

Appendix D

Public Participation Meeting Worksheet

Prior to developing any transportation project, MVRPC staff should consider the following information when designing a project specific public participation meeting:

1. Develop the Public Participation Meeting schedule of activities
2. Determine the specific goals and objectives that public participation is to accomplish.

3. Identify the appropriate stakeholders that either might be interested in participating or whose involvement is necessary in order to achieve the objectives.

4. Select technique(s) for interacting with the public that is most appropriate and will achieve the project specific goals and objectives.

5. Select the most appropriate method to notifying stakeholders with the desired information.

6. Conduct the appropriate public involvement techniques.

7. Determine how the techniques are to be evaluated.

8. Incorporate the results of the involvement into the plan, document, special study or project.

Project: _____

Today's Date: _____

Staff: _____