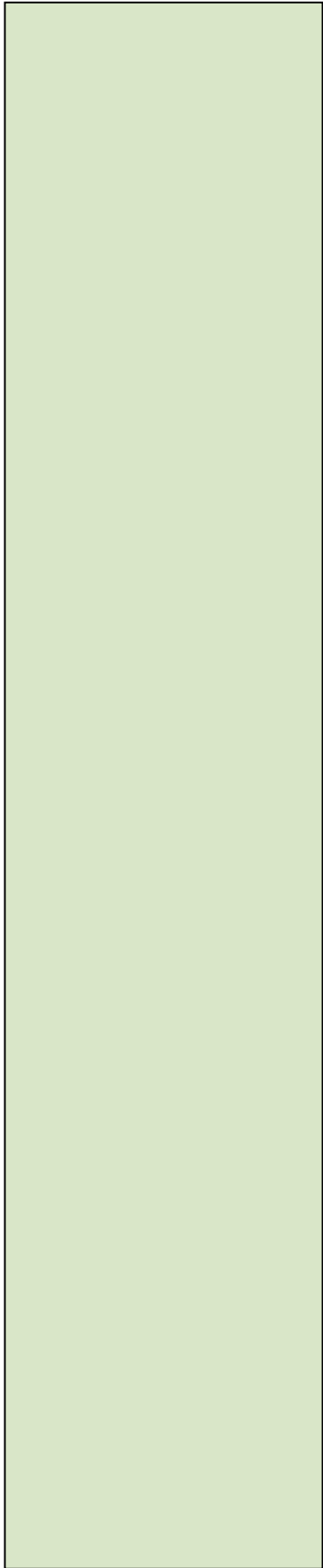


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## APPENDIX B – PUBLIC INVOLVEMENT INFORMATION







## **Public Involvement Plan (PIP)**

### **July 1, 2005**

#### **Introduction**

The Ohio-Kentucky-Indiana Regional Council of Governments (OKI), the Metropolitan Planning Organization for the Greater Cincinnati area, has initiated a major investment study of Western Hamilton County. The study encompasses functionally-classified roadways of the western portion of Hamilton County, Ohio stretching east to west from the Mill Creek and Colerain Avenue, all the way to the Indiana state line and north to south from Butler County, Ohio to the Ohio River. This also includes the western suburbs of the City of Cincinnati. Major roadways included are I-74 and I-275; U.S. 27 and 50; SR126, 128, and 264.

#### **Structure**

Although OKI will serve as the lead agency on the study, OKI depends on the input and cooperation from representatives throughout the study area. Therefore, both an Oversight Team and Advisory Committee will be formed.

The **Oversight Team** will be the core group which works with one another, the study's consultant team, and OKI staff to drive the study towards a powerful and beneficial strategic plan. The Oversight Team will be comprised of both staff professionals and elected officials. The Team will have direct technical and political input into the study. It is anticipated that the Team will meet monthly beginning in early June 2005 and continue until the study's completion on or before December 31, 2006.

The **Advisory Committee** is a larger, more broad-based committee which will serve in an advise-giving capacity to the Oversight Team members. This will assure participation from a diverse representation of Western Hamilton County interested-parties. It is anticipated that the Advisory Committee will hold quarterly meetings throughout study process.

## **Problems, Needs and Goals**

Due to rapid growth in both population and commerce, local roadways are operating at or close to capacity. This increase has also placed a growing burden on the local interstate system including I-74, a major trade corridor for the region. Therefore, the purpose of the study is to develop a strategic plan that will improve the mobility and safety of residents, commuters, visitors and freight throughout Western Hamilton County. The strategic plan will prioritize recommendations to meet current transportation needs and provide a plan of action for the future needs of Western Hamilton County for the next 25 years.

Other broad range goals of the study include:

- Improving safety
- Enhancing the integration and connectivity of the transportation system
- Increasing accessibility and mobility options including bicycle and pedestrian modes
- Protecting and enhancing the natural environment
- Examining and planning transportation improvements in conjunction with known existing and anticipated land uses
- Supporting economic vitality
- Promoting efficient transportation system management and operation
- Emphasizing the preservation/maintenance of the existing transportation system

## **Public Involvement Plan Goals**

Defining and developing large-scale transportation improvements is a complex, involved process. Multiple stakeholders and participants are involved, each with individual goals and concerns. A coordinated Public Involvement Process not only engages the parties in dialogue, but is sensitive to local considerations and issues. The following goals have been set forth for the Public Involvement Plan:

1. Establish an identity for the Western Hamilton County Transportation Study.
2. Increase public awareness and project understanding through communicating clearly, accurately and in a timely fashion with the public regarding the project.
3. Be responsive to public comments and concerns and provide feedback whenever possible.
4. Develop a partnership with the media to ensure accurate reporting of information.
5. Allow the project management team to accomplish regular communication with key groups in a cost effective and timely manner.

## **Environmental Justice Issues**

The Public Involvement Plan will follow OKI's Policy For Environmental Justice Community Inclusion throughout the study process.

## **Index of Public Involvement Tasks**

Task 1:	Database
Task 2:	Identify and integrate environmental justice communities and organizations into study process
Task 3:	Develop project logo
Task 4:	Develop website
Task 5:	Establish phone number
Task 6:	Informational packet
Task 7:	Roving presentations
Task 8:	Special events
Task 9:	Direct Mail
Task 10:	Public Meetings
Task 11:	Media relations
Task 12:	Paid advertisements
Task 13:	Ongoing program evaluation
Task 14:	Administrative Record

## **Summary of Public Involvement Tasks**

### **Task 1: Database**

- *Purpose:* Databases will be utilized to communicate with a variety of audiences. Database entries will include name, address, phone number, fax, and/or email. Separate contact lists will be developed for community organizations, institutions, businesses, media, elected officials and the public. Information will be gathered from key stakeholders, Oversight Team and Advisory Committee members in order to develop the databases.
- *Deliverable:* Databases for institutions and community organizations including: business associations, media, elected officials, public, Environmental Justice groups, community councils, schools, neighborhood associations, parks, etc.
- *Timeline:* Initial database will be completed by **May 31, 2005** to be first used in creating draft Advisory Committee membership list. Input to the database will be **ongoing** throughout the study.

### **Task 2: Identify and integrate environmental justice communities and organizations into study process.**

- *Purpose:* By identifying the environmental justice communities in the study area, targeted meetings and material distribution can be implemented to assure inclusion in the study process.
- *Deliverable:* List of identified environmental justice communities. Scheduled meetings with organizations representing these communities as well as material distribution and meeting notifications.
- *Timeline:* Initial list to be completed by **May 31, 2005** for use in creating a Draft Advisory Committee membership list. Information on environmental justice communities will be **ongoing** throughout the study.

### **Task 3: Develop project logo**

- *Purpose:* In order to create a consistent message and look for the study, a logo will be developed. This will establish the look and identity of the project. The logo will appear on all materials as well as the website, display boards, etc.
- *Deliverable:* A Western Hamilton County Transportation Study logo.
- *Timeline:* **April 19, 2005**

### **Task 4: Develop website**

- *Purpose:* The website will offer a clear study description and up-to-date information relative to project activities. It provides an excellent opportunity to provide detailed project descriptions as well as promote upcoming events and meetings. Most recent information and press releases will be added to the site. It will be housed on the OKI website but will have its own URL address. Links to study stakeholders will be placed on the website. The web address will appear on all materials ([www.westernstudy.org](http://www.westernstudy.org)).
- *Deliverable:* Webpage with detailed/current study description and activities.
- *Timeline:* Up and running on **May 12, 2005**. **Ongoing** maintenance will occur monthly throughout the study.

### **Task 5: Establish phone number**

- *Purpose:* A phone number will be established with a recorded message so that interested parties can request information, make suggestions or ask questions. Messages will be checked twice a week and responded to in a timely fashion. Those who call will be asked to provide their name, address, phone number and email address so that they can be added to the project database. The phone number will appear on all printed materials (513-621-6300 ext. 124).
- *Deliverable:* A dedicated phone number for the project inquiries, suggestions, etc.
- *Timeline:* **June 14, 2005**

### **Task 6: Informational packet**

- *Purpose:* The informational packet will be used to educate the public, businesses, schools and organizations. It will include a handout or brochure describing the study, a study area map, a list of contacts, the study's phone number, pertinent websites, and current survey instrument. This packet can be taken to public meetings, council/trustee meetings, speaking engagements, and any other event. The packet will also be mailed to anyone who requests project information.
- *Deliverable:* Informational packet with handouts and/or brochure, project partner list, pertinent websites and phone numbers, a copy of the survey.
- *Timeline:* Initial packet created for use in stakeholder meetings by **January 15, 2005** and **ongoing** updates will occur throughout study process to meet changing needs and new information as it develops.

### **Task 7: Roving presentations**

- *Purpose:* Roving presentations will be developed to take to council/trustee meetings, special events, public meetings, etc. The presentation will provide information and gather feedback.
- *Deliverable:* Laptop presentation set up to provide and gather information
- *Timeline:* **Summer 2005, Spring and Summer 2006**

### **Task 8: Special events**

- *Purpose:* Western Hamilton County plays host to numerous special events. The study will work to take advantage of such events as resource permit to gather input, inform and educate the community. These events will provide an informal environment to communicate with those in the project area.
- *Deliverable:* Events throughout the study area, calendar of pre-existing events.
- *Timeline:* Draft of events to present at Oversight Team **June 14, 2005** meeting. A calendar of events will be updated and attendance at special events will occur **ongoing** throughout the study process.

### **Task 9: Direct Mail**

- *Purpose:* Direct mail pieces will be developed as needed to communicate with members of the business community, the public and community organizations. Postcard invitations will be created to announce public meetings or any other special events relative to the study. Mailing can be sent to those who have signed up for the project database or can be targeted to certain neighborhoods, communities or areas.
- *Deliverable:* Postcard invitations, additional pieces as needed.
- *Timeline:* Postcards available **July 2005**. Mailings will be **ongoing** throughout the study process as needed

### **Task 10: Public Meetings**

- *Purpose:* A minimum of three rounds of public meetings will be held in easily accessible, no- or low-cost facilities in the study area. These will serve as a forum to both inform and gather input from those directly affected by the project. The meetings will be advertised through legal notices posted in community papers as well as efforts of the Oversight Team and Advisory Committee. A press release will be circulated to all relevant media at least one week prior to the events with follow up calls to all beat reporters. Flyers will also be created to promote the meetings and will be distributed through employers, faith communities, libraries and schools in the study area. The meetings will be conducted in an open house style with project participants and spokespeople available to answer questions and provide information. Display boards will be used for visual aids and information packets/handouts will be made available to those who attend. The meetings will provide the opportunity to survey attendees. Sign-in sheets will collect information from attendees that will be added to the database.

- *Deliverable:* At least three rounds of public meetings. Promotional and informational materials as well as visual aids will be created.
- *Timeline:* **September 2005, March 2006, September 2006**

### **Task 11: Media relations**

- *Purpose:* A comprehensive media relations effort will guarantee project updates are reported through the media. A media relations plan will be developed and implemented. Tasks that will be included in the plan include the development of a list of appropriate spokespersons and media training will be provided. A media packet will be developed and will include: a contact list of spokespersons, a study summary, study schedule, as well as any handouts/brochures. Articles highlighting project changes/updates will be written and submitted to the newspapers and community newsletters. Study leaders will meet with editorial boards and reporters who have an interest in the project. Media coverage will be monitored and documented.
- *Deliverable:* List of project spokespersons, media training, media packet, newspaper articles, media coverage book.
- *Timeline:* **June 30, 2005**

### **Task 12: Paid advertisements**

- *Purpose:* Paid advertising will be considered in order to further the message and promote special events, meetings, etc. At this time, it is recommended that the paid schedule include newspaper ads in community papers and newsletters as well as school papers within the study area. It is required that the public meeting announcements appear as legal advertisements in the following papers: Cincinnati Enquirer, the Cincinnati Herald and the Spanish Journal. The announcement will also be sent to community papers and organizations in the study area.
- *Deliverable:* Newspaper advertisements as needed to announce major project milestones. Consideration of other paid advertisements as study moves forward.
- *Timeline:* Paid advertisements will occur **prior to each Public Meeting**. Other announcements will occur **as needed** during the study.

### **Task 13: Ongoing program evaluation**

- *Purpose:* Quantitative analysis will indicate if the goals of the Public Involvement Plan are being met along the way. Once every three months, a review of the plan will be conducted. Staff will look at how many people have completed the study's survey, how many are attending public meetings and special events, how many requests for information or presentations have been received and what type of media coverage the study has received. Once this information is gathered and reviewed, the staff and Oversight Team can determine if the Public Involvement Plan requires revision and take any necessary action.
- *Deliverable:* An effective, fluid Public Involvement Plan
- *Timeline:* **2005: June, September, December**  
**2006: March, June, September, December**

#### **Task 14: Administrative Record**

- *Purpose:* A record of who has made contact with what organization and when that contact was made will be kept track of.
- *Deliverable:* Schedule of completed tasks, contacts
- *Timeline:* **Ongoing** throughout study.





## ADVISORY COMMITTEE MEMBERSHIP DESIGNATION FORM

1. Name of **Agency/Group**: \_\_\_\_\_

2. Our Agency/Group **ACCEPTS** the invitation to serve on the Committee: **YES | NO**  
(if you answered "YES," please continue to question #3)

Our Agency/Group **DECLINES** the invitation to serve on the Committee: **YES | NO**  
(if you would like to provide any written comments regarding this decision, please use the back of this sheet)

Our Agency/Group asks to remain on the study's general **mailing list**: **YES | NO**

3. Name of Designated **REPRESENTATIVE**: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address (city, state & zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

4. Name of Designated **ALTERNATE**: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address (city, state & zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PLEASE RETURN BY JANUARY 31, 2006 – 5:00 P.M. TO:**

Ms. Regina Fauver, Administrative Assistant

OKI Regional Council of Governments

720 E. Pete Rose Way, Suite 420

Cincinnati, Ohio 45202

Phone: (513) 621-6300 ext. 128 | Fax: (513) 621-9325 | E-Mail: [rfauver@oki.org](mailto:rfauver@oki.org)

**THANK YOU!**



## Appendix Jurisdictional One-on-One Meetings

Local Western Jurisdiction	Jurisdiction Representative Met With	Meeting Date
Village of Addyston	Mayor Dan Pillow	01/10/05
City of Cheviot	Steve Neal, Safety-Service Director	12/08/04
City of Cincinnati	Eileen Enabnit, Martha Kelly, Greg Long, and Reggie Victor	12/16/04
Village of Cleves	Mayor Danny Stacy	12/20/04
Colerain Township	Trustee Diana Lynn Rielage	01/12/05
	Kathy Dale, Land Use Planner	01/12/05
Crosby Township	Trustees Jane Harper and Gary Storer	01/07/05
	Trustee President Warren Strunk	01/14/05
Delhi Township	Bob Bass, Director of Public Works	01/25/05
Green Township	Kevin Celarek, Administrator	12/08/04
	Adam Goetzman, Zoning Administrator & Director of Development	
Hamilton County Engineers' Office	Bill Brayshaw and Ted Hubbard	12/13/04
City of Harrison	Joel McGuire, City Council Member	02/16/05
	Mayor Daniel Gieringer and Jim Leslie, Public Works Director	12/09/04
Harrison Township	Trustee President, Bill Noes	02/01/05
Miami Township	Trustee Joe Sykes	01/11/05
Village of North Bend	Mayor Jim Rolfes	12/09/04
Ohio Department of Transportation	Mark Locker, Ed Moore, William Crawford, and Diana Martin	02/07/05
Southwest Ohio Regional Transit Authority	Stephan Lewis	03/02/05
	Tim Reynolds	03/02/05
Whitewater Township	Trustee Lawanda Corman	01/11/05
	Trustee President Hubert (Brownie) Brown	1/18/05

