

# YELLOWSTONE COUNTY

## PLANNING BOARD



public participation plan

July 6, 2018

prepared by



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## 1.1 WHAT IS AN MPO?

Metropolitan Planning Organizations (MPOs) are government organizations mandated by the Federal Highway Act of 1973 to provide a cooperative, comprehensive, and continuing transportation planning and decision-making process. The MPO acts as a liaison between local governments, communities, residents, and the State and Federal Departments of Transportation (DOTs). The MPO currently operates under the U.S. DOT's FAST Act (Fixing America's Surface Transportation Act).

The Yellowstone County Planning Board (YCPB) is the designated MPO and oversees transportation planning for the Billings Urban Area. The area encompasses the City of Billings as well as a planning area extending approximately 4.5 miles outside the City limits.

## 1.2 HOW TO USE THE PUBLIC PARTICIPATION PLAN?

The MPO is committed to the concept that planning is a community-based effort. In support of this, the MPO Public Participation Plan (PPP), defines a process that ensures reasonable opportunity for all interested parties to participate in the planning process.

This PPP serves two main purposes. The first is to provide the public with a guidebook for how and when they can participate in local and regional transportation planning and decision-making. Secondly, it outlines the policies and procedures for public engagement committed to by the MPO. The MPO's public participation process also satisfies the Transit's grantee's public participation process or the Program of Projects.

It is the intent of the MPO to consistently inform and engage the public throughout the regional planning process from the development of planning policies to the conceptual stages of planning projects through the adoption of formal planning documents. The methods and guidelines in the PPP have been designed to achieve the following objectives:

- 
- **Encourage and facilitate the participation of all interested parties in regional planning efforts;**
- 
- **Integrate public participation into the regional planning process in a timely, constructive, and meaningful manner;**
- 
- **Use techniques to increase awareness, accessibility, and understanding of planning issues;**
- 
- **Seek out and consider the needs of a cross-section of the community, including the traditionally underserved, in regional planning efforts;**
- 
- **Provide increased education and awareness of planning issues in order to create a higher degree of understanding, thereby enhancing the public input received; and**
- 
- **Continue to build upon citizen participation so that strengthened support for planning and its products will be achieved.**
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These objectives also provide a valuable reference for use in evaluating and planning for public engagement efforts in the future.

The MPO will periodically review the PPP to ensure that the methods and guidelines effectively support the objectives defined above. Barring changes in Federal regulations, the PPP will be reviewed and updated at least every four years to ensure a full and open participation process. Other situations that may warrant review and update will be considered on a case-by-case basis. The review process will include discussion and assessment of the stated objectives of the program, as well as an evaluation of the efficacy and implementation of its methodology. The level of citizen participation will be analyzed to determine if modifications to the program are warranted. In addition, MPO staff will monitor current laws and regulations to determine if program changes are required.

## Participants in the Process

### 2.1 PLANNING BOARD

As established by Interlocal Agreement 20-201, the role of the Planning Board (Board) is to recommend planning policy to the County, Billings and Broadview. The Board consists of twelve members. Seven members are to be appointed by the Yellowstone County Commissioners, one from the governing board of a soil conservation district or a state cooperative grazing district and two ex-officio non-voting representatives of School District No. 2 and the County Superintendent of Schools. Five members are to be appointed by the Mayor of Billings from within the City limits, one from each of the 5 City Wards. The Planning Board shall consist of citizen members and shall not include any elected official.

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**Governing Board Meetings:** Meetings are scheduled for the 2nd and 4th Tuesday of every month beginning at 6:00 PM. Check the website (<https://ci.billings.mt.us/95/Yellowstone-County-Planning-Board>) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

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### 2.2 STANDING COMMITTEES

The MPO has two standing committees to provide focused input to the YCPB. These committees meet regularly throughout the year to advise the YCPB based on their expertise, knowledge and perspective.

#### Policy Coordinating Committee (PCC)

The PCC is provided for in the Memorandum of Agreement for Continuing Transportation Planning in the Billings Urbanized Area which has been cooperatively agreed to by the Montana Department of Transportation (MDT), YCPB, City of Billings and Yellowstone County. Committee members and their contact information can be found on PCC website, [ci.billings.mt.us/89/Policy-Coordinating-Committee](https://ci.billings.mt.us/89/Policy-Coordinating-Committee).

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**PCC Meetings:** Meetings are scheduled on the 3rd Tuesday of every month at 12:00 PM. Check the website ([ci.billings.mt.us/89/Policy-Coordinating-Committee](https://ci.billings.mt.us/89/Policy-Coordinating-Committee)) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

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## Technical Advisory Committee (TAC)

The TAC is provided for in the Memorandum of Agreement for Continuing Transportation Planning in the Billings Urbanized Area, which has been cooperatively agreed to by the MDT, Yellowstone County Board of Planning, City of Billings, and Yellowstone County. The purpose of the TAC is to provide technical advice to the Policy Coordinating Committee on transportation matters and technical direction to the staff of the Yellowstone County Board of Planning on transportation matters. Committee members and their contact information can be found on TAC website, [ci.billings.mt.us/93/Technical-Advisory-Committee](http://ci.billings.mt.us/93/Technical-Advisory-Committee).

**TAC Meetings:** Meetings are scheduled as needed, usually five to six times a year. Check the website ([ci.billings.mt.us/93/Technical-Advisory-Committee](http://ci.billings.mt.us/93/Technical-Advisory-Committee)) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

## 2.3 NEIGHBORHOOD TASK FORCES

Neighborhood task forces are community groups designed to give residents of each neighborhood a chance to make a difference where they live. Staff of the MPO are encouraged to attend neighborhood task force meetings. The purpose is to inform a larger portion of the population, and to provide the MPO staff with an increased awareness of issues or concerns within their particular area of the region. Task force leaders will receive quarterly reports and draft planning documents for review and comment. The leaders will meet with their Planning Board representatives and the City/County Planning Department or other appropriate department or agency staff, as necessary.

## 2.4 THE PUBLIC

All members of the public are encouraged and welcome to participate in any public meetings or events hosted by the MPO. Federal regulations related to planning, environmental justice and civil rights cite specific “interested parties” that are to be consulted and engaged in the metropolitan transportation planning process.

These groups and/or advocates may include but are not limited to:

- Persons with limited English proficiency
- Representatives of the disabled
- Representatives of public transportation users
- Representatives of pedestrian facility users
- Representatives of bicycle facility users
- Representatives of low-income communities
- Representatives of minority communities
- Freight shippers and haulers
- Private providers of transportation
- Representatives of affected public agencies

All meetings and official activities of the MPO are held in buildings and locations that comply with accessibility standards according to the Americans with Disabilities Act (ADA). A TTY number for the hearing impaired, 406-657-3079, is available upon request.

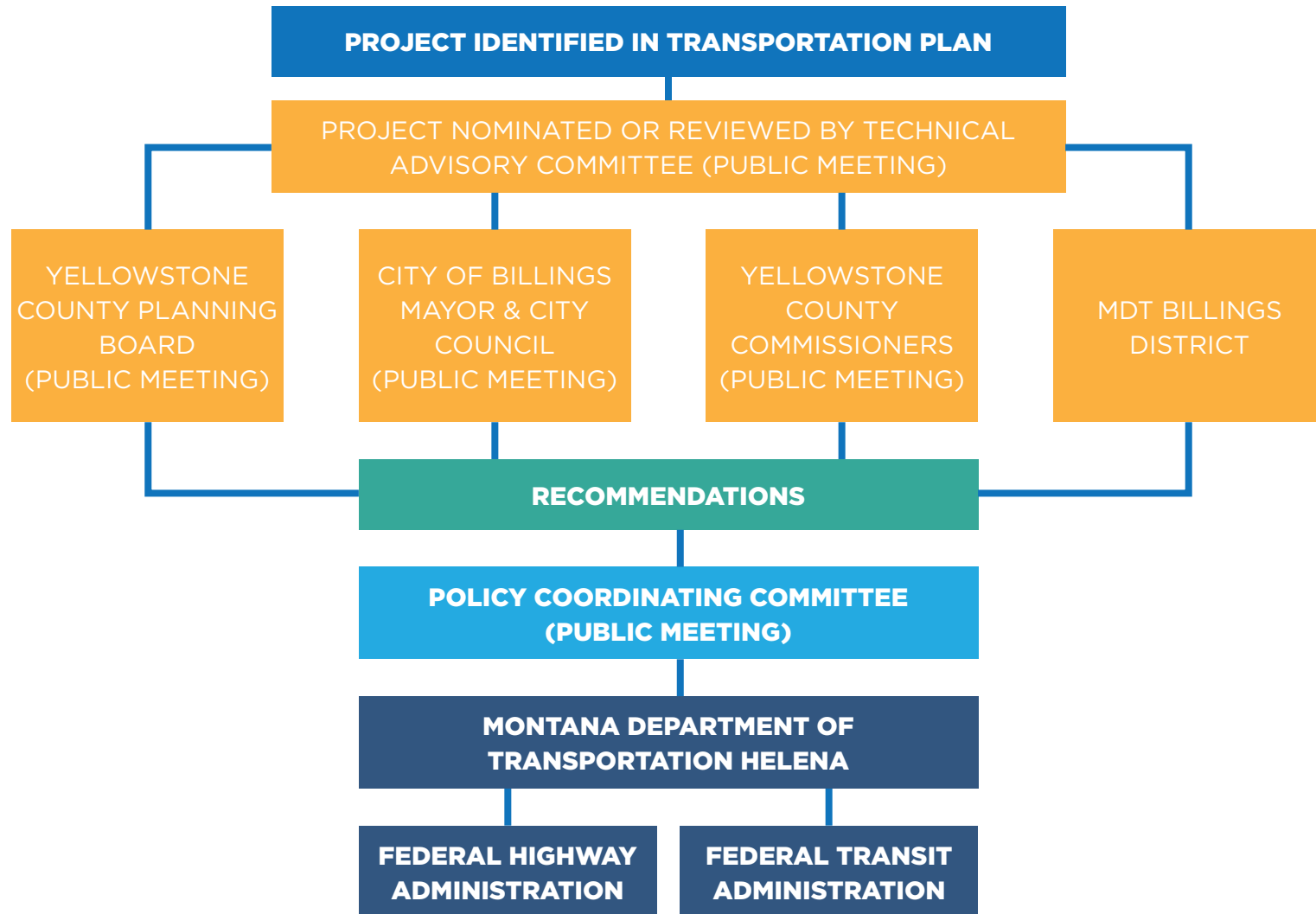
Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Please notify the Planning Clerk, at 406-247-8610.



The following graphic illustrates the overall transportation planning process used to program federal aid projects.

## TRANSPORTATION PLANNING PROCESS

Billings and Yellowstone County  
Programming Federal Aid Projects



### 3.1 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP is a short-range program of highway and transit projects in the Billings metropolitan planning area and is prepared by MPO staff in cooperation with state and local agencies. The basic purpose of the TIP is to provide the mechanism for scheduling federal funds for surface transportation projects, indicating regional priorities, and demonstrating a short range transportation vision for the area.

The development of the TIP document is the responsibility of the Billings MPO and provides an opportunity for local officials to determine priorities and spending for federal highway and transit funds. Any transportation project located in the Billings metropolitan planning area must be included in the TIP prior to receiving federal funds. TIP projects must be included in the area’s 20 year Transportation Plan, and are proposed for the TIP by local elected officials, transit operating officials, or state highway agencies. If there are changes to the TIP then it is reviewed and endorsed annually by the MPO’s PCC and may be modified through the TIP amendment process. After PCC endorsement, the TIP is submitted to the MDT and to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for federal review of the document and approval of conformity and fiscal constraint determination.

Public notifications of a TIP update or amendment will be made available on the City/County web sites. Additionally, notification of public participation activities including opportunities of public comment and review will be made to interested parties using the methods documented above, including but not limited to City/County web sites and local media contacts, two-weeks prior to the start date. The TIP will be published and made readily available for public review on the City/County web sites.

When written and oral comments are received on a draft TIP as a result of participation process, a summary, analysis, and report on the disposition of comments shall be as part of final TIP.

TRANSPORTATION IMPROVEMENT PROGRAM DETAILS	
<b>Purpose</b>	Provides the mechanism for scheduling federal funds for surface transportation projects, indicating regional priorities and demonstrating a short-range transportation vision for the area.
<b>Updated</b>	Every four years
<b>Outlook</b>	Five years
<b>Public Review and Comment Period</b>	Advertised public hearing at the Planning Board meeting

## 3.2 LONG RANGE TRANSPORTATION PLAN (LRTP)

The Billings Urbanized Area Long Range Transportation Plan (LRTP) is the long range regional transportation plan (RTP) for the region, spanning a 20-year planning horizon. The LRTP will be updated at least every four years and should utilize visualization techniques to clearly convey items in the plan.

The LRTP is developed in coordination with planning processes of other planning agencies and considers the planning activities of all transportation providers in the region. Public notifications of an LRTP update will be made available on the City/County web sites. Additionally, notification of public participation activities including opportunities for public comment and review will be made to interested parties using the methods documented above, including but not limited to City/County web sites and local media contacts, two-weeks prior to the start date. The LRTP will be published and made readily available for public review on the City/County web sites.

When written and oral comments are received on the draft LRTP as a result of the public participation process, a summary, analysis, and report on the disposition of comments shall be as part of final LRTP.

## 3.3 PUBLIC PARTICIPATION PLAN (PPP)

Providing opportunities for public participation in transportation planning is a federal requirement established through various transportation bills passed by the US Congress and signed into law by the president. MPOs are required to develop a Public Participation Plan (PPP). This PPP outlines strategies anticipated to be used by the MPO to enhance public participation in its transportation planning. This document assists the MPO in carrying out its mission in an open process that provides complete information, timely public notice, full public access and input to key decisions, and support for early and continued public participation.

### LONG RANGE TRANSPORTATION PLAN DETAILS

<b>Purpose</b>	Provides a list of transportation projects to meet the future transportation needs.
<b>Updated</b>	Four years
<b>Outlook</b>	Minimum of 20 years
<b>Public Review and Comment Period</b>	Advertised public hearing at the Planning Board meeting

### PUBLIC PARTICIPATION PLAN DETAILS

<b>Purpose</b>	Outlines and provides guidance for public participation opportunities.
<b>Updated</b>	As needed
<b>Outlook</b>	No expiration date
<b>Public Review and Comment Period</b>	45 days

### 3.4 UNIFIED PLANNING WORK PLAN (UPWP)

The Unified Planning Work Program (UPWP) is a federal requirement that serves as the budget and business plan for the MPO and sets forth planned activities and programs to accomplish the MPO's goals. The UPWP is developed each year, and once adopted and approved by FHWA and FTA, is in effect from October 1 to September 30. The UPWP contains a task by task discussion of projects, which are to be undertaken during the program year. It also contains appropriate funding information, staffing information, and a schedule for each project. The UPWP undergoes a comprehensive review at the local, state, and federal levels each year.

The UPWP is a detailed description of projects, which occur on a routine basis. Once adopted, the document is only amended if there is a change in the planning process. The UPWP also contains information pertaining to the organization of the planning process, agencies involved, and agreements between agencies involved in the process.

### 3.5 SPECIAL PLANS/STUDIES

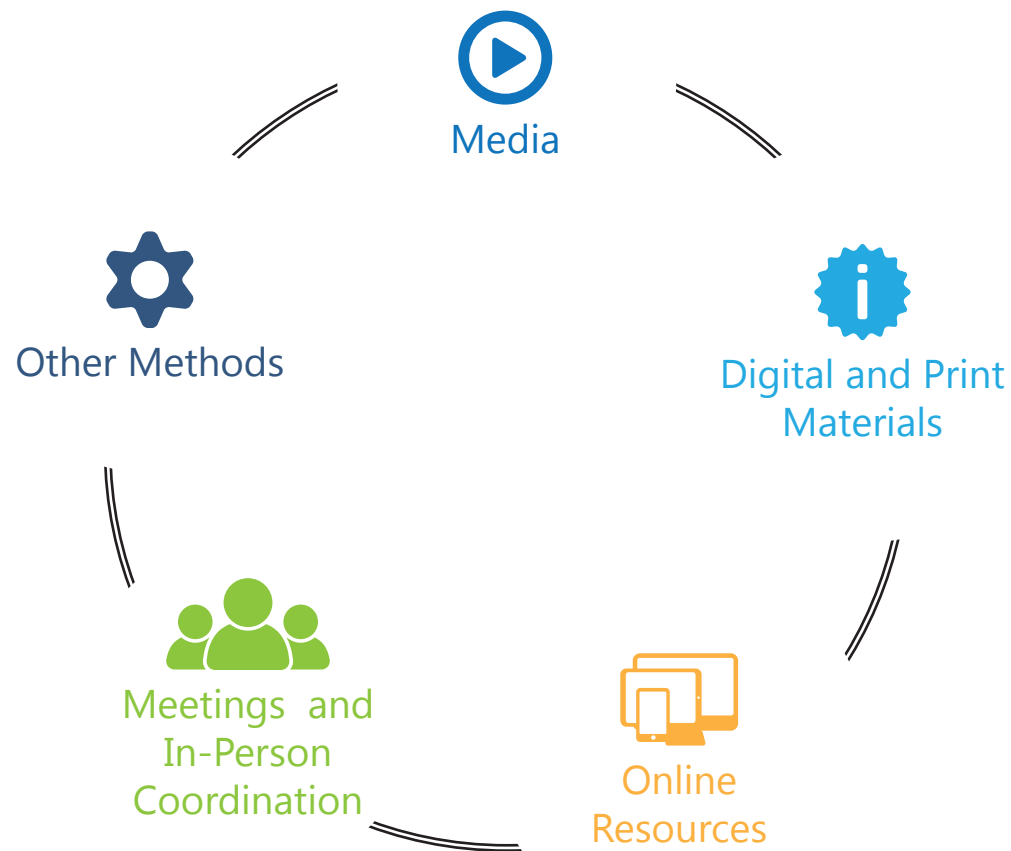
From time to time, the MPO will lead a special plan or study to develop a greater understanding of transportation needs and public desires for a specific area or corridor, and to propose improvements. Each plan or study provides a unique opportunity for public participation in discussing the issues, conceiving potential improvements, and commenting on any final recommendations that may result.

UNIFIED PLANNING WORK PROGRAM DETAILS	
<b>Purpose</b>	Serves as the budget and business plan for the MPO
<b>Updated</b>	Every year
<b>Outlook</b>	One year
<b>Public Review and Comment Period</b>	Advertised public hearing at the Planning Board meeting

# Public Participation Strategies and Evaluation

## 4.1 STRATEGIES AND TOOLS FOR PUBLIC PARTICIPATION

This section provides a description of the various techniques that will be used to carry-out the MPO's public participation process. Opportunities for public input are not limited to those contained in this section. Other public participation techniques deemed necessary may be employed to increase awareness of and to provide ample opportunities for public participation in the development of MPO products. Techniques that are no longer applicable or useful will not be used.





## Media

**Press Releases and Public Service Announcements:** The MPO will use media press releases and public service announcements to announce opportunities for the public to participate in the development of up-coming plans and products. Registered news media and organizations expressing interest may be mailed press releases.

**Newspapers:** Notices of all meetings, public hearings, and public comment periods are published in a local newspaper and when public comments are needed for a major MPO plan or project.



## Digital and Print Materials

**Direct Mailings:** Project specific mailings may be used to announce upcoming meetings, activities or to provide information to a targeted area or group of people. Direct mailings can be letters, postcards, or flyers and depends on the project type.

**Email Announcements:** The MPO employs a direct emailing list in order to announce upcoming activities or to provide information to a targeted area or group of people. Direct emailing are usually electronic letters or documents. This list will continue to grow with each outreach activity as noted within the database of contact information category.

**Posters and Flyers:** Posters and flyers can be used to announce MPO meetings and events. Posters and flyers can be distributed to public places such as City Hall, libraries, and community centers for display. The announcement may contain a brief description of the purpose of the meeting, the time(s) and location(s), and contact information.

**Fact Sheets:** A condensed format of bullet point information related to a certain project and providing the public with the key project highlights and information.



## Online Resources

**Website:** [ci.billings.mt.us/514/Transportation-Planning](http://ci.billings.mt.us/514/Transportation-Planning): The main mode of communication employed by the MPO to distribute information regarding regional transportation planning is the MPO website. There interested persons can find information on the transportation planning process, as well as up-to-date information on current projects and events. Additionally, information, meetings, and other materials regarding public transportation can be found on the Metropolitan Transit System (MET) website: [mettransit.com](http://mettransit.com).

**Social Media:** The MPO utilizes their Facebook page ([facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/](https://facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/)) as a means to provide the public with information via social media.

**Surveys:** The MPO may conduct mail, in-person, or web-based surveys to obtain public input or to gauge public opinion regarding regional planning issues.

**Comment Cards:** Comment cards are used to solicit public comment on specific issues being presented at MPO public meetings. Comment forms are also used to solicit input regarding general input regarding MPO plans and projects.



## Meetings and In-Person Coordination

Formal meetings will be held in ADA accessible locations at times that offer the greatest opportunity for those interested to participate. The MPO will select the location, size, and setup of meeting facilities based on the specific characteristics of the audience and the type of information to be presented.

**Public Meetings / Workshops:** Public meetings and workshops will be held in ADA accessible facilities at times and locations that offer the greatest opportunity for those interested to participate. As much as possible, the MPO will hold meetings and workshops in public places (e.g., a neighborhood community center, library, town center, or shopping mall) that are conducive to attracting the mix of people and businesses most representative of the community. For all public meetings, the MPO will seek to increase participation by creating a welcoming and inviting environment.

**Tag-on Meetings:** At various times, MPO staff may request to appear on the agendas of local planning commission, or other public meetings to communicate the purpose and need for the MPO and its planning process. This method can be effective way to encourage discussion about the interrelationship between local land use zoning and sub-division decisions and regional planning efforts. School Board meetings would also be an appropriate place for general messages about the functions and products of the MPO.

**Exhibits at Events:** While formal meetings provide a good forum for public education and input, MPO plans and processes may receive wider exposure at various community events. Events, recreational and social gatherings attract many people who would not typically attend a formal meeting. As appropriate, MPO staff will attend special events in person or with stand-alone booths and kiosks to provide information. When appropriate, the MPO will pursue opportunities to establish booths and/or tables where staff can solicit names and addresses of people who would like to receive advance notification of the future opportunities to participate in the MPO process.

**Steering Committees/Focus Groups/Stakeholder Groups:** Specific projects, plans, or studies may benefit from establishing a group of experts, individuals, or stakeholders to be representative of all interested parties and provide guidance on the direction of the project, plan, or study.

**Guided Tours:** During various stages of a project, the MPO may provide guided tours through a chosen environment that acquaints stakeholders with existing conditions and potential enhancements of an area. The purpose of a guided tour is to bring together a diverse group of people to increase their awareness of a project area. Route maps and photographs of points of interest are frequently used to support tours.

**Meeting-in-a-Box:** The MPO will provide all the necessary information for neighborhood partners to reach their members with information about MPO plans, studies and projects. Information will be customized to the intended audience to ensure general understanding.

**Pop-up Meetings:** Pop-up events allow community members to participate in the planning process without a large time commitment. These engaging, neighborhood-focused events are held in specific geographic areas. The MPO would set up a table or booth and passers-by would be able to take a survey electronically or on paper or otherwise provide comments.



## Other Methods

**Visualization Techniques:** The MPO will use visualization, interactive, and other graphic techniques to enhance understanding of transportation issues and decisions. Techniques include but not limited to the use of PowerPoint presentations, aerial photography, Geographic Information Systems (GIS) software, charts, graphs, artist renderings, brochures and mapping.

## 4.2 ASSESSMENT OF EFFECTIVENESS

The MPO must assess the effectiveness of public participation techniques to ensure that funds and time invested in public participation activities area achieving their goals. To aid in the assessment on a continuing basis, information will be collected from sign-in sheets, and/or surveys or meetings/conversations with stakeholders.

The MPO will track the following:

- Total number of attendees at an event or meeting,
- Total number of comments received,
- Geographic distribution of comments, and
- Comments from low-income and minority areas.

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## Closing Summary

The MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. The procedures and tools outlined in this plan are to be used with the recognition and acknowledgment that the community's interests are best served by planning efforts that are sensitive to public goals and values.

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# Notices and Media Templates

## SAMPLE INVITATION/NOTICE FOR FACEBOOK

Help plan the future of transportation in our community!

Public Open House:  
Tuesday May 15<sup>th</sup> from 4:00-7:00 PM  
@ Billings Public Library  
(510 N. Broadway)



**2018 BILLINGS URBAN AREA  
LONG RANGE TRANSPORTATION PLAN**

Can't make the open house? Meeting materials and an online survey will be available on the project website: [Billingslrtp.com](http://Billingslrtp.com)

## SAMPLE MEDIA RELEASE

MEDIA RELEASE  
May XX, 2018

### Help plan the future of transportation in the Billings urban-area!

The Yellowstone County Planning Board is currently in the process of updating their Long Range Transportation Plan. This effort will plan for growth and lay out a long-range vision for the transportation system in the Billings urban area through the year 2040. In order to develop a plan that reflects the vision of the community we need your input and feedback.

The Board will be hosting a public open house as well as an interactive online survey to collect feedback from the community on goals, priorities and needs for the transportation system. Through this effort and with community input, we will identify effective ways to build upon our existing transportation system and make strong investments for the future.

A project website ([www.billingslrtp.com](http://www.billingslrtp.com)) is available that provides background information on the plan, review materials, opportunities to provide feedback, and sign up for projects updates.

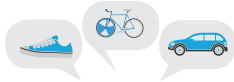
The public open house will be held on Tuesday May 15<sup>th</sup> from 4-7 p.m. at the Billings Library Community Room (510 N Broadway, Billings, MT 59101). The interactive survey will be available on the project website on May 15<sup>th</sup>.

For further media information contact: Scott Walker - 406.657.8246 or [walkers@ci.billings.mt.us](mailto:walkers@ci.billings.mt.us)

## SAMPLE INVITATION/NOTICE FOR EMAIL/PRINT

**Help plan the future of transportation in our community!**

The Yellowstone County Planning Board is currently in the process of updating their Long Range Transportation Plan. In order to develop a plan that reflects the vision of the community we need your input and feedback.



Join us to provide comments on the following areas:

- ▶ **What goals are most important to you for the plan?**
- ▶ **What transportation needs and opportunities exist today?**
- ▶ **What would you like to see for the future transportation system?**

Public Open House: Tuesday May 15<sup>th</sup> from 4:00-7:00 PM @ Billings Public Library  
(510 N. Broadway)

Can't make the open house? Meeting materials and an online survey will be available on the project website:  
[Billingslrtp.com](http://Billingslrtp.com)

Questions? Contact Scott Walker, 206.657.8246 or [walkers@ci.billings.mt.us](mailto:walkers@ci.billings.mt.us)

**2018 BILLINGS URBAN AREA  
LONG RANGE TRANSPORTATION PLAN**

# SAMPLE LETTER FOR RESOURCE AGENCIES



Dear Resource Agencies,

We are currently updating the Billings Urban Area Long Range Transportation Plan (LRTP). This plan is updated every four years, with the last update occurring in 2014. The LRTP will address the different transportation forms and elements (streets and highways, public transit and transportation, freight, pedestrian and bicycle, safety, and security), identify short and long range transportation projects, and meet the local, state, and federal requirements.

We would like you to be an integral part of this transportation planning process. As a key resource agency, your experience and knowledge is vital to developing a successful, community-driven, multimodal plan. We have set-up several initial forums for you to learn about the project and provide comments to help guide the transportation planning process. These forums include:

- Providing comments via the project website ([www.billingslrtp.com](http://www.billingslrtp.com)) or by phone at 208.338-2683
- Providing comments directly to us via email (Robyn Austin, [raustin@kittelson.com](mailto:raustin@kittelson.com))
- Attending the public information meeting on May 15<sup>th</sup> from 4 PM to 7 PM at the Billings Public Library (510 N Broadway)

Additionally, we are planning a series of interviews/in-person meetings with the project's consultants, Kittelson & Associates, Inc. The consultant team will be in Billings and available between May 14<sup>th</sup> and 18<sup>th</sup>, and June 13<sup>th</sup>. The interviews will take about an hour and will be facilitated by the consultant team.

At these interviews, we would plan to discuss the following items with you: transportation planning process for the 2018 LRTP, changes in federal requirements through Fixing America's Surface Transportation Act (FAST Act), consistency with other plans, opportunities and constraints, ideas for implementation, and any questions you may have on the plan.

These forums are a valuable opportunity for you to contribute your ideas and we hope that you will take the time to share your personal experience and insights with the consultant team. We look forward to your participation and consider it vital to shaping the future of the Billings urban area. If you are interested in participating in an interview/in-person meeting with the consultant team, please contact Robyn Austin at Kittelson & Associates, Inc. by email at [raustin@kittelson.com](mailto:raustin@kittelson.com) or by phone at 208.338-2683.

Thank you for your participation and assistance in this effort.

# SAMPLE NOTICE FOR NEWSPAPER

## INFORMATIONAL MEETING

Billings Urban Area Long Range Transportation Plan  
Tuesday May 15th, 2018 from 4:00-7:00 p.m.  
Billings Public Library Community Room  
510 N. Broadway, Billings, MT 59101

Help plan the future of transportation in the Billings Urban Area! The Yellowstone County Planning Board will discuss the ongoing Billings Urban Area Long Range Transportation Plan. The purpose of the meeting is to inform the public of the plan's status and solicit public input. The meeting is an open house format with no formal presentation.

The meeting is open to the public. The Yellowstone County Planning Board attempts to provide accommodations for any know disability that may interfere with a person's participation in any department service, program or activity. For reasonable accommodations to participate in the meeting please contact Tammy Deines, Planning Clerk, at 247-8610 at least two days before the meeting. For the hearing impaired, the TTY number is (406) 444-1335 or toll free at 1-800-833-8503 or Montana Relay at 711. Alternative accessible formats of this information will be provided upon request.

Comments may be submitted in writing at the meeting, by mail to PCSD, 2825 3rd Avenue North, 4th Floor, Billings, MT 59101, or online at [www.billingslrtp.com](http://www.billingslrtp.com)



# Federal Regulations and Codes Pertaining to Metropolitan Planning Organizations and Public Participation

## REGULATIONS ESTABLISHING AND GOVERNING AN MPO

### MPO Formation and Authority

23 U.S.C. 134(d) and (e); 49 U.S.C. 5303(d)(e) (United States Code); 23 C.F.R. 450.310 (Code of Federal Regulations) and 339.175(2), F.S. (Florida Statutes) ; describe the requirements for the designation and redesignation of MPOs.

23 U.S.C. 134(d)(2); 23 C.F.R. 450.310(d); 49 U.S.C. 5303(d)(2); and 339.175 (3) and (4) F.S.; 339.176 F.S.; describes voting membership and membership apportionment of the MPO.

23 U.S.C. 134(e); 49 U.S.C. 5303(e); 23 C.F.R. 450.312; and 339.175(2)(c)(d) F.S. ; outline the requirements and process for the establishment of transportation planning boundaries on an MPO.

23 C.F.R. 450.314; and 339.175(2)(b) and (10) F.S., describe the types of agreements necessary to implement the metropolitan transportation planning process. 339.175(6)(d) and (e), F.S. , specify the establishment of MPO technical and citizens advisory committees.

### Federal-Aid Highway Act of 1962

The Federal-Aid Highway Act of 1962 required that after July 1, 1965, all federally aided highway projects in metropolitan areas must be based on a “cooperative, comprehensive, and continuing planning process and required formation of an MPO for any urbanized area (UZA) with a population greater than 50,000.

## FEDERAL REGULATIONS REGARDING PUBLIC PARTICIPATION

### Moving Ahead for Progress in the 21st Century (MAP-21)

The Moving Ahead for progress in the 21st Century (MAP-21) was signed into law on July 6, 2012, and outlines federal requirements regarding public participation processes and procedures. The MAP-21 legislation built previous transportation legislation (ISTEA, TES-21, and SAFETEA-LU) to provide states and MPOs specific direction in conducting and promoting broad-based public participation activities.

MAP-21 Legislation (Public Law 112-141) requires metropolitan planning organizations to provide 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 a reasonable opportunity to comment on the transportation plan.

### 2015 Fixing America’s Surface Transportation (FAST) Act

The FAST Act is a fully funded five-year authorization of surface transportation programs. As with prior legislative acts, FAST continues the strong Federal emphasis on public participation. The FAST Act mandates that the public participation programs of metropolitan planning processes shall include a “proactive public participation

process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans and transportation improvement programs (TIPs)."

The FAST Act explicitly adds public ports and certain private providers of transportation, including intercity bus operators and employer-based commuting programs to the list of interested parties that an MPO must provide with reasonable opportunity to comment on the transportation plan. [23 U.S.C. 134(i) (6)(A)]

## Federal Code

The public participation process requirements in 23 CFR §450.316, are listed below. These requirements encourage a proactive public participation process and support early and continuing involvement of the public in the planning process.

**(a)** The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), 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 metropolitan transportation planning process.

**(1)** The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

**(i)** Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

**(ii)** Providing timely notice and reasonable access to information about transportation issues and processes;

**(iii)** Employing visualization techniques to describe metropolitan transportation plans and TIPs;

**(iv)** Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

**(v)** Holding any public meetings at convenient and accessible locations and times;

**(vi)** Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

**(vii)** 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;

**(viii)** 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 that interested parties could not reasonably have foreseen from the public involvement efforts;

**(ix)** Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

**(x)** Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

**(2)** 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, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

**(3)** 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.

**(b)** 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, tourism, natural disaster risk

reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs 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:

- (1)** Recipients of assistance under title 49 U.S.C. Chapter 53;
  - (2)** 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
  - (3)** Recipients of assistance under 23 U.S.C. 201-204.
- (c)** 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.
- (d)** 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.
- (e)** 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.

Other components of the legislation which support the above sections of 23 CFR450 include the following:

- 450.212(a) Public Involvement
- 450.214 Development and content of the long-range statewide transportation plan
- 450.216 Statewide Transportation Improvement Program (STIP)
- 450.318(b) Metropolitan Transportation Planning Process: Major Metropolitan Transportation Investments
- 450.322(c) Metropolitan Planning Process: Transportation Plan
- 450.324(c) Transportation Improvement Program: General

## Additional Federal Laws

### **AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act of 1990 (ADA) is landmark civil rights legislation ensuring equal opportunity for people with disabilities in employment, public accommodations, transportation, state and local government services and communications. The ADA requires coordinating with disabled communities in the development and improvement of transportation services.

### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color or national origin. Specifically, 42 U.S.C. §2000d states that “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

### **EXECUTIVE ORDER 12898 TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY & LOW INCOME POPULATIONS**

Executive Order (EO) 12898: Federal Actions to Address Environmental Justice in Minority and Low Income Populations – The EO reinforced the requirements of Title VI of the Civil Rights Act of 1964 and focused federal attention on the environmental and human health conditions in minority and low income communities. Further, recent guidance issued by FHWA and FTA emphasizes the importance of considering and addressing environmental justice in all phases of the transportation planning process.

Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income. Along the same lines, transportation equity seeks to ensure that the needs of all communities, particularly low-income and minority communities are addressed in transportation policy and the transportation planning process. Additionally, transportation investments should work to ensure that both the benefits and impacts are distributed fairly.

### **EXECUTIVE ORDER 13166: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

People with limited English proficiency are those with a primary or home language other than English. Due to their limited English skills, they must communicate in that primary language if they are to have an equal opportunity to participate effectively in or benefit from any aid, service, or benefit in federally funded programs and activities. EO 13166 requires any agency that receives federal funds to make their activities accessible to non-English speaking individuals.

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# Glossary of Frequently Used Planning Terms

## LIST OF ACRONYMS USED IN TRANSPORTATION PLANNING

<b>AASHTO</b>	American Association of State Highway and Transportation Officials	<b>DBE</b>	Disadvantaged Business Enterprise
<b>AC</b>	Advisory Committee	<b>DMS</b>	Dynamic Message Signs
<b>ACS</b>	American Community Survey	<b>DOT</b>	Department of Transportation
<b>ADA</b>	Americans with Disabilities Act	<b>DSB</b>	Design Build
<b>ADT</b>	Average Daily Traffic	<b>EBURD</b>	East Billings Urban Renewal District
<b>APBP</b>	Association of Pedestrian and Bicycle Professionals	<b>ENV</b>	Environmental
<b>APTA</b>	American Public Transportation Association	<b>EPA</b>	Environmental Protection Agency
<b>ASCE</b>	American Society of Civil Engineers	<b>FAST Act</b>	Fixing America's Surface Transportation Act
<b>ATMS</b>	Advanced Traffic Management System	<b>FHWA</b>	Federal Highway Administration
<b>BSEDA</b>	Big Sky Economic Development Authority	<b>FMCSA</b>	Federal Motor Carriers Safety Administration
<b>BUILD</b>	Better Utilizing Investments to Leverage Development	<b>FTA</b>	Federal Transit Administration
<b>CAA</b>	Clean Air Act	<b>GOMs</b>	Goals, Objectives and Measures
<b>CDC</b>	Centers for Disease Control	<b>GPS</b>	Global Positioning System
<b>CFR</b>	Code of Federal Regulations	<b>HAWK</b>	High-intensity Activated CrossWalk signal, also known as the Pedestrian Hybrid Beacon.
<b>CHSP</b>	Comprehensive Highway Safety Plan	<b>HBRRP</b>	Highway Bridge Replacement and Rehabilitation Program
<b>CIP</b>	Capital Improvement Plan	<b>HSIP</b>	Highway Safety Improvement Program
<b>CMAQ</b>	Congestion Mitigation Air Quality	<b>HTF</b>	Highway Trust Fund
<b>CO</b>	Carbon Monoxide	<b>IM</b>	Interstate Maintenance
<b>CTEP</b>	Community Transportation Enhancement Program	<b>ITE</b>	Institute of Transportation Engineers
<b>CTSP</b>	Community Transportation Safety Plan	<b>ITS</b>	Intelligent Transportation Systems

<b>LEP</b>	Limited English Proficiency	<b>RRR</b>	Resurfacing, Restoration, or Rehabilitation project
<b>LOS</b>	Level of Service	<b>RRX</b>	Highway-Railway Crossing Program
<b>L RTP</b>	Long Range Transportation Plan	<b>RTP</b>	Regional Transportation Plan
<b>LTS</b>	Level of Traffic Stress	<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act
<b>MACI</b>	Montana Air Congestion Initiative	<b>SBBURD</b>	South Billings Boulevard Urban Renewal District
<b>MAP-21</b>	Moving Ahead for Progress in the 21st Century Act	<b>SEE</b>	Socio-Economic and Environmental
<b>MDT</b>	Montana Department of Transportation	<b>SFC</b>	State Funded Construction
<b>MET</b>	Metropolitan Transit System	<b>SHS</b>	State Highway System
<b>MNT</b>	Maintenance	<b>SIP</b>	State Implementation Plan
<b>MP</b>	Milepost	<b>SIS</b>	Strategic Intermodal System
<b>MPO</b>	Metropolitan Planning Organizations	<b>SOV</b>	Single Occupancy Vehicle
<b>MUTCD</b>	Manual on Uniform Traffic Control Devices	<b>SRTS</b>	Safe Routes to School
<b>NAAQA</b>	National Ambient Air Quality Standards	<b>STEP</b>	Selective Traffic Enforcement Program
<b>NACTO</b>	National Association of City Transportation Officials	<b>STP</b>	Surface Transportation Program
<b>NCSC</b>	National Complete Streets Coalition	<b>STPE</b>	Surface Transportation Program Enhancement
<b>NEPA</b>	National Environmental Policy Act	<b>STPP</b>	Surface Transportation Program Primary
<b>NHPP</b>	National Highway Performance Program	<b>STPU</b>	Surface Transportation Program Urban
<b>NHS</b>	National Highway System	<b>TAC</b>	Technical Advisory Committee
<b>NHTSA</b>	National Highway Traffic Safety Administration	<b>TAP</b>	Transportation Alternatives Program
<b>O&amp;M</b>	Operations and Maintenance	<b>TCM</b>	Transportation Control Measures
<b>O-D</b>	Origin-Destination	<b>TCP</b>	Transportation Control Plan
<b>OPS</b>	Operations	<b>TCSPP</b>	Transportation, Community, and System Preservation Program
<b>PCC</b>	Policy Coordinating Committee	<b>TDM</b>	Transportation Demand Management
<b>PD&amp;E</b>	Project Development and Environment	<b>TDP</b>	Transportation Development Plan
<b>PE</b>	Preliminary Engineering	<b>TDSP</b>	Transportation Disadvantaged Service Plan
<b>PHB</b>	Pedestrian Hybrid Beacon, also known as a "HAWK".	<b>TIGER</b>	Transportation Investment Generating Economic Recovery
<b>PPP</b>	Public Participation Plan	<b>TIP</b>	Transportation Improvement Program
<b>PROWAG</b>	Public Right-of-Way Accessibility Guidelines	<b>TSM&amp;O</b>	Transportation System Management and Operations
<b>ROW</b>	Right-of-Way		
<b>RRFB</b>	Rectangular Rapid Flashing Beacon		

<b>TSP</b>	Total Suspended Particulates
<b>UPP</b>	Urban Pavement Preservation
<b>UPWP</b>	Unified Planning Work Program
<b>USDOT</b>	United States Department of Transportation
<b>VHT</b>	Vehicle Hours Traveled
<b>VMT</b>	Vehicle Miles Traveled
<b>VPD</b>	Vehicles Per Day
<b>VPHPD</b>	Vehicles Per Hour Per Direction
<b>YCPB</b>	Yellowstone County Planning Board

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