

**AREA PLAN COMMISSION OF TIPPECANOE COUNTY  
CITIZEN PARTICIPATION COMMITTEE  
MINUTES**

DATE..... June 9, 2021  
TIME..... 6:00 PM  
PLACE..... Tippecanoe Room (Virtual)  
County Building  
20 North 3<sup>rd</sup> Street  
Lafayette, IN 47901

**ATTENDEES NAME**

Gene Kroeschen  
Jim Beaty  
Amy Krzton-Presson  
Shannon Stanis  
Steve Clevenger

**STAFF**

Tim Stroshine  
Aria Staiger  
Maureen McNamara

Tim Stroshine called the meeting to order at 6:00pm. He took a roll call.

**I. APPROVAL OF MINUTES**

Steve Clevenger moved to approve the minutes from the December 9, 2020 and March 10,2021 meetings. Gene Kroeschen seconded and the motion was approved by roll call vote.

**II. PROGRAM**

**Title VI Plan and Public Participation Plan**

Tim Stroshine gave a presentation about the Title VI Plan and the Public Participation Plan. He said that these two planning efforts were related, so that is why they are being presented together. Tim mentioned that APC was looking for public feedback on both plans.

Tim Stroshine referred to a slide about the Title VI Plan. Tim said that it is important for people to have an opportunity to participate in the planning process, regardless of language barriers. The federal government requires accommodations for non-English speakers if a certain number of people in an area speak another language as their primary language. For Tippecanoe County, these accommodations are required for Spanish, Chinese, and Korean. Tim said that another key element of the Title VI Plan is having a formal complaint process for citizens if they feel that they are being discriminated against in any planning project that uses federal funding.

Tim Stroshine referred to a slide about the Title VI Plan. Tim said that it includes some demographic analysis maps. The data for these maps comes from the American Community Survey.

Tim Stroshine referred to a slide about the complaint process. He said that in Tippecanoe County, the first step is to fill out a complaint form. That form is then reviewed by the Human Relations Commission, which meets quarterly.

Tim Stroshine referred to a slide about the Public Participation Plan. This plan covers how the Area Plan Commission reaches out to the public for feedback on our planning efforts. The previous plan was adopted in 2007. One of the important elements of the new plan is that it covers how social media is used to reach out to the public.

Tim Stroshine referred to a slide about the Public Participation Plan. He showed a slide with more information about the different social media platforms used by the Area Plan Commission. Currently, FaceBook and NextDoor are the main platforms, with a twitter account in the works. He gave an example of using social media platforms to reply to a citizen comment about the State Road 225 bridge.

Tim Stroshine referred to a slide about Limited English Proficiency. He mentioned that there is a Language Assistance Plan, which is included in the Title VI Plan. This is a key element that ties the Title VI Plan and the Public Participation Plan together. One example of how this has been implemented is through some surveys for the Metropolitan Transportation Plan. These surveys were made available in both English and Spanish.

Tim Stroshine referred to a slide about other underserved populations. This slide mentions the Coordinated Human Services Transportation Plan, which focuses on transportation issues for elderly persons, persons with a disability, and persons with low income. There will be more information presented about this plan at the September meeting.

Tim Stroshine referred to a slide about our Public Involvement efforts. Tim said that comments at virtual meetings are recorded, and often documented in plans. An example of this was at the September CPC meeting, when there was an extensive discussion about the Thoroughfare Plan. The comments from the public and the answers from APC staff were transcribed and documented in appendix in that plan. Tim mentioned some of the efforts of APC staff to reach out to the Latinx community. This was done by holding public meetings at businesses owned by members of the Latinx community, where a translator was present.

Tim Stroshine referred to a slide about how to comment on both the Title VI Plan and the Public Participation Plan. He displayed links to digital versions of those plans. The documents are available on our website, but a hard copy can be requested if desired. Tim directed people to the Area Plan Commission website. He mentioned that comments can be sent to [apc@tippecanoe.in.gov](mailto:apc@tippecanoe.in.gov). Tim asked if there were any questions about either of those plans.

Amy Krzton-Presson asked if APC had started to utilize some of the outreach techniques in the plan. Tim Stroshine confirmed that this was correct.

Amy Krzton-Presson asked if there was any way to see if the comments that were received in online surveys were received from different demographic groups in the community. Tim Stroshine said that when we do surveys, we do not ask for personal identifying information. People are often not comfortable giving that information in online surveys. This is one reason why APC is trying to ramp up the social media outreach efforts. If people comment, it is sometimes possible to gather some demographic information from their publicly available information in their social media profile.

Amy Krzton-Presson asked about where APC got their translation services. Tim Stroshine said that it depends on the type of translation needed. In some situations, a county employee had been utilized. In other situations, the county uses Luna Services, a big translation service that has helped us out with document translation.

Shannon Stanis asked if one of the goals of the Public Participation Plan was to get more people involved in the Citizens Participation Committee, or if the plan had other goals beyond that. Tim Stroshine said that we are always happy to get more people involved in this committee, but the scope of this plan goes beyond that. The plan looks at outreach for all the planning projects that we produce. We want to have outreach for people beyond the Citizens Participation Committee meeting time. The goal is to have multiple avenues for people to reach out to us.

Shannon Stanis said that it is a great idea to reach out to people where they are at.

### **In-Person Meetings**

Tim Stroshine said that the Citizens Participation Committee used to meet in-person. However, with the pandemic, it transitioned to virtual meetings. Tim said that there are pros and cons to having either type of meeting. He asked for feedback from the committee about what format they preferred.

Amy-Krzton Presson and Shannon Stanis said that they both think that keeping the meetings virtual is the most convenient for people's schedules.

Steve Clevenger asked if this meeting was subject to the same requirements as the monthly APC and BZA meetings. He wanted to know if a moderator was required for public comments, which is the case at the APC and BZA meetings.

Tim Stroshine said that this committee does not have the same regulations as those committees. Those committees conduct a type of meeting called public hearings, where they take comments, and make official actions. This committee serves an advisory role, so it is not subject to those same regulations.

Steve Clevenger asked if the link to the meeting room had to be provided when citizens requested it, which is the procedure for the APC and BZA meetings. Tim Stroshine said that the short answer is that it does not. Because these meetings are streamed, providing the links to the streaming platforms is enough to satisfy this requirement.

Gene Kroeschen said that he thinks that it will be hard for people to give up the convenience of meeting virtually, because that cuts down on travel time for people. Gene said he thinks that either a fully virtual or a hybrid format would be best because of this consideration.

Tim Stroshine said that because the opinion of the committee was to keep these meetings virtual, we will continue to meet virtually.

### **III. QUESTIONS, COMMENTS AND SUGGESTIONS**

Tim Stroshine asked if there were any comments from the board or public comments.

Jim Beaty asked if there were any updates about the Big 4 Trail Committee.

Tim Stroshine said that this committee has just formed. There was a survey available, but he is not sure if that survey is still available.

Maureen McNamara confirmed that the survey was closed.

Tim Stroshine said that one member of the APC staff was heavily involved with the Big 4 Trail Committee. Tim said that if there are any more opportunities for public feedback, he would pass them along to the committee e-mail distribution list.

Amy Krzton-Presson asked if links to the Title VI Plan and the Public Participation Plan had been posted on social media. Tim Stroshine confirmed that they had been posted.

Shannon Stanis asked if the Thoroughfare Plan had been approved yet.

Tim Stroshine said that it has not been approved yet, but things were progressing with the plan. We are in the stage when we are asking for feedback from the development community. They are important partners in this process, so we are working with them to sort out some of the technical details of the plan. This is a large group, so scheduling can be a little bit challenging.

Tim Stroshine said we will meet again on September 8<sup>th</sup>, and December 8<sup>th</sup>. Both meetings will be virtual  
All the meetings will be at 6:00 P.M.

#### **IV. ADJOURNMENT**

Tim Stroshine adjourned the meeting at 6:46 pm.

Respectfully submitted,

Tim Stroshine  
Assistant Director