



**Miami-Dade County
Parks, Recreation and Open Spaces Department**

PUBLIC INVOLVEMENT PLAN

Ludlam Trail Corridor PD&E Study

At approximately 69th Avenue
From SW 80th Street to 400 feet north of NW 7th Street
Miami-Dade County, Florida

Miami-Dade County Project Number: 403502-15-001
State Financial Management Number: 444236-1-22-01
Federal Aid Project ID Number: N/A
Efficient Transportation Decision Making (ETDM) Number: 14369

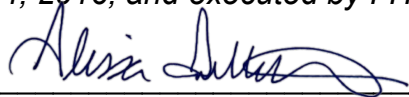
In accordance with Part 1, Chapter 11 of the ***FDOT Project Development and Environment (PD&E) Manual***, this Public Involvement Plan is submitted to the manager of the FDOT District Planning and Environmental Management Office (PLEMO) for his/her review and approval.

Submitted by:
MIAMI-DADE COUNTY
PARKS, RECREATION AND OPEN SPACES DEPARTMENT
ALISSA TURTLETAUB, SENIOR PLANNER
275 NW 2ND STREET, 4TH FLOOR, MIAMI, FL 33128

Date: June 16, 2020

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by FDOT pursuant to 23 U.S.C. Section 327 and a Memorandum of Understanding dated December 14, 2016, and executed by FHWA and FDOT.

Approved by:


Alissa Turtletaub, M.S., Project Manager

Date:

June 17, 2020

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The purpose of this Public Involvement Plan (PIP) is to assist the Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department in providing information to and obtaining input from interested citizens, agencies, private groups (residential/business), and governmental entities regarding the proposed Ludlam Trail. The overall goal of this plan is to ensure that the project reflects the values and needs of the communities it is designed to benefit. A schedule of events and list of documentation exhibiting compliance with these procedures are included.

This PIP is in compliance with the Florida Department of Transportation's *Project Development and Environment (PD&E) Manual, Part 1, Chapter 11*; Section 339.155, Florida Statutes (F.S.); Executive Orders 11990 and 11988; Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act (NEPA); and 23 Code of Federal Regulations (CFR) 771. A brief description of the PD&E process is included in **Appendix A**.

1. DESCRIPTION OF PROPOSED IMPROVEMENT

The general objective of the PD&E study is to provide and document information necessary for MDPROS, in conjunction with the Florida Department of Transportation (FDOT), to reach a decision on the type, design, and location of the proposed Ludlam Trail.

1.1. Financial Project Number

The FDOT Financial Project Number for this study is 444236-1-22-01.

1.2. Federal Aid Project ID Number

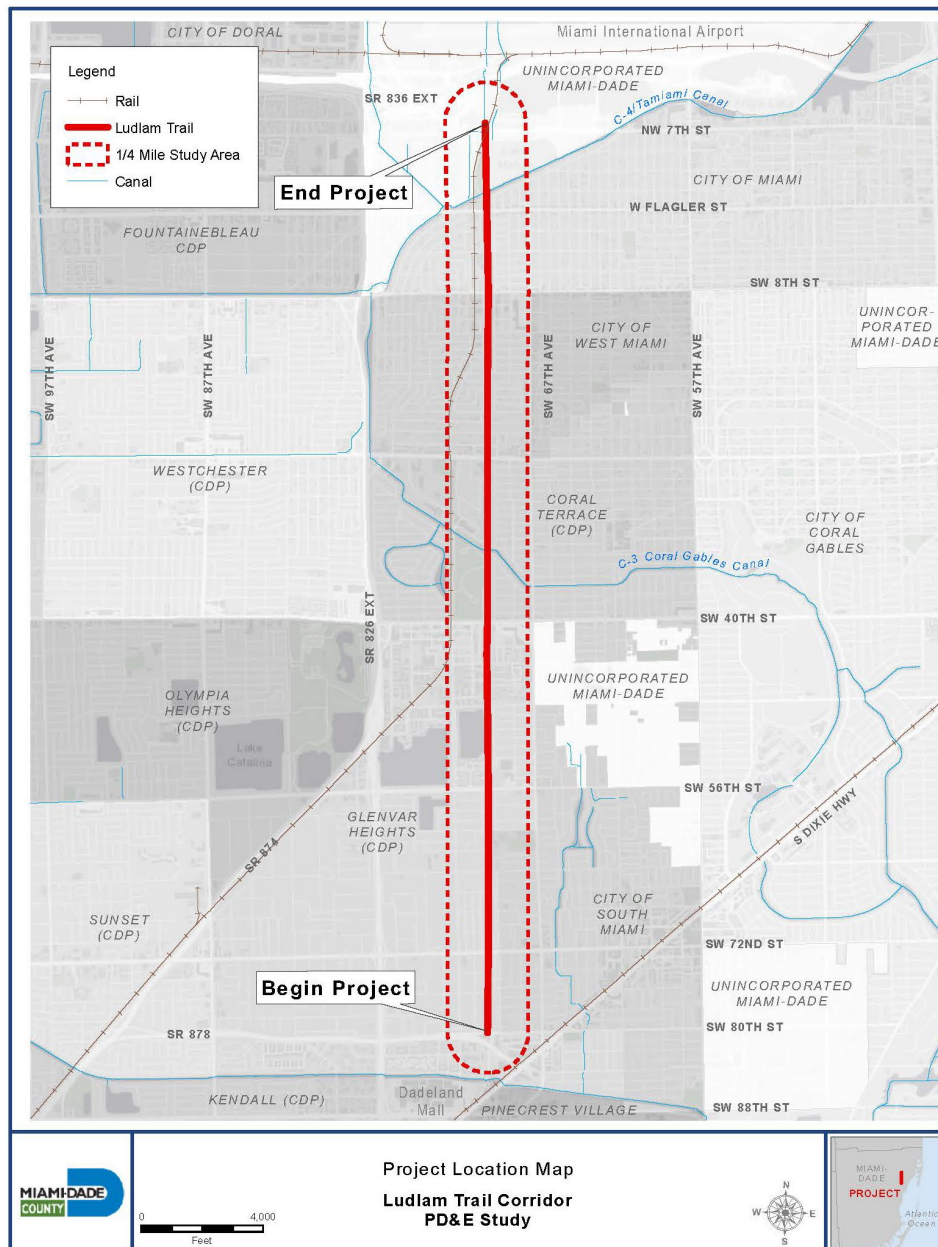
The Federal Aid Project ID Number is N/A.

1.3. Project Limits

The proposed trail is approximately 5.6 miles long, extending from S.W. 80th Street to 400 feet north of N.W. 7th Street, generally following the north-south alignment of a theoretical N.W. / S.W. 69th Avenue. The Project Study Area is defined by a boundary extending one-quarter mile from the proposed Ludlam Trail corridor. It extends through sections of the City of Miami, the City of South Miami, and Unincorporated Miami-Dade County; through Census-Designated Places (CDP) Glenvar Heights and Coral Terrace; and is immediately adjacent to the City of West Miami (see **Figure 1**).

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Figure 1 – Project Location Map



1.4. Proposed Activity

The PD&E study will document the requirements for preliminary design, including existing conditions, typical sections, traffic analysis, intersection modification, structural analysis, right-of-way requirements, environmental impacts, and costs of improvements. The study will also determine project social, environmental, and economic impacts and will set forth mitigation efforts as required by the *PD&E*

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Manual. The documented information will be prepared in the format of a PD&E study. A Preliminary Engineering Report (PER) and associated environmental documents will be prepared to describe the analysis of various alternatives for the project and to disclose the environmental effects of these alternatives. Successful completion of a PD&E study fulfills all NEPA requirements and state requirements that must precede the FDOT's formal decision to proceed with a specific improvement project.

1.5. Class of Action

The Class of Action for the Ludlam Trail Corridor PD&E Study project is a Categorical Exclusion Type II (CE-2).

1.6. Project Contact Information

For additional information regarding this project contact:

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2. PROJECT BACKGROUND

The development of the Ludlam Trail project has been a concept advocated by the Miami-Dade County community for almost twenty years. As a result, it culminated in revising the Miami-Dade County Comprehensive Development Master Plan (CDMP) in April 2015 and the County's acquisition of the 5.6-mile former railroad corridor in December 2018.

The Ludlam Trail has been envisioned since the early 2000's with extensive planning studies and support by the FDOT, MDPROS, the Transportation Planning Organization (TPO), the Friends of Ludlam Trail group, community residents, and other stakeholders. This document provides a summary of the extensive public involvement process and meetings held with opportunities for public engagement, participation, and comments. The public involvement process culminated in the 2017 establishment of the Ludlam Trail Corridor District via amendment to the County's Comprehensive Development Master Plan (CDMP), that codified a greenway trail within the majority of the corridor and limited mixed-use development to three areas located near major intersections.

Development Approvals

CDMP Application by FECI (2014)

In May 2014, a subsidiary of Florida East Cost Industries (FECI) filed an application to amend the CDMP requesting that a new land use category, entitled “Ludlam Trail Corridor”, be created for the six mile long Ludlam corridor.

As part of this process, a series of public hearings were held including:

- September 23, 2014 for Kendall Community Council (Area 12)
- September 29, 2014 for North Central Community Council (Area 8)
- September 30, 2014 for Community Council (Area 10)
- Planning Advisory Board (PAB) hearing was held October 20, 2014
- November 19, 2014, Miami Dade Board of County Commissioners (BCC) public hearing for CDMP amendments.

The application, as proposed by FECI, envisioned a continuous trail with development throughout the length of the corridor. Based on initial community opposition to intensive mixed-use development in the entire length of the corridor adjacent to single family homes, FECI withdrew its application at the December 4, 2014 CDMP hearing. At the meeting, the BCC directed County staff to seek input from the community through a charrette process and to file a CDMP amendment application based on public input received (BCC Resolution No. R-350-15).

Public Charette Process (2014-2015)

In response to the Resolution R-350-15, and the directive from the BCC, a series of charette meetings were facilitated by the County for an inclusive, public input process for the Ludlam Corridor CDMP. Extensive effort was made so that the area residents and the local community were aware of the planning process through advertisements and outreach. All meetings were advertised in the Miami Herald and notifications of meeting dates and times were sent via postcard to property owners within one-half mile of the corridor.

Charrette workshops for public involvement and input were held on:

- February 28, 2015 for a Public Charette at West Miami Middle School
- March 2 – 4, 2015 for ‘Open House’ work sessions on charette plans at A.D. Barnes Park
- March 9, 2015 for a Public Charette at South Miami Senior High School
- March 10 – 12, 2015 for ‘Open House’ work sessions on charette plans at Gibson Bethel Community Center

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Members of the public in attendance gathered into groups, with each provided an aerial photo of a one-mile section of the study area overlaid with trace paper. For each one-mile segment, groups of approximately ten participants discussed community issues and drew their ideas onto the paper. These drawings and concepts would become the 'Citizens' Plans'. For a period of three days following each charrette, Miami-Dade Regulatory and Environmental Resources (RER) Department's Urban Design Center staff hosted open house work sessions at A.D. Barnes Park and Gibson Bethel Community Center where the public was invited to visit and engage with staff regarding further development of the planning concepts for the Ludlam Trail Corridor.

On April 21, 2015, the BCC adopted Resolution No. R-350-15 directing that the plans developed as a result of the public charrettes be submitted in a staff application to amend the CDMP for the Ludlam Trail corridor.

Presentation of the Charette Plan concepts were shown to the community for their review and comments at two subsequent public meetings held on:

- April 23, 2015 at West Miami Middle School
- April 29, 2015 at South Miami Senior High School

CDMP Amendment by the County (2015-2017)

In response to Resolution R-350-15, the RER Department developed a CDMP application to amend the land use map and establish the Ludlam Trail Corridor District based on the community's input as reflected in the Charette Plans.

As part of the CDMP process, public hearings were held on:

- September 21, 2015 for Kendall Community Council (Area 12)
- September 28, 2015 for Westchester Community Council (Area 10)
- September 30, 2015 for North Central Community Council (Area 8)
- October 4, 2015 for a City of Miami public hearing
- October 19, 2015 for a PAB hearing
- November 18, 2015 for a BCC hearing on small-scale amendments

The initial opposition to FECL's proposed residential development throughout the length of the corridor was addressed via the extensive public involvement process of the charettes and CDMP, resulting in a community supported consensus plan based on the vision developed in the public workshops. The charette plan and proposed CDMP amendment include a recreational trail through the length of the corridor, with mixed-use development limited to three (3) nodes at the major intersections. The

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community supports the development of a recreational trail in the corridor and has demonstrated through the Friends of the Ludlam Trail group and other advocacy groups that area residents are eagerly anticipating the implementation of the charette plan and CDMP amendment via the development of a recreational trail in the Ludlam corridor.

The BCC approved and adopted Ordinance No. 17-54, a Standard Amendment to the CDMP for the County on July 19, 2017. This was a culmination of a three-year process including extensive public involvement and opportunities for public input. The CDMP Ordinance codified the community's vision for the development of a recreational trail in areas adjacent to existing residences; and new mixed-use development is to be concentrated in three (3) nodes adjacent to existing commercial or industrial use at the major intersections of SW 40th Street, SW 24th Street, and SW 8th Street.

The CDMP amendment states that *"The purpose of the Ludlam Trail Corridor District is to enhance the regional mobility, provide opportunities for physical activity, and improve the economic vitality of the area by facilitating the conversion of the former railway corridor into a continuous publicly accessible primarily pedestrian and bicycle trail while ensuring that development along the corridor occurs at appropriate locations and in a manner that is sensitive to and compatible with adjacent uses. Several regional and local studies have identified an opportunity for a regionally significant trail and greenway along the Corridor that will connect to the County's greenway and trail network, link the surrounding communities, and provide vital neighborhood connections."*

Zoning Approvals (2018-2019)

On January 24, 2019, at a Public Hearing, the BCC approved Z=18-052 rezoning 59-acres of land from SW 8th Street to SW 80th Street within the former Florida East Coast (FEC) railroad corridor to the Corridor District classification. This zoning designation represents the desires of the community as codified in the charette plans, CDMP amendment and zoning designation, for a continuous recreational trail throughout the length of the corridor and mixed-use development concentrated in three (3) nodes near the major intersections at SW 40th Street, SW 24th Street and SW 8th Street.

Planning Studies

Since the early 2000's, Ludlam Trail has been the subject of several regional and local transportation studies which have identified the corridor as an opportunity to create a regionally significant trail and greenway.

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In 2002, the FDOT completed the Ludlam Trail Research Memorandum, which recommended that further studies be conducted to assess the opportunities and constraints of the corridor.

In 2003, FDOT District 6 initiated the Ludlam Trail Non-Motorized Corridor Study Planning & Environmental Study (Phase 1). As a part of this process, FDOT PLEMO staff recommended the project be categorized as Programmatic Categorical Exclusion. Greg Williams, P.E. District Transportation Engineer of the Florida Highway Administration (FHWA), approved this preliminary recommendation.

Presentations were made to the committees and individuals listed below during the course of the study:

- Transportation Planning Council on November 7, 2002
- Citizens' Transportation Advisory Committee on October 23, 2002
- Bicycle and Pedestrian Advisory Committee on August 29, 2002 and December 11, 2002
- Public Workshop #2 at South Miami Middle School on October 2, 2002 (120 people)
- Public Workshop #1 at South Miami Middle School on August 7, 2002 (275 people)
- Transportation Aesthetics Review Committee on January 8, 2003
- Federal Highway Administration on January 30, 2003

In 2011, MDPROS completed the *Miami-Dade County Trail Design Guidelines and Standards: Ludlam Trail Case Study* report. As part of this process, presentations were made to the following Metropolitan Planning Organization (MPO) committees during the course of the study:

- Transportation Planning Council on March 15, 2010 (informational item)
- Bicycle Pedestrian Advisory Committee on February 24, 2010 (Resolution #5-2010)
- Transportation Aesthetic Review Committee on February 3, 2010 (Resolution #2-10)

In 2015, the County hosted a series of public charette workshops as detailed in the aforementioned section on development approvals. As a part of that process, a planning effort by the County with extensive community input resulted in the Ludlam Trail Charette Plans which were adopted by the BCC on April 21, 2015, the BCC adopted Resolution No. R-350-15.

Advocacy Groups – Local Community and Neighborhood Support

The Friends of Ludlam Trail (“FOLT”) is a non-profit advocacy group which includes community members, neighborhood associations, and area residents. Information regarding FOLT may be viewed on their website, www.ludlamtrail.org. FOLT is highly supportive of the re-development of the Ludlam Trail with a publicly accessible recreational trail. FOLT has organized and hosted numerous events within and in support of the Ludlam Trail. As attendance continues to grow at these events, there has been a corresponding increase in the number people supporting and following the project.

Over 20 events have been hosted by FOLT, FECI, and MDPROS in support of the trail. Events have taken place both within the corridor and at nearby locations including: Family Fun Day at nearby A.D. Barnes Park, Ludlam Days: Fall Festival (Nov. 7, 2015), Ludlam Days: WHEELS Group Run, Ludlam Days: Ludlam Lights, movie nights, bat house installation, Global Youth Service Day, Great Backyard Bird County, hikes, bike rides, yoga and Zumba events, Halloween, Carnival, and the From Rooftop to Tree Tops exhibit at the Coral Gables Museum. All of the events were well-attended and provided opportunities for the community to enjoy and use the Ludlam corridor for social and recreational purposes.

3. PROJECT GOALS

The Ludlam Trail project’s primary objective is to provide a safe, dedicated, and publicly accessible shared-use trail for bicyclists, pedestrians, and users of other types of non-motorized transportation to residences, work, schools, parks, transit, and shopping centers through the heart of Miami-Dade County within the former FEC railroad right-of-way, while minimizing potential impacts to the natural and human environments. The proposed trail is approximately 5.6 miles long, extending from S.W. 80th Street to 400 feet north of N.W. 7th Street, generally following the north-south alignment of theoretical N.W. / S.W. 69th Avenue.

4. IDENTIFICATION OF AGENCIES AND AFFECTED PUBLIC

The scope of the PIP and the identification of the concerned public for this study must take into consideration issues related to needed improvements and the potential alternatives. As an integral part of the PIP, a list of stakeholders, organizations, and individuals having an interest in, or jurisdiction over, the project, will be developed and maintained by MDPROS and AECOM. These lists will be used to notify individuals and agencies about upcoming meetings and inform them about progress on study alternatives and recommendations. A preliminary contact list has been established as part of the project record. The contact list will be updated on a regular basis by MDPROS and AECOM to confirm that parties are notified of project events and milestones.

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4.1. Federal, State, Regional, and Local Agencies

The Ludlam Trail project has been reviewed utilizing an FDOT Programming Screen conducted under the ETDM process. Comments generated through the screening process have been summarized in the FDOT's Final Programming Screen Report. MDPROS will coordinate with the agencies involved in the screening during the PD&E study process. Using the ETDM process makes the Advance Notification (AN) process more efficient. The AN process is the means through which federal, state, regional, and local agencies are informed about a project in its early stages, for preliminary feedback and fatal flaw analysis, as well as determination of required technical studies for the PD&E phase and identification of agency permits during design/construction phases. The AN package for this project was sent out in October 2018 to the various agencies involved in this project by the FDOT through the ETDM programming screen process along with the appropriate supporting documentation in accordance with the PD&E Manual Part 1, Chapter 3.

The identified agencies include, but are not limited to, the local planning agencies, the South Florida Regional Planning Council, the South Florida Water Management District, the Florida Department of Environmental Protection, and the Florida Fish and Wildlife Conservation Commission. A number of other state and federal agencies are also included in this stakeholder group. A preliminary list of agency contacts is included in **Appendix B**. As other concerned public agencies are identified throughout the study, they also will be listed and contacted.

The ETDM Final Programming Summary Report (including the responses to the AN) provides the project team with a record of those agencies or other interested persons that have raised issues that need to be addressed, and that might not be in agreement with the proposed action, based on environmental grounds. Early and continued coordination by MDPROS with the affected agencies will provide valuable input into the project development process.

This project will require compliance with the NEPA Environmental Review Process. Successful completion of the project's PD&E study, which includes public involvement activities, will fulfill the federal requirements.

4.2. Elected and Appointed Officials

Elected and appointed public officials in the project area, including city, county, regional, state, and federal officials, will be informed of project progress, recommendations, and meeting activities throughout the PD&E study process by MDPROS and AECOM. A list of current elected and appointed officials is included in **Appendix B** and will be updated prior to mail outs for public meetings and public hearings.

4.3. Citizens and Property Owners

The public will constitute the largest segment of the project mailing list. This list will include interested citizens, business owners, communities, and civic or special interest groups. Meetings will be scheduled by MDPROS at times and locations convenient to the public, and press releases will be distributed by MDPROS to provide as much detail as possible. Opportunities to provide input on comment forms will be provided at meetings held by MDPROS. A preliminary list of property owners and tenants along the project corridor has been developed and maintained by AECOM and MDPROS; with citizens that call, write, or attend meetings continually added to the mailing list of interested public. This list will be separate from the property owners list and will be updated on a regular basis.

Existing community organizations such as area business groups, community groups, neighborhood associations, and professional organizations may also be kept informed of the project by MDPROS and AECOM as needed through status meetings with group leaders or by providing team members who can meet with groups and address any questions.

Based on the project location and limits, the demographics indicate there is a large Hispanic population (85%) residing within the study area, with approximately one-third identified as Limited English Proficiency (LEP). Therefore, the project team will develop collaterals for the project in both English and Spanish, and translation services will be offered at meetings and hearings.

5. OUTREACH ACTIVITIES

Public involvement is one of the key elements of the PD&E study process. Public participation programs mobilize and empower the community by embracing its input in the design process. This results in a project that better fits the needs of the community and creates support for implementation of the project.

MDPROS intends to use public outreach techniques that include a high degree of citizen participation in this project. MDPROS currently maintains a list of elected and appointed local, state, regional, and federal officials, municipal sub-committees, technical staff, agencies, municipalities, and community groups.

Public participation will be solicited without regard to race, color, creed, religion, sex, age, national origin, familial status, or disability. Solicitation for public participation may be made by MDPROS through direct mail, at group meetings, and/or via door to door dissemination of project information collaterals, as needed. Public solicitation for this project will also be available by MDPROS using plain language and in Spanish for those with LEP. The notification documents may include, but not be limited to, direct mailings, project information brochures, project fact sheets, meeting flyers, and hearing handouts.

Some of the specific community outreach techniques to be used by MDPROS to notify the public and solicit input into the project development process are described below.

5.1. Media

The media is a critical component in the dissemination of accurate project information. MDPROS will provide press releases to newspapers, TV, and radio stations, when appropriate, which cover the affected areas in Miami-Dade County at critical phases in the study process. A list of current media outlets is included in **Appendix C** and meeting advertisements will be published in the listed English and Spanish newspapers.

5.2. Project Fact Sheets/Flyers

A project fact sheet or flyer printed in color will be produced and distributed by MDPROS at the beginning of the project and/or project milestones such as scheduled and unscheduled meetings. The flyer may include Frequently Asked Questions (FAQ) which will explain the project's goals and the options under consideration. Information will be provided in English and Spanish. The fact sheet will also contain contact information for the MDPROS team and website information so that stakeholders and members of the community can easily seek additional information or ask to be added to the project database.

5.3. Press Releases

Press releases containing pertinent information and dates will be issued by MDPROS at critical milestones throughout the study. Interviews may be arranged by MDPROS on an as needed basis to increase project awareness prior to public meetings or hearings.

5.4. Legal Display Ads

The project Public Hearing will be preceded by legal display ads created and published by MDPROS in the local newspapers delivered to the affected zones, in accordance with the *PD&E Manual*. The ads will be published in both English and Spanish.

5.5. Public Announcements

In order to distribute PD&E study information, flyers and information will be made available to organizations by MDPROS such as neighborhood/civic groups, the FDOT, and within Miami-Dade County, to be published in their existing newsletters and/or on their websites. Any such correspondence will be coordinated by MDPROS.

5.6. Invitational Letters/Direct Mail List

In addition to press releases and public meeting and public hearing ads, invitational letters will be mailed by MDPROS to property and business owners and tenants whose property or residence lies, in whole or part, within at least 300 feet on either side of the centerline of each project alternative (as per Section 339.155 F.S.), as well as to other local citizens who may be impacted by the construction of this project. This portion of the mailing list will be based on the County Property Appraiser's tax rolls. The invitational letters will also be mailed by MDPROS to elected and appointed public officials, other interested citizens/groups, and project stakeholders. The invitational letters will be mailed by MDPROS well enough in advance of the public meetings and hearings to provide sufficient lead-time.



5.7. Presentations to Local Officials

The elected and appointed public officials in the project area, including city, county, regional, state and federal officials, will be kept informed by MDPROS of project progress, recommendations, and meeting activities. Presentations may be given by MDPROS to local officials and agencies as needed, such as the TPO, prior to the Public Information Meeting(s) and the Public Hearing, to apprise local officials of the project status and specific location and design concepts, and to receive their comments. MDPROS staff may also make presentations at regularly scheduled meetings.

5.8. Public Informational Meetings

There will be two public meetings during the course of this PD&E study – one Public Information Meeting and one Public Hearing. Notification of the meetings will be done by MDPROS via letter to representatives of federal, regional, state and local agencies and political jurisdictions with interest in or jurisdiction over the study area.

In addition, MDPROS may hold meetings with the different Home Owners Associations (HOAs) and Business Centers in the vicinity of the corridor, as well as one-on-one meetings with public and interest groups as necessary. Camera-ready print ads for meetings will be prepared by MDPROS for local media as needed, according to FDOT guidelines.

Meetings with key public officials, city staff, municipal staff, and community groups may be scheduled by MDPROS early in, and throughout, the study process. These

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types of meetings serve to acquaint the various stakeholders with the PD&E study and provide project updates.

Project meetings will include an explanation of the study objectives, introduction of the MDPROS project team, and outline of the project schedule with an emphasis on the public participation elements. Input from these individuals will help identify issues and concerns and help refine the project's public involvement strategy. These meetings will provide an opportunity to create strong liaisons with key decision makers and community leaders. The personalized exchange will present these individuals with the information necessary to address questions and concerns from their respective constituencies.

Once the MDPROS develops the project alternatives, a Public Information Meeting will be held. Attending members of the community will receive information on the conceptual designs and associated benefits and impacts. The public will review the various alternatives and will be asked to provide feedback. MDPROS and County staff along with AECOM team members will be present to answer any questions posed by the public.



To help plan for the public information meeting a planning checklist, included in **Appendix D**, will be used by MDPROS as appropriate. Section 120.525, F.S., requires that notices for all public meetings, workshops, and hearings must be published in the *Florida Administrative Register (FAR)* at least seven calendar days prior to the event. This will be accomplished through the Florida Department of State's e-rulemaking website at **www.flrules.org**.

Public input will enable MDPROS to refine the preferred alternative according to the comments and concerns expressed at the meetings. Information stemming from the meeting will be documented and summarized by AECOM.

The Public Information Meeting will be advertised by MDPROS in the local media. The comments received at the event or through any other avenue will be analyzed and considered by the project team as part of the PD&E process.

5.9. Public Hearing

The Public Hearing will be announced by MDPROS with two display ads in the major English and Spanish newspapers serving the study area. The first ad will run no less than 21 days prior to the meeting and the second ad will run between five and 12 days prior to the meeting. The ads serve a dual purpose; they inform the public of the meeting and they meet the requirement of Florida's Sunshine Law which necessitates public notice if two or more officials from any one governing

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body, board, or commission attend. Notice of a public hearing will also be published by MDPROS in the *FAR* at least seven calendar days prior to the event through the Florida Department of State's e-rulemaking website at **www.flrules.org**.



Efforts will be made by MDPROS to reach minority and low-income individuals through coordination with churches, civic groups, and associations as well as through landlords and building managers. Meeting announcements may be hand-delivered by MDPROS to residential building managers and senior centers for their distribution.

MDPROS will investigate potential meeting venues located in or near the study area and, whenever possible, accessible by transit. A Meeting Location Information Sheet may be created listing name of facility, address, contact person and phone, fax, e-mail and cell information, Americans with Disabilities Act (ADA) compliance, parking, seating and display capacity, acoustics, audio/visual equipment, tables and chairs, outside signage, security, cost, and a link to a map.

5.10. Informal Meetings

In addition to scheduled public meetings, there may be additional meetings coordinated by MDPROS with the public, public agencies, and/or civic groups. The purpose of any informal meetings is to apprise the attendees of the project status, specific location and design concepts, and to receive input.

5.11. Special Interest Group Meetings

MDPROS may arrange for the project team to speak at existing special interest group meetings and hold informal discussions with small business owners or major employment centers along the project corridor, on an as-needed basis. The community profile development process will allow MDPROS to reach conclusions regarding the degree of cohesiveness of various groups within the adjacent neighborhoods and the community as a whole including underserved audiences, elderly, disabled, and minority groups.

5.12. One-On-One Meetings

Project status meetings may be held by MDPROS with local elected and appointed officials and other community leaders early in the project and at key milestones in the project development. These meetings keep the stakeholders informed of the project by MDPROS and may assist in disseminating project information.

5.13. Advance Notification and Efficient Transportation Decision-Making

The AN process is a means through which other federal, state, and local agencies are informed of a proposed action and provided an opportunity to become involved early in the project development phase. The process begins with the submittal of a package to the State Clearinghouse (SCH). Information obtained from the project ETDM programming screen is used to prepare the AN. The AN for the project is sent to the SCH by the FDOT District Six PLEMO. The SCH then distributes the materials to the affected agencies for their review and comment. There is a 45-day comment period. The SCH transmits the comments received to the FDOT for incorporation into the project development.

5.14. Coordination with Major Activity Centers

A database of large employment centers in the vicinity of the study intersections will be developed. The database will be maintained by MDPROS to disseminate and facilitate updated project information during the PD&E study process.

5.15. Project Information Contact Number

Project collaterals will provide contact information for the project team, including phone number(s), so that citizens can directly call to obtain project information. The phone numbers to call for project information will include a general project contact, as well as a contact for translations and/or ADA accommodations.

5.16. Website and Email

Stakeholders will be able to connect with the project team and voice any comments or concerns about this project 24 hours a day, seven days a week via electronic means. Notices of public meetings and hearings will be provided by MDPROS which can be accessed by the public from the County website (<https://www8.miamidade.gov/global/calendar/global.page>). This will facilitate dissemination of descriptions/illustrations of the project alternatives and will provide an opportunity for feedback from the public via email. Meeting notices will be posted on the website no less than seven days before the event. In addition, project collaterals will include email address contact information as another method of communication with the project team.

6. COORDINATION WITH MIAMI-DADE COUNTY

Copies of aerial maps depicting the alignment and design concepts under consideration, along with draft copies of engineering and environmental study documentation, will be furnished by MDPROS to Miami-Dade County Department of Transportation and Public Works (DTPW) engineers with their review and written comments solicited. Updated information will also be forwarded by MDPROS to other

relevant County Departments prior to the scheduled public hearing for their review and comment.

7. ANALYSIS AND SUMMARY OF PUBLIC COMMENTS

MDPROS will provide post-meeting comments and reports of any other public coordination, and AECOM will develop a *Comments Coordination Summary* to compile the results and recommendations from each public meeting. 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 forwarded by MDPROS to the FDOT District Six Public Information Officer.

8. PUBLIC HEARING

In compliance with the *PD&E Manual*, 23 CFR 771 and Section 339.155, F.S., a public hearing for the Ludlam Trail project will be held by MDPROS. At the conclusion of the draft PER and associated technical environmental reports, the public hearing will be held in accordance with the requirements of FDOT's *Public Involvement Handbook*. Invitation letters will be drafted and mailed by MDPROS to public officials and agency representatives. To help plan for the public hearing, a planning checklist, included in **Appendix D**, will be used by MDPROS, as appropriate. This checklist may also be used in preparation for other public meetings, as needed.

8.1. Public Hearing Site

Public meetings will be held by MDPROS in reasonable proximity to the project study area to encourage affected citizen attendance. The facility should be appropriate for the meeting, be convenient to the study area, and provide adequate accommodations for both the public information meeting and the public hearing. The meeting site buildings and surrounds shall meet ADA requirements.

8.2. Public Advertisement

MDPROS will develop and publish the legal ads for the Public Hearing. In addition, one display advertisement for the Public Information Meeting will appear in the Miami Herald Neighbors Section in the affected zone, or multiple zones, if needed, at least 15 days and no more than 30 days prior to the meeting. The display advertisement for the Public Hearing will appear in the Miami Herald Neighbors Section in the affected zone(s) twice. The first ad will run no less than 21 days prior to the hearing (but no more than 30 days prior); and the second ad will run between seven and 12 days prior to the hearing. Each display ad will be run by MDPROS in both the major English newspaper serving the study area, as well as the major Spanish newspaper. Advertisements to local newspapers will be sent by MDPROS via e-mail or by registered mail, with return receipt requested. Additionally, an

announcement of the public hearing will be published by MDPROS in the *FAR* at least seven days prior to the public hearing.

8.3. Letters of Invitation

Meeting and hearing invitation letters will be mailed by MDPROS to commercial and residential property owners, and tenants, as required by Section 339.155, F.S., as well as to local elected and appointed government officials, and agencies, notifying them of the upcoming Public Information Meeting and Public Hearing. Property owner letters should be received 21 days in advance of the event while officials' letters should be received 25 to 30 days in advance of the event. Notices may also be hand-delivered by MDPROS to residences and businesses located directly along the project corridor as deemed necessary.

In lieu of standard, low impact invitation letters, a colorful invitation postcard may be developed and mailed by MDPROS to contacts on the County property tax rolls. The postcard may also be converted by MDPROS into an e-flyer that can be sent by MDPROS to the e-mail addresses in the project database. It may also be transmitted by MDPROS to the management and/or membership of community organizations.

8.4. Hearing Preparation

PowerPoint slide presentations, project corridor aerial maps, conceptual engineering displays, graphics, and handouts will be prepared by MDPROS to supplement the oral public hearing presentation. The public hearing will begin with an informal Open House review of project materials, followed by an explanation of the public hearing format, a PowerPoint presentation, and then opportunities for members of the public to enter their comments into the official transcript via speaker cards. Interested parties will also be able to seek additional information, voice their concerns, or express support for various concepts via comment cards.

8.5. Transcript

A court reporter will be hired by AECOM on behalf of MDPROS to transcribe the public hearing and presentation. A verbatim transcript of the public hearing will be obtained by AECOM on behalf of MDPROS, to include written comments received at the hearing and written comments received within ten days after the hearing. Those wishing to express opinions during the hearing without speaking before the group will be asked to fill out and turn in comment cards, which will be included in the public record. Comments can also be mailed in to MDPROS during the 10-day public comment period following the public hearing. Responses to the comments will be drafted by AECOM, reviewed by MDPROS and e-mailed (or mailed, as appropriate) on behalf of MDPROS to those who commented, filled in comment cards, or asked questions which were not addressed during the event. A record of inquiries and comments received, and responses, will be maintained by MDPROS.

8.6. Documents for Public Review

The complete set of environmental and engineering reports that support the PD&E study evaluation will be made available by MDPROS for public review. The reports will be on public display at least 21 calendar days prior to the public hearing date.

8.7. Locations of Documents for Public Review

Project documents, including the PER and the technical environmental reports, will be drafted and made available to the public by MDPROS for review in advance of the public hearing. The public hearing advertisement and invitational letters will provide the location(s) where the study documents are located for public review, which may include a local public library near the project corridor.

The public hearing will be a fully notified and advertised meeting and will fulfill the formal requirements of the FDOT Office of Environmental Management (OEM) and their official Location and Design Concept Acceptance (LDCA) process. The display advertisement including the location of the documents available for public review will be noted in local English and Spanish community newspapers.

8.8. Title VI and Related Statutes

Notification during the Public Hearing will be provided by MDPROS in the presentation, by handout, on signage, and through availability of personnel regarding Title VI of the Civil Rights Act (CRA). The same provisions will be made for the Relocation Assistance Program, which complies with Title VIII of the CRA, as necessary.

8.9. Americans with Disabilities Act Compliance

Notification of intent to comply with the ADA will be provided by MDPROS in the public advertisements for the public hearing, in invitational letters to property owners/tenants and local officials, and in handouts and other meeting collaterals. Compliance will include selection of a public hearing site that meets ADA requirements.

9. PUBLIC HEARING FOLLOW-UP

Following the public hearing, responses to inquiries and comments received by mail and questions and comments not answered at the event will be made in writing by MDPROS. A legal notice developed by MDPROS will announce approval of the final document and recommendations. A press release by MDPROS will be provided to the local media.

9.1. Responses

Responses to letters/correspondence received as a result of the hearing and questions and comments not answered at the public hearing will be made in writing by MDPROS. Public comments and responses will be collected and summarized.

9.2. Recommendation Notice

A legal notice announcing the FDOT OEM's approval of the final document and recommendations (as part of the LDCA process) will be published by MDPROS in the same local newspapers used for prior project notices. In addition, press releases detailing the recommendations to FDOT OEM will be provided to local media by MDPROS.

9.3. Public Hearing Transcript Package

A Transcript Package will be produced and submitted by MDPROS following the Public Hearing. The Transcript Package will include a verbatim hearing transcript prepared by an approved court reporter, an errata sheet detailing any transcript discrepancies, a copy of the correspondence received by MDPROS as part of the public hearing record, and affidavits of publication from the newspapers for the advertising of the hearing.

9.4. Comments and Coordination Report (Binder)

A Comments and Coordination Report will be produced by AECOM and submitted by MDPROS at the conclusion of the study, in a binder with a cover, containing, at a minimum, the documentation provided by MDPROS regarding public participation performed by MDPROS throughout the study period. This report will include the comments and responses received by MDPROS from the public as well as the AN process, coordination with local officials and agencies, collaterals and information from the public meetings, the verbatim transcript from the Public Hearing, proof of publication of legal ads, copies of sign-in sheets, the public hearing certification, and the project's public correspondence. The comments and coordination will be included in a Public Involvement Summary Report which will be provided by MDPROS along with the final engineering and environmental documents to FDOT at the conclusion of the PD&E study.

10. EVALUATION OF THE PUBLIC INVOLVEMENT PLAN

The effectiveness of the public involvement process will be assessed periodically by MDPROS to check that the affected parties are participating, that they understand the study objectives and alternatives, and that any impacts to the affected parties have been communicated clearly by MDPROS.

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Public input received by MDPROS through the various public involvement activities will be documented and fully evaluated by MDPROS. Comment sheets will be distributed by MDPROS at public meetings and those returned will be logged in, responded to, and evaluated by MDPROS. Other meetings will be similarly recorded, and input received at those meetings will be documented, responded to, and evaluated by MDPROS. Letters received from public agencies will be accumulated and logged for reference by MDPROS. Concerns expressed by the public will be addressed by MDPROS and incorporated into the project by MDPROS, as appropriate. A matrix will be created by MDPROS to log the comments received from the public either via electronic mail, regular mail and/or meetings. A sample matrix table is shown in **Appendix E**. The following information is to be included in the matrix:

- Comment received date
- Name of person submitting the comment
- Address
- Phone number(s)
- Electronic mail address
- Comments or concerns
- Response date
- Type of comment

Meetings and presentations held during the course of the project will be documented by MDPROS in a project book called the Public Involvement Summary Report. The report will include a master schedule, meeting advertisements, invitations, sign-in sheets, minutes, FAQ, fact sheets, and any other collaterals, as appropriate. Templates for deliverables for both the Public Information Meeting and the Public Hearing are included in **Appendix F** and **Appendix G**, respectively. The most recent edition of the FDOT checklist for Public Hearings (January 2019) is included in **Appendix D**.

11. PUBLIC INVOLVEMENT DURING DESIGN

Upon completion of the PD&E study process, throughout the final design process, it is anticipated that a Design Project Manager will maintain the appropriate level of public involvement activities for the project. These public involvement activities may include additional coordination meetings with local government and environmental permitting agencies, work sessions, and small group meetings, as needed, or directed by the FDOT.

12. PROJECT SCHEDULE

A project schedule to accomplish the FDOT's objective of completing the project within approximately 18 working months will be prepared by MDPROS. The project milestones are presented below (see **Figure 2**).

Figure 2 – Project Milestones

Ludlam Trail Corridor PD&E Study Milestones:

- PD&E / NEPA Project Kickoff – June 25, 2018
- Right-of-Way Purchase and Sale Agreement Approved by Board of County Commissioners – September 14, 2018
- ETDM Advanced Notification Released – October 22, 2018
- Right-of-Way Acquisition Purchase Completed – December 21, 2018
- ETDM Summary Report – February 1, 2019
- Class of Action Determination – July 3, 2019
- Public Information Meeting – November 12, 2020
- Public Hearing – March 16, 2021
- Location and Design Concept Acceptance – August 10, 2021

APPENDIX A

Project Development and Environment Process

Project Development and Environment (PD&E) Process

The PD&E study process is an integrated work effort involving engineering analysis and environmental evaluation, accomplished within the context of a public participation program. The study process begins with a gathering of data and a refinement of the project needs and objectives. Public involvement during this phase of the study typically includes kick-off meetings with elected officials and press releases to the media. The information gathered by the Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department will be used to develop preliminary design alternatives for the trail.

At the inception of the study, a number of meetings will be planned by MDPROS to inform elected officials, municipal staff, Miami-Dade Transportation Planning Organization (TPO), and Miami-Dade Department of Transportation and Public Works (DTPW), among other local stakeholders, about the objectives, time frame and future coordination for this study. They will be asked by MDPROS to provide input on the design concept for the proposed improvements. This project will also be closely coordinated by MDPROS with the FDOT.

The general content of this PD&E study is briefly described below.

Public Participation – The public participation effort is woven throughout the study process and involves a series of public meetings and a continual process of public outreach and information gathering. A Public Information Meeting and a project Public Hearing will be held by MDPROS during the PD&E study. A variety of collateral materials will be developed by MDPROS for this effort. These public participation techniques are discussed more thoroughly in the subsequent sections.

Meetings with Homeowners Associations – The PD&E phase often involves citizen's participation through the establishment of homeowner association (HOA) contacts for advisory purposes. The HOA is a setting for hearing people's ideas. It provides a continuing forum for bringing those ideas directly into the process and a known opportunity for people to participate. Homeowner/tenant associations and civic associations generally do not share their membership lists. However, names and contact information for association officers are often available and those individuals will generally pass on public meeting invitations and provided project information to their membership, either by hand, e-mail or fax. Since some members of the HOA, but not all, may be included in MDPROS' database of property owners, these notices can serve as additional meeting reminders. Membership rolls of business organizations can also be accessed and leveraged by MDPROS for the project.

Data Assembly - This process will involve assembly by MDPROS of the relevant existing data, completion of surveys, collection of traffic data, and compilation of engineering and environmental data, as appropriate.

Public involvement data collection is more than just creating a project database. It is the basis for comprehensive outreach to the many and various stakeholder groups and opinion leaders and will help form the project mailing and emailing lists. The data will be collected and updated at regular intervals by MDPROS, backed up digitally (on CD) and provided to the FDOT.

The data will be classified by MDPROS according to the various stakeholder groups, and may include names and addresses of:

- Residential and business property owners obtained from county property tax rolls and business operators obtained from county data sets
- Residential tenants through their associations and by postings in common areas
- Public officials, elected or appointed, at the local, state, regional, and federal level whose jurisdictions are within the study boundaries
- Agency and municipal staff, including those involved with permitting and review
- Opinion leaders and officers of community groups, including service organizations, religious institutions and schools
- News media covering and distributed in the project area
- Individuals expressing an interest in the project.

A log of requests for information will be maintained by MDPROS, noting the nature of the request, the individual's contact information, the date the request was received, the date a response was made by MDPROS and by whom within the MDPROS team.

Conceptual Design Analysis - This work effort by MDPROS will include both analyses of different alternatives and different improvement configurations within the same alternative, utilizing data collected by MDPROS and in consideration of the results of the environmental impact analysis, as well as public involvement.

Engineering Analysis and Concept Plans - Preliminary engineering requirements will be reviewed, a planning level engineering analysis will be completed, and a conceptual set of project plans will be prepared by MDPROS, including a key sheet, typical sections, and plan sheets.

Environmental Analysis and Reports - Environmental impact analyses will be conducted, and the associated technical memorandums or reports will be prepared by MDPROS in draft form and in accordance with the *PD&E Manual*. In addition, environmental database information will be compatible for use on base maps.

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Draft Reports - A draft Preliminary Engineering Report (PER), and the associated technical environmental reports will be assembled by MDPROS in preparation for the final public hearing for the project. Draft reports will be submitted to the FDOT.

Final Documents – The final environmental document (the Categorical Exclusion Type II, or CE-2), the final PER, and a comprehensive Public Involvement Summary Report will be prepared by MDPROS following the public hearing and implementation of any resulting actionable recommendations. Final reports will be submitted to the FDOT in order to obtain Location and Design Concept Acceptance (LDCA) for the project. LDCA completes the PD&E phase, allowing the project to proceed to the next phase, the Design Phase.

At the conclusion of the PD&E study, any commitments and recommendations made to the public should be documented in the CE-2 and carried forward into the design phase for implementation. Those commitments and recommendations should be tracked and monitored for adherence and for building community trust.

APPENDIX B

Public Involvement Agencies Contact Lists

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Federal Agencies	
U.S. Economic Development Administration Phil Paradise, Jr., Regional Director 401 W. Peachtree St. NW #1820 Atlanta, GA 30303-2700	U.S. General Services Administration Southeast Sunbelt Region 4 Brian Stern Regional Administrator 1800 F St. NW Washington D.C. 20405
U.S. Assistant Secretary of Commerce for Economic Development Matthew Erskine, Secretary Main Commerce Bldg. Washington D.C. 20230	U.S. Environmental Protection Agency Andrew Wheeler, Administrator 401 M St. SW Washington DC 20460
U.S. Army Corps of Engineers Headquarters 441 G. Street, NW Washington, DC 20314-1000	U.S. Environmental Protection Agency Mary S. Walker, Regional Administrator Sam Nunn Atlanta Federal Center 61 Forsyth Street SW Atlanta, GA 30303-8960
U.S. Army Corps of Engineers Jacksonville District 701 San Marco Boulevard Jacksonville, FL 32232	U.S. Department of Transportation Elaine L. Chao, Secretary 400 7 th St. SW #10200 Washington D. C. 20590
U.S. Department of Transportation Federal Highway Administration Florida Division 3500 Financial Plaza, Suite 400 Tallahassee, FL 32312	U.S. Department of Transportation Federal Highway Administration Office of Planning, Environment, & Realty Kenneth Petty, Director, Office of Planning 61 Forsyth St. SW Atlanta, GA 30303
U.S. Department of Transportation Federal Transit Administration Regional Office Region IV Attention: Regional Admin. 230 Peachtree, NW, Suite 800 Atlanta, GA 30303	U.S. Department of Transportation Federal Highway Administration Pedestrian and Bicycle Program 1200 New Jersey Avenue, SE Washington, DC 20590
U.S. Department of Transportation Federal Highway Administration Thomas D. Everett, Executive Director 1200 New Jersey Avenue SE Washington D.C. 20590	Miccosukee Tribe of Indians of Florida Nona R. Schaffner, B.C.S. Assistant General Counsel Florida Department of Transportation Office of the General Counsel 605 Suwannee Street, MS 58 Tallahassee, Florida 32399-0458

State Agencies	
Florida Dept. of Environmental Protection South East District Jennifer Smith, Director 3301 Gun Club Rd, MSC 7210-1 West Palm Beach, FL 33406	Florida Dept. of Environmental Protection Division of Recreation and Parks Fred Beckham Accessibility and Safety Manager 3900 Commonwealth Boulevard, MS 500 Tallahassee, FL 32399-3000
Florida Dept. of Environmental Protection Noah Valenstein, Secretary 3900 Commonwealth Boulevard M.S. 49 Tallahassee, FL 32399	Florida Dept. of Environmental Protection Office of Greenways and Trails Coordinators Division of Recreation and Parks Attn.: Katie Bernier 3900 Commonwealth Boulevard, MS 795 Tallahassee, Florida 32399-3000
Florida Dept. of Environmental Protection Division of Administrative Services 3900 Commonwealth Blvd. Tallahassee, FL 32399-3000	Florida Dept. of Environmental Protection Southeast District Office of the Director 400 Congress Ave. Suite 200 West Palm Beach, FL 33401
Executive Office of the Governor of Florida Director of Administration 400 S. Monroe St. Tallahassee, FL 32399	Executive Office of the Governor of Florida External Affairs 400 S. Monroe St. Tallahassee, FL 32399-0001
Executive Office of the Governor of Florida Chief of Staff 400 S. Monroe St. Tallahassee, FL 32399	Executive Office of the Governor of Florida Lieutenant Governor 400 S. Monroe St. Tallahassee, FL 32399
Executive Office of the Governor of Florida Lt. Governor's Chief of Staff 400 S. Monroe St. Tallahassee, FL 32399-0001	Florida Department of Economic Opportunity Executive Director East Madison Street Tallahassee, FL 32399
Florida Department of Transportation Office of Policy Planning Jennifer Carver, Statewide Community Planning Coordinator Haydon Burns Bldg. 605 Suwannee Street Tallahassee, FL 32399	Florida Department of Transportation Office of Policy Planning Carmen Monroy, Director Haydon Burns Bldg. 605 Suwannee Street Tallahassee, FL 32399

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State Agencies	
Florida Department of Transportation Director, Office of Construction Haydon Burns Bldg. 605 Suwannee St. MS31 Tallahassee, FL 32399-0450	Florida Department of Transportation Director, Office of Administration Haydon Burns Bldg. 605 Suwannee St., MS55 Tallahassee, FL 32399-0450
Florida Department of Transportation Secretary Kevin J. Thibault, P.E. Haydon Burns Bldg. 605 Suwannee St. Tallahassee, FL 32399-0450	FDOT District 6 Construction Office Kathy McLendon Construction Communications Project Manager 1000 N. W. 111th Avenue Miami, FL 33172
FDOT District 6 Public Information Office Tish Burger, Public Information Officer 1000 N. W. 111th Avenue Miami, FL 33172	FDOT District 6 Executive Office District Secretary James Wolfe, P.E. 1000 N. W. 111th Avenue Miami, FL 33172
Florida Department of State State Historical Preservation Office Timothy A. Parsons, Ph.D., RPA State Historic Preservation Officer R.A. Gray Building 500 South Bronough Street Tallahassee, Florida 32399-0250	Florida Department of State Bureau of Historic Preservation Archives Office of the Bureau Chief Alissa Slade Lotane, Bureau Chief R.A. Gray Building, 4 th Floor 500 South Bronough Street Tallahassee, Florida 32399
Florida Highway Patrol, Troop E Lieutenant Alejandro Camacho Troop Public Affairs Officer P.O. Box 651807 Miami, FL 33265	Florida Department of State State Historical Preservation Office Compliance and Review Section Jason Aldridge, Deputy SHPO R.A. Gray Building 500 South Bronough Street Tallahassee, Florida 32399-0250
Florida Highway Patrol, Troop E Major Christopher Dellapietra Troop Commander P.O. Box 651807 Miami, FL 33265	Florida Highway Patrol, Troop E South and Monroe County District Commander P.O. Box 651807 Miami, FL 33265
South Florida Water Management District Ernie Marks, Executive Director 3301 Gun Club Road West Palm Beach, Florida 33406	Florida Department of Transportation Accessibility ADA Issues Production Support Office 605 Suwannee Street, MS-40 Tallahassee, FL 32399

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State Agencies	
Florida Department of Education Exceptional Education & Student Services Information Distribution 325 West Gaines Street, Suite 628 Tallahassee, FL 32399	Florida Department of Elder Affairs Office of Communications Ashley Chambers, Director 7300 N Kendall Dr # 780 Miami, FL 33156
Florida Department of Health Louise St. Laurent, General Counsel 4052 Bald Cypress Way Tallahassee, FL 32399-1701	Florida Department of Health Michele Tallent Deputy Secretary for Operations 4052 Bald Cypress Way Tallahassee, FL 32399-1701
Florida Department of Business & Professional Regulation Office of the Secretary 1940 N. Monroe Street Tallahassee, FL 32399-0750	Florida Fish and Wildlife Conservation Commission, South Region Dr. Thomas Reinert, Regional Director 8535 Northlake Boulevard West Palm Beach, FL 33412
South Florida Water Management District Federico Fernandez Chairman, SFWMD Governing Board 3301 Gun Club Road West Palm Beach, Florida 33406	South Florida Water Management District Armando Vilaboy, Regional Representative 3301 Gun Club Road West Palm Beach, Florida 33406

Elected Officials - State	
United States Senator for Florida Senator Marco Rubio 7400 SW 87th Avenue, Suite 270 Miami, Florida 33173	United States Senator for Florida Senator Rick Scott B3 Russell Senate Office Building Washington, DC 20510
State of Florida Office of Governor The Honorable Ron DeSantis 400 S. Monroe St. Tallahassee, FL 32399-0001	Florida House of Representatives, District 114 The Honorable Javier E. Fernández 5542 Southwest 8th Street, Suite 202 Coral Gables, FL 33134-2220

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Elected Officials - State	
Florida House of Representatives, District 115 The Honorable Vance Arthur Aloupis, Jr. 8500 Southwest 92nd Street Miami, FL 33156-7379	Florida House of Representatives, District 111 The Honorable Bryan Avila 301 Hialeah Drive, Suite 117 Miami, FL 33010-5259
United States House of Representatives Florida District 25 Congressman Mario Díaz-Balart 8669 NW 36th Street, Suite 100 Doral, FL 33166	United States House of Representatives Florida District 27 Congresswoman Donna Shalala PO Box 330602, Miami, FL 33233

Miami-Dade County - Elected Officials Board of County Commissioners	
The Honorable Carlos A. Gimenez Stephen P. Clark Center 111 N.W. 1st Street, 29th Floor Miami, Florida 33128	Commissioner, District 1 The Honorable Barbara Jordan, 111 NW 1 Street, Suite 220 Miami, FL 33128
Commissioner, District 2 The Honorable Jean Monestime 111 NW 1 Street, Suite 220 Miami, FL 33128	Commissioner, District 3 The Honorable Audrey Edmonson 111 NW 1 Street, Suite 220 Miami, FL 33128
Commissioner, District 4 The Honorable Sally Heyman 111 NW 1 Street, 220 Miami, FL 33128	Commissioner, District 5 The Honorable Eileen Higgins 111 NW 1 Street, 220 Miami, FL 33128
Commissioner, District 6, Vice-Chair The Honorable Rebeca Sosa 111 NW 1 Street, Suite 220 Miami, FL 33128	Commissioner, District 7 The Honorable Xavier L. Suarez 111 NW 1 Street, Suite 220 Miami, FL 33128
Commissioner, District 8 The Honorable Daniella Levine Cava 111 NW 1 Street, Suite 220 Miami, FL 33128	Commissioner, District 9 The Honorable Dennis C. Moss 111 NW 1 Street, Suite 320 Miami, FL 33128

Miami-Dade County - Elected Officials Board of County Commissioners

Commissioner, District 10 The Honorable Javier D. Souto 111 NW 1 Street, Suite 320 Miami, FL 33128	Commissioner, District 11 The Honorable Joe A. Martinez 111 NW 1 Street, Suite 320 Miami, FL 33128
Commissioner, District 12 The Honorable Jose "Pepe" Diaz 111 NW 1 Street, Suite 320 Miami, FL 33128	Commissioner, District 13 The Honorable Esteban L. Bovo, Jr. 111 NW 1 Street, Suite 320 Miami, FL 33128

Miami-Dade County District 6 Community Councils

North Central Community Council Area # 8 In Care of Miami-Dade County Development Services Division Frank Gutierrez, Community Councils Agenda Coordinator Stephen P. Clark Center -- Downtown Office 111 NW 1st Street, 11th floor Miami, Florida 33128	Unincorporated Miami-Dade County, District 6 Commissioner Rebeca Sosa Interamerican Bank Building 1000 SW 57th Ave, Suite 201 West Miami, FL 33144
Westchester Community Council Area # 10 In Care of: Miami-Dade County Development Services Division Frank Gutierrez, Community Councils Agenda Coordinator 111 NW 1st Street, 11th floor Miami, Florida 33128	

Miami-Dade County District 7 Community Councils

Kendall Community Council Area #12 In Care of: Miami-Dade County Development Services Division Frank Gutierrez, Community Councils Agenda Coordinator 111 NW 1st Street, 11th floor Miami, Florida 33128	Unincorporated Miami-Dade County, District 7 Commissioner Xavier L. Suarez District Office 6130 Sunset Drive South Miami, FL 33143
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Miami-Dade County Departments

<p>Miami Dade County Parks, Recreation and Open Spaces Alissa Turtletaub, M.S., Senior Park Planner, 275 NW 2nd Street, 4th Floor Miami, Florida 33128</p>	<p>Miami-Dade County Planning Department Jerry Bell - Assistant Director for Planning Stephen P. Clark Center 111 NW 1st Street, 12th Floor Miami, Florida 33128</p>
<p>Miami Dade County Bicycle and Pedestrian Advisory Committee Kevin Walford, BPAC Coordinator Stephen P. Clark Center 111 NW 1st Street, Suite 920 Miami, Florida 33128-1916</p>	<p>Miami-Dade County Planning Department Office of Historic Preservation Sarah K. Cody - Chief Stephen P. Clark Center 111 NW 1st Street, 12th Floor Miami, Florida 33128</p>
<p>Miami-Dade County Department of Transportation and Public Works Alice N. Bravo P.E., Director Stephen P. Clark Center 111 NW 1st Street, 16th floor Miami, Florida 33128Miami, FL 33128</p>	<p>Miami-Dade County Zoning Department Nathan Kogon, Assistant Director for Development Services Stephen P. Clark Center 111 NW First Street, 11th Floor Miami, FL 33128</p>
<p>Miami-Dade County Police Director Juan J. Perez 9105 NW 25 Street Miami, FL 33172</p>	

City of Miami – Elected Officials

<p>Mayor Francis X. Suarez Commissioner District 7 3500 Pan American Drive Miami, FL 33133</p>	<p>Gabriela Castillo, Director of Communications 3500 Pan American Drive Miami, FL 33133</p>
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City of Miami – Departments

<p>Flagami NET Office Ana M. Rodriguez, Administrator 5135 NW 7th Street Miami, Florida 33126</p>	<p>Emilio T. Gonzalez, City Manager 3500 Pan American Drive Miami, FL 33133</p>
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City of West Miami – Elected Officials

Mayor Eduardo H. Muhiña
 901 SW 62 Avenue West
 West Miami, FL 33144

Vice Mayor Rhonda A. Rodriguez
 901 SW 62 Avenue West
 West Miami, FL 33144

City of West Miami – Departments

Yolanda Aguilar, City Manager
 901 SW 62 Avenue West
 West Miami, FL 33144

Juan Pena, Director of Public Works
 901 SW 62 Avenue
 West Miami, FL 33144

City of South Miami – Elected Officials

Mayor Philip K. Stoddard
 6130 Sunset Drive, First Floor
 South Miami, FL 33143

Vice Mayor Walter Harris
 6130 Sunset Drive, First Floor
 South Miami, FL 33143

City of South Miami – Departments

Steven Alexander, City Manager
 City of South Miami City Hall
 6130 Sunset Drive, First Floor
 South Miami, FL 33143

Public Works & Engineering
 John Reese, Superintendent
 4795 SW 75th Avenue
 Miami, FL 33155

Local Agencies
Miami-Dade Transportation Planning Organization

Oliver G. Gilbert, III, Chairman
 Stephen P. Clark Center
 111 N. W. First Street
 Miami, FL 33128

Esteban L. Bovo, Jr. Vice-Chairman
 Stephen P. Clark Center
 111 N. W. First Street
 Miami, FL 33128

Aileen Bouclé, Executive Director
 Stephen P. Clark Center
 111 N. W. First Street, Suite 920
 Miami, FL 33128

Jesús Guerra, Deputy Director
 Stephen P. Clark Center
 111 N. W. First Street, Suite 920
 Miami, FL 33128

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Local Agencies	
Elizabeth Rockwell Chief Communications Officer Transportation and Regional Manager Stephen P. Clark Center 111 NW 1st Street, Suite 920 Miami, Florida 33128-1916	Disadvantaged Local Coordinating Board Jeanine Gaslonde, Coordinator Stephen P. Clark Center 111 NW 1st Street, Suite 920 Miami, Florida 33128-1916
Miami-Dade Expressway Authority	
Miami-Dade Expressway Authority Carlos A. Gimenez, Chair 3790 NW 21 st Street Miami, FL 33142	Leonard Boord, Vice Chair 3790 NW 21 st Street Miami, FL 33142
Miami-Dade County School Board	
Miami-Dade County School Board Perla Tabares Hantman, Chair 1450 NE Second Avenue Miami, Florida 33132	Miami-Dade County School Board Dr. Martin Karp, Vice Chair 1450 NE Second Avenue Miami, Florida 33132
Other Local Agencies	
Department of Children and Families Southern Region Bronwyn Stanford, Managing Director 401 NW 2nd Avenue, N1007 Miami, Florida 33128	Florida ADA State Resource Network Center for Independent Living of S. Florida Kelly Greene, Executive Director 6660 Biscayne Blvd, First Floor Miami, FL 33138
Florida Developmental Disabilities Council 124 Marriott Drive Suite 203 Tallahassee, FL 32301	Miami Dade County Public Library System Ray Baker, Director 101 West Flagler Street Miami, FL 33130
Miami Dade County Office of ADA Coordination 24th Floor 111 NW First Street Miami, FL 33128-1985	Miami Dade County Public Library System Leila Khalil Chief, Communications & Community Engagement 101 West Flagler Street Miami, FL 33130

Ludlam Trail Corridor
PD&E Study

Special Interest Groups

Friends of the Underline 1172 S. Dixie Highway, #559 Coral Gables, Florida 33146	Ludlam Trail Neighborhood Association Rick Santos, President 6800 SW 69th Ave Miami, FL 33143
Friends of the Ludlam Trail Tony Garcia, Founder 5879 Sunset Drive, Suite 2 South Miami, Florida 33143	Florida Association of Home Builders 2600 Centennial PL Tallahassee, FL 32308
Floridians for Better Transportation Sally Patrenos, President 136 South Bronough Street Tallahassee, Florida 32301	Florida Transportation Builders Association 1007 E. DeSoto Park Drive Tallahassee, FL 32301
Walk with a Doc Attention: Miami Office 495 Cooper Road, Suite 209 Westerville, OH 43081	Greater Miami Convention & Visitors Bureau John Copeland, Director, Cultural Tourism 701 Brickell Ave # 2700 Miami, FL 33131
Lion Miami Terrace, LLC Alex Ruiz 240 SW 72nd Street, Suite 108 Miami, FL 33173	Latin Builders Association 11093 NW 138 Street, #212 Hialeah Gardens, FL 33018
Greater Miami Chamber of Commerce Transportation Committee Tania Valenzuela 1601 Biscayne Boulevard, Ballroom Level Miami, FL 33132-1260	Builders Association of South Florida Truly Burton, Executive Vice President 11093 NW 138th St # 212, Hialeah Gardens, FL 33018
Rails-to-Trails Conservancy Ken Bryan, State Director Florida Field Office PO Box 15227 Tallahassee, FL 32317	Altman Companies c/o Holland & Knight Gloria Velazquez, Senior Counsel 701 Brickell Avenue, Suite 3300 Miami, FL 33131
Nicklaus Children's Hospital Community Services 3100 SW 62nd Ave Miami, FL 33155	Summit Property Solutions Group 65 Brickell Ave. Miami, FL 33131

Ludlam Trail Corridor
 PD&E Study

Special Interest Groups	
Prestige Companies 6400 NW 59 Ave. Miami Lakes, FL 33014	International Training Careers 7360 SW 24th St #31 Miami, FL 33155
University of Miami Facilities Operations Parking and Transportation 5807 Ponce de Leon Boulevard, Suite 100 Coral Gables, FL 33146	DECOBIKE, LLC. P.O. Box 012263 Miami, FL 33132
Medical Transportation 130 SW 71st Ave. Miami, FL 33144	Realtor Association of Miami-Dade County 245 Alcazar Ave Coral Gables, FL 33134
Florida Pedestrian & Bicycling Safety Resource Center University of Florida East Campus Florida PedBike SRC 2100 NE Waldo Road, Suite 106 Gainesville, FL 32609	Run Club Network Frankie Ruiz 3575 W Glencoe St Miami, FL US 33133
Bike 305 Jackie Brunton Miami-Dade County PROS Hickman Building, 5 th Floor 275 NW 2nd Street, Miami, FL 33128	Bike SOMI 6600 SW 80th Street South Miami, FL 33143
American Planning Association Gold Coast Section Lynda Westin, AICP, Chair P. O. Box 430873 South Miami, FL 33243-0873	American Institute of Architects Cheryl H. Jacobs, Executive Vice President 310 SE 1 Street Miami, FL 33131
South Florida Regional Transportation Authority Bicycle Program Genevieve Bajwa P.O. Box 5148, Lighthouse Point FL 33074-5148	East Coast Greenway Alliance Dennis Markatos-Soriano 5826 Fayetteville Rd. Suite 210 Durham, NC 27713
Bike Florida Inc. Joy Hancock, Executive Director 611 S. Fort Harrison Suite 155 Clearwater, FL 33756	Florida Trail Association 1050 NW 2nd Street, Suite A Gainesville, FL 32601

Ludlam Trail Corridor
PD&E Study

Special Interest Groups	
Magic City Bicycle Collective 5310 NW 2nd Ave Miami, FL 33127	Bike Depot Inc. 6151 SW 8th Street Miami, FL 33135
Advocacy Center for Persons with Disabilities Client Assistance Program 2728 Centerview Drive, Suite 101 Tallahassee, FL 32301	National Council on Disability (NCD) 1331 F Street, NW, Suite 850 Washington, DC 20004
Agency for Persons with Disabilities (APD) 4030 Esplanade Way Tallahassee, FL 32399	The Arc of Florida, Inc. 2898 Mahan Drive, Suite 1 Tallahassee, Florida 32308
Agency for Persons with Disabilities Evelyn Alvarez Southern Region Manager 401 NW 2nd Avenue, Suite South 811 Miami, FL 33128	Greater Kendall Business Association Maggie Rehman, Administrator 11240 N. Kendall Drive, Suite #202 Miami, FL 33176
Florida Developmental Disabilities Council 124 Marriott Drive, Suite 203 Tallahassee, FL 32301	Chamber South (South Miami Office) Mary Scott Russell, President 410 SW 80th Street South Miami, FL 33143
Greater Miami Chamber of Commerce Humberto P. Alonso, Jr., Chair, Urban/Community Growth 1601 Biscayne Boulevard, Ballroom Level Miami, FL 33132-1260	Women's Chamber of Commerce of Miami-Dade County 2000 Ponce De Leon Blvd., Ste 500-C1 Coral Gables, FL 33134
Florida Greenways and Trails Foundation Dale Allen, President P.O. Box 4142 Tallahassee, FL. 32315	Green Mobility Network Marice Chael, Chair 5879 Sunset Drive, Suite 4 South Miami, Florida, 33143
Sierra Club Florida Regional Field Office Frank Jackalone, Florida Chapter Director 1990 Central Avenue St. Petersburg, Florida 33712	Tropical Audubon Society 5530 Sunset Drive Miami, FL 33143
1000 Friends of Florida Timothy Jackson, Chairman 308 North Monroe Street Tallahassee, FL 32301	

Ludlam Trail Corridor
PD&E Study

Special Interest Groups	

APPENDIX C

Media Contact List

Media
Newspapers
Miami-Herald
Miami-Herald Neighbors
El Nuevo Herald
Community Newspapers
Sun Sentinel
Miami Today
Miami Times
Radio Stations
WAMR 107.5
WAQI 710
WFLC 97.3
WHQT 105
WINZ 940
WIOD 610
WLRN 91.3
WLVE 93.9
WLYF 101.5
WMXJ 102.7
WPOW 96
WQAM 560
WQBA 1180
WZTA 94.9
Television
Channel 2 – WPBT - PBS
Channel 4 – WFOR -CBS
Channel 6 – WTVJ – NBC6
Channel 7 – WSVN-TV
Channel 10 - WPLG

Channel 17 – WLRN - PBS
Channel 23 – WLTV - Univision
Channel 51 – WSCV - Telemundo
America TEVE

APPENDIX D

Public Meeting / Hearing Planning Checklists

Public Meeting/Hearing Planning Checklist

<u>Hearing Site</u>	Date Complete	Person Responsible	Quality Control
Agreement letter for place to hold public hearing	_____	_____	_____
Rental Costs	_____	_____	_____
Clean up fees	_____	_____	_____
Location of public hearing site is accessible and Available to the general community at-large	_____	_____	_____
Security	_____	_____	_____
Facility complies with ADA	_____	_____	_____
Requests for "reasonable accommodation" under ADA	_____	_____	_____
Seating capacity	_____	_____	_____
Seating comfort	_____	_____	_____
Acoustics	_____	_____	_____
Lighting	_____	_____	_____
Wall/Display areas	_____	_____	_____
Heating/Cooling	_____	_____	_____
<u>Public Hearing Notification</u>			
Notification in Florida Administrative Register	_____	_____	_____
1 st Notification in local area newspaper (21 day min.)	_____	_____	_____
2 nd Notification in local area newspaper (5-12 day min.)	_____	_____	_____
Confirmation letter requesting transcriber for public hearing	_____	_____	_____
Property owner research	_____	_____	_____
Property owner letters mailed (received 20 days before public hearing date)	_____	_____	_____
Public and selected officials and reviewing agencies (21 day min.)	_____	_____	_____

<u>Public Record Information</u>	Date Complete	Person Responsible	Quality Control
Display environmental and engineering documents at various locations (21 days prior to Hearing)	_____	_____	_____
Prepare hearing officer speech	_____	_____	_____
Prepare display information	_____	_____	_____
Aerials	_____	_____	_____
Renderings	_____	_____	_____
Charts, graphs	_____	_____	_____
Prepare audio visuals	_____	_____	_____
Slides	_____	_____	_____
Video Tapes	_____	_____	_____
Prepare Handouts/Brochures	_____	_____	_____
Project Related	_____	_____	_____
Relocation	_____	_____	_____
Prepare sign in sheets, comment and speaker cards	_____	_____	_____
Prepare verbatim transcript	_____	_____	_____
Confirm Court Reporter	_____	_____	_____
Hearing officer certification	_____	_____	_____
Prepare public hearing summary	_____	_____	_____
Staff debriefing meeting	_____	_____	_____
<u>Equipment</u>			
Audio-visual equipment	_____	_____	_____
Screens	_____	_____	_____
Public address system	_____	_____	_____
Extension cords	_____	_____	_____
Tables	_____	_____	_____
Registration Sheets	_____	_____	_____
Speakers Cards	_____	_____	_____
Name Tags	_____	_____	_____

Ludlam Trail Corridor
PD&E Study

Topic No. 650-000-001
Project Development and Environment Manual
Public Involvement

Effective: January 14, 2019

PUBLIC HEARING PLANNING CHECKLIST - Project Name: _____ **Public Hearing Date:** _____

Task	Person Resp.	Target Start	Target Complete	Date Complete	Comments
Meeting Facility					
Identify Public Hearing Facility					Ensure ADA compliant
Reserve/Confirm Public Hearing Facility					
Send Letter of Reservation/Confirmation to Facility					
Newspaper Ads - Two (2) 1/4 Page Size and Press Release					
Draft Newspaper Ad and Press Release					Newspaper Ads: PUBLISH TWICE First Notice at least 15 days but not more than 30 days prior to Public Hearing When needed, Second Notice 7-12 days prior to Public Hearing
Submit Draft Ad and Press Release to Consultant PM for Review					
Consultant PM Review of Draft Ad and Press Release					
Submit Draft AD and Press Release to FDOT for Review					
FDOT Review of Draft Ad and Press Release					
Final Revisions to Ad and Press Release					
Submit Ad to Newspaper (Send by E-mail or Return Receipt Requested)					
First print date at least 15 calendar days prior to Hearing					
Second print date 7 to 12 calendar days prior to Hearing					
Fax Press Release to Media 5 Days Prior to Hearing					
Obtain Affidavit of Publication from Newspaper - Forward to FDOT					
FAR AD (Publish Not Less Than 7 Days Prior to Hearing)					
Draft Florida Administrative Register Ad					FAR Ad FAR notice to be printed no less than 7 calendar days prior to Hearing
Submit Draft FAR Ad to Consultant PM for Review					
PM Review of Draft FAR Ad					
Make PM Revisions to FAR Ad					
Submit Draft FAR Ad to FDOT for Review					
FDOT Review of Draft FAR Ad					
Final Revisions to FAR Ad					
Submit FAR Ad to District PIO to be Received:					
FAR Ad to FAR - to be Received on or Before 12:00 p.m. on:					
Mailing Lists					
Update Mailing List for Elected/Appointed Officials and Agencies					Public Mailing Lists Update to include any new elections/appointments and new property owners
Update Property Owners/Tenants/Interested Citizens Mailing List(s)					
Submit Mailing Lists to PM for Review					
PM Review of Mailing Lists					
Make Consultant PM Revisions to Mailing Lists					
Submit Mailing Lists to FDOT for Review					
FDOT Review of Mailing Lists					
Make Final Revisions to Mailing Lists					
Letters to Elected/Appointed Officials and Agencies					
Draft Letter to Officials and Agencies					Letters to Elected/Appointed Officials and Agencies Officials/Agencies to receive notification at least 25 days but no more than 30 calendar days prior to Public Hearing
Submit Draft Letter to Consultant PM for Review					
PM Review of Draft Letter					
Make PM Revisions to Draft Letter					
Submit Draft Letter to FDOT for Review					
FDOT Review of Draft Letter					
Make Final Revisions to Letter and Merge with Officials Mailing List					
Send Letters to FDOT EMO for Signature					
Letters to be Mailed No Later Than:					
Newsletters (or Letter) to be Sent to Property Owners					

Ludlam Trail Corridor
PD&E Study

Topic No. 650-000-001
Project Development and Environment Manual
Public Involvement

Effective: January 14, 2019

Draft Newsletter (or Letter)					Newsletter (or Letter) to Property Owners Property Owners to receive notification no less than 20 calendar days prior to Public Hearing
Submit Draft Newsletter to PM for Review					
PM Review of Draft Newsletter					
Make PM Revisions to Draft Newsletter					
Submit Draft Newsletter to FDOT for Review					
FDOT Review of Draft Newsletter					
Make Final FDOT Revisions to Newsletter					
Prepare Newsletter for Distribution - Print, Fold, Address, Stamp					
Locations for Documents to be Available for Public Review					Documents to be available for public review 21 days prior to the Public Hearing
Facility Name/Address					
Facility Name/Address					
Facility Name/Address					
Facility Name/Address					
Presentation/Hearing Materials					Meeting materials should be prepared well in advance of the Public Hearing to allow for reviews and revisions
Engage Court Reporter for Public Hearing					
Prepare PowerPoint or Video Presentation					
Prepare Narration Script and Moderator's Script					
Sign-In Sheets					
Comment Forms					
Project Facts Sheet (for Team Members)					
Handouts and/or Brochures					
Speaker Cards					
List of Project Team Attendees and Name Tags					
Table Signs					
Directional Signs (outdoor/indoor)					
Welcome Sign					
Title VI Display Board and Complaint Forms					
Roadway Profiles and/or Typical Sections					
Comparative Evaluation Matrix					
Aerial Photograph Display Boards					
Submit Draft Hearing Materials to PM for Review					Preparations for Briefing with FDOT
PM Review of Meeting Materials					
PM Revisions to Meeting Materials					
First Briefing Meeting with FDOT - Public Hearing Preparation Review					First Briefing Meeting with FDOT
FDOT Review of Hearing Materials					
FDOT Revisions to Hearing Materials					
Second Briefing Meeting with FDOT					Finalize Materials in Preparation for Public Hearing
Finalize Materials for Public Hearing					
Post Public Hearing Activities and Tasks					
Obtain Hearing Transcript from Court Reporter					
Review Transcript and Prepare Errata if Necessary					
Prepare Public Hearing Certification Form					
Review and Revisions to Errata and Public Hearing Certification Form					
Submit Transcript, Errata, and Public Hearing Certification Form to FDOT for Signature					
Public Involvement Summary					Public involvement activities may be summarized in the Environmental Document. Environmental Document. Method used for documentation should be provided within the Public Involvement Plan.
Prepare Public Involvement Summary containing transcript, errata, and signed certification, as well as documentation for all public involvement activities conducted throughout the project.					
Submit Public Involvement Summary to PM for Review					
Consultant PM Review of Public Involvement Summary					
Consultant PM Revisions to Public Involvement Summary					

PUBLIC INVOLVEMENT PLAN - 20200616



Ludlam Trail Corridor
PD&E Study

Topic No. 650-000-001
Project Development and Environment Manual
Public Involvement

Effective: January 14, 2019

Submit Public Involvement Summary to FDOT for Review					
Location and Design Concept Acceptance (LDCA) Newspaper Ad and Press Release					
Prepare LDCA Announcement and Press Release and have PM Review					
Make LDCA Announcement and Press Release Revisions and Submit to FDOT					
Finalize LDCA Announcement and Submit to Local Newspaper					
Finalize Press Release and Submit to FDOT for Media Notification					
Obtain Affidavit of Publication from Local Newspaper - Forward to FDOT					

Publish LDCA Announcement after
receiving OEM acceptance

APPENDIX E

Public Involvement Comment Log

Ludlam Trail Corridor
PD&E Study

MIAMI DADE COUNTY PARKS, RECREATION AND OPEN SPACES DEPARTMENT LUDLAM TRAIL PD&E COMMENT LOG														
Item #	Source	Comment Received Date	First Name	Last Name	Organization	Title	Address	City	State	Zip	Phone	Fax	Email	Comment
														Response Date
														Disposition
1	Website													
	Phone call													
	Mail													
	Email													
	Speaker Card													
	Comment Card													
	Other													
	Source													

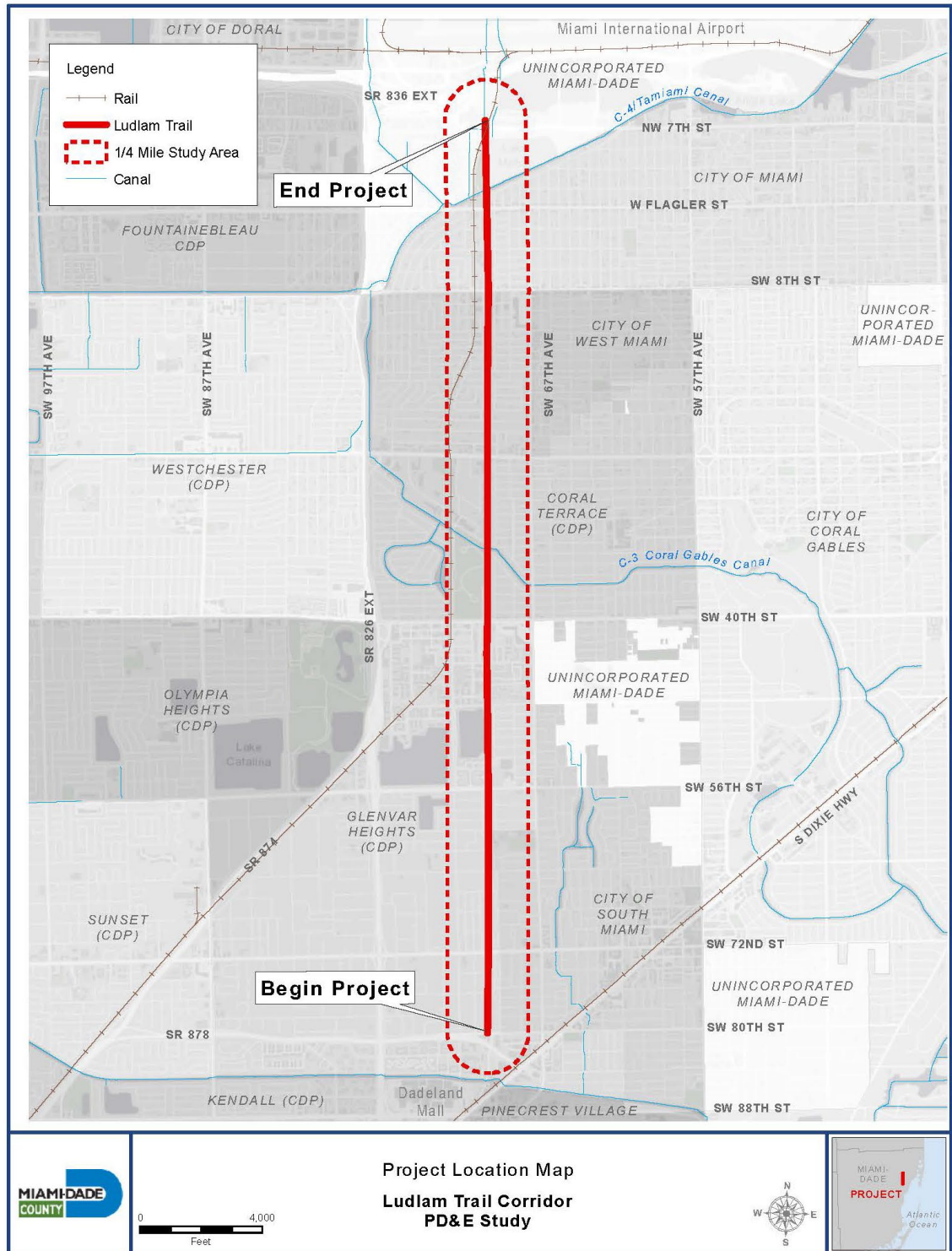
APPENDIX F

Public Information Meeting

Notification Templates

- 1) Project Location Map
- 2) Meeting Location Map (graphic)
- 3) Elected Official Letter
- 4) Property Owner Letter
- 5) Press Release
- 6) Newspaper Ad
- 7) Comment Card
- 8) Meeting Flyer
- 9) FAR

**Ludlam Trail Corridor
PD&E Study**



Project Location Map

Meeting Location Map (graphic)

INSERT GRAPHIC FOR SELECTED ADDRESS



Elected Official Letter Template

Date

(Mr./Ms./The Honorable) First Name Last Name, Suffix

Position/Title

Address

City, State Zip Code

Subject: Public Information Meeting Announcement - Ludlam Trail Corridor
Project Limits: from approximately S.W. 80th Street to N.W. 7th Street
Miami-Dade County, Florida

Miami-Dade County Project Number: 403502-15-001-14470619

State Financial Management Number: 444236-1-22-01

Federal Aid Project ID: N/A

Efficient Transportation Decision Making (ETDM) Number: 14369

Dear (Salutation):

Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department has scheduled a public information meeting regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The meeting is scheduled for (day of week), (month) (date), 20xx at (meeting location) from 6:00 pm to 8:00 pm. Notices are being sent to all property owners and tenants located within at least 300 feet on either side of the proposed trail and to other public officials, regulatory agencies, organizations, and individuals interested in the project.

The meeting will be an informal open house with representatives from MDPROS available to answer questions about the project. This meeting is being held to allow interested persons an opportunity to be informed about the proposed project and provide comments. There will be no formal presentation at the meeting. Maps, drawings and other information will be available for review and discussion.

This meeting is being held as part of a current Project Development and Environment (PD&E) study that is being conducted to evaluate the proposed trail and to provide documented information necessary for the Florida Department of Transportation (FDOT) to reach a decision on the type, design, and location of the trail.

The proposed project's primary objective is to provide a safe, dedicated and direct multi-use trail for cyclists and pedestrians to schools, parks, work and shopping through the heart of the county within the former Florida East Coast railway right-of-



way, while minimizing potential impacts to the natural and human environments. The proposed trail is approximately 5.6 miles long, extending from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS in conjunction with the FDOT pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by the Federal Highway Administration and FDOT.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact _____, at least seven (7) days prior to the public meeting at (phone #). Email: name@yourdomain. For more information, please visit our <COUNTY> website at www._____.com.

Sincerely,

<Signature, name and title>

Enclosure: Newspaper Ad and Meeting Flyer

Property Owner Letter Template

Date:

Subject: Public Information Meeting Invitation - Ludlam Trail Corridor
Project Limits: from approximately S.W. 80th Street to N.W. 7th Street
Miami-Dade County, Florida

Miami-Dade County Project Number: 403502-15-001-14470619
State Financial Management Number: 444236-1-22-01
Federal Aid Project ID: N/A
Efficient Transportation Decision Making (ETDM) Number: 14369

Dear Property Owner or Current Resident:

Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department has scheduled a public information meeting regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The meeting is scheduled for (day of week), (month) (date), 20xx at (meeting location) from 6:00 pm to 8:00 pm.

The meeting will be an informal open house with representatives from MDPROS available to answer questions about the project. This meeting is being held to allow interested persons an opportunity to be informed about the proposed project and provide comments. There will be no formal presentation at the meeting. Maps, drawings and other information will be available for review and discussion. A project informational flyer is enclosed.

The proposed project's primary objective is to provide a safe, dedicated and direct multi-use trail for cyclists and pedestrians to schools, parks, work and shopping through the heart of the county within the former Florida East Coast railway right-of-way. The proposed trail is approximately 5.6 miles long, extending from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue.

This letter is being sent to all property owners and tenants within at least 300 feet of either side of the proposed trail and to other public officials, regulatory agencies, organizations, and individuals interested in the project.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS in conjunction with the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December



14, 2016, and executed by the Federal Highway Administration and FDOT.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact _____, at least seven (7) days prior to the public meeting at (phone #). Email: name@yourdomain. For more information, please visit our <COUNTY> website at www._____.com.

Sincerely,

<Signature, name and title>

Enclosure: Meeting Flyer



Press Release Template

FOR IMMEDIATE RELEASE : Date

PROJECT CONTACT : (Name) (Phone Number) (Email)

LUDLAM TRAIL CORRIDOR PUBLIC INFORMATION MEETING

Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department has scheduled a public information meeting regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The meeting is scheduled for (day of week), (month) (date), 20xx at (meeting location) from 6:00 pm to 8:00 pm.

The meeting will be an informal open house with representatives from MDPROS available to answer questions about the project. This meeting is being held to allow interested persons an opportunity to be informed about the proposed project and provide comments. There will be no formal presentation at the meeting. Maps, drawings and other information will be available for review and discussion.

The proposed project's primary objective is to provide a safe, dedicated and direct multi-use trail for cyclists and pedestrians to schools, parks, work and shopping through the heart of the county within the former Florida East Coast railway right-of-way. The proposed trail is approximately 5.6 miles long, extending from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS in conjunction with the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by the Federal Highway Administration and FDOT.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact _____, at least seven (7) days prior to the public meeting at (phone #). Email: name@yourdomain. For more information, please visit our <COUNTY> website at www. .com.

###

Newspaper Ad Template

**Miami-Dade County Parks, Recreation and Open Spaces Department
Public Information Meeting Announcement**

Project Name:

Ludlam Trail Corridor PD&E Study

Project Limits:

from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue, Miami-Dade County, Florida

Miami-Dade County Project Number: 403502-15-001-14470619

State Financial Management Number: 444236-1-22-01

Federal Aid Project ID: N/A

Efficient Transportation Decision Making (ETDM) Number: 14369

Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department will conduct a Public Information Meeting regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS in conjunction with the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by the Federal Highway Administration and FDOT.

The meeting is scheduled for (day of week), (month) (date), 20xx at (meeting location) from 6:00 pm to 8:00 pm.

The meeting will be an informal open house with representatives from MDPROS available to answer questions about the project. This meeting is being held to allow interested persons an opportunity to be informed about the proposed project and provide comments. There will be no formal presentation at the meeting. Maps, drawings and other information will be available for review and discussion.

The proposed project's primary objective is to provide a safe, dedicated and direct multi-use trail for cyclists and pedestrians to schools, parks, work and shopping through the heart of the county within the former Florida East Coast railway right-of-way. The proposed trail is approximately 5.6 miles long, extending from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact _____, at least seven (7) days prior to the public meeting at (phone #). Email: name@yourdomain. For more information, please visit our <COUNTY> website at www._____.com.

**INSERT PUBLIC MEETING
LOCATION MAP**



Comment Card Template

**Miami-Dade County
Parks, Recreation and Open Spaces Department
Ludlam Trail Corridor Public Information Meeting**

Public Information Meeting Date: _____

Public Information Meeting Location: _____

Miami-Dade County Project Number: 403502-15-001-14470619

State Financial Management Number: 444236-1-22-01

Federal Aid Project ID: N/A

Efficient Transportation Decision Making (ETDM) Number: 14369

Comments

(Please print)

Contact Information (please print):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Tel: _____

Meeting Flyer Template

Miami-Dade County Parks, Recreation and Open Spaces Department

Public Information Meeting Invitation

Project Name:

Ludlam Trail Corridor PD&E Study

Project Limits:

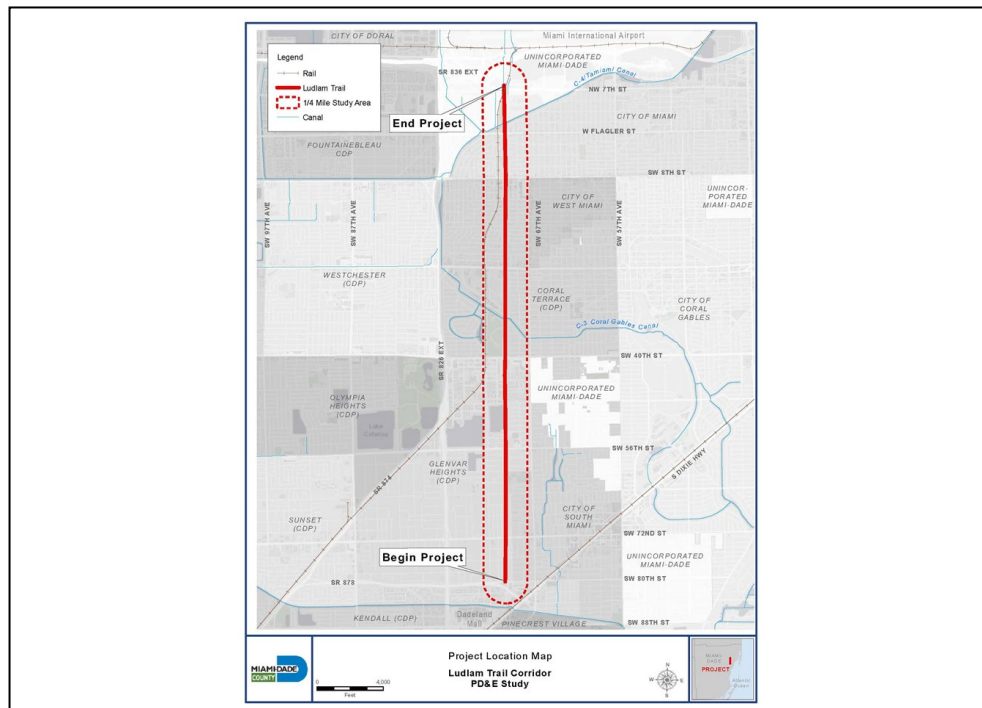
from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue, Miami-Dade County, Florida

Miami-Dade County Project Number: 403502-15-001-14470619

State Financial Management Number: 444236-1-22-01

Federal Aid Project ID: N/A

Efficient Transportation Decision Making (ETDM) Number: 14369



Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department will conduct a Public Information Meeting regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The meeting is scheduled for (day of week), (month) (date), 20xx at (meeting location) from 6:00 pm to 8:00 pm.

**Florida Administrative Register Ad Form Template
(www.flrules.org/agency/login.asp)**

Notice of Meeting/Workshop/Hearing

Miami-Dade County Parks, Recreation and Open Spaces Department
announces a (meeting, hearing, workshop, telephone conference call –
Choose one) to which all persons are invited.

DATE AND TIME

PLACE

GENERAL SUBJECT MATTER TO BE CONSIDERED:

(insert description. At the end include the following statement:

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by FHWA and FDOT.

A copy of the agenda may be obtained by contacting:

(insert contact info)

X Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 7 (days, hours – choose one) before the workshop/meeting by contacting:

(insert contact info)

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

_____ If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing, that person will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.

For more information, you may contact:

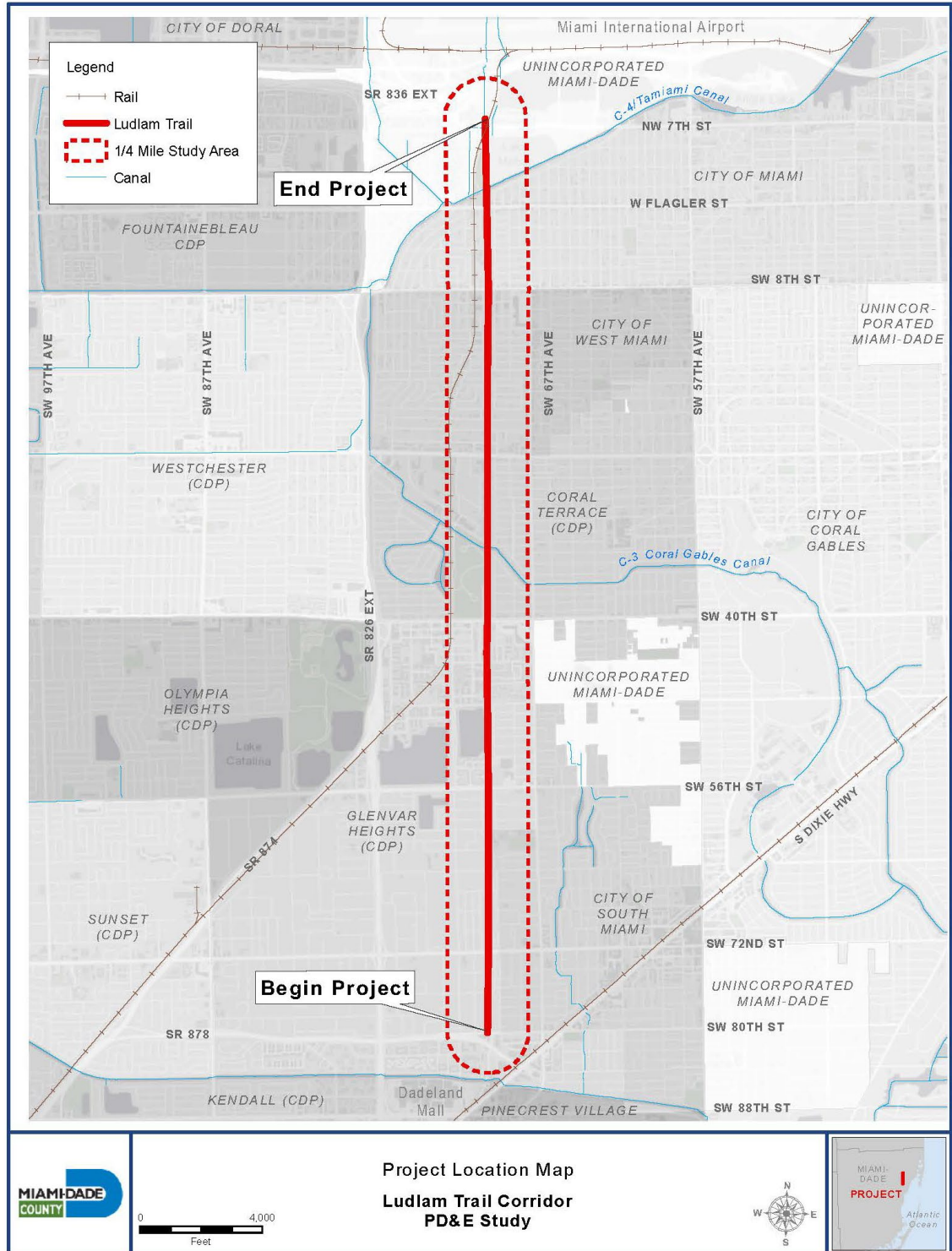
(insert contact info)

APPENDIX G

Public Hearing Notification Templates

- 1) Project Location Map
- 2) Hearing Location Map (graphic)
- 3) Elected Official Letter
- 4) Property Owner Letter
- 5) Press Release
- 6) Newspaper Ad
- 7) Comment Card
- 8) Speaker Card
- 9) Hearing Flyer
- 10) FAR

Project Location Map



Hearing Location Map (graphic)

INSERT GRAPHIC FOR HEARING LOCATION



Elected Official Letter Template

Date

(Mr./Ms./The Honorable) First Name Last Name, Suffix

Position/Title

Address

City, State Zip Code

Subject: Public Hearing Announcement - Ludlam Trail Corridor
Project Limits: from approximately S.W. 80th Street to N.W. 7th Street
Miami-Dade County, Florida

Miami-Dade County Project Number: 403502-15-001-14470619

State Financial Management Number: 444236-1-22-01

Federal Aid Project ID: N/A

Efficient Transportation Decision Making (ETDM) Number: 14369

Dear (Salutation):

Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department has scheduled a public hearing regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The hearing is scheduled for (day of week), (month) (date), 20xx at (meeting location) from 6:00 pm to 8:00 pm. The hearing will begin as an open house at (time) with representatives from MDPROS available to answer questions about the project, and a formal presentation at (time). A copy of the newspaper ad, including a location map for the hearing, is enclosed.

Notices are being sent to all property owners and tenants located within at least 300 feet on either side of the proposed trail and to other public officials, regulatory agencies, organizations, and individuals.

The hearing is being conducted to give interested persons an opportunity to express their views concerning the location, conceptual design, and social, economic, and environmental effects of the proposed trail.

The proposed project's primary objective is to provide a safe, dedicated and direct multi-use trail for cyclists and pedestrians to schools, parks, work and shopping through the heart of the county within the former Florida East Coast railway right-of-way. The proposed trail is approximately 5.6 miles long, extending from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue.

The environmental review, consultation, and other actions required by applicable



federal environmental laws for this project are being, or have been, carried-out by MDPROS in conjunction with the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by the Federal Highway Administration and FDOT.

This hearing is being held as part of a current Project Development and Environment (PD&E) study that is being conducted to evaluate proposed transportation solutions for the proposed Ludlam Trail and to provide documented information necessary for FDOT to reach a decision on the type, design, and location of the trail.

The draft project documents and other information will be available for public review from (date 21 days prior) to (date 10 days after) at (location and address) and on the <COUNTY> website (www._____.com).

Persons wishing to submit written statements, in place of or in addition to oral statements, may do so at the hearing or by sending them to (MDPROS contact name and address) or by email at name@yourdomain.com. All statements postmarked on or before (insert the date for the end of 10-day comment period) will become a part of the public hearing record.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact _____, at least seven (7) days prior to the public hearing at (phone #). Email: name@yourdomain. For more information, please visit our <COUNTY> website at www._____.com.

If you have questions about the project or scheduled public hearing, please contact the Project Manager, (name), at (phone #), or by email at name@yourdomain.com

Sincerely,

<Signature, name and title>

Enclosure: newspaper ad and hearing flyer

Property Owner Letter Template

Date:

Subject: Public Hearing Invitation - Ludlam Trail Corridor
Project Limits: from approximately S.W. 80th Street to N.W. 7th Street
Miami-Dade County, Florida

Miami-Dade County Project Number: 403502-15-001-14470619
State Financial Management Number: 444236-1-22-01
Federal Aid Project ID: N/A
Efficient Transportation Decision Making (ETDM) Number: 14369

Dear Property Owner or Current Resident:

Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department has scheduled a public hearing regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The hearing is scheduled for (day of week), (month) (date), 20xx at (meeting location) from 6:00 pm to 8:00 pm. Representatives from MDPROS will be available to answer questions about the project. The hearing will begin as an open house at (time) with a formal presentation at (time). A location map of the hearing site is provided at the end of this letter, and a project informative flyer is enclosed.

This public hearing is being conducted to give interested persons an opportunity to express their views concerning the location, conceptual design, and social, economic, and environmental effects of the proposed trail.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS in conjunction with the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by the Federal Highway Administration and FDOT.

The proposed project's primary objective is to provide a safe, dedicated and direct multi-use trail for cyclists and pedestrians to schools, parks, work and shopping through the heart of the county within the former Florida East Coast railway right-of-way. The proposed trail is approximately 5.6 miles long, extending from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue.

The draft project documents and other information will be available for public review from (date 21 days prior) to (date 10 days after) at (location and address) and on the <COUNTY> website (www._____.com).

PUBLIC INVOLVEMENT PLAN - 20200616

Ludlam Trail Corridor
PD&E Study



Persons wishing to submit written statements, in place of or in addition to oral statements, may do so at the hearing or by sending them to (MDPROS contact name and address) or by email at name@yourdomain.com. All statements postmarked on or before (insert the date for the end of 10-day comment period) will become a part of the public hearing record.

This letter is being sent to all property owners and tenants within at least 300 feet of either side of the proposed trail and to other public officials, regulatory agencies, organizations, and individuals interested in the project.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact _____, at least seven (7) days prior to the public hearing at (phone #). Email: name@yourdomain. For more information, please visit our <COUNTY> website at www._____.com.

Sincerely,

<Signature, name and title>

Enclosure: public hearing flyer

INSERT PUBLIC HEARING LOCATION MAP HERE



Press Release Template

FOR IMMEDIATE RELEASE : Date

PROJECT CONTACT : (Name) (Phone Number) (Email)

LUDLAM TRAIL CORRIDOR PUBLIC HEARING

Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department has scheduled a Public Hearing regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The hearing is scheduled for (day of week), (month) (date), 20xx at (meeting location) from 6:00 pm to 8:00 pm.

The hearing will begin as an informal open house, with a formal presentation at pm followed by a comment period. This hearing is being held to allow interested persons an opportunity to be informed and provide comments concerning the location; conceptual design; and social, economic, and environmental effects of the proposed Ludlam Trail Corridor.

The proposed project's primary objective is to provide a safe, dedicated and direct multi-use trail for cyclists and pedestrians to schools, parks, work and shopping through the heart of the county within the former Florida East Coast railway right-of-way. The proposed trail is approximately 5.6 miles long, extending from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue.

The Categorical Exclusion Type II document, along with other pertinent information developed by MDPROS, will be available for public review on weekdays from (date 21 days prior) to (date 10 days after) at (location and address) and on the <COUNTY> website (www._____.com). These materials will also be available at the Public Hearing site from 6:00 p.m. until the end of the Public Hearing.

Persons wishing to submit written statements, in place of or in addition to oral statements, may do so at the hearing or by sending them to (MDPROS contact name and address) or by email at name@yourdomain.com. All statements postmarked on or before (insert the date for the end of 10-day comment period) will become a part of the public hearing record.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS in conjunction with the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by the Federal Highway Administration and FDOT.

PUBLIC INVOLVEMENT PLAN - 20200616

Ludlam Trail Corridor
PD&E Study



Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact _____, at least seven (7) days prior to the public hearing at (phone #). Email: name@yourdomain. For more information, please visit our <COUNTY> website at www._____.com.

###

Newspaper Ad Template

**Miami-Dade County Parks, Recreation and Open Spaces Department
Public Hearing Announcement**

Project Name:

Ludlam Trail Corridor PD&E Study

Project Limits:

from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue, Miami-Dade County, Florida

Miami-Dade County Project Number: 403502-15-001-14470619

State Financial Management Number: 444236-1-22-01

Federal Aid Project ID: N/A

Efficient Transportation Decision Making (ETDM) Number: 14369

Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department will conduct a Public Hearing regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS in conjunction with the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by the Federal Highway Administration and FDOT.

**The public hearing is scheduled for (day of week), (month) (date), 20xx
at (hearing location) from 6:00 pm to 8:00 pm.**

The public hearing will begin as an informal open house at (time) and a formal presentation at (time), followed by a public comment period.

The proposed project's primary objective is to provide a safe, dedicated and direct multi-use trail for cyclists and pedestrians to schools, parks, work and shopping through the heart of the county within the former Florida East Coast railway right-of-way. The proposed trail is approximately 5.6 miles long, extending from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W./S.W. 69th Avenue.

This public hearing is being conducted to give interested persons an opportunity to express their views concerning the location, conceptual design, and social, economic, and environmental effects of the proposed improvements. Draft project documents will be available for public review from (21 days prior date) to (10 days after date) at the (location and address) and on the <COUNTY> website, www.____.com.

**INSERT PUBLIC HEARING
LOCATION MAP HERE**

PUBLIC INVOLVEMENT PLAN - 20200616

Ludlam Trail Corridor
PD&E Study



Persons wishing to submit written statements, in place of or in addition to oral statements, may do so at the hearing or by sending them to (MDPROS contact name and address) or by email at name@yourdomain.com. All statements postmarked on or before (insert the date for the end of 10-day comment period) will become a part of the public hearing record.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact _____, at least seven (7) days prior to the public hearing at (phone #). Email: name@yourdomain. For more information, please visit our <COUNTY> website at www._____.com.



Comment Card Template

**Miami-Dade County
Parks, Recreation and Open Spaces Department
Ludlam Trail Corridor Public Hearing**

Public Hearing Date: _____

Public Hearing Location: _____

Miami-Dade County Project Number: 403502-15-001-14470619

State Financial Management Number: 444236-1-22-01

Federal Aid Project ID: N/A

Efficient Transportation Decision Making (ETDM) Number: 14369

Comments

(Please print)

Contact Information (please print):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Tel: _____

Persons wishing to submit written statements, in place of or in addition to oral statements, may do so at the hearing or by sending them to (MDPROS contact name and address) or by email at [name@yourdomain.com](mailto:_____). If you require extra time, please forward comments by (end of 10-day comment period) <insert date> to be included in the project record, to:

Contact Name
MDPROS Address
City, State Zip

All statements postmarked on or before the end of 10-day comment period will become a part of the public hearing record.



Speaker Card Template

Speaker Request Card
To be completed prior to making a recorded statement

Speaker Number _____

LUDLAM TRAIL CORRIDOR
PUBLIC HEARING - (date) , 20XX

PROJECT LIMITS: from approximately S.W. 80th Street to N.W. 7th Street

PLEASE PRINT CLEARLY:

Name: _____
First Middle Last

Address: _____
Street

City State Zip Code

Email: _____

Phone: _____

Representing:

- ☐ Self
- ☐ Firm/Agency _____
- ☐ Government Agency _____
- ☐ Civic Organization _____
- ☐ Homeowners Association _____
- ☐ Other _____

Public Hearing Invitation Flyer Template

Project Name:

Ludlam Trail Corridor PD&E Study

Project Limits:

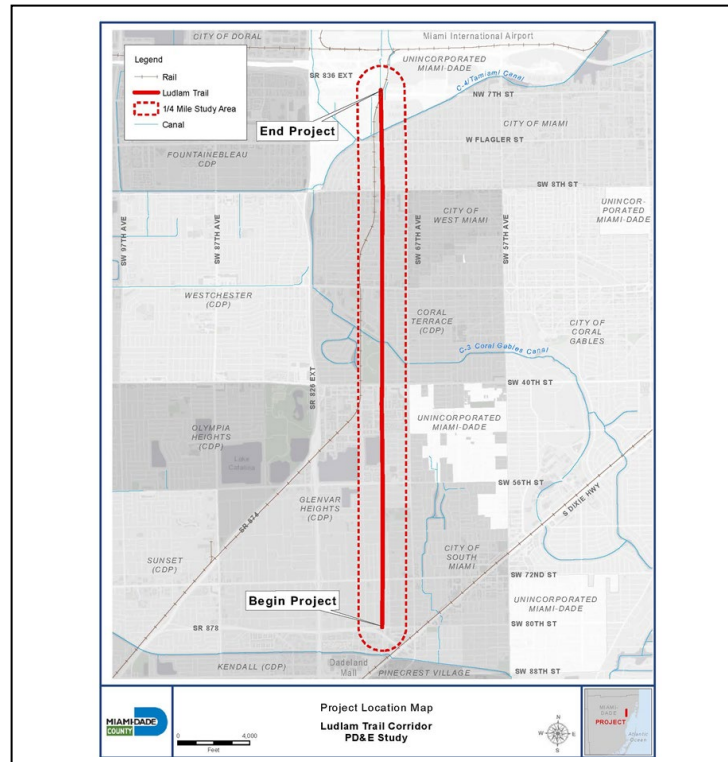
from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue, Miami-Dade County, Florida

Miami-Dade County Project Number: 403502-15-001-14470619

State Financial Management Number: 444236-1-22-01

Federal Aid Project ID: N/A

Efficient Transportation Decision Making (ETDM) Number: 14369



Miami-Dade County Parks, Recreation and Open Spaces (MDPROS) Department has scheduled a public hearing regarding the proposed Ludlam Trail Corridor in Miami-Dade County, Florida. The hearing is scheduled for (day of week), (month) (date), 20xx at (meeting location) from 6:00 pm to 8:00 pm.

Representatives from MDPROS will be available to answer questions about the project. The hearing will begin as an open house at (time) with a formal presentation



at (time). A location map of the hearing site is provided at the end of this invitation.

This public hearing is being conducted to give interested persons an opportunity to express their views concerning the location, conceptual design, and social, economic, and environmental effects of the proposed trail. Maps, drawings and other information will be available for review and discussion.

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS in conjunction with the Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by the Federal Highway Administration and FDOT.

The proposed project's primary objective is to provide a safe, dedicated and direct multi-use trail for cyclists and pedestrians to schools, parks, work and shopping through the heart of the county within the former Florida East Coast railway right-of-way. The proposed trail is approximately 5.6 miles long, extending from approximately S.W. 80th Street to N.W. 7th Street, generally following the north-south alignment of what would be N.W. / S.W. 69th Avenue.

The draft project documents and other information will be available for public review from (date 21 days prior) to (date 10 days after) at (location and address) and on the <COUNTY> website (www._____.com).

Persons wishing to submit written statements, in place of or in addition to oral statements, may do so at the hearing or by sending them to (MDPROS contact name and address) or by email at name@yourdomain.com. All statements postmarked on or before (insert the date for the end of 10-day comment period) will become a part of the public hearing record.

This letter is being sent to all property owners and tenants within at least 300 feet of either side of the proposed trail and to other public officials, regulatory agencies, organizations, and individuals interested in the project.

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**Florida Administrative Register Ad Form Template
(www.flrules.org/agency/login.asp)**

Notice of Meeting/Workshop / Hearing

Miami-Dade County Parks, Recreation and Open Spaces Department announces a (meeting, hearing, workshop, telephone conference call – Choose one) to which all persons are invited.

DATE AND TIME

PLACE

GENERAL SUBJECT MATTER TO BE CONSIDERED:

(insert description. At the end include the following statement:

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried-out by MDPROS pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by FHWA and FDOT.

A copy of the agenda may be obtained by contacting:

(insert contact info)

X Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 7 (days, hours – choose one) before the workshop/meeting by contacting:

(insert contact info)

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

_____ If any person decides to appeal any decision made by the Board with respect to any matter considered at this meeting or hearing, that person will need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence from which the appeal is to be issued.

For more information, you may contact:

(insert contact info)