

Design Standards Letter

Letter Number: **D-1997-02**

Letter Date: **03/24/1997**

Effective Date: **03/24/1997**

Section/Plan No.: **D2-02**

Subject: **Revision to Section 2-02 and Figure 2-02.1 and Addition of Figures 2-02.7 and 2-02.8**

Body

Enclosed are English and Metric revisions and additions to the Design Division's Policy, Procedure and Design Manual for the above noted sections and figures. Revisions and additions are summarized as follows;

Contents, Volume I. Revision date changed to 3-24-97 for the Contents sheet and for Section 2-02.

Table of Contents, Chapter II. Revision date changed to 3-24-97.

Added Subsection 2-02.11 and Figures 2-02.7 and 2-02.8.

Section 2-02, Public Hearings and Meetings. Revision date changed to 3-24-97.

Subsection 2-02.2 first paragraph, added last sentence stating need for purpose and need of documentation of a prelocation study meeting prior to actually holding a prelocation study meeting. Third paragraph, included the FHWA in the list to receive a copy of a prelocation study meeting news release.

Subsection 2-02.3, now says that an agency scoping meeting is initiated by the project manager in conjunction with Preliminary Studies Division.

Subsection 2-02.4 first paragraph, fourth sentence, changed "...may be reclassified..." to "...will be reclassified..." and changed "...generally occurs before..." to "...will occur before...". Second paragraph, added sentences stating that final arrangements for a location public hearing should not occur until AFTER the signature is received. For an EIS project, do not advertise for a public location hearing until after NOA is signed by the EPA.

Subsection 2-02.4(1) second paragraph, second sentence, now states that advised agencies may have their written views available for public viewing at the location

public hearing if submitted early enough.

Subsection 2-02.7, first paragraph, added a sentence before the last in the paragraph detailing which division to send a notice of a public hearing.

Subsection 2-02.10, first paragraph, sixth sentence now specifies that if the transcript is for a location public hearing, the district will submit the FHWA copy to the Preliminary Studies Division. Third bullet, changed "...the hearing..." to "...any oral hearing proceedings...". Added last bullet, which says the transcript will include all written comments received at the public hearing. Third paragraph, now specifies that 28 color copies of the necessary items be submitted to the appropriate division. Second paragraph, fourth sentence, now says the district is responsible for presenting the transcript to the Commission. Next sentence, revised to say that the FHWA shall receive a copy of the transcript of a location public hearing for an EA or EIS project.

Added Subsection 2-02.11, Presentation of Public Hearings to the Commission. This new subsection details the procedure for presenting location and/or design public hearings to the Commission. Support Center and district responsibilities for preparing the public hearing for presentation to the Commission are listed in this subsection. **PLEASE REVIEW THIS SUBSECTION CAREFULLY.**

Figure 2-02.1. Revision date changed to 3-24-97.

Added the FHWA to the list of agencies to notify for hearing dates.

Figures 2-02.7 and 2-02.8. New date is 3-24-97.

These two new figures are examples of letters provided to members of the Commission concerning the hearing and the department's recommendations.

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