



Bay Link

Miami • Miami Beach Transportation Corridor Study

September, 2004

Updated Public Involvement Plan

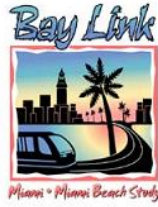


**Miami-Dade Metropolitan
Planning Organization**

and

**U.S. Department of Transportation
Federal Transit Administration**





MIAMI-MIAMI BEACH TRANSPORTATION (BAY LINK) CORRIDOR STUDY

UPDATED PUBLIC INVOLVEMENT PLAN

**Submitted to:
Miami-Dade
Metropolitan Planning Organization
111 NW First Street, Suite 910
Miami, Florida 33128**

September 2004

BAY LINK
MIAMI-MIAMI BEACH TRANSPORTATION CORRIDOR STUDY

Project No. E01-MPO-01
TASK FORCE 2.01
COMMUNIKATZ, INC.

PUBLIC INVOLVEMENT PROGRAM FOR PHASE 2

The Locally Preferred Alternative (LPA) for the Miami-Miami Beach Transportation Corridor Study, called *Bay Link*, was selected by the Miami-Dade Metropolitan Planning Organization (MPO) on September 25, 2003. As a result, Bay Link is now entering Phase 2, which will result in the submission of a Preliminary Engineering/Final Environmental Impact Statement (PE/FEIS) Application to the Federal Transit Administration (FTA). Consensus building through public participation will once again be a vital component of the study as Phase 2 focuses on refinement of the LPA definition and station area planning.

OBJECTIVE

The primary objective of the Public Involvement Program (PIP) for Bay Link's Phase 2 is to identify the numerous stakeholders within close proximity to the individual station areas, provide them with detailed information and offer them ample opportunities to interact with the project technical team and provide input on the placement and aesthetics of the stations. The PIP will also seek input and communicate the results of the refinement of the LPA definition and the development of the submittal for the PE/FEIS application.

ELEMENTS OF THE PUBLIC INVOLVEMENT PROGRAM

□ **Public Involvement Plan**

At the outset of Phase 2, the PIP consultant will review and update the Public Involvement Plan in accordance with the Scope of Services. The updated Plan will then be submitted to the consultant Parsons Brinckerhoff for transmission to the appropriate local and federal agencies.

□ **Project Database/Mailing List**

One of the first priorities for the PIP consultant will be to create a project database/ mailing list. It will include those individuals who live, own property or operate businesses within 500 feet of each station and within 200 feet of the alignment and will be coded so that certain subgroups can be identified and separated out. The database will continue to be expanded as new contacts are made or as individuals request to be included. In this way communications may be targeted to specific groups and stations as needed.

The database format will be such that mailing labels and mail merges can be derived from it for the purposes of sending meeting notices, newsletters, flyers or other direct mail. However, after notices of the initial round of Station Area Design meetings are mailed (see *Station Area Meetings* below), whenever possible contact will be by e-mail or group fax transmission. Data collection cards will be produced to gather information from individuals who wish to be added to the database. Those cards will include

sentences in Spanish and Creole indicating a place to check to receive information in either language.

The project database/ mailing list will include information on;

- Representatives from federal, state and local agencies and governments with an interest in the project;
- Representatives of residential, business, community, educational, religious, cultural, minority and environmental groups affected by or with an interest in the proposed station areas;
- All other individuals who express an interest in the project and want to receive information as the study progresses; and,
- Courtesy contacts, or individuals representing groups or neighborhoods outside the study area and not directly affected by the corridor or near a proposed station, but whom nevertheless should be made aware of the Bay Link Study and its progress, including representatives of groups or individuals from Edgewater, Wynwood and the Design District where future system users may be found.

□ **Public Communications Program Activities**

The PIP consultant will coordinate and conduct several types of activities during Phase 2 of the Bay Link Study. Each will be tailored to fit the interests of the various publics needing to be reached. From the outset individuals will be encouraged to provide their comments and to participate in the process.

• **LPA Coordination**

The PIP consultant will assist the Program Management consultant during the LPA review and refinement process by collecting and summarizing comments from the public and helping to assure they are addressed. These comments may result from any of the meetings described below.

• **Bay Link Advisory Committee (BLAC) - 2 meetings**

The PIP consultant will work with the administrations of the Cities of Miami and Miami Beach to facilitate the appointment of individuals from each municipality to the Bay Link Advisory Committee (BLAC). There will be 2 meetings of the BLAC with one held in the City of Miami and the other in the City of Miami Beach. The functions of the BLAC will be to review and provide input on:

- the refined definition of the LPA;
- the station, yard and shop site plans; and,
- the Financial Plan/Project Implementation Plan.

The Program Management consultant will prepare the agendas and handouts and the PIP consultant will assist by preparing sign-in sheets and taking and transmitting meeting minutes.

• **Station Area Planning Meetings, Miami Beach and causeway islands - 18 meetings**

During Phase 2 a series of station area planning meetings will be held with residents and business owners/operators located adjacent to, or affected by, the Bay Link stations

along the LPA. The Miami Beach Bay Link stations will be grouped, taking into consideration land use in the vicinity, travel distance and commonality of interests. The initial meetings will focus on the general station location, layouts and requirements. The public will be given the opportunity to comment and provide input on these elements as well as on pedestrian and vehicular access, and to review and comment on station area aesthetics such as signage, lighting, landscaping and canopy. Public input from the initial meetings will be incorporated into the station's design. The second round of meetings will provide the opportunity to review and comment on those first round results. The outcome of the second round of meetings will serve as the foundation for the preliminary design, as the project continues through the Federal Transit Administrations (FTA) project development process. If necessary, a third round of meetings will be held to clarify any open issues. The station area planning process, budgeted at 18 meetings for Phase 2, will continue through the PE/FEIS, final design and construction phases.

The Program Management consultant will prepare the agendas and handouts for Station Area meetings and the PIP consultant will assist by preparing sign-in sheets, taking minutes that summarize the comments and input obtained from citizens and business owners/operators and transmitting them to meeting attendees.

- **Special Presentations and Updates - 7 meetings**

Special presentations and updates will be made during Phase 2 to elected and appointed bodies in the Cities of Miami and Miami Beach. The Program Management and PIP consultants will assist the MPO in scheduling no more than 7 of these presentations, which include the City of Miami Beach's added coordination requirements as specified in their resolution adopting the LPA. Presentations may be made to:

- City of Miami Beach Commission;
- City of Miami Commission;
- MPO Board;
- Miami Community Redevelopment Agency;
- Downtown Development Authority;
- Miami Beach Planning Board; and,
- Miami Beach Transportation and Parking Committee.

The Program Management consultant will prepare the agendas and handouts and make the presentations, and the PIP consultant will assist by preparing sign-in sheets and taking and distributing minutes for meetings that are not otherwise recorded.

- **Website Updates**

Throughout Bay Link's Phase 2, the PIP consultant will periodically update the information on the MPO's Bay Link project website. The PIP consultant will also work with the City of Miami and City of Miami Beach webmasters to establish links to the MPO site on each of the cities' websites.

- **Newsletters**

The PIP consultant will produce a newsletter near the midpoint of Phase 2 which will:

- Summarize Phase I of the study
- Explain the purpose of Phase 2
- Explain the functions of the
 - BLAC
 - Station area meetings
- Review the
 - Refined definition of the LPA
 - Station, yard and shop site plans
 - Financial Plan/Project Implementation Plan.

▣ **Other Means of Public Communications**

The PIP consultant will provide additional outreach materials and services in support the Program Manager consultant and the MPO.

▪ **Fact Sheets/Q & As**

In time for distribution at the first round of station area planning meetings and before the project newsletter is produced, the PIP consultant will produce a Fact Sheet or a Frequently Asked Questions (FAQs). These may be e-mailed, faxed or mailed as needed and upon request.

▪ **Media Relations**

The PIP consultant will assist the MPO Public Involvement Manager as needed in briefing news editors and reporters on the study or responding to their questions.

▪ **Project Video**

The consultant, with the support and coordination of the PIP consultant, will produce a three to five minute video for the Bay Link project.