

Project Milestone	Communication Method	Status	Date Completed
30% Design*	LETTER TO IMPACTED PROPERTIES	NOT APPLICABLE	DATE
	SOCIAL MEDIA	NOT APPLICABLE	DATE
	PUBLIC MEETING	NOT APPLICABLE	DATE
	CREATE PROJECT WEBPAGE	NOT APPLICABLE	DATE
	NEIGHBORHOOD GROUP OUTREACH	NOT APPLICABLE	DATE
90% Design*	LETTER TO IMPACTED PROPERTIES	NOT APPLICABLE	DATE
	SOCIAL MEDIA	NOT APPLICABLE	DATE
	PUBLIC MEETING	NOT APPLICABLE	DATE
	NEIGHBORHOOD GROUP OUTREACH	NOT APPLICABLE	DATE
1-2 Month from Construction	LETTER TO IMPACTED PROPERTIES	NOT APPLICABLE	DATE
	SOCIAL MEDIA	NOT APPLICABLE	DATE
	COUNCIL COMMITTEE UPDATE	NOT APPLICABLE	DATE
	PROJECT SPECIFIC EMAIL LIST OPENED	NOT APPLICABLE	DATE
	KEY STAKEHOLDER OUTREACH	NOT APPLICABLE	DATE
	NEIGHBORHOOD GROUP OUTREACH	NOT APPLICABLE	DATE
	CONSTRUCTION TOOLKIT TO IMPACTED BUSINESSES	NOT APPLICABLE	DATE
	DTV FEATURE	NOT APPLICABLE	DATE
2 Weeks Prior to Construction Start	DOOR HANGERS	COMPLETED	1/20020
	EMAIL UPDATE	NOT APPLICABLE	DATE
	NEXTDOOR POST	COMPLETED	1/2020
	MESSAGE BOARDS	COMPLETED	1/2020
	PROJECT GATEWAY SIGNS	COMPLETED	1/2020
Within 1 Week of Any New Lane Closures*	EMAIL UPDATE	NOT STARTED	DATE
	NEXTDOOR POST	NOT STARTED	DATE
	PROJECT WEBPAGE UPDATE	NOT STARTED	DATE
	WAZE APP	NOT STARTED	DATE

Activities denoted with an asterisk (*) are optional for projects with impacts to neighboring properties, but no roadway impacts. Additional communications methods may be used based on unique project needs.

Project Milestone	Communication Method	Status	Date Completed
Within 2-4 Weeks of New Road Segment*	EMAIL UPDATE	NOT STARTED	DATE
	NEXTDOOR POST	NOT STARTED	DATE
	NEIGHBORHOOD OUTREACH	NOT STARTED	DATE
Substantial Progress Communications	EMAIL UPDATE	NOT STARTED	DATE
	NEXTDOOR POST	NOT STARTED	DATE
	NEIGHBORHOOD OUTREACH	NOT STARTED	DATE
Overall Scope or Schedule Changes	LETTER TO IMPACTED PROPERTIES	NOT STARTED	DATE
	NEXTDOOR	NOT STARTED	DATE
	COUNCIL COMMITTEE UPDATE	NOT STARTED	DATE
	CONSTRUCTION PROJECT MAP UPDATE	NOT STARTED	DATE
	KEY STAKEHOLDER OUTREACH	NOT STARTED	DATE
	NEIGHBORHOOD GROUP OUTREACH	NOT STARTED	DATE
	PROJECT WEBPAGE UPDATE	NOT STARTED	DATE
	EMAIL UPDATE	NOT STARTED	DATE
Completion	PRESS RELEASE	NOT STARTED	DATE
	BROAD SOCIAL MEDIA MESSAGING	NOT STARTED	DATE
	PROJECT WEBPAGE UPDATE	NOT STARTED	DATE
	NEIGHBORHOOD GROUP OUTREACH	NOT STARTED	DATE
	EMAIL UPDATE	NOT STARTED	DATE
	POST-CONSTRUCTION SURVEY	NOT STARTED	DATE



Stay Connected!

Hickory Creek Road West City Staff Contact Information:

For questions related to the project, including timeline, project scope, and traffic impacts contact:

Trevor Crain, Project Manager
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For questions related to the project communication, including letters, door hangers, and to receive email project updates contact:

Stephanie Yates, Marketing & Outreach Coordinator
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