

PUBLIC INVOLVEMENT PLAN

Florida Department of Transportation

District 1

SR 70

Limits of Project: from Lorraine Road to CR 675/Waterbury Road

Manatee County, Florida

Financial Management Number: 414506-2

ETDM Number: 14263

Date: MARCH 2017

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by FDOT pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016 and executed by FHWA and FDOT.

SR 70 Project Development & Environment Study

*From Lorraine Rd. to Waterbury Rd. (CR 675)
Manatee County*

Financial Management Numbers: 414506-2-22-01 & 414506-2-32-01
ETDM Number: 14263

PUBLIC INVOLVEMENT PLAN

The Florida Department of Transportation (FDOT or "the Department" or "the District") is conducting a Project Development and Environment (PD&E) Study for SR 70 in Manatee County. The proposed activity is to provide documented information necessary for FDOT to reach a decision on the type, design, and location of the widening of the existing roadway to four lanes. The Department is concurrently designing and preparing a complete set of construction contract documents and incidental engineering services, as necessary, for improvements to the facility. The project limits extend from Lorraine Road to County Road (CR) 675 (Waterbury Road), a distance of approximately 6.1 miles.

In accordance with Part 1, Chapter 11 of the PD&E Manual, this Public Involvement Plan is submitted to the Florida Department of Transportation, District 1, Project Manager for review and approval.

Submitted By:



Mark Easley



Thomas J. Presby II

Date:

March 1, 2017

March 1, 2017

Approved By:



Patrick Bateman, E.I.



David C. Turley, P.E.

Date:

3-14-17

3/13/17

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PUBLIC INVOLVEMENT PLAN

Public involvement includes communicating to and receiving information from all interested persons, groups, agencies and government organizations regarding the development of a transportation project. This Public Involvement Plan (PIP) documents the appropriate level of public involvement for this project in compliance with the *Florida Department of Transportation's (FDOT) Project Development and Environment (PD&E) Manual, Part 1, Chapter 11, and Part 2, Chapter 9*; the *FDOT Public Involvement Handbook; Section 339.155, Florida Statutes; Executive Orders 11990 and 11988; Council on Environmental Quality Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act (NEPA)*; and *23 Code of Federal Regulations (CFR) 771*. The results of the PIP will be supportive of the NEPA process and local needs.

Activities implemented as part of this PIP will allow people living and working within the project study area, and other interested parties, to contribute to the decision-making process and to influence the choices that are made regarding proposed transportation improvements for SR 70 from Lorraine Road to CR 675 (Waterbury Road). The goal of the PIP is to generate interest in the project scope and schedule, and to outline the public involvement process. This will ensure that the general public, local communities, agencies and officials; and other interested parties understand the nature of the project and its benefits by providing an open, two-way line of communication, presenting project information in an easy-to-understand format, and by making project information easily accessible. Gaining community consensus among the varied stakeholders in the study area is essential to achieving a successful project outcome. The keys to gaining community consensus are:

- Include project stakeholders early in the study process and include their input to define the alternatives;
- Develop a transparent process to screen the alternatives and determine which viable alternative(s) to further evaluate through the public involvement process and environmental analysis; and
- Maintain regular communication with project stakeholders and provide multiple opportunities and methods for participating in the process and providing comments, in order to shape the future needs and financial viability of the selected alternative.

Public involvement efforts will seek to actively involve key stakeholders; to listen to ideas and concerns; and to document and incorporate input received during the study process. The PIP also will ensure that the study reflects the diverse values and needs of the communities this project is designed to benefit. The fundamental objectives of the PIP are to ensure that the concerns and issues of those living and working within the study area, and those in close proximity who may be affected by the project, are identified; that stakeholders are given opportunities to review and comment on the findings of the alternatives analysis; and that stakeholder concerns are addressed in the analysis process.

The PIP will be updated and amended throughout the project development process. The program indicates the public involvement approach to be taken with the project and lists generally the contact persons, agencies and media officials and the means used to involve them in the process. The Consultant will prepare responses for FDOT to public inquiries as a result of the public involvement process. Collection of public input will occur throughout the duration of the project.

I. Description of Proposed Improvements

Project Name:	SR 70 from Lorraine Road to CR 675 (Waterbury Road)
Project Limits:	From Lorraine Road (MP 9.476) to County Road 675 (MP 15.567) – a distance of approximately 6.1 miles. This area is shown on the following Project Location Map.
Financial Project ID:	414506-2-22-01 and 414506-2-32-01
Proposed Activity:	<p>Conduct a Project Development & Environment Study to establish the location and design concepts for roadway improvements and complete the design, construction contract documents, and incidental engineering services necessary to implement the identified improvements on SR 70 from Lorraine Road to CR 675 (Waterbury Road). The project involves evaluating the widening of the existing roadway from two to four lanes in Manatee County.</p> <p>The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.</p>
Tentative Class of Action:	Categorical Exclusion – Type 2

Project Contact Information

For additional information regarding this project, please contact:

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Public Involvement Plan

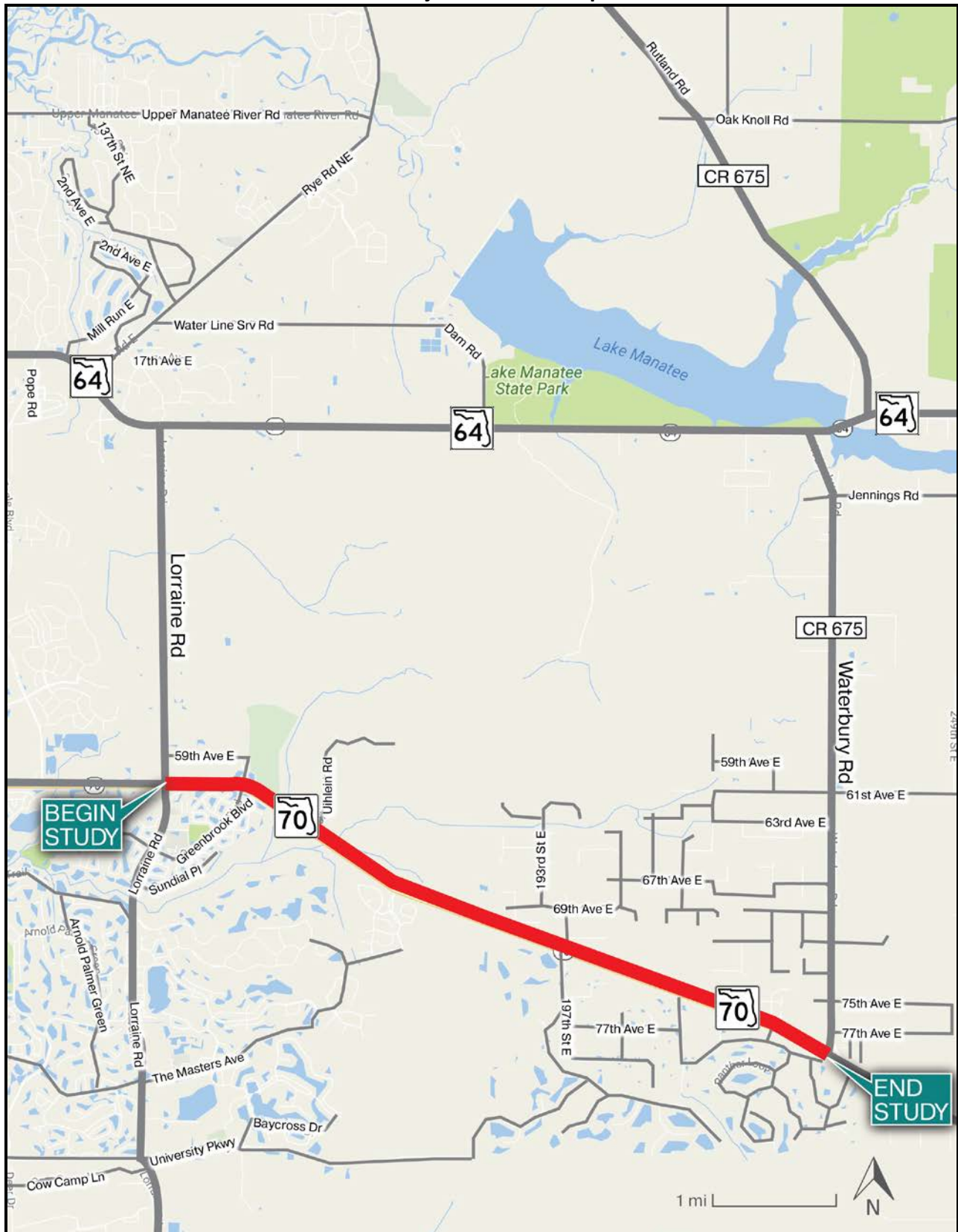
SR 70 from Lorraine Rd. to CR 675 (Waterbury Rd.)

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Figure 1
Project Location Map



II. Project Background

This roadway improvement project entails widening SR 70 from Lorraine Road to CR 675 (Waterbury Road) from a predominantly two-lane undivided facility to a four-lane divided facility. The project is located east of I-75, north of University Parkway, and south of SR 64 in south-central unincorporated Manatee County. The project section of SR 70 is classified as a rural principal arterial and is designated as part of Florida's emerging Strategic Intermodal System (SIS) network. SR 70 is also classified as a Regional Freight Mobility Corridor by the Sarasota/Manatee Metropolitan Planning Organization (MPO) and serves as one of three primary east-west facilities of Manatee County providing access to county-designated growth areas, agricultural and ranching operations, as well as other major regional roadways (including US 41 and I-75) and freight distribution centers.

The purpose of this project is to improve traffic operational conditions along the SR 70 corridor within the project limits to accommodate projected travel demand, specifically increased commuter and freight traffic. Traffic flow within the corridor is of particular concern given the high percentage of heavy trucks and their unique acceleration and deceleration characteristics which cause vehicular travel delay and, ultimately, impact the movement of commuter and freight traffic on the two-lane undivided roadway.

III. Project Goals

The following goals and objectives have been identified for this study:

- Collect necessary information to support FDOT's decision on the type, design and location of improvements within the SR 70 project limits.
- Consider community values and needs using an open decision-making process, which may accommodate community concerns, where feasible, and facilitate problem solving in a collaborative manner.
- Undertake the necessary PD&E study and documentation efforts to meet federal environmental evaluation and documentation requirements in order to establish the validity of the Administrative Action and complete the design, construction contract documents, and incidental engineering services necessary to implement the identified improvements.
- Provide coordination with key stakeholders and engage the public.

IV. Identification of Agencies and Affected Public

The federal, state, regional, and local agencies having a concern in this project due to jurisdictional review, or that have expressed interest, were contacted directly by FDOT through the Advance Notification (AN) process during the Efficient Transportation Decision Making (ETDM) Programming Screening Event. The Advance Notification for this project is recorded in the Environmental Screening Tool (EST) and the Programming Screening Report under #14263. The AN Package was submitted to the Environmental Technical Advisory Team (ETAT) members for review on August 10, 2016; copies of

the AN Package will also be forwarded to non-ETAT members. ETAT members are indicated with an asterisk (*) below.

The Consultant has also identified elected and appointed officials, as well as other environmental and civic organizations with interest in the project. As other concerned public agencies, private organizations, or individuals are identified throughout the study, they also will be listed and contacted (**Appendix A** lists the agencies' email addresses to be used in the notification for this study).

Federal

Federal Emergency Management Agency (FEMA)
Federal Railroad Administration (FRA)
Federal Aviation Administration (FAA) - Airports District Office
U.S. Department of Interior (DOI) - Bureau of Land Management, Eastern States Office
U.S. Department of Housing and Urban Development (HUD)
U.S. Department of Interior - U.S. Geological Survey (USGS)
U.S. Environmental Protection Agency - Region IV (EPA)*
U.S. Department of Interior - Fish and Wildlife Service (FWS)*
U.S. Army Corps of Engineers (COE) - Regulatory Branch*
U.S. Department of Commerce - National Marine Fisheries, Habitat Conservation Division*
U.S. Department of Interior - National Park Service (NPS), Southeast Regional Office*
U.S. Department of Commerce - National Oceanographic and Atmospheric Administration (NOAA) - Ecology and Conservation Office
U.S. Department of Health and Human Services - National Center for Environmental Health (CDC)
U.S. Department of Interior - Bureau of Indian Affairs (BIA), Office of Trust Responsibilities
U.S. Department of Agriculture - National Resources Conservation Service (NRCS) - State Conservationist*
U.S. Forest Service*

State

Florida Department of Economic Opportunity*
Florida Department of Environmental Protection (FDEP)*
Florida Department of State, Division of Historical Resources, State Historic Preservation Officer (SHPO)*
Florida Fish and Wildlife Conservation Commission (FWC)*
FDOT, Environmental Management Office*

Regional

Southwest Florida Water Management District (SWFWMD)*
Tampa Bay Regional Planning Council (TBRPC)

Tampa Bay Area Regional Transportation Authority
Sarasota/Manatee Metropolitan Planning Organization (MPO)*
Sarasota Bradenton International Airport

Native American Tribes

Miccosukee Tribe of Indians of Florida*
Muscogee (Creek) Nation
Poarch Band of Creek Indians of Alabama
Seminole Nation of Oklahoma
Seminole Tribe of Florida*

Local

Manatee County

Manatee County Public Safety
Manatee County - Emergency Management (EOC)
Manatee County - Emergency Medical Services (EMS)
Manatee County Administration
Manatee County - Neighborhood Services
Manatee County Administrator
Manatee County - Community Services
Manatee County Public Works
Southern Manatee Fire & Rescue
Manatee County Area Transit
Manatee County - Florida Highway Patrol

The following elected, appointed and other officials and local public interest groups or organizations having a direct or expressed interest in the project have been identified and will be contacted by the Consultant during the course of the study (**Appendix B** lists public officials' names and email addresses):

Elected and Appointed Officials

United States Senate

Marco Rubio
Bill Nelson

United States House of Representatives

Vern Buchanan

District 16

Florida Senate

Bill Galvano District 21

Florida State House of Representatives

Joe Gruters District 73

Manatee County Officials

Priscilla Whisenant Trace	Commissioner, District 1
Charles B. Smith	Commissioner, District 2
Stephen R. Jonsson	Commissioner, District 3
Robin DiSabatino	Commissioner, District 4
Vanessa Baugh	Commissioner, District 5, Chair
Carol Whitmore	Commissioner, At Large
Betsy Benac	Commissioner, At Large
Ed Hunzeker	County Administrator
Gina Messenger	School Board, District 1
Charlie Kennedy	School Board, District 2, Chair
Dave Miner	School Board, District 3
Karen Carpenter	School Board, District 4
John Colon	School Board, District 5, Vice Chair
Angeline Colonesso	Clerk of the Circuit Court
Charles Hackney	Property Appraiser
Ken Burton, Jr.	Tax Collector
W. Brad Steube	Sheriff
Michael Bennett	Supervisor of Elections

Other Interested Parties

Manatee Chamber of Commerce
Lakewood Ranch Community Development Districts 2, 4 and 5
Bicycle/Pedestrian Advocates (BPA) Sarasota/Manatee
Panther Ridge Communities
Lennar Homes
Pulte Homes

As other organizations, public/special interest parties are identified or express an interest in the study, they will be added to the contact list. In addition to this list, those individuals whose property lies, in whole or in part, within 300 feet of the centerline of each project alternative and property owners adjacent to the project will be included. This information will be obtained by retrieving the local property appraiser's records.

V. Outreach Activities and Public Involvement Strategies

The following techniques will be used to notify the public of the proposed transportation improvement(s) and to solicit public input into the project development process.

The following news publications encompass the SR 70 study area and the Consultant will coordinate as appropriate with the FDOT’s Public Information Office (PIO) to post public notices, news releases, public service announcements, and interviews associated with the study. The FDOT PIO will also coordinate press releases with appropriate local TV and radio stations.

NEWSPAPERS	
<p>Sarasota Herald-Tribune 1741 Main Street Sarasota, FL 34236 941-361-4000 / 941-953-5555 Lisa Emory, 941-745-7808 lisa.emory@heraldtribune.com</p>	<p>The Bradenton Times 405 26 Avenue Bradenton, FL 34205 941-896-7857 Dennis Maley dennis.maley@thebradentontimes.com</p>
<p>Siete Dias Newspaper www.7dias.us</p>	<p>The Bradenton Herald 1111 Third Avenue West Bradenton, FL 34205 941-748-0411 dhaimer@bradenton.com</p>
<p>Florida Administrative Register R.A. Gray Building 500 South Bronough Street Tallahassee, FL 32399-0250 administrativecode@dos.state.fl.us</p>	

In addition to working with the media, a number of different techniques will be used throughout the study. A brief description of the planned outreach techniques is listed below.

Public Notices/Legal Display Advertisements

Public notices will consist of advertisements published in the area newspaper with the largest circulation. Legal display advertisements will be published in the *Sarasota Herald-Tribune* and *Siete Dias* announcing the location, date, and time of the Alternatives Public Workshop and Public Hearing.

A quarter-page legal display advertisement will be published a minimum of 7 to 14 days prior to the Alternatives Public Workshop. News releases will be prepared for publication during the week of the Workshop. Public notices will also be published in the *Florida Administrative Register* (FAR) and on the *FDOT’s Public Notices* website at least seven (7) days prior to the Workshop, and on the project website. For the Hearing, the first advertisement will be published 21 to 30 days in advance, and the second advertisement will appear seven to 12 days before the Hearing. A Notice of Availability of the environmental document will be incorporated into the first Public Hearing advertisement at least 15

days prior to the Hearing. All advertisements will be sent to the local newspaper via e-mail or by registered mail, return receipt requested. Public notices will also be published in the FAR and on the *FDOT's Public Notices* website at least seven (7) days prior to the Hearing, and on the project website. A chronological file of pertinent newspaper clippings will be maintained in the project files.

Newsletters

Newsletters will be used to communicate directly with those on the project mailing list at key points throughout the study. The newsletters will contain information about the project, the PD&E Study process, and the project's current schedule. The newsletters may also serve as an additional notice to announce upcoming public meetings.

A maximum of three (3) newsletters will be mailed directly to: property owners; residents; elected and appointed officials and agencies; businesses; and other interested groups or individuals. Newsletters will include information in both English and Spanish on who to contact to obtain project information. It is anticipated that there will be three newsletters distributed for this study at the following project milestones:

- 1) Study Kickoff
- 2) Alternatives Public Workshop Notification
- 3) Public Hearing notification

News/Press Releases to Local Media

News/press releases notifying the public of meetings and other study activities will be submitted to the FDOT Public Information Office no less than seven (7) days in advance of public meetings.

Public Announcements

In order to distribute study information to a broader segment of the community, fliers may be made available to homeowners associations, cultural and civic groups, business organizations, churches, schools and others to publish in existing newsletters and on websites. Any such correspondence will first be reviewed and approved by the District's Public Information Office.

Direct Mail/Email List

A mailing list will be established, and the following groups will be contacted to obtain input into the PD&E Study process and/or provide project information and introduce opportunities for public comment:

- Those whose property lies, in whole or in part, within 300 feet on either side of the centerline of each alternative alignment as required by Florida Statutes (Section 339.155, F.S.). The property owner list will be compiled from the Manatee County Property Appraiser's office utilizing a GIS database containing current tax maps and ownership records. This list will be updated prior to mailings for public meetings and the public hearing.
- Elected and appointed officials in the area (county, state, federal) and community leaders who have been identified or have requested to be put on the mailing list.
- Permitting agencies and other federal, state, and local agencies having jurisdiction within the project vicinity.

- Public and private groups, organizations, agencies, businesses, or individuals that have been identified or have requested to be placed on the mailing list for this project.
- Media in the project area that have been identified and placed on the mailing list to be used for news release/distribution, advertisements, or any other concerns.

Project Website

A project website will be developed to provide current project information to elected officials, agencies, and the public. The website will also display a project map, project description, public meeting materials, project schedule and other project information. The address for the website will be www.swflroads.com/sr70/lorrainertocr675. Links will be provided to allow the public to submit comments and sign up to be added to the mailing list. Newsletters and other public notices will be available. All materials to be uploaded on the website will first be provided to the FDOT for review and approval.

Public Official/Agency Kickoff Notification

A kickoff notification will be emailed to local, state and federal officials and agencies representing, or having jurisdiction in, the project area. The purpose of this notification is to inform the officials and agencies of the project initiation and to provide them with general project information. The notification will also act as a means to solicit comments and local knowledge as well as concerns related to the proposed improvements.

Property Owner Notification Letters

Notification letters will be prepared and mailed to those individuals whose property lies, in whole or in part, within 300 feet of the centerline of the project limits. The purpose of the letters will be to inform property owners that the project has commenced and to let them know that data collection efforts have started and that FDOT staff or an authorized agent may enter their property to gather data to support the study effort.

Driveway Modification Letters

Driveway modification letters will be prepared and mailed to property owners along the corridor who will be impacted by the proposed design. A sketch of each proposed driveway modification will be included with the letters.

Project Fact Sheet

A Fact Sheet will be prepared for this project and will be updated throughout the duration of the project. It will include general information regarding the project such as project description, project location map, project website address, and the contact information. The Fact Sheet can be modified to use as a handout at presentations and meetings.

Meeting Facilities Evaluation(s)

Public meeting facilities will be convenient to the study area in locations where people normally congregate, and which are accessible to public transportation. Potential meeting sites will be visited and reviewed for suitability, including whether they are appropriate to the meeting purpose and format, and whether they comply with the requirements of the Americans with Disabilities Act (ADA).

Special considerations will also be given to ensure the facilities comply with the 2005 Jessica Lunsford Act. Public school facilities, grades K-12, will not be used for public meetings while students are present. School facilities may be used, however, with authorization from an appropriate school principal when no students are present. Alternate facilities to be considered include community centers, churches, colleges, universities, and private schools.

A summary of potential meeting sites will be prepared and presented to the FDOT for review and approval. A copy of the meeting facilities evaluation sheets will be included in Appendix C at the end of this document. Sites that are identified during the course of the study that are suitable for meetings will be listed below during subsequent updates to this document.

Coordination with Local Governments

The Consultant will work closely with the Manatee County Board of County Commissioners, the Sarasota-Manatee County Metropolitan Planning Organization (MPO), and other local officials and agencies as appropriate to establish an effective line of communication to assist them in responding to changing conditions throughout the life of the project. Periodic meetings may be held at key points in the project schedule (e.g., prior to the Alternatives Public Workshop and the Public Hearing), or upon request. Aerial maps, audio/visual displays, and similar materials may be used for these meetings.

Alternatives Public Workshop

One (1) Alternatives Public Workshop will be held for this study. The Workshop will be conducted at a location near the project and at convenient hours to accommodate and promote attendance. The Meeting will be conducted by the Consultant. A quarter-page legal display advertisement will be published a minimum of 7 to 14 days prior to the Workshop. News releases will be prepared for publication during the week of the Workshop, and public notices will be published in the FAR and on the FDOT's *Public Notices* website at least seven (7) days prior to the Workshop, and on the project website.

To enhance the public's understanding of the study and to illustrate the various improvement alternatives under consideration, project information will be presented in various media at the Workshop. This may include an audio/visual presentation, board-mounted exhibits, concept plans, and a project handout. Draft project reports will be available for review at the Workshop and on the dedicated project website.

The Consultant will mail or email newsletters announcing the Workshop to elected and appointed officials, agencies, property owners and interested citizens on the mailing list a minimum of 14 days prior to the Workshop.

Two briefing meetings with FDOT will be held approximately three (3) weeks and two (2) weeks, respectively, prior to the Alternatives Public Workshop to discuss potential public issues and concerns, and to review meeting materials.

The Alternatives Public Workshop will present to the public the results of the study to date and allow the public to express concerns, ask questions, and make comments to be included in the project files. The Workshop will follow an informal, open house format. The meeting handout will encourage the public to review the displays, ask questions, and discuss issues with the project representatives.

Within two (2) weeks following the Alternatives Public Workshop, a debriefing meeting will be held to identify, review, and discuss comments expressed by the public at the Workshop. The Consultant will address and respond to issues raised at the Workshop, as necessary, by letter, by distribution of news releases, or by other appropriate techniques. All written comments and responses to those comments will be summarized in a Comments and Coordination Report.

Public Hearing

In compliance with the PD&E Manual, 23 CFR 771, and Section 339.155, F.S., a formal public hearing will be held for this PD&E study. An information workshop associated with the Design Phase will be held concurrently with the Public Hearing. Further details about the Public Hearing/Design Public Workshop are included in Section VI below.

Unscheduled Meetings and Presentations

In addition to scheduled meetings, participation in other meetings with the public, elected officials, special interest groups, or public agencies is expected to occur. The purpose of these meetings will be to apprise the attendees of the project status, specific location and design concepts, and to receive input.

The Consultant will be available with appropriate notice to attend meetings or make presentations. Up to ten (10) meetings are initially anticipated during this project with the provision for additional meetings as optional services, if needed.

Title VI of the Civil Rights Act of 1964 and related statutes

In accordance with Title VI of the Civil Rights Act of 1964, all reasonable steps will be taken to ensure that persons with limited English proficiency receive the “language assistance necessary to afford them meaningful access to programs and services”. Upon request, arrangements will be made to provide an appropriate interpreter and translation services free of charge. Based on FDOT guidance dated March 21, 2013, the non-discrimination language shown below will be added to all meeting notices, letters ads, newsletters, boards, and other project-related materials.

FDOT Approved Non-Discrimination Language – March 21, 2013

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation service (free of charge) should contact Robin Stublen, Public Involvement Coordinator, at (863) 519-2828 or (800) 292-3368 at least seven (7) working days in advance of the Hearing.

Assistance for Spanish Speaking Attendees: Persons who require translation services (free of charge) should contact Marlon Bizerra, District Environmental Manager, at (863) 519-2250 or (800) 292-3368

at least seven (7) working days in advance of the hearing. Spanish-speaking personnel will be on hand to assist those in need.

La participación del público se solicita sin tomar en cuenta la raza, color, nacionalidad, edad, sexo, religión, discapacidad o situación familiar. Las personas que requieran acomodaciones especiales bajo la Ley de Americanos con Discapacidades, o las personas que requieren un servicio de traducción (libre de costos) deben comunicarse con Robin Stublen, Coordinador de Participación Pública al (863) 519-2828 o al (800) 292-3368 con un mínimo siete (7) Días hábiles antes de la Audiencia.

Asistencia al Público Asistente de Habla Hispana: Las personas que requieren servicios de traducción (libre de costos) deben comunicarse con Marlon Bizerra, Gerente Ambiental del Distrito, al (863) 519-2250 o al (800) 292-3368 con un mínimo de siete (7) días antes de la audiencia. Personal de habla hispana estará disponible para ayudar al público.

Information regarding the Title VI Program and the Relocation Assistance Program, which complies with Title VIII, will be provided at the Public Hearing. This information will be provided in the presentation, the handout, signage, and through availability of personnel on the Title VI Program and the Relocation Assistance Program.

Americans with Disabilities Act Compliance

Notification of the Department's intent to comply with the ADA will be provided in the public advertisements, by invitational letters to property owners, elected officials, agencies, and interested citizens and by the selection of a public meeting site that meets all ADA requirements.

NEPA Assignment Language

Based on FDOT guidance dated December 20, 2016, the language shown below will be added to all meeting notices, letters, ads, newsletters, boards, and other project-related materials:

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the Federal Highway Administration and FDOT.

VI. Public Hearing

In compliance with the FDOT's *PD&E Manual*, Part 1, Chapter 11, 23 CFR 771, and Section 339.155, FS, a Public Hearing will be held for this project. The Public Hearing will be held to involve the public, elected officials, and agencies in the PD&E Study process, to inform interested parties of the project's preferred alternative(s), and to solicit comments for the official project record.

The Design Public Workshop, will be held concurrently (same time and location) with the Public Hearing. Meeting attendees will have the opportunity to review and comment on project boards showing the preliminary design plans for the recommended alternative; noise and right-of-way

information; and associated reference documents. All comments received at the Public Hearing/Design Public Workshop or within the comment period for the meeting, will be part of the public record.

Public Advertisement

Legal/display advertisements will be placed in the *Sarasota Herald-Tribune* and *Siete Dias*. A quarter-page display advertisement will be published twice, the first time will be 21 to 30 days prior to the Hearing, and the second advertisement will appear seven to 12 days before the Hearing. In addition, the Public Hearing will also be advertised in the Florida Administrative Register at least 7 days prior to the Hearing.

Letters of Invitation

Letters of Invitation will be mailed to all property owners as required by Section 339.155, FS, and to local elected and appointed government officials notifying them of the upcoming Public Hearing.

Hearing Preparation

An audio/visual presentation, display graphics, project handout, and comment form will be developed and made available at the Public Hearing.

Transcript

A court reporter will prepare a verbatim transcript of the Public Hearing to include the formal presentation by the Consultant and oral comments from the public received at the Hearing. The transcript will be compiled to include written comments received at the hearing and written comments received within the established comment period after the hearing. All public hearing documentation (handouts, presentation, graphics, etc.) will be included with the transcript. The transcript will include a script of the recorded presentation, if applicable.

Documents for Public Review

Public notice will be provided by mail and in the Public Hearing advertisement as to the location of the study documents for public review. Public review sites may include a public library, local government offices, and/or the FDOT District 1 Environmental Management Office.

All draft documents to support the PD&E study evaluation will be available for public review at least 21 days prior to the Public Hearing date. Documents that may be made available prior to and during the Public Hearing for public review include:

- Draft Environmental Document
- Draft Preliminary Engineering Report
- Draft Noise Study Report
- Draft Natural Resources Evaluation
- Draft Contamination Screening Evaluation Report
- Draft Cultural Resource Assessment Survey
- Draft Location Hydraulics Report
- Draft Pond Siting Report
- Phase IIR Design Plans

VII. Public Hearing Follow-Up

The following procedures will be undertaken after the Public Hearing:

Identification of Issues

The identification of issues brought up at the Hearing is an integral part of the debriefing meeting process, which shall be attended by staff members who took part in the Hearing and spoke with the public. This meeting shall be held within two (2) weeks after the close of the comment period associated with the Public Hearing.

Responses to Questions and Comments

Responses to all written comments received as a result of the Public Hearing, and questions and comments not answered during the Public Hearing, will be made in writing.

Public Hearing Transcript Package

A Transcript Package will be produced and submitted following the Public Hearing. The Transcript Package will include a verbatim Hearing transcript prepared by an approved court reporter, an errata sheet detailing any transcript discrepancies, a copy of all correspondence received by the FDOT within the established comment period as part of the Public Hearing record (received up to 10 days after the hearing), and affidavits of publication for newspaper ads advertising the Hearing.

VIII. Comments and Coordination Report

A *Comments and Coordination Report* will be produced and submitted at the conclusion of the study, in a bound booklet with a cover, containing, at a minimum, all documentation regarding public participation performed throughout the study period. This report shall include all comments and responses received from the public, as well as records of coordination with local officials and agencies, and public meetings; the verbatim transcript from the Public Hearing; proof of publication of legal ads; Public Hearing certification; newsletters; sign-in sheets; comment forms; public meeting materials; presentations and displays; and all public correspondence. The *Comments and Coordination Report* will be submitted with the final engineering documents. A summary of the public involvement efforts shall be included with the final engineering document.

IX. Public Outreach Activity Schedule

	2016					2017				2018				2019				2020	
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	
Project NTP	◆																		
Traffic Analysis		■																	
Alternatives Analysis			■																
Develop Preliminary Reports		■																	
Alternatives Public Meeting													★						
Phase I Plans Submitted							✓												
Phase II Plans Submitted								✓											
Public Hearing/ Design Workshop													★						
Final PER/Type 2 <i>(PD&E Complete)</i>														✓					
Final ROW Maps														✓					
Phase III Plans Submitted															✓				
Phase IV Plans Submitted																			✓
Project Completed																			◆

- ✓ Report/Plan Submittals
- ★ Public Meetings

X. Plain Language Initiative

All forms of notification to the public will comply with the Governor’s Plain Language Initiative (Executive Order 0701). This includes letters, advertisements, notices, newsletters, and any other communication meant for public use. The Executive Order requires clear language containing only necessary information presented in a logical sequence. It further calls for short sentences written in the active voice that make it clear who is responsible for what. The Consultant will provide all materials using the Plain Language Initiative guidelines.

XI. Evaluation of the Public Involvement Plan

A public involvement evaluation process will be developed to assess the effectiveness of the public involvement efforts utilized throughout the Study. This process will include identification of the public involvement tools, establishment of performance measures, performance evaluations, identification

of improvement strategies and a survey to be filled out by the public to measure the effectiveness and quality of the graphics, presentations and overall public involvement activities.

Documentation of public involvement efforts will occur throughout the duration of the study and consists of maintenance of files, newspaper clippings, letters, and direct contact before, during and after any of the public meetings for the project's development phase. FDOT will receive copies of all pertinent public input received from concerned parties throughout the study's duration. All public input received and public informational meetings held during the duration of the study will be documented in the *Comments and Coordination Report*.

XII. Location and Design Concept Acceptance and Public Notice

In compliance with the FDOT's *PD&E Manual*, Part 1, Chapter 11, a public notice will be prepared and published in the *Sarasota Herald-Tribune* and *Siete Dias*. This notice will inform the public that the project location has been approved by FDOT and of the schedule for the next phase of the project's development.

XIII. Public Information During Construction

The Consultant will work with the Construction Phase Project Manager to maintain the appropriate level of public involvement activities throughout construction activities. During construction, public involvement takes on more of a public information role, informing people about lane closures, median changes, business access impacts, work hours and work zones, detours, and grand openings. The public's ability to influence the overall construction phase is limited, but the Department is responsible for engaging with the public to provide up-to-date information and solicit concerns in order to minimize the disruption to businesses and residents during the construction phase.

Appendix A: Elected and Appointed Officials Mailing List

Appendix A: Elected and Appointed Officials Mailing List

SR 70 Project Development and Environment Study, Lorraine Road to CR 675 (Waterbury Road)

FPID 414506-2-22-01 and 414506-2-32-01

Salutation	First Name	Last Name	Title	Agency	E-Mail
The Honorable	Bill	Nelson	Senator	United States Senate	diana_mcgee@billnelson.senate.gov
The Honorable	Marco	Rubio	Senator	United States Senate	Ash_Mason@rubio.senate.gov
The Honorable	Vern	Buchanan	Congressman	United States Representative - District 16	shane.lieberman@mail.house.gov
The Honorable	Joe	Gruters	Representative	Florida State House of Representatives - District 16	joe.gruters@myfloridahouse.gov
The Honorable	Bill	Galvano	Senator	Florida State Senate - District 21	galvano.bill.web@flsenate.gov
The Honorable	Priscilla	Trace	Commissioner District 1	Manatee County Board of Commissioners	priscilla.trace@mymanatee.org
The Honorable	Charles	Smith	Commissioner District 2	Manatee County Board of Commissioners	charles.smith@mymanatee.org
The Honorable	Stephen	Jonsson	Commissioner District 3	Manatee County Board of Commissioners	steve.jonsson@mymanatee.org
The Honorable	Robin	DiSabatino	Commissioner District 4	Manatee County Board of Commissioners	robin.disabatino@mymanatee.org
The Honorable	Vanessa	Baugh	Chairman/Commissioner District 5	Manatee County Board of Commissioners	vanessa.baugh@mymanatee.org
The Honorable	Carol	Whitmore	Commissioner At Large	Manatee County Board of Commissioners	carol.whitmore@mymanatee.org
The Honorable	Betsy	Benac	Commissioner At Large	Manatee County Board of Commissioners	betsy.benac@mymanatee.org
The Honorable	Charles	Hackney	Property Appraiser	Manatee County	manateepao@mymanatee.org
The Honorable	W. Brad	Steube	Sheriff	Manatee County	brad.steube@manateesherriff.com
The Honorable	Angelina	Colonesso	Clerk of the Circuit Court	Manatee County	angel.colonesso@manateeclerk.com
The Honorable	Ken	Burton, Jr.	Tax Collector	Manatee County	kenb@taxcollector.com
The Honorable	Michael	Bennett	Supervisor of Elections	Manatee County	mike@votemanatee.com
The Honorable	Gina	Messenger		Manatee County School Board District 1	messengerg@manateeschools.net
The Honorable	Charlie	Kennedy	Chair	Manatee County School Board District 2	kennedy2c@manateeschools.net
The Honorable	Dave	Miner		Manatee County School Board District 3	minerd@manateeschools.net
The Honorable	Karen	Carpenter		Manatee County School Board District 4	carpenter2k@manateeschools.net
The Honorable	John	Colon	Vice Chair	Manatee County School Board District 5	colon2j@manateeschools.net

**Appendix B:
Agencies and Other Interested Parties
Mailing List**

Appendix B: Agencies and Other Interested Parties Mailing List

SR 70 Project Development and Environment Study, Lorraine Road to CR 675 (Waterbury Road)

FPID 414506-2-22-01 and 414506-2-32-01

Salutation	First Name	Last Name	Title	Agency	E-Mail
Mr.	Robert	Smith	Director	Manatee County Public Safety	robert.smith@mymanatee.org
Chief	Sherilyn	Burris	Chief	Manatee County - Emergency Management (EOC)	sherilyn.burris@mymanatee.org
Chief	Paul	Diciccio	Acting Chief	Manatee County - Emergency Medical Services (EMS)	paul.diciccio@mymanatee.org
Mr.	Nicholas	Azzara	Information Outreach Manager	Manatee County Administration	nicholas.azzara@mymanatee.org
Ms.	Cheri	Coryea	Director	Manatee County - Neighborhood and Community Services	cheri.coryea@mymanatee.org
Mr.	Ed	Hunzeker	County Administrator	Manatee County Administrator	ed.hunzeker@mymanatee.org
Mr.	Ron	Schulhofer	Department Director	Manatee County Public Works	ron.schulhofer@mymanatee.org
Mr.	Brian	Gorski	Fire Chief	Southern Manatee Fire & Rescue	bgorski@smfr.com
Mr.	David	Hutchinson	Executive Director	Sarasota Manatee Metropolitan Planning Organization (MPO)	dave@mymppo.org
Ms.	Leigh	Holt	Planning Manager	Sarasota Manatee Metropolitan Planning Organization (MPO)	leigh@mymppo.org
Mr.	Sean	Sullivan	Executive Director	Tampa Bay Regional Planning Council	sean@tbrpc.org
Mr.	Ray	Chiaramonte	Executive Director	Tampa Bay Area Regional Transportation Agency	executivedirector@tbarta.com
Mr.	William	Steele	Transit Division Manager	Manatee County Area Transit	william.steele@mymanatee.org
Mr.	Fredrick	Piccolo	Executive Director	Sarasota-Bradenton International Airport	tina.parks@srq-airport.com
Major	John	Baumann	Troop Commander	Florida Highway Patrol - Troop F	JohnBaumann@flhsmv.gov
Captain	Conner	Cardwell	Captain	Florida Highway Patrol - Troop F, Northern Region Commander	connercardwell@flhsmv.gov
Ms.	Mary	O'Brien	State Bicycle Pedestrian Coordinator	Florida Department of Transportation	mary.obrien@dot.state.fl.us
Mr.	Jim	Cruzan	Field Engineer, Manatee County projects	Bright House Networks	james.cruzan@mybighthouse.com
Mr.	John	Moderacki		Florida Power & Light	john_moderacki@fpl.com
Ms.	Kathy	McMahon		Manatee County Transportation and Utilities	kathy.mcmahon@mymanatee.org
Mr.	Danny	Shanahan	Sarasota Operations	TECO - Peoples Gas	djshanahan@tecoenergy.com
Mr.	Michael	Gallan	V.P. Public Policy & Small Business	Manatee Chamber of Commerce	michaelg@manateechamber.com
Dr.	Diana	Green	Superintendent of Schools	Manatee County School Board	greened@manateeschools.net

Appendix C:

Meeting Facility Evaluation Sheets

MEMORANDUM

Date: March 15, 2018
To: Mark Easley, Kisinger Campo & Associates
cc: David C. Turley, Florida Department of Transportation, District One
From: Lara Bouck, Lochner
Re: SR 70 from Lorraine Road to CR 675 – Meeting Facility Evaluations
Project Nos.: 414506-2-22-01 & 414506-2-32-01

Attachments:

- Meeting Facility Evaluation Forms; Preliminary Signage Layouts, Facility Agreements

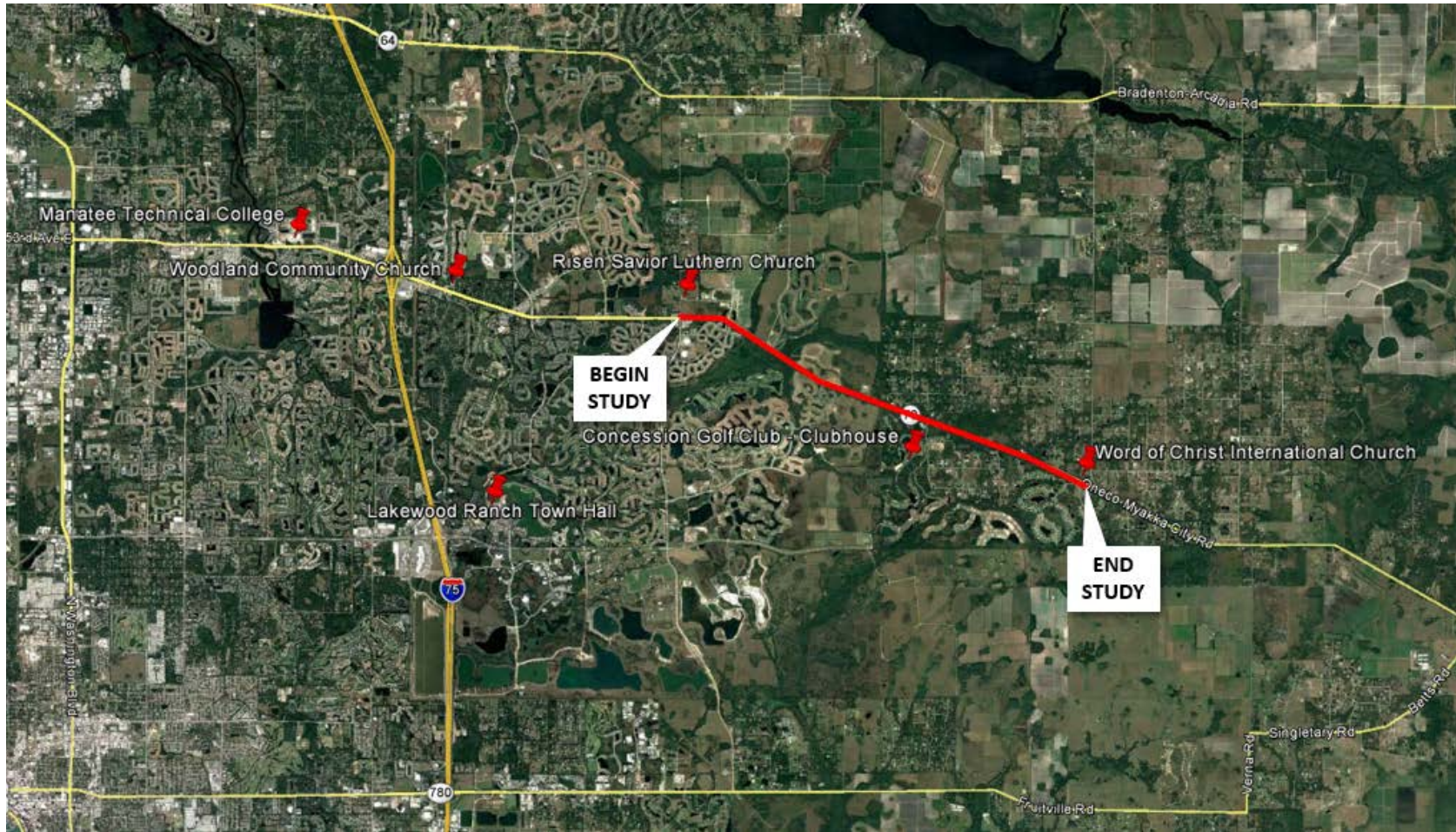
In anticipation of the upcoming alternatives public meeting and public hearing for the SR 70 SWAT project, a number of potential meeting venues were evaluated for their ability to host a public meeting of up to 150 people. **Table 1** lists the venues considered, along with pertinent details as they relate to the venue suitability for an FDOT public meeting. **Figure 1** shows the location of each venue.

Table 1: Potential Meeting Venues

Facility Name	Address	Point of Contact	Notes
Risen Savior Lutheran Church	14605 59th Ave E, Bradenton, FL 34211	Pastor Caleb Free (941) 756-7545 PastorFree@rsavior.com	Viable option. New sanctuary under construction. Anticipated completion in Spring 2018. Existing sanctuary will be empty upon completion. Evaluation form with schematic, agreement, and pictures are attached (in Appendix).
Lakewood Ranch Town Hall	8175 Lakewood Ranch Blvd Lakewood Ranch, FL 34202	Lynn Kuiken, (941) 907-0202 Lynn.kuiken@lwrtownhall.com http://www.lakewoodranchgov.org/contactsHome.php	Viable option. Evaluation form with schematic, agreement, and pictures are attached (in Appendix).
Concession Golf Club – Clubhouse	7700 Lindrick Lane Bradenton, FL 34202	P: (941) 322-1922 F: (941) 322-6223 info@concessiongolfclub.com	May be a viable option if the two previous options are not available. Gate accessed community, which could pose an issue for a public meeting, but is doable. A site visit would need to be completed inside the gates.
Manatee Technical College	6305 E State Rd 70 Bradenton, FL 34202	Nancy Lawrence (941) 751-7900, X1009	There is a high school across the street and on the same grounds. May pose an issue due to the Jessica Lunsford Act.
Woodland Community Church	9607 E State Rd 70 Bradenton, FL 34202	Pastor DeWayne McFarlin (941) 753-8588 dewayne@gowoodland.com	Not a viable option due to the Jessica Lunsford Act. There is a school on the premises.
Word of Christ International Church	7704 CR 675 Bradenton, FL 34211	(941) 746-7214	Not a viable option due to there not being an event space large enough to accommodate a public meeting.

LOCHNER

Figure 1: Potential Meeting Venue Locations



APPENDIX

Meeting Facility Evaluation Forms

Preliminary Signage Layouts

Facility Agreements

LOCHNER


Risen Savior Lutheran Church

PUBLIC MEETING FACILITY EVALUATION CRITERIA

Project name:	SR 70	Project Number:	414506 2
Facility Name:	Risen Savior Lutheran Church	Contact:	Caleb Free
Facility Address:	14605 59 th Ave. E	Contact Number:	(941) 756-7545
	Bradenton, FL 34211	Email:	pastorfree@rsavior.com
Meeting Date:	TBD	Date of Visit	January 15, 2018

Facility Information	Notes/Information	<input checked="" type="checkbox"/>
Near Bus Line	None	
Room Capacity	150 people	
ADA Accessible	Very Accessible	
Video Equipment Screen Projector	Contains screen in front of the pulpit (see attached room layout)	
Room Layout Wall Space Availability Door, Window Location Room for Display Boards Presentation Area	Limited wall space; room for tables; ample room for display boards; presentation area in same space (see attached room layout)	
Number of Chairs Available	Approximately 50 to 60 chairs	
Number of Tables Available	Approximately 12 tables	
Janitor Service/Self Service	Table and chairs are provided; responsible for set up, breakdown, and cleanup; optional janitorial service	
Fee: Facility Rental Janitorial Other	Rental fee of \$300; Janitorial fee of approximately \$50 (optional)	
Available Parking	Ample grass parking; 2 handicap spots	
Access to Meeting Room from Parking Lot	Direct and easy access	
Access to Main Roadway	59 th Ave. E to Lorraine Rd. to SR 70 (~ ¼-mile to SR 70)	
Number of Directional Signs Needed	13 signs (9 outside directional signs and 4 additional signs for on the grounds). See attached preliminary signage plan.	
Restroom Facilities Water Fountain ADA Accessibility	Yes – direct access within meeting area; restroom contains hand bar and ADA stall	
Food/Beverages	Allowed	
Electrical Outlets	Ample (see attached room layout)	
Special Instructions Multimedia Terms of Use	Screen and projector available; Pastor Free can provide instructions for use	
Insurance Needed	Liability insurance required	
Facility Agreement	Signed rental agreement and Hold Harmless Agreement form required (attached)	

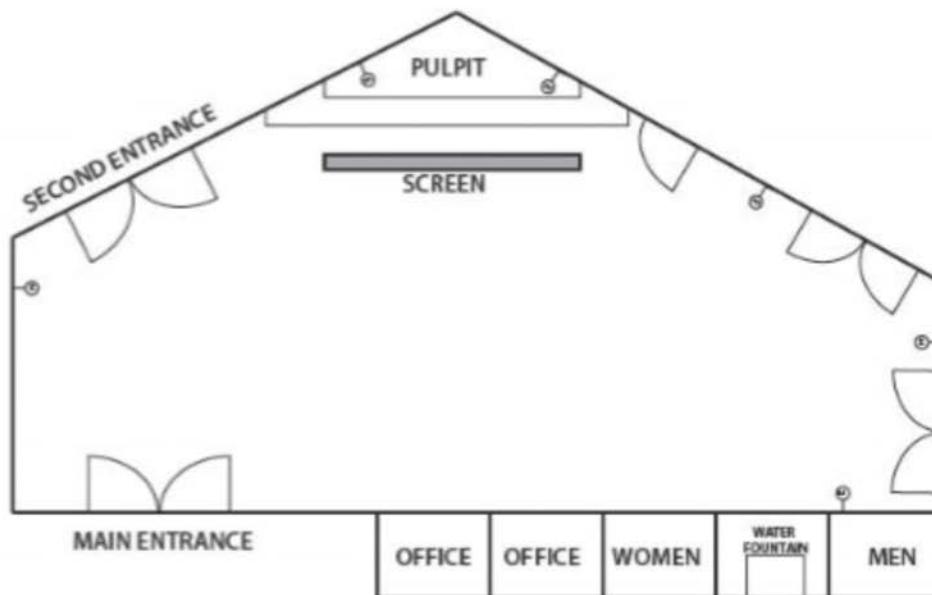
PUBLIC MEETING FACILITY EVALUATION CRITERIA

Facility Information	Notes/Information	
Facility Schedule	Primarily vacant upon completion of construction (expected completion in March 2018)	
Overall Site Security Security Guard on site Lighting	No onsite security	

PUBLIC MEETING FACILITY EVALUATION CRITERIA



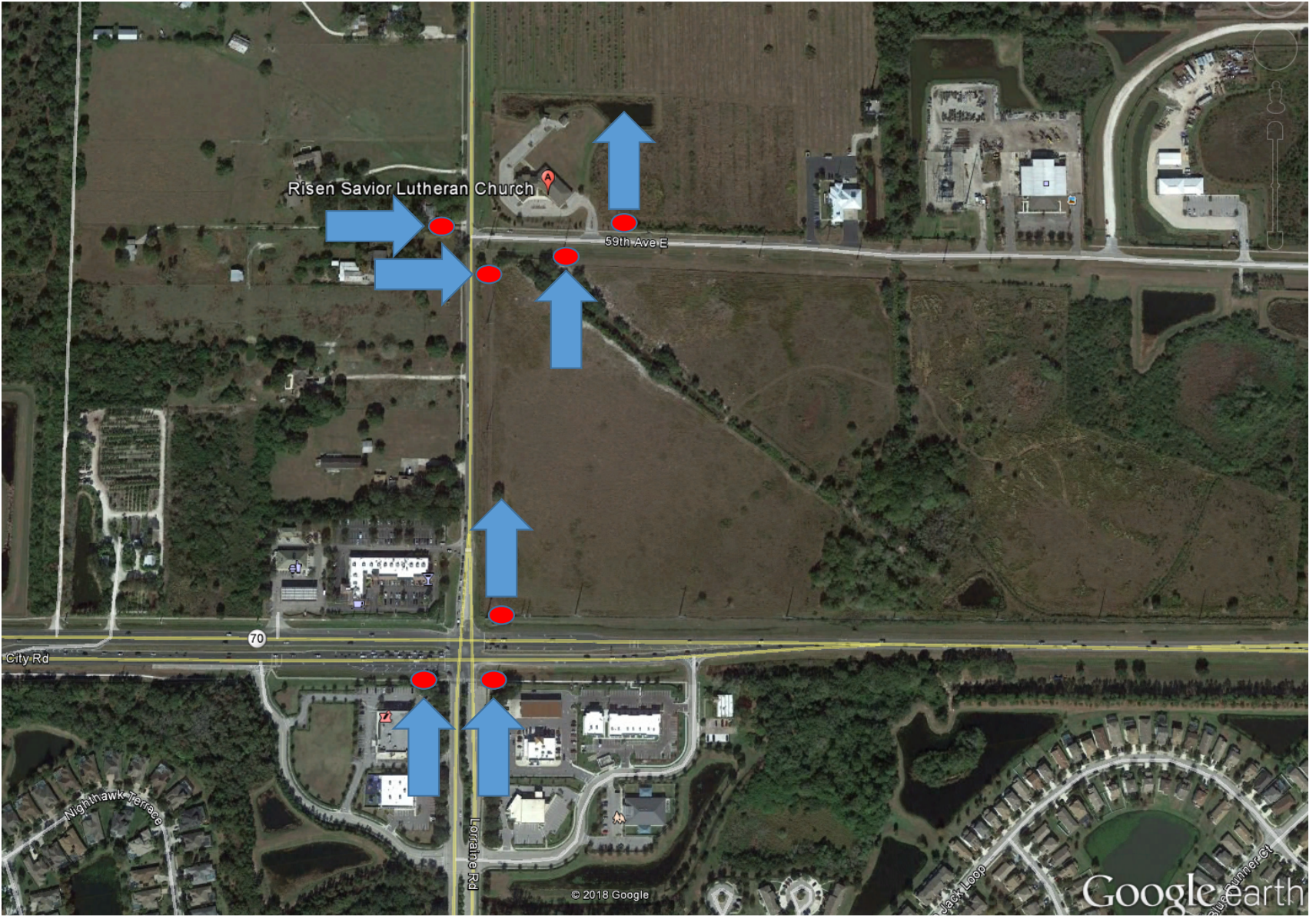
ROOM LAYOUT

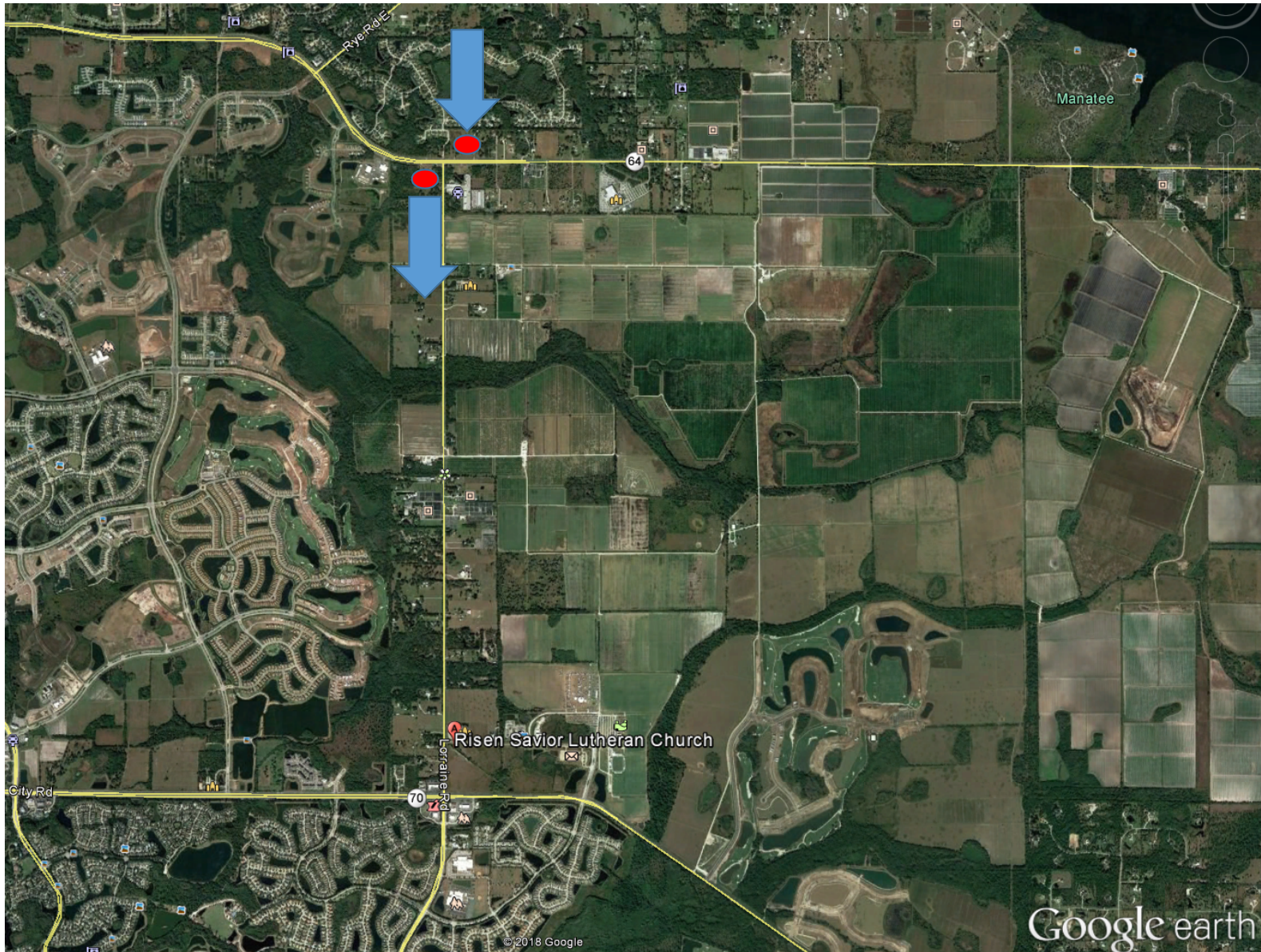


NTS

Risen Savior Lutheran Church

Preliminary Signage Layout





Usage Agreement For Risen Savior Lutheran Church facility

Purpose:

- The fellowship hall and facilities exist for the use and enjoyment of the congregation members and the various organizations and groups thereof.
- The reason for establishing a fee schedule is not to raise sums of money for profit, but to cover the costs of usage including additional utilities and wear on the facility.

Who May Use the Facilities?

- All members of the congregation may use the fellowship hall and facilities.
- Outside non-profit organizations may use the fellowship hall and facilities with prior approval from the church council.
- Non-member individuals may use the fellowship hall and facilities with prior approval from the church council.

Usage Rules:

1. All use of the fellowship hall and facilities must be scheduled through the council.
2. Member scheduled church events including baptisms, and funerals, require no fees.
3. Member scheduled business use must adhere to the following:
 - a. The scheduling member must be present during use.
 - b. The business use must be non-profit.
 - c. Fees apply. (Refer to fee schedule)
4. Fund raising activities must have prior approval from the Church Council.
5. Proper use of tables and chairs in the fellowship hall is permitted.
6. Tables and chairs must be returned to their original locations.
7. Clean up of the fellowship hall and facilities, appliances, tables, floors, bathrooms etc., will be completed and then inspected by a church representative before release of any security deposits.
 - a. Clean up is the responsibility of the member who scheduled usage. Clean up must be completed after usage, unless pre-approved alternate time was agreed upon.
 - b. If clean up is not completed by the usage member the member will be responsible for fees incurred from contracted cleaning service.
8. All waste materials will be properly disposed of and taken to the on-site refuse station by usage member.
9. Displays and banners are not allowed on the walls or doors.
10. Nothing is to be taped to the walls or floors.
11. Possession and/or use of illegal drugs or paraphernalia, or alcoholic beverages are not allowed anywhere on the property.
12. Use of tobacco products of any type are not allowed within the building, but are permitted outside the building as long as the following rules are strictly followed:
 - a. Tobacco use may only take place at tobacco refuse locations no smoking at entry areas regardless of weather.
 - b. Tobacco products must be disposed of properly in refuse containers.
13. Approved non-member groups will be required to provide evidence of proper liability insurance when their usage request is submitted.
14. Any member/group with approved usage will be required to do a walk through before and after usage to note any damages. All damages are to be noted on the hold harmless agreement.

Fee Schedule:

- Member
 - Fees will be by donation for non-church related events.
 - If damage is incurred, the Outside group or requesting member will be responsible for all additional costs in making required repairs.
- Outside Groups
 - Fees refer to fee schedule.

Scheduling:

- An individual or group wishing to use the fellowship hall and facilities shall contact the Property Manager by phone or intent, and will submit the following:
 - A Hold Harmless Agreement form.
 - Proof of Liability Insurance (outside groups) or determined by Church Council.
 - Outside group submit check for required fee, Refer to fee schedule.
 - Member by donation.

Use Of Risen Savior Sanctuary, Fellowship Hall & Grounds

PURPOSE

- A. The fellowship hall and facilities exist for the use and enjoyment of the congregation members and the various organizations and groups thereof.
- B. These facilities are also available for the private use of our members, as they may want to use the facilities, as allowed and permitted by these rules.
- C. The reason for establishing a fee schedule is not to raise sums of money for profit, but rather to pay for electricity, water and sewer costs, as well as a replacement fund for equipment and furnishings.

WHO MAY USE THE FACILITIES

- A. Any group or organization of the congregation may use these facilities without charge or deposit, but must comply with these rules.
- B. Any individual member of the congregation may schedule the use of these facilities in conjunction with a baptism, birthday, anniversary, wedding or funeral, with no payment required.
- C. Any individual member may schedule the business use of these facilities, as long as the member is a member of the group and will be present at the time of the function. All business must be a not for profit. Rules and payment are as described below.
- D. Non-member individuals may not use these facilities.
- E. Outside groups or organizations (such as home-owner associations or not-for-profit support groups, etc.) may schedule the not-for-profit business use of these facilities. All such activity's will need prior Church Council approval. Rules and payment are as scheduled below.
- F. Any fund raising activities by church members for church outreach or to support organizations of the community that are not for profit will be allowed, providing funds go to the church's outreach fund for future outreach or to the not for profit group which was selected for help. All events must have prior approval by Church Council.

RULES FOR USAGE OF THESE FACILITIES

- A. Proper use of tables and chairs in the fellowship hall is permitted.
- B. Clean up of the facilities, appliances, table's floors, bathrooms etc., will be completed and then inspected by a church representative before release of any security deposits.
- C. All waste materials will be properly separated, put in appropriate containers, and taken to the on-site refuse station.
- E. Tables and chairs must be returned to their original locations, either set up in the fellowship hall or stored in closets.
- F. Vacuum of the fellowship hall floor and mop if needed is the responsibility of member requesting usage.
- G. No displays or banners will be placed on the walls or doors.
- H. Nothing will be taped to the carpet or walls.
- I. Possession and/or use of illegal drugs or paraphernalia, or alcoholic beverages are not allowed anywhere on the property.
- J. Use of tobacco products of any type are not allowed within the building, but are permitted outside the building, at least 50 Feet from any entrance door regardless of weather. It is the responsibility of the person requesting usage to assure tobacco products are used and disposed of properly
- K. Anyone providing catering services will be required to provide evidence of proper liability insurance 1 week prior to event.

FEE SCHEDULE

- A. There is no charge for any church-related function hosted by a church member, group, or organization of the congregation.
- B. A \$100.00 security deposit for not for profit business use by a church member, with the return of \$75.00 after inspection approval of the facilities. The resulting \$25.00 charge is for electricity usage and wear-and-tear. If damage occurs, the cost of repairs would be deducted from the \$75.00 deposit.
- C. A \$50.00 security deposit for non-business use by a church member, with \$25.00 returned. Same rules as for item "B" above.
- D. Outside groups or organizations using the fellowship hall (light snacks and beverages brought in and served are permitted), will be charged a fee TBD by the Church Council determined by the amount of time to be used.

SCHEDULING THE USE OF THE FACILITIES

An individual or group wishing to use these facilities shall contact the Property Coordinator or Pastor and submit deposit check in order to obtain approval.

Risen Savior Lutheran Church

14605-59th Avenue East
Lakewood Ranch, FL 34211
www.rsavior.com

Hold Harmless Agreement

As a condition of my organization, _____ (hereinafter
“Organization”), utilizing the fellowship and worship facility at Risen Savior Lutheran Church of
Lakewood Ranch, Inc. (Risen Savior), I, _____, individually
and as an authorized representative of Organization, agree, that I individually and Organization do,
protect, defend, reimburse, indemnify and hold harmless, at all times, Risen Savior, its agents, employees
and elected officers and each of them, from and against any and all claims, liability, expenses, losses,
costs, fines, and damages (including attorney fees) and causes of action of every kind and character by
reason of any damage to property or the environments or bodily injury (including death) incurred or
sustained by myself or any members or participants in my organization or any party hereto or any third or
other party whomsoever, or any governmental agency, arising out of or incident to or in connection with
my use of the fellowship and worship facility, the condition of the building and approaches thereto, and
my or members/participants acts, omissions or operations hereunder; provided, however, I shall not be
responsible to Risen Savior for damages resulting out of bodily injury or property damage which I can
establish as being attributable to the sole negligence of Risen Savior, its respective agents, servants,
employees or officers, I further agree to hold harmless and indemnify Risen Savior for any fines,
citations or court judgments, insurance claims, restoration costs or other liability resulting from or in any
way arising out of or due to my organization’s use or occupancy of Risen Savior’s property.

Signed

Printed Name

Printed Name of Organization

Date

Lakewood Ranch Town Hall

PUBLIC MEETING FACILITY EVALUATION CRITERIA

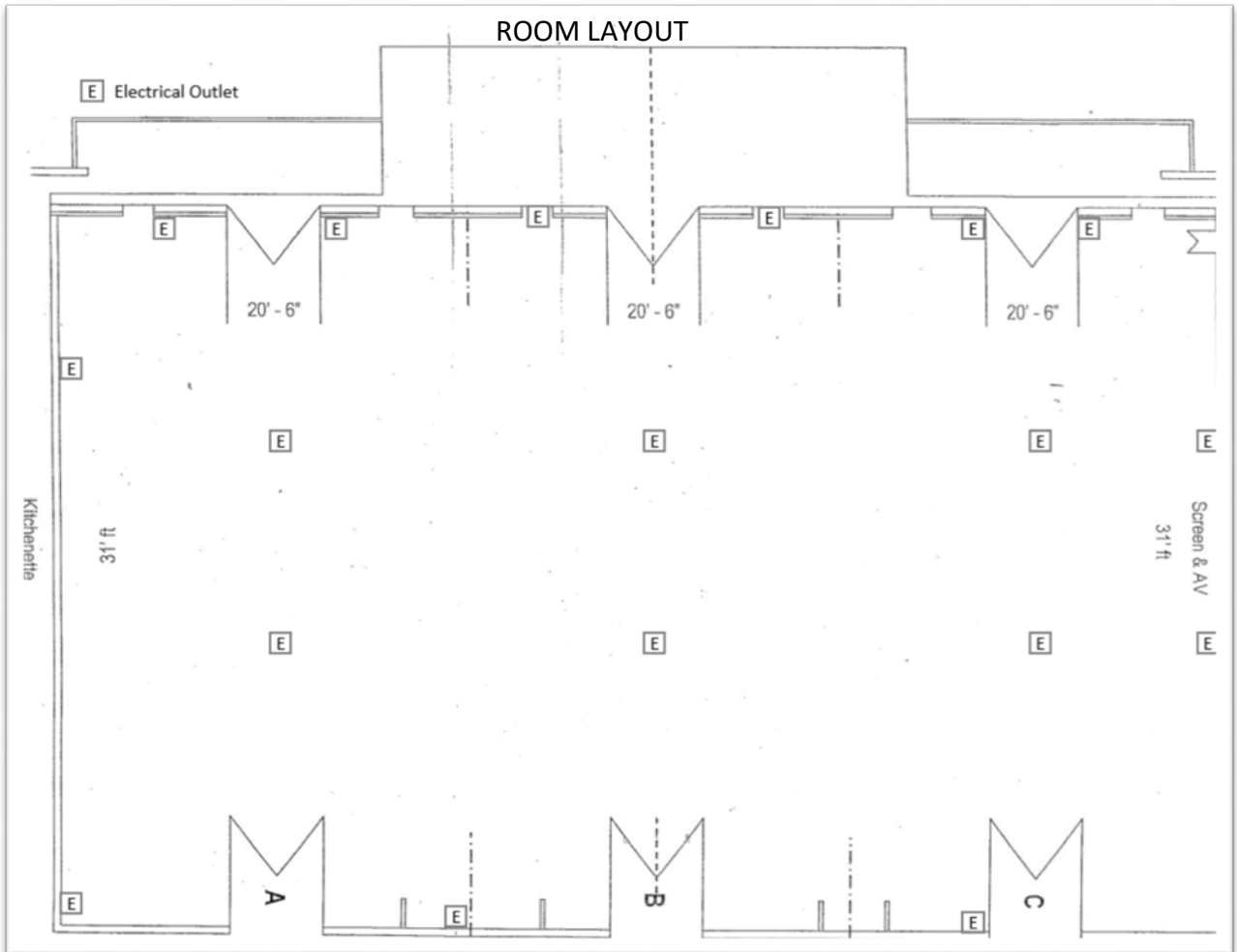
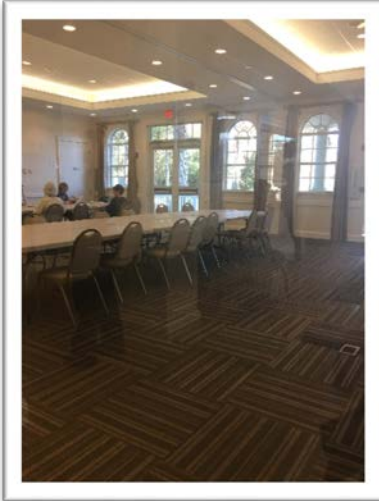
Project name:	<u>SR 70</u>	Project Number:	<u>414506 2</u>
Facility Name:	<u>Lakewood Ranch Town Hall</u>	Contact:	<u>Lynn Kuiken</u>
Facility Address:	<u>8175 Lakewood Ranch Blvd</u>	Contact Number:	<u>941.907.0202</u>
	<u>Lakewood Ranch, FL 34202</u>	Email:	<u>Lynn.kuiken@lwrtownhall.com</u>
Meeting Date:	<u>TBD</u>	Date of Visit	<u>January 15, 2018</u>

Facility Information	Notes/Information	<input checked="" type="checkbox"/>
Near Bus Line	SCAT stop ~ 0.3 miles away, Route 30	
Room Capacity	200 (3 salons); 130 (2 salons)	
ADA Accessible	YES	
Video Equipment Screen Projector	Screen is provided; laser pointers, microphones, podiums, and easels are available for a fee	
Room Layout Wall Space Availability Door, Window Location Room for Display Boards Presentation Area	Limited wall space; whole wall of windows and doors; ample room for display boards and tables; extra room for any presentations (see attached room layout)	
Number of Chairs Available	200 chairs and 30 folding chairs	
Number of Tables Available	13 round tables (60") and 20 rectangular tables (30"x72")	
Janitor Service/Self Service Fee:	Refundable deposit of \$600 for cleaning/damage	
Facility Rental Janitorial Other	\$470 Room fee (assumes half-day; non-profit rate) On-call staff fee past 6:00pm: \$35 per hour Setup and breakdown fee: \$105 Non-notification cancellation fee: \$50 Sales tax: 5.8%	
Available Parking	Ample Parking: ~100 regular + 4 handicap, plus access to neighboring shopping center parking lot	
Access to Meeting Room from Parking Lot	Easy Access	
Access to Main Roadway	Lakewood Ranch Blvd. to University Pkwy (~0.5 miles) Lakewood Ranch Blvd. to SR 70 (~3 miles)	
Number of Directional Signs Needed	13 signs (9 outside directional signs and 4 additional signs for on the grounds)	
Restroom Facilities Water Fountain ADA Accessibility	Easily accessible from meeting area; restroom contains ADA stall	
Food/Beverages	Allowed	
Electrical Outlets	Ample (see attached room layout)	
Special Instructions Multimedia Terms of Use	\$100 fee for use of LCD projector system with DVD player and VCR; Instructions are provided based on equipment brought to connect to system	

PUBLIC MEETING FACILITY EVALUATION CRITERIA

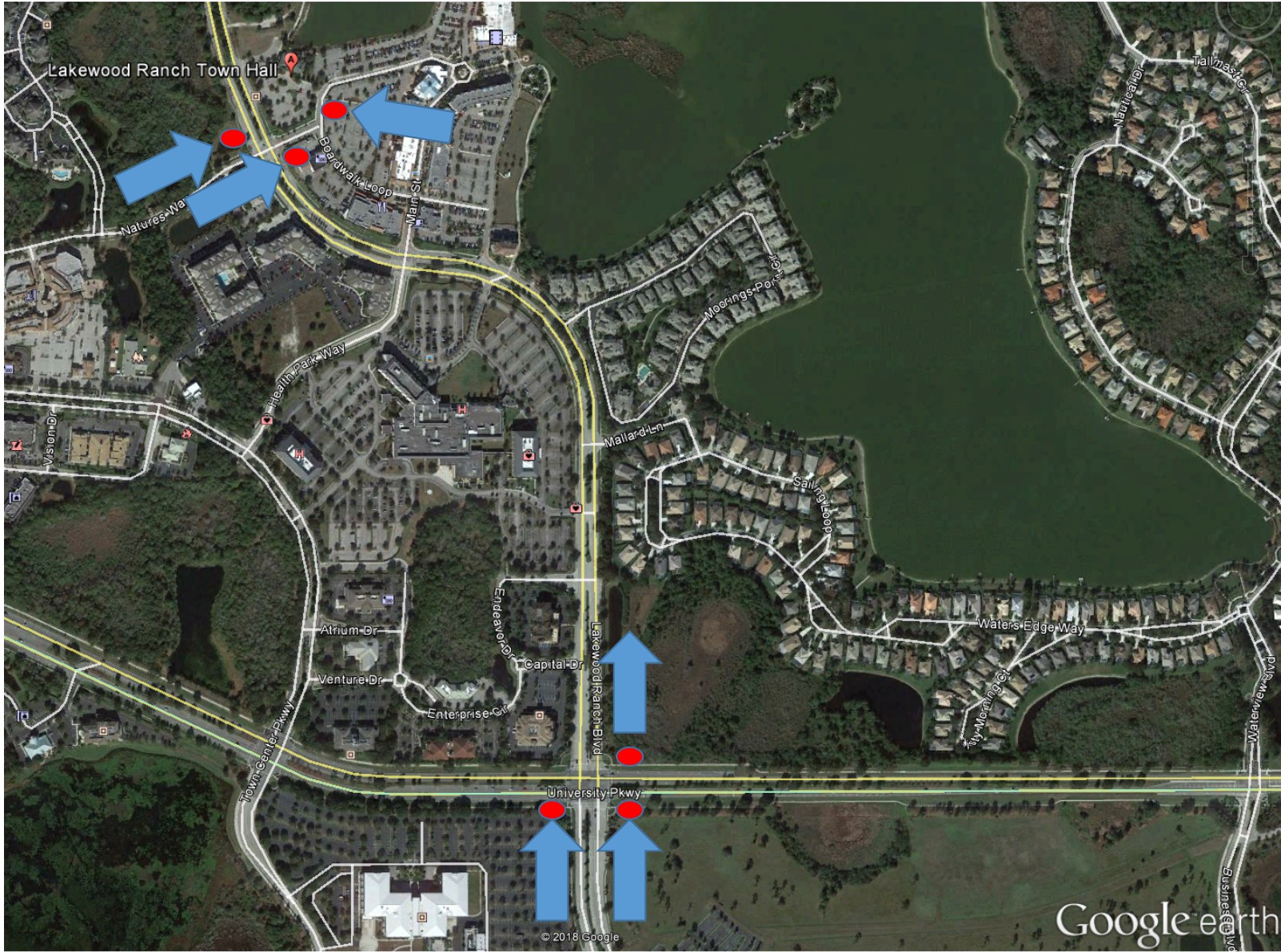
Facility Information	Notes/Information	<input checked="" type="checkbox"/>
Insurance Needed	NA	
Facility Agreement	Town Hall Reservation, Rules, and Usage Policy is available online	
Facility Schedule	Reservation hours from 7:00 a.m. to 11:00 p.m. Weekday reservations cannot be made beyond current calendar year. Weekend reservations can be made 12 months in advance.	
Overall Site Security Security Guard on site Lighting	On site security guard (unarmed) for meetings held after 6:00 p.m.; Lighting is provided in parking lot	

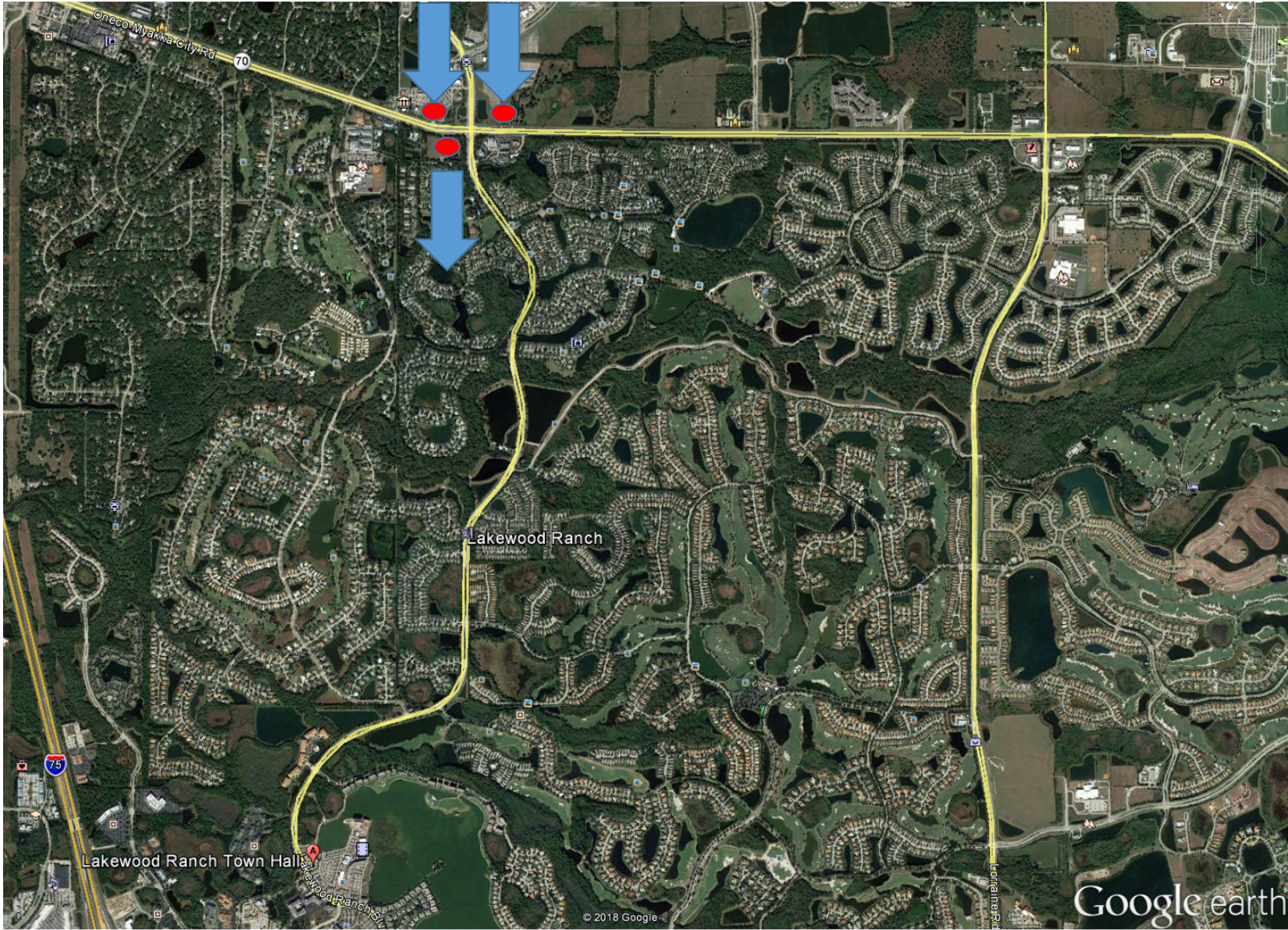
PUBLIC MEETING FACILITY EVALUATION CRITERIA



Lakewood Ranch Town Hall

Preliminary Signage Layout







Lakewood Ranch Town Hall Reservation Form
Reservation Hours
7:00 AM – 11:00 PM

Please check if you are reserving for:

- Governance Meeting
- Clubs/Groups
- Private/Business Event

Date of Function: _____ Start Time: _____ End Time: _____

Type of Function: _____

Day of the Week: _____ Number Attending: _____

Name: _____ Address: _____

Telephone: (_____) _____ Fax Number: (_____) _____

Room(s) to be Reserved: Salon A Salon B Salon C Board Room

Set-up Required: _____ (\$35 per salon)
Yes No

If yes, please check box.

- Meeting with Head Table
- Banquet with Head Table
- Card Tables
- Seminar with tables and chairs
- Meeting with NO Head Table
- Banquet with NO Head Table
- Audio Visual Equipment \$ _____

Cleaning/Damage Deposit: \$ _____

**Deposit un-refundable at the discretion of the Facility Superintendent upon inspection of the room.*

Date Received: _____

Set-up Charge: (\$35 per salon) \$ _____

Alcoholic Beverages at the event _____
*Yes No

Room Rental Fee: \$ _____

Prorated Additional Hours: \$ _____

Proof of Insurance: _____
Date

Subtotal: \$ _____

7% Sales Tax: \$ _____

Total Amount Due: \$ _____

**If yes, event liability insurance is needed. If an event is catered, the caterer can provide us with proof of liability insurance. If not, we can provide insurance through our insurance agent. The cost is a minimum of \$400.00. Please request the necessary paperwork to obtain this coverage.*

Received: \$ _____	Received: \$ _____
Date: _____	Date: _____
Staff Initials: _____	Staff Initials: _____
Balance: \$ _____	Balance: \$ _____

50% Deposit based on the Amount Due at the time of reservation.
PAYMENT IN FULL DUE 30 DAYS PRIOR TO EVENT.
100% refundable up to 30 days before event. 50% refundable within 30 days of event.

MAKE CHECKS PAYABLE TO LAKEWOOD RANCH IDA (INTER-DISTRICT AUTHORITY)

I have authority to sign on behalf of the foregoing person or group and have read and understand Lakewood Ranch Town Hall Usage Policy and the Club Handbook, if applicable. By signing the foregoing, the person or group agrees to abide by all its terms.

Print Name Signature of Person Responsible for Room Date

TOWN HALL RESERVATION, RULES & USAGE POLICY

Salons, Board Room & Kitchen

Governance Meetings

- No Usage Fee or Cleaning/Damage Deposit required.

Lakewood Ranch Resident Clubs and Organizations

- Lakewood Ranch Resident Clubs and Organizations must meet **all** of the following criteria:
 1. At least 70% of the members of the group or organization must consist of residents of Lakewood Ranch I (Districts 1, 2, 4, 5 & 6).
 2. The group or organization must be strictly not-for-profit.
 3. The group or organization must have a chairperson who is a Lakewood Ranch I resident.
 4. Membership in the group or organization must be open to all residents of Lakewood Ranch I.
 5. Groups that meet on a regular basis throughout the year, can book their reservations for an entire year.

Lakewood Ranch Resident Clubs and Organizations may schedule one meeting per week, in one or more Salons or the Board Room. *Any additional meetings are subject to availability at the sole discretion of the IDA Executive Director or his or her appointee.*

- Groups that meet regularly and do not use kitchen or serve food
 - ❖ No Usage Fee or Cleaning/Damage Deposit required
- Groups that meet regularly with food and/or use of kitchen
 - ❖ No Usage Fee required
 - ❖ A one-time \$100.00 cleaning/damage deposit required and retained as long as group uses the Town Hall facility
- Lakewood Ranch neighborhood socials
 - ❖ No Usage Fee required
 - ❖ \$100.00 cleaning/damage deposit required and refundable after social event, if not used.

Lakewood Ranch Resident Private Functions

- See Town Hall Salon & Board Room Fees
- Cleaning/damage refundable deposit required:
 - ❖ \$200 for Board Room or 1 Salon
 - ❖ \$400 for 2 Salons
 - ❖ \$600 for 3 Salons

Commercial for Profit and Non-Lakewood Ranch Sponsored Functions

- See Town Hall Salon & Board Room Fees
- Cleaning/damage refundable deposit required:
 - ❖ \$200 for board room or 1 salon
 - ❖ \$400 for 2 salons
 - ❖ \$600 for 3 salons
- The IDA may retain any portion of the deposit necessary to clean or repair facilities after use by any group and may invoice for any expense in excess of the deposit. Such invoice shall be paid within thirty (30) days of receipt. Failure to pay will result in suspension of facility use until paid. Town Hall will be closed the Friday after Thanksgiving and on all other IDA designated holidays.

Cancellation Fees

In the event of a meeting cancellation, please notify Town Hall at (941) 907-0202. Please provide cancellation notice a minimum of 72 hours prior to the meeting; a one week notice would be preferred. The cancellation fee is based on the cost of providing room set-up and after-hours security.

- A warning will be issued for the first failure to notify Town Hall of a cancellation within 72 hours.
- Failure to notify Town Hall of two (2) cancellations will result in a **non-notification fee** of \$50.00, to be paid prior to future use of meeting space.
- Failure to notify Town Hall of three (3) cancellations will result in a **non-notification fee** of \$50.00, to be paid prior to future use of meeting space, and loss of privileges for three (3) consecutive months.

TOWN HALL RESERVATION, RULES & USAGE POLICY

Salons, Board Room & Kitchen

Additional Fees

1. A \$35.00 per hour On Call Fee will be charged if staff is required to go to Town Hall outside of normal operating hours to address an issue created by the user of the facility.
2. Set Up and Breakdown Fee (tables and chairs set up and taken down by staff) \$35.00 per Salon, applicable only to non-club events.
3. See Equipment List & Fee Structure for a list of additional fees, including Audio-Visual Set Up and Breakdown Fee.

Reservation Notes

- Reservation Hours are 7:00 AM – 11:00 PM
- Reservations for weekdays may not be made beyond the current calendar year.
- Reservations for weekends may be made up to twelve (12) months in advance.
- Groups that meet on a regular basis can book for the entire year.

All groups are responsible for any damage to the facilities or to the equipment during use of the facilities and assume the following responsibilities:

- The facility should be left in the same condition as when first used.
- All participants are limited to areas of the facility that they have reserved. **Tables or obstacles must not be placed in the hallways or lobby area per current Fire Codes.**
- Please ***be sure to clean the salons, board room and kitchen*** when you are finished. All tables and chairs need to be placed in their original location. Tabletops are to be wiped down.
- **Kitchen use:** The kitchen was designed to be a **WARMING KITCHEN ONLY**. The electrical source is not adequate to allow cooking. The use of cookers is strictly prohibited in this facility.
- The kitchen should be left tidy and all trash removed. Trash bags are located under the sink and a trash bin is located outside the kitchen door on the side of the building. A dumpster is located in the parking lot.
- All garbage must be disposed of in trash bags. No garbage is to be thrown in receptacles without being in a bag. Vacuuming and/or mopping of the kitchen floor is required. The vacuum and other supplies can be found in the Library closet for your use.
- The coffee maker, microwave, refrigerator, coffee urns, caddies and water pitchers ***may be used***, but must be cleaned and/or wiped down before you leave. Countertops must be wiped down.
- **All doors to the outside must be kept closed.**
- All room lights and AV equipment should be turned **off**. The lobby lights should be left on.
- **Alcohol is only permitted** for events where a special liability insurance policy is in effect for the event and on file at Town Hall. Otherwise **alcohol is strictly prohibited** on the premises. A copy of liability insurance, naming CDD2 as "Additional Insured" in the amount of no less than \$1 million, must be provided to Town Hall at least fourteen (14) days prior to the event.
- All reservations must have a primary contact. Please do not arrive more than five (5) minutes before the start of your scheduled time slot. Reservation hours are 7:00 am to 11:00 pm.
- **SMOKING IS PROHIBITED INSIDE TOWN HALL AND OUTSIDE THE FRONT AND SIDE ENTRANCES TO TOWN HALL.**
- IDA reserves the right to substitute reserved salons as necessary.

Lakewood Ranch Town Hall should be a safe and clean facility for the community to use. Any group conducting illegal activity in the facilities, or which is determined by the IDA staff or security service, to be unreasonably loud or disruptive, will be required to immediately exit the facilities. Repeated failure to abide by the rules may result in being suspended or permanently prohibited from using the facilities in the future.

Thank you for helping us to care for your Town Hall facilities.

I have authority to sign on behalf of the foregoing person or group and I have read and understand the Town Hall Reservation, Rules & Usage Policy. By signing the foregoing, the person or group agrees to abide by all its terms.

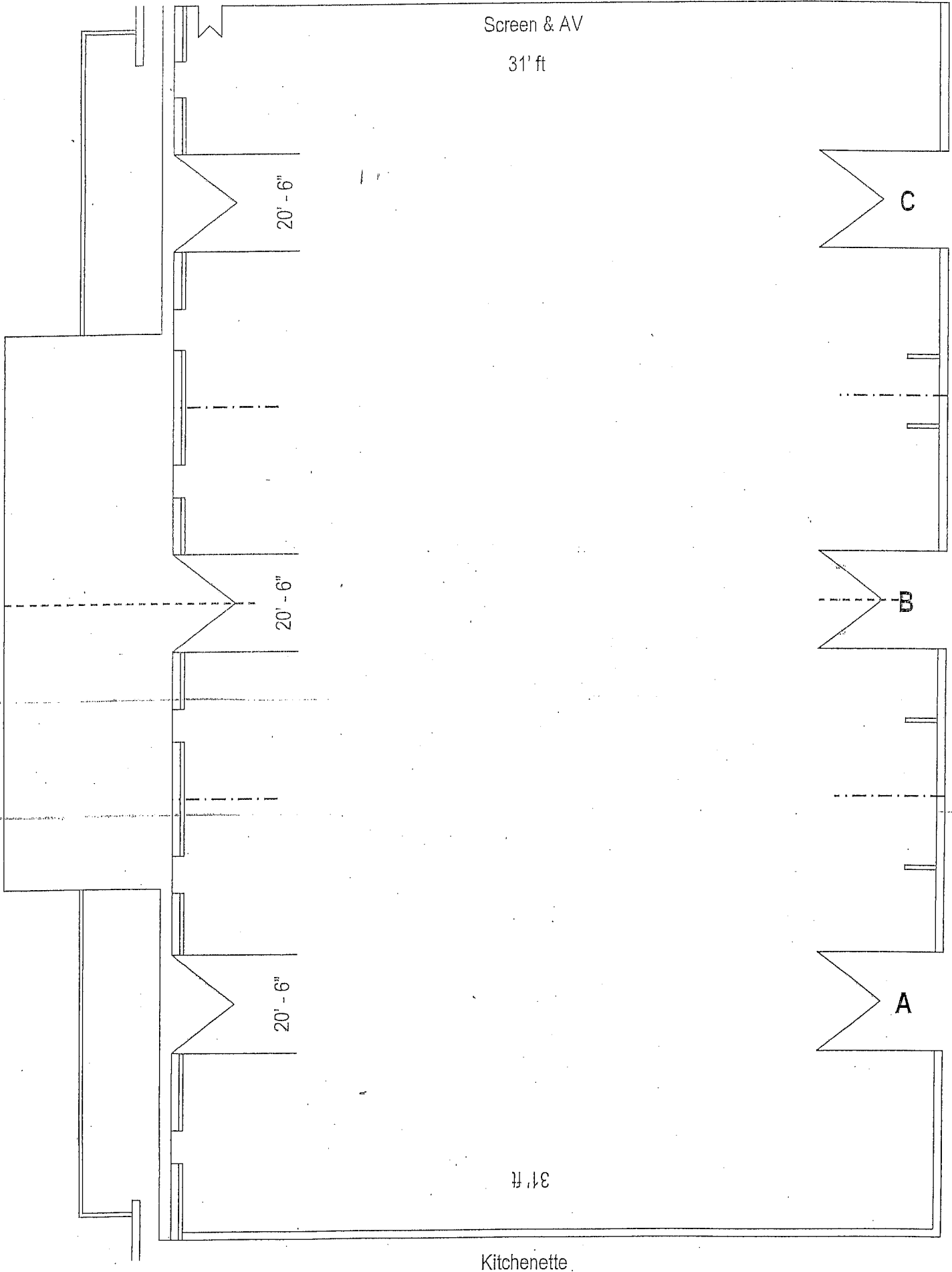
Signature of Person Responsible for the Room

Date

Salon Floor Plan

I hereby acknowledge that I have had an opportunity to perform a walk through inspection of the salon, including the carpet conditions. By my signature, I am stating that the conditions are acceptable and any pre-existing conditions, if any, have been noted. I am also aware that a final inspection of the salon and carpet will be held at the conclusion of my scheduled event.

Signature: _____



Date of Event: _____

Today's Date: _____

Name: _____



Lakewood Ranch
The Nature of Florida Living

Town Hall
Special Event Walkthrough Check List

Name: _____

Event: _____

Date of Event: _____

<i>Ck'd</i>	<i>Special Event Walkthrough Check List</i>	<i>Facility Superintendent Follow Up Checklist</i>
	<i>Facility Lights</i>	
	<i>Automatic Front Door</i>	
	<i>Carpet Inspection</i>	
	<i>Trash Disposal</i>	
	<i>Unloading Procedures</i>	
	<i>Explain Warming Kitchen</i>	
	<i>Coffee Makers & Water Pitchers Available</i>	
	<i>Restrooms</i>	
	<i>Vacuum Location</i>	
	<i>Alcohol Rules</i>	
	<i>Clean Up</i>	
	<i>Rules & Regulations</i>	
	<i>Event Layout</i>	
	<i>Podium & Microphones</i>	
	<i>Fire Extinguishers</i>	
	<i>Patio Doors</i>	
	<i>Other AV Needs:</i>	

Signature

Facility Superintendent Signature

Date

Date



Lakewood Ranch
The Nature of Florida Living

Town Hall
Equipment List & Fee Structure

<i>Quantity</i>	<i>Type of Equipment</i>	<i>Fee</i>
1	Salon "C" Only LCD Projection System with DVD Players & VCR	\$100.00
1	Laser Pointer	\$10.00
6	Standard Microphones	\$40.00 each
1	Wireless Microphone	\$40.00
1	Lapel Microphone	\$40.00
2	Podiums	\$15.00 each
4	Easels	\$15.00 each
13	Round Tables (60") Seats 8 comfortably 30" to floor	N/A
20	Rectangular Tables (30" wide x 72" long) Seats 3 on each side 28" to floor	N/A
12	Card Tables	N/A
200	Chairs	N/A
30	Folding Chairs	N/A
1	Punch Bowl & 12 Cups	N/A

❖ *HIGH SPEED INTERNET ACCESS (RGB CABLE/USB CONNECTION)*

Screen Size: 92" wide x 71" high

Town Hall Fee Structure

Half Day = 4 Hours Maximum, Full Day = 8 Hours Maximum

Extra hours will be prorated by hour

Deposit Information

Board Room or 1 Salon - \$200, 2 Salons - \$400, 3 Salons - \$600

Miscellaneous Fees

Set up and Breakdown Fee \$35.00 per salon

\$35.00 per hour On Call Fee

\$50.00 Non-Notification (Cancellation) Fee

Board Room

		Resident Private Social Events		Non-Profit and Lakewood Ranch Businesses		Non-Lakewood Ranch Residents or Businesses	
		Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
Board Room	Seating Capacity = 10	\$195	\$130	\$235	\$160	\$350	\$225

Lecture Configuration

Chairs Only

		Resident Private Social Events		Non-Profit and Lakewood Ranch Businesses		Non-Lakewood Ranch Residents or Businesses	
		Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
1 Salon	Maximum Capacity = 50	\$255	\$170	\$305	\$205	\$455	\$290
2 Salons	Maximum Capacity = 130	\$385	\$255	\$475	\$320	\$690	\$465
3 Salons	Maximum Capacity = 200	\$585	\$370	\$825	\$470	\$1,070	\$700

Banquet Configuration

(5) Round Tables

		Resident Private Social Events		Non-Profit and Lakewood Ranch Businesses		Non-Lakewood Ranch Residents or Businesses	
		Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
1 Salon	Maximum Capacity = 44	\$255	\$170	\$305	\$205	\$455	\$290
2 Salons	Maximum Capacity = 88	\$385	\$255	\$475	\$320	\$690	\$465
3 Salons	Maximum Capacity = 132	\$585	\$370	\$825	\$470	\$1,070	\$700

Seminar Configuration

(8) Rectangle Tables

		Resident Private Social Events		Non-Profit and Lakewood Ranch Businesses		Non-Lakewood Ranch Residents or Businesses	
		Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
1 Salon	Maximum Capacity = 32	\$255	\$170	\$305	\$205	\$455	\$290
2 Salons	Maximum Capacity = 64	\$385	\$255	\$475	\$320	\$690	\$465
3 Salons	Maximum Capacity = 96	\$585	\$370	\$825	\$470	\$1,070	\$700

*Note: Lakewood Ranch businesses are those within CDDs 1, 2, 4, 5 & 6
Subject to change at any time without notice by the Inter-District Authority*