PUBLIC MEETINGS

DOTSC – Training Presentation
Michael Amborn
July 28th, 2010
Introduction

- 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

- 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

- 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

- 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

- 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
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

- 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
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

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**PUBLIC HEARING**

**WHY?**
To discuss proposed improvements to US Highway 81 (10th St. in Fargo), from 12th Ave. North to 17th 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

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**PUBLIC INPUT MEETING**

**WHY?**
To discuss proposed improvements to US Highway 81 (10th St. in Fargo), from 12th Ave. North to 17th 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

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**PUBLIC INFORMATION MEETING**

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

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**OPEN HOUSE CONDUCTED BY**
ND Department of Transportation (NDDOT) and the city of Fargo

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

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**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

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

- 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 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 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: 701-328-4158.

###
Press Release

- 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

- 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

- 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

- 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 **

- 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?
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

- 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 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?

- 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
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

- 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

- **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 feedback from the public.
Conducting a Public Meeting

- 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
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

- 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?

- 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?

- 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 10th St from 12th Ave N - 17th Ave N

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**Project Information**

- **NDDOT Project:** 116-02012
- **Location:** The proposed improvements will take place on US Hwy 81, Fargo 10th St between 12th Ave N and 17th Ave N.
- **Length:** The project is 0.75 miles long or approximately 2690 feet.
- **Scope of Work:**
  - Concrete pavement reconstruction
  - Replacement of all curbs, gutters, and sidewalks
  - Installation of an on-street bike lane
  - Existing storm drain system replacement which includes new manholes, Catch Basins, and pipes.
  - Lighting replacement throughout the project and the traffic signals at 17th Ave N 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 right of way and safety issues.

**Project Funding:**

- **Funding Breakdown:** 80% Federal, 10% State, and 10% City

### Project Timeline

- **Possible Completion of the Project Plan:** September 14, 2011
- **Temporary Project Bid Letting:** November 2011
- **Anticipated Construction:** 2012 Construction Season

### Traffic Control

A detour will be utilized during construction activities. 10th St will be full closed in places to allow the contractor to complete all work items as quickly as possible. The detour will run east to Horace and then return to project limits to the end of the project limits.

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**Fargo
Department of Transportation**

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**DOT SUPPORT CENTER**
Example of Exhibits

**Driveway Access, Lighting, Temporary Easements & Trees**

**Driveway Access**

There are 94 driveways along this portion of the 10th St extension, 44 on the east side of roadway and 50 along the west side. Due to the slope of the street being close, a full closure of the roadway at phases will be required. At a proposed time 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 10th St extension from 1120 AVE N to 1770 AVE N will be replaced. The driveways will be replaced from the street to the existing sight of our homes. 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 staked head type fixtures. The roadway appears very dark at night because of the existing lighting or lack thereof and huge 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 10th St. A temporary construction easement will be required on both sides of the right of way for the entire project. The temporary easement will be the contractor’s additional room for reconstruction of the sidewalks and re-grading of the curbsides along 10th 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 10th St and 13th Ave N will need to be removed because it creates a light distance issue. The tree is located within the 3W center boulevard right at this intersection. Are there any other issues with trees within the project area?
Example of Exhibits

Work Zone Traffic Control - Proposed Detours

During construction of the project a full closure of 13th St in 4 phases is required to allow for the removal and reconstruction of the containers. 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 10th St from north side of 13th Ave N to 17th Ave N

**Summary:**
- Detour will start at 23rd Ave N
- All traffic will be detoured on 13th Ave N and then westbound on 10th St
- 13th Ave N intersection will be closed
- Detour will end at 13th Ave N

Phase 2A

**Summary:**
- Detour will start at 23rd Ave N
- All traffic will be detoured on 13th Ave N and then westbound on 10th St
- Intersection of 10th St, 13th Ave N, and 23rd Ave N intersection will be closed

Phase 2B

**Summary:**
- Detour will start at 23rd Ave N
- All traffic will be detoured on 13th Ave N and then westbound on 10th St
- Intersection of 10th St, 13th Ave N, and 23rd Ave N intersection will be closed

Phase 2A & 2B: Close 10th St from north side of 12th Ave through 15th Ave N

**Summary:**
- Detour will start at 23rd Ave N
- All traffic will be detoured on 13th Ave N and then westbound on 10th St
- Intersection of 10th St, 13th Ave N, and 23rd Ave N intersection will be closed

Intersection Work

**Summary:**
- Intersections will be single lane as much as possible to allow for through traffic
- Intersections will be reconstructed in phases as described in the project map and traffic operation phases
- Intersections will be reconstructed with phase 1 and phase 2 to maximize the construction process
- Alternate intersections will be open as at least two lanes
Mainline Paving Typicals
Existing & Proposed

**Existing Typical**
The section of the existing roadway is depicted below. The section includes an 8"-23" asphalt surface over a 3-7.75"-17.0"-17.5"-17.0" concrete pavement. The mixing tank & queue are maintained and accessed from the various parameters.

**Proposed Typical**
The section of the proposed roadway is depicted below. The section includes an 8"-23" asphalt surface over a 3-7.75"-17.0"-17.5"-17.0" concrete pavement.

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

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

**Cons**
- Complications with motorists to left turn
- Complications with bicyclists' right turn
- May be intimidating 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 bike traffic capability 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
Example of Sign-In Sheet

### Project Description:
The project consists of pavement reconstruction, curb and gutter, sidewalk replacement and updating, adding a bike lane, and underground improvements.

### Project Number:
SL-2-081 (922) 027

### Project Location:
US-Hwy 21 (Fargo 10th Street) from 12th Ave N to 17th Ave N

### Meeting Date:
February 8th, 2010

### Meeting Location:
NDSU Memorial Union - Prairie Room, Administration Ave at Centennial Blvd Fargo, ND, 58108

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Please Print
Example of Comment Sheet

Comment Sheet
Public Input Meeting held February 8th, 2010
US Hwy 81 (Fargo To 90) from 52nd Ave N - 17th Ave N
Project: SU-8-09(630)527 PCN: 16103
Name (Please Print)
________________________
Address (Please Print)
________________________

I wish to offer the following comments:


Please submit comments by February 23rd, 2010, to: James Rith, P.E.
Design Division
ND Dept of Transportation
508 East Boulevard Ave
Bismarck, ND 58505-0700
Email: jrrith@nd.gov
PUBLIC HEARINGS
Public Hearings

- 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.

What to include at meeting?

- 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?

- 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
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

- 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

- 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.
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

- 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

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

- 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

- Cadd Standards
  http://www.dot.nd.gov/manuals/design/designmanual/designmanual.htm

- NDDOT Title VI Training Presentation