

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-2-18
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PURPOSE: To Establish Procedures For Involving The Public In The Development Of Projects Through Public meetings and/or Public Hearings To Comply With 23 USC 128 And 23 CFR 771.111.

When it is determined that a public meeting is warranted and will be beneficial to the success of the project, the County Engineer will make the necessary arrangements for a public meeting including notification to appropriate Agencies and the Public. The location for the meeting shall be convenient to the Public and be handicap accessible. The State Aid Engineer will be consulted on the time and place and need for the public consultation.

1. Public involvement shall be a part of each phase of project development. Resolution of conflicts by public meetings, individual contacts, or other means shall be encouraged. Written documentation (minutes, memos, E-mails, etc.) for all public involvement shall be retained in project file.
2. At least one public hearing shall be held or the opportunity afforded on all projects which:
 - (a) Require the acquisition of significant amounts of right of way, or
 - (b) Substantially change the layout or functions of connecting roadways or of the facility being improved, or
 - (c) Has a significant adverse impact on abutting real property, or
 - (d) Has significant social, economic, environmental, or other effects, or
 - (e) FHWA determines that a Public Hearing is in the public interest.
3. The requirements for a public hearing may be satisfied by giving notice of an opportunity for a public hearing and holding a hearing if requested in writing. A request for information would not constitute a request for a hearing if information is furnished in a written response.
4. A notice of each public hearing or opportunity shall be published at least twice in a newspaper having general circulation in the area of the proposed project as follows:
 - (a) Opportunity notices shall explain the procedure and deadline for requesting a public hearing with the first notice published not less than 21 days and the second not less than 14 days before the deadline.
 - (b) The first public hearing notice shall be published from 30 to 40 days and the second from 5 to 12 days before the date of the public hearing for projects requiring an EIS. On other projects, the first public hearing notice shall be published from 15 to 21 days and the second from 5 to 12 days before

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the date of the public hearing. Each notice shall indicate that written statements and other exhibits shall be received in place of, or in addition to, oral statements at the public hearing.

- (c) A copy of each notice shall be mailed to the Federal Highway Administration, State Agencies, Clearing Houses, DOI, HUD, those who have requested notices, and others who, by nature of their function, interest, or responsibility may be interested in or affected by the project.
 - (d) Each notice shall indicate where material relating to the project may be reviewed.
5. Public hearings shall be held at a place and time generally convenient for persons affected by the project and shall include explanations of the following:
- (a) The project's purpose, need, and consistency with the goals and objectives of any local urban planning,
 - (b) The project's alternatives, and major design features,
 - (c) The social, economic, environmental, and other impacts of the project,
 - (d) The relocation assistance program and the right of way acquisition process,
 - (e) The State highway agency's procedures for receiving both oral and written statements from the public.
6. A verbatim written transcript of the oral proceedings at each public hearing shall be produced and a copy furnished the Division Administrator, FHWA, prior to submittal of the environmental document for approval, together with:
- (a) Copies of or references to each statement or exhibit used or filed with the oral or written statements.
 - (b) Copies of or references to all information made available to the public through notice before the public hearing.

This material will be available for public inspection and copying at the time the transcript is produced in its final form.