

Design Standards Letter

Letter Number: G-1969-00

Letter Date: 08/12/1969

Effective Date: 08/12/1969

Section/Plan No.: None

Subject: Public Hearings

Body

ALL DISTRICT ENGINEERS

In reviewing the large number of public hearing transcripts received since the inauguration of the new policy prescribed in General Letter No. 17, 1969, we have noted that many of them contain superfluous material. Although such material may relate to a hearing, in most cases, it was not essential that it be included along with the hearing transcript. We feel that the following type of material can be so considered, and should not be included with the hearing transcript.

1. Data pertaining to newspaper advertising. This covers the descriptive notice as well as letters to newspapers requesting publication of a hearing notice.
2. Informative letters to the Bureau of Public Roads.
3. Letters to agencies concerning notification of a public hearing and listing of agencies so notified.
4. List of names of people attending a hearing.
5. Plan sheet prints or similar large material bulky in nature, unless they can be conveniently included.
6. Other data, such as copies of letters from this office, listing of information made available to the public prior to the hearing, etc.

The statement relative to Relocation Assistance should be omitted whenever it is obvious that this condition will not occur. However, in case the need for such cannot be determined at the hearing stage, then your statement should treat this as a contingent item.

In essence, transcripts should contain an opening statement, the discussion, closing remarks,

copies of the exhibits used, excluding strip maps or plan sheets that are on record in this office, and written correspondence pertaining to the location (and/or design) received within the ten day limitation.

In the event a scheduled hearing is not held due to lack of attendance, a formal transcript is not required. A letter conveying information pertaining to the cancellation will suffice.

If a public hearing combines both location and design, the advertising should mention both features. In other words, the notice of a hearing should be descriptive of what is to be covered in the hearing, be it a corridor location, a design hearing, or a combined corridor location and design hearing. This should also be reflected in the language of the transcript

We wish to compliment you on the job you have done in preparing for and conducting past hearings. However, we would like to reduce your workload, and we believe this can be accomplished by limiting the transcripts to only those materials essential to the hearing. We believe the above mentioned subjects will accomplish this; however, if you have any questions, please advise.

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Surveys and Plans