc.).

Citizens and other interested parties may be added to the mailing list by signing up at meetings or on the CRPC website.

Public Libraries

Each of the main libraries in each of the five parishes within the urbanized region will receive copies of the draft MPO products for public review and comment. A list of the five main libraries within the five-parish area is located in **Appendix B**.



4.0 Plan Specific Guidelines

4.1 Public Participation Plan

Assessment of the Public Participation Plan

The Public Participation Plan (PPP) shall be assessed and updated regularly, following the schedule of the MTP update. The PPP shall be assessed regarding the effectiveness of public participation techniques used by BRMPO especially public input meetings and public hearings. Additionally, if substantial changes occur to local, state, or federal legislation, the PPP shall be evaluated for compliance with the new legislation.

Updating the Public Participation Plan

When an update to the PPP is made, the public participation process shall follow that of the TIP (**section 4.3**) with the exception that the public review period shall be forty-five (45) days and relevant state and federal agencies shall be informed and provided with an opportunity to comment.

4.2 Metropolitan Transportation Plan

Preparing to Amend or Update the MTP

The Technical Advisory Committee (TAC) shall guide the preparation of the MTP for the MPO. BRMPO will search for appropriate consultation from State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the MTP.

BRMPO will determine the appropriate mix of public participation techniques (identified in **Section 3.0**) as part of the early development of the MTP. Public outreach and involvement efforts will be clearly communicated to the public and interested parties using, at a minimum, the guidelines for official notices provided in **Section 2.2** of this plan. Adopted techniques may involve public hearings.

The TAC shall review and endorse the draft MTP for consideration by the TPC. The TPC shall then review, amend if necessary, and concur with the draft MTP for public review and comment.

The Public Comment Process for Amendment or Update of the MTP

After concurrence by TPC, the MPO staff shall publish the draft MTP and place copies in selected public libraries in the region (**Appendix B**). These copies will be distributed to the libraries a minimum of thirty (30) days prior to final consideration by the TPC. Additionally, an electronic version of the draft will be placed on the CRPC website.

An official notice stating that the TPC has endorsed a draft MTP for public review and comment shall be placed in the newspaper (*The Advocate*) at least 30 days prior to



consideration by the TPC. The notice shall invite the public to review and comment on the draft MTP. The notice shall specify the date, time, and location of the public hearings. Press releases announcing the meetings will be furnished to all news organizations registered with BRMPO and on their email lists.

BRMPO shall provide for public input during the public review period. In addition, the public shall be given the opportunity to provide comment at BRMPO meetings. The TPC may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. Any person desiring to attend the meeting and make a comment and who needs special consideration such as a sign-language interpreter, may contact CRPC at least seven days beforehand at the number listed on the published notice to work with CRPC to make special accommodations.

In the event the TPC determines there are significant unresolved comments on the MTP it may defer the adoption of the plan until a subsequent meeting. MPO staff will then produce a written summary and an analysis of comments which may lead to amendments to the draft plan. Should those amendments be significant, or if the final plan differs significantly from the draft presented to the public, an additional 7-day review period shall be allowed. A summary and analysis of the disposition of public comments will be incorporated into the final document.

The TPC must close the public comment period prior to a Committee vote on the MTP.

Amendments to the MTP shall follow the same process and procedure except the public comment period shall be no less than fourteen (14) days.

Minor administrative changes may be made to the MTP by staff. CRPC staff will inform the TPC and TAC of such changes and the committees may choose to place the item for discussion on their agenda. Public comments may be taken at that time.

4.3 Transportation Improvement Program

Preparing to Amend or Update the TIP

BRMPO will determine the appropriate mix of public participation techniques (identified in **Section 3.0**) as part of the early development of the TIP. Public outreach and involvement efforts will be clearly communicated to the public and interested parties using, at a minimum, the guidelines for official notices provided in **Section 2.2** of this plan. Public participation techniques may involve public hearings.

The TPC will allow the public to suggest eligible transportation projects for inclusion in the TIP.

MPO staff and the Technical Advisory Committee (TAC) shall review the input from the public meeting, input from the state, and input from the local MPO member jurisdictions in



the creation of the TIP and the accompanying Air Quality Conformity Determination.

The TAC shall review and endorse the draft TIP for consideration by the TPC. The TPC shall then review, amend if necessary and concur with the draft TIP for public review and comment.

The Public Comment Process for Amendment or Update of the TIP

After concurrence by the TPC of the draft TIP, the MPO staff shall publish the program and place copies in selected public libraries in the urbanized region (**Appendix B**). These copies must be distributed to the libraries a minimum of thirty (30) days prior to final consideration and adoption by the TPC Meeting. Additionally, an electronic version of the draft will be placed on the CRPC website.

A notice stating that the TPC has endorsed a draft TIP for public review and comment shall be placed in the local newspapers. The notice shall specify the dates, times and location of forthcoming public hearings.

This notice and press release shall be published/mailed a minimum of thirty (30) days prior to the meeting at which the TIP will be considered by the TPC.

At the public meetings, the MPO staff shall report to the Committee all comments received in writing prior to the meetings. These comments may be in the form of a letter, email, fax or comment submitted on CRPC website.

The public shall be afforded the opportunity for comment at the public meetings. The TPC may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. BRMPO shall follow its policy regarding the accommodation of people with disabilities.

In the event the TPC determines there are significant unresolved comments on the TIP, it may defer the program until a subsequent meeting. MPO staff will then produce a written summary and an analysis of comments which may lead to amendments to the draft program. Should those amendments be significant, or if the final TIP differs significantly from the draft presented to the public, an additional 7-day review period shall be allowed. A summary and analysis of the disposition of public comments will be incorporated into the final TIP.

The TPC must close the public comment period prior to a Committee vote on the TIP.

Amendments to the TIP shall follow the same process and procedure except the public comment period shall be no less than fourteen (14) days.

Minor administrative changes may be made to the TIP by staff. BRMPO staff will inform the TPC and TAC of such changes and the committees may choose to place the item for discussion on their agenda. Public comments may be taken at that time.



4.4 Air Quality Conformity Determination

If conformity determination is concurrent with the development of the MTP, the public participation process shall follow that of the MTP (**Section 4.2**).

If conformity determination is warranted at any other time, the public participation process shall follow that of the TIP (**Section 4.3**) with the exception that the public review period shall be thirty (30) days.

4.5 Unified Planning Work Program (UPWP)

Preparing to Adopt, Amend, or Adjust the UPWP

BRMPO will determine the appropriate mix of public participation techniques (identified in **Section 3.0**) as part of the early development of the UPWP. Public review and comment periods will be clearly communicated to the public and interested parties using, at a minimum, the guidelines for official notices provided in **Section 2.2** of this plan.

All tasks and studies in the work program shall be designed to allow the public reasonable opportunity for input as the study progresses. The project's scope of work shall outline the public input process used for the task. For planning efforts such as sub-area or corridor studies, bikeway and pedestrian plans, and corridor studies, a minimum of two (2) public meetings shall be held, one by the TAC and one by the TPC.

Public Comment Process for Adoption of the UPWP

Staff shall prepare and the Technical Advisory Committee (TAC) shall recommend the Unified Planning Work Program (UPWP) for public review and comment. A notice to that effect shall be placed in the notice newspapers listed in **Section 2.0**.

The notice and press release shall be published/mailed a minimum of fourteen (14) days prior to the next scheduled TAC meeting. MPO staff shall report to the TAC and TPC all comments received in writing prior to the meetings. These comments may be in the form of a letter, email, fax or comment submitted on CRPC website.

The public shall be given the opportunity for comment at TAC and TPC meetings held during the public comment period. The TPC may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue. BRMPO shall follow its policy regarding the accommodation of people with disabilities.

In the event the Transportation Policy Committee determines there are significant unresolved comments on the UPWP, it may defer the program until a subsequent meeting. MPO staff will then produce a written summary and an analysis of comments which may lead to amendments to the draft program. Should those amendments be significant, or if the final UPWP differs significantly from the draft presented to the public, an additional 7-day review period shall be allowed. A summary and analysis of the disposition of public comments will be incorporated into the final UPWP.



The TPC must close the final public comment period prior to a vote on the UPWP.

Public Comment Process for Amendment or Adjustment of the UPWP

Amendments to the UPWP (those that involve the addition or deletion of funds alter the scope of work tasks or add/delete a work task) must follow the same process and procedure outlined above with the exception that no more than one (1) public hearing may be conducted. A public comment period shall be held by the TPC prior to voting on the UPWP. Adjustments, changes that do not involve a change in scope and/or adjustment funding amounts by no more than 15%, do not require a public input process.

4.6 Emergency or Exigent Circumstances

When certain emergency or exigent circumstances arise, the Metropolitan Planning Organization (MPO) is authorized to act in coordination with the Louisiana State Department of Transportation and Development (DOTD) in order to expedite the letting of critical projects.



Baton Rouge Metropolitan Planning Organization
333 North 9th Street
Baton Rouge, LA

Appendices

Appendix A – MPO Committees
Appendix B – Public Library List



- A representative from local bicycle clubs in the Baton Rouge Transportation Management Area.
- Representatives from special interest groups such as the Baton Rouge Advocates for Safe Streets (BRASS), Sierra Club, pedestrian community, transit providers such as CATS and Reliant Transportation Inc., ADA community, council on aging such as BRCOA, universities and schools such as LSU, Southern, BRCC, technical colleges and school boards, Safety Council of LA, AAA, and interested citizens.
- Representatives from park and recreation departments such as BREC.
- Representative(s) from minority and low income areas.

The Technical Advisory Committee includes representation from the following entities:

- Capital Region Planning Commission
- East Baton Rouge Parish Public Works
- East Baton Rouge Parish Planning Commission
- West Baton Rouge Parish
- Livingston Parish
- Ascension Parish
- City of Baker
- City of Central
- City of Denham Springs
- City of Gonzales
- City of Port Allen
- City of Zachary
- Town of Brusly
- Town of Sorrento
- Town of Walker
- Capital Area Transit System
- Paratransit Operator
- Baton Rouge Metro Airport Staff
- Port of Greater Baton Rouge
- LA DOTD
- LA Department of Environmental Quality
- Federal Highway Administration



Baton Rouge Metropolitan Planning Organization
333 North 9th Street
Baton Rouge, LA

- Baton Rouge Chamber of Commerce
- American Automobile Association
- LA Motor Transportation Association
- Railway Association
- LA Transportation Research Center
- Baton Rouge Green
- Private Sector



Appendix B Public Library List

MAIN LIBRARY - 7711 Goodwood Boulevard, Baton Rouge, LA 70806

BLUEBONNET REGIONAL BRANCH LIBRARY - 9200 Bluebonnet Boulevard, Baton Rouge, LA 70810

ASCENSION PARISH LIBRARY - 708 S. Irma Blvd., Gonzales, LA 70737

LIVINGSTON PARISH LIBRARY - 13986 Florida Blvd., Livingston, LA 70754

WEST BATON ROUGE PARISH LIBRARY – 830 North Alexander Avenue, Port Allen, LA 70767

IBERVILLE PARISH LIBRARY - 24605 J. Gerald Berret Blvd., Plaquemine, LA 70764