

03TP010



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## PLANNING DEPARTMENT

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### MEMORANDUM

To: Rapid City Legal & Finance Committee Members  
From: Patsy Horton, Transportation Planning Coordinator  
Date: August 21, 2003  
Re: Public Participation Plan

Every ten years the Census Bureau designates "urbanized areas" based on population densities within certain distances of the city's core population. The 2000 Census Bureau has included the unincorporated portions of Black Hawk within Rapid City's urbanized area. As such, the Rapid City Area Metropolitan Planning Organization's (MPO) boundary must include all areas identified in the official "urbanized area" plus a twenty year planning horizon.

The Rapid City Area Metropolitan Planning Organization is currently updating various agreements and operating documents to reflect these new changes, including the Public Participation Plan; the Operations Plan along with the Citizens Advisory Committee Bylaws, the Technical Coordinating Committee Bylaws, and the Executive Policy Committee Bylaws; and the Joint Cooperative Agreement authorizing the Rapid City Area Metropolitan Planning Organization.

At its June meeting, the Rapid City Area Metropolitan Planning Organization approved a boundary change to include portions of Meade County and approved changes to the Public Participation Plan, the Operations Plan and the Committee Bylaws to incorporate the Meade County change.

The Rapid City Area Metropolitan Planning Organization approved the Public Participation Plan on August 14, 2003. Please feel free to contact me if you have any questions or would like additional information.

**STAFF RECOMMENDATION:** Staff recommends approval of the Public Participation Plan as approved by the Rapid City Area Metropolitan Planning Organization to incorporate a portion of Meade County.



## **PUBLIC PARTICIPATION PLAN**

**For the  
Rapid City Area  
Metropolitan Planning  
Organization**

### **Transportation Planning Process**

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Prepared by the  
City of Rapid City, City of Box Elder  
Pennington County and the  
South Dakota Department of Transportation

Endorsed by the  
Executive Policy Committee of the  
Rapid City Area Metropolitan Planning Organization  
October, 2003

In cooperation with the  
U.S. Department of Transportation  
Federal Highway Administration and the  
Federal Transit Administration



## PUBLIC PARTICIPATION PLAN

For the  
Rapid City Area Metropolitan  
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Transportation Planning  
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## 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, a portion of Pennington County, and a portion of Meade County, including the unincorporated areas of Black Hawk.

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](http://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 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 used in the transportation planning process. This 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 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 at 300 Sixth Street, Rapid City, South Dakota, 57701, during normal business hours (7:30 a.m. – 4:00 p.m., Monday through Friday) 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, 610 Quincy Street, Rapid City, SD 57701, and on-line at [www.rcgov.org/planning/transplanninghomepage.htm](http://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, the Pennington County Auditor's Office and the Meade County Auditor's Office with a copy of the EPC agenda by regular mail or electronic mail at least seven (7) 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. A Public Participation Project Plan Worksheet will be developed for all transportation products for the Rapid City Area MPO and shall provide and identify opportunities for public involvement at key decision points (See Appendix B). MPO committee members are encouraged to review each Public Participation Project Plan, but the MPO is not required to approve the Public Participation Project Plan worksheets.
4. Upon request, the Rapid City Area MPO shall support public involvement efforts of the State and city councils with regard to transportation planning activities.

### Involvement Opportunities

The MPO will take a proactive approach to provide an 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 for each transportation product, 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 C). This contact list will be continually updated as additional citizens attend the informational public

meetings and make comments. The list is not intended to be fully encompassing, but expanded through the public informational meetings and comment process.

**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. Interpreters will be provided to accommodate Spanish-speaking individuals.

**Public Notice.** Official notification of meetings, hearings or other significant events will be published in a newspaper of general circulation in Rapid City at least seven (7) days prior for both public hearings and public meetings, and shall include an explanation of the content, along with the date, time and the place of the meeting. The official notice will be published in the legal section of the newspaper. In addition to the legal notice, Figure 1 below identifies additional public notification methods for various transportation planning products.

**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.

Figure 1

## PUBLIC NOTIFICATION METHODS    ✓ Planned    \* Encouraged

NOTIFICATION AND PARTICIPATION TECHNIQUES	L RTP	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 Meetings	✓	✓	*	✓	✓	✓	
Public Hearings	✓	✓	✓	✓	✓	✓	✓
Group Presentations	✓	*	*	✓	✓	✓	
Advisory Committee	✓	✓	✓	✓	✓	✓	✓

## 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 utilize as many of these techniques that best suit the transportation plan or program being developed. The specific technique(s) used shall be identified in the Public Participation Project Plan.

1. The MPO web site at [www.rcgov.org/planning/transplanninghomepage.htm](http://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. Quarterly 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, 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. 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).
14. Subcommittees to study specific issues and development recommendations for CAC consideration.
15. Special presentations to be made upon request of community groups and organizations.
16. 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.
17. Communication with member organizations' heads by placing them on the Rapid City Area MPO mailing list to be kept informed of the Rapid City Area MPO planning activities.
18. Transportation issues by geographical areas to be used, during the development of major transportation plan and programs, to inform the people on the mailing list of planning efforts involving their areas.
19. Rapid City Area MPO public involvement schedule and decisions points to be distributed to provide the members and those interested the maximum opportunity to participate in the Rapid City Area MPO planning activities.
20. Fact sheets to be used to explain transportation related issues.
21. Special issue reports to be announced or reported at meetings and/or via mail on relevant transportation issues.

## 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](http://www.rcgov.org/planning/transplanninghomepage.htm) and at the MPO office 300 Sixth Street, Rapid City, South Dakota, during normal working hours (7:30 a.m. to 4:00 p.m.). Copies of draft plans will also be available at the Rapid City Library, 610 Quincy Street, Rapid City, South Dakota.

## Response to Public Input

Responses to questions and comments from the public concerning the public participation process, draft transportation plans, or transportation programs will be made directly to the individual by letter or telephone call or by way of a periodic newsletter. Final transportation plans will include a summary analysis and report on disposition of public 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 project plans, transportation plans, programs, and other related matters. There are three advisory committees:

**Bike Walk Run Committee (BWR)** – The BWR is a permanent advisory committee with members selected for their expertise or interest in creating and improving alternative transportation opportunities. The Committee represents the interests of area recreational and transit bicycle riders as well as the outdoor walking/running community and provides recommendations to the MPO on developing an efficient network of safe bikeways/walkways. The Committee is also committed to the education of bicycle riders and the motorists who share roadways with bicyclists on safe bicycling and driving practices. All committee members will have an equal voice in deliberations.

**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 seven (7) 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 22 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 seven (7) 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 supports the BWR, CAC, TCC and EPC by:

1. Scheduling, attending and documenting meetings.
2. Providing meeting notices and agendas to all members and anyone interested in receiving a copy.
3. Coordinating with the local media (television stations and newspapers) to advertise meeting information.
4. Advertising meetings of the major planning activities in a newspaper of general circulation.
5. Providing meeting information packets to the committees.
6. Periodically assessing the BWR, CAC, TCC, and EPC meeting times for the most convenient times for the member organizations.
7. Periodically polling non-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 seven (7) 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.

**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 accept, 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, used by the local transportation planning process and 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. The public is also invited to provide input on any or all of these products. These products include:

- Annual Report
- Socio-Economic Report
- Pedestrian & Bike Accident Report
- General Inventories Report
- Traffic Volume Counts Report
- Accident Statistics and Analysis Report
- Street Inventory Report
- Transportation System Management Efficiency Report
- Construction Project Updates
- Residential Land Use Report
- Transportation Enhancement Grant Applications

**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. The draft environmental assessment may be released to the public after the FHWA/SDDOT approves it for public availability. This notice of availability of the draft environmental assessment is published fifteen (15) days prior to any public hearing.
2. Two public meeting notices will be published in a newspaper of general circulation in Rapid City. The first notice is posted fourteen days (14) prior to the meeting. The second notice is 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.
3. The public meeting will allow the public an opportunity to submit both written or oral comments.
4. 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.
5. 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.
6. The South Dakota Department of Transportation reviews the documentation and forwards it to the Federal Highway Administration.

7. The Federal Highway Administration approves the Final Environmental Assessment. If no significant impacts are identified, FHWA forwards the Finding of No Significant Impact (FONSI) to the Metropolitan Planning Organization or the South Dakota Department of Transportation.

## 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 disseminating 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 MPO**

**Public Participation Project Plan Worksheet**

**Prior to developing any transportation product, MPO staff should consider the following information when designing a specific public participation plan.**

1. Determine the specific goals and objectives that public involvement is to accomplish.  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Identify the public that either might be interested in participating or whose involvement is necessary in order to achieve the objectives.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Select a technique(s) for interacting with the public that will achieve the objectives.  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Select suitable notification techniques for reaching the desired public with the desired information.  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Conduct the appropriate involvement technique(s).  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Determine how the techniques are to be evaluated.  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Incorporate the results of the involvement into the plan, document, special study, or project.  
\_\_\_\_\_  
\_\_\_\_\_

Project: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Staff: \_\_\_\_\_

## **APPENDIX B**

### **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, Rapid City Planning Department, 300 Sixth Street, Rapid City, SD 57701, (605) 394-4120, between normal working hours (7:30 a.m. to 4:00 p.m.).

## APPENDIX C

**RAPID CITY AREA METROPOLITAN PLANNING ORGANIZATION  
LIST OF CONTACTS**

<b>ORGANIZATION</b>	<b>CONTACT</b>	<b>ADDRESS</b>	<b>PHONE</b>
NATIVE AMERICAN HERITAGE ASSOCIATION	TIM CURNS	410 SHERIDAN LAKE ROAD	341-9110
LAKOTA COMMUNITY HOMES		719 WAMBLI DRIVE	343-6836
OGALALA COMMUNITY COLLEGE		128 KNOLLWOOD DRIVE	342-1513
ABATE OF SD (RUSHMORE CHAPTER)		Returned mail	
ALTRUSA INTERNATIONAL	JAN ALBRIGHT	500 RIDGELAND LOOP	343-3998
AMERICAN ASSOC. OF RETIRED PERSONS	LOIS VAUGHN	2200 N. MAPLE	394-7798
AMERICAN ASSOC. OF RETIRED PERSONS - BH CHAPTER	IRENE C. SEARS, PRES.	PO BOX 9534	348-3417
AMERICAN ASSN. OF RETIRED PERSONS - RUSHMORE CHAPT	JOHN HIRSCH	3015 MEADOWBROOK DR.	342-5704
AMERICAN ASSN. OF UNIVERSITY WOMEN	PRESIDENT	PO BOX 8146	343-8032
AMERICAN BUSINESS WOMEN'S ASSN. - MT. RUSHMORE CHA	CHRIS CHRISTOPHERSON	4132 TWILIGHT DR.	393-9809
AMERICAN BUSINESS WOMEN'S ASSN	MARY VEE KNAUER	8642 SHERIDAN LAKE RD.	342-1786
AMERICAN LEGION AUXILIARY UNIT #22	JEAN HIGHEAGLE	PO BOX 2307	721-5449
AMERICAN LEGION POST 22	RICK KIEWEL	818 E. ST. PATRICK	342-4930
BLACK HILLS ADVERTISING FEDERATION	DEANNA SMITH	PO BOX 8251	341-1273
BLACK HILLS AMATEUR RADIO CLUB	FRANK SHAW	PO BOX 294	348-6564
BLACK HILLS RETIRED TEACHERS ASSN	GRACE MICKELSON	133 E. ST. CHARLES	343-7186
CHRISTIAN BUSINESS MEN'S COMMITTEE	KENDALL ANDERSON	PO BOX 5567	342-7110
CHRISTIAN WOMEN'S CLUB	MARY VEE KNAUER	8642 SHERIDAN LAKE RD	342-1786
CIVIL AIR PATROL	MIKE BEASON	5172 RIDGEVIEW	342-3764
COSMOPOLITAN CLUB - NOON	DOUG JACKSON	PO BOX 994	394-2036
EXCHANGE CLUB NATIONAL	GARY HAMILTON	PO BOX 2048	341-7186
GENERAL FEDERATED WOMEN'S FORTNIGHTLY CLUB	CHARLOTTE HOLLISTER	705 DAKOTA DR. APT. 301	342-9591
JAYCEES - RAPID CITY	NAN GIBSON	PO BOX 8191	355-0878
KIWANIS - BLACK HAWK	SHARON WILSON	7200 FLICKER LANE	787-6102
KIWANIS - BOX ELDER & EAFB			923-5722
KIWANIS - DOWNTOWN CLUB	MARK STEWART	2210 CRUZ DRIVE	348-2021
KIWANIS - WESTSIDE	ED MCLAUGHLIN	4032 W. MAIN	343-2192
KNIGHTS OF COLUMBUS	ABE USERA	PO BOX 1981	342-4681
BLACK HILLS HOME BUILDERS		3121 W CHICAGO	348-7850

**APPENDIX C (continued)****RAPID CITY AREA METROPOLITAN PLANNING ORGANIZATION  
LIST OF CONTACTS**

<b>ORGANIZATION</b>	<b>CONTACT</b>	<b>ADDRESS</b>	<b>PHONE</b>
RETIRED ENLISTED ASSOCIATION	BILLY MITCHELL	1981 E. CENTER ST.	341-8791
SD SCHOOL FOR THE BLIND		3618 CANYON LAKE DRIVE	394-6638
SD SCHOOL FOR THE DEAF		501 E. ST. JOSEPH OLD GYM 305	394-6155
AMERICAN LEGION POST 315		Returned Mail	
RAPID CITY CHAMBER OF COMMERCE		444 MT. RUSHMORE RD	343-1744
ZONTA CLUB OF THE BLACK HILLS	LINDA LEE VIKEN	PO BOX 8163	348-3322
C OF C ECONOMIC DEVELOPMENT	PAT MCELGUNN	PO BOX 747	343-1880
SOUTH DAKOTA SCHOOL OF MINES	MIKE DEBEKE	501 E. SAINT JOSEPH	394-2251
CIVIL & ENVIRONMENTAL DEPT.	SCOTT KENNER	501 E. SAINT JOSEPH	
	RAYE JEANNE BLUNDELL	501 E. SAINT JOSEPH	394-6674
UNITED SIOUX TRIBES DEVELOPMENT CORP.		1830 LOMBARDY DRIVE	343-1100
LITERACY NETWORK	BONITA LEY	2200 N. MAPLE AVE	394-5454
LION'S - DOWNTOWN CLUB	JOHN HUTSON		390-3379
LION'S - BOX ELDER/EAFB	RAY GIMBORY	4226 SWEETBRIAR	393-1831
LION'S - METROPOLITAN	JUDY COBB	2020 ARGYLE	341-6017
LION'S - RUSHMORE CLUB	KEVIN MARTIN	4742 HAVEN CT.	391-1461
LIONESS - GATEWAY	MARY ANN LOEN	2707 LAWNGDALE DR.	348-2365
NETWORKING PROFESSIONALS OF SD	JERRED KOPPMANN	PO BOX 3552	342-1460
OPTIMIST - RC NOON	MALCOM CHAPMAN	PO BOX 3552	342-6210
OPTIMIST - MORNING	RON MITZEL	5310 CHATEAUX RIDGE CT	348-1235
OPTIMIST CLUB - RUSHMORE	LINDA LOCKNER	5950 S. CLIFF LANE	787-6460
OPTIMIST CLUB - SUNSET	JERRED KOPPMANN	630 ST. ANDREW ST	341-5015
PENNINGTON CTY REPUBLICAN WOMEN	ELLI SCHWIESOW	PO BOX 1306	348-8396
PHEASANTS FOREVER	JAN WICKHAM	129 GRAND BLVD	348-6763
RAPID CITY CHRISTIAN WOMEN'S CLUB	MARY VEE KNAUER	8642 SHERIDAN LAKE RD	342-1786
RAPID CITY TRAP CLUB	TERRY TREINEN	PO BOX 3273	341-6869
REBEKAH LODGE UNITY #47		Returned mail	
ROTARY CLUB - NOON	QUSI AL HAJ	PO BOX 284	399-3239
ROTARY CLUB - RUSHMORE CHAPTER	JERRY JOHNSEN	24100 S ROCKERVILLE RD	343-5422
SALT - SENIOR & LAW ENFORCEMENT	GAREY RICE	300 KANSAS CITY ST.	
TOASTMASTERS - BAGEL BUNCH	LOIS SCHMOLL	353 FAIRMONT BLVD	341-8961
TOASTMASTERS - BURNT TOAST	JEANETTE NILSON	501 E. ST. JOE	394-1206

**APPENDIX C (continued)****RAPID CITY AREA METROPOLITAN PLANNING ORGANIZATION  
LIST OF CONTACTS**

<b>ORGANIZATION</b>	<b>CONTACT</b>	<b>ADDRESS</b>	<b>PHONE</b>
TOASTMASTERS - HIGH ENERGY	LEE DELANGE	PO BOX 1400	721-2680
TOASTMASTERS - MT RUSHMORE	DARLA CROWN	PO BOX 747	343-1744
TOASTMASTERS - RAPID	DEANNE BECKET	2281 PLATEAU LANE	393-0895
TOASTMASTERS - SKYLINE	DAVID PARRISH	840 N. SPRUCE ST. LOT 308	341-6162
TOASTMASTERS - TOP 5	JOHN LOFBERG	3730 BROOKSIDE DR.	394-2257
WOMEN'S NETWORK OF RAPID CITY	KELLY BAIL	PO BOX 2131	255-4361
NORTH RAPID CIVIC ASSOCIATION	ADELINE KALMBACK	1202 MILWAUKEE ST.	348-0403

**APPENDIX D**

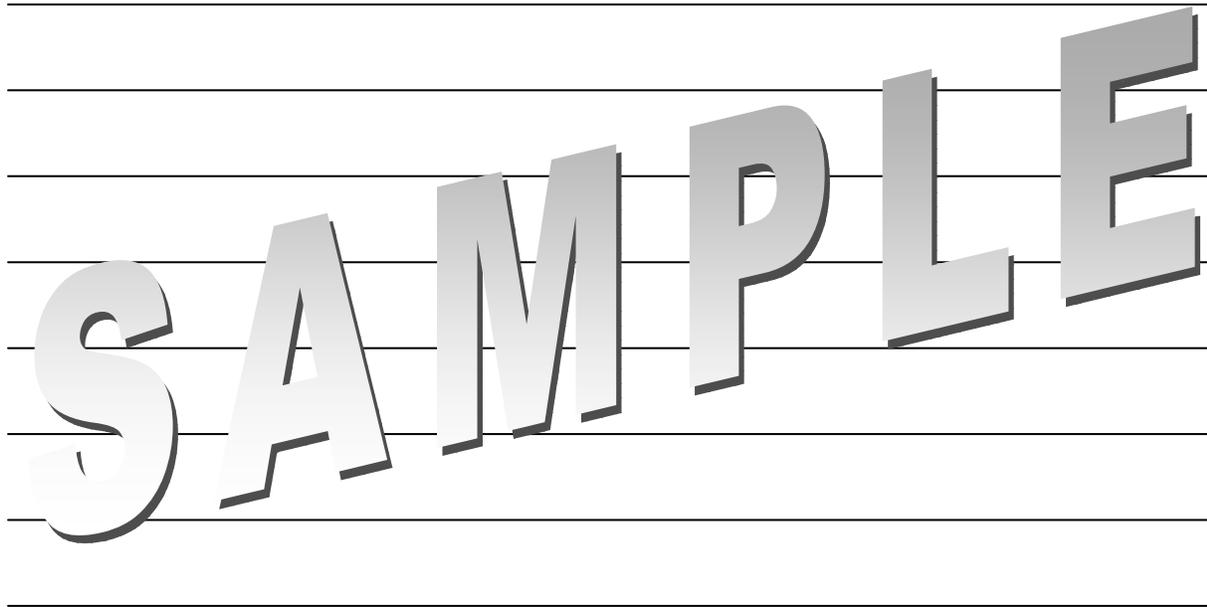
**Public Comment Sheet**

**Elk Vale Neighborhood Area  
Future Land Use Plan**

Your suggestions and comments are important to the Elk Vale Neighborhood Area future Land Use Plan planning process. Please feel free to provide any comments you wish to make regarding the map. Some of the issues under review are the proposed land uses, road network, and bike path locations. Please send written comments by mail, email, fax or phone until March 13, 1999, and address your comments to:

Patsy L. Horton  
Rapid City Planning Department  
300 Sixth Street  
Rapid City, SD 57701

Phone: 394-4120  
Fax: 394-6636  
email: [patsy.horton@rcgov.org](mailto:patsy.horton@rcgov.org)



[Optional]  
Participant information: (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(Phone) \_\_\_\_\_



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Patsy Horton  
City of Rapid City  
300 Sixth Street  
Rapid City, SD 57701

