
KINCAID ELEMENTARY SCHOOL SITE IMPROVEMENTS

Public Involvement Plan



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Anchorage School District

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Acronyms and Abbreviations

ASD	Anchorage School District
ESL	English as a Second Language
KES	Kincaid Elementary School
MOA	Municipality of Anchorage
PIP	Public Involvement Plan
PTA	Parent Teacher Association
SLCC	Sand Lake Community Council
UDC	Urban Design Commission

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INTRODUCTION

The Anchorage School District (ASD) is developing site improvements for Kincaid Elementary School (KES). When complete, the improvements will address traffic flow, drainage, and safety issues.

This Public Involvement Plan (PIP) outlines ASD public involvement goals for the KES Site Improvements design process and provides a framework for meaningful public participation. Public involvement activities aim to:

- Inform stakeholders about the design process, Municipality of Anchorage (MOA) planning and permitting requirements, and ASD's decision-making role,
- Provide meaningful opportunities for the public and other stakeholders to participate the initial design and data collection process,
- Reflect and respond to public recommendations and concerns within the design process.

1.0 OVERVIEW

1.1 Project Background

Kincaid Elementary School (KES), home of the Kincaid Kind Coyotes, was built in 1996 (Figure 1). Over the last 25 years, improper drainage and annual freeze/thaw cycles have drastically deteriorated the school's driveway, bus drive, and parking area. Storm drains are failing, standing water prevents use of the main playground area, pavement is buckling, and outdated traffic design causes increased vehicle congestion at the school entrances during peak drop off and pick up times.

Now past its 25-year useful life, the ASD has the opportunity to re-design KES's parking areas and traffic flow to reflect current usage patterns, as well as improve site drainage, safety and lighting, and access for pedestrians, bike riders, busses, and cars. Other than a potential new bus access route from Raspberry Road¹, the majority of updates will be made in the existing site footprint.

In 2022, ASD hired CRW Engineering to develop a site design to address drainage, access, and traffic concerns at KES and conform with the Municipality of Anchorage's (MOA) current comprehensive plan (Title 21) requirements. Following data collection at the site and using information from KES stakeholders, ASD and CRW will present a preliminary design to the MOA's Urban Design Commission (UDC) and Planning Department in September 2022 with the intent of having a final design ready for contractor bids and construction in Summer 2023².

¹ New driveway access requires approval from the Alaska Department of Transportation and Public Facilities.

² Construction pending voter approval of ASD Capital Improvement Bonds in the April 5, 2022 municipal election.



Figure 1: Kincaid Elementary School Site

1.2 Purpose of the Public Involvement Plan

Public and stakeholder involvement is critical for this design effort. Gaining input from KES users and neighbors early in the design effort will ensure that multiple stakeholder voices are heard, concerns are identified, and ideas for improvements are generated and, if appropriate, incorporated into the preliminary design.

Projects are most successful when stakeholders understand how and why projects are identified, how they benefit the broader community, and have a voice in the decision-making process. ASD understands that regular communication with stakeholders and neighborhood residents is key to successful projects. This Public Involvement Plan (PIP) details the process, methods, and timeline the KES Site Improvements design team will use to communicate the project need, solicit ideas and identify user group needs, and how they will work directly with the interested public to gather meaningful input into the design process.

2.0 PROJECT TEAM – ROLLS AND RESPONSIBILITIES

ASD is the project owner and is responsible for KES site improvements decision-making and project implementation.

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CRW is the lead consultant, responsible for overall, day-to-day project management. CRW is responsible for site data collection, public involvement and project communications, engineering, and permitting.

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3.0 PROJECT STAKEHOLDERS

Stakeholders are defined as anyone who may be affected by a plan or project, directly or indirectly. Primary stakeholders for the KES Site Improvements project include the ASD, KES users, and nearby residents. Additional stakeholders include, but are not limited to:

KES Stakeholder List

1. ASD School Board
2. KES Principal, Teachers, and Staff
3. KES Parent Teacher Association
4. KES Students and Parents
5. Municipality of Anchorage (MOA) Urban Design Commission (UDC)
6. Utility Providers
7. MOA Public Safety and Emergency Service Providers
8. After School Activity Organizations
9. Sand Lake Community Council and Area Residents
10. State and Federal Regulatory Agencies
11. Anchorage Residents (through bond initiatives)
12. Elected Officials

3.1 Minority, Low-Income, and Limited English Populations

ASD serves a diverse student body and considers the language needs of students, parents, and community residents in its project communications. In this case, while more than 5,200 individuals speaking more than 90 different primary attend ASD schools³, there are currently no identified populations at KES requiring specific outreach under state and federal regulations⁴.

4.0 PUBLIC INVOLVEMENT PLAN IMPLEMENTATION

A successful public involvement process requires a strong commitment from all members of the project team to reach out to people and groups potentially affected by or interested in the planning effort. The Kincaid public involvement goals are to:

- Keep the public informed on the process and issues, listen to and acknowledge concerns, and provide feedback on how public input has influenced project decisions.
- Communicate milestones and opportunities for stakeholders to provide meaningful input through a variety of communication methods.
- Utilize visualizations and illustrations to convey alternatives effectively.
- Respond to inquiries and comments received during the project, informing stakeholder how their input is reflected (or not reflected) in the draft and final document.

The PIP is a living document and will be updated accordingly.

4.1 Public Involvement Methods

By engaging stakeholders in meaningful conversation, ASD aims to understand user-identified needs and opportunities that support improvements at the KES site. ASD, through CRW, proposes to use a variety of strategic tools to inform and engage stakeholders in meaningful ways in support of the design process and meet requirements for UDC approval.

³ <https://www.asdk12.org/Page/11618>

⁴ Primary home languages at KES include Filipino (2.7%), Samoan and Spanish (less than 2% each).
<https://public.tableau.com/app/profile/asdk12/viz/CurrentStudentEnrollment/OverallEnrollment>

Public Open Houses (2): The goal of the open houses is to facilitate communication between the ASD and stakeholders. Public open houses will be held at key phases of project development as structured, open forums for school user groups, the community, and general public. CRW will work with ASD to advertise these meetings at least two weeks in advance to encourage public awareness and participation. Outreach mechanisms include the KES school website and parent list serv; ASD, PTA, and Sand Lake Community Council (SLCC) Facebook pages and email lists; UDC-supplied mailing list of property owners within 500 feet of the school boundary⁵; and advertisements placed in the Anchorage Daily News.

Small Group Presentations: Two presentations each will be made to the ASD School Board, SLCC, and KES PTA⁶. The first presentations will announce the project and the upcoming open house, encourage participation in the online survey, and provide an initial opportunity for input on school access issues and user concerns. The second series of meetings will be held between 35% and 65% design to share what was heard from the public, preliminary site data findings, and initial design concepts.

Youth Engagement

CRW will work with the KES Principal to identify an opportunity to hold in person or virtual class workshops with students in 5th or 6th grade. The workshops will focus on educating the youth on the design process as well as gathering their input on school access.

Online Survey: A site-specific on-line survey tool will be used to gather input from individuals who might not be interested in attending meetings. The GIS-based survey will include an open-ended comment section to gather other information that might reflect on the preliminary planning and design process. In addition to outreach methods mentioned previously, CRW will develop a large poster/sign board with a QR code link to the online survey which will be placed outside the school drop off location at peak usage times to encourage survey participation.

Existing Mechanisms: CRW will develop a Blogspot to post time-stamped project updates which will be linked to the KES existing website. CRW will request key messages and informational materials be shared on the existing KES website and Coyote Howler newsletter, KES PTA Facebook page, and SLCC website and Facebook page.

Mailing List: While the project will rely primarily on electronic communications; the project mailing list will include both physical and e-mail addresses. CRW will use the MOA-supplied mailing list supplemented by individuals, businesses, and others who sign up during public and small group meetings (or upon request).

4.2 Public Involvement Timeline

ASD intends to submit a 65% level design package for UDC review in July 2022⁷, with construction planned for Summer 2023. Stakeholder input is particularly important during the initial data collection

⁵ The MOA provides a required mailing list of property owners within 500' of the site prior to UDC meetings.

⁶ A single presentation will be made to KES teachers and staff if time allows during a regularly scheduled in-service day.

⁷ The UDC is a regulatory/adjudicatory board of the MOA responsible for implementing the MOA's comprehensive plan and Title 21, including public facility site plans and landscape plans. The UDC has a separate process for taking public comment during its meetings. While the KES Site Improvements project's proposed UDC hearing date is listed in Table 1, public comment during that hearing is outside the scope of this PIP. <https://www.muni.org/Residents/Pages/MuniMeetings.aspx>

and preliminary design phases of the project, although communication about the project will continue through final construction.

The KES Site Improvements project schedule (Table 1) is subject to change based on meeting cancellations and/or other unforeseen events and will be updated as tasks and timelines change.

Table 1: Public Involvement Tasks and Timeline

Plan Task	Public Involvement Activity	Date	Purpose
Ongoing	Informational Materials and Project Updates	Starting March 25, 2022	Provide clearinghouse for project information, project schedule, public involvement opportunities, etc.
Data Gathering (to 35% design)	Online Survey	April 2022	Collect user-identified needs, concerns, and opportunities prior to initial design efforts
	Meeting with KES Principal	April 1	Introduce project, share understanding of existing conditions, begin data collection/public input
	SLCC Presentation	April 11	
	Public Open House	April 13	
	ASD Board Presentation	April 18	
	KES PTA Presentation	April 18	
	KEW Spring Carnival	April 29	
Permitting (to 65% design)	SLCC Presentation	May 9	Provide project updates, share what we learned during data gathering, seek input on 35% design
	Public Open House	May 11	
	ASD Board Presentation	May 17	
	KES PTA Presentation	May 16	
	<i>Last Day of School</i>	<i>May 19</i>	
Final Design		October 2023	
Bidding/Construction		Fall 2022 – Summer 2023	Communications during bidding and construction will be managed by ASD.