

# PUBLIC INVOLVEMENT

Module 5

Part 1, Chapter 11

# Acronyms

- ❑ ADA – Americans with Disabilities Act
- ❑ CAM – Community Awareness Memorandum
- ❑ EO – Executive Order
- ❑ ELL – English Language Learner
- ❑ FAW – Florida Administrative Weekly
- ❑ LEP – Limited English Proficiency
- ❑ PIO – Public Information Office
- ❑ PIP – Public Involvement Plan/Program
- ❑ SCE – Sociocultural Effects Evaluation

# Public Involvement

Section 11-1

- Two-way communication
  - ▣ Solicitation of public comments
  - ▣ Responding to public comments
- Inclusive of decision-makers & stakeholders
- Emphasis on partnerships
- Good practitioner begins early and is proactive
- Be defined, structured & transparent
- Identify your audiences and use the appropriate means to reach them

# Why Public Involvement?

Section 11-1.1

- Gain understanding of community issues and needs, which can help inform transportation design/decision-making
- Information received is an excellent record for future project phases
- Comply with federal and state requirements
- Public Participation = Public Ownership
- Collaboration reflects community values and better projects
- Risk of litigation reduced; public outcry and project delays avoided

Module

5

Public Involvement

Chapter 11

# Policies

Section 11-1

- Public Involvement Policy, Topic No. 000-525-050-e

*“The Department recognizes the importance of involving the public in information exchange when providing transportation facilities and services to best meet the state’s transportation challenges. Therefore, it is the policy of the Florida Department of Transportation to promote public involvement opportunities and information exchange activities in all functional areas using various techniques adapted to local area conditions and project requirements.”*

- Environmental Policy, Topic No. 000-625-001-j
  - ▣ Identify & consider social consequences to the human environment (equal weight to natural & physical environmental impact)
  - ▣ Be sensitive to community values and needs; utilize an open decision-making process; seek collaboration for problem-solving
  - ▣ Utilize responsive, proactive public involvement

# Federal Regulations

- National Environmental Policy Act -1969 (NEPA)
- 23 CFR, Part 771 – Environmental Impact and Related Procedures –Early coordination, Public Involvement and Project Development
- ADA – Americans with Disabilities Act and Rehabilitation Act
- 23 USC 109(h) – Highway programs must consider social/economic impacts
- 23 CFR, 450.316(b) – Public Involvement Process for metropolitan transportation planning
- Age Discrimination Act of 1975
- 23 USC 324 (Gender)
- EO 12898 (Environmental Justice)
- EO 13166 (Limited English Proficiency)



**NATIONAL  
ENVIRONMENTAL  
POLICY ACT (NEPA)**

# Civil Rights Act

Section 11-1.2.3

- Title VI of the Civil Rights Act of 1964
  - ▣ No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- The Civil Rights Restoration Act of 1987
  - ▣ Clarified the intent of Title VI to include all program and activities whether they are federally funded or not.

# Nondiscrimination Regulations

- Any recipient of Federal aid must comply with nondiscrimination under Title VI and other related statutes, such as
  - ▣ ADA/Rehabilitation Act (Disabled)
  - ▣ Age Discrimination Act of 1975
  - ▣ 23 USC 324 (Gender)
  - ▣ EO 12898 (Environmental Justice)
  - ▣ EO 13166 (Limited English Proficiency)

# Non-Discrimination Language

- Include this language in all notifications:

*Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status.*

*Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact \_\_\_\_\_ at \_\_\_\_\_ at least seven days prior to the meeting.*

# Florida Sunshine Law

Module

5

Public Involvement

- The Sunshine Law (Chapter 286., F.S.) requires public access to governmental meetings
- Provides that ...
  - ▣ Meetings where actions or decisions are made are open to the public
  - ▣ Reasonable notice of such meetings is given
  - ▣ Minutes of the meeting are published

# Plain Language Initiative

Section 11-1.2.4

- Executive Order under previous administration
  - we will continue
- Requires clear language containing only necessary information presented in a logical sequence
- Short sentences written in the active voice that make it clear who is responsible for what

Module

5

Public Involvement

# Plain Language Initiative: NEPA Documents

Section 11-1.2.4

- Guidelines on how to write quality plain-language NEPA documents
  - Tell the story of the project so that the reader can easily understand the purpose and need of the project and the strengths and weaknesses of alternatives
  - Keep the document as brief as possible
    - Use clear, concise writing
    - Easy-to-use format
    - Effective graphics and visual elements
    - Discuss issues and impacts in proportion to their relative importance
  - Ensure that the document meets all legal requirements in a way that is easy to follow for regulators and technical reviewers

# Jessica Lunsford Act

Section 11-2.7

Module

5

Public Involvement

- ❑ School facilities should not be used for public meetings while students are present.
- ❑ Applies to Public schools
- ❑ In rare circumstances, public K-12 schools may be used when no students are present, **as confirmed by an appropriate school principal.**
  - ❑ In cases where this exception is being considered, approval from the Department's Assistant Secretary of Engineering and Operations is required.
- ❑ Alternate facilities that may be used include colleges, universities, and private schools.



# Limited English Proficiency

- Executive Order 13166
- Applies to people whose first language is not English or they have a limited ability to read, write, speak or understand English
- Relates to national origin discrimination
- More than 1/4 of Florida's population speaks a language other than English at home
- "English-only" ordinances do not exempt

# LEP guidance from US DOT

Module

5

Public Involvement

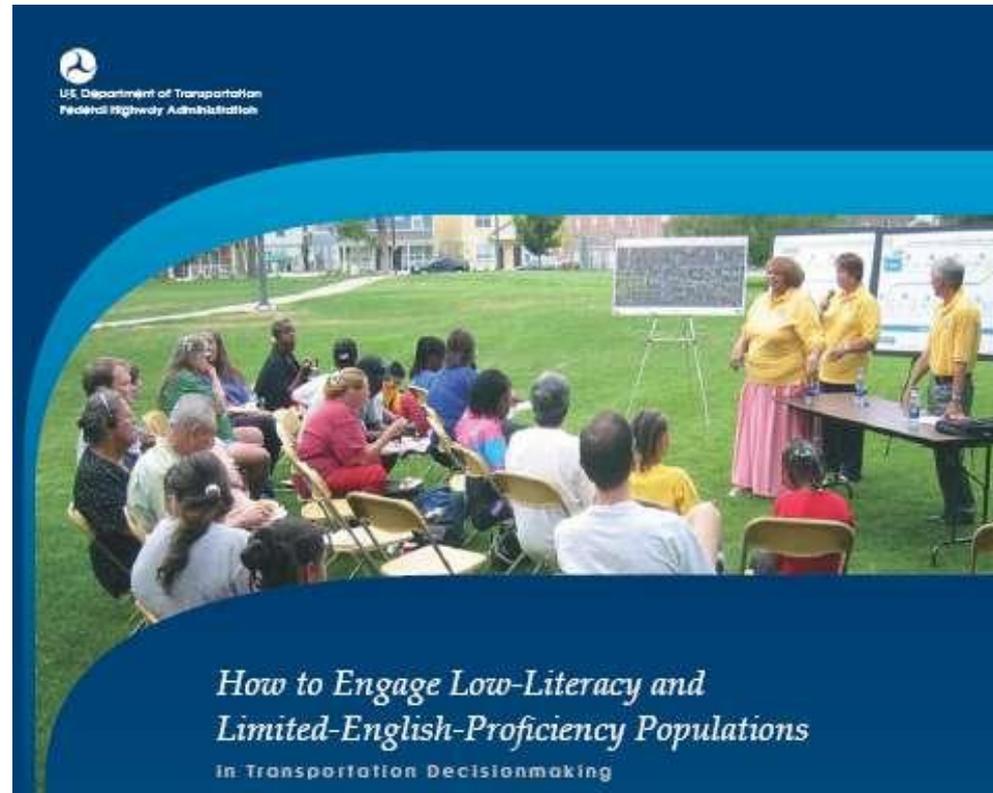
- Four-factor guidance
  - Consider the number or proportion of LEP persons
  - The frequency with which they come in contact with the program
  - The importance of the service
  - The resources available to you
  - [www.lep.gov](http://www.lep.gov)

# FHWA Guidance

Module

5

Public Involvement



<http://www.fhwa.dot.gov/hep/lowlim/>

# Public Involvement – PD&E Phase

- The level of public involvement required is determined by the Environmental Class of Action
  - Categorical Exclusion (CE)
    - Type 1 & Programmatic
    - Type 2: Non-Major & Major Transportation Improvements
  - Environmental Assessment (EA)
  - EA – Finding of No Significant Impact (FONSI)
  - Draft Environmental Impact Statement (DEIS) & Final Environmental Impact Statement (FEIS)
  - State Environmental Impact Report (SEIR)
  - Non-Major State Action (NMSA)

# Type 1 & Programmatic CE Public Involvement

Section 11-2.1.1.1

- **Community Awareness Memorandum (CAM)**
  - ▣ District determines if it's needed
  - ▣ CAM should recommend appropriate public involvement activities
  - ▣ CAM should specify phases/timeline for public involvement implementation
  - ▣ Sent to District Public Information Office

# Type 2 CE

## Public Involvement

Section 11-2.1.1.2

### Non-Major Transportation Improvements

- Public Involvement Program (PIP)
- Consult with lead agency about public hearing or opportunity
- Transcript of Public Hearing (if done)
- Notice of LDCA in paper

### Major Transportation Improvements

- Public Involvement Program (PIP)
- Public Hearing (required)
- Transcript of Public Hearing
- Notice of LDCA in paper

# Environmental Assessment

## Public Involvement

Section 11-2.1.2

- ❑ Public Involvement Program
- ❑ Citizens Advisory Committee (OPTIONAL)
- ❑ Project Kick-Off Meeting or Letter
- ❑ Public Information Meeting
- ❑ Notice of Availability in paper
- ❑ Public Hearing
- ❑ Transcript of Public Hearing
- ❑ Notice in paper LDCA was received by the lead federal agency

Module

5

Public Involvement

Chapter 11

# DEIS & FEIS

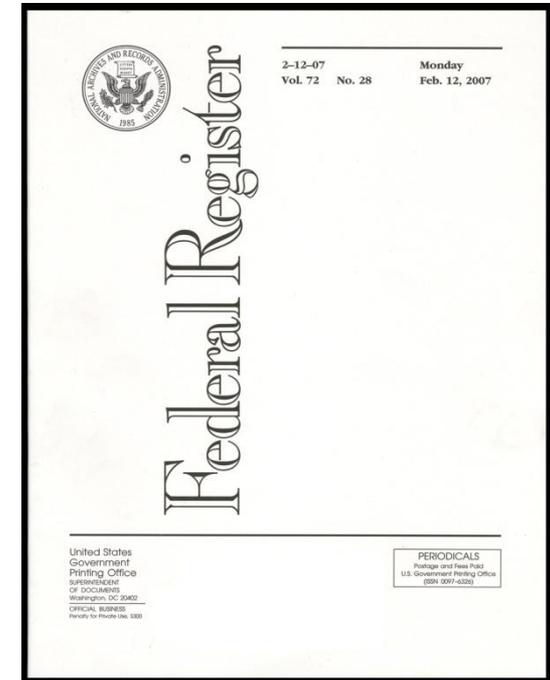
## Public Involvement

Section 11-2.1.4

Module  
5

Public Involvement

- ❑ Notice of Intent published in Federal Register
- ❑ Formal Scoping Meeting (OPTIONAL)
- ❑ Public Involvement Program
- ❑ Citizens Advisory Committee (OPTIONAL)
- ❑ Project Kick-off Meeting
- ❑ Public Information Meeting/Alternatives
- ❑ Notice of Availability of DEIS in paper
- ❑ DEIS published in Federal Register
  - ❑ 45-day comment period
- ❑ Public Hearing
- ❑ Transcript of Public Hearing
- ❑ Second NOA for 30-day comment



# State Environmental Impact Report

## Public Involvement

Section 11-2.1.5

- ❑ Public Involvement Program
- ❑ Citizens Advisory Committee (OPTIONAL)
- ❑ Project Kick-off Meeting (OPTIONAL)
- ❑ Public Information Meeting
- ❑ Notice of Availability of Draft SEIR
- ❑ Public Hearing
- ❑ Transcript of Public Hearing stays with the district
- ❑ Signed by District Secretary

Module

5

Public Involvement

Chapter 11

# Non-Major State Action Public Involvement

Section 11-2.1.6

- A NMSA does not require a public hearing
- BUT may necessitate public involvement activities
- Determined by District

Module

5

Public Involvement

Chapter 11

Module  
5

Public Involvement

ENVIRONMENTAL CLASS OF ACTION	Community Awareness Memorandum (CAM)	Public Involvement Program (PIP)	Community Advisory Committee (CAC)	Public Information Meeting	Kick-off Meeting	Formal Scoping Meeting	Notice of Availability in Paper	Public Hearing & Transcript	Notice of Intent & Notice of Availability in Federal Register & Newspaper	Notice of LDCA in Paper
<b>Type 1 &amp; Programmatic</b>	Determined by District									
<b>Type 2 - Non-Major</b>		YES						Determined by District		YES
<b>Type 2 - Major</b>		YES						YES		YES
<b>EA/FONSI</b>		YES	OPTIONAL	TYPICALLY DONE	YES		YES	YES		YES
<b>DEIS/FEIS</b>		YES	OPTIONAL	TYPICALLY DONE	YES	OPTIONAL	YES	YES	YES	YES
<b>SEIR</b>		YES	OPTIONAL	TYPICALLY DONE	YES		YES	YES		
<b>NMSA</b>	Determined by District									

# Public Involvement Program (PIP)

- Develops, implements and documents the methods used to solicit input
- Helps identify stakeholders & affected communities
- As PD&E continues, may need periodic update
- PIP, any updates, schedule of events, all accumulated info is incorporated into the project file and summarized in the PDSR

# Public Involvement Program (PIP)

- Should include:
  - Project Background
  - Project Goals
  - Identify Affected Communities
  - Identify Stakeholders & Audience
  - Outreach Activities
  - Evaluation of Public Involvement for the Project

# PIP: Project Background

Section 11-2.2.1

- What is the project history?
- Has the community previously heard of the project? If so, how long ago?
- Has the project situation (either the proposed improvement or the project environment) changed since the last public involvement activity?
- Have any commitments (either real or implied) been made or broken in the past?
- What are the major concerns and issues on the project?
- Are there any known controversial issues on the project?

Module

5

Public Involvement

Chapter 11

# PIP: Project Goals

Section 11-2.2.2

- What decisions will be made during the current project phase?
- Is public input needed to help make those decisions?
- Does project information need to be shared with the public to enable them to provide substantive input on project decisions?
- What project information needs to be shared?



# PIP: Identify Affected Communities

- Defined by geographic boundaries, physical features & socioeconomic conditions
- Involve them early and maximize their participation/involvement
- Sociocultural Effects Evaluation (SCE)
  - ▣ “Understanding the vision, goals and objectives, and the values of a community’s citizenry is essential to providing effective, community based solutions to transportation while addressing appropriate community concerns.”
  - ▣ Check to see if a SCE evaluation has been conducted

# PIP:

## Identify Stakeholders & Audience

Section 11-2.2.5

- Create a database of locals known to have strong interest in transportation projects
  - Local elected officials
  - Key community leaders
  - Adjacent land owners
  - Business owners
  - Chambers of Commerce
  - Neighborhood Association Presidents
- SAFETEA-LU - Identifies “interested parties”
- Important to reach out to people who may not routinely take part in transportation discussions

# PIP: Outreach Activities

Section 11-2.2.6

- Determine best activity format by asking ...
  - What is the purpose of the activity?
  - With whom do you need to meet to accomplish your purpose?
  - What format will be most appropriate for your purpose and audience?
  - Where is the appropriate meeting location based on the purpose, audience, and format?
  - What type(s) of notification will you use?
  - What materials and distribution methods are the most appropriate?
  - Will it be necessary to use more than one type of material and/or distribution method to reach audiences due to dissimilar cultures?
- Activities should only be chosen *after* audience is identified
- All activities & facilities must be ADA compliant

# Where & How to Find Info in ETDM

- ❑ Final Programming Screen Summary Report
- ❑ Meet with District ETDM Coordinator & Community Liaison Coordinator
- ❑ Environmental Screening Tool
  - ❑ Generate mailing list/labels
  - ❑ Summary of Public Comments
- ❑ ETDM Public Access Site
  - ❑ General & Contact Info
  - ❑ Project Diary
  - ❑ Project Effects
  - ❑ ETDM Maps
  - ❑ ETAT Comments
  - ❑ Project Search

# Public Involvement Documentation

- ❑ Creates a history & record of commitments made as a result of public involvement activities
- ❑ Public should have access to documentation
- ❑ Specific documentation required by FHWA
- ❑ Includes compiling all materials related to public involvement activities, summary & analysis of public comments

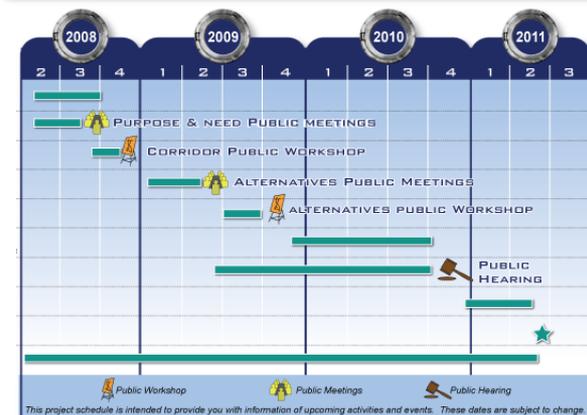
# Public Involvement Documentation

Section 11-2.3

Module  
5

Public Involvement

- At minimum, should include:
  - Public Involvement Program
  - Notification Process
    - Master Contact List/Database
    - Details of all methods of notification used to invite the public
  - Summary of all public involvement outreach activities
    - Date, time, location
    - Photographs, mailing lists, sign-in sheets, maps, graphs, display boards, etc.
  - Transcript of Public Hearing (if done)
  - All comments and responses



# Public Notification & Advertisement

- Purpose of public involvement activities should be clearly conveyed & include date/time/location
- Very important to reach out to all populations, including traditionally underserved
- Typical approaches:
  - Newspaper Ads
  - Inclusion in newsletters (churches, HOAs, etc.)
  - Flyer distribution (employment centers, bulletin boards, etc.)
  - Community Calendar Listings
  - Neighborhood Associations
  - Email Subscription
  - Direct Mail (postcards, brochures, etc.)
  - Public Transit Ads
  - Public Service Announcements (radio, tv)
  - Project-specific Websites
  - Civic Groups
  - Other Group meetings

# Public Notification & Advertisement: Public Hearings & Meetings

Section 11-2.9.3.1

- Notice meetings on FDOT's public meetings website
- Notice meetings, workshops and hearings in the Florida Administrative Weekly
  - ▣ Not less than 21 calendar days before public hearing date
  - ▣ District should have account set up
  - ▣ Copy sent to District Public Information Office

Module

5

Public Involvement

# Public Notification & Advertisement: Public Hearings

Section 11-2.9.3.2

- Newspaper Display Ads
  - ▣ Ad content & format must be followed to insure compliance
  - ▣ Plain English
  - ▣ Published in paper with circulation in project area
  - ▣ Frequency: minimum of two times
    - 1<sup>st</sup> Notice: at least 15 days but no more than 30 days prior to hearing
    - 2<sup>nd</sup> Notice: 7-12 days prior to hearing



# Public Notification & Advertisement: Public Hearings

Section 11-2.9.3.3-4

- Notification to Officials & Agencies
  - Letter of invitation sent to lead federal agency and to local governments & agencies
  - Sent out at same time of newspaper ad
  - No more than 30 days & no less than 25 days before hearing
- Notification to Property Owners
  - Defined by partial/whole ownership within at least 300 feet of centerline of each project alternative
  - Efforts should be made to notify tenants & lease holders
  - At least 21 calendar days prior to hearing

# Public Notification & Advertisement: Public Hearings

Section 11-2.9.3.3-4

- Notifications to Officials & Agencies and Property Owners should include:
  - The purpose of the notification
  - A description of the project
  - A list of the places, dates, and times where the environmental document(s) and other materials will be available for public inspection
  - The date, time, and location of the public hearing
  - A statement requesting public participation
  - Information about ADA requests
  - Notice of non-discrimination
  - Hearing notice and map

**PUBLIC HEARING NOTICE**

\_\_\_\_\_  
 (Name of Project)  
 \_\_\_\_\_  
 (Project Limits)  
 \_\_\_\_\_  
 County(s), Florida  
 \_\_\_\_\_  
 (FIN #)

The Florida Department of Transportation, District \_\_\_\_\_, will conduct a public hearing for the proposed improvements to (name of project) in (city/county), Florida, Financial Aid #:. The hearing will be held on (month/date), 20\_\_\_\_, at (location and street address). The hearing will begin as an open house at (time) with a formal presentation at (time). The proposed improvement involves (name of project) from (begin project limits) to (end project limits), for a distance of \_\_\_\_ miles.

This public hearing is being conducted to give interested persons an opportunity to express their views concerning the location, conceptual design, and social, economic, and environmental effects of the proposed improvements and in accordance with Federal Executive Orders 11990 and 11988. The project consists of  
(description of the recommended transportation improvements)

The draft project documents and other information will be available for review from \_\_\_\_\_  
(date) to (date), at (name of locations) (and addresses). Persons wishing to submit written statements or other exhibits, in place of or in addition to oral statements, may do so at the hearing or by sending them to \_\_\_\_\_  
(FDOT project manager or other contact name)  
(address).  
 All exhibits or statements postmarked on or before (end of 10-day comment period date) will become a part of the public hearing record.

Public participation is solicited without regard to race, color, national origin, age sex, religion, disability or family status.

Persons with disabilities who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact \_\_\_\_\_ at \_\_\_\_\_ at least seven days prior to the meeting.

(Include name, telephone number and email of contact person).

**PUBLIC HEARING NOTICE**



**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Florida Department of Transportation**

# Public Notification & Advertisement: Press Releases

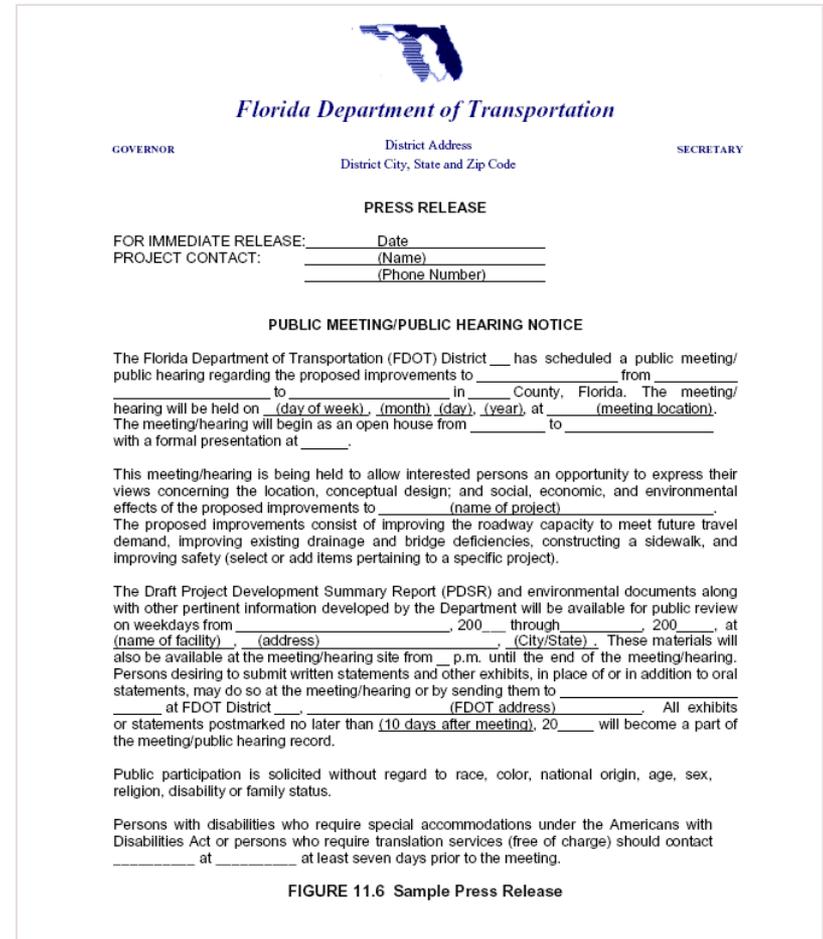
Section 11-2.6.1

Module

5

Public Involvement

- Coordinate with District Public Information Office; must be approved by District PIO
- Follow standard format



The image shows a sample press release form from the Florida Department of Transportation. At the top center is the Florida state logo. Below it, the text reads "Florida Department of Transportation". To the left of this text is the word "GOVERNOR" and to the right is "SECRETARY". Below the department name, there are fields for "District Address" and "District City, State and Zip Code". The main heading of the form is "PRESS RELEASE". Below this, there are fields for "FOR IMMEDIATE RELEASE:" with a "Date" field, and "PROJECT CONTACT:" with "Name" and "Phone Number" fields. The next section is titled "PUBLIC MEETING/PUBLIC HEARING NOTICE". It contains several paragraphs of text with blank lines for filling in details. The first paragraph states: "The Florida Department of Transportation (FDOT) District \_\_\_ has scheduled a public meeting/public hearing regarding the proposed improvements to \_\_\_ from \_\_\_ to \_\_\_ in \_\_\_ County, Florida. The meeting/hearing will be held on \_\_\_ (day of week), \_\_\_ (month) (day), \_\_\_ (year), at \_\_\_ (meeting location). The meeting/hearing will begin as an open house from \_\_\_ to \_\_\_ with a formal presentation at \_\_\_." The second paragraph states: "This meeting/hearing is being held to allow interested persons an opportunity to express their views concerning the location, conceptual design; and social, economic, and environmental effects of the proposed improvements to \_\_\_ (name of project). The proposed improvements consist of improving the roadway capacity to meet future travel demand, improving existing drainage and bridge deficiencies, constructing a sidewalk, and improving safety (select or add items pertaining to a specific project)." The third paragraph states: "The Draft Project Development Summary Report (PDSR) and environmental documents along with other pertinent information developed by the Department will be available for public review on weekdays from \_\_\_ 200\_\_\_ through \_\_\_ 200\_\_\_, at \_\_\_ (name of facility), \_\_\_ (address), \_\_\_ (City/State). These materials will also be available at the meeting/hearing site from \_\_\_ p.m. until the end of the meeting/hearing. Persons desiring to submit written statements and other exhibits, in place of or in addition to oral statements, may do so at the meeting/hearing or by sending them to \_\_\_ at FDOT District \_\_\_ (FDOT address). All exhibits or statements postmarked no later than (10 days after meeting), 20\_\_\_ will become a part of the meeting/public hearing record." The fourth paragraph states: "Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status." The fifth paragraph states: "Persons with disabilities who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact \_\_\_ at \_\_\_ at least seven days prior to the meeting."

FIGURE 11.6 Sample Press Release

# Public Notification & Advertisement: Project-Specific Websites

Section 11-2.6.3

- Cost-effective
- All printed materials should include website address
- Public comment can be tracked via email
- Should feature (at minimum):
  - ▣ Contact info
  - ▣ Project Schedule, meeting calendars & agendas
  - ▣ Description of current projects
  - ▣ Links to related agencies
- Excellent tool to reach broader cross-section of public
- Subscription Feature
- However: do not assume everyone has computer/internet access

Click on the map below to learn more about a segment.

The Branan Field-Chaffee Expressway is a state highway designated State Road 23. It consists of a series of projects with the purpose of providing traffic relief on Blanding Boulevard (SR 21), 103rd Street, Normandy Boulevard, and Chaffee Road and is considered an important planned roadway network for both Clay and Duval Counties in Florida.

**Project Overview & Timeline**

**Segment Project Details**

**Photo Galleries**

**Frequently Asked Questions**

**Links & Resources**

**News Center**

**Contact Us**

**Important Travel Alert!**

The Interstate 10 rest areas located at MM 350 eastbound and MM 349 westbound are now closed permanently for construction of the new Branan Field-Chaffee Expressway interchange. [Click here](#) for more details.

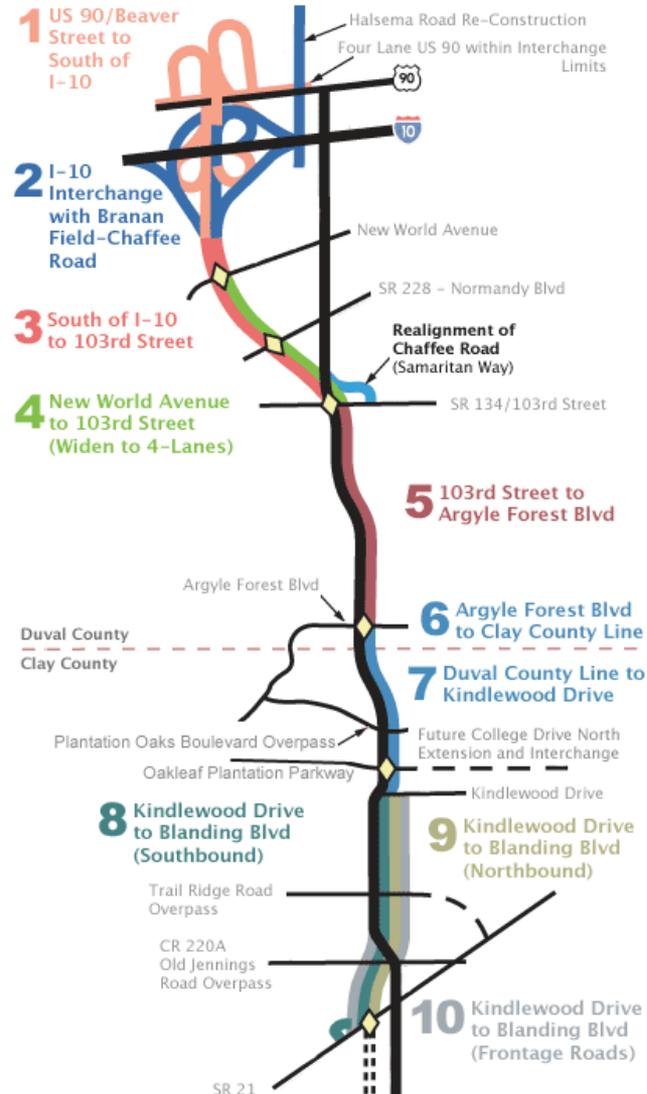
**Latest News**

**Chaffee Road Closed through May 8**

Chaffee Road just north of 103rd Street is totally closed in both directions and is scheduled to remain closed through the end of April.

**New Signs Reveal New Name**

Cecil Commerce Center Parkway is the new name of State Road 23 in Duval County as requested by the City of Jacksonville. Signs placed over Interstate 10 in April indicate the





- Home
- What is a PD&E Study?
- Project Overview
- Project Schedule
- Project Information
- Public Involvement
- Project Contacts
- En Espanol



### Welcome to the S.R. 710 PD&E Study Web site!

Welcome to the Web site for the S.R. 710 Project Development & Environment (PD&E) Study. The study area includes the existing S.R. 710 corridor from S.R. 70 to C.R. 714, as well as a proposed extension of S.R. 710 from S.R. 70 to U.S. 441, a total project length of approximately 13 miles. The project limits are identified on the [project location map](#). This web site contains information on the [PD&E Study process](#), the [project schedule](#), [public involvement](#) opportunities and information on how to contact members of the study team.

This study is being conducted by the Florida Department of Transportation (FDOT). You can visit the statewide FDOT Web site by clicking on the FDOT logo at the top of this page.

Please visit the [project contacts](#) page to provide your comments on this Web site or if you have specific questions regarding the study.

### Study Update

**An alternatives public information workshop was held on Monday, April 5, 2010 from 5 p.m. to 7 p.m. in the Okeechobee KOA Convention Center located at 4276 United States Highway (U.S.) 441 South, Okeechobee, Florida.**

Please visit the [Public Involvement](#) page for more information on the workshop.

To view the fourth issue of the newsletter, please visit the [public involvement](#) page.

# Public Meetings & Public Hearings

- ❑ To provide and receive information
- ❑ Create an exchange of ideas
- ❑ Build consensus
- ❑ Formal or informal
- ❑ Format should be tailored to fit the purpose and the audience

# Types of Public Meetings: Scoping Meetings

Section 11-2.8.1

- Do you need one?
  - ▣ The scoping process is required for an EIS
  - ▣ A scoping meeting is not
- Issues identified in the ETDM Planning & Programming Phases
- Target affected government agencies and public interest groups/organizations with specific knowledge
- Must be noticed to the public/FAW & FDOT

# Types of Public Meetings: Kick-Off Meetings

Section 11-2.8.2

- ❑ Kick-Off Meetings are ideal for acquainting local officials with proposed project & study team
- ❑ Usually held in conjunction with an MPO or Commission meeting
- ❑ Elected officials are invited by letter
- ❑ Some districts invite both public and local officials to one Kick-Off Meeting

# Types of Public Meetings:

## Public Information Meetings/Public Workshops

Section 11-2.8.3

- Public Information or Public Alternatives Meetings
  - ▣ To fully acquaint public with proposed improvement and give an opportunity to review/comment on alternatives
  - ▣ Held in close proximity to project to encourage attendance
- Small Group Meetings
  - ▣ Meetings with specific groups of people held on specific issues that do not concern general public in project area
  - ▣ Example: County staff, affected businesses, homeowners associations, etc.

# Public Hearings

Section 11-2.9

- What's the difference between a Public Hearing and a Public Meeting?
  - ▣ Timeline
  - ▣ Format
  - ▣ Point in Decision-Making Process
    - Public Meetings – scheduled at intervals, allowing public input
    - Public Hearings – takes place at end of process to satisfy regulatory requirements prior to decision-making points

# Public Hearings:

## Types of Formats

Section 11-2.9.5

- Determined by what would best meet needs for specific community and project
- There are 3 public hearing formats that may be used:
  - ▣ Formal - for large or complex projects
  - ▣ Informal - for less controversial projects
  - ▣ Blended - begins with an informational meeting and then follows the formal format
  - ▣ Public hearings have a “script” – *standard statements* – must be used!

# Public Hearings:

## Documents for Public Review

Section 11-2.9.4

- ❑ Draft environmental documents of EA, DEIS, SEIR & Type 2 CE must be available to public
- ❑ Available at least 21 days prior to Public Hearing in a location close to the project area
- ❑ Must be easily accessible, transit access, ADA compliant
- ❑ Examples of good locations: public libraries, MPOs, District offices

Module

5

Public Involvement

Chapter 11

# Public Meetings & Hearings:

## Locations & Facilities

Section 11-2.7

- All potential meeting sites should be physically investigated for suitability, approved by District Project Manager & reserved prior to advertising
- Chosen based on:
  - ▣ Anticipated participation level
  - ▣ Proximity to project
  - ▣ Ease of accessibility
  - ▣ Safety
  - ▣ Availability of Public Transportation

# Public Meetings & Hearings: Locations & Facilities

Section 11-2.7

- Set-Up for Meetings
  - ▣ Auditorium Style for videos/presentations
  - ▣ Workstations for feedback/work sessions
  - ▣ Other options?
- If large turn-out is expected, room needs to be large enough to accommodate two or more identical sets of displays, etc.

Module

5

Public Involvement

# Public Meetings & Hearings:

## Locations & Facilities

Section 11-2.7

- Elements to consider:
  - A/V Equipment
  - Availability Window
    - When can you get in to set-up?
    - When do you have to be out?
  - Parking Availability, Accessibility & Safety
  - Signage Locations/Availability
  - On-site Custodian/Property Manager
  - On-site Local Law Enforcement for parking

# Joint Public Hearings

- Held with other agencies to facilitate project development & permitting if project meets criteria of both agencies
- Guidelines should be established to make sure both agencies' requirements are met (in regards to format, presentation, process, advertising, etc.)

# Public Hearing Documentation

Section 11-2.9.6

- Proceedings recorded by Court Reporter
- Documentation should include:
  - ▣ All oral & written comments
  - ▣ Presentation
  - ▣ Hand-outs, brochures, maps, etc.
- Public record stays open for additional comment for at least 10 calendar days following Public Hearing
- After this period, Public Hearing officially closed
- Transcript is certified
- Copies sent to lead federal agency to be included with final environmental document



# Notice of LDCA

Section 11-2.10

- To get LDCA, FHWA must accept FONSI or FEIS & certified Public Hearing transcript
- District publishes Notice in local paper that LDCA was accepted by FHWA
- For Type 2 CE, FHWA must accept PDSR & certified Public Hearing transcript (or certification of opportunity)

Module

5

Public Involvement

# Will I have to go through this again?

Section 11-2.11

- Subsequent Public Hearings needed if:
  - ▣ Project design substantially changes after LDCA Public Hearing or after SEIR approval
  - ▣ Changes will cause different substantial impacts than originally outlined
  - ▣ Question that one is needed
- FHWA & District will determine if further public involvement is needed during Reevaluation

# Community Awareness Plans (CAP)

- Developed during the plans production phase
- Objective:
  - ▣ Resolve issues (like project area access, drainage, traffic, etc.) during the design phase
  - ▣ Identify ways to notify local governments, affected property owners, tenants, public, etc. of proposed construction and impact of that construction

# Community Awareness Plans (CAP)

- Public Involvement Levels (from D6)
  - Level 1 – Non-controversial with minimal impact on accessibility or traffic
  - Level 2 – General public acceptance with little impact (i.e. urban resurfacing or bridge repairs)
  - Level 3 – May be controversial with impacts on accessibility or traffic (widening, etc.)
  - Level 4 – Interstate work, temporary or permanent closures

# Public Involvement

Module

5

Public Involvement

For more information, contact

Rusty Ennemoser

State Public Involvement Coordinator

1-850-414-5337

[rusty.ennemoser@dot.state.fl.us](mailto:rusty.ennemoser@dot.state.fl.us)

[www.dot.state.fl.us/emo/pubinvolvement.shtm](http://www.dot.state.fl.us/emo/pubinvolvement.shtm)