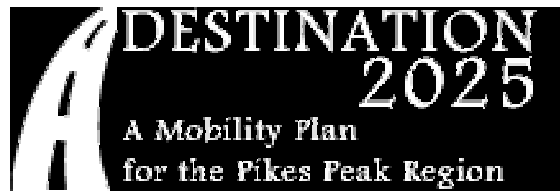


**Public Involvement Plan  
for the  
Development of the  
2025 Regional Transportation Plan  
and the  
2002-2007 Transportation  
Improvement Program**





**Prepared by**

**The Pikes Peak Area Council of Governments**

**In Cooperation with**

**City of Colorado Springs • City of Fountain  
City of Manitou Springs • City of Woodland Park  
Town of Green Mountain Falls • Town of Monument  
Town of Palmer Lake • El Paso County • Teller County  
Colorado Department of Transportation  
Federal Highway Administration  
Federal Transit Administration**





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## **Section 1 - INTRODUCTION**

### **A. Authority**

The Pikes Peak Area Council of Governments has been designated by the Governor of the State of Colorado to carry out urban transportation planning and programming responsibilities mandated by the U.S. Department of Transportation (USDOT)<sup>1</sup>. These responsibilities include preparation of a long-range (20 to 25 years) transportation plan and transportation improvement program (TIP) and accomplishing other planning activities as required of urban areas by Federal legislation.

The organization formally designated by the PPACG Board of Directors and to serve as the Metropolitan Planning Organization (MPO) is the Urban Area Policy Committee. Its representation includes El Paso and Teller Counties; the cities of Colorado Springs, Fountain, Manitou Springs and Woodland Park; the towns of Green Mountain Falls, Monument and Palmer Lake; the Colorado Department of Transportation (CDOT); and the Colorado Department of Health and Environment. The geographic area addressed by the MPO's Urban Transportation Planning Program includes roughly most of the western half of El Paso County and the Woodland Park area of Teller County.

Transportation legislation, the Transportation Equity Act for the 21<sup>st</sup> Century (TEA 21) describes seven factors to be considered by the urban transportation planning and programming process:

- 1) Support the economic vitality of the metropolitan planning area, especially by enabling global competitiveness, productivity, and efficiency;
- 2) Increase the safety and security of the transportation system for motorized and non-motorized uses;
- 3) Increase the accessibility and mobility options available to people and for freight;
- 4) Protect and enhance the environment, promote energy conservation and improve quality of life;
- 5) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- 6) Promote efficient system management and operation; and
- 7) Emphasize the efficient preservation of the existing transportation system.

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<sup>1</sup> 23 U.S.C 134 and 49 U.S.C. 5303-5306 “require that a Metropolitan Planning Organization be designated for each urbanized area and that the metropolitan area have a continuing, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and support metropolitan community development and social goals. The transportation plan and program shall facilitate the development, management and operation of an integrated, intermodal transportation system that enables the safe, efficient, economic movement of people and goods.”

In addition to these factors, the urban transportation planning program is to provide for proactive public involvement in the transportation planning process.

## **B. The 2025 Regional Transportation Plan and 2002-2007 Transportation Improvement Program**

The Pikes Peak Area Council of Governments, in its role as the Colorado Springs Urbanized Area's Metropolitan Planning Organization (MPO), is preparing an update to the twenty-year, long-range transportation plan and the six-year transportation improvement program. The long-range plan, *the 2025 Regional Transportation Plan*, will address regional transportation needs for the next twenty to twenty-five years including:

- Highway and street improvements,
- Bicycle and pedestrian facilities,
- Interconnection among various modes of transportation,
- Public Transportation (bus, rail),
- Freight movement, and
- Methods to improve the efficiency of the existing transportation system.

Also to be prepared concurrent with the development of the 2025 Plan, will be the *2002-2007 Transportation Improvement Program (TIP)*. The TIP allocates funds to implement the transportation projects described in the 2025 Plan. Both the 2025 Plan and the TIP must be financially constrained and must demonstrate conformance with the Clean Air Act Amendments of 1990. Throughout the remainder of this document, the term "2025 Plan development process" will be used to refer to preparation of both of these documents. A map of the study area for both documents is shown in Figure 1.

Proactive citizen participation in the transportation planning process is crucial if plans are to reflect the needs and desires of the community for its transportation system. The *Public Involvement Plan for the Development of the 2025 Regional Transportation Plan and 2002-2007 Transportation Improvement Program* describes the program to be undertaken to encourage and facilitate region-wide public involvement in the development of these inter-related documents.

## **C. PPACG Committee Role in the 2025 Plan Development Process**

PPACG's committee structure (Figure 2) provides the vehicle through which local governments continuously interact to address transportation and air quality issues. The committee structure serves as the forum for local planning staff to meet on a regular basis to discuss issues of mutual concern, share data, and coordinate planning activities.

Figure 1 – Study Area  
 2025 Regional Transportation Plan and  
 2002-2007 Transportation Improvement Program

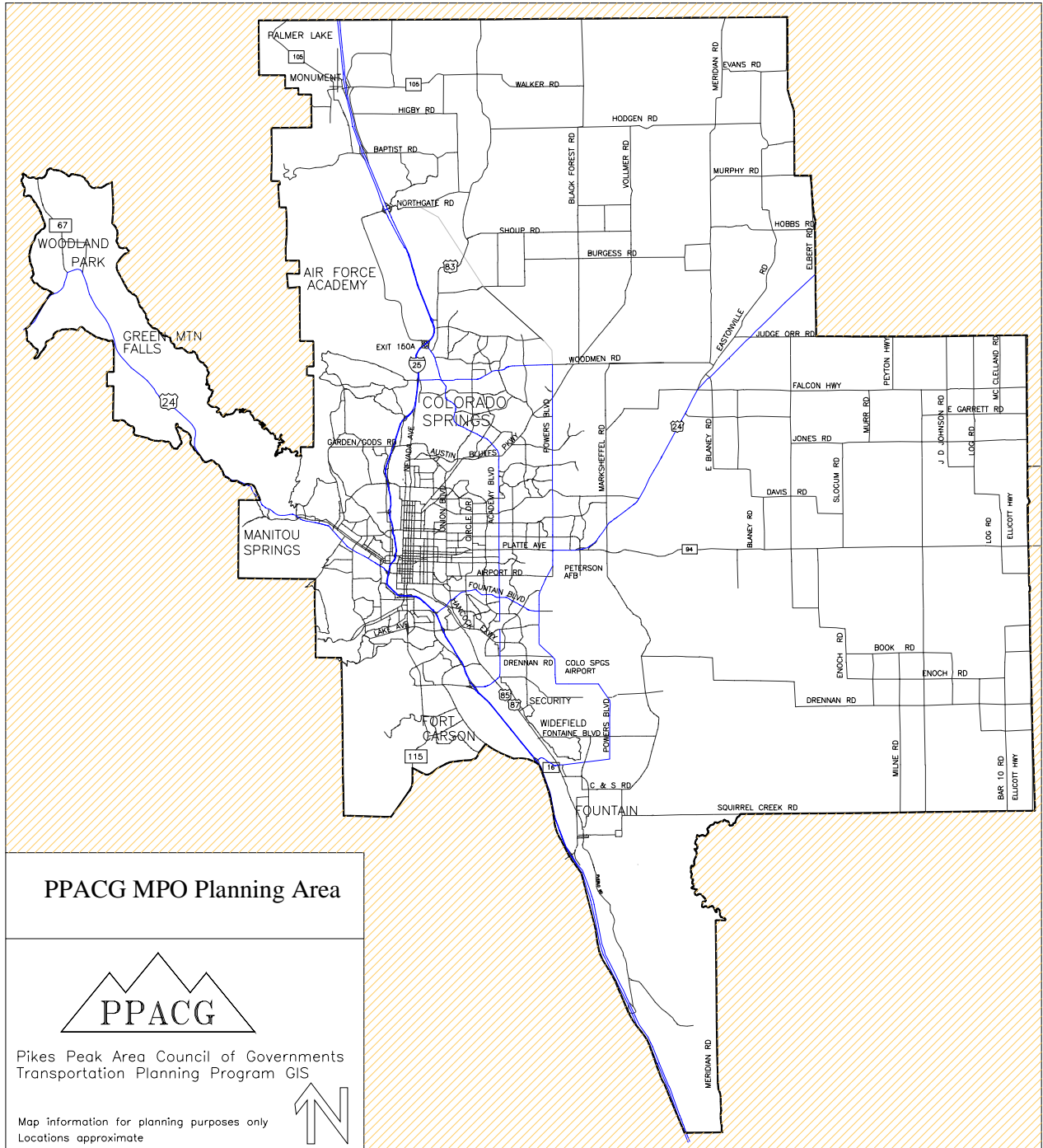
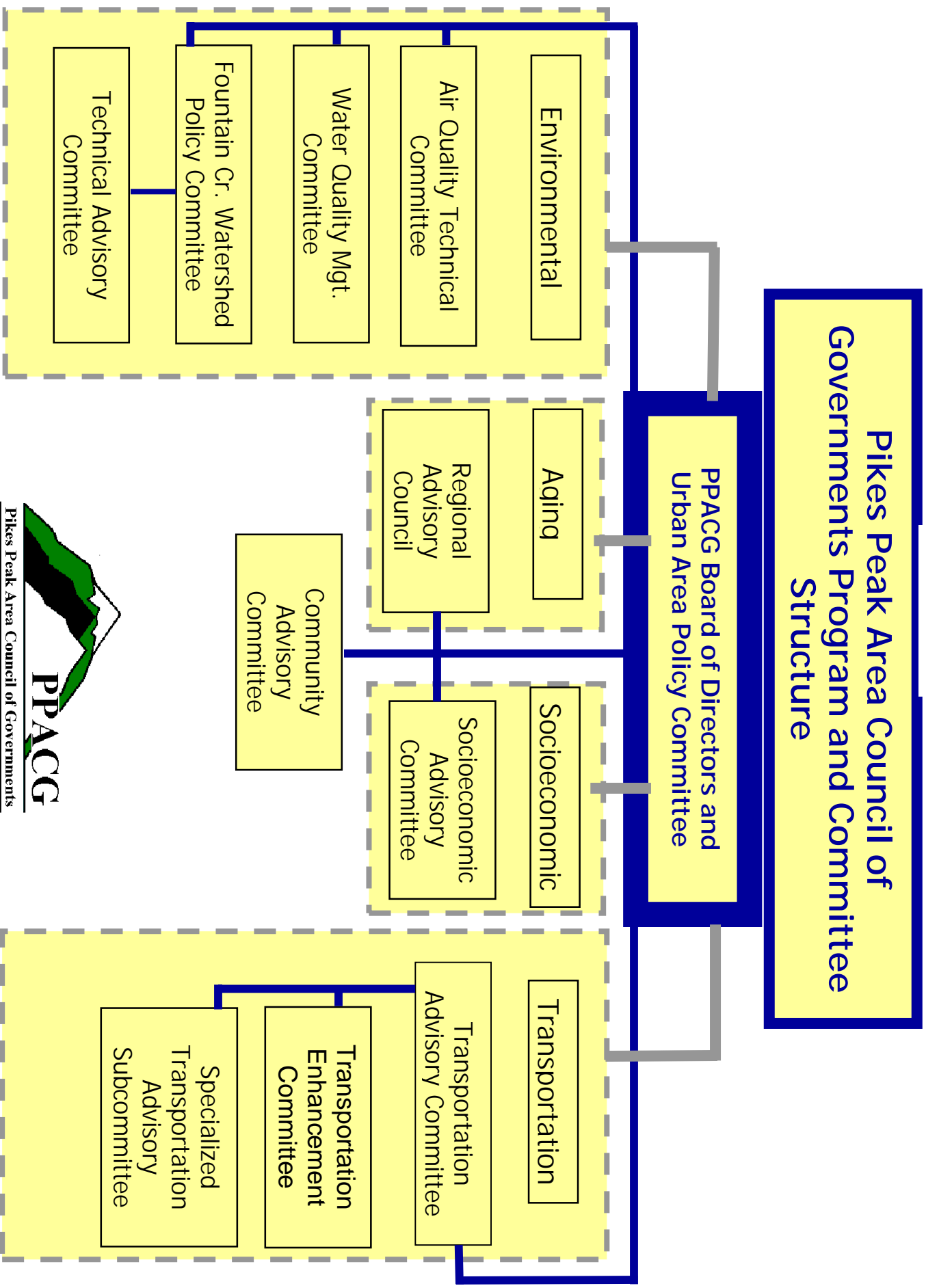


Figure 2



The Pikes Peak Area Council of Governments is the designated Metropolitan Planning Organization (MPO) for conducting the urban transportation planning process and is the lead agency for air quality planning in the Colorado Springs Urbanizing Area<sup>2</sup>. The PPACG Board of Directors has designated the Urban Area Policy Committee (UAPC) as the decision-making body for transportation planning concerns. The Urban Area Policy Committee also serves in an advisory capacity to the PPACG Board of Directors for air quality planning matters. Both citizen and technical committees support the PPACG Board of Directors and Urban Area Policy Committee in their deliberations with regard to transportation and air quality planning.

The Community Advisory Committee provides the citizen perspective on issues brought to the MPO. As stated in the Community Advisory Committee's bylaws, its purpose is to:

1. Advise and recommend appropriate courses of action to the Urban Area Policy Committee, the PPACG Board of Directors and PPACG Staff on regional issues directly related to the mission and programs of PPACG brought before it by PPACG and by citizens and citizens' groups.
2. Assist the Urban Area Policy Committee and the Pikes Peak Area Council of Governments and the PPACG Staff in keeping the general public informed relative to regional plans and programs.

The Community Advisory Committee plays a major role in developing and reviewing public involvement plans and procedures. In order to keep its membership informed of the activities of other PPACG committees, the Community Advisory Committee appoints liaisons to provide regular reports back to the Committee.

The Transportation Advisory Committee is charged with the responsibility of making recommendations to the Urban Area Policy Committee on technical issues concerning transportation-planning matters. The Air Quality Technical Committee makes recommendations on air quality planning matters. Both committees review and provide technical input to PPACG Staff on air quality conformity determinations and developing plans and programs. These committees are composed of staff representatives of the agencies which make up the Metropolitan Planning Organization (MPO): the cities of Colorado Springs,

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<sup>2</sup> For transportation and air quality planning purposes, the term "Urbanizing Area" is used to refer to the geographic area that has urban densities plus that which is projected to develop urban densities within the 20-year planning horizon (Title 23 CFR, 450.308). El Paso and Teller Counties, the Cities of Colorado Springs, Fountain, Manitou Springs and Woodland Park, the Towns Green Mountain Falls, Monument and Palmer Lake comprise the Colorado Springs Urbanizing Area.

Fountain, Manitou Springs, and Woodland Park; the towns of Green Mountain Falls, Monument, and Palmer Lake; and El Paso and Teller Counties. State and federal agencies involved with transportation and air quality (both voting and non-voting) and the military bases in El Paso County (non-voting) also have representatives on one or both of these committees. The Transportation Advisory Committee also directs two standing subcommittees, the Transportation Enhancement Subcommittee and the Specialized Transportation Advisory Subcommittee.

When an issue arises or the development of a particular plan is initiated, these committees provide input and direction to PPACG Staff on developing an approach and schedule to address the matter. A public involvement strategy is developed for each plan, delineating key decision points and describing public involvement activities for that planning process. Committee members may be assigned tasks to carry out, working sessions may be scheduled, or ad hoc subcommittees may be appointed depending upon the level of effort required. Expertise and input from other agencies or the community may be sought.

Public involvement activities are initiated at the beginning of the planning process. Working documents, maps, tables of data, etc., are provided for the committees to review as work progresses on a plan. At various points outlined in the public involvement strategy, working draft documents or other informational products are printed and distributed at public meetings. Public input is explicitly considered by the committees and often results in modification, additions, or alterations to the finished plan.

All PPACG committee meetings are open to the public and nearly all committees maintain a regular monthly schedule of meetings. Interested persons can have their names added to the mailing list to receive agendas. Additional materials mailed to committees can be obtained by request.

The 2025 Plan development process will draw extensively on the established PPACG committee structure for expertise and direction. During the development of the 2025 Regional Transportation Plan, the Community Advisory Committee and the Transportation Advisory Committee will have standing agenda items to discuss components of plan development. The Transportation Enhancement Subcommittee, the Specialized Transportation Advisory Subcommittee, and the Air Quality Technical Committee agendas may also include plan development items. Those agenda items may include time for public comment on issues related to 2025 Plan development and will be conducted according to PPACG's *Procedures and General Information for Regular Committee meetings at the Pikes Peak Area Council of Governments* (copy included in Appendix J).

## **D. Applicability**

The public involvement program described in this document will guide preparation of the *2025 Regional Transportation Plan* and *2001-2007 Transportation Improvement Program*. PPACG reviews its public involvement procedures on a regular basis and prepares general guidance on public involvement through the document, *Public Involvement Plan for the Regional Transportation Planning Process*. The PPACG's Urban Area Policy Committee and Board of Directors adopted the most recent update to this guidance May 10, 2000. This guidance served as the basis for preparing the *Public Involvement Plan for the Development of the 2025 Regional Transportation Plan and 2001-2007 Transportation Improvement Program*.

The public involvement process as carried out in developing long-range transportation plans and transportation improvement programs will satisfy the public hearing requirements for most routine, traditional Federal Transit Administration Section 5307 grants. However, this statement applies only to routine projects. Projects that require an environmental assessment or an environmental impact statement will include additional public involvement as presented in joint Federal Highway Administration/Federal Transit Administration environmental regulations, 23 CFR, Part 771.

## **E. Response to Public Comments**

In developing the 2025 Regional Transportation Plan, PPACG will seek out and consider public input from a wide range of sources. Summarized oral comments will be recorded at public meetings, and forms for written comments will be provided at all public meetings with PPACG Staff contact information. Comment summaries will be provided to advisory and policy committees and at subsequent public meetings relevant to the topic. PPACG Staff and advisory committees will expressly consider public input, which may result in revision to draft plans and programs, as appropriate. Summaries of how comments are addressed, i.e., changes made, text revised, and/or alternatives considered, will be prepared and distributed at subsequent committee or public meeting. Parties making comments (oral or written) should identify the organization they represent. Every attempt will be made to respond to public comment in a timely manner.

Articles featuring summarized comments may appear in newsletters or on the web site. Final documentation for plans and programs will include summarized comments with responses.

## **F. PPACG Web site**

The Pikes Peak Area Council of Governments maintains an Internet website:

[www.ppacg.org](http://www.ppacg.org)

The website contains a schedule of upcoming PPACG meetings, press releases, public meeting announcements and executive summaries of documents during the 45-day public review period.

Descriptions of PPACG programs, contact information, economic and demographic information, employment information and links to other organization's web sites are also available.

During development of the 2025 Regional Transportation Plan, an Internet web page specifically for the plan will be maintained and will include, but not be limited to, updated information regarding progress of plan development, public input opportunities, and contact information for Transportation Program Staff.

## **Section 2 - PUBLIC INVOLVEMENT GOAL AND OBJECTIVES**

The *Public Involvement Plan for the Regional Transportation Planning Process* established the Public Involvement Goal:

To provide for pro-active public involvement that produces complete information, timely public notice, full public access to key decisions and supports early and continuing involvement in developing plans and programs.

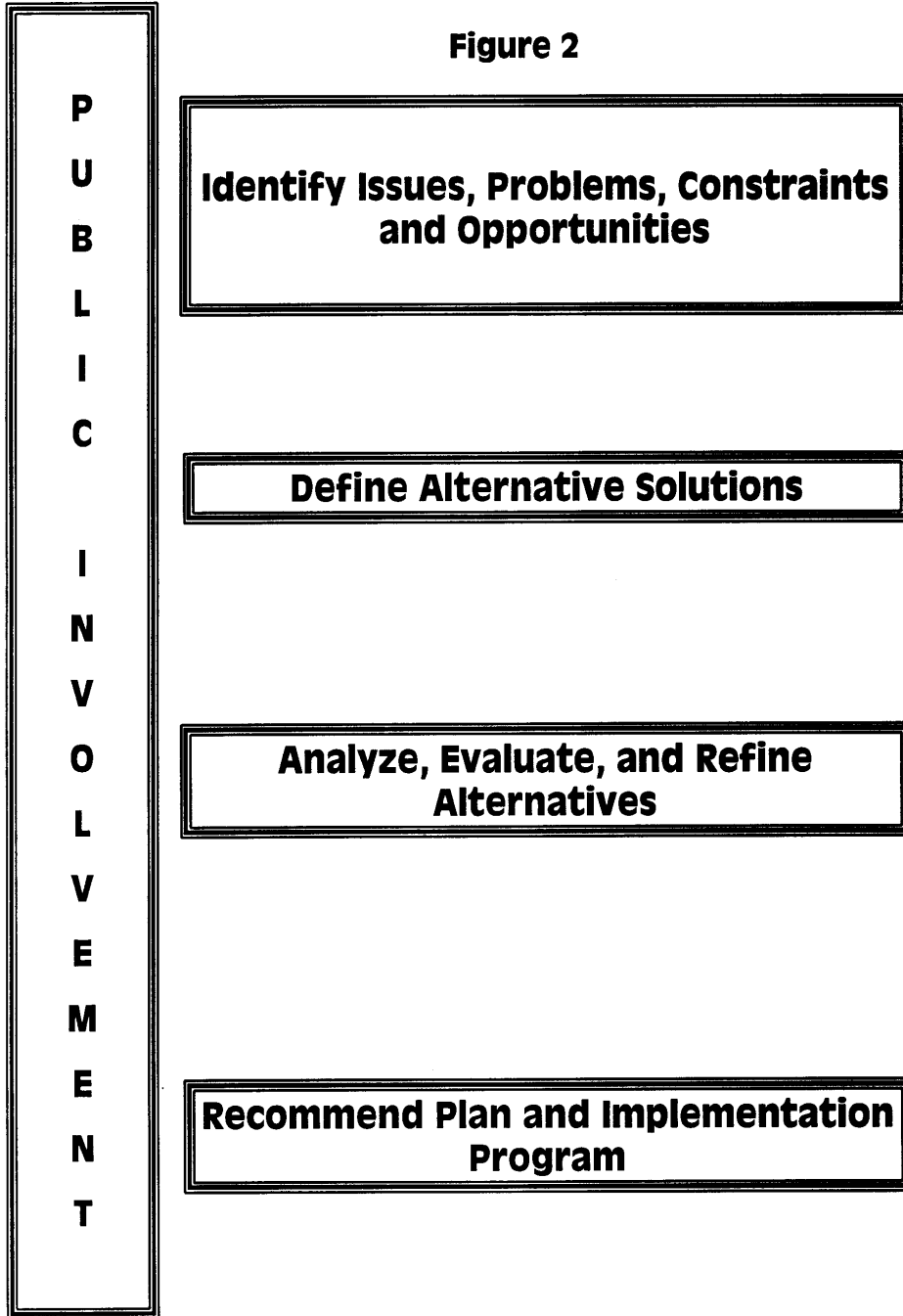
Objectives were identified to achieve the goal:

- . Establish and maintain trust in the planning process,
- . Obtain active public input early in the process,
- . Ensure that all citizens who wish to have input have that opportunity, and that all ideas are given fair consideration,
- . Obtain widespread community involvement throughout the planning process,
- . Conduct a public involvement program as a two-way learning process,
- . Outreach to those particularly affected by specific alternatives and plan recommendations – to involve them in the alternatives evaluation process,
- . Integrate and coordinate public input for regional and local entity planning processes, where possible,
- . Obtain and maintain the involvement of supporters of plan recommendations,
- . Utilize the Community Advisory Committee as an advisory committee for the public involvement program, and
- . Reach closure.

To establish and maintain trust in the planning process among the public, regulatory agencies, elected officials, the Community Advisory Committee, and surrounding communities, PPACG must obtain public input early and throughout the process. To accomplish this task, PPACG will strive to obtain and actively seek widespread public involvement throughout the 2025 Regional Transportation Plan development process. Methods for obtaining widespread public involvement are detailed in Section 4.0, Public Involvement Elements. Figure 3 describes the transportation planning process. The input of all citizens will be carefully weighed and given fair consideration throughout the plan development process.

To measure these objectives, PPACG will conduct periodic surveys during the planning process (as described in Section 6.0) and track comments and levels of participation from speaker's bureaus, open house meetings, public meetings, and focus groups. PPACG advisory committees will review this information as input into adjusting or revising these public involvement techniques as needed. The surveys conducted prior to the development of this public involvement plan will be used as a baseline to measure PPACG's success in meeting these objectives.

Figure 3  
Transportation Planning Process





## **Section 3 – CONSULTATION PROCESS**

### **A. Target Audiences**

Transportation issues affect many different audiences in different ways. The PPACG has designed this public involvement plan to reach all of these audiences. The current audience includes PPACG advisory committee members, elected officials, local entity staff, (see Appendix D, for a list of PPACG member entities) and the general public. This public involvement process should reach these current audiences, as well as include the following:

- Businesses
- Faith-based organizations
- Citizen groups
- Civic organizations
- Disabled populations
- Emergency response organizations
- High School and college students
- Homeowners associations
- Human service agencies
- Low-income populations
- Media
- Military installations
- Minority populations
- Native Americans
- Neighborhood associations
- Parent teacher associations
- Private transportation providers
- Regulatory agencies
- School districts
- Senior populations and organizations
- Tourist organizations
- Users of all modes of transportation
- Youth service organizations

### **B. Regulatory Agencies**

State and federal agencies have jurisdiction or interest within the Colorado Springs Urbanizing Area will be notified of the opportunity to participate in the 2025 Regional Transportation Plan development process. Affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit and other interested parties will be given ample opportunity to comment on the 2025 Regional Transportation Plan before it is adopted by the MPO. These agencies and organizations will be notified early in the Plan development process regarding the schedule and key decision points.

### C. Key Decision Points

To establish and maintain trust in the planning process among the public, regulatory agencies, elected officials, PPACG advisory committees, and surrounding communities, PPACG must obtain input early and throughout the 2025 Regional Transportation Plan development process.

Specifically, PPACG will ask the public to:

- Help identify what our transportation problems are and what we would like our community to look like in the future,
- Help determine how to address existing and future transportation problems,
- Review and address the tradeoffs that must occur,
- Evaluate and refine alternatives for addressing transportation problems, and,
- Provide informed consent.

In this process, there are numerous decision points that will involve the public. Key decision points are shown in Table 1 with an approximate time frame in which they are expected to occur.

**Table 1**  
**Key Decision Points**

<i>Key Decision Points</i>	<i>Description</i>	<i>Time Frame</i>
1. Identify Goals, Issues, Problems, Constraints & Opportunities	Decide which issues will be addressed by the plan and develop evaluation criteria.	October 2000 through December 2000
2. Propose Alternative Solutions	Decide what alternatives need to be analyzed	December 2000 through February 2001
3. Evaluate and Refine Alternatives	Decide whether available alternatives are feasible, effective, and acceptable. Refine alternatives as appropriate	January through March 2001
4. Recommend best alternative	Decide which alternatives to recommend to the decision-making bodies	April through May 2001
5. Final Adoption	Decision to approve plan after 45-day public review period	June through September 2001

The 2025 Regional Transportation Plan and Transportation Improvement Program development process schedule is shown in Appendix I.

## **Section 4 - PUBLIC INVOLVEMENT PROGRAM TECHNIQUES**

This section describes the techniques for working with the public to accomplish the public involvement objectives for development of the 2025 Regional Transportation Plan and 2002-2007 Transportation Improvement Program. The particular techniques discussed in the previous section to be employed at each Key Decision Point are delineated in Table 2. If a special area of concern arises during 2025 Plan development, other techniques may be employed at a particular Key Decision Point to further enhance the public involvement program. These techniques will be chosen based on the issue or concern and the current level of public involvement in the planning process. Additional techniques may be employed to reach members of groups traditionally underserved in the transportation planning process.

There are many different techniques that can be used to facilitate public involvement in the planning process. These work best when integrated into an public involvement program tailored to a specific need. The public involvement program for 2025 Plan development is multi-faceted to ensure broad dissemination of information and to obtain widespread public participation and is organized into three program areas: media outreach, public interaction and ongoing communication, Listed under each program area are tools or techniques that will be used to implement this public involvement program. A brief description accompanies each technique, however, more information on the practical application of these techniques may be found by referring to the U. S. Department of Transportation, Federal Transit Administration (FTA) document, *Public Involvement Techniques for Transportation Decision-Making, 1996*. This document may be downloaded from FTA's website ([www.fta.gov](http://www.fta.gov), National Transit Library section).

### Outreach to Under-served Populations:

The 2025 Plan development process will be structured to ensure that all comments and input are given fair consideration. The Public Involvement Plan contains measures intended to reach a broad section of the community.

Specific efforts will be made to encourage participation by ethnic, minority, and low-income groups and disabled and elderly citizens in the transportation planning and decision-making process. To facilitate such involvement, community organizations representing these populations will be contacted for input and guidance into removing barriers to participation. When choosing public meeting locations and times, special needs will be considered, including availability of

public transit. Meeting materials and documents will be prepared in accessible formats upon request. Public meetings will be held in locations compliant with the American with Disabilities Act. Press releases to media organizations targeting minority and ethnic populations will be utilized to announce public participation opportunities.

## **A. Media Outreach**

Media outreach will take place during each Key Decision Point of the 2025 Plan development process. This outreach will be coordinated through a PPACG spokesperson. Media outreach will be used to inform the public of the key study events, to encourage the media to highlight transportation issues, and to increase awareness of the transportation planning process. Press releases and calendar of events' listings should be distributed at least one week before major events if possible. See Appendix F, PPACG Media for a current media list. Outreach techniques will include:

- **Briefings:** Media briefings will be conducted to provide the media with information regarding the transportation planning process and to answer any questions in regard to transportation issues. Information will be tailored for clear communication to the public.
- **Media Interviews/Talk Shows:** Local media interviews, including print, television and radio talk shows are important means of conveying information about transportation planning objectives and progress. These interviews provide the opportunity to discuss planning elements in further detail and to address questions from the media and the public. Media interviews may be coordinated with press releases to increase public interest. Television call-in surveys will be conducted on popular and controversial issues. Public access channels may be used as means to publicize and/or broadcast meetings.
- **Press Releases:** Press releases will be used to inform the media about upcoming transportation planning activities or events. Draft press releases will be submitted to PPACG for review. Press releases will be dated and double-spaced to allow editors to easily make notes or changes. Press releases will not exceed two pages in length. After PPACG Staff approval, press releases will be delivered to the news media. Non-English speaking outlets will be asked to translate the information for their audiences.
- **Calendar of Events/Advertisements** – The PPACG website, the local media Calendar of Events, the Pikes Peak Library District (PPLD) calendar and website, and paid advertisements will be used to notify the public about public meetings and public hearings.

- **Tours:** Tours may be conducted to provide the media the opportunity to observe and describe possible selected alternatives to the Regional Transportation Plan. Tours may be coordinated with local transit authorities.

## **B. Public Interaction**

These workshops, meetings, and special briefings will provide a forum through which partnerships can be forged between stakeholders of the transportation system. Further, they will provide the interested public with the opportunity to interact one-on-one with PPACG Planning Staff and to actively contribute to the policy and decision-making process on transportation planning. These meetings will provide the opportunity for early and continuous input into the process and provide outreach to various professional, civic, cultural, and community groups. These groups will include, (but not be limited to) schools, neighborhood associations, businesses, community centers, and organizations that serve the needs of persons with disabilities and elderly persons. Forms for written comments will be available at these meetings, and the PPACG Staff will document verbal comments on a Meeting Summary Form.

All public meetings will be announced at least ten days prior to the meetings by one or more of the following means: media release, published advertisements in regional newspapers, flyers to neighborhood association and mailing-list participants, and other appropriate notification means. Additional publicity efforts will be employed when initiating planning processes for major plans such as a regional transportation planning effort. Where feasible, public meetings of similar issues, plans, and programs will be coordinated with the statewide public involvement process. All public meetings will be held in locations accessible to the disabled and near alternative modes of transportation. This accessibility includes (but is not limited to) deaf interpreters, wheelchair-accessible buildings, and translators or Braille documents, which may be provided with advance notice. Advertising will include contact information for persons needing special accommodations. For a listing of accessible public meeting locations, please see Appendix G.

- **Speaker's Bureau/Input:** The Speaker's Bureau is a pro-active outreach effort to a greater number of citizens not already directly involved through the transportation-related committee structure and those traditionally under-served by existing transportation systems. The speaker will maximize audience input using comment and meeting summary forms. Targeted groups will include, but are not limited to, those listed in Section 3, organizations such as civic-related classes in high schools, parent-teacher associations, neighborhood groups, community centers, and chambers of commerce. Letters will be sent to these organizations, civic groups, and other interested parties to announce the availability of the Speaker's Bureau. Key project staff will form a core group of speakers to educate these

groups on the process and issues involved in transportation planning and to seek out comments on transportation proposals. Efforts will be made to bring in experts for community-wide lectures on various issues.

- Focus Groups/Input: Focus groups are conducted by an impartial or neutral facilitator as an additional interactive method for obtaining meaningful input at critical milestones and to gain understanding of perceptions, concerns and level of knowledge about the issues. Participants for focus groups may be selected in two ways: solicited from the general public at random, and selected to help elicit a particular position or point of view. Selection techniques can be varied to result in focus groups made up of people knowledgeable in transportation issues and those who are solely users of the transportation system
- Facilitated Workshops/Input: These workshops will provide education and solicit input through facilitated sessions. As with the focus groups, they provide a mechanism for a higher level of participation in the planning process. The opportunity to receive information in advance of the facilitated workshop meeting will be provided. Workshops may be combined with other meeting types as appropriate.
- Open House Meetings/Input: The open-house format for general public meetings offers another means to enhance two-way communication by talking with citizens one-on-one and soliciting their input on the planning process. Information stations with displays and other supporting materials will be used and comment forms made available. This information could include interactive computer displays. A station should be available with an individual to record formal verbal comments of participants or audio/video taping should be available. Open houses may be combined with other meeting types. The opportunity to receive information in advance of the open house meeting will be provided.
- Elected Official Briefings/Input: These briefings offer education and updates on the status of the transportation planning process so that the officials may be able to answer questions from their constituency. These briefings may occur during Urban Area Policy Committee/PPACG Board of Directors' meetings or may be provided at the member entity council, commission or board meetings. The same information as presented through the Speakers Bureau and other general outreach will be used.
- Community Advisory Committee (CAC) Meetings/Input: The Community Advisory Committee is composed of laypersons appointed by governmental bodies in addition to persons from designated community-based organizations. The role of CAC is to provide a citizen perspective to PPACG Staff, the Urban Area Policy Committee and PPACG Board

of Directors on issues related to transportation and environmental planning. The CAC also plays a key role in reviewing public involvement procedures. Throughout the development of 2025 Plan, the CAC will be kept apprised of the progress and afforded input opportunities at every meeting. PPACG will continue to provide CAC meeting announcements to the regional media. All meetings are open to the public and subject to PPACG's *Procedures and General Information for Regular Committee Meetings at the Pikes Peak Area Council of Governments*, persons may comment on the topic under discussion. Meetings are documented through minutes, copies of which are available to the public.

- **Mall Displays/Input:** Appropriate shopping malls throughout the Region will be selected for displays. These displays will contain materials such as project brochures, newsletters, fact sheets, comment forms, any reports available for the public, boards and eye-catching signage. These displays could include interactive computer displays, staffed displays, or stand-alone displays. Display boards will be standardized for ease in set-up whenever possible. Special activities held at malls may provide additional outreach opportunities and may be utilized when appropriate.
- **Public Fairs/Special Events:** Information can be provided to the public on the planning process and/or plans in progress utilizing various community events, such as SpringsSpree, career and local government fairs, and home and garden shows. A “traveling display” may be assembled to take to these community events. Short survey forms, mailing list sign-up forms and other information appropriate for the event will be provided. Small gifts or premiums may be provided.
- **Final Public Hearing/Input** – A final public hearing to formally present the recommended plan to the public in its entirety (following recommendations by the appropriate PPACG Committees and public input) will be held prior to adoption of the plan. A 45-day public comment period prior to the Urban Area Policy Committee/PPACG Board of Directors formal adoption of the plan will be given to allow the public to provide input. These comments will be responded to in a formal summary, and may affect the final plan as adopted. The opportunity to receive information in advance of the final public hearing will be provided. Documents will be distributed to libraries and administrative offices of local governmental entities, and these organizations will be requested to maintain the document in a location accessible to the public. These entities will be provided with a form to certify the document's availability to the public for the entire review period.

- Meeting Summary Form: This form will be used by PPACG Staff to record comments made by the public at Speakers Bureau contacts, by phone, in writing, at mall displays, and from all other presentations. A draft of this form is in Appendix H.
- Telephone Comment Line: PPACG will provide a telephone number and/or dedicated telephone comment line to allow callers in the Region another avenue for voicing input to the planning process or to ask for more information. PPACG Staff or volunteers will maintain a log of respondents and their comments using a standard form. These comments will become part of the public record. Records of these calls will be analyzed to get a better understanding of community interest.
- Internet E-mail: PPACG's website, [www.ppacg.org](http://www.ppacg.org), will be utilized to solicit email comments and to provide information on meetings, document availability, and general information on the planning process. The website address will be included in publicity materials.

### **C. Ongoing Communication**

Project materials will be used to obtain public input and will support ongoing two-way communication. This communication effort includes providing reasonable access to technical documents, educational and informational materials, and copies of PPACG committee meeting minutes; and providing the opportunity for public input. Community-based organizations will be requested to provide assistance to reach their constituents/membership with information on transportation planning activities and meetings. Possible means of ongoing communication are listed below.

- Updated Mailing and Email Lists: To increase the participation of citizens and organizations in the transportation planning process, PPACG has developed and will maintain a contact/ mailing-list database. The database will be updated as needed and expanded to include those groups and communities not now actively involved in the process and others as noted in Federal and state legislation/regulations. In addition to groups identified in legislation, PPACG will add those interested parties requesting placement on this mailing list. Participants on the list will be required to verify ongoing interest at least annually by returning a postcard or calling in.
- Newsletters: The newsletter will provide timely information on the planning process, answer frequently asked questions, announce meetings, present key issues, offer alternatives or provide draft plan concepts under consideration, and promote use of the telephone

comment line and publicize website and other contact information. It will offer another avenue to provide input by soliciting "letters to the editor." The newsletter will be sent out to those on the mailing list and made available at repositories, meetings and presentations. During the 2025 Plan development process, four newsletters editions will be prepared and distributed

- Fact Sheets: Fact sheets will be developed to translate into layman's language the background, regulatory requirements, network alternatives, and other technical aspects of transportation planning. These fact sheets may be coordinated by subject area (i.e., public Transportation, bicycle and pedestrian transportation, what other areas are doing, etc.) or by the stages of the planning process.
- Information Packets: Information packets will be developed to use for media briefings, elected official briefings, Speakers Bureau presentations and general public use. Typically, these will include copies of press releases, project brochures, newsletters, fact sheets and other materials developed for a particular event.
- General Brochure: A general brochure will be designed to give a succinct overview of the entire transportation planning process and to describe how citizens can participate throughout. It can be mailed out, included in packets, placed in repositories, and generally widely distributed. Project contact information will be included. The brochure will provide a mail-back card to solicit mailing-list additions.
- Flyers: - One-page flyers will used to announce meetings and other public involvement elements. These could be distributed through schools; included in church bulletins; posted/distributed at community centers, libraries, and grocery stores; used as newspaper inserts; and distributed to neighborhood organizations and those on the mailing list.
- Display Boards: Boards will be developed as needed in support of various meetings and presentations.
- Information Repositories: PPACG will continue to use the following locations to provide copies of project materials for the public:

- . PPLD libraries in Colorado Springs,
- . Administrative offices of the Cities of Colorado Springs, Fountain, Manitou Springs, and Woodland Park; the Town of Monument; El Paso County; and the

Pikes Peak Area Council of Governments, and

. The Library at CU-the Springs

. Other locations as deemed appropriate for the particular plan in progress.

- **Acknowledge Comments:** PPACG Staff will acknowledge public comments received throughout public involvement activities and in the final plan. A record of all public comments will be maintained at PPACG. Summaries of comments and responses will be included in final plan/program documentation.
  
- **Final Plan Documentation:** Regional transportation plans and programs will include a summary, analysis, and report on how comments were responded to as part of the final regional transportation plan or program.

**Table 2 -Public Involvement Techniques at Key Decision Points**

	Public Involvement Technique	Start-up	Identify Goals, Issues, Problems, Constraints Opportunities	Propose Alternative Solutions	Evaluate and Refine Alternatives	Recommend Best Alternative	Final Plan and Closure
Ongoing Communication	Initial Research and Draft Materials	X					
	Update Mailing List	X	X	X	X	X	X
	General Brochure		X				
	Newsletter		X	X	X	X	
	Road Signage			X			
	Information Repositories		X	X	X	X	X
	Fact Sheets		X	X		X	
	Flyers		X	X	X	X	X
	Display Boards		X	X	X	X	
	Information Packets		X	X		X	
	Acknowledge Comments				X	X	X
Final Plan Documentation							X
Media Outreach	Information Packets		X	X		X	
	Media Briefing		X			X	
	Media Interviews		X	X		X	
	Press Release		X	X	X	X	X
	Event Calendar/Advertising		X	X	X		X
	Media Tour			X			
Public Interaction	Speaker’s Bureau/Input		X		X	X	X
	Meeting Summary Form		X	X	X	X	X
	CAC Meetings/Input		X	X	X	X	X
	Elected Officials Briefing/Input		X	X		X	
	Internet Website/E-mail Comments		X	X	X	X	X
	Telephone Comment Line		X	X	X	X	
	Open House Meeting/Input		X	X	X		X
	Mall Displays			X		X	
	Facilitate Workshop/Input		X	X			
	Final Public Hearing						X



## **Section 5 - EVALUATION**

### **A. Evaluation of Public Involvement Procedures**

Federal regulations require that the public involvement procedures of a Metropolitan Planning Organization be reviewed periodically for effectiveness in assuring that the process provides full and open access to all. To determine whether specific plans, such as the Regional Transportation Plan and other future plans, have accomplished the public involvement goals and objectives established, the public involvement program for each will be evaluated throughout. All forms of evaluation will be reviewed to determine program progress and possible adjustments to better facilitate public involvement in the transportation planning process.

During the development of the *2020 Regional Transportation Plan and the 1999-2004 Transportation Improvement Program*, several methods were employed to gauge effectiveness of the public involvement procedures. Information was gathered from surveys, input solicitation and meeting evaluation forms, public comment, and from PPACG advisory committees. Throughout the Plan development process, public comments were assessed to determine what provisions need to be made to make meetings more accessible and the information more understandable, and to determine what other measures could be undertaken to enhance public participation. Some adjustments made were to include daytime as well as evening meetings and to hold meetings in locations on or near transit routes.

### **B. Evaluation of Public Involvement Program Effectiveness for the 2025 Plan Development Process**

These public involvement guidelines recommend that for each plan or program development process undertaken by PPACG, a public involvement program specific to that process be prepared. Specific public involvement programs should include methods to continuously evaluate the effectiveness of the public involvement program. These methods can include, meeting evaluation forms to be distributed at meetings, or other methods as appropriate. Questions on these forms or surveys should be geared toward determining the degree to which the public involvement plan's goals and objectives are being achieved. During development of

the 2025 Plan, continuous evaluation of the effectiveness of the Public Involvement Program will be done using any of the methods listed below for gathering information:

- Comment forms at meetings, workshops, and displays;
- Meeting evaluation forms;
- Surveys which ask questions regarding demographics or whether an individual has heard about public meetings and/or other input opportunities;
- Telephone comments;
- Citizen letters;
- Internet E-mail;
- Newsletter questionnaires;
- Questions and comments made during meetings, workshops, and at displays;
- Focus group comments; and,
- Recorded comments at public hearings.

Survey responses, questionnaire responses, and meeting registrant's comments and levels of participation (taking into account extenuating circumstances) will be tracked demographically to ensure that target audiences are being contacted and given the opportunity for involvement in the transportation planning process. This information will help PPACG identify trends and potentially predict future participation and, therefore, apply future efforts in those areas where resources and response will be the most productive.