Public Participation Plan

York County Planning Commission
York Area Metropolitan Planning Organization

Adopted by YCPC August 15 2017
Adopted by YAMPO August 24 2017
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The York County Planning Commission (YCPC) and York Area Metropolitan Planning Organization (YAMPO) fully comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all program and activities. YAMPO’s website (www.yampo.org) may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats if requested. For more information, please call (717) 771-9870.
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Introduction

While many definitions of public participation could be provided, perhaps the most clearly presented one is the following:

Public participation is the process by which an organization consults with interested or affected individuals, organizations, and government entities before making a decision. Public participation is two-way communication and collaborative problem solving with the goal of achieving better and more acceptable decisions. Public participation prevents or minimizes disputes by creating a process for resolving issues before they become polarized. Other terms sometimes used are “public involvement,” “community involvement,” or “stakeholder involvement.”

The York County Planning Commission, or YCPC, recognizes that quality planning requires meaningful public input, and therefore the YCPC desires to provide for meaningful participation throughout all phases of all planning processes. YCPC also realizes that public interest in participating, or simply being aware of, the various activities and planning processes underway, needs to be coupled with the knowledge of how to effectively provide input, and participate if so desired.

The purpose of this Public Participation Plan, then, is to provide a toolbox and guidebook meant to ensure that a clear, understandable process to allow for meaningful public participation and input is presented and explained.

The practical usefulness of this plan is meant to be two-fold:

To the Staff
YCPC staff will use the plan to ensure “early and often” opportunities for public participation and input not only to meet the various programmatic requirements but to go beyond minimal requirements. This will provide a more proactive approach and provide meaningful participation opportunities.

To the Public
The public will use the plan to better understand the programs, policies, and opportunities for participation and input provided by the York County Planning Commission, and to better understand through the toolbox the range of opportunities that may be provided, and how they are intended to be implemented.

The chapters that follow include an overview of York County, with an emphasis on the demographic make-up of the county’s population; goals and objectives; a description of the organizational structure of the York County Planning Commission, including an overview of the public participation programmatic requirements of the various programs administered by the Planning Commission; and a public participation toolbox and implementation strategy.
Overview of York County

York County is situated between Lancaster County to the east and Adams County to the west. The county’s northern boundaries are formed with Cumberland and Dauphin Counties, and the Mason-Dixon Line serves as York County’s southern border, shared with the State of Maryland (the counties of Baltimore, Carroll and Harford).

York County is located within 100 miles of three major mid-Atlantic metropolitan areas: Baltimore, Philadelphia, and Washington DC. The county’s sophisticated transportation network includes over 3,700 miles of roads, major interstates, railroads, and easily-accessible commercial airports.

York County is 911 square miles in area. The estimated population in 2015 was 442,867. The county has 35 townships, 36 boroughs and one city. The City of York is the most populous municipality with 43,992 persons. Rounding out the top five in population are York Township (28,285), Springettsbury Township (26,889), Dover Township (21,383) and West Manchester Township (18,884). The county’s smallest municipality is Yorkana Borough, with a population of 230.

The population density of York County is 486 persons per square mile. There are 179,812 housing units in the county and the vacancy rate is approximately six percent. About 20% of the homes in York County were built prior to 1940 and less than one percent has been built since 2010. Three-quarters of the homes are owner-occupied. The median value of owner-occupied housing units is $170,900.

More than 2,100 farms operate in York County and cover 262,062 acres of farmland. The county’s major employers represent healthcare (York and Hanover Hospitals and Wellspan Health), government (Federal and County), and retail (Walmart Associates, Inc. and Giant Food Stores LLC). Harley Davidson and Starbucks also have large production facilities in York County. The York Fair is one of the largest annual events in the county and has been held for more than 250 years.

More than 68,000 students are enrolled in public school in York County, spread across sixteen school districts. York is ranked second in the state in the number of home-educated students. Additionally, several institutes of higher learning are located in York County, including York College of Pennsylvania, Penn State University’s York campus, and the York campus of Harrisburg Area Community College.

Almost four percent of the county’s total land area is permanently protected or preserved open space. York County is home to three state parks and five state game lands. The York County Parks system includes eleven county parks. These vary in size and nature, from the 21-mile Heritage Rail Trail, to the fully restored Wallace Cross Mill, and the Nixon Park Nature Center. Programming by the parks features a wide variety of topics for all ages. In addition to its ecological benefits, the Susquehanna River provides ample resources for water-based recreation.
Demographic Overview

Congress enacted Title VI as part of the landmark Civil Rights Act of 1964. This legislation along with Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of race, color, disability, sex, age, low income, national origin, or Limited English Proficiency (LEP) in programs and activities receiving federal financial assistance.

Environmental Justice

What is Environmental Justice?
There are three fundamental environmental justice principles:

- 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.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Is Environmental Justice a New Requirement?
No. The recipients of Federal-aid have been required to certify and the U.S. DOT must ensure nondiscrimination under Title VI of the Civil Rights Act of 1964 and many other laws, regulations, and policies. In 1997, the Department issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations, and updated this order in 2012. The order summarizes and expands upon the requirements of Executive Order 12898 on Environmental Justice.

The following discussions of these protected classes will provide a basis for fulfilling Title VI and Environmental Justice requirements and enhancing YCPC’s outreach.
Race and Hispanic/Latino Origin
Based on the US Census, the white-alone population of York County comprises 89% of the total population. Black/African American (7%) and Asian (2%) are the next highest race groups reported to the Census. American Indian/Alaska Native and Native Hawaiian/Pacific Islander have small populations in York County (345 and 64 respectively). Approximately six percent of the population (26,767) identifies as Hispanic or Latino of any race. The map below presents data on minorities more specifically. For purposes of this analysis, those blocks above the county average of 12% non-white-alone or 7% Hispanic/Latino origin are shaded in purple to indicate higher concentrations of minority populations.
Limited-English Speaking

Per the US Census Bureau, approximately 3.5% of the total population is foreign-born. Of those who are foreign-born, 64.8% indicate that they speak a language other than English at home. The map below shows the Census blocks in which the percentage of Limited English Speaking is greater than the county average of two percent.
Age

The median age in York County is 41.1 years. The population is split between 49% male and 51% female.

Approximately 22% of the population is under the age of 18 and 6% is under 5 years of age.

Definitions of old and elderly are not uniform. In York County, 16% of the population is over 65 years old and, 7% is 75 years or older.

The map below shows the block groups in the county with greater than the county-wide average of seven percent of individuals over the age of 75 years. As shown, people over the age of 75 are dispersed throughout the county.

![Elderly](image)

**Elderly**

Percent of People Over 75
- Below the County Average (7%) - 201 block groups
- Above the County Average (7%) - 121 block groups
Poverty

Approximately ten percent of York County’s total population is living below the poverty level. More specifically, 15,203 (15.4%) children under the age of 18 years are living in poverty. For those ages 18-64, the rate of poverty decreases to 9.5%. Of people over the age of 65, 3,864 (6.1%) are living in poverty.

Rates of poverty are highest among those who identify as Hispanic or Latino. Poverty is also high among Black/African Americans (27.2%) and American Indian/Alaska Natives (24.1%).

The map below shows the Census block groups containing higher than the county average of families living below poverty.
Disability
Based on data from the US Census, 13% of the total population has a disability. Of the total 57,134 individuals with a disability status, almost half are between the ages of 18 and 64 years. Considering the nature of disabilities and that some people have more than one type of disability, it is important to state that 30% of people with a disability have hearing difficulty, 12% have vision difficulty, 40% have some cognitive disability, and 49% have some level of ambulatory disability.

The following map shows the Census block groups with a percent of the population with a disability greater than the county average.
Other Potential Barriers
In this discussion of Title VI and Environmental Justice, other possible barriers of disadvantage will be addressed. While not specifically listed as the protected classes in the Civil Rights Act of 1964 and its subsequent amendments, the following are pertinent to this issue.

Low Educational Attainment
While 88% of the County’s population over the age of 18 years has graduated high school, it can be exceedingly difficult for those with lower educational attainment to find employment, access services, and advocate for themselves. The median annual earnings for someone with less than a high school education is $22,590. It increases by almost $10,000 annually for those with a high school diploma or equivalency. The median annual earnings for an individual with a Bachelor’s Degree is more than double that of someone with less than a high school diploma.

The map below shows areas where the percentage of persons over 25 years of age who have less than a high school education is greater than the county average.
Access to a Vehicle

Limitations in transportation options also prove to be barriers to individual and families. According to the US Census, approximately six percent of the county’s population does not have access to a vehicle. The map below shows areas where the percentage of households without access to a vehicle is greater than the county average.
**Goals and Objectives**

YCPC is committed to providing a broad array of public participation opportunities as an integral part of all planning programs, activities, and processes. In addition to meeting the specific programmatic public participation requirements of federal, state, and local regulations and laws applicable to the various programs administered by the commission¹, this plan provides a strategy to implement a proactive involvement process that goes beyond basic requirements to actively seek and provide a broad array of opportunities for public input and comment. To that end, the three goals listed below provide the foundation and basis for the more specific objectives that follow. These goals and objectives pertain to all public involvement undertaken by YCPC including YAMPO.

**Goals**

The YCPC Public Participation Plan will

- include a proactive public involvement process
- comply with all federal, state, and local regulations and applicable law
- utilize both general and project specific public involvement procedures

**Objectives**

- Ensure full participation opportunities through accessible locations and activities
- Provide early and continuous opportunities
- Provide complete, understandable information
- Utilize electronically provided information when feasible
- Improve access to public involvement processes for persons with limited English proficiency
- Prohibit exclusion from participation on grounds of race, color, national origin, age, sex and disability
- Identify and address disproportionately high and adverse effects on minority and low-income populations

**Housing and Community Development Objectives**

- Encourage participation by low and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used
- Encourage the participation of all citizens, including minorities and non-English speaking persons, as well as persons with disabilities
- Work with the staff, engineers, governing bodies, and planning commissions of all municipalities in order to ensure the needs of their neighborhoods are being addressed. Prior to a municipal project being funded by the County, the project application must be approved by the municipality at a regularly scheduled meeting of the governing body
- Provide for and generate community-wide participation in all stages of the County’s Housing and Community Development programs
- Provide for and encourage citizens to participate in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the CAPER

¹ Including CFR 450.316
The chapters that follow provide the means to achieving these listed goals and objectives in a way that is meant to ensure meaningful input and participation opportunities for all York County residents.
York County Planning Commission

Guiding sustainable development and preservation to improve quality of life in York County communities.

Organizational Structure

YCPC was created in 1959 by the York County Board of Commissioners. The primary purpose for creating the Commission was to create a Comprehensive Plan to guide future growth and development in the county. In the years following the creation of the commission, the Pennsylvania legislature adopted the Municipalities Planning Code, or MPC, which provided further direction for county planning agencies as well as requirements for county comprehensive planning.

In addition to the requirements of the MPC, the County Commissioners have charged the commission with administering a number of federal programs on behalf of the County such as transportation planning through the York Area Metropolitan Planning Organization, or YAMPO, the Community Development Block Grant Program, or CDBG, and hazard mitigation planning. The commission is funded through these federal and state programs as well as a support allocation from the York County Board of Commissioners, fees and grants.

The nine members that serve on the YCPC are appointed by the York County Board of Commissioners to serve a four-year term. Seven of the members represent a specific geographic region of the county and two members serve at-large.

The Planning Commissioners

- Provide recommendations to the York County Board of Commissioners on County Comprehensive Plan requirements and other county planning initiatives
- Provide comments and recommendations to municipalities on municipal planning proposals and ordinance amendments
- Provide general oversight on the budgeting and management of the planning commission

Divisions

The work of the Commission is organized among the following seven different divisions, in addition to fiscal and support staff. Each division is managed by a division chief. The work of the commission is accomplished through a staff that includes a diverse array of knowledge and expertise.

The Municipal Planning Division provides technical assistance in planning, zoning and development as well as review services to the 72 municipalities that make up York County.

Long Range Planning is responsible for the ongoing development and implementation of the York County Comprehensive Plan, which is the adopted policy for growth, preservation and investment in the future of York County.

The Transportation Planning Division conducts the federally mandated planning and programming for multi-modal transportation improvements in York County. The Transportation Planning Division serves as the staff to the YAMPO.
Y CPC’s **Housing Division** provides the full spectrum of housing assistance from homeless grant administration to local agencies, home improvement and weatherization programs for residents, as well as the development of affordable housing rental units in the community. York County has been participating in the HOME Investment Partnership (HOME) Program since 1992. YCPC has been designated as the administering agency.

The **Community Development Division** manages the CDBG, and Emergency Solutions Grant, or ESG, programs which provide assistance to the county’s municipalities, non-profit organizations, and county homeowners. York County has been participating in the CDBG program since 1977 and ESG Program since 1988. YCPC has been designated as the administering agency.

**Programs Management and Compliance** coordinates the contracting and fiscal procedures for the federal housing and community development funding programs, as well as audits and monitoring visits.

Y CPC’s **Information Systems Division** manages the internal network and equipment within YCPC and coordinates the development of a county-wide geographic information system (GIS) across all county departments and community stakeholders. GIS is a primary component in all community planning projects.

**Advisory Groups**

**LGAC**
The Local Government Advisory Committee, or LGAC, was created by the York County Board of Commissioners by resolution. The LGAC is a committee of elected and appointed municipal officials representing the townships and boroughs of York County. The LGAC provides a local government perspective on proposed projects as well as provides a networking and information sharing opportunity for elected and appointed officials on planning issues. The LGAC

- reviews and makes recommendations on planning projects being conducted by YCPC
- reviews and makes recommendations to YCPC on proposed plans and ordinances from municipalities

**CAC**
A Citizens Advisory Committee, or CAC, has been established to review CDBG and Housing project proposals and make program recommendations. This committee is open to the public at large as well as representatives from all municipalities. The committee will meet to develop the Consolidated Plan and the Annual Action Plan. All meetings and proceedings of the committee will be open to the public. YCPC staff will provide the committee with timely information regarding funding levels, time schedules, project eligibility, and program implementation and planning.
Legislative Requirements

The wide array of activities undertaken by the YCPC are governed by a number of laws and regulations. As a government entity, all anti-discrimination laws pertain to our activities. These are discussed in the previous section about environmental justice. A standard statement of non-discrimination is included below and will be incorporated into YCPC documents.

The York County Planning Commission (YCPC) and York Area Metropolitan Planning Organization (YAMPO) fully comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all program and activities. YAMPO’s website (www.yampo.org) may be translated into multiple languages. Publications and other public documents can be made available in alternative languages and formats if requested. For more information, please call (717) 771-9870.

The Pennsylvania Sunshine Act and Right to Know Law, or RTKL, apply to all of our work as a governmental entity in the Commonwealth. Because the YCPC Transportation Division serves as the staff to the YAMPO, regulations from the US Department of Transportation are applicable. YCPC is also the administrator of CDBG and other Department of Housing and Urban Development, or HUD, funding programs and a separate set of laws apply to those activities.

The sections of these laws dealing with public participation can be broadly categorized into three activities as organized below: public meetings, public information requests, and document-specific public comment processes.

Public Meetings

Before the Meeting
When choosing the location for a public meeting, YCPC staff will ensure the building is accessible to people with disabilities. The location and time of the meeting will also be convenient for citizens, including people who are transit-dependent. Public hearings held for the CDBG, HOME, and ESG programs will be held on a weekday at 7:00 PM.

YCPC will publish notification of the meeting in the York Daily Record, York Dispatch, Hanover Evening Sun, and Harrisburg Patriot News. The notice will include the place, date, and time of the meeting. Most legislation states only that reasonable notice must be given prior to a meeting, but does not require a specific amount of time. HUD has suggested two weeks as an acceptable length of time. Notifications for public hearings held for the CDBG, HOME, and ESG programs will be published at least 10 days prior to the hearing.

The same notice will also be posted in the YCPC office and/or at the meeting location whenever possible, and on the YCPC website.

Although it is not required by regulation, as a best practice, YCPC will include the topic or subject of the meeting in meeting notices when possible.

2 Americans with Disabilities Act, USC Title 23 § 450.316 (Transportation), USC Title 24 Part 91 Subpart B (CDBG)
3 Requirements for notice of meetings from the Pennsylvania Sunshine Act
At the Meeting
YCPC will make language interpretation services, including accommodations for people who use sign language, available by request at all public meetings.\(^4\) At public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, YCPC will provide basic public hearing handouts in that language and/or provide a translator.

All public meetings will include an opportunity for public comment. As appropriate, YCPC divisions may establish rules about public comment, for example, limiting the time for each person.

YCPC staff will keep minutes of all public meetings. Minutes will include the date, time, and location of the meeting and a summary of all official action taken. If the meeting is a meeting of a voting board, the minutes will include the voting members present. If a member of the public provides comment, the minutes will include their name and a summary of their comment.\(^5\)

To inform meeting attendees of these considerations, the standard statement below will be incorporated into meeting agendas (when agendas are sent before the meeting) and notices.

![The meeting location is accessible to persons with disabilities. With advanced notification, accommodations may be provided for those with special needs related to sight, hearing, and language, including translation services. If you have a request for a special need, wish to file a complaint, or desire additional information, please contact the York County Planning Commission at (717) 771-9870 as soon as possible. Individuals with a hearing impairment shall contact the Deaf Center at (717) 848-2585 or TTY (717) 848-6765.]

Requests from the Public
Most of YCPC’s documents and records are considered public information and subject to a Right-to-Know request. The exceptions are documents including confidential information such as social security numbers, home phone numbers, and personal financial information.

Most requests for information from YCPC are handled without a formal process. Should an individual ask to file an official request, YCPC staff will direct them to the County of York’s Open Records Office (the office of the Solicitor at the time of this publication).

Housing and Community Development Complaints
Comments on the Housing and Community Development programs are encouraged by the public anytime during the program year. All comments and written complaints will be answered in writing by YCPC within 15 days where practicable. YCPC will notify the complainant of any actions taken with regard to the issues raised.

\(^4\) Executive Order 13166
\(^5\) Requirements for public comment and minutes from the Pennsylvania Sunshine Act
Housing and Community Development Documents
All records of the CDBG, HOME, and ESG programs are available for public inspection at the York County Planning Commission, 28 East Market Street, York, Pa., from 8:30 a.m. to 5:00 p.m.

The documents that will be available for citizen review include the following:

- All mailings and promotional material relating to the CDBG, HOME, and ESG program
- All key documents including prior years CDBG applications, letters of approval from the U.S. Department of Housing and Urban Development, grant agreements, the Citizen Participation Plan, Consolidated Plans, Annual Action Plans, Fair Housing Analysis, Annual Performance Reports, and similar documents
- The federal regulations and issuances governing the CDBG, HOME, and ESG programs

YCPC will provide one copy of the current Annual Action Plan, the current Consolidated Plan, and the current Performance Report free to any individual or organization upon request. Additional copies will be available at $10.00 per copy due to high reproduction costs. YCPC will not provide copies of Federal or State program regulations. These are available over the Internet or at local libraries. YCPC will provide the appropriate citation and assistance in reviewing the regulations.

Housing and Community Development Technical Assistance
YCPC will be available to provide technical assistance to municipalities and community groups upon request. YCPC will assist in the development of project proposals, explaining program regulations and procedures, and in the implementation of funded projects. Staff will also assist a group or municipality in applying for funds from other government agencies, if practicable.

Providing technical assistance to a group or municipality for the development of a project application does not obligate the County to fund that activity.

Document-Specific Requirements

Amendments to the County Comprehensive Plan
As required by the Pennsylvania Municipal Planning Code, or MPC, YCPC will allow for a 45-day comment period prior to any amendment to the York County Comprehensive Plan. YCPC will send a draft of any amendment to the governing bodies of contiguous municipalities and school districts. YCPC will hold at least one public meeting following the procedures outlined in the Public Meeting section above before providing a recommendation to the York County Board of Commissioners. The County Commissioners will hold a public hearing prior to voting on the amendment.
Community Development Block Grant and Housing

Annual Action Plan

The activities and programs detailed in the Annual Action Plan, to be submitted to HUD every year, must be consistent with the Consolidated Plan.

YCPC will hold a public hearing to solicit comments on the proposed Annual Action Plan.

- YCPC will publish a display ad in newspapers of general circulation (York Daily Record, York Dispatch, Hanover Evening Sun, and Harrisburg Patriot News) 15 days prior to the public hearing.
- YCPC will send to the Housing Authority an announcement of the public hearing to be disseminated to the Housing Authority’s developments.
- YCPC will send a notice of the public hearing to all the municipalities participating in the County’s programs and the CAC.
- At a minimum, the following information will be available at the public hearing:
  - The amount of assistance the County expects to receive through grants, program income, and local sources for the program year covered by the Annual Action Plan.
  - The range of activities that may be undertaken.
  - An estimate of the number of low/moderate income persons that will benefit from these activities.
  - The Displacement Plan

Upon completion of the public hearings, YCPC will publish a display ad, in newspapers of general circulation (York Daily Record, York Dispatch, Hanover Evening Sun, and Harrisburg Patriot News), summarizing the proposed Annual Action Plan.

- The ad will describe the contents and purpose of the Annual Action Plan.
- The ad will indicate the proposed Annual Action Plan may be viewed at the County Commissioners Office, select libraries, and the Planning Commission office. Copies of the Annual Action Plan will be available from the Planning Commission upon request.
- YCPC will provide one copy per individual or organization. Additional copies will be available at a cost of $10.00 per copy.
- The display ad will indicate the public has 30 days to comment on the Annual Action Plan from the date of the ad. The ad will also indicate the date the Annual Action Plan will be considered for approval by the County Commissioners.

YCPC will consider all comments/views submitted in writing or orally at public hearings in preparing the final Annual Action Plan to be considered for approval by the County Commissioners.

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6 The processes outlined in this section have been developed in accordance with section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, and the implementing regulations at 24 CFR Part 91.100
• A summary of the comments and the County’s response will be included in the final Annual Action Plan.

• The Annual Action Plan will be considered for approval by the County Commissioners at their regularly scheduled meeting.

• Upon approval of the Annual Action Plan by the County Commissioners, YCPC will publish a notice in newspapers of general circulation (York Daily Record, York Dispatch, Hanover Evening Sun, and Harrisburg Patriot News) indicating the availability of the approved Annual Action Plan from the York County Planning Commission.

• One copy of the approved Annual Action Plan shall be available per individual or organization upon request. Additional copies are available at a cost of $10.00 per copy.

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<th>Inform municipalities and HA of Annual Action Plan process</th>
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<td>Have notices posted in HA developments about Public hearings</td>
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<td>Mid-November</td>
<td>Publish display ad 15 days prior to Public Hearing</td>
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<td>December</td>
<td>Hold public hearing</td>
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<td>Late December</td>
<td>Publish display ad summarizing Annual Action Plan</td>
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<td>Public has 30 days to comment from the date of the ad</td>
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<tr>
<td>Late January</td>
<td>End of Public Comment Period</td>
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<td>Early February</td>
<td>Approval of Annual Action Plan by County Commissioners</td>
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<tr>
<td>Mid-February</td>
<td>Publish ad announcing that the approved Annual Action Plan is available</td>
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<td>Send Executive Summary to Municipalities and CAC</td>
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<td>45 days before</td>
<td>County must submit Annual Action Plan to HUD</td>
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<tr>
<td>April 1</td>
<td>Must submit Action Plan 45 days before start of program year</td>
</tr>
<tr>
<td></td>
<td>HUD has 45 days to review plan</td>
</tr>
</tbody>
</table>

**Consolidated Plan**

YCPC updates the Consolidated Plan every five years.

Prior to the preparation of a draft Consolidated Plan, YCPC will survey the following groups:

• Municipalities participating in the County’s CDBG program concerning their community development needs

• Public and private agencies that provide assisted housing

• Health services

• Social services

YCPC will consult with state and local health and child welfare agencies and examine existing data related to lead based paint hazards and poisonings. YCPC will consult with the Housing Authority of the City of York concerning public housing needs and planned Comprehensive Grant program activities. The County will consult with the CAC regarding Housing and Community development needs.

YCPC will notify adjacent counties and the City of York that the County of York is preparing its Consolidated Plan. YCPC will submit the completed Consolidated Plan to the Commonwealth of Pennsylvania and inform adjacent counties and the City of York the completed Consolidated Plan is available upon request.
Upon completion of the survey and consultation process, YCPC will hold three public hearings throughout the county to discuss the findings and a draft of the Consolidated Plan.

- YCPC will publish a display ad in newspapers of general circulation (York Daily Record, York Dispatch, Hanover Evening Sun, and Harrisburg Patriot News) fifteen days prior to the public hearings.
- YCPC will send to the Housing Authority an announcement of the public hearings to be disseminated to the Housing Authority’s developments.
- YCPC will send a notice of the public hearing to all the municipalities participating in the County’s programs.
- The notification of the public hearings to the Housing Authority, public and private groups, and municipalities will be combined with the consultation process. YCPC will send a complete schedule of the process to these parties in the transmittal requesting information.
- At a minimum, the following information will be available at the public hearings:
  - The amount of assistance the County expects to receive through grants, program income, and local sources
  - The range of activities that may be undertaken
  - An estimate of the number of low/moderate income persons that will benefit from these activities
  - The Displacement Plan

Upon completion of the public hearings the County shall publish a display ad, in newspapers of general circulation (York Daily Record, York Dispatch, Hanover Evening Sun, and Harrisburg Patriot News), summarizing the proposed Consolidated Plan.

- The ad will describe the contents and purpose of the Consolidated Plan.
- The ad will indicate the proposed Consolidated Plan may be viewed at the County Commissioners Office, select libraries, and the Planning Commission office. Copies of the Consolidated Plan will be available from the Planning Commission upon request.
- YCPC provide one copy per individual or organization. Additional copies will be available at a cost of $10.00 per copy.
- The display ad will indicate the public has 30 days to comment on the Consolidated Plan from the date of the ad. The ad will state the date the Consolidated Plan will be considered for approval by the County Commissioners.

YCPC will consider all comments/views submitted in writing or orally at public hearings in preparing the final Consolidated Plan to be considered for approval by the County Commissioners.

- A summary of the comments and the County’s response will be included in the final Consolidated Plan.
- The Consolidated Plan will be considered for approval by the County Commissioners at a regularly scheduled meeting.
Upon approval of the Consolidated Plan by the County Commissioners, YCPC will publish a notice in newspapers of general circulation (York Daily Record, York Dispatch, Hanover Evening Sun, and Harrisburg Patriot News) indicating the availability of the approved Consolidated Plan from the York County Planning Commission.

One copy of the approved Consolidated Plan will be available per individual or organization upon request. Additional copies are available at a cost of $10.00 per copy.

<table>
<thead>
<tr>
<th>September</th>
<th>Notification and Consultation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey Municipalities, public and private agencies</td>
<td></td>
</tr>
<tr>
<td>Consult with agencies about lead based paint</td>
<td></td>
</tr>
<tr>
<td>Consult with HA on public housing needs</td>
<td></td>
</tr>
<tr>
<td>Notify adjacent County’s and City of York</td>
<td></td>
</tr>
<tr>
<td>Send with transmittal schedule and announcement of public hearings to be posted at municipal buildings and HA developments.</td>
<td></td>
</tr>
</tbody>
</table>

| Mid-November | Publish display ad 15 days prior to first Public Hearing |
| December | Hold three public hearings throughout the county |
| Late December | Publish display ad summarizing the Consolidated Plan |
| Late January | The public will have thirty days to comment from the date of the ad |
| Early February | End of Public Comment Period |

| Mid-February | Approval of Consolidated Plan by County Commissioners |
| 45 days before | Publish ad announcing that the approved Consolidated Plan is available. |
| April 1 | Send Copy to Commonwealth of PA |
| | Send Executive Summary to Municipalities and CAC |
| | Send notice to adjacent County’s and City of York Consolidated Plan is available |

| 45 days before | County must submit Consolidated Plan to HUD |
| April 1 | Must submit Consolidated Plan 45 days before start of program year |
| | HUD has 45 days to review plan |
Amendments to the Consolidated Plan

York County will amend its Consolidated Plan whenever it decides not to carry out an activity described in the Consolidated Plan, to carry out a project not previously described in the Consolidated Plan, or to substantially amend the purpose, scope, location, or beneficiaries of a project. Only substantial amendments are subject to the Citizen Participation process.

A substantial amendment to the Consolidated Plan under the CDBG program is defined as follows:

- Location change - a change in the activity location not contiguous with the current project. This does not include an extension of an activity.
- A new activity
- An increase in the grant/loan amount of more than fifty percent (50%)

A substantial amendment to the Consolidated Plan under the HOME program is defined as a change in the method of distributing HOME funds as detailed in the Consolidated Plan or Annual Action Plan.⁷

A substantial amendment to the Consolidated Plan under the ESG program is defined as a change in the method of distributing ESG funds as detailed in the Consolidated Plan or Annual Action Plan.⁸

YCPC will follow the process below to consider substantial amendments to the Consolidated Plan.

1. Information will be mailed to the CAC for comment and for a “yes” or “no” vote by telephone.
2. A notice will be published in newspapers of general circulation (York Daily Record, York Dispatch, Hanover Evening Sun, and Harrisburg Patriot News) informing the public of the proposed activity or change, and requesting submission of comments. The public will have 30 days from the date of the ad to comment before the amendment is implemented.
3. “Implementation of amendment” is defined as being the date the grant/loan agreement is fully executed by the County and sub-grantee/sub-recipient.
4. The County Commissioners will approve by resolution the substantial amendment to the Consolidated Plan at a regularly scheduled meeting.
5. YCPC will consider any comments and provide a summary of the comments as well as the County’s response.
6. The substantial amendment documentation will be forwarded to HUD with a transmittal signed by the Community Development Coordinator.
7. During the public hearing evaluating the County’s performance, the County will provide a list of all substantial amendments made during the program year.

⁷ See Resolution dated June 18, 1997, and the York County Housing Assistance Manual regarding the allocation/reallocation of HOME funds.

⁸ The Emergency Food and Shelter Advisory Board provides a recommendation to the County Commissioners County Commissioners approve allocation/reallocation of ESG funds by resolution.
YCPC will follow the process below to approve amendments to the Consolidated Plan not involving a substantial change.

1. The County Commissioners will approve by resolution the amendment to the Consolidated Plan.
2. The amendment documentation will be forwarded to HUD, with a transmittal signed by the Community Development Coordinator.
3. The County will provide to the public a list of all amendments made throughout the Program Year at the public hearing evaluating the County’s performance.

**Funding Plan**

YCPC requests applications for funding under the CDBG program from municipalities, and from public and private agencies every three years. YCPC will review the applications for eligibility and fundability under the program regulations. YCPC will utilize the Citizens Advisory Committee to review project applications and to make funding recommendations. YCPC will then compile a Proposed Three Year Funding Plan. The Funding Plan will then be incorporated into the Consolidated Planning process to ensure the public has an opportunity to comment on the proposed projects. In years when the Consolidated Plan and the Funding Plan do not coincide, YCPC will amend its Consolidated Plan in accordance with the Citizen Participation Plan.

Based on YCPC’s experience, the preparation of a five-year Funding Plan to match the Consolidated Plan time frame is not feasible. As stated above, the Funding Plan will be incorporated into the Consolidated Plan and the Annual Action Plan, and will be approved by the County Commissioners.

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Training workshop to cover program regulations, application requirements, project implementation, and reporting requirements</td>
</tr>
<tr>
<td></td>
<td>Distribution of applications</td>
</tr>
<tr>
<td></td>
<td>Publish ad announcing CAC meetings</td>
</tr>
<tr>
<td>April</td>
<td>Citizens Advisory Meeting to review funding priorities</td>
</tr>
<tr>
<td>Mid May</td>
<td>Applications due to Planning Commission</td>
</tr>
<tr>
<td>Late June</td>
<td>Citizens Advisory Meeting to review applications</td>
</tr>
<tr>
<td>July</td>
<td>Completion of Proposed Three Year Funding Plan to be incorporated into information available to the public. This information shall be available at the public hearings.</td>
</tr>
<tr>
<td>September</td>
<td>The remainder of the process will conform to the process for the Consolidated Plan</td>
</tr>
</tbody>
</table>

**Performance Reports – CAPER<sup>9</sup>**

YCPC will publish a display ad ten days prior to a public hearing to discuss the Annual Performance and Evaluation Report. The ad will indicate the date, time, location, and purpose of the hearing.

The public will have 15 days from the date the ad is published to comment on the Performance and Evaluation Report.

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<sup>9</sup> The Consolidated Annual Performance and Evaluation Report (CAPER) must be submitted to HUD 90 days from the end of the Program Year in a format prescribed by HUD.
The County will consider any written, or oral comments received at the public hearing, submitted within the comment period. A summary of the comments or views will be included in the Performance and Evaluation Report.

The Performance and Evaluation Report will be submitted to the County Commissioners for approval. The Report must be submitted to HUD within 90 days of the end of the County’s program year.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late April</td>
<td>Publish ad for public hearing at least 10 days before</td>
</tr>
<tr>
<td></td>
<td>15-day comment period starts on the day the ad is published</td>
</tr>
<tr>
<td>May</td>
<td>Hold public hearing</td>
</tr>
<tr>
<td>Late May</td>
<td>End of comment period</td>
</tr>
<tr>
<td>June</td>
<td>County Commissioners approve CAPER</td>
</tr>
<tr>
<td>June 29</td>
<td>Submit CAPER to HUD by June 29</td>
</tr>
</tbody>
</table>
Toolbox

YCPC developed this toolbox of outreach strategies to assist in our goal of effectively reaching the public.

When proceeding with any public involvement, YCPC staff will consider the context of the situations to eliminate any potential barriers of disadvantage that exist. Thoughtful consideration of demographics, physical location, printed materials, meetings, and the overall process is necessary. The maps presented in a previous section aid in such an assessment.

This toolbox has three parts. First is a ladder with five steps or levels of public participation. Second is a listing of strategies to implement each step of public participation. Last is a discussion of a Single Point of Contact to assist in implementing the strategies.

1. **Ladder of Involvement**

This ladder to the right is to be used first in the process. **YCPC staff will choose the step of public participation most appropriate for the plan or other document in question.** These steps range from minimal involvement and effort, like simply informing the public of decisions, to the more involved and complex – giving the public the authority to make final decisions. YCPC staff will also employ strategies from steps below a chosen step.

As a frame of reference, the legislative requirements listed in a previous section are low on the ladder of involvement. Placing a notice in the newspaper and making a document available for review are strategies that reflect Informing and Consulting with the public.
2. Strategies for Public Participation

Step 1 – Strategies to Inform

- Newspaper Featured Stories
- Community TV
- Talk Radio
- YCPC E-Alerts
- Other Organizations Websites
- Direct Mailings/Emails
- Displays/Flyers
- Newspaper Advertisement
- Press Release
- Public Meeting
- Presentations to Community Groups
- Other organizations’ e-mail lists
- Mass texts
- Packets sent home with school students
- Assemblies at schools

Website, Software, Meeting Aids

Because the popularity and capabilities of specific software and websites is ever-changing, this plan intentionally does not name them. YCPC staff will always seek to use technology to aid public participation efforts. This may include social media, surveying, mapping, and decision-making tools.

- Advertisements at movie theaters
- Municipal newsletters
- Signs and billboards
- Annual educational meetings
- YouTube videos

Step 2 – Strategies to Consult

- Strategic Locations for Draft Documents
  This strategy involves providing hard copies of a document to public places and providing a way for the public to provide comment. Possible locations include libraries, senior centers, legislators’ offices and municipal buildings. Making the complete document available on a website with a way to provide comment is a similar strategy.

- Surveys
  Surveys can be conducted of the general population, a targeted portion of the population (geographically or demographically), or a particular group like Township Managers. They also range from inexpensive and low-effort online surveys designed in-house to costly and labor-intensive statistically-valid surveys created in partnership with a private-sector consultant.

- Open Houses
  An open house is an effective way to introduce a topic to the public or to update the public on the progress of an initiative. While there is typically not a formal presentation, information is often shared at stations using display boards, maps etc. Individuals involved in the process are available to speak informally to attendees as they circulate the open house. Comments cards can be used in this setting.
Step 3 – Strategies to Involve

- **Focus Groups**
  This is facilitator-led, using a small group of people. The purpose of the focus group is to obtain perspectives on a particular topic through a guided discussion.

- **Interviews**
  Interviews are done one on one; they can be in person or by telephone. The purpose of the interview is to obtain the interviewee’s perspective on a particular topic through guided questions and conversations.

- **Workshops**
  Workshops often include an educational component to present the topic to the participants. Workshops incorporate active participation by using breakout sessions and brainstorming activities. Workshops generally conclude by synthesizing findings and work from the session to move forward.

Step 4 – Strategies to Collaborate

- **Town Meetings**
  Town Meetings include a presentation and open discussion. Public input can be gathered in a variety of ways, including electronic hand-held devices. It is an effective way to gauge community support of an idea or concept. It is an opportunity to build consensus in the community or to identify barriers.

- **Visioning**
  Visioning is a process during which the community defines the future it wants and develops a plan for achieving that desired future.

Step 5 Strategies – Strategies to Empower

- **Community Advisory Committee (CAC)**
  A CAC is a representative and core group of individuals that establish both a working relationship with, and a link between, the decision makers and the community.

3. **Single Point of Contact (SPOC)**
   The YCPC has developed and appointed a staff Single Point of Contact (SPOC). The SPOC is responsible for coordinating and tracking the posting, advertising, and removing of information for all public involvement efforts according to the required and recommended timeframes. This effort will help to prevent duplication of efforts, prevent “communication overload” through the timing and combining of notices when possible, and ensure the timely completion of the range of public involvement strategies chosen through the Ladder of Involvement process.

   Project managers will complete a SPOC Project Checklist, which will indicate the public involvement strategies to be utilized throughout the development and implementation of the project, including
proposed dates and time frames. The SPOC will then coordinate all project checklists through a SPOC tracking process which will monitor and ensure completion of public involvement strategies in a coordinated and timely manner.

In addition to monitoring the tracking process, the SPOC will continually update the Project Checklist to ensure inclusion of both project-specific required public involvement strategies and a range of additional optional methods. The SPOC will also coordinate the YCPC calendar and manage the YCPC contacts database to ensure the inclusion of current names and addresses.

As referenced in the introduction of this Plan, implementation of the SPOC process will help to ensure “early and often” opportunities for public participation and input, not only to meet the various programmatic requirements, but to go beyond and provide a more proactive approach and meaningful participation opportunities.
Transportation

York Area Metropolitan Planning Organization (YAMPO)

On August 24, 1964 the York Area Transportation Study, now called the York Area Metropolitan Planning Organization (YAMPO), was established by a charter through the Pennsylvania Department of Transportation (PennDOT). Members are designated through federal legislation and represent federal, state, and local government stakeholders in transportation improvements. YAMPO was created to ensure that federally required planning tasks are being completed in a comprehensive, coordinated, and continuing work program. The planning tasks are to identify transportation needs and program projects to address them. This is accomplished through the following committee structure:

- The **Coordinating Committee** is YAMPO’s policy committee. It receives and acts upon recommendations from the Technical and Transit Committees.
- The **Technical Committee** supports the Coordinating Committee through review and recommendation of non-transit projects.
- The **Transit Committee** supports the Coordinating Committee through review and recommendation of transit projects.

Below is a list of representatives by committee.

<table>
<thead>
<tr>
<th>Coordinating Committee (8 Votes)</th>
<th>Technical Committee (7 votes)</th>
<th>Transit Committee (9 votes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>York County, President York County Board of Commissioners</td>
<td>York County Planning Commission, Director</td>
<td>Adams County</td>
</tr>
<tr>
<td>York County Planning Commission, Chairperson</td>
<td>PennDOT District 8-0, District Executive</td>
<td>Adams County</td>
</tr>
<tr>
<td>PennDOT Central Office, Program Center-Bureau Director</td>
<td>Central PA Transportation Authority, Executive</td>
<td>Adams County</td>
</tr>
<tr>
<td>PennDOT District 8-0, District Executive</td>
<td>Elected State Official</td>
<td>Cumberland County</td>
</tr>
<tr>
<td>Central PA Transportation Authority, Chairperson, Board of Directors</td>
<td>Appointed Citizen</td>
<td>York County</td>
</tr>
<tr>
<td>Elected State Official</td>
<td>City of York, Mayor</td>
<td>York County</td>
</tr>
<tr>
<td>Appointed Citizen</td>
<td>Municipal Borough</td>
<td>York County</td>
</tr>
<tr>
<td>City of York, Mayor</td>
<td>Municipal Township</td>
<td>York County</td>
</tr>
<tr>
<td>Hanover Urbanized Area</td>
<td></td>
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</tbody>
</table>
Planning Products

Title VI and Non-Discrimination
All YAMPO documents will include the statement of non-discrimination on page 17 of this document.

Long Range Transportation Plan (LRTP)
YAMPO’s LRTP is a federally required document. 23 CFR 450.324 describes the required parts of this plan:

A minimum 20-year planning horizon

Long-range and short-range strategies or actions that develop an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

The LRTP also serves as the transportation component of York County’s comprehensive plan. Section 301 of Pennsylvania’s Municipal Planning Code describes this element as follows.

A plan for movement of people and goods, which may include expressways, highways, local street systems, parking facilities, pedestrian and bikeway systems, public transit routes, terminals, airfields, port facilities, railroad facilities and other similar facilities or uses.

Prior to the LRTP update public comment period, YAMPO will use the process on page 27 to determine and document public outreach techniques to be employed in addition to the minimum processes as described below. The complete public participation process for the LRTP update will be presented for approval by the YAMPO.

LRTP Development
Throughout the LRTP development, the Technical Committee will be provided updates presented during advertised public meetings. At these meetings the public is welcomed to give comment during the public comment period as well as during agenda topics.

Legal Notice of Public Comment Period
YAMPO will publish a legal notice in the York Daily Record/Sunday News, the York Dispatch, the Hanover Evening Sun, the Harrisburg Patriot News, and other newspapers as appropriate. The notice will include the dates of the public comment period, the date, time & location of at least one public meeting, and the methods by which the public should communicate their comments to YAMPO.

Public Comment Period
YAMPO will allow at least 30 days for public comments about the LRTP prior to its adoption by the YAMPO Coordinating Committee.

At a minimum, the draft LRTP will be available throughout this period at the York County Planning Commission’s offices, rabbitttransit’s office, and on YCPC’s website. Prior to each
LRTP’s public comment period, YAMPO will select additional locations for the LRTP to be available to the public.

During the comment period, YAMPO will hold at least one public meeting in accordance with the requirements of public meeting locations described on page 17 in this document. Prior to each LRTP’s public comment period, YAMPO, in cooperation with other community organizations, will determine additional public meeting opportunities at which the LRTP can be presented and commented upon by the public.

In all public presentations of the LRTP, YAMPO will employ visualization techniques including maps and infographics that allow the LRTP to be more easily understood by the public.

Summary and Response to Comments
Following the 30-day public comment period, YAMPO will create a summary of all comments received and all formal responses. YAMPO will provide the Coordinating Committee with the summary.

Evaluation of LRTP Public Participation
Following adoption of the LRTP, YAMPO will document the public participation process undertaken, including the specific outreach methods used, and reflect on the process’s effectiveness. The reflection will describe the degree to which the process achieved the public participation goals found on page 13 in this plan. This evaluation will be used to inform future LRTP public participation efforts. This evaluation will be presented to the YAMPO Coordinating Committee at a meeting following the LRTP’s adoption.

Transportation Improvement Program (TIP)
The TIP is a list of funded transportation projects in York County over a four-year period. It includes all projects funded by federal or state transportation funds. The TIP includes the specific funding for each phase of a project in the appropriate year. The TIP includes projects of all transportation modes including transit and the process described below is designed to fulfill requirements of both YAMPO and rabbittransit (CPTA) by FHWA and FTA. 23 CFR 450.326 includes a detailed description of the TIP.

Prior to the TIP update public comment period, YAMPO will use the process on page 27 to determine and document public outreach techniques to be employed in addition to the minimum processes described below. The complete public participation process for the TIP update will be presented to and approved by the YAMPO Technical Committee.

TIP Development/Drafts
During a TIP update, prior to YAMPO’s preliminary approval of a draft TIP for public comment, discussion and negotiation about draft TIPs occurs at regular meetings of the YAMPO Committees. All YAMPO meetings are publicly advertised and are open to the public for comment.
**Legal Notice of Public Comment Period**
YAMPO will publish a legal notice in the York Daily Record/Sunday News, the York Dispatch, the Hanover Evening Sun, the Harrisburg Patriot News, and other newspapers as appropriate. The notice will include the dates of the public comment period, the date, time and location of at least one public meeting, and the methods by which the public should communicate their comments to YAMPO.

**Public Comment Period**
YAMPO will allow at least 30 days for public comments about the TIP prior to its adoption by the YAMPO Coordinating Committee.

At a minimum, the TIP will be available throughout this period at the York County Planning Commission’s offices, rabbittransit’s offices, and on YCPC’s website. Prior to each TIP’s public comment period, YAMPO will select additional locations for the TIP to be available to the public.

During the comment period, YAMPO will hold at least one public meeting in accordance with the requirements of public meeting locations described elsewhere in this document. Prior to each TIP’s public comment period, YAMPO, in cooperation with other community organizations, will determine additional public meeting opportunities at which the TIP can be presented and commented upon by the public.

In all public presentations of the TIP, YAMPO will employ visualization techniques including maps and infographics that allow the TIP to be more easily understood by the public.

**Summary and Response to Comments**
Following the 30-day public comment period, YAMPO will create a summary of all comments received and all formal responses. YAMPO will provide the Coordinating Committee with this summary at the meeting during which the TIP is approved and YAMPO will include this summary in the final TIP submission documentation to PennDOT.

**Evaluation of TIP Public Participation**
Following adoption of the TIP, YAMPO will document the public participation process undertaken, including the specific outreach methods used, and reflect on the process’s effectiveness. The reflection will describe the degree to which the process achieved the public participation goals found on page 13 in this plan. This evaluation will be used to inform future TIP public participation efforts. This evaluation will be presented to the YAMPO Coordinating Committee at a meeting following the TIP’s adoption.

**TIP Modifications**
Between updates to the TIP, YAMPO sometimes makes changes to the TIP. Through Memorandums of Understanding, PennDOT and YAMPO officially refer to these changes as TIP Modifications and have separated the changes into two groups: Amendments and Administrative Actions.
**TIP Amendments**

TIP Amendments include any new projects and major\(^\text{10}\) cost changes to existing projects. TIP Amendments will be presented to and approved by YAMPO’s Coordinating Committee. The public has the opportunity to attend these meetings to voice their comments to the committee.

When a TIP Amendment is on the Coordinating Committee’s agenda, YAMPO will send a press release one week in advance of the meeting that describes the TIP Amendment and includes the date, time, and location of the Coordinating Committee meeting.

**TIP Administrative Actions**

TIP Administrative Actions are minor cost changes to existing projects. TIP Administrative Actions will be presented to YAMPO’s Technical Committee but do not need to be approved by any governing body. The public has the opportunity to attend these meetings to voice their comments to the committee.

**Congestion Management Process (CMP)**

Because YAMPO is a Transportation Management Area (TMA), it adopts a CMP. The CMP details how YAMPO monitors and evaluates congestion, defines objectives for congestion management or reduction in the county, describes strategies to be implemented, and defines a process for evaluating the effectiveness of those strategies. [23 CFR 450.320](https://www.codetext.gov/cfr/txt/?cfr=450&usuallyUse=1&part=320) outlines the CMP in more detail.

YAMPO develops the CMP through a topic-specific sub-committee. Historically, iterations of this advisory committee have include municipal representatives, rabbittransit, PennDOT, FHWA, and private-sector traffic engineers. YCPC staff presents the CMP and its deliverable, the Report on Congestion (ROC), to the YAMPO Coordinating Committee. This public meeting is an opportunity for the public to comment on both the process and the results of the CMP.

YAMPO selects specific problem areas from the ROC to go through the project development process (PennDOT Connects). This process and opportunities for public comment are detailed below under Project Development.

**Coordinated Public Transit – Human Services Plan (Coordinated Plan)**

The Coordinated Plan describes specific transportation needs identified by human service providers throughout York County and strategies to address those needs developed by YAMPO and CPTA.

CPTA organizes a number of standing committees and working groups focused on providing feedback about the gaps and implementation strategies. These include the 3-P Ride committee and the Transportation Partners on Mobility group. Participation in these meetings is by invitation but CPTA is deliberately inclusive of all interested parties; contacting CPTA is the only requirement.

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\(^{10}\) The threshold, or amount of money, separating cost changes between Amendments and Administrative Actions can change from one TIP update to another.
In addition to the ongoing efforts above, CPTA and YAMPO will develop a plan for specific public outreach efforts each time the Coordinated Plan is updated. These efforts will be oriented toward expanding awareness of the Coordinated Plan update process in number and variety of stakeholders.

The Coordinated Plan must be approved by both the CPTA Board of Directors and the YAMPO Coordinating Committee at meetings that are public and in accordance with the requirements listed previously in this plan.

**Annual Reports**

In addition to the mandated planning documents described above, YAMPO produces a number of regular reports. Most of these reports are updated annually. These reports are collections of data that inform other planning activities. These include the Interstate 83 Traffic and Conditions Report, the Annual Report of Transit Statistics, the Bridge and Pavement Condition Report, the Safety Project Evaluations Report and the Report on Congestion.

YAMPO will present the annual reports at a public meeting in accordance with the requirements of public meeting locations described elsewhere in this document. YAMPO will announce this meeting through press releases and YCPC e-alerts. YAMPO will make the annual reports and any presentations about them available on the YCPC website.

**Project Development**

YAMPO uses PennDOT Connects process to develop projects. Through this process, YAMPO identifies problem areas, project purpose and need statements, and develops alternative solutions. As the purpose and need statement and alternatives are developed, YCPC staff sometimes attends public meetings of the appropriate municipal officials. All projects must be approved by the YAMPO Technical Committee and Coordinating Committee. Both of these types of meetings are opportunities for the public to voice their comment about a project.

When a project reaches a step in the process that requires approval by either of YAMPO’s committees, YAMPO will advertise this agenda item in a press release to local media. This press release will include the meeting date, time, and location, and encourage the public to attend or send comments to YCPC.

**Public Participation Plan**

YAMPO produces a PPP – this document – to explain the procedures and processes by which the public will be involved in the planning process. 32 CFR 450.316 dictates that the PPP shall at a minimum describe the procedures, strategies, and outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) 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;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
PPP Development Process

Stakeholder Survey
Planning Commission staff contacted 57 organizations with interest in the transportation planning process. These stakeholders reflect the variety of interested parties listed in 23 CFR 450.316:

*public agencies, public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation,*
representatives of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties.

The responses to the survey are summarized below.

Additionally, these stakeholders were asked for the methods they use to communicate with their clients, customers, or staff. These tools have been incorporated into the toolbox previously in this plan.
On June 5 2017, YAMPO held a meeting of these stakeholders. The notes from this meeting are included on the following pages. YAMPO utilized crucial input from this meeting in the development of the processes described in the previous section.
YAMPO PIP Stakeholder Meeting Notes 6-5-2017

Suggested Specific Tools for Public Involvement

Food

E-blasts

IU meetings with parents

Entertaining pictures, color

Seniors read print – technology has passed some people

Mass texts

Schools – packets by classroom (IU students can collate)

Grassroots / Marketing – Federal money can be used

Assemblies (probably better suited to high schools)

Movie theater ads

YCEA newsletter

Neighborhood boards

Use municipal newsletters

Signs/billboards especially for specific projects

Use schools as meeting locations

Annual educational meetings around the county

YouTube videos

Piggybacking on other community meetings (like community needs assessment and forum)
Generic Feedback about YAMPO Public Involvement Process
For the LRTP, use large topical groups to develop wants, projects, etc. and a smaller group to prioritize Cover everyone. Ensure disadvantaged groups involvement. Be deliberate with invitations and feedback. Give staff time to analyze involvement process in the middle of it and expand efforts if necessary. If you’re not going to use feedback, don’t ask for it. When speaking to a specific project/topic, put a constituent’s feedback in context (bridge X is one of Y); Demonstrate connections between an organizations’ goals and the transportation “big picture.” Document what feedback is implemented and not. Get buy in for short-range projects and demonstrate how short-term fits into longer-term plans. Separate emotion from facts – find the needs embedded in frustration. Keep it simple; boil down to answer “Why is this important to me?” Develop a short overview of the MPO, TIP, and LRTP, etc. for regular use. Use every meeting as an opportunity to educate about MPO, planning process. Evaluation Evaluation should be reflective (likely by staff) immediately following the outreach effort. Document why did we do/not do X? If not implementing X, what’s the result? Ask meeting participants: are you more aware of the planning process/TIP/better understanding of planning/etc.? Consider pre- and post-meeting assessment. Evaluate all outreach efforts once a year with stakeholders and general public.