

Public Involvement (Informal Meetings)

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| Transportation Planning Branch |  | Approved: May 8, 2009 Version 1.1 |
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Purpose

The purpose for the procedure is to document guidelines for conducting informal meetings.

Background

Throughout the Comprehensive Transportation Plan (CTP) planning process, the project engineer (PE) will participate in various types of informal meetings in which they are required to share information about the development of the plan. These meetings may require coordination with local area staff, environmental partners, Metropolitan Planning Organizations (MPOs), Rural Planning Organizations (RPOs), and other interested transportation entities. The various types of informal meetings can include, but are not limited to:

- Project Initiation Meetings with local planning staff
- Steering Committee Meetings
- Planning Board Meetings
- Public Workshops (requires [advertisement](#) by the local area)

Responsibility

- It is the responsibility of the PE to initiate contact with the local area staff and coordinate meeting dates.
- If a meeting requires public advertisement, the local area is responsible for the placement of the advertisement. This advertisement should be in accordance with local policies relating to the advertisement of public meetings.
- It is the responsibility of the local area to pay for all advertisements related to the meeting. Generally, advertisements include time, date, location and topic of meeting.

- The PE should ensure that the public has been advised of the meeting a minimum of two weeks prior to the scheduled meeting date.

Policy, Regulatory, and Legal Requirements

The local area’s requirements for public meetings should be followed.

Scheduling and Time Constraints

Public advertisements should be placed at least of two weeks prior to the meeting date. At a minimum they should meet the local area’s public meetings requirements.

Procedures

Procedure Input – PowerPoint presentation, current CTP or thoroughfare plan, current AADT maps, TIP information for the area, handouts, brochures, CTP mapping, public input, current state transportation maps

Procedure Output – Shared knowledge and direction of CTP development, updated status of CTP development, public input, and CTP endorsement

It is important that the Project Engineer follow the procedures listed below:

| Step | Action |
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| 1 | Contact the appropriate personnel to be involved in the meeting and finalize the meeting logistics. |
| 2 | If the meeting requires advertisement, ensure that the local area places the advertisement at least two weeks prior to the meeting date. Notify (by email) the following entities of the meeting date, time, locale and purpose. <ul style="list-style-type: none"> • the local NCDOT Board of Transportation member • the NCDOT Division Engineer, and • the MPO/RPO |
| 3 | Prepare/collect all visual aides necessary to facilitate the meeting, including but not limited to: <ul style="list-style-type: none"> • Sign up sheet (includes name, address, email, & telephone number) • Pens / pencils • Tape • Tripod(s) • Brochures • Audio-visual (AV) equipment (laptop, projector, power cords) • PowerPoint presentations, including backup copy (see sample PowerPoint presentation) • NCDOT contact sheet (see sample contact sheet) • Current CTP or thoroughfare plan • Current AADT maps • TIP information for the area |

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| | <ul style="list-style-type: none"> • Current state transportation maps • Copies of handouts • CTP Mapping (study area, future traffic projections, current and future deficiencies, Strategic Highway Corridors (SHC), preliminary recommendations, proposed plan) |
| 4 | Conduct / attend the meeting as appropriate. |

Warnings and Precautions

It is important to note that the study will not progress if meetings are not coordinated and held in a timely manner.

Resources and Tools

- Audio-visual (AV) equipment (laptop, projector, power cords)
- Brochures
- Current AADT maps
- Current CTP or thoroughfare plans
- Handouts
- CTP Mapping (study area, future traffic projections, current and future deficiencies, Strategic Highway Corridors (SHC), preliminary recommendations, proposed plan)
- [Sample public workshop notice](#)
- [Sample PowerPoint presentation](#)
- Sign-up sheets
- TIP information for the area
- Current state transportation maps
- [NCDOT contact sheet](#)
- [Strategic Highway Corridors web site](#)

Contacts

- For suggestions to change this procedure contact: Earlene Thomas (919) 733-4705 ext. 47
- For questions about performing this procedure contact: Earlene Thomas (919) 733-4705 ext. 47

Glossary

Annual Average Daily Traffic (AADT)

Comprehensive Transportation Plan (CTP)

Strategic Highway Corridors (SHC)

Transportation Improvement Program (TIP)

User Access

NCDOT Internal Use Only

Flowchart

None

Record of Revision

| Version | Section Affected | Description | Effective Date |
|----------------|-------------------------|--|-----------------------|
| 1.1 | Resources & Tools | Updated link for Sample Public Workshop Notice | 5/8/2009 |
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