

PUBLIC

PARTICIPATION

PLAN

FOR THE

LAKEWAY AREA

METROPOLITAN TRANSPORTATION

PLANNING ORGANIZATION

(LAMTPO)

Draft Version

In accordance with SAFETEA-LU provisions

Date: 7-26-2007

**Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO)**  
 Morristown, TN – Jefferson City, TN – White Pine, TN – Hamblen County, TN – Jefferson County, TN

**RESOLUTION NUMBER 2007-005**

Resolution Adopting the  
 Public Participation Plan

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**WHEREAS**, a comprehensive, cooperative, and continuing transportation planning process is to be carried out in the Morristown, TN Urbanized Area; and

**WHEREAS**, the Public Participation Plan describes a public review process of transportation planning activities to be undertaken by local, regional, or state agencies pertinent to the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO); and

**WHEREAS**, the various state, local and regional agencies involved with transportation planning activities for LAMTPO have cooperatively developed a Public Participation Plan to be in compliance with SAFETEA-LU requirements; and

**WHEREAS**, the LAMTPO Technical Advisory Committee, at its scheduled meeting recommended the draft Public Participation Plan to the LAMTPO Executive Board; and

**WHEREAS**, it is the function of the LAMTPO Executive Board to adopt and approve a Public Participation Plan for the Lakeway Area Metropolitan Planning Organization; and

**NOW, THEREFORE, BE IT RESOLVED** that the Lakeway Area Metropolitan Transportation Planning Organization does hereby adopt and approve the Public Participation Plan for the Lakeway Area Metropolitan Transportation Planning Organization.

\_\_\_\_\_  
 Executive Board Chairman

\_\_\_\_\_  
 Date

## **LAKEWAY AREA METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION (LAMTPO) PUBLIC PARTICIPATION PLAN**

The Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) shall actively initiate and participate in the distribution of information relating to transportation decisions and plans throughout the metropolitan planning area. It is the policy of LAMTPO to take all public comments into account when developing and adopting plans and programs such as the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long Range Transportation Plan (LRTP). The processes outlined in this document shall form the basis for informing the public of transportation decisions and the adoption of components of the transportation planning program.

### **SECTION I. OPEN PUBLIC MEETING ACT**

- A. Pursuant to the Tennessee Open Public Meetings Act, T.C.A. Section 8-44-101, et seq., all meetings of the Executive Board, the Technical Advisory Committee, and any Subcommittee of the Executive Board shall be open to the public.
- B. The public shall be given the opportunity to comment on current agenda items. The Executive Board Chair shall determine the time to be allotted to each speaker.

### **SECTION II. TITLE VI (Civil Rights Act of 1964, 42 USC 2000(d)-2000(d)(1))**

#### General

This title declares it to be the policy of the United States that discrimination on the grounds of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance and authorizes and directs the appropriate Federal departments and agencies to take action to carry out this policy. This title is not intended to apply to foreign assistance programs.

Section 601 -- This section states the general principle that no person in the United States shall be excluded from participation in or otherwise discriminated against on the grounds of race, color, or national origin under any program or activity receiving Federal financial assistance.

Section 602 -- Directs each Federal agency administering a program of Federal financial assistance by way of grant, contract, or loan to take action pursuant to rule, regulation, or order of general applicability to effectuate the principle of section 601 in a manner consistent with the achievement of the objectives of the statute authorizing the assistance. In seeking the effect compliance with its requirements imposed under this section, an agency is authorized to terminate or to refuse to grant or to continue assistance under a program to any recipient as to

whom there has been an express finding pursuant to a hearing of a failure to comply with the requirements under that program, and it may also employ any other means authorized by law. However, each agency is directed first to seek compliance with its requirements by voluntary means.

Section 603 -- Provides that any agency action taken pursuant to section 602 shall be subject to such judicial review as would be available for similar actions by that agency on other grounds. Where the agency action consists of terminating or refusing to grant or to continue financial assistance because of a finding of a failure of the recipient to comply with the agency's requirements imposed under section 602, and the agency action would not otherwise be subject to judicial review under existing law, judicial review shall nevertheless be available to any person aggrieved as provided in section 10 of the Administrative Procedure Act (5 USC 1009). The section also states explicitly that in the latter situation such agency action shall not be deemed committed to un-reviewable agency discretion within the meaning of section 10. The purpose of this provision is to obviate the possible argument that although section 603 provides for review in accordance with section 10, section 10 itself has an exception for action "committed to agency discretion," which might otherwise be carried over into section 603. It is not the purpose of this provision of section 603, however, otherwise to alter the scope of judicial review as presently provided in section 10(e) of the Administrative Procedure Act.

### **Title VI and Environmental Justice**

Title VI of the Civil rights Act of 1964 protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance. LAMTPO is funded at the federal level, so all of our transportation planning processes must comply with this law.

Environmental Justice stems from Title VI, focusing on including low-income and minority populations in federally funded programs. Environmental justice has three general principles:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

By providing the opportunity for everyone to participate in the transportation planning process, we are ensuring that the needs of all people can be met and that their desires for how the whole community should function and develop will be considered. To accomplish this, LAMTPO staff will use Census data to determine where concentrations of the underserved or underrepresented reside. Using this data, staff will:

1. Hold public meetings that are convenient to these geographic concentrations in terms of walk-ability and available transit options, which tend to be used more by low-income individuals than other forms of transportation.
2. Make all draft documents available for public review at local libraries
3. Residents or organizations that express an interest by attending public meetings or notifying us by other means will be included in the direct mailing list to receive information about future events and plan development
4. Continue to research creative methods of reaching these populations with information, documents, and invitations other than the techniques listed within this document;
5. Seek out community leaders or representatives of these groups to participate in our planning processes as appropriate; and
6. Meet and make presentations to organizations that represent these segments of the population as requested.

### **SECTION III. AMERICANS WITH DISABILITIES ACT**

Title II of the ADA requires State and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events -- but also to policy changes that governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of State and local governments. In addition, governmental entities must ensure effective communication -- including the provision of necessary auxiliary aids and services -- so that individuals with disabilities can participate in civic life.

### **SECTION IV. OFFICIAL NOTICES**

- A. All notices of meetings, public hearings, and public comment periods for regional plans and programs shall be published in the Citizen-Tribune, the Standard-Banner, Knoxville News-Sentinel, and the Mundo Hispano newspapers.
- B. The Metropolitan Transportation Planning Organization (MTPO) Coordinator shall post all notices of meetings, public hearings, and public comment periods for regional plans and programs on the LAMTPO website, www.lamtpo.org, as well as post the notices within the Morristown City Center Building, 100 W. 1<sup>st</sup> North St., Morristown, TN 37814. In addition, notification by mail (or email) shall be sent to any citizen or organization that expresses an interest in the transportation planning process.
- C. Unless otherwise provided in this plan, all notices shall be published at a minimum of seven (7) days prior to the meeting (this includes any called meetings).

- D. The official notices for any public meeting shall note the date, time, and location of the meeting, and as required by other sections of this plan, the topics(s) of the meeting.
- E. Information concerning meetings, projects, programs, etc., shall also be distributed to the various federal, state and local agencies (see Appendix B) , and the various housing authorities, and to various minority groups, such as the NAACP, Reach Out Incorporated, Rural Medical Services, and to significant non-English speaking groups, within the metropolitan planning area.

## **SECTION V. PUBLIC HEARINGS & PUBLIC MEETINGS**

- A. All LAMTPO plans and/or documents shall be developed in consultation with all interested parties as listed in Appendix B. Description or visualization techniques, such as map location of projects, of all plans and/or documents will be on the [www.lampto.org](http://www.lampto.org) website. Visualization techniques, both electronically (web-based and e-mail) and in other planning materials, will be used as frequently as possible. The public participation processes shall be coordinated with statewide public involvement process through review and communication, wherever possible. For people that do not have internet access, copies of all plans or documents will be at the:
  - i. Morristown City Center
  - ii. White Pine Town Hall
  - iii. Jefferson City Municipal Building
  - iv. Hamblen County Courthouse
  - v. Jefferson County Courthouse
  - vi. Morristown Library
  - vii. Jefferson City Library
  - viii. White Pine Library
  
- B. All LAMTPO transportation work programs, plans, studies, or programming documents funded in whole or in part with federal funds shall provide the opportunity for public review and comment during the study process and prior to adoption by the local jurisdiction or the Metropolitan Transportation Planning Organization (MTPO). Notice of all public meetings shall be published and posted at a minimum of seven (7) days prior to the public hearing date unless otherwise noted within this document. All public hearings and public meetings will be held in a convenient, accessible location for all interested parties. In general, the meetings will be at one of three buildings that are ADA compliant:
  - i. Morristown City Center
  - ii. White Pine Town Hall
  - Jefferson City Municipal Building

Other locations for meeting will be announced and published in the 4 local newspapers.

- C. Final payment shall not be made to any consulting firm or jurisdiction, for work pertaining to any LAMTPO studies, documents, or plans, until such time as the public is afforded the opportunity for input into the study and is made aware of its conclusions.
- D. The local government(s) may conduct a public hearing and/or meeting on a transportation issue. The local jurisdiction must provide LAMTPO with a written record of the hearing and/or meeting and evidence of advertisement. If the government conducts a public hearing and/or meeting on a matter that is generally local in nature, a public hearing and/or meeting is not required by LAMTPO.

## **SECTION VI. CONSULTATION**

### ***Consultation with Interested Parties***

LAMTPO will provide notice of upcoming public review meetings or review periods being held on the draft and final documents of the UPWP, the LRTP, and the TIP. Notice will be provided to known interested parties:

- Public transportation employees
- Freight shippers
- Providers of freight transportation services
- Private providers of transportation
- Users of public transportation
- Users of pedestrian walkways and bicycle facilities
- Disabled
- Elderly
- Low-income
- Limited English-speaking populations
- Providers of non-emergency transportation services receiving financial assistance from a source other than title 49, U.S.C., Chapter 53.

Amendments to the LRTP or TIP requiring an air quality conformity analysis (e.g., addition of a regionally significant project) shall also require consultation with interested parties and other appropriate public review activities.

### ***Consultation with Federal, State and Local Agencies***

In developing the LRTP and TIP, the LAMTPO staff shall consult, as appropriate, with local and regional agencies and officials responsible for other planning activities within the LAMTPO study area. This consultation shall include, as appropriate, contacts with regional, local and private agencies responsible for planned growth, economic

development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation and historic preservation.

An increased emphasis is placed on consultation with resource agencies responsible for natural resource management and historic preservation. The Tennessee Department of Transportation (TDOT) took the lead in establishing consultation procedures, and the LAMTPO will contact federal and state agencies using the agreed upon process. Formal coordination with these agencies will help to identify effective mitigation strategies for potential impacts of projects included in the LAMTPO's Long Range Transportation Plan (LRTP).

#### *TDOT's Consultation Procedure*

Each state and federal agency on the attached list (Appendix C) was sent a letter asking them to supply TDOT with all available conservation plans, maps, and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities, if available and appropriate. Appropriate mitigation strategies for these areas were also requested. Additionally, each agency was also asked to provide TDOT copies of any ongoing updates and additions to those materials.

LAMTPO will compare proposed transportation improvements in their area to the agencies' plans, maps, inventories, etc. to assess potential environmental impacts. The assessments will be included in the draft Long Range Plan document, to be circulated to the public and to the environmental agencies for at least 30 days prior to adoption.

The UPWP, LRTP and TIP shall be developed with due consideration of other related planning activities within the LAMTPO study area, including the design and delivery of transportation services within the area that are provided by:

- Recipients of assistance under title 49, U.S.C., Chapter 53;
- Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation service; and
- Recipients of assistance under 23 U.S.C. 204.

Interagency agreements will be maintained between LAMTPO and other local and regional agencies such as the Knoxville TPO, North Rural Planning Organization (RPO), South RPO and the East Tennessee Development District. The agreements will describe LAMTPO's role and responsibility in relation to the other agencies' work.

This Public Participation Plan was first developed by LAMTPO staff and the governing agencies of LAMTPO. It was then sent to the various agencies (Appendix B), via mail and/or email to review and make any suggestions, or comments. The various agencies have two weeks to send in any comments or suggestions for the PPP. The comments shall be taken into consideration to be included in the PPP. Once this process was done, and LAMTPO staff had responded back to the agencies comments and/or suggestions, then

the PPP will have a 45-day public review period before it is actually adopted by the LAMTPO Executive Board.

### **ANNUAL PUBLIC MEETING**

- A. The Executive Board shall hold an annual public meeting for the purpose of receiving public comments pertaining to LAMTPO's plans, programs, and projects for the LAMTPO study area.
- B. This meeting shall be advertised stating the date, time, and location within the Citizen-Tribune, the Knoxville News-Sentinel, the Standard-Banner, and the Mundo Hispano newspapers, and posted on the www.lamtpo.org website, and within the Morristown City Center Building, Hamblen County Courthouse, Jefferson County Courthouse, White Pine Town Hall, and Jefferson City Municipal Building.
- C. Copies of the agenda for this meeting will also be sent to the various agencies listed in Appendix B.

### **SECTION VII. UNIFIED PLANNING WORK PROGRAM**

- A. Copies of the Unified Planning Work Program (UPWP) shall be made available for public review/ comment. These copies shall be on file at the following locations:
  - i. Morristown City Center
  - ii. White Pine Town Hall
  - iii. Jefferson City Municipal Building
  - iv. Hamblen County Courthouse
  - v. Jefferson County Courthouse
  - vi. Morristown Library
  - vii. Jefferson City Library
  - viii. White Pine Library
  - ix. www.lamtpo.org website
- B. Notice shall be placed in the Citizen-Tribune, the Knoxville News-Sentinel, the Standard-Banner, and Mundo Hispano when the Technical Advisory Committee (TAC) recommends the Unified Planning Work Program (UPWP) for public review and comment. In addition, copies of the UPWP were sent to the various agencies listed in Appendix B, and to have the UPWP translated into Spanish as per request (at least a week's notice is needed in order to have the document translated). Additional copies were sent to various church organizations that have a high Hispanic denomination. Copies, via email, were sent to the East Tennessee Hispanic Chamber of Commerce for review and comments.

- C. There shall be a minimum of thirty (30) days for public review before being adopted by the LAMTPO Executive Board.
- D. After evaluation of comments received from public meetings, the Executive Board may defer the adoption of the UPWP if there are significant unresolved comments. The MTPO staff will prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document.
- E. Should the comments be significant, at least a 10-day review period shall be afforded to the public.
- F. Amendments to the UPWP (those that involve the addition or deletion of projects, or the amount for project(s)) must follow the same process and procedure as in this section, except that there shall be at least a 10-day review process allotted to the public, instead of the 30-day review process.

#### SECTION VIII. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- A. At the Annual Meeting, the Executive Board shall afford the public the opportunity to suggest transportation projects eligible for inclusion in the Transportation Improvement Program (TIP).
- B. The MTPO Coordinator and the TAC shall review the input from the annual public meeting held by the Executive Board, other public meetings, input from the state, and input from the local MTPO jurisdictions for guidance with the creation of the TIP.
- C. The TAC shall review and endorse the draft TIP for consideration by the Executive Board. After approval for public review by the Technical Advisory Committee (TAC), the MTPO Coordinator shall publish the draft Transportation Improvement Program (TIP), as endorsed by the TAC, and place at least one copy in each of the following locations:

Morristown City Center  
White Pine Town Hall  
Jefferson City Municipal Building  
Hamblen County Courthouse  
Jefferson County Courthouse  
Morristown Library  
Jefferson City Library  
White Pine Library  
[www.lamtpo.org](http://www.lamtpo.org) website

These copies must be distributed to these locations at least thirty (30) days before being considered by the Executive Board.

- D. A notice shall be printed in the Citizen-Tribune, the Knoxville News-Sentinel, the Standard-Banner, and the Mundo Hispano for public review and comment. The notice shall specify date(s), time(s), and location(s) of public hearing meeting(s). Special efforts shall be made to provide information on the TIP to media and organizations serving low-income and minority populations in the metropolitan planning area. Examples of this will be to send copies of the TIP to the various agencies listed in Appendix B, and to have the TIP translated into Spanish as per request (at least a week's notice is needed in order to have the document translated). Additional copies were sent to various church organizations that have a high Hispanic denomination. Copies, via email, were sent to the East Tennessee Hispanic Chamber of Commerce for review and comments.
- E. The TAC may hold a public meeting regarding the TIP, before the TIP is to be voted on by the Executive Board.
- F. The MTPO Coordinator shall inform the TAC and/or the Executive Board in writing of any questions, comments, or suggestions received concerning the TIP prior to any meetings.
- G. The public shall be allowed an opportunity for comment at each public hearing and/or meeting. The Chairman of the Executive Board shall establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue.
- H. In the event the Executive Board determines there are significant unresolved comments on the TIP, it may defer the program until a subsequent meeting. The LAMTPO staff will then prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document. Should these comments be significant, at least a 10-day review period shall be allotted to the public.
- I. The Executive Board must close the final public hearing prior to a Board vote on the Transportation Improvement Program (TIP).
- J. Amendments to the TIP (those that involve the addition or deletion of projects, or the amount for project(s)) must follow the same process and procedure as in this section, except that there shall be at least a 10-day review period allotted to the public, instead of the 30-day review process. Adjustments (those that involve a change in funding source, or timing) do not require a public input process and shall be administered through the MTPO's approved TIP Adjustment Process (see Appendix A).

- K. If there is an amendment to the TIP for a project to be in Jefferson County, but also within the LAMTPO study area, the proposed project must be approved by the TAC and the Executive Board, and it must meet air quality conformity requirements for Ozone. By agreement with LAMTPO, the Knoxville TPO shall check to see if the project will meet the ozone air quality conformity requirements.
  - a. If the project meets all of the requirements, the TIP shall be amended
  - b. If the project does not meet all of the requirements, the project shall not be included in the TIP and the findings shall be reported to the Executive Board.

#### SECTION IX. LONG-RANGE TRANSPORTATION PLAN (LRTP)

- A. At the Annual Meeting the Executive Board shall review the planning assumptions and development process for the Long-Range Transportation Plan (LRTP), and obtain comments from the public on the validity of the LRTP.
- B. Public review and comment opportunities shall be provided when the plan is originally adopted, for amendments to the plan, and during the review process. Comments received from the Human Services Coordination Plan (HSCP) shall be considered when developing the long range plans, transportation improvement program, unified planning work program, and any other transportation related project within the LAMTPO area. The first HSCP will be completed in Spring 2007, and copies are available upon request.
- C. The TAC shall guide the preparation of the LRTP for the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO).
- D. The TAC shall review and endorse the draft LRTP for consideration by the Executive Board. The Executive Board shall then review, amend if necessary, and/or concur with the draft LRTP.
- E. After concurrence by the Executive Board of the draft LRTP, the MTPO Coordinator shall publish the draft LRTP and place copies in the following locations:

Morristown City Center  
 White Pine Town Hall  
 Jefferson City Municipal Building  
 Hamblen County Courthouse  
 Jefferson County Courthouse  
 Morristown Library  
 Jefferson City Library  
 White Pine Library  
[www.lamtpo.org](http://www.lamtpo.org) website

These copies must be distributed to these locations at least thirty (30) days prior to final consideration by the Executive Board.

- F. A notice stating that the Executive Board has endorsed a draft LRTP for public review and comment shall be placed in the Standard-Banner, the Knoxville News-Sentinel, Citizen-Tribune, and the Mundo Hispano. This notice shall invite the public to review and comment on the LRTP. The notice shall specify the date(s), time(s), and location(s) of the public hearing(s) and/or meeting(s). There shall be at least one public meeting/hearing in each of the LAMTPO's counties (Hamblen and Jefferson). Special efforts shall be made to provide information on the LRTP to organizations which serve the low-income and minority populations in the region. Special efforts shall be made to provide information on the TIP to media and organizations serving low-income and minority populations in the metropolitan planning area. Examples of this will be to send copies of the LRTP to the various agencies listed in Appendix B, and to have the LRTP translated into Spanish as per request (at least a week's notice is needed in order to have the document translated). Additional copies were sent to various church organizations that have a high Hispanic denomination. Copies, via email, were sent to the East Tennessee Hispanic Chamber of Commerce for review and comments. The hospitals within the LAMTPO area also serve the low-income and/or minority populations, and they will be getting the information as well to have for public review.
- G. The MTPO Coordinator shall inform the TAC and/or the Executive Board in writing of any questions, comments, or suggestions pertaining to the draft LRTP.
- H. The Chairman of the Executive Board shall establish reasonable time limits for each presentation, considering time constraints of the meeting and complexity of the issue.
- I. After evaluation of comments received from public meetings, the Executive Board may defer the adoption of the plan if there are significant unresolved comments. The MTPO staff will prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document. Should the changes be significant, at least a 10-day review period shall be afforded to the public.
- J. The Executive Board shall hold a public hearing, and shall close the public hearing section of the meeting before voting on the LRTP.
- K. Amendments to the LRTP must follow the same process as stated within this section, with the exception of projects deemed to be generally local in nature are not required in each county.

- L. If there is an amendment to the LRTP for a project to be in Jefferson County, but also within the LAMTPO study area, the proposed project must be approved by the TAC and the Executive Board, and it must meet air quality conformity requirements for Ozone. By agreement with LAMTPO, the Knoxville TPO shall check to see if the project will meet the ozone air quality conformity requirements.
  - a. If the project meets all of the requirements, the LRTP shall be amended
  - b. If the project does not meet all of the requirements, the project shall not be included in the LRTP, and the findings shall be reported to the Executive Board.
  
- M. Opportunities for public input are not limited to those contained in this section. Because of the significance of the LRTP, other public participation techniques may be employed to increase awareness and to provide ample opportunities for public participation. Some examples are: handing out flyers at the supermarket, doing presentations to various agencies such as the Lions Club, local Women's club, local historical society, etc.

#### SECTION X. ASSESSMENT OF PUBLIC PARTICIPATION PLAN

- A. Staff shall develop a Public Participation Plan, in consultation with any interested parties, and it shall be reviewed by the Technical Advisory Committee (TAC).
  
- B. The Technical Advisory Committee shall forward the Public Participation Plan, and any amendments to the plan, to the Executive Board to set up comment review period of at least 45 days before the plan can be approved.
  
- C. The Executive Board shall review the plan, and any amendments that the TAC has suggested, and establish a meeting date for the approval and adoption of the Public Participation Plan. There must be at least 45 days for public participation/comment on the plan before it can be adopted.
  
- D. After concurrence by the Executive Board of the draft Public Participation Plan, the MTPO Coordinator shall publish the draft Public Participation Plan and place copies in the following locations:

Morristown City Center  
 White Pine Town Hall  
 Jefferson City Municipal Building  
 Hamblen County Courthouse  
 Jefferson County Courthouse  
 Morristown Library  
 Jefferson City Library  
 White Pine Library  
[www.lamtpo.org](http://www.lamtpo.org) website

- E. A notice stating that the Executive Board has endorsed a draft Public Participation Plan for public review and comment shall be placed in the Knoxville News-Sentinel, the Standard-Banner, the Citizen-Tribune, and the Mundo Hispano. This notice shall invite the public to review and comment on the Public Participation Plan. The notice shall specify the date(s), time(s), and location(s) of the public hearing meeting(s).
- F. After evaluation of comments received from public meetings, the Executive Board may defer the adoption of the plan if there are significant unresolved comments. The MTPO staff will prepare a written response to the comments to be incorporated into the document, or suggest amendments to the draft document. Should the comments be significant, at least a 10-day review period shall be afforded to the public.
- G. The Public Participation Plan shall be assessed periodically based on changes to local, state, or federal legislation, in response to periodic evaluations of the effectiveness of public participation techniques that are used by the LAMTPO.
- H. Following the adoption of an update to the TIP and/or the LRTP, an assessment shall be made of the types of public participation techniques that were used, especially public input meetings and public hearings. Feedback from this assessment shall be used to evaluate any changes deemed necessary to the Public Participation Plan. Upon completion of this process, any changes or improvements shall be updated at that time.
- I. Staff had sent copies of the 1<sup>st</sup> draft of the Public Participation Plan to the various agencies listed in Appendix B. two comments were received, where were to remove one contact agency from the list because it was being dissolved, and the second was to add additional info concerning the hospitals that serve the low-moderate income residents within the area. Direct mailings were the best form of reaching various interested parties. However, all types of public outreach will be continued and they will be analyzed to determine if improvements are needed.

## SECTION XI. AVAILABILITY OF PLANS AND DOCUMENTS

- A. Copies of all LAMTPO plans and program documents shall be available at the following locations:
  - Morristown City Center
  - White Pine Town Hall
  - Jefferson City Municipal Building
  - Hamblen County Courthouse
  - Jefferson County Courthouse
  - Morristown Library
  - Jefferson City Library

White Pine Library  
[www.lamtpo.org](http://www.lamtpo.org) website

- B. Copies of all LAMTPO plans and program documents shall include, but not limited to, the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long Range Transportation Plan, and/or any plan or studies funded wholly or in part by funds under the LAMTPO control. The MTPO Coordinator shall obtain copies of the State Transportation Improvement Program and State Transportation Plan and distribute them to this location. Visualization techniques, both electronically (web-based and e-mail) and in other planning materials, will be used as frequently as possible. The public participation processes shall be coordinated with statewide public involvement process through review and communication wherever possible.
- C. All studies funded by LAMTPO, either by the Metropolitan Planning Organization technical staff or by third party consultants shall provide the MTPO Coordinator with sufficient review copies of the study or final report to the LAMTPO office.
- D. TDOT will provide LAMTPO an annual listing of projects of obligated federally funded projects. At least 1 copy of the annual listing of projects shall be place at each of the following locations:

Morristown City Center  
 White Pine Town Hall  
 Jefferson City Municipal Building  
 Hamblen County Courthouse  
 Jefferson County Courthouse  
 Morristown Library  
 Jefferson City Library  
 White Pine Library  
[www.lamtpo.org](http://www.lamtpo.org) website

These copies must be distributed to these locations at least thirty (30) days before being considered by the Executive Board.

- E. A notice shall be printed in the Citizen-Tribune, the Knoxville News-Sentinel, the Standard-Banner, and the Mundo Hispano for public review and comment. The notice shall specify date(s), time(s), and location(s) of public hearing meeting(s). Special efforts shall be made to provide information on the annual listing of projects to media and organizations serving low-income and minority populations in the metropolitan planning area. Examples of this will be to send copies of the annual listing of projects to the various agencies listed in Appendix B, and to have the annual listing of projects translated into Spanish as per request (at least a week's notice is needed in order to have the document translated). Additional copies were sent to various church organizations that have a high Hispanic

denomination. Copies, via email, were sent to the East Tennessee Hispanic Chamber of Commerce for review and comments.

F. For any additional information, please contact:

Rich DesGroseilliers, MTPO Coordinator  
100 W. 1<sup>st</sup> North St  
Morristown, TN 37814  
423-581-6277  
423-585-4679 (fax)  
richd@mymorristown.com

LAMTPO is committed to meeting the needs of all special accommodation requests including documents, plans, and reports provided in an alternate format upon request. Special accommodation requests as part of a public meeting or public hearing will be provided in accordance with ADA requirements when requested.

## APPENDIX A.

### TIP amendment process

An **amendment** is a major change in the approved TIP. It is defined as follows:

1. Adding new project or deleting a programmed project from the triennial period of the TIP, or
2. Adding new, un-programmed funds regardless of the source, or
3. A major change of project scope, such as a change that is inconsistent with the NEPA documentation or will change the NEPA determination, or a change that affects the approved Air Quality conformity findings, or
4. Any change requiring a new regional air quality conformity finding, or
5. A greater than 30 percent cost increase in a phase of a project listed in the current TIP, or
6. Moving a project from year to year within a TIP period if the move crosses an Air Quality Horizon Year.

Please note that if a project within Jefferson County is added to the TIP, and was not previously within the LRTP and/or TIP, then a new air quality conformity analysis will have to be performed and shown that additional projects did not have a detrimental affect to the air quality requirements.

An **adjustment** is a minor change from the approved TIP. These provisions are intended to apply to projects that are included in the current adopted TIP. They are not intended to apply to instances when a new project is being added to the TIP. An adjustment is defined as follows:

1. Adding a prior phase to a programmed project, A TIP adjustment to reflect the addition of a previous phase of a project, such as the inclusion of right-of-way, does not require formal MTPO Executive Board Approval; or
2. Moving programmed funds between programmed projects, A TIP adjustment to reflect additional project costs covered by shifting funds from one project to another does not require formal MTPO Executive Board approval. However, caution should be used not to reduce funding from one project to the extent that the stability of that project would be affected; or
3. Moving a project from year to year within a TIP period provided that the move does not cross an Air Quality Horizon year, or
4. Changing a project description that does not change the Air Quality Conformity finding in maintenance and non-attainment areas or change the

scope, or does not necessitate revising the NEPA documentation or will not alter the NEPA determination; or

5. A TIP adjustment to reflect a project's completion date within a three (3) year allotted time frame does not require formal MTPO Executive Board approval.

Once staff receives a request for a TIP amendment/ adjustment either from a local jurisdiction or through TDOT, LAMTPO staff determines if the change is an amendment or adjustment. If an official amendment is warranted, LAMTPO will advertise the TIP change on its website and in the local newspapers for public comment at the TAC and Executive Board meetings. If the amendment is approved, staff will then forward the TIP to TDOT to have included into the STIP. If there is an objection, either by the general public, or by the TAC or Executive Board, LAMTPO will take the appropriate action regarding the comments. If the change is an adjustment, LAMTPO will provide TDOT with the appropriate documentation to make the adjustment and TDOT will forward it onto FHWA/FTA.

Requests concerning these changes must come from the Tennessee Department of Transportation (TDOT) in writing. The implementing jurisdiction or agency and the staff of the MTPO must concur in the need for the change and in its likely beneficial effect on the implementation of the project.

### Appendix B

<b>Name</b>	<b>Agency</b>	<b>Address_1</b>	<b>Address_2</b>	<b>City_St_Zip</b>
President	Carson Newman College	1646 S. Russell Ave		Jefferson, TN 37760
President	Walters State Community College	500 S. Davy Crockett Pkwy		Morristown, TN 37813
Director	Hamblen Co. Dept. of Education	210 E. Morris Blvd		Morristown, TN 37814
Director	Jefferson County Schools	114 Gay St	PO Box 190	Dandridge, TN 37725
Director	Social Security	3112 Millers Point Dr		Morristown, TN 37813
Barbara Simmons	Central Services	2450 Old Hwy 25E		Morristown, TN 37813
Barbara Simmons	Central Services	314 N. Cumberland St		Morristown, TN 37814
Director	CEASE	PO Box 3359		Morristown, TN 37815-3359
Director	Lakeway Regional Hospital	726 McFarland St		Morristown, TN 37814
Director	Morristown-Hamblen Healthcare System	908 W. 4th North St		Morristown, TN 37814
Director	Jefferson County Chamber of Commerce	532 Patriot Dr		Jefferson City, TN 37760
Director	Jefferson County Chamber of Commerce	PO Box 890		Dandridge, TN 37725
Thom Robinson	Morristown Area Chamber of Commerce	825 W. 1st North St		Morristown, Tn 37814
Director	Jefferson City Library	1427 Russell Ave		Jefferson City, TN 37760
Director	Morristown-Hamblen Library	417 W. Main St		Morristown, TN 37814
Director	White Pine Library	1708 Main St		White Pine, TN 37890
Linda Dietrich	MATS	324 N. Hill St		Morristown, TN 37814
Director	Healthstar Physicians	420 W. Morris Blvd		Morristown, TN 37813
Director	Hamblen County EMS	511 W. 2nd North St		Morristown, TN 37814
Director	Hamblen County Health Dept.	331 W. Main St.		Morristown, TN 37814
Director	Veterans Service Center	511 W. 2nd North St		Morristown, TN 37814
Director	Hamblen County Human Services	2416 W. Andrew Johnson Hwy		Morristown, TN 37814
Director	TN Senior Benefits	2351 E. Morris Blvd		Morristown, TN 37813
Director	Childrens Services	1108 Gateway Service Park		Morristown, TN 37813
Director	Tennessee Technology Center	821 W. Louise Ave		Morristown, TN 37813
Director	Tennessee Community Assistance Corporation	740 E. Main St		Morristown, Tn 37814
Director	Jefferson County EMS	931 Industrial Park Rd		Dandridge, TN 37725
Director	Jefferson County Health Dept.	931 Industrial Park Rd		Dandridge, TN 37725
Director	Jefferson County Technology Center	201 W. Dumplin Valley Rd		Dandridge, TN 37725
Director	Jefferson City Senior Citizens Center	807 W. Jefferson St		Jefferson City, TN 37760
Director	Jefferson City Community Center	1247 N Hwy 92		Jefferson City, TN 37760
Director	Jefferson County Family Resource Center	341 W. Broadway		Jefferson City, TN 37660
Director	Jefferson County Office on Aging	1427 Russell Ave		Jefferson City, TN 37760
Director	St. Mary's Hospital	110 Hospital Dr		Jefferson City, TN 37760
Director	Jefferson City Housing Authority	942 E. Ellis St		Jefferson City, Tn 37760
Marilyn Medley	Morristown Housing Authority	600 Sulphur Springs Rd		Morristown, TN 37813
Director	Morristown Senior Citizens Center	841 Lincoln Ave		Morristown, TN 37813
Director	Douglas Cherokee Economic Authority	534 E. 1st North St		Morristown, Tn 37814
Gordon Acuff	ETHRA	9111 Cross Park Dr, Suite D-100		Knoxville, TN 37923
Director	Children Services Dept.	1050 S. Hwy 92		Dandridge, Tn 37725
Director	Human Services Dept.	Hwy 92		Dandridge, TN 37725
Director	Darby House	249 E. Broadway		Jefferson City, TN 37760
Director	Regency Retirement Village	739 E. 2nd North St		Morristown, TN 37814
Kelsey Finch	TDOT - Title VI Program	Region One	7345 Region Lane	Knoxville, TN 37914
Deborah Fleming	TDOT	James K Polk Bldg-Suite 900		Nashville, TN 37243
Jim Ladieu	TDOT	James K Polk Bldg- Suite 1800		Nashville, TN 37243
Bill Hayes	TDOT	James K Polk Bldg- Suite 1800		Nashville, TN 37243
Jim Crumley	City of Morristown	100 W. 1st North St		Morristown, TN 37814
John Johnson	City of Jefferson City	P.O. Box 530		Jefferson City, TN 37760-

				0530
Todd Ellis	Town of White Pine	1548 Main St,	PO Box 66	White Pine, TN 37890-0066
Attn: Sam Puckett	Rural Medical Services	P. O. Box 99		Parrottsville Tn. 37821
Robert Neill	Bike/ pedestrian enthusiast	100 W. 1 <sup>st</sup> N. St		Morristown, TN 37814
Jake Greear	Bike/ pedestrian enthusiast	1111 W 6 <sup>th</sup> North		Morristown, TN 37814
Lieutenant Colonel Steven J. Roemhildt District Engineer	<b>Corps of Engineers, Nashville District</b>	P.O. Box 1070		Nashville, TN 37202-1070
Colonel Charles O. Smithers III Commander	<b>Corps of Engineers, Memphis District</b>	167 North Main Street		Memphis, TN 38002
Mr. Lee Barclay Field Supervisor	<b>US Fish and Wildlife Service</b>	446 Neal Street		Cookeville, TN 38501
Mr. J. I. Palmer, Jr. Regional Administrator Heinz Mueller	<b>US EPA, Region 4</b> Regional NEPA Coordinator	Sam Nunn Atlanta Federal Center Sam Nunn Atlanta Federal Center 400 West Summit Hill Drive	61 Forsyth Street, SW 61 Forsyth Street, SW	Atlanta, GA 30303-8960 Atlanta, GA 30303-8960 Knoxville, TN 37902-1499
Tom Kilgore Jon M. Loney	<b>Tennessee Valley Authority</b>	400 West Summit Hill Drive		Knoxville, TN 37902-1499
Director Ms. Pat Hooks Regional Director Philip Campbell Unit Manager	<b>Tennessee Valley Authority</b> <b>Tennessee Valley Authority</b> <b>National Park Service</b>	3726 E Morris Blvd 100 Alabama Street SW	1924 Building	Morristown, TN 37813 Atlanta, GA 30303
Reed Detring Superintendent Stuart Johnson Superintendent	<b>National Park Service</b> <b>National Park Service</b>	PO Box 429  Big South Fork National Recreation Area Stones River National Battlefield	208 N. Maiden Street 4564 Leatherwood Road 3501 Old Nashville Hwy	Wartburg, TN 37887  Oneida TN 37841 Murfreesboro, TN 37129
Phil Francis Asst. Superintendent	<b>National Park Service</b>	Great Smoky Mountains National Park	107 Park Headquarters Road	Gatlinburg, TN 37738
Stennis Young Asst. Superintendent	<b>National Park Service</b>	Natchez Trace Parkway	2680 Natchez Trace Parkway	Tupelo, MS 38804
Charles L (Chuck) Myers Regional Forester Keith Sandifer	<b>USDA Forest Service</b>  USDA Forest Service	Region 8 (Southern Region Cherokee National Forest	1720 Peachtree Road NW 2800 N. Ocoee St	Atlanta, GA 30309  Cleveland, TN 37312 Golden Pond, KY 42211
Bill Lisowsky	USDA Forest Service <b>US Coast Guard</b>	100 Van Morgan Drive	500 Poydras Street	New Orleans, LA 70130
Rear Admiral Joel R. Whitehead Roger Wiebusch Bridge Administrator	<b>US Coast Guard</b>	1222 Spruce Street		St. Louis, MO 63103-2398
Jim Fyke Commissioner	<b>Tennessee Department of Environment and Conservation</b>	L&C Annex, 1st Floor	401 Church Street	Nashville, TN 37243
Paul Sloan Deputy Commissioner	<b>Tennessee Department of Environment and Conservation</b>	L&C Annex, 1st Floor	401 Church Street	Nashville, TN 37243
Tracy Carter, Senior Director	TDEC Air Resources	L&C Annex, 1st Floor	401 Church St	Nashville, TN 37243

Chuck Head, Senior Director	TDEC Land Resources	L&C Annex, 1st Floor	401 Church Street	Nashville, TN 37243
David Draughon, Senior Director	TDEC Water Resources	L&C Annex, 1st Floor	401 Church Street	Nashville, TN 37243
Brenda Apple, Senior Director	TDEC Environmental Field Offices	L&C Annex, 1st Floor	401 Church Street	Nashville, TN 37243
Mike Carlton, Assistant Commissioner E. Patrick McIntyre, Jr. Executive Director	TDEC Parks and Conservation Operations <b>Tennessee State Historic Preservation Office</b>	L&C Annex, 1st Floor	401 Church Street	Nashville, TN 37243
Gary Myers Executive Director	<b>Tennessee Wildlife Resources Agency</b>	Clover Bottom Mansion Ellington Agricultural Center	2941 Lebanon Road 440 Hogan Road	Nashville, TN 37243-0442  Nashville, TN 37204
Director	<b>Tennessee Wildlife Resources Agency</b>	3030 Wildlife Way		Morristown, TN 37814
Director	<b>USDA</b>	420 W. Morris Blvd		Morristown, TN 37814
Director/ Planner	<b>FHWA</b>	640 Grassmere Park Rd	Suite 112	Nashville, TN 37211
Tony Dittmeier	<b>FTA</b>	230 Peachtree Street NW Suite 800		Atlanta, GA 30303
<b>Susan Terpay</b>	<b>Norfolk-Southern Railroad</b>	Three Commercial Place		Norfolk, VA 23510-9217

## **Appendix C — Consultation Process and Contacts**

The following state and federal environmental agencies responded with a different preferred method of consultation and/or additional information or clarifications.

### **National Park Service; Natchez Trace Parkway**

The Natchez Trace Parkway office in Tupelo, MS supplied TDOT with a copy of the Parkway's 1987 General Management Plan (GMP). Although the document is in need of updating, the Park Service indicated that it will give TDOT and the MPOs guidance as to the Parkway's future management direction.

The Parkway traverses approximately 102 miles in Tennessee, and the Park Service is especially interested in any future east-west transportation routes in the vicinity of the Natchez Trace, as these will likely affect the Parkway.

### **U.S. Army Corps of Engineers, Nashville District**

The Nashville District Office of the Corps of Engineers supplied TDOT with maps and brochures for J. Percy Priest Lake, Lake Barkley, Old Hickory Lake, Dale Hollow Lake, Cordell Hall Lake, Cheatham Lake, and Center Hill Lake. TDOT can forward this information to the affected MPOs on request. Using this information, the Corps would like the MPOs to identify projects or programs that will impact waterways and/or land owned or managed by the Corps of Engineers, along with potential mitigation strategies. The Corps will review this information and consult with the MPO if necessary. Additionally, they would like a list of all projects in the LRTP and TIP in order to ascertain for themselves if there are any potential impacts.

The contact person who will coordinate this effort is Ms. Dena Williams at (615) 736-7827

Note: The Jackson and Memphis MPOs are not in the Nashville District.

### **U.S. Environmental Protection Agency, Region 4**

EPA will endeavor to participate in consultation activities as outlined above under the General Method of Consultation. However, their level of involvement may be limited due to staff and travel resource limitations. EPA also cautions that the new consultation requirement and process in no way replaces the current interagency consultation that is required for regional and project-level conformity determinations in accordance with the Clean Air Act and transportation conformity requirements per 40 CFR Part 93.

## **U.S. Coast Guard**

The Coast Guard's Marine Safety Unit in Paducah, KY includes most of Tennessee and has a subunit in Nashville. The Coast Guard does not maintain conservation plans and maps and does not maintain their own inventory of natural and historic resources throughout the inland rivers system, but instead relies on other information from other state and federal agencies. They are willing to participate in the consultation process.

The Coast Guard's point of contact is Lieutenant Commander Derrick Masters, Executive Officer of the Marine Safety Unit in Paducah, KY. Lieutenant Commander Masters will coordinate as necessary with other Coast Guard units in the remaining portion of the State of Tennessee. He can be contacted at [Derrick.T.Masters@uscg.mil](mailto:Derrick.T.Masters@uscg.mil) or (270) 442-1621 Ext. 2103.

## **U.S. Department of Agriculture, Forest Service**

The Southern Region of the U.S. Forest Service prefers that MPOs first visit the website for either the Cherokee National Forest (<http://www.fs.fed.us/r8/cherokee/>) or the Land Between the Lakes National Recreation Area (<http://www.lbl.org/>) to obtain information about the National Forests. MPOs can then use the site's contact information to request further inventory information should they need it to evaluate specific transportation corridors.

## **Tennessee Valley Authority**

TVA will provide TDOT with current versions of its reservoir land management plans. TVA requests that they be consulted at the "appropriate time" if a transportation project involves use of or affects TVA property, facilities, easements, or permitting obligations under Section 26a of the *TVA Act*. Contact is Ms. Bridgette K. Ellis, Senior Vice President, Environmental Stewardship and Policy, Tennessee Valley Authority, 400 West Summit Hill Drive, Knoxville, TN 37902-1401.

## **Tennessee State Historic Preservation Office**

The Tennessee SHPO recommends that in addition to working with the SHPO to identify historic areas and sites, the MPOs need to work with their certified local government historic commission and/or historic zoning commission. The MPOs should be aware of the locations of large designated historic districts within their planning area. Somewhere in the LRTP it should be stated that as time goes by, new historic districts may be designated.

The above and below ground survey data that is available is sensitive and not appropriate to share with the MPOs or the general public. MPOs should avoid using the word “mitigate” in their documents when referring to historic or archaeological resources.

### **Tennessee Wildlife Resources Agency**

TWRA has information that would prove valuable to the MPOs in their planning process on the TWRA website (<http://www.state.tn.us/twra/gis/gisindex.html>), including National Wetland Inventory Maps and maps of all the Wildlife Management Areas.

TWRA has developed GIS layers identifying such conservation and habitat areas as Areas of Richness (Gap Analysis Program), Priority Conservation Areas, Priority Habitat Areas, etc. that can be utilized by the MPOs. This same information can be viewed on a statewide basis on the Tennessee Heritage Conservation Trust Fund website (<http://state.tn.us/twra/tchp.html>).

TDOT has formally requesting that TWRA release the GIS information to TDOT. If approved by TWRA, the information will be forward to TDOT by the end of April 2007. At that point the MPOs would be notified of its availability.

## Appendix D — Transportation Glossary

American Association of State Highway and Transportation Officials (AASHTO) — A nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia and Puerto Rico.

Access/Accessibility — the opportunity to reach a given end use within a certain time frame, or without being impeded by physical, social or economic barriers.

Alternative Modes of Transportation — Forms of transportation that provide transportation alternatives to the use of single-occupant automobiles. Examples include: rail, transit, carpools, bicycles and walking.

Americans with Disabilities Act (ADA) — Federal civil rights legislation for persons with disabilities, signed into law in 1990, that prohibits discrimination specifically in the areas of employment, public accommodation, public services, telecommunications and transportation. Transportation requirements include the provision of “comparable paratransit service” that is equivalent to general public fixed-route service for persons who are unable to use regular bus service due to a disability.

Arterial Street — A class of street serving major traffic movements (high-speed, high volume) for travel between major points.

Attainment Area — An area considered to have air quality that meets or exceeds the U.S. Environmental Protection Agency (EPA) health standards used in the Clean Air Act. Nonattainment areas are areas considered not to have met these standards for designated pollutants. An area may be an attainment area for one pollutant and a nonattainment area for others.

Capacity — A transportation facility's ability to accommodate a moving stream of people or vehicles in a given time period. The maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic and control conditions; usually expressed as vehicles per hour or persons per hour.

Capital Improvement Program (CIP) — A plan for future capital infrastructure and program expenditures which identifies each capital project, its anticipated start and completion and allocates existing funds and known revenue sources for a given period of time. Most local governments have a CIP.

Clean Air Act (CAA) — Federal statutes established by the United States Congress which set the nation's air quality goals and the process for achieving those goals. The original Clean Air Act was passed in 1963, but the national air pollution control program

is actually based on the 1970 version of the law. The 1990 Clean Air Act Amendments are the most far-reaching revisions of the 1970 law.

**Congestion** — A condition under which the number of vehicles using a facility is great enough to cause reduced speeds and increased travel times.

**Congestion Management Process (CMP)** — Systematic process for managing congestion. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.

**Congestion Mitigation and Air Quality Improvement Program (CMAQ)** — A categorical Federal-aid funding program created with the ISTEA. Directs funding to projects that contribute to meeting National air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (single-occupant vehicles).

**Context Sensitive Solution (CSS)** — A collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist.

**Design Standards** — Standards that are met when a new road is constructed, or when a deficient section is improved. These standards pertain to all relevant geometric and structural features required to provide a desired level of service over the life of the project. The life of the project is generally 20 years beyond its implementation.

**Environmental Assessments (EA)** — prepared for federal actions under the National Environmental Policy Act (NEPA) where it is not clearly known how significant the environmental impact might be. If, after preparing an environmental assessment, it is determined that the project impact is significant, an Environmental Impact Statement (EIS) is then prepared. If not, a “finding of no significant impact” (FONSI) is documented.

**Environmental Impact Statements (EIS)** — prepared for federal actions that have a significant effect on the human and natural environment. These are disclosure documents prepared under the National Environmental Policy Act (NEPA) that provide a full description of the proposed project, the existing environment and analysis of the anticipated beneficial and adverse environmental effects of all reasonable alternatives. There are various stages — Draft EIS and Final EIS.

**Environmental Justice (EJ)** — Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

Environmental Protection Agency (EPA) — The federal regulatory agency responsible for administering and enforcing federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act and others. EPA is the source agency of air quality control regulations affecting transportation.

Federal Highway Administration (FHWA) — a branch of the U.S. Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads and other Federal lands roads.

Federal Transit Administration (FTA) — A branch of the U.S. Department of Transportation that is the principal source of federal financial assistance to America's communities for planning, development and improvement of public or mass transportation systems. FTA provides leadership, technical assistance and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility, to improve the nation's communities and natural environment and to strengthen the national economy.

Financial Planning — the process of defining and evaluating funding sources, sharing the information and deciding how to allocate the funds.

Financial Programming — A short-term commitment of funds to specific projects identified in the regional Transportation Improvement Program (see TIP).

Fiscal or Financial Constraint — Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

Geographic Information System (GIS) — computerized data management system designed to capture, store, retrieve, analyze and display geographically referenced information.

High-Occupancy Vehicle (HOV) — Vehicles carrying two or more people. The number that constitutes an HOV for the purposes of HOV highway lanes may be designated differently by different transportation agencies.

Intelligent Transportation Systems (ITS) — the application of advanced technologies to improve the efficiency and safety of transportation systems.

Intermodal — The ability to connect and the connections between modes of transportation.

Knoxville Area Transit (KAT) — the transit agency serving the Knoxville area.

Level of Service (LOS) — a qualitative rating of how well a unit of transportation supply

(e.g. street, intersection, bikeway, etc) serves its current or projected demand. LOS A = free-flow condition (32 percent of capacity); B = reasonably free-flow conditions (51 percent); C = operation stable but becoming more critical (75 percent); D = lower speed range of stable flow (92 percent); E = unstable flow (100 percent); F = forced flow; >100 percent of capacity, stop-and-go operation.

Long Range Transportation Plan (LRTP) — A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over a minimum of the next 20 years.

Maintenance Area — Maintenance area is any geographic region of the United States previously designated nonattainment pursuant to the CAA Amendments of 1990 and subsequently redesignated to attainment subject to the requirement to develop a maintenance plan under section 175A of the CAA, as amended.

Major Road Plan — This plan views each road as part of the overall transportation system and identifies its functional classification. It assigns right-of-way requirements based on the purpose and function of the road, future road improvements, future pedestrian improvements, traffic counts, anticipated development and policies and goals contained in adopted sector plans, long range transportation plans, the Knoxville-Knox County General Plan and/or other documents. The Major Road Plan is used in the regulation of land use and is identified in the Knoxville-Knox County Minimum Subdivision Regulations, Section 62.

Metropolitan Planning Organization (MPO) — An MPO is a planning agency established by federal law to assure a continuing, cooperative and comprehensive transportation planning process takes place that results in the development of plans, programs and projects that consider all transportation modes and supports the goals of the community. Any urbanized area or contiguous urbanized areas, as defined by the U.S. Census Bureau, containing a population of greater than 50,000 are required to have an MPO. [See Transportation Planning Organization.]

Mode, Intermodal, Multimodal — Form of transportation, such as automobile, transit, bicycle and walking. Intermodal refers to the connections between modes and multimodal refers to the availability of transportation options within a system or corridor.

National Environmental Policy Act of 1969 (NEPA) — An established national environmental policy requiring that any project using federal funding or requiring federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a federal decision is made.

National Historic Preservation Act (NHPA) — Law requiring federal agencies to consider the potential effect of a project on a property that is registered on or eligible for

the National Register of Historic Places. If effects are identified, federal and state agencies and the public must identify means to mitigate the harm.

**Non-attainment** — Any geographic area that has not met the requirements for clean air as set out in the Clean Air Act of 1990. An area can at the same time be classified as in attainment for one or more air pollutants and as a non-attainment area for another air pollutant.

**Paratransit** — Alternative known as "special or specialized" transportation, which often includes flexibly scheduled and routed transportation services. These services use low capacity vehicles such as vans to operate within normal urban transit corridors or rural areas. Services usually cater to the needs of persons whom standard mass transit services would serve with difficulty, or not at all. Common patrons are the elderly and persons with disabilities.

**Planning Funds (PL)** — Primary source of funding for metropolitan planning designated by the FHWA.

**Right-of-Way (ROW)** — Public space legally established for the use of pedestrians, vehicles or utilities. Right-of-way typically includes the street, sidewalk and buffer strip areas.

**Rural Planning Organization (RPO)** — An organization similar to an MPO, composed of representatives of rural local governments and appointed representatives from the geographic area covered by the organization with the purpose of involving local officials in multi-modal transportation planning through a structured process.

**Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)** – Authorizes the Federal surface transportation programs for highways, highway safety and transit for the five-year period 2005-2009

**Stakeholders** — Individuals and organizations involved in or affected by the transportation planning process. Include federal/state/local officials, MPOs, transit operators, freight companies, shippers and the general public.

**Surface Transportation Program (STP)** — Federal-aid highway funding program that funds a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike and pedestrian facilities.

**Tennessee Department of Environment and Conservation (TDEC)** — Agency created to protect and improve the quality of Tennessee's land, air, water and recreation resources. It administers a variety of programs to safeguard human health and the environment while ensuring natural resources meet healthful, regulatory standards.

**Tennessee Department of Transportation (TDOT)** — The State agency that manages the highway system within Tennessee. TDOT's mission is to plan, implement, maintain and

manage an integrated transportation system for the movement of people and products, with emphasis on quality, safety, efficiency and the environment for Tennesseans. TDOT is the administrative agency that responds to policy set by the Tennessee Legislation.

Title VI — Title VI of the Civil Rights Act of 1964. Prohibits discrimination in any program receiving federal assistance.

Transportation Conformity — Process to assess the compliance of any transportation plan, program, or project with air quality implementation plans. The conformity process is defined by the Clean Air Act.

Transportation Control Measures (TCM) — Transportation strategies that affect traffic patterns or reduce vehicle use to reduce air pollutant emissions. These may include HOV lanes, provision of bicycle facilities, ridesharing, telecommuting, etc. Such actions may be included in a SIP if needed to demonstrate attainment of the NAAQS.

Transportation Demand Management (TDM) — “Demand-based” techniques that are designed to change travel behavior in order to improve the performance of transportation facilities and to reduce the need for additional road capacity. Methods include the use of alternative modes, ride-sharing and vanpool programs and trip-reduction programs and/or ordinances.

Transportation Improvement Program (TIP) — A staged, multiyear (typically three to five years) listing of surface transportation projects proposed for federal, state and local funding within a metropolitan area. MPOs are required to prepare a TIP as a short-range programming document to complement its long-range transportation plan. TIPs contain projects with committed funds over a multiyear period (one to three years).

Transportation Management Area (TMA) — All urbanized areas over 200,000 in population and any other area that requests such designation. The MPO is responsible for transportation planning with a TMA.

Transportation Planning — A collaborative process of examining demographic characteristics and travel patterns for a given area. This process shows how these characteristics will change over a given period of time and evaluates alternatives for the transportation system of the area and the most expeditious use of local, state and federal transportation funding. Long-range planning is typically done over a period of 20 years; short-range programming of specific projects usually covers a period of 3 to 5 years.

Unified Planning Work Program (UPWP) — The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

Urbanized Area — Area that contains a city of 50,000 or more population plus incorporated surrounding areas meeting size or density criteria as defined by the U.S. Census.

Vehicle Miles of Travel (VMT) — The sum of distances traveled by all motor vehicles in a specified region. A requirement of the state Transportation Planning Rule is reducing vehicle miles traveled per capita.