Citizen Participation in Transportation Planning:

MIC Public Involvement Plan

DRAFT

Open for Public Comment Oct. 10/29/17–01/16/18

Contents

Citizens’ Guide.............1
MIC Staff Guide............11
Federal and State........37
Requirements
Appendix....................43
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

Funding sources for the MIC’s work include:
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Minnesota Department of Transportation (Mn/DOT)
- 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
Duluth-Superior Metropolitan Interstate Council (MIC)
Public Involvement Plan — 2018 Update

The MIC conducts plans and studies to lay the groundwork for policies and projects to meet this area’s transportation needs, now and in the future.

Transparency and public access to the decision-making process are integral to good transportation planning.

This update of the Public Involvement Plan describes our goals and strategies for engaging stakeholders and members of the public, in accordance with best practices and in compliance with the federal FAST Act § 1201 (Metropolitan Transportation Planning) and 23 CFR 450.316 (Interested Parties, Participation, and Consultation).

| Contents |
|-----------------|-----------------|-----------------|
| **I. Citizens’ Guide** | **II. Staff Guide** | **IV. Appendix** |
| Information about the MIC, the transportation planning process & how to get involved. | A reference for MIC staff to ensure public participation during the planning process. | Goals & Objectives of the PIP |
| What is Transportation Planning? | MIC Planning Process Overview | Comments Received |
| Why Should I get Involved? | Stakeholder Identification | Public Involvement Summary |
| What is the MIC? | Duluth Area TIP Process | xx |
| What does the MIC do with the Input it Receives? | Superior Area TIP Process | xx |
| How Can I Get Involved? | Long Range Plan (LRTP) Process | |
| | | 45 |

<table>
<thead>
<tr>
<th><strong>III. Planning Requirements</strong></th>
<th><strong>IV. Appendix</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A reference for the federal and state agencies that provide oversight for the MIC’s work.</td>
<td>Goals &amp; Objectives of the PIP</td>
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<tr>
<td>23CFR 450.316 Reference</td>
<td>Comments Received</td>
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<td>Public Involvement Summary</td>
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I. 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. Your participation ensures that transportation investments are developed with input from the people who know this area best.

What is Transportation Planning?

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

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.

Objective of the MIC’s Public Involvement Plan

By using the tools and strategies set forth in this plan, we seek to facilitate effective public involvement that actively seeks input early in the planning process, before key decisions are made and while there is ample opportunity to influence decisions.
Why Should I Get Involved?
There are important reasons to get involved:

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

Who Should Participate?
We hope to reach people, businesses and organizations affected by transportation decisions throughout the Duluth-Superior area, including:

• Neighborhood groups
• Private transportation providers
• Port, airport and transit authorities
• Natural, historic and cultural resources
• Business and economic development groups
• Schools
• Freight shippers
• Advocacy groups (or users of) alternate modes such as bicycling or transit
• People with low incomes
• People with disabilities
• Elected officials
• Federal and state transportation agencies
• Tourism promotion organizations
• Tribal and federal land representatives

What is the MIC?
The Duluth-Superior Metropolitan Interstate Council (MIC) is the designated bi-state Metropolitan Planning Organization (MPO) for the urbanized area of Duluth, MN and Superior, WI.

The MIC’s core function is to provide a setting for a continual, coordinated and cooperative (“3-C”) transportation planning process to occur.

MPOs were created by Congress in 1962 to ensure that local transportation investments that use federal highway or transit funds are planned and prioritized with local input.

MPOs exist across the United States in every urbanized area with a population of 50,000 as required under federal transportation legislation (23 USC 134 and 49 USC 5303).
Public Involvement Requirement

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. Its 3 key directives can be summarized as:

1. **Define Process:** The MIC’s process for involving members of the public is described in detail in the Staff Guide section, pp. 15-20.

2. **Identify Stakeholders:** The MIC’s process for identifying stakeholders is described in detail in the Staff Guide section, pp. 21-24.

3. **Consider Public Input:** For all comments received throughout the public involvement process, the MIC will:
   a. **Document** written and oral comments received at meetings or through other means such as comment cards or emails;
   b. **Respond** as appropriate (for example, answer questions);
   c. **Summarize** the main messages or themes of the comments obtained;
   d. **Relay** this feedback to MIC and TAC members during project updates at regularly scheduled monthly meetings;
   e. **Consider** the public input received, as well as TAC and MIC responses;
   f. **Include** a review of all public involvement activities in draft and final plans and studies, with a discussion of how and why the input was or was not incorporated into the plan recommendations.

MIC Policy Board & Advisory Committees

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.

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.
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:

**Planning Process Overview** Page 7
- Phase I—Project Development 7
- Phase II—Project Execution 9
- Phase III—Project Delivery 11
- Phase IV—Project Implementation 13

**Stakeholder Identification** 15

**Outreach Strategies** 19

**Duluth Area TIP** Page 25
1. TIP Development and Approval Process 25
   A. Project Solicitation 25
   B. Draft TIP 25
   C. Final TIP 26
2. TIP Modification and Amendment Process 27
   A. TIP Amendment Guidelines 27
   B. Administrative Modification Guidelines 29

**Superior Area TIP** Page 31
1. TIP Development and Approval Process 31
2. TIP Amendment Process 31
   I. Administrative Modifications 31
   II. Minor Amendments 32
   III. Major Amendments 33

**Long Range Transportation Plan (LRTP)** Page 35
1. LRTP Development and Approval Process 35
   Phase I — Develop Process and Timeline & Identify Stakeholders 35
   Phase II — Deliver Information and Gather Input 36
   Phase III — Distribute Draft LRTP for Comment 38
   Phase IV — Distribute Final LRTP 40
   LRTP Amendment Process 40
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.

Federal public participation requirements are integrated into the MIC’s planning process, focused on providing early and ongoing access to information and consultation with all interested parties.

All of the MIC’s planning activities offer several opportunities for public participation at key decision points throughout the planning process. Each of the four phases represents a strategic point at which to engage stakeholders.

### Phase I. PROJECT DEVELOPMENT

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<thead>
<tr>
<th>Major Tasks/Key Decision Points</th>
<th>Who to Involve and How</th>
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<tr>
<td>Develop Scope of Work</td>
<td>MIC/TAC Presentations and Approval</td>
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<td>Outline Project Tasks/Timeline</td>
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<td>Define Outreach Strategy</td>
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The MIC’s Transportation Planning Process, continued

### Phase I. PROJECT DEVELOPMENT

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**Planners document a process** that identifies key decision points, strategies and tools for public involvement.

**Approval of the Scope of Work by the TAC, MIC is usually required.**
- First opportunity to communicate the purpose and extent of the project
- First opportunity to receive input.

**Stakeholder Identification is an important early task.** Internal stakeholders include members of the MIC, TAC, and if appropriate, the BPAC and HTAC.
- External (non-MIC) stakeholders are determined on a project-by-project basis and will include consideration of interested parties and traditionally underserved groups and individuals as defined in Section 450.316 of the Federal Register (See Stakeholder Identification guidelines and tools on pp. 20-27).
- **This step may include** the formation of a project-specific Study Committee.
Phase II. PROJECT EXECUTION

Major Tasks/Key Decision Points

- Issue Identification
  - Public/Stakeholder Outreach Activities
  - Study Committee Meetings
  - TAC and MIC Meetings

- Information Gathering & Analysis
  - Public/Stakeholder Outreach Activities
  - Study Committee Meetings
  - TAC and MIC Meetings

- Solution Identification
  - Public/Stakeholder Outreach Activities
  - Study Committee Meetings
  - TAC and MIC Meetings
The MIC’s Transportation Planning Process, continued

Phase II. PROJECT EXECUTION

**Major Tasks/Key Decision Points**

<table>
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<th>Phase</th>
<th>Major Tasks/Key Decision Points</th>
<th>Who to Involve and How</th>
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<td>Issue Identification</td>
<td>Issue Identification</td>
<td>Public/Stakeholder Outreach Activities</td>
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<td>Study Committee Meetings</td>
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<td>TAC and MIC Meetings</td>
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<td>Information Gathering &amp; Analysis</td>
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<td>Public/Stakeholder Outreach Activities</td>
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<td>Study Committee Meetings</td>
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<td>TAC and MIC Meetings</td>
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<td>Solution Identification</td>
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<td>Study Committee Meetings</td>
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<td>TAC and MIC Meetings</td>
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**Who to Involve and How**

- **Public/Stakeholder Outreach Activities**
- **Study Committee Meetings**
- **TAC and MIC Meetings**

**Public involvement at the start of the project execution phase** is essential to understanding stakeholder perspectives on the purpose and need for the project.

- The main task initially is to identify the key issues to be addressed by the plan or study.

**Public involvement midway through the project execution phase** provides updates about the progress of the project and maintains open channels of communication, in electronically-accessible formats and at public forums.

- The focus at this point is to gather, analyze and share relevant data (e.g., survey results, traffic counts), which may also assist in quantifying and verifying stakeholder-identified issues.

- This is an appropriate time to introduce limiting factors or filters (e.g., cost, existing policies, etc.) which must be considered in the next step (solution identification).

**Public involvement at the end of this phase** is focused on identifying potential solutions and seeks to gain input (and, ideally, consensus) about preferred alternatives to be incorporated as recommendations in the draft plan.

- More information and/or analysis may be needed before moving on to project delivery phase.
Phase III. **PROJECT DELIVERY**

<table>
<thead>
<tr>
<th>Major Tasks/Key Decision Points</th>
<th>Who to Involve and How</th>
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<tbody>
<tr>
<td>Prepare Project Deliverables</td>
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<tr>
<td>Review Draft Plan</td>
<td>Public/Stakeholder Outreach Activities</td>
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<td>Study Committee Meetings</td>
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<td>TAC and MIC Meetings</td>
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<td>Release Final Plan</td>
<td>Federal and State Agency Consultations</td>
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<td>TAC and MIC Approvals</td>
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</table>
Phase III. PROJECT DELIVERY

**Major Tasks/Key Decision Points**

1. **Prepare Project Deliverables**
2. **Review Draft Plan**
3. **Release Final Plan**

**Who to Involve and How**

- **Public/Stakeholder Outreach Activities**
  - Study Committee Meetings
  - TAC and MIC Meetings
  - Federal and State Agency Consultations

- **TAC and MIC Approvals**

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**Draft and final plans and studies will include a public involvement chapter** that describes what steps were taken to engage the public, a summary of main messages or themes of comments received, and discussion of how and why this input was (or was not) incorporated into the plan recommendations.

**The purpose of the draft plan is** to give stakeholders and members of the public a reasonable opportunity to review and comment on the complete plan before it is presented for final approval.

- The draft will provide a start-to-finish overview of the project and clearly present proposed recommendations.
- It will employ visualization techniques (page 14) whenever possible, to better explain relevant data and concepts 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.

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Approval of the final plan is made solely by the MIC Board, with input from the TAC. Project stakeholders will, however, be able to see that their input was given due consideration.

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

The final step in this phase is to review the effectiveness of the public involvement strategies and tools used during the development of the plan or study.
The MIC’s Transportation Planning Process, continued

Phase IV. PROJECT IMPLEMENTATION

<table>
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<tr>
<th>Major Tasks/Key Decision Points</th>
<th>Who to Involve and How</th>
</tr>
</thead>
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<tr>
<td>Distribute Final Plan</td>
<td>Provide both online and printed versions</td>
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<tr>
<td>Promote Plan Recommendations</td>
<td>Public Outreach Campaign / Media Releases</td>
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<td></td>
<td>Advocacy by Study Committee Members</td>
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<td></td>
<td>Advocacy by TAC and MIC Members</td>
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</table>
Because the MIC does not have the power to implement its recommendations, it is essential to distribute the plan to the people and organizations that can—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 and discussed with the TAC and MIC and Study Advisory Committee.

- These strategies may include working with the media and/or giving presentations to selected groups and audiences. We will take care to balance our interest in publicizing the MIC’s final findings and recommendations with the need to be sensitive to issues of timing, confidentiality, political trends, etc.

- Internal stakeholders—the MIC Board and its advisory committees—as well as the stakeholders 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 have the confidence 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 in future work programs.
Outreach Strategies

**Tools and techniques to facilitate public involvement**

MIC planners are responsible for providing opportunities for stakeholder participation at key decision points. However, each project calls for a customized approach based on the subject and scope of the project, time frame and other staff resources, as well as the potential public impact and level of interest in the project.

We utilize a combination of the following in person and technology-based tools to encourage participation:

**MIC Website (www.dsmic.org)**

The MIC’s website, dsmic.org, is the MIC’s primary source for delivering information to the public. Project 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 current and past planning projects.

**Email Notifications**

The MIC maintains several Transportation Stakeholders/Interested Persons mailing lists that we use to distribute our written communications.

In addition, separate Plan Stakeholder lists are maintained for individuals and businesses that have opted to receive communications about a particular plan or study.

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

**OpenMIC Blog**

The MIC’s blog, [www.DuluthSuperiorOpenMIC.org](http://www.DuluthSuperiorOpenMIC.org), provides project updates and serves as a forum for discussion about transportation and planning in the Duluth-Superior area.

**Social Media**

The MIC maintains a Facebook page at [www.facebook.com/dsmic](http://www.facebook.com/dsmic) (“Like” us!) as well as a Twitter feed (dsmicTranspo) with the goal of providing accurate information and encouraging constructive community dialogue. Event listings are posted on Facebook prior to public meetings and the MIC will share Events from other area organizations whose projects complement our planning work.
In addition, the MIC is 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.

**MIC Policy Board & Advisory Committees**

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.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Frequency</th>
<th>Mtg Materials (hard copy)</th>
<th>Mtg Materials (electronic copy)</th>
<th>Info on Website (dsmic.org)</th>
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</thead>
<tbody>
<tr>
<td>MIC Policy Board</td>
<td>3rd Wed of each month (except Nov)</td>
<td>Mailed upon request</td>
<td>Members and Interested Persons list</td>
<td>Full agenda packet, Past meeting summaries</td>
</tr>
<tr>
<td>TAC</td>
<td>3rd Tue of each month (except Nov)</td>
<td>Mailed upon request</td>
<td>Members and Interested Persons list</td>
<td>Full agenda packet, Past meeting summaries</td>
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<tr>
<td>HTAC</td>
<td>Quarterly</td>
<td>Mailed upon request</td>
<td>Members and Interested Persons list</td>
<td>Full agenda packet, Past meeting summaries</td>
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<tr>
<td>BPAC</td>
<td>Quarterly</td>
<td>Mailed upon request</td>
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<td>Full agenda packet, Past meeting summaries</td>
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Notifications for MIC Board and Advisory Committee Meetings

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.

**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 typical-ly represent a specialized segment of the community or technical staff from affected jurisdictions as well as balanced representation of transportation interests.

**Public Meetings / Open Houses**

Public meetings and open houses are held for many of the MIC’s plans and studies, at key decision points during the planning process to identify issues, review data collection and analysis, and comment on recommendations.
The following guidelines apply to all MIC-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 U.S. mail upon request.

Printed notices for project-specific meetings and open houses are also posted in public locations. Legal notices are placed for the Transportation Improvement Programs (TIPs), Long Range Transportation Plan (LRTP) and Public Involvement Plan (PIP). Paid display ads may be placed 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 Days 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.

Committee members of the MIC, TAC, BPAC, HTAC have expressed a strong preference for those meetings to be held during regular weekday working hours. For the general public meetings and open houses will be scheduled on weekdays (except for Fridays) after regular work hours.

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) will also be provided.

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

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

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.

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.
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 staff members can be found on the MIC’s website or by sending an email to micinfo@ardc.org.

Staff Presentations

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

News Media

Coverage by the local news media in the form of newspaper articles and TV news features, provides the most widespread coverage about the MIC’s work.

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

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

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: After a plan or study has been completed, MIC staff (and/or project stakeholders) may request a meeting with the Editorial Board of the Duluth News Tribune’s Editorial Board.

The Editorial Board is “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.”

This approach to engaging with the media is separate from seeking general news coverage and should be undertaken strategically, as part of the project’s implementation, to publicize the facts and ‘make the case’ for the recommendations put forth by the MIC.
Walking Workshops/Walkability Audits/Group Rides

The MIC periodically hosts or co-sponsors educational events for selected projects, including a highly interactive, group approach to examining the more technical aspects of street design from the perspective of pedestrians or bicyclists.

Surveys and Questionnaires

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

The MIC typically uses Survey Monkey, and is investigating the possibility of using a more interactive survey platform such as MetroQuest as a way to engage more people.

Pop-Up Displays

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

We have reached some of our largest and most diverse audiences by setting up during public events such as Downtown Sidewalk Days or Food Truck Fridays at the central library.

On-Site Project Messaging

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

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

Project Newsletters

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

Visualization Techniques

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

MIC staff uses the Outreach Strategy Planner (in addition to Stakeholder ID form) at the start of major planning initiatives:

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Tools Development</th>
<th>Media / Content Development</th>
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| 1. Kick-Off meeting  
- Date:  
- Project scope & timeline  
- ID stakeholders  
- Meeting notification(s) | 1. Stakeholder Identification  
- Contact list (#____)  
- Review, complete S/H ID list  
- Email identified stakeholders and ask them to pass it along | 1. Stakeholder outreach materials  
- One-page overview of plan  
- Plan-specific Newsletter  
- Focus on Transportation article |
| 2. Study Committee meeting #1  
- Date:  
- Project scope & timeline | 2. Web page  
- Project overview/updates  
- Interactive Calendar  
- Interactive Map  
- Public Comment feature | 2. Web page content  
- Intro text/Purpose & Need  
- Link to scope  
- Interactive Map & Calendar  
- Link to Survey |
| 3. Jurisdiction meeting  
- Date:  
- ID issues  
- ID objectives  
- Identify stakeholders  
- Meeting notification(s) | 3. Interactive Map  
- Allows users to draw and comment on map. | 3. OpenMIC Blog  
- Overview of plan  
- Review of survey results |
| 4. Interactive Calendar  
- Key events  
- Dates, times, locations  
- Links meeting agendas and summaries | 4. Facebook Post(s)  
- Link to public survey  
- Link to blog post about survey results  
- Publicize public meeting(s) | |
| 4. TAC & MIC meetings  
- Date:  
- PowerPoint presentations | 5. Public survey  
- Objectives  
- Questions  
- Online/printed versions  
- Distribution | 5. Press release  
- Overview of plan  
- Review of major issues  
- Publicize public meeting(s) |
Stakeholder Identification

An important early task for any MIC-led planning project is to identify specific “stakeholders”—people or organizations that could be interested in or affected by the recommendations in a plan or study, or involved in its implementation.

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, gathers contact information and then reaches out to both internal and external stakeholders to inform them about the initiation of a plan or study and to notify them of specific opportunities to give input.

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. 23 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

3. 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).
   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
   c. Representatives of public transportation employees

4. Private Transportation Interests
Demand response operators and other private transportation interests, including:
   a. Taxi services
   b. Intercity bus operators
   c. Employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program
   d. 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 underserved 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. Groups/agencies addressing natural resources risk reduction
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, Visit Duluth and other tourism promotion organizations
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)

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. Media Outlets

a. Newspaper and television reporters who have picked up MIC-related and transportation-related stories over the past year
b. Area broadcast TV news stations
c. Area radio stations
d. Neighborhood newspapers or newsletters (The Hillsider, etc.)

13. Other groups with demonstrated interest in transportation and/or land use issues
The MIC’s Stakeholder Identification Tools

MIC staff uses Stakeholder Identification tools at the start of planning initiatives:

The form at left is used for general MIC-area transportation-related plans and studies, to identify local groups and individuals potentially interested in or impacted by recommendations.

The form below is used for the more extensive TIP and LRTP updates, to identify stakeholders in accordance with 23CFR 450.316 requirements.
Public Involvement Steps for Transportation Improvement Programs (TIPs)

The MIC is required to adopt a Transportation Improvement Program (TIP) which programs federally-funded (FHWA and FTA) 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 includes projects for the upcoming four (4) years.

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

Duluth Area Transportation Improvement Program

I. TIP Development and Approval

The annual process of soliciting projects, developing a draft program of funded projects and approving the final TIP has several public involvement requirements (23 CFR 450.316):

A. Project Solicitation

As the annual TIP development cycle begins, public involvement actions include:

1. Announce start of TIP project solicitation process at TAC, MIC and DTA meetings; review project timeline.
2. Post all project applications received on the MIC website.
3. Post a blog article on the “OpenMIC” blog that introduces readers to the TIP process, lists the proposed projects and asks for comments.
4. 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.
5. Create and post an informational display (that shows the proposed projects, references the Open MIC Blog Post and asks for comments) in ARDC’s display case in the downtown skywalk.
6. Schedule a public information session to explain the TIP process, describe proposed projects and take comments in person (optional—depends on location and scope of proposed projects).
7. Use the MIC’s stakeholder email list, Facebook page and online event calendar on the Duluth News Tribune site to publicize the information session (if scheduled).
8. Report any comments received about proposed projects to TAC and MIC prior to project scoring session at scheduled monthly meeting.

B. Draft TIP

Upon completion of the draft TIP document, public involvement actions include:

1. Include approval of the start of the required 30-day public comment period as a voting item on TAC and MIC agendas.
2. Include a description of the proposed action in the accompanying meeting materials, as well as a link to the Draft TIP, for public review.
3. Provide notice of the proposed start of the public comment period by publishing it on the Meeting Notice, at least one week prior to the scheduled meetings.
5. Include a link to the Draft TIP document in the meeting mailing to TAC and MIC members, at least one week prior to the scheduled meetings.

6. Publish legal notice in the Duluth News Tribune on the Sunday 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.

7. Make Draft TIP available to the public in both printed and electronic formats at the following locations:
   a. MIC website (pdf)
   b. NWRPC & MIC/ARDC offices (printed copy)
   c. 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).

8. Use the MIC’s stakeholder email list and Facebook page to publicize the comment period and open house and to provide a link to the draft TIP.

9. Post a blog article on the “Open MIC” blog that notifies public about 30-day comment period, reviews projects included in the draft TIP and asks for comments.

10. Schedule and staff a 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.

11. Conduct consultation with state and federal agencies (FHWA, FTA, MnDOT) prior to the end of the 30-day comment period, to review projects and take comments on the Draft TIP.

12. If 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.
   a. The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA and MnDOT.
   b. The same techniques to promote the revised draft will be utilized as outlined above for the Draft TIP.
   c. 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.

C. Final TIP
As the final TIP document is completed, public involvement actions include:

1. Include a summary of comments received and MIC responses to those comments in the final TIP document.

2. Include approval of the Final TIP as a voting item on TAC and MIC agendas for the first meetings after the end of the required 30-day public comment period.

3. Provide public notice of the proposed action by listing “Opportunity for Public Comment” on the published Meeting Notice and on the Agenda, at least one week prior to the scheduled meeting.

4. 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.

5. Present any comments received to the MIC Board and include them in the published Meeting Summary;

6. Include a listing of the TIP projects, as well as the result of the MIC Board vote on the final TIP, in the published Meeting Summary.

7. Make the final (approved) TIP document available to the public in both printed and electronic formats at the following locations:
   a. MIC website (pdf)
   b. NWRPC & MIC/ARDC offices (printed copy)
   c. 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).

8. Conduct a review of Public Involvement activities to quantify and analyze their effectiveness for use during next TIP cycle.

II. Amendments and Administrative Modifications

For projects listed in the current, approved Duluth Area TIP, changes may be needed to accommodate project additions, advancements, changes to scope, cost and other types of changes needed by the sponsoring jurisdictions. Changes to the approved TIP may be made either by a formal TIP Amendment (for major project revisions) or by an Administrative Modification (for minor project revisions).

Any changes to the list of programmed projects proposed by the sponsoring jurisdiction, will, in consultation with MIC staff, be determined to require either a formal Amendment or an Administrative Modification.

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

For changes requiring an Amendment, the MIC will undertake actions to allow for public review and comment, in accordance with the MIC’s requirements as an MPO.

All formal Amendments to the TIP must be approved by the MIC Board at a regularly-scheduled monthly meeting. Therefore proposed Amendments must be communicated to MIC staff at least eleven (11) days before the date of a regularly scheduled meeting to be included on the meeting agenda and publicly distributed one week in advance. (See Appendix p. 44).

The following process is consistent with federal transportation planning legislation in regard to the MPO’s public participation requirements (23 CFR 450.316) and incorporates the criteria specified in MnDOT’s 2015 Guidance for STIP Amendments.

A. Amendments to the Duluth Area TIP

A formal TIP Amendment is needed when a major revision is proposed to a programmed project.

1. Criteria for FHWA-Funded Projects

For projects using highway (FHWA) funds, the following criteria apply, in combination with the amount of the cost adjustment as shown in the TIP Amendment Threshold Table A-1:

   a. The change adds new individual FHWA funded projects.
b. The change adds a regionally significant project (defined in Appendix, p. 44):

c. The change impacts financial constraint, including total cost increases or decreases in accordance with the TIP Amendment Threshold (Table A-1).

d. The change adds or removes a phase of work such as preliminary engineering, right-of-way, construction, etc. to the project which increases or decreases the total project cost.

e. The change results in project scope change includes, but is not limited to, changing work type such as bridge rehabilitation to replacement, resurface to reconstruct, adding additional work/bridge/lane/intersection/route.

f. The change in project limit/termini greater than 0.3 miles in any direction.

2. **Criteria for FTA-Funded Projects**

For projects using transit (FTA) funds, the following criteria apply, in combination with the amount of the cost adjustment as shown in the TIP Amendment Threshold Table A-2:

a. The change adds new individual FTA funded projects to the current approved STIP.

b. The change increases the STIP total project estimate cost by more than 20% (Table A-2).

3. **Staff Actions**

After it has been determined that a Formal Amendment to the Duluth Area TIP is necessary, the following public involvement steps will be taken:

a. Determine if a 30-day public comment period is required.
   - *Depends on the scope of the change; to be determined in consultation between MIC and MnDOT.*

b. Determine if a new Community Impact/Environmental Justice analysis or Conformity Determination is required for this TIP project.
   - *Depends on the scope of the change; to be determined in consultation between MIC and MnDOT.*
c. List the proposed Amendment as a voting item on the published Agenda for meetings of both the Transportation Advisory Committee (TAC) and the MIC Policy Board, at least one week prior to the scheduled action on the Amendment.

• See Appendix p. 45 for information about the timing to place an Amendment for approval on the TAC and MIC agendas; may require specially-scheduled meetings if the TAC’s 11-day notification requirement cannot be met.

d. Provide public notice of the proposed changes to the TIP project by listing “Opportunity for Public Comment” on the published Meeting Notices for the TAC and MIC, at least one week prior to the scheduled action on the Amendment.

e. Include a description in the accompanying meeting materials of the proposed changes, as well as a copy of the proposed Amendment, for public review.

f. Provide public notice of the proposed changes to the TIP project, by posting the proposed Amendment on the TIP page of the MIC website, at least one week prior to the scheduled action on the Amendment at the meetings of the TAC and MIC.

g. Prepare a Resolution for signature by the MIC Board chair.

h. Present the Amendment for approval at the scheduled TAC and MIC meetings.

i. Present any comments received to the MIC Board and include them in the published Meeting Summary.

j. Include the result of the MIC Board vote on the Amendment, along with a description of the changes to the TIP project, in the published Meeting Summary.

k. Update the TIP project list on the TIP page of the MIC website.

l. Provide printed copies of the Amendment and the updated project list upon request.

m. Email a copy of the signed Resolution to MnDOT District One staff for inclusion in the ATIP and STIP.

B. Administrative Modifications to the Duluth TIP

An Administrative Modification is a minor revision or technical correction to a programmed project which does not meet the criteria for a formal TIP Amendment (section A). Written justification is required to demonstrate fiscal constraint.

1. Criteria for FHWA-Funded Projects

For projects using highway funds, Administrative Modifications are required based on the following criteria:

a. The cost estimate is increased or decreased but does not impact fiscal constraint.
   • Meets the TIP Administrative Modification Threshold (Table B-1).

b. A new project is identified from a federal set-aside in the same state fiscal year.

c. Projects are advanced or deferred within TIP years with no changes to cost or scope.

d. A state funded project is added to the TIP, which is not regionally significant.

e. A state funded project is converted to a federally funded project with no changes to scope or cost.

f. A locally funded project is added to an existing fed-
erally funded project in the STIP if the revised total project cost is greater than $2 million. This applies to both MnDOT let and local let project.

- No action required if the revised total project cost is less than $2 million.

g. A technical correction is made (such as changes to the project description or project number, or minor changes to the scope or cost of a project).

h. Advance Construction (AC) funds are added, removed, increased, or decreased for a project.

i. A project currently programmed in the TIP is removed.

j. A project is split into two or more projects. Splitting projects must located within the original planned location, with no change in combined total cost, and no shift in state fiscal year.

2. Criteria for FTA-Funded Projects

For projects using transit funds, Administrative Modifications are required based on the following criteria:

a. Moving projects between years of the current approved STIP.

b. Changing FTA funding source such as changing from Section 5307 funds to Section 5339 funds or vice versa.

c. Changing federal funding from FTA funds to FHWA funds or vice versa. Fiscal constraint justification required.

d. Making a technical correction.

e. Changing the State Project Number.

3. Staff Actions

Although formal public involvement steps are not required (by federal statute) for Administrative Modifications to the Duluth Area TIP, the MIC’s practice is to provide public notice of these changes as follows:

a. Briefly describe these changes in the ‘Project Updates’ section of the TAC and MIC meeting materials and the TIP page of the MIC website.

<table>
<thead>
<tr>
<th>Original Estimated Cost of Project</th>
<th>Administrative Modification needed if cost is increased or decreased more than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $1 Million</td>
<td>No Administrative Modification is needed**</td>
</tr>
<tr>
<td>$1 Million to $10 Million</td>
<td>20%</td>
</tr>
<tr>
<td>$10 Million to $100 Million</td>
<td>10%</td>
</tr>
<tr>
<td>$50 Million to $100 Million</td>
<td>15%</td>
</tr>
<tr>
<td>&gt; $100 Million</td>
<td>***</td>
</tr>
</tbody>
</table>

** No Administrative STIP Modification is required when the original project cost is less than $1 million AND the revised project cost remains less than $1 million.

***An Administrative Modification for high profile TIP projects (greater than $100 million) requires prior collaborative discussion between MnDOT and FHWA.
Superior Area 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:
   a. NWRPC & MIC websites (pdf)
   b. NWRPC & MIC/ARDC offices (printed copy)
   c. Printed copies will also be provided upon request.
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:
   a. NWRPC & MIC websites (pdf)
   b. NWRPC & MIC/ARDC offices (hard copy)
   c. Copies will also be provided upon request.
9. Conduct a Review of Public Involvement Activities
   a. 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:
   - a. Provide advance notice of the proposed changes to the TIP project by including a description in the ‘Project Updates’ section of the published Agenda;
   - b. Present any comments received to the MIC board and include them in the published Meeting Summary;
   - c. 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:
   - a. NWRPC & MIC websites (pdf)
   - b. 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:
   a. 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;
   b. 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;
   c. Present any comments received to the MIC Board and include them in the published Meeting Summary;
   d. 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:
   a. NWRPC & MIC websites (pdf)
   b. 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:
  a. 10% of the total Federal funding programmed for the calendar year, or
  b. $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:
   a. 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:
      i. 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
   b. Additional public involvement techniques include:
      i. Utilizing the MIC’s social media outlets (OpenMIC blog, Facebook page) to explain the proposed amendment and solicit public comment.
      ii. 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:
   a. NWRPC & MIC websites (pdf)
   b. 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 2045 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—Develop Process and Identify Stakeholders

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:
   a. Current MIC Board and Advisory Committee members.
   b. 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.
   a. Information should include, to the extent practicable, names of contact people along with their regular U.S. mail as well as email addresses.
   b. 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 2045 Update Page on MIC website

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

Phase II—Deliver Information and Gather Input

The second planning phase focuses on collecting and analyzing information. 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. Develop and distribute online survey(s) using the MetroQuest and/or SurveyMonkey platforms to obtain public input about area transportation priorities and public participation into the development of the LRTP’s objectives and strategies.

2. Design participation exercises to involve the MIC and TAC in determining area transportation priorities and in developing related objectives and strategies.

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

1. Produce a one-page handout about the LRTP update goals and objectives, issues and public involvement opportunities.

2. Develop maps and other visualization tools to describe aspects of the LRTP.

3. Develop Powerpoint presentations about current topics, technical data, transportation trends and public input.
a. Report to the LRTP Advisory Committee and MIC Board at their regularly-scheduled meetings
b. Post online after the meetings have been held.

4. Write and distribute a series of OpenMIC blog posts, to be distributed electronically at identified project milestones and key decision points.

5. Develop maps and other visualization tools to describe aspects of the LRTP.

6. Develop the text for letters and emails to contact jurisdictional partners for outreach and consultations (as listed in II-C, below).

7. Write and distribute press releases and social media content as needed to communicate with the public at identified project milestones and key decision points and to promote public involvement opportunities.

8. Develop posters for the ARDC display case located in the downtown Duluth skywalk with information about issues, content and process for the LRTP update.

9. Update content on MIC website on an ongoing basis.

10. 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.):
   a. Obtain information about transportation priorities and get details on short, mid, and long-term transportation goals for each.
   b. 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 meetings and/or open houses

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.
   a. 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.
   b. Hold meeting(s) at convenient times and locations in accessible facilities.
   c. Present information in a variety of formats (including visualization tools and encourage comments using multiple methods (group or one-one discussions, comment cards, etc.).

Phase III—Distribute Draft LRTP for Comment

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.
   a. The required period of 30 days was determined in consultation with FHWA, FTA, MnDOT and WisDOT.
   b. 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:
   a. MIC website (pdf)
b. NWRPC & MIC/ARDC offices (printed copy)
c. Duluth and Superior main libraries (printed copy)
d. 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.

1. Must take place prior to the end of the 30-day comment period
2. 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.
3. Post a blog article on the “OpenMIC” blog that notifies 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
   a. 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.
2. 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.
   a. The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA, MnDOT and WisDOT
   b. The same techniques to promote the revised draft will be utilized as outlined in Steps C, D and E of this section.
   c. 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:
   a. MIC website (pdf)
   b. NWRPC & MIC/ARDC offices (printed copy)
c. 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—Distribute Plan

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 implementation 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 Process

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.

1. “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).
2. Public involvement steps will include:
   a. Placing a legal notice in the Duluth and Superior newspapers of record;
   b. Using selected tools and techniques in Section III, above, to publicize this information.
Section III — FAST Act Planning Requirements

Building on previous transportation authorizations, the current federal bill, Fixing America’s Surface Transportation Act or FAST Act, continues the MPO’s role and requirement to provide regional-level coordination and planning for transportation investments in a continuing, cooperative, and comprehensive manner (the 3-C planning process).

In accordance with 23 CFR 450.316, the MIC is required to develop and use a Public Involvement Plan (PIP) which sets the procedures by which the MIC will engage the public in the development of the metropolitan transportation planning process for the Duluth-Superior Metropolitan area.

The MIC’s 2018 PIP Update incorporates the following federal legislative mandates:

23CFR 450.316

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

<table>
<thead>
<tr>
<th>Citation</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>23CFR 450.316 (a)</td>
<td>The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian 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.</td>
</tr>
<tr>
<td>23CFR 450.316 (a) (1)</td>
<td>The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:</td>
</tr>
<tr>
<td>23CFR 450.316 (a) (1) (i)</td>
<td>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;</td>
</tr>
<tr>
<td>23CFR 450.316 (a) (1) (ii)</td>
<td>Providing timely notice and reasonable access to information about transportation issues and processes;</td>
</tr>
<tr>
<td>23CFR 450.316 (a) (1) (iii)</td>
<td>Employing visualization techniques to describe metropolitan transportation plans and TIPs;</td>
</tr>
</tbody>
</table>
Section (a) - Interested parties, participation, and consultation, continued:

<table>
<thead>
<tr>
<th>Citation</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>23CFR 450.316</td>
<td>Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;</td>
</tr>
<tr>
<td>(a) (1) (iv)</td>
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<tr>
<td>23CFR 450.316</td>
<td>Holding any public meetings at convenient and accessible locations and times;</td>
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<td>(a) (1) (v)</td>
<td></td>
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<tr>
<td>23CFR 450.316</td>
<td>Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;</td>
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<td>(a) (1) (vi)</td>
<td></td>
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<tr>
<td>23CFR 450.316</td>
<td>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;</td>
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<tr>
<td>(a) (1) (vii)</td>
<td></td>
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<tr>
<td>23CFR 450.316</td>
<td>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;</td>
</tr>
<tr>
<td>(a) (1) (viii)</td>
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<tr>
<td>23CFR 450.316</td>
<td>Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and</td>
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<td>(a) (1) (ix)</td>
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<tr>
<td>23CFR 450.316</td>
<td>Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.</td>
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<td>(a) (1) (x)</td>
<td></td>
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<tr>
<td>23CFR 450.316</td>
<td>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.</td>
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<td>(a) (2)</td>
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<tr>
<td>23CFR 450.316</td>
<td>A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO.</td>
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<td>(a) (3)</td>
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<tr>
<td>23CFR 450.316</td>
<td>Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes.</td>
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<td>(a) (3)</td>
<td></td>
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<tr>
<td>23CFR 450.316</td>
<td>Copies of the approved participation plan shall be posted on the World Wide Web, to the maximum extent practicable.</td>
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<td>(a) (3)</td>
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</table>
### 23CFR 450.316
#### Sections (b), (c), (d), (e) – Coordinated Planning of LRTPs and TIPs:

<table>
<thead>
<tr>
<th>23CFR 450.316 (b)</th>
<th>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, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities.</th>
</tr>
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<tr>
<td>23CFR 450.316 (b)</td>
<td>In addition, the MPO shall develop the metropolitan transportation plans and TIPs 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:</td>
</tr>
<tr>
<td>23CFR 450.316 (b) (1)</td>
<td>Recipients of assistance under title 49 U.S.C. Chapter 53 funds [public transit providers];</td>
</tr>
<tr>
<td>23CFR 450.316 (b) (2)</td>
<td>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</td>
</tr>
<tr>
<td>23CFR 450.316 (b) (3)</td>
<td>Recipients of assistance under 23 U.S.C. 201-204 [Federal Lands Highway Program].</td>
</tr>
<tr>
<td>23CFR 450.316 (c)</td>
<td>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.</td>
</tr>
<tr>
<td>23CFR 450.316 (d)</td>
<td>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.</td>
</tr>
<tr>
<td>23CFR 450.316 (e)</td>
<td>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</td>
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### Planning Requirements

#### 49 USC § 5307—Urbanized Area Formula Grants

**Section (b) — Program of Projects:**

<table>
<thead>
<tr>
<th>Citation</th>
<th>Requirement</th>
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<tr>
<td>49 USC § 5307</td>
<td>Program of Projects. --Each recipient of a grant shall--</td>
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<tr>
<td>(b)</td>
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<tr>
<td>49 USC § 5307</td>
<td>Make available to the public information on amounts available to the recipient under this section;</td>
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<td>(b) (1)</td>
<td></td>
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<tr>
<td>49 USC § 5307</td>
<td>Develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed;</td>
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<td>(b) (2)</td>
<td></td>
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<tr>
<td>49 USC § 5307</td>
<td>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;</td>
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<td>(b) (3)</td>
<td></td>
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<tr>
<td>49 USC § 5307</td>
<td>Provide an opportunity for a public hearing in which to obtain the views of individuals on the proposed program of projects;</td>
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<td>(b) (4)</td>
<td></td>
</tr>
<tr>
<td>49 USC § 5307</td>
<td>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;</td>
</tr>
<tr>
<td>(b) (5)</td>
<td></td>
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<tr>
<td>49 USC § 5307</td>
<td>Consider comments and views received, especially those of private transportation providers, in preparing the final program of projects; and</td>
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<td>(b) (6)</td>
<td></td>
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<tr>
<td>49 USC § 5307</td>
<td>Make the final program of projects available to the public.</td>
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<td>(b) (7)</td>
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Appendix A:
Development of the 2018 Update to the MIC’s Public Involvement Plan and Comments Received

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

Outreach Strategy
This update of the MIC’s Public Involvement Plan (PIP) was undertaken in advance of the update of the Long Range Transportation Plan (LRTP) for 2045, and incorporates the (minor) language changes made to the public participation requirements in section 23 CFR 450.316 of the federal FAST Act.

Public involvement steps for the 2018 PIP Update included:

- Identifying stakeholders and informing them of the upcoming PIP update;
- Providing and promoting the online and in-person mechanisms for providing input;
- Engaging stakeholders in identifying specific issues and solutions:
- Making the draft PIP available and advertise 45-day public comment period;
- Presenting the final PIP for approval to TAC and MIC and making it available online via the MIC website and distribute printed copies;
- Providing 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 MIC Policy Board to which we are accountable.

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
October and December, 2017: four presentations about the PIP update were given at regularly scheduled MIC and TAC meetings.

November 2017 and January 2018: Two staff meetings were held to review the planning process and specific information in the Staff Guide section of the draft PIP.

December 2017: A presentation about the PIP and the MIC’s public involvement process was given by request of a MIC Board member to the community group Friends of Western Duluth Parks and Trails.
MIC Website

**October 29, 2017:** 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

**November 4, 2017:** 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.

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.
Newly Required Stakeholders:

- Tourism industry
- Reduction of risk of natural disasters
- Intercity bus operators
- Employer-based commuting programs

Included on pp. 21, 22, 23, 41, 43 of revised plan

Comment:
- People strongly prefer to be involved early in the decision-making process (rather than being informed at the end "here's what we're going to be doing.")

Response:
- Addressed in ‘Transportation Planning Process’ section, pp. 12-17, TIP and LRTP Process sections, pp. 24-39
- Page 1 states:

Objective of the MIC’s Public Involvement Plan

To facilitate an effective public involvement process that actively seeks input early in the planning process, before key decisions are made and while there is ample opportunity to influence decisions.

Comment:
- The rules for members of the public who come to offer public comments at meetings should allow some discretion about how much time they will have to speak.

Response:
- This provision was amended into the 2013 PIP (2/15):

P. 9 / Speaker Rules –

§Give your name and organizational affiliation (if any)

“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.”

Comment:
- The City of Duluth maintains an updated contact list for active community groups

Response:
- We will use this information in our own contact lists

Comment:
- Would be helpful if the MIC website included its older (archived) plans and studies on the MIC website.

Response:
- Conduct a site audit to track down and post any missing plans and studies

Comment:
- Would be helpful if the MIC website also included materials from older MIC and TAC meetings.

Response:
- Load meeting materials from a year or two earlier
- Resume practice of loading presentations onto the MIC page (and distributing a link to MIC members to that page to view presentations)

Comment:
- Printed copies of our draft and final plans should be sent to the main public libraries (i.e., don’t just make our documents avail-
able for review and comment by posting the document online).

Response:
Include this change in the final version of the Public Involvement Plan? (pp. 25, 26, 30, 38, 39)
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.

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.

Appendix B: About the MIC’s Public Involvement Plan
Act and Executive Order 12898 related to Environmental Justice;

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 operators, 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.

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.

Distribution of the 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.

Assessment of the MIC’s Public Involvement Efforts

An assessment will be undertaken at the completion of each plan or study using 23CFR 450.316 requirements as performance measures.

In addition, an evaluation is conducted at the start of the annual TIP development cycle, based on ‘lessons learned’ from the prior year’s public involvement efforts.

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
In the FAST Act, public involvement remains a hallmark of the planning process. In an effort to engage all sectors and users of the transportation network, the FAST Act requires that the planning process include public ports and private transportation providers, and further encourages MPOs to consult during this process with officials of other types of planning activities, including tourism and natural disaster risk reduction. The FAST Act also changed criteria for MPO officials to provide transit provider representatives with equal authority and allow the representative to also serve as the representative of a local municipality.

Building on the previous transportation authorizations, the FAST Act 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.

23 CFR 450.104
Planning Assistance and Standards – Definitions

**Administrative modification** means a minor revision to a long-range statewide 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, a 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 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 or changing the number of stations in the case of fixed guideway transit projects). 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 and a redemonstration of fiscal constraint. If an amendment involves “non-exempt” projects in nonattainment and maintenance areas, a conformity determination is required.

23 CFR 450.328
TIP revisions and relationship to the STIP

(a) An MPO(s) may revise the TIP at any time under procedures agreed to by the cooperating parties consistent with the procedures established in this part for its development and approval. In nonattainment or maintenance areas for
transportation-related pollutants, if a TIP amendment involves non-exempt projects (per 40 CFR part 93), or is replaced with an updated TIP, the MPO(s) and the FHWA and the FTA must make a new conformity determination. In all areas, changes that affect fiscal constraint must take place by amendment of the TIP. **The MPO(s) shall use public participation procedures consistent with § 450.316 (a) in revising the TIP,** except that these procedures are not required for administrative modifications.

(b) After approval by the MPO(s) and the Governor, the State shall include the TIP without change, directly or by reference, in the STIP required under 23 U.S.C. 135. In nonattainment and maintenance areas, the FHWA and the FTA must make a conformity finding on the TIP before it is included in the STIP. A copy of the approved TIP shall be provided to the FHWA and the FTA.

(c) The State shall notify the MPO(s) and Federal land management agencies when it has included a TIP including projects under the jurisdiction of these agencies in the STIP.

Other Definitions—for the MIC Planning Area

**Regionally significant projects** are roadway, transit, and bicycle/pedestrian projects that occur on facilities that serve regional transportation needs (such as access to and from the area outside the region and major activity centers within the region), or that connect to major transportation assets (including transit, seaport, airport and passenger rail terminals).

A roadway project is generally considered Regionally Significant if it adds one or more travel lanes for over one mile or involves the addition or reconfiguration of an interchange such that a movement is added or eliminated, and would normally be included in the modeling of the MIC area’s transportation network and in the air quality conformity analysis for the LRTP and TIP and amendments to the LRTP and TIP.

These facilities include all interstates, freeways, principal arterial highways, principal arterials, National Highway System (NHS), NHS intermodal connectors and all fixed guideway transit facilities that offer an alternative to regional highway travel.

(Definition approved by the MIC Board May 21, 2014)

**The timing of the TIP 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)
Appendix D: About the MIC

The Duluth-Superior Metropolitan Interstate Council (MIC) is the designated bi-state Metropolitan Planning Organization (MPO) for the urbanized area of Duluth, MN and Superior, WI (Fig. 1.1).

The MIC’s core function is to provide a setting for a continual, coordinated and cooperative (“3-C”) transportation planning process to occur.

MPOs were created by Congress in 1962 to ensure that local transportation investments that use federal highway or transit funds are planned and prioritized with local input.

MPOs exist across the United States in every urbanized area with a population of 50,000 as required under federal transportation

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<th>MIC Policy Board Members</th>
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<tr>
<td><strong>City of Duluth</strong></td>
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<tr>
<td>Noah Hobbs, City Council</td>
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<td>Dave Montgomery, Citizen Rep</td>
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<td>Barb Russ, City Council</td>
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<td><strong>City of Hermantown</strong></td>
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<td>Wayne Boucher, Mayor</td>
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<td><strong>City of Proctor</strong></td>
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<td>Phil Larson, Mayor</td>
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<td>Bob Quade, City Council</td>
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<td>Ed Anderson, Citizen Rep</td>
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<td>Warren Bender, City Council</td>
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<td>Jenny Van Sickle, City Council</td>
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<td><strong>Douglas County</strong></td>
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<td>Nick Baker, County Board</td>
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<td>Pete Clark, County Board</td>
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<td>Rosemary Lear, County Board</td>
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<td>Sam Pomush, County Board</td>
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<td><strong>Douglas County Suburban Townships</strong></td>
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<td>Broc Allen, Citizen Rep</td>
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<td><strong>Duluth Transit Authority</strong></td>
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<td>Mike Casey, DTA Board</td>
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<td>Frank Jewell, County Board</td>
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<td><strong>St. Louis County Suburban Townships</strong></td>
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<td>Earl Elde, Township Official</td>
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The MIC’s Structure

The MIC is comprised of a Policy Board, technical advisory committees and professional planning staff. Regular communication between these groups is the foundation of the MIC’s public involvement efforts.

**MIC Policy Board**

The 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. 1.2).

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
Transportation Improvement Programs (TIPs) of federally-funded projects in the Duluth-Superior metropolitan area.

Advisory Committees
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 (Fig 1.3).

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 including air, bike/pedestrian, port/harbor and transit) (Fig. 1.4).

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.

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.
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.

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.

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.

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.

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.

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

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

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

Read more about the MIC’s public involvement process for its short-term planning projects in the UPWP on page 16.
Appendix E: Legal Notices and Resolution Adopting the 2018 Update of the MIC Public Involvement Plan