Appendix B
Preparation
Checklist Footnotes

1
Team Preparation Meeting

Team Preparation Meetings

A. Refer to the section entitled "The Public Meeting Format - What is the Right Format to Use" in the first chapter of this Guidance document.

In addition, please note that for a public hearing for a federally funded project, requirements in 23 CFR 771.111 (h)(v) are in force. These state, in part, that the public hearing procedures must provide for an explanation of the following information as appropriate: purpose, need, consistency with goals and objectives of any urban planning, alternatives, major design features, social, economic, environmental and other impacts, relocation assistance and R/W acquisition process, procedures for receiving both oral and written statements from the public.

One suggestion from FHWA for taking questions is that passing out note cards for people to write questions on tends to be a manageable way to take questions, and allows those who might not be comfortable speaking in front of a group of people/neighbors to ask a question or make a statement.

Again, ADOT representatives at a hearing should be taking notes during the open house portion of the hearing. This is extremely important if it is a strictly open house format. Proper note taking provides legal sufficiency as well as a record of the meeting, as the court reporter is not capturing the one on one conversations that occur during an open house or the open house portion of a hearing.

If it appears a strictly open house format is desired for a hearing or information meeting for a project utilizing federal funds, this should be discussed with FHWA prior to proceeding with hearing/meeting plans.

B. Discussions to include:

1. Who will attend

2. Review of handouts and display materials

3. Review of presentations. Presenters should have an outline for review and comment

4. Agreement regarding roles and responsibilities of ADOT and consultant staff

5. Discussion of possible questions and appropriate responses

6. Identify who will moderate the presentation

7. Determine room set up – direction of flow, where to enter, where boards are located, video tape locations, sign in table, comment boxes.

2
Set Meeting Date and Time

Set Meeting Date and Time

A. Directions/Suggestions:

1. Designate a person to ensure everything is complete – this person may assign tasks to others. This may be the EEG NEPA planner or a consultant. If the consultant is designated, the NEPA planner is still responsible for oversight and final decision-making.

2a. Check the availability of all project team members, especially anyone who will be speaking during the presentation.

2b. Identify the public or local officials who wither might be interested in participating or whose participation is necessary in order to achieve the objective and check their availability.

3. Avoid scheduling meetings on Mondays, Fridays, preceding or following a holiday or during key holiday periods such as Thanksgiving or Christmas. Also, take seasonal visitors into consideration – i.e. consider if the majority of residents living in the affected area aren't there during the summer when scheduling the date of a public meeting. If many residents aren't available during the week, a weekend meeting may be appropriate. In areas where public transit is available, be aware of the schedule and consider it to the extent possible (see #8).

4. Let the community's schedule dictate your start, stop and presentation time. For example: a meeting in a retirement community may begin and end earlier in the day, but in other areas, meetings may begin after 5:30 p.m. to allow for traffic as well as work schedules. Two presentation times may be appropriate if there is a mix of work schedules and age groups in the population.

5. Schedule an event for no less than 1 ½ hours.

6. Consider travel and weather conditions, such as winter snowstorms.

7. Consider activities and meetings in the community that may conflict with the meeting such as city council or government meetings, PTO or other school meetings, church meetings/events, elections, sports, concerts, other hearings, etc.

8. Consider the composition of the neighborhood – do the majority of people have access to vehicles? Childcare? How many people work non-traditional hours? Are translators needed?

9. Hearings must be scheduled at least 15 days after the first day of the availability of the draft document (Draft Environmental Assessment or Draft Environmental Impact Statement). Note: A total public comment period of 30 days is required for the DEA and 45 days for the DEIS.

3
Meeting Location/Contract

Identify a Facility

Directions/Suggestions:

1. Choose the facility based on the size, location, ADA accessibility parking and other characteristics of the community. You may need to schedule more than one meeting/hearing per project if the affected area is part of a large corridor project.

    a) Location should be convenient. Many city, municipal or county buildings have facilities suitable for public meetings. Other alternatives are community fire stations, homeowners associations, or hotel/motel meeting rooms.

    b) Examine the meeting site – investigate parking, seating, display areas (can display items be taped or pinned to the walls?), rest rooms, lighting, sound equipment, etc.

2. Obtain and complete the application/contract for the facility. Please note that if the facility has a "hold harmless or indemnity" clause, the facility will need to waive, delete, or revise that clause before Risk Management will accept the application.

    a) Determine if a facility use fee applies and confirm the fee is within the project budget. Determine equipment provided by facility and any remaining equipment needs

        (1) Depending on format: include tables, chairs, electrical power, podium, microphones (at least two), audio-visual equipment, screen, water, etc.

    b) Confirm room set-up with facility manager

        (1) Lighting, room temperature, contact person on day of event, restrooms, rules for cleaning and locking-up, etc.

            a) Based on level of project controversy and expected number of attendees, evaluate security needs and arrange if needed

            b) Arrange insurance with the facility (EEG NEPA planner responsibility). Verification of insurance – many organizations and school districts require ADOT to provide liability insurance for public meetings held on their property. The application form to be submitted to Risk Management to obtain certification is attached. Risk Management requires ten working days to process the insurance request application.