

# Public Involvement Plan for



Prepared for Orange County  
Transportation Planning Division

# Public Involvement Plan

Project Name:

Project Limits:

County/State: Orange County, Florida

County Contract #:

This Public Involvement Plan is submitted to Orange County, Florida for review and approval.

Submitted by: Kevin Knudsen

Date: \_\_\_\_\_

Approved by: Cathy Evangelo

Date: \_\_\_\_\_

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# Public Involvement and Stakeholder Coordination Program

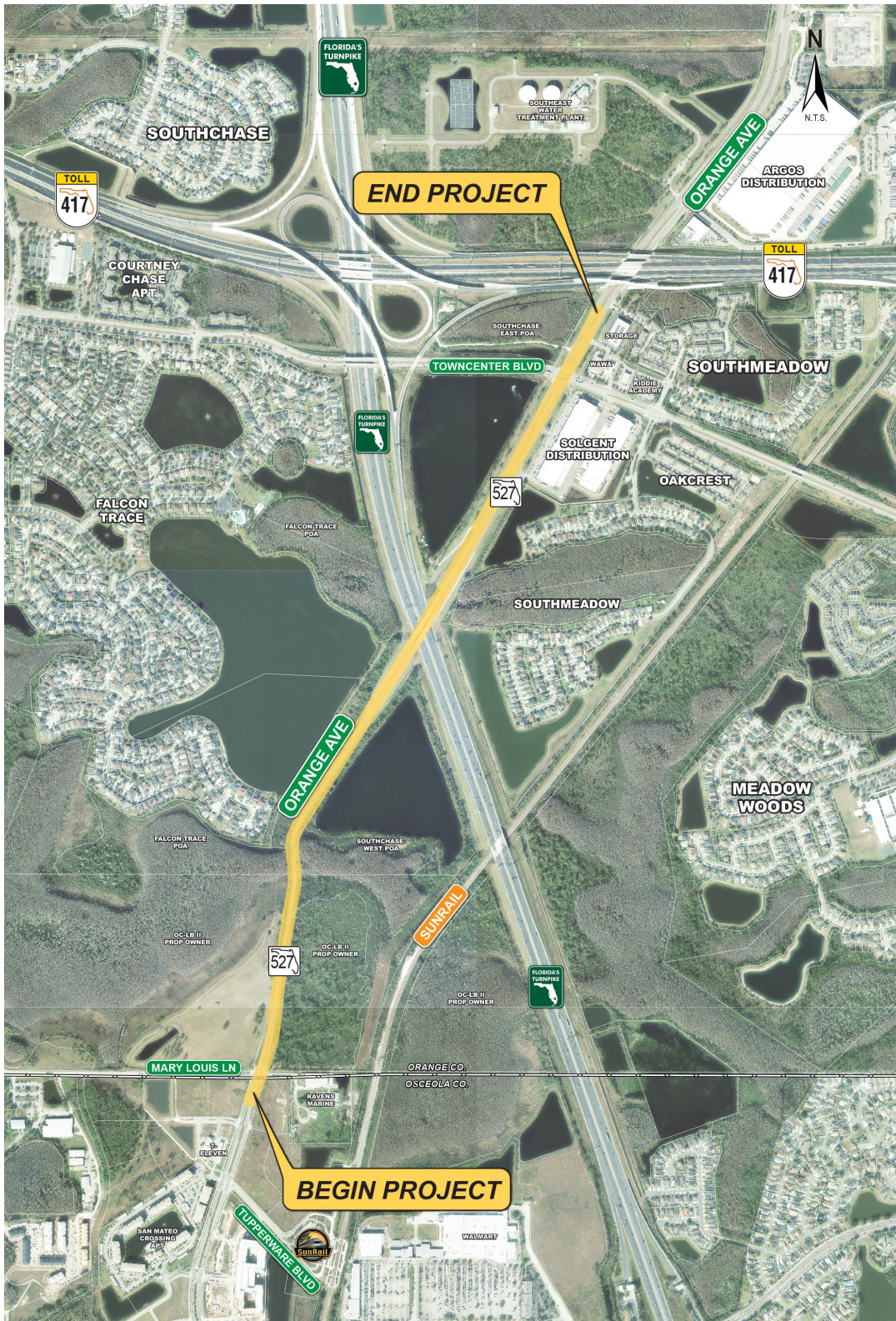
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## 1.1 Introduction

Public involvement includes communicating to, and receiving information from, all interested persons, groups, and government organizations regarding the development of a project. This Public Involvement Plan (PIP) outlines the processes taken to ensure the appropriate level of public involvement. A map of the study corridor is provided in Figure 1. *This PIP is a living document and subject to changes and updates throughout the course of the study.*

The Public Involvement Plan (PIP) for this project establishes the framework for informing and engaging elected and appointed officials, agencies, businesses, residents, advocacy groups, community asset representatives, and interested parties within the project area. This PIP describes opportunities for stakeholders to share their ideas and concerns with the study team.

Figure 1: Study Area (Insert Location Map Below)



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## 1.2 Project Contact Information

The project contacts for the study are provided below:

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## 1.3 Identification of Stakeholders

A key component of this PIP is the open and transparent exchange of information between the project team and its' stakeholders. Contact lists (email and mailing addresses) are being developed, which will include elected officials, appointed officials, Study Advisory Group, neighborhood associations, and interested parties. It is anticipated that these lists will expand and change as the project progresses. Below are the initial names of groups that will be informed about the project.

### Elected & Appointed Officials

- Orange County Mayor
- Orange County Board of County Commissioner , District
- Orange County Planning and Zoning Commissioners
- State Representative District
- State Senator District
- MetroPlan Orlando Board
- LYNX Board of Directors

### Orange County Departments

- Public Works Department
- Planning, Environmental, and Development Services (PEDS) Department
- Environmental Protection Department (EPD)
- Utilities
- Administrator's Office
- Attorney's Office
- Public Information Office
- Fire Rescue
- Parks and Recreation
- Real Estate Management

### Other Agencies

- Florida Department of Transportation (FDOT) District Five
- U.S. Army Corps of Engineers (USACOE)
- Florida Department of Environmental Protection (FDEP)
- U.S. Fish and Wildlife Service (USFWS)
- Florida Fish & Wildlife Conservation Commission (FFWCC)
- Water Management District
- LYNX (Chief Executive Office, Planning and Development Manager)
- MetroPlan Orlando (Executive Director)
- Regional Power Providers
- Orange County Sheriff's Department
- Orange County Public Schools

### Community Interests, Assets and Advocacy Groups

### Individual Businesses

### Property Owners

Property owners located within the boundaries of the project area mailing list map as identified by Orange County.

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## **1.4** Public Outreach Activities

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### **1.4.1** Study Website & Electronic Communication

Project information and updates will be posted on a dedicated project website provided by the consultant. A link will be provided in order to access project details, such as: project area map, schedule, meeting notices, newsletters, and project documents.

Email will be the primary means of communication between the project team and stakeholders throughout the project duration. The project team will use the approved stakeholder email lists to share updates and to notify of upcoming meetings. Stakeholders will be encouraged to share their ideas and concerns through email, providing a platform for documenting this input and project team responses. Social media (Facebook, X (formerly Twitter), and YouTube) will also be used as an additional way to share information.

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### **1.4.2** Newsletters

Newsletters will be created for the project, providing opportunities to learn about the project's progress and upcoming meetings.

Newsletters shall adhere to the County's Title VI Nondiscrimination Policy and Plan. The newsletters will be mailed to the property owners as defined above in Section 1.3 at least two weeks prior to the meeting/hearing. Newsletters will be emailed by the project manager to other identified stakeholders prior to the postmarked date of the property owners newsletter mailing. In addition, the newsletters will be posted on the project website.

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### **1.4.3**      Media Contact

Orange County Public Works' Public Information Officer will coordinate all contact with the media. The project manager will provide specific project information to the County's Public Information Officer for use in press releases, interviews, and news articles. The Orange County Project Manager will identify additional resources will be used as a means to augment the other outreach activities for this project.

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### **1.4.4**      Public Meetings & Hearings

There will be a series of public meetings and hearings throughout the project duration which will be open to the public. The meeting summaries will be posted on the project website.

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#### **1.4.4.1**    Community Public Meetings

Public meetings have been held as part of the project to receive input from the general public. The meetings were held at a location near the project corridor.

- Alternatives Public Information Meeting (Public Meeting 1) – this first meeting presented the data collection findings, alternative concepts for safety improvements, and comparative evaluation matrix to obtain feedback from the public.
- Recommended Improvement Concept Public Information Meeting (Public Meeting 2) – the second meeting presented the draft Recommended Improvement Concept to the public for review and comment.

Meeting notifications included newsletters, newspaper advertisements (Sunday Orange County Extra Section of the Orlando Sentinel in both an English and Spanish version), the Orange County website, and press releases. At each meeting, project information was displayed in a virtual format approved by the county.

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#### **1.4.4.2** Orange County Planning and Zoning Commission/Local Planning Agency

The project's recommendations were be presented to the Orange County Planning and Zoning Commission (PZC)/Local Planning Agency (LPA) two times; first as a work session agenda item and second as a public hearing agenda item. Both times, the Orange County Project Manager provided the highlights of the project and its findings, followed by input from citizens and Commission members.

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#### **1.4.4.3** Orange County Board of County Commissioners

The project's recommendations were presented to the Orange County Board of County Commissioners (BCC) two times; first as a work session agenda item and second as a public hearing agenda item. Both times, an Orange County representative provided highlights of the project findings and the PZC/LPA recommendations, followed by input from citizens and Commission members.

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#### **1.4.4.4** Small Group Meetings

The project team held small group meetings with stakeholders on an as needed basis. The small group meetings were held throughout the project duration and provided an opportunity to review project materials and to share comments.

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#### **1.4.5** Advertisements

Newspaper advertisements were prepared and distributed prior to the public meetings, LPA hearing and BCC hearing.

Advertisements were placed in the Sunday Orange County Extra Section of the Orlando Sentinel in both an English and Spanish version no later than two Sundays prior to the Sunday before each meeting and hearing.

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## 1.5 Outreach Schedule

A study schedule for \_\_\_\_\_ has been established which includes anticipated dates for the following key outreach meetings. All of these events are open to the public.

- Public Meeting 1 –
- Public Meeting 2 –
- Orange County PZC (LPA) Work Session –
- Orange County PZC (LPA) Hearing –
- Orange County BCC Work Session –
- Orange County BCC Meeting –

\*Note that meeting dates are tentative and subject to change.

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## 1.6 Outreach to Underserved Communities

This project will be performed pursuant to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq. (Title VI, and related laws and regulations), and Orange County, Florida Regulations and Standard Operating Procedures, to foster outreach to previously underserved or underrepresented populations, as summarized in the following sections.

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### 1.6.1 Title VI of the Civil Rights Act of 1964

Statements regarding the Title VI program and compliance will be included in all meeting notifications, newsletters, handouts, and public meeting presentations.

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#### 1.6.1.1 Limited English Proficiency

Title VI of the Civil Rights Act of 1964 requires recipients of Federal financial assistance, such as Orange County, to take reasonable steps to make their programs, services, and activities accessible by eligible persons with limited English proficiency (LEP). LEP specifically refers to the population of the study area where English is not the primary language. This segment of the population has difficulty communicating effectively in English and may need an interpreter or document translation in order to provide meaningful project input.

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Consultant/subconsultant shall use the most recent U.S. Census Bureau "Limited English Speaking households" American Community Survey, ACS 5-year Estimates Detailed Tables and the Orange County Public School demographic maps to determine what percentage of the project area population are identified as limited English speaking. Data evaluated shall be based only on the census tracts directly affected by the project limits. Per U.S. Safe Harbor<sup>1</sup> LEP recommendations, written translations of vital documents are recommended for eligible populations more than 5% and more than 50 in number.

Alternative Language(s) including \_\_\_\_\_ have been determined to have met the above minimum recommendations for LEP. Consistent with the Safe Harbor recommendations, newsletters and newspaper advertisements will be prepared when notifying the public in the specified language(s). Additionally, an interpreter may be available at public meetings and hearings. The project team requires at least seven (7) calendar days prior to public meetings to accommodate LEP requests.

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### 1.6.2 Special Accommodations for Persons with Disabilities

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against those with disabilities. Notification of Orange County's intent to comply with the Americans with Disabilities Act (ADA) will be provided in the public meeting notifications, newsletters, handouts, and public meeting presentations. In addition, selected meeting locations will be ADA compliant.

Questions, concerns, comments, or requests for accommodation should be made to the following:

Email: ADACoordinator@ocfl.net  
Phone: 407-836-8083  
Hearing Impaired: Florida Relay 7-1-1

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### 1.6.3 Environmental Justice

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, disability, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental, and commercial operations or policies. The purpose of Environmental Justice is to allow everyone the same degree of protection from environmental and health hazards and equal access to the decision-making process in order to have a healthy environment in which to live, learn, and work. Environmental Justice ensures that:

- All people have an opportunity to participate in decisions about activities that may affect their environment and/or health;
- the public's contribution can influence the regulatory agency's decision;
- concerns of the local stakeholders will be considered in the decision-making process; and
- the decision makers seek out and facilitate the involvement of those who are potentially affected.

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<sup>1</sup> A "Safe Harbor" signifies that efforts have been undertaken to comply with the needed translation of vital written materials.

Throughout the project, provisions will be made to proactively engage low-income, minority, and elderly populations within the project area so everyone affected has an opportunity to participate in the project or voice their concerns in their preferred language. The project team requires at least seven (7) calendar days prior to public meetings to accommodate language requests.

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## **1.7** Public Involvement Summary

A summary report will be developed to summarize the results and recommendations of the scheduled public meetings and hearings, and will include copies of the exhibits, presentations, hand-outs, comments/response letters. The report will also contain the overall input provided through the other public involvement techniques utilized in the project development process. The report will be submitted to the Orange County Transportation Planning Division. The summary report will also be included as an appendix to the final project documentation

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## **1.8** Executive Summary (Insert additional project information below)