

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 104

April 3, 2002

**TO:** All Departments, Boards, Agencies, and Commissions

**FROM:** Cedric S. Grant, Chief Administrative Officer

**SUBJECT:** PUBLIC NOTICE FOR STREET CONSTRUCTION PROJECTS

**I. PURPOSE.**

This policy provides a procedure for public notice to solicit public comment in the planning phase for street construction projects and to incorporate the services of urban foresters for street construction projects.

**II. PROCEDURE.**

Following are required steps that shall be followed before a streets construction project reaches final design phase.

- A. Urban Forester.** The department of Parks and Parkways shall retain an urban forester for consultation on all phases of street construction projects.
- B. Website Posting.** The Department of Public Works shall post on the City's official website the list of streets slated for street construction.
- C. Public Meeting.** After the preliminary plans have been completed for a street the Department of Public Works shall hold a public meeting to obtain public comment on the preliminary plans prior to proceeding to the final design phase. All utilities involved in the project (Sewerage and Water Board, Entergy, Cox Cable, Bell South) shall be notified of the meeting and urged to send a representative. Insofar as practical, the meeting shall be held at a location near the site of the proposed street construction.
- D. Notification Registry.** The Department of Public Works shall maintain a notification registry for citizens and organizations, such as neighborhood organizations, environmental groups, interested in proposed street construction. Citizens and organizations may list on the registry the City Council districts of the City for which they would like to receive notice of the public meetings on proposed street construction mandated by this section. At least twenty (20) days prior to public meetings, the Department of Public Works shall mail notice to

the citizens and organizations who have indicated their desire to be notified of proposed street construction in that City Council district.

- E. Posted Notice.** The City shall post at least two (2) notification signs for each block of the proposed street construction at least twenty (20) consecutive days prior to the public meeting. The signs shall also be posted in an area at least two blocks surrounding the proposed street construction.

The notification signs shall be installed and removed by the Department of Public Works. Such notification signs not be less than eleven (11) inches by seventeen (17) inches in size, mounted on legs or feet or prominently attached to the corner intersections of the block face involved; or any other means, method or placement deemed appropriate by the Department of Safety and Permits to effect the intended public notice. The signs shall contain language identifying the site of the proposed street construction as well as the day, date, time, and place of the public meeting. Such notification shall be held in bold print or lettering and of sufficient size as to be legible from the nearest public street.

- F. Notice by Mail.** At least twenty (20) days prior to the public meeting, the Department of Public Works shall, insofar as practical, mail notices to the residents of each piece of property facing the site of the proposed street construction.

Comments received from the public shall be considered for incorporation into the project before the final design phase is completed.

### **III. INQUIRIES.**

Questions concerning the policy on streets construction projects may be directed to the Department of Public Works. Questions specifically about trees near proposed street construction or the roll of the urban forester may be directed to the Department of Parks and Parkways.

CSG/emk