

NP&EDC



NANTUCKET PLANNING AND ECONOMIC DEVELOPMENT COMMISSION

**PUBLIC PARTICIPATION PLAN
FOR TRANSPORTATION PLANNING ACTIVITIES**

ENDORSED BY THE NP&EDC ON JUNE 28, 2007

**NANTUCKET PLANNING AND ECONOMIC DEVELOPMENT COMMISSION
16 BROAD STREET
NANTUCKET, MA 02554
(508) 228-7237**

NP&EDC



NANTUCKET PLANNING AND ECONOMIC DEVELOPMENT COMMISSION

ENDORSEMENT

PUBLIC PARTICIPATION PLAN FOR TRANSPORTATION PLANNING ACTIVITIES

Bernard Cohen, Secretary of Transportation
Executive Office of Transportation and Public Works

07/20/07
Date

Luisa Paiewonsky, Commissioner
Massachusetts Highway Department

7/25/07
Date

Barry G. Rector, Chairman
Nantucket Planning and Economic Development Commission

7/18/07
Date

PUBLIC PARTICIPATION PLAN FOR TRANSPORTATION PLANNING ACTIVITIES

1. Introduction

1.1 Purpose

This is a plan for collecting public input on the Nantucket Planning and Economic Development Commission's (NP&EDC) transportation planning documents. The awareness and involvement of persons interested in governmental processes are critical to successful regional transportation planning and programming. When the public is engaged in the process, its feedback helps assure projects address community needs. Likewise, the public gains a better understanding of the tradeoffs and constraints associated with transportation planning. This Public Participation Plan (PPP) serves as a guide for the NP&EDC's public involvement process as well as the continuing, comprehensive, and coordinated (3C) planning process among stakeholders to ensure the ongoing opportunity for broad-based participation in the development and review of regional plans and programs.

1.2 Agency Description

The NP&EDC is the Regional Planning Agency (RPA) and Metropolitan Planning Organization (MPO) for Nantucket, Massachusetts. The NP&EDC is charged with planning for the "orderly and coordinated development and protection of the physical, social and economic resources for the Island of Nantucket" (Mass. General Law, Chapter 561 of the Acts of 1973, "An Act Establishing the Nantucket Planning & Economic Development Commission"). The NP&EDC consists of twelve members:

- 5 – elected members of the Nantucket Planning Board,
- 1 – member appointed by the Conservation Commission,
- 1 – member appointed by the County Commissioners,
- 1 – member appointed by the Housing Authority,
- 1 – Director of the Department of Public Works as an ex-officio member, and
- 3 – at-large members appointed by the NP&EDC.

1.3 Legislative Mandate

The NP&EDC's previous public participation process, approved in June 1995, needs to be updated to conform to new federal planning law. On August 10, 2005, President Bush signed the **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)**. SAFETEA-LU requires the involvement of the public in transportation planning and investment activities. The purpose of the development of a Public Participation Plan is to ensure that the public is involved early in the transportation planning process by providing complete information, timely public

notice, and full access in decision making. The following Public Participation Plan is intended to provide for the continuing involvement of the public.

1.4 Development of the Public Participation Plan

The development of this plan initiated with a review of the plan endorsed in June 1995 not only to identify areas that need to conform with SAFETEA-LU regulations, but to also identify new ways in which the public could be engaged to maximize participation. This step was conducted simultaneously with a review of plans prepared by other RPAs around the country to identify progressive strategies to engage the public.

Following the development of an initial draft, staff contacted agencies listed in the original mailing list for the NP&EDC, as well as new agencies required by SAFETEA-LU (such as the Wampanoag Tribe of Gay Head). This strategy served to: 1) provide the agencies and committees with an overview of the plan, 2) request participation in a review of the plan, and 3) solicit valuable information to improve the engagement strategies and to identify other agencies or committees that should be considered a key stakeholder in the process.

All the required agencies were contacted and provided copies of the draft plan, and subsequently staff met directly with the Housing Authority and Board of Selectmen. Other agencies that staff frequently coordinated with included the Council on Aging and the Planning Board.

Written comments and a description of changes made to this plan as a result of the public review period are attached to this plan in section 3.

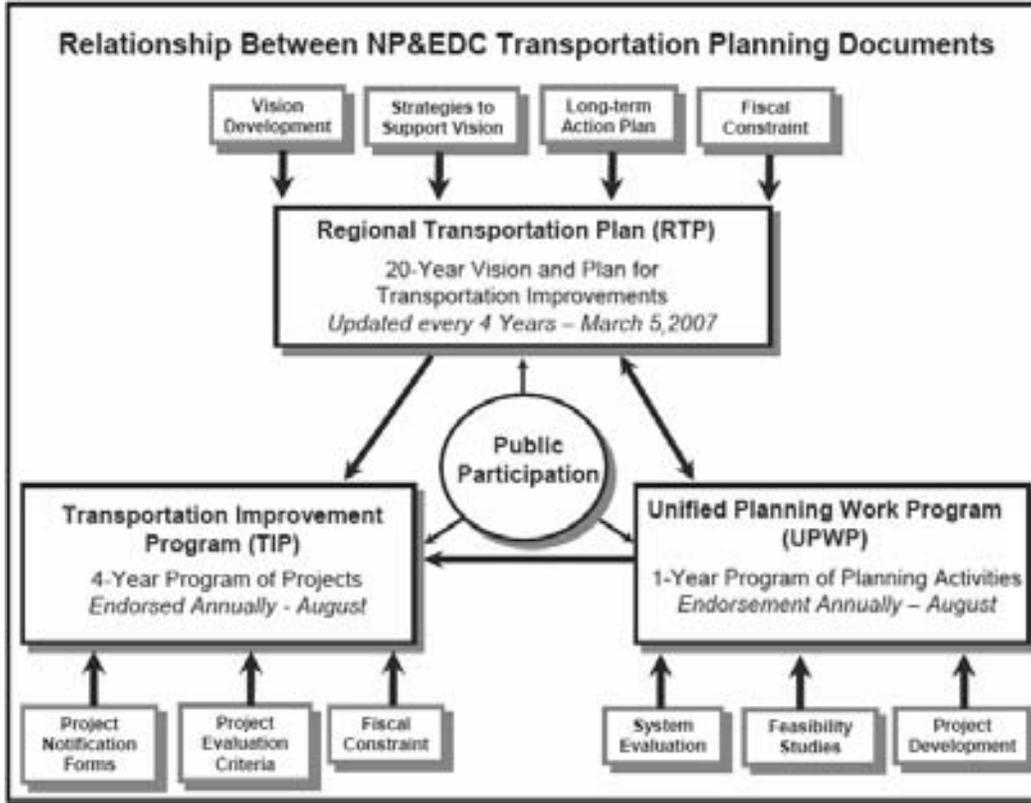
2. Public Participation Plan

This Public Participation Plan (PPP) provides the opportunity for interested parties to comment on the transportation planning that the NP&EDC does for the region. The following are required by SAFETEA-LU:

- Make Regional Transportation Plans (RTP), Transportation Improvement Programs (TIP), Unified Planning Work Programs (UPWP), and other transportation studies available for public review in advance of board meetings where documents will be endorsed.
- The PPP should provide opportunities for the public to offer commentary, and should be scheduled at convenient and accessible places and times.
- The PPP must use visualization techniques. These techniques may vary, but can include maps, transportation models, and animation.
- Provide the RTP, TIP, UPWP, and other transportation studies in electronic format on the internet. These will be provided on the NP&EDC webpage, and could be provided on the Nantucket Regional Transit Authority's webpage.

2.1 Resource Documents

The following is a description of planning documents that will be required to adhere to the PPP. The chart below depicts the relationship between these planning documents.



2.1.1 Regional Transportation Plan (RTP)

The RTP is required in the federal SAFETEA-LU law, and is a comprehensive report, updated every four years, that identifies existing conditions, as well as problems and deficiencies, of the Island's transportation infrastructure. The infrastructure includes roadways, public transportation, bike and pedestrian facilities, parking facilities, ferry facilities, and airport facilities. The RTP also articulates the goals and objectives for future projects and programs to improve the system, and provides a 25-year fiscally constrained schedule for implementing the recommended improvements.

The draft RTP shall be developed in consultation with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation, as well as with representatives of public transportation, freight transportation, bicycle and pedestrian facilities, and disabled populations. The draft shall be made available for public review at least thirty days prior to the NP&EDC endorsement. Copies shall be made available at the NP&EDC office, Board of Selectmen's office, the Nantucket Atheneum, as well as in an electronic format

on the NP&EDC webpage. At least one public hearing shall be held before the endorsement to solicit public comments and questions.

2.1.2 Transportation Improvement Program (TIP)

This is the short range transportation programming document that includes a prioritized listing of improvement projects (both roadway and transit projects) identified in the RTP that would utilize federal funding to implement. The TIP must be financially constrained and endorsed annually by the NP&EDC.

The draft TIP shall be developed in consultation with the Town of Nantucket, Nantucket Regional Transit Authority, MassHighway, and the Executive Office of Transportation. The draft shall be made available for public review at least thirty days prior to the NP&EDC endorsement. Copies shall be made available at the NP&EDC office, Board of Selectmen's office, the Nantucket Atheneum, as well as in an electronic format on the NP&EDC webpage. At least one public hearing shall be held before the endorsement to solicit public comments and questions.

2.1.3 Unified Planning Work Program (UPWP)

The UPWP is a document that describes all of the transportation planning activities expected to be undertaken in the Nantucket region during the year. The UPWP is endorsed annually by the NP&EDC, and is one of the federal requirements for a certified transportation planning process that is a prerequisite for the receipt of federal funding for transportation improvements for roads or transit in the region.

The draft UPWP is prepared with input from the Town of Nantucket, the Executive Office of Transportation and the MassHighway. The draft shall be made available for public review at least thirty days prior to the NP&EDC endorsement. Copies shall be made available at the NP&EDC office, Board of Selectmen's office, the Nantucket Atheneum, as well as in an electronic format on the NP&EDC webpage. At least one public hearing shall be held before the endorsement to solicit public comments and questions.

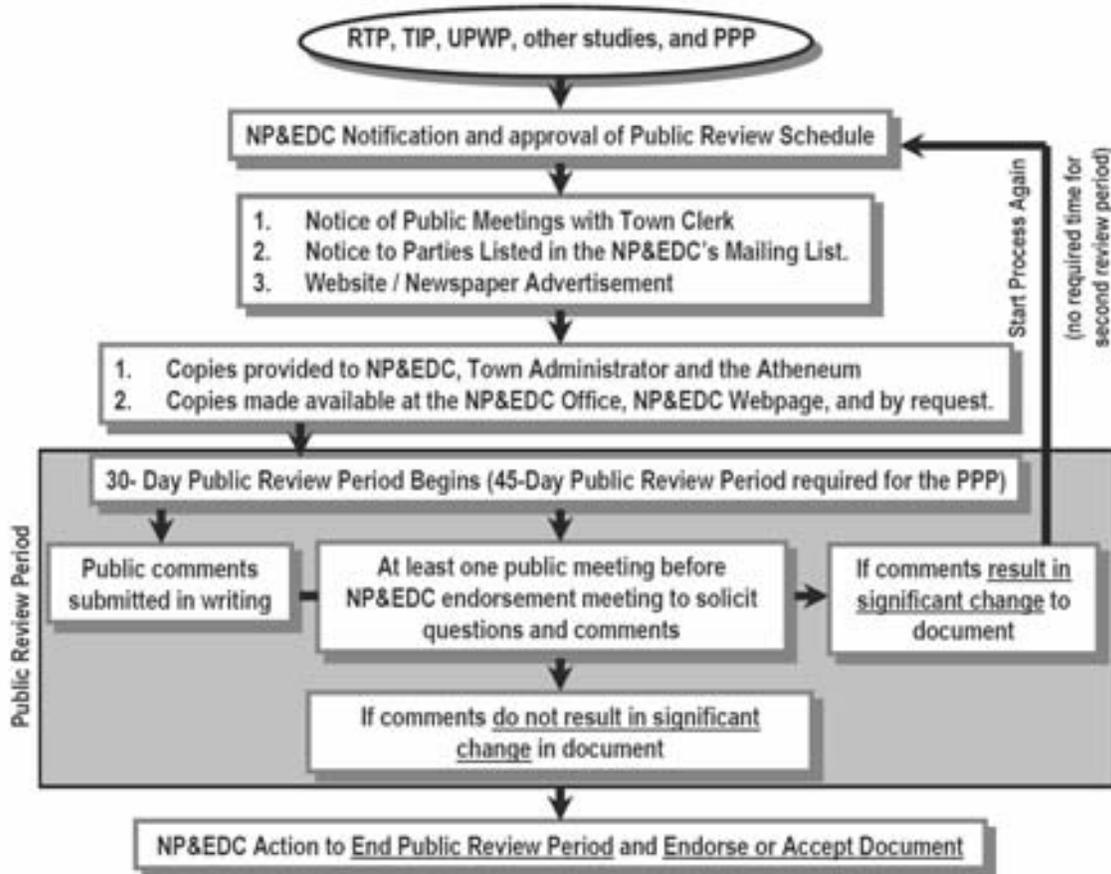
2.1.4 Transportation planning studies

These studies are routinely undertaken by the NP&EDC to address the goals and objectives stated in the RTP, and to provide required information and potential recommendations for the TIP. Funding for these studies can originate from the UPWP, but can be provided through other sources, such as the Town of Nantucket.

A draft study shall be developed with input from identified stakeholders. The draft shall be made available for public review at least thirty days prior to the NP&EDC endorsement. Copies shall be made available at the NP&EDC office, Board of Selectmen's office, the Nantucket Atheneum, as well as in an electronic format on the

NP&EDC webpage. At least one public hearing shall be held before the endorsement to solicit public comments and questions.

2.2 Public Participation Process



2.2.1 NP&EDC Notification

- The NP&EDC shall be informed by the Planning Office staff at the beginning of the development of, or amendment to, the Regional Transportation Plan, TIP, UPWP, or transportation planning study, and shall have an opportunity to provide comments on the scope and ways to involve the public in the process. At the time of notification, the NP&EDC should discuss and approve the scheduling of future public meetings required as part of the public participation process.

2.2.2 Public Meeting Notice

- Notices of meetings where these plans, programs and studies will be discussed shall be made not less than 48-hours in advance through the Nantucket Town Clerk, and posted in the Town Clerk's office and on the meeting notice board of the Town and County Building located at 16 Broad Street.

- The notice of meetings shall also be sent to all interested parties listed in the NP&EDC's mailing list (see item 2.2.5 below).

2.2.3 Advertisement

- Advertisements announcing the thirty day public review period, the availability of draft copies of the RTP, TIP, UPWP, or transportation planning study, and the opportunity to review and comment on the document will be published in the *Inquirer and Mirror* local newspaper. A forty-five day period will be advertised for any changes to the PPP.
- Public notice of the thirty day public review period and availability of draft documents shall also be made on the NP&EDC's webpage. A forty-five day period will be advertised for any changes to the PPP.

2.2.4 Review of Drafts

- There will be at least a thirty day review period prior to the endorsement of the final RTP, TIP, UPWP, or transportation planning studies. There will be at least a forty-five day period will be advertised for any changes to the PPP.
- The NP&EDC members, the Town Administrator, and the Nantucket Atheneum shall receive copies of the draft documents.
- Copies of the drafts shall also be readily available to the general public at the NP&EDC office or by request via telephone, email, or fax.
- An electronic version of the draft will be made available on the NP&EDC webpage during the public review period.
- At least one public meeting will be held when developing or amending the RTP, TIP, UPWP, or transportation planning study. The number of public meetings will be in proportion to the significance of the item under consideration.
- If the public comments or interagency comments result in significant changes to the draft document, then an additional public review period will be started to allow review of the changes. There is no required time for the additional review period, but a two week period could be used. Written comments and a summary of changes to a draft document resulting from these will be made part of the final RTP, TIP, UPWP, or major transportation planning study.
- The NP&EDC staff is available to meet with local officials or any other interested citizens to discuss or receive written comments on the RTP, TIP, UPWP or major transportation planning study.

2.2.5 Mailing List

- This list contains the following interested parties:
 - Representatives of Nantucket in the Federal and State Legislature
 - Executive Office of Transportation liaison
 - Wampanoag Tribe of Gay Head – Cultural Resource Protection
 - Woods Hole, Martha's Vineyard and Nantucket Steamship Authority
 - NP&EDC members
 - Town Administrator
 - Nantucket Regional Transit Authority Advisory Board
 - Nantucket Conservation Commission
 - Nantucket Public Schools
 - Council on Aging
 - Council for Human Services
 - Nantucket Housing Authority
 - Fire Department
 - Police Department
 - Department of Public Works
 - *The Inquirer and Mirror* newspaper
 - *Nantucket Independent* newspaper
 - And various members of the general public

- Anyone can be added to the mailing list upon written request to the NP&EDC.

- Planning staff will be available to meet and review drafts with any committee or agency upon request.

3. Public and Staff Written Comments during the Public Review Period

The written letters attached to this section were received by the Planning Office during the 45-day review period from the public and various agencies concerning the draft version of this PPP. Other written comments are from staff addressing the comments received in these letters.



**Town of Nantucket
Council on Aging
Saltmarsh Senior Center
81 Washington Street, Nantucket, MA 02554**

Phone: 508-228-4490 Fax: 508-325-5366
e-mail: towncoa@nantucket.net

July 12, 2007

Nantucket Planning & Economic Development Commission
Mr. Michael Burns, Transportation Planner
Two Fairgrounds Road
Nantucket, MA 02554

Re: Support for NP&EDC's Public Participation Plan

Dear Michael,

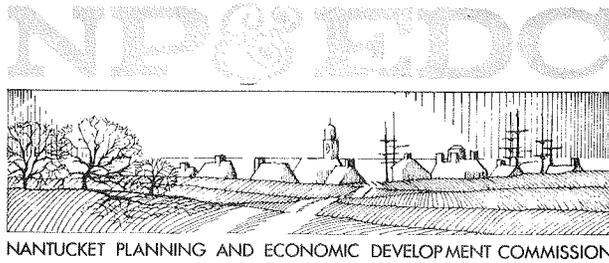
The Nantucket Council on Aging operates the Island's Senior Center. The Council provides advocacy and support for community programs that service our elderly and handicapped. We have a nine-member Council on Aging board, which is appointed by the Board of Selectmen from the community at large.

Our elderly and handicapped population has grown as has the demand for public and private transportation services. Our Board, has reviewed the NP&EDC's Public Participation Plan and appreciates our being included in their transportation decision making process as our focus is in providing services for our elderly and handicapped residents.

The Nantucket Council on Aging fully supports the NP&EDC's Public Participation Plan. Thank you.

Very truly yours,


Linda Roberts, Director



MEMORANDUM

TO: NP&EDC

FROM: Mike Burns, Transportation Planner *MB*

DATE: June 21, 2007

RE: Public Participation Plan (PPP)

The 45-day public review period for the PPP is scheduled to end at the June 28, 2007 NP&EDC meeting at which time the NP&EDC would take action to end the review period and endorse the plan. During the review period staff has met with the Nantucket Housing Association and the Nantucket Board of Selectmen, as well as contacted numerous other agencies, such as the Federal Highway Administration, MassHighway, and the local Council on Aging, as required by the federal SAFETEA-LU legislation to solicit comments on the draft plan.

Following the collecting of comments from these various agencies staff has made minor working edits, and has added language to the draft that includes the following:

- A section was added (section 1.4) to discuss how the PPP was developed and how the required agencies were given the opportunity to review and comment on the draft.
- The public review process described in section 2.2 was adjusted to explain that if there are significant changes to a draft document as a result of public comments, the corrected document would be subject to a public review for a non-specified amount of time, but this additional review period could be a two week period.
- A note was added specifying that staff would meet with any agency or committee upon request to discuss the draft document.
- In addition to the agencies historically listed in the NP&EDC mailing list, and the agencies / committee required by the SAFTEA-LU legislation, staff has added the Steamship Authority and the Nantucket Public Schools to the list that would receive notification of the availability of draft documents.

With the incorporation of comments into the draft document, **staff is requesting that the NP&EDC take action to close the public review period and to endorse the Public Participation Plan.**



U.S. Department
of Transportation

**Federal Highway
Administration**

Massachusetts Division

55 Broadway, 10th Floor
Cambridge, MA 02142

June 5, 2007

In Reply Refer To:
HDA-MA

Mr. Andrew Vorce, Director
Nantucket Planning and Economic
Development Commission
2 Fairgrounds Road
Nantucket, Massachusetts, 02554

Dear Mr. Vorce:

Thank you for submitting the Nantucket Planning and Economic Development Commission (NP&EDC) Draft Public Participation Plan to our office for review. We have completed our review and offer the following comments:

Page 4

The graphic in Section 2.2, which describes the development process of the Public Participation Plan, shows a 30-day public review process. Please change this to reflect the required 45-day public comment period.

Page 5

Section 2.2.2 discusses a 48-hour public notice for meetings will be held regarding the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and various planning studies that are undertaken. This timeframe should be longer. We suggest implementing a 7-10 day notice prior to the conduct of such a meeting.

Page 6

The second bullet discusses that if a draft document is altered significantly as a result of public input, another 30-day public review period will be conducted. While this is acceptable, it is not required. Federal regulations require that an additional opportunity for public review must be provided, but a timeframe is not dictated. If NP&EDC does not wish to observe an additional 30-day public review period, as mentioned above, we suggest using a 10-14 day review period.

General

SAFETEA-LU requires that the RTP and TIP be developed through a consultative process. Please add passages that describe how the public, as well as other entities specifically mentioned in SAFETEA-LU, are to be engaged in the development of these documents. Potential options may include holding public meetings or forums and seeking input, attending meetings of other groups to present the material and solicit input, and conducting a survey where input can be collected and subsequently considered.

**MOVING THE
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ECONOMY**



A statement should also be included that describes those entities that were given the opportunity to participate in the update of the Public Participation Plan, as well as those entities who actually participated in its development. It is Congress' intent that, since a Public Participation Plan may potentially affect many groups and private citizens, a very inclusive approach should be taken in ensuring that its development addresses the needs of those groups and individuals. The mailing list on page 6 may be an appropriate beginning point, but an interactive approach should be used whenever possible, rather than relying on coordination via mail.

Title VI, Executive Order 12898 (Environmental Justice), and Executive Order 13166 (Limited English Proficiency) are not specifically mentioned herein. Passages should be added stating that reasonable efforts will be made to accommodate such populations and participants.

Thank you for the opportunity to review this draft document. If you have any questions about the Plan or these comments, please feel free to contact me at (617) 494-3610.

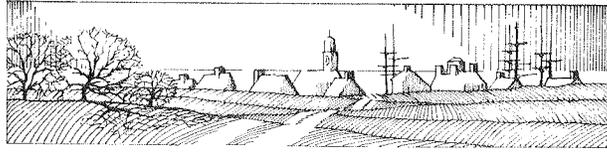
Sincerely yours,
Richard J. Marquis
Acting Division Administrator

/s/ Paul F. Maloney 6-5-07

By: Paul F. Maloney, P.E.
Transportation Planning Engineer

cc: Mark Guenard, Manager MPO Activities

NP&EDC



NANTUCKET PLANNING AND ECONOMIC DEVELOPMENT COMMISSION

MEMORANDUM

TO: Libby Gibson, Town Administrator

FROM: Mike Burns, Transportation Planner 

DATE: April 23, 2007

RE: Update of NP&EDC Public Participation Plan

This memo is to request time at the May 2, 2007 Board of Selectmen's meeting to briefly discuss the draft NP&EDC Public Participation Plan (PPP). The NP&EDC is currently conducting a 45-day public review of the draft PPP. This plan outlines a strategy for involving the public and key stakeholders in the transportation decision making process.

Essentially what is proposed is to include the Town Administrator as a contact for the Board of Selectmen to receive draft copies and notification prior to the start of a public review of any transportation planning document. These documents, which are defined in the PPP, include the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and any transportation planning study undertaken by the NP&EDC.

The 45-day public review is scheduled to end on June 28, 2007. The time allowed at the Board's meeting will allow a better opportunity to communicate the purpose of the PPP. After the review of the draft PPP, **I would request that Board of Selectmen take action to recommend the NP&EDC endorse the draft Public Participation Plan's strategy for involving the Board of Selectmen in the transportation decision making process.**

Mike Burns

From: Paula Leary [nrta@nantucket.net]
Sent: Monday, April 23, 2007 12:15 PM
To: Mike Burns
Subject: Comments - Public Particiaption Plan

I have the following comments:

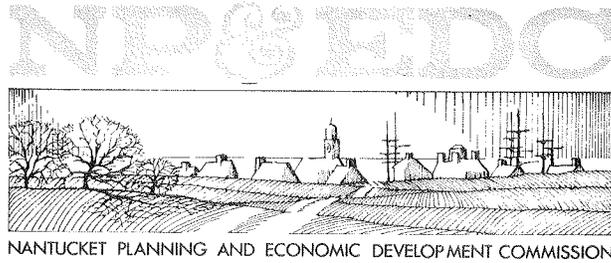
I offer that Transportation Planning Documents can be put on the NRTA's website.

Page 6 2.2.5 Mailing List:

Recommend changing Nantucket Regional Transit Authority Advisory Board to NRTA Consumer Advisory Committee (This committee's role is to advise and comment on and assist in the development of NRTA programs for the transportation that may affect persons with disabilities, elders and the general public).

Recommend adding NRTA Administrator to this list.

Paula Leary
NRTA Administrator
3 East Chestnut Street
Nantucket, MA 02554
(508) 325-9571
(508) 325-0788 (fax)
nrta@nantucket.net
www.shuttlenantucket.com



MEMORANDUM

TO: NP&EDC

FROM: Mike Burns, Transportation Planner *MB*

DATE: April 19, 2007

RE: Public Participation Plan

The new federal SAFETEA-LU law, which is the federal transportation policy for funding of projects and programs, requires each Regional Planning Agency (RPA) endorse a Public Participation Plan (PPP) by July 1, 2007. The PPP simply outlines how an RPA reaches out to notify and allow the public an opportunity to comment on specific transportation documentations, such as the annually developed Unified Planning Work Program (UPWP) and Transportation Improvement Program (TIP).

The draft PPP (see attached) must be developed in coordination with various potentially stakeholder agencies, such as towns and public transportation advisory committees. The draft PPP must also be advertised for public review for 45-days prior to the endorsement by the RPA. To comply with these requirements, I request that the NP&EDC approved the following public participation schedule:

DATE	ACTION
May 3, 2007	Action to authorize advertisement of the 45-day public review of the draft PPP beginning on May 3, 2007 and ending at a Public meeting on June 18, 2007.
May 10, 2007	Public hearing to solicit any comments and questions.
June 2007	<ol style="list-style-type: none"> 1. Public hearing to solicit <u>final</u> comments and questions, 2. Close the public review period, 3. Action to endorse the PPP.

Att: Draft Public Participation Plan (dated April 11, 2007)