

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: PUBLIC PARTICIPATION PLAN UPDATE**

**BACKGROUND:**

The current public participation plan was originally adopted in 2003 when the Ames Area MPO was first organized. More recently, the Ames Mobility 2040 Long Range Transportation Plan deployed a multi-faceted, active, and on-going public engagement effort. The MPO Public Participation Plan is now being updated to incorporate similar activities utilized during the long range plan update.

The Public Participation Plan will include a 45-day public comment period anticipated for March 22, 2016 through May 10, 2016. After that time the results of the public comment period will be presented to the Transportation Technical Committee and to the Transportation Policy Committee for review and approval.

**ALTERNATIVES:**

1. Approve the Draft Public Participation Plan, open 45-day comment period, and set May 24, 2016 as the date for the public hearing.
2. Modify the Draft Public Participation Plan, open 45-day comment period, and set May 24, 2016 as the date for the public hearing.

**RECOMMENDED ACTION:**

The Ames Area MPO Transportation Technical Committee recommends approval of this Draft Public Participation Plan Update.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1 as noted above.

# Ames Area Metropolitan Planning Organization

## Public Participation Plan

**Adopted May 26, 2016**

## ACKNOWLEDGEMENTS

### Transportation Policy Committee Members

Ann Campbell, Chairperson	City of Ames
Gloria Betcher	City of Ames
Tim Gartin	City of Ames
Peter Orazem	City of Ames
Chris Nelson	City of Ames
Bronwyn Beatty-Hansen	City of Ames
Amber Corrieri	City of Ames
Chet Hollingshead	Boone County
Wayne Clinton	Story County
Hamad Abbas	CyRide
Jonathan Popp	City of Gilbert

Non-voting

Garrett Pedersen	Iowa Department of Transportation
Darla Hugaboom	Federal Highway Administration
Mark Bechtel	Federal Transit Administration
Cathy Brown	Iowa State University

### Transportation Technical Committee

Tracy Warner, Chairperson	City of Ames
Damion Pregitzer, Vice-Chair	City of Ames
Justin Clausen	City of Ames
Kelly Diekmann	City of Ames
Charlie Kuester	City of Ames
Sheri Kyras	CyRide
Cathy Brown	Iowa State University
Scott Kruse	Boone County
Darren Moon	Story County
Gerry Peters	Ames Community School District
Drew Kamp	Ames Economic Development Commission

Non-voting

Phil Mescher	Iowa Department of Transportation
Darla Hugaboom	Federal Highway Administration
Mark Bechtel	Federal Transit Administration

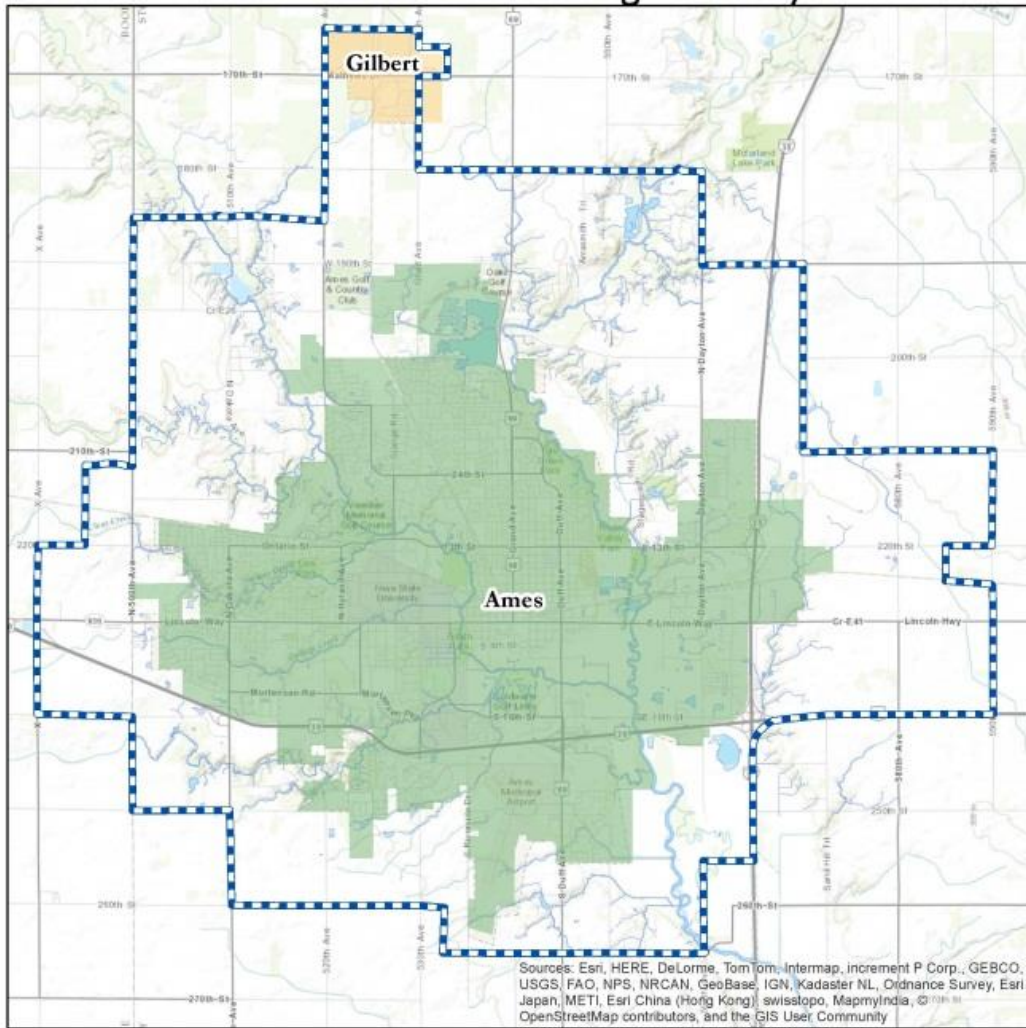
### Ames Area Metropolitan Planning Organization Staff

John Joiner	Administrator
Tony Filippini	Transportation Planner
Tracy Warner	Municipal Engineer
Damion Pregitzer	Traffic Engineer
Sheri Kyras	Transit Director
Shari Atwood	Transit Planner
Kelly Diekmann	Planning & Housing Director
Charlie Kuester	Planner
Diane Voss	City Clerk
Joe Newman	Principal Clerk

# INTRODUCTION

In accordance with Title 23, Code of Federal Regulations, Part 450 (23 CFR 450), the Ames Area MPO provides transportation planning services for the City of Ames, City of Gilbert and portions of Story County and Boone County. As part of this transportation planning process, the Ames Area MPO desires and requests citizen input on the work, projects, and products proposed and created by the Ames Area MPO.

## Ames Area MPO Planning Boundary






Planning Area Boundary Adopted  
November 13, 2012



Map prepared by  
Ames Area MPO  
June 10, 2014

### Legend

-  Ames Area MPO Planning Boundary
-  City of Ames
-  City of Gilbert



The Ames Area MPO recognizes the importance and necessity of the public involvement process. The following groups govern the activities of the Ames Area MPO:

The Ames Area MPO Transportation Policy Committee are local elected officials from the City of Ames, City of Gilbert, Story County, and Boone County; an appointed representative from the Ames Transit Agency (CyRide) and non-voting members from Iowa State University, Iowa Department of Transportation, Federal Highway Administration, and Federal Transit Administration. This committee acts on the recommendations of the Transportation Technical Committee

Representatives to the Ames Area MPO Transportation Technical Committee (TTC) include city engineers, county representatives, public works directors, community planning staff, Ames Municipal Airport Representative (City of Ames Operations Administrator), Ames Transit Agency (CyRide) staff, Iowa State University, Ames Community School District staff, and Ames Economic Development staff as well as staff from the Iowa DOT, Federal Highway Administration, and Federal Transit Administration. This committee is charged with making technical recommendations to the Ames Area MPO Transportation Policy Committee.

Additional subcommittees and working groups may be appointed at any time by the Transportation Policy Committee Chair or the Transportation Technical Committee Chair to address specific transportation-related topics or areas of interest to the Ames Area MPO.

## **GOALS AND OBJECTIVES**

The public involvement process required by 23 CFR 450 should "... provide complete information, timely public notice, full public access to key decisions, and support early and continuing involvement of the public in developing plans and Transportation Improvement Programs..."

The Ames Area MPO is committed to the availability of timely, complete information; to the notification of and public access to the decision-making process; and to ongoing public involvement throughout the transportation planning process including, but not limited to, the development of the Long-Range Transportation Plan, the Transportation Improvement Program, the Passenger Transportation Plan and the Public Participation Plan. Through this Public Participation Plan, the Ames Area MPO aims to identify methods for obtaining public input and encouraging public involvement in the transportation planning process.

## **STAKEHOLDERS AND PUBLIC GROUPS**

The Ames Area MPO has identified the following groups and individuals, but not limited to, as those having potential interest in public input and involvement opportunities:

- Neighborhood organizations;
- Homeowner associations;

- Ames Homebuilders and Ames Economic Development Commission, Chamber of Commerce and other business groups;
- Groups representing travel modes – transit, bicycle, pedestrian, freight;
- Advocacy groups for the disadvantaged, minority groups, and limited English speaking individuals;
- Media – newspapers, television, radio;
- Governmental agencies;
- Organizations on historic preservation
- Iowa State University Student Government;
- Organizations or individuals who have been notified of public hearings for major projects, or organizations and individuals who have submitted written comments relating to public hearings for major projects. These individuals and organizations would remain on the mailing list as long as the major project is under development.

## **INFORMATION ACCESS**

All planning, programming, and meeting information of the Ames Area MPO is available for public review. The information can be viewed at the Ames City Hall, 515 Clark Avenue, Room 212 and on the World Wide Web at <http://www.aampo.org>.

## **OUTREACH TECHNIQUES**

Information about all MPO meetings will be added to the existing Public Meeting Calendar that is produced weekly and that is distributed to local newspapers (Ames Tribune, ISU Daily, local radio stations, and it is placed on the Ames Area MPO website. In addition, the agenda for the meetings will be posted at the Ames City Hall and on the [www.aampo.org](http://www.aampo.org) website, a minimum of twenty-four hours prior to the meetings.

Meeting information will also be included in the City of Ames newsletter, CitySide, and on social media as appropriate. This newsletter is published monthly and inserted into utility bills. Regular meetings, as well as special activities related to long-range transportation planning and project development would be included. Formal notices for public hearings are published in the Ames Tribune. Press releases to area newspapers, television stations, and radio stations will also be used to notify citizens of upcoming activities of the Ames Area MPO.

The City of Ames maintains a local government access cable channel (#12). Programs describing the activities of the Ames Area MPO will be included in the programming. In addition, the channel maintains a calendar, which will include information concerning all of the meetings.

The MPO's website, [www.aampo.org](http://www.aampo.org), will be used to provide information about Ames Area MPO activities including information about the Transportation Planning Work Program, Passenger Transportation Plan, the Long Range Transportation Plan, and the Transportation Improvement Program. Translation services are available on the Ames

Area MPO website in over 90 languages. Over-the-phone translation services are also available to all persons contacting the Ames Area MPO.

Interested parties can sign up for the Ames Area MPO e-notification service through the Ames Area MPO website. The e-notification allows users to subscribe to weekly digest of upcoming meetings and events or to receive e-mails when news is posted on the website.

## **FEEDBACK**

The Ames Area MPO accepts input and comments from the public through a variety of means:

Members of the public may make comments through the following mechanisms:

1. By phone: 515.239.5160
2. By fax: 515.239.5404;
3. By mail: to the  
Ames Area MPO  
515 Clark Avenue  
Ames, IA 50010
4. Submitted via web form at [www.aampo.org](http://www.aampo.org)

The public may submit comments to Ames Area MPO staff or Transportation Policy Committee members for transmittal to the respective full committees. Comments on Ames Area MPO plans, reports, and programs may be made at public input meetings. The Ames Area MPO ensures that all public input meeting locations are accessible in accordance with the Americans with Disabilities Act.

Members of the public, or a representative of a group, with expressed comments on a particular topic may request of the Ames Area MPO Chair an appointment to serve as a citizen representative on an appropriate subcommittee if one is activated.

Interested members of the public will be able to offer input to the Transportation Policy Committee at public hearings.

The Ames Area MPO will consider and respond to all public input received during the planning and program development processes. If significant written or oral comments are received on the long range transportation plan, Transportation Improvement Program, Transportation Planning Work Program, or Passenger Transportation Plan, a summary, analysis, and report on the disposition of the comments will be made a part of the final document.

## **PROCEDURAL NOTICES AND PROCESSES**

### **Public Participation Plan**

The Public Participation Plan outlines how the MPO will engage the community to have a well-informed participants able to contribute meaningful input to transportation decisions through a variety of locally developed strategies. A minimum public comment period of 45 days will be established prior to Public Participation Plan adoption or revision.

### **Long Range Transportation Plan**

The Long Range Transportation Plan (LRTP) contains future transportation plans for at least a 20 year planning horizon to address major transportation needs in the Ames area. The LRTP must be updated every five years.

Two or more public meetings shall be held to present new or major updates to the Long Range Transportation Plan prior to adoption. At least one of these meetings shall be held a minimum of 30 days prior to adoption of the Long Range Transportation Plan to provide for a 30-day comment period.

### **Transportation Improvement Program**

The Transportation Improvement Program (TIP) is a four-year schedule of projects to improve or maintain the quality of the public transportation network. A new TIP is developed and adopted annually. One public meeting shall be held to present the Transportation Improvement Program to the public. The meeting shall be held prior to the adoption of the program.

Amendments to the TIP which update or adjust project cost, schedule changes, funding sources, or scope changes that are considered a major change require approval by the Transportation Policy Committee. These amendments will be presented to the Transportation Policy Committee and a public comment period opened, which will last until the next Transportation Policy Committee meeting. The comment period will last 3 – 4 weeks.

Minor changes to the Transportation Improvement Program, known as administration modifications, will be processed internally and shared with the Transportation Policy Committee and the public as informational items.

### **Passenger Transportation Plan**

The Ames Passenger Transportation Plan (PTP) is an effort of providing key community decision makers with the knowledge of how individuals are currently being transported throughout Ames, the additional transportation needs and service requests identified, and recommended strategies or projects to overcome these needs. The Passenger Transportation Plan will be developed in coordination with a Transportation Advisory Group (TAG)

Amendments to the Passenger Transportation Plan will be required when any changes are made to proposed Section 5310 funded projects. Amendments will be presented to



the Transportation Advisory Group for review. These amendments will be presented to the Transportation Policy Committee and a public comment period opened, which will last 3 – 4 weeks until the next Transportation Policy Committee meeting.

## **EVALUATION**

The Ames Area MPO will monitor the Public Participation Plan periodically in order to evaluate the effectiveness of the procedures outlined in this document. At a minimum, the plan should be evaluated and updated along with the long range transportation plan every five years. Following evaluation of the outputs and outcomes of the Public Participation Plan, the Ames Area MPO may revise these methods to incorporate new and innovative ways to involve the public in the transportation decision-making process.

## **CONTACT INFORMATION**

The Ames Area MPO believes firmly in the essential role of the public in the transportation planning process, welcoming any and all comments from citizens or groups concerning transportation issues.

The Ames Area MPO may be contacted at the following:

Ames Area Metropolitan Planning Organization  
515 Clark Avenue  
Ames, IA 50010  
Phone: (515) 239-5160  
Fax: (515) 239-5404  
Website: <http://www.aampo.org>

List of Ames Area MPO Staff contact information is available at:  
<http://www.cityofames.org/government/ames-area-metropolitan-planning-organization/staff-contact-information>