

Region 16 Public Participation Plan

Approved: November 17th, 2011

Prepared by:



RESOLUTION #85-2011

INTRODUCED BY: SEIRPC

INTENT: A RESOLUTION ADOPTING THE SEIRPC 2011 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 2011 Public Participation Plan that complies with SAFETEA-LU 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 17th day of November, 2011 that the Policy Board hereby approves the Public Participation Plan.

Brent Schleisman, Chairman

Mike Norris, SEIRPC Executive Director

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Chapter 1: Introduction

This document serves as the Public Participation Plan for the Southeast Iowa Regional Planning Commissions (SEIRPC) transportation planning efforts. SEIRPC oversees transportation planning and programming for Des Moines, Henry, Lee, and Louisa Counties in Southeast Iowa. The Public Participation Plan outlines the ways for the public to be involved in SEIRPC transportation planning activities. Public input is a key component of creating useful tools for the Southeast Iowa region. Without interest and input from the public, ideas will be limited in scope and execution and the planning process will be constrained. SEIRPC strives to actively involve the public in decision-making and increase public awareness of the transportation planning process.

This plan serves as the first true Public Participation Plan to be adopted by the SEIRPC. This plan builds on the existing public participation efforts in place, but also works to identify new opportunities to increase public involvement in future transportation planning efforts. Input on how to increase public awareness and participation in the planning process has been sought through SEIRPC Board meetings, input from other regions, 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 technological tools available today.

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

Background

Regional Planning Affiliations

RPA's in Iowa were formed to assist in the coordination of regional transportation planning. RPA's were established in Iowa in 1992 after passage of the Intermodal Surface Transportation Efficiency Act, also known as ISTEA. RPA's began an effort in Iowa to form new state/regional transportation planning partnerships and 18 RPA's currently exist in the State of Iowa. Once RPA's were established, each was asked to form a Technical Advisory Committee and a Policy Committee. The SEIRPC Technical Committee is made up of professional staff, including engineers and planners from member cities, counties, and regional transit systems. The Technical Committee is responsible for making funding recommendations to the Policy Committee for inclusion into the Transportation Improvement Program. The Region 16 Policy Committee is made up 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. Through these committees, the RPA's are responsible for producing a Transportation Planning Work Program (TPWP), Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), and a Public Involvement Plan to coordinate planning and programming efforts.

Structure of SEIRPC

SEIRPC is responsible for the submission of required transportation planning documents to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Iowa Department of Transportation (IDOT), and also 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 into all aspects of the transportation planning process through Policy Board meetings, public hearings, surveys, and any other identified means of correspondence. The paragraphs below provide more detailed information on the SEIRPC staff and committees that guide the transportation planning process.

Major Documents

There are 5 primary documents that the RPA is responsible for and that public participation is 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 and 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 into the future.

- Transportation Improvement Program

The Transportation Improvement Program (TIP) identifies projects funded by the 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 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.

- Passenger Transportation Plan

The Passenger Transportation Plan (PTP) is a required document by Iowa Department of Transportation's (IDOT) Office of Public Transit (OPT), and is in efforts to meet the requirements of the federal transportation authorizing legislation, Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy of Users (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).

- Public Participation Plan

The Public Participation Plan (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 outline within this document. Furthermore, it identifies ways that SEIRPC will attempt to solicit public participation in transportation planning.

Importance of Public Participation

Public participation is a crucial part of the development of the planning documents that are created for the Des Moines, Henry, Lee and Louisa County region. 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 transportation planning and programming decision making process.

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 participation is a high priority.

Chapter 3: Regulations and Requirements

The federal transportation legislation of SAFETEA-LU outlines regulations that are required of state and metropolitan planning organizations. The following are the guidelines that are required by SAFETEA-LU as well as other legislation the RTA is required to follow.

SEIRPC follows public participation guidelines that are outlined in SAFETEA-LU. Broadly, these requirements state that the “participation plan defines a process for providing 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 the disabled, and other interested parties with reasonable opportunities to be involved” in the planning process. The specific requirements are as follows:

- The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
 - Providing timely notice and reasonable access to information about transportation issues and processes;
 - Employing visualization techniques to describe metropolitan transportation plans and TIPs;
 - Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
 - Holding any public meetings at convenient and accessible locations and times;
 - Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
 - Seeking out and considering 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;
 - Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
 - Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
 - Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

- A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.
 - In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
 - Recipients of assistance under title 49 U.S.C. Chapter 53;
 - Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - Recipients of assistance under 23 U.S.C. 204.
 - When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
 - When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
 - MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

Title VI, ADA, and Environmental Justice

SEIRPC plans 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.

SEIRPC plans should also comply with the Americans with Disabilities Act of 1990. This is a civil rights law that protects individuals from discrimination based on disabilities.

SEIRPC plans must also 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.

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.

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 Participation during SEIRPC Transportation Document Development

This section details ways in which the public can get involved during the development of the major 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

- The LRTP is a long range planning document and projects in the Transportation Improvement Program should be included in the LRTP. The TIP is updated annually and projects in it may be moved forward or backward in time or change in 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 Surface Transportation Program and Transportation Enhancement funding 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 Surface Transportation Program (STP) and Transportation Enhancement (ENH) 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 match best the estimated target of available federal STP and ENH 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 ENH funding.

3. Public Comment Period and Public Hearings

- The general public shall be afforded the opportunity to provide comments on the draft TIP. Following development of the draft 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.
- 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.
- TIP draft copies will be available at the SEIRPC Offices, on the SEIRPC website, and upon request.
- Application forms for STP and ENH funding shall be available online on the SEIRPC website from the last week of October until applications are due in December.

4. 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 the SEIRPC Offices, on the SEIRPC website, and upon request.
- The public participation process associated with the TIP will be evaluated and updated as needed.

5. Revisions

Occasionally projects programmed to receive federal STP and ENH funds must be revised to change the program year, amount of funds, scope of work, or some other change to the project. There are two types of revisions known as an amendment or an administrative modification.

- An amendment involves a major change to a project included in the TIP. This includes an addition or deletion of a project, 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 review by the Technical Advisory Committee, a public review and comment period, requires proof of fiscal constraint, and requires a public hearing. Changes that affect fiscal constraint must take place by amendment of the TIP.
- An administrative modification is considered a minor revision to the TIP. 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 or proof of fiscal constraint. SEIRPC staff may notify the Board of administrative modifications, but staff is allowed to process administrative modifications without approval of the SEIRPC Board.

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, with annual updates of progress and projects provided in between full updates.
- 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 outline 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

Plan	Updated	Draft Development	Public Notice	Public Comment Period	Public Hearing and Adoption	Availability
Long Range Transportation Plan (LRTP)	Every 3 to 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
Transportation Improvement Program (TIP)	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
Transportation Planning Work Program (TPWP)	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
Passenger Transportation Plan (PTP)	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
Public Participation Plan (PPP)	Every 5 years with annual updates	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 all transportation related document development and any other concerns or ideas they may have. Ways to do this not specifically related to the major document development 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 supervisors as needed
- Presentations to local service clubs and groups or other organizations
- Information available on the SEIRPC website and Facebook page

In addition to the opportunities above for public input, the following list details committees and organizations that are regularly involved in the transportation planning process. This list is not all inclusive and other interested parties may be added to this list.

SEIRPC Policy Board

Name	Title	Agency Represented
Chris Ball	County Supervisor	Louisa County
Bob Beck	County Supervisor	Des Moines County
Steve Bisenius	New Business Development	Lee County Economic Development Group
Jim Davidson	City Council Member	City of Burlington
Klay Edwards		Henry County – Private Sector
David File	Associate VP and Dean of Extended Learning	Iowa Wesleyan College
Gary Folluo	County Supervisor	Lee County
Sue Frice	Regional Manager	Iowa Vocational Rehab Services
Mark Hempen	City Council Member	City of New London
Bob Hesler		Des Moines County – Private Sector
Jim Howell		Louisa County – Private Sector
Mark Huston	City Council Member	City of Columbus Junction
Michael O’Connor	City Council Member	City of Keokuk
Brent Schleisman	City Administrator	City of Mount Pleasant
Byron Smith	City Administrator	City of Fort Madison
Phil Thomas	VP of Teaching and Learning	Southeastern Community College
Randy Tillman	City Council Member	City of Wapello
Hans Trousil	Mayor	City of West Burlington
Kent White	County Supervisor	Henry County

Transportation Advisory Committee (TAC)

Name	Title	Agency Represented
Jim Davidson	City Council Member	City of Burlington and SEIRPC Board Member
Eric Tysland	Community Development Director	City of Burlington
Chuck Reighard	Superintendent of Schools	City of New London
Bob Kephart	Public Works Director	City of Mount Pleasant
Bill Richards	Professional Engineer	PSBA Associates
Mike Holtkamp	Agriculture Professional	From West Point
Bill Small	Business Professional	State Bank of Wapello
Larry Roehl	County Engineer	Louisa County
Gary Folluo	County Supervisor	Lee County and SEIRPC Board Member
Sam Shea (Non Voting)		Iowa DOT
Mark Bechtel (Non Voting)		Federal Transit Administration
Tracy Troutner (Non Voting)		Federal Highway Administration

Transit Advisory Committee (TrAC)

Name	Title	Agency Represented
Doug Roelfs	Transit Manager	Burlington Urban Service
Mary Maine	Director	Des Moines County RSVP
Connie Storms	Director	Fort Madison United Way
Karen Bates-Chabel	Director	Mount Pleasant RSVP
Dennis Zegarac	Executive Director	Southeast Iowa AAA
Brenda Sayre	Planning Director	Southeast Iowa AAA
Gary See	County Supervisor	Henry County
Ken Hyndman	County Engineer	Des Moines County CPC
Paula Buckman	County Supervisor	Louisa County
Pam Erhardt	Program Supervisor	Hope Haven Development Center
Bob Bartles	Executive Director	Hope Haven Development Center
Mike O'Connor	City Council Member	City of Keokuk
Sarah Kaufman	Director	Henry County CPC
Steve Ireland	Mayor	City of Fort Madison
Ryane Wood	Director	Lee County CPC
Bob Hoxie		Burlington Trailways
Bob Kuskowski	Transit Director	SEIBUS
Pat Colthurst	Director	Louisa County CPC

Highway 34 Coalition

Name	Agency Represented
Kurt McChesney	Gladstone Grain
Bill Reichow	Warren County
Yvonne Knapp	Lee County Economic Development Group
Mike Albaugh	Ideal Concrete
Brad Weiss	Vista Bakery, Inc.
Brenda Levitt	Greater Burlington Partnership
Tom Doran	Henderson County Economic Development
Jerry Link	Knox County Board
Linda Utsinger	Galesburg Regional Economic Development
Lomax Payton	
Blanche Shoup	Workforce Investment Office
Sherry Berg	Carl Sandburg College
Mike Norris	SEIRPC
Terry Davis	Big River Resources
Jolene Willis	Western Illinois
Gene Blade	Honorary Member
Don Chicken	Honorary Member
Mark Hagerla	Honorary Member

Highway 61 Coalition

Name	Title	Agency Represented
Bob Beck	County Supervisor	Des Moines County
Dennis Hinkle	President/CEO	Greater Burlington Partnership
Brenda Levitt	Secretary/Treasurer	Greater Burlington Partnership
Steve Ireland	Mayor	City of Fort Madison
Terry Knoke	Professional Engineer	PSBA Associates
Gary Folluo	County Supervisor	Lee County
Osama Shihadeh		Grain Processing Corporation
Jeff Stone		Grain Processing Corporation
John Vose	City Council Member	City of Mediapolis
Julie Tribbey	City Clerk	City of Mediapolis
Ron Durbin	Mayor	City of Wapello
Paula Buckman	County Supervisor	Louisa County
Zachary James	Planning Director	SEIRPC
Vern Meierotto	61 Coalition Chairman	City of West Point
Forest Bartenhagen	Retired	Louisa County

Heartland Highway Corridor Consortium

Name	Title	Agency Represented
Brent Vandelune	Land Use Planning Manager	Polk County
Roger Schletzbaum	County Engineer	Marion County
Steve Bowers	Corporate Logistics Manager	Pella Corporation
Dale Uehling	Mayor	City of Ottumwa
Ed Malloy	Mayor	City of Fairfield
Jon Sullivan	Commerce Director	Oskaloosa Chamber and Development Group
Don Carmody	Business Professional	Two Rivers Bank and Trust
Bob Beck	County Supervisor	Des Moines County
Brad Weiss	Logistics Manager	Vista Bakery, Inc.
Sam Shea (Non Voting)	District 5 Planner	Iowa DOT
Joe Crowe (Non Voting)	Region 3 Deputy Director	Illinois DOT
Tom Hart (Non Voting)	Transportation and Infrastructure Manager	Iowa Department of Economic Development

Chapter 6: How to Get Involved

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

Mike Norris | Executive Director

P|319-753-4310

mnorris@seirpc.com

Zach James | Planning Director

P|319-753-4313

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