
	<b>PUBLIC PARTICIPATION PLAN</b>	Project Manager:	Dennis M. Cawley P.E.
		Project Information:	Near West Side Water Supply Improvement
		Draft:	
Department: Madison Water Utility	Section: Engineering	Revised:	
		Approved:	


# Public Participation Plan

## Near West Side Water Supply Improvement

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<b>Public Participation Plan – Near West Side Water Supply Improvement</b>			
<b>1. Public Participation Plan</b>		<i>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.</i>	
<p>The initial public participation opportunity will occur when all identified stakeholders are notified of the project by mail and are invited to participate in a Citizen Advisory Panel. The Citizen Advisory Panel will meet and refine the scoping document and will conduct a public meeting on the project. Information will be made available on the Utility web page and written comments will be solicited for 30 days after the meeting. Prior to making on the decision to establish the project, a public hearing on the project will be conducted by the Water Board. The Water Board will consider all public input both written and verbal in making the decision to establish the project.</p> <p>If the project is established by the Water Board, the citizens advisory panel will continue to evaluate the project and gather data on proposed sites. A site selection report will be developed. The report will be posted to the Utility web page and will be made available to primary stakeholders. The site selection report will be presented for comment at a public meeting, written comments on the site selection report will be solicited for a minimum of 30 days and a public hearing on the site selection will be held before the Water Board.</p> <p>Upon approval of the site selection report by the Water Board, bids will be solicited for drilling, and test pumping the test well. Water quality samples will be taken and well capacity analyzed. A well drilling, capacity and water quality report will be reviewed by the Citizen Advisory Panel, posted to the Utility web page, made available to the identified stakeholders and will be presented at a public meeting. Written comments will be accepted for 30 days and a public hearing will be held before the Water Board. After considering all information, the Water Board will decide to proceed to permanent well drilling or not. If the Board elects to move into design, the public participation process will move to Phase 3.</p>			
<b>2. List Public Participation Opportunities</b>		<i>List the public participation opportunities that shall be offered in the project.</i>	
<ol style="list-style-type: none"> <li>1. Public hearings before the Water board on the site selection report and on the well drilling report and the decision to move forward to design.</li> <li>2. Public meetings on site selection and the test well drilling report.</li> <li>3. Participation on the Citizen Advisory Panel.</li> </ol>			
<b>3. Feedback Guidelines</b>		<i>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.</i>	
<ol style="list-style-type: none"> <li>1. Each project will have its own page on the Water Utility website, and a feedback document will be posted there.</li> <li>2. The CAP will review all feedback prior to significant project decisions and advise the project manager on the viability of the feedback.</li> <li>3. A public hearing will be held before the Water Board at each significant milestone <ol style="list-style-type: none"> <li>a. Site Selection</li> <li>b. Well Drilling report on quality and quantity.</li> </ol> </li> </ol>			
<b>4. Notification Guidelines</b>		<i>Describe how meeting/hearing notifications will be distributed.</i>	
<ol style="list-style-type: none"> <li>1. Website updates and e-mails using Listserv and/or a project specific e-mail list will be used.</li> <li>2. Mailing lists will be developed of all identified stakeholders.</li> <li>3 Posters and signs will be used as appropriate.</li> </ol>			

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# DRAFT Communication Plan Near West Side Water Supply Improvement

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<b>Communication Plan – Near West Side Water Supply Improvement</b>			
<b>1. Stakeholder List</b>	<i>A preliminary list of identified stakeholders including, neighborhood associations/groups, environmental groups, businesses, organizations, schools, and elected officials.</i>		
<p>The potential site on Whitney Way is in Aldermanic District 19 and the alder is Mark Clear. Since other sites in PZ7 and PZ8 will be under consideration Alders Schmidt, Skidmore, Sanborn, Pham-Remmele, King, Solomon, and Bruer are all included on the notification list.</p>			
<b>2. Mailing List</b>	<i>A project mailing list based on the identified stakeholders.</i>		
<p>At this time the Water Utility is notifying all residents within a 1.25-mile radius of the Whitney site of any public forums. Also representatives of all neighborhood association in PZ7 and PZ8 are being notified.</p>			
<b>3. Project Manager Contact Information</b>	<i>Project Manager/Engineer contact information.</i>		
<p>The project manager is: Dennis M. Cawley, P.E. Madison Water Utility 119 E. Olin Ave Madison, WI 53713 Phone (608) 261-9243 Fax (608) 266-4644 dcawley@madisonwater.org</p>			
<b>4. Request to Convene Citizen Advisory Panel</b>	<i>Request to convene the initial Citizen Advisory Panel.</i>		
<p>Madison Water Utility requests permission to convene the initial Citizen Advisory Panel.</p> <p>A letter inviting Citizens to participate on the Citizen Advisory Panel will be mailed to all stakeholders and posted to the Utility web page. Depending on the response and interest, a Citizen Advisory Panel will be established and tasked with the objective of developing an acceptable plan to augment water supply to the Near West Side.</p>			
<b>5. Communication Guidelines</b>	<i>A description of how the project will communicate project information, results of public input, and project decisions (i.e. mailings, newsletters, listserv, Legistar, and website updates).</i>		
<p>The Water Utility will make use of website updates and e-mailings as the primary forms of communication. Mail via U.S. Postal Service 1<sup>st</sup> Class mail will be used to notify the identified stakeholders. Listserv and /or a specific project group mailing list will be used for e-mails. Other forms of communication deemed appropriate by the CAP will also be used.</p>			