

6. Comments and Coordination

Because this project is committed to using context sensitive descriptions principles, the public involvement plan was constructed to provide early, continuous and meaningful communication with all identified stakeholders. Necessary stakeholders to the project include the public, Hyde Park and North Logan Cities, resource agencies, highway designers, environmental professionals and project managers within the sponsoring agencies. The framework developed for the proactive communication between all stakeholders was strategically based on a series of decision points identified at the beginning of the scoping process.

The pivotal point of the communication organization was composing a Steering Committee which was made up of representatives from all project sponsors and the technical consultants. The task of this committee was to oversee the project development process ensuring that it met NEPA requirements. This oversight included public involvement plan development and implementation environmental investigations by professional consultants, jurisdictional involvement, coordination with co-operating agencies, and coordination with highway design engineers.

The Steering Committee received input from all stakeholders before they arrived at the pre-identified decision points. The committee, in turn, communicated the decisions that were made back to the stakeholders and took in comments from the appropriate stakeholders to provide them with advice before they moved through the next decision point. In this back and forth communication loop, stakeholders served as advisors to the Steering Committee throughout the development process.

6.1. Steering Committee Coordination

The Project Team met with the Steering Committee regularly during the development of this document. The Steering Committee was made up of representatives from the key agencies and communities associated with and impacted by the study. The Steering Committee and Project Team make up is as shown in Table 6.1-1:

Table 6.1-1 Steering Committee Representation

Steering Committee Members	Representing
Cordell Blatt	City of North Logan
Ross Lapray	City of North Logan
Dave Kooyman	City of Hyde Park
Reed Elder	City of Hyde Park
Jeff Gilbert	CMPO
Jim Gass	City of Smithfield
Brad Humphreys	UDOT, Region 1
Dave Holmgren	UDOT, Region 1
Stan Adams	UDOT, Headquarters
Key Project Team Members	Representing

Chuck A. Larson	J-U-B ENGINEERS, Inc.
Brian Deeter	J-U-B ENGINEERS, Inc.
John Powell	J-U-B ENGINEERS, Inc.
Justin Smart	The Langdon Group
Dennis Wenger	Frontier Corporation
Robert Palmieri	Frontier Corporation
Former Committee Members or Project Team Members	
Jeff Berna	FHWA
Dave Holmgren	UDOT R1
Stan Adams	UDOT Headquarters
Candy Miller	The Langdon Group
Robert Palmieri	Frontier Corporation

6.2. Public Involvement Co-ordination

A draft public involvement plan was developed by the consultants and approved by the Steering Committee. The plan was a flexible plan that was organized around seven core techniques or elements that could be adjusted during the scoping period to insure that the involvement was inclusive and meaningful as well as early and continuous.

Seven core elements of the public involvement plan:

1. Identification of stakeholders and maintenance of a stakeholder mailing list so contact by mail may take place at appropriate times during the project (newsletters distributed through direct mail)
2. Compiling of project background information that will be supplied to the stakeholders so that they can have meaningful input of their concerns, issues, and ideas
3. One on one and small group interviews to identify and understand issues of those who are property owners or residents in the corridor area of the project.
4. Three open houses, the first in Hyde Park, the following two at the North Logan Library.
5. Special Advisory Stakeholder Groups organized for additional collaborative work on specific issues that appeared unresolved through initial interviews and open houses
6. Communication to public at large through press releases to the Herald Journal and local radio stations
7. Quick and ongoing availability to stakeholders (The Langdon Group provides and staffs a toll-free 800 phone number which will be available for all stakeholders.)

6.2.1. Identification of stakeholders

Initially a mailing list was compiled of all property owners within the study area. This list was constantly updated with the names of those attending open houses, names obtained when interviewing stakeholders and asking, “Who else should we be speaking with?” At the time of mailing out the environmental justice survey, a visual survey was completed of all area businesses to obtain mailing information for those renting space from the property owners. Additionally apartment complex managers were contacted to acquire direct mailing addresses for all complex residents. The first mailing was direct mailed to approximately 500 addresses and the fourth mailing to approximately 900 addresses.

6.2.2. Compiling of project background information

The “Information and Project Background Sheet” was developed to prepare stakeholders with initial project information they needed to understand the parameters of the project and provide them with a meaningful beginning in the public involvement process. A corridor map showing the study area was included with a project description. Information on City General Plans for Hyde Park and North Logan along with the Long Range Plan for Cache Metropolitan Planning Organization was provided. The decisions and their timing within the project were identified as well as an explanation of the public’s participation opportunities and how these fit into the identified decisions structure.

Information was provided for arranging the one-on-one on-site interviews. Interested persons were encouraged to contact the consultant at their toll-free 800 phone number, their mailing address or by e-mail.

The particulars of date, location, and time, for the first open house were provided as well as the overall time schedule for the project.

This information was reviewed and approved by Steering Committee members. This project background information sheet was distributed to all stakeholders to ensure that all received the same information regarding the project.

6.2.3. One-on-one and small group interviews

The purpose of conducting one-on-one/small group interviews is to help in identifying additional stakeholders that may not be recognized during the initial phase of stakeholder identification, to begin identifying project needs, issues, community values (same as criteria) before the first open house and to create a network of interested public who will help spread information.

The interview format was designed to be open-ended, allowing the stakeholder to freely express feelings, concerns, and interests regarding the project, as well as ask questions and request additional information. The interviews began by reviewing the project information and background sheet (these had been sent out prior to interviews to property owners in the project study corridor). The facilitator then used the following questions:

- What do you think about the need for this project?
- What are your issues or concerns about this project?
- What ideas and suggestions do you have for solving the transportation problem (if they felt there is one)?
- What criteria do you think is important to use in evaluating alternatives?
- What additional information do you need concerning this project?

The interview was closed by encouraging the stakeholder to attend the open houses and to use the supplied consultant contact information if they had questions or concerns at any time during the project development process.

To track comments, the corridor was divided into eight areas plus a ninth area of “Other”. The areas were determined after the initial one-on-one and small group interviews and the first open house were completed. After reviewing the issues and concerns brought forward during these public involvement activities, the eight areas were identified by the facilitator on the basis of like issues within an area. However, this certainly did not preclude different perspectives on specific issues within that area.

The value of identifying the areas is that a balanced input is more likely to be achieved if comments can be tracked according to a location or area. If one area is not readily participating in the planned public involvement activities, this can be recognized and dealt with early on in the process with adjustments to the plan.

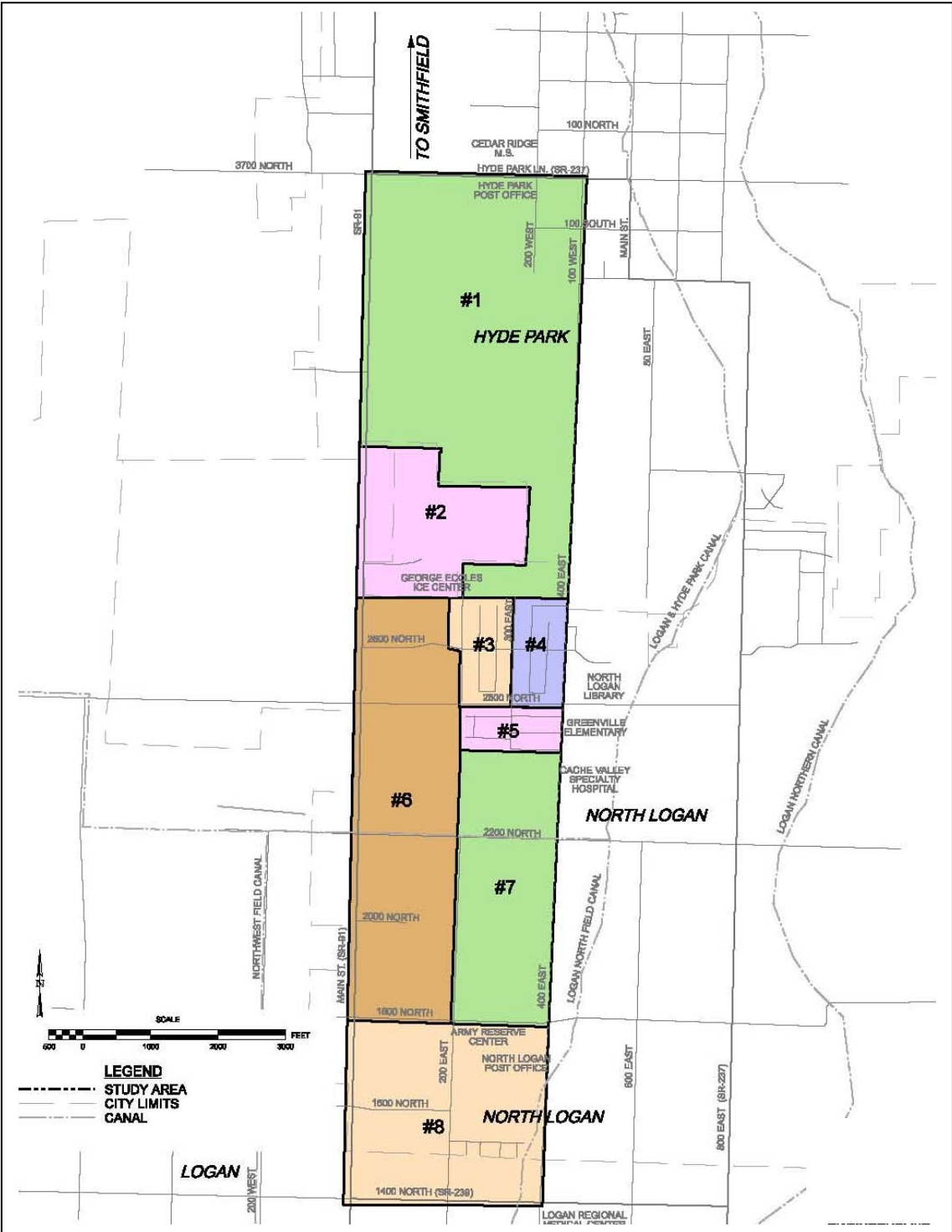


Figure 6.2-1 Corridor Analysis Area

Corridor Analysis Area	Number of 1-on-1 interviews
#1 North corridor, Hyde Park	7
#2 County jurisdiction area	2
#3 200 East to 300 East from 2500 North to county property	10
#4 300 East to 400 East from 2400 North to county property	4
#5 Cinnamon Ridge community	2
#6 Hwy 91 to 200 East from 1800 North to county property	7
#7 200 East to 400 East from 1800 North to 2400 North	2
#8 Hwy 91 to 400 East from 1400 North to 1800 North	0
#9 * Outside study corridor	13
Total number of one-on-one interviews conducted	49

*#9 included: (organization and position)

- Cache County School District; Business Administrator, Director of Transportation
- North Logan Fire Department; Fire Chief
- North Logan; City Administrator
- North Logan; City Engineer
- Hyde Park; Mayor and Councilman
- North Park Police; Chief of Police
- Cache County Planning Director
- Logan City Police Department; Chief of Police
- Cache Valley Chamber of Commerce; Executive Director
- Herald Journal; Reporter
- Cache Valley Transit Dist.; Director, Operations Manager
- USU Innovation Campus; Manager
- USU Facilities Planning; Director

6.2.4. Series of Three Open House Workshops

These three workshops were strategically scheduled to take place before major decision points of the project development process. This provided the opportunity for the Steering Committee to collaborate with the community before decisions were made. At the following workshop decisions made by the Steering Committee were reviewed by the public to help them formulate their comments that would provide more collaboration between the Steering Committee and the public.

The open house workshops were held anytime from 4 to 7p.m. At each workshop, displays were set on easels in a semicircle. All workshops were hosted by the Steering Committee members. This provided the opportunity for one-on-one interaction and direct expression of concerns, ideas, and interests to the process decision makers. The attendees were asked to complete a comment form which provided space for them to identify which corridor analysis area they were in. Noting public comments by corridor analysis areas helped people achieve a better perspective of differing opinions of specific issues, ideas, and desired criteria for corridor evaluation (Table 6.2-2).

The format resulted in a good exchange of ideas and information as indicated on the responses to the comment form evaluation questions.

Table 6.2-2 Three Strategically Scheduled Open House Workshops

Date	Location	Open House Purpose	Number signing attendance form
1/27/04	Hyde Park City Hall	Provide project background information Receive public comment on: <ul style="list-style-type: none"> • Project need • Public issues, concerns, interests • Criteria for evaluation of solution ideas • Solution ideas 	36
3/23/04	North Logan Library	Provide results from Open House #1 Receive public comments on: <ul style="list-style-type: none"> • Statement of project need • List of issues, concerns, interests and add more if not listed • Review and prioritize criteria for solution evaluation • 14 suggested solutions received from public. 	68
5/4/04	North Logan Library	Review results from public comments received at Open House #2 Make comments on: <ul style="list-style-type: none"> • Draft purpose and need statement • Comment on emerging best alternatives 	51

6.2.5. Special Advisory Stakeholder Groups

Two issues benefited from additional focus beyond the one-on-one interview and open house attendance. These issues are the 200 East neighborhood concerns (2500 North to 2700 North) and Cache Valley Independent School District’s future school location desires.

The consultant facilitated two neighborhood meetings for the 200 East neighborhood. Each were held at the Thomas Edison Charter School. For the first meeting, notices were hand delivered to the homes in this area. For the second meeting notices were direct mailed to the homes. The group submitted written comments to the Steering Committee as a result of their meetings.

Cache Valley Independent School District did not have written documentation of their desire to place a school adjacent to the County Recreation Area located within the planning corridor. A meeting was facilitated to bring together the school district superintendent and business administrator, the county administrator, the mayor and a city council member from Hyde Park, the planning director from North Logan, the Utah State Parks and Recreation Grants Coordinator and consultants to discuss the school districts intentions. As a result of the meeting, the Cache Valley Independent School District provided a letter clarifying their intent.

6.2.6. Communication to Public through Press Releases and Direct Mail

The timing for this communication technique was also controlled by the decision points, so that communication of information to the public took place before they were asked for their input at the public open house workshops.

The information then collected from the public was used to advise the Steering Committee through their next decision point.

Table 6.2-3 gives the specific sequence of items direct mailed, press releases sent out and display ads purchased.

Table 6.2-3 Sequence of Communication

Technique	Date	Description	Distribution
Direct mail	Jan. 12, 2004	Information letter (introducing project and asking for interview and announcing date of first open house- 1/27/04) Background and information sheet	Direct mailed to approximately 500 addresses in Corridor Planning Area. Hand delivery to residents of Cinnamon Ridge
Press releases	Week of 1/19/04	Announcement of project, contact information and open house #1	Herald Journal KVNU Cache Valley Radio Group
Display Ads	1/25/04 1/27/04	Project description Date, location, time and purpose of Open House #1	Herald Journal
(Open House Workshop #1)			
Newsletter 1	March 2004	Information from 1-on-1 interviews; small group interviews & Open House #1: Project need Issues, concerns, interest Criteria for solution evaluation 14 solution ideas generated by public Dates for Open Houses #2 and #3 (location, time)	Direct mailed to approximately 600 addresses Hand delivered to approximately 60 locations in Cinnamon ridge
Press releases	Week of 3/15/04	Description of project Date, location, time and purpose of Open House #2 Contact information	Herald Journal KVNU Cache Valley Radio Group

Display Ads	3/21/04 3/23/04	Open House date, location, time and purpose Present information and receive comments on information gathered from the public during the Public Involvement process so far: Transportation improvement needs in this area Issues, concerns and interests connected with a solution Criteria for evaluating solution ideas 14 solution ideas suggested by the public	Herald Journal
Open House #2			
Newsletter #2	End of April 2004	Public information collected up through Open House #2 Steering Committee screening results of the 14 solutions suggested by the public Map showing the 14 routes and the resulting 6 routes following Steering Committee screening Notice for Open House #3 Contact information	Direct mailed to 664 households.
Press Release	Week of 4/26/04	Description of project Date, location, time and purpose of Open House #3 Contact information	Herald Journal KVNU Cache Valley Radio Group
Display Ads	5/2/04 5/4/04	Description of project Date, location, time and purpose of Open House #3 Contact information	Herald Journal
Open House #3			
Newsletter 3	May-June 2004	Project process and where we are within the process Review of Alternative selection going from 14 alternatives down to 3. Table showing evaluation of feasible to emerging best alternatives. Information on “what happens next”. Contact information	Mailed out to approximately 800 addresses

6.2.7. Quick and Ongoing Availability to Stakeholders

The consultants provided a toll-free 800 number which is staffed and provided to stakeholders on all written materials. An e-mail address was also provided for stakeholder communication. Stakeholder questions and needs for information were handled in a timely manner.

6.3. Cooperating Agencies

Cooperating agencies were identified and letters were sent out inviting them to a scoping meeting, held April 13, 2004, from 9:00 am to 1:00 pm at the North Logan Library. The agenda for the four-hour meeting included: introductions with roles and responsibilities for the project; project overview covering alignment of project with NEPA, project purpose and need, public involvement report, and a review of technical environmental issues; a site tour; discussion of agencies’ issues and requirements; and creation of a partnering agreement.

Invitees to the workshop included representatives from:

- U.S. Army Corps of Engineers
- Utah Farm Service Agency
- UD Water Rights, Dam Safety
- Utah Division of Wildlife Resources
- Utah State Historic Preservation Office
- U. S. Army Reserves

Also attending:

- Federal Highway Administration
- Utah Department of Transportation
- Consultants (engineering, environmental, cultural, public involvement)

6.4. City Council Coordination (North Logan and Hyde Park)

Presentations were made to city councils at strategic times during the scoping process. Information collected from the public involvement process was presented including project need, issues and concerns, criteria for solution evaluation, and solution ideas. City council members were asked for their comments and needs for additional information. Consultants appeared twice at both city councils to maintain the communication loop. Presentations to city councils are summarized in table 6.4-1.

Table 6.4-1 City Council Presentations

Date	City Council
3/10/04	Hyde Park
3/18/04	North Logan
4/13/04	Hyde Park
6/23/04	Hyde Park
7/8/04	North Logan

6.5. CMPO Coordination

Presentations were also made to CMPO at strategic times during the scoping process. Information collected from the public involvement process was presented including project need, issues and concerns, criteria for solution evaluation, and solution ideas.

Board members were asked for their comments and needs for additional information. Presentations to the CMPO occurred on 3/18/04, 5/3/04, 6/7/04, and 6/24/04.