

Public Involvement Plan

US 41 (SR 45) at SR 54 Feasibility and PD&E Study

*From south of the SR 54 Intersection to
north of the SR 54 Intersection
Pasco County, Florida*



**Florida Department of Transportation
District Seven**

**July 2012
Updated March 2013
Updated July 2021
Updated April 2024**

PUBLIC INVOLVEMENT PLAN

Project Name: US 41 (SR 45) at SR 54 Feasibility and PD&E Study
Project Limits: From south of the SR 54 Intersection to north of the SR 54 Intersection

County/State: Pasco County, Florida
Financial Management Number: 419182-1
Federal Aid Project Number: 3014-067-P
Efficient Transportation Decision Making (ETDM): 7883

In accordance with Part 1, Chapter 11 of the **Project Development and Environment (PD&E) Manual**, this Public Involvement Plan is submitted to the manager of the District office in charge of PD&E studies as appropriate based on District organizational structure for his/her review and approval.

Submitted by: _____
Project Manager

Consulting Firm

Date: _____

Approved by: _____
Environmental Management Engineer
FDOT, District Seven

Date: _____

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 May 26, 2022, and executed by the Federal Highway Administration and FDOT.

**US 41 (SR 45) at SR 54
Feasibility and PD&E Study
From south of the SR 54 Intersection to
north of the SR 54 Intersection
Pasco County, Florida**

The Florida Department of Transportation (FDOT) recognizes the importance of involving the public in an early and continuous information exchange. An effective Public Involvement Plan (PIP) can foster understanding and cooperation between the FDOT and the public and help develop a transportation system that meets the community's needs. Through the implementation of this PIP, the department can save money by reducing the need to redesign and preventing last minute delays because of unresolved issues.

The purpose of this PIP is to outline a strategy for providing information to and receiving input from concerned citizens, private groups (residential/business), elected/ appointed officials and government agencies. The PIP will help the public understand transportation plans and projects and empower them to participate in the decision-making process. Due to the variety of communities within the study area, several types of public involvement techniques will be employed. The PIP outlines ways to share information with these communities and process the input received from these communities. A schedule of events and a list of interested parties, officials, and agencies will be included.

This PIP is in compliance with the Florida Department of Transportation's Project Development and Environment Manual, Florida Statutes Section 339.155; Executive Orders 11990 and 11988; Council on Environmental Quality Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act; 23 Code of Federal Regulations 771; and the Civil Rights Act of 1964 and 1968, under Titles VI and VIII of the United States Civil Rights Act.

For additional information regarding this project, please contact:

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1.0 DESCRIPTION OF PROPOSED IMPROVEMENT

FDOT Work Program Item Segment Number (WPI Seg. No.): 419182-1
Federal Aid Project Number: 3014-067-P

Project Limits: The study limits include the intersection of US 41 (SR 45) and SR 54 from south of SR 54 to north of SR 54. The project area will also encompass areas adjacent to the intersection along US 41 and SR 54. A map of the Project Area is shown in **Figure 1**.

Proposed Activity: Conduct a Feasibility and PD&E Study that establishes the location and design concepts for intersection improvements for US 41 and SR 54, which will improve the flow of people and goods through this corridor.

Class of Action: A Type 2 Categorical Exclusion (CE) is the expected level of environmental documentation required for the project.

For additional information regarding this project contact:

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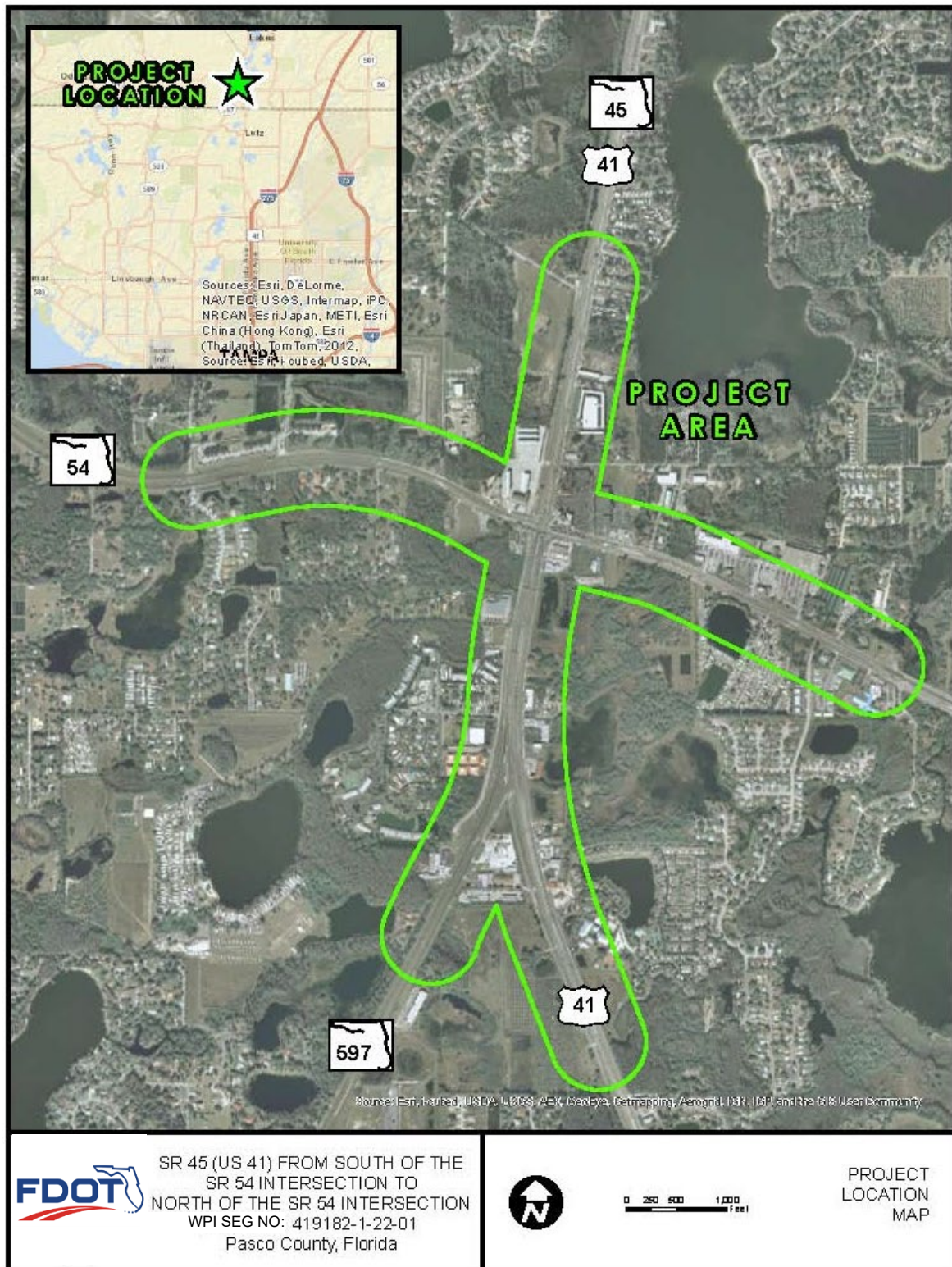
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2.0 PROJECT BACKGROUND

SR 54 is one of two existing major east-west arterials that connect eastern Pasco County to western Pasco County. SR 54 provides connections to several regional north-south routes including US 19, Suncoast Parkway/SR 589, US 41, I-75, US 301 and US 98 as it crosses Pasco County. The proposed intersection improvements at US 41/SR 54 will enhance the overall transportation network that links Pasco County to the entire Tampa Bay region. Portions of SR 54 and US 41 are on the Strategic Intermodal System (SIS). The SIS, a statewide network of highways, railways, waterways and transportation hubs that handle the bulk of Florida's passenger and freight traffic. Both SR 54 and US 41 are part of the regional roadway network for the West Central Florida Metropolitan Planning Organization (MPO) Chairs Coordinating Committee (CCC).

The project is included in the Pasco County MPO *2045 Cost Affordable Long Range Transportation Plan* (LRTP), as well as the *2045 Regional LRTP Needs Assessment*, which was developed by the West Central Florida MPO's CCC. In March 2006, the project was entered into the Efficient Transportation Decision Making (ETDM) Planning Screen for review by the Environmental Technical Advisory Team (ETAT).

Figure 1 Project Location Map



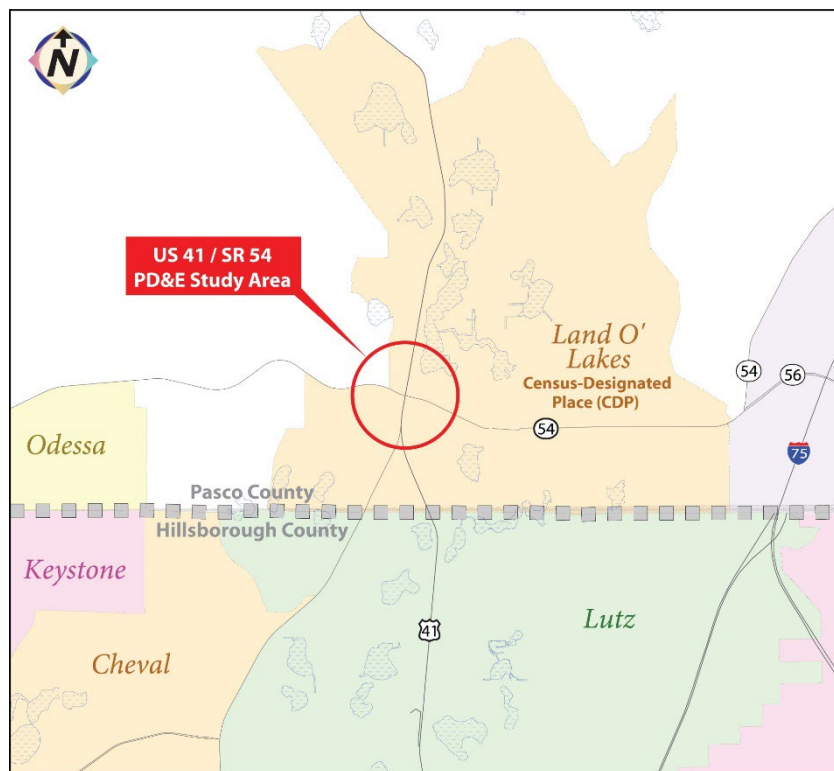
3.0 PROJECT GOALS

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

1. Collect necessary information to support the department's decision on the type, design, and location of improvements within the project limits.
2. Evaluate alternatives based on factors related to the design and location of the facility including transportation needs, cost estimates, social impacts, economic factors, and environmental effects to develop the Location and Design Concept of the project in accordance with FDOT policy, procedures, and requirements.
3. Involve and update the public on alternative development and evaluation via the use of project newsletters and project website.
4. Evaluate alternatives and recommend a preferred alternative to carry forward into a PD&E study.

The general land uses within the vicinity of the project are commercial, transportation, residential, and open land. The Land O'Lakes CDP may potentially be affected in some way (e.g. access) by the project. A map showing the CDP areas in the vicinity of the project is shown in **Figure 2**.

Figure 2
Census Designated Place



4.0 IDENTIFICATION OF ELECTED OFFICIALS, TRIBES, AND AGENCIES

The following local, regional, state, or federal agencies having a concern in this project due to jurisdictional review or expressed interest have been identified and will be contacted directly by the Florida Department of Transportation (FDOT) through the Advance Notification (AN) process at the outset of the project in accordance with the PD&E Manual, Part 1, Chapter 3, Preliminary Environmental Discussion and Advance Notification. As other concerned public agencies and Tribes are identified throughout the study, they also will be listed and contacted.

a. Federal

- Federal Railroad Administration (FRA)
- Federal Transit Administration (FTA)
- US Army Corps of Engineers (USACE)
- US Coast Guard (USCG) – Seventh District
- US Environmental Protection Agency – Region IV (EPA)
- US Department of Interior - US Fish and Wildlife Service (USFWS)
- US Department of Interior – National Parks Service (NPS)
- US Department of Agriculture - Forest Service (USFS)
- US Department of Commerce - National Marine Fisheries (NMFS)

b. State

- Florida Department of Economic Opportunity (FDEO)
- Florida Department of Agriculture and Consumer Services – Division of Forestry
- Florida Department of State – State Historic Preservation Officer (SHPO)
- Florida Department of Environmental Protection (FDEP)
- Florida Fish and Wildlife Conservation Commission (FFWCC)

c. Regional and Local Agencies

- Pasco County Metropolitan Planning Organization (MPO)
- Tampa Bay Regional Planning Council (TBRPC)
- Southwest Florida Water Management District (SWFWMD)
- West Central Florida Chairs Coordinating Committee
- Pasco County Administrator
- Pasco County Community Development
- Pasco County Transportation Engineering Services Administration
- Pasco County Planning and Development Services
- Pasco County Emergency Management
- Pasco County School Board Districts 2, 3, 4
- Pasco County Fire Rescue
- Pasco County Sheriff
- Pasco County Public Transportation

d. Native American Tribal Organizations

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

Local Elected Officials

The following federal, state, and regional representatives, whose districts are located in the project vicinity, have been identified and will be contacted in reference to the project.

Federal Officials:

- The Honorable Marco Rubio US Senator
- The Honorable Rick Scott US Senator
- The Honorable Gus Bilirakis US Representative, District 12
- The Honorable Laurel Lee US Representative, District 15

State Officials:

- The Honorable Danny Burgess Florida State Senator, District 23
- The Honorable Kevin M. Steele Florida State Representative, District 55

Pasco County Board of County Commissioners:

- The Honorable Ron Oakley (Chair) Commissioner, District 1
- The Honorable Seth Weightman Commissioner, District 2
- The Honorable Kathryn Starkey Commissioner, District 3
- The Honorable Gary Bradford Commissioner, District 4
- The Honorable Jack Mariano Commissioner, District 5

5.0 IDENTIFICATION OF AFFECTED COMMUNITIES AND STAKEHOLDERS

The project is located within the community of Land O' Lakes, a census designated place (CDP). US Census (2020) data for the Land O'Lakes CDP includes a racial breakdown of 5.2% Black or African American, 0.1% American Indian and Alaska Native alone, 2.9% Asian and 10.7% identifying with two (2) or more races. 21.4% ethnically identify as Hispanic. A closer look at the project area indicates that the project is located within four census tracts: 316.04, 316.05, 320.07 and 320.13, which are within the Land O' Lakes CDP. The language group data for Spanish speakers within these tracts is summarized in Table 1 below.

Table 1
Language Group Data Summary for US 41 / SR 54

Census Tracts 316.04, 316.05, 320.07, and 320.13 Estimated Population – 21,970	
	United States Census Bureau Total
Speak English Only	17,194
Speak Spanish	1,741
Spanish speakers who speak English less than very well	619

Source: 2020 United States Census Bureau

Community Groups/Entities

The following community groups, organizations and/or entities may be notified about the project:

- Central Pasco Chamber of Commerce
- Homeowners associations, civic and neighborhood groups for communities within in the project vicinity including:
 - Cambridge Cove
 - Devonwood
 - Linda Lake Groves
 - Lake Como Cooperative
 - Willow Bend
 - Paradise Lakes
 - Lake Heron
 - Cypress Cove
 - Hobby Groves
 - Village on the Pond
 - Pasco Sunset Lakes
 - Paradise Pines RV Park Condominium

Project Area Demographics

According to 2020 United States Census Bureau data, there is one Census Designated Place (CDP) adjacent to the project – the Land 'O Lakes CDP, which encompasses several smaller

communities/subdivisions. The following data was obtained about this CDP and shown in **Table 2** below:

Table 2
Land 'O Lakes CDP
Census Data

Census Topic	2020 United States Census Bureau Total	2020 United States Census Bureau Percent
Population	64,032	
Minority Percent	12,102	18.90%
Hispanic Percent	13,703	21.40%
Total Households	23,577	
Total Families	17,687	27.62%
Average Household Size	2.71	
Family Size		
Median Age	42.03	
Persons 65 years and older	10,515	16.42%

Source: 2020 United States Census Bureau

Limited English Proficiency

In the development of a PIP, Limited English Proficiency (LEP) needs must be considered. The US Department of Transportation published *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons* to provide guidance in meeting the intent of Executive Order 13166. Based on that guidance, FDOT has determined that if demographic data indicates that 5 percent or 1,000 persons or more in a project area speak a language other than English, then LEP accommodations will be required.

At this phase of the project, it has been determined through census data that opportunity for translation of materials upon request will be provided for Spanish speakers. The department will ensure that all interested parties, including those with limited English proficiency, have an opportunity to participate in the transportation decision-making process.

Contact information to request project materials in Spanish will be included in all advertisements, brochures, meeting invitations, and newsletters. Spanish interpreters will be available at public meetings and the public hearing.

6.0 OUTREACH ACTIVITIES

The following techniques at a minimum will be employed to notify the public of opportunities to obtain information and participate in the transportation improvement project development process:

Newspapers

Legal/display advertisements will be published in the following newspapers to notify the general public of the location, date, and time of the Alternatives Public Information Meeting and the public hearing.

Tampa Bay Times (legalsnorth@tampabay.com)
1000 N. Ashley Street #700
Tampa, FL 33602

LaGaceta (lageceta@tampabay.rr.com)
3210 E. 7th Avenue
Tampa, FL 33605

Florida Sentinel Bulletin [legal advertisement phone (813.248.1921)]
2207 21st Ave
Tampa, FL 33605

The Laker & Lutz News (sales@lakerlutznews.com)
3632 Land O'Lakes Boulevard
Suite 102
Land O'Lakes, FL 34639

Two legal/display advertisements announcing the meetings will be published at least 21 days prior (but no more than 30 days prior) to and again 7 to 12 days before the meeting. A notice will also be published in the *Florida Administrative Register* at least 7 days prior to the public meeting.

Local News Media

The media contact person for the PD&E study will be the District's Public Information Officer (PIO), Kris Carson. Ms. Carson can be reached at 813-975-6202 or via email at kristen.carson@dot.state.fl.us

News releases will be reviewed by the public involvement coordinator and distributed to the media by the PIO 3-5 days prior to the meeting/hearing. The following media outlets may receive news releases about the project.

Local News Media

NEWSPAPERS	
Tampa Bay Times 1000 N. Ashley Street Tampa, FL 33602	Tampa Bay Business Journal 4890 W Kennedy Blvd #850 Tampa, FL 33609
Gaceta Latina PO Box 7885 Wesley Chapel, FL 33545	Florida Sentinel Bulletin 2207 E 21st Ave Tampa, FL 33605
The Laker & Lutz News 3632 Land O'Lakes Boulevard Suite 102 Land O'Lakes, FL 34639	
RADIO	
WQYK 99.5 FM 9721 Executive Center Dr N #200 Koger building St. Petersburg, FL 33702	WUSF 89.7 FM 4202 E. Fowler Avenue WRB 101 Tampa, FL 33620
WRBQ 104.7 FM 9721 Executive Center Dr N #200 Koger building St. Petersburg, FL 33702	

WTMP 96.1 FM 5207 E. Washington St. Tampa, FL 33619	WDUV 105.5 FM 11300 4 th Street N, Suite 300 St. Petersburg, FL 33716
WFLA 970 AM 4002 Gandy Blvd. Tampa, FL 33611	WMNF 88.5 FM 1210 Martin Luther King Boulevard Tampa, FL 33603
TELEVISION	
Channel 28 WFTS, ABC 4045 North Himes Avenue Tampa, FL 33607	Channel 10 WTSP, CBS 11450 Gandy Boulevard St. Petersburg, FL 33702
Channel 8 WFLA, NBC 200 South Parker Street Tampa, FL 33606	Bay News 9 Hillsborough Bureau 4400 Martin Luther King Jr. Blvd. Tampa, FL 33614
Univision 62 WVEA Tampa (Spanish) 2610 West Hillsborough Avenue Tampa, FL 33614	Channel 13 WTVT, Fox 3213 West Kennedy Boulevard Tampa, FL 33609
Channel 16 WUSF, PBS 4202 East Fowler Avenue, TVB 100 Tampa, FL 33620	

Letters and Newsletters

The following will be notified by direct mail of opportunities to provide input into the project development process and/or obtain project information. Newsletters as described below in Section 5.0(C) will be used as the primary tool used for direct mail.

- **Property Owners** – Those whose property lies, in whole or part, within 300 feet on either side of the centerline of each project alternative (Section 339.155 F.S.). The property owners list will be compiled from the Property Appraiser's office utilizing a Geographic Information System (GIS) database containing current tax maps and ownership records. For the public hearing, notification must be received at least 21 days prior to the date of the hearing.
- **Public Officials** – Elected and appointed officials in the area (county, state, and federal), as well as community leaders who have been identified or have requested to be put on the mailing list.
- **Interested Parties** – Neighborhood associations, civic organizations, and individuals who request to be placed on the mailing list for this project.

Elected and appointed officials will be notified 25 – 30 days prior to the meeting/hearing. Other groups will be notified such that notification is received 21 days prior to the meeting/hearing.

Two (2) newsletters will be developed for this project and distributed. The newsletter will be sent out prior to the Public Hearing and after the project receives Location and Design Concept Acceptance (LDCA) and will serve as an invitation to this meeting and a notice of the project's completion.

News/Press Releases:

News/press releases will be submitted to the FDOT seven days prior to each public meeting and the public hearing.

Public Notices/ Ads:

Public advertisement will be published in the area newspaper with the largest circulation twice prior to the public meeting/hearing, and once to announce Location and Design Concept Acceptance (LDCA) at the end of the study.

Public Announcements: In order to distribute PD&E phase information, fliers will be made available to organizations such as neighborhood/civic groups, the FDOT, and (name) County, to publish in existing newsletters and websites. Any such correspondence will be coordinated through the District's Public Information Office (PIO).

Social Media Platforms: For social media platforms project information can be shared as a public "post". Meeting/hearing information and reminders can be posted and should be updated as needed. Any such correspondence will be coordinated through the District's Public Information Office (PIO). Comments on posts will not be included as Public Comments and the author should be directed to the formal comment collection methods.

Direct Mail List For Public Hearings: The following will be contacted by direct mail in order to obtain input throughout the project development process and/or in order to provide project information:

- Those whose property lies, in whole or part, within at least 300 feet on either side of the centerline of each project alternative (Section 339.155, F.S.), as well as other local citizens who may be impacted by the construction of this project. This portion of the mailing list will be based on the County Property Appraiser's tax rolls.
- Local elected and appointed public officials or individuals who request to be placed on the mailing list for this project.
- Public and private groups, organizations, agencies, or businesses that request to be placed on the mailing list for this project.

Alternatives Public Information Meeting

An Alternatives Public Information Meeting was held as part of the Feasibility Study phase on September 16, 2021. No further Alternatives Public Information Meetings will be held. A Public Meeting Scrapbook will be provided. Public notification of the meeting will be consistent with the guidelines outlined in Section 5.0 of this Program.

Unscheduled Public and Agency Meetings

These meetings consist of miscellaneous small group meetings or presentation to elected officials, public agencies, civic organization, or the general public. They are normally handled in an informal manner and may occur at anytime throughout the project. These meetings may include briefings to local governments, the local chamber of commerce, environmental agencies, or homeowners associations. Interactive meeting formats will allow the department to build consensus with numerous stakeholders. It is estimated for this project there will be up to 12 such meetings during this study.

In addition, it is anticipated that 6 Presentations will be made to Local MPOs and Associated Technical and Citizen Committees as well as 13 Other Public and Agency Meetings to take place in the form of small group meetings.

Coordination Meetings with Local Officials

These meetings will present the most current project information and will be held throughout the study period when deemed appropriate by the department, or when specifically requested by local officials/agencies. Coordination is typically accomplished by presentations to the Pasco County MPO, Technical Advisory committee (TAC), Citizens Advisory Committee (CAC), Bicycle/Pedestrian Advisory Committee (BPAC), and/or the Board of County Commissioners. Presentation materials may include a fact sheet, PowerPoint presentation, graphic displays, and aerial photography.

Public Hearing:

A formal public hearing, as required by federal regulations and state law, will be held. The public hearing will follow a hybrid format to allow for virtual and in-person participation.

7.0 COORDINATION WITH PASCO COUNTY

Copies of aerial maps depicting all alignment and design concepts under consideration, along with draft copies of engineering and environmental study documentation, will be furnished to the County Engineers, with their review and written comments solicited. Updated information will also be forwarded to the county(s) for review and comment prior to the scheduled public hearing.

8.0 PUBLIC HEARING

In compliance with FDOT's *Project Development and Environment Manual*, 23 CFR 771, and Section 339.155, Florida Statutes, a Public Hearing will be held as part of the PD&E study.

Previous Public Hearing

A Public Hearing was held at the Myrtle Lake Baptist Church, 2017 Riegler Road, Land O' Lakes, Florida. The Open House began at 5:30 p.m. on Thursday, December 10, 2015, and the formal hearing presentation began at 6:30 p.m. Following the formal presentation, the Open House continued until 7:30 p.m. The public were given the opportunity to provide their comments in writing during the open house or by mail to be postmarked by December 21, 2015; verbally at the microphone following the formal presentation, or verbally to the court reporter during the open house portions of the hearing. An informational project video ran continuously during the informal, open house portions of the hearing. Project exhibits and draft documents were on display. FDOT representatives were available during the open house to speak one-on-one with attendees, take comments and answer questions. A court reporter recorded the video presentation and the formal portion of the hearing. The public hearing transcript is included in Appendix F of the Comments and Coordination Report (January 2016).

One hundred eighty-eight (188) members of the public signed in at the public hearing. Kirk Bogen, PE, Environmental Management Engineer, made the presentation during the formal session. FDOT and consultant staff were available to answer questions and take comments following the presentation.

Public Hearing Site

The Public Hearing will be held at an appropriate facility convenient to the project location. Additionally, the meeting facilities will be inspected for suitability and compliance with ADA requirements.

Public Advertisements

An advertisement will appear in the Tampa Bay Times twice (at least 15 days and no more than 30 days) prior to the public hearing.

Tampa Bay Times
1000 N. Ashley Street
Tampa, FL 33602
(813) 226-3300

All advertisements will be sent to local newspapers via e-mail or by registered mail, return receipt requested. In addition, an announcement of the public hearing will be published in the Florida Administrative Register at least 7 days prior to the public hearing.

Public Hearing Webinar

The public hearing will accommodate virtual participation via GoToWebinar at the same time as the in-person Public Hearing.

Letters of Invitation

Letters will be mailed to all property owners as required by Section 339.155, F.S., and to local elected and appointed government officials notifying them of the upcoming public hearing. Notices may be hand-delivered to residences and businesses located directly along the project corridor as deemed necessary by the FDOT.

Newsletters / Notification to Parties

A public hearing notification newsletter will be mailed to all property owners as required by Section 339.155, F.S., and to local elected and appointed government officials notifying them of the upcoming public hearing.

Briefing Meeting

The department will hold a briefing meeting approximately 30 to 40 days before the public hearing to review hearing materials. The meeting will be held at FDOT with appropriate department staff and their representatives to discuss potential public issues or concerns. All hearing materials will be submitted to the department for review and comment.

Hearing Preparation: Slide presentations and/or video presentations, project corridor aerial maps, graphics, and handouts will be prepared to supplement the oral public hearing presentation.

Documents for Public Review

Environmental and engineering reports to support the findings of the PD&E study will be available for public review at least 21 calendar days prior to the public hearing date.

Locations of Documents for Public Review

Public notice will be provided in the public hearing advertisement and by mailed invitational newsletters as to the location of study documents for public review. The study documents will be available for review from 21 days prior to the public hearing through 10 days after the public hearing.

Potential Sites for Public Review of Study Documents:

Land O' Lakes Branch Library

2818 Collier Parkway
Land O'Lakes, FL 34639
(813) 929-1214

FDOT District Seven

Intermodal Systems Development Office

11201 N. Malcolm McKinley Drive
Tampa, FL 33612
(813) 975-6173

Public Hearing Transcript

A court reporter will prepare a verbatim transcript of the public hearing formal session to include written and verbal comments received at the hearing and written comments postmarked within 10 days following the public hearing. The transcript will be forwarded to the District Planning and Environmental Office.

Title VI and Related Statutes:

Information about the Title VI Program will be provided in the presentation, by handout, signage, and through availability of personnel. The following public participation language will be used: *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 American with Disabilities Act or persons who require translation services (free of charge) should contact Roger Roscoe, Public Involvement Coordinator, at 813-975-6411 or (800) 226-7220 at least seven (7) working days in advance of the hearing.*

Assistance for Spanish-speaking attendees.

Spanish language assistance will be provided in the study handouts and applicable websites throughout the duration of the study.

The following language will be used:

Comuníquese Con Nosotros

Si usted tiene preguntas o comentarios, o si simplemente desea más información, por favor comuníquese con el señor Manuel Flores al teléfono 813-975-4248 o al correo electrónico manuel.flores@dot.state.fl.us.

Americans with Disabilities Act Compliance:

Notification of the Department's intent to comply with the Americans with Disabilities Act will be provided in the public advertisements for the public hearing, in invitational letters to property owners/tenants and local officials, in handouts, and by selection of a public hearing site that meets ADA requirements.

9.0 PUBLIC HEARING FOLLOW-UP

The following procedures will occur after the public hearing.

Responses:

Responses to letters received as a result of the hearing and questions and comments not answered at the public hearing will be made in writing.

Recommendation Notice:

A legal notice announcing the Office of Environmental Management's (OEM's) approval of the final document and

recommendations will be published in the (Name of Local Publication) newspaper. In addition, press releases detailing the Department's recommendations will be provided to local media.

Public Involvement Summary and Public Hearing Transcript:

A public involvement summary will be provided at the conclusion of the study. The summary includes all public involvement outreach activities, including the date, time, and location of public involvement activities. Activity summaries should include photographs, mailing lists, sign-in sheets, maps, graphs, display boards and/or exhibits, comment forms, comment summaries, meeting notifications, evaluation forms, requests, surveys, presentations, and meeting minutes, as applicable. The number of people invited and the number of attendees should be documented, as well as specific issues and/or concerns that were expressed as part of each activity.

Summary and Public:

A verbatim hearing transcript will be prepared by an approved court reporter, an errata sheet detailing any transcript discrepancies, a copy of correspondence received by FDOT as part of the public hearing record, and proof of publication of ads, sign-in sheets, and public hearing certification by the person officiating the public hearing.

Public Hearing Scrapbook: A public hearing scrapbook will be produced that will contain, at a minimum, copies of all materials provided/shown at the hearing, hearing notifications, advertisements, and sign-in sheets.

Project Team Debriefing: Following the close of the official hearing comment period, a project team debriefing will be held at the district headquarters. The meeting will be held with appropriate department staff and their representatives to discuss public issues or concerns that were raised at the public hearing or in written comments received at the hearing or during the comment period.

Comments and Coordination Report:

A Comments and Coordination Report will be produced and submitted at the conclusion of the study. This report will document public participation performed during the study, including comments received, responses sent, coordination with local officials and agencies, public meeting/hearing materials, etc.

LDCA:

Upon receipt of approval of the final documentation from the Federal Highway Administration, a notice will be placed in the Tampa Bay Times, LaGaceta, the Florida Sentinel Bulletin, and The Laker & Lutz News. Additionally, LDCA will be documented in the final newsletter mailed to the project mailing list.

10.0 *PUBLIC INVOLVEMENT DURING DESIGN*

To the extent public involvement activities are necessary in the Design phase, the Design Project Manager will be responsible for coordinating any such activities.