
	PUBLIC PARTICIPATION PLAN	Project Manager: Al Larson, P.E. 608.266.4653 allarson@cityofmadison.com
		Project Information: Arbor Hills Supplemental Fire Flow Supply Project / 1-0850-82 2nd Draft: December 19, 2008
Alder Dist: 14 Alder: Tim Bruer	Section: Engineering	Refd by Water Board: November 25, 2008 Approved:

Public Participation Plan

Arbor Hills Supplemental Fire Flow Supply

Table Of Contents:

1. Public Participation Plan	1
2. List of Public Participation Opportunities	2
3. Feedback Guidelines	2
4. Notification Guidelines	3

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1. Public Participation Plan

A description of how the public participation opportunities will be offered in relation to the project timeline, and how the opportunities will be incorporated into the decision making process of the project.

Public participation opportunities will be offered throughout the development of this project. Madison Water Utility's (MWU) goal will be to develop an open and informative dialogue between all interested parties, including but not limited to project stakeholders, the Water Utility Board and MWU staff, and that opportunities for public input will be provided and considered at each project milestone.


A Citizen's Advisory Panel (CAP) may be formed, comprised of project stakeholders or interested parties who have a desire to participate in the process. The project CAP will be instrumental in helping to create a productive and informative dialogue between project stakeholders and MWU.

The project documents will be made available to the public and will be posted on the Utility web page ten (10) days before any public meeting. A minimum of ten days prior to the public meeting, a letter will be mailed to all identified project stakeholders informing them of the project, directing them to the Utility web page for project details, inviting them to the public meeting and inviting them to participate on the project's CAP.

If citizen volunteers come forward and show interest in participating in the development of the project a CAP will be formed. If a CAP is formed, CAP members will meet to discuss the project, determine goals for the CAP, establish a regular meeting schedule, discuss expectations of the group, discuss the role the CAP would like to have in the development of the project and provide ideas on how best to exchange project information with other project stakeholders, neighborhood organizations, etc.

The current tentative plan for the project includes:

- i) The Project Scoping Document, Communication Plan and the Public Participation Plan will be forwarded to Alder Bruer and the mayor's office for review.
- ii) MWU staff will meet with Alder Bruer and a mayor's office representative to discuss the project and finalize the scoping documents prior to posting the documents on the Utility web page and submitting them to the Water Utility Board.
- iii) Following review of the project documents by Alder Bruer and the Mayor's office the information will be posted on the Water Utility web site: www.madisonwater.org
- iv) Ten day prior to the scheduled Water Utility Board meeting postcards will be mailed out to

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all identified project stakeholders informing them of the intent to establish a project, notifying them of the upcoming meeting and inviting them to participate on the CAP.


- v) The Water Utility Board will consider citizen interest in the project and may form a CAP. The Board will refer the project for a minimum of 60 days.
- vi) If the Water Utility Board establishes a project CAP, a meeting of the CAP will be convened to consider the project documents. A group e-mail list for the dissemination of project information to the CAP and other interested parties will be developed to allow for on-line discussion and information exchange. (A listserv may be developed if the number of interested parties warrants development of a listserv.)
- vii) Public meeting will be held to introduce and explain the need for the project. Citizen comments will be solicited at the meeting.
- viii) The CAP will hold the comment period on the project open for a minimum of 30 days following the public meeting.
- ix) A public hearing will be conducted before the Water Utility Board. All public comments received on the project will be submitted to the Water Utility Board for consideration.
- x) Considering all comments received on the project, the Water Utility Board will make a determination on whether or not to establish the project.
- xi) If the project is established, the project will move into the alternative development phase and the CAP will provide feedback to MWU and will act as a liaison to the general public.

2. List Public Participation Opportunities

List the public participation opportunities that shall be offered in the project.

It is the intention of this Public Participation Plan (P3) that ample public participation opportunities are offered throughout this project. Public participation opportunities include but are not limited to:

- i) Initial postcard mailing inviting stakeholders to review project information, attend Water Utility Board meetings and an invitation to participate on the project CAP.
- ii) Opportunities to comment on the project will be offered at Water Utility Board meetings.
- iii) Written comments on the project will be solicited following each public meeting.

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- iv) Regularly scheduled CAP meetings will provide ongoing opportunities for project input.
- v) The public will be invited to be part of group e-mail list, set up for the dissemination of project information. A listserv may also be developed if deemed appropriate.
- vi) All information regarding upcoming meetings, project progress, project milestones, etc. will be posted to and updated frequently on the MWU web site: www.madisonwater.org

3. Feedback Guidelines

Describe the feedback documentation regarding how public participation input will affect draft resolutions or significant project decisions. The feedback shall be distributed according to the Communication Plan.

Feedback documentation will include but not necessarily be limited to:

- i) Minutes of CAP meetings will be published and made available to all interested parties and posted to the MWU web site.
- ii) Any comments or discussions of the project during Water Utility Board meetings will be included in the meeting minutes.
- iii) Public comments received by MWU will be tracked and summarized at each project milestone. Public comments will be posted with CAP information on MWU web site.
- iv) Feedback received either by and through the CAP members; or through verbal, e-mail or written requests of MWU staff; or through requests or input received through Water Utility Board members will be tracked and summarized at each project milestone. This feedback will be posted with CAP information on MWU web site.

4. Notification Guidelines

Describe how meeting/hearing notifications will be distributed.

Notification Guidelines will include but not necessarily be limited to:

- i. The public meeting/hearing notifications will be distributed in accordance with City policies.
- ii. First class mail will be used to notify project stakeholders of project milestone events and make them aware of comment periods and other deadlines.
- iii. MWU will produce a press release for all public hearings.