

# ***APPENDIX F***

## ***Public Involvement Plan***



# CLARKSTON SCHOOLS SAFETY STUDY PUBLIC INVOLVEMENT PLAN

LEWIS CLARK VALLEY METROPOLITAN PLANNING ORGANIZATION



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KA PROJECT NO. 221120

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# **Clarkston Schools Safety Study**

## **PUBLIC INVOLVEMENT PLAN**

**December 10, 2021**

### **I. INTRODUCTION**

The Lewis Clark Valley Metropolitan Planning Organization (MPO) hired Keller Associates to provide planning services related to the City of Clarkston Schools (Clarkston High School, Holy Family Catholic School, Parkway Elementary School, and Grantham Elementary School)

The schools throughout the City of Clarkston generally do not have up-to-date and complete pedestrian routes for students to travel to and from school. The above schools will be evaluated, and improvements recommended to provide increased safety of all users during the school year.

Keller Associates will develop a Schools Safety Study that will include previous submittals, such as the existing conditions and potential solutions writeups, public and jurisdictional participation information, and other relevant information. This study will include a comprehensive project list with planning-level opinions of probable construction cost, schematics and /or conceptual design details to illustrate the proposed improvement (s) or street section(s), and a project priority list. Additionally, this Study will incorporate, as appropriate, comments received from the Steering Committee, LCVMPO TAC, and stakeholders.

This public involvement plan outlines strategies, goals, and schedule to guide the public involvement process as a part of the development of the Clarkston Schools Safety 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 Kevin Poole (City of Clarkston), MPO Director Shannon Grow (MPO), and the consultant team led by Keller Associates project manager Scott Linja.

### **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 to gather input and feedback on potential solutions. for the intersections around Clarkston's four schools.

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 school 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 Clarkston Schools Safety 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:

**Steering Committee** – The Steering Committee will be involved in all phases of the Clarkston Schools Safety 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, up to four school meetings, and two MPO Technical Advisory Committee (TAC) presentations.

This group is comprised of key representatives from the MPO, Shannon Grow, Director; the City of Clarkston; Mayor Monika Lawrence and City Council Members: Skate Pierce, John Murray, Russ Evans and Public Works Director, Kevin Poole, PE; Rob Huffman, Grantham Elementary School; Dan Lejameyer, Parkway Elementary School; Sharon Hunt, Holy Family School Principal; Dave Jagannath, Clarkston School District; Jeff Smith, Lewis Clark Bike Alliance; Jenny George, PTBA, and Doug LaMunyan, Clarkston High School Principal.

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 Clarkston Schools Safety Study.

1. **KEY STAKEHOLDERS** – This group will be comprised of The City of Clarkston's Public Works, the Clarkston School District, School Staff, and Crossing Guards, the Lewis Clark Bike Alliance; the Asotin County Public Transportation Benefit Area (PTBA), the LCVMPPO Policy Board and TAC, Clarkston Police Department. The Steering Committee will determine which comments will be incorporated into final documents.

The schools will have an opportunity to learn about this project with a public open house event at each school. Additionally, an electronic survey will be created and posted on the MPO website and on the City of Clarkston website.

2. **DISENGAGED STAKEHOLDERS, GENERAL PUBLIC** – These are members of the community interested enough in the project to read about it in on the LCVMPPO website but are not likely concerned with the technical details.

### III. PUBLIC INVOLVEMENT GOALS and OBJECTIVES

- ▶ To create a high degree of public awareness of the four proposed projects around the schools.
- ▶ 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 areas around the four schools.
- ▶ To build support among residents, property owners, business operators, local agencies, and key stakeholders for the four proposed projects.
- ▶ To educate the public about the standards used in the design process.
- ▶ To prioritize the proposed projects.

#### IV. ROLES and RESPONSIBILITIES

The groups in the graphic to the right represent the varying inputs and levels of decision making which will go into the project.

**PROJECT SPONSOR** – the Lewis Clark Valley Metropolitan Planning Organization. The MPO will provide overall project management and funding.

**TECHNICAL EXPERTISE** – Keller Associates. They will provide technical planning and public involvement.

**STEERING COMMITTEE** – LCVMPO Director, Shannon Grow, City of Clarkston Public Works Director, Kevin Poole, PE, LCVMPO Policy Board and TAC Members. They will provide broad-based and local representation, project guidance, and assistance in identifying and evaluating alternatives

**KEY STAKEHOLDERS** – The City of Clarkston’s Public Works, the Clarkston School District, School Staff, and Crossing Guards, the Lewis Clark Bike Alliance; the Asotin County Public Transportation Benefit Area (PTBA), the LCVMPO Policy Board and TAC, Clarkston Police Department. This group represents specific areas of interest and local regulations.

**GENERAL PUBLIC STAKEHOLDERS** – Residents near the schools that have a direct interest in the project. They will provide input, identify issues, and review and comment on alternatives at the public-school meetings and the online surveys.





## V. PUBLIC INVOLVEMENT

The core opportunity for general public participation in the planning process will be through the school open-house public involvement meetings. The tentative schedule, purpose and format for each of the planned public involvement meetings are shown above in Table #1 “Meeting Outline”.

<b>Table #1 - Meeting Outline</b>	
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 LCVMPPO</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>September 2021</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>November 2021</b>
<b>Data Collection</b> <ul style="list-style-type: none"> <li>• Intersection Counts at each of the schools</li> </ul>	<b>October 2021</b>
<b>Public Involvement School Meetings (four) – Existing Conditions and Alternate Improvements</b> <ul style="list-style-type: none"> <li>• Study introduction, identify issues and concerns</li> <li>• Present draft improvement alternatives and receive comments</li> <li>• Present survey on site as well as on the LCVMPPO website</li> </ul>	<b>November - December 2021</b>
<b>TAC Meeting Presentation #2 – Final Clarkston School Safety Study</b> <ul style="list-style-type: none"> <li>• Present/discuss final Clarkston Schools Safety Study</li> <li>• Request approval and present recommendation to Policy Board</li> </ul>	<b>January 2022</b>
<b>Policy Board Meeting – Final Clarkston School Safety Study</b> <ul style="list-style-type: none"> <li>• Review TAC recommendation and approve Final GCC Study</li> </ul>	<b>February 2022</b>

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.

## VI. PUBLIC INVOLVEMENT SUPPORT TASKS / TOOLS

### A. PROJECT MAILING LIST

Keller Associates, in cooperation with the Steering Committee, will develop and maintain a Project electronic 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.



## B. 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.

## C. LOCAL CONTACT INFORMATION FOR QUESTIONS AND REFERRALS

All information circulated as part of the Project will include contact information for the LCVMPPO, 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:

**Scott Linja, PE, Consultant Team Project Manager**  
 Keller Associates, Inc.  
 733 5th Street, Suite A | Clarkston, Washington 99403  
 Ph – 1.509.295.6095 / Fax: – 1.509.295.6104  
[slinjs@kellerassociates.com](mailto:slinjs@kellerassociates.com)

**Shannon Grow, LCVMPPO Director / Lewiston Transit Manager**  
 LCVMPPO / City of Lewiston  
 P.O. Box 759 | Asotin, WA 99403  
 Ph – 1.208.298.1345  
[director@lewisclarkmpo.org](mailto:director@lewisclarkmpo.org)

**Kevin Poole, PE, Public Works Director**  
 City of Clarkston, WA  
 829 5<sup>th</sup> Street | Clarkston, Washington 99403  
 Ph – 1.509.758.1662  
[clarkstonpwd@clarkston-wa.com](mailto:clarkstonpwd@clarkston-wa.com)

## VII. 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.