

# PUBLIC INVOLVEMENT PLAN

*Adopted : September 22, 2023*

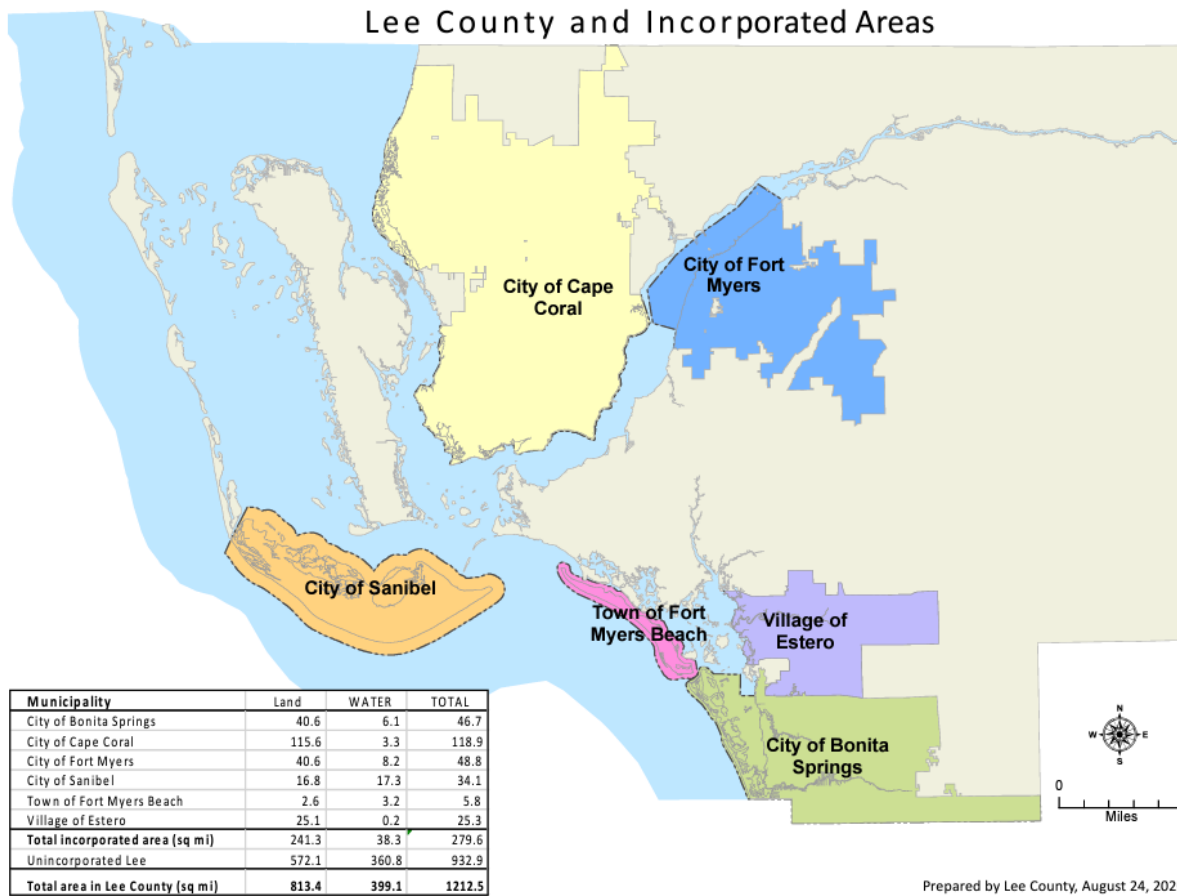


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## About Us

The Lee County Metropolitan Planning Organization (MPO) is responsible for transportation planning in the Cities of Bonita Springs, Cape Coral, Fort Myers and Sanibel, the Town of Fort Myers Beach, the Village of Estero, and unincorporated Lee County. Additional information about Lee County, including our Community Characteristics and demographics, can be found on the United States Census website at <https://data.census.gov/profile?q=050XX00US12071>

Working with federal, state, and local transportation partners, the MPO looks five, 10, even 25 years into the future to identify projects that will serve the county and its cities, citizens, seasonal visitors, business, and industry. At each stage of development of transportation plans and programs for our communities, the MPO encourages ongoing public participation and involvement, reminding everyone today's discussion and decisions begin the process that puts essential roadway, sidewalk and pathway, transit, aviation, and rail projects in place years and decades from now.



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Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at [cbarraco@leempo.com](mailto:cbarraco@leempo.com) at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator/Public Information Officer, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045. For more information about the Lee County MPO or to learn about ways to get involved please contact:

Lee County Metropolitan Planning Organization  
P. O. Box 150045 Cape Coral, FL 33915-0045  
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## Purpose

The *Public Involvement Plan (PIP)* identifies a proactive public involvement process for the development of the Long Range Transportation Plan and other planning activities of the Lee County Metropolitan Planning Organization (MPO). This process provides for complete information, timely public notice, full access to key decisions and early and continuing involvement of the public.

The obligation to provide information and consider public input in decision-making was made explicit by the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). This strong federal emphasis on public involvement was continued in the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) in 1998, continued in SAFETEA in 2003 and SAFETEA-LU in 2005, followed with Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) in July 2012, the FAST Act in December 2015, and the Infrastructure Investment and Jobs Act (IIJA) in November 2021. The true test of a successful public involvement plan is the level of public awareness and feedback. Too often, public participation does not occur until after the community-at-large becomes aware of an unpopular decision, at which point large citizen efforts become necessary to change decisions after the fact. A planning process that involves the average citizen early makes the public a participant in any decision that is ultimately made.

The *Public Involvement Plan* was adopted by the Lee County Metropolitan Planning Organization on April 18, 1997, and is updated biennially.



## Lee County Metropolitan Planning Organization Board and Committee Agendas and Advertisement Requirements

<p style="text-align: center;"><b>Lee County Metropolitan Planning Organization (MPO)</b></p> <ul style="list-style-type: none"> <li>• Consists of 18 voting members that include:                             <ul style="list-style-type: none"> <li>• Lee County: 5</li> <li>• City of Cape Coral: 5</li> <li>• City of Fort Myers: 3</li> <li>• City of Bonita Springs: 2</li> <li>• City of Sanibel: 1</li> <li>• Town of Fort Myers Beach: 1</li> <li>• Village of Estero: 1</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Technical Advisory Committee (TAC)</b></p> <ul style="list-style-type: none"> <li>• Consists of 19 voting members that include:</li> <li>• Local agency planners, engineers, and transit operators who make recommendations to the Lee County MPO on transportation plans, programs, amendments, and priorities on behalf of the agencies they represent.</li> </ul>	<p style="text-align: center;"><b>Citizen Advisory Committee (CAC)</b></p> <ul style="list-style-type: none"> <li>• Consists of 26 members that include:                             <ul style="list-style-type: none"> <li>• 2 members from different communities within each county commission district</li> <li>• 11 members are distributed based on jurisdiction.                                     <ul style="list-style-type: none"> <li>• City of Cape Coral: 5</li> <li>• City of Fort Myers: 3</li> <li>• City of Sanibel: 1</li> <li>• Town of Fort Myers Beach: 1</li> <li>• City of Bonita Springs: 2</li> <li>• Village of Estero: 1</li> </ul> </li> <li>• 1 Transportation-handicapped</li> <li>• 2 At-Large positions to ensure minority, LEP and low income participation.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Traffic Management and Operations Committee (TMOC)</b></p> <ul style="list-style-type: none"> <li>• Consists of 21 voting members that include:</li> <li>• Local agency traffic engineers and planners. It oversees the MPO's congestion management system and recommends congestion mitigation measures for programming with federal funds. It also oversees the planning of Intelligent Transportation Systems project and programs.</li> </ul>	<p style="text-align: center;"><b>Transportation Disadvantaged Local Coordinating Committee (TDLCB)</b></p> <ul style="list-style-type: none"> <li>• Consists of government, social service agency, citizen, and consumer representatives who oversee the provision of safe, efficient, cost-effective, and quality transportation services to Lee County's elderly, handicapped and low income residents.</li> </ul>	<p style="text-align: center;"><b>Bicycle Pedestrian Coordinating Committee (BPCC)</b></p> <ul style="list-style-type: none"> <li>• Consists of 20 voting members that include:                             <ul style="list-style-type: none"> <li>• 16 Local personnel who are responsible for bicycle and pedestrian planning for their agencies. It coordinates these agencies' bicycle/pedestrian planning activities, reviews provisions for pedestrians and cyclists in state and federal aid surface transportation projects and advises the Lee County MPO on the development of the bicycle and pedestrian element of its transportation plan and the programming of bicycle and pedestrian facilities.</li> <li>• 4 At-Large Citizen seats for Lee County Citizens that are active in the community.</li> </ul> </li> </ul>

Board/ Committee	Advertise with News-press		Post on MPO Website	Submit Notification to Local Jurisdiction TV stations	Mail out Packet	Email out Packet
	# of days Submitted prior to Meeting	# of days Advertised prior to Meeting	# of days Posted prior to Meeting	# of days Submitted prior to Meeting	# of days Mailed out prior to Meeting	# of days Emailed out prior to Meeting
MPO	11	7	8	8	8	8
CAC	n/a	n/a	8	11*	8	8
TAC	n/a	n/a	8	8	8	8
TMOC	n/a	n/a	8	8	8	8
TDLCB	21	14	14	14	14	14
BPCC	n/a	n/a	8	8	8	8

\*These notifications for the CAC will also be sent to the free newspapers.

The MPO Meeting Schedule with additional information on meeting dates, times, and locations can be viewed on our website at <https://leempo.com/events/>



## Long Range Transportation Plan (LRTP)

### 2045 Transportation Plan



The intent and purpose of the Long Range Transportation Plan (LRTP) is to encourage and promote the safe and efficient management, operation, and development of a cost feasible intermodal transportation system that will serve the mobility needs of people and freight within and through the urbanized area, while minimizing transportation related fuel consumption and air pollution.

When developing the LRTP, the MPO must consult with a wide variety of state and local agencies and afford the opportunity to comment on the plan to a wide variety of groups. The agencies include, as appropriate, those that are responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. The groups include citizens, affected public agencies, representatives of public transportation employees, private freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the LRTP.

The MPO shall, at a minimum, include the following in its public participation process:

- Provide reasonable public access to technical and policy information used in the development of the LRTP;
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the LRTP;
- Demonstrate explicit consideration and response to public input received during the plan development process;
- Employ visualization techniques to describe the LRTP (maps and charts of changes);
- Make the LRTP and any associated information available in electronic format such as WorldWide Web (the MPO's website);
- Hold public meetings at convenient times and accessible locations;
- Seek out and consider the needs of those traditionally under served by existing transportation systems, including but not limited to low-income and minority households;
- When significant written and oral comments are received on a draft LRTP (including the financial plan) as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP; and



- If the final LRTP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available.

The Lee County MPO would like to have participants from the entire community attending the public hearings and workshops given by the MPO. The public is encouraged to contact the Lee County MPO Staff seven (7) days in advance of a public hearing or workshop for the LRTP update if they are in need of assistance for transportation to and from the event being held by the Lee County MPO. The Lee County MPO shall make arrangements to meet the needs of the public to the best of their ability.

The Lee County MPO must submit a major LRTP amendment to the District and other parties every five (5) years. The next scheduled major LRTP update is due by the end of 2025. See Appendices II and III for the Regional Public Involvement Programs.



## L RTP Plan Update and Amendment Process

<p><b>MAJOR UPDATE PROCESS (Adoption)</b></p> <p>The LRTP is required to be updated every five (5) years.</p>	<p><b>MAJOR AMENDMENT</b></p> <p>This includes major changes to project costs, Initiation dates, design concept, scope changes for existing projects, adding or deleting projects from the plan</p>
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- Staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees.
- The TAC will review each request received to determine if extensive technical investigation of the suggested modification would be required, and if so, whether such investigation is or is not justified. The TAC will determine the kind of analysis and the level of effort required, designate responsibilities for any further work, and evaluate the probable benefits of any further analysis and testing it deems necessary.
- When developing the LRTP, MPOs must consult with a wide variety of State and local agencies and afford the opportunity to comment on the plan to a wide variety of groups. The agencies include, as appropriate, those that are responsible for land use management, natural resources, environmental protection, conservation, and historic preservation. The groups include citizens, affected public agencies, representatives of public transportation employees, private freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of disabled, and other interested parties with a reasonable opportunity to comment on the LRTP.
- At the commencement of the process of the LRTP, the MPO shall extend notice to the Department and the Port Authority advising the scope of the work to be undertaken and inviting comment and participation in the development process. The MPO shall ensure that the chief operating officials of the Department and the Port Authority shall receive approximately 14 days written formal notice of all public workshops and hearings related to the development of such plans and programs.
- Advertise the Major Update/Major amendment in the local newspaper, on local TV stations, and on the Lee County MPO’s website, the public hearing notices of the proposed changes to the plan are advertised 30 days prior to the scheduled hearing.
- Distribute the draft plan with proposed changes to the local library system and local government agencies 14 days prior to public hearing.
- Post the draft plan with proposed changes on the Lee County MPO’s website 14 days prior to the public hearing.
- A newsletter/e-mail notification shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO’s LRTP. This newsletter/e-mail notification shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these issues.
- Take proposed changes to the Committees of the Lee County MPO Board for review and comments.
- Take proposed changes to the Lee County MPO’s Board for review and comments and open a public comment period of 30 days at the Lee County MPO’s meeting.
- Bring the final version back to the Lee County MPO Board for final approval and adoption after a 30 day public review period has been completed, this will require a roll call vote.

- Seek out and consider the needs of those traditionally underserved by the existing transportation systems, including but not limited to low-income and minority households.
- When significant written and oral comments are received on a draft LRTP (including the financial plan) as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final LRTP.
- If the final LRTP differs significantly from the one made available for public comment or raises new material issues, and additional opportunity for public comment must be made available.

#### **Administrative Modification**

This includes minor changes to project/phases costs, funding sources , project/phase initiation dates, does not require public review and comment or re-demonstrating fiscal constraint

- Lee County MPO staff will make corrected changes in draft form and bring them to the Committees for recommendation of approval to the Lee County MPO Board.



## Transportation Improvement Program(TIP)

In accordance with the Metropolitan Planning Organization (MPO) Program Management Handbook, the MPO shall provide all interested parties reasonable opportunity to comment on the Transportation Improvement Program (TIP) as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include 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, pedestrian walkways, bicycle transportation facilities, and the disabled. The MPO will coordinate with LeeTran on including their Program of Projects (POP) in the TIP and provide public review and participation to help meet the public requirements necessary for their various grant programs. This will include informing the public that the TIP public hearing requirements are being used to cover the public hearing requirements for Section 5307 funding.

In addition, the MPO shall do the following when developing the Transportation Improvement Program(TIP):

- Provide adequate and timely notice about public participation activities;
- Use visualization techniques to describe the TIP;
- Make public information available in electronic formats such as World Wide Web;
- Hold public meetings at convenient times and accessible locations;
- Seek out and consider the needs of those traditionally under served by existing transportation systems such as low-income and minority households;
- Provide additional opportunity for public comment if the Final TIP differs significantly from the Draft TIP;
- Demonstrate explicit consideration and response to public input and provide a summary, analysis, and report on the comments received on the TIP if there were a significant number of comments received;
- Consult with state and local agencies that are responsible for other types of planning within the metropolitan area (such as planned growth, economic development, environmental protection, airport operations and freight movements).

The Lee County MPO must submit the approved TIP to the District and other parties no later than July 15. The District will review the TIP and prepare written comments within

14 calendar days of receipt from the Lee County MPO no later than August 1.

TIP Plan Amendment Process

AMENDMENT	PROCEDURES
<p><b>TIP Adoption</b></p>	<ul style="list-style-type: none"> <li>▪ The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the TIP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include citizens, affected public agencies, representatives of public transportation employees, freightshippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled.</li> <li>▪ Consult with state and local agencies that are responsible for other types of planning within the metropolitan area (such as planned growth, economic development, environmental protection, airport operations, and freight movements).</li> <li>▪ Distribute the draft plan with proposed changes to the local library system and local government agencies 14 days prior to public hearing.</li> <li>▪ Advertise in local newspaper, submit to local jurisdictions TV stations, and post on the Lee County MPO’s website, the public hearing notice of the adoption of the plan seven (7) days prior to the scheduled hearing.</li> <li>▪ Post the draft plan on the Lee County MPO’s website 14 days prior to the public hearing.</li> <li>▪ At the commencement of the process of the TIP, the MPO shall extend notice to the State Department of Transportation and the Port Authority advising the scope of the work to be undertaken and inviting comment and participation in the development process. The MPO shall ensure that the chief operating officials of the Department and the Port Authority shall receive approximately 14 days written formal notice of all public workshops and hearings related to the development of such plans and programs.</li> <li>▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO’s TIP and the adoption of its transportation improvement priorities. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these topics.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.</li> <li>▪ When significant written and oral comments are received on a draft Transportation Improvement Program as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final TIP.</li> <li>▪ If the final TIP differs significantly from the one made available for public comment or raises new material issues, and additional opportunity for public comment must be made available.</li> </ul>
<p><b>TIP Amendment:</b></p> <p>This is needed if a project is added or deleted, fiscal constraints are impacted, or if changes are made in the scope of work.</p>	<ul style="list-style-type: none"> <li>▪ The Lee County MPO staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees.</li> <li>▪ The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the TIP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include citizens, affected public agencies, representatives of public transportation employees, freightshippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and the disabled.</li> <li>▪ Distribute the draft plan amendment to the local library system and local government agencies 14 days prior to public hearing.</li> <li>▪ Post the draft plan amendment on the Lee County MPO’s website 14 days prior to the public hearing.</li> <li>▪ Advertise in local newspaper, on local jurisdictions TV stations, and on the Lee County MPO’s website, the public hearing notice of the endorsement of the plan amendment seven (7) days prior to the scheduled hearing.</li> <li>▪ A newsletter shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO’s TIP and the adoption of its transportation improvement priorities. This newsletter shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these topics.</li> <li>▪ Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.</li> </ul>
<p><b>Administrative TIP Amendment:</b></p>	<ul style="list-style-type: none"> <li>▪ FHWA has agreed to allow the MPO Director to process an Administrative TIP amendment for these types of projects rather than having to go before the full</li> </ul>



This is an amendment that does not have to go to the full MPO Board for approval as defined by the MPO Program Management Handbook and further allowed by Resolution 08-09 adopted by the MPO Board on June 20, 2008.

board.

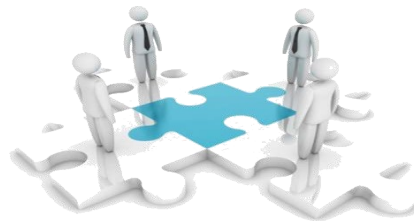
- The amendment takes place between July 1 and September 30.
- The project must appear in the amendment exactly as it appears in the newly adopted TIP.

### MPO Local Priorities

The Transportation Advisory Network (TAN) members receive notification of the upcoming public hearing items such as recommended Surface Transportation Program (STP), Multi-modal Enhancement Box, and Aviation priorities prior to the annual update of the Lee County Metropolitan Planning Organization’s (MPO’s) project priorities. A public meeting is conducted prior to the adoption of these transportation improvement priorities.

#### Local Priorities Process

PRIORITY	PROCEDURES
STP Priorities	<ul style="list-style-type: none"> <li>▪ MPO staff will prepare a list of unfunded projects from the previous year’s priority list and add new projects from the MPO’s Cost Feasible Highway Plan if necessary.</li> <li>▪ Staff will submit the list of projects to FDOT for development of cost <u>estimates</u></li> <li>▪ Staff will bring STP priorities to all of the Committees for recommendations to the Board.</li> <li>▪ A public hearing will be held at the beginning of the MPO meeting to adopt the priorities. The MPO Board will consider the comments received prior to the public hearing and during the public hearing, the recommendations by the advisory committees, and assign priorities for adoption.</li> </ul>



**Multi-Modal  
Enhancement Box  
Priorities**

- MPO staff will prepare a list of unfunded projects from the previous year's priority list
- If there are sufficient funds to fund projects in the new Tentative Work Program, MPO will send out a Memo to all the local government agencies seeking new projects to supplement the list of unfunded priorities from the previous year. Copies of the Memo will be also sent out to the TAC, CAC, TMOC and the BPCC.
- If there are insufficient funds, no new projects will be solicited and instead the MPO will only persist with the unfunded priorities from the previous year.
- All new project proposals from the local governments must be accompanied with an FDOT Project Application and submitted to MPO staff.
- MPO staff will review new applications for project eligibility and completeness. The older applications tied to the unfunded project priorities from the previous year will be updated as needed.
- New and updated applications will be submitted to FDOT by February 1<sup>st</sup> for project viability and cost review.
- Preliminary list of MPO Priorities for the new funding cycle is due to FDOT by mid-March.
- Projects will be subsequently evaluated and ranked using Lee MPO Evaluation Criteria. Staff recommended priorities will be developed based on these rankings
- The projects and staff recommendations will be reviewed by the TMOC, BPCC, TAC and CAC before they make recommendations to the MPO Board
- A public hearing will be held at the beginning of the MPO Board meeting to adopt the priorities. The MPO Board will consider the comments received prior to and during the public hearing, the recommendations by the advisory committees, and assign priorities for adoption.
- MPO adopted priority list is due to FDOT by July 1<sup>st</sup> .





### Port Authority Aviation Priorities

- Lee County Port Authority will forward its aviation priorities for the Southwest Florida International Airport and the Page Field Airport to MPO staff
- The TAC and CAC will review the aviation priorities before making recommendations to the MPO Board for endorsement.
- The MPO Board will review the priorities at their meeting before endorsing them

## Unified Planning Work Program (UPWP)

This document is intended to inform the general public and all public officials and agencies that contribute monetary or in-kind support to the Lee County MPO's transportation planning process of its proposed work program for each fiscal year. It is also intended to assign specific responsibilities for the various tasks to the participating agencies in accordance with the supplemental interlocal agreement to the interlocal agreement creating the Lee County MPO. In addition, the Unified Planning Work Program provides the basis for federal funding of the transportation planning activities to be undertaken with Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funds. The Transportation Disadvantaged activities are funded with State dollars. The UPWP will also include a list of ongoing or upcoming planning projects that are being done throughout the County. This list will include who the responsible agency is, the cost of the study, a short description of what is being done and the anticipated completion date.

Every other year, the UPWP is submitted in draft form by March 15, to the FDOT District. The Lee County MPO addresses any comments and adopts the Final UPWP by May 15. The MPO and District must resolve any outstanding issues by June 30 or funding could be delayed. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) approve the UPWP by June 30. Once the UPWP is finalized it is sent to the District.

## Unified Planning Work Program Amendment Process

AMENDMENT	PROCEDURES
<p><b>Biennial UPWP Adoption:</b> This process is completed every other year.</p> <p><b>UPWP Modifications:</b></p> <ul style="list-style-type: none"> <li>Do NOT change the FHWA approved PL budget</li> </ul>	<ul style="list-style-type: none"> <li>The Lee County MPO staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees.</li> <li>The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the UPWP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include 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, pedestrian walkways, bicycle transportation facilities, and the disabled.</li> <li>Distribute the draft plan with proposed changes to the local library system and local government agencies 14 days prior to public hearing.</li> <li>Post the draft plan on the Lee County MPO’s website 14 days prior to the public hearing.</li> <li>Advertise in local newspaper, submit to local jurisdictions TV stations, and on the Lee County MPO’s website, the public hearing notice of the adoption of the plan seven (7) days prior to the scheduled hearing.</li> <li>A newsletter/e-mail notification shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO’s Unified Planning Work Program. This newsletter/e-mail notification shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these topics.</li> <li>Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.</li> <li>When significant written and oral comments are received on a draft UPWP as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final UPWP.</li> <li>If the final UPWP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available.</li> <li>Revisions are coordinated with FDOT</li> <li>Document changes are forwarded to affected agencies.</li> </ul>

- Do NOT change the scope of the FHWA funded work task
- Do NOT add or delete a work task
- Do NOT change the ratio of consultant versus staff time within a task.

**UPWP Amendments:**

Change the FHWA approved PL budget, the scope of the FHWA work tasks, and add or delete a work task

- The Lee County MPO staff will submit all suggested plan amendments received or initiated by it to the Lee County MPO Board members and committees.
- The Lee County MPO shall provide all interested parties reasonable opportunity to comment on the UPWP as required in 23 C.F.R. 450.316 (Interested parties, participation, and consultation). Those “interested parties” include 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, pedestrian walkways, bicycle transportation facilities, and the disabled.
- Distribute the draft plan amendment to the local library system and local government agencies 14 days prior to public hearing.
- Post the draft plan amendment on the Lee County MPO’s website 14 days prior to the public hearing.
- Advertise in local newspaper, submit to local jurisdictions TV stations, and post on the Lee County MPO’s website, the public hearing notice of the endorsement of the plan amendment seven (7) days prior to the scheduled hearing.
- A newsletter/e-mail notification shall be distributed to the Transportation Advisory Network and other interested parties 14 days prior to a public hearing on a comprehensive update or amendment of the Lee County MPO’s Unified Planning Work Program. This newsletter/e-mail notification shall identify projects that are under consideration, and provide interested parties with the date, time and location of relevant workshops, meetings, and public hearings related to these topics.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.



## Public Involvement Plan (PIP)

The Public Involvement Plan (PIP) shall be reviewed biennially by MPO Staff and any updates or revisions will be brought to the Lee County MPO and committees for approval to ensure the Lee County MPO's planning process provides full and open access to the general public. The PIP shall also be reviewed as part of the certification process conducted by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for Transportation Management Areas (TMAs) and during the annual certification process that is required for each MPO.

A public comment period of 45 days shall be provided prior to the adoption or amendment of the PIP.

- Notice of the 45 day comment period shall be published in a newspaper of general circulation (The News-Press) in Lee County and a notification will be e-mailed out to the TAN.
- The TAN shall be given the opportunity to comment on any proposed amendments to this Public Involvement Plan (PIP) prior to their adoption.
- A copy of the proposed amendments will be published on the Lee County MPO's website.

The Lee County MPO shall coordinate its public involvement process with state and local governments' public involvement processes to enhance public consideration of the topics, plans, and programs, and reduce redundancies and costs.

The public is encouraged to provide verbal or written comments at public hearings, workshops, and exhibits; at monthly Lee County MPO Board and committee meetings, and through newsletters and/or notices e-mailed to the TAN e-mailing list. The public is given a three (3) minute timeframe to state their comments and concerns at the discretion of the Chairman and the Committee members.



## Transit Development Plan (TDP)

AMENDMENT	PROCEDURES
TDP Annual Update	<ul style="list-style-type: none"> <li>▪ The annual update of the TDP will be submitted to the TAC, CAC and MPO as an informational item.</li> </ul>
TDP Major Update	<ul style="list-style-type: none"> <li>▪ The public meeting notice of the proposed draft of the major update to the TDP will be published in the News-Press fourteen (14) days prior to the scheduled hearing.</li> <li>▪ Post the draft of the major TDP update on the Lee County MPO’s website fourteen (14) days prior to the public hearing.</li> <li>▪ The proposed draft of the major TDP update will be advertised via the local jurisdictions’ (City of Cape Coral, City of Fort Myers, City of Bonita Springs and Lee County) TV channels fourteen (14) days prior to the public hearing.</li> <li>▪ The major update of the TDP will be submitted to the TAC, CAC and MPO for endorsement.</li> </ul>

### Other Planning Documents for Public Review

There are also other planning documents that are developed by the MPO as part of special studies. Some of these projects are managed jointly with another government entity. Committee input is decided based on who has the final authority in the approval of the document. Since the last update of the PIP, the MPO managed the Rail Trail Study which was taken to the Bonita and Estero City Council meetings, the MPO committees and the MPO Board for input. Public input was also taken at a public meeting, through coordination meetings with City and County staff, project website comments and comments submitted throughout the project.

Other prior studies include the City of Fort Myers Bicycle and Pedestrian Master Plan Update, Town of Fort Myers Beach Bicycle Pedestrian Master Plan, the Town of Fort Myers Beach Lighting Study, Sanibel Shared Use Path Master Plan Update and the Village of Estero Bicycle and Pedestrian Master Plan. Each of these documents was jointly managed by the MPO with a specific municipal government who had the final authority in approval and adoption, and the BPCC was the only MPO committee who provided input.

There are also planning documents that are developed by another entity who seek input from MPO committees and the Board as part of their public involvement

requirements, or to be consistent with the MPO’s Intergovernmental Coordination and Review and Public Transportation Coordination JPA. Documents that received input from various MPO committee since the last update include the Old US 41, Burnt Store Road, SR 31 Able Canal PD&E studies, the SIS plan, the I-75 Master Plan update, LeeTran projects and service changes, airport projects, local government conceptual plans, crash data analysis and performance data reports.

The specific public involvement required will change depending on the type of document but as a minimum shall follow these procedures:

PROCEDURES
<ul style="list-style-type: none"> <li>▪ For MPO funded and managed studies, documents will be presented to the TAC, CAC, and MPO Board for endorsement.</li> <li>▪ For a local government study funded by the MPO and managed jointly with the local government, the final draft will be presented to the appropriate MPO committees for public input. The local government approves and adopts the document and is responsible for public outreach and input required under that entity’s public involvement process.</li> <li>▪ The document will be posted on the MPO website for public review at least eight (8) days prior to the MPO meeting.</li> <li>▪ There will be a public comment period at the scheduled public meeting in order to receive input from the public and affected communities.</li> </ul>

### **Lee County Metropolitan Planning Organization (MPO) vs. State and Local Government Roles in Public Involvement during Transportation System Planning, Programming, and Implementation**



The Lee County MPO is responsible for developing comprehensive long and mid-range plans for Lee County’s Surface Transportation System. In accordance with this Public Involvement Plan, the Lee County MPO holds public workshops in the course of the development of the Transportation System Plan, and public hearings prior to its adoption or amendment. The Lee County MPO may also hold public workshops on proposed plan amendments.

Every year the Lee County MPO updates its priorities for programming projects

from its mid-range transportation plan, congestion management system and other sources from Lee County's share of the state and federal funds allocated to Florida Department of Transportation (FDOT) District 1. These priorities are then transmitted to FDOT to guide it in programming Lee County projects in the new fifth year of its five (5) year Work Program. Once FDOT updates its Work Program, the Lee County MPO incorporates the projects within Lee County from it into the Lee County MPO's TIP, thereby qualifying the projects in it for federal funding. Once a project phase has been programmed in the TIP, it will be dropped from the Lee County MPO's priority list during the next annual update. FDOT also holds a series of public hearings at various locations within each of its districts, advertised and conducted in accordance with its own rules, before adopting its updated Work Program.

Lee County and most cities make the commitment to fund a project in a coming year by incorporating it into their multi-year capital improvement programs where they follow their own public involvement procedures. Just before a project phase reaches the current year of the capital improvement program, it is included in the jurisdiction's proposed budget for the coming fiscal year, at which point there will be more public hearings, advertised and conducted in accordance with its own ordinances and state law before the budget is adopted.

The first phase in the implementation of a major transportation improvement project usually involves some sort of project planning study such as a project development and environmental study, or a corridor or alignment study. During these project planning studies, alternative locations, alignments, cross-sections, and configurations are evaluated in considerable detail in terms of their feasibility, cost, and environmental and community impacts by staff working for FDOT or the local government that is responsible for implementing the project. At this stage, the implementing agency, following its own public involvement process, will usually hold one (1) or more public workshops to inform the public about, and solicit public comments on, the concepts under consideration before making a final recommendation. Prior to deciding whether to proceed with the project as recommended, the implementing agency will also hold a final public hearing, which will be advertised and conducted in accordance with its own requirements. The Lee County MPO's role in these project planning workshops and hearings is generally limited to commenting on the consistency of the concepts and recommendations with the Lee County MPO's transportation plan, unless the implementing agency decides not to proceed with the project, in which case the MPO may need to reconsider its transportation system plan and evaluate other system-level alternatives.



## Federal Public Participation Standards

The public involvement process requirements of 23 CFR Part 450, Section 450.316(b)(1), are listed below. These requirements encourage a proactive public involvement process and early and continuing involvement of the public in the planning process. A brief discussion describing how the *Public Involvement Plan (PIP)* meets these requirements is included following each of the criteria listed below.

- (i) Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised;

A 45 day comment period for the draft PIP was initiated by the Lee County MPO at its regularly scheduled May 15, 2020 meeting. The Public Involvement Plan (PIP) was approved at a public hearing conducted by the Lee County MPO at their regularly scheduled meeting on October 16, 2020, following a five month comment period.

- (ii) Provide timely information about transportation topics 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 (including but not limited to central city and other local jurisdiction concerns).
- (iii) Provide reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs (TIPs) and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
- (iv) Require adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, approval of plans and TIPs (in nonattainment areas, classified as serious and above, the comment period shall be at least 30 days for the plan) TIP and major amendment(s);
- (v) Demonstrate explicit consideration and response to public input received during the planning and program development processes;
- (vi) Seek out and consider the needs of those traditionally under served by existing transportation systems, including but not limited to low-income and minority households;

- (vii) When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;
- (viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the Lee County 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 plan or TIP shall be made available;
- (ix) Public involvement processes shall be periodically reviewed by the Lee County MPO in terms of their effectiveness in assuring that the process provides full and open access to all;
- (x) These procedures will be reviewed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) during certification reviews for Transportation Management Areas (TMAs), and as otherwise necessary for all MPOs, to assure that full and open access is provided to decision-making processes.
- (xi) Metropolitan public involvement processes shall be coordinated with state-wide public involvement processes wherever possible to enhance public consideration of the topics, plans, and programs and reduce redundancies and costs.

In addition to the foregoing public involvement process requirements of 23 CFR Part 450, TEA-21 amended 23 USC 134 and 49 USC 5303 to require MPOs to consult with transit users, freight shippers, and service providers before approving a LRTP or TIP:

*Before approving a Long Range Transportation Plan (LRTP) (also when developing and before approving a Transportation Improvement Program (TIP)), each metropolitan planning organization shall provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, representatives of users of public transit, and other interested parties with a reasonable opportunity to comment on the Long Range Transportation Plan (LRTP), in a manner that the Secretary deems appropriate.*

## Federal Regulations

The Lee County MPO has adopted these documents regarding various federal Civil Rights laws, and they are available on the MPO website, [www.leempo.com](http://www.leempo.com).

The *Lee County Metropolitan Planning Organization (MPO) ADA Compliance Policy, January 2014 Edition*, which addresses the Americans with Disabilities Act, of 1990, 42 U.S.C. 12101. (ADA). This is a policy statement regarding equal opportunity and accessibility for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation and requiring the establishment of TDD/telephone relay services.

The *Lee County Metropolitan Planning Organization's Title VI complaint procedures 2017 Edition* and the *Overview of the Lee County Metropolitan Planning Organization (MPO) Title VI Policies for Annual Certification Compliance, 2017 Edition* which addresses the provisions in Title VI of the Civil Rights Act of 1964 (and amended) and related statutes, that 'no person shall, on the grounds of race, color, or national origin' or based upon sex, disability or age, be excluded from participation in, be denied benefits, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The *Lee County Metropolitan Planning Organization's September 30, 2019 Edition of the Florida Department of Transportation (FDOT) Disadvantaged Business Enterprise program plan, (DBE)*. This addresses regulations in the US Department of Transportation 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts.



## Public Participation Goals and Public Involvement Tools Evaluation

The effectiveness of any program and policy plan depends upon its success in meeting the expectations of the public. Further, plans and programs need to be reassessed periodically to determine if the public's evolving needs and expectations are adequately provided for through the plan. In order to ensure that

this occurs, the public must be kept informed of activities, and must be given a meaningful opportunity to participate in the development and review of public policy. Thus, it is important to have an ongoing program to involve citizens through the use of the CAC, public workshops, press releases and other public outreach activities.

The Public Participation Goal of the Lee County MPO is to provide complete information, timely public notice, and full access to key decisions during the transportation planning process; and to support early and continuing involvement of the public.

PUBLIC INVOLVEMENT TOOL	EVALUATION CRITERIA	PERFORMANCE GOAL(S)	METHODS TO MEET GOAL(S)
Public Participation Evaluation Review	Annual internal review to indicate if the PIP reflects the practices and effectiveness of the MPO	Agreement of PIP document and practices of MPO	Evaluate performance measures to determine if Strategies for engaging the public are working.
MPO Website	Number of hits	Minimum of 50 hits/month and a 5% increase in hits/quarter.	Use other public involvement tools to increase advertisement of the website.
TAN List Database	Number of returned items	Maximum of 2% return rate.	Make immediate corrections when items are returned.
MPO Newsletter/e-mail notifications	Number of returned newsletters/e-mails, how often the newsletter/e-mail notification is distributed	Maximum of 2% return rate with a minimum of 2 notifications per year.	<ul style="list-style-type: none"> <li>▪ Make immediate corrections to contact lists when the items are returned as undeliverable.</li> <li>▪ Continue to print items that receive favorable comments and correct or improve mistakes or items that receive negative comments.</li> <li>▪ Have at least 2 notifications annually.</li> </ul>
Developing Community Knowledge of the MPO	Number of community meetings attended	Increase number of community meetings attended	<ul style="list-style-type: none"> <li>▪ Attend festivals, special events, lectures.</li> <li>▪ Add contact names to e-mailing list, develop community profiles in LRTP</li> </ul>

PUBLIC INVOLVEMENT PLAN

Project Specific Newsletters/E-mail notifications	Calls, letters, e-mails, etc.; Number of persons contacted	Increase awareness of the Lee MPO and its projects and increase participation and the number of attendees at the MPO meetings.	Increase or decrease distributions to more accurately target an area that may be affected.
Advertisements	Number of Advertisements submitted per year.	Minimum of 12 Advertisements per year.	Encourage publication of Press Releases in order to keep the public and the media informed of MPO activities.
TV Message Boards	Calls, letters, e-mails, etc.; Number of persons reached	One announcement per committee meeting sent to local government TV channels.	Provide information to the Government Access TV channel as soon as it is available to increase the airtime. Encourage making the announcements prominent.
Project Specific Websites	Calls, letters, e-mails, etc.; Number of hits	<ul style="list-style-type: none"> <li>▪ Minimum of 30 hits per month.</li> <li>▪ Increase of at least 10% over the life of the project.</li> </ul> NOTE: Expectations may be higher depending on the size of the study area.	Use other public involvement tools to increase advertisement of the website.
Small Group Meetings	Calls, letters, e-mails, etc.; Met the expectations of the group	N/A. These meetings are held at the request of affected groups.	MPO staff and any consulting staff should be available in a timely manner to hold small group meetings regarding any MPO activity or topic. The meeting should be formatted to provide specific information requested by the group and should highlight topics that are of interest to the group.
Project Specific Open Houses/Workshops	Calls, letters, e-mails, etc.; Attendance	3% - 5% of affected population (based on study area) in attendance.	<ul style="list-style-type: none"> <li>▪ Schedule at convenient times and locations.</li> <li>▪ Hold multiple workshops.</li> <li>▪ Use other tools to increase awareness.</li> </ul>
Public Hearings	Calls, letters, e-mails, etc.; Attendance	3% - 5% of affected population (based on study area) in attendance.	Schedule hearings at convenient times and locations. Use other public involvement tools to increase awareness of hearings.

Citizen Advisory Committee	Calls, letters, e-mails, etc.; Attendance	Monitor attendance at the CAC meetings with a recorded chart and reach out to CAC members and local governments if meeting attendance falls below CAC Bylaw requirements	MPO and consultant staff should encourage appointed members to attend committee meetings. Lack of attendance may indicate the need to replace that committee member.
MPO Informational Items	Calls, letters, e-mails, social media through or local partners and project related, etc.; Number of persons reached.	Number of informational materials produced each year.	Increase distribution by having materials available at public meetings, on the MPO website, and in public places.
Comment Cards	Calls, letters, e-mails, etc.; Number of responses	20% of meeting attendees filled out a comment form –OR- 2% of visitors to a website submitted a comment form –OR- 20% of e-mail recipients returned a comment card.	Encouraged responses by explaining the importance of receiving comments.
MPO Logo	Calls, letters, e-mails, etc.	Recognition of the logo.	The MPO logo should be used on all MPO products and publications, and on materials for all MPO sponsored activities.
Surveys	Calls, letters, e-mails, etc.; Number of responses	Responses received from surveys sent out	Encouraged responses by explaining the importance of receiving feedback.

### Public Outreach Techniques

The Lee County MPO uses several different techniques for public outreach. Listed below are the techniques the Lee County Metropolitan Planning Organization is currently pursuing.

#### Limited English Proficiency Plan (LEP)

The intent of the Lee County MPO’s Limited English Proficiency Plan is to ensure access to the planning process and information published by the MPO where it is determined that a substantial number of residents in the Lee County MPO Planning Area do not speak or read English proficiently. The production of multilingual publications and documents and/or interpretation at meetings or

events will be provided to the degree that funding permits based on current laws and regulations. This document is located on the MPO website at [www.leempo.com](http://www.leempo.com), under *Public Involvement*. The census information used for this plan can be found at [www.data.census.gov](http://www.data.census.gov)

### Transportation Advisory Network (TAN) E-mail List

As part of the initial public involvement program adopted by the Lee County MPO in 1994, a mailing list consisting of interested individuals, organizations and businesses known as the Transportation Advisory Network (TAN) was established. The TAN continues to provide key contact persons for outreach efforts, the dissemination of information, and informal review of and comment on draft Lee County MPO documents, to ensure sensitivity to varied community needs, concerns, values and interests. In 1998, the TAN was expanded to include churches with large minority congregations, environmental organizations, local fire districts, other entities representing stakeholders affected and others traditionally under-served by the transportation planning process. The Lee County MPO staff updates the membership list and adds individuals and organizations continuously. Distributed at public meetings is a sign-in sheet for the public to complete to enable staff in adding members of the public to the TAN on request, in order to receive future notices of ongoing topics such as Plan Amendments, workshops, events, meetings, and priorities. The public can also visit our website at [www.leempo.com](http://www.leempo.com) and click on the *Contact Us* page or e-mail us at [info@leempo.com](mailto:info@leempo.com)

### Media Coverage

The Lee County MPO submits legal ad notices for all MPO Board meetings to the News-Press at least 11 days before the scheduled meeting, so that the advertisement can be run seven (7) days before the scheduled meeting.

The Lee County MPO submits an advertisement to the Local jurisdictions' television stations at least eight (8) days before the scheduled meetings, stating the location of the meetings along with a link to the MPO website where the meeting agenda can be viewed, so that the television stations can run the advertisement for at least one (1) week before the scheduled meeting date.

To boost the outreach ahead of CAC meetings, the MPO submits meeting notifications to the various outlets that accommodate those for free, such as the various free local newspapers that get distributed in different areas of the County. The notification is submitted eleven (11) days before the scheduled meeting and will include a summary of the known agenda items that will be discussed.

## MPO Website

The Lee County MPO has an active website which provides public access to view and review all documents and topics that the Lee County MPO is currently addressing. Documents that can be found on the website include: staff contact information, current LRTP, TIP, UPWP, PIP, meeting agendas (posted eight (8) days prior to the scheduled meeting), meeting minutes, audio files of past meetings, current year meeting schedule, latest Edition Bicycle Facilities map, etc. The public can access this information by going to the website at [www.leempo.com](http://www.leempo.com). A hit counter has been included on the website in order to evaluate the effectiveness of the site in regard to reaching out to the public with a monthly report generated, reviewed, and saved. Staff anticipates receiving at least 5,000 hits on the MPO Website for the year. The MPO also added a website translator in order to translate documents on the MPO website into different languages so that we are able to reach the Limited English Proficiency (LEP) communities. Additionally, the MPO also has an *MPO en Espanol* page on the website.

## Public Hearings

Public Hearings will be held by the MPO prior to the adoption or amendment of the LRTP, the TIP, and the Transportation Project Priorities. The public hearing may be held as part of a regularly scheduled MPO Board meeting.

## Public Workshops

Public Workshops shall be held prior to the adoption of the MPO's LRTP. Copies of comments received at the workshop shall be provided to the MPO Board and its committees prior to the adoption of the Long Range Plan. Public workshops are also held by each of the jurisdictions developing transportation projects in the community that is being affected.

## Newsletters/E-mail Notifications/Social Media

The Lee County MPO sends out general information newsletters/e-mail notifications, and when appropriate, notifications for public hearing items such as the LRTP and TIP, to the TAN e-mailing list, the local library system, and also on the MPO Website. These notifications include information about any bicycle/pedestrian topics, ongoing transit projects, transportation disadvantaged topics, port authority topics, freight and goods topics, TIP Amendments, LRTP Updates, scheduled workshops, priorities, etc. In addition, social media is



used for LRTP updates and other planning projects. The Lee County MPO recently added a translator tool that will aid in converting notifications published on the website into different languages so that the MPO can reach the Limited English Proficiency (LEP) communities.



### Feedback Information

The Lee County MPO staff reviews the Public Involvement processes on an ongoing basis and makes changes to match the changing needs. This review gives results such as the number of agendas distributed via mail and email, the number of citizens that signed in at the different meetings, the amount of new members added to our TAN list, the amount of survey responses received, etc. The Lee County MPO distributes a Public Participation Plan Survey at some of its public and project meetings, to receive information on what the public would like to see in the future, and to let Staff know what strategies are and are not working, when it comes to reaching the public and keeping them informed on what topics are currently being addressed. The Lee County MPO Board and its Committees allow for the public to speak at each of their meetings, in order to receive comments from the public on the topics currently being addressed and those that the public would like to see addressed. The Lee County MPO has incorporated a section on all surveys and feedback materials that is specific as to how the public encountered the feedback form they are currently participating in. Such as a “How did you hear about this topic?” radio, television, newsletter, internet, newspaper, etc. This will help staff in tracking where the public participation is coming from in order to re-evaluate it.

### Emergency Provisions for Public Involvement

There are occasions when the MPO is required to act quickly in order to meet a grant deadline, preserve spending authority or respond to an unforeseen opportunity or emergency. Unforeseen opportunities are most likely to occur in response to a request by FDOT due to the severe time constraints the agency operates under. Emergency situations include manmade and natural disasters

such as hurricanes, floods, epidemics and pandemics, chemical spills, acts of terrorism, cyber-attacks, etc. In either case, if a situation demands immediate Board action, staff may bring proposed actions forward to the MPO Board that the Advisory Committees have not yet had the opportunity to preview and comment on. This enables the Board to be fully informed of the situation and to take action if it wishes to do so, in an effort to maintain continuity of operations of MPO business and functions. Certain emergency situations may require the enactment of the following emergency provisions and these provisions will supersede all other public involvement requirements.

Public engagement is very important to the MPO, FDOT, FHWA and FTA. However, in an effort to protect public health and to comply with instructions, recommendations, and Executive Orders issued during a pandemic or other threat to community health, the MPO will be proactive but flexible in meeting public involvement plan requirements. MPOs are expected to continue to provide opportunities for public involvement throughout their planning activities. Emergency situations may require some public involvement plan activities to be delayed, deferred, cancelled, and/or replaced with other engagement strategies to ensure that all sectors of the population have an opportunity to participate. The MPO will document any outreach activities that were originally required in the PIP for a specific project that were modified including strategies, if needed, to ensure sufficient and appropriate outreach is maintained.

### *Immediate/Short Term Response*

In the event of a manmade or natural emergency that precludes holding regular public meetings, the MPO Board may provide staff direction on how to proceed by way of passing a motion/resolution.

The motion/resolution may include authorizing the MPO Chair to act on behalf of the Board and empower the MPO Director to bring issues requiring immediate attention forward to the MPO Chair to act upon. The MPO Board will have the opportunity to ratify all emergency actions taken at a later date.

### *Intermediate Response*

Once the scope of an emergency becomes better defined, the US President, Congress, Governor of the State of Florida or Local Governing Boards and Councils may issue declarations of emergency and Executive Orders that MPOs must follow. In the event of a declaration of manmade or natural emergency that precludes holding regular public meetings for a known or unknown period of time, the MPO Board will adopt a resolution to:

1. Recognize the emergency situation calling for alternative public involvement

strategies

2. Stipulate that the emergency procedures for public involvement are temporary and will follow the time frames given in official orders passed down by federal, state, or local governments
3. Specify the alternative public involvement strategies to be used, including time periods for public comment and MPO responses to the comments
4. Ensure that public involvement strategies are inclusive as possible to the extent that they comply with emergency executive orders to protect public health
5. Include provisions for additional public involvement activities on the plans after adoption, and after the emergency is over, to ensure that the public is informed and has the ability to request reconsiderations/amendments to the MPO Board if public involvement strategies are not sufficiently inclusive due to public health concern or other limitations during the emergency
6. Acknowledge that the resolution is provided as an interim measure and will cease as soon as the emergency is deemed over by the entity that declared said emergency or as new guidance is issued

Public involvement strategies include but are not limited to virtual meetings, on-line surveys, telephone conferencing, social media, and interactive components of the MPO website. It is desirable, and may be feasible, to maintain the public involvement plan's standard methodologies and timeframes for reporting and responding to public comments. However, if the time frame must be shortened or the methodologies are curtailed due to the nature of the emergency, the MPO may take whatever steps are necessary to meet deadlines. In the event of a public health emergency coinciding with a cyber-attack, public involvement activities may have to be suspended for a period of time.

### *Long Term Response*

In the event that an emergency situation persists for several months or more and in the absence of action taken by the federal government to extend the deadlines for delivery of core MPO planning products such as the LRTP, UPWP, TIP and PPP; the MPO may take whatever action is necessary to meet the federal deadlines.

After the emergency is over, the MPO will resume its regular meeting schedule and public involvement activities with the highest priority given to meeting immediate deadlines and the next level of priority given to providing opportunities for the public to review, comment on and request amendments to any plans that were adopted during the emergency.

*Continuity of Operations Plans*

The MPO is required to maintain a Continuity of Operations Plan (COOP) that outlines the course of action to be taken during an emergency. MPO staff developed a COOP and presented it to the MPO Executive Committee for approval on June 10, 2020.

## **APPENDIX I**

## **ACRONYMS**

## Acronyms

AAASWFL	Area Agency for Aging for Southwest Florida
AADT	Annual Average Daily Traffic
AARP	American Association of Retired Persons
AASHTO	American Association of State Highway and Transportation Officials
ADA	Americans with Disabilities Act
ADS	Autonomous Driving System
AER	Actual Expenditure Report
AHCA	Agency for Health Care Administration
AI	Artificial Intelligence
AMDA	Application for Master Development Approval
AMPO	Association of Metropolitan Planning Organizations
APR	Annual Performance Report
APTA	American Public Transit Association
ARRA	American Recovery and Reinvestment Act
ATIS	Advance Traveler Information System
ATMS	Automatic Traffic Management System
ATPPL	Alternative Transportation in Parks and Public Lands
AV	Autonomous Vehicle
BOCC	Board of County Commissioners
BEBR	Bureau of Economic and Business Research
BPAC	Bicycle/Pedestrian Advisory Committee
BPCC	Bicycle/Pedestrian Coordinating Committee
BMS	Bridge Management System
BRT	Bus Rapid Transit
CAC	Citizen Advisory Committee
CAD	Computer Aided Drafting

CAMP	Corridor Access Management Plan
CAP	Capital Grant
CAP	Commuter Assistance Program
CAT	Collier Area Transit
CCAA	Charlotte County Airport Authority
CDMS	Crash Data Management System
CEI	Construction Engineering Inspection
CEMP	Comprehensive Emergency Management Plan
CFASPP	Continuing Florida Aviation System Planning Process
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CIA	Community Impact Assessment
CIGR	County Incentive Grant Program with Growth Management Funds
CIP	Capital Improvement Program
CM/TSM	Congestion Mitigation/Transportation System Management
CMP	Congestion Management Process
CMR	Congestion Management Report
CMS	Congestion Management System
COOP	Continuity of Operations Plan
CPT-HSTP	Coordinated Public Transit-Human Services Transportation
CRA	Community Redevelopment Agency
CRT	Commuter Rail Transit
CST	Construction
CTC	Community Transportation Coordinator
CTD	Florida Commission for the Transportation Disadvantaged
CTPP	Census Transportation Planning Package
CTST	Community Traffic Safety Team
CUTR	University of South Florida, Center for Urban Transportation Research

CUTS	Coordinated Urban Transportation Studies
CV	Connected Vehicle
DB	Design Build
DBE	Disadvantaged Business Enterprise
DCA	Department of Community Affairs
DMS	Dynamic Messaging System
DOEA	Department of Elder Affairs
DOT	Department of Transportation
DRI	Development of Regional Impact
D1RPM	(FDOT) District 1 Regional Planning Modes
E+C	Existing plus committed (network used in modeling)
EAR	Comprehensive Plan Evaluation and Appraisal Report
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
EJ	Environmental Justice
EMO	Environmental Management Office
ENV	Environmental Mitigation
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute
EST	Environmental Screening Tool
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
EV	Electric Vehicle
FAC	Florida Administrative Code
FAC	Federal Aid Circular
FACTS	Florida Coordinated Transportation System
FAP	Federal Aid Program



FAST ACT	Fixing America’s Surface Transportation Act
FDOT	Florida Department of Transportation
FGCU	Florida Gulf Coast University
FGTS	Florida Greenways and Trails System
FHWA	Federal Highway Administration
FIHS	Florida Interstate Highway System
FM	Federal Management
FM	Financial Management
FMR	Federal Management Regulation
FPN	Financial Project Number
FPTA	Florida Public Transportation Association
FS	Florida Statutes
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FTC	Florida Transportation Commission
FTP	Florida Transportation Plan
FY	Fiscal Year
GA	General Aviation
GIS	Geographic Information Systems
GPC	General Planning Consultant
HOA	Homeowners Association
HOV	High Occupancy Vehicle
HP&R/D	Highway Planning and Research/Department or state “D” funds
HSR	High Speed Rail
HWY	Highway
I-	Interstate
ICAR	Intergovernmental Coordination and Review
ICE	Internal Combustion Engine

IDAS	Intelligent Transportation Systems Deployment Analysis System
IJA	Infrastructure Investment and Jobs Act
IMS	Incident Management System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IT	Information Technology
ITS	Intelligent Transportation System
IVHS	Intelligent Vehicle Highway System
JARC	Job Access Reverse Commute
JPA	Joint Participation Agreement
LAP	Local Area Project
LAR	Local Advance Reimbursement
LC	Lee County
LCB	Local Coordinating Board for the Transportation Disadvantaged
LCDOT	Lee County Department of Transportation
LCHSTP	Locally Coordinated Public Transit Human Services Transportation Plan
LEP	Limited English Proficiency
LIDAR	Light Detection and Radar
LOS	Level of Service
LRT	Light Rail Transit
LRTP	Long Range Transportation Plan
LUAM	Land Use Allocation Model
MAP-21	Moving Ahead for Progress in the 21st Century-Federal Highway Funding Act
MCC	Model Coordinating Committee
MN	Maintenance
M&O	Maintenance and Operations
MOA	Memorandum of Agreement
MOE	Memorandum of Effectiveness

MPA	Metropolitan Planning Area
MPM	Mobility Performance Measures
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MPP/PL	Metropolitan Planning Program
MSTU	Municipal Service Taxing Unit
MTP	Metropolitan Transportation Plan
NARC	National Association of Regional Councils
NEPA	National Environmental Policy Act
NHS	National Highway System
NPS	National Park Service
NTSB	National Transportation Safety Board
N, S, E, W	North, South, East, West
OMB	Office of Management and Budget
OPA	Official Planning Agency
OPS	Operations Grant
PDC	Present Day Cost
PD&E	Project Development and Environmental Study
P+R	Park and Ride
PE	Preliminary Engineering (Design)
PEA	Planning Emphasis Area
PIP	Public Involvement Plan
PL	Planning Funds
PMS	Pavement Management System
PTO	Public Transportation Organization
RFLI	Request for Letters of Interest
RFP	Request for Proposal
ROW, R/W	Right of Way (acquisition)

RPC	Regional Planning Council
RSF	Regionally Significant Facility
RSW	Regional Southwest International Airport
RTCA	Rivers, Trails, and Conservation Assistance Program
RW	Runway
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SAP	Specific Area Plans
SEIR	State Environment Impact Report
SGA	State of Good Repair
SIB	State Infrastructure Bank
SIS	Strategic Intermodal System
SMS	Safety Management System
SOV	Single Occupancy Vehicle
SPR	State Planning and Research
SR	State Road
SRTS	Safe Routes to School
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
STTF	State Transportation Trust Fund
SW	Sidewalk
SWFIA	Southwest Florida International Airport or Regional Southwest
SWFMRT	Southwest Florida Metro-Regional Transportation
SWFRPC	Southwest Florida Regional Planning Council
SWFTI	Southwest Florida Transportation Initiative
TA	Transportation Alternatives
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TAMP	Transportation Asset Management Plan

TAN	Transportation Advisory Network
TAZ	Traffic Analysis Zone
TD	Transportation Disadvantaged
TDM	Transportation Demand Management
TDP	Transit Development Plan
TDSP	Transportation Disadvantaged Service Plan
T/E	Trip and Equipment Grant
TEA	Transportation Enhancement Application
TEA-21	Transportation Equity Act for the 21st Century
TELUS	Transportation Economic and Land Use System
TIA	Traffic Impact Analysis
TIGER	Transportation Investment Generating Economic Recovery
TIM	Traffic Incident Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMC	Transportation Monitoring Center
TMOC	Traffic Management and Operations Committee
TOD	Transit Oriented Development
TOP	Transportation Operations Program
TOP	Transportation Outreach Program
TPO	Transportation Planning Organization
TRB	Transportation Research Board
TRIP	Transportation Regional Incentive Program
TSM	Transportation System Management
TTF	Transit Task Force
UPWP	Unified Planning Work Program
USC	United States Code
USBC	United States Bureau of the Census

USDOT	United States Department of Transportation
UA or UZA	Urbanized Area
VASI	Visual Approach Slope Indicator
VMT	Vehicle Miles Traveled
VPD	Vehicles per Day
YOE	Year of Expenditure
ZDATA	Zonal Data

**APPENDIX II**

**LEE COUNTY/COLLIER COUNTY MPOS  
REGIONAL PUBLIC INVOLVEMENT PROGRAM**



**REGIONAL PUBLIC INVOLVEMENT PLAN  
BETWEEN THE LEE COUNTY AND COLLIER COUNTY MPOS**

## INTRODUCTION

On January 27, 2004, the Lee and Collier County MPOs entered into an interlocal agreement to promote and establish a forum for communication and coordination and to foster joint regional cooperation and conduct regarding transportation planning in accordance with Section 339.175, *Florida Statutes*, 23 C.F.R. 450.312, and the goals and requirements of the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) and its successor legislation, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, (SAFETEA-LU). The agreement committed both MPOs to develop a bi-county transportation model, joint regional priorities, and a Joint Regional Public Involvement Plan. According to this Agreement, a joint regional public involvement component must be included in each MPO's existing public involvement plan and adopted as part of the Public Involvement Plan update. This joint regional component will prescribe public notice and outreach actions and measures to assure public access and involvement for all joint regional activities and the annual regional priority list, within the bi-county area.

## OVERVIEW OF EXISTING REGIONAL COORDINATION

The Collier County and the Lee County MPOs currently coordinate regional transportation topics by collaborating at meetings such as the Metropolitan Planning Organization Advisory Council (MPOAC) Staff Directors' Advisory Committee and Governing Board and the Coordinated Urban Transportation



Systems (CUTS) Committee. Both MPOs also have a member of each MPO staff serving as a voting member on the other's Technical Advisory Committee in order to coordinate regional transportation planning activities. Also, the staff of both MPO's attend other committee meetings to report on joint regional projects or other projects that may of be interest. In addition, the staff of both MPOs attend public workshops and meetings of each MPO to provide information and gain public input that impacts both MPO areas. Finally, both MPOs hold joint Metropolitan Planning Organization policy board, a joint Technical Advisory Committee meeting, a joint Citizen Advisory Committee meeting and a joint Bicycle/Pedestrian Committee meeting on an as needed basis. As an example, currently the two MPOs are working on the SUN Trail network, to ensure that this project is consistent with the local and regional plans.

## REGIONAL PUBLIC PARTICIPATION GOAL AND OBJECTIVES

The goals and objectives of the Lee and Collier County MPO's Public Involvement Plans will also govern the public involvement process of the regional transportation plan.

The Public Participation Goal of the Lee County Metropolitan Planning Organization is to provide complete information, timely public notice, and full access to key decisions during the transportation planning process; and to support early and continuing involvement of the public.

## REGIONAL PUBLIC INVOLVEMENT STRATEGY

Each MPO will make appropriate use of the public involvement techniques in its own Public Involvement Plan for the public involvement process of the regional long range transportation plan and the regional transportation priorities. In addition, public input data sharing, MPO newsletters/e-mail notifications, and coordinated media outreach are proposed as regional public involvement strategies to complement the separate public involvement efforts of both MPOs.

## PUBLIC INPUT DATA SHARING

The staff of each MPO regularly meets to discuss regional topics and priorities and to share public involvement received that affects the regional plans. We have included regional web pages on the Lee MPO website that are used to inform the public on regional plans, meetings and projects and to encourage public input into the regional programs that are established.

## NEWSLETTERS/E-MAIL NOTIFICATIONS

The newsletters and informational notices published by each MPO in accordance with its respective Public Involvement Plan shall be used to inform the public about recent and upcoming joint regional long range transportation planning activities, including comprehensive updates or amendments of the joint regional long range transportation plan and updates or changes to the joint regional transportation priorities, and project planning activities for facilities on the joint regional transportation plan. The staff of the two MPOs should collaborate or consult with each other in the preparation of articles on regional matters to be used in their newsletters/e-mail notifications.

## MEDIA OUTREACH

The Lee County and Collier County MPOs will coordinate their outreach to the key media contacts in the bi-county region on significant regional transportation topics, and provide event-driven press releases and news items to publicize joint regional long range transportation planning activities such as joint MPO and Committee meetings, joint studies of transportation topics affecting both counties, and public workshops and hearings on the development of the joint regional long range transportation plan.

Media outreach may also include public service announcements in partnerships with other agencies. These outreach efforts should complement and not conflict with or pre-empt efforts already being conducted by the Lee County and Collier County MPOs based on their Public Involvement Plans.

## ADOPTION OF TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP) PRIORITIES

The Lee County and Collier County MPOs will coordinate together in identifying candidate projects for TRIP funds and assigning project priorities. The priorities are usually adopted at a Joint MPO Board meeting.

<b>Procedures to Follow</b>	
<input type="checkbox"/>	Lee County and Collier MPO staff will seek the solicitation of Proposals for TRIP funds from their local jurisdictions and will also discuss upcoming opportunities at TAC and CAC committee meetings.
<input type="checkbox"/>	Staff of the two MPOs will coordinate with local government agencies within their respective MPO boundaries interested in submitting applications for TRIP funds
<input type="checkbox"/>	Staff of the two MPOs will coordinate together in reviewing the applications for project eligibility and completeness and ranking the proposals using the evaluation criteria approved by both MPOs.
<input type="checkbox"/>	The TACs and the CACs for both MPOs will review the TRIP proposals at their individual joint meetings and recommend project priorities to the two MPO Boards.
<input type="checkbox"/>	A public meeting will be held at a joint meeting of the two MPO Boards. The MPO Boards will consider the recommendations of the TACs and CACs and any comments received prior to or at the meeting before assigning and adopting TRIP priorities.
<input type="checkbox"/>	Staff from the two MPOs will coordinate together in transmitting the applications and the priorities to FDOT.

## ADOPTION OF STRATEGIC INTERMODAL SYSTEM (SIS) PRIORITIES

The Lee County and Collier County MPOs will coordinate together in updating priorities for SIS funds. The approval of these priorities will occur at a joint MPO Board meeting or be approved at their separate MPO Board meetings, following coordination and review.

<b>Procedures to Follow</b>	
<input type="checkbox"/>	Lee County and Collier MPO staff will prepare a list of unfunded projects from the previous year's SIS priority list and add new projects from the two MPO's Joint Multimodal Regional Plan if necessary.
<input type="checkbox"/>	MPO staff will evaluate and rank all the projects on the list, if necessary, using the evaluation parameters approved by the TACs of both MPOs
<input type="checkbox"/>	The TACs and the CACs for both MPOs will review the updated list at their individual or joint meetings and recommend project priorities to the two MPO Boards.
<input type="checkbox"/>	Approval of the priorities will occur at joint meeting of the two MPO Boards or at their separate Board meetings. The MPO Boards will consider the recommendations of the TACs and CACs and the comments from the public before assigning and adopting SIS priorities.

**APPENDIX III**

**LEE COUNTY/CHARLOTTE COUNTY –**

**PUNTA GORDA MPOS REGIONAL**

**PUBLIC INVOLVEMENT PROGRAM**



## **REGIONAL PUBLIC INVOLVEMENT PLAN BETWEEN THE LEE COUNTY AND CHARLOTTE COUNTY- PUNTA GORDA MPOS**

### **INTRODUCTION**

On May 27, 2010 an Interlocal Agreement for Joint Regional Transportation Planning and Coordination between the Lee County and the Charlotte County-Punta Gorda MPOs was executed. As part of this agreement, both MPOs agreed to collectively develop and adopt a Joint Regional Public Involvement Process Component for inclusion into each MPO's existing public involvement process. This Component prescribes public notice and outreach actions and measures to assure public access and involvement for all joint regional activities, including development of the Joint Regional Long Range Transportation Plan Component and a project priority list for the Regional Multi-Modal Transportation System within the two county areas.

### **OVERVIEW OF EXISTING REGIONAL COORDINATION**

The Lee County and Charlotte County-Punta Gorda MPOs currently coordinate regional transportation topics by collaborating at meetings such as the Metropolitan Planning Organization Advisory Council (MPOAC) Staff Directors' Advisory Committee and Governing Board and the Coordinated Urban Transportation Systems (CUTS) Committee. Both MPOs also have a member of each MPOs staff serving as a voting member on the other's Technical Advisory Committee in order to coordinate regional transportation planning activities. Both MPOs hold joint Metropolitan Planning Organization policy board meetings on a yearly basis. Representatives of each of the MPO's joint Citizen Advisory Committee, and Bicycle Pedestrian Coordinating Committee meetings will attend each other's meetings, as needed. In addition, the staff of both MPO's attend

public workshops/meetings to provide information and to gain public input. The two MPO's are currently working closely on the Burnt Store Road project.

## REGIONAL PUBLIC INVOLVEMENT GOALS AND OBJECTIVES

The goals and objectives of the Lee County and Charlotte County–Punta Gorda MPO's Public Involvement Plans will also govern the public involvement process of the regional transportation plan.

The Public Involvement Goals of the Lee County and Charlotte County-Punta Gorda Metropolitan Planning Organizations are to provide complete information, timely public notice, and full access to key decisions during the transportation planning process; and to support early and continuing involvement of the public.

## REGIONAL PUBLIC INVOLVEMENT STRATEGY

Each MPO will make appropriate use of the public involvement techniques in its own Public Involvement Plan (PIP) for the public involvement process of the regional long range transportation plan and the regional transportation priorities. In addition, public input data sharing, MPO newsletters/e-mail notifications, and coordinated media

outreach are proposed as regional public involvement strategies to complement the separate public involvement efforts of both MPOs.

## PUBLIC INPUT DATA SHARING

The staff of each MPO regularly meets to discuss regional topics and priorities and to share public involvement received that affects the regional plans and priorities. Each MPO posts adopted regional documents, agendas and minutes from joint meetings, regional maps, priorities, and upcoming meetings of interest to their websites.

## NEWSLETTERS/E-MAIL NOTIFICATIONS

Any newsletters/e-mail notifications published by each MPO in accordance with its respective Public Involvement Plan shall be used to inform the public about recent and upcoming joint regional long range transportation planning activities, including comprehensive updates or amendments of the joint regional long range transportation plan and updates or changes to the joint regional transportation priorities, and project planning activities for facilities on the joint regional transportation plan. The staff of the two MPOs should collaborate or consult with each other in the preparation of articles on regional matters.

## MEDIA OUTREACH

The Lee County and Charlotte County–Punta Gorda MPOs will coordinate their outreach to the key media contacts in the bi-county region on significant regional transportation topics and provide information on joint regional long range transportation topics affecting both counties, and public workshops and hearings on the development of the joint regional long range transportation plan.

Media outreach may also include public service announcements in partnerships with other agencies. These outreach efforts should complement and not conflict with or pre-empt efforts already being conducted by the Lee County and Charlotte County– Punta Gorda MPOs based on their Public Involvement Plans.

## ADOPTION OF TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP) PRIORITIES

The Lee County and Charlotte County – Punta Gorda MPOs will coordinate together in identifying candidate projects for TRIP funds and assigning project priorities. The adoption of TRIP priorities will usually occur separately at the Lee and Charlotte Punt Gorda MPO Board meetings before the two MPOs adopt the assigned priorities. The procedures that the MPOs will follow are:

- Lee County and Charlotte County-Punta Gorda MPO staff will bring up the upcoming TRIP funding cycle separately at the Technical Advisory Committees (TAC) and Citizen Advisory Committees (CAC).
- Staff of the two MPOs will coordinate with local government agencies within their respective MPO boundaries interested in submitting applications for TRIP funds.
- The TACs and CACs for both MPOs will review the TRIP proposals at their individual meetings and recommend project priorities to the MPO Boards.
- The MPO Boards will consider the priorities at each of their respective MPO Board meetings considering the recommendations of the TACs and CACs and the comments from the public before assigning and adopting TRIP priorities.
- Staff from the two MPOs will coordinate together in transmitting the applications and the priorities to FDOT.

*\*This document will serve as an appendix to each MPO's individual Public Involvement Plan.*