



Greater St. Joseph Area MPO Metropolitan Planning Organization

Public Participation Plan (PPP)



CONTACT SJATSO

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What is SJATSO?

The St. Joseph Area Transportation Study Organization (SJATSO) is the federally designated Metropolitan Planning Organization (MPO) for the region. An MPO is a regional decision-making body composed of elected officials, state and federal partners, and city staff from the metropolitan area. SJATSO is charged with producing federally required transportation policy and planning documents as well as ensuring an inclusive public participatory process is followed.

SJATSO seeks to build a stronger regional community through cooperation, leadership and planning the regional multimodal transportation network. Through SJATSO's leadership, area jurisdictions and diverse community interests collaborate to address the region's transportation issues and identify the opportunities for cooperative solutions. These efforts, in turn, enhance the effectiveness of local government. SJATSO plays an active leadership role in strengthening the metropolitan community by providing:

- A forum for addressing regional objectives and diverse community issues related to transportation
- Long-Range transportation planning and public policy coordination
- Technical assistance and services to enhance the effectiveness of local government in relation to transportation issues

SJATSO Boards & Committees

SJATSO serves the tri-county St. Joseph metropolitan region, which includes five separate city governments. As a bi-state MPO, SJATSO's boundaries include portions of Buchanan County and Andrew County in Missouri and Doniphan County in Kansas.

SJATSO is comprised of a Policy Board which is composed of mostly elected officials (referred to as a Coordinating Committee), a Technical Committee which is made up of transportation planning and engineering professionals, SJATSO Staff, and various

other advisory committees that the SJATSO may form to advise on specific subjects or projects.

Transportation planning at SJATSO is overseen by the Technical Committee, which provides technical support and recommendations to the Coordinating Committee. SJATSO's Coordinating Committee (Policy Board) consists of locally elected and appointed leaders that represent their local government. SJATSO's bylaws determine the positions that should be represented on each committee. Advisory Committees are appointed by the individual boards based upon need.

What is SJATSO?

Each urbanized area with a population of 50,000 people or more is required to have an MPO which acts as a liaison between local communities, their citizens, and the state and federal departments of transportation. MPOs are important because they help direct how and where available state and federal dollars for transportation improvements will be spent. The MPO also develops four core documents that create a regional vision for how the multimodal transportation system will function and grow – now and into the future. These documents have planning horizons (horizons are the length of time into the future that is accounted for in a particular plan) dependent on their type of product and are displayed in Figure 1. These four documents will be further described in the SJATSO Core Documents section of this plan.

Figure 1 - Primary SJATSO Documents

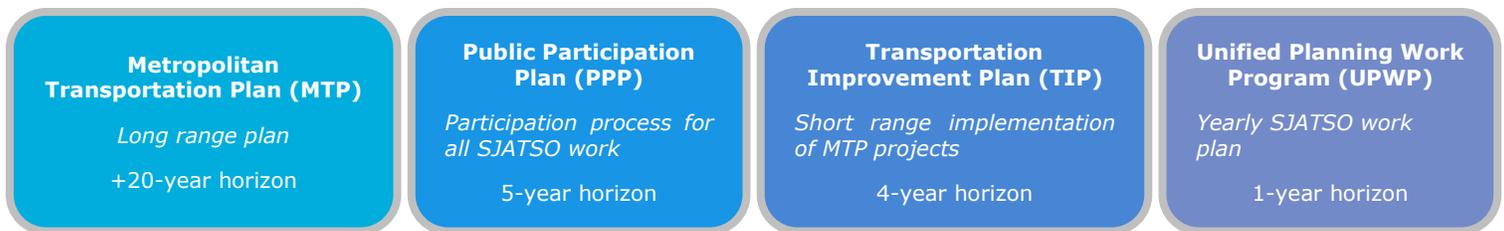


Figure 2 displays the geographic area covered by SJATSO called the Metropolitan Planning Area (MPA). This includes the MPO area in blue outline and the Municipal boundaries in tan. The MPA for the St. Joseph region consists of portions of Buchanan County and Andrew County in Missouri, Doniphan County Kansas, and five cities: St. Joseph, Country Club Village, Savannah, Elwood and Wathena. These boundaries were determined and agreed upon by the MPO and the governors of both Missouri and Kansas and were last adjusted in 2023. These boundaries are required to encompass the entire existing urbanized area, as well as the contiguous area expected to become urbanized within the next 20 years forecasted by the Metropolitan Transportation Plan that the MPO produces every 5 years. The Census Bureau defines, and measures urbanized areas during the decennial census, so these boundaries may be readjusted every 10 years if population changes necessitate a revision.

Under the authority of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), MPOs are agencies that administer the federally required transportation planning process in urbanized areas having greater than 50,000 residents. The plans and programs provide for the development of an integrated, intermodal transportation system that facilitates the efficient movement of people and goods, evaluates and plans for all transportation modes, supports community development, and advances social and environmental goals. The following page shows the map of the entire MPA.

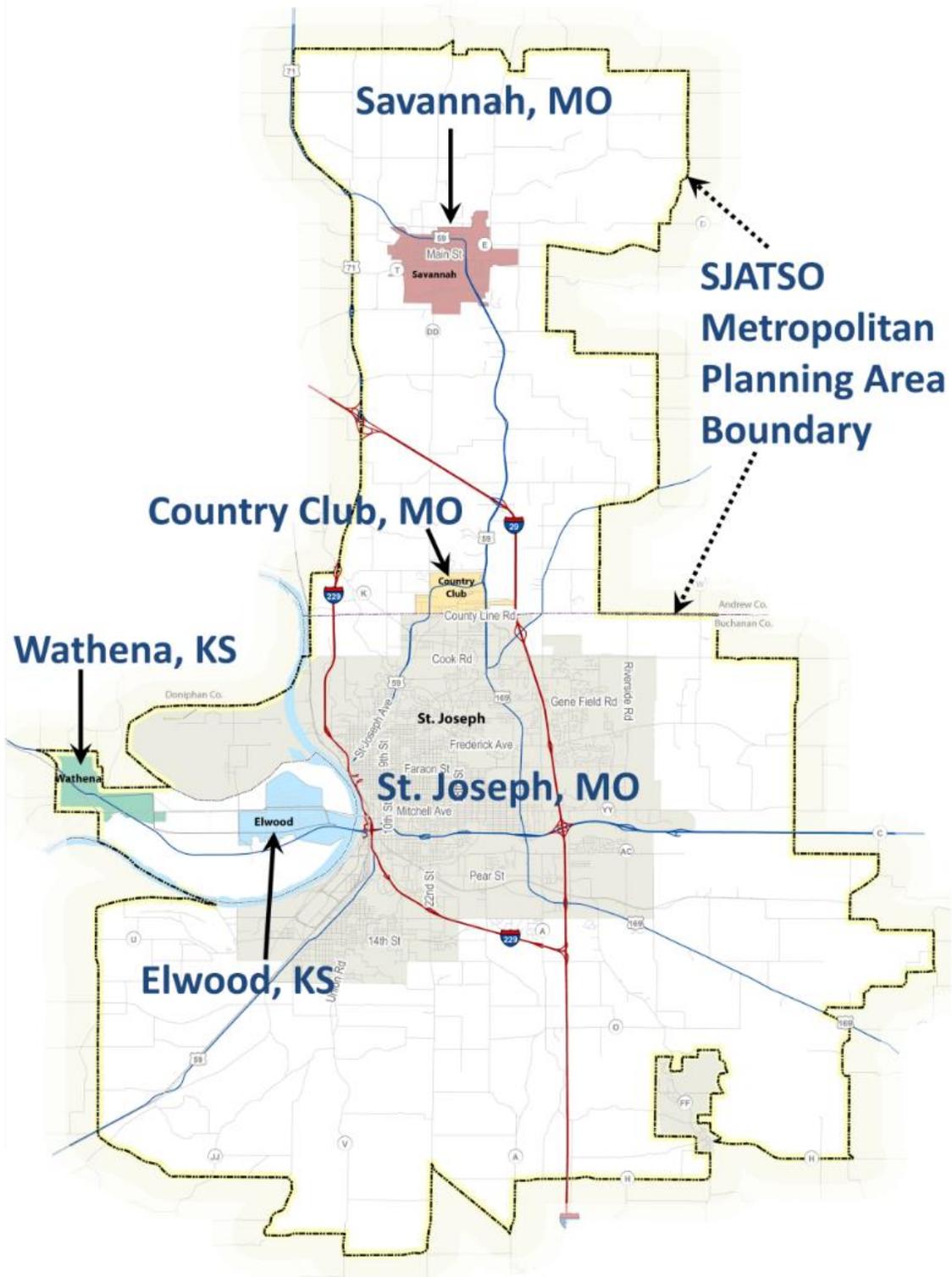


Figure 2 - Greater St. Joseph Area Metropolitan Planning Area (MPA)

Source: 2050 MTP, Chapter 1 - Overview of the MTP Process

Introduction

Public participation for SJATSO is guided by this Public Participation Plan (PPP). The PPP outlines recommended methods to engage the public during the transportation planning & decision-making process and informs members of the public how they can be involved.

Public participation is an integral part of the transportation planning process. The information and perspectives provided through public participation assist decision-makers and lead to a more meaningful and comprehensive planning process. Good public participation techniques allow planners to identify issues and understand aspects of the transportation system directly from its users that may be missed when considering a project from a purely technical or political point of view. Effective transportation planning must include the participation of those whose everyday lives are affected by how they are able to get to work, home, school, stores, and services.

SJATSO is required to develop a PPP to fulfill the requirements stated in Metropolitan Transportation Planning Regulations (23 CFR §450.316).

Access for All

SJATSO strives to make the transportation planning process as inclusive as possible. Specific policies and plans have been developed to ensure sensitive populations are accommodated in the planning process. This includes the Title VI population, persons with a disability, the Limited English Proficiency (LEP) population, the Environmental Justice (EJ – low income and minority) populations and other traditionally underserved groups.

Title VI

In the [MPO's Title VI Plan](#), SJATSO complies with all civil rights laws to ensure that no person will — on the grounds of race, religion, age, gender, disability, national origin, or economic status — be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any SJATSO program or activity.

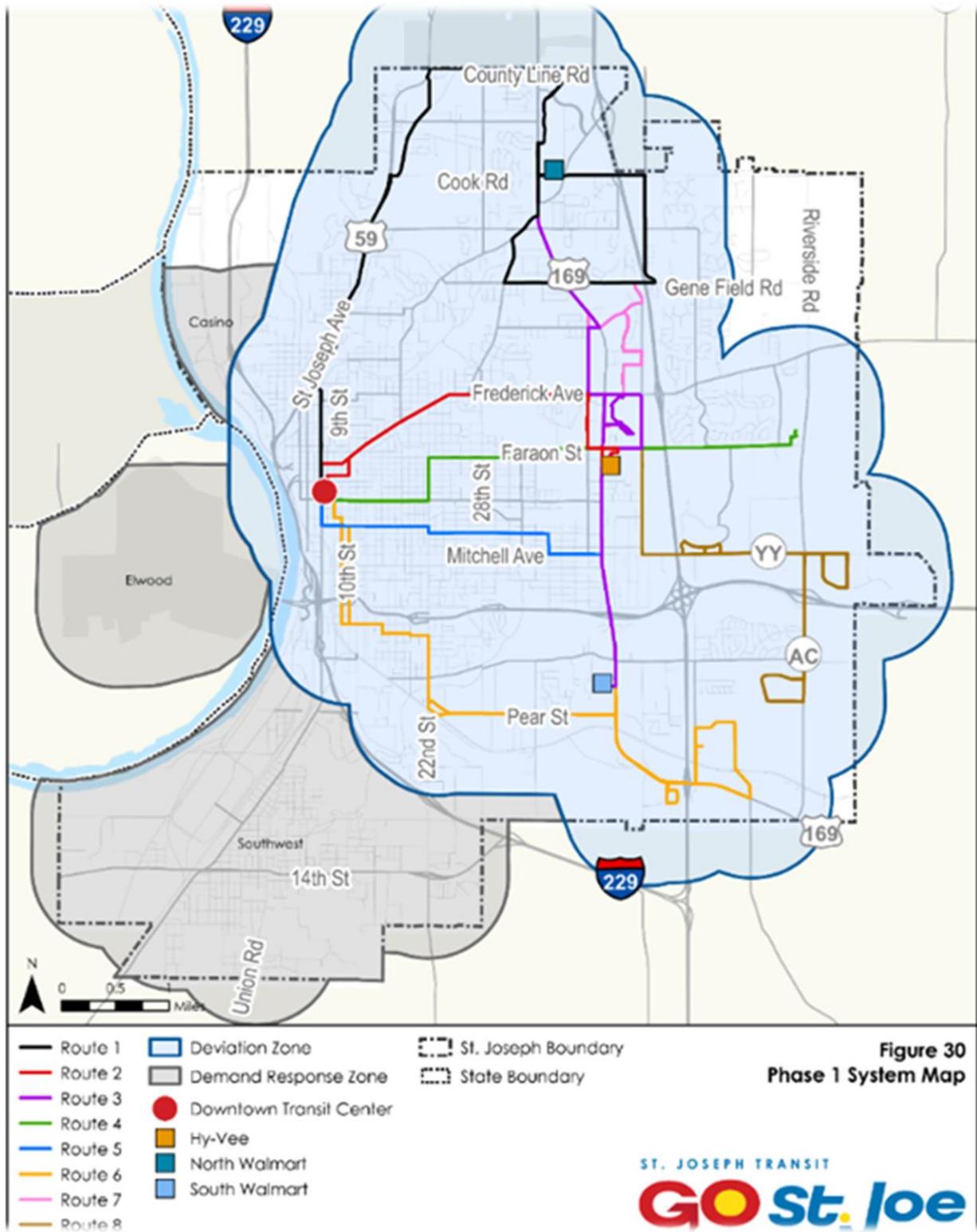
The following note is included on all SJATSO agendas and approved documents: SJATSO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form please visit <https://www.stjosephmo.gov/1004/Title-VI> or call (816) 236-1489.

SJATSO promotes the full and fair participation of all affected populations in the transportation decision-making process. Any SJATSO information, educational materials, and transportation planning participation opportunities will be equally accessible to all people covered by Title VI. The Title VI Plan includes a complaint form and process for use by anyone who believes they have been discriminated against in SJATSO operations. All Title VI complaints will be reviewed by the SJATSO Coordinating Committee and used by SJATSO staff to improve the region's transportation planning process. The Title VI complaint form can be accessed at: <https://www.stjosephmo.gov/DocumentCenter/View/15106/Title-VI-Discriminatory-Complaint-Form>

Persons with Disabilities

No groups should be excluded from participating in the transportation planning process. To ensure the location and setup of public meetings do not exclude citizens from participating, public meetings should be held in locations accessible by transit (see Figure 3) and in buildings compliant with the Americans with Disabilities Act (ADA).

Figure 3 - St. Joseph Ride Transit Routes



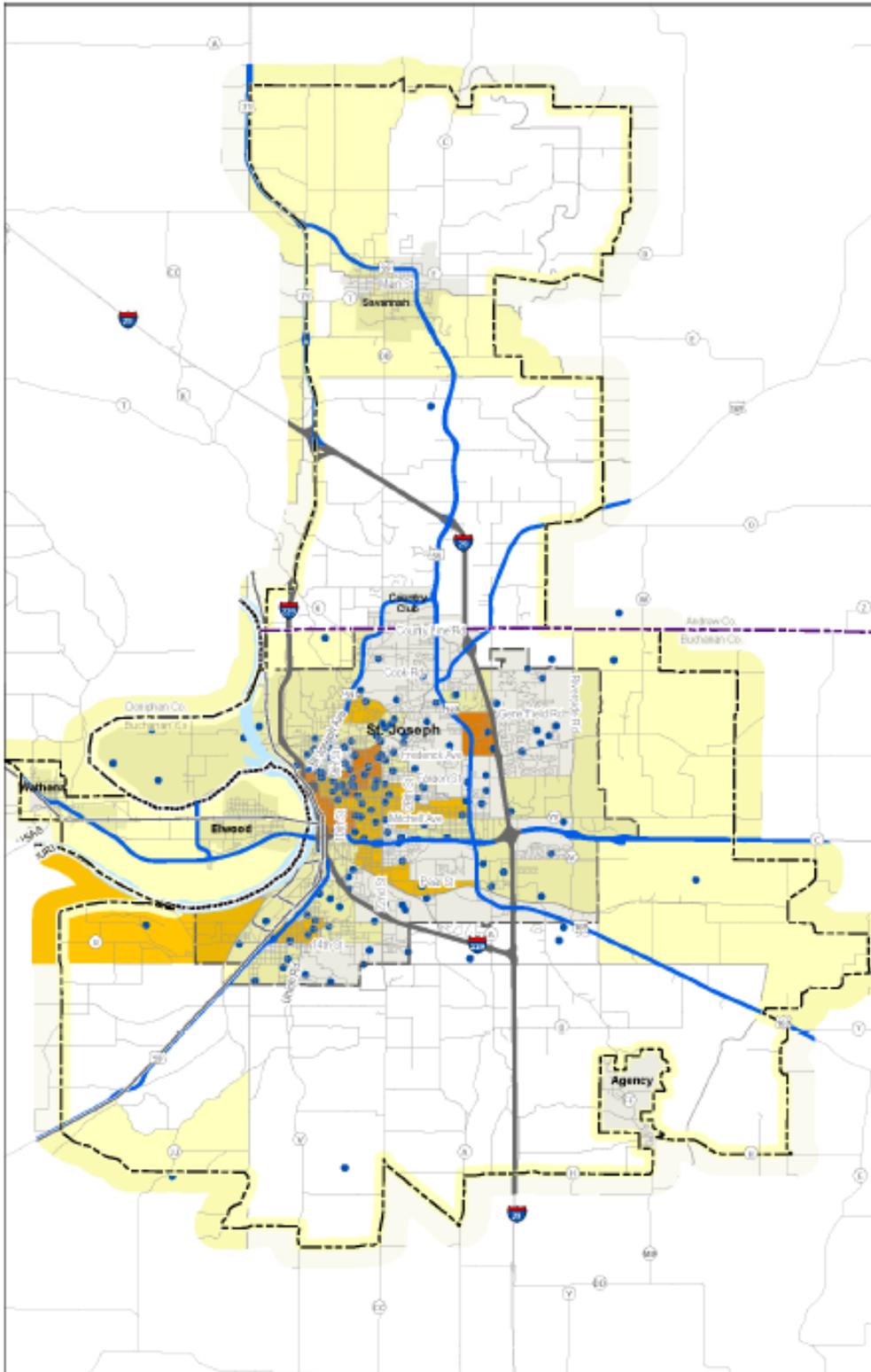
Limited English Proficiency (LEP) Population

SJATSO maintains an LEP Plan (as a subchapter of the Title IV Plan) which determines the level of language assistance measures to be taken in the planning process. The percentage of population in the St. Joseph metro that does not understand English is small and SJATSO is not required to provide written translations of SJATSO materials. However, SJATSO will make reasonable attempts to provide translations when requested.

Environmental Justice (EJ) Population

The low-income and minority populations are groups traditionally underserved by transportation systems. To understand where underserved groups live, the federal government delineates Environmental Justice (EJ) zones to identify where further public investment may be necessary (Figure 4). It is a priority for SJATSO to communicate with these traditionally underrepresented and underserved groups and incorporate them into the planning process. The Strategies and Techniques section of this plan discusses how SJATSO conducts outreach to these specifically underrepresented groups.

Figure 4 - Environmental Justice Areas



Source: 2050 MTP, Appendix I – Environmental Justice

How do I Participate?

There are a variety of ways the public can participate in the transportation planning process (see Figure 5).

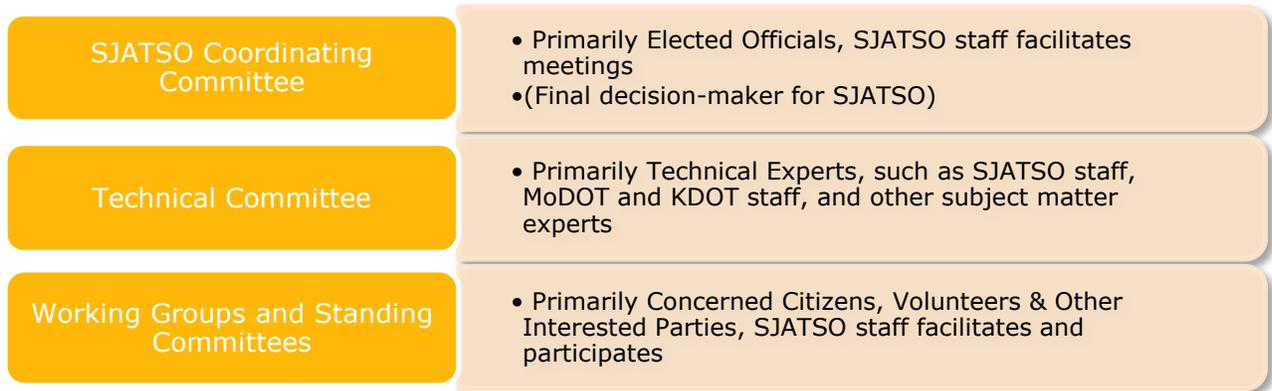
Figure 5 - Participation Methods

Participation Methods				
Call us at (816)- 236-1489 8:00a.m. to 5:00p.m. Monday-Friday	Attend and contribute at open public meetings (committee and community outreach events)	Email us: mschieber@stjosephmo.gov jlohman@stjosephmo.gov	Review documents at: Rolling Hills Library, St. Joseph Public Library, and the Doniphan County Library Districts	Write to us: St. Joseph Metropolitan Planning Organization, 1100 Frederick Ave., Suite 202, St. Joseph, MO 64501

SJATSO Structure

SJATSO structure is composed of staff, the Coordinating Committee, a Technical Advisory Committee, a Transit Advisory Committee, a Bicycle and Pedestrian Committee, and several other advisory groups that are formed from time to time to assist with major projects. The SJATSO structure is shown in Figure 6. The number of official advisory committees and their composition is determined by the Policy Board and specified in the SJATSO bylaws and/or in the bylaws for each advisory committee.

Figure 6 - SJATSO Structure



For the full makeup of the Technical and Coordinating Committee membership, see pages 8 and 9.

All SJATSO Coordinating Committee and advisory committee meetings are open to the public, agendas are posted online prior to the meeting and public comment opportunities are provided at these meetings.

Metropolitan Planning Organization

Coordinating Committee

The Coordinating Committee is charged with maintaining a regional transportation planning process that is continuing, comprehensive and cooperative. The Coordinating Committee is the final decision-maker for policy in the SJATSO process. It has the authority to approve the regional transportation vision (included in the [Metropolitan Transportation Plan](#)) and then prioritize and choose projects (included in the [Transportation Improvement Program](#) and [Unified Planning Work Program](#)) to implement that vision. The Board consists of the following:

SJATSO's Coordinating Committee typically meets on the 3rd Thursday of every other month at 12:00 p.m. in the 4th Floor Conference Room at St. Joseph City Hall.

Figure 1 - Coordinating Committee Membership



Technical Committee

The Technical Committee is the main advisory committee for the SJATSO Policy Board and is made up of experts from constituent agencies. These committee members advocate for their own community's interests, provide expert advice to board members, oversee studies, and assist SJATSO staff. The Technical Committee is composed of twenty voting members and seventeen non-voting members in figure 8.

SJATSO's Technical Committee members typically meet on the 3rd Thursday of every other month at 10:30 a.m. in rotating locations throughout the MPO

Figure 1 - Technical Committee Membership



Coordination with Others

Interested Parties, Advisory Boards, Committees and Community Groups

SJATSO works with a wide variety of project partners and interested parties to accomplish our planning goals. SJATSO staff continually reaches out to coordinate with potentially interested parties or groups. In addition to the SJATSO Policy Board and advisory committees, other advisory boards, committees and community groups regularly interact with SJATSO staff and participate in the SJATSO planning process.

The SJATSO Technical Committee includes members that have regular interactions with the local neighborhood associations and local land developers. Through that web of professional contacts, SJATSO members and staff keep informed about the transportation concerns of various local stakeholders. The Technical Committee also includes one city planner that helps to provide land use planning input into SJATSO planning process.

State and Local Resource Agencies

During the development of the PPP, SJATSO staff consulted with and collected comments from St. Joseph Transit, MoDOT and KDOT staffs, to enhance the overall SJATSO public participation process.

In addition, SJATSO consults with the following groups when developing the TIP and MTP:

- State and Local Agencies dealing with planning functions for Economic Development, Planned Growth, Environmental Protection, Airport Operations, Freight Movements, Environmental Justices, Bicycle/Pedestrian and Other Planning Activities Affected by Transportation

These groups are notified of opportunities to review and comment during the public

comment process and their comments are documented and addressed before the final draft is considered by the SJATSO Policy Board.

Coordination between MoDOT, KDOT, FTA, FHWA, St. Joseph Transit, local government staff, and SJATSO is documented in the process. Planning partners participate with SJATSO staff in the development of documents and processes through attendance and discussions at Committee meetings. Planning partners are asked to review drafts and provide guidance and feedback early and continuously throughout the process. An example of this coordination is during the adoption and amendments of the TIP. The TIP is a collaborative document that is formed through the consultation and solicitation of project information from project sponsors. The collaboration of TIP development also fulfills the transit requirement for a Program of Projects (POP) for St. Joseph Transit, and the public involvement activities conducted for TIP approval are also used by St. Joseph Transit to approve their POP. Similarly, the TIP approval/amendment process provides the necessary public participation for state-sponsored projects located in the MPO. More specifically these are Statewide Transportation Improvement Program (STIP) changes initiated by MoDOT and KDOT.

SJATSO is responsive to the requests and feedback received from planning partners and incorporates and addresses comments as feasible before the final draft is considered by the SJATSO Coordinated Committee. All comments and recommendations are preserved for all necessary reference.

Goals

SJATSO shall maintain a public participation process that is effective and meaningful for citizens and groups to become engaged in the SJATSO's regional transportation planning activities.

Regional transportation planning cannot, and should not, be based simply upon technical analysis. The qualitative information derived from public participation is

essential to good decision making. SJATSO will ensure that the public has opportunities to be informed and involved early in the development of plans and projects; that their issues and concerns are heard; and, that their concerns are considered prior to any final decision by the SJATSO Coordinating Committee. Every plan and project goes out for public comment before being finalized and adopted. This PPP is designed to be a goal-oriented document that provides a philosophy around which to build a regional transportation participation program.

Strategies and Techniques

Transportation planners are responsible for developing a unique public engagement strategy for each project that uses the appropriate techniques to maximize public participation. The strategy should include a timeline showing anticipated engagement techniques and other relevant activities, and should outline target audiences and expected outcomes.

To promote the involvement of everyone (traditionally underserved populations, such as low income and minority communities and people with disabilities) in the transportation planning process, “technical jargon” should be avoided in presentations. Information should be displayed using easily understood visualization techniques and graphics. Staff should be available to answer questions and work to verify that the messages presented are being understood by the audience. Likewise, staff should actively listen to participants at meetings and make sure that the staff understands the comments made by the public. Figure 9 displays examples of some technique’s transportation planners will employ to reach the traditionally underrepresented groups.

SJATSO shall maintain a public participation process that is effective and meaningful for citizens and groups to become engaged in the SJATSO’s regional transportation planning activities.

Brochures and Fact Sheets

Brochures and fact sheets include data in a format emphasizing brevity, key points of interest or concern, and a general desire to convey the most relevant information in the least amount of space. Fact sheets condense information into an easy-to-read, straightforward, portable, and modular form of knowledge. They often contain lists, statistics, and answers to common questions. In some cases they may include a summary or abridgement of a longer document. SJATSO will utilize this tool when disseminating information about major plans and studies.

Document Availability

When select major SJATSO documents, maps or programs are proposed to be changed, copies of the existing documents and the proposed changes will be made available during the public comment period at the following locations:

- **St. Joseph** - Rolling Hills Public Library, 1904 N Belt Hwy, St Joseph, MO 64506
- **St. Joseph** - St. Joseph Public Library Districts, 927 Felix St, St Joseph, MO 64501
- **St. Joseph** - 1100 Frederick Avenue, St. Joseph, MO 64501
- **Savannah** - Rolling Hills Public Library, 514 W Main Street, Savannah, MO 64485
- **Elwood** - Doniphan County Library District #1 - Elwood Branch, 410 N 9th Street, Wathena, KS 66090
- **Wathena** - Doniphan County Library District #1 - Wathena Branch, P.O. Box 220, Troy, KS 66087
- Documents are also published online at <https://www.stjosephmo.gov/863/Metropolitan-Planning-Organization>

Figure 7 - Specific Techniques

- Conduct interviews orally so that low literacy will not be a barrier.
- Divide larger groups into smaller, more comfortable sizes.
- Utilize local residents to help interview people in their own community.
- Provide a comfortable meeting space.
- Involve local officials and community insiders.
- Hold meetings in "neutral" locations, like schools or community centers that are accessible by transit.
- Work with existing organizations.
- Attend scheduled and special events.
- Use interpreters and translated materials where appropriate and feasible.

E- Subscription Lists

SJATSO staff maintains lists of SJATSO committee members including the Coordinating and Technical committees as well as standing committees and temporary SJATSO groups set up for particular projects (e.g. MTP update advisory committee, special studies. etc.).

Anyone interested can subscribe to the meeting agenda announcements and/or updates by contacting SJATSO via the following methods:

- By mail: 1100 Fredrick Ave, St. Joseph, MO 64501 Suite 202
- By phone: Jackson (816)-236-1489, or Max (816)-236-1471
- By email: jlohman@stjosephmo.gov, or mschieber@stjosephmo.gov
- Online: <https://www.stjosephmo.gov/863/Metropolitan-Planning-Organization>

Local Newspaper Articles, Advertisements, and Public Notices

Every effort to involve the local media will be used when providing information to the public or encouraging participation. Press releases will be sent out whenever notable transportation planning activities are occurring. SJATSO staff will be available to answer media questions and for interviews. Other selected SJATSO document updates and amendments may be described in shorter public notices printed in the newspaper.

Newsletters

Newsletters will be utilized to keep the community informed about transportation planning activities. Newsletters can be targeted and tailored to specific groups, and/or address specific topics, therefore increasing the effectiveness of the outreach efforts. Newsletters are produced as needed and distributed by the MPO.

Public Meetings

Public meetings are effective at gathering questions and comments from stakeholders; they are also useful in providing information to all participants. Public meetings can be tailored to specific issues or community groups and they can be formal or informal depending on the situation and what will be most effective if obtaining public feedback.

An open house is an example of an informal “come and go” type of public meeting. Staff is available to answer questions for a set period of time and participants can attend at any time during the time frame. A formal presentation is normally not given at an open house. Instead, it features various informational stations where participants can ask questions and provide feedback. This meeting format is often useful when gathering input and feedback on proposed alternatives.

Public meetings, of any type, should be held at a variety of locations at convenient, accessible locations and times, typically after-work hours. At least two weeks in advance of the scheduled meeting notices will be posted on the SJATSO’s web site, all local media including news and newspaper, and through appropriate neighborhood association newsletters if available. Public meetings should occur throughout the planning process.

Virtual Public Meetings

Virtual public meetings endeavor to perform the same function as a regular public meeting – to provide a forum to gather stakeholders to disseminate information as well as receive feedback from the community. Virtual public meetings are generally considered to be more accessible to those with internet connection, as participants do not need to spend time to travel to meetings. However, greater ease of access does not translate directly to greater (or higher quality) participation. Virtual meetings generally are unable to mimic the informal communication that occurs during in-person events. Many virtual platforms make it impossible to have side conversations with other participants, which can be necessary to educate members

of the public. Virtual meetings favor direct sharing of information by a single speaker at a time, which may not encourage high quality participation. Virtual public meetings may be necessary during times when it is unsafe for large groups to gather, but in-person meetings will be preferred over virtual meetings.

Stakeholder Interviews/Direct Agency Consultation

One-on-one stakeholder interviews and direct agency consultation help facilitate dialogue between the SJATSO staff and interested parties, including various resource agencies. This enables SJATSO staff to ensure the correct data is being used, methods of analysis are sound, and that all agencies agree on what the analysis is saying. This strategy is usually utilized in the MTP development process.

Videos

The SJATSO will utilize videos to explain or educate the public about transportation topics whenever feasible. This might include creating a video presentation to incorporate with advertisements of plans/projects, or a recording of an open house presentation to be posted to SJATSO's project page. Videos have been used in the past to explain what the SJATSO is and to train volunteers conducting bicycle/pedestrian counts.

Visualization

Visualization techniques will be used in all core transportation plans, programs, and projects to the extent they are feasible. Visualization techniques promote improved understanding of existing and proposed transportation activities to those who do not have a background in transportation planning. Effective visualization techniques help build consensus and clarify ideas between the public and decision-makers. Tailoring visualization techniques for a specific document or population will help interested people better understand regional transportation planning goals and activities. These techniques often include the use of colors, diagrams, tables, maps and photos that better illustrate the ideas and concepts represented in transportation plans, projects and programs.

Furthermore, various forms of online mapping, such as Google Maps, will be used so participants can provide input and specific concerns in a visual map format either at a community outreach event or online on their own schedule.

Websites

Online services provide communication 24-hours a day. The SJATSO website provides comprehensive information on transportation planning issues and activities. The website also includes copies of current and past reports, core documents, agendas and meeting minutes for all SJATSO committees and other SJATSO advisory boards. The website is located at <https://www.stjosephmo.gov/863/Metropolitan-Planning-Organization>.

Workshops

A workshop is a collaborative public meeting which often includes a brief presentation to provide the participants with background information and to establish the workshop agenda. Participants are often split into smaller group discussions to discuss alternatives or specific topics. After a set time, the groups will reconvene where the outcomes are shared with the entire group and decision makers. This type of meeting is often effective during the scenario and alternative development portion of the planning process.

Social Media

SJATSO maintains Facebook and Twitter regularly to reach a variety of people throughout the metro area. The Facebook page is https://www.facebook.com/StJosephMPO/?ref=aymt_homepage_panel and the Twitter handle is @SJATSO1.

Communication Objectives

The communication objective of each project determines which strategies and techniques will be utilized. Table 1 displays the SJATSO’s three communication objectives – Inform, Consult, and Collaborate. The second and third column displays the strategies and techniques that should accompany the objective and additional actions that can be taken if desired.

Table 1 - Communication Objective Expectation Summary

Objective	Expectation	Additional
INFORM		
<ul style="list-style-type: none"> • One way communication – outreach to citizens • Provide public with balanced and objective project/issue information to increase awareness and/or understanding 	<ul style="list-style-type: none"> • Legal ad in newspaper (if legally required) • Website posting • Applicable advisory bodies • Key contacts, liaisons 	<ul style="list-style-type: none"> • Social media (if applicable) • Fact sheets/Flyer (example, The Flame) • Online city calendar • SJATSO website posting • Press Release/Media notification • Newsletters
CONSULT		
<ul style="list-style-type: none"> • Listen and acknowledge concerns and provide feedback on how public input influenced the decision • To obtain public feedback on analysis, alternatives and/or decisions. 	<ul style="list-style-type: none"> • All of the “Inform” expectations listed above • Hearing (if legally required) • Social media (if applicable) 	<ul style="list-style-type: none"> • Information tables/SJATSO staff at local events • Open House/Public meetings • Voting activities • Document available for public review • Public comment periods • Focus group

COLLABORATE

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• Interactive process that incorporates recommendations as much as possible• Partner with the public in each aspect of decision making including the development of alternatives and identification of preferred solutions | <ul style="list-style-type: none">• All of the "Inform" and "Consult" expectations listed above• Community Outreach Event (workshop, open house, etc.) | <ul style="list-style-type: none">• Focus group• Information tables/SJATSO staff at local events• Voting activities• Document available for public review• Public comment periods• Committee formation |
|---|---|---|

SJATSO Core Documents

SJATSO's core documents are the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP). Each document is described in the following pages. All core documents are available on the SJATSO web page (<https://www.stjosephmo.gov/889/Plans-and-Projects>) and available in print at the St. Joseph City Hall, 1100 Fredrick Ave., Suite 202, St. Joseph, MO 64501.

Metropolitan Transportation Plan (MTP)

<https://www.stjosephmo.gov/DocumentCenter/View/20064/2050-MTP->

The MTP represents the best attempts by citizens, governing bodies, planners and transportation experts to develop a vision for a healthy, safe, and efficient multimodal transportation system which will adequately serve the Greater St. Joseph Metro Area for the next 20 years and beyond. This plan identifies future transportation needs, investments, and recommendations for all modes of surface transportation (automobile, truck, public transit, bicycle, and pedestrian). As required by Federal

law, the MTP is updated every five years. All full updates to the MTP will be out for public comment a total 45 days.

MTP Amendment

An amendment may be necessary when there are new federal requirements that need to be addressed and cannot be addressed as part of the regularly scheduled five-year MTP update. An amendment might also be used to correct an error in the MTP, or to address a significant change (i.e., new development, etc.) not anticipated or accounted for in the current MTP. Amendments to the MTP will be available for public comment a total of 30 days.

Transportation Improvement Program (TIP)

<https://www.stjosephmo.gov/DocumentCenter/View/19581/2025-2028-SJATSO-TIP-Final>

The TIP is a fiscally constrained multi-year listing of projects or improvements to the region's multimodal transportation system that are anticipated to receive federal funds, as well as all other regionally significant transportation projects, whether or not those projects receive federal funding. The TIP is developed in cooperation with the FHWA, FTA, MoDOT, KDOT, the areas public transit operators, the areas local governments, and other agencies that have TIP projects. The TIP also serves as the Program-of-Projects (POP) for the St. Joseph Transit System and the TIP approval process is used to satisfy the FTA's public hearing requirements for federal transit funds.

Projects included in the TIP are typically drawn from local city and/or county Capital Improvement Programs (CIP), from MoDOT and KDOT funding programs, and from projects listed as recommended system improvements in the MTP. The local CIP processes have their own public involvement procedures involving publication of public notices initiating the process, public hearings by the Planning Commission, City Council, and/or County Commission, as appropriate. The detailed definitions of TIP updates, amendments, and administrative revisions are found in the latest TIP

document approved by SJATSO.

The TIP is required by federal regulation to be updated every four years; however, SJATSO typically reviews and updates it every year. The SJATSO-approved TIP is sent to MoDOT, KDOT, FHWA and FTA for further approval and inclusion in the STIP. Information during the TIP development process will be posted on the SJATSO website and will be shared with stakeholders through email.

Formal TIP Amendments

TIP amendments are necessary when:

- The project budget change exceeds 20% of the amount programmed.
- The project requires a change in year, in turn affecting fiscal constraint.
- A material change to the project is required, affecting overall project scope or budget.

When amendments are necessary:

- Staff will publish a public notice allowing a 14-day comment period on the proposed amendment
- For emergency amendments, the Coordinating Committee and the Technical Committee will have special meetings called with a seven-day notice to approve any emergency-related TIP amendments.

TIP Administrative Adjustments

TIP administrative adjustments can be used to correct errors, projects changes, or omissions in the approved TIP if they do not exceed the provisions listed for a formal TIP amendment. This includes the splitting or combining of two or more projects (as long as the project does not trigger a major change). These modifications shall be presented to the Technical Committee for an opportunity for comments/questions, but do not need to be addressed to the Coordinating Committee. Additionally, administrative adjustments are not required to follow the same public participation requirements as a general TIP update or amendment.

Errors made in the ministerial functions of creating and maintaining the TIP, such as cartography, typographical, spelling, minor word omissions, mathematical, and other errors which do not alter the intent of the TIP, and have little or no impact, can be addressed by staff and shall not be considered a revision to the TIP.

Unified Planning Work Program (UPWP)

<https://www.stjosephmo.gov/DocumentCenter/View/20081/2025-UPWP>

The UPWP outlines the status of SJATSO planning activities, gives details about work conducted in the previous year, and describes work that is scheduled or anticipated for the upcoming year. This annual work program document is drafted by the SJATSO staff in consultation with MoDOT and KDOT and area transit provider staff. Technical and Coordinating members also help draft the UPWP.

SJATSO staff, with MoDOT, KDOT, and local transit staff, draft a new UPWP for the coming year. The plan is generally ready for Technical Committee review in April. The UPWP is approved at the final Coordinating Committee of our financial year before it is submitted for MoDOT, KDOT, and FHWA/FTA approval.

Formal UPWP Amendments

Major changes to the UPWP are made through formal amendments. Amendments are used when projects/work tasks are either added or deleted, or when significant changes are made to the UPWP text and/or budget. UPWP amendments also require MoDOT, KDOT and FHWA/FTA approval.

- Amendments to the UPWP (those that involve adding or deleting funds more than 30% in the case of MoDOT CPG funding and 1% or \$5,000 dollars in the case of KDOT PL or 5303 funding, change in the scope of the work tasks or to add or delete a work task) will follow the 7-day public review period
- In the case of MoDOT PL or 5303 funding, up to 30% cost overruns are allowed in any task before an amendment is needed, if the overall budget does not increase. Funds in this case may be moved from other tasks, administratively, to cover overruns

- In the case of KDOT PL or 5303 funding an amendment must be made if an amendment is required if changes exceed more than 1% or \$5,000 of funding are made.
- The UPWP and any subsequent amendments are subject to review and approval by the SJATSO's state and federal partners: MoDOT, KDOT, FHWA and FTA. Adjustments are subject to review and approval by MDOT and KDOT

Both adjustments and amendments must be voted on by the SJATSO's committees and amendments must be available for a 7-day public comment period prior to approval. Members of the public may attend and present comments at the SJATSO's meetings to discuss amendments and administrative modifications.

UPWP Administrative Adjustment

Amendments and administrative modifications may be made to the UPWP throughout the year. The SJATSO follows the procedures outlined below. Adjustments are changes that:

- do not involve a change in the scope of the funded work tasks
- or adjustment funding amounts by no more than 30% of funds allocated in a work task in the case of MoDOT CPG funding
- or minor text adjustments (e.g. grammatical error or spelling mistakes),

Administrative modifications may be made by SJATSO staff without legal notice or a public review period, although these can be provided at SJATSO's discretion.

Public Participation Plan (PPP)

(This Document)

The PPP outlines how SJATSO works to achieve essential public participation in all planning activities. It also recommends methods to engage the public during the regional transportation planning decision making process. Furthermore, it states how members of the public can be involved in the transportation planning process. In accordance with 23 CFR 450.316(a)(3), the PPP must be released for public comment for a minimum of 45 days before the PPP update can be approved by the SJATSO

Coordinating Committee.

PPP Administrative Adjustment

Administrative Adjustments can be made to the PPP if there are necessary minor changes. Changes can include spelling errors, name changes of public outreach, or other minor changes that do not change the overall process of the PPP.

Development and Approval Process

The core SJATSO documents are developed in a standardized process to enable consistency to encourage resident participation. Table 2 summarizes the document development process.

Table 2 - Document Development Timelines

	MTP		TIP		UPWP		PPP	
	Full Update	Amendment	Full Update	Amendment	Full Update	Amendment*	Full Update	Amendment
Key:	<input type="checkbox"/> = Necessary Step <input type="checkbox"/> = Not Necessary							
How Often	5 yrs	As needed	2 yrs	Quarterly	Annually	As needed	5 yrs	As needed
Development Process								
Discuss the document/work product with the SJATSO Technical Committee and Coordinating Committee								
KDOT/MODOT, FHWA, and FTA reviews the draft								
Committee Board approval to release for public comment								
Paid newspaper notice announcing public comment period								
Information distributes to local libraries and transit agency								
Place draft for review on SJATSO website								
Public comment period (in days)	45	30	14	7	14	7	45	7
Press Release to media/website/social media								
Hold open house or public meeting								

Table 3 - Document Process and Opportunity for Public Comment

Document Update Process		
Action	Timeframe	Opportunity for Public Comment
Submit draft to the Federal and State partners	35 days prior to the Technical Meeting	
Technical Committee reviews draft and recommends Coordinating Committee's Review	Meetings held every 3 rd Thursday of every other month (alternates with Coordinating)	Yes, as part of the public comment on the formal agenda
Coordinating Committee reviews draft and recommends public comment period	Meetings held every 3 rd Thursday of every other month (alternates with Technical)	Yes, as part of the public comment on the formal agenda
Public comment solicited	See Table 2	Yes, comments can be submitted directly to staff
Staff compiles a summary of how comments were considered and/or addressed to the committees	After public comment period closes, presented at the next meeting	
Technical Committee reviews public comments and recommends final for adoption by Coordinating Committee	Meetings held every 3 rd Thursday of every other month (alternates with Coordinating)	Yes, as part of the public comment on the formal agenda
Coordinating Committee reviews comments and formalizes adoption	Meetings held every 3 rd Thursday of every other month (alternates with Technical)	Yes, as part of the public comment on the formal agenda
The approved document is sent to MODOT/KDOT	Within 7 days of approval	
Once State agencies have approved the document, they request approval from ONEDOT	Within 7 days of receipt from MPO	

Approval letter received from ONEDOT	Within 7 days of receipt from State	
Final approved document posted online and made available to public	Within 7 days of receipt from ONEDOT	
Document Amendment Process		
Action	Timeframe	Opportunity for Public Comment
Submit draft to the Federal and State partners	35 days prior to the Technical Meeting	
Technical Committee reviews draft and recommends public comment period	Meetings held every 2 nd Thursday of the odd numbered months	Yes, as part of the public comment on the formal agenda
Public comment solicited	See Table 2	Yes, comments can be submitted directly to staff
Staff compiles a summary of how comments were considered and/or addressed to the committees	After public comment period closes, presented at the next meeting	
Coordinating Committee reviews comments and formalizes adoption	Meetings held every 4 th Thursday of the odd numbered months	Yes, as part of the public comment on the formal agenda
The approved document is sent to MODOT/KDOT	Within 7 days of approval	
Once State agencies have approved the document, they request approval from ONEDOT	Within 7 days of receipt from MPO	
Approval letter received from ONEDOT	Within 7 days of receipt from State	
Final approved document posted online and made available to public	Within 7 days of receipt from ONEDOT	

Evaluation of the Public Participation Strategies

SJATSO will track and evaluate the effectiveness of its public participation activities. By evaluating the tools and techniques presented in this plan, SJATSO will ensure that only the most effective strategies are continued and improved upon, while ineffective strategies are discontinued or replaced.

An effective evaluation component will outline the steps to be taken to evaluate those tools and techniques, and identify measures to quantify success rates and outline strategies to improve SJATSO's public participation process. It is recommended that the tools and techniques be tracked annually while the entire PPP be reviewed and updated at least once every five years (prior to the start of public participation activities for the MTP update) to ensure that appropriate changes are being implemented by SJATSO. Table 4 outlines the performance measures that will be used to track public participation tools and techniques.

Performance Measures

Table 4 - Public Participation Plan Evaluation Methods

Tool	Performance Measure
Information Table and SJATSO Staff at Local Events	Number of persons that SJATSO staff talked to at each event / Number of printed items distributed at each event when needed
Public Meetings	Number of participants / Attendance total for each meeting
Local Newspaper Advertisements	Number of people commenting on SJATSO projects and/or attending meetings that told SJATSO staff that they participated after seeing an announcement in the newspaper, also documenting all newspaper articles.
Mailings	Number of letters sent / Number of persons sending a response back to SJATSO staff

Web Sites	Number of hits / Viewers / Comments / Emails
Contact Us	Number of persons signing up to participate / Number of comments received
Social Media	Number of Facebook likes and shares / Number of Twitter retweets
Virtual Public Meetings	Number of participants / Attendance total for each meeting

Appendix A: PPP Development Efforts

This 2025 PPP was updated to reflect the best practice transportation planning standards. Table 5 displays the Plan update timeline.

Table 5 - 2025 Public Participation Plan Update Timeline

Plan Implementation	February	March	April	May
Send draft to MoDOT, KDOT, FHWA and FTA to review				
Implement changes from ONEDOT				
Send out draft for 45 days				
Present plan to Technical and Coordinating Committees				
Send revised draft to ONEDOT				
Post online				

Figure 8 - Public Participation Plan Public Comment Period Promotion

(Published in the Saturday & Sunday, 21 & 22 January, 2017
St. Joseph News-Press)

NOTICE OF PUBLIC HEARING

The City of St. Joseph will be accepting public comment on its application to the Federal Transit Administration (FTA) for municipal transit system capital and operating assistance under the Section 5307 Program.

Application will be made to the FTA pending results of the public hearing, which will be held Thursday February 23, at 2:30 P.M in the Council Chambers, 3rd Floor, City Hall, 1100 Frederick Avenue, St. Joseph, MO 64501. Any person requesting information or requiring special accommodations, or requiring materials in alternative formats and other languages, to attend the hearing may request the same of the contact person listed herein.

The Section 5307 Applications for Operating Assistance is as follows:

The Section 5307 Application for Fiscal Year 2018 Operating Assistance apportionment for the St. Joseph urbanized area is: \$1,513,462.

Operating Deficit (Est.)* 1/20/2017 to 1/30/2018	Total Amount \$5,979,135.00(Est.)*	Federal Share \$1,513,462
---	---------------------------------------	------------------------------

Fiscal Year 2018 Budget:	
Transit Operations	\$5,979,135.00
Total	\$5,979,135.00

A copy of the proposed grant application will be on file thirty days prior to the hearing date for public viewing during normal business hours of the Department of Public Works & Transportation office in City Hall, Room 202. If no person(s) requests to appear before or submit written testimony at public hearing, concerning this grant application, five (5) days before the posted date of the public hearing, the hearing will not be held and this will be considered the final Program of Projects (POP). Contact person: Chance Long, 816-236-1489; clong@stjoemo.org

(Published in the St. Joseph News-Press Sat., 1/21/17 & Sun. 1/22/17)

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Figure 9 - Social Media Public Comment Period Promotion

 **St. Joseph Missouri MPO**
Published by Chance Long [?] · January 13 at 1:26pm · 🌐

<http://stjoempo.org/transportation-improvement-plan-tip/>

Transportation Improvement Plan (TIP) – SJATSO

The Transportation Improvement Program (TIP) is a program management tool for structuring metropolitan transportation related projects. It is a program and schedule of intended transportation improvements (or continuation of current activities) encompassing a four (4) year period, developed as part...

STJOEMPO.ORG

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 **St. Joseph Missouri MPO**
Published by Chance Long [?] · December 27, 2016 · 🌐

TIP Amendment #2 Description for Public Release
PUBLIC NOTICE

The St. Joseph Area Transportation Study Organization (SJATSO) Transportation Improvement Program for 2017-2020, is accepting public comment on the US 36 High Friction Surface Treatment Project. This project involves the placement of a high friction surface treatment (HFST) on the west bound lanes on US 36. A HFST is a safety related countermeasure on pavements that experience a high level of crashes due to wet and quick-braking driving conditions. Funding for this project is provided through MoDOT's statewide safety funds and this project is planned for project award in June 2017. This project is sponsored by the Missouri Department of Transportation. This proposed amendment is available for public review and comment from December 28th, 2016 and ending January 11th, 2017. Project funding is for a total of \$192,000. The proposed amendment will be discussed as a part of the formal agenda of the SJATSO Technical Committee on Thursday January 12th, 2017 at 10:30 and by the Coordinating Committee Thursday January 26, 2017 at 12:00. The Technical Committee meeting will be located at the Country Club Village City Hall which is at 6601 N. Belt hwy, Country Club Village, Mo 64506. The full agenda for each committee meeting will be available at Suspicious URL removed. Information concerning the proposed project is available during normal business hours of the Department of Public Works & Transportation, branches of the Rolling Hills Consolidated Library System of the St. Joseph Library District, St. Joseph Public Library District, Doniphan County Library Districts, and the web. To request an interpreter services and more please contact the number or email below 24 hours in advance.

Comments may be sent to: Chance Long, Transportation Planner, City Hall 1100 Frederick Avenue, St. Joseph, MO 64501, telephone (816)-236-1489, email at chlong@stjoempo.org .

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Appendix B: Public Comments

No public comments have been received on this Public Participation Plan.

When public comments are received they will be added to this section.