

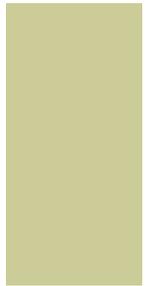
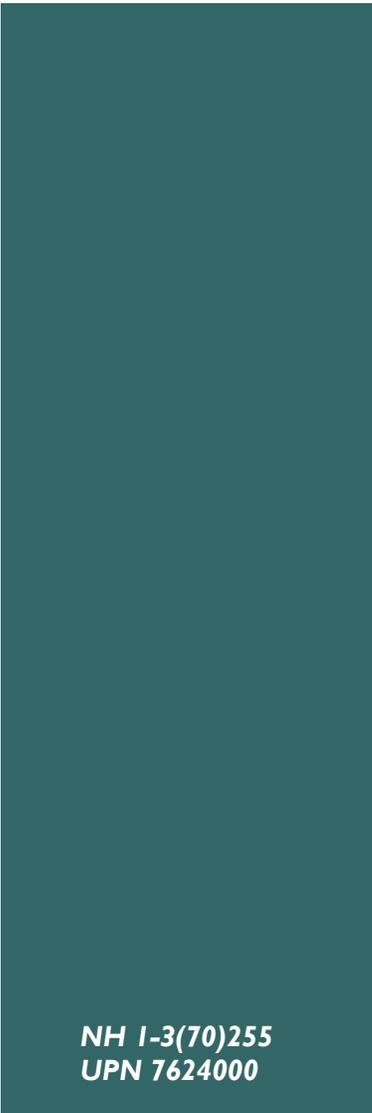


# CUT BANK URBAN

**FINAL**

Main Street (U.S. Highway 2) Reconstruction Project

## **PUBLIC INVOLVEMENT PLAN**



*Prepared for:*

**Montana Department of Transportation**

Helena, Montana

March 20, 2013



**NH 1-3(70)255  
UPN 7624000**



*Prepared by:*

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Helena, Montana

## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>TABLE OF CONTENTS</b> .....                                    | <b>I</b>  |
| <b>ABBREVIATIONS / ACRONYMS</b> .....                             | <b>II</b> |
| <b>1.0 INTRODUCTION</b> .....                                     | <b>1</b>  |
| 1.1. Project Area.....  | 2         |
| 1.2. Goals of Public Involvement and Outreach Effort.....         | 2         |
| <b>2.0 PARTICIPATION PROCEDURES</b> .....                         | <b>4</b>  |
| 2.1. Project Contacts.....  | 4         |
| 2.2. Publications.....  | 4         |
| 2.3. Radio and Television.....                                    | 5         |
| 2.4. Stakeholder Contact List.....                                | 5         |
| 2.5. Document Availability.....                                   | 5         |
| <b>3.0 MEETINGS</b> .....   | <b>7</b>  |
| 3.1. City Council Meetings.....                                   | 7         |
| 3.2. Informational Meetings.....                                  | 7         |
| 3.3. Citizens Advisory Committee (CAC) Meetings.....              | 7         |
| 3.4. Consideration for Traditionally Underserved Populations..... | 7         |
| 3.5. Public Involvement Schedule.....                             | 8         |
| <b>4.0 OVERALL PROJECT COMMUNICATION</b> .....                    | <b>12</b> |

## FIGURES

|   |    |
|---|----|
| Figure 1: Vicinity Map.....                                     | 3  |
| Figure 2: Adjacent Parcel ID Graphic.....                       | 6  |
| Figure 3: Public Involvement Schedule (Calendar Year 2013)..... | 9  |
| Figure 4: Public Involvement Schedule (Calendar Year 2014)..... | 10 |
| Figure 5: Public Involvement Schedule (Calendar Year 2015)..... | 11 |

## **ABBREVIATIONS / ACRONYMS**

|            |                                      |
|------------|--------------------------------------|
| <b>ADA</b> | Americans with Disabilities Act      |
| <b>CAC</b> | Citizens Advisory Committee          |
| <b>MDT</b> | Montana Department of Transportation |
| <b>PE</b>  | Professional Engineer                |
| <b>PIP</b> | Public Involvement Plan              |
| <b>RP</b>  | Reference Post                       |
| <b>RPA</b> | Robert Peccia and Associates         |
| <b>TTY</b> | Tele-Typewriter                      |

# PUBLIC INVOLVEMENT PLAN (PIP)

## 1.0 INTRODUCTION

The Montana Department of Transportation (MDT) is developing a reconstruction project for U.S. Highway 2 (N-1) through Cut Bank, Montana. The project, referred to as “Cut Bank Urban”, is located along Main Street between 4th Avenue SW (reference post [RP] 254.8) and the intersection with Railway Street (RP 256.0), for a total length of approximately 1.2 miles. The functional classification of N-1 is Urban Principal Arterial. An Urban Principal Arterial serves major metropolitan centers, corridors with the highest traffic volume, and those with the longest trip lengths. It carries most trips entering and leaving urban areas, and it provides continuity for all rural arterials that intercept urban boundaries.

The purpose and need for this project is to rehabilitate the roadway surfacing, while also widening the usable and finish top widths to improve safety for both vehicles and pedestrians. ADA compliant access for pedestrians throughout the urban section of this project is also a need that will be addressed.

The intent of the project is to design an improved travel way for vehicle and pedestrian traffic. The proposed work includes new asphalt surfacing, curb and gutter, sidewalk, ADA ramps, lighting, utilities, storm drainage, signing and pavement markings. The project may require acquisition of new right-of-way and relocation of utilities.

An initial step in the project development process is to develop a *Public Involvement Plan (PIP)* that provides for and identifies activities needed to communicate information about the project to the community. The purpose of the *PIP* is to establish a process that presents opportunities for participation in all phases of the project – from conception to completion of construction. This is accomplished by providing complete information, timely notices, opportunities to comment, and ensuring transparency to key decisions.

The public involvement services on this project are unique in that a consultant (RPA) will be the primary point of contact with the public for this internally developed MDT project. The desire of the MDT is to offer an extremely pro-active public involvement process, utilizing a variety of tools, to engage and seek consensus for the ultimate success of the project.

This project will implement a hybrid of the “Level C” and “Level D” public involvement process as defined in MDT’s *Public Involvement Handbook* (November 2003), to include the following steps.

- News Release explaining the project and including a department and consultant point of contact. Contact with a newspaper or papers serving the area to develop a story and graphics that explain and illustrate the proposal. Radio and TV contacts. RPA will take the lead in this contact method, with assistance from MDT for graphics and illustrations.
- Establish Citizens Advisory Committee (CAC) to guide the design development.
- Personal contacts with adjacent landowners for right-of-entry and meeting invitation(s).
- Personal contacts with local officials, interest groups and other organizations. This includes periodic outreach to the Cut Bank City Council.
- Public meeting number 1 to discuss and identify the issues and visioning that will help define community perceptions and goals. This meeting would also “kick-off” the process with the public, and give them the contact information to follow the project’s development.

- Public meeting number 2 to present the different alternatives developed through the CAC meetings and the internal MDT project development process.
- Public meeting number 3 to present the design process, recommendations and final design prior to moving into construction.
- Construction notification and information during construction (by MDT).

### **1.1. PROJECT AREA**

A vicinity map showing the location of the project and the surrounding area is shown as **Figure 1**.

### **1.2. GOALS OF PUBLIC INVOLVEMENT AND OUTREACH EFFORT**

The goal of MDT and RPA is to have ongoing involvement throughout the project's development. Education and outreach are an essential element in successfully informing individuals about the project. Community, stakeholder, elected official and interested party involvement are important components in any successful project. For this project, a number of strategies are proposed to disseminate information and elicit meaningful participation. These strategies will include:

- Providing information on the critical elements included in the project;
- Providing input and asking questions throughout the project; and
- Presenting findings and recommendations.

# FEDERAL AID PROJECT NH 1-3(70)255 GRADE, GRAVEL, P.M.S. AND S & C CUT BANK URBAN GLACIER COUNTY

LENGTH 1.2 MILES

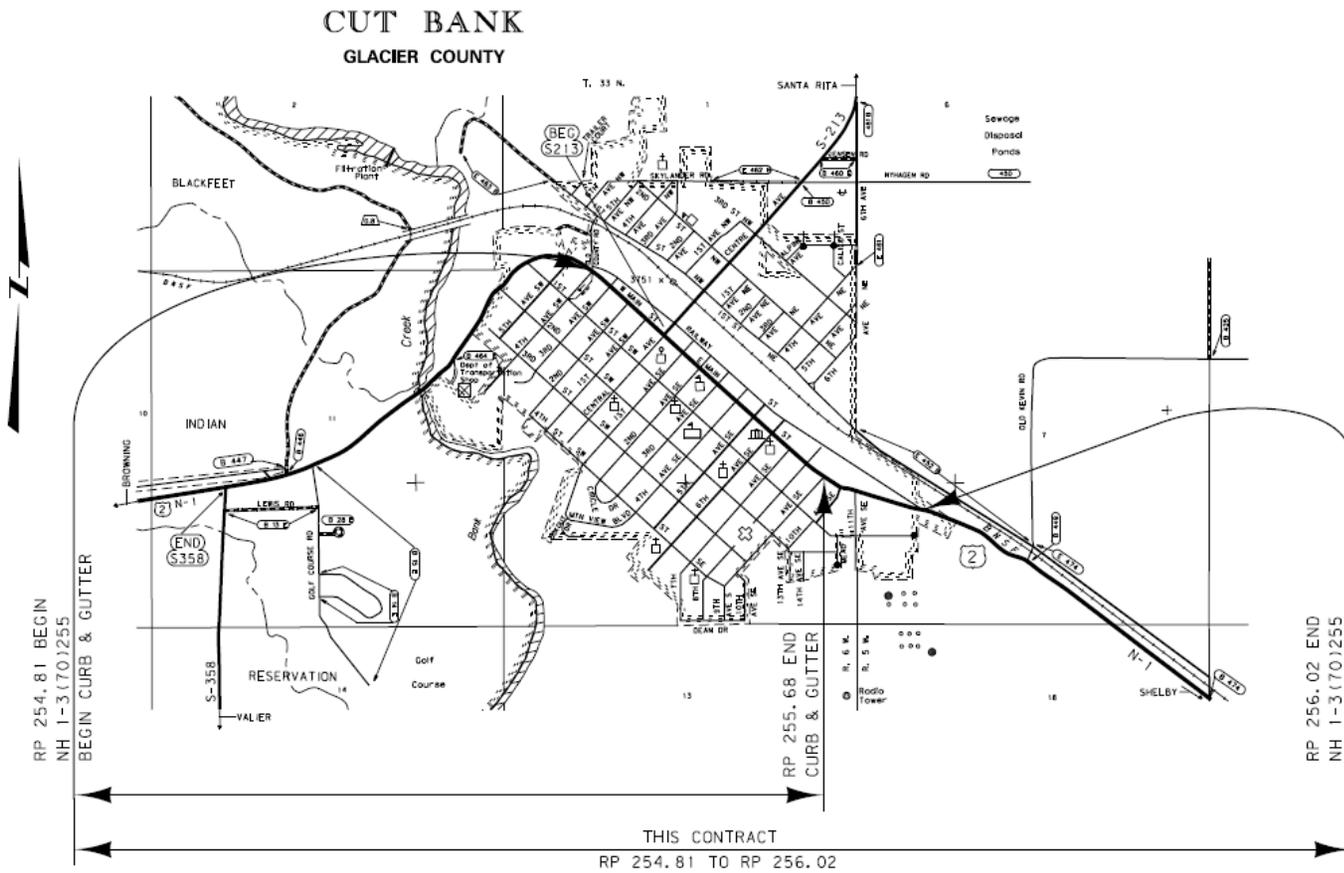


Figure 1: Vicinity Map

## 2.0 PARTICIPATION PROCEDURES

The *PIP* describes the information and input opportunities that will be provided as part of the development of the *Cut Bank Urban* project. This plan encourages active participation in identifying and commenting on project issues at every stage of the process. Participant involvement includes:

- The general community – residents of Cut Bank, Glacier County, and adjacent areas;
- Landowners and business owners directly adjacent to Main Street within the project limits;
- Elected officials;
- Stakeholders and outreach groups; and
- Other interested parties.

Methods for notification of informational meetings and other information are detailed in this document. The community and interested parties will be kept informed of all aspects of the project, and their input will be sought throughout the process by MDT and the Consultant via the methods detailed herein.

### 2.1. PROJECT CONTACTS

Contact information for MDT and the Consultant will be provided in all information that is published. This information is provided below.

- **Robert Peccia and Associates (RPA)** – Consultant  
825 Custer Avenue (PO Box 5653), Helena, MT 59604  
Contact: **Jeff Key, PE** – RPA Project Manager  
(406) 447-5000  
[jeff.key@rpa-hln.com](mailto:jeff.key@rpa-hln.com)
- **Montana Department of Transportation (MDT)** – Great Falls District Office  
200 Smelter Avenue NE (PO Box 1359), Great Falls, MT 59403-1359  
Contact: **Steve Prinzing, PE** – MDT Great Falls District Preconstruction Engineer  
(406) 454-5899  
[sprinzing@mt.gov](mailto:sprinzing@mt.gov)

### 2.2. PUBLICATIONS

Meeting announcements will be developed jointly by RPA and MDT, and advertised by MDT at least three weeks and one week prior to informational meetings. The ads will announce the meeting location, time and date, the format and purpose of the meeting, and the locations where documents may be reviewed (if applicable). The following print newspaper will carry the display ads:

- Cut Bank Pioneer Press – print and online: [www.cutbankpioneerpress.com](http://www.cutbankpioneerpress.com)

In addition, newsletters will be made available one month prior to each informational meeting. The newsletters will describe work in progress, results achieved, preliminary recommendations, and other related topics. Each newsletter will be delivered to Cut Bank elected officials and adjacent landowners within the project limits, as well as select stakeholders for their use in distribution and posting to their individual internet sites. For purposes of direct mailing to adjacent landowners, **Figure 2** shows those properties directly adjacent to the project along Main Street which will receive newsletters by mail, and in some cases by personal distribution. The highlighted parcels comprise 105 properties in entirety. This information was obtained from the Montana Cadastral Mapping database (accessed December 7, 2012 at <http://giscoordination.mt.gov/cadastral/msdi.asp>).

## 2.3. RADIO AND TELEVISION

Meetings may also be announced on local radio and/or television stations. Input from MDT will identify the most popular radio and television stations on which announcements will be made.

## 2.4. STAKEHOLDER CONTACT LIST

A stakeholder contact list will be produced and updated throughout the duration of the project that will include individuals, businesses, or groups identified by the City of Cut Bank and MDT. The intent of developing the stakeholder list is to identify individuals and groups with likely project interests and to actively seek out and engage them in all phases of the project development. Individuals who attend informational meetings will also be added to the stakeholder list. The groups or businesses (at a minimum) listed below will be included in the initial list, providing that addresses and/or emails are obtainable from each respective group for these purposes.

- City of Cut Bank City Council
- Cut Bank Area Chamber of Commerce
- City of Cut Bank Beautification Committee
- City of Cut Bank Public Works Department
- City of Cut Bank Fire Department
- City of Cut Bank Police Department
- Cut Bank School District #15
- Northern Rockies Medical Center
- Glacier County Board of County Commissioners
- Glacier County Medical Center
- Glacier County Emergency Medical Services

## 2.5. DOCUMENT AVAILABILITY

Electronic copies of project information and technical memorandums will be posted on the project website at the following address:

[www.mdt.mt.gov/pubinvolve/cutbankurban/](http://www.mdt.mt.gov/pubinvolve/cutbankurban/)

Hard copy materials may also be made available at the following locations:

- Cut Bank City Hall (211 West Main, Cut Bank, MT)
- MDT Great Falls District Office (200 Smelter Avenue NE, Great Falls, MT)

The following Americans with Disabilities Act (ADA)-required statement will be included on all published materials:

*“MDT and RPA attempt to provide accommodations for any known disability that may interfere with a person participating in any service, program, or activity associated with this study. Alternative accessible formats of this information will be provided upon request. For further information, call (406) 447-5000 or TTY (800) 335-7592, or call Montana Relay at 711. Accommodation requests must be made at least 48 hours prior to the scheduled activity and / or meeting.”*



Figure 2: Adjacent Parcel ID Graphic

## 3.0 MEETINGS

### 3.1. CITY COUNCIL MEETINGS

Project status meetings will be scheduled with the Cut Bank City Council over the duration of the three-year project, at a frequency of two meetings per year. The purpose of the meetings is to ensure that the goals, objectives, and decisions are conveyed to the elected officials in hopes of reaching consensus about the features of the project. The meetings are considered an important aspect for the exchange of technical information and ideas during the development of the project. Throughout the meetings, the issues, problems, and possible solutions will be identified and discussed. Furthermore, these meetings will allow the City Council to stay abreast of the dialogue and suggestions generated from the Citizens Advisory Committee (CAC) described later under section 3.3

### 3.2. INFORMATIONAL MEETINGS

Three formal public meetings are expected for the project. Public meeting number 1 would be held early in the project and would be used to discuss and identify the issues and visioning that will help define community perceptions and goals. This meeting would also “kick-off” the process with the public, and give them the contact information to follow the project’s development. The meeting would also be used to generate interest in the CAC being utilized on the project. Public meeting number 2 would be utilized to present the different design parameters and concepts developed through the CAC meetings and the internal MDT project development process. Public meeting number 3 would be the final public meeting used to present the design process, recommendations and final design prior to moving into construction.

### 3.3. CITIZENS ADVISORY COMMITTEE (CAC) MEETINGS

A Citizens Advisory Committee (CAC) will be formed to assist in the design development. The committee is expected to help with the following items:

- Help identify critical issues as they relate to the contemplated project.
- Represent the diverse interests of the Cut Bank community.
- Review project deliverables & comment as appropriate.
- Convey other citizen input that may be received to the project team.

The CAC is an advisory group. It is not expected to formally “endorse” the resulting design direction; however, will be viewed as a critical component of gaining public acceptance for the project. The CAC will be formed by solicitation of interest to the City Council, which would select the final CAC composition. The CAC would be formed after the first public meeting is held on the project.

It is expected the CAC will convene a maximum of thirty-six (36) times over the course of the project (monthly for three years). Depending on the progress of the project and acceptance by the local community, these meeting could be held less frequently.

### 3.4. CONSIDERATION FOR TRADITIONALLY UNDERSERVED POPULATIONS

It is recognized that additional efforts must be made to involve traditionally underserved segments of the population, including the disabled, minorities, and low-income residents. Including these groups helps to ensure planning that reflects the needs of everyone. The steps listed below will help with these efforts.

- **Plan Meeting Locations Carefully** – Informational meetings will be held in locations that are accessible and compliant with the ADA. If a targeted population is located in a certain

geographic part of a City, then the meeting location should be in the proximity of the area for convenience.

- **Seek Help from Community Leaders and Organizations** – To facilitate involvement of traditionally underserved populations, community leaders and organizations that represent these groups will be consulted about how to most effectively reach their members.
- **Be Sensitive to Diverse Audiences** – At informational meetings, project staff and the Consultant will attempt to communicate as effectively as possible. Technical jargon will be avoided and appropriate dress and conduct will be adhered to.

### **3.5. PUBLIC INVOLVEMENT SCHEDULE**

Adherence to the public involvement schedule is important to stay on track and to keep all participating parties engaged. The public involvement schedule for the *Cut Bank Urban – Main Street Reconstruction Project* is shown in **Figure 3** (calendar year 2013), **Figure 4** (calendar year 2014) and **Figure 5** (calendar year 2015). It is RPA's intent to adhere to this schedule.

### Cut Bank Urban - Main Street (US Highway 2) Reconstruction Project

12/21/2012

**PUBLIC INVOLVEMENT SCHEDULE - CALENDAR YEAR 2013**

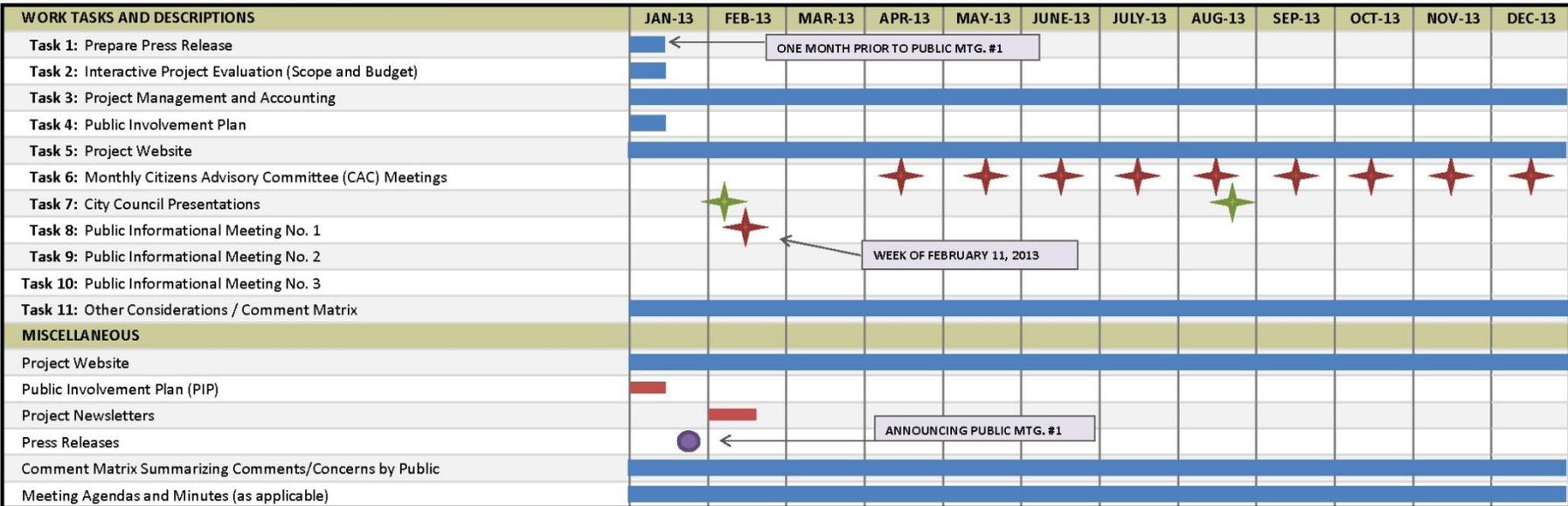


Figure 3: Public Involvement Schedule (Calendar Year 2013)

### Cut Bank Urban - Main Street (US Highway 2) Reconstruction Project

12/21/2012

**PUBLIC INVOLVEMENT SCHEDULE - CALENDAR YEAR 2014**

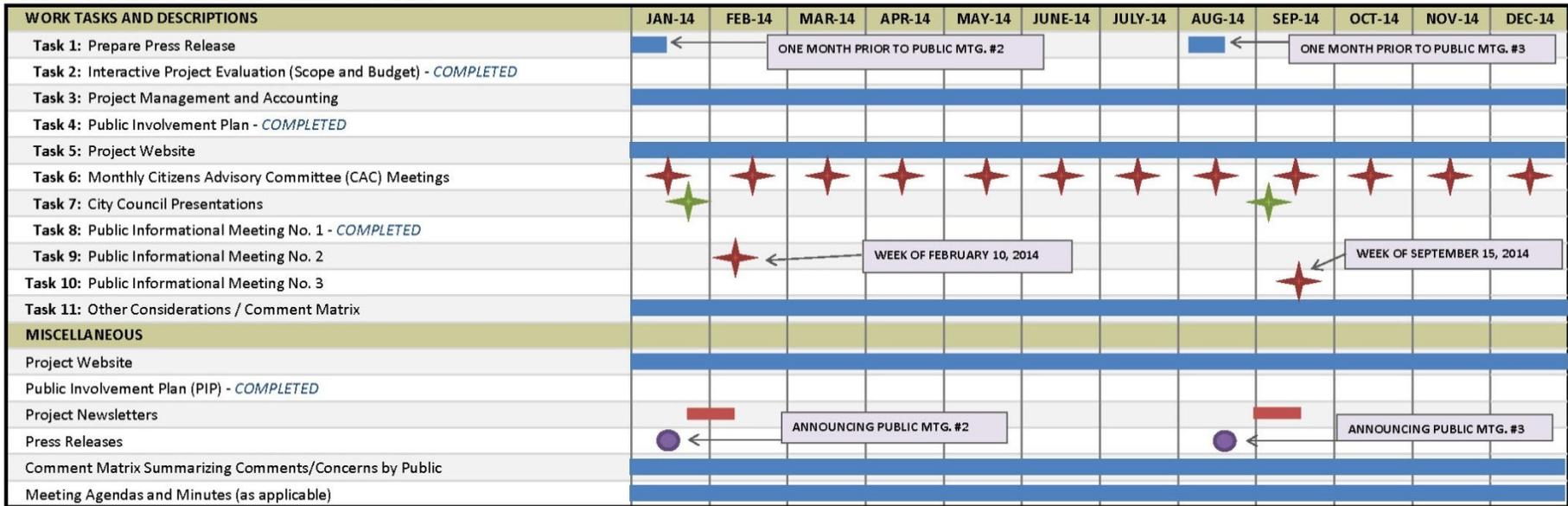


Figure 4: Public Involvement Schedule (Calendar Year 2014)

### Cut Bank Urban - Main Street (US Highway 2) Reconstruction Project

12/21/2012

**PUBLIC INVOLVEMENT SCHEDULE - CALENDAR YEAR 2015**

| WORK TASKS AND DESCRIPTIONS  | JAN-15     | FEB-15 | MAR-15 | APR-15 | MAY-15 | JUNE-15 | JULY-15 | AUG-15 | SEP-15 | OCT-15 | NOV-15 | DEC-15 |
|--|------------|--------|--------|--------|--------|---------|---------|--------|--------|--------|--------|--------|
| Task 1: Prepare Press Release - <i>COMPLETED</i>                             |            |        |        |        |        |         |         |        |        |        |        |        |
| Task 2: Interactive Project Evaluation (Scope and Budget) - <i>COMPLETED</i> |            |        |        |        |        |         |         |        |        |        |        |        |
| Task 3: Project Management and Accounting                                    | [Blue bar] |        |        |        |        |         |         |        |        |        |        |        |
| Task 4: Public Involvement Plan - <i>COMPLETED</i>                           |            |        |        |        |        |         |         |        |        |        |        |        |
| Task 5: Project Website  | [Blue bar] |        |        |        |        |         |         |        |        |        |        |        |
| Task 6: Monthly Citizens Advisory Committee (CAC) Meetings                   | ★          | ★      | ★      | ★      | ★      | ★       | ★       | ★      | ★      | ★      | ★      | ★      |
| Task 7: City Council Presentations   |            | ★      |        |        |        |         |         | ★      |        |        |        |        |
| Task 8: Public Informational Meeting No. 1 - <i>COMPLETED</i>                |            |        |        |        |        |         |         |        |        |        |        |        |
| Task 9: Public Informational Meeting No. 2 - <i>COMPLETED</i>                |            |        |        |        |        |         |         |        |        |        |        |        |
| Task 10: Public Informational Meeting No. 3 - <i>COMPLETED</i>               |            |        |        |        |        |         |         |        |        |        |        |        |
| Task 11: Other Considerations / Comment Matrix                               | [Blue bar] |        |        |        |        |         |         |        |        |        |        |        |
| <b>MISCELLANEOUS</b>   |            |        |        |        |        |         |         |        |        |        |        |        |
| Project Website  | [Blue bar] |        |        |        |        |         |         |        |        |        |        |        |
| Public Involvement Plan (PIP) - <i>COMPLETED</i>                             |            |        |        |        |        |         |         |        |        |        |        |        |
| Project Newsletters - <i>COMPLETED</i>                                       |            |        |        |        |        |         |         |        |        |        |        |        |
| Press Releases - <i>COMPLETED</i>  |            |        |        |        |        |         |         |        |        |        |        |        |
| Comment Matrix Summarizing Comments/Concerns by Public                       | [Blue bar] |        |        |        |        |         |         |        |        |        |        |        |
| Meeting Agendas and Minutes (as applicable)                                  | [Blue bar] |        |        |        |        |         |         |        |        |        |        |        |

**Figure 5: Public Involvement Schedule (Calendar Year 2015)**

## 4.0 OVERALL PROJECT COMMUNICATION

The *PIP* establishes guidelines and procedures for encouraging participation. The following communication strategies and techniques will be used to distribute project information to the community at large and seek a higher level of engagement. The Consultant will utilize the techniques that best suit the *Cut Bank Urban – Main Street Reconstruction Project* development.

- All relevant deliverables and associated materials will be posted on the project website at the following address:
  - [www.mdt.mt.gov/pubinvolve/cutbankurban/](http://www.mdt.mt.gov/pubinvolve/cutbankurban/)
- Public service announcements and interviews on radio and television may be conducted to explain the subject matter and promote participation.
- Newsletters will be provided at least one month prior to each informational meeting.
- Press releases for the newspaper or other widely circulated publications will be developed.
- Project information will be provided to MDT for posting to the project's internet site, and will also be distributed to the CAC (electronically), to provide a better understanding of proposed issues and recommendations and, in return, to provide MDT with feedback and an opportunity for continual comment.
- Hard copies of materials will be made available at the Cut Bank City Hall (211 West Main, Cut Bank, MT) and the MDT Great Falls District Office (200 Smelter Avenue NE, Great Falls, MT).
- Special presentations may be made, upon request, to groups and organizations.
- Fact sheets may be developed to help explain or describe study-related issues.
- Special issues documents may be announced or reported at meetings and/or via email.

Questions and comments from the interested parties concerning the participation process, draft *Cut Bank Urban – Main Street Reconstruction Project* documents, and other work products will be addressed via written response and included in matrix format in project records. Questions and comments may be submitted in writing at the various meetings, by email, by regular mail to RPA or MDT, or online at:

[www.mdt.mt.gov/mdt/comment\\_form.shtml](http://www.mdt.mt.gov/mdt/comment_form.shtml)