



Citizen Participation in Transportation Planning:



Duluth-Superior
Metropolitan Interstate Council

MIC Public Involvement Plan

January 17, 2018



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Citizen Participation in Transportation Planning: MIC Public Involvement Plan

January 2018

Prepared by the



Duluth-Superior
Metropolitan Interstate Council



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



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

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(218) 529-7511 / micinfo@ardc.org / dsmic.org/study/pip

The work activities described within are supported by funding from the Federal Highway Administration, the Federal Transit Administration, the Minnesota and Wisconsin Departments of Transportation, the Arrowhead Regional Development Commission and the Northwest Regional Planning Commission. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the U.S. Department of Transportation. The report does not constitute a standard, specification, or regulation.

TITLE VI COMPLIANCE

The Duluth-Superior Metropolitan Interstate Council (DSMIC) hereby gives public notice that it is the policy of the MPO to assure full compliance with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI assures that no person shall, on the grounds of race, color and, national origin be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the MIC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice by MIC has a right to file a formal complaint with MIC, ARDC, Mn/DOT or US DOT. Any such complaint must be in writing and filed with MIC/ARDC's Title VI Compliance Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our website at dsmic.org/titlevi-policy or you can view a copy at our offices in Duluth, MN.

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).

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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.

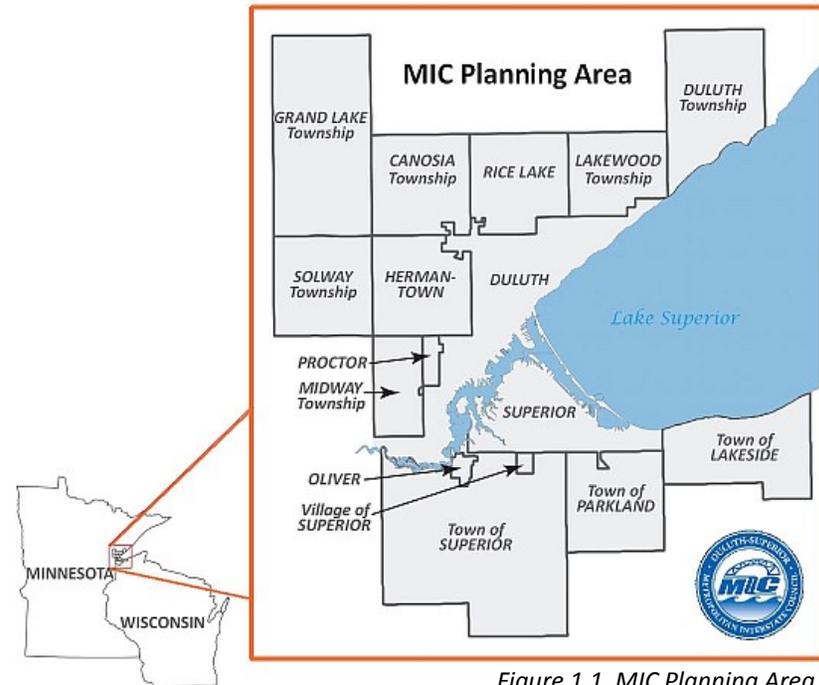


Figure 1.1 MIC Planning Area

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.



Section II – Staff Guide

Structured, yet flexible. MIC planners are responsible for providing opportunities for citizens and stakeholders to learn more about the MIC’s planning activities and to participate at key decision points. This section describes how MIC staff will facilitate early and ongoing opportunities for participation:

Planning Process Overview Page 7

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The MIC's Transportation Planning Process

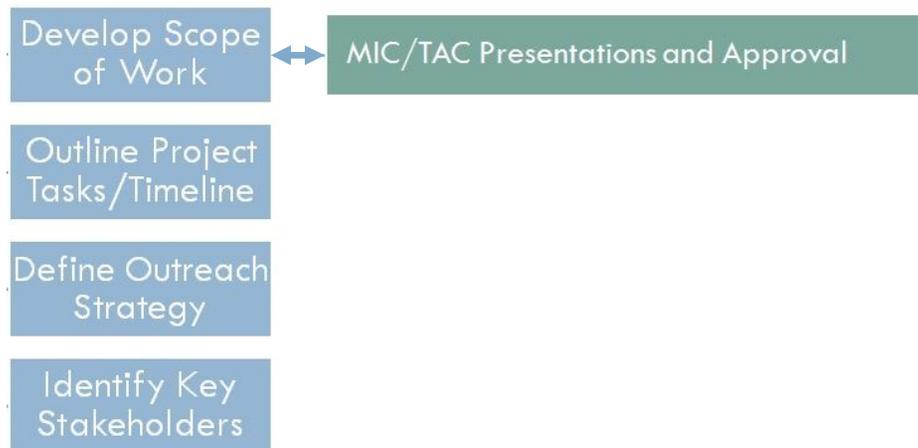
The MIC's transportation planning process is not a "one size fits all" approach but rather recognizes that different projects call for customized approaches that will require different steps (even the repeating of some steps) and will vary in the types and frequencies of stakeholder participation.

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.**

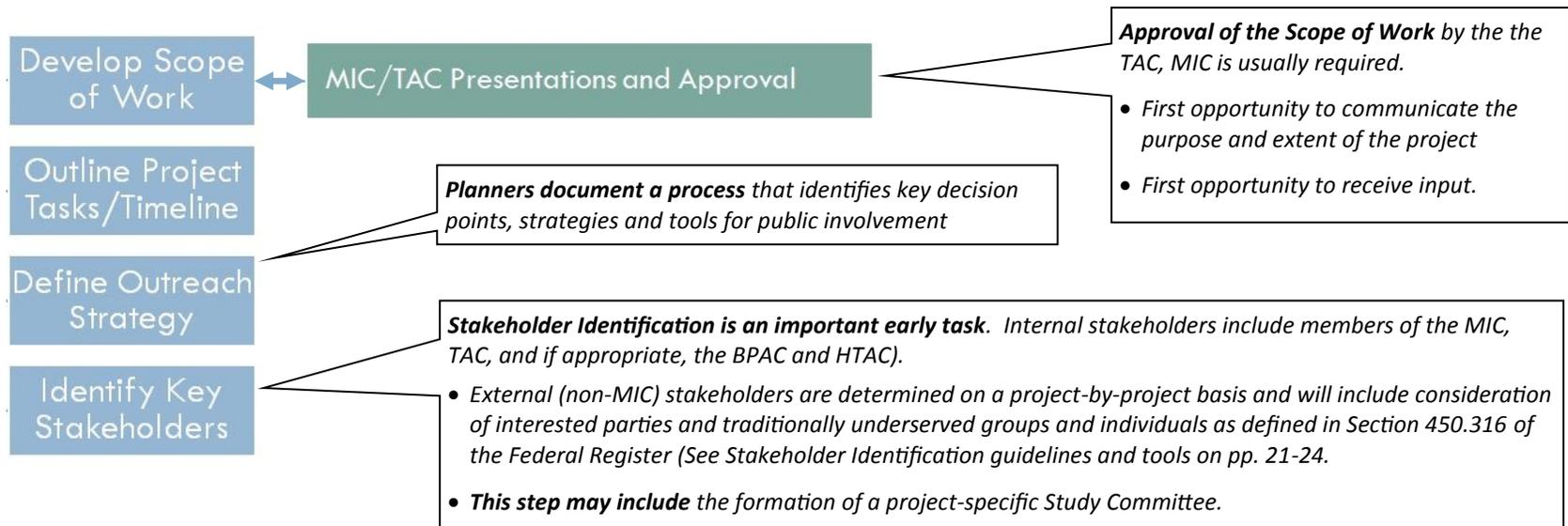
Phase I. PROJECT DEVELOPMENT

Major Tasks/



Phase I. PROJECT DEVELOPMENT

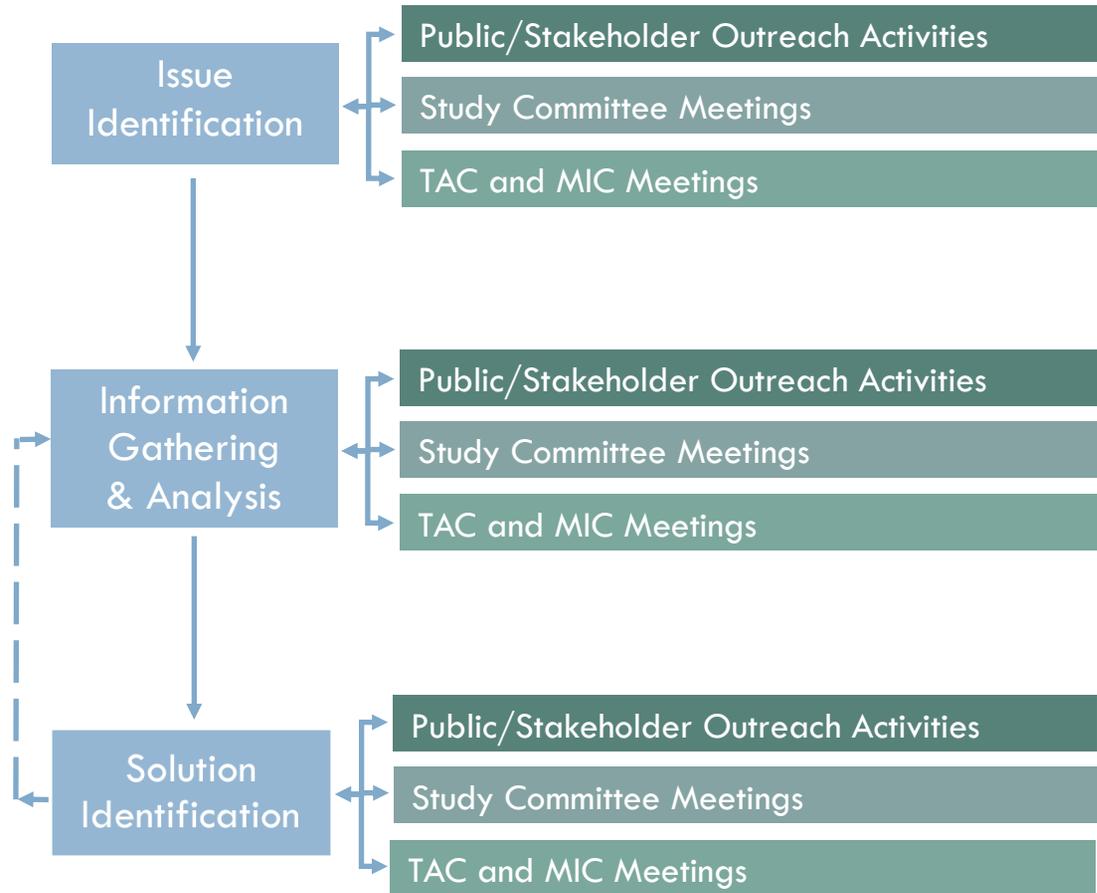
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The MIC's Transportation Planning Process, *continued*

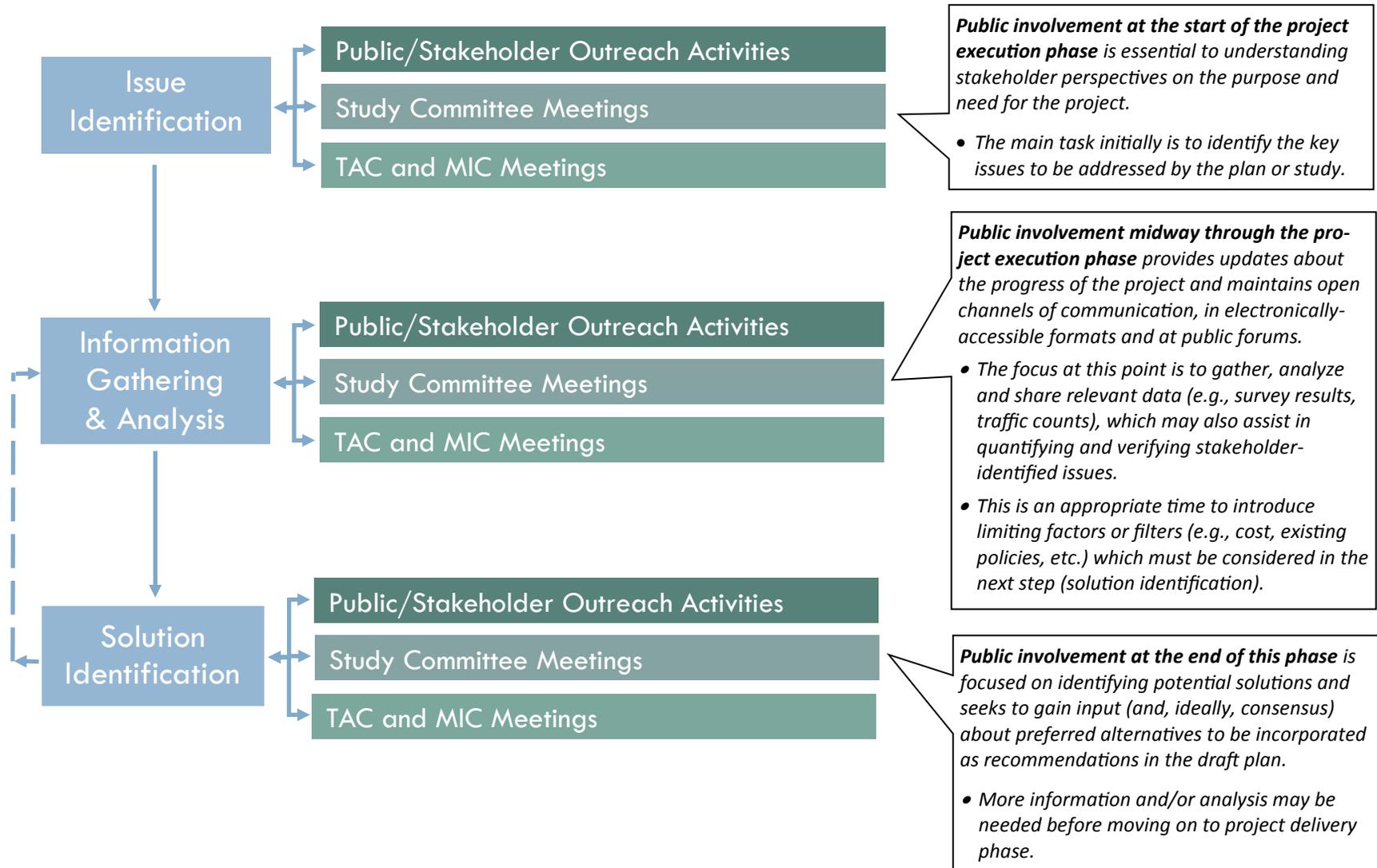
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Phase II. PROJECT EXECUTION

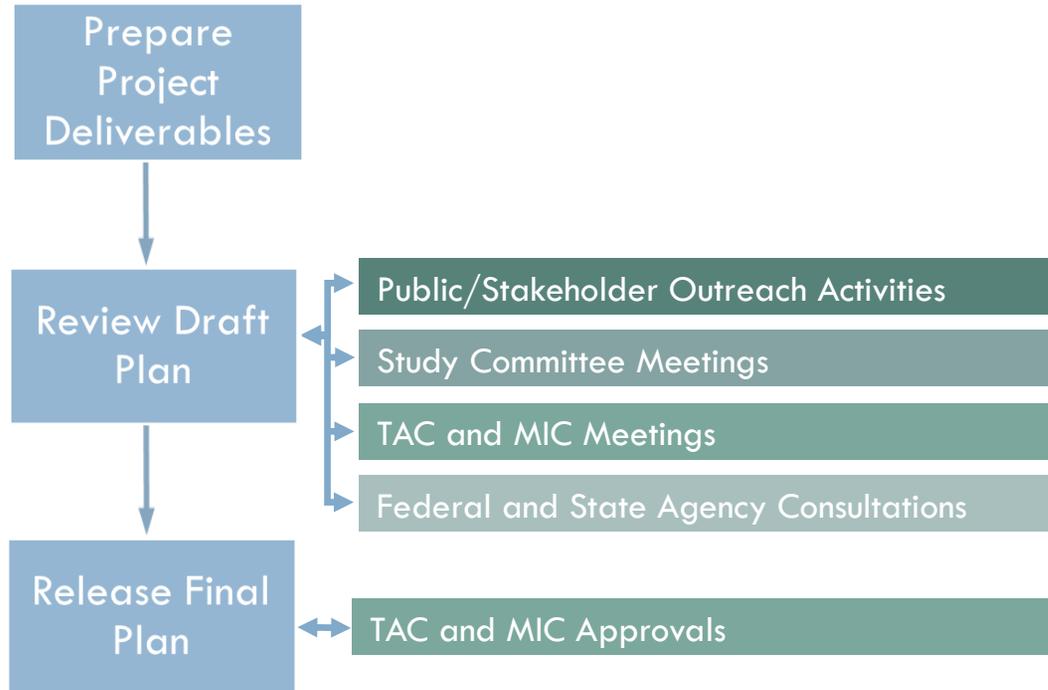
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Phase III. PROJECT DELIVERY

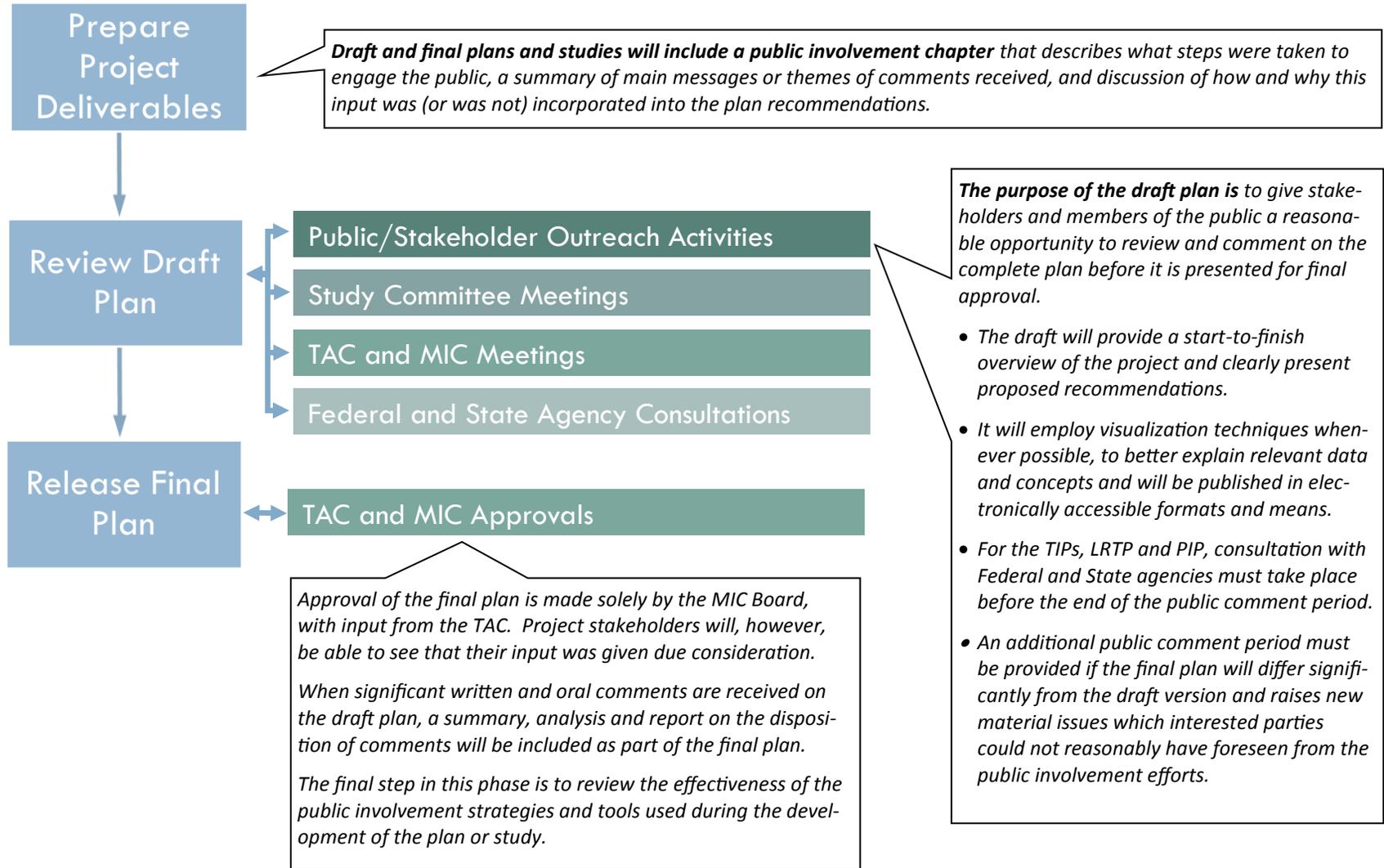
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Phase III. PROJECT DELIVERY

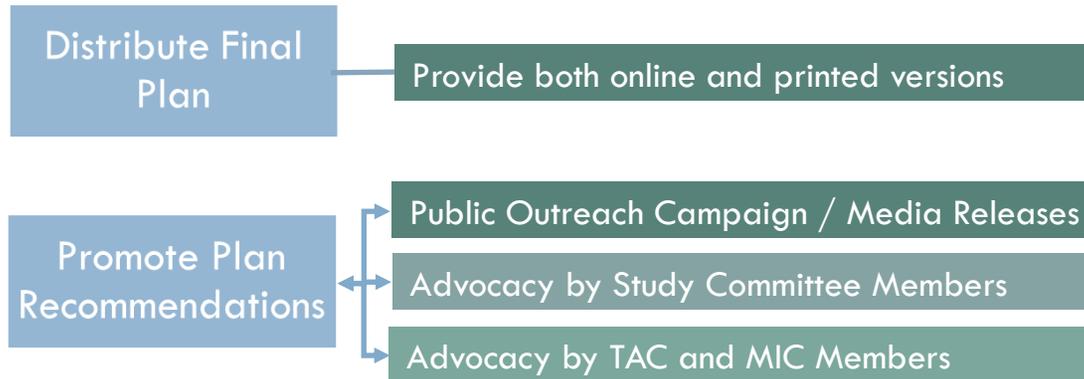
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The MIC's Transportation Planning Process, *continued*

Phase IV. PROJECT IMPLEMENTATION

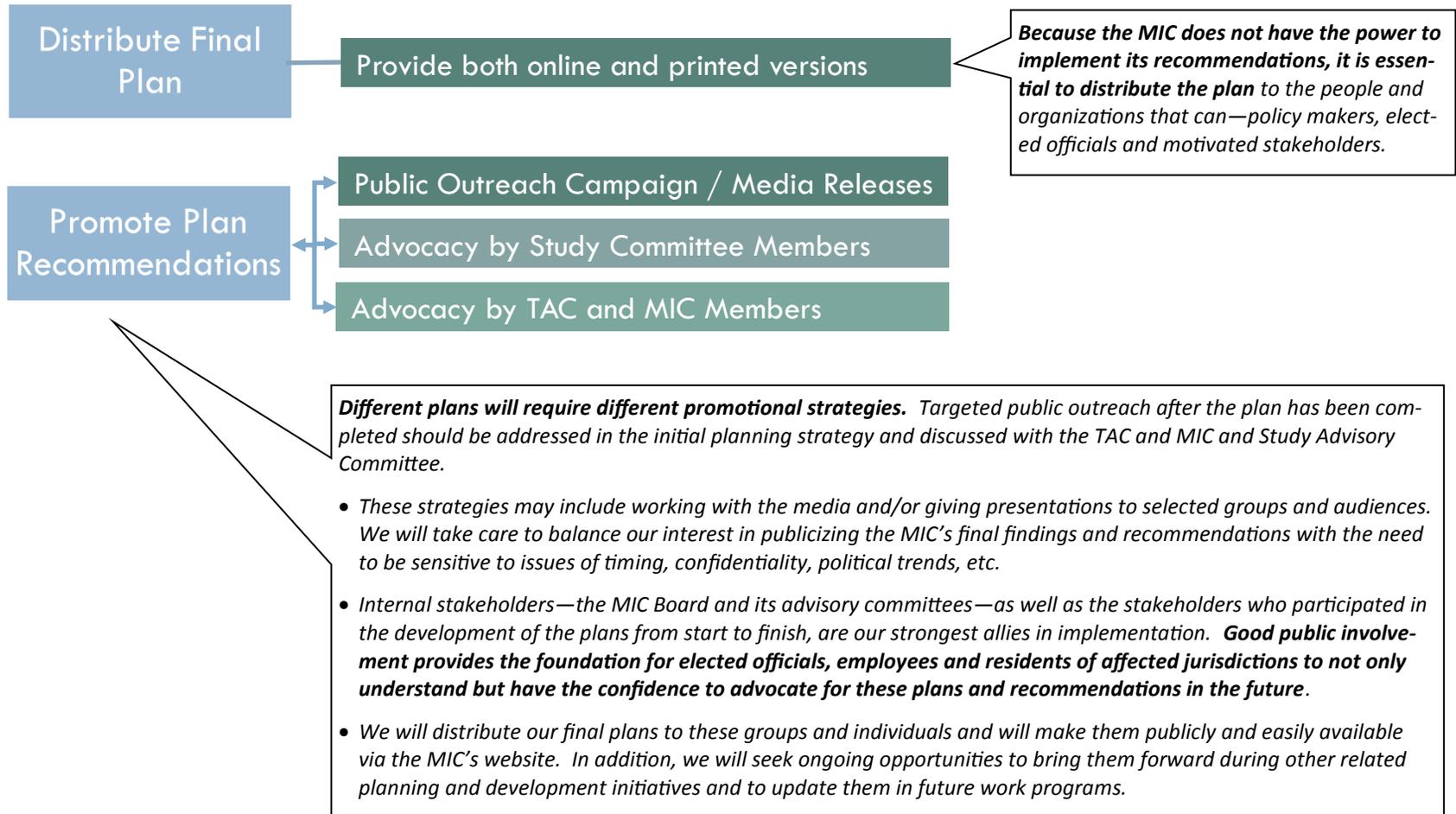
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The MIC's Transportation Planning Process, *continued*

Phase IV. PROJECT IMPLEMENTATION

Major Tasks/



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](http://www.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.



www.dsmic.org Home Page

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](mailto:micino@ardc.org).

OpenMIC Blog

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

Social Media

The MIC maintains a Facebook page at www.facebook.com/dsmic ("Like" us!) as well as a Twitter feed ([dsmicTranspo](https://twitter.com/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.



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-

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

Notifications for MIC Board and Advisory Committee Meetings

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-public 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.

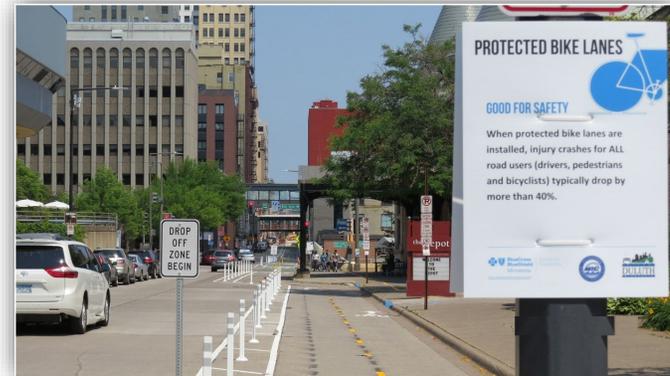
We have reached some of our largest and most diverse audiences by setting up during public events such as Downtown Sidewalk Days or Food Truck Fridays at the central library.



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:

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

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.

Newly Required Stakeholders

New stakeholders, identified in 23 CFR 450.316 of the FAST Act and now listed in the MIC’s stakeholder identification tools, include:

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

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 one of the Stakeholder Identification tools shown on p. 24 to identify potentially interested and/

or impacted stakeholders as well as the required groups and agencies as specified below:

1. Citizens/General Public

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

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

2. Government and Public Agencies (Coordinated Planning)

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

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

tion 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 Hillside, 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:

Stakeholder Identification Tool for General (non-TIP or LRTP) Plans and Studies

Plan Name: _____ Time Frame: _____

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

Identified Stakeholders and Interested Parties (List below):	Group or Interest Represented						
	Jurisdiction	Resident/Neighborhood	Business	Special Interest	Mode	Elected Official	Other (specify)
Name: _____							
Email: _____							
Name: _____							
Email: _____							
Name: _____							
Email: _____							
Name: _____							
Email: _____							
Name: _____							
Email: _____							
Name: _____							
Email: _____							
Name: _____							
Email: _____							

← 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.

Stakeholder Identification Tool for (TIP or LRTP): _____ **Time Frame:** _____

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

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

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

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.
4. Post the Draft TIP document on the MIC website.

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 need to be made periodically 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 fiscally 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. 51*).

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. 51):
- 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.

Table A-1 / FHWA Funded Projects TIP Amendment Thresholds	
Original Estimated Cost of Project	Amendment needed if cost is increased or decreased more than:
< \$1 Million	A formal Amendment is not required (should be listed as an Administrative Modification).
\$1 Million to \$3 Million	50%
\$3 Million to \$10 Million	35%
\$10 Million to \$50 Million	20%
\$50 Million to \$100 Million	15%
> \$100 Million	10%

Table A-2 / FTA Funded Projects TIP Amendment Thresholds	
Original Project Estimate Cost	Amendment needed if cost is increased more than:
Any Amount	20%

- *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. 51 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 federally 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 be 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 B-1 / FHWA Funded Projects TIP Administrative Modification Thresholds	
Original Estimated Cost of Project	Administrative Modification needed if cost is increased or decreased more than:
< \$1 Million	No Administrative Modification is needed**
\$1 Million to \$10 Million	20%
\$10 Million to \$100 Million	10%
\$50 Million to \$100 Million	15%
> \$100 Million	***

** 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

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

- the scheduled action on the Amendment;
 - ii. 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;
 - iii. Present any comments received to the MIC board and include them in the published Meeting Summary;
 - iv. Include a description of the proposed changes to TIP project, as well as the result of the MIC Board vote on the Amendment, in the published Meeting Summary.
 - b. Additional public involvement techniques include:
 - 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 21 and complete the Stakeholder Identification Tool as shown on page 24 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-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. 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:

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

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

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

23CFR 450.316

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

<p>23CFR 450.316 (b)</p>	<p>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.</p>
<p>23CFR 450.316 (b)</p>	<p>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:</p>
<p>23CFR 450.316 (b) (1)</p>	<p>Recipients of assistance under title 49 U.S.C. Chapter 53 funds [public transit providers];</p>
<p>23CFR 450.316 (b) (2)</p>	<p>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;</p>
<p>23CFR 450.316 (b) (3)</p>	<p>Recipients of assistance under 23 U.S.C. 201-204 [Federal Lands Highway Program].</p>
<p>23CFR 450.316 (c)</p>	<p>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.</p>
<p>23CFR 450.316 (d)</p>	<p>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.</p>
<p>23CFR 450.316 (e)</p>	<p>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</p>

49 USC § 5307— Urbanized Area Formula Grants

Section (b) — Program of Projects:

Citation	Requirement
49 USC § 5307 (b)	Program of Projects. --Each recipient of a grant shall--
49 USC § 5307 (b) (1)	Make available to the public information on amounts available to the recipient under this section;
49 USC § 5307 (b) (2)	Develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed;
49 USC § 5307 (b) (3)	Publish a proposed program of projects in a way that affected individuals, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient;
49 USC § 5307 (b) (4)	Provide an opportunity for a public hearing in which to obtain the views of individuals on the proposed program of projects;
49 USC § 5307 (b) (5)	Ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this Title with transportation services assisted from other United States Government sources;
49 USC § 5307 (b) (6)	Consider comments and views received, especially those of private transportation providers, in preparing the final program of projects; and
49 USC § 5307 (b) (7)	Make the final program of projects available to the public.

Appendix A:

How the 2018 Update of the MIC's Public Involvement Plan Was Developed 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.

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 2018 PIP Update with a link to the document for review.

OpenMIC Blog

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 Interview

December 2017: In-person interview was conducted with a representative from Community Action Duluth, which works directly with traditionally underserved populations including minority, low income, and mobility limited people and households. (Comments received are included in the summary, below).

Legal Notice

October 29, 2017: A legal notice was posted in the Duluth News Tribune to mark the start of the 45-day public comment period.

December 3, 2017: A second legal notice was posted in the Duluth News Tribune extending the public comment period through January 16, 2018, invite comments, and publicize the Open House-style information sessions scheduled for January 3 and 4, 2018.

Duluth News Tribune Daily Planner Section

January 2-4, 2018: Posts placed in the Daily Planner Section advertising the PIP Open House on January 3 and 4.

Public Open House

January 3 and 4, 2018: Held during work hours at the MIC office, two public open houses were held to allow members of the public to drop in and review the draft PIP.

Comments received, along with the MIC’s responses, are summarized below.

What Comments Did We Receive?

The comments we received during the public review period are summarized below, along with the MIC’s response to each (i.e., if and how the suggestions will be incorporated into our public involvement process):

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.")

MIC Response:

- This is clearly addressed in the PIP, in the ‘Objective’ statement on p. 1: *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.*
- Early involvement is also incorporated into the ‘Transportation Planning Process’ section, pp. 6-13, and in the ‘TIP and LRTP Process’ sections, pp. 25-40.

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.

MIC Response:

- This provision is already included in the MIC’s PIP — amended into the 2013 PIP in February 2015:
P. 17 / Speaker Rules –
“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 that the MIC could utilize for its public involvement initiatives.

MIC Response:

- We will seek and incorporate this information into our own contact lists as we identify stakeholders.

Comment:

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

MIC Response:

- We will 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.

MIC Response:

- We will add agendas and minutes for TAC, MIC and HTAC meetings dating back to 2015.
- We will resume practice of loading presentations onto the MIC page (and distributing a link to MIC members to that page to view presentations in advance of meetings).

Comment:

Printed copies of our draft and final plans should be sent to the public libraries (i.e., don't just make the documents available for review and comment by posting the document online).

MIC Response:

- In discussion with the MIC Board (1/17/18 meeting), it was decided that most people use the internet to find information, including at the public libraries. There is, in addition,

printing costs and staff time involved with producing and distributing the documents, and a conversation with a reference librarian revealed that there had been no requests for our documents for the past five years.

- Therefore we will continue to focus on posting our draft and final plans and studies in a timely manner on the MIC website, and on making sure they are searchable online. Public notices about the projects will include links to locate the documents online. Notices may also be sent, for the L RTP in particular, directly to the reference desk notifying library staff of this information, with the request to assist patrons if needed in finding our documents.

Comment:

The MIC needs to schedule public meetings at locations that are accessible by people with disabilities and near transit lines; serve refreshments if held at lunch or dinner times; and consider providing childcare (depending on the stakeholders we are trying to reach), and to include this information in meeting notices.

MIC Response:

- These comments are incorporated into the Meeting Guidelines section on p. 17 of this plan.

Comment:

The MIC needs to continue to use traditional media sources (particularly television and radio as well as the Duluth News Tribune) in addition to web-based methods.

MIC Response:

- The MIC's stakeholder contact lists and the Outreach Strategy Planner includes these sources as options; however, it's not usually something we can control, as it's up to these media sources to pick up a story about our work (or not).

Appendix B

About the MIC's Public Involvement Plan

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



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 transporta-*

tion systems, including households with low income, minorities and people with disabilities, and assure participation in compliance with Title VI of the Civil Rights Act and Executive Order 12898 related to Environmental Justice;

- 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, Wis-

DOT, 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

Appendix C

Metropolitan Planning and Public Involvement Requirements: Sources and Definitions

FAST Act—Fixing America’s Surface Transportation Act (2015)

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 redemonstration 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
Legal Notices
and
Board Resolution Adopting the 2018 Update of the MIC's Public Involvement
Plan

Legal Notice Posted in Duluth News-Tribune 10/29/17

**PUBLIC COMMENTS SOUGHT –
MIC PUBLIC INVOLVEMENT PLAN**

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

To view a copy of the draft Plan, please visit dsmic.org/study/pip or contact Rondi Watson at (218) 529-7511 or by email at rwatson@ardc.org. A copy of the draft Plan is also available to view at the main branch of the Duluth and Superior public libraries. Public comments may be made through December 12th, 2017.

Comments are also welcomed at the two drop-in “open house” public information sessions to be held on Wednesday, December 6 and Thursday, December 7, 2017 from 9:00 a.m. to 5:00 p.m. at the MIC office on the skywalk level of the ARDC building, 221 West First Street, Duluth, MN.

The Public Involvement Plan, along with all comments received, will be considered for final approval at the MIC Policy Board meeting on December 13 at 6:30 pm at the Douglas County Government Center, Room 270, Superior, WI.

Legal Notice posted in Duluth News-Tribune, 12/3/2017

Notice of 45-Day Public Comment Period

MIC PUBLIC INVOLVEMENT PLAN

The Duluth-Superior Metropolitan Interstate Council (MIC) has prepared a draft Public Involvement Plan for the Duluth-Superior metropolitan area. The plan presents the updated public involvement procedures to which the MIC will adhere as the designated Metropolitan (Transportation) Planning Organization for the Duluth-Superior urbanized area.

To view a copy of the draft Plan, please visit dsmic.org/study/pip or contact Rondi Watson at (218) 529-7511 or by email at rwatson@ardc.org. Public comments may be made through January 16, 2018.

Comments are also welcomed at the two drop-in “open house” public information sessions to be held on Wednesday, January 3 and Thursday, January 4, 2018 from 9:00 a.m. to 5:00 p.m. at the MIC office on the skywalk level of the ARDC building, 221 West First Street, Duluth, MN.

The Public Involvement Plan, along with all comments received, will be considered for final approval at the MIC Policy Board meeting on January 17, 2018 at 6:30 pm at the meeting room at Vintage Italian Pizza, 1201 Tower Ave, Superior, WI.

RESOLUTION #18-04
OF THE
DULUTH-SUPERIOR METROPOLITAN INTERSTATE COUNCIL

Adopting the 2018 Update of the MIC's Public Involvement Plan

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

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

WHEREAS, the requirements of 23 CFR 450.316 direct the MIC to develop and use a participation plan that defines the procedures by which the MIC will engage the public and provide reasonable opportunities for a wide range of stakeholders to be involved in the metropolitan transportation planning process; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the MIC adopts the 2018 update of its Public Involvement Plan and directs MIC staff to implement the tools and techniques set forth therein as part of the MIC's transportation planning process in the development of the LRTP, TIPs and short-range plans and studies.

ATTEST:



Frank Jewell
Minnesota MIC Co-Chair



Ron Chicka
MIC Director / ARDC



Nick Baker
Wisconsin MIC Co-Chair



Sheldon Johnson
MIC Deputy Director / NWRPC

January 17, 2018

