

# Freemason Area Water and Sewer Project Open House Meeting Minutes

08/18/08 4:00 Downtown Norfolk Council Conference Room

Attendees: See attached attendee list.

## Presentation Overview

- Kristen Lentz (Director of Norfolk Department of Utilities) – Introduction and project purpose
- Ken Turner (Engineering Manager, Norfolk Department of Utilities)-
  - Project Overview - Impacted Areas
    - Completed, Current, Future
  - Plan
    - Work in Small distinct areas to minimize disruption
    - Strategic Placement of Street/Business Open signs
- Don Ewell (Project Engineer, Norfolk Department of Utilities) & Lauren Harris (Public Information Assistant, Norfolk Department of Utilities) -
  - Focus on Business/Residence access needs
    - Parking
  - Coordinate with Businesses/Residents' concerns in advance of start of construction
- Andrew Northcutt (Management Analyst, Norfolk Department of Utilities) -
  - Public Information Plan
    - Website overview
      - Real time information, feedback
        - 24 hour Email response
        - Email distribution list
        - Weekly updates, Bulletins, Map of Construction Overview
        - Links to other websites (DNC, Freemason Street Area Association)
        - Project Engineer and Construction Inspector contact information
        - Dedicated Community Relations Officer
        - Parking information
        - Business directory
        - Weekly meeting reminder

## Discussion

- Broken light fixtures by contractor on Bute Street
  - City of Norfolk will identify and have contractor restore damaged light poles/fixtures on Bute Street
- Is any additional lighting planned for the 200 block of Bute Street?
  - Not at this time. Public Works will evaluate the adequacy of the street lighting.

- 249 York Street is concerned that adequate access to their parking lot and dumpster during construction is maintained.
  - The City will ensure access from either Bute Street or York Street as water and sewer construction dictates.
- Traffic signs on Brambleton Avenue indicating construction on Duke Street need enhancement.
  - Overall signage plan is being reviewed/developed in coordination with Public Works, Downtown Norfolk Council and the Freemason Street Area Association at the corner of Duke/Brambleton.
- Additional sensitivity concerning street and parking access will be required during the holiday season, especially for restaurants.
  - Information will be obtained from businesses regarding busy times and best dates for contractor to complete work.
- Will public parking be available in the new parking garage adjacent to the YMCA?
  - No, the new parking garage is for residents of the Belmont and visitors of the YMCA.
- Will the Freemason area be restored after completion of the water and sewer construction?
  - Yes, and some enhancements such as handicap ramps may be added as well.
  - The City Arborist will be requested to evaluate the condition of the trees on Bute Street for appropriate pruning subsequent to water and sewer construction completion.
- Concern that Christmas light bulbs on the York Street Garage are ending up in the Jefferson Hotel parking lot.
  - The City will investigate.
- Concern with the lack of sensitivity of private utility contractors.
  - Verizon and Dominion Virginia Power will be invited to the August 25<sup>th</sup> meeting at DNC.
- Concern about private contractor's project schedule.
  - Clancy & Theys will be invited to the August 25<sup>th</sup> meeting at DNC.
- Suggested that steel plates be placed over trenches at the end of each day.
  - Steel plates will be used wherever feasible.