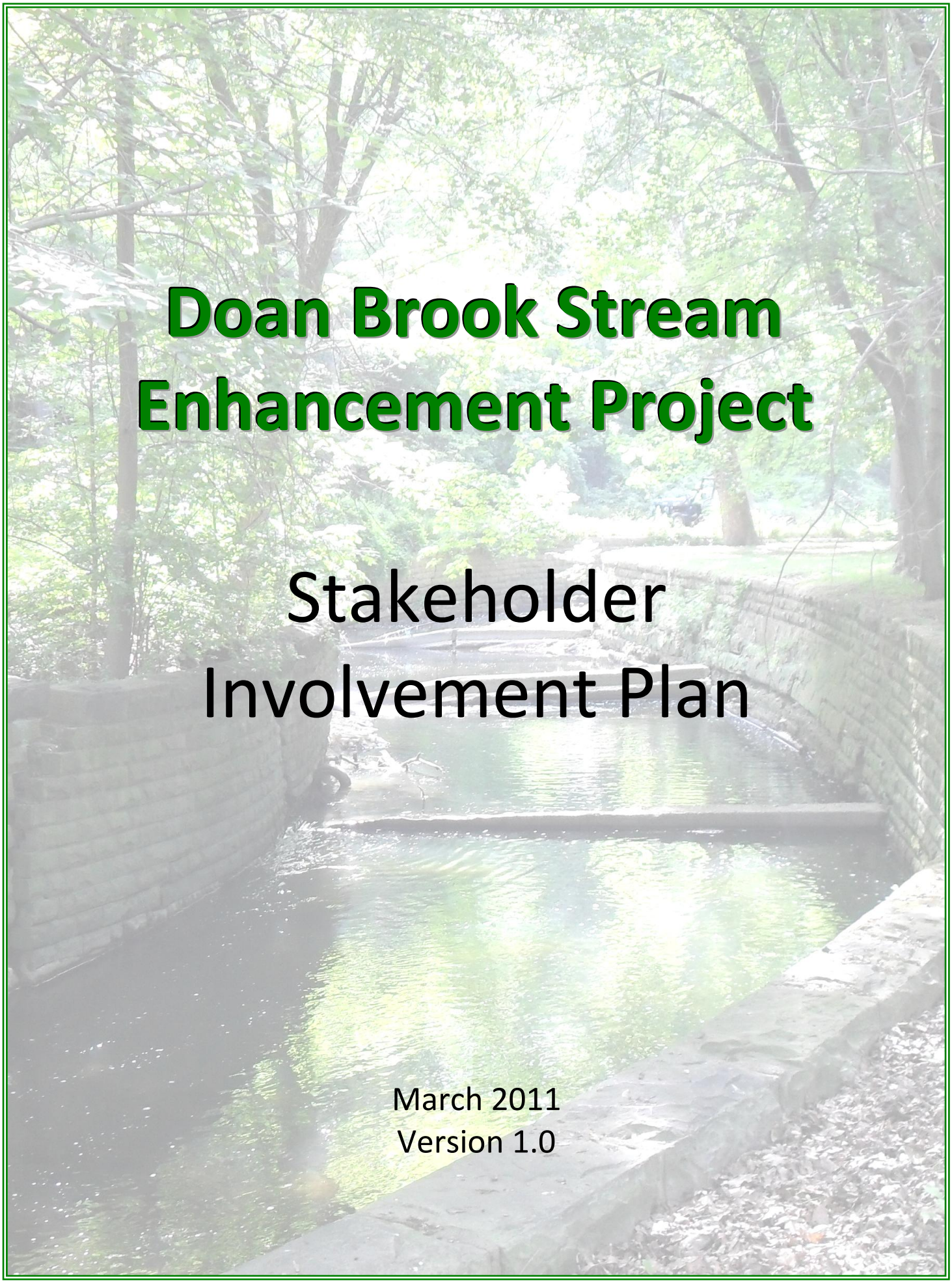


Doan Brook Stream Enhancement Project

Stakeholder Involvement Plan

March 2011
Version 1.0

INTRODUCTION

Project Background

The Doan Brook Stream Enhancement Project (DBSEP) is one of several stream enhancement/restoration projects undertaken by the City of Cleveland to mitigate adverse impacts to Abrams Creek caused by the expansion of Cleveland Hopkins International Airport. Required mitigation activities were determined in consultation with the Ohio Environmental Protection Agency (OEPA) in 2003. One of these activities was the restoration of a portion of Doan Brook that runs through Rockefeller Park to a more natural state, in order to address chronic erosion problems caused by flooding and high flows. Due to the permitting requirements associated with the airport project, any environmental mitigation activities were subject to Section 106 of the National Historic Preservation Act of 1966 (NHPA). Therefore, as part of the original Doan Brook Restoration Project, the City of Cleveland initiated Section 106 consultation with the Ohio Historic Preservation Office (OHPO).

The original Section 106 consultation process resulted in the findings that Rockefeller Park and the Cleveland Cultural Gardens were eligible for listing in the National Register of Historic Places (NRHP), and that the proposed stream restoration activities along Doan Brook would have an adverse impact on the historic integrity of the park and gardens. Therefore, in 2005 a Memorandum of Agreement (MOA) was reached between the City of Cleveland, the Federal Aviation Administration (FAA), the U.S. Army Corps of Engineers (USACE), the OEPA, the Advisory Council on Historic Preservation (ACHP), and the OHPO to mitigate these adverse impacts. One result of this MOA was that the Rockefeller Park Historic District (which includes the Cultural Gardens) was formally listed on the NRHP in May 2005.

In 2009, the OEPA reduced the project scope and budget in a final revised Findings and Orders. Since the design of the current enhancement project will be changed from the previous design plan, the Section 106 consultation process was re-engaged. Public involvement is a key component of the Section 106 process, and stakeholder involvement efforts for both the design and historic preservation aspects of the projects are required. Under the current scope of work, this will result in the development and execution of either an amendment to the 2005 MOA or a new MOA.

Project Team

NEORSD has agreed to serve as the Project Manager for the DBSEP on behalf of the City of Cleveland and the FAA. They will be assisted in these efforts by the Doan Brook Watershed Partnership. NEORSD has also contracted The Mannik & Smith Group, Inc. (MSG) to undertake a new Section 106 consultation process, to guide stakeholder involvement efforts, and to develop/amend and execute an MOA, if needed. CT Consultants will be responsible for the design and engineering portion of the stream enhancement project. These entities comprise the Project Team. Specific roles and contact information are presented in Appendix A.

Stakeholder Involvement Plan

Public outreach and stakeholder involvement are critical components in any successful environmental or historic preservation project. This Stakeholder Involvement Plan (SIP) is intended to supplement previous activities and to describe the basic methods by which additional input can be solicited and integrated into the DBSEP planning process. Stakeholder input will be used to establish and refine community goals for the stream enhancement project and will be incorporated into the final amended or new MOA. Stakeholder input will also be used to evaluate project performance.

For the purposes of this SIP, the definition of "stakeholder" is *any person or entity that has an interest in the outcome of the DBSEP planning process, specifics of the environmental engineering design, and/or the project's impacts to the historic integrity of the Rockefeller Park Historic District.*

GOALS AND OBJECTIVES

The goals of this SIP and of the stakeholder involvement process more generally are to ensure that interested stakeholders are afforded the opportunity to participate in the success of this project and to provide stakeholders with the information they need to participate in the decision-making process for the DBSEP. Accordingly, the objectives of this SIP are as follows:

- ✓ Identify project stakeholders;
- ✓ Describe preferred methods for keeping stakeholders informed about project activities and soliciting stakeholder input on environmental and cultural resource issues; and
- ✓ Propose ground rules for ensuring that all public outreach and interaction is inclusive, productive, and useful, and that all involved parties are treated with respect.

Stakeholder interests will be integrated with fiscal realities, regulatory requirements, design considerations, and overall project goals in the development of final design decisions.

STAKEHOLDER INVOLVEMENT OPPORTUNITIES

The NEORSD has already identified numerous stakeholders in the DBSEP, including individuals, elected officials, local, state and federal agencies, and other organizations, many of which were either signatories to or concurring parties on the 2005 MOA. The current list of stakeholders is presented in Appendix B. This list may be revised throughout the DBSEP planning process as new stakeholders are identified.

Because of the large number and diverse nature of the stakeholders for this project, a one-size-fits-all approach to stakeholder involvement would be inappropriate. Rather, several different methods of stakeholder communication and involvement are proposed so that each stakeholder can take advantage of those opportunities that best fit their needs.

Stakeholder Meetings

A Pre-Design Stakeholders Meeting was held by the NEORSD on January 18, 2011 at Judson Manor in Cleveland. Invitations to this meeting were extended to all individuals, agencies and organizations currently included on the DBSEP stakeholders list, and others with a vested interest in the project (Appendix B).

At this meeting, project team members introduced themselves to the attending stakeholders, provided a description of the DBSEP (previous and current efforts) and the Section 106 process, and explained the roles that each team member will fulfill. Following these presentations, break-out groups were utilized to solicit more detailed information about each aspect of the project (impact to historic properties, stream restoration designs, and plans for public open space) and to provide preliminary input to the project team prior to the commencement of technical design work.

Two additional stakeholder meetings will be held, one at the completion of 30% design plans (in April 2011) and one at the completion of 90% design plans (tentatively scheduled for September 2011). Notice of these meetings will be circulated through targeted communications (see below) and will be open to the public. Like the Pre-Design meeting, the 30% Design Review meeting is intended to provide an update on the status of the project, present initial design plans, and allow stakeholders to provide input on the design, including any concerns about its impact on the environment of Doan Brook and/or on historic properties within or adjacent to the Rockefeller Park Historic District. The 90% Design Review meeting will be primarily informational, allowing interested stakeholders to learn about the final design, how their input has been incorporated into the design, the status of the consultation process, and the proposed schedule for project construction.

Project Website

A dedicated space will be provided on the NEORSD website (www.neorsd.org) to provide up-to-date information about the DBSEP, including documents, exhibits, and project data. At a minimum, the following types of information will be included on the website:

- ✓ DBSEP news updates
- ✓ Schedule of events
- ✓ Links to downloadable resources such as the most current version of the SIP, the draft amended or new MOA, preliminary design plans, educational resources about stream restoration, etc.
- ✓ Documentation of meetings (ie. handouts, videotapes, presentation materials)
- ✓ Links to external websites with relevant information about Doan Brook, Rockefeller Park, or the Cultural Gardens, etc.
- ✓ A project FAQ (Frequently Asked Questions)
- ✓ Contact information for all of the project team members
- ✓ A comment submittal feature to allow stakeholders and interested members of the public to comment on the project

Stakeholder organizations will be encouraged to link to the project website from their own websites. The project website will be updated whenever new information is available.

Email Communication

Stakeholders will be informed by email whenever the website is updated, following significant project events, or as new information is available. NEORSD will also send email notices to stakeholders as a reminder of scheduled meetings (at the 30% and 90% stage) at least three weeks prior to the meetings.

Circulars

Upon reaching project milestones, NEORSD will produce a flyer for targeted circulation to churches, community centers, neighborhood groups, affiliate organizations, and other public entities identified within the lower watershed. The flyer will be distributed through a mailing list or contact points, and will provide information about the status of the project.

GROUND RULES FOR STAKEHOLDER INVOLVEMENT

For a SIP to function effectively, clear ground rules and operating procedures need to be spelled out and accepted by all parties. These will be established tentatively with the initiation of the SIP, but must be agreed to by the stakeholders. As such, the ground rules may be modified as warranted by the stakeholder involvement process. Following are the tentative rules:

- ✓ All input from all participants in the process is valued and considered.
- ✓ All participants must come to the process with an open mind and be willing to participate openly and honestly.
- ✓ All participants in the process must treat each other with respect and dignity.
- ✓ The list of stakeholders is subject to revision at any time that events warrant.
- ✓ The role of the stakeholders is to advise the project team. All decisions made by the project team must be arrived at in a clear and transparent manner and stakeholders should agree that their input has been duly considered.
- ✓ Records of all stakeholder contacts and meetings will be maintained by the project team, with the content subject to stakeholder concurrence.
- ✓ The project must progress at a reasonable pace, based on the project schedule.
- ✓ The general public is welcome at the 30% and 90% Design Review meetings, and opportunities to ask questions will be provided during a Question and Answer session.
- ✓ Members of the media are welcome at the 30% and 90% Design Review meetings, but must remain in the role of observers, not participants in the process.
- ✓ The project team's overall goal is to develop a consensus plan for the DBSEP. Consensus is defined as a majority of the stakeholders in agreement, with the minority agreeing that their input was duly considered. While a consensus of stakeholder concurrence on project choices and decisions is sought, it may not be possible to achieve consensus on every issue. Ultimately, final decisions remain in the hands of the project team, and it may elect to move the process forward in instances where consensus cannot be achieved.

ANTICIPATED SCHEDULE OF STAKEHOLDER INVOLVEMENT ACTIVITIES

Input and feedback from stakeholders will be ongoing throughout this project. The stakeholder involvement process was initiated with a Pre-Design Meeting held on January 18, 2011, whereupon the formal design process began. Two more stakeholder meetings will be held at the 30% and 90% Design stage, with updates and notices of website postings sent directly to stakeholders during that period (see above).

Over the course of the planning process, the following tentative schedule of stakeholder involvement activities is proposed:

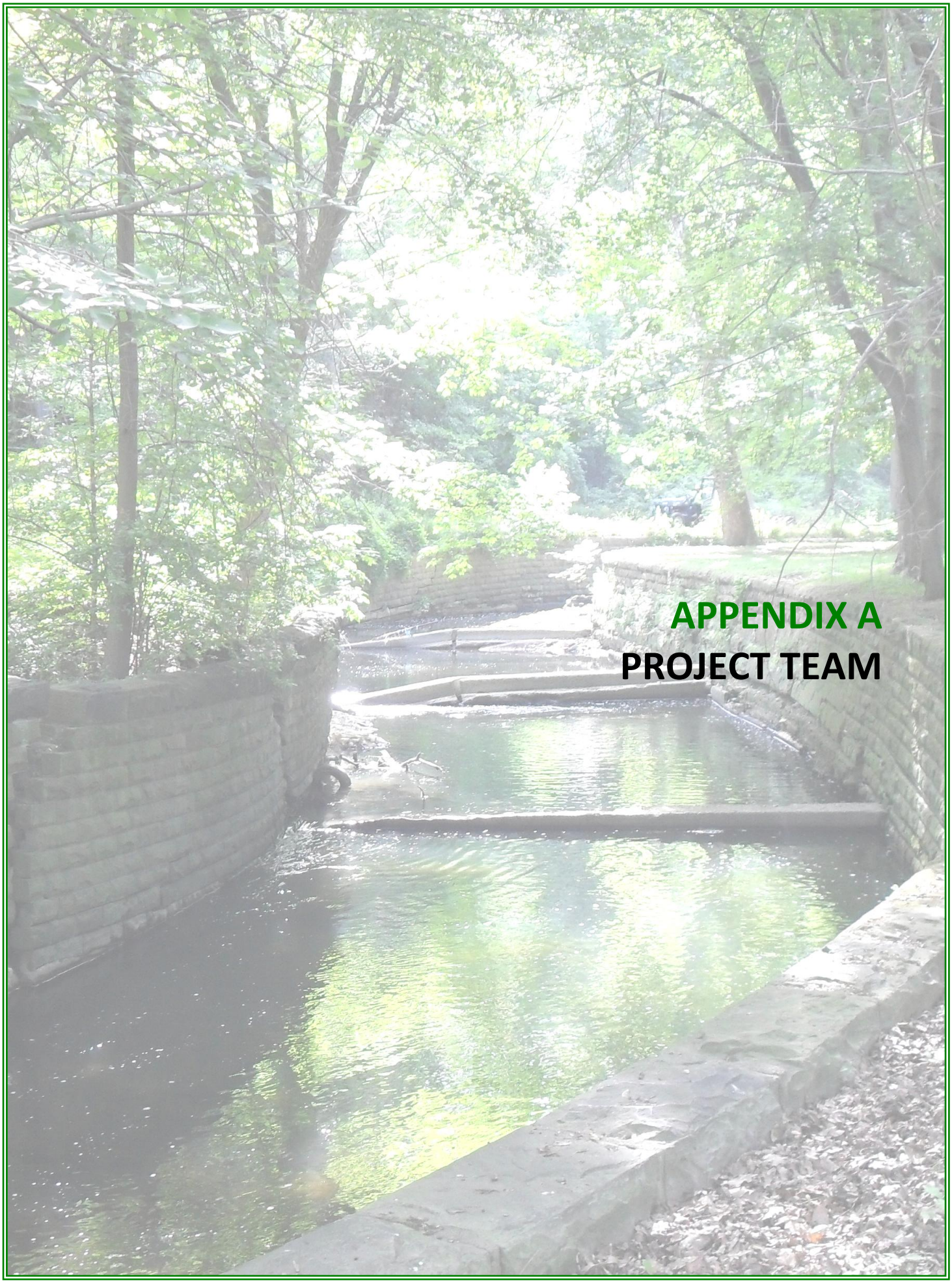
Task	Duration	2011						
		Mar	Apr	May	Jun	Jul	Aug	Sep
Project Website	7+ months							
Email Communication	7+ months							
Circulars	7+ months							
30% Design Review Meeting	1 month							
90% Design Review Meeting	1 month							

ADMINISTRATION OF THE STAKEHOLDER INVOLVEMENT PLAN

Administration of the SIP will be an ongoing effort throughout the project planning process under the guidance of the DBSEP project team. In order to ensure an effective collaborative partnership with project stakeholders, this SIP will be periodically updated in response to new project information, identification of new project stakeholders, unforeseen project needs or events, and stakeholder input. Fundamental SIP administrative tasks will include, but not necessarily be limited to, the following:

- ✓ Maintain a current list of project stakeholders and contact information.
- ✓ Maintain a timely and complete record of all stakeholder contacts and meetings.
- ✓ Ensure a complete and comprehensive project record of SIP implementation.
- ✓ Update the SIP on an ongoing basis as events and stakeholder input warrant.
- ✓ Ensure that the most recent version of the SIP is posted to the project website and/or otherwise made available to all stakeholders. Plan updates will be tracked and identified in each successive version as follows:

Plan Updates
March 2011
Version 1.0



APPENDIX A
PROJECT TEAM

DOAN BROOK STREAM ENHANCEMENT PROJECT
PROJECT TEAM ROLES AND RESPONSIBILITIES

PROJECT SPONSOR:
Kellie Rotunno, PE
NEORSD
216-881-6600

PROJECT MANAGER:
Dave Anthony, ASLA
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anthonyd@neorsd.org

DISTRICT MAIN CONTACT:
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yinglingb@neorsd.org

REGULATORY COORDINATOR:
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halperinr@neorsd.org

COMMUNITY LIAISON:
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Doan Brook Watershed Partnership
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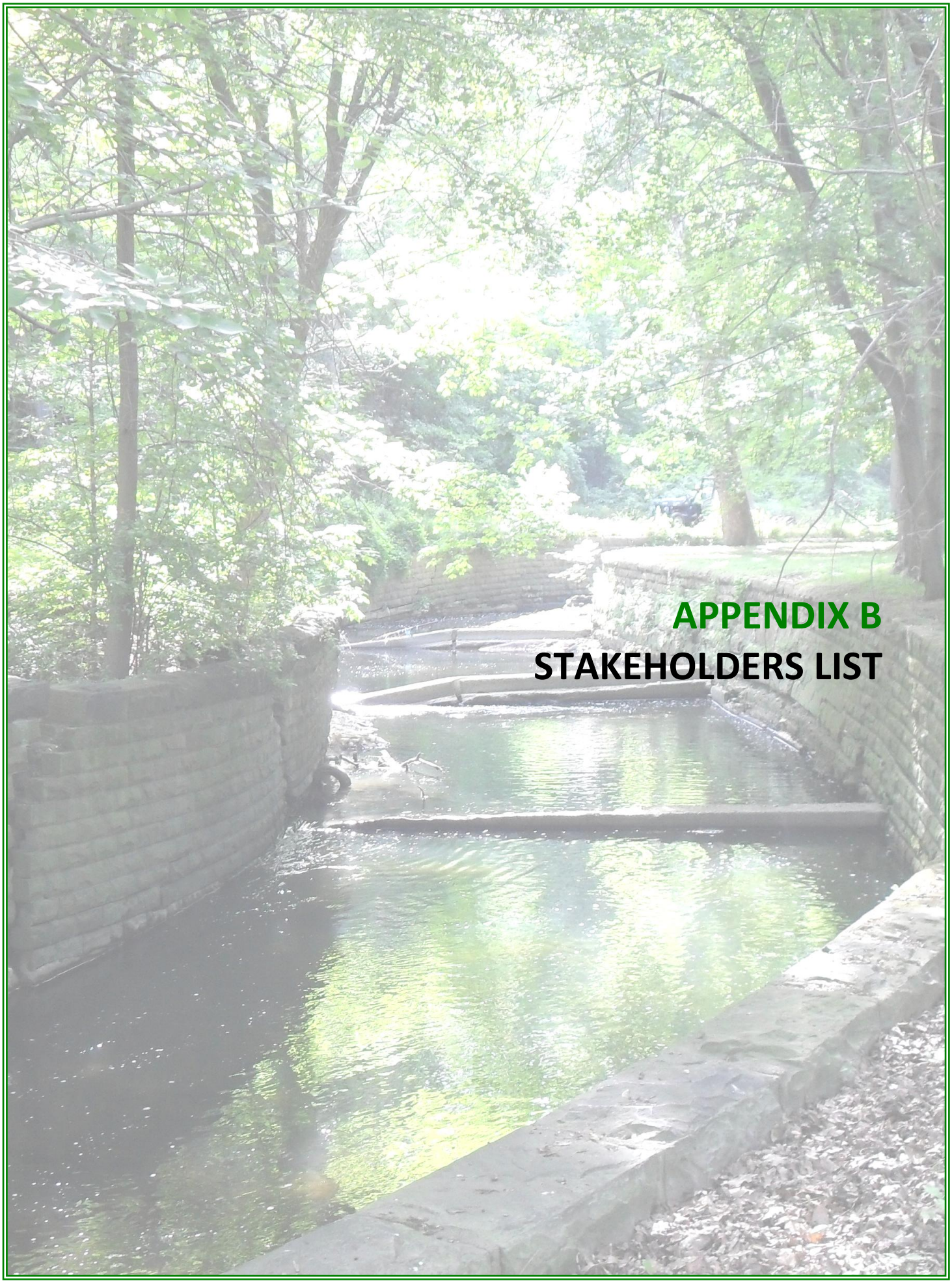
mills@shakerlakes.org

SECTION 106 COORDINATOR:
Maura Johnson
The Mannik & Smith Group, Inc.
419-891-2222 x 175
mjohnson@manniksmithgroup.com



APPENDIX B
STAKEHOLDERS LIST

DOAN BROOK STREAM ENHANCEMENT PROJECT
STAKEHOLDERS LIST

Stakeholder Name	Affiliation
Mr. Anthony Lopez	Advisory Council on Historic Preservation
Mr. Peter Whiting, Ph.D.	Case Western Reserve University
Mr. Gene Matthews	Case Western Reserve University
Mr. Michael Cox	City of Cleveland, Department of Parks, Recreation, and Properties
Ms. Meenakshi Singh	City of Cleveland, Department of Port Control, Cleveland Hopkins International Airport
Mr. Rachid Zoghaib	City of Cleveland, Department of Public Utilities, Water Pollution Control
Mr. Darnell Brown	City of Cleveland, Office of the Mayor
Mr. TJ Dow	Cleveland City Council, Ward 7
Mr. Jeffrey Johnson	Cleveland City Council, Ward 8
Mr. Kevin Conwell	Cleveland City Council, Ward 9
Mr. Jim Cull	Cleveland Cultural Gardens Federation
Mr. Bill Jones	Cleveland Cultural Gardens Federation, Vice President
Mr. Freddy Collier	Cleveland Landmarks Commission
Ms. Kim Scott	Cleveland Landmarks Commission
Mr. Michael Fleenor	Cleveland Restoration Society
Mr. Martin Gelfand	Congressman Kucinich, 10th District of Ohio
Mr. Llyod Brown Mr. Stephen Caviness	Congresswoman Fudge, 11th District of Ohio
Ms. Elaine Price	Cuyahoga Planning Commission
Mr. Todd Houser	Cuyahoga Soil and Water Conservation District
Ms. Tori Mills	Doan Brook Watershed Partnership
Ms. Stacey Polk	Doan Brook Watershed Partnership - Lower Doan Citizens Representative
Mr. John Anoliefo	Famicos Foundation
Ms. Katherine Delaney	Federal Aviation Administration, Detroit Airports District Office
Mr. David Beach	Green City Blue Lake Institute
Ms. Dorothy Adams	Herrick Road Street Club
Mr. Roger Gettig	Holden Arboretum
	Holden Parks Trust
Mr. Ray Saikus	Joint Veterans' Commission of Cuyahoga County
Ms. Kristina Kuprevicius	Judson Manor
Mr. Jim McKnight	McKnight & Associates
Ms. Bobbi Reichtell	Neighborhood Progress, Inc.
Mr. Dave Ritter	Northeast Ohio Areawide Coordinating Agency
Mr. Tom Harcarik Mr. Bill Zawiski	Ohio Environmental Protection Agency
Ms. Lisa Adkins	Ohio Historic Preservation Office
Ms. Anne Zollar	Parkworks
Mr. Andrew Futey	Ukrainian Community, Cleveland Cultural Gardens Federation
Mr. Chris Bongorno	University Circle Inc.
Ms. Melissa Bruggeman	US Army Corps of Engineers, Buffalo District, Regulatory Branch
Mr. Richard Arlesic	Western Reserve Historical Society