



PUBLIC INVOLVEMENT ACTION PLAN



**Local Preliminary Engineering Phase for Monmouth County Bridge S-32
on Rumson Road (CR520) over Shrewsbury River
Borough of Rumson and Borough of Sea Bright, New Jersey**

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Public Involvement Action Plan (PIAP)

**Prepared by:
Hardesty & Hanover, LLC
and
M.A. Culbertson, LLC**

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A. Purpose

The purpose of the Public Involvement effort for the Local Preliminary Engineering Phase for the Monmouth County Bridge S-32 is to continue to have an informed and involved public who has had access to the planning approach and decision-making process of the Local Concept Development Study. The Public Involvement Action Plan (PIAP) seeks to provide ample opportunity for public comment regarding the identification and development of proposed improvements. The intention of this document is to maintain a public involvement guideline that is dynamic in nature so that it can evolve as the project progresses to keep the public involved and maintain broad-based support for the project with consideration for context sensitive design solution for the bridge improvement project.

B. Project Description

The limits of the project for the Local Preliminary Engineering Phase remain the same as from the Local Concept Development Study of the Monmouth County Bridge S-32 on Rumson Road (CR520) over Shrewsbury River (Rumson-Sea Bright Bridge). The project area includes both the existing and old bridge alignment in the Borough of Rumson and the Borough of Sea Bright. Monmouth County is now the lead agency with administrative oversight by both the North Jersey Transportation Planning Authority (NJTPA) working in coordination with the New Jersey Department of Transportation (NJDOT) and with the Federal Highway Administration (FHWA) as a cooperating agency. The project continues to be managed by the Monmouth County Department of Public Works and Engineering.

The Monmouth County S-32 Bridge is a critical transportation connection within the local communities and is located in a regional shore area. It also serves as a coastal evacuation route for the community of Sea Bright. This movable bridge is in serious condition, whereas routine maintenance can no longer address its deficiencies.

Monmouth County is advancing the design for the replacement of the existing Bridge S-32, on Rumson Road (County Route 520) over the Shrewsbury River. With the completion of the 2013/2014 Local Concept Development (LCD) Study with a Preliminary Preferred Alternative (PPA), the project has advanced to the Local Preliminary Engineering (LPE) Phase. The LPE phase includes: additional data collection; coordination with NJTPA, NJDOT, FHWA, and permitting agencies; continued community and public involvement through local officials' briefings, stakeholders meetings, and public information centers; and environmental clearance through the National Environmental Policy Act (NEPA) documentation.

C. Public Involvement Process Overview

Public Involvement will be on-going throughout the project. Though the Public Involvement Action Plan (PIAP) is organized by project phases, it will be implemented in such a manner to present the public with one seamless process. The PIAP is organized by project phase to allow its integration with the planning and engineering efforts to facilitate the scheduling of contingent activities.



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The public involvement steps to be implemented during the Local Preliminary Engineering phase are presented in Section D. Public Involvement Process Section after the Local Concept Development phase. A schedule of the community and public involvement activities for the LPE phase is provided in a matrix following the process section, in Section E. Schedule of Public Involvement Initiatives after the LCD matrix.

Local Concept Development (LCD). The Local Concept Development Phase purpose is to identify and compare reasonable alternatives and strategies that address a well-defined and well-justified Purpose and Need Statement and select a Preliminary Preferred Alternative (PPA). The PPA is selected based on several factors, including environmental impacts, constructability, cost effectiveness, and if the project can be constructed in a timely manner. This phase involves data collection, internal and external stakeholder coordination, and alternatives analysis. Along with the PPA, key products that are produced in this Phase include the Purpose and Need Statement, the National Environmental Policy Act (NEPA) Classification, and the Local Concept Development Report. LCD denotes concept development by a local entity (MPO, county, or municipality).

Beyond the Local Concept Development, the scope of the next phase of the project is determined based upon the results of the LCD phase and the selected PPA to be evaluated for transition to the Local Preliminary Engineering Design phase and determination of the environmental process. The Final Design phase and Construction phase would follow.

Local Preliminary Engineering (LPE). The Monmouth County Bridge S-32 project is now in the Local Preliminary Engineering phase after successful completion of the Local Concept Development Study, which obtained resolutions of support from the municipalities of Rumson and Sea Bright, and Monmouth County Board of Chosen Freeholders for a Preliminary Preferred Alternative (PPA) of a bridge replacement and associated approach roadway intersection improvements.

The Local Preliminary Engineering design phase will further develop the PPA and identify any issues that may require community input and public involvement to resolve. Environmental Documentation and NEPA clearance is also part of this phase.

The PIAP will be amended as necessary to include the outreach activities of the future phases:

- Final Design Phase
- Construction Phase

Final Design. During the Final Design phase of the project, the design of the selected alternative will be completed, taking into consideration the input obtained through the public involvement efforts of the Preliminary Engineering phase to provide a transportation improvement solution that satisfies the project Purpose and Need and continues to have resolution of support by both municipalities and Monmouth County. During this phase with the footprint of the bridge replacement established from the LPE phase, additional engineering details of the project are developed such as lighting, signage, streetscape elements, landscaping, and traffic staging plans.

Construction. Notifying the public about traffic patterns and potential delays due to construction will be important prior to Construction of the identified solution. Providing this information in a timely manner



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will facilitate the formation of positive public perception towards both the project and Monmouth County. There will continued community and public involvement efforts to maintain on-going awareness and communication through the construction activities needed for the bridge replacement and associated approach roadway intersection improvements.

D. Public Involvement Process Steps - Local Concept Development Phase

An Initial Project Team Strategy Meeting was held on November 21, 2011 at the Monmouth County Engineering Office in Freehold, NJ, in which the public involvement process was initiated for the LCD Study phase of the project. A field reconnaissance of the project study area occurred in the afternoon with information provided by Monmouth County Engineering on history of the old alignment and the condition of the existing movable bridge.

In coordination with Monmouth County and the Boroughs of Sea Bright and Rumson, a preliminary contact mailing list of stakeholders was developed along with a mailing list of residences and businesses within a 200 foot radius of the project in concert with the commencement of field survey and environmental screening work.

The following steps provide direction for community involvement and public outreach, which was done in coordination with the other project study activities during the LCD Study.

D.1. Step 1. Project Team Status Meetings, Public Involvement Coordination

At Project Team Status Meetings, via conference call or on-site sit-down meeting at Monmouth County Engineering office, the Public Involvement (PI) strategy and community outreach steps were an agenda item for discussion with the Project Team members, which included: Sarbjit Kahlon, NJTPA Project Manager, Wendy Smith or John Kosciuch, NJDOT Local Aid, Pamela Garrett and Dennis De Gregory, NJDOT Environmental Team, Jon Moren, Monmouth County Project Manager, Glen Schetelich, H&H Project Manager, Bruce Riegel, H&H Deputy Project Manager, and Martine Culbertson, Community Involvement Facilitator. An overall strategy for the development and presentation of information to key Local Officials and County representatives was reviewed and steps to coordinate the development of a Community Stakeholders Group and public outreach efforts proposed for the Local Concept Development phase were discussed.

The PI agenda items include a brief project status update, the proposed public participation strategy, and opportunity to identify and discuss community issues, potential stakeholders for the Community Stakeholders Group (*formerly noted in scope of work as a Technical Advisory Committee*), logistics, meeting formats, next steps for public involvement, action items and the project schedule.

D.2. Step 2. Review Stakeholders and Develop Community Stakeholders Group (CSG)

To build community consensus and discuss the context sensitive design issues, it is necessary to work in advance to review issues and identify potential stakeholders. A stakeholder is an individual or group with an interest or investment in the way an issue is resolved. For example, major employers or cultural organization within the vicinity of the Rumson-Sea Bright Bridge could provide information on the commuter and/or local needs and may benefit from proposed improvement alternatives.



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A list of potential stakeholders with contact information were developed and distributed to the Project Team for review and discussion. Representation from the communities and agencies is at the discretion of the project managers and in coordination with Monmouth County and the municipal local officials. The reason it is necessary to review stakeholders for potential Community Stakeholders Group (CSG) membership is to understand the issues represented by each stakeholder prior to meeting and to determine that there is not high duplication of interests, or any missing interests for inclusive representation. This is to ensure community balance, environmental justice and development toward broad-based support. It may contribute also to a manageable and effective number of stakeholders for effective discussion and collaborative problem solving and consensus building during this phase of the project.

D.3. Step 3. Conduct Issues Assessment and Tracking – Stakeholder Surveys

The issues assessment is an essential step and public involvement strategy, which provides the means to identify and acknowledge issues relevant to all affected parties and identifying the stakeholders and their underlying interests. It is critical to developing and maintaining a successful public outreach program for this project. Issues identification prior to meetings allows for more effective planning so to design the appropriate meeting format and agenda to accomplish the goals of the public outreach meetings and the overall project effort.

Follow-up issues assessments (stakeholder surveys) may be conducted after local officials briefings or public meetings if necessary to determine if the meeting met project objectives and team expectations or to provide additional clarity for resolution of support. It is also effective in determining if any stakeholders need to be added or if new issues may have surfaced after input during group discussion. The assessments are conducted via email surveys or phone interviews. A summary matrix or list of issues from the assessments (surveys) will be provided for the Project Team to review.

D.4. Step 4. Conduct Local Officials Kick-Off Meeting

A Project Kick-Off Meeting will be held to introduce the project to the Local Officials, and to obtain information on the concerns/comments, requirements/guidelines potential problems and/or additional issues from their perspective, and to identify potential stakeholders and local interest groups as potential members for the Community Stakeholders Group. Key Local Officials are to be invited from the Boroughs of Sea Bright and Rumson, in addition to Project Team members.

Meeting logistics, including email notification, will be provided and telephone follow-up calls will be made as necessary. The Project Team will provide an agenda, meeting facilitation, meeting minutes and action items. A list of potential members for the CSG will be provided for review. A project logo and meeting materials will be designed to clearly define the project and the purpose of stakeholders' role in the public involvement process for this phase of the project. A Project Portfolio or Handbook will be developed with hard copies of project information including: list of Project Team members, Community Stakeholders Group members, CSG structure, purpose and roles, project fact sheet and maps. The Project Portfolio serves as an effective communication tool for the Project Team and within stakeholders to use with their constituents in disseminating project information. At the Project Team Status meeting, the Project Portfolio and other public information materials will be designed and reviewed with NJTPA, NJDOT, and Monmouth County such as the draft agenda, sign-in sheets, handouts, fact sheets and display boards.



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D.5. Step 5. Facilitate Community Stakeholders Group Meetings

A Community Stakeholders Group (CSG) will be established to exchange project information and community interests so to reconcile the various community interests represented in the project area and provide NJTPA, NJDOT, and Monmouth County with input into the process of formulating recommendations for transportation improvements. It is anticipated that CSG Meetings will be held in February 2012, May/June 2012 and September 2012.

The CSG will include community leaders representing local municipal government (planning and engineering, traffic safety, and OEM), civic organizations, businesses, hospitals, schools, EMS providers, environmental and historic preservation agencies, marinas, and affected neighborhood representatives. Federal and State agencies involved in the transportation process may attend meetings and will be provided meeting summaries.

For the initial CSG meeting and follow-up meetings, an agenda will be prepared, meeting notice distributed via email, and reminder phone calls for attendance will be conducted as needed. The Community Involvement Task Leader will provide facilitation for the meeting and the Project Team will design and create presentation meeting materials such as agendas, sign-in sheets, nametags, handouts, display boards and Power Point presentation as needed.

During the initial and follow-up Community Stakeholders meetings, the facilitator will monitor the communication to ensure balanced participation and clear understanding of information by all participants and observers during the meetings. The facilitator will record issues and provide meeting summaries. The agenda and meeting report will be distributed as determined by the Project Team. A Project Portfolio or Handbook of information will be provided for each member of the CSG and Project Team in order to maintain clear, concise, and consistent information within the CSG and for members to report such information accurately to their constituents.

D.6. Step 6. Conduct Public Information Center Meetings

The purpose of Public Information Center (PIC) meetings is to obtain feedback on the development of the Project Purpose and Needs Statement and the development of alternatives that meet the purpose and need. The layout of the PIC meetings will be designed for the exchange of information in an open house format with support staff available to answer questions. Stations may be created to display specific information and obtain input directly on specific topics such as pedestrian access, traffic and environmental concerns or safety issues. It is anticipated that the Public Information Center meetings may be held in February 2012 and October 2012.

Display Boards and Power Point presentation may be available for viewing. Sign-in sheets will be used to record attendance and Monmouth County written comment forms will be available to obtain input from the general public and officials who wish to provide comments, recommendations or questions which the Project Team can review and respond to as required to develop the Purpose and Needs Statement and support the alternatives analysis.

A Project Information Handout for the Public Information Center meeting will be generated for distribution. A summary report of the PIC meeting noting the attendance, participation and key issues will be developed. A general public mailing list will be created from municipal and project contact lists (property owners within 200 feet of the project and other interested parties such as the Community



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Stakeholders Group members and lists they may provide). The Project Team will work with Monmouth County in the advertisement of the PIC meeting and assist with any press release or media requests.

E. SCHEDULE OF PUBLIC INVOLVEMENT INITIATIVES - LCD Phase

	STEP	DATE	PURPOSE
1.	Conduct Project Team Status Meetings / Public Involvement Coordination	HH Team – Mthly kick-off November 21, 2011, Dec 2011, On-going 2012	<ul style="list-style-type: none"> • present approach and updates • discuss PI strategies • review stakeholders and support status
2.	Review Stakeholders and Develop Community Stakeholders Group (CSG)	Dec 2011 – Feb 2012	<ul style="list-style-type: none"> • Identify stakeholders for CSG. • Develop and maintain contact information for community stakeholders, local officials, and agencies.
3.	Conduct Issues Assessment and Tracking (Stakeholder Survey)	Dec 2011 - Feb 2012 (on-going)	<ul style="list-style-type: none"> • Identify issues/interests. • Assess stakeholders. • Develop issues list or matrix.
4.	Conduct Local Officials Kick-Off Meeting and Materials	Tuesday, January 24, 2012 (Rumson) Monday, January 30, 2012 (Sea Bright)	<ul style="list-style-type: none"> • Present project status and schedule. • Review goals and objectives. • Identify issues and concerns. • Review logo and portfolio materials. • CSG meeting preparations.
	Local Officials Meeting No. 2	October 4, 2012 (Rumson & Sea Bright, 9:30am)	<ul style="list-style-type: none"> • Present project status and schedule. • Present results of CSG Mtg and Conceptual Alternatives to recommend PPA.
	Local Officials Meeting No. 3	January 30, 2013 (Rumson, 4:30pm) February 4, 2013 (Sea Bright, 9am)	<ul style="list-style-type: none"> • Present results of the PIC meetings • Request Resolution of Support for the PPA.



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5.	Facilitate Community Stakeholders Group (CSG) Meetings.	CSG Mtg. No.1 Feb 15, 2012 CSG Mtg. No. 2 June 26, 2012	<ul style="list-style-type: none"> • Define purpose and goals of team. • Review project status and schedule. • Obtain input for project purpose and need. • Obtain input for developed alternatives.
6.	Conduct Public Information Center (PIC) Meetings PIC Mtg. No. 1 – P&N PIC Mtg. No.2 - PPA • CSG invited to PIC No. 2 to provide input on PPA	February 27, 2012 (Sea Bright, 1-4pm & Rumson, 6-9pm) November 19, 2012 – <i>rescheduled due to Superstorm Sandy</i> January 23, 2013 (Sea Bright, 2-4pm & Rumson, 6-8pm)	<ul style="list-style-type: none"> • Present project information. • Present project history, current status, studies & concepts via display boards. • Obtain input for project purpose and need. • Present alternatives and PPA. • Obtain public comments and provide written comment forms.

Note: Project Team Status Meetings as conference calls or on-site are to be held as appropriate and prior to Local Officials Briefings, CSG meetings and PIC meetings.

F. Public Involvement Process Steps - Local Preliminary Engineering Phase

An Initial Project Team Strategy Meeting Conference Call was held on December 4, 2014 and the first sit-down Project Team Strategy Meeting was held on January 9, 2015 at the Monmouth County Engineering Office in Freehold, NJ, in which the public involvement process was initiated for the Local Preliminary Engineering (LPE) phase of the project.

In coordination with Monmouth County and the Boroughs of Sea Bright and Rumson, an updated contact mailing list of stakeholders was developed along with a mailing list of residences and businesses within a 200 foot radius of the project area (existing bridge and the old bridge alignment) in concert with the commencement of field survey and environmental screening work.

The following steps provide direction for community involvement and public outreach, which will be in coordination with the other project study activities of the LPE phase. Additional steps for the future phases of the project will be amended as appropriate.



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F.1. LPE Phase - Step 1. Project Team Status Meetings, Public Involvement Coordination

At Project Team Status Meetings during the LPE phase of the project, via conference call or on-site sit-down meeting at Monmouth County Engineering office, the Public Involvement (PI) strategy and community outreach steps will be an agenda item for discussion with the Project Team members which includes: Inkyung Englehart, Monmouth County Project Manager, Daria Jakimowska, Monmouth County Chief Engineer, Traffic Design, Sarbjit Kahlon, NJTPA Project Manager, Thomas Berryman, NJDOT Local Aid District 3, Pamela Garrett and Sean Ream, NJDOT Bureau of Environmental Program Resources (BEPR), Glen Schetelich, H&H Program Director, Bruce Riegel, H&H Project Manager, Paul McEachen, RGA Inc. Cultural Resources Specialist/Sr. Archaeologist, and Martine Culbertson, Community Involvement Facilitator.

An overall strategy for the development and presentation of information to key Local Officials and County representatives was reviewed and steps to update the Community Stakeholders Group and public outreach efforts proposed for the Local Concept Development phase were discussed (including Focus Group stakeholders meeting to address refinements to the PPA (cul-de-sac issue and approach roadway intersection concerns). The PI agenda items for the start of the LPE phase of the project include: a brief project status update, the proposed public participation strategy, and opportunity to identify and discuss community issues, and updated potential stakeholders for the Community Stakeholders Group logistics, meeting formats, next steps for public involvement, action items and the project schedule.

The community outreach efforts will be reviewed at the bi-monthly status meetings (conference call or sit-down meetings) as a PI agenda item to ensure on-going coordination with the County, Project Team, and the communities. Also at the Project Team Status meetings, the Project Portfolio and other public information materials will be designed and reviewed with NJTPA, NJDOT, and Monmouth County such as the draft agendas, sign-in sheets, handouts, fact sheets and display boards to be used at community stakeholders meetings and public meetings.

F.2. LPE Phase - Step 2. Review Stakeholders and Update Community Stakeholders Group (CSG)

To build community consensus and discuss the context sensitive design issues, it is necessary to work in advance to review issues and update the potential stakeholders for the LPE phase. A stakeholder is an individual or group with an interest or investment in the way an issue is resolved. For example, major employers or cultural organizations within the vicinity of the Rumson-Sea Bright Bridge could provide information on the commuter and/or local needs and may benefit from proposed improvement alternatives.

An updated list of stakeholders with contact information was developed and distributed to the Project Team for review and discussion. Representation from the communities and agencies is at the discretion of the project managers and in coordination with Monmouth County and the municipal local officials. The reason it is necessary to review stakeholders for potential Community Stakeholders Group (CSG) membership is to understand the issues represented by each stakeholder prior to meeting and to determine that there is not high duplication of interests, or any missing interests for inclusive representation. This is to ensure community balance, environmental justice and development toward broad-based support. It may contribute also to a manageable and effective number of stakeholders for effective discussion and collaborative problem solving and consensus building during this phase of the project.



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F.3. LPE Phase - Step 3. Conduct Issues Assessment & Tracking – Stakeholders Survey

The issues assessment is an essential step and public involvement strategy, which provides the means to identify and acknowledge issues relevant to all affected parties and identifying the stakeholders and their underlying interests. It is critical to developing and maintaining a successful public outreach program for this project. Issues identification prior to meetings allows for more effective planning so to design the appropriate meeting format and agenda to accomplish the goals of the public outreach meetings and the overall project effort.

A community issue to be addressed from the LCD study, which was based upon comments received from residents adjacent to West Park in the Borough of Rumson, and from the neighborhood of West Park, who were involved in the LCD Study and requested additional meetings to address the proposed cul-de-sac included in the Preliminary Preferred Alternative (PPA). Additional PPA design issues from the LCD Study, are the driveway access points and operation of the traffic signal at the intersection with Route 36/Ocean Avenue in Sea Bright Borough. The strategy and format of community outreach meetings were developed based upon these context sensitive design considerations of the PPA, while establishing the footprint of the new bridge replacement based upon engineering and environmental studies of the LPE phase of the project.

A follow-up stakeholder survey regarding improvements at the approach roadway intersections was developed and distributed after initial local officials meetings to initiate the LPE phase. It was intended to identify issues since the resolution of support for the PPA and outstanding community interests. It is also effective in determining if any stakeholders need to be added or if new issues may have surfaced between close of the LCD Study and beginning of the LPE phase. The surveys were distributed via mail and email with follow-up phone interviews as needed for clarity. A stakeholders survey summary report was generated for the Project Team to review and to share this information with local officials and community stakeholders.

F.4. LPE Phase - Step 4. Facilitate Local Officials Meetings

A Project Kick-Off Meeting was held to introduce the project to the Local Officials, and to obtain information on the concerns/comments, requirements/guidelines potential problems and/or additional issues from their perspective, and to identify potential stakeholders and local interest groups as potential members for the Community Stakeholders Group for the LPE phase of the project. Key Local Officials and staff were extended invitation to the Local Officials Meetings, which were conducted separately for each Borough.

Meeting logistics, including email notification, will be provided and telephone follow-up calls will be made as necessary for the Local Officials Meetings. The Project Team will provide an agenda, meeting facilitation, meeting minutes and action items. A new Project Portfolio was developed for the LPE phase distributed to Local Officials and community stakeholders. The LPE Project Portfolio contains hard copies of updated project information including: list of Project Team members, draft Community Stakeholders Group members, project information fact sheet and proposed PPA rendering map. Meeting reports can be printed from the Monmouth County web site and included in the portfolios as desired. The Project Portfolio serves as an effective communication tool for the Project Team and with community stakeholders to use with their constituents in disseminating project information.



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The Local Officials Meetings held and anticipated for the LPE phase are indicated in the following Section G. Schedule of Public Involvement Initiatives.

F.5. LPE Phase - Step 5. Facilitate Community Stakeholders Meetings

The Community Stakeholders Group (CSG), as established during the LCD study, was updated with new representatives as obtained through the approach roadway (cul-de-sac) survey. The CSG continues to include community leaders representing local municipal government (planning and engineering, traffic safety, and OEM), civic organizations, businesses, hospitals, schools, EMS providers, environmental and historic preservation agencies, marinas, and affected neighborhood representatives. Federal and State agencies involved in the transportation process may attend CSG meetings and will be provided meeting summaries.

For the initial CSG meeting and follow-up meetings, an agenda was prepared, meeting notice distributed via email, and reminder phone calls for attendance were conducted as needed. The Community Involvement Facilitator working with the County, provided meeting notice, logistics and facilitation for the meeting and the Project Team will design and create presentation meeting materials such as agendas, sign-in sheets, nametags, handouts, display boards and Power Point presentation as needed.

During Community Stakeholders meetings, the facilitator monitors the communication to ensure balanced participation and clear understanding of information by all participants and observers during the meetings. The facilitator will record issues and provide meeting summaries. The agenda and meeting report will be distributed as determined by the Project Team. A new LPE phase Project Portfolio or Handbook of information will be provided for each member of the CSG and Project Team in order to maintain clear, concise, and consistent information within the CSG and for members to report such information accurately to their constituents.

A Community Stakeholders Focus Group Meeting was scheduled as an opportunity to meeting with those stakeholders interested in discussing the approach roadway intersection at Rumson Road and Ward Avenue. It was an opportunity to exchange project information on the LPE phase of the project and to obtain community input to reconcile the various community interests represented in the project area regarding concern for the proposed design of a cul-de-sac in this area as a means to address safety and access with a 5-point intersection. The meeting provided Monmouth County, NJTPA, and NJDOT with input on the interests and concerns of the West Park neighborhood regarding transportation improvements at this intersection, recognizing that the existing intersection has safety issues and doesn't meet the existing Federal, State and County design standards for an intersection.

Additional Community Stakeholders Meetings were scheduled and held by request and approval of Monmouth County and the cooperating agencies of NJTPA and NJDOT. A meeting with the Clergy from religious organizations in the area of the bridge replacement project was held. Also a West Park field site meeting was held with Monmouth County, Borough of Rumson, and NJDOT representatives at the request of some of the community stakeholders residing near West Park. Meeting summary reports are located on the Monmouth County website. To access Monmouth County website: www.visitmonmouth.com, select Departments, select Engineering, select Bridge & Road Projects, select 'Rumson & Sea Bright - Rumson-Sea Bright Bridge (S-32)'.



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F.6. LPE Phase - Step 6. Conduct Public Information Center Meeting

The purpose of the Public Information Center (PIC) meeting is to obtain feedback on the Preliminary Engineering design plans which may include refinements based upon the engineering and environmental studies conducted during this phase to determine the engineering footprint of the bridge replacement and the associated transportation improvements, including the approach roadway intersections as well as pedestrian and bicycle mobility improvements. The layout of the PIC meetings will be designed for the exchange of information in an open house format with support staff available to answer questions. Stations may be created to display specific information and obtain input directly on specific topics such as pedestrian/bicycle access, marine interests, traffic and environmental concerns or safety issues.

It is anticipated that the Public Information Center meeting will have two sessions, one in Sea Bright Borough and one in Rumson Borough. One session will be held in the afternoon and the other held in the evening on the same day to maximize attendance by the communities and the general public. The PIC meeting sessions may be held in Summer/Fall 2016.

Display Boards and Power Point presentation may be available for viewing. Sign-in sheets will be used to record attendance and Monmouth County blank written comment forms will be available to obtain input from the general public, community stakeholders and local officials who wish to provide comments, recommendations or questions which the Project Team can review and respond to as required to finalize the LPE phase of the project.

A Project Information Handout for the Public Information Center meeting will be generated for distribution. A summary report of the PIC meeting noting the attendance, participation and key issues will be provided. A general public mailing list will be created from municipal and project contact lists (property owners within 200 feet of the project and other interested parties such as the Community Stakeholders Group members and lists they may provide) and of those who had previously attended PIC meetings during the LCD Study that provided address information.

The Project Team will work with Monmouth County in the advertisement of the PIC meeting and assist with any press release or media requests. The PIC meeting notice will be posted on the Monmouth County web site and the local municipal web sites. The PIC notice will also be sent via email to local officials and community stakeholders who provided email addresses on the project contact list.

After the PIC meeting and the end of the 30-day comment period, resolutions of support may be asked of the Borough of Sea Bright and the Borough of Rumson and Monmouth County Freeholders, to continue support for the PPA with the refinements made to the approach roadway intersections.



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G. SCHEDULE OF PUBLIC INVOLVEMENT INITIATIVES - LPE Phase

Anticipated Community Involvement Schedule for the Local Preliminary Engineering Phase

Local Officials Meetings	November/December 2014, May 2015 & October 2015
Community Stakeholders Meetings	January 2015, May 2015 & April 2016
Public Information Centers	Summer / Fall 2016
Local Officials Meetings – Resolution of Support	Fall 2016

Community Involvement Schedule – LPE Phase Held to Date

	STEP	DATE	PURPOSE
1.	Conduct Project Team Status Meetings / Public Involvement Coordination	Project Team – Mthly kick-off Dec. 4, 2014, sit-down Jan. 9, 2015 (on-going 2015-2016)	<ul style="list-style-type: none"> • present approach and updates- PPA • discuss PI strategies for LPE phase • review stakeholders, issues and support status
2.	Review Stakeholders and Update Community Stakeholders Group (CSG)	Dec 2014 – June 2016 (on-going)	<ul style="list-style-type: none"> • Update stakeholders for CSG. • Develop and maintain contact information for community stakeholders, local officials, and agencies.
3.	Conduct Issues Assessment and Tracking - Stakeholders Survey (cul-de-sac)	Jan 2015–May 2015, Survey / Tracking (on-going)	<ul style="list-style-type: none"> • Identify issues/interests. • Assess stakeholders. • Develop issues list or matrix.



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4.	<p>Conduct Local Officials Kick-Off LPE Meeting No. 1 & Materials</p> <p>Local Officials Meeting No. 2</p> <p>Local Officials Meeting No. 3</p>	<ul style="list-style-type: none"> • November 24, 2014 (Rumson, 2pm) • December 4, 2014 (Sea Bright, 1pm) • May 5, 2015 (Sea Bright, 11am) • May 21, 2015 (Rumson, 3pm) • October 29, 2015 (Rumson, 9am & Sea Bright, 11am) 	<ul style="list-style-type: none"> • Present project status and schedule. • Review goals and objectives. • Identify issues and concerns. • Review logo and portfolio materials. • CSG meeting preparations. • Present project status and schedule. • Discuss CSG Mtg results • Discuss approach roadway intersection improvement options. • Present project status and schedule. • Review LPE design plans • Discuss PPA refinements approach roadway intersection improvements of the PPA.
5.	<p>Facilitate Community Stakeholders Meetings</p> <ul style="list-style-type: none"> • Community Stakeholders Meeting No. 1 • Meeting with Clergy • Focus Group Meeting • Community Stakeholders Meeting No. 1 	<p>LPE-CS Mtg. No. 1 January 13, 2015</p> <p>May 21, 2015, 1pm</p> <p>May 21, 2015, 6-8pm</p> <p>LPE-CS Mtg. No. 2 April 5, 2016</p>	<ul style="list-style-type: none"> • Introduce LPE phase. • Review project status and schedule. • Obtain input on refinements to PPA, approach roadway intersection improvement options. • Discuss Rumson Rd & Ward Ave intersection improvements. • Obtain further input on approach roadway intersections' proposed improvements.
6.	<p>Conduct Public Information Center (PIC) Meeting – Two Sessions</p>	<p>LPE PIC - Two Sessions June 8, 2016</p> <ul style="list-style-type: none"> • Sea Bright, 2 - 4pm (Borough Hall) • Rumson, 6:30 - 8:30pm (High School) 	<ul style="list-style-type: none"> • Present project information. • Present project history (LCD Study), current status (LPE phase), studies & concepts via display boards. • Obtain input on PPA Preliminary Engineering Design plans including approach roadway intersection improvements.

Note: Project Team Status Meetings as conference calls or on-site are to be held as appropriate and prior to Local Officials Briefings, CSG meetings and PIC meetings.



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H. Public Involvement Deliverables

The Public Outreach process for active participation via project information sharing and community involvement meeting discussions includes the following public involvement deliverables:

H.1. Project Stakeholders List

The project stakeholder list that was developed during the LCD phase in coordination with NJTPA, NJDOT, and Monmouth County officials and with discussion and review by local officials from the Boroughs of Rumson and Sea Bright will be updated with new contact information as new stakeholders express interest in the project and any changes in representation occur during the Local Preliminary Engineering phase.

The stakeholder list will include local and state officials as well as municipal engineers, planners, and community stakeholders' representation from businesses, hospital, schools, historic and other cultural organizations and neighborhood representatives within the project area as identified by the Project Team and recommended by local officials. A separate list of stakeholder Federal, State and permitting regulatory agencies will also be maintained for communication and coordination.

During each phase of the project, stakeholders may be added throughout the project process as pertinent individuals become evident. Environmental and cultural resource agencies involved in the local project delivery process will be amended to the stakeholder list at the appropriate phase for those work activities as initiated in the transportation improvements development process. The stakeholders list includes representation from the following municipalities, local and regional organizations:

County and Municipal Officials and Organizations

- Monmouth County Officials, Engineer, Planner, OEM, Parks
- Legislative Representatives, State Senate and Assembly
- Rumson Borough Elected Officials, Engineers, Police, Fire, Planning and OEM providers
- Sea Bright Borough Elected Officials, Engineers, Police, Fire, Planning and OEM providers
- Business chambers of commerce, bus companies, schools, hospitals and historic associations
- Marinas, fishing, recreational boating and beach clubs
- Interested groups in the area, such as cycling organization, neighborhood and condo associations
- Private residential and commercial property owners

Federal and State Agencies

- Federal Highway Administration
- U.S. Coast Guard
- U.S. Army Corps of Engineers
- NJTPA (North Jersey Transportation Planning Authority)
- NJDOT (Local Aid, BEPR, BLAES, SMEs)
- NJDEP, Land Use Regulation Program
- NJDEP, State Historic Preservation Office (SHPO)



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- NJ Transit

H.2. Project Fact Sheet or Project Information Handout

A project Fact Sheet or Project Information Handout will be prepared and distributed to local officials at the initial local officials meeting, community stakeholder group outreach meetings, and later to the general public at Public Information Centers. Fact Sheets or Project Information Sheets may include project status and schedule, and other information such as brief project history, project issues, project location map, project purpose and needs statement, and proposed concepts as appropriate and approved by the Project Managers at the County, NJDOT, and NJTPA. The Project Information/Fact Sheet will be updated as the project progresses to reflect the most up-to-date project information available. Information contained in the Project Fact Sheet can be adapted to fashion a project newsletter, a PIC Notice Handout, or project web site posting. The current Project Information Handout is posted to the Monmouth County web site.

H.3. Project Portfolios

Project Portfolios developed during the LCD Study will be updated and a new Portfolio will be utilized during the LPE phase to provide clear and consistent hard copy materials to Project Team members, government agency representatives and key community stakeholders from Monmouth County and local municipalities of Sea Bright and Rumson. The materials include contact information lists, regional map, map of project study area, project schedule, project fact sheet, meeting agendas and reports.

H.4. Project Display Boards

Display boards will be utilized to convey proposed improvements to the public. Project display boards during the LCD study will include a project deficiency display, purpose and needs display, conceptual alternatives displays, project aerials or renderings as appropriate. For the LPE phase and later design phases a PPA display, environmental screening, and a display of the final project configuration design plans and traffic staging plans will be provided for information sharing with the community and general public.

H.5. Comment Forms

NJTPA/NJDOT/Monmouth County blank written Comment Forms will be created for Public Information Center (PIC) meetings and at the Local Officials Briefings so on-going public comment and input is made available through each phase of the project. The blank Comment Forms for each PIC meeting held during the LCD study and for the LPE phase are modified to indicate the appropriate 30-day comment period for the specific PIC meeting held. Likewise, future meetings for each future phase will have the appropriate information specific for the respective PIC meeting and comment period.

H.6. Project Website

Project information, meeting reports and public documents may be posted to the Monmouth County web site as approved by the Project Team. To access Monmouth County website: www.visitmonmouth.com, click on right margin box with title: Bridge & Road Projects, select 'Rumson & Sea Bright - Rumson-Sea Bright Bridge (S-32)'. During later phases, additional updated information will be posted to remain current such as a project overview, project team and stakeholders lists, FAQs (*Frequently Asked*