

COMMUNITY AND AGENCY PARTICIPATION PLAN (CAPP)

Maclay Bridge Planning Study



Prepared for:
Montana Department of Transportation
Helena, Montana



Prepared by:
Robert Peccia & Associates
Helena, Montana
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ABBREVIATIONS / ACRONYMS

ADA	Americans with Disabilities Act
CAPP	Community and Agency Participation Plan
EA	Environmental Assessment
MDT	Montana Department of Transportation
MEPA	Montana Environmental Policy Act
NEPA	National Environmental Policy Act
RP	Reference Post
RPA	Robert Peccia and Associates
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users

COMMUNITY AND AGENCY PARTICIPATION PLAN (CAPP)

1.0 INTRODUCTION

Missoula County, in partnership with the Montana Department of Transportation (MDT) and the Federal Highway Administration, has initiated a *Planning Study* for the North Avenue Bridge west of Missoula, locally known as the Maclay Bridge. The bridge is a single-lane structure that crosses the Bitterroot River and provides access to residential and recreational areas on the west side of the river. A vicinity map is shown in **Figure 1**.

Referred to as the *Maclay Bridge Planning Study*, the study will determine the necessity and/or feasibility of replacing, upgrading or reconstructing the Maclay Bridge based on needs presented by the community, the study partners, and resource agencies. The study will examine geometric characteristics, crash history, and existing and projected operational characteristics within the study area. Existing and projected physical constraints, land uses, and environmental resources will also be analyzed. The study is expected to be completed by the end of February 2013.

MDT has established the planning study process in order to investigate needs and improvement options for the area via a Pre-National Environmental Policy Act (NEPA) / Montana Environmental Policy Act (MEPA) study, as provided for in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). If improvement options are forwarded into project development, the planning study process will inform the NEPA / MEPA process with analysis of existing data to determine current and future deficiencies and needs within the study area, and identification of potential environmental issues and mitigation opportunities.

An initial step in the planning study process is to develop a *Community and Agency Participation Plan (CAPP)* that provides for and identifies activities needed to communicate information about existing and future study area needs. The purpose of the *CAPP* is to establish a process that presents opportunities for participation in all phases of the planning study process. This is accomplished by providing complete information, timely notices, opportunities to make comments, and ensuring transparency to key decisions.

1.1. PLANNING STUDY PROCESS

The pre-NEPA/MEPA planning study process involves early communication with interested parties to help identify needs, constraints and opportunities to determine if there are implementable improvements given available resources and local support. The planning study does not commit the participants to a particular course of action or replace the formal environmental review process (NEPA / MEPA), rather it complements NEPA / MEPA and ensures important decisions are made at the appropriate level and considers all major issues including available funding sources should a project be advanced.

Community, stakeholder, resource agency and interested party involvement are important components in any successful planning study process. For this study, a number of strategies are proposed to disseminate information and elicit meaningful participation. These opportunities will include:

- Providing information on the critical elements included in the Pre-NEPA/MEPA Planning Study process for the Maclay Bridge study area;
- Providing input and asking questions throughout the planning study; and

- Presenting findings and recommendations.

1.2. STUDY AREA

A vicinity map showing the location of the Maclay Bridge and the surrounding area is shown as **Figure 1**. An Environmental Assessment (EA) was completed in 1994 which identified a number of alternative options for the Maclay Bridge. For the purposes of the *Environmental Scan*, an “Environmental Scan Boundary” was established to include the alternative options identified in the previous EA.

Areas outside the Environmental Scan Boundary will also be analyzed during the development of the *Maclay Bridge Planning Study*. The study area will include areas most likely to be affected by the potential replacing, upgrading, or reconstruction of the Maclay Bridge.

1.3. GOALS OF COMMUNITY INVOLVEMENT AND OUTREACH EFFORT

The goal of the study partners and the consultant is to have ongoing involvement throughout the planning study process. Education and outreach are an essential element in successfully informing individuals about the planning study process.

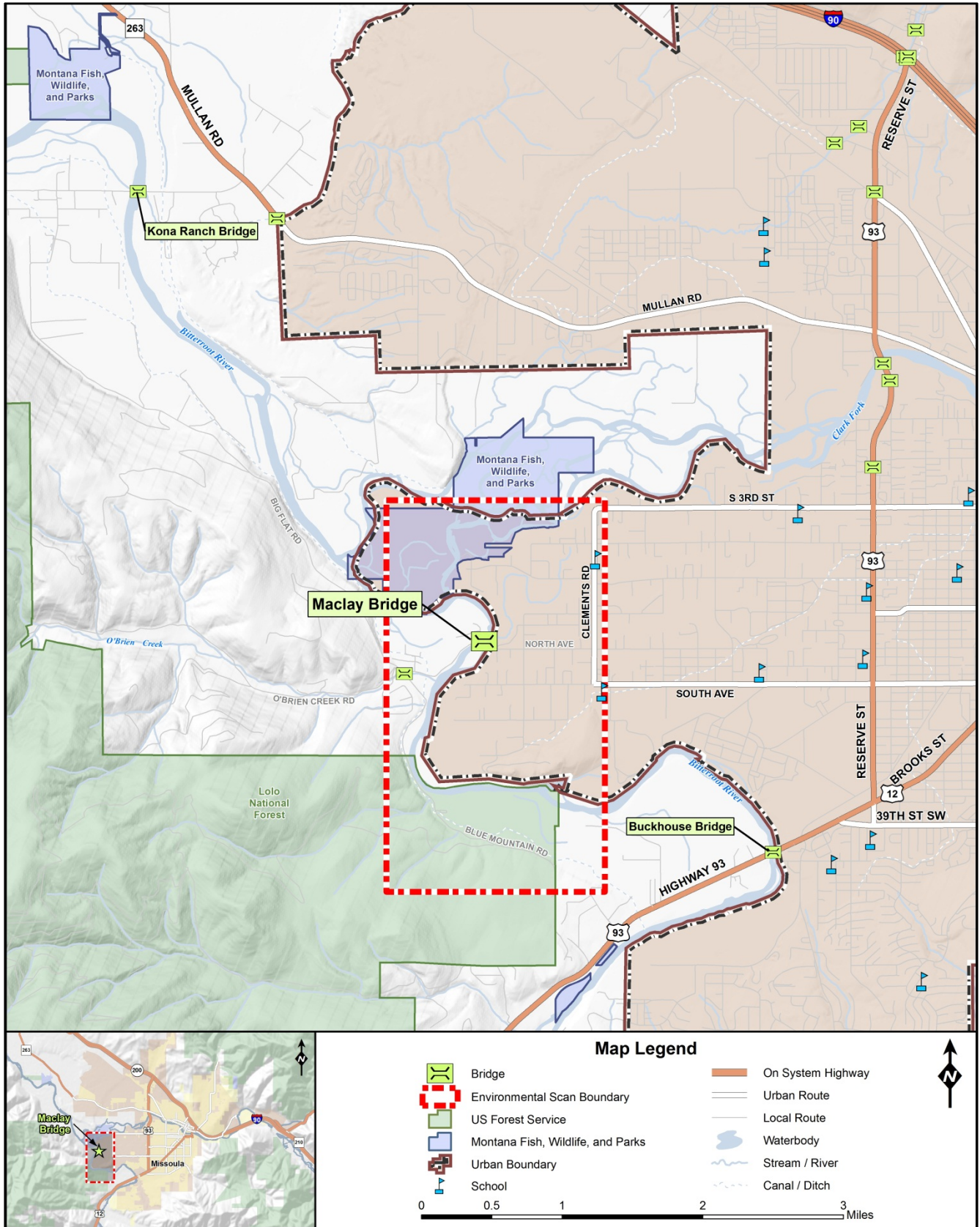


Figure 1: Vicinity Map

2.0 PARTICIPATION PROCEDURES

The *CAPP* describes the information and input opportunities that will be provided as part of the development of the *Maclay Bridge Planning Study*. This plan encourages active participation in identifying and commenting on study issues at every stage of the planning process. Participant involvement includes:

- The general community – residents of Missoula County, the City of Missoula, and adjacent areas;
- Landowners and business owners within the study area boundary;
- Resource agencies;
- 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 planning study, and their input will be sought throughout the process by Missoula County, MDT and the Consultant via the methods detailed herein.

2.1. STUDY CONTACTS

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

- **Missoula County** – Office of Planning and Grants
435 Ryman Street, Missoula, MT 59802
Contact: **Lewis YellowRobe** – *Urban Initiatives*
(406) 258-4651
lyellowrobe@co.missoula.mt.us
- **Missoula County** – Department of Public Works
6089 Training Drive, Missoula, MT 59808
Contact: **Erik Dickson, PE** – *Transportation Engineer*
(406) 258-4822
edickson@co.missoula.mt.us
- **Montana Department of Transportation (MDT)** – Statewide and Urban Planning
2960 Prospect Avenue (PO Box 201001), Helena, MT 59620-1001
Contact: **Sheila Ludlow** – *MDT Project Manager*
(406) 444-9193
sludlow@mt.gov
- **Montana Department of Transportation (MDT)** – Missoula District Office
2100 W Broadway, Missoula, MT 59807-7039
Contact: **Shane Stack, PE** – *MDT Missoula Project Engineer*
(406) 523-5830
sstack@mt.gov

- **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

2.2. PUBLICATIONS

Meeting announcements will be developed jointly by RPA and MDT, and advertised by MDT at least three weeks 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:

- Missoulian – print and online: www.missoulian.com
- Missoula Independent – print and online: www.missoulanews.com

In addition, newsletters and/or flyers 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 and flyer will be delivered to Missoula County, MDT, and select stakeholders for their use in distribution and posting to their individual internet sites.

2.3. RADIO AND TELEVISION

Meetings may also be announced on local radio and/or television stations. Input from the Planning Team 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 that will include individuals, businesses, or groups identified by Missoula County 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 study process. 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.

- Missoula County Commission
- Montana Fish, Wildlife, and Parks
- US Forest Service
- Missoula Rural Fire District
- Community Medical Center
- Missoula Emergency Services Incorporated
- Missoula County Public Schools
- Target Range School District #23
- Mountain Home Montana
- Maclay Bridge Alliance
- Target Range Homeowners Association
- Hidden Heights Homeowners Association
- Target Range Water and Sewer District

2.5. DOCUMENT AVAILABILITY

Electronic copies of study deliverables and technical memorandums will be posted on the study website at the following address shown:

www.mdt.mt.gov/pubinvolve/maclay/

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

- Missoula County Office of Planning and Grants (435 Ryman Street, Missoula, MT 59802)
- Missoula County Department of Public Works (6089 Training Drive, Missoula, MT 59808)
- MDT Missoula District Office (2100 W Broadway, Missoula, MT 59807-7039)
- Big Sky High School Library (3100 South Avenue W., Missoula, MT 59804)

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

“Missoula County, 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.”

3.0 MEETINGS

3.1. PLANNING TEAM MEETINGS

Planning Team meetings will be scheduled every three weeks for the duration of the twelve-month study period for a total of 18 Planning Team meetings. Individual groups included in the meetings will be Missoula County, MDT, the Consultant, and others as needed. The meetings are intended to track progress and address study development issues and questions. The meetings are considered an important aspect for the exchange of technical information and ideas during the development of the study. Throughout the meetings, the issues, problems, and possible solutions will be identified and discussed.

3.2. INFORMATIONAL MEETINGS

Four formal informational meetings will be held throughout the study period. The first informational meeting will be held early in the study process and will serve as a “kick-off” meeting. This meeting will also be used to receive information from interested parties about the study. The second informational meeting will discuss the existing and projected conditions within the study area. Informational meeting number three will take place during the identification of improvement options. The last community meeting will occur after the draft *Maclay Bridge Planning Study* has been completed. The purpose of this meeting will be to present the types of recommended improvements, and to receive feedback. Comments and concerns will be recorded at all meetings.

3.3. RESOURCE AGENCY MEETING / INVOLVEMENT

A meeting will be scheduled and held with Resource Agencies. The meeting will be organized by MDT and facilitated by RPA with assistance from the study partners as necessary.

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.

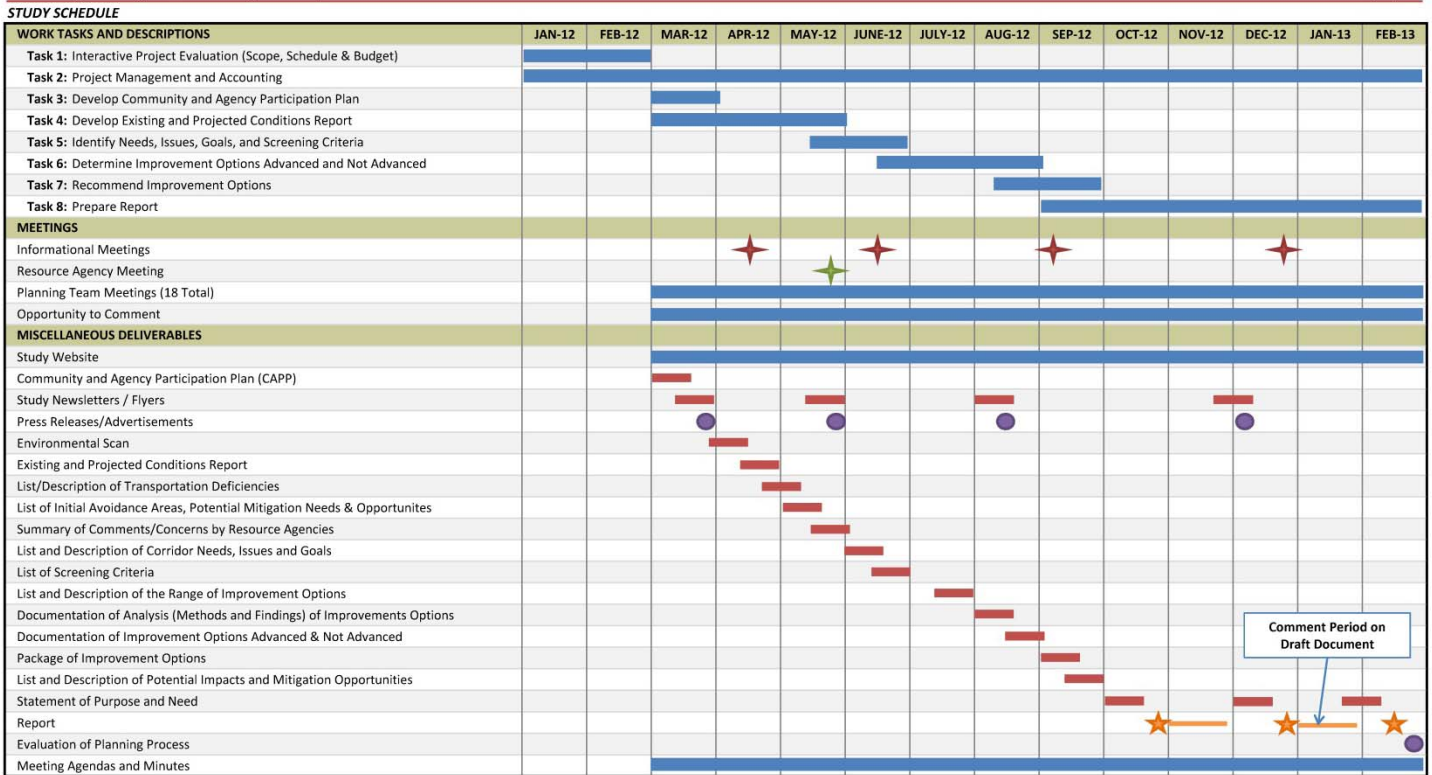
- **Plan Meeting Locations Carefully** – Informational meetings will be held in locations that are accessible and compliant with the ADA. If a targeted population is located in a certain geographic part of a City or County, then the meeting location should be in the proximity of the area for convenience.
- **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, study partner 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. STUDY SCHEDULE

Adherence to the study schedule is important to stay on track and to keep all participating parties engaged. The study schedule for the Maclay Bridge Planning Study is shown in **Figure 2**. It is RPA's intent to adhere to this schedule.

Maclay Bridge Planning Study

3/23/2012



Comment Period on Draft Document

Figure 2: Study Schedule

4.0 OVERALL STUDY COMMUNICATION

The *CAPP* establishes guidelines and procedures for encouraging participation. The following communication strategies and techniques will be used to distribute study information to the community at large and seek a higher level of engagement. The Consultant will utilize the techniques that best suit the *Maclay Bridge Planning Study* development.

- All relevant deliverables and associated materials will be posted on the study website at the following address:
 - www.mdt.mt.gov/pubinvolve/maclay/
- 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, with the exception of the first informational meeting in which a flyer will be provided.
- Press releases for the newspaper or other widely circulated publications will be developed.
- Technical memorandums will be provided to the MDT for posting to the study's internet site, and will also be distributed to the Planning Team, to provide a better understanding of proposed issues and recommendations and, in return, to provide the study partners with feedback and an opportunity for continual comment. Hard copies of all materials will be made available at the MDT Statewide and Urban Planning Section (2960 Prospect Avenue).
- 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, working draft technical memorandums, the draft *Maclay Bridge Planning Study* documents, and other work products will be addressed via written response and included in an Appendix to the actual documents.