

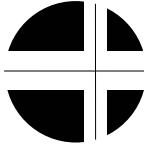
CLARK COUNTY-SPRINGFIELD  
*TRANSPORTATION COORDINATING COMMITTEE*

# **Public Participation Plan**

January 2007

Prepared by

Clark County-Springfield Transportation Study  
76 E. High St.  
Springfield, Ohio



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*ODOT District 7*

**Paul Wilson**

*Harmony Township*

**Herb Greer**

*Springfield Township*

**Leo Shanayda**

*City of Springfield*

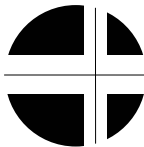
\* Non Voting Member

**David Hartley**

*Clark County*

**Kent Sherry**

*Springfield Area Chamber of Commerce*



## Transportation Study

**Thea J. Walsh**  
*Transportation Director*

**J. Lamar Daniel**  
*Transportation Planner II*

**Eric B. Ottoson**  
*Transportation Planner II*

**Scott G. Schmid**  
*Transportation Planner II*

**Larry W. Himes**  
*WESTCO Secretary-Treasurer*

**Sue E. Harber**  
*Fiscal Officer*

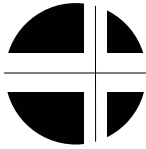
**Joyce A. Davis**  
*Administrative Secretary*

Phone	937-324-7751
Fax	937-328-3940
Email	ccstcc@ci.springfield.oh.us
Website	<a href="http://www.clarktcc.com">http://www.clarktcc.com</a>
Address	Springfield City Hall, 4 <sup>th</sup> Floor 76 East High Street Springfield, OH 45502

This report was prepared in cooperation with the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, the Ohio Department of Transportation, the Ohio Public Works Commission, the West Central Ohio Port Authority, transit and rail freight service providers, and the local governments of Clark County.

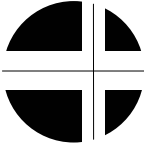
The preparation and publication of this document was financed cooperatively by the Federal Highway Administration, the Federal Transit Administration, the Ohio Department of Transportation, Clark County, the West Central Ohio Port Authority and the City of Springfield.

The contents of this Plan reflect the views of the Clark County-Springfield Transportation Study, which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official view and policies of the Ohio Department of Transportation or the U.S. Department of Transportation. This Plan does not constitute a standard, specification or regulation.



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## INTRODUCTION

### **Background**

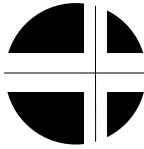
The Clark County-Springfield Transportation Coordinating Committee (TCC) was established in February 1964 to comply with the requirements of the Federal-Aid Highway Act of 1962. The TCC is the Metropolitan Planning Organization (MPO) responsible for transportation planning in the Clark County-Springfield area as designated by the Ohio Department of Transportation acting in behalf of the Governor in accordance with federal law (23 USC 134). The study area encompasses all political subdivisions in Clark County with a total population of 144,742.

The MPO is the forum for cooperative transportation decision-making by the principal elected officials of general purpose local government. The TCC is composed of local elected and appointed officials, transportation professionals, and citizen members. The TCC reviews and approves plans and programs involving expenditures of Federal-aid transportation funds in Clark County.

The TCC is responsible for meeting all the federal requirements of the cooperative, comprehensive and continuing transportation planning process, which became known as the 3-C process. The 3-C process was first required by the 1962 Surface Transportation Assistance Act and 1964 Federal Transit Act. The TCC staff maintains this planning process through work elements that are developed annually for the Planning Work Program (PWP). The PWP describes the work necessary to maintain the transportation planning process and serves as a budgeting mechanism. The transportation planning process implemented through the PWP is described in the Prospectus, dated June, 1996.

As the MPO, the TCC must fulfill the requirements of the planning regulations for the Clark County-Springfield area to maintain eligibility for Federal highway and transit funds through the Ohio Department of Transportation. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) recognizes that transportation improvements impact the economy, environment, and community quality of life. SAFETEA-LU documents eight metropolitan transportation planning factors:

- **Support the economic vitality** of the United States, the States and metropolitan areas, especially by enabling global competitiveness, productivity and efficiency;

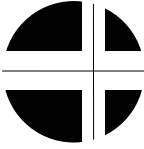


- **Increase the safety of the transportation system** for motorized and non-motorized users;
- **Increase the security of the transportation system** for motorized and non-motorized users;
- **Increase the accessibility and mobility options** available to people and freight;
- **Protect and enhance the environment, promote energy conservation; and improve quality of life;**
- **Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;**
- **Promote efficient system management and operation; and**
- **Emphasize the preservation of the existing transportation system.**

Current planning regulations identify five additional requirements of the planning process:

- **A pro-active public involvement process**
- **Consistency with Title VI of the Civil Rights Act of 1964;**
- **Identification of actions necessary to comply with the Americans with Disabilities Act of 1990;**
- **Provide for the involvement of traffic, ridesharing, transportation safety and enforcement agencies, port authorities, airports and appropriate private operators, and;**
- **Provide for the involvement of environmental resource and permit agencies as appropriate.**

As stated in the 2030 Clark County Transportation Plan, public participation should be encouraged at all times throughout the transportation planning process. Specifically, Objective 4, Strategy 4 of the 2030 Plan states: provide a pro-active involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans. Additionally, Objective 4, Strategy 2 states: provide for public participation by persons with disabilities by ensuring that public meeting facilities are



accessible and needed communications equipment or translators are available upon request.

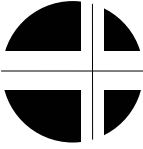
With regards to these strategies listed in the 2030 Clark County Transportation Plan and changes between TEA-21 (the previous Federal transportation bill) and SAFETEA-LU, an update of the Public Participation Process is listed as an end product in the Fiscal Year 2007 PWP. This document serves to support these strategies and to meet all Federal, state and local requirements.

### **Organization of the MPO**

The TCC is the main policy making body for the MPO. The TCC includes several elected officials, appointed officials, citizen members, and non-voting members. A few individuals have been members for many years and the citizen members, historically, have provided the leadership for the Committee. Permanent standing committees include an Executive Committee and a Technical Advisory Committee. The TCC establishes all policies, reviews staff proposals on all phases of the urban transportation planning process and approves the annual budget and work program for the staff. The TCC meets on a monthly basis.

The TCC Policy Board is made up of citizens, private sector representatives, public/private partnership representatives, state government, county government, city government, village government and township government within the MPO planning area.

The citizen members of the Committee assist in providing information about community attitudes and values. This information, in turn, is taken into account in the development of plans, programs, and projects.



## **Overview**

This Public Participation Process is intended to provide guidance for public involvement activities to be conducted by the TCC and contains the goals, objectives, strategies, and techniques used by the TCC for public involvement on all plans and programs. This plan will also address all Federal and State requirements.

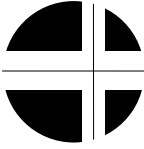
The TCC will provide timely information about transportation plans, programs, and projects to citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties. The TCC will also provide these parties with a reasonable opportunity to comment on these transportation plans, programs, and projects.

The TCC will provide reasonable public access to technical and policy information used in the development of the Long Range Plan, the Transportation Improvement Program, and other appropriate transportation plans, programs, and projects through open public meetings and the TCC website.

The TCC will give adequate public notice of public participation activities and allow time for public review and comment on all transportation plans, programs, and projects. Public notice will be conducted through announcements on the TCC website, media press releases, newspaper retail ads, the TCC newsletter, and monthly TCC policy board meetings.

The TCC will respond, when applicable, to all public input. Written or oral comments received on all planning studies during development, including the Long Range Plan and the Transportation Improvement Program, will be documented in the final planning study.

The TCC will solicit the needs of those underserved by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, disabled, and low-income households as documented in the TCC Environmental Justice Analysis report.



## **PUBLIC PARTICIPATION GOAL, OBJECTIVES, AND STRATEGIES**

### **Public Participation Goal**

To provide the public with detailed information on transportation planning services and project development in a timely manner.

### **Objective 1. Actively engage the public in the transportation planning process**

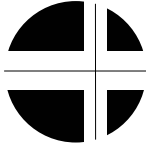
#### **Strategies**

- Maintain an up-to-date database of contacts, including public and private entities, to provide that all interested parties have reasonable opportunities to comment on the transportation planning process and products. These entities should include all resource agencies, as specified by SAFETEA-LU, including but not limited to local and state land use management, natural resource, and historic preservation agencies.
- Provide timely and information about transportation plans, programs, and projects to citizens, affected public agencies, and other interested parties. These entities should include all resource agencies, as specified by SAFETEA-LU, including but not limited to local and state land use management, natural resource, and historic preservation agencies.
- Provide reasonable public access to technical and policy information used in the development of transportation related plans, and hold open meetings where matters related to transportation planning are being considered.
- Employ visualization techniques to depict transportation plans including charts, graphs, and maps.

### **Objective 2. Keep the public informed of current transportation related activities**

#### **Strategies**

- Provide general plan or project specific information during normal business hours and after hours at the request of the public with reasonable notice.
- Maintain an internet website complete with contact information, all transportation plans, work products, and policy board meeting agendas and minutes.



- Produce and distribute a newsletter containing contact information, updates on completed or ongoing transportation plans and projects, and upcoming meetings at a minimum of two times in a year.

### **Objective 3. Encourage participation in the transportation planning process**

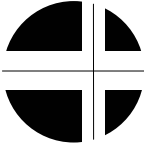
#### **Strategies**

- Identify target audiences for each planning study or project including residents, business and property owners, and those traditionally underserved by existing transportation systems such as low-income, minority, elderly, and disabled populations.
- Hold public meetings at a site and time convenient to potentially affected citizens whenever feasible.
- Incorporate Environmental Justice into all transportation planning activities by making a meaningful effort to involve protected populations in the transportation planning process

### **Objective 4. Continuously improve public participation**

#### **Strategies**

- Continuously evaluate public involvement techniques used to encourage public participation in the transportation planning process
- Review the Public Participation Plan every three (3) years in terms of its effectiveness in assuring that the transportation planning process provides full and open access to all.



## **PUBLIC PARTICIPATION TOOLS AND ACTIVITIES**

There are many tools and activities that can be used to accomplish this public participation goal and objectives. This section describes the tools and activities that the TCC will use to encourage public participation.

### TCC Public Information Contact List

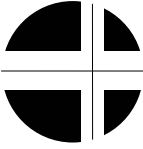
The TCC currently maintains a public information contact list that contains local stakeholders' contact information to use when distributing material for public participation. The master list will be reviewed continuously and updated when the information changes or new contacts are to be added. Per SAFETEA-LU regulations, the parties on this master list will include but is not limited to citizens, local government officials and staff, public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit, and other interested parties. Public agencies should include all resource agencies, as specified by SAFETEA-LU, including but not limited to local and state land use management, natural resource, and historic preservation agencies.

### TCC Website

The TCC currently maintains a website at [www.clarktcc.com](http://www.clarktcc.com). The site was established to provide information regarding transportation plans and programs quickly to the public. The website should always contain the current Long Range Transportation Plan, the current Transportation Improvement Program, the current Planning Work Program, the current TCC Newsletter, TCC Board minutes and agendas, and all upcoming meetings. Contact information for staff members including phone and e-mail addresses should be up-to-date and easy to locate. Any other significant transportation plans or information regarding transportation programs should also be available for the public on the website.

### TCC News

TCC News is the public involvement newsletter of the TCC. The newsletters are published to keep the public informed of ongoing transportation planning activities. The newsletters should be published at least twice per year and distributed to all parties on the TCC Public Information Contact List. The newsletters should also be available for viewing on the TCC website for all interested parties.



### Newspaper Advertisements

The TCC will place retail ads in the Springfield News-Sun, or any other appropriate newspaper or publication, as announcements of public meetings that are not regularly scheduled. The retail ads should be concise and in language that is easy for the general public to understand. An example of a retail ad can be found in Appendix A.

### News Releases

The TCC will distribute news releases to local media (newspaper, television, and radio) as announcements of public meetings that are not regularly scheduled. News releases will also be distributed for announcements on other transportation planning or program decisions or publications. An example of a news release and a list of media contacts can be found in Appendix B.

### Direct Mail Notification

The TCC will mail announcements of public meetings that are not regularly scheduled and/or other announcements on transportation planning or program publications directly to the TCC Public Information Contact List including all resource agencies, as specified by SAFETEA-LU. Additionally, in the course of a specific planning study, residents and business owners within a one mile radius of the study area will also be notified of public meetings and developments associated with the study.

### Surveys

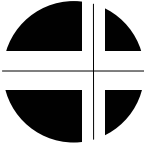
The TCC will distribute surveys to solicit opinion from the public on various transportation related topics on an as needed basis. The questions on the survey should be direct and concise in order to obtain a clear picture on public opinion. Surveys are used for a very specific input, so distribution of the survey will vary.

### Comment Forms

The TCC will make comment forms available at all public meetings to solicit input on the subject transportation plan or study. The comment forms can be general or specific depending on the nature of the anticipated response. Comment forms will contain TCC contact information for returning the form and the date by which the form is due to be received by the TCC. An example of a comment form can be found in Appendix C.

### Public Meetings

The TCC will hold public meetings to distribute information on transportation plans, programs, and projects. The type of public meeting will vary depending on the nature of the information that is to be conveyed. Meetings should be attended by as many TCC



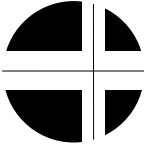
staff members as feasible to ensure that all participants have a chance to speak with someone regarding the subject plan, program, or project.

Meetings should be held, whenever feasible, at a site that is a central location to the citizens that are most affected by the subject plan, program, or project. This central location should also be within an Environmental Justice area if feasible. Meetings should be held in an ADA accessible venue and, whenever feasible, in an area close to a transit route. All meeting notifications should include language indicating that other special accommodations can be arranged by contacting the TCC staff. Meeting times should be set for the most convenient time of the day to maximize attendance.

Meeting notices and material should be presented in clear and understandable language. Visualization techniques should be used at every meeting to help convey the subject material. Visualization techniques include maps of the study area, proposed project area, or conceptual alternatives, graphs and tables such as alternative matrices, project rosters, and budgets, and pictures of existing conditions or conceptual drawings on studies or projects.

The public meeting format will vary depending on the nature of the meeting. The types of meetings are:

- Open Houses – general and open meetings with no (or short) presentations given. Open Houses provide the most interaction with the public as staff can communicate the subject material on a one-on-one basis. Open Houses should be held for at least two to three hours to maximize public participation.
- Workshops – meetings that have a hands-on component. Attendees participate in the development of the plan or project through their input. Workshops should have a defined start time and an organized program schedule.
- Public Forums – meetings that begin with a short presentation outlining the plan or project and then allow for attendees to address all participants. Public Forums should have a defined start time and should last as long as each attendees comment will allow.
- Public Hearings – formal meetings that are used to fulfill Federal, State, or local requirements. Public Hearings consist mostly of a presentation of the plan or project, and allow for public comment after the presentation. Public Hearings should have a defined start time and all proceedings, including public comments, should be transcribed for the record.



## **PUBLIC PARTICIPATION PROCEDURES**

### Long Range Plan

A total of four (4) public meetings are to be held: One during the development of the project list, and three (one in Springfield, one in western Clark County, one in eastern Clark County) after the development of the draft plan but before TCC adoption.

All public meetings should be advertised through retail ads in the Springfield News-Sun three non-consecutive days prior to the event. A press release for each of the meetings should be released one week prior to the event.

Comments regarding the draft project list and draft plan will be accepted from the date of the draft project list public meeting through two weeks after the final public meeting.

The TCC website should be updated with the development schedule and all draft documents during the development of the plan. Printed copies of all draft documents should be available during normal business hours at the TCC during the development of the plan. Interested parties may call or write to the TCC staff to have printed copies delivered to them.

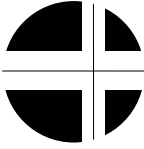
Amendments to the Long Range Plan, including those that will require a new air quality conformity determination, will be posted to the TCC website for public review and comment two weeks prior to adoption by the TCC Board. Comments received on the proposed amendments during the public comment period will be delivered to the TCC Board for review prior to adoption.

### Transportation Improvement Program (TIP)

A total of four (4) public meetings are to be held: One during the development of the project list, and three (one in Springfield, one in western Clark County, one in eastern Clark County) after the development of the draft TIP but before TCC adoption.

All public meetings should be advertised through retail ads in the Springfield News-Sun three non-consecutive days prior to the event. A press release for each of the meetings should be released one week prior to the event.

Comments regarding the draft project list and draft TIP will be accepted from the date of the draft project list public meeting through two weeks after the final public meeting or through the Statewide TIP public comment period, whichever is later.



The TCC website should be updated with the development schedule and all draft documents during the development of the TIP. Printed copies of all draft documents should be available during normal business hours at the TCC during the development of the TIP. Interested parties may call or write to the TCC staff to have printed copies delivered to them.

Amendments to the Transportation Improvement Program will be posted to the TCC website for public review and comment one week prior to adoption by the TCC Board. Comments received on the proposed amendments during the public comment period will be delivered to the TCC Board for review prior to adoption.

#### Transit Development Plan

Two public meetings are to be held: One during the development of the project list, and one after the development of the draft plan but before TCC adoption.

All public meetings should be advertised through retail ads in the Springfield News-Sun three non-consecutive days prior to the event. A press release for each of the meetings should be released one week prior to the event.

Comments regarding the draft project list and draft plan will be accepted from the date of the draft project list public meeting through two weeks after the final public meeting.

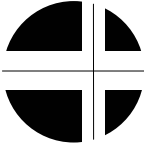
The TCC website should be updated with the development schedule and all draft documents during the development of the plan. Printed copies of all draft documents should be available during normal business hours at the TCC during the development of the plan. Interested parties may call or write to the TCC staff to have printed copies delivered to them.

#### Public Participation Plan

One public meeting is to be held after the development of the draft plan but before TCC adoption.

The public meeting should be advertised through retail ads in the Springfield News-Sun three non-consecutive days prior to the event. A press release for the meeting should be released one week prior to the event.

A Federally required 45 day public comment period will begin with notification of the availability of the draft plan. Comments regarding the draft plan will be accepted during this public comment period.



The TCC website should be updated with the development schedule and the draft document during the development of the plan. Printed copies of the draft document should be available during normal business hours at the TCC during the development of the plan. Interested parties may call or write to the TCC staff to have printed copies delivered to them.

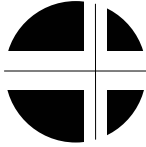
### Planning Studies

A minimum of three (3) public meetings are to be held during a planning study: at least two should be held during the development of alternatives and one held after the preferred alternative has been selected. Meetings should be held within the planning study area boundaries, where feasible.

The public meetings should be advertised through retail ads in the Springfield News-Sun three non-consecutive days prior to the event. Press releases for the meetings should be released one week prior to each event.

Comments regarding the study will be accepted from the first public meeting through two weeks after the final public meeting.

The TCC website should be updated with the schedule and all related information and documents during the planning study. Draft documents, displays, and conceptual maps should be available during normal business hours at the TCC during the planning study. Interested parties may call or write to the TCC staff to have printed copies delivered to them.



## APPENDIX A RETAIL AD EXAMPLE

(DESCRIPTION  
OF PROJECT OR  
PLAN)

**(Type of Meeting)**


*(Invitation to attend)*

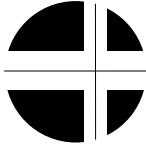
**When:** *(Date of Meeting)*

**Where:** *(Site of Meeting)*

*(Description of project or plan)*

For further information or special accommodations  
contact *(TCC staff contact information)*.

 CLARK COUNTY-SPRINGFIELD  
TRANSPORTATION COORDINATING COMMITTEE



## APPENDIX B NEWS RELEASE EXAMPLE



CLARK COUNTY-SPRINGFIELD  
TRANSPORTATION COORDINATING COMMITTEE

76 East High Street  
Springfield, Ohio 45502

937.324.7751  
fax 937.328.3940  
ccstccc@ci.springfield.oh.us  
www.clarktcc.com

*(Date)*

### NEWS RELEASE: FOR IMMEDIATE RELEASE

**WULM Radio**  
**WKSX Radio**  
**WEEC Radio**  
**WHIO Radio**  
**WYSO Radio**  
**WHIO TV (Dayton)**  
**WHIO TV (Springfield)**  
**WDTN TV**

**WKEF TV**  
**Springfield News-Sun**  
**New Carlisle Sun**  
**Enon Messenger**  
**Dayton Daily News**  
**Fairborn Daily Herald**  
**South Charleston Spectator**

*(TYPE OF NEWS RELEASE – For Public Notice/Public Meeting Notice)*

*(General Explanation)*

*(Detailed Description)*

Anyone needing special accommodations please contact the TCC Office at least 24 hours in advance of the open house at 324-7751.

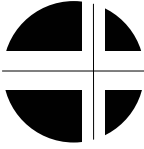
*(Contact Information)*

**Chairman**  
John W. Sessler

**Vice Chairman**  
Robert A. Warren

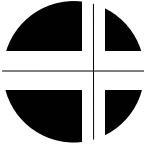
**Members**  
Dwain Bartley  
Elmer Beard  
Bob Bender  
Nancy Brown  
Jim Campbell  
John Detrick  
William George  
Timothy Gothard  
Herbert Greer  
David Hartley  
W. Darrell Howard  
Tom Junk  
Toni Keller  
Gene Kelly  
John Krabacher  
David Locke  
Bob McKie  
Kevin O'Neill  
Matt Parrill  
Nancy Pence  
Leo Shanayda  
Kent Sherry  
Bruce Smith  
Geoff Steele  
Roger Tackett  
Orphus Taylor  
Alan Thompson  
Marjorie Travis  
Ned Weber  
Sarah Wildman  
Paul Wilson

**Transportation Director**  
Thea J. Walsh



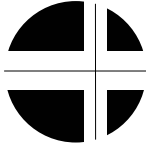
### NEWS RELEASE MEDIA CONTACTS

RADIO	
WULM Radio Attn: Michelle Phillips 1529 Miracle Mile Springfield, OH 45503 Fax: (937) 399-8767	WKSX Radio Attn: Chris Daniels 2963 Derr Road Springfield, OH 45503 Fax: (937) 399-3661 E-mail: email@kisscountry.com
WEEC Radio Attn: Jeff Kelley 2265 Troy Road Springfield, OH 45504 Fax: (937) 399-7802 E-mail: info@weec.org	WHIO Radio Attn: Jim Barrett 1414 Wilmington Avenue Dayton, OH 45420 Fax: (937) 259-2144 E-mail: jim.barrett@coxradio.com
WYSO Radio Attn: Valerie Edwards 795 Livermore Street Yellow Springs, OH 45387 Fax: (937) 769-1382 E-mail: wyso@wyso.org	
TELEVISION	
WHIO TV (Dayton) Attn: Julie Weindel 1414 Wilmington Avenue Dayton, OH 45420 Fax: (937) 259-2005 E-mail: julie.weindel@cox.com	WHIO TV (Springfield) 1 S. Limestone Street Springfield, OH 45502 Fax: (937) 322-0110
WDTN TV Attn: Kevin Roach 4595 S. Dixie Avenue Dayton, OH 45439 Fax: (937) 296-7147 E-mail: kroach@wdtn.com	WKEF TV Attn: Karrie Rossmiller 45 Broadcast Place Dayton, OH 45418 Fax: (937) 263-9537 E-mail: krossmiller@wkef.sbgnet.com



NEWSPAPER	
Springfield News-Sun Attn: Ben McLaughlin P.O. Box 660 202 N. Limestone Street Springfield, OH 45503 Fax: (937) 328-0328 E-mail: <a href="mailto:bmclaughlin@coxohio.com">bmclaughlin@coxohio.com</a>	New Carlisle Sun Attn: Merrilee Embs 225 S. Main Street New Carlisle, OH 45344 Fax: (937) 845-3577 E-mail: <a href="mailto:membs@tcnewsnet.com">membs@tcnewsnet.com</a>
Enon Messenger Attn: Merrilee Embs P.O. Box 335 Enon, OH 45323 Fax: (937) 845-3577 E-mail: <a href="mailto:messenger@tcnewsnet.com">messenger@tcnewsnet.com</a>	Dayton Daily News Attn: Chris Celek 45 S. Ludlow Street Dayton, OH 45401 Fax: (937) 225-2489 E-mail: <a href="mailto:localnews@coxohio.com">localnews@coxohio.com</a>
Fairborn Daily Herald Attn: Josh Richardson 30 S. Detroit Street Xenia, OH 45385 Fax: (937) 372-1951 E-mail: <a href="mailto:jrichardson@fairborndailyherald.com">jrichardson@fairborndailyherald.com</a>	South Charleston Spectator Attn: David Edwards P.O. Box K 15 W. Columbus Road South Charleston, OH 45368 Fax: (888) 273-6920 E-mail: <a href="mailto:dedwards@southcharlestonspectator.com">dedwards@southcharlestonspectator.com</a>





## **APPENDIX D RESOURCES**

**Federal Highway Administration;** *The Metropolitan Transportation Planning Process: Key Issues.*

**Miami Valley Regional Planning Commission;** Dayton, OH; *Draft Public Participation Plan;* 2006.

**Lubbock Metropolitan Planning Organization;** Lubbock, TX; *Draft Public Participation Plan of the Lubbock Metropolitan Planning Organization;* 2006.