

## STAFF REPORT

**SUBJECT:** Public Participation Plan

**MEETING DATE:** November 13, 2007

**AGENDA ITEM:** 5

**STAFF CONTACT:** Gregg Hart, Michael Powers

**RECOMMENDATION:**

Provide comments on draft SBCAG Public Participation Plan

**DISCUSSION:**

As you may recall, SBCAG has an existing Public Participation Plan that was last amended in 2002. The current federal transportation legislation, Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires Metropolitan Planning Organizations (MPO's) like SBCAG to prepare and regularly update Public Participation Plans. MPO's must "provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation and other interested parties with a reasonable opportunity to comment" on transportation plans and programs".

SAFETEA-LU also requires SBCAG when updating our Regional Transportation Plan (RTP) and Federal Transportation Improvement Program (FTIP) to coordinate with expected growth, economic development, environmental protection and other related planning activities within our region. Toward this end, this Public Participation Plan must outline key decision points for consultation with affected local, regional, state, and federal agencies and Tribal governments.

The law requires that SBCAG shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

**Member Agencies**

Buellton ■ Carpinteria ■ Goleta ■ Guadalupe ■ Lompoc ■ Santa Barbara ■ Santa Maria ■ Solvang ■ Santa Barbara County

SAFETEA LU requires that the participation plan be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
- Providing timely notice and reasonable access to information about transportation issues and processes;
- Employing “visualization techniques” to describe metropolitan transportation plans and TIPs;
- Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- Holding any public meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was initially made available for public comment;
- Coordinating with the statewide transportation planning public involvement and consultation processes; and
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

The draft plan addresses all these requirements. To a large extent, existing SBCAG processes address many of these requirements. For example, SBCAG Board meetings are accessible and televised with direct access from Santa Barbara and Santa Maria. Public input is a regular part of board meetings and committees are accessible to the public.

An element receiving additional attention in these guidelines is making SBCAG notices and reports accessible on the World Wide Web and specifying outreach to traditionally underserved groups. One significant challenge is associated with the method of informing the public and interested parties of impending changes to the RTP and FTIP. In the past, SBCAG has relied on legal notices in the paper but this has become less effective due to the changes evident in media and how the public obtains news and information over the past several years. Therefore, the Plan proposes more reliance on the internet and e-mail notices vs. formal legal notices. This new method of notification is a key policy issue for discussion.

A minimum public comment period of 45 calendar days is required before the revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the Federal Highway Administration and the Federal Transit Administration for informational purposes and shall be posted on the SBCAG website.

A draft of the update to SBCAG’s Public Participation Plan (required by federal transportation legislation) is now out for review and staff has held two noticed workshops, one in Santa Maria

on October 10<sup>th</sup> and the other in Santa Barbara on October 11<sup>th</sup> to receive public comments on the draft Plan. Display advertisements for the workshops were placed in the Santa Barbara News Press, Santa Maria Times, Lompoc Record and Santa Ynez Valley News. In addition, e-mail notices were sent to SBCAG's nearly 2,500 recipient list to announce the start of the Public Participation Plan Update process and a second e-mail notice was sent to announce the workshop dates and locations. No significant comments have been received to date. The SBCAG Board will consider adoption of the update to the plan in December, following a mandated 45 day review and comment period.

### **COMMITTEE REVIEW**

This is in process with TTAC, TPAC, and SBCTAC. No significant comments received to date.

### **ATTACHMENT**

*Draft Public Participation Plan*

# DRAFT PUBLIC PARTICIPATION PLAN UPDATE



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# PUBLIC PARTICIPATION PLAN UPDATE

Santa Barbara County Association of Governments  
Metropolitan Planning Organization

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City of Santa Maria

Councilmember Jim Richardson  
City of Solvang

In Accordance with Title VI of the Civil Rights Act of 1964, SBCAG does not discriminate based on race, color, national origin, sex, religion and disability in the execution of this Public Participation Plan.

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## **I. Purpose and Background**

The purpose of the Santa Barbara County Association of Governments' Public Participation Plan is to inform and involve citizens in SBCAG's various programs, projects and work activities. This includes, but is not limited to, lower income households, minorities, persons with disabilities, representatives from community and service organizations, tribal councils, and other public agencies. This element also assists in identifying and addressing environmental justice and social equity issues. Citizen participation objectives include involvement of interested citizens, stakeholders and representatives of community organizations in agency work through timely workshops on topical issues, fully noticed public hearings, and ongoing broad citizen/organization involvement in the planning and decision processes.

Broad-based community participation is essential to the success of programs, plans and projects of the Santa Barbara County Association of Governments. Ideals for public participation include:

- Value public participation and promote broad-based involvement by members of the community;
- Provide varied opportunities for public review and input;
- Treat all members of the public fairly, and respect and consider all citizen input as an important component of the planning implementation process;
- Promote a culture of dialogue and partnership among residents, property owners, the business and environmental communities, organizations, other interested citizens, and public officials;
- Use existing community groups and other organizations, as feasible;
- Encourage active public participation at the initial stages of the process, as well as throughout the process;
- Provide communications and agency reports that are clear, timely, and broadly distributed; and
- Outreach to groups who may be underserved by existing transportation systems or who may be disproportionately impacted by transportation projects.

### **Background**

In an effort to reach out to the people of Santa Barbara County and in response to the passage of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA), the Santa Barbara County Association of Governments in 1992 developed a Public Participation Plan to formalize and follow public outreach strategies to involve the populace in transportation planning decisions. Over the past few years, SBCAG has implemented those strategies and have incorporated new strategies into the mix. In response to the passage of the Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for

Users (SAFETEA-LU), SBCAG is again updating our Public Participation Plan to reflect current and future public involvement efforts of the agency in response to federal guidelines and requirements.

## **II. Compliance with Federal Requirements (SAFETEA-LU)**

The Santa Barbara County Association of Governments Public Participation Plan was originally adopted in 1992 following the requirements of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). In 1998, ISTEA was succeeded by the Transportation Efficiency Act for the 21<sup>st</sup> Century (TEA-21), which was subsequently succeeded by the Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) on August 10, 2005. TEA-21 and SAFETEA-LU continue the strong federal emphasis on public participation from the 1991 ISTEA, requiring the public participation plans of metropolitan transportation planning processes “shall be developed in consultation with all interested parties and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.”

As outlined in the Federal Legislation, methods to accommodate these goals to the maximum extent possible include:

- (i) holding any public meetings at convenient and accessible locations and times;
- (ii) employing visualization techniques to describe plans; and
- (iii) making public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information.

Metropolitan public participation or involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans and programs and reduce redundancies and costs.

A key change between ISTEA/TEA-21 and SAFETEA-LU is the expanded definition of participation by “interested parties.” Broadly defined, SBCAG includes its partners, groups, and individuals who are affected by or involved with transportation in Santa Barbara County and the surrounding region. Examples include citizens, affected public agencies, representatives of public transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

SAFETEA-LU requires that public meetings be held at convenient and accessible times and locations, that all plans and the Transportation Improvement Program

(TIP) are available on a website, and that documents will be written in easily understandable language that utilizes visual components. These elements are addressed in Section IV of this plan.

### **III Objectives**

The Santa Barbara County Association of Governments shall provide for public involvement and participation consistent with the following objectives and strategies in the development of its short and long-range transportation plans, programs, and projects.

Objective 1: Raise the level of understanding of the transportation planning process in the region and identify how interested citizens can participate.

Objective 2: Maximize opportunities for public involvement in the transportation planning process.

Objective 3: Maintain contact with interested citizens and key stakeholders throughout the process of developing MPO plans and projects.

Objective 4: Be responsive to citizens.

Objective 5: Involve traditionally under-served persons – those who are minority, low-income or elderly or those addressed by the Americans with Disabilities Act (ADA) in transportation planning issues.

Objective 6: Inform and educate incoming SBCAG Board members, local council members/supervisors and advisory committee members regarding the MPO's functions, responsibilities, and programs.

### **IV. Description of Public Participation/Involvement Activities**

Before members of the public can give input on SBCAG programs, they must be aware of what SBCAG is and what issues are under consideration. To raise public awareness, SBCAG uses several strategies:

#### **Publications**

SBCAG produces *NewsWire*, an agency electronic newsletter that features updates on SBCAG projects, programs and staff. It is circulated to approximately 1,000 individuals, elected officials, local, state and federal agency staff and community organizations. The newsletter will be distributed to any person or group requesting it. Traffic Solutions, SBCAG's Transportation Demand

Management program also publish information about commute alternatives and programs in the *NewsWire*.

SBCAG has developed an agency brochure, in both English and Spanish, which highlights the main programs of the organization.

**Website**

SBCAG offers information about the agency, its programs and projects, and events via the internet at [www.sbcag.org](http://www.sbcag.org). This site is also linked to other Santa Barbara County jurisdictions. Users can ask questions and leave public comments. Staff follows up with responses to these comments. SBCAG's Traffic Solutions offers a dedicated site at [www.trafficsolutions.com](http://www.trafficsolutions.com) for commuters traveling in and out of Santa Barbara County on the variety of transportation and transit options available with links to other transit sites and park-and-ride lots as well.

**Media Relations**

Board meeting agenda packets are circulated to the newspapers in order for them to be informed of the issues that the SBCAG board considers and acts on during their monthly Board meeting held the third Thursday of each month. Staff will continue to be responsive to press information requests in a timely fashion.

It is important for the public to know when SBCAG is seeking their input. For this reason, press releases for public meetings, hearings or workshops are issued to the following local daily and weekly papers, periodicals, and news services

|                                |                   |                     |
|--------------------------------|-------------------|---------------------|
| Santa Barbara Independent      | Santa Maria Times | Santa Maria Sun     |
| Coastal View News              | Lompoc Record     | Valley Voice        |
| Santa Barbara Daily Sound      | KEYT-TV           | KSBY-TV             |
| Santa Barbara News Press       | Daily Nexus       | KCOY-TV             |
| Santa Ynez Valley News         | Orcutt Pioneer    | Ventura County Star |
| Pacific Coast Business Journal | Montecito Journal | Los Angeles Times   |
| KPMR-TV                        | KTMS 990          | KCSB                |
| KJEE                           | KTYD              | KIST                |
| Periódico Hispanidades         | Latino Today      | El Tiempo           |

SBCAG also has a Public Information Officer who provides direct media liaison on SBCAG activities.

**Speakers Bureau**

SBCAG proactively schedules speaking engagements for staff through its Speakers Bureau. Service clubs, community and business organizations are a few of the venues that SBCAG staff and Board members speak to the public about SBCAG programs and projects. Fact sheets, talking points and visual displays are utilized to help articulate the message at hand.

## **Events**

SBCAG holds several events during the course of the fiscal year, which helps increase awareness of the agencies activities and its role in the community. One such event is the Green Awards, designed in partnership with the Santa Barbara County Air Pollution Control District the County of Santa Barbara's Solid Waste Division, Santa Barbara County Water Agency and the Community Environmental Council, designed to recognize local businesses or community organizations, which improve practices that benefit the environment in Santa Barbara County.

## **Open Houses/Workshops**

When SBCAG is presenting agency plans or programs or working with local jurisdictions on specific transportation projects or programs, open houses workshops are held to present background information on needs/issues and discuss alternatives to gain early input of nearby residents and the community. These open houses and workshops have been effective in receiving useful public comment. Handouts, display boards and technical staff provide information on the project or program. Individuals are encouraged to make comments to staff or write their thoughts on comment cards. Open Houses and workshops are held for several hours and on large projects or programs in multiple locations to accommodate a variety of schedules.

## **Geographic Diversity**

Santa Barbara County is large. To accommodate the geographic diversity of the county the SBCAG Board alternately meets in Santa Maria and Santa Barbara. SBCAG Advisory Committee meetings are often held in Buellton, a central county location and agency workshops and other meetings are frequently held in Santa Barbara, Santa Maria, Lompoc and Solvang, the main regions of Santa Barbara County

## **Translation of Public Notices**

When requested or deemed appropriate, SBCAG will translate public notices and press releases into Spanish. Factors considered in determining whether Spanish language translation is appropriate include expressed interest by Spanish speakers, ethnicity of populations impacted, project or program purpose and need and expected effectiveness of reaching Spanish-speaking populations.

SBCAG also distributes notices of planning documents and news releases to organizations that represent minority organizations that share information and are a resource for particular demographic groups, including Southeast Asian, Native American, Hispanic and African American.

## **Outreach for Planning Documents**

There are a number of planning documents SBCAG creates and publishes for which this Public Participation Plan outlines a specific public process. Since

these documents are regularly updated, the public and reviewing agencies can expect the processes outlined below to be followed consistently.

### **Unmet Transit Needs (UTN) Report**

SBCAG is responsible for allocating Transportation Development Act funds under state law and for making findings following a public input process regarding the existence of unmet transit needs. The UTN report is developed and published annually in the spring after a north county effort to collect public input regarding transit needs in north Santa Barbara County (All TDA funds in south county are already spent only on transit and SBCAG's role is limited to determining the existence of unmet transit needs in areas where TDA funds are use for non-transit purposes). Opportunities for public participation in the development of the UTN report include:

- SBCAG public hearing to solicit input on unmet transit needs
- UTN workshops across the County hosted by local transit agencies
- 30-day comment period on Draft UTN Report
- Public Hearing on Draft UTN Report
- SBCAG Board adoption of the Final UTN Report
- Occasional surveys distributed in north county

### **Transportation Planning Documents**

For the Regional Transportation Plan, Federal Transportation Improvement Program, the Federal Highway Administration (FHWA) California Division provides the Central Coast region with specific outreach requirements. The following participation process is consistent with those definitions and requirements. For more detailed information about FHWA guidance, please contact SBCAG staff.

### **Regional Transportation Plan (RTP)**

The RTP is generally updated every four years consistent with SAFETEA-LU requirements, with a limited number of amendments as needed in the intervening years. Opportunities for public participation for the RTP are different for RTP updates versus RTP amendments. RTP Updates include significant revisions to the RTP document, while RTP amendments are generally specific to project scopes, schedules, or costs.

Outreach for RTP Updates:

Public Meetings, workshops, and surveys during the RTP development period to solicit public dialogue and comment on the RTP process including, but not limited to issues such as:

- Overview of the planning process
- RTP goals, objectives, performance indicators
- RTP project lists
- RTP funding scenarios

Legally noticed public comment period on the Draft RTP Update.  
The length of the public comment period is aligned with California Environmental Quality Act requirements, which are generally:

- 30-days if RTP Update does not include a new Programmatic Environmental Impact Report.
- 45-days if the RTP Update includes a new Programmatic Environmental Update Report.

Legally Noticed public hearing at a SBCAG Board hearing.

Outreach for RTP Amendments:

RTP Amendments are generally triggered by a project-specific need to be consistent with either the project's environmental document or the Federal Transportation Improvement Program (FTIP). As such, the public participation process for RTP amendments follow the requirements as outlined for the FTIP below, as applicable.

### **Federal Transportation Improvement Program**

The FTIP will need to be amended periodically following its adoption to reflect changes in the program including project additions, deletions and revisions. All requests to amend the FTIP must be submitted by the project-sponsoring agency. The request must clearly identify the proposed modifications and include all of the relevant programming information such as the project description and scope, costs by project phase and program year, and the funding sources and amounts. SBCAG will consider amendment requests only if the proposed changes will not adversely affect the financial constraints findings of the FTIP. Proposed additions or changes to projects must also be consistent with the rules of the particular funding program involved.

The FTIP is usually updated every two years, with amendments occurring as needed. Federal requirements and SBCAG policy distinguish between two types of FTIP amendments – formal amendments and administrative amendments – which differ based on the magnitude of the proposed change and the level of review required by various federal, state and local agencies. Generally, significant changes to the cost scope or schedule of a project listing require a formal amendment. These formal amendments must be approved by the SBCAG Board as well as by Caltrans, FTA and FHWA.

Minor project changes, including its funding sources, description, a lead agency change, scheduling adjustments, and other items may be approved as an administrative amendment to the FTIP. Approval of administrative amendments has been delegated to the SBCAG Executive Director, and as a result, its streamlined procedure bypasses several steps in the amendment process, and generally expedites the approval timeframe by two to three months. All other amendments require formal approval by the SBCAG Board.

Administrative amendments must be consistent with the approved FTIP financial plan and changes in funding must be accommodated within the available resources identified in the plan. Administrative amendments are minor changes that:

- Revise a project description without changing the project scope or conflicting with the environmental document;
- Revise the funding amount listed for a project's phases. Additional funding is limited to the lesser of 20 percent of the project cost or \$2 million;
- Change the source of funds;
- Splits or combines individually listed projects; as long as cost, schedule and scope remain unchanged;
- Changes required information for grouped project (lump sum) listings; or
- Adding or deleting projects from grouped project (lump sum) listings as long as the funding amounts stay within the guidelines in the second bullet above.

Administrative amendments can be processed in accordance with these procedures provided that:

- It does not affect the air quality conformity determination, including timely implementation of Transportation Control Measures (SBCAG is an air quality maintenance area, and does not prepare a conformity determination), and
- It does not impact financial constraint

Amendments whose scale, type or other aspect precludes use of the administrative amendment option are processed as formal amendments. Formal amendments require SBCAG Board approval via resolution, and its subsequent concurrence by Caltrans and the FHWA and FTA. At the discretion of the Executive Director, SBCAG may require that administrative amendments be treated as a formal amendment for amendments that are controversial, or that are determined to be not clearly within the scope of an administrative amendment.

Currently the approval process for a project-related amendment to the FTIP lasts from thirty to sixty days, which can delay projects from advancing on schedule. Generally, projects that are amended in the FTIP require approval as formal amendments by SBCAG through adoption of a resolution and approval by Caltrans, FHWA, and FTA.

Federal regulations (23 CFR 450.332) require that SBCAG adopt procedures to expedite the amendment process for certain projects within the FTIP. Projects that are eligible to use this process are:

1. Financially constrained and have been determined by MPO staff to be administrative in nature.
2. Do not need and adopted MPO board resolution.

Utilizing the expedited procedures is optional for the project sponsor and SBCAG. Projects may still be amended using the regular FTIP amendment process.

#### Measure D Expenditure Plan or Ordinance

SBCAG is designated as the Local Transportation Authority for Santa Barbara County and is responsible for administering the revenues generated by Measure D, a voter-approved ½% sales tax for transportation. An expenditure plan and ordinance implementing Measure D has been approved by the SBCAG board. Pursuant to state law, any amendments to the expenditure plan require approval by two-thirds of the SBCAG board and cannot take effect until after a 45-day review period.

#### **SBCAG Public Participation Plan**

Major revisions to the SBCAG Public Participation Plan include a 45-day public review period and public hearing. In addition, in response to federal requirements under SAFETEA-LU, the on-going expansion of the Public Participation Plan includes outreach efforts as described in **Appendix D**.

The drafts of the documents described above are posted on [www.sbcag.org](http://www.sbcag.org), mailed and deposited in a public library in each city (Santa Barbara County) for public review.

Please see **Appendix A** for a Summary Schedule of Public Notices and Public Hearings.

#### **Periodic Public Workshops**

SBCAG holds public workshops to allow individuals to ask questions and give their opinion outside of the regular Board or Committee meetings. Past forums have included topics such as 101 in Motion, Measure D and the Regional Growth Forecast. Workshops are also held during the planning process for the Regional Transportation Plan, the Federal Transportation Improvement Program, and other plans of special interest. SBCAG will use visualization techniques to present information in a non-technical manner.

#### **Public Hearings, Public Workshops, Public Comments**

Public hearings or workshops are also offered in order to give more attention to a specific item. SBCAG will use visualization techniques to present information in a non-technical manner. Hearings and workshops are held at an early stage in the process so that suggestions can be integrated into the final proposal. All significant comments made using any of these means of public comment will receive due consideration, a formal response and will be included in the final

document. In compliance with the Brown Act, all committee and Board hearings have, at a minimum, a formal public comment period. Agendas for Board meetings are posted at a minimum 72 hours prior to the meeting. However, in most cases, Board agendas are posted five days before the scheduled meeting.

### **Accessibility to Information**

Once members of the public decide to get involved in local decision-making, they should have easy access to information and the public comment process. The following strategies are designed to improve the public's access to SBCAG meetings and materials.

### **Written Materials**

A wealth of written information on SBCAG's activities is available on an ongoing basis. When preparing these documents, staff's goal is to make the information understandable to the average person in the community, to make the documents as concise as possible, to reduce or eliminate jargon and to explain acronyms. For staff reports, a brief background and a discussion section are included to give proper context on an issue. Plans and all handouts and other documents for public review include an executive summary, pictures, graphs, maps and/or other visual aids to make them more reader-friendly and understandable.

### **Accommodations**

Currently, every effort is made to schedule public events at a location accessible by transit and all buildings for public events are ADA accessible for wheelchair users. Interpreters or other auxiliary aids will be arranged for the public event if requested prior to the meeting. Public meeting times vary between day and evening meetings depending upon the actual meeting location and /or topic. Some public hearings are held in conjunction with SBCAG's monthly board meeting, which rotates between North and South County.

### **Hotlines**

Staffed and electronic hotlines are utilized as a public outreach tool and included in printed outreach material and on project websites in order to receive comments from the public.

### **Board Meetings**

All agenda materials are currently available to the public at the Board meeting. Prior to the meeting, agendas are posted on the SBCAG website at [www.sbcag.org](http://www.sbcag.org). All staff reports distributed to the Board are also posted on the website in advance and made available to the public at the meetings. The schedule of upcoming committee or Board meetings are posted on the website and Board and committee meeting notices are also posted outside the SBCAG office.

Opportunities for public comment on items on or off the agenda. Cards in both English and Spanish are provided for members of the public to indicate which

agenda items they wish to speak on; these cards can be turned in to staff members. At public hearings, the Chairperson requests members of the audience for their comments on the issue at hand. For items not on the agenda, “a public comment” period is held early in the meeting, after roll call.

## **V. Outreach to Traditionally Underserved Groups and Resource Agencies**

Federal Requirements for public participation plans include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority groups.

Representatives of low income communities have pointed out that these individuals are focused on meeting subsistence needs, so public meetings are generally a low priority. However when a project affects them directly, they are very interested. SBCAG works with community organizations to assist in outreach to low income and minority groups. SBCAG has compiled and routinely updates an Environmental Justice Resource List to use as a source for outreach. Please refer to **Appendix B** for the Environmental Justice Resource List.

### **Executive Order 13166, Limited English Proficiency**

This Executive Order directs Federal agencies, recipients and sub-recipients of Federal financial assistance to examine services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide services so LEP persons have meaningful access to them. As a recipient of federal funds, SBCAG offers accommodation to individuals with special needs as identified on our agendas for public meetings.

### **Santa Barbara County Transit Advisory Committee**

SBCAG reaches out to transit dependent communities through the Santa Barbara County Transit Advisory Committee. The committee’s purpose is to recommend the transit services that should be provided to the transit dependent community, which often includes low-income individuals, as well as the elderly and disabled. The SBCTAC also advises the SBCAG Board on other transit issues, such as the coordination of specialized transportation services. As key plans are being developed, the SBCTAC are briefed by SBCAG staff for their input into the planning process. Their comments are presented to the SBCAG Board for their review.

### **Tribal Government**

SBCAG works with the Santa Ynez Band of Chumash Indians. SBCAG Board members periodically meet with Chumash Business Committee members to discuss issues of mutual concern. Chumash Tribal Administration staff also attends SBCAG’s TTAC, TPAC and Measure D renewal committee meetings and other committee meetings, as they deem necessary.

## **Resource Agencies**

SBCAG engages resource agencies to the extent practicable in the development of agency plans, and specifically RTP development, by distributing notifications of updates to the RTP and FTIP. These agencies include state, local, tribal agencies responsible for planned growth, economic development, environmental protection, airport operations, and freight movements. Land use management, natural resources, conservation and historic preservation. The Resource Agency Listing for state and federal resource agencies is maintained by the California State Department of Transportation, Division of Transportation Planning and updated periodically. SBCAG adds local organizations and contacts to this list and will update it as necessary. Please see **Appendix C** for the current Resource Agencies listing.

## **VI. Description of Committees That Contribute to Planning Process**

### **SBCAG Standing Committees**

The SBCAG Board relies on several committees for input on proposed plans, programs and actions that assist in its planning and decision-making. All of these committees are open to the public, with posted agendas in accordance with state law (Brown Act).

### **Technical Transportation Advisory Committee**

The Technical Transportation Advisory Committee (TTAC) consists of staff representatives from the County of Santa Barbara, the eight incorporated cities in Santa Barbara County, Caltrans, Santa Barbara County Air Pollution Control District, Santa Barbara Metropolitan Transit District (SBMTD), and SBCAG. Nonvoting, ex-officio members include FHWA, FTA, Vandenberg Air Force Base (VAFB), and University of California Santa Barbara. While SBMTD is the only special district transit agency on TTAC, the city representatives for Guadalupe, Lompoc, and Santa Maria represent their transit agencies that are operated by their own agencies. The committee reviews SBCAG transportation plans and programs and advises the SBCAG board.

### **Technical Planning Advisory Committee**

The Technical Planning Advisory Committee (TPAC) is comprised of staff representatives of the County of Santa Barbara, the eight incorporated cities, Santa Barbara County Air Pollution Control District, and SBCAG. Additional nonvoting, ex-officio members represent Vandenberg AFB, the Local Agency Formation Commission (LAFCO), the County's Housing Program and the University of California at Santa Barbara (UCSB). The committee reviews land use plans and programs and advises the SBCAG board.

### **Santa Barbara County Transit Advisory Committee**

The Santa Barbara County Transit Advisory Committee (SBCTAC) is comprised of representatives from fixed route transit and paratransit providers, social

service agencies, non-profit groups providing social services, and transit users. The committee advises the board on transit issues.

### **Single Issue Task Forces**

Single Issue task forces, such as the 101 in Motion Technical Advisory Committee and Citizens Advisory Group, the North County Transit Plan Advisory Committee and the Measure D Renewal Policy Development Committees, provide guidance throughout the development of specialized plans or programs. The use of a single-issue task force is considered when SBCAG is developing a plan or examining an issue with a high level of community interest. These task forces are broad-based, representing a range of interested parties. Meetings are open to the public. Members help set the goal of the study or plan, and provide review and comment throughout the planning process. Facilitators may be brought in to assist group members in reaching consensus.

## **VII. Public Participation Measures of Effectiveness**

The strategies contained in the Public Participation Plan will be reviewed annually to determine if modification of any particular strategy is necessary or if additional strategies need to be incorporated into the plan. Evaluation tools to measure our effectiveness in terms of reaching desired demographic groups or attaining stated goals will also be employed. Evaluation strategies include, but are not limited to:

- Tracking of media coverage
- Surveys
- Comment/feedback cards
- Website polling
- Periodic review and updating of outreach mailing lists

The overall plan will be formally updated as necessary at least once every five years. Your comments on this program are encouraged. To submit comments or for more information about the Santa Barbara County Association of Governments, contact:

Public Information/Government Affairs Coordinator  
Santa Barbara County Association of Governments  
260 North San Antonio Rd., Suite B  
Santa Barbara, CA 93110  
Phone: (805) 961-8900  
Fax: (805) 961-8901  
E-mail: [info@sbcag.org](mailto:info@sbcag.org)

## Appendix A

### Summary Schedule of Public Notices and Public Hearings

| Document                                | Updated                | Last Updated | Notice prior to Board Meeting | Website Posting | Newspaper Legal advertisement | Public Hearing |
|---|------------------------|--------------|-------------------------------|-----------------|-------------------------------|----------------|
| Disadvantaged Business Enterprise (DBE) | Annually               | 2006         | NA                            | Yes             | No                            | No             |
| RTIP                                    | Every 2Years           | 2007         | 30 days                       | Yes             | No                            | As applicable  |
| FTIP                                    | Every 3 Years          | 2006         | 30 days                       | Yes             | No                            | As applicable  |
| RTP-EIR                                 | Every 3 Years          | 2004         | 45 days                       | Yes             | Yes                           | Yes            |
| Unmet Transit Needs                     | Annually               | 2007         | 30 days                       | Yes             | Yes                           | Yes            |
| FTA 5310 Funding                        | Annually               | 2006         | NA                            | Yes             | No                            | No             |
| Public Participation Plan               | At least Every 5 Years | 2007         | 45 days                       | Yes             | Yes                           | Yes            |

## **Appendix B**

### **SBCAG Public Participation Environmental Justice Resource List**

#### **Santa Ynez Band of Chumash Indians**

P.O. Box 517  
Santa Ynez, CA 93460

#### **Environmental Defense Center**

906 Garden Street  
Santa Barbara, CA 93101

#### **United Way of Santa Barbara County**

320 E. Gutierrez St.  
Santa Barbara, CA 93101

#### **La Casa De La Raza**

601 E. Montecito Street  
Santa Barbara, CA 93101

#### **PUEBLO**

South County Office  
114 E. Haley St. Suite E  
Santa Barbara, CA. 93101

North County Office  
500 S. Broadway Suite 237  
Santa Maria, CA 93454

#### **League of Women Voters**

328 E Carrillo St # A  
Santa Barbara, CA 93101

#### **Independent Living Resource Center**

423 W Victoria St  
Santa Barbara, CA 93101

#### **Central Coast Commission for Senior Citizens/ Area Agency on Aging**

528 South Broadway  
Santa Maria, CA 93454

#### **NAACP**

PO Box 1081  
Santa Barbara, CA 93102

## Appendix C

### Resource Agencies Listing

|   |  |
|---|--|
| California Coastal Commission<br>Central Coast District Office<br>725 Front Street, Suite 300<br>Santa Cruz, CA 95060 | California Dept. of Fish & Game<br>South Coast Region<br>P.O. Box 1797<br>Ojai, CA 93024                     |
| California Coastal Conservancy<br>13 <sup>th</sup> Floor, 1330 Broadway<br>Oakland, CA 94672                          | California Coastal Commission<br>89 S. California Street, Suite 200<br>Ventura, CA 93001-2801                |
| California State Parks<br>Channel Coast District<br>911 San Pedro Street<br>Ventura, CA 93001                         | Los Padres National Forest<br>Supervisors Office<br>6755 Hollister Av., Suite 150<br>Goleta, CA 93117        |
| Los Padres National Forest<br>Santa Lucia Ranger District<br>1616 Carlotti Dr.<br>Santa Maria, CA 93454               | Los Padres National Forest<br>Santa Barbara Ranger District<br>3505 Paradise Road<br>Santa Barbara, CA 93105 |
| NOAA Fisheries<br>501 Ocean Bl., Suite B<br>Long Beach, CA 90802-4213   | Central Coast RWQCB<br>895 Aerovista Place, Suite 101<br>San Luis Obispo, CA 93401                           |
| USFWS<br>2493 Portola Road<br>Ventura, CA 93003   | Land Trust for Santa Barbara County<br>P.O. Box 91830<br>Santa Barbara, CA 93190                             |
| U.S. Army Corps of Engineers<br>40015 Sierra Highway, Suite B145<br>Palmdale, CA 93550                                | County of Santa Barbara<br>Planning & Development Dept.<br>123 E. Anapamu Street<br>Santa Barbara, CA 93101  |
| City of Carpinteria<br>5775 Carpinteria Av.<br>Carpinteria, CA 93013  | City of Santa Barbara<br>735 Anacapa St.<br>Santa Barbara, CA 93101  |
| City of Goleta<br>130 Cremona Dr., Suite B<br>Goleta, CA 93117  | City of Solvang<br>1644 Oak Street<br>Solvang, CA 93463  |
| City of Buellton<br>107 West Highway 246<br>Buellton, CA 93427  | City of Lompoc<br>100 Civic Center Plaza<br>Lompoc, CA 93436   |
| City of Guadalupe<br>918 Obispo Street<br>Guadalupe, CA 93434   | City of Santa Maria<br>110 East Cook Street<br>Santa Maria, CA 93454   |

## **Appendix D**

### **Public Participation Process**

This section will describe the public outreach process used to update SBCAG's Public Participation Plan. As our outreach process is just beginning, this section is not complete.

## **Appendix E**

### **Comments to Plan**

This section will include comments regarding SBCAG's Public Participation Plan and responses to comments by staff.