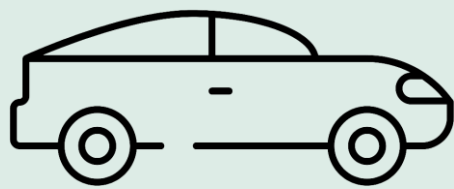


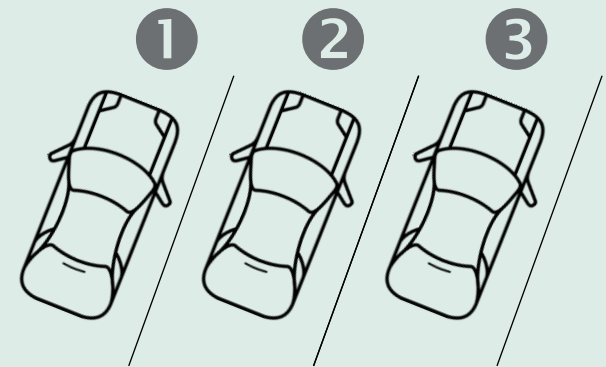
Drive-Thru Public Meeting

An Innovative & Convenient Alternative to Traditional In-Person Public Meetings



Arrival

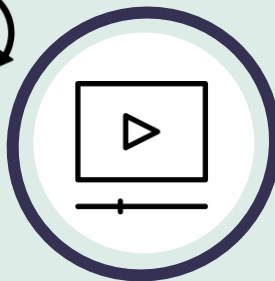
Traffic cones and signage direct attendees to numbered parking spaces.



START

Viewing

Participants watch the presentation independently from their vehicle, at their own pace.



Materials

Tablets preloaded with the presentation are handed out at arrival or brought to vehicles after parking. Printed versions are also available.



Feedback

A comment form is provided with the tablet to capture participant feedback.



This FDOT innovation has earned praise from community members, local officials, and staff.

Drive-thru public meetings use **controlled-access parking lots** as convenient community engagement sites.

Participants stay in their vehicles, view project materials, and provide feedback—efficiently and safely.

For those arriving on foot or by bicycle, a tablet stand in a shaded area is provided.

Interaction

After viewing the presentation, attendees can ask questions of FDOT staff.



Exit

A clearly marked exit station collects tablets and forms.

FINISH

Key Benefits

Cost-Effective

Parking lots are often available at no cost. No venue rental or display boards required. Participation rates have matched or exceeded traditional meetings.

Simple Setup

No internet connectivity needed.

Flexible Scheduling

Advertise for the meeting period. Have staff available until all attendees have finished.

Weather Adaptable

A whiteboard can provide real-time updates if weather interrupts the event.

Event Planning, Setup & Execution

1. Pre-Planning and Logistics

a. Select a Location

Choose a parking lot with limited and controllable access points to support a safe and organized layout in a location familiar to the community. Ensure the site accommodates vehicle circulation.

b. Secure Permission

Obtain approval from the property owner or managing agency. When the event's public benefit is clearly communicated, chances are good that the location will be offered at no cost.

c. Set the Date and Time

Establish an event window that accommodates the expected turnout, staffing capacity, and available equipment. While a one-hour window is often sufficient, longer durations may be necessary for larger crowds or when fewer tablets or staff are available. Remain flexible and plan to stay on-site until the final attendee has completed their review and feedback.

2. Advertising the Event

a. Notice Requirements

Advertise using the same methods as for traditional public meetings (newspapers, websites, social media, email lists).

b. Location Details

Provide specific directions to the parking lot and identify the meeting area within the lot.

3. Prepare Meeting Materials

a. Digital Information

Pre-load the project presentation onto the tablets in advance to eliminate the need for internet connectivity at the viewing location. Have enough tablets for the anticipated crowd (10 is usually sufficient). If attendees outnumber tablets, ask them to park and wait for a tablet to become available.

b. Printed Information

Provide printed comment forms to accompany the tablets. Bring printed presentations for attendees who request a physical copy.

c. Signage and Traffic Control

Create directional signs and use traffic cones to guide vehicles to numbered parking spaces.

4. Site Setup

a. Traffic Flow

Layout the drive-through with clearly defined circulation through the parking lot. Establish a single, controlled point of entry and a separate, controlled exit to maintain orderly flow. Use cones, signage, or volunteers to guide vehicles safely through each engagement station. Ensure there is sufficient space for vehicle queuing that does not interfere with adjacent traffic lanes, driveways, or general parking areas.

b. Numbered Parking Spaces

Mark spaces with clear, visible numbers to help organize tablet distribution.

c. Walk-Up Station

Set up a tablet stand in a shaded area with printed presentations and comment forms for walk-up or bike-up attendees.

5. Staff Preparation

a. Roles and Responsibilities

- Greeters at the entry point to distribute tablets and comment forms.
- Circulators assist attendees, answer questions, and manage flow.
- Collectors at the exit to retrieve tablets and comment forms.

b. Weather Contingency Plan

Have a whiteboard and markers available for real-time updates in the event of a weather delay (e.g., lightning, heavy rain).

6. Event Execution

a. Arrival and Parking

Staff direct vehicles to designated spaces.

b. Presentation Viewing

Attendees watch the presentation in their vehicles at their own pace.

c. Comment Collection

After viewing, attendees may complete a comment form.

d. Exit

A clearly marked exit serves as the sole departure point from the drive-through. This location also function as the final engagement station, where participants return tablets and completed comment forms. Staff receive materials and ensure tablets are sanitized between uses.

7. Post-Event Actions

a. Staff Debrief

Discuss successes and any areas for improvement for future drive-thru public meetings.