

Central Dakota  
Metropolitan Planning Organization  
Public Participation Plan  
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## 1. Introduction

This section of the Public Participation Plan provides an overview of planning and public participation and the role of the Central Dakota Metropolitan Planning Organization (CDMPO) in effecting both. This section also outlines the purpose of the Public Participation Plan in guiding the CDMPO to fulfill its commitment to a continuous, cooperative, and comprehensive planning process as required by 23 U.S.C., Section 134.

### 1.1. What is Transportation Planning?

Transportation planning is the foundation for making sound investments into the infrastructure that moves people and goods.

As the federally designated Metropolitan Planning Organization (MPO) for the cities of Minot, Burlington, Surrey, and parts of Ward County, the Central Dakota Metropolitan Planning Organization (CDMPO) works with local stakeholders and policymakers to anticipate and plan for the best ways to meet the transportation needs of the area.

The CDMPO's plans, studies and programs identify priorities for funding transportation projects (from federal, state and local funding sources) that serve people of all ages and abilities in all modes of travel — whether by car, bike, bus, air, water or on foot.

### 1.2. What is Public Participation?

Public participation ensures that transportation investments are developed with input from the people who know the area best.

Public participation means that multiple stakeholders are involved in planning projects. It is a two-way process that provides opportunities for those who live and work in the area to give input. The process creates a setting for CDMPO to give information, answer questions, and understand community members' perspectives on the issues they care about.

The CDMPO recognizes that effective public involvement is inclusive of the needs of all transportation system users with an emphasis on traditionally underserved populations. As part of our public involvement efforts, the CDMPO seeks out locations and methods of engagement that facilitates and encourages participation by potentially affected minority groups, people with disabilities, and low-income individuals and households.



### 1.3. What is a Metropolitan Planning Organization (MPO)?

Metropolitan Planning Organizations (MPOs) originate from the 1950s during the construction of the Eisenhower Interstate System. At the time, the Federal Government was giving large grants to states to build their individual segments of the interstate system. Some state engineers, under pressure to minimize costs, made significant decisions about where the interstate highway would be built without any coordination with the cities, towns, or counties that would be impacted by those decisions. The state department of transportation simply imposed the construction on local communities. In many cases, the poorest neighborhoods were razed or segmented because the price of land was cheaper.

By the late 1950s and early 1960s, lawsuits seeking to block construction of portions of the interstate highway system began to appear. The Federal Government concluded that a better, more cooperative process was needed.

In 1962, President Kennedy signed into law the Federal Highway Act that required urban areas of more than 50,000 residents to create or designate an interjurisdictional planning organization responsible for carrying out a continuous, cooperative, and comprehensive (3-C) transportation planning process. These interjurisdictional organizations are known as MPOs.

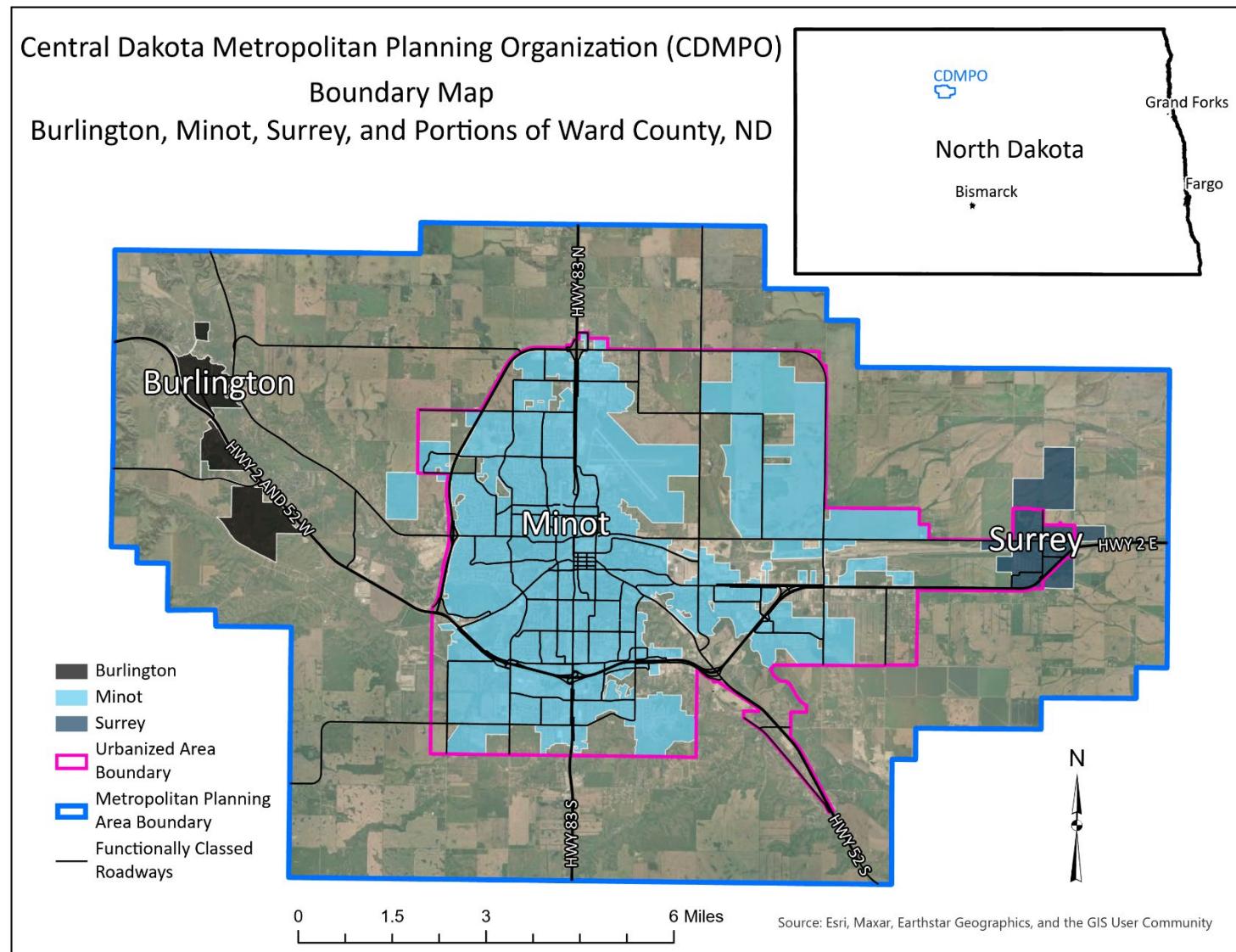
### 1.4. What is the Central Dakota Metropolitan Planning Organization (CDMPO)?

The Central Dakota Metropolitan Planning Organization (CDMPO) is the designated Metropolitan Planning Organization (MPO) for the Minot area. The Urbanized Area (UA) includes the most populous and developed portion of the CDMPO and encompasses the cities of Minot, Surrey, and portions of Ward County. The broader Metropolitan Planning Area (MPA) includes the City of Burlington and additional portions of Ward County. Together, these geographies comprise the area of oversight by the CDMPO. A map of the CDMPO Urbanized Area and Metropolitan Planning Area are provided in Figure 1.

The CDMPO's core function is to provide a setting for a continual, coordinated and cooperative ("3-C") transportation planning process to occur. This process strives to build regional agreement on transportation investments that balance pedestrian, bicycle, public transit, roadway, and other transportation needs while supporting regional environmental, land use, and economic goals.



Figure 1. Central Dakota Metropolitan Planning Organization Boundary Map





*Central Dakota Metropolitan Planning Organization Structure*

The CDMPO is represented by four member-jurisdictions – The City of Minot, the City of Burlington, the City of Surrey, and Ward County. The CDMPO is structured with a Technical Advisory Committee that provides recommendations to the Policy Board. The Policy Board is the decision-making body. The Executive Director of the CDMPO is the primary staff member to facilitate discussion/recommendation of the TAC and administrate the directives of the Policy Board.

The Technical Advisory Committee (TAC) is comprised of staff or other contracted representatives from each member-jurisdiction, the Executive Director of the CDMPO, and North Dakota Department of Transportation to provide input, guidance, and recommendations to the Policy Board on a variety of different transportation-related planning efforts. TAC members include those with technical expertise in the areas of planning and engineering, as well as those that have specific knowledge and understanding of their respective locale. Collectively, the TAC members provide a grounded, area-wide perspective of the transportation system.

The Policy Board is comprised of elected officials from each of the member-jurisdictions and the City Manager of the City of Minot. Together, they evaluate recommendations from the TAC and make decisions on plans, study, and project priorities, as well as set the annual budget.

### **1.5. What is the Public Participation Plan?**

Federal regulations direct the CDMPO to develop and use a Public Participation Plan (PPP) to ensure that citizens and stakeholders are given reasonable opportunities to be involved and give input into the metropolitan transportation planning process.

The PPP details the CDMPO's methods and strategies for public engagement and outreach and is directed at two key audiences - members of the public and CDMPO staff.



## 1.6. Applicable Regulations of the Public Participation Plan

The PPP addresses federal and state mandates surrounding interested parties, participation, and consultation through the planning process. The applicable federal and state laws that inform the processes and procedures contained in this PPP are provided in the following subsections.

### *Federal*

*Table 1. 23CFR 450.316 Section (a) - Interested parties, participation, and consultation*

Citation	Requirement
23CFR 450.316 (a)	The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walk- ways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
23CFR 450.316 (a) (1)	The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
23CFR 450.316 (a) (1) (i)	<b>Providing adequate public notice of public participation activities and time for public review and comment at key decision points</b> , including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
23CFR 450.316 (a) (1) (ii)	<b>Providing timely notice and reasonable access to information</b> about transportation issues and processes;
23CFR 450.316 (a) (1) (iii)	<b>Employing visualization techniques</b> to describe metropolitan transportation plans and TIPs;
23CFR 450.316 (a) (1) (iv)	<b>Making public information (technical information and meeting notices) available in electronically accessible formats and means</b> , such as the World Wide Web;



Citation	Requirement
23CFR 450.316 (a) (1) (v)	<b>Holding any public meetings</b> at convenient and accessible locations and times;
23CFR 450.316 (a) (1) (vi)	<b>Demonstrating explicit consideration and response to public input received</b> during the development of the metropolitan transportation plan and the TIP;
23CFR 450.316 (a) (1) (vii)	<b>Seeking out and considering the needs of those traditionally underserved</b> by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
23CFR 450.316 (a) (1) (viii)	<b>Providing an additional opportunity for public comment</b> , if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
23CFR 450.316 (a) (1) (ix)	<b>Coordinating with the statewide transportation planning</b> public involvement and consultation processes under subpart B of this part; and
23CFR 450.316 (a) (1) (x)	<b>Periodically reviewing the effectiveness</b> of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
23CFR 450.316 (a) (2)	<b>When significant written and oral comments are received on the draft metropolitan transportation plan and TIP</b> (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
23CFR 450.316 (a) (3)	<b>A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO.</b>



Citation	Requirement
23CFR 450.316 (a) (3)	<b>Copies of the approved participation plan shall be provided</b> to the FHWA and the FTA for informational purposes.
23CFR 450.316 (a) (3)	<b>Copies of the approved participation plan shall be posted on the World Wide Web</b> , to the maximum extent practicable.

Table 2. 23CFR 450.316 Sections (b), (c), (d), (e) – Coordinated Planning of MTPs and TIPs

Citation	Requirement
23CFR 450.316 (b)	In developing metropolitan transportation plans and TIPs, <b>the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation</b> (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities.
23CFR 450.316 (b)	In addition, <b>the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities</b> within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
23CFR 450.316 (b) (1)	Recipients of assistance under <b>title 49 U.S.C. Chapter 53</b> funds [public transit providers];
23CFR 450.316 (b) (2)	Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) <b>that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services</b> ;
23CFR 450.316 (b) (3)	Recipients of assistance under <b>23 U.S.C. 201-204</b> [Federal Lands Highway Program].



Citation	Requirement
23CFR 450.316 (c)	When the MPA includes Indian Tribal lands, the MPO shall appropriately <b>involve the Indian Tribal government(s)</b> in the development of the metropolitan transportation plan and the TIP.
23CFR 450.316 (d)	When the MPA includes Federal public lands, the MPO shall appropriately <b>involve the Federal land management agencies</b> in the development of the metropolitan transportation plan and the TIP.
23CFR 450.316 (e)	MPOs shall, to the extent practicable, <b>develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies</b> , as defined in paragraphs (b), (c), and (d) of this section, which may be included

Table 3. 49 USC § 5307— Urbanized Area Formula Grants Section

Citation	Requirement
49 USC § 5307 (b)	Program of Projects. --Each recipient of a grant shall--
49 USC § 5307 (b) (1)	Make available to the public information on amounts available to the recipient under this section;
49 USC § 5307 (b) (2)	Develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed;
49 USC § 5307 (b) (3)	Publish a proposed program of projects in a way that affected individuals, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient;
49 USC § 5307 (b) (4)	Provide an opportunity for a public hearing in which to obtain the views of individuals on the proposed program of projects;



Citation	Requirement
49 USC § 5307 (b) (5)	Ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this Title with transportation services assisted from other United States Government sources;
49 USC § 5307 (b) (6)	Consider comments and views received, especially those of private transportation providers, in preparing the final program of projects; and
49 USC § 5307 (b) (7)	Make the final program of projects available to the public.

*State of North Dakota*

*[Open Meetings Law](#)*

Open meeting provisions are found in both the North Dakota Constitution and the North Dakota Century Code:

*Unless otherwise provided by law, all meetings of public or governmental bodies, boards, bureaus, commissions or agencies of the state or any political subdivision of the state, or organizations or agencies supported in whole or in part by public funds, or expending public funds, shall be open to the public.*

*[Public Records Law](#)*

Open record provisions are found in both the North Dakota Constitution and the North Dakota Century Code:

*Unless otherwise provided by law, all records of public or governmental bodies, boards, bureaus, commissions, or agencies of the state or any political subdivision of the state, or organizations or agencies supported in whole or in part by public funds, or expending public funds, shall be public records, open and accessible for inspection during reasonable office hours.*



## 2. Stakeholder Outreach Tools and Techniques

This section identifies stakeholders, as well as the tools and techniques available to solicit participation and input through the public engagement process.

The CDMPO is responsible for providing opportunities, whether directly or through the use of consultants, for stakeholder participation at key decision points. However, depending on the project, a customized approach may be necessary based on the subject, scope, timeframe, staff resources, as well as the potential public impact and level of interest in the project.

### 2.1. Stakeholders, Organizations, and Interest Groups

The CDMPO stakeholders include all who live, work, learn, play, and conduct business in the Metropolitan Planning Area as illustrated in Figure 1. of this document. This includes both existing and future generations of citizens. The CDMPO strives to study and plan for the wide range of interests, needs, and desires through a variety of studies and programs conducted.

Several organizations and interest groups, both formal and informal, are identified which may have a particular interest in transportation planning projects and/or public involvement opportunities. These groups are included in email distribution lists that the CDMPO uses to proactively distribute material about projects and opportunities for public information, input and engagement. The entire email distribution list or portions thereof may be contacted for special stakeholder input depending on the nature of the project being undertaken. The following are several of the organizations and interest groups that have been identified:

- Chambers of Commerce
- Business Associations
- Freight entities, logistics organizations, and railroad companies
- Transit providers, both public and private
- Advocacy groups for people with disabilities, low income, or minority groups
- Transportation providers for groups that lack access to private vehicles
- The media, including television, radio, print, and electronic means
- Governmental agencies
- Schools and universities
- Environmental organizations
- Social action groups and those representing diversity



- Public health
- First responders and emergency services
- Major employers, which may vary in size depending upon the project
- Organizations and individuals interested in providing public input on transportation projects

## 2.2. CDMPO Webpage ([www.minotnd.gov/807/Metropolitan-Planning-Organization](http://www.minotnd.gov/807/Metropolitan-Planning-Organization))

Presently, the CDMPO utilizes the City of Minot website, which includes a webpage dedicated to the CDMPO. The CDMPO webpage is the CDMPO's primary source for delivering information to the public. General information includes past and active projects, maps, meeting calendars, agendas and minutes, announcements of opportunity to comment, and draft and final versions of plans/studies. The information contained on the webpage provides an online archive of CDMPO's activities.

## 2.3. Social Media

At this time, the CDMPO does not have its own social media resources established and relies on member-jurisdictions to post through their already well-subscribed and followed accounts to disseminate awareness about CDMPO activities. The CDMPO intends to create and maintain its own social media accounts in the future as the organization continues to mature and evolve. Regardless, member-jurisdictions, with their existing following, will be critical to bring about additional awareness to CDMPO activities.

## 2.4. Email Notifications

The CDMPO provides the ability to register to receive automated e-mail notifications once TAC and Policy Board agendas and minutes are posted. This same technology will be applied as additional committees, temporary or permanent, are established by the CDMPO.

Any interested individual, business, or organization can subscribe to receive the aforementioned materials by registering on the City of Minot's webpage [www.minotnd.gov](http://www.minotnd.gov). Any questions about registration may be directed to the Executive Director at [john.vandyke@minotnd.gov](mailto:john.vandyke@minotnd.gov).

## 2.5. Meetings

The CDMPO encourages participation of all citizens in the transportation planning and programming process. All Policy Board and TAC meetings as well as plan-related open houses are open to the public.



### *Meeting Locations*

The CDMPO strives to find convenient ways for members of the public to attend its meetings. In addition to providing virtual meeting options (described below), meetings will be held in locations with good transit service, when possible, and in facilities that are accessible to mobility-impaired individuals.

For plans or studies with a defined study area, public meetings will be held, as is reasonably possible based on availability of existing facilities, within the respective geographic area being studied.

### *Virtual and Hybrid Meetings*

Where technological resources are available and where they may be practicably incorporated into a meeting, the CDMPO will provide a virtual option to the public. The virtual meeting option may be requested by a member of the public and a direct link, if available, sent to the requestor.

It should be noted, the use of virtual meeting technology is not intended to completely replace in-person public involvement opportunities, which remain an important part of a balanced public involvement approach.

Consistent with applicable state and local requirements, in-person meetings will be held when and where a suitable physical location is available and such meetings can be safely conducted. Many in-person meetings will be set up as “hybrid” meetings that will provide an option for participants to join the meeting virtually via online meeting technology. Depending on the audience or group, some meetings will be held only in a virtual format, without an in-person option.



### *Meeting Days and Times*

Meeting days and times vary according to its purpose:

#### *CDMPO Policy Board & Advisory Committee Meetings*

Communication with the elected officials and community representatives on the Policy Board and TAC is a cornerstone of our public involvement efforts. CDMPO staff provide detailed project updates as well as written materials at the regularly-scheduled monthly Policy Board and TAC meetings.

#### *Public Input Sessions / Open Houses*

Public input sessions and open houses are held for many of the CDMPO's plans and studies, at key decision points during the planning process to identify issues, review data collection and analysis, and comment on recommendations.

For plan-related public meetings and open houses, meeting days and times will be determined that will provide the most accessibility for attendees. Factors that will be considered are time of year, geographic area, availability of convenient and accessible meeting space, other community activities that may create conflict and compete with members of the public ability to attend, and general availability of identified primary stakeholders. Where possible, multiple meeting options will be provided at differing times and places throughout the community to achieve maximum participation.

#### *Study Committees*

Study-specific advisory groups or study committees are sometimes formed to advise or steer a project through completion. Study advisory group or committee members will be consulted about the best dates and times to meet.

#### *Meeting Notices*

All meetings are advertised in advance to provide adequate time for public participation or comment. Meeting notices are posted on the website and distributed by email to those registered to receive notices as described in more detail in the E-mail Notifications Subsection of this plan.

Meeting notices and agendas for Policy Board and TAC meetings are generally sent out one week prior to the date of the scheduled meeting. The same will generally apply to study-specific advisory group or study committee meetings.

#### *Legal Notices*

Legal notices are placed in the local paper of record (Minot Daily News) at the start of public comment periods to announce the dates and times that public meetings will be held for the Transportation Improvement Programs (TIPs), Metropolitan Transportation Plan (MTP) and Public Participation Plan (PPP).



#### *Paid Display Ads*

Paid display ads may be placed in local newspapers to promote selected meetings and events.

#### *Special Accommodations*

The CDMPO is committed to ensuring all individuals regardless of race, color, national origin, sex, age, physical ability or income have access to the CDMPO programs and planning efforts.

Public information documents, including meeting notices, will include text that makes it clear that individuals may request accommodation of special needs, so that they may fully participate in the meetings. The CDMPO will make every attempt to provide accommodation, including provision of interpreters, preparation of materials in large print, or other special formatted materials upon request, with at least five (5) days advance notice.

#### *Meeting Formats*

The purpose of project public input sessions or open houses is to hear from the public.

CDMPO staff will develop a meeting format that allows everyone to participate if they wish. This may mean giving a shorter presentation and/or setting reasonable time limits for speakers so that a few individuals do not monopolize the meeting (see “Public Comment Guidelines”, below)

#### *Opportunities for Public Comment*

CDMPO Policy Board and TAC meetings are open to the public and will include an “Opportunity for Public Comment” as a standing agenda item. Certain voting items, such as approval of draft and final MTPs, TIPs, and PPPs, will include an additional public comment opportunity at each of these respective meetings.

#### *Public Comment Guidelines*

Members of the public who wish to give comments at meetings of the CDMPO Policy Board and TAC will be asked to observe the following:

- State your name and organizational affiliation (if any)
- Comments will be limited to 3 minutes for each speaker
- The meeting Chair, with committee approval, has the option of closing or extending the amount of time allowed for public comments, depending on the number of people who wish to speak and the length of the meeting agenda
- Remarks should address the specific plan, study or document under consideration by the TAC or Policy Board
- Be respectful and constructive in dialogue



## 2.6. Discussion with CDMPO Staff Members

CDMPO staff members are available for one-on-one discussions about projects, plans and studies. Staff members may be contacted by phone, email or by mail as provided below:

Central Dakota Metropolitan Planning Organization

ATTN: John Van Dyke, Executive Director

10 3rd Ave SW

Minot, ND 58701

P: (701) 420.4524

E: [john.vandyke@minotnd.gov](mailto:john.vandyke@minotnd.gov)

## 2.7. Surveys and Questionnaires

Citizen and stakeholder surveys, in both online and printed formats, are sometimes used to collect data and other relevant information to provide insight from a community perspective. This input is summarized and incorporated into the respective transportation plan or study.

## 2.8. Pop-Up Displays

The CDMPO sets up informational displays in high-traffic areas at transportation-related events such as events at the transit center or by coordinating with other local jurisdictions at their planning outreach events.

## 2.9. Staff Presentations

CDMPO staff is generally available, as time allows and with adequate notice, to present information about its planning initiatives or to participate in panel discussions to area groups.



## 2.10. On-Site Project Messaging

The CDMPO produces signage for certain projects describing its features with information about how to get involved.

Posters and flyers with information about upcoming meetings may be posted in public locations and businesses adjacent to and within the study area or mailed directly to addresses in the study area.

## 2.11. Visualization Techniques

In all of the above settings and communication pieces, the CDMPO utilizes visualization techniques whenever possible (photos, drawings, flowcharts, maps, models, computer simulations, videos, or visual preference surveys) to communicate concepts.

## 2.12. News Media

Coverage by the local news media in the form of newspaper articles and TV news features provides the most widespread coverage about the CDMPO work. The CDMPO maintains a current list of contacts and notifies the local news media (radio, television, newspapers) by sending project-specific press releases on a project-by-project basis.



### 3. Public Participation Procedures

The following section provides a breakdown of procedures for each planning document or activity to ensure a robust public engagement process.

As the CDMPO has only recently formed, the following types of changes will be exempted from the public engagement process:

- Branding – As the CDMPO adopts branding standards, each document may be amended to include the necessary color schemes, logos, images, and other aesthetic modifications to the documents without soliciting for public comment.
- Staff or other contact information – To ensure updated contact information is included within each of the documents, individual or organization contact information that may be included within each of the documents may be amended as-necessary. This includes, but is not limited to, physical and electronic addresses, phone numbers, webpage(s)/website(s), individual/agency names and/or titles.

Every attempt will be made to incorporate these changes during a regularly scheduled update.

In addition, it should be noted that the CDMPO will establish its own social media accounts over time as staff resources allow. Until then, CDMPO intends to rely on member-jurisdiction social media accounts with existing community following. However, CDMPO does not have direct access or control of member-jurisdiction social media accounts and cannot ensure outreach occurs as provided in this document. Every effort will be made to bring additional awareness using social media where possible and available.

*Table 4. Public Participation Procedures by Planning Document or Activity*

Planning Document or Activity	Public Participation Procedures
3.1. Metropolitan Transportation Plan (MTP)	<p><b>About the MTP:</b> The official multi-modal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts and updates through the metropolitan transportation planning process, including a fiscally constrained list of projects.</p> <p>Development of the MTP includes an analysis of local trends, synthesis of recently completed corridor studies and sub-area plans, review of local transportation needs, and available funding, and includes general oversight by the MPO Executive Director and the Technical Advisory Committee.</p> <p>The MTP is reviewed by the public, MPO Executive Director, Technical Advisory Committee, North Dakota Department of Transportation, Federal Highway Administration and the Federal Transit Administration and is updated every five years.</p>



Planning Document or Activity	Public Participation Procedures
	<p>Depending on the scope of work for the MTP, public input opportunities may go above and beyond the minimum requirements established here.</p> <p><b>Public Participation:</b></p> <p>A minimum of one (1) public input meeting must be held for the completed draft MTP. This includes:</p> <ul style="list-style-type: none"><li>• A legal notice or box ad is published in the Minot Daily News at least seven (7) calendar days prior to the meeting with information about the duration of the public comment period.</li><li>• A minimum thirty (30) calendar day public comment and review period is required starting on the date of publication of the notice.</li><li>• Publication of notice on the CDMPO webpage and/or project webpage and posted on CDMPO and/or member jurisdiction social media.</li><li>• A press release is distributed to media outlets at least seven (7) calendar days prior to the meeting.</li><li>• Where available, an email distribution to subscribers with information about the meeting will be sent at least seven (7) calendar days prior to the meeting.</li><li>• An additional public input meeting and fifteen (15)-day comment period is required if substantial changes are made to the draft MTP after the initial public input meeting.</li></ul> <p>All other public input opportunities during the planning process will be published on CDMPO webpage, through CDMPO and/or member-jurisdiction social media, and email distribution lists, where available. All other public input opportunities will include:</p> <ul style="list-style-type: none"><li>• Public notice is posted at the location of the public input opportunity and/or posted at the member-jurisdiction's main offices no less than seven (7) days prior to the public input opportunity (in-person or virtual meeting).</li></ul>



Planning Document or Activity	Public Participation Procedures
	<p><b>Adoption:</b></p> <p>The draft and final plan are made available for review on MPO webpage and at the CDMPO office.</p> <p>The draft MTP is reviewed by TAC, which makes a recommendation to the Policy Board.</p> <p>The Policy Board adopts the final MTP after considering and incorporating local, state, and federal comments.</p> <p>It is then reviewed and may be approved by local member jurisdictions through adoption of a resolution.</p> <p>The final product is made available following adoption on the MPO webpage and at the CDMPO office.</p> <p><b>Administrative Modifications and Amendments:</b></p> <p><i>Administrative Modifications:</i></p> <p>Administrative modifications are tantamount to technical corrections that do not require a coordinated review by the MPO, FHWA and FTA or a determination of conformity by these entities. Administrative modifications shall be inclusive, but not limited to the following: descriptive material, forecasts, databases, project costs (provided fiscal constraint is maintained) project descriptions, time frames, etc. No public notifications are required for administrative modifications. Administrative modifications may require coordination with the North Dakota Department of Transportation. Administrative modifications are approved by the Policy Board at the recommendation of the TAC. Public notice is not required.</p> <p><i>Amendments:</i></p> <p>The addition or deletion of any project or group of projects constitutes an amendment. An amendment to the MTP is subject to the requirements of the public participation process outlined above for the initial review and adoption of the MTP. The public notice requirements as outlined there should be followed for amendments to the MTP, using a fifteen (15)-day public comment period.</p> <p>Following the public input process, amendments are approved by the Policy Board following receipt of a recommendation from the TAC.</p>



Planning Document or Activity	Public Participation Procedures
3.2. Transportation Improvement Program (TIP)	<p><b>About the TIP (23 CFR § 450.326):</b></p> <p>The TIP is a detailed list of regionally significant, federally funded transportation projects by all jurisdictions and transit agencies in the MPO planning area, covering a period of at least four years and including capital and non-capital surface transportation projects, bicycle and pedestrian facilities, transit facilities, and other transportation enhancements and safety projects.</p> <p>The TIP is updated annually. Each year, the TIP development process includes the solicitation of eligible projects for inclusion from all jurisdictions and transit agencies within the MPO planning area, an analysis of fiscal capacity, and feedback from MPO committees.</p> <p>The CDMPO approved TIP will outline the required process for identification and prioritization of projects for the purpose of TIP development. The TIP also identifies the criteria for administrative modifications and amendments.</p> <p><b>Public Participation:</b></p> <p>The draft TIP is reviewed by NDDOT, FTA, FHWA, and local jurisdictions and transit agencies.</p> <p>At least one public input meeting, whether in-person and/or online, will be held during TIP development. The public input meeting may be incorporated into a regularly scheduled TAC or Policy Board meeting. The public input meeting is advertised via a legal notice or box ad published in Minot Daily News, which initiates the minimum thirty (30) calendar day public comment and review period. A legal notice or box ad must be published in the Minot Daily News at least seven (7) days prior to the required public input meeting. The public comment period announcement and notice of public input meeting may be consolidated into one advertisement.</p> <p>The public meeting or other input opportunities will be included on the CDMPO webpage, advertised through CDMPO and/or member-jurisdiction social media, and notifications sent to any email distribution lists, where available.</p> <p>A press release will be distributed to media outlets at least seven (7) days prior to the public input meeting.</p> <p>If substantive written or oral comments are received surrounding the draft TIP, either through the public involvement process or through the interagency consultation process, a summary, analysis, and report of the disposition of these comments shall be included in the final TIP.</p>



Planning Document or Activity	Public Participation Procedures
3.3. Unified Planning Work Program (UPWP)	<p>Should substantive changes be made to the draft TIP that was available for public review and comment, a further fifteen (15)-day comment period is required. Substantive changes are new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts.</p> <p><b>Adoption:</b> The draft TIP is reviewed by TAC, which makes a recommendation to Policy Board.</p> <p>The MPO Policy Board adopts the Final TIP after considering and incorporating local, state, and federal comments.</p> <p><b>Administrative Modifications and Amendments (23 CFR § 450.328):</b> Changes to the TIP are defined as either administrative modifications or amendments. Administrative modifications to the TIP do not require public notifications but are announced to the TAC and Policy Board at regularly scheduled meetings.</p> <p>Amendments to the TIP are required if certain criteria are met, as will be identified in the adopted TIP.</p> <p><b>Public Participation and Adoption:</b> Public participation requirements and notifications for TIP Amendments follow the same procedures as the annual update of the TIP except that a minimum 10-day comment period is required with the associated public notice.</p> <p>The amended draft TIP materials will be made available for review on the CDMPO webpage and CDMPO office.</p> <p>The final amended TIP will be made available for review on the CDMPO webpage and CDMPO office.</p>
	<p><b>About the UPWP:</b> The UPWP is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.</p> <p>A UPWP is completed annually and amended as-needed.</p>



Planning Document or Activity	Public Participation Procedures
	<p><b>Adoption:</b> Public and stakeholder review is not required for the UPWP.</p> <p>The development process includes staff evaluating its planning funding availability, and regional planning tasks and needs with MPO communities and members to advance a draft UPWP. Needs are generally discussed and identified at monthly scheduled TAC meetings, which informs the creation of the draft UPWP.</p> <p>A draft UPWP is constructed by the CDMPO and presented to Policy Board for approval.</p> <p>Following approval of the draft UPWP, the document is sent to NDDOT, FHWA, and FTA for review and comment.</p> <p>Comments received from NDDOT, FHWA, and FTA are incorporated into the draft UPWP. The revised UPWP is presented to the Policy Board for final approval and sent to NDDOT, FHWA, and FTA to affirm the final UPWP.</p> <p>The adopted UPWP is made available on the CDMPO webpage.</p> <p><b>Administrative Modifications and Amendments:</b></p> <p><i>Administrative Modifications:</i></p> <p>An Administrative Modification is limited to adjustments totaling no more than ten (10) percent of funding allocated within a particular Section. For example, if \$1,000 was moved from Section A with a total budgeted amount of \$50,000 (2 percent of total) to Section B with a total budgeted amount of \$100,000 (1 percent of total) an administrative modification could be utilized to accommodate the adjustment. Administrative modifications are effected by the Executive Director, which informs the TAC and Policy Board at their next regularly scheduled meeting following the administrative modification.</p> <p><i>Amendments:</i></p> <p>Adjustments exceeding ten (10) percent are considered amendments. Amendments are processed by seeking a recommendation from the TAC and approval from the Policy Board. The draft amendment is followed by approval from NDDOT, FHWA, and FTA. Comments are incorporated into the amended UPWP, if any, and re-presented to Policy Board for final approval.</p>



Planning Document or Activity	Public Participation Procedures
3.4. Public Participation Plan (PPP)	<p><b>About the PPP:</b> A document that defines a process for providing the public and all members of the transportation industry with reasonable opportunities to be informed about and involved in the metropolitan transportation planning process.</p> <p>The public participation plan is updated every five years or on an as-needed basis.</p> <p>The development process includes a review of past and potential new engagement practices to ensure the plan fits the needs of the community.</p> <p><b>Public Participation and Adoption:</b> A minimum forty-five (45)-day public comment period is initiated when a legal notice or box ad is published in the Minot Daily News.</p> <p>On or before the minimum forty-five (45)-day public comment period is initiated, the following will occur:</p> <ul style="list-style-type: none"><li>• The public input opportunity will be included on the CDMPO webpage, advertised through CDMPO and/or member-jurisdiction social media, and notifications sent to any email distribution lists, where available.</li><li>• A press release will be issued on or before the initiation of the 45-day public comment and review period.</li><li>• The PPP will be distributed to NDDOT, FHWA, FTA, and TAC for further review.</li><li>• Notice of the public input opportunity will be distributed via email to subscribers, when an e-mail distribution list is available.</li><li>• The draft PPP will be made available for review on the CDMPO webpage and CDMPO office.</li></ul> <p>If substantive written or oral comments are received on the draft PPP, either through the public involvement process or through the interagency consultation process, a summary, analysis, and report of the disposition of these comments shall be included in the final PPP. Substantive changes are modifications to comment periods or public notice or public meeting requirements which interested parties could not reasonably have foreseen from the draft Plan.</p>



Planning Document or Activity	Public Participation Procedures
	<p>A legal public notice and minimum 15-day comment period are required if substantial changes are made to the draft PPP that was available for public review and comment. The same additional proactive outreach will occur as occurred for the original public comment period minus the press release.</p> <p>The final PPP will document the public involvement process, present a summary of all public comments received and demonstrate CDMPO's consideration and response to these comments.</p> <p>The final PPP is presented to the MPO Policy Board for approval after considering/incorporating local, state, and federal comments.</p> <p>Following adoption, the final PPP will be made available on the CDMPO webpage and at the CDMPO office.</p>
3.5. Transit Development Plan (TDP)	<p><b>About the TDP:</b> The TDP is a short and mid-term plan for the active management of transit services for the region. It is updated every five (5) years or as-needed. The TDP references and is reinforced by the MTP. Depending on the scope of work for the TDP, public input opportunities may go above and beyond the minimum requirements established here.</p> <p><b>Public Participation and Adoption:</b> A legal notice or box ad is published in the Minot Daily News at least seven (7) calendar days prior to the meeting with information about the duration of the public comment period. A minimum thirty (30) calendar day public comment and review period is required starting on the date of publication of the notice.</p> <p>Public input meetings and/or opportunities are published on the CDMPO webpage and/or project web page and posted on CDMPO and/or member jurisdiction social media.</p> <p>A press release is distributed to media outlets at least seven (7) calendar days prior to the meeting. In addition, where available, an email distribution to subscribers with information about the meeting will be sent at least seven (7) calendar days prior to the meeting.</p> <p>All other public input opportunities during the planning process will be published on CDMPO webpage, through CDMPO and/or member-jurisdiction social media, and email distribution lists, where available.</p> <p>A minimum of one (1) public input meeting must be held for the completed draft TDP. An additional public input meeting and fifteen (15)-day comment period is required if substantial changes are made to the draft TDP after the initial public input meeting.</p>



Planning Document or Activity	Public Participation Procedures
	<p>The draft TDP will be available for review on the CDMPO webpage and at the CDMPO office until a final plan is adopted.</p> <p>The draft TDP is reviewed by TAC, which makes a recommendation to the Policy Board.</p> <p>The Policy Board adopts the TDP after considering and incorporating local, state, and federal comments.</p> <p>It is then reviewed and may be approved by local member jurisdictions through adoption of a resolution.</p> <p>The final TDP will be available for review on the CDMPO webpage and at the CDMPO office.</p> <p><b>Amendments:</b></p> <p>Amendments to the TDP will follow public participation procedures as provided in the original adoption.</p>
3.6. Other Corridor Studies and Sub-Area Plans	<p><b>About Corridor Studies and Sub-Area Plans:</b></p> <p>As a follow-up to the MTP or TDP, CDMPO and member-jurisdictions frequently determine the need to study certain transportation corridors, transit facilities or services, or bicycle and pedestrian components for more in-depth analysis.</p> <p>Often, one of the significant reasons for conducting such studies is to gain input from the public on the needs and issues pertaining to the study area. In other instances, the significant reasons are more technical in nature, but usually include the sharing of information with the public and the gathering and consideration of public input.</p> <p>The scope of work for each project includes a public engagement plan, which will differ from one plan to another, but will generally include a plan for public meetings, online or in-person opportunities for input. The engagement plan will also include the method by which the general public and those directly affected by the plan or study will be notified about the study and opportunities for input.</p> <p>Depending on the scope of work for the plan or study, public input opportunities may go above and beyond the minimum requirements established here.</p>



Planning Document or Activity	Public Participation Procedures
	<p><b>Public Participation:</b></p> <p>A minimum of one (1) public input meeting must be held for the completed draft plan or study. An additional public input meeting and fifteen (15)-day comment period is required if substantial changes are made to the draft plan or study after the initial public input meeting.</p> <p>A legal notice or box ad is published in the Minot Daily News at least seven (7) calendar days prior to the meeting with information about the duration of the public comment period. A minimum fifteen (15) calendar day public comment and review period is required starting on the date of publication of the notice.</p> <p>Public input meetings or opportunities are published on the CDMPO webpage and/or project web page and posted on CDMPO and/or member jurisdiction social media.</p> <p>A press release is distributed to media outlets at least seven (7) calendar days prior to the meeting. In addition, where available, an email distribution to subscribers with information about the meeting will be sent at least seven (7) calendar days prior to the meeting.</p> <p>All other public input opportunities during the planning process will be published on CDMPO webpage, through CDMPO and/or member-jurisdiction social media, and email distribution lists, where available.</p> <p><b>Adoption:</b></p> <p>The draft plan or study will be available for review on the CDMPO webpage and at the CDMPO office until a final plan is adopted.</p> <p>The draft plan or study is reviewed by TAC, which makes a recommendation to the Policy Board.</p> <p>The Policy Board adopts the plan or study after considering and incorporating local, state, and federal comments.</p> <p>It is then reviewed and may be approved by local member jurisdictions through adoption of a resolution.</p> <p>The final plan or study will be available for review on the CDMPO webpage and at the CDMPO office.</p>



## 4. Measuring Effectiveness

CDMPO staff has developed and will implement a range of metrics to gauge the efficacy of the CDMPO's public engagement efforts.

Due to the broad and disparate nature of public involvement, documentation of each and every incidence of public input is not realistic. However, the metrics provide a set of guideposts for CDMPO staff to track and measure the reach and effectiveness of public involvement efforts moving forward.

CDMPO staff will make efforts to document incidences as they apply to the below metrics (as applicable) and utilize this data to inform any future amendments or updates to the Public Participation Plan.

- Number of CDMPO public forums, workshops, and community meetings at which displays, presentations, discussions, and feedback occurred;
- Number of participants at public meetings and other events;
- Number of verbal and written comments received;
- Number of responses to surveys and interactive mapping exercises;
- Number of draft plans, reports, and other preliminary documents or surveys posted on CDMPO website for public comment;
- Number of social media posts, impressions, and reach, etc.;
- Number of visitors to project-specific web pages;
- Documentation of revisions to plans based on input;
- Extent to which demographics of public participants reflects the demographics of the local community.



## 5. Comments

Per the Public Participation Procedures for the Public Participation Plan, a minimum 45-day public comment is required. Public comments were solicited from August 12 through October 5, 2024, for a total of 54 days. Four (4) comments were received and provided below along with a response to each summarizing the comment and its applicability and need, if any, for incorporation into the Public Participation Plan.

**Comment #1:** Preferred methods of communication include social media, push notifications on the MyMinot app, emails, print media, and radio/television media.

It is exciting to see this growth and development for the Minot community. Thanks for tackling this project! (and all of the strings attached with federal funding like this!)

Response: The above comment focuses on a variety of media to bring attention to public engagement opportunities. The Public Participation Plan as written includes things such as press releases, social media, and establishing e-mail distribution lists to follow projects and general opportunities for engagement. No changes to the draft Public Participation Plan are made based on this comment.

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**Comment #2:** I looked through the plan and it looks like plan was not followed through on the 16th Street Project. There was one public hearing, but two drafts were already both eliminated two lanes going each way. A simple left hand turning lane could be added at 16th Street and 7 th Ave SW and save a lot of money and it would maintain the two lanes of traffic going each way.

Response: The above comment refers to a project that was completed prior to establishment of the Central Dakota MPO and the Public Participation Plan. Moving forward, projects, plans, and studies will follow the Public Participation Plan requirements. No changes to the draft Public Participation Plan are made based on this comment.

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**Comment #3:** I am very happy to see that Minot finally realizes that we need real public transposition not a glorified school bus. As we have a growing senior population, it means we also have a growing handicapped population. I too belong to both of these groups.

**Response:** The above comment generally refers to the need for broader public transportation rather than specific outreach procedures for transportation projects, plans, and studies. No changes to the draft Public Participation Plan are made based on this comment.

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**Comment #4:** I've been arrested before, and I'm partially disabled and have never been a threat. I walk with a cane, I'm a bit overweight. My shoulders don't function very well. So if it could be up to officer discretion to cuff in the front instead of behind the back. To very specific individuals that pose no harm. I had a sheriff allow front cuffing and to use my cane. I had city police cuff behind my back, and I'm telling you, it's hard to walk. I have tendinitis, bursitus and arthritis. So basically be more aware of certain situations. Heck, one time I didn't even get cuffed. This was mostly due to unpaid court fees. Nothing huge. But I act accordingly and show no true threat, there should be compassion

**Response:** The above comment is unrelated to transportation and public engagement. The comment was forwarded to the City of Minot Police Department for consideration. No changes to the draft Public Participation Plan are made based on this comment.

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