

Gun Club Corridor Study  
PUBLIC INVOLVEMENT PLAN



**KELLER**  
associates

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# GUN CLUB CORRIDOR STUDY PUBLIC INVOLVEMENT PLAN

LEWIS CLARK VALLEY METROPOLITAN PLANNING ORGANIZATION



May 10, 2016  
KA PROJECT NO. 216021

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# Gun Club Corridor Study

## PUBLIC INVOLVEMENT PLAN

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### I. INTRODUCTION

The Lewis Clark Valley Metropolitan Planning Organization (MPO) hired Keller Associates to conduct a study of the Gun Club Corridor (GCC). This corridor has been defined to include Lapwai Road (between E. Main Street and Old Gun Club Road), Old Gun Club Road (between Lapwai Road and 10<sup>th</sup> Street), and 10<sup>th</sup> Street (between Old Gun Club Road and the intersection of 10<sup>th</sup>/Warner/Thain).

As a part of this study, Keller will evaluate eight future projects identified in the MPO's latest Long Range Transportation Plan (LRTP) update, completed in 2013. Additionally, the intersection of Thain & Warner will be evaluated. One project of emphasis is the Nez Perce Drive extension, which is currently in the design phase.

The GCC is expected to experience a significant change in traffic volumes and patterns due to the impending Nez Perce Drive extension from Juniper Drive to Old Gun Club Road. It is anticipated that the public will be highly interested in what improvements occur along this corridor and what it will mean to local residences and business owners in the area.

This public involvement plan outlines strategies, goals, and schedule to guide the public involvement process as a part of the development of the GCC Study. The study's Steering Committee is directly related to the public involvement plan's development and implementation. The Steering Committee includes representatives from the MPO and its member agencies including Project Manager Pat Severance (City of Lewiston), MPO Director Shannon Grow (MPO/City of Lewiston), City of Lewiston Community Development Director Laura Von Tersch, City of Lewiston City Engineer Shawn Stubbers, ITD District 2 Senior Transportation Planner Ken Helm, Nez Perce County Road & Bridge Director Mark Ridinger, and the consultant team led by Keller Associates project manager Stillman Norton.

### II. PUBLIC INVOLVEMENT STRATEGY

The primary purpose of the public involvement strategy is to effectively *educate and engage* the public and key stakeholders through activities which will communicate concerns to the Steering Committee and build support for the nine proposed projects along the GCC.

The strategy will be implemented through the development and implementation of this Public Involvement Plan (PIP). The PIP will include meaningful opportunities for not only public *comment*, but public *participation* to help ensure that the process identifies and addresses the most important public needs and involves residents in the determination of the most feasible solutions to those needs. The PIP is flexible and fully integrated into the planning process. It will directly relate to each of the steps in the overall planning process so that opportunity for public participation is provided at key decision points. Note that while public input is important, the final decision regarding the GCC Study and its final recommendations will be made by the Steering Committee and approved by the MPO's Policy Board.

The PIP will provide opportunities for public involvement in three ways:

1. **Steering Committee** – The Steering Committee will be involved in all phases of the GCC Study. This group will be expected to attend project meetings, review draft documents, and provide review comments and feedback to Keller Associates. Project meetings will include up to four steering committee meetings, two public involvement meetings, and two MPO Technical Advisory Committee (TAC) presentations. This group is comprised of key representatives from the MPO, the City of Lewiston, Nez Perce County, and ITD District 2. Steering Committee members will channel information back and forth between the Steering Committee and their respective agencies. This group will ultimately make a final recommendation to the MPO, TAC and Policy Board to approve the final GCC Study.
2. **Key Stakeholders** – This group will be comprised of residents and representatives of key businesses along the corridor that will have a direct interest in what happens with any future projects along the corridor. The MPO will provide contact information to the consultant team for residences within 400 feet on either side of the corridor. Key businesses included in this group will likely include Schweitzer Engineering Laboratory (SEL), Home Depot, the Village Centre Cinema, and North 40. Additional groups that will be considered for this group include Vandervert Developments, McCann Limited Partnership, Port of Lewiston, the Lewiston-Nez Perce County Regional Airport, the Lewiston School Board, Quality Design Homes, All Saints Catholic Church, Lewiston Parks & Recreation, and Eric Peterson. This group will have an opportunity to review draft documents and provide comments back to the Steering Committee. The Steering Committee will determine which comments will be incorporated into final documents.
3. **Disengaged Stakeholders, Media, and General Public** – These are members of the community interested enough in the project to read about it in the newspaper, hear about it on the radio, or learn about it on television, but are not likely concerned with the technical details. This group will have an opportunity to learn about this project at two public involvement meetings. Additionally, informational boards/displays will be prepared by Keller Associates and posted at businesses near the proposed Nez Perce Drive extension, such as Home Depot, SEL, Village Centre Cinemas, and possibly North 40.

### III. PUBLIC INVOLVEMENT GOALS and OBJECTIVES

- ❖ To create a high degree of public awareness of the nine proposed projects along the corridor.
- ❖ To develop trust in the process and the Steering Committee.
- ❖ To identify and implement specific and flexible public involvement activities which meet the unique needs of area residents, adjacent property owners, and businesses
- ❖ To provide ongoing opportunities for appropriate participation and effective communication beginning at project kick-off and continuing at key decision points throughout the planning process.
- ❖ To thoroughly identify and address property owners, business operators and the public's most important needs and concerns regarding the corridor.
- ❖ To build support among residents, property owners, business operators, local agencies, and key stakeholders for the nine proposed projects.
- ❖ To educate the public about the standards used in the design process.
- ❖ To prioritize the nine proposed projects.

## IV. ROLES and RESPONSIBILITIES

### PROJECT SPONSOR

Lewis Clark Valley Metropolitan Planning Organization

*Provide overall project management and funding*

### TECHNICAL EXPERTISE

Keller Associates

*Provide technical planning and public involvement*

### GENERAL PUBLIC

Area residents / Local users  
Regional travelers

*Provide input; identify issues,  
review and comment on  
alternatives at public meetings*

### AGENCIES

City of Lewiston  
Nez Perce County  
Idaho Transportation Dept.

*Provide technical input and  
regulatory review*

### STAKEHOLDERS

Property / Business owners  
City of Lewiston  
Nez Perce County

*Represent specific areas of  
interest / local regulations*

### STEERING COMMITTEE

*Representation from*

LCVMPO / City of Lewiston  
Idaho Transportation Department / Nez Perce County

*Provide broad-based and local representation, project guidance, and assistance  
in identifying and evaluating alternatives*

## V. PUBLIC INVOLVEMENT PLAN SCHEDULE

The implementation of the PIP will be integrated into the overall Project schedule. This integration is demonstrated with specific dates as noted in the “Meeting Outline” shown in Table #1 below.

Table #1 - Meeting Outline	
ACTIVITY	SCHEDULE
<b>Steering Committee Meeting #1 – Project Kickoff</b> <ul style="list-style-type: none"> <li>• Meet the members of the Steering Committee</li> <li>• Establish communication channels</li> <li>• Review the overall project schedule including major milestones</li> <li>• Develop objectives of the Study (i.e. what shall the end product look like?)</li> <li>• Discuss available data and published materials which will be made available by the LCVMPO</li> <li>• Agree on a process for periodic work development submittal for interim review and approval</li> <li>• Review specific Task by Task work deliverables</li> <li>• Develop a meeting schedule, including Steering Committee Meetings</li> </ul>	<b>March 17, 2016</b>
<b>Steering Committee Meeting #2 – Public Involvement Plan</b> <ul style="list-style-type: none"> <li>• Review Steering Committee comments on draft Public Involvement Plan</li> </ul>	<b>April 2016</b>
<b>Steering Committee Meeting #3 – Existing Conditions</b> <ul style="list-style-type: none"> <li>• Review Steering Committee comments on draft Existing Conditions Report</li> <li>• Review materials for Public Involvement Meeting #1</li> </ul>	<b>June 2016</b>
<b>Public Involvement Meeting #1 – Existing Conditions</b> <ul style="list-style-type: none"> <li>• Study introduction and identify issues and concerns</li> <li>• Identify existing conditions</li> </ul>	<b>July 2016</b>
<b>Steering Committee Meeting #4 – Planned Improvements</b> <ul style="list-style-type: none"> <li>• Review Steering Committee comments on draft Planned Improvements Report</li> <li>• Identify which planned improvements will be presented to the public.</li> <li>• Review materials for Public Involvement Meeting #2</li> </ul>	<b>August 2016</b>
<b>TAC Meeting Presentation #1 – Existing Conditions</b> <ul style="list-style-type: none"> <li>• Present existing conditions</li> <li>• Present modeling to illustrate existing conditions</li> <li>• Confirm issues and goals and Purpose and Need</li> <li>• Discuss public comments</li> <li>• Discuss possible alternatives</li> </ul>	<b>August 24, 2016</b>
<b>Public Involvement Meeting #2 – Recommended Projects</b> <ul style="list-style-type: none"> <li>• Present feasible alternative designs</li> <li>• Gather comments and input to help rank and prioritize improvements</li> </ul>	<b>September 2016</b>
<b>Steering Committee Meeting #5 – Recommended Projects</b> <ul style="list-style-type: none"> <li>• Present/discuss public comments gathered on feasible alternatives</li> <li>• Rank/prioritize each project</li> </ul>	<b>September 2016</b>
<b>TAC Meeting Presentation #2 – Final GCC Study</b> <ul style="list-style-type: none"> <li>• Present/discuss final GCC Study</li> <li>• Request approval and present recommendation to Policy Board</li> </ul>	<b>November 16, 2016</b>
<b>Public Comment</b> <ul style="list-style-type: none"> <li>• Solicit any final public comments or input on the final draft of the Gun Club Corridor Study</li> </ul>	<b>November 2016</b>
<b>Policy Board Meeting – Final GCC Study</b> <ul style="list-style-type: none"> <li>• Review TAC recommendation and approve Final GCC Study</li> </ul>	<b>December 14, 2016</b>

## VI. PUBLIC INVOLVEMENT

The core opportunity for general public participation in the planning process will be through two open-house public involvement meetings. The tentative schedule, purpose and format for each of the two planned public involvement meetings are shown above in Table #1 “Meeting Outline”. Advance public notice will be provided using a combination of media releases, direct mailings to corridor residents/businesses, and personal invitations as appropriate. Opportunities to gather public comments will include both verbal and written comment formats.

Additionally, in advance of Public Involvement Meeting #2, Keller Associates will prepare and setup display boards at businesses along Nez Perce Drive. These displays will provide advance information on the Study, proposed alternates, and time and place of Public Involvement Meeting #2. These boards/displays will include comment forms that members of the public will be able to fill out and leave in a “dropbox” provided at each location.

The public may contact any project team member by phone or mail at any time. These contacts will be documented and added to the project record.

## VII. PUBLIC INVOLVEMENT SUPPORT TASKS / TOOLS

### A. *MEDIA COVERAGE*

The media plays a critical role in the public involvement process. They include the local newspaper, radio, and television stations. Keller Associates, with the assistance of the MPO and City of Lewiston staff, will provide information to these media sources in advance of public involvement meetings.

Keller Associates will develop and provide draft media releases to the Steering Committee, prior to the two public involvement meetings, to review, edit and distribute to the local newspaper, The Lewiston Tribune. The following media outlets will also be considered for distribution: the Dailyfly.com Facebook page, the Facebook page for the City of Lewiston, and Big Country News.

The information in the media releases may include Project updates, interim Project results, and information on upcoming Project events and meetings.

### B. *PROJECT MAILING LIST*

Keller Associates, in cooperation with the Steering Committee, will develop and maintain a Project mailing list. The mailing list will be used for distribution of key Project documents, notification of upcoming meetings, interim Project results as appropriate and any other uses deemed necessary to provide and gather public information. The mailing list will be updated by Keller Associates as needed to include anyone interested in receiving information on the Project status.

### C. *WRITTEN SURVEYS and COMMENT FORMS*

Keller Associates, in cooperation with the Steering Committee, will develop and utilize a variety of written formats to gather public comments and input. Written comment forms will be provided at each public involvement meeting and at presentations to the TAC.

#### **D. LOCAL CONTACT INFORMATION FOR QUESTIONS and REFERRALS**

All information circulated as part of the Project will include contact information for the LCVMPO, the City, and the Consultant team for use by anyone seeking more information about the Project. The contact information will include at least the following:

**Pat Severance, Project Manager**

City of Lewiston Engineering Division  
P.O. Box 617  
Lewiston, ID 83501  
Ph - 1.208.553.6809  
pseverance@cityoflewiston.org

**Shannon Grow, LCVMPO Director / Lewiston Transit Manager**

LCVMPO / City of Lewiston  
P.O. Box 759  
Asotin, WA 99403  
Ph – 1.208.298.1345  
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**Stillman Norton, Consultant Team Project Manager**

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Clarkston, Washington 99403  
Ph – 1.509.295.6095 / Fx – 1.509.295.6104  
stillman@kellerassociates.com

### **VIII. PUBLIC INVOLVEMENT PLAN MANAGEMENT**

The PIP will be managed in a collaborative manner as follows:

- The overall management will be done by the Keller Associates Project Manager, based on the approved PIP and general direction by the Steering Committee.
- The day to day management of the PIP will be done by Keller Associates' Project Manager.
- The PIP will be evaluated on an ongoing basis by the Steering Committee and Keller Associates and modified as needed to meet evolving needs.
- Documentation on the implementation and results of all public involvement activities will be developed and maintained by Keller Associates, for communications to the Steering Committee and summary in the final Project document.