

# PUBLIC PARTICIPATION PLAN



Prepared by:  
The Knoxville Regional Transportation Planning Organization

In Cooperation with:  
Tennessee Department of Transportation  
Federal Highway Administration  
Federal Transit Authority

Adopted by the TPO Executive Board on August 22, 2007



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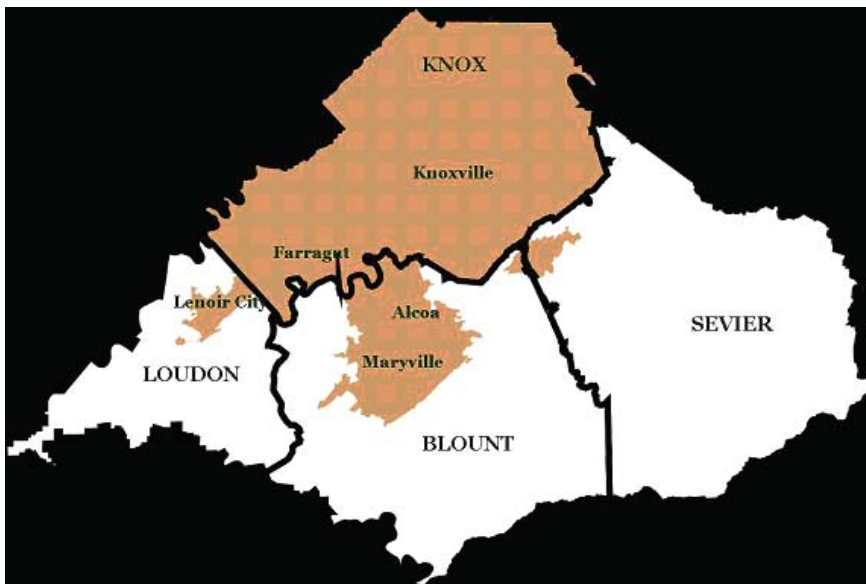


# SECTION I: Background

Public involvement in transportation planning poses major challenges. It is complex and has its own set of jargon. Often the public struggles to understand central documents such as the Transportation Improvement Program or the Long Range Transportation Plan. How then does a transportation agency attract and hold people's interest in a project or plan, convince them that active involvement is worthwhile and provide the means for them to have direct and meaningful impact on decisions? This is the challenge for the public participation plan of the Knoxville Regional Transportation Planning Organization (TPO).

The Knoxville Regional TPO, established in 1977, is the federally designated metropolitan planning organization (MPO) for the Knoxville Metropolitan Area. MPOs are planning agencies established by federal law to ensure a continuing, comprehensive and cooperative transportation decision-making process for a metropolitan area with population more than 50,000. The TPO study area includes Knox County, Blount County, the cities of Knoxville, Maryville, Alcoa, Lenoir City, the Town of Farragut and the urbanized portions of Sevier and Loudon counties. The TPO approves the use of federal transportation funds within the metropolitan area for highways, transit, bicycle and pedestrian projects and other transportation-related projects.

TPO Planning Area



Much of the transportation planning work done by the TPO is directed toward implementing and updating the Region's Long Range Transportation Plan (LRTP). This work takes the form of studies, data collection and analysis, the use of management systems, forecasts of future travel based on future land use, and prioritization of projects for funding and implementation.

Current federal transportation legislation, SAFETEA-LU, requires the TPO to produce and oversee a Transportation Improvement Program (TIP), the region's short-term transportation investment plan. The TIP prioritizes the region's transportation-related projects within the constraints of federal, state and local funding that the region can reasonably expect to receive within the next four years. Projects that are included in the TIP must be selected from or be consistent with an approved LRTP. In order to develop plans that are derived from public sentiment, there must be adequate public participation in the development of both the Long Range Transportation Plan and the TIP.

Elected officials from each TPO area member agency serve as Executive Board members. These locally elected officials are directly accountable to citizens from their various districts, and they serve as the primary means of citizen input for the TPO. The board members are authorized to act on behalf of their governing bodies on TPO plans, programs, studies and other matters related to the TPO planning and programming process.

## Introduction

Federal legislation passed in 2005 (SAFETEA-LU) reauthorized the federal-aid transportation program and requires some changes to the public participation process. These mandated changes place an increased emphasis on particular elements such as involving an expanded list of interested parties, increasing interagency consultation and emphasizing visualization techniques and electronically accessible information.

The TPO relies on public participation to develop its transportation plans and programs. Significant public participation

results in a sense of ownership by the users and greater community support for adopted plans. Therefore this Public Participation Plan serves as

1. a working tool for TPO staff to refer to with each new plan or update;
2. a handbook for citizens to use to learn about the organization and involvement, as well as
3. a document to fulfill Federal and State requirements.

General policies will guide how public participation is approached for every plan or program and are based on regulations and requirements. Plan-specific guidelines serve as a tool for the TPO and should be customized based on the plan or project's potential impact.

# SECTION II: General Guidelines

This Plan must comply with SAFETEA-LU (23CFR450.316 (a) (1)-(3) and (b):

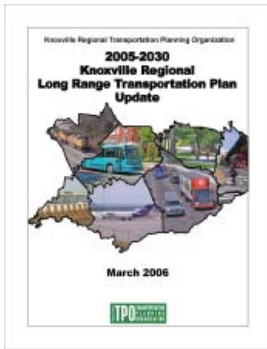
- a)1 This plan includes a proactive public participation process that provides complete information, timely public notice, full public access to key decisions and supports early and continuing involvement of the public in developing plans and TIPs and meets the additional criteria and requirements:
  - i) Adequate public notice will be given for public participation activities, and adequate time will be provided for public review and comment at key decision points. At least two weeks' notice via the TPO's website and legal ads will be given for all scheduled public meetings. Additional notice through other media may be used depending on the plan, project or process in question. A 45-day public comment period is required before the Public Participation Plan is initially adopted or revised. The next section, Plan-Specific Guidelines, of this document provides more details regarding notice.
  - ii) Information about transportation issues and processes will be given in a timely manner to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation and other interested parties and segments of the community affected by transportation plans, programs and projects. This will be achieved by expanding the list of Stakeholders, requiring at least two weeks' notice and public comment period before plan adoption or amendment, using the most effective communication tools possible for both information and feedback and initiating interagency consultation earlier in the process. Again, the next section, Plan-Specific Guidelines, of this document provides more details regarding process.
  - iii) Visualization techniques, both electronically (web-based and e-mail) and in other planning materials, will be used as frequently as possible.
  - iv Reasonable public access to technical and policy information used in the development of plans and TIPs is ensured through the increased use of electronic communication, informing and gathering feedback through both e-mail communication and web-based documents (maps, plans, technical reports, meeting agendas, etc.). The TPO will hold open public meetings where matters related to the Federal-aid highway and transit programs are concerned and where plans such as the Public Participation Plan, the Long Range Transportation Plan and the TIP are adopted.
- v) Public meetings will be held at convenient and accessible locations and times. Special effort will be made to locate specially scheduled public meetings where they are accessible through public transportation and during traditional non-business hours. Also, all public meetings and notice will follow ADA and Title VI compliance, and special accommodations will be made (e.g. translator, interpreter, special access or location) if necessary and feasible.
- vi) All public input and responses gathered during the planning and program development process will be recorded. Staff will respond to questions and comments during the process, and those responses will also be recorded.
- vii) The input of those traditionally underserved by existing transportation systems, the low-income, elderly and disabled, is explicitly sought through advisory groups like the Title VI Working Group, placing public notice in diverse media and by participating in targeted events. These populations are identified through area demographics. The Working Group assists in evaluating transportation projects' impacts and also advises on how best to inform and actively involve these communities in the transportation planning process. TPO projects or plans shall address the Title VI requirements and ADA compliance. When significant written and oral comments are received on the draft transportation plan or TIP as a result of the public participation process, a summary, analysis and report on how the comments were addressed will be included as part of the final plan or TIP.
- viii) If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the TPO and raises new material issues which interested

parties could not reasonably have foreseen from the public involvement efforts, an additional two-week opportunity for public comment on the revised plan or TIP shall be made available.

- ix) TPO public participation processes shall be coordinated with statewide public involvement process through review and communication wherever possible.
- x) Public participation processes shall be periodically reviewed by the TPO in terms of their effectiveness in assuring that the process provides full and open access to all. Periodic reviews may include public survey in addition to staff review of the public participation results for individual plans.

Each TPO plan, program and process shall have a customized public participation plan. In addition to the initial guidelines below, a public participation plan should describe the outreach strategies to be used and the amount of staff time and other resources anticipated for these efforts. To further develop the project- or program-specific public participation plan, the TPO will use strategies from the public participation “toolbox” (Appendix A). In general, the TPO’s Public Participation Plan combines the use of a website ([www.knoxtrans.org](http://www.knoxtrans.org)), mailing lists, newspaper/television/radio media outlets, publications, public meetings and other communication tools to share information with and gather input from area residents and agencies concerning its work program activities.

# SECTION III: Plan-Specific Guidelines



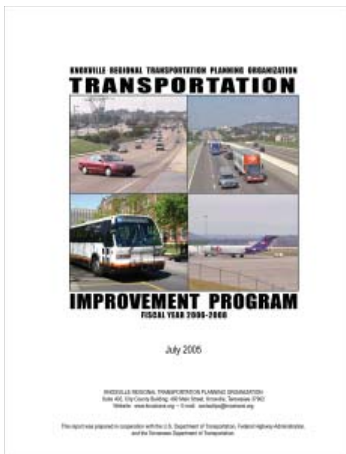
## Long Range Transportation Plan (LRTP)

The Long Range Transportation Plan (LRTP) is a long range (20+ year) multimodal strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities. The LRTP is updated every four years and may be amended as a result of changes in projected Federal, State and local funding; major investment studies; congestion management systems plans; interstate interchange justification studies; and environmental impact studies. The current LRTP is available for viewing on the web at [www.knoxtrans.org/plans/lrtp.htm](http://www.knoxtrans.org/plans/lrtp.htm), as well as in the TPO office.

Activity	Technique
Draft Document	TPO website and available at TPO office
Comment Opportunities	The public will have many opportunities to have their comments heard. Providing comments at public meetings is but one venue. Among the other are written comments accepted electronically via e-mail, online comment card or fax. People can also submit their comments in person or by mail. Comments can also be submitted during Technical Committee meetings, Executive Board meetings or public meetings held specifically for LRTP updates. In some cases, mail or web-based questionnaires may be used to gather information about specific projects.
Comment Period	There will be at least a 30-day public comment period prior to adoption for LRTP updates. Amendments will have a 14-day comment period. The public comment period begins with public notice.
Public Meeting	Public meeting(s) are to be held during the public comment period. There will be separate meetings for the draft plan and the final LRTP. <sup>1</sup>
Public Meeting Notice	Two (2) weeks prior to the public meeting, a press release, web announcements, announcement posters and/or announcement letters will be sent. Two (2) to three (3) weeks prior to the public meeting, paid media advertisement (newspaper) or a public service announcement (radio) will run, and/or a public notice will be published in various regional, local and minority newspapers.
Amendment Notice	Amendment notices will be sent through web announcements, public notice in regional, local and minority newspapers and regularly scheduled meetings.
Summary of comments received	A public comment summary memo will be made available prior to the Executive Board meeting for the LRTP update. Written and verbal comments are summarized and incorporated into the final LRTP. <sup>2</sup>
Final, adopted document availability	TPO website and office. Upon adoption of final document, all TPO members as well as all county libraries will be notified by e-mail that the document is available on the TPO website.
Evaluation Technique	The LRTP will be evaluated every four years in consultation with interested parties. All comments and suggestions made by the public will be recorded and taken into consideration when improvement strategies are discussed. The number of participants at meetings, number of electronic comments and responses, number of "hits" on website and the number of non-electronic written and oral comments will be tracked.

<sup>1</sup> If there are significant changes to the final draft LRTP or TIP from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. The TPO director shall determine when changes are significant and warrant additional opportunity for public comments.

<sup>2</sup> When significant written and oral comments are received on the draft LRTP or draft TIP as a result of the public involvement process or the interagency consultation process required under the U.S. Environmental Protection Agency's conformity regulations, a summary, analysis and report on the disposition of comments shall be made part of the final LRTP/TIP.



## Transportation Improvement Program (TIP)

The TIP is a four-year plan that lists all regionally significant and federally funded projects and services in the MPO planning area, such as highway and street projects, public transit projects, major corridor studies, transportation enhancements and bicycle/pedestrian enhancements. Projects that are included in the TIP must be consistent with, or be selected from an approved Long Range Transportation Plan. Additionally, the TIP must be fiscally constrained or have funding mechanisms already in place for all projects and strategies. The TIP can be amended as a result of changes in funding or need. Administrative modifications to the TIP do not require a specific public participation plan, but these modifications are discussed in public meetings where comments are accepted. The current TIP is available for viewing on the web at [www.knoxtrans.org/plans/tip.htm](http://www.knoxtrans.org/plans/tip.htm), as well as in the TPO office.

### Activity

Draft Document

### Technique

TPO website and available at TPO office

Comment Opportunities

The public will have many opportunities to have their comments heard. Providing comments at public meetings is but one venue. Among the other are written comments accepted electronically via e-mail, online comment card or fax. People can also submit their comments in person or by mail. Comments can also be submitted during Technical Committee meetings, Executive Board meetings or public meetings held specifically for TIP updates. In some cases, mail or web-based questionnaires may be used to gather information about specific projects.

Comment Period

There will be at least a 14-day public comment period prior to adoption for both TIP updates and amendments. The public comment period begins with public notice.

Public Meeting

Public meeting(s) are to be held during the public comment period. There will be separate meetings for the draft plan and the final TIP<sup>1</sup>.

Public Meeting Notice

Two (2) weeks prior to the public meeting, a press release, web announcements, announcement posters and/or announcement letters will be sent. Also, two (2) weeks prior to the public meeting, a public service announcement will be released, and/or public notice will be published in various regional, local and minority newspapers.

Amendment Notice

Amendment notices will be sent through web announcements, public notice in regional, local and minority newspapers and regularly scheduled meetings.

Summary of comments received

A public comment summary memo will be made available prior to the Executive Board meeting for the TIP update. Written and verbal comments are summarized and incorporated into the final TIP<sup>2</sup>.

Final, adopted document availability

Available at the TPO website and office. Upon adoption of final document, all TPO members as well as all county libraries will be notified by e-mail that the document is available on the TPO website.

Evaluation Technique

Will record the number of participants at meetings, number of electronic comments and responses, number of "hits" on website and the number of non-electronic written and oral comments.

<sup>1</sup> If there are significant changes to the final draft LRTP or TIP from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. The TPO director shall determine when changes are significant and warrant additional opportunity for public comments.

<sup>2</sup> When significant written and oral comments are received on the draft LRTP or draft TIP as a result of the public involvement process or the interagency consultation process required under the U.S. Environmental Protection Agency's conformity regulations, a summary, analysis and report on the disposition of comments shall be made part of the final LRTP/TIP.

## CMAQ and STP Solicitation

Upon Board determination of available funds, staff will solicit qualified government entities for new STP and CMAQ projects. The solicitation cycle will typically last 90 days. The selected projects will be added to the TIP.

Activity	Technique
Draft Document	Available at the TPO website and TPO office
Comment Opportunities	Written comments accepted via e-mail, online comment card, fax, mail; Public Meeting; Technical Committee meeting, Executive Board meeting
Comment Period	There will be at least a 14-day public comment period prior to adoption.
Public Meeting	Held during the public comment period
Public Meeting Notice	Two (2) weeks prior to the public meeting, a press release, web announcements, announcement posters and/or announcement letters will be sent. Also, two (2) weeks prior to the public meeting, a public service announcement will be released, and public notice will be published in various regional, local and minority newspapers.
Summary of comments received	A public comment summary memo will be made available prior to the Executive Board meeting for the final project selection.
Final, adopted document availability	TPO website and office. Upon adoption of final document, all TPO members as well as all county libraries will be notified by e-mail that the document is available on the TPO website.
Evaluation Technique	Will record the number of participants at meetings, number of electronic comments and responses, number of "hits" on website and the number of non-electronic written and oral comments.

## Public Participation Plan Update

The Public Participation Plan (PPP) outlines the strategies used to provide and receive information from the public on transportation planning and programming process including funding for projects, studies, plans and committee actions.

Activity	Technique
Draft Document	TPO website and available at TPO office
Comment Opportunities	Written comments accepted via e-mail, online comment card, fax, mail; Public Meeting; Technical Committee meeting, Executive Board meeting
Comment Period	The public comment period will last 45 days. The public comment period begins with public notice.
Public Meeting	Held during the public comment period
Public Meeting Notice	Two (2) weeks prior to the public meeting, a press release, public service announcement, web announcements, announcement posters and/or announcement letters will be sent. Also, two (2) weeks prior to the public meeting, a public notice will be published in various regional, local and minority newspapers.
Summary of comments received	A public comment summary memo will be made available prior to the Executive Board meeting for the PPP update. Written and verbal comments are summarized and incorporated into the final PPP.
Final, adopted document availability	TPO website and office. Upon adoption of final document, all TPO members as well as all county libraries will be notified by e-mail that the document is available on the TPO website.
Evaluation Technique	The PPP will be evaluated annually by TPO staff and every four years in consultation with interested parties. All comments and suggestions made by the public will be recorded and taken into consideration when improvement strategies are discussed. The number of participants at meetings, number of electronic comments and responses, number of "hits" on website and the number of non-electronic written and oral comments will be tracked.

## **Unified Planning Work Program**

The Unified Planning Work Program (UPWP) is a one-year plan developed by staff to focus work efforts and planning funds anticipated in the upcoming fiscal year. All federally funded planning activities have to be in the UPWP and have to be developed through required planning factors. The UPWP is reviewed and discussed at the regularly scheduled Technical Committee and Executive Board public meetings along with being made available on the website. Public comment is welcomed and will be recorded.

## **Annual Listing of Obligated Funds**

Ninety days after the end of the fiscal year, the Annual Listing of Obligated Funds will be made publicly available through a similar process as the TIP with one exception; a draft of this document will not be distributed. Notice will be given through the regional and local newspapers. The Listing will be distributed and discussed at the regularly scheduled Technical Committee and Executive Board public meetings along with being made available on the website and at the TPO office. Public comment is welcomed and will be recorded.

# SECTION IV: Outreach Tools and Techniques

The type of public outreach efforts employed for a particular project will be determined based on the project's overall regional and local impact. Highly localized projects may require more specialized outreach within the project's area of influence, rather than the broad outreach efforts required by others.

Extensive outreach efforts throughout all areas of the region are conducted in order to assemble a broad cross-section of input into the decision making process, including traditionally underserved areas. The TPO's outreach efforts in these areas will continue to provide these residents with an opportunity to voice their opinions and concerns.

The TPO will continue to conduct, sponsor and participate in special and community events that reinforce the mission and strategic plan of the organization, educate the public and provide opportunities for public input.

## Tools

The TPO's approach in publicizing its public meetings may include the following outreach methods:

### Public Notices

Public notices and/or advertisements will be placed in minority and ethnic newspapers, in addition to major regional newspapers deemed appropriate for the project. Public service announcements and meeting advertisements will be sent to popular minority and ethnic radio

#### List of regional newspapers

Knoxville News Sentinel  
Citizen Tribune (Jefferson County)  
Clinton Courier  
The Daily Times (Maryville)  
Enlightener  
Farragut Press  
Fountain City Focus  
Halls Shopper  
Loudon County News-Herald  
Mountain Press (Sevierville)  
Mundo Hispano  
Newport Plain Talk  
Oak Ridger

stations, in addition to national public radio and regional mainstream/commercial stations. Whenever possible and appropriate, public service announcements and meeting advertisements will be sent to the public access cable television station, in addition to regional network stations.

### Paid Advertising

Various projects may require additional paid advertising in the form of newspaper, radio or television ads. These will be more detailed than a standard Public Notice.

### Newsletters

The TPO produces and distributes a periodic newsletter that includes articles and other information of interest on TPO plans, programs and studies.

### Flyers/Posters

When appropriate, participation from target populations will be sought by posting flyers/posters and meeting notices in locations such as government centers, neighborhood shops, religious institutions, social service agencies, employment centers, bus stops/transit hubs, senior centers, public health clinics, public libraries, community centers and popular meeting places. Postcards and flyers may also be distributed directly to residents.

### Traditional Letters

When appropriate, traditional letters about plans, studies, projects or any other information deemed important for public input will be mailed out to interested parties, public libraries and to members of the advisory committees.

### Press Releases

Press releases will be released to ensure interested parties and the press is up-to-date on news and information concerning TPO activities.

### TPO's Website

[www.knoxtrans.org](http://www.knoxtrans.org)

The TPO's website will be employed as a tool for disseminating information on meetings, project updates and background. The TPO's website is a tool to describe and visually represent TPO plans, programs, meetings and other appropriate information. A calendar year schedule for regularly scheduled TPO and TPO committee meetings

is posted and maintained on the TPO website. Staff shall post draft documents on the website for public review and comment.

The website shall contain, but not be limited to:

- Brief descriptions of current projects with available maps, photos, renderings.
- Work products and publications — TIP, UPWP, LRTP, etc.
- Links to related agencies and planning partners — TDOT, FHWA, etc.
- Current Operating Procedures — including Public Participation Plan and Prospectus
- A listing of current TPO member jurisdictions
- Meeting calendars with agenda items identified as soon as feasible
- Contact information — mailing address, phone, fax and e-mail
- Profiles of TPO staff with current responsibilities

Visualization techniques shall be used to enhance the public's understanding of TPO plans and programs. Such techniques shall be used in an appropriate manner when presenting and describing TPO plans and programs. This includes using Geographic Information Systems (GIS), a very effective way to communicate complex technical material and ideas to stakeholders.

While a TPO survey revealed web- and e-mail-based communication to be effective and desirable, not everyone in the TPO planning area has access to computers or is computer-literate enough to effectively use them. Plans and documents are made available, still, through the TPO office and county libraries. Good customer service can easily make online information accessible, as well. If staff is made aware that a citizen wants to access an online tool or plan, accommodations can be made to print, mail and discuss the needed document. This is also an opportunity to forge a relationship between the TPO and an affected person.

### **Mailing databases**

The assembly of a database of names and addresses of social and civic groups, neighborhood and community associations and interested individuals will assist in the public outreach for the Public Participation Plan and other plans. The electronic list of names will serve as a mailing list for notification of meetings. Particular efforts will be made to include low-income, minority, disabled and non-English-speaking populations.

To supplement the database, members of the public will be asked if they would like to be included on a mailing list as a part of comment forms dispensed and collected at public meetings. Mailing and e-mail addresses will be requested. E-mail messages and/or post cards will be sent to individuals and groups notifying them of meetings, in addition to the notices that are distributed to the local media.

## **Public Meeting Principles**

### **Purpose**

Public meetings are held for a variety of reasons, and different levels of public input are expected. The purpose of these meetings is threefold:

- 1) to confirm the purpose and intent of the plan or project;
- 2) to present the trends and forecasts for the region; and
- 3) to gather public input.

These meetings may be specially scheduled, project- or plan-specific. Public meetings may also be regularly scheduled meetings of the Technical Committee and Executive Board. Actions of meetings may result in the adoption or approval/disapproval of the Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP) and Annual Listing of Obligated Projects and/or LRTP. Other actions include adoption of resolutions for amendments, adjustments, endorsements, special plans and reports.

### **Early Involvement**

Early involvement with local community leaders will help to determine suitable meeting forums and information formats to foster valuable input, especially when soliciting input from target populations.

### **Understandable and Interesting Language/No Jargon**

Meeting notices and materials will use appropriate, understandable language — acronyms and other technical jargon will be avoided to the extent that is possible to the subject matter (For a helpful Transportation Planning Glossary, see Appendix C). Efforts will be made to tailor advertising, project campaigns and slogans to generate the most interest possible. The TPO will make reasonable efforts to address identified language barriers in order to provide meaningful access to information on its plans and programs.

### **Accessible**

TPO meetings and public review meetings shall be held at a location and time that is convenient and accessible. When there are a series of public meetings being held

throughout the region on a certain plan or program, at least one-quarter of these meetings shall be held at a time and location that is accessible by public transportation.

## Information Gathering Techniques

Many of the Outreach Tools described above serve to initiate a two-way dialogue and therefore also act as Information Gathering Tools. Some other Information Gathering Tools are below:

### Internet

As internet usage and availability continues to increase so will the TPO's utilization of this technology to gather input. Online surveys are obvious tools to gather public sentiment along with website "hit" counts to analyze which plans or projects are garnering interest.

### Surveys

Common input gathering tools include statistically valid telephone surveys, user surveys, traditional postage-paid comment cards and online surveys.

### Comment Card

Comment cards (see a sample comment card — Appendix B) will be available at every public meeting. At specially held public meetings, all participants will be encouraged to fill out a comment card. In addition to gaining feedback, the TPO can also bolster its interested parties database if the participant wishes.

## Advisory Committees

The TPO maintains the Bicycle Advisory Committee (BAC), a citizen's advisory group, to address bicycle issues and concerns in order to create a coordinated intermodal transportation system. The Title VI Working Group advises staff and reviews plans in regards to Environmental Justice.

## Door-to-Door Campaigns

When warranted, highly localized projects may benefit from door-to-door (business and/or residential) campaigns to distribute information, project updates and gather input and comments.

## Direct Outreach

TPO planning staff will provide direct outreach to minority and/or low-income stakeholders, as well as other citizens in the study or project area, through contact with local community groups and their leaders.

## Other Possible Techniques

Other public outreach techniques have been utilized by other public entities and MPOs with varying success. Appendix A contains a list of some of these other techniques and their inherent advantages and disadvantages. These and other techniques are examples of what could be used to reach as many members of the general public as possible while maintaining a cost effective approach to planning.



# SECTION V: Consultation

## Consultation with Interested Parties

The TPO will provide notice of upcoming public review meetings or review periods being held on the draft and final LRTP and the draft and final 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 TPO shall consult, as appropriate, with local and regional agencies and officials responsible for other planning activities within the Knoxville 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 TPO 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 TPO's Long Range Transportation Plan (LRTP).

## TDOT's Consultation Procedure

Each state and federal agency on the attached list (Appendix F) 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.

The TPO 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 LRTP and TIP shall be developed with due consideration of other related planning activities within the Knoxville 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 the TPO and other local and regional agencies such as the Lakeway MPO, North Rural Planning Organization (RPO), South RPO and the East Tennessee Development District. The agreements will describe the TPO's role and responsibility in relation to the other agencies' work.

This Public Participation Plan was developed through consultation with an expanded list of known interested parties through direct mailings (Appendix D) and an online survey (Appendix E). The TPO contacted more than 800 individuals in our database, directed them to the current Public Involvement Plan, requested their feedback and engaged them in the planning process. Of main interest was learning how to better communicate with interested parties in the future. Some of the results are discussed in the next section of this plan. As requested, the draft Public Participation Plan will be posted online for review, and notice will be given to interested parties.

# SECTION VI: Evaluation

Evaluation covers a broad range of purposes. It highlights improvements needed in the Public Participation Plan; it identifies additional outreach activities; it allows ineffective tools to be discontinued and the evaluation of specific plans and projects keeps public involvement dynamic. In order to determine the effectiveness of public involvement tools, they must be documented, evaluated and compared to established performance goals.

TPO staff will review the Public Participation Plan annually, and every four years the plan will be evaluated through consultation with interested parties. The latter evaluation will be more extensive and involve surveys and other evaluation techniques. The public involvement segment of other plans and programs will be evaluated by TPO staff immediately after plan adoption or program completion.

## Improvement Strategies

A statewide survey revealed that the most effective communication tools for public participation are newspapers, e-mails, websites and direct mailings to target audiences while the least effective communication tools are

legal documents at libraries and telephone and direct mail surveys. The survey also showed e-mail and websites to be the most cost-effective communication tool. In addition, a recent TPO survey (Appendix E) confirms that citizens and interested parties overwhelmingly prefer to receive communication from the TPO via e-mail and to submit comments either through e-mail or directly through the website.

The results of the local survey combined with the results of the statewide survey reinforces the recommendation to maximize the use of the TPO website, to add more GIS maps in public presentations along with newsletters, to increase visualization efforts at public meetings, to use computer-based survey sites (i.e., Survey Monkey) and to identify radio programs with target audiences. Not only do these recommendations increase effective communication, these strategies help the TPO comply with the latest Federal legislation: increasing consultation with interested parties and increasing the use of visualization techniques.

In general, improvements centered on these recommendations will increase public awareness and

### The most effective of the TPO's notification methods:

1. email
2. direct mailings
3. phone calls
4. newspaper advertisement
5. internet advertisement/TPO website
6. television advertisement

### The most preferred methods for submitting comments/questions to TPO about projects and plans.

1. by email
2. via the TPO's website
3. at public meetings
4. by standard mail
5. by phone

improve the quality and quantity of both the information provided to the public and the input gathered from them. Each time a public involvement evaluation is performed, a list of needed improvement strategies shall be identified by staff and interested parties for future implementation. If improvement is needed for an ongoing general Public Participation Plan tool, such as the TPO website, a reasonable completion date shall be established. If improvement is needed for one-time activities, such as corridor studies, the improvement shall be implemented, where appropriate, on future activities.

### **Comments on this Public Participation Plan?**

This Public Participation Plan has been developed in consultation with interested parties as required by federal rules and regulations. Before it was adopted, we made this Plan available for public review and comment from \_\_\_\_\_ to \_\_\_\_\_ (minimum 45 days) and the resulting public input has been addressed and incorporated as

appropriate into this plan. These procedures for public participation have been formally enacted, reviewed and certified as being in compliance with all applicable federal rules and regulations.

We welcome additional comments about public participation and/or this plan. We will keep your comments on file and use them to evaluate and revise our public participation procedures in the future.

Please submit comments to:

Knoxville Regional TPO

400 W Main St, Suite 403

Knoxville, TN 37902

Phone: 865-215-3809

Fax: 865-215-2068

E-mail: [katie.habgood@knoxtrans.org](mailto:katie.habgood@knoxtrans.org)

Online: [www.knoxtrans.org](http://www.knoxtrans.org)

# APPENDIX A : Public Participation Tool Box

This appendix of the Public Participation Plan lists public participation tools, separating them into two categories — participation tools and information tools. The list of tools describes the core public involvement tools that the TPO uses for key products and other optional tools which the TPO may use to design a public outreach strategy for a specific project, planning process or program. This is a comprehensive list of the participation and information tools that can be used to involve citizens in transportation planning. It is not intended to imply that every project or plan will require all of these tools or that the TPO presently uses all of these methods.

## Meeting Types

### Public Hearings

These are public meetings used to solicit public comment on a project or issue being considered by the TPO. Hearings provide a formal setting for citizens to provide comments to the TPO or other decision-making body. They are recorded and transcribed for the record. All of the major TPO activities, such as the Transportation Improvement Program and the Long Range Transportation Plan, require a public hearing as part of the adoption process.

### Public Meetings

Public meetings are different from public hearings. Public hearings are regulatory requirements that provide a formal opportunity for the public to present comments and oral testimony on a proposed agency action. Public meetings, on the other hand, are less formal: there are no formal time limits on statements and the agency and/or the facilitator usually answer questions. The purpose of the meeting is to share information and discuss issues, not to make decisions. Due to their openness and flexibility, public meetings are preferable to hearings as a forum for discussing complex or detailed issues. Comments made during a public meeting do not become part of the official administrative record as they do during a hearing. Public meetings provide two-way communication, with community members asking questions and the agency/facilitator providing responses.

### Charrettes/Workshops

Workshops are seminars or gatherings of small groups of people, usually between 10 and 30, led by a small number

of specialists with technical expertise in a specific area. In workshops, participants typically discuss a specific project or design where citizens comment on proposed response actions and receive information on the technical issues associated with the project. Experts may be invited to explain certain aspects of the project. Workshops may help to improve public understanding and to prevent or correct misconceptions. Workshops also may identify citizen concerns and encourage public input. Workshops can also be setup as open houses. [See Availability Sessions/Open Houses.] These are public meetings that are generally open and informal, with information displays, handouts and project team members interacting with the public on a one-on-one basis; are usually set up on a drop-in basis, but may include short presentations and are used for wide range of TPO activities, from general to specific. The purpose is to provide project information to the public and to solicit public comment. An attendance record is kept and attendees are given the opportunity to sign up for the mailing list. Workshops can focus on a single site or topic area. These types of workshops may be by invitation, last one-half to one whole day and involve a site visit.

### Open Houses

Open houses are informal meetings in a public location where people can talk to involved officials on a one-to-one basis. The meetings allow citizens to ask questions and express their concerns directly to project staff. This type of gathering is helpful in accommodating individual schedules. These techniques can be set up to allow citizens to talk with representatives from all interested organizations. Citizens can find out more about all sides of a permitting issue through conversations with agency officials, facility staff and representatives of involved interest groups and civic organizations.

### Small Group Meetings

These are meetings with small groups that have an interest in projects such as planning studies. Meetings could be with homeowners or neighborhood groups, civic groups, special interest groups, or other groups of affected or interested parties. The meetings generally include a presentation by staff followed by a question/answer period. Staff follows up on questions and comments by responding back to the group and documenting the comments through meeting notes.

## Town Hall Meetings

These meeting formats are more informal than board meetings and allow open communication between the public and members of the representative organization. The main purpose of a Town Hall Meeting is to develop open communication between the members and those individuals who control the organization or committee.

## Participation Tools

### Citizen Advisory Committee

A local Citizen Advisory Committee (CAC) may be formed for TPO planning activities, either as a standing committee to be used on an ongoing basis or an ad hoc committee for a specific update or study. The CAC provides input from citizens representing potentially affected areas or special interest groups and can be used on an ad hoc or ongoing basis. Elected officials usually appoint the members of the CAC. Representatives of neighborhoods or groups with a vested interest are encouraged to be members of the CAC along with representatives of traditionally under-served groups.

### Comment Form

Comment forms are often used to solicit public comment on specific issues presented at a workshop, open house or other public meeting or hearing. Comment forms can be very general in nature or can ask for very specific feedback. For example, a comment form may ask for comments on specific alignment alternatives considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on websites to solicit input regarding the subject of the publication and/or the format of the publication or website.

### Contact Person

This is a designated staff member who is responsible for responding to questions and inquiries from the public and the media. The TPO may distribute lists of contact persons who are responsible for answering questions in certain topic areas. The TPO website lists the projects and issues that each staff person is responsible for, along with e-mail addresses and phone numbers.

### Internet Message Boards

Interactive message boards are used to facilitate discussion and solicit public comment regarding specific TPO projects or issues. The message board can be used for a

wide array of activities, from public input on an ongoing basis about TPO activities to specific studies and public comment periods on major TPO activities such as the regional transportation plan.

### Public Comment Period

These are designated time period in which citizens can formally review and comment on the agency's proposed course of action or decision. The public comment period begins with public notice, and public meetings are held within this timeframe, generally 30 days for most TPO activities.

### Speakers Bureau

This tool involves assembling and training a group of speakers available to make presentations upon request to committees, civic or interest groups and other organizations. Or, the TPO may proactively request agenda time to make such presentations. The format usually consists of a presentation, informational handouts and a discussion period. Attendees are given the opportunity to sign up for the mailing list. Speakers bureau presentations can be used for ongoing communication with key interested parties and part of concentrated outreach for large projects such as updating the Long Range Transportation Plan.

### Stakeholder and Community Interviews

Stakeholder and community interviews are informal, face-to-face or telephone interviews held with local residents, elected officials, community groups and other individuals to acquire information on citizen concerns and attitudes about a facility. Interviews are particularly helpful in situations where there is perceived controversy or there is potential to receive high levels of public interest. Information obtained through these interviews is typically used to assess the community's concerns and information needs and to prepare a public participation plan, which outlines a community-specific strategy for responding to the concerns identified in the interview process.

### Surveys, Questionnaires and Telephone Polls

Surveys are used when very specific input from the public is desired. An attitude and awareness survey can measure public awareness about transportation choices. Other uses for surveys include gathering information about daily travel patterns, gathering input on proposed strategies or alternatives and asking the public about the best way to involve them in transportation planning. Surveys may be

oral or written; used in person or by mail; and distributed either to specific segments of the community or to representative samples. Informal surveys can be a short questionnaire on the comment sheet, verbal at the sign-up table, or even asking meeting attendees a few questions to gauge the group's sentiment on an issue.

### Symposiums

The symposium is an intense, half to full day, in-depth session or series of sessions with an invited group of participants who represent a comprehensive cross-section of the community who have a vital interest in the project or process. A series of symposiums is a way to achieve sustained public involvement over the course of a long project. The symposium expedites the exchange of information amongst interest groups, public officials and staff. The format consists of in-depth presentations of technical material followed by discussion groups. The small group work can be designed to focus on a variety of things, such as brainstorming and ranking issues, or providing input on plan concepts and direction.

### Task Force

The task force is made up of invited participants with a high level of knowledge about transportation planning and a willingness to commit to what is usually an extended meeting or series of meetings. The work of the task force is in depth and often technical in nature, such as: identifying and evaluating strategies for achieving the goals and objectives of a specific plan; providing input on ways to reduce demand on the transportation system; and evaluating strategies for urban development that reduce the need to rely on the automobile. The task force requires a high level of involvement on the part of both participants and staff, but provides more extensive and in depth input than possible with outreach techniques that target the general public.

### Telephone Hotline

A telephone hotline is a toll-free (or local) telephone number people can call to ask questions and obtain information promptly about TPO activities. Some hotlines allow people to order documents. These numbers augment specific contact people and website information.

### Video Kiosk

This tool involves setting up a portable booth in an area with high pedestrian traffic, such as downtown or in a shopping mall, to gather public input. The booth would

have a video or computer so citizens could watch a short video, record answers to a set of questions or survey and/or record comments to provide input to decision-makers.

### Visual Preference Survey

The visual preference survey involves many citizens in a unique, interactive manner.

Participants rate images of development and facilities based on their initial reaction. A primary goal of this technique is to offer "regular citizens" a way to participate by evaluating the desirable and undesirable physical, visual and spatial features of transportation systems and development. A questionnaire obtains a demographic profile of the participants. Participation can be through a slide show or PowerPoint presentation at viewing events, rental videos, or cable television.

### Webcasting

Webcasting is part of a newer generation of internet technology that allows a viewer to choose from a list of news items and hear streaming audio and video presentations. A "player" is required, e.g. RealPlayer or Windows Media Player, in order to view or hear the material online. Webcasting is also called "netcasting," "Internet broadcasting," or "data broadcasting." Although webcasting is more associated with streaming video and audio, think of webcasting as full multimedia broadcasting. This technique can be used to broadcast public meetings, integrate animated graphics to help explain a concept, or add text to an audio presentation. These techniques are also beneficial for those who are sight or hearing impaired, as webcast presentations can be enhanced to meet the needs of all citizens.

### Website

General or project-specific websites offer an opportunity for public input that is flexible and not staff intensive. The general TPO site provides background information about the TPO, its activities, the transportation planning process and opportunities for the public to become involved. Websites can be used to display extensive information about individual projects such as major TPO activities like the Long Range Transportation Plan. The website can distribute study area maps, meeting announcements, descriptions of potential alternatives, comment forms, user surveys and project team contact information. The public may easily and on their own time schedule provide input through the TPO website.

## Information Tools

### Briefings

Briefings are useful for sharing information with key stakeholders, whether they are involved regulators, elected officials, or members of involved public interest or environmental groups. Briefings can be used to inform other stakeholders about the status of a project or corrective action; to provide them with materials such as technical studies; results of the technical field and community assessments; and engineering designs. These sessions are conducted in person and the briefings usually precede release of information to the media or occur before a public meeting. Briefing key stakeholders is particularly important if an upcoming action might result in political controversy.

### Community TV

Knox County maintains a public access cable channel that broadcasts select meetings, most frequently the TPO Executive Board and TPO Technical Committee meetings.

### Database and Distribution Lists

TPO staff maintains a master database of all contacts, both business and public, on a continuous basis. The database includes committee membership, mailing information, phone and fax numbers and, on a more limited basis, e-mail and Internet addresses. Mailing lists are both important databases and essential communication tools. Mailing lists ensure that concerned community members receive relevant information. The database is used for maintaining up-to-date committee membership lists, interested parties, special interest groups and homeowners association contacts and the newsletter mailing list. Mailing lists typically include concerned residents, elected officials, appropriate federal, state and local government contacts, local media, organized environmental groups, civic, religious and community organizations, facility employees and local businesses. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements. The database is used to enhance other public involvement activities.

### Direct Mailings

Direct mailings are used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings can be postcards, letters,

or fliers. An area may be targeted for a direct mailing because of potential impacts from a project. Mailings may announce project-specific meetings, public hearings, workshops, open houses, corridor studies, small-area studies, special events, or major activities.

### Display Ads

These ads are used to promote meetings that are not regularly scheduled, such as public workshops for the TIP, project specific meetings, or public hearings. They are published in the local section of the newspaper to reach a larger audience than those who typically read legal ads. However, display ads can be expensive.

### Door-to-Door Canvassing

Door-to-door canvassing is a way to collect and distribute information by calling on community members individually and directly. Public interest groups have long used such techniques and they also may be useful for facility owners as a way to gauge public interest during the community assessment stage. During these interactions, canvassers can field questions about activities, discuss concerns and provide fact sheets or other materials. Some citizens may want to find out more about the activity by signing up for mailing lists or by attending an upcoming event.

### E-Mail Address

Having an e-mail address makes it easier for citizens to contact the TPO with questions, requests for documents or other information and informal and formal comment. Staff monitors the inbox, responds and follows up further as appropriate to the nature of the contact.

### Exhibits, Displays, Signs and Bulletin Boards

A variety of exhibits and displays can provide general information, such as introducing a large project, or specific information, such as about proposed land use strategies. Locations for the displays include community workshops, public locations and public works days or similar events designed to attract the public. Signs can be a useful means of public notice, especially for residents and neighbors of the facility or planned facility. A sign on the site should be large enough so that passers-by, whether by foot or by vehicle, can read it. If few people are likely to pass by the site, consider posting the sign at the nearest major intersection. Another option is to place posters or bulletins on community bulletin boards (in community centers, town halls, grocery stores, on heavily traveled streets) where

people are likely to see them. The signs should contain the same information as a written or broadcast notice.

### Newsletters and Publications

Placing a notice in a newsletter distributed by a local government, a civic or community organization, neighborhood association, or in other free publications (e.g., a paper that highlights local or community activities) is a generally inexpensive way to target a specific audience or segment of the community. At the same time, some publications may not be appropriate for communicating information from your organization. By publishing information through a group that has a specific political interest or bias, your organization may be perceived as endorsing these views. Some segments of the affected community may rely on a free local flyer, magazine, independent or commercial newspaper to share information.

### Fact Sheets or Brochures

Fact sheets or brochures provide summary information regarding programs and projects. Fact sheets can be distributed at public meetings, on the website, at grocery stores and in public places such as libraries and community centers. The fact sheet or brochure should be brief, easy to read and understand, written for the eighth grade reading level, avoid acronyms and jargon and include graphics to help deliver the message.

### Information Repository

An information repository is a collection of documents related to an activity, program, or corrective action. A repository can make information readily available to people who are interested in learning about or keeping abreast of TPO activities in or near their community in greater detail. Websites are good resources for storing detailed information in an organized manner. An office accessible to the public is also an option for storing hardcopies of document, maps and multimedia resources. The information that goes in the repository can differ from case to case, depending on what information will be most useful according to the specifics of the case at hand. For instance, multilingual fact sheets and other documents will be most appropriate in situations where there are many non-English-speaking people in an affected community. Similarly, if the community needs assistance in understanding a very technical situation, then the agency and the facility should provide fact sheets and other forms of information that are more accessible to the non-technical reader.

### Legal Advertisements

State and federal transportation planning regulations require advertisement of any public meeting where a decision could be made or that may be attended by more than one elected official. The TPO advertises meetings of the Transportation Planning Organization Executive Board and the Transportation Planning Organization Technical Committee at least 14 days in advance. The ads include the time, place and sometimes agenda items for any regular, special, or emergency meeting, along with contact information.

### Newsletters

Newsletters, hard copy or e-mail, can be used for ongoing communication or for an as needed project-specific basis. Distribution can be general or targeted. The general mailing list includes interested parties, municipalities, media and other agencies. Each issue of the newsletter includes staff contact information, upcoming meeting schedules, the TPO website address, project highlights and other transportation-related news. The newsletter can be used to highlight major TPO projects or activities, such as the adoption of project priorities and report information regarding significant transportation issues, TPO awards and other one-time activities. The newsletter can be used to inform the public of upcoming decisions to be made by the TPO or other agencies, so that they have time to prepare meaningful comments prior to the decision being finalized.

### Posters and Flyers

Posters and flyers are used to announce meetings and events and are displayed at public places such as libraries, the interior of buses and community centers. They also may be inserted into another publication, such as a neighborhood newsletter. The announcement may contain a brief description of the purpose of the meeting, the time, location and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

### Press Releases and Press Kits

Press releases are statements that the TPO organization sends to the news media. They are used to announce public meetings or report the results of public meetings or studies. Press kits consist of a packet of relevant information for reporters.

### Public Service Announcements

Radio and television stations often broadcast, without charge, a certain number of announcements on behalf of

charities, government agencies and community groups. In particular, they are likely to run announcements of public meetings, events, or other opportunities for the public to participate. One drawback with a public service announcement is that you have no guarantee that it will go on the air.

### **Presentations: Videos and PowerPoint**

Videos and PowerPoint presentations can be used as informational tools and to document public involvement events. They can be broadcast on Community TV, shown at public involvement events such as workshops, shown to citizen groups, be part of presentation to public officials and used for speakers bureau presentations. These graphic tools are an effective way to stretch staff resources in making presentations and help generate interest in the topic.





# Appendix C: 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.

# Appendix D: Sample consultation communications

## Postcard text:

Your input is needed as we update our Public Participation Plan. As a stakeholder in regional transportation planning issues, your input is vital. We're seeking new and creative ways to shape the process in which the TPO engages all interested parties. Your input will be incorporated in transportation planning activities and the Long Range Transportation plan for the greater Knoxville region.

Please answer a few questions on our quick and easy survey at [www.knoxtrans.org](http://www.knoxtrans.org) by December 15, 2006. Many thanks!

## Letter:

We need your opinions.

The Knoxville Regional Transportation Planning Organization (TPO) is updating its Public Participation Plan. It is very important to our organization and to our resulting transportation plans that we seek out input and ideas from those that are interested and affected by transportation planning in the region.

The Public Participation Plan will guide how all new transportation plans and improvement programs are brought to the public for review and comment. Please use this opportunity to share with us what methods are working now, what might work better, what doesn't work at all and any other new ideas you think can increase the public's opportunities to be conveniently and actively involved in developing plans. How can the TPO share information and consult with the public most effectively?

Please let me know your thoughts by phone or email.

The Knoxville TPO is a public planning agency housed with the Metropolitan Planning Commission. Feel free to visit the TPO's website at [www.knoxtrans.org](http://www.knoxtrans.org) for more information.



# Appendix E: Public participation plan survey questions

This survey was used during December 2006. More than 800 direct mailings were sent to the interested parties in our database notifying them of the survey on the TPO website. Nearly 50 citizens participated in the survey.

In response to new federal regulations outlined in SAFETEA-LU, TPO is reviewing its Public Involvement Plan. Now called the Public Participation Plan, TPO intends to make necessary changes to this document that reflect the new SAFETEA-LU provisions. Most notably is the provision to develop this plan in consultation with "interested parties." TPO would like to gauge how all parties who participate in the transportation planning process feel about how best to promote and encourage public involvement throughout our process. The first step of this process includes distributing a survey to help evaluate current participation levels and define best practices for incorporation into the plan.

This survey will accomplish four goals: (1) recognize the current level of which the public participates; (2) identify the best practices for dissemination of information; (3) identify how public comment should be received, used and responded to; and (4) learn the public's perception of the TPO's current efforts to engage the public.

As a stakeholder in regional transportation planning issues, your input is vital and will shape the process in which TPO engages all interested parties and incorporates their input in transportation planning activities for the greater Knoxville region.

## 1. Which of the following best describes you or how you are involved in the development of regional transportation plans and programs? (MARK ALL THAT APPLY)

- Member of any TPO, municipal, county, state or federal committee
- Member of any transportation-related committee
- Representative of a non-profit organization
- Representative of a for-profit organization
- Employee of a transportation agency/department
- Government employee
- Non-government employee
- Elected official
- Interested citizen
- Other (please specify)

## 2. When do you become involved in transportation-related issues?

- I am never involved
- When the project or issue is of interest to me
- Only when the project or issue affects me personally
- Only when the project or issue affects me professionally
- Highly involved as an interested citizen
- Highly involved as required by my profession

**3. At what point in the planning process would you prefer to be engaged?**

- Prior to the development of the plan
- During the development of the plan
- After a draft plan has been developed
- Throughout the entire process
- Other (please specify)

**4. Do you wish to be more involved in transportation issues?**

- Yes                                       No                                       Maybe

**5. Which of the following affects your level of participation? MARK ALL THAT APPLY**

- I would like to participate but do not know how
- The locations of meetings are not accessible to me
- I do not have enough time or the meeting times are inconvenient
- I do not receive enough information to comment or know when to comment
- I do not find participation useful or important
- Other (please specify)

**6. PLEASE RANK the effectiveness of the following notification methods that TPO currently uses to notify you about transportation issues, including solicitation for public comment, meeting notices, upcoming studies and plans, etc. (1=most effective; 7=least effective)**

	1	2	3	4	5	6	7
TPO website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mailings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Television advertisement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newspaper advertisement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet advertisement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone calls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**7. Are there other notification methods you would like to see TPO use?**

**8. PLEASE RANK your preferred methods for submitting comments/questions to TPO about projects and plans. (1=most effective; 5=least effective)**

	1	2	3	4	5
Submit comments via TPO's website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Submit comments by e-mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Submit comments by standard mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comment at a public meeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone—speak directly to a TPO employee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**9. Are there other methods you would like to use to submit comments and/or questions to TPO?**

**10. PLEASE RANK your preferred methods for TPO to respond to your comments/questions. (1=most effective; 5=least effective)**

	1	2	3	4	5
Via the same method that the comment or question was made	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
By mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
By phone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discuss at an appropriate meeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Within the plan or document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**11. Are there other methods of responding to your questions that you would like to see TPO use?**

**12. How much time is necessary for public review and comment for updates and major amendments to each of the primary transportation plans and projects for which TPO is responsible? (Long-Range Transportation Plan, Transportation Improvement Plan, Public Participation Plan, Unified Planning Work Program)**

- 7 days
- 15 days
- 30 days
- 45 days
- 60 days
- Other (please specify)

**13. How should TPO release public comments? MARK ALL THAT APPLY**

- Final plans and project reports should include a section for public comments and/or a comment summary
- Comments should be documented and available for review upon request, but NOT included in final plans or reports
- Comments should be released at working sessions and committees
- Comments should be released at public meetings
- Other (please specify)

**14. How would you grade the effectiveness of TPO's method for informing the public of opportunities for participation in developing transportation projects and plans?**

- Not sure     Poor     Fair     Adequate     Good     Very good

**15. How would you grade the effectiveness of TPO's method of releasing project information to people who are (or might be) affected by transportation plans or projects for which TPO is responsible?**

- Not sure     Poor     Fair     Adequate     Good     Very good

Thank you for you input. To complete this survey, click on the "Done" button. Your browser will be redirected to the TPO website.



# Appendix F: TPO/TDOT 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 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.

## Contact List of State and Federal Agencies

Corps of Engineers, Nashville District  
Lieutenant Colonel Steven J. Roemhildt  
District Engineer  
US Army Corps of Engineers  
Nashville District  
P.O. Box 1070  
Nashville, TN 37202-1070  
Phone: (615) 736-7161

Corps of Engineers, Memphis District  
Colonel Charles O. Smithers III  
Commander  
US Army Corps of Engineers  
Memphis District  
167 North Main Street  
Memphis, TN 38002  
Phone: (901) 544-3222

US Fish and Wildlife Service  
Mr. Lee Barclay  
Field Supervisor  
Tennessee Field Office  
US Fish and Wildlife Service  
446 Neal Street  
Cookeville, TN 38501  
Phone: (931) 528-6481 ext. 212

US EPA, Region 4  
Mr. J. I. Palmer, Jr.  
Regional Administrator  
United States Environmental Protection Agency  
Region 4  
Sam Nunn Atlanta Federal Center  
61 Forsyth Street, SW  
Atlanta, GA 30303-8960  
Phone: (404) 562-8357

Heinz Mueller  
Regional NEPA Coordinator  
United States Environmental Protection Agency  
Region 4  
Sam Nunn Atlanta Federal Center  
61 Forsyth Street, SW  
Atlanta, GA 30303-8960  
Phone: (404) 562-9611

Tennessee Valley Authority  
Tom Kilgore  
President and Chief Executive Officer  
Tennessee Valley Authority  
400 West Summit Hill Drive  
Knoxville, TN 37902-1499  
Phone: (865) 632-2101

Jon M. Loney  
Senior Manager  
NEPA Administration  
Tennessee Valley Authority  
400 West Summit Hill Drive  
Knoxville, TN 37902-1499  
Phone: (865) 632-3012

National Park Service  
Ms. Pat Hooks  
Regional Director  
Southeast Regional Office  
National Park Service  
100 Alabama Street SW  
1924 Building  
Atlanta, GA 30303  
Phone: (404) 562-3100

Philip Campbell  
Unit Manager  
National Park Service  
Obed Wild and Scenic River  
PO Box 429  
208 N. Maiden Street  
Wartburg, TN 37887

Reed Detring  
Superintendent  
National Park Service  
Big South Fork National Recreation Area  
4564 Leatherwood Road  
Oneida TN 37841

Stuart Johnson  
Superintendent  
National Park Service  
Stones River National Battlefield  
3501 Old Nashville Hwy  
Murfreesboro, TN 37129

Phil Francis  
Asst. Superintendent  
National Park Service  
Great Smoky Mountains National Park  
107 Park Headquarters Road  
Gatlinburg, TN 37738

Stennis Young  
Asst. Superintendent  
National Park Service  
Natchez Trace Parkway  
2680 Natchez Trace Parkway  
Tupelo, MS 38804

USDA Forest Service  
Charles L (Chuck) Myers  
Regional Forester  
USDA Forest Service  
Region 8 (Southern Region)  
1720 Peachtree Road NW  
Atlanta, GA 30309  
Phone: (404) 347-4177

Keith Sandifer  
Sail, Water, Air, Planning Staff Officer  
USDA Forest Service  
Cherokee National Forest  
2800 N. Ocoee St.  
Cleveland, TN 37312

Bill Lisowsky  
Forest Supervisor  
USDA Forest Service  
Land Between the Lakes  
100 Van Morgan Drive  
Golden Pond, KY 42211

US Coast Guard  
Rear Admiral Joel R. Whitehead  
District Commander  
Eighth Coast Guard District  
Hale Boggs Federal Building  
500 Poydras Street  
New Orleans, LA 70130  
Phone: (504) 589-6298

Roger Wiebusch  
Bridge Administrator  
Eighth Coast Guard District  
Bridge Branch  
1222 Spruce Street  
St. Louis, MO 63103-2398  
Phone: (314) 539-3900 Ext. 2378

Tennessee Department of Environment and Conservation  
Jim Fyke  
Commissioner  
Tennessee Department of Environment and Conservation  
L&C Annex, 1st Floor  
401 Church Street Nashville, TN 37243  
Phone: (615) 532-0109

Paul Sloan  
Deputy Commissioner  
Tennessee Department of Environment and Conservation  
L&C Annex, 1st Floor  
401 Church Street Nashville, TN 37243  
Phone: (615) 532-0109

TDEC Air Resources – Tracy Carter, Senior Director  
TDEC Land Resources – Chuck Head, Senior Director  
TDEC Water Resources – David Draughon, Senior  
Director  
TDEC Environmental Field Offices – Brenda Apple,  
Senior Director  
TDEC Parks and Conservation Operations – Mike  
Carlton, Assistant Commissioner

Tennessee State Historic Preservation Office  
E. Patrick McIntyre, Jr.  
Executive Director  
TN Historical Commission, State Historic Preservation  
Office  
Clover Bottom Mansion  
2941 Lebanon Road  
Nashville, TN 37243-0442  
Phone: (615) 532-1550

Tennessee Wildlife Resources Agency  
Gary Myers  
Executive Director  
Tennessee Wildlife Resources Agency  
Ellington Agricultural Center  
440 Hogan Road  
Nashville, TN 37204  
Phone: (615) 781-6552