

PUBLIC ENGAGEMENT PLAN



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Libreng ibinibigay sa mga miyembro ng komunidad ang **suporta sa pagsasalin para sa mga dokumentong** HRPDC at HRTPO. Para sa tulong, kumontak kay Quan McLaurin (qmclaurin@hrpdcva.gov, 757-420-8300).



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The Honorable Angelia Williams Graves

MEMBERS OF THE VIRGINIA HOUSE OF DELEGATES

The Honorable Jeion A. Ward
The Honorable Bonita G. Anthony

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FREIGHT TRANSPORTATION ADVISORY COMMITTEE

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Report Documentation

Title

Public Engagement Plan

Report Date

January 2026

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Many thanks and acknowledgements to the HRPDC/HRTPO Principals, regional planners, engineers, staff, and stakeholders who regularly collaborate to build a brighter future for Hampton Roads!

Message from Regional Leadership



To the Hampton Roads Community,

Regional planning is a collaborative process that brings together government officials, community leaders, and residents to develop a shared vision for the future of our region. With our 17 communities across Hampton Roads working together, we have and will continue to address critical regional challenges in a coordinated and effective way.

Your input is crucial to the success of regional planning. We encourage you to participate in public meetings, provide feedback on proposed plans, and share your ideas for improving our community. By working together, we can create a brighter future for Hampton Roads.



ROBERT A. CRUM, JR.
EXECUTIVE DIRECTOR, HRPDC/MRTPO

Hampton Roads Quick Facts

1.8 Million People

17 Localities

**15 Military Installations,
Including the World's Largest
Naval Base**

Home to NATO

**Over 100 Miles of Biking and
Pedestrian Trails**

Almost 4,000 Miles of Coastline

Policy Statement

Hampton Roads is home to an expansive range of people with varying backgrounds and needs. The Hampton Roads Planning District Commission and the Hampton Roads Transportation Planning Organization actively consider Hampton Roads' community members' wide range of needs and perspectives in the conceptualization, preparation, and execution of regional planning projects. In a commitment to the public involvement process, the HRPDC and HRTPO actively strive to engage with the public on regionally significant activities and projects.

The HRPDC and HRTPO assure that no person shall, on the grounds of race, color, national origin, disability, sex, age, or income status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259) and subsequent non-discrimination laws and related authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

The HRPDC and HRTPO assure that every effort will be made to ensure nondiscrimination in all its programs and activities, regardless of whether federally funded or not. If the HRPDC and HRTPO distribute federal aid funds to another governmental entity, the HRPDC and HRTPO will include Title VI language in all written agreements and monitor for compliance. The HRPDC and HRTPO Executive Director is responsible for ensuring the implementation of the organization's Title VI Plan. The Title VI Coordinator, under the supervision of the Executive Director, is responsible for coordinating the overall administration of the Title VI, LEP Plan, Public Engagement Plan, and assurances.

Regional Planning

What is a Planning District Commission?

Virginia Planning District Commissions (PDCs) are regional organizations established under the Regional Cooperation Act of Virginia. They collaborate with local governments, businesses, and residents and are vital in addressing critical regional issues such as land use, transportation, and economic development. By listening to the community's needs and concerns, PDCs help create plans and policies that reflect local priorities. They also provide resources and expertise to support local governments in making informed decisions. Through the Regional Cooperation Act, PDCs facilitate regional collaboration and ensure that communities have a collective voice in shaping their region's development, fostering a better quality of life for all.

The **Hampton Roads Planning District Commission (HRPDC)** serves as a forum for regional cooperation and collaboration amongst the following 17 Hampton Roads jurisdictions:

17 Localities	Hampton Roads	1.75 Million People
City of Chesapeake City of Franklin Gloucester County City of Portsmouth Town of Smithfield Southampton County	City of Hampton Isle of Wight County James City County City of Suffolk Surry County City of Virginia Beach	City of Newport News City of Norfolk City of Poquoson City of Williamsburg York County



Regional Planning

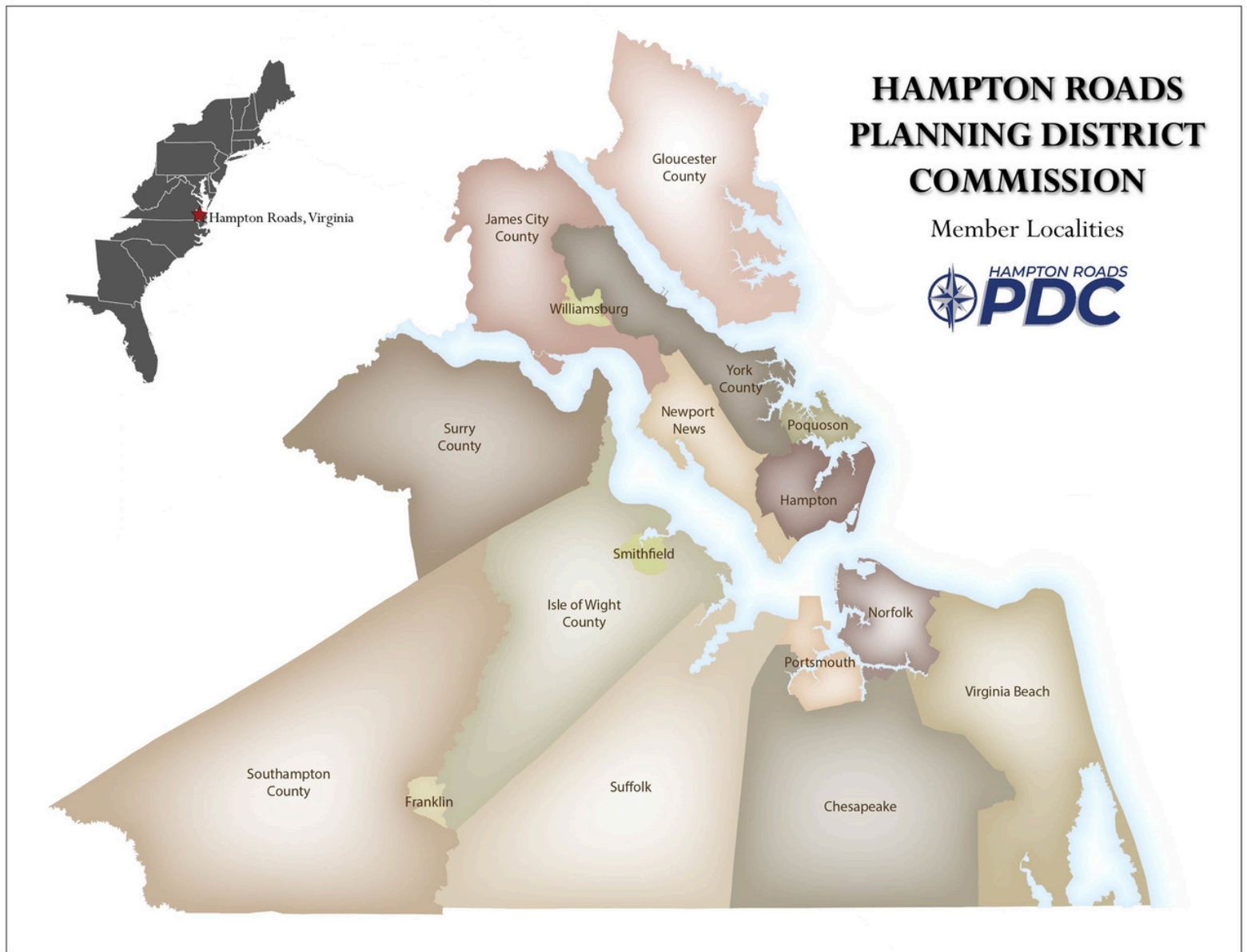


Figure 1: The above map depicts the HRPDC Member Localities.

Regional Planning

What is a Metropolitan Planning Organization?

Metropolitan Planning Organizations (MPOs) were established by the federal government to provide a regional forum for transportation planning based on a region’s shared vision of the future. As the Metropolitan Planning Organization (MPO) for Hampton Roads, the HRTPO is responsible for guiding transportation investments across 15 diverse jurisdictions and serving nearly 1.8 million residents. HRTPO serves as a forum for collaboration and technical resources, helping communities prepare for the future while ensuring transportation works for everyone.

The voting membership of the HRTPO Board is as follows:

15 Localities	Hampton Roads	1.74 Million People
City of Chesapeake City of Franklin Gloucester County City of Portsmouth Southampton County	City of Hampton Isle of Wight County James City County City of Suffolk City of Virginia Beach	City of Newport News City of Norfolk City of Poquoson City of Williamsburg York County

Additionally, representatives and stakeholders from the following groups are active non-voting participants of the HRTPO Board.

Federal Aviation Administration (FAA) Federal Highway Administration (FHWA) Virginia Department of Aviation (VDOA) Virginia Department of Rail and Public Transportation (DRPT)	Federal Transit Administration (FTA) Norfolk Airport Authority (NAA) Virginia Department of Transportation (VDOT) Virginia Port Authority (VPA)	Peninsula Airport Commission (PAC) Transportation District Commission of Hampton Roads (TDCHR) Williamsburg Area Transit Authority (WATA)
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Regional Planning

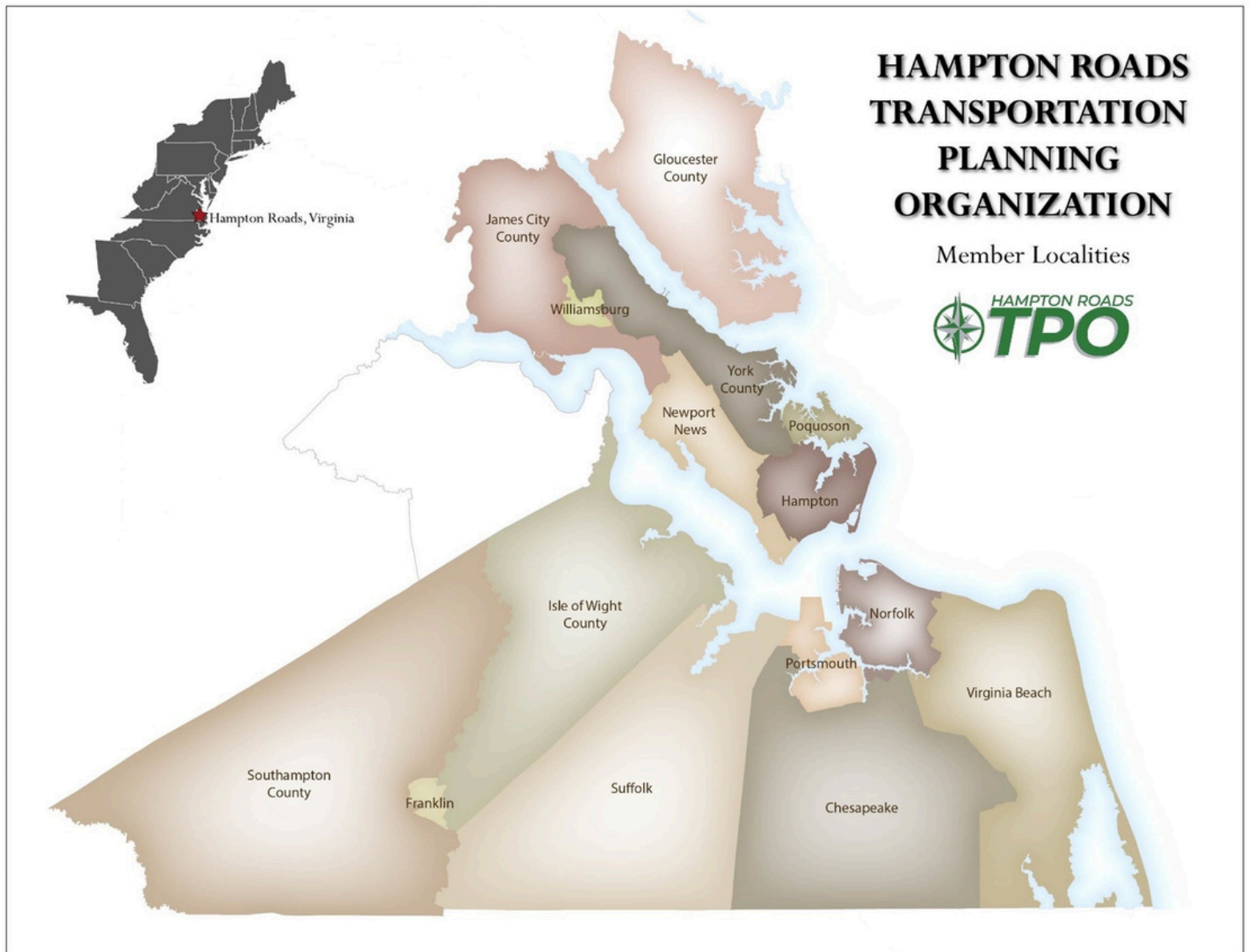


Figure 2: The above map depicts the HRTPO Member Localities.

Regional Planning

Boards and Committees

The **HRPDC and HRTPO Board** are comprised of elected officials from each member jurisdiction and representatives from associated technical stakeholders.

Advisory Committees, including the Chief Administrative Officers (CAOs), Community Advisory Committee (CAC), Freight Transportation Advisory Committee (FTAC), Regional Transportation Advisory Committee (RTAP), and Transportation Technical Advisory Committee (TTAC), help advise and support the HRPDC and HRTPO board in their decision-making

The following pages are regional maps depicting HRPDC and HRTPO member localities and metropolitan planning boundaries.



Regional Planning

The Relationship Between the HRPDC and HRTPO

The HRPDC promotes regional cooperation and collaboration between government, private sector, and community organizations to improve the quality of life for residents in Hampton Roads. HRPDC provides staff support to the HRTPO and assumes the administrative responsibility for assuring Title VI compliance for all federally funded programs administered by the agency.

The HRTPO coordinates transportation plans, programs, and policies as the MPO for Hampton Roads, establishing a setting for effective regional transportation decision-making, identifying and evaluating transportation alternatives, identifying and monitoring performance measure targets, and involving the public in the transportation planning process. The HRPDC supports the HRTPO through a Memorandum of Understanding (MOU) for staff support services.

The HRPDC is one of 21 PDCs designated by the Commonwealth of Virginia to foster intergovernmental cooperation by bringing together elected and appointed officials and members of the public to discuss common needs and determine solutions to regional issues. The HRTPO is one of 15 federally designated MPOs in the Commonwealth of Virginia to coordinate, enhance, and promote regional transportation planning. The HRPDC and HRTPO have MOUs for the HRPDC to provide planning and administrative staff and serve as the fiscal agent for the HRTPO.

The HRPDC's work program outlines the activities that the HRPDC staff plan to undertake in support of the Commission and the member localities. The Commission approves this work program annually at its May meeting, ahead of the upcoming fiscal year.

HRTPO responsibilities, including programs, activities, products, budgets, and revenue sources, are outlined in the HRTPO Unified Planning Work Program (UPWP). The work program and budget for HRTPO is typically approved annually at their policy board meeting in May, ahead of the upcoming fiscal year.

Oversight responsibilities for the HRPDC fall under the purview of the Commission. Oversight responsibilities for the HRTPO, including public involvement activities that support the metropolitan transportation planning process, fall under the purview of the HRTPO policy board.

HRPDC/HRTPO Organizational Structure

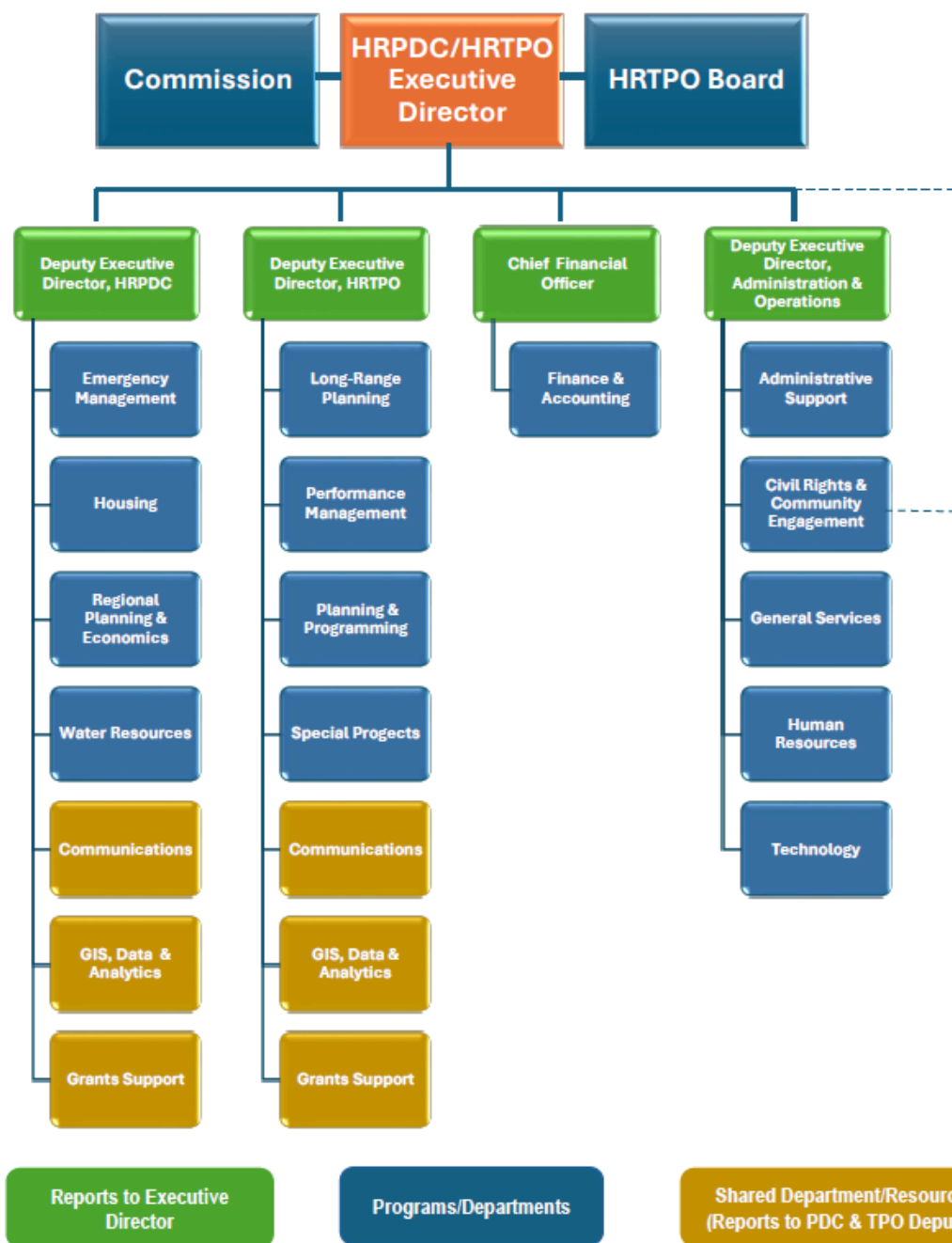


Figure 3: The above chart depicts the HRPDC/HRTPO Organizational Structure as of 2025.

Public Engagement

What is Public Engagement?

Public engagement refers to community members actively getting involved in decisions that affect where they live, work, and play. Public engagement is about having a say in how things are planned and developed in their areas.

A public engagement plan is like a roadmap that outlines how everyone can participate, share ideas, and contribute to making decisions together. It lays out ways for people from all walks of life to be heard, through various means including, but not limited to, meetings, surveys, workshops, or digital platforms.

Guidance for Public Engagement

Connection

The HRPDC and HRTPO value the input of those who live, work, and play in Hampton Roads. This is why the agency continues to make a concerted effort to intentionally foster relationships and connections that build trust and credibility between those tasked with planning and the communities being planned for. While it is impossible to connect with almost all 1.8 million residents of Hampton Roads on every initiative and process, it is important that the agency positions itself and fosters connections that allow efforts to reverberate through many different subsectors of Hampton Roads. Some examples of how the HRPDC and HRTPO aims to foster these connections are as follows:

- Seek input from and engage communities impacted by planning efforts as early as possible.
- Utilize the [International Association for Public Participation's \(IAP2\) Public Participation Spectrum](#) as a reference and guide for the HRPDC/HRTPO's public engagement efforts. The figure below references IAP2's Public Participation Spectrum and provides examples of how each type of public engagement may be achieved.

Public Engagement

- It is important to note that no single method of public engagement is superior to another. The different methods should be utilized depending on the content and goal associated with the topic being communicated with the public.

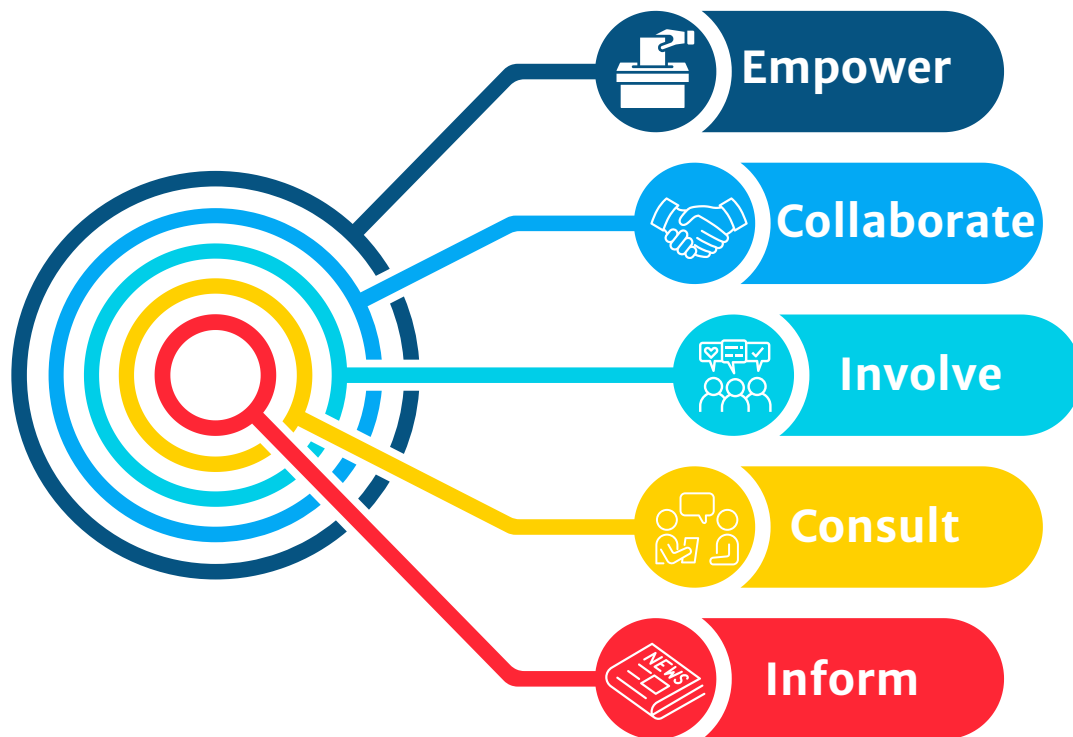


Figure 4: The above graphic provides a visualization of the IAP2's Public Participation Spectrum. Please note that no single method of public engagement is superior to another.

Public Engagement

Inform	Consult	Involve	Collaborate	Empower
fact sheets, websites, open houses	public comment, focus groups, surveys, public meetings	workshops, deliberate polling	community advisory committee, consensus building, participatory decision making	community juries, ballots, delegated decisions, direct decision making ability

Figure 5: The above chart provides examples of the type of engagement techniques categorized within the IAP2's Public Participation Spectrum.

Access

One of the biggest deterrents to public engagement is a lack of accessibility. Obstacles to accessibility may include physical impediments, location, meeting or content format, language, digestibility of the content, and other obstacles that may impede or deter members of the public from engaging with the planning process. The HRPDC and HRTPO are committed to regularly reviewing public engagement methods for accessibility and adjusting accordingly. Some of the ways that the HRPDC and HRTPO accomplish this are listed below.

- Provide public engagement opportunities that are clear and easily accessible to the public.
- Provide different and varying opportunities for input to mitigate any barriers to engagement with the regional planning process.
- Where appropriate and possible, incorporate visualization techniques to make information more digestible for members of the public less familiar with the technical aspects of planning.
- Provide resources and support for accessibility accommodations, including translation and interpretation services for those who do not fluently communicate in English.

Public Engagement

- Prioritize meeting locations compliant with the Americans with Disabilities Act (ADA) and physically accessible by the public, including those with physical disabilities that may require additional accommodation.

The HRPDC and HRTPO's public meetings are accessible for most people with physical disabilities, are near public transportation when appropriate and possible, and are in spaces the public can gain access to for the meeting. The HRPDC and HRTPO understand that accessibility can be a deterrent to public engagement and strive to remove potential obstacles where possible.

Any members of the public who need accommodation to engage with the planning process should email the HRPDC Title VI Coordinator at TitleVI@hrpdcva.gov. To better accommodate needs, requests should be submitted at least 48 hours in advance of the meeting or engagement opportunity. Public notices and public meeting notices will include text informing the public that accommodations and translation support are available. The full ADA policy statement can be found in the appendix of this document.

Meaningful

- Provide opportunities for engagement that move beyond the state- and federally-mandated requirements but seek to engage the Hampton Roads community in the planning process in meaningful ways that respect the integrity of the planning process and the importance of the public's input.
- Ensure that public engagement opportunities provided are meaningful and useful.
- Respect and consider all feedback received from members of the public, interested parties, and stakeholders.
- Regularly assess current outreach and engagement efforts to determine if adjustments can be made to solicit better engagement from the public. This includes trying and adapting new methods and technologies where appropriate.

Planning For All

We're aware that effective planning for Hampton Roads means considering the needs of everyone. Hence, the HRPDC and HRTPO strive to make the regional planning process collaborative for the region's various communities.

With a better understanding of how planning affects our communities for generations, and how it directly impacts well-being, our planners are continually working to ensure that input from the region's diverse communities are included, and that outreach methods consider the populations that are being focused on.

There are a few ways that the HRPDC and HRTPO aim to build meaningful connections and gather this input.

- Building relationships with community-based organizations, civic leagues, and community leaders.
- Attending and speaking at events in diverse communities across the region.
- Utilizing appropriate data sources, including American Community Survey (ACS) and Census data, community explorer and mapping tools, and local insights to determine which communities need additional outreach and assistance in connecting with regional planning efforts.
- Emphasizing the importance of public input from Hampton Roads' various communities.
- Actively and continually evaluating the composition of HRPDC and HRTPO advisory groups and committees for membership representative of the region.
- Listening to and evaluating the feedback presented from communities and incorporating that into not only the planning process, but also the overall conversations related to the development of Hampton Roads.

Planning For All

Language Access

The HRPDC and HRTPO are committed to ensuring that regional planning efforts are available to the public, including those who may not be proficient in their use of the English language. To learn more about how we prioritize equity in all of our planning efforts, please check out our [Title VI and LEP Plan](#),

The HRPDC and HRTPO ensure “I Speak Cards” are available at the front desk. Additionally, members of the public may request translation or language accommodation services by contacting the Title VI Coordinator at TitleVI@hrpdcva.gov. All public notices and public meeting notices will include information on obtaining language assistance. To better accommodate needs, requests should be submitted at least 48 hours in advance of the meeting or engagement opportunity.



Figure 6: The above graphic is an example “I Speak Card”. These cards are used as tools to ensure individuals with limited English proficiency are able to still access planning services.

HRPDC and HRTPO Departments

As the regional convener for the Hampton Roads planning district, which includes 17 localities and almost 1.8 million people, the various departments and program areas of the HRPDC and HRTPO play an integral role in facilitating regional collaboration and communications. To effectively plan for such a large region, different departments within the agency collaborate with federal, state, and local governments, agencies, stakeholders, and the community to work toward a more inclusive, accessible, and equitable future.

Emergency Management (EM)

The HRPDC Emergency Management (EM) department serves as a resource to foster and support local and regional strategies that will complement existing emergency management programs in cities and counties throughout Hampton Roads. The department aims to help build partnerships that encourage regional cooperation.

Areas of Focus

- Cybersecurity Planning
- Emergency Interoperable Communications
- Emergency Response Planning
- Regional Hazard Mitigation Planning
- Regional Emergency Response and Communications
- Threat/Hazard Identification

Committees

- All Hazards Advisory Committee (AHAC)
- Hampton Roads Cybersecurity Subcommittee
- Hampton Roads Interoperability Committee

Emergency Management-Related Resources

- Ready.gov
- Virginia Department of Emergency Management (VDEM)
- Virginia Know Your Zone
- Get Flood Fluent



HRPDC and HRTPO Departments

Environmental Education

The HRPDC Environmental Education department manages the regional askHRgreen.org program, Hampton Roads' go-to resource for all things green from recycling tips and pointers for keeping local waterways clean, to water-saving ideas and simple steps to make local living easy on the environment. askHRgreen.org is an award-winning regional environmental education and public outreach initiative administered through the HRPDC and powered by the following members: The Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the Counties of Gloucester, Isle of Wight, James City, Southampton, Surry, and York; the Town of Smithfield; and the Hampton Roads Sanitation District (HRSD).

Areas of Focus

- [Clean Communities](#)
- [Clean Water & Waterways](#)
- [Great American Cleanup](#)
- [Green Education](#)
- [Green Homes & Businesses](#)
- [Recycling & Reusing](#)
- [Low-Impact Landscaping](#)

Committees

- [Fats, Oils, and Grease \(FOG\)](#)
- [Recycling and Beautification](#)
- [Stormwater Education](#)
- [Water Awareness](#)

Environmental Education-Related Resources

- [Bay Star Businesses](#)
- [Bay Star Homes](#)
- [Environmental Education Mini-Grant Program](#)
- [Cigarette Waste Receptacle Grant Program](#)



HRPDC and HRTPO Departments

Environmental Education-Related Resources

- [Help to Others \(H2O\) Water Assistance Program](#)
- [Pet Waste Station Grant Program](#)

To stay informed about the latest green news and how to become an environmental steward, askHRgreen.org has made it easy to connect via [Facebook](#), [Instagram](#), [YouTube](#), or the program [blog](#), written by environmental experts from the region.



HRPDC and HRTPO Departments

Housing and Human Services

The HRPDC collaborates with local government agencies and non-profit organizations to coordinate local initiatives on housing and human services issues to develop effective and efficient solutions to our region's housing and human service needs. The HRPDC is involved in a variety of housing and human service activities aimed at improving the quality of life for Hampton Roads residents, such as affordable housing, services and programs for the persons with disabilities, and services for seniors.

Areas of Focus

- [Homebuyer Assistance Programs](#)
- [Hampton Roads Loan Fund Partnership](#)

Committees and Working Groups

- [Hampton Roads Housing Consortium \(HRHC\)](#)
- [Hampton Roads Disabilities Board \(HRDB\)](#)
- [Regional Housing Workgroup](#)

Housing-Related Resources

- [Department of Housing and Community Development \(DHCD\)](#)
- [US Department of Housing and Urban Development \(HUD\)](#)
- [Housing Forward Virginia](#)
- [Virginia Housing Alliance](#)
- [Housing Presentations](#)
- [Federal Trade Commission \(FTC\)](#)
- [Virginia Housing](#)



HRPDC and HRTPO Departments

Long-Range Transportation Planning

Transportation systems that can effectively move people and goods are necessary for thriving communities, and having access to reliable transportation options is essential in improving the quality of life. When considering transportation investments, it is important to identify not only short-term needs but also long-term investments. To accomplish this, the HRTPO develops the Long-Range Transportation Plan (LRTP), a long-range regional blueprint, to help guide multimodal transportation investments that promote system efficiency while maximizing the use of scarce transportation resources.

LRTPs have a planning horizon of at least twenty years and are updated regularly (every five years in Hampton Roads) to reflect changing conditions and priorities such as growth forecasts, anticipated travel demand, advancements in transportation technology, and potential impacts to/from the environment. LRTPs focus on all modes of travel, including highways, transit, and regional bicycle/walking trails. The regional plan identifies transportation needs and a realistic way to fund projects that will help improve congestion, safety, reliability, and access for everyone.

Areas of Focus

There are many areas of focus in a comprehensive LRTP, such as improving accessibility, reliability, safety, travel options, and ensuring our top priorities are resilient and can stand the test of time. The links below point to key information and approaches for the LRTP.

- [Long Range Transportation Plan](#)
- [Scenario Planning](#)
- [Project Prioritization](#)
- [Regional Priority Projects](#)
- [Regional Transportation Conformity](#)
- [Travel Demand Modeling](#)



HRPDC and HRTPO Departments

Committees

- [Long-Range Transportation Plan Subcommittee](#)

LRTP-Related Resources

- [2050 Long-Range Transportation Plan](#)
- 2050 LRTP Story Map (anticipated mid-2026)
- [2050 LRTP Transportation Vulnerability Assessment](#)
- [LRTP Metaverse](#)

For specific public comment time periods related to updates, modifications, or amendments to the LRTP or Transportation Improvement Program, as well as feedback opportunities related to Regional Transportation Conformity, please refer to **Timelines for Public Feedback** in the Appendix section of this document on page 41.



HRPDC and HRTPO Departments

Multi-Modal Research and Analysis

To serve its member agencies and improve transportation in Hampton Roads, HRTPO staff conduct research and analysis for a variety of modes and sectors.

Areas of Focus

- [Active Transportation](#)
- [Hurricane Evacuation](#)
- [Public Transportation](#)
- [Passenger Rail](#)
- [Special Studies](#)

Committees

- [Active Transportation Subcommittee \(ATS\)](#)
- [goCommute Subcommittee \(gCS\)](#)
- [Regional Transit Advisory Panel \(RTAP\)](#)



HRPDC and HRTPO Departments

Performance Management

According to the Federal Highway Administration (FHWA), performance management is a strategic approach that uses system information to make investment and policy decisions to achieve performance goals. While FHWA and federal legislation have emphasized performance management in recent years, HRTPO has based its planning and programming process on performance management for many years.

Areas of Focus

- Regional Performance Measures & Targets
- Annual System Performance Reports
- Congestion Management Process
- Special Transportation Studies
- Performance-Based Project Selection
- Military Transportation
- Freight Planning
- Roadway Safety
- Sea Level Rise/Resiliency Impacts on the Transportation System
- Intelligent Transportation Systems/Transportation Operations

Committees

- Freight Transportation Advisory Committee (FTAC)
- Hampton Roads Transportation Operations (HRTTO) Subcommittee

Performance Management-Related Resources

- Congestion Management Overview
- Annual Roadway Performance Report Mapping Resources



HRPDC and HRTPO Departments

Regional Planning and Economics

The HRPDC helps Hampton Roads thrive through data and planning. HRPDC Economics staff provide reports, forecasts, and data analysis to keep everyone informed about the regional economy. Additionally, planners tackle various projects like expanding internet access in rural areas, maintaining regional solid waste management plans, and helping cities prepare sites for new businesses. For many projects, staff utilize Geographic Information Systems (GIS) to create detailed maps that inform decision-making.

Areas of Focus

- [Economic Development](#)
- [Economic Forecasting](#)
- [Expanding Rural Access to High-Speed Internet](#)
- [Hampton Roads Benchmarking Study](#)
- [Hampton Roads Economic Monthly](#)
- [Regional Economic Development Strategy](#)
- [Solid Waste Planning](#)

Planning and Economics-Related Resources

- [Economic and Planning Presentations](#)
- [Economic and Planning Reports](#)
- [Economic Monthly Reports](#)
- [Data and Maps](#)
- [Regional Solid Waste Management Plan](#)



HRPDC and HRTPO Departments

Transportation Improvement Program (TIP)

The TIP serves as a four-year roadmap for transportation investments in Hampton Roads. The TIP is developed in collaboration with state and local transportation agencies, transit providers, member localities, and the public.

Areas of Focus

- [Financial Plan](#)
- [Funding](#)
- [TIP Performance Measures \(TIP Overview - Section I-8\)](#)
- [TIP Revisions: TIP Amendments and Administrative Modifications](#)
- [Regional Transportation Conformity](#)

Committees

- [Transportation Programming Subcommittee \(TPS\)](#)

TIP-Related Resources

- [Browse by UPC Project Number](#)
- [FY 2024-2027 TIP Report Document](#)
- [Interactive Project Map](#)
- [Sample TIP Project Summary Sheet](#)
- [TIP Development Process](#)
- [TIP Public Involvement Process](#)

For specific public comment time periods related to modifications or amendments to the TIP, please refer to Timelines for Public Feedback in the Appendix section of this document on page 41.



HRPDC and HRTPO Departments

Water Resources

Much of the natural beauty, history, economic development, and special characteristics that define Hampton Roads can be directly attributed to water. The Water Resources department collaborates with technical staff from each member locality as well as other state and local partners to protect and ensure the future of water for Hampton Roads.

Areas of Focus

- [Coastal Resources](#)
- [Coastal Resiliency](#)
- [Climate Pollution Reduction Grant \(CPRG\)](#)
- [Drinking Water and Wastewater](#)
- [Stormwater](#)
- [Water Access Planning](#)
- [Water Quality](#)

Committees and Associated Working Groups

- [Capacity Team](#)
- [Coastal Resiliency Committee](#)
- [Directors of Utilities Committee](#)
- [HRSD SWIFT/Potomac Aquifer Recharge Oversight Committee \(PAROC\)](#)
- [Regional Environmental Committee](#)

Water Resources-Related Resources

- [Coastal Resources Reports](#)
- [Fish, Swim, Play](#)
- [Regional Strategic Plan for Public Access to Waterways](#)
- [Regional Water Supply Plan](#)
- [Relative Sea Level Rise Trends](#)
- [Roadway Flooding Sensors](#)
- [Sea Level Rise Viewing Tools](#)
- [Stormwater Training](#)
- [U.S. Sea Level Rise Report Cards](#)



HRPDC and HRTPO Departments

HRTPO Responsibilities as the Metropolitan Planning Organization

This Public Engagement Plan is not intended to be an exhaustive listing of all the planning functions and responsibilities that the HRTPO has as the MPO for Hampton Roads. There are additional federal and state responsibilities and requirements for the MPO that are not listed in this document such as Hampton Roads Regional Transportation Conformity, Annual Obligation Report, and TIP Self - Certification. This is in an effort to make this document a clear and concise guide for the public on how to engage further with the HRTPO and HRPDC.

For a comprehensive and updated listing of HRTPO planning processes and requirements please reference the Unified Planning Work Program (UPWP) or contact the Deputy Executive Director for the HRTPO, Pavithra Parthasarathi, at pparthasarathi@hrtpo.org.



Engage with Regional Planning

The following is an overview of the avenues and methods available for engaging with HRPDC and HRTPO planning processes. For specific timetables related to public engagement, please reference the Process in the Appendix section of this document or contact the HRPDC Title VI liaison at titlevi@hrpdcva.gov.

Calendar

All public meetings are included on the [HRPDC calendar](#) and the [HRTPO calendar](#) to **inform** the public about upcoming meetings. Additionally, associated agenda items, links to recordings, and minutes can be referenced in the respective calendars. Public meeting notices are also posted in the Regional Building office.

E-Newsletter

The HRPDC and HRTPO release a monthly E-Newsletter that any member of the public can subscribe to, and all HRPDC and HRTPO committee members are automatically enrolled in. The E-Newsletter **informs** subscribers about regionally-significant planning and updates.

Focus Groups and Forums

The HRPDC and HRTPO will periodically hold focus groups and forums to provide community members and stakeholders the opportunity to share their insights, **consult** with, and be directly involved in planning efforts.



Engage with Regional Planning

HRPDC and HRTPO Advisory Committees

Community Advisory Committee (CAC) – The CAC is comprised of community representatives from Hampton Roads' member jurisdictions and serves as an advisory committee to the HRPDC and HRTPO Board. Members are provided with the opportunity to **collaborate** with agency staff on upcoming, current, and future regional planning. The committee is briefed on various cyclical planning efforts such as the LRTP, TIP, and the Regional Legislative Agenda. Feedback and updates from the committee are regularly communicated to the HRPDC and HRTPO Board by the CAC Chair.

Freight Transportation Advisory Committee (FTAC) – The FTAC is a committee of the HRTPO focused on advocating for the smooth movement of freight in the region. Established in 2009, it brings together industry leaders and stakeholders to raise awareness of freight issues and ensure they are considered in regional transportation planning. The committee works to educate and **inform** the public and policymakers about the importance of efficient freight transportation to the region's economic health.

Regional Transit Advisory Panel (RTAP) – The HRTPO established the RTAP in response to a provision in the bills (House Bill 1726 & Senate Bill 1038) passed by the Virginia General Assembly during the 2020 session creating the Hampton Roads Regional Transit Fund or (HRRTF), a dedicated fund to create and support an interconnected network of 13 regional backbone routes known as the 757 Express. This panel brings together a



Engage with Regional Planning

HRPDC and HRTPO Advisory Committees

diverse group of representatives including the three Hampton Roads transit agencies, major business and industry groups, major employers, shopping destinations, tourist destinations, institutions of higher education, military installations, hospitals and health care centers, real estate groups, public transit agencies, air travel industry, and community groups. They advise and **collaborate** on the long-term vision for a connected network of public transportation options across Hampton Roads. The RTAP's input will be crucial for in establishing a multimodal regional public transit network in Hampton Roads.

Transportation Technical Advisory Committee (TTAC) – The HRTPO relies on the TTAC to provide recommendations and technical support on regional transportation planning and programming processes. TTAC members also provide technical assistance and recommendations for improving the efficiency, effectiveness, and transparency of HRTPO plans, programs, and procedures. These meetings are open to any members of the public, are often streamed live, and recordings are made available on the Regional Connection YouTube [channel](#) for the public to easily access.



Engage with Regional Planning

HRPDC and HRTPO Meetings

The HRPDC is comprised of member jurisdiction leaders and elected officials and the HRTPO Board is comprised of member jurisdiction elected officials, technical stakeholders, and partner agencies. The Commission and HRTPO Board meet regularly, and all meetings are open to the public and are often streamed live for the public to easily access. Depending on the topics being covered, these meetings can serve to **inform, consult, or involve** the public in the planning process.

In-Person Outreach Events

Often the best way to connect with community members is to directly engage with them face-to-face. Throughout the year, HRPDC and HRTPO staff organize and attend multiple public outreach events across the Hampton Roads region.

In-Person Speaking Engagements

Staff members from the HRPDC and HRTPO will regularly present at and engage with community groups, community-based organizations, locality workshops, and conferences to **inform** and **consult** with the public about ongoing regional planning. In-person speaking engagements allow for staff to directly provide information and context to ongoing planning and resources, while also providing an opportunity for immediate and direct feedback.



Engage with Regional Planning

Public Notices

The [HRPDC](#) and [HRTPO](#) regularly release public notices to **inform** the public about current decisions, proposals, surveys, public comment periods, or upcoming planning projects that could affect the community. This allows the public to respond to the planning process with public comments and for the associated project staff liaison to incorporate or respond to the input.

Public Comment

Public comments are an integral part of the planning process. Any member of the public can provide their input about a proposed project, initiative, or aspect of the planning process that the HRPDC or HRTPO is considering. Public comments are recorded and integrated into the official record of the associated meeting, project, or topic the public comment references. This is the most accessible form of providing input and allows the public to **consult** with the respective planning agency.

Public comments can be provided to the HRPDC and/or HRTPO in a few ways.

Email – public comments can be emailed to the staff liaison for the associated project or topic, or directly to TitleVI@hrpdcva.gov.

In Person – public comments can be provided audibly at any public meeting.

Mail – public comments can be mailed to the HRPDC or HRTPO by addressing the feedback to the following address:

HRPDC
The Regional Building
723 Woodlake Drive
Chesapeake, VA 23320

Phone – public comments can be provided over the phone either to the staff liaison for the associated project or topic, or to 757-420-8300.

Engage with Regional Planning

Some Tips for Effective Public Comments

- Specifically reference the topic or project that the feedback is being provided for. This will help staff better address feedback and associate it with the appropriate project.
- Provide any alternative solutions that may not have been provided for the proposed plan. Members of the public are often more intimately familiar with their communities and any potential nuances that could impact the efficacy of a proposed plan, and thus may have insight that technical staff are not immediately privy to.
- Provide the feedback as soon as possible. Projects and plans are often multiyear processes. The earlier that planners receive input, the more impact it can have to the process.

Social Media

The HRPDC and HRTPO utilize a few different social media platforms to **consult** with and **inform** the public about the latest updates from the HRPDC and HRTPO. As technology and the ability to utilize tools like social media continue to evolve, the HRPDC and HRTPO aim to continue leveraging these resources for public engagement. Some of the platforms that the HRPDC and HRTPO use are Facebook ([/hrpdcva](#) & [/hrt pova](#)), LinkedIn ([HRPDC](#) & [HRTPO](#)), YouTube ([@HRPDC_HRTPO](#)), and [Nextdoor](#).



Engage with Regional Planning

Virtual Engagement

The HRPDC and HRTPO are always seeking ways to leverage the ever-evolving landscape of technology to make public engagement more accessible. While in-person engagement is often preferred, the COVID-19 global pandemic taught many to diversify their approach. The HRPDC and HRTPO have used the following tools to better connect with the public in Hampton Roads.

L RTP Metaverse – A virtual platform that informs and consults participants about the Long-Range Transportation Plan and directly provides their input to the process.

Meetings in a Minute – At the end of HRPDC and HRTPO Board meetings, the Executive Director records a video message reviewing the highlights. These videos are then disseminated to the HRPDC and HRTPO distribution lists to inform those who cannot attend or watch the meetings in real time.

Virtual and Hybrid Meetings – The HRPDC and HRTPO regularly utilize video conferencing platforms (Microsoft Teams, Zoom, etc.) to host virtual or hybrid meetings. This allows participants to join remotely and still participate in the process. Please note that the HRPDC and HRTPO must conform to all Commonwealth of Virginia Freedom of Information Act (FOIA) guidelines, including those related to remote video conferencing, when conducting meetings. To ensure that the HRPDC and HRTPO follow FOIA guidelines, an internal remote participation policy is adhered to for public virtual or hybrid meetings.

Measuring Efficacy of Engagement Efforts

An essential aspect of effective public outreach is measuring the effectiveness of the methods and revising them based on experience, feedback, and outcomes. The HRPDC and HRTPO understand that no single outreach method is right for every planning effort, and that meaningful engagement can look different based on the circumstances.

Effective and meaningful engagement is not determined solely by quantitative factors such as the number of attendees at an event or the number of responses to a survey, but also by qualitative factors such as the level of detail provided in a public comment or how comfortable a member of the public feels to provide constructive feedback to the agency. To help track public engagement, the HRPDC and HRTPO have adopted the Post Engagement Activity Form below, which is used by staff when possible and appropriate. Information collected from this form will be reported periodically, updated in this document's appendix, and on the HRPDC and HRTPO websites.

In addition, the HRPDC and HRTPO will continue to track digital engagement efforts via social media, surveys, and other platforms.

Post Engagement Activity Form

This form tracks engagement for the HRPDC and HRTPO. After participating in an engagement event, the HRPDC/HRTPO staff can use this form to report event-related metrics and general information.

An engagement activity is considered any effort by organizational staff to inform, consult, involve, collaborate, or generally engage with members of the public about regional or organizational planning efforts. This can be in-person tabling events, webinars open to the public, virtual activities, public information presentations, meetings intended for the public, or other activities in which organizational staff are attempting to engage members of the public.

For support with this form, please contact Quan McLaurin (qmclaurin@hrpdcva.gov)

Name of the engagement activity

Appendix

Acronyms

ACS - American Community Survey
ADA – Americans with Disability Act
AHAC – All Hazards Advisory Committee
CAC – Community Advisory Committee
CAO – Chief Administrative Officer
CBPA – Chesapeake Bay Preservation Area
DRPT – Virginia Department of Rail and Public Transportation
EM – Emergency Management
FAA – Federal Aviation Administration
FHWA – Federal Highway Administration
FOIA – Freedom of Information Act
FOG – Fats, Oils, and Grease
FTA – Federal Transit Administration
FTAC – Freight Transportation Advisory Committee
GIS – Geographic Information Systems
H2O – Help to Others Program
HRPDC – Hampton Roads Planning District Commission
HRSD – Hampton Roads Sanitation District
HRTPO – Hampton Roads Transportation Planning Organization
IAP2 – International Association of Public Participation
LRTP – Long-Range Transportation Plan
MPA – Metropolitan Planning Area
MPO – Metropolitan Planning Organization
NAA – Norfolk Airport Authority
PAC – Peninsula Airport Commission
RTAP – Regional Transportation Advisory Panel
TDCHR – Transportation District Commission of Hampton Roads
TIP – Transportation Improvement Program
TTAC – Transportation Technical Advisory Committee
UPWP - Unified Planning Work Program
VDEM – Virginia Department of Emergency Management
VDOA – Virginia Department of Aviation
VDOT – Virginia Department of Transportation
VPA – Virginia Port Authority
WATA – Williamsburg Area Transit Authority

Appendix

Glossary

ACS Census Data—The American Community Survey (ACS) collects detailed information about the U.S. population annually. It covers social, economic, housing, and demographic characteristics, providing a more current picture than the full decennial census.

I Speak Cards—I Speak Cards help people who don't speak English well communicate their preferred language for interpretation services. They typically display a phrase in English and another language stating that the person needs an interpreter.

MPA—the geographic region where an MPO (Metropolitan Planning Organization) is responsible for planning transportation projects. It includes the city and nearby areas expected to grow and need transportation improvements.

MPO—means the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

Appendix

Americans With Disabilities Statement

In accordance with the Americans with Disabilities Act (ADA), the HRPDC and HRTPO will strive to provide reasonable accommodations and services for persons who require special assistance to participate in the public involvement process. Services for persons with hearing or speech loss are available through the Virginia Relay System at 7-1-1, 1-866-894-4116 (voice) or 1-866-246-9300 (TTY).

For assistance with the Virginia Relay System or with services for persons with a physical disability, such as those who are visually or reading disabled, please contact the HPRDC/HRTPO Title VI Liaison at (757)-420-8300. We request that you provide reasonable notice for requests. The HRPDC and HRTPO will coordinate with the Virginia Disabilities Services Council to provide assistance.

Appendix

The Process

The HRTPO public involvement process reviews transportation plans and programs as they are developed and before they go through HRTPO's approval process. The information included in this section provides HRTPO's procedures for informing and engaging the public and interested parties.

Reasonable Opportunity for Review and Comment

The opportunity to review and comment on HRTPO documents, plans, and programs is

- posted on the HRTPO website
- publicized via media advisories to regional news providers
- messaged to HRTPO's list of interested parties
- distributed to the member jurisdictions
- advertised at the office location
- e-mailed to partner organizations for posting at their locations

Timelines for Public Feedback

The HRTPO invites public review and comment on the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and related regional conformity actions. The windows below indicate the minimum comment periods.

LRTP and TIP Revisions

The LRTP and TIP have three different types of revisions: Full Updates, Amendments, Administrative Modifications.

Full Updates of the LRTP and TIP introduce new plan/program years and occur every five years for the LRTP and every three years for the TIP. LRTP full updates span multiple years and include extensive stakeholder collaboration and public input during the plan development. TIP updates also require close coordination with regional stakeholders and the Virginia Department of Transportation.

Appendix

LRTP and TIP Revisions

Full updates to both the LRTP and TIP require a demonstration of fiscal constraint, a Regional Conformity Assessment (RCA), and a conformity demonstration. Public review periods include at least **30 days for the LRTP fiscally constrained project list, 30 days for the full TIP document, and 14 days for the TIP project list.** A public notice for full updates will be posted on the HRTPO website. All comments will be considered.

Amendment means a major revision to the LRTP or TIP. This includes adding or deleting a regionally significant project, major changes to project or phase costs, major changes in design concept or scope (e.g., significantly changing project termini or the number of through traffic lanes), and major changes in project or phase initiation dates. An amendment requires a demonstration of fiscal constraint and a public review and comment period of at least **14 days** before HRTPO Board action. For amendments that are not exempt from conformity, an RCA and conformity determination are also required. A public notice regarding the proposed amendment will be posted on the HRTPO website. All comments will be considered.

Administrative Modification means a minor revision to the LRTP or TIP. This includes minor changes to project or phase costs, minor changes to funding sources of previously included projects, and minor changes to project or phase initiation dates. An administrative modification does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination.

Regional Conformity Assessments

In Hampton Roads, RCAs are required for updates and amendments (regionally significant, non-exempt) to the LRTP and TIP. These requirements include consultation, demonstration of fiscal constraint, and public review (initiated by a public notice posted to the HRTPO website). The HRTPO provides no less than **14 days to review the draft RCA and related materials**, which may run concurrently with LRTP/TIP planning efforts/actions.

Appendix

HRTPO Reports and Special Studies

For special studies and reports developed by HRTPO staff, the HRTPO provides at least **14 days** for public review and comment.

HRPDC Reports and Special Studies

For special studies and reports developed by HRPDC staff, the HRPDC provides at least **14 days** for public review and comment.

Additional Review and Comment Periods

If any final draft plan or program significantly changes during a public review and comment period, as outlined in this Public Engagement Plan, an additional review and comment period will be provided.

Comment Documentation and Distribution

Comments for LRTP, TIP, and PEP updates are consolidated in summary format and included in the agenda packets for the appropriate corresponding meetings of the HRPDC and HRTPO Board, their advisory committees, and each referenced document. The summary of the comments is made available to the public through the HRPDC and HRTPO websites or by e-mail/mail upon request.

Public Comment at Meetings

In accordance with the Virginia Freedom of Information Act, all meetings of the HRPDC and HRTPO Board and its advisory committees and subcommittees shall be open to the public unless lawfully convened into a closed session in accordance with the Act. Any member of the public may submit written comments. Public comments are recorded in the minutes and conveyed to other planning partners as needed.

Appendix

Public Notices for Meetings

Meetings of the HRPDC and HRTPO Board, as well as those of its advisory committees and associated subcommittees, are advertised in accordance with the provisions of the Virginia Freedom of Information Act. Such notices provide the date, time, and location of the meeting and are posted in the reception area of the Regional Office Building in Chesapeake. A notice is also posted on the HRPDC and HRTPO website and in the HRPDC and HRTPO newsletter.

Public Engagement Plan

The Public Engagement Plan (PEP) (previously known as the Public Participation Plan) is developed in consultation with all interested parties. In accordance with federal regulations, at least a **45-day public review** and comment period on the draft PEP is provided, and comments are considered as the document is finalized.

Freedom of Information Act (FOIA)

The HRPDC and HRTPO comply with all associated Virginia Freedom of Information Act (FOIA) regulations and requirements. Additionally, the HRPDC and HRTPO regularly update the FOIA guidance for the organization and consult with expert resources, such as the Virginia FOIA Advisory Council.

All FOIA requests for the HRPDC and HRTPO can be submitted to Matthew Klepeisz, HRPDC/HRTPO Communications Administrator, at mklepeisz@hrpdcva.gov.

Additional Resources

- Hampton Roads Planning District Commission Freedom of Information Act (FOIA) Statement of Rights and Responsibilities
- Public Meetings Under Freedom of Information (FOIA)

Appendix

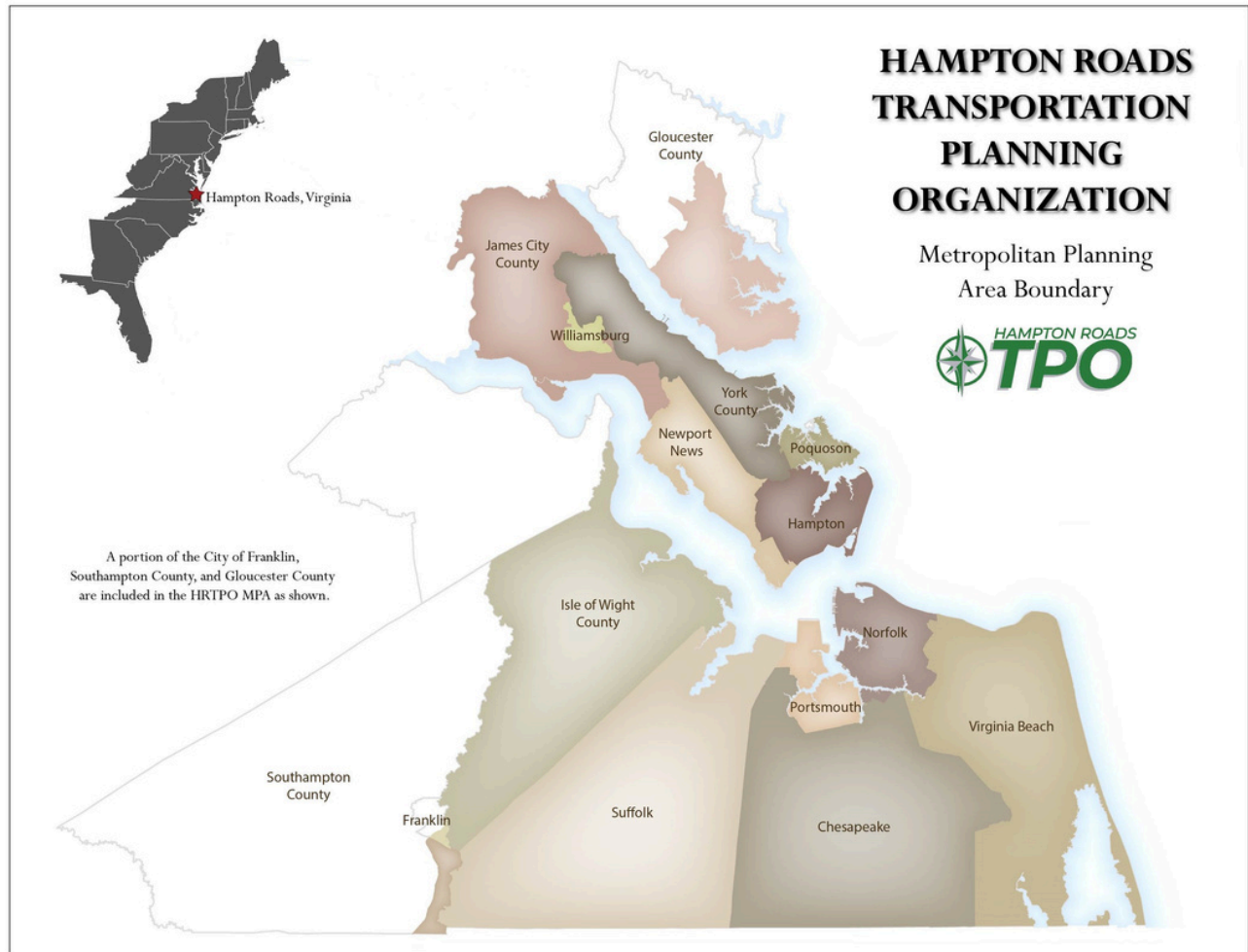


Figure 8: The above map depicts the HRTPO Metropolitan Planning Area (MPA) boundaries.

The Metropolitan Planning Area (MPA) is the geographical area in which the metropolitan transportation planning and programming process is carried out. At a minimum, it includes the urbanized area designated by the U.S. Census Bureau and the contiguous geographic regions expected to become urbanized within the 20-year forecast period covered by the Long-Range Transportation Plan.

The HRTPO MPA, determined by agreement between the HRTPO and the Governor, includes the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; a portion of the City of Franklin; the counties of Isle of Wight, James City, and York; and portions of Gloucester County and Southampton County.

Appendix

Public Comments and Feedback Received for this Plan

Based on feedback and public comments received on this plan, the following changes were made to reflect input

- Colors were updated to ensure readability and accessibility.
- The organizational chart was updated to reflect the accountability structure for Title VI and Civil Rights.
- The graphic detailing the membership of the HRPDC and HRTPO on pages 5 & 6 were made one color to provide greater clarity.
- Figures 1 & 2 were moved to more appropriately correlate to the organizational descriptions.
- The table of contents was updated to improve visibility.
- The page numbers were updated.

Any additional feedback regarding this document should be emailed to titlevi@hrpdcva.gov.

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Many thanks and acknowledgements to the regional planners, engineers, staff, and stakeholders who regularly collaborate to build a brighter future for Hampton Roads!

HRPDC & HRTPO

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