

CHAPTER 5: Public Notices

MPO & Committee Meetings

According to the MPO By-Laws:

The Executive Director is responsible for providing written public notice of all MPO meetings, public hearings and committee meetings. Except in case of emergencies, written notice of any meeting shall be given at least five (5) days prior to the meeting. In case of emergency, notice of such meeting shall be given to each member as far in advance of the meeting as possible and by the most direct means of communications. In addition, notice of such emergency meeting shall be given to the media, utilizing the most practicable method. Written notice of any meeting shall state the date, time and place of the meeting, a brief description of the agenda for the meeting, and shall be provided in accordance with the requirements of Florida law and this Public Participation Plan.

2045 Long Range Transportation Plan

The Hillsborough MPO began its 2045 Long Range Transportation Plan (LRTP) update in late 2017. The LRTP identifies and prioritizes major transportation projects for funding under scenarios and trends that will shape Tampa Bay in the future.

The 2045 LRTP is being coordinated across county boundaries and will contain a chapter dedicated to regional priority projects. The Hillsborough MPO is coordinating with the MPOs of Pasco and Pinellas Counties to identify travel needs that span the three-county region.

More information about the 2045 LRTP can be accessed online at <http://www.planhillsborough.org/2045-lrtp/>



The MPO manages its notifications with an email database software called Constant Contact ®. MPO staff complies with the requirements by posting agendas for all MPO meetings and public hearings on PlanHillsborough.org and ensuring that all board and committee members, the media and other interested parties are on the MPO’s Constant Contact ® mailing list to receive notices of all MPO and committee meetings. Any member of the public can register to receive notifications by visiting <http://www.planhillsborough.org/> and clicking “Join our Mailing Lists” under “Be Involved.”

Required Public Review

The Hillsborough County MPO is obligated and will ensure reasonable time for public review and comment at key decision points on major documents and plans. These include, but are not limited to, the PPP, *Long Range Transportation Plan (LRTP)*, *Transportation Improvement Program (TIP)* and *Unified Planning Work Program (UPWP)*. The following table highlights requirements for public review periods and notices. The MPO’s practice is to meet or exceed these minimum requirements.

Plan or Program	Min. Review Period	Min. Public Notice/Ad	Min. Ad(s) Required	Public Hearing Required?
Public Participation Plan	45 days	45 days	1	No
LRTP Adoption	30 days	10 days	2	Yes
LRTP Amendment	15 days	15 days	1	Yes
TIP Priorities and Final Adoption	30 days	10 days	1	Yes
TIP Amendment	21 days	Not required	None	No
UPWP Adoption	30 days	Not required	None	No

Notifications and Advertisements

Public notices and/or advertisements are placed in accordance with the above table. At least one newspaper ad will be placed not less than 10 calendar days in advance of all MPO Public Hearings.

Monthly MPO Board and committee meetings and agendas are posted on the main page of PlanHillsborough.org. Regular MPO committee meetings are posted online at least 30 days in advance. Additional notices and schedule changes are promptly noted. Agendas for meetings are emailed and/or mailed out and are available on the MPO website normally seven days in advance. Draft meeting minutes are posted online in the agenda packet of the following month’s meeting.

MPO Board meetings are advertised, broadcast live and rebroadcast later in the month on Hillsborough County’s government television channel, HTV. These meetings are also available for streaming on the web at <https://www.hillsboroughcounty.org/en/government/meeting-information/hillsborough-television/watch-live>. In late 2017 the MPO began uploading recordings of all MPO Board meetings to its YouTube Channel, available at https://www.youtube.com/channel/UCsojHyZb_mkYIU3o32Tbg4w, although there is some lag in receiving and uploading these recordings. Starting in mid-2018, the MPO will also begin recording and uploading Transportation Management Area (TMA) Leadership Group meetings to its YouTube profile.



The MPO advertises public hearings in newspapers of general circulation such as the Tampa Bay Times, and *tbt. As appropriate and depending upon the project, the MPO may also place advertisements in newspapers with minority audiences, such as *La Gaceta* and the *Florida Sentinel Bulletin*, or in smaller community weeklies. The MPO may also provide information about MPO services and the availability of language services to LEP populations through non-English language radio and television advertisements.

Distinction Between Public Hearings and Public Meetings

There is no formal requirement for an MPO to hold a public hearing, unless it is in a non-attainment Transportation Management Area. The Hillsborough MPO is not in a non-attainment area. However, it goes beyond the formal requirements by holding public hearings when adopting or amending an LRTP, or when adopting a new TIP, as shown in the adjacent table.

Plan or Program	Frequency of Public Hearing
LRTP Adoption	At least once every five years
LRTP Amendment	As needed
TIP Priorities and Final Adoption	Yearly

Public hearings must be advertised, and the public must have a reasonable time to comment on the item under consideration at the hearing. Generally, the timeframe for public comment on items under consideration at a public hearing is longer than the timeframe at a public meeting. For instance, adoption of the TIP Priorities and TIP Final Program require a 30-day public review period, public advertisement, and a public hearing. TIP Amendments require a 21-day review period, no public advertisement, and are generally considered at a public meeting. Additionally, an official transcript or record of comments must be kept for a public hearing.

Public hearings and meetings require that anyone who wishes to speak has the opportunity to do so, although the time to speak may be limited and a request may be made that speakers with similar messages consolidate those messages.