

# PUBLIC PARTICIPATION PLAN

of the

## NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION TRANSPORTATION POLICY COUNCIL

and its Committees:

### REGION 3 TRANSPORTATION TECHNICAL COMMITTEE REGION 3 ENHANCEMENT COMMITTEE

for purposes of the program delivery of the:

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users  
January, 2013

## REGION 3 PLANNING AFFILIATION (RPA 3)

The Regional Planning Affiliation 3 (RPA 3) is located in northwestern Iowa and consists of the nine counties of Buena Vista, Clay, Dickinson, Emmet, Lyon, O'Brien, Osceola, Palo Alto, and Sioux, and 78 cities within these counties. RPA 3 follows the same boundaries and includes the same counties and cities as the Northwest Iowa Planning & Development Commission (NWIPDC) Region. Total population of the Region is 140,838. These member local governments, through their respective policy council and committee representation, are involved in the decision-making process for the distribution of federal funds for transportation-related projects.

## GOAL OF THE REGION 3 PLANNING AFFILIATION

As stated in the goals of the existing Long Range Transportation Plan, maintaining the current transportation system is the main priority for Region 3. The region is primarily agricultural which requires a specific combination of federal, state and local road combined with rail transportation. The Region's extensive road system, particularly the local system, and fluctuating federal, state and local funding resources requires that each potential project must be reviewed for its regional impact as the limited funding amounts are programmed annually.

## PUBLIC INVOLVEMENT

Defined: Public Participation is an open process which seeks out and encourages early and continuous public involvement throughout the development of transportation plans and projects (Wisconsin DOT, 1993).

## PURPOSE STATEMENT

The purpose of this plan is to PROVIDE - RECEIVE - EXCHANGE information concerning the SAFETEA-LU program for Region 3.

## RPA 3 SAFTEA-LU PPP APPLICATIONS

The Region 3 Planning Affiliation has four standing committees which carry out the requirements of federal transportation programs. The committees involve citizens, staff persons, technical professionals, local elected officials, and staff from the Iowa Department of Transportation. The involvement of these persons has been crucial, and successful, in implementing the SAFETEA-LU process.

In all cases where Policies, Programs, or Projects are initially proposed, a public hearing, with notice published in regional county newspapers, will be held at a Policy Board meeting to discuss

the proposed matter and provide opportunity for the respective committee or public to provide comment,

The *Transportation Policy Council (TPC)* consists of twenty-seven (27) voting members comprised of three (3) members from each county. One (1) member representing each county Board of Supervisors, one (1) representing the respective county's cities and one (1) at large generally representing economic development. The Policy Council is responsible for determining policy and approving the Long Range Transportation Plan, the Transportation Improvement Program, Transportation Planning Work Program, and Passenger Transportation Plan as well as other required documents.

The *Transportation Technical Committee (TTC)* consists of nineteen (19) voting members and three ex-officio members that represent the following: one (1) member from each county representing the county engineering department; one (1) member representing the cities of the respective county (in the event the county contains a small urban city – then the city representative will be from the small urban, if the county contains more than one small urban city – then these cities will annually caucus to select committee representation); one (1) member representing the Regional Transit Authority; one (1) ex-officio member representing the Iowa Department of Transportation; one (1) ex-officio member representing the Federal Highway Administration; and one (1) ex-officio member representing the Federal Transit Administration . The Technical Committee is responsible for the annual review of potential STP projects for inclusion in the TIP, and to make recommendations to the Policy Council. These committee members are aware of each county's and city's ability to maintain the current transportation system, and can assess future needs within the context of future financial ability.

The *Transportation Alternatives Committee* consists of eighteen (18) voting members and one (1) ex-officio member that represents the following: one (1) member representing each of the nine County Boards of Supervisors; one (1) member representing each of the nine County Conservation Boards; and one (1) ex-officio member representing the Iowa Department of Transportation. The TTC is responsible for reviewing and recommending enhancement projects for inclusion in the annual TIP to the Policy Council.

The *Transportation Advisory Group (TAG)* consists of passenger transportation providers, transit agencies, Area Agency on Aging, Regional Hospital staff, RPA staff, IDOT staff, school districts, private business, members of the public, and anyone interested in passenger transportation. The TAG meets quarterly or as needed to discuss needs and gaps in delivery of passenger transportation in the RPA 3 area.

All committees described above, and those special committees convened periodically, hold public meetings to discuss the transportation system in the Region and to encourage public comments.

NWIPDC staff is involved with facilitating the transportation program in Region 3 by preparing all documents, setting up and facilitating meetings, acting as a liaison to the Iowa Department of Transportation, and providing guidance to committees in all matters pertaining to the

transportation program.

NWIPDC staff will also periodically conduct public meetings, or provide information not directly related to the above committees.

## GOALS FOR PUBLIC PARTICIPATION

Provide the public with the opportunity to participate through information exchange and dialogue.

Build public support for Policy, Planning and Programming recommendations

## OBJECTIVES

Allow the public to be aware of opportunities available and document opportunities region-wide.

Provide sufficient information in order for the public to participate effectively.

Provide ways for the public to provide input and comment.

## ACTIONS

1. Identify potential interested parties.
2. Develop a list of groups, organizations for mailings, etc.
3. Contact private organizations/groups with an interest or stake in the result.
4. Keep elected officials well informed.
5. Write clear, concise reports, articles, brochures, press releases.
6. Present facts behind recommendations, i.e. criteria for TIP
7. Allow for the public to respond to alternatives and state preferences.
8. Allow for open and productive group discussions.

## TECHNIQUES:

The following methods may be used to provide information and receive comment: *Those marked with \* are the most used methods.*

PRESENT/PROVIDERECEIVE

Mass media\*           Public Hearings\*  
Presentations           Surveys  
Exhibits                Public inquiry  
Newsletters\*           Media Balloting  
Reports                 Public Meetings\*  
Letters\*

EXCHANGE

Workshops  
Task Force  
Interviews  
Advisory Boards\*  
Informal Contacts\*

NWIPDC Website: [www.nwipdc.org](http://www.nwipdc.org)

REVISING/AMENDING AN APPROVED TIP

Revisions are defined as changes to a TIP that occur between scheduled periodic updates. There are two types of changes that occur under the umbrella of revision. The first is a major revision or “Amendment”. The second is a minor revision.

Amendment - An amendment is a revision to a TIP that involves a major change to a project included in the TIP/STIP. This includes an addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or scope (e.g. changing project termini or the number of through lanes). An amendment is a revision that requires public review and comment. Changes that affect fiscal constraint must take place by amendment of the TIP.

Minor Revision - A minor revision to TIP or STIP includes minor changes/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates, and changes made to BROS/BRS projects including funding amounts, program year and termini. A minor revision does not require public review and comment.

Amendment vs. Minor Revision

There are four main components that can be used to determine whether a project change constitutes an amendment or an administrative modification. They include the following:

Project costs

Determination, exclusive of BROS/BRS projects, will be made based on the percentage change or dollar amount of change in federal aid. Projects in which the federal aid has been changed by more than 30% or total federal aid increases by \$2.0 million or more will require an amendment. Anything less can be processed with an administrative modification.

Schedule changes

Changes in schedules to projects which are included in the first four years of the TIP/STIP will be considered minor revisions. Projects which are added or deleted from the TIP/STIP will be

processed as amendments.

#### Funding sources

Additional federal funding sources to a project will require an amendment. Changes to funding from one source to another will require a minor revision.

#### Scope changes

Changing project termini (excluding BROS/BRS projects) or changing the amount of through traffic lanes will be processed as an amendment. Other examples of changes that require amendment are changing the type of work from an overlay to reconstruction. Another example is changing a project to include widening of the roadway.

### PROCEDURAL REQUIREMENTS FOR REVISIONS

Amendments are considered major revisions and therefore have more procedural requirements. The first requirement is to provide an opportunity for public input. This requires holding a public hearing. Said public hearing will be conducted by the RPA 3 Transportation Policy Council. Upon completion of the hearing, the TPC must affirmatively act upon the proposed amendment and direct RPA staff to make such changes to the project in the TIP and STIP.

RPA 3 staff shall notify Policy Council members of the proposed amendment, publish notice in the regional newspaper (*Sioux City Journal*), of a Public Hearing at a regularly scheduled Policy Board meeting, and place proposed amendment upon agency website. A special meeting shall be called by the Chair, if necessary due to unforeseen circumstances. A quorum shall be necessary to act and an affirmative majority vote shall be necessary to approve the proposed amendment. If approved, RPA 3 Staff shall process the approved amendment through the TPMS.

Statewide public review for Iowa DOT project amendments takes place at the time of inclusion in the Iowa DOT's Transportation Improvement Program. However, if IDOT proposes an amendment for a project funded with Regional STP funds, a Public Hearing shall be conducted and approval by the RPA 3 Policy Council shall be necessary for the amendment.

Minor revisions do not require a public hearing or Policy Council approval. RPA 3 staff shall process minor revisions through the IDOT and TPMS.

### SUMMARY

The Public Participation Plan will direct the notification of the public, elected officials, committee members, state agencies and interested parties of the opportunity to provide and receive information and participate in dialogue concerning transportation in the RPA 3 area.

APPROVAL

The Public Participation Plan of the Northwest Iowa Transportation Policy Council is hereby re-affirmed, approved and adopted at a regular meeting held January, 2013.

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Penny Clayton, Chairman  
Northwest Iowa Transportation Policy Council

ATTEST:

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Jackie Huckfelt, Secretary  
Northwest Iowa Transportation Policy Council