

## Public Notification of Construction Activities

<b>Objective:</b>	To ensure that information about Tompkins County construction activities are proactively and accurately disseminated on a timely and regular basis to the public.	<b>Policy/Procedure Number:</b>	01-49
<b>Reference:</b> (All applicable federal, state, and local laws)		<b>Effective Date:</b>	March 2020
<b>Legislative Policy Statement:</b>		<b>Responsible Department:</b>	County Administration
<b>General Information:</b>	This policy provides guidelines for public notification and communication regarding construction projects within the County's right of way.	<b>Modified Date (s):</b>	
		<b>Resolution No.:</b>	2020-61
		<b>Next Scheduled Review:</b>	March 2025

### I. Definitions:

**Construction** - The act of building or repairing structures such as facilities, roads, and bridges.

**Maintenance** - The process of keeping something in good, usable, and/or working condition.

**Reconstruction** - The action of rebuilding something after being damaged or destroyed.

**Rehabilitation** - The action of restoring something that has been damaged to its former condition.

**Right of Way** - The distance or width that the County is responsible for and legally has a right of passage over another person's ground. For instance, County roads *generally* have a minimum fifty (50) foot right of way (which is 25 feet from the center line) However, some County roads Right of Way may be greater.

### II. Policy:

- A.** Construction notification will be executed through a series of public education and notification processes in advance of construction activities that may impede the public's daily activities.
- B.** The public notification option will be determined, as outlined within the Procedures section of this policy, based on project type to suit the circumstances of each project as needed.
- C.** The Department Head or designee responsible for the construction activity, County Administrator and/or County Public Information Officer reserve the right to adjust the points of public contact if deemed necessary.
- D.** This policy and the procedures within do not apply to emergency work. In emergency works, due to their nature, notification for road closures may not occur.

### III. Procedure:

#### A. Construction Activities

##### *Maintenance*

This type of activity includes cleaning, adjusting, repairing, or installing infrastructure on a short-term basis. Minor road works and pave operations which do not result in road closure are included in this category.

1. No notice to the public is required for maintenance activities, including brush or trees removed along roads within the County's "Right of Way". The County Highway Department will not cut trees or brush outside the County's "Right of Way".

##### *Rehabilitation/Reconstruction*

This type of project includes road rehabilitations, road reconstructions, road closures, and bridge closures, whereby there may be a delay or detour of the public's normal commute.

1. Notification will be provided to the public at a minimum of one (1) week in advance of commencement notifying the residents and/or commuters of the work to be done, the approximate timing of proposed works, detour routes (if applicable) and providing persons to contact for inquiries.
2. Notification will be in the form of an Electronic Message Board. For extended closures exceeding one (1) day, notification at minimum will also be displayed on the Highway Department website.

##### *New Construction*

This type of project includes erecting new, major construction of (not pre-existing) buildings, facilities, roads, sidewalks, and bridges.

1. Notification will be provided to the public at a minimum of thirty (30) days in advance of commencement notifying the occupant of the work to be done, the approximate timing of proposed works, detour routes (if applicable), and providing persons to contact for inquiries.
2. Notification will be displayed at minimum on applicable County websites, and for construction exceeding thirty (30) days a written notice is to be provided to residents within a 300-foot radius of the construction site exterior boundary.

#### B. Public Notification Options

The County reserves the right to use some or all the options below as notification to the public of upcoming construction projects.

##### *Written Notice (Mailers)*

Direct mail letters or postcards can be used to reach the public who may not receive information otherwise or the County may send letters to immediate construction neighbors to inform them about upcoming construction and impacts.

The notice will include the following information:

- Type of construction activities
- Location of construction activities
- Duration of construction activities

**Note:** If written notice is required for multi-unit building, enough copies of pertinent letters are to be provided to the superintendent or landlord so that they can deliver a copy to each household.

#### *County Websites and Social Media*

The County will post as needed to all applicable County websites and Social Media accounts to promote construction bulletins, make emergency announcements related to construction detours, and support other communications such as the service planning process.

1. This notice shall include type of construction, duration, and location the activity shall be expected.
2. The public shall be provided weekly updates for construction projects that exceed one (1) week via the applicable County websites and Social Media accounts, refreshing page with new detour information, construction timelines, and FAQ information.

#### *Electronic Message Board*

The County may utilize electronic message boards to advertise upcoming construction projects.

1. This notice shall include start date, end date, and where the activity shall be expected.
2. The message board shall be updated weekly to provide the public timeline and/or detour updates for projects exceeding one (1) week.

#### *Radio, Television, and Newspaper*

The County may choose to utilize radio, television, and newspaper outlets to advise the public of upcoming construction projects.

1. This notice shall include type of construction, duration, location the activity shall be expected, and how to expect notification updates (if needed).
2. The public shall be provided weekly updates for construction projects that exceed one (1) week via the applicable County websites, refreshing page with new detour information, construction timelines, and FAQ information.

#### *Public Meetings*

Prior to projects commencing or as projects move along, the County may choose to hold public meetings for local community members, business owners, and/or groups to conduct presentations about the project, including impacts the construction may have.

### *One-on-One Meetings*

At the request of County residents, County authorities may meet with affected residents and/or business owners one-on-one to discuss project details, impact, questions, or concerns.