



Public Participation Plan Advisory Committee
Meeting #1 – July 31, 2013, 3:00pm
Debbie Ingram, Chair

AGENDA

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| 1. Welcome & Introductions (15 minutes) | Debbie |
| 2. Purpose and background (5 minutes) | Charlie |
| 3. Example of process/graphic (10 minutes) | Bryan |
| 4. “Effective Community Engagement” (20 minutes) | Isra |
| 5. Outlining the work of the committee (10 minutes) | Debbie |
| 6. General discussion and (20 minutes) | Debbie |
| 7. Timeline & meeting schedule – please bring calendars if possible(5 mins) | Andy |
| 8. Closing comments | Debbie |

Documents sent in packet:

- Revised “charge” document
- Overview/summary of the work of the CCRPC
- PPP Advisory Committee Contact Sheet

2013-2014 Public Participation Advisory Committee

in service of revising the 2008 Public Participation Plan

Draft 07.24.2013

Background:

As part of its Federal Highway Administration requirements the Chittenden County Regional Planning Commission is required to have a Public Participation Plan (PPP) which must be updated every 5 years. The PPP was last updated in September, 2008. The policies and activities outlined in the document must comply with the provisions of the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

While we are proud of our strong partnerships with local residents, advocacy and interest groups, and state agencies, the CCRPC is deeply committed to creating new pathways for inclusive public engagement in order to develop creative solutions that increase equity. Inclusive community engagement is the cornerstone that will lead to improved problem-solving methods and decision-making. The CCRPC is committed to improve our efforts to include those who have historically been left behind in in planning and policy work. In an effort to strengthen and broaden engagement with our many community stakeholders, we are embarking on an initiative to re-conceive how we communicate with and engage our various constituencies. Towards that end, the **CCRPC Development Committee requests the formation of Public Participation Advisory Committee** to help shape and recommend the policies and procedures that will comprise the Public Participation Plan.

The updated PPP will help implement the relevant principle, goal, and strategy of the *2013 Chittenden County ECOS Plan* included below for reference.

Principle #7: Ensure equity. Sustainable communities allocate resources and opportunities fairly so that all people who do the full range of jobs that a community needs can thrive in it. Local governments in these communities actively eliminate barriers to full participation in community life and work to correct past injustices.

Civic Engagement Goal: People from diverse backgrounds feel that they have a say in political and non-political decisions that affect their lives, neighborhoods and communities.

Strategy 3.2.8: Ensure that the projects and actions in all ECOS strategies assess equity impacts, and that the design and development of programs are inclusive of all and engage underrepresented populations.

Committee Purpose:

To assist in the development of a comprehensive public involvement process building off of the existing Public Participation Plan (PPP). The focus of the committee's work is:

- Review the existing PPP and evaluate for elements to keep or revise
- Review comparable PPPs for best practices
- Create a set of outreach guidelines (checklist) that staff and/or consultants can use when creating a scope of work, customizable to each type of project
- Create benchmarks and/or measurement and evaluation tools for public participation
- Finalize document and forward to Board Development Committee for recommendation, and vote of the full Board
- Gather annually to review the performance goals, to see how we are doing.

Membership:

It is our goal that this committee represent the full diversity of our community, and thus we are aiming to have fair distribution among the following characteristics: geography; gender; age, race, and income, as follows:

1. CCRPC Board Member, Chair [Debbie Ingram, VT Interfaith Action (VIA)]
 2. CCTA, Meredith Birkett
 3. VTrans, Erik Filkorn
 4. Low income representative, Sara Sinnott from VNA Family Room, Wanda Hines from JUMP
 5. Ethnic/minority representative, Infinite Culcleasure, Candace Taylor
 6. Limited English Proficiency (LEP), Isha Mohamed,
 7. Disability representative, Sarah Launderville, Center for Independent Living
 8. Senior representative, Kelly Stoddard Poor, AARP
 9. Youth representatives, Isra Kassim, Indra Acharya
- Additional representatives as needed.

The CCRPC Board representative shall serve as Chair. The Chair will work closely with the staff (and/or facilitator) to develop goals, strategies, and agendas for the committee. The Committee will be supported by CCRPC staff [Andy, Sara, Brian]. The Committee will determine how best to make decisions and will establish its own meeting protocols. The Committee members will agree to serve for one year during this planning process. The committee is responsible to the CCRPC Board. Regular reports shall be made to the Board by the Chair.

Proposed Meetings and Schedule:

1. August, 2013 Organizing and charge
2. September, 2013 Review and research
3. November, 2013 Draft framework
4. Dec 2013-Jan, 2014 Public feedback
5. February, 2014 Review and integrate feedback
6. March, 2014 Restructure and finalize document
7. April, 2014 Review benchmarks and make recommendations for improvement



Chittenden County Regional Planning Commission

Vision, Mission & Overview

The Chittenden County Regional Planning Commission's organizational vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability.

The mission of the Chittenden County Regional Planning Commission is to act as the principal forum for planning, policy and community development in the region. We do this by providing planning and technical assistance that meets the needs of our member municipalities and the public, while remaining consistent with our federal and state requirements. Our work will result in the development and implementation of plans that support sustainable development, equity and inclusion, and improve the region's quality of life and environment.

The Chittenden County Regional Planning Commission (CCRPC) is one of 11 regional planning commissions in Vermont, and also serves the region as the sole Metropolitan Planning Organization (MPO) operating within Vermont (see below for more on the MPO). Based on the 2010 census, Chittenden County is home to approximately one-fourth of Vermont's residents, making it the most populous county in the state.

The Chittenden County Regional Planning Commission was founded in 1966 to promote the mutual cooperation of its 19 member municipalities and to facilitate the appropriate development and preservation of the physical and human resources in Chittenden County.

The Board of Commissioners is composed of representatives from the 19 municipalities, VTrans, and four at-large commissioners (representing Agriculture, Business, Conservation/ Environment, and Socio-Economic/Housing). The legislative body of each of Chittenden County's municipalities selects its own commissioner and alternate commissioner. The Full Commission selects the four at-large representatives.

CCRPC's regular monthly meeting is on the third Wednesday of the month at 6:00pm in the Main Conference Room. These meetings are open to the public.

Metropolitan Planning Organization (MPO)

What is an MPO?

A metropolitan planning organization (MPO) is a federally mandated and federally funded transportation policy-making organization in the United States that is made up of representatives from local government and governmental transportation authorities. The United States Congress passed the Federal-Aid Highway Act of 1962, which required the formation of an MPO for any urbanized area (UZA) with a population greater than 50,000. Federal funding for transportation projects and programs are channeled through this planning process. Congress created MPOs in order to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive (“3-C”) planning process. Statewide and metropolitan transportation planning processes are governed by federal law (23 U.S.C. §§134–135). Transparency through public access to participation in the planning process and electronic publication of plans now is required by federal law. As of 2012, there are 342 MPOs in the United States. [from Wikipedia]

Key Products of the MPO

As the official MPO for the region, CCRPC is required to prepare and update a number of planning documents that detail the investments and planning activities that will help improve regional transportation. They include:

[Metropolitan Transportation Plan \(MTP\)](#)

Updated every five years, the MTP sets out a vision for the development of the region’s transportation infrastructure over the next twenty years. It includes goals and objectives, analysis of regional trends and planned improvement projects throughout the county in all modes of transportation.

[Transportation Improvement Program \(TIP\)](#)

Updated annually, the TIP is a three-year agenda of improvement projects. To be eligible for federal funding, proposed projects must be approved by the CCRPC Commissioners for inclusion in the TIP.

[Unified Planning Work Program \(UPWP\)](#)

Updated annually, the UPWP summarizes the transportation planning activities of the CCRPC Transportation planning staff, its member agencies and other transportation and planning agencies conducting work in the region.

The Combined Organization's Work

The CCRPC has two organizations working together, the Planning Commission, which historically concerns itself primarily with land use planning and supporting economic development – and the MPO, which is focused on transportation. Through the development of the ECOS Plan, which brings together three formerly separate planning documents – the Regional Plan, the Metropolitan Transportation Plan, and the Comprehensive Economic Development Strategy – the Planning Commission has developed relationships with several other sectors of the community. The ECOS Plan also integrates the concerns and aspirations of organizations working in housing, natural systems, energy, education, health and equity, and aims to address complex challenges in the community by working together across sectors.

The RPC and MPO help communities plan by doing transportation and land use studies, providing technical assistance, and by creating a forum for the municipalities to discuss and solve issues that arise in the evolution of their towns. The RPC and MPO are also the required channeling organization for significant federal and state dollars.

The CCRPC fulfills several State-required duties, including: preparing a regional plan, reviewing municipal plans for consistency with the regional plan, and participating in Act 250 reviews. The CCRPC also performs other functions at the request of state agencies or our municipalities related to emergency preparedness, brownfields, storm water education, and other topics.

Purpose and use of PPP (and major revision)

The Public Participation Plan is a requirement for MPO's receiving federal dollars for transportation projects. It is meant to be a guideline for the MPO to reach out to and engage community members in the neighborhoods and towns it does projects.

Our intention, however, with the significant re-vamp of our PPP, is to not only meet those federal requirements, but also to outline County's aspirations and processes for ensuring equity in all of our work. That work is not only the project-level work we do to study roadways and circulation, but also to engage our municipalities in discussions around how we can sure equity and opportunity for all of our citizens.



2013-2014 Public Participation Plan Advisory Committee

Contact Sheet

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