**Public Involvement Process – Overall Summary**

\*Primarily street process, but can be used as a guide for other sections

Generic Postcard to Neighborhood [Date Sent]

* Time of Initial Survey

Create Project Page on Engineering Website [Date Created]

Defining Scope of public engagement

* What are aspects of the project that the public can influence?

Public Informational Meeting No. 1 [Date Held]

* Letter [Date Sent]
* Postcard [Date Sent]
* Web update [Date Sent]
* Questionnaire [Date Sent]
	+ Questionnaire results for specific design questions that could impact design
* Hannah creates FB event and posts on social
* PIM debrief

\*Public Informational Meeting No. 2, No.3, etc… (If Needed)

* Letter
* Postcard
* Questionnaire

Transportation Commission [Date Approved]

* Public Comment opportunity

Board of Public Works [Date Approved]

* BPW Public Hearing Notice Letter
* Preliminary Schedule of Assessments
* Proposed Design Fact Sheet
	+ Includes tree removals
* Public Comment Opportunity

Common Council [Date Approved]

* Common Council Notice Letter
* Public Comment Opportunity

Construction Start Notification [Date Sent]

* Notice Letter or Postcard
* Tree removals highlighted
* Fact Sheet

Temporary Road Closure Postcard [Date sent]

* Necessary for non-street projects where roads are closed and utilities shut off and this is delayed from the construction start notification letter

Pre-Construction Public Informational Meeting (If Needed, On-Site, In-Person) [Date Held]

* Send W/Construction Start Notification

Project Page Updates

* Monthly for typical street reconstruction projects, weekly for bigger arterial projects
* Keep in regular contact with Construction Inspector

Post-Construction Letter [Date Sent]

* Restoration Info