

DISTRICT DEPARTMENT OF TRANSPORTATION

CONTEXT SENSITIVE DESIGN GUIDELINES



District Department of Transportation

DISTRICT DEPARTMENT OF TRANSPORTATION

Context Sensitive Design Guidelines

For more information contact:

Faisal Hameed
Infrastructure Project Management Administration
District Department of Transportation
64 New York Avenue, NE
Washington DC 20002
(202) 671 - 4607 (Desk)
(202) 671 - 4710 (Fax)

visit us:

www.ddot.dc.gov/csd

**DISTRICT DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE ORDER**

DEPARTMENTAL ORDER NO. 301.05 Date: March 28, 2005

SUBJECT: DDOT Context Sensitive Solution/Design Policy

I. PURPOSE

The purpose of this issuance is to mandate the use of the District Department of Transportation Context Sensitive Design Guidelines hereafter referred to as the CSD/CSS in all transportation planning, design and construction projects, where appropriate, to achieve design excellence, stakeholder participation and minimal disruption to the community and involves efficient and effective use of resources.

DDOT's goal is to provide transportation improvements that serve our customers multi-modal transportation needs with sensitivity to vital stakeholder interests.

II. OVERVIEW

CSD/CSS has been described as an approach that considers the total context within which a transportation improvement project will exist.

DDOT has had a long history of utilizing collaborative CSD/CSS in its project development process even before the requirement from the Federal Highway Administration (FHWA).

DDOT was selected by FHWA as one of 15 states to be included in the first round of CSS/CSD training. FHWA's goal is to have all State Departments of Transportation doing project development in accordance with the philosophy and principles of CSS/CSD.



A total of forty-one employees from each DDOT Administration participated in a two-day training course sponsored by FHWA in February. The training provided employees with a practical understanding of CSD/CSS, including background, its origins and guiding principles behind its application in the implementation process.

The DDOT CSD Guidelines are incorporated as a stand-alone chapter in the revised design standards.

The DDOT approach to the application of CSD/CSS principles will enhance stakeholder involvement as address the transportation needs in the city.

III. PROCEDURES

1. Context Sensitive Solution/Design should be considered an integral part of all transportation design activities.
2. Project Managers must complete the Context Sensitive Design Worksheet included in Section 5 of the Guidelines.
3. Project Managers should incorporate all criteria included in Section 4 of the Guidelines in the project development process.

IV. Effective Date

This policy shall take effect immediately.



Dan Tangherlini
Director





DDOT Context Sensitive Design Guidelines

Tale of Content

Section	Title	Page
1	Context Sensitive Design (Introduction and Background)	1
2	Rules and Regulations	3
3	Key elements of Context Sensitive Design	5
4	DDOT CSD Guidelines	6
5	DDOT CSD-Design Checklist	12
6	Public Involvement	13
7	Glossary	19



DDOT Context Sensitive Design Guidelines

Section 1. CSD Introduction & Background

District Department of Transportation

Context Sensitive Design Guidelines

1. Context Sensitive Design (CSD):

This document has been prepared to explain District Department of Transportation's (DDOT) approach to Context Sensitive Design. This purpose of this document is to provide guidelines for achieving excellence in planning and design of transportation projects.

1.1. Introduction:

Context Sensitive Design (CSD) is a *collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic, and environmental resources, while maintaining safety and mobility*. CSD is an approach that considers the total context within which a transportation improvement project will exist (FHWA 2001).

Another way of describing Context Sensitive Design is “merging the function of a transportation project with its setting”. This new approach is an effort to design transportation projects in harmony with the project’s context, such that these projects respect the community values, physical needs, natural environment, social needs, cultural characteristics, aesthetics, and transportation needs. The “context” of the project can include a variety of elements such as community, scenic byways, rivers, historic districts, residential character, parks, farmland, wetlands, highways, and commercial neighborhoods.

Context Sensitive Design is an approach to develop better and improved ways of designing roads, highways, and other transportation facilities that are integrated with their environment and are more consistent with the needs of the communities they serve. It is a way of achieving planning and design excellence.

1.2. Background:

The completion of the U.S interstate system and other major highways has evolved many lessons about the planning and design of the transportation networks. One of the major lessons learned was the development and design of transportation projects that fit in the environment and community. This has led to involving community and other stakeholders in transportation decision-making. The enactment of the National Environmental Policy Act (NEPA) by the Congress has also made it mandatory for Transportation decision makers to address the environmental and public participation issues. In order to address the issues and challenges in designing roads and highways that fit the community needs and are integrated with their environment, a new approach has been developed which is called "Context Sensitive Design".

Originally five pilot states were selected by FHWA to implement CSD. These states were: Connecticut, Kentucky, Maryland, Minnesota, and Utah. Currently (Year 2003) the FHWA has decided to include more states in this program and Washington DC is one of them. The District Department of Transportation has accepted this responsibility and has developed these guidelines that have been incorporated in the DDOT Design Manual.

1.3. Purpose:

The purpose of these guidelines is to ensure the implementation of the Context Sensitive Design approach to every DDOT design project. These CSD guidelines will apply to all new design projects by DDOT (both in-house and on contract) for all modes of travel.



DDOT Context Sensitive Design Guidelines

Section 2. Rules & Regulations

2. Rules and Regulations:

Rules and regulations dealing with the Context Sensitive Design are:

2. 1. Title 23 of United States Code, Section 109:

The relevant portion of this policy is:

A design for new construction, reconstruction, resurfacing...restoration, or rehabilitation of highway on the National Highway System (other than a highway also on the Interstate System) may take into account...[in addition to safety, durability and economy of maintenance]...

- A. The constructed and natural environment of the area;
- B. The environmental, scenic, aesthetic, historic, community, and preservation impacts of the activity; and
- C. Access for other modes of transportation.

2. 2. AASHTO National Highway System Design Standards Policy 1994:

AASHTO adopted the *National Highway System Design Standards* policy on April 11, 1994, Pittsburgh, PA. The relevant portion of this policy is:

“BE IT FURTHER RESOLVED that the Member Departments of AASHTO will work through AASHTO's design standards committees with DOT and with interested parties on design criteria and a design process for NHS routes that integrate safety, environmental, scenic, historic, community and preservation concerns, and on standards which also foster access for bicycles and pedestrian traffic along with other transportation modes”.

2. 3. FHWA Recommendations:

FHWA has the following recommendations for excellence in Transportation design:

- The project satisfies the purpose and needs as agreed to by a full range of stakeholders. This agreement is forged in the earliest phase of the project and amended as warranted as the project develops.
- The project is a safe facility for both the user and the community.

- The project is in harmony with the community, and it preserves environmental, scenic, aesthetic, historic, and natural resource values of the area, i.e., exhibits context sensitive design.
- The project exceeds the expectations of both designers and stakeholders and achieves a level of excellence in people's minds.
- The project involves efficient and effective use of the resources (time, budget, community) of all involved parties.
- The project is designed and built with minimal disruption to the community.
- The project is seen as having added lasting value to the community.
- Communication with all stakeholders is open, honest, early, and continuous.
- A multidisciplinary team is established early, with disciplines based on the needs of the specific project, and with the inclusion of the public.
- A full range of stakeholders is involved with transportation officials in the scoping phase. The purposes of the project are clearly defined, and consensus on the scope is forged before proceeding.
- The highway development process is tailored to meet the circumstances. This process should examine multiple alternatives that will result in a consensus of approach methods.
- A commitment to the process from top agency officials and local leaders is secured.
- The public involvement process, which includes informal meetings, is tailored to the project.
- The landscape, the community, and valued resources are understood before engineering design is started.
- A full range of tools for communication about project alternatives is used (e.g., visualization).



DDOT Context Sensitive Design Guidelines

Section 3. Key Elements of CSD

3. Key Elements of Context Sensitive Design:

The key elements of Context Sensitive Design for any project are:

1. Purpose and Transportation Need
2. Environment.
3. Public Participation.
4. Transportation Design Elements.
5. Safety and Mobility.



Purpose and Transportation need is the description of the initial transportation service improvement that provides the basis for the transportation projects.

Environment includes physical, natural, cultural environment. For environment, additional guidance should be taken from NEPA and from DDOT Design Manual-(Environment).

For Public participation, additional guidance should be obtained from Section 6 “*Public Involvement*” of this document.

For Transportation Design, additional guidance should be obtained from Section 4 and Section 5 of this document.

For Safety and mobility, additional guidance should be taken from DDOT Design Manual.



DDOT Context Sensitive Design Guidelines

Section 4. DDOT CSD Guidelines

4. DDOT CSD Design Guidelines:

DDOT has always been using CSD in some form or the other, from extended public involvement to preserving the historic character of the District, from avoiding adverse impacts on the natural parklands to enhancing multi-modal transportation options in every transportation project.

Since its inception DDOT has been in the continuous process of improving its transportation project planning, design, and implementation practices to develop transportation projects that:

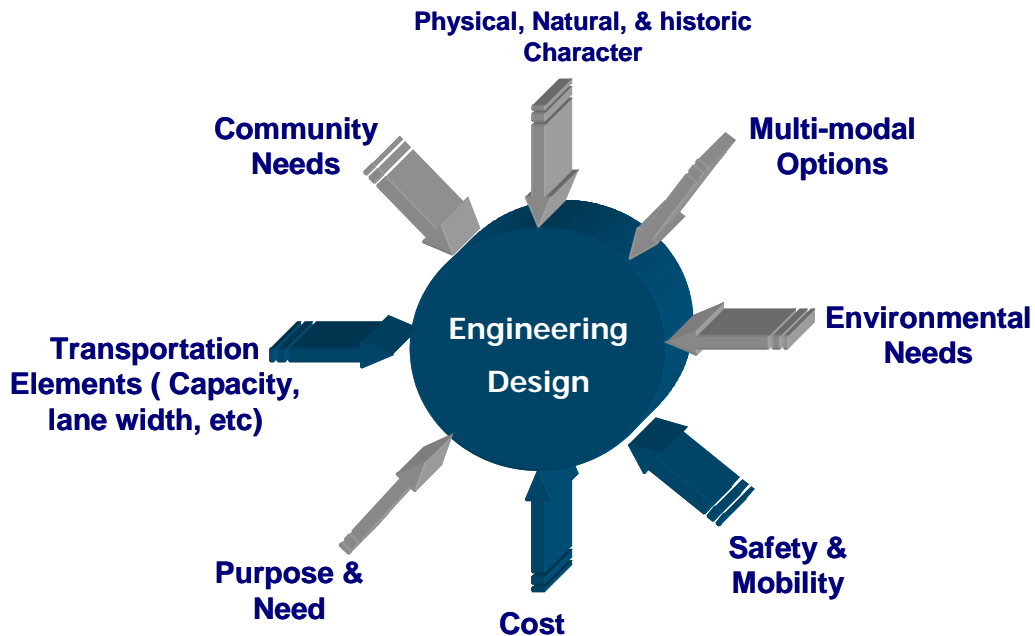
- Have lasting community values through extended public involvement.
- Preserve the historic character of the district.
- Are environmentally sustainable
- Provide multi-modal options

With the development of the Context Sensitive Design Guidelines DDOT is now formalizing this process.

Design Guidelines:

1. Context Sensitive Design should be considered an integral part of all transportation design activities.
2. Design policies and practices in the AASHTO “*A Policy on Geometric Design of Highways and Streets*” (The Green book) shall be followed.
3. Design policies and practices in the DDOT Design Manual shall be followed.
4. Design Standards and Specifications in the DDOT “*Standard Specifications for Highways and Structures*” Book shall be used.
5. Practices given in NCHRP Report 480 “*A Guide to Best Practices for Achieving Context Sensitive Solutions*” should be used.
6. Guidance from FHWA “*Flexibility in Highway Design*” should be taken.
7. Guidance from AASHTO “*A Guide to Achieving Flexibility in Highway Design*” should be taken.
8. All new design projects should complete and submit the Context Sensitive Design Checklist given in Section 5 of this document.
9. Safety and mobility are two key elements of all designs. Appropriate guidelines should be taken from AASHTO and DDOT standards.

10. Instead of applying generic designs to all transportation projects, designs specific to the project area surroundings and environment should be developed.
11. Engineering design should be developed which provides an appropriate balance between design consistency, safety, community values, and environment.



12. All project designs will be developed by considering and addressing multiple modes of transportation.
13. Bridges and other structures should be designed such that they are aesthetically pleasing and do not damage the historic or any other significance of the area.
14. Transportation projects make huge impacts on the community and the project area where they are built. These projects can define or destroy the unique characteristic of the area. These projects should be designed to blend in with the character of the area.
15. The projects should be designed by taking into context the requirements of the project area and the factors that define the area's unique character.
16. In the beginning of the design process the physical, environmental, social, cultural, aesthetic, and transportation elements should be identified.

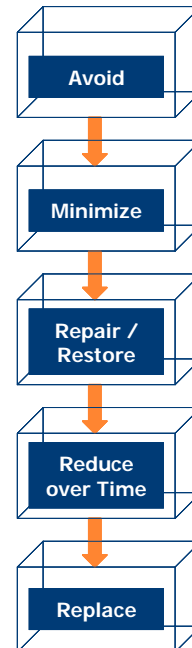
17. Designs should be developed while respecting community values.
18. Community should be involved in the process at the very start of the project.
19. Other agencies should be coordinated with at the start of the project.
20. The engineering design of the project should not be developed only on the basis of the key transportation elements (mobility, economics, level of service, design life, capacity, material of construction) but should also include key elements of the project area such as character of area (historic, park land, riverfront, residential, commercial), community needs, and environmental considerations.
21. All appropriate features of Context Sensitive Design i.e. purpose and need, environment, safety, and public participation should be included in final design.
22. All the key elements of the design process i.e. functional classification, Level of Service, vertical and horizontal alignments, type of material, design capacity, design speed, noise reduction, traffic medians, safety barriers, crosswalks, sidewalks, landscaping, traffic signals, Roadway lights, drainage, etc should be considered contextually.
23. The final design of the project should be such that it:
 - a. Serves its function and setting.
 - b. Is in accordance with the original plan of the project that was developed through community involvement.
 - c. Is in accordance with the environmental documentation prepared for the project.
 - d. Blends in with the existing environment and is aesthetically pleasing.
 - e. Has minimum impacts to the existing environment.
 - f. Is consistent with the surrounding land use and neighborhood requirements
24. All projects should include public participation. For Public participation, guidance should be obtained from Section 6 “Public Involvement” of this document.

25. Public coordination for all projects should also be carried out at preliminary design, 65% design completion, and at final design.

26. Project design should be developed in such a way that any potential impacts are addressed by following the mitigation sequence given below:

- Avoid
- Minimize
- Repair or restore
- Reduce over time
- Replace

Mitigation Sequence



27. The Design process should include the following steps:

- a. Identify project including initial purpose and need.
- b. Develop a project team consisting of IPMA, TPPA, TSA, and UFA for project scoping.
- c. Develop a Public Participation Plan.
- d. Refine Purpose and need
- e. Develop Project Goals, objectives, and Measures of Performance.
- f. Identify Design Requirements (Safety, accessibility, environment, etc).
- g. Involve other agencies, administrations and public in project scoping.
- h. Identify Design Elements which are Transportation Elements (such as level of service, capacity, functional classification,

material, etc) and Contextual Elements (such as community needs, character of the area, environment, parks, rivers, etc)

- i. Identify key agencies to coordinate especially FHWA, FTA, CFA, NCPC, NPS, DCOP, and DOH.
- j. Obtain NEPA Compliance
 - 1. Cat Ex, EA, or EIS
 - 2. Section 404 clearance
 - 3. Section 4(f) clearance
 - 4. Section 106 clearance
 - 5. others.
- k. Develop the whole process by considering the economic and budget constraints.
- l. Develop multiple Conceptual designs in context with the Design elements with stakeholder review and comments.
- m. Identify and address design deficiencies with stakeholder involvement.
- n. Screen the designs and select the one that fits best taking into consideration the community needs and desire
- o. Mitigation (follow the mitigation sequence. i.e. avoid, minimize, reduce over time, and/or replace).
- p. Preliminary design
- q. Start preparing Maintenance of Traffic plans.
- r. Final Design
- s. Finalize Maintenance of Traffic plans.
- t. Notify community and stakeholder about construction schedule.
- u. Construction
- v. Include stakeholder review and comments in every step of the process including preliminary design, final design, and construction.
- w. Coordinate closely with the other administrations within DDOT

28. Use Figure 1 (Page 11) as a model for applying Context Sensitive Design Approach.
29. Use Public Art, Landscaping, Sustainable Design techniques, LID, Transportation amenities, etc to make the project more adaptable to the surrounding and the community.
30. Encourage the use of Recycled products whenever possible, without compromising the quality of the project.
31. CSD requirement should be made part of all new contracts.
32. Include Risk Assessment.

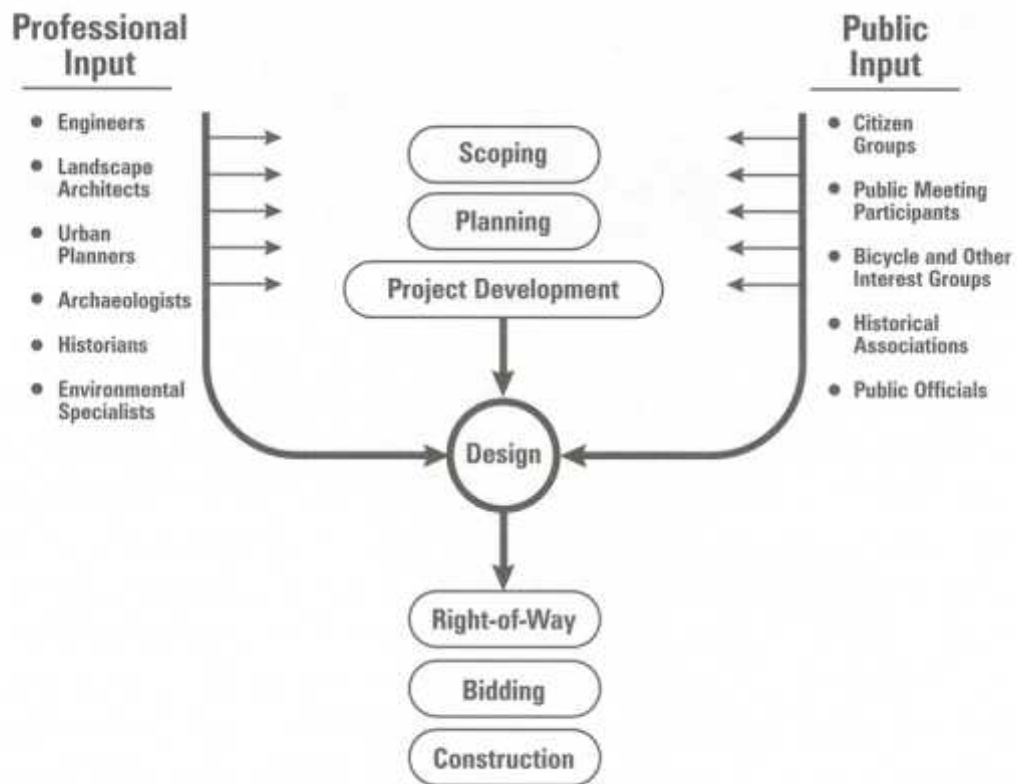


Figure 1: Context Sensitive Design Approach
Source: Flexibility in Highway Design (FHWA) pp 6.



DDOT Context Sensitive Design Guidelines

Section 5. CSD-Design Checklist

5. Context Sensitive Design Checklist

Project Name: _____
Project Phase: Planning / Design / Construction **Location & Ward:** _____
Brief Description: _____

No.	Element/Factor to be addressed	Yes	No	Note
1.	Did the Project Scoping process include TPPA, TSA, UFA, IPMA, PSMA, & stakeholders?			
2.	List previous/concurrent planning efforts/studies related to this project.			
3.	Is this phase of project consistent with the goals and the critical design elements in the original plans?			
4.	Has the project undergone NEPA Compliance? If Yes, identify Type (Cat Ex, EA, EIS)			
5.	Were there any environmental issues? Historic, parkland, wetlands, water-bodies, etc?			
6.	List the agencies needed for coordination (FHWA, OP, DOH, NCPC, CFA, NPS, USACE, EPA, etc).			
7.	Were District permits obtained for the project?			
8.	Were drainage and storm water issues resolved?			
9.	Was a Public Involvement Plan prepared (in the beginning of the project) and implemented?			
10.	Were the stakeholders informed about the decision making process for the project?			
11.	List methods of Public involvement.? (e.g. public meetings, media, handouts, etc)			
12.	Was the Public involved in the scoping, planning, design, and construction process?			
13.	Were the Public needs and concerns addressed?			
14.	Were Pedestrian, Bicycle, and Transit modes and their connections also taken into account?			
15.	What steps were taken to fit the design elements (functional classification, level of service, vertical & horizontal alignments, material, capacity, speed, medians, crosswalks, sidewalks, landscaping, drainage) with the setting (Context) of the project?			
16.	What steps were taken to preserve the character of the area (historic, scenic, environmental, etc)?			
17.	Were IPMA, TSA, TPPA, and other stakeholders involved in the preparation of the Maintenance of Traffic Plan for the construction of the project?			
18.	Were Safety considerations and Risk assessment included in design?			
19.	Is there anything you want to highlight about the project (Public Art, landscaping, LID, etc)?			

Prepared by: _____

Date: ___/___/20___

For more information visit: www.ddot.dc.gov/csd



DDOT Context Sensitive Design Guidelines

Section 6. Public Involvement

6. Public Involvement:

Public involvement is an essential element of the Context Sensitive Design. For every design project public involvement should be started in the earliest phase of the project and continued throughout its duration. Guidelines for Public Involvement for all design projects are given below. These guidelines have been developed by incorporating the Public and Community Involvement/Participation guidelines given in DDOT Design Manual Chapter 12 (Community Involvement) and TPPA Public Involvement Manual.

6.1. Public Involvement in Different Phases of Project:

Public involvement should be carried out in all phases of the project. i.e.

1. Planning
2. Design
3. Construction

6. 1.1. Planning:

a. Project Planning and Identification:

The planning process is the earliest and most important time to get residents involved in transportation decisions. Additionally, transportation projects are more likely to gain community support and assistance if residents feel they are a viable part of the project development process at the beginning. During the planning stage, community input is an effective way of identifying neighborhoods in need of transportation improvement or maintenance.

Stakeholders participating in the public involvement process should be told at the start of the process who will make the final decision and how community input will be used in the decision making process. Resident driven project identification usually happens at Neighborhood Advisory Commission (ANCs) or neighborhood association meetings. DDOT staff should contact the local ANC to notify of the upcoming project as well as to ask for assistance in identifying those local groups that could be utilized in identifying particular community concerns. Concerns are then forwarded to DDOT staff, in particular the DDOT team charged with the project.

Other Sources of Project Identification may be:

- Pavement Index
- Strategic Transportation Plan
- SNAP Plans
- Capital Budget
- Transportation Improvement Plan

- DC Government Agency Requests
- Advisory Neighborhood Commission Requests
- Council member request, DDOT Director initiative, Mayoral initiative, Congressional request

The outcome of this task would be a preliminary description of the intended project purpose and need and proposed project location.

b. Project Scoping:

Once a project is identified, project managers meet with stakeholders to clarify the project description and details. At this time, public involvement should be used to identify the needs and desires of the community. During the project scoping stage, public involvement can be achieved through two types of public meetings. A smaller project requires little feedback and can be presented as an agenda item at an ANC meeting. A more involved project that requires more explanation to the community and solicits a greater amount of feedback may require a DDOT public meeting at a local library or school.

When possible, public meetings should be scheduled at times that accommodate key stakeholders. During the community meeting, residents and other stakeholders will have a chance to voice their concerns and offer opinion on the project scope of work. Prior to attending the first community meeting, DDOT should recognize that the majority of the neighborhoods have similar concerns and needs that will have to be met in every project planning process.

The public involvement plan should address the following issues:

1. Communication

- a. Who will be responsible for communicating with the community during the project? What is their contact information, i.e., phone and e-mail.
- b. What updates will be provided?
- c. In what format will the updates be provided?
- d. With what frequency will the updates be provided?
- e. Will there be any necessary community involvement (i.e., passing on of information in an effort to partnership with the community)
- f. Will there be periodic meetings?
- g. Will there be a log of complaints and response to those complaints?
- h. Will there be an available website?

2. Parking –

- a. How much parking will be restricted during construction.
- b. Is there alternative parking provided?
- c. Will towing be enforced for violators?
- d. What type of notification will be posted?

3. **Traffic** –
 - a. Will there be a required traffic detour.
 - b. Will it be properly marked?
 - c. Will there be pedestrian access?

4. **Staging** –
 - a. Where will the contractor stage their equipment?
 - b. Will this take additional parking away from the community?
 - c. Can we require the equipment be stored off-site?

5. **Trash Pickup** –
 - a. Will construction adversely affect trash pickup?
 - b. Will the DPW trucks be able to access the dumpsters and garbage cans?

6. **Contact** –
 - a. Who will be the main contact for complaints and problems on-site during construction?
 - b. What hours is this person available?
 - c. Is there a number I can call after work hours?

7. **Duration** –
 - a. What is the duration of the construction?

8. **Hours** –
 - a. What are the hours of construction?

9. **Deliveries** –
 - a. Will businesses/residents be able to receive deliveries during construction? Will there be a loading zone made available?

10. **Site Conditions** –
 - a. Who will be responsible for maintaining the work zone?
 - b. What are the required off-hour maintenance for materials and equipment?
 - c. If the contractor labor is rude or makes or is heard to make inflammatory statements whom should the business/resident contact?

11. **Noise** –
 - a. What noise should the community expect to hear during construction?
 - b. Will there be any flexibility due to business or residential constraints?

12. **Vibration from Equipment** –
 - a. Will there be a survey of property prior to construction?

- b. If there is perceived damage to the property whom should the business/resident contact?

Further clarification on specific needs unique to that community can be addressed during future public meetings and discussions.

c. Transportation Studies:

A transportation study often follows the identification of a complex transportation problem. Smaller, maintenance issues do not normally require an in depth study. Upon completion of a transportation study, DDOT and the residents should then work toward a consensus to decide which recommendations from the study should be implemented. All community meeting deliberations must be concluded with a notice of acceptance prepared by the ANC and signed by the appropriate officers. If consensus is not reached DDOT will use its administrative discretion as to the appropriate course of action.

6. 1. 2. Design:

Public input should be solicited at least twice during the design of a transportation project. The first time is at the start of the design phase during design selection. Residents should be allowed to provide opinions and feedback on the aesthetics of the project and their concerns on the impact the project and/or construction of the project will have on the surrounding community. Preliminary design phase and 65% Design Completion stage are two excellent opportunities to involve public.

6. 1. 2. Construction:

Public participation should be carried out during the construction phase of the project.

6. 2. Public Involvement Program:

This initial step involves gathering information, researching the background and history on the project; identifying major issues and decisions; and determining the level of public interest. This step generally includes:

- Review or development of the project purpose and need statement.
- Review or development of project goals.
- Review any existing environmental impact studies.
- Review of any development or redevelopment plans.
- Review status of other related District projects or studies.
- Review access management plan or goals.
- Review and understand transit objectives.
- Understand potential project impacts to adjoining property owners.

- Identify any known major issues.
- Identify known project advocates and adversaries.
- Understand key decision points (alignment, cross sections, ROW acquisition, alternative modes, access management, etc).
- Identify information to share with the public and input to receive from the public.
- Identify key groups to focus on with this program (staff, council, commission, stakeholders, partners, advocacy groups, media, public-at-large, etc).
- Assess the level of community interest in this project through the Advisory Neighborhood Commission (ANC).

6. 3. Developing the Community Involvement Plan:

Based on the results of Section 6.2, develop a strategy with defined purpose and goals, identification of project work groups/team, review and select appropriate outreach tools, and an create an action plan. This step generally includes:

- Define purpose and goals for the community involvement and outreach program.
- Identify public concerns and values
- Provide open, credible process
- Achieve stakeholder buy-in and consensus
- Build public support
- Provide adequate information for decision-makers
- Public education and information
- Identify and establish various work groups for the project. Examples might include: Project Management Team (key staff and consultants); Technical Working Group (key staff, consultants, developers, FHWA, US EPA, city council representative, WASA, WMATA, alternative modes/ADA advocates, etc)
- Establish work group meeting location, time, and frequency
- Review and select community involvement and outreach tools e.g. Project logo, Project photos, renderings, Project status reports, Newsletters and meeting notices, Press releases, Information signs, Clipping service (of all news articles, press releases), Web page (w/ link to District web site), Stakeholder interviews, Focus groups, Suggestion/comment forms (hard copy and email), Public meetings and open houses, Commission and Council work session presentations
- Based on overall project schedule and decision points, establish a community involvement and outreach action plan complete with public meetings and locations, action items, assigned responsible parties, and target dates.

6. 4. Engaging Residents:

There are a number of challenges in gathering public input for transportation projects. Lack of education, trust, language barriers, and the everyday challenges of a time consuming lifestyle all attribute to a person's inability to effectively participate in community decision making and the public participation process. Therefore a greater attempt at addressing these barriers during the public participation process is necessary to engage a more diverse and representative group of residents.

While public meetings, hearings, and comment periods are helpful in soliciting residents' opinions, additional input may be gained through alternative means. The following is a list of public outreach tools that can be used during the planning and design phase of a project's development:

- **Print Media:** DDOT can run informational advertisements in local and neighborhood newspapers that provide an understanding of the proposed project in addition to the scheduled public meeting or hearing time. Added attention should be given to seeking out alternative and/or smaller newspapers that are marketed to specific ethnic groups within the project target area.
- **Radio:** DDOT can partner with local radio stations to broadcast public service announcements about public meetings and general project information to residents. Partnerships should be formed with a number of local radio stations in order to reach a wide demographic of residents. Partner stations should have demographics that are reflective of at least 30% of resident demographics in the project target area.
- **Television:** It is common for public meetings or hearings to be announced on local access cable channels. In addition to notification uses, this medium can also be used to educate the public on the proposed project through brief slide shows or television segments. This may allow for a more informed dialogue between residents and DDOT planners during public meetings. Public meetings may also become more inclusive of residents who do not usually attend because of their lack of understanding of complex projects or issues.
- **Other Sources:** Additional sources can be used, such as:
 1. Community events.
 2. Schools and community halls.
 3. Public meeting notices on Metrorail and Metrobuses.



DDOT Context Sensitive Design Guidelines

Section 7. Glossary

Glossary:

AASHTO: American Association of State Highway & Administration Officials
ADA: Americans with Disabilities Act
ANC: Neighborhood Advisory Commission
AOC: Architect of the Capital
Cat Ex / CE: Categorical Exclusion
CFA: Commission of Fine Arts
CSD/CSS: Context Sensitive Design/Solutions
DC: District of Columbia (Washington DC)
DCOP: DC Office of Planning
DDOT: District Department of Transportation
DPW: Department of Public Works (DC)
DOH: Department of Health (DC)
EA: Environmental Assessment
EIS: Environmental Impact Statement
EPA: U.S Environmental Protection Agency
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
IPMA: Infrastructure Project Management Administration (DDOT)
LID: Low Impact Development
NCHRP: National Cooperative Highway Research Program
NCPC: National Capital Planning Commission
NEPA: National Environmental Policy Act
NHS: National Highway System
NPS: National Park Service
PSMA: Public Space Management Administration (DDOT)
ROW: Rights of Way
SHPO: State Historic Preservation Office
TPPA: Transportation Policy & Planning Administration (DDOT)
TSA: Traffic Services Administration (DDOT)
UFA: Urban Forestry Administration (DDOT)
USACE: US Army Corps of Engineers
USDOT: US Department of Transportation
WASA: Water and Sewage Authority (DC)
WMATA: Washington Metropolitan Area Transit Authority

DDOT Context Sensitive Design Guidelines Development Group:

- Dan Tangherlini Director, DDOT
- John Deatruck, PE, AICP Chief Engineer/Deputy Director (IPMA)
- Ken Laden Associate Director (TPPA)
- Kathleen Penney, PE Deputy Chief Engineer (IPMA)
- Ann Simpson-Mason Community Planning Manager (TPPA)
- Allen Miller, PE AWI Program Manager (IPMA)
- Maurice Keys Environmental Compliance Manager (TPPA)
- William Carr Research Program Manager (TPPA)
- Samira Cook Transportation Planner (TPPA)
- Karyn LeBlanc Communication Specialist (IPMA)
- Faisal Hameed Civil Engineer (IPMA/AWI)
- Natasha Goguts Civil Engineer (IPMA/AWI)