

La Crosse & La Crescent Metropolitan Area



Public Participation Plan

for

LAPC Transportation Plans and Programs

January 16, 2013

This Public Participation Plan and other LAPC documents may be viewed and downloaded from our website at: www.lapc.org

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La Crosse & La Crescent Metropolitan Area Public Participation Plan

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Documents, meeting minutes and agendas, and other information may also be obtained on our website at:

www.lapc.org

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Purpose & Need

Purpose for Update

Since 1991, federal regulations have required continuous, cooperative, and coordinated urban transportation planning for urban areas whose populations exceed 50,000 people in order for those areas to receive federal transportation funding. One of the central requirements is an all-inclusive decision-making process requiring metropolitan planning organizations (MPOs) to develop and utilize a proactive public involvement process that provided complete information, timely public notice, full public access to key decisions, and supported early and continuing public involvement in developing metropolitan transportation plans (MTPs) and transportation improvement programs (TIPs).

In addition, MPOs are required to develop and utilize “participation plans” that are developed in consultation with an expanded list of “interested parties.” Here, the role of the public in the public participation plan (PPP) process is expanded to include involvement in the development of the PPP—not just the review of the PPP after it has been drafted. In January, 2007 The La Crosse Area Planning Committee (LAPC) adopted a Public Participation Plan developed according to the federal requirements, with full participation of the public and other stakeholders.

Moving Ahead for Progress in the 21st Century (MAP-21), adopted in July 2012 continues the public participation requirements. This update of the LAPC Public Participation Plan refines and clarifies the LAPC’s public processes in light of our experiences since 2007 and an increased use of the internet.

Need for Public Involvement

Public participation in the transportation planning process allows the public the opportunity to voice concerns and offer suggestions about transportation-related issues, while it also helps to educate the public about the technical aspects of transportation planning. Also, transportation professionals and decision-makers are afforded the opportunity to see sides of an issue that may be missed when considering a project from a purely technical or political point of view. Meaningful dialog among technical professionals, local decision makers, and general stakeholders is the key to achieving consensus, which is desired before moving a project forward. Other benefits of public participation include:

- Fostering a sense of community and ownership;
- Identifying issues and concerns that matter most to the citizenry;
- Fostering trust in our decision-makers;

- Promoting accountability;
- Encouraging cooperation and compromise; and
- Preventing and/or mitigating future conflicts.

Public Participation Process

The LAPC actively strives for an all-inclusive public process consistent with the provisions of Federal Highway Administration (FHWA) Title 23 Code of Federal Regulations Part 450 (23 CFR 450) and Federal Transit Administration (FTA) 49 CFR 613 as retained and amended by SAFETEA-LU and MAP-21. While retaining the requirement authorized by ISTEA that “MPOs develop and utilize a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing MTPs and TIPs,” SAFETEA-LU expanded these provisions to require “extensive stakeholder participation above and beyond public involvement.”

The following policy statements to “ensure early and continuing involvement of the public in developing plans and TIPs” were derived from existing language in 23 CFR 450 and 49 CFR 613.

Coordination & Consultation

- Consult with agencies and officials responsible for other planning activities within the planning area that are affected by transportation in the development of MTPs and TIPs, including Indian Tribal governments and Federal land management agencies, if applicable.
- Coordinate with the public involvement and consultation processes for statewide transportation planning.

Accessibility & Information

- Hold public meetings at convenient and accessible locations and times.
- Make public information available in electronically-accessible format.
- Provide reasonable public access to technical and policy information used in the development of plans and programs.
- Employ visualization techniques to describe MTPs and TIPs.

Timeliness

- Provide timely information about transportation issues and processes to all concerned stakeholders, including affected public agencies, private

providers of transportation, and other interested parties and segments of the community affected by transportation plans, programs, and projects.

- Provide adequate public notice of public involvement activities and time for public review and comment.

Public Comment

- Demonstrate explicit consideration and response to public input received during the development of the MTP and TIP.
- Provide an additional opportunity for public comment if the final MTP or TIP differs significantly from the version that was initially made available for comment.
- Include as part of the final plan or program a report or summary on the disposition of significant written or oral comments received on draft plans and programs.

Social (includes Environmental) Justice

- Seek out and consider the needs of those traditionally underserved by existing transportation systems, including low-income and minority households, persons with disabilities, and the elderly.

Evaluation

- Review the effectiveness of the public participation plan so as to ensure a full and open participation process.

Stakeholders

In response to the SAFETEA-LU provision that MPOs develop their public participation plans “in consultation with an expanded list of ‘interested parties,’” the LAPC has identified the following stakeholder groups as important participants in the public participation process for LAPC plans and programs:

Minority & Low-Income Populations

Environmental Justice, as defined in *Environmental Justice and Transportation Investment Policy*, is “a public policy goal of assuring that adverse human health or environmental effects of government activities do not fall disproportionately upon minority or low-income populations.” In February of 1994, President Clinton signed Executive Order (EO) 12898, making Environmental Justice a public policy. The U.S. Department of Transportation developed its own order to address environmental justice in June of 1995 and issued its final order in 1997

(updated in 2012). This order requires all projects subject to federal funding to consider explicitly minority and low-income populations.

A disproportionately high and adverse effect, as defined by the United States Department of Transportation (U.S. DOT) EO 5610.2, is an adverse effect that:

- Is predominately borne by a minority population and/or a low-income population; or
- Will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

The environmental justice methodology used by the LAPC to identify areas of possible disproportional impact is explained in the Transportation Improvement Program.

MINORITY POPULATION

Minorities are defined as non-white persons within the Race and Hispanic or Latino Origin variable of the decennial census or ACS when applicable. Block groups whose non-white population has been determined to be significantly greater than the planning area average will be identified as areas of potential disproportionate impact.

Within the minority community reside those who may have limited English proficiency.

Limited English Proficient (LEP)

President Clinton signed Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, in August of 2000. This order requires that any agency that receives federal funds to establish a means of including Limited English Proficiency (LEP) persons in the planning process. The Attorney General for Civil Rights subsequently issued the guidance document, *Enforcement of Title VI of the Civil Rights Act of 1964—National Origin Discrimination Against Persons with Limited English Proficiency* [Department of Justice (DOJ) LEP Guidance], to assist agencies in “tak[ing] reasonable steps to ensure ‘meaningful’ access to the information and services they provide.”

According to the DOJ LEP Guidance, “reasonable steps to ensure meaningful access” depend on a number of factors:

- The number or proportion of LEP persons that may be impacted by a project or program;

- The frequency with which LEP persons come in contact with the project or program;
- The importance of the service provided by the project or program; and
- The resources available to the receiving agency.

Anyone in need of interpretive services may contact the LAPC office at 608.785.6141.

LOW-INCOME POPULATIONS

For planning purposes, the LAPC uses the following definitions of low-income:

- *Low-income person* as defined by U.S. DOT 1997: A person whose median household income is at or below the Department of Health and Human Services poverty guidelines.
- “*Eligible low-income individual*” as defined by SAFETEA-LU for Job Access and Reverse Commute (JARC) formula grants: An individual whose family income is at or below 150 percent of the poverty line.

Areas where low-income population has been determined to be significantly greater than the planning area average will be identified as areas of potential disproportionate impact.

Organizations representing these populations are included in LAPC contact lists, with many represented on LAPC committees.

Elderly & Disabled Populations

ELDERLY POPULATIONS

For planning purposes, the LAPC defines “elderly” as:

- Persons 60 years of age and older (persons eligible for La Crosse County elderly transportation services).

Areas where the number of elderly population has been determined to be significantly greater than the planning area average will be identified as areas of potential disproportionate impact.

DISABLED POPULATIONS

For transportation planning purposes, the “disabled” population includes persons defined by the U.S. Census as having sensory, physical, mental, self-care, and employment disabilities.

Elderly and disabled populations are mapped thematically by area and by location of elderly and disabled facilities (i.e. assisted-living facilities, senior centers). As with minority and low-income populations, mapping locations helps identify areas of need and illustrates the relationship between proposed improvements (i.e. transit, roadway) and elderly and disabled populations.

Organizations representing these populations are included in LAPC contact lists, with many represented on LAPC committees.

Transportation Providers

These stakeholders include public and private agencies representing transit (fixed-route, shared-ride, paratransit, intracity) and freight (rail, truck, air, barge) interests. Organizations representing these interests are included in LAPC contact lists, with many represented on LAPC committees. The Transit Coordinating Council (TCC), for example, has members who represent transit agencies (i.e. Municipal Transit Utility, Onalaska/Holmen/West Salem Public Transit, La Crosse County Minibus), while the Technical Advisory Committee (TAC) has members who represent freight interests. (The TCC is also represented on the TAC.)

A rather extensive contact list of transit and freight interests is maintained by LAPC staff for public notice and public involvement purposes.

Federal, State, Regional, & Local Government Agencies

In order to comply with Federal and State regulations and to be consistent with the planning processes of State and local entities, LAPC staff regularly consult with the Wisconsin and Minnesota Departments of Transportation (WisDOT and MnDOT, respectively) and State offices of the FHWA through mid-year reviews and committee meetings, and by e-mail and phone as work products are drafted and reviewed. The FTA is represented on the TAC as an ex officio or non-voting member (as is FHWA).

Other agencies involved in the process, but not necessarily on a regular basis include:

- Department of Natural Resources (DNR)
- U.S. Fish and Wildlife Service (FWS)

- Environmental Protection Agency (EPA)

Regional and local municipal agencies are represented on the LAPC Policy Board and on LAPC subcommittees.

The MPA includes a few parcels of Tribal lands owned by the Ho Chunk Nation, but no reservations. The MPA also includes some Federal lands in the Upper Mississippi River National Wildlife and Fish Refuge. The Refuge is managed by the U.S. Fish and Wildlife Service.

Special Interests

Special-interest groups invited into the process include, but are not limited to:

- Local neighborhood and environmental organizations
- Chambers of Commerce
- La Crosse Area Development Corporation (LADCO)
- Mississippi Valley Conservancy
- United Coulee Region
- School districts
- Bicycle & pedestrian advocates

These groups offer differing opinions on the need for and scope of transportation services and facilities in the region.

Interested Public

Contact lists of “interested-public” are maintained for the Policy Board and the Bicycle and Pedestrian Advisory Committee. Anyone interested in being added to the mailing list of any of the LAPC committees may do so at www.lapc.org or by contacting the LAPC staff office at 608.785.6141 or at 608.785.5977.

LAPC Committees

LA CROSSE AREA PLANNING COMMITTEE (LAPC) POLICY BOARD

Work Elements

The La Crosse Area Planning Committee (LAPC) is the policy-making agency and the Metropolitan Planning Organization (MPO) for the greater La Crosse, Wisconsin / La Crescent, Minnesota metropolitan planning area (MPA). As the

MPO, the LAPC, assisted by a two-person staff, is responsible for the development, amendment (if needed), and update of a:

- Metropolitan transportation plan (MTP)—a long-range (20-yr) plan updated every five years.
- Transportation improvement program (TIP)—a short-range (4-yr) program of transportation improvement projects updated at least every four years, which the LAPC amends annually.
- Planning work program (PWP)—a short-range (2-yr) scope of work for the two-person LAPC staff, which the LAPC also amends annually.
- Public Participation Plan (PPP).

Membership

The cities of La Crosse and Onalaska in Wisconsin and La Crescent in Minnesota; the villages of Holmen and West Salem in Wisconsin; the towns of Barre, Campbell, Greenfield, Hamilton, Holland, Medary, Onalaska, and Shelby in Wisconsin, and La Crescent and Dresbach in Minnesota are in the MPA. Not all of these communities, however, belong to the LAPC. (See Figure 1 for an illustration of the planning area and its constituent communities.)

The LAPC Policy Board is currently comprised of one member from each of 10 governmental entities: the mayors from La Crosse, Onalaska, and La Crescent; the presidents from Holmen and West Salem; the chairpersons from Onalaska, Campbell, Medary, and Shelby; and the board chairman for the County of La Crosse.

Each year during committee evaluation of memberships, invitations to join the LAPC are sent out to the jurisdictions within the planning area that are not yet members of the LAPC.

Meetings

The LAPC Policy Board generally conducts business on the third Wednesday of every other month (January, March, May, July, September, November), but may meet more frequently as business dictates. Meetings are held at 4:30 p.m. at the La Crosse County Administrative Center, 400 4th St N, Room 3220, La Crosse WI 54601, unless otherwise noted on agendas. These meetings are open to the public.

All meetings are documented in minutes, with minutes and agendas distributed via mail and e-mail to all LAPC contact lists. Minutes and agendas are also posted to the LAPC website (www.lapc.org) at least one week prior to the scheduled meeting. The media receive agendas via fax and e-mail.

TECHNICAL ADVISORY COMMITTEE (TAC)

Work Elements

The Technical Advisory Committee (TAC) is one of three subcommittees of the LAPC. TAC responsibilities are to:

- Review the Planning Work Program, Transportation Improvement Program (TIP), Metropolitan Transportation Plan (MTP), and Public Participation Plan.
- Determine and evaluate transportation and land use alternatives during update of MTP.
- Review, evaluate and recommend adoption of LAPC policies and plans that are not under the purview of the Transit Coordinating Council or the Bicycle and Pedestrian Advisory Committee.
- Solicit, evaluate, and prioritize STP-Urban and local studies projects.
- Serve as technical experts.

Membership

Membership includes representatives from each municipality within the MPO planning area boundary that chooses to participate. The representatives are appointed by the highest elected official of the municipality. Cities, villages, counties and the Departments of Transportation may designate one or more representatives. Other agencies, transportation modes and the business community may have one or more representative, as approved by a vote of the LAPC upon periodic review of the TAC membership.

**LA CROSSE AND LA CRESCENT METROPOLITAN AREA
PUBLIC PARTICIPATION PLAN**

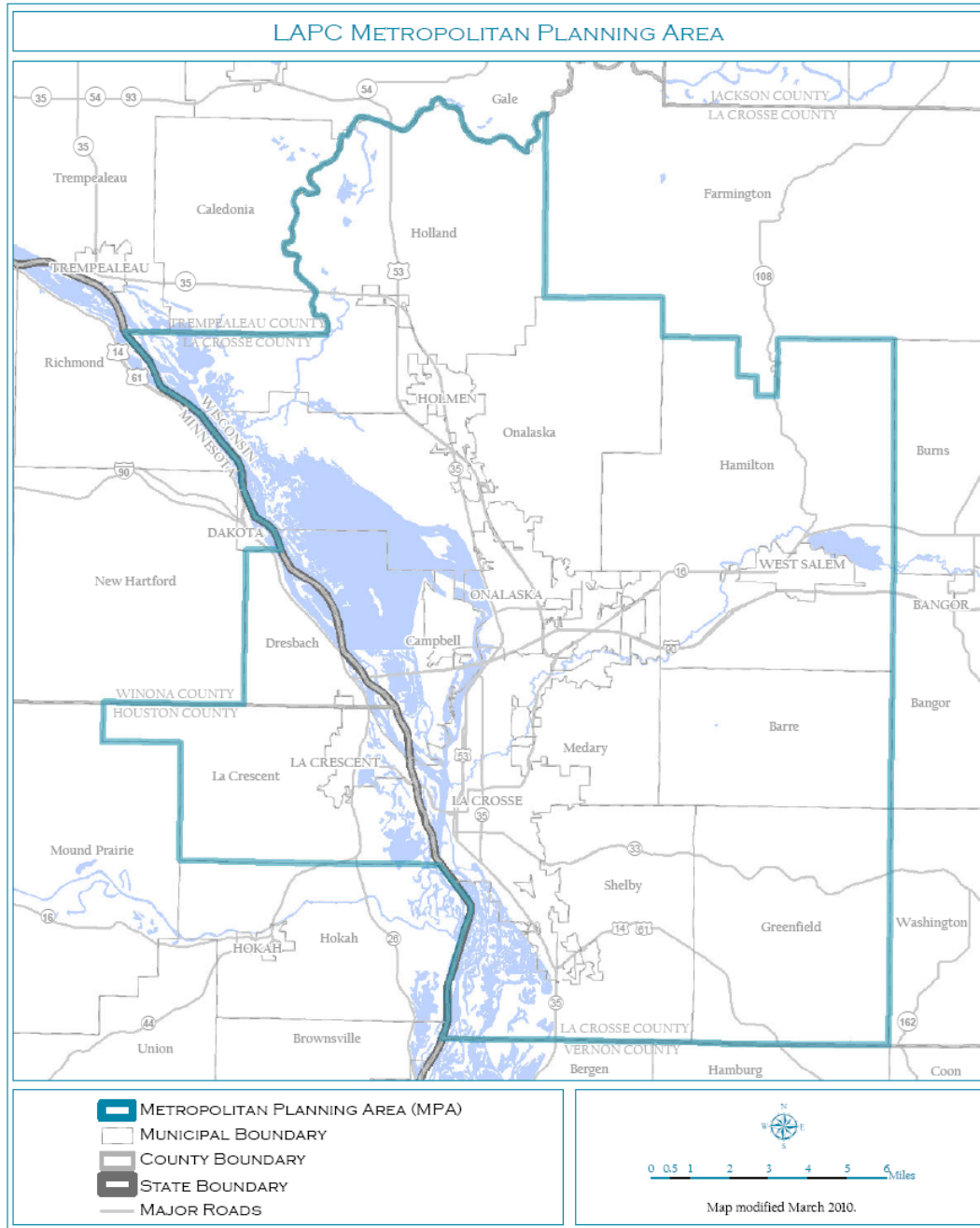


Figure 1: LADC planning area.

**LA CROSSE AND LA CRESCENT METROPOLITAN AREA
PUBLIC PARTICIPATION PLAN**

Represented groups may include the following:

City of La Crosse	La Crosse County
City of Onalaska	Non-Member Municipalities
City of La Crescent	Transit Coordinating Council
Village of West Salem	Bicycle and Pedestrian Advisory Committee
Village of Holmen	MPA Freight Providers
Town of Onalaska	MPA Major Employers
Town of Campbell	MPA Education Institutions
Town of Shelby	La Crosse Harbor Commissions
Town of Medary	La Crosse Airport
Departments of Transportation (WisDOT; MnDOT)	Wisconsin Department of Natural Resources (WisDNR)
Federal Highway Administration (FHWA) (ex-officio; non-voting)	Federal Transit Administration (FTA) (ex- officio; non-voting)
La Crosse Municipal Transit Utility (MTU)	Mississippi River Regional Planning Commission (MRRPC)

Meetings

TAC meetings generally take place on the third Wednesday of every other month beginning at 2:30 p.m. in the La Crosse County Administrative Center, 400 4th St N, Room 3220, La Crosse, WI 54601. During significant planning activities, the TAC may meet monthly. These meetings are open to the public.

All meetings are documented in minutes, with minutes and agendas distributed via mail and e-mail to the TAC members, and TAC-interested parties. Minutes and agendas are also posted to the LAPC website (www.lapc.org) at least one week prior to the scheduled meeting. The media receive agendas via fax and e-mail. Any change in the meeting date, time, or place is reflected in the agenda.

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Work Elements

The Bicycle & Pedestrian Advisory Committee (BPAC) was established to study, develop, recommend, and advise the the LAPC on a wide range of programs and issues concerning the development and implementation of the bicycle and pedestrian components of the MTP. The BPAC may:

- Develop and recommend the bicycle and pedestrian elements of the Metropolitan Transportation Plan.

- Work to implement LAPC and member community bicycle and pedestrian modal plans.
- Study, pursue, and encourage public and private funding for future bicycle- and pedestrian-related projects.
- Develop programs to promote bicycling and walking; to educate bicyclists, pedestrians, and the public; and to encourage and foster the increased use of bicycling and walking as transportation throughout the La Crosse area.
- Review the TIP for the inclusion of bicycle and pedestrian facilities in roadway projects.
- Prioritize transportation enhancement projects.
- Carry out other bicycle and pedestrian related tasks as requested by the LAPC.

Membership

The committee membership shall strive to reflect the larger regional community and include a mix of representatives from LAPC municipalities as well as from the following areas:

Business Community	Civic/Philanthropic interests
Education Community	Environmental interest
Community youth	Recreational interests
Community seniors	Government officials
Commuter bicyclists	Municipal staff
Recreational bicyclists	Health care professionals
Pedestrians	Regional planning staff

Meetings

BPAC meetings generally take place every first Monday of the month beginning at 5:00 p.m. in the West Conference Room of City Hall. Any change in the meeting date, time, or place will be reflected in the agenda.

All meetings are documented in minutes, with minutes and agendas distributed via mail and e-mail to the BPAC board members, and BPAC-interested parties. Minutes and agendas are also posted to the LAPC website (www.lapc.org) at least one week prior to the scheduled meeting. The media receive agendas via fax and e-mail.

Involvement in this committee is open to any individual or organization interested in bicycle and pedestrian issues.

TRANSIT COORDINATING COUNCIL (TCC)

Work Elements

The TCC was established to study, develop, recommend, and advise the LAPC on a wide range of programs and issues concerning transit service, coordination, funding, and operations in the La Crosse and La Crescent area. The purpose of the TCC is to:

- Review and assist with the implementation and updates of the Metropolitan Transportation Plan, the MTU Transit Development Plan, and other transit plans in the metropolitan planning area.
- Study, pursue, and encourage public and private funding for future transit-related projects to further the implementation of the Metropolitan Transportation Plan, the MTU Transit Development Plan, and other transit plans in the metropolitan planning area.
- Coordinate transit service among communities and among service providers, as specified in the Metropolitan Transportation Plan, the MTU Transit Development Plan, and other transit plans in the metropolitan planning area.
- Serve as a clearinghouse for transit-related publications and regulations.
- Provide technical assistance to local providers of public transportation services who are applying for federal or state transit assistance.
- Recommend and review transit-related program elements in the annual LAPC Planning Work Program.
- Work to create an integrated and self-supporting regional transit system.
- Carry out other transit-related tasks as requested.

Membership

The committee membership shall strive to reflect the larger regional community and include a mix of representatives from LAPC municipalities, transit providers, transportation agencies, and representatives from agencies who serve disadvantaged populations. Membership may include representatives from:

Departments of Transportation (WI & MN)	La Crosse County Health and Human Services Committee
La Crosse County Board	LAPC

**LA CROSSE AND LA CRESCENT METROPOLITAN AREA
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La Crosse County Commission on Aging	La Crosse County Transportation Coordinating Committee
La Crosse Municipal Transit Utility Board	Onalaska / Holmen / West Salem Public Transit
Mississippi River Regional Planning Commission	Transportation Supervisor for Human Services, La Crosse County
La Crosse County Aging Unit	La Crosse County Veteran's Affairs
Elderly citizens	Citizens with disabilities
Transit advocates	Private transportation providers

The highest elected official from each LAPC member community shall be asked to appoint one representative to the TCC. The representative may be included in the above lists.

Meetings

The TCC is scheduled to meet bimonthly during the same months the LAPC Policy Board meets. Joint meetings with the La Crosse County Transportation Coordinating Committee (also TCC) are set to meet at 10:00 a.m. on the second Friday of the month in room 3220 of the La Crosse County Administrative Center, 400 4th St N, La Crosse, WI 54601.

All meetings are open to the public. Meetings are documented in minutes, with minutes and agendas distributed via mail and e-mail to all TCC members (LAPC and County). Minutes and agendas are posted on the LAPC website (www.lapc.org) at least one week prior to the next scheduled meeting and on the La Crosse County website (www.co.la-crosse.wi.us). The media receive agendas via fax and e-mail.

Outreach Activities & Evaluation

The LAPC uses a variety of methods to inform and engage the public during the planning, update, and amendment of plans and programs. The type of medium used and the degree to which the public are encouraged to be involved depends, of course, on the planning activity that is taking place. (This will be discussed in more detail later under, Public Participation Procedures for LAPC Plans & Programs.) The LAPC commonly uses the following methods and techniques:

- **News Media.** LAPC staff distributes committee meeting agendas, public notices, and public announcements via a media fax list maintained by La Crosse County and its own e-mail list of media contacts.

- **Contact Lists.** LAPC staff maintain an extensive list of public participation contacts (e-mail and mail) to include representatives of:
 - Minority and low-income populations;
 - Elderly and disabled populations;
 - Transportation providers;
 - Freight
 - Public and private transit
 - Federal, state, regional, & local government agencies;
 - Members of LAPC committees;
 - Special Interests; and
 - Other interested public.
 - **Website.** LAPC staff update the site at www.lapc.org on a monthly basis with agendas and minutes from committee meetings, and as the opportunity arises with draft and final plans and programs. The website also serves as a medium by which the public may obtain contact information for comments or questions.
 - **Public Information Meetings (PIMs), Workshops, & Open Houses.** These activities generally take place during plan updates and planning studies. They provide an opportunity for public participation and comment early and throughout the planning process and they provide an opportunity for planning staff to illustrate alternatives and recommendations. The results and comments obtained at these meetings are incorporated into their respective planning documents.

All public meetings are held at accessible locations that are served by transit.
 - **Public Relations Presentations.** LAPC staff will upon request present before any school, civic, special interest, neighborhood, or other group to educate the public on LAPC planning functions, plans, programs, and studies.
 - **Focus Groups.** LAPC staff will conduct focus groups, when deemed appropriate, with invited members of project-specific stakeholders during issues identification and other data gathering activities. The results and comments are incorporated into their respective planning documents.
 - **Surveys.** Surveys, which are project-specific, are used extensively by LAPC staff during the updates of plans for data gathering and by consultants during planning studies. The survey process and the survey results are incorporated into their respective planning documents.
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- **Information Booths/Kiosks.** LAPC will set up and maintain information booths or kiosks at locations (i.e. new transit center) and special events (i.e. bicycle rodeo).
- **Visualization Techniques.** LAPC staff relies heavily on maps, PowerPoint presentations, and display boards to describe MTPs and TIPs. Graphics to include maps, charts, graphs, and pictures are used extensively within the documents themselves to illustrate relationships, trends, deficiencies, etc. in the existing conditions of our transportation systems and to illustrate recommendations.

In order to monitor our public outreach activities, we have developed the matrix illustrated in Table 1 to describe the elements of each outreach activity or technique. Those elements include:

- **Audience** or who the activity is meant to reach;
- **Solicitation** or how we invite participation;
- **Distribution** or how we disseminate information;
- **Use** or for what purpose(s) the activity is used;
- **Updates** or when the activity is modified/improved; and
- **Evaluation** or how we will track each activity over time.

As discussed previously, the results and comments obtained from public information meetings, focus groups, and surveys will be documented and incorporated into their respective planning documents.

**LA CROSSE AND LA CRESCENT METROPOLITAN AREA
PUBLIC PARTICIPATION PLAN**

TABLE 1: LAPC ACTIVITIES & TECHNIQUES FOR PUBLIC OUTREACH

Activity/Technique	Audience	Solicitation	Distribution	Use	Updates	Evaluation
News Media	La Crosse County Media Fax List; Houston County News	None for agendas; phone contact for articles/editorials	Fax; E-mail	Meeting agendas; public meeting announcements/notices; public relations	As media contact information changes	Number of publications
Contact Lists	LAPC public participation list	Mail; E-mail	Mail; E-mail; Fax	Meeting agendas/minutes; public meeting announcements/notices	During update of committee memberships; when "contact" returned	Number of contacts; number of non-member attendees at committee meetings
Web Site	All interested parties	LAPC letter head; LAPC planning documents; Web site	Downloadable files (.pdf, .ppt, .xls, .doc)	Paperless distribution of plans and programs; Information source	Monthly	Number of site hits/month; number of downloads/month
Public Information Meetings (PIMs)	LAPC public participation list; other interested parties	Mail; E-mail; Fax; Web Site; Flyers	Mail; E-mail; Web	Throughout planning process (PPP, MTP, studies)	Prior to each meeting	Number of attendees; "How-did-we do?" survey
Public Relations Presentations	Civic, business, & education groups	Word of mouth	PowerPoints may be posted to Web	Public relations and general education	Based on evaluation	Number of attendees; number of requests to present; number of presentations given
Focus Groups	Project-specific; i.e. freight professionals	Direct invitation via mail, e-mail, phone	Mail; E-mail	Mode-specific issues identification	Based on evaluation	Number of attendees; "How-did-we do?" survey
Surveys	Project-specific; modal users	Project-specific (none to committee-level)	Mail; E-mail; Web; Hand-out	Modal plans; MTP	Based on evaluation of survey responses	Response rate
Information Booths/Kiosks	Event/facility patrons	Registration	Hand-outs	Public relations; informational PIMs; committee meetings; presentations; plan documents	When new materials are produced/obtained	Refill rate; requests for materials
Visualization Techniques	All audiences	None	Reproductions of maps; PowerPoint side handouts; Web	Plan & program updates/ amendments;		Complaints/compliments received

Public Participation Procedures for LAPC Plans & Programs

Metropolitan Transportation Plan (MTP)

UPDATES & AMENDMENTS

The LAPC is required by Federal law to prepare a long-range (20-year) transportation plan every five years. The plan, at a minimum, must address:

- Transportation facilities, including major roadways, transit, multimodal and intermodal facilities, and intermodal connectors;
- Environmental mitigation activities;
- Financial plan;
- Operational and management strategies;
- Capital investment and other strategies; and
- Transportation and transit enhancement activities.

As the MTP is being prepared, LAPC staff makes use of all of the outreach activities identified earlier. Each activity and its results are summarized and incorporated into the MTP as appropriate (either within the body of the MTP or as an appendix). Public participation is encouraged throughout the update process at LAPC and technical committee meetings, through comments received at the LAPC office, and at outreach events.

Although a new MTP is completed only every five years (quinquennial), components of the MTP, which include modal plans like the Transit Development Plan and the Regional Bicycle Plan, may be completed or amended as needed. These plans serve as stand-alone plans as well as components of the MTP. Once adopted by the Policy Board, stand-alone documents that amend the modal plans or the MTP will be considered part of the MTP. During the development of the quinquennial MTP, new and amended modal plans will be incorporated into the MTP either by reference or by content. Amendments to the MTP may occur when significant changes have been made in Federal transportation law. “Significant” changes include:

- Changing the scope of the planning process (i.e. adding a new planning factor).
- Adding new requirements for the development of the plan.
- Adding new requirements for consultation.

PUBLIC NOTICE & COMMENT

The public notice process for the new and amended MTP and related modal plans includes:

- 1) Publishing the draft plan along with a public notice on the LAPC website at www.lapc.org to begin a 30-day public comment period on the plan document.
- 2) Distributing the public notice via mail and e-mail to all LAPC contact lists.
- 3) Inviting the public, and notifying the media, by meeting agenda to provide public comment at the LAPC Policy Board meeting scheduled to adopt the new or amended MTP or modal plan. Comments made at the meeting are recorded in the minutes and comments received at the LAPC staff office are read into the minutes.

A summary of the public process and all significant comments will be included as an appendix in the final MTP.

PUBLICATION

The MTP and modal plans will be made available in digital format at www.lapc.org and in hardcopy at the LAPC staff office. Hardcopies will be distributed to LAPC member communities, agencies, and other stakeholders by request on a case by case basis. Reasonable requests for alternate formats will be considered and accommodated when possible. Hardcopies of the MTP may be requested. A fee may be charged, depending on the nature of the request.

Transportation Improvement Program (TIP)

Federal law requires the LAPC to develop a four-year transportation improvement program (TIP) that includes:

- A list of proposed federally- or state-funded and regionally significant projects to be carried out within the four-year period after the initial adoption of the TIP. Regionally significant projects may not include federal funds.
- A list of “illustrative projects” that are desired but that do not yet have identified funding.
- A prioritization process for allocating funds to competitive federal programs.

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- Project descriptions in sufficient detail to identify each project or phase of the project.
- A financial plan that:
 - Demonstrates how the TIP can be implemented; and,
 - Indicates resources from public and private sources that are reasonably expected to be available to carry out the program.

All projects listed must be consistent with the MTP.

UPDATES & AMENDMENTS

LAPC policy is to update the TIP annually to reflect changes in Minnesota and Wisconsin Federal- and State-funded projects. The TIP includes the States' allocations of Surface Transportation Program (STP)-Urban and Transportation Alternatives funds. Public participation is encouraged throughout the update process at LAPC and technical committee meetings, through comments received at the LAPC office, and at outreach events.

The general update schedule is illustrated in Table 2.

TABLE 2: GENERAL SCHEDULE FOR TIP REVIEW AND APPROVAL

Activity	Schedule
Publish public notice to begin TIP update process	June
Receive STIP for Minnesota	June
Prepare and submit TIP project tables for Minnesota	July
Solicit transportation projects for next Wisconsin TIP project list	July
Prepare draft TIP	July - August
TAC and LAPC review and adopt TIP project list	September
Review draft TIP with FHWA, DOTs, TAC	September
LAPC approves and submits final TIP	November

Revisions to the TIP may occur between its annually-scheduled updates. Revisions include administrative modifications and amendments.

Administrative modifications (non-significant revisions) are revisions to the TIP that are not significant enough to require public or committee, notification, review and comment or re-demonstration of fiscal constraint.

Examples include:

- Changing the implementation schedule for a project within the TIP's four-year program window.
- Changing the character of work or project limits while remaining reasonably consistent with an approved project.
- Changing source (Federal, state, local), category, or amount of funding for a project without changing the scope of work or schedule of any other project within the TIP's four-year program window.
- Adding, deleting or modifying a project in the Grouped Project List.

Amendments are project changes significant enough to require public review and comment and re-demonstration of fiscal constraint. (Not including Grouped Project List projects mentioned above.) Amendments are processed through the LAPC committee structure and by WisDOT and/or MnDOT.

Amendments include:

- Adding or deleting a project.
- Advancing a project for implementation from the illustrative list.
- Moving a project forward, out of the four-year project window.
- Changing the character of work or the project limits of a project such that the current description is no longer reasonably accurate.
- Changing project funding that impacts funding for other projects, forcing any preservation project out of the four-year window.

PUBLIC NOTICE & COMMENT

The annual TIP update and TIP amendments initiate a public participation process whereby LAPC staff:

- 1) Publish the TIP update or amendment and a public notice on the LAPC website to begin a 15-day public comment period for amendments, the annual project list, and TIP document.
- 2) Distribute the public notice via mail and e-mail to all LAPC contact lists.
- 3) Invite the public, and notify the media, by meeting agenda to provide public comment at:
 - The LAPC Policy Board meeting scheduled to approve a TIP amendment.

- The LAPC Policy Board meeting scheduled to approve the annual TIP update project list (September).
- The LAPC Policy Board meeting scheduled to approve the annual TIP update (November).

Comments made at the meeting are recorded in the minutes and comments received at the LAPC staff office are included in the minutes.

PUBLICATION

A copy of the public notice and all significant comments received will be incorporated into an appendix in the final TIP document. The TIP will be made available in digital format at www.lapc.org and in hardcopy at the LAPC staff office. Hardcopies of the MTP and modal plans will be distributed to LAPC member communities, agencies, and other stakeholders by request on a case by case basis. Reasonable requests for alternate formats will be considered and accommodated when possible. Hardcopies of the TIP may be requested. A fee may be charged, depending on the nature of the request.

Public Participation Plan (PPP)

UPDATES & AMENDMENTS

The public participation process outlined in the PPP will be evaluated and amended at least every five years. An amendment to the PPP may also occur if a federal or state regulation regarding public participation or environmental justice has been created or modified. In all cases, the public will be invited to provide comment. Public participation is encouraged throughout the update process at LAPC and technical committee meetings, through comments received at the LAPC office, and at outreach events.

PUBLIC NOTICE & COMMENT

The public notice process for the PPP includes:

- 1) Publishing the PPP document a public notice on the LAPC website at www.lapc.org to begin a 45-day public comment period (Appendix A) on the draft plan.
- 2) Distributing the public notice via mail and e-mail to LAPC contact lists.

- 3) Inviting the public, and notifying the media, by meeting agenda to provide public comment at the LAPC Policy Board meeting scheduled to adopt the PPP. Comments made at the meeting or received at the staff office are recorded in the minutes.

PUBLICATION

The PPP will be made available in digital format at www.lapc.org and in hardcopy at the LAPC staff office. Hardcopies of the PPP will be distributed to LAPC member communities, agencies, and other stakeholders by request on a case by case basis. Reasonable requests for alternate formats will be considered and accommodated when possible. Hardcopies of the PPP may be requested. A fee may be charged depending on the nature of the request.

Title VI and Non-Discrimination Program / Limited English Proficiency Plan

The LAPC maintains a Title VI and Non Discrimination Program / Limited English Proficiency Plan (Title VI Program) in compliance with *Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987* and related federal regulations.

The Title VI Program assures that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the LAPC, regardless of whether those programs and activities are federally funded or not.

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

The LAPC Title VI Program, the *La Crosse and La Crescent Metropolitan Area Title VI and Non-discrimination Program / Limited English Proficiency Plan* is inherently related to public participation and is considered part of this PPP by this reference.

UPDATES & AMENDMENTS

The assurances and procedures in the Title VI Program will be evaluated and amended at least every five years. An amendment to the Title VI Program may also occur if a federal regulation regarding non-discrimination or limited English proficiency has been created or modified. In all cases, the public will be invited to provide comment. Public participation is encouraged throughout the update process at LAPC and technical committee meetings, through comments received at the LAPC office, and at outreach events.

PUBLIC NOTICE & COMMENT

The public notice process for the Title VI Program includes:

- 1) Publishing the Title VI Program and a public notice on the LAPC website at www.lapc.org to begin a 30-day public comment period on the draft plan.
- 2) Distributing the public notice via mail and e-mail to LAPC contact lists.
- 3) Inviting the public, and notifying the media, by meeting agenda to provide public comment at the LAPC Policy Board meeting scheduled to adopt the Title VI Program. Comments made at the meeting or received at the staff office are recorded in the minutes.

PUBLICATION

The Title VI Program will be made available in digital format at www.lapc.org and in hardcopy at the LAPC staff office. Hardcopies of the Title VI Program will be distributed to LAPC member communities, agencies, and other stakeholders by request on a case by case basis. Reasonable requests for alternate formats will be considered and accommodated when possible. Hardcopies of the Title VI Program may be requested. A fee may be charged depending on the nature of the request.

Public Transit Operating Assistance (Section 5307)

The LAPC provides public notice and an opportunity for public comment for the Urbanized Area Formula Program (Section 5307), available for operating assistance funds. Public comments are welcomed in September and November when the TIP is included on the agenda and considered by the LAPC.

The public notice of public involvement activities and time established for public review and comment on the TIP satisfies the program of projects requirements of the Section 5307 Urbanized Area Formula Program for the La Crosse Municipal Transit Utility and the Onalaska / Holmen / West Salem Public Transit.

PUBLIC NOTICE & COMMENT

The public notice process for the Section 5307 Program includes:

- 1) Publishing a public notice on the LAPC website at www.lapc.org.
- 2) Distributing the public notice via mail and e-mail to LAPC contact lists.
- 3) Posting the public notice in the City of La Crosse Transit Center.
- 4) Inviting the public, and notifying the media, by meeting agenda to provide public comment at the LAPC Policy Board meetings scheduled to consider the TIP. Comments made at the meeting or received at the staff office are recorded in the minutes.

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Appendix A: Record of Public Process

Public Notice, Record of Comments

Public Notice

La Crosse Area Planning Committee (LAPC)

Public Participation Plan

The LAPC is updating its *Public Participation Plan* providing an overview of how the LAPC includes public participation in long- and short-term transportation planning.

The *Public Participation Plan* will be considered at the LAPC meeting on January 16, 2013 with an opportunity for public comment.

Contact

Please contact Tom Faella at the LAPC office, 400 4th St N, Room 2300, La Crosse, WI 54601, (608) 785-5977, TFaella@LaCrosseCounty.org

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Public Comment

No public comments were received at the LAPC office or at the January 16, 2013 LAPC meeting.