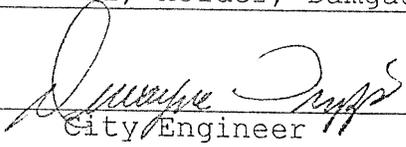


CITY OF TUCSON, ARIZONA
DEPARTMENT OF TRANSPORTATION

ENGINEERING DIVISION
ACTIVE PRACTICES GUIDELINES

=====

PREPARED BY: El-Ali, Holder, Damgaard EFFECTIVE: 9-11-98

APPROVED BY:  DATE: 9/11/98
City Engineer

=====

SUBJECT: PUBLIC INVOLVEMENT GUIDELINES

A. PURPOSE:

To provide the Engineering Division Project Manager with reasonable, detailed steps and procedures providing for quality, effective public involvement in the design and construction of Engineering Division public improvement projects; to inform citizens and council offices of the proposed project improvements, and to receive input relative to local needs and concerns. The Department of Transportation (DOT) Guidelines for Public Participation Plan (PPP) were signed by the Director in March 1998. The PPP is a related document to the Engineering Division Active Practice Guidelines. The PPP provides more direction and gives the Project Managers a variety of tools to interact with the stakeholders in all projects.

B. POLICY:

1. Design projects require at least two public meetings, one during the conception phase and prior to the finalization of the project plans. If an unusual amount of time elapses between meetings due to funding delays, etc., notification of the delay should be sent to all notified of the first meeting. Additional meetings may be required depending on the complexity of the project.
2. No construction project shall be authorized or allowed to be started unless all impacted property owners, interested groups, affected staff, and council offices

have been notified in writing. A pre-construction public meeting is required unless the City or Deputy City Engineers deem it to be unnecessary. The meeting is to be held at least 7 days in advance of construction.

3. The only exceptions to the above requirements are emergency short term projects implemented under the miscellaneous blanket construction contract which may not require public meetings. However, even though a meeting may not be held, all affected property owners, area residents, and council offices must be notified in writing during design and well in advance of construction. The DOT PPP Guidelines call for a team concept to assist the Project Managers in a variety of outreach efforts to notify and involve those affected by our transportation projects.
4. If significant utility relocation work is required, council offices and property owners/tenants shall be notified in advance. Notification shall be coordinated with the affected utility. If for some reason the utility cannot provide notification, it will be the responsibility of the project manager to ensure that notification is provided. In accordance with the DOT PPP Guidelines, the public relations firm contracted to perform direct mail services can assist the Project Manager with any such mailings.

C. GENERAL:

The term "public meeting," by definition is used to describe all structured opportunities for face-to-face interaction between Engineering staff, and/or our consultant(s), citizens, Mayor and Council, and other interested parties. This would include public information meetings, open houses, and workshops.

Public meetings are generally informal meetings used by Engineering to assess public response and input to improvement projects. They help identify and clarify issues, and provide a forum for useful communication with regard to project location and design decisions. Public meetings can reduce misunderstandings and conflicts that might otherwise arise at a later date.

Exhibits and handouts should be prepared to assist in the presentation of the project at the public information meetings. The information meetings should have an open-house setting and should consist of informal one-on-one interactions to address the concerns of the public. A questionnaire may also be distributed at the meetings to solicit written comments. Mailings should be provided in English and Spanish particularly in zip codes 85701, 85706, 85713, and 85714.

The DOT PPP Guidelines offer additional tools to enable interested stakeholders to attend and participate in the process (i.e. Spanish speaking facilitators, meeting refreshments, audio-visual equipment, chairs, podiums, childcare, or transportation to the meeting). The public relations firm under contract to the City can assist the Project Manager in securing the meeting necessities as well as preparation of handouts or meeting exhibits.

Property owners/tenants adjoining the proposed project have special concerns regarding how the new construction will affect their property and especially how construction will be scheduled, implemented, and access maintained. Individual concerns must be thoroughly investigated and discussed with the tenant and/or property owner so the final construction documents suitably describe the methods of matching new to existing improvements, and present workable staging and traffic control plans during construction. The City's business consultant can also assist in communicating with both business and residential stakeholders during the preconstruction process.

Timeframes for Meetings

In general, open houses should be held from 5:00 PM to 6:30 or 7:00 PM. This allows citizens to stop on their way home from work or to come a little later if they so choose. Structured public meetings should be held starting typically at 7:00 PM. Deviations from these timeframes will be allowed with prior approval of the Section Head.

Notification Area

Although the area to be notified of public meetings will vary from project to project, in general it should include all residents/property owners and the commuting public who could be impacted by construction or by the finished product. Typically on a one-mile arterial street project, it will be the area one-half mile on either side of the roadway generally aligning with subdivision boundaries and taking into consideration whether or not those subdivisions have access to the project. For RRR projects the notification area can be the fronting property owners and tenants. The services of the Direct Mail Advertising firm under contract to DOT are available to assist the Project Manager in performing this function. The Public Information Manager is another resource to notify the community at large via the printed media, the City calendar, and the DOT website.

In those instances where the project is a single site or sites, all residents/property owners who may be impacted by construction or who will have to utilize the improvements will be notified. In certain instances, where the only impact is to commuters, message boards and a project phonenumber may be utilized.

Improvement District Notifications

Notices for improvement district meetings need to inform property owners that the project is an improvement district, that there will be assessments, and provide a contact/phone number in the Improvement District Section. This is necessary since some petitions are no longer circulated once more than 50% have signed. Consequently, some property owners are unaware that a district has been formed.

Also if much time has elapsed since the first meeting, properties may have changed hands and new residents are unaware of the district. The Project Manager should use the business consultant under contract to the City to assist in direct public outreach to mitigate negative reaction to needed projects when necessary.

D. PROCEDURES:

Several types of projects may require public involvement as follows:

1. Design projects - Single site
2. Design projects - Multiple locations such as Spot Programs, RRR Programs, Dirt Street Programs, Sidewalk Programs, Bikepath Programs, etc.
3. Construction projects
4. On-call construction contracts

1. Design Projects - Single Site

- a) Conduct a public meeting at 30% or when concepts are developed.
- b) Conduct a public meeting at 95% or when design is almost finalized and construction is imminent. Sensitive projects may require additional meetings. With improvement districts, a meeting should be held just after the assessment is mailed during the protest period so that residents can have their questions answered and their concerns addressed.
- c) If no significant issues are raised at the 30% phase and the Deputy City Engineers are in concurrence, proceed without further public meetings. Two weeks prior to construction, a final notice will be distributed by the contractor, message boards may be used to notify area residents and commuters, and/or the Public Information Manager will issue a press release to the media.

2. Design Projects - Multiple Locations such as Spot Programs, Dirt Street Paving Programs, and RRR Programs

Conduct a public meeting at 50% or when locations and designs are finalized and sufficient time remains to eliminate or substantially modify a design to accommodate the desires of property owners. Notifications for the public meetings for multiple location projects shall provide a schedule, a list of projects, and a brief but complete description of the proposed improvements such that basic information will be provided if the public meeting cannot be attended.

A single public meeting centrally located shall be held for all sites unless a particular site or sites are deemed to be sensitive enough to warrant a meeting of its own. Dirt Street Paving Programs shall also have a letter requesting concurrence sent to residents at approximately the 30% stage. (See sample Attachment 6.)

3. Construction Projects:

- a) All construction projects require a proper advance notification to the affected owners and the council office(s) at least seven days prior to the start of work.
- b) A neighborhood pre-construction public meeting, to alert/advise impacted property owners, shall be held for every project well in advance of construction. The notification for the preconstruction public meeting shall be made at least seven days prior to the meeting and shall be hand delivered by the contractor. Notices shall not be placed in mailboxes. In sensitive projects where the impact includes the commuting public as well, signage may also be used.
- c) Flyers to area residents and message boards should be considered in situations where the site is generally isolated from adjacent property owners and the major impact is to commuters.

4. On-Call Construction Projects:

On-call construction projects may require specialized notifications depending on the extent of the work. One-on-one notifications of adjacent/affected property owners/tenants will be required during the design and construction phases. This may be in the form of written notification or individual meetings. Notification of construction shall be made at least seven days prior to construction. Both the Public Relations firm and the Public Information Manager are available to assist the Project Manager in public outreach efforts.

PUBLIC MEETING ACTIVITIES CHECKLIST

PROJECT NAME: _____ PROJECT MANAGER: _____

PROJECT/TRACS #'s: _____ PUBLIC NOTIFICATION _____
 TYPE (IF MEETING, LOCATION _____
 & DATES): _____

<u>Activity</u>	<u>Responsible Party</u>	<u>Date Completed</u>
1. Prepare Public Participation Work Request Form (Attachment 2, includes Distribution List) & Schedule Meeting with Public Relations Firms and Public Info. Mgr.	Project Manager	_____
2. Select form of public notification with PPP Team, select notification boundaries, and make a list of affected agencies and/or interested parties if not on standard mailing list	Project Mgr. & PPP Team	_____
3. Select date and meeting site (in accordance with ADA guidelines) at City facility (first choice)	Public Relations Firm & Project Mgr.	_____
4. Submit preliminary budget for PP project to Project Mgr. and Public Information Manager	Public Relations & Direct Mailing Consultant	_____
5. Prepare the public notice (Samples Attachment 1)	Project Mgr. & Direct Mail Firm or Public Relations Firm	_____
6. Edit public notice and approve final flyer	Project Mgr. & Public Relations Firm	_____
7. Put on website and City calendar, and release to media	Public Information Mgr.	_____
8. Prepare mailing list and labels, mail public meeting notice, receive undelivered notices, and update mailing list. Provide Public Info. Mgr. with disk of active stakeholders and notices upon request.	Direct Mail Firm	_____
9. Arrange for audio/visual equipment (if necessary)	Project Mgr. or Public Relations Firm	_____
10. Arrange for refreshments, child care, transportation (as necessary)	Public Relations Firm	_____
11. Distribute public meeting notice to Community Relations & Appropriate City Personnel and Mayor & Council	Direct Mail Firm	_____
12. Notify ADOT of meeting if project is federal-aid	Project Manager	_____
13. Determine meeting participants and meet with them to discuss the meeting agenda	Project Manager	_____

- | | | |
|--|--|-------|
| 14. Prepare handout material (if required) (Attachment 3) or meeting graphics | Project Manager & Public Relations Firm | _____ |
| 15. Conduct public meeting (Attachment 4) and forward sign-in sheet to Direct Mail Firm to update label mailing list | Project Manager & Public Relations Firm (Optional meeting facilitator) | _____ |
| 16. Respond to written comments (if applicable) (Attachment 5) | Project Manager & Public Relations Firm | _____ |
| 17. Prepare meeting summary | Project Manager or Public Relations Firm | _____ |
| 18. Attach copy of public meeting notice and notification boundary map to this checklist with copies to PPP Team | Project Manager | _____ |
| 19. Meeting Evaluation and Final Copy of Budgets to Project Manager and Public Information Manager | Direct Mail Consultant & Public Relations Firm | _____ |

Signatures below indicate concurrence between Project Manager, Public Information Manager, and authorized signatories for the Public Relations and the Direct Mail Services Firms.

Project Manager for the City of Tucson

Public Information Manager, Transportation, City of Tucson

Direct Mail Services Consultant for Transportation, City of Tucson

Advertising and Public Relations Consultant for Transportation, City of Tucson

SUGGESTED WORDING FOR IMPROVEMENT
DISTRICT OPEN HOUSE PUBLIC NOTICE

OPEN HOUSE

FOR

(PROJECT NAME)

(DATE)

(TIME)

(PLACE)

The City of Tucson (is beginning/has completed) design of major roadway improvements on _____
(PROJECT NAME). This work (will) include(s) (Provide a brief description of work). The
current schedule calls for (design to be completed) (construction to begin) _____ with
construction (to begin) (lasting) approximately _____.

THE FOLLOWING PARAGRAPH IS DIRECTED TO OWNERS OF PROPERTY DIRECTLY FRONTING ON

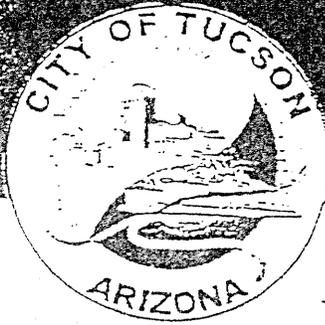
(PROJECT NAME).

Improvements done in a public right-of-way are normally accomplished through the
Improvement District Procedure. Under this procedure, an area is defined that will
receive a specific benefit from the improvement (those properties fronting on _____
(PROJECT NAME)) even though a general benefit is gained by the City as a
whole. This defined area is the "district" to be assessed a portion of the cost of the
project. The portion of the cost borne by the district is comparable to the cost of a
standard residential street. Any additional cost due to the extra width of the street
and depth of asphalt required for a major roadway becomes the public, or "City Share"
of the project. In addition, the City normally pays for any necessary drainage
improvements, upgrades or relocation of utility installations, and half of the sidewalk
cost. In the case of _____ (PROJECT NAME), the "City Share" will be
approximately 85% and the "District Share" will be approximately 15% (check with
Improvement District Section) of the total project cost. Assessments may be paid
either in full upon completion of the project, or over a ten year period (at a favorable
interest rate) at the owners option.

(This is the final design "Open House" so that you can view the plans showing the proposed
improvements.) (This is a preliminary public meeting to seek your input.) All residents within
approximately 1/2 mile of the project have been invited to this meeting, City staff members, (and
design consultants) will be present to discuss the project with you, and answer any questions you
may have.

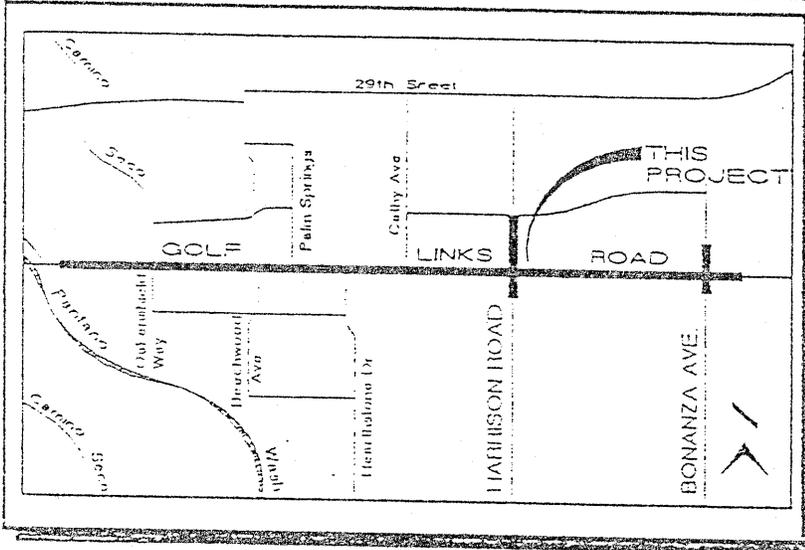
Any questions you may have regarding the Improvement District Procedure may be directed to the
Improvement Districts Section at 791-4124. Any questions concerning the roadway design or the
public meeting may be directed to _____, Project Engineer, at 791-4146.

PLEASE FEEL FREE TO STOP BY ANY TIME BETWEEN (5) P.M. AND (7) P.M. IF YOU HAVE ANY
QUESTIONS.



OPEN HOUSE

Golf Links Road, Pantano Parkway To Bonanza Avenue District Paving Improvement



Date:

November 5, 1997

Place:

East Side City Hall
7575 E. Speedway Boulevard

Time:

Drop in between 5:00 and 7:00 p.m.

The City of Tucson Department of Transportation has been working on the design of Golf Links Road, Pantano Parkway to Bonanza Avenue. This is your opportunity to give us your input about the proposed project. The open house will be informal and will present display boards about the project and provide an opportunity to have one-on-one conversations with the Project Team.

This Project, Golf Links Road, Pantano Parkway to Harrison Road, was originally designed in 1960 and was not constructed due to a lack of funding. The passing of the 1994 Bonds by the citizens of Tucson has provided the major portion of the funding required for construction and includes Golf Links Road, Harrison Road to Bonanza Avenue.

Improvements in the public right-of-way are normally accomplished through the Improvement District Procedure. Under this procedure, an area adjacent to the roadway is defined that will receive specific benefit from the improvements. This area, known as the "District", will be assessed a portion of the project costs as they pertain to the District.

The improvements will consist of a storm sewer system, sidewalks, street lighting, box culverts, Rolling Hills Wash, and parkway and median landscaping. The finished roadway will be striped for three lanes of travel in each direction from Pantano Parkway to Harrison Road and two lanes of travel in each direction from Harrison Road to Bonanza Avenue with 5 foot striped area bike lanes on both segments.

If you have any concerns regarding the project, please contact the Project Manager, E. Craig Saltzman @ 791-4146.



CITY OF TUCSON

The Sunshine City

PO BOX 27812
TUCSON, ARIZONA 85726-7812

DEPARTMENT OF TRANSPORTATION
ENGINEERING DIVISION
(520) 791-5100
FAX: (520) 791-4239

You are invited to attend a

DESIGN OPEN HOUSE

for

*Golf Links Road and Craycroft Road
Intersection Improvements*

DATE: June 11, 1997
TIME: 5:30 P.M. to 7:00 P.M.
WHERE: Columbus Public Library
4350 E. 22nd Street

The City of Tucson would like to invite you to attend a public meeting so that we may present the design for a future intersection improvement project in your area. We need your input so that we can address your concerns in the design before it goes to construction.

This project will consist of widening both Craycroft Road and Golf Links Road to construct exclusive right turn lanes and dual left turn lanes at all intersection approaches. The construction limits vary from 300 feet to 1000 feet from the intersection. This project will help to improve the traffic circulation at this location and reduce the air pollution for your community. The existing traffic signals will be modified to accommodate the new widening and all landscaping and street lighting will be replaced to match the existing conditions.

Representatives from the Engineering Division will be available from 5:30 P.M. to 7:00 P.M. to present the design information and to answer any questions about the proposed project. Construction is not proposed until the year 1999. Construction for this project is anticipated to last no more than six (6) months.

Should you have any questions concerning this meeting or the specific work as it applies to your neighborhood, feel free to call Fred Felix, Project Manager, at 791-4146.



City of Tucson
Department of Transportation
P. O. Box 27210
Tucson, AZ 85726-7210
(520) 791-7072

OPEN HOUSE

BARRAZA-AVIATION PARKWAY
DOWNTOWN SEGMENT

TUESDAY, OCTOBER 21, 1997
4:00 PM TO 7:00 PM
INN SUITES HOTEL
SILVER ROOM
475 N. GRANADA

There will be no formal presentation, so come in anytime to view the exhibits and talk with City Staff and consultants.

EXHIBITS WILL INCLUDE:

Barraza -Aviation Parkway -- Downtown Segment Model
Parkway Design Features
Broadway/Arroyo Chico Landscape & Buffering Project
Broadway Bicycle/Pedestrian Bridge Design Project
4th Avenue Design Project
Depot Gateway Vision Project
Neighborhood Traffic Impact Mitigation
Public Art Features of the Parkway
Comments and Questionnaire Survey

REFRESHMENTS WILL BE PROVIDED!!

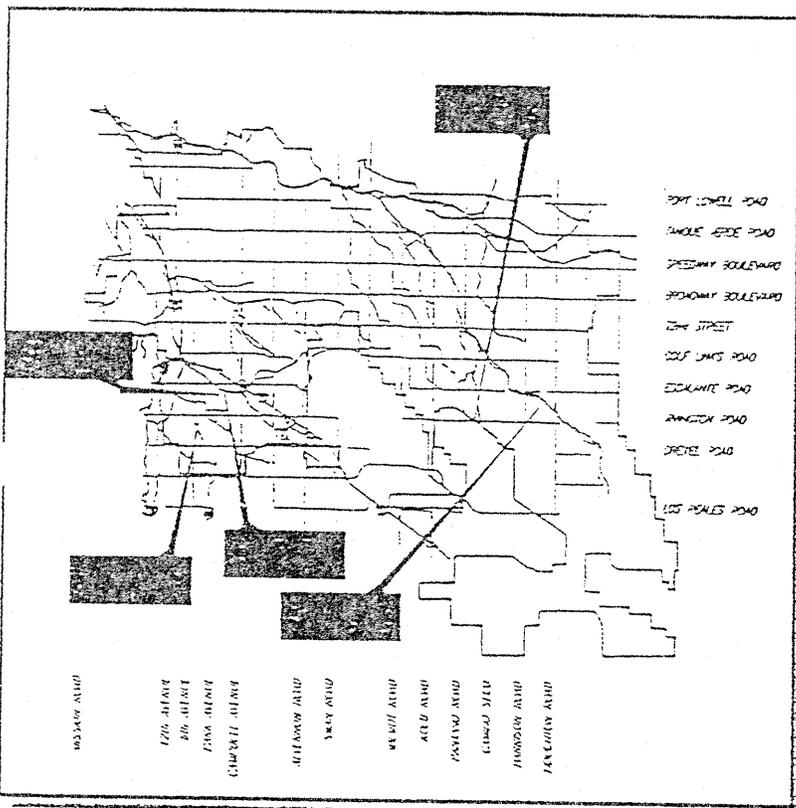
If you have any questions or need any further information, please contact Armando Monteverde at 791-4371.

Para mas información por favor llame a: Armando Monteverde at 791-4371.
Se encontrará en la Junta una persona que habla español para asistirlos.



OPEN HOUSE

Dirt Streets Phase C



LEGEND

1. Randall Blvd.; Drexel Rd. to Milton Rd.
2. Millmar Rd.; Harrison Rd. to Pantano Wash
3. Alvord Rd.; Park Avenue to Randall Blvd.
4. Irvington Rd.; Entrance to Pima College \ Fred Enke Golf Course
5. Calle Alvord; 12th Ave. to Lostan Ave.

Date: Wednesday, June 4, 1997

Place: Randolph Recreation Center Rm. 4
200 S. Alvernon Way

Time: Drop in between 5:00 and 7:00 p.m.

The City of Tucson Department of Transportation is finishing up the design process & preparing bid documents for construction of the "Dirt Streets Paving Project Phase C". This project is intended to improve air quality and provide for dust abatement.

Please come to learn about the planned improvements to the Dirt Street Sites. This is your opportunity to give us your input about the proposed project. The Open House will be informal and present display boards about the project and provide an opportunity to have one-on-one conversations with the Project Manager. No formal presentations are planned.

The proposed roadways will be a two lane, twenty-four foot wide strip paved asphalt roadway. They will not include sidewalks or curbs.

There will be no assessments attached to these improvements.

If you have any concerns regarding the proposed paving, please contact the Project Manager, E. Craig Saltzman @ 791-4146.

INFORMATIONAL BULLETIN
Construction Alert

for

SPEEDWAY BOULEVARD/KOLB ROAD
INTERSECTION IMPROVEMENT

The City of Tucson has completed the development and is ready to begin the construction of this project that will ultimately provide dual left turn, and right turn lanes at all four approaches to the intersection.

The construction is anticipated to take approximately five months to complete. In consideration of the residents and the businesses in the immediate area, and the approaching holiday season, the City of Tucson and the Contractor, Dar-Hill, have agreed to postpone the start of construction until January 6, 1997. This delay will allow traffic in this already heavily traveled area to continue without additional impacts until the beginning of the new year.

At least one week prior to construction beginning, another flier will be delivered to the businesses and any residences adjacent to the intersection to provide notice of a preconstruction meeting. This meeting will allow the contractor to provide specific information about Dar-Hill Construction Company and the project schedule.

If you have any questions or would like further information, please contact Project Manager, Steve Pageau at 791-4146.



City of Tucson
Department of Transportation
P.O. Box 27210
Tucson, AZ 85726-7210
(520) 791-3722

September 25, 1997

Dear Resident/Property Owner:

The City of Tucson is holding an Open House/Public Information Meeting to solicit input and provide information on the Sixth Avenue: I-10 to Ajo Way Improvement Project. This project will include improvements to the roadway, sidewalks, landscaping, pedestrian and roadway lighting, traffic signal, pedestrian and vehicular access, and drainage.

The Open House/Public Information Meeting has been scheduled as follows:

WEDNESDAY, OCTOBER 8, 1997
5:00 pm TO 6:30 pm
EL PUEBLO NEIGHBORHOOD CENTER
ROOM A3
101 W. IRVINGTON

Representatives from the City of Tucson Department of Transportation and Entranco, the project's design engineers, will be present to receive comments and discuss the project. Final design is beginning on the project. Area residents, property owners and business owners are encouraged to attend any time between 5:00pm and 6:30pm.

For more information, please contact Project Manager, Andy McGovern, (520) 791-4146 or Jan Gordley, (520) 327-6077.



CITY OF TUCSON

The Sunshiny City

PLANNING DEPARTMENT

DEPARTMENT OF TRANSPORTATION
ENGINEERING DIVISION
1550 N. TREAT AVENUE
TUCSON, ARIZONA 85719
PHONE: 520-791-4888

November 5, 1997

NOTICE OF PUBLIC MEETING

Dear Resident,

The City of Tucson intends to construct the following improvements:

Sam Hughes District Traffic Improvement
Job No.: 9091 Plan No.: U-96-06

The work consists of installing speed humps on certain portions of Seventh, Eighth and Tenth Streets from Campbell Avenue to Country Club Road and Plumer, Norton and Treat Avenues from Broadway Boulevard to Sixth Street.

A preconstruction public open house will be held on Wednesday, November 12, 1997, at the Himmel Park Branch Library, 1055 N. Treat Avenue, beginning at 4:30 p.m. The meeting will be a summary of the project with the City Engineer's office and contractor personnel attending.

This work will start on or about December 1, 1997, and will be completed on or about December 17, 1997.

The contractor on this project will be:

K & B Asphalt Inc.
1715 E. 19th Street
Tucson, Arizona 85719

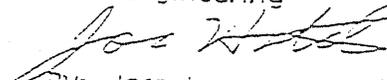
Responsible Supt.: Chuck Ratliff
Telephone: 620-3555

The City field representative on this project is Paul Herrera. Please feel free to consult with him on the job site, or by calling Joe Hatch, project manager at 791-5100 or Vince Catarano at 791-4259.

We realize that this work may cause you some inconvenience, which we regret. However, we think that the permanent improvement will be worth the temporary interruption.

Sincerely,

Kenneth K. Damgaard, P.E.
Section Manager
Field Engineering


By: Joseph A. Hatch, P.E.
Project Manager

KXD/ct/JAH

cc: Tony Paez, Director of Transportation
Risk Management
Project File

Project Inspection (2)
Paul Herrera, Project Inspector



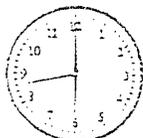
PIMA STREET OPEN HOUSE



DATE: Tuesday, November 18, 1997
(In conjunction with Midtown Neighborhood
monthly meeting)



PLACE: Wright Elementary School Cafeteria
4311 E. Linden
(Columbus, north of Pima)



TIME: 6:00 p.m. - 7:00 p.m. - Informal Discussions
7:15 p.m. - 8:15 p.m. - Presentation and Q & A

On October 15th, Councilmember Molly McKasson and the City Transportation Department held a meeting for neighbors and neighborhood businesses to talk about ideas for improving Pima Street. Roadway options were discussed and many in attendance shared opinions about the improvements to Pima Street and how to best design a "neighborhood-friendly street."

The City Transportation Department would like you to attend a follow-up meeting to discuss the results of the individual surveys filled out at the first meeting and to talk more in depth about the roadway options. Bicycle and pedestrian safety, landscaping, noise, and traffic flow are all elements that should be examined together. Please come to the Open House and let us know what you think!

If you have any questions, please call Joe McCullough, City of Tucson, 791-4372.

OPEN HOUSE SPONSORED BY
THE CITY OF TUCSON TRANSPORTATION DEPARTMENT



City of Tucson
Department of Transportation
Planning Division
P.O. Box 27210
Tucson, AZ 85726-7210
(520) 791-4372

The City of Tucson is holding its second Open House/Public Information Meeting to solicit input and to provide information on the Sixth Avenue I-10 to Ajo Way Improvements Project. This project will include improvements to the roadway, sidewalks, landscaping, pedestrian and roadway lighting, traffic signals, pedestrian and vehicular access, and drainage.

The Open House/Public Information Meeting has been scheduled as follows:

Project: Improvements to Sixth Avenue between Interstate 10 and Ajo Way
Location: El Pueblo Neighborhood Center, Room A3, 101 West Irvington
Date: Wednesday, January 14, 1998
Time: Anytime between 5:00pm to 6:30pm

Representatives from the City of Tucson Department of Transportation and Entranco, the project's design engineers, will be present to receive comments and discuss the project. The design of the project is almost complete and construction will begin shortly. Area residents, property/business owners are encouraged to attend.

For more information, please contact Andy McGovern, Project Manager at the City of Tucson at (520) 791-4146 or Jan Gordley, (520) 327-6077.

La Ciudad de Tucson tendrá la segunda junta pública de información, donde a todos están invitados, con el fin de solicitar sus opiniones sobre el proyecto de reformas en la Avenida 6ta entre la carretera I-10 y el camino Ajo Way. El proyecto mejorará la calzada, las aceras, el hermosamente del terreno alrededor las calles, el alumbrado público, los semáforos, la circulación rodada y la del tráfico de peatones, y el desagüe.

El siguiente es el horario de la segunda junta pública:

Proyecto: Reformas en la Avenida 6ta entre la carretera I-10 y el camino Ajo Way.
Lugar de Reunión: Sala A3, El Pueblo Neighborhood Center, 101 West Irvington
Fecha: miércoles, el 14 de enero, 1998
Hora: Entre las 5:00 de la tarde hasta las 6:30 de la tarde (no importa la hora que Ud. llegue)

Los representantes del Departamento de Transporte de la Ciudad de Tucson y Entranco, los ingenieros del proyecto, estarán presentes para discutir el proyecto. El diseño del proyecto ya está casi terminado y la construcción próximamente. Los residentes de esta área, terratenientes, y negociantes están invitados a esta junta.

Por más información, pongáse en contacto con Frank Jesús Reyes a La Ciudad de Tucson a (520) 791-4146.

PUBLIC PARTICIPATION MEETING/WORK REQUEST FORM

DATE: _____

SUBMITTED BY: _____

PROJECT: _____

Project Boundaries: _____

Mailing Boundaries: Please provide marked location map.

Account Number: _____

PLEASE DISTRIBUTE THIS FORM TO PPP TEAM AT LEAST 4 WEEKS IN ADVANCE OF 1ST DESIGN PUBLIC MEETING(7 WEEKS IF SCHOOL IS ANTICIPATED MEETING LOCATION), OR 2 WEEKS IN ADVANCE OF ANY OTHER PUBLIC MEETING. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT PROJECT MANAGER AT _____. IT IS THE PROJECT MANAGER'S RESPONSIBILITY TO SCHEDULE THE INITIAL PPP TEAM MEETING AFTER COMPLETING THIS INITIAL FORM.

Standing PPP Team:

- Project Manager
- Public Information Manager
- Public Relations Firms - Direct Mail
- Public Relations
- Design Consultant

Optional Team Members:

- Business Consultant
- Real Estate Division
- Street Maintenance Division
- Improvement District Section
- Citizen and Neighborhood Services
- Others selected by Project Manager

MEETING ARRANGEMENTS to be determined at PPP Team Meeting

Meeting Type: Design or Construction

Meeting Date(s): _____ or _____

Meeting Time: _____ or _____

Meeting Contacts (Reservations, On-site Phone Numbers for Day of Meeting): _____

Meeting Location (ADA access, Audio-visual equipment): _____

Special Requests (tables, seating, refreshments, child care, transportation, Spanish-speaking facilitator): _____

MAILING DESTINATIONS:

Automatic: Mayor & Council

City Manager

City Clerk

Transportation Division Heads

DOT Planning Staff () Public Information Manager

Optional: () Pima County Tax Assessor Roll (Property Owners)

() Pima County Tax Assessor Roll (Residents)

() Community Relations (Judith Brown)

() Neighborhood Contacts

() Consultant (name/address) _____

() Other Special Requests _____

() Affected Utilities _____

() Water Department _____

() Sun Tran and Van Tran _____

MAILING NOTICE PREPARATION:

Please submit your flyer information to Project Team to advise them of meeting plan. Your notice should include:

- Project name and location.
- Project description of improvements, type of work to be done.
- Design and/or construction time frame.
- Date, Time and Location of meeting (include address).
- Invitation for Public Input
- Whom to call for additional information

*** DISTRIBUTION FOR
ENGINEERING PUBLIC
MEETINGS

Jose J. Ibarra
Ward 1

Janet Marcus
Ward 2

Michael Crawford
Ward 3

Shirley Scott
Ward 4

Steve Leal
Ward 5

Molly McKasson
Ward 6

George Miller
Mayor

Luis Gutierrez
City Manager

John Nachbar
Deputy City Manager

Kathy Detrick
City Clerk

Benny J. Young
Assistant City Manager

James W. Glock
Deputy Director
Department of Transportation

Albert Elias
Administrator
Transportation/Planning

Alfred Dicochea
Transportation
Administration

Hector Martinez
Transportation
Real Estate

Tom Amparano
Transit Administrator
Transportation

Richard Nassi
Traffic Engineering
Transportation

Ron Elias
Administrator
Streets Division

Dewayne Tripp
City Engineer

Jyl Maratea
Transportation
Planning

Mo El-Ali
Project Manager
Engineering

Michael D. Holder
Manager
Design Engineering

Kenneth K. Damgaard
Section Manager
Field Engineering

Project Manager
Contract Administration

Jeri Pawelczyk
Public Participation Coordinator
Transportation/Planning

Tony Paetz
Director
Transportation

Wolff
Engineering Division

CONSTRUCTION NOTICES ONLY:

CONSTRUCTION NOTICES ONLY:

Chief Fred Shipman
Tucson Fire Department

Rafaela Provincio
Traffic Division
Tucson Police Department

Lucy Inzunza
Transportation

Dave Bustamante
Transportation

Meissa Morris
Transportation

Sandra Brown
Engineering Division

Alice Cashmore
Engineering

Citizen & Neighborhood
Services

Dariene Kallellis
Engineering Division

Mike Carson
Community Relations

TAC MEMBERS & STAFF
HAT GET FULL PACKAGES

Susan Moreno
3202 S. Pinal Vista
Tucson, AZ 85713

Sharron Miller
4352 E. La Cienega St.
Tucson, AZ 85712

Joseph S. Weidman
1044 E. Glenn St.
Tucson, AZ 85719

Diahn Swartz
120 W. University
Tucson, AZ 85705

John Gallagher
8953 E. Calle Pasto
Tucson, AZ 85745

W. Eugene Caywood
1425 N. Hidden Glen Road
Tucson, AZ 85715

Octavio Barcelo
2702 E. Malvern
Tucson, AZ 85716

Dale R. Calvert
3818 E. 28th Street
Tucson, AZ 85710

Lewis Hill
3356 N. Carrywood Drive
Tucson, AZ 85712

Barbara Ann Behrens
959 W. Elvira Road
Tucson, AZ 85706

Frank Stangel
1321 E. Mabel
Tucson, AZ 85719

Todd C. Schoier
Sun Mechanical Contracting
951 E. Columbia Street
Tucson, AZ 85705

Robert Price
4225 N. First Avenue #513
Tucson, AZ 85719

Jack McGhie
1416 N. Riverview
Tucson, AZ 85745

Jim Altenstader/PAG
177 N. Church
Tucson, AZ 85701

Antonio Valenzuela
5542 E. Glenn #D
Tucson, AZ 85712

Marie Richard
2242 S. Deertrail Circle
Tucson, AZ 85710

Michael Guymon
721 E. 4th Street
Tucson, AZ 85719

Gean Lloyd
7289 E. Caminito Feliz
Tucson, AZ 85710

Albert Elias
Transportation/Planning

Iyl Maratea
Transportation/Planning

James W. Glock
Transportation/Deputy Director

NON-CTAC MEMBERS
RECEIVE ADGENDA
ONLY

~~Greg Buck
3332 N. Romero Rd #33
Tucson, AZ 85705~~

~~Michael Ginsburg
6857 N. Solra Cuarto
Tucson, AZ 85712~~

~~Susan W. Barden, AICP
University of Arizona
P.O. Box 510158, Ste. 202
Tucson, AZ 85721-0158~~

~~Larry B. Barton
University of Arizona
383 N. Euclid Avenue
Tucson, AZ 85721-0158~~

~~Matt Zoll
Transcore
110 S. Church, Suite 2470
Tucson, AZ 85701~~

~~Arthur Keating
7365 Leonardo da Vinci
Tucson, AZ 85704~~

OPEN HOUSE

(PROJECT NAME)

The City of Tucson's Department of Transportation would like to welcome you to our "Open House." The purpose of this event is to familiarize residents with the proposed improvements to _____ (PROJECT NAME) _____ (and to solicit input from the residents).

(**THE FOLLOWING PARAGRAPH WILL VARY FROM JOB TO JOB THIS IS JUST ONE EXAMPLE . . .)

(Preliminary) Plans call for a five lane roadway, with the fifth lane being a continuous turning lane. There will also be bike lanes and street lighting along with curbs, sidewalks, underground storm sewers, and associated drainage improvements. A new traffic signal at Rosemont and Twenty-Ninth will be included.

Some additional right-of-way will be required _____ (clarify as much as possible) _____. This project is an Improvement District which means that properties directly fronting on _____ (PROJECT NAME) _____ may be assessed for a portion of the cost.

Currently, construction is scheduled to begin in _____. Projects of this size normally require from _____ (TO) _____ months to complete. During construction, two way traffic will be maintained at all times. In addition, every effort will be made to minimize the disruption that occurs during typical roadway construction projects.

In our "Open House" today, we have several displays which illustrate what the proposed improvements entail:

1. An aerial photograph of the road with the improvement sketched over the existing road.
2. A plan view of the improvements as they will look in the construction drawings with the new roadway shaded.
3. A perspective of the roadway indicating the relative location of the street lights, sidewalks, curbs, bike lanes, and travel lanes.

Engineering staff persons are available to answer your questions (look for people wearing name tags).

Should you have any questions concerning this project in the future, feel free to call the Project Engineer, _____, at 791-4146. We will be happy to answer any questions you may have.

OPEN HOUSE

OPEN HOUSE

Public Presentation

WHO is constructing the improvements?

WHERE are these improvements going to occur?

WHAT do these improvements entail?

WHY is this project being proposed?

WHEN are these improvements going to be made?

HOW are these improvements going to be funded?

PROJECT NAME

RESIDENT INPUT FORM

Resident's Name _____

Street Address _____

Day Time Phone No. _____

Your Property Assessor's Tax No. (if known) _____

Your specific question/comment/suggestion about this project:
(Please use back side of this form or additional sheets, if
necessary.)

MAIL TO: City of Tucson
Dept. of Transportation
Engineering Division
P.O. Box 27210
Tucson, AZ 85726-7210



CITY OF TUCSON

The Sunshine City

PO BOX 27210
TUCSON, ARIZONA 85726-7210

DEPARTMENT OF TRANSPORTATION
ENGINEERING DIVISION
(520) 791-5100
FAX: (520) 791-4239

March 20, 1997

Dear

The City of Tucson Transportation Department is beginning the design process for the annual "Dirt Streets Paving Project". This program is intended to improve air quality and provide for dust abatement.

Higgins Lane, east of Romero Road and west of Gypsy Lane, has been identified with a high ranking and is being considered for design. The proposed roadway would be a two lane, twenty-four foot wide asphalt roadway. It would not include sidewalks or curbs.

There will be no assessments and no increase in property taxes associated with these improvements. This program is federally funded for dust abatement. The funding does have restrictions attached.

- 1) The area has to be identified with a high ranking to be considered for design.
- 2) The City cannot purchase right-of-way for the construction of the roadway.
- 3) All right-of-way must be dedicated to the City by the owners.

Before beginning the design process for Higgins Lane, the Department of Transportation would like to know if you and your neighbors are willing to participate in the proposed dust abatement program.

If you have concerns regarding the proposed paving of Higgins Lane, please contact:

E. Craig Saltzman, Project Manager
City of Tucson, Department of Transportation
Engineering Division
P.O. Box 27210
Tucson, AZ 85726-7210
Phone # 520-791-4146

Please fill out the attached questionnaire and return it in the enclosed envelope.

Sincerely

Michael D. Holder, P.E.
Engineering Manager
Design Section

MDH/ECS/dk
Attachment

City of Tucson

- I would like to see Higgins Lane paved and would be willing to dedicate right-of-way for the improvement.
- I am opposed to the project.

Name

Mailing Address

Property Address
on Higgins Lane

Phone #

Signature
