Design Workshop

Session A

Session Objective

Develop a clear understanding of project context elements, identify project stakeholders, and develop a plan for public participation.

Introduction of Team members (15 minutes)

Team members introduce themselves and describe their experience with "context sensitive solutions" and experience with application of these or similar ideas (15 min.)

Introduction to the Design Study Area (15 minutes)

Facilitator introduces the existing community context and the DOT's statement of purpose and need for the transportation facility. The team reviews and discusses the materials. (15 min.)

Assignment (60 minutes)

- 1. On your base map, identify specific physical contextual elements that should influence design (see checklist):
 - a. Natural resources
 - **b.** Cultural resources
 - c. Community facilities
- 2. On your base map, identify community issues that should influence design and indicate the areas they will affect. Consider issues of residents, business owners, and visitors including:
 - a. Parking, access, speed, modal priorities
 - **b.** Business needs
 - c. Economic development
 - d. Aesthetic design
 - e. Community values
- 3. Identify other modes of travel that need to be considered and indicate the affected areas on your base map: transit, bicycles, pedestrians, freight, railroads, ADA issues.
- 4. Based on what you've identified above, create a flip chart list of the stakeholders who need to be "at the table" during the design process.

Design Workshop

5. Develop a plan for involving key stakeholders in the project development process.

Tools

Community Values Checklist

Technical/Transportation	
Survey	Public utilities
Right of Way (R/W)	Private utilities
Geotechnical	Bicycle facilities
Grading	Pedestrian facilities
Roadways	ADA requrements
Signing	Rail
Construction cost	Park and ride
Drainage	Transit facilities
Structures	Lighting
Signalization	Parking
ITS	Funding sources
MOT	Others?
Physical Environment	
Land uses	Vegetation
Businesses	Wetlands
Farmland	Water bodies
Parks	Floodplains
Recreation facilities	Erosion issues
Community facilities	Natural features
Hazardous material sites	Fish
Cultural resources	Wildlife
Topography	Threatened/endangered species
Trees	Others?
Cultural/Social/Economic/Political En	vironment
Demographics	Special resources
Cultural interests/practices	Special interest groups
Community leaders	Architectural character
Decision-making processes	Community icons
Community history/heritage	Landmarks/gateways
Potential for noise	Hot button issues
Vibration issues	Others?

Tools

Stakeholders (Examples)	
	Public agency staff
Elected officials	Tribal leaders
Property owners	Disabled
Business owners	Bicyclists
Residents	Pedestrians
Customers	Bus operators
Facility users	Truckers
Special interest groups	Others?
Regulatory agencies	

Tools

Stakeholder and Issues Grid

Stakeholder and Issues Grid

Issue	Stakeholders	Level of Concern by Stakeholders	Anticipated Level of Impact of Issue		
		(High, Medium, Low)	(High, Medium, Low)		
1.					
2.					
3.					

Tools

Stakeholder and Issues Grid

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Issue	Stakeholders	Level of Concern by Stakeholders (High, Medium, Low)	Anticipated Level of Impact of Issue (High, Medium, Low)					
4.								
5.								
6.								

BUSINESS IMPACTS QUESTIONNAIRE

\perp	Questions to Ask Businesses	Planning	Engineering	PS&E Package	Construction	Special Provision	Resources
	Do I have a plan for engaging businesses in the process and communicating to businesses?	X	Χ	X	X		
	Who are the businesses/properties that will be affected by the project?						TO BE COMPLETED
	What are the best ways to communication them (website, email, fax, newsletters, flyers, etc.?						BY MN/DOT
	Do we need a telephone hotline?						
	How can the Mn/DOT website (or other websites be used)?						
	What printed information do they need? How often are information updates needed?						
	What meetings should we have? How often? Do I need regularly scheduled business meetings? What locations would be most convenient for businesses?						
	How can the media be used to get information to people?						
	Do we need a dedicated public information coordinator/business liaison?						
\vdash	Do I have a project contact data base? How often should it be updated? Is it complete?						
\vdash	What other strategies should I use to keep businesses engaged?						
	What unior strategies should if use to keep businesses engages:						
,	How do businesses operate and how will construction affect their operation?	v	v	v	v		
	What types of businesses are there?	^	^	^	۸		
	what types or obsinesses are mere? Who are their customers?						
\vdash	wind are meir costometrs? What are their hours of operation?						
\vdash							
	Do they have permits for special signs or special uses such as sidewalk cafes?						
\vdash	What are their delivery needs (truck size, frequency, time of day)?						
	Do they have special equipment that might be affected by construction activities (utilities, water, internet, vibration, etc.)? What are the costs and or consequences of impact if damaged?						
2	How can I halp businesses halp themselves during construction?	v	v	v	v		
	How can I help businesses help themselves during construction? What local governments do I need to coordinate with and how can they help work with businesses?	^	^	^	^		
\vdash	what tocal governments on meet of coordinate with a from a card mely nelp work with businesses? What associations (Chamber of Commerce, business associations, etc.) do I need to coordinate with and how can they help work with businesses?						
\vdash			-				
	What information can I provide that will help businesses anticipate construction activities and impacts? What businesses need to be engaged in the process and how? Is there an opinion leader(s) that should be engaged?						
		ļ	ļ	ļ			
\vdash	What activities can we support/do that will help sustain business during construction?	ļ		ļ			
\vdash	What tools can we provide to businesses that will help them sustain their businesses during construction?	ļ		ļ			
\blacksquare	What special events are there during construction (for example, "Crazy Days")?						
			V.				
	What agreements will be needed with local governments and property owners?		Х	X			
	is "official mapping" required? What does this mean to businesses and property owners?						
	Will there be any special assessments? If so, how will this be communicated to property owners?						
	Are any maintenance agreements required with local governments, special service districts, or property owners?						
	Are there private areaways that will be impacted? If so, whose responsibility and who pays?						
	Do any property owners have special requests (for example, replacement of existing enhancements or improvements above and beyond existing condition)? If so, who does						
\vdash	the work and who pays? How much influence do the business owners have over municipal consent? Does the project require municipal consent? How can business community influence the outcome						
	riow much initiatice do the business owners have over municipal consent? Does the project require municipal consent? How can business community initiatice the outcome						
1	of municipal consent ?						
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BUSINESS IMPACTS QUESTIONNAIRE

	How will dust be managed during construction? How often will streets be swept and watered?				
	How will garbage collection be handled during construction?				
	Where will construction debris be stored and how often will it be cleaned up?				
	Where will construction equipment and materials be stored? Is this acceptable to businesses? Will engine starting and/or back-up alarms create problems?				
	How will materials and equipment be delivered to the construction site? How will access be provided to the work zone? How will the queuing of equipment impact access to businesses?				
	Will there be vibration that will affect businesses (construction equipment, blasting, etc.)? Will work hours need to be adjusted to accommodate business operating hours?				
	Will the visibility of the business or its signs be obscured by construction activities? If so, what will be done to address this problem?				
9.	How will the project affect access to businesses during construction?	Χ	X	X	
	How will access be provided to business parking, parking ramps, etc. during construction?				
	How will deliveries (large and small trucks) be accommodated (consider length, width, profile, sight distance)?				
	How will customers be able to pick up orders, drop off passengers, etc.?				
	Are there other curb zone permits (valet, taxi, tour bus, etc.) and uses that need to be accommodated?				
	How will drainage and ponding be accommodated temporarily during construction?				
	What materials will be used on temporary access roads?				
	How will daily deliveries be accommodated during construction (US mail, newspapers, etc.)? How will this be coordinated with USPS, other providers, business owners?				
10.	How will the project impact adjacent buildings?	Χ	X	Χ	
	Are there underground areaways or utility vaults that will be impacted? Who does the repairs and/or improvements? Who pays?				
	Will there be utility shut-offs? How will this impacts businesses? Is this acceptable?				
	Will there be vibration impacts? If so, are there special accommodations that are needed?				
	What will the process be for addressing building damage?				
	Is there streetscaping or street furniture that needs to be replaced? Will new streetscaping be provided? What is the best timing for removal and replacement?				
	What will the process be for addressing water in basements or other drainage problems?				
	How will the claims process be handled? What happens if an insurance claim is pending or denied?				
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