



# PUBLIC MEETINGS

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DOTSC – Training Presentation

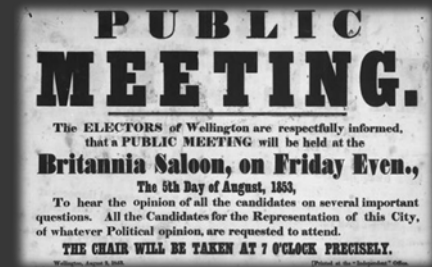
Michael Amborn

July 28<sup>th</sup>, 2010

# Introduction

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- Meetings of which the public is encouraged to attend.
- Meetings include information about the proposed project and offers an opportunity for the public to voice any concerns and/or questions.
- Three types of Public Meetings:
  - Public Input Meetings
  - Public Hearings
  - Public Information Meetings



# Introduction

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- Interested individuals may be informed through a mailing within the project corridor.
- Direct mail, posters, public service announcements, paid advertising, or other means of advertising is useful when informing the public about the meeting.
- Agencies, officials, groups, or individuals that have expressed interest in the project shall be informed by mail.

# HOW DO YOU INFORM THE PUBLIC ?

# Notifications

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- ⦿ Proper notification is important to allow the public ample opportunity to attend a Public Meeting.
- ⦿ The following will allow that adequate notification is given to the public:
  - ✦ Legal Display Advertisement
  - ✦ Press Release

# Legal Display Advertisement

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- A Legal Display Advertisement of a Public Meeting is published once in the official county newspaper in the area of the project.
- The publication must be 15 to 21 calendar days prior to the Public Meeting.
- The contact person is defined on the following slides under process for submitting Legal Display Advertisement



# Legal Display Advertisement

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- ◎ Consultant Projects – Design Division

- ✦ Submit copy to the NDDOT Technical Support Contact 7 to 10 calendar days prior to the publication deadline
- ✦ Technical Support Contact will review and provide comment to the consultant
- ✦ The consultant will coordinate with newspaper(s) on publication and will obtain affidavit of publication for inclusion in the environmental document

# Legal Display Advertisement

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- ◎ Consultant Projects – Local Government Projects
  - ✦ Submit copy to the Local Government Technical Support Contact 7 to 10 calendar days prior to the publication deadline
  - ✦ The Local Government Technical Support Contact will review and provide comment to the consultant
  - ✦ The consultant will coordinate with newspaper(s) on publication and will obtain affidavit of publication for inclusion in the environmental document



# Legal Display Advertisement

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- ◉ District Design Projects

- ✦ If a District needs to conduct a Public Meeting, direction shall be taken from Design Division when scheduling and submitting Legal Display Advertisements

# Legal Display Advertisement

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- ◎ Projects in Bridge and Design Division

- ✦ The environmental document author will submit a copy to the appropriate Section Leader (Bridge) or Program Manager (Design)
- ✦ The Section Leader or Program Manager will review and provide comment to the environmental document author
- ✦ The environmental document author will coordinate with newspaper(s) on publication and will obtain affidavit of publication for inclusion in the environmental document

# Legal Display Advertisement

Templates can be found at:

<http://www.dot.nd.gov/manuals/design/designmanual/reference-forms.htm>

## PUBLIC HEARING

### WHY?

To discuss proposed improvements to US Highway 81 (10<sup>th</sup> St. in Fargo), from 12<sup>th</sup> Ave. North to 17<sup>th</sup> Ave. North. The project consists of concrete pavement reconstruction, curb and gutter, sidewalks, adding a bike lane, and underground improvements.

### WHEN?

Tuesday July 27, 2010

Formal Presentation: 6:00 p.m. to 6:30 p.m.

Open House: 4:00 p.m. to 6:00 p.m.

### WHERE?

Hastings Hall

Memorial Union, NDSU Campus

### OPEN HOUSE CONDUCTED BY

ND Department of Transportation (NDDOT) and  
the city of Fargo

This hearing is designed to allow for public input which is required for compliance with the National Environmental Policy Act of 1970 and National Historic Preservation Act of 1966.

Representatives from the NDDOT and the city of Fargo will be on hand to answer your questions and discuss your concerns.

WRITTEN STATEMENTS or comments about this project must be mailed by July 12, 2010, to James Rath, Program Manager, Design Division, NDDOT, 608 East Boulevard Ave., Bismarck, ND, 58505-0700  
Email: jrath@nd.gov  
Note "Public Hearing" in email subject heading.

DISABILITIES: People with disabilities who plan to attend the meeting and need special arrangements should contact James Rath, Project Manager, Design Division before the meeting.  
Phone: 701-328-1722 TTY : 701-328-4156

PUBLIC INSPECTION: The project maps, sketches, and other pertinent information are available for public inspection at the NDDOT District Office, and at the NDDOT Central Office, Design Division, 608 East Boulevard Avenue, Bismarck

## PUBLIC INPUT MEETING

### WHY?

To discuss proposed improvements to US Highway 81 (10<sup>th</sup> St. in Fargo), from 12<sup>th</sup> Ave. North to 17<sup>th</sup> Ave. North. The project consists of concrete pavement reconstruction, curb and gutter, sidewalks, adding a bike lane, and underground improvements.

### WHEN?

Monday, February 8, 2010

Open House: 5:30 p.m. to 7:30 p.m.

### WHERE?

NDSU Memorial Union – Prairie Room  
Administration Ave. at Centennial Blvd.  
Fargo, ND 58105

### OPEN HOUSE CONDUCTED BY

ND Department of Transportation (NDDOT) and  
the city of Fargo

This meeting is designed to allow for public input which is required for compliance with the National Environmental Policy Act of 1970 and National Historic Preservation Act of 1966.

Representatives from the NDDOT and the city of Fargo will be on hand to answer your questions and discuss your concerns.

WRITTEN STATEMENTS or comments about this project must be mailed by February 23, 2010, to James Rath, Program Manager, Design Division, NDDOT, 608 East Boulevard Ave., Bismarck, ND, 58505-0700  
Email: jrath@nd.gov  
Note "Public Input Meeting" in email subject heading.

DISABILITIES: People with disabilities who plan to attend the meeting and need special arrangements should contact James Rath, Project Manager, Design Division before the meeting.  
Phone: 701-328-1722 TTY : 701-328-4156

## PUBLIC INFORMATION MEETING

### WHY?

To discuss proposed improvements to US Highway 81 (10<sup>th</sup> St. in Fargo), from 12<sup>th</sup> Ave. North to 17<sup>th</sup> Ave. North. The project consists of concrete pavement reconstruction, curb and gutter, sidewalks, adding a bike lane, and underground improvements.

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Phone: 701-328-1722 TTY : 701-328-4156



# Press Release

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- A Press Release needs to be submitted for all Public Meetings.
- The Press Release will be distributed 5 to 7 calendar days prior to the Public Meeting.
- Templates can be found on the web at <http://www.dot.nd.gov/manuals/design/designmanual/reference-forms.htm>

# Press Release

## Press Release Example

Other examples include:

- TV
- Newspaper
- Radio

**For more information:**

**James Rath, NDDOT (701) 328-1722**

**Peggy Anderson, NDDOT (701) 328-2671**

**Public Hearing to be held on July 27, 2010 to discuss Proposed Improvements to US Highway 81 (10th St. in Fargo), from 12th Ave. North to 17th Ave. North.**

A Public Hearing will be held from 4:30 to 6:30 PM on Tuesday July 27, 2010 at Hastings Hall. The Public Hearing will utilize an open house format with a formal presentation at 6:00.

The purpose of the Public Hearing is to discuss proposed improvements to US Highway 81 (10th St. in Fargo), from 12th Ave. North to 17th Ave. North. The Public Hearing will provide opportunity for public input. Representatives from the North Dakota Department of Transportation and the city of Fargo will be available to answer any questions.

If unable to attend the Public Hearing, written statements or comments must be mailed by July 12, 2010 to James Rath, Project Manager, Design Division, NDDOT, 608 East Boulevard Ave., Bismarck, North Dakota 58505-0700. Emails may also be sent to [jrath@nd.gov](mailto:jrath@nd.gov) with "Public Hearing" in the e-mail subject heading.

People with disabilities who plan to attend the Public Hearing and need special arrangements should contact James Rath, NDDOT, at (701) 328-1722 or TTY: 701-328-4156.

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# Press Release

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## ◎ Consultant Projects – Design Division

- ✦ Submit copy to the NDDOT Technical Support Contact 14 calendar days prior to the Public Meeting
- ✦ Technical Support Contact will review and forward to the Administrative Assistant in Design Division
- ✦ The Administrative Assistant in Design Division will submit the Press Release to the Director of the Communications Division
- ✦ The Director of the Communications Division will review and send to the appropriate media and provide an email receipt to the Administrative Assistant in Design Division to be included in the Environmental Document

# Press Release

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## ◎ Consultant Projects – Local Government Projects

- ✦ Submit copy to the Local Government Technical Support Contact 14 calendar days prior to the Public Meeting
- ✦ The Local Government Technical Support Contact will review and submit to Local Government Program Manager
- ✦ The Local Government Program Manager will review and submit to Director of the Communications Division
- ✦ The Director of the Communications Division will review and send to the appropriate media and provide an email receipt to the Local Government Program Manager to be included in the Environmental Document

# Press Release

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- ◉ District Design Projects

- ✦ If a District needs to conduct a Public Meeting, direction shall be taken from Design Division when scheduling and submitting Press Releases



# Press Release

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- ◎ Projects in Bridge and Design Division

- ✦ The environment document author will submit a copy to the appropriate Administrative Assistant 14 calendar days prior to Public Meeting
- ✦ The Administrative Assistant will review and submit to the Director of the Communications Division
- ✦ The Director of the Communications Division will review and send to the appropriate media and provide an email receipt to the appropriate Administrative Assistant to be included in the Environmental Document

# \*\* NOTE \*\*

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- The days needed in order to submit the Legal Display Advertisement and Press Release is a guideline in the design manual.
- You probably want to submit these a few more days than stated earlier in the presentation. The advertisements need to be reviewed by the certain departments, and then sent into the proper media at a specific day – which can take longer than expected. So make sure that you stay on top of this, to make sure the advertisement and press release get to the media on the proper day so it's in the paper at the appropriate day for notifying the public about the meeting.

# WHEN AND WHERE TO HAVE A PUBLIC MEETING ?

# Scheduling

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- ◎ The following should be considered when scheduling a Public Meeting:
  - ✦ The building in which the Public Meeting is held shall be accessible to the mobility impaired
  - ✦ Avoid holding meetings on Saturday, Sunday, or Wednesday nights, to avoid conflicts with religious activities
  - ✦ Public Meetings should be scheduled for a minimum of two hours and the personnel conducting the meeting need to stay the entire time

# Scheduling

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- ◎ The following should be considered when scheduling a Public Meeting:
  - ✦ If the project impacts any floodplains and/or wetlands, a statement describing these impacts must be included in the Legal Display Advertisement and Press Release. This is in accordance with Executive Orders 11988 and 11990
  - ✦ The presentation or displays must also describe the floodplain and/or wetland impacts

# When is a good time?

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- ◉ When deciding on a day to have the meeting – try to schedule it at a time convenient for most of the public to attend. For instance, check the local calendar for other public events taking place during that time period.
- ◉ A two hour minimum is required for length of meeting.
- ◉ The evening is often the best time to hold a meeting – it offers the public time to get off work, and time to gather comments and/or questions to discuss at the meeting.



# Title VI – What is it?

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- ◎ Title VI – Nondiscrimination in Federally Assisted programs & Activities – or simply put, preventing discrimination
- ◎ The goal of Title VI is to eliminate barriers and conditions that prevent minority, low income, LEP, and other disadvantaged groups and persons from receiving access and participation from Federally-assisted programs, services and activities.

\*LEP : a person who does not speak English as their primary language and has limited ability to read, speak, write or understand English

# ADA Compliant

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- ⦿ The public meeting is to be held at a location that is ADA compliant, with up-to-date ramps, elevators, parking, etc.
- ⦿ However – some small towns may not be ADA compliant, which could make it difficult when finding a place to hold a meeting. Coordinate with the city to find the best possible location for holding a public meeting.



# Conducting a Public Meeting

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- Public Meetings should be held at a place and time that are convenient for citizens that are affected by the project.
- The following are two common formats of which to conduct a public meeting:

- ✦ Traditional format
- ✦ Open-house format



# Conducting a Public Meeting

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## ◎ Traditional Format

✦ Commonly used at meetings designed to introduce a project, present alternative alignments or designs, or discuss potential social, environmental, and economic impacts.

✦ Format usually consists of a presentation (video and lecture), followed by a discussion period with the audience.

❖ However, this format may cause a sense of separation between the speakers and the members of the public, therefore resulting in less feed back from the public.



# Conducting a Public Meeting

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## ◎ Open-house Format

- ✦ This format is becoming more popular when dealing with the public on a one-to-one basis. It allows people to express their thoughts and concerns without having to make a public speech.
- ✦ Participants are encouraged to:
  - Read the meeting brochure
  - Ask Questions
  - Review exhibits
  - View a video
  - Interact informally with each other and with representatives present
  - Send in a comment letter or card to repeat concerns discussed at the meeting



# Public Meeting Response Period

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- There is a 15 calendar day response period following the public meeting in which the public may send written comments to the city, county, or NDDOT, depending on who developed the project.
- Comments that are received during the meeting should be compiled at the end of the comment period and incorporated into the environmental document in the appendices.

# PUBLIC INPUT MEETING

# Public Input Meetings

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- Public Input Meetings provide early opportunity for the public and other agencies to comment on the need for the project, suggest alternates, and identify areas of concern.
- The decision to hold a Public Input Meeting should be discussed at the field review and/or management presentation meeting.



# Where to hold Input Meeting?

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- Input meetings may be held either jointly with other meetings such as city council, city planning commission, county commission, etc., or a special meeting called specifically to discuss a given project.
- The environmental document author will coordinate the meeting location and time, advertise the meeting, prepare informational handouts and exhibits, and conduct the input meeting.



# What to have at meeting?

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- Exhibits – display exhibits that include information about the project that the public can view on their own
- Layouts – possible layouts of the project area
- Maps – important maps of project area
- Handouts – a handout offers the same information displayed at the meeting, but allows the public to take home to help remember what was discussed at the meeting
- Sign-In Sheet
- Comment Sheet





# Example of Exhibits

## US Hwy 81 Fargo 10<sup>th</sup> St from 12<sup>th</sup> Ave N – 17<sup>th</sup> Ave N



### Project Information

**NDDOT Project:** SU-8-081(032)927

**Location:** The proposed improvements will take place on US Hwy 81, Fargo 10<sup>th</sup> St between 12<sup>th</sup> Ave N and 17<sup>th</sup> Ave N.

**Length:** The project is 0.75 miles long or approximately 3960 feet.

**Scope of Work:** The scope of work for the project includes:

- Concrete pavement reconstruction
- Replacement of all curb, gutter, and sidewalk
- Installation of an on-street bike lane
- Existing storm drain system replacement which includes new inlets, manholes, and pipes.
- Lighting replacement throughout the project and the traffic signals at 17<sup>th</sup> Ave will be updated.
- An effort to ensure that all trees within the project limits are saved. One tree will need to be removed due to sight distance and safety issues.
- City work in conjunction with this project will include water main replacement as well as sewer replacement

**Project Funding:** The funding breakdown is 80% Federal, 10% State, and 10% City.

2010 \$TIP	
Federal	\$2,260,000
State	\$280,000
City	\$1,640,000
<b>Total</b>	<b>\$4,180,000</b>

\*All city utility improvements will be funded with 100% city funds

### Project Timeline

- Possible Completion of the Project Plans: September 16, 2011
- Tentative Project Bid Letting: November 2011
- Anticipated Construction: 2012 Construction Season

### Traffic Control

A detour will be utilized during construction activities. 10<sup>th</sup> St will be fully closed in phases to allow the contractors to complete all work items as quickly as possible. The detour will run east to Broadway and then it will proceed north to the end of the proposed detour.



# Example of Exhibits

## Driveway Access, Lighting, Temporary Easements & Trees



### Driveway Access

There are 86 driveways along this portion of the 10<sup>th</sup> St corridor, 46 on the west side of roadway and 40 along the east side. Due to the scope of the work being done, a full closure of the roadway in phases will be required. It is proposed that during each phase of the project, the affected residents will need to find alternative access to their homes.

All of the existing driveways along the 10<sup>th</sup> St corridor from 12<sup>th</sup> Ave N to 17<sup>th</sup> Ave N will be replaced. The driveways will be replaced from the street to the existing right of way limits. Are there any unused driveways within this corridor that should be removed and replaced with a grass boulevard?



### Lighting Improvements

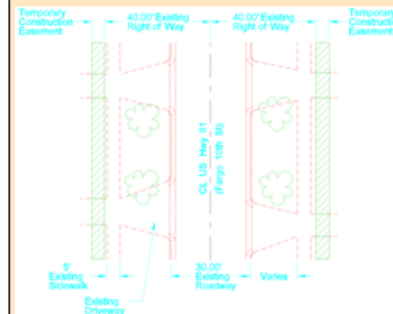
The existing lighting is composed of mast arms attached to utility poles with cobra head type fixtures. The roadway appears very dark at night because of the existing lighting or lack thereof and large amounts of trees.

The existing lighting will be improved to enhance the safety of both the motorists and pedestrians along this corridor. The new lighting will also improve the aesthetics of corridor.



### Temporary Easements

The existing right of way is 40 feet on either side of the centerline of 10<sup>th</sup> St. A temporary construction easement will be required on both sides of the right of way for the entire project. The temporary easement will allow the contractor additional room for reconstruction of the sidewalk and re-grading of the boulevards along 10<sup>th</sup> St.



### Trees

All trees along this corridor will be preserved as much as is feasible. Whenever and whenever possible, underground utilities will be placed in their existing locations so as not to disturb the root systems.

All stumps inside of the right of way along this corridor will be removed. A tree at the intersection of 10<sup>th</sup> St and 15<sup>th</sup> Ave N will need to be removed because it creates a sight distance issue. The tree is located within the SW corner boulevard radius at this intersection. Are there any other issues with trees within the project limits?



# Example of Exhibits

## Work Zone Traffic Control - Proposed Detours



During construction of the project a full closure of 10<sup>th</sup> St in 4 phases is required to allow for the removal and reconstruction of the corridor. Traffic will be detoured around the work zones while all construction is completed. The closures will allow the contractor to work within the entire project area which will help streamline the construction process.

### Phase 1A & 1B: Close 10<sup>th</sup> St from north side of 15<sup>th</sup> Ave N to 17<sup>th</sup> Ave N

#### Summary:

##### Phase 1A

- Detour traffic east on 15<sup>th</sup> Ave N
- Take traffic north on Broadway to 17<sup>th</sup> Ave N and then west back to 10<sup>th</sup> St

##### Phase 1B

- 17<sup>th</sup> Ave intersection will be closed
- Detour traffic east on 15<sup>th</sup> Ave N
- Take traffic north on Broadway to 10<sup>th</sup> Ave N and then west back to 10<sup>th</sup> St
- Reconstruction of the road, sidewalk, and underground improvements will be completed from 15<sup>th</sup> Ave to 17<sup>th</sup> Ave

### Phase 1A



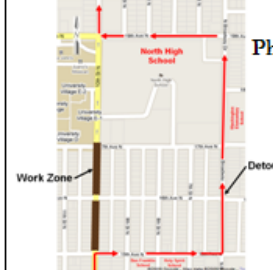
### Phase 2A



### Phase 2B



### Phase 1B



### Phase 2A & 2B: Close 10<sup>th</sup> St from north side of 12<sup>th</sup> Ave through 15<sup>th</sup> Ave.

#### Summary:

##### Phase 2A

- Detour traffic east on 12<sup>th</sup> Ave N
- Take traffic north on Broadway to 17<sup>th</sup> Ave N, then west to 10<sup>th</sup> St (15<sup>th</sup> Ave N intersection closed for a maximum of days)

##### Phase 2B

- Detour traffic east on 12<sup>th</sup> Ave N
- Take traffic north on Broadway to 15<sup>th</sup> Ave N, then west to 10<sup>th</sup> St
- Reconstruction of the road, sidewalk, and underground improvements will be completed from N of 12<sup>th</sup> Ave N to 15<sup>th</sup> Ave N

### Intersection Work

#### Summary:

- Intersections will be kept open as much as possible to allow for through traffic
- Intersections will be constructed in phases as deemed fit by future design and traffic operation reports
- Intersections will be reconstructed with phase 1 and phase 2 to streamline the construction process
- Alternating intersections will be open or at least travelable



# Example of Exhibits

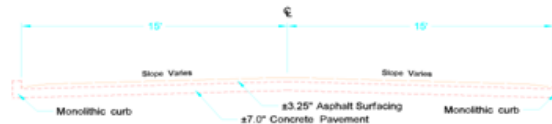
## Mainline Paving Typical Existing & Proposed



The typical sections for the roadway from 12<sup>th</sup> Ave N to 17<sup>th</sup> Ave N are shown below. The first typical represents the existing roadway. The second set of typicals represent the proposed roadway with the bike lane.

### Existing Typical

The section of the existing mainline is depicted below. The section includes a ±3.25" asphalt surface above a 7.0" thick concrete pavement slab. The existing curb & gutter are monolithic and extend from the concrete pavement.

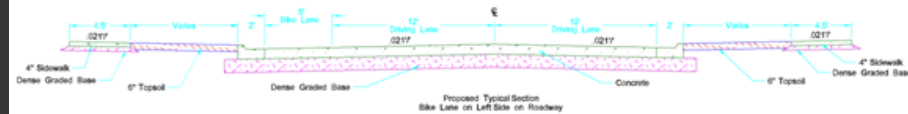


Existing Typical Section  
12<sup>th</sup> Ave N to 17<sup>th</sup> Ave N

### Proposed Typicals

The existing curb & gutter and sidewalks will be replaced as well.

#### Option A: Bike Lane on Left Side of Roadway



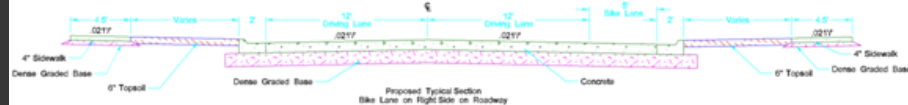
#### Pros

- Increased safety for both bicyclists and motorists
- Reduced bike traffic on sidewalks
- Increased bicycle traffic capabilities for students going to NDSU
- Little interference with local bus traffic

#### Cons

- Complications with motorists' left turn
- Complications with bicyclists' right turn
- May be unfamiliar and unexpected for most motorists

#### Option B: Bike Lane on Right Side of Roadway



#### Pros

- Increased safety for both bicyclists and motorists
- Reduced bike traffic on sidewalks
- Increased bicycle traffic capabilities for students going to NDSU
- Preferred location and most familiar for motorists

#### Cons

- Complications with bicyclists' left turn
- Interference with local bus route





# Example of Handouts

## Public Input Meeting

US Hwy 81 (Fargo 10<sup>th</sup> Street) from 12<sup>th</sup> Avenue North to 17<sup>th</sup> Avenue North

Project: SU-8-081(032)927 PCN: 18103

Open House: Monday, February 8<sup>th</sup>, 2010 – 5:30 PM – 7:30 PM CST

NDSU Memorial Union – Prairie Room, Administration Ave at Centennial Blvd  
Fargo, ND, 58105

## Welcome.....

Welcome and thank you for attending. Your input is appreciated. There are several exhibits on display. You are invited to make comments, ask questions, and express your views. Representatives from the NDDOT and the City of Fargo are available to answer questions. Please feel free to write out any comments, requests, or views on the proposed project.

## Purpose of Meeting.....

The purpose of this meeting is to provide an opportunity for people with either public or private interests to become fully acquainted with the proposed project, and receive input from those people. The input we receive allows us to try to incorporate your views into the proposed project.

## Purpose for Project.....

The purpose of this project is to improve the following: ride quality and load carrying capacity of the roadway, drainage, safety features, traffic operations, and pedestrian facilities.

## Project Location.....



## Traffic.....

The following table presents the current Average Daily Traffic (ADT) per roadway segment and the 21 year projected future average daily traffic per roadway segment.

Roadway Segment	2009 (ADT)	2030 (ADT)
10th St (12 <sup>th</sup> Ave N to 17 <sup>th</sup> Ave N)	9,615	10,680

## Funding.....

The funding breakdown for the project can be found in the table below.

2010 STIP	
Federal	\$2,240,000
State	\$280,000
City	\$1,440,000*
<b>Total</b>	<b>\$3,960,000</b>

\*All city utility improvements will be funded with 100% city funds.

## Proposed Improvements.....

### I. Mainline

The mainline pavement will be reconstructed. The existing sidewalk and curb & gutter will be replaced. The storm sewer will be replaced including inlets, manholes, and all pipe. The sanitary sewer and water main will be updated where the city feels it is necessary.

### II. On-Street Bike Lane

The city has proposed adding an "on-street bike lane" to be installed with this project. The bike lane would run on the right or left side of 10th St N.



## III. Trees

One tree will need to be removed because of sight distance issues at an intersection. Every effort will be made to try and preserve all the other trees for this project. The existing stumps within the right of way will be removed. Are there any other issues with the trees within this corridor?



## IV. Lighting

The current lighting does not properly illuminate this corridor. A new lighting system will be installed to increase the safety and aesthetics of the corridor.



## V. Pedestrians

All sidewalks within the project will be replaced. ADA ramps will be installed at all sidewalk crossing locations that haven't already been updated.

## VI. Access Points

The existing driveways will be replaced. Are there any unused driveways within this corridor that should be removed and replaced with a grass boulevard?



## Traffic Control.....

Primary traffic control through the corridor is proposed as follows: close the roadway and install a detour in 2 phases. The 1st phase is to close 10th St from 15th Ave N to 17th Ave N. Traffic will be detoured east on 15th Ave to Broadway then north to 19th Ave. The 2nd phase is to close 10th St from 12th Ave N to 15th Ave N. The detour would take traffic east on 12th Ave N to Broadway and north to 15th Ave N where the traffic would be brought back west to 10th St.



## Construction.....

It is anticipated that construction will take place in 2012.

## Comment Period.....

Comments must be received on or before February 23rd 2010, to be incorporated into the project development process.

Statements not submitted at the public hearing should be sent to:

James Rath, P.E.  
Program Manager  
Design Division  
ND Dept of Transportation  
608 East Boulevard Ave  
Bismarck, ND 58505-0700  
(701) 328-1722  
Email: jrath@nd.gov





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Please submit comments by February 23<sup>rd</sup>, 2010, to: [James Rath, P.E.](mailto:jrath@nd.gov)  
Design Division  
ND Dept of Transportation  
608 East Boulevard Ave  
Bismarck, ND 58505-0700  
Email: [jrath@nd.gov](mailto:jrath@nd.gov)

# PUBLIC HEARINGS



# Public Hearings

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- Public Hearings are held to discuss the proposed improvements and their social, economic, and environmental impacts.
- They are open discussions of the purpose and need for the project and any alternatives which are to be considered.
- A Public Hearing may be required if the given project has certain circumstances. A list of these conditions can be found in the NDDOT Design Manual.

[http://www.dot.nd.gov/manuals/design/designmanual/chapter2/DM-2-04\\_tag.pdf](http://www.dot.nd.gov/manuals/design/designmanual/chapter2/DM-2-04_tag.pdf)

# What to include at meeting?

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- Exhibits – have exhibits displaying proposed project details.
- Slide Show / Video – have a slide show or video playing with the proposed project details for the public to view on their own.
- Flyer – have a flyer located where the public enters so they can have the important details discussed at the meeting at home.



# What to include in Slide Show / Video?

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- ◉ Detour Routes
- ◉ Tree Removals
- ◉ Typical Sections
- ◉ Project Funding
- ◉ Project Timeline
- ◉ Scope of Work
- ◉ Pictures
- ◉ History of projects in the area
- ◉ Diagrams or drawings of proposed design – to give the public a visual idea for a possible better understanding
- ❖ Any other important information or items of interest for the project



# Opportunity for Public Hearing

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- An “Opportunity for Public Hearing” is used when a Public Hearing is required, but interest in the proposed project is limited and the project is not controversial.
- It is basically trying to determine if a Public Hearing is of interest to anyone.

# Transcript of Public Hearing

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- ◎ Contains information about the Public Hearing such as:
  - When and where it was held
  - Affidavit of publication including a copy of the Public Hearing Legal Display Advertisement
  - Press Release
  - An explanation of the Public Hearing
  - A copy of any handouts
  - A list of the exhibits presented
  - A copy of the roster
  - A copy of all comments received
  - Any other important information about the hearing



# Post Hearing Meeting

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- ⦿ Usually held approximately 30 calendar days after the hearing is held to discuss the project concept, alternatives, and public testimony.
- ⦿ The purpose of this meeting is to make recommendations to executive management.

# Summation of Public Hearing and Decisions Document

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- A document that contains recommendations – prepared after the Post Hearing Meeting.
- This document should address all comments received and include the following information:
  - certification page
  - project overview
  - summary of Public Hearing
  - summary of comments received from the Public Hearing
  - proposed alternatives
  - cost estimate and construction schedule
  - decisions section
  - any other important information



# PUBLIC INFORMATION MEETINGS



# Public Information Meetings

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- ◎ The purpose of Public Informational Meetings is simply to inform the public of project proposals – NOT to receive input from the public.
- ✦ Be sure to make sure this distinction is made clear on Press Releases advertising the meetings

# Making Arrangements for Public Meetings

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- ◎ A simple checklist is helpful to schedule public meetings:
  - ✓ Review needed preparation time for information, pamphlets and exhibits, and adjust time frame accordingly
  - ✓ Determine desired individual representation at the meeting
  - ✓ Determine time that will work with the local representation
  - ✓ Clear with local calendar, check for other events that will influence public attendance (i.e. sporting events, religious holidays or activities)
  - ✓ Reserve location (ADA compliant)
  - ✓ Make audio and visual equipment arrangements if necessary

# Environmental Document Availability

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- The environmental document, along with any applicable supplemental reports, must be made available for public viewing at the NDDOT district office appropriate to the project location and at the NDDOT central office on the day the ad appears in the newspaper.

# Sources

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- Cadd Standards

<http://www.dot.nd.gov/manuals/design/designmanual/designmanual.htm>

- NDDOT Title VI Training Presentation

# QUESTIONS ??