

STATEWIDE TRANSPORTATION PLANNING **PUBLIC PARTICIPATION PROCESS**

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Jim Gibbons
Governor



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Director



STATEWIDE TRANSPORTATION PLANNING PUBLIC PARTICIPATION PROCESS

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Additional copies of this document may be obtained by contacting the following NDOT Divisions:
Intermodal Planning, 1263 S. Stewart St., Carson City NV, 89712 (775)888-7465
Program Development, 1263 S. Stewart St, Carson City NV 89712 (775)888-7118
email: smallurban@dot.state.nv.us website: www.nevadadot.com



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The Nevada Department of Transportation (NDOT) believes in the importance of public outreach and communication, especially in the transportation planning and programming processes.

An open exchange of information among transportation users and government officials leads to better decision-making and more publicly supported programs and projects. With increasing demands on limited public resources, transportation programs and projects need public support through open and inclusive planning processes.

In its mission of providing a better transportation system for Nevada, NDOT is committed to carrying out a continuing, cooperative and comprehensive statewide transportation planning process. NDOT seeks public involvement early and at key decision points as well as on a continuous basis.

This guide documents NDOT's planning and programming public participation processes and details opportunities for public involvement. This process is separate and discrete from the participation process for non-metropolitan local officials as well as from the participation process for National Environmental Policy Act (NEPA) planning.

WHAT IS TRANSPORTATION PLANNING AND WHY PLAN?

Planning activities are the start to every successful transportation program and project. Transportation programs and projects include facilities and services related to roads, airports, railroads, buses, bicycles and pedestrians as well as their associated connections. NDOT is tasked with developing and maintaining a statewide multimodal transportation system that serves the mobility needs of people and freight.

Transportation affects everyone, from access and connectivity,

congestion and safety to individual and community health and quality of life. Before a transportation project is designed, constructed or maintained, it first has to be planned. Transportation plans and studies are done to ensure that funded projects and programs are the wisest expenditure of taxpayer dollars.

Planning activities also include administering transportation programs such as, but not limited to, transit programs, aviation programs, bicycle and pedestrian programs, rail programs, the Safe-Routes-To-School program, the Transportation Enhancement program, and the Scenic Byway program. Public involvement is an important and ongoing element of these programs. Specific opportunities for involvement may be found in the respective program's manual.

There are a wide variety of documents and plans produced by NDOT's transportation planning and programming divisions. The two primary planning documents are: the Statewide Long-Range Transportation Plan which covers transportation goals and strategies for 20 years into the future; and the Transportation System Projects (TSP) document which includes planned and programmed projects and programs.

Other plans include corridor plans, regional plans, modal (aviation, bicycle, pedestrian, rail, and transit) plans and related studies. Public involvement is a key element in all of these activities as well.

Not only is involving the public in transportation planning and decision-making the right thing to do, it is also required by law. Federal law requires the state (and MPOs) to have a documented public involvement process which provides early and continuous opportunities for public involvement and provides timely information about transportation issues and decision-making processes. For more information on federal



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and state public participation requirements, please see Appendix A.

WHO PLANS?

Ideally, everyone should be involved in the transportation planning process. Greater involvement by diverse interest groups in the early planning phases as well as continuously throughout the planning and development processes results in more publicly supported programs and projects.

Federal regulations specifically identify various segments of the public and the transportation industry that must be given early and continuous opportunities to participate, including citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services and other interested parties.

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) define the public broadly as including all individuals or groups who are potentially affected by transportation decisions. This includes anyone who resides in, has interest in, or does business in a given area, which may be affected by transportation decisions. The public includes both individuals and organized groups. In addition, it is important to provide similar opportunities for the participation of all private and public providers of transportation services, including, but not limited to, the trucking and rail freight industries, rail passenger industry, taxi cab operators, and all conventional and unconventional transit service providers. Those persons traditionally underserved by existing transportation systems such as low income or minority households and the elderly are

explicitly encouraged to participate in the public involvement process.

In the urban planning areas of the state (Las Vegas, Reno/Sparks, the Carson City area and Lake Tahoe), transportation planning is carried out by the Metropolitan Planning Organizations (MPOs). NDOT works closely with the MPOs to ensure coordination of transportation planning efforts. MPO transportation planning activities and the regulations requiring public input are similar to the statewide transportation planning activities and regulations. The MPOs also have public participation plans documenting opportunities for public involvement in the MPO planning processes. For specific MPO information and opportunities to be involved in urban transportation planning activities, please see:

- Regional Transportation Commission of Southern Nevada (www.rtcnv.com)
- Washoe County Regional Transportation Commission (www.rtcwashoe.com)
- Carson Area Metropolitan Planning Organization (www.carsonareampo.com)
- Tahoe Metropolitan Planning Organization (www.trpa.org)

WHAT PLANS?

Statewide Long-Range Transportation Plan

The Statewide Long-Range (20-year) Transportation Plan is the compass for the Department's long-term direction. It is a plan to provide for the development, operation and maintenance of Nevada's multimodal statewide transportation system. Where do we want to go and how do we get there? What are our priorities and strategies? How do safety and congestion rate compared to connectivity or air quality? Involvement in the long-range planning outreach allows for input on these and other important factors. These goals and strategies are then mapped



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out in the Statewide Long-Range Transportation Plan. From here the goals are used to rank projects in the annual project submittal evaluation process. Evaluated and ranked projects then feed into the Transportation System Projects (TSP) document.

Opportunities for public involvement in the long-range planning process include, but are not limited to: surveys, transportation fairs, workshops, public meetings, public hearings, and solicitation of comments from agencies, committees, and the public. The plan is available for review at public meetings, hearings and workshops, may be requested through mail or email, and is available on the NDOT website. For more information on the Statewide Long-Range Plan outreach, please see Appendix B.

Transportation System Projects (TSP)

The Transportation System Projects (TSP) document includes the Statewide Transportation Improvement Program (STIP), the Annual Work Program (AWP) and Short and Long Range Elements. The TSP is the instrument used to implement plans and programs resulting from the statewide planning process. In this document, programs and projects (including MPO programs and projects) are identified with projected costs and funding strategies.

Public outreach opportunities for the TSP include annual workshops in the fall (discussing NDOT programs and the project application process) and county/tribal tours in the spring (where the draft TSP document is discussed at public county commission meetings and tribal meetings). Notices in local newspapers statewide solicit public comment. The document is reviewed by several committees and is available on the NDOT website. For more information on the Transportation System Projects (TSP) outreach, please see Appendix C.

Corridor Studies

Corridor studies are examinations of conditions along particular corridors in the state. They are comprehensive studies analyzing current and projected demographic, socio-economic, environmental and transportation conditions within the selected corridor. Potential transportation improvements are then identified and analyzed to determine the most effective movement of people and goods through the corridor. As a result of a corridor study, projects may be identified that ultimately end up in the TSP.

Throughout the process, public input is sought in the form of public meetings, working groups, charrettes and focus groups. Meetings are held at accessible locations within the study corridor and are publicly noticed in compliance with the Nevada Open Meeting Law. Written and oral comments may be submitted at the public meetings. Comments may also be submitted by mail or through the NDOT website.

Intermodal Plans

In addition to the Statewide Long-Range Transportation Plan and the Transportation System Projects, NDOT develops and maintains plans for intermodal programs. Examples of these plans include the State Management Plan, the Coordinated Human Services Transportation Plan, the Rail Plan, the Airport Systems Plan, the Bicycle Plan, and the Pedestrian Plan.

As these plans are developed, public meetings are held throughout the state and are publicly noticed in local papers as well as on the NDOT website. The draft plans are reviewed early and continuously by the intermodal planning committees for each discipline and by the Statewide Transportation Technical Advisory Committee (STTAC). More information on the STTAC is provided in the next section. Final copies of intermodal plans are distributed to the respective committees, to the STTAC, by mailing lists and are available by request (via



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phone, mail, email and website).

OUTREACH STRATEGIES

Committees

Meetings are held in accordance with the Nevada Open Meeting law. Committee meetings are held in accessible locations, publicly noticed and open to the public. They provide timely information about transportation issues and processes to citizens and affected public agencies. Meeting notices and agendas can be found on the NDOT website, at the NDOT headquarters' office, and at least three other separate, prominent places within the affected area. The following committees are involved in NDOT's transportation planning and programming processes.

➤ **State Transportation Board**

➤ The State Transportation Board is a seven member board of directors that oversees NDOT's activities. The Board consists of the Governor, the Lieutenant Governor, the Attorney General, the State Controller and three members of the public who are appointed by the Governor.

➤ **Statewide Transportation Technical Advisory Committee**

➤ The Statewide Transportation Technical Advisory Committee (STTAC) is comprised of members from federal, state, tribal and local entities, and serves as an advisory board to NDOT's Director and the State Transportation Board. The STTAC is a forum for discussing statewide planning and programming issues. It provides review and recommendations on the Statewide Long-Range Transportation Plan, the Transportation System Projects (TSP) and other planning and programming activities. STTAC

membership is listed in Appendix D.

➤ **Nevada Aviation Technical Advisory Committee**

➤ The Nevada Aviation Technical Advisory Committee (NATAC) is a cross spectrum of the aviation community. The committee guides the department in the development of state airport system planning, provides a forum for aviation interests to meet and discuss issues, and provides assistance with NDOT's aviation trust fund prioritization and selection process. NATAC membership is listed in Appendix D.

➤ **Nevada Bicycle Advisory Board**

➤ The Nevada Bicycle Advisory Board (NBAB) identifies and addresses the needs of the bicycling and pedestrian community, promotes programs and facilities for bicycles and pedestrians, advises organizations on bicycle and pedestrian policies, programs and facilities, and provides assistance with the Safe-Routes-To-School grant prioritization and selection process. The NBAB consists of 14 members appointed by the governor, seven from the public and seven from state agencies. NBAB membership is listed in Appendix D.

➤ **Advisory Committee for Transit**

➤ The Advisory Committee for Transit (ACT) guides the development of the Statewide Transit Program and provides (where desired and feasible) coordinated transit service in small urban areas, rural communities and Indian reservations and colonies. The committee also provides oversight of the Department's administration of Federal Transit Administration (FTA) Programs. The ACT looks at transit needs, meets with legislators to discuss state funding needs, and assists the Department in the planning and distribution of grant award monies. ACT membership is listed in Appendix D.



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In addition to NDOT committees, NDOT staff sits on, participates in, and/or attends many other committee meetings including MPO planning committees, alternative mode committees, aviation committees, bicycle and pedestrian committees, transit committees, research committees and corridor planning committees.

NDOT Website

The NDOT website (www.nevadadot.com) is an avenue for citizens to receive information and provide comments. The website has the latest information on a wide variety of NDOT projects, programs and documents. Some of the topics available on the website include; Traveler Information, Doing Business with NDOT, Public Involvement, Reports and Publications, Announcements and News and links to other websites that provide transportation related information. The Statewide Long-Range Transportation Plan and the TSP document are both available under the Reports and Publications section as well as many other planning documents.

NDOT Newsletters

NDOT produces "The Centerline" monthly and the "NDOT News" three times a year. These newsletters identify ongoing major construction projects and programs, educational programs, environmental improvements, and information on national and regional conferences and employee recognition awards. Copies of the Centerline and NDOT News are mailed to Nevada's federal and state legislators, county commissioners, regional transportation commissions, city mayors, city managers, public works directors, private corporations, consulting firms and other state agencies. In addition, they are on the NDOT website. Members of the public may request to be placed on the mailing list for these publications by contacting NDOT (see Appendix F).

Public Information Office

NDOT maintains a Public Information Office (PIO) that manages communication with the media and general public through various means, including media advisories, interviews, press releases, public service announcements and news conferences. The PIO utilizes radio, television, and newsprint to communicate information to the general public. The PIO also answers questions from the public and directs specific questions to the appropriate division(s) within NDOT.

Planning Public Meetings and Hearings

Public meetings and hearings are noticed and conducted in accordance with the Nevada Open Meeting Law. Public meetings (meetings, workshops, charrettes, focus groups, etc.) are held at a time and place convenient and accessible for the local community. Visualization techniques and engaging formats are used to encourage participation. Non-discrimination notification and the procedure for individuals requiring special assistance to attend is posted as part of the public notice.

Public hearings are similar to public meetings. Public hearings, however, require a minimum time frame, a formal presentation followed by a short comment and question period, and a state contracted stenographer to record the hearing verbatim and to transcribe oral comments. Other methods to encourage all possible public comment include the options to provide comment in writing, orally, by mail-in, and through the NDOT public involvement website.

Planning Public Notices/Public Comment

NDOT provides public notice for transportation planning meetings and hearings as well as for decision-making documents (such as the Statewide Long-Range Transportation Plan and the Transportation System Projects) and solicits public comment. Public notices are published in regional newspapers and are posted at state and local governmental buildings,



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libraries, NDOT offices and on the NDOT website.

Public input received during the planning and program development processes is addressed prior to the document(s) being approved. Comments are either included in the document by written annotation, including a description of the comment and an appropriate response, or they are addressed to the commenter by letter. If further consideration of the comment is requested, the STTAC is the forum that addresses the concerns.

Public Events/Advertisements/Surveys

NDOT supports and participates in many public events. Some examples include hosting booths at area events such as air races and air shows, bicycle events and races, transit events, tourism events, conferences and transportation fairs. NDOT advertises in local and regional newspapers as well as publications such as Nevada Magazine. Advertisements are used to promote events and programs as well as to solicit public involvement on plans and planning activities. Surveys are another tool used to solicit public input on aviation, bicycle, pedestrian, and transit issues as well as on planning documents.

Planning Public Participation to the Traditionally Underserved

NDOT meets quarterly with the Advisory Committee for Transit (ACT). The ACT is comprised of representatives from the Nevada Department of Housing and Rehabilitation, Nevada State Health Division, Nevada Division of Aging Services, Retired Senior Volunteer Program, Ormsby Association of Retarded Citizens, tribal councils, senior centers, transit providers and employers (see Appendix D). NDOT Intermodal Division staff coordinates, arranges and attends all ACT meetings.

Transportation planning meeting notices are sent to and posted at senior centers, bicycle advocacy groups, transit recipients and providers, legislative offices, libraries, and NDOT regional (district) offices.

Additionally, NDOT Planning staff travels to the small urban areas of the state and to the tribes each spring and fall during the development of the TSP document and the Statewide Long-Range Transportation Plan. At the fall workshops, NDOT transportation plans, programs, projects and application processes are discussed. In the spring, transportation projects and programs relevant to each particular county and tribal area are discussed. During both the Fall and Spring sessions, NDOT expressly solicits tribal participation and conducts separate tribal workshops and tours dedicated to tribal projects, programs and concerns. Once the TSP and Statewide Long-Range Transportation Plan documents are finalized, they are sent out to statewide libraries and Nevada Indian tribes.

Transportation planning for and outreach to the traditionally underserved populations is addressed in transportations plans: not only the Statewide Long-Range Transportation Plan and the Transportation System Projects, but also in plans such as the State Management Plan, the Pedestrian Plan, the Coordinated Human Services Transportation Plan, and the ADA Transition Plan.

NONDISCRIMINATION POLICY

NDOT ensures nondiscrimination in all programs, services and activities in accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities.

If you feel you have been excluded from participation in, denied benefits of, or subjected to discrimination regarding programs, services and/or activities on the basis of your race, color,



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national origin, sex, age or disability, you may contact:

NDOT – Title VI Officer
Contract Compliance Division
1263 South Stewart Street
Carson City, NV 89712
775-888-7497
Toll Free: 800-267-1971

PERIODIC REVIEW OF TRANSPORTATION PLANNING PUBLIC OUTREACH METHODS

NDOT continually evaluates its transportation planning public outreach efforts. Planning staff is always seeking new and innovative outreach techniques to incorporate in with current practices in order to maximize public participation opportunities. For example, NDOT planning staff now partners with bicycle advocacy groups organizing and participating in children's bicycle safety events. Staff also organizes and participates in rail summit meetings with representatives from CalTrans, NDOT, Union Pacific, Amtrak, and California's Capitol Corridor Intercity Rail Service.

The Statewide Transportation Planning Public Participation Process is reviewed and updated as needed, but at least once every five years. Any updates to this process are subject to a 45 calendar day public review period.



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APPENDIX A – STATUTORY REQUIREMENTS

The Nevada Department of Transportation's planning and programming activities are carried out in compliance with federal and state regulations. Federal regulations include:

- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
 - Requires a documented transportation planning public participation process.
 - Requires a 45 day comment period for any changes to the planning public participation process.
 - Requires specific outreach to: citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties.
- Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin.
- The Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, The Older Americans Act, and Section 324 of title 23 U.S.C. prohibit discrimination based on disability, age, and gender respectively.

Attached to this appendix is Title 23 of the Code of Federal Regulations (CFR) Part 450.210 which incorporates previously mentioned acts as they relate to statewide transportation planning public outreach. Title 23 CFR Part 450.218 which lists the self-certifications NDOT submits to FHWA and FTA regarding non-discrimination in transportation planning is also attached. And finally, the Nevada Revised Statutes (NRS) Chapter 241 which contains the state's meeting requirements is attached as well.

consider desirable for making the agreements and compacts effective. The right to alter, amend, or repeal interstate compacts entered into under this part is expressly reserved.

(d) States may use any one or more of the management systems (in whole or in part) described in 23 CFR part 500.

(e) States may apply asset management principles and techniques in establishing planning goals, defining STIP priorities, and assessing transportation investment decisions, including transportation system safety, operations, preservation, and maintenance.

(f) The statewide transportation planning process shall (to the maximum extent practicable) be consistent with the development of applicable regional intelligent transportation systems (ITS) architectures, as defined in 23 CFR part 940.

(g) Preparation of the coordinated public transit-human services transportation plan, as required by 49 U.S.C. 5310, 5316, and 5317, should be coordinated and consistent with the statewide transportation planning process.

(h) The statewide transportation planning process should be consistent with the Strategic Highway Safety Plan, as specified in 23 U.S.C. 148, and other transit safety and security planning and review processes, plans, and programs, as appropriate.

§ 450.210 Interested parties, public involvement, and consultation.

(a) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP, the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

(1) The State's public involvement process at a minimum shall:

(i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes to citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of

users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties;

(ii) Provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and the STIP;

(iii) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed long-range statewide transportation plan and STIP;

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;

(v) To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies;

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information;

(vii) Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and STIP;

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

(2) The State shall provide for public comment on existing and proposed processes for public involvement in the development of the long-range statewide transportation plan and the STIP. At a minimum, the State shall allow 45 calendar days for public review and

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written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process document(s) to the FHWA and the FTA for informational purposes.

(b) The State shall provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process(es), copies of the process document(s) shall be provided to the FHWA and the FTA for informational purposes.

(1) At least once every five years (as of February 24, 2006), the State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the consultation process and any proposed changes. A specific request for comments shall be directed to the State association of counties, State municipal league, regional planning agencies, or directly to non-metropolitan local officials.

(2) The State, at its discretion, shall be responsible for determining whether to adopt any proposed changes. If a proposed change is not adopted, the State shall make publicly available its reasons for not accepting the proposed change, including notification to non-metropolitan local officials or their associations.

(c) For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of Interior. States shall, to the extent practicable, develop a documented process(es) that outlines roles,

responsibilities, and key decision points for consulting with Indian Tribal governments and Federal land management agencies in the development of the long-range statewide transportation plan and the STIP.

§ 450.212 Transportation planning studies and project development.

(a) Pursuant to section 1308 of the Transportation Equity Act for the 21st Century, TEA-21 (Pub. L. 105-178), a State(s), MPO(s), or public transportation operator(s) may undertake a multimodal, systems-level corridor or subarea planning study as part of the statewide transportation planning process. To the extent practicable, development of these transportation planning studies shall involve consultation with, or joint efforts among, the State(s), MPO(s), and/or public transportation operator(s). The results or decisions of these transportation planning studies may be used as part of the overall project development process consistent with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 *et seq.*) and associated implementing regulations (23 CFR part 771 and 40 CFR parts 1500-1508). Specifically, these corridor or subarea studies may result in producing any of the following for a proposed transportation project:

(1) Purpose and need or goals and objective statement(s);

(2) General travel corridor and/or general mode(s) definition (e.g., highway, transit, or a highway/transit combination);

(3) Preliminary screening of alternatives and elimination of unreasonable alternatives;

(4) Basic description of the environmental setting; and/or

(5) Preliminary identification of environmental impacts and environmental mitigation.

(b) Publicly available documents or other source material produced by, or in support of, the transportation planning process described in this subpart may be incorporated directly or by reference into subsequent NEPA documents, in accordance with 40 CFR 1502.21, if:

(o) In cases that the FHWA and the FTA find a STIP to be fiscally constrained and a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions), the FHWA and the FTA will not withdraw the original determination of fiscal constraint. However, in such cases, the FHWA and the FTA will not act on an updated or amended STIP that does not reflect the changed revenue situation.

§ 450.218 Self-certifications, Federal findings, and Federal approvals.

(a) At least every four years, the State shall submit an updated STIP concurrently to the FHWA and the FTA for joint approval. STIP amendments shall also be submitted to the FHWA and the FTA for joint approval. At the time the entire proposed STIP or STIP amendments are submitted to the FHWA and the FTA for joint approval, the State shall certify that the transportation planning process is being carried out in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and this part;
- (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (3) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (4) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (5) 23 CFR part 230, regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (6) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- (7) In States containing nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in

programs or activities receiving Federal financial assistance;

(9) Section 324 of title 23 U.S.C., regarding the prohibition of discrimination based on gender; and

(10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

(b) The FHWA and the FTA shall review the STIP or the amended STIP, and make a joint finding on the extent to which the STIP is based on a statewide transportation planning process that meets or substantially meets the requirements of 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and subparts A, B, and C of this part. Approval of the STIP by the FHWA and the FTA, in its entirety or in part, will be based upon the results of this joint finding.

(1) If the FHWA and the FTA determine that the STIP or amended STIP is based on a statewide transportation planning process that meets or substantially meets the requirements of 23 U.S.C. 135, 49 U.S.C. 5304, and this part, the FHWA and the FTA may jointly:

- (i) Approve the entire STIP;
- (ii) Approve the STIP subject to certain corrective actions being taken; or
- (iii) Under special circumstances, approve a partial STIP covering only a portion of the State.

(2) If the FHWA and the FTA jointly determine and document in the planning finding that a submitted STIP or amended STIP does not substantially meet the requirements of 23 U.S.C. 135, 49 U.S.C. 5304, and this part for any identified categories of projects, the FHWA and the FTA will not approve the STIP.

(c) The approval period for a new or amended STIP shall not exceed four years. If a State demonstrates, in writing, that extenuating circumstances will delay the submittal of a new or amended STIP past its update deadline, the FHWA and the FTA will consider and take appropriate action on a request to extend the approval beyond four years for all or part of the STIP for a period not to exceed 180 calendar days. In these cases, priority consideration will be given to projects and strategies involving the operation and management of the multimodal transportation system. Where the request

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involves projects in a metropolitan planning area(s), the affected MPO(s) must concur in the request. If the delay was due to the development and approval of a metropolitan TIP(s), the affected MPO(s) must provide supporting information, in writing, for the request.

(d) Where necessary in order to maintain or establish highway and transit operations, the FHWA and the FTA may approve operating assistance for specific projects or programs, even though the projects or programs may not be included in an approved STIP.

§ 450.220 Project selection from the STIP.

(a) Except as provided in § 450.216(g) and § 450.218(d), only projects in a FHWA/FTA approved STIP shall be eligible for funds administered by the FHWA or the FTA.

(b) In metropolitan planning areas, transportation projects proposed for funds administered by the FHWA or the FTA shall be selected from the approved STIP in accordance with project selection procedures provided in § 450.330.

(c) In non-metropolitan areas, transportation projects undertaken on the National Highway System, under the Bridge and Interstate Maintenance programs in title 23 U.S.C. and under sections 5310, 5311, 5316, and 5317 of title 49 U.S.C. Chapter 53 shall be selected from the approved STIP by the State in consultation with the affected non-metropolitan local officials with responsibility for transportation.

(d) Federal Lands Highway program projects shall be selected from the approved STIP in accordance with the procedures developed pursuant to 23 U.S.C. 204.

(e) The projects in the first year of an approved STIP shall constitute an "agreed to" list of projects for subsequent scheduling and implementation. No further action under paragraphs (b) through (d) of this section is required for the implementing agency to proceed with these projects. If Federal funds available are significantly less than the authorized amounts, or where there is significant shifting of projects among years, § 450.330(a) provides for a revised list of "agreed to" projects to

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be developed upon the request of the State, MPO, or public transportation operator(s). If an implementing agency wishes to proceed with a project in the second, third, or fourth year of the STIP, the procedures in paragraphs (b) through (d) of this section or expedited procedures that provide for the advancement of projects from the second, third, or fourth years of the STIP may be used, if agreed to by all parties involved in the selection process.

§ 450.222 Applicability of NEPA to statewide transportation plans and programs.

Any decision by the Secretary concerning a long-range statewide transportation plan or STIP developed through the processes provided for in 23 U.S.C. 135, 49 U.S.C. 5304, and this subpart shall not be considered to be a Federal action subject to review under NEPA.

§ 450.224 Phase-in of new requirements.

(a) Long-range statewide transportation plans and STIPs adopted or approved prior to July 1, 2007 may be developed using the TEA-21 requirements or the provisions and requirements of this part.

(b) For STIPs that are developed under TEA-21 requirements prior to July 1, 2007, the FHWA/FTA action (*i.e.*, STIP approval) must be completed no later than June 30, 2007. For long-range statewide transportation plans that are completed under TEA-21 requirements prior to July 1, 2007, the State adoption action must be completed no later than June 30, 2007. If these actions are completed on or after July 1, 2007, the provisions and requirements of this part shall take effect, regardless of when the long-range statewide transportation plan or the STIP were developed.

(c) The applicable action (see paragraph (b) of this section) on any amendments or updates to STIPs or long-range statewide transportation plans on or after July 1, 2007, shall be based on the provisions and requirements of this part. However, administrative modifications may be made to the STIP on or after July 1, 2007 in the

CHAPTER 241 - MEETINGS OF STATE AND LOCAL AGENCIES

NRS 241.010	Legislative declaration and intent.
NRS 241.015	Definitions.
NRS 241.020	Meetings to be open and public; limitations on closure of meetings; notice of meetings; copy of materials; exceptions.
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NRS 241.036	Action taken in violation of chapter void.
NRS 241.037	Action by Attorney General or person denied right conferred by chapter; limitation on actions.
NRS 241.038	Board of Regents to establish requirements for student governments.
NRS 241.040	Penalties; members attending meeting in violation of chapter not accomplices; enforcement by Attorney General.

NRS 241.010 Legislative declaration and intent. In enacting this chapter, the Legislature finds and declares that all public bodies exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

(Added to NRS by 1960, 25; A 1977, 1099)

NRS 241.015 Definitions. As used in this chapter, unless the context otherwise requires:

1. "Action" means:
 - (a) A decision made by a majority of the members present during a meeting of a public body;
 - (b) A commitment or promise made by a majority of the members present during a meeting of a public body;
 - (c) If a public body may have a member who is not an elected official, an affirmative vote taken by a majority of the members present during a meeting of the public body; or
 - (d) If all the members of a public body must be elected officials, an affirmative vote taken by a majority of all the members of the public body.
2. "Meeting":
 - (a) Except as otherwise provided in paragraph (b), means:
 - (1) The gathering of members of a public body at which a quorum is present to deliberate toward a decision or to take action on any matter over which the public body has supervision, control, jurisdiction or advisory power.
 - (2) Any series of gatherings of members of a public body at which:
 - (I) Less than a quorum is present at any individual gathering;
 - (II) The members of the public body attending one or more of the gatherings collectively constitute a quorum; and
 - (III) The series of gatherings was held with the specific intent to avoid the provisions of this chapter.
 - (b) Does not include a gathering or series of gatherings of members of a public body, as described in paragraph (a), at which a quorum is actually or collectively present:
 - (1) Which occurs at a social function if the members do not deliberate toward a decision or take action on any matter over which the public body has supervision, control, jurisdiction or advisory power.
 - (2) To receive information from the attorney employed or retained by the public body regarding potential or existing litigation involving a matter over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward a decision on the matter, or both.

3. Except as otherwise provided in this subsection, “public body” means any administrative, advisory, executive or legislative body of the State or a local government which expends or disburses or is supported in whole or in part by tax revenue or which advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue, including, but not limited to, any board, commission, committee, subcommittee or other subsidiary thereof and includes an educational foundation as defined in subsection 3 of [NRS 388.750](#) and a university foundation as defined in subsection 3 of [NRS 396.405](#). “Public body” does not include the Legislature of the State of Nevada.

4. “Quorum” means a simple majority of the constituent membership of a public body or another proportion established by law.

(Added to NRS by 1977, 1098; A 1993, 2308, 2624; 1995, 716, 1608; [2001, 1123, 1836](#))

NRS 241.020 Meetings to be open and public; limitations on closure of meetings; notice of meetings; copy of materials; exceptions.

1. Except as otherwise provided by specific statute, all meetings of public bodies must be open and public, and all persons must be permitted to attend any meeting of these public bodies. A meeting that is closed pursuant to a specific statute may only be closed to the extent specified in the statute allowing the meeting to be closed. All other portions of the meeting must be open and public, and the public body must comply with all other provisions of this chapter to the extent not specifically precluded by the specific statute. Public officers and employees responsible for these meetings shall make reasonable efforts to assist and accommodate persons with physical disabilities desiring to attend.

2. Except in an emergency, written notice of all meetings must be given at least 3 working days before the meeting. The notice must include:

- (a) The time, place and location of the meeting.
- (b) A list of the locations where the notice has been posted.
- (c) An agenda consisting of:

(1) A clear and complete statement of the topics scheduled to be considered during the meeting.

(2) A list describing the items on which action may be taken and clearly denoting that action may be taken on those items.

(3) A period devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to subparagraph (2).

(4) If any portion of the meeting will be closed to consider the character, alleged misconduct or professional competence of a person, the name of the person whose character, alleged misconduct or professional competence will be considered.

(5) If, during any portion of the meeting, the public body will consider whether to take administrative action against a person, the name of the person against whom administrative action may be taken.

3. Minimum public notice is:

(a) Posting a copy of the notice at the principal office of the public body or, if there is no principal office, at the building in which the meeting is to be held, and at not less than three other separate, prominent places within the jurisdiction of the public body not later than 9 a.m. of the third working day before the meeting; and

(b) Providing a copy of the notice to any person who has requested notice of the meetings of the public body. A request for notice lapses 6 months after it is made. The public body shall inform the requester of this fact by enclosure with, notation upon or text included within the first notice sent. The notice must be:

(1) Delivered to the postal service used by the public body not later than 9 a.m. of the third working day before the meeting for transmittal to the requester by regular mail; or

(2) If feasible for the public body and the requester has agreed to receive the public notice by electronic mail, transmitted to the requester by electronic mail sent not later than 9 a.m. of the third working day before the meeting.

4. If a public body maintains a website on the Internet or its successor, the public body shall post notice of each of its meetings on its website unless the public body is unable to do so because of technical problems relating to the operation or maintenance of its website. Notice posted pursuant to this subsection is supplemental to and is not a substitute for the minimum public notice required pursuant to subsection 3. The inability of a public body to post notice of a meeting pursuant to this subsection as a result of technical problems with its website shall not be deemed to be a violation of the provisions of this chapter.

5. Upon any request, a public body shall provide, at no charge, at least one copy of:

- (a) An agenda for a public meeting;

(b) A proposed ordinance or regulation which will be discussed at the public meeting; and
(c) Subject to the provisions of subsection 6, any other supporting material provided to the members of the public body for an item on the agenda, except materials:

(1) Submitted to the public body pursuant to a nondisclosure or confidentiality agreement which relates to proprietary information;

(2) Pertaining to the closed portion of such a meeting of the public body; or

(3) Declared confidential by law, unless otherwise agreed to by each person whose interest is being protected under the order of confidentiality.

➤ As used in this subsection, “proprietary information” has the meaning ascribed to it in [NRS 332.025](#).

6. A copy of supporting material required to be provided upon request pursuant to paragraph (c) of subsection 5 must be:

(a) If the supporting material is provided to the members of the public body before the meeting, made available to the requester at the time the material is provided to the members of the public body; or

(b) If the supporting material is provided to the members of the public body at the meeting, made available at the meeting to the requester at the same time the material is provided to the members of the public body.

➤ If the requester has agreed to receive the information and material set forth in subsection 5 by electronic mail, the public body shall, if feasible, provide the information and material by electronic mail.

7. A public body may provide the public notice, information and material required by this section by electronic mail. If a public body makes such notice, information and material available by electronic mail, the public body shall inquire of a person who requests the notice, information or material if the person will accept receipt by electronic mail. The inability of a public body, as a result of technical problems with its electronic mail system, to provide a public notice, information or material required by this section to a person who has agreed to receive such notice, information or material by electronic mail shall not be deemed to be a violation of the provisions of this chapter.

8. As used in this section, “emergency” means an unforeseen circumstance which requires immediate action and includes, but is not limited to:

(a) Disasters caused by fire, flood, earthquake or other natural causes; or

(b) Any impairment of the health and safety of the public.

(Added to NRS by 1960, 25; A 1977, 1099, 1109; 1979, 97; 1989, 570; 1991, 785; 1993, 1356, 2636; 1995, 562, 1608; [2001, 2395](#); [2003, 488](#); [2005, 2243](#); [2007, 1122](#))

NRS 241.030 Exceptions to requirement for open and public meetings; waiver of closure of meeting by certain persons.

1. Except as otherwise provided in this section and [NRS 241.031](#) and [241.033](#), a public body may hold a closed meeting to:

(a) Consider the character, alleged misconduct, professional competence, or physical or mental health of a person.

(b) Prepare, revise, administer or grade examinations that are conducted by or on behalf of the public body.

(c) Consider an appeal by a person of the results of an examination that was conducted by or on behalf of the public body, except that any action on the appeal must be taken in an open meeting and the identity of the appellant must remain confidential.

2. A person whose character, alleged misconduct, professional competence, or physical or mental health will be considered by a public body during a meeting may waive the closure of the meeting and request that the meeting or relevant portion thereof be open to the public. A request described in this subsection:

(a) May be made at any time before or during the meeting; and

(b) Must be honored by the public body unless the consideration of the character, alleged misconduct, professional competence, or physical or mental health of the requester involves the appearance before the public body of another person who does not desire that the meeting or relevant portion thereof be open to the public.

3. A public body may close a meeting pursuant to subsection 1 upon a motion which specifies:

(a) The nature of the business to be considered; and

(b) The statutory authority pursuant to which the public body is authorized to close the meeting.

4. This chapter does not:

(a) Apply to judicial proceedings.

(b) Prevent the removal of any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical.

(c) Prevent the exclusion of witnesses from a public or private meeting during the examination of another witness.

(d) Require that any meeting be closed to the public.

(e) Permit a closed meeting for the discussion of the appointment of any person to public office or as a member of a public body.

5. The exceptions provided by this section, and electronic communication, must not be used to circumvent the spirit or letter of this chapter to act, outside of an open and public meeting, upon a matter over which the public body has supervision, control, jurisdiction or advisory powers.

(Added to NRS by 1960, 25; A 1977, 1100; 1983, 331; 1993, 2637; [2005, 977, 2244](#))

NRS 241.031 Meeting to consider character, misconduct or competence of elected member of public body or certain public officers.

1. Except as otherwise provided in subsection 2, a public body shall not hold a closed meeting to consider the character, alleged misconduct or professional competence of:

(a) An elected member of a public body; or

(b) A person who is an appointed public officer or who serves at the pleasure of a public body as a chief executive or administrative officer or in a comparable position, including, without limitation, a president of a university, state college or community college within the Nevada System of Higher Education, a superintendent of a county school district, a county manager and a city manager.

2. The prohibition set forth in subsection 1 does not apply if the consideration of the character, alleged misconduct or professional competence of the person does not pertain to his role as an elected member of a public body or an appointed public officer or other officer described in paragraph (b) of subsection 1, as applicable.

(Added to NRS by 1993, 2636; A [2005, 2245](#))

NRS 241.033 Meeting to consider character, misconduct, competence or health of person or to consider appeal of results of examination: Written notice to person required; exception; public body required to allow person whose character, misconduct, competence or health is to be considered to attend with representative and to present evidence; attendance of additional persons; copy of record.

1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person or to consider an appeal by a person of the results of an examination conducted by or on behalf of the public body unless it has:

(a) Given written notice to that person of the time and place of the meeting; and

(b) Received proof of service of the notice.

2. The written notice required pursuant to subsection 1:

(a) Except as otherwise provided in subsection 3, must be:

(1) Delivered personally to that person at least 5 working days before the meeting; or

(2) Sent by certified mail to the last known address of that person at least 21 working days before the meeting.

(b) May, with respect to a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, include an informational statement setting forth that the public body may, without further notice, take administrative action against the person if the public body determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of the person.

(c) Must include:

(1) A list of the general topics concerning the person that will be considered by the public body during the closed meeting; and

(2) A statement of the provisions of subsection 4, if applicable.

3. The Nevada Athletic Commission is exempt from the requirements of subparagraphs (1) and (2) of paragraph (a) of subsection 2, but must give written notice of the time and place of the meeting and must receive proof of service of the notice before the meeting may be held.

4. If a public body holds a closed meeting or closes a portion of a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, the public body must allow that person to:

(a) Attend the closed meeting or that portion of the closed meeting during which his character, alleged misconduct, professional competence, or physical or mental health is considered;

(b) Have an attorney or other representative of his choosing present with him during the closed meeting; and

(c) Present written evidence, provide testimony and present witnesses relating to his character, alleged misconduct, professional competence, or physical or mental health to the public body during the closed meeting.

5. Except as otherwise provided in subsection 4, with regard to the attendance of persons other than members of the public body and the person whose character, alleged misconduct, professional competence, physical or mental health or appeal of the results of an examination is considered, the chairman of the public body may at any time before or during a closed meeting:

(a) Determine which additional persons, if any, are allowed to attend the closed meeting or portion thereof; or

(b) Allow the members of the public body to determine, by majority vote, which additional persons, if any, are allowed to attend the closed meeting or portion thereof.

6. A public body shall provide a copy of any record of a closed meeting prepared pursuant to [NRS 241.035](#), upon the request of any person who received written notice of the closed meeting pursuant to subsection 1.

7. For the purposes of this section, casual or tangential references to a person or the name of a person during a closed meeting do not constitute consideration of the character, alleged misconduct, professional competence, or physical or mental health of the person.

(Added to NRS by 1993, 2636; A [2005, 977, 2246, 2248](#))

NRS 241.034 Meeting to consider administrative action against person or acquisition of real property by exercise of power of eminent domain: Written notice required; exception.

1. Except as otherwise provided in subsection 3:

(a) A public body shall not consider at a meeting whether to:

(1) Take administrative action against a person; or

(2) Acquire real property owned by a person by the exercise of the power of eminent domain,

↳ unless the public body has given written notice to that person of the time and place of the meeting.

(b) The written notice required pursuant to paragraph (a) must be:

(1) Delivered personally to that person at least 5 working days before the meeting; or

(2) Sent by certified mail to the last known address of that person at least 21 working days before the

meeting.

↳ A public body must receive proof of service of the written notice provided to a person pursuant to this section before the public body may consider a matter set forth in paragraph (a) relating to that person at a meeting.

2. The written notice provided in this section is in addition to the notice of the meeting provided pursuant to [NRS 241.020](#).

3. The written notice otherwise required pursuant to this section is not required if:

(a) The public body provided written notice to the person pursuant to [NRS 241.033](#) before holding a meeting to consider his character, alleged misconduct, professional competence, or physical or mental health; and

(b) The written notice provided pursuant to [NRS 241.033](#) included the informational statement described in paragraph (b) of subsection 2 of that section.

4. For the purposes of this section, real property shall be deemed to be owned only by the natural person or entity listed in the records of the county in which the real property is located to whom or which tax bills concerning the real property are sent.

(Added to NRS by [2001, 1835](#); A [2001 Special Session, 155](#); [2005, 2247](#))

NRS 241.035 Public meetings: Minutes; aural and visual reproduction; transcripts.

1. Each public body shall keep written minutes of each of its meetings, including:

(a) The date, time and place of the meeting.

(b) Those members of the public body who were present and those who were absent.

(c) The substance of all matters proposed, discussed or decided and, at the request of any member, a record of each member's vote on any matter decided by vote.

(d) The substance of remarks made by any member of the general public who addresses the public body if he requests that the minutes reflect his remarks or, if he has prepared written remarks, a copy of his prepared remarks if he submits a copy for inclusion.

(e) Any other information which any member of the public body requests to be included or reflected in the minutes.

2. Minutes of public meetings are public records. Minutes or audiotape recordings of the meetings must be made available for inspection by the public within 30 working days after the adjournment of the meeting at which taken. The minutes shall be deemed to have permanent value and must be retained by the public body for at least 5

years. Thereafter, the minutes may be transferred for archival preservation in accordance with [NRS 239.080](#) to [239.125](#), inclusive. Minutes of meetings closed pursuant to:

(a) Paragraph (a) of subsection 1 of [NRS 241.030](#) become public records when the public body determines that the matters discussed no longer require confidentiality and the person whose character, conduct, competence or health was considered has consented to their disclosure. That person is entitled to a copy of the minutes upon request whether or not they become public records.

(b) Paragraph (b) of subsection 1 of [NRS 241.030](#) become public records when the public body determines that the matters discussed no longer require confidentiality.

(c) Paragraph (c) of subsection 1 of [NRS 241.030](#) become public records when the public body determines that the matters considered no longer require confidentiality and the person who appealed the results of the examination has consented to their disclosure, except that the public body shall remove from the minutes any references to the real name of the person who appealed the results of the examination. That person is entitled to a copy of the minutes upon request whether or not they become public records.

3. All or part of any meeting of a public body may be recorded on audiotape or any other means of sound or video reproduction by a member of the general public if it is a public meeting so long as this in no way interferes with the conduct of the meeting.

4. Except as otherwise provided in subsection 6, a public body shall, for each of its meetings, whether public or closed, record the meeting on audiotape or another means of sound reproduction or cause the meeting to be transcribed by a court reporter who is certified pursuant to [chapter 656](#) of NRS. If a public body makes an audio recording of a meeting or causes a meeting to be transcribed pursuant to this subsection, the audio recording or transcript:

(a) Must be retained by the public body for at least 1 year after the adjournment of the meeting at which it was recorded or transcribed;

(b) Except as otherwise provided in this section, is a public record and must be made available for inspection by the public during the time the recording or transcript is retained; and

(c) Must be made available to the Attorney General upon request.

5. Except as otherwise provided in subsection 6, any portion of a public meeting which is closed must also be recorded or transcribed and the recording or transcript must be retained and made available for inspection pursuant to the provisions of subsection 2 relating to records of closed meetings. Any recording or transcript made pursuant to this subsection must be made available to the Attorney General upon request.

6. If a public body makes a good faith effort to comply with the provisions of subsections 4 and 5 but is prevented from doing so because of factors beyond the public body's reasonable control, including, without limitation, a power outage, a mechanical failure or other unforeseen event, such failure does not constitute a violation of the provisions of this chapter.

(Added to NRS by 1977, 1099; A 1989, 571; 1993, 449, 2638; [2005, 978, 1404](#))

NRS 241.0353 Absolute privilege of certain statements and testimony.

1. Any statement which is made by a member of a public body during the course of a public meeting is absolutely privileged and does not impose liability for defamation or constitute a ground for recovery in any civil action.

2. A witness who is testifying before a public body is absolutely privileged to publish defamatory matter as part of a public meeting, except that it is unlawful to misrepresent any fact knowingly when testifying before a public body.

(Added to NRS by [2005, 2242](#))

NRS 241.0355 Majority of all members of public body composed solely of elected officials required to take action by vote; abstention not affirmative vote; reduction of quorum.

1. A public body that is required to be composed of elected officials only may not take action by vote unless at least a majority of all the members of the public body vote in favor of the action. For purposes of this subsection, a public body may not count an abstention as a vote in favor of an action.

2. In a county whose population is 40,000 or more, the provisions of subsection 5 of [NRS 281A.420](#) do not apply to a public body that is required to be composed of elected officials only, unless before abstaining from the vote, the member of the public body receives and discloses the opinion of the legal counsel authorized by law to provide legal advice to the public body that the abstention is required pursuant to [NRS 281A.420](#). The opinion of counsel must be in writing and set forth with specificity the factual circumstances and analysis leading to that conclusion.

(Added to NRS by [2001, 1123](#); A [2003, 818](#))

NRS 241.036 Action taken in violation of chapter void. The action of any public body taken in violation of any provision of this chapter is void.

(Added to NRS by 1983, 1012)

NRS 241.037 Action by Attorney General or person denied right conferred by chapter; limitation on actions.

1. The Attorney General may sue in any court of competent jurisdiction to have an action taken by a public body declared void or for an injunction against any public body or person to require compliance with or prevent violations of the provisions of this chapter. The injunction:

(a) May be issued without proof of actual damage or other irreparable harm sustained by any person.

(b) Does not relieve any person from criminal prosecution for the same violation.

2. Any person denied a right conferred by this chapter may sue in the district court of the district in which the public body ordinarily holds its meetings or in which the plaintiff resides. A suit may seek to have an action taken by the public body declared void, to require compliance with or prevent violations of this chapter or to determine the applicability of this chapter to discussions or decisions of the public body. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this subsection.

3. Any suit brought against a public body pursuant to subsection 1 or 2 to require compliance with the provisions of this chapter must be commenced within 120 days after the action objected to was taken by that public body in violation of this chapter. Any such suit brought to have an action declared void must be commenced within 60 days after the action objected to was taken.

(Added to NRS by 1983, 1012; A 1985, 147)

NRS 241.038 Board of Regents to establish requirements for student governments. The Board of Regents of the University of Nevada shall establish for the student governments within the Nevada System of Higher Education requirements equivalent to those of this chapter and shall provide for their enforcement.

(Added to NRS by 1983, 1013; A 1993, 369)

NRS 241.040 Penalties; members attending meeting in violation of chapter not accomplices; enforcement by Attorney General.

1. Each member of a public body who attends a meeting of that public body where action is taken in violation of any provision of this chapter, with knowledge of the fact that the meeting is in violation thereof, is guilty of a misdemeanor.

2. Wrongful exclusion of any person or persons from a meeting is a misdemeanor.

3. A member of a public body who attends a meeting of that public body at which action is taken in violation of this chapter is not the accomplice of any other member so attending.

4. The Attorney General shall investigate and prosecute any violation of this chapter.

(Added to NRS by 1960, 26; A 1977, 1100; 1983, 1013)



STATEWIDE TRANSPORTATION PLANNING PUBLIC PARTICIPATION PROCESS

APPENDIX B – STATEWIDE LONG-RANGE TRANSPORTATION PLAN OUTREACH

Public Participation Process

Getting early input from the citizens of Nevada who use our transportation system was a key component in the update of this Plan. And that input has helped shape the long-term policies and strategies within this Plan. In 2004, NDOT began an extensive public involvement process. Our objective was to identify, quantify, and evaluate the issues of importance to our transportation system users. Public involvement fosters an open decision-making process and elicits active participation from affected individuals, groups, and communities.

Federal Regulations

With the passage of the new federal highway bill, Safe Accountable Flexible Efficient Transportation Equity Act (SAFETEA-LU), the following requirements were enacted for the Statewide Long-Range Plan. Key audiences that states must provide a reasonable opportunity to comment on the proposed Plan include: 1) citizens, 2) affected public agencies, 3) representatives of public transportation employees, 4) freight shippers and providers of freight transportation services, 5) private providers of transportation, 6) representative of users of public transportation, 7) representatives of users of pedestrian walkways and bicycle transportation facilities, 8) representatives of the disabled, 9) other interested parties.

Under the guidance of CFR 450.210 (Interested parties, public involvement, and consultation) when providing consultation to non-metropolitan transportation officials and in providing opportunities for comment, the State's public involvement process at a minimum shall:

- (i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes;
- (ii) Provide reasonable public access to technical and policy information;

(iii) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points;

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;

(v) To the maximum extent practicable, use visualization techniques to describe the proposed Plan;

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford a reasonable opportunity for consideration of public information;

(vii) Demonstrate explicit consideration and response to public input during the development of the Plan;

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

Public Outreach Strategies

The first step in NDOT's public outreach process was to meet with the Statewide Technical Transportation Committee (STTAC). The STTAC was formed by the Nevada Department of Transportation (NDOT) in 1991 with the passage of ISTEA, specifically to fulfill one element of that law and provide a forum for discussing statewide planning and programming issues. This includes reviewing and providing input on the Statewide Long-Range Transportation Plan. The STTAC meets on a bi-monthly basis. Their meetings are open to the public and posted in conformance with Nevada's Open Meeting Law.



STATEWIDE TRANSPORTATION PLANNING PUBLIC PARTICIPATION PROCESS

APPENDIX B – STATEWIDE LONG-RANGE TRANSPORTATION PLAN OUTREACH

The STTAC was advised that staff was beginning a major update of the Statewide Long-Range Transportation Plan and their input was requested. Staff continued meeting with the STTAC on an ongoing basis throughout the development of this Plan giving them updates and an opportunity to provide input and guidance.

During 2004, staff held a series of 8 public meetings across the state of Nevada to give the public an early opportunity to provide input on the issues that affect them. The purpose of these meetings was to inform the public that NDOT was beginning an update of the 2002 Plan and to solicit input. The meetings were advertised in the local newspapers for each area across the state and posted in conformance with Nevada’s Open Meeting Law. Each meeting had a stenographer available if any members of the public wanted to utilize their services. Special exhibits were displayed during the meetings to convey various aspects of the Plan and staff members were present to answer questions. Handouts describing the Plan, a brochure and comment form were also provided.

Public meetings were held at the following locations:

<u>Date</u>	<u>Location</u>
August 18	Carson City
August 24	Reno
September 28	Elko
September 29	Ely
October 12	Henderson
October 13	Las Vegas
November 3	Tonopah
November 9	Winnemucca

Staff was disappointed in the number of people who participated in these public meetings so we took a look at our process and decided that we needed to try new and creative methods to solicit more input from the public. Staff decided that instead of asking the public to come to us, we would go to them as much as we could. Staff began participating on corridor studies, attending county economic

development workshops and looking for ways to piggyback our Plan at other public meetings. Staff also started attending the annual county / tribal tours and workshops throughout Nevada where the Statewide Transportation Improvement Program is presented. At first staff attended these meetings to listen and gain insight on the issues that the local communities were facing. But every year staff has incorporated more and more information about the Statewide Long-Range Transportation Plan into these meetings.

In 2006, staff implemented a survey that could be completed online through the NDOT website or by a paper hard copy. Staff also initiated an extensive advertising campaign for that survey that included the development of a logo and a brochure. The brochure was inserted into 30,000 driver’s license renewal envelopes. Advertisements for the survey were also placed in a special edition of the Hot August Nights (classic car show in Reno, NV) newspaper and the Nevada Magazine. The brochures were displayed at our NDOT District Offices in Las Vegas, Elko and Reno. In addition, the brochure and logo flyers have been and continue to be handed out at meetings attended by staff, such as the Reno Championship Air Races, the Nevada Airport Managers Association (NAMA) conference, and the Rural Planning Conference. This effort has been very successful in soliciting comments and providing input to this Plan with over 500 surveys received.

In June 2006, NDOT held a two-day workshop with representatives from the STTAC, MPO’s, cities, counties, and various state agencies to introduce them to the new requirements of SAFETEA-LU in development of the Statewide Transportation Improvement Program, Transportation Improvement Program, Regional Transportation Program, and the Statewide Long-Range Transportation Plan. During that meeting staff also solicited input from these agencies for the Plan and advised them that we would be meeting with them at a later date to solicit more input. In addition, throughout 2007 staff met individually with over 20 state and federal agencies to



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gather input from a diverse representation of various transportation interests and comply with the law. Each assisted with identifying key issues and concerns they are facing and that NDOT will need to address in the next 20 years.

Individuals from the following agencies and organizations were invited to meet with NDOT staff to discuss their concerns and interests in transportation related issues:

Bureau of Indian Affairs
Bureau of Land Management
Bureau of Mines
Commission on Economic Development
Commission on Tourism
Department of Energy
Department of Business and Industry
Department of Homeland Security
Department of Wildlife
Division of Minerals
Division of Water Resources
Federal Motor Carrier Association
Gaming Control Board
Intertribal Council
Muscle Power
Natural Resources and Conservation
Nevada Association of Counties
Nevada Department of Environmental Protection
Nevada Fish & Wildlife
Nevada League of Cities
Nevada Motor Transport Association
Nevada Natural Heritage
Office of Traffic Safety
State Demographer
State Historic Preservation Office
State Lands
State Parks
Tribal Technical Assistance Program
US Forest Service

There are four designated Metropolitan Planning Organizations (MPO's) in Nevada: Carson City, Clark County, Lake Tahoe, and Washoe County. These MPO's have the primary stewardship for

transportation planning within their boundaries, including member cities and surrounding unincorporated areas. However, it is critical that NDOT coordinate and cooperate with the MPO's as we plan for the future of our transportation system. In 2007, staff began attending MPO monthly liaison meetings and worked closely with them during the development of their Regional Transportation Improvement Plans and Regional Transportation Plans.

NDOT acquires additional information about area needs, issues and expectations by consulting with the public in many different ways. Staff participates in corridor studies and National Environmental Policy Act documents, attends meetings with committees representing specific interests, such as freight and non-motorized travel, and attends various transportation fairs. Each of these public involvement efforts provides information that NDOT uses to gain insight into the needs and priorities of the rural and small urban areas of our state.

Through the National Environmental Policy Act, NDOT's Environmental Division is responsible for undertaking, complying and documenting activities related to NEPA. Per 23 CFR 771, specific public involvement activities relating to highway projects that use federal money are described. These federal regulations provide for early and continuous public involvement.

A final draft of this Plan was completed in June 2008 and staff began concluding public outreach efforts. Again, the first step was to distribute a copy of the draft plan to the advisory committee -- the STTAC at their bimonthly meeting.

A copy of the draft Plan was placed on the NDOT website in July, and public input and comments were solicited. The Plan was also featured on the NDOT home page for two weeks during August. Advertisements seeking input on the plan were placed in 19 different newspapers around the state two times



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during the month of August. The public was directed to go to the NDOT website to view the Plan and were also able to write or place a telephone call for a copy and provide comments.

During July and August, staff attended the Board meetings at the four MPO's (Carson City, Clark County, Lake Tahoe, and Washoe County) in our urban areas, to discuss the Plan and solicit input. Prior to meetings with these Boards, staff met with their advisory committees -- the Washoe County Technical Advisory Committee, the Clark County Executive Advisory Committee and the Tahoe Transportation Commission. All of these meetings were publicly noticed in conformance with Nevada's Open Meeting Law and were televised on the local public network stations or recorded. Outreach to minority publications is also an element of their public advertisement procedure.

In August 2008, NDOT staff held two additional public meetings in Elko and Ely to introduce the Plan and solicit public comments in the rural areas of the state. These meetings were advertised in the local newspapers in accordance with Nevada's open meeting laws. Senior Centers, bicycle advocacy groups, Assemblymen, libraries, transit recipients and NDOT District Offices were also sent meeting notices. Press releases announcing the meetings, availability of the draft Plan, and soliciting comments were also sent to two editors at the Elko daily newspaper, four journalists at the Elko NBC TV station (including

community calendar), as well as three different radio stations. The Ely release was sent to the two Ely radio stations, and the editor and reporter at the Ely newspaper. The meetings were also posted on the NDOT website.

Special exhibits were displayed during the public meetings to convey various aspects of the Plan and staff members were present to answer questions. Handouts describing the Plan, a brochure and comment form were also provided.

The deadline for comments on the Plan was set for September 15, 2008. After that, the Plan was finalized and completed by September 30, 2008. The Plan went before the STTAC for endorsement in August and before the State Transportation Board on September 16, 2008. It was adopted by the Director of the Department of Transportation on September 30, 2008. It was then mailed to the Federal Highway Administration and the Federal Transit Administration for informational purposes only as required under CFR 450.214.

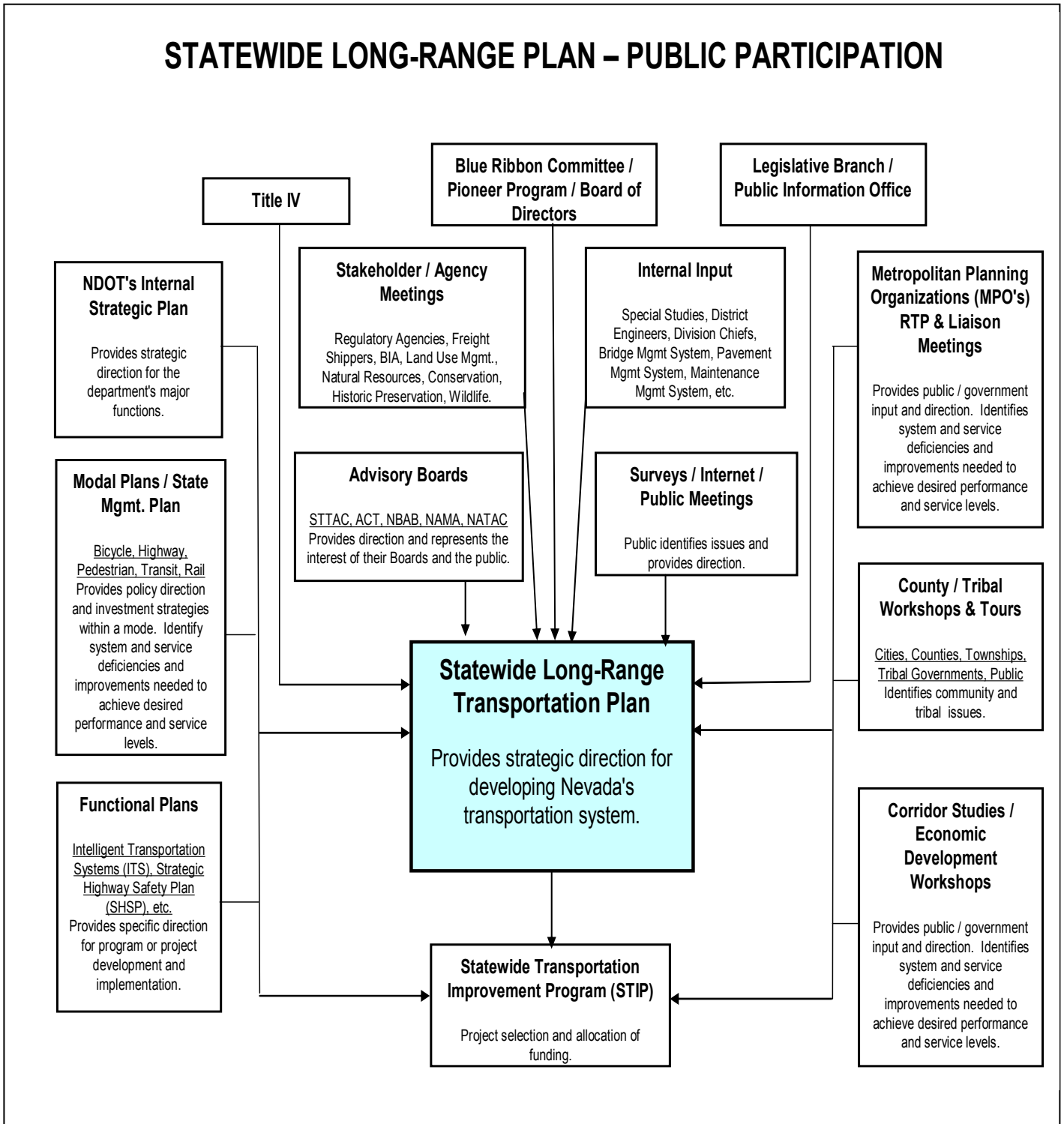


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APPENDIX B – STATEWIDE LONG-RANGE TRANSPORTATION PLAN OUTREACH

FIGURE A

STATEWIDE LONG-RANGE PLAN – PUBLIC PARTICIPATION





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APPENDIX C – TRANSPORTATION SYSTEM PROJECTS OUTREACH

NDOT produces the Transportation System Projects (TSP) document, which includes the Statewide Transportation Improvement Program (STIP), and the Annual Work Program (AWP), Short and Long Range Elements utilizing a proactive public participation process.

In October/November, workshops are held in the small urban areas (under 50,000 in population) of the state. Notices of the workshops are mailed to city and county officials, road superintendents, and tribes throughout the state. The workshops are held to assist local, regional, state and tribal agencies in completing applications for NDOT's transportation improvement programs to include Enhancement, Landscape, and Project Selection. In addition, specialized programs such as "Safe Routes to School" and topical issues such as safety are discussed.

From January through April, the Department prepares the draft Transportation System Projects (TSP) document for the next fiscal year. Information for the document is provided by NDOT's Divisions, Districts and MPOs. Project Selection Applications are reviewed and scored during this period.

Starting in May and ending in July, NDOT conducts consultations in Nevada's 17 counties including the urbanized areas (over 50,000 in population) of Clark (Las Vegas), Washoe (Reno/Sparks), the Carson area (Carson City/Douglas/Lyon Counties) and the Lake Tahoe Basin to discuss the next year's transportation work program. Nevada's 23 tribes are invited to attend Tribal consultations in each of NDOT's three statewide Maintenance Districts. Prior to the consultations, the draft TSP is mailed to all participants to allow the opportunity for review and comment on the transportation projects proposed in their area.

All consultation meetings are agendized and open to the public in accordance with the State of Nevada's Open Meeting Law (NRS Chapter 241). Participants at the meetings are encouraged to ask questions, raise issues and comment on NDOT's proposed work program. At the conclusion of the presentation to the County Commissions, RTCs (RTC of Southern Nevada and Washoe County RTC) or MPOs (Carson Area MPO, Tahoe MPO) approval of the draft TSP, in its entirety or with noted exceptions, is requested.

As part of the consultation process, the Program Development Division presents the draft TSP to the Statewide Transportation Technical Advisory Committee (STTAC). The STTAC serves as an advisory board to the NDOT's Director and the State Transportation Board. Committee members include representatives of Federal, Local, Tribal and State agencies/entities. The STTAC meetings are open to the public and are agendized according to Nevada's Open Meeting law.

Once the State's 17 counties, four urbanized areas, and 23 tribes have been presented with a draft TSP document and have commented, the information is assembled into a "Final Draft" document. This document is distributed to city and county officials, county commissioners, tribal councils, the RTCs, the MPOs, and NDOT's divisions/districts. A notice is published in local newspapers statewide, announcing a draft TSP document is available for public comment. The notice states how to receive the document and where to send written comments.

Comments on the "Final Draft" document are requested by the end of August and are considered in the development of the final document. This document is submitted to the Governor and the State Transportation Board in September/October for approval of the Annual Work Program (AWP), Short and Long Range Elements, and acceptance of the Statewide Transportation Improvement Program (STIP).

After the TSP is presented to the State Transportation Board and action is taken, the Statewide Transportation Improvement Program (STIP) portion of the document is submitted to the Federal Highway Administration, Federal Transit Administration, and U.S. Environmental Protection Agency for review and approval. Once the STIP is approved, the full Transportation System Projects document is sent to the Cities/Counties, Regional Transportation Commissions (RTCs), Metropolitan Planning Organizations (MPOs), State Departments to include the Legislative Council Bureau, Nevada's Indian Tribes and NDOT's Divisions/Districts. Copies of the document are also sent to libraries and are made available for the public.

The STIP and the AWP, components of the TSP, are also available to the public via the Internet at www.nevadadot.com.

If you are interested in learning more about how these documents are developed or have any questions concerning the information in this document, please contact:

Program Development Office, Nevada Department of Transportation, 1263 South Stewart Street, Carson City, Nevada 89712.



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APPENDIX D – COMMITTEE MEMBERSHIPS

Statewide Transportation Technical Advisory Committee (STTAC)	
Nevada State Parks Division	Federal Highway Administration
Inter-Tribal Council of Nevada	Federal Transit Administration
Nevada League of Cities and Municipalities	Bureau of Indian Affairs
Nevada State Historic Preservation Office	Bureau of Land Management
Department of Public Safety - Office of Traffic Safety	Nevada Commission on Economic Development
Regional Transportation Commission of Southern Nevada	Nevada Commission on Tourism
Washoe County Regional Transportation Commission	Nevada Division of State Lands
Tahoe Metropolitan Planning Organization	Nevada State Energy Office
Carson Area Metropolitan Planning Organization	Highway Users Federation
Nevada Association of Counties	Other Nevada Counties and Incorporated Cities
Nevada Division of Environmental Protection	Nevada Department of Transportation
Nevada Motor Transport	Nevada Bicycle Advisory Board
City of Henderson	Nevada Aviation Technical Advisory Committee
City of Las Vegas	Advisory Committee for Transit
City of North Las Vegas	Washoe County
City of Reno	Clark County
City of Sparks	
Advisory Committee for Transit (ACT)	
Washoe County Regional Transportation Commission	Churchill Area Regional Transit
Regional Transportation Commission of Southern Nevada	Douglas Area Regional Transit
Carson Area Metropolitan Planning Organization	Southern Nevada Transit Coalition
Tahoe Regional Planning Agency	Northern Nevada Transit Coalition
Silver Sage Senior Center	Lincoln County Human Services
Seniors of Humboldt County	Lyon County Human Services
Tahoe Douglas Senior Center	Mineral County Care and Share
Seniors of Boulder City	Nye County Nutrition
Older Americans of Lyon County	Bluego
Retired Senior Volunteer Program	Fallon Industries
Ormsby Association of Retarded Citizens	Nevada Division for Aging Services
Fallon Paiute-Shoshone Tribe	Nevada State Health Division
Duck Valley Elder Program	Department of Housing and Rehabilitation
Ely Shoshone Elders Program	
Nevada Aviation Technical Advisory Committee (NATAC)	
Federal Aviation Administration	Air Transport Association
National Business Aircraft Association	Nellis Air Force Base
Aircraft Owners and Pilots Association	State Clearinghouse
Experimental Aircraft Association	Nevada Department of Transportation
BLM Fire and Aviation	Carson City
Las Vegas McCarran International Airport	City of Elko
Fallon Naval Air Station	Bureau of Land Management
Minden-Tahoe Airport	Nevada Airports Association
National Association of State Aviation Officials	Nevada Mining Association
Nevada Bicycle Advisory Board (NBAB)	
Organization Promoting Bicycle Safety/Education	Department of Conservation and Natural Resources
Organization Promoting Bicycling	Department of Public Safety
General Public (2)	Department of Human Resources – Health Division
Bicycle Business	Division of Environmental Protection
Organization on Environmental Issues	Department of Education
Youth Representative	Commission on Tourism
	Department of Transportation – Planning Division



STATEWIDE TRANSPORTATION PLANNING PUBLIC PARTICIPATION PROCESS

APPENDIX E – GLOSSARY OF TERMS

ACT	Advisory Committee for Transit
AWP	Annual Work Program
CFR	Code of Federal Regulations
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISTEA	Intermodal Surface Transportation Efficiency Act
MPO	Metropolitan Planning Organization
NATAC	Nevada Aviation Technical Advisory Committee
NDOT	Nevada Department of Transportation
NEPA	National Environmental Policy Act
NRS	Nevada Revised Statutes
PIO	Public Information Office
RTC	Regional Transportation Commission
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users
STIP	State Transportation Improvement Program
STTAC	Statewide Transportation Technical Advisory Committee
TEA-21	Transportation Equity Act for the 21 st Century
TMA	Transportation Management Areas
TSP	Transportation System Projects
USC	United States Code



STATEWIDE TRANSPORTATION PLANNING PUBLIC PARTICIPATION PROCESS

APPENDIX E – GLOSSARY OF TERMS

The following terms and definitions are from *Public Involvement Techniques for Transportation Decision-making* prepared by Howard/Stein-Hudson Associates, Inc. and Parsons Brinckerhoff Quade and Douglas for Federal Highway Administration and Federal Transit Administration. The document may be found online at <http://www.fhwa.dot.gov/reports/pittd/contents.htm>

Disclaimer – These terms and definitions are provided for general use only – so that the public has a clearer understanding of what may be involved in different types of public meetings and outreach efforts. These definitions are not definitions created or adopted by NDOT.

Public meetings present information to the public and obtain informal input from community residents. Held throughout the planning process, they are tailored to specific issues or community groups and are either informal or formal. Public meetings have been used for many years to disseminate information, provide a setting for public discussion, and get feedback from the community.

A public hearing is a more formal event than a public meeting. Held prior to a decision point, a public hearing gathers community comments and positions from all interested parties for public record and input into decisions. Public hearings are required by the Federal government for many transportation projects and are held in transportation planning at the discretion of the sponsoring organization. Public notices in a general circulation newspaper cite the time, date, and place of a hearing. The period between notice and hearing dates provides time for preparing comments for submission to an agency. During this period, the agency accepts questions and provides clarification.

Meetings and hearings have these basic features:

- anyone may attend, as either an individual or a representative of specific interests;
- meetings may be held at appropriate intervals; hearings are held near the end of a process or sub-process before a decision;
- hearings require an official hearing officer; meetings do not;
- hearings usually have a time period during which written comments may be received; and
- community comments are recorded in written form as input to an agency.

An open house is an informal setting in which people get information about a plan or project. It has no set, formal agenda. Unlike a meeting, no formal discussions and presentations take place, and there are no audience seats. Instead, people get information informally from exhibits and staff and are encouraged to give opinions, comments, and preferences to staff either orally or in writing.

An open forum hearing expands a public hearing to include elements of an open house. In addition, after reviewing exhibits and talking with staff, participants can comment on a proposal for the formal transcript of the public hearing. Open forum hearings require formal notice, even though the hearing itself is informal.

Open houses and open forum hearings have the following common characteristics:

- Information is presented buffet-style, and participants shop for information, including graphics, maps, photos, models, videos, or related documents. Space is allocated for tables or booths, and information is mounted on walls.
- Agencies reserve table space for comment sheets where people write their opinions. Participants turn in comment sheets at the time or mail them in later. Pre-paying postage for comment sheets increases the likelihood they will be returned.
- Agency or technical staff people is present to answer questions or provide details. Often at least one person staffs each table, but agency representatives also are positioned at displays or roam throughout the room.
- These events can be used for either a planning process or project development.
- Since there is no fixed agenda, these events are usually scheduled for substantial portions of a day or evening, so that people can drop in at their convenience and fully participate. Hours should be clearly set and well-publicized. In areas where people work in shifts, open houses/hearings can be scheduled to overlap the shift changes.
- Brochures or videos introduce the open house/open forum process.



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APPENDIX E – GLOSSARY OF TERMS

- Agencies usually provide take-home written materials, brochures, or maps.
- These events can include non-agency displays. Sister agencies and community proponents or opponents may be given space to present a point of view, displays, documents, or handouts in separate, visible areas. Some agencies have found that allowing public groups to set up tables outside the meeting or hearing room helps the public distinguish official agency information from other sources.

In addition to having all the features of an open house, an open forum hearing has the following distinctive characteristics:

- A formal public notice of a fixed time and date must be published.
- People have a chance to clarify individual comments by reviewing materials before putting their opinions "on the record."
- Comments are formally recorded. People can comment orally before a designated staff person or court reporter, or they can write opinions on comment forms at the time of or after the event and return them prior to the announced deadline.
- The transcript of comments is made available to interested people after the event.

Open houses and open forum hearings provide an informal, casual, and friendly ambience. People drop by at their convenience, get the information that interests them, and stay as long as they wish. Informality encourages participants who are intimidated by formal meetings to attend and give input; often the quality of responses is higher. The short time required for participation attracts people who do not want to sit through long public meetings.

Participants have many opportunities for questions and for detailed answers. One-to-one conversations between agency staff and participants encourage information exchange and foster courtesy and attentiveness. Question periods have no strict time limits.

Participants have direct interaction with staff who might not otherwise be readily available. Making technical staff available shows an agency is open to community input. It allows for an informal exchange of information, with everyone learning from each other. People can receive immediate responses to questions about issues. Technical staff is available to reduce misinformation and rumor.

The format focuses on issues rather than positions. This focus allows participants to consider strategies to help an agency identify issues and propose solutions. Participants may request information and comment on a proposal.

Open houses can be tailored to participants' specific needs. They are held as necessary to improve public understanding of a process or project. Graphics or other materials are prepared to directly address issues of public concern.

A conference is a highly-structured program of presentations and discussions. Conferences usually have an overall theme, with multiple related sessions throughout the day. They can have presentations or panel discussions followed by questions. Top officials or panels of recognized experts help boost interest in attendance. Conferences often have plenary sessions attended by all participants, followed by breakout sessions on various elements. Conferences are as short as half a day or as long as three days.

A workshop is a task-oriented meeting organized around a particular topic or activity. Typically, it involves a relatively small group (20–40) and addresses aspects of a narrowly-defined topic. Workshops are usually one to three hours in duration for small groups to work on specific agenda. Because they are relatively short and task-focused, workshops can be part of a larger meeting, conference, or retreat.

Retreats are workshops held in non-traditional settings without distractions. A retreat is especially useful to work on personal conflict resolution and communication. Participants give their undivided attention to specific issues without interruptions for phone calls or everyday distractions. Like workshops, retreats are typically task-oriented and work on focused topics. Because of the complexity of an issue or topic, a retreat may require one full day and sometimes longer.



STATEWIDE TRANSPORTATION PLANNING PUBLIC PARTICIPATION PROCESS

APPENDIX E – GLOSSARY OF TERMS

A charrette is a meeting to resolve a problem or issue. Within a specified time limit, participants work together intensely to reach a resolution. The sponsoring agency usually sets the goals and time limit and announces them ahead of time. A leader's responsibility is to bring out all points of view from concerned local residents as well as agency representatives and experts.

Here are the usual components of a charrette:

- definition of issues to be resolved;
- analysis of the problem and alternative approaches to solutions;
- assignment of small groups to clarify issues;
- use of staff people to find supporting data;
- development of proposals to respond to issues;
- development of alternative solutions;
- presentation and analysis of final proposal(s); and
- consensus and final resolution of the approach to be taken.

A charrette is problem-oriented. The breadth of background of participants assures full discussion of issues, interrelationships, and impacts. Its time limits challenge people to rapidly, openly, and honestly examine the problem and help potential adversaries reach consensus on an appropriate solution.

A charrette produces visible results. It is often used early in a planning process to provide useful ideas and perspectives from concerned interest groups. In mid-process, a charrette helps resolve sticky issues. Late in the process, it is useful to resolve an impasse between groups.

A charrette enlarges the degree of public involvement in transportation, reducing feelings of alienation from government. It offers people interaction with public agencies and allows questions to be asked before decisions are made. It supplements, but does not replace, other kinds of public involvement.

Public information materials are materials that provide information about a transportation investment that is underway or in the planning stage. They are usually printed but sometimes are video or tactile. Public information materials are an essential form of communication in any public involvement process. The substance of the materials can be factual, present a point of view, or in some instances be legally required and thus need special drafting.

Public information materials communicate quickly. They are often visually appealing, and many need not include a great deal of detail. Some materials are quite small and contain a single item of information, like a logo for a metropolitan planning effort or a telephone number for more information. Some are geared to individual recipients, while others such as billboards reach out to a mass audience. Public information materials can summarize large amounts of information simply and in straightforward fashion. A sample range of public information materials includes:

- advertisements -- display and legal notices
- badges and buttons
- billboards
- brochures
- display boards
- electronic media
- fact sheets
- fast-food placemats
- fliers
- grocery bags
- magnets
- models
- news articles
- newsletters
- newspaper inserts and articles
- notices
- on-line home page
- posters
- press releases
- progress bulletins
- public service announcements (paper, video, radio)
- slides and overheads
- summaries of reports
- utility bill stuffers
- videotapes



STATEWIDE TRANSPORTATION PLANNING PUBLIC PARTICIPATION PROCESS

APPENDIX F – CONTACT INFORMATION

NDOT Headquarters

1263 South Stewart Street
Carson City, Nevada 89712
Telephone: 775-888-7000
Email: info@dot.state.nv.us
Website: www.nevadadot.com

Customer Service	(775) 888-7000
Director's Office	(775) 888-7440
Intermodal Planning Division	(775) 888-7352
Program Development Division	(775) 888-7121
Public Information Officer	(775) 888-7777
Public Meetings/Hearings Officer	(775) 888-7171

District Offices and Major Maintenance Stations

District 1 Office
LAS VEGAS
123 E. Washington Avenue
Las Vegas, Nevada 89101
(702) 385-6500

District 2 Office
RENO
310 Galletti Way
Sparks, Nevada 89431
(775) 834-8300

District 3 Office
ELKO
1951 Idaho Street
Elko, Nevada 89801
(775) 777-2700

District 1
Major Maintenance Station
TONOPAH
805 Erie Main
Tonopah, Nevada 89049
(775) 482-2301

District 3
Major Maintenance Station
WINNEMUCCA
725 W. 4th Street
Winnemucca, Nevada 89445
(775) 623-8000

District 3
Major Maintenance Station
ELY
1401 East Aultman Street
Ely, Nevada 89301
(775) 289-1700