

# ADMINISTRATIVE DIRECTED POLICY & PROCEDURES

**To:** BCC Employees  
**Subject:** NOTIFICATION FOR PUBLIC DISPLACEMENT POLICY & PROCEDURES

**From:** Taryn Kryzda, County Administrator

**Effective Date:** September 1, 2021

**Created by:** Public Works Department

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## PURPOSE

To provide the citizens of Martin County a standard of public notification for public displacement of County facilities.

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## POLICY

In the event the citizens of Martin County will or may be displaced or inconvenienced, they shall be notified at the earliest possible time by one or more methods of announcement.

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## DEFINITIONS

**Information Release:** A document distributed to the distribution list, Exhibit "A," that informs the public of an impending event that creates a displacement or inconvenience. Samples are provided in Exhibits "B" and "C".

**Pre-event letter:** A document distributed to all residents and businesses in the directly impacted area, as designated by the Public Works Department Director, that informs the public of an impending event that creates a displacement or inconvenience. Where Homeowner Associations (HOAs) are impacted, the HOA will be provided with the appropriate notification, and it shall become their responsibility to notify their respective residents.

**Door hanger:** A small card or sign that is hung on a doorknob that informs the public of an impending event that creates a displacement or inconvenience. A Door hanger is an allowable substitute for a pre-event letter. A sample is provided as Exhibit "D".

**Message board:** A programmable message board used to that informs the public of an impending event that creates a displacement or inconvenience.

**Distribution Date:** Date that the notification regarding the closure will be disseminated to the public. This will be a minimum of 48 hours prior to the time of the closure.

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## PROCEDURE

The scope of this procedure is limited to events when the public will require notice of displacement or inconvenience caused by facilities being closed or rerouted. Whereas different types of events require different forms of public notification, there are three categories: road, sidewalk or public facility closures; prescribed burns; and other inconveniences.

Other inconveniences can include, but are not limited to:

- a. A road closure related to Special Events Requiring Road Closures, as approved by the Board of County Commissioners.
- b. An intermittent lane or sidewalk closures of more than eight hours when the County Engineer has determined the inconvenience will not impact traffic during peak hours.
- c. A public event that the County Administrator or the District Commissioner has deemed that unreasonable traffic congestion is likely.

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These three categories of public notification require various methods of communication. The following table provides the advanced notification that shall precede the planned event for each category.

Notification type	Road or facility closure	Prescribed burn	Other inconvenience
Information Release	7 days	3 days	3 days
Pre-event letter or door hanger	7 days		
Message board(s)	7 days		

A Notification Request Form, Exhibit “E,” shall be submitted for review by the County Engineer no less than 4 days prior to the distribution date for planned events, unless in the event of a public safety emergency. The lane closure timeline for collector or arterial roads shall be limited to 8:30 AM through 4:00 PM weekdays and Saturdays unless a deviation is approved by the County Engineer. Night work is also permissible with approval from the County Engineer. Lane or sidewalk closures on local roads may occur at any time with County approval. The first day of a lane or road closure shall only begin on a Tuesday, Wednesday, or Thursday to allow for adequate notice to the public and to minimize impacts to the users of the roadway.

All Information Releases, Pre-event letters, and door hangers shall include a contact, a telephone number, an e-mail address, and a TDD line number so that citizens may contact the County. In all cases, the County Administrator must be notified with a copy of notification to all Commissioners.

  
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 Taryn Kryzda, County Administrator  
 8/24/2021

**Suppression History:**

- 93 – September 1, 2021
- POL93 – February 16, 2011
- POL27
- cwd03o.007 – July 1, 2003

# ADMINISTRATIVE DIRECTED POLICY & PROCEDURES

## Exhibit "A" Distribution List

Local Media

County Information Desk

County Administrator

Deputy County Administrator

Assistant County Administrator

Commissioners

Commissioners' Executive Aides

Department Directors, or designees:

Building

Community Development

Fire/Rescue

General Services

Growth Management

Information Technology

Library Services

Martin Metropolitan Planning Organization

Parks and Recreation

Public Works

Public Information Officers

Clerk of Court

Florida Department of Environmental Protection

Health Department

School District

Sheriff's Office

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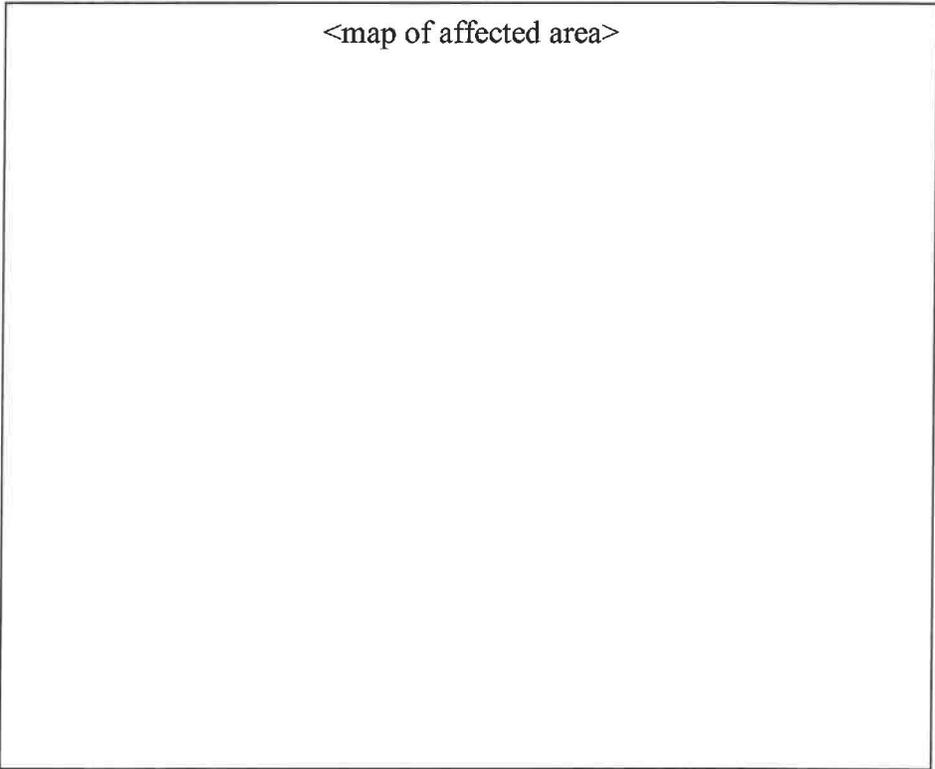
## Exhibit "B" Sample Information Release

### FOR IMMEDIATE RELEASE

On <date>, the <entity performing work>, on behalf of <entity requesting work>, will begin the construction of <work to be performed> on <name of road> between <first cross street> and <second cross street>. This work will necessitate intermittent lane closures on <name of road> between 8:30am and 4:00 pm. The work is anticipated to be complete by <date>. Motorists, pedestrians, and cyclists are encouraged to seek alternate routes, exercise caution, and expect minor delays through the area.

-end-

<map of affected area>



This notification can be reproduced in an alternative format upon request by contacting the office of the ADA Coordinator (772-221-1396 voice), the County Administration Office (772-288-5940 voice), or 772- 463-3285 TDD.

# ADMINISTRATIVE DIRECTED POLICY & PROCEDURES

## Exhibit "C" Sample Information Release

### FOR IMMEDIATE RELEASE

To prevent future wildfires, Martin County is planning to conduct a prescribed fire on <date> at <facility name> located on <name of road>. The prescribed fire will be located in the pine flatwoods area near the <location within the facility>. Prior to the burn, mechanical equipment will be employed to reduce fuel levels and thereby produce a lower intensity fire. Martin County Ecosystems Restoration and Management, Martin County Fire Prevention, and the Florida Division of Forestry are working together to ensure a healthy ecosystem and to prevent wildfire by reducing fuels before the upcoming fire season. It is likely that you will see smoke rising from the site and may even detect the smell of smoke. The fire will take approximately 6-8 hours to be completed, and smoke from the fire may linger up to 36 hours, depending on weather conditions.

**Please consider these helpful hints to prepare for the upcoming prescribed fire:**

- **Keep doors and windows closed to avoid smoke in your home on the day of the burn.**
- **Do not hang laundry out to dry as it may smell of smoke.**
- **Cover your swimming pool to keep ash out of the water.**
- **Limit outdoor activity or temporarily leave the area if health concerns are present.**

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# ADMINISTRATIVE DIRECTED POLICY & PROCEDURES

## Exhibit "D" Sample Door Hangar

### Residents / Owners <Name of Project>

On <date>, the <entity performing work>, on behalf of <entity requesting work>, will begin the construction of <work to be performed> on <name of road> between <first cross street> and <second cross street>. This work will necessitate intermittent lane closures on <name of road> between 8:30 am and 4:00 pm. The work is anticipated to be complete on <date>. Motorists, pedestrians, and cyclists are encouraged to seek alternate routes, exercise caution, and expect minor delays through the area.

A Martin County representative will be at the <name of facility> on <location of facility>, <date>, between the hours of <time frame> to discuss concerns.

Martin County staff is also available to answer individual resident's / owner's questions. Please contact <name of contact> at <phone number> or <e-mail address> for more information.

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# ADMINISTRATIVE DIRECTED POLICY & PROCEDURES

## Exhibit "E" Notification Request Form

### Notification Request Form

Must be submitted 4 days prior to the distribution of the notification.

Intermittent lane closures and road closures cannot begin on a Monday or Friday

**Anticipated Start Date:** \_\_\_\_\_

**Type of Closure:** \_\_\_\_\_

**Who is Doing Work: Brief** \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Road being Closed:** \_\_\_\_\_

**First cross street:** \_\_\_\_\_

**Second cross street:** \_\_\_\_\_

**Time of Closure:** \_\_\_\_\_

**Anticipated Completion Date:** \_\_\_\_\_

**Staff Contact:** \_\_\_\_\_

**Contractor Contact:** \_\_\_\_\_

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at [www.martin.fl.us/accessibility-feedback](http://www.martin.fl.us/accessibility-feedback)