

## **Project Specific Public Participation Plan The Sioux Falls MPO “Seven Step Process”**

Public involvement should not merely be conducting public meetings to meet federal regulations, but rather public involvement should be considered as access to information and influence over the outcome of decisions. Therefore, prior to development of any transportation product, staff should consider the following seven-step process, read through each step’s section in the PPP, and design a specific public participation plan.

**Step 1 Goals:** What is the public participation goal?

Project Alternatives and Solutions (see pages 5-6 of PPP)

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**Step 2 Stakeholders:** Who are the stakeholders?

The City of Brandon, MPO participants, Brandon Development Foundation, Corson Development Park Foundation, Local Businesses

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**Step 3 Methods:** What public participation method(s) for interacting with the public will be utilized?

The City will incorporate public participation through the use of open public meetings, local media outlets, and newsletters.

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**Step 4 Notification:** What notification techniques will be used to inform the public?

Local MPO media press releases for public meetings, City of Brandon website, utility billing stuffers

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**Step 5 Implementation:** Where, when and how will the public participation techniques be implemented?

Public meetings will be held at a time that is determined best for attendance. Typically these meetings will be held during city council meetings and planning and zoning board meetings.

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**Step 6 Evaluation:** What documentation will the plan or product include to fulfill the identified participation goals and objectives?

A public participation section will be included in the plan detailing how Steps 1-5 were completed including documentation of specific public participation techniques that have been completed.

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**Step 7 Incorporate:** How will the documented participation be reviewed for changes to the plan or product?

Staff and MPO will analyze all public participation comments and incorporate comments into study.

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**Outcome (or The Decision):** Who recommends and approves? What does the approval of this plan or product determine? (Link this back to the participation plan goals – Step 1)

Recommendations shall be provided by the CAC, and TAC.

Approval by the UDC of the City of Brandon Traffic Study will allow recommended alternatives to move forward.

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