



# TECHNICAL MEMORANDUM

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DATE: May 16, 2019

TO: Wade Salyards, PE – Montana Department of Transportation

FROM: Wende Wilber, AICP PTP and Andy Daleiden, PE

PROJECT: Exposition Dr and 1<sup>st</sup> Ave N - Billings - NH 16-1(53)0, UPN 7908000

SUBJECT: Public Involvement Plan

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Kittelson #: 20783  
MDT #: 11051

## Introduction

This memorandum provides an overview of the Public Involvement Plan (PIP) for the Billings – Exposition Drive and 1<sup>st</sup> Avenue project during the Survey Phase. The general scope of services is to identify and implement intersection improvements at Exposition Drive (N-16) and 1<sup>st</sup> Avenue North (N-115) in Billings. The intersection may require some reconfiguration and potentially a new intersection form, which will be determined through an alternative development and analysis process conducted in Phase 1 (Survey Phase) of the project. The project is expected to include a thorough traffic analysis with consideration given to pedestrian and bicycle movements at the intersection.

This memorandum supplements the Montana Department of Transportation (MDT) Public Involvement Worksheets to identify the public and stakeholder process planned for identifying, developing, and evaluating alternatives for the project. The public involvement plan (PIP) is organized into the following major topics within this memorandum:

1. Approach and Goals
2. Implementation Tools
3. Public Involvement Action Plan

## Approach and Goals

A collaborative and context-sensitive public engagement process is proposed as part of this study, consistent with the MDT's Public Involvement Plan (<https://www.mdt.mt.gov/publications/docs/manuals/pubinvhb.pdf>, January 2018). The study is committed to achieving the goals listed below.

- Facilitate an open, honest, and transparent decision-making process with two-way communication between the project team, stakeholders, and the public.
- Provide early and continuous opportunities for the stakeholders and public to share values, understand the opportunities and constraints, develop potential solutions, and raise issues and concerns to be considered by the project team.
- Respond to comments and suggestions in a timely, professional manner.
- Build widespread community understanding of opportunities, constraints, findings, and decisions.
- Implement a process that drives ownership, validity, and commitment to the selection of a project alternative and moving forward into implementation in the design and construction phase.

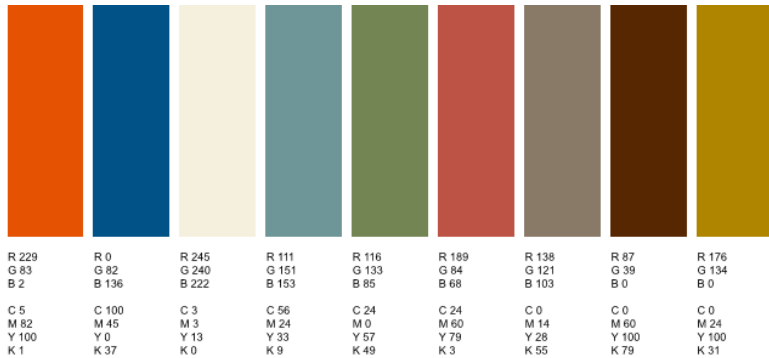


## Implementation Tools

Coordination and active engagement with the MDT, project advisory committee (PAC), various stakeholders, land owners, businesses, and the general public is a critical component of this study. Public and stakeholder input is planned through various forums to gather insights for development of the study. All interactions will be summarized and documented for MDT.

## BRANDING

Kittelson & Associates (Kittelson) developed a brand for the project. This brand includes a logo and color palette that will be carried out through the project for all public materials, presentations, and the draft and final report. All logos and branding materials have been developed in accordance with MDT’s Public Involvement Plan guidelines. Additionally, MDT’s logo will be included on all publications.



## MEDIA RELEASE

At the start of the Survey Phase, Kittelson will prepare a draft media release for publication by MDT to inform the public about the project

## PROJECT WEBSITE

MDT will host and maintain the website for this study. The website will be located on the MDT’s website under the “MDT Plans, Studies & Projects” section. Kittelson will coordinate with MDT on the materials and contact information to post on the website. The website provides the public with information about the project and a tool to provide comments. The website will be updated at key project milestones such as advertising meetings and releases of reports.

## PROJECT CONTACT LIST

Kittelson will develop and maintain two project contact lists:

1. Impacted Property Owners/Businesses
2. General Public and Agencies



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## NEWSLETTERS

Kittelson will prepare and distribute three (3) newsletters for the project. One will be used early in the plan development to gain interest and direct people to the website. The two additional newsletters will be developed to update stakeholders and invite them to the Public Informational Meetings.

## PUBLIC INFORMATION MEETINGS

Two public information meetings will be held to inform the public and gain input on alternatives and the concept design:

1. One during the Tier 2 Alternatives development and evaluation; and
2. One during Concept Design

Public informational meetings will be an open house format. KAI Kittelson will provide all logistics and prepare displays as noted below.

## PROJECT ADVISORY COMMITTEE (PAC)

The project team will facilitate three (3) workshops with the PAC. Kittelson will prepare minutes from each workshop.

- Workshop #1 – Tier One Alternative Development
  - Goals: Identify needs and deficiencies, assess evaluation criteria, and develop alternatives
  - Outcomes: Understanding of needs and deficiencies, insights on evaluation criteria and alternatives for further development and evaluation
- Workshop #2 -Tier Two Alternatives Evaluation
  - Goals: Report back on initial screening, present project alternatives, and gather feedback on the refined alternatives and evaluation
  - Outcomes: Identify preferred alternative (s) for additional development and evaluation.
- Workshop #3 - Concept Design
  - Goals: Present concept design of preferred alternative
  - Outcomes: Feedback on design

## PROPERTY & BUSINESS OWNER COORDINATION

In conjunction with the public informational meetings, impacted property owners and businesses will be invited via a direct mailing to a special session before each public informational meeting to discuss their specific concerns. Additionally, up to twenty (20) one-on-one meetings will be held with property owners/businesses. To the extent practical, these meetings will be held in person and be scheduled in concert with other project activities.

## STAKEHOLDER GROUP MEETINGS

Up to four (4) informational presentations will be provided to interested groups such as the Policy Coordinating Committee (PCC), Technical Advisory Committee (TAC), Billings Downtown Association (DBA) and/or East Billings Urban Renewal District (EBURD).



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## SOCIAL MEDIA

Content for social media outlets will be provided to MDT to be used on their existing platforms. This content will include project information, project updates, and information public meetings and draft report comment periods. Content will be ready to post for both Facebook and Twitter.