

***L*EXINGTON**

***A*REA**

***M*PO**

***P*ARTICIPATION**

***P*LAN**



**January 2013**

---

Lexington Area Metropolitan Planning Organization  
101 East Vine Street, Suite 700  
Lexington, Kentucky 40507

## TABLE OF CONTENTS

<b>CHAPTER 1 INTRODUCTION.....</b>	<b>3</b>
1.1 FOUNDATION FOR PARTICIPATION .....	3
1.2 ROLE OF THE LEXINGTON AREA MPO .....	3
1.3 PURPOSE OF THE PARTICIPATION PLAN .....	4
1.4 GOALS FOR PARTICIPATION .....	4
1.5 PARTICIPATION APPROACH .....	4
1.6 LEGAL FRAMEWORK .....	5
<b>CHAPTER 2 OUR COMMUNITY.....</b>	<b>7</b>
2.1 DEMOGRAPHICS TODAY .....	7
2.1.1 Minorities.....	8
2.1.2 Language.....	8
2.1.3 Income.....	8
2.1.4 Transportation .....	8
2.1.5 Age .....	8
2.1.6 Disability.....	8
2.2 DEMOGRAPHICS OVER TIME .....	9
<b>CHAPTER 3 PARTICIPATION PROCESS FOR PLANS &amp; PROGRAMS .....</b>	<b>10</b>
3.1 DOCUMENT PUBLIC NOTIFICATION & REVIEW PERIODS .....	10
3.2 PARTICIPATION PLAN (PP) .....	10
3.3 METROPOLITAN TRANSPORTATION PLAN (MTP).....	11
3.3.1 MTP Update.....	11
3.3.2 MTP Amendment.....	12
3.3.3 MTP Administrative Modification.....	12
3.4 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) .....	12
3.4.1 New TIP .....	13
3.4.2 TIP Amendment.....	13
3.4.3 TIP Administrative Modification.....	13
3.4.4 Administrative Modifications for Grouped Projects .....	14
3.4.5 FTA Program of Projects (POP) Participation Requirements .....	15
3.4.6 Annual List of Obligated Transportation Projects .....	15
3.5 UNIFIED PLANNING WORK PROGRAM (UPWP).....	15
3.5.1 Annual Performance and Expenditure Report.....	15
3.6 STRATEGIC / MODAL PLANS .....	15
<b>CHAPTER 4 STRATEGIES TO INVOLVE &amp; INFORM .....</b>	<b>16</b>
4.1 STRATEGIES TO INVOLVE .....	16
4.1.1 Interagency Consultation.....	16
4.1.2 Transportation Policy Committee (TPC) Meetings.....	18
4.1.3 MPO Technical and Subcommittee Meetings.....	18
4.1.4 Public Meetings/Focus Groups.....	18
4.1.5 Surveys .....	18
4.1.6 Public Transit Outreach.....	19
4.1.7 Outreach to Underserved Populations.....	19
4.2 STRATEGIES TO INFORM .....	21
4.2.1 Branding & Marketing Campaigns.....	21
4.2.2 Media Outreach .....	22
4.2.3 Website.....	22
4.2.4 Social Media .....	23
4.2.5 Traveling Exhibit/Displays.....	25
4.2.6 Newsletters.....	25
4.3 PUBLIC INVOLVEMENT DOCUMENTATION AND EVALUATION .....	25

# PARTICIPATION PLAN

## LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

<b>APPENDIX A – CONSULTATION CONTACTS .....</b>	<b>27</b>
<b>APPENDIX B – MEDIA CONTACTS .....</b>	<b>30</b>
<b>APPENDIX C – CONTACTS TO REACH TRADITIONALLY UNDERSERVED.....</b>	<b>31</b>
<b>APPENDIX D – PUBLIC COMMENTS ON PARTICIPATION PLAN .....</b>	<b>33</b>
<b>APPENDIX E – LEGAL NOTICES .....</b>	<b>34</b>

### LIST OF FIGURES

<i>Figure 1-1 Lexington Area MPO Major Plans &amp; Programs .....</i>	<i>3</i>
<i>Figure 2-1 Census Minority Table for Lexington MPO Counties, Region and the Commonwealth of KY.....</i>	<i>7</i>
<i>Figure 2-2 Census Socioeconomic Table for Lexington MPO Counties, Region and the Commonwealth of KY.....</i>	<i>7</i>
<i>Figure 2-3 Census 2000 to 2010 Comparison for Kentucky and MPO Area.....</i>	<i>9</i>
<i>Figure 3-1 Lexington Area MPO Documents &amp; Public Review Periods .....</i>	<i>10</i>
<i>Figure 3-2 Grouped Projects .....</i>	<i>14</i>
<i>Figure 4-1 Lexington Area MPO Organizational Structure .....</i>	<i>17</i>

## Chapter 1 Introduction

### 1.1 Foundation for Participation

Good participation means that the people of our community who are directly affected by transportation plans and investment decisions are informed, involved and provided ample opportunity to influence the choices that are made.

Participation should be proactive and enable the public and stakeholders to impart their ideas, opinions and values into our community's goals and strategies for transportation investment. The process should be open and transparent about how the public's contribution influences decisions. When done correctly, participation informs, elicits diverse and new ideas, promotes creative problem solving, and imparts a sense of ownership in the solutions.

### 1.2 Role of the Lexington Area MPO

Federal law requires all urbanized areas with populations greater than 50,000 people to designate a Metropolitan Planning Organization (MPO) to develop transportation plans for the region. The Lexington Area MPO is thereby federally designated to conduct these activities for Fayette and Jessamine Counties. A core function of the MPO is to ensure that local people and governments are represented in a fair and impartial setting in the transportation planning process. To that end, each MPO works with federal, state and local governments, transit agencies, area stakeholders and the public to ensure transportation policies, plans, projects and programs help move the region forward based upon mutually agreed upon goals.

The MPO functions under a committee structure that includes a decision-making Transportation Policy Committee (TPC), several technical committees and technical staff. The MPO is responsible for three major transportation planning programs/plans that are "Certified" by the Federal Highway Administration (FHWA). These plans and programs guide the allocation of federal transportation dollars in our region:

- **Unified Planning Work Program (UPWP)**
- **Metropolitan Transportation Plan (MTP)**
- **Transportation Improvement Program (TIP)**

	Time Horizon	Contents	Update Required
<b>UPWP</b>	1 Year	Planning Studies, Tasks, Annual Budget	Annual
<b>MTP</b>	20 Years (min.) 25 Years (prefer.)	Future Goals, Strategies & Projects. Includes Strategic/Modal Plans as Amendments.	Every 5 Years
<b>TIP</b>	4 Years	Near Term Projects & Programs	Full update every 4 yrs; Amend & Modify as necc.

**Figure 1-1 Lexington Area MPO Major Plans & Programs**

# **PARTICIPATION PLAN**

---

## LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

MPO's are charged with developing these plans and programs utilizing the 3C's approach below. Public participation addresses the "Cooperative" piece of this mandated approach:

**Continuing:** Planning must be maintained as an ongoing activity and should address short-term needs and a long-term vision for the region.

**Cooperative:** The process must involve a wide variety of interested parties through a public-participation process.

**Comprehensive:** The process must cover all transportation modes and be consistent with regional and local land-use and economic-development.

### **1.3 Purpose of the Participation Plan**

The Participation Plan (PP) provides the framework for the MPO's public engagement process. The PP is the official policy for how the MPO will disseminate information to the public and to stakeholders, to ensure there is adequate time for them to provide input, and to engage them in the process. The PP also outlines the process for adopting and amending the major transportation planning documents produced by the MPO.

### **1.4 Goals for Participation**

The goal of the Lexington Area MPO's participation process is to provide an open forum so that all stakeholders of Fayette and Jessamine County can help formulate and develop common transportation goals, alternatives and plans for the region. When stakeholders, the public and community leaders are involved in developing solutions, there is more buy-in to uphold agreed-upon policies and to support transportation investments.

The Lexington Area MPO is committed to:

- Inform and involve the public/stakeholders including citizens, businesses, institutions and non-profits regarding the plans, projects and decisions that impact them.
- Provide frequent, comfortable and meaningful experiences for effective feedback.
- Provide continuing and timely public information and outreach.
- Provide equal access to information that is relevant to a diverse audience and strives to reach under-represented populations.
- Evaluate the participation processes and procedures on a periodic basis to assess and improve effectiveness.

### **1.5 Participation Approach**

The MPO's approach to "participation" is multi-faceted. It includes, at a minimum, compliance with federal law and meeting the intent of federal regulations. However, the Lexington Area MPO strives to go beyond basic requirements, particularly with respect to inclusion, ongoing consultation, and providing a forum for public discussion.

# **PARTICIPATION PLAN**

## LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

---

Chapters 3 and 4 outline the participation strategies the MPO will utilize in:

- developing and adopting major planning documents;
- keeping the public and stakeholders informed of transportation issues and opportunities for input;
- providing ways for people to be actively involved in transportation planning efforts;

### **1.6 Legal Framework**

The following laws and regulations provide guidance regarding the MPO's participation process.

#### ***Moving Ahead for Progress in the 21st Century (MAP-21)***

[MAP 21](#) is the transportation reauthorization bill which continues previous federal participation guidelines under Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users ([SAFETEA-LU](#)) legislation.

This legislation requires metropolitan planning organizations to develop a Participation Plan which outlines methods to provide early and continuing public access to information about the transportation decision-making process to the following:

- Citizens
- Affected public agencies
- Public transportation employees
- Freight shippers
- Providers of freight transportation services
- Private providers of transportation
- Users of public transportation
- Users of pedestrian walkways and bicycle transportation facilities
- People with disabilities
- Other interested parties

#### ***Code of Federal Regulations***

The federal regulations that guide the participation process for states and MPOs include:

#### ***[23 CFR 450.316](#) Interested parties, participation, and consultation***

MPOs must utilize a Participation Plan (PP) that is developed in consultation with interested parties and is formerly adopted after ample opportunity for public input. The plan must be in place prior to the MPO adopting the MTP and TIP since it outlines the participation process to be followed for developing and adopting these documents.

The Participation Plan ensures that processes are in place to:

- provide adequate public notice of public participation activities and comment periods at key decision points;
- provide timely notification and reasonable access to transportation information;
- employ visualization techniques;
- make information electronically available;
- hold public meetings at convenient and accessible times and locations;
- consider and respond to public input received;

## **PARTICIPATION PLAN**

---

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

- solicit and consider the needs of those traditionally underserved by transportation;
- provide additional public comment opportunities if the final documents differ substantially from public drafts;
- coordinate with statewide public participation activities;
- provide periodic evaluation of public involvement effectiveness.

#### ***Title VI of the Civil Rights Act of 1964***

[Title VI of the Civil Rights Act of 1964](#) requires that transportation planning and programming be non-discriminatory on the basis of race, color, national origin or disability. The federal statute was further clarified and supplemented by the Civil Rights Restoration Act of 1987 and a series of federal statutes enacted in the 1990s relating to the concept of environmental justice. The fundamental principles of environmental justice include:

- Avoiding, minimizing or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations;
- Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process; and
- Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.

#### ***Executive Orders***

An Executive Order is an order given by the President to federal agencies. As a recipient of federal revenues, the Lexington Area MPO assists federal transportation agencies in complying with these orders.

***[Executive Order 12898](#): Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.*** This Executive Order mandates that federal agencies or those receiving federal funds include environmental justice as part of their mission.

***[Executive Order 13166](#): Improving Access to Services for Persons with Limited English Proficiency.*** This Executive Order states that people who speak limited English should have meaningful access to federally conducted and federally funded programs and activities. It requires that all federal agencies identify any need for services to those with limited English proficiency and develop and implement a system to provide access to those services.

#### ***Americans with Disabilities Act***

The [Americans with Disabilities Act \(ADA\)](#) of 1990 provides “no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of the state or local government.”

**Chapter 2** of the PP includes an examination of the various populations within the MPO region, including those targeted by these federal mandates.

## Chapter 2 Our Community

Ensuring that participation efforts reach all segments of the Lexington Area MPO requires an understanding of the demographics of our community. This Chapter provides a summary of population statistics including age, income, race/ethnicity language and disability. The Participation Processes as outlined in Chapter 3 & 4 shall strive to ensure that all segments of the community are informed and represented in the transportation planning process.

### 2.1 Demographics Today

According to [2010 Census Data](#), the Lexington Area MPO had a total population of 344,389 with about 86% of the population residing in Fayette County (295,803) and 14% in Jessamine County (48,586). There was a 15.0% increase in population in the region from 2000 to 2010. This is twice as high as Kentucky's increase of 7.4%. Of the two counties, Jessamine County had the greater population change at 24.4% compared to 13.5% for Fayette County.

The following table summarizes data used by the Lexington Area MPO to help identify traditionally underserved and under-represented populations within the MPO Region. More detailed discussions follow in subsequent sections of this Chapter. Figure 2-1 shows the total number and percentage of the population that identifies with a minority race/ethnic group in Fayette County, Jessamine County, the MPO Region and the Commonwealth of Kentucky. Figure 2-2 displays the total population and other demographical data that may be used to identify traditionally underserved and/or under-represented residents of our region and state.

Counties	Total Population	Black/ African American		Asian American/ Pacific Islander		American Indian/Alaskan Native		Hispanic		Total Racial/Ethnic Minorities	
Fayette	295,803	42,972	14.53%	9,694	3.28%	755	0.26%	20,474	6.92%	84,844	28.68%
Jessamine	48,586	1,499	3.09%	492	1.01%	122	0.25%	1,353	2.78%	3,902	8.03%
Region	344,389	44,471	12.91%	10,186	2.96%	877	0.25%	21,827	6.34%	88,746	25.77%
Kentucky	4,339,367	337,520	7.78%	51,431	1.19%	10,120	0.23%	132,836	3.06%	587,458	13.54%

**Figure 2-1 Census 2010 Minority Table for Lexington MPO Counties, Region and the Commonwealth of KY**

Counties	Total Population	Individuals in Poverty		Elderly		Occupied Units With No Vehicles		Total Disabled		Speak English Less than "Very Well"	
Fayette	295,803	51,470	17.40%	31,138	10.53%	9,667	3.27%	32,630	11.03%	14,578	4.93%
Jessamine	48,586	7,191	14.80%	5,494	11.31%	831	1.71%	6,621	13.63%	NA	NA
Region	344,389	58,661	17.03%	36,632	10.64%	10,498	3.05%	39,251	11.40%	NA	NA
Kentucky	4,339,367	768,068	17.70%	578,227	13.33%	132,279	3.05%	709,911	16.36%	85,884	1.98%

**Figure 2-2 Census 2010 Socioeconomic Table for Lexington MPO Counties, Region and the Commonwealth of KY**



#### **2.1.1 Minorities**

The Lexington Area MPO has a larger percentage of minorities than Kentucky's average (25% for the MPO Region compared to 13.5% for Kentucky). The total number of people that identify with a racial/ethnic minority group within the Lexington Area MPO include 44,471 (12.9%) Black/African American, 21,827 Hispanic (6.3%), 10,186 Asian Americans/ Pacific Islander (3%), 877 American Indian/Alaskan Native (0.3%), and 11,385 Other Racial Minorities (3.3%).

The MPO's minority populations are concentrated in Fayette County (96.6% Black/African American, 93.8% Hispanic, 95.1% Asian American/Pacific Islander, 86.1% American Indian/Alaskan Native, and 96.2% of Other Minority).

In comparison to state averages, the Lexington Area MPO has a larger Hispanic population (6.9% for the MPO Region compared to 3.1% for Kentucky) and Black/African American population (12.9% for the MPO Region compared to 7.8% for Kentucky).

#### **2.1.2 Language**

Six languages are spoken in the Lexington Area MPO by more than 500 people: Spanish, Chinese, Japanese, French, German, and Arabic. There are 16,476 people (3.4% of the MPO Region) that primarily speak Spanish in their home. Of these Spanish speaking residents, just over half report speaking Very Little English (9,194). The second largest foreign language spoken at home is Chinese with 1,599 people (.53% of the MPO Region). There are 29 other languages spoken in fewer numbers.

#### **2.1.3 Income**

Median Family Income for the Lexington Area MPO is \$57,092. Fayette County has a higher median income at \$66,690 than Jessamine County which is \$47,494. The total number of individuals living in poverty in the MPO Region is 58,661 (17.0% of the population) which is just slightly lower than the state average of 17.7% of the population. The poverty rate in Fayette County is higher at 17.4% than Jessamine County at 14.8% in Jessamine County.

#### **2.1.4 Transportation**

The Occupied Housing Units with Zero Vehicles available for use is 10,498 for the Lexington Area MPO Region. According to the [2008-2010 American Community Survey](#), there are 18,459 workers in the Lexington Area MPO Region that carpool to work (10.67%); 6,321 that walk to work (3.65%); 2,135 that use public transit to reach their workplace (1.23%); and 6,040 that work from home(3.49%).

#### **2.1.5 Age**

Just over 10% of the population within the MPO Region is Elderly. The Region saw a 22.6% increase in Elderly residents from 2000 to 2010. This is greater than the 14.5% average increase in Elderly residents for Kentucky.

#### **2.1.6 Disability**

According to the 2008-2010 American Community Survey, there are 39,251 (11.4%) residents in the MPO Region that are disabled. The state average is 16.4%.

## PARTICIPATION PLAN

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

## 2.2 Demographics Over Time

Figure 2-3 summarizes the changes in the demographic composition of Fayette and Jessamine County, the MPO Region and Kentucky from 2000 to 2010.

	2000	Percent Change	2010
<b>Total Population</b>			
Kentucky	4,041,769	7.4%	4,339,367
Fayette	260,512	13.5%	295,803
Jessamine	39,041	24.4%	48,586
MPO Region	299,553	15.0%	344,389
<b>Hispanic</b>			
Kentucky	59,939	121.6%	132,836
Fayette	8,561	139.2%	20,474
Jessamine	512	164.3%	1,353
MPO Region	9,073	140.6%	21,827
<b>Asian American/Pacific Islander</b>			
Kentucky	31,204	64.8%	51,431
Fayette	6,490	49.4%	9,694
Jessamine	236	108.5%	492
MPO Region	6,726	51.4%	10,186
<b>Other Racial Minorities</b>			
Kentucky	22,623	145.6%	55,551
Fayette	3,165	245.9%	10,949
Jessamine	185	135.7%	436
MPO Region	3,350	239.9%	11,385
<b>Elderly</b>			
Kentucky	504,793	14.5%	578,227
Fayette	26,174	19.0%	31,138
Jessamine	3,717	47.8%	5,494
MPO Region	29,891	22.6%	36,632
<b>Total Disabled</b>			
Kentucky	874,156	-18.8%	709,911
Fayette	42,433	-23.1%	32,630
Jessamine	6,745	-1.8%	6,621
MPO Region	49,178	-20.2%	39,251
<b>Other than English Spoken at Home</b>			
Kentucky	148,473	29.5%	192,279
Fayette	20,381	47.8%	30,133
Jessamine	1,148		Not Available
MPO Region	21,529		Not Available
<b>Speak English Less Than "Very Well"</b>			
Kentucky	58,871	45.9%	85,884
Fayette	9,359	55.8%	14,578
Jessamine	361		Not Avail.
MPO Region	9,720		Not Avail.
<b>Speak Spanish, Very Little English</b>			
Kentucky	30,842	64.6%	50,772
Fayette	5,319	72.9%	9,194
Jessamine	151		Not Avail.
MPO Region	5,470		Not Avail.

	2000	Percent Change	2010
<b>White</b>			
Kentucky	3,640,889	4.6%	3,809,537
Fayette	211,120	6.1%	223,999
Jessamine	36,871	22.4%	45,147
MPO Region	247,991	8.5%	269,146
<b>Black</b>			
Kentucky	295,994	14.0%	337,520
Fayette	35,116	22.4%	42,972
Jessamine	1,222	22.7%	1,499
MPO Region	36,338	22.4%	44,471
<b>American Indian/Alaskan Native</b>			
Kentucky	8,616	17.5%	10,120
Fayette	507	48.9%	755
Jessamine	80	52.5%	122
MPO Region	587	49.4%	877
<b>Total Racial/Ethnic Minorities</b>			
Kentucky	418,376	40.4%	587,458
Fayette	53,839	57.6%	84,844
Jessamine	2,235	74.6%	3,902
MPO Region	56,074	58.3%	88,746
<b>Median Family Income</b>			
Kentucky	\$40,939	1.6%	\$41,576
Fayette	\$53,264	25.2%	\$66,690
Jessamine	\$46,152	2.9%	\$47,494
MPO Region	\$49,708	14.9%	\$57,092
<b>Individuals in Poverty</b>			
Kentucky	621,096	23.7%	768,068
Fayette	31,963	61.0%	51,470
Jessamine	3,904	84.2%	7,191
MPO Region	35,867	63.6%	58,661
<b>Education Attainment Less Than 9th Grade</b>			
Kentucky	309,293	-26.3%	228,069
Fayette	8,539	0.1%	8,544
Jessamine	2,096	-29.2%	1,485
MPO Region	10,635	-5.7%	10,029
<b>Occupied Housing Units With Zero Vehicles</b>			
Kentucky	148,691	-11.0%	132,279
Fayette	8,590	12.5%	9,667
Jessamine	902	-7.9%	831
MPO Region	9,492	10.6%	10,498

Figure 2-3 Census 2000 to 2010 Comparison for Kentucky and MPO Area

## Chapter 3 Participation Process for Plans & Programs

The Lexington Area MPO is responsible for outlining a participation process for developing and formally adopting the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and the Participation Plan (PP). The following participation guidelines for the MPO's major planning documents are derived from federal regulations and recommendations from the Kentucky Transportation Cabinet (KYTC)<sup>1</sup>.

### 3.1 Document Public Notification & Review Periods

See Figure 3-1 below for a summary of the public notification methods and review periods for the major planning documents, related Amendments and work products of the MPO.

MPO Documents & Public Review Periods			
Plan	Review Period	Public Meetings (Minimum)	Public Notice*
Participation Plan (PP)	45 days	Optional	Web/SM/PR/LA
Metropolitan Transportation Plan (MTP)	30 days	Two minimum	Web/SM/PR/LA
Transportation Improvement Program (TIP)	30 days	Optional	Web/SM/PR/LA
Modal (Transit, Bike/Ped) Plan	30 days	One minimum	Web/SM/PR/LA
MTP & TIP Amendment	15 days	Optional	Web/SM/LA
MTP & TIP Modification	NA	Optional	Web/SM
Unified Planning Work Program (UPWP)	NA	Optional	Web/SM
Annual Performance and Expenditure Report	NA	NA	Web/SM
Annual Listing of Obligated Transportation Projects	NA	NA	Web/SM

\* Public Notice Key: (W) Website; (SM) Social Media; (PR) Press Release; (LA) Legal Ad

**Figure 3-1 Lexington Area MPO Documents & Public Review Periods**

### 3.2 Participation Plan (PP)

The Participation Plan provides the framework for public and stakeholder involvement during the MPO transportation planning process and for the formal adoption of area transportation plans, including the Participation Plan itself.

The Lexington Area MPO's public notification and input process for the PP shall be as follows:

- The plan update will be announced at scheduled MPO subcommittee, technical and policy committee meetings.
- The draft participation plan will be sent to KYTC for comment.
- After preliminary review by KYTC, the proposed PP will be made available for public review and comment for 45 days.
- The proposed document will be available for on the Lexington Area MPO's website [www.lexareampo.org](http://www.lexareampo.org) and paper copies will be available at Fayette County and Jessamine County

<sup>1</sup> [KYTC Consolidated Planning Guidance](#), July 20, 2007

## **PARTICIPATION PLAN**

---

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

- government offices, the Jessamine County Library and Lexington's Downtown Library.
- Outreach to stakeholders will include notification to MPO Committees and the Consultation Contacts listed in [Appendix A](#).
- Public outreach to promote the availability of drafts and to encourage public comment will include social media and a press release issued to media contacts in [Appendix B](#).
- All public comments received during the review process will be addressed and incorporated as appropriate.
- All comments received will be included in [Appendix D](#) of the PP.

The Lexington Area MPO will continually work to enhance the participation process. The MPO will perform an annual review of the PP, initiating a major update when needed, as determined by the annual review. Minor revisions to the PP will not require public review and notification.

### **3.3 Metropolitan Transportation Plan (MTP)**

The MTP is the plan for how the MPO will invest in the regional transportation system over the next 20 or more years. It is a fiscally constrained document that outlines the short-term and long range programs, projects and strategies to support an integrated and intermodal transportation system. The document is reviewed and updated every five years.

The goal of the MTP public review and participation process is to provide early and adequate opportunities for citizens and stakeholders to be involved in the Plan development. It is designed to provide a progression of information sharing and plan input regarding goals & objectives, alternatives analysis and final project selections. Each public forum or input technique builds upon prior efforts and concludes with the adoption of the MTP. All public input/comments received are summarized and documented in the MTP.

Federal regulations that outline participation requirements for the MTP include:

[23 CFR 450.322](#) *Development and content of the metropolitan transportation plan*

#### **3.3.1 MTP Update**

The participation process for the Metropolitan Transportation Plan shall be as follows:

- a) The Lexington Area MPO will provide opportunity for public involvement in the development and update of the MTP. It will use proactive techniques to solicit feedback which may include public meetings, focus groups, outreach to existing advisory committees and surveys/questionnaires on plan elements such as: a vision for the regional transportation system; data/background information on the metropolitan transportation system; draft alternatives and/or recommended projects, programs and strategies;
- b) A minimum of two public meetings will be held at various locations in the metropolitan area. Meeting sites and times will be selected to encourage the greatest participation, will be held at locations that are easily accessible to persons with disabilities and which are located on a local transit route.
- c) Visualization techniques including maps and Power Point presentations will be utilized as much as possible to describe the MTP.
- d) Notification for public meetings and the availability of public drafts will at a minimum include a legal ad to be published in the Lexington Herald-Leader and Jessamine Journal one week prior

## **PARTICIPATION PLAN**

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

---

to the meeting; advertisement on the MPO website; social media notifications; a media press release ([Appendix B](#)) and notification to all MPO mailing lists including MPO Committees, Consultation Contacts ([Appendix A](#)) and Outreach Contacts for the Traditionally Underserved ([Appendix C](#)). Other public notification efforts may be used.

- e) Copies of the draft MTP will be placed at local libraries including the Northside Library, Tates Creek Library, Beaumont Library, Central Library, Eagle Creek Library, Village Library and Jessamine County Library.
- f) Notifications requesting public review and comment on the MTP will include where to send written or digital comments. The notices will state that special provisions for persons with disabilities will be accommodated with 48 hours notice (i.e. large print documents, audio material, someone proficient in sign language, a translator, or other provisions as requested). Additionally, the notice will inform the public that copies of the draft MTP are available for review at local libraries, offices of member agencies, and other specified locations.
- g) The public comment period will be a minimum thirty days effective from the date of the legal notice.
- h) MPO staff will assemble and provide a summary of all public comments to MPO committees to be considered and addressed before adopting the final plan.
- i) A summary of public involvement activities and input will be included in the final document.
- j) Additional public meetings and extended public review periods may be added if merited by public comments that warrant significant changes.

#### **3.3.2 MTP Amendment**

Amendments are a major revision to the MTP including adding or deleting a significant project or major changes to a project (including design concept and scope). Changes to projects that are included in the MTP only for illustrative purposes do not require an Amendment. Amendments require public review/comment and demonstration that the project can be completed based on expected funding. The notification process outlined for [TIP Amendments](#) in 3.4.2 shall apply to MTP Amendments.

#### **3.3.3 MTP Administrative Modification**

Minor changes and corrections to phasing, costs, funding sources, or initiation dates may be completed as Administrative Modifications and do not require additional public review and comment. Projects of the types listed in [Grouped Projects](#) 3.4.4 may also be added by an Administrative Modification. The Modifications will be posted to the MPO website, promoted via social media, and distributed to appropriate MPO committees and stakeholder agencies.

### **3.4 Transportation Improvement Program (TIP)**

The MTP is implemented through the TIP. The TIP programs and allocates funds for all federally funded projects and regionally significant, non-federally funded projects that will be implemented during the next four years. Project details are provided in the TIP including scope, phasing, cost and funding year. Projects may include roadway, congestion mitigation, bicycle/pedestrian, operations, maintenance, safety, transit projects, etc. The TIP is realistic in terms of available funding (fiscally constrained) and helps the MPO and the public track local, state and federal transportation funds and projects. The TIP may be Amended or Modified to add new projects, delete projects, move projects among the years of the TIP, make cost and phase of work changes, and to accommodate changes in project scope.

Federal regulations that outline participation requirements for the TIP include:

## PARTICIPATION PLAN

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

---

[23 CFR 450.316](#) *Interested parties, participation, and consultation*

[23 CFR 450.322](#) *Development and content of the metropolitan transportation plan*

[23 CFR 450.324](#) *Development and content of the transportation improvement program*

[23 CFR 450.326](#) *TIP revisions and relationship to the STIP*

#### **3.4.1 New TIP**

The participation process for a new TIP shall include steps (c) through (j) as listed under 3.3.1 with language added to 3.3.1 (d) regarding compliance with FTA [Program of Projects \(POP\)](#) requirements.

#### **3.4.2 TIP Amendment**

Amendments to the TIP<sup>1</sup> are required when there are significant changes that:

- Add/Delete a project or phase(s) that requires a federal action (authorization) and is not eligible for an Administrative Modification.
- Change in design concept and scope of the project.
- Change in cost estimates that affect fiscal constraint.
- Change that affects air quality conformity in non-attainment areas including regional significant projects funded with non-federal funds.
- Change from non-federal to federal funds unless a Grouped Project.

The Lexington Area MPO Participation Process for TIP Amendments shall be as follows:

- TIP Amendments shall include a description sufficient to clearly identify the project and include the estimated cost, the location, project sponsor, and sources of funds.
- All TIP Amendments must be consistent with long range plans or include corresponding language to amend the MTP.
- TIP Amendments shall be posted to the website [www.lexareampo.org](http://www.lexareampo.org) and will be promoted via social media and through a press release to media contacts in [Appendix B](#).
- A legal ad will be placed with the Lexington Herald Leader and Jessamine Journal noting a 15 day public comment period effective from the date of the legal notice. Notifications shall include where to send written/digital comments and language regarding compliance with FTA [Program of Projects \(POP\)](#) requirements.
- The MPO shall notify appropriate MPO committees (TTCC and TPC) and distribute the Amendment to agencies/stakeholders identified on the most current [KYTC Routing & Information Sheet](#). The notification shall describe the action taken and assurance that the Amendment process and appropriate public involvement procedures have been followed.

#### **3.4.3 TIP Administrative Modification**

The following actions are eligible as Administrative Modifications<sup>1</sup> to the TIP:

- Correcting obvious minor data entry errors.
- Splitting or combining projects without modifying the original project design, concept and scope.
- Changing or clarifying elements of a project description. This change would not alter the original project design, concept, and scope.
- Moving a project from one federal funding category to another. Conversion to/from SLX

## PARTICIPATION PLAN

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

- funding requires an evaluation/demonstration of fiscal balance.
- Moving a project from federal funding to state funding.
- Shifting the schedule of a project or phase within the years covered by the TIP (only first 2 years for nonattainment and maintenance areas).
- Updating project cost estimates (within the original project scope and intent).
- Moving any identified project phase programmed for previous year into a new TIP (rollover provision).
- Addition of a project of a type listed as a Grouped Project.

No additional public involvement is required for Administrative Modifications. However, they are tracked by the MPO, posted on the website [www.lexareampo.org](http://www.lexareampo.org), distributed to appropriate MPO committees (TTCC and TPC) and to agencies/stakeholders on the most current [KYTC Routing & Information Sheet](#). The MPO staff is responsible for flagging potentially controversial projects or projects with negative impacts that may need more public discussion. The notification must stipulate that the action could be addressed as an Amendment rather than as a Modification.

#### 3.4.4 Administrative Modifications for Grouped Projects

There are various transportation improvement projects that are considered non-controversial and produce negligible impacts while providing benefits to safety, traffic operations and system preservation. The projects typically address system maintenance needs, correct existing safety problems, or result from successful grant applications by local governments or entities. The projects are usually identified by category, rather than by location, in the MTP and TIP. Allowing Grouped Projects to be processed as Administrative Modifications streamlines the transportation planning process and allows authorization without unnecessary delay.

The Grouped Projects that may be added to the MTP and TIP as Administrative Modifications are found in Figure 3-2. These Modifications are posted to the website and the public may offer comments in writing to the MPO at any time and at TPC meetings. Any project listed in the Grouped Project table could be subject to additional public involvement requirements if the MPO or KYTC determines that public review is appropriate due to a potential for controversy, negative impacts, or other public concern.

HSIP - High Cost Safety Improvements	HSIP - Drive Smart Safety Corridors
HSIP - Low Cost Safety Improvements	HSIP - Older Driver
HSIP - Lane Departure Resurfacing Improvements	HSIP - High Risk Rural Roads
HSIP - Lane Departure Roadway Section Imp.	Median Guardrail/Cable Projects
Rail Crossing Separation	Rail Crossing Protection
Intersection Improvements for Safety or Efficiency	Other Highway Safety Improvements
Intelligent Transportation System (ITS) Projects	Highway Signing
Traffic Signal System Improvements	Pavement Resurfacing, Restoration, and Rehabilitation
Pavement Markers and Striping	Bridge Rehabilitation
Bridge Replacement	Bridge Inspection
Bridge Painting	Transportation, Community, and System Preservation
Safe Routes to School (SRTS)	Congestion Mitigation Air Quality (CMAQ) Projects
Transportation Enhancement (TE) Projects	Recreational Trails Program (RTP)
Commuter Ridesharing Programs	Rehabilitation of Transit Vehicles
Bicycle and Pedestrian Facilities	Transit Operating Assistance
Park & Ride Facilities	Transit Operating Equipment



## PARTICIPATION PLAN

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

Purchase of New Buses	Transit Passenger Shelters and Information Kiosks
Construction or Renovation of Transit Facilities	Other Transit Improvement Project
Ferry Boat Equipment/Service Upgrades	Transportation Alternatives Projects

**Figure 3.2 Grouped Projects**

#### **3.4.5 FTA Program of Projects (POP) Participation Requirements**

Annually, Lextran is required to prepare a Program of Projects (POP) and solicit public input for all projects receiving federal transit funding from the Federal Transit Administration (FTA). The projects identified in the POP are added to the TIP through an annual Amendment or Administrative Modification. The Lexington Area MPO, Lextran and KYTC have agreed that the public and agency outreach procedures for the TIP Amendment and Administrative Modification process as outlined in the MPO's Participation Plan are adequate to meet the public input required for the POP and meet the intent of the federal planning regulations. All public notices issued by the MPO for public involvement activities (public meetings, drafts, etc) and time established for public review and comments on the TIP will include an explicit statement that these participation efforts satisfy POP requirements.

#### **3.4.6 Annual List of Obligated Transportation Projects**

The MPO publishes an annual listing of projects for which federal highway or transit funds were obligated during the preceding program year as denoted in the adopted TIP. This list shall be made available on the Lexington Area MPO's website [www.lexareampo.org](http://www.lexareampo.org) or upon request by contacting the MPO. See: [23 CFR 450.332](#) *Metropolitan Planning Process: Annual Listing of Obligated Projects*.

### **3.5 Unified Planning Work Program (UPWP)**

The UPWP outlines the planning activities and budget of the MPO. It covers a one year period and identifies specific transportation work tasks that the MPO and its partner agencies will undertake during a single fiscal year.

Drafts of the UPWP are posted on the Lexington Area MPO's website. The public may submit comments on the draft or adopted UPWP at any time either in writing to the MPO or at a Transportation Policy Committee meeting. See: [23 CFR 450.308](#) *Funding for transportation planning and unified planning work programs*

#### **3.5.1 Annual Performance and Expenditure Report**

The MPO publishes an annual report detailing the work and products completed by the MPO during the prior year as outlined in the adopted UPWP. This document shall be made available on the Lexington Area MPO's website [www.lexareampo.org](http://www.lexareampo.org) or upon request by contacting the MPO.

### **3.6 Strategic / Modal Plans**

The MPO may develop additional Strategic/Modal Plans to supplement and implement the MTP. The focus areas may include Air Quality, Bike/Pedestrian, Congestion Management, Freight, Transit, etc. These plans may be folded into the MTP or may be separate documents. Strategies for outreach and stakeholder involvement for these plans may vary from program to program but must simultaneously meet participation requirements for Modal Plans and MTP Amendments (if amended to the MTP).



## **Chapter 4 Strategies to Involve and Inform**

### **4.1 Strategies to Involve**

These participation methods enable the public and stakeholders to be actively involved and to provide direct input into the transportation planning process by providing a forum for the exchange of information and ideas.

#### **4.1.1 Interagency Consultation**

Ongoing coordination and consultation with agencies involved and impacted by the transportation planning process is a key task of the MPO and includes local, regional, state and federal agencies, organizations, businesses and non-profits.

##### ***Local Consultation***

The Lexington Area MPO is housed in the government offices of the Lexington Fayette Urban County Government (LFUCG) which enables seamless coordination with the LFUCG Division of Planning and other governmental functions (Engineering, Traffic Engineering, Social Services, Environmental Quality, Historic Preservation, Public Safety, etc). This arrangement is a strength of the MPO and one example of the coordination that occurs within the interagency participation process. The MPO also works to achieve good coordination with stakeholder agencies in Fayette and Jessamine County, including those listed in [Appendix A](#), through direct contact and via their participation on MPO committees.

##### ***Regional, State and Federal Consultation***

The MPO Participation Plan is coordinated with the Kentucky Statewide Participation Plan. The statewide Plan was used to help formulate the Lexington Area MPO Participation Plan and to define the process for coordinating among agencies noted in the Consultation Contact List found in [Appendix A](#).

For more information about responsibilities, cooperation and coordination between the Lexington Area MPO and federal, state and local agencies, please reference the Lexington Area MPO's Prospectus found within the Unified Planning Work Program (UPWP) which is available at [www.lexareampo.org](http://www.lexareampo.org).

#### **4.1.2 Transportation Policy Committee (TPC) Meetings**

The TPC is the policy and decision-making body for the Lexington Area MPO. The TPC is comprised of elected and appointed officials from the City of Wilmore, City of Nicholasville, Jessamine County, Fayette County, LexTran (Lexington's Transit Agency), Federated Transportation Services of the Bluegrass (Regional Paratransit) and the Kentucky Transportation Cabinet. The TPC has advisory (non-voting) members from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The meetings provide opportunity for these major stakeholders to come together to discuss transportation issues and plans.

The TPC holds an average of six meetings during the year. Two meetings are held in Jessamine County to make it easier for the Jessamine County public to attend. All TPC meetings are open to the public and

# PARTICIPATION PLAN

## LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

anyone can be placed on the TPC mailing list upon request. The meetings are advertised on the Lexington Area MPO Meeting Calendar at [www.lexareampo.org](http://www.lexareampo.org) and promoted via social media. Special accommodations can be made for citizens with disabilities or without transportation to attend. At the beginning of each meeting, the TPC provides time to hear public comments about any transportation topic.

The TPC acknowledges public comments in two ways. The TPC may incorporate public comment and the MPO's response in an Appendix (if the comments regard a document under review) or the TPC may instruct staff to respond directly by letter or email. This lets the public know that their concern has been heard, understood, considered and addressed appropriately.

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION (MPO) ORGANIZATIONAL STRUCTURE

Date Revised - 1/29/2013

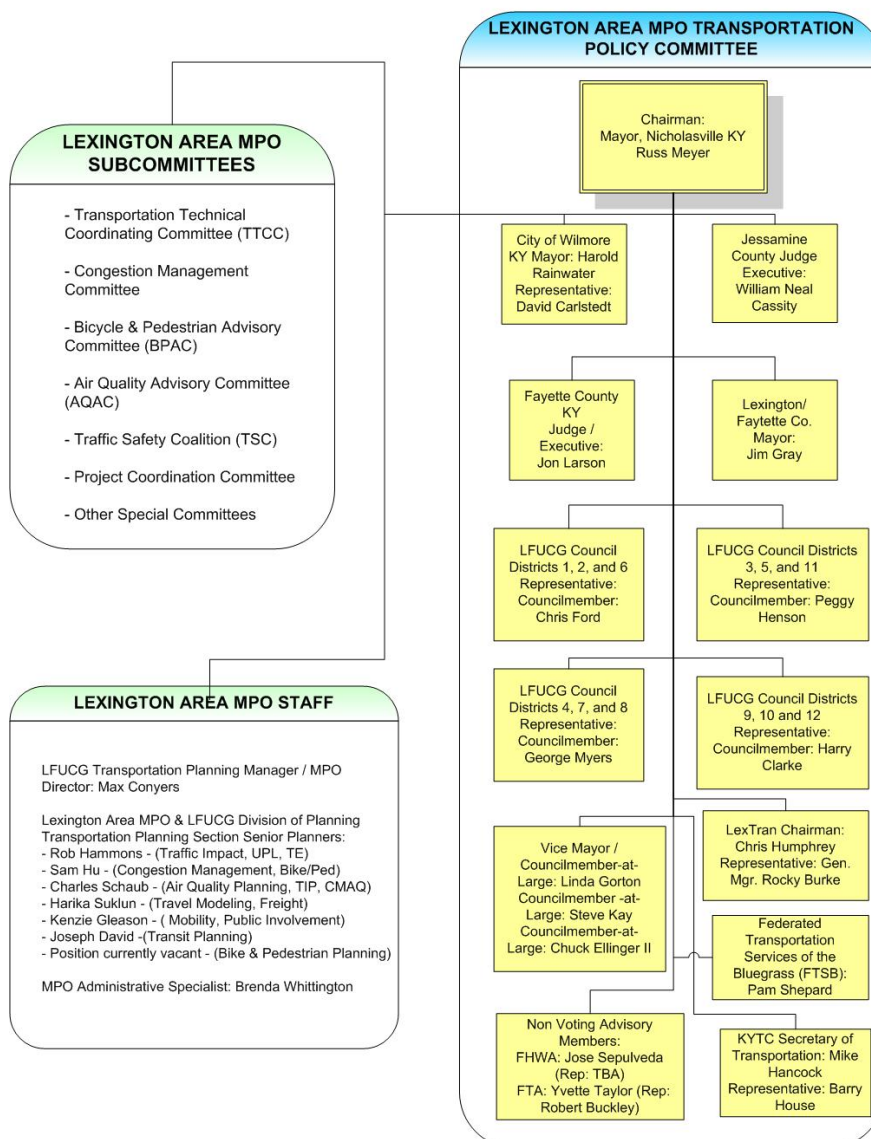


Figure 4-1 Lexington Area MPO Organizational Structure & Subcommittees

## **PARTICIPATION PLAN**

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

#### **4.1.3 MPO Technical and Subcommittee Meetings**

The MPO has a Transportation Technical Coordinating Committee (TTCC) which exists to further enhance consultation among affected stakeholders and to advise the TPC on technical matters. Four subcommittees also provide additional input and focus on specific transportation issues including:

- Air Quality Advisory Committee (AQAC)
- Bicycle/Pedestrian Advisory Committee (BPAC)
- Congestion Management Committee (CMC)
- Traffic Safety Coalition (TSC)

All meetings are open to the public and citizens/stakeholders may attend based on their interest areas. The meetings provide opportunity for information exchange and input which is used to inform the TPC in their decision-making. The meetings are advertised on the Lexington Area MPO Meeting Calendar at [www.lexareampo.org](http://www.lexareampo.org) and via social media. Meetings for which Minutes are provided are posted to the website.

#### **4.1.4 Public Meetings/Focus Groups**

The MPO conducts public meetings as needed during major plan updates and specialized studies. Public meetings are generally open and informal and allow the public to ask questions, become informed, provide input on topics or areas of concern, and to suggest or comment on preferred solutions to address the issue at hand. Further, the MPO may attend or host focus groups with other social organizations, civic clubs, neighborhood associations and interest groups to inform and engage an existing targeted audience.



#### **4.1.5 Surveys**

The Lexington Area MPO may conduct surveys by mail, phone, web or in person to obtain information and gauge public opinion regarding planning issues, projects and priorities.

### **4.1.6 Public Transit Outreach**

The Lexington Area MPO and LexTran wish to ensure that public concerns and issues regarding public transit are identified and addressed in an open and collaborative process. A variety of public involvement activities regarding transit are available to help the MPO and Lextran determine what the current and potential transit markets are, what problems or issues need attention, what service improvements are desired by current and potential riders, and how LexTran can serve the needs of the Lexington community.

#### ***Public Input Forms***

Ongoing public input opportunities and incident reporting is available on the LexTran web site [www.lextran.com](http://www.lextran.com). Comments submitted via the website are used to track public input on 1) general issues about LexTran; 2) needed bus stops and bus shelters; and 3) desired new bus services. Personnel contacts for Lextran are also found on the website for those seeking information on specific matters.

#### ***Public Meetings***

Public meetings are held as needed such as during major planning activities or when changes to service are being considered. Lextran generally conducts the meetings; however, the Lexington Area MPO assists as needed.

#### ***Routine Public Comment Opportunities***

LexTran conducts board meetings that are open to the public each month. Time is allocated at every board meeting for public comment. Citizens can also comment at any MPO subcommittee and policy committee meetings, during which transit-related issues are often discussed.

### **4.1.7 Outreach to Underserved Populations**

As outlined in the [Legal Framework](#) in Chapter 1, the policies and programs of the Lexington Area MPO should be non-discriminatory, avoid negative impacts on minority and low-income populations, and should strive to provide equal access to the benefits of employment, education and community via a transportation system that is accessible to all.

Emphasis has thus been placed on reaching people in our community who have traditionally been underserved or less engaged in the transportation planning process. The MPO will continue to build partnerships with local organizations representing these individuals and to expand outreach efforts to all segments of the community using the following strategies:

- Fliers and posters for public meetings printed in Spanish and distributed to churches and community centers;
- Distribution of fliers and posters for public meetings to senior centers, including several with high minority populations;
- Distribution of fliers and posters to supermarkets and stores in strategic locations throughout our community that may be frequented by minority patrons;
- Outreach to underserved communities via targeted media contacts ([Appendix B](#));
- Notices and mailings to targeted contacts ([Appendix C](#));
- Inviting representatives of organizations that represent minority, disabled and elderly members of our community to meetings and appropriate workshops; and
- Providing translators at public meetings upon request.

## **PARTICIPATION PLAN**

---

### **LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION**

A mailing listing of locations, organizations and media contacts that target underserved and traditionally under-represented populations is maintained and utilized by the MPO. The media notification list in [Appendix B](#) includes several radio stations serving the African-American community, two Spanish language newspapers, a Spanish language television program, Spanish language radio station, an advocacy group for the elderly, and a radio station and advocacy group for the visually impaired. Appendix C targets people who are underserved via the organizations with whom they may be affiliated and places where individuals may worship or shop.

#### ***Title VI, ADA and Section 504 Complaint Contacts***

Residents who wish to submit a comment or file a complaint regarding Title VI, ADA and Section 504 compliance for the MPO area may contact the MPO directly or address the following representatives:

***MPO Contact:***

Mr. Max Conyers  
Lexington Area MPO  
101 East Vine Street, Suite 700  
Lexington, KY 40507  
859-258-3160  
Maxc2@lexingtonky.gov

***LFUCG Contact:***

Mr. Roger Daman  
Division of General Services  
Lexington Fayette Urban Co. Govt.  
200 East Main Street  
Lexington, KY 40507  
859-258-3982  
rdaman@lexingtonky.gov

***Jessamine County Contact:***

Ms. Nancy Stone  
Jessamine Co. Trans. Task Force  
112 Cherrybrook Court  
Nicholasville, KY 40356  
859-351-5353  
nsnancystone@gmail.com

***Lextran Contact:***

Mr. Jared Forte  
Lextran  
109 West Loudon Ave  
Lexington, KY 40508  
859-225-7756  
jforte@lextran.com

### 4.2 Strategies to Inform

The Lexington Area MPO utilizes many different methods to keep the stakeholders and citizens of Fayette and Jessamine County informed about transportation planning issues, plan updates, ongoing programs, upcoming projects and opportunities for input. Methods include targeted marketing campaigns, radio ads and public service announcements (PSAs), radio and television interviews, legal ads, the MPO website, social media sites and newsletters. However, the MPO acknowledges there are methods being used less extensively than others and there are likely creative outreach strategies yet to be identified. All methods should be monitored for effectiveness and utilized to a greater or lesser degree based on the results generated and input received from the public on the best methods to keep them informed.

#### 4.2.1 Branding & Marketing Campaigns

##### ***Mobility/Air Quality Campaign***

Each year the MPO staff works with a professional marketing agency and the Air Quality Advisory Committee to coordinate the Mobility Office/Air Quality marketing campaign. Past campaigns have used radio, print, promotional items and television ads to promote alternative transportation options and services that are available locally to reduce congestion and fuel consumption.

An important public outreach activity is the use of Ozone Alerts. If and when the MPO's Ozone forecasting model predicts elevated or hazardous levels of ground-level ozone, an alert is sent to various stakeholders and to the media warning of the situation, associated hazards, and tips for reducing pollution. The forecast is updated daily, May 1 – September 30, on the MPO web site.

##### ***Logos/Branding***

A logo representing the Lexington Area MPO is used to identify products and publications of the MPO. A logo for the Mobility Office and related community outreach campaigns has also been developed. The logos help provide a uniform and consistent look which helps the public identify and become familiar with the different activities of the MPO.





## PARTICIPATION PLAN

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

#### 4.2.2 Media Outreach

The MPO informs the public through local media outlets via legal ads, paid advertisements and formal press releases. This includes radio, daily and weekly newspapers, monthly magazines and regional television. See Appendix B for a full list of media contacts including those that may be utilized to reach underserved populations.

#### 4.2.3 Website

The Lexington Area Metropolitan Planning Organization website can be found at [www.lexareampo.org](http://www.lexareampo.org). It is one of the primary means by which the MPO makes information available. Interested parties are directed to the site using traditional media, social media, newsletters, emails and other forms of notification. The site includes all MPO documents, contacts, committee information and sub-pages addressing specific topics of interest such as bicycling and walking, transit, air quality, freight and congestion. The site also includes a Video Gallery, Photo Gallery and links to Twitter and Facebook. Air Quality forecasts are available on the site as well as an upcoming calendar of MPO-related meetings.

Data is collected regarding the numbers of visits to the site and other relevant user information. The site is continually updated with pertinent information and improved for more intuitive public use and visibility on the internet (such as requesting links from other sites and improving visibility on search engines and directories).



## PARTICIPATION PLAN

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

#### 4.2.4 Social Media

Social media is interactive, often times visual in nature, and is easily accessible from varying types of mobile and stationary devices. It is ideal for getting information out quickly and for visually showing new concepts and ideas with pictures and video. There is also a large segment of the population that primarily uses social media for communication and gathering information.

The MPO utilizes three forms of social media: Twitter, Facebook and Youtube in accordance with the MPO's Social Media Policy. Per this policy, comments regarding plans, projects or policies submitted by the public are considered part of the public record.

The public may sign up for the MPO's Twitter or Facebook page by visiting the MPO website or linking directly to [www.twitter.com/lexareampo](http://www.twitter.com/lexareampo) and [www.facebook.com/lexareampo](http://www.facebook.com/lexareampo). A link to the MPO's Youtube Channel is also provided on the website [www.lexareampo.org](http://www.lexareampo.org).

##### Twitter

The Lexington Area MPO started using Twitter in July of 2009 to inform the public of public meetings, events, news conferences, traffic information, road closures, MPO activities and plans, transit information, U.S. DOT public service announcements, and transportation trends around the country. Twitter has also been used by the Lexington Area MPO as a tool to receive public comment and to respond to concerns from the public.



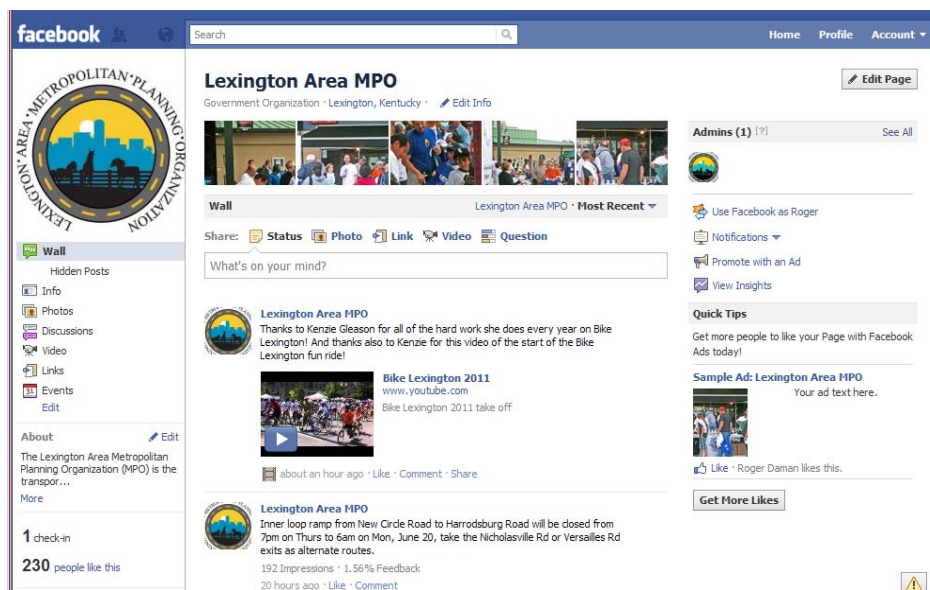
##### Facebook

Facebook has become an increasingly popular way to inform and interact with the public and to receive and respond to questions or concerns. The MPO has utilized a Facebook "friend" page since December of 2009, later migrating to a "fan" page in 2010. The pages have been used to distribute information similar to that described under the Twitter section.



# PARTICIPATION PLAN

## LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION



### Youtube

The Lexington Area MPO started a Youtube Channel in September of 2010 and has used it to upload videos that can be found through a public search and shared on Twitter and Facebook. The videos are also linked to the Video Gallery on the MPO's website. Youtube is an effective tool for posting interviews, footage from events and verbally explaining complex messages about new technology or design techniques. Visual messages can be easier to understand to many and there are a variety of public service messages, particularly related to safety, that are readily available for the MPO's use.



### **4.2.5 Traveling Exhibit/Displays**

Providing informational booths at existing community events helps inform the public about the MPO and transportation planning, to interact with people on a one-on-one basis, and to collect contact information for people that would like to become more actively informed or engaged in MPO activities. The MPO staff has participated in several events recently including the annual Bike Lexington event and the Lexington Legends baseball game.

### **4.2.6 Newsletters**

The MPO currently uses a newsletter titled the “Bluegrass Traveler” to keep the public informed about transportation planning activities. It includes a report on key transportation projects, current events/issues and a calendar of upcoming transportation meetings. The MPO plans to migrate from a print version to a digital version so that information can be distributed more frequently or as new information of public interest becomes available. Accommodations may be made for those who wish to receive a hard-copy print of e-newsletters.

## **4.3 Public Involvement Documentation and Evaluation**

The staff has developed a public comment database that the MPO staff uses to record transportation-related public comments on an on-going basis. It is utilized to log, categorize, and summarize public comments for informational purposes. The database also serves to document how the MPO responds to public comments and requests for information. This management tool has provided great benefit to the public involvement program. The basic functions of the database are summarized below:

- Record the requestor’s name, contact information, remarks/requirements, and comments by MPO staff;
- Organize the records by resources (email, interview, mail, newspaper, personal visit, phone call, public meeting, TPC meeting, TTCC meeting, and others), by categories of concern (ADA, air quality, bike/pedestrian, carpool/vanpool, congestion management, downtown, freight, pavement condition, public transit, roadway development, safety, surveillance, and traffic impact), and by process statuses (pending, in process, processed, and completed);
- Select, filter, sort, or combine the records by date received, name of the requestor, resource, category, MPO staff in charge, or process status; and
- Generate reports.

The tool is used to document and assess the effectiveness and responsiveness of the Lexington Area MPO’s public involvement processes.

# PARTICIPATION PLAN

## LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

Format Records Tools Window Help

oman 11 B I U

Public Input Database

### Lexington MPO Public Input / Information

Record ID  Resources  Date Received MM  DD  YYYY  (e.g. 6 18 2005)

#### Public Input / Information

Last Name	First Name	Title/Agency/Organization	Telephone
<input <="" td="" type="text" value="?"/> <td><input type="text" value="Alan"/></td> <td><input type="text" value="Manager at Hunter Manufacturing c"/></td> <td>Area Code ( <input type="text" value="859"/> ) <input type="text" value="254"/> - <input type="text" value="7573"/></td>	<input type="text" value="Alan"/>	<input type="text" value="Manager at Hunter Manufacturing c"/>	Area Code ( <input type="text" value="859"/> ) <input type="text" value="254"/> - <input type="text" value="7573"/>
Email	Address	City	Zip Code
<input type="text" value="sample@sample.com"/>	<input type="text" value="sample address"/>	<input type="text" value="Lexington"/>	<input type="text" value="40507"/>

Remarks/Requirements (Press CTRL+ENTER to enter a new line in the text box)

Alan ?, Manager at Hunter Manufacturing on Loudon Avenue had two comments:  
1 - Trucks cannot access their location because of the low railroad bridge across North Broadway  
and 2-Trucks making deliveries cannot access their loading dock safely. Need a med

#### Process / Comments

MPO Staff Members in Charge

Staff Member I

Staff Member II

Categories

Tier I  Tier II  Tier III

Comments (Press CTRL+ENTER to enter a new line in the text box)

Notified to KYTC District 7

Process Status

Pending - Process has not yet been started.  
In Process - Process has been started.  
Processed - Process is complete, solution has been sent to the requester for response.  
Completed - Requester accepts solution, case is closed.

Record:  of 37

## Appendix A – Consultation Contact List

Agency	Type of Consultation	Procedure
LexTran (859) 255-7756	Local Transit	Member of the Transportation Policy Committee (TPC) and Representation on the Transportation Technical Coordinating Committee (TTCC). Transit Planner attends LexTran Board Meetings and contacts LexTran on regular basis.
Lextran Amalgamated Transit Union Local 639 (859) 299-0428	Local Transit Employees	Notification by letter when major plan updates underway per MPO Freight contact database.
American Red Cross Wheels (859) 233-3433	Local Paratransit	Member of the TTCC. Coordinate with the MPO on the Coordinated Human Services and Public Transit Transportation Plan.
Federated Transportation Services of the Bluegrass (FTSB) (859) 233-0066	Regional Transit	Representation on the TTCC and Air Quality Advisory Committee (AQAC). Coordinate with the MPO on the Coordinated Human Services and Public Transit Transportation Plan.
Greyhound (859) 299-0428	Regional/National Transit	Notification by letter when major plan updates underway.
Trailways (859) 691-3052	Regional/National Transit	Notification by letter when major plan updates underway.
Kentucky Transportation Cabinet (KYTC) (502) 564-4890	State Transit and Transportation	Members of the TPC, TTCC, AQAC, Bicycle and Pedestrian Advisory Committee (BPAC) and Transportation Project Coordination Committee (TPCC). Coordinate with MPO for completion of UPWP, TIP, MTP and provide oversight of other work activities.
KYTC Office of Transportation Delivery (502) 564-7433	State Transit	Coordinate with MPO on public transit regulations primarily related to paratransit.
Federal Transit Administration (FTA) - Region 4 (404) 562-3500	Federal Transit	Non Voting member of the TPC. Provide oversight and guidance to MPO for FTA regulations.
Federal Highway Administration (FHWA) - KY (502) 223-6720	Federal Transportation	Non Voting member of the TPC. Provide oversight and guidance for SAFETEA-LU and other federal regulations.
Blue Grass Airport (859) 425-3100	Airport Operations	Member of the TTCC.
FHWA - KY (502) 223-6720	Federal Freight	Consultation and guidance on Air Quality issues, and administer federal certification reviews. Coordinate when necessary and meet at MPO Quarterly meetings.
KYTC (502) 564-4890	State Freight	Coordinate when necessary and meet at MPO Quarterly meetings.

## PARTICIPATION PLAN

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

MPO Freight Contacts	Regional Freight	Notification by letter when major plan updates underway per MPO Freight contact database.
University of Kentucky (859) 257-6362	Parking & Transportation	Chairman of the TTCC.
Fayette County Public Schools (859) 381-4100	Education and Student Transportation	Member of the TTCC.
Jessamine County Public Schools (859-885-4179	Education and Student Transportation	Coordinate/consult as needed.
MPO Taxi Service Contacts	Taxi Service Providers	Notification by letter when major plan updates underway per MPO Taxi Service Providers contact database.
LFUCG – Div. of Planning (Planning Services and Long Range) (859) 258-3160	Land Use Management	Representation on the TTCC. MPO Staff attends and contributes to several Land Use committees and reports to the Fayette County Planning Commission.
Jessamine County – City of Wilmore Joint Planning Commission (859) 885-6415	Land Use Management	Member of the TTCC.
Nicholasville Planning Commission (859) 885-9385	Land Use Management	Member of the TTCC.
LFUCG – Purchase of Development Rights (PDR) (859) 425-2226	Local Planned Growth/Land Use Management	Coordination through LFUCG Division of Planning, Planning Services Section.
Jessamine County Chamber of Commerce (859) 887-4351	Economic Development	Member of the TTCC.
Commerce Lexington (859) 254-4447	Economic Development	Coordinate/consult as needed.
LFUCG - Mayor's Office of Economic Development (859) 258-3131	Economic Development	Member of the TTCC.
Lexington Downtown Development Authority (859) 425-2296	Economic Development	Coordinate/consult as needed.
LFUCG - Div. of Emergency Management (859) 258-3784	Safety/Security Operations	Member of AQAC.
LFUCG - Div. of Police (859) 258-3600	Safety/Security Operations	Member of the TTCC and Traffic Safety Coalition.
(LFUCG) Division of Environmental Quality (859) 425-2255	Local Environmental Protection	Member of AQAC.

## PARTICIPATION PLAN

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

LFUCG - Div. of Engineering (859) 258-3410	Natural Resources	Coordination through local committees that review plans. Direct consultation when needed.
Jessamine County Parks and Recreation (859) 885-9787	Local Conservation and Preservation	Coordination through BPAC and other Jessamine County officials
KY Division for Air Quality (KYDAQ) (502) 573-3382 ext 390	State Environmental Protection	Representation on the TTCC. Coordination through local committees that review plans. Direct consultation when needed.
Kentucky Dept. for Environmental Protection (502) 564-2225	State Environmental	Kentucky Dept. for Environmental Protection plans are considered in the development of the Lexington Area MPO's Metropolitan Transportation Plan.
Kentucky Dept. for Natural Resources (KDNR) (502) 564-6940	State Natural Resources	KDNR plans are considered in the development of the Lexington Area MPO's Metropolitan Transportation Plan.
Environmental Protection Agency (EPA) - Region 4 (800) 241-1754	Regional/Federal Environmental Protection	Works with MPO, KYTC, KYDAQ and FHWA on air quality conformity issues.
U.S. Environmental Protection Agency (EPA) (404) 562-9900	Federal Environmental Protection	EPA plans are considered in the development of the Lexington Area MPO's Metropolitan Transportation Plan.
U.S Dept. of Agriculture (USDA), Natural Resources Conservation Service (NRCS) – Kentucky (859) 224-7350	Federal Natural Resources	NRCS plans are considered in the development of the Lexington Area MPO's Metropolitan Transportation Plan.
U.S. Army Core of Engineers (USACE) – Louisville District (502) 315-6100	Federal Conservation	USACE plans are considered in the development of the Lexington Area MPO's Metropolitan Transportation Plan.
KYTC - District 7 (859) 246-2355	State Environmental and Historic Preservation	Member of the TPCC.
LFUCG - Div. of Historic Preservation (859) 258-3265	Local Historic Preservation	Coordination primarily through other sections of Division of Planning.
Kentucky Heritage Council (502) 564-7005	State Historic Preservation	Kentucky Heritage Council plans are considered in the development of the Lexington Area MPO's Metropolitan Transportation Plan.

## **APPENDIX B -- Media Contacts**

NOTE: this list will be reviewed and updated on an ongoing basis.

### **Television**

WKYT-TV (27) - Lexington, KY  
WLEX-TV (18) - Lexington, KY  
WTVQ-TV (36) - Lexington, KY  
WKET (46) – Lexington, KY  
GTV3 - Lexington, KY

### **Radio**

Kentucky News Network (provides news to over 90 stations) - Louisville, KY  
Real Radio Lexington (web-based radio station) - Lexington, KY  
Central KY Radio Eye (services to people who are blind) – Lexington, KY  
WEKU - Richmond, KY  
WBUL - Lexington, KY  
WLXG – Lexington, KY  
WKXO – Lexington

### **Daily Newspapers**

Lexington Herald-Leader - Lexington, KY  
Associated Press - Lexington, KY  
Kentucky Kernel - Lexington, KY

### **Daily News Websites**

Kentucky.com - Lexington, KY  
LFUCG.com - Lexington, KY  
KY Forward – Lexington, KY  
Key News Journal - Lexington, KY

### **Monthly Magazines**

Lane Report - Lexington, KY  
Chevy Chaser Magazine - Lexington, KY  
Southsider Magazine - Lexington, KY  
Key News Journal - Lexington, KY  
La Voz de Kentucky - Lexington, KY

### **Weekly Newspapers**

Ace Weekly - Lexington, KY  
Business Lexington (bi-weekly) - Lexington, KY  
Jessamine Journal - Nicholasville, KY

## **APPENDIX C -- Outreach Contacts for Traditionally Underserved**

### **Organizations/Corporations - Minority**

African American Forum - Lexington, KY  
Ali Baba's Market - Lexington, KY  
Antioch Missionary Baptist Church – Lexington, KY  
Ballard Place Apartments – Lexington, KY  
Black Church Coalition of the Bluegrass – Lexington, KY  
Bluegrass Filipino American Association – Lexington, KY  
Building a United Interfaith Lexington through Direct-action (BUILD) - Lexington, KY  
Cardinal Valley Baptist Church – Lexington, KY  
Cardinal Valley Center - Lexington, KY  
Centro De Adoracion "Libertad" – Lexington, KY  
Community Action Council Winburn Neighborhood Center – Lexington, KY  
Consolidated Baptist Church – Lexington, KY  
Diocese of Lexington Hispanic Ministries – Lexington, KY  
Employment Solutions – Lexington, KY  
Fayette Co. Community Action Council - Lexington, KY  
Historic Pleasant Green Missionary Baptist Church, Lexington, KY  
Hope Springs Community Church – Lexington, KY  
Imani Baptist Church – Lexington, KY  
Islamic Center of Lexington – Lexington, KY  
Japan/America Society of Kentucky – Lexington, KY  
Jessamine Co. Community Action Council - Nicholasville, KY  
Kentucky Association of Chinese American Professionals – Lexington, KY  
Kentucky Refugee Ministries – Lexington, KY  
KY-Hispanic Chamber of Commerce - Lexington, KY  
La Roca United Methodist Church – Lexington, KY  
Lexington Chinese Christian Church – Nicholasville, KY  
Lexington Chinese School – Lexington, KY  
Lexington Korean Presbyterian – Lexington, KY  
Lexington Fair Housing Council – Lexington, KY  
Lexington Hispanic Association - Lexington, KY  
LFUCG Multicultural Affairs – Lexington, KY  
Mt. Calvary Baptist Church – Lexington, KY  
Nana's African Caribbean Market – Lexington, KY  
National Diversity Solutions - Lexington, KY  
Saint Paul African Methodist Episcopal Church – Lexington, KY  
Selby's International Food Market – Lexington, KY  
Shiloh Baptist Church – Lexington, KY  
Sugar India Market – Lexington, KY



## **PARTICIPATION PLAN**

---

### LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION

UK Office of International Affairs – Lexington, KY  
Urban League - Lexington, KY  
Village Library – Lexington, KY  
Yu Yu Asian Supermarket – Lexington, KY

### **Organizations/Corporations – Elderly/Disability**

Active Day - Lexington, KY  
Ballard Place Apartments – Lexington, KY  
Bluegrass Association for Retarded Citizens - Lexington, KY  
Bluegrass Council of the Blind - Lexington, KY  
Bluegrass Technology Center - Lexington, KY  
Cardinal Hill Hospital - Lexington, KY  
Center for Creative Living - Lexington, KY  
Central Kentucky Radio Eye - Lexington, KY  
Child Development Centers of the Bluegrass - Lexington, KY  
Christ Church Apartments – Lexington, KY  
Directions Disability Link - Lexington, KY  
Down Syndrome Association of Central Kentucky – Lexington, KY  
Eastern State Hospital - Lexington, KY  
Employment Solutions – Lexington, KY  
Federated Transit Services of the Bluegrass (FTSB) - Lexington, KY  
Human Development Institute - Lexington, KY  
Independence Place - Lexington, KY  
ITN Bluegrass - Lexington, KY  
Jessamine Senior Citizens Center - Nicholasville, KY  
Kentucky Association of Senior Services (KASS) - Lexington, KY  
Kentucky Council on Developmental Disabilities - Frankfort, KY  
Kentucky Office for the Blind - Lexington, KY  
Kentucky Office of Vocational Rehabilitation - Lexington, KY  
Kentucky Protection and Advocacy - Frankfort, KY  
Kentucky Self Advocates for Freedom - Lexington, KY  
Latitude Artist Community - Lexington, KY  
Lexington Fair Housing Council – Lexington, KY  
Lexington Hearing and Speech Center - Lexington, KY  
Office of Vocational Rehabilitation - Lexington, KY  
Paragon Family Practice - Lexington, KY  
Parrot's Trophies - Versailles, KY  
Quest Farm - Georgetown, KY  
Senior Citizens Center - Lexington, KY  
Shriners Hospital for Children - Lexington, KY  
The Arc of Kentucky - Frankfort, KY

## **APPENDIX D -- Public Comment on Participation Plan**

### **1 Public Comment Received**

The only area of comments I offer regards Appendix B.

I didn't know that the Richmond paper was called the Woodford Sun.  
What's the Versailles paper called?

WKYL (102.1 FM) used to be the THE jazz station until ECU took it over about 18 months ago and turned it into...Class Symphonic music. The station is out of Lawrenceburg.  
WJMM has been around for a long time. Should it be listed as well?

As a broadcaster, does WKET fit as a Television Media Contact?  
Lastly, I thought WDKY-TV (FOX 56) was a Lexington TV channel, too

## APPENDIX E – Legal Notices

DECEMBER 13, 2012  
www.jessaminejournal.com

**B7****LEGALS****FORTY-FIVE (45) DAY PUBLIC  
REVIEW OF THE LEXINGTON AREA  
METROPOLITAN PLANNING  
ORGANIZATION'S PARTICIPATION  
PLAN (PP)**

The Metropolitan Planning Organization (MPO) for Fayette and Jessamine Counties will have a 45-day public review period for the Lexington Area Participation Plan (PP) beginning December 13, 2012. The Participation Plan (PP) outlines the MPO's public participation process. It is the official policy for engaging and disseminating information to the public and to stakeholders ensuring adequate time for input. The PP also outlines the participation process for adopting and amending the major transportation planning documents produced by the MPO including the long-range (20 + years) and short-range (4 year) plans.

The PP can be reviewed at <http://lexareampo.org/> or printed copies and comments sheets are available from 8 a.m. – 4 p.m. Monday through Friday at: 1) the Lexington Area MPO, 101 E Vine St, Room 735, Lexington, KY 40507; or 2) the Nicholasville Planning Commission, Nicholasville City Hall, 517 N Main St, Nicholasville, KY 40356. Printed copies are also available at the Lexington Public Library Main Branch, 140 E Main St, and the Jessamine County Public Library, 600 S Main St, Nicholasville during regular library hours.

Written comments concerning the PP may be submitted to the MPO at the address listed above. If you are a person with a disability and require assistance to participate in the review process or if you have questions or concerns, please contact **Kenzie Gleason, Senior Planner**, at 859-258-3160. Comments may also be sent by e-mail to [kgleason@lexingtonky.gov](mailto:kgleason@lexingtonky.gov) (SUBJECT: Participation Plan).

C6 THURSDAY, DECEMBER 13, 2012

LEXINGTON HERALD-LEADER | KENTUCKY.COM

EMPLOYMENT ADVERTISING 231-1300 • 1-800-970-JOBS (5627)

# CLASSIFIED

# MARKETPLACE

BUY IT. SELL IT. FIND IT. • 859-233-7878 • 1-800-933-7355

### Legals & Public Notices

#### **FORTY-FIVE (45) DAY PUBLIC REVIEW OF THE LEXINGTON AREA METROPOLITAN PLANNING ORGANIZATION'S PARTICIPATION PLAN (PP)**

The Metropolitan Planning Organization (MPO) for Fayette and Jessamine Counties will have a 45-day public review period for the Lexington Area Participation Plan (PP) beginning December 13, 2012. The Participation Plan (PP) outlines the MPO's public participation process. It is the official policy for engaging and disseminating information to the public and to stakeholders ensuring adequate time for input. The PP also outlines the participation process for adopting and amending the major transportation planning documents produced by the MPO including the long-range (20 + years) and short-range (4 year) plans.

The PP can be reviewed at <http://exareampo.org/> or printed copies and comments sheets are available from 8 a.m. - 4 p.m. Monday through Friday at: 1) the Lexington Area MPO, 101 E Vine St., Room 735, Lexington, KY 40507; or 2) the Nicholasville Planning Commission, Nicholasville City Hall, 517 N Main St., Nicholasville, KY 40356. Printed copies are also available at the Lexington Public Library Main Branch, 140 E Main St. and the Jessamine County Public Library, 600 S Main St., Nicholasville during regular library hours.

Written comments concerning the PP may be submitted to the MPO at the address listed above. If you are a person with a disability and require assistance to participate in the review process or if you have questions or concerns, please contact Kenzie Gleason, Senior Planner, at 859-258-3160. Comments may also be sent by e-mail to [kgleason@lexingtonky.gov](mailto:kgleason@lexingtonky.gov) (SUBJECT: Participation Plan)

0000309451-0