



MULTIMODAL
SAFETY
PUBLIC TRANSPORTATION
COMPLETE STREETS

2014 Public Participation Plan

Board Approved January 17, 2014



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1.0 INTRODUCTION

The Regional Transportation Commission of Washoe County (RTC) was formed in July 1979 by the Nevada State Legislature through the consolidation of the Regional Street and Highway Commission, the Regional Transit Commission and the Washoe County Area Transportation Study Policy Committee. The agency is governed by the RTC Board of Commissioners, which consists of five members: two representatives from the Washoe County Board of Commissioners, two representatives from the Reno City Council, and one representative from the Sparks City Council. The Nevada Department of Transportation (NDOT) Director is an ex-officio member of the RTC Board. The RTC has four standing advisory committees that provide recommendations to the RTC Board: the Technical Advisory Committee, the Citizens Advisory Committee, the Bicycle Pedestrian Advisory Committee, and the Regional Road Impact Fee Technical Advisory Committee.

The RTC serves three roles for the Washoe County urban area. It is the Metropolitan Planning Organization (MPO), the transit provider, and builds and performs preventive maintenance for the regional roadway network. As the MPO, RTC conducts a collaborative short- and long-range multimodal transportation planning program. The RTC develops the 20-year Regional Transportation Plan (RTP), the 5-year Regional Transportation Improvement Program (RTIP), the annual Unified Planning Work Program (UPWP), and this document — the Public Participation Plan.

This Public Participation Plan (Plan) articulates the RTC's commitment to an open and transparent interface with the public and with relevant public agencies to support the regional transportation planning process. Public involvement opportunities are established early in the process and are continuous through project development. Transportation planning for a region requires collaboration between many different interested and affected agencies, individuals and parties. This Plan also outlines the RTC's strategy to involve the community in the transportation planning process.

The RTC's community outreach process is designed to more fully understand the region's diverse and complex transportation needs with a people-based approach, which is critical for the development of the documents referenced above. Effective transportation planning requires involvement from community stakeholders, elected officials, business owners, schools, economic development groups, property owners, and residents. Collaboration with the public allows for innovative ideas to emerge that address complex transportation issues including funding, promoting the development of multimodal roadways, and increasing travel options on a regional level. Ensuring a broad base of participation helps develop a cohesive effort in planning region-wide. It also allows RTC's priorities to support those of other groups and agencies who are working to enrich quality of life and create a more livable community. Strong community support for the planning process will also greatly enhance implementation of the RTC's plans and programs.

This public participation plan establishes a proactive public participation process for the RTC that provides complete information, timely public notice, full public access to key decisions and it supports early and continuing involvement of the public in developing regional plans and programs. Preparation of the public participation plan is a regulatory requirement of the federal transportation legislation — Moving Ahead for Progress in the 21st Century (MAP-21). MAP-21 seeks to ensure that citizens are given the opportunity to be part of the planning efforts that will shape their communities in the future. The purpose of this plan is to outline the core strategies for increasing public information and involvement in the planning process. This also includes providing information to the Spanish-speaking community as much as possible. The goal of the plan is to increase citizen awareness and participation while widening the range of voices and views in the planning process.

Public involvement incorporates public concerns, needs and values into governmental decision making. It is a two-way communication, with the overall goal of better decisions that have public support. Effective public involvement must go beyond just informing the public; it must solicit the public's ideas, issues and concerns; and work collaboratively to develop solutions for the region's transportation infrastructure.



2.0 FEDERAL REGULATIONS

Public participation/involvement has been a part of federal transportation legislation since the enactment of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) and included in all transportation authorizing legislation since then. The latest transportation bill is MAP-21.

Federal regulations require that the MPO adopt a participation plan that:

- is developed in consultation with all interested parties
- provides that all interested parties have reasonable opportunities to comment on the contents of the transportation plan (RTP)
- the MPO hold public meetings at convenient and accessible locations and times
- the MPO make public information available in electronically accessible format and means such as on the agency's website to afford reasonable opportunity for consideration of public information

The term “interested parties” includes 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 reasonable opportunities to be involved in the transportation planning process.

The process must seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.

3.0 RTC PLANS AND PROGRAMS

As stated previously, the RTC, as the MPO for the area, develops four federally legislated documents:

- Regional Transportation Plan (RTP)
- Regional Transportation Improvement Program (RTIP)
- Unified Planning Work Program (UPWP)
- Public Participation Plan

These documents are described below.

Regional Transportation Plan

The foundation of the RTC planning process is the RTP. The RTP identifies the facilities, services and programs necessary to meet the increasing multimodal travel demands through at least a twenty year period. It includes transportation policies encompassing travel by auto, bicycles, transit, pedestrian and transportation management. A public participation plan specific to the RTP is adopted at the beginning of the development of a new plan. By federal regulation, the RTP must be updated at least every four years. The participation plan adopted for the 2035 RTP is included in that document as Appendix C.

The RTP development process is a cooperative, continuous and comprehensive effort. It must be founded on a community outreach process designed to more fully understand the region's diverse and complex transportation needs with a people based approach.

Regional Transportation Improvement Program

The Regional Transportation Improvement Program (RTIP) is a five-year, multimodal transportation program for Washoe County. It includes transit, paratransit, major street and highway capital projects, bicycle and pedestrian improvements, and transportation system and demand management programs. The RTIP is the RTC's principal means of implementing long-term transportation planning objectives through annual programming of specific projects.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is an annually adopted document that describes the transportation related planning activities scheduled during the fiscal year. These activities will be undertaken by the RTC utilizing federal planning funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as well as state and local funds. The UPWP is developed in coordination with the RTC's budget.

Public Participation Plan

The public participation plan is a proactive public participation process for the RTC that provides complete information, timely public notice, full public access to key decisions and supports early and continuing involvement of the public in developing regional plans and programs.



4.0 PUBLIC/AGENCY INVOLVEMENT IN THE REGIONAL TRANSPORTATION PLAN

The RTC coordinates and communicates with the following parties in the region to include them in the transportation planning process. Depending on the type of outreach effort and plan/program, this list may be expanded significantly.

1. Local Agencies

- City of Reno
- City of Sparks
- Washoe County
- Washoe County Health District-Air Quality Management Division
- Truckee Meadows Regional Planning Agency
- Reno-Tahoe Airport Authority
- Washoe County School District

2. Tribal Government

- Reno-Sparks Indian Colony
- Pyramid Lake Paiute Tribe

3. Federal Agencies

- Federal Highway Administration
- Federal Transit Administration
- Environmental Protection Agency
- Bureau of Land Management

4. State Agencies

- Nevada Department of Transportation (Headquarters)
- Nevada Department of Transportation (District II)
- Nevada Department of Environmental Protection
- Nevada Department of Public Safety
- State Historical Preservation Office

5. Committees

- RTC Technical Advisory Committee
- RTC Citizens Advisory Committee
- RTC Bicycle Pedestrian Advisory Committee

The RTC also conducts outreach to those directly and indirectly affected by the transportation plans, programs, and projects in this region, which includes but is not limited to:

- Directly and indirectly affected public
- Elected officials, policy and decision makers
- Local public agency staff
- Property owners, including those of abutting properties and those in the vicinity of a proposed project
- Freight shippers, providers and users of freight transportation services via rail, air and highway routes
- Providers and users of private transportation services, e.g., taxis, shuttle buses, limousines and vanpools
- Providers/users of public transportation services (bus, shuttles, etc)
- The business community (retail, services, aggregate industry, etc.)
- Advocacy groups, e.g., neighborhood groups, Chambers of Commerce, homeowners' associations, public interest groups for bicycle/pedestrians, civil rights and senior citizen organizations
- Underserved communities such as people with disabilities, children and youth, elderly, low-income, racial and ethnic minorities
- Non-English speaking public
- Emergency service providers and users
- Affected adjacent entities
- Project-specific community working groups



5.0 PARTICIPATION GOALS AND OBJECTIVES

RTC's public participation goal is to provide the highest quality participation for transportation decision making by identifying and involving the various stakeholders, including the citizens, in the planning process. To achieve its public participation goal, major planning and program development objectives include the following:

1. Seek maximum public participation in the planning process.

RTC strives to involve the highest number of stakeholders and affected individuals and entities very early in the planning process. Proactive participation denotes early and continuous involvement in important policy or project decisions before they are finalized. It is inherent in preparing the long-range and short-range plans that participation occurs very early on and throughout the planning process. There are many opportunities for the public to play a role in shaping short- and long-term needs, solutions and funding priorities. The earlier the public is involved in the process, the greater the opportunity to influence important transportation decisions in the region.

2. Seek broad identification and representative involvement for all transportation modes.

RTC's customer base includes not only the general public and local and tribal units of government, but businesses, industries and transportation service providers as well as organizations that represent people with specific transportation needs. The diverse characteristics and transportation needs of the customer base require different communication and outreach techniques.

3. Utilize effective and equitable avenues for distributing information and receiving comments.

There are many techniques and mechanisms available to ensure that a diverse public is well informed and able to play a role in the transportation planning process.

Recognizing that no single technique or mechanism is sufficient in all cases, RTC considers the special communication needs of the public and uses the best approach or approaches to accomplish this objective, including, but not limited to, electronic data, information on the internet and worldwide web, smart phone applications, public hearings, distribution of hard copies of the plans, social media networks, and an opportunity for the public to speak at the RTC Board and advisory committee meetings.

4. Inform and educate public and design participation initiatives that will support and encourage effective participation.

All departments of the RTC work collaboratively to encourage early and continuous participation. Effective participation in the transportation decision making process requires an understanding of transportation issues and the framework for making transportation investment decisions. RTC employs visualization techniques that optimize public understanding of issues and concepts.

5. Conduct outreach that bridges language, cultural and economic differences.

The RTC uses techniques for bridging language, cultural and economic differences that affect participation, ways to convey issues and information in meaningful ways to various cultural groups and means for ensuring equitable representation for all segments of the population and sectors of the economy. RTC selects the approach that is best suited for each plan or project, which may include translators available at public meetings, translation of meeting materials and targeted outreach to local community organizations.

6. Provide reasonable accommodation and access to disabled individuals so that they can easily participate in the regional planning process.

All of RTC's public meetings are held at locations where reasonable accommodation and access can easily be provided for individuals with disabilities according to the Americans with Disabilities Act (ADA) standards. Locations are also chosen based on access to public transportation routes and being within the ADA paratransit service area.

7. Evaluate the public participation process regularly.

RTC evaluates its public participation process regularly to make sure its policies and procedures are updated to encourage the continuous public participation and that it is compliant with the latest federal requirements.

6.0 PUBLIC PARTICIPATION PLAN REQUIREMENTS

The RTC has established the following requirements regarding the public participation process, consistent with U.S. Department of Transportation (USDOT) and Nevada Revised Statutes (NRS) requirements.

1. Public Process Review

The RTC shall, periodically, review its public involvement processes to assure their effectiveness in providing full and open access to all parties. These procedures shall also be reviewed by the Federal Highway Administration and the Federal Transit Administration to assure full and open public access is provided to the metropolitan transportation planning and decision making process. A public comment period of 45 days is required before the public involvement process is initially adopted or revised.

The public participation process shall be evaluated every four years, to ensure that the public participation plan is in compliance with federal regulations and that the RTC is making the best use of all available methods to engage the public in the planning process at an early stage and throughout the process.

2. Committee Review

The RTC's Technical Advisory Committee and Citizens Advisory Committee will review the RTP, RTP amendments, the RTIP, RTIP amendments, Public Participation Plan, UPWP and corridor study final reports. It is the responsibility of these committees to advise and make recommendations to the RTC Board of Commissioners. Notice for and the conduct of all committee meetings will be open to the public in accordance with the State of Nevada Open Meeting Law (NRS Chapter 241). Committee agendas and backup materials, as well as technical and other reports documenting the development, refinement and update of the RTP, RTIP or other planning study, shall be made available upon request to the public. These documents are also available on the RTC website. Public comment on planning products will be accepted, either orally or in writing, at all committee hearings.

3. Public Comment

RTC will provide at least 21 days for public review and comments prior to an RTC Board public hearing. Notice of the opening of the public comment period and the availability of the document for review will be published in local newspapers of general circulation and on the agency's website. The public comment period will begin on the date noted in the published notice.

4. Public Hearing

A formal public hearing will be conducted prior to RTC approval/adoption of the RTP, RTP revisions/amendments, the RTIP, RTIP amendments and accompanying air quality conformity determinations, as required by federal regulations.

Notice of the public hearing will be published in local newspapers of general circulation and posted in accordance with the Nevada Open Meeting Law.

5. Comment Summary

The RTC will prepare a written summary analysis and report on the disposition of any and all significant comments received during the public comment period and at the public hearing. The RTC will address all public comments in writing and prepare a report on public comments that will be included by reference in the RTP or RTIP and will be made available upon request.

6. Revisions

In those instances where the final RTP or RTIP differs significantly from the draft which was made available for public comment and/or raises new substantive issues which interested parties could not reasonably have foreseen from the draft, the RTC shall provide additional opportunities for public review and comment. The RTC will, at a minimum, issue a second notice allowing, at a minimum, for an additional twenty-one (21) day public comment period.

7. Administrative Modifications

RTIP changes that are considered non-substantive in nature (administrative modifications) will not be subject to the public comment and public hearing process cited herein. These actions will typically be processed through letter or email between the Nevada Department of Transportation and RTC and include the following actions:

- a) Moving a project in the document to an earlier or later year
- b) Increasing the estimated cost of a project by less than \$5 million or by more than \$5 million if the amount is less than 20% of the total estimated project cost

7.0 METHODS AND TECHNIQUES

The RTC uses a variety of methods and techniques to provide public participation opportunities to the citizens early in the planning process. Some of these techniques are listed below.

RTC Board Meetings

The RTC Board of Commissioners is the decision making body of the RTC. The RTC Board meetings are usually held on third Friday of the month. The RTC Board provides opportunities for general public comment and input at the beginning of each meeting as well as with each item on the agenda. Information about the upcoming board meetings are provided and posted at many locations including the City of Sparks, City of Reno, and Washoe County offices. The agenda and agenda support material are also made available on the RTC website before the board meeting. Citizens can download the board agenda items from the website.

Technical Advisory Committee Meetings

The RTC Technical Advisory Committee (TAC) is made up of directors from the local planning and public works departments, providing the important technical input from all levels of government as well as a discussion forum regarding local and regional issues. The TAC meetings are usually held the first Wednesday of the month and provide public involvement opportunities at each meeting. Public input is encouraged and accepted in all decisions. Information regarding the TAC meeting is provided at various venues and the agenda material is also posted on the RTC website for easy access to the public.

Citizen Advisory Committee Meetings

This RTC Citizens Advisory Committee (CAC) committee is appointed by the RTC Board and consists of citizens having various backgrounds from throughout the community. The CAC makes recommendations to the RTC Board on current and proposed planning programs in the region. The CAC usually meets on the first Wednesday of the month. Public comment is encouraged and accepted at all meetings. The meeting agenda is posted throughout the community with all meeting information being made available on the RTC website.

Bicycle/Pedestrian Advisory Committee Meetings

The Bicycle/Pedestrian Advisory Committee (BPAC) provides guidance and advice on the implementation and planning of bicycle and pedestrian facilities in the region. The BPAC usually meets on the fourth Wednesday of the month. Public participation opportunities are provided during the meetings and the input is considered in the decision-making process. Meeting agendas and documents are made available on the RTC website before each meeting.

Public Outreach Events

RTC engages the public through various means such as trade fairs and community events to make sure the public is informed about the RTC's plans, programs, and projects. These outreach events also increase public participation in the regional decision-making process.

Information on the RTC Website

RTC makes a variety of information available on the agency website including the RTP, RTIP, meeting agendas, hot topics and other information for easy access to the public. This information is made available in a PDF format, which can be easily downloaded from the internet. The website also provides links and information to the citizens about how to get involved in planning efforts. Additionally, project specific websites and/or social media pages may be developed.

Media Coverage

To maximize its outreach efforts, the RTC provides important information regarding its plans and programs on local TV channels, radio stations and newspapers.

Mailing Lists

RTC maintains mailing lists for each of its committees and projects to provide a variety of information to maximize the public participation in the regional decision-making efforts.

RTC Agenda Posting Locations

Before each RTC Board, TAC, CAC, and BPAC meeting, the meeting agendas are posted at the following locations to inform public about the time, location and agenda of the meetings:

Reno City Hall
Sparks City Hall
Washoe County Administrative Complex
Regional Transportation Commission Offices
4TH STREET STATION
RTC CENTENNIAL PLAZA
Incline Village General Improvement District
RTC Website

RTC e-News Briefs

RTC provides a monthly electronic news brief to the elected officials, decision-makers and the public to inform them about the major projects and programs that the RTC undertakes. This e-News Brief is mailed electronically to the mailing list and is also made available on the RTC website to educate and inform the citizens.

RTC's Cooperative Relationships with Local Agencies

To educate and inform the maximum number of citizens in this region, RTC has initiated a cooperative program with the local agencies. As part of this program, the local agencies have agreed to provide information about the RTC and its programs to the citizens through these agencies' websites.

Public Participation Documentation

The RTC maintains records in plan, program and project files including, but not limited to, agendas, staff reports, support documentation, notices of public hearings, meeting sign-in sheets, comment cards, responses to comments, meeting minutes, translated materials, and power point presentations, and social media.



REGIONAL TRANSPORTATION COMMISSION
Planning • Streets and Highways • Public Transportation
Metropolitan Planning Organization

Board Update e-News

RTC Commissioners,

Attached you will find the April 2013, RTC Board Update e-News. This electronic newsletter will be distributed monthly the week following your board meeting. Please contact Michael Moreno or me with any questions you may have. Michael can be reached at (775) 335-1869 or email at mmoreno@rtcwashoe.com.

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RTC BOARD ADOPTS 2035 REGIONAL TRANSPORTATION PLAN

The RTC Board approved the resolution adopting the 2035 Regional Transportation Plan (RTP) at their April 19th meeting. The RTP reflects over eighteen months of community outreach and agency coordination and provides a balanced approach to improving safety, livability and regional connectivity. The plan represents the region's transportation vision and quality of life investments for safe & healthy communities, economic development & diversification, sustainability, and increased travel choices.

The RTP was developed through a people-based approach with input from working groups comprised of community volunteers and stakeholder agencies. The general public participated through community planning workshops, transportation issue-specific roundtable discussions and presentations to local jurisdictions and planning commissions, and the RTP website and smart phone app. Additionally, the agency's efforts were supplemented with a variety of multimedia outreach initiatives.

SAMPLE NOTICES

Newspaper Notice — 21-Day Public Comment/Participation Period

FY 2014-2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

21-DAY PUBLIC COMMENT/PARTICIPATION PERIOD

The Regional Transportation Commission (RTC) of Washoe County, the Metropolitan Planning Organization (MPO) for the Reno/Sparks urbanized area, pursuant to federal law (23 USC 134), hereby provides the citizens of this metropolitan area an opportunity to review and comment on the FY 2014-2018 Regional Transportation Improvement Program (RTIP). The RTIP was developed in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21).

The FY 2014-2018 RTIP is a five-year plan of major state highway, local street and road, transit, bicycle and pedestrian projects for Washoe County. The RTIP represents a prioritized program directed at meeting Washoe County's growing transportation needs while improving the region's air quality, transportation efficiency, safety and mobility. The RTIP is required by federal regulation and serves as a useful tool in planning and programming transportation system improvements.

A copy of the FY 2014-2018 RTIP is available for viewing and comment during regular business hours at the RTC Planning Offices at 1105 Terminal Way, Suite 211 and on the RTC website (rtcwashoe.com) for a 21 day period starting on August 30, 2013 and ending on September 19, 2013. A public hearing (to be noticed separately) will be held by the RTC Board following the public comment period. Citizen comments will be forwarded to the RTC Board. This document is subject to change through the public comment period. Any changes will be discussed in the public hearing before the RTC Board and will be made available for public review at the above locations.

Citizens can send comments on these proposed documents during the 21-day review period to the following address by mail, telephone, facsimile or electronically:

RTC Planning Offices
1105 Terminal Way, Suite 211, Reno, Nevada 89502
775.348.0480
775.348.0450 FAX
dgoodwin@rtcwashoe.com



2035 Regional Transportation Plan

COMMUNITY PLANNING WORKSHOP

Please join us in discussions of the 2035 Regional Transportation Plan. The purpose of this workshop is to review and discuss the transportation alternatives for the 2035 RTP.

October 11, 2012 at 4:30-6:30pm.
Washoe County Senior Center

1155 E. 9th Street, Reno, NV 89512
RTC RIDE routes 2, 5 & 15 serve this location.

This Is Your RTC.

For more information visit:
www.yourWashoeRTP.com or call
the RTC Planning Department
at 775-348-0480.



RTC

ATENCIÓN AVISO A LA COMUNIDAD

Se impartirá Taller Comunitario para planear los sistemas futuros de Transportación para el Condado de Washoe.

En el Museo Discovery de Nevada
490 S. Center St. Reno, NV. 89501

Jueves 8 de Diciembre de 2011

De 4:00 pm a 7:00 pm.
Presentado por RTC (La Comisión de Transporte Regional)
Alegatos comienzan a las 4:30 p.m.

**RTC Website Notice —
21-Day Public Comment/Participation Period**

HOT TOPICS PAGE

FY 2014-2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM 21-DAY PUBLIC COMMENT/PARTICIPATION PERIOD
August 30, 2013 to September 19, 2013

The RTC is in the process of developing the FY 2014-2018 Regional Transportation Improvement Program (RTIP) which is the five-year program of projects designed to implement short-term street and highway, transit, bicycle and pedestrian projects for Washoe County. A public comment/participation period (August 30th to September 19th) will provide the citizens of this metropolitan area an opportunity to review and comment on the draft document. [Click here](#) for information on the 2014-2018 RTIP.

**Newspaper Notice —
RTC Board Public Hearing**

OFFICIAL NOTICE OF PUBLIC HEARING BEFORE THE REGIONAL TRANSPORTATION COMMISSION OF WASHOE COUNTY, NEVADA

Notice is hereby given that a public hearing for the following subject will be conducted on:

FRIDAY, SEPTEMBER 20, 2013
REGIONAL TRANSPORTATION COMMISSION ADMINISTRATIVE OFFICES
2050 VILLANOVA DRIVE
RENO, NEVADA

TIME CERTAIN 9:05 AM

FY 2014-2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

The purpose of the hearing will be to discuss and consider the 2014-2018 Regional Transportation Improvement Program (RTIP). The RTIP was developed in accordance with the Moving Ahead for Progress in the 21st Century (MAP-21). The RTIP is being used to meet the program of projects for public transportation.

The FY 2014-2018 RTIP is a five-year plan of major state highway, local street and road, transit, bicycle and pedestrian projects for Washoe County. The RTIP represents a prioritized program directed at meeting Washoe County's growing transportation needs while improving the region's air quality, transportation efficiency, safety and mobility.

The RTIP is required by federal regulation and serves as a useful tool in planning and programming transportation system improvements.

The air quality conformity analyses used in the 2035 Regional Transportation Plan (conformity determination was made on June 19, 2013) is being used for the RTIP.

Interested parties will be provided an opportunity to appear and present written or oral comments. Requests for auxiliary aids or services to assist individuals with disabilities should be made with as much advance notice as possible. These requests should be directed to Denise Thompson at 348-0400. A copy of the FY 2014-2018 RTIP is available for viewing and comment during regular business hours at the RTC Planning Offices at 1105 Terminal Way, Suite 211 and on the RTC website (rtcwashoe.com). Should these items be approved with changes, copies of the amended items will be made available for public review at the above locations.



rtcwashoe.com

This is Your RTC.