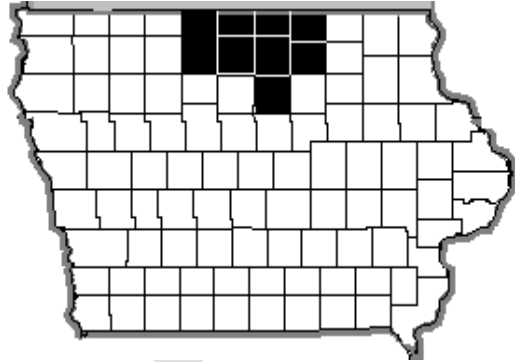


Chapter 1: Introduction

This document serves as the Public Participation Plan for the transportation planning efforts of the Regional Planning Affiliation 2 (RPA 2) administered by the North Iowa Area Council of Governments (NIACOG) staff.

The NIACOG Region 2 area consists of eight counties and 67 communities in north central Iowa. The counties are: Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago and Worth Counties. They cover a land area of 2,868,914 acres, or 4,482 square miles, with a current population of 127,258, according to the 2010 U.S. Census. Cities in the NIACOG region range in population size from 71 to 28,079 and counties range from 7598 to 44,151 in size of population.



RPA 2 follows the same boundaries and includes the same counties and cities as the Region 2 Planning Area, or NIACOG Region. These member local governments are involved in the policy and decision-making process for the distribution of federal funds for transportation-related projects.

This plan is an update to the original Public Participation Plan, which has been updated numerous times as the Federal Transportation Laws have changed. The original Plan was developed as part of ISTEA of the early 1990's. As the public participation requirements and how the planning regions operated was very new, the original plan reflected that and it could be said that it was lacking in actual steps to effect public participation.

The new plan expands on the efforts of the previous plan, by working to investigate 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 RPA 2 Policy Board, Technical Committee, Transportation Alternative Committee, Transportation Advisory Group meetings, seeking input from other RPAs, Office of Systems Planning information, trial and error, and attending conferences/webinars on the topic. NIACOG will use this tool as much as possible to try to increase the public engagement through traditional means, while also attempting to utilize a new range of helpful technological tools that were previously unavailable.

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

- **Chapter 2: Overview**
This chapter provides an overview of RPA 2, 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 RPA 2 Transportation Document Development**
This chapter highlights the public involvement activities that will be used to create each of the major transportation planning documents that NIACOG is required to prepare.
- **Section 5: Ongoing Public Involvement Activities and Participants**
This chapter focuses on routine activities and participants currently involved in NIACOG transportation planning efforts.

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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.

RPA 2 is comprised of the following Boards and Committees:

The **Transportation Policy Board** consists of seventeen voting members comprised of local elected officials from the eight counties and cities within. The Policy Board is responsible for determining policy and to approve the Long Range Transportation Plan, and to annually approve the Transportation Improvement Program, Transportation Planning Work Program, as well as other required documents. It is the charge of the Policy Board to foster a regional vision for the next twenty years and to guide the other committees in the direction of that vision.

Unlike several other RPAs around the State, the RPA 2 Policy Board is not the NIACOG Board of Directors. The RPA 2 Policy Board is solely responsible for the policies and projects for and from the RPA. However, most of the RPA 2 Policy Board members are on the NIACOG Board of Directors and some are even on the NIACOG Executive Committee.

The **Regional Technical Committee** is comprised primarily of city and county engineering or public works professionals and the transit directors of the Region 2 Transit System and Mason City Transit. The Technical Committee generally submits funding application for road, bridge and transit projects and is responsible for review of technical aspects of all projects which are proposed for the TIP, and to make recommendations to the Policy Board. 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 Alternative Committee** involves the greatest percentage of citizen volunteers. County Conservation Board Directors comprise the largest portion of this committee because of their knowledge of plans for recreation and conservation areas in each of their counties. Other members are from local interest groups involved with historic preservation, bicycle organizations, tourism and environmental preservation.

The **Transportation Advisory Group (TAG)** consists of passenger transportation providers, transit agencies, Area Agency on Aging, Mercy Hospital staff, United Way of North Central Iowa staff, RPA 2 staff, IDOT staff, economic development organizations, school districts, private business, members of the public, and anyone interested in passenger transportation. The TAG meets monthly or as needed to discuss needs and gaps in delivery of passenger transportation in the RPA 2 area.

Structure of NIACOG

NIACOG 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. NIACOG staff works directly with the Boards, Committees and Groups described above and the public to help in the preparation of these transportation planning and programming 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 the TAG, TAP Committee, Technical Committee and 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 NIACOG is responsible for, and that public participation plays a crucial role in developing.

Long Range Transportation Plan (LRTP)

The Long Range Transportation Plan (LRTP) is the document that encompasses the transportation priorities of Region. The Plan provides an inventory of the transportation elements of the Region and outlines goals and objectives that will ensure the development and safety of the transportation system. The LRTP does not identify individual projects over the long term but does specify that the regional priority is to maintain and enhance where possible the existing transportation system. This is used as a tool for planning, implementing and maintaining the region's transportation system well into the future.

Transportation Improvement Program (TIP)

The Transportation Improvement Program, TIP, is a written document containing a four (4) year program of projects to aid in meeting the major goal of the LRTP of maintaining the transportation infrastructure for the safe and efficient movement of people and goods. The TIP is updated every year, and may have amendments and updates throughout the fiscal year. The TIP lists highway projects, transit planning and capital projects, bridges, transportation planning, and Transportation Alternatives in the eight county Region.

Transportation Planning Work Program (TPWP)

The RPA 2 Transportation Planning Work Program (TPWP) is intended to provide a description of the local, state, and federal transportation planning activities RPA 2/NIACOG is involved with annually. NIACOG 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 (PTP)

The Passenger Transportation Plan (PTP) is a document required by the Iowa Department of Transportation's (IDOT) Office of Public Transit (OPT). The RPA 2 PTP includes the process of discussion and review of passenger transportation needs and services in the RPA 2 area. PTP also includes the development of a 5 year document illustrating findings and proposing solutions to

address the needs of passenger transportation in RPA 2. Through discussion of transit operators, users, the general public, business leaders, and political officials, views regarding goals and objectives are obtained. RPA 2, in cooperation with Region 2 Transit, Mason City Transit and the TAG, will formulate and rank goals and actions to address perceived issues or promote successes for transit in the area to constitute a basis for generating developmental alternatives in a formal PTP. Alternatives and associated costs, and opportunities costs will be outlined and will allow policy makers to prioritize projects or processes aimed at achieving the goals.

Public Participation Plan (PPP)

The Public Participation Plan (this document) outlines the process for involving and informing the public in the development of transportation planning documents and decision-making in the NIACOG Region. The PPP covers regulations concerning public involvement in the five major transportation planning documents as outlined within this document. Specific processes for each of the documents will follow later in this document. F

Chapter 3: Regulations and Requirements

The federal transportation legislation outlines regulations that are required of state and metropolitan planning organizations. This chapter summarizes the regulations and guidelines as well as other legislation that NIACOG is required to follow in the development of a participation plan and the associated documents.

The federal regulations 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, RPA 2 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, RPA 2/NIACOG 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 RPA 2/NIACOG 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.

RPA 2/NIACOG operates in accordance with the Open Meeting Law by welcoming and encouraging the public to attend meetings. The TAG has the regular monthly meetings, the Tap Committee generally meet in beginning in October or November and may meet two to three times until April of the next year. The Technical Committee generally meets in November or December and will meet three to four times until May of the following year. Regular meetings of the RPA 2 Policy Board occur

on the second Wednesday of January, April, July and October at 2:30 PM at the NIACOG facility in Mason City, IA. (Meeting times and locations are subject to change). Meeting notices and agendas are mailed or e-mailed to all committee/Board members and media serving the region which request notification. Information about meetings, including minutes and agendas, is also available at the NIACOG office and generally on the NIACOG website at www.niacog.org.

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 RPA 2/NIACOG records, every person has the right to examine and copy public records. RPA 2/NIACOG complies with the Public Records Law, and public documents are available for review at the NIACOG Offices. Documents may be viewed during normal office hours, with a nominal fee for copies.

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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 RPA 2/NIACOG 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 can identify 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 NIACOG 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.
- Public input sessions will try to be held in an area identified as being a low-income or minority neighborhood as necessary. 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 NIACOG Offices, and on the NIACOG 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 NIACOG Offices, NIACOG website, each Policy Board member's City or County, and upon request.

Persons requiring special material or presentation formats will be asked for advanced notice 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 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 2 Policy Board 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 RPA 2 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 NIACOG Offices, on the NIACOG website, at respective Policy Board member, City or County offices, 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 generally be identified 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.
- Other amendments to the LRTP will be made as needed.
- Amendments will require a public hearing to be held at a regularly scheduled RPA 2 Policy 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 RPA 2. 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, RPA 2 receives an annual allocation of federal funding for the Surface Transportation Block Grant Program (STBG) and STBG Flex and Iowa Transportation Alternative Program (ITAP), which the RPA 2 Policy Board has designated as TAP funds to be distributed to counties and communities in the RPA 2 planning area. The RPA 2 TAP Committee accepts; reviews; prioritizes; and recommends funding for TAP Applications. RPA 2 Technical Committee then reviews the recommended project applications for

technical and financial accuracy and further recommends projects to the RPA 2 Policy Board.





The RPA 2 Technical Committee accepts; reviews; prioritizes; and recommends funding for STBG applications to the RPA 2 Policy Board. Final approval of projects for inclusion into the TIP is the sole responsibility of the RPA 2 Policy Board. 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 RPA 2 Transportation Alternative Committee and the RPA 2 Technical Committee regarding project selection for regional STBG 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 comment period provided to submit comments via fax, letter, phone, or email.
- A public hearing will be held at a regularly scheduled RPA 2 Policy 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 RPA 2 Policy 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 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 NIACOG Offices, on the NIACOG website, and upon request.
- Application forms for STBG and TAP funding shall be sent to members of the respective committees and be available from NIACOG staff.
- TAP Committee, Technical Committee and Policy Board 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 RPA 2 Policy 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 NIACOG Offices, NIACOG 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 STBG 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:

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 or “Administrative Modification”.

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). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for metropolitan TIPs involving “non-exempt” projects in nonattainment and maintenance areas). Changes that affect fiscal constraint must take place by amendment of the TIP.

Administrative Modification - A minor revision to a TIP or STIP is an administrative modification. It includes minor changes/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

- For Amendments, a public hearing will be held at a regularly scheduled RPA 2 Policy Board meeting to receive public comment on the proposed amendment. 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.
- Following the public hearing, the RPA 2 Policy Board will adopt the proposed amendment and submit through the TPMS.
- Administrative modifications have simplified procedures which allow more flexibility in the processing of changes. RPA 2 staff shall process administrative modifications through TPMS.

Transportation Planning Work Program (TPWP)

The RPA 2 Transportation Planning Work Program (TPWP) is intended to provide a description of the local, state, and federal transportation planning activities NIACOG works on annually. NIACOG assists member governments 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 NIACOG staff with input from jurisdiction representatives, the Iowa DOT and oversight by the RPA 2 TAG, TAP Committee, Technical Committee and the Policy Board.
- The draft will be available for public review on the NIACOG website and at the NIACOG 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 a comment period provided to submit comments via fax, letter, phone, or email.
- TPWP draft copies will be provided to members of the Technical Committee and Policy Board and available at the NIACOG Offices, on the NIACOG website, and upon request.
- A public hearing will be held at a regularly scheduled RPA 2 Policy 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 RPA 2 Policy 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 NIACOG website, at the NIACOG 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 RPA 2 Policy 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 an effort to follow a coordinated planning process with human services agencies and transportation providers. The purpose of the RPA 2 PTP is to improve passenger transit services in the RPA 2 Region and provide justification for transit projects in the Transportation Improvement Program (TIP).



1. Draft PTP

- The draft document will be prepared by RPA 2 staff with input from the Transportation Advisory Group (TAG), which consists of human service agencies, passenger transportation providers, and users and advocates of transportation services.
- The draft will be given to TAG members and available for public review on the NIACOG website and at the NIACOG offices.

2. Public Comment Period and Public Hearings

- The TAG 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 a comment period provided to submit comments via fax, letter, phone, or email.
- PTP draft copies will be available at the NIACOG Offices, on the NIACOG website, and upon request.
- A public comment period will be held at a regularly scheduled RPA 2 TAG meeting.
- A public hearing will be held at a regularly scheduled RPA 2 Policy 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 RPA 2 Policy Board will adopt a final version of the PTP including a summary of comments and responses.
- The PTP will be submitted to the Iowa DOT, the FHWA, and the FTA and made available on the NIACOG website, at the NIACOG 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 RPA 2 Policy 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 the RPA 2 area. The PPP covers regulations concerning public involvement in the five major transportation planning documents, as outlined within this document. Furthermore, it identifies ways that NIACOG 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 RPA 2 TAG, TAP, Technical, Policy Board, NIACOG Executive and Board meetings, public meetings, surveys, focus groups, and any other effective means of communicating with the public.
- The draft document will be prepared by NIACOG staff with input from jurisdiction representatives and the Iowa DOT and oversight by the RPA 2 Policy Board.
- The draft will be available for public review on the NIACOG website and at the NIACOG 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 a comment period provided to submit comments via fax, letter, phone, or email.
- PPP draft copies will be available at the NIACOG Offices, on the NIACOG website, and upon request.
- A public hearing will be held at a regularly scheduled RPA 2 Policy 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 RPA 2 Policy 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 NIACOG website, at the NIACOG 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 RPA 2 Policy Board. Major revisions will be considered an update, and follow the process outlined above.

Summary of RPA 2 Transportation Planning Document Development	Updated	Draft Development	Public Notice	Public Comment Period	Public Hearing and Adoption	Availability
Long Range Transportation Plan (LRTP)	5 years	Draft developed by NIACOG staff with input from RPA 2 Committees, Boards, interested parties and focus groups	Notice published for public comment period and for public hearing	Generally 30 day comment period	Adopted after a public hearing during RPA 2 Policy Board Meeting	NIACOG Offices, NIACOG Website, Upon request
Transportation Improvement Program (TIP)	Annually	Draft developed by NIACOG staff with input from TAP, Technical Committees and Policy Board	Notice published for public comment period and for public hearing	Generally 30 day comment period	Adopted after a public hearing during RPA 2 Policy Board Meeting	NIACOG Offices, NIACOG Website, Upon request
Transportation Planning Work Program (TPWP)	Annually	Draft developed by NIACOG staff with input from TAP, Technical Committees and Policy Board	Notice published for public comment period and for public hearing	Generally 30 day comment period	Adopted after a public hearing during RPA 2 Policy Board Meeting	NIACOG Offices, NIACOG Website, Upon request
Passenger Transportation Plan (PTP)	5 years Before LRTP updates and as needed	Draft developed by NIACOG staff with input from Transit Advisory Group and approved by Policy Board	Notice published for public comment period and for public hearing	Generally 30 day comment period	Adopted after a public hearing during RPA 2 Policy Board Meeting	NIACOG Offices, NIACOG Website, Upon request
Public Participation Plan (PPP)	5 years	Draft developed by NIACOG staff with oversight of Policy Board	Notice published for public comment period and for public hearing	Generally 30 day comment period	Adopted after a public hearing during RPA 2 Policy Board Meeting	NIACOG Offices, NIACOG 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:

- Quarterly RPA 2 Policy 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 NIACOG website or in the NIACOG office.

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 Policy Board is generally elected officials or elected officials appointed by cities and counties. The Technical Committee members are appointed by cities and counties because of their expertise of transportation needs and construction projects. The TAP Committee and TAG are where the general public would provide the most input and be able to participate by providing first-hand knowledge or experience that may be helpful to affect a project or change in the respective committees at the Regional level.

RPA 2 Policy Board, Technical Committee, TAG and TAP Committee

TRANSPORTATION POLICY BOARD

Cerro Gordo County

Casey Callanan, County Supervisor

Mason City

Brent Trout, City of Mason City

Floyd County

Doug Kamm, County Supervisor

Jim Erb, Mayor, City of Charles City

Franklin County

Michael Nolte, County Supervisor, Vice Chair

Ron Dunt, City of Hampton

Hancock County

Jerry Tlach, County Supervisor

Tim Schmidt, City of Garner

Kossuth County

Don McGregor, County Supervisor

Curt Wiseman, City of Algona

Mitchell County

Stan Walk, County Supervisor, Chair

David Tollefson, City of St. Ansgar

Winnebago County

Terry Durby, County Supervisor

Candy Hanna, City of Lake Mills

Worth County

Mark Smeby, County Supervisor

Teresa Nicholson, Winn-Worth Betco

Clear Lake

Nelson Crabb, Mayor, City of Clear Lake

REGIONAL TECHNICAL COMMITTEE

Cerro Gordo County

Mary Kelly, Cerro Gordo Co. Engineer, Vice Chair

Mason City

Mark Rahm, Public Works Director

Floyd County

Dusten Rolando, Floyd Co. Engineer, Chair

City of Charles City

John Fallis, City of Charles City

Franklin County

J. Waddingham, Franklin Co. Engineer

Hancock County

Adam Clemons, Hancock Co. Engineer

Kossuth County

Doug Miller, Kossuth Co. Engineer

City of Algona

Ron Covert, City of Algona

Mitchell County

Richard Brumm, Mitchell Co. Engineer

Winnebago County

Scott Meinders, Winnebago Co. Engineer

Worth County

Richard Brumm, Worth Co. Engineer

Clear Lake

Joe Weigel, City of Clear Lake

Transit

Kevin Kramer, Region 2 Transit

Dylan Schulte, City of Mason City Transit

TRANSPORTATION ADVISORY GROUP

Transit

Kevin Kramer, Region 2 Transit
Dylan Schulte, City of Mason City Transit

Elderbridge Agency on Aging

Kim Doughty

Mercy Medical Center-North Iowa

Sara Enke

Salvation Army

Tracy Stump

North Iowa Corridor Economic Development

Hunter Callanan

United Way of North Central Iowa

Jennifer Butler

NIACOG

Chris Diggins

TAP COMMITTEE (Varies each meeting)

County Conservation Directors
Economic Development Professionals
City Park and Recreation Staff
Bicyclists and Pedestrians
City staff
County Engineers
Elected Officials

DRAFT

MEDIA RESOURCES

NEWSPAPERS (RPA 2 typically publishes in Globe Gazette)

Ackley World Journal
Algona Upper Des Moines
Britt News Tribune
Britt-The Leader
Buffalo Center Tribune
Charles City Press
Clear Lake Mirror Reporter
Des Moines Register
Forest City Summit

Hampton Chronicle
Kanawha-The Leader
Lake Mills Graphic
Globe-Gazette
Mitchell County Press News
Rockwell Pioneer Enterprise
Sheffield Press

RADIO STATIONS (Available, but generally not utilized for typical meeting or hearing notices)

Station/Call Sign	City
KBDC	Mason City, IA
K214BA (KHKE)	Mason City, Etc., IA
KNSM	Mason City, IA
K223AB (KJLY)	Mason City, IA
KIAI	Mason City, IA
KJCY	Saint Ansgar, IA
KCHA	Charles City, IA
K244FA (KRIB-AM)	Mason City, IA
KCMR	Mason City, IA
KSMA	Osage, IA
KAUS	Austin, MN
KYTC	Northwood, IA
KLKK	Clear Lake, IA
KLMJ	Hampton, IA
KLSS	Mason City, IA
KIOW	Forest City, IA
KQAQ	Austin, MN
KRNI	Mason City, IA
WHO	Des Moines, IA
KGLO	Mason City, IA
KATE	Albert Lea, MN
KRIB	Mason City, IA
KCHA	Charles City, IA