

City of Covington Downtown/Center City Action Plan Public Participation Plan

Purpose

The City of Covington, Kentucky, is undertaking the creation of a Downtown/Center City Action Plan. Having received a federal Community Challenge grant for this project, the City will be creating a framework and unified strategy for carrying out central city revitalization in the urban core of Covington. While no specific dates are given in this plan, the document serves as a general guideline to the public participation and notification process.

Comments and questions regarding the Downtown/Center City Action Plan can be forwarded to the Community Development Department at City Hall, 638 Madison Avenue, Suite 407, Covington Kentucky 41011; phone 859-292-2163; TTY 1-800-545-1833 ext 931; email; ldodson@covingtonky.gov.

Public Notice

Information stating the time and location of all Steering Committee meetings, public meetings and open houses, information on how to give feedback or ask questions regarding the plan, and other pertinent activities during the planning process will be posted / listed in the following manner:

- Postings in the lobby of City Hall
- Postings on the City website at www.covingtonky.gov
- Via the City of Covington's E-News and Neighborhood Email groups
- Posted on TBNK Public Television
- Advertised via the City's Sunshine notice process to: Covington Business Council, Kenton County Recorder, WCKY Radio News, KY Enquirer, WCPO TV 9 NEWS, TBNK, WGRR FM News and the KY Post.

In addition to the required notices being published regarding Public Meetings, the City of Covington will use the media as a public awareness tool. The City of Covington's E-News will have periodic updates on the process and efforts will be made to produce newspaper articles regarding the project. Media, interested parties and area newspapers will be sent press releases regarding key achievements of the project, as well as public meeting information and public comment and review opportunities.

TBNK will be also used as a venue for updates throughout the planning process. For example, the City Commission meetings will be recorded and broadcast on local access channels. Four public television channels will display information, as appropriate, about public meetings and opportunities for input.

The City is also committed to include all segments of the community with outreach efforts involving low income persons, residents in public housing, minorities, economically disadvantaged individuals, non-English speaking persons and persons with disabilities through direct communication with the following entities:

Organization Name	Contact Person	Address	City	State	Zip	Phone/Email
Covington Human Rights Commission	Maher Sariah	c/o City of Covington Legal Dept, 638 Madison Avenue	Covington	KY	41011	859-292-2311 / covingtonhrc@gmail.com
Cristo Rey – Centro de Amistad [Hispanic Resource Center]	Sister Juana Mendez	P.O. Box 18400; 947 Donaldson Highway	Erlanger	KY	41018	859-538-1175 / cristorey@nkyemail.net
Housing Authority of Covington	Aaron Wolfe-Bertling	2300 Madison Avenue	Covington	KY	41014	859-491-5311 / Awolfe-bertling@covingtonky.gov
NAACP	Jerome Bowles	P. O. Box 1294	Covington	KY	41012-1294	859-442-7476 / bowlesjs@yahoo.com
OASIS	Reverend Richard Fowler	1016 Greenup St	Covington	KY	41011	859-655-9800 / parapademo@fuse.net
KY Commission on Human Rights	John C. K. Fisher	638 Madison Avenue	Covington	KY	41011	859-292-2935 / Johnck.fisher@ky.gov
Disabilities Coalition	Kit Heeg	525 West 5th Street Suite 219	Covington	KY	41011	(859) 431-7668 / dcnky@fuse.net
Senior Services of NKY	Barbara Gunn	1032 Madison Avenue	Covington	KY	41011	859-491-0522 / bgunn@seniorservicesnky.org

Public Participation Process

During the planning process, the City may choose a variety of approaches to solicit input and comments from the public. The following represent activities the City may choose to undertake.

- Steering Committee
- Public Meetings/Open House Meetings
- Public Hearings
- Presentation to professional and civic groups
- Surveys and Information Gathering
- One-on-One Interviews
- Printed Documents

Steering Committee

The Steering Committee will be made up of individuals representing a diverse set of stakeholders, citizens, business owners, and property owners in the community. There will be no less than 24 Steering Committee Meetings to be held monthly during the process.

City staff and City consultants will be attending and facilitating the Steering Committee meetings. All meetings will be advertised and open to the public. A list of attendees and a meeting summary will be recorded for these meetings. Meeting summaries will be posted on the City's website and will be available in the offices of the Community Development Department.

Steering Committee meetings will also be attended by invited project partners/subgrantees including Northern Kentucky University, The Catalytic Development Funding Corporation of Northern Kentucky, the Covington Business Council and the Center for Great Neighborhoods.

All Steering Committee meetings will be held in facilities that are accessible to persons with disabilities.

Public Meetings/Open House Meetings

Public Meetings/Open House meetings will be held to solicit input from the general citizenship and to provide information throughout the planning process. At all of these meetings, participants will be able to provide both written and oral comments regarding the plan.

The City of Covington will provide notice for these meetings using the above mentioned methods. The Center for Great Neighborhoods will be participating in the facilitation of public meetings as a project partner. The meetings will be

There will be no less than seven Public Meetings held throughout the process. Possible formats for these meetings include presentations, round table discussions, workshops, or break out sessions. These meetings will include the following topics: Existing Conditions, Data Analysis, Opportunities and Issues, and Implementation Framework Strategies.

All Public Meetings will be held in facilities that are accessible to persons with disabilities.

Public Hearings

The City of Covington will hold at least two public hearings/legislative meetings regarding the adoption of the plan in front of the City of Covington Board of Commissioners. The City of Covington will also hold presentations during City Caucus meetings to give updates about the planning process and to get input from the Board of Commissioners and the general citizenship. Commission will be provided with monthly updates on the progress of the project via the City's Internal Reporting and Communication System.

All Public Hearings will be open to the public and written and oral testimony will be taken. Minutes will be kept by the City Clerk and filed with the City Clerk's Office. The Public Hearings will also be recorded by TBNK and shown on Public Access television.

All Public Hearings will be held in facilities that are accessible to persons with disabilities.

Presentation to Professional, Civic and Neighborhood Groups

Various presentations will be made to professional, civic, and neighborhood groups throughout the planning process. This will include meetings to solicit information and input as well as meetings to inform these groups about the project.

One-on-One Interviews

One-on-one interviews will be held with all of the Steering Committee members as well as other important stakeholders, such as community leaders, public officials, agency directors, business owners, and residents. These interviews will be held to gather in-depth recommendations, comments, and input about the project study area and/or specific issues or properties within the project study area. Comments from these interviews will be summarized and used in the planning process

Surveys and Information Gathering

Surveys will be conducted at each public meeting held and neighborhood meeting attended to determine the number of participations, representation, level of engagement/ satisfaction by participants and to gather comments regarding each meeting topic. This survey instrument must be reviewed and approved by HUD.

The City of Covington is partnering with Northern Kentucky University and Vision 2015 in collecting data necessary for the project and is working with the Catalytic Development Funding Corporation of Northern Kentucky in the evaluation of target properties within the study boundaries. The City and these partners may contact individuals or organizations for data collection or other information gathering needs.

Surveys may also be used throughout the planning process by The City, City Consultants, or these partners. These surveys may go out to specific groups or general citizenry depending on their scope and topic.

Print Documents

All documents posted on the City's website will also be made available for review and comment in the City of Covington's Community Development Department.

Additional Accommodations

If additional accommodations are needed for meetings or to review/comment on documents, please contact the Community Development Department at 859-292-2163.