

Memorandum

REPORT TO: Gallatin Valley MPO - Transportation Technical Advisory Committee

FROM: Jeff Butts, MPO Manager

SUBJECT: Recommend Approval of Revised Public Participation Plan (PPP)

MEETING DATE: November 12, 2025

AGENDA ITEM TYPE: Plan/Report/Study

RECOMMENDATION: **Consider the Motion:** *I move to recommend approval of the Public Participation Plan.*

STRATEGIC PLAN: 1.1 Outreach: Continue to strengthen and innovate in how we deliver information to the community and our partners.

BACKGROUND: The MPO is federally required to approve and maintain a Public Participation Plan (PPP) to guide public involvement in transportation planning. The Transportation Technical Advisory Committee (TTAC) recommended a draft version of the PPP for approval, after which it was released for the required 45-day public comment period. During this period, a substantial comment was received that materially affected the contents of the plan.

MPO staff revised the PPP to address the submitted comment which included incorporating expanded adoption and amendment procedures, clearer definitions for major and minor amendments, and an administrative approval process.

These additions provide:

- Structured amendment categories distinguishing major and minor amendments and detailing when TTAC and Transportation Policy Coordinating Committee (TPCC) review is required.
- Suggested timelines for developing MPO work products, including the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), and Transportation Improvement Program (TIP) with public comment opportunities.
- Administrative approval procedures allowing the MPO Manager and TPCC Chair to approve minor technical revisions if no objections are raised within five business days.
- Final notice protocols establishing how staff must notify TPCC and TTAC members of administrative actions.

Staff is requesting TTAC recommendation for approval of the revised Public Participation Plan.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the committee.

FISCAL EFFECTS: None.

Attachments:

[20251104_Public_Participation_Plan_v2.pdf](#)

Report compiled on: November 4, 2025