

# **Appendix J**

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## **Detroit River International Crossing Study Public Involvement Plan**

# Detroit River International Crossing Public Involvement Plan

(February 1, 2005)

## Introduction

The methods to be used in implementing the Public Involvement Plan of the Detroit River International Crossing Project (DRIC) will reflect the audiences identified and the message(s) to be delivered. The techniques to be used will be selected as each milestone in the DRIC is reached. These milestones focus on the public meeting schedule and are presented next.

## Meetings

### Public Information Meetings

Public Information Meetings (PIMs) will be held periodically as the DRIC reaches stages where new and meaningful information is developed. A preliminary schedule is as follows (Figure 1):

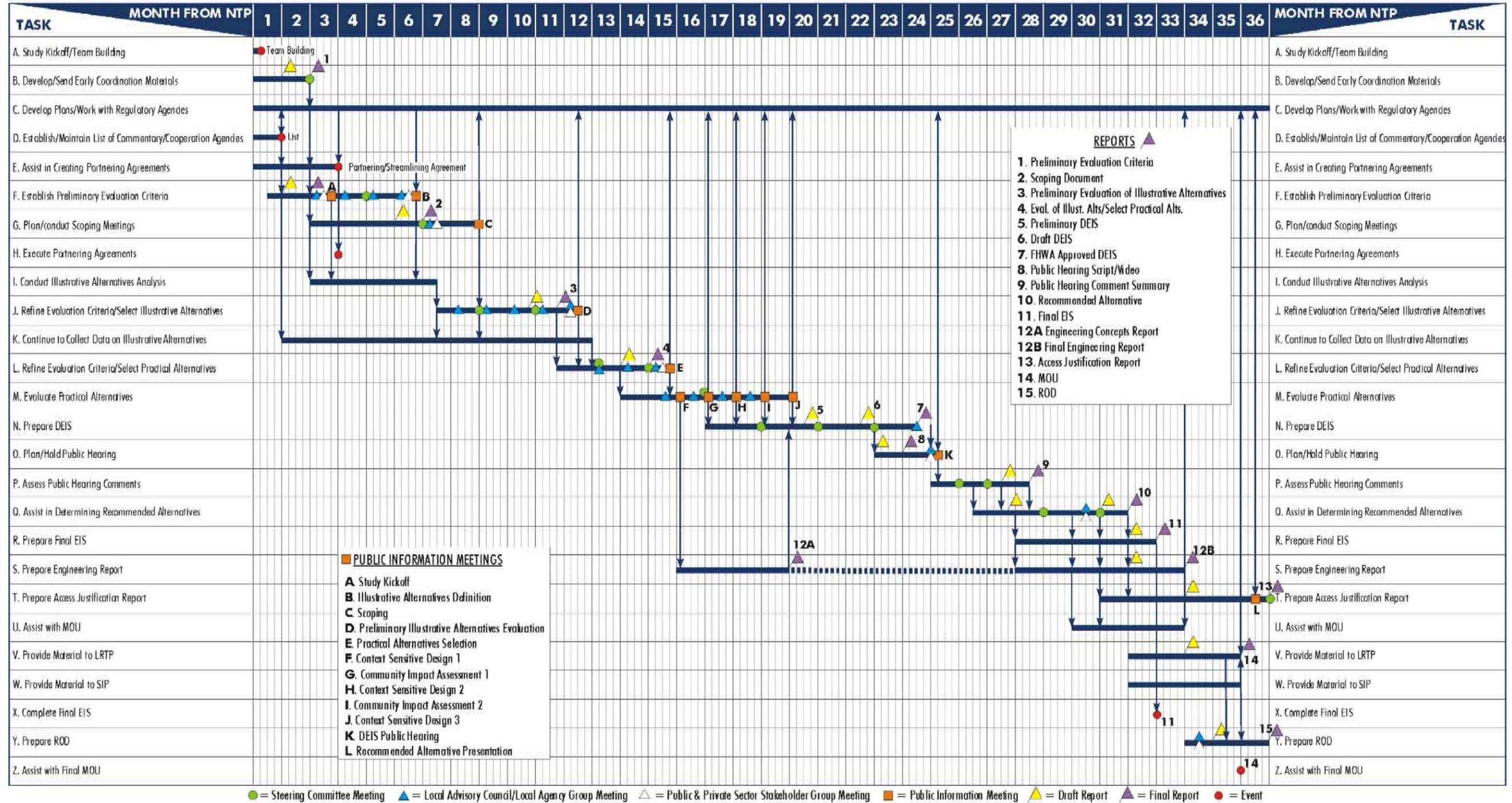
- PIM 1 – Study Kickoff – During Month 3
- PIM 2 – Illustrative Alternatives Definition – During Month 6
- PIM 3 – Scoping – During Month 8
- PIM 4 – Illustrative Alternatives Evaluation – During Month 12
- PIM 5 – Practical Alternatives Definition – During Month 15
- PIM 6 – Context-Sensitive Design – 1 – During Month 16
- PIM 7 – Community Impact Assessment – 1 – During Month 17
- PIM 8 – Context-Sensitive Design – 2 – During Month 18
- PIM 9 – Community Impact Assessment – 2 – During Month 19
- PIM 10 – Context-Sensitive Design – 3 – During Month 20
- PIM 11 – DEIS Public Hearing – During Month 25
- PIM 12 – Recommended Alternative – During Month 35

### Information

At each Public Information Meeting, the Project Team (i.e., Working Group plus Consultant) will provide current project information to all attendees through PowerPoint presentations, graphic boards, and handouts. All handout materials will be provided in Spanish and Arabic as well as English. Spanish and Arabic translators will join Project Team Members at all meetings.

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Figure 1  
**Proposed Schedule**  
 Consistent with MDOT's General Sequence of Activities



### Invitations

The public information meetings will be advertised in local and regional newspapers. News releases will also be sent to them as well as radio and TV stations (see Attachment A for listing). Flyers and invitations will be circulated through Neighborhood City Halls, places of worship and neighborhood organizations. Meeting notices will be sent to the local governing bodies of all municipalities in the study area as well as to SEMCOG. Web posting of the invitation will be arranged with these agencies, whenever possible. Invitations, i.e., flyers, in all relevant languages, will be sent via mail/e-mail to all parties who have indicated an interest in the project through participation in project meetings, through use of the project telephone Hotline, or who have contacted the project in any other way. An extensive mailing list (10,000 addresses) is already available through the Detroit Intermodal Freight Terminal Project for a portion of the study area. It will be amplified/replaced by use of mailing addresses from InfoUSA. As the project progresses, all residents within a reasonable distance of a Practical Alternative alignment will be identified and made aware of meetings through directly mailed notices.

### Locations

Meeting sites will be arranged to be easily accessible to those in the corridors under review. Locations/facilities will be chosen based upon the nature of the meeting, the type of information to be provided, and the type of input desired. In some cases a public forum/town hall-type meeting will be arranged and in others, individual-consultative meetings, known as open forums, may be conducted. Venues will be handicapped-person accessible and transit accessible.

### Public Input

At each Public Information Meeting the public in attendance will be invited to express their concerns, likes, and dislikes both directly to Project Team members and in writing through comment forms made available. The Consultant will review these comments and draft individually-tailored responses to be sent to the writers upon approval by the Partnership Working Group.

The official public hearing(s) arrangements will allow the public to have their input placed into a formal record/transcript. Those wishing to speak will be asked to fill out a speaker's form so they can be called upon in an orderly sequence.

### Proponents and Adversaries

Space will be made available, when possible, for proponents and adversaries of the project to display their information and to meet the public at the meeting premises.

### Contact Management

In addition to preparing notes of each public meeting for delivery to the client within ten working days of each Public Information Meeting, every public comment form received will be recorded in a Microsoft Outlook-compatible program. Use of it will build a database to maintain a record of contact and to share data among users. The information recorded will include:

- Tracking Number
- Source
- Date Received

- Date Sent
- Name, Address, Telephone Number and/or E-mail Address
- Comment Type
  - Procedural
  - Substantive comments
  - "Other," i.e., beyond the scope of the project
- Specific Comment
- Cross Reference
- Response to Comment

Responses will be drafted by the Consultant within ten working days of receipt of a comment(s) for review by the Working Group. An independent tracker will monitor the system to ensure timely responses are prepared.

Public comments will be compiled in a Public Involvement Diary to be provided to the Partnership Working Group quarterly, or more frequently, if desired.

### **Requested Meetings**

Upon request and approval by the Partnership Working Group, the Consultant will attend meetings of any group or organization at their convenience and in their venue. A record of these meetings will be available on the project Web site and they will be listed in the project newsletter. One hundred such meetings are expected each of the first two years of the project.

### **Newsletter**

A newsletter will be published every six months in cooperation with the Canadian Team. It will be sent to the same list of people and organizations on the project mailing list. Newsletters will also be posted on the project Web site.

### **Web Site**

A project Web site will be established in cooperation with and maintained by the Canadian Team. It will provide schedules of upcoming project meetings including the public involvement events. This site will also contain copies of reports as well as handouts that have been distributed at public meetings. It will convert to audio feed key contents for use by those who are legally blind. English, Spanish and Arabic translations will be provided. The Web site will also provide access to a project e-mail address that will function in the same manner as the project Hotline.

The Local Advisory Council will have an open membership for interested citizens on both sides of the border. The role of the Council is to act in an advisory capacity to the Partnership Working Group, which will retain responsibility for final decisions on all project elements. The LAC will:

- Provide an independent perspective to the project;
- Review and evaluate draft documents and presentation materials;
- Facilitate commitments to meeting the project schedule; and,

- Help provide liaison with a variety of interests regarding the project including: affected communities, residents, individual legislators, community leaders and interest groups.

### Local Agency Group

It is expected this group will be of U.S. representatives only. It will be formed by inviting all governmental units that might be affected by one of the corridors to appoint a technical staff representative. SEMCOG will also be invited to participate to ensure input from a regional perspective. As with the LAC, it is expected that the group will meet monthly at a mutually agreeable date/time/place.

### Public Sector Advisory Group

This also will be a group of only U.S. representatives. All governmental units that might be affected by one of the corridors under consideration will be invited to send an elected official as its representative. Meetings will be held at a frequency (likely every three months) to ensure that current information is shared and critical comments received.

### Private Sector Advisory Group

This group is expected to have a bi-national makeup and consist of private sector businesses with an interest in the functioning of the border crossing. It will include shippers, bridge operators or proponents of a new crossing, the auto industry, businesses located near the existing crossing and others as they are identified. Meetings will be held at the same general time as the Public Sector Advisory Group, described above.

## Conflict Management Strategies

The use of conflict management processes will increase the ability for the DRIC Project to be responsive to the affected constituencies. The approach to be used by the Consultant to conflict situations will involve addressing the following topics:

### Audience

- What audience is directly involved in the conflict?
- Could another audience be directly impacted?
- What audience(s) can hinder or enhance the implementation of the project?

### Issue

- What are the major and secondary interests and needs of the audience(s)?
- Is it possible that the solutions to the issues raised about the project may cause interactive or cumulative impacts?
- Is there a need to establish a legal or administrative precedent in creating the solution?

### Power and Influence

- What types of power and influence have the audiences used (or are likely to use)?

### Relationships

- What is the relationship between the Partnership/MDOT and each of the audiences?

### Collaboration

- What incentives exist to motivate the audience to use a collaborative approach (e.g., timing, supporting legislation, media impacts, and political leverage)?

When these situations arise, MDOT and the Consultant will collaborate to determine how the communication will be addressed, i.e., by whom, whether a moderator is needed, venue for discussions, etc.

### The Partnership's Role

It is understood that throughout the DRIC the Partnership Working Group will:

- Be the voice of the project with the public and media.
- Provide timely review of the draft Public Involvement Plan and facilitate its meshing with that of the Canadian Team.
- Provide input, guidance and timely review/approval to formation of the Local Agency Group, Local Advisory Council, Public Sector and Private Sector Advisory Groups.
- Provide input, guidance and timely review/approval of all communication techniques (such as Web site, newsletters and the like) and public meeting concepts.
- Participate in regular evaluations (QA/QC) of the Public Involvement Plan.

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