

Town Creek Culvert Drainage Improvement Project

Public Involvement Plan



Greenville
NORTH CAROLINA

Find yourself in good company

TOWN CREEK CULVERT DRAINAGE IMPROVEMENT PROJECT GREENVILLE, NORTH CAROLINA

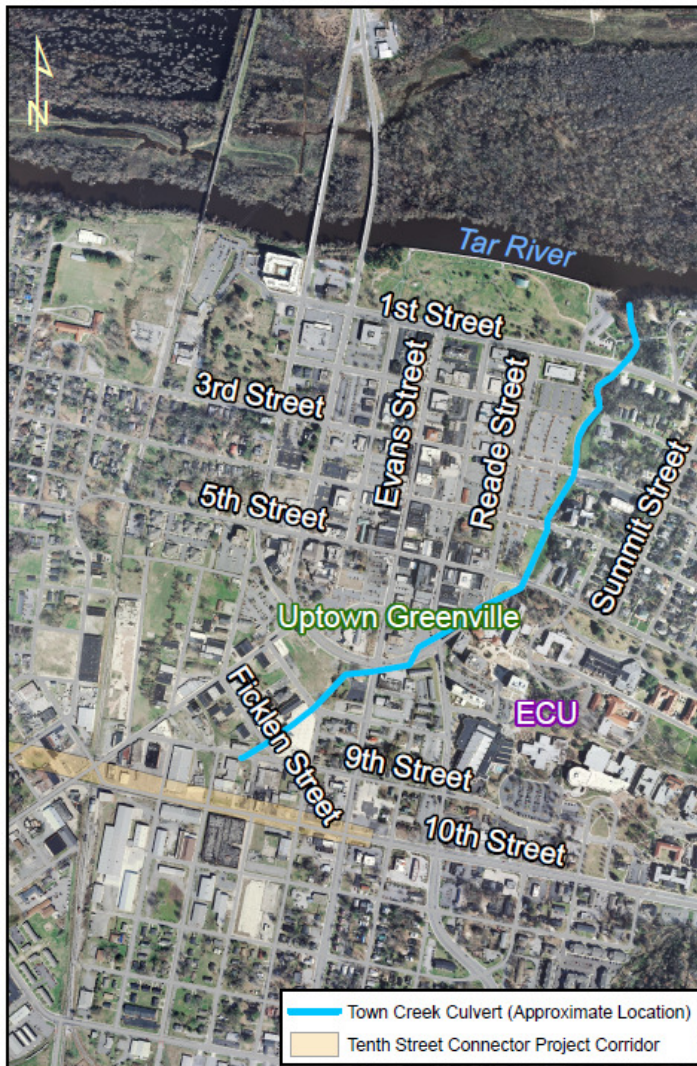
PUBLIC INVOLVEMENT PLAN

Purpose of the Public Involvement Plan and Outreach Activities

The purpose of this document is to outline the approach for public involvement activities and communications for the Town Creek Culvert project. This Public Involvement Plan is meant to be dynamic, with the ability to adapt as the project needs change. It is essential to carry a consistent message through all phases of the project to provide local citizens with a complete, dependable, accurate source of information.

Successful public participation is a continuous process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influence decisions that affect their lives.

Federal Highway Administration
(http://www.fhwa.dot.gov/planning/public_involvement/)



Public involvement is an important part of projects that affect publicly used roads and other infrastructure. The purposes of public involvement for the Town Creek Culvert improvements are to inform the local business owners, residents, and students about project facts and provide a forum for comments/questions. Engineers will be responsible for hydraulic analysis to determine feasible and reasonable alternatives for this project. It is important to communicate effectively the applicable details about construction and acknowledge that individual concerns are heard, understood, and addressed if needed.

Purpose of the Project

Town Creek Culvert drains stormwater from approximately 400 acres in the Uptown Greenville area. It was built in the early 1900s and needs to be substantially rehabilitated or replaced due to multiple failures and localized flooding. The City's Public Works Department began surveys in November 2013 to assess the underground culvert conditions and prepare mapping. The urgency of upgrading this infrastructure is also driven by the Tenth Street Connector, which will be diverting water from two other outfalls to Town Creek Culvert. The City of Greenville is partnering with Kimley-Horn and Associates, WK Dickson, and Rivers & Associates on this effort.

Project Phases and Anticipated Schedule

The Town Creek Culvert Drainage Improvement project will occur in three phases as outlined below. Construction is anticipated to be complete by December 2015 to accommodate stormwater runoff from the Tenth Street Connector.

Phase I: Data Collection

- Survey and evaluate existing tunnel conditions
- Analyze existing drainage patterns and tunnel drainage capacity
- Develop possible solutions (rehabilitation, replacement, or a combination thereof)
- Recommend improvements

Phase II: Design

- Develop construction documents and right-of-way/easement maps
- Obtain permits
- Advertise project for bids

Phase III: Construction

<u>Date</u>	<u>Milestone</u>
Fall 2013	Surveys
Winter 2013-14	Analyses and Design
Summer 2014	Complete Final Design
Summer 2014	Obtain Permits/Easements
Summer/Early Fall 2014	Advertise for Construction
Fall 2014	Review Construction Bids
Winter 2014	Award Construction Contract
December 2015	Complete Construction

Phase I Public Involvement and Outreach Activities

Several components of the public outreach may vary by phase. During Phase I, it will be important to introduce the project to the public and start initial conversations with local business owners, student representatives at East Carolina University (ECU), and local residents who live in and/or travel through the project area frequently.

Tasks to be completed during Phase I include:

- Initiate coordination with local, state, and federal agencies that may be interested or require permits, such as the State Historic Preservation Office since part of the project is located in or borders four historic districts listed on the National Register of Historic Places.
- Develop the project website (to be hosted by the City of Greenville, with Kimley-Horn and WK Dickson providing content). Components posted during Phase I should include:
 - Project description and background
 - Project manager(s)' contact information
 - Opportunity to submit comments/questions
 - Updated project schedule and overall milestone list
 - Map of the project study area and location
 - Public Meeting information (if known)

- Hold kick-off meeting with local businesses and residents for data collection:
 - Develop and distribute newsletter/kick-off meeting invitation
 - Coordinate with Uptown Greenville
 - Consider that some attendees may not have access to technology, and others will
 - Provide comment sheets at the kick-off meeting, show mapping with details known at the time of the meeting
 - Choose location(s) for the meetings that are near the project area and easily accessible
 - Consider open-house format or scheduling the meeting during a time such that business owners, residents, and students would be able to attend (i.e. avoiding Spring Break)
- Form other necessary stakeholders' groups that may be identified during data collection and coordination with Uptown Greenville.
 - Tailor small group meetings to address concerns that may be different for retail businesses, industrial/manufacturing businesses, residents, ECU students and faculty/staff, ECU facilities managers

Phase II Public Involvement and Outreach Activities

During Phase II, the project team will decide on details about the preferred alternative and construction impacts. There likely will be more specific questions from local business owners about access, noise, traffic control, and potential impacts. Residents living near or traveling through the project area will be interested in traffic patterns, street closures, and access to their homes and favorite restaurants, shops, and other destinations. Updates on other nearby projects (such as the Tenth Street Connector) that are scheduled to be under construction at the time will be helpful also.

Public involvement tasks to be completed during Phase II include:

- Update the project website (monthly)
 - Include summaries of previous public involvement activities (i.e. post newsletters, general summary of comments received, possibly Frequently Asked Questions/answers)
- Hold further meetings with local businesses, residents, and other stakeholders to respond to concerns about potential construction impacts. Specifically, work with ECU staff on pedestrian traffic signage and local businesses on delivery schedules.
- Continue coordination with Uptown Greenville
- Post updates to the City's and ECU's Facebook pages/Twitter feeds
- Host informal, drop-in workshop(s) to present detailed designs. This would include developing and distributing newsletter/invitation.
- Follow up with any state and federal agencies as determined during Phase I
- Meet with City departments (Fire/EMS/Police) whose services may be affected during construction

Phase III Public Involvement and Outreach Activities

As the construction stage begins, the project will become real to many people in the study area. With final designs completed and a detailed construction schedule developed, the project team will have information available to answer specific questions from the local community. It will be important to continue public involvement and outreach activities to direct pedestrians, cyclists, and drivers to use safe routes and avoid delays from construction. Hundreds of ECU students walk or bike through the projected construction zone daily to reach the bookstore, retail shops, restaurants, and other places. Public safety is critical during this phase of the project.

Public involvement tasks for Phase III include:

- Continue website updates
 - Post weekly time-lapse video of construction (post to website or YouTube, link to ECU YouTube page)
 - Interactive map showing current road closures and new traffic patterns/alerts
 - Include summaries of previous public involvement activities
 - Update the FAQ page if necessary
- Newspaper maps/updates on construction activities/area/closures
- Issue monthly newsletters to affected businesses/residents or at more frequent intervals based on construction activities
- Develop and distribute posters and flyers for local businesses highlighting access and parking options
- Provide information for periodic press releases
- Continue coordination with Uptown Greenville
- Host small group meetings with focus groups
- Continue Facebook/Twitter posts
- Meet with City departments whose services may be affected during construction and discuss / address concerns.

Project Contacts

City of Greenville Public Works Department
Project Manager: Lisa Kirby, P.E.
1500 Beatty Street
Greenville, NC 27834
252.329.4522

towncreekculvert@greenvillenc.gov

Media Contact: Steve Hawley
City Hall
200 W 5th St
Greenville, NC 27834
252.329.4131



Greenville
NORTH CAROLINA

Find yourself in good company