704 Hearing Materials

Each public hearing should utilize a variety of display and viewing materials for communicating with the public. A typical in-person public hearing includes sign-in sheets, comment forms, speaker cards, project handouts, display boards, and a presentation (PowerPoint or video). The virtual component includes the same presentation as the in-person hearing. Any boards displayed at the in-person hearing should be posted to the website for virtual participants.

Sign-in Sheets

Sign-in sheets are used to capture a list of participants for record keeping. Sign-in sheets are considered to be part of the public record.

Comment Forms

Comment forms are the primary method for capturing written comments at a public hearing. They should include plenty of space for the comment and an area for the person's contact information. Comment forms can also be used for survey questions such as "How did you hear about this hearing?"

Speaker Cards

For anyone that wishes to speak during the formal comment period, provide a speaker card for them to fill out. The information requested on the speaker card includes name, address, and contact information. Speaker cards are used to capture the list of speakers for record-keeping.
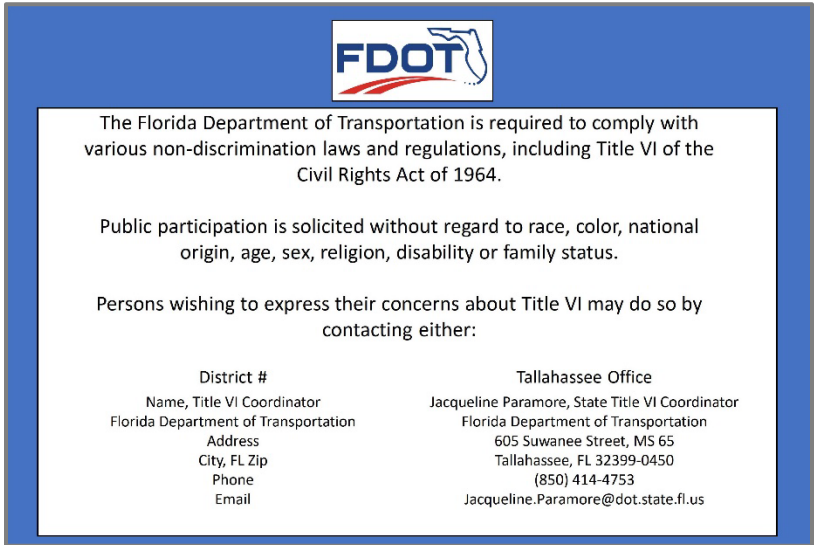
Handouts

Attendees should be given written handout material outlining the purpose of the project, recommended alternative or design, and how to provide comments. Handouts may also be required in alternative formats to aid people with disabilities and in the predominant non-English language(s) in the project area.

Title VI Information

A Title VI board or display is required for all public meetings and hearings. The Title VI board provides participants with the contact information for District and State Title VI coordinators if they wish to make a Title VI complaint. This information must also be provided to virtual participants.

The Florida Department of Transportation is required to comply with various non-discrimination laws and regulations, including Title VI of the Civil Rights Act of 1964.

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

Persons wishing to express their concerns about Title VI may do so by contacting either:

District #
Name, Title VI Coordinator
Florida Department of Transportation
Address
City, FL Zip
Phone
Email

Tallahassee Office
Jacqueline Paramore, State Title VI Coordinator
Florida Department of Transportation
605 Suwanee Street, MS 65
Tallahassee, FL 32399-0450
(850) 414-4753
Jacqueline.Paramore@dot.state.fl.us

Project Display Boards

Project display boards are used to convey information about the project to the public. Some hearings could include the following boards depending on the context of the project:

- Project location map
- Purpose and need summary
- Traffic summaries
- Typical sections (existing and proposed)

- Concept boards with aerial background
- Intersection/interchange concepts (if applicable)
- Alternatives impact matrix (more applicable for PD&E projects)
- Summary of noise impacts (if applicable)
- Section 4(f) information (if applicable)
- Other environmental summaries (if applicable)
- Funding
- Schedule

Project Presentation

During the formal proceedings, a live or voiced-over presentation is provided that includes information about the project including the recommended alternative, summary of impacts, and ways to comment. A sample presentation script is provided in Part 1, Chapter 11, Section 11.2.5.6 of the PD&E Manual.

Virtual Access to Display Materials

There are several ways to provide virtual access to project materials, including on the project website, in a virtual room, or on the virtual meeting platform. These are passive methods where the public can participate at any time from their own computer. They can be used to enhance and augment the virtual experience but do not replace the interactive virtual hearing required by FDOT policy.