

**TPO Outreach Plan
Summary of Changes
April 24, 2018**

Page 4 – Figure 1 moved and text added:

The Planning Process

Figure 1 shows an overview of the TPO planning process. While the complete process is far more complex, this diagram offers a general summary of the planning procedures and components that result in our current transportation system.

Page 5 – text changed to revise planning area description: It has grown significantly over time to cover all of Knox County and parts of Anderson, Blount, Loudon, Roane and Sevier counties, including several cities and towns shown in the map in Figure 2.

Page 6 – text changed in paragraph following Figure 2: These plans require adequate public outreach in their development.

Page 6 – text changed in last paragraph in Outreach and Accountability to the Public section to include Technical Committee: Another way the TPO answers to the public is through the Technical Committee and Executive Board. The Technical Committee is primarily made up of planners and engineers from member cities and counties. They review plans and policies before they are sent to the Executive Board and are active in implementation of plans and programs. Elected and appointed officials from city and county jurisdictions within the TPO planning area serve as Executive Board members. These locally elected officials are directly accountable to their constituents and are authorized to act on TPO plans and other matters related to the TPO planning and programming process.

Page 10 – text changed in Commitment to Identify and Test New Methods section to avoid redundancy: However, the needs of the public are continuously changing, which requires an agency that is constantly rethinking how it engages with those it serves.

Page 11 – text changed in second paragraph of Use of Shorter Documents or Executive Summaries section: Those topics can be addressed in each highlight article and shared via appropriate websites, social media accounts, newsletters, and partner agencies.

Page 12 – text added in Social Media section to reference Appendix D: The TPO's Social Media Policy is included in Appendix D.

Page 14 – text changed in Public Meeting Notice section: Ten to 14 days prior to the public meeting, announcements will be disseminated.

Pages 15-19 – text changed in all Public Meeting Notice sections: Ten to 14 days prior to the public meeting, paid media advertisement and/or a public notice will be published in appropriate local newspapers.

Pages 15-19 – endnote added: ² Comment periods can be noticed separately from public meetings. When the amount of time required for a comment period is longer than the amount of time required for a public meeting notice, the comment period will be noticed separately from the public meeting.

Page 15 – text added directly above Adopting a New TIP table: The TIP can be amended or adjusted as a result of changes in funding or need. Administrative adjustments to the TIP do not require a specific outreach plan as they are minor changes. Clarification on which changes are considered adjustments and amendments can be found in Appendix E. The current TIP is available for viewing online as well as at the TPO office.

Page 16 – text added and changed in Amending the TIP table – Comment Period:

- For projects exempt from air quality conformity, the public comment period for TIP amendments will be ten to 14 days prior to the public meeting.
- A **minimum of 30 days** is required prior to adoption for TIP amendments that involve projects non-exempt from air quality conformity and projects that require a short air quality conformity determination.

Page 16 – endnote added: ⁴ Unexpected needs and circumstances sometimes necessitate amendments to the TIP. To accommodate these needs, amendments can be presented to the Technical Committee at a regularly scheduled meeting and adopted by the Executive Board at the next regularly scheduled meeting. Both meetings are open to the public. The proposed amendment will be included in any public meeting notices published for the Executive Board meeting. The public comment period will begin with public notice and conclude at the Executive Board meeting at which the change is adopted.

Page 17 – text removed from Summary of Comments Received section: Written and verbal comments are summarized and incorporated into the final TIP.