New Jersey Department of Transportation **QUALITY IMPROVEMENT ADVISORY** QUALITY MANAGEMENT SERVICES Director: Lynn Rich Telephone: (609) 530-5367	QIA No. 038 _____ Approved: Lynn Rich Date: 10-08-04

Subject: Plan Display Boards for Public Meetings

Process Affected:

☒Scope ☒Design ☐Right of Way ☐Utilities ☐Environmental ☐Historic ☐Construction

Bureaus Affected: Division of Project Planning and Development, and Project Management	**Procedure(s) Affected:** Design

Nature of Issue(s):

At meetings with public officials or at general public presentations, a proposed plan and profile mounted on a display board may contain excessive technical information. This technical information (baseline information on plans and exaggerated profiles) detracts from the goal of gaining public understanding. An example of this is the current typical profile scale of 1 inch = 50 feet (horizontal) and 1 inch = 5 feet (vertical) which results in a 10:1 vertical exaggeration. This can be misleading to some, especially those not used to reading plans, such as individuals at public meetings and general public presentations.

Recommendation(s):

When presenting a proposed plan to public officials or the general public, it is recommended to not necessarily include a plotted profile or other potentially confusing technical information on the plan display board. Instead, it is recommended to have a 5:1 plotted profile, a typical section of the roadway and other related documents available as needed. The plan presented should be easy to understand and should mimic the proposed conditions to the greatest extent possible. This may include items such as traffic striping, lane arrows, signs, traffic signals, etc., as they would appear in the completed condition. The plan view should be at a scale that is easy to read (as large as possible), and should not be cluttered with unnecessary detail.

Implementation: Immediately

Impact Assessment: Improving Public Relations ☐Schedule ☒Quality ☐Cost ☐Scope	**Cost Impact:** N/A