



Ulster County

Non-Motorized Transportation Plan

Tech Memo #1: Public Participation Plan

February, 2007



Purpose:

This document outlines the public involvement process for the Ulster County Non-Motorized Transportation (NMT) Plan. The Plan will serve as a guide to the County for identifying and prioritizing NMT projects, and funding, constructing, and maintaining the NMT system. The plan will define a NMT system within Ulster County that will enhance multi-modal transportation, connect urban and rural areas, and increase recreation and conservation opportunities in the County.

The scope of services for the Ulster County NMT Plan calls for a public involvement plan as follows:

“A Public Participation Plan (PPP) will be developed with the assistance of the management team. A project newsletter and website will be established and maintained for the project. We will hold bi-monthly project coordination meetings (either in person or via conference call) with the Project Review Committee (PRJ). We will meet three times with the Non-Motorized Transportation Advisory Committee (NTAC). We will manage a project website with an on-line survey, and we will produce three project newsletters in electronic format.”

This public participation plan is based on the principles outlined in the UCTC Operating Procedures, Approved June 4, 2003, which states that, *“Public participation efforts will be used to educate the public about major transportation issues, solicit information, assist in achieving consensus, and provide a way for citizens to share their perspectives with the policy makers in the region.”*

The Alta team’s public process is tailored to build consensus and support for the Plan. We will lead public outreach efforts, including participation in three pairs of community workshops, one pair during the data collection and survey efforts, one pair during the project prioritization process and one pair at the appropriate time for sharing the Draft Master Plan with community members. Upon 100% completion, we will conduct a public presentation of the final Non-Motorized Transportation Plan to elected officials for the purpose of adoption as an element of the Ulster County Transportation Plan.

Task 1 Products

- Final scope and schedule
- Monthly status reports to accompany invoices
- Public Involvement Plan
- Project website
- On-line Survey
- (3) project newsletters
- Monthly Progress Meetings (up to 12)
- (3) Quarterly NTAC meetings
- (6) Public Workshops
- (1) Final Plan Presentation



Committee Formation

The public involvement process will include a Project Review Committee (PRJ) and a Non-Motorized Transportation Advisory Committee, which are described as follows:

PRJ: The Project Review Committee consists of UCTC staff, NYSDOT staff and selected representatives from the larger Non-Motorized Transportation Advisory Committee. This small working group will participate in monthly project updates / conference calls. The PRJ will facilitate coordinated review of the planning team's work projects, and will provide consolidated comments from the NTAC to be addressed by the consultants.

A list of the PRJ representatives is provided along with this document.

NTAC: The Non-Motorized Transportation Advisory Committee consists of participants in the UCTC Bicycle and Pedestrian Committee and additional interested citizens, organizations and agencies. This group will participate in three (3) meetings that will be scheduled to coincide with the public meetings that are being held during the project.

A contact list of the NTAC representatives is provided along with this document.

Public Meetings

The consultant team will be required to attend and facilitate a minimum of six (6) public meetings throughout Ulster County with dates and locations to be determined by the NTAC and UCTC staff. Public meetings shall consist of an introduction and overview component and a planning charrette component to focus on bicycle and pedestrian issues and facility designs.

For the introduction and overview portion of the public meeting, the consultant shall:

- Provide background on the project and estimated time to complete the project.
- Provide a map and explanation of how their town's non-motorized transportation facilities fit into the surrounding communities and Ulster County as a whole, including connectivity to the rest of the region.
- Prepare and man a sign in area for those attending

For the planning charrette portion of the public meeting, the consultant shall:

- Provide maps of the community (each town or area) showing existing links of the non-motorized transportation system.
- Provide materials for the public to react with (markers, paper, etc.).
- Direct the public in making useful comments about their perceptions of the improvements that are needed to the non-motorized aspects of their local transportation system.
- Provide Comment forms and a comment box in which to place them
- Summarize the comments and provide them back to the participants (can be at a later date, by mail).

General information about the project (in addition to the survey described in Task 3) shall be added to a project website developed by the Consultant. A project ftp site will also be maintained to share files with committee members. Access will be determined by the UCTC Project Manager. Media releases, flyers and a project overview article will be drafted for the public workshop by the consultant and provided to the following media sources by UCTC:

- Community access TV
- Local Newspaper
- MPO newsletter
- Neighborhood Associations
- Schools / PTA's
- Religious and Civic Organizations
- Public Health Agencies
- Libraries and Community Centers

Efforts will be made to address special needs populations, and the locations for public meetings will be ADA accessible to the greatest extent possible.

Project Website, Newsletter and Survey

The website for this project will be hosted online at the following address:

www.altaplanning.com/ulsternmtp/

This site will be hot-linked to the UCTC website, and it will include .pdf files of all project documents and presentation materials. An on-line survey will be conducted via the project website, and the consultant team will maintain a data base of survey responses. An electronic project newsletter (2 pages each edition, pdf format) will be produced and distributed to coincide with the scheduling of the three pairs of public meetings.

Meeting Schedule

The committee and public meetings will be conducted in a participatory format, with sessions conducted in “NMT Weeks” to efficiently utilize the project team and encourage participation by the range of groups involved. The scheduling of these weeks will coincide with project field work and the production of project deliverables. Each “NMT Week” will include a meeting of the NTAC. The proposed schedule for these meetings will be as follows:

PRJ: Last Wednesday of the month, via conference call during months that do not include the public workshops, and excluding the month of August.

NTAC: Three (3) quarterly meetings, to be held on the Thursday of each set of public meetings.

The following information indicates the current schedule of meetings for the Ulster County NMT Plan:

NMT Week #1: March 28-29, 2007

Data Collection

Public Meetings:

- Woodstock Community Center, 56 Rock City Road, Woodstock, New York.
3/28/07, 6:00 – 8:00 p.m.
- Lloyd Fire House, 25 Milton Avenue (Corner of 9W and Milton Avenue), Highland, New York
3/29/07, 6:00 – 8:00 p.m.

PRJ: prior to the public meeting on Wednesday, 3.28.07

NMTAC: prior to the public meeting on Thursday, 3.29.07

NMT Week #2: September 25-26, 2007*

Draft NMT Plan Development

Public Meetings:

- Location: TBA 09/26/07, 6:00 – 8:00 p.m.
- Location: TBA 09/27/07, 6:00 – 8:00 p.m.

PRJ: prior to the public meeting on Wednesday, 9.26.07

NMTAC: prior to the public meeting on Wednesday, 9.27.07

(*note Tuesday-Wednesday dates due to NYS Trail Conference on September 28-29)

NMT Week #3: April 23-24, 2008

Final Plan Presentation

Public Meetings:

- Location: TBA 04/23/08, 6:00 – 8:00 p.m.
- Location: TBA 04/24/08, 6:00 – 8:00 p.m.

PRJ: prior to the public meeting on Wednesday, 4.23.08

NMTAC: prior to the public meeting on Thursday, 4.24.08

ULSTER COUNTY TRANSPORTATION COUNCIL

Non-motorized Transportation Plan Advisory Committee (NTAC)

February, 2007

- Aaron Bennett, The Catskill Center, Arkville, NY, abennett@catskillcenter.org
- Bill Brandt, Trolley Museum of New York, bill_brandt@prodigy.net
- Barbara Budik, Town of Saugerties, bbudik@hotmail.com
- Mircea Catona, UC Department of Public Works, 845-340-3120
- Linda Cook, Hurley Highway Superintendent, hurleyhwy@attglobal.net
- Wally Cook, Town of Hurley, cooker.1@earthlink.net
- Raymond Costantino, Town of Lloyd, rebena1@aol.com
- Richard Cripe, City of Kingston Liaison, rcripe@earthlink.net
- Peter Disclafani, Town of Shandaken, peter@catskillrose.com
- Richard Edling, Trolley Museum of New York, 4143steinen@webjogger.net
- Gil Hales, Town of Saugerties, GWMLTWINMAPLES@aol.com
- Doug Havnaer, New Paltz Bike/Ped Committee, dhavnaer@hvc.rr.com
- Andrew Helgesen, D&H Canal, aw.hel1@verizon.net
- Mary Howard, UC Area Transit, mhow@co.ulster.ny.us
- Bill Irving, VO2 Velo Bike Club, billirving@yahoo.com
- Cindy Lanzetta, Town of Marlborough, clanzetta@hotmail.com
- Nadine Lemmon, Town of Gardiner, nadine@gunk.org
- Peter J. Liepmann, UC Legislator, peterl@hvc.rr.com
- Jerry Luke, Town of Lloyd, jluke@iglide.net
- Nick Mercurio, Recreational Bicyclist, nick_mercurio@verizon.net
- John Motzer, D&H Canal, jmotzer@hvc.rr.com
- Kathy Nolan, Town of Shandaken, fusho@ulster.net
- Sheldon Quimby, UC Office of Administration, rails4trails@aol.com
- Steven Rice, D&H Corridor Alliance, brice@hvc.rr.com
- Russ Robbins, NYSDOT, rrobbins@dot.state.ny.us
- Keith Savoury, NYSDOT, ksavoury@dot.state.ny.us
- Charlie Schaller, UC Traffic Safety Board, 845-334-5579
- Alan Stout, New Paltz Bike/Ped Coalition, bikeped@townofnewpaltz.org

Staff

- Jeff Olson, Alta Planning + Design, jolson@altaplanning.com
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- Bill Tobin, UC Transportation Council, wtob@co.ulster.ny.us
- Dennis Doyle, UC Transportation Council, ddoy@co.ulster.ny.us

ULSTER COUNTY TRANSPORTATION COUNCIL

Non-Motorized Transportation Plan

Project Review - Working Committee (PRJ)

February, 2007

1. Mircea Catona, UC Public Works (County Roads Liaison)
2. Wally Cook, Town of Hurley (Pedestrian Liaison)
3. Bill Tobin, UCTC (Staff)
4. Judy Falcon, Kingston City School District (SRTS Liaison)
5. Mary Howard, UC Area Transit (Public Transit Liaison)
6. Kathy Nolan, Town of Shandaken (Physical Health Liaison)
7. Steven Rice, D&H Corridor Alliance (Bicycle Liaison)
8. Russ Robbins, NYSDOT (State Roads Liaison)
9. Charlie Schaller, UC Traffic Safety Board (Safety Liaison)
10. Dennis Doyle, UCTC (Staff)