

Memorandum

REPORT TO: Gallatin Valley MPO - Transportation Technical Advisory Committee

FROM: Jeff Butts, MPO Manager

SUBJECT: Public Participation Plan (PPP) – Update and Discussion

MEETING DATE: June 11, 2025

AGENDA ITEM TYPE: Administration

RECOMMENDATION: Engage in the discussion of the Public Participation Plan (PPP) update.

STRATEGIC PLAN: 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

BACKGROUND: Staff will provide an update on the draft Public Participation Plan (PPP). No action is required, but Technical Transportation Advisory Committee (TTAC) members are invited to provide input.

Context

The PPP is a federally required document for the Metropolitan Planning Organization (MPO), though no specific adoption deadline is set. TTAC has reviewed two drafts and, at its March 12, 2025 meeting, recommended Transportation Policy Coordinating Committee (TPCC) approval of the current version. That version incorporates TTAC's input, including the defined public comment periods for key MPO documents. Following TTAC's recommendation, the draft PPP was posted for a 45-day public comment period. One public comment was received, prompting staff to consider a limited revision.

Comment Summary

The Montana Department of Transportation (MDT) submitted a comment, recommending that the PPP include the following:

- Specific schedules for public participation during the development of required MPO documents (e.g., July and August for the Unified Planning Work Program [UPWP])
- Define adoption and amendment policies, including public notification procedures for adoptions, major and minor amendments, and administrative modifications to transportation planning documents

MDT included examples from Missoula's PPP, including a Gantt chart outlining engagement timelines for the UPWP, Long Range Transportation Plan (LRTP), and Transportation Improvement Program (TIP).

Next Steps

Staff will summarize MDT's comment during the meeting, including the graphics shared, and outline potential revisions under consideration - such as adding a timeline and amendment procedures. If TTAC is comfortable with this general direction, staff will update the document for TPCC adoption.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the Committee.

FISCAL EFFECTS: None.

Report compiled on: June 4, 2025