

I-87/US 9 Integrated Corridor Management Plan

Public Participation Plan

Introduction

This Public Participation Plan (PPP) documents specific methods to engage, inform and educate the public about the I-87/US 9 Integrated Corridor Management Plan Development project. Using feedback from this process the objective of the project is to produce an integrated corridor management plan developed through a collaborative and informed process.

What is the Goal of the Public Participation Plan?

The goal of the Public Participation Plan is to provide clear information to the steering committee, advisory committee and stakeholders groups regarding the Project and facilitate “public” involvement. In order to achieve this goal the PPP will create various opportunities to inform and engage the advisory committee, stakeholders groups, and the general public.

Who makes up the steering committee, advisory committee and stakeholders groups and how are they identified?

Steering Committee (SC): This committee will include representatives of CDTC, CDTA, NYSDOT and FHWA and will direct the study. Five meetings are envisioned: (1) kick-off; (2) concept of operations, goals & objectives, and corridor definition; (3) problems/approach and decisions; (4) draft recommendations, and (5) final ICM plan/report and next steps.

Advisory Committee (AC): This committee will be comprised of elected officials, CDTC, NYSDOT, CDTA, and FHWA. The locally elected officials will serve as a conduit for sharing information on local issues that the study should consider and will help define the stakeholder group. Two meetings are envisioned: (1) project objectives, concept of operations, define stakeholders groups and (2) general buy-in on the overall ICM plan. The Advisory Committee will arrive at the first meeting with recommendations for potential stakeholder group members and an initial mailing list will be established. The mailing list may be expanded throughout the process as people become involved through other communication methods. The Consultant is responsible for establishing and maintaining the mailing list. The Advisory Committee members will also be responsible for outreach to constituents within their jurisdiction in order to advise them of the study and solicit their input on local plans, needs, and concerns for consideration.

Potential Advisory Committee Members

- Mayor, Village of Colonie
- Supervisor, Town of Colonie
- Supervisor, Town of Halfmoon
- Supervisor, Town of Clifton Park
- Mayor, Village of Round Lake
- Supervisor, Town of Malta
- Mayor, City of Saratoga Springs
- Supervisor, Town of Wilton
- County Administrator, Saratoga County
- County Executive, Albany County
- Regional ITS Coordinator, NYSDOT R1
- TDM Specialist, CDTA

Stakeholder Group: This group will be comprised of local planners and engineers, emergency responders, and government agency and department representatives. Three stakeholder meetings are planned during the overall study: (1) corridor definition and identification of problem areas and constraints and (2 and 3) ICM recommendations and defining plan

components. In addition to identifying problems and solutions, the stakeholder group will share in the responsibility for local public outreach.

The project schedule also includes two public meetings to introduce the project to the public and then to present the ICM plan. At the close of the study, it is expected that representatives from NYSDOT and CDTC will solicit local municipalities for the opportunity to present the ICM Plan to Town and Planning Boards. These outreach efforts will improve the potential for successful implementation of all aspects of the ICM Plan. Similar to the NY5 study, public meetings are planned to be facilitated by CDTC and NYSDOT. These planning meetings are envisioned as the “education” side of the access management plan and would occur near the end of the study.

Technical Committee: This committee will be composed of in-house experts who will provide counsel to the PB Team on an as needed basis. The Technical Committee is envisioned to include primarily NYSDOT and CDTA technical staff and will be used as a resource for items such as ITS data and systems.

What communication methods will be used to involve stakeholders?

Communication methods include:

Meetings

- Committee Meetings
- Stakeholder Group Meetings
- Project updates at existing meetings (City Council, Planning Board, Town Board...)

Materials

- Initial letter mailing to AC members
- Newsletters
- Project Website
- Media
- Email

Briefly describe how these communication methods are implemented.

Meetings

Steering Committee Meetings: There will be a maximum of five (5) in-person study team meetings. The consultant will have overall responsibility for scheduling and facilitating all meetings. The goal of these meetings is to guide the overall study, monitor activities and performance, and help reach consensus on the study recommendations and the final plan.

Advisory Committee Meetings: There are two (2) Advisory Committee Meetings that will prepare the team for the three Stakeholder Group meetings. The meetings will serve as an opportunity to update the Advisory Committee on progress and confirm inclusion of local concerns at the Steering Committee and Stakeholder Group level.

Stakeholder Group Meetings: There will be three (3) Stakeholder Group meetings. The meetings will serve as working meetings used to create corridor-wide recommendations.

Public Meetings: There will be two public meetings. The consultant will attend and facilitate these meetings. Members of the Steering Committee and Advisory Committee will be asked to participate.

Materials

Letter Mailing and Newsletters: An initial project introduction letter will be developed by the Consultant and mailed by the NYSDOT to anticipated Advisory Committee members. The letter will advise committee members of the study effort and include the date for the first meeting. This letter will contain brief information about the study and contact information.

In addition, the Consultant will create two printed newsletters to present information on the project. The newsletter will be available on the study website, and hard copies will be copied and mailed by CDTC to interested parties who do not have computer access.

Project Website: The Project web material will be created by the Consultant and a web link will be created by the CDTC. The web site will be available for the full duration of the study period. The website will provide project information and updates including: study team members and their contact information, fact sheets, project meeting minutes, PowerPoint presentations, future meetings schedule, summary of reports and other key project information.

The project website is currently hosted by the Consultant via WordPress. At the conclusion of the project, NYSDOT and CDTC have the opportunity to maintain the website.

Advisory Committee member websites and Public access TV stations will also be used by the committee members to display the same information.

Public Notices: Public notice of all public information meetings will be widely announced on the project website and in local daily and weekly media publications. Specific publications will be selected with the guidance of the Committees.

The outreach process should utilize Region 1 Public Information Officer, Carol Breen.

Email: A generic project email will be established by the Consultant to receive and catalog public communications for the project. Acknowledgements will be sent within two business days.

Email comments received via the project website go directly to NSYDOT.

What are the Meeting Methods and Desired Outcomes?

Steering Committee Meetings

Steering Committee Meeting 1: Committee Meeting 1 will be a review and discussion of the public participation plan, the initial post card, and initial project website content. The availability of certain existing conditions information and the roles of gathering the information will also be discussed.

This meeting was held on January 10, 2011 at the NYSDOT Region 1 Offices.

Steering Committee Meeting 2: Committee Meeting 2 will be a review/discussion of the existing conditions information leading to the Advisory Committee meeting. All existing conditions information collected by this time will be summarized in the form of a DRAFT PowerPoint presentation by the consultant and presented to the Committee for review and discussion. Goals for the Advisory Committee meeting will be confirmed. This meeting will also provide the opportunity to confirm the concept of operations, goals and objectives, corridor definition of access management, transit infrastructure, and the goals for the Advisory Committee.

This meeting was held on April 28, 2011 at the CDTC offices on Wolf Road.

Steering Committee Meeting 3: Committee Meeting 3 will be a review of the stakeholder group input and a final review of the material intended for presentation at the first public meeting. Led by the Consultant, the Committee will brainstorm possibilities and opportunities within the study area. The meeting will also include a discussion of the goals for Advisory Committee Meeting 2.

This meeting was held on January 27, 2012 at the CDTC offices on Wolf Road.

Steering Committee Meeting 4: During Committee Meeting 4 the Consultant will facilitate a discussion of the draft ICM Plan recommendations and the draft report. To aid this process the consultant will summarize in a draft PowerPoint presentation various corridor management concepts and analysis for Committee review and discussion.

This meeting is currently unscheduled.

Steering Committee Meeting 5: During Committee Meeting 5 the Consultant will present the Final ICM plan/report and the next steps. It may be prudent to invite members of the Advisory Committee to attend this meeting. This meeting will also be used as a final review of the material for Public Meeting 2.

Advisory Committee Meetings

Advisory Committee Meeting 1: Advisory Committee Meeting 1 will be an opportunity to present the project to the committee members. The Consultant will present general information about Integrated Corridor Management, the various tools used to create an ICM Plan, and the project objectives. In addition, the Advisory Committee will discuss and confirm the members of the Stakeholder Group and set a date for Stakeholder Group Meeting 1.

This meeting was held on April 28, 2011 from 1:00 to 3:00pm at the CDTC offices on Wolf Road.

Advisory Committee Meeting 2: Committee Meeting 2 will be used to obtain “buy-in” on the corridor problems and potential solutions. Any solutions that are “off the table” should be identified at this meeting.

This meeting is currently unscheduled.

Stakeholder Group Meetings

Stakeholder Group Meeting 1: Stakeholder Group Meeting 1 will be a working meeting used to identify problem areas and obstacles in the corridor and to take a first look at potential solutions. The Consultant will facilitate round table discussions and brainstorming. The meeting will likely include break-out groups identified by geographic area or topic. Prior to the break-out session, the whole group should agree upon a consistent set of corridor goals.

This meeting was held on June 23, 2011 at the NYSDOT Main Office in Schenectady.

Stakeholder Group Meeting 2: Stakeholder Group Meeting 2 will be an opportunity to continue to develop the corridor-wide and site specific recommendations and solutions utilizing input from the Steering and Advisory Committees.

This meeting is scheduled for Monday, March 5, 2012 at the NYSDOT Region 1 Offices on State Street in Schenectady.

Stakeholder Group Meeting 3: Stakeholder Group Meeting 3 will be used to refine the corridor-wide and site specific recommendations and solutions utilizing input from the Steering and Advisory Committees.

Public Meetings

Public Meeting 1: Public Meeting 1 will be used to introduce the project to the general public. A central location should be chosen and members of the Advisory Committee should attend to provide local faces and contacts for the project.

This meeting is scheduled for Tuesday, March 6, 2012 in the Stedman Room at the William K. Sanford Town Library located at 629 Albany Shaker Road in Loudonville. The meeting will start with an open house at 5:30pm, presentation at 6:00pm, and additional open house time from 6:45pm till 7:30pm.

Public Meeting 2: Public Meeting 2 will be used to present the findings and recommendations of the ICM Plan to the general public. A central location should be chosen and members of the Advisory Committee should attend.