



Public Participation Plan



January 2017

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The AMATS Public Participation Plan is dedicated to the memory of Christine (Chris) Bernardini, a dedicated planner with a long history of service to AMATS. Chris managed the last update to the Public Participation Plan and served the Municipality of Anchorage for nearly three decades, the majority of which was as a Transportation Planner. Christine Bernardini is missed.

Commonly Used Transportation Planning Acronyms

ADA	Americans with Disabilities Act
ADOT&PF	State of Alaska Department of Transportation and Public Facilities
AMATS	Anchorage Metropolitan Area Transportation Solutions
ARRC	Alaska Railroad Corporation
BPAC	Bicycle and Pedestrian Advisory Committee
CAC	Citizen's Advisory Committee
CMAQ	Congestion Mitigation and Air Quality
DCM	Design Criteria Manual
FAC	Freight Advisory Committee
FAST	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Authority
HSIP	Highway Safety Improvement Program
LOS	Level of Service
MOA	Municipality of Anchorage
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NHS	National Highway System
OS&HP	Official Streets & Highways Plan
PC	Policy Committee
PPP	Public Participation Plan
STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TDM	Travel Demand Model
TIP	Transportation Improvement Program
TMA	Transportation Management Area
UPWP	Unified Planning Work Program

Definitions for these acronyms can be found in Appendix D - Glossary of Terms.

How to make a public comment

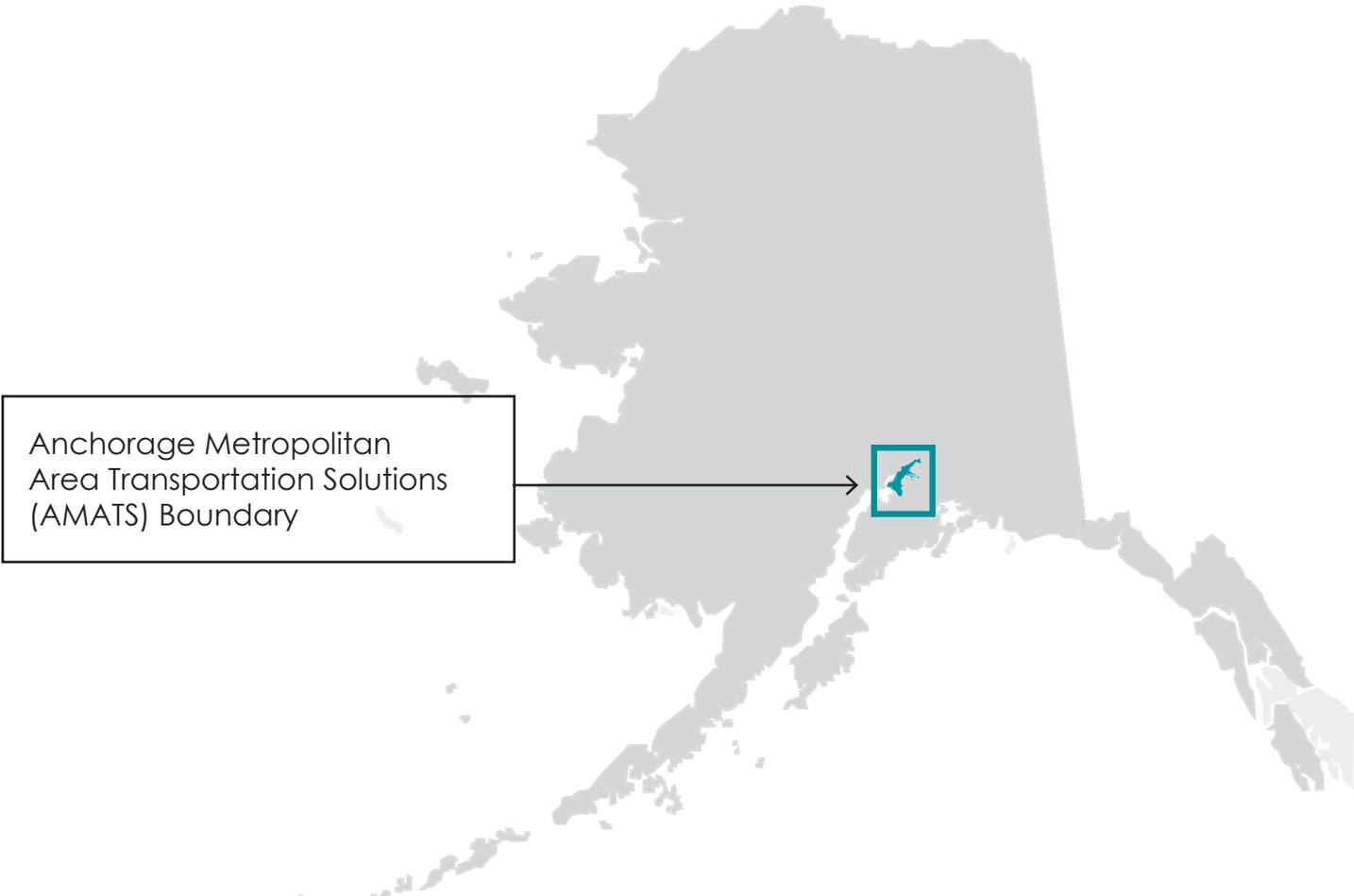
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Title VI Notice: AMATS fully complies with Title VI of the Civil Rights Act of 1964, and related statutes and regulations in all programs and activities.

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INTRODUCTION

AMATS is the acronym for the Anchorage Metropolitan Area Transportation Solutions, the federally recognized Metropolitan Planning Organization (MPO) for the Anchorage area. An MPO is required by federal law for any urban area with a population of 50,000 or greater that receives federal transportation funding. AMATS was designated in 1976 as a multi-agency team that works together to plan and fund the transportation system in the Anchorage Bowl and Chugiak-Eagle River areas when federal funds are used. The mission of AMATS is to guide the development and implementation of transportation improvements within the Anchorage Bowl and Chugiak-Eagle River.

AMATS leads local planning for all modes of transportation in the metropolitan planning area. These modes include roads, trails, public transit, freight, pedestrian and bicycle travel -- as well as their impacts, such as air quality and congestion. Because AMATS only addresses the urbanized areas of the Municipality, planning area boundaries do not include the smaller communities of the Turnagain Arm region, including Girdwood, as illustrated in Figure 2.



The Municipality of Anchorage, Alaska

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An effective Public Participation Plan (PPP) should clearly describe how transportation projects are planned and funded; and how, when and where citizens can be involved. It recommends strategies and informs the public at an early stage, during the scoping process, and continues to engage citizens prior to key decisions, while reaching out to populations who are typically underserved and/or economically depressed such as limited-English proficiency, minority and low-income populations. A good Public Participation Plan requires continuous feedback and clear responses from agencies to foster meaningful dialogue among all stakeholders. Finally, the PPP should include a method for evaluating its own effectiveness so it can serve as a living document that is flexible with time.

Goals of the AMATS Public Participation Plan

1. Describe to the general public how to become involved in transportation decisions that affect them and their communities.
2. Engage the public in early, continuous, and broad reaching public involvement in major AMATS decisions and developments in transportation projects.
3. Ensure that the AMATS Public Participation Plan informs the decision making process for transportation projects within the Anchorage Bowl and Chugiak-Eagle River.
4. Increase awareness of AMATS planning activities including how and when the public is involved.
5. Optimize notification of and engagement in AMATS projects in lower income communities, culturally diverse areas and special needs groups.
6. Share transportation planning information with a broad section of the public.



East Dowling Road, Anchorage



Alaska Railroad traveling to Seward

Guiding Principles

1. Every major public policy decision or implemented transportation project significantly affects someone.
2. Coordination and collaboration during the transportation planning process produces the most effective and balanced transportation solutions.
3. The process of making major policy decisions is equally important to the outcome of these policy decisions.
4. If the decision-making process is open, objective and considers all viewpoints, it is usually much more willingly accepted by the affected community and policy makers.
5. Effective public notification takes time, investment, a concentrated effort and commitment.
6. Early involvement of stakeholders is essential and improves the outcome of planning projects and decisions.
7. It is most effective to use a variety of public outreach techniques and provide planning information in multiple formats to gain a wider audience and solicit input from a greater number of people.

Regulations and Policies

Federal Requirements

- * Americans with Disabilities Act of 1990, 42 USC 126 and 49 CFR 27.19.
- * Federal Clean Air Act of 1970, 42 USC 85 and 40 CFR Parts 50-99.
- * Executive Order 13166 --Improving Access to Services for Persons with Limited English Proficiency. Signed August 11, 2000 by President Bill Clinton.
- * Executive Order 12898--Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. Signed February 11, 1994 by President Bill Clinton.
- * Executive Order 12372--Intergovernmental Review of Federal Programs. Signed July 14, 1982 by President Ronald Reagan.
- * Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law 112-141 as passed by Congress and signed by President Barack Obama on July 6, 2012.
- * Public Works and Economic Development Act of 1965, 42 USC 38 and 13 CFR 305.
- * Title VI of the Civil Rights Act of 1964, 23 USC 140, 23 CFR 200, and 49 CFR 21.
- * National Historic Preservation Act of 1966, as amended through 2009.
- * Title 23, U.S. Code, Chapter 1 --Federal-Aid Highways, Section 134, Metropolitan Transportation Planning.
- * Title 23, U.S. Code, Chapter 1 -- Federal-Aid Highways, Section 135, Statewide Transportation Planning.
- * Title 23, U.S. Code, Chapter 1 -- Federal-Aid Highways--104(a).
- * Title 23, Code of Federal Regulations -- Highways, Part 450, Planning Assistance and Standards.
- * Title 42, U.S. Code, Section 7506, Limitations on Certain Federal Assistance.
- * Title 40, Code of Federal Regulations, Part 93, Protection of Environment.
- * Title 49 CFR 53, Public Transportation

Alaska State Requirements/Local Requirements

- * Alaska Department of Transportation & Public Facilities (ADOT&PF) Limited English Proficiency Plan.
- * Millennium Agreement between the Federally Recognized Sovereign Tribes of Alaska and the State of Alaska.
- * Alaska Department of Transportation & Public Facilities' Tribal Consultation Policy.
- * Operating Agreement between AMATS and ADOT&PF.

1. AMATS PROGRAM AREA

AMATS primary functions are to:

- Guide development of regional multimodal transportation systems investments.
- Implement the transportation related elements of the Anchorage Bowl Comprehensive Plan (Anchorage 2020) adopted in 2001 and the 2006 Chugiak/Eagle River Comprehensive Plan by identifying the long-term needs for all modes of transportation. These needs are incorporated into the Metropolitan Transportation Plan (MTP).
- Program the funding for projects identified in the MTP through the Transportation Improvement Program (TIP). (In this context, the word “program” means determining the type and level of resources needed to advance projects, and the timeline for use of those resources).
- Coordinate with the agencies that have both a role in and responsibility for transportation planning and land-use planning and development, including health and environmental concerns.

This table illustrates AMATS primary and secondary work programs, which are discussed in the following section:

Primary Work Programs	Secondary Work Programs
<ul style="list-style-type: none"> * Metropolitan Transportation Plan (MTP) * Transportation Improvement Program (TIP) * Unified Planning Work Program (UPWP) * Public Participation Plan (PPP) 	<ul style="list-style-type: none"> * Congestion Management Program, which includes Status of the System reports, and Signal timing and Travel Options Program, and others. * Metropolitan Transportation Plan implementation strategies including: <ul style="list-style-type: none"> - Human Service Transportation Coordination Plan - Freight Mobility Plan - Intelligent Transportation System strategic development planning - Non-motorized Transportation Plans (pedestrian, bicycling, trails) - Performance Measure Tracking - Travel Demand Modeling

Figure 1. AMATS Work Programs

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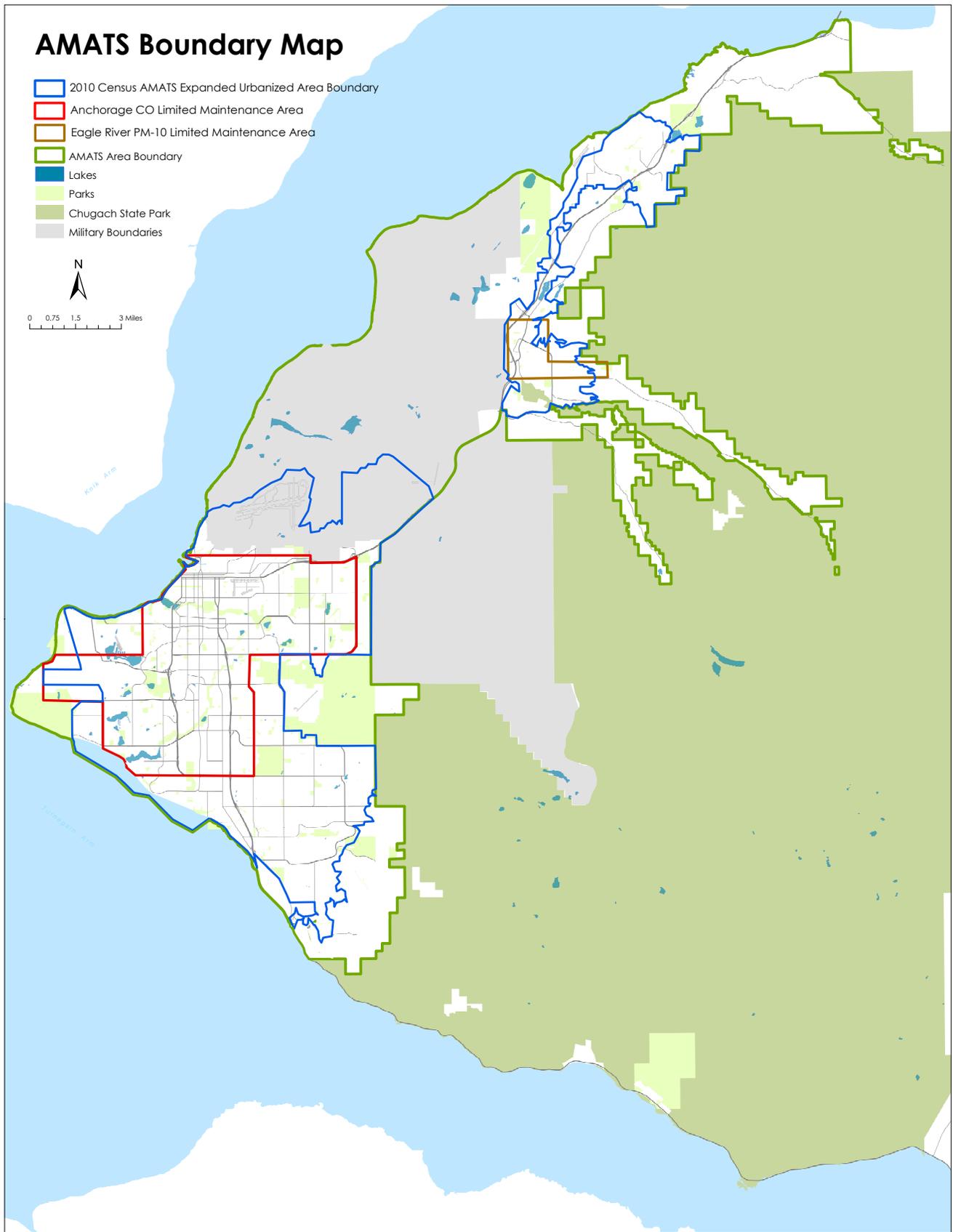


Figure 2. AMATS Boundary Map, 2014



View of Anchorage from Cook Inlet

AMATS Purpose and Work Program

AMATS operates as a multi-agency team that works together to plan and fund the transportation system in the Anchorage Bowl and Chugiak-Eagle River areas when federal funds are used. These federal funds are generated from gasoline taxes paid by the motoring public. The Alaska State Legislature authorizes appropriations and general obligation bonds. Additional funding is generated by local municipal bonds as well. AMATS operates under a one year budget and a two year work program. This budget cycle and work program support AMATS objectives, Municipal-wide goals for transportation, and outline AMATS responsibilities as the federal Metropolitan Planning Organization for the Anchorage Bowl and Chugiak-Eagle River. The work program is divided into two areas: primary work programs and secondary work programs. It consists of the Unified Planning Work Program (UPWP), which is AMATS' two year work program and one year budget. This work program identifies all transportation planning, air quality planning, and related activities within the AMATS planning area that will be undertaken in a given year, including the Metropolitan Transportation Plan (MTP), and the Transportation Improvement Program (TIP). While the MTP guides planning and the TIP programs funding, the UPWP describes the roles, activities and other responsibilities of AMATS staff.

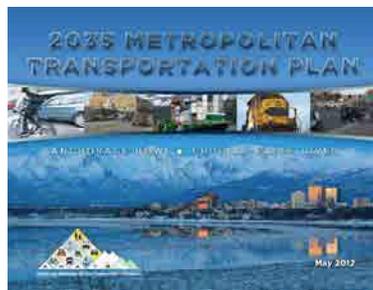
2035 MTP, Anchorage 2020, and Growth Management Planning

AMATS maintains and implements the Metropolitan Transportation Plan (MTP) which is the key planning document used to plan the development and implementation of transportation system improvements for the next 20 years. To better coordinate transportation planning with land-use planning, the MTP also serves to act as an element of the Anchorage 2020 - Anchorage Bowl Comprehensive Plan and the Chugiak-Eagle River

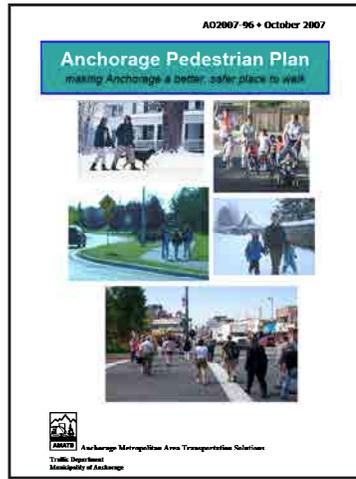
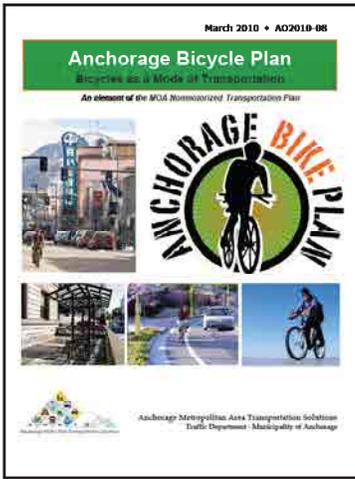
comprehensive plan. In addition to these plans, adopted subarea plans provide more recommendations that are specific to their respective geographic regions. These include the Hillside District



Anchorage 2020



2035 MTP



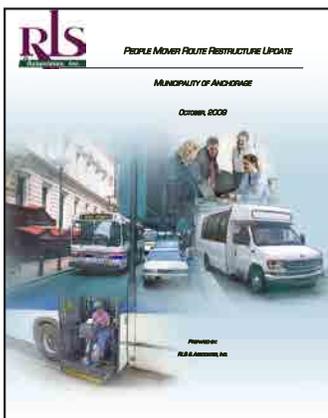
Plan, Destination Downtown: Anchorage Downtown Comprehensive Plan, and the Government Hill Neighborhood Plan. Also included are plans that are being developed currently, such as the East Anchorage District Plan, the UMED District Plan update, and the Spenard Corridor Plan. The MTP includes a chapter for implementation actions and policy recommendations. Successful implementation of the MTP depends on close collaboration among government jurisdictions, broad public support, and commitments to identifying and securing sufficient funding for the recommended multi-modal transportation system improvements.

Additionally, AMATS manages some of Anchorage’s non-motorized transportation planning efforts. These include the Anchorage Pedestrian Plan, the Anchorage Bicycle Plan, and the Anchorage Trails Plan (currently under development). The Pedestrian Plan focuses on pedestrian facilities adjacent to streets and roadways as well as walkways to connect adjacent subdivisions and schools. The Bicycle Plan focuses on increasing bicycle facilities and the use of bicycles for transportation, not just recreation. The Anchorage Trails Plan is one of Anchorage’s non-motorized plans that will reflect an update of the former Areawide Trails Plan (1997). It will primarily concentrate on recreational trails, including greenbelt trails and specialized trails used for activities such as cross-country skiing, horseback riding, dog mushing, skijoring, snowmobiling, and recreational bicycling.

Public Transportation and People Mover

There are key provisions in the most recent regulatory transportation bill passed by Congress, Moving Ahead for Progress in the 21st Century (MAP-21), that guide public transportation. The Public Transportation Department agency for the Municipality of Anchorage operates the fixed route bus service, People Mover, for the Municipality of Anchorage. The Municipality of Anchorage’s TIP process is used to satisfy the public participation process of the Program of Projects (POP) that is required in U.S.C. Section 5307. The TIP, as presented, is the proposed Program of Projects (POP) and will also be the final POP unless amended.

Table 7 in the TIP lists transit projects that will be funded by the Federal Transit Administration. More information on public transit and People Mover can be found at the end of the PPP in Appendix F - Public Transportation.



People Mover Route Restructure Update (Oct. 2009)



Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (2035 MTP) is the road map that guides development of the Anchorage urbanized area's transportation system for 20-plus years into the future. The plan anticipates the future needs for roads and sidewalks, public transportation, trails, freight and commerce, congestion management, and air quality standards in the Anchorage Bowl and Chugiak/Eagle River areas.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is a four-year document that sets in motion the policy and investment priorities expressed by the public and projects included in the MTP and specific plans for pedestrian, bicycle and transit travel. In this way, public comments made as part of the MTP are reflected in the TIP as well. All projects that are included in the TIP must be consistent with goals and objectives outlined in the MTP. The TIP is a comprehensive listing of the AMATS region's surface transportation projects including transit, highway, local roadway, bicycle and pedestrian investments that receive federal funds, or are regionally important for federal and state air quality conformity purposes. The Alaska Department of Transportation and Public Facilities (ADOT & PF) allocates funds to AMATS for the TIP, and also includes those federal funds appropriated to the State of Alaska (NHS & HSIP which are included for informational purposes only.) The AMATS TIP is incorporated by reference in the Statewide Transportation Improvement Program (STIP) developed by ADOT&PF.

The table below shows historic TIP funding within the Municipality of Anchorage.

Historic TIP Funding Within AMATS

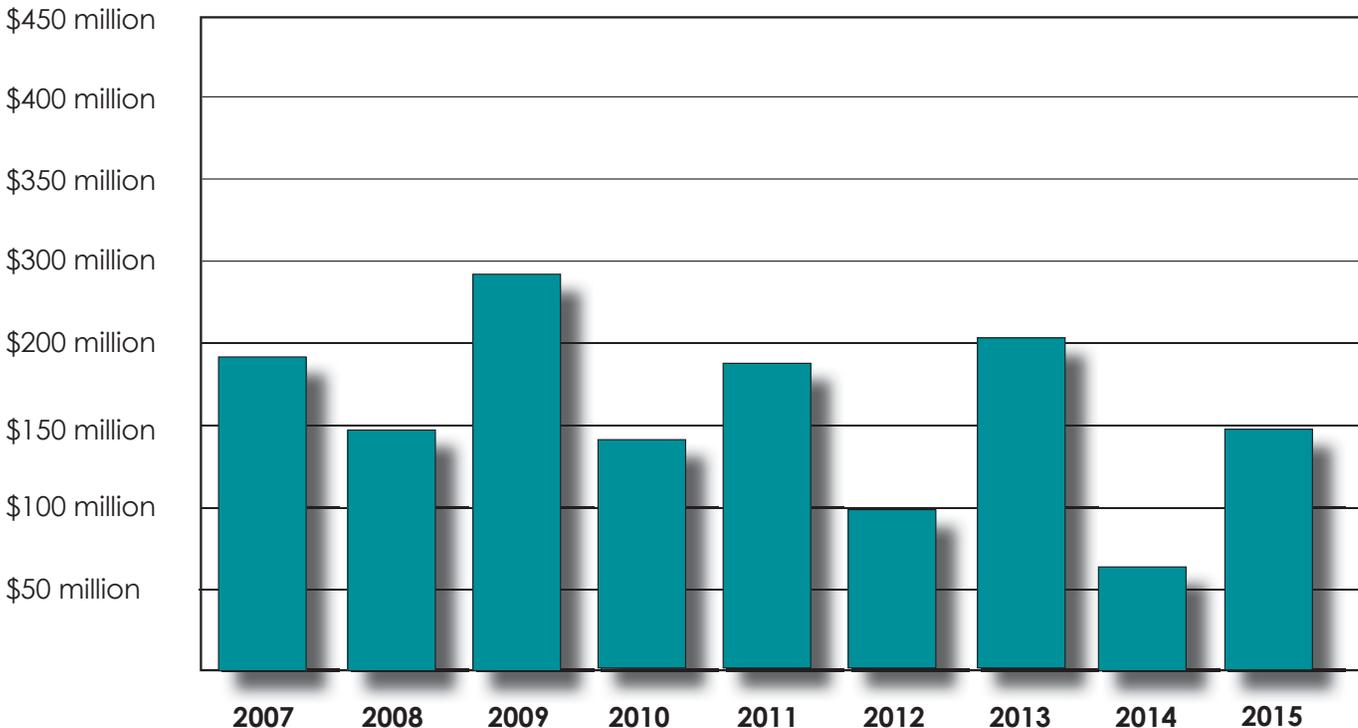


Figure 3. Historic TIP Funding Within AMATS

Source: AMATS - Municipality of Anchorage

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is AMATS' annual work plan and budget, similar to any business plan. The work program identifies all transportation, air quality, and related planning activities within the AMATS area that will be undertaken in a given year, including the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), air quality and public transit projects.

Whereas the MTP guides long-term planning and the TIP programs short-term funding, the UPWP details all the transportation and/or air quality programs or plans for which federal funds used to support staff and partner agencies goals. Citizens can advocate for items to be included in the work program during the UPWP public review period.

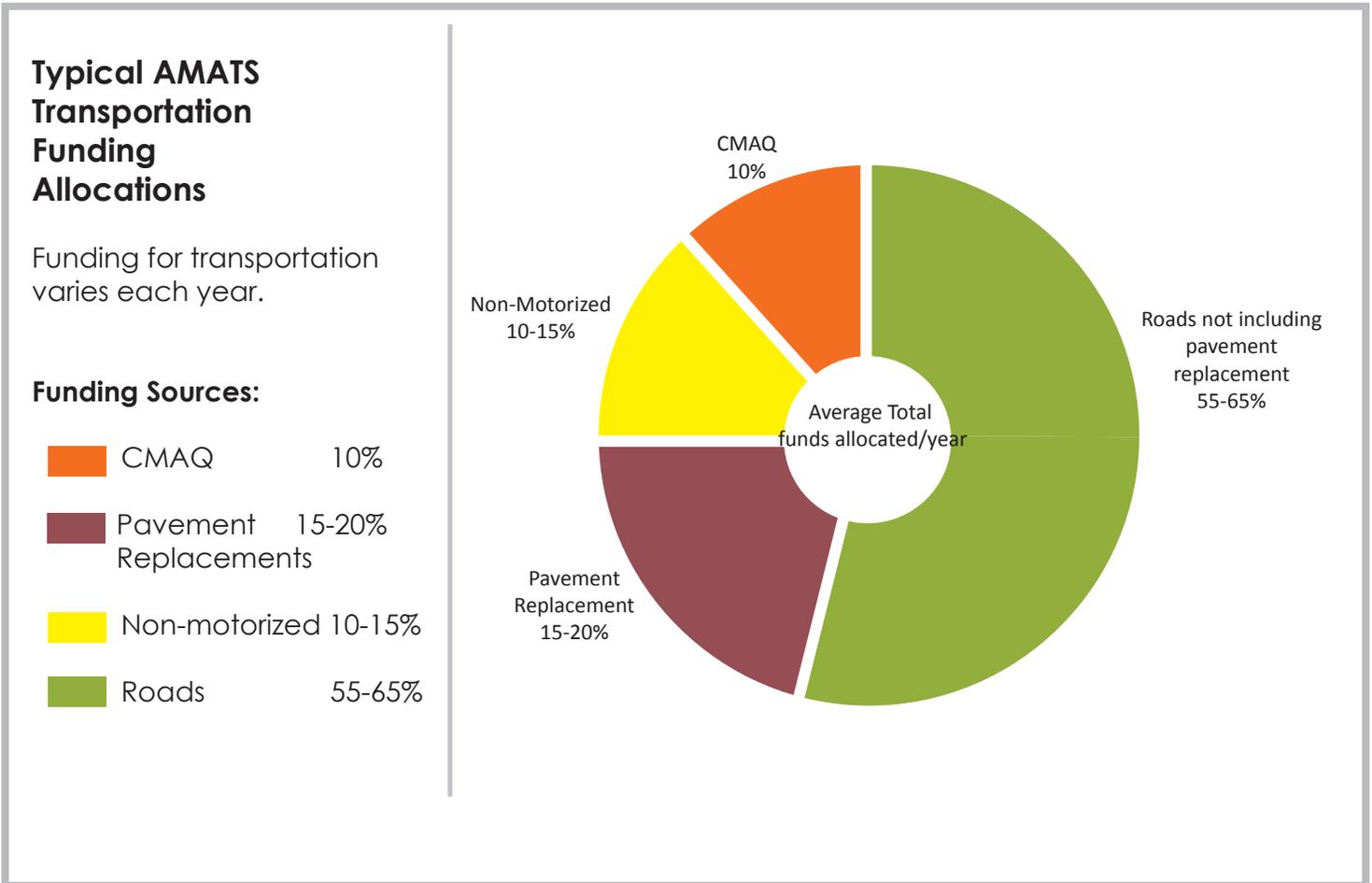


Figure 4. AMATS Transportation Funding Allocations

Source: AMATS - Policies and Procedures #3

Air Quality Conformity

The U.S. Environmental Protection Agency (EPA) has identified a portion of the Anchorage Bowl as a carbon monoxide maintenance area, and a portion of Eagle River as a limited maintenance area for particulate matter less than 10 microns in diameter. An air quality conformity review is completed whenever the EPA releases a new computer-driven air quality model or when a new Metropolitan Transportation Plan (MTP) or Transportation Improvement Program (TIP) are created. The review ensures that changes in the transportation network do not degrade Anchorage's air quality. The report that results from the review is released for public comment, generally concurrent with public review of draft MTP or TIP documents. Other events that trigger a review include the removal of a major project from the MTP or TIP, or a major change to the scope of a project. It should be noted, that the Federal Highway Administration (FHWA) and the Federal Transit Authority (FTA) specifically approves the air quality conformity determination, and not the MTP or TIP documents. Prior to the TAC or PC approving a TIP or MTP that requires an air quality conformity determination, the determination must be approved first. This requirement is specific to the federal transportation regulations.

Public Participation Plan (PPP)

An effective Public Participation Plan (PPP) should clearly describe how transportation projects are planned and funded, and how, when and where citizens can be involved. It also engages the public from an early stage, through the scoping process, and continues to engage citizens prior to key decisions. This process occurs while reaching out to populations who are typically underserved and/or economically depressed such as low English proficiency, minority and low-income populations. A good public involvement plan requires continuous feedback and explicit responses from agencies to foster meaningful dialogue among all stakeholders. Finally, the PPP should include a method for evaluating its own effectiveness so it can serve as a living document that is flexible with time.

Congestion Management Process (CMP)

AMATS is required to administer a Congestion Management Process (CMP) for the Anchorage metropolitan area. A CMP is a program for managing congestion that incorporates multi-modal transportation system performance and alternative strategies to alleviate congestion. The CMP also improves the mobility of people and goods to meet local and state needs. The CMP looks at transportation data to understand existing and future conditions which can assist in strategy development to provide the most efficient mobility options.

2. AMATS GOVERNING STRUCTURE



AMATS Technical Advisory Committee Meeting, 2014

AMATS is the federally designated Metropolitan Planning Organization (MPO) responsible for transportation planning for the Anchorage Bowl, Chugiak, and Eagle River. The governing structure of AMATS consists of eight primary groups that participate in AMATS planning and decision making activities.

AMATS Governing Structure

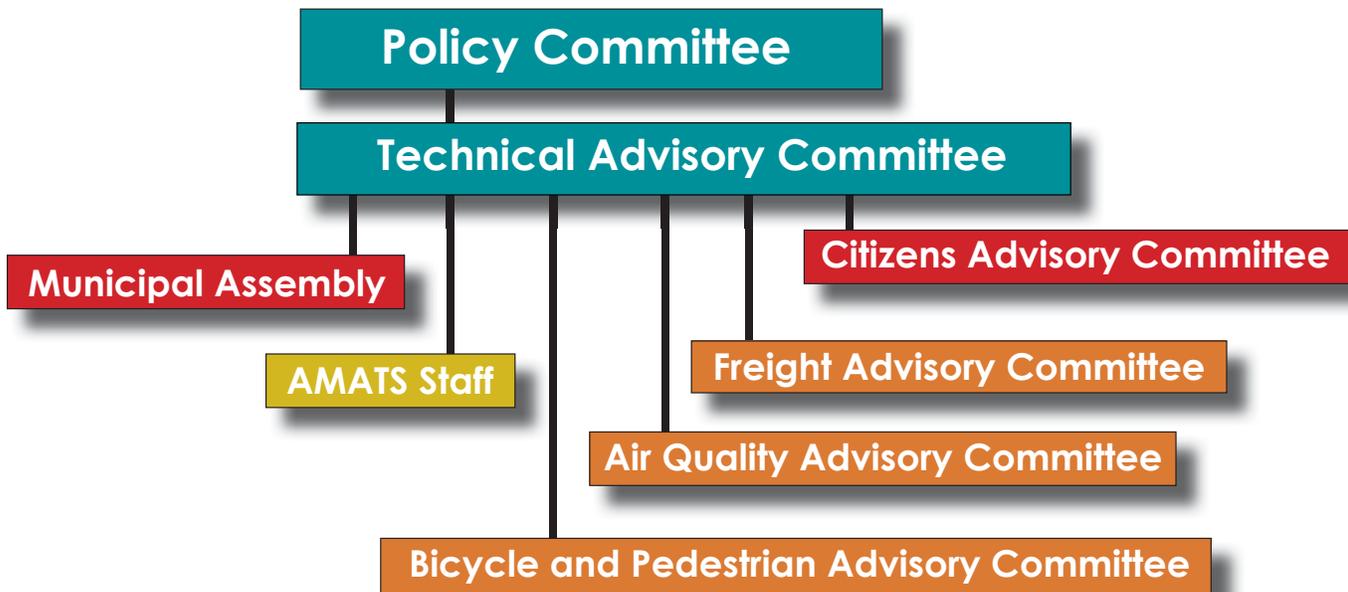


Figure 5. AMATS Governing Structure

Mission of AMATS Governing Committees

AMATS Policy Committee (PC)

Purpose

The AMATS Policy Committee has the authority to act on all matters relating to the continuing, comprehensive, and cooperative transportation and air quality planning process for the area. The committee consists of five equal voting members; Commissioner of the Alaska Department of Transportation and Public Facilities (ADOT&PF) or their designee, Commissioner of the Alaska Department of Environmental Conservation or their designee, Municipal Mayor, and two Municipal Assembly Members. (The Chair of the Policy Committee is the ADOT&PF member.)

Responsibilities

- * Establish the needs and priorities of transportation within the AMATS area
- * Direct the preparation and implementation of transportation plans, programs, and studies
- * Provide overall direction to the AMATS Technical Advisory Committee and staff
- * Ensure public involvement throughout the AMATS planning and decision-making process

AMATS Technical Advisory Committee (TAC)

Purpose

The AMATS Technical Advisory Committee reports to the Policy Committee, and prepares all AMATS plans and programs.

The AMATS TAC consists of the following members:

1. MOA Traffic Engineer, **Chair**
2. ADOT&PF Chief of Planning & Admin, **Vice Chair**
3. Alaska Railroad Corporation Representative
4. Port of Anchorage Representative
5. MOA Project Management & Engineering Division Representative
6. Air Quality Advisory Committee Member
7. Representative from the the MOA Department of Health and Human Services
8. ADOT&PF Regional Pre-Construction Engineer
9. ADEC Southcentral Air Quality Manager
10. MOA Public Transportation Director
11. MOA Community Development Department Director

Responsibilities

- * Prepare and maintain the AMATS transportation plans, technical studies, and programs
- * Provide recommendations to the Policy Committee about the effects of transportation and air quality plans and programs on the plans of other agencies
- * Receive public comments through the AMATS Citizens Advisory Committee and other AMATS Advisory Committees

Municipal Assembly

Purpose

The Municipal Assembly provides local government review and recommendations on the AMATS plans and programs to the AMATS Technical Advisory Committee and subsequently to the AMATS Policy Committee.

Responsibilities

- * Adopt by ordinance the MTP as the transportation plan element of the comprehensive plan
- * Adopt by ordinance the Transportation Improvement Program (TIP)
- * Adopt an Official Streets and Highways Plan
- * Adopt the local area component of the State Implementation Plan for air quality
- * Assist in securing adequate funding to implement the transportation program
- * Designate two assembly members to serve as two of the three local government representatives on the AMATS Policy Committee

AMATS Citizen's Advisory Committee (CAC)

Purpose

The AMATS Citizens' Advisory Committee reviews transportation plans and programs as well as locations and site plans for roadway improvement projects. Members of this group are appointed by the AMATS Policy Committee.

Responsibilities

- * Review transportation plans and programs and prepare recommendations to the AMATS Policy Committee
- * Review and prepare recommendations on the transportation elements of the comprehensive plan and the Official Streets and Highways Plan (OS&HP) to the Municipal Assembly for adoption

AMATS Air Quality Advisory Committee (AQAC)

Purpose

The AMATS Air Quality Advisory Committee is the citizens' forum for air quality issues affecting the AMATS area. Specific functions of this group are to assist in promoting public participation in the air quality planning process and to comments on air quality planning issues. Members of this group are appointed by the AMATS Policy Committee. Department of Health and Human Services is the coordinating agency for the Air Quality Advisory Committee.

Responsibilities

- * Provide review and comment on air quality planning issues
- * Assist in promoting public participation in the air quality planning process

AMATS Freight Advisory Committee (FAC)

Purpose

The AMATS Freight Advisory Committee is the citizens' forum for freight issues affecting the AMATS area. Specific functions of this group are to assist in promoting public participation in the freight planning process and to comment on freight planning issues. Members of this group are appointed by the AMATS Policy Committee. This group serves to make recommendations about freight planning issues to the AMATS Technical Advisory Committee.

Responsibilities

- * Provide review and comment on freight planning issues
- * Assist in promoting public participation in the freight planning process

AMATS Bicycle and Pedestrian Advisory Committee (BPAC)

Purpose

The AMATS Bicycle and Pedestrian Advisory Committee is the citizens' forum for bicycle and pedestrian issues affecting the AMATS area. Specific functions of this group are to assist in promoting public participation in the bicycle and pedestrian planning process and to comment on bicycle and pedestrian planning issues. Members of this group are appointed by the AMATS Policy Committee. This group serves to make recommendations about bicycle and pedestrian planning issues to the AMATS Technical Advisory Committee.

Responsibilities

- * Provide review and comment on bicycle and pedestrian planning issues
- * Assist in promoting public participation in the bicycle and pedestrian planning process

AMATS Staff

Purpose

AMATS staff provides day to day management of AMATS planning projects, manages work activities outlined in the UPWP as well as updates to meetings, calendar events, website management and public outreach.

Responsibilities

- * Organize and attend regular AMATS related meetings
- * Engage in AMATS related public outreach projects
- * Coordinate transportation planning efforts with appropriate federal, state and local agencies.
- * Maintain AMATS website and social media
- * Update AMATS calendar and required reports
- * Implement, maintain and update UPWP

Regular AMATS Committee Meetings - At a Glance

Policy Committee

MEETS:	Monthly, 4th Thursday of the month (3rd Thursday in Nov. & Dec.)
SCOPE:	Budget, work program, major decisions, policy changes, review public comments
ROLE:	Governing Committee Representatives include: ADOT Central Region Director, Mayor of Anchorage, Air Non-Point & Mobile Sources Program Manger, Anchorage Assembly (3 members).

Technical Advisory Committee

MEETS:	Monthly, 2nd Thursday of the Month (1st Thursday in Nov. & Dec.)
SCOPE:	Plans, technical studies, programs, public comments
ROLE:	Advises the AMATS Policy Committee on transportation, air quality, plans and programs Representatives include: MOA Traffic Engineering, MOA PM&E, MOA Air Quality Advisory Committee Member, MOA Department of Health & Human Services, Port of Anchorage, MOA Planning, ADOT&PF Central Region, Alaska Railroad Corporation, AEDC/Air Quality Program, MOA Transit.

Municipal Assembly

MEETS:	As needed
SCOPE:	Plan review, recommendations, plan adoption, funding procurement, designate members to serve on AMATS Policy Committee
ROLE:	Provide local government review to AMATS plans and TAC Representatives include: Assembly members from all 6 Anchorage voting districts.

AMATS Citizen's Advisory Committee

MEETS:	As needed
SCOPE:	Plan review, recommendations, review public comment
ROLE:	Advise TAC on all issues Representatives include: District 1, District 2, District 3, District 4, District 5, District 6, Anchorage Chamber of Commerce, Chugiak/Eagle River Chamber of Commerce, JBER, Federation of Community Councils, Planning & Zoning Commission.

Air Quality Advisory Committee

MEETS:	Quarterly
SCOPE:	Plan review and recommendation on air quality conformity
ROLE:	Advises the AMATS Technical Advisory Committee on air quality issues affecting the AMATS area Representatives include: Environmental Professional, Environmental Group Rep., Health Care Professional, Planning & Zoning Commission, Public Member, Health & Human Services Commission, ADOT&PF M&O Superintendent, Public Transit Rep.

Regular AMATS Committee Meetings - At a Glance

Freight Advisory Committee

MEETS:	Quarterly
SCOPE:	Plan review and recommendation on freight mobility
ROLE:	Advises the AMATS Technical Advisory Committee on freight movement issues affecting the AM-ATS area. Representatives include: Alaska Trucking Association, Holland America, Weaver Brothers Inc., Alaska Railroad Corp., Horizon Lines, Totem Ocean Trailer Express, UAA. Dept of Logistics, ADOT&PF, FedEx, Port of Anchorage, JBER.

Bicycle and Pedestrian Advisory Committee

MEETS:	Quarterly
SCOPE:	Citizens forum on bicycle and pedestrian issues affecting the AMATS area
ROLE:	Advises the AMATS Technical Advisory Committee on bicycle and pedestrian planning issues affecting the AMATS area Representatives include: Public members, Bike Anchorage, State of Alaska-Public Health, Alaska Center for the Environment, Local business, Social Services, Anchorage School District.

How to Access AMATS Meetings and Related Information

Access To AMATS Meetings [muni.org/transplan]

Materials	What is available on the web?	When is it posted online
Meeting Agendas and Packets	<ul style="list-style-type: none"> Municipal Assembly, Citizen Advisory Committee, AMATS Policy Committee. Advisory committees. 	<ul style="list-style-type: none"> One week prior to meeting.
Web and Audio Stream	<ul style="list-style-type: none"> Municipal Assembly 	<ul style="list-style-type: none"> Listen or watch meeting live or in searchable archive, which becomes available within 24 hours of event. (www.muni.org/Residents/Pages/MuniMeetings.aspx)
Meeting Information	<ul style="list-style-type: none"> Calendar of all AMATS and advisory committee meetings is available. Upcoming meetings are also posted on the individual board and committee agenda packets and web pages. 	<ul style="list-style-type: none"> Online calendar is posted and updated continuously along with AMATS web page. (www.muni.org/transplan/)

3. AMATS REGULARLY SCHEDULED MEETINGS

Each AMATS committee has regularly scheduled meetings that are open to the public. These meetings are an opportunity for public comment. This chapter describes how to participate in these public meetings, become informed about AMATS projects and make public comments.

Public Notification

Public notification of all AMATS related meetings is provided at least seven days prior to each meeting. These meetings include:

Meeting	How Often?	Notification
AMATS Policy Committee	Monthly	AMATS website, email, social media
AMATS Technical Advisory Committee	Monthly	AMATS website, email, social media
Municipal Assembly	As Needed	AMATS website, email, social media
AMATS Citizen's Advisory Committee	As Needed	AMATS website, email, social media
AMATS Air Quality Advisory Committee	Quarterly	AMATS website, email, social media
AMATS Freight Advisory Committee	Quarterly	AMATS website, email, social media
AMATS Bicycle and Pedestrian Advisory Committee	Quarterly	AMATS website, email, social media

Figure 6. AMATS Public Meeting Notification

AMATS maintains a calendar on its website of these meetings as well as meeting agendas and the date and time of the next scheduled meetings. Agendas include the date and time of the next meeting and are able to be downloaded from the AMATS website. An annual meeting calendar is published each year; it is sent to AMATS committee members and available on the AMATS website (www.muni.org/transplan/). Additional meetings may be scheduled as needed.

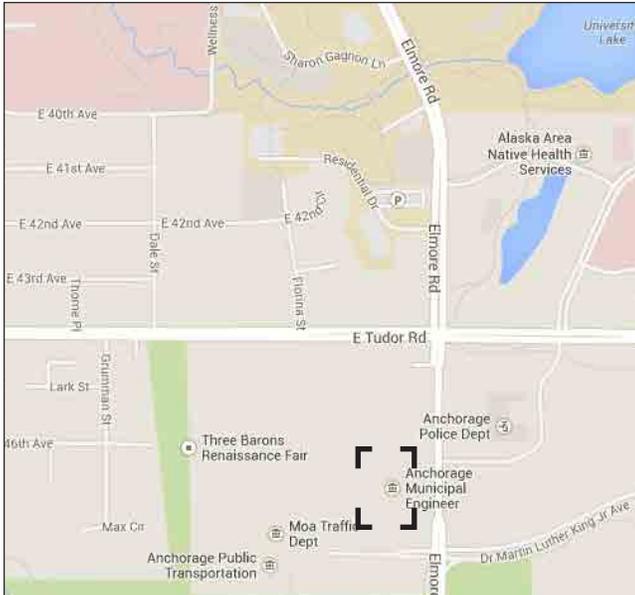
Agendas

AMATS agendas are sent out with supporting materials to committee members and posted on the AMATS website at least seven days in advance of all regularly scheduled meetings. For the Municipal Assembly, the agenda and supporting materials must be sent ten days in advance. Agendas always include the meeting date, time and location.



Meeting Times, Locations, and Accessibility

AMATS meetings take place in buildings that are accessible to persons with disabilities and to those persons who use public transit. Regularly scheduled meeting times are determined by each committee chair or AMATS staff. Other public meetings such as open houses, AMATS events or public hearings are held at other central locations that are easily accessible to the public. These meetings as well as regular AMATS meetings are posted on the AMATS website. Meeting locations are subject to change.



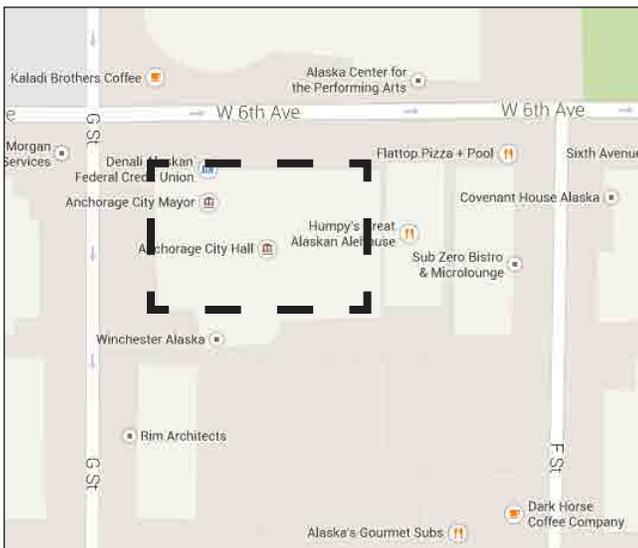
**Municipality of Anchorage
Planning and Development Center**

AMATS meetings at this location:

1. Technical Advisory Committee
2. Freight Advisory Committee
3. Citizen's Advisory Committee

Bus Routes: #1, #13, #45, #75

Address: 4700 Elmore Road,
Anchorage, Alaska 99519-6650



Municipality of Anchorage, City Hall

AMATS meetings at this location:

1. Policy Committee
2. Bicycle and Pedestrian Advisory Committee
3. Public Transportation Ad. Co.

Bus Routes: All routes except #1

Address: 632 West Sixth Ave,
Anchorage, Alaska 99501



AMATS meetings at this location:

1. Municipal Assembly

Bus Routes: #2, #36, #60, #70

Address: 3600 Denali Street, Anchorage, Ak 99503

**Municipality of Anchorage
Z.J. Loussac Public Library - Assembly Chambers**



AMATS meetings at this location:

1. Air Quality Advisory Committee

Bus Routes: #3, #7, #36. Also walkable from the Downtown Transit Center

Address: 825 L Street, Anchorage, Ak 99501

**Municipality of Anchorage
Department of Health and Human Services**

4. PUBLIC AGENCY CONSULTATION

Each AMATS committee has regularly scheduled meetings that are open to the public. These meetings are an opportunity for public comment. This chapter describes how to participate in these public meetings, become informed about AMATS projects and make public comments.



U.S. Congress Joint Session, 2009

Governing Legislation

Congress continues its commitment to meaningful public participation in transportation planning projects through the Moving Ahead for Progress in the 21st Century Act (MAP-21), which follows in the footsteps of the previous transportation act SAFETEA-LU. MAP-21 directs AMATS to conduct a coordinated and open exchange of information between stakeholders and AMATS about its planning process, potential impacts and appropriate mitigation measures. MAP -21 encourages involving the public in transportation planning projects early and often, to ensure that local governments, Native Tribes, affected agencies and other stakeholder groups have ample opportunity to provide input into the process.

The development of the Metropolitan Transportation Plan (MTP) is the best opportunity for fostering inter-agency consultation at the earliest stage in the planning process. The MTP includes funding programs for transportation projects and policies for how transportation investments will be made over a 20-year time frame. The MTP also governs the selection and programming of projects that are included in the Transportation Improvement Program (TIP). All agency consultation for projects within the MTP derive their starting point within this plan. The MTP is the guiding document that addresses policy decisions regarding mobility, congestion, air quality, non-motorized transportation and others. In contrast, the TIP is a short-term (4 year) programming document that details how funding will occur for the projects identified in the MTP. Throughout the planning process, AMATS uses a variety of methods to properly coordinate and consult with affected agencies. These methods are included in the following sections. At a minimum, the ability to provide comment on the MTP and TIP updates will be provided.

Transportation Planning Factors and EPA Compliance

The Metropolitan Planning program under MAP-21 49 USC 5303CU includes eight planning factors that emphasize a national perspective. These factors were established under SAFETEA-LU and remain unchanged in MAP-21. They are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

The Congestion Mitigation and Air Quality Improvement Program (CMAQ) was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991 and reauthorized under each subsequent Transportation Act including MAP-21. The purpose of the CMAQ program is to fund transportation projects or programs that will contribute to attainment or maintenance of the National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide (CO), and particulate matter (both PM10 and PM2.5). These standards assist MPOs in meeting the requirements of the Clean Air Act.



Stagnant air pollution on Northern Lights Blvd. in Anchorage Ak

Inter-local Agreements

AMATS develops and maintains several inter-governmental agreements with local and state entities to define responsibilities and procedures between AMATS, the State of Alaska, and transit operators for planning (including corridor and subarea studies) and programming (project selection), as well as between the MPO and State Implementation Plan development, agencies for air quality planning responsibilities, and Human Service Transportation Coordination. AMATS has an inter-local agreement with the Native Village of Eklutna, a federally recognized tribe.

Metropolitan Transportation Plan

MTP development includes collaboration with established MOA boards and commissions and other community groups. Many of these groups represent constituencies that are traditionally underserved by transportation such as low-income, minority, and persons with disabilities. These groups provide valuable feedback on travel preferences and transportation needs while helping establish additional contacts that extend deeper into the community. The community groups, tribal councils and regional groups that were part of the 2035 MTP interagency consultation are listed in the table on page 27.

Air Quality Conformity

As previously mentioned, air quality plays an important role in transportation planning due to its two maintenance areas within the MPO. In general, Anchorage has low levels of most types of air pollution. In 2011, the American Lung Association ranked Anchorage as the sixth-cleanest city in the United States with respect to annual average PM-2.5 pollution. Anchorage does experience elevated levels of carbon monoxide (CO) and particulate matter less than 10 microns in diameter (PM-10). The highest concentrations of CO in Anchorage occur in mid-winter. When temperatures are cold and daylight hours are short, strong temperature inversions develop. These inversions trap vehicle emissions of CO and other pollutants close to the ground. CO emissions also increase during vehicle start-ups when engines are cold. Although Anchorage's CO reductions have been significant since the early 1980's, it still experiences some of the highest concentrations in the United States. The PM-10 levels in Anchorage approach and sometimes exceed federal air quality standards. During the late-March/ early April spring break-up period, melting snow and ice reveal a winter's worth of accumulated sand, grit, and dirt on Anchorage's roads. This material is stirred up by traffic, especially on high-speed, high-volume arterial roadways. Occasionally, dust stirred up from these roads can cause PM-10 levels to exceed the federal air quality standard, which is set at 150 micrograms per cubic meter averaged over a 24-hour period. In addition, a 2008-09 study found that ambient benzene concentrations in Anchorage were very high due to a five percent benzene level present in Anchorage's main gasoline producer, Tesoro. Since this study, the EPA has required gasoline refiners to reduce the allowable percent limit of benzene to 1.3 percent. Total vehicle trips in Anchorage are expected to increase by approximately 30 percent by 2035. This equates to approximately 235,000 more motor vehicle trips each weekday than was estimated in 2010.

Anchorage is currently in its second 10-year planning period and operating under an EPA approved Limited Maintenance Plan (LMP). An LMP allows the MPO to demonstrate conformity without modelling provided: all committed SIP measures are continued, that the monitored design values are 7.65 ppm (85% of the carbon monoxide National Ambient Air Quality Standards (NAAQS) or less, that monitoring continue within the area, and that the SIP contingency measures remain available if needed. The Maintenance Planning Period for Anchorage is expected to end July 22, 2024. Until then, the MPO must continue to demonstrate conformity

through air quality conformity determinations on its TIPS and MTPs as required. Eagle River is currently in its first 10-year planning period and is also under an EPA approved LMP. The Eagle River LMP has similar requirements as Anchorage LMP mentioned above except for the monitored design values must be 85% of the particulate matter NAAQS or less. Unlike Anchorage, however, the Maintenance Planning Period for Eagle River is not expected to be completed until July 23, 2033. Eagle River's second 10-year planning will be due in March 2021.



Hazy air looking south along C Street in Midtown Anchorage

Approval Steps for Typical AMATS Primary Work Program Plans

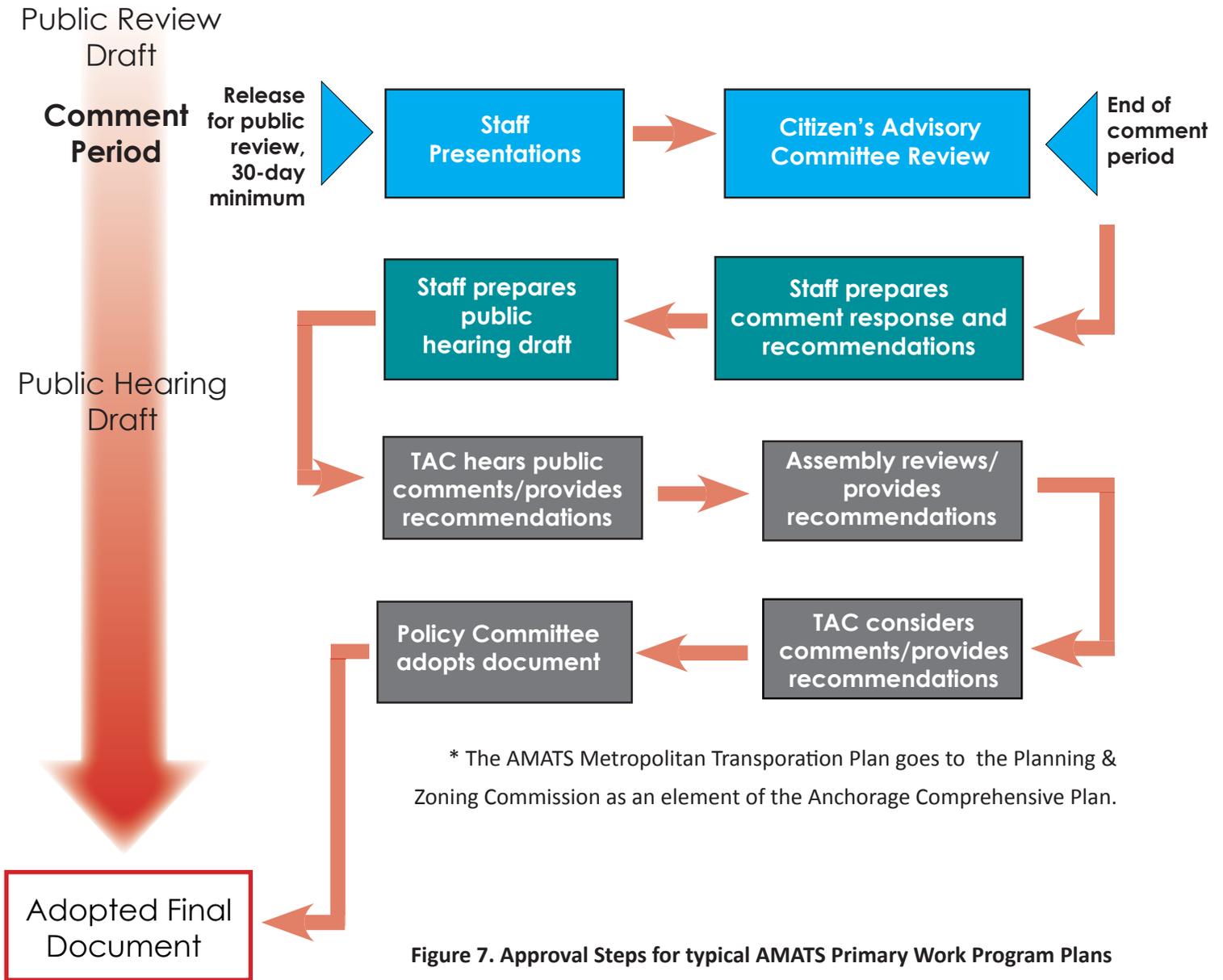


Figure 7. Approval Steps for typical AMATS Primary Work Program Plans

AMATS Public Participation Contacts

Community Groups

Alaska Homeland Security & Emergency Management
Anchorage Citizen's Coalition
Anchorage Faith and Action Congregations Together (AFACT)
Anchorage Literacy Program
ARC of Anchorage
Bridge Builders, Education Outreach
Catholic Social Services, HUGS Event attendees
Chugiak-Eagle River Historical Society
Federation of Community Councils
North Pole Chapter, National Defense Transportation Association
Third Friday Event
American with Disabilities Act Advisory Commission
Anchorage Community Diversity Advisory Commission
Equal Rights Commission
Health and Human Services Commission
Hillside Home and Landowners Organization
Homeless Coordinator and Diversity Advisory Commissioner
Housing and Neighborhood Development (HAND) Commission
Planning and Zoning Commission
Senior Citizens Advisory Commission
Spennard Chamber of Commerce
Watershed and Natural Resources Commission
Women's Commission
Youth Advisory Commission

Regional Groups

Matanuska-Susitna Borough Transportation Advisory Board

Stakeholder Groups

Access Alaska
Alaska Center for the Environment
Freight Advisory Committee
Public Transit Advisory Board
Bicycle and Pedestrian Advisory Committee
Chugiak-Birchwood-Eagle River Rural Road Service Area
Joint Base Elmendorf-Richardson
Native Village of Eklutna
U.S. Fish and Wildlife
State of Alaska, Department of Health
Knik Arm Bridge and Toll Authority
Alaska Railroad Corporation
ADOT&PF
EPA
FTA
FHWA
Matanuska-Susitna Borough
MOA/Health and Human Services
MOA/Community Development Department
MOA/Parks & Recreation
MOA/Heritage Land Bank
Alaska Dept. of Fish and Game
Alaska Dept. of Environmental Conservation
Alaska Dept. of Natural Resources
U.S. Army Corps of Engineers
Bureau of Land Management
U.S. Department of Commerce

Tribal Groups

Native Village of Eklutna

PUBLIC ENGAGEMENT AND OTHER NOTIFICATION METHODS

How Public Comments Are Addressed

AMATS welcomes public comments and responds to all comments after they are reviewed by staff. These comments may be used to influence planning projects, project timelines and future AMATS programs. Written comments received during public review periods are compiled and provided to decision making boards and policy committees. Written comments received during formal public review periods as well as AMATS' responses to these comments are also made publicly available on the AMATS website. To protect privacy, personal information such as address, phone numbers and e-mails are removed from these postings.

AMATS's Website ---www.muni.org/transplan/

AMATS maintains a website about its programs and activities, which includes a meeting calendar, digital copies of agendas, public comment periods, comments and recommendations received by the public and various agencies, data from studies, recent and past publications and information about AMATS social media.

Public Comment Periods

AMATS encourages public input for all of its planning projects. Most public comment periods are a minimum of 30 days. These are listed in greater detail in Chapter 6-Guidance for Public Participation in the 2035 Metropolitan Transportation Plan.

News Releases, Media Advisories and Media Relations

AMATS composes news releases and media reports for various elements of planning projects. These may include planning workshops, public meetings, focus group and stakeholder meetings, open houses, plan review sessions, public service announcements and other events. News releases are posted on the AMATS website and AMATS staff are permitted to foster relationships with local and state media, appear on news television and radio shows.

New Technologies & Social Media

AMATS is committed to staying current with the latest technologies to increase access to information and transparency with the transportation planning process. These new technologies include improvements in mapping, 3D imagery, and other visual illustrations, and the adoption of social media tools such as Facebook and Twitter. Improvements to the AMATS website are a priority to better engage the public and provide timely updates to AMATS goals and policies.

Presentations and Speaker's Bureau

AMATS occasionally gives presentations within the AMATS planning area. Presentations are usually given at locations where people gather normally, such as at community council meetings, committee meetings, the Anchorage Assembly chambers, Anchorage City Hall, or the University of Alaska Anchorage. AMATS staff are also available to present at any meeting when invited.



Example of event flyer



Example of logo for plan



Example of bike awareness graphic

Other Publications

AMATS produces publications for individual planning projects as determined by federal regulations and municipal policy. These publications are available to the public and include technical and policy information. Visualization techniques are often used to enhance the understanding of complex transportation concepts. These include aerial and 3D maps, charts and graphs, GIS maps, tables and photographs.

Mailing Lists

AMATS maintains and updates mailing lists and databases to continue communication and collaboration with federal and municipal agencies, stakeholders, community groups and other interested parties. AMATS works to contact traditionally underserved populations and to fill gaps in existing databases. To join the AMATS e-mail list serve, contact AMATS staff at amatsinfo@muni.org or visit the website at www.muni.org/transplan/.

Environmental Justice and Title VI of the Civil Rights Act

Federal regulations such as the Title VI Plan ensure that no person in the AMATS area shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which AMATS receives federal financial assistance. The AMATS Title VI Plan is updated every four years. AMATS submits annual reports on its Title VI program to the Federal Highway Administration to make sure that all federal requirements are being adhered to. Anchorage experiences a high turnover in residents, and has a significant low-income population. It is also diverse, with more than 90 languages spoken in area schools. Recipients of Federal funding are required by U.S. Department of Justice Safe Harbor Guidelines to translate significant project materials and provide them to any language group that constitutes 5 percent of the population likely to be affected by a project, or 1,000 people (whichever is less). For more information about environmental justice issues, see Appendix C.

How to make a public comment

Mail to: Municipality of Anchorage

Permit & Development Center, 4700 Elmore Road
P.O. Box 196650, Anchorage AK 99519-6650

E-mail to: amatsinfo@muni.org

Visit online: www.muni.org/transplan/

Phone: 907.343.7996

This plan takes extra steps to include Anchorage's diverse and low-income populations in transportation planning, as these groups may have a more difficult time getting to work and accessing community services. It also address other barriers to participation, such as the timing and location of meetings, availability of materials needed to understand issues, and multiple ways to answer questions. In this way, AMATS considers the needs of people traditionally under-served by transportation systems (e.g., low-income and minority households). AMATS identifies these populations using Census and American Community Survey data. This information is used in AMATS planning processes to help adequately serve these populations through advanced public outreach. During plan updates, AMATS works with an Environmental Justice (EJ) Group or several EJ groups to identify transportation impacts and identify concerns in these traditionally underserved areas. AMATS emailing lists include EJ mailing groups and minority-owned businesses. AMATS has generated several maps showing EJ data that are available upon request. They include maps of non-English speaking groups for Korean, Spanish and Tagalog populations, as well as minority and low-income populations. More information on Regulatory Planning for Environmental Justice can be found in Appendix C - Environmental Justice.

Alternative Formats and Limited English Proficiency

AMATS agendas, news releases, and publications are available in alternative formats and in other languages with advance request. AMATS currently provides translation of critical documents in Korean, Spanish and Tagalog.

Public Meetings, Workshops and Forums

AMATS continues to strive to improve transparency and access to information. Public meetings are scheduled as projects arise and on specific transportation issues. Formal hearings are held when required and notice of these hearings is posted on the AMATS website and e-mail notifications are sent to community groups, stakeholders and municipal, state and federal agencies and other interested parties. Any person desiring to have an item placed on the agenda of a meeting of the AMATS Policy Committee, Technical Advisory Committee, and any other AMATS Advisory Committees, shall request in writing that the item be considered at the next regularly scheduled meeting of the AMATS Policy Committee, Technical Advisory Committee, or other AMATS Advisory Committees, as appropriate; provided that such request must be received fifteen (15) days in advance of said regularly scheduled meeting. Written requests for placing an item on the agenda must describe and summarize the item and shall be mailed, electronically mailed, or hand delivered to the AMATS Coordinator.

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5. PUBLIC PARTICIPATION TECHNIQUES

AMATS uses a variety of public participation techniques to inform its major decisions, such as corridor studies, new funding policies or updates to the MTP. Below is a list of techniques that have been used or could potentially be used in future planning processes. Additional techniques may be added in the future.

MENU OF PUBLIC PARTICIPATION TECHNIQUES

Techniques for Public Meetings and Workshops

- Attend the meetings of existing groups and organizations to participate or present
- Co-host workshops with community groups, business associations, etc.
- Contract with community-based organizations in low-income and minority communities for targeted outreach
- Sponsor a forum or summit with partner agencies, with the media or other community organizations
- Conduct focus group meetings with interest groups for discussion and input on key decisions
- Open houses
- Facilitated discussions
- Question and Answer sessions with AMATS
- Breakout sessions for smaller group discussions on multiple topics
- Interactive exercises
- Customized presentations
- Vary time of day for workshops (day/evening)
- Translation services
- Advertising

Visualization Techniques

- Maps
- Charts, illustrations, photographs
- Tabletop displays and models
- Web content and interactive games
- Electronic voting
- Slide shows
- Videos

Surveys

- Telephone surveys
- Online surveys
- Intercept interviews where people congregate, such as at transit hubs
- Printed surveys distributed at meetings, transit hubs, on transit vehicles, etc.
- Household surveys

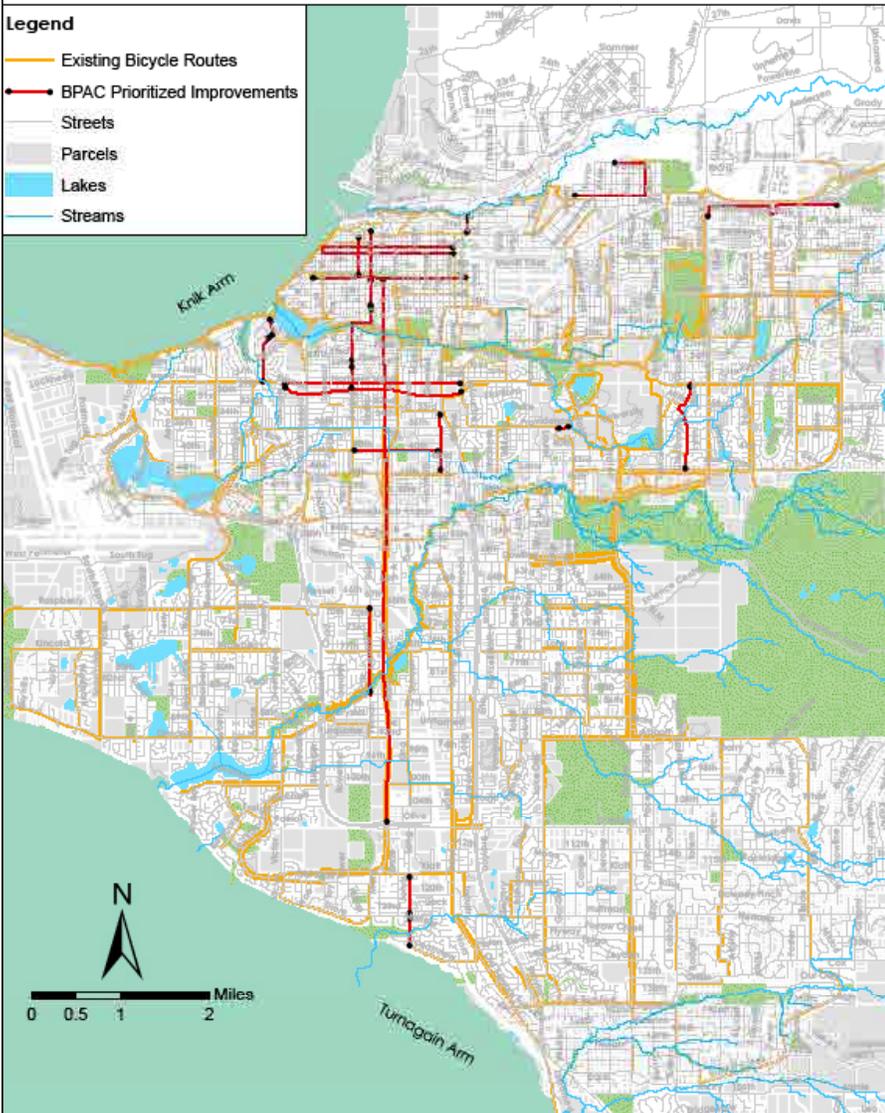
Printed Materials

- User-friendly documents (including use of executive summaries)
- Postcards
- Maps, charts, photographs, and other visual means of displaying information
- Newsletters
- Handouts

Local Media

- News releases
- Invite reporters to news briefings
- Meet with editorial staff
- Opinion pieces/commentary
- Purchase display ads
- Negotiate inserts into local printed media
- Visit minority media outlets to encourage use of AMATS news releases
- Place speakers on radio/TV talk shows
- Public Service Announcements on radio and TV
- Develop content for public access/cable television programming
- Civic journalism and nonprofit partnerships
- Social media tools such as Facebook, Twitter, RSS feeds, or blogs

BPAC - Prioritized Bicycle Improvement Projects - September 2013



Printed materials

Meeting announcements

Surveys



Local media

AMATS public involvement efforts are unique to each plan and project. The techniques and tools shown in this chapter represent different options for public involvement.

MENU OF PUBLIC PARTICIPATION TECHNIQUES

Internet and Electronic Access to Information

- Use social media to reach a larger audience
- Archived webstream video of past public meetings/workshops
- Electronic duplication of open house/workshop materials
- Interactive web with surveys, comment line
- Access to planning data (such as maps, charts, background on travel models, forecasts, census data, research reports)
- Provide information in advance of public meetings or events
- Consider SharePoint, Google Docs, or other online information sharing portals for viewing of and commenting on draft documents prior to decision making
- Virtual Meetings
- Smart phone apps

Public Notification Techniques

- Email Blast
- Notices widely disseminated through new partnerships with community based and interest organizations
- Newsletters
- Printed materials
- Electronic access to information
- Local media
- Advertising
- NEPA Process includes scoping notice, alternatives analysis and environmental impact statement work all with built-in public comment and review

Newsletters

- AMATS general print newsletter

Techniques for Involving Low-Income Communities and Minority Communities

- Outreach in the community (farmer's markets, festivals, churches, health centers, etc.)
- Personal interviews or use of audio recording devices to obtain oral comments
- Focus groups to obtain oral comments
- Translate materials; have translators available at meetings as requested
- Include information on meeting notices on how to request translation assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use of community and minority media outlets to announce participation opportunities

Techniques for Involving Limited-English Proficient Populations

- Personal interviews or use of audio recording devices to obtain oral comments
- Translated documents and web content on key initiatives
- Web based translation tools
- On-call translators for meetings (requires 5 days advanced notice)

MENU OF PUBLIC PARTICIPATION TECHNIQUES

- Translated news releases and out-reach to alternative language media
- Include information on meeting notices on how to request translation assistance
- Robust use of “visualization” techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Train staff to be alert to and anticipate the needs of low-literacy participants in meetings, and workshops
- Use I Speak Cards at meetings and outreach events

Techniques for Reporting on Public Comments

- Summarize key themes of public comments in staff reports to AMATS boards and committees
- Provide comment summary to the public
- In cases of NEPA public comment periods, provide all comments to the public via the website and information Center. Address privacy concerns when possible by concealing email and home addresses when putting comments on the web
- Direct mail and email to participants from meetings, surveys, etc. to report final outcomes
- Newsletter articles
- Updated and interactive web content

Other Outreach

- Information/comment tables or booths at community events and public gathering spaces
- Online comment forms
- Participate in member jurisdiction, Tribal government, or state-wide planning processes, corridor planning processes and more as appropriate
- NEPA Process includes scoping notice, alternatives analysis and environmental impact statement work all with built in public comment and review
- Accommodating deaf and blind members of the public through sign language interpreters and assistance



Example of an “I Speak” card

How to make a public comment

Mail to: Municipality of Anchorage
Permit & Development Center, 4700 Elmore Road
P.O. Box 196650, Anchorage AK 99519-6650

E-mail to: amatsinfo@muni.org
Visit online: www.muni.org/transplan/
Phone: 907.343.7996

Strategies and Tactics

The following table lists the strategies and tactics that AMATS will employ to engage the public and gather information.

Strategy 1

Provide timely and continuous information about transportation issues and processes to stakeholders.

TACTICS

- 1.1 **Master Contact Database, Electronic and Print Mailing Lists:** AMATS maintains an up-to-date database of contacts to ensure that all interested parties have reasonable opportunities to comment on the transportation planning process and products.
- 1.2 **Website -muni.org/transplan:** AMATS maintains a website that provides the most current and accurate transportation planning information available and uses visualization techniques as appropriate. The website contains the following information:
 - A. Contact information (mailing address, phone, fax, and e-mail)
 - B. Meeting notices, calendars and agendas
 - C. Transportation planning documents
 - D. Public comment/question form and other public involvement opportunities
- 1.3 **Meeting Notices:** AMATS keeps an active meeting calendar on its website and provides advance notice of the next meeting date and time on every agenda. Electronic meeting notices are sent using the master contact database lists. All AMATS meetings are open to the public.
- 1.4 **Postcards:** Meeting notices in the form of a postcard mailer may be sent prior to key public forums, meetings and hearings. Mailers may be sent to those on the master contact mailing list or the NEPA mailing list established for the project. Households and businesses in affected areas may be targeted through a mailing list purchased to supplement the master contact mailing list.
- 1.5 **Speakers Bureau:** AMATS staff members are available to provide general and project-specific information at the request of community interest groups.

Strategy 2

Provide reasonable public access to technical and policy information used in the development of plans and projects

TACTICS

- 2.1 **Website: --muni.org/transplan:** the AMATS website includes electronic copies of information provided to the advisory committees for decision making purposes, as well as final copies of adopted documents, plans or policy information.
- 2.2 **Committee Meetings:** Information and data relevant to decision-making is presented and discussed on a monthly basis through the AMATS Advisory Committee meetings. These meetings are all open to the public, includes time for public comment to the boards and committees, and are held in accessible locations. AMATS meeting materials are available at meetings for attendees to take home.
- 2.3 **Visualization Techniques:** AMATS often uses visualization techniques, such as maps, charts, graphs, drawings, or photos, to help explain technical and policy information.

Strategy 3

Provide a reasonable time to comment prior to adoption of any plan amendment. Inform decision-makers of the public comments received.

TACTICS

- 3.1 **Length of Comment Periods:** AMATS provides a minimum of 30 days for each comment period and in most cases will provide a full meeting cycle of two policy board meetings, one to open the public comment period and one to make a recommendation to the AMATS Policy Committee, as well as an AMATS Policy Committee meeting to take final action.
- 3.2 **Public Notice of Comment Periods:** AMATS gives notice of comment periods and may use a variety of methods to do so, including the website, news releases, postcards, advertising, print or electronic newsletters.
- 3.3 **Ways to Comment:** AMATS provides a variety of ways to provide public comment.
- 3.4 **Comments Received:** In most cases, AMATS responds in writing, when applicable, to public input. When significant comments are received as a result of a public comment period, a report on the disposition of comments is made to the decision-making committee at an open public meeting and copies of all comments received are provided to the board for perusal. The report is also made available to the public on muni.org/transplan.
- 3.5 **Additional Opportunities for Comment:** If there are significant changes to the final draft plan or program from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. The AMATS Policy Committee determines when changes to the transportation plan or program are significant and warrant additional opportunity for public comments.

Strategy 4

Encourage and solicit the involvement of all, including, but not limited to, the transportation disadvantaged, minorities, non-English-speaking, elderly, persons with disabilities, and low-income households.

TACTICS

- 4.1 **Environmental Justice Demographic Profile:** AMATS uses Census Data on minority, low-income, and limited English proficient residents of the region to analyze the impact of plans and programs. In addition, AMATS uses this information to consider the transportation needs of these populations.
- 4.2 **Meeting Locations:** AMATS holds meetings at accessible locations with transit and bike access.
- 4.3 **Visualization Techniques:** AMATS often uses visualization techniques, such as maps, charts, graphs, drawings, or photos, to provide information to people with limited English proficiency or low literacy.
- 4.4 **Alternate Formats:** AMATS offers Korean, Spanish and Tagalog translation on public involvement publications and planning documents.

* **Source:** *Menu of Public Participation Techniques and Strategies and Tactics*
Puget Sound Regional Council Public Participation Plan, February 2013

6. GUIDANCE FOR PUBLIC PARTICIPATION IN AMATS PLANNING

Regulatory Planning for Environmental Justice and Limited English Proficiency

Federal regulations govern public involvement to ensure that all people have equal access to information and equal opportunities to participate in project planning, regardless of age, sex, race, income or English proficiency. Projects planned for areas with potentially disproportionate numbers of minority or low-income households, or that may cause adverse human health and environmental effects, are governed by additional regulations. Efforts to ensure fair and equal representation are often referred to as “environmental justice.” Under 1998 guidance from the Federal Highway Administration and the Federal Transit Administration on environmental justice, metropolitan planning organizations must, as part of the planning process:

- Enhance analytical capabilities to ensure that the long-range transportation plan and transportation improvement program comply with Title VI.
- Identify residential, employment and transportation patterns of low-income and minority populations, identify and address needs, and assure that benefits and burdens of transportation investments are fairly distributed.
- Improve the public involvement process to eliminate participation barriers and engage minority and low-income populations in transportation decisions.

AMATS strives to fulfill these directives by:

- Determining potentially affected environmental justice and limited-English proficiency populations and potential barriers to participation.
- Translating planning and public meeting documents and providing interpreters at public meetings.
- Reaching a broad cross-section of the community through public outreach events.
- Choosing familiar and convenient locations for public meetings, such as schools, churches and local recreation centers on transit supportive routes.
- Vary meeting times and schedule input opportunities, such as listening posts, at different times throughout the day and providing food at meetings to encourage attendance.

For a quick reference on public participation in the AMATS planning process, please see the **Guidance for Public Participation at a Glance table on page 43.**

● How to make a public comment

Mail to: Municipality of Anchorage

Permit & Development Center, 4700 Elmore Road
P.O. Box 196650, Anchorage AK 99519-6650

E-mail to: amatsinfo@muni.org

Visit online: www.muni.org/transplan/

Phone: 907.343.7996





East Tudor Road, Anchorage Ak

Updating and Revising the MTP

MTP Update

AMATS prepares and updates the MTP approximately every four years. The fiscal constraint and air quality conformity determination for an MTP expires at the end of four years. Therefore an MTP must be updated prior to the expiration of these documents. The update could be just to these documents (an interim update) or a full update which is considered when the transportation demand model has been updated. Ideally, the MTP update is coordinated with a new land use plan and/or the latest U.S. census data. Existing goals are re-evaluated, new goals are established, the existing transportation system is inventoried and analyzed, alternatives are developed, and changes are recommended and implemented. An approved MTP document sometimes requires an amendment before the next review period. This document is a complete update of the most current MTP, which is prepared pursuant to state and federal requirements. Major MTP updates require extensive public process that includes review by participating stakeholder groups and municipal agencies, community input and review by the following AMATS Committees: CAC, TAC, BPAC, FAC, AQAC and the Anchorage Municipal Assembly. The final MTP is approved by the AMATS Policy Committee (PC) and also dependent on approval by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) air quality conformity determination. **The public review and comment period for the MTP Update is a minimum of 30 days.**

MTP Amendment

An MTP amendment is defined by FHWA as a revision to the MTP that involves a major change to a project included in the MTP, such as the addition or deletion of a project or a major change in project cost, project

phase initiation dates, or a major change in design concept or design scope. Changes to projects that are included in the MTP only for illustrative purposes do not require an amendment. An amendment requires public review and comment, demonstration of fiscal constraint, or and possibly an air quality conformity determination. MTP amendments are reviewed by the AMATS Citizen’s Advisory Committee, the AMATS Technical Advisory Committee, and the Anchorage Municipal Assembly. MTP amendments are approved by the AMATS Policy Committee and final approval of the MTP amendment is dependent on Federal Highway Administration (FHWA) and FTA approval of the air quality conformity determination and fiscal constraint. **The public review and comment period for an MTP amendment is a minimum of 30 days.**

MTP Administrative Modification

Administrative modifications are technical corrections that may be made by AMATS staff as needed. They typically include minor changes to the following: project phase costs, funding sources of previously included projects, or to project phase initiation dates. An administrative modification does not require public review and comment, re-demonstration of fiscal constraint, or an air quality conformity determination. MTP administrative modifications are approved only by the AMATS Technical Advisory Committee. A notice of the modification to the MTP is sent to the AMATS Policy Committee, Anchorage Municipal Assembly, Alaska Department of Transportation and Public Facilities (ADOT&PF), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). **No public comment required.**

Updating and Revising the TIP

New TIP

A complete update of the TIP happens approximately every four years. Often a new TIP is aligned with a new four year State Transportation Improvement Program (STIP). New TIPs assist in priorities in transportation investment strategies and projects that are priorities for AMATS. The TIP reflects public input for the MTP, implements the financially constrained elements of the MTP, and is responsible for conforming to air quality modeling. The TIP is reviewed by the following AMATS Committees: CAC, TAC, BPAC, FAC, AQAC and the Anchorage Municipal Assembly. The TIP is approved by the AMATS Policy Committee and the Governor. Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) approve the fiscal constraint and air quality determination sections of the TIP. **The public comment and review period for the TIP is a minimum of 30 days.**

TIP Amendment

A TIP amendment is a revision to the TIP that involves a major change to a project, addition or removal of a project or a major change in project cost. Amendments can also include major changes to project phase initiation dates, design concept or design scope. Changes to projects that are included only for illustrative purposes do not require an amendment. A TIP amendment could also add a new year to the TIP. An amendment requires public review and comment, demonstration of fiscal constraint, and possibly an air quality conformity determination. A notice of the amendment is sent to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). If needed, FHWA approves the air quality conformity determination. In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process. A TIP amendment is reviewed by the Citizen's Advisory Committee and the AMATS Technical Advisory Committee. A notice of the amendment is sent to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). **The public comment and review period for a TIP amendment is a minimum of 30 days.**

TIP Administrative Modification

A TIP administrative modification includes minor changes to the following: project phase costs, minor changes to funding sources or previously included projects, or project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or an air quality conformity determination. An administrative modification is approved by the AMATS Technical Advisory Committee only. A notice of the administrative modification is sent to the AMATS Policy Committee, Anchorage Municipal Assembly, Alaska Department of Transportation & Public Facilities (ADOT&PF), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). **There is no public comment review period for TIP administrative modifications.**

Guidelines for Public Participation for Updating and Revising the Transportation Improvement Program

A new TIP is developed when the community needs it and/or to align with the STIP, provided the fiscal constraint and air quality conformity do not exceed 4 years or expire. Amendments begin with action of the Policy Committee based on local needs. The Policy Committee initiates a new TIP by directing staff to begin the TIP development process. The Technical Advisory Committee initiates a review and approval process that includes the AMATS Citizen's Advisory Committee, the Anchorage Municipal Assembly and the AMATS Policy Committee. Each review by these committees is an opportunity for public comment and input.

Updating the UPWP

Unified Planning Work Program Update

The UPWP is developed every 2 years and is amended as needed. The UPWP budget is updated annually. The UPWP update is reviewed by the AMATS Citizen’s Advisory Committee (program only), ADOT&PF, and the AMATS Technical Advisory Committee (program and budget). The UPWP update is approved by the AMATS Policy Committee, Federal Highway Administration, and the Federal Transit Administration (program and budget). The Federal funds are appropriated by the Anchorage Municipal Assembly. **The public review and comment period for the program (not the budget) is a minimum of 30 days.**

Unified Planning Work Program Major Amendments

A major amendment includes cumulative budget adjustments at the element level, when amounts exceed 20% of original element budgets, or changes of \$25,000 or more to element budgets, or significant changes to the scope of individual tasks. UPWP major amendments are approved by the AMATS Technical Advisory Committee, the AMATS Policy Committee, the Alaska Department of Transportation & Public Facilities, Federal Highway Administration and the Federal Transit Administration. **There is no public comment period for UPWP major amendments.**

Unified Planning Work Program Minor Amendments

A minor amendment includes a cumulative budget adjustment when the estimate is less than 20 percent of the original budget. UPWP minor amendments are approved by the AMATS Technical Advisory Committee only. A notice of the UPWP minor amendment is distributed to the AMATS Policy Committee, Alaska Department of Transportation & Public Facilities, Federal Highway Administration, and Federal Transit Administration. **There is no public comment period for UPWP minor amendments.**



Bike commuters in Anchorage

Guidance for Public Participation at a Glance

MTP	How Often	Public Process	Approval
Update	Approximately every 4 years	Extensive public process: stakeholder groups, municipal agencies, community outreach, AMATS CAC, TAC, BPAC, FAC, AQAC, Anchorage Assembly. 30 day minimum public review and comment period.	AMATS PC (Air Quality Conformity & Fiscal Constraint Only - FHWA and FTA)
Amendment	As needed	Public review and comment. Review by AMATS CAC, AMATS TAC, Anchorage Assembly. 30 day minimum public review and comment.	AMATS PC (Air Quality Conformity & Fiscal Constraint Only - FHWA and FTA)
Administrative Modification	As needed	Review by TAC; public comment allowed.	AMATS TAC

TIP	How Often	Public Process	Approval
New TIP	Every 4 years	Public review and comment. Review by AMATS CAC, TAC, BPAC, FAC, AQAC, Anchorage Assembly. 30 day minimum public review and comment.	AMATS PC, Governor, FHWA, FTA
Amendment	As needed	Public review and comment. Review by AMATS CAC, AMATS TAC, Anchorage Assembly. 30 day minimum public review and comment.	AMATS PC
Administrative Modification	As needed	TAC meeting	AMATS TAC

UPWP	How Often	Public Process	Approval
Update	Every 2 years	Review by AMATS CAC(program only), ADOT&PF, AMATS TAC(program and budget).	AMATS PC, FHWA, FTA.
Major Amendment	As needed	TAC meeting	AMATS TAC, AMATS PC, ADOT&PF, FHWA, FTA.
Minor Amendment	As needed	TAC meeting	AMATS TAC

Figure 8. Guidance for AMATS Public Participation At a Glance

Service Change

How Often

Public Process

Approval

Service Change	How Often	Public Process	Approval
Minor	Annual	Public Review and Comment Period Reviewed by PTAB.	N/A
Budget Mandated	As needed	Public Review & Hearing. Reviewed by PTAB.	Assembly
Major Dept Generated Reduction/Change	As needed	Public Review & Comment Period. Reviewed by PTAB.	N/A
Fare Increase	As needed	Public Review & Hearing. Reviewed by PTAB.	Assembly

Figure 8. Guidance for AMATS Public Participation At a Glance

More information for Transit can be found in Appendix G



People Mover bus stop at the Alaska Native Heritage Medical Center

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7. EVALUATION AND UPDATE OF THE PUBLIC PARTICIPATION PLAN



AMATS’s Public Participation Plan is not a static document, but a living document that is reviewed and updated with each new Metropolitan Transportation Planning cycle. AMATS seeks to improve the public outreach process by using the following public involvement tools and evaluation methods:

PUBLIC PARTICIPATION EVALUATION MATRIX

INVOLVEMENT TOOL	WHAT, HOW, AND WHEN MONITORED	EVALUATION
Website	<ul style="list-style-type: none"> • Number of unique site visits • Comments made by users • Search terms • Statistics tracked monthly • Website improved periodically 	This information is used to better organize information, to improve website’s inter-activity, to understand what information people are looking for on the website, and to determine if ads, news releases, or agenda packets are encouraging people to visit the AMATS website.
AMATS meetings	<ul style="list-style-type: none"> • Attendance • Comments made at and after meetings • Discussed by staff after meeting • Results of discussion used to improve future meetings. 	This information shows the effectiveness of meeting notice techniques, the level of interest in topics discussed at meetings, and provides essential direction to plans and programs.
Electronic newsletters	<ul style="list-style-type: none"> • Number of subscribers • Number of people opening the newsletter • Email service analytics 	This information is used to show the value of the newsletter and the connectivity between sending out the newsletter and website and web stream views.

Updating the Public Participation Plan

AMATS works to improve public participation and make the best use of limited federal, state and local funds. This plan is a living document, that is reviewed and updated as each new Metropolitan Transportation Plan cycle begins. AMATS staff will routinely seek and respond to feedback on its public participation process. The plan may be subject to minor corrections. A dated copy of this plan will always be available on the AMATS website. Any major updates will include a review by AMATS advisory committees, a 45-day public comment period with wide release and notification of the public about the proposed changes, and approval by the AMATS Policy Committee. AMATS welcomes public feedback on this plan, the techniques within it and on any aspect of the agency's public involvement program.



Bicyclist on the Tony Knowles Coastal Trail

Appendix A

Requirements for AMATS' Process

Federal Requirements

Moving Ahead for Progress in the 21st Century Act (Map-21)

The Moving Ahead for Progress in the 21st Century Act, (MAP-21) was signed into law on July 6, 2012 by President Obama. MAP 21 funds surface transportation programs at over \$105 billion for fiscal years 2013-2014. It provides a framework to guide investment and growth, transforming planning policy and programs that are vital to the country's transportation infrastructure. Map 21 seeks to improve safety, maintain infrastructure condition, reduce traffic congestion, improve efficiency for freight systems, and protect the environment.

Federal Regulations

Source	Purpose
U.S. Department of Transportation / Federal Transit Administration	Congress establishes the legal authority to commence and continue FTA programs through authorizing legislation covering several years. On July 6, 2012, President Obama signed Moving Ahead for Progress in the 21st Century (MAP-21), reauthorizing surface transportation programs through fiscal year 2014. Each reauthorization amends the Federal Transit Laws codified in 49 USC Chapter 53. MAP-21 took effect on October 1, 2012.
Final Rule Title VII, Civil Rights Act of 1964 Civil Rights Restoration Act of 1988	These acts prohibit discrimination in transportation planning on the basis of race, color, national origin or disability.
Executive Order 12372 — Intergovernmental Review of Federal Programs	Guides communication and coordination between federal agencies and state and local elected officials who represent entities that provide non-federal funds using the designated state process.
Executive Order 12898 — Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations Executive Order 13166 — Improving Access to Services for People With Limited English Proficiency	These executive orders guide environmental justice issues.

Executive Order 13175 — Consultation and Coordination with Indian Tribal Governments	Requires consultation and collaboration with tribal officials when developing federal policies that affect tribes.
National Historic Preservation Act of 1966, as amended through 2000	Establishes a program for the preservation of additional historic properties nationwide, and for other purposes.
Title 23, U.S. Code, Chapter 1 — Federal-Aid Highways, Section 134, Metropolitan Transportation Planning	Guides metropolitan planning organization (MPO) processes.
Title 23, U.S. Code, Chapter 1 — Federal-Aid Highways, Section 135, Statewide Transportation Planning	Guides state transportation planning processes.
Title 23, U.S. Code, Chapter 1 Federal-Aid Highways — 104(a)	Defines the Federal-aid Highway Program’s financing cycle for MAP - 21 and other surface transportation authorizing legislation.
Title 42, U.S. Code, Section 7506, Limitations on Certain Federal Assistance	Addresses limitations on Federal assistance for metropolitan planning organizations (MPOS) and others who conduct any activity that doesn’t conform to established standards.
Title 40, Code of Federal Regulations, Part 93, Protection of Environment	Implements section 176(c) of the Clean Air Act (CAA), as amended (42 U.S.C. 7401 et seq.), and the related requirements of 23 U.S.C. 109(j), with respect to the conformity of transportation plans, programs, and projects which are developed, funded, or approved by the United States Department of Transportation (DOT), and by metropolitan planning organizations (MPOs) or other recipients of funds under title 23 U.S.C. or the Federal Transit Laws (49 U.S.C. Chapter 53).

State Regulations

Source	Purpose
Alaska Department of Transportation & Public Facilities (ADOT&PF) Limited English Proficiency Plan	Guides ADOT&PF efforts to provide people who are not proficient in English with an equal opportunity to benefit from, or have access to, information normally provided in English.
Millennium Agreement between the Federally Recognized Sovereign Tribes of Alaska and the State of Alaska	Guides government-to-government relations between Alaska tribes and the state of Alaska.
Alaska Department of Transportation & Public Facilities’ Tribal Consultation Policy	Reinforces government-to-government relationships between ADOT&PF and the tribes in Alaska through consultation on significant matters of mutual concern.

AMATS documents

Source	Purpose
AMATS Unified Planning Work Program	Identifies all transportation planning and/or air quality planning and related programming activities within the metropolitan area of the Municipality of Anchorage, including the Metropolitan Transportation Plan and the Transportation Improvement Program, air quality, public transit, etc.
AMATS Inter-Governmental Operating Agreement for Transportation and Air Quality Planning.	Agreement between the Municipality of Anchorage and the State of Alaska to cooperatively coordinate the planning and construction of all urban transportation facilities as required by 23 U.S. Code, Section 134.
AMATS Policies and Procedures, numbers 1 through 5: <ul style="list-style-type: none"> No. 1: General policies and requirements No. 2: Definitions No. 3: Funding allocations No. 4: Transportation Improvement Program format and development No. 5: Trigger events that require additional public participation 	These sections spell out how transportation and air quality projects included in the Transportation Improvement Program will be scored and funded.

Internet Resources

Federal

Federal Register/Vol. 72, No. 30/Wednesday, February 14, 2007: Statewide Transportation Planning, Metropolitan Transportation Planning — Final Rule
edocket.access.gpo.gov/2007/pdf/E7-2401.pdf

Title VII, Civil Rights Act of 1964 — Final Rule
<http://www.eeoc.gov/policy/vii.html>

Civil Rights Restoration Act of 1987
http://www.fhwa.dot.gov/environment/ejustice/facts/restoration_act.htm

Executive Order 12372 — Intergovernmental Review of Federal Programs
<http://www.archives.gov/federal-register/codification/executive-order/12372.html>



Executive Order 12898 — Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations

<http://www.archives.gov/federal-register/codification/executive-order/12372.html>

<http://www.hud.gov/offices/fheo/FHLaws/EXO12898.cfm>

Executive Order 13166 — Improving Access to Services for People With Limited English Proficiency

<http://www.usdoj.gov/crt/cor/Pubs/eolep.php>

Executive Order 13175 — Consultation and Coordination with Indian Tribal Governments

<http://www.epa.gov/fedrgstr/eo/eo13175.htm>

<http://ceq.hss.doe.gov/nepa/regs/eos/eo13175.html>

National Historic Preservation Act of 1966, as amended through 2000

www.achp.gov/NHPA.pdf

Title 23 of the U.S. Code, Chapter 1 — Federal-Aid Highways, Section 134, Metropolitan Transportation Planning

<http://www4.law.cornell.edu/uscode/23/134.html>

Title 23 of the U.S. Code, Chapter 1 — Federal-Aid Highways, Section 135, Statewide Transportation Planning

<http://uscode.house.gov/download/pls/23C1.txt>

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+23USC135

Title 23 of the U.S. Code, 104(a)(37) — Title 23 Highways, Chapter 1 Federal-Aid Highways

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+23USC104

<http://www.fhwa.dot.gov/reports/financingfederalaid/procs.htm#22a>

Title 49 Transportation of the U.S. Code, Chapter 53 — Mass Transportation, Section 5332 Non-discrimination

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+49USC5332

Title 23 of the Code of Federal Regulations, Part 450 — Legislation & Regulations, Federal Highway Administration, Chapter 1 Federal Highway Administration, Department of Transportation, Subchapter E — Planning and Research, Part 450 — Planning Assistance and Standards

<http://www.fhwa.dot.gov/hep/23cfr450.htm>

Title 49, U.S. Code — Transportation, Chapter 53, Public Transportation
www.usdoj.gov/crt/cor/byagency/dot5332.php

Title 42, U.S. Code — The Public Health and Welfare, Chapter 85, Air Pollution Prevention and Control, Section 7506, Limitations on Certain Federal Assistance
<http://www.hud.gov/offices/cpd/energyenviron/environment/lawsandregs/laws/lawsauthorities/42usc/7506.cfm>

Title 40, Code of Federal Regulations, Protection of Environment
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title40/40cfr93_main_02.tpl

State

Alaska Department of Transportation & Public Facilities Limited English Proficiency Plan
<http://www.dot.state.ak.us/>

Millennium Agreement between the Federally Recognized Sovereign Tribes of Alaska and the State of Alaska
<http://www.dot.state.ak.us/>, <http://www.dot.state.ak.us/stwddes/dcsenviron/resources/tribal.shtml>

Alaska Department of Transportation & Public Facilities' Tribal Consultation Policy
<http://www.dot.state.ak.us/>, <http://www.dot.state.ak.us/stwddes/dcsenviron/resources/tribal.shtml>

AMATS documents

AMATS Unified Planning Work Program — Current Year 2016-2017; AMATS Inter-Governmental Operating Agreement for Transportation and Air Quality Planning
<http://www.muni.org/transplan/UPWP.cfm>

AMATS Policies and Procedures — General polices/requirements <http://www.muni.org/transplan/Publications.cfm>



Appendix B

Goals, Objectives and Strategies

Appendix B illustrates the intent of the AMATS Public Participation Plan (PPP) in greater detail for AMATS staff, consultants and stakeholders. The goals, objectives and strategies for the plan are defined during its development and incorporated into the plan. Appendix B provides AMATS staff with suggested strategies to implement the goals and objectives of the AMATS Public Participation Plan.

Goals, Objectives and Strategies

The overarching goal of the AMATS PPP is to support the vision of the Anchorage Bowl Comprehensive Plan (Anchorage 2020) and the Chugiak/Eagle River Comprehensive Plan for “a thriving, sustainable, broad-based economy supported by an efficient urban infrastructure.” The AMATS PPP pertains to these transportation-related goals stated in the comprehensive plan:

- A balanced supply of commercial, industrial, institutional, and transportation land uses that is compatible with adjacent land uses and has good access to transportation networks
- A transportation system based on land use that moves people and goods safely, conveniently and economically, with minimal adverse impacts on the community. An efficient transportation system that offers affordable, viable choices among various modes of travel that serve all parts of the community
- A variety of safe, pleasant and distinctive neighborhoods that meets the diverse needs of residents, with good access to schools, recreation, natural areas and community facilities
- A safe, energy-efficient transportation system that is designed and maintained for year-round use and that respects the integrity of Anchorage’s natural and built northern environment
- A built environment based on design standards that sustain long-term economic viability and growth and that promote affordable residential, commercial and industrial development
- Clean, healthful air that is free of noxious odors and pollutants
- A well-planned mix of public and institutional facilities that meet the health, education, governmental and social service needs of all citizens
- A sustainable and accessible system of recreational facilities, parks, trails and open spaces that meets neighborhood and community-wide needs year-round
- A community that encourages arts and cultural activities as a catalyst for education, communication, economic development and social progress
- A community that encourages public involvement in decision-making
- Coordinated and proactive public policies, emergency plans and procedures, and educational programs that minimize the risk to the community from natural hazards and disasters
- A community where people and property are safe

Goal 1: Anchorage stakeholders will gain an understanding of how transportation planning works.

Objective: Explain how, when and where a stakeholder can be involved in decision-making

- Provide advance notice of times for public review and comment at key decision points
- Include information in AMATS meeting agendas about upcoming opportunities to give input to decision makers
- Respond explicitly to public input received during development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP)

Objective: Provide ongoing education at meetings

- Schedule presentations on general transportation topics, such as traffic congestion or bicycle and pedestrian travel that are known to interest the public. Encourage other agencies to do the same
- Develop and implement an education program on AMATS and its responsibilities
- Develop an AMATS resources kit and require it to be available at all public meetings where transportation issues are being addressed
- Reduce or eliminate the use of acronyms; provide a list of acronyms and their definitions.
- Use visual tools to convey technical information, such as a map describing the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP)
- Improve communication by giving feedback and responding to comments on public review drafts of the MTP and TIP
- Hold quarterly informational learning sessions to answer questions and discuss AMATS programs

Objective: Provide ongoing education via the AMATS Website

- Provide background information on each project
- Give updates on projects as they advance
- Include a list of acronyms and their definitions
- Use visual tools such as graphs, charts, maps and photos to convey technical information

Objective: Increase public awareness of and attendance at AMATS Technical Advisory Committee and Policy Committee meetings

- Use an e-mail marketing program such as Constant Contact to invite the public to meetings and alert them to background information on the Web site
- Make meetings more accessible by holding them in the late afternoon or early evening at a variety of locations
- Include topics such as public transportation, upcoming construction projects or other issues of public interest to draw people to meetings

Objective: Provide access to information about AMATS

- Provide background information on the Web site, and in hard copy when requested, for each agenda item at Policy Committee, Technical Advisory Committee and other AMATS-related meetings

Objective: Provide ongoing education to staff

- Offer an AMATS 101 course for staff and related commissions (Municipality of Anchorage, Alaska Department of Transportation, Planning & Zoning Commission, Air Quality Advisory Group, etc.)
- Provide quarterly informational briefings about AMATS to transportation design, traffic engineering and other Municipality of Anchorage and Alaska Department of Transportation staff and others who regularly interface with the public on transportation matters
- Provide training for decision makers
- Request project information using the AMATS template for all information and business topics covered at AMATS Technical Committee and Policy Committee meetings

Goal 2: To involve new and more diverse stakeholders in transportation planning**Objective: Reach out to diverse groups**

- Develop lists of contacts and events to reach traditionally underserved populations, including youths, young professionals, seniors and non-English speaking and low-income populations
- Gather feedback from diverse groups through existing faith-based organizations and at health fairs and multi-cultural events
- Translate documents and materials into relevant languages to inform and engage stakeholders
- Vary the time, day of the week and locations of meetings to allow for a variety of schedules
- Develop other methods to disseminate information, such as ethnic publications, talk radio, etc.

Objective: Go to the stakeholders, rather than expecting them to come to a specific AMATS-related meeting.

- Develop methods to seek out and present AMATS information at already-existing meetings of community groups, such as community councils, Rotary clubs, chambers of commerce, Homebuilders Association, engineering professional organizations, etc.

Objective: Define a process for a two-way dialogue with new and more diverse stakeholders

- Provide translated summary information in most-frequently spoken stakeholders' languages
- Develop relationships with low-income, limited-English proficiency, and ethnic groups

Objective: Involve land-management and regulatory agencies early in the planning process

- Secure leadership and staff commitment to Metropolitan Transportation Planning as envisioned by MAP-21
- Establish a process for involving land management, regulatory and resource agency coordination during development and implementation of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP)

Objective: Inform municipal boards and commissions about Anchorage transportation issues, and upcoming planning, design and construction projects

- Annually brief relevant boards and commissions in Metropolitan Transportation Plan and Transportation Improvement Program preparation, implementation and amendment

Goal 3: Implement the public participation plan with economy and efficiency

Objective: Engage the public well in advance when developing the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP)

- Provide a schedule that defines specific steps, such as review and comment periods at key decision points, and create a graphic that illustrates the timeline for staff action and public input opportunities
- Respond explicitly and with consideration to public input received during the development of the MTP and the TIP
- Provide an additional chance for public comment if the final version of the MTP or TIP differs significantly from the version made available for public comment, or raises new material issues which interested parties could not reasonably have foreseen from previous public involvement efforts
- Develop additional public participation opportunities for transportation issues that are anticipated to be highly controversial, such as a citizens advisory committee: Write procedures for a) selecting issues that warrant special effort, b) determining how to select which public participation techniques to use, and c) deciding how to select members of the public to participate, if relevant

Objective: Define the outreach process for development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP)

- Provide a schedule of process steps, such as review and comment periods at key decision points, when developing the MTP and TIP; create a graphic that shows the timeline for staff actions and the public's opportunities for input
- Develop public involvement schedules for Municipality of Anchorage staff that define what needs to be done, when and by whom to support ongoing public involvement in development and amendment of the MTP and TIP
- Track the public's issues, concerns and ideas and ensure they are reflected in project construction. Make the information accessible at any time during the life of the project, and share it with other agencies. For example, once AMATS no longer has oversight of a project, provide the information to Municipality of Anchorage Project Management & Engineering, Alaska Department of Transportation & Public Facilities Preconstruction and/or Design and Construction, and their contractors.
- Make TIP and MTP processes more transparent. Develop easily accessible project summaries that explain how each was ranked high enough to warrant funding, the problem being solved and constraints in terms of dollars and design.

Objective: Identify supporting public participation resources within AMATS entities — the Municipality of Anchorage, Alaska Department of Transportation, State of Alaska Department of Environmental Conservation (ADEC), etc.

- Share contact lists between AMATS staff at Municipality of Anchorage (MOA) Transportation Planning, MOA Health and Human Services, the Alaska Department of Transportation Planning, and other relevant groups
- Require consultants working on AMATS projects to provide an electronic contact list of stakeholders to AMATS at key intervals in a project

Objective: Create a public participation-focused working group within AMATS cooperative agencies to support and broaden public outreach

- Provide public participation training for AMATS staff
- Expand the use of AMATS outreach tools, such as Constant Contact, to cooperative agencies, such as the Municipality of Anchorage (MOA) Department of Health and Human Services, MOA Public Transportation, Alaska Department of Transportation and Public Facilities, Alaska Railroad, etc.
- Use the team to develop an annual calendar of informational updates
- Identify public involvement coordinators, often subcontractor employees, who report directly to the agency conducting the study or design, rather than to a private contractor who may have an interest in a particular outcome

Goal 4: Use community connections and dialogue to create a broader outreach program for transportation planning and decision-making processes

Objective: Be inclusive of all modes of travel and travelers

- Include motorized vehicle drivers, bicyclists, public transportation users, pedestrians and persons with disabilities in transportation planning
- Engage those who are less able, such as seniors and people with disabilities, by creating systems or mechanisms that allow their concerns and voices to be heard early in the transportation planning process
- Cultivate public-private partnerships with faith-based organizations, human service organizations and non-governmental organizations to communicate with stakeholders

Objective: Evaluate AMATS efforts periodically as a way to continually improve outreach

- Prepare an annual survey to query AMATS stakeholders about their public involvement experience
- Review public participation tools and outreach methods annually with an eye toward how effective they are at reaching stakeholders
- Actively revise public participation tools and outreach methods to respond to stakeholder input
- Create statistically reliable information on public opinions about transportation efforts to improve system decisions and credibility for those decisions. Determine when this technique is most effective to use: At the beginning of the Metropolitan Transportation Plan (MTP) process, to gauge the effectiveness of an ongoing public education program, when particularly difficult issues arise, or on all projects

Objective: Involve existing state and municipal departments, municipal boards and commissions in AMATS

- Foster better relationships and coordination with the Port of Anchorage, Alaska Railroad Corporation, Ted Stevens Anchorage International Airport, Anchorage School District and the Mat-Su Borough
- Foster better relationships and coordination with internal groups at the Municipality of Anchorage — for example, physical planning, traffic engineering, project management and engineering, street maintenance and others
- Conduct briefings to determine how they are currently coordinating efforts, the value of better coordination, and how interactions can be improved
- Piggyback on existing meetings whenever possible
- Connect AMATS planning documents with major land-use changes that affect transportation through updates to the AMATS TransCAD model
- Develop model language for use in engineering and design contracts that encourages effective public involvement by describing parameters and outcomes, not prescriptive activities

Goal 5: AMATS will continually evaluate public participation efforts to gauge their effectiveness

Objective: Strive for continuous improvement in communications with all stakeholders

- Provide a report to the public in October of every calendar year that summarizes compliance with existing plans, status of projects, etc., to clearly show what has been accomplished
- Document all comments received and the responses to comments
- Develop a Transportation Improvement Program (TIP) nomination kit that identifies the problem and clearly describes how a nominated project will solve it; ensure the scoring process for prioritizing TIP nominations aligns with problem solving

Objective: Ask stakeholders for feedback on the public participation process, and act upon the feedback

- Survey stakeholders annually about the effectiveness of public participation for development of and amendments to the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP)
- Revise consultant contract language to include provisions that require reporting or tracking public participation techniques, associated costs and effectiveness. Use a standard format for reporting. Track involvement techniques used by AMATS and Alaska Department of Transportation & Public Facilities staff using the same standard format
- Self-certify compliance with MAP-21 in years when it is not required by the Federal Highway Administration's and Federal Transit Administration's evaluation

Objective: Use internal and external project teams to observe and provide feedback on public participation

- Hold an annual meeting for project teams focused on public outreach methods and means
- Provide the dates of Technical Advisory Committee and Policy Committee meetings to consultants for presentations that are relevant to particular stakeholders or user groups. For example, if September's meeting offers an annual report on the state of public transportation, the project team completing public transportation projects could attend that meeting.
- Provide the consultant team with minimum public involvement steps to use when completing a Transportation Improvement Program or Metropolitan Transportation Plan document.

Appendix C

Environmental Justice

Environmental Justice and Limited English Proficiency

Federal regulations govern public involvement to ensure that all people have equal access to information and equal opportunities to participate in project planning, regardless of age, sex, race, income or English proficiency. Projects planned for areas with potentially disproportionate numbers of minority or low-income households, or that may cause adverse human health and environmental effects, are governed by additional regulations. Efforts to ensure fair and equal representation are often referred to as “environmental justice.”

Many of the guiding documents suggest that the first step in addressing environmental justice and limited-English proficiency issues in public involvement is a needs study. In addition to identifying potentially affected environmental justice and limited-English proficiency populations, the needs study also identifies potential barriers to participation. The table below offers ways to overcome common barriers to involvement in transportation planning.

Barriers to Public Involvement

Barriers	Strategies
Linguistic	<ul style="list-style-type: none"> • Translate public meeting/hearing notices, project fact sheets, overview maps, and project contact information. • Provide interpreters at public meetings and events if a need is identified, or upon request. • Offer opportunities for public participation through means other than written communication, such as personal interviews; use of audio or video recording devices to capture oral comments; and use of photographs, 3D models and animations to describe a project and solicit input.
Cultural	<ul style="list-style-type: none"> • To reach a broad cross-section of the community, make presentations at local events such as the Alaska State Fair and at Food Bank of Alaska distribution sites, churches, and community council meetings. • Form alliances with existing healthcare, faith-based, and community-based organizations such as churches, neighborhood healthcare centers and social service providers such as Bean’s Café, Catholic Social Services and the United Way of Anchorage. • Set up listening posts during high school parent/teacher nights or open houses, or develop a curriculum that encourages students to design a project survey or create a photo essay about their community to spur feedback from parents.

Institutional	<ul style="list-style-type: none"> • Hold meetings in venues that are familiar and comfortable, such as schools, churches and local recreation centers, to help overcome patterns of behavior spurred by fear of government or deportation, or beliefs that their input does not matter. • Hold smaller meetings and engage in informal conversations, as opposed to public hearings that require formal commenting.
Geographic	<ul style="list-style-type: none"> • Set up listening posts at Laundromats, grocery stores, shopping malls, and other gathering spots to engage the public on their turf, answer questions and solicit feedback. Provide a sign-up sheet to get on the mailing list, and hand out information about the project and comment sheets.
Time commitment	<ul style="list-style-type: none"> • Vary meeting times and schedule input opportunities, such as listening posts, at different times throughout the day. • Provide food at meetings to encourage people to attend.

Internet Resources

Primary federal environmental justice source documents

- 1964 Civil Rights Act (<http://www.eeoc.gov/policy/vii.html>)
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (<http://www.archives.gov/federal-register/codification/executive-order/12372.html> and <http://www.hud.gov/offices/ftheo/FHLaws/EXO12898.cfm>)
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (<http://www.usdoj.gov/crt/cor/Pubs/eolep.php>)

Limited English Proficiency source documents

- Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons, U.S. Department of Transportation, 2005 (www.dotcr.ost.dot.gov/asp/policy.asp)
- How to Engage Low-Literacy and Limited-English-Proficiency Populations in Transportation Decision-Making, Federal Highway Administration, 2006 (www.fhwa.dot.gov/hep/lowlim/)
- Limited English Proficiency Plan, Alaska Department of Transportation and Public Facilities, Civil Rights Office, 2008 (<http://www.dot.state.ak.us/>)

Appendix D

Glossary of Terms

A

ADA: Americans with Disabilities Act. Federal civil rights legislation for disabled persons passed in 1990; calls on public transit systems to make their services more fully accessible, as well as to underwrite a parallel network of paratransit service. Mandates accessibility for pedestrian facilities (e.g. curb cuts and pedestrian signal sound)

ADEC: State of Alaska Department of Environmental Conservation.

ADOT&PF: State of Alaska Department of Transportation and Public Facilities.

ADT: average daily traffic

Administrative modification: A minor revision to a long-range statewide or Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in non-attainment and maintenance areas).

Air Quality Maintenance Areas: Geographic areas that had a history of nonattainment, but are now consistently meeting the National Ambient Air Quality Standards. These are national standards for the quality of air, set to protect public health and to protect against damage to animals, vegetation, buildings, and against the hazards of decreased visibility.

Alaska Marine Highway System: The State's system of vessels, terminals and routes that link most of Alaska's coastal communities from the Aleutians to the Southeast. ADOT&PF oversees the System.

AMATS: Anchorage Metropolitan Area Transportation Solutions. Federally mandated, multi-agency team that works together to plan and fund the transportation system in the Anchorage Bowl and Chugiak-Eagle River areas when Federal funds are being used.

AMC: Anchorage Municipal Code. The system of laws that enforces municipal policies. It is divided into 24 chapters, called "Titles." Title 9, Traffic Code, covers general driving, parking, signs and marking. Title 21, Land Use Regulation, has transportation requirements pertaining to land development such as standards for subdivision streets, and zoning classifications. Title 24, Streets and Rights-of-Way, includes issues such as construction, snow removal, and landscaping.

Amendment: A revision to a long-range statewide or Metropolitan transportation plan, Transportation Improvement Program (TIP), or State Transportation Improvement Program (STIP) that involves a major change to a project included in a Metropolitan Transportation Plan (MTP), TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through-traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving "non-exempt" projects in non-attainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.

Anchorage 2020: Anchorage Bowl Comprehensive Plan. Long range land-use plan that provides the foundation for long-range transportation planning.

Anchorage Municipal Code (AMC): The Code is the legislative tool to enforce municipal policies. It is divided into 24 chapters, generally referred to as “Titles”. The key transportation-related titles are:

- AMC Title 9: This section is entitled “Traffic Code” and covers what is considered the “traffic” aspects of transportation. Items such as traffic signs and markings, general driving regulations, and parking regulations are addressed in this Code.
- AMC Title 21: This section is entitled “Land Use Regulation” and contains transportation requirements as they pertain to various land use development issues. Requirements and standards for subdivision streets, zoning classifications and changes are covered in Title 21.
- AMC Title 24: This element of the Municipal code pertains to “Streets and Rights of Way”, including issues such as construction, snow removal, and landscaping.

ARDSA: Anchorage Roads and Drainage Service Area. The largest Road Service Area in Anchorage. It has full maintenance and construction authority for drainage and road facilities in the Anchorage Bowl.

Areawide Trails Plan: A planning document written in 1997 that covers existing and future trail development issues within the Municipality of Anchorage, addressing all transportation and recreational corridors. Included are: motorized trails, bike trails, cross-country trails, equestrian trails, pedestrian trails, sled dog trails, and other related classifications. The plan also provides for linkages to State and National forest lands. The current effort is now known as the Nonmotorized Transportation Plan and includes as separate elements a Pedestrian Plan, a Bicycle Plan, and a Trails Plan. The new Trails Plan will focus on recreational trails including greenbelt trails, and trails for such uses as cross-country skiing, horseback riding, dog mushing, skijoring, and snowmobiling.

Appropriations Authority: Annual federal budget level for MAP-21 program. No categorical amounts; only total program authority.

ARRC: Alaska Railroad Corporation

Arterial: A functional classification of a type of roadway, which provides for medium to moderately long trips. Intersections are at-grade, and access from adjacent lots is partially controlled. Some access to adjacent major land uses may be permitted. Arterials may be divided two-directional facilities, couplets of undivided one-way roadways or, in some situations, undivided two-way roads. These facilities are often subclassified as “major arterial” and “minor arterial.” For full definition see the Official Streets & Highways Plan.

Attainment area: Any geographic area in which levels of a given criteria air pollutant (e.g., ozone, carbon monoxide, PM10, PM2.5, and nitrogen dioxide) meet the health-based National Ambient Air Quality Standards (NAAQS) for that pollutant. An area may be an attainment area for one pollutant and a non-attainment area for others. A “maintenance area” is not considered an attainment area for transportation planning purposes.

Authority Limitation: [see “Obligation Limitation”]

B

Bicycle Plan: Identifies a network of bicycle routes that can be used for commuting, mainly along collector and arterial streets. It also addresses bicycle safety, education, and public awareness for both bicyclists and motorists.

Bypass: A road designed to go around existing development. It could be classified as a freeway or expressway.

C

CAA: Clean Air Act. Federal legislation that requires states with areas that have not met federal air quality standards to prepare a State Implementation Plan for meeting these requirements in the development of transportation plans and programs.

CAC: Citizen Advisory Committee. In general, a group of representatives of varying stakeholder interests which works in depth on a planning or project design effort.

C.A.R.E.: Community Accident Reduction Effort.

Categorical Exclusion: Actions that do not have a significant effect on the human environment. When this status is documented, a project requires neither an Environmental Assessment nor an Environmental Impact Statement.

CBERRRSA: The Chugiak/Birchwood/ Eagle River Rural Roads Service Area.

CERLRTP: Chugiak-Eagle River Long-Range Transportation Plan. Transportation plan specific to the areas north of the Anchorage bowl. See LRTP for further detail. The 2012 MTP combined the Anchorage Bowl LRTP and the Eagle River LRTP into one document.

CIP (Capital Improvement Program): A Municipal document that addresses funding for transportation and public facilities in the Municipality of Anchorage. Most funding for CIP projects comes from local taxes.

CMAQ: Congestion Mitigation and Air Quality. Federal program that links transportation and air quality. The CMAQ program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.

CO: Carbon Monoxide. An odorless, colorless toxic gas found in vehicle emissions. Exposure to carbon monoxide is harmful to human health.

Collector: A functional classification of a type of roadway, which offers a balanced service for both moving traffic and providing access. Relatively low-speed, short trips are accommodated. They collect traffic for local streets, larger properties (and in limited situations, single lots), and channel it to the arterial system. For full definition see the Official Streets & Highways Plan.

Commute: A repetitive home-to-work or work-to-home trip.

Commute Alternative: Includes carpooling, vanpooling, transit, bicycling, walking, and telecommuting, as well as any alternative work-hours program.

Comprehensive Plan (Comp Plan): The Comprehensive Plan serves as a guideline for community development. The Comp Plan is a policy document that integrates social, economic, cultural, land use, environmental, transportation, and energy concerns. The Comprehensive Plan identifies the issues, goals, and objectives that provide a framework for community decision-making. The Anchorage Bowl Comprehensive Development Plan, the Anchorage CBD (Central Business District) Comprehensive Development Plan, the Turnagain Arm Comprehensive Plan, and the Eagle River/Chugiak Comprehensive Plan are each considered portions of the umbrella title, "Comprehensive Plan". The current Comprehensive Plan for Anchorage is Anchorage 2020: Anchorage Bowl Comprehensive Plan.

CMS: Congestion Management System. A set of potential actions intended to reduce congestion levels on the overall transportation network within the Municipality. A successful CMS improves traffic circulation, reduces number and cost of physical improvements to the roadway, improves air quality.

CTP: Community Transportation Program. The CTP is developed to create partnerships with local governments to build projects that serve local and regional needs in the State. Administered by the ADOT&PF, funded primarily with federal dollars from MAP-21's Surface Transportation Program (STP).

CSD: Context Sensitive Design. See Context Sensitive Solutions.

CSS: Context Sensitive Solutions. A collaborative, interdisciplinary approach to transportation project planning

that involves all stakeholders to develop a facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist.

CVISN: Commercial Vehicle Intelligent System Network. Electronic information system in which on-board transponders in commercial vehicles communicate with roadside receivers to automate such functions as safety information, credentials administration, electronic screening, international border clearance, automated inspection, onboard safety, hazardous materials response, and fleet and freight management.

D

DCM: Design Criteria Manual. A municipal document that provides the engineering parameters for drainage, illumination, slope, grade, elevation and so forth for all municipal and private development projects. A companion document is the Project Management Manual. The DCM/PMM is the Municipality's equivalent to the State of Alaska's Highway Preconstruction Manual.

E

EA: Environmental Assessment. See EIA.

EIA: Environmental Impact Assessment. An assessment of the likely positive and/or negative influence a project may have on the environment. The purpose of the assessment is to ensure that decision-makers consider environmental impacts before deciding whether to proceed with new projects. The assessment process determines whether a full Environmental Impact Statement is warranted.

EIS: Environmental Impact Statement. A document that must be filed when the Federal government takes an action that significantly affects the quality of the human environment.

Environmental Justice: Making sure that adverse environmental or health effects do not fall disproportionately on minority or low-income populations. It also includes ensuring participation of such communities in the decision-making process and preventing the denial or delay of benefits to those communities.

EPA: U.S. Environmental Protection Agency. An agency of the federal government of the United States charged with protecting human health and with safeguarding the natural environment: air, water, and land. The EPA administers air quality programs and standards that relate to transportation systems.

Express bus: Bus transit service with a limited number of stops en route to major transfer points or activity centers.

Expressway: The functional classification of a divided highway that is designed primarily for through traffic, with full- or partial-control of access. Intersections are either at-grade or grade-separated. Expressways move traffic efficiently, but less quickly than freeways, due to at-grade intersections. Expressways do not provide access to adjacent land uses. Expressways are commonly owned and maintained by the State of Alaska, and their construction funded with federal assistance. For full definition see the Official Streets & Highways Plan.

F

FCC: Federation of Community Councils. The collective body of approximately 40 local Anchorage community councils. The FCC is a formal participant in scoring Transportation Improvement Program projects.

Feeder bus: Local bus transit service that provides passengers with connections to main line or express service.

Fiscally Constrained: Making sure that a given program or project can reasonably expect to receive funding within the time allotted for its implementation.

Freeway: The functional classification of a limited access type of roadway that is intended to provide safe and efficient movement of substantial volumes of traffic at high speeds. Access is rigidly controlled, and restricted to grade-separated intersections (interchanges). Freeways in the Municipality are traditionally owned and maintained by the State of Alaska, and their construction funded with federal assistance. For full definition see the Official Streets & Highways Plan.

Friction Factor: A traffic modeling term. A mathematical factor that is used to describe the effort that is required to travel between two points.

FHWA: Federal Highway Administration. An agency of the US Department of Transportation responsible for funding highways, trails, and ferries. The FHWA authorizes expenditures from the Highway Trust Fund and sets deadlines for planning documents that AMATS is responsible for meeting.

FONSI: Finding of no significant impact. The decision document for an Environmental Assessment process where it is determined that there will be no significant impacts to the environment from a project.

FRA: Federal Railroad Administration. The Federal agency which supports rail transportation by administering assistance programs, researching and enforcing safety standards, and recommends rail policy improvements.

FTA: Federal Transit Administration. Administers federal funding to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers.

G

GIS: Geographic information system. A system for capturing, storing, analyzing and managing data and associated attributes that are spatially referenced to the Earth. It enables precise digital location and mapping of geographical information.

H

Highway Preconstruction Manual (HPM): Highway projects using federal funding assistance are subject to the development process and design standards contained in the latest version of the Highway Preconstruction Manual of the Alaska Department of Transportation and Public Facilities (ADOT&PF) The HPM is the State's equivalent to the municipal DCM. It impacts all roadways under ADOT&PF's jurisdiction. At this time, changes to the HPM are outside the purview of the Municipality. The MOA and ADOT&PF are currently revising the Agreement regarding municipal review of State road projects.

HOV: High occupancy vehicle. The technical term for a car pool vehicle with two or more people in it.

HPM: Highway Preconstruction Manual. The Alaska DOT&PF design guidance manual. Highway projects that use Federal funding are subject to the development process and design standards contained in this work produced by the Alaska DOT&PF.

HSIP: Highway Safety Improvement Program. A Federally Funded State DOT&PF program that identifies high crash locations on Alaska Roads, evaluates corrective measures, funds the most cost-effective ones, and evaluates their effectiveness after construction. These projects are typically small and therefore rapidly designed and constructed.

I/M Program: Abbreviation for the Inspection and Maintenance Program, an element of Anchorage’s Air Quality Plan. The I/M program is currently suspended.

Intermodal: Between or including more than one means, or “mode”, of transportation such as transit, rail, bicycle, walking, or private automobile.

ISER: Institute of Social and Economic Research.

ISTEA: Intermodal Surface Transportation Efficiency Act of 1991. An act of Congress providing funding authorizations for highways, safety, and mass transportation, from the Highway Trust Fund, for a six-year period for federal fiscal years 1992 through 1997.

ITS: Intelligent Transportation System. An electronic communication and control technology used to improve many aspects of transportation networks. Navigation, traffic signal control, speed monitoring, and toll payment are just a few of its potential applications.

Land Use Regulation: AMC Title 21. [See “Anchorage Municipal Code”]

Limited stop bus: Service that uses only a few specific stops in order to reach important destinations such as employment centers efficiently.

Local Road: A functional classification of a type of roadway, which provides access to individual homes and other, land uses, and are discussed in Chapter 1 of the Design Criteria Manual. The required improvements to local roads are established in AMC Title 21. Improvements to local roads constructed under Road Improvement Districts (RIDs) will also follow requirements as described in AMC Title 21. The Municipal Assembly is responsible for approving RIDs and granting any waivers to the standards. [see “Functional Classification”, “Road Improvement District”]

LOS: Level of service. A standard means of measuring traffic congestion using road capacity and number of vehicles in a time frame as the measure. Levels range from A, the best, through F, the worst.

LRSA: Limited Road Service Area. Established by AMC Title 27 to provide limited road maintenance for rural roads on the Anchorage Hillside.

MASS: Municipality of Anchorage Standard Specifications.

Moving Ahead for Progress in the 21st Century (MAP-21): A funding and authorization bill to govern United States federal surface transportation spending. Passed on June 29, 2012, MAP-21 introduces key provisions that consolidate funding programs, reform the environmental review process, reduce funding for bicycle and pedestrian transportation, adopt a national freight policy and reform tolling on federal highways.

Major Arterial: A functional (sub) classification of a type of roadway that provides for moderately long (inter-area), through trips between regionally significant traffic generators. Their primary function is traffic movement. They offer direct access to other arterials and collectors, and limited access to adjacent land uses, particularly major traffic generators. Major arterials may be divided or undivided, two-directional facilities or one-way couplets. For further definition see the Official Streets & Highways Plan.

Milepost: The historic mile markers along the roadway in miles from the beginning of a route. The mileposts are typically not adjusted for road realignments, as the mileposts are often used for locations of businesses and residences.

Milepoint: The measured (accumulated) distance from a given or known point to the referenced location, usually the beginning of the route. The milepoints are typically updated to reflect road realignments. The beginning route points for Milepoint calculation may differ from those for Milepost. Milepoint is the official ADOT&PF linear referencing system method for transportation data inventory.

Minor Arterial: A functional (sub) classification of a type of roadway that provides for medium-length (intra-area), urban trips and serves high intensity commercial and residential generators. Their primary function is traffic movement. Minor arterials also offer direct access to adjacent land uses, other arterials, collectors, and major residential streets. Minor arterials are generally undivided, two-directional facilities. For further definition see the Official Streets& Highways Plan.

MOA: Municipality of Anchorage, Alaska. The MOA is a unified local government comprised of three distinct subareas: Eagle River/Chugiak/Birchwood/Eklutna, the Anchorage Bowl, and the Turnagain Arm communities of Girdwood, Bird, and Indian.

Modal Choice Analysis: A transportation modeling term. The process used to estimate the number of travelers who will use each of the available transportation modes (train, car, bus) to reach their destination.

Model: A computerized set of equations used to forecast traffic volumes and public transit ridership in a future year. A model can be used to approximate the effect of making changes to a complex system such as the road network of a city.

mph: miles per hour

MPO: Metropolitan Planning Organization. The organizational entity designated by law (23 U.S. Code 134 and Section 8 of the Federal Transit Act) with lead responsibility for developing transportation plans and programs for urbanized areas of 50,000 or more in population. MPO's are established by agreement of the Governor and units of general-purpose local government that together represents 75 percent of the affected population of an urbanized area. AMATS is the MPO for the Municipality of Anchorage.

Multimodal: Representing more than one mode of transportation.

Metropolitan Transportation Plan(MTP): The MTP is a plan that covers various modes of surface transportation such as automobile and transit. The currently adopted plan identifies the long-range planning goals and addresses the general transportation needs of the community over a 20-year forecast period, through the year 2035. Conformity to national ambient air quality standards is evaluated. This document also identifies corridor and subarea studies that provide a closer look at specific areas and identify the needs and relationship of that area to the overall transportation network. The MTP is produced by AMATS in order to fulfill the federal requirements. Recommendations of the MTP and ensuing studies are then used to develop the local Needs List and, subsequently, the AMATS Transportation Improvement Program (TIP).

N

NAAQS: National Ambient Air Quality Standards. National standards for the quality of air, set to protect public health and to protect against damage to animals, vegetation, buildings, and against the hazards of decreased visibility.

Needs List, AMATS: A document produced by AMATS that is the basis for the Transportation Improvement Program. The AMATS Needs List is incorporated into the Statewide Needs List, or "Transportation Needs and Priorities in Alaska."

Needs List, Statewide: The informal name of “Transportation Needs & Priorities in Alaska”, which lists all transportation and facility needs in the State, including highways, ferries, trails, transit, airports, harbors and facilities.

NEPA: National Environmental Policy Act. Federal law enacted in 1970 establishing the requirement for Environmental Impact Assessments and Environmental Impact Statements for Federally funded projects.

NHS: National Highway System. A network of primary highways and ferry routes designated by the FHWA, US Department of Transportation, considered most important to interstate travel, national defense, connection with other modes of transportation, and are essential to international commerce. The focus of the NHS is the long-range movement of people, goods and services. Currently 2,100 miles of state highways and 1,900 miles of ferry routes, including designated terminals and all eight vessels of the Alaska Marine Highway System, are eligible to receive NHS funding, for which the ADOT&PF is responsible. In the Municipality of Anchorage, the programming of NHS project funding is handled by ADOT&PF, in consultation with AMATS.

Nodes: A traffic modeling term. Nodes are points at which links terminate. Links may terminate at destinations or at intersections with other links.

Non-attainment area: A designation of the Environmental Protection Agency (EPA) indicating that a geographic region has not met the National Ambient Air Quality Standard (NAAQS) for a transportation-related pollutant(s). In Alaska, portions of Anchorage, Fairbanks, and Juneau are so designated

Non-motorized: Also known as active transportation, non-motorized transportation includes walking, bicycling and such small-wheeled transport (skates, skateboards, push scooters and hand carts) and wheelchair travel.

Non-NHS: Non-National Highway System. The Non-NHS includes the remainder of the area roadways. AMATS designates the priorities for the non-National Highway System, based upon a project priority process used in the development of the AMATS Needs List.

Nonmotorized Transportation Plan: An update of the 1997 Areawide Trails Plan in 3 parts — Pedestrian Plan, Bicycle Plan, and Trails Plan. It examines and recommends facilities in all 3 areas, listing projects whose priorities have been determined by the public, making recommendations for implementation of these projects, for policies that will strengthen the plan, and for strategies for educating the public for safe use of these facilities.



Obligation Limitation: The total amount of federal highway funds available for projects in a given year. This amount results from annual Congressional appropriations and does not necessarily match the annual total apportionments authorized by MAP-21. The State can use obligation authority only in conjunction with available apportionment balances.

OSHLP (Official Street and Highway Landscape Plan): The MOA Official Street & Highway Landscape Plan provides guidelines for the inclusion of landscaping along primary transportation corridors for both aesthetics and slope stabilization. The Landscape Improvement Study furnishes additional guidance.

OS&HP (Official Streets & Highways Plan): Adopted by the Assembly into the Anchorage Municipal Code, the OS&HP identifies the location and functional classification of roadways recommended in the LRTP. The OS&HP is used during land subdivision and development to ensure that right-of-way for planned roads is properly and adequately reserved. Also intended to guide high traffic generation development along the appropriate class(es) of roadway.

Operating revenues: Monies used to fund general day-to-day costs of running transportation systems. This would include fuel, salaries, and replacement parts for a transit system, and maintaining pavement, filling potholes and maintaining signals for roads.



P

P&Z: Planning and Zoning Commission. An appointed body of citizens within the Municipality of Anchorage.

PC: Policy Committee. The formal decision making body of AMATS that approves final planning and programming documents.

Pedestrian Plan: The part of the Nonmotorized Transportation Plan that covers pedestrian facilities adjacent to streets and roadways as well as walkways that connect subdivisions and schools. Plans include ADA compliance, removal of obstructions in sidewalks, lighting and signage.

PIP: Public Involvement Program. A program identifying the processes and techniques required to be proactive in transportation decision-making.

PM-2.5: particulate matter less than 2.5 microns in diameter

PM-10: particulate matter less than 10 microns in diameter

PMM: Project Management Manual. A municipal policy document that guides individuals who are responsible for the development and construction of municipal projects.

Program: A staged, multi-year, intermodal list of transportation projects to be funded, consistent with the applicable local or state transportation plans and planning processes, and based on financial constraints.

R

RID: Road Improvement District. A defined area in which required improvements are constructed to local roads in accordance with Title 21 of the AMC. The Municipal Assembly is responsible for approving RIDs and granting any waivers to the standards.

ROD: Record of Decision. Document issued as the final step in the Environmental Impact Statement process. It identifies the selected alternative, presents the basis for the decision, specifies the “environmentally preferable alternative” and provides information on the adopted means to mitigate environmental impacts.

Routes: A traffic modeling term describing pathways through a network. Routes are composed of links and nodes.

S

SAFETEA: Safe, Accountable, Flexible, and Efficient Transportation Equity Act of 2003.

SAFETEA-LU: Safe, Accountable, Flexible, Efficient Transportation Equity Act — A Legacy for Users. An act of Congress authorizing federal surface transportation programs for highways, highway safety and transit, from the Highway Trust Fund, for the five-year period federal fiscal years 2005 through 2009.

SIP: State Implementation Plan for Air Quality. This document describes the strategies necessary to bring non-attainment areas into conformity with the National Ambient Air Quality Standards. The SIP is a plan that shows how the State of Alaska will meet air quality standards, as required by the 1977 Clean Air Act Amendments.

SOV: Single-occupancy vehicle. A vehicle occupied only by the driver.

STIP: Statewide Transportation Improvement Program. A transportation improvement program produced by the ADOT&PF. AMATS holds special status under federal regulation for program development. As an urban area with a population greater than 200,000, the Anchorage urban area falls under TMA (Transportation Management Area) rules. Under MAP-21, AMATS is empowered to determine its own priority for projects and prepare its own Transportation Improvement Program (TIP) based on funding allocated to AMATS within the STIP. In the other 49 states, TMAs are allocated funds based on a statutory formula. The adopted AMATS TIP is incorporated by amendment into the Alaska STIP in its entirety.

STP: Surface Transportation Program. A categorical funding program created with the ISTEA. Based upon a specific clause found in the ISTEA legislation, these funds may be spent on any public road in Alaska, regardless of classification. Of the STP funds, ten percent must be spent on Transportation Enhancement projects. Funds may be used for a wide variety of purposes, including: roadway construction, reconstruction, resurfacing, restoration and rehabilitation; roadway operational improvement; capital costs for transit projects; highway and transit safety improvements; bicycle and pedestrian facilities; scenic and historical transportation facilities; and preservation of abandoned transportation corridors. The federal funds ratio varies and is either 90.97% or 93.4% depending upon the specific work category.

Study Area: A traffic modeling term describing the region within which estimates of travel demand are desired.

T

TEA-21: Transportation Equity Act for the 21st Century. Comprehensive Federal transportation enabling legislation enacted in June 1998.

TDM: transportation demand management. Measures which are intended to reduce vehicular traffic during peak “rush” hours. They range widely and may include such things as pedestrian facility improvements, showers for bicycle commuters, flex-time schedules and telecommuting for workers, congestion pricing of tolls, or high-occupancy vehicle lanes.

TIP: Transportation Improvement Program. A four-year capital program of transportation projects, focused on federal, funding for roadway, trails, and transit capital projects for the urbanized area. The TIP covers federal, state and local funding for roadway, transit, trails and enhancement projects. The document includes new projects, as well as previously funded projects, which require additional effort.

TMA: Transportation Management Area. An area subject to special Federal requirements for congestion management systems, project selection, and certification.

TORA: Transfer of Responsibility Agreement.

TRAAK: Trails and Recreational Access for Alaska. TRAAK is a component of Governor Knowles’ Transportation Initiative (June 1995), established to improve access and recreational opportunities in the State. Administered by the ADOT&PF, TRAAK addresses trails, scenic highways, recreational access points and interpretive facilities. Funded primarily with federal dollars from SAFETEA-LU’s STP (Surface Transportation Program).

Traffic Code: AMC Title 9 [see “Anchorage Municipal Code”]

Trails Plan: Portion of the Nonmotorized Transportation plan that covers recreational trails with focus on recreational trails including greenbelt trails, and trails for such uses as cross-country skiing, horseback riding, dog mushing, skijoring, and snowmobiling.

Transit Development Plan (TDP): The Transit Development Plan is a short-term (5-year) implementation tool for meeting the goals of the Long-Range Transportation Plan.

Transit Facilities Design Guidelines: This document specifies guidelines and recommended methodology for the location and design of bus stops and other transit facilities within the Municipality. Items addressed include: transit vehicle dimensions, location and design of bus pullouts and other transit amenities.

Transportation Alternative: Transportation Alternative has been of particular interest to the general public and users of non-traditional transportation related facilities. Alternative projects are defined as: “provisions of facilities for pedestrians and bicycles; acquisition of scenic easements...or historic sites; scenic or historic highway programs; landscaping and other scenic beautification; historic preservation, rehabilitation and operation of historic highway buildings, structures, or facilities (including railroad facilities); preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails); control

and removal of outdoor advertising, archaeological planning and research; and mitigation of water pollution due to highway runoff.”

Trip: A traffic modeling term describing a journey between one point and another.

Trip Assignment Analysis: A traffic modeling term describing the process used to estimate the routes (for each mode) that will be used to travel from origin to destination. This process yields the total number of vehicles or passengers that a particular route can expect to service.

Trip Distribution Analysis: A traffic modeling term describing the process used to determine the number of produced trips from each zone that will be attracted by each of the remaining zones.

Trip Generation Analysis: A traffic modeling term describing the data collection and analysis process that is used to estimate the number of trips that each zone will produce and attract.

TSAIA: Acronym for Ted Stevens Anchorage International Airport

TSM: Transportation System Management. A congestion management approach focusing on identifying operational improvements to new and existing facilities. These can include traffic signal enhancements and deployment of intelligent transportation system components.

TAZ: A traffic modeling acronym for Transportation Analysis Zone(s): A transportation analysis zone is the unit of geography most commonly used in conventional transportation planning models. The size of a zone varies, but for typical metropolitan areas, a zone of under 3000 people is common. The spatial extent of zones typically varies in models, ranging from very large areas to as small as city blocks or buildings in central business districts.

U

UCP: Utility Corridor Plan. A plan that identifies the long-term system requirements for transmission of utility services -- including electric power, natural gas, water, sewer, telephone and other wire communications. The UCP is both a planning tool and a means for its own implementation.

UDC: Urban Design Commission. The Municipal commission that reviews and makes recommendations for public facilities such as street and roadway landscape improvement projects. The members provide advice on urban design matters.

UPWP: Unified Planning Work Program. Federally-required document outlining the activities to be undertaken in support of federally funded transportation projects.

USDOT: U.S. Department of Transportation. The Federal agency responsible for highways, mass transit, aviation, and ports, and the implementation of national transportation policy.

Utility Function: A traffic modeling term describing a mathematical function that expresses the advantages and disadvantages of a particular transportation mode.

V

VHT: Vehicle hours traveled

VMT: Vehicle miles traveled

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Appendix E

AMATS Event Calendars

JANUARY

AMATS Meeting Agenda Items Reports

- A. Obligation Report (balanced with 15% of total non-National Highway System program) Federal Fiscal Year 1st Quarter
- B. Send Transportation Improvement Program (TIP) to Alaska Legislature (required by AMATS Policies & Procedures No. 1E)

Transportation Options & Programs Overview

- Municipal and State Legislative Program Report
- Transportation for Emergency Management Status Report

FEBRUARY

AMATS Meeting Agenda Items Required Reports

Annual certification of planning process

Transportation Options & Programs Overview

- Status of Alaska Railroad Corporation
- Freight Mobility Update

MARCH

AMATS Standing Meeting Agenda Items Required Reports

- A. Project Deliverability Concerns for Upcoming Construction Projects Status Report (required by AMATS Policies & Procedures No. 5) Due March 1

Transportation Options & Programs Overview

- Upcoming Construction Projects Status Report

APRIL

AMATS Meeting Agenda Items Required Reports

- A. Obligation Report (balanced within 10% of the total non-National Highway System program) Federal Fiscal Year, 2nd quarter

Transportation Options & Programs Overview

- Public Transportation Route Changes
- Annual Summary Report on Air Quality

MAY

AMATS Meeting Agenda Items Required Reports

- A. National Transit Database Reporting

Transportation Options & Programs Overview

- Non-Motorized Transportation (bike/pedestrian) Status Report

JUNE

AMATS Meeting Agenda Items Required Reports

No reports due

Transportation Options & Programs Overview

- Status of Port, Aviation Transportation (Port of Anchorage, Merrill Field, Matanuska Susitna Borough)

JULY

AMATS Meeting Agenda Items

Required Reports

A. Obligation Report (balanced within 5% of the total non-National Highway System program)

Transportation Options & Programs Overview

- Report on State of Alaska Legislative Appropriations signed by the governor.

AUGUST

AMATS Meeting Agenda Items

Required Reports

No reports due

Transportation Options & Programs Overview

- Implementation Status of Adopted Anchorage Metropolitan Area Transportation Solutions (AMATS) Plans
- Highway Safety Improvement Program Status Report

SEPTEMBER

AMATS Meeting Agenda Items

Required Reports

No reports due

Transportation Options & Programs Overview

- Municipal Capital Improvement Program
- State of Alaska General Obligation Bond overview (if transportation projects included)

* Meetings may be cancelled due to unforeseen circumstances. Additional meetings may be scheduled on an as needed basis. Meeting status updates will be available on the AMATS website.

For meeting schedules and updates, visit the AMATS website: www.muni.org/transplan/

OCTOBER

AMATS Meeting Agenda Items

Required Reports

A. Obligation Report (balanced within 5% of the total non-National Highway System program)

B. Public Transportation Status Report (5-year Plan) required by Federal Transit Administration

Transportation Options & Programs Overview

- Public Transportation Status Report (5-year plan)
- Human Services Coordinated Transportation Plan

NOVEMBER

AMATS Meeting Agenda Items

Required Reports

A. AMATS Annual Report on Year's Accomplishments, Compliance with Existing Plans, etc.

Transportation Options & Programs Overview

- Status of the System Overview

DECEMBER

AMATS Meeting Agenda Items

Required Reports

No reports due

Transportation Options & Programs Overview

- Intelligent Transportation Systems (ITS)
- Transportation Demand Modeling

Appendix F

Public Transportation

Public Transportation

The Public Transportation Department (PTD) offers the following transportation programs to improve mobility and access to the community:

- A. People Mover provides fixed route public transportation throughout the Municipality of Anchorage service area.
- B. AnchorRIDES is a contracted service offering complementary shared rides for seniors age 60 and over, and people whose disabilities prevent them from using People Mover.
- C. Eagle River Connect provides limited weekday service for the general public in conjunction with eligible ADA paratransit riders within the Connect service area.
- D. Share-A-Ride establishes commuter vanpools and offers free carpool matching services through contracted services.

Public Transit Advisory Board

The Public Transit Advisory Board (PTAB) is established by Municipal Ordinance with the intent to make recommendations to the Mayor and Assembly regarding routes, fares, schedules, levels of service and service area, operating budget, capital programs and funding. The board is intended to contribute to the long range planning of a balanced public transit system in the municipality. The PTAB holds public meetings monthly throughout the year, provides opportunities for public comment on transit issues under their purview, and considers public comments provided in making recommendations.

Program of Projects

The Program of Projects (POP) is the list of projects the PTD is proposing to undertake with Federal Transit Administration (FTA) formula funds. As required by the FTA, PTD must provide an opportunity for

citizens to review and comment on the proposed POP. The Municipality of Anchorage's Transportation Improvement Program (TIP) process is used to satisfy the public participation and public hearing process of the POP as required in 49 U.S.C. 5307. TIP public notices will state that public participation activities and established timelines for public review and comments on the TIP will satisfy the POP requirements. The POP as presented during the TIP public participation process will serve as the final POP unless amended.

Service Changes

Every day, changes occur within the community that can impact the transit system. People Mover responds by regularly reviewing these changes and determining if adjustments need to be made to better serve riders. Service changes allow for modifying existing route alignments, schedules, bus stops and facilities in order to improve overall service. People Mover's annual service changes are scheduled for June. Service changes can take place at other times throughout the year depending on need and budget. The service change process spans four to six months and includes the following steps:

1. Service change proposal development
2. Community involvement
3. Schedule development
4. Infrastructure needs
5. Customer information and education
6. Implementation

The following guidance is provided for PTD solicitation of public comments for fare and service changes:

- A. Service Levels: The PTD bases fixed route service on the approved annual operating budget as adopted by Assembly Ordinance. Public Hearing procedures are described in Anchorage Municipal Code.

B. Fare Changes: All changes to People Mover and/or AnchorRIDES fares require approval through an Assembly Ordinance. The Assembly approves or vetoes all People Mover and/or AnchorRIDES fare changes according to procedures described in Anchorage Municipal Code.

C. Minor Service Changes: Minor service changes include service increases and schedule or route adjustments that do not meet the major service reduction threshold. A public meeting and/or public comment period are not required for minor service changes. The PTD may hold public meetings to solicit feedback or a public information open house to inform People Mover and/or AnchorRIDES users of the proposed changes.

D. Major Service Reductions: Major Service Reductions require a public meeting and public comment period. A Major Service Reduction is defined as follows:

1. The elimination of a route,
2. A decrease in at least 25 percent of an existing route's pattern, measured in route miles,
3. The reduction in the span of service or frequency of service on any route by at least 25 percent, measured in timetable revenue hours, or
4. The reduction in regular days of service on any route.

The following activities are not considered a Major Service Reduction:

1. Service for special events,
2. Routing changes to address construction or road closures, and
3. Added service operated during emergencies.

Meeting Types & Public Comments

The Public Transportation Department utilizes a variety of meeting types to share information and seek feedback from the public. In most cases, PTD responds in writing, when applicable, to public input. When significant comments are received as a result of a public comment period, a report on the disposition of comments is made to the PTAB and PTD management. The report can also be made available to the public on request. In conjunction with the Public Participation Techniques outlined on pages 34-35, the PTD regularly uses the following meeting types: Open House, Public Meeting, and Public Hearing.

Transit Changes at a Glance

CHANGE	FREQUENCY	PARTICIPATION	APPROVAL
A. Budget Based Service Levels	Annual	Public Review & Public Hearing. Reviewed by PTAB.	Assembly
B. Fare Changes	Annual	Public Review & Comment Period Reviewed by PTAB.	Assembly
C. Minor Service Change	Annual	Public Review & Public Hearing. Reviewed by PTAB.	N/A
D. Major Service Reduction	As needed	Public Review & Comment Period and Public Meeting. Reviewed by PTAB.	N/A
E. Program of Projects (POP)	Every 4 years in conjunction with TIP development		AMATS Policy Committee