

604 Meeting Materials

Each public meeting should utilize a variety of display and meeting materials for communicating with the public. A typical in-person public meeting includes sign-in sheets, comment forms, project handouts, and display boards. The virtual component could include a PowerPoint presentation or a live question and answer session that walks participants through the project.



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 comments at a public meeting. 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 meeting?"

Handouts

Attendees should be given written handout material outlining the purpose of the project, proposed alternatives or design, and how to provide additional 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. 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 #	Tallahassee Office
Name, Title VI Coordinator	Jacqueline Paramore, State Title VI Coordinator
Florida Department of Transportation	Florida Department of Transportation
Address	605 Suwanee Street, MS 65
City, FL Zip	Tallahassee, FL 32399-0450
Phone	(850) 414-4753
Email	Jacqueline.Paramore@dot.state.fl.us



Project Display Boards

Project display boards are used to convey information about the project to the public. Some meetings 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 Video or Presentation

In addition to display boards, project information can also be presented through a pre-recorded informational video. The project video can be played at the public meeting on a running loop so that attendees can view at any time during the meeting. The same project video should also be used during the virtual meeting.

Although not typical, a live presentation can be given during a public meeting. Ensure that the presentation time is clearly stated in the meeting invitation.

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 meeting required by FDOT policy.