

Memorandum

REPORT TO: Gallatin Valley MPO - Transportation Policy Coordinating Committee

FROM: Jeff Butts, MPO Manager

SUBJECT: Consideration of Adoption of the Public Participation Plan

MEETING DATE: December 10, 2025

AGENDA ITEM TYPE: Plan/Report/Study

RECOMMENDATION: **Consider the Motion:** *I move to adopt 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) has reviewed the draft PPP on three occasions; it completed the required 45-day public comment period, and all comments were addressed. TTAC unanimously recommended approval of the PPP at its November 12, 2025 meeting. The PPP is now ready for the Transportation Policy Coordinating Committee's (TPCC) consideration for adoption. This is an action item.

The PPP establishes the framework for effective public engagement in the MPO's planning processes. It is publicly accessible and outlines comprehensive public engagement strategies, including tools, outreach methodologies, discussion on publicly posted committee meeting agendas, and suggested timelines for development of core MPO products, such as the annual Unified Planning Work Program (UPWP) and Long Range Transportation Plan (LRTP).

The document outlines the structure of the Gallatin Valley MPO and describes the roles and membership of both TPCC and TTAC, including when each committee meets. It summarizes federal requirements for MPO planning products and establishes the following public review periods: a minimum of 14 days for the Transportation Improvement Program (TIP) and UPWP, 30 days for the LRTP, and 45 days for the PPP.

The PPP introduces the International Association for Public Participation (IAP2) Spectrum of Public Participation as the MPO's engagement framework. It outlines the five levels of participation and explains how the framework functions as a menu of tools that may be used at different stages in the planning process. It also describes the specific engagement tools the

MPO may use – including online tools, surveys, and workshops – and explains how they align with each level of the IAP2 Spectrum. It provides suggested development timelines for core MPO products, illustrating when public involvement will typically occur during plan development.

Finally, the PPP establishes adoption and amendment procedures for all MPO planning document as follows:

- **Adoptions and Major Amendments:** Require review by both TTAC and TPCC. Must follow the full public review periods established within the PPP. Any amendment involving capacity expansion or right-of-way acquisition must use this full process.
- **Minor Amendments:** May proceed with TPCC review alone when timelines are constrained. Used only when changes due not trigger the criteria for a major amendment.
- **Administrative Approvals:** Limited to time-sensitive or emergency situations. May be used only when a revision does not change the project scope, cost, or schedule beyond defined thresholds. The MPO Manager and TPCC Chair issue a Final Notice to TPCC members. TPCC members have five days to object. If no objection is received, the item may be approved administratively and is reported at the next TTAC and TPCC meetings.

Approval of the PPP ensures federal compliance and provides structure for public participation in MPO activities. Upon adoption, the PPP will be posted on the MPO website. It may be updated as needed to reflect future requirements or best practices.

Staff requests adoption of the Public Participation Plan.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the committee.

FISCAL EFFECTS: None.

Attachments:

[Public_Participation_Plan_TPCC.pdf](#)

Report compiled on: November 4, 2025