

Draft  
January 2007

DANVILLE METROPOLITAN PLANNING ORGANIZATION  
AND  
CITY OF DANVILLE TRANSIT SYSTEM

PUBLIC INVOLVEMENT PARTICIPATION PLAN AND NOTIFICATION PROCEDURES  
MANUAL

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**Introduction**

The Danville MPO adopts this Participation Policy and Public Involvement and Notification Procedures document pursuant to compliance with federal policy and regulations as set out in the federal SAFETEA-LU of 2005 and its amendments.

Federal regulations note that:

"...the Metropolitan transportation planning process shall: include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs (Transportation Improvement Programs) and meets the requirements and criteria specified...; provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects." (from ISTEA)

Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all.

**Intent**

The intent of the Danville Metropolitan Planning Organization Public Involvement Participation Plan is to offer reasonable opportunities for the public to be informed and involved in the development of transportation plans and programs in the Danville MPO's urban area. The public and interested parties, including affected agencies and certain expressly identified population groups, are encouraged to help identify highway, transit, pedestrian, bikeway and other transportation needs and comment on proposed improvements in the urban planning study area. The identified groups will need to be added to mailing distribution lists for MPO announcements, relevant meetings, newsletters, etc. In the Danville MPO, the urban planning study area refers to all of the City of Danville, and the urbanizing portion of Pittsylvania anticipated to be developed over the next 20-year period.

Components or objectives of the existing public involvement process followed by the Danville MPO have been developed to incorporate elements required of a Participation Plan process by CFR 23, Part 450.316 pursuant to Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users (SAFETEA-LU), (Public Law 109-59, August 10, 2005). Sections A thru B of the Participation Plan address the participation process. Section C addresses the agency consultation process required by SAFETEA-LU.

## Section A: Participation Plan Elements

1. In order to allow for adequate time for public review and comment of the draft participation plan, public notification will be provided 45 days in advance of consideration of action on this document by the Policy Board of the Danville MPO. Public notification will be provided 30 days in advance of consideration of action by the Policy Board of the Danville MPO on any proposed constrained long-range transportation plan and its update documents. Documents such as the Transportation Improvement Program developed annually shall have a public notification period of 30-days.
2. A meeting notice will be provided in printed form and electronically, where practicable, to local news media, one week in advance of each regular Policy Board meeting. Reasonable access to available information about Danville MPO sponsored transportation studies in the urban planning study area will also be provided.
3. Available resources will be used by the Danville MPO to visually convey information related to transportation plans and programs. These can include maps, drawings, tables, and charts on a website; displays of these items at public locations or kiosks where they can be found available shall be made.
4. Public information related to transportation plans and Transportation improvement programs and meeting notices of the Danville MPO will be provided electronically on World Wide Web as website notices, including draft amendments and final versions of the Participation Plan.
5. Public meetings sponsored by the Danville MPO will be held at convenient and accessible locations and times. A citizen information period will be provided during each regular Policy Board meeting.
6. Public input received during the development of the Danville MPO long-range transportation plan will be given consideration by the Danville MPO. Significant public comments received will be reported by staff to the Policy Board and the Project Management Team/Technical Advisory Committee.
7. Outreach efforts seeking input on regional rural long-range transportation plans and transportation improvement programs from low income and minority households traditionally underserved by existing transportation systems will be developed, continued and documented.
8. Public notices advising citizens in the MPO urban planning study area of the availability of draft transportation plans and transportation improvement programs in local public libraries and public offices will be continued in addition to website availability. Additional opportunity for public comment will be provided if the final regional rural long-range transportation plan differs significantly from the version initially made available for public review.
9. The implementation of the Danville MPO Public Involvement Participation Plan will be coordinated with the statewide transportation planning public involvement

and consultation processes developed, as appropriate, with agencies and officials responsible for other planning activities within the MPO urban transportation planning study area that is affected by transportation.

10. The overall effectiveness of procedures and strategies contained in the Public Involvement Participation Plan to ensure a full and open participation process will be reviewed periodically by the Danville MPO Staff and Danville MPO Policy Board.

#### Section B: Disposition of Significant Comments

When significant comments are received on the draft Danville MPO long-range transportation plan as a result of the Public Involvement Participation Plan a report on the disposition of comments shall be made as part of the final Danville MPO long-range transportation plan record.

#### Section C: Agency Consultation on Other Planning Activities

1. As the transportation plan is developed, the Danville MPO shall consult, as appropriate, with agencies and officials responsible for other planning activities in the planning area affected by transportation in order to coordinate planning functions to the maximum extent practicable.
2. The nature of the consultation shall include comparison of the Danville MPO's long-range transportation plan, when it is developed, with the plans maps, inventories, and planning documents developed by other agencies including the West Piedmont PDC and localities.
3. Public and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation should be included in the agency consultation process, as appropriate.
4. Transportation plans shall be developed with consideration for governmental agencies and non-profit organizations receiving Federal assistance from a source other than the U.S. Department of Transportation for the design and delivery of non-emergency transportation services.
5. SAFETEA-LU regulations required inclusion of activities in this Public Involvement Participation Plan that provides for consultation with various agencies. Agencies that are to be contacted are set out in a table later in this manual. The Danville MPO staff will need to initiate contacts, make follow-ups, and record activities. It should be noted that the tables listing agencies to be contacted may be altered for the inclusion of additional or new agencies and groups as needed and appropriate.
6. Documentation will be required throughout the consultation process including maintaining event logs.

**Public Input Elements: Means of Receiving Input**

The Danville MPO will utilize, as is practical and appropriate, the following means of providing for input on projects and planning efforts whereon public involvement, public participation is required.

**Input Elements**

Offer a Comment Period with indication of means of making comment submission	Public Display of MPO Plans/Studies for Review	Advertisements in Newspapers
Website made available	Newsletters available	Open Meetings & Public meetings declared
Have press releases	Have direct mailings	Visual Communications such as maps, Internet visuals, videos if practical
Library available for document review, storage	Workshops, meetings, listening sessions offered for Plans, Studies	Staff Public Appearances
Direct Staff Contact	Address Title VI	Provide kiosks or displays as appropriate
Have measures of effectiveness	Address language barrier issues, use visuals, visualization means	Surveys carried out on plans, studies
<i>Address Elderly and Handicapped, Disabled</i>	Have measures of effectiveness	Advocate for bicycle and pedestrian
<i>Address hearing or visually impaired</i>		

The importance of websites and their contents is far reaching in the communications efforts of public and private sector entities today. The following lists the desired contents of the website the Danville MPO and its Administrator should have in the future. It should be noted that WPPDC serves both as a rural transportation planning agency and, as staff to the Danville Metropolitan (Transportation) Planning Organization, as a urban transportation planning agency which adds substantially to the website content level.

**MPO Website Contents Required**

Study Area Map & the Long-Range Transportation Plan Document	MPO meeting agendas	MPO meeting minutes
Method of providing public comments	Staff contact person	Project Management Team/Technical Committee membership
Address Long-Range Plan Availability, Status	Dates/times of meetings	Citizens Advisory Committee membership
MPO Policy Board membership	Visual techniques utilized	MPO Unified Work Program (UWP)
Freight Committee membership as necessary	List of other committees and memberships	Listing of Projects
Six Year Improvement Plan for Primary, Interstates, other	Six-Year Improvement Plan for Secondary System, Pittsylvania County	
Public Participation Plan (manual)	MPO Bylaws	

### **Meeting Schedules**

The following listings of meetings of the Danville MPO Policy Board that were anticipated in fall 2006. The Constrained Long-Range Transportation Plan is not currently in the work program with the earliest probable inclusion of it in a Unified Work Program likely being FY 2008. However, the MPO meetings can to some degree be anticipated based on some of the work needed for regular efforts that occur each year and from the need to address the conversion of the MPO over to SAFTEA-LU regulations in respect to TIPs and CLRPs. The following is probable meetings:

February 2007:	Consider public involvement participation plan
March 2007:	Consider updates transportation improvement program
April 2007:	Consider unified work program (UWP)
May 2007:	Consider amendments to long-range transportation plan
July 2007:	Meet with consultants on corridor studies
November/December 2007:	Meet with consultants on corridor studies

Project Management Team/Technical Advisory Committee: The technical committee will be meeting whenever the consultants and MPO Administrator needs to have reviews made of materials and advice is needed on the technical study work being developed under contracts. Meetings will be monthly for parts of the year with a number of months being skipped for other parts of the year.

### **Public Outreach Meetings**

The following sets out best estimates of the number and approximate occurrence of public meetings for reporting out work on the various phases of the Danville MPO Long-Range Transportation Plan's development. Additional means of communicating will need to be relied upon that were indicated earlier (under "Input Elements").

### **Long-Range Plan Public Involvement, Year 2040 Plan**

#### **Task III – Public Involvement---*Consultant's Outline***

(Example work is from Consultant's Scope for 2003 Contract for work on Year 2030 Long-Range Transportation Plan adopted in 2004.)

Public involvement in this study will start early and continue throughout the study. Public input will be sought using a variety of methods, including group forums, telephone surveys, public information meetings, public hearings, and media releases.

Throughout the public involvement process, the Consultant will prepare media releases for local newspapers, radio, and television. The Consultant will prepare one media release near the beginning of the project to announce the project, its intent and duration, and to describe the upcoming telephone survey. Similar media releases will be prepared prior to the group forum, public information meeting, and public hearing, announcing the schedule of the upcoming event and providing a brief update on project progress.

Throughout the public participation process, the Consultant will:

- Prepare meeting displays and handout materials.
- Prepare meeting minutes and summaries.
- Ascertain the goals and objectives of citizens who live and work in the study area, or use or will use the transportation facilities in the study area.
- Present information to the public in a timely and understandable manner, and in manner that stimulates discussion.
- Address and/or incorporate public input throughout the process.
- Provide FHWA with advance copies of public notices and meeting announcements.

Locations for all meetings, group forums, and hearings will be secured by the MPO Administrator working with Consultant and Danville Staff.

#### **Subtask III.A. Public Group Forum (February 2008)**

In addition to the five small group forums prescribed under Data Collection tasks, the Consultant will hold a sixth forum for the general public. The sixth forum, composed of participants from the general public, will be advertised and open to the public. The format of the forum will be flexible so as to accommodate a variety of attendance levels. Smaller attendance levels will be geared to interactive discussions, whereas with a larger attendance, the format will be more of a question and answer session.

#### **Subtask III.B. Public Information Meeting (September 2008)**

The Consultant will hold a public information meeting following the conclusion of the transportation modeling and forecasting process in order to garner public input about existing conditions, the effects of accommodating predicted levels of traffic on the existing transportation system (i.e., the No-Build alternative), as well as preliminary input into the alternatives development process.

#### **Subtask III.C. Public Hearing (January 2009)**

The Consultant will hold a public hearing to present the draft 2040 transportation plan for public feedback. At the discretion of the Danville MPO Administrator/WPPDC, this hearing will be held either at one location or at two locations on consecutive nights. This hearing will be held near the end of the project to gauge public reaction to the draft transportation plan and to record official public comment regarding the plan.

### **Overall Scope of Work outline from Year 2040 Long-Range Transportation Plan**

The Consultant will develop the Year 2040 Plan through the execution of a work program that is organized into eight broad areas. These areas are listed below:

- I. Data Collection
- II. Existing Conditions Analysis
- III. Public Involvement
- IV. Model Development
- V. Traffic Forecasts
- VI. Plan Development
- VII. Plan Document
- VIII. Project Management Team Coordination

## **Current List of Private Sector Providers**

D & M Bus Company  
130 Carolyn Court  
Danville, VA 24541

Danville Coach Lines  
247 Greenwich Circle  
Danville, VA 24541

Greyhound-Trailways Bus Lines  
302 Mount Cross Road  
Danville, VA 24541

Holiday Motor Tours, Incorporated  
127 Tunstall Road  
Danville, VA 24541

Eagle Parlor Tours of Virginia, Inc.  
111 Canterbury Road  
Danville, VA 245 41

Capital Cab Company, Incorporated  
217 North Union Street  
Danville, VA 24541

Danville Taxi  
216 Bradley Road  
Danville, VA 24541

Out & About  
3944 Westover Drive  
Danville, VA 24540

Van's Med-Tec Transport & Services, Inc.  
3611 Mount Cross Road  
Danville, VA 24541

## **Organizations Representing Under-represented Persons in the Danville MPO Area**

Danville Association for Retarded Citizens  
7180 U.S. Highway 29  
Blairs, VA 24527

Southern Area Agency on Aging  
433 Commonwealth Blvd.  
Martinsville, VA 24112

Danville-Pittsylvania County Community  
Services Board  
245 Hairston Street  
Danville, VA 24541

Danville Parks and Recreation Department  
Municipal Building  
P.O. Box 3300  
Danville, VA 24543

Pittsylvania County Community Action  
Agency  
P.O. Box 1119  
Chatham, VA 24531

Danville Community Improvement Council  
608 Upper Street  
P.O. Box 1080  
Danville, VA 24541

Danville NAACP  
509 Gay Street  
Danville, VA 24541

Pittsylvania County NAACP  
P.O. Box 871  
Chatham, VA 24531

Pittsylvania County Department of Social  
Services  
P.O. Drawer E  
Chatham, VA 25531

Danville Department of Social Services  
P.O. Box 3300  
Danville, VA 24541

Virginia Department of Rehabilitative Services  
770 Piney Forest Road, Suite B  
Danville, VA 24540

Danville Area Chamber of Commerce  
P.O. Box 1538  
Danville, VA 24541

## **State Contacts on Populations with Disability or Limited Mobility**

Virginia Board for People with Disabilities  
202 N. 9th Street, 9th Floor  
Richmond, VA 23219

Virginia Department for Deaf & Hard of  
Hearing  
Commonwealth of Virginia  
1602 Rolling Hills Drive  
Richmond, VA 23229-5012

Virginia Department for Blind and Vision  
Impaired  
397 Azalea Avenue  
Richmond, VA 23227-3800

Virginia Office for Protection and Advocacy  
1910 Byrd Avenue  
Richmond, VA 23230

Virginia Department for the Aging  
1610 Forest Avenue, Suite 100  
Richmond, VA 23229

Governor's Director of Community Integration  
for People with Disabilities  
Julie A. Stanton, J.D., Director

Virginia State Office of the AARP  
707 E. Main St., Suite 910  
Richmond, VA 23219

Virginia Disabled Service Agencies  
Richard C. Kriner, Program Manager,  
Disability Services Boards  
Department of Rehabilitative Services  
8004 Franklin Farms Drive  
Richmond, VA 23229

Virginia Department of Rehabilitative Services  
770 Piney Forest Road, Suite B  
Danville, VA 24540

Danville Area Chamber of Commerce  
P.O. Box 1538  
Danville, VA 24541

## **Bicycle and/or Pedestrian Contacts**

Bike Walk Virginia  
P.O. Box 203  
Williamsburg, VA 23187-0203

Virginia Bicycling Federation  
P.O. Box 5621  
Arlington, VA 22205-5621

League of American Bicyclists  
1612 K Street NW, Suite 800  
Washington, DC 20061

Rails to Trails Conservancy  
1100 17<sup>th</sup> Street, NW  
10<sup>th</sup> Floor  
Washington, DC 20036

## ***Detailed Procedures***

### **1. Participation in Planning and Notification for TIPs and CLRPs**

Under the federal Intermodal Surface Transportation Efficiency Act of 1991 and further regulations and guidance of the Federal Highway Administration and Federal Transit Administration, certain public involvement shall take place. For the Danville Metropolitan Planning Organization, the adoption of its Constrained Long-Range Transportation Plan (CLRP) and its Transportation Improvement Program (TIP) and their updates shall not take place unless these documents in their draft form are exposed to a Public Hearing.

The Danville MPO shall conduct public hearings following a thirty (30) day period of notification and comment period, beginning with a notice published in a newspaper of general circulation and depositing of copies of documents in public places.

Where there is necessity and benefit to a member local governing body and/or the Danville MPO, or the Commonwealth of Virginia, the Administrative Agent may call for and advertise for a public hearing (or public meeting, for certain review actions, presentations), in the name of the Danville MPO Policy Board. The Administrative Agent shall report comments from the public hearing or public meeting to the Policy Board at its next called meeting, if an MPO meeting is not already scheduled to immediately follow or coincide with such hearing or meeting.

Comments written or recorded or noted taken from public hearings, public information meetings, or MPO meetings shall be held for reference and public access for a period of not less than three (3) years. The place of deposition of such records shall be the offices of the West Piedmont Planning District Commission, the official office location of the MPO Administrative Agent--unless location is changed by the MPO Policy Board.

If the final TIP or CLRP differs significantly from the one which was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised CLRP or TIP shall be made available.

Changes to CLRP or TIP not considered major change to purpose or intent of these documents or that are corrections requested by the Commonwealth of Virginia or the U.S. Department of Transportation shall be made to these documents in a regular meeting of the MPO Board followed by a resolution signed by an MPO Board chief officer.

The Danville MPO has a Memorandum of Understanding/Agreement with the Virginia Department of Transportation and the Virginia Department of Rail and Public Transportation to manage changes sought for the Transportation Improvement Program (TIP). This agreement allows for Administrative TIP Adjustments to be made when there is agreement on appropriateness for the administrative change between the MPO, VDRPT, VDOT, or local government staffs needing a TIP change.

### **2. Notification of Private Enterprise Providers**

While the U.S. Department of Transportation amended its regulations regarding participation and notification of private enterprise providers in 1994, the MPO and/or the Danville Transit System (public sector, public transportation provider) shall maintain an effort to insure private enterprise provider involvement, participation, and notification regarding:

1. Preparing the Annual TIP
2. Submitting grants, if major, and excepting grants noted below

In addition to the public transportation providers notices, Danville Transit System will provide notification on:

1. Developing new service or significant restructuring of the transit system
2. Periodic review of existing service [at least every three (3) years]
3. Major submissions of grants for capital and/or operating needs

### **3. Danville Transit System Notification Procedure--Public & Private Enterprise Providers & Others**

- A. Submitting Capital, Operating, or Similar Grant Applications--A Public Notice will be placed in local newspapers by the City of Danville/Danville Transit System or West Piedmont Planning District Commission at least fourteen (14) days prior to initial review by the Mass Transit Advisory Committee of the City of Danville. Additionally, a mailed notice shall also be sent to the current list of private sector providers no later than fourteen (14) days prior to the Mass Transit Advisory Committee's review of the grant application.

The Public Notice should briefly describe the grant application and request that interested private sector providers wishing to present views on the development of the local transit portion of the grant application contact the City of Danville Transit System offices for further details or to review the complete draft grant application.

All written comments that specifically address offerance of alternatives to the proposal set forth in the application received within the fourteen (14) day period after the Public Notice appears in the newspaper will be considered in the development of the grant application. Any interested party may request in writing that a meeting and/or public hearing be held with representatives of the City of Danville Transit System to further discuss their views on the grant application before it is formally adopted by the Mass Transit Advisory Committee and recommended for approval by the Danville City Council.

- B. Development of New Service, Significant Restructuring of Transit System or Periodic Review of Entire System and Services--A Public Notice will be placed in local newspapers by the City of Danville Transit System at least fourteen (14) days prior to the Mass Transit Advisory Committee review of service modifications or periodic total system review. Additionally, a mailed notice shall also be sent to the current list of private sector providers no later than fourteen (14) days prior to the Mass Transit Advisory Committee's review of proposed service modifications or periodic total route system review.

If there is response from the private providers on this action ("response" meaning that a request to consider the private provider's provision of alternative services to that proposed by the City of Danville), the City of Danville Transit System must meet and discuss the proposals with representatives of the private provider. Before this meeting, an advertisement will run in the local newspaper fourteen (14) days prior to the scheduled meeting with any interested private providers. This advertisement will explain in more detail the service proposal and solicit proposals of others interested in providing proposed services. If proposals are received, the Mass Transit Advisory Committee will review these proposals. The

Mass Transit Advisory Committee will not act on any proposed service changes until any private provider proposals are reviewed and evaluated. Offers of alternatives will be considered through the 14th day of the grace period, with Advisory Committee meeting called for later date if necessary.

If no input is received from interested private providers, the City of Danville Transit System may, upon approval by the Mass Transit Advisory Committee, implement its proposals fourteen (14) days after the Public Notice first appeared in the newspapers.

#### **4. Long-Range Plan Participation And Notification**

The Danville MPO periodically develops and adopts or makes major updates and adopts its Long-Range Transportation Plan that normally covers a twenty to twenty-five year horizon. A process or provisions for participating in plan development and adoption and notification therewith should be provided herein.

- A. At a minimum, a public meeting shall be held following development of a draft plan document. A public hearing shall be held before the MPO Board shall adopt the Long-Range Plan.
- B. A Public Notice will be placed in local newspapers by the West Piedmont Planning District Commission at least thirty (30) days prior to the Danville Urbanized Area Metropolitan Planning Organization (MPO) review of the proposed Long-Range Transportation Plan. Additionally, a mailed notice shall also be sent to the current list of public agencies normally interested in transportation issues (as agreed to by the MPO project management team), private sector providers, and others known to be interested from previous contacts, no later than thirty (30) days prior to the Metropolitan Planning Organization's review of the proposed Long-Range Plan.
- C. The Public Notice (and any letters) should briefly explain the purpose of the Long-Range Transportation Plan and request that interested members of the public, agencies, private sector providers and others wishing to present views on the development of the highway, transit, and other modal elements of the Long-Range Transportation Plan contact the City of Danville City Engineer, Danville Transit System, Pittsylvania County Administrator, or West Piedmont PDC offices for further details.
- D. All written comments received within the thirty (30) day period after the Public Notice first appears in the newspaper will be considered in the development of the Long-Range Transportation Plan. Any interested party may request in writing that a meeting be held with representatives of the City of Danville Engineers Office, Danville Transit System, Pittsylvania County, Virginia Department of Transportation, and/or West Piedmont Planning District Commission to further discuss their views on the elements of the Plan before it is formally adopted by the Metropolitan Planning Organization. For general contacts, the Danville City Engineer, MPO Administrative Agent/West Piedmont Planning District Commission, Pittsylvania County Administrator, Manager of the Danville Transit System, or Virginia Department of Transportation representatives should be available to discuss elements in the Plan. It should be noted that a Public Hearing should be held to provide public involvement in the final adoption of the Long-Range Transportation Plan.
- E. When significant written or oral comments are received on the draft Long-Range Transportation Plan, a summary report shall be submitted to the FHWA and FTA

by inclusion in the final document. This report shall, where possible and practical, also report on any suggested disposition of the comments received.

The comments received (and summaries developed) shall be retained in the minutes in the files of the West Piedmont Planning District Commission. These files shall be retained for a period of not less than three (3) years.

- F. In a related matter the development of the Long-Range Transportation Plan is the development of a statewide long-range transportation plan. The MPO recognizes that the MPO area Long-Range Transportation Plan should be amenable for merger into statewide plans.

If the final long-range transportation plan differs significantly from the one which was made available for public comment by the MPO and raises significant new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP shall be made available.

## 5. **Public Access--Under-served and Disabled Americans**

Recognizing that certain members of the public who may be interested in transportation may have difficulty in attending the aforementioned the MPO's public meetings, MPO's public hearings, and the open meetings of the MPO Policy Board to specifically address planning activities regarding transportation, the following arrangements shall be observed.

**Disabled persons.** In advertisements or other notices, reference shall be made that they may call the Danville Transit System for ride assistance to meetings/hearings, including requests for information on times, stops, routes and in addition, information on the paratransit, its utilization, and finally, request provision of paratransit services. Meetings and schedules should be timed to consider the provision of route or paratransit system services to needy individuals. Advertisements should also include information for assistance to hearing/vision-impaired persons.

**Underserved persons.** In providing public access to these persons, generally defined as lower income persons that are transportationally disadvantaged, the primary assistance that can be offered to aid in participating in public meetings, public hearings, and MPO Board meetings is through utilization of the Danville Transit System. Advertisements for said meetings should include notice of availability of services from Danville Transit System, including contact/address information so that times, stops, and route information may be received by an under-served calling party.

**Visuals, Visualization Aiding Persons with English as second language.** The MPO staff will attempt to employ visuals, visualization means to aid in communications with residents for whom English is a second language in order for them to have a better opportunity to participate in MPO sponsored planning efforts. Means to accomplish this may include: producing for display maps, charts, tables, and drawings.

## 6. **Implementation of the Public Involvement Participation Plan manual or its Amendments**

Upon development of the Manual by the Administrative Agent or making of a major amendment to the Manual by the Administrative Agent, the public shall be notified of the Manual's development or major amendment, advising of intent to adopt the manual or amended manual, and that a public hearing shall be held. Such public notice will provide a minimum of forty-five (45) days for public review and written comment prior to adoption

of the procedures manual by the MPO, including comments received at the public hearing. Following the forty-five (45) day review period, public hearing, and recognition of comments for consideration, the MPO shall adopt the Manual or its amendments. Corrections and modifications negligible in effect on the intent and purposes of the Manual shall be acted on at an open meeting of the MPO Board membership, culminated with signing of a resolution by a chief officer of the MPO Board.

## **7. DOCUMENTATION**

Copies of all public notices, comments from the general public and public agencies contacted, written comments of interested providers, and minutes of all formal meetings and public hearings on this topic will be retained by the City of Danville Transit System and/or the West Piedmont Planning District Commission for a period of three years and are open to inspection upon a written request.