

## Document Release Notice

Document #:	PI-04	Title:	Public Meetings	
Current Revision #:	5	Type of Change:	<input type="checkbox"/> ORIG RELEASE <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> ARCHIVE <input type="checkbox"/> OBSOLETE	
New Revision #:	6	DRN Number:	10892	<input type="checkbox"/> MAJOR <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> ADMIN
Date Submitted:	11/4/2022	Document Type:	QMS Document - PI	Choose from Drop Down Menu

**Summary of Proposed Changes:**


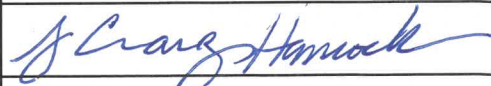


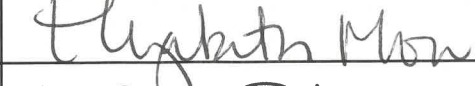

- Include paragraph numbers or other references & attach a copy of the new or revised documents
- For new documents, indicate "Original Release"

Revisions are needed to QMS Procedure "PI-04", Revision 6 updates include: procedures and responsibilities.

**Reason for New Release / Revision / Obsolescence:**

Revisions are needed to QMS Procedure "PI-04", Revision 6 updates include: procedures and responsibilities.

**Required Signatures:**

Title	Printed Name	Signature	Date
Originator	Bryan Dennis		11/4/22
Subject Matter Expert	<del>CRAIG Hancock</del> Shannon McCord		11-4-2022
NTTA Manager	<del>Kelly Johnson</del> Sam Lopez		11/8/2022
PD Manager of Contracts	Ben King	 B.M.Kj	02/14/23
Director of Project Delivery	Elizabeth Mow		2-16-23
Document Control/Quality Manager	Md Omar Faruk		4/4/2023

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**1.0 PURPOSE:**

The purpose of this procedure is to define the process of preparing for and executing public meetings.

**2.0 RESPONSIBILITIES:**

**2.1 Corridor Manager (CM)/Project Manager (PM)** – The CM or PM shall be responsible for:

- Initiating the public meeting process with the public involvement department.

**2.2 Project Communications Manager (PCM)** – The PCM shall be responsible for:

- Overseeing communications tools associated with public meetings.

**2.3 Public Involvement (PI) Staff** – The PI staff shall be responsible for:

- Applying the public involvement and communications guiding principles and procedures established herein.

**2.4 Planning Manager/Planning Staff** – The Planning Manager/Planning Staff shall be responsible for:

- Reviewing PI legal notices
- Responding to public comments
- PI summary documentation

**3.0 SCOPE/APPLICABILITY:**

This procedure shall apply to all NTTA projects and corridors.

**4.0 REFERENCES:**

- [PI-07](#) PI Plan Development procedure

**5.0 DEFINITIONS & ACRONYMS:**

N/A

**6.0 PROCEDURES:**

**6.1** Public meetings shall be held during the preparation of environmental documentation to inform the public and provide a forum for the free exchange of project views and concerns. There is no limit to the number of public meetings that can be held for a project. Public meetings may be held at any stage during project planning and development. Public meetings shall occur as early as NTTA determines it is feasible to ensure public input in project planning, location, and design alternatives.

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## 6.2 Public Meeting Format Types

6.2.1 Traditional format meeting(s) – To maximize participation, public meetings are typically held on a weekday evening. The traditional format for conducting public meetings is as follows:

- Open house period
- Formal presentation
- Recess
- Questions and answers
- Adjournment

6.2.2 Open house format meeting(s) – The open house is useful in an urban area because the time is more flexible for people to come and go. There are usually a series of exhibits and staff is available to answer questions. There is also a station to take public comments, unless a formal presentation is given. An open house meeting usually lasts 1-3 hours and is held on a weekday in the afternoon and/or early evening hours (e.g. – 5 p.m. – 8 p.m.).

6.3 In accordance with the project’s public involvement plan, the corridor manager and/or project manager shall coordinate with the project communications manager to initiate the public meeting process, utilizing the format or formats best suited to the public audience.

6.4 Under the direction of the project communications manager, the public involvement team shall adhere to *PI-04-F1, PI Public Meeting Process Checklist* mandating pre-meeting tasks, meeting material/set-up, and after-meeting tasks for consistency and quality in public meetings.

6.5 **Public Notice Legal Requirements** – In addition to the requirements set forth by the National Environmental Policy Act (NEPA), the following considerations apply to legal notices published for hearings, meetings, open houses, and other public forums:

6.5.1 Notice placement in newspaper – Placing a notice in the “legal notices” section of newspapers is preferred, and usually costs less than notices in other parts of the paper. However, the “legal notices” section is not read by many. If the “legal notices” section is used, the public involvement representative shall also use leaflets in the project area, display advertisements, temporary signs, and/or media releases coordinated with and released by the NTTA Media Relations Manager.

6.5.2 Publication requirements – Notices shall be published in English-language newspapers having general circulation in the vicinity of the proposed undertaking at least 30 calendar days in advance of the deadline for submitting public comments. A second notice shall be published at least 10 calendar days before the deadline. The need for Spanish-language publications as a result of the demographics of the impacted community shall be verified by the designated PI representative. Appropriate dates are acceptable in smaller publications given the varying publication dates of

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newspapers. For public meetings, the deadlines are more flexible if the meeting is planned as limited or more informal. In some circumstances, an elevated need for publication is necessitated via a 4(f) requirement. In such situations, four advertisements would need to be published for each newspaper.

**6.6** If public comments are received at a meeting, project delivery staff shall respond in a public meeting written summary. If specific information or materials are requested, project delivery staff shall treat each request as an open records request and respond within 10 calendar days.

**6.7 Public meeting follow-up** - Following completion of a public meeting, a written summary of the proceedings, comments received, and recommendations shall be forwarded by the PI representative to the project communications manager and Planning Manager/Planning Staff for review and approval. Anyone who submitted a public comment at a public meeting, or following a public meeting before the announced deadline, will be notified of the completion and availability of the public meeting written summary.

**7.0 REGULATORY REQUIREMENTS:**

- State and Federal regulations under the National Environmental Policy Act (NEPA) of 1969 (42 United States Code [USC] 4321-4347)
- Council of Environmental Quality (CEQ) Regulations (23 Code of Federal Regulations (CFR) Part 771)
- Section 6002 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
- 43 Texas Administrative Code (TAC) Chapter 2, Subchapter C
- [Public Involvement Toolkit \(txdot.gov\)](http://www.txdot.gov/public_involvement_toolkit)

**8.0 RELATED BOARD POLICY:**

N/A

**9.0 COMPONENT DOCUMENTS:**

- [PI-04-F1](#) Public Involvement Public Meeting Process Checklist

**10.0 FLOWCHART:**

N/A



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**11.0 REVISION HISTORY:**

<b>Revision</b>	<b>Revised by</b>	<b>Date Issued</b>	<b>DRN</b>	<b>Reason for Revision</b>
0	Leigh Hornsby	06/05/2008		Original Issue
1	Leigh Hornsby	07/10/2008		Modified 7.5.1, 7.5.2 and 7.6
2	Leigh Hornsby	10/09/2009	<b>10031</b>	Deleted "Guiding Principle", grammatical correction and correction provided clarity of responsibility of PI representative
3	Leigh Hornsby	04/28/2011	<b>10272</b>	Added Project Communications Manager to oversight process. Updated section 6.5.1.
4	Leigh Hornsby	10/19/2011	<b>10356</b>	Update position/department title.
5	Sam Lopez	01/14/2019	<b>10725</b>	Updated various sections/ titles
6	Julie Morse, Bryan Dennis, Craig Hancock	TBD	<b>10892</b>	Updated position titles and responsibilities. Removed references to NTTA and TxDOT environmental manuals.

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**1.0 PURPOSE:**

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**2.1** • Initiating the public meeting process with the public involvement department.

**2.2 Project Communications Manager (PCM)** – The ~~project communications manager~~ PCM shall be responsible for ~~overseeing~~:

**2.2** • Overseeing communications tools associated with public meetings.

**2.3 Public Involvement (PI) Staff** – The ~~public involvement~~ PI staff ~~members~~ shall be responsible for ~~applying~~:

**2.3** • Applying the public involvement and communications guiding principles and procedures established herein.

**2.4 Planning Manager/Planning Staff** – The Planning Manager/Planning Staff shall be responsible for:

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- PI summary documentation

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- PI-07 PI Plan Development procedure

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**6.0 PROCEDURES:**

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6.3 In accordance with the project's public involvement plan, the corridor manager and/or project manager shall coordinate with the project communications manager to initiate the public meeting process, utilizing the format or formats best suited to the public audience.

6.4 Under the direction of the project communications manager, the public involvement team shall adhere to *PI-04-F1, PI Public Meeting Process Checklist* mandating pre-meeting tasks, meeting material/set-up, and after-meeting tasks for consistency and quality in public meetings.

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6.6 If public comments are received at a meeting, project delivery staff shall respond ~~either by letter, newsletter, or personal contact within a reasonable period after the meeting in a public meeting written summary.~~ If specific information or materials are requested, project delivery staff shall treat each request as an open records request and respond within 10 calendar days. ~~If public comments are received after the meeting and before the announced deadline, project communications staff shall respond in accordance with the NTTA Environmental Manual.~~

6.7 **Public meeting follow-up** - Following completion of a public meeting, a written summary of the proceedings, comments received, and recommendations shall be forwarded by the PI representative to the project communications manager and ~~environmental department for review and approval~~ Planning Manager/Planning Staff for review and approval. Anyone who submitted a public comment at a public meeting, or following a public meeting before the announced deadline, will be notified of the completion and availability of the public meeting written summary.

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- 43 Texas Administrative Code (TAC) Chapter 2, Subchapter C
- ~~TxDOT Environmental Manual, October 2004 Edition~~
- ~~NTTA Environmental Manual~~
- [Public Involvement Toolkit \(txdot.gov\)](http://txdot.gov)

**8.0 RELATED BOARD POLICY:**

N/A

**9.0 COMPONENT DOCUMENTS:**

- [PI-04-F1](#) Public Involvement Public Meeting Process Checklist

**10.0 FLOWCHART:**

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