

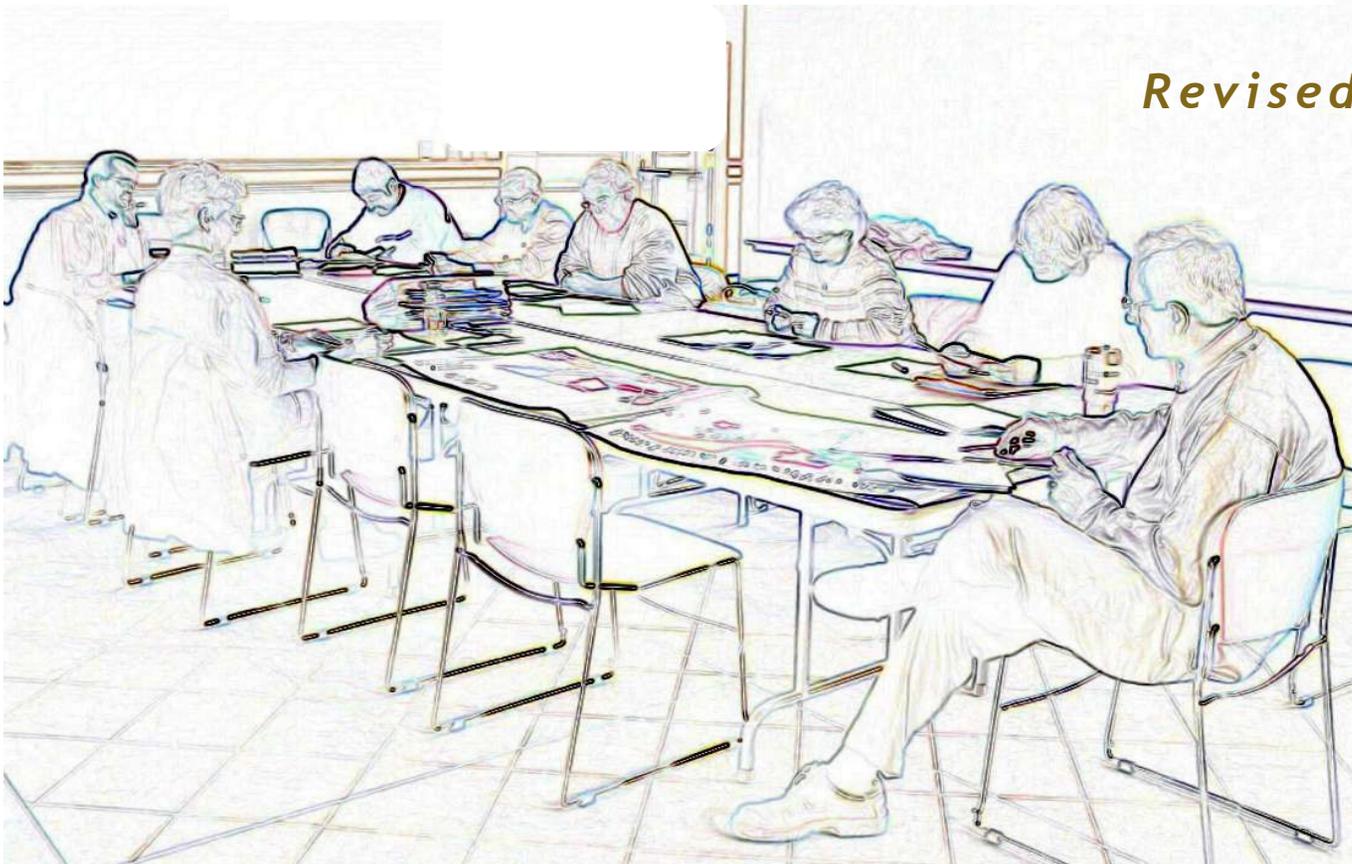


Citizen Participation in Transportation Planning:

MIC Public Involvement Plan

October 2013

Revised February 18, 2015



Duluth-Superior
Metropolitan Interstate Council

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Citizen Participation in Transportation Planning: MIC Public Involvement Plan

October 16, 2013 (Revised 2/18/15*)

Prepared by the



Duluth-Superior
Metropolitan Interstate Council



*Duluth-Superior Urban Area Communities Cooperating
in Planning and Development through a Joint Venture
of the
Arrowhead Regional Development Commission
and the Northwest Regional Planning Commission*



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Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Minnesota Department of Transportation (MnDOT)
Wisconsin Department of Transportation (WisDOT)
Arrowhead Regional Development Commission (ARDC)
Northwest Regional Planning Commission (NWRPC)

Copies of this plan are available from the Duluth-Superior MIC:

221 West First Street, Duluth, MN 55802
(218) 529-7511 / micinfo@ardc.org / www.dsmic.org

**Summary of revisions can be viewed in Appendix H*

Welcome to the MIC's Public Involvement Plan

Public involvement is integral to good transportation planning. The MIC is the designated Metropolitan Planning Organization (MPO) for Duluth, Minnesota and Superior, Wisconsin. MPOs are mandated for all urbanized areas with populations of 50,000 or more, to ensure that federally-funded transportation investments are coordinated among local jurisdictions and developed with citizen input.

It is the goal of this Public Involvement Plan to increase awareness of and encourage participation in the MIC's planning activities, as well as to broaden the range of voices and views expressed.

Contents

The plan is divided into sections for three distinct audiences: the **citizens** of the Duluth-Superior area from whom we are seeking input; the MIC's **planning staff** whose job it is to conduct transportation planning studies and to get that input; and the **federal and state agencies** to which we are accountable. The **Appendix on p. 51** shows examples of tools, describes how the public involvement plan was developed and summarizes survey results and includes the Resolution by which the MIC Policy Board officially adopted this plan and endorses its public involvement strategies.



Citizens' Guide

Information about the MIC, the transportation planning process, and how to get involved.

Page 1



Staff Guide

A reference for MIC staff to ensure public participation during the planning process.

Page 15



Planning Requirements

A reference for the federal and state agencies that provide oversight for the MIC's work.

Page 43

Citizens Guide

Information about what the MIC does and how to get involved with our transportation planning projects.

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Citizens Guide to Transportation Planning in Duluth-Superior

You do not need to be an expert to participate in the planning process. Chances are you used some form of transportation today. Whether you drove a car, rode a bike, took the bus or walked, you have knowledge and insight into local transportation needs and priorities. Your participation ensures that transportation investments are developed with input from the people who know this area best.



Why Should I Get Involved?

1. Every household and business depends on safe transportation infrastructure to move both people and goods.
2. Our region's mobility, quality of life, economic growth and competitiveness rely on the multi-modal transportation network.
3. The funding to build and maintain our transportation system comes from several sources—including your tax dollars.

What is Transportation Planning?

Transportation planning is the foundation for making sound investments into our transportation infrastructure. The MIC works to direct transportation funding (from the gas tax as well as other federal, state and local sources) into creating a transportation system that improves mobility for people and goods across all modes of travel — whether by car, bike, bus, on foot, by air or on water.

The MIC's transportation planners, policy board and advisory committee members work with local stakeholders to identify issues, gather and give information and analyze and recommend improvements aimed at creating a transportation system that operates efficiently both today and in the future.

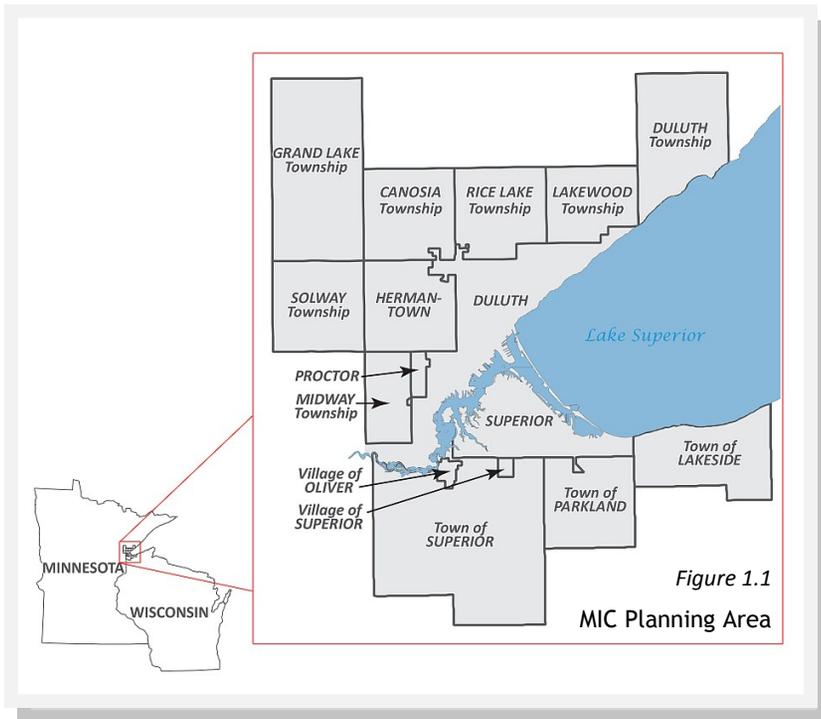
Transportation planning is a cooperative process designed to foster involvement by all relevant stakeholders. Our work at the Duluth-Superior Metropolitan Interstate Council (MIC) not only requires but also depends on public involvement.

What is Public Involvement?

Public involvement is how we connect with you to give information and to understand your perspective on the issues you care about.

Public involvement means that multiple stakeholders are involved in our area's transportation planning and decision-making processes. It is a two-way process that gives residents and business owners an opportunity to provide input and also lets our planning staff provide information, answer questions and understand your perspective on the issues you care about.

This exchange leads to better decisions and gives community ownership of the resulting plans and recommendations.



Who Should Participate?

The majority of stakeholders we hope to reach live and work in the Duluth-Superior Urbanized Area that includes:

Minnesota / St. Louis County Wisconsin / Douglas County

City of Duluth
 City of Hermantown
 City of Proctor
 Canosia Township
 Duluth Township
 Grand Lake Township
 Lakewood Township
 Midway Township
 Rice Lake Township
 Solway Township

City of Superior
 Town of Lakeside
 Town of Parkland
 Town of Superior
 Village of Oliver
 Village of Superior

What is a Stakeholder?

Stakeholders are people or organizations that could be affected by the recommendations in a plan or study or could influence its implementation. They include (but are not limited to):

- Neighborhood representatives
- Local transportation providers
- Local businesses and associations
- Airport and port authorities
- Freight shippers
- Advocacy groups for or users of alternate modes such as bicycling or transit
- People with low incomes
- People with disabilities
- Local officials and jurisdictional representatives
- Federal and state transportation agencies



What is the MIC?



The Duluth-Superior Metropolitan Interstate Council (MIC) is the designated bi-state Metropolitan Planning Organization (MPO) for Duluth, Minnesota and Superior, Wisconsin.

MPOs were created to ensure that local infrastructure investments using federal highway or transit funds are planned and prioritized with local input. Because neighboring jurisdictions—states, counties, cities, townships—all have responsibilities and make decisions that impact the transportation system, coordination is key to making efficient use of limited financial resources.

A core function of every MPO, including the MIC, is to establish a fair and impartial setting to make decisions about local priorities and to lay the groundwork for projects that meet our transportation needs, now and into the future. MPOs provide a continual, coordinated and cooperative (3-C) planning process for all modes of transportation in every urbanized area with a population of 50,000 or more. Typically, an MPO includes a top-level policy board, specialized advisory committees and professional planning staff.

The MIC's Requirements as an MPO

As the designated Metropolitan Planning Organization for the Duluth-Superior metropolitan area, the MIC is required to perform the transportation planning and programming activities as specified within 23 CFR 450:

Maintain a Long Range Transportation Plan (LRTP)

The LRTP sets forth a vision for the area's transportation system with a planning horizon of twenty-five years. It includes strategies to accomplish these goals and proposed projects with short-, mid- and long-term timeframes. It also includes a financial plan that demonstrates how these projects can be implemented using the resources that are reasonably expected to be available over the life of the plan.

Read more about the MIC's public involvement process for the LRTP on page 37.

Develop a Transportation Improvement Program (TIP)

The TIP is a short-range (four-year) program of the area's transportation improvements and must include all projects receiving federal funding (as well as those defined as "regionally significant"). The TIP is a mechanism for allocating limited financial resources among the capital and operating needs of the area, based on the transportation priorities, goals and projects identified in the LRTP.

The MIC maintains two separate TIPs for the metropolitan areas of Duluth, MN and Superior, WI, with separate timelines for TIP development and approval.

Read more about the MIC's public involvement process for the Duluth and Superior TIPs on page 28.

Implement a Unified Planning Work Program (UPWP)

In order to ensure the timely implementation of a comprehensive, continuous, and coordinated (3-C) transportation planning process, each year the MIC adopts a UPWP that

spells out the MIC's transportation planning activities and administrative activities, budgets and funding sources for each project for the next two years.

Public involvement in the development for the UPWP is not explicitly required of the MIC; however, specific plans and studies identified in the UPWP represent the planning priorities for the Duluth-Superior metropolitan area and are developed in consultation with the MIC Policy Board, Transportation Advisory Committee, representatives of local jurisdictions and state and federal agencies.

Read more about the MIC's public involvement process for its short-term planning projects in the UPWP on page 16.

Facilitate Public Involvement

The requirements of 23 CFR 450.316 direct the MIC to develop and use a Public Involvement Plan to ensure that citizens and stakeholders are given reasonable opportunities to participate in the metropolitan transportation planning process.

Most of these requirements are specific to the LRTP and the TIP; however, the MIC strives to ensure that its entire transportation planning process encourages meaningful public input. The tools and processes the MIC will utilize to achieve this goal are spelled out in this document.

Read more about how the MIC worked to secure participation from stakeholders throughout the development of the 2013 PIP Update on page 71.

The MIC's Structure

The organizational arrangements of MPOs vary throughout the country —some are free-standing entities, some are set

up as a division within city or county offices, while others, like the MIC, are housed within regional planning and development organizations.

ARDC, NWRPC and the MIC

The MIC was formed in 1975 under a joint agreement between the [Arrowhead Regional Development Commission \(ARDC\)](#) in Duluth, Minnesota and the [Northwest Regional Planning Commission \(NWRPC\)](#) in Spooner, Wisconsin and is housed as a division of ARDC (Figure 1.2).

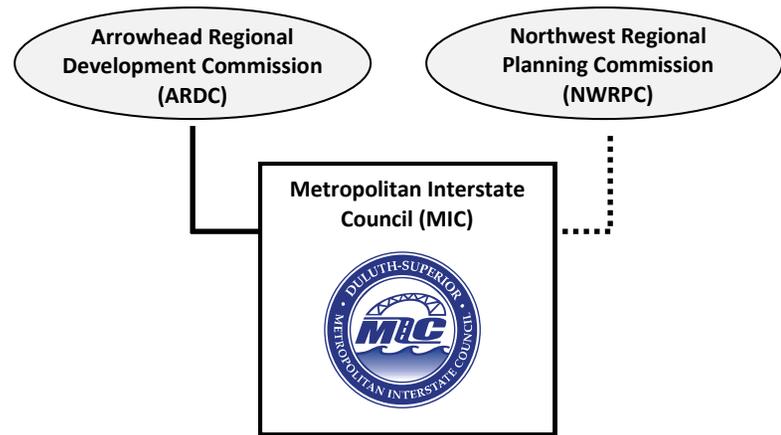


Figure 1.2 Organizational Structure of ARDC, NWRPC and the MIC

MIC Staff, Policy Board and Advisory Committees

The MIC is comprised of professional planning staff, the MIC Policy Board and technical advisory committees (Fig 1.3, next page). Regular communication between MIC staff and the Policy Board and its advisory committees is the foundation of the MIC's public involvement efforts. (see p. 10).

Planning Staff

The MIC's professional planning staff conducts ongoing planning and administrative activities, including research, data collection and analysis, mapping, facilitating public input and feedback, consulting with area jurisdictions and bringing plans and recommendations forward to the Policy Board for final approvals.



Staff members include a director (ARDC), deputy director (NWRPC), three transportation planners, an administrative assistant, a planning assistant and a Geographic Information Systems (GIS) specialist.

MIC Policy Board

The MIC Policy Board is comprised of 18 elected officials and appointed citizen representatives (nine from Minnesota and nine from Wisconsin) who represent all local units of government within the planning area (Fig.1.1 on p. 2).

The Policy Board considers and determines key MPO actions and adopts area transportation policies and recommendations in its plans and studies. It is also responsible for prioritizing projects for inclusion in the four-year Transportation Improvement Programs (TIPs) of federally-funded projects in the Duluth-Superior metropolitan area.

Advisory Committees to the MIC

Three standing advisory committees advise the Policy Board on technical matters and interact with the MIC's professional staff for consultation, analysis and other project work (Figure 1.3). All three committees meet regularly and forward recommendations for Policy Board consideration.

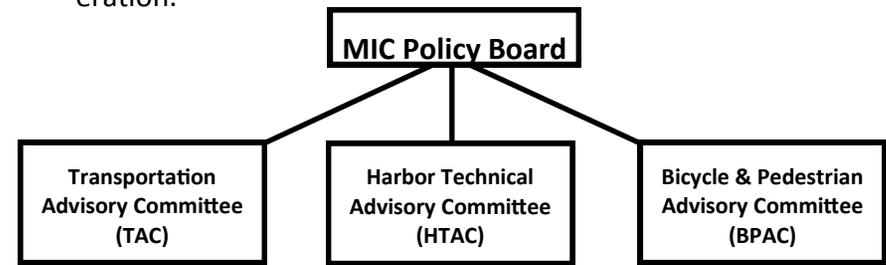


Figure 1.3 MIC Policy Board & Advisory Committees

Transportation Advisory Committee (TAC)

The Transportation Advisory Committee, or TAC, is comprised of staff-level officials, planners and engineers from local jurisdictions also includes modal representatives (bike/pedestrian, transit, port and airport).

Harbor Technical Advisory Committee (HTAC)

The Harbor Technical Advisory Committee, or HTAC, serves as an interstate forum to discuss issues relevant to the private, local, state and federal stakeholders of the Duluth-Superior harbor.

Bicycle and Pedestrian Advisory Committee (BPAC)

The newest of the three advisory committees, the Bicycle and Pedestrian Advisory Committee, or BPAC, provides citizen input into the planning and implementation of bicycle and pedestrian infrastructure throughout the MIC area.

What is the MIC's Public Involvement Plan?

The MIC is committed to citizen participation as a key component in effective planning. In accordance with federal (23 CFR 450.316) requirements, we have developed this Public Involvement Plan (PIP) to specify the procedures and communication tools that MIC staff will use to engage the people, businesses, jurisdictions, elected officials, community organizations and other stakeholders in its transportation planning activities for the Duluth-Superior metropolitan area.



The **Citizens Guide section** gives information about what the MIC does, how it is structured and how to get involved at key points in our plans and studies.

The **Staff Guide section** provides a visualization of how public involvement requirements are integrated into the MIC's planning process for all its plans and studies, as well as detailed information about how the public will be included in the development of the Long Range Transportation Plan (LRTP) and the Transportation Improvement Programs (TIP) for Duluth and Superior.

The **Planning Regulations section** is a reference guide to the public involvement requirements from the most recent transportation authorization, *Moving Ahead for Progress in the 21st*

Century (MAP-21), enacted into law in July 2012, and where those requirements can be found in this Plan.

The current PIP was last adopted in June of 2007 and this update of the PIP will be completed in advance of the next update of the Long Range Transportation Plan for the Duluth-Superior Metropolitan area, scheduled to get underway in late 2013.

See page 70 for details about the steps that were taken and the stakeholders who were consulted in the development of this update of the MIC's Public Involvement Plan.

Future updates may occur as required by MAP-21 or future federal transportation authorizations, or if new regulations from the United States Department of Transportation are issued.

Objectives of the MIC's Public Involvement Plan

The MIC fully realizes that public involvement is critical to the successful development and implementation of any transportation plan. The principal objectives of the MIC's Public Involvement Plan are consistent with the requirements outlined in 23 CFR 450.316:

- a. *To establish a consistent means of notification and involvement for the public;*
- b. *To actively seek input and involvement from a wide variety of individuals, groups, and organizations affected by the transportation system;*
- c. *To establish and facilitate effective public involvement early in the planning process, before key decisions are made and while there is ample opportunity to influence decisions;*
- d. *To promote informed and thoughtful public input throughout the decision-making process by providing access to information in a timely manner;*

- e. *To fully consider and document public input;*
- f. *To utilize public involvement in the development of transportation plans, programs, and projects which represent identified local, regional, and state priorities and needs pertaining to multiple modes of transportation;*
- g. *To develop a public participation plan in consultation with interested parties and to update periodically as deemed necessary;*
- h. *To employ to the maximum extent practicable, visualization techniques which may include: photos, drawings, flowcharts, maps, models, photo manipulation, scenario planning tools, computer simulations, videos, or visual preference surveys;*
- i. *To require a minimum public comment period of forty-five (45) days before the MIC's PIP is adopted, revised, or updated;*
- j. *To solicit and consider the needs of those who have been traditionally underserved by existing transportation systems, including households with low income, minorities and people with disabilities, and assure participation in compliance with Title VI of the Civil Rights Act and Executive Order 12898 related to Environmental Justice;*



tors, airport, private transportation providers, public officials, freight shippers, environmental resources, and permit agencies);

- l. *To coordinate the MIC's PIP with statewide public participation plans to enhance public consideration and understanding of the area's transportation issues, plans, and programs;*
- m. *To evaluate, on a periodic basis, the MIC's PIP to verify that the process is open to all individuals with interest and that the procedures of this policy are being implemented and followed in accordance with federal regulation and that the objectives set forth herein are administered appropriately by the MIC.*



k. To provide for the early involvement of various transportation interest groups (i.e. traffic, bicyclists, pedestrians, rideshare, parking, transportation safety and enforcement agencies, rail opera-

Updates and Amendments to the PIP

The MIC will update its Public Involvement Plan no less than every five years so as to coincide with the update to the Long Range Transportation Plan.

Updates or amendments to the final Public Participation Plan may also be made, in consultation with MnDOT, WisDOT, FTA and FHWA, and with TAC and MIC approval, as needed to incorporate findings from annual Plan assessments or to conform with changes in legislation.

Assessment of the MIC's Public Involvement Efforts

The MIC evaluates its public participation efforts on an on-going basis. An assessment will be undertaken at the completion of each plan or study using 23CFR 450.316 requirements as performance measures.

In addition, an annual evaluation of the Public Involvement Plan is conducted in conjunction with the staff review of the public participation process that is conducted at the start of the annual TIP development cycle, based on 'lessons learned' from the prior year's public involvement efforts.

See page 78 for more information about the MIC's public involvement assessment process and performance measures.

Comments Encouraged

The public is invited and encouraged to provide feedback on this document at any time. Please contact:

Duluth-Superior Metropolitan Interstate Council
221 West First Street, Duluth, MN 55802
218-529-7511 / 800-232-0707 / 218-529-7592 (fax)
Email: micinfo@ardc.org

Distribution of the 2013 Public Involvement Plan

The final approved Plan will be made available on the MIC's website (www.dsmic.org) and printed copies will be provided to the FHWA and FTA and to members of the public upon request.



How Does the MIC Involve the Public in its Plans and Studies?

The MIC realizes that it needs to become more visible and find multiple ways to get people and organizations involved throughout the transportation planning process.

Therefore we utilize a broad range of approaches and formats to reach both identified stakeholders and the public at large.

These opportunities for participation reflect metropolitan planning requirements as well as the MIC's established best practices and are listed in order of the preferences of survey respondents (as described on page 74). These include:



Email and Direct Mail

The MIC maintains a large *Key Stakeholders/Interested Persons* list that we use to distribute our written communications. An overview of the many groups, individuals, and organizations that are included can be found on page 20.

In addition, separate *Plan Stakeholders* lists are maintained for smaller subsets of individuals and businesses that have opted to receive communications about a particular plan or study while it is underway.

Any interested individual, group, business, or organization can be added to the MIC's general *Key Stakeholders/Interested Persons* list or to a *Plan Stakeholders* list by calling 218-529-7511 or by sending an email to micinfo@ardc.org.

The contact information on these lists is not shared with other organizations without permission and is used solely to conduct MIC-related planning activities. People may opt out of these lists at any time (contact information above).

MIC Website

The MIC's website, www.dsmic.org, is the MIC's primary source for the timely delivery of information to the public. Project-specific information, maps, and meeting calendars as well as meeting agendas and minutes, announcements of opportunity to comment, and draft and final versions of our plans provide an online, searchable archive of the MIC's past and current planning efforts.

Discussion with MIC Staff Members

MIC staff members are always available for one-on-one discussions about projects, plans and studies. Staff members may be contacted by phone, email or by mail. Contact information for MIC staff, as well as Policy Board and Advisory Committee members, can be found on the MIC's website at www.dsmic.org.

Public Meetings / Open Houses

Public meetings and/or open houses are held for many of the MIC's plans and studies, at key decision points during

the planning process to involve the public in identifying issues, reviewing data collection and analysis, and developing solutions and recommendations.

Study Committees

Study-specific advisory groups, or Study Committees, are sometimes formed to advise MIC planning staff on short-term planning projects. Study Committee members typically represent a specialized segment of the community or technical staff from affected jurisdictions as well as balanced representation of transportation interests.

If a Study Committee is *not* established for a particular plan or study, the MIC Policy Board and the Transportation Advisory Committee (TAC) and, depending on the topic, the HTAC and/or BPAC will actively serve in an advisory capacity during all planning phases.

MIC Policy Board and Advisory Committee Meetings

Communication with the elected officials and community representatives on the MIC Policy Board and its advisory committees is a cornerstone of our public involvement efforts. MIC planners provide detailed project updates as well as written materials at the regularly-scheduled monthly (MIC and TAC) and quarterly (BPAC and HTAC) meetings.



©ARDC Photo by Gary Larson

All MIC, TAC, BPAC and HTAC meetings are open to the public. Meeting notices and agendas are sent out one week prior to the date of the scheduled meeting by email and by regular mail upon request.

Any interested individual, group, business, or organization can be added to a committee mailing list by calling 218-529-7511 or by sending an email to micinfo@ardc.org.

Comment Cards

The MIC makes comment cards or sheets available at project-oriented public meetings and open houses for participants who would prefer to offer their thoughts and ideas in writing rather than part of a group discussion.

News Media

Coverage by the local news media in the form of newspaper articles and TV news features was cited by those surveyed,



especially by advocates for elderly and low-income populations, as a preferred way to receive information about the MIC's work.

The MIC maintains a current list of contacts and notifies the local news media (radio, television, newspapers) by sending meeting notifications as well as project-specific press releases.

The following guidelines apply to all MIC-hosted public or committee meetings:

Meeting Notices: All meetings are advertised in advance to provide adequate time for public participation or comment.

Meeting notices are posted on the MIC website and distributed by email and regular mail upon request.

Printed notices for project-specific meetings and open houses are also posted in public locations. Legal notices are placed for the TIPs, LRTP and PIP, and display ads are published in local newspapers to promote selected meetings and events.

Meeting Locations: Public meetings are held in locations that are accessible to mobility-impaired individuals and should be located next to a transit route if possible. For plans or studies with a defined study area, the meeting will be held within that area.

Public information documents, including meeting notices, include text that makes it clear that the meeting space is ADA accessible.

Meeting Dates and Times: When setting a meeting date and time, MIC staff will review community calendars to avoid conflicts with other major meetings. Depending on the project and identified stakeholders, Saturday meetings should be considered.

Survey results (described on page 73) indicated a strong preference among internal stakeholders (MIC, TAC, BPAC, HTAC and Study Committee members) for meetings during regular weekday working hours. For the general public a strong preference was indicated for public meetings and open houses to be scheduled after regular work hours during the week—specifically on Monday, Tuesday and Thursday evenings.

Special Accommodations: The MIC is committed to ensuring all individuals regardless of race, color, sex, age, national origin, disability or income status have access to the MIC's programs and planning efforts.



©ARDC Photo by Gary Larson

Individuals may request accommodation of special needs, so that they may fully participate in the meetings. The MIC will provide interpreters (sign language, translators) and prepare enlarged print or other special-format materials upon request.

Depending on the project and identified stakeholders, consider providing refreshments and child care. Include this information on related meeting notices.

Meeting Format: The purpose of project meetings or open houses is to hear from the public. Planners 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 "Speaker Rules", below)

Tools that encourage written input (such as comment sheets) should also be used.

Speaker Rules – for members of the public who wish to give comments at meetings of the MIC Policy Board, TAC, HTAC and BPAC:

- Please begin by giving your name and affiliation (if any)
 - Comments will be limited to 3 minutes for each speaker*
 - Remarks should address the specific plan, study or document under consideration by the Board
 - Be respectful in dialogue
- * 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

MIC staff members are also available to speak with reporters about current planning initiatives and may periodically initiate those conversations, as appropriate.

Press Releases: The MIC seeks opportunities for press-worthy public involvement activities and regularly sends out press releases to call media attention to upcoming public meetings and to its finalized plans and studies.

Public Calendar Notices: The MIC posts notices of its project-oriented public meetings in the Duluth News Tribune’s online calendar.

Legal Notices: For the LRTP, TIPs and the PIP, the MIC posts legal notices in the local paper of record, the Duluth News-Tribune, to document the release of draft documents and the start of public comment periods.

Block Advertisements: The MIC periodically runs paid block ads in the Duluth News-Tribune to publicize its major planning projects including the LRTP and the TIP.

Editorial Board Meetings: The Editorial Board of the Duluth News Tribune (DNT) describes itself as “available to meet with area groups and individuals who may be interested in influencing the paper’s editorial position in support of a particular issue or policy.” As part of an implementation plan for a final plan or study, MIC staff and/or Policy Board and Study Committee members and/or project stakeholders may wish to utilize this resource to publicize the facts and recommendations put forth in a MIC plan or study.

This goal is separate from seeking general news coverage and should be undertaken strategically. As stated in DNT guidelines, “clearly explain why the editorial board or the public should care about the issue. Be armed not only with facts and figures but also an understanding of the logic of the editorial page’s present position.”

Informational Displays

The MIC periodically posts information about its planning initiatives in the display case outside the MIC office in the downtown Duluth skywalk.



Displays may also be set up at informational tables in high-traffic areas and by invitation at transportation-related events and forums.

Project Summary Sheets

The MIC provides concise one- or two-page summaries to explain many of its planning projects.

Focus on Transportation Newsletter

The MIC’s Focus on Transportation newsletter is produced and mailed three to four times a year to persons on the *Key Stakeholders/Interested Persons* list. Focus on Transportation gives updates about the MIC’s current planning initiatives, and provides notice of public input opportunities. See p. 9 for information about the *Key Stakeholders/Interested Persons* list.

Project Newsletters

The MIC produces and mails out newsletters to area residents and businesses to provide periodic updates for some of its planning projects.

Posters and Flyers

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.

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 the community perspective. This input is documented and incorporated into the transportation plan or study.

OpenMIC Blog

The MIC's staff-produced blog, www.DuluthSuperiorOpenMIC.org, provides project updates and serves as a forum for discussion about transportation and planning in the Duluth-Superior area.

Social Media

In addition to the OpenMIC Blog, the MIC maintains a Facebook page at www.facebook.com/dsmic ("Like" us!) as well as a Twitter feed (dsmicTranspo). Meeting Notices are posted as Event listings on Facebook during the week prior to public meetings and MIC staff will share notices from other area organizations whose projects coordinate or complement our planning work.

In addition to maintaining its own social media outlets, the MIC has registered as a user ("DSMICtranspo") on active, local social media sites such as the Duluth News-Tribune's Facebook page and the PerfectDuluthDay blog. MIC staff members monitor discussions of local issues and participate, as appropriate, by initiating some conversations and by responding to others with the goal of providing accurate information and encouraging constructive community dialogue.

Partnering with Community Volunteers

Some of the MIC's planning efforts involve community volunteers in gathering relevant data, such as counting vehicular traffic, turning movements, or bicyclists and pedestrians at selected locations. Community volunteers also assist with special events such as Bike to Work Day or Walk to School Week.





Special Events

The MIC periodically hosts or co-sponsors educational events, such as hospitality stations on Bike to Work Day in downtown Duluth and Superior.



Presentations/ Panel Discussions

MIC staff is available to present information about its planning initiatives or to participate in panel discussions to area groups with transportation interests.



Visualization Techniques

MIC staff utilizes visualization techniques whenever possible (such as photos, drawings, flowcharts, maps, models, computer sim-

ulations, videos, or visual preference surveys) to communicate relationships, trends, deficiencies, issues, recommendations and other considerations.

What does the MIC do with the Public Input it Receives?

MIC staff members will document any written and oral comments received at meetings or through other means such as comment cards or emails, and will respond as appropriate (for example, will answer any questions).

All comments received throughout the public involvement process will be summarized and relayed to MIC and TAC members during project updates at regularly scheduled monthly meetings.

In preparing the draft plan or study, a review of all public involvement activities is included as a separate chapter and will summarize main messages or themes of the comments obtained. Explicit consideration to the public input received, including discussion of how and why this input was (or was not) incorporated into the plan recommendations, will not only be included in the Public Involvement chapter but will also be addressed in relevant sections throughout the document.

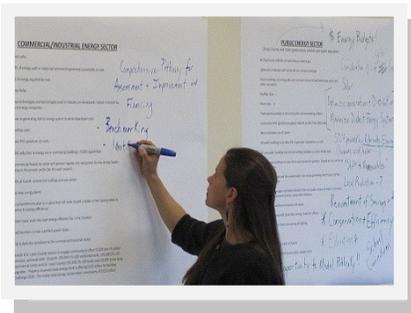
TIPS and LRTP

For the Transportation Improvement Plans for Duluth and Superior and for the Long Range Transportation Plan, if public comments lead to significant changes from the draft to the final version, an additional comment period will be provided for the public to comment on those revisions. (See process details for the Duluth Area TIP on page 28, for the Superior Area TIP on page 33 and for the Duluth-Superior Long Range Transportation Plan on page 37.)

Staff Guide

Structured, yet flexible. MIC planners are responsible for providing opportunities for citizens and stakeholders to learn more about the MIC’s planning activities and to participate at key decision points. This section describes how MIC staff will facilitate early and ongoing opportunities for participation, document and incorporate the input that is received and evaluate the effectiveness of those tools and processes.

Using the following planning process guidelines, the MIC will devise strategies that are specific to each of the MIC’s primary planning responsibilities, including:



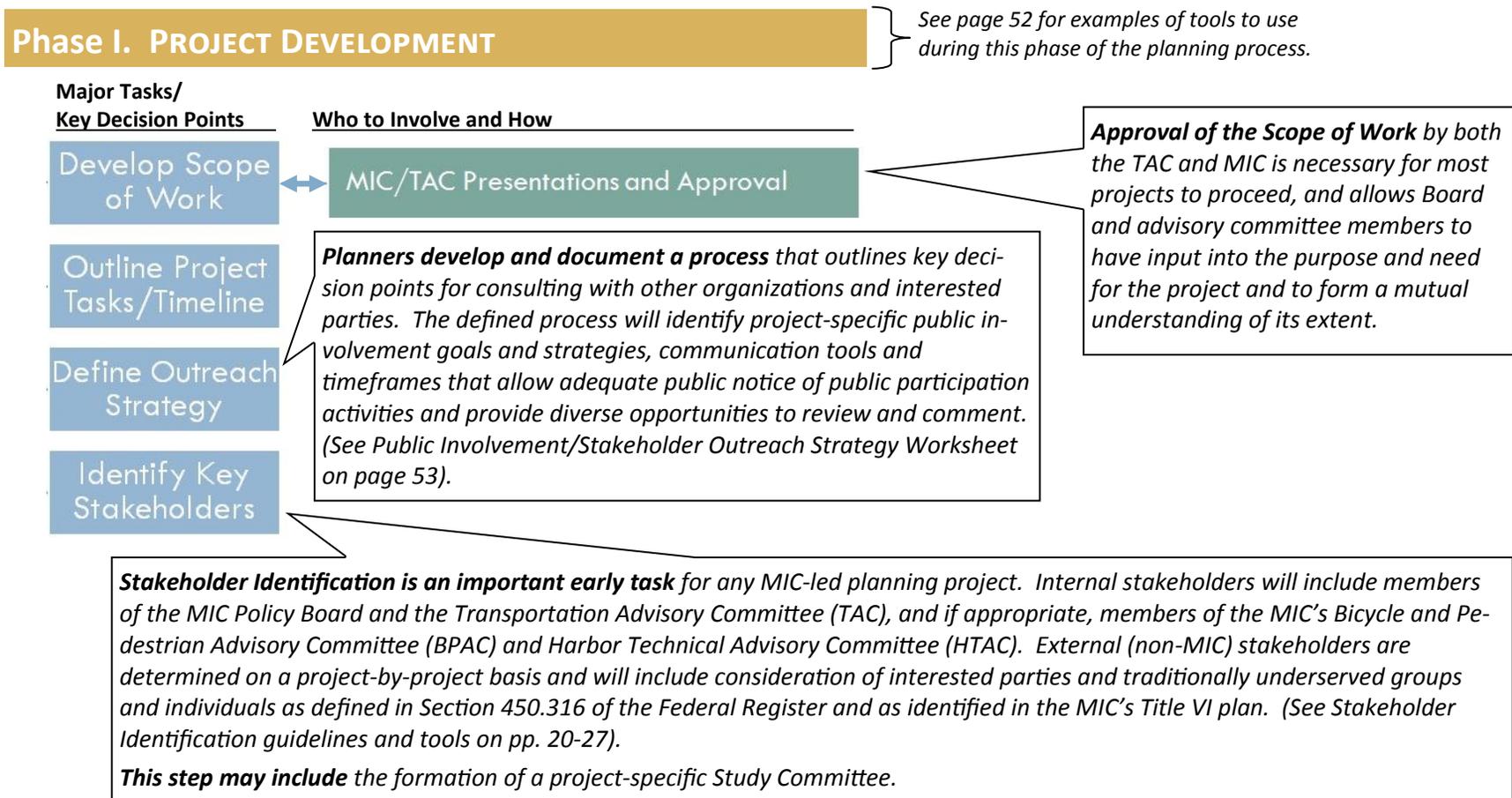
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 - LRTP Amendment Process 42

The MIC's Transportation Planning Process

The MIC's transportation planning process is not a "one size fits all" approach but rather recognizes that different projects call for customized approaches that will require different steps (even the repeating of some steps) and will vary in the types and frequencies of stakeholder participation.

However, all of the MIC's planning activities (LRTP, TIP, PIP and short-range plans and studies) offer several opportunities for public participation at key decision points during each of the four phases of the planning process as illustrated, below. Each phase represents a strategic point in time to engage stakeholders with the types of information that need to be considered at those times.

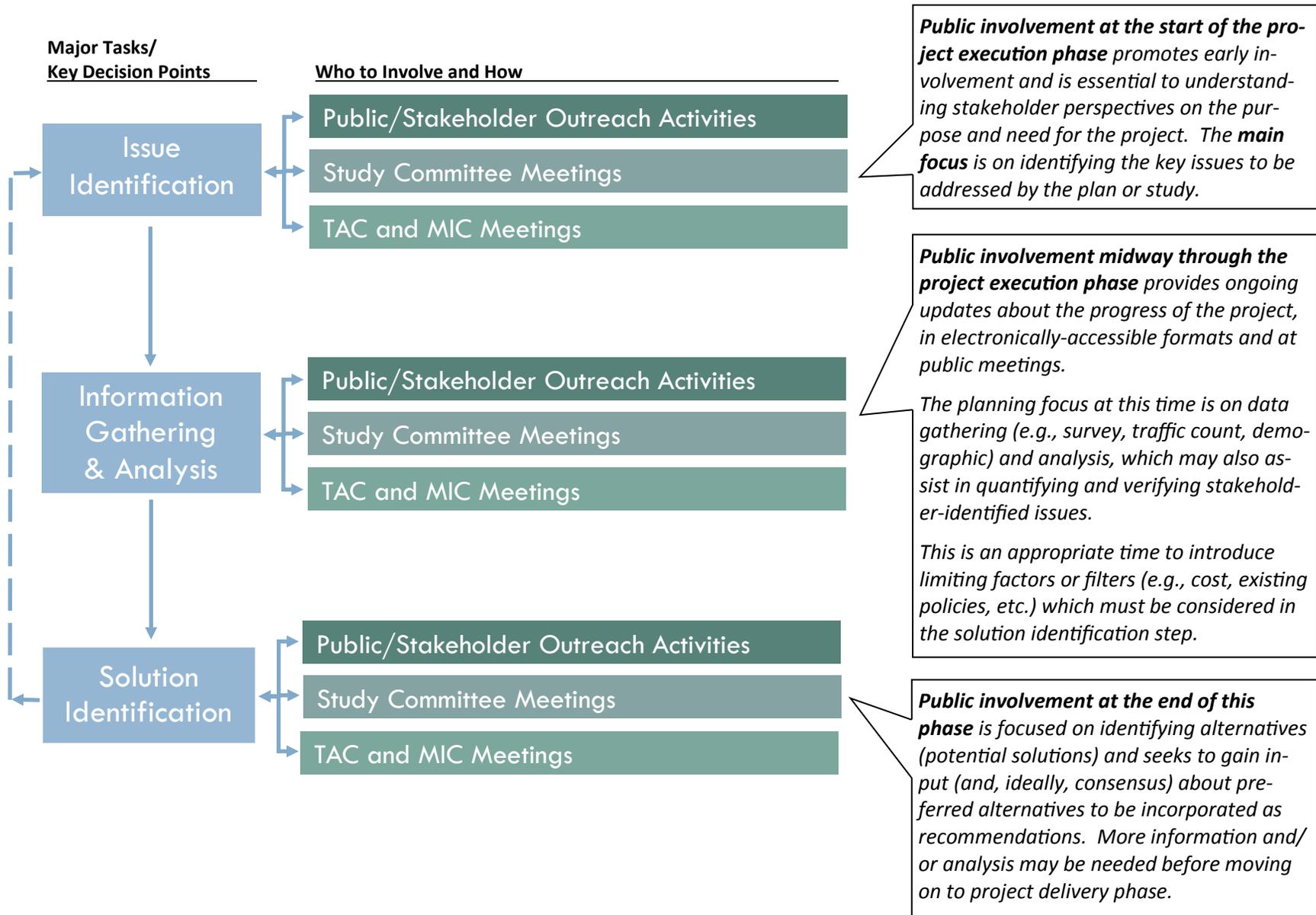
Federal public participation requirements are integrated into the MIC's planning process, based on the commitment to providing early and ongoing access to information about transportation issues and processes in consultation with all interested parties.



The MIC's Transportation Planning Process, *continued*

Phase II. PROJECT EXECUTION

See page 54 for examples of tools to use during this phase of the planning process.



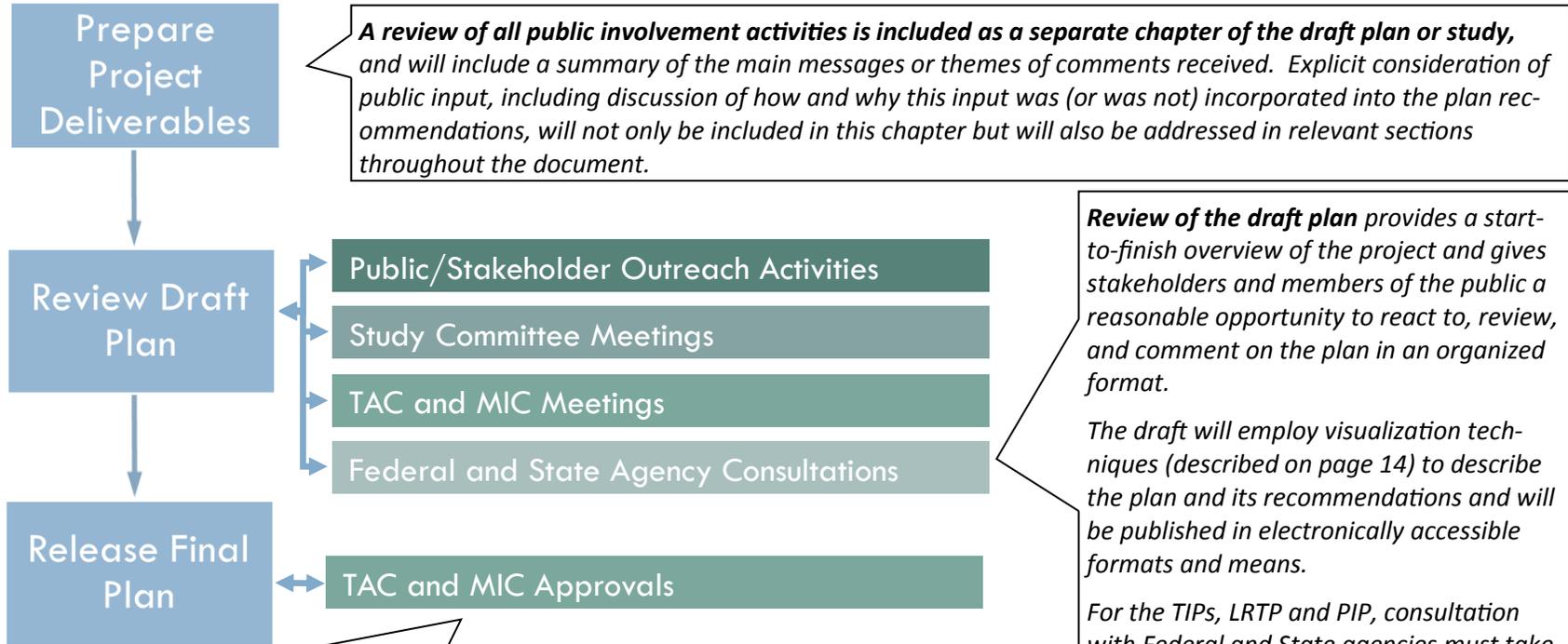
The MIC's Transportation Planning Process, *continued*

Phase III. PROJECT DELIVERY

See page 61 for examples of tools to use during this phase of the planning process.

**Major Tasks/
Key Decision Points**

Who to Involve and How



A review of all public involvement activities is included as a separate chapter of the draft plan or study, and will include a summary of the main messages or themes of comments received. Explicit consideration of public input, including discussion of how and why this input was (or was not) incorporated into the plan recommendations, will not only be included in this chapter but will also be addressed in relevant sections throughout the document.

Review of the draft plan provides a start-to-finish overview of the project and gives stakeholders and members of the public a reasonable opportunity to react to, review, and comment on the plan in an organized format.

The draft will employ visualization techniques (described on page 14) to describe the plan and its recommendations and will be published in electronically accessible formats and means.

For the TIPs, LRTP and PIP, consultation with Federal and State agencies must take place before the end of the public comment period.

An additional public comment period must be provided if the final plan will differ significantly from the draft version and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

It is not necessary to present the final plan for public review; approval of the final plan and its recommendations is up to the MIC Board, with input from the TAC. Project stakeholders will, however, be able to see that their input was given due consideration along with other planning related activities toward the design and delivery of transportation services within the metropolitan area.

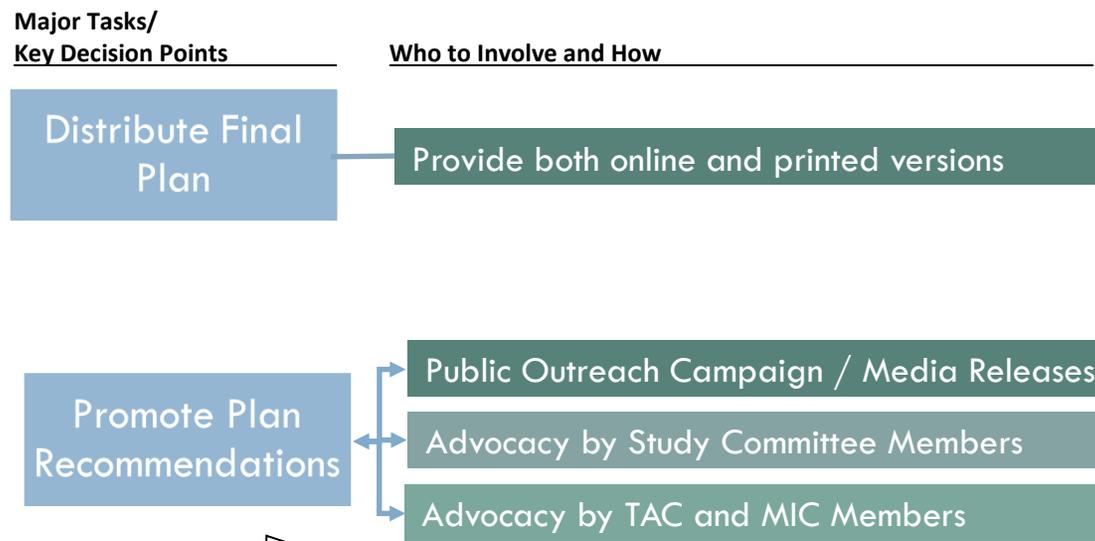
When significant written and oral comments are received on the draft plan, a summary, analysis and report on the disposition of comments will be made as part of the final plan.

A final step in this Planning Phase is to review the effectiveness of the public involvement procedures and strategies used during the development of the plan or study.

The MIC's Transportation Planning Process, *continued*

Phase IV. PROJECT IMPLEMENTATION

See page 66 for examples of tools to use during this phase of the planning process.



The project implementation phase is the real purpose behind the MIC's public involvement efforts. As stated in the introduction to the Citizen section, "public participation ensures that transportation investments are developed with input from the people who know this area best."

The Policy Board has increasingly expressed an interest in making sure our plans do not "remain on the shelf" — however, the MIC does not have the power to implement its recommendations. Therefore it is essential to distribute the plan to the people and organizations that have the ability to do so—to policy makers, elected officials and motivated stakeholders.

Different plans will require different promotional strategies. Targeted public outreach after the plan has been completed should be addressed in the initial planning strategy as well as discussed with the Study Advisory Committee, TAC and MIC.

These strategies may include taking steps to enlist the media in calling the public's attention to final plans or giving presentations to selected groups and audiences. We will, however, take care to balance our interest in publicizing the MIC's final plans and studies with the need to be sensitive to issues of timing, confidentiality, political trends and the like.

Internal stakeholders—the MIC Board and its advisory committees, as well as motivated stakeholders—those who participated in the development of the plans from start to finish, are our strongest allies in implementation. **Good public involvement provides the foundation for elected officials, employees and residents of affected jurisdictions to not only understand but to advocate for these plans and recommendations in the future.**

We will distribute our final plans to these groups and individuals and will make them publicly and easily available via the MIC's website. In addition, we will seek ongoing opportunities to bring them forward during other related planning and development initiatives and to update them, as needed, in future work programs.

Stakeholder Identification

Stakeholder Identification is an important early task for any MIC-led planning project. Based on guidance from state and federal agencies and in accordance with the MIC's Title VI plan and Policy Board expectations, MIC staff first identifies and then reaches out to both internal and external stakeholders — the many individuals, groups and organizations considered critical to its transportation planning process.

Current contact information will be sought for identified stakeholders and subsequently used to inform them about the initiation of a plan or study and to notify them of specific opportunities for public involvement.

See the “How Does the MIC Involve the Public in its Plans and Studies?” section on page 9 for descriptions of the means by which the MIC provides opportunities for involvement.

Study Committees

Study-specific advisory groups, or Study Committees, are sometimes formed to advise MIC planning staff on short-term planning projects. Study Committee members typically represent a distinct segment of the community and technical staff from affected jurisdictions as well as balanced representation from a variety of transportation interests.

Internal stakeholders

Internal stakeholders for all studies will include members of the MIC Policy Board and the Transportation Advisory Committee (TAC) and, if appropriate, members of the MIC's Bicycle and Pedestrian Advisory Committee (BPAC) and Harbor Technical Advisory Committee (HTAC).

External stakeholders

External (non-MIC) stakeholders are determined on a project-by-project basis.

MIC staff will utilize the Stakeholder Identification tool on pp. 24-27 to identify potentially interested and/or impacted stakeholders as well as the required groups and agencies as specified below:

1. Citizens/General Public

People who live and work in the Duluth-Superior area:

- (a) Those directly impacted by the results and recommendations of the plan or study, i.e., those inside or in proximity to the study area
- (b) Individuals and groups who request project notifications
- (c) Community clubs and neighborhood groups
- (d) Civic groups and service organizations such as the Rotary, Lions Club and Kiwanis Club

2. Government and Public Agencies (Coordinated Planning)

Government agencies and officials responsible for other planning activities within the Duluth-Superior area that are affected by transportation:

- (a) Local elected officials from the cities, counties, and townships within the MIC's Planning Area
- (b) Local professional staff from the cities, counties, and townships within the MIC's Planning Area or study area—Engineering and Planning, Fire and Police, etc.
- (c) Area organizations responsible for planning activities with transportation interests (e.g., small-area plans and/or policy studies).

Stakeholder Identification, *continued*

- (d) Formal and informal groups representing jurisdictional transportation-related interests (e.g., traffic safety, parking, parks and recreation, etc.)
- (e) City and County planning commissions
- (f) State and Federal officials—legislators representing the study area in both MN and WI
- (g) State and Federal agencies, including the planning and modal divisions of MnDOT and WisDOT, FHWA and FTA
- (h) Governmental agencies and non-profit organizations that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services

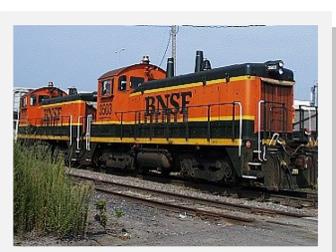
3. Public Transportation Interests

Representatives of both operators and users of transit:

- (a) Duluth Transit Authority
- (b) Organizations and individuals who represent the needs of transit-dependent persons

4. Private Transportation Interests

Demand response operators and other private transportation interests, including:



- (a) Private transit operators
- (b) Taxi services
- (c) Other

5. Multimodal Freight Interests

Representatives of both freight-generating businesses (shippers) and providers of multimodal freight transportation services, including:

- (a) Trucking firms
- (b) Railroads and rail operators
- (c) Duluth Seaway Port Authority
- (d) Duluth Airport Authority

6. Non-motorized/Active Transportation Interests

Representatives of non-motorized (active) modes of transportation, including:

- (a) Users of pedestrian facilities, affiliated interest groups
- (b) Users of bicycling facilities, affiliated interest groups
- (c) State Public Health departments
- (d) Health promotion and active lifestyle advocacy groups

7. Human Services Interests

Representatives of traditionally under-

Stakeholder Identification, *continued*

served populations:

- (a) Disabled
- (b) Low-income
- (c) Minority
- (d) Limited English Proficiency (LEP) clients

8. Resources Preservation and Protection Interests

Representatives of agencies, organizations and groups involved with land use management, conservation and resources protection (including environmental/natural, historical and archeological resources):

- (a) MnDNR and WisDNR
- (b) Minnesota Pollution Control Agency
- (c) Other natural resources groups/agencies
- (d) Historical/archeological preservation groups/agencies

9. Business and Economic Development Interests

State and local economic development groups, business representatives, including:

- (a) Chambers of Commerce, Downtown Councils
- (b) Business Improvement Districts & Development Associations



- (c) Business representatives (e.g., private developers, small business owners who have had interactions with or are otherwise familiar with the MIC and its work).

10. Education Interests

Representatives of all elementary, middle school, high school and higher educational institutions, including:

- (a) Staff from ISD 709 (Duluth) School District and the School District of Superior
- (b) Elected school board members representing K-12 education for both Duluth and Superior
- (c) PTA and other interested K-12 parents, educators and neighborhood residents
- (d) Post-Secondary Education—administrators, interested staff, students and neighborhood residents, student associations and courses with an urban planning or transportation focus at the following local institutions:
 - College of St. Scholastica
 - University of Minnesota-Duluth (UMD)
 - University of Wisconsin-Superior (UWS)
 - Lake Superior College (LSC)
 - Wisconsin Indianhead Technical College-Superior (WITC)

Stakeholder Identification, *continued*

11. Tribal and Federal Lands

When the study area includes Indian Tribal and Federal public lands, the MIC will identify and involve representatives of:

- (a) Indian Tribal government(s)
- (b) Federal land management agencies
- (c) Recipients of funds under 23 U.S.C. 204 (Federal Lands Highway Program)

12. Other groups with demonstrated interest in transportation and/or land use issues:

Did we miss someone?

Local media outlets

We send public meeting notices as well as project-specific press releases to local and regional media contacts including:

- (a) Newspaper and television reporters with government and city beats at the Duluth News Tribune and the Superior Telegram
- (b) Newspaper and television reporters who have picked up MIC-related and transportation –related stories over the past year
- (c) Area broadcast TV news stations
- (d) Area radio stations

Environmental Justice/Community Impact Assessment:

In accordance with the MIC's Title VI plan as well as Affirmative Action, Environmental Justice and NEPA mandates to analyze and address the community impacts of the MIC's programs, policies, and recommendations on traditionally underserved populations, the MIC strives to ensure special effort is undertaken to reach out to people and organizations advocating for low-income, minority and disabled and other traditionally underserved groups of people.

Project planners discuss, at the start of the project, what minority, low-income, limited English-speaking proficiency (LEP) or people with disabilities might be impacted by the plan or study and take other steps, including:

- Building relationships with targeted groups and individuals to identify transportation needs.
- Identifying concentrations of low income and or minority populations by mapping demographic data (by Census Block Groups and Tracts).
- Using Geographic Information Systems (GIS) technology, all Duluth-Superior metropolitan TIP projects (federally funded transportation projects) will be mapped and overlaid on low income and minority demographic data. Projects falling into environmental justice zones will be highlighted, analyzed and discussed in each published TIP, as well as the LRTP.
- Investigating the impacts of transportation projects on these populations and work with interest groups and neighborhood organizations when problems are identified to avoid and mitigate impacts and explore alternatives.
- Increasing outreach to these groups by offering to present at their organization meetings.
- Incorporating Environmental Justice/Community Impact considerations in TIP criteria so that these issues are addressed early in the planning and programming process.
- Conducting a financial analysis of investment trends will to investigate the amount of funding invested in urban core projects (and areas of low income and minority populations) versus the urban periphery.

Stakeholder Identification, *continued*

2.1: Stakeholder Identification Tool - page 1

Stakeholder Identification Tool

for (TIP or LRTP): _____ Time Frame: _____

MIC staff will utilize the Stakeholder Identification Tool to determine the groups, individuals and agencies as specified below as well as other potentially interested and/or impacted stakeholders for the Duluth and Superior Area TIPs and the update of the MIC's LRTP Update and will be reviewed for all small area plans and studies as well.

Current contact information will be sought for identified stakeholders and subsequently used to inform them about the initiation of a plan or study and to notify them of specific opportunities for public involvement.

Required Stakeholders (23CFR 450.316 (a) & (b); MIC Title VI Plan; MIC Established Practice)	(List specific contacts)
1. Citizens/General Public <i>People who live and work in the Duluth-Superior area, including:</i>	MIC-LRTP-01 / List 767
(a) Those individuals and groups directly impacted by the results and recommendations of the plan or study, i.e., located inside or in close proximity to the study area; those individuals and groups who opt in to receive more information	
(b) Community clubs and neighborhood groups	
(c) Civic groups and service organizations such as the Rotary, Lions Club and Kiwanis Club	
(d) Contacts from recent plans and studies (within the past two years)	
2. Government and Public Agencies (Coordinated Planning) <i>Government agencies and officials responsible for other planning activities within the Duluth-Superior area that are affected by transportation, including:</i>	MIC-LRTP-02 / List 768
(a) Local elected officials from the cities, counties, and townships within the MIC Planning Area or Study Area	
(b) Local professional staff from the cities, counties, and townships within the MIC's Planning Area or Study Area —Engineering and Planning, Fire and Police, etc.	
(c) City and County planning commissions	
(d) Area organizations responsible for planning activities with transportation interests (e.g., small-area plans and/or policy studies	
(e) Formal and informal groups representing area transportation-related interests such as traffic safety, parking, Parks and Recreation, etc.	
(f) State and Federal officials—legislators representing the study area in both MN and WI	
(g) State and Federal agencies, including the planning and modal divisions of MnDOT and WisDOT, FHWA and FTA	

Stakeholder Identification, *continued*

2.1: Stakeholder Identification Tool - page 2

3. Public Transportation Interests		MIC-LRTP-03 / List 769
<i>Representatives of both operators and users of transit, including:</i>		
	(a) Duluth Transit Authority staff	
	(b) Organizations and individuals who represent the needs of transit-dependent persons	
4. Private Transportation Interests		MIC-LRTP-04 / List 770
<i>Demand response operators, and other private transportation interests, including:</i>		
	(a) Private transit operators and taxi services	
	(b) Other:	
5. Multimodal Freight Interests		MIC-LRTP-05 / List 771
<i>Representatives of both freight-generating businesses (shippers) and providers of multimodal freight transportation services, including:</i>		
	(a) Trucking firms	
	(b) Railroads and rail operators	
	(c) Duluth Seaway Port Authority	
	(d) Duluth Airport Authority	
6. Non-Motorized Transportation Interests		MIC-LRTP-06 / List 772
<i>Representatives of active modes of transportation, including:</i>		
	(a) Users of pedestrian facilities, affiliated interest groups	
	(b) Users of bicycling facilities, affiliated interest groups	
	(c) Mn Department of Public Health	
	(d) Health promotion and active lifestyle advocacy groups	
7. Human Services Interests		MIC-LRTP-07 / List 773
<i>Representatives of traditionally underserved populations, including:</i>		
	(a) Disabled	
	(b) Low-income	
	(c) Minority	

Stakeholder Identification, *continued*

2.1: Stakeholder Identification Tool - page 3

	(d) Low-English Proficiency (LEP) clients	
	(e) Human Services transportation providers	
8. Resource Preservation and Protection Interests <i>Representatives of agencies, organizations and groups involved with land use management, conservation and resource protection (including environmental, historical and archeological):</i>		MIC-LRTP-08 / List 774
	(a) MnDNR and WisDNR	
	(b) Minnesota Pollution Control Agency	
	(c) Historical/archeological preservation groups and agencies	
9. Business and Economic Development Interests <i>Representatives of state and local economic development groups, including:</i>		MIC-LRTP-09 / List 775
	(a) Chambers of Commerce, Downtown Councils	
	(b) Business Improvement Districts & Development Associations	
	(c) Business representatives, e.g., private developers and small business owners who have had interactions with the MIC	
	(d) Other:	
10. Education Interests <i>Representatives of all elementary, middle school, high school and higher educational institutions, including:</i>		MIC-LRTP-10 / List 776
	(a) ISD 709 (Duluth) School District and the School District of Superior	
	(b) Elected school board members representing K-12 education for both Duluth and Superior	
	(c) PTA and other interested K-12 parents, educators and neighborhood residents	
	(d) College of St. Scholastica—administrators; interested staff, students and neighborhood residents; student associations; courses with urban planning and/or transportation focus	
	(e) University of Minnesota-Duluth (UMD)—administrators; interested staff, students and neighborhood residents; student associations; courses with urban planning and/or transportation focus	
	(f) University of Wisconsin-Superior (UWS)—administrators; interested staff, students and neighborhood residents; student associations; courses with urban planning and/or transportation focus	
	(g) Lake Superior College (LSC)—administrators, interested staff, students and neighborhood residents; student associations	
	(h) Wisconsin Indianhead Technical College-Superior (WITC)—administrators, interested staff, students and neighborhood residents; student associations	

Stakeholder Identification, *continued*

2.1: Stakeholder Identification Tool - page 4

11. Tribal and Federal Lands <i>When the MPA includes Indian Tribal and Federal public lands, the MIC will involve in the development of the LRTP and the TIP:</i>		MIC-LRTP-11 / List 777
	(a) Indian Tribal government(s)	
	(b) Federal land management agencies	
	(c) Recipients of funds under 23 U.S.C. 204 (Federal Lands Highway Program)	
12. Other / Miscellaneous <i>Any other project stakeholders with transportation-related interests not listed above?</i>		MIC-LRTP-12 / List 778
	(Specify):	
13. Local Media Contacts <i>Local and regional media contacts to whom we send public meeting notifications and project-specific press releases.</i>		MIC Media Contacts / List 192
	(a) Newspaper and television reporters with government and city beats and who have picked up MIC-related and transportation –related stories over the past year	
	(c) Duluth News Tribune managing editor	
	(d) Superior Telegram reporter or managing editor	
	(e) Area radio stations– News Directors	
	(f) Area broadcast TV news stations – News Directors	
	(g) Specialized publications (Duluth Woman, North Shore Voice, etc.)	
	(h) Neighborhood newspapers or newsletters	

Public Involvement Steps for Transportation Improvement Programs (TIPs)

The MIC is required to adopt a Transportation Improvement Program (TIP) which schedules and programs federal funding for surface transportation projects in the Duluth-Superior metropolitan area, as well as those projects determined to be of regional significance. The TIP is updated annually and has a four (4) year programming horizon.

The MIC develops a separate TIP document for the Duluth and Superior metropolitan areas. Specific steps and timeframes are agreed upon in consultation with MPO liaisons from both Minnesota and Wisconsin DOTs and FHWA offices and are listed separately in this section.

Duluth, MN Transportation Improvement Program (TIP)

A. TIP Development and Approval Process

The annual process of soliciting projects, developing a draft program of funded projects and approving the final TIP has several public involvement requirements, based on federal transportation planning legislation (23 CFR 450.316).

Staff Actions

1. Project Selection

Related public involvement actions include:

- ⇒ Announce start of TIP process at TAC, MIC and DTA meetings and review project timeline.
- ⇒ Administer TIP project solicitation process with eligible jurisdictions; post all project applications received on the MIC website.
- ⇒ Post a blog article on the “OpenMIC” blog that intro-

duces readers to the TIP process, lists the proposed projects and asks for comments.

- ⇒ Use the MIC’s stakeholder email list and Facebook page to publicize and distribute a link to the OpenMIC blog post about the prospective TIP projects.
- ⇒ Create and post an informational display for ARDC’s Skywalk display case that shows the proposed projects, references the OpenMIC Blog post, publicizes the opportunity to comment along with staff contact information.
- ⇒ Use the MIC’s stakeholder email list, Facebook page and online event calendar on the Duluth News Tribune site to publicize the public meeting\info booth.
- ⇒ Report on any comments received about proposed projects to TAC and MIC prior to project scoring session at scheduled monthly meeting.
- ⇒ Emphasize “public involvement” category as a criteria for scoring projects.

2. Draft TIP

Public involvement actions prior to the start of the required 30-day public comment period include:

- ⇒ List, as a voting item on TAC and MIC agendas for the meeting immediately prior to the start to the public comment period, “Approve the Release of the Draft [Name] Document and the Start of the Required 30-day Public Comment Period.”
- ⇒ Distribute and post online the MIC Meeting Notice at least one week prior to the scheduled meeting.
- ⇒ Include a description of the proposed action in the accompanying meeting materials, as well as a link to the Draft TIP.
- ⇒ Email a pdf of the Draft TIP document to TAC and

MIC members as well as to the MIC's MnDOT, FTA and FHWA contacts for review and comment prior to the TAC and MIC meetings.

- ⇒ Post an article on the OpenMIC blog that notifies public about 30-day comment period, reviews projects included in the draft TIP and asks for comments.
- ⇒ Schedule at least one public meeting or open house, prior to the end of the 30-day comment period, to review projects and take comments on the Draft TIP.
- ⇒ Publish a legal notice in the Duluth News Tribune on or immediately prior to the first day of the required 30-day public comment period, including a link to the Draft TIP on the dsmic.org website.
- ⇒ Make the Draft TIP available to the public to view in both printed and electronic formats at the following locations:
 - MIC website www.dsmic.org (pdf)
 - MIC office (hard copy)
- ⇒ Provide printed copies upon request. (A fee may be charged to cover the cost of printing, depending on the size of the document, the number of color pages and the number of copies needed)
- ⇒ Use the MIC's stakeholder email list and Facebook page to publicize the comment period, OpenMIC blog post, open house/drop-in sessions and include a link to the draft document;
- ⇒ Conduct a consultation with state and federal agencies, prior to the end of the 30-day comment period, to review projects and take their comments on the Draft TIP;

⇒ **If, after comments are received, the final TIP will differ significantly from the Draft version** that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, approval of the Final TIP will be delayed until an additional opportunity for public comment is provided.

- ⇒ The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA and MnDOT;
- ⇒ The same techniques to promote the revised draft will be utilized as outlined above for the Draft TIP;
- ⇒ In addition to the 30-day extension of public comment, MIC staff is required to disseminate information regarding what specifically has changed and why, and to include this information in the final TIP.

3. Final TIP

Public involvement actions immediately prior to and after approval of the final TIP include:

- ⇒ Prepare final TIP document, including a summary of comments received and MIC responses to those comments.
- ⇒ Include "Approval of the Final TIP" as a voting item on the agendas for the TAC and MIC meetings to be held immediately after the end of the required 30-day public comment period;
- ⇒ Provide public notice of the proposed action (Approval of the Final TIP) by listing "Opportunity for Public Comment" on the published Meeting Notice and on the Agenda, at least one week prior to the

- scheduled meeting(s);
- ⇒ Include a description in the accompanying meeting materials of the proposed action, as well as a summary of comments received during the public comment period and a link to the document on the dsmic.org website;
 - ⇒ Present any comments received to the MIC Board and include them in the published Meeting Summary;
 - ⇒ Include a description of the presentation about the TIP project, as well as the result of the MIC Board vote on the final TIP, in the published Meeting Summary.
 - ⇒ Make the final TIP document available to the public in both printed and electronic formats at the following locations:
 - MIC website www.dsmic.org (pdf)
 - MIC office (hard copy)
 - ⇒ Provide printed copies upon request. (A fee may be charged to cover the cost of printing, depending on the size of the document, the number of color pages and the number of copies needed)
 - ⇒ Conduct a review of Public Involvement activities to analyze their effectiveness for use during next TIP cycle.

B. TIP Amendment Process

For the current Duluth Metro TIP, any changes to programmed projects will be reviewed by MnDOT District One staff in consultation with MIC staff, and jointly determined to be either an **Administrative Modification** or a **Formal Amendment**.

For all project changes, the amended TIP must remain fiscally constrained within the revenues that can reasonably be expected to be available.

The following process, consistent with federal transportation planning legislation (23 CFR 450.316) and developed in consultation with MnDOT and FHWA staff, will be followed when reviewing a proposed project change to determine the appropriate level of public involvement:

I. Administrative Modifications

An Administrative Modification is a minor revision or technical correction to a programmed project.

Administrative Modifications **do not require** formal public involvement actions, but the MIC's practice is to briefly describe these changes in the 'Project Updates' section of the TAC and MIC meeting materials for the month they occur, and to update the online TIP project tables as these revisions occur.

Criteria

An Administrative Modification to the TIP is needed when:

- A project is moved into the current TIP from a later year (*Justification is needed under "Comments" in the project table to explain which specific projects are deferred to maintain fiscal constraint*).
- Minor changes to wording (such as project description) or minor corrections (such as project numbers) are made to a listed TIP project.
- Minor changes are made to the scope or cost of a project (see table on page 33 for cost guidelines).
- Projects already in the program are split or combined, with no change in overall project schedule or funding.
- The source of funds is changed for the same project/

mode (e.g., from Section 5307 to Section 5339 or FTA dollars to FHWA dollars).

Staff Actions

After it has been determined that an Administrative Modification to the TIP is necessary, the answers to the following six questions will guide the next steps to be taken:

1. Is a 30-day public comment period required? **No**
2. Is a new Community Impact/Environmental Justice analysis required for this TIP project? **No**
3. Is formal action necessary by the MIC Policy Board? **No**
4. Will public involvement occur? **No**
 - ⇒ Although formal public involvement is not required, the MIC's practice is to briefly describe the Administrative Modification in the 'Project Updates' section of the TAC and MIC meeting materials for the month they occur, and to update the online TIP project tables as these revisions are made.
5. Will project lists be updated and made available to the public, and both electronic and hard copies provided upon request? **Yes**
 - ⇒ Copies of all Amendments and updated project lists will be found at the following locations:
 - MIC website (pdf) and MIC office (printed copy)
6. Will notification about the project change be sent? **Yes**, from MnDOT District One staff to MIC staff, when information about the project change is first received, to determine the appropriate level of public involvement in consultation with MIC staff.

II. Formal Amendments

A Formal Amendment is needed when a **major change** to a programmed project is proposed.

Formal Amendments **are required** to follow the public process as outlined below, and **may require**, depending on the scope of the project, a re-demonstration of fiscal constraint.

The timing of the Formal Amendment process is addressed in the TAC Bylaws as follows: *"Any new business or proposal pertaining to the TIP, LRTP or annual work program to be put forward for a vote must be communicated to the MIC Director by telephone or by email at least eleven (11) days before the date of a regularly scheduled meeting and at least five (5) days before the date of a special meeting."* (4/21/10 TAC Bylaws, section 2.c)

Criteria

A Formal Amendment to the TIP is necessary when:

- A project not listed in the current, approved TIP is added to the current year;
- A phase of work (preliminary engineering, right-of-way, construction, etc.) is added to the project and increases the project cost. (*Note: neither an Administrative Modification nor a Formal Amendment is needed if a phase of work is added but does not increase project cost*).
- The project scope is changed (e.g., for a bridge project – changing rehab to replace; e.g., for a highway project – changing resurface to reconstruct).
- Transportation Alternatives Program (TAP), or Highway Safety Improvement Program (HSIP) funds are added to a project;
- There is a major change to project termini (more than work on bridge approaches or logical touchdown points).
- There is an increase in the total cost of a project and the increase exceeds the following guidelines:

Original Cost of Project	Major Amendment needed if cost is increased more than:
< \$1 Million	No amendment is needed if the total cost remains at \$1 Million or less
\$1 Million to \$3 Million	50%
\$3 Million to \$10 Million	35%
\$10 Million to \$50 Million	20%
\$50 Million to \$100 Million	15%
> \$100 Million	10%

Staff Actions

After it has been determined that a Formal Amendment to the TIP is necessary, the answers to the following six questions will guide the next steps to be taken:

1. Is a 30-day public comment period required? **Maybe**
 - ⇒ Depends on the scope of the change; to be determined in consultation between MIC and District One MnDOT staff.
2. Is a new Community Impact/Environmental Justice analysis required for this TIP project? **Maybe**
 - ⇒ Depends on the scope of the change; to be determined in consultation between MIC and MnDOT.
3. Is formal action necessary by the MIC Policy Board? **Yes**
 - ⇒ List the proposed Amendment as a voting item on the published Agenda for meetings of both the TAC and the MIC Policy Board and prepare a Resolution for signature by the MIC Board chair.
 - ⇒ Present the Amendment for approval at the next reg-

ularly-scheduled TAC and MIC meetings (or at specially-scheduled meetings if the TAC’s 11-day notification requirement cannot be met).

4. Will public involvement occur? **Yes**
 - ⇒ Provide public notice of the proposed changes to the TIP project by listing “Opportunity for Public Comment” on the published Meeting Notice and by including the Amendment as a voting item on the published Agenda, at least one week prior to the scheduled action on the Amendment;
 - ⇒ Include a description in the accompanying meeting materials of the proposed changes, as well as a copy of the proposed Amendment;
 - ⇒ Present any comments received to the MIC Board;
 - ⇒ Include a description of the proposed changes to the TIP project, comments received, and the result of the MIC Board vote on the Amendment, in the published Meeting Summary.
5. Will the project lists be updated and made available to the public, and both electronic and hard copies provided upon request? **Yes**
 - ⇒ Copies of all Amendments and updated project lists will be found at the following locations:
 - MIC website (pdf) and MIC office (printed copy)
6. Will notification about the project change be sent? **Yes**
 - ⇒ After the proposed project change has been approved by the TAC and MIC, MIC staff will email a copy of the signed Resolution, to MnDOT District One staff for inclusion in the ATIP and STIP.

Superior, WI Transportation Improvement Program

A. Annual TIP Development and Approval Process

Staff Actions

1. Administer TIP project solicitation process with eligible jurisdictions.
2. Develop the Draft TIP document and present it to MIC and TAC for their approval to release the plan for the required 30-day public comment period.
3. Publish legal notice and public meeting ad and release Draft TIP for 30-day public comment period.
4. Make Draft Plan available to the public in print and electronic (pdf) formats at the following locations:
 - ⇒ NWRPC & MIC websites (pdf)
 - ⇒ NWRPC & MIC/ARDC offices (printed copy)
 - ⇒ Printed copies will also be provided upon request. (A fee may be charged to cover the cost of printing, depending on the size of the document, the number of color pages and the number of copies needed).
5. Publicize and hold a public meeting during the 30-day comment period.
6. Conduct consultation with state and federal agencies prior to the end of the 30-day comment period, to review projects and take comments on the Draft document;
7. Present Final TIP to MIC and TAC for approval.
8. Make the final TIP document available to the public in both hard copy (printed) and electronic (pdf) formats at the following locations:
 - ⇒ NWRPC & MIC websites (pdf)
 - ⇒ NWRPC & MIC/ARDC offices (hard copy)

⇒ Copies will also be provided upon request.

9. Conduct a Review of Public Involvement Activities

⇒ Quantify and analyze their effectiveness for use during next TIP cycle.

B. TIP Amendment Procedures

For the current Superior Metro TIP, any changes proposed to listed projects will lead to one of three outcomes:

I. Administrative Modification

II. Minor Amendment

III. Major Amendment

For all outcomes, the amended TIP must remain fiscally constrained within the revenues that can reasonably be expected to be available.

The following criteria and procedures will be followed when reviewing a project change in the TIP and determining the appropriate action:

I. Administrative Modification Procedures

Criteria

An Administrative Modification to the TIP is appropriate if project changes meet **all** of the following criteria:

- Modification does NOT trigger a re-determination of fiscal constraint.
- A minor change in project/project phase costs does not exceed 10 percent (10%) of the total federal funding programmed for the calendar year within the Superior metropolitan area as represented in the TIP for the calendar year, or \$1,000,000.

- A minor change in project/project phase initiation dates.
- Changes in scope (character of work or project limits) while remaining reasonably consistent with the approved project.
- A minor change in funding sources of previously included projects such as changing the source of funding category (IM, NHS, STP, earmarks); or amount of federal funding for a project without changing the scope of work or schedule for the project or any project within the TIP.

Staff Actions

After it has been determined that an Administrative Modification to the TIP is necessary, the answers to the following six questions will guide the next steps to be taken:

1. Is a formal public comment period required? **No**
2. Is a new Community Impact/Environmental Justice analysis required for this TIP project? **No**
3. Is formal action necessary by the MIC Policy Board? **No**
4. Will public involvement occur? **Yes** - through the regular MIC and TAC meeting processes:
 - ⇒ Provide advance notice of the proposed changes to the TIP project by including a description in the 'Project Updates' section of the published Agenda;
 - ⇒ Present any comments received to the MIC board and include them in the published Meeting Summary;
 - ⇒ Include the description of the proposed changes to the TIP project in the published Meeting Summary.
5. Will project lists be updated and made available to the public, and both electronic and hard copies provided upon request? **Yes** - Updated project lists will be found at the following locations:

- ⇒ NWRPC & MIC websites (pdf)
- ⇒ NWRPC & MIC/ARDC offices (hard copy)

6. Will correspondence about the project change be transmitted to WisDOT and FHWA/FTA? **Yes**, after TAC and MIC meetings have occurred.

II. Minor Amendment Procedures

Criteria

A Minor Amendment to the TIP is necessary if project changes meet **any** of the following criteria:

- Adding an exempt/preservation (reconditioning, reconstruction, or rehabilitation) project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
- Moving an exempt/preservation project out of the TIP.
- Changing the scope (character of work or project limits) of an exempt/preservation project within the first four years of the TIP such that the original project description is no longer reasonably accurate.
- Changing project funding such that the change impacts the funding for other projects within the first four years of the TIP, forcing a project out of the four-year window.
- Changing project/project phase costs, that are under 10 percent of the total Federal funding programmed for the calendar year within the Superior Urbanized area as represented in the TIP for the calendar year, or \$1,000,000 and did not meet the criteria for Administrative Modification.

Staff Actions

After it has been determined that a Minor Amendment to

the TIP is necessary, the answers to the following six questions will guide the next steps to be taken:

1. Is a formal public comment period required? **No**
2. Is a new Community Impact/Environmental Justice analysis required for this TIP project? **No**
3. Is formal action necessary by the MIC Policy Board?
Yes – Present the Amendment for approval at TAC and MIC meetings:
 - ⇒ List the proposed Amendment as a voting item on the published Agenda for meetings of both the MIC Policy Board and the Transportation Advisory Committee (TAC) and prepare a Resolution for signature by the MIC Board chair.
4. Will public involvement occur?: **Yes** - through the regular MIC and TAC meeting processes:
 - ⇒ Provide advance notice of the proposed changes to the TIP project by listing “Opportunity for Public Comment” on the published Meeting Notice and by including the Amendment as a voting item on the published Agenda, at least one week prior to the scheduled action on the Amendment;
 - ⇒ Include a description in the accompanying meeting materials of the proposed changes to the TIP project, as well as a copy of the proposed Amendment, for public review;
 - ⇒ Present any comments received to the MIC Board and include them in the published Meeting Summary;
 - ⇒ Include a description of the proposed changes to the TIP project, as well as the result of the MIC Board vote on the Amendment, in the published Meeting Summary.

5. Will the project lists be updated and made available to the public, and both electronic and hard copies provided upon request? **Yes** - Copies of all Amendments and updated project lists will be found at the following locations:
 - ⇒ NWRPC & MIC websites (pdf)
 - ⇒ NWRPC & MIC/ARDC offices (hard copy)
6. Will correspondence about the approved project change, including a copy of the signed Resolution, be transmitted to WisDOT and FHWA/FTA? **Yes**, after proposed project change has been approved by the TAC and MIC.

III. Major Amendment Procedures

Criteria

A Major Amendment to the TIP is necessary if project changes meet **any** of the following criteria:

- Adding a nonexempt/capacity expansion project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
- Moving a nonexempt/capacity expansion project out of the first four years of the TIP.
- Change in scope (character of work or project limits) of a nonexempt/capacity expansion project within the first four years of the TIP such that the original project description is no longer reasonably accurate.
- Adding or deleting any project that exceeds the lesser of:
 - ⇒ 10% of the total Federal funding programmed for the calendar year, or

⇒ \$1,000,000.

Staff Actions

After it has been determined that a Major Amendment to the TIP is necessary, the answers to the following six questions will guide the next steps to be taken:

1. Is a formal public comment period required? **Yes**
2. Is a new Community Impact/Environmental Justice analysis required for this TIP project? **Yes**
3. Is formal action necessary by the MIC Policy Board?
Yes – Present the Amendment for approval at TAC and MIC meetings:
 - ⇒ List the proposed Amendment as a voting item on the published Agenda for meetings of both the MIC Policy Board and the Transportation Advisory Committee (TAC) and prepare a Resolution for signature by the MIC Board chair.
4. Will public involvement occur?: **Yes** - Public involvement will include at least two (2) methods of advance public notice to occur prior to the scheduled action on the Amendment, as follows:
 - a) Through the regular MIC and TAC meeting processes:
 - ⇒ Provide advance notice of the proposed changes to the TIP project by listing “Opportunity for Public Comment” in the published Meeting Notice and by including the Amendment as a voting item on the published Agenda at least one week prior to the scheduled action on the Amendment;
 - ⇒ Include a description in the accompanying meeting materials of the proposed changes to the TIP project, as well as a copy of the proposed Amendment, for

public review;

- ⇒ Present any comments received to the MIC board and include them in the published Meeting Summary;
 - ⇒ Include a description of the proposed changes to TIP project, as well as the result of the MIC Board vote on the Amendment, in the published Meeting Summary.
- b) Additional public involvement techniques include:
- ⇒ Utilizing the MIC’s social media outlets (OpenMIC blog, Facebook page) to explain the proposed amendment and solicit public comment.
 - ⇒ Publishing a legal notice in the local newspaper.
5. Will the project lists be updated and made available to the public, and both electronic and hard copies provided upon request? **Yes** - Copies of all Amendments and updated project lists will be found at the following locations:
 - ⇒ NWRPC & MIC websites (pdf)
 - ⇒ NWRPC & MIC/ARDC offices (hard copy)
 6. Will correspondence about the approved project change, including a copy of the signed Resolution, be transmitted to WisDOT and FHWA/FTA? **Yes**, after proposed project change has been approved by the TAC and MIC.

Public Involvement Steps for the Long Range Transportation Plan (LRTP)

The MIC is required to adopt a Long Range Transportation Plan (LRTP) which outlines short- and long-range policy, goals and potential transportation improvements for the Duluth-Superior metropolitan area surface transportation system. The LRTP defines a 20-year vision of improvements to preserve current infrastructure and identify transportation network deficiencies. Its goals and objectives are based on federal legislation, regional transportation issues, agency meetings, and public comment. The LRTP must be updated every four years.

In an effort to ensure a multimodal transportation planning process, the MIC also addresses modal elements of the LRTP including Active Transportation modes (Bicycle, Pedestrian and Transit) as well as an Intelligent Transportation System (ITS) section. The public involvement procedures outlined in this section of the LRTP apply equally to each of its modal elements.

LRTP Public Involvement Process

The MIC's public involvement process for the development of its Long Range Transportation Plan 2040 update will:

- Identify roles, responsibilities and key decision points;
- Include LRTP-specific public involvement goals along with associated strategies, tools and techniques to provide diverse opportunities to review and comment with timeframes that provide timely notice of public participation activities and ensure a minimum public comment period of 30 days before the final LRTP is adopted;
- Employ visualization techniques and utilizes electronic formats and means as well as public meetings at convenient and accessible locations and times in order to provide reasonable access to information about long-range, Duluth-Superior area transportation issues and LRTP planning processes;
- Coordinate with statewide public involvement procedures and consider other related planning activities as well as the design and delivery of transportation services within the metropolitan area;
- Consult with related agencies, officials and tribes as identified in Step II, below;
- Identify stakeholders in keeping with federal requirements and the MIC's Title VI plan to seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households;
- Demonstrate explicit consideration and response to public input received during the development of the LRTP;
- Periodically review the effectiveness of these procedures and strategies to ensure a full and open participation process.

Phase I— Project Development

The first (of four) planning phase focuses on laying the groundwork for the project. Public involvement steps will include:

- I-A. Devise a documented public participation process** that incorporates the requirements listed above.

I-B. Identify Stakeholders and Develop Contact List

1. Identify stakeholders in accordance with the guidelines described on page 22 and complete the Stakeholder Identification Tool as shown in Fig. 2.1 on page 26 as well as:
 - ⇒ Current MIC Board and Advisory Committee members;
 - ⇒ Interested persons and community stakeholders identified during other MIC planning projects within the past year;
2. Obtain (or verify) current contact information for all stakeholders identified in Step 1, above.
 - ⇒ Information should include, to the extent practicable, names of contact people along with their regular U.S. mail as well as email addresses.
3. Develop and maintain a broad mailing list of interested and affected parties whose input will be actively sought during the LRTP development process.

I-C. Develop an LRTP 2040 Update Page on MIC website

1. A web page (www.dsmic.org/lrtp2040) will be maintained as the primary resource for current information about the LRTP. This page will include:
 - ⇒ Background info and scope of work;
 - ⇒ Calendar of upcoming meetings and topics;
 - ⇒ Links to online public surveys as they are developed;
 - ⇒ Technical data as it becomes available, along with related explanation and discussion points;
 - ⇒ Function for people to provide input or ask questions via the website;
 - ⇒ Links to the draft plan and/or draft sections of the plan as they are published.

Phase II— Project Execution

The second planning phase focuses on collecting information, analyzing data and identifying solutions. Public involvement will be coordinated with the other planning activities undertaken at this time, and specific steps will include:

II- A. Develop 2040 LRTP Goals, Objectives and Strategies

1. Design participation exercises to involve the MIC and TAC in determining area transportation priorities and in developing related objectives and strategies.
2. Develop and distribute online survey(s) to obtain public input about area transportation priorities and public participation into the development of the LRTP's objectives and strategies.

II-B. Develop and Distribute Informational Pieces and Media Content

1. Develop monthly Powerpoint presentations and related handouts to report to the TAC and MIC about current topics, technical data, transportation trends and public input received.
 - ⇒ Post these presentations online after the meetings have been held.
2. Produce a one-page handout about the LRTP update goals and objectives, issues and public involvement opportunities.
3. Write and distribute a series of project newsletters, to be distributed electronically at identified project milestones and key decision points.
4. Develop maps and other visualization tools to describe aspects of the LRTP.

5. Develop the text for letters and emails to contact jurisdictional partners for outreach and consultations (as listed in II-C, below).
6. Write and distribute press releases and social media content to communicate with the public at large at identified project milestones and key decision points and to promote public involvement opportunities.
7. Develop posters for the ARDC display case located in the downtown Duluth skywalk with information about issues, content and process for the LRTP update.
8. Update content on MIC website on an ongoing basis.
9. Use the MIC's stakeholder email list, Facebook page and other social media channels to publicize the public involvement opportunities and to provide a link to the MIC's website and other online sources of information.

II-C. Conduct jurisdictional outreach/consultations

1. Meet with officials and staff from MIC Planning Area jurisdictions and transportation authorities and operators (transit, harbor, airport, parking, etc.):
 - ⇒ Obtain information about transportation priorities and get details on short, mid, and long-term transportation goals for each.
 - ⇒ Obtain information about transportation and other related plans, including comprehensive plans, conservation plans and maps, and available inventories of historic and natural resources.
2. Consult with federal, state, tribal and other agencies and officials responsible for planning activities in the MIC's planning area that are affected by transportation, including land use management, economic development, natural resources, historic, education, public

health, private transportation providers and environmental protection.

3. Give presentations, at regularly-scheduled quarterly meetings, to the MIC's modal subcommittees (the HTAC and the BPAC) about their transportation priorities, short- and long-range issues, as well as the content and process for the LRTP update.
4. Hold meetings or consult with representatives of traditionally underserved (minority, low-income, disabled, elderly) populations about their transportation priorities, short- and long-term issues, as well as the content and process for the LRTP update.
5. Seek opportunities to give presentations to community organizations and groups, preferably at their regularly-scheduled meetings, about their transportation priorities, short- and long-term issues, as well as the content and process for the LRTP update.
6. Conduct Environmental Justice/Community Impact assessments of projects proposed for the LRTP on groups or areas with potential impacts.

II-D. Hold public meeting and/or open house

1. Discuss background information and known issues, generate input on other transportation issues in the metro area, and seek input on transportation goals, objectives and strategies.
 - ⇒ Publicize widely and give ample public notice using the stakeholder list developed in section I-A, above, and using the print materials and electronic distribution methods identified in section II-B.
 - ⇒ Hold meeting(s) at convenient times and locations in accessible facilities.

- ⇒ Present information in a variety of formats (including visualization tools and encourage comments using multiple methods (group or one-one-one discussions, comment cards, etc.).

Phase III— Project Delivery

The third planning phase focuses on preparing the draft plan, distributing it for public review, consultation and coordination with state and federal transportation authorities, incorporating input received, and presenting the final plan for approval.

Public involvement will be coordinated with the other planning activities undertaken at this time, and specific steps will include:

III-A. Compile Draft LRTP

1. Include a review of all public involvement activities as a separate chapter and summarize the main messages or themes of the comments obtained.
2. Demonstrate explicit consideration of the public input that was received, including discussion of how this input was incorporated into the plan. Include this type of discussion not only in this chapter, but also address it in relevant sections throughout the document.
3. Include visualization tools, such as maps, graphs and illustrations, to explain aspects of the plan or the data collected for the plan.

III-B. Present Draft LRTP to MIC and TAC

1. Motion to approve the release the draft LRTP for required 30-day public comment period.
 - ⇒ The required period of 30 days was determined in consultation with FHWA, FTA, MnDOT and WisDOT.

- ⇒ The purpose of the comment period is to give stakeholders and members of the public a reasonable opportunity to review, and comment on the plan before it is finalized.

III-C. Publish and Distribute Draft LRTP

1. Publish legal notice in the Duluth News Tribune and in the Superior Telegram on, or immediately prior to, the start of the required public comment period.
2. Post the Draft LRTP document on the MIC website.
3. Distribute link to the Draft LRTP document to TAC and MIC members as well as MnDOT, FTA and FHWA contacts for review and comment before the end of the public comment period.
4. Make Draft Plan available to the public in both print and electronic (pdf) formats at the following locations:
 - ⇒ MIC website (pdf)
 - ⇒ NWRPC & MIC/ARDC offices (printed copy)
 - ⇒ Printed copies will also be provided upon request. (A fee may be charged to cover the cost of printing, depending on the size of the document, the number of color pages and the number of copies needed).

III-D. Schedule and promote a public meeting or open house to review projects and take comments on the Draft plan.

- ⇒ Must take place prior to the end of the 30-day comment period
- ⇒ Use the MIC's stakeholder email list, Facebook page and other social media channels to publicize the comment period and open house and to provide a link to the Draft TIP.
- ⇒ Post a blog article on the "OpenMIC" blog that noti-

files public about 30-day comment period, reviews main points and asks for comments.

III-E. Conduct consultation with state & federal agencies

1. Review and take comments on the Draft document
 - ⇒ Hold consultation prior to the end of the 30-day comment period.

III-F. Incorporate comments received

1. Demonstrate explicit consideration and response to the comments received during the development of the LRTP.
 - ⇒ If the final LRTP will differ significantly from the Draft version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, approval of the final LRTP will be delayed until an additional opportunity for public comment is provided.
 - ⇒ The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA, MnDOT and WisDOT
 - ⇒ The same techniques to promote the revised draft will be utilized as outlined in Steps C, D and E of this section.
 - ⇒ In addition to the 30-day extension of public comment, MIC will disseminate information regarding what specifically has changed and why, and will include this information in the final LRTP.

III-G. Final LRTP

1. Present the final LRTP to the TAC and MIC for approval after the 30-day public comment period has ended.

2. Report on public comments received.

III-H. Make the Final LRTP publicly available

1. Provide copies of the approved PIP to MnDOT, WisDOT, FWHA and FTA.
2. Maintain copies in both electronic (pdf) and print formats at the following locations:
 - ⇒ MIC website (pdf)
 - ⇒ NWRPC & MIC/ARDC offices (printed copy)
 - ⇒ Printed copies will also be provided upon request. (A fee may be charged to cover the cost of printing, depending on the size of the document, the number of color pages and the number of copies needed).

III-I. Conduct a review of public involvement activities

1. Quantify and analyze effectiveness of public involvement efforts;
2. Make notes for use during next LRTP update.

Phase IV— Project Implementation

The fourth and final planning phase focuses on making the final plan available to the public and on seeking opportunities to promote the plan to the elected officials, employees and residents of MIC-area jurisdictions that can facilitate the implementation of its recommendations.

IV-A. Distribute Final LRTP to area jurisdictions and interested stakeholders

1. Seek opportunities to present information about the LRTP to the elected officials, employees and residents of MIC-area jurisdictions that can facilitate the implemen-

tation of its recommendations.

2. Work to implement LRTP objectives in the development of the MIC's annual Work Programs and planning efforts and in the projects proposed for inclusion in the Duluth and Superior area TIPs.
3. Periodically review and update as needed to incorporate federal transportation legislation and state initiatives.

LRTP Amendment Procedures

All projects in the Duluth and Superior metropolitan area TIPs must be consistent with the current, approved LRTP. If not, the LRTP must be amended or the project cannot be programmed in the TIP.

LRTP amendments will be released for 30-day public comment if they are significant in nature.

⇒ "Significant" amendments include: major scope changes, projects that increase capacity and projects that negatively impact concentrated areas of low income and minority populations (Environmental Justice areas).

1. Public involvement steps will include:
 - ⇒ Placing a legal notice in the Duluth and Superior newspapers of record;
 - ⇒ Using selected tools and techniques as shown in II-B and III-C through III-H, above, to publicize this information.

Planning Requirements

MPOs are charged with providing regional-level coordination and planning for transportation investments in a continuing, cooperative, and comprehensive manner (the 3-C planning process). This section will serve as a guide to the federal and state agencies that provide funding and oversight for the MIC’s planning activities.

The MIC’s 2013 PIP Update incorporates the following federal legislative mandates:

23CFR 450.316

The public participation requirements for MPOs are specified in federal transportation legislation (begun in SAFETEA-LU and carried forward to MAP-21). This section contains the pertinent section of the final rule on Metropolitan Transportation Planning as published in the February 14, 2007 Federal Register, and shows how those requirements are addressed in this Plan.

Section (a) - Interested parties, participation, and consultation:

Citation	Requirement	Where Addressed in PIP
23CFR 450.316 (a)	The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.	p. 4 pp. 6-7 p. 16 pp. 20-23 pp. 24-27
23CFR 450.316 (a) (1)	The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:	p. 6-7 pp. 9-14
23CFR 450.316 (a) (1) (i)	Providing adequate public notice of public participation activities and time for public review and comment at key decision points , including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;	pp. 16-19 pp. 28-32
23CFR 450.316 (a) (1) (ii)	Providing timely notice and reasonable access to information about transportation issues and processes;	pp. 33-36 pp. 37-42

23CFR 450.316

Section (a) - Interested parties, participation, and consultation, *continued*:

Citation	Requirement	Where Addressed in PIP	
23CFR 450.316 (a) (1) (iii)	Employing visualization techniques to describe metropolitan transportation plans and TIPs;	p. 7 p. 14	p. 18 p. 63
23CFR 450.316 (a) (1) (iv)	Making public information (technical information and meeting notices) available in electronically accessible formats and means , such as the World Wide Web;	p. 18 pp. 28-32	pp. 33-36 pp. 37-42
23CFR 450.316 (a) (1) (v)	Holding any public meetings at convenient and accessible locations and times;	p. 10-11	
23CFR 450.316 (a) (1) (vi)	Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;	p. 14 p. 18	p. 41
23CFR 450.316 (a) (1) (vii)	Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;	p. 7 p. 16 p. 22	p. 25 p. 71 p. 77
23CFR 450.316 (a) (1) (viii)	Providing an additional opportunity for public comment , 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;	p. 18 p. 29	pp. 41-42 pp. 35-36
23CFR 450.316 (a) (1) (ix)	Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and	p. 7 p. 18 pp. 20-23 p. 29	p. 30-32 p. 33-36 p. 37 p. 39
23CFR 450.316 (a) (1) (x)	Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.	pp. 7-8 p. 18 p. 29	p. 33 p. 37 p. 41

23CFR 450.316

Section (a) - Interested parties, participation, and consultation, *continued*:

Citation	Requirement	Where Addressed in PIP
23CFR 450.316 (a) (2)	When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (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.	p. 14 p. 36 p. 18 pp. 41-42 p. 29-32
23CFR 450.316 (a) (3)	A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO.	p. 7 p. 70
23CFR 450.316 (a) (3)	Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes	p. 8
23CFR 450.316 (a) (3)	Copies of the approved participation plan shall be posted on the World Wide Web , to the maximum extent practicable.	p. 8

23CFR 450.316

Sections (b, c, d, e) – Coordinated Planning of LRTPs and TIPs:

23CFR 450.316 (b)	In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities.	pp. 6-7 p. 18 pp. 20-23 pp. 24-27
23CFR 450.316 (b)	In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities 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 title 49 U.S.C. Chapter 53 funds [public transit providers];	

23CFR 450.316

Sections (b, c, d, e) – Coordinated Planning, *continued*:

Citation	Requirement	Where Addressed in PIP
23CFR 450.316 (b) (2)	Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and	pp. 20-23 pp. 24-26
23CFR 450.316 (b) (3)	Recipients of assistance under 23 U.S.C. 204 [Federal Lands Highway Program] funds.	
23CFR 450.316 (c)	When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) 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 involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.	
23CFR 450.316 (e)	MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under Sec. 450.314.	p. 4 pp. 6-8 pp. 16-19

49 USC § 5307— Urbanized Area Formula Grants

Section (b) – Program of Projects:

Citation	Requirement	Where Addressed in PIP
49 USC § 5307 (b)	Program of Projects. --Each recipient of a grant shall--	pp. 28-36
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;	
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.	

Applicable Metropolitan Planning and Public Involvement Requirements

Federal-Aid Highway Act (1962)

The Federal-Aid Highway Act of 1962 created the requirement for Metropolitan Planning Organizations (MPOs) to coordinate the transportation plans of their member jurisdictions for any urban area with a population of greater than 50,000.

Intermodal Surface Transportation Efficiency Act (1991)

With the passage of ISTEA, MPOs evolved into active planning bodies responsible for producing long and short-range transportation plans, coordinating public participation in the transportation investment decision-making process, and serving as an impartial regional platform for debate and discussion. It also established the responsibility of MPOs to develop a Long Range Transportation Plan (LRTP) with a twenty-year planning horizon and a Transportation Improvement Program (TIP) with a minimum three-year programming horizon.

Transportation Equity Act for the 21st Century (1998)

Although there were few statutory changes under TEA-21, the legislation provided greater flexibility and eligibility in highway funds and focused greater attention in certain areas critical to transportation agencies, such as connectivity, freight, asset management, and performance measurement.

SAFETEA-LU—Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)

SAFETEA-LU established new and revised requirements for the MIC's transportation plans and programs, as well as its underlying planning processes, by giving more responsibilities to MPOs and local governments, along with a requirement for more citizen input into decision making. It expanded public participation requirements to encourage earlier involvement and required consultation with state and local agencies, as well as added specific requirements to make plans and planning information available in electronically accessible formats, including via the World Wide Web.

450.104 Definitions.

Unless otherwise specified, the definitions in 23 U.S.C. 101(a) and 49 U.S.C. 5302 are applicable to this part.

“Administrative Modification” means a minor revision to a long-range state-wide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An Administrative Modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

“Amendment” means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a ma-

major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an Amendment. An Amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an Amendment is a revision approved by the State in accordance with its public involvement process.

Moving Ahead for Progress in the 21st Century Act (MAP-21)

Signed into law on July 6, 2012, [MAP-21](#) is the most recent authorization for surface transportation investment in the United States. Building on the previous transportation authorizations, MAP-21 continues the requirement for a continuous, cooperative, and comprehensive metropolitan transportation planning process for the plans and programs developed by the MIC. In accordance with 23 CFR 450.316, the MIC is required to develop a Public Involvement Plan (PIP) which sets the procedures by which the MIC will engage the public, including a broad list of interested and affected individuals, in the development of the metropolitan transportation planning process for the Duluth-Superior Metropolitan area.

Other Federal Requirements

The following regulations identify additional federal requirements that impact the MIC’s planning and programming activities, including:

Title VI of the Civil Rights Act of 1964

[Title VI of the Civil Rights Act](#) ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving federal assistance from the United States Department of Transportation.

National Environmental Policy Act (NEPA) of 1969

The [National Environmental Policy Act](#) (NEPA) requires all Federal agencies to systematically assess the environmental impacts of their proposed actions and consider alternative ways of accomplishing their missions that are less damaging to the environment. To ensure the public's interests are protected, proposed actions involving Federal resources may not take place until all NEPA and agency requirements for environmental analysis are met.

Americans with Disabilities Act (ADA) of 1990 and ADA Amendments Act of 2008

The [Americans with Disabilities Act](#) (ADA) requires that disabled populations must be assured access to employment, public ser-

vices, and private facilities through improved transportation services. The MIC will identify actions necessary to ensure that the local transportation planning process involves the entire community, particularly those with disabilities, in the development and improvement of public transportation facilities and services. The local process must also ensure that physical locations for such activities, as well as the information presented, shall be accessible to persons with disabilities.

Clean Air Act Amendments (CAAA) of 1990

The [Clean Air Act Amendments](#) require greater integration of transportation and air quality planning, and assign a greater responsibility to transportation plans and programs for reducing mobile source emissions. They allowed the Environmental Protection Agency (EPA) to establish National Ambient Air Quality Standards (NAAQS) for various pollutants. NAAQS standards have been developed for carbon monoxide, nitrogen dioxide, ozone, lead, particulate matter, and sulfur dioxide.

Environmental Justice Executive Order (12898) 1994

[Environmental Justice](#) is the public policy goal of ensuring that low-income or minority populations do not bear “disproportionately high and adverse human health or environmental effects of its programs, policies, and activities.” Adverse human health effects include air and noise pollution, divided neighborhoods, loss of access to opportunities and jobs, property value changes, safety, and aesthetics.

Federal Transit Act (FTA) of 1997

The [Federal Transit Act](#) requires any urban area with a population of 50,000 or greater to undertake a process to develop transportation plans and programs based upon transportation needs. Additionally, these plans and programs will consider transit elements in comprehensive long range land use plans, development objectives, and social, economic, environmental and energy conservation goals.

State Guidance and Local Coordination

MPO liaisons from both Minnesota and Wisconsin DOT and FHWA were consulted in the development of this plan, along with on-going consultation with the MIC’s member jurisdictions with the goal of community input to help guide coordinated development and transportation plans and investment decisions.

Appendices

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Appendix A: Public Involvement Tools for Each Stage of the Planning Process

Tools for Public Involvement during Phase I— Project Development

The first planning phase focuses on laying the groundwork for the project. Tools for public involvement at this point in the planning process include:

2.1: Example of Stakeholder Identification Tool (for LRTP and TIPs—see pp. 24-27)

2.2: Example of Stakeholder Identification Tool (for general plans and studies)

Stakeholder	Group or Interest Represented						
	Jurisdiction	Resident/ Neighborhood	Business	Special Interest	Mode	Other (Specify)	Other (Specify)
Examples							
·MnDOT District 1	✓						
·City of Duluth - Planning	✓						
·City of Duluth - Engineering	✓						
·City of Duluth - Parks	✓						
·DTA	✓				✓		
·DNR	✓						
·Smithville		✓					
·Morgan Park		✓					
·Riverside		✓					
·West Duluth CDC			✓				
·Lake Superior Zoo			✓				
·Munger Inn			✓				
·Spirit Mountain			✓				
·Spirit Lake Marina			✓				
·St. Louis River Alliance							
·COGGS					✓		
Other (specify)							
- Disabled				✓			
- Elderly				✓			
- Pedestrians					✓		

Tools for Public Involvement during Phase I— Project Development, *continued*

2.3: Example of Public Involvement/Stakeholder Outreach Strategy Worksheet

Public Involvement/ Stakeholder Outreach Strategy					
Plan/Study: _____			Start Date: _____		
	Meetings		Tools Development		Media / Content Development
MONTH	1. Kick-Off meeting <ul style="list-style-type: none"> • Date: • Project scope & timeline • ID stakeholders • Meeting notification(s) 		1. Stakeholder Identification <ul style="list-style-type: none"> • Contact list (#_____) • Review, complete S/H ID list • Email identified stakeholders and ask them to pass it along 		1. Stakeholder outreach materials <ul style="list-style-type: none"> • One-page overview of plan • Plan-specific Newsletter • Focus on Transportation article
	2. Study Committee meeting #1 <ul style="list-style-type: none"> • Date: • Project scope & timeline • 		2. Web page <ul style="list-style-type: none"> • Project overview/updates • Interactive Calendar • Interactive Map • Public Comment feature 		2. Web page content <ul style="list-style-type: none"> • Intro text/Purpose & Need • Link to scope • Interactive Map & Calendar • Link to Survey
	3. Jurisdiction meeting <ul style="list-style-type: none"> • Date: • ID issues • ID objectives • Identify stakeholders • Meeting notification(s) • 		3. Interactive Map <ul style="list-style-type: none"> • Allows users to draw and comment on map. 4. Interactive Calendar <ul style="list-style-type: none"> • Key events • Dates, times, locations • Links meeting agendas and summaries 		3. OpenMIC Blog <ul style="list-style-type: none"> • Overview of plan • Review of survey results 4. Facebook Post(s) <ul style="list-style-type: none"> • Link to public survey • Link to blog post about survey results • Publicize public meeting(s)
	4. TAC & MIC meetings <ul style="list-style-type: none"> • Date: • PowerPoint presentations 		5. Public survey <ul style="list-style-type: none"> • Objectives • Questions • Online/printed versions • Distribution 		5. Press release <ul style="list-style-type: none"> • Overview of plan • Review of major issues • Publicize public meeting(s)

Tools for Public Involvement during Phase II—Project Execution

The second planning phase focuses on collecting information, analyzing data and identifying solutions. Tools for public involvement at this point in the planning process include:

2.4: Examples of Project Website with Embedded Maps and Calendar

The screenshot displays the website for the Duluth-Superior Metropolitan Interstate Council (MIC). The header includes the MIC logo, the organization's name, and the tagline "Guiding the Future of Transportation for the Twin Ports Area". Contact information for 221 West First Street, Duluth, MN 55802 is provided. A navigation menu includes links for Home, About the MIC, Plans and Studies Archive, Calendar, Link to ARDC, Link to NWRPC, Site Map, Contact Us, and Print Friendly. A news banner highlights a study on Arrowhead Region transportation assets.

The main content area is divided into two columns. The left column features a photograph of Grand Avenue and a text block stating: "MnDOT is planning to resurface Grand Avenue in 2015. This study will take a look at the conditions that affect mobility, safety, and access for all users of this roadway to determine if there are opportunities to include or coordinate other needed improvements at the same time the pavement is being improved." Below this is a link to "View Grand Avenue Study Area map." and a "Public Participation" section explaining the study's timeline and the goal of gathering public input. It includes a link to a project comment form and an email contact option.

The right column is titled "Interactive Public Meetings Calendar" and includes instructions on how to use the calendar. Below this is a "Grand Avenue Plan" calendar for September 2013, showing dates from 1st to 29th. The calendar is interactive, with orange icons at the bottom of each date box. Below the calendar is an "Interactive Project Map" section with instructions to click on the map to post comments about specific roadway points.

At the bottom of the page, there is a screenshot of an interactive map showing the Grand Avenue study area. The map includes a legend, a scale bar, and a "Public Participation" pop-up window with options to "Add a Comment" and "Upload Media".

Tools for Public Involvement during Phase II—Project Execution, *continued*

2.5: Examples of Posters to Promote Public Meetings



Neighborhood Discussions

Grand Ave Improvement Project

WHAT: Presentation and discussion.

WHY: Learn about Mn/DOT's resurfacing project for 2015 (along Grand Avenue from I-35 to Beck's Road) and inform us about potential issues.

WHEN & WHERE:

- **Tuesday, March 12, 6:00 – 8:00pm:**
City Center West - Evergreen Senior Center - 5830 Grand Ave
- **Thursday, March 14, 6:00 – 8:00pm:**
Morgan Park Community Recreation Center - 1242 88th Ave W
- **Thursday, March 28, 6:00 – 8:00pm:**
Spirit Mountain's new chalet - 8551 Grand Ave



The Duluth-Superior Metropolitan Interstate Council, the federal transportation planning agency for this region, is facilitating these discussions. If you have questions or cannot attend any of these events but would like to comment, please visit www.dsmlc.org/Grand or contact Robert Herling at (218) 529-7573



HELP SHAPE DULUTH'S BIKEWAY SYSTEM



Please join us at an upcoming workshop!

Anderson Road Bike Lane, Duluth, Minnesota

Are you happy with your bike route?
A series of workshops will be held in July to gather public input on creating safe, convenient and enjoyable on-street bikeways.

Biking is an important and growing transportation option in Duluth.

We are gathering your ideas and insights to help create a practical urban bikeway system that will serve people's everyday use.

Your input will help us review the existing bike route system and determine future on-street bicycle facility improvements for each neighborhood as well as throughout the Twin Ports.

Thursday, July 18
Focus Area—Mission Creek to Enger Tower
6:00 to 8:00 p.m.
City Center West
Evergreen Senior Center Room
5830 Grand Ave

Tuesday, July 23
Focus Area—Chester Creek to Lester River
6:00 to 8:00 p.m.
Portman Community Center
4601 McCulloch St

Thursday, July 25
Focus Area—Enger Tower to Chester Creek
4:30 to 7:00 p.m.
4:30 p.m.—Workshop
6:00 p.m.—Open House
ARDC 221 W. First Street



If you cannot attend any of the meetings, but would like more info contact James Gittemeier at jgittemeier@ardc.org or (218) 529-7556.



You are welcome to attend any or all of the workshops.



Tools for Public Involvement during Phase II—Project Execution, *continued*

2.6: Example of Flyer Mailed to Businesses in Study Area



Central Entrance Corridor Study

..... November 1, 2011

Community input helped to shape the vision for Central Entrance as a future “main street” for the Duluth Heights neighborhood. The MIC has been asked by the City of Duluth to conduct a transportation study with recommendations about making Central Entrance a safer, more walkable roadway with better access to businesses.

Project Contact
for questions or comments:

Andy McDonald
MIC Principal Planner
amcdonald@ardc.org
(218) 529-7514

Seeking Input from Area Businesses
The data we’re collecting includes the attitudes & experiences of those who use the roadway. We invite and encourage you to share input and ideas from your perspective as an area business.

Log on to take the online survey:
www.dsmic.org/survey
or call to request a printed copy

Project Website
for more information about this study:
www.dsmic.org/w876

To receive project updates and meeting notices
be sure to give us your email address in the last question of the survey—OR call 218-529-7514 to give us your contact info.



We’re studying the section of Central Entrance between Trinity Road and Mesaba Avenue

OpenMIC Blog
for perspectives on the work we do:
www.DuluthSuperiorOpenMIC.org

Find us on Facebook
www.Facebook.com/dsmic

Duluth-Superior Metropolitan Interstate Council
Guiding the Future of Transportation for the Twin Ports Area
221 West First Street, Duluth, MN 55802 / www.dsmic.org



2.7: Example of Postcard Mailed to Promote Public Meeting

How can Central Entrance be Improved?

Less congestion?

Improved safety?

Turn lanes?

Crosswalks?

Sidewalks?

Fewer driveways?

Better transit?



Join us at a Public Meeting
June 19th - 6:00 pm
Duluth Heights Community Club
33 W. Mulberry Street, Duluth, MN


Duluth-Superior Metropolitan Interstate Council
Guiding the Future of Transportation for the Twin Ports Area
221 West First Street, Duluth, MN / www.dsmic.org

How can Central Entrance be Improved?

Less congestion?

Improved safety?

Turn lanes?

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Sidewalks?

Fewer driveways?

Better transit?



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How can Central Entrance be Improved?

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How can Central Entrance be Improved?

Less congestion?

Improved safety?

Turn lanes?

Crosswalks?

Sidewalks?

Fewer driveways?

Better transit?



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221 West First Street, Duluth, MN / www.dsmic.org

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2013 MIC Public Involvement Plan

Tools for Public Involvement during Phase II—Project Execution, *continued*

2.8: Example of Project Overview Handout

Newsletter: May 2010



Directions in Transportation 2035

An updated Long Range Transportation Plan for the Duluth-Superior Metro

The metropolitan Interstate Council (MIC) has updated the long range transportation plan for the Duluth-Superior metropolitan area. This plan identifies the transportation objectives for the area and lists the transportation projects being planned for over the next 25 years.

For this update, the MIC is sought to make the plan more useful to a wider audience, and so has tried to make it both informative and searchable regarding specific information.

The plan address changing conditions, ongoing challenges and emerging opportunities for transportation in our area, and all modes of transportation for people and freight is considered.

Citizens from both the public and private sectors have an opportunity to comment on the draft version of the plan until June 30th, 2010.

View the draft plan at: www.dsmic.org/lrtp

How Duluth-Superior's Long Range Transportation Plan was Developed

Development of Directions 2035 was a two year process which involved extensive information gathering, coordinated planning and extensive stakeholder outreach. It involved reestablishing the area's transportation priorities and updating the following:

- Area growth projections and traffic patterns
- Anticipated needs of the system
- Transportation goals, objectives and strategies
- Long range list of transportation projects
- General recommendations specific to each mode of transportation (air, auto, rail, etc.)



Transportation Priorities for Duluth-Superior

The MIC strived to get as much stakeholder involvement as they could to identify the transportation priorities for the area. An online survey was posted and the MIC's monthly meetings were advertised as opportunities for public involvement. A work session was held in March of 2008 which prioritized the area's transportation related goals as follows:

Plan Goals Ranked as Area Priorities

1. System preservation
2. Network integration (multimodal connections)
3. Accessibility & Mobility
4. Economic & Environmental protection / enhancement (tied)
5. Efficient operations & maintenance
6. Better coordination & public involvement
7. Safety & Security

2.9: Example of Skywalk Display Describing TIP Projects

Projects Proposed for Federal Funding in 2017

Transportation projects are big, expensive and time-intensive. Which means they need to be planned for in advance. We're working now to line up funding for projects in 2017.

We want to know what you think!

Transportation projects are public facilities and services funded with taxpayer dollars. Do you have any questions about the importance of these proposed projects to our area?

Leave your comments online: www.DuluthSuperiorOpenME.org
 Stop in and talk to an LRTPC office, stop by an exhibit
 Or give us a call: (218) 521-1513





Nicola Avenue Repair - 1.5 miles

Justification: US DOT

Project Description: Concrete and port repair from Central 9th Street 101st St and Repair 100th Street from Superior Street and 2nd Ave West

Project Cost: \$1,000,000

Notes: Funds: To be determined
 Matching funds: To be determined






East 4th Street Repair - 2.5 miles

Justification: St. Louis County

Project Description: Mill & overlay, utility repairs, curbs and ADA improvements (pedestrian ramps) from 10th Avenue East to Rollins Avenue

Project Cost: \$1,800,000

Notes: Funds: \$1,000,000
 Matching funds: \$2,000,000






STEDE Park Paved

Justification: Duluth Transit Authority

Project Description: Paved bus stop area STEDE (pedestrian ramps) to enhance existing bus stop safety, comfort and accessibility standards.

Project Cost: \$100,000

Notes: Funds: \$200,000
 Matching funds: \$10,000






2.10: Example of Project-Specific Newsletters



South End Superior Traffic Study Update

Duluth-Superior Metropolitan Interstate Council

Finding the Way Across a Difficult Road



Caption describing picture or graphic.

For the residents of South Superior, the volumes and speed of the traffic traveling on State Highway 35 (Tower Avenue) has been a problem long in need of a solution.

At times throughout the day, the steady stream of traffic can be pretty aggravating if you're stuck at an intersection waiting for a break. As one resident of the neighborhood put it plainly at a recent neighborhood meeting (see page 2), "We can't get across whether walking or driving a car!" More serious are the concerns about driver and pedestrian safety. The City of Superior, WisDOT, and staff of the Duluth-Superior Metropolitan Interstate Council (MIC) are working to address these concerns.

Our approach will be systematic: the first step is to collect data to better define the problems, then to identify the most appropriate ways to address them, and then, where those issues may demand "big fixes," to develop a plan for how to get from here to there.

Volume 1, Issue 1

For More Information

Project Website
www.dsmic.org/wxxx

Contacts

James Gittemeier
MIC Senior Planner
jgittemeier@ardc.org
(218) 529-7556

Jeff Goetzman
Director of Public Works
goetzman@ci.superior.wi.us
(715) 395-7539

Robert Herling
MIC Senior Planner
rherling@ardc.org
(218) 529-7573

Todd Janigo
Assistant Director of Public Works
janigo@ci.superior.wi.us
(715) 395-7373

Special Consideration of School Crossing at Tower Avenue and 60th Street

After hearing concerns expressed at the neighborhood meeting (see page 2) about the safety of the school crossing at Tower Ave and 60th Street, MIC staff conducted AM and PM field observations. Staff will review the findings from these observations. In addition, the MIC will be meeting with the City...



Newsletter: February 2009



An updated Long Range Transportation Plan for the Duluth-Superior Metro

It's time once again for the Metropolitan Interstate Council (MIC) to update the Long Range Transportation Plan (LRTP) for the Duluth-Superior metro area. Federal law requires an updated plan every four years, but this update is more than just a requirement; it provides an opportunity to reevaluate the needs and opportunities in our area and set the course for the next 20 years of transportation development in the Twin Ports.

For this update, the MIC is seeking to develop a plan that addresses the changing conditions, ongoing challenges and emerging opportunities for transportation in our area; everything from road repair to alternative funding sources. The MIC's approach to all of these issues, however, will be guided by a set of established goals and objectives.

And that is where you come in.

Citizens from both the public and private sectors can provide the MIC with input and help steer the direction of transportation planning in the Duluth-Superior metro. To learn more about opportunities to participate...

VISIT OUR WEB SITE
www.dsmic.org/lrtp

Transportation priorities for the Duluth-Superior metro area: identifying goals, objectives, strategies and targets.

For a planning organization like the Duluth-Superior MIC, goals represent those ideal transportation outcomes always to be strived for, and every four years the long range goals and objectives are reassessed to ensure that they continue to address both the present and future opportunities and challenges of our area.



Federal, state and local transportation goals become a foundation of federal, state and local policies

The primary function of the MIC is to facilitate those local planning efforts that guide the investment of federal transportation funds, which requires coordination between local, state and federal jurisdictions. Policies at the federal and state level are the foundation upon which the transportation goals of the Duluth-Superior metro area stand. Primary among these policies are the Federal Highway Administration's (FHWA) planning factors:

- Support economic productivity, efficiency, and competitiveness.
- Increase safety & security for motorized & non-motorized transportation.
- Increase accessibility & mobility options of all user groups.
- Protect the environment, conserve energy, and improve the quality of life.
- Integrate and connect transportation modes for people and freight.
- Promote efficient management & operations of the transportation system.
- Emphasize the preservation of existing transportation infrastructure.

Other legislation, such as the Americans With Disabilities Act (ADA) of 1990, Clean Air Act amendments of 1990, and the Environmental Justice Order of 1997 also influence local transportation policy.

Identifying transportation objectives for the Twin Ports

Building on the foundation of federal and state policy, more specific local objectives for transportation can be established for the MIC planning area that are tailored to address a mix of challenges and opportunities unique to the Twin Ports. For instance, given that this area has more roadway per capita than any other metropolitan area in Minnesota or Wisconsin*, should the preservation of existing transportation infrastructure be emphasized in Duluth-Superior over the building of new facilities? Is greater investment in transit needed to better connect workers to jobs and tourists to businesses? Is enough being invested in our port facilities to keep our area competitive in an expanding global market place? Asking questions like these is an important part of reevaluating the transportation priorities of our metro area, and the MIC hopes to engage as many area residents and stakeholder groups as it can in helping to answer these questions.



* FHWA Highway Statistics Series - Table HM-712007

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2013 MIC Public Involvement Plan

Tools for Public Involvement during Phase II—Project Execution, *continued*

2.11: Example of Social Media Posts

OpenMIC
Conversations About Transportation Planning
in the Duluth-Superior Area

Home About Us Current Projects

< Break Trail While the Sun Shines (and Plan for Them All Year Round)
What do YOU Think about These Projects? >

The New Normal?
March 29th, 2013 by Robert Herling
ShareThis

As the Metropolitan Planning Organization (MPO) for this area, it's our job to work with local jurisdictions to identify, plan for and program how federal transportation funds get used in the region. We're already working to line up funding for construction projects that won't begin until 2017.

Those funds, not surprisingly, have become a lot more scarce.

Visit the **MIC** website >>>

Want This Blog Via Email?
Email Address Go

Categories

- Bicycling
- Duluth
- Freight
- Funding
- Harbor
- Infrastructure

Duluth-Superior Metropolitan Interstate Council
Yesterday

Good morning. Volunteers are out counting bikes and peds today across the Twin Ports.

Bike & Pedestrian Count IN PROGRESS

Surveys are available upon request.
Let us know what you're thinking?

Like · Comment · Share

👍 Brian Steven Heaton and 3 others like this.

Tools for Public Involvement during Phase II—Project Execution, *continued*

2.12: Example of Public Comment Form



Duluth-Superior Metropolitan Interstate Council
Guiding the Future of Transportation for the Twin Ports Area
221 West First Street • Duluth MN 55802 • • (218) 529-7541

Comment Form
Grand Avenue Corridor Study

We welcome your comments and will include them as part of the public involvement component of this planning project.

Date:

Your name:

Organization (if applicable):

Your Comments:

There are three ways to have your say:

- Email** this form as an attachment (or copy and paste the text into the body of an email) and send it to the lead planner:
Robert Herling at herling@ardc.org
- Call** Robert directly at (218) 529-7573*
- Mail** this form to our office at the address shown above

* Free TTY services are available through Minnesota Relay at 800-627-3529

More information about this project is available on our website at www.dsmic.org/grand

2.13: Example of Public Comment Summary Form

Comments written on maps during Grand Ave / Hwy 12 neighborhood meetings, March 2013 Page 3

Zone 4	Comment from March 14th public meeting	Confusing traffic signal	The spotlight at 71st Ave W is confusing and inefficient.
Zone 4	Comment from March 14th public meeting	Driveways	There are a lot of driveways in this stretch of the highway.
Zone 4	Comment from March 28th public meeting	Lack of sidewalk connection	Sidewalk ends at 84th Ave W. Extend on the north side of the highway all the way to Spirit Mountain's lower ski chalet.
Zone 4	Comment from March 14th public meeting	Busy intersection	75th Ave W is a busy intersection, especially in the summer with the campground traffic.
Zone 4	Comment from March 28th public meeting	Pedestrian crossing	Paint pedestrian crosswalk at 75th Ave W. This intersection connects Norton Park to the Munger Trail.
Zone 4	Comment from March 14th public meeting	Coordinate construction activity	WLSRD may be interested in replacing an interceptor pipe that crosses the highway in this vicinity.
Zone 5	Comment from March 12th public meeting	Intersection alignment	Realign Sherburn St to 67th Ave W. Add curb. Consider turn lanes and traffic signal.
Zone 5	Comment from March 28th public meeting	Dangerous intersection	I was rear-ended waiting for someone to turn left at this intersection (67th Ave W).
Zone 5	Comment from March 28th public meeting	Coordinate construction activity	Recommend that MnDOT do construction on the section of Hwy 23 NE of 67th Ave W to I-35 after school is out for the year because traffic will naturally detour on Raleigh St and 59th Ave W in front of the school.
Zone 5	Comment from March 28th public meeting	Bike lanes	Add bike lane(s).
Zone 5	Comment from March 28th public meeting	Need turn lanes	Need turn lanes in area from I-35 to Spirit Mountain.
Zone 6	Comment from March 14th public meeting	A lot of traffic accessing Hwy 23	Main Street has a fair amount of traffic on it. A lot of people are accessing Hwy 23 from this intersection.
Zone 6	Comment from March 28th public meeting	Coordinate construction activity	Open up 63rd Ave W to Cody Street.
Zone 6	Comment from March 12th public meeting	Parking needs	A lot of people are looking for parking in this area to access the businesses here.
Zone 6	Rondi Watson	Sidewalk maintenance	I see quite a few people in wheelchairs at the transit stops along this stretch - concerned that I almost hit someone tooling along in the dark right on the roadway last Friday night - are sidewalks adequately maintained?
Zone 6	Comment from March 14th public meeting	Challenging pedestrian crossing to bus stop	Busy crossing. I always see people trying to get across the highway to get to their bus.
Zone 6	Comment from March 14th public meeting	Dangerous intersection	62nd Ave W is a dangerous intersection because southbound traffic comes flying off the I-35 exit ramp and do not have a lot of time to react to turning vehicles there, or they get confused about whether to turn there or not and they make sudden maneuvers. Can 62nd Ave W be closed off there?

Tools for Public Involvement during Phase III—Project Delivery

The third planning phase focuses on preparing the draft plan, distributing it for public review and presenting the final plan for approval. Tools for public involvement at this point in the planning process include:

2.14: Example of Legal Notice for Draft TIP

NOTICE OF 30-DAY PUBLIC COMMENT PERIOD

The Duluth-Superior Metropolitan Interstate Council (MIC), located at the Arrowhead Regional Development Commission in Duluth, has prepared a Draft Fiscal Year 2014-2017 Transportation Improvement Program (TIP) for the Duluth Metropolitan Area. The Draft TIP lists all roadway, rail and transit projects in the greater metropolitan area that are recommended by the MIC Board to receive federal transportation funds for FY 2014-2017.

Public comments are being taken from Monday, July 1 through Tuesday, July 30 on the Draft TIP and the proposed projects. To view the Draft TIP online, visit www.dsmic.org/duluthtip. To request a hard copy of the document, contact Robert Herling, who is taking all public comments on the document, at 218-529-7573. (Free TTY services are available through Minnesota Relay at 800-627-3529).

Comments and questions are also welcomed through an online forum being hosted at <http://www.duluthsuperioropenmic.org/tip2017> for the duration of the public comment period, or during two drop-in "open house" public information sessions to be held on Thursday, July 18 from 8:00 a.m. to 5:00 p.m. and Friday, July 19 from 8:00 a.m. to 5:00 p.m. at the Arrowhead Regional Development Commission office, 221 West First Street, Duluth, MN.

The Draft TIP, along with all comments received, will be considered for final approval at the MIC Board meeting on August 21, 2013. The final version of the 2014-2017 TIP will list all transportation projects that have been planned and programmed for federal funding within the Duluth area for those 4 years and will be available to view after August 26 at the downtown Duluth Public Library reference desk.

Public comment is solicited for a 30-day period in accordance with the MIC's Public Involvement Plan for this Draft, as well as for the final TIP upon introduction of a major amendment. The MIC's public participation process satisfies the Duluth Transit Authority's public participation requirements for the program of projects.

2.15: Example of Block Ad promoting TIP open house

HAVE YOUR SAY



Give input on how your gas tax dollars can improve the region's transportation.

TUESDAY, JANUARY 11
11:30 AM – 1:30 PM
Holiday Center Lobby: Skywalk Level
Downtown Duluth

The Metropolitan Interstate Council invites you to this public review of upcoming transportation projects. Just stop in to comment or call MIC Planner James Gittenseier at (218) 529-7556. Visit us online at www.dsmic.org.



2.16: Example of Daily Planner Postings for Public Meetings

Posting for Tuesday, February 7
Duluth News Tribune, Online Daily Planner Section

- **Future Transportation Projects**, an open house will be held today to take comment on proposed Duluth area transportation projects at the Duluth Public Library from 4 to 6pm. No registration needed. Call 529-7556.

Posting for Wednesday, February 8
Online Daily Planner Section

- **Future Transportation Projects**, an open house will be held today to take comment on proposed Duluth area transportation projects at the Holiday Center, Skywalk Level from 11:30am to 1:30pm. No registration needed. Call 529-7556.

Tools for Public Involvement during Phase III—Project Delivery, *continued*

2.17: Example of a Press Release Promoting Public Meeting and Listing Projects in the Draft TIP

FOR IMMEDIATE RELEASE

June 13, 2007

Contact:
James Gittemeier, Planner
Phone: 529-7556
Fax: 529-7592
Email: jgittemeier@ardc.org

**Find out about transportation priorities for the next 4 years –
Public Meeting Set for Wednesday, June 20**

Duluth, MN -- The Duluth-Superior Metropolitan Interstate Council (MIC) will be holding a public meeting about the next 4 years (2008-2011) of transportation projects receiving federal funding. The meeting is free and open to the public and will be held on **Wednesday, June 20, from 5:30 PM to 6:30 PM at the Canal Park Hampton Inn.**

Transportation project highlights include:

- Major I-35 reconditioning project (\$27 million) from Boundary Avenue to Brighton Beach.
- Preliminary engineering for the Duluth Heights Connector, a proposed new road to the Miller Hill commercial area, connecting Arrowhead Road and Maple Grove Road.
- Joshua Avenue to be constructed to Maple Grove Road.
- Lakewalk Trail to be extended to 60th Ave East.
- Munger Trail Extension – Phase I
- Kirkus Street to be constructed in Proctor providing a missing connection from Boundary Avenue to Ugstad Road.

The Duluth-area project selection process is conducted by the Duluth-Superior Metropolitan Interstate Council (MIC), which is the federally designated Metropolitan Planning Organization (MPO) for the Duluth-Superior urbanized area. MPOs exist across the United States for urbanized areas over 50,000 and work with local government staff and elected officials on regional planning efforts.

The MIC is a division of the Arrowhead Regional Development Commission. The mission of ARDC is to serve the people of the Arrowhead Region by providing local units of government and citizens groups a means to work cooperatively in identifying needs, solving problems and fostering local leadership.

###

2.18: DNT Article about TIP Public Meeting and Projects Published in Response to MIC Press Release

Duluth News Tribune

Interstate Council to discuss area highway projects
Duluth News Tribune - 06/19/2007

The public can learn about federally funded highway projects that are planned for the Duluth area over the next four years at a public meeting Wednesday.

The Duluth-Superior Metropolitan Interstate Council will the meeting from 5:30 p.m. to 6:30 p.m. at the Canal Park Hampton Inn. Information on projects, including funding and construction schedule will be presented.

Planned projects include:

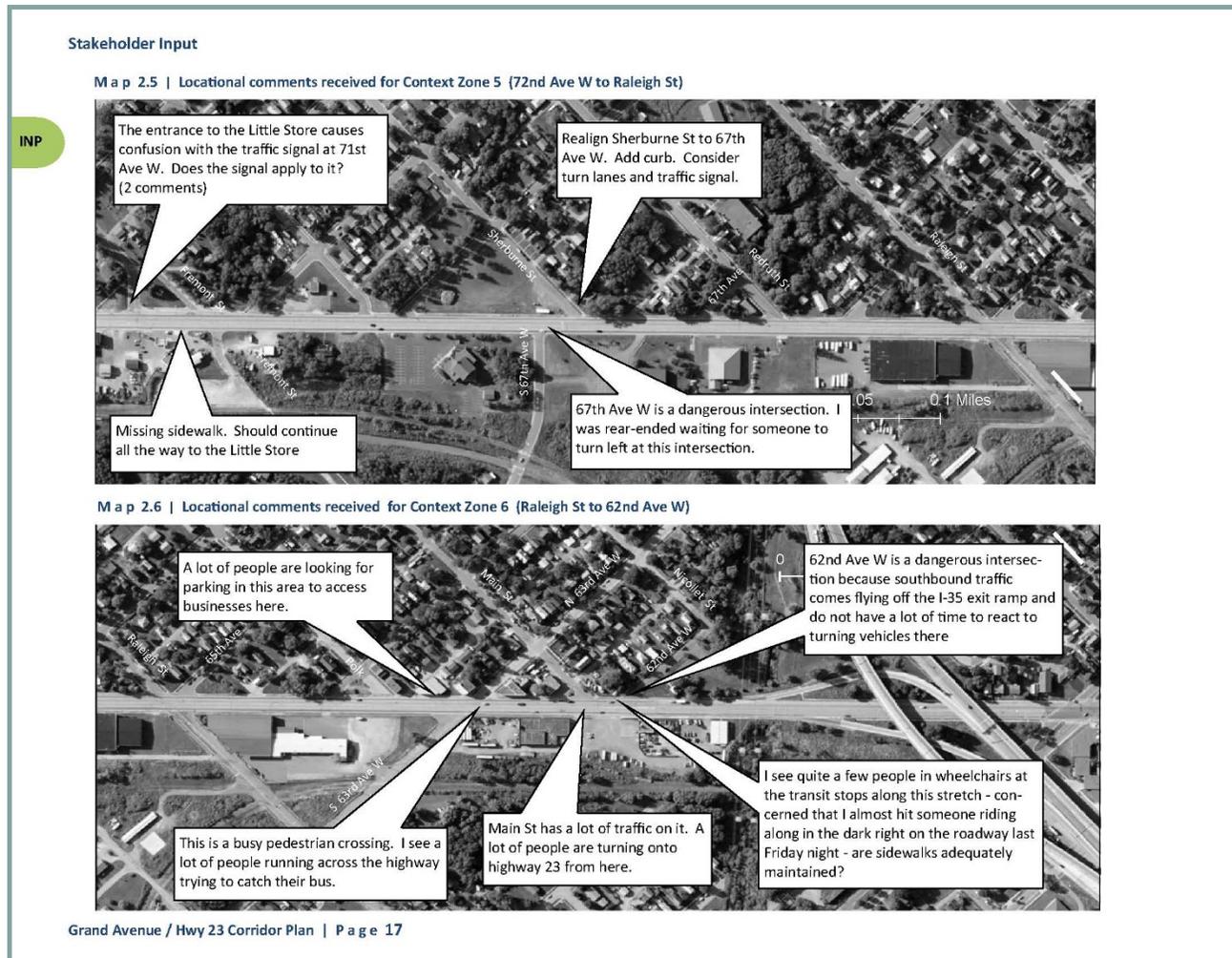
- * A \$27 million reconditioning of I-35 and Highway 61 between Boundary Avenue and Brighton Beach.
- * Preliminary engineering for the Duluth Heights Connector, a proposed new road to the Miller Hill commercial area, connecting Arrowhead Road and Maple Grove Road.
- * Miller Hill road projects.
- * Build Joshua Avenue to Maple Grove Road.
- * Extend Lakewalk Trail to 60th Avenue East.
- * Extend the Munger Trail to Canal Park.
- * Build Kirkus Street in Proctor to connect Boundary Avenue and Ugstad Road.

The 2008-2011 Duluth Metro Transportation Improvement Program can be viewed at www.dmic.org or at the Duluth Public Library Reference Desk.

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Tools for Public Involvement during Phase III—Project Delivery, *continued*

2.19: Example of Visualization Technique: Public Comments Displayed on a Map in a Draft Plan



Tools for Public Involvement during Phase III—Project Delivery, *continued*

2.20: Example of MIC Meeting Notice and Agenda featuring “Opportunity To Comment” on Draft Plan



Duluth-Superior Metropolitan Interstate Council

MEETING NOTICE

WEDNESDAY, August 21, 7:00 pm
Duluth Public Safety Building
 Duluth, MN

Approval / Voting Items

- 2014-2017 Duluth Area TIP – Final

Opportunity for Public Comment

- Draft 2014-2017 Superior Area TIP
- 2013-2015 Duluth Area TIP Amendment #3
- Draft Public Involvement Plan

Presentation / Discussion / Informational Items

- MIC Adjusted Urban Boundary
- Duluth Grand Avenue/Hwy 23 Update
- 2014-2015 UPWP Development
- Bicycle and Pedestrian Planning
- London Road Restriping

Attendance / Meeting Quorum:
 If you are NOT able to attend, or expect to arrive late to the meeting, please contact **Laurel Davis** at ldavis@ardc.org or 529-7541 to ensure a quorum will be present for voting items on the agenda.

Driving Directions & Parking Information: See map on reverse.

Duluth-Superior Metropolitan Interstate Council
 Duluth and Superior Urban Area Communities Cooperating in Planning and Development through a Joint Venture of the Arrowhead Regional Development Commission and the Northwest Regional Planning Commission
 221 West First Street • Duluth, MN 55802 • 218/529-7541 • Fax 218/529-7592 • www.dsmic.org

Metropolitan Interstate Council Policy Board Meeting																											
Wednesday, August 21, 7:00 pm Duluth Public Safety Building, Duluth, MN																											
AGENDA																											
Minnesota Members City of Duluth Jennifer Julsrud Linda Krug City of Duluth – Citizen Rep David Montgomery, MN Co-Chair City of Herman town Wayne Boucher City of Proctor David Brenna Duluth Transit Authority Wayne Nelson St. Louis County Frank Jewell St. Louis County Suburban Townships Earl Elde Cindy Moe	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Introductions / Agenda Review</td> <td style="width: 20%; text-align: right;">5 min</td> </tr> <tr> <td>2. Committee Business <ul style="list-style-type: none"> • Meeting Summary of 06-19-13 (for approval) • Kirkus Street Ribbon Cutting </td> <td></td> </tr> <tr> <td>3. 2014-2017 Duluth Area TIP - Final <ul style="list-style-type: none"> • Presentation and Discussion, <i>Robert Herling</i> </td> <td style="text-align: right;">5 min</td> </tr> <tr> <td>4. DRAFT 2014-2017 Superior Area TIP <ul style="list-style-type: none"> • Approve Release for Public Comment Period, <i>Sheldon Johnson</i> </td> <td style="text-align: right;">5 min</td> </tr> <tr> <td>5. 2013-2016 Duluth Area TIP Amendment #3 <ul style="list-style-type: none"> • Review for Approval, <i>Robert Herling</i> </td> <td style="text-align: right;">5 min</td> </tr> <tr> <td>6. Draft Public Involvement Plan <ul style="list-style-type: none"> • Release for 45-day Public Comment Period, <i>Ronni Watson</i> </td> <td style="text-align: right;">5 min</td> </tr> <tr> <td>7. MIC Adjusted Urban Boundary <ul style="list-style-type: none"> • Presentation and Discussion, <i>Eric Miller</i> </td> <td style="text-align: right;">5 min</td> </tr> <tr> <td>8. Duluth Grand Avenue/Hwy 23 Update <ul style="list-style-type: none"> • Presentation and Discussion, <i>Robert Herling</i> </td> <td style="text-align: right;">10 min</td> </tr> <tr> <td>Wisconsin Members</td> <td></td> </tr> <tr> <td>9. 2014-2015 UPWP Development <ul style="list-style-type: none"> • Presentation and Discussion, <i>Ron Chicka</i> </td> <td style="text-align: right;">15 min</td> </tr> <tr> <td>10. Bicycle and Pedestrian Planning <ul style="list-style-type: none"> • Presentation and Discussion, <i>James Gittermeier</i> </td> <td style="text-align: right;">10 min</td> </tr> <tr> <td>11. London Road Restriping <ul style="list-style-type: none"> • Presentation and Discussion, <i>James Gittermeier</i> </td> <td style="text-align: right;">10 min</td> </tr> <tr> <td>12. Project Updates <ul style="list-style-type: none"> • Duluth 6th Ave E Update, <i>James Gittermeier</i> • Multimodal Transit Center Update, <i>James Gittermeier</i> • Roundabout Safety Event, <i>Ron Chicka</i> </td> <td style="text-align: right;">5 min</td> </tr> </table>	1. Introductions / Agenda Review	5 min	2. Committee Business <ul style="list-style-type: none"> • Meeting Summary of 06-19-13 (for approval) • Kirkus Street Ribbon Cutting 		3. 2014-2017 Duluth Area TIP - Final <ul style="list-style-type: none"> • Presentation and Discussion, <i>Robert Herling</i> 	5 min	4. DRAFT 2014-2017 Superior Area TIP <ul style="list-style-type: none"> • Approve Release for Public Comment Period, <i>Sheldon Johnson</i> 	5 min	5. 2013-2016 Duluth Area TIP Amendment #3 <ul style="list-style-type: none"> • Review for Approval, <i>Robert Herling</i> 	5 min	6. Draft Public Involvement Plan <ul style="list-style-type: none"> • Release for 45-day Public Comment Period, <i>Ronni Watson</i> 	5 min	7. MIC Adjusted Urban Boundary <ul style="list-style-type: none"> • Presentation and Discussion, <i>Eric Miller</i> 	5 min	8. Duluth Grand Avenue/Hwy 23 Update <ul style="list-style-type: none"> • Presentation and Discussion, <i>Robert Herling</i> 	10 min	Wisconsin Members		9. 2014-2015 UPWP Development <ul style="list-style-type: none"> • Presentation and Discussion, <i>Ron Chicka</i> 	15 min	10. Bicycle and Pedestrian Planning <ul style="list-style-type: none"> • Presentation and Discussion, <i>James Gittermeier</i> 	10 min	11. London Road Restriping <ul style="list-style-type: none"> • Presentation and Discussion, <i>James Gittermeier</i> 	10 min	12. Project Updates <ul style="list-style-type: none"> • Duluth 6th Ave E Update, <i>James Gittermeier</i> • Multimodal Transit Center Update, <i>James Gittermeier</i> • Roundabout Safety Event, <i>Ron Chicka</i> 	5 min
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Next Meeting: Wednesday, September 25th, 7:00 pm – Douglas Co. Gov't. Ctr. Room 270																											

Tools for Public Involvement during Phase III—Project Delivery, *continued*

2.21: Performance Measures Tool for Assessing Public Involvement Activities

Performance Measures for Assessment of the MIC's Public Involvement Activities

The MIC evaluates its public participation efforts on an ongoing basis. An assessment will be undertaken at the completion of each plan or study using 23CFR 450.316 requirements as performance measures, as follows:

Citation	Performance Measure	When and How Addressed
23CFR 450.316 (a)	<p>1. As one of the first steps in the Public Involvement process, did we develop and use a participation plan specific to this plan or study?</p> <p>2. As one of the first steps in the Public Involvement process, did we conduct a Stakeholder Identification process?</p> <p>3. As one of the first steps in the Public Involvement process, develop and use related contacts databases?</p>	
23CFR 450.316 (a) (1) (i) – (iv)	<p>3. How did we provide adequate public notice of public participation activities?</p> <p>4. How did we provide opportunities for public review and comment at key decision points?</p> <p>5. How did we provide timely access to information about the issues and participation processes for this plan or study?</p> <p>6. How did we employ visualization techniques to describe this plan or study?</p> <p>7. How did we make technical information and meeting notices available in electronically accessible formats and means?</p>	

Citation	Performance Measure	When and How Addressed
23CFR 450.316 (a) (1) (v) – (ix)	<p>8. Did we hold public meetings at convenient and accessible locations and times?</p> <p>9. How did we demonstrate explicit consideration and response to public input received?</p> <p>10. How did we seek out and consider the needs of those traditionally underserved in the development of transportation systems?</p> <p>11. How did we demonstrate explicit consideration and response to public input received?</p> <p>12. How did we seek out and consider the needs of those traditionally underserved in the development of transportation systems?</p>	
23CFR 450.316 (a) (3)	<p>5. Did we coordinate with area and statewide transportation planning processes?</p> <p>6. Did we consult with and consider related planning activities by local jurisdictions and local agency officials?</p> <p>7. Did we provide a public comment period?</p> <p>8. Did we make copies of the draft and final plans publicly available in both printed and online formats and means?</p>	

Tools for Public Involvement during Phase IV—Project Implementation

The fourth and final planning phase focuses on making the final plan available to the public and on seeking opportunities to promote the plan. Tools for public involvement at this point in the planning process include:

2.22: Example of a Press Release about a Recently-Completed MIC Plan (with stakeholder approval)

DATE: February 15, 2013
FOR IMMEDIATE RELEASE

MIC Study of Duluth-Area Intersections Identifies Possible Locations for Future Roundabouts
Modern roundabout design can be the best way to address traffic and safety issues at some intersections

Duluth, MN: The Duluth-Superior Metropolitan Interstate Council (MIC), in partnership with St. Louis County and the cities of Duluth and Hermantown, recently completed a traffic study to evaluate how various traffic control alternatives (e.g., stop signs, traffic signals, and/or roundabouts) would best address issues related to safety, congestion and delay at several busy intersections in the Duluth area (see map). After gathering data and applying technical criteria, the study partners developed and evaluated several traffic control alternatives at each location to gauge performance. Additional considerations were made for how traffic may increase over time at each location and how pedestrians and bicyclists would be accommodated.

The results of the study indicated that a modern roundabout may be the best solution to address these issues at some locations, but not all. Modern roundabouts are circular intersections where traffic flows around a center island and offer several advantages over old-style traffic circles and rotaries. Since everyone is traveling in the same direction and at lower speed, crashes are reduced. Left-turn, right-angle and head-on crashes are virtually eliminated. Roundabouts make efficient use of space and increase the capacity of an intersection. They also reduce delay, emissions and fuel consumption.

Brian Johnson, lead engineer and planner on the study from the SRF consulting firm in Minneapolis, explained that safety benefits are the main reason roundabouts are gaining popularity throughout the country. "They have a proven record of improving safety by reducing crash severity," he noted. He cited a recent study (*Safety Effects of Roundabout Conversions in the US - Insurance Institute for Highway Safety*) of 23 intersections that were converted to roundabouts showed a decrease in total crashes by 39%, a decrease in injury crashes of 76%, and a dramatic 89% decrease in fatal crashes. Other benefits include less vehicle delay and improved air quality by reducing vehicle emissions.

However, depending on the circumstances, modern roundabouts are not always the ideal solution. The study partners weighed this option carefully against other forms of traffic control by analyzing traffic system constraints and other specific site conditions. In many cases, stop signs, traffic signals or other more unique solutions are preferred.

Although there are no immediate plans to build a roundabout in Duluth, the Wisconsin Department of Transportation plans to construct a roundabout at the foot of the Bong Bridge in Superior as early as 2014.

The MIC and their study partners recognize the need for public education as to the inherent benefits and proper usage of roundabouts. They are planning to hold an open house which would include a roundabout simulation this summer or fall. Ron Chicka, MIC Director, noted that "over 100 modern roundabouts have already been constructed on Minnesota roadways, and perhaps even more in Wisconsin."

The MIC is the designated Metropolitan Planning Organization for Duluth and Superior and provides a coordinated multi-jurisdictional planning process for all modes of transportation throughout the region.

###

2.23: Example of a DNT Article about a Recently-Completed MIC Plan (based on Press Release)

[duluthnewtribune.com](http://www.duluthnewtribune.com) <http://www.duluthnewtribune.com/event/article/id/259359/>

Study: Roundabouts could reduce crashes in Duluth

There may be a traffic roundabout in Duluth's future.

Roundabouts — circular road intersections where motorists all drive in one direction to their separate exits — are becoming increasingly common across Wisconsin, with one near Ashland and another planned for Superior.

No immediate plans exist to convert any existing Minnesota intersections in or near Duluth to roundabouts. But a Duluth-Superior Metropolitan Interstate Council-sponsored study of eight intersections found roundabouts might work well at three of them.

"The thing about roundabouts is they are incredible safety improvements," said Rondi Watson, MIC planning assistant. "You take left turns out of the equation."

Since all the traffic in a roundabout travels in the same direction, head-on and T-bone collisions are eliminated.

A safety study of 24 roundabouts by the University of Wisconsin Traffic Operations and Safety laboratory found a 52 percent reduction in fatal and injury crashes and a 9 percent reduction for all crashes.

"The most common kind of crash (in a roundabout) is that people are not yielding to all lanes of traffic as they enter a roundabout," Wisconsin Department of Transportation engineer Pat Fleming said. And those crashes tend to occur at slow speeds.

Though the intersections MIC studied may never be converted to roundabouts, they are becoming increasingly common. One was built last year near Ashland at U.S. Highway 2 and Wisconsin Highway 13. One will be built in Superior at U.S. Highway 2 and Belknap Street starting next year as part of the two-year renovation of the Bong Bridge.

Wisconsin's first two modern roundabouts were built in Howard in 1999. Modern roundabouts shouldn't be confused with earlier traffic circles. Roundabouts require entering traffic to yield to traffic already in the roundabout, unlike traffic circles. As a consequence, traffic in traffic circles can grind to a complete stop, while traffic continues to flow in a roundabout.

The first roundabout on the Wisconsin state highway system was built in 2004.

"We've been building a few ever since," Fleming said.

While many people oppose roundabouts when they are first proposed for an area, studies have shown that attitudes change after they are built.

"Once it's in a year and people have had a chance to use it and become familiar with it, it's overwhelmingly accepted as a good alternative to signals," Fleming said.

Wisconsin now has 193 roundabouts — mostly on the state highway system — that were built with state and federal money, with an additional 75 on local road systems.

Safety is not the main reason Wisconsin is building roundabouts.

"They are more efficient; you get more cars through it in an hour than you can at a signal," Fleming said.

Tools for Public Involvement during Phase IV—Project Implementation, *continued*

2.24: Example of a DNT Article about a about a Recently-Completed MIC Plan (no Press Release was sent)

Duluth International Airport's 'market leakage' a concern | Duluth News Tribune | <http://www.duluthnewstribune.com/event/articleId/2629934> | publisher: 113030

Published April 01, 2013, 12:00 AM

Duluth International Airport's 'market leakage' a concern

Duluth boasts a shiny new \$78 million airport terminal. But a yet-to-be-finalized study shows the facility also has a significant problem. The travel consultants call it "market leakage."

By Peter Passi, Duluth News Tribune

Duluth boasts a shiny new \$78 million airport terminal. But a yet-to-be-finalized study shows the facility also has a significant problem. The travel consultants call it "market leakage."

That's a measure of how many people in an airport's market hit the road before they hop a plane.

An initial analysis of bookings indicates that 55 percent of people living within 30 miles of Duluth International Airport choose to start their air travels from distant terminals — most often in the Twin Cities.

The statistics from the study are sobering. The last such analysis, completed in 1999, placed the Duluth airport's market leakage rate at a much more modest 34 percent.

Despite that discouraging trajectory, some see promise in the numbers.

"It shows we're in a position to capitalize on our market," said Duluth International Airport Director Tom Werner. "I think it highlights that we have an opportunity to really grow. It's not at all like we're a tapped-out market."

Werner noted that even at a time when more than half of local residents are beginning their air travels from distant airports, Duluth International has seen solid traffic. In 2012, the terminal handled more than 322,000 passengers — the second-highest volume in its history.

Looking at recent stats and the study, Werner observed. "We have the potential to double that."

But how?

"I'd like to see us develop a marketing program to educate people," said Don Monaco, owner of Monaco Air Duluth, the fixed base operator for the local airport. He wants travelers to go beyond comparing just the cost of tickets, and consider other expenses involved in flying from a distant airport.

"People need to take the time to do some research. If you do choose to drive to another airport, it's important to think about all the costs wrapped up in that decision, including the cost of the gas you put in your car, the parking fees you pay and the value of your time," said Brian Hanson, president and CEO of the Area Partnership for Economic Expansion, or APEX for short.

"What's disappointing to me is that people are not always making decisions based on good information," Monaco said, noting that too often people rely on past habits and misperceptions.

"It would be foolish to ask for people's blind allegiance, but at least be informed," he said.

While Duluth's new airport is attractive and offers greater convenience and more creature comforts than its predecessor, Hanson said the new facility alone can't be expected to sell people on flying from home.

"It provides a beautiful gateway, and it's a great place to welcome clients and customers to our community, but whether it will convince someone to fly from Duluth is debatable," he said, noting that most travelers today seem more driven by value and the desire to stretch their dollars as far as possible.

Hanson encourages people to be flexible, look at all their options and compare fares. In cases where the cost difference between flying from Duluth or out of a larger hub is negligible, Hanson said people would be wise to use their local airport.

"Let's face it, the fewer of us who leak out of our market, the better service we can expect to get here," he said. Hanson explained that with stronger traffic, Duluth will be better positioned to attract additional flight offerings and to maintain competition. The airport is served by three airlines: Delta, United and Allegiant.

The more people who use Duluth International, the stronger a case the airport can make for airlines to step up service, Werner said.

"We need to show the airlines they can make more money in our market," he said.

The leakage analysis is expected to cost a little more than \$60,000 to complete, with 20 percent of the money coming from the Duluth International Airport Authority and the remaining 80 percent provided by the Duluth-Superior Metropolitan Interstate Council.

The final market analysis report should be completed by May. It will be posted on the Duluth-Superior Metropolitan Interstate Council website.

Tags: business, news, transportation

More from around the web

- How One Lottery Winner Blew Through \$10 Million in Less Than 10 Years (Daily Finance)
- Missing 5-Year-Old Boy Found Two Decades Later (5y2b5steps)
- Best 4-door, AWD cars for the snow and cold (Bankrate)
- 15 Jaw-Dropping Wedding Photos (Photo

1 of 3 4/2/2013 4:49 PM

2.25: DNT Editorial Written after an Editorial Board Meeting Requested by MIC Plan Stakeholders

duluthnews Tribune.com <http://www.duluthnews Tribune.com/event/articleId/265992?group/Opinion/>

Our view: At least consider Duluth when flying

- Duluth International Airport

Passengers tote their luggage past the new Duluth International Airport Terminal in December 2012. (2012 file / News Tribune)



Tom Werner gets it. The executive director of the Duluth Airport Authority understands why travelers from the Duluth area drive to Minneapolis to catch a flight rather than starting their journey outside his office windows. Airfares often are cheaper in Minneapolis. There are a lot more flights to pick from there, especially direct flights. The planes there tend to be bigger and more comfortable. And the drive down Interstate 35 is fast, smooth and fairly free of congestion and other hassles.

The phenomenon is known as "market leakage," and in the Duluth market, 58 percent of air travelers "leak" to Minneapolis and elsewhere rather than flying from Duluth International Airport. That's according to the preliminary results of a study that was leaked itself in late March. The News Tribune published a story on April 1. The full analysis on ticket purchases made within 30 miles of Duluth is expected any day now.

"Leakage is not uncommon in spoke airports like Duluth, Brainerd, Hibbing and others. It is very common," Werner said while showing Duluth International's new \$78 million terminal to members of the News Tribune editorial board. "I do recognize the need to at least talk about what the issues are and what the numbers mean and what we're going to do about it. That's what people want to know. We've got work to do."

A leakage rate of nearly 60 percent screams for getting to work. So does this: The leakage rate just a few years ago — in 1999, the last time Duluth-area travel habits were analyzed — was a far more modest 34 percent.

But there's good news in the trends, too. The airport posted one of its busiest years in 2012, with passenger number up 9 percent over 2011. That continued in the first quarter of this year, with 5 percent more passengers compared to the same three months of 2012.

Also, encouragingly, Werner has chosen to look at the leakage not as a problem but as an opportunity. Considering the many local passengers bypassing the Duluth airport, he said in reference to the 322,000 Duluth passengers in 2012, "We have the potential to double that."

That starts with reversing, or at least curbing, leakage, a prospect not without its considerable challenges. Airlines don't market Duluth like they do larger airports. They see Duluth and similar-sized markets as "at risk" — not at risk of closing; rather, they see themselves at risk of not making any money here. So they don't invest any money, either. Exacerbating that is that Duluth International doesn't get any tax subsidies, and its marketing budget from the Minnesota Department of Transportation is a paltry \$100,000 a year. That may sound good to taxpayers, but it's a rough reality for an airport competing with a not-too-far-away hub.

"In terms of just having a presence out there, that takes capital and time," Werner said. "We'll continue to market as best we can in this community."

The Duluth airport has plans to step up its marketing in Chicago, too. Working with Visit Duluth, the airport is seeking a local match and a \$700,000 federal grant to advertise Duluth as a destination to those in the Windy City.

Tools for Public Involvement during Phase IV—Project Implementation, *continued*

2.26: Example of a Press Release (issued jointly with the City of Duluth) in Advance of Event Requiring Volunteers

**November 13, 2012
FOR IMMEDIATE RELEASE**

**New Trail Will Provide Safe Route to Lincoln Park Middle School
Students and Community Volunteers Will Build New Trail on Saturday, November 17**

(Duluth, MN) Students will find it easier to walk to Lincoln Park Middle School, thanks to a new trail connection that they and community volunteers will be building on Saturday, November 17th from 9am to 12 noon. The gravel footpath will connect the neighborhood just east of the school to the existing paved walkway that the ISD 709 school district constructed.

"We were happy the district supported the option of walking to school by providing a paved trail between the new school and the adjoining neighborhood," states James Gittemeier, Senior Planner with the Duluth-Superior Metropolitan Interstate Council (MIC). "This project will fill in an important missing link for kids to get to that walkway."

The new path will connect existing sidewalks along a half-block segment of Devonshire Street to create an alternative to the Atlantic Avenue route. The Devonshire pathway will provide a connection to the larger eastern portion of the neighborhood as well as provide a pathway with a much more gradual slope.

"It's a small, manageable project. It builds on the conversations we've had within the neighborhood and will be accomplished with the help of community volunteers of all ages," Gittemeier noted.

On Friday, November 16, students from the school will work with Judy Gibbs, Trails Coordinator with the City of Duluth, to get the project underway, which involves clearing brush, building a small retaining wall and moving gravel onto the pathway. She will also coordinate the efforts of community members who have volunteered to complete the project on Saturday.

"The City is pleased to be a partner in creating this pathway," explains Gibbs. "It's a great fit for our goal of developing an integrated trail and bikeway network while encouraging active lifestyles for our kids."

Gittemeier also plans to connect with the Lincoln Park Boys and Girls Club to develop an education campaign to publicize the location of the trail and to encourage walking to school.

The MIC, a transportation planning organization for Duluth and Superior, along with the Healthy Duluth Area Coalition and St. Louis County Public Health and Human Services Statewide Health Improvement Program (SHIP), are partnering on the "Safe Routes to School" initiative in Duluth, which aims to ensure that students have safe pedestrian walkways and bike pathways to their schools.

This trail connection is one recommendation from the MIC's Lincoln Park Pedestrian Corridor Plan, a study of pedestrian connectivity between the key activity centers including the Clyde Iron Complex, Cross City Trailhead, Harrison Community Center and the Lincoln Park Middle School. The three organizations are also working with the At Home in Duluth Collaborative which includes 1 Roof Community Housing, Duluth LISC, and the City of Duluth's Community Development Office.

Volunteers are still being sought for this all ages, no experience necessary event. Individuals, families and community groups are encouraged to participate. Volunteers are asked to dress for the weather. All equipment will be provided. Youth under 18 will need guardian permission. Meet up location is at the junction of the 3200 W block of Devonshire and Atlantic Avenue (see map at <http://goo.gl/maps/15duU>). Volunteers are asked to please register prior to event at cskafe@duluthmn.gov or 218-730-4334.

#

2.27: DNT Editorial Published in Response to a MIC/City of Duluth Press Release

Our view: Better connect school, Lincoln Park neighborhood | Duluth N... <http://www.duluthnewstribune.com/event/articleId/24998/>

Duluth News Tribune

Published November 16, 2012, 12:00 AM

Our view: Better connect school, Lincoln Park neighborhood

Connecting the new Lincoln Park Middle School with its neighborhood to the east was a must, it certainly was desirable. And late this summer a concrete walking path was poured, allowed to harden and then lined with lights all the way from near the school's front doors down the hill, through brush and trees to a sidewalk that had been a dead end along with its Devonshire Street's western terminus.

Connecting the new Lincoln Park Middle School with its neighborhood to the east was a must, it certainly was desirable. And late this summer a concrete walking path was poured, allowed to harden and then lined with lights all the way from near the school's front doors down the hill, through brush and trees to a sidewalk that had been a dead end along with its Devonshire Street's western terminus.

But one problem: That sidewalk, and suddenly the walking path from the school, too, extended barely a block into the neighborhood. There it halted, at Atlantic Avenue, where a couple hundred feet of Devonshire Street was never built.

So the new path connected the school to the neighborhood, just not very well.

On Saturday, students, community volunteers, city workers, members of the Duluth-Superior Metropolitan Interstate Council and others hope to fix that problem by working together to build a gravel footpath that'll bridge the missing bit of Devonshire Street.

In other words, they'll be working together to better connect the new Lincoln Park Middle School with the neighborhood to its east. That's far more desirable.

Once the gravel footpath is in place, more students will be able to walk to school, and they'll be able to walk directly and more safely between their new school near the top of the western hillside and the Harrison Community Recreation Center down on Third Street. All while avoiding the super-steep climb up Atlantic Avenue below Devonshire.

"It's a small, manageable project (and) it builds on the conversations we've had within the neighborhood and will be accomplished with the help of community volunteers of all ages," Metropolitan Interstate Council Senior Planner James Gittemeier said in a statement released this week by the city.

Added city Trails Coordinator Judy Gibbs in the same release: "It's a great fit for our goal of developing an integrated trail and bikeway network while encouraging active lifestyles for our kids."

So, a volunteer-driven community project that makes a neighborhood more accessible, that more strongly ties a neighborhood to its new centerpiece school, and that encourages kids to be active: all very, very desirable.

No wonder finally filling the Devonshire Street gap and the sidewalk to the school both were identified in a pedestrian-connectivity study led by the Metropolitan Interstate Council and others.

It's worth cheering when good ideas come to fruition, especially when they benefit a neighborhood and all of Duluth.

Tags: our view, lincoln park, opinion, editorials, education

More from around the web

- The Worst Head Coach in Every NFL Team's History (BleacherReport)
- 10 Beer Tips You Really Need to Know (LifeScrip.com)
- This Little Prairie Girl Has Grown Up to Be the Most Loved and Most Hated Star on TV Right Now, But Who Is She? (PHOTOS) (Metopart Entertainment)
- Short Hairstyle Trends for 2012: Charma Agron's Messy Layered Bob (StyleBistro)
- 15 Foods to Avoid with High Blood Pressure (HealthCentral.com)
- Eat to Beat Knee Osteoarthritis and Other Aching Joints (LifeScrip.com)
- The 10 ugliest cars of 2012 (Bankrate)
- 17 Most and Least Intelligent Dog Breeds (PetSide)
- 102-Year-Old Woman Still Drives Her 82-Year-Old Car (AOL Autos)
- Rice wants referendum: Should old YMCA become a homeless shelter? (Onward Voice)

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Tools for Public Involvement during Phase IV—Project Implementation, *continued*

2.28: DNT Articles Published in Response to a MIC/City of Duluth Press Release

[duluthnewtribune.com](http://www.duluthnewtribune.com) http://www.duluthnewtribune.com/event/article/id/249989/publisher_ID/36/

School footpath: Wanna help?

Published November 16, 2012, 12:00 AM The work on a gravel footpath at Devonshire Street and Atlantic Avenue actually starts today, with students and city trails coordinator Judy Gibbs clearing brush, building a small retaining wall and moving gravel. The community is invited to join in tomorrow to complete the project:

The work on a gravel footpath at Devonshire Street and Atlantic Avenue actually starts today, with students and city trails coordinator Judy Gibbs clearing brush, building a small retaining wall and moving gravel. The community is invited to join in tomorrow to complete the project:

When: 9 a.m. to noon Saturday

Where: Meet at Devonshire Street and Atlantic Avenue in Duluth's Lincoln Park neighborhood

Bring: Clothing appropriate for the weather (all equipment will be provided); and if you're younger than 18 bring permission from a parent or guardian

Register: Today by e-mailing cskafe@duluthmn.gov or by calling (218) 730-4334

Tags: [opinion](#), [editorials](#)

More from around the web

[duluthnewtribune.com](http://www.duluthnewtribune.com) <http://www.duluthnewtribune.com/event/article/id/250179/>

Community works to clear pathway for students in Lincoln Park

Published November 18, 2012, 12:00 AM Imagine the thoughts of Lincoln Park Middle School students on Friday when they saw adults with tools in the shortcut through the woods that they use to get home.

By: **John Lundy**, Duluth News Tribune

- [Clearing the trail](#)

Joseph Carter, 12, of Duluth and James Gittermeier of Duluth move gravel while clearing a trail connection to Lincoln Park Middle School near Devonshire Street and Atlantic Avenue in Duluth on Saturday afternoon. (Clint Austin / caustin@duluthnews.com)



Imagine the thoughts of Lincoln Park Middle School students on Friday when they saw adults with tools in the shortcut through the woods that they use to get home.

"They were actually concerned that we were closing it," said James Gittermeier, one of those adults. "So they asked, and we said, 'No, no, no. We're making it better for you.'"

Gittermeier, senior planner for the Metropolitan Interstate Commission, was back on Saturday as part of another crew at the block-long trail that joins two sections of Devonshire Street.

The purpose: to transform the rugged trail into a gravel path, making part of the route to and from school safer and better for perhaps a few dozen students.

It's a small part of a big program Gittermeier coordinates in the Twin Ports called Safe Routes to Schools.

"It's not just encouraging kids to walk or bike but actually putting the infrastructure in place that makes it easier for them, safe for them," Gittermeier said.

That's a challenge when it comes to the new middle school, which straddles the Lincoln Park and West Duluth neighborhoods about halfway up the ridge. Students who live in the neighborhoods below have to find their own way to school. They live too close for bus service, even though it's an uphill walk.

Tools for Public Involvement during Phase IV—Project Implementation, *continued*

2.29: DNT Opinion Piece Written by MIC Stakeholders about Issues Relating to a MIC Co-sponsored Event (Active Transportation Week)

Duluth News Tribune
For the love of _____

Published May 16, 2013, 12:00 AM

Bicyclists' view: Pedal toward a more bike-friendly Duluth

The need for communities to provide better opportunities for bicycling and walking has reached a new stage: It's more expensive in the walking and biking the easy choice for residents.

By: **Dorian Grilley and James L. Oberstar**, for the News Tribune

The need for communities to provide better opportunities for bicycling and walking has reached a new stage: It's more expensive in the communities don't invest in making walking and biking the easy choice for residents.

The benefits are well-documented: Health-care costs go down, land and home values go up, the community attracts its economy strong, and residents are happier when they get outside.

In Duluth, great projects are underway or planned. Mayor Don Ness, the city staff and the state have supported the mountain bike trail that will run across the entire city. Construction is beginning on the Cross City Trail, which, in a Willard Munger Trail in West Duluth. And there's a plan for a Lowell-to-Lakewalk trail that would connect with most buildings on Rice Lake Road to the College of St. Scholastica and the University of Minnesota Duluth and that would.

In addition, the City Council, with the support of Mayor Ness, passed a "complete streets" resolution that encourages modes of transportation, including biking and walking, where appropriate.

Much more needs to be done to make walking and biking an even easier choice in Duluth. That includes making weekend or an evening of exercise but a part of Duluthians' transportation decisions for trips to work and errands. regular routine provides the greatest health, economic and environmental benefits.

The research and examples are available for Duluth to follow. The excuse that Duluth's winters are too long or the many other cities with similar climates and topography. While not everyone will bike all year round, more and more sidewalks will benefit thousands during the more-seasonable months. And improvements in bicycle technology make slower than going down, doable for almost anybody.

While there are those who will bike at any time and in any weather under any conditions, the vast majority of potential were safe, convenient and accepted.

So what changes need to happen? You can't just "build it" and expect people to come. The League of American Bicyclists engineering great facilities to really be bicycle-friendly. The league rates "Bicycle Friendly Community" applications enforcement, encouragement, evaluation, planning and engineering efforts, and investments in a city. They call the

In Duluth, most of those efforts have begun, and this week's

active-transportation events are designed to take stock of where the community is so we can redouble efforts to make safer, more convenient, more fun, more accepted and always encouraged.

Think also of the economic impact: Bicycling is a \$980-plus million sector of Minnesota's economy, sustaining more annually.

Let's continue to work together to make bicycling and walking the easy choice in Duluth.

The need for communities to provide better opportunities for bicycling and walking has reached a new stage: It's more

of 3 6/7/2013 10:15 AM

Appendix B:

How was the MIC's Public Involvement Plan Developed?

Public Involvement was an important component of developing the update of the MIC's Public Involvement Plan. This section provides a summary of the strategies and the input received from stakeholders with vested interests in how the MIC reaches out to the community about its transportation planning initiatives.

Much of this input was gathered through an online Public Involvement Preference survey that was conducted between July 2013 and September 2013 and is summarized on page 69.

Comments were also received through a series of interviews with targeted stakeholders. This information was ultimately used to prioritize the list of public involvement opportunities listed on pages 11-16.

Outreach Strategy

Any MIC plan or study begins with a scoping process that includes formulating a strategy for how to achieve stakeholder outreach objectives. For this update of the MIC's Public Involvement Plan (PIP), public participation steps included:

- Identify stakeholders and inform them of the upcoming PIP update;
- Provide and advertise both online and in-person mechanisms for input at any time;
- Engage stakeholders in identifying specific issues and solutions:
 - ⇒ Present information about the plan to internal stakeholders (MIC Policy Board and TAC members, MIC

staff members) on a monthly basis;
⇒ Conduct a survey of public participation preferences
⇒ Follow up with in-person interviews with selected stakeholder representatives

- Make draft PIP available and advertise 45-day public comment period;
- Present final PIP for approval to TAC and MIC and make it available online via the MIC website and distribute printed copies;
- Provide copies of the approved PIP to MnDOT, WisDOT, FWHA and FTA.

Who Did We Involve?

This update of the PIP identifies three primary stakeholders for this document: **members of the public**, the people who live and work in the Duluth-Superior area as well as representatives local jurisdictions and organizations from whom we are seeking input; the **MIC's planning staff** whose job it is to conduct transportation planning studies and to get that input; and the **federal and state agencies** to which we are accountable.

We involved all three groups with the outreach activities described in the next section, in consultation with MnDOT, WisDOT, FTA and FHWA contacts and with TAC and MIC approval.

What Outreach Activities Did We Provide?

To reach these audiences in the development of the plan, we engaged our stakeholders with the following initiatives:

Presentations

Feb – Sept, 2013: Six presentations about the PIP update were given in 2013 at regularly scheduled MIC, TAC, BPAC

and HTAC meetings between February and September.

June 20, 2013: A presentation was also made to the ARDC Board and Commission at its meeting in August. All included requests for comment and input.

Mar – August, 2013: Two staff meetings were held to review the planning process and specific information in the Staff Guide section of the draft PIP.

Focus on Transportation Newsletter

Mar – May, 2013: An article titled “*Public Involvement – How Do YOU Connect?*” was featured in the Spring 2013 edition of the MIC’s Focus on Transportation newsletter, describing the project and inviting readers to take the online survey.

Oct – Dec, 2013: An article featuring information about the final PIP and public involvement in general is planned for publication in the Fall 2013 edition.

Consultations with State and Federal Agencies

July 17, 2013: Consultation about the status of the PIP Update was held with staff from MnDOT, WisDOT, FTA and FHWA at the MIC’s mid-year review on July 17, 2013.

August 7, 2013: Consultation about public involvement process for the Superior Area TIP was held by the MIC’s Deputy Director with staff from WisDOT and that information was relayed for inclusion in the Draft PIP.

September 4, 2013: Consultation about public involvement process for the Duluth Area TIP was held by MIC staff members with staff from MnDOT Central office and MnDOT District One staff for inclusion in the Draft PIP.

September 5, 2013: The revised TIP sections were distribut-

ed by email to MnDOT staff and TAC members for review and comment.

September 17, 2013: A presentation on the specialized processes for TIP public involvement was given to the TAC at its September meeting.

Public Involvement Preference Survey

July 19, 2013: Links to an online survey about people’s preferred forms and methods of communication about the MIC’s plans and studies were emailed to members of the MIC, TAC, BPAC and HTAC. (See Survey Results section, below).

Survey responses were compiled and can be read in full in Appendix B on page 73.

In-Person Interviews

July-Sept, 2013: In-person interviews were conducted with representatives from public agencies in this area who regularly need to engage the public as part of their work with a focus on the manner in which their organization solicits input from traditionally underserved populations such as minority, elderly, low income, and mobility limited people and households.

Main messages were the need to schedule meetings at locations that are accessible by people with disabilities and near transit lines; recommendation to serve refreshments and to advertise all the above information; consider child-care depending on the stakeholders we are trying to reach; and to use traditional media sources (particularly television and radio and also the Duluth News Tribune).

See Appendix C on page 77 for more information about the In-Person Interviews.

Legal Notice

September 1, 2013: A legal notice was posted in the Duluth News Tribune to mark the start of the 45-day public comment period.

October 6, 2013: A second legal notice was posted in the Duluth News Tribune to call for comments and publicize the Open House information sessions on October 9-10.

MIC Website

September 2, 2013: The MIC's dsmic.org website was updated to include information about the 2013 PIP Update with a link to the document for review.

OpenMIC Blog Post

October 4, 2013: A blog article was posted on the MIC's blog site entitled "*Public Involvement in Transportation Planning*" to briefly explain the PIP and to invite comments on the Draft plan – with a link to the online document.

Duluth News Tribune Daily Planner Section

October 9-10, 2013: Posts placed in the Daily Planner Section advertising the PIP Open House on October 9-10.

Public Open House

October 9-10, 2013: A public open house to review the draft PIP held during work hours at the MIC office.

Appendix C:

Public Involvement Preference Survey Results

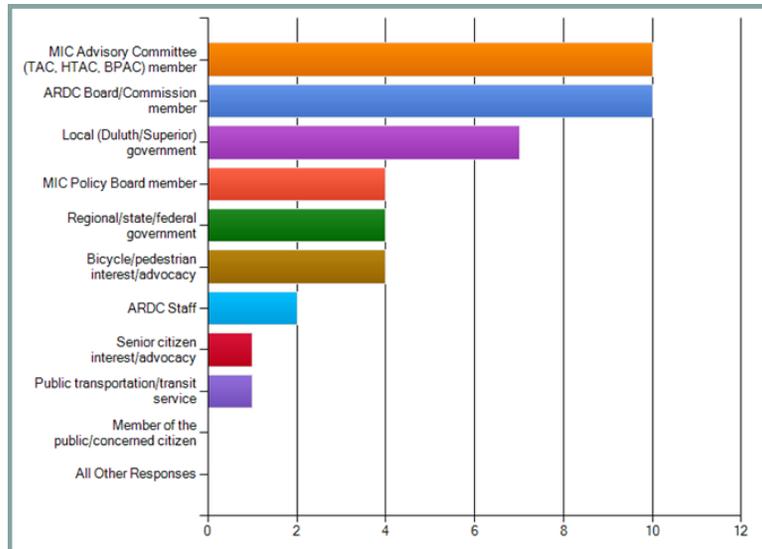
As part of the public involvement process for the development of the 2013 PIP Update described on page 70, MIC staff distributed an online survey by email to 253 MIC stakeholders in July. 30 responses were received by the end of August. The summary of survey questions and responses is as follows:

1. Responder's affiliation with the MIC?

Respondents could choose up to two descriptors. Most of the respondents were internal stakeholders; 86% had some affiliation with the MIC or ARDC.

56% described themselves as representatives of either a government organization or a special interest group in-

Survey Responses to Question 1



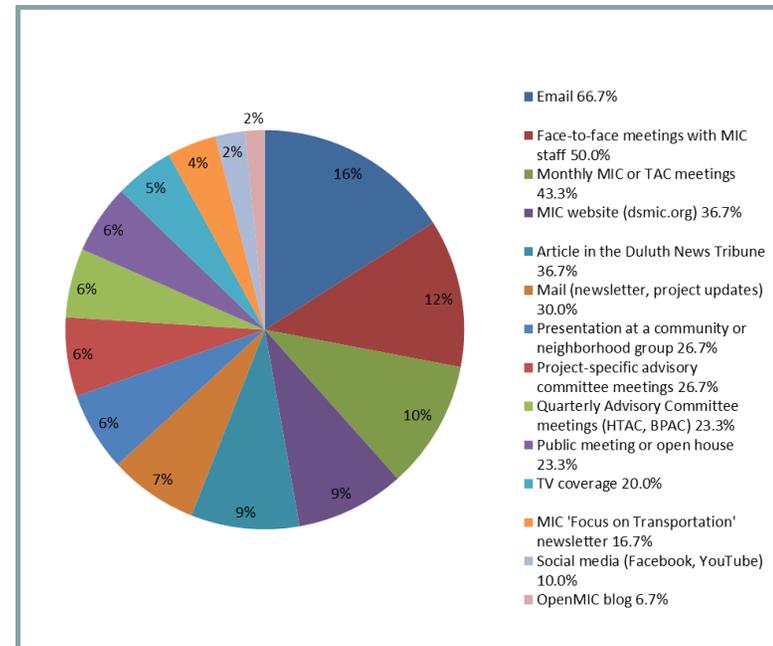
cluding bicyclists and pedestrians, senior citizens or public transportation.

2. Most effective ways for the MIC to provide information about its current plans, studies and programs?

In general, for this group of primarily internal stakeholders, there was a strong preference expressed for receiving written communications through a variety of channels and formats. Meetings were cited as the second-most preferred method and use of social media a distant third.

Email is by far, at present, the way our stakeholders prefer to hear from us about our work (67%), along with use of the MIC website (36%), and direct mailing of project newsletters and updates (30%). Reading about the MIC's projects in articles in the local paper came in at 37% while TV coverage was cited as the preferred method for 20% of

Survey Responses to Question 2



respondents.

In-person communication was also highly ranked, in the form of one-on-one meetings with MIC staff (50%), regular MIC and TAC meetings (43%) and project-specific meetings at 27%. Presentations at community or neighborhood groups (27%) was slightly preferred over public meetings or open houses (23%).

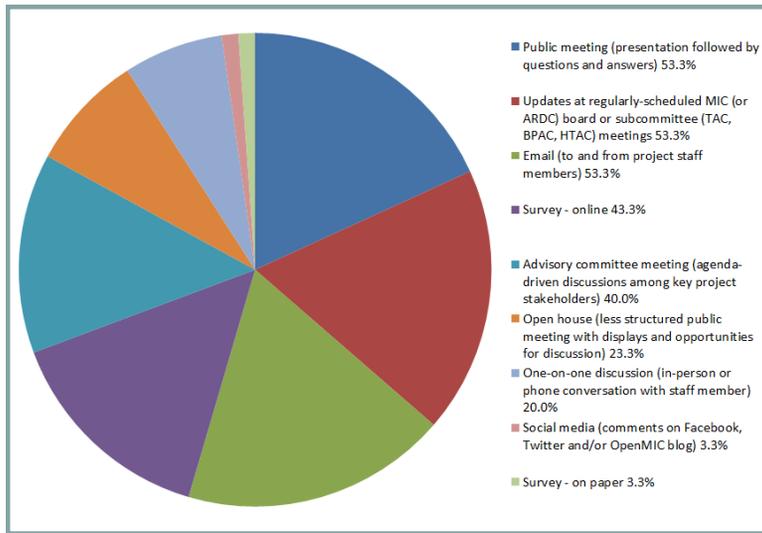
3. Preferred way to offer input, ask questions, or express your views or in regard to the MIC’s planning efforts?

In this questions, respondents were asked how they prefer to offer feedback (instead of how they prefer to *receive information*, as in question 2).

There are some similarities in responses—email and regularly scheduled committee meetings rank high at 53%—but in this case, public meetings rank at 53% as well.

We would be wise to consider that public meetings, along

Survey Responses to Question 3



with Advisory Committee meetings (40%) are viewed as more of an opportunity to **give** than receive information, and we should structure them accordingly, i.e., with plenty of opportunities for input and interaction.

Note, the open house format is comparatively viewed as less of an opportunity for giving input, as are one-on-one discussions.

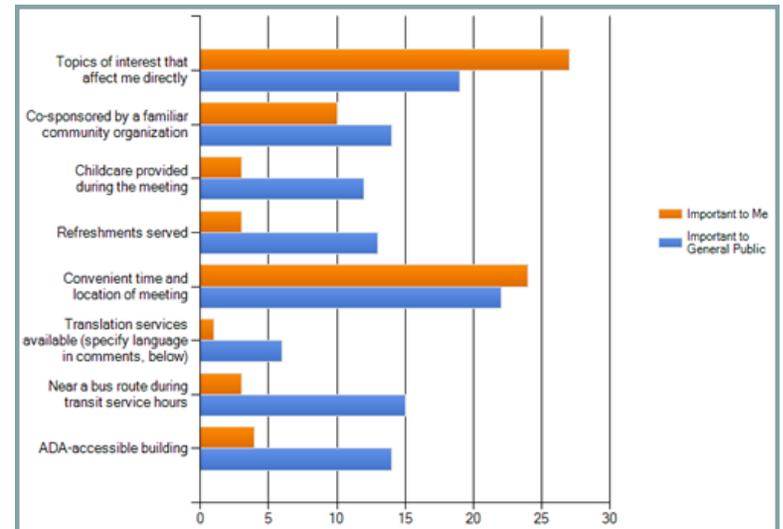
We may also want to consider surveys as a more frequent way to seek input from our internal stakeholders.

4. Important factors in deciding to attend a public meeting?

Respondents were asked to answer this question both in terms of their own decision-making process as well as their perception of what factors matter to the public at large.

For both groups, the relevance of the topic on a personal level, as well as convenience are the strongest factors.

Survey Responses to Question 4



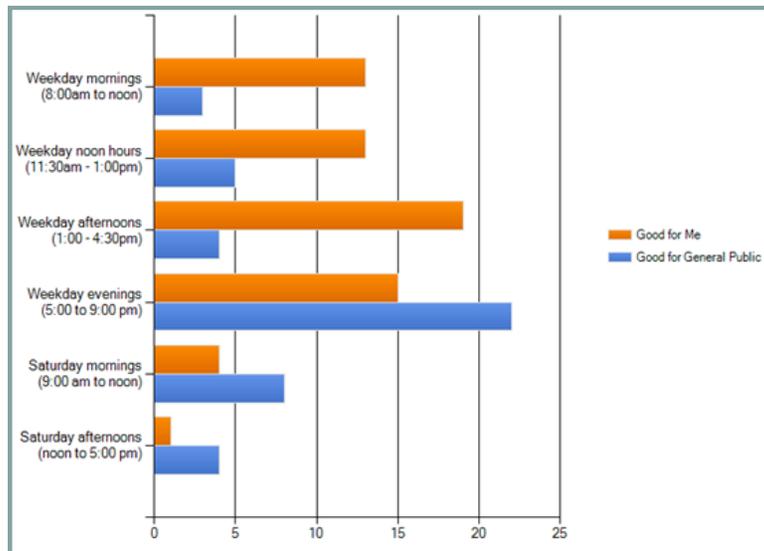
As one person commented, “Get the word out so the public is fully aware of the reasons they should attend” - in other words, we need to stress not just the where and when but the **why** of the meeting.

For all other factors (childcare, refreshments, access to a bus route, ADA accessible facility and translation services), it is interesting to note that while most were not of primary importance for the respondents, they were deemed important factors in being able to attract and accommodate the general public.

5. Most convenient days and times to attend meetings?

Survey results indicated a strong preference for regular weekday working hours for our internal stakeholders (those involved in MIC, TAC, BPAC, HTAC and Study Committees). For public meetings and open houses, however, a strong preference was expressed for after-work hours

Survey Responses to Question 5



during the week for public meetings and open houses.

Saturday mornings should also be considered, depending on the project and identified stakeholders.

Relevant comments include:

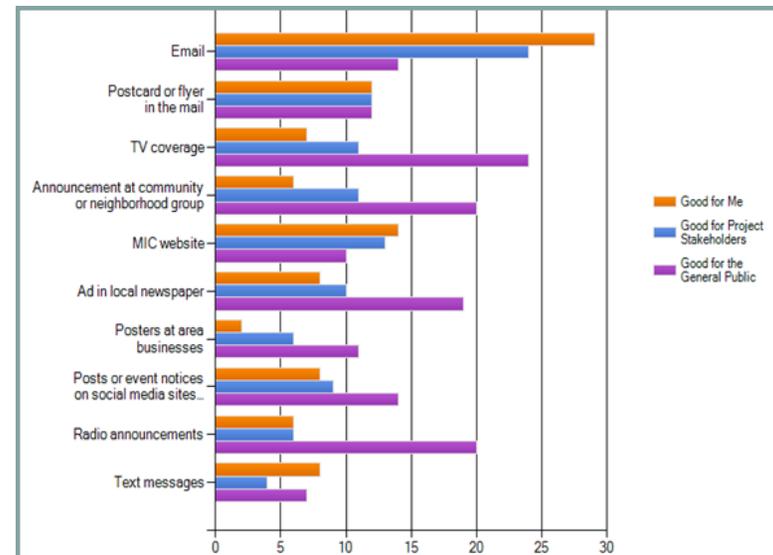
“Our experience is Monday, Tuesday or Thursday are the best evenings for public meetings.”

“I miss many events that I would like to attend because they happen during my work hours. I have run out of vacation time.”

6. Most effective ways for the MIC to promote meetings and other opportunities for public input?

Respondents were asked to answer this question from their own perspective, as well as from the perspective of those impacted by the planning project and to the public at large.

Survey Responses to Question 6



Once again, for the MIC's internal stakeholders, Email is the communication channel of choice, along with the MIC's website. However, for project stakeholders and members of the general public, it was strongly suggested that the MIC find ways to get coverage from the local media or take out a paid ad in the Duluth News-Tribune.

The choice "[make an] announcement at community or neighborhood groups" was also a popular choice, similar to the comments of two respondents: "Have a city councilor announce it at a council meeting" and "Notify government bodies. Many will announce the event at their meetings."

7. Who should we consult with in the development of the MIC's upcoming LRTP Update?

We took this opportunity to identify stakeholders for the update of our LRTP through 2040. The following stakeholders were suggested and will be included in our contact lists for the development of that plan:

- *Community Action Duluth* (3 respondents)
- *Duluth School District* (2 respondents)
- *Safe and Walkable Hillside Coalition* (2 respondents)
- *Lincoln Park On The Move* (2 respondents)
- *At Home Collaborative (LISC)*
- *Business groups and economic development organizations*
- *League of MN Cities*
- *One Roof Community Housing*
- *Active Living committee*
- *West Duluth CDC*
- *Duluth city planning staff*

- *City Planning Commission(s) and local officials*
- *Managers at large traffic generators (industry, retail, transportation, harbor, tourism)*
- *State planning officials*
- *CHUM Center*
- *Damiano Center*
- *Consult with schools for SRTS & other pedestrian issues*
- *Talk to any group that deals with physically challenged individuals, or rest homes, to get input on ADA issues and future trends*

8. Other Comments?

- *It would seem that a lot of the things the MIC does right now as far as public involvement is very effective and would not require much updating.*
- *When partnering with the City or County, please try to get public meeting announcements out separate from theirs. They tend to release meeting info only a week before, leaving very little time to get it on the calendar.*
- *Person to person endorsement, via public meetings, social media, hosting of informational sessions, surprises me every time how much of an impact that can have.*
- *The public only seems to respond when it affects them in the wallet, or in their back yard. Decisions about infrastructure should be driven by professional opinions of condition, not a matter of political wrangling.*
- *Trust funds were created to be spent on certain areas, such as harbor dragging, yet politicians have the ability to direct resources (their pet areas) instead of letting the trust money be spent without interference*
- *Focus on long range comprehensive economic development strategies*

Appendix D: In-Person Interviews

MIC staff conducted interviews with representatives from public agencies that serve under-represented populations identified in our Title VI Plan, such as minority, elderly, low income, and mobility limited individuals (see page 71).

Questions

- What methods in your experience are most effective for advertising and notifying the public in advance of meetings to discuss plans and studies, and regularly scheduled committee meetings?
- How do you decide on the choice of venue for public meetings? What is a “typical” meeting set-up (duration, graphics, presentations, opportunities for public and agency/official speaking, documentation of meeting events and discussion, etc.)?
- What methods have you successfully employed for outreach to traditionally underserved populations?

Main Messages

- Consider the dsmic.org website as our primary outreach method and informational resource for the MIC’s plans and studies; keep its project pages up-to-date.
- Schedule meetings at locations that are accessible by people with disabilities and near transit lines;
- Serve refreshments and consider providing childcare depending on the stakeholders we are trying to reach;
- Place information in the skywalk along the route to the St. Louis County government services building;
- Continue to use traditional media sources (local television and radio stations and the Duluth News Tribune).

Appendix E: Assessment & Performance Measures

The MIC evaluates its public participation efforts on an ongoing basis. An assessment will be undertaken as plans and studies are completed, using 23CFR 450.316 requirements as performance measures:

1. Did we develop and use a participation plan specific to this plan or study?
2. Did we conduct a Stakeholder Identification process and develop and use related contacts lists and databases?
3. How did we provide adequate public notice of public participation activities?
4. How did we provide opportunities for public review and comment at key decision points?
5. How did we provide timely access to information about the issues and participation processes for this plan or study?
6. How did we employ visualization techniques to describe this plan or study?
7. How did we make technical information and meeting notices available in electronically accessible formats and means?
8. Did we hold public meetings at convenient and accessible locations and times?
9. How did we demonstrate explicit consideration and response to public input received?
10. How did we seek out and consider the needs of those traditionally underserved in the development of transportation systems?

See the entire Public Involvement Assessment tool on page 65.

Appendix F

Published Legal Notices

NOTICE OF 45-DAY PUBLIC COMMENT PERIOD – MIC PUBLIC INVOLVEMENT PLAN

The Duluth-Superior Metropolitan Interstate Council (MIC), located at the Arrowhead Regional Development Commission in Duluth, has prepared a Draft Public Involvement Plan for the Duluth-Superior metropolitan area. The plan presents the public involvement procedures that the MIC must adhere to as the designated Metropolitan (Transportation) Planning Organization for the Duluth-Superior urbanized area. Public comments may be made from September 1st through October 15th, 2013, by contacting Rondi Watson at (218) 529-7511 or by email at rwatson@ardc.org. Free TTY services available through Minnesota Relay (800) 627-3529. Comments are also welcomed at the MIC Policy Board meeting on Wed, Sept. 18, 2013 at 7pm at the Douglas County Government Center, Room 270, 1316 North 14th Street, Superior, WI. To view a copy of the Draft Plan, please visit www.dsmic.org/pip or contact Rondi Watson (phone/email listed above). A copy of the Draft Plan is also available to view at the main branch of the Duluth and Superior public libraries.

PUBLIC COMMENTS SOUGHT – MIC PUBLIC INVOLVEMENT PLAN

The Duluth-Superior Metropolitan Interstate Council (MIC), located at the Arrowhead Regional Development Commission in Duluth, has prepared a draft Public Involvement Plan for the Duluth-Superior metropolitan area. The plan presents the public involvement procedures that the MIC will adhere to as the designated Metropolitan (Transportation) Planning Organization for the Duluth-Superior urbanized area.

To view a copy of the draft Plan, please visit www.dsmic.org/pip or contact Rondi Watson at (218) 529-7511 or by email at rwatson@ardc.org. A copy of the draft Plan is also available to view at the main branch of the Duluth and Superior public libraries. Public comments may be made through October 15th, 2013.

Comments are also welcomed at the two drop-in “open house” public information sessions to be held on Wednesday, Oct. 9 and Thursday, Oct. 10, 2013 from 8:00 a.m. to 5:00 p.m. at the Arrowhead Regional Development Commission office, 221 West First Street, Duluth, MN.

The Public Involvement Plan, along with all comments received, will be considered for final approval at the MIC Policy Board meeting on October 15 at 7:00 pm at the Hermantown Public Safety Facility Training Center, 5111 Maple Grove Road, Hermantown MN.

Appendix G

MIC Resolution Adopting the 2013 Update of its Public Involvement Plan

RESOLUTION #13-09
OF THE
DULUTH-SUPERIOR METROPOLITAN INTERSTATE COUNCIL

Adopting the 2013 Update of the MIC's Public Involvement Plan

WHEREAS, the Duluth-Superior Metropolitan Interstate Council (MIC) was created by the Arrowhead Regional Development Commission (ARDC) and the Northwest Regional Planning Commission (NWRPC) as the designated Metropolitan Planning Organization (MPO) for the Duluth-Superior area; and

WHEREAS, in its capacity as MPO, the MIC has established a comprehensive, cooperative, and continuing (3-C) transportation planning process to facilitate federal funding for communities, counties and transit operators; provides technical assistance and expertise to metropolitan transportation interests; and develops a Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP) and Transportation Improvement Programs (TIPs) for the Duluth and Superior metropolitan areas; and

WHEREAS, the requirements of 23 CFR 450.316 direct the MIC to develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process; and

WHEREAS, the revised Public Involvement Plan was developed by the MPO in consultation with all interested parties as well as agencies and officials responsible for other planning activities within the planning area that are affected by transportation; and

WHEREAS, a public comment period of 45 calendar days was provided and publicized before the revised participation plan was adopted by the MPO; and

WHEREAS, comments were received, responded to, and incorporated into the revised Public Involvement Plan;

NOW, THEREFORE, BE IT RESOLVED, that the MIC adopts the 2013 update of its Public Involvement Plan and directs MIC staff to implement the tools and techniques set forth therein as part of the MIC's transportation planning process in the development of the LRTP, TIPs and short-range plans and studies.

ATTEST:


David Montgomery
Minnesota MIC Co-Chair


Ron Chicka
MIC Director / ARDC


Nick Baker
Wisconsin MIC Co-Chair


Sheldon Johnson
MIC Deputy Director / NWRPC

October 16, 2013
Date

Appendix H

2015 Revision to the 2013 Public Involvement Plan

About the 45-day comment period for Proposed Revisions to the Public Involvement Plan
<http://www.duluthsuperioropenmic.org/pip-rev1>

We are interested to know your thoughts about the changes we are proposing to our Public Involvement Plan.

The MIC's Public Involvement Plan (PIP) spells out our process for obtaining public input as an integral part of the transportation planning process.

Recently we put these procedures to the test. During the development of our Long Range Transportation Plan (LRTP), MIC staff members noted several edits, deletions and additions to be incorporated into the 2013 PIP document as approved revisions.

The proposed revisions are:

1. Delete all references to air quality consultations

Why is this being proposed?

As of late 2013, Duluth has received an 'Attainment' area for air quality; therefore federal 'conformity consultation' requirements no longer apply. (pages 7, 29, 33, 50)

2. Discontinue the step of placing hard copies of the Draft and Final TIPs and LRTPs at area libraries for review.

Why is this being proposed?

Placing hard copies at the libraries was a method of distribution that predated the 2005 SAFETEA-LU mandate to utilize electronic and online channels (e.g., CDs, websites and email) to deliver plans and planning process information. At that time the MIC switched from producing printed versions to formatting our plans as PDFs designed to be viewed online, as well as developing online-only visualization features such as interactive mapping. (pages 29, 30, 33, 40, 41)

3. Add the following language for members of the public who wish to give comments at regularly scheduled meetings of the Policy Board, TAC, HTAC and BPAC:

Speaker Rules – for Commenting at MIC Policy Board, TAC, HTAC and BPAC meetings (page 11)

- Give your name and affiliation (if any)
- Comment Time Limit: 3 minutes*
- Limit your remarks to the specific plan, study or document under consideration by the Board
- Be respectful in dialogue

* The Chair, with committee approval, has the option of extending or closing the public comment period, depending on the number of people who wish to speak and the length of the meeting agenda

Why is this being proposed?

The point of the speaker rules is to ensure that all people who show have the opportunity to have their say. The 3-minute time limit is consistent with Duluth City Council and St. Louis County Commission rules. Some flexibility in the amount of time for each speaker is allowed.

Let us know what you think

Public comments about the proposed changes may be made from December 14, 2014 through January 30, 2015, by clicking here to comment at the end of the [OpenMIC.org](http://www.duluthsuperioropenmic.org/pip-rev1) blog post on this topic, or contact Rondi Watson at (218) 529-7511 or [by email](mailto:rwatson@ardc.org).

Comments are also welcomed in person at the MIC Policy Board meeting on Wed, February 18, 2015, at 7pm at the Hermantown Dept. of Public Safety Training Center, 5111 Maple Grove Road, Hermantown, MN. The proposed revisions will be presented for a vote at this time, along with a summary of all comments received during the public comment period.

NOTICE OF PUBLIC COMMENT PERIOD – REVISION TO THE MIC'S PUBLIC INVOLVEMENT PLAN

The Duluth-Superior Metropolitan Interstate Council (MIC), located at the Arrowhead Regional Development Commission in Duluth, has proposed revisions to its 2013 Public Involvement Plan for the Duluth-Superior metropolitan area. The plan presents the public involvement process and procedures that the MIC must adhere to as the designated Metropolitan [Transportation] Planning Organization for the Duluth-Superior urbanized area. Public comments about the proposed changes may be made from December 15, 2014 through January 30, 2015, by contacting Rondi Watson at (218) 529-7511 or by email at rwatson@ardc.org. Free TTY services available through Minnesota Relay (800) 627-3529. Comments are also welcomed in person at the MIC Policy Board meeting on Wed, February 18, 2015, at 7pm at the Hermantown Dept. of Public Safety Training Center, 5111 Maple Grove Road, Hermantown, MN. To view a copy of the 2013 Plan and the proposed changes, please visit www.dsmic.org/pip or contact Rondi Watson (phone/email listed above). Comments may also be made via the OpenMIC blog, www.duluthsuperioropenmic.org/pip-rev1.

Appendix H

2015 Revision to the 2013 Public Involvement Plan

OpenMIC blog post to publicize 45-day comment period for PIP Revisions
<http://www.duluthsuperioropenmic.org/pip-rev1>
Posted 12/15/2014

We are interested to know your thoughts about the changes we are proposing to our [Public Involvement Plan](#).

The MIC's Public Involvement Plan (PIP) spells out our process for obtaining public input as an integral part of the transportation planning process.

Recently we put these procedures to the test, during the development of our Long Range Transportation Plan (LRTP). We noted several edits, deletions and additions to be incorporated into the 2013 PIP document as approved revisions.



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Let us know what you think

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Comments are also welcomed in person at the MIC Policy Board meeting on Wed, February 18, 2015, at 7pm at the Hermantown Dept. of Public Safety Training Center, 5111 Maple Grove Road, Hermantown, MN. The proposed revisions will be presented for a vote at this time, along with a summary of all comments received during the public comment period.

To view a copy of proposed revised version of the Plan, please visit www.dsmic.org/pip.

Appendix I

Title IV Notices

Duluth-Superior Metropolitan Interstate Council (MIC) Title VI Compliance

As a sub recipient of federal funds administered by the Federal Transit Administration (FTA) and/or the Federal Highway Administration (FHWA) from the states of Minnesota and Wisconsin, the Duluth-Superior Metropolitan Interstate Council (MIC) is required to comply with the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and all related regulations and statutes.

The purpose of these regulations is to assure that no person or group of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the MIC, regardless of whether these programs are federally funded or not.

These regulations also assure that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on the basis of sexual orientation, minority and low-income status. In addition, the MIC will provide meaningful access to services for persons with Limited English Proficiency.

This document establishes a framework for the MIC's efforts to ensure compliance with Title VI and related statutes regarding nondiscrimination and environmental justice.

MIC Title VI Notice to the Public

The paragraph below is inserted into all significant publications that are distributed to the public, such as future versions and updates of the Long Range Transportation Plan. The text is available on the agency's website. The version below is the preferred text, but where space is limited or in publications where cost is an issue, the abbreviated version can be used in its place.

April 26, 2013

The Duluth-Superior Metropolitan Interstate Council (MIC) hereby gives public notice that it is the policy of the MPO to assure full compliance with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities.

Title VI assures that no person shall, on the grounds of race, color, national origin, sex or disability be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the MIC receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice by the MIC has a right to file a formal complaint with the MIC, ARDC, Mn/DOT or US DOT. Any such complaint must be in writing and filed with MIC/ARDC's Title VI Compliance Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

For more information, or to obtain a Title VI Discrimination Complaint Form, please see our website at www.dsmic.org/titlevi, or you can view a copy at our offices at 221 W. 1st Street, Duluth, MN.

Abbreviated MIC Title VI Notice to the Public

A shortened version of the paragraph, above, may be used in publications where space or cost is an issue:

The MIC fully complies with the 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 Discrimination Complaint Form, please see our website at www.dsmic.org/titlevi, or you can view a copy at our offices at 221 W. 1st Street, Duluth, MN. (April 26, 2013)



Duluth-Superior Metropolitan Interstate Council Policy Board, Transportation Advisory Committee and Staff Members (October 2013)

MIC Policy Board

Broc Allen – Douglas Co. Suburban Townships	Jennifer Julsrud – Duluth City Council
Ed Anderson – Superior Common Council	Linda Krug – Duluth City Council
Nick Baker – Douglas County Board (<i>WI Co-chair</i>)	Rosemary L. Lear – Douglas County Board
Warren Bender – Superior Common Council	Cindy Moe – St. Louis Co. Suburban Townships
Wayne Boucher – City of Hermantown	David Montgomery – City of Duluth Citizen Rep (<i>MN Co-chair</i>)
David Brenna – City of Proctor	Wayne Nelson – Duluth Transit Authority
Earl Elde – St. Louis County Suburban Townships	Dan Olson – City Superior Citizen Rep
Tom Fennessy – Superior Common Council	Jim Paine – Douglas County Board
Frank Jewell – St. Louis County	Sam Pomush – Douglas County Board

Transportation Advisory Committee

Bryan Anderson – MnDOT	Cari Pedersen – City of Duluth (<i>Chair</i>)
Todd Campbell – MnDOT	Heather Rand – MN Dept. of Economic Dev.
Jim Foldesi – St. Louis County	David Salo – City of Hermantown
Chuck Froseth – City of Duluth	Jason Serck – City of Superior
Jeff Goetzman – City of Superior	Jim Sharrow – Duluth Seaway Port Authority
Paul Halverson – Douglas County	Cindy Voigt – City of Duluth
Bryn Jacobson – Bike/Pedestrian Rep	Tom Werner – Duluth Airport Authority
Dennis Jensen – Duluth Transit Authority	Dena Young – WisDOT (<i>Vice-Chair</i>)
John Judd – City of Duluth	

MIC Staff - ARDC

Ron Chicka, MIC Director	Andy McDonald, Principal Planner
Laurel Davis, Administrative Assistant	Eric Miller, GIS Specialist
James Gittemeier, Senior Planner	Jarrett Valedéz, Intern
Robert Herling, Senior Planner	Rondi Watson, Planning Assistant*

MIC Staff - NWRPC

Sheldon Johnson, MIC Deputy Director

**Project Lead*

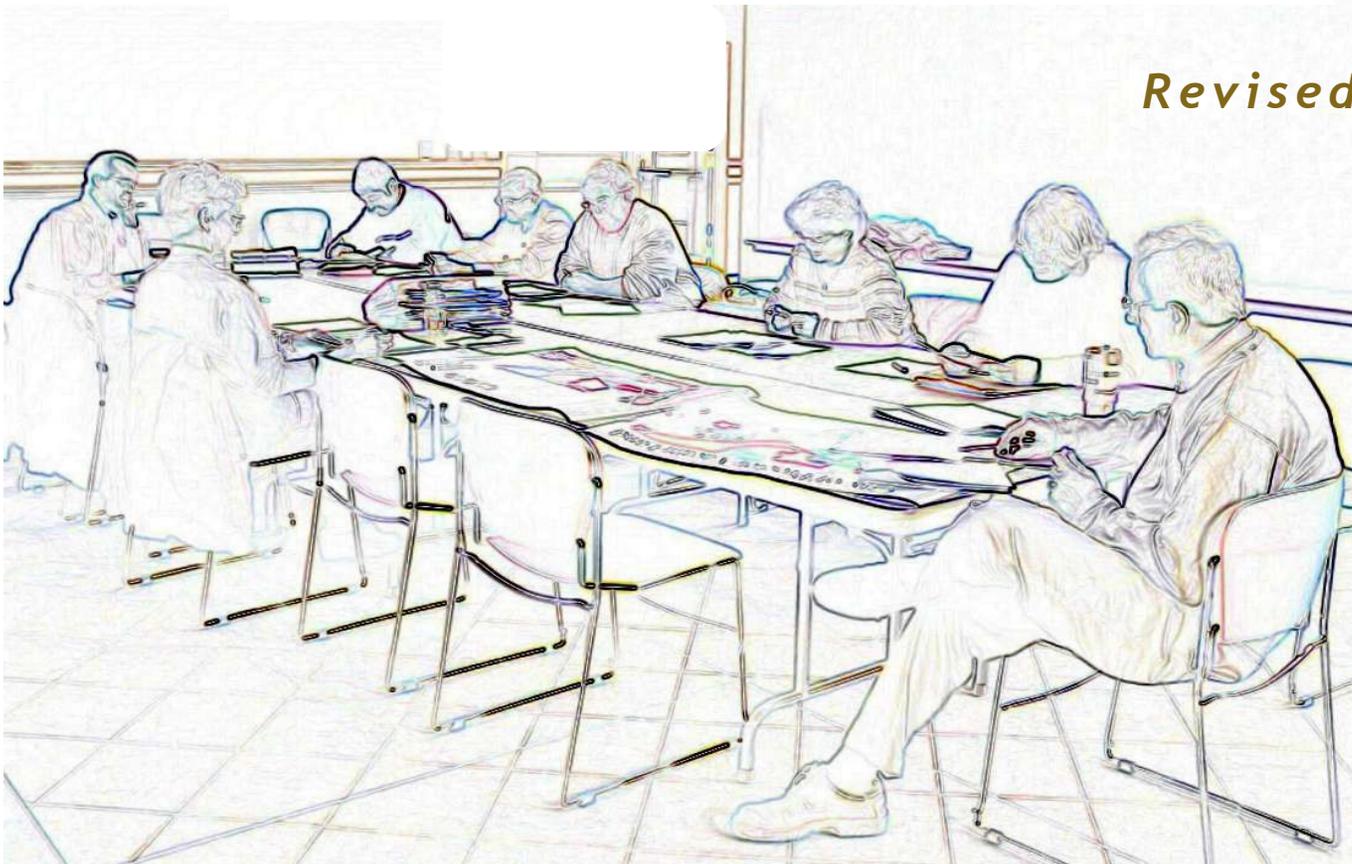


Citizen Participation in Transportation Planning:

MIC Public Involvement Plan

October 2013

Revised February 18, 2015



Duluth-Superior
Metropolitan Interstate Council

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