



FACILITIES DEVELOPMENT MANUAL

Wisconsin Department of Transportation

TABLE OF CONTENTS

Chapter 6: Public Involvement

Section 6-1 Introduction

- 6-1-1 Overview
 - 1.1 Originator
 - 1.2 Goals and Objectives
 - 1.3 Public Involvement and the Facilities Development Process
- 6-1-5 Statutes, Rules, Regulations and Law
 - 5.1 State Statutes and Rules
 - 5.2 Federal Regulations and Laws

Section 6-5 Process Development

- 6-5-1 Introduction
- 6-5-5 Staff Resources
 - 5.1 Region Communications Manager
 - 5.2 Region Tribal Liaison
 - 5.3 Region Environmental Coordinator
- 6-5-10 Public Involvement Plan
 - 10.1 Introduction
 - 10.2 Developing the Public Involvement Plan
 - 10.3 Considerations for an Effective Public Involvement Plan
 - 10.4 Staff Roles
- 6-5-15 Techniques
- 6-5-20 Special Public Involvement Considerations
 - 20.1 Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
 - 20.2 Tribal Public Involvement
 - 20.3 Americans with Disabilities Act
 - 20.4 ADA Title II, State, Local, and Tribal Government Activities
 - 20.5 Wisconsin Telecommunication Relay System
- 6-5-25 Other Public Involvement Requirements
- 6-5-30 Public Involvement and the Administrative Record
- 6-5-35 Public Communications Record (PCR)
 - 35.1 General
 - 35.2 When is a PCR Required?
 - 35.3 How to File a PCR
- 6-5-40 Freedom of Information Act (FOIA) and Wisconsin Open Records Law
 - 40.1 Freedom of Information Act (FOIA)
 - 40.2 Wisconsin Open Records Law at DOJ

Section 6-10 Public Involvement Meetings

- 6-10-1 Public Involvement Meetings (PIM)
 - 1.1 Description
 - 1.2 Public Involvement Meeting(s) Needed
 - 1.3 Number of Public Involvement Meeting(s) to be Held
 - 1.4 Developing a Public Involvement Meeting
 - 1.5 Standardized Public Involvement Meeting Sign-In Sheet and Comment Form
 - 1.6 Public Involvement Meeting and Section 4(f) De Minimis Findings
 - 1.7 Facilitating Public Events and Meetings
 - 1.8 Local Unit of Government Board and Committee Meetings

Section 6-15 Public Hearings

- 6-15-1 Introduction
- 6-15-5 Public Hearing Requirements
 - 5.1 Actions Requiring a Public Hearing
 - 5.2 Public Hearing Contents
- 6-15-10 Types of Public Hearings
 - 10.1 General
 - 10.2 Public Hearing Type - Environmental Documents
 - 10.3 Public Hearing Type - Section 84.02, 84.11, 84.12, 84.25 and 84.295(10) Actions
- 6-15-15 Hybrid-Style Hearings Provisions
- 6-15-20 Pre-Hearing Activities
 - 20.1 General
 - 20.2 Internal Coordination
 - 20.3 Legal Notice for the Public Hearing
 - 20.4 Federal Register Announcement
- 6-15-25 Public Hearing Notices (Legal Notice)
 - 25.1 General
 - 25.2 Which Notice to Publish
 - 25.3 Notice of Opportunity to Request a Public Hearing
 - 25.4 Notice of Public Hearing
 - 25.5 Notice Requirements for Section 404 of the Federal Clean Water Act
 - 25.6 Notice Requirements for Wetland Considerations
 - 25.7 Notice Requirements for Substantial Encroachments on Floodplains
- 6-15-30 News Releases, Display Ads, Newspaper Graphics and Social Media
 - 30.1 News Releases and Display Ads
 - 30.2 Newspaper Graphics
 - 30.3 Social Media
- 6-15-35 Preparing for a Public Hearing
 - 35.1 General
 - 35.2 Public Hearing Exhibits
 - 35.3 Project Statement
 - 35.4 Public Hearing Packet Handout
 - 35.5 Chairperson's Packet
 - 35.6 Audio/Visual Project Presentations
 - 35.7 Pre-Hearing Conference
- 6-15-40 Conducting the Public Hearing
 - 40.1 General
 - 40.2 Public Hearing Room Entry Area
 - 40.3 Informational Discussions
 - 40.4 Open-Style Portion of the Hybrid-Style Public Hearing
 - 40.5 Traditional-Style Portion of the Hybrid-Style Public Hearing
 - 40.6 Format of the Traditional-Style Portion of the Hybrid-Style Public Hearing
 - 40.7 Court Reporter
 - 40.8 Public Hearing Transcripts
 - 40.9 Audio Taping
- 6-15-45 Public Hearing Record