

**Metropolitan Transportation Commission**  
**MTC Planning Committee**

May 14, 2021

Agenda Item 4c

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**Public Participation Plan Update**

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**Subject:** Update on MTC's Public Participation Plan (PPP) during the shelter-in-place orders due to the COVID-19 pandemic.

**Background:** After over a year of shelter-in-place, this memo summarizes the adjustments staff have made to accommodate Governor Newsom's emergency orders (link following <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>) while maintaining the standards of MTC's PPP (link following [https://mtc.ca.gov/sites/default/files/2018\\_PPP\\_Appendix\\_A\\_FINAL\\_June2018.pdf](https://mtc.ca.gov/sites/default/files/2018_PPP_Appendix_A_FINAL_June2018.pdf)). While an update to the PPP may be necessary in the future, at this stage no changes are required.

**Overview:** This memo provides an update on how the remote environment has impacted MTC's efforts to meet its commitments under the PPP. The Federal Highway Administration (FHWA) has shared guidance (link following [https://www.fhwa.dot.gov/coronavirus/process\\_mpo.cfm](https://www.fhwa.dot.gov/coronavirus/process_mpo.cfm)), allowing for PPP updates "to employ virtual public involvement techniques." Some of our new practices that have improved public participation include allowing the public to comment remotely for Commission and Committee meetings. We also have legislative approval to conduct remote Plan Bay Area 2050 public engagement due to the passage of SB 146, granting Brown Act exemptions and allowing for remote meetings until the end of 2022.

**Review of Hard Copy Documents:**

Physical access to review hard-copy documents, another requirement of the PPP, has been approached on a case-by-case basis to meet the accessibility needs of an individual. Alternate options include mailing an electronic copy via a thumb drive, mailing a hard copy document, or arranging physical access in a well-ventilated room. It is also worth noting that currently the fax lines in the building are not being monitored, so staff have eliminated faxing comments as this is not an option. This approach does not require a change to the PPP.

**PPP Update Process:**

MTC's PPP provides a process for a major update. While conducting the meetings online are reasonable and allowed under Governor Newsom's emergency order Brown Act provisions, it is likely that MTC meetings may continue post-pandemic to allow for remote participation from Commissioners, Policy Advisory Council Members, and members of the public. Anticipating such a shift, an update to MTC's PPP may be in order in the future.

**Recommendation:** This is an information item. At this point, no update to the PPP is recommended. The PPP is scheduled to be updated ahead of the start of the next Regional Transportation Plan/Sustainable Communities Strategy in early 2022, and any changes can be made at that time. Until then, MTC staff will continue to design public engagement activities that closely adhere to the agency's PPP policies within the constraints of the governor's emergency orders, while also monitoring developments at the state level to determine if any updates are necessary ahead of the next PPP update.

**Attachments:** None

  
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