
Transportation Technical Director Report

Transportation Projects and Planning Highlights

For more information, please contact Pong Wu (pwu@rcrpc.org)

02/12/2024

Dear Committee Members:

Following are highlights of transportation projects and transportation planning activities prepared for reporting to the honorable and distinguished committee members:

Ongoing Transportation Planning Activities & Updates:

1. 2025-2050 Long-Range Transportation Plan

We are in the process of developing the 2025-2050 Long-range Transportation Plan for the MPO Planning region. The 2025-2050 Long-Range Transportation Plan, called "Our Future Starts with You", is a comprehensive "blueprint" for the RCRPC region's transportation improvements aimed at meeting mobility needs through the next 20+ years.

Public involvement is crucial in the 2025-2050 LRTP update! Please get involved. You are the transportation system users and all the decisions made will affect your everyday life. Your input will provide recommendations that reflect real world solutions to improve the overall quality of life for you and other residents in the region. We are currently working with our consultant to schedule dates of a series of public meetings and online surveys for recruiting input on transportation investment priorities. We encourage you to visit the 2025-2050 LRTP website at: <https://www.rcrpc.org/regional-transportation-plan> to get updates on the plan development process and provide comments; attend the public meetings to talk to the RCRPC Transportation Planners about the transportation improvements, and sending emails on any comments that you have to Mr. Pong Wu, Transportation Technical Director, at pwu@rcrpc.org or consultant at proth@structurepoint.com.

2. The Federal-Aid Roadway System Review and 2020 Census Urban Area Boundary Adjustment

Every 10 years the highway Functional Classification system in Ohio is reviewed following the decennial census. Prior to determine the highway FC system, the review starts with smoothen the census Urban Area Boundaries by make some necessary adjustment to the 2020 Census Urban Area Boundary.

This review is important because Federal-Aid Eligibility for a road is determined by a combination of urban area and functional class designations. Since urban area boundaries change after every census, a review needs to be performed so that federal aid funds can be distributed appropriately. The timeline* for this important review is listed below:

- **September 1, 2023, to June 30, 2024:** ODOT coordinates with MPOs, RTPOs, County Engineers, and ODOT District Offices to revise Urban Area Boundaries.
- **July 1 to October 31, 2024:** FHWA reviews modified boundaries.
- **November 1, 2024, to August 31, 2025:** ODOT coordinates with MPOs, RTPOs, County Engineers and ODOT District Offices to revise Functional Classification and NHS.
- **September 1 to December 20, 2025:** FHWA Reviews Functional Class and NHS changes.
- **December 31, 2025:** ODOT posts final Functional Class and NHS classifications on ODOT's website.

* This timeline is for estimating purposes only and is subject to change.

3. Planning and Study Projects Update

- a. Pavement Survey and Condition Project will be done in May 2024. A presentation on the results from the survey and the developed dashboard is scheduled for TAC and FC meetings in May 2024.
- b. The City of Mansfield is working with consultant for the SR-13 & Railroad Crossing Improvement Project and is in good progress.
- c. The Before and After Study for Roundabout at Cook Rd. and Mansfield Lucas Rd. is in good progress, the initial crash study indicated the total number of crashes for the whole 2023 dropped about the half which possibly due to the reduction of the conflict points. For detailed analysis, ODOT is currently helping to gather the historical traffic data information for this intersection from both INRIX and Streetlights.
- d. 2024- 2027 TIP Projects, Cooperated with ODOT for related modifications and project update.
- e. Public Participation Plan Update for 2025-2050 LRTP

4. The transportation Unified Planning Work Program (UPWP) for the FY2025 OWP

As planning task, we are currently working on the preparation of FY2025 OWP (7/1/2024-6/30/2025). Similar to the Transportation Program in the FY2024 OWP, the transportation program in the FY2025 OWP will continue to include necessary planning analysis and study projects for the region. Currently the projects to be considered for the FY2025 includes: **a)**-MPO Traffic/Transportation monitor program and Locations for Traffic Counts; **b)**-Regional Freight Study and Plan; **c)**-Biennial Regional Five-Year Crash Analysis & Report (2018-2022); **d)**-Regional Active Transportation (Bike/Ped) Plan; **e)**-Multiple Transportation Study Projects Received via the Call for FY25 Projects, etc.. The draft FY2025 OWP will be provided to the Executive Committee and TAC for review and comments and, the final draft to the Full Commission (Coordination Committee of the Continuing Comprehensive Land Use and Transportation Program) for an approval in May 29, 2024.

5. Federal Agencies and ODOT Joint Review Meeting on February 28th.

As part of the transportation planning process, the Federal Agencies and ODOT will conduct a joint transportation planning and progress review with MPO every even year. It evaluates and makes sure that the MPO transportation planning process meets the Federal planning requirements. Documents and related transportation information done during the last two years will be prepared and presented at the joint review meeting on 2/28.

6. Administrative Modifications for the following 2024-2027 TIP Projects Were Processed

- PID 117965 RIC US 0042 04.15 (Lexington);
- PID 118245 Millsboro Trail (Mansfield);
- PID 113325 RIC-13 11.1 Major Rehab

Sincerely,

Pong Wu

Pong Wu
Transportation Technical Director
RCRPC



RICHLAND COUNTY REGIONAL PLANNING

Richland County Regional Planning Commission TECHNICAL ADVISORY COMMITTEE MEETING

16 N Walnut St, Mansfield, OH
February 12th 2024, **Monday @ 2:00pm**

AGENDA

1. Roll Call Bob Bianchi
2. Approval of Minutes of the TAC Meeting on October 10th , 2023 Bob Bianchi
3. Resolutions Pong Wu
 - 1) Resolution 24-07 Supporting ODOT CY24 Safety Performance Measures
 - 2) Resolution 24-08 Adopting the Adjusted Urban Area Boundaries
 - 3) Resolution 24-09 Adopting 2024 Public Participation Plan (PPP)
4. For Information (Transportation Planning & Project Updates) Pong Wu
 - A. Current Project Updates Pong Wu
 - 1) 2025-2050 LRTP Updates (Public Involvement Process will start in April)
 - 2) Update 2024 Public Participation Plan (PPP)
 - 3) SR13 & Railroad at Grade Crossing Bob Bianchi
 - 4) FY 2025 2024-2027 TIP Projects Adam
 - 5) Roundabout Before/After Analysis
 - 6) Pavement Survey Project Update
 - B. Projects to be Considered in UPWP for FY 2025 OWP (7/1/2024 – 6/30/2025) Pong Wu
 - 2025-2050 LRTP Update Project (Continues)
 - Traffic Monitoring Program (list of fixed counting locations will be created)
 - Biennial Regional Safety Analysis & Report (2018-2022)
 - RCRPC Freight Study and Plan
 - Regional Active Transportation (Bike/Ped) Plan
 - Projects Received via Call for Project Study
 - Prepare the Document for Procurement of Consultant Services & the Cost of the Transportation Professional Service is Equal or Less Than \$50,000
5. Other Transportation Issues from the floor and comments Bob Bianchi
6. Adjournment (Next TAC Meeting, May 13th Monday @ 2:00 pm)

This meeting is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition of the Chairperson. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact the RCRPC/MPO 48 hours prior to the meeting by calling (419) 774-5684, or email to rcrpc@rcrpc.org. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person desiring to have an item placed on the agenda shall make a request in writing with a description and summary of the item, to the RCRPC/MPO Transportation Technical Director or MPO Chairman 14 days prior to the date of the next scheduled meeting of the MPO.

Richland County Regional Planning Commission
TECHNICAL ADVISORY COMMITTEE MEETING

16 N Walnut St, Mansfield, OH

October 10th 2023, **2:00pm**

AGENDA

Mr. Jason Burgholder, TAC Chairperson, called the MPO TAC meeting to order at 2:00 p.m. Mr. Jason Burgholder asked for roll call and quorum was confirmed.

1. Roll Call

Jason Burgholder

Technical Advisory Committee	Present	Chair * / Vice Chair	Present
Adam Gove	X	Bob Bianchi *	
Bob Bianchi		Jason Burgholder	X
Jason Burgholder	X	TAC - Attendee	
Jason Larson		Sam Granato	X
Jeff Kennedy	X	Adam Hill-Warren	X
Jennifer Gray		Angel Pelfrey	
Jodie Perry		Betsy Chapman	X
Joe Gies	X	Jason Werner	X
Larry Weirich	X	Jotika Shetty	X
Scott Ockunzzi	X	Keith Amstutz	
Randy Hutchinson/Kris Knapp	X	Pong Wu	X
Patrick Schwan	X	Steve Shepherd	

2. 1). Approval of Minutes of the TAC Meeting on August 8th , 2023

Jason Burgholder

Motion to approve the August 8, 2023 minutes was made by Patrick Schwan, seconded by Joe Gies, motion approved unanimously.

2). Approval of Minutes of the Special Joint Meeting on Sep. 13th 2023

Motion to approve the minutes for the Special Joint Meeting on September 13, 2023 was made by Patrick Schwan, seconded by Adam Gove, motion approved unanimously.

3. Resolution Pong Wu
- 1) Resolution 24-04 FY2023 OWP Completion Report
Annual Transportation planning tasks/operation
Routine jobs that need completed each year
Change President name from Joe Gies to Deanna West-Torrence
 - 2) Resolution 24-05 FY2023 Federal Obligated Projects
Federal dollars spent in our region on transportation projects
\$23 million invested in our region in FY23
Change President name from Joe Gies to Deanna West-Torrence
 - 3) Resolution 24-06 Contract for MPO LRTP Update
Long Range Transportation plan contract
Interview tomorrow with consultant on the project from 1pm-3pm

Motion to approve Resolutions 24-04 – 24-06 with corrections was made by Randy Hutchinson, seconded by Larry Weirich, motion approved unanimously.

4. For Information (Transportation Planning and Highlights) Pong Wu
- 1) **Presentation1:** Preventive Maintenance Program on State Routes Scott Ockunzzi
 - RIMR – Roadway Inventory Maintenance Responsibilities lays out laws and who is responsible for upkeep on state routes
 - Slideshow with information on presentation can be found on TAC Presentations Google Drive
 - Discussion was had on what information should be presented at the Full Commission meeting on November 1st.
 - Joe Gies asked about the maintenance in regards to villages (i.e. Bellville) – resurfacing is always ODOT but patches/routine maintenances are always the responsibility of the village – could be negotiated through mutual agreement to supersede the routine
 - 2) **Presentation2:** LRTP Update – Base Year Regional Data & TDM Sam Granato, Pong Wu
 - ODOT is going to help us with modeling for the Long Range Plan
 - Modeling travel demand and patterns in Richland County
 - Slideshow with information on presentation can be found on TAC Presentations Google Drive
 - 3) New Version of MOVES4 Available: This modeling program is released jointly by EPA and FHWA for transportation emission analysis. Besides on the transportation conformity analysis, it is also a good program for MPO to estimate the benefit of the savings of auto emissions, such as GHG, NOx, VOC, CO2, etc., from various transportation improvement projects, such as sidewalk, complete street, transit, congestions, etc. when applying for the federal discretionary funds. The program allows the analysis at County level. The RCRPC will be available to help out if there is a need from the community.
 - 4) Welcome Mr. Jason Werner, AICP, who is a new addition for the GIS and planning.

5. Other Transportation Issues from the floor and comments

Jason Burgholder

- a. Pavement Assessment Criteria
 - a. Includes sidewalks, street signs, and pavement walkings
 - b. Adam asked everyone to take a quick glance at the criteria to make sure there is nothing glaring that needs attention
 - c. This data is coming from a traffic camera
 - d. Anything you want changed or added to the evaluation by Friday so the adjustments can be made
 - e. There will be some onsite review and having someone available for these would be helpful
 - f. We will start getting small pieces at a time to start spot checking
 - g. If you have someone who wants to be involved in how the data will look and be used, let Adam/Pong know
- b. Consultant Interview
- c. Park is finally complete and will have an opening ceremony (Joe Gies - Shelby)
- d. Professional development has been paused since COVID – could be started up again pending scheduling issues. LTAP has a few series/monthly courses where they are willing to send out people for trainings (Jotika/Pat)
- e. Sidewalk project has started – tree removal/pole relocation (Larry Weirich)
- f. Any project less than \$50,000 does not have to go through application process (Pong) – combine with county publication (Adam Gove) that comes out in January.

6. Adjournment

Motion to adjourn meeting was made by Joe Gies, seconded by Adam Gove, motion approved unanimously.

This meeting is open to the public and citizen input is encouraged. Any person wishing to speak on any scheduled item may do so upon recognition of the Chairperson. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact the RCRPC/MPO 48 hours prior to the meeting by calling (419) 774-5684, or email to rcrpc@rcrpc.org. The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and Related Statutes. Any person desiring to have an item placed on the agenda shall make a request in writing with a description and summary of the item, to the RCRPC/MPO Transportation Technical Director or MPO Chairman 14 days prior to the date of the next scheduled meeting of the MPO.



RESOLUTION 24-07

OF THE COORDINATING COMMITTEE OF THE CONTINUING COMPREHENSIVE LAND-USE AND TRANSPORTATION PROGRAM FOR RICHLAND COUNTY, OHIO

A RESOLUTION SUPPORTING ODOT ESTABLISHED STATEWIDE PERFORMANCE MANAGEMENT TARGETS

WHEREAS, the Coordinating Committee of the Continuing Comprehensive Land-Use and Transportation Program of the Richland County Regional Planning Commission who is designated as the Metropolitan Planning Organization (MPO) for the Mansfield urbanized area by the Governor acting through the Ohio Department of Transportation (ODOT) in cooperation with locally elected officials of Richland County; and

WHEREAS, Federal Rule 23 CFR 490 requires states to establish five performance measures and set target for those measures to demonstrate fatal and serious accident reductions on all public roads.

WHEREAS, ODOT has established five Safety Measures and have set a target of 2% reduction in all five categories.

CY 2024 STATEWIDE SAFETY PERFORMANCE MEASURES	
Performance Measure	CY 2024 Target*
Number of Fatalities	1,172
Fatality Rate (per 100M VMT)	1.05
Number of Serious Injuries	7,270
Serious Injury Rate (per 100M VMT)	6.51
Number of Nonmotorized Fatalities and Serious Injuries	835
* This target value baseline is (2018-2022) five-year rolling annual average	
CY = Calendar Year.	

WHEREAS, MPOs must establish targets for their respective areas or adopt a resolution supporting ODOT in achieving the state targets; and

WHEREAS, Richland County Regional Planning Commission agrees to plan and program projects that will contribute toward the achievement of these targets

NOW, THEREFORE, BE IT RESOLVED THAT, the Coordinating Committee of the Continuing Comprehensive Land Use and Transportation Program for Richland County:

Approves supporting ODOT’s CY’s 2024 Safety Performance Measure targets as identified.

Certification:

The foregoing resolution was approved by the Coordinating Committee of the Continuing Comprehensive Land-Use and Transportation Program of the Richland County Regional Planning Commission at its regular meeting held on February 28, 2024.

By:

Attest:

Deanna West-Torrence
President

Date

Jotika Shetty
Executive Director/Secretary

Date



RESOLUTION 24-08

OF THE COORDINATING COMMITTEE OF THE CONTINUING COMPREHENSIVE
LAND-USE AND TRANSPORTATION PROGRAM FOR RICHLAND COUNTY, OHIO

**A RESOLUTION ADOPTING ODOT ESTABLISHED
ADJUSTED URBAN AREA BOUNDARIES CONFORMING TO THE 2020 US CENSUS**

WHEREAS, the Coordinating Committee of the Continuing Comprehensive Land-Use and Transportation Program of the Richland County Regional Planning Commission who is designated as the Metropolitan Planning Organization (MPO) for the Mansfield urbanized area by the Governor acting through the Ohio Department of Transportation (ODOT) in cooperation with locally elected officials of Richland County; and

WHEREAS, on December 28, 2022, the U.S. Census Bureau released revised urban area boundaries for the Region based on the results of the 2020 Census; and

WHEREAS, the Federal Highway Administration (FHWA) requests states and MPOs to adjust and smooth urban area boundaries to determine the federal-aid urbanized area and maintain consistency with highway functional classifications; and

WHEREAS, Title 23 CFR 450.312 requires that the boundaries of a Metropolitan Planning Area (Study Area) encompass the entire existing urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period to be processed in the next phase; and

WHEREAS, In consistent with the declaration of these provisions, the Richland County Regional Planning Commission, in cooperation with the Ohio Department of Transportation (ODOT), agree with the adjusted (smoothed urban area boundaries based on the results of the 2020 U.S. Census; and

NOW, THEREFORE, BE IT RESOLVED THAT, the Coordinating Committee of the Continuing Comprehensive Land Use and Transportation Program for Richland County:

Approves the 2020 adjusted boundaries of Mansfield Urbanized Area, Shelby Urban Area within the Richland County and the boundaries of Galion, Crestline and Willard Urban Areas.

Certification:

The foregoing resolution was approved by the Coordinating Committee of the Continuing Comprehensive Land-Use and Transportation Program of the Richland County Regional Planning Commission at its regular meeting held on February 28, 2024.

By:

Attest:

Deanna West-Torrence
President

Date

Jotika Shetty
Executive Director/Secretary

Date



RESOLUTION 24-09

OF THE COORDINATING COMMITTEE OF THE CONTINUING COMPREHENSIVE
LAND-USE AND TRANSPORTATION PROGRAM FOR RICHLAND COUNTY, OHIO

A RESOLUTION ADOPTING 2024 PUBLIC PARTICIPATION PLAN (PPP)

WHEREAS, the Coordinating Committee of the Continuing Comprehensive Land-Use and Transportation Program of the Richland County Regional Planning Commission who is designated as the Metropolitan Planning Organization (MPO) for the Mansfield urbanized area by the Governor acting through the Ohio Department of Transportation (ODOT) in cooperation with locally elected officials of Richland County; and

WHEREAS, The Metropolitan Planning Organization, in cooperation with the member entities and the Ohio Department of Transportation (ODOT) have developed/updated the Public Participation Plan (PPP) that guides the public involvement activities conducted by the RCRPC MPO pursuant to 23 CFR 450.316; and

WHEREAS, the plan seeks to be inclusive to all community members and to encourage active public participation in assisting the MPO to identify and provide input on transportation issues, programs, and projects at every stage of the MPO's planning process; and

WHEREAS, specific public involvement procedures are identified within this Plan for various MPO activities. Every effort is made to reach and encourage participation by all persons, including traditionally underserved populations, low-income persons, minority households, person with Limited English Proficiency (LEP), and person with disabilities; and

NOW, THEREFORE, BE IT RESOLVED THAT, the Coordinating Committee of the Continuing Comprehensive Land Use and Transportation Program for Richland County:

Approves the 2024 Public Participation Plan (PPP)

Certification:

The foregoing resolution was approved by the Coordinating Committee of the Continuing Comprehensive Land-Use and Transportation Program of the Richland County Regional Planning Commission at its regular meeting held on February 28, 2024.

By:

Attest:

Deanna West-Torrence
President

Date

Jotika Shetty
Executive Director/Secretary

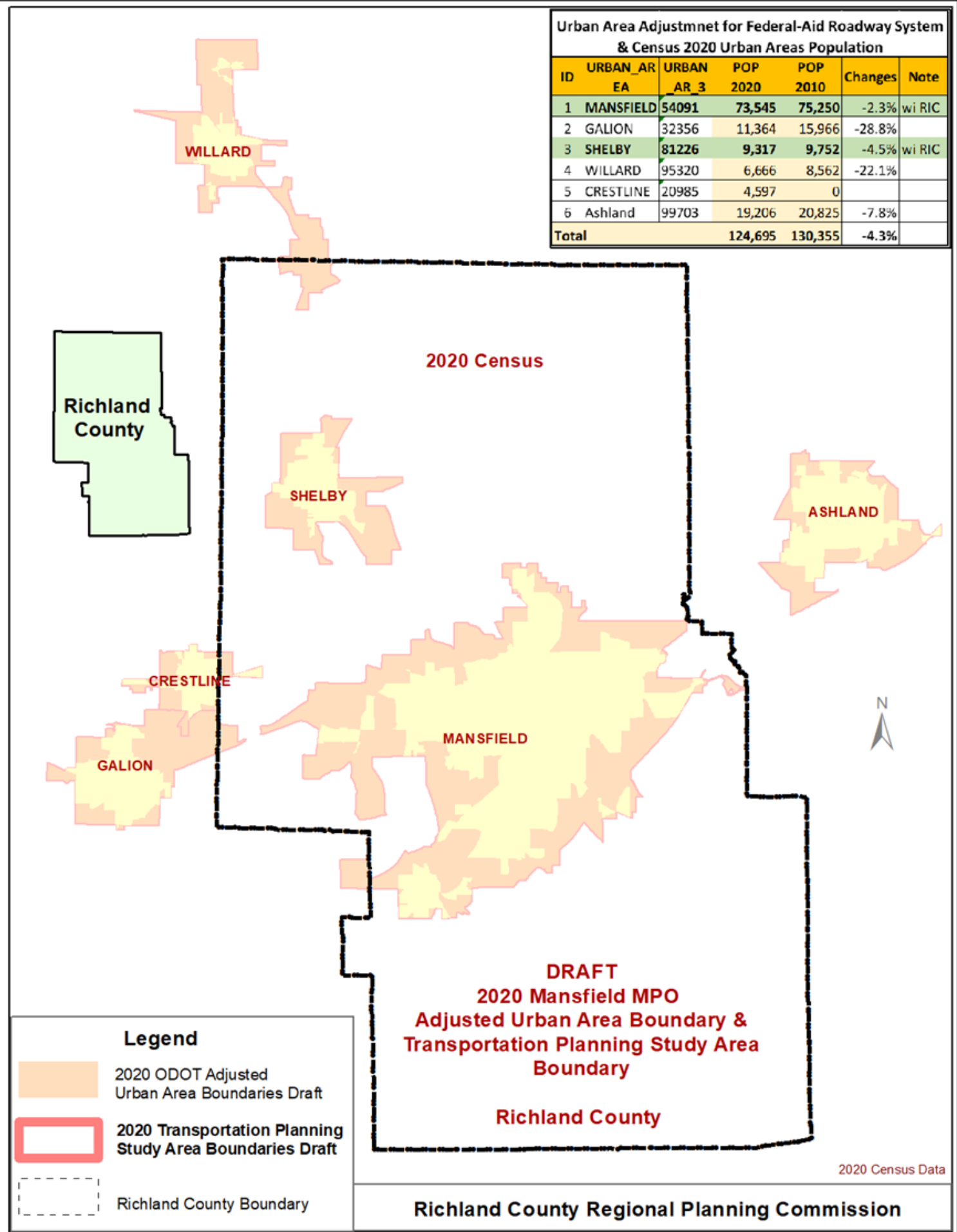
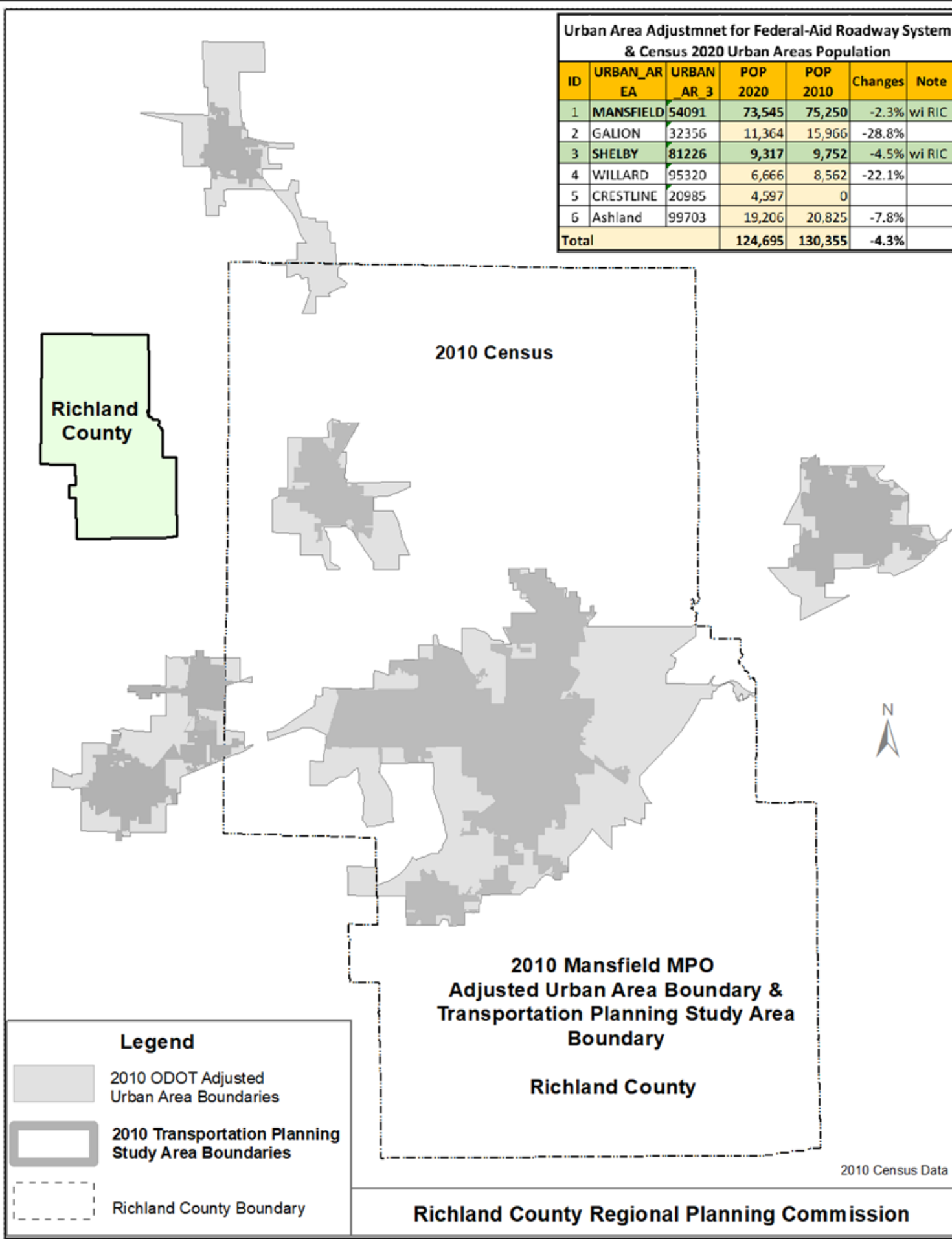
Date

Urban Area Adjustmnet for Federal-Aid Roadway System & Census 2020 Urban Areas Population

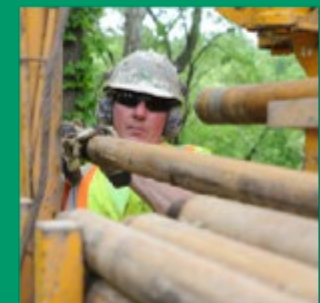
ID	URBAN_AR EA	URBAN AR 3	POP 2020	POP 2010	Changes	Note
1	MANSFIELD	54091	73,545	75,250	-2.3%	wi RIC
2	GALION	32356	11,364	15,966	-28.8%	
3	SHELBY	81226	9,317	9,752	-4.5%	wi RIC
4	WILLARD	95320	6,666	8,562	-22.1%	
5	CRESTLINE	20985	4,597	0		
6	Ashland	99703	19,206	20,825	-7.8%	
Total			124,695	130,355	-4.3%	

Urban Area Adjustmnet for Federal-Aid Roadway System & Census 2020 Urban Areas Population

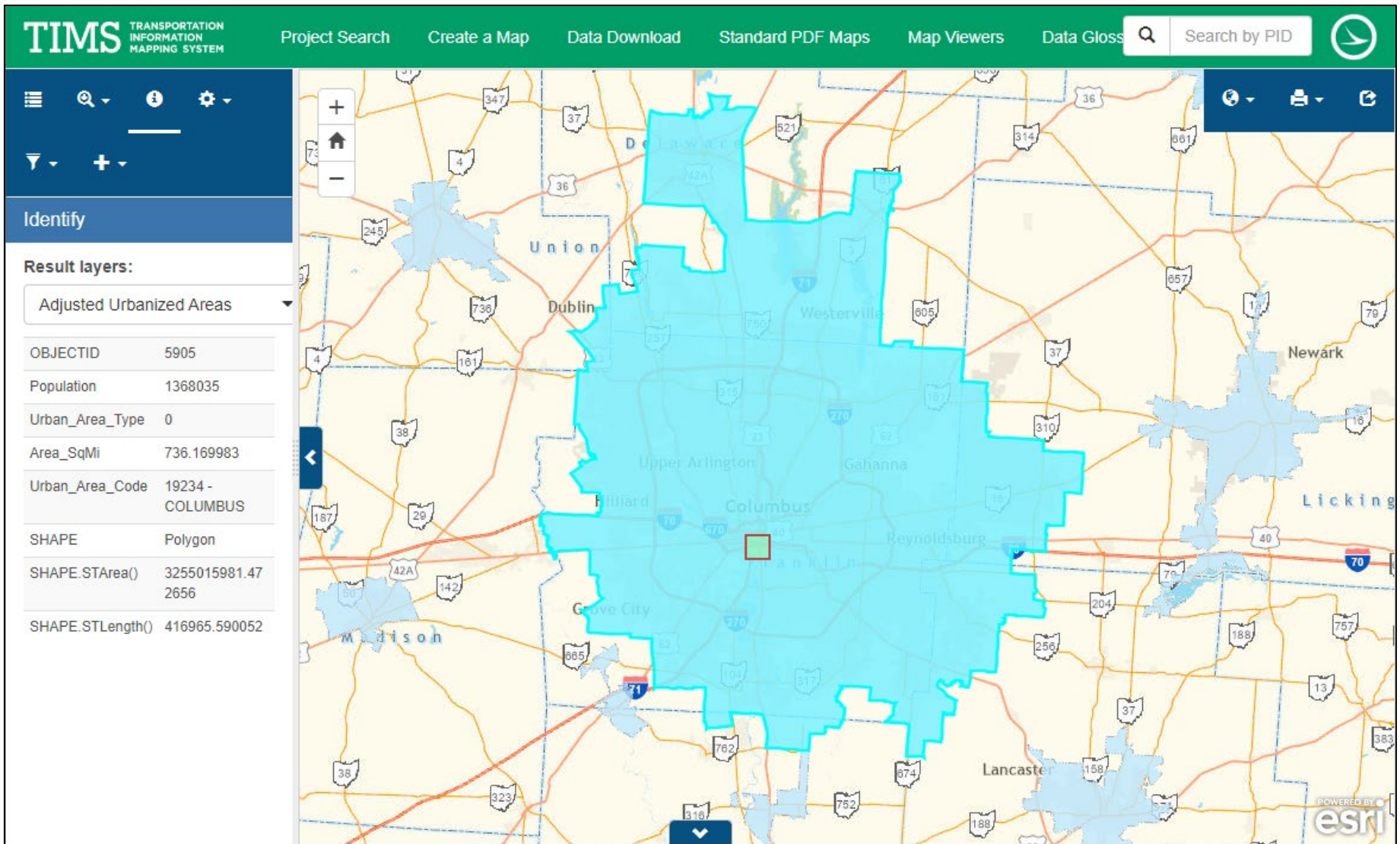
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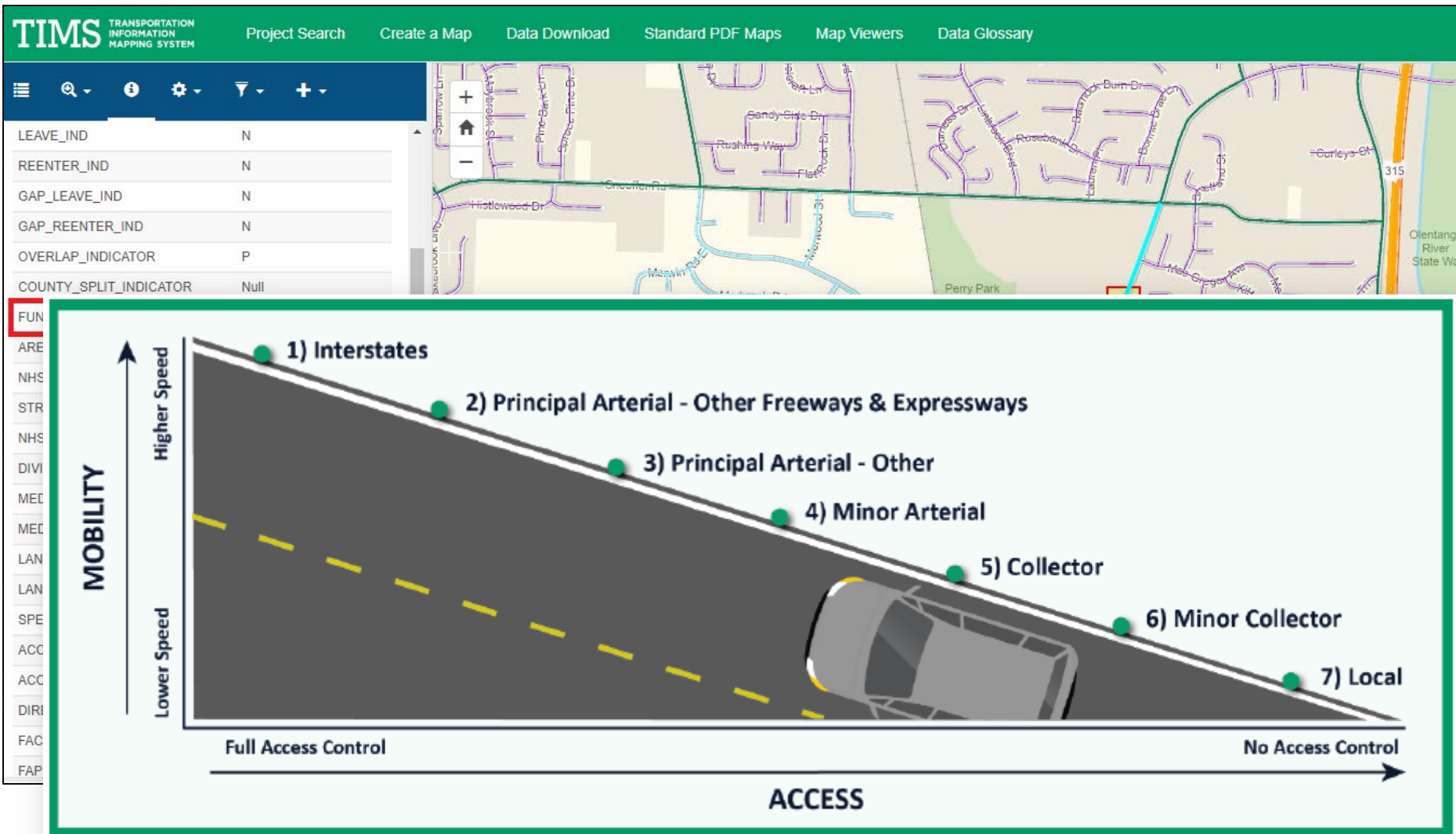
ODOT URBAN AREA BOUNDARY AND FUNCTIONAL CLASSIFICATION REVIEW



URBAN AREA BOUNDARIES



FUNCTIONAL CLASSIFICATION



PROJECT TIMELINE

- **September 1st, 2023, to June 30th, 2024**
 - Adjusted Urban Area Boundary Review
- **July 1st to October 31st, 2024**
 - FHWA Reviews Adjusted Urban Area Boundary
- **November 1st, 2024, to August 31st, 2025**
 - Functional Classification Review
- **September 1st to December 20th, 2025**
 - FHWA Reviews Functional Class Changes
- **December 29th, 2025**
 - ODOT Published Final Functional Class/NHS

ODOT PROJECT WEBSITE

<https://www.transportation.ohio.gov/programs/technical-services/transportation-information-management/ubafc>

The screenshot shows the ODOT website page for "Urban Area Boundary and Functional Class/NHS Review". The page features a green header with navigation links: "WHAT IS ODOT? ABOUT US", "ALL ABOUT TRAVELING", "ODOT PROJECTS", "KNOW OUR PROGRAMS", and "DOING BUSINESS". A search bar and location input field are also present. The main content area includes a breadcrumb trail, a title "Urban Area Boundary and Functional Class/NHS Review", a date "June 06, 2023 | ODOT", and a description of the review process. A "Timeline*" section lists key dates from September 2023 to December 2025. On the right, there are sections for "Share this" (with social media icons), "Contacts" (listing Erin Westfall and Amy Bosworth), and "External Resources" (with various links to related documents and FAQs). A left sidebar contains navigation links for "Technical Services", "HOME", "TRANSPORTATION INFORMATION MANAGEMENT", "TRAFFIC MONITORING", and "HIGHWAY INFRASTRUCTURE MANAGEMENT".

ODOT / Know Our Programs / Technical Services / Transportation Information Management / Urban Area Boundary and Functional Class/NHS Review

Urban Area Boundary and Functional Class/NHS Review

June 06, 2023 | ODOT

The Ohio Department of Transportation (ODOT) is reviewing the Urban Area Boundaries and Functional Classification system for the entire state of Ohio. This statewide review is performed every 10 years following each decennial census. ODOT will be coordinating the review with assistance from MPOs, RTPOs and County Engineers.

This review is important because [Federal Aid Eligibility](#) for a road is determined by a combination of urban area and functional class designations. Since urban area boundaries change after every census, a review needs to be performed so that federal aid funds can be distributed appropriately.

Timeline*

- September 1, 2023, to June 30, 2024: ODOT coordinates with MPOs, RTPOs, County Engineers, and ODOT District Offices to revise Urban Area Boundaries.
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* This timeline is for estimating purposes only and is subject to change.

[Expand All Sections](#)

- [Review Procedure](#)
- [Webmap Tutorial](#)
- [Frequently Asked Questions](#)

Share this

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Contacts

[Erin Westfall](#), Functional Classification Coordinator | 614-995-2188

[Amy Bosworth](#), Project Manager | 614-466-4263

External Resources

- [Highway Functional Classifications - Related - Statewide Transportation Planning - Processes - Planning - FHWA \(dot.gov\)](#)
- [Federal-aid Essentials for Local Public Agencies \(dot.gov\)](#)
- [2020 Census Urban Areas FAQs](#)
- [National Highway System - FHWA HEPGIS Maps \(dot.gov\)](#)
- [FAQ - Census Urbanized Areas and MPO/TMA Designation - Census Issues - Planning - FHWA \(dot.gov\)](#)
- [Census 2020 Implications for Federal Transit Administration \(FTA\) Grant Programs and Planning Requirements Frequently Asked Questions \(FAQs\) \(dot.gov\)](#)
- [2020 Census Changes UZA/Population | FTA](#)

Technical Services

HOME

TRANSPORTATION INFORMATION MANAGEMENT

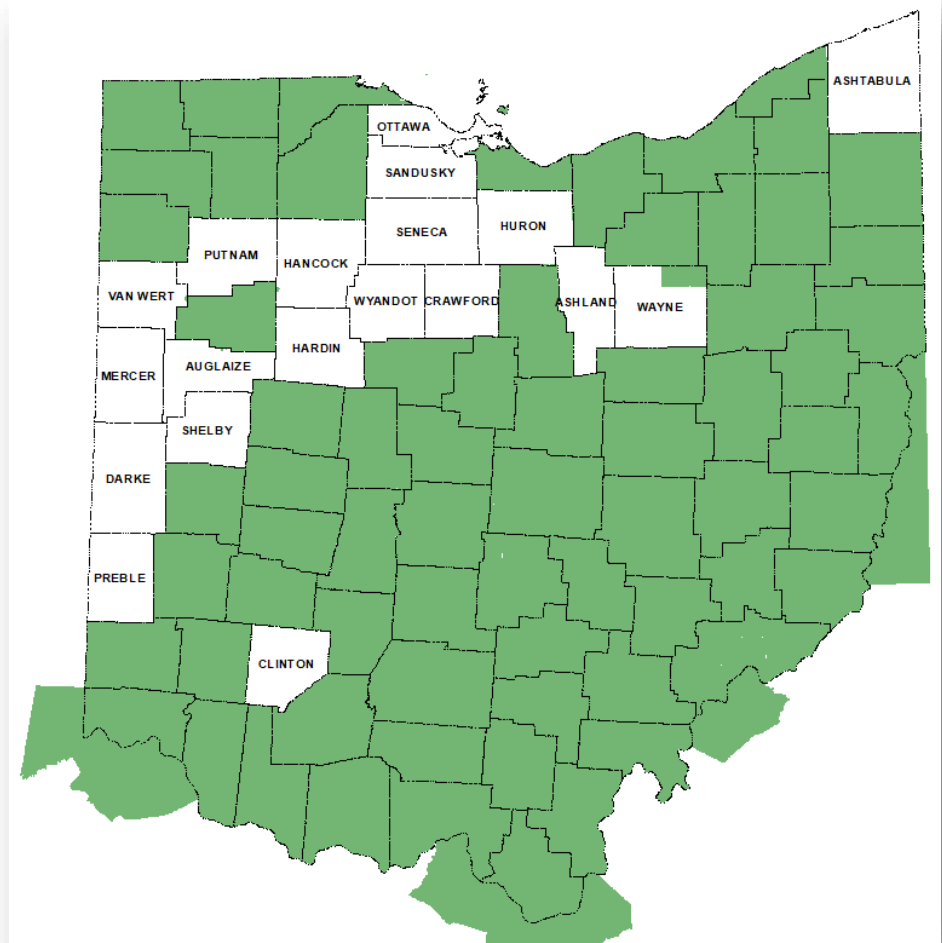
TRAFFIC MONITORING

HIGHWAY INFRASTRUCTURE MANAGEMENT

REVIEW PROCESS - STAKEHOLDERS

- Stakeholders (MPOs/RTPOs/County Engineers) responsible for revisions within their jurisdictions.

County Engineer Outside MPO/RTPO Jurisdiction
Ashland County Engineer
Ashtabula County Engineer
Auglaize County Engineer
Clinton County Engineer
Crawford County Engineer
Darke County Engineer
Hancock County Engineer
Hardin County Engineer
Huron County Engineer
Mercer County Engineer
Ottawa County Engineer
Preble County Engineer
Putnam County Engineer
Sandusky County Engineer
Seneca County Engineer
Shelby County Engineer
Van Wert County Engineer
Washington County Engineer
Wyandot County Engineer



REVIEW PROCESS - STAKEHOLDERS

Map of MPO & RTPO Locations

[MPO/RTPO Website](#)



External Resources

MPOs

- [AMATS \(Akron\)](#)
- [BHJ \(Steubenville\)](#)
- [BOMTS \(Wheeling\)](#)
- [CCSTCC \(Springfield\)](#)
- [Eastgate \(Youngstown\)](#)
- [ERPC \(Sandusky\)](#)
- [KYOVA \(Huntington\)](#)
- [LACRPC \(Lima\)](#)
- [LCATS \(Newark\)](#)
- [MORPC \(Columbus\)](#)
- [MVRPC \(Dayton\)](#)
- [NOACA \(Cleveland\)](#)
- [OKI \(Cincinnati\)](#)
- [RCRPC \(Mansfield\)](#)
- [SCATS \(Canton\)](#)
- [TMACOG \(Toledo\)](#)
- [WWW \(Parkersburg\)](#)

RTPOs

- [Buckeye Hills \(Southeastern Ohio RTPO\)](#)
- [CORPO \(Central Ohio Rural Planning Organization\)](#)
- [LUC \(Logan Champaign RTPO\)](#)
- [MVPO \(Maumee Valley RTPO\)](#)
- [OMEGA \(Mid-Eastern Ohio RTPO\)](#)
- [OVRDC \(Ohio Valley RTPO\)](#)

REVIEW PROCESS - ODOT

- Boundary adjustments coordinated with ODOT District FC Coordinator.
- ODOT's Functional Classification Committee approves boundary adjustments and notifies District FC Coordinator, who helps secure official documentation from the stakeholder.
- Documentation can include:
 - Letter, Resolution, Ordinance on official letterhead
 - Email from an administrator

ODOT DISTRICT FC COORDINATORS

ODOT District	Functional Class Coordinator	Coordinator Email	MPOs	RTPOs
1	Adam Francis	adam.francis@dot.ohio.gov	LACRPC	MVPO
2	Christopher Waterfield	christopher.waterfield@dot.ohio.gov	TMACOG	MVPO
3	Scott Ockunzzi	scott.ockunzzi@dot.ohio.gov	ERPC, NOACA, AMATS, RCRPC	
4	James Bruner	jim.bruner@odot.ohio.gov	AMATS, Eastgate, SCATS	
5	Ben Boyer	benjamin.boyer@dot.ohio.gov	MORPC, LCATS	CORPO, OMEGA, Buckeye Hills,
6	Jessica Ormeroid	jessica.ormeroid@dot.ohio.gov	MORPC	CORPO, OVRDC
7	Scott Schmid	scott.schmid@dot.ohio.gov	MVRPC, CCSTCC	LUC
8	Amy Code	amy.code@dot.ohio.gov	OKI, MVRPC	
9	Patricia Wetzel	patricia.wetzel@dot.ohio.gov	KYOVA	OVRDC
10	Thomas Camden	tom.camden@dot.ohio.gov	WWW	OVRDC, Buckeye Hills
11	Charissa Warner	charissa.warner@dot.ohio.gov	BHJTS, Bel-O-Mar	OMEGA
12	Don Wittman	donald.wittman@dot.ohio.gov	NOACA	

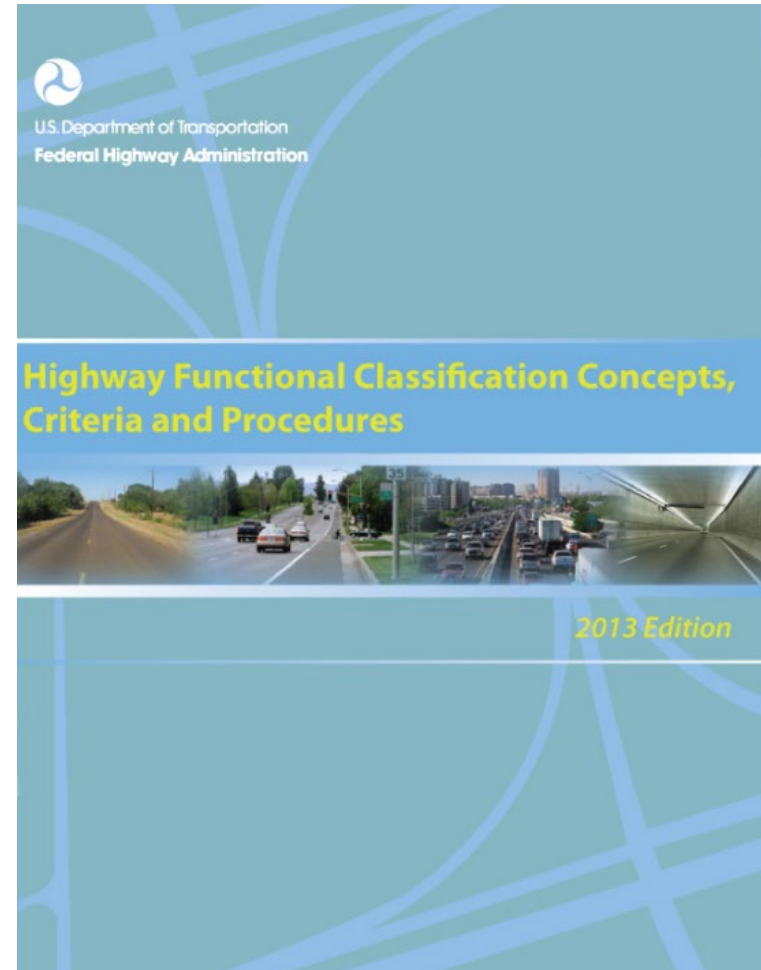
FHWA RESOURCES

Highway Functional Classification Concepts, Criteria and Procedures (2013 Edition)

https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/fcauab.pdf

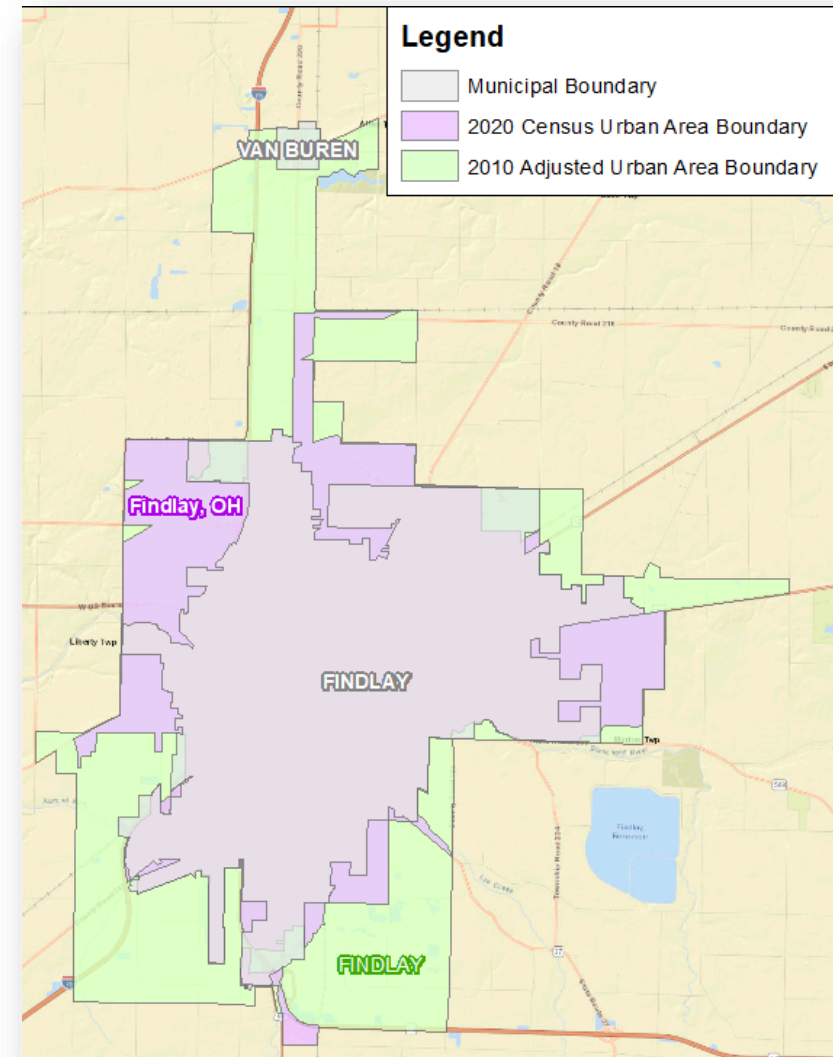
Training Video:

<https://youtu.be/-v0g3FETzac>



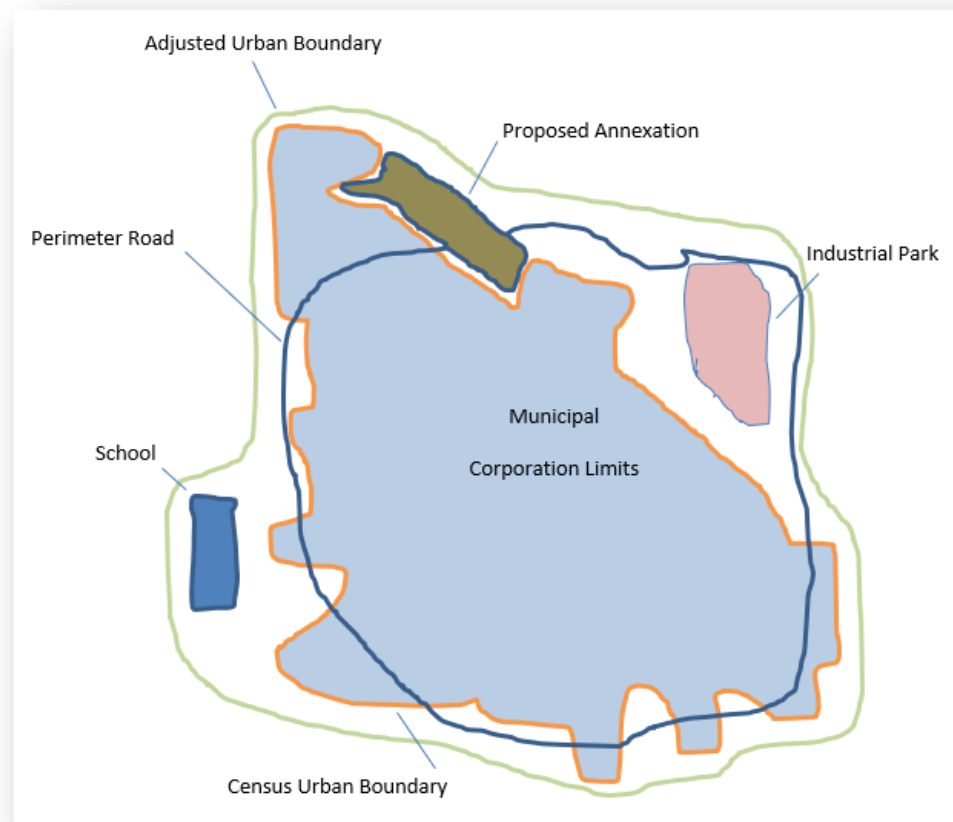
BOUNDARY ADJUSTMENT GUIDELINES

- 2020 Adjusted Boundary must include at minimum:
 1. Municipal Boundaries
 2. 2020 Census Urban Area Boundary
 3. 2010 Adjusted Urban Area Boundary
- **IMPORTANT:** 2020 Adjusted Boundary cannot be smaller than the 2020 Census Urban Area Boundary



BOUNDARY ADJUSTMENT GUIDELINES

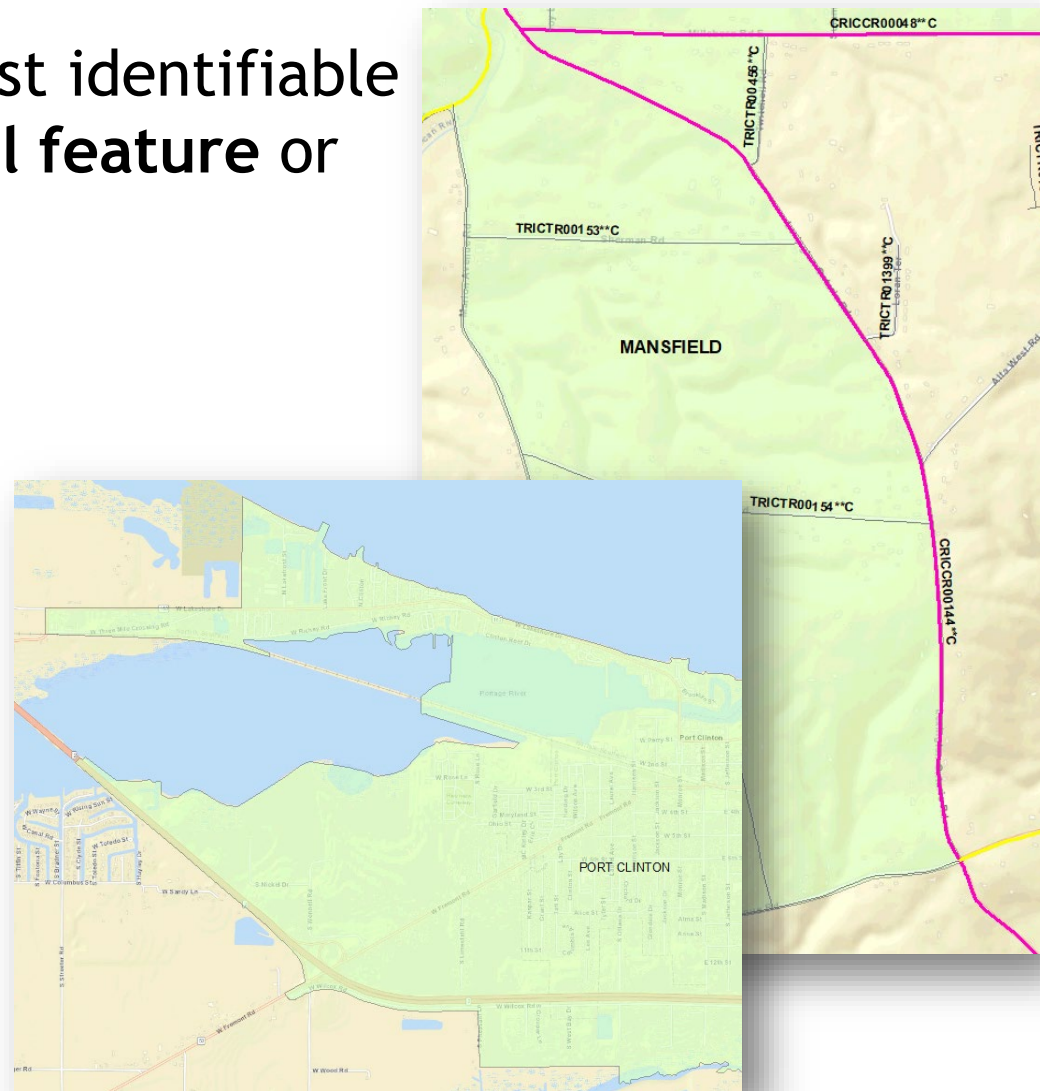
- 2020 Adjusted Boundary should include any proposed **annexations** not yet included in municipal boundary.
- 2020 Adjusted boundary can include **major traffic generators**.



BOUNDARY ADJUSTMENT GUIDELINES

Extend boundaries to nearest identifiable natural or manmade physical feature or landmark.

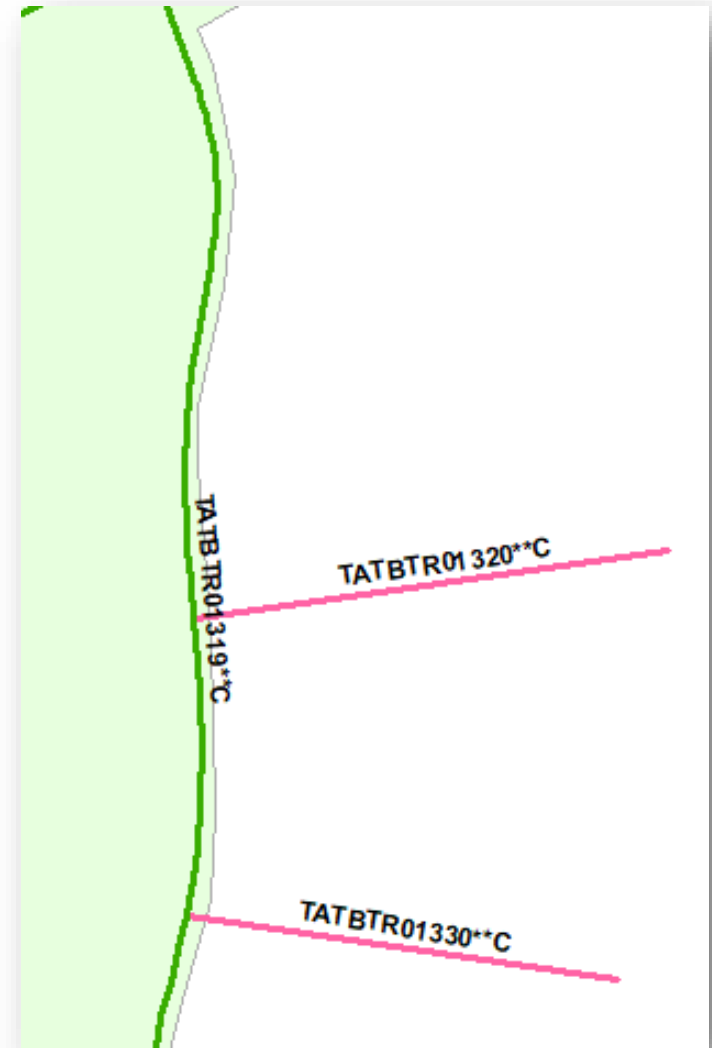
- Existing roadways
- Railroads
- Rivers, streams, canals or other bodies of water
- Other natural features (gorges, mountains, etc.)



BOUNDARY ADJUSTMENT GUIDELINES

Additional guidelines

- Roadway: boundary should extend to the far side of the roadway so that the road is within the urban boundary.
- Railroad: boundary will extend to the far side of the railroad, so it is within the urban boundary.
- Water: boundary may be extended to include or exclude body of water.



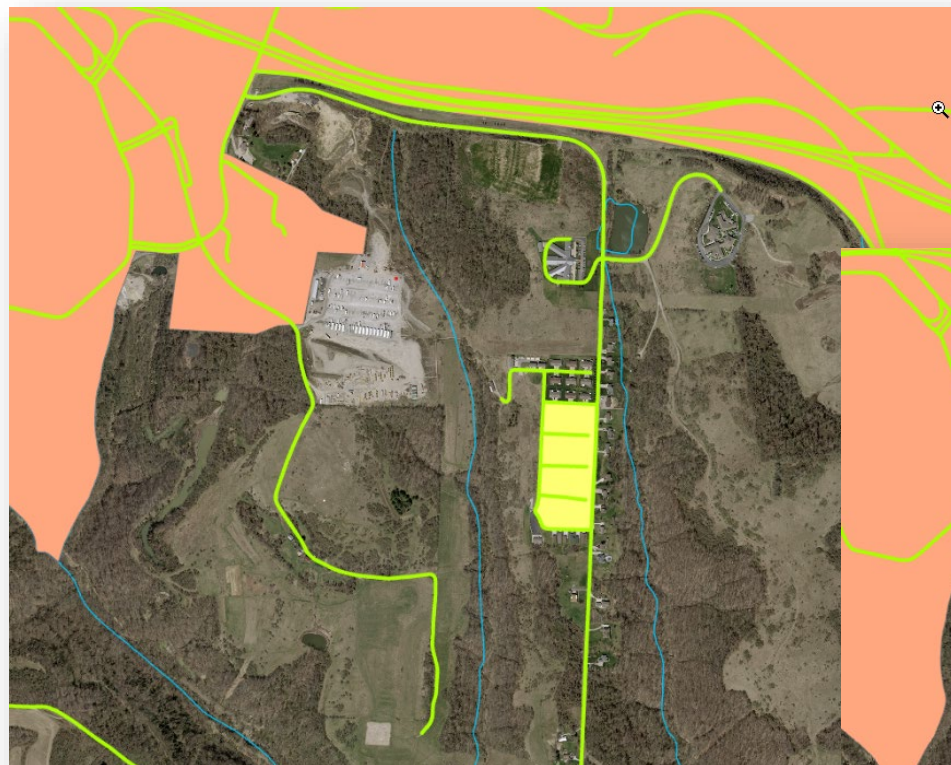
BOUNDARY ADJUSTMENT GUIDELINES

Additional guidelines

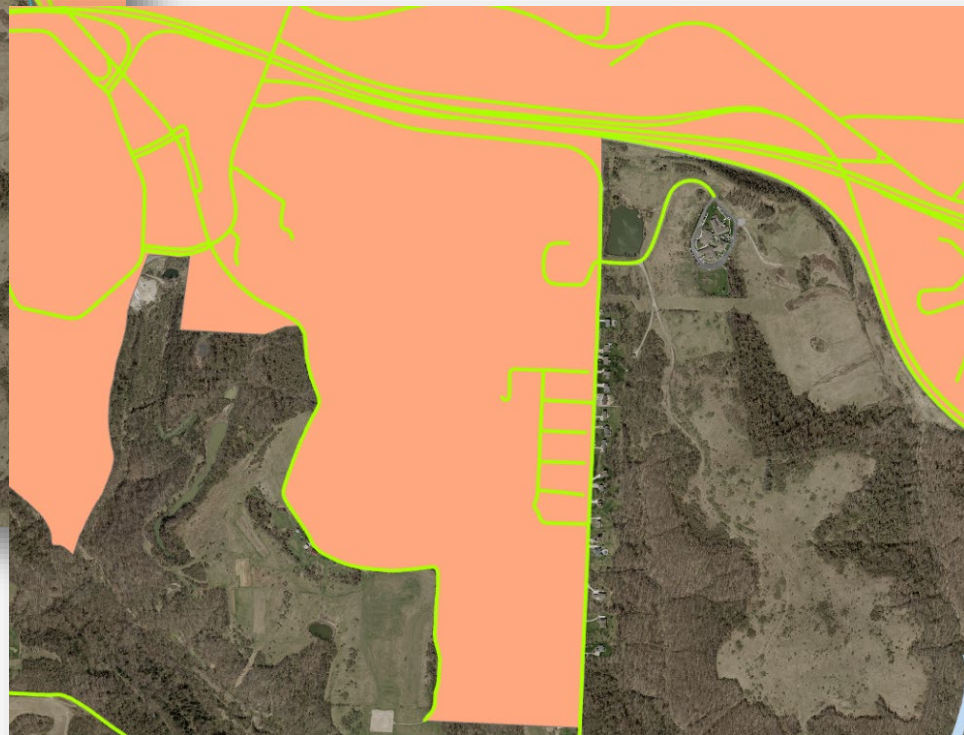
- Interchange: boundary should extend to the furthest ramp.
- Bridge crossing roadway or railroad: boundary must extend to far end of the bridge.



BOUNDARY ADJUSTMENT GUIDELINES



Tricky Situations



WEBMAP TUTORIAL - WEBMAP VERSIONS

There are 2 versions of the Urban Area Boundary Review Webmap

1. **Read Only:** use to review the Urban Area Boundaries and to see what adjustments have been proposed and what stage in the approval process they are in.
2. **Edit:** password protected, only approved users can login to this webmap to submit proposed adjustments to the Urban Area Boundary.

NAVIGATING THE WEBMAP

Two Tabs
1) Submit
2) Table

The screenshot shows the 'Urban Area Boundary Review' webmap interface. At the top, there is a search bar and a 'Help' link. The main map area displays a geographic view with various colored overlays representing different urban area boundaries and adjustments. On the left side, there are two tabs: 'Submit Boundary Adjustment' and 'View Table'. Below the tabs is an 'Editor' section with 'Settings' and 'Create features' options. A callout box points to the 'Submit Boundary Adjustment' tab, indicating that clicking on UAB Adjustments allows for submitting a boundary adjustment. On the right side, there are two panels: 'Layers' and 'Legend'. The 'Layers' panel lists various data layers with checkboxes to turn them on or off. A callout box points to this panel, stating 'Layer tab - turn data on and off'. The 'Legend' panel provides a visual key for the different colors used in the map. At the bottom right, there are icons for 'Search', 'Layers', 'Basemap', and 'Measure'. A callout box points to these icons, identifying them as 'Search', 'Layers', 'Basemap', and 'Measure'.

Layer tab - turn data on and off

Click on UAB Adjustments to submit a boundary adjustment

Search
Layers
Basemap
Measure

ADD PROPOSED ADJUSTMENT

Editor Widget - Create Features

Tip: a single click on the selected polygon will activate vertex editing.

The screenshot displays the 'Urban Area Boundary Review' web application. On the left is a form titled 'Create features' with the following fields: Full Name, Date (MM/DD/YYYY), Organization, Email, Phone, Urban Boundary Name (dropdown menu), County (dropdown menu), and Change Type (dropdown menu). A 'Create' button is at the bottom of the form. The main map area shows a red urban area and a cyan polygon representing a proposed boundary adjustment. A callout box with a red border contains the text: '1) Digitize (draw) your proposed boundary adjustment. Please be as detailed as possible.' Another callout box with a yellow border contains the text: 'Tip: a single click on the selected polygon will activate vertex editing.' A third callout box with a red border contains the text: '2) Fill in the form with information about the proposed boundary adjustment. All fields are required.'

VIEWING THE TABLE

dot Urban Area Boundary Review

Find address or place Help

Submit Boundary Adjustment [View Table](#)

This is the tabular data for the UAB Adjustment polygon feature. You can use this table to examine the attributes associated with each proposed boundary adjustment.

UrbanizedAreaReview - UAB Adjustment

N...	Date	Organization
Erin Westfall	7/12/2023, 2:49 PM	ODOT
Erin Westfall	8/2/2023, 10:02 AM	ODOT
Erin Westfall	8/2/2023, 10:32 AM	ODOT
Ethan Pointer	8/3/2023, 9:37 AM	ODOT
Erin Westfall	8/3/2023, 2:20 PM	ODOT
Ethan Pointer	8/3/2023, 9:51 AM	ODOT
Erin Westfall	8/3/2023, 12:56 PM	ODOT
Erin Westfall	8/14/2023, 8:52 AM	ODOT

Tip: Clicking on a row in the table will zoom you in to that record in the map.

Tip: The table window is expandable, and can be dragged to the right

features: 1

Esri Community Maps Contributors, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA | ODOT Office ... Powered by Esri

TRACKING BOUNDARY SUBMISSIONS

ODOT will track each submission using 3 fields in the UAB Adjustment dataset.

1. **Approval_Status**: indicates the level of approval for a submission.
 - a) A <Null> value indicates that this is a new submission that has not been reviewed.
2. **Documentation_Status**: indicates whether documentation accepting a boundary adjustment has been requested or received.
3. **Comments**: includes notes to clarify approval or documentation status.

Approval_Status	Documentation_Status	Comments
Approved by ODOT FC Committee	Requested	Documentation requested 8/05/2023
Approved by ODOT District FC Coordinator	<Null>	ODOT FC Committee to review
Approved by ODOT FC Committee	Received	<Null>
Rejected by ODOT District FC Coordinator	<Null>	Need more detail for justification
Approved by ODOT FC Committee	Received	<Null>
Approved by ODOT District FC Coordinator	Requested	Documentation requested 8/16/2023
Rejected by ODOT FC Committee	<Null>	Digitization and Location Description unclear

QUESTIONS



Erin Westfall: erin.westfall@dot.ohio.gov

PUBLIC PARTICIPATION PLAN (PPP)

DRAFT

2023





RICHLAND COUNTY REGIONAL PLANNING

Richland County Regional Planning Commission:

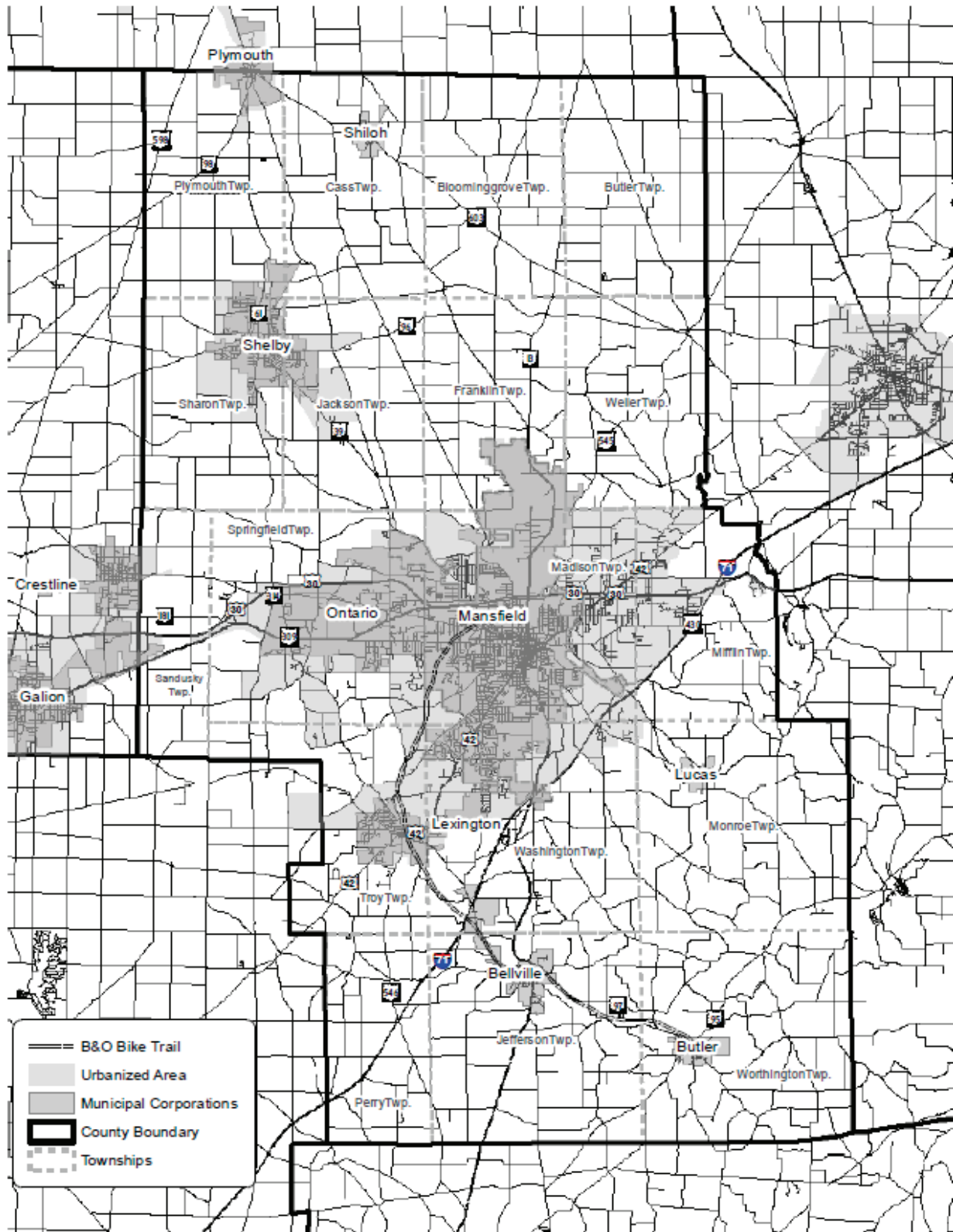
Over fifty years ago, a group of Richland County community leaders saw the need for planning. They envisioned that the issues a regional planning agency could address would range from infrastructure to zoning. They wanted to deal with issues affecting the development of the region as a whole, which do not begin and terminate within the boundaries of any single municipality. The City of Mansfield and Richland County jointly created the Richland County Regional Planning Commission in 1959 to undertake this planning. The organization carries on today still true to its original purpose -- most notably in the ongoing focus on issues that "affect the development of the Region as a whole."

Mission Statement:

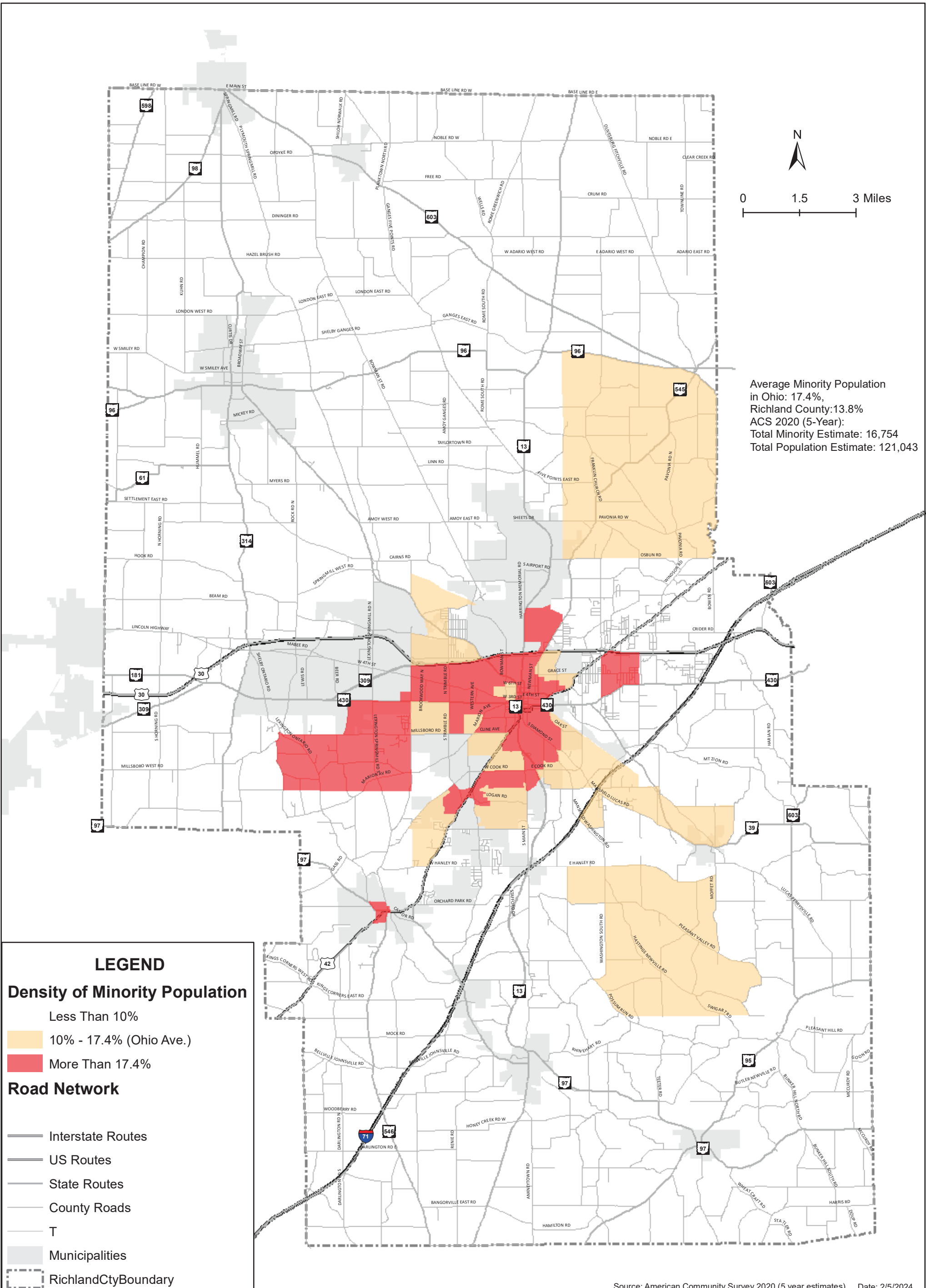
RCRPC will provide innovative information and regional planning services, in a professional and ethical manner, to our community partners and the general public, to facilitate the implementation of regional and local goals.

Map of Richland County

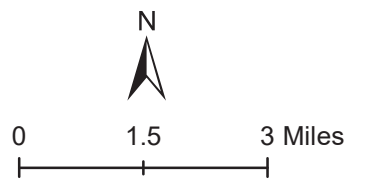
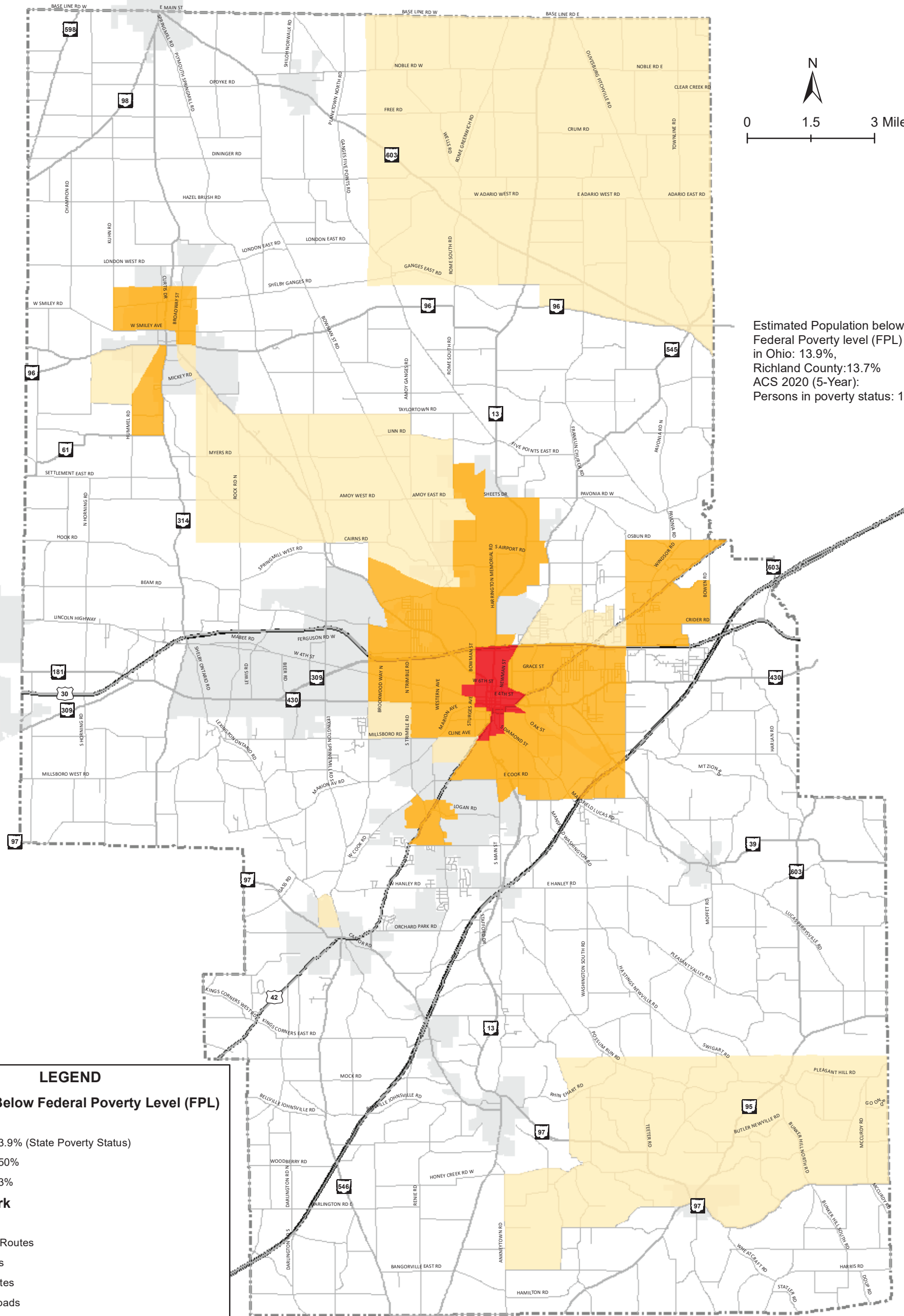
RCRPC's Coverage Area



Document Path: \\CH-VM-F801\Regional_Planning\GIS\Project\county maps\county map basic with urban.mxd



Source: American Community Survey 2020 (5 year estimates) Date: 2/5/2024



Estimated Population below the Federal Poverty Level (FPL) in Ohio: 13.9%,
 Richland County: 13.7%
 ACS 2020 (5-Year):
 Persons in poverty status: 15,542

LEGEND

Population Below Federal Poverty Level (FPL)

- 0% - 10%
- 10.1% - 13.9% (State Poverty Status)
- 13.91% - 50%
- 50.1% - 73%

Road Network

- Interstate Routes
- US Routes
- State Routes
- County Roads
- T
- Municipalities
- RichlandCityBoundary

Source: American Community Survey 2020 (5 year estimates) Date: 2/5/2024

ACRONYM PAGE:

Here are a few of the acronyms you will see in the document:

ATAC – Agency Transportation Advisory Committee

DOJ – Department of Justice

EJ- Environmental Justice

FAST Act – Fixing America’s Surface Transportation

FHWA – Federal Highway Administration

FTA – Federal Transit Administration

ISTEA – Intermodal Surface Transportation Efficiency Act

LEP – Limited English Proficiency

LRTP – Long Range Transportation Plan

MAP-21 – Moving Ahead for Progress in the 21st Century Act

MPO – Metropolitan Planning Organization

ODOT – Ohio Department of Transportation

PIP – Public Involvement Plan

RCRPC – Richland County Regional Planning Commission

RCT – Richland County Transit

RCTB – Richland County Transit Board

TAC – Technical Advisory Committee

TDP – Transit Development Program

TIP – Transportation Improvement Program

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INTRODUCTION:

The purpose of this document is to describe the public involvement process for the transportation planning program in Richland County, Ohio, which is conducted by the designated Metropolitan Planning Organization (MPO). The Coordinating Committee of Richland County Regional Planning Commission (RCRPC) has been designated by the State and Federal governments as the MPO for Richland County. This document states local goals, and describes specific public participation procedures to be followed in the development of the Long Range Transportation Plan, the Transportation Improvement Program (TIP), and other documents and/or policies, as appropriate. This plan is also used to meet the public involvement requirements for planning for the Program of Projects of public transportation activities that are carried out by the Richland County Transit Board.

This Public Involvement Plan is intended to provide direction for public involvement activities to be conducted by RCRPC and contains the policies, goals, objectives, and techniques used by this MPO to ensure public involvement takes place in a meaningful manner.

AGENCY ORGANIZATIONAL STRUCTURE

<u>Organizational Unit</u>		
<u>Formal Name</u>	<u>Role & Responsibility</u>	<u>Membership</u>
Richland County Regional Planning Commission (RCRPC)	Organization established under O.R.C 713.21 as a voluntary association of local governments engaged in a broad range of planning activities	Established by commission Bylaws-Elected & appointed government officials representing members, “at-large” membership representing various county interests.
Coordination Committee of the Continuing Comprehensive Land Use and Transportation Program	As the Metropolitan Planning Organization, it is the decision making body for the transportation planning program	All members of the RCRPC plus additional membership seats for elected officials from the urbanized area so that the MPO decision making is by a group with 51% elected officials. Includes membership positions for ODOT representatives.
Planning Advisory Council (PAC)	Past presidents of the RCRPC who serve in an advisory capacity to the RCRPC	PAC are non-voting members except for PAC chair
<u>Committees</u>		
<u>Formal Name</u>	<u>Role & Responsibility</u>	<u>Membership</u>
Technical Advisory Committee (TAC)	Technical oversight of Transportation Planning Program.	The TAC shall be made up of a thirteen (13) voting member committee (5 member nominating committee and 8 appointed voting members)
Executive Committee	Administrative and financial oversight of the RCRPC	Established by the Bylaws elected and appointed government officials representing members as well as “at-large” membership representing various county interests.
Personnel Committee	Employment, compensation and policy issues concerning commission staff	The Personnel Committee consists of at least five (5) members appointed by the president.
Agency Transportation Advisory Committee (ATAC)	Guidance and oversight of personal transportation coordination efforts and programs.	The ATAC is made up of representatives of government entities, private and public social service agencies that are currently providing some form of transportation to disabled, elderly or otherwise disadvantaged individuals, and public and private transportation providers.
Special Committees	Ad Hoc committees may be formed at the direction of the Commission to address such topics as long-term comprehensive planning, economics, and community development.	Special Committees consist of interested stakeholder and general public participants for plans or projects.

RULES, REGULATIONS, & REQUIREMENTS

Public involvement has been a requirement of federal transportation legislation since the creation of the 1991 Intermodal Surface Transportation Efficiency Act and has been a steady requirement since then.

The FAST Act:

The current transportation bill, the Fixing America's Surface Transportation (FAST) Act¹ replaced the MAP-21² bill. There have been standards included in federal transportation legislation relating to public involvement such as:

- The MPO must hold public meetings at convenient and accessible locations and times.
- The MPO must make public information available in an electronically accessible format.
- The MPO must include input from "Interested Parties" such as general public, local businesses including their employees and customers, institutional services, local governments, civic and community associations, special Interest groups, transportation system users, providers of public and private transit services, providers of freight /shipping services, representatives of pedestrian/bicycle users and transportation facilities representatives of the disabled populations, Environmental Justice (EJ) populations, Limited English Proficiency (LEP) populations.

Federal regulations require the PIP to be consistent with other federal, state, and regional transportation planning documents. This includes the RCRPC Title VI commitments, which were developed to ensure RCRPC follows Title VI and subsequent nondiscrimination regulations, specifically regarding Executive Order 12898³ on Environmental Justice and Executive Order 13166⁴ on Limited English Proficiency (LEP). Title VI contains environmental justice strategies for minority, low-income, and LEP populations that assists the public participation goals and outreach strategies in the PIP. Both the PIP and Title VI Plan contribute to the overall planning process of the RCRPC's main plans.

¹ <https://www.fhwa.dot.gov/fastact/>

² <https://www.fhwa.dot.gov/map21/legislation.cfm>

³ <https://www.archives.gov/files/federal-register/executive-orders/pdf/12898.pdf>

⁴ <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/title-vi-executive-order-13166>

ODOT Guidelines

ODOT provides guiding principles for public involvement along with a *45 day public input period* on projects. The guiding principles are listed below:

- Provide reasonable **public access** to technical data and policy information;
- Provide **Early and Continuous** public involvement opportunities;
- Provide **adequate notice** of public involvement opportunities and time for public review and comment at key transportation planning development milestones;
- Conduct **public meetings at convenient and accessible locations** and times;
- Employ **visualization techniques** to describe the planning process inputs and outcomes;
- To the maximum extent practicable, **make public information available in electronically accessible format;**
- Demonstrate **explicit consideration and response to public input** received;
- Enhance decision-making by integrating diverse interests and desires that identify community values and support transportation needs
- Seek out and **consider the needs and input of traditionally underserved populations**, including low-income and minority households;
- Provide information for/to populations with Limited English Proficiency (LEP), as needed.

MAJOR RCRPC PLANS

As the MPO, the RCRPC, assisted by a staff, is responsible for the development, amendment (if needed), and update of:

Long Range Transportation Plan (LRTP):

Long Range Transportation Plan (LRTP) – ‘Direction: Looking Forward 2045’, is a document that guides policy and funding decision making for the entire region’s transportation system over twenty-five years. Federal requirements mandate the plan to be updated every five years. All transportation programs and projects requesting federal funds, within the entire region must be consistent with this plan.

Transportation Improvement Program (TIP):

The Transportation Improvement Program, or TIP, is the Richland County Metropolitan Planning Organization’s (MPO) four-year transportation planning document. This document presents a fiscally balanced, multimodal transportation program for the region that includes project which have received federal funding and state and locally funded projects of regional significance that have been identified through the transportation planning process. It is also a requirement of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) that all projects using federal funds be listed in the TIP.

Public Involvement Plan (PIP):

This document outlines how RCRPC involves the public in the transportation planning program. It describes goals and identifies specific approaches and tools.

The Overall Work Program (OWP):

This document provides an overview of all major work activities and funds expended for Richland County Regional Planning Commission in the given fiscal year.

In addition the staff has developed the following plans:

Richland County Comprehensive Plan:

RCRPC uses comprehensive planning to define the visions and goals for future community development in the Richland County area by analyzing and understanding the cause and effect of regional growth. The Commission develops and modifies a comprehensive plan that is laid out over a long range of time to outline the different projects and processes that will take place to improve the growth and development of the community

Transit Development Program:

This is an annual plan that provides a report on past year overall transit ridership data, as well as a breakdown of transportation for the elderly, persons with disabilities, and those otherwise disadvantaged. Finally, a five year program and capital development plan is presented, along with vision and mission statements.

Coordinated Transportation Plan:

The Coordinated Transportation Plan is intended to provide policies, goals, objectives, and techniques used for public involvement, planning and coordination activities to be conducted by the Richland County Regional Planning Commission, the Agency Transportation Advisory Committee and local partner agencies to provide coordinated public transit and human services transportation in Richland County, Ohio. Ultimately, it is meant to broaden the dialogue and support further collaboration between local and regional human service agencies and transportation providers to link people with the transportation services that they want and can use.

Special Studies:

These documents are specified documents that RCRPC may produce for specific purposes such as safety plans, housing plans, intersection studies, etc.

PURPOSE

RCRPC's Public Involvement Plan assures proper and thorough public involvement in the transportation planning and decision-making process. The RCRPC public involvement provides a meaningful planning process that seeks a range of representation in public input from different points of view, different needs, and different backgrounds. A strong general public input and focus-driven stakeholder input assures a great planning process and product.

The public involvement process accomplishes its purpose by establishing goals to be carried out at three distinct but interacting tiers, or levels of activity. These tiers can be described as ***Identify, Inform, and Involve***. Stakeholders and affected populations must first be ***identified***, then ***informed***, and finally ***involved***.

- RCRPC will **Identify** the appropriate stakeholders and actively make sure they have appropriate representation for projects being performed. The general public will always be a part of any planning effort and people with specialized interests will be targeted to be a part of stakeholder meetings.
- RCRPC will **Inform** the public of the projects or planning activities and give ample notice of the public involvement opportunities. This will be accomplished through various outreach tools listed in this plan and considered appropriate for the scope of the project.
- RCRPC will **involve** the public in projects and planning efforts throughout the process. Once the public and stakeholders are identified and informed of the projects or plans, then they will be provided ample opportunities to participate.

GOALS

The goals of the RCRPC relative to the public participation process are as follows:

1. Seek maximum public participation in the planning process

RCRPC will involve stakeholders very early in the planning process after affected individuals are identified in the planning process. RCRPC will strive to constantly have large and diverse stakeholder groups for their projects and plans. The same effort will be made involving the public in the planning process. The public will be notified

as early and often as possible by RCRPC to ensure plenty of opportunities for public input and for this input to be considered and incorporated into the decision making process.

2. Identify stakeholders with representation from affected parties and underserved populations.

The process of picking stakeholders for a project will be tactfully done with a specific

emphasis on getting members of the affected population and underserved populations. Underserved populations typically refer to racial and ethnic, disabled, or people living in poverty. Other interested parties are businesses, transportation providers, or organizations with specific transportation needs. RCRPC will maintain an up-to-date database of contacts to facilitate stakeholder engagement.

3. Pursue the most effective tools to inform about public involvement.

There will be certain tools to spread awareness to the general public that will be constantly used through all projects such as press releases to the local media outlets. The rest of the public outreach tools will be adjusted according to the project or plan being completed. This may involve using a combination of tools to reach the most people.

4. Inform and educate the public on the project to increase the quality of public input.

During the public involvement process, RCRPC will provide information and resources to help the public give informed responses as part of the public involvement. RCRPC will use a wide variety of visualization formats in print and online and make documents easily available to the public. All reports, plans will include executive summaries that relay information in simple, easy to understand language.

5. Conduct outreach that bridges language, cultural, and economic barriers.

RCRPC will keep in mind ways to reach out and get involvement from underserved populations. This includes having a Language Assistance Plan and informing staff on helping people with a language barrier participate in involvement. RCRPC will also hold meetings in locations with transit access, offer multiple times for public involvement, plus provide on-line access to involve the public who cannot attend in-person public meetings but want to participate in public involvement.

6. Provide reasonable accommodations for disabled populations to participate in public involvement.

RCRPC will have all of their public meetings in locations that meet the Americans with Disabilities Act (ADA) standards. Most meetings will take place at the RCRPC Office which is ADA compliant, however if for any reason the public involvement is moved then RCRPC will chose a locations that accommodates the disabled population.

7. Reevaluate the plan.

There will be a constant reevaluation of the plan and current methods used for public involvement. The plan should be updated when deemed necessary or new techniques are identified to improve the public involvement process.

GENERAL GUIDELINES FOR MEETINGS

RCRPC will take a proactive approach to providing an opportunity for the public and stakeholders to be involved in all phases of the transportation planning process and operate in a manner consistent with Title VI Regulations. This section outlines the procedures for RCRPC meetings and requirements for publication of legal notices.

- Regular RCRPC Policy Board and TAC Meetings

The location for regular RCRPC Policy Board meetings are held at the Kobacker Room at 28N Main St., Mansfield Ohio 44902 and TAC meetings will be held at 19 N Main Street, Mansfield OH. This facility is Americans with Disabilities Act (ADA) compliant. Public notification for regularly scheduled Policy Board and/or TAC meetings shall be provided to media outlets every year. The notification will include a meeting schedule providing the date, time, and location of meetings and shall be posted continuously on the RCRPC website.

- Location of Public Information Meetings

Public information meetings will be held at various locations in the Richland County area to inform the public of the planning process and to solicit ideas, input and feedback. Public hearings and public information meetings will be held at locations accessible to and at times convenient to minority and disabled residents. To the extent feasible, meeting locations held within the community will be ADA and public transportation accessible. Public notification for meetings advising the public of the date, time, and location shall be provided to media outlets and posted to the RCRPC website.

- Public Comment Opportunity

All regular and special meetings of the RCRPC Policy Board and TAC, will provide a public comment period. This comment period may be used by citizens to address their concerns, provide input, etc. to matters on the agenda or of a general nature as long as they relate to metropolitan transportation planning. Additionally, when major plans are placed on the agenda, public comment time shall be provided as part of the Board's or TAC's discussion of that item. Public comment may also be received about an item or items to be discussed at a meeting via email, mail, etc. prior to the meeting. In these cases, copies shall be provided to the Board and/or TAC members and noted for the public record during the meeting. Explicit attention to and consideration of public comments will be given and responses, when appropriate, provided to questions asked.

- ADA Accessibility and Interpreter Availability

Every reasonable effort will be made to accommodate individuals with disabilities who wish to participate in the public process. Meeting facilities are ADA and public transit accessible. All public hearings will be held in facilities fully accessible to individuals with disabilities and mobility impairments. Sign language for the hearing impaired and/or LEP interpreters will be provided if needed and requested at least seven working days in advance of a regular and/or special scheduled meeting.

<h2 style="text-align: center;">HOW TO GET INVOLVED IN TRANSPORTATION PLANNING</h2>	
	<p>CALL US</p> <p style="text-align: center;">419-774-5968 8:00 AM - 4:00 PM Monday - Friday</p>
	<p>WRITE TO US</p> <p style="text-align: center;">Richland County Regional Planning Commission 19 N Main St Mansfield, OH 44906</p>
	<p>EMAIL US</p> <p style="text-align: center;">rcrpc@rcrpc.org</p>
	<p>GO ONLINE</p> <p style="text-align: center;">www.rcrpc.org Facebook: https://www.facebook.com/RichlandcountyRPC Twitter: https://twitter.com/richlandcrpc?lang=en</p>
	<p>COME TO AN EVENT</p> <p>RCRPC plans public events for citizens to learn about projects where they work and live and to review our documents. Notices are posted in newspapers, sent out via email, and advertised on social media.</p>
	<p>ATTEND A MEETING</p> <p>Boaed and Committee Meeting schedules can be found at www.rcrpc.org/meetings</p>
	<p>VISIT OUR OFFICE</p> <p style="text-align: center;">19 N Main Street Mansfield, OH 44906</p>

General Guidelines for Plans and Projects

The following are general minimum requirements for all plans and projects requiring public involvement:

1. A public notice inviting comments at the beginning of the review period containing the following:
 - a. Locations where the document can be reviewed;
 - b. Instructions for submitting comments;
 - c. Contact information for questions or additional information, noting that comments on the public participation process are also welcome;
 - d. The due date for comments;
 - e. Date, time, locations and special accommodations for any scheduled public meetings;
 - f. A link for additional information on the internet.
2. Staff will include maps, photos, or renderings on the public notices to attract interest, when possible.
3. The public notice (ad, poster or website notifications) may be submitted to the following outlets, which will also be advised of any significant developments during the public review period:
 - a. Local access cable television station;
 - b. MPO Website;
 - c. Press release to area media outlets will be made at or prior to the commencement of the public review period;
 - d. Local newspapers and representatives of the MPO municipalities based on the projects;
 - e. RCRPC and TAC members, as well as representatives of stakeholder agencies.
4. Documents shall be accessible for public review for 30 calendar days **or the period mandated by federal requirements** at the following locations:
 - a. RCRPC.org, RCRPC Office, Richland County Libraries: Mansfield, Madison, Lexington, Ontario, Bellville, Butler branches.
5. Documents should contain maps, photos, renderings, or other visualization tools to aid in understanding and shall be a jargon-free and succinct as possible.
6. During the public review period, comments should be submitted:
 - a. In writing;
 - b. Via standard mail, e-mail and fax or internet forms, if available.
7. Public comments received will be:
 - a. Acknowledged with a written or e-mailed receipt message;

- b. Responded to as appropriate, which could include a direct communication to the commenter or a response in the revised document;
- c. Documented and presented to the MPO's Commission and TAC, in summary form or verbatim, before a vote is taken to adopt the plan or document in question; and
- d. Included in summary form or verbatim with final documents, if sufficiently significant.

PUBLIC OUTREACH TOOLS

The type of public communication and outreach for a project will be determined on the project's scale and significance. Localized projects may require more specialized outreach within the project area, while others may require extensive outreach efforts. Listed below are public participation tools currently being used, or with potential for use, by RCRPC:

In-Person Involvement Efforts

Project Workshops/Open Houses/Transportation Summits

Description: These are targeted public meetings that are open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations maybe given at these meetings. The purpose of project-specific meetings is to provide project information to the public and to solicit public comment and a sense of public priorities.

Public Hearings

Description: These are public meetings used to solicit public comment on a project or issue being considered for adoption by the Coordinating Committee. Hearings provide a formal setting for citizens to provide comments to the RCRPC or another decision-making body.

Surveys

Description: Surveys are used when very specific input from the public is desired. A survey can be used in place of comment cards to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys are also used to gather technical data during corridor and planning studies. For example, participants may be asked about their daily travel patterns.

Stakeholder/Steering Committee Meetings

Description: These are meetings held when RCRPC develops a specific project or study. The meetings serve a core decision making body for that issue. This group should include representatives from all interest groups.

Focus Groups

Description: These are meetings used to find out the community's perspective on a particular condition and how it can be improved. The participants of the meetings provide their opinions in a free-form style.

Engagement at Community Events

Description: These are attempts at public outreach through local events such as fairs or festivals. Most of the time this consist of a few RCRPC employees working a booth to inform people of an upcoming project.

Direct Mailings

Description: Used to announce upcoming meetings or activities or to provide information to a targeted area or group of people. Direct mailings are usually post cards, but can be letters or flyers. An area may be targeted for a direct mailing because of potential impacts from a project developed through the transportation planning process. Groups are targeted that may have an interest in a specific issue, for example avid cyclists and pedestrians may be targeted for pathways and trail projects.

Online Involvement Efforts

RCRPC Website

Description: The site is used to provide basic information about the RCRPC process, members, meeting times, and contact information. Work products, such as the draft, and adopted, Public Participation Plan, Overall Work Program, Transportation Improvement Program and Long Range Transportation Plan are available from the site. Also, citizens will be able to submit comments to RCRPC. The site provides links to other transportation related sites at the local and national level. The website address is www.rcrpc.org. The website is maintained and updated by the RCRPC Staff and regularly reviewed.

Online Public Meetings

Description: In the event that an in-person public meeting is unable to be performed RCRPC will conduct an online public meeting to the same extent as an in-person meeting would be held.

Online Surveys

Description: Online Surveys are used when very specific input from the public is desired and a large audience reach is desired. An online survey can be distributed using social media outlets, websites, and emails.

Online Comment Forms

Description: Online Comment forms are often used to solicit public comment on specific issues and plans made available online on the RCRPC website.

Ongoing Communication Channels

Press Release

Description: An official statement issued to newspapers giving information on a particular matter. A formal Press Release will be sent to all local outlets with ample time before the event.

E-mail Announcements/Internet Message Boards

Description: Meeting announcements and RCRPC information can be emailed to interested persons that have submitted their e-mail addresses to RCRPC staff.

Quarterly Newsletters

Description: RCRPC produces a quarterly newsletter that discusses what major events have happened in the past season for RCRPC and Transportation in general. These newsletters typically come as spring, summer, fall, and winter editions.

Public Service Announcements

RCRPC Staff will provide, as appropriate, public service announcements and interviews on radio
and

Cable television local community channels to explain the subject matter and promote public participation.

Social Media

Description:

[Website](#)

[Facebook](#)

[Twitter](#)

Biennial Transportation Report

Description: RCRPC staff produces a biennial transportation report that is published and widely distributed through various means and posted

Other Tools

Fact Sheets

Description: Fact Sheets present information and data of one or multiple projects, a study, or a transportation issue in a format emphasizing key points on a single printed page. Tables, bullet points, headings, and maps are commonly used to present information on the fact sheets. Fact sheets can be distributed through print-outs or electronically distribution such as email, social media, website, and other media outlets.

Flyers

Description: Flyers serve as an advertisement intended for wide distribution. It is posted or distributed in public places/spaces, grocery stores, or handed out to individuals. Flyers can be distributed in a similar method as fact sheets.

Posters

Description: Posters promote ideas or events in a public space. They present textual and graphic elements in an eye-catching and informative way. Posters are typically developed to be printed out and posted at public spaces. They can still be distributed in electronic forms like fact sheets and flyers

Brochures

Description: Brochures are a small book or magazine containing pictures and information about a project or service. They are mainly designed to be print-outs and distributed in person. They can be sent electronically.

QR Code

Description: A QR Code provides an easy way to access online information through a scannable code on print material. Information that can be linked with a QR code includes RCRPC websites, surveys, or other online based materials.

Language Assistance Plan

Description: This plan can help ensure that an organization provides high quality and appropriate language services. A language assistance plan can also help ensure that an organization's staff members are aware of what to do when an individual with a language barrier

EMERGENCY PROVISIONS

There are rare occasions when RCRPC/MPO is required to act immediately in order to meet a grant deadline, preserve spending authority or respond to an unforeseen opportunity or emergency. These unforeseen circumstances are likely to occur in response to a request by ODOT due to the serve time constraints the agency operates under. Emergency situations include manmade or natural disasters such as tornados, floods, epidemics, acts of terrorism, cyber-attacks, etc. If the situation demands immediate board action, staff may bring proposed actions forward to the TAC or Executive Committee and then to the Full Commission of Regional Planning. Once the actions are approved by the aforementioned entities, RCRPC will be able to act on the emergency situation accordingly. Certain emergency situations will require the enactment of the following emergency provisions and these provisions will supersede all other public involvement requirements.

Public engagement is very important to the MPO, ODOT, FHWA, and FTA. However, in an effort to protect public health and to comply with instructions, recommendations, and Executive Orders issued during a pandemic or other threat to community health, RCRPC/MPO will be proactive but flexible in meeting public involvement plan requirements. RCRPC is expected to continue to provide opportunities for public involvement plan activities to be delayed, deferred, cancelled, and/or replaced with other engagement strategies to ensure that all sectors of the population have an opportunity to participate. RCRPC will document any outreach activities that were originally required in the PIP for a specific project that were modified including strategies, if needed, to ensure sufficient and appropriate outreach is accomplished.

Strategies for Temporary Public Involvement:

Depending on the emergency situation taking place RCRPC may use different types of public involvement to fulfill their requirements. Some of the most common ways to involve the public during an emergency situation include virtual meetings, telephone conferencing, online surveys, social media, press releases, and RCRPC's website. If public involvement can't be satisfied by using virtual resources then RCRPC can perform in-person involvement once the emergency is over and then add to the approved document. In the event of a cyber-attack RCRPC may postpone public involvement for a period of time.

Follow-up to Emergency Provisions:

After the Emergency situation is deemed over by the entity that declared it. RCRPC with the recommendations from ODOT, FHWA, and FTA will determine if the public involvement that took place during the state of emergency is adequate or if there needs to be additional actions taken by RCRPC to meet requirements.

Appendix A: Public Engagement Results

RCRPC 2025-2050 LONG-
RANGE TRANSPORTATION
PLAN UPDATE

PUBLIC PARTICIPATION PLAN (DRAFT)

JANUARY 2024



AMERICAN
STRUCTUREPOINT
INC.

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DRAFT



INTRODUCTION

In November 2023, the Richland County Regional Planning Commission (RCRPC) kicked off its 2050 Long-Range Transportation Plan update. A Long-Range Transportation Plan (LRTP) is a document that guides policy and funding decision-making for the entire region's transportation system over the next 25 years. Federal requirements mandate the plan be updated every five years. All transportation programs and projects requesting federal funds within the region must follow this plan. Each successive update of the LRTP identifies potential improvements to the overall transportation system and provides policy direction so that many individual short-range decisions made throughout the county work together to move the county towards its long-range transportation and land use goals.

Richland County envisions a transportation system for its region that meets the needs of the 21st century. A truly multimodal system will operate to move people and goods safely and efficiently throughout Richland County. Mobility and access will be optimized by a balanced system of roadway networks, transit, rail freight, pedestrian, and bicycle modes. The development of Richland County will be supported by a framework of transportation options to protect physical, social, and economic environments. To protect these environments, stakeholder and public involvement is necessary through various in-person and online opportunities described in this Public Participation Plan (PPP).

PUBLIC PARTICIPATION GUIDELINES

The principles below were established in the 2021 Richland County Public Involvement Plan¹. Those principles will provide the guidelines for this PPP.

1. Seek Maximum Public Participation in the Planning Process;
2. Identify Stakeholders with representation from affected parties and underserved populations;
3. Pursue the most effective tools to inform about public involvement.
4. Inform and educate the public on the project to increase the quality of public good;
5. Conduct outreach that bridges language, cultural, and economic barriers;
6. Provide reasonable accommodations for disabled populations to participate in public involvement; and
7. Reevaluate the Plan.

PUBLIC PARTICIPATION STRATEGY

American Structurepoint believes the project's ultimate success hinges on providing meaningful and rewarding opportunities for community involvement. It is essential for area residents and business owners to feel heard and involved in the planning process. Few circumstances present a more significant obstacle to project implementation than public opposition, and that opposition most frequently arises from an uninformed public. For those reasons, this PPP contains public involvement tools and methods for developing and implementing an active public participation strategy throughout the planning process. Public involvement should and will begin early in the overall project timeline. The public should be encouraged to express positive and creative ideas and voice their concerns about a project. This PPP will ensure that the public has this opportunity.

¹ [2021 Public Involvement Plan](#)

To ensure outreach to all stakeholders as federal guidance requires, the RCRPC will provide the email addresses for its members' network, state and federal agencies, regional freight representatives, committee members, Richland County, Cities, Townships, and other stakeholders.

To assist American Structurepoint Inc. with implementing this PPP, Murphy Epsom was hired to ensure the public participation strategies were inclusive and provide opportunities and strategies to engage disenfranchised and disadvantaged community populations as part of the LRTP planning process. Murphy Epsom is a locally recognized firm with over 30 years of experience assisting public, private, and non-profit sector clients with their communication, branding, engagement, and reputation management needs.

TOOLS AND METHODS

Branding and Templates

Interactive tools and media will be developed throughout the project lifecycle, including various print materials, an interactive project website, an online survey, and social media outlets. In coordination with RCRPC, our consultant team will develop a brand for the LRTP, including but not limited to identity, report template, presentation template, and GIS exhibit and style templates.

Project Website

To supplement various forms of print media, such as community posters and utility bill inserts, our team will develop and maintain a project website to post information about the planning process and the resulting plan. RCRPC will host the project website from the department's homepage. The LRTP website will also be used to collect feedback throughout the entire planning process. We will also develop a social media campaign to use a variety of existing social media channels to broaden our reach and that of any individual government agency, business, or neighborhood community.

Social Media Paid Advertising Placement (Optional)

Community planning efforts have benefited from using paid social media ads. A two-week paid advertisement on Facebook can increase awareness for project events and drive more interaction through the website.

Online Survey

An online survey is a quick and user-friendly tool for the public to participate at their convenience. It can collect qualitative and quantitative data for an extended period.

SeekBeak Open House

SeekBeak is a virtual open house service that can obtain public input for extended periods around the clock. It is a convenient way for the public to participate on their schedule and caters to longer-format, in-depth content.

Project Review Team Development

A review team of approximately 10-15 members will be assembled. The review team's role is to guide the project consulting team throughout the process. This team will include representatives from the RCRPC staff, the Technical Advisory Committee (TAC), the Transportation Coordinating Committee (TCC), and other potential stakeholders, including transit agencies, elected officials, economic development representatives, community organizations, alternative transportation advocates, and land use planners, among others. This review team will meet five to six times throughout the planning process at key points specified in the project workplan.

Stakeholder Engagement Sessions

The primary purpose of the public and stakeholder involvement program is to ensure that all interested parties are informed of the planning process and have an opportunity to participate throughout the development of the LRTP. Our team will work with the RCRPC to identify key stakeholders and partners that must be included in the transportation planning process. These stakeholder agencies may include local governments, freight companies, transportation providers, and representatives for pedestrians, bicyclists, and people with disabilities.

Public Meetings

American Structurepoint will provide personnel, documents, and visual aids for all scheduled public meetings. A minimum of three rounds of public engagement will be held outside of review team meetings and stakeholder sessions. RCRPC will determine the number of joint TAC/CAC and Full Commission meetings. All presentations will be given to elected officials, TAC/CAC, and TPC. Table 1 below summarizes these public engagement activities.

Table 1: Public Engagement Approach Summary

Public Engagement Approach (Rounds 1-4)						
Public Engagement Round	Content Focus	Online Materials and Survey	Mobile Display	Intercept Surveys at Meeting Locations	Public Meetings*	Presentation**
Round 1	<ul style="list-style-type: none"> Trends Existing conditions Projected conditions 	X	X	X	X	X
Round 2	<ul style="list-style-type: none"> Vision, Goals, and Objectives Existing and future land use Focus area identification 	X	X	X	X	X
Round 3	<ul style="list-style-type: none"> Cost Feasible Plan List of financially constrained projects 	X			X	X
Round 4	Final LRTP				X	X

* To be discussed with the consultant for the necessary number of meetings
 ** Joint TAC/CAC and TPC Meetings to be discussed with the consultant necessary number of meetings

The first round will focus on orienting the public and project team on the planning process, gathering feedback on existing and projected conditions. Existing and projected roadway traffic conditions will include the high fatality and injury locations from the region's roadway safety study. Existing and projected demographic and socioeconomic information will also be analyzed within the transportation study area. Initial feedback on the desired characteristics of the transportation system will also be solicited. This information will inform the plan's vision, goals, and objectives. Feedback on those items will be gathered digitally (via email and project website), in person at the public meeting, and via online surveys.

The second round will provide an update on study results, garner input on land use, discuss project prioritization methodology, initial vision/goals/objectives, and generally solicit transportation projects. The feedback will be used to identify future land use scenarios and identify focus areas. Feedback on those items will be gathered digitally via email and the project website, in person at the public meeting, and via online surveys.

The results of the online survey will be presented at the third meeting. The draft Cost Feasibility Plan with an initial financially constrained project priority list informed by the conditions analysis and public engagement activities will also be shared for review and comment.

The last round and fourth anticipated meeting will be the final presentation of all LRTP draft project deliverables in anticipation of adoption. After this meeting, final revisions are made, and the schedule for plan adoption is set.

DELIVERABLES

Including this plan, public engagement and participation will involve three final deliverables from American Structurepoint Inc.

1. Public Participation Plan
2. Meeting materials, announcements, handouts, minutes, and the record of public comments and responses
3. Presentations (8-12 to be determined)
 - a. Four RCRPC Full Commission/TPC meetings to coincide with major milestones.
 - b. Four CAC/TAC meetings to coincide with major milestones and the need for public and technical staff input.
 - c. Four public meetings will be held in the City of Mansfield, the Village of Shelby, and the Village of Lexington. These locations have been identified to facilitate participation by a broad cross-section of the public.

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