

**To:** CRCOG Transportation Committee  
**From:** Cara Radzins, Principal Transit Planner  
**C:** Jennifer Carrier, Director of Transportation  
**Date:** December 30, 2016  
**Subject:** CRCOG Public Participation Plan – Approval to Release Draft for Public Comment

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The Capitol Region Council of Governments (CRCOG) conducts an extensive multi-modal transportation planning program that is guided by federal regulations and its Public Participation Plan. The Public Participation Plan explains the methods CRCOG uses to provide open and inclusive public involvement in its transportation planning process, including outreach to underserved populations. The Plan also serves as a guide for citizens to understand CRCOG's approach to public participation and how to become involved in shaping the future of transportation for the 38 communities in the Capitol Region.

CRCOG's existing Public Participation Plan is from 2007, and it needs to be updated to incorporate current practices and federal requirements. CRCOG has prepared a DRAFT update of its Public Participation Plan, copies of which will be made available to Transportation Committee members at the meeting on January 9, 2017.

Updates to a Public Participation Plan require a 45-day public comment period, and CRCOG's proposed schedule for this period can be found on the next page. CRCOG will post the document for review on its website, and hard copies will be available at the Hartford Public Library (downtown) and the New Britain Public Library. Comments on the DRAFT plan will be accepted at public meetings; at CRCOG Transportation Committee and Policy Board meetings; and by mail, email, phone, or fax.

At the meeting on January 9, we are looking for the Transportation Committee's approval to release the DRAFT plan to the public and begin the public comment period.

**Update: January 9, 2017**

## **CRCOG Public Participation Plan Update Proposed Public Comment Period Schedule**

January 10, 2017	DRAFT Public Participation Plan posted on CRCOG website Notice sent to libraries and town halls
January 2017	Legal Notices in Newspapers (English, Spanish, Polish) Opening of Public Comment Period (minimum 45 days)
January 24, 2017 ( <i>Snow Date: February 2</i> )	Public Meeting New Britain Public Library, Community Room 27 West Main Street 4:30-6:30 PM, presentation at 5:30 PM
January 26, 2017 ( <i>Snow Date: February 1</i> )	Public Meeting Hartford Public Library, Center for Contemporary Culture 500 Main Street 4:30-6:30 PM, presentation at 5:30 PM
February 13, 2017	Transportation Committee Meeting Opportunity for public comment
<b>February 22, 2017</b>	Policy Board Meeting Opportunity for public comment <i>(NOTE: Previous version of the schedule incorrectly identified the date of this meeting)</i>
March 20, 2017	Transportation Committee Meeting Presentation and opportunity for public comment
March 22, 2017	Policy Board Meeting Opportunity for public comment
April 10, 2017	Deadline for public comments to receive full consideration
April 24, 2017	Transportation Committee Meeting Opportunity for public comment and anticipated endorsement
April 26, 2017	Policy Board Meeting Opportunity for public comment and anticipated adoption

**Update: January 9, 2017**