

**City of Oak Harbor
City Council Agenda Bill**

Bill No. b.
Date: September 1, 2015
Subject: Resolution 15-28: Adopting the
Good Neighbor Plan for
Construction of the Clean Water
Facility

FROM: Cathy Rosen, Public Works Director and Joe Stowell, City Engineer

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

It is recommended that the City Council adopt Resolution 15-28 Adopting the Good Neighbor Plan for Construction of the Clean Water Facility.

BACKGROUND / SUMMARY INFORMATION

The City of Oak Harbor is actively pursuing the replacement of two aging wastewater treatment plants with a new, state of the art, membrane bioreactor treatment plant. Building this facility involves heavy civil construction that could potentially impact the immediate neighbors and the entire city. In order to minimize these impacts, staff has prepared the attached Good Neighbor Plan.

Construction activities could involve heavy vehicle traffic, road congestion, noise, parking, dust, vibrations and other concerns. Additionally construction activities could impact Windjammer Park and City Events. The Good Neighbor Plan recognizes the impacts on the surrounding community and establishes the commitment to lessen the impacts.

The whole project team from City Employees to the consultants and contractors will work to be a good neighbor by lessening or addressing impacts. While impacts are inevitable, history has shown that people accept the temporary inconvenience with proper notification and response to concerns. The Good Neighbor Plan lists a number of strategies to mitigate construction activities and a communication plan to inform affected residents and respond to specific concerns.

If adopted, the Good Neighbor Plan will be incorporated in any future contract amendments. This Good Neighbor Plan is intended to augment, not supersede any existing city ordinances.

FISCAL IMPACT

Funds Required: \$0

Appropriation Source: none

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT
CITY COUNCIL WORKSHOP**

July 15, 2015 – An outline of the Good Neighbor Plan introduced to City Council.

August 26, 2015 – A Draft Good Neighborhood Plan was discussed with City Council.

CITY COUNCIL PREVIOUS ACTIONS

This item has not been presented at previous City Council Meetings.

ATTACHMENTS

1. [Attachment A - Resolution 15-28 - Adoption of Good Neighbor Plan](#)
2. [Attachment B - Clean Water Facility Good Neighbor Plan](#)

CITY OF OAK HARBOR
RESOLUTION NO. 15-28

**A RESOLUTION ADOPTING A GOOD NEIGHBOR PLAN FOR
CONSTRUCTION OF CLEAN WATER FACILITY**

WHEREAS, the City of Oak Harbor is constructing a wastewater treatment plan; and

WHEREAS, the construction has potential to impact the immediate neighbors and other citizens of Oak Harbor; and

WHEREAS, the City of Oak Harbor wishes to mitigate impacts to the immediate neighbors and other citizens of Oak Harbor; and

WHEREAS, a Good Neighbor Plan has been developed addressing construction impacts on the immediate neighbors and citizens of Oak Harbor:

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that:

1. Adopt the attached Good Neighbor Plan which defines types of construction activities and mitigation measures
2. This Good Neighbor Plan be incorporated into Clean Water Facility contracts and remain in effect for the duration of the construction.

PASSED by the City Council and approved by its Mayor this 1st day of September, 2015.

CITY OF OAK HARBOR

SCOTT DUDLEY, MAYOR

Attest:

Approved as to form:

Anna Thompson, City Clerk

Nikki Esparza, City Attorney



City of Oak Harbor Clean Water Facility Project

GOOD NEIGHBOR PLAN

Summer 2015



PURPOSE

The Good Neighbor Plan outlines the City of Oak Harbor's standing commitment to being a good neighbor while constructing the new wastewater treatment facility in Windjammer Park, the "front porch" of the City of Oak Harbor.

DEFINITION OF A "GOOD NEIGHBOR"

A good neighbor is respectful of the impacts their activities have on the surrounding community and works as best they can to lessen the impact. Here, a new wastewater treatment facility will be situated in a unique setting on the waterfront of the City of Oak Harbor. Constructing this facility means there will be out-of-the-ordinary activities that are visible to neighbors who live and work near Windjammer Park, as well as those who use the park for recreation. The goal of being a good neighbor in this case is working to lessen or address anticipated impacts, and notifying the community well in advance of new activities. The entire project team shares this philosophy: City employees, consultants, contractors and subcontractors who perform the work.

SENSE OF PLACE

Windjammer Park is a special setting and community asset. The different groups who use this facility make it a unique place for the City of Oak Harbor. These community groups and happenings will be considered during construction, for example:

- Recreation (e.g., Staysail RV Park, marina, park visitors, Little League, etc.)
- Community events (e.g., Race Week, 4th OH July, Hydroplane Races, Whidbey Island Marathon, etc.)
- Residents in the park vicinity
- Near businesses (e.g., Daily Grind, Wells Fargo Bank, Peoples Bank, etc.)
- SE Pioneer Way businesses
- Highway 20 and SW Beeksma Drive businesses

WORK AND ENVIRONMENT

Work on the new facility will require a variety of construction techniques, including ground stabilization, temporary soil retention and the placement of many tons of reinforcing steel, concrete, sand and crushed rock. Preliminary construction activities began in June 2015, but are anticipated to begin more heavily in Fall 2015. Start-up of the plant is expected in 2018.

- The early portions of the work preparing the site for construction will involve utilization of a vibratory hammer for the installation of steel sheets, requiring approximately three months to complete. This activity is not anticipated to generate a lot of noise, however medium frequency vibration will be felt through the ground for an approximate radius of 400 feet from the work area. During the same time, soil densification will be occurring, utilizing the placement of aggregate stone columns. This also induces vibration into the soil and will have the same vibratory sensation in the immediate surrounding area.

CLEAN WATER FACILITY GOOD NEIGHBOR PLAN

Updated: 8/27/2015

Page 1 of 7

- All excavation for the structures will have material retained on site, so there will be very little truck traffic on Oak Harbor streets related to this activity, other than rock materials being delivered to the site.
- Once concrete work begins for the foundations, there will be ongoing concrete and reinforcing steel deliveries for the project site that will continue for more than 15 months. Concrete pumping will generate some noise, but is not anticipated to be much over ambient conditions. Most crane work will be performed using an electrically powered tower crane, which generates very little noise at the ground level.

COMMUNICATION WITH THE COMMUNITY

The Clean Water Facility project team recognizes that construction can be disruptive to the daily activities of the community. While there will be impacts from construction, the project team do their best to lessen disruptions, when possible, and clearly communicate expected impacts and duration of construction activities. The City of Oak Harbor will inform the community of work more than 24 hours in advance, when possible, using one or more of the following methods:

- E-mail alerts
- Website updates
- Construction fliers (including door hangers and bill stuffers)
- Social media
- City Council updates
- Display advertisements in Whidbey News Times
- Construction site signage
- Phone calls
- Regular construction office drop-in hours (coffee and cookies)
- Stakeholder/Community group briefings

The timing and method of communication will vary based on the anticipated impacts and duration of work being performed. All City notification requirements will be met. When unanticipated or emergency work will be performed, the project team will notify the community as quickly as possible using email alerts, website updates, and when appropriate direct phone calls to impacted groups.

NOTIFICATION COMMITMENTS AND CITY/CONTRACTOR REQUIREMENTS

The Oak Harbor Clean Water Facility Project will perform the notification practices and contractor commitments outlined in the following section, to ensure community awareness of construction activities. These practices are for day-to-day use and daily operations during construction; mitigation specifications will be determined based on requirements outlined in permits received. In the case of emergency, extenuating circumstances may warrant quick decisions, where notifications are made or adapted as appropriate.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
<p>Work hours</p>	<ul style="list-style-type: none"> • Community will be notified of typical work hours via weekly email, construction site signage and on the project website. • If night or weekend work is expected, community will be notified via weekly email. • If work is anticipated to be disruptive to near neighbors, they may be notified via flier. 	<ul style="list-style-type: none"> • Typical work hours will be 7:00 a.m. – 7:00 p.m., Monday – Friday. • When needed, night or weekend work may occur. All night or weekend work will be performed in accordance with City regulations and permits.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
<p>Heavy vehicle traffic</p> <ul style="list-style-type: none"> • Equipment/materials delivery • Haul routes 	<ul style="list-style-type: none"> • Haul route and site map will be available on the project website. • Community will be notified in advance of any anticipated increases in truck traffic via weekly email. 	<ul style="list-style-type: none"> • As much as possible, vehicles will be kept and staged on-site. • The primary access point for deliveries and entrance/exit of the site will be on SW Beeksma Drive to Highway 20. • There may be occasional use for delivery and hauling to occur using City Beach Street. • Back-up alarms are required on site and must be used at all times. • The team will communicate haul routes and appropriate waiting areas, such as the weigh station on Highway 20, to all delivery drivers that may arrive outside of work hours.
<p>Right-of-way impacts</p> <ul style="list-style-type: none"> • Road closures • Sidewalk closures/detours • Parking lot closures/detours 	<ul style="list-style-type: none"> • Detour maps will be will available on the project website. • Community will be notified in advance of work via weekly email. • If duration of work is expected to last longer than one week, near neighbors may be notified via flier or mailer at the start of work. • Site signage to clearly direct park and business access. • Team will work directly with individuals or businesses that may have impacted driveways or sidewalks. 	<ul style="list-style-type: none"> • Construction traffic management plan that meets current City standards and requirements as well as addresses the needs of all modes of travel will be in place. • At least one lot adjacent to the park (Redneck Auto lot or City Beach lot) for park users will remain open during construction or alternate parking will be available. • Driveways will not be closed for more than four hours.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
Business access and parking	<ul style="list-style-type: none"> Community will be notified of access routes and parking lot detours in weekly email. Site signage to clearly direct park and business access. Site signage to clearly direct ADA parking and access. 	<ul style="list-style-type: none"> Provide “businesses open” sign. At least one lot adjacent to the park (Redneck Auto lot or City Beach lot) for park users will remain open during construction or alternate parking will be available. Crews will be instructed to park either on-site or in alternate parking locations, crews will not impact parking for park users. ADA parking and access to the park will be maintained at all times.
Marina/Bay operations	<ul style="list-style-type: none"> Community will be notified of access routes and detours in weekly email. If necessary, signage will be posted at the marina. 	<ul style="list-style-type: none"> All work will be performed in accordance with City requirements and all necessary permits.
Park operations – Staysail RV Park	<ul style="list-style-type: none"> Signage with alternate RV Park locations (including map). Alternate RV Park locations will be posted on City of Oak Harbor Parks Department website. Community will be notified of access routes and detours in weekly email. 	<ul style="list-style-type: none"> Staysail RV Park will remain open through Labor Day (September 7, 2015). New impacts to the Staysail RV Park will be communicated to City departments in advance.
Community events	<ul style="list-style-type: none"> Community will be notified in advance of work via weekly email. Event organizers will be coordinated with through the City. Site signage to clearly direct park and event access. Site signage to clearly direct ADA parking and access. 	<ul style="list-style-type: none"> Work will pause during large community events (e.g., Hydroplane Races, 4th OH July Celebration). Site will be contained to extent possible. ADA parking and access to the park will be maintained at all times.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
Park operations – Day use	<ul style="list-style-type: none"> • Informational construction signage on fencing. • Community will be notified in advance of work via weekly email. 	<ul style="list-style-type: none"> • Pedestrian paths and bike detours will be clearly marked. • Safety around site will be enforced and signage will be posted (e.g., “hard hats required”). • ADA parking and access to the park will be maintained at all times.
Noise and vibration	<ul style="list-style-type: none"> • Community will be notified in advance of work via weekly email. • If duration of work is expected to last longer than one week, near neighbors may be notified via flier or mailer at the start of work. • If work will occur at night or outside of typical work hours, near neighbors may be notified via flier or mailer. 	<ul style="list-style-type: none"> • All noise impacts will fall within City regulations or will be permitted. • Vibratory work will not be performed for more than six months within the duration of construction. • Back-up alarms are required on site and must be used at all times.
Utilities (e.g., potholing, relocates, potential outages, undergrounding)	<ul style="list-style-type: none"> • When there are no expected outages or detours but work is visible, community will be notified in advance via weekly email. • For work that includes outages, sidewalk or road closures, or detours, community will be notified one week in advance of work via flier or mailer. 	<ul style="list-style-type: none"> • When outages are required, the contractor and/or the utility will work directly with effected property owners to determine best timing or avoid peak need time periods.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
Dust and mud control	<ul style="list-style-type: none"> Respond to community concerns when expressed. 	<ul style="list-style-type: none"> Daily/weekly control measures such as street cleaning and watering down of site. Truck and wheel washing as well as roll off ramps will be used to keep dust and mud contained on site. Contractor will conduct activities and operate within accordance of the City stormwater management requirements.
General community concerns	<ul style="list-style-type: none"> Project contact information printed on all distributed materials and site signage. Information posted on project website. Business cards and magnets distributed to near-neighbors (businesses and residential) and available at project office to hand out. 	<ul style="list-style-type: none"> Initial response time for general questions or comments is 24 hours. Initial response time for construction issue is one hour. Resolution time depends on question, comment or issue.
Other impacts not anticipated or identified	<ul style="list-style-type: none"> Community will be notified in advance of work via weekly email, when possible. 	<ul style="list-style-type: none"> All work will be performed within and meet all City regulations and project permits.
Emergency on site or related to project	<ul style="list-style-type: none"> Alert affected community members as quickly as possible using email alerts, website updates, and when needed, direct phone calls. 	<ul style="list-style-type: none"> Contractor will follow emergency procedures and protocol. Issue will be rectified by every means available, with appropriate safety and as required, police/fire personnel. All work will be performed within and meet all City regulations and project permits.