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# *PUBLIC PARTICIPATION PLAN*

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Texarkana Metropolitan Planning Organization

Adopted by Policy Board  
Adopted Amendment #1  
Adopted Amendment #2

July 19, 2006  
January 31, 2008  
February 15, 2017

This report was prepared by the  
Texarkana Metropolitan Planning Organization  
in cooperation with the:  
Arkansas State Highway and Transportation Department  
Texas Department of Transportation  
US Department of Transportation  
Federal Highway Administration  
Federal Transit Administration

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Texarkana Metropolitan Planning Organization

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**TEXARKANA URBAN TRANSPORTATION STUDY  
RESOLUTION # 5-2017**

**A RESOLUTION BY THE POLICY COMMITTEE OF THE TEXARKANA URBAN TRANSPORTATION STUDY FOR THE SECOND AMENDMENT OF THE PUBLIC PARTICIPATION PLAN FOR THE TEXARKANA METROPOLITAN PLANNING ORGANIZATION AND AUTHORIZING ITS SUBMISSION TO THE ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT (AHTD), THE TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT), THE FEDERAL HIGHWAY ADMINISTRATION (FHWA), AND THE FEDERAL TRANSIT ADMINISTRATION (FTA).**

**WHEREAS,** the Texarkana Urban Transportation Study (TUTS), as the designated Metropolitan Planning Organization (MPO) for the Texarkana study area, is responsible for preparing and submitting a Public Participation Plan to AHTD, TxDOT, FHWA, and FTA.

**WHEREAS,** the Texarkana MPO staff recommends for adoption and submission of the Second Amendment to the Public Participation Plan to AHTD, TxDOT, FHWA, and FTA.

**WHEREAS,** the Technical Committee recommended for adoption and submission of the Public Participation Plan to AHTD, TxDOT, FWHA, and FTA.

**NOW, THEREFORE, BE IT RESOLVED** by the Policy Board of the Texarkana MPO that:

**SECTION 1:** That the Second Amendment of the Public Participation Plan for the Texarkana Metropolitan Planning Organization is hereby adopted.

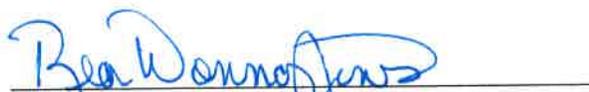
**SECTION 2:** That the Study Director of the Texarkana Metropolitan Planning Organization is hereby authorized to submit the Second Amendment of the Public Participation Plan to AHTD, TxDOT, FHWA, and FTA.

**SECTION 3:** That this Resolution shall become effective immediately upon adoption.

**ADOPTED** in Regular Session on the 15<sup>th</sup> day of February 2017.

  
Robert Bunch, Policy Board Chairman  
Texarkana Metropolitan Planning Organization

I hereby certify that this resolution was adopted by the Texarkana Metropolitan Planning Organization for the Texarkana Metropolitan Area in regular session on February 15, 2017.

  
Rea Donna Jones, Study Director  
Texarkana Metropolitan Planning Organization

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# PUBLIC PARTICIPATION PLAN

## TEXARKANA METROPOLITAN PLANNING ORGANIZATION

### INTRODUCTION

The Texarkana Metropolitan Planning Organization (MPO) is the regional metropolitan transportation planning agency for the Texarkana Urban Transportation Study (TUTS), which consists of the Cities of Texarkana, Arkansas, Nash, Texarkana, and Wake Village, Texas; Miller County, Arkansas, and Bowie County, Texas. Federal regulations require the designation of an MPO to carry out a coordinated, continuing and comprehensive transportation planning process for areas with an urbanized population of 50,000 or more, as determined by the Census Bureau.

### THE PURPOSE OF THE PUBLIC PARTICIPATION PLAN (3P)

The purpose of the 3P is to ensure that public participation is an integral part of the metropolitan transportation planning process and that decisions are made with the benefit and consideration of public perspectives. This policy provides a mechanism for bringing diverse viewpoints and values into the decision-making process. Early and continuous public involvement enables the MPO to make better informed decisions, improves quality through collaborative efforts, and builds mutual understanding and trust between the MPO and the public it serves. The 3P outlines various tools and time limits for public involvement in the development of various planning documents including the:

-  Metropolitan Transportation Plan (MTP): A fiscally constrained twenty-five (25) year long range metropolitan transportation planning document, which is updated every five (5) years;
-  Transportation Improvement Program (TIP): A short range four (4) year metropolitan transportation planning document, which is updated at least every two (2) years;
-  Unified Planning Work Program (UPWP): An outline of the activities that will be conducted by or overseen by the MPO staff over the course of a one (1) to two (2) year period which is updated every two (2) years.

### ORGANIZATION OF THE MPO

Representatives from the cities of Texarkana, Arkansas, Nash, Texarkana and Wake Village, Texas, Miller County, Arkansas and Bowie County, Texas, Arkansas State Highway and Transportation Department (AHTD) and Texas Department of Transportation (TxDOT), Federal Highway Administration (FHWA), Ark-Tex Council of Governments (ATCOG), Texarkana Urban Transit District (TUTD), and the Texarkana Regional Airport serve on the following boards/committees that are a part of the MPO:

-  Policy Board (PB): The governing body for the MPO that provides a forum for cooperative decision making and policy guidance. A group composed of elected and non-elected officials.

- ✚ Technical Committee (TC): A group composed of technical staff of key metropolitan transportation related planning agencies for the region that meet to discuss transportation-related issues and to provide technical analysis of planning activities for the PB.
- ✚ MPO Staff: The employees of the MPO who are responsible for performing administrative and technical services necessary to operate the MPO.

## SUPPORTING LEGISLATION

The following legislation addresses specific requirements for conducting metropolitan transportation planning in an open process that supports early and continued public involvement, provides complete information, timely public notice and full public access to key decisions. See

- ✚ Fixing America’s Surface Transportation (FAST) Act
- ✚ Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)
- ✚ Arkansas Open Meetings Act
- ✚ Texas Open Meetings Act
- ✚ Title VI of the Civil Rights Act of 1964
- ✚ Limited English Proficiency (LEP), Executive Order 13166
- ✚ Environmental Justice (EJ) in Minority and Low-Income Populations, Executive Order 12898
- ✚ National Environmental Policy Act of 1969 (NEPA)
- ✚ The Americans with Disabilities Act (ADA) of 1990, as amended

Appendix B for more information on the requirements set forth in Title 23, CFR §450.316.

## OUTREACH TOOLS

To fulfill the objectives set forth in the federal mandates, the MPO may use a range of strategies to enhance and support public outreach and education in the metropolitan transportation planning process, including, but not limited to:

### ✚ Comment Periods

Updates, drafts, and revisions of the various planning documents are made available for the public to review and comment on. A copy of the document is made available at the MPO office and on the MPO web page. The amount of time allowed for review and comment varies from document to document. For more detailed information see the “Opportunity for Public Participation” section of this document.

### ✚ Board/Committee Meetings

The MPO PB and TC meetings are generally held at a minimum of three to four (3 to 4) times per year or as necessary to perform its functions, and are open to the public. Agendas are sent out by e-mail, a minimum of seventy-two (72) hours prior to the scheduled meeting, to all Policy Board and

Technical Committee members, and to individuals of the public that have requested to be on the MPO's Public Notification List. A notice of the meeting, which includes the location, date, time, and agenda, is posted at ten (10) publicly accessible locations, released for broadcast on public access television and area radio stations, posted on the MPO web page, and a legal advertisement is placed in the Texarkana Gazette a minimum of seventy-two (72) hours prior to the meeting date.

#### Focus Groups

Focus groups may be formed to address specific concerns related to transportation issues such as conservation, economic development, freight, or public transportation, etc.

#### MPO Speakers

The MPO provides speakers to civic organizations, clubs, schools, neighborhood associations, and other organizations who are interested in the metropolitan transportation planning activities of the MPO. Speakers provide information on the purpose, process, and products of the MPO and seek continued participation and comments from the public.

#### MPO Web Page ([www.texarkanampo.org](http://www.texarkanampo.org) (.net and .com))

The MPO is committed to providing a web page with current MPO related information including agendas, primary planning documents, traffic count maps and data tables, links to outside agencies, meeting calendar, and other appropriate transportation-related material.

#### Notification List

A notification list of organizations, public agencies, elected and appointed officials, transportation providers, radio and television stations, newspapers, special interest or advocacy groups, and individuals interested in transportation related issues has been developed. The MPO staff routinely encourages additional groups or individuals to be added to the notification list. To be added to the list please contact the MPO at: [txkmpo@txkusa.org](mailto:txkmpo@txkusa.org).

#### Press Releases

The MPO will work with the local media (radio and television stations, and local newspaper) as a source of information for the public on significant transportation activities and issues. As warranted, the MPO will write press releases, conduct interviews, and submit articles to the news media. The current list includes: Texarkana Gazette, KTAL/Channel 6 News, KTOY/KTWN/Texarkana Radio, KKRY 102.5, KTXK 91.5, and KZRB Hooks/New Boston Radio.

#### Public Meetings

The MPO staff and other stakeholders participate in metropolitan transportation planning forums to obtain or exchange information. Forums are held to present updates, revisions and/or drafts of various planning documents to the public for review and comment.

#### Social Media

The MPO will use available media, such as Facebook, to reach out to the public to share information, and help to foster a relationship between the MPO and various stakeholders.

#### Studies and Reports

The studies and reports published by the MPO provide information on the MPO composition, metropolitan transportation planning process, major documents and data produced by the MPO. Material is available on the MPO web page for viewing or downloading and hard copies may be made available to the public upon request.

#### Surveys

The MPO staff will engage the public using survey instruments covering various aspects of the transportation system, its performance, and the public's opinion on policy, projects, and performance.

#### Traditionally Under-Served Populations

All public meetings are held at ADA accessible locations. Upon request, the MPO will make every effort to provide auxiliary aids and services, such as interpreters for the deaf and hearing impaired, to those who qualify as a disabled individual under the Americans with Disabilities Act (ADA) of 1990, as amended. Individuals requiring a language translator may also request assistance. The MPO office must receive notification by mail (P.O. Box 1967, Texarkana, Texas 75504), telephone (903-798-3927), or RELAY TEXAS (1-800-735-2989) for such services at least 48 hours in advance of the scheduled meeting time so a reasonable attempt can be made to provide appropriate arrangements.

#### Visualization Tools

Various types of visualization tools will be utilized to depict transportation information, statistics and/or maps.

## OPPORTUNITIES FOR PUBLIC PARTICIPATION

The MPO is mandated by federal legislation to produce a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP), a Unified Planning Work Program (UPWP), a Public Participation Plan (3P), an Annual Listing of Obligated Projects (ALOP), and an Annual Performance and Expenditure Report. The ALOP and APER are published for informational purposes only. The chart on the following page describes the various minimum required timelines associated with public participation periods for these documents. The days required for an activity are consecutive calendar days.

UPDATES	PUBLIC MEETINGS	COMMENT PERIOD*	ADDITIONAL NOTES
<b>MTP:</b> 25-year document, updated every 5 years	60 and 30 days prior to adoption	30 days	Project solicitation 90 days prior to adoption. Two (2) meeting will be held; one at 60 days prior to adoption, and one at 30 days prior to adoption.
<b>TIP:</b> 4-year document, updated at least every 2 years	N/A	10 days	Two separate documents, one for Arkansas and one for Texas
<b>UPWP:</b> 2-year document	N/A	10 days	MPO has the option of developing a 1-year UPWP document
<b>3P:</b> As needed	60 days prior to adoption	45 days	See Appendix A for Public Review and Comment Period.
AMENDMENTS	PUBLIC MEETINGS	COMMENT PERIOD	ADDITIONAL NOTES
<b>MTP:</b> As needed or by request	30 and 15 days prior to adoption	30 days	See Program Administration Guidelines section of this document
<b>TIP:</b> Quarterly, if needed	N/A	10 days	
<b>UPWP:</b> As needed	N/A	10 days	
<b>3P:</b> As needed	N/A	45 days	
ADMINISTRATIVE MODIFICATIONS	PUBLIC MEETINGS	COMMENT PERIOD	ADDITIONAL NOTES
<b>All:</b> As needed or by request	N/A	N/A	See Program Administration Guidelines section of this document
OPEN MEETINGS			
<b>Policy Board</b>	As scheduled	N/A	See Open Meetings and Records Procedures section of this document
<b>Technical Committee</b>	As scheduled	N/A	
OTHER PUBLIC INFORMATION			
<b>Posted Notices</b>	Notices are posted 72 hours prior to public meetings and comment periods		
<b>Legal Notices</b>	Legal notices are run at least 72 hours prior to public meetings and comment periods		
<b>Technical Assistance</b>	Available upon request		
<b>Presentations</b>	Available upon request		
<b>Publications</b>	Available on MPO web page and at the MPO office		

\* If the MPO Study Director determines that a significant change to the Final Draft of the MTP, TIP, UPWP, or 3P is necessary because of comments received from the public, the Final Draft will be made available for one (1) additional seven (7) day public comment period to address the specific significant change(s). However, the MPO Study Director may, at his or her discretion, request final approval by the TC and PB prior to the additional comment period pending any additional changes to the document.

## PROGRAM ADMINISTRATION GUIDELINES

The MTP, TIP, UPWP, and 3P may be amended or administratively modified at any time consistent with the procedures agreed to by the cooperating parties for developing these programs and the federal requirements in 23 CFR §450.300 concerning their development and public involvement requirements. All amendments and administrative modifications to the MTP and TIP must maintain the fiscal constraint requirements for these documents. All amendments and administrative modifications to the TIP must be consistent with the MTP. Amendments and administrative modifications to any of these documents must be consistent with Federal Title VI requirements and consider the effect on congestion, safety, air quality, quality of life, and opportunities for economic development. Detailed descriptions of Amendments and Administrative Modifications are provided as follows:

### **Amendments to the MTP, TIP, UPWP, and 3P**

Amendments require a formal process including approval by some or all of the following entities: TC, PB, AHTD, TxDOT, FHWA and FTA.

The following changes are examples of changes made through a MTP Amendment:

- ✚ Adding or deleting a project;
- ✚ Changes in the type of work, length, termini, or project design concept or scope.
- ✚ Changes from non-federal to federal funds.

The following changes are examples of changes made through a TIP Amendment:

- ✚ Adding or deleting major regionally significant highway or transit projects;
- ✚ Changes in a project estimated cost that not greater than 50% and results in a revised cost estimate is less than \$1,500,000; and the change in the cost estimate is not caused by a change in the project design concept or scope.
- ✚ Funding increases or decreases that are more than 20% of the TIP project estimate for Federal Transit Administration (FTA) funded projects.
- ✚ Changes in the type of work, length, or termini of a regionally significant highway or transit project from its original TIP description;
- ✚ Changes from non-federal to federal funds involving regionally significant highway or transit projects.

The following changes are examples of changes made through a UPWP Amendment:

- ✚ Adding or deleting a task;
- ✚ Changes in the amount of funds programmed within a fiscal year;

### **Administrative Modifications to the MTP, TIP, UPWP, and 3P**

The approval of Administrative Modifications has been delegated to the MPO Study Director, the TxDOT District Engineer and the AHTD Division Engineer – Transportation Planning & Policy through their written approval upon formal adoption of the 3P.

Administrative Modifications to the MTP, TIP, UPWP, and 3P may be made if the change does not adversely affect its timely implementation, financial constraint, or the public's opportunity to participate in the metropolitan transportation planning process. These changes may include:

- ✚ Minor data entry or typographical errors and changes in terminology or definitions;
- ✚ Changes in Federal, State, or Local funding sources or the project sponsor (not including those MTP or TIP actions that involve changes from non-federal to federal funds);
- ✚ Moving a project and its funding from one fiscal year to another within the stated period of the program;
- ✚ Any non-regionally significant highway or transit project-related change to projects funded from a “grouped” category.
- ✚ Any other changes require an amendment.

### **MTP Amendment Request Procedure**

Any MPO member agency may request the consideration of an amendment to the MTP on its own behalf or on the behalf of a non-member agency or private group, business, or individual. Private parties must work through the MPO member agency that represents them to request an amendment to the MTP. **ALL** such requests shall be submitted to the MPO Study Director in writing. The MPO Study Director may initiate an amendment to the MTP in order ensure that it remains in conformance with all applicable federal, state and regional policy requirements.

### **TIP Amendment Request Procedure**

To request a TIP amendment, the project sponsor must submit the proposal to the MPO Study Director for review. MPO staff will review the submitted request for compliance with Federal regulations, statute and regional policy, including funding completeness, impacts to air quality, congestion mitigation, safety, quality of life, and opportunities for economic development, financial constraint and for compliance with other Federal, state and regional requirements before approving the submitted request. If the proposal is found not to conform to the MPO adopted guidelines as shown herein or is inconsistent with the financial constraint of the TIP the proposal

may not be approved. Proposed amendments to projects contained in the TIP must also conform to the rules of the funding program involved. The MPO Study Director may initiate an amendment to the TIP to ensure that it remains in conformance with all applicable Federal, state and regional policy requirements.

### **Publication of Annual Listing of Obligated Projects (ALOP)**

The ALOP is an annual listing of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which Federal funds were obligated under 23 USC §134 and 49 USC §5303 in the preceding year. The document shall be published, made available to the public and posted on the MPO web page ([www.texarkanampo.org](http://www.texarkanampo.org) (.net or .com)) in compliance with 23 CFR §450.332.

### **Publication of Annual Performance and Expenditure Report (APER)**

The APER is an annual report which details the work that the MPO accomplished, and the funds that were apportioned and expended during the past fiscal year. This document is available to the public on the MPO website. This document is also sent to Arkansas Highways Transportation Depart (AHTD), Texas Department of Transportation (TxDOT), Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) for review and approval.

## **OPEN MEETING and RECORDS PROCEDURES**

The Texarkana MPO will abide by the Texas Open Meetings Act requirements:

- ✚ The MPO adheres to the requirements for open meetings and notices of meetings. All meetings where public business is conducted, which have a quorum, are open to the public. Notice of meeting is given at least seventy-two (72) hours beforehand through posting the agenda at Miller County, AR Courthouse; Texarkana, AR City Hall; Nash, Texarkana, and Wake Village, TX City Halls; Southwest Community Center; Texarkana Library; Collins Memorial Center; Sandflat-Glendale Neighborhood Center, TUTD Office, and the MPO web page ([www.texarkanampo.org](http://www.texarkanampo.org) (.net or .com)).
- ✚ All open meetings will be sound recorded, and the soundtrack maintained for a minimum of two (2) years. A summary of proceedings (minutes), including a roster of those who attended, will be made available at the MPO office, usually within thirty (30) days of the meeting. Minutes are maintained for a minimum of four (4) plus one (1) years and will be made available to the public upon request in accordance with the Texas Open Meetings Act.
- ✚ Meetings may go into executive session following the rules of the Texas Open Meetings Act.
- ✚ All MPO meetings are held in ADA accessible facilities. Reasonable attempts will be made to accommodate those with special needs if request is given at least forty-eight (48) hours in advance of the meeting. For individuals with

hearing and/or visual impairment, auxiliary aids and services such as interpreters, and readers and taped text will be made available.

- ✚ The MPO adheres to the requirements of the Public Information Act. Records, as defined by the law, are made accessible to the public. Upon receiving a written request for a record, the MPO responds to the request in the most appropriate manner. Standard paper copies will be provided for \$0.10 per page fee (each side with recorded information is considered a page). Additional fees may apply depending on the materials onto which the information is copied, labor charges for locating, compiling and reproducing the requested information and postal or shipping charges in accordance with Texas Administrative Code §§ 70.3. Access to records may be denied in those rare instances permitted by law, such as confidential personnel matters or negotiations.

## APPENDIX A

### HISTORY OF THE PPP WITH PUBLIC COMMENTS AND RESPONSES

ORIGINAL DOCUMENT ADOPTED JULY 19, 2006:

A 45-day public review and comment period was provided for this document beginning on June 2, 2006 and ending on July 17, 2006. No comments were received from the public.

AMENDMENT ONE ADOPTED JANUARY 31, 2008:

A 45-day public review and comment period was provided for Amendment One of this document beginning on October 27, 2007 and ending at 5 p.m. on December 10, 2007. No comments were received from the public.

AMENDMENT TWO ADOPTED FEBRUARY 15, 2017

A 45-day public review and comment period was provided for Amendment Two of this document beginning on September 19, 2016 and ending at 5 p.m. on November 2, 2016.

Comments Received:

- **Add a list of media that is used to notify public (not an all-inclusive list)**
- **Have the Technical Committee membership, function, etc. to mirror the Policy Board.**

## APPENDIX B

### Federal Regulations

Specifically, 23, CFR §450.336, of the Metropolitan Planning Process, requires eleven elements to be addressed. Each requirement and the method in which it is met, is listed below.

1. **Development of a public participation plan.**  
One public meeting and a period of at least forty-five (45) days, from date of posted notice, for public comments will be provided prior to its adoption. Comments may be made in writing, in person, by phone, fax or email. Comments are reviewed, and provided to the TC for consideration prior to final approval by the PB.
2. **Provide timely information on transportation issues.**  
Information is disseminated through a variety of measures, including a web page, email, press releases, public meetings, focus groups, presentations, social media, and visualization tools.
3. **Provide reasonable public access to technical and policy information used in the development of plans.**  
The MPO provides this access through public meetings, open and accessible committee meetings and public comment periods.
4. **Facilitate public involvement in developing the TIP and MTP.**  
The various outreach tools will be employed in encouraging input into the development of these planning documents.
5. **Public comments to be considered as an integral part of the planning process.**  
The public has an opportunity to comment on all plans released by the MPO. Comments may be made in writing, in person, by phone, fax or email. Comments are reviewed, and provided to the TC for consideration prior to final approval by the PB.
6. **Seek out and consider needs of historically under-served.**  
A comprehensive public notification list is maintained and includes groups that provide outreach to these under-served populations. Translators are made available, if requested. Additionally, special arrangements can be requested for the physically disabled and hearing or visually impaired.
7. **For areas of non-attainment, significant public comments will be part of the final TIP and MTP.**  
The Texarkana MPO Study Area is in attainment. However, public comments on the TIP and MTP are addressed and included in the documentation.
8. **Revisions to the TIP and MTP based on public comments will be made available to the public.**  
These types of revisions will be subject to the same, open meeting requirements.

9. **Periodic Reviews of the 3P.**

The MPO staff and TC will review the 3P as needed.

10. **State and Federal review of the 3P.**

The 3P will be forwarded to AHTD and TxDOT for approval, and to FHWA and FTA for review.

11. **Coordination, consultation and participation of interested parties.**

The MPO coordinates its activities with AHTD, TxDOT, Public Transit Operators and other interested parties in the metropolitan transportation planning process.

# APPENDIX C

## TEXARKANA METROPOLITAN PLANNING ORGANIZATION

### PUBLIC INVOLVEMENT PROCESS QUESTION/COMMENT FORM

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Project name: \_\_\_\_\_

Question/Comment: \_\_\_\_\_

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Please mail, e-mail or fax to:

**Texarkana MPO**  
**P.O. Box 1967**  
**Texarkana, Texas 75504**  
**Fax: (903) 798-3773**  
[txkmpo@txkusa.org](mailto:txkmpo@txkusa.org)

## APPENDIX D

### TEXARKANA METROPOLITAN PLANNING ORGANIZATION PUBLIC NOTIFICATION REQUEST

**Please add my name to the Public Notification List**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Please mail, e-mail or fax to:

**Texarkana MPO**  
**P.O. Box 1967**  
**Texarkana, Texas 75504**  
**Fax: (903) 798-3773**  
[txkmpo@txkusa.org](mailto:txkmpo@txkusa.org)