

Duluth-Superior Metropolitan Interstate Council

# Public Involvement Plan



December 2021

# MIC Public Involvement Plan

**Adopted December 8, 2021**

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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Duluth-Superior Metropolitan Interstate Council (MIC)  
Public Involvement Plan – 2021 Update

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# I. Transportation Planning and Public Involvement

The Duluth-Superior Metropolitan Interstate Council (MIC) conducts plans and studies to lay the groundwork for projects and policies to equitably meet this area’s transportation needs, now and in the future.

Federal regulations direct the MIC to develop and use a public participation plan to ensure that citizens and stakeholders are given reasonable opportunities to be involved and give input into the metropolitan transportation planning process.

The 2021 update of the MIC’s Public Involvement Plan is the framework for the MIC’s public involvement process, developed in accordance with best practices and in compliance with the requirements of the FAST Act § 1201, 23 USC 134 (*Metropolitan Transportation Planning*) and 23 CFR 450.316 (*Interested Parties, Participation, and Consultation*).



## What is Transportation Planning?

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

As the federally-designated Metropolitan Planning Organization (MPO) for the Duluth-Superior area, the MIC works with local stakeholders and policymakers to anticipate and plan for the best ways to meet the transportation needs of the Duluth-Superior area.

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



## What is Public Involvement?

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

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



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

## Why Should I Get Involved?

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.

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.

## What are Stakeholders?

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

- Neighborhood groups
- Local transportation providers
- Port, airport and transit authorities
- Natural, historic and cultural resources groups
- Local businesses and associations
- Children, the elderly and their representatives
- Freight shippers and carriers
- Advocacy groups for and users of active transportation modes such as walking, bicycling or transit
- People with low incomes and their representatives
- People with disabilities and their representatives

- Local officials and jurisdictional representatives
- Federal and state transportation agencies
- Low-literacy and Limited English Proficiency populations
- Tribal and federal land representatives

## Who Should Participate?

Our transportation system has many stakeholders. Broadly, major stakeholders live and work in the MIC's planning area (*Figure 1, below*) including:

- Cities of Duluth, Superior, Hermantown, Proctor and Rice Lake
- Canosia, Duluth, Grand Lake, Lakewood, Midway and Solway Townships
- The Towns of Lakeside, Parkland and Superior and the Villages of Oliver and Superior

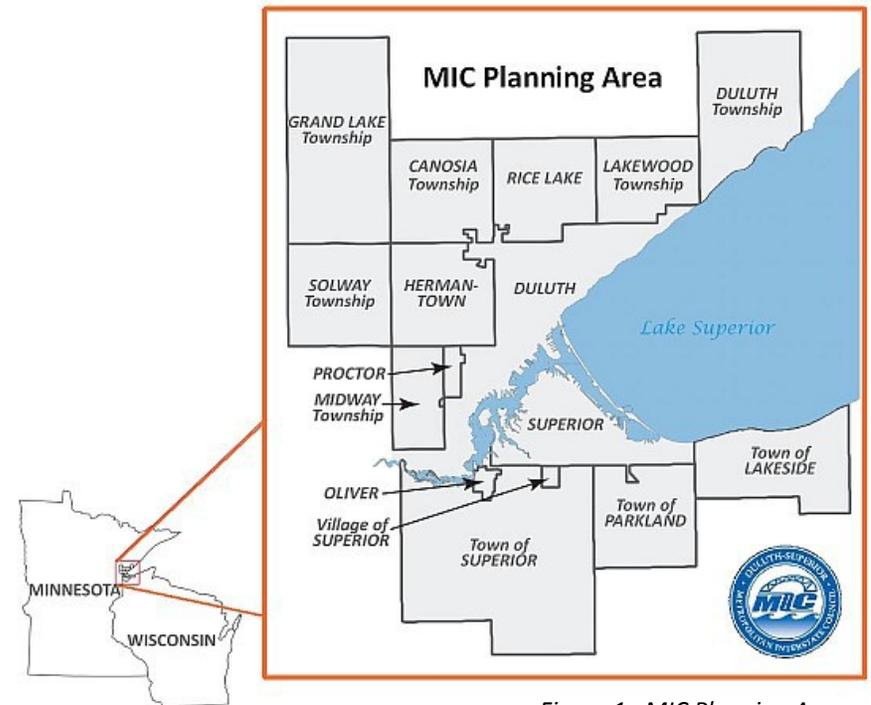


Figure 1. MIC Planning Area

## 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.

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. They 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)

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

### MIC Policy Board & Advisory Committees

The MIC is directed by an 18-member Policy Board, with equal representation between Minnesota and Wisconsin.

The Board is advised by a Transportation Advisory Committee (TAC), Harbor Technical Advisory Committee (HTAC), and Bicycle-Pedestrian Advisory Committee (BPAC).

Figure 2 shows the current membership of the MIC Policy Board and TAC.

MIC Policy Board	Transportation Advisory Committee
Broc Allen – Douglas Co. Suburban Townships	Bryan Anderson – MnDOT District 1 Planning
Ed Anderson – City of Superior Citizen	Chris Belden – Duluth Transit Authority (Vice Chair)
Nick Baker – Douglas County Board (WI Co-chair)	David Bolf – City of Hermantown
Warren Bender – Superior Common Council	Chris Carlson – City of Superior Engineering
Wayne Boucher – City of Hermantown (MN Co-Chair)	Kate Ferguson – Duluth Seaway Port Authority (Chair)
Pete Clark – Douglas County Board	Jim Foldesj – St. Louis County
Earl Elde – St. Louis County Suburban Townships	Krysten Saatela Foster – MnDOT District 1 Engineering
Zack Filipovich – Duluth City Council	Jason Jackman – Douglas County Engineering
Adam Fulton – Duluth Citizen	Chris Lee – City of Duluth Planning
Ashley Grimm – St. Louis County Board	Cari Pedersen – City of Duluth Engineering
Janet Kennedy – Duluth City Council	Jess Rich – City of Proctor
Rosemary Lear – Douglas County Board	Dena Ryan – WisDOT NW Region/Superior Planning
Nick Ledin – Superior Common Council	Karl Schuettler, The Northspan Group
Sam Pomush – Douglas County Board	Jason Serck – City of Superior Planning
Bob Quade – Rice Lake City Council	Cindy Voigt – City of Duluth Engineering
Tom Szukis – Duluth Transit Authority Board	Tom Werner – Duluth Airport Authority
Jenny Van Sickle – Superior Common Council	Vacant – City of Duluth Planning
Chad Ward – City of Proctor Mayor	Vacant – Bike/Pedestrian Representative
MIC Staff	
Ron Chicka – Director	Richard Sarran, GIS Specialist
James Gitemeier - Principal Planner	Rondi Watson – Communications Coordinator
Sheldon Johnson – Deputy Director	Vacant – Senior Planner
Barb Peterson, Administrative Assistant	

Figure 2. MIC Board, TAC and Staff Members

## The MIC's Requirements as an MPO

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

- **Maintain a Long Range Transportation Plan (LRTP)**  
The LRTP sets forth a vision for the area's transportation system with a minimum planning horizon of twenty years. It includes strategies to accomplish these goals and proposed projects with short, mid and long term timeframes. It also includes a financial plan that demonstrates how these projects can be implemented using the resources that are reasonably expected to be available over the life of the plan.
- **Develop a Transportation Improvement Program (TIP)**  
The TIP is a short-range (four-year) program of the area's transportation improvements and must include all projects receiving federal funding, as well as those defined as "regionally significant" as agreed by the Minnesota Department of Transportation (MnDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the MIC. The TIP is a mechanism for allocating limited financial resources among the infrastructure needs of the area, based on the transportation priorities, goals and projects identified in the LRTP. The MIC produces two separate TIPs each year, for Duluth, MN and Superior, WI.
- **Implement a Unified Planning Work Program (UPWP)**  
To ensure the timely implementation of the comprehensive, continuous, and coordinated (3-C's) transportation planning process, each year the MIC adopts a work program that details its transportation

planning and administrative activities, budgets and funding sources for each project for the next two years.

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

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

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

MIC staff documents and fully considers all public input received. Input pertaining to relatively minor modifications may be incorporated at MIC staff discretion, or a large number of survey comments may be aggregated and addressed according to main messages or key themes.

We document all written and oral comments received, present this feedback to MIC and TAC members for their consideration, and include the comments (or their summaries), as well as staff responses to them, in our draft and final plans.

For the Duluth and Superior TIPs and the LRTP, public input that prompts a significant change between the draft and final document will be brought to the MIC TAC and Policy Board for review and may trigger an additional public comment period.

## What is the Public Involvement Plan (PIP)?

Federal regulations direct the MIC to develop and use a public participation plan to ensure that citizens and stakeholders are given reasonable opportunities to be involved and give input into the metropolitan transportation planning process.

The 2021 update of the MIC's Public Involvement Plan is the framework for its public engagement processes, developed in accordance with best practices and in compliance with the requirements of the Federal FAST Act (23 C.F.R. 450.316).

It details the MIC's methods and strategies for public engagement and outreach, and is directed at two key audiences - members of the public as well as MIC staff.

Following the public comment period, all feedback will be incorporated into the PIP and presented to the MPO Board for consideration and adoption at the December 8, 2021, MIC MPO Board meeting.

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

### Updates and Amendments to the PIP

The MIC updates its Public Involvement Plan no less than every three years to precede the update to its Long Range Transportation Plan.

Updates or amendments to the final Public Involvement Plan may also occur as needed to incorporate findings from planning assessments or to conform with changes in legislation.

Metropolitan planning organizations (MPOs) are required to allow at least 45 days for comment before the PIP is adopted or revised.

### Assessment of the MIC's Public Involvement Efforts

The MIC continuously seeks to create opportunities for the public to participate in planning, reviewing, and implementing its transportation projects and programs.

The public involvement procedures outlined in the PIP will be periodically reviewed by the MIC to assess their effectiveness in providing full, fair and meaningful opportunities for participation.

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.or](mailto:micinfo@ardc.or)

### Overview of Changes in the 2021 Update:

- Expanded meeting formats to include virtual and "hybrid" meetings.
- Revised processes for gaining input into and amending the TIP.
- Revised processes for gaining input into the LRTP.
- Addition of "Opportunity for Public Comment" as a consistent agenda item at MIC meetings.
- New metrics to measure and assess the reach and effectiveness of the MIC's public input processes.

## II. Staff Guide

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

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**Goal:** Using the tools and strategies in this plan, we will encourage meaningful public involvement that informs and actively seeks input from a broad range of community stakeholders throughout the planning process, before key decisions are made and while there is ample opportunity to influence decisions.

## Objectives

The objectives of the MIC's Public Involvement Plan (PIP) are consistent with the requirements outlined in 23 CFR 450.316:

- To develop a public participation plan in consultation with interested parties, and to update it regularly, in accordance with current or new federal regulations or guidelines.
- To provide a minimum public comment period of forty five (45) days before the PIP is updated, amended or adopted by the MIC Policy Board.
- 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.
- To actively seek input and involvement from a wide variety of individuals, groups, and organizations representing a wide variety of experiences and perspectives relative to the transportation system:
  - a) To explicitly consider the needs of those who have been traditionally underserved by existing transportation systems, including households with low income, minorities and people with disabilities, and to assure participation in compliance with Title VI of the Civil Rights Act and Executive Order 12898 related to Environmental Justice.
  - b) To provide for the involvement of various 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 groups, and permit agencies).
- To establish a consistent means of notification and involvement for the public.
- To provide access to information in a timely manner.
- To employ, to the maximum extent practicable, visualization techniques which may include photos, drawings, flowcharts, maps, models, videos, or visual preference surveys.
- To include a listing of all public involvement activities in draft and final plans.
- To demonstrate explicit consideration of the public input received.
- To evaluate the effectiveness of public participation strategies.

## Strategies

Structured, yet flexible. The following are the strategies and tools MIC staff will use to involve the public.

### A. The MIC's Planning Process

Public participation is embedded into the MIC's transportation planning process. It is not a "one size fits all" approach but rather recognizes that different projects call for customized approaches that will vary in the type and frequency of stakeholder participation and requires assembling a selection of techniques to meet the needs of a given transportation plan, or project.

Each of the following four planning phases is a strategic point at which to engage stakeholders, and each includes key tasks for staff that incorporate [FHWA guidance](#) on planning for effective public involvement.

#### Phase I. Project Development

The first planning phase focuses on laying the groundwork for the plan.

<b>Scope of Work</b>	<p><b>Clearly define the scope and objectives for the project</b></p> <ul style="list-style-type: none"><li>• The TAC and MIC review and approve the final Scope for projects in the UPWP. This is the first opportunity to communicate the purpose and extent of the project with internal stakeholders, as well as the first opportunity to receive input.</li></ul> <p><b>Clearly define the purpose and objectives for initiating public discussion of the project</b></p> <ul style="list-style-type: none"><li>• The purpose and objectives will derive from the specific circumstances of the project.</li><li>• What decisions, formal or informal, are to be made? When? By whom?</li></ul>
<b>Stakeholder Identification</b>	<p><b>Determine specifically who is affected with respect to the plan, program, or project under development</b></p> <ul style="list-style-type: none"><li>• Review who is affected directly and indirectly, as well as those who have shown past interest. Map out the community profile for the study area (if applicable).</li><li>• Look for people who do not traditionally participate, such as minorities and low-income groups.</li><li>• Complete the Stakeholder Identification form (Appendix A) for review and consideration of participants as required by statute</li><li>• In addition to brainstorming and analysis by MIC staff, ask MIC Board and its Advisory committees about people or groups who might be interested.</li></ul>

**Define a  
Plan-Specific  
Public  
Engagement  
Process**

**Develop a general approach or set of general strategies that are keyed to the goals and objectives of the involvement program and the characteristics of the target audiences.**

- General approaches respect agency resources of time, money, and staff and-
- Fit the target audience in terms of what input is desired and the level of interest or education.
- A general approach can be visualized in terms of a principal technique; for example:
  - A steering or advisory committee
  - A series of different activities keyed to specific project decisions
  - A focus on one or more groups or interests
  - A hybrid of the above

**Flesh out the approach with additional strategies and specific techniques and timeframes**

- Choose techniques that complement your general approach and your identified public
- Target individual groups with appropriate techniques
- Consult past experience for what works and does not work
- Consider ideas from groups or agencies that have had successful experiences with public involvement
- Use the MIC's Outreach Strategy Planner (Appendix B) to consider meeting types, tools and messaging

**Document a start-to-finish process that identifies strategies, tools and timeframes**

- Work backwards from the approval date of the final plan and identify timeframes or deadlines by which actions (e.g., survey closure date, release date of the draft plan) need to be taken, prior to that action
- Research dates that relevant public events or opportunities to partner with other groups will occur in the timeframe of the project

**Determine notification procedures which effectively target affected groups**

- Consider what communication tools will be most effective for reaching specific audiences at specific points in the process

**Consult with key stakeholders and/or the MIC board and/or its advisory committees** for ideas and input on the plan's engagement process and whether the public to be reached will find the approach acceptable.

## Phase II. Project Execution

The second planning phase focuses on collecting information, analyzing data and identifying solutions and formulating recommendations. A variety of public involvement tools (Section C) may be employed for each step and will be identified in the Public Engagement Process developed in Phase I.

<b>Issue Identification</b>	<p><b>Public involvement, as the planning process gets underway, is focused on identifying key stakeholder issues.</b></p> <ul style="list-style-type: none"><li>• Continually evaluate and make mid-course corrections in public engagement. Considerations include:<ul style="list-style-type: none"><li>○ Are many people participating with good ideas?</li><li>○ Are key groups participating?</li><li>○ Is the public getting enough information as a basis for meaningful input?</li></ul></li></ul>
<b>Information Gathering and Analysis</b>	<p><b>As the project progresses, public involvement is focused on gathering, analyzing and sharing relevant data which may also assist in quantifying or verifying stakeholder-identified issues.</b></p> <p>This is also the stage at which limiting factors or filters (e.g., cost, existing policies, etc.) are introduced for consideration in shaping the plan’s final recommendation.</p> <ul style="list-style-type: none"><li>• To this end, utilize education and vizualization techniques which result in an accurate and full public understanding of potential solutions, and obstacles and opportunities within various solutions to the problem.</li><li>• Continually evaluate and make mid-course corrections in public engagement. Considerations include:<ul style="list-style-type: none"><li>○ Are many people participating with good ideas?</li><li>○ Are key groups participating?</li><li>○ Is the public getting enough information as a basis for meaningful input?</li></ul></li></ul>
<b>Solution Identification &amp; Final Recommendations</b>	<ul style="list-style-type: none"><li>• Follow through by demonstrating that final decisions or recommendations were developed with serious consideration of public input.</li></ul>

### Phase III. Project Delivery

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

<b>Draft Document Production</b>	<b>Prepare the document for release for public review and comment:</b> <ul style="list-style-type: none"><li>• Clearly present recommendations and employ visualizations to better explain data and key concepts.</li><li>• Include a public involvement chapter that describes steps were taken to engage the public, a summary of main messages or key themes of input received, and discussion of how and why this input was (or was not) incorporated into the plan recommendations.</li><li>• Determine length of public comment period (in consultation with Federal and State agencies, if appropriate) to give key stakeholders and members of the public a reasonable opportunity to review and comment on the complete plan before it is presented for final approval.</li></ul>
<b>Draft Plan Release</b>	<b>Present the draft version of the plan for public review and comment</b> <ul style="list-style-type: none"><li>• Post the draft plan on the MIC website.</li><li>• Distribute draft document via a variety of electronic formats (e.g., email, social media posts, press release) to internal and external stakeholders as well as the general public.</li><li>• Promote the public comment period and scheduled public meeting(s).</li><li>• Solicit input by presenting information about the draft plan at public meetings and meetings of the MIC Board and relevant advisory committees.</li><li>• For the TIPs, LRTP and PIP, a formal consultation with Federal and State agencies must take place before the end of the public comment period.</li></ul>
<b>Final Plan Production and Approval</b>	<b>Prepare the final document for approval</b> <ul style="list-style-type: none"><li>• Include a summary of the additional input received during the public comment period and demonstrate the MIC's explicit consideration of this input.</li><li>• An additional public comment period will be provided if the final plan will differ significantly from the draft version and raises new material issues which interested parties could not reasonably have foreseen from the initial public involvement efforts.</li><li>• Approval of the final plan is made solely by the MIC Board, with input from the TAC. Project stakeholders will be able to see that their input was given explicit consideration.</li></ul>

## Phase IV. Project Implementation

The fourth planning phase focuses on distributing the final plan and 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.

<b>Distribute Final Plan</b>	<b>Make the final document available to project stakeholders and to the general public</b> <ul style="list-style-type: none"><li>• Post the draft plan on the MIC website.</li><li>• Distribute draft document via a variety of electronic formats (e.g., email, social media posts, press release) to internal and external stakeholders as well as the general public.</li></ul>
<b>Promote Plan Recommendations</b>	<b>Different plans will require different promotional strategies.</b> <ul style="list-style-type: none"><li>• Targeted public outreach after the plan has been completed should be addressed in the initial public involvement strategy and discussed with the TAC and MIC and Study Advisory Committee.</li><li>• These strategies may include working with the media or giving presentations to selected groups and audiences.</li><li>• Other strategies include carrying forward and integrating the findings and recommendations in related planning and development initiatives, proposed TIP projects and future work programs.</li><li>• Internal stakeholders—the MIC Board and its advisory committees—as well as the stakeholders who participated in the development of the plans from start to finish, are the strongest allies in implementation in both the short- and long-term.</li></ul>

## Phase V. Assessment

The final step in the planning process is to assess the MIC’s public engagement efforts for use in developing the next project.

<b>Assess Public Engagement</b>	<b>Conduct assessment and document the efficacy of the MIC’s public engagement efforts</b> <ul style="list-style-type: none"><li>• See Section D, below, for engagement metrics</li></ul>
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## B. 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.

MIC staff will utilize one of the Stakeholder Identification tools (Appendix A) to identify potentially interested and/or impacted stakeholders as well as the required groups and agencies as specified below:

### **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).

### **Citizens/General Public**

People who live and work in the Duluth-Superior area as well as neighborhood groups and civic organizations.

### **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.

### **Tribal and Federal Lands**

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

### **Public Transportation Interests**

Representatives of both operators and users of transit.

### **Private Transportation Interests**

Demand response operators and other private transportation interests.

### **Other Multimodal Freight Interests**

Representatives of both freight-generating businesses (shippers) and providers of multimodal freight transportation services.

### **Non-Motorized/Active Transportation Interests**

Representatives of non-motorized (active) modes of transportation.

### **Human Services Interests**

Representatives of traditionally underserved populations.

### **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).

### **Business and Economic Development Interests**

State and local economic development groups, business representatives.

### **Education Interests**

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

### **Media Outlets**

Newspaper of record is the Duluth News Tribune; also includes television stations or reporters who have picked up MIC-related and transportation –related stories over the past year.

**Other groups** with demonstrated interest in transportation and/or land use issues

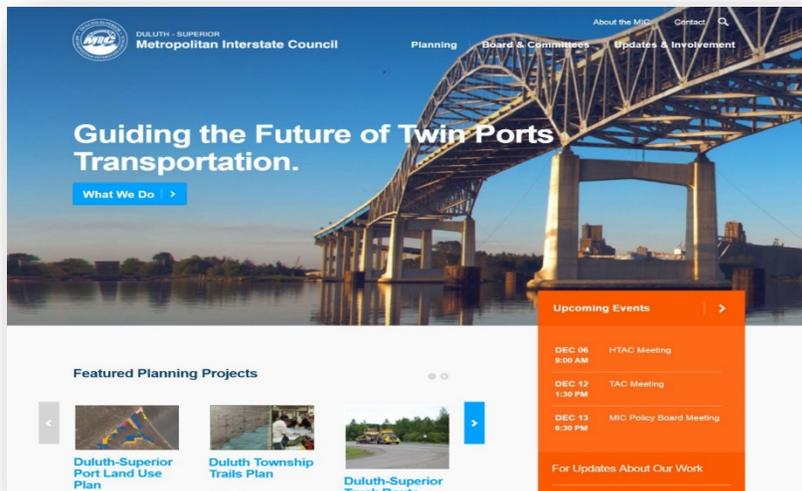
## C. Outreach Tools and Techniques

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](http://www.dsmic.org))

The MIC's website, [dsmic.org](http://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](http://www.dsmic.org)

## Social Media

The MIC maintains a Facebook page at [www.facebook.com/dsmic](http://www.facebook.com/dsmic) ("Like" us!) with the goal of providing 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 monitors local social media sites such as the Duluth News-Tribune's Facebook page and the PerfectDuluthDay blog for discussions of local issues and participate, as appropriate, by initiating some conversations and by responding to others.

## Email Notifications

The MIC maintains several targeted mailing lists to distribute our written communications to individuals, organizations and businesses that have opted to receive emails about a particular plan or study.

Any interested individual, business, or organization can be added to the MIC's general *Transportation Stakeholders / Interested Persons* list or to the mailing lists for our regular MIC, TAC, HTAC or BPAC meetings by calling 218-529-7511 or by sending an email to [micinfo@ardc.org](mailto:micinfo@ardc.org).

## Meetings

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

### Meeting Locations

The MIC strives to find convenient ways for members of the public to attend its meetings. In addition to providing virtual meeting options (described below), Policy Board meetings for meetings when votes to approve final TIPs and the LRTP will be held in locations with good transit service, and in facilities that are accessible to mobility-impaired individuals. For plans or studies with a defined study area, public meetings will be held within that geographic area.

### Virtual and Hybrid Meetings

In response to the social distancing measures necessitated by the coronavirus (COVID-19) pandemic, in 2020 the MIC began holding all meetings using online (virtual) technology via Microsoft Teams.

From this we learned that virtual public involvement effectively supports our efforts to engage the public by supplementing face-to-face information sharing with the option to participate remotely.

However, our use of virtual meeting technology is not intended to completely replace in-person public involvement opportunities, which remain an important part of a balanced public involvement approach.

Consistent with applicable state and local requirements, in-person meetings will be held when and where a suitable physical location is available and such meetings can be safely conducted. Most in-person public meetings will be set up as “hybrid” meetings that will provide an option for participants to join the meeting virtually via online meeting technology.

Depending on the audience or group, some meetings will be held only in a virtual format, without an in-person option.

The same accommodations to provide access to non-English speakers for in-person meetings will be available to online participants. We will also provide telephone access as an alternative option for individuals with limited or no internet access or visual impairments. Staff will be available to provide technical assistance to the best of our ability.

### Meeting Days and Times

Meeting days and at times vary according to its purpose:

#### MIC Policy Board & Advisory Committee Meetings

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

#### Public Input Sessions / Open Houses

Public input sessions 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.

For plan-related public meetings and open houses, meetings will be generally be scheduled on Tuesday, Wednesday or Thursday at times before, during and after regular work hours. Depending on the plan or study, multiple meetings at different times of day may be held.

When setting a public information session or open house, MIC staff will review community calendars to avoid conflicts with other major meetings.

**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 are consulted about the best dates and times to meet.

**Meeting Notices**

All meetings are advertised in advance to provide adequate time for public participation or comment. Meeting notices are posted on the [MIC website](#) and distributed by email (and by U.S. mail upon request).

Meeting notices and agendas for MIC, TAC, BPAC and HTAC meetings are sent out one week prior to the date of the scheduled meeting (*Figure 4*).

Notices for project-specific meetings such as info sessions and open houses are also posted on the MIC’s Facebook page ([www.facebook.com/dsmic](http://www.facebook.com/dsmic)).

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

All meeting notices will include text that makes it clear that the meeting space is ADA accessible and that individuals may request accommodation of special needs, so that they may fully participate in the meetings. The MIC will provide interpreters and prepare enlarged print or other special-format materials upon request, with 5 days advance notice.

Meeting notices will include information about how to submit comments for consideration before the meeting. Tools that encourage written input (such as comment sheets at in-person meetings or chat boxes during virtual meetings) will also be provided.

All notices and information pieces will be provided as PDFs that include accessibility features that allow universal access to documents. This includes access by people who are mobility impaired, blind, low vision, deaf, hard of hearing, or who have cognitive impairments.

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

*Figure 4. Notifications for MIC Board and Advisory Committee Meetings*

**Meeting Formats**

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 “Public Comment Guidelines,” below)

### **Opportunities for Public Comment**

All meetings of the MIC Policy Board will include, as a standing agenda item, “Opportunity for Public Comment” to the Board on transportation and/or MIC-area topics either on or off that day’s agenda.

Key voting items, such as approval of draft and final TIPs, LRTP, PIP and the UPWP, will include an additional public comment opportunity as part of the presentation to the Board.

### **Public Comment Guidelines**

Members of the public who wish to give comments at meetings of the MIC Policy Board, TAC, HTAC and BPAC, will be recognized by the committee Chair and asked to observe the following:

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

### **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](mailto:micinfo@ardc.org).

### **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.

### **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 and other small and large community gatherings.

### **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.

### **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.

### **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.

### **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.

### **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.

**Legal notices** are placed in the local paper of record (Duluth News Tribune) at the start of public comment periods to announce the dates and times that public meetings will be held for the Transportation Improvement Programs (TIPs), 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.

### **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.

## D. Assessment

MIC staff will implement a range of metrics to gauge the effectiveness of the MIC's public engagement efforts.

Due to the broad and disparate nature of public involvement, documentation of each and every incidence of public input is not realistic. However, the new metrics provide a set of guideposts for MIC staff to track and measure the reach and effectiveness of public involvement efforts moving forward. MIC staff will make efforts to document incidences as they apply to the below metrics (as applicable) and employ this data at the next update.

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

## 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 area. Specific steps and timeframes are agreed upon in consultation with MPO liaisons from both Minnesota and Wisconsin DOTs and FHWA offices.

The annual process of developing a draft program of funded projects and approving the final TIP has several public involvement requirements (23 CFR 450.316 (a)) and these are incorporated into the Duluth and TIP sections that follow.

## Duluth Area Transportation Improvement Program

### A. TIP Development and Approval

#### Staff Actions

##### Project Solicitation

1. Administer TIP project solicitation process with eligible jurisdictions.
2. Post all project applications received on the MIC website.
3. Schedule a public information session to explain the TIP, describe proposed projects and take comments in person (*optional—depends on location and scope of proposed projects*).
4. 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*).
5. Report any public comments received when the proposed projects are presented to TAC and MIC at scheduled monthly meetings.

##### Draft TIP

1. Develop the Draft TIP document and present it to the TAC and MIC and TAC for their approval to release the plan for the required 30-day public comment period.
2. Publish legal notice and release Draft TIP for 30-day public comment period.
3. Make the Draft TIP available to the public in accessible electronic (PDF) and print formats:
  - a. Post on the current TIP page of the dsmic.org website
  - b. Provide printed copies upon request by contacting the MIC office at 221 W First St, Duluth, MN 55802 / (218) 529-7511 / micinfo@ardc.org.
4. Publicize and hold a public meeting during the 30-day comment period.

5. 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 TIP document.

##### Final TIP

1. Prepare the final TIP document:
  - a. Include detail about the public involvement process used, including:
    - A summary of the public participation process;
    - Any oral or written public comments with a description of how they were considered;
    - Documentation of other public involvement and consultation related items, including legal notices, TAC and MIC Board review, press releases, lists of attendees, and summaries of meeting comments.
    - When and where the Annual Listing of Obligated Projects will be available.
  - b. A new opportunity for public comment on the final TIP must be provided if it is significantly different from the draft or if it raises new material issues that interested parties could not reasonably have foreseen from the draft.
    - The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA and MnDOT. Approval of the Final TIP will be delayed until an additional opportunity for public comment is provided.
    - The same techniques to promote the revised draft will be utilized as outlined above for the Draft TIP.
    - Information must be disseminated during the additional comment period regarding what specifically has changed and why.
    - This information must be included in the final TIP.
2. Present final TIP to MIC and TAC for approval:

- a. Include approval of the final TIP as a voting item on TAC and MIC agendas.
  - b. 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.
  - c. Include a description in the accompanying meeting materials of the action to adopt the final TIP, as well as a link to the TIP document on the dsmic.org website.
  - d. Present a summary of comments received on the draft TIP and include them in the published meeting summary;
  - e. Include the result of the MIC Board vote on the final TIP in the published meeting summary.
3. Make the final TIP available to the public in accessible electronic (PDF) and print formats:
    - a. Posted on the current TIP page of the dsmic.org website
    - b. Printed copies will be provided upon request by contacting the MIC office at 221 W First St, Duluth, MN 55802 / (218) 529-7511 / micinfo@ardc.org.
  4. Conduct a review of public involvement activities
    - a. Quantify and analyze their effectiveness (see p. 19, *Assessment* section). Document this information and incorporate into the next TIP cycle.

## B. Administrative Modifications and Amendments

Any changes proposed to a project listed in the current, approved Duluth Metro TIP will be determined to be one of the following:

- I. Administrative Modification
- II. Amendment

This determination will be made in accordance with [MnDOT Procedures for Amendments and Administrative Modifications to the Minnesota State Transportation Improvement Program](#) (Nov 2020).

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

The following public involvement procedures will be followed for each type of project change proposed to listed projects in the current, approved TIP:

### I. Administrative Modifications

#### Staff Actions

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

1. **Is formal action necessary by the MIC Policy Board?** No
2. **Will public involvement occur?** Yes—through MIC and TAC meeting notifications and by posting on the MIC website:
  - a. The Administrative Modification will be posted in the ‘Project Updates’ section of the current [TIP web page](#) on the MIC website;
  - b. The Administrative Modification will be included in the ‘Project Updates’ section of the published TAC and MIC agendas;
  - c. The Administrative Modification will be included in the published meeting summaries.

#### Agency Follow-up:

Correspondence about the project change will be transmitted to MnDOT/FHWA/FTA, as appropriate, after the Administrative Modification determination has been made.

## II. Amendments

### Staff Actions

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

**1. Is formal action necessary by the MIC Policy Board?**

**Yes** – The proposed Amendment must be presented for review by the TAC and approval by the MIC Board:

a. A Board resolution will be prepared for signature.

**2. Will public involvement occur?**

**Yes** – through MIC and TAC meeting notifications and by posting on the MIC website:

- a. 7 days' advance notice\* of the proposed Amendment will be provided by including the Amendment as a voting item on the published agendas;
- b. A full description of the proposed Amendment will be included in the accompanying meeting materials and "Opportunity for Public Comment" will be prominently noted on the published meeting notices;
- c. A full description of the proposed Amendment will be posted in the 'Project Updates' section of the current [TIP page](#) on the MIC website;
- d. Any written or oral comments received will be presented at the TAC and MIC meetings and included in the published meeting summaries;
- e. A full description of the approved Amendment, as well as the committees' votes, will be included in the published meeting summaries.
- f. Amended Project lists will be updated and the Community Impact/Environmental Justice analysis will be updated (if needed). These will be made available to the public in the following ways:

- Posted on the current [TIP page of the dsmic.org website](#)
- Printed copies will be provided upon request by contacting the MIC office at 221 W First St, Duluth, MN 55802 / (218) 529-7511 / [micinfo@ardc.org](mailto:micinfo@ardc.org).

### Agency Follow-up:

Correspondence about the approved Amendment, including a copy of the signed Resolution, will be transmitted to WisDOT/FHWA/FTA, as appropriate, after the MIC Board meeting.

*\*NOTE: depending on the scope of the change, a longer public notice period may be determined in consultation with WisDOT. Additional public involvement, if determined to be necessary, may include:*

- a. *Holding a public meeting to describe the proposed Amendment and solicit public comment.*
- b. *Utilizing the MIC's social media outlets to publicize the public meeting and provide an opportunity to provide public comment.*
- c. *Publishing a legal notice in the local newspaper.*

## Superior Area Transportation Improvement Program

### A. Annual TIP Development and Approval

#### Staff Actions

1. Administer TIP project solicitation process with eligible jurisdictions.
  2. Develop the Draft TIP document and present it to the TAC and MIC and TAC for their approval to release the plan for the required 30-day public comment period.
  3. Publish legal notice and release Draft TIP for 30-day public comment period.
  4. Make the Draft TIP available to the public in accessible electronic (PDF) and print formats:
    - a. Posted on the current TIP page of the [dsmic.org](http://dsmic.org) website
    - b. Printed copies provided upon request by contacting the MIC office at 221 W First St, Duluth, MN 55802 / (218) 529-7511 / [micinfo@ardc.org](mailto:micinfo@ardc.org).
  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 TIP document.
  7. Prepare the final TIP document:
    - a. Include detail about the public involvement process used, including:
      - A summary of the public participation process;
      - Any oral or written public comments with a description of how they were considered;
      - Documentation of other public involvement and consultation related items. This includes any copies of legal notices, technical advisory committee and policy body review, press releases, lists of attendees, and summaries of meeting comments.
    - b. When and where the Annual Listing of Obligated Projects will be available.
  8. Present final TIP to MIC and TAC for approval.
    - a. Include approval of the final TIP as a voting item on TAC and MIC agendas.
    - b. 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.
    - c. Include a description in the accompanying meeting materials of the action to adopt the final TIP, as well as a link to the TIP document on the [dsmic.org](http://dsmic.org) website.
    - d. Present a summary of comments received on the draft TIP and include them in the published meeting summary;
    - e. Include the result of the MIC Board vote on the final TIP in the published meeting summary.
- b. A new opportunity for public comment on the revised TIP must be provided if it is significantly different from the draft or if it raises new material issues that interested parties could not reasonably have foreseen from the draft.
- Approval of the Final TIP will be delayed until an additional opportunity for public comment is provided.
  - The length of such an additional comment period, if determined to be necessary, will be determined in consultation with FHWA, FTA and MnDOT.
  - The same techniques to promote the revised draft will be utilized as outlined above for the Draft TIP.
  - In addition to the 30-day extension of public comment, MIC staff is required to disseminate information regarding what specifically has changed and why, and to include this information in the final TIP.

9. Make the final TIP available to the public in accessible electronic (PDF) and print formats:
  - a. Posted on the current TIP page of the [dsmic.org](http://dsmic.org) website
  - b. Printed copies provided upon request by contacting the MIC office at 221 W First St, Duluth, MN 55802 / (218) 529-7511 / [micinfo@ardc.org](mailto:micinfo@ardc.org).
10. Conduct a review of public involvement activities:
  - a. Quantify and analyze their effectiveness (see p. 19, *Assessment* section). Document this information and incorporate into the next TIP cycle.

## B. Administrative Modifications and Amendments

Any changes proposed to a project listed in the current, approved Superior Metro TIP will be determined to be one of the following:

- I. **Administrative Modification**
- II. **Minor Amendment**
- III. **Major Amendment**

This determination will be made in consultation with WisDOT, in accordance with the 2018 TIP preparation guide [Guidelines for Developing MPO Transportation Improvement Programs](#).

Generally, this determination will assess (a) the extent of changes to the scope of work in combination with the change in cost (i.e., if it will exceed 10 percent or \$1,000,000 of the total federal funding amount originally programmed for the project) and (b) the extent of related public involvement actions.

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

The following public involvement procedures will be followed for each type of project change proposed to listed projects in the current, approved TIP:

## I. Administrative Modification

### Staff Actions

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

1. **Is formal action necessary by the MIC Policy Board?** **No**
2. **Will public involvement occur?**  
**Yes**—through MIC and TAC meeting notifications and by posting on the MIC website:
  - a. The Administrative Modification will be posted in the ‘Project Updates’ section of the current [TIP web page](#) on the MIC website;
  - b. The Administrative Modification will be included in the ‘Project Updates’ section of the published TAC and MIC agendas;
  - c. The Administrative Modification will be included in the published meeting summaries.

### Agency Follow-up:

Correspondence about the project change will be transmitted to WisDOT/FHWA/FTA, as appropriate, after the Administrative Modification determination has been made.

## II. Minor Amendment

### Staff Actions

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

1. **Is formal action necessary by the MIC Policy Board?**  
**Yes**—The proposed Amendment must be presented for review by the TAC and approval by the MIC Board:
  - a. A Board resolution will be prepared for signature.

## 2. Will public involvement occur?

**Yes** - through MIC and TAC meeting notifications and by posting on the MIC website:

- a. 7 days' advance notice of the proposed Amendment will be provided by including it as a voting item on the published agendas;
- b. A full description of the proposed Amendment will be included in the accompanying TAC and MIC meeting materials and "Opportunity for Public Comment" will be prominently noted on the published meeting notices;
- c. A full description of the proposed Amendment will be posted in the 'Project Updates' section of the current [TIP page](#) on the MIC website;
- d. Any written or oral comments received will be presented at the TAC and MIC meetings and included in the published meeting summaries;
- e. A full description of the approved Amendment, as well as the result of the committee vote, will be included in the published meeting summaries.
- f. Amended Project lists will be updated and the Community Impact/Environmental Justice analysis will be updated (if needed). These will be made available to the public in the following ways:
  - Posted on the current TIP page of the [dsmic.org](http://dsmic.org) website
  - Printed copies will be provided upon request by contacting the MIC office at 221 W First St, Duluth, MN 55802 / (218) 529-7511 / [micinfo@ardc.org](mailto:micinfo@ardc.org).

### Agency Follow-up:

Correspondence about the approved Amendment, including a copy of the signed Resolution, will be transmitted to WisDOT/FHWA/FTA, as appropriate, after the MIC Board meeting.

## III. Major Amendment

### Staff Actions

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

### 3. Is formal action necessary by the MIC Policy Board?

**Yes** – The proposed Amendment must be presented for review by the TAC and approval by the MIC Board:

- a. A Board resolution will be prepared for signature.

### 4. Will public involvement occur?

**Yes** – through MIC and TAC meeting notifications and by posting on the MIC website:

- a. 7 days' advance notice\* of the proposed Amendment will be provided by including the Amendment as a voting item on the published agendas;
- b. A full description of the proposed Amendment will be included in the accompanying meeting materials and "Opportunity for Public Comment" will be prominently noted on the published meeting notices;
- c. A full description of the proposed Amendment will be posted in the 'Project Updates' section of the current [TIP page](#) on the MIC website;
- d. Any written or oral comments received will be presented at the TAC and MIC meetings and included in the published meeting summaries;
- e. A full description of the approved Amendment, as well as the committees' votes, will be included in the published meeting summaries.
- f. Amended Project lists will be updated and the Community Impact/Environmental Justice analysis will be updated (if needed). These will be made available to the public in the following ways:

- Posted on the current TIP page of the [dsmic.org](http://dsmic.org) [website](#)
- Printed copies will be provided upon request by contacting the MIC office at 221 W First St, Duluth, MN 55802 / (218) 529-7511 / [micinfo@ardc.org](mailto:micinfo@ardc.org).

**Agency Follow-up:**

Correspondence about the approved Amendment, including a copy of the signed Resolution, will be transmitted to WisDOT/FHWA/FTA, as appropriate, after the MIC Board meeting.

*\*NOTE: depending on the scope of the change, a longer public notice period may be determined in consultation with WisDOT. Additional public involvement, if determined to be necessary, may include:*

- *Holding a public meeting to describe the proposed Amendment and solicit public comment.*
- *Utilizing the MIC's social media outlets to publicize the public meeting and provide an opportunity to provide public comment.*
- *Publishing a legal notice in the local newspaper.*

## 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 2050 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.
  - c. Contact and involve environmental resource agencies (state, federal, tribal) early in 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.

1. 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.
2. 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.

**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 Amendments

Amendments to the LRTP are rare but may need to occur if a proposed TIP project is not referenced in the current, approved LRTP. Either the LRTP must be amended or the project cannot be programmed in the TIP.

If an amendment to the LRTP is proposed, public engagement steps will include:

1. Develop a full description of the proposed Amendment;
2. Consult with state DOT and FHWA to decide on the length of the public comment period (generally 30 days) and obtaining MIC Board approval to initiate it;

3. Publishing a legal notice in the local newspaper;
4. Identify and reach out to affected stakeholders;
5. Hold a public meeting to describe the proposed Amendment and solicit public comment;
6. Utilize the MIC's social media outlets to publicize the public meeting and provide an opportunity to provide public comment.
7. At the conclusion of the public comment period, include the Amendment as a voting item on the published agendas of the MIC and TAC;
8. Include a full description of the proposed Amendment in the accompanying meeting materials and prominently note "Opportunity for Public Comment" on the published meeting notices;
9. Post a full description of the proposed Amendment in the 'Public Involvement' section of the LRTP page on the MIC website;
10. Present any written or oral comments received at the TAC and MIC meetings and included in the published meeting summaries;
11. Include a full description of the approved Amendment, as well as the committees' votes, in the published meeting summaries.
12. Update the amended Project lists and update the Environmental Justice analysis.
13. Transmit the revised LRTP with a signed Board resolution to the state DOT and FHWA for their approval.

### III. Public Engagement for the 2021 PIP Update

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 3 years after the previous update, and prior to the next update of the MIC's Long Range Transportation Plan (LRTP) for 2050, in accordance with public participation requirements in section 23 CFR 450.316 of the FAST Act.

Public involvement steps for the 2021 PIP Update included:

- Identifying stakeholders and informing them of the upcoming PIP update;
- Making the draft PIP available for a 45-day public comment period on the MIC website;
- Providing and promoting opportunities for providing public input, including two virtual public meetings and paid Facebook ads;
- Engaging stakeholders in identifying specific issues and proposed revisions;
- Consulting with MnDOT, WisDOT and FHWA;
- Presenting the draft and final documents for approval to the TAC and MIC.

#### Who Did We Involve?

This update of the PIP identifies three primary groups of stakeholders for this document: members of the public and local jurisdictions and organizations; the MIC's planning staff whose job it is to conduct transportation planning studies and conduct robust public engagement activities; MnDOT,

WisDOT and FHWA staff and members of the MIC Policy Board and its advisory committees.

#### 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 & December 2021:** Five presentations about the PIP update were given at regularly scheduled MIC, TAC and BPAC meetings, with opportunity for comment.

**September & October 2021:** Three staff meetings were held to review the planning process and specific information in the Staff Guide section of the draft PIP.

**November & December 2021:** Consultations were held with MnDOT, WisDOT and FHWA staff.

**November & December 2021:** Discussions were held with MIC area planning organization stakeholders.

##### MIC Website

**October 2021:** The MIC's dsmic.org website was updated to include information about the 2021 PIP Update with a link to the document for review.

##### Virtual Public Meetings

**November 10, 2021:** Two virtual open house information sessions were held, with discussion with ARDC staff member.

##### In-Person Interview

**November 2021:** In-depth discussion was with a representative from Zeitgeist Center for Arts and Community, which works directly with traditionally underserved populations and holds events related to transportation (and other community) issues.

## Legal Notice

**October 13, 2021:** A legal notice was posted in the Duluth News Tribune to mark the start of the 45-day public comment period.

## 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 (how the suggestions will be incorporated into our public involvement process):

### Comment:

Limit the TIP section to the engagement steps for the development of the annual Duluth and Superior TIPs – delete the process information about determining Amendments and Administrative Modifications.

### MIC Response:

- The Duluth and Superior TIP processes (p. 21 and 24, respectively) now specify only the public engagement activities we will undertake in the annual development of new TIPs and in processing changes to programmed projects (i.e., Administrative Modifications and Amendments)
- Process information for determining whether a proposed change to the TIP is an Administrative Modification or Amendment has been deleted and current state DOT TIP guidance is referenced instead.
- MIC staff will meet with MnDOT, WisDOT and FHWA staff in 2022 to consult and mutually determine the criteria for determining if a change to a programmed project constitutes an Amendment or an Administrative Modification. We are proposing that this information be amended as an Appendix into the current TIP(s).

### Comment:

Consider adding details about the MICs website, email & phone number so the public knows how to contact the MIC for the public involvement opportunities discussed in the PIP.

### MIC Response:

- This information can be found on the title page, on p.5, Comments Encouraged section, and several times in the Duluth and Superior TIP sections (pp. 21-27).

### Comment:

Consider Including hyperlinks where possible to the documents mentioned in the PIP: ex. page link to the TIP page.

### MIC Response:

- This information can be found throughout the document, where references to online sources are mentioned.

### Comment:

Consider contacting and involving environmental resource agencies (state, federal, tribal) early on in your LRTP development.

### MIC Response:

- Note in stakeholder identification process, p. 29.

### Comment:

Enable participation by people with disabilities, especially those who don't drive. Virtual meetings have helped with this recently but virtual or hybrid meetings may not continue. At least one other MPO in the state commits to holding major decision making meetings (ex. public hearings and final votes for TIP/LRTP/WP) at a transit accessible facility

### MIC Response:

- Meetings that include final votes for TIP/LRTP are specified will be held at a transit accessible facility (p.15, *Meeting Locations* section)

**Comment:**

Give examples what accommodations are commonly available – ex. larger print documents.

**MIC Response:**

- See p. 16, *Special Accommodations* section.

**Comment:**

- When presenting information about plans, include clear information about the scope and impact of people’s input, including how the input will be used, and when.
- Give examples from prior “wins,” i.e., the implementation of other planning processes, so folks have a sense of what to expect from the process and see real examples of the effect of these input sessions.
- Go to the people – do not ask them to come to you without some incentive; attend community meetings and ask to present on the MIC’s projects; spend time at DTA Transit Center/on the busses; walkability audits /On-site events/demos all engage people more than presentations; engage in existing events; go door-to-door in key neighborhoods.
- Seek out community partners, including NAACP Environment and Health committee, AICHO and the Family Freedom Center
- Illustrations are critically helpful, help shape vision.

**MIC Response:**

- Some of the ideas in these comments are included in the Outreach Tools and Techniques section of this plan (p. 14), and others have been incorporated as notes in our *Stakeholder Identification Tool* (Appendix A) and *Outreach Strategy Planner* (Appendix B).

**Comment:**

Allow for open comments on surveys, revise as needed based on feedback. Often questions don’t meet people where they’re at and can come across at tone-deaf (not speaking of MIC approaches, but those I’ve seen from other agencies).

**MIC Response:**

- Open-ended survey responses have been a challenge for us to tally and properly analyze, from the perspective of staff time and budgets for some projects. Therefore we sometimes limit those types of questions and use a range of defined responses instead.

We do recognize how these responses can be biased toward particular outcomes, or miss key points of feedback altogether. Therefore we will continue the practice of asking for feedback on draft surveys from a number of committee and community members before releasing a public survey.

Additionally, we will carefully consider including open-ended questions on a case-by-case basis.

**Comment**

Clarify LRTP Amendments section (p. 33) -- describe what might prompt them (generally related to proposed TIP projects) and add more detail about public engagement steps.

**MIC Response:**

- See revised criteria and process steps, p. 33.

**Comment**

“Opportunity for Public Comment” should be a standing, open-ended item on MIC agendas (i.e., not limited to those topics on the agenda), but does not need to be listed on subcommittee agendas.

**MIC Response:**

- See revised *Opportunity for Public Comment* section, p. 17.

## **IV. Appendices**

**A. Stakeholder Identification Tools**

**B. Outreach Strategy Planner**

**C. FAST Act Planning Requirements**

**D. Metropolitan Planning and Public Involvement Requirements: Sources and Definitions**

**E. Legal Notices**

**F. Board Resolution Adopting the 2021 Update of the MIC 's Public Involvement Plan**

## Appendix A. Stakeholder Identification Tool

MIC staff uses a Stakeholder Identification form at the start of planning initiatives. The first is used for general planning projects, to identify local groups and individuals potentially interested in or impacted by recommendations, and the other is used for TIP and LRTP updates, in accordance with 23CFR 450.316 stakeholder requirements.

*(View on next page)*

## 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 (per 23CFR 450.316 (a) & (b); MIC Title VI Plan and established practice)		(List specific contacts)
<b>1. Citizens/General Public</b> <i>People who live and work in the Duluth-Superior area, including:</i>		<b>MIC-LRTP-01 / List 767</b>
	(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) People and groups involved recent MIC plans and studies (within the past two years)	
<b>2. Government and Public Agencies (Coordinated Planning)</b> <i>Government agencies and officials responsible for other planning activities within the Duluth-Superior area that are affected by transportation, including:</i>		<b>MIC-LRTP-02 / List 768</b>
	(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	

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

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

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

# 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:							

## Appendix B. Outreach Strategy Planner

*(View on next page)*

# Outreach Strategy Planner

**Plan/Study:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

	Meetings		Involvement Tools		Content Development	
Month:	<b>Study Committee Meetings</b> <ul style="list-style-type: none"> <li>• How many/At what phases?</li> <li>• Approx date of mtg #1: _____</li> <li>• Topics</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<b>Stakeholder Identification</b> <ul style="list-style-type: none"> <li>• Contact list(s): # _____</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<b>Stakeholder outreach materials</b> <ul style="list-style-type: none"> <li>• One-page overview of plan</li> <li>• Plan-specific Newsletter</li> <li>• Focus on Transportation article</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
	<b>Public Meetings</b> <ul style="list-style-type: none"> <li>• How many/At what phases?</li> <li>• Approx date of mtg #1: _____</li> <li>• Topics</li> <li>•</li> <li>•</li> </ul>		<b>Web page</b> URL: # _____ <ul style="list-style-type: none"> <li>• Project overview/updates</li> <li>• Interactive Calendar</li> <li>• Interactive Map</li> <li>• Public Comment feature</li> <li>•</li> </ul>		<b>Web page content</b> <ul style="list-style-type: none"> <li>• Intro text/Purpose &amp; Need</li> <li>• Link to scope</li> <li>• Interactive Map &amp; Calendar</li> <li>• Link to Survey</li> <li>•</li> </ul>	
	<b>Jurisdiction meeting</b> <ul style="list-style-type: none"> <li>• How many/At what phases?</li> <li>• Approx date of mtg #1: _____</li> <li>• Topics</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<b>Interactive Map</b> <ul style="list-style-type: none"> <li>• Allows users to draw and comment on map.</li> </ul> <b>Interactive Calendar</b> <ul style="list-style-type: none"> <li>• Key events</li> <li>• Dates, times, locations</li> <li>• Links meeting agendas and summaries</li> </ul>		<b>Facebook Post(s)</b> <ul style="list-style-type: none"> <li>• Link to public survey</li> <li>• Link to blog post about survey results</li> <li>• Publicize public meeting(s)</li> </ul>	
	<b>TAC &amp; MIC meetings</b> Date: _____ <ul style="list-style-type: none"> <li>• PowerPoint presentations</li> </ul>		<b>Public survey</b> <ul style="list-style-type: none"> <li>• Objectives?</li> <li>• Questions?</li> <li>• Online/printed versions</li> <li>• Distribution?</li> </ul>		<b>Press release</b> <ul style="list-style-type: none"> <li>• Overview of plan</li> <li>• Review of major issues</li> <li>• Publicize public meeting(s)</li> </ul>	

## Outreach Strategy Planner, continued

	Content Needed		Tools		Engagement	
Month: _____	<b>Stakeholder outreach materials</b> <b>Examples:</b> <ul style="list-style-type: none"> <li>• Project scope &amp; timeline</li> <li>• One-page overview of plan</li> <li>• Plan-specific newsletter</li> <li>• Open MIC Blog post</li> </ul>		<b>Stakeholder Identification:</b> <ul style="list-style-type: none"> <li>• Review, complete S/H ID form</li> <li>• Contact list(s): # _____</li> </ul>		<b>Public Meetings</b> <b>Examples:</b> <ul style="list-style-type: none"> <li>• Kickoff meeting</li> <li>• ID stakeholders</li> </ul>	
	<b>Study Committee meeting #1</b> <ul style="list-style-type: none"> <li>• Date:</li> <li>• Project scope &amp; timeline</li> <li>•</li> </ul>		<b>Web page</b> <ul style="list-style-type: none"> <li>• Project overview/updates</li> <li>• Interactive Calendar</li> <li>• Interactive Map</li> <li>• Public Comment feature</li> </ul>		<b>Web page content</b> <ul style="list-style-type: none"> <li>• Intro text/Purpose &amp; Need</li> <li>• Link to scope</li> <li>• Interactive Map &amp; Calendar</li> <li>• Link to Survey</li> </ul>	
	<b>Jurisdiction meeting</b> <ul style="list-style-type: none"> <li>• Date:</li> <li>• ID issues</li> <li>• ID objectives</li> <li>• Identify stakeholders</li> <li>• Meeting notification(s)</li> <li>•</li> </ul>		<b>Interactive Map</b> <ul style="list-style-type: none"> <li>• Allows users to draw and comment on map.</li> </ul> <b>Interactive Calendar</b> <ul style="list-style-type: none"> <li>• Key events</li> <li>• Dates, times, locations</li> <li>• Links meeting agendas and summaries</li> </ul>		<b>OpenMIC Blog</b> <ul style="list-style-type: none"> <li>• Overview of plan</li> <li>• Review of survey results</li> </ul> <b>Facebook Post(s)</b> <ul style="list-style-type: none"> <li>• Link to public survey</li> <li>• Link to blog post about survey results</li> <li>• Publicize public meeting(s)</li> </ul>	
	<b>TAC &amp; MIC meetings</b> <ul style="list-style-type: none"> <li>• Date:</li> <li>• PowerPoint presentations</li> </ul>		<b>Public survey</b> <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Questions</li> <li>• Online/printed versions</li> <li>• Distribution</li> </ul>		<b>Press release</b> <ul style="list-style-type: none"> <li>• Overview of plan</li> <li>• Review of major issues</li> <li>• Publicize public meeting(s)</li> </ul>	

# Outreach Strategy Planner, continued

	Meetings		Tools Development		Media / Content Development	
Month: _____	<b>Other:</b> <ul style="list-style-type: none"> <li>• Date:</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
	<b>Other:</b> <ul style="list-style-type: none"> <li>• Date:</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
	<b>Other:</b> <ul style="list-style-type: none"> <li>• Date:</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
	<b>Other:</b> <ul style="list-style-type: none"> <li>• Date:</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
	<b>Other:</b> <ul style="list-style-type: none"> <li>• Date:</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		<b>Other:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	

## Outreach Strategy Planner, continued

### General Notes:

Comments/Suggestions about effective outreach from 2021 Public Involvement Plan Update:

- When presenting information about plans, include clear information about the scope and impact of people's input, along with clear next steps about how the feedback/input will be used, and when.
- Give examples from the "wins," i.e., the implementation of other planning processes, so folks have a sense of what to expect from the process and see real examples of the effect of these input sessions.
- Go to the people – do not ask them to come to you without some incentive;
- Attend community meetings and ask to present on the MIC's projects;
- Spend time at DTA Transit Center/on the buses;
- Conduct interactive events such as walkability audits, On-site events, etc. to engage people more than presentations;
- Engage in existing events;
- Go door-to-door in key neighborhoods.
- Seek out community partners, including NAACP Environment and Health committee, AICHO and the Family Freedom Center
- Illustrations are critically helpful, help shape vision.

### Other Notes and Ideas:

## Appendix C — 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 2021 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)	<b>Providing adequate public notice of public participation activities and time for public review and comment at key decision points</b> , including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
23CFR 450.316 (a) (1) (ii)	<b>Providing timely notice and reasonable access to information</b> about transportation issues and processes;
23CFR 450.316 (a) (1) (iii)	<b>Employing visualization techniques</b> to describe metropolitan transportation plans and TIPs;

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

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

**23CFR 450.316**

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

<b>23CFR 450.316 (b)</b>	In developing metropolitan transportation plans and TIPs, <b>the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation</b> (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities.
<b>23CFR 450.316 (b)</b>	In addition, <b>the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities</b> within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
<b>23CFR 450.316 (b) (1)</b>	Recipients of assistance under <b>title 49 U.S.C. Chapter 53</b> funds [public transit providers];
<b>23CFR 450.316 (b) (2)</b>	Governmental <b>agencies and non-profit organizations</b> (including representatives of the agencies and organizations) <b>that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services;</b>
<b>23CFR 450.316 (b) (3)</b>	Recipients of assistance under <b>23 U.S.C. 201-204</b> [Federal Lands Highway Program].
<b>23CFR 450.316 (c)</b>	When the MPA includes Indian Tribal lands, the MPO shall appropriately <b>involve the Indian Tribal government(s)</b> in the development of the metropolitan transportation plan and the TIP.
<b>23CFR 450.316 (d)</b>	When the MPA includes Federal public lands, the MPO shall appropriately <b>involve the Federal land management agencies</b> in the development of the metropolitan transportation plan and the TIP.
<b>23CFR 450.316 (e)</b>	MPOs shall, to the extent practicable, <b>develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies</b> , as defined in paragraphs (b), (c), and (d) of this section, which may be included

**49 USC § 5307— Urbanized Area Formula Grants Section (b) — Program of Projects:**

Citation	Requirement
49 USC § 5307 <b>(b)</b>	Program of Projects. --Each recipient of a grant shall--
49 USC § 5307 <b>(b) (1)</b>	Make available to the public information on amounts available to the recipient under this section;
49 USC § 5307 <b>(b) (2)</b>	Develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed;
49 USC § 5307 <b>(b) (3)</b>	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>(b) (4)</b>	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>(b) (5)</b>	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>(b) (6)</b>	Consider comments and views received, especially those of private transportation providers, in preparing the final program of projects; and
49 USC § 5307 <b>(b) (7)</b>	Make the final program of projects available to the public.

## Appendix D

### 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 re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

**Amendment** means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment and a redemonstration of fiscal constraint. If an amendment involves “non-exempt” projects in nonattainment and maintenance areas, a conformity determination is required.

## 23 CFR 450.328

### TIP revisions and relationship to the STIP

(a) An MPO(s) may revise the TIP at any time under procedures agreed to by the cooperating parties consistent with the procedures established in this part for its development and approval. In nonattainment or maintenance areas for transportation-related pollutants, if a TIP amendment involves non-exempt projects (per 40 CFR part 93), or is replaced with an updated TIP, the MPO(s) and the FHWA and the FTA must make a new conformity determination. In all areas, changes that affect fiscal constraint must take place by amendment of the TIP. The MPO(s) shall use public participation procedures consistent with § 450.316

in revising the TIP, except that these procedures are not required for administrative modifications.

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.

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 E

### Legal Notices

and

### Board Resolution 21-19 Adopting the 2021 Update of the MIC 's Public Involvement Plan

Client:

ARDC MIC

Account # 237455 Ad # 2907742

Phone: (218) 529-7541

Fax: (218) 529-7592

Address: 221 W. FIRST ST.

DULUTH, MN 55802-1909

Sales Rep.:

0135 Forum Legal AdTaker

Phone: (701) 241-5504

Fax: (701) 241-5540

Email: [legals@forumcomm.com](mailto:legals@forumcomm.com)

Class.: 9960 MN LEGALS

Requested By:

Start Date: 10/13/2021

End Date: 10/13/2021

Nb. of Inserts: 1

Dimensions: 1 col. x 4.25 Inches

Publications: Duluth News Tribune

Total Price: \$138.64

Paid Amount: \$0.00

Balance: \$138.64

Page 1 of 1

**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 (PIP). 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. **Public comments are being taken through November 30, 2021.**

To view a copy of the draft Plan, please visit [www.dsmic.org/pip-2021](http://www.dsmic.org/pip-2021). To request a printed copy of the draft plan or to make comments, contact Rondi Watson at (218) 529-7511, by email at [rwatson@ardc.org](mailto:rwatson@ardc.org), or by U.S. mail at 221 West First Street, Duluth MN55802.

Comments are also welcomed at the two virtual public input and information sessions to be held on Wednesday, November 10, 2021 at 9:00 a.m. and 12:00 noon. Login and phone-in information for these meetings are posted on the MIC's website at [www.dsmic.org/pip-2021](http://www.dsmic.org/pip-2021).

The Public Involvement Plan, along with all comments received, will be considered for final approval at the MIC Policy Board meeting on December 8, 2021 at 6:00 pm. Meeting details are posted online at [dsmic.org/event/mic-policy-board-meeting-12-08-21](http://dsmic.org/event/mic-policy-board-meeting-12-08-21).  
(Oct. 13, 2021) 2907742

**RESOLUTION #21-19**  
**OF THE**  
**DULUTH-SUPERIOR METROPOLITAN INTERSTATE COUNCIL**

*Adopting the 2021 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 2021 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:



Nick Baker, Policy Board Co-Chair



Wayne Boucher, Policy Board Co-Chair



Ron Chicka, MIC Director

*December 8, 2021*

Date