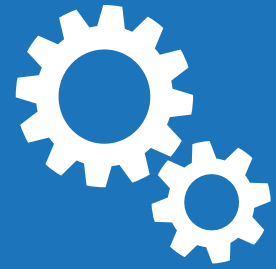


# Palm Beach TPA

## Public Participation Plan

**DRAFT**



**September 2020**  
[PalmBeachTPA.org](http://PalmBeachTPA.org)



**PALM BEACH**  
Transportation  
Planning Agency

301 Datura Street  
West Palm Beach, FL 33401  
Phone: 561.725.0800

The TPA website is the official form of notification for public meeting dates and details, and for public comment opportunities including comments on TPA draft documents and plans.



Adopted September 17, 2020

by the Palm Beach Transportation Planning Agency  
Governing Board

(Signature)

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Maria Marino, TPA Chair

Palm Beach Gardens Vice Chair

This document was made available for public review and comment for 45 days prior to adoption, and serves as an update to the Public Participation Plan adopted October 19, 2017.

The Palm Beach Metropolitan Planning Organization began doing business as the Palm Beach Transportation Planning Agency (TPA) in December 2017.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status.

For complaints, questions, or concerns about civil rights or nondiscrimination; to request a printed copy of a meeting agenda package; to request special accommodations under the Americans with Disabilities Act (ADA); or to request translation services at least five business days prior to a meeting (free of charge), please contact:

Malissa S. Booth  
Public Relations Manager  
Title VI and ADA Officer

Email: [MBooth@PalmBeachTPA.org](mailto:MBooth@PalmBeachTPA.org)  
Call: 561-725-0813

Deaf/hard of hearing individuals are requested to telephone the Florida Relay System at #711.

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# INTRODUCTION

## WHAT IS THE PALM BEACH TPA?

The Palm Beach Metropolitan Planning Organization (MPO) began doing business as the Palm Beach Transportation Planning Agency (TPA) in December 2017. The Palm Beach TPA serves as the designated metropolitan planning organization (MPO) for Palm Beach County, Florida. MPOs are government organizations mandated by the Federal Highway Act of 1973 to provide a cooperative, comprehensive, and continuing transportation planning and decision-making process. MPOs act as liaisons between local governments, communities, residents, and state and federal Departments of Transportation (DOTs). MPOs currently operate under 23 U.S.C. Section 134, 23 C.F.R. Section 450, and Section 339.175, Florida Statutes.

## WHAT DOES THE PALM BEACH TPA DO?

The Palm Beach TPA, created in 1977, plans, prioritizes and funds transportation projects and programs to implement its vision for a safe, efficient, and connected multimodal transportation system. The Palm Beach TPA serves all of Palm Beach County, Florida, and is considered a part of the Miami Urbanized Area.

The Palm Beach TPA is responsible for providing overall policy direction and oversight in the planning of short-term and long-range improvements to the transportation system for Palm Beach County, with open and fair participation from the public.



## THE GOAL OF THE PUBLIC PARTICIPATION PLAN

The TPA's goal for public participation is to **enable and encourage public awareness and input into the transportation planning and project prioritization process**. This is why the first task in both the Unified Planning Work Program and the TPA's Strategic Plan is "Engage the Public."

The Public Participation Plan establishes multi-media strategies anticipated to be used by the TPA to achieve this goal. The overall goal of the PPP is further refined by the following five objectives:

- Use regularly scheduled meetings of the TPA Governing Board, advisory committees (including sub or ad hoc committees) and the Local Coordinating Board as opportunities to inform, involve, and seek input from the public. Provide comprehensive coverage of business conducted at meetings.
- Use an array of strategies to engage the community, focusing on geographic and demographic diversity, and inclusion of minority and traditionally underrepresented populations. Continuously evaluate effectiveness of outreach strategies.
- Provide notice and opportunities for public understanding and review of TPA draft documents and proposed amendments. Provide and promote multiple opportunities for public comment.
- Promote and ensure access to traditionally underrepresented groups and communities, including low-income, minority, elderly, transportation disadvantaged, and those with limited English proficiency.
- Plan, promote and support public participation in the planning and prioritizing of transportation plans and issues concerning Palm Beach County and the Southeast Florida region.

# PARTICIPANTS IN TRANSPORTATION PLANNING

## PALM BEACH TPA PARTICIPANTS

The Palm Beach TPA serves as the transportation coordinating agency, working in conjunction with various federal, state, and local agencies. Stakeholders include the Florida Department of Transportation (FDOT), Palm Beach County (county government), municipalities located within Palm Beach County, transportation system providers, and members of the public.

Participants in Palm Beach TPA transportation planning include the following:

### TPA GOVERNING BOARD

The Palm Beach TPA Governing Board is comprised of locally elected officials who are appointed by their local government or agency plus one non-voting representative of the FDOT. This body has final decision-making authority for all plans and programs prepared by the TPA. The number and balance of positions on the TPA Governing Board are determined by federal regulation and Florida Statute and are updated as needed, based on U.S. Census data<sup>2</sup>.

A list of current TPA Governing Board members can be found on the TPA website: [PalmBeachTPA.org/Board](https://PalmBeachTPA.org/Board)



**TPA Governing Board Meetings:** Meetings are scheduled for the third Thursday of most months and begin at 9:00 AM. Check the website calendar ([PalmBeachTPA.org/calendar](https://PalmBeachTPA.org/calendar)) and the meeting links ([PalmBeachTPA.org/meeting](https://PalmBeachTPA.org/meeting)) for the current meeting schedule and details. Agendas and backup information are posted in advance of each meeting.

### ADVISORY COMMITTEES

The Palm Beach TPA has established three standing committees to provide focused input to the TPA Governing Board. These committees meet regularly throughout the year to advise the TPA based on their expertise, knowledge and perspective.

Check the website calendar ([PalmBeachTPA.org/calendar](https://PalmBeachTPA.org/calendar)) and the meeting page ([PalmBeachTPA.org/meeting](https://PalmBeachTPA.org/meeting)) for the current meeting schedules. Meeting agendas and backup information are posted in advance of each meeting.

### ACCESSIBLE TPA MEETING FACILITIES

The TPA office is located at 301 Datura Street, West Palm Beach, FL 33401. All in-person meetings and official activities of the TPA are held in the TPA office building or in buildings and locations that comply with accessibility standards according to the Americans with Disabilities Act (ADA).

The TPA office is located in downtown West Palm Beach, a very friendly area for pedestrians and bicyclists. The office is also easily accessible by transit including Palm Tran fixed route bus service, City of West Palm Beach trolley service, Tri-Rail and Brightline passenger rail services. Finally, ample public parking is available nearby for those who choose to drive to meetings.

A TPA Office Location Map is included as [Appendix B](#) to the TPA's Public Participation Plan (PPP).

## Technical Advisory Committee (TAC)

The TAC reviews and evaluates all technical work and findings of each transportation-related plan and program and makes recommendations to be presented to the TPA Governing Board.

The TAC is comprised of professional technical staff members—primarily planners and engineers—representing various local governments and other agencies within Palm Beach County. A list of current TAC members can be found on the TPA's website: [PalmBeachTPA.org/TAC](https://PalmBeachTPA.org/TAC).



**TAC Meetings:** Meetings are scheduled for the first Wednesday of most months at 9:00 AM. Check the website calendar ([PalmBeachTPA.org/calendar](https://PalmBeachTPA.org/calendar)) and the meeting links ([PalmBeachTPA.org/meeting](https://PalmBeachTPA.org/meeting)) for the current meeting schedule and details. Agendas and backup information are posted in advance of each meeting.

## Citizens Advisory Committee (CAC)

The CAC provides comments and recommendations to the TPA Governing Board with respect to draft transportation plans and concerns of various segments of the community. The Governing Board seeks to ensure representation on the CAC for minorities, the elderly and the disabled. Additionally, members are sought to represent environmental issues, business interests, the construction and development industry, the freight and goods movement industry, and private transportation providers, as well as the general public. A list of current CAC members can be found on the TPA's website at [PalmBeachTPA.org/CAC](https://PalmBeachTPA.org/CAC).



**CAC Meetings:** Meetings are scheduled for the first Wednesday of most months at 1:30 PM. Check the website calendar ([PalmBeachTPA.org/calendar](https://PalmBeachTPA.org/calendar)) and the meeting links at ([PalmBeachTPA.org/meeting](https://PalmBeachTPA.org/meeting)) for the current meeting schedule and details. Agendas and backup information are posted in advance of each meeting.

## Bicycle-Trailways-Pedestrian Advisory Committee (BTPAC)

The BTPAC provides technical review, comments and recommendations on specific transportation plans, programs, studies, and other appropriate documents and transportation issues. This committee's focus is on non-motorized modes of travel such as walking and bicycling, plus greenways and blueways travel facilities, and their interface with other modes of transportation. In addition to local government representatives, BTPAC members may include representatives of Palm Beach County's Florida Department of Health, the School District of Palm Beach County, law enforcement, bicycle advocacy groups, the disabled community and other entities as deemed appropriate by the TPA Governing Board. A list of current BTPAC members can be found on the TPA's website at [PalmBeachTPA.org/BTPAC](https://PalmBeachTPA.org/BTPAC).



**BTPAC Meetings:** Meetings are scheduled for the first Thursday of most months at 9:07 AM. Check the website calendar ([PalmBeachTPA.org/calendar](https://PalmBeachTPA.org/calendar)) and the meeting links ([PalmBeachTPA.org/meeting](https://PalmBeachTPA.org/meeting)) for the current meeting schedule and details. Agendas and backup information are posted in advance of each meeting.

## NON-ADVISORY BOARD

### Transportation Disadvantaged Local Coordinating Board (LCB)

The LCB focuses on the needs of Palm Beach County's transportation disadvantaged population, specifically older adults, persons with disabilities, persons of low income and children at-risk. The primary responsibilities of the LCB are to plan for and evaluate the paratransit service provided by Palm Tran, the local Community Transportation Coordinator (CTC) for Palm Beach County. The TPA seeks members who are users of these services, citizen advocates, and representatives of the agencies providing services to the transportation disadvantaged to serve on the LCB.

LCB meetings will be advertised by the TPA in local English and Spanish newspapers. See committee bylaws for more information at [PalmBeachTPA.org/LCB](http://PalmBeachTPA.org/LCB). All members of the public including transportation disadvantaged system users and caregivers are encouraged to attend LCB meetings and will be provided an opportunity on the agenda to offer public comments.



**LCB Meetings:** Meetings are scheduled quarterly and begin at 2:00 PM. Check the website calendar ([PalmBeachTPA.org/calendar](http://PalmBeachTPA.org/calendar)) and the meeting links ([PalmBeachTPA.org/meeting](http://PalmBeachTPA.org/meeting)) for the current meeting schedule and details. Agendas and backup information are posted in advance of each meeting.

## PUBLIC PARTICIPANTS

All members of the public are encouraged and welcome to participate in any public meetings or events hosted by the TPA.

Federal regulations related to planning, environmental justice and civil rights cite specific “interested parties” that are to be consulted and engaged in the metropolitan transportation planning process.

These groups and/or advocates may include, but are not limited to:

- Persons with limited English proficiency
- Representatives of the disabled
- Representatives of public transportation users
- Representatives of pedestrian facility users
- Representatives of bicycle facility users
- Representatives of low-income communities
- Representatives of minority communities
- Freight shippers and haulers
- Private providers of transportation
- Representatives of affected public agencies



**We**  
have an interest in  
transportation planning.  
**The TPA**  
offers many ways to get  
involved.





## Transportation Language

The Palm Beach TPA strives to replace biased terms commonly used in transportation language with objective terms in its work products and public outreach. This is in recognition that many terms indicate a pro-automobile bias that may be inconsistent with the TPA's intent to be inclusive of all constituents and transportation modes. To eliminate indicating favoritism of one group or mode at the expense of another, the TPA encourages the use of objective terms such as "widening" or "modification" vs. "improvement" or "enhancement."

## Underrepresented Communities

The TPA recognizes and values the diversity within the region as well as the importance of full and fair participation in the transportation decision-making process by those individuals and groups who have been traditionally underrepresented. The TPA routinely takes measures to engage and inform underserved populations including the following:

- Purchase of Spanish translated display advertising in a local newspaper whenever English ads are purchased in the Palm Beach Post
- Participation in community events in locations that target underrepresented residents

## Online Access

In an effort to make information on the TPA's website accessible to as many people as possible, an online translation tool has been incorporated into the TPA's website. Google Translate allows users to choose from more than 100 languages and is available at the top of each website page.

The TPA's website also allows for font size adjustments to accommodate the visually impaired.

The TPA typically provides closed captioning for virtual meetings or meetings with live online viewing access or posted video recordings of meetings.

## Equity and Nondiscrimination in Public Participation

The Palm Beach TPA solicits public participation without regard to race, color, national origin, age, sex, religion, disability or family status.

The TPA has adopted a Limited English Proficiency (LEP) Plan to be inclusive of those who have difficulty or are unable to read, write or speak English, and a Title VI and ADA Nondiscrimination Policy and Plan. A Title VI complaint form in English and Spanish is included.

Each of these documents is reviewed annually and updated as needed. The latest adopted versions are incorporated by reference as appendices to this Public Participation Plan.

## Requests for Special Accommodations and Complaints Procedure

Deaf/hard of hearing individuals are requested to telephone the Florida Relay System at #711.

For complaints, questions, or concerns about civil rights or nondiscrimination; to request special accommodations under the Americans with Disabilities Act (ADA); to request a printed copy of a meeting agenda; or to request translation services at least five business days prior to a meeting (free of charge), please contact Malissa S. Booth, Public Relations Manager, Title VI and ADA Officer, by email at [MBooth@PalmBeachTPA.org](mailto:MBooth@PalmBeachTPA.org) or by calling 561.725.0813.

Any complaints received by the TPA Public Relations Office are to receive a prompt response, with a target of no more than seven days. Anyone expressing a complaint may be referred by TPA staff to the complaint form available in both English and Spanish in the TPA's Title VI and ADA Nondiscrimination Policy and Plan.

# HOW-TO GUIDE FOR ADDRESSING THE TPA

Members of the public have opportunities to provide comments at each regular meeting of the Palm Beach Transportation Planning Agency (TPA) Governing Board, TPA advisory committees, or the Transportation Disadvantaged Local Coordinating Board (LCB). Those wishing to speak are requested to complete and provide to TPA staff a public comment card at the beginning of the meeting. Comments may be made under the General Comments section on the agenda, and/or on specific agenda items. This can be a very important opportunity to influence the recommendations and decisions of TPA Governing Board members, advisory committee members, or LCB members.

This guide provides a series of questions that will help determine if making comments at one of these meetings is the most effective strategy for the greatest impact. Think through these questions, and consider discussing them with other interested individuals or groups. Feel free to contact the TPA's Public Relations Manager to discuss them by phone, email or in person. Contact information can be found on the TPA's website, [PalmBeachTPA.org](http://PalmBeachTPA.org) and on [page 2](#) of this document.

## 1. WHAT DO YOU WANT TO ACCOMPLISH?

**I want to share information with the TPA.** Before doing this, you should determine if the members are already aware of your information. If so, do they need to hear it again? There may be value in repeating information to emphasize a position or opinion, but it may be repetitive and unnecessary.

**There's an action I want the TPA to take.** This is likely to be the most effective use of this opportunity. For example, if you want the TPA to include or remove a particular project from a plan or program, or you want them to hear a new idea or concept.

**I want to discuss an issue.** The format for public comments at TPA meetings is more of a formal structure than an informal dialogue. Members will hear public comments, but are unlikely to engage in much discussion.

## 2. BE SURE TO TALK TO THE RIGHT PEOPLE. DOES THE TPA HAVE THE AUTHORITY TO DO WHAT YOU'RE ASKING?

**Yes.** For example, you want the TPA to consider your comments on a Long-Range Transportation Plan (LRTP) or a Transportation Improvement Program (TIP) project.

**No.** For example, you may be concerned about a change in transit service, frustrated by the timing of a traffic signal, or wanting to report a cracked sidewalk. Please be aware that the TPA is not responsible for the day-to-day operation of any transportation services or maintenance of any facilities. The TPA staff will be happy to provide guidance to locate an appropriate contact for your issue.








## 3. ARE THERE OTHER STRATEGIES TO ACCOMPLISH YOUR PURPOSE?

**Yes,** I can talk with TPA Governing Board or advisory committee members on a one-to-one basis. Taking advantage of informal opportunities for discussing issues can be very effective. Discussing issues on an informal basis with TPA Governing Board members can effectively lay the groundwork for any formal comments you intend to provide at a future meeting.

**Yes,** I can participate in open working groups or provide public comments at advisory committee meetings. A great deal of work that supports the TPA's decisions goes on at the various advisory committee meetings. Observing those meetings, asking questions and making comments can be a good way to advance ideas.

**Yes,** I can submit written comments or complete an online public comment form. Those methods will allow public input to become a part of the record.

## IF THE PUBLIC PARTICIPATION OPPORTUNITY AT TPA MEETINGS IS TRULY THE BEST STRATEGY FOR YOU, MAKE SURE YOU CONSIDER THESE GUIDELINES:

-  **Figure out what you want the TPA to do**  
Have something specific in mind. If you don't, your comments may have less impact.
-  **Use the public participation opportunity wisely**  
Make sure you are making comments at times when they will have the most impact.
-  **Do your own evaluation**  
If you have presented comments a number of times, review the impact you may have made. If it's difficult to figure out, ask one or more TPA staff or members when your comments had the greatest impact.
-  **Be creative**  
Reading from a sheet of paper is a standard way to present comments. Consider also showing maps, providing a report that supports your position, or passing around photos of a problem area or service. Be prepared to pass around 25 copies of any handouts.
-  **Understand the power of numbers**  
An individual authorized to speak on behalf of an organization will carry the weight of that organization. Otherwise, you may wish to bring others who support your position to speak as well.
-  **Be succinct and to the point**  
Be respectful of the time limit allotted for public speakers, typically three minutes.
-  **Check in with public involvement staff members at the TPA**  
If you are unsure what you want the TPA to do or how best to present your information, check in with the TPA Public Relations Manager who can give you some tips.



### SUBSCRIBE TO TPA NOTICES!

Sign up to receive updates on the latest TPA happenings!

[PalmBeachTPA.org/newsletter](http://PalmBeachTPA.org/newsletter)

# PLANS AND PROGRAMS

## THE TRANSPORTATION PLANNING PROCESS

The Palm Beach TPA is responsible for preparing and adopting the following plans and programs according to the listed schedules for each. It is the TPA's goal that these plans are developed to include executive summaries and graphics where appropriate to help communicate plans to the public.

**The official form of public notification of a draft document available for review and comment is the TPA website: [PalmBeachTPA.org](https://PalmBeachTPA.org).**

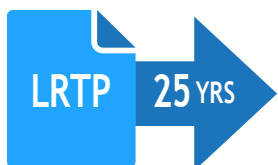
The TPA may choose to enhance public notification of draft documents and public comment opportunities through notifications in the TPA e-newsletter and social media and/or with purchases of newspaper display ads in the Palm Beach Post (a daily print and online publication with the widest circulation in Palm Beach County) and el Latino Semanal (a free weekly newspaper published in Spanish).

Options for providing public comments:

- Complete an online public comment form before any posted deadline
- Mail or deliver comments to the Palm Beach TPA office before any posted deadline
- Speak at the appropriate place on the agenda at any meeting of the TPA Governing Board, its advisory committees, or the Local Coordinating Board (LCB). Complete a public comment card by the beginning of the meeting and provide it to TPA staff to indicate the agenda item(s) on which the commenter wishes to speak.
- When wishing to speak during a virtual meeting, follow instructions of the online platform (or the phone if calling in) to notify the host when public comments are called for throughout the agenda. Once recognized to speak by the meeting Chair, you will be unmuted by the virtual meeting host to speak for the allotted time, typically three minutes.
- All speakers offering public comments must begin by stating their full name, address, and affiliation if authorized to represent an entity such as a government, agency, organization or association. Speakers are required to publicly identify themselves as lobbyists or vendors if applicable.

Options for viewing draft and adopted documents:

- View the TPA website at [PalmBeachTPA.org](https://PalmBeachTPA.org) on a personal computer or device, or on a publicly accessible computer such as those found in educational facilities and public libraries. The website will offer options to provide public comments including an online comment form for each draft document or plan during public comment periods prior to adoption.
- Contact the TPA to request accommodations to be provided with or view a printed copy, typically at the TPA office during regular business hours.



## LONG RANGE TRANSPORTATION PLAN

The Long Range Transportation Plan (LRTP) is a federal requirement to address future transportation needs within the Palm Beach TPA area for a minimum of 20 years (Palm Beach TPA typically plans for 25 years). The purpose is to plan a transportation system that safely and efficiently connects communities and port facilities (air, rail, and sea) within Palm Beach County and to other regions, other states, and the global economy. The LRTP is updated every five years to confirm the validity of the transportation plan, to ensure consistency with current and predicted transportation funding levels and land uses, and to reflect the changing public and political sentiment.

The Palm Beach TPA uses the LRTP to:

- ensure community values guide transportation investments
- estimate future needs and identify pedestrian, bicycle, transit, highway, and freight projects
- allocate transportation funds to projects and programs that address estimated needs consistent with established community values

The success of the LRTP is dependent upon an effective public outreach effort that fosters community interaction and informs the decision-making process. That process is guided by public sentiment about transportation investments to achieve the best possible mobility connections. The outcome is expanded public awareness of, and support for, the resulting plan.

The TPA will provide a summary, analysis and report on significant comments received in response to the draft/proposed LRTP as an appendix to the final LRTP. Comments received in response to draft/proposed LRTP amendments will be handled in the same manner.

When adoption of a major LRTP update is scheduled on an agenda, the Palm Beach TPA Governing Board will only vote to adopt or reject the LRTP as presented. A request to add a project that did not appear in the draft LRTP or to delete a project included in the draft LRTP that was made available for public review will be considered as an amendment to the LRTP on the agenda of a future meeting. This will allow for TPA staff analysis of the impacts of the requested change(s) and a supplemental public comment opportunity prior to potential action by the Governing Board.

### LONG RANGE TRANSPORTATION PLAN DETAILS

<b>Updated:</b>	Every 5 years
<b>Outlook:</b>	Minimum of 20 years (typically 25 years)
<b>Next Update:</b>	Fall 2024
<b>Adoption Process</b>	Reviewed by TAC, BTPAC, and CAC; adopted by TPA Governing Board
<b>Public Review and Comment Period:</b>	30 days
<b>Administrative Modifications:</b>	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates that do not require public review and comment per 23 CFR 450.104 are posted to TPA website
<b>Amendments:</b>	Reviewed by TAC, BTPAC, and CAC; adopted by TPA Governing Board <b>Public Review and Comment Period:</b> 14 days



## LIST OF PRIORITY PROJECTS

Section 339.175(8), Florida Statutes, requires the TPA to annually adopt a list of transportation system priority projects for use in developing the FDOT Five-Year Work Program and TIP. These projects are consistent with the TPA's adopted LRTP and further the TPA's vision of a safe, efficient, and connected multimodal transportation system.

### LIST OF PRIORITY PROJECTS DETAILS

Updated:	Annually
Outlook:	Five years
Next Update:	Annually in July
Adoption Process:	Reviewed by TAC, BTPAC, and CAC; adopted by TPA Governing Board
Public Review and Comment Period:	14 days
Amendments:	Reviewed by TAC, BTPAC and CAC; adopted by TPA Governing Board Public Review and Comment Period: 14 days

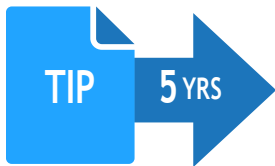


## FDOT FIVE YEAR WORK PROGRAM

The Florida Department of Transportation (FDOT) develops the Draft Tentative Five Year Work Program based in part on the TPA's List of Priority Projects and then presents it to the TPA to determine the necessity of making any changes to projects and to hear requests for new projects to be added to, or existing projects to be deleted from, the program.

### FDOT FIVE YEAR WORK PROGRAM DETAILS

Updated:	Annually
Outlook:	Five years
Next Update:	Annually in October
Adoption Process:	Reviewed by TAC, BTPAC, and CAC; endorsed by the TPA Governing Board; adopted by the Florida Secretary of Transportation on July 1 annually.
Public Review and Comment Period:	Public hearings are held in each of the seven FDOT transportation districts, and a statewide public hearing is held by the Florida Transportation Commission. All formal public participation efforts and requirements for the Five Year Work Program are the responsibility of the FDOT.
Amendments:	Certain project changes (additions, deletions, deferrals, etc.) within the first year of the adopted Work Program require approval by the Executive Office of the Governor (EOG). There is not typically public participation in these changes.



## TRANSPORTATION IMPROVEMENT PROGRAM

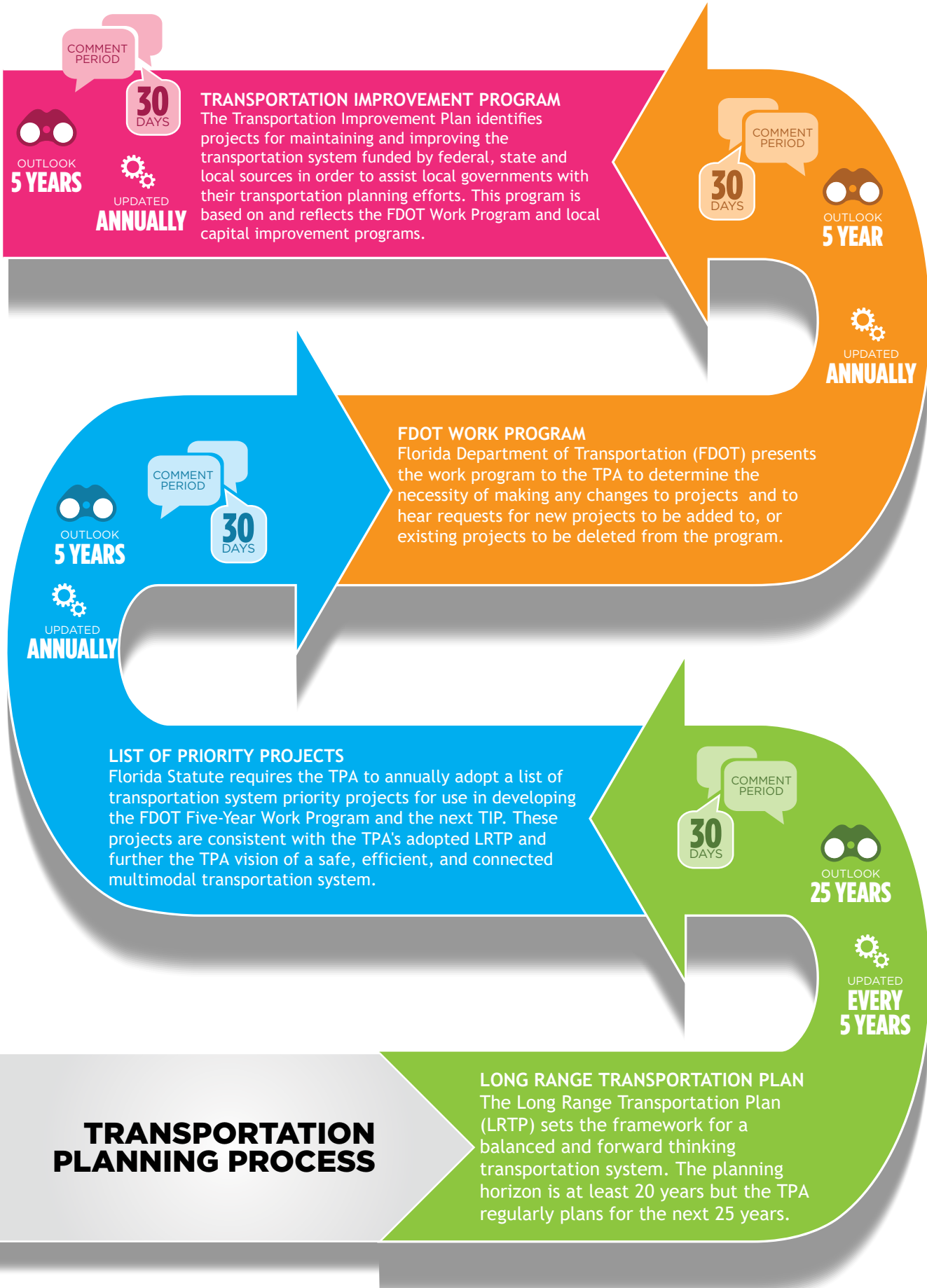
The Transportation Improvement Program (TIP) is mandated by Title 23 and Title 49, U.S. Code, and Section 339.175(6), Florida Statutes. It contains all regionally significant transportation investments to all modes of travel in Palm Beach County, programmed for the upcoming five years, plus many locally funded transportation projects for informational purposes. It is updated each year to incorporate those projects in the List of Priority Projects having the highest priority and an ability to be funded within the next five-year period. Each project includes a description, funding source, and programmed amount for each project phase. From a policy perspective, the TIP is particularly important because it reflects the priorities and implementation schedule for state, county, and municipal transportation system projects.

The TPA will provide a summary, analysis and report on significant comments received in response to the draft/proposed TIP as an appendix to the final TIP. Comments received in response to draft/proposed TIP amendments will be handled in the same manner.

When adoption of the annual update to the TIP is scheduled on an agenda, the Palm Beach TPA Governing Board will only vote to adopt or reject the TIP as presented. A request to add a project that did not appear in the draft TIP or to delete a project included in the draft TIP that was made available for public review will be considered as an amendment to the TIP on the agenda of a future meeting. This will allow for TPA staff analysis of the impacts of the requested change(s) and a supplemental public comment opportunity prior to potential action by the Governing Board.

TRANSPORTATION IMPROVEMENT PLAN DETAILS	
Updated:	Annually
Outlook:	Five years
Next Update:	Annually in June
Adoption Process	Reviewed by TAC, BTPAC, and CAC; adopted by TPA Governing Board
Public Review and Comment Period:	30 days
Administrative Modifications:	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates that do not require public review and comment per 23 CFR 450.104 are posted to TPA website. Changes to locally funded projects are considered administrative modifications.
Amendments:	Amendments to the TIP as defined by 23 CFR 450.104 and 23 CFR 450.328 are recommended by TAC, BTPAC, and CAC; adopted by TPA Governing Board  Public Review and Comment Period: 14 days







# ADMINISTRATIVE PLANS

Administrative plans are prepared by the Palm Beach TPA as guidance for how the organization operates. Some of these plans are required by Federal Regulation or State Statute, and others are produced at the option of the TPA to provide clarity of purpose and a sense of priority to responsibilities and actions.



## UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) is required by Titles 23 and 49, U.S. Code. It serves as the budget and business plan for the TPA, showing the intended use of federal planning funds and identifying activities and programs to accomplish the TPA's goals.

UNIFIED PLANNING WORK PROGRAM DETAILS	
Updated:	Every two years
Outlook:	Two years
Next Update:	In May of even years
Adoption Process:	Reviewed by TAC, BTPAC and CAC; adopted by TPA Governing Board
Public Review and Comment Period:	30 days
Administrative Modifications:	Changes that do not impact the approved FHWA and FTA budget, or do not change the scope of the FHWA and FTA funded work task(s) or do not add or delete a work task(s) are posted to the TPA website
Amendments:	Recommended by TAC, and CAC; adopted by TPA Governing Board Public Review and Comment Period: 14 days



## TPA OPERATING PROCEDURES

Providing opportunities for public participation in transportation planning is mandated by both federal and state regulations.

Adopted for the first time in 2020, the TPA Operating Procedures consolidated the former TPA Governing Board and advisory committee bylaws into a single document. This allows for common definitions and content to be managed more efficiently. Additionally, the Operating Procedures establish emergency powers to allow the TPA to conduct virtual meetings when permitted during an emergency and to authorize the Chair to approve and/or amend certain essential TPA documents when the TPA is unable to conduct a board meeting in person or virtually.

### TPA OPERATING PROCEDURES

<b>Updated:</b>	As needed
<b>Outlook:</b>	No expiration date
<b>Next Update:</b>	As needed
<b>Adoption Process:</b>	Adopted by TPA Governing Board
<b>Typical Public Review and Comment Period:</b>	N/A
<b>Administrative Modifications:</b>	Posted to TPA website
<b>Amendments:</b>	<b>Adoption Process:</b> Adoption by TPA Governing Board <b>Public Review and Comment Period:</b> 7 days



## STRATEGIC PLAN

The Palm Beach TPA established its first 5-Year Strategic Plan in 2016 to clarify its mission and vision and to set a guide to measure progress toward achieving its short-term goals and objectives. The vision of a safe, efficient, and connected multimodal transportation system inspires the TPA's mission to collaboratively plan, prioritize, and fund the transportation system. The annual Strategic Plan defines specific, incremental steps (strategies) that will be initiated, monitored for progress, and annually reported to the TPA Governing Board and the public.

Several benefits are derived from developing and implementing the Strategic Plan. TPA Governing Board priorities are clearly communicated for the TPA Executive Director and staff to follow. Metrics are established for measuring progress on each priority to achieve the strategic objectives in an efficient and cost-effective manner. Transparency and accountability are provided to the public, the partnering organizations, and the member agencies of the TPA.

### STRATEGIC PLAN DETAILS

<b>Updated:</b>	Annually
<b>Outlook:</b>	One Fiscal Year (July 1 to June 30)
<b>Next Update:</b>	Annually in July
<b>Adoption Process:</b>	Reviewed by TAC, BTPAC and CAC; adopted by TPA Governing Board
<b>Public Review and Comment Period:</b>	No official public review period; public comment is continuously accepted
<b>Administrative Modifications:</b>	Posted to TPA Website
<b>Amendments:</b>	Reviewed by TAC, BTPAC and CAC; adopted by TPA Governing Board <b>Public Review and Comment Period:</b> Comments are continuously accepted.



## PUBLIC PARTICIPATION PLAN

Providing opportunities for public participation in transportation planning is a federal requirement, including a 45-day review period for the creation and amendment of a public participation plan.

This PPP outlines strategies anticipated to be used and continually evaluated by the Palm Beach TPA to enhance public participation in its transportation planning. This document assists the TPA in carrying out its mission in an open process that provides complete information, timely public notice, full public access and input to key decisions, and support for early and continued public participation.

### PUBLIC PARTICIPATION PLAN DETAILS

<b>Updated:</b>	As needed
<b>Outlook:</b>	No expiration date
<b>Adoption Process:</b>	Recommended by TAC and CAC; adopted by TPA Governing Board
<b>Public Review and Comment Period:</b>	45 days
<b>Administrative Modifications as determined by TPA staff:</b>	Posted to TPA Website
<b>Amendments that propose policy or substantive changes:</b>	Recommended by TAC and CAC; adopted by TPA Governing Board <b>Public Review and Comment Period: 45 days</b>



## TRANSPORTATION DISADVANTAGED SERVICE PLAN

The Transportation Disadvantaged Service Plan (TDSP) is required by Sections 427.011-017, Florida Statutes. It is created collaboratively by the TPA, as the Designated Official Planning Agency (DOPA), and the TPA-designated Community Transportation Coordinator (CTC). The TDSP is developed in accordance with state legislative requirements and criteria established by the Florida Commission for the Transportation Disadvantaged (CTD).

The mission of the CTD is to ensure the availability of efficient, cost-effective, and quality transportation services for transportation disadvantaged individuals. "Transportation disadvantaged" means those persons who because of physical or mental disability, income status or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk.

The TPA-designated Community Transportation Coordinator (CTC) is the Palm Beach County Board of County Commissioners. Through Palm Tran, they provide both the fixed-route bus service and door-to-door paratransit service to eligible riders through Palm Tran Connection.

The TDSP is updated annually and is a tactical plan containing development, service, and quality assurance components. The TPA jointly updates the TDSP with the CTC and the LCB. The TPA is responsible to ensure the TDSP is completed, updated annually, and approved by the LCB.

### TRANSPORTATION DISADVANTAGED SERVICE PLAN DETAILS

<b>Updated:</b>	Annually
<b>Outlook:</b>	Five Years
<b>Next Update:</b>	Annually in June
<b>Adoption Process:</b>	Approved by the Local Coordinating Board (LCB)
<b>Public Review and Comment Period:</b>	7 days, as prescribed by the CTD
<b>Administrative Modifications:</b>	Posted to TPA website
<b>Amendments:</b>	Adopted by the Local Coordinating Board (LCB) Public Review and Comment Period: 7 days



## SPECIAL STUDIES

From time to time, the TPA will lead a special study, authorized through the United Planning Work Program (UPWP), to develop a greater understanding of transportation needs and public desires for a specific area or transportation corridor, and to propose improvements. Each study provides a unique opportunity for public participation in discussing the issues, conceiving potential improvements, and commenting on any final recommendations that may result.

### SPECIAL STUDIES DETAILS

**Occurrence:** As needed

**Time Frame:** Schedules tailored for the needs of the study and key participants

**Public Review and Comment Period:** Public comment is accepted throughout each study



## LIMITED ENGLISH PROFICIENCY (LEP) PLAN

The Limited English Proficiency (LEP) Plan references multiple federal requirements to ensure individuals with limited English proficiency have meaningful access to the transportation planning process. Those are individuals for whom English is not their primary language and who have a limited ability to read, speak, write or understand English. The TPA's LEP Plan defines a limited English proficient person and describes the process for determining the need to provide LEP services. The most recently adopted LEP Plan shall be included as an appendix to the TPA's Public Participation Plan (PPP), even if the LEP Plan is more recently adopted.

A current copy of the TPA's LEP can be found in [Appendix C](#).

### LIMITED ENGLISH PROFICIENCY (LEP) PLAN DETAILS

**Updated:** As needed

**Outlook:** No expiration date

**Adoption Process:** Typically recommended by CAC; adoption by TPA Governing Board

**Public Review and Comment Period:** None



## TITLE VI AND ADA NONDISCRIMINATION POLICY AND PLAN

The Title VI and ADA Nondiscrimination Policy and Plan references multiple federal requirements to outline the policies and processes used by the TPA to prevent discrimination against individuals or populations in the transportation planning process and to describe the TPA's complaint procedures for persons with Limited English Proficiency and persons with disabilities. The most recently adopted Title VI and ADA Nondiscrimination Policy and Plan shall be included as an appendix to the TPA's Public Participation Plan (PPP), even if the Policy and Plan is more recently adopted.

A current copy of the TPA's Title VI and ADA Nondiscrimination Policy and Plan can be found in [Appendix D](#).

### TITLE VI AND ADA NONDISCRIMINATION POLICY AND PLAN DETAILS

Updated:	As needed
Outlook:	No expiration date
Adoption Process:	Typically recommended by CAC; adoption by TPA Governing Board
Public Review and Comment Period:	None

## **APPENDIX A**

### **GLOSSARY OF TERMS**



## **APPENDIX B**

### **TPA OFFICE LOCATION MAP**

This appendix shall include/reference the current version of this document

## **APPENDIX C**

### **TPA LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

This appendix shall include/reference the current version of this document

**APPENDIX D**  
**TPA TITLE VI AND ADA NONDISCRIMINATION**  
**POLICY AND PLAN**

This appendix shall include/reference the current version of this document



**PALM BEACH**  
Transportation  
Planning Agency