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CITY OF RAPID CITY

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PLANNING DEPARTMENT


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MEMORANDUM

To: Rapid City Legal & Finance Committee Members

From: Patsy Horton,  Transportation Planning Coordinator

Date: October 9, 2002

Re: Public Participation Plan

Attached is the Public Participation Plan for the Metropolitan Planning Organization for your review and approval at the October 16, 2002, Legal and Finance Committee meeting. This Plan outlines the procedures to insure a proactive public involvement process that assures the opportunity for the public to be involved in all phases of the transportation planning process by providing complete information, timely public notice, opportunities for making comments, full access to key decisions, and early and continuing involvement in developing transportation plans and programs.

In June of 2001 during the Title VI review of the MPO Operations Plan, the South Dakota Department of Transportation requested staff separate the public participation and hearing notice section from the Operations Plan. The attached document creates a new Public Participation Plan to enhance the existing public involvement procedures. The attached contact list provides Transportation Planning with a means of reaching a diverse section of the community. This list will be continually updated to reach a broad spectrum of community interests.

The Rapid City Area Metropolitan Planning Organization approved the Draft Public Participation Plan on September 25, 2002. Please feel free to contact me if you have any questions or would like additional information.

STAFF RECOMMENDATION: Staff recommends approval of the Draft Public Participation Plan as approved by the Rapid City Area Metropolitan Planning Organization.



PUBLIC PARTICIPATION PLAN

For the
Rapid City Area Metropolitan
Planning Organization

Transportation Planning
Process

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**Long Range Transportation Plan
(LRTP)**

LRTP Updates

**Transportation Improvement
Program (TIP)**

**Unified Planning Work Program
(UPWP)**

Public Participation Plan Updates

Environmental Assessments (EA)

Metropolitan Transportation Planning Process Introduction

The Rapid City Area Metropolitan Planning Organization (MPO) was created in 1977 as an advisory body to coordinate transportation planning in the Rapid City area. As the designated metropolitan planning organization for the area, the MPO carries out various requirements mandated by the United States Department of Transportation. The MPO

boundary includes the City of Rapid City, the City of Box Elder, Ellsworth Air Force Base and a portion of Pennington County.

The metropolitan transportation planning process is a federally required planning process aimed at developing programs to meet a region's transportation needs by analyzing the existing system and preparing plans and studies in a continuing, cooperative, and comprehensive manner (the 3-C planning process). These plans and programs are the basis for the development and operation of an integrated, inter-modal transportation system that facilitates the efficient and economic movement of people and goods.

The following regulations identify the federal requirements for public participation. The Code of Federal Regulations (CFR) is the source document for these regulations and is located on-line at www.access.gpo.gov/nara/cfr/index.html.

Metropolitan Transportation Planning Process – 23 CFR 450.316(b)(1). Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement in the local transportation planning process.

Title VI of the Civil Rights Act of 1964 – 23 CFR 450.316(b)(2). Ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving federal assistance from the United States Department of Transportation.

Americans with Disabilities Act of 1990 – 23 CFR 450.316(b)(3). Identify actions necessary to ensure that the local transportation planning process involves the entire community, particularly those with disabilities, in the development and improvement of services. The local process must also ensure that physical locations for such activities, as well as the information presented, shall be accessible to persons with disabilities.

Specialized Transportation Stakeholders – 23 CFR 450.316(b)(4). Provide for the involvement of traffic, ride-sharing, parking, transportation safety, and enforcement agencies; commuter rail operators; airport and port authorities; toll authorities; appropriate private transportation providers; and where appropriate, local officials.

Environmental Agencies – 23 CFR 450.316(b)(5). Provide for the involvement of local, state, and federal environmental resources and permitting agencies as appropriate.

National Environmental Policy Act – 40 CFR 1500. Encourage and facilitate public involvement in decisions that affect the quality of the human environment. The National Environmental Policy Act (NEPA) is the basic national charter for protection of the environment. Public involvement under NEPA is subject to the regulations of the Council on Environmental Quality (CEQ).

Environmental Justice Executive Order 12898. Ensure that existing programs identify and address disproportionately high and adverse environmental effects on minority and low income communities.

The early involvement of a broad cross-section of the community is an essential element in planning the Rapid City area's surface transportation system. The development of community consensus early in the planning process helps identify acceptable alternatives that link transportation strategies to related issues such as environmental and socio-economic goals. A transportation strategy that reflects and accommodates community views is a basic goal of the transportation planning process.

Purpose

The purpose of a public participation plan is to insure a proactive public involvement process that assures the opportunity for the public to be involved in all phases of the planning process by providing complete information, timely public notice, opportunities for making comments, full access to key decisions, and early and continuing involvement in developing transportation plans and programs.

Public Participation

To participate is to express one's self at the proper time and in the proper forum. Public participation means participation in planning by people (public) within the Rapid City Area Metropolitan Planning Organization (MPO) and its member entities, by planning and engineering professionals and by those who are not professional planners or government officials. It is a process of taking part in the transportation planning and decision-making that affects the community.

The MPO efforts to secure participation will be targeted to stakeholders, who are individuals or entities that could be significantly affected by the transportation plan recommendations or could significantly influence implementation. Stakeholders include, but are not limited to: the general public; low income; minority and disabled communities; neighborhood representatives; chambers of commerce; special transportation interests such as freight shippers, transit users and bicycle organizations; local officials; military installations; and federal and state transportation agencies.

The Rapid City Area MPO needs to have the public involved in transportation planning because the public has the right to have a strong voice in all matters of public policy, including planning. Additionally, only the public can provide the information needed to develop, maintain, and carry out an effective transportation plan. Planning staff, consultants and local officials need comments from those who know the community best: the people who live and work there. Public involvement informs and educates the public about transportation planning and creates an informed community, which in turn leads to better planning. Public participation gives the public a sense of ownership of

the plan. It fosters cooperation among the public and between them and the MPO. The Public Participation Plan contains the following elements:

1. Involvement Opportunities. Provide the opportunity for the public to be involved in all phases of the planning process.
2. Communication. Establish mechanisms for maintaining communications between the public and local officials such as processes like mailings, legal ads, displays and newsletters.
3. Information. Assure that technical information is available and in simplified, understandable form.
4. Response to Public Input. A description of the methods used to respond to comments from the public.
5. Advisory Committees. The use of the committees and the means of providing a cross-section of affected citizens on the advisory committees.

Public Participation Process

To have a proactive public participation process, the Rapid City Area MPO will provide a public comment period of 45 days on the proposed Public Participation Plan procedures to be used in the transportation planning process. The Plan will inform the public about how, when, and where they may participate. Public notification will be provided as identified under the Public Notice section.

Effective public input requires reasonable access to technical and policy information used in the development of plans and open meetings. The following policies are established to support public involvement in the planning activities for the Rapid City Area MPO.

1. All Rapid City Area MPO public documents shall be available at the Rapid City Planning Department offices during normal business hours for review, duplication, or purchase at a nominal cost. (See Appendix A for details.) These documents are also available for review at the Rapid City Public Library and on-line at www.rcgov.org/planning/transplanninghomepage.htm.
2. Notification of all public meetings of the Executive Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee, and other special public meetings shall be in accordance with the South Dakota Open Meeting Laws, which states:

All public bodies shall provide public notice, with proposed agenda, at least twenty-four hours prior to any meeting, by posting a copy of

the notice, visible to the public, at the principal office of the public body holding the meeting, and for special or rescheduled meetings, delivering, in person, by mail or by telephone, the information in the notice to members of the local news media who have requested notice. For special or rescheduled meetings, all public bodies shall also comply with the public notice provisions of this section for regular meetings to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor. (SDCL § 1-25-1.1)

3. The Rapid City Area MPO shall provide the Rapid City Finance Office, the Pennington County Commission Office, the Box Elder Finance Office, and the Pennington County Auditor's Office with a copy of the EPC agenda by regular mail or electronic mail at least fourteen (14) days prior to all regular meetings and at least five (5) days prior to special meetings, for posting in a prominent location in each agency's principal office. In the event that an emergency meeting of the EPC is called, notice of the meeting will be posted as circumstances permit.
4. The Rapid City Area MPO shall notify all metropolitan planning study area local broadcast and print media of all regular or special EPC meetings via facsimile or direct mail at least 48 hours in advance of such meetings.
5. Work plans for major planning work products for the Rapid City Area MPO shall provide and identify opportunities for public involvement at key decision points.
4. Upon request, the Rapid City Area MPO shall support public involvement efforts of the city councils and the State with regard to transportation planning activities.

Involvement Opportunities

The MPO will take a proactive approach to providing the opportunity for the public to be involved early and with a continuing involvement in all phases of the planning process. Extensive public notice will be undertaken of public information meetings and hearings with access to information also defined. Prior to the beginning of the public participation process, a list of names and addresses of citizens and organizations will be developed that will be contacted on a continued basis to serve as a base of interested citizens for input and comment (See Appendix B). This list will be expanded as additional citizens attend the informational public meetings and make comments.

Public Meetings. Public information meetings will be held at various Rapid City area locations to inform the public of the planning process and to solicit ideas, input and feedback. Public hearings and public information meetings will be held at locations accessible to and at times convenient to minority and disabled residents. The intent of holding public informational meetings at diversified locations is to solicit broad public comments.

Notice of public hearings and public informational meetings will be given in accordance

with and as listed below. A reasonable attempt will be made to notify organizations representing minority and disabled people and a request made that they provide their members with meeting notice and information.

Special arrangements will be made to accommodate persons with disabilities, low income, and people who do not speak English. For those without transportation and the disabled, the MPO may provide free transportation via public transit to the meetings.

Public Notice. Official notification of meetings, hearings or other significant events will be provided in the following manner:

1. Publications in a newspaper of general circulation in Rapid City at least seven (7) days prior for both public hearings and public meetings shall include an explanation of the content, along with the date, time and the place of the meeting.
2. The official notice will be published in the legal section of the newspaper.

PUBLIC NOTIFICATION METHODS √ Planned * Encouraged

NOTIFICATION AND PARTICIPATION TECHNIQUES	LRTP	AIR QUALITY	TIP	UPWP	OPERATIONS PLAN	SPECIAL STUDIES	EA
Newspaper Advertisements	√	√	√	√	√	√	√
MPO Web Site	√	√	√	√	√	√	√
Articles	*	*	*	*	*	*	*
Press Release	√	√	*	√	√	√	*
Mass Mailing	√			√	√	√	
Flyers	√			√	√	√	
TV/Radio				√	√	√	
Public Service Announcements	√	√	√	√	√	√	√
Interviews	*	*	*	*	*	*	
Community Forums				*	*	*	
Public Information Meetings	√	√	*	√	√	√	
Public Hearings	√	√	√	√	√	√	√
Group Presentations	√	*	*	√	√	√	
Advisory Committee	√	√	√	√	√	√	√

Public Comment Procedures. Public comments on all transportation related issues are welcome during meetings of the CAC, TCC and EPC. Public comments shall be received according to the following procedures.

Public Input Agenda Item – Each of the transportation planning committees shall include on its agenda an item entitled “Public Input.” During this agenda item, any member of the public present wishing to address the committee on any matter not on the published agenda may do so. An individual’s comment period shall be limited to 3 minutes. The appropriate staff will provide that member of the public with a response to their concern either during the meeting or in a reasonable amount of time following the meeting.

Specific Agenda Item Comments – After an agenda item is presented to a committee by staff, the Chair or Vice Chair shall afford any member of the public the opportunity to speak to the item pro or con. An individual’s comment period shall be limited to 3 minutes. Following the comment period of the agenda item, the committee shall begin its discussion or action on the agenda item.

Formal EPC Public Hearings – Following the staff presentation of a particular agenda item, which has been properly public noticed as an official public hearing, the EPC Chair or Vice Chair shall open the public hearing and afford any member of the public present the opportunity to speak to the item pro or con. An individual’s comment period shall be limited to 5 minutes. Following all public comments, the EPC Chair or Vice Chair shall close the public hearing and the EPC shall begin its discussion or action on the agenda item.

Written Comments – Members of the public who are unable to attend an official public hearing on a particular matter before the EPC are afforded the opportunity to submit their written comments (Appendix C) for a specified period of time (see below) following the public hearing.

Significant Comments – Staff must provide a summary, analysis, and report of how significant comments were addressed as part of the final Long Range Transportation Plan and Transportation Improvements Program.

Elected / Constituent Relationship – Comments into the local process may also be received through the elected/constituent relationship that exists between most of the EPC members and their constituents.

Communication

The Rapid City Area MPO Public Participation Plan establishes guidelines and procedures for encouraging public participation and the Rapid City Area MPO has engaged in a majority of the suggested communication strategies/techniques identified below to distribute the information to a larger audience. The Rapid City Area MPO will continue to utilize and refine those techniques best suited for the transportation plan or program being developed.

1. The MPO web site at www.rcgov.org/planning/transplanninghomepage.htm will include information regarding meetings and events.
2. Public Service Announcements and interviews on radio and television to explain the subject matter and promote public participation.
3. Articles and Press Releases for the newspaper or other widely circulated publications.
4. Mass mailings through utility bills or other documents periodically issued to the community at large.
5. Use of advisory committees for community involvement.
6. Informal presentations at regional sites, open houses, round tables, or other community forums to receive input from the affected community.
7. Formal presentations to various service clubs, civic and professional groups.
8. Mailings to select individuals, groups or interests that have expressed interest or made comments at meetings.
9. Citizen education workshops to be given on the purpose, role, and significant actions of the Rapid City Area MPO (chairs/presidents/designated representatives of neighborhood boards and organizations will be invited to the orientation/ workshop).
10. Newsletters to be used to highlight the MPO activities, summarize Executive Policy Committee actions, advise the public of pending and upcoming activities, and solicit CAC membership and/or participation in the planning process.
11. Technical briefings to be given to provide a better understanding of proposed transportation projects and, in return, to provide the city/state agencies with feedback.
12. Citizen surveys to be used to obtain opinions and attitudes of neighborhood boards, the business community, and professional organizations on transportation issues of concern and to obtain input on the best ways for communicating and participating in the planning process.
13. Video techniques to be used to record/broadcast meetings of major planning document and decision-making meetings, and to show videos on "What is the Rapid City Area MPO?" and the long-range planning process.
14. Outreach through the internet to be used to provide users with information about the Rapid City Area MPO and its activities (e.g., meeting notice, documents up for review).

15. Subcommittees to study specific issues and development recommendations for CAC consideration.
16. Special presentations to be made upon request of community groups and organizations.
17. Neighborhood board and community association recruitments to be done to elicit their involvement and to get a broader cross-section of groups to participate in the Rapid City Area MPO transportation planning process.
18. Communication with member organizations by including their names on the Rapid City Area MPO mailing list to be kept informed of the Rapid City Area MPO planning activities.
19. Inform the people on the mailing list of transportation planning efforts involving the development of major transportation plans and programs, by geographical location.
20. Rapid City Area MPO public involvement schedule and decision points to be distributed to provide the members and those interested the maximum opportunity to participate in the Rapid City Area MPO planning activities.
21. Fact sheets to be used to explain transportation related issues.
22. Special issue reports to be announced or reported at meetings and/or via mail on relevant transportation issues.
23. Award certificates to be awarded to member organizations with outstanding public participation or leadership presented by the Executive Policy Committee Chair and Vice Chair.

Information

The MPO will provide the public with reasonable and timely access to technical and policy information relating to the data or content used in the development of transportation plans, programs and projects. Standard documents will be available on the MPO web site www.rcgov.org/planning/transplanninghomepage.htm and at the MPO office, 300 Sixth Street, during normal working hours. Copies of draft plans will also be placed at the Rapid City Library.

Public Input Response

Individuals will directly receive responses to questions and comments from the public concerning the public participation process, draft transportation plans, programs, or public agency consultation process by letter or telephone call or by way of a periodic

newsletter. The final plan will include a summary analysis and report on disposition of comments. Rationale for policy decisions will be available to the public in writing if requested.

Advisory Committees

Advisory committees will be formed to advise the MPO Executive Policy Committee and staff in the preparation and review of public participation plans, transportation plans, programs, and other related matters. There are two types of advisory committees:

Citizens Advisory Committee (CAC) – The CAC is a permanent advisory committee with members selected for their expertise, interest, or as an affected stakeholder. Examples are representatives of interest groups, transportation agencies, minorities, disabled, or representatives of geographical areas, such as neighborhood associations. All committee members will have an equal voice in deliberations.

1. All meetings are open to the public and the media.
2. All committee members, any interested member of the public, and the news media will receive agendas and associated documentation by regular mail or electronic mail fourteen (14) days prior to all committee meetings.
3. Committee members may propose topics for future meetings.
4. The CAC is to review proposed transportation plans and issues under the purview of the Rapid City Area MPO and to report its comments and recommendation to the Rapid City Area MPO Executive Policy Committee.
5. Generally, the CAC committee meets bimonthly beginning in January of each calendar year.

Technical Coordinating Committee (TCC) – The TCC is a permanent committee that is composed of technical, planning and/or managerial staff representatives from each participating MPO agency. There are 18 designated members. The Federal Highway Administration has one non-voting member.

1. All meetings, except those meetings or portions of meetings pertaining to consultant selection, are open to the general public.
2. All committee members, any interested member of the public, and the news media will receive agendas and associated documentation by regular mail or electronic mail fourteen (14) days prior to all committee meetings.
3. Committee members may propose topics for future meetings.

4. The TCC is to review proposed transportation plans and issues under the purview of the Rapid City Area MPO and to report its comments and recommendation to the Rapid City Area MPO Executive Policy Committee.
5. Generally, the TCC committee meets bimonthly beginning in January of each calendar year.

Rapid City Area MPO Staff – Rapid City Area MPO staff will support the CAC by:

1. Scheduling, attending and documenting CAC meetings.
2. Providing CAC meeting notices and agendas to all CAC members and anyone interested in receiving a copy.
3. Coordinating with the local media (television stations and newspapers) to advertise CAC meeting information.
4. Advertising meetings of the major planning activities in a newspaper of general circulation.
5. Providing meeting information packets to the CAC and its committees.
6. Periodically assessing the CAC meeting times for the most convenient times for the CAC member organizations.
7. Periodically polling non-CAC members for their interest in the Rapid City Area MPO planning activities.
8. Maintaining and updating membership, mailing lists, and attendance records.
9. Making materials, such as planning/programming documents, studies, and reports, available to the CAC and the public for review or copy upon request. (the public may borrow certain documents to make copies or the Rapid City Area MPO will charge a nominal fee for the copies.)
10. Responding to questions and comments, if formally requested to do so.

Executive Policy Committee (EPC) – The MPO Executive Policy Committee will hold the final public hearing on the transportation plans. Notice of the time and place of the Public Hearing will be provided in accordance with the notification requirements listed below. The adoption of transportation and related plans by the Executive Policy Committee follow the Public Hearing.

1. All meetings, except those meetings or portions of meetings pertaining to personnel matters or consultant selection, are open to the general public.

2. Advance notice of meetings and agendas shall be sent by regular mail or electronic mail fourteen (14) days in advance of regular meetings and at least five (5) days prior to special meetings to any interested members of the public and news media as requested.
3. Notices of decision-making meetings are advertised in a newspaper of general circulation.
4. The receipt and the disposition of formal communications from the CAC shall be noted at the Executive Policy Committee meetings and reflected in the Executive Policy Committee meeting minutes.
5. All members of the Rapid City Area MPO Executive Policy Committee are included on the Rapid City Area MPO mailing list.
6. Should circumstances warrant that the EPC conduct a regular or special meeting by teleconference, the following actions will be conducted (note that the statutory definition of teleconference is any information exchanged by audio or video medium):
 - a. Rapid City Area MPO staff will provide the same public notice of any teleconference meetings as is required under SDCL § 1-25-1.1.
 - b. Rapid City Area MPO staff will provide a place for the public to participate in the meeting by speakerphone.
 - c. Rapid City Area MPO staff will ensure that all votes taken during a teleconference meeting of the EPC are roll call votes.

Planning Project Procedures

The process and implementation of a plan's adoption or acceptance is a critical element in the overall transportation planning process. Without an established guideline to follow, products produced by or for the MPO will be meaningless in terms of process, review, and function. Thus, a description of the public hearing process and committee review follows. This process will be followed for the review of transportation products and plans for those committees involved in the metropolitan transportation planning process.

Committee review and approval of metropolitan transportation planning products follows specific procedures that include review by each of the three transportation planning committees, with final approval by the Executive Policy Committee (EPC).

Federally required transportation planning products. Approval of planning products required in the metropolitan transportation planning process can usually be accomplished with a minimum of two transportation planning committee meetings. This approval requires publication of public notices, the EPC conducts formal public

hearings, and the committee review process includes public comment periods. The products subject to this approval procedure include:

- Long Range Transportation Plan (LRTP)
- LRTP Updates
- MPO Operations Plan
- MPO Operations Plan Updates
- Transportation Improvement Program (TIP) and Air Quality Certification
- Unified Planning Work Program (UPWP)
- Bikeway/Walkway Plan
- Bikeway/Walkway Plan Updates
- Public Participation Plan Updates

The approval procedure begins when both the CAC and TCC review the initial draft of the particular product. The CAC and TCC discuss separately the draft, and both committees provide any comments regarding the initial draft to staff.

Next, the EPC reviews the initial draft of the particular product. During its review, staff provides the EPC with all previous comments from the CAC, TCC and the public. The EPC reviews the draft and submits comments to staff regarding the initial draft. After the EPC approves the initial draft, public comments are encouraged for fourteen (14) days.

After committee review of the product's initial draft, staff develops the final draft, taking into consideration all public and committee comments received on the product.

The next step in the approval procedure begins with review of the final draft of the product by the CAC, where all changes made to the product since the initial draft are discussed by staff. Following its review, the CAC makes a recommendation to the TCC.

Next, the TCC reviews the final draft and the CAC recommendations. The TCC discusses the final draft, notes the CAC's recommendations, and forwards a recommendation to the EPC.

Finally, staff presents the final draft of the product to the EPC. The EPC conducts a public hearing of the transportation product, discusses all changes since the initial draft, and notes both the CAC and TCC recommendations. Following its review, the EPC then votes to either approve, modify, or reject the final draft product. A vote by the EPC approving the product finishes the approval process; however, a vote to modify or reject the product would require modifications to the product and require additional committee review prior to final approval. After the EPC approves the final draft, public comment is again encouraged for an additional fourteen (14) days before the product becomes the final product.

Approval Procedure for Other Process Products. Several other products require final approval action by the EPC. The approval process for these products, however, does not require public notices, formal public hearings or comment periods. Approval of

each of these products can be accomplished through a minimum of one series of committee meetings. These products include:

- Transportation Improvement Program Amendments
- Unified Planning Work Program (UPWP) Amendments
- Bicycle Plan Updates
- Transit Development Program
- Special Studies

The approval process for these products begins with review by the CAC, who discusses the product and provides any comments to staff. Following its review, the CAC will make a recommendation to the TCC.

Next, the TCC reviews the product. The TCC discusses the product and provides any comments to staff. Following its review, the TCC makes a recommendation to the EPC.

Finally, the EPC reviews the product. The EPC is informed of any comments from the other committees as well as their recommendations. Following its review and discussion, the EPC then votes to either approve, modify or reject the product. A vote by the EPC approving the product finishes the process; however, a vote to modify or reject the product would require modifications to the product and additional committee review prior to final approval.

Informational Products. Several additional products, which are used by the local transportation planning process committees in decision-making, are produced throughout the year by staff. These products are presented to the committees for their information and do not require approval action. These products include:

- Annual Report
- Pedestrian & Bike Accident Report
- General Inventories Report
- Transportation System Management Efficiency Report
- Accident Statistics and Analysis Report
- Systems Management Reports
- Safety Management System Report
- Traffic Volume Counts Report
- Residential Land Use Report
- South Dakota Highway Construction Cost Index
- General Design Criteria with Cost Estimates Report
- Transportation Enhancement Grant Applications
- Construction Project Updates

Environmental Assessments. Environmental assessments are completed in conjunction with some special projects requiring federal funding. These assessments will distinguish environmental factors that may have an impact on certain project areas.

Environmental assessments will follow the procedures for public meeting notices listed below.

1. Two public meeting notices published in a newspaper of general circulation in Rapid City. The first notice posted fourteen days (14) prior to the meeting. The second notice posted seven (7) days prior to the meeting. All affected property owners shall be notified by regular first-class mail at least fourteen (14) days prior to the meeting.
2. The public meeting will allow the public an opportunity to submit both written or oral comments.
3. After the public meeting, public comments are encouraged for an additional thirty (30) days. During this thirty-day period, the MPO committees, as well as any other City or County agency may review and approve the Environmental Assessment.
4. A written summary and corresponding documentation from all meetings, including the public meeting for the Environmental Assessment, is provided to the South Dakota Department of Transportation.
5. The South Dakota Department of Transportation reviews the documentation and forwards it to the Federal Highway Administration.
6. The Environmental Assessment final revisions are approved by the Federal Highway Administration. After approving the Environmental Assessment, the Federal Highway Administration forwards the Finding of No Significant Impact (FONSI) to the Metropolitan Planning Organization.

[Follow Up](#)

This is the initial effort of the MPO to formalize the public participation process for transportation and related plans. This document establishes the basic techniques for distributing the information to the public and engaging the citizens in interactive discussions about the transportation planning process. The MPO will continue to identify and pursue other ways to increase public knowledge and participation. A review of the effectiveness of the public involvement process will be made on a tri-annual basis.

APPENDIX A

RAPID CITY AREA METROPOLITAN PLANNING ORGANIZATION OFFICE POLICY REGARDING DUPLICATION AND DISTRIBUTION OF MEETING MATERIALS

1. Provide, free of charge, copies of all meeting materials (including the agenda, minutes, and other meeting materials) to the members of that specific committee. A staff assistant to a committee member may receive a set of meeting materials (full or partial), free of charge, if requested by said committee member. (All EPC members receive all EPC meeting materials; all TCC members receive TCC meeting materials, and all CAC members receive CAC materials).
2. Provide, free of charge, meeting agendas to all other persons requesting receipt by fax or mail.
3. Provide, free of charge, meeting minutes to all other persons requesting receipt by fax. If requested, other meeting materials can also be faxed.
4. Provide, at the rate of 25 cents per page, sheet, or fraction thereof plus postage, meeting minutes and/or materials to all other persons requesting receipt by mail.
5. All meeting materials are also available for public inspection at the Rapid City Area Metropolitan Planning Organization office.

APPENDIX B
RAPID CITY AREA METROPOLITAN PLANNING ORGANIZATION
LIST OF CONTACTS