



**Maui Metropolitan
Planning Organization**

Public Participation Plan

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Adopted xxxx 2017
by the Maui MPO Policy Board

Prepared in Cooperation with:
State of Hawai'i Department of Transportation
USDOT Federal Highway Administration
USDOT Federal Transit Administration

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LIST OF ACRONYMS

ADA	Americans with Disabilities Act
ACS	American Community Survey
DBEDT	State of Hawai'i Department of Business, Economic Development and Tourism
DOH	State of Hawai'i Department of Health
USDOT	United States Department of Transportation
EJ	Environmental Justice
FAST	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
MDOT	County of Maui Department of Transportation (The Maui Bus)
HDOT	State of Hawai'i Department of Transportation
LAP	Language Access Plan
LEP	Limited English Proficiency
LRTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the Twenty-First Century
MPO	Metropolitan Planning Organization
PPP	Public Participation Plan
STIP	State Transportation Improvement Program
TAC	Technical Advisory Committee
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

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EXECUTIVE SUMMARY

Transportation planning for the metropolitan area (island of Maui) is a collaborative process led by the Maui Metropolitan Planning Organization (Maui MPO) and other key stakeholders in Maui's surface transportation system. This process is designed to foster involvement by the general public, the business community, community groups, environmental organizations, and affected public agencies through a proactive public participation process conducted by the Maui MPO in coordination with the State of Hawai'i and County of Maui. This summary of the Maui MPO's *Public Participation Plan* (PPP) is provided as an overview of public involvement procedures that will be used to ensure a transparent, fair setting for decision-making.

1.0 Introduction

The introduction provides an overview of the Maui MPO, its major products, and goals for public participation in the transportation planning process. The Maui MPO functions under a committee structure comprised of a Policy Board, a Technical Advisory Committee (TAC) and MPO staff. The Maui MPO is responsible for three major planning products for the island of Maui: the *Long-Range Transportation Plan (LRTP)*, the *Transportation Improvement Program (TIP)*, the *Unified Planning Work Program (UPWP)*, and the *Public Participation Plan (PPP)*. In compliance with current federal transportation legislation, the Maui MPO has developed this PPP to document its process for encouraging review and comment on regional transportation planning by the general public and interested parties.

2.0 Public Participation Techniques

This section provides an overview of various techniques and methods that may be used by the Maui MPO to carry-out its public participation process. The Maui MPO will share information about draft plans and projects through print, television, and radio media outlets, newsletters, and its website. The Maui MPO will seek public input through its formal Policy Board and TAC meetings, presentations to organizations, public workshops, attendance at community events, surveys and comment cards.

3.0 Title VI & Environmental Justice

This section presents an overview of how the Maui MPO will ensure that its public participation process is compliant with Title VI of the Civil Rights Act of 1964, Environmental Justice, and the Americans with Disabilities Act of 1990. The Maui MPO is dedicated to identifying traditionally underserved populations (e.g., low-income, minority, non- or limited-English proficiency, transportation disadvantaged populations, etc.) using all available socio-economic data sources and input from community-based organizations. The Maui MPO will use enhanced outreach techniques to ensure that special populations are well represented in the public participation process and that plans and processes are communicated using audience-appropriate methods.

4.0 Stakeholder Consultation

The Maui MPO will consult with interested parties in the development and adoption of the LRTP, TIP, UPWP and PPP. Interested parties may include representatives of public transportation agencies or customers, freight shippers, providers of freight transportation services, private providers of transportation services, representatives of users of bicycle and pedestrian facilities, representatives of the disabled, and other organizations or individuals with an interest in the transportation planning process. The Maui MPO will consult with other federal, state, and local agencies that have an influence on or are affected by local and regional transportation planning decisions. Specifically, the Maui MPO will share draft plans and documents with those groups, and participate in meetings and on committees as appropriate to coordinate regional planning activities.

5.0 General Participation Guidelines

This section provides specific guidelines for how the Maui MPO will comply with the Hawai'i Sunshine Law (HRS 92), publish official notices, and make all plans and documents available to the public.

- **Hawai'i Sunshine Law** – All sessions of the Maui MPO Policy Board and the Technical Advisory Committee shall be open to the public. The public will be allowed to testify on agenda items at the beginning of each meeting.
- **Official Notices** – The Maui MPO will notice all meetings, public hearings, and public comment periods for plans and programs at least seven days in advance of such meeting, hearing, or period.
- **Availability of Plans and Documents** – The Maui MPO will make all plans and documents available at its office and on its website.

6.0 Plan-Specific Guidelines

This section provides specific guidelines for when the Maui MPO will encourage the public and interested parties to participate in the development, adoption, amendment, and review of major MPO plans. Maui MPO staff, under guidance from the TAC, is responsible for the preparation of each draft document. After the TAC and Policy Board have endorsed a public review draft, an official notice will be made to solicit public review and comment. The notice shall identify the duration of the public review period prior to the meeting at which the document will be considered by the Policy Board. Draft documents will be made available for review on the Maui MPO website and at the Maui MPO office, and email notification will be sent to the Maui MPO contact list. The Policy Board will consider each plan for adoption at a public hearing after all comments are received, documented, evaluated, and addressed.

How to make a public comment on this plan

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1. INTRODUCTION

1.1 Maui MPO Structure

The Maui Metropolitan Planning Organization (Maui MPO) was designated in 2013 and formed in 2016 to ensure that federal investment in transportation projects and programs are based on a comprehensive, cooperative, and continuing (3-C) planning process. As the designated metropolitan planning organization (MPO) for the island of Maui, the Maui MPO carries out various requirements mandated by the United States Department of Transportation. The Federal government created MPO's in the 1970's in response to a need to hear the voice of the people and ensure that their concerns and feedback were part of the transportation planning process. Public participation is one of the most important responsibilities of the Maui MPO.

The Maui MPO developed a *Public Participation Plan* (PPP) to help members of the public and affected organizations, including government agencies, understand: 1) the planning process for regionally-significant surface transportation efforts and 2) how to participate effectively in that process. The process results in publically vetted plans and programs that provide direction to the development of our surface transportation system. It's important to understand that although the Maui MPO budgets federally funded or regionally significant County and State transportation projects, the Maui MPO does not design or construct these projects. As such, the Participation Plan focuses on the transportation planning aspects that fall within the Maui MPO's purview.

This plan was prepared in compliance with the public participation requirements of 23 U.S.C. 134 and 49 U.S.C. 5303; 23 U.S.C. 135 and 49 U.S.C. 5304; and with Title VI of the Civil Rights Act of 1964, the Limited English Proficiency requirements of Executive Order 13166, and the Americans with Disabilities Act of 1990, as it pertains to the traditionally underserved population. The procedures outlined in the *Public Participation Plan* will be reviewed periodically and updated as necessary to ensure a full and open participation process.

The Maui MPO functions under a committee structure comprised of a Policy Board, a Technical Advisory Committee (TAC) and MPO staff. The organizational structure is as follows:

Policy Board

The Policy Board is responsible for establishing and setting policy for the metropolitan planning area. The Policy Board will review and approve the Maui MPO plan documents prior to submittal to the USDOT FHWA and FTA. The voting membership of the Policy Board is as follows:

- Director of the State Department of Transportation;
- Three members of the Maui County Council appointed by the Council Chair;
- The directors of the County Department of Planning; County Department of Public Works; and County Department of Transportation.

Technical Advisory Committee

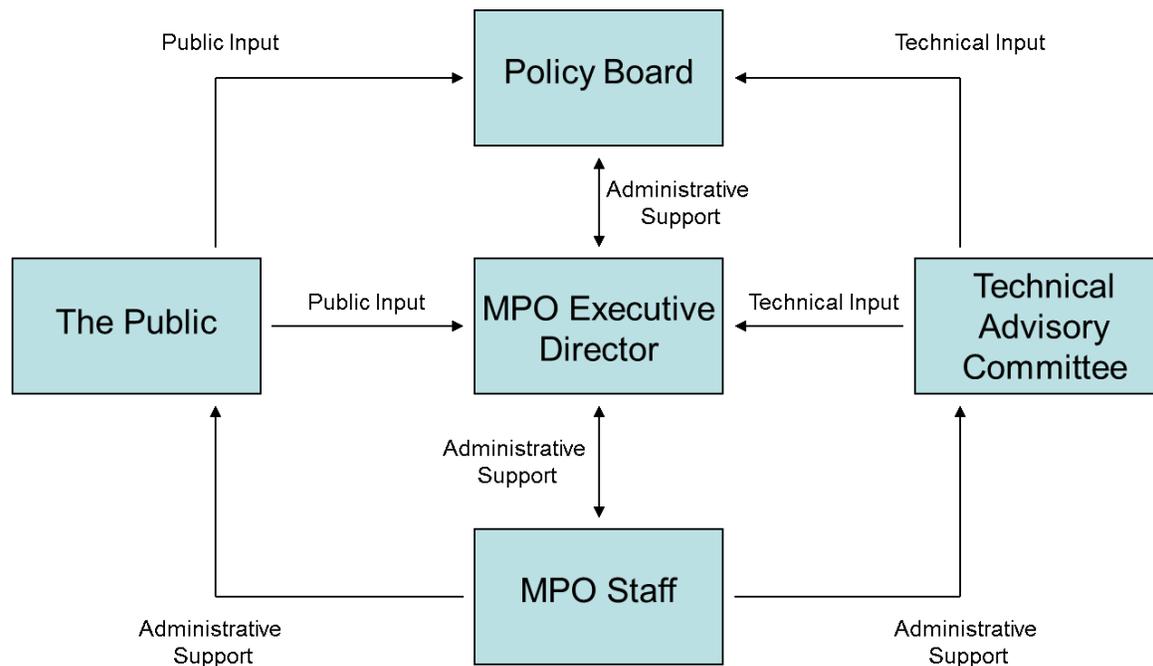
The Maui MPO Technical Advisory Committee (TAC) provides the technical input to carry out the continuing, cooperative and comprehensive multimodal transportation planning process for the Maui MPO. They provide data and technical assistance necessary for the development and maintenance of plans, and provide recommendations to the Policy Board. The TAC is comprised of technical representatives (such as county and state planners and engineers) from each department represented on the Policy Board. The voting membership of the TAC is as follows:

- Two (2) staff members from the County of Maui Department of Planning
- Three (3) staff members from the County of Maui Department of Public Works
- One (1) staff member from the County of Maui Department of Transportation
- Two (2) staff members from the State of Hawai'i Department of Transportation

Maui MPO Staff

Maui MPO staff consist of an Executive Director and a Finance Specialist. Staff administer Maui MPO plans and programs, working closely with County and State staff from the TAC and Policy Board to ensure compliance with applicable regulations.

Figure 1. Maui MPO Organizational Structure



1.2 Maui MPO Planning Activities

The Maui MPO plans and programs are the basis for the development and operation of a multimodal transportation system that facilitates the efficient and effective movement of people and goods. Following is a brief presentation of the MPO's major products. All plans will be made available to the public and interested parties at the Maui MPO website and MPO office.

The Maui MPO'S planning activities include:

- Developing and maintaining three major documents: a Long-Range Transportation Plan (LRTP), a short-term (four-year) Transportation Improvement Program (TIP), and an annual Unified Planning Work Program (UPWP) of transportation planning studies;
- Conducting special planning studies in support of the basic planning programs;
- Reviewing planning projects for compatibility with other planning efforts and for compliance with applicable federal transportation planning rules.

NOTE: Activities such as a project's local funding, design and construction, program operations, and neighborhood street improvements are **not** addressed by the Maui MPO's planning activities. Also, while access to air and water transportation facilities, as part of freight and intermodal networks, is subject to the Maui MPO planning process, planning for within airport and harbor facilities is not in the Maui MPO's purview.

Long-Range Transportation Plan (LRTP)

The LRTP is a long-range (20 year) multimodal strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities. The LRTP is updated every five years and may be amended as a result of changes in projected federal, state, and local funding; major investment studies; and environmental impact studies.

Transportation Improvement Program (TIP)

The TIP is a four-year budget that identifies all regionally significant or federally funded projects and services on the island of Maui such as highway and street projects, public transit projects, and bicycle/pedestrian enhancements. Projects included in the TIP must be consistent with or be selected from an approved Long Range Transportation Plan. Additionally, the TIP must be fiscally constrained or have funding mechanisms already in place for all projects and implementation strategies. The TIP can be amended as a result of changes in funding or need. Administrative modifications to the TIP are discussed in public meetings where comments are accepted.

Unified Planning Work Program (UPWP)

The UPWP is an annual work plan developed by staff to focus planning activities anticipated for the upcoming fiscal year. All federally funded MPO planning activities are in the UPWP to meet federal planning requirements. The UPWP is reviewed and discussed at the regularly scheduled TAC and Policy Board public meetings.

1.3 Public Participation in the Planning Process

The Maui MPO encourages active participation by the public and other interested parties in the development of all transportation plans and programs. The Maui MPO believes that the distribution of information regarding regional transportation planning and decision-making needs to be inclusive of as many in the public as can reasonably be reached, and that interested parties and other federal, state, and local agencies are given a fair opportunity to participate in the Maui MPO's planning process.

It is the policy of the Maui MPO to take all public and stakeholder comments into account in the development and adoption of plans and programs. The processes outlined in this document shall form the basis for providing the opportunity for the general public and key stakeholders to participate in the transportation planning process. This *Public Participation Plan* (PPP) was developed to meet federal requirements.

The PPP also outlines how the Maui MPO will comply with Title VI of the Civil Rights Act of 1964, Executive Order 12898 - Environmental Justice, and the Americans with Disabilities Act of 1990. The Plan and the Maui MPO's public participation efforts also are coordinated with the State of Hawai'i Department of Transportation's statewide transportation planning public involvement and consultation process.

How to make a public comment on this plan

Mail to:

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200 South High Street
Wailuku, HI 96793

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2. PUBLIC PARTICIPATION TECHNIQUES

This section provides a description of the various techniques that will be used to carry out the Maui MPO's public participation process. Opportunities for public input are not limited to those contained in this section, and given the significance of the LRTP, the TIP, and the UPWP, other public participation techniques may be employed to increase awareness of and to provide ample opportunities for public participation in the development of Maui MPO products.

2.1 Media

Newspapers and Online News

- Post notices of key meetings and public review drafts in print and online news sources
- Provide news releases and a list of proposed projects with maps and narrative related to particular areas of Maui, to be published during public comment periods
- Visit minority media outlets to encourage use of Maui MPO news releases
- Submit articles for publication in community/corporate newsletters
- Invite reporters to Maui MPO meetings
- Meet with editorial staff
- Opinion pieces/commentaries
- Purchase display ads

Radio, TV, and Other Media Forums

- Inform listeners and viewers about upcoming meetings and events
- Newspaper/ Online News: *Maui News*, *Maui Time Weekly*, *Maui Now*, *Maui Watch*
- Radio: KAOI, KMNO, etc.
- Television: Akaku, KMEB (PBS), etc.

2.2 Presentations, Meetings and Workshops

Policy Board and TAC Meetings

- Policy Board and Technical Advisory Committee (TAC) meetings will be held in ADA accessible facilities in locations served by transit.
- Open to the public with notices posted a minimum of six (6) days prior
- Public testimony limited to topics listed in the meeting agenda

Public Workshops

- Co-host workshops with community groups, partner agencies, business associations.
- Hold workshops in ADA-accessible public places (e.g., a neighborhood community center, library, town center, or shopping mall) to encourage broad participation
- Sponsor a topical forum or summit with partner agencies or community groups
- Encourage opportunities for public input directly to Policy Board members
- Open houses with break-out sessions for smaller group discussions on multiple topics
- Vary time of day for workshops (day/evening)

Special Presentations

- Share information about the Maui MPO and encourage input on transportation planning
- Announce specific times and locations where input can be given on Maui MPO plans
- Develop special presentations to interested groups, associations, or bodies
- Request to appear on the agendas of the County Council, Planning Commission, etc.
- Contract with community-based organizations in low-income and minority communities for targeted outreach

Exhibits at Events

- Town Fridays
- Farmers' markets
- Athletic events
- County fair
- Music festivals
- Other recreational and social gatherings

Game of Roads

- Games are a powerful educational tool for engaging the public in discussion of economic, environmental and social tradeoffs of investment decisions
- Follow example of Marin County's award-winning Game of Floods
- Stakeholder roles, infrastructure assets depicted on a map, a set of strategies for developing and managing transportation, a budget, and the element of chance
- Objective for participants to work collaboratively to develop a Transportation Improvement Program that meets a set of social and environmental goals
- Maui MPO staff will present Game of Roads at public workshops and schools

2.3 Other Tools

Maui MPO Website/ Social Media

- Comprehensive information about Maui MPO products or activities
- Public notices of all meetings, events, and public comment periods
- Draft review documents for LRTP, TIP and UPWP
- Workshop materials, audio recordings of past meetings and events
- Public comment form and electronic surveys
- Links to relevant resources and planning data
- Social media such as Twitter and Facebook

Online and Printed Materials

- User-friendly documents (including use of executive summaries)
- Outside review of publications to ensure clear, concise language
- Work with community-based organizations to distribute flyers and post cards

- As appropriate, request placement of notices on-board transit vehicles and through Maui Bus TransLoc online service

Mailing Lists

- Maintain a list of citizens, businesses, agencies, and other groups and individuals with an interest in the transportation planning process
- Continue to grow list with each outreach effort
- During each update to the PPP, the Maui MPO will ask each contact to specify preferred methods of information sharing.

Comment Cards

- Make comment cards available at every public meeting
- Seek out locations such as community centers, places of worship, YMCAs, and Boys and Girls Clubs to distribute comment cards and/or make presentations and receive comments
- Develop comment form on Maui MPO website

Polls/Surveys

- For major planning efforts (such as the Long Range Transportation Plan), conduct polls
- Intercept interviews where people congregate, such as at transit hubs
- Printed surveys distributed at meetings, transit hubs, on-board transit vehicles, etc.
- Work with regional partners (e.g., State DOH, DBEDT) to coordinate data collection
- Add survey respondents to the Maui MPO mailing lists

Visualization Techniques

- Maps, charts, illustrations, photographs
- Graphic renderings of concepts/plans
- Electronic voting at workshops
- PowerPoint slide shows

Techniques for Reporting on Impact of Public Comments

- Summarize key themes of public comments in staff reports to TAC and Policy Board
- Email to participants from meetings, surveys, etc. to report final outcomes
- Newsletter articles
- Updated and interactive web content

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3. TITLE VI & ENVIRONMENTAL JUSTICE

Title VI of the Civil Rights Act of 1964 protects persons from discrimination based on race, color, or national origin in programs and activities that receive federal financial assistance. Environmental Justice (President Clinton’s Executive Order 12898) provides further guidance to federal assistance programs to ensure that low-income and minority populations are included in the transportation planning process. Specifically, Environmental Justice directs federal programs:

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

The Americans with Disabilities Act of 1990 provides that, “(N)o qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government”. This legislation essentially provides enforceable standards to address discrimination against individuals with disabilities.

Section 504 of the Rehabilitation Act of 1973 provides that, “(N)o qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from Federal Financial assistance” and prohibits discrimination based on physical or mental handicap.

Due to the importance of an all-inclusive outreach program that ensures compliance with Title VI, Environmental Justice, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, the Maui MPO will place emphasis on efforts to reach out to traditionally underserved or underrepresented segments of the region’s population including:

- Low Income,
- Minorities, including majority minorities,
- Homeless or institutionally housed,
- Limited English Proficiency,
- Limited Literacy,
- Transit Dependent,
- Transportation Disadvantaged,
- Single–parent Families,
- The Elderly, and
- School-Aged Children.

3.1 Identifying Underserved and Special Populations

Prior to the implementation of special outreach efforts, Maui MPO staff will use several methods to identify where special populations are likely to live and work. The most recent US Census will provide a region-wide vehicle for analyzing socio-economic characteristics of communities within the Maui MPO planning area. The Census can also be used as a tool for identifying low-literacy and limited English proficiency communities. Following are other resources and methods the Maui MPO may use to identify special populations.

Limited English Proficiency (LEP)

LEP population data is available through the State of Hawai'i Department of Business, Economic Development and Tourism (DBEDT) reports and maps on American Community Survey (ACS) data. A 2016 report on the *Non-English Speaking Population in Hawai'i* found that about 21% of Maui residents aged 5 and older spoke a language other than English at home in the 2010-2014 period, and 10% spoke English less than "very well". In Kahului, 38% of residents spoke a language other than English at home, and 23% spoke English less than "very well". Ilocano, Tagalog, and Japanese were the top three most common non-English languages spoken at home in Hawai'i."¹

Low Income

Consultation with service providers, including the County Department of Housing and Human Concerns and State of Hawai'i Department of Health (DOH), can provide supplemental information both on the location and the best method for interaction with low income and homeless populations.

Transportation Disadvantaged

Transportation disadvantaged people are unable to transport themselves or to purchase transportation due to disability, income status or age. These individuals can sometimes be located through the cooperation of transit agencies and specific disabilities agencies (Maui Bus, Maui Economic Opportunity, etc).

3.2 Enhanced Outreach Methods

When appropriate, the Maui MPO will use enhanced public outreach and communications methods for hard-to-reach or traditionally underserved populations. Meetings and workshops will be held at locations that are ADA accessible, convenient, and most effective in encouraging turnout and input. In addition to the locations chosen to meet with communities, the time of day and the day of the week that public involvement activities are planned must meet community needs. Understanding the best time and place to either give information and/or receive input must be developed in consultation with those agencies, organizations and individuals that are familiar with the populations the Maui MPO needs to reach.

The following are additional methods the Maui MPO may use to reach out to special populations:

¹ State of Hawai'i Department of Business, Economic Development and Tourism (DBEDT). *Non-English Speaking Population in Hawai'i*. April 2016

Incentives

The Maui MPO may, as appropriate, offer incentives (such as light food service or transit passes) to encourage turnout and participation by traditionally underserved or underrepresented, or otherwise difficult to reach populations. In those instances, the Maui MPO will seek to have neighborhood or regional businesses donate or provide the incentives at a reduced cost.

Visualization

The Maui MPO will use visualization methods (maps, displays, charts, and other static and interactive engagements) to make the topic relevant to the target audience. The extensive use of maps, aerial photographs and simple charts allow for greater participation and understanding by those that may be more visually oriented and will allow for greater interaction by participants.

Community-based media

When appropriate, the Maui MPO will use community-based TV and radio stations and websites to target messages and solicit input from specific population segments.

Community leaders

Contact, attend and/or participate in activities sponsored by groups that represent limited English proficiency, low literacy or low income populations. Work with community and religious organizations and their leaders to build lines of communication.

Limited English Proficiency

- Translate documents and web content on key initiatives
- Include information on meeting notices on how to request translation assistance
- Develop list of on-call translators for meetings
- Have translators available at meetings as requested or in predominantly non-English speaking areas
- Translate news releases and outreach to alternative language media, such as radio, television, newspapers and social media
- Collaborate with agencies that regularly provide services to LEP populations
- Ensure that Maui MPO website provides translation to the best extent possible
- Refer to the HDOT Language Access Plan² to guide the Maui MPO in working with LEP populations

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Phone: (808) 270-8216

² State of Hawai'i Department of Transportation. *Language Access Plan*. 2015. Available online at: <http://hidot.hawaii.gov/administration/files/2013/01/language-access-plan-2011.pdf>

4. STAKEHOLDER CONSULTATION

Federal statute and regulations place emphasis on the coordination of Maui MPO activities with interested parties in transportation-related industries and in federal, state, and local agencies that have some influence on or affect local and regional transportation planning decisions. This section provides information on how the Maui MPO will involve those stakeholders in the development of major MPO products.

4.1 Interested Parties

The Maui MPO will involve representatives of the following groups or associations in the development of major MPO products including the LRTP, TIP, UPWP, and the PPP:

- 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,
- Representatives of users of bicycle transportation facilities,
- Representatives of the disabled, elderly, low-income, and limited English proficiency, and
- Other interested parties identified by the Maui MPO in its outreach efforts.

The Maui MPO will establish and maintain a comprehensive list of such interested parties. Any individual or group may request to be included on the “list of interested parties” by contacting the Maui MPO. The process for reaching out to these interested parties will generally follow the same process as that of the overall public participation process described throughout the Public Participation Plan. All interested parties will be contacted for their input into the development and review of the Maui MPO’s LRTP, TIP, and PPP. In addition, the Maui MPO will on an annual basis request that interested parties share their issues, concerns, and priorities for the regional transportation system. Comments will be gathered and summarized for the Policy Board.

Healthy Eating Active Living (HEAL)/NPAC and other citizen groups

The Maui MPO will work closely with community-based groups like the Healthy Eating Active Living (HEAL), formerly NPAC coalition to integrate public health goals into the transportation investment decision-making process. Part of a statewide effort under the Healthy Hawai‘i Initiative, HEAL brings together a diverse coalition of stakeholders in support of a built environment that encourages good health through active transportation. Focus areas include Complete Streets, bicycle and pedestrian plans, greenbelt and trail systems, Safe Routes to School and active commuter programs. Maui’s HEAL membership includes representatives from University of Hawai‘i Maui, Maui Bicycling League, Na Ala Hele State Trails, YMCA, community associations, community health clinics, County Departments of Planning and Parks & Recreation,

the State Department of Health, major landowners and professional planners, architects and landscape architects.

Reducing the number of trips made by automobile is an important component of the Maui MPO's approach to alleviating traffic congestion and reducing the unsustainable cost of maintaining and building large roadway networks. Additionally, the Maui MPO can benefit from collaborating with HEAL and other citizen groups to engage the community and government representatives in a conversation around alternative solutions, which is well-aligned with the Maui MPO's purpose of facilitating a transparent regional planning process.

The Maui MPO will explore the following ideas to collaborate with HEAL and other citizen groups:

- Maui MPO staff will regularly participate in HEAL meetings (and other citizen groups as requested) to inform the coalition about opportunities for public involvement in the Maui MPO planning process. Members will be asked to share MPO-related information with their respective agencies and organizations.
- Citizens may provide a list of potential transportation projects for the Maui MPO TAC, Policy Board, and implementing agencies to consider during TIP development.
- Citizens may provide feedback on criteria and performance measures that will be used to guide the transportation project selection process.
- Maui MPO and HEAL may collaborate to develop and implement a public outreach campaign around multimodal solutions and mode shift goals linked to the Maui MPO's Long Range Transportation Plan and HEAL's public health goals.
- Maui MPO and HEAL may plan and facilitate workshops for government agency staff and community stakeholders involved with planning and design of Maui's built environment, with the goal of building lines of communication between different agencies, and between government and community.

4.2 Intergovernmental Review

MAP-21 requires the Maui MPO to allow other federal, state, and local agencies to review and comment on major Maui MPO products. Using techniques identified in section 2.0, the Maui MPO will reach out to regional agencies and other local government agencies and non-profits that receive federal funding from those US departments other than the USDOT for transportation related functions (other than emergency assistance). The Maui MPO also will consult with federal agencies including the Environmental Protection Agency, US Army Corp. of Engineers, National Park Service, US Fish and Wildlife Service, and others covered under 23 USC Section 204. Agencies wishing to be removed from the consultation list will be required to send written notice to the Maui MPO with a request to be excluded. Those letters will be kept by the Maui MPO for documentation.

4.3 Coordination with Existing Planning Processes

On a continuing basis, the Maui MPO will coordinate its planning efforts and public involvement activities with agencies and officials responsible for planning within the metropolitan planning area (including State and local planned growth, economic development, environmental protection, harbor and airport operations, and freight movements). Coordination will be achieved through a variety of forums including staff involvement in:

- Maui MPO Policy Board and TAC meetings,
- Ad hoc plan / study committee meetings,
- Local government planning forums and workshops, and
- HDOT and other state agency planning forums and workshops.

Maui MPO staff may participate and/or collaborate in the development of public workshops hosted by County and State departments. This will promote early coordination on regional planning issues, and provide an efficient means of sharing information and gathering public input.

County of Maui

The Maui MPO will work closely with the Maui County Planning Department to coordinate outreach efforts and integrate transportation planning into General Plan and Community Plan updates. Transportation improvements are linked to land use planning, and early coordination can help maximize public benefits and reduce congestion through development of walkable communities and adequate housing near employment centers. Complete Streets that serve all users and transit-ready or transit-oriented development with mixed commercial and residential uses are mutually dependent on one another for success. Also, planning for freight movement and supporting local agriculture are very important to Maui's economic vitality.

The Maui MPO will also coordinate with the Parks Department on planning efforts such as the update of the County Parks Master Plan, to identify opportunities for collaboration to connect neighborhoods with recreational areas through a multimodal transportation system that includes transit, sidewalks, bike paths/lanes, and trails. The Maui MPO will also collaborate with the Department of Public Works and Department of Transportation to promote Complete Streets implementation and make transportation project information readily available to the public.

State of Hawai'i

Coordination of public involvement activities between the Maui MPO and State of Hawai'i Department of Transportation (HDOT) is critical to an engaged and transparent planning process. HDOT has jurisdiction over major arterials, and conducts public outreach for projects for which it is the implementing agency. Moloka'i and Lana'i are part of Maui County but not within the designated MPO boundary, and must be included in transportation planning and public outreach. HDOT collects and analyzes a large amount of transportation data and develops a number of planning documents, which the MPO can help communicate to the public.

HDOT Highways Division's 2012 *Guide for Public Involvement* presents best practices for incorporating public involvement in the Highways Division's planning, programming, and project development processes. This information is provided to help planners, engineers, and other transportation practitioners better gather information from, distribute information to, and coordinate with the Highways Division's stakeholders. Maui MPO will refer to this guide in the development of specific outreach strategies.

Sustainable Transportation Forum

The Hawaii Sustainable Transportation Forum (STF) provides stakeholders of various transportation sectors discussion opportunities to ensure that environment, social, and economic considerations are factored into decisions affecting transportation activities that can be sustained into the indefinite future without causing irreparable harm to future generations of Hawai'i. The Maui MPO will work with STF to facilitate conversations among government officials and citizens, defining common challenges and actions to meet goals for reducing carbon emissions from ground transportation. More information is available at: <http://hidot.hawaii.gov/sustainable-transportation-forum/>

4.4 Circulation and Use of the Lists

The interested parties and intergovernmental review lists will be used to solicit public input on major documents and transportation planning activities having a wide impact on the community. For minor documents or transportation planning activities with a limited community impact, where public input is still desired, a subset of the interested parties and intergovernmental review lists may be used.

The interested parties and intergovernmental review lists is only used by the Maui MPO for pertinent government-related business as it applies to transportation planning. Personal information – such as home addresses, phone numbers, and e-mail addresses – may not be released to the general public without written consent. The lists, including personal information, may be shared with other government agencies needing the information for the same purpose as the Maui MPO (i.e., to obtain input on or to transmit information related to transportation planning issues).

How to make a public comment on this plan

Mail to:

Maui MPO
200 South High Street
Wailuku, HI 96793

Email: lauren.armstrong@mauicounty.gov
Phone: (808) 270-8216

5. GENERAL PARTICIPATION GUIDELINES

5.1 Hawai'i Sunshine Law

All meetings of the Policy Board and TAC shall be open to the public pursuant to the Hawai'i Sunshine Law (Section 92-7 HRS). After notifying the general public, including traditionally underserved populations, the public shall be afforded the opportunity to comment on current agenda items at every meeting of the Policy Board and TAC. For those who choose not to speak or are limited by disability, language or other barrier to speaking, or for those who are not able to attend a Policy Board meeting, comments may be submitted to the Maui MPO staff for consideration during the Policy Board meeting. These comments may be translated into English if necessary.

5.2 Official Notices

All notices of meetings and public comment periods for regional plans and programs shall be published on the Maui MPO website, County of Maui and State of Hawaii events calendars and emailed to the Maui MPO contact list. The County calendar has a subscription feature which notifies subscribers by email and text message when meeting agendas are posted. In addition, in an effort to reach out to individuals that are traditionally underrepresented in the planning process, the Maui MPO will also send notices of key opportunities to provide input to organizations listed in Appendix A.

Unless otherwise provided in this plan, all notices shall be published with press releases mailed a minimum of six (6) days prior to the meeting. If a special meeting is called, the notice shall be published a minimum of three (3) days prior to the meeting. The official notice shall note the day, time, and location of the meeting, and the topic(s) of the meeting. Contact information will be provided so that any person with questions about the notice or questions or concerns about attending the meeting or commenting on the meeting can be addressed.

5.3 Public Review of Draft Documents

The following procedures will be used to facilitate the timely development of public review drafts of the LRTP, TIP, UPWP, and other documents developed by the Maui MPO as needed.

Public Review Drafts

Public review drafts of key Maui MPO plans and documents will be circulated to the TAC, Policy Board, Maui MPO email list, groups identified on the "Interested Parties" and "Intergovernmental" review lists, and others upon request. Electronic versions of the draft document will be posted on the Maui MPO's website, and hard copies will be made available at the Maui MPO office. Any person with sight, reading or language barriers can contact the Maui MPO, who will make provisions to overcome these barriers. Written comments on the public review draft document will be accepted by the Maui MPO via mail, fax, or email. Minimum public review periods (review periods may be longer, or extended as needed) are as follows:

- Public Participation Plan – Forty-five (45) day public review and comment period.
- Long-Range Transportation Plan– Thirty (30) day public review and comment period.
- Transportation Improvement Plan– Twenty-one (21) day public review and comment period.
- Unified Planning Work Program – Seven (7) day public review and comment period.

TAC Recommendation

The public review draft document may be placed on the TAC agenda for discussion. Appropriate visualization techniques will be used to illustrate the projects that are included in the document. Oral comments from individual TAC members will be received during the meeting at which the document is an agenda item. Members of the public may provide testimony for up to three (3) minutes at the beginning of the meeting. The TAC will be offered an opportunity to provide a recommendation to the Policy Committee on the draft document.

Policy Board Action

A meeting of the Policy Board to act on the public review draft of the document will be scheduled after the public review period is over. Written and oral comments will be summarized and provided to the Policy Board for their consideration in finalizing the document. Written and oral testimony will be accepted at the Policy Board meetings. The final document, endorsed by the Policy Board, will be posted on the Maui MPO website.

Comments Disposition

The Maui MPO will document the disposition of public comments made to the LRTP and TIP. Written and oral comments will be summarized and provided to the Policy Board for their consideration in finalizing the document.

5.4 Public Testimony

Oral Testimony

Oral testimony shall be limited to three (3) minutes per person, or lengthened upon the discretion of the Chair. Written documentation of oral testimony is requested; submit one (1) original to the Maui MPO staff at the meeting. Any person wishing to speak on an agenda item may sign up in person prior to the start of the meeting.

Written Testimony

The testifier shall provide one (1) original and fifteen (15) copies of each written testimony to the Maui MPO. Written testimony must reach the Maui MPO office by email or mail at least 24 hours prior to the start of the meeting. To confirm receipt of testimony, call the Maui MPO office at 270-8216. Written testimony should be limited to the equivalent of four (4) single-sided letter-sized pages, including attachments. Any written testimony brought to the meeting by a testifier may be distributed to the Policy Committee members by the testifier. The Maui MPO staff will not be responsible for copying and/or distributing written testimony received within the 24 hours of the start of the meeting or brought to the meeting. The original of the written testimony should be given to the Maui MPO staff for the MPO's records.

6. PLAN-SPECIFIC GUIDELINES

Early and continuous involvement opportunities for the development of the LRTP, TIP, and UPWP are offered through the Maui MPO's planning and outreach activities and at TAC and Policy Board meetings, which are open to the public. The Maui MPO will determine the appropriate mix of public participation techniques as part of the early development of the plans. Public review and comment periods will be clearly communicated to the public and interested parties. The Maui MPO will ensure that the development of plans follows procedures for consultation with interested parties and local, federal and state agencies. The development of each of these documents and participation procedures are described below.

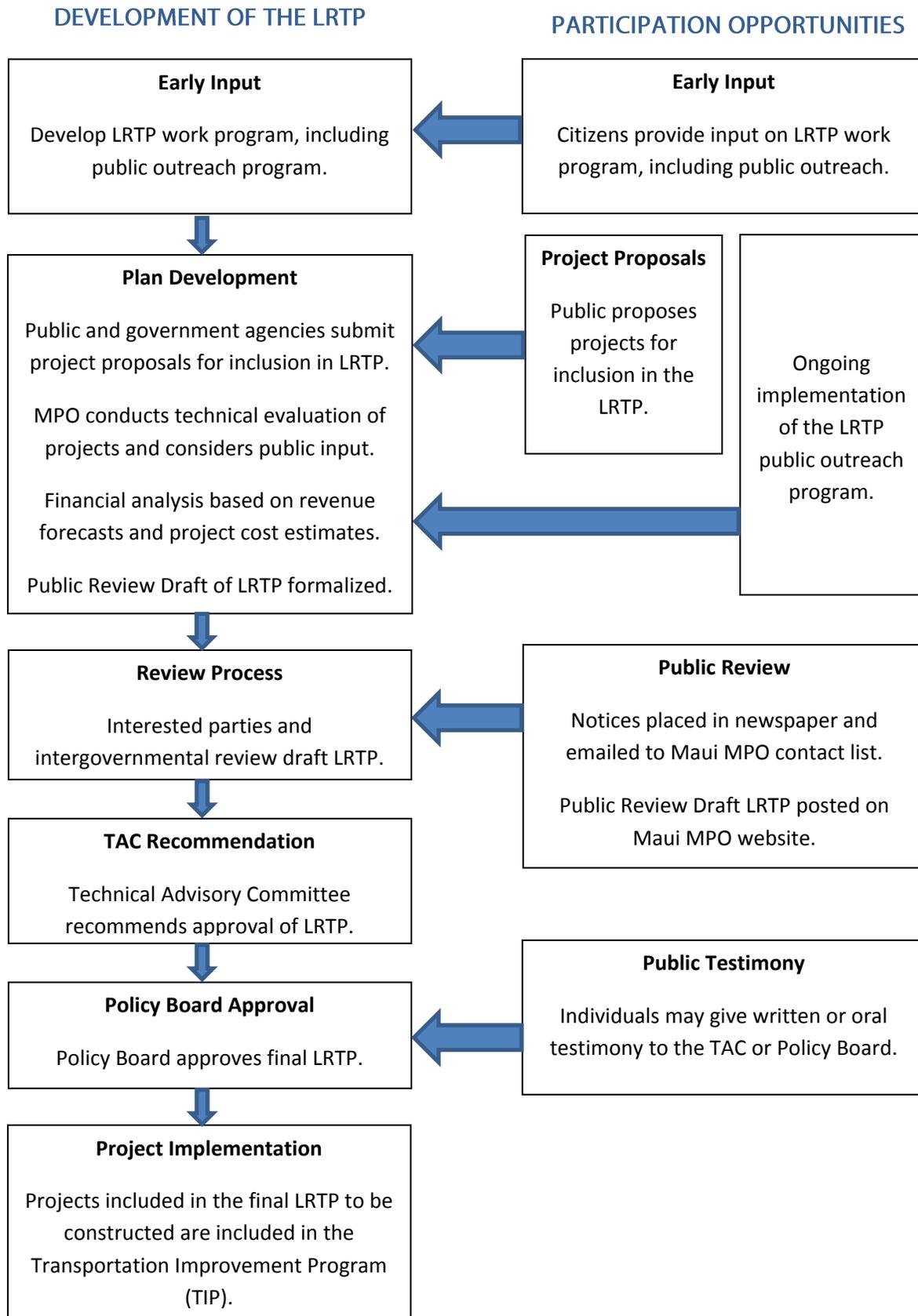
6.1 Public Participation Plan (PPP)

- a. The Maui MPO will consult with interested parties in the development of the PPP. Interested parties include those individuals, associations, organizations, agencies, and/or businesses that are included in the Maui MPO contact list or that have been identified as representing some interest in the transportation system or transportation disadvantaged populations. The Maui MPO will send notification to those parties informing them of the purpose for, and process to update the PPP. Interested parties will be asked to identify their preferred methods of participation and information sharing with the Maui MPO.
- b. Maui MPO contacts also will be given an opportunity to indicate their interest in receiving periodic updates about particular Maui MPO products, or elements of the MPO planning process. All parties will be given instruction on how to access and comment on the draft PPP.
- c. The Public Participation Plan (PPP) shall be assessed periodically based on changes in local, state, or federal legislation, in response to periodic evaluations of the effectiveness of public participation techniques that are used by the Maui MPO.
- d. Following the adoption of an update to the LRTP, an assessment shall be made of the types of public participation techniques that were used, especially public input meetings and public hearings. This evaluation may be in the form of a survey.
- e. The PPP shall be assessed and updated regularly, following the schedule of the LRTP update. The Maui MPO will use survey techniques and statistical analysis to evaluate the effectiveness of the tools used during the latest LRTP update. Additionally, if substantial changes occur regarding local, state, or federal legislation, the PPP shall be evaluated for compliance with the new legislation.
- f. When an update to the PPP is made, the public participation process shall follow that of the TIP. The public review period for the PPP shall be forty-five (45) days, and relevant state and federal agencies shall be informed and provided with an opportunity to comment.

6.2 Long-Range Transportation Plan (LRTP)

- a. Public review and comment opportunities shall be provided when the LRTP is in development, originally adopted, or amended. The Maui MPO shall determine the appropriate mix of public participation techniques as part of the early development of the LRTP.
- b. The public outreach process for the LRTP will identify potential public involvement strategies to solicit input from Title VI and Environmental Justice populations; groups who have been traditionally underserved by existing transportation (e.g., young, elderly, disabled, freight movers, etc.); and the “silent majority” who do not attend public meetings. The Maui MPO shall utilize visualization techniques to describe the LRTP and its various components.
- c. The TAC shall guide the preparation of the LRTP. The TAC shall review and endorse the draft LRTP for consideration by the Policy Board. The Policy Board shall then review, amend if necessary, and recommend the draft LRTP for public review.
- d. After concurrence by the Policy Board, the Maui MPO Director shall publish the draft LRTP on the Maui MPO’s website and make copies available at the Maui MPO office. An official notice stating that the Policy Board has endorsed a draft LRTP for public review and comment shall be placed in local newspapers and publicized through other strategies identified in the outreach plan. The notice shall identify the duration of the public review period prior to the meeting at which the LRTP.
- e. Public meetings to explain the plan and obtain comments and public input will be held during the public review period at various locations on the island of Maui. These meetings will be conducted by the Maui MPO staff.
- f. The Maui MPO staff shall report to the TAC and Policy Board on comments received at the public meetings and from all other sources prior to the meeting.
- g. The public shall be given the opportunity to provide comment at the public hearings and public meetings. Any person desiring to attend the meeting and make a comment and who needs special consideration such as a sign language interpreter, may contact the Maui MPO beforehand at the number listed on the published notice to work with the Maui MPO to make special accommodations.
- h. In the event the Board determines there are significant unresolved comments on the LRTP it may defer the adoption of the plan until a subsequent meeting. Maui MPO staff will produce a written summary of comments which may lead to amendments to the draft plan. Should those amendments be significant, or if the final plan differs significantly from the draft presented to the public, an additional public review period shall be allowed. A summary and analysis of the disposition of public comments will be incorporated into the final.

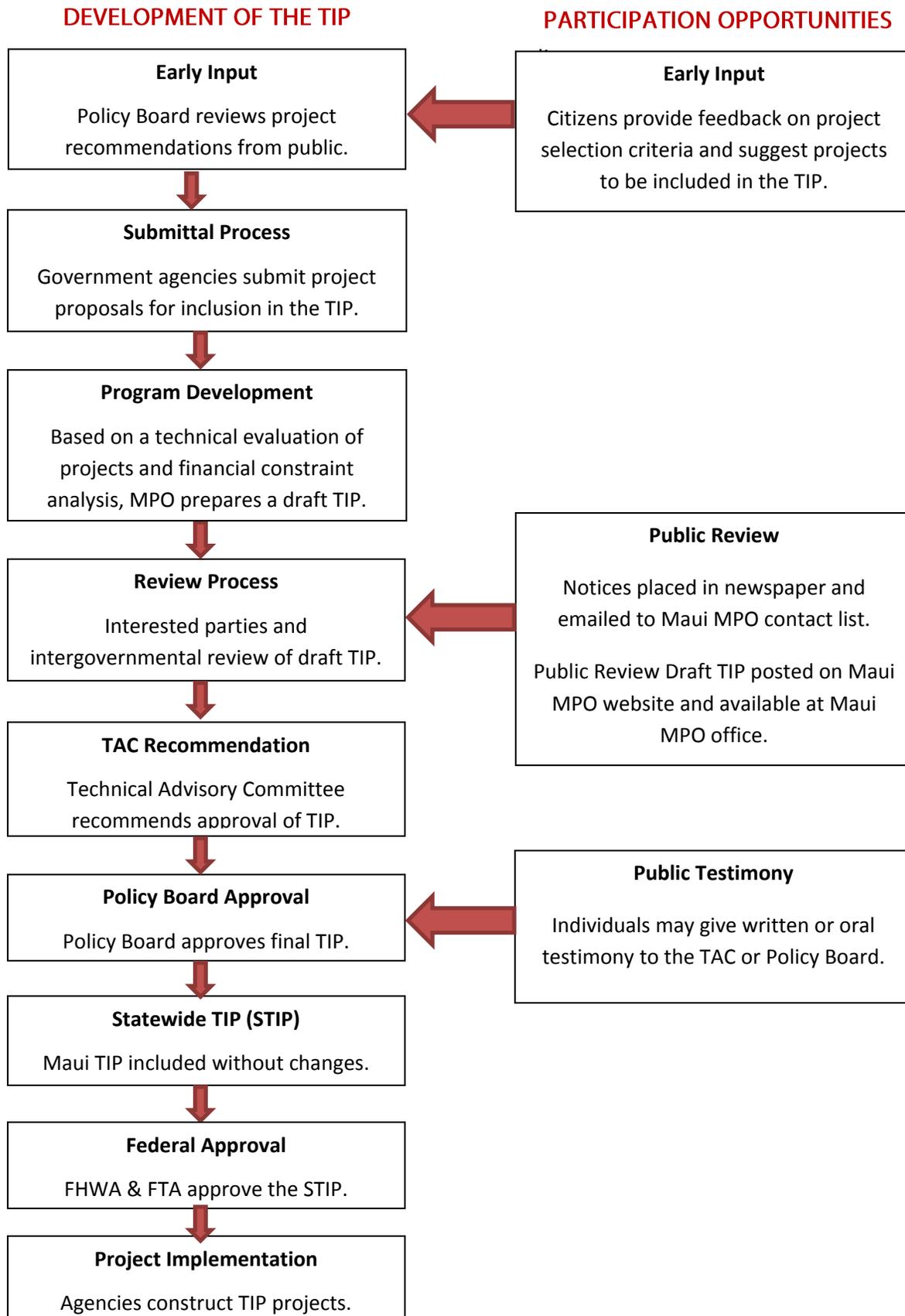
Figure 2. Public Involvement in the Long Range Transportation Plan (LRTP)



6.3 Transportation Improvement Program (TIP)

- a. Public review and comment opportunities shall be provided when the TIP is being developed, adopted, or amended. The Maui MPO shall determine the appropriate mix of public participation techniques as part of the early development of the TIP.
- b. Prior to a “call for projects” to the implementing agencies (primarily HDOT and DPW) for input into the TIP, members of the public will be offered the opportunity to develop a list of recommended projects. Public recommendations will be provided to the TAC and Policy Board for their consideration in selecting projects for the TIP. The Policy Board may choose to transmit the public recommendations to the implementing agencies for their consideration.
- c. Maui MPO staff, with input from the public, TAC and Policy Board shall identify criteria for project selection and prioritization. They may review the list of projects in the LRTP and the current TIP, and apply the criteria to produce a list of recommended projects.
- d. The TAC shall review and endorse the draft TIP for consideration by the Policy Board. The Policy Board shall then review, amend if necessary and concur with the draft TIP for public review and comment.
- e. After approval by the Policy Board of the draft TIP, the Maui MPO Director shall publish the public review draft on the Maui MPO website and make a copy available prior to final consideration/adoption by the Policy Board.
- f. A notice stating that the Policy Board has endorsed a draft TIP for public review and comment shall be placed in local newspapers. The notice shall specify the dates, times and location of forthcoming public hearings. Similar press releases shall be furnished to media organizations. The notice shall identify the duration of the public review period prior to the meeting at which the TIP will be considered by the Policy Board.
- g. At Policy Board meetings the Maui MPO Director shall report to the Board all comments received in writing prior to the meetings. These comments may be in the form of a letter, email, fax or comment sheet submitted on the Maui MPO website.
- h. In the event the Board determines there are significant unresolved comments on the TIP, it may defer the program until a subsequent meeting. Maui MPO staff will then produce a written summary and an analysis of comments which may lead to amendments to the draft program. If the final TIP differs significantly from the draft presented to the public, an additional public review period shall be allowed. A summary and analysis of the disposition of public comments will be incorporated into the final TIP.
- i. Major amendments to the TIP (those that involve the addition or deletion of projects) must follow the same process and procedure as provided in paragraphs d-g above. Minor revisions do not require a public input process and shall be administered through the MPO’s “TIP Policies and Procedures” document.

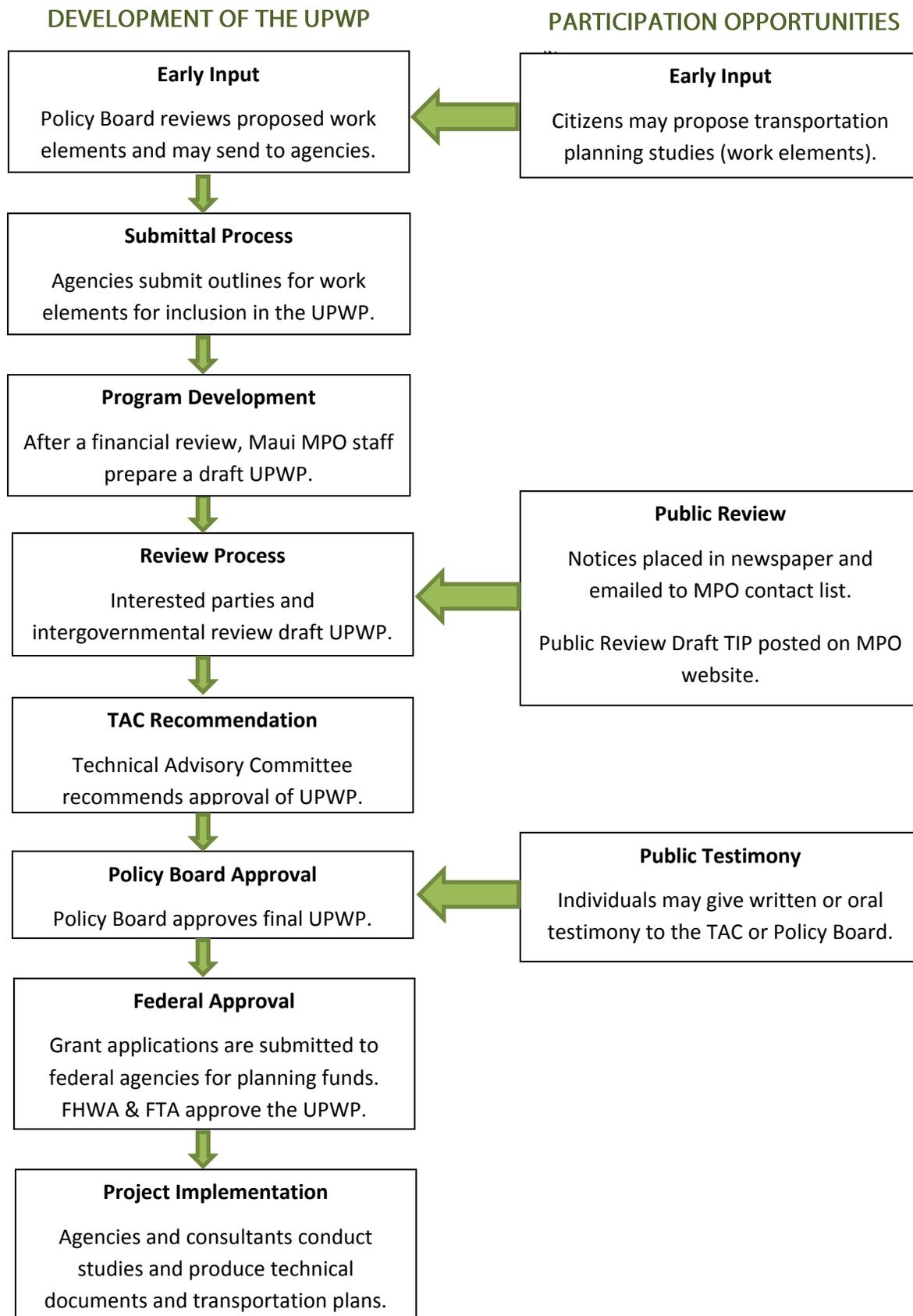
Figure 3. Public Involvement in the Transportation Improvement Program (TIP)



6.4 Unified Planning Work Program (UPWP)

- a. Prior to a “call for work elements” to the agencies for input into the UPWP, members of the public will be offered the opportunity to suggest work elements for inclusion in the UPWP.
- b. Public recommendations will be provided to the TAC and Policy Board for their consideration in selecting work elements for the UPWP.
- c. Maui MPO staff shall prepare a draft UPWP. The TAC shall review and endorse the draft TIP for consideration by the Policy Board. The Policy Board shall then review, amend if necessary and concur with the draft TIP for public review and comment.
- d. The notice shall state that copies of the draft UPWP, as endorsed by the TAC, are available in public libraries throughout the region for public review and comment. The notice shall specify the dates, times, and location of forthcoming public hearings. Press releases shall also be furnished to all other news organizations registered with the Maui MPO Director. Special efforts shall be made to provide information on the UPWP to media and organizations serving the low-income, minority and other traditionally-underserved populations in the region.
- e. The notice and press release shall be published/mailed prior to the next scheduled TAC meeting. Comments received at this public hearing shall be provided to the Policy Board prior to the second public hearing. The notice shall identify the duration of the public review period prior to the meeting at which the UPWP will be considered by the Policy Board.
- f. Amendments to the UPWP (those that involve the addition or deletion of funds alter the scope of work tasks or add/delete a work task) must follow the same process and procedure outlined above. A public hearing shall be held by the Policy Board prior to voting on the UPWP. Adjustments, changes that do not involve a change in scope and/or adjustment funding amounts by no more than 20%, do not require a public input process.
- g. All tasks and studies in the UPWP shall be designed to allow the public reasonable opportunity for input as the study progresses. The project’s scope of work shall outline the public input process used for the task. For planning efforts such as corridor studies, bikeway and pedestrian plans, a minimum of two (2) public meetings shall be held.

Figure 4. Public Involvement in the Unified Planning Work Program (UPWP)



Appendix A. Initial List of Stakeholders

Island-wide organizations

AARP
Aha Moku
Alliance of Community Associations
Faith Action for Community Equity
Filipino Chamber of Commerce
Hawai'i Association of the Blind
Hawai'i Executive Transportation
Hawai'i Teamsters Local 996
Hawaiian Chamber of Commerce
Hawaiian Electric Company
Kiwanis Club of Maui
Maui Bicycling League
Maui Chamber of Commerce
Maui Economic Opportunity, Inc.
Maui Hotel and Lodging Association
Maui Lions Club
Maui Nui Marine Resource Council
Maui Safety Association
Maui Tomorrow
Maui Visitors Bureau
Matson
Platinum Tours Maui
Realtors® Association of Maui, Inc.
Roberts Hawai'i
Rotary Club of Maui
Sierra Club
SpeediShuttle
Surfrider Foundation
Sustainable Transportation Forum
VIP Trans Maui Airport Shuttle
Young Brothers

Geographic sub-areas

Central Maui

Kahului Town Association
Kehalani Community Association
Maui Lani Community Association
Paukukalo Community Association
Waihe'e Community Association

Waikapū Community Association
Wailuku Main Street Association

East Maui

Hāna Community Association
Kanaio Community Association
Kaupo Community Association

North Shore

Ha'ikū Community Association
Pā'ia Community Action Committee
Paia Elementary School Principal
Paia Protestant Church
Pā'ia Town Association
Paia Youth and Cultural Center
Portuguese/Puerto Rican Heritage Center
Spreckelsville Community Association

South Maui

Kihei Community Association
Ma'alaea Community Association
Makena Community Association
Wailea Community Association

Upcountry

Hali'imaile Community Association
Kula Community Association
Makawao Community Association
Pukalani Community Association

West Maui

Ka'anapali 2020
Kahakuloa Community Association
Mālama Olowalu
Napili Hau Community Association
West Maui Greenway Alliance
West Maui Taxpayers Association

Intergovernmental Review Agencies

Federal

Army Corps of Engineers

Environmental Protection Agency

US Department of Transportation

- Federal Aviation Administration
- Federal Highway Administration
- Federal Transit Administration

US Department of the Interior

- Fish and Wildlife Service
- National Park Service

State

Board of Water Supply

Department of Business, Economic
Development and Tourism

Department of Education

Department of Health

Department of Land and Natural Resources

- Division of Aquatic Resources
- Division of Boating and Ocean
Recreation
- Engineering Division
- Division of Forestry and Wildlife
- Division of State Parks
- Commission on Water Resource
Management
- Office of Conservation and Coastal
Lands
- Land Division, Maui District
- Historic Preservation

Department of Transportation

- Airports Division
- Harbors Division
- Highways Division
- Civil Rights Office

Office of Planning, Coastal Zone
Management

County/Local

Department of Finance

Department of Housing and Human
Concerns

Department of Parks and Recreation

Department of Planning

Department of Public Works

Department of Transportation

Maui Electric Company

Maui Police Department

How to make a public comment on this plan

Mail to:

Maui MPO
200 South High Street
Wailuku, HI 96793

Email: lauren.armstrong@mauicounty.gov

Phone: (808) 270-8216