

SECTION 2.00 - INFORMATION/ PARTICIPATION MEETINGS or WORKSHOPS

SEC. 2.01 Location Study Workshop – Initial Meeting

On all location studies, it is desirable to have a Public Scoping Meeting as soon as possible after a project is assigned. This type of meeting allows the citizen to be involved at the beginning of the process. From a list of attendees, a mailing list can be initiated, contacts for future interactions are made, and facts of local interest are obtained.

Contact should be made with local governmental officials prior to scheduling a meeting of this type to determine if studies or ideas for development are available and to inform these officials of VDOT impending actions. In most cases, the District Administrator or his representative will do this. This would also hold true for arrangements for a suitable meeting place. See Appendix G-4 for general guidelines when securing a location and arranging a meeting.

Location studies are prepared utilizing the best available database, and are the result of a concept that is conceived to alleviate a major need for improvement to the transportation system. Visual aids listed are not intended to be all-inclusive nor applicable to all projects but are representative of a "best case" situation needs for these and other displays and related requirements. The number of each type of visual aid is dependent upon the anticipated attendance and should be coordinated with the appropriate district/residency.

SEC. 2.01.1 - Study Window

A display showing the area to be studied, or study window, should be prepared utilizing a U.S.G.S. quadrangle sheet or mosaic with the extreme boundaries delineated. If there are well-known previously studied corridors in existence, these should also be shown in a corridor band.

SEC. 2.01.2 - Purpose Of The Study

A general outline of the study and why it is being made, the citizens' part in the process, and the intended results should be prepared and utilized to inform the citizens of the purpose of the meeting. This information is generally placed at the entrance of the meeting room - far enough away from the actual displays to allow citizens to take time to read it.

SEC. 2.01.3 - Photos Of Interest In The Study Area

Enlarged, color photos of traffic congestion, historic sites, prominent businesses, and municipal buildings, and other sites as appropriate can be mounted to form an attractive display which will convey to the citizen features they are familiar with in the study area and any potential problem areas.

SEC. 2.01.4 - Traffic Projections

In some cases, traffic studies of a preliminary nature are available to support discussion about the need for a new location/improvement in the area. The existing level of traffic service is also helpful, if available.

SEC. 2.01.5 - Remaining Actions

A tentative schedule of remaining actions on the project should be provided, giving general dates such as "Early 2000", if this information is available.

SEC. 2.01.6 – Meeting Handout

A handout is desirable at a meeting of this type; it should contain as a minimum:

- The purpose of the location study,
- The purpose of the workshop and the citizens' involvement,
- A map showing the study window,
- A tentative schedule of remaining actions, and
- The name of a contact person should more information be desired.

SEC. 2.01.7 - Comment Sheet

Along with the handout a comment sheet should be provided whereby the citizenry can provide their thoughts in writing. This sheet should indicate:

- The project number,
- To whom it should be mailed,
- A block which can be checked if they wish to be put on a mailing list to be notified of upcoming events, and
- Questions relevant to the information being sought about the study area. This comment sheet is the Project Managers' tool for gathering the information necessary to move in the correct direction with the project.

SEC. 2.01.8 - Miscellaneous

Have state maps and other Department publications available at the meeting. Also, it may be advisable to have copies of the VDOT Right of Way and Utilities booklet available.

SEC. 2.02 – Government Workshop – (Alternatives Development and Consensus Building)

As the study progresses, alternatives are evaluated, additional support data is obtained, and ultimately, the candidate build alternatives are chosen. At this stage, a meeting coordinated with local officials should take place. This will ensure close coordination between all involved and will eliminate confusion or misunderstanding as to which alternatives will be presented at the next public meeting.

A second location workshop may be held if further information is needed to narrow the selection of the candidate build alternatives.

SEC. 2.02.1 - Study Window

The study window display should now show all alternatives initially considered and those now being considered as candidate build alternatives. It is desirable to have two separate displays showing these two distinct sets of alternatives. This should be shown on an aerial mosaic if at all possible to permit the citizenry to easily orient themselves.

SEC. 2.02.2 - Purpose of the Study

A display showing the basic information as outlined in Section 2.01 and welcoming the citizens to this information meeting should be prepared.

SEC. 2.02.3 - Photos of Interest in the Study Area

The same display as previously used or updated to show growth or change in the area should be available.

SEC. 2.02.4 - Traffic Projections

At this stage of the study, traffic projections should be available and displayed in an effective manner.

SEC. 2.02.5 - Remaining Actions

A tentative schedule of remaining actions giving a general time frame such as "Early 2000" should be displayed.

SEC. 2.02.6 - Video Presentation

At this point in the study, enough data will be available to provide a video presentation. The program need not be lengthy, approximately 4-5 minutes is the ideal time. It should give a brief history of the project, all alternatives considered, the candidate build alternative, traffic projections, and remaining action. Additional layouts showing problem areas, points of interest, and anything else deemed important should be included. A program of this type, viewed prior to studying the displays, will answer a large number of the questions that arise at these meetings.

SEC. 2.02.7 - Information Meeting Handout

In addition to the information outlined in Section 2.01.6, the handout should contain a history of the previous meetings, proposed typical section, and a map providing the same candidate build alternatives as shown on the displays. See Appendix G-1 for further guidance.

SEC. 2.02.8 - Comment Sheet

The same type sheet described in Section 2.01.7 should be used.

SEC. 2.02.9 - Miscellaneous

State maps and other Department publications along with Right of Way and Utility booklets should be available at this meeting.

Sec. 2.03 - COMMUNITY WORKSHOPS AND INFORMATION MEETINGS held prior to COMBINED LOCATION AND DESIGN/ DESIGN HEARING

In the same manner and for the same reasons as stated in Sections 2.01 and 2.02, it is desirable to have a Community workshop for location and design projects - both to receive and provide information. Usually one method of development has been selected and this meeting is to advise the citizenry of this and provide the opportunity to gather ideas as to the effects this design will have on the area. Occasionally, alternate methods of development are also presented at these meetings.

SEC. 2.03.1 - Purpose of Meeting

Section 2.01.2 is applicable.

SEC. 2.03.2 - Photos of Interest on the Project

Section 2.01.3 is applicable.

SEC. 2.03.3 - Aerial Mosaic or Continuous Roll of Plans

Either a mosaic and/or a shaded continuous roll of plan sheets should be available for review. In addition, several sets of the plans, profiles, and cross-sections should be strategically placed in the review area. An alphabetized list of all landowners and the plan sheet location of their property should be prepared and available to those greeting the public.

SEC. 2.03.4 - Traffic Projections

Section 2.02.4 is applicable.

SEC. 2.03.5 - Remaining Actions

This display should show the tentative schedule of remaining actions giving a general time frame such as "Advertisement for construction is anticipated in "Early 2000"".

SEC. 2.03.6 – Video Presentation

Section 2.02.6 is applicable.

SEC. 2.03.7 – Public Meeting Handout

The handout should contain, as a minimum, a brief history of the project, a map showing the project, project purpose, storm water management basins (location and type), typical section, traffic data, right of way impacts, environmental review, remaining actions, cost (preliminary engineering, right of way acquisition, utility relocation, and construction cost), type of financing for the project, and the name of a contact person. See Appendix G-1 for further guidance.

SEC. 2.03.8 - Comment Sheet

Section 2.01.7 is applicable.

SEC. 2.03.9 - Miscellaneous

State maps and other Department publications along with the Right of Way and Utility booklet should be available at this meeting.

SEC. 2.04 - COORDINATION AND SUBMISSION OF DATA PRIOR TO MEETINGS

Coordination of effort is essential in the assembly of necessary data for the successful execution of a public meeting. The Public Involvement Section must receive, in writing, the Public Hearing Request Form (Appendix H-1) with all appropriate data from whoever has scheduled the meeting. This form must contain the date, time, place, and type of meeting in order that the proper advertisement can be prepared. Section 3.02 offers guidance as to the procedures that the Public Involvement Coordinator follows in advertising a public meeting/hearing. The following actions, review procedures, and time frames must be adhered to in order for the process to proceed smoothly:

Prior to Meeting	Review of Material	Final Review
Rough draft of booklets pre-recorded presentations	Project Manager 60 Days	Public Involvement speech, and/or script for
Rough drawings of visual on display or in booklet	Project Manager 60 Days	Public Involvement aides, maps, etc., to be
Typed draft of Urban, District, script	Project Manager 45 Days Residency & Others as Necessary	Public Involvement booklet and video
Rework of any material as necessary with major changes	ASAP	ASAP
Distribution of booklets must be available when advertisement is published	Send to: District Residency City or Town Central Office	30 Days
Completed speeches, slides, and displays	Project Manager Public Involvement District	20 days