

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

# **2010 PUBLIC INVOLVEMENT PLAN**

**ADOPTED 25 JANUARY 2010**



**South Jersey Transportation Planning Organization**  
**782 South Brewster Road, Unit B6**  
**Vineland, New Jersey, 08361**  
**[www.SJTPO.org](http://www.SJTPO.org)**



**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 1001-07 Adopting the 2010 SJTPO Public Involvement Plan**

**WHEREAS, the South Jersey Transportation Planning Organization (SJTPO) is the Metropolitan Planning Organization (MPO) designated under Federal Law for the southern region of New Jersey including Atlantic, Cape May, Cumberland, and Salem Counties; and**

**WHEREAS, the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the Transportation Equity Act for the 21st Century (TEA-21) of 1998, and the Planning Regulations within each, established a central role for MPOs in promoting greater public involvement, including detailed requirements for the public involvement process to be maintained by MPOs; and**

**WHEREAS, SJTPO adopted its current Public Involvement Policy in 1999; and**

**WHEREAS, The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) built upon ISTEA and TEA-21, while adding requirements for public involvement, not reflected in the 1999 Policy, and**

**WHEREAS, Executive Orders have been issued, but not fully reflected in the 1999 Policy requiring government agencies to address Environmental Justice (12898) and Limited-English Proficient Populations (13166), and**

**WHEREAS, the Planning Regulations also require that the Public Involvement Policy be reviewed periodically to ensure its effectiveness; and**

**WHEREAS, these revisions will generally update the Policy to better reflect the full range of SJTPO public activities and clarify some procedures; and**

**WHEREAS, federal guidance during the recent certification, advised an enhancement in the SJTPO's public involvement practices, and**

**WHEREAS, the Regulations require a minimum public comment period of 45 days before the public involvement process is revised, which occurred from November 2, 2009 through December 17, 2009; and**

**WHEREAS, citizens, affected public agencies, private transportation providers, and all interested parties have had the opportunity to participate and have their views considered in the development of the revisions to the SJTPO Public Involvement Plan;**

**NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the South Jersey Transportation Planning Organization hereby approves the 2010 SJTPO Public Involvement Plan.**



**Certification**

**I hereby certify that the foregoing is a correct and true copy of a resolution adopted by the Policy Board of the South Jersey Transportation Planning Organization at its meeting of January 25, 2010.**

*Louis N. Magazzu /mal*  
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Louis N. Magazzu, Secretary/Treasurer



## Table of Contents

<b>I. Public Involvement Policy .....</b>	<b>1</b>
<b>II. Public Involvement Background.....</b>	<b>1</b>
<b>III. Public Involvement Requirements .....</b>	<b>2</b>
A. Public Comment.....	3
B. Notification and Public Relations.....	3
C. Information Sharing/Transparency.....	5
D. General.....	6
<b>IV. Public Involvement Toolkit .....</b>	<b>6</b>
A. Citizen Advisory Committee .....	6
B. Public Involvement Resource Center.....	7
C. Expanded Online Document Library.....	7
D. Surveys.....	7
E. Online Forums.....	8
F. Local Group or Government Partnerships.....	8
G. Workshops .....	8
H. Other Publications .....	9
I. Dynamic Website .....	9
J. Executive Summaries .....	9
K. Flexibility .....	9
<b>V. Definitions.....</b>	<b>9</b>
<b>VI. Acronyms .....</b>	<b>10</b>
<b>Appendix A. Public Comments .....</b>	<b>13</b>
<b>Appendix B. Example of Legal Ad/Public Notice.....</b>	<b>14</b>



## I. Public Involvement Policy

In accordance with the Federal guidance, the intent of the SJTPO is to have a meaningful, proactive public involvement process that provides complete and timely information to all segments of the population to key decisions. Furthermore, it supports early and continuing public involvement in the development of the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Public Involvement Plan (PIP), and other major plans and programs. In addition, the SJTPO understands the inherent need to develop public understanding and support of its activities. To accomplish this, the SJTPO will maintain public involvement procedures, consistent with Federal guidance, and in support of the following major goals:

- A. Increase and improve opportunities for public involvement.
- B. Increase the accessibility and transparency of information available to the public.
- C. Increase the efficiency of the public involvement process.
- D. Provide the public with more options and more education on how to get involved and be heard in the transportation planning process.
- E. Make better transportation decisions that meet the needs of all people.
- F. Enhance the environmental justice process.

## II. Public Involvement Background

Under Federal Law, transportation planning and decision-making for urbanized areas is carried out through Metropolitan Planning Organizations (MPOs). Effective July 1, 1993 the SJTPO was designated as the MPO for the southern New Jersey Counties of Atlantic, Cape May, Cumberland, and Salem. The SJTPO replaced three smaller MPOs and incorporated areas not previously served.

MPOs coordinate the planning activities of participating agencies and provide a forum for cooperative decision-making among responsible state and local officials, public and private transit operators, and the general public. Core activities include the formulation of three Major Documents, the long-range Regional Transportation Plan (RTP), an annually updated multi-year Transportation Improvement Program (TIP), and the annual Unified Planning Work Program (UPWP) which communicates the planning activities anticipated within the upcoming year. MPOs promote transportation improvements needed in the region and support project development initiatives. In meeting the Federal requirements, MPOs maintain the eligibility of their member agencies for Federal transportation funding for planning, capital improvements, and operations.

The formation of the SJTPO allowed for a stronger regional approach to solving transportation problems and brought new opportunities to southern New Jersey, in accordance with the intent of



Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). Under this landmark legislation, MPOs were entrusted with an expanded role in transportation planning and capital programming. They became partners with state government in making decisions about how Federal transportation tax dollars are spent, thus bringing decisions closer to those served. Accompanying this new authority, however, were new detailed standards, including requirements for conformity with the Clean Air Act Amendments of 1990. The new standards also put increased emphasis on public involvement and required development of this policy. The Transportation Equity Act of the Twenty First Century (TEA-21) of 1998 and SAFETEA-LU (2005) basically reaffirmed and retained the structure of the planning process under ISTEA.

The governing body of the SJTPO is the Policy Board, which consists of eleven voting members - one elected official from each county government, one municipal elected official from each county, specifically including the Mayors of Atlantic City and Vineland, and one representative each from the New Jersey Department of Transportation (NJDOT), New Jersey Transit Corporation (NJ Transit), and the South Jersey Transportation Authority (SJTA).

A fourteen member Technical Advisory Committee (TAC) provides input to the Policy Board, and consists of staff of each Policy Board member, as well as representatives of the New Jersey Turnpike Authority and the Delaware River and Bay Authority, along with the chairperson of the Citizens Advisory Committee (CAC). A wide variety of other agencies are also invited to participate in the Technical Advisory Committee.

The Citizens Advisory Committee (CAC) was established as part of the initial structure of the SJTPO in recognition of the importance of public involvement to the organization. The CAC represents a broad cross-section of interests, and others are added to the CAC mailing list upon request. The SJTPO also forms ad-hoc advisory committees as needed to address specific issues.

### III. Public Involvement Requirements

This section describes the public involvement process for the South Jersey Transportation Planning Organization (SJTPO), as required by 23 CFR 450.316, Metropolitan transportation planning process: Elements; 450.322, Metropolitan transportation planning process: Transportation plan; and 450.324, Transportation improvement program: General under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005. For additional actions that the SJTPO may undertake, outside of Federal requirements, see the Public Involvement Toolkit.



## A. Public Comment

- 1. Comment Period:** A public comment period of no less than 30 calendar days will be provided for the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), or *Major Amendments to the TIP* prior to final action by the Policy Board. A public comment period of no less than 45 calendar days will be provided for the Public Involvement Plan.
- 2. Comment Period Extension:** If a final revision to the Regional Transportation Plan, Transportation Improvement Program, Public Involvement Plan, or *Major Amendments to the TIP* differ substantially from the version made available for public comment, the altered version will be made available for a public comment period of no less than 10 calendar days.
- 3. Opportunity to Comment:** A comment period for the public will be provided at all regular Policy Board meetings. Upon request, an opportunity to comment will be provided before any action, however the Board may establish reasonable limitations on public comment. Subject to the specific exceptions permitted by Federal and State Law, Policy Board meetings will be open to the public.
- 4. Consideration for Comments:** All public comments will be appropriately considered by SJTPO staff. A written summary, analysis, and report on the disposition of all significant comments received on Regional Transportation Plan, Transportation Improvement Program, Public Involvement Plan, or *Major Amendments to the TIP* will be provided as a part of the final document.
- 5. Committee Support:** SJTPO Staff will continue to promote the involvement of a wide variety of interests through the support of committees. Interests 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, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties. SJTPO staff will support this through the provision of early and continuing information on major SJTPO activities, especially development of the Regional Transportation Plan, Transportation Improvement Program, or *Major Amendments to the TIP*, and will have opportunity to comment.
- 6. Accessible Meetings:** SJTPO Staff will work to ensure that public meetings are in convenient and accessible locations, to ensure equal opportunity to participate.

## B. Notification and Public Relations

- 1. Public Relations:** Staff will conduct public relations activities such as issuing



newsletters, press releases, and notices to the [SJTPO website](#) to generate awareness of SJTPO activities and key responsibilities. Staff will also brief civic, business, and other public interest organizations, upon request.

- 2. Meeting Notice:** Annual notice of the regular schedule of meetings of the SJTPO Policy Board will be posted to the SJTPO website. Notice will also be submitted in accordance with the [New Jersey Open Public Meetings Act](#) to the daily newspaper for each member county designated as having the greatest likelihood of informing the public with a request that each meeting be published in their listings of governmental meetings, as well as being submitted to the county clerk of each county and posted on the bulletin board in Vineland City Hall. Notice of additional meetings will be similarly submitted a minimum of 48 hours prior to the meeting. Annual notices will also be distributed to SJTPO participants at all levels.
- 3. Mailing Lists:** SJTPO Staff will maintain a mailing list to distribute the annual notice of Policy Board meetings, individual meeting agendas, meeting minutes, and the package of materials distributed to Policy Board members. Interested parties may be added to the mailing list upon request.
- 4. Public Notification:**
  - a.** A legal notice or display ad will be placed in designated newspapers to open a public comment period, required under A.1. This notification will briefly summarize the document or amendments and indicate where copies can be obtained for review, and how to submit comments. The news offices of designated newspapers will be notified of the same information in any press release under C.1.
  - b.** The Regional Transportation Plan, Transportation Improvement Program, [Unified Planning Work Program](#), Public Involvement Plan, or *Major Amendments to the TIP* will, at a minimum, be made available for review at SJTPO offices, and on the SJTPO website.
  - c.** Major Documents, which include the Regional Transportation Plan, Transportation Improvement Program, and Unified Planning Work Program will be made available at major public libraries, and the offices of key participating agencies.
  - d.** For *Amendments* to the Transportation Improvement Program, notice with information on how to comment will be sent to the CAC mailing list no fewer than 7 calendar days prior to final action by the Policy Board.
  - e.** A specific opportunity for public comment on *Amendments* to the TIP will be provided on the Policy Board meeting agenda. Notice of meetings as well as the posted changes will be made available on the SJTPO website.
  - f.** For *TIP Modifications* that move projects from year one to year two or three, notice with information on how to provide comment will be sent to the [Citizens Advisory](#)





Committee (CAC) mailing list no fewer than 7 calendar days prior to final action. Notice of meetings as well as posted changes will be made available on the SJTPO website.

### C. Information Sharing/Transparency

- 1. Public Meetings:** Prior to adoption of the Regional Transportation Plan, Transportation Improvement Program, or *Major Amendments to the TIP*, and after review copies are made available and the opening of the comment period under A.1., at least one formal public meeting to receive public comment will be held. A legal notice or display ad announcing such meetings will be placed in the designated newspapers no less than 7 calendar days prior to the meeting, either in combination with the notice or ad under B.4.a., or separately. Notice will also be posted on the SJTPO website. In addition, a press release will be submitted no fewer than 5 calendar days prior to the meeting. Additional public involvement procedures for development of Regional Transportation Plans may be detailed in separate documents.
- 2. Document Availability:** Final SJTPO plans, programs, and studies will, at minimum, be available for examination on the SJTPO website and by appointment at SJTPO offices. Where practical, copies may be provided at no cost to the public on a first come, first served basis, however a reasonable fee to recover production costs may be required. Major Documents will also be made available for review at major public libraries and the offices of key participating agencies. Where practical, summary information may also be distributed through mailed bulletins, press releases, and online.
- 3. Transparency of Process:** SJTPO staff will work to provide information about planning-related products, programs, or procedures that can inform the public and other agencies about the transportation planning process or how SJTPO plans and programs are implemented, including via the SJTPO website in an effort to provide the greatest possible understanding and transparency to the transportation planning process.
- 4. Public Agency Support:** A variety of public agencies affected by transportation issues and processes will continue to receive information and be invited to participate in the planning process.
- 5. Visualization:** SJTPO Staff will work to present information pertaining to the transportation planning process, utilizing visualization techniques, described in further detail in the Public Involvement Toolkit, which better clarify the complexities of the process. This will be especially true of the Regional Transportation Plan, Transportation Improvement Program, or *Major Amendments to the TIP*.
- 6. LEP Accessibility:** In an effort to be consistent with Executive Order 13166, and to make transportation planning materials more accessible to persons with Limited-English



Proficiency (LEP), SJTPO Staff will work to utilize reasonably available resources that provide LEP populations with access to translated versions of transportation planning materials.

#### D. General

- 1. Considering the Underserved:** In conducting the planning process, the SJTPO will make special efforts to seek out and consider the needs of those traditionally underserved by existing transportation systems, including low income and minority households and persons with disabilities. This will include but is not limited to strategies included in the current Environmental Justice Plan.
- 2. Coordination with State Efforts:** The SJTPO public involvement process will be coordinated with statewide public involvement processes wherever possible to increase effectiveness and minimize duplication. Specifically, the SJTPO public involvement procedures related to the SJTPO TIP will also serve as the public participation procedures for the SJTPO region for the State TIP.
- 3. Continued Evaluation:** The SJTPO staff will regularly review and revise the Public Involvement Plan procedures to ensure their effectiveness and consistency with Federal regulations.

## IV. Public Involvement Toolkit

This section, the Public Involvement Toolkit, is a centralized list of tools and strategies for the public involvement process. Section II represents the requirements from Federal regulations, however, this section illustrates strategies that the SJTPO may use to advance its objective of maintaining a continuing, cooperative, and comprehensive transportation planning process in the SJTPO region. Some strategies may only be appropriate in specific situations and thus are not mandates on all projects in which the SJTPO seeks public input. These strategies can serve to better inform decision-makers of the opinions and needs of the public and the stakeholders in South Jersey.

#### A. Citizen Advisory Committee

The Citizens Advisory Committee (CAC) was established as part of the initial structure of the SJTPO in recognition of the importance of public involvement to the organization. The CAC represents a broad cross-section of interests, and others are added to the CAC mailing list upon request. The SJTPO also forms ad-hoc advisory committees as needed to address specific issues. The chairperson of the CAC serves as a representative to the Policy Board on behalf of the CAC.



The SJTPO is interested in supporting the development and continuation of the CAC and this describes the efforts that the SJTPO plans to conduct in support of the CAC.

The SJTPO Staff has developed and will continue to develop and maintain a mailing list on behalf of the CAC that includes a number of stakeholders and any member of the public that requests to be a part of the list or contributes input to the SJTPO transportation planning process, inclusive of contact information.

The SJTPO will work to establish a virtual forum, which will allow stakeholders and any interested party to participate regardless of location or schedule, thus encouraging a greater level of involvement in CAC events through reduced need to travel or to make a specific meeting time to be involved. The purpose will be to establish a forum that allows users to be able to engage each other in an exchange of ideas about the transportation issues of South Jersey at their leisure, and allow SJTPO staff and decision-makers to better understand what the priorities of the stakeholders and public are.

## B. Public Involvement Resource Center

SJTPO staff will work to establish an online resource that helps the public to understand the complex transportation planning process. It can help differentiate the different roles played among different parties in South Jersey and help the public target input most effectively to relevant players in the process. It should include contact information as well as links to websites and links to meeting schedules.

## C. Expanded Online Document Library

It is important in this day and age to make information free and accessible to the greatest extent possible, while balancing the reality of harsh fiscal constraints. The Internet presents the opportunity to accommodate both of these needs, offering a great deal of information, a more potentially interactive experience, while avoiding spending public dollars on printing large documents. It is therefore the best use of public resources to provide all relevant current and future SJTPO transportation documents in digital formats. Staff will produce Major Documents in physical format on a very limited basis and reserves the right to recover the cost of production through a reasonable copy and distribution fee.

## D. Surveys

Surveys are a good tool to better understand what people perceive as needs in their community or region. They also can help determine if the public supports the determined priorities or if public



opinion necessitates a change in priorities. In the future it may be possible to have surveys online, which can allow more people to get involved, allows a more continuous collection of data over a longer period of time, at a lower cost, and offer the public a greater sense of convenience and anonymity. It is understood that online surveys do not generate a statistically accurate representation of the public, however, they can serve as a tool to generate ideas and gauge opinion among targeted audiences.

### E. Online Forums

Unlike surveys, which ask a somewhat finite set of defined questions, forums are more open and interactive. Similar to a public meeting, people can create ideas and via back-and-forth communication, improve upon an idea while potentially coming to some consensus. Unlike a public meeting, online forums are not restrained by the time that the meeting is taking place or the place it is at and whether participants can be present. Online forums can allow a user in Cape May to respond at Midnight to an idea of another user in Bridgeton from 7:00 am. This is another way of making the process more open and accessible, while giving decision makers another tool to generate ideas and gauge public opinion. It is important for a forum to be organized in a manner that protects it from some of the problems of open blogging, such as SPAM or anonymous users posting offensive material unrelated to the topics of regional transportation. This goal shall be considered when considering potential options.

### F. Local Group or Government Partnerships

The SJTPO region faces the challenge of a large geographic area with a relatively low overall population density. This can make presenting information to the public, in person, difficult. To address this it may be important to co-host events with local governments and other local groups. These meetings, if accessible and properly announced may substitute a traditional public meeting, while capturing an additional audience and receiving assistance by a partner organization in reaching out to the community. This may be an effective way to gather a greater consensus of public opinion, gather more opinions in general, and establish connections within local communities.

### G. Workshops

Workshops are working groups, open to the public to get people thinking about solutions to transportation problems. These sessions, held on an as-needed basis, may include specific topics such as transit, roadways, bicycle and pedestrian access, freight, or other transportation issues.



## H. Other Publications

There are numerous ways to reach the public regarding the different topics pertaining to the transportation planning process. SJTPO staff will consider a variety of different media to reach as many people as feasibly possible, including the production of brochures, newsletters, online newsletters, postcard notices, informational handbooks, videos, presentations, podcasts, email, and traditional mail notifications.

## I. Dynamic Website

It is important to have a dynamic online presence, not only to add legitimacy to the work that SJTPO does in South Jersey, but also to clearly and effectively communicate information to the public. In addition to the specific efforts already listed that will be a part of SJTPO online efforts, including expanded document provision, conducting online forums and surveys, and the public involvement resource center, it will be important to generally provide information in a more dynamic, interactive manner, which may include, but is not limited to, showing projects in interactive maps, providing videos, searchable databases, etc.

## J. Executive Summaries

The SJTPO produces a number of documents, at times lengthy and dense. However these reports contain a great deal of information that is important to the people of South Jersey. In an effort to make these documents more understandable to the general public, some documents will be provided in an executive summary format, which includes only essential facts, reasoning, and conclusion information.

## K. Flexibility

It is important that the SJTPO not be limited to the ideas of this Plan, but be open to any public involvement solution that may help illuminate a complex process to the public or help educate decision-makers or staff to little-understood sentiments about controversial or costly projects in the future.

## V. Definitions

**Amendments (TIP)** – A TIP amendment is required when adding a new project (or program), deleting a project (or program), when there is a major change to project



design concept or scope that would require a new air quality conformity analysis, and when a project (or program) is being moved forward from the fourth or fifth years of the TIP into the first year. Amendment is as defined in the Memorandum of Understanding (MOU) between the SJTPO, the New Jersey Department of Transportation (NJDOT), and the New Jersey Transit Corporation (NJ Transit).

**Major Amendments (TIP)** – The SJTPO will define *Major Amendments* as those *Amendments* requiring a new air quality conformity analysis or adding or deleting a single item of \$10 million or more, or multiple items totaling \$20 million or more, from the SJTPO portion of the TIP (excludes the Statewide programs).

**Major Documents** – The Major Documents of the SJTPO include the three core products that define the MPO process: the long-range Regional Transportation Plan (RTP), an annually updated multi-year Transportation Improvement Program (TIP), and the annual Unified Planning Work Program (UPWP), which communicates the planning activities anticipated within the upcoming year.

**Minor Amendments (TIP)** – All amendments not defined above as *Major Amendments* will be *Minor Amendments*.

**TIP Modifications** – The SJTPO will define TIP Modifications as changes to the TIP as defined in a Memorandum of Understanding (MOU) between the SJTPO, the NJDOT, and the NJ Transit, as amended and supplemented that are of less significance than an amendment. Under the MOU, they are usually processed administratively by the SJTPO Executive Director upon consultation with the counties.

**Other Terms** – In the event any other term or terms used in this policy require interpretation, their meaning shall be as determined by the SJTPO Policy Board.

## VI. Acronyms

**SJTPO** – *South Jersey Transportation Planning Organization*: The Metropolitan Planning Organization for the New Jersey counties of Atlantic, Cape May, Cumberland, and Salem.

**TIP** – *Transportation Improvement Program*: The TIP is a list of projects and programs scheduled to be implemented over a period of at least four years. Transportation projects must be included in the TIP to receive most types of federal funding. The TIP allows for a broad-based review of the region's capital programming and represents a consensus among major transportation interests in the region as to what improvements should have priority for available funds.

**RTP** – *Regional Transportation Plan*: a long-range transportation plan for the metropolitan area covering a planning horizon of at least twenty years that fosters (1) mobility



and access for people and goods, (2) efficient system performance and preservation, and (3) good quality of life.

**UPWP** – *Unified Planning Work Program*: a document prepared annually by an MPO that describes the transportation planning activities the MPO plans to undertake during the next fiscal year.

**MOU** – *Memorandum of Understanding*: In this context refers specifically to the Memorandum of Understanding on procedures to modify the TIP and STIP among the SJTPO, the NJDOT, and NJ Transit.

**NJ Transit** – *New Jersey Transit Corporation*: New Jersey’s state-wide provider of public transportation services, including bus, commuter rail, light rail, and paratransit services.

**NJDOT** – *New Jersey Department of Transportation*

**LEP** – *Limited-English Proficient*: Persons who are unable to communicate effectively in English because their primary language is not English and they have not developed fluency in the English language.

**EJ** – *Environmental Justice*: Refers to an effort initiated at the Federal level to: avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations; ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

**CAC** – *Citizen Advisory Committee*: Established as part of the initial structure of the SJTPO in recognition of the importance of public involvement to the organization. The CAC represents a broad cross-section of interests, and others are added to the CAC mailing list upon request.

**TAC** – *Technical Advisory Committee*: A fourteen member committee that provides input to the Policy Board, and consists of staff of each Policy Board member, as well as representatives of the New Jersey Turnpike Authority and the Delaware River and Bay Authority, along with the chairperson of the Citizens Advisory Committee. A wide variety of other agencies are also invited to participate in the Technical Advisory Committee.

**SJTA** – *South Jersey Transportation Authority*: Established by the State Legislature in June 1991 to assume operational responsibilities for the Atlantic City Expressway, Atlantic City International Airport terminal, and parking facilities in Atlantic City. The SJTA serves the counties of Atlantic, Camden, Cape May, Cumberland, Gloucester, and Salem.



- ISTEA** – *The Intermodal Surface Transportation Equity Act of 1991*: Landmark Federal legislation signed into law in 1991. It made broad changes in the way transportation decisions are made by emphasizing diversity and balance of modes as well as the preservation of existing systems and construction of new facilities. The law expired in 1997, but much of the program is carried forward by TEA-21 and SAFETEA-LU.
- TEA-21** – *The Transportation Equity Act of the Twenty-first Century of 1998*: Federal legislation that reauthorized the federal reauthorization programs in 1998. TEA-21 retained and expanded most of the programs of ISTEA, in addition to greatly increasing overall funding for transportation. The law expired in 2003, was extended into 2005, but much of the program is carried forward by SAFETEA-LU.
- SAFETEA-LU** – *The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005*: Federal legislation that reauthorized the federal reauthorization programs in 2005. SAFETEA-LU retained and expanded most of the programs of ISTEA and TEA-21, while emphasizing transit and maintenance over construction, in addition to greatly increasing overall funding for transportation. The law expires in 2009.
- MPO** – *Metropolitan Planning Organization*: is a transportation policy-making body made up of representatives from local government and transportation agencies with authority and responsibility in metropolitan planning areas.
- PIP** – *Public Involvement Plan*: A Federally required document for MPOs (Chap 23 § 450.316) that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.





## Appendix A. Public Comments

### **Comment 1:**

“Section [III.] C. 1. refers to publication of meeting notices either by legal or display ad. Since this plan is directed at public participation I feel all notices should be display ads. If the rules require a legal ad, then both types of ads should be specified and placed. The plan should clearly state the medium of advertisement.”

### **Response 1:**

To clarify any confusion of what type of ad the SJTPO uses to communicate important, official, and mandated notices, attached as Appendix B is the Legal Ad or Public Notice that was released to announce the release of this Plan for review and comment during its formal 45-day comment period. In print, the ad appeared consistent with other larger ads, ranging from 1.5 - 2 inches in width and from 4 - 5 inches in height. It was determined by the SJTPO staff that a display ad may actually be skipped-over by readers that know to look for SJTPO announcements among legal ads.

### **Comment 2:**

“Section [III.] C. 2. says that documents may be place at participating agencies. I feel that the plan should specify that the documents will be placed for review at the participating agencies.”

### **Response 2:**

The Public Involvement Plan has been updated to clarify that Major Documents will be made available to major public libraries and the offices of key participating agencies. The definition of Major Documents is now directly defined to include the Regional Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program and is now used more consistently throughout the document.

### **Comment 3:**

“Section [III.] C. 5. refers to visualization techniques. These are not defined.”

### **Response 3:**

This section intends to refer to the variety of techniques described in detail throughout the Public Involvement Toolkit section. This section of the Plan has been updated to reflect that intent.



## Appendix B. Example of Legal Ad/Public Notice

Below, is the Legal Ad or Public Notice that was released to announce the release of this Plan for review and comment during its formal 45-day comment period. In print, the ad appeared consistent with other larger ads, ranging from 1.5 – 2 inches in width and from 4 – 5 inches in height.

### Legal Ad

#### PUBLIC NOTICE

#### SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION

#### PUBLIC INVOLVEMENT PLAN

The South Jersey Transportation Planning Organization (SJTPO) has released the Draft Public Involvement Plan for review and comment from the public. SJTPO is the Metropolitan Planning Organization (MPO) designated under federal law for Atlantic, Cape May, Cumberland, and Salem Counties.

The SJTPO Public Involvement Plan details the policies and practices that will guide public involvement in SJTPO projects, plans, and programs. The Public Involvement Plan includes the requirements for specific SJTPO planning products as well as a Toolkit of strategies that the SJTPO may use to increase involvement in the years to come.

The Public Involvement Plan is reviewed regularly to ensure conformance with updated Federal regulations as well as to ensure the effectiveness of the procedures detailed within.

The Public Involvement Plan will be available for review through 4:30 p.m. on Thursday, December 17, 2009. The Public Involvement Plan will be available for review on the SJTPO website, at [www.sjtpo.org/DRAFTPublicInvolvementPlan.PDF](http://www.sjtpo.org/DRAFTPublicInvolvementPlan.PDF) as well as at SJTPO offices, located at 782 S. Brewster Road, Unit B6, in Vineland.

Comments may be mailed to the SJTPO at 782 S. Brewster Road, Unit B6, Vineland, NJ 08361; faxed to (856) 794-2549; or e-mailed to [sjtpo@sjtpo.org](mailto:sjtpo@sjtpo.org).