

FDOT Public Engagement Meeting/Hearing Instructions

The Florida Department of Transportation has updated its process for conducting public engagement activities. To provide multiple opportunities for the public to receive information and provide input, the Department will use a hybrid model as appropriate for all meetings going forward. This approach uses both a face-to-face and a virtual component. Public engagement activities should use appropriate approaches evaluated on a project-by-project basis, making sure that strategies are inclusive of all affected stakeholders.

PUBLIC MEETINGS

In general, public meetings should use the hybrid approach and follow all normal approval processes. Public meetings must use accommodations which allow for social distancing, consider the capacity limit of the venue, and follow any local ordinances. Public meetings can be exclusively virtual if the impacts of the project are minimal.

PUBLIC HEARINGS

Public hearings must be hybrid and follow all normal approval processes. Physical locations must use accommodations which allow for social distancing, consider the capacity limit of the venue, and follow any local ordinances.

PHYSICAL LOCATIONS FOR HYBRID MEETINGS AND HEARINGS

The District should poll or survey the affected and interested public or use previous participation numbers on the project to estimate how many participants would be willing to attend a face-to-face meeting, and then choose a location that would accommodate those numbers, including overflow rooms. Implement, as necessary, all local ordinances and sanitizing protocols; please note these are subject to change. All meetings must include a virtual component using GoToWebinar and a telephone number for calling in by those who do not have or use a computer.

The Office of Policy Planning provides technical assistance on how to conduct virtual and hybrid public meetings. Further guidance is available in “A Guide to Hybrid Public Meetings and Hearings” on the Department’s [Public Involvement](#) webpage. The Office of Environmental Management should be contacted concerning NEPA PD&E hearings – jason.watts@dot.state.fl.us.

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