

**PUBLIC INVOLVEMENT PLAN (DRAFT)**

**City of Sandpoint  
Downtown Revitalization**

**BACKGROUND**

The City of Sandpoint, ID has contracted with Welch Comer and J-U-B Engineers, Inc. (J-U-B) to revitalize the Downtown area. The project will create infrastructure designs from First Ave to Lake and from Lake to Superior. Improvements could include building-face to building-face reconstruction, decorative and functional streetscape, bicycle lanes/paths, parking, and continuity to existing/planned bike facilities and routes within the downtown core, targeted utility upgrades, and decorative street and pedestrian lighting. The Langdon Group (TLG), the public involvement subsidiary of J-U-B, will provide public involvement for the project acting as an unbiased, neutral third party.

**PUBLIC INVOLVEMENT GOALS**

The public outreach and coordination of stakeholder involvement will include communication with the public and stakeholders that is early, continuous, meaningful, and inclusive throughout the life of the project.

Public Involvement Goals:

- Provide easily accessible information to the public on the downtown revitalization project.
- Engage in meaningful interaction with all impacted and interested members of the public.
- Gather feedback to inform the development of the revitalization plan.
- Work with stakeholders and the public to develop project goals and outcomes which reflect the shared interests and values of the Sandpoint community.
- Inform stakeholders and the public about project timeline and development.

**MILESTONES**

The major public involvement (PI) tasks will coincide with project milestones. Below are the identified public involvement tasks and estimated schedule. This list is not conclusive, and the schedule is subject to change based on project progress and findings:

Public Involvement Plan; Update	December 2025
Situation Assessment (Key Informational interviews)	February 2026
Public Outreach and Education; Business Owner Coordination	Ongoing
Technical Advisory Group Meetings	February 2026; Summer 2026; Fall 2026
Public Open Houses	March 2026; Summer 2026
Summary of Public Involvement	Late Winter 2026



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## KEY MESSAGES

All public communication and outreach materials for this project will be based on the following key messages:

- The City of Sandpoint is revitalizing its downtown with consideration towards current infrastructure needs and factors affecting future community planning interests.
- The downtown revitalization will create a safer downtown for all users.
- The downtown revitalization update process includes study and consideration of the elements relevant to downtown planning: property rights, population, transportation, economic development, public services, facilities, and utilities, recreation, special areas, and community design.
- The City and project team desire to understand and identify measures to minimize and mitigate impacts during construction.

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## COMMUNICATION PROTOCOLS

TLG will prepare all PI materials (unless otherwise noted in this plan) and send to the City for review and approval. Necessary actions and deadlines will be included with all deliverables. TLG will distribute all PI materials via appropriate means – website, email, social media, media, etc. in coordination with City Staff.

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## TASKS

### TASK 1 – Public Involvement Plan

The Public Involvement Plan (PIP) describes the public involvement tasks which support the public information and communication needs of the project. The PIP indicates key messages and communication protocols and provides specific methodologies and anticipated timelines for public involvement tasks. The PIP is considered a living document, that will be updated throughout the process as appropriate and to reach PI goals, and is used for quality assurance by the project team. TLG will prepare a Public Involvement Post Project Summary Report to cohesively document the process, materials, and outcomes.

#### Deliverables

- Draft PIP document (December 2025)
- Public Involvement Post Project Summary Report (December 2026)

### TASK 2 – Situation Assessment (Key Informational Interviews)

TLG will plan, schedule, and conduct up to ten (10) individual stakeholder interviews to collect targeted input on the current community condition as it relates downtown revitalization. TLG will work with the CLIENT to develop an interview guide outlining purposeful questions. The goal of these interviews is to collect a broad baseline of relevant input on the planning process and implementation, including identification of applicable local and regional opportunities and challenges related to short- and long-range planning for the Community of Sandpoint, and to inform the strategy for public involvement, including development of outreach messaging, content, and information delivery. Interviewees will be selected through a collaborative effort with the City, to represent a diverse cross-section of stakeholders, and to capture a wholistic understanding of local context, including local agencies, emergency service providers, community services, local businesses, and key demographic groups. TLG will analyze and synthesize interview findings to identify key themes and insights in a summary report.

#### Deliverables:

- Conduct up to 10 interviews
- Interview Questions and Guide



- Stakeholder feedback summary report

**Schedule:**

- Early Winter 2026

### **TASK 3 – Public Outreach; Business Owner Coordination; Comment Database**

TLG will assist CLIENT in developing clear and concise content for distribution and identification of most appropriate communication channels. Informational materials are intended to help raise awareness of the project, and direct members of the public to the city website for more timely project status updates and information regarding public involvement opportunities. This may include fliers/mailers, and media ads. These tactics are dependent on findings from the interviews and are subject to change.

TLG will assist the CLIENT in coordination and communication with affected business owners within the project area. This may include in-person meetings, phone calls, or emails with business owners. TLG will develop and maintain a public comment database to track all business owner and public communications, to ensure comments are recorded and concerns or inquiries are met in a timely manner.

**Assumptions:**

- TLG will coordinate with City Staff to advertise public events and surveys via existing City communication channels and via the City website

**Deliverables:**

- Coordination with City Staff and project team on project messaging and educational materials
- Coordination and communication with business owners
- Public Comment Database

**Schedule:**

- Consistent with project milestones, progress, and opportunities for public input

### **TASK 4 – Technical Advisory Group (TAG) Meetings**

TLG will coordinate with the CLIENT to identify participants, goals, and outcomes for TAG engagement. Participants will be identified based on findings from the Situation Assessment, and in coordination with CLIENT, to include of a cross-section of relevant expert perspectives and key community group liaisons, in order to maximize meaningful feedback and produce a fair and relevant representation of community interests and needs. TAG participants are intended to serve as representatives of their larger interest groups and will be relied upon to help disperse appropriate and applicable project updates. In coordination with J-U-B, TLG will coordinate, plan, and facilitate up to three (3) TAG meetings to assess and receive guidance on project specific topics.

The following are tentative goals for TAG meetings:

- Meeting 1 goal: To convene key technical stakeholders to review relevant project data, processes, and public feedback; to receive guidance from participants; discuss project goals; and prepare for open house / public event.
- Meeting 2 goal: Review public comments from open house/public event, review draft elements of updated revitalization plan, and receive guidance from participants prior to presentation to Planning Commission and City Council.
- Meeting 3 goal: Present and review final draft of materials.

**Assumptions:**



- TLG will coordinate with CLIENT to identify up to 12 participants to attend TAG meetings.
- CLIENT will be responsible for providing venue and refreshments as needed

**Deliverables:**

- Agendas for up to 3 TAG meetings
- TAG meeting coordination and facilitation
- Meeting minutes for TAG meetings

**Schedule:**

- Spring 2026
- Early Summer 2026
- Fall 2026

### **Task 5 – Public Open House / Community Event(s)**

Two (2) public open houses will be conducted to provide the opportunity for the general public to learn about the project, including past City efforts and the planning process, and to seek input from the public on downtown revitalization, community interests, and priorities. To maximize public participation, one or more of the public open houses may be planned in conjunction with an existing public event with historically known high public attendance. TLG will plan the open house logistics in coordination with CLIENT, including reserving venues, layout, set up, and printing of materials. TLG will design open house materials, including invitation flier, and sign-in sheet and will work with the CLIENT to identify and invite stakeholders and the general public through existing relationships and communication channels, such as community calendars, local media, project website, and City website. TLG will organize and summarize open house comments.

**Assumptions:**

- CLIENT will be responsible for providing venue and refreshments as needed
- CLIENT will be responsible for costs associated with advertising

**Deliverables:**

- Materials for 2 open houses
- Up to 10 Open House display boards
- Summary of Open Houses

**Schedule:**

- March 2026
- Fall 2026

### **Task 6 – Summary of Public Involvement Process and Findings**

TLG will comprehensively summarize the public involvement process and findings.

**Deliverables**

- Public Involvement Summary

**Schedule:**

- Late Winter 2026



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## KEY PUBLIC INVOLVEMENT CONTACTS

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