

# Region 16

## Public Participation Plan



Approved: January 28<sup>th</sup>, 2016

**RESOLUTION #114-2016**

INTRODUCED BY: SEIRPC

INTENT: A RESOLUTION ADOPTING THE SEIRPC 2016 PUBLIC PARTICIPATION PLAN

**WHEREAS**, the Southeast Iowa Regional Planning Commission serves local government within Des Moines, Henry, Lee, and Louisa Counties, Iowa; and

**WHEREAS**, the mission of the Southeast Iowa Regional Planning Commission is to provide quality direct and technical services, to promote intergovernmental cooperation and to effect a strengthening of the governmental units of the region; and

WHEREAS, the Southeast Iowa Regional Planning Commission desires to incorporate a public participation process that fosters public involvement throughout the transportation planning and decision making process; and

WHEREAS, the SEIRPC has prepared the 2016 Public Participation Plan that complies with MAP-21 regulations; and

WHEREAS, the draft Public Participation Plan has been available for public comment for 45 days and the comment period on the draft has now expired.

**BE IT RESOLVED** by the Southeast Iowa Regional Planning Commission on this 28<sup>th</sup> day of January, 2016 that the Policy Board hereby approves the Public Participation Plan.

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Brent Schleisman, Chairman

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Mike Norris, SEIRPC Executive Director

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## **Chapter 1: Introduction**

This document serves as the Public Participation Plan for the transportation planning efforts of the Southeast Iowa Regional Planning Commissions (SEIRPC). SEIRPC oversees transportation planning and programming for Des Moines, Henry, Lee, and Louisa Counties in Southeast Iowa. The Public Participation Plan outlines the ways in which members of the public may become involved in SEIRPC transportation planning activities. Public input is an essential component of creating useful tools for those who live, work, shop, and travel in the Southeast Iowa region. Without interest and input from the public, valuable and diverse local perspectives cannot be factored into the planning and evaluation of ideas. Anyone who holds a stake in the outcome deserves the opportunity to play a role in the planning process. SEIRPC strives to actively involve the public in decision-making and increase their awareness of the transportation planning process.

This plan is an update to the original Public Participation Plan, adopted in November 2011. The new plan expands on the efforts of the previous plan, by working to develop additional strategies of increasing public engagement in the planning process, as well as enhancing those that already exist. Input on how to increase public awareness and participation in the planning process has been sought through discussion at SEIRPC Board meetings, seeking input from other RPAs, trial and error, and attending conferences/webinars on the topic. SEIRPC feels that they have created a useful tool for engaging the public through traditional means, while also utilizing a new range of helpful technological tools that were previously unavailable.

This plan outlines how public involvement is incorporated into SEIRPC activities. The plan is organized as follows:

- **Chapter 2: Overview**  
This chapter provides an overview of SEIRPC, its responsibilities, and the importance of public participation.
- **Chapter 3: Regulations and Requirements**  
This chapter contains federal and state regulations relating to transportation planning efforts.
- **Section 4: Public Participation during SEIRPC Transportation Document Development**  
This chapter highlights the public involvement activities that will be used to create each of the major transportation planning documents that the SEIRPC is required to prepare.
- **Section 5: Ongoing Public Involvement Activities and Participants**  
This chapter focuses on routine activities and participants currently involved in SEIRPC transportation planning efforts.
- **Section 6: How to Get Involved**  
This chapter provides some information on how to get involved in the transportation planning process in Southeast Iowa.

## **Chapter 2: Overview**

### **A. Background**

#### **Regional Planning Affiliations**

In Iowa, Regional Planning Affiliations (RPAs) were formed to assist in the coordination of transportation planning at the regional level. These entities were established in 1992, after passage of the Intermodal Surface Transportation Efficiency Act (ISTEA), at the Federal level. This new regional focus was a critical improvement on previous planning efforts, as the influence and impact of transportation networks inherently transcend individual municipal and county jurisdictions. Today, there are 18 RPAs active throughout the State of Iowa.

Once established, each RPA was asked to form a Technical Advisory Committee, as well as a Policy Committee. The SEIRPC Technical Advisory Committee (TAC) is made up of professional staff, including engineers and planners from member cities, counties, and regional transit systems. The TAC is responsible for making funding recommendations to the Policy Committee, for inclusion into the yearly Transportation Improvement Program (TIP).

The Region 16 Policy Committee is comprised of the SEIRPC Board of Directors. The Policy Committee is responsible for approving all projects in the TIP, and approving the Transportation Planning Work Program (TPWP). In addition to the TIP and TPWP, SEIRPC is responsible for producing a Long Range Transportation Plan (LRTP), as well as a Public Participation Plan, to coordinate planning and programming efforts.

#### **Structure of SEIRPC**

SEIRPC is responsible for submitting all required transportation planning documents to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Iowa Department of Transportation (IDOT). It is also responsible for distributing this information to the general public.

SEIRPC staff works directly with the SEIRPC Policy Board, the Technical Advisory Committee, and the public, to help in the preparation of these transportation planning documents. Public involvement is sought and encouraged throughout the development of the area's transportation plans and programs. Citizens will be provided the opportunity to comment and provide input on all aspects of the transportation planning process, through Policy Board meetings, public hearings, surveys, and any other identified means of correspondence.

## B. Major Documents

As an RPA, there are 5 primary documents that SEIRPC is responsible for, and that public participation plays a crucial role in developing.

- **Long Range Transportation Plan**



The Long Range Transportation Plan (LRTP) is the document the region uses to outline transportation projects for the next 20 to 30 years. The plan outlines goals and objectives that will ensure the development and safety of the transportation system, as well as any changes it may face in the next 20 to 30 years. The LRTP identifies major projects and priorities in the region. This is used as a tool for planning, implementing and maintaining the region's transportation system well into the future.

- **Transportation Improvement Program**



The Transportation Improvement Program (TIP) identifies projects funded through Federal-aid in Region 16. This document is prepared annually and incorporates all city, county and state transportation projects of real significance that are considered to be eligible for Federal-aid funding.

- **Transportation Planning Work Program**



The Region 16 Transportation Planning Work Program (TPWP) is intended to provide a description of the local, state, and federal transportation planning activities SEIRPC is involved with annually. SEIRPC assists member governments with short and long-term planning needs, project development, grant writing, grant administration, technical assistance, mapping services, transit planning, and other transportation-related services, on an as-needed basis.

- **Passenger Transportation Plan**



The Passenger Transportation Plan (PTP) is a document required by the Iowa Department of Transportation's (IDOT) Office of Public Transit (OPT). It is meant to ensure that RPAs such as SEIRPC meet the requirements of the federal transportation authorizing legislation: *Moving Ahead for Progress in the 21st century Act (MAP-21)*. This legislation stipulates how RPAs must follow a coordinated planning process with human services agencies and transportation providers. The purpose of the Region 16 PTP is to improve passenger transit services in the Southeast Iowa Region and provide justification for transit projects in the Transportation Improvement Program (TIP).

- **Public Participation Plan**



The Public Participation Plan (PPP) outlines the process for involving the public in the development of transportation planning documents and decision-making in Southeast Iowa. The PPP covers regulations concerning public involvement in the five major transportation planning documents as outlined within this document. Furthermore, it identifies ways that SEIRPC will attempt to solicit public participation in transportation planning.

### **C. Importance of Public Participation**

Public participation is a crucial part of the development of the planning documents that are created for the region comprised of Des Moines, Henry, Lee and Louisa Counties. This plan has been created to inform staff and the public of the transportation issues and to provide a framework in which to have an open and clear process for incorporating public participation into the decision making process for transportation planning and programming .

The Public Participation Plan provides an overall outline for the public to access the transportation planning process. All individuals and organizations interested in participating in the planning process will have their views and opinions considered. Public participation is a key component of the planning process, and increasing the amount of such involvement is a high priority.

## **Chapter 3: Regulations and Requirements**

The federal transportation legislation of MAP-21 (Moving Ahead for Progress in the 21st Century Act) outlines regulations that are required of state and metropolitan planning organizations. This chapter summarizes the guidelines offered by MAP-21, as well as other legislation that SEIRPC is required to follow, in the development of a participation plan.

### **MAP-21**

The requirements of MAP 21 state that the participation plan must “provide individuals, affected public agencies, representatives of public transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment” in the planning process. Specifically, SEIRPC must comply with the following requirements:

- Develop the Public Participation Plan in consultation with all interested parties.
- Provide adequate public notice of public participation activities.
- Provide adequate time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed Long Range Transportation Plan and Transportation Improvement Program.
- Provide timely notice and reasonable access to information about transportation issues and processes.
- Employ visualization techniques in the LRTP and TIP.
- Make public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web.
- Hold any and all public meetings at convenient and accessible locations and times.
- Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP.
- Seek out and consider 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.
- Provide any additional opportunity for public comment, if the final LRTP or TIP differs significantly from the version that was previously made available for public comment, or raises new material issues which interested parties could not have reasonably foreseen from the initial public involvement efforts.
- Coordinate with the statewide transportation planning public involvement and consultation processes.
- Periodically review the effectiveness of the procedures and strategies contained in the Public Participation Plan, to ensure a full and open participation process.



- When significant written and oral comments are received on the draft LRTP and TIP (including the financial plans), include a summary, analysis, and report on the disposition of comments within the final LRTP and TIP.
- Provide a public comment period for a minimum of 45 days before the initial or revised Public Participation Plan is adopted.
- Provide copies of the approved participation plan to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), and post it on the World Wide Web, to the maximum extent practicable.
- In developing the LRTP and TIP, consult with agencies and officials responsible for other planning activities within the region that are affected by transportation, such as those involved with economic development, environmental protection, airport operations, and freight movement. To the maximum extent practicable, coordinate the planning process with such activities.
- In consideration of Federal public lands within the region, involve the appropriate Federal land management agencies in the development of LRTP and TIP.
- To the extent practicable, develop a documented process that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies.

### **Other Regulations**

In its efforts to involve members of the public in the planning process, SEIRPC should be consistent with **Title VI of the Civil Rights Act of 1964**, which ensures that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion.

The SEIRPC planning process must comply with the **Americans with Disabilities Act of 1990**. This is a civil rights law that protects individuals from discrimination based on disabilities.

The planning process must observe **Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations**. This states that programs, policies, and activities that affect human health or the environment should identify and avoid disproportionately high and adverse effects on minority and low-income populations. Environmental Justice aims to ensure that no racial, ethnic, or socioeconomic group bears a disproportionate share of negative environmental consequences resulting from governmental programs and policies.

Finally, the process must observe **Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency**. This states that efforts should be taken to evaluate all services provided by a federal agency, to ensure that persons with limited English proficiency are able to meaningfully access the services provided, without unduly burdening the fundamental mission of the agency.

### **Open Meeting Law**

Chapter 21 of the Iowa Code, also known as The Iowa Open Meeting Law is designed to facilitate public access to government decisions. It applies to government bodies, including boards, councils, commissions, and task forces created by the state or its political subdivisions. The law defines what constitutes a meeting and lists requirements for public notices, agendas, meeting procedures, and minutes, as well as regulations concerning closed meetings.

SEIRPC operates in accordance with the Open Meeting Law by welcoming and encouraging the public to attend meetings. Regular meetings of the SEIRPC Policy Board occur on the fourth Thursday of the month at 12:00 PM at the SEIRPC Offices in West Burlington (Meeting times and locations are subject to change). Meeting notices and agendas are mailed or e-mailed to all media serving the region which request notification. Information about meetings, including minutes and agendas, is also available at SEIRPC Offices and on the SEIRPC website at [www.seirpc.com](http://www.seirpc.com).

### **Public Records Law**

Chapter 22 of the Iowa Code, also known as the Iowa Public Records Law, provides for openness from government agencies with regard to public records. With exception for some SEIRPC records, every person has the right to examine and copy public records. SEIRPC complies with the Public Records Law, and public documents are available for review at the SEIRPC Offices. Documents may be viewed during normal office hours, with a nominal fee for copies.

## **Chapter 4: Public Involvement in Developing Transportation Projects**

This section outlines the various ways in which members of the public can become involved during the development of all major transportation planning documents that SEIRPC is responsible for.

### **Long Range Transportation Plan (LRTP)**



The Long Range Transportation Plan is the document the region uses to outline transportation projects for the next 20 to 30 years. The plan outlines goals and objectives that will ensure the development and safety of the transportation system. To do this, it entails analysis of the current system and how it may change in the next 20 to 30 years. The LRTP identifies major projects and priorities in the region. This is used as a tool for planning, implementing and maintaining the region's transportation system into the future. The following lists the ways that SEIRPC will use to ensure all of the public has an opportunity to be involved in LRTP development.

#### **1. Draft LRTP**

- Input will be sought from citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of persons with disabilities, and other interested parties.
- The draft LRTP will be developed by RPA staff, with further input from jurisdiction representatives and the Iowa DOT and oversight by the Technical Advisory Committee.

#### **2. Notices and Public Meetings**

- A minimum of one public input session will be held regarding the draft LRTP, with an attempt to have at least one input session in each of the four counties in Region 16.
- Public input sessions will try to be held in an area identified as being a low-income or minority neighborhood. All meetings will be held in accessible facilities.
- Notices for public input sessions will be advertised through local media sources.
- Notices may be posted at governmental offices, public libraries, post offices, at the SEIRPC Offices, and on the SEIRPC website.
- Notices may also be sent to organizations serving traditionally underserved populations, such as minority, low-income, and elderly populations.
- LRTP draft copies will be available at the SEIRPC Offices, SEIRPC website, and upon request. Persons requiring special material or presentation formats will be asked for advanced notice of at least one week prior to a public hearing. Reasonable accommodations to provide documents in an accessible format, as required by the American with Disabilities Act, will be made when requested by the public.

#### **3. Public Comment Period and Public Hearings**

- The general public shall be afforded the opportunity to provide comments on the development LRTP. A minimum of a 15 day comment period shall be provided to submit comments via fax, letter, phone, or email.

- A public hearing will be held at a regularly scheduled RPA meeting during the adoption of the final version of the LRTP. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.

#### **4. Final LRTP**

- Following the public hearing, the SEIRPC Policy Board will adopt a final version of the LRTP.
- A final version of the LRTP will be submitted to the Iowa DOT and the FHWA.
- The final version of the LRTP will be available at the SEIRPC Offices, on the SEIRPC website, and upon request.
- The public participation process associated with the LRTP will be evaluated and updated as needed.

#### **5. Revisions**

- Since it is a long range planning document, all projects in the Transportation Improvement Program should also be included in the LRTP. The TIP is updated annually, and projects included in the TIP may be moved forward or backward in time, or have changes made to their cost or scope. Therefore, the LRTP may be revised between full document updates, to reflect current project information as shown in the TIP.
- Other amendments to the LRTP will be made as needed.
- Amendments will require a public hearing to be held at a regularly scheduled SEIRPC Board meeting. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.



## **Transportation Improvement Program (TIP)**

The Transportation Improvement Program identifies projects funded by federal aid in Region 16. This document is prepared annually and incorporates all city, county and state transportation projects of regional significance that are considered to be eligible for federal-aid funding. As part of the TIP development process, SEIRPC receives an annual allocation of federal funding for the Surface Transportation Program (STP) and Transportation Alternative Program (TAP), to be distributed to counties and communities in the Region 16 planning area. The Region 16 Technical Advisory Committee (TAC) reviews, prioritizes, and recommends projects for STP and TAP funding to the SEIRPC Board of Directors. Final approval of projects for inclusion into the TIP is the sole responsibility of the SEIRPC Board of Directors. The TIP is fiscally constrained by adjusting the region's recommended projects to best match the estimated target of available federal STP and TAP funds for the next four years.

### **1. Draft TIP**

- The draft TIP will be developed by input from the Technical Advisory Committee regarding project selection for regional STP and TAP funding.

### **2. Public Comment Period and Public Hearings**

- The general public shall be afforded the opportunity to provide comments on the draft TIP and revisions to the TIP. Following development of the draft TIP or to revisions of the TIP, a public notice will be advertised through local media sources with a minimum of a 15 day comment period provided to submit comments via fax, letter, phone, or email.
- A public hearing will be held at a regularly scheduled RPA Board meeting during the adoption of the final version of the TIP. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.
- Revisions to the final TIP document or to specific projects within the document will require a public hearing to be held at a regularly scheduled SEIRPC Board meeting. A notice of the public hearing will be published no more than twenty days, and no less than four days before the date of the hearing.
- Persons requiring special material or presentation formats will be asked for advanced notice of at least one week prior to a public hearing. Reasonable accommodations to provide documents in an accessible format, as required by the American with Disabilities Act, will be made when requested by members of the public.
- Copies of the draft TIP will be available at the SEIRPC Offices, on the SEIRPC website, and upon request.
- Application forms for STP and TAP funding shall be available online on the SEIRPC website from the last week of October until applications are due in December.
- TAC meetings will be open to the public. Meeting notices will be published no more than 20, and no less than 4 days before the meeting.

### **3. Final TIP**

- Following the public hearing, the SEIRPC Board will adopt a final version of the TIP, including a summary of comments and responses.
- The final TIP will be submitted to the Iowa DOT, the FHWA, and the FTA.
- The final version of the TIP will be available at SEIRPC Offices, SEIRPC website, and upon request.
- The public participation process associated with the TIP will be evaluated and updated as needed.

#### 4. Revisions to Projects

Occasionally, projects programmed in the TIP (including those that receive federal STP and TAP funds) must be revised at some point in between annual updates. Such revisions could include a change to the program year, amount of funds, or scope of work for a given project, as well as the addition or removal of a project from the TIP. There are two basic types of revisions – amendments and administrative modifications, described in greater detail below:

- **Amendment**

An amendment is a revision which involves the addition or deletion of a project, or a substantial change in the design concept or scope of a given project. An amendment can include any of the following:

TYPE OF CHANGE	EXAMPLE(S)
Project Cost	Projects which increase the total amount of federal aid by more than 30%, or by more than \$2,000,000
Schedule Change	Adding or deleting a project from the first four years of the TIP
Funding Sources	Adding an additional federal funding source to a project
Scope Changes	Changes to any of the following: <ul style="list-style-type: none"><li>• Project termini</li><li>• Project alignment</li><li>• The amount of through traffic lanes</li><li>• Altering the type of work performed, from overlay to reconstruction</li><li>• The added inclusion of a roadway widening</li></ul>

There are two types of amendments – standard amendments and major amendments, all of which meet the above definition, but are differentiated as follows:

- A **Standard Amendment** is any which does not involve the components listed below for a Major Amendment. It may or may not involve regional STP or TAP funding. A standard amendment requires a public comment period, proof of fiscal constraint, a public hearing, and Policy Board approval.
- An amendment becomes a **Major Amendment**, if the project involves regional STP or TAP funding, and the change involves any of the following:
  - A change in the amount of regional STP/TAP funding requested
  - A change in project scope that would potentially impact the regional competitive scoring process

Note: If such a change in project scope occurs, but only one project was submitted for that year and category (City STP, County STP, or TAP), then this revision may be processed as a Standard Amendment, as no other projects would be impacted by the project change.

A major amendment requires that the TAC review it, and recommend to the Policy Board whether or not it should be approved. In addition, it is subject to all of the requirements listed for a Standard Amendment (public comment period, proof of fiscal constraint, public hearing, and Policy Board approval).

▪ **Administrative Modification**

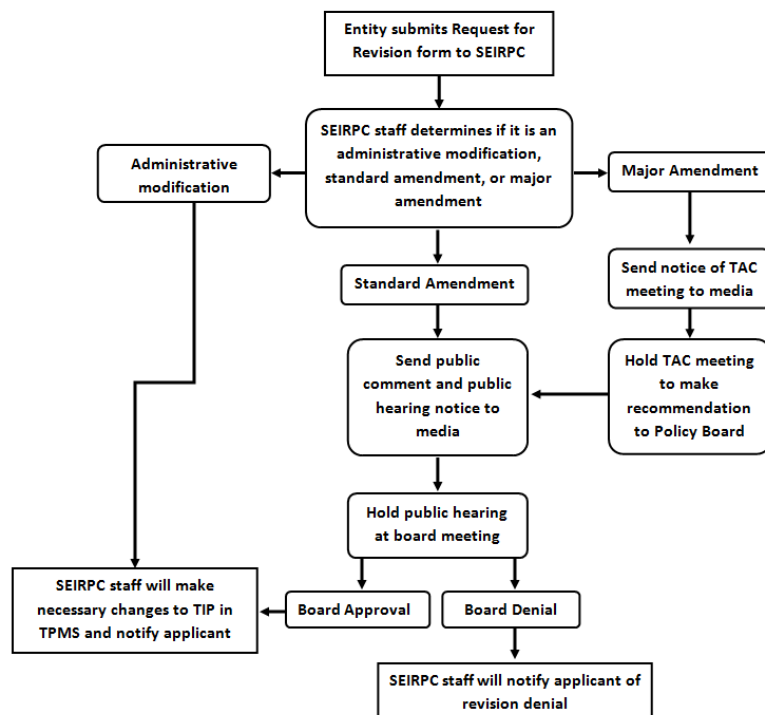
An administrative modification is a revision which involves a minor change to a project included in the TIP. This can include any of the following:

TYPE OF CHANGE	EXAMPLE(S)
<b>Project Cost</b>	Projects which increase the total amount of federal aid by less than 30%, or by less than \$2,000,000
<b>Schedule Change</b>	Any change to the schedule of a project included in the first four years of the TIP, such as the initiation date of a project or one of its phases.
<b>Funding Sources</b>	A change in funding from one source to another

Note: Any change in **project scope** requires an Amendment.

An administrative modification has simplified procedures which allow more flexibility in the processing of changes. It does not require TAC review, a public comment period, proof of fiscal constraint, or a public hearing. Although the Policy Board may be notified of an administrative modification, SEIRPC staff is allowed to process it without the Board's formal approval.

All revisions to the TIP must be done by filling out a "Request for Revision Application" and submitting it to SEIRPC. Upon receipt of an application, SEIRPC staff will make a determination of whether it is considered a standard amendment, major amendment, or administrative modification. The process for approving an amendment or administrative modification is outlined below:





## **Transportation Planning Work Program (TPWP)**

The Region 16 Transportation Planning Work Program (TPWP) is intended to provide a description of the local, state, and federal transportation planning activities SEIRPC works on annually. SEIRPC assists member government with short and long-term planning needs, project development, grant writing, grant administration, technical assistance, mapping services, transit planning, and other services as needed related to transportation.

### **1. Draft TPWP**

- The draft document will be prepared by SEIRPC staff with input from jurisdiction representatives, the Iowa DOT and oversight by the SEIRPC Policy Board.
- The draft will be available for public review on the SEIRPC website and at the SEIRPC offices.

### **2. Public Comment Period and Public Hearings**

- The general public shall be afforded the opportunity to provide comments on the draft TPWP. Following development of the draft TPWP a public notice will be advertised through local media sources with minimum of a 15 day comment period provided to submit comments via fax, letter, phone, or email.
- TPWP draft copies will be available at the SEIRPC Offices, on the SEIRPC website, and upon request.
- A public hearing will be held at a regularly scheduled RPA Board meeting during the adoption of the final version of the TPWP. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.
- Persons requiring special material or presentation formats will be asked for advanced notice of at least one week prior to a public hearing. Reasonable accommodations to provide documents in an accessible format, as required by the American with Disabilities Act, will be made when requested by the public.

### **3. Final TPWP**

- Following the public hearing, the SEIRPC Board will adopt a final version of the TPWP, including a summary of comments and responses.
- The TPWP will be submitted to the Iowa DOT, the FHWA, and the FTA and made available on the SEIRPC website, at the SEIRPC offices, and upon request.
- The public participation process associated with the TPWP will be evaluated and updated as needed.

### **4. Revisions**

- Revisions to the TPWP will be made as needed.
- Revisions will require a public hearing to be held at a regularly scheduled SEIRPC Board meeting. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.



## **Passenger Transportation Plan (PTP)**



The PTP is a required document by IDOT's Office of Public Transit (OPT), and is in efforts to meet the requirements of the federal transportation authorizing legislation, SAFETEA-LU, to follow a coordinated planning process with human services agencies and transportation providers. The purpose of the Region 16 PTP is to improve passenger transit services in the Southeast Iowa Region and provide justification for transit projects in the Transportation Improvement Program (TIP).

### **1. Draft PTP**

- The draft document will be prepared by SEIRPC staff with input from the Transit Advisory Committee (TRAC), which consists of human service agencies, passenger transportation providers, and users and advocates of transportation services.
- The draft will be available for public review on the SEIRPC website and at the SEIRPC offices.

### **2. Public Comment Period and Public Hearings**

- The TRAC and the general public shall be afforded the opportunity to provide comments on the draft PTP. Following development of the draft PTP a public notice will be advertised through local media sources with minimum of a 15 day comment period provided to submit comments via fax, letter, phone, or email.
- PTP draft copies will be available at the SEIRPC Offices, on the SEIRPC website, and upon request.
- A public hearing will be held at a regularly scheduled SEIRPC Board meeting during the adoption of the final version of the PTP. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.
- Persons requiring special material or presentation formats will be asked for advanced notice of at least one week prior to a public hearing. Reasonable accommodations to provide documents in an accessible format, as required by the American with Disabilities Act, will be made when requested by the public.

### **3. Final PTP**

- Following the public hearing, the SEIRPC Board will adopt a final version of the TPWP, including a summary of comments and responses.
- The TPWP will be submitted to the Iowa DOT, the FHWA, and the FTA and made available on the SEIRPC website, at the SEIRPC offices, and upon request.

### **4. Revisions**

- The PTP will be revised as necessary. A full document will be prepared every five years.
- Revisions will require a public hearing to be held at a regularly scheduled SEIRPC Board meeting. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.

## **Public Participation Plan (PPP)**



The PPP outlines the process for involving the public in development of transportation planning documents and decision-making in Southeast Iowa. The PPP covers regulations concerning public involvement in the five major transportation planning documents, as outlined within this document. Furthermore, it identifies ways that SEIRPC will attempt to solicit public participation in transportation planning.

### **1. Draft PPP**

- Input for the draft document will be sought from all interested parties. Input may be sought through SEIRPC Board meetings, public meetings, surveys, focus groups, and any other effective means of communicating with the public.
- The draft document will be prepared by SEIRPC staff with input from jurisdiction representatives and the Iowa DOT and oversight by the SEIRPC Policy Board.
- The draft will be available for public review on the SEIRPC website and at the SEIRPC offices.

### **2. Public Comment Period and Public Hearing**

- The general public shall be afforded the opportunity to provide comments on the draft PPP. Following development of the draft PPP a public notice will be advertised through local media sources with minimum of a 45 day comment period provided to submit comments via fax, letter, phone, or email.
- PPP draft copies will be available at the SEIRPC Offices, on the SEIRPC website, and upon request.
- A public hearing will be held at a regularly scheduled SEIRPC Board meeting during the adoption of the final version of the PPP. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.
- Persons requiring special material or presentation formats will be asked for advanced notice of at least one week prior to a public hearing. Reasonable accommodations to provide documents in an accessible format, as required by the American with Disabilities Act, will be made when requested by the public.






### **3. Final PPP**

- Following the public hearing, the SEIRPC Board will adopt a final version of the PPP, including a summary of comments and responses.
- The PPP will be submitted to the Iowa DOT, the FHWA, and the FTA and made available on the SEIRPC website, at the SEIRPC offices, and upon request.
- The public participation process associated with the PPP will be evaluated and updated as needed.

### **4. Revisions**

- The PPP will be updated as needed. New methods for public input will continually be explored and included in PPP as needed.
- Minor revisions will be made in consultation with the Policy Board. Major revisions will be considered an update, and follow the process outlined above.

**Summary of SEIRPC Transportation Planning Document Development**

	Updated	Draft Development	Public Notice	Public Comment Period	Public Hearing and Adoption	Availability
<b>Long Range Transportation Plan (LRTP)</b> 	Every 5 years	Draft developed by SEIRPC staff with input from interested parties and focus groups	Notice published for public comment period and for public hearing	15 day public comment period	Adopted after a public hearing during SEIRPC Board Meeting	SEIRPC Offices, SEIRPC Website, Upon request
<b>Transportation Improvement Program (TIP)</b> 	Annually	Draft developed by SEIRPC staff with input from Technical Advisory Committee	Notice published for public comment period and for public hearing	15 day public comment period	Adopted after a public hearing during SEIRPC Board Meeting	SEIRPC Offices, SEIRPC Website, Upon request
<b>Transportation Planning Work Program (TPWP)</b> 	Annually	Draft developed by SEIRPC staff with oversight of Policy Board	Notice published for public comment period and for public hearing	15 day public comment period	Adopted after a public hearing during SEIRPC Board Meeting	SEIRPC Offices, SEIRPC Website, Upon request
<b>Passenger Transportation Plan (PTP)</b> 	Before LRTP updates and as needed	Draft developed by SEIRPC staff with input from Transit Advisory Committee	Notice published for public comment period and for public hearing	15 day public comment period	Adopted after a public hearing during SEIRPC Board Meeting	SEIRPC Offices, SEIRPC Website, Upon request
<b>Public Participation Plan (PPP)</b> 	Every 5 years	Draft developed by SEIRPC staff with oversight of Policy Board	Notice published for public comment period and for public hearing	45 day public comment period	Adopted after a public hearing during SEIRPC Board Meeting	SEIRPC Offices, SEIRPC Website, Upon request

## **Chapter 5: Ongoing Public Involvement Activities and Participants**

The public is encouraged to participate in the development of all transported-related documents, and submit any other concerns or ideas they may have. Forums and events for accomplishing this include, but are not limited to:

- Monthly Board Meetings open to the public
- Work sessions, focus groups, open houses, public input sessions, surveys, interviews, public events, and public hearings during the development of other major projects.
- Newsletter publications
- Newspaper articles with area media as requested
- Presentations to city councils, planning commissions and county boards of supervisors, as needed
- Presentations to local service clubs and groups, or other similar organizations
- Information available on the SEIRPC website and Facebook page

In addition to the above opportunities for public input, the following tables provide a membership list for committees and organizations that are regularly involved in the transportation planning process. The final table outlines a list of specific regional media outlets. This list is not all inclusive and other interested parties may be added to this list.

### **SEIRPC Policy Board**

<b>Name</b>	<b>Professional Title</b>	<b>Representing</b>
<b>Dr. Michael Ash</b>	President	Southeastern Community College
<b>Chris Ball</b>	County Supervisor	Louisa County
<b>Bob Beck</b>	County Supervisor	Des Moines County
<b>Steve Bisenius</b>	Executive Director	Lee County Economic Development Group
<b>Jim Davidson</b>	City Council Member	City of Burlington
<b>Klay Edwards</b>	President/CEO	Peoples State Bank (Winfield)
<b>Gary Folluo</b>	County Supervisor	Lee County
<b>Sue Frice</b>	Regional Manager	Iowa Vocational Rehab Services
<b>Bob Hesler</b>	Realtor	Fraise Auction & Real Estate (New London)
<b>Mark Huston</b>	City Council Member	City of Columbus Junction
<b>Greg Moeller</b>	County Supervisor	Henry County
<b>Michael O'Connor</b>	City Council Member	City of Keokuk
<b>Brad Quigley</b>		Louisa County – Private Sector
<b>Ron Sadler</b>	City Council Member	City of New London
<b>Brent Schleisman</b>	City Administrator	City of Mount Pleasant
<b>Richard Taylor</b>	City Council Member	City of Wapello
<b>Steve Titus</b>	President	Iowa Wesleyan University
<b>Hans Trousil</b>	Mayor	City of West Burlington
<b>David Varley</b>	City Manager	City of Fort Madison

## Technical Advisory Committee (TAC)

Name	Professional Title	Representing
Chris Ball	County Supervisor	Louisa County
Chris Boshart	Business Professional	Agri-Way Partners (Wayland)
Brian Carter	County Engineer	Des Moines County
Jim Davidson	City Council Member	City of Burlington
Larry Driscoll	Public Works Director	City of Fort Madison
Gary Folluo	County Supervisor	Lee County (also SEIRPC Board Member)
Chuck Reighard	Superintendent of Schools	City of New London
Bill Richards	Professional Engineer	PSBA & Associates (Keokuk)
Bill Small	Business Professional	State Bank of Wapello (Wapello)
Jason Huddle (Non Voting)		Iowa DOT
Mark Bechtel (Non Voting)		Federal Transit Administration
Darla Hugaboom (Non Voting)		Federal Highway Administration

## Transit Advisory Committee (TrAC)

Name	Professional Title	Representing
Nicole Baker	Transit Director	SEIBUS
Bob Bartles	Executive Director	Hope Haven Development Center
Sarah Berndt	CPC Administrator	Henry County
Pat Colthurst	Community Services Director	Louisa County
Carol Dustman	RSVP Director	Mount Pleasant
Pam Erhardt	Program Supervisor	Hope Haven Development Center
Randy Griffin	County Supervisor	Louisa County
Steve Hoambrecker	Transit Manager	Burlington Urban Service
Bob Hoxie	Director of Safety, Training, and Public Funding	Burlington Trailways
Ken Hyndman	CPC Administrator	Des Moines County
Mary Maine	RSVP Coordinator	Des Moines County
Mike O'Connor	City Council Member	City of Keokuk
Gary See	County Supervisor	Henry County
Connie Storms	Director	Fort Madison United Way
Pam Taylor	Services Director	Milestones Area Agency on Aging
Ryane Wood	CPC Administrator	Lee County



## Highway 34 Coalition

Name	Professional Title	Agency Represented
<b>Kurt McChesney</b> , <i>Chairman</i>	Owner	Gladstone Grain Company
<b>Bill Reichow</b> , <i>Vice Chair</i>	County Board Chairman	Warren County
<b>Yvonne Knapp</b> , <i>Secretary/Treasurer</i>	Executive Director	Warren Henderson Partner EDC
<b>Terry Davis</b>	Director	Big River Resources
<b>Rod Davies</b>	Mayor	City of Monmouth
<b>Cathy Good</b>	County Board Member	Henderson County
<b>Brenda Levitt</b>	Economic Development Coordinator	Greater Burlington Partnership
<b>Mike Norris</b>	Executive Director	Southeast Iowa Regional Planning Commission
<b>Suzan Nash</b>	Executive Director	Western Illinois Regional Council
<b>John Pritchard</b>	Mayor	City of Galesburg
<b>Tom Schmidt</b>	Business Manager	Galesburg Regional Econ. Dev. Assoc.
<b>Blanche Shoup</b>	President	Workforce Investment Board
<b>Brad Weiss</b>	Logistics Manager	Shearer's Foods, LLC
<b>Knox County Area Partnership for Economic Development</b>		
<b>34 Voices, West Central School District 235</b> , <i>Honorary Member</i>		
<b>Mike Albaugh</b> , <i>Honorary Member</i>	Manager	John Deere
<b>Gene Blade</b> , <i>Honorary Member</i>	Professional Engineer	Hanson Professional Services
<b>Don Chicken</b> , <i>Honorary Member</i>	Retired	
<b>Tom Doran</b> , <i>Honorary Member</i>	Field Editor	Illinois AgriNews
<b>Sherry Foster</b> , <i>Honorary Member</i>	Dean of Business and Community Services	Carl Sandburg College
<b>Mark Hagerla</b> , <i>Honorary Member</i>	Retired	
<b>Rep. Norine Hammond</b> ,	State Representative	Illinois House of Representatives, 93rd District
<b>Linda Utsinger</b> , <i>Honorary Member</i>	Facility Manager	China Railway Materials USA



## Highway 61 Coalition

Name	Professional Title	Agency Represented
<b>Bob Beck</b> , <i>Chairman</i>	County Supervisor	Des Moines County
<b>Gary Folluo</b> , <i>Vice Chair</i>	County Supervisor	Lee County
<b>Brenda Levitt</b> , <i>Secretary/Treasurer</i>	Economic Development Coordinator	Greater Burlington Partnership
<b>Randy Griffin</b>	County Supervisor	Louisa County
<b>Jason Hutcheson</b>	President/CEO	Greater Burlington Partnership
<b>Zach James</b>	Planning Director	Southeast Iowa Regional Planning Commission
<b>Greg Jenkins</b>	President/CEO	Greater Muscatine Chamber of Commerce
<b>Terry Knoke</b>	Professional Engineer	Poepping, Stone, Bach & Associates
<b>Tim Licko</b>	City Council Member	City of Mediapolis
<b>Vern Meierotto</b>	Retired	City of West Point
<b>Jim Olson</b>		Great Western Bank
<b>Julie Tribbey</b>	City Clerk	City of Mediapolis
<b>David Varley</b>	City Manager	City of Fort Madison



## Regional Media Contacts

Name	Type
Fort Madison Daily Democrat	Daily Newspaper
Mt. Pleasant News	Daily Newspaper
The Daily Gate City	Daily Newspaper
The Hawk Eye	Daily Newspaper
The Muscatine Journal	Daily Newspaper
Morning Sun News-Herald	Weekly Newspaper
The Columbus Gazette	Weekly Newspaper
The Des Moines County News	Weekly Newspaper
The Mediapolis News	Weekly Newspaper
The New London Journal	Weekly Newspaper
Wapello Republican	Weekly Newspaper
Winfield Beacon/Wayland News	Weekly Newspaper
KCRG (ABC) – Cedar Rapids	TV
KGEM (NBC) – Quincy	TV
KHQA (CBS) – Quincy	TV
KIIN (PBS) – Iowa City	TV
KLGB (FOX) – Quad Cities	TV
KTVO (ABC) – Kirksville, MO	TV
KWQC (NBC) – Quad Cities	TV
KYOU (FOX) – Ottumwa	TV
WGEM (FOX) – Quincy	TV
WHBF (CBS) – Quad Cities	TV
WQAD (ABC) – Quad Cities	TV
KBUR – Burlington	Radio
KCPS – Burlington	Radio
WIUW (Tri States Public Radio) – Keokuk	Radio
WSUI (Iowa Public Radio) – Iowa City	Radio



## Chapter 6: How to Get Involved

To get involved in the transportation planning process, the public can directly contact the SEIRPC staff listed below by mail, e-mail, phone, or in person.

Mike Norris | Executive Director

P|319-753-4310

[mnorris@seirpc.com](mailto:mnorris@seirpc.com)

Zach James | Planning Director

P|319-753-4313

[zjames@seirpc.com](mailto:zjames@seirpc.com)

Southeast Iowa Regional Planning Commission (SEIRPC)

211 North Gear Avenue Suite 100

West Burlington, Iowa 52655

P| 319.753.5107

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[www.facebook.com/SEIRPC](https://www.facebook.com/SEIRPC)

