



Title VI City of Beaufort Public Participation

The following guidelines outline the City's public involvement policy:

- At the beginning of a project, all project stake holders will be identified and will receive notice of the impending project development process.
- Increase the direct notification area to include a wider range of properties surrounding the project area, depending on the size and scope of the project.
- Create a project mailing list database to include other agencies such as the South Carolina Department of Transportation, the Army Corps of Engineers, the Office of Coastal Resource Management, the Federal Highway Administration, Charleston County, Mount Pleasant Waterworks, and other utility companies.
- Offer additional informal public information meetings prior to the public hearing(s) and hold the meetings at churches, schools, and other public places near the road project to permit increased participation by those citizens directly affected by the project.
- Increase advertisement of public meetings and hearings through other media including community newsletters, radio, TV, flyers, notification signs in the project area and at Town Council meetings.
- During public information meetings, request that all attendees fill out a sign-in sheet that notes names, addresses, phone numbers, email addresses, and relevant demographic information.
- Supplement the project mailing list with the attendee sign-in sheets and notify these people of upcoming meeting/hearings.
- Encourage all suggestions, questions, concerns be submitted in writing on a comment sheet at the meeting to permit Staff to provide written responses which we be available to the public.
- Staff will make notes on issues during the public meetings so that they can be addressed even if a comment card is not filled out.
- On large, more complicated projects, offer two (or more) public hearings after the public information meeting process is over. The initial public hearing will offer information on the project and provide both council members and citizens an opportunity to ask questions and raise issues. The second public hearing gives staff the opportunity to provide responses to questions and issues. These responses should be made available at Town Hall prior to the hearing.

Implementation of these actions may depend on the size and scope of a transportation project. When the project manager is developing the scope of work for the project development phase (engineering), he/she should refine the public involvement process in accordance with the project magnitude. This approach, a project specific public involvement program which can maximize input from all stake holders.

The City will categorize the types of public involvement required for different project magnitudes as follows:

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1. Minor—Representative projects include turn lane additions, signal installations, and other such roadway improvements. These improvements are typically isolated to one intersection or location, can be constructed primarily in existing right-of-way, and may affect only several adjacent properties with respect to acquisition and/or permissions. The costs of these projects will typically not exceed \$1,000,000. Public participation for these projects will involve direct notification and coordination with any affected adjacent property owner. No public meetings are anticipated for these types of projects.
2. Intermediate—Representative projects include roadway widenings and new alignment projects that add capacity to a significant portion of the collector/arterial road network and affect multiple property owners. The cost of these projects typically exceeds several million dollars and requires multiple acquisitions and/or permissions. Public participation for these projects will involve all the actions listed above, to include at least one public hearing.
3. Major—The primary difference between intermediate and major projects relates to the cost of the project. A \$10,000,000 project cost threshold defines major projects. Public participation for these projects will involve all the actions listed above to include two or more public hearing(s) before City Council.

All documents for transportation project public meetings will contain the City’s nondiscrimination statement. To engage minority, disabled or LEP persons, public notices for transportation projects will also have the following statement in English and Spanish:

“For additional information regarding this project or for persons with disabilities or limited English capability that may require special accommodations or assistance, please contact the City of Beaufort at 843-525-7018.”