



Public Participation Guide

PlanRVA is taking steps to improve accessibility of public meetings to members of the public, interested parties and stakeholders across all of the public bodies we support. The following is a description for how one can follow activities of the Central Virginia Transportation Authority (CVTA), Richmond Regional Transportation Planning Organization (RRTPO) and PlanRVA's Regional Commission.

All meetings of the CVTA, RRTPO and PlanRVA, including committees and working groups are accessible to the public. Anyone may attend in person or virtually. The following are options available to anyone wishing to attend and participate:

1. **In Person Attendance and Participation:** PlanRVA is hosting in person meetings of the public bodies we support. For any in person meeting, members of the public, interested parties and stakeholders may attend the meeting in person without reservation or prior arrangement. Meeting information, including location, time and agenda topics are posted on the [PlanRVA full calendar](https://planrva.org/calendar/) at <https://planrva.org/calendar/>.

During this time of heightened concern for health, safety and welfare due to the COVID-19 pandemic and variants, please be sure to follow all health and safety guidelines from the Centers for Disease Control and the Richmond City Health District. Currently, we advise any persons who are not vaccinated for COVID-19 wear a mask or face covering and suggest those who are vaccinated to consider the same. In all cases, please keep a safe distance from others and help us prevent the spread of COVID-19 and its variants.

Anyone wishing to request special accommodations should contact PlanRVA at 804-323-2033 or email PlanRVA@PlanRVA.org with your request at least 48 hours prior to the meeting. A staff member will follow up to confirm our ability to fulfill the request.

Members of the public who chose to attend in person and wish to speak during the public comment period will be asked to sign in providing their name, locality of residence or business and topic they'd like to address.

2. **Virtual Attendance and Participation:** Anyone who wishes may participate in public meetings virtually as an attendee through the Zoom Webinar platform. Information

for how to register to attend each meeting will be published with the meeting notice on our website and transmitted through email notification to our members, stakeholders and interested parties. You can find registration information in the event details by clicking on the meeting you wish to attend in the [PlanRVA full calendar](https://planrva.org/calendar/) at <https://planrva.org/calendar/>.

Once registered, all attendees will receive automated confirmation emails of their registration with reminders that include the meeting access information. Once you've joined the meeting, you'll be able to submit comments or questions just as though you're in person.

3. **Observe Meetings and View Later:** Anyone wishing to view the meeting as it's happening or an archived recording may access recordings on [our YouTube Channel](https://www.youtube.com/planrva) at <https://www.youtube.com/planrva>. Meetings are live streamed and accessible afterwards for later viewing. All archived recordings are sorted by topic into playlists- just select the playlist for the meeting's recording you wish to view. You can also find links to all meeting recordings on the [PlanRVA website](http://www.PlanRVA.org) at www.PlanRVA.org by clicking the drop down for meetings and selecting the public body you're interested in viewing. Links to recordings available through YouTube are posted here after the meeting occurs.
4. **Share Your Opinion and Ask Questions:** The best way to participate "in real time" for a meeting is to attend in person or virtually and request time to address the body during the public comment time in the agenda. If you are unable to do this, you may also submit comments or questions prior to any scheduled meeting through the public body's dedicated mailbox (listed below). All written comments submitted by 4 p.m. the business day preceding the meeting will be provided to members of the public body within a reasonable time period and included in the administrative record. If in doubt, you can always submit your comments to Input@PlanRVA.org with the topic included in the subject line and we'll route internally.

For the CVTA:	CVTA@PlanRVA.org
For the RRTPO:	RRTPOinput@PlanRVA.org
For PlanRVA:	Input@PlanRVA.org

5. **Inclusive Agendas:** All comments and questions submitted via email during or after the meeting will be reviewed following the meeting and to the extent practical, we'll work to post responses on the PlanRVA website or incorporated as a report in the next meeting's agenda.
6. **Comments on Social Media Platforms:** PlanRVA maintains an active presence on Facebook, Twitter and YouTube. While we monitor comments on these platforms and work to address any questions posted to our accounts, we encourage members of the public who wish to submit bona fide comments to the public bodies to do so through the channels above. This will assure adequate tracking of input and responses so nothing is missed.