



Public Works Public Input Planning Worksheet

Project Name
Project Manager
Short Project
Description

Scope of involvement

How will your project affect things people tend to care about? The higher the score, the more the public might want (demand) to be involved.

Real or perceived impact	Who will care?	How much? (1-5)
Community character/values		
Property values		
Livelihood or business success		
Public health or safety		
Property value		
Moral/ideological values		
Community aesthetics		
Noise, lights, traffic, dust		
Money (taxes, fees, etc.)		
Cultural or history		
Environmental health		
Sense of equity/fairness		
Others		

What decisions have already been made?

- Purpose and need*
- Location
- Design*
- Size
- Others (list):

- Timing
- Construction methods
- Budget/cost
- Aesthetics

* Typically good stages to gather input

What to ask

Think about what the project team could learn from the public that would make this project better? Or, what unique perspectives and experiences do community members have that could influence the decisions being made. Keep in mind that community members are not technical experts, they are experts in living in the community, traveling on local roads, paying for utilities, etc.

Y	N	Possible topics for input
		What problems does this project solve for the public? Are some of those problems more important than others?
		What is the project size/scope? What are the trade offs of different approaches?
		What is the location? What would the community like you to consider when choosing a location?
		What does it look like? Are there opportunities to influence architectural features? Landscaping/softening the view from the street?
		What's the construction schedule? What time of year would this work happen? Are there other options? What should the team consider when choosing the time of year?
		Construction hours/night work. Can hours be changed to accomodate peak traffic times? School drop off and pick up times, etc.
		Location of staging area. What are the options and their impacts on the community?

Who is making the final decision?

Type	Top concerns/considerations
Elected/appointed body	
City staff	
Another agency	
Other	

Planning considerations

What constraints will affect the public involvement approach (deadlines, resources, time of year, cultural/language barriers, trust, etc.)?