

Project Team

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PROJECT ADVISORY COMMITTEE

Member	Representing
Mike Barnes (co-chair)	MnDOT - Operations and Maintenance
Tim Henkel (co-chair)	MnDOT - Modal Planning
Philip Schaffner	MnDOT - Office of Statewide Multimodal Planning
Lisa Bigham	MnDOT – Planning Director (D7)
Bryan Anderson/Todd Campbell	MnDOT - District Planner/Project Manager (D1)
Tim Mitchell	MnDOT - Bicycle and Pedestrian Section
Ben Timerson/Gene Hicks	MnDOT - Transportation Data and Analysis
Brad Estochen	MnDOT - Office of Traffic Safety and Technology
Melissa Barnes	MnDOT - Office of Traffic Safety and Technology
Ryan Wilson/Brad Utecht	MnDOT - Office of Capital Programs and Performance Measures
Scott Bradley	MnDOT - Complete Streets and Context Sensitive Solutions
Kathleen Mayell	MnDOT – Transportation Systems Management – Investment Planning
Lynne Bly	MnDOT – Metro District Multimodal Planning
Laura Preus/Kim Lockwood	DNR - Parks and Trails (Central Office)
Andrew Korsberg	DNR – Parks and Trails (Central Office) and State Nonmotorized Transportation Advisory Committee member
Paul Hanson	DNR - Parks and Trails (Southern Regional Office)
Earl Haugen	MPO director
Steve Elmer	Metropolitan Council
Dorian Grilley	Bicycle Alliance of Minnesota
Dan Brevia	State Nonmotorized Transportation Advisory Committee (SNTC)
Matthew Dyrdaahl	Minnesota Department of Health
Josh Pearson	Regional Development Commission – Region Nine
Ellen Pillsbury	Regional Development Commission - Arrowhead
Rose Ryan/Kelley Yemen	Hennepin County
Kristie Billiar	MnDOT - ADA

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PURPOSE AND BACKGROUND

In 2012, the Minnesota Department of Transportation launched the Minnesota GO visioning process to better align the transportation system with what Minnesotans expect for their quality of life, economy and natural environment. The Minnesota GO vision extends to an entire family of plans that provide direction for different transportation modes including highways, transit, rail, bicycles, pedestrians, freight, and aviation.

The Statewide Multimodal Transportation Plan serves as the framework plan for MnDOT's family of plans, known as the modal plans. The Statewide Bicycle System Plan (SBSP) is a modal plan that falls within MnDOT's family of plans.



In 2012, the Minnesota Department of Transportation conducted the Statewide Bicycle Planning Study (Study) in order to set direction for the Statewide Bicycle System Plan. The Study identified both existing and potential MnDOT practices that support the integration of bicycling into the transportation system in the future. The Study accomplished the following:

- Facilitated the development of a new State Bicycle Map which provides a statewide framework of bicycle accommodations in Minnesota to make it easier for people to plan longer distance bicycle trips in the state. The map was released in August 2013.
- Established a new process for continuous updating of the map.
- Recommended improvements to MnDOT's policies and practices in planning and project development in an effort to create a more proactive and uniform process for considering bicycle accommodations on MnDOT projects.
- Laid the analytical framework for the subsequent Statewide Bicycle System Plan.

The results of the Study directly informed the scope of the Statewide Bicycle System Plan. The Statewide Bicycle System Plan will:

- Develop district bicycle system plans
- Identify a statewide priority bicycle network
- Provide overarching policy guidance and implementation tools to MnDOT districts
- Provide district staff with guidance for prioritizing investments on the state highway system to integrate bicycling
- Develop district wide and statewide bicycle maps of existing conditions as well as maps of network gaps and barriers
- Include educational workshops for district staff and local partners

The purpose of this Public Participation Plan is to provide a framework for how public involvement activities will be conducted throughout the development of the Statewide Bicycle System Plan, including defining outreach goals, identifying key stakeholders and their roles and responsibilities, sharing available communication methods, and setting a schedule for Statewide Bicycle System Plan – Public Participation Plan

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outreach activities. The Public Participation Plan is a dynamic document which may be updated periodically throughout the project, based on input from the public and results from other meetings.

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GOALS, OBJECTIVES AND EXPECTED OUTCOMES

The overall goals and objectives of the public participation process are to:

- Create opportunities for public involvement, focusing on the specific stakeholder groups including residents, affected public agencies, non-metropolitan local officials, tribal agencies, and those traditionally underserved by existing transportation systems.
- Use the Outreach Techniques (below) to guide the development of MnDOT's Statewide Bicycle System Plan.
- Describe how and when outreach and input opportunities will occur.
- Detail communications strategies for informing stakeholders of opportunities for outreach.
- Integrate and coordinate public involvement with tasks and timelines.
- Facilitate compliance with Federal, State, and MnDOT requirements.

The intended outcome is that the public has actively participated in the project process and assisted MnDOT in creating a plan that is truly reflective of the diverse and varied opinions of stakeholders throughout the state.

PROJECT DEVELOPMENT PROCESS

PROJECT TEAM

The Statewide Bicycle System Plan project team consists of a Statewide Team and eight District Teams.

Statewide Team

The project is managed by staff from MnDOT Central Office in the Bicycle and Pedestrian Section. MnDOT staff is assisted by a team of consultants for technical work, outreach, and national experience.

Districts' Teams

Each district planning director works with the staff from Central Office in order to guide the development of the district plans. The districts will assist with ensuring appropriate stakeholders are included and that the work conducted by the Project Team is appropriate for the district staff, the primary implementers of the Plan.

PROJECT ADVISORY COMMITTEE (PAC)

The PAC guides the development of the Statewide Bicycle System Plan. This group is policy-focused and provides a statewide perspective. The PAC members will meet every few months and are expected to communicate with the group they represent and to assist in facilitating outreach to the group's stakeholders or partners. PAC members are also expected to provide technical support by reviewing drafts of various plan components throughout the project. Policy decision, plan elements, and results of public outreach will be influenced by the PAC.

Members of the PAC represent functional and modal groups within MnDOT, as well as representatives of MnDOT Districts, other State agencies, other bicycle planning professionals, Metropolitan Planning Organizations (MPOs) and Regional Development Commissions (RDCs) who collaborate with MnDOT and the Federal Highway Administration (FHWA) on planning for transportation systems. PAC membership is listed on page 3 of this document.

PLANNING MANAGEMENT GROUP (PMG)

The PMG is comprised of senior MnDOT staff from the Modal Planning & Program Management and Operations Divisions, and planning directors from each MnDOT district. The primary purpose of PMG in the context of this plan is to review the SBSP work at key milestones throughout the planning process. Milestones include project initiation, completion of public outreach, completion of a draft for public review, and completion of the final draft document. PMG will also recommend advancement of the draft SBSP for public review to agency leadership for release for public comment and the final draft SBSP to agency leadership for final approval.

STAKEHOLDER AND PUBLIC OUTREACH

MnDOT has a commitment to public and stakeholder participation.

A stakeholder is generally defined as a person, group, or organization with a specific interest in a particular transportation mode or element of the plan (i.e. financial, economic, etc.). This outreach plan must communicate to a number of key stakeholders and audiences. Key audiences that will be involved in this process include both internal and external stakeholders. The organizations and groups listed in Tables 1 and 2 represent specific stakeholders that have initially been identified for the project. Additional stakeholders may be identified as the project evolves, and as needs for specific input are recognized.

Internal Stakeholders

Stakeholders internal to MnDOT are identified in Table 1.

Table 1. MnDOT Internal Stakeholders

Decision Makers	Active SBSP Participants/Implementers
<ul style="list-style-type: none"> • Commissioner of Transportation • Division Directors • Senior Leadership Team 	<ul style="list-style-type: none"> • District Engineers, Planners and Project Managers • PMG and other Managers Groups (PCMG, CMG, etc.) • Members of key expert groups, including District Planners • PAC

External Stakeholders

External stakeholders include implementation partners, interest groups, and the general public. Some of these groups are specified in Table 2.

Table 2. External Stakeholders

Implementation Partners	General Public/Interest Groups
<ul style="list-style-type: none"> • Minnesota Counties • Minnesota Cities • Metropolitan Planning Organizations (MPOs) • Regional Development Commissions (RDCs) • Federal Highway Administration (FHWA) • Native American Tribes • Bicycle Alliance of Minnesota • Minnesota Department of Health 	<ul style="list-style-type: none"> • MnDOT's Online Customer Community • Residents • Businesses • Bicycle Coalitions • Other interested parties (e.g. Community Health Boards, SHIP Active Living Coordinators, Green Step Cities, etc.)

The PAC and PMG will continue to refine the list of stakeholders, and stakeholders will identify themselves through attending public outreach meetings, selecting to receive the project email updates, and following the plan development process through the media and social media.

OUTREACH TECHNIQUES

The core public outreach techniques utilized for the Statewide Bicycle System Plan include the following:

PUBLIC WORKSHOPS

There will be interactive public workshops in each MnDOT district to engage stakeholders in identifying priorities for the bicycle system. There will be a round in spring of 2014 and fall of 2014.

DISTRICT STAFF TRAINING

There will be educational workshops in each MnDOT district to train staff on “5 Es of Bicycling” and aspects of SBSP implementation.

PROJECT EMAIL LIST

The project team will send emails to stakeholders on this list at key milestones during the project. When there are specific engagement opportunities, this list will also be notified. This list includes, but is not limited to USBRS coordinators, MPCA Green Steps program coordinator and others.

STAKEHOLDER DATABASE

The Bicycle Alliance of Minnesota has compiled a stakeholder database to assist with distribution of engagement opportunities. This includes Bicycle Alliance of Minnesota members, bicycle shops, and bicycle clubs.

RDC, MPO, AND PMG MEETINGS

The project team will attend standing meetings of RDCs, MPOs, and the PMG in order to keep these groups informed of the project milestones and to solicit feedback.

RDC, MPO AND DISTRICT EMAIL LISTS

The project team will send emails to stakeholders on this list at key milestones during the project. When there are specific engagement opportunities, this list will also be notified and recipients will be asked to forward information to their stakeholders.

PAC MEETINGS AND EMAILS

The project team will meet with the PAC every few months throughout this project to update on project status and to receive guidance at key points throughout the project.

ONLINE MAPPING

There will be an online mapping tool so that people can share their priorities for origins, destinations, and routes. The project team will work with its stakeholder groups, the project email list and social media to share the link with stakeholders for input. This will be available through May 30, 2014.

SOCIAL MEDIA

Minnesota GO and MnDOT Twitter and Facebook accounts will be used to announce engagement opportunities.

WEBSITE

Information about engagement opportunities and summaries of key milestones will be posted on the website:

<http://www.dot.state.mn.us/bike/system-plan.html>

PUBLIC HEARING

MnDOT will conduct a public hearing to formally present the plan prior to adoption.

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PUBLIC INVOLVEMENT SCHEDULE

June 2013 – Present	Project Team Meetings
July 2013	PAC Meeting
November 2013 – February 2014	District Staff Outreach Meetings
April – May 2014	Public Workshops and Open Houses
April – May 2014	Online engagement

(Under development)

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EVALUATION EFFORTS

Specific techniques will be evaluated by staff periodically.

Evaluation criteria includes:

- Number of attendees at public workshops/public hearing
- Comments from public workshops and electronically submitted comments
- Website hits
- Number of stakeholders on MnDOT project email list
- Participation rate in online map
- Positive/negative/neutral responses
- Challenges with participation
- Equity of engagement opportunities

These measures will be summarized in meeting summaries, which will be drafted following each public meeting. Additional evaluation will occur periodically throughout the planning process, typically after major milestones.

APPENDICES

(under development)

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