

Metropolitan Planning Organization of Johnson County



PUBLIC PARTICIPATION PLAN



Adopted by the Urbanized Area Policy Board September 20, 2017

MPO ORGANIZATION

Urbanized Area Policy Board

| | |
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| Susan Mims, Chairperson | Council Member, City of Iowa City |
| Terry Dickens | Council Member, City of Iowa City |
| Kingsley Botchway | Council Member, City of Iowa City |
| Pauline Taylor | Council Member, City of Iowa City |
| John Thomas | Council Member, City of Iowa City |
| Rockne Cole | Council Member, City of Iowa City |
| Steve Berner, Vice Chairperson | Mayor, City of Tiffin |
| Jill Dodds | Council Member, City of Coralville |
| Tom Gill | Council Member, City of Coralville |
| Mike Carberry | Johnson County Board of Supervisors |
| Janelle Rettig | Johnson County Board of Supervisors |
| Terry Donahue | Mayor, City of North Liberty |
| Vacant | Council Member, City of North Liberty |
| Louise From | Mayor, City of University Heights |
| David Ricketts | Director, Parking and Transportation, University of Iowa |
| Chris Lynch (non-voting) | Board Member, Iowa City Community School District |

Rural Policy Board

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|--------------------------------------|-------------------------------------|
| Tim Kemp, Chairperson | Mayor, City of Hills |
| Christopher Taylor, Vice Chairperson | Mayor, City of Swisher |
| Mike Carberry | Johnson County Board of Supervisors |
| Janelle Rettig | Johnson County Board of Supervisors |
| Sandra Flake | Mayor, City of Lone Tree |
| Mickey Coonfare | Mayor, City of Shueyville |
| Steve Stange | Mayor, City of Solon |
| Brodie Campbell | Council Member, City of Oxford |

Transportation Technical Advisory Committee (TTAC)

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| Kelly Hayworth | City Administrator, City of Coralville |
| Dan Holderness | City Engineer, City of Coralville |
| Vicky Robrock | Director, Parking and Transportation, City of Coralville |
| Mark Rummel | Acting Director, Transportation Services, City of Iowa City |
| Vacant | Director, Transportation Services, City of Iowa City |
| Ron Knoche | Director, Public Works, City of Iowa City |
| Jason Havel | City Engineer, City of Iowa City |
| Simon Andrew | Assistant to the City Manager, City of Iowa City |
| Dean Wheatley | Planning Director, City of North Liberty |
| Louise From | Mayor, City of University Heights |
| Doug Boldt | City Administrator, City of Tiffin |
| Greg Parker | Johnson County Engineer |

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| Tom Brase | Director, Johnson County SEATS |
| Brian McClatchey | Campus Manager, University of Iowa |
| David Kieft | Business Manager, University of Iowa |
| Sadie Greiner | Director, Design and Construction, University of Iowa |
| Terry Dahms | MPOJC Regional Trails & Bicycling Committee |
| Cathy Cutler (ex-officio) | Iowa DOT District 6 Planner, Cedar Rapids |
| Darla Hugaboom (ex-officio) | Federal Highway Administration, Ames |
| Brock Grenis (ex-officio) | East Central Iowa Council of Governments |
| Mark Bechtel (ex-officio) | Federal Transit Administration, Kansas City |

(TTAC is charged with making technical recommendations to the Urbanized Area Policy Board)

Regional Trails and Bicycling Committee (RTBC)

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|----------------------|---|
| Sherri Proud | Director, Parks and Recreation, City of Coralville |
| Juli Seydell-Johnson | Director, Parks and Recreation, City of Iowa City |
| Shelly Simpson | Director, Parks and Recreation, City of North Liberty |
| Louise From | Mayor, City of University Heights |
| Janelle Rettig | Johnson County Board of Supervisors |
| Michelle Ribble | Parking and Transportation, University of Iowa |
| Brian Loring | Bicyclists of Iowa City |
| Anne Duggan | Think Bicycles Coalition of Johnson County |
| Terry Dahms | Johnson County Trails Foundation |
| Doug Boldt | City Administrator, City of Tiffin |

(RTBC is charged with making recommendations to the TTAC and Urbanized Area Policy Board)

MPO Transportation Planning Division Staff

| | |
|-------------------|---|
| Kent Ralston | Executive Director |
| Darian Nagle-Gamm | Senior Transportation Engineering Planner |
| Brad Neumann | Assistant Transportation Planner |
| Emily Bothell | Assistant Transportation Planner |
| Sarah Walz | Assistant Transportation Planner |



Prepared by: Brad Neumann, Asst. Transp. Planner, 410 E. Washington St., Iowa City, IA 52240 (319) 356-5235

RESOLUTION NO. 2017-05

RESOLUTION ADOPTING THE METROPOLITAN PLANNING ORGANIZATION OF JOHNSON COUNTY PUBLIC PARTICIPATION PLAN

WHEREAS, governmental bodies in the Iowa City Urbanized Area have established the Metropolitan Planning Organization of Johnson County; and

WHEREAS, the Code of Federal Regulations (Section 450.316: Interested parties, participation, and consultation) stipulates the requirements for providing citizens and stakeholders with reasonable opportunities to be involved in the planning process; and

WHEREAS, providing opportunities for public input during transportation planning processes ensures that future development is informed by the interests of the community; and

NOW, THEREFORE, BE IT RESOLVED BY THE URBANIZED AREA POLICY BOARD OF THE METROPOLITAN PLANNING ORGANIZATION OF JOHNSON COUNTY:

1. To adopt the Public Participation Plan for the Metropolitan Planning Organization of Johnson County.
2. To authorize the MPOJC chairperson to sign the adopted resolution.

It was moved by Botchway and seconded by Flem the Resolution be adopted. The motion passed on a vote of 13 affirmative and 0 negative.

Considered on this 20th day of September, 2017.

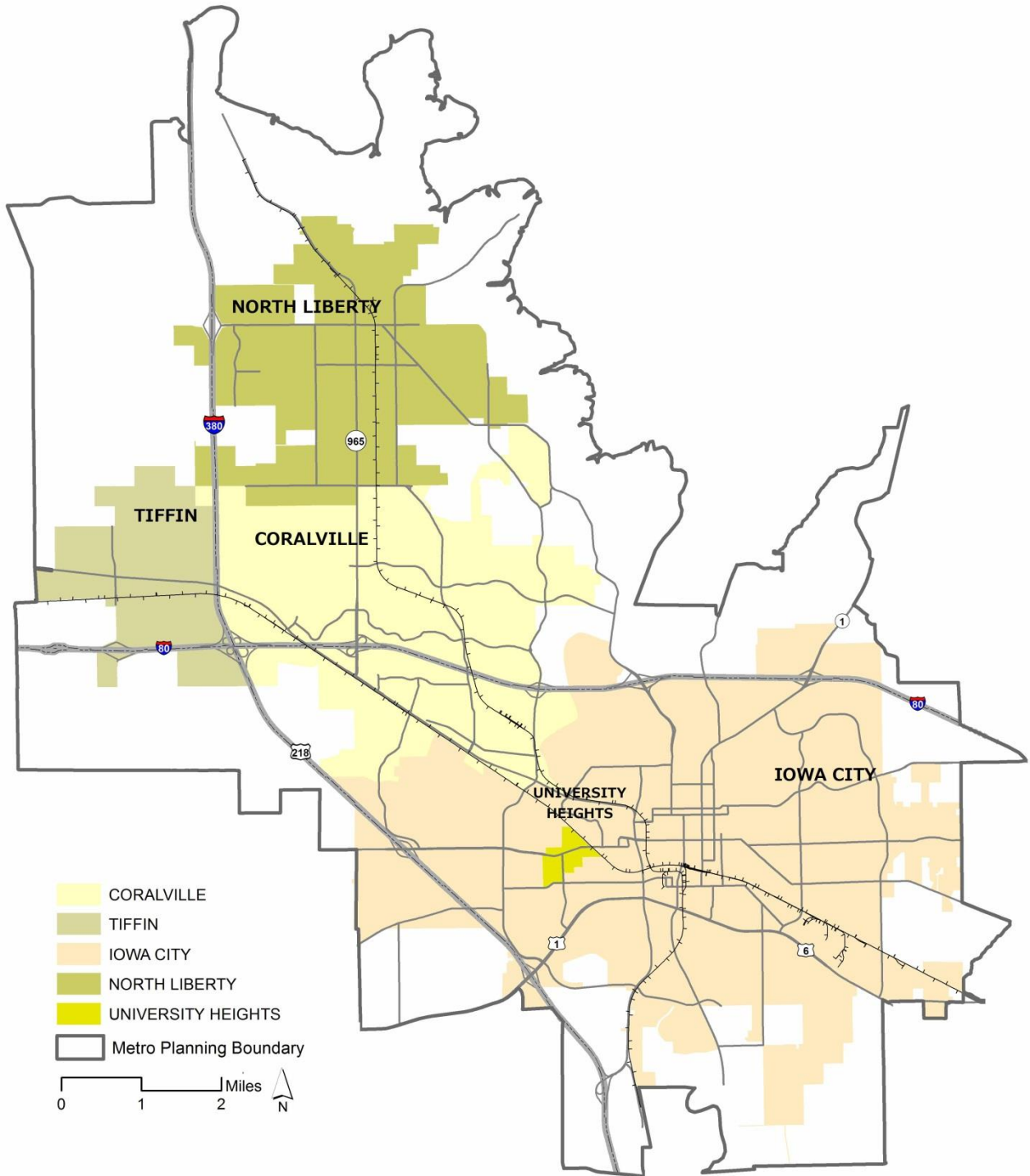
Susan Mims
Chairperson
MPOJC Urbanized Area Policy Board

INTRODUCTION

Providing opportunities for public input during planning processes ensures that future development is informed by the interests of the community. As a result, residents of MPOJC entities are routinely encouraged to participate in local planning efforts. The following MPOJC Public Participation Plan, in accordance with the Code of Federal Regulations section §450.316 *"Interested parties, participation, and consultation"*, documents a process for providing citizens and stakeholders with reasonable opportunities to be involved in the planning process.

The core public involvement opportunities for MPOJC work products include the development and adoption of the Long Range Transportation Plan, the Transportation Improvement Program, the Passenger Transportation Plan, the Transportation Planning Work Program, and apportionment of Surface Transportation Block Grant Program and Transportation Alternatives Program funds. Similarly, the entities of Coralville, Iowa City, North Liberty, Tiffin, University Heights, Johnson County, and the University of Iowa each follow their own public involvement processes when developing or updating local plans. However, the University of Iowa uses the MPO's Public Participation Plan process to satisfy the public participation requirements for its annual Program of Projects for transit, and the Transportation Improvement Program (TIP) public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the Transit Program of Projects requirements of the FTA Section 5307 Program.

MPO PLANNING BOUNDARY



MPO PUBLIC INPUT PROCESS

Outreach Strategies

MPOJC gathers public comment on each key work product and forwards the comments to the Urbanized Area Policy Board and sub-committees for consideration during the decision making process. The following three methods form the foundation for public involvement during development of key MPOJC products.

Public Comment Period

MPOJC staff initiates a formal public comment period lasting 30 days prior to the adoption and/or amendment of the Long Range Transportation Plan, the Transportation Improvement Program (15 days minimum prior for TIP amendments), and the Passenger Transportation Plan. During public comment periods, residents are encouraged to submit written comments on the given topic. MPOJC staff then forwards these comments to the MPOJC Urbanized Area Policy Board for consideration during the decision making process. Written public input may be submitted to:

Kent Ralston, Director
Metropolitan Planning Organization of Johnson County
410 E. Washington St., Iowa City, IA 52245
Kent-ralston@iowa-city.org

Urbanized Area Policy Board Public Meetings

In addition to written input, residents are encouraged to attend and provide comments at regularly scheduled Urbanized Area Policy Board meetings where MPOJC work products are adopted or amended.

Staff typically provides a brief presentation followed by a period for formal public comment. Anyone wishing to provide input is given an opportunity, and all comments become part of the public record. Public meetings of the Urbanized Area Policy Board are open to the public and are subject to the Iowa's Open Meetings Law.

MPO member entities may request a special meeting of the Urbanized Area Policy Board to consider time sensitive amendments to the adopted Transportation Improvement Program. This capability is intended to prevent costly delays in the project letting process.

Public Workshops/Open Houses

Public workshops are informal and open to all residents. The purpose of the workshop is to provide information to the public and to solicit public comment. An attendance record is kept and attendees are given the opportunity to sign up for the MPOJC mailing list. MPOJC staff typically provide a brief presentation, share information using displays and handouts, and interact with the public to answer questions. Public workshops are frequently used for key MPOJC work products.

Accommodations for Special Populations: All meeting rooms are accessible by ADA standards. Additionally, any MPO documents can be made available in alternative formats upon request. Individuals with disabilities may request special accommodations by contacting MPOJC staff at (319) 356-5230.

GETTING THE WORD OUT

MPOJC uses five outlets to notify residents about upcoming public comment periods and public workshops:

1. Residents may sign-up to receive email notices of public input opportunities by visiting www.icgov.org/e-subscriptions and completing the subscription form.
2. Notices of public input opportunities are published in the Iowa City Press Citizen.
3. The MPOJC website (www.MPOJC.org) lists upcoming meeting information.
4. Posters are displayed Iowa City, Coralville, and University of Iowa Cambus buses.
5. Notices are sent to the following MPOJC Public Input Organizations:
 - Access 2 Independence
 - Allen Lund Company
 - Bicyclists of Iowa City
 - Chamber of Commerce
 - Citizens for Sensible Development
 - Clear Creek Amana School District
 - Iowa City Area Assoc. of Realtors
 - Iowa City Area Development Group
 - Iowa City Historic Preservation Commission
 - Iowa City/Johnson County Senior Center
 - Iowa City Neighborhood Services Office
 - Iowa City Sierra Club
 - Iowa City School Board
 - Iowa Interstate Railroad
 - MPOJC Regional Trails and Bicycling Committee
 - Johnson County Historic Preservation Commission
 - Johnson Co. Historical Society
 - Coralville Parks & Recreation Commission
 - CRANDIC Railroad
 - Environmental Advocates
 - FAIR!
 - Friends of the Iowa River Scenic Trail
 - Friends of Historic Preservation
 - Goodwill of the Heartland
 - Iowa Bicycle Coalition
 - Johnson Co. Planning and Zoning Commission
 - Johnson Co. SEATS
 - League of Women Voters of Johnson County
 - North Liberty Parks & Recreation Commission
 - North Liberty Community Center
 - Project GREEN
 - Soil & Water Conservation Service
 - Systems Unlimited
 - Tiffin Planning and Zoning Commission

To request being added to the MPOJC Public Input Organization list, please contact MPOJC staff at (319) 356-5230.

PROCEDURAL NOTICES AND PROCESSES

Public Participation Plan

The Public Participation Plan outlines the process MPOJC will follow to adequately involve the community and gather meaningful input regarding transportation decisions. A minimum public comment period of 45 days will be established prior to any Public Participation Plan adoption or revision. Notice is sent to interested parties, posted on the MPOJC website, and posted in a local newspaper 45 days in advance of any change.

Long Range Transportation Plan

The Long Range Transportation Plan (LRTP) provides direction and guidance for MPOJC to make efficient transportation investment decisions over a 20-year planning horizon and to address major transportation needs in the Iowa City Urbanized Area. The LRTP must be updated every five years.

A minimum of two public workshops shall be held to present new or major updates to the LRTP prior to adoption. At least one of these meetings shall be held a minimum of 30 days prior to adoption of the LRTP to provide for a 30-day comment period. Notice is sent to interested parties and posted on the MPOJC website.

Amendments to the LRTP require a recommendation from the Transportation Technical Advisory Committee (TTAC). A 30-day public input notice will be published in the Iowa City Press-Citizen prior to the Urbanized Area Policy Board meeting. Notice is sent to interested parties and posted on the MPOJC website.

Transportation Improvement Plan

The Transportation Improvement Program (TIP) is a four-year schedule of projects to improve or maintain the quality of the public transportation network. A new TIP is developed and adopted annually.

Revising the Approved TIP: Revisions are defined as any changes to the TIP that occur outside of the annual updating process. 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 or "Administrative Modification." The MPO uses the following definitions and thresholds when determining an amendment vs. an administrative modification.

Amendments: An amendment is a revision to the TIP that involves a major change to a project included in the TIP, the creation of a new project, a major change in design concept, or a change in scope or project cost.

The following criteria define the need for an amendment:

- Project Cost: Projects in which the recalculated project costs increase federal aid by more than 30% or increase total federal aid by more than \$2 million from the original amount.
- Schedule Changes: Projects added or deleted from the TIP.

- Funding Sources: Adding an additional federal funding source.
- Scope Changes: Changing the project termini, project alignment, the amount of through lanes, type of work from an overlay to reconstruction, or a change to include widening of the roadway.

Procedural Requirements for an Amendment: Amendments are considered major revisions and therefore have additional procedural requirements. When the TIP is amended, MPOJC is required to conduct our adopted amendment process, including public review and comment, re-demonstration of fiscal constraint or a conformity determination (non-exempt projects in nonattainment and maintenance areas), review by the Transportation Technical Advisory Committee (TTAC), and Urbanized Area Policy Board approval. Notices announcing TIP amendments are published in the Iowa City Press-Citizen a minimum of 15 days prior to an Urbanized Area Policy Board meeting.

Iowa DOT sponsored projects located within the MPO planning boundary must also use the MPO's public participation process. Illustrative projects that are found to be regionally significant must also use the MPOJC adopted amendment process, if revised.

Administrative Modifications: A minor revision to a TIP is known as an administrative modification. Administrative modifications include minor changes to project costs, minor changes to funding sources, and minor changes to project phase initiation dates. Administrative modifications are subject to re-demonstration of fiscal constraint of the TIP.

The following criteria define the need for an administrative modification:

- Project Costs: Projects in which the recalculated project costs do not increase federal aid by more than 30% or do not increase total federal aid by more than \$2 million from the original amount.
- Schedule Changes: Changes in schedules to projects included in the first four years of the TIP.
- Funding Sources: Changing funding from one source to another.
- Scope changes: All changes to a project's scope will require an amendment.

Procedural Requirements for an Administrative Modification: Administrative modifications have simplified procedures which allow more flexibility when processing changes. Public participation procedures are not required for administrative modifications (both local and DOT projects).

Passenger Transportation Plan

The MPOJC Passenger Transportation Plan (PTP) promotes joint, coordinated passenger transportation planning programs and provides needs-based justification for passenger transportation projects. The PTP involves key community organizations, including human services organizations, public and private transit providers, and local business representatives. The PTP identifies transportation needs and service requests and recommends strategies or

projects to overcome these needs. The PTP is updated every 5 years with annual updates provided to the Iowa DOT.

Amendments to the Passenger Transportation Plan will be required when any changes are proposed to Section 5310 funding. Amendments will be presented to the Transportation Technical Advisory Committee and a recommendation will be presented to the Urbanized Area Policy Board for approval. A 30-day public input notice will be published in the Press-Citizen prior to the Urbanized Area Policy Board meeting. A notice is sent to interested parties and is posted on the MPOJC website.

Transportation Planning Work Program

The Transportation Planning Work Program (TPWP) is developed each year by MPOJC in a coordinated effort involving the Transportation Technical Advisory Committee, the Regional Trails and Bicycling Committee, and the Urbanized Area Policy Board. The TPWP includes special requested projects, ongoing and routinely occurring projects, projects required by the FHWA, FTA, and Iowa DOT, and carry-over projects from the previous year.

Public participation is required in the preparation of the TPWP. The Transportation Technical Advisory Committee reviews and makes a recommendation to the Urbanized Area Policy Board for approval. A notice is sent to interested parties and is posted on the MPOJC website.

SUMMARY OF PUBLIC PARTICIPATION PROCEDURES

| MPO PROGRAM | DESCRIPTION | REQUIREMENTS | TYPE OF PUBLIC INPUT NOTICE | | | | PUBLIC INPUT OPPORTUNITIES | |
|---|---|--|------------------------------|-------------------|------------------------------|------------|----------------------------|------------|
| | | | Public Notice/Public Comment | Bus Notice/Poster | Notice to Interested Parties | Web Notice | Public Input/Mtg | Open House |
| Public Participation Plan | Public input process for transportation planning | Updated as necessary | (45 days) | | YES | YES | YES | |
| Long Range Transportation Plan | 20-year long range plan including policies and projects | Adopted every 5-years by MPOJC Urbanized Area Policy Board | (30 days) | | YES | YES | YES | YES |
| Amending the LRTP | Changes to projects and financial constraints | Adopted as necessary | (30 days) | | YES | YES | YES | YES |
| Transportation Improvement Program | 4-year schedule of projects | Adopted annually by MPOJC Urbanized Area Policy Board | (30 days) | YES | YES | YES | YES | |
| Awarding STBG/TAP funding | Local process to award federal funding | Awarded by MPOJC Urbanized Area Policy Board | | | YES | YES | YES | |
| Amending the TIP | Changes to programmed projects | Adopted as necessary | (15 days min) | | YES | YES | YES | |
| Passenger Transportation Program | Coordinated transit planning | Adopted every 5-years by MPOJC Urbanized Area Policy Board | (30 days) | | YES | YES | YES | |
| Transportation Planning Work Program | Annual Work Program | Adopted annually by MPOJC Urbanized Area Policy Board | | | YES | YES | | |