

# PLANNING AND ENVIRONMENTAL LINKAGES PUBLIC INVOLVEMENT AND AGENCY COORDINATION PLAN



**CA0602**  
Interstate 530 – Highway 67  
August 2014



Arkansas State Highway & Transportation Department



## TABLE OF CONTENTS

1.0	INTRODUCTION.....	1
1.1	Purpose of the Public Involvement and Agency Coordination Plan.....	3
1.2	Goals of the Public Involvement and Agency Coordination Plan.....	3
1.3	Study Team Roles and Responsibilities.....	3
1.4	Technical Oversight Committee.....	4
2.0	TOOLS AND STRATEGIES .....	5
2.1	Website .....	5
2.2	Social Media.....	5
2.3	Stakeholder Tracking.....	6
2.4	Email Communications.....	6
3.0	STAKEHOLDER COORDINATION .....	6
3.1	Project Partners .....	6
3.2	Technical Work Group Coordination.....	7
3.2.1	TWG Members .....	8
3.3	Stakeholder Advisory Group .....	9
3.4	Elected/Local Official Briefings .....	9
3.5	Coordination Meetings.....	11
3.6	Visioning Workshops .....	11
4.0	PUBLIC MEETINGS.....	12
5.0	TIMELINE AND SCHEDULE .....	14
6.0	COMMUNICATION PLAN AND PROTOCOLS.....	14
6.1	Media Requests .....	14
6.2	Elected Official Requests .....	15
6.3	Open Records Requests .....	15
6.4	Phone Calls.....	15
6.5	Agency Inquiries or Requests.....	15
6.6	Emails .....	15
6.7	Presentation Requests .....	15
7.0	CONCLUSION .....	15

## LIST OF FIGURES

Figure 1.	Proposed PEL Study Area .....	2
Figure 2.	PEL Study Task Timeline.....	14

## 1.0 INTRODUCTION

The Arkansas State Highway and Transportation Department (AHTD) is dedicated to working with others to provide safe and reliable transportation solutions for Arkansas. To assist in part with accomplishing this objective, AHTD is initiating a Planning and Environmental Linkages (PEL) Study as part of the Connecting Arkansas Program (CAP) CA0602 Project for the I-30 Corridor in Little Rock and North Little Rock. The PEL process was established by the Federal Highway Administration (FHWA) to provide a more efficient process of identifying, evaluating, and selecting preferred transportation improvements. This process allows early planning-level decisions to be carried forward so that future National Environmental Policy Act (NEPA) requirements are connected and planning analyses and decisions are not revisited.

In addition to informing and expediting the NEPA process, the PEL process will provide an opportunity for early coordination with the public as well as local, state and federal agencies in a transparent and collaborative environment. By working together, alternatives and avoidance measures can be developed at a local level. A PEL process will identify and document transportation needs and potential improvements for the study area.

The purpose of this Public Involvement and Agency Coordination Plan (PIACP) is to present the tools and strategies that will be implemented during the agency, stakeholder, and public/elected official coordination conducted as part of the PEL Study. Coordination with agencies, stakeholders, and elected/local officials will be initiated at project inception and will continue throughout the PEL process. Public coordination and outreach efforts conducted during the course of the PEL Study may be included by reference into future planning documents that are prepared in support of other specific transportation solutions that may emerge from the PEL process.

The proposed PEL study area has been delineated as depicted in **Figure 1** below. It is approximately 6.7 miles in length and extends through portions of Little Rock and North Little Rock in central Arkansas. The proposed study area extends along I-30 from I-530 to the south and I-40 to the north, and along I-40 to its interchange with Highway 67 in North Little Rock. This corridor was previously assessed and recommended as an alternative for further study as part of *Phase 1 Arkansas River Crossing Study*, completed in 2003. This study analyzed travel through central Arkansas and across the Arkansas River. The I-30 portion of the study area also corresponds with the voter-endorsed improvements to I-30, a project that was included as part of the constitutional amendment passed during the November 2012 election for a 10-year, half-cent sales tax to improve highway and infrastructure throughout the state of Arkansas. I-30 and I-40 not only provide access from the downtown areas of Little Rock and North Little Rock, but also supports regional traffic traveling to and from origins and destinations outside of the immediate metropolitan area.





Figure 1. Proposed PEL Study Area

### **1.1 Purpose of the Public Involvement and Agency Coordination Plan**

The PIACP outlines the tools and strategies proposed for agency coordination and public involvement that will be implemented during the PEL process.

The purpose of the PIACP is to:

- Identify the overall public involvement/agency coordination approach;
- Set goals for the public involvement/agency coordination program;
- Identify affected stakeholders (e.g., elected/local officials, agencies, community organizations, and the general public) and expectations for their involvement;
- Establish strategies to achieve the goals of the public involvement/agency coordination program and characteristics of the targeted audiences; and
- Identify specific tools and techniques to support the strategy.

### **1.2 Goals of the Public Involvement and Agency Coordination Plan**

The application of the following PIACP goals will help guide the PEL process:

- Provide users, property and business owners, elected/local officials, agencies, community groups, and other stakeholders served by the study area with sufficient opportunity to contribute input to AHTD to inform and help shape the results of the PEL Study.
- Throughout the process, work with participating agencies and local officials to obtain informed consent.
- Ensure that traditionally underserved populations, including those with limited English proficiency and low literacy populations without personal transportation are included in accordance with Executive Order (EO) 13166.
- Proactively determine and engage minority and low income populations in accordance with EO 12898.
- Maintain communications, outreach and collaboration with AHTD and other transportation providers, government agencies, and public and private partners.
- Identify and use innovative tools and strategies to collaborate and effectively share information and to empower the public in the process.

### **1.3 Study Team Roles and Responsibilities**

AHTD and its consultant staff (Study Team) will be responsible for leading the public outreach, stakeholder, and agency coordination efforts. These responsibilities will generally include, but will not be limited to:

- Determining the purpose, content, and format for each meeting to be held with stakeholder groups and the Technical Work Group (TWG).
- Determining the membership, roles and responsibilities, protocols, and meeting purpose, content, and format for the stakeholder meetings and TWG meetings.
- Determining and/or approving the dates, and locations of coordination meetings with the stakeholder groups and the TWG.
- Developing, providing comments, and approving all public outreach tools and meeting materials and coordinating with FHWA as required.

- Preparing notes and appropriate documentation for all coordination meetings with stakeholder groups and the TWG.
- Serving as the primary point of contact for all media requests, open records requests, elected/local official requests, and public inquiries.
- Maintaining a stakeholder tracking file (mailing list).
- Developing a PIACP for review, comment, revision, and approval by the FHWA.
- Coordinating and reserving meeting space for the TWG, other stakeholder (upon request) and public open house meetings.
- Developing meeting materials, addressing technical comments, and documenting communications and meetings with FHWA and other agencies.
- Developing study information for placement on the website, social media and electronic distribution.
- Managing and recording study-related inquiries received via the information line, email address and website.
- Leading coordination and developing informed consent with agencies and the TWG on technical issues.
- Coordinating logistics, providing staff support, and preparing summary documents for all three public open house meetings.
- Coordinating all meeting notices and display advertisements.
- Providing ongoing technical support, including facilitation services, for all agency and public involvement activities as needed.

#### **1.4 Technical Oversight Committee**

A Technical Oversight Committee (TOC) will be formed and charged with providing technical assistance to enable the efficient development of the PEL Study. The TOC will involve the appropriate technical resources within (and external to) AHTD to provide timely input, suggestions, feedback and/or guidance on the PEL. The TOC will be comprised of the following members:

- CAP Administrator, Chair
- Planning Lead, Member
- Design Lead, Member
- Construction Lead, Member
- Environmental Lead, Member
- Programming Lead, Member
- CA0602 Project Manager, Member
- FHWA Representatives, Members

In addition to the TOC, additional AHTD resources/subject matter experts (including but not limited to AHTD staff involved in planning, environmental, right of way, utilities, railroad coordination, materials, communications, public involvement, accounting and contracting) will support the TOC to assist in expediting the PEL.

## **2.0 TOOLS AND STRATEGIES**

The following outreach tools and strategies will be implemented to accomplish the PIACP goals and objectives.

### **2.1 Website**

The Study Team will develop study-specific information for the existing CA0602 web page on the on the CAP website ([www.connectingarkansasprogram.com](http://www.connectingarkansasprogram.com)) to communicate project information and public involvement activities throughout the PEL process. The Study Team will develop and update information on the site as needed. The website will offer access to the information listed below, in addition to other materials developed as the study proceeds. Website content may include, but may not be limited to the following:

- Study milestones;
- Meeting announcements;
- Media releases;
- Photos and/or videos; and
- Website links.

AHTD will also collect all comments received through the website, and will forward them to a point person on the Study Team who will collaborate with the appropriate Study Team members for analysis, response, inclusion in technical reports, and the study record. All comments and responses will be recorded and included in the stakeholder tracking log.

### **2.2 Social Media**

AHTD and its consultants will utilize the AHTD Twitter® account to broadcast PEL Study information, and members of the public who register with the AHTD Twitter® account can post their related comments. A link to the AHTD Twitter® account will be provided on the project website. Content to be broadcast via Twitter® may include, but may not be limited to the following:

- Study milestones;
- Meeting announcements; and
- Website links.

AHTD will monitor the Twitter® account Monday through Friday during normal business hours (except holidays) and will forward any comments to the Study Team. The Study Team will assist with responses to questions/comments made on Twitter® and provide information to AHTD for review and approval. AHTD will update the Twitter® site with approved information provided by the Study Team. A social media disclaimer addressing the use of social media sites will be placed on the AHTD website per FHWA requirements.

### **2.3 Stakeholder Tracking**

The Study Team will compile mailing lists and revise as necessary to create a stakeholder tracking file for the PEL Study. The Study Team will be responsible for maintaining the file, which will include, but not be limited to the following stakeholders:

- Local, state, and federal elected officials;
- Agency officials;
- Public officials;
- Major regional institutions/employers;
- Advocacy groups;
- Tribal groups;
- Civic organizations;
- Neighborhood/homeowner associations;
- Businesses;
- Chambers of commerce;
- Transportation agencies;
- Utility providers;
- Special interest groups; and
- Individuals who sign up to be added to the mailing list.

The stakeholder tracking file will be used to announce the study, distribute meeting announcements and disseminate other important information as the study progresses.

Attendees of the public open house meetings and any other interested stakeholders will be added to the file when requested. The stakeholder tracking file will be updated as needed to assure the appropriate contacts as well as the most current contact information is captured.

### **2.4 Email Communications**

The CAP email address, [info@ConnectingArkansasProgram.com](mailto:info@ConnectingArkansasProgram.com), will be utilized for the PEL Study. This email address will be posted on the project website and used to distribute meeting announcements and other important study information. In addition, it will also serve as the email address for study-related communications with the public. All inquiries and comments will be documented in the stakeholder tracking log.

## **3.0 STAKEHOLDER COORDINATION**

AHTD, in coordination with the FHWA, will lead coordination efforts to ensure early and ongoing agency and elected/local official participation in the study process. As the lead agency for the PEL study, AHTD will be responsible for coordination with stakeholders, as detailed below.

### **3.1 Project Partners**

In the spirit of cooperation and collaboration, and acknowledging the critical role that a number of agencies play in achieving the goals of the transportation industry, Metroplan (the Metropolitan Planning Organization for central Arkansas) and the local



governments of Little Rock, North Little Rock and Pulaski County have been invited as project partners on the I-30 PEL Study. The FHWA, in conjunction with the AHTD, are the lead agencies and Metroplan and the local governments are project partners. The cooperation among the lead agencies and project partners will be integral to the success of a collaborative environmental and transportation planning process.

The project partners will have the opportunity to review the following four PEL milestones (as outlined in the I-30 PEL Process Framework and Methodology): purpose and need, alternatives screening methodology, recommended alternative(s), and final PEL report. All comments received from project partners at these milestones will be addressed and resolved, to the extent practicable, in a formal comment-resolution process.

### **3.2 Technical Work Group Coordination**

The Study Team will create a TWG to serve as the primary means of agency coordination for the PEL Study. The TWG will include local, state, and federal staff to provide technical input and expertise throughout the study. TWG meetings may also include representatives from local businesses, environmental advocacy groups and representatives from major regional institutions.

The PIACP is strategically structured to bring in stakeholders at the appropriate time during the development of the study. TWG meetings will be held prior to the public meetings, thereby providing the Study Team the opportunity to meet with subject matter experts to provide information, answer questions and gather their input, questions and feedback. This information is important to take into account and incorporate prior to presenting concepts to the public.

In conjunction with the PIACP process, the Study Team will incorporate the following coordination guidelines:

- Coordination with FHWA throughout the PEL process, provide status updates and technical reports to FHWA for review and comment at major milestones, and receive FHWA guidance on ongoing PEL activities;
- Collaboration with project partners (Metroplan, City of Little Rock, City of North Little Rock, and Pulaski County) in advance of each TWG as described in the I-30 PEL Process Framework and Methodology.
- Coordination with and participation of other agencies in data gathering and regulatory compliance documentation;
- Provide opportunities for agency involvement in defining need and purpose;
- Provide opportunities for agency involvement in determining the range of alternatives to be considered;
- Collaboration with agencies to determine evaluation methodologies that will consider mobility, safety, economic factors, access and system connectivity, and feasibility objectives;
- Conduct Context Sensitive Solutions (CSS) Visioning Workshops; and

- Providing insight in managing the process and resolving issues through ongoing coordination.

### 3.2.1 TWG Members

The Study Team will determine the initial list of agencies to be invited to participate on the TWG. Team members will be identified as agencies and organizations that can provide valuable input and technical assistance in areas of strategic importance to the study. Members will need to have the technical expertise as well as the time and interest required to fully participate. This group will be expected to provide timely input and comments on materials and information presented so group size will be limited to facilitate effective and efficient decision-making.

The Study Team will develop and mail letters to these agencies, which will include a request to designate a representative to serve as a member of the TWG. Designated representatives will then be invited to attend an introductory meeting and submit a membership form to participate on the TWG. Follow up and coordination activities will likely occur via email to expedite the development process. The initial list of agencies identified for participation on the TWG includes the following:

ANTICIPATED TWG MEMBERS	
Arkansas Archeological Survey	Housing and Urban Development
Arkansas Commissioner of State Lands	Little Rock District Corp of Engineers
Arkansas Department of Environmental Quality	City of North Little Rock
Arkansas Department of Emergency Management	Coast Guard Sector Upper Mississippi River
Arkansas Department of Parks and Tourism	Federal Emergency Management Agency
Arkansas Economic Development Commission	Federal Highway Administration
Arkansas Forestry Commission	Federal Railroad Administration
Arkansas Game and Fish Commission	Federal Transit Administration
Arkansas Geological Survey	Little Rock School District
Arkansas Highway & Transportation Department	Metroplan
Arkansas Historic Preservation Program	North Little Rock School District
Arkansas Natural Heritage Commission	Union Pacific Railroad
Arkansas Natural Resources Commission	U.S. Department of the Interior – National Park Service
Arkansas State Police	U.S. Natural Resource Conservation Service
Arkansas Waterways Commission	U.S. Army Corps of Engineers, Little Rock District
Central Arkansas Transit Authority	U.S. Environmental Protection Agency
City of Little Rock	U.S. Fish and Wildlife Service
Pulaski County	U.S. Geological Survey Arkansas
Pulaski County Special School District	

Additional entities may be invited to join as the study progresses. Members of the TWG are charged with the following responsibilities:

- Attend and participate in TWG meetings;
- Serve as a resource for the PEL Study and Study Team;
- Provide timely information and input when requested;

- Participate in the scoping process, including, advising the Study Team of upcoming planning and programming studies along the study area, additional work that may influence the traffic and travel patterns, and/or issues of concern regarding the potential environmental or socioeconomic impacts;
- Provide input and work towards informed consent on the vision, transportation goals and objectives, purpose and need, alternatives screening criteria, screening process, alternatives development and evaluation, and other related processes and materials as warranted; and
- Provide meaningful and timely input on any unresolved issues.

The TWG will meet up to four times over the course of the PEL Study to provide input at critical milestones, including:

- PEL introduction, previous studies review, draft purpose and need, Universe of Alternatives development and evaluation methodology (anticipated summer 2014);
- Preliminary Alternatives development and evaluation methodology (anticipated fall 2014); and
- Reasonable Alternatives development and evaluation methodology (anticipated winter 2014).

Meetings will be scheduled to accommodate participation from as many members as possible. Meetings will be held in locations near or within the study area in Pulaski County, Arkansas. The Study Team will be responsible for identifying dates and locations for the TWG meetings. The Study Team will be responsible for scheduling, preparing materials and taking notes for all TWG meetings. The Study Team will prepare TWG meeting summaries for the study record.

### **3.3 Stakeholder Advisory Group**

A Stakeholder Advisory Group (SAG), comprised of local individuals who bring unique knowledge and skills which complement those of the TWG, will be established in order to ensure early and ongoing decision making throughout the study. The SAG advisory group cannot issue directives which must be followed, but serves to make recommendations and/or provide key information and materials to the Study Team. The SAG will include twelve representatives, with the Mayors of Little Rock and North Little Rock each appointing four, as well as four selected by the Pulaski County Judge. SAG members provide a one-of-a-kind perspective to the areas of interest each represents within the community, allowing the Study Team to gather valuable input. The SAG will meet regularly throughout the PEL process.

### **3.4 Elected/Local Official Briefings**

The Study Team will identify and lead coordination with elected and local officials by developing and distributing an introductory elected/local officials' letter that will explain the PEL Study as well as the PEL process. Elected/local official briefings will be held on a one on one basis throughout the course of the PEL Study, ideally prior to the public meetings, thereby allowing this stakeholder group to acquire study information in

advance of their constituents as well as allow them to ask questions and provide input. Additional meetings, however, may be scheduled depending on the level of detail and range of options being considered once the study commences. Meetings will be scheduled to accommodate each elected/local official's schedule. Potential dates for these briefings will be identified and shared with the elected/local officials in advance.

Meeting notes or other documentation will be taken at each coordination meeting held and will be included in the study record. The elected/local officials' mailing list will include, but not be limited to the following<sup>1</sup>:

<b>ELECTED OFFICIALS</b>	
U.S. Representative District 2	Tim Griffin
U.S. Senator	John Boozman
U.S. Senator	Mark Pryor
Arkansas State Governor	Mike Bebee
Arkansas State Representative District 29	Fred Love
Arkansas State Representative District 30	Charles Armstrong
Arkansas State Representative District 31	Andy Davis
Arkansas State Representative District 32	Allen Kerr
Arkansas State Representative District 34	John Walker
Arkansas State Representative District 35	John Edwards
Arkansas State Representative District 36	Darrin Williams
Arkansas State Representative District 37	Eddie Armstrong
Arkansas State Representative District 38	Patti Julian
Arkansas State Representative District 39	Mark Lowery
Arkansas State Representative District 41	Jim Nickels
Arkansas State Representative District 42	Mark Perry
Arkansas State Senator District 30	Linda Chesterfield
Arkansas State Senator District 31	Joyce Elliot
Arkansas State Senator District 32	David Johnson
Arkansas State Senator District 34	Jane English
Pulaski County, County Assessor	Janet Troutman Ward
Pulaski County, County Judge	Floyd "Buddy" Villines
Pulaski County, Sherriff	Doc Holladay
Pulaski County, County Clerk	Larry Crane
City of Little Rock Board of Directors Ward 1	Erma Hendrix
City of Little Rock Board of Directors Ward 2	Ken Richardson
City of Little Rock Board of Directors Ward 3	Stacy Hurst
City of Little Rock Board of Directors Ward 4	Brad Cazort
City of Little Rock Board of Directors Ward 5	Lance Hines
City of Little Rock Board of Directors Ward 6	Doris Wright
City of Little Rock Board of Directors Ward 7	B.J. (Brenda) Wyrick
City of Little Rock Board of Directors Ward 8	Dr. Dean Kumpuris
City of Little Rock Board of Directors Ward 9	Gene Forston

<sup>1</sup> Elected officials as of April 16, 2014.

<b>ELECTED OFFICIALS</b>	
City of Little Rock Board of Directors Ward 10	Joan Adcock
City of Little Rock Parks and Recreation Director	Truman Tolefree
City of Little Rock City Clerk	Susan Langley
City of Little Rock Mayor	Mark Stodola
City of Little Rock City Manager	Bruce Moore
City of Little Rock Traffic Engineering Manager	Bill Henry
City of Little Rock Fire Chief	George Summers
City of Little Rock Police Chief	Stuart Thomas
City of Little Rock Civil Engineering Manager	Mike Hood
City of Little Rock Public Works Director	Jon Honeywell
City of North Little Rock Council Member Ward 1 Position 1	Debi Ross
City of North Little Rock Council Member Ward 1 Position 2	Beth White
City of North Little Rock Council Member Ward 2 Position 1	Linda Robinson
City of North Little Rock Council Member Ward 2 Position 2	Maurice Taylor
City of North Little Rock Council Member Ward 3 Position 1	Steve Baxter
City of North Little Rock Council Member Ward 3 Position 2	Bruce Foutch
City of North Little Rock Council Member Ward 4 Position 1	Murry Witcher
City of North Little Rock Council Member Ward 4 Position 2	Charlie Hight
City of North Little Rock Director of Finance	Karen Scott
City of North Little Rock Police Chief	Mike Bradley
City of North Little Rock Fire Chief	Robert Mauldin
City of North Little Rock Parks and Recreation Director	Bob Rhoads
City of North Little Rock Mayor	Joe Smith
City of North Little Rock City Clerk	Diane Whitbey
City of North Little Rock City Attorney	C. Jason Carter
City of North Little Rock City Treasurer	Mary Ruth Morgan
City of North Little Rock City Engineer	Mike Smith
City of North Little Rock Public Works Director	Bob Ward

### **3.5 Coordination Meetings**

The Study Team may conduct Coordination Meetings over the course of the PEL Study process with stakeholders as requested or required. Coordination Meetings are likely to be held with business owners, political representatives and senior staff of local agencies that have a role in or are impacted by funding, permitting and processing transportation improvements within the study area. These meetings allow for one on one or small group interaction with stakeholders that have requested meetings to address specific issues that affect their business or community outside of the project partner meetings, TWGs, elected/local official briefings and public meetings. Examples include Verizon Center, Clinton Library, Clinton National Airport, and the downtown Little Rock River Market.

### **3.6 Visioning Workshops**

One visioning workshop will be conducted with stakeholders during the PEL process, and another visioning workshop will be held during the NEPA/Schematic phase. During the first visioning workshop, and with an understanding of the purpose and need and goals and objectives of the PEL Study, stakeholders will have the opportunity to give input and relate their ideas for the I-30 corridor. From this visioning workshop, renderings of possible solutions that preserve and enhance aesthetic, historic and



community resources will be developed. During the NEPA/Schematic phase, a second visioning workshop will be held with stakeholders that examines in greater detail potential CSS and design concepts specific to the PEL recommended alternative carried forward into NEPA. Based on stakeholder feedback and available funding, CSS/aesthetic guidelines will be developed following this second visioning workshop and included in the design-build request for proposals, pending AHTD approval.

#### **4.0 PUBLIC MEETINGS**

Three Public Meetings will be held in compliance the AHTD Public Involvement Handbook (Draft Version - 2013) and the CAP Environmental Manual (2013) at key study milestones. The meetings will be held in an open house format and will generally cover the following key topics/milestones:

- Public Meeting #1: PEL introduction, previous studies review, draft purpose and need, Universe of Alternatives development and evaluation methodology;
- Public Meeting #2: Preliminary Alternatives development and evaluation methodology; and
- Public Meeting #3: Reasonable Alternatives development and evaluation methodology.

The general process for each series of meeting is outlined below:

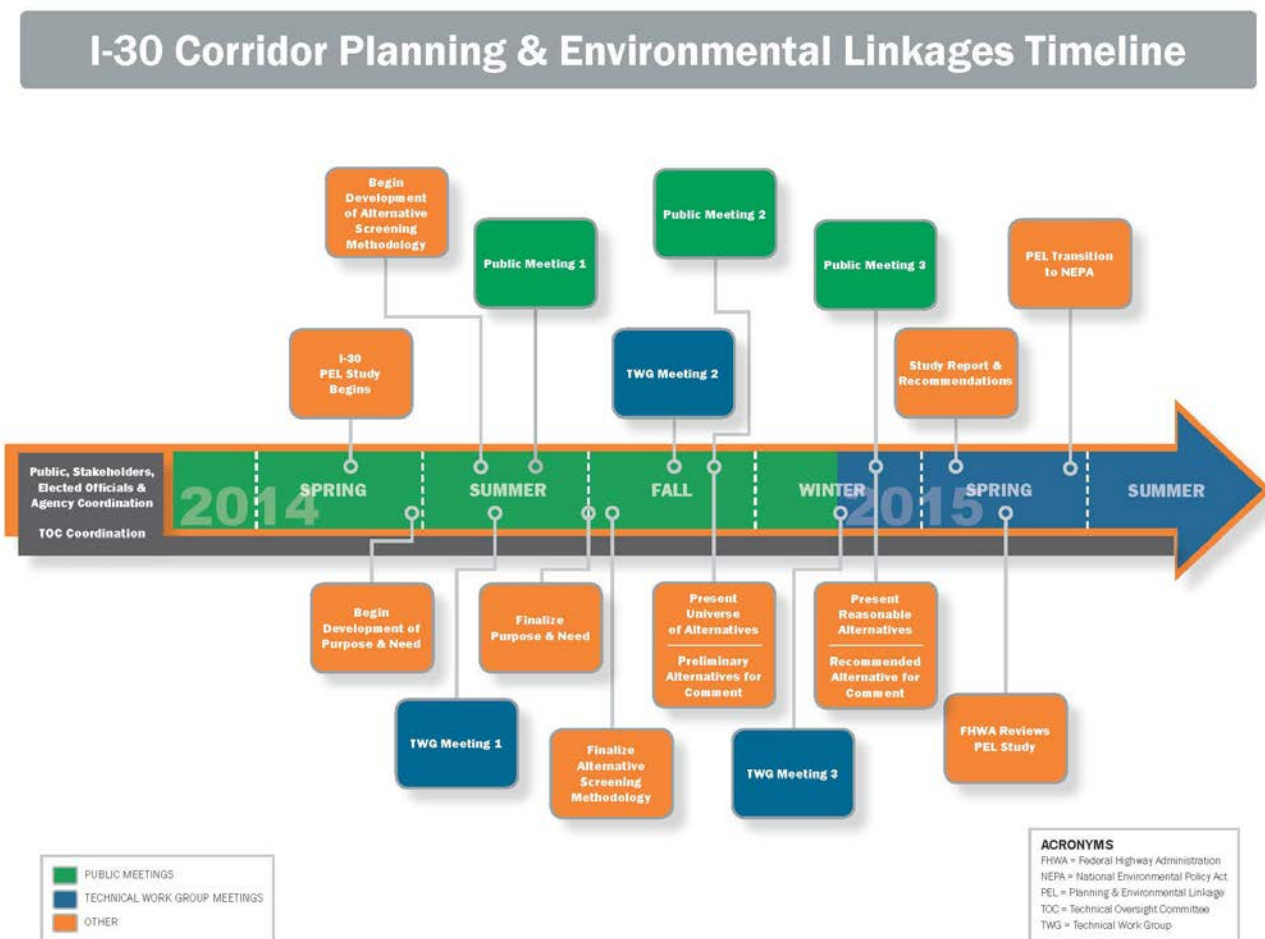
- *Dates and Locations:* The Study Team will identify dates and venues for each meeting. Each meeting will be held for several hours in the late afternoon/early evening to accommodate varying schedules and transportation requirements of potential meeting attendees.
- *Public Meeting Display Ad:* For each of the three public meetings, a display ad will be published twice, two weeks prior and again one week prior to the public meeting, in the Arkansas Democrat-Gazette, North Little Rock Times and El Latino Arkansas, as well as other smaller local newspapers if deemed necessary or if requested. The Study Team will be responsible for all tasks related to these display ads, including preparing and coordinating with AHTD for approvals; placing the approved news release/display ad in the newspapers; and following up with the newspapers to ensure that the news releases/display ads are published as requested.
- *Media Announcements:* The Study Team will coordinate communication about the meetings with the local broadcast media (TV and radio). A paid Public Service Announcement (PSA) will be broadcast on up to three radio stations, as appropriate. PSAs will also be distributed to the primary local news television broadcast affiliates. The AHTD Public Information Officer (PIO) will serve as the primary point of contact for all news media. In addition, the Study Team will create talking points for identified spokespersons for AHTD as well as media kits to distribute at the public meetings. Up to 10 media kits will be prepared for each public meeting.

- *Flyers:* The Study Team will prepare notification flyers for each of the three public meetings (8½"x11", maximum, one-sided, black and white) announcing the public meetings. The flyers will be distributed by the Study Team no later than one week prior to the public meetings to various businesses, places of worship, Chambers of Commerce, schools and other public gathering places in the study area.
- *Minority Ministers:* Mail Public Officials letters and Minority Minister's letters one week prior to each meeting.
- *Stakeholder Notices:* The Study Team will assemble and mail notification letters indicating the general nature of the proposed study to members of the TWG (Federal, state, and local entities) and elected/local officials no later than one week prior to the public meeting.
- *Electronic announcements:* AHTD will announce the public meetings using various forms of electronic communications, including but not limited to posting the meeting information on the study website and broadcasting the meeting information via Twitter®. Broadcast details include the dates, times, and meeting locations; and, if requested, announcement flyers will be sent to individuals on the mailing list.
- *Logistics and Materials:* Planning for the PEL Study public meetings will include the following:
  - The Study Team will hold meetings and Webex/conference calls to discuss meeting set-up and materials, including agendas, handouts, and exhibits. The Study Team will also strategize and discuss staffing, comment feedback mechanisms, and specific communication and management processes for each meeting described above, including identification of goals and objectives. This includes a project status meeting (or pre-meeting) between the Study Team and AHTD one week prior to each of the three public meetings.
  - The Study Team will reserve and coordinate equipment and set-up needs for the venues identified;
  - The Study Team will record oral statements, upon request, at each meeting/open house;
  - The Study Team will secure simultaneous translation services and bilingual staff to be available, if requested;
  - The Study Team will ensure that all ADA regulated accommodations are made for disabled participants;
  - The Study Team will prepare meeting/open house handouts and exhibits and print approved handouts and sign-in sheets for distribution, use, and display at the public meetings; and
  - Following a 10-day official comment period for each of the three public meetings, the Study Team will prepare and submit a Public Meeting Summary Report that will include a summary of the comments received

and responses, sign-in sheets, handouts, and other information that was provided to meeting attendees.

### 5.0 TIMELINE AND SCHEDULE

See **Figure 2** below for a general timeline showing major study milestones, including stakeholder and public involvement activities. This timeline will be updated throughout the PEL Study as needed.



**Figure 2: PEL Study Task Timeline**

### 6.0 COMMUNICATION PLAN AND PROTOCOLS

AHTD will be the primary point of contact for all media, elected/local officials, and public and agency requests and inquiries. The following protocol should be followed for each type of communication:

#### 6.1 Media Requests

All media requests should be referred directly to the AHTD PIO, Mr. Randy Ort. Mr. Ort will determine which additional Study Team members should be contacted to develop a response to the request, as well as the time frame in which the request should be handled. All related correspondence should be documented for the study record.

## **6.2 Elected Official Requests**

All elected official requests should be referred directly to the AHTD PIO, Mr. Ort. The PIO will determine which additional Study Team members should be contacted to develop a response to the request, as well as the time frame in which the request should be handled. All related correspondence should be documented for the study record.

## **6.3 Open Records Requests**

All open records requests should be referred directly to the AHTD CAP Administrator, Ms. Keli Wylie. She will determine which additional Study Team members should be contacted to develop a response to the request, as well as the time frame in which the request should be handled. All related correspondence should be documented for the study record.

## **6.4 Phone Calls**

When phone calls come in to the Study Team, they should initially be directed to the CAP Communications Manager, Mr. Jon Hetzel, who will determine the appropriate staff to handle the response and determine the next steps for action. All calls will be documented for the study record.

## **6.5 Agency Inquiries or Requests**

All agency inquiries or requests should be referred to the AHTD CAP Administrator who will determine which additional Study Team members should be contacted to develop a response. All requests and responses should be documented for the study record.

## **6.6 Emails**

The Study Team will collect all emails submitted through the AHTD study website and study email address. All email comments received in between public meetings will be evaluated and forwarded to the appropriate staff for response. Emails regarding open records requests, questions and comments from the media or elected/local officials, or specific inquiries/comments regarding the public involvement process will be forwarded to the appropriate AHTD staff member as outlined above. All email comments and responses will be documented for the study record.

## **6.7 Presentation Requests**

All presentation requests should be directed to the CAP Communications Manager who will determine which additional Study Team members should be contacted to develop a response to the request and/or to be scheduled for a presentation, as well as the time frame in which the request should be handled. All related correspondence should be documented for the study record.

## **7.0 CONCLUSION**

Agency, public and other stakeholder coordination will be a transparent process and will occur early and throughout the PEL process. The information obtained from these coordination efforts will be carried forward into further development efforts and NEPA studies. It is anticipated that the agencies and other stakeholders will also be re-

engaged during the NEPA process to ensure continued coordination. Agency coordination and informed consent will be integral to the development of transportation solutions for the PEL Study and will continue to be essential throughout future studies and implementation efforts.