

# Pueblo Area Council of Governments



## 2022-2026 Public Participation Plan

**DISCLAIMER:**  
THE PREPARATION OF THIS REPORT HAS BEEN FINANCED IN PART THROUGH FUNDS FROM THE FEDERAL HIGHWAY ADMINISTRATION AND FEDERAL TRANSIT ADMINISTRATION, U. S. DEPARTMENT OF TRANSPORTATION, UNDER THE METROPOLITAN PLANNING PROGRAM, SECTION 104(F) OF TITLE 23, U.S. CODE. THE CONTENTS OF THIS REPORT DO NOT NECESSARILY REFLECT THE OFFICIAL VIEWS OR POLICY OF THE U.S. DEPARTMENT OF TRANSPORTATION.

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**INDIVIDUALS REQUIRING SPECIAL ACCOMMODATIONS  
SHOULD NOTIFY THE CITY MPO'S OFFICE (719) 553-2244  
BY NOON ON THE FRIDAY PRECEDING THE MEETING**

# INTRODUCTION

A Metropolitan Planning Organizations (MPO) is a regional planning agency established by federal law to engage in a continuing, comprehensive, and cooperative transportation planning and decision-making processes for urbanized areas containing a population of 50,000 or more.

In Pueblo, the Transportation Planning Region (TPR) includes the rural areas of Pueblo County including Avondale, Boone, Beulah, Colorado City, Rye and other rural communities. The urban and rural planning boundaries are shown on Figure 1.

The Pueblo Area Council of Governments (PACOG), supported by the city, county, and regional stakeholders is the organization

responsible for regional transportation planning. This involves both urban and rural planning in Pueblo County.

Walking, riding a bicycle, riding a bus, driving a car, or traveling by plane or rail require conscious choices on the part of the participant/s. How well each component functions or does not function within the entire system is where public input is needed to identify disconnects and plan improvements in an orderly, fiscally constrained manner. Public involvement in the transportation planning process doesn't just occur, it must be a priority of staff, elected officials, and the local citizenry. The purpose of the Public Participation Plan (PPP) is to identify ways in which the public may participate in the planning process

## Who is PACOG?

The Pueblo Area Council of Governments (PACOG) is an intergovernmental organization consisting of the following member entities:

- City of Pueblo
- County of Pueblo
- Board of Water Works
- School District No. 60
- School District No. 70
- Pueblo West Metropolitan District
- Colorado City Metropolitan District
- Salt Creek Sanitation District

The sixteen voting members of PACOG consist of the seven City Council members, three County Commissioners, and one member each from the Water Board, both School Boards, the two Metropolitan Districts, and Salt Creek Sanitation District. The Co-Executive Directors of PACOG are the City Manager and County Attorney. The Director of the Pueblo County Department of Planning and Development serves as PACOG's Manager. Among other functions, PACOG serves as an urban transportation planning organization. Both the long-term and short-term transportation plans are acted upon by PACOG and prepared on behalf of PACOG by the City's Transportation Planning staff.

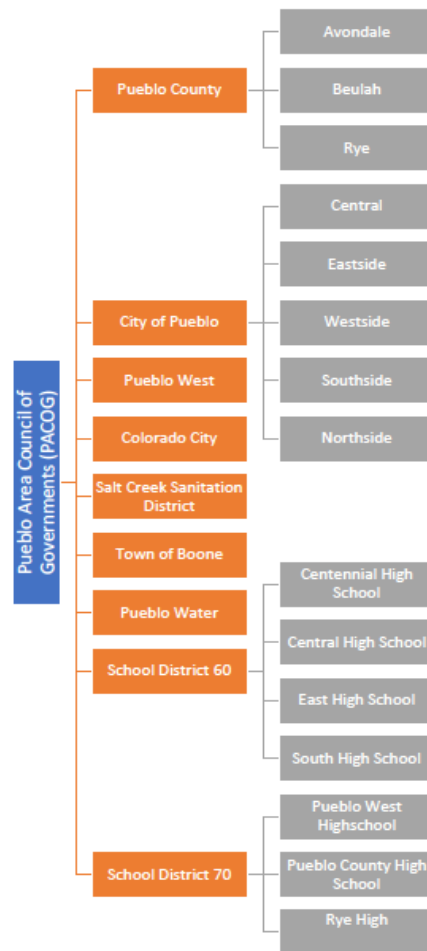


FIGURE 1: PACOG ORG. CHART

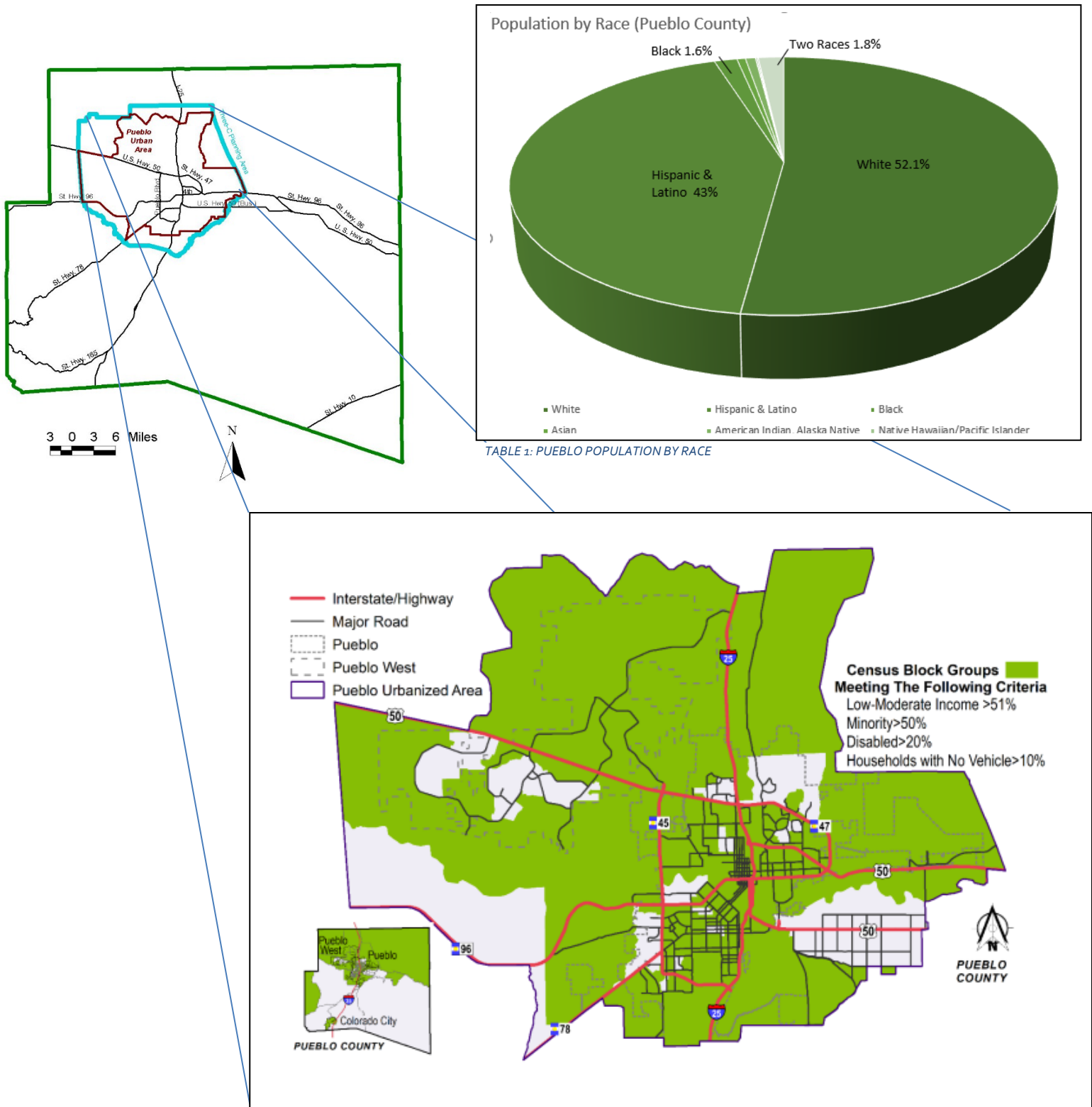


FIGURE 2: Census Block Groups Meeting Environmental Justice Criteria

# 1. REGULATIONS AND REQUIREMENTS (CITIZEN PROTECTIONS)

## 1.1 FEDERAL REQUIREMENTS

The transportation planning process carried out by MPOs must encourage and solicit stakeholder input. According to Title 23 CFR 450.316, as amended in the FAST Act of the federal regulations, “each MPO shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.” The transportation planning process must be “pro-active and provide complete information, timely public notice, full public access to key decisions, and support early and continuing involvement of the public in developing plans.”

In April 1995, the US DOT addressed the environmental justice policy objectives by issuing the following regulation: It states that “In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies on the grounds of race, color, or national origin...(49 CFR 21.5 (b)(3)).”

Information derived from Census data pertinent to the Pueblo planning region will be used to identify those with affected interests and the underserved including, but not limited to, Hispanic community members, low-income community members, physically challenged community members, people without access to an automobile such as the youth or elderly and those community members who do not speak English. Appropriate efforts to encourage participation in the process can be

determined based on the demographics of the affected populations.

### 1.1.2 TITLE VI

The Pueblo Area Council of Governments’ (PACOG) policy is to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the PACOG receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the PACOG. Any such complaint must be in writing and filed with the PACOG Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

### 1.1.3 PARTICIPATION PLAN COMMENT PERIOD

Federal regulations also require this Public Participation Plan (PPP) to be released for a minimum public comment period of 45 calendar days before it is adopted by the PACOG Board. These guidelines and requirements have all been addressed in this document.

### 1.1.4 FIXING AMERICA’S SURFACE TRANSPORTATION ACT (FAST ACT)

Fixing America’s Surface Transportation Act (FAST ACT) lists the following ten factors that must be addressed by the MPO’s transportation planning process:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;

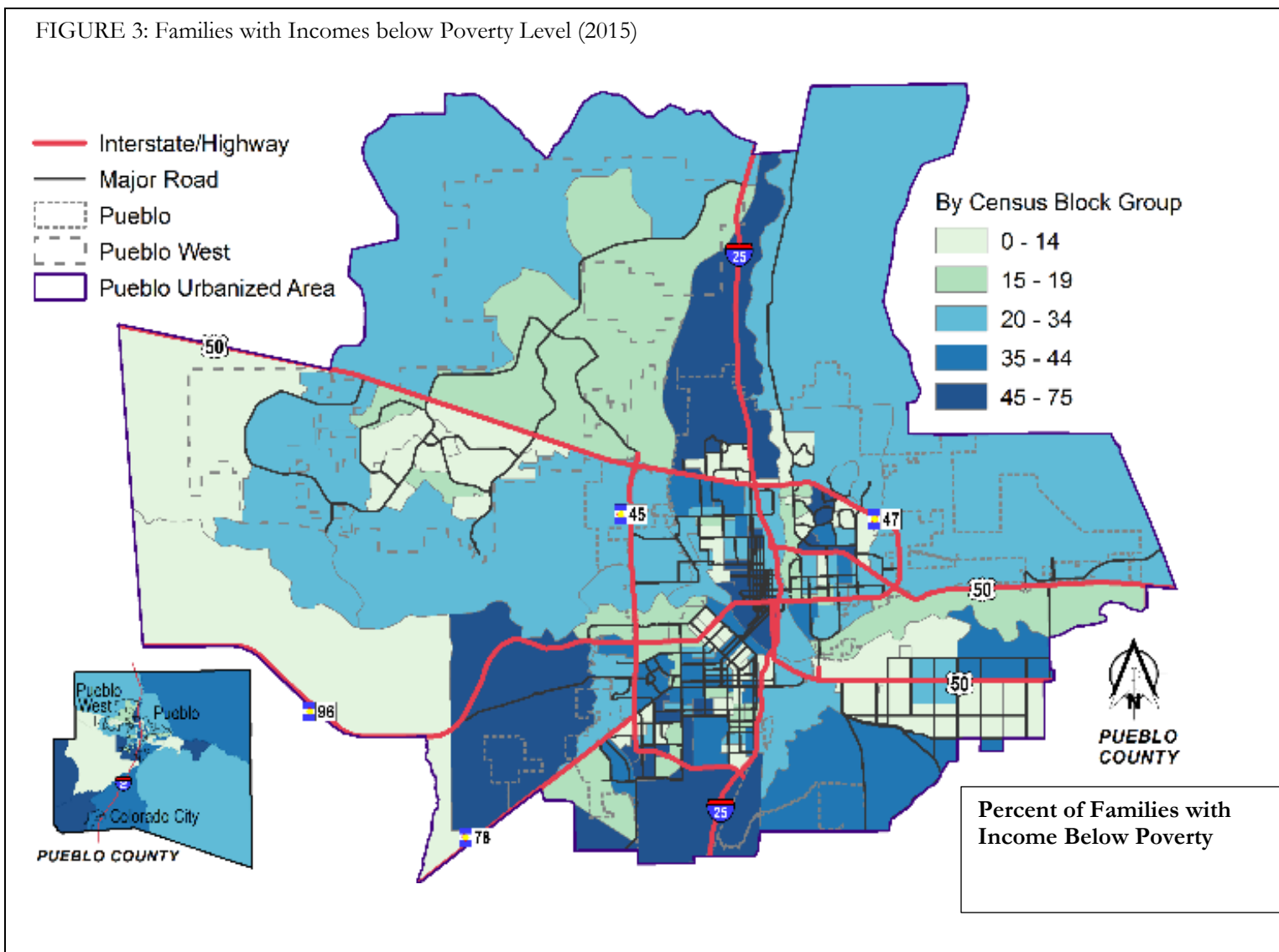
- Increase the accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

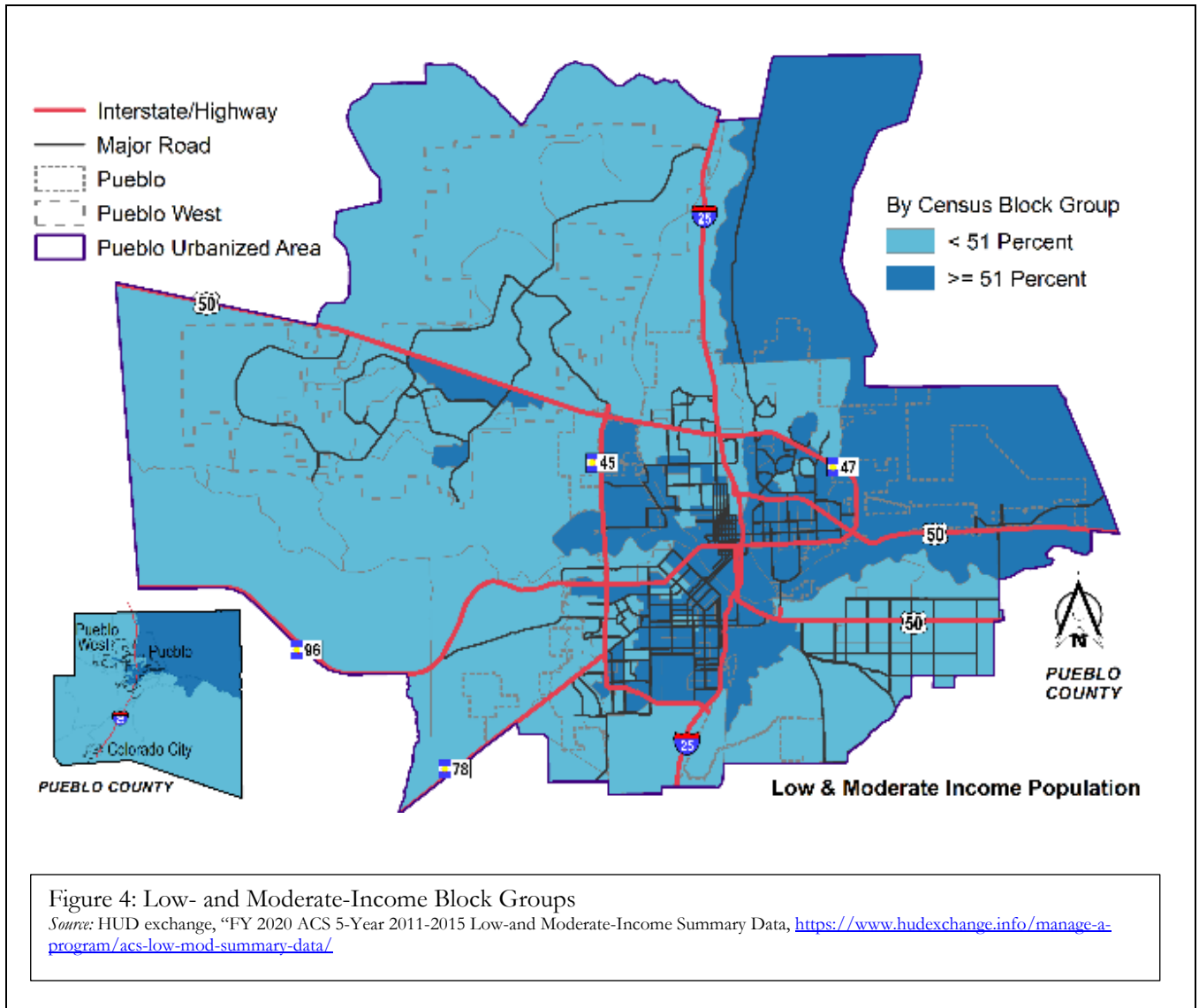
- Improve the resiliency and reliability of the transportation system and reduce or mitigate Stormwater impacts of surface transportation; and
- Enhance travel and tourism.

PACOG intends to use the standards set forth in FAST Act as the primary goals for its LRTP, TIP, and UPWP, expanding on them where necessary to conform to the regulations of other agencies and how to better meet the needs of the residents of the region.

**1.1.5 ENVIRONMENTAL JUSTICE (EJ)**  
Executive Order 12898 – 1994

FIGURE 3: Families with Incomes below Poverty Level (2015)





Executive Order 12898, Federal Action to address Environmental Justice (EJ) in minority and low-income Populations, requires the U.S. Department of Transportation (DOT) and the Federal Transit Administration (FTA), to make EJ part of the MPO's transportation planning mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of our programs, policies and activities on minority populations and/or low-income populations (collectively "EJ populations"). EJ at FTA and FHWA includes incorporating environmental justice and non-discrimination principles into transportation planning and decision-making processes as well as project-specific environmental reviews.

### 1.1.6 DOT ORDER 5610.2(A) – MAY 2012

In May 2012, DOT issued an updated internal Order, Actions to Address EJ in Minority Populations and Low-Income Populations (DOT Order). The DOT Order updates the Department's original EJ Order, which was published April 15, 1997. The DOT Order continues to be a key component of their strategy to promote the principles of EJ in all DOT programs, policies, and activities.

### 1.1.7 PACOG MPO ENVIRONMENTAL JUSTICE PROCESS



EJ analyses are completed for projects considered and/or included within the TIP. Figure 3 below shows the location of areas within the MPO that are classified as EJ - Minority Populations and Low-Income Populations. The benefits and burdens of each project must be examined individually on all EJ and Non-EJ projects. An overall analysis on projects in the TIP determines if it meets EJ requirements. The analysis process follows three guiding principles outlined in DOT Order 5610.2(a):

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations in relation to transportation improvements.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by

minority and low-income populations.

Under DOT order, an adverse effect means:

- Bodily impairment, infirmity, illness, or death;
- Air, noise, and water pollution and soil contamination;
- Destruction or disruption of man-made or natural resources;
- Destruction or diminution of aesthetic values;
- Destruction or disruption of community cohesion or a community's economic vitality;
- Destruction or disruption of the availability of public and private facilities and services;
- Vibration;
- Adverse employment effects;
- Displacement of persons, businesses, farms, or non-profit organizations; • Increased traffic congestion, isolation, exclusion, or separation of

individuals within a given community or from the broader community;

- Denial of, reduction in, or significant delay in the receipt of benefits of DOT programs, policies, or activities. An EJ analysis also includes a determination of whether the activity will result in a “disproportionately high and adverse effect on human health or the environment” as defined in DOT Order 5610.2(a) as:
  - Being predominately borne by a minority population and/or low-income population, or
  - Suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income populations. The table below lists the benefits and burdens of an EJ or Non-EJ project.

## 1.2 STATE GUIDELINES

According to the Colorado Department of Transportation publication “Guidelines for Public Participation in Statewide Transportation Planning & Programming”, the Transportation Planning Regions and Metropolitan Planning Organizations are responsible for ensuring that verbal or written responses are produced in a timely manner to issues, comments and questions raised by the public during public participation activities.”

CDOT staff actively encourage the TPRs to communicate with the department throughout the process as well as with each TPRs’ respective stakeholders. “Direct citizen input and participation should be solicited early and continuously in both the regional and statewide transportation planning and programming processes. Opportunities for involvement such as public meetings, citizen advisory groups, surveys, focus groups, and other mechanisms should be provided.”

TABLE 2: PUEBLO POPULATION CHARACTERISTICS

**Pueblo County Population by Race and Hispanic Origin**

Total Population	Measured				Projected			
	1990	2000	2010	2015	2020	2030	2040	2045
White	75,382	82,266	87,553	85,202	83,832	80,636	76,762	74,537
Black	2,029	2,421	2,959	3,019	3,136	3,384	3,610	3,701
American Indian, Alaska Native	614	950	1,396	1408	1442	1501	1540	1540
Asian or Other	936	2125	1,635	1,804	2,043	2,538	3,074	3,302
Hispanic or Latino	44,090	53,710	65,952	71,293	78,820	96,070	115,097	124,019
<b>Total Population</b>	<b>123,051</b>	<b>141,472</b>	<b>159,495</b>	<b>162,726</b>	<b>169,273</b>	<b>184,129</b>	<b>200,083</b>	<b>207,099</b>
Percent of Total	Measured				Projected			
	1990	2000	2010	2015	2020	2030	2040	2045
White	61.3%	58.2%	54.9%	52.4%	49.5%	43.8%	38.4%	36.0%
Black	1.6%	1.7%	1.9%	1.9%	1.9%	1.8%	1.8%	1.8%
American Indian, Alaska Native	0.5%	0.7%	0.9%	0.9%	0.9%	0.8%	0.8%	0.7%
Asian or Other	0.8%	1.5%	1.0%	1.1%	1.2%	1.4%	1.5%	1.6%
Hispanic or Latino	35.8%	38.0%	41.4%	43.8%	46.6%	52.2%	57.5%	59.9%
<b>Total Population</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Figure 5: - Source: Data from Colorado Department of Local Affairs (DOLA), Race by Age Forecast-County, accessed March 31, 2020.

## 2. PLANNING PROGRAMS

Below are the four central opportunities for shaping, steering, and participating in the Transportation Planning process through PACOG. Public participation is critical to assessing the individual concerns and also gathering a snapshot of community sentiment

as a whole. Therefore, the greater participation in the process throughout the community; the more accurately future services can reflect the quality-of-life vision for all the residence and tourists of the MPO.

PLANNING PROGRAMS CHART						
PLAN	UPDATED	DRAFT DEVELOPMENT	PUBLIC MEETING/DRAFT AVAILABILITY	PUBLIC COMMENT PERIOD	ADOPTION	AVAILABILITY
Long Range Transportation Plan (LRTP)	Every 5 years	PACOG staff; with input from interested state and local parties, environmental and cultural /historic agencies	A draft is posted on PACOG's website and can be found at Rawlings Library, County Courthouse, and The Justice Center	Minimum of 30 days for updates and amendments	Adopted during a regularly scheduled MPO meeting	PACOG office and website and can be found at Rawlings Library, County Courthouse, and The Justice Center
Transportation Improvement Program (TIP)	Every year	PACOG staff; with input from interested state and local parties, Environmental and cultural/ historic agencies	A draft is posted on PACOG's website and can be found at Rawlings Library, County Courthouse, and The Justice Center	Minimum of 30 days (Complete Update) Minimum of 15 days (Amendments) None (Administrative Revisions)	Adopted during a regularly scheduled MPO meeting	PACOG office and website and can be found at Rawlings Library, County Courthouse, and The Justice Center
Unified Planning Work Program (UPWP)	Every 2 years	PACOG staff; with input from interested state and local parties	A draft is posted on PACOG's website and can be found at Rawlings Library, County Courthouse, and The Justice Center	Minimum of 30 days for new UPWP Minimum of 15 days for amendments No comment period required for administrative modifications	Adopted during a regularly scheduled MPO meeting	PACOG office and website and can be found at Rawlings Library, County Courthouse, and The Justice Center
Public Participation Plan (PPP)	Every 5 Years	PACOG staff; with input from interested state and local parties	A draft is posted on PACOG's website and can be found at Rawlings Library, County Courthouse, and The Justice Center	Minimum of 45 days for complete updates Minimum of 30 days for amendments No comment period required for administrative modifications	Adopted during a regularly scheduled MPO meeting	PACOG office and website and can be found at Rawlings Library, County Courthouse, and The Justice Center

TABLE 3: PLANNING PROGRAMS CHART

## 2.1 UNIFIED PLANNING WORK PROGRAM (UPWP) - EVERY 2 YEARS\*

### **New UPWP:**

- Every 2 years

### **Amended:**

- As needed

### **Public Comment Period:**

- Minimum of 30 days for new UPWP
- Minimum of 15 days for amendments
- No comment period required for administrative modifications

### **Minimum Required Techniques & Strategies**

- Discussion with the Policy Board and TAC prior to public comment period.
- Newspaper and MPO website advertisements announcing public comment period for new UPWP.
- Email notification of public comment period.

### **Amendments**

- Discussions with TAC and the Policy Board prior to posting the draft for public comment.
- MPO website advertisements announcing public comment period.
- Email notification of public comment period.
- Draft made available for review at the locations listed in Figure 3.

The UPWP is a guide for all planning related work to be completed or continued each year. Work performed by Pueblo MPO/TPR staff is outlined in each task and progress reported bi-annually to the Colorado Department of Transportation (CDOT). The work program is updated annually. \*The TIP may be reviewed annually in accordance with FAST ACT.

### [UNIFIED PLANNING WORK PROGRAM \[UPWP\]](#)



Pueblo Area Council of Governments  
Metropolitan Planning Organization (MPO)  
Transportation Planning Region (TPR)

### **CPG GRANT**

### **Unified Planning Work Program (UPWP)**

### **FFY 2022-2023**

(OCT. 1, 2021 – SEPT. 30, 2022)

COMMENTS ACCEPTED UNTIL Sept. 22, 2022 5:00pm

Prepared By: City of Pueblo Urban Transportation Planning Division

## 2.2 LONG RANGE TRANSPORTATION PLAN (LRTP) - EVERY 5 YEARS

### Updated:

- Every 5 years

### Amended:

- As needed

### Public Comment Period:

- Minimum of 30 days for updates and amendments

### Minimum Required Techniques & Strategies

- Discussion and reviewing of the draft document with the Policy Board and TAC.
- TAC recommendation and Policy Board approval to release the draft LRTP for public review and comment.
- Newspaper and MPO website advertisements announcing public comment period.
- Email notification of public comment period.
- Open houses/public meetings.
- Summarize public comments, including how the comments were addressed, and include in the final LRTP draft.

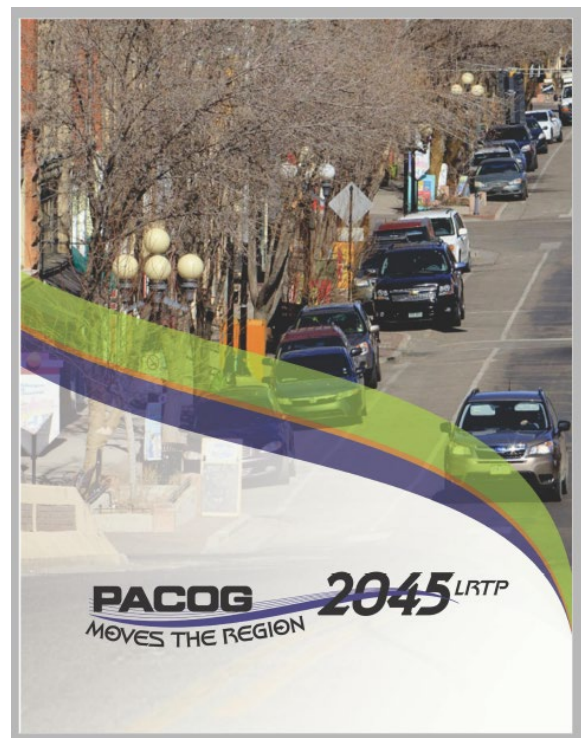
### Amendments

- Discussions with TAC and the Policy Board prior to posting the draft for public comment.
- Advertisements announcing the public comment period on PACOG website and in newspapers.
- Email notification of public comment period.
- Draft made available for review at the locations listed in Figure 3.
- Public meetings are not required for LRTP amendments.

NOTE: If the final MPO document differs significantly from the draft made available for public comment, an additional opportunity for public comment will be provided.

The Pueblo Area Long Range Transportation Plan (LRTP) is a 25-year plan for the development of transportation programs and projects within the Pueblo Area. The Plan identifies the Existing Conditions for each of the transportation modes and identifies the need for and location of future facilities. The Vision Plan sets out a strategy to meet the transportation goals of the region between 2020 and 2045 while the Fiscally Constrained Plan applies financial constraints to that same strategy. The LRTP also includes the Coordinated Public Transit and Human Services Transportation Plan, prepared as a locally developed plan to assure Pueblo's eligibility for projects funded through FAST ACT. The LRTP has been developed by the Pueblo Area Council of Governments (PACOG) in cooperation with the jurisdictions and agencies responsible for development and maintenance of the transportation system and adopted May 27, 2021

[LONG RANGE TRANSPORTATION PLAN 2045 \[LRTP\]](#)



## 2.3 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) - EVERY YEAR

### Updated:

- Every year

### Amended:

- As needed

### Public Comment Period:

- Minimum of 30 days (Complete Update)
- Minimum of 15 days (Amendments)
- None (Administrative Revisions)

### Minimum Required Techniques & Strategies

- Discussion with the Policy Board and TAC prior to public comment period.
- Newspaper and MPO website advertisements announcing public comment period.
- Email notification of public comment period.
- Summarize public comments, including how the comments were addressed and include in the TIP.

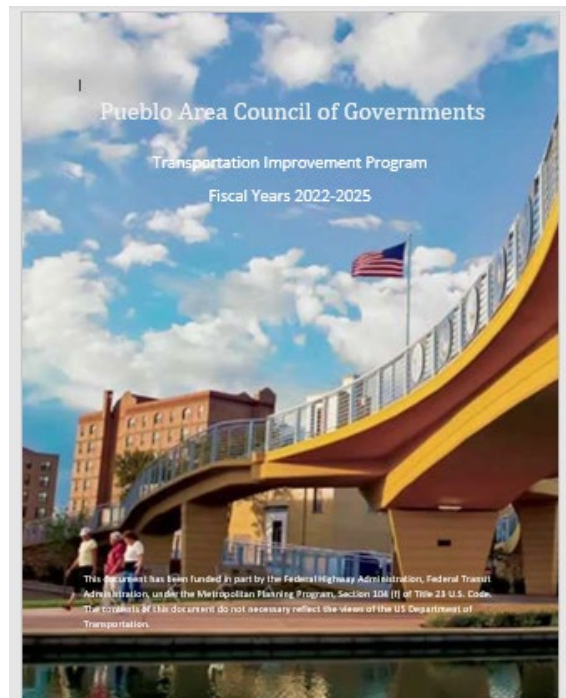
### Amendments

- Discussions with TAC and the Policy Board prior to posting the draft for public comment.
- Newspaper and MPO website advertisements announcing public comment period.
- Email notification of public comment period.
- Draft made available for review at the locations listed in Figure 3.

NOTE: If the final TIP document differs significantly from the draft made available for public comment, an additional opportunity for public comment will be provided

The TIP identifies the type of improvement, the funding source(s), the sponsoring entity(ies), and the implementation schedule. The TIP has a significant element of flexibility and projects may be moved administratively within the four years of the TIP if funds become available or if priorities change. In addition, amendments may be made PACOG MPO as necessary, per the adopted TIP amendment process. The TIP's project list must be included without changes into the STIP developed by CDOT and approved by the Governor of the State of Colorado.

### [TRANSPORTATION IMPROVEMENT PROGRAM \(TIP\)](#)



## 2.4 PUBLIC PARTICIPATION PLAN (PPP) – EVERY 5 YEARS

### Updated:

- Every 5 years, prior to LRTP updates

### Amended:

- As needed

### Public Comment Period:

- Minimum of 45 days for complete updates
- Minimum of 30 days for amendments
- No comment period required for administrative modifications

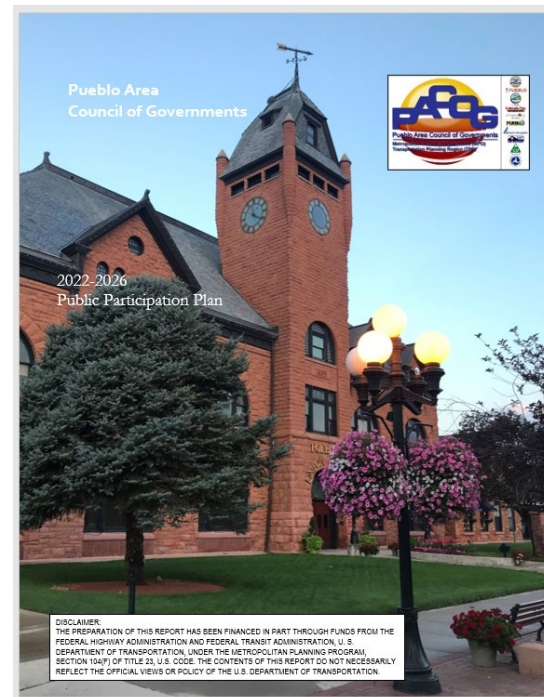
### Minimum Required Techniques & Strategies

- Discussion with the Policy Board and TAC prior to public comment period.
- Public and stakeholder consultation through a variety of methods including surveys, stakeholder meetings, and/or public meetings.
- Summarize public comments, including how the comments were addressed, and include summary in the final DRAFT of PPP.
- Newspaper and MPO webpage advertisements announcing public comment period.
- Email notification of public comment period to identified stakeholders
- Draft made available for review at PACOG webpage and Pueblo City Hall.

NOTE: If the final PPP document differs significantly from the draft made available for public comment, an additional opportunity for public comment will be provided

The Public Participation Plan (PPP) has been discussed in detail throughout this document, but essentially the PPP serves as a guide to improve the process for involving the public in regional transportation decision making. It establishes a process to effectively engage citizens in the planning process by outlining the public input procedures, processes, and methods to be used.

### [PUBLIC PARTICIPATION PLAN \[PPP\]](#)



## 4. PUBLIC INVOLVEMENT OBJECTIVES

10 STEPS OF THE PUBLIC INVOLVEMENT PROCESS	
<b>STEP 1:</b> IDENTIFY POTENTIAL STAKEHOLDERS AND OUTREACH LEADERS	<b>MEASURE:</b> PRIOR TO A COMMUNITY PARTICIPATION EFFORT: (1) RESIDENT AND BUSINESS MOST EFFECTED BY A PROJECT SHOULD BE IDENTIFIED, (2) OUTREACH FACILITATORS SHOULD ESTABLISH A SCOPE AND BUDGET FOR PARTICIPATION IN THE OUTREACH PROJECT, (3) COMMUNITY LEADERS AND TECHNICAL EXPERTS SHOULD BE RALLIED TO ASSIST IN DISSEMINATING CRITICAL PROJECT INFORMATION AND UPDATES.
<b>STEP 2:</b> PROVIDE TIMELY NOTICE OF PUBLIC INVOLVEMENT OPPORTUNITIES	<b>MEASURE:</b> MEETINGS ARE SCHEDULED IN REGULAR INTERVALS AND NOTICE OF PUBLIC MEETINGS WILL BE PROVIDED NO LESS THAN SEVEN DAYS PRIOR TO ANY FORUM. MEETING NOTICES ARE TO BE DISSEMINATED BY ELECTRONIC, PRINT, AND BROADCAST, AND SOCIAL MEDIA OUTLETS. NOTICES WILL ALSO BE DISTRIBUTED VIA POST AND DIRECT OUTREACH WHEN APPLICABLE.
<b>STEP 3:</b> OBTAIN ACTIVE PUBLIC INPUT EARLY IN THE PROCESS	<b>MEASURE:</b> SURVEYS, COMMENT FORMS, ONLINE SURVEYS, AND DEDICATED DISCUSSION TIME WILL BE PROVIDED FOR THE PUBLIC TO OBTAIN FEEDBACK FOR ALL COMMUNITY INPUT INITIATIVES. FURTHERMORE, IN A PARALLEL EFFORT, UPDATES, NOTICES, RELATED DOCUMENTS, FORMS, AND SURVEYS WILL BE MADE AVAILABLE VIA THE PACOG WEBSITE & SOCIAL MEDIA PRIOR TO SCHEDULED MEETINGS. A STAKEHOLDER DATABASE WILL BE CREATED, MAINTAINED, AND UTILIZED BY STAFF FOR CONTINUOUS OUTREACH.
<b>STEP 4:</b> ENSURE THAT ALL CITIZENS WHO WISH TO HAVE INPUT HAVE THAT OPPORTUNITY, AND THAT ALL IDEAS ARE GIVEN FAIR CONSIDERATION	<b>MEASURE:</b> IF A CITIZEN/STAKEHOLDER CANNOT ATTEND A SCHEDULED MEETING, GAIN ACCESS TO THE PACOG WEBSITE, OR SIMPLY WANTS TO DISCUSS AN ITEM DISCRETELY OR IN GREATER DETAIL. STAFF WILL MAKE SPECIAL CONSIDERATIONS AND ALLOCATE TIME SPECIFICALLY TO ENSURE THAT THE INDIVIDUAL IS PROVIDED ALL RELATIVE INFORMATION AND OPPORTUNITY TO SHARE THEIR IDEAS AND CONCERNS.
<b>STEP 5:</b> OBTAIN WIDESPREAD COMMUNITY INVOLVEMENT THROUGHOUT THE PLANNING PROCESS	<b>MEASURE:</b> THROUGH A VARIETY OF METHODS OUTLINED IN THE "PUBLIC INVOLVEMENT METHOD" SECTION PACOG AIMS TO MAXIMIZE PARTICIPATION BY USING DIVERSE ESTABLISHED ENGAGEMENT PRACTICES AS WELL AS EMERGING TECHNOLOGIES. FURTHERMORE, SPECIFIC STRATEGIES FOR "ENGAGING TRADITIONALLY UNDERSERVED POPULATIONS" CAN BE FOUND UNDER THE SECTION OF THE SAME NAME.
<b>STEP 6:</b> CONDUCT A PPP AS A TWO-WAY LEARNING PROCESS	<b>MEASURE:</b> ALL COMMUNITY FEEDBACK, INCLUDING, SURVEYS, COMMENT FORMS, AND PUBLIC COMMENTS WILL BE TREATED AS DATA BY THE PACOG STAFF. IT WILL BE REVIEWED, ANALYZED, REPORTED ON, AND IMPLEMENTED INTO THE FUTURE STUDY AND PROJECT IF APPLICABLE.
<b>STEP 7:</b> PERFORM OUTREACH TO THOSE PARTICULARLY AFFECTED BY ALTERNATIVES AND PLAN RECOMMENDATIONS TO INVOLVE THEM IN THE ALTERNATIVES EVALUATION PROCESS	<b>MEASURE:</b> ALL HOUSEHOLDS AND BUSINESSES WITHIN A QUARTER MILE RADIUS OF A PROPOSED MUNICIPAL DEVELOPMENT SITE, PROJECTED TO CAUSE A SIGNIFICANT DISRUPTION TO THE LOCAL AREA, WILL BE ASKED DIRECTLY TO JOIN IN THE PLANNING PROCESS VIA POST, TARGETED SOCIAL MEDIA OR TELEPHONE OUTREACH.
<b>STEP 8:</b> INTEGRATE AND COORDINATE PUBLIC INPUT FROM REGIONAL AND LOCAL ENTITY PLANNING PROCESSES, WHERE POSSIBLE	<b>MEASURE:</b> PUBLIC INPUT DATA WILL CONTINUE TO BE COLLECTED DIRECTLY BY PACOG STAFF AND IN A LARGER COLLABORATIVE INTERDEPARTMENTAL EFFORT WITH LOCAL, REGIONAL, STATE, AND FEDERAL PARTNERS. STUDY RESULTS ARE SHARED ELECTRONICALLY WITH DEPARTMENTAL STAKEHOLDERS FOR UTILIZATION IN PROJECT/PROGRAM DEVELOPMENT.
<b>STEP 9:</b> OBTAIN AND MAINTAIN THE INVOLVEMENT OF SUPPORTERS OF PLAN RECOMMENDATIONS	<b>MEASURE:</b> PROCEEDING THE FINALIZATION OF PLAN RECOMMENDATIONS, PACOG STAFF WILL MAINTAIN AN "OPEN-DOOR" POLICY THROUGHOUT THE LIFE OF THE PROJECT/PROGRAM. WHEREAS INTERESTED PARTIES ARE WELCOME TO PARTICIPATE AT A VARIETY OF MONTHLY PUBLIC STAKEHOLDER'S MEETINGS (INCLUDING TAC) AND WILL BE GIVEN OPPORTUNITY TO INQUIRE INTO IMPLEMENTATION PROGRESS. FURTHERMORE, STAFF CAN PROVIDE NETWORKING RECOMMENDATIONS FOR LIKE-MINED INDIVIDUALS AND ORGANIZATIONS WHO ARE LOOKING TO COLLABORATE TO SUPPORT (OR OPPOSE) A PLAN'S RECOMMENDATION.

TABLE 4: PUBLIC INVOLVEMENT OBJECTIVES



<p><b>STEP 10:</b> PROVIDE FEEDBACK TO THE PUBLIC TO ENCOURAGE THEIR FUTURE INVOLVEMENT; AND EVALUATE THE EFFECTIVENESS OF THE PPP ON AN ONGOING BASIS</p>	<p><i>MEASURE: ALL DATA, SURVEY RESULTS, AND PARTICIPATION STATISTICS COLLECTED DURING THE PPP ARE ANALYZED AND DISSEMINATED VIA THE PACOG WEBSITE. INFORMATION RELATIVE TO THE EFFECTIVENESS OF THE PPP WILL BE RECORDED AND STUDIED FOR USE AS BASELINE DATA IN FUTURE UPDATES. ADDITIONALLY, EACH PLANNING PROGRAM WILL HAVE A PROCESS CHECKLIST TO BE COMPLETED BY PACOG STAFF TO ENSURE REGULATIONS ARE FOLLOWED AND ALL EXPECTATIONS OF THE PLANNING PROCESS ARE MET.</i></p>
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**PUBLIC PARTICIPATION PLAN – PROCESS CHECKLIST**

PROGRAM/PROJECT/STUDY NAME & YEAR: _____		COMMENT PERIOD: FROM _____ TO _____
UPWP# _____		
OBJECTIVE	MEASURE	EVALUATION
IDENTIFY POTENTIAL STAKEHOLDERS AND OUTREACH LEADERS	<i>MEASURE: PRIOR TO A COMMUNITY PARTICIPATION EFFORT: (1) RESIDENT AND BUSINESS MOST EFFECTED BY A PROJECT SHOULD BE IDENTIFIED, (2) OUTREACH FACILITATORS SHOULD ESTABLISH A SCOPE AND BUDGET FOR PARTICIPATION THE OUTREACH PROJECT, (3) COMMUNITY LEADERS AND TECHNICAL EXPERTS SHOULD BE RALLIED TO ASSIST IN DISSEMINATING CRITICAL PROJECT INFORMATION AND UPDATES</i>	<input type="checkbox"/> SURVEYS PREPARED <input type="checkbox"/> COMMENT FORMS PREPARED <input type="checkbox"/> DISCUSSION TIME IN AGENDA <input type="checkbox"/> MATERIAL POSTED TO PACOG WEBSITE  INITIALS: _____ DATE: _____
PROVIDE TIMELY NOTICE OF PUBLIC INVOLVEMENT OPPORTUNITIES.	<i>MEASURE: MEETINGS ARE SCHEDULED IN REGULAR INTERVALS AND NOTICE OF PUBLIC MEETINGS WILL BE PROVIDED NO LESS THAN SEVEN DAYS PRIOR TO ANY FORUM. MEETING NOTICES ARE TO BE DISSEMINATED BY ELECTRONIC, PRINT, AND BROADCAST MEDIA OUTLETS. NOTICES WILL ALSO BE DISTRIBUTED VIA POST AND DIRECT OUTREACH WHEN APPLICABLE.</i>	<input checked="" type="checkbox"/> REGULARLY SCHEDULED MEETINGS <input type="checkbox"/> MEETING NOTICES 7 DAYS IN ADVANCE <input type="checkbox"/> TYPE OF NOTICES SENT OUT <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> PRINT <input type="checkbox"/> BROADCAST <input type="checkbox"/> POST <input type="checkbox"/> PHONE <input type="checkbox"/> OTHER _____  INITIALS: _____ DATE: _____
OBTAIN ACTIVE PUBLIC INPUT EARLY IN THE PROCESS;	<i>MEASURE: SURVEYS, COMMENT FORMS, AND DEDICATED DISCUSSION TIME WILL BE PROVIDED FOR THE PUBLIC TO OBTAIN FEEDBACK FOR ALL COMMUNITY INPUT INITIATIVES. FURTHERMORE, IN A PARALLEL EFFORT, UPDATES, NOTICES, RELATED DOCUMENTS, FORMS, AND SURVEYS WILL BE MADE AVAILABLE VIA THE PACOG WEBSITE PRIOR TO SCHEDULED MEETINGS.</i>	<input type="checkbox"/> SURVEYS PREPARED <input type="checkbox"/> COMMENT FORMS PREPARED <input type="checkbox"/> DISCUSSION TIME IN AGENDA <input type="checkbox"/> MATERIAL POSTED TO PACOG WEBSITE  INITIALS: _____ DATE: _____
ENSURE THAT ALL CITIZENS WHO WISH TO HAVE INPUT HAVE THAT OPPORTUNITY, AND THAT ALL IDEAS ARE GIVEN FAIR CONSIDERATION;	<i>MEASURE: IN THE EVENT THAT A CITIZEN/ STAKEHOLDER CANNOT ATTEND A SCHEDULED MEETING, GAIN ACCESS TO THE PACOG WEBSITE, OR SIMPLY WANTS TO DISCUSS AN ITEM DISCRETELY OR IN GREATER DETAIL. STAFF WILL MAKE SPECIAL CONSIDERATIONS AND ALLOCATE TIME SPECIFICALLY TO ENSURE THAT THE INDIVIDUAL IS PROVIDED ALL RELATIVE INFORMATION AND OPPORTUNITY TO SHARE THEIR IDEAS AND CONCERNS.</i>	INDIVIDUAL OUTREACH REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO ADDITIONAL IDEAS GATHERED <input type="checkbox"/> YES <input type="checkbox"/> NO # OF MEETINGS _____  INITIALS: _____ DATE: _____
OBTAIN WIDESPREAD COMMUNITY INVOLVEMENT THROUGHOUT THE PLANNING PROCESS;	<i>MEASURE: THROUGH A VARIETY OF METHODS OUTLINED IN THE "PUBLIC INVOLVEMENT METHOD" SECTION PACOG AIMS TO MAXIMIZE PARTICIPATION BY USING DIVERSE ESTABLISHED ENGAGEMENT PRACTICES AS WELL AS EMERGING TECHNOLOGIES. FURTHERMORE, SPECIFIC STRATEGIES FOR "ENGAGING TRADITIONALLY UNDERSERVED POPULATIONS" CAN BE FOUND UNDER THE SECTION OF THE SAME NAME.</i>	<input type="checkbox"/> ESTABLISHED METHODS USED _____ <input type="checkbox"/> EMERGING TECHNOLOGIES USED _____ <input type="checkbox"/> UNDERSERVED ENGAGEMENT _____  INITIALS: _____ DATE: _____

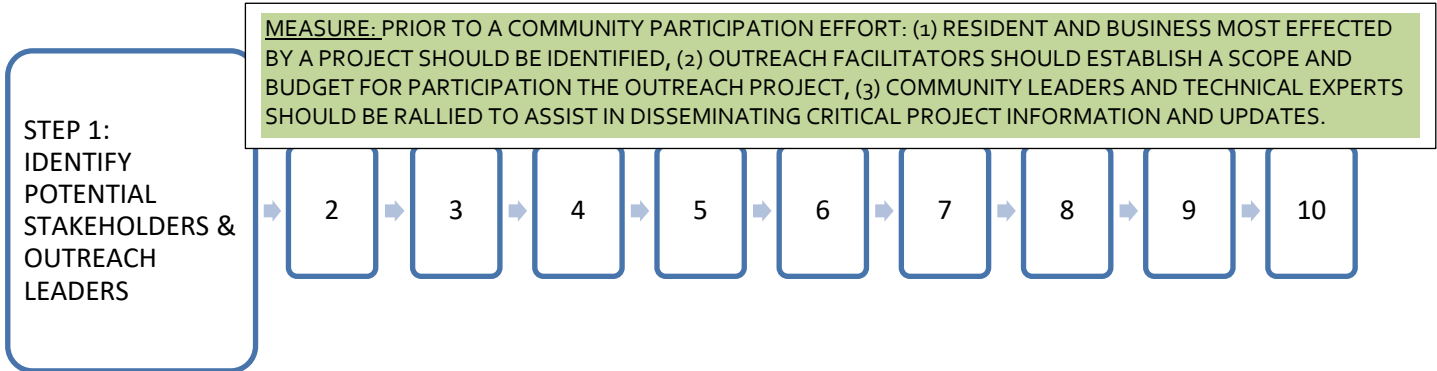
<p>CONDUCT A PPP AS A TWO-WAY LEARNING PROCESS;</p>	<p><i>MEASURE: ALL COMMUNITY FEEDBACK, INCLUDING, SURVEYS, COMMENT FORMS, AND PUBLIC COMMENTS WILL BE TREATED AS DATA BY THE PACOG STAFF. IT WILL BE REVIEWED, ANALYZED, REPORTED ON, AND IMPLEMENTED INTO THE FUTURE STUDY AND PROJECT IF APPLICABLE.</i></p>	<p><input type="checkbox"/> FORMS &amp; SURVEYS COLLECTED  <input type="checkbox"/> DATA ENTERED, ANALYZED, &amp; FILED</p> <p>INITIALS: _____ DATE: _____</p>
<p>PERFORM OUTREACH TO THOSE PARTICULARLY AFFECTED BY ALTERNATIVES AND PLAN RECOMMENDATIONS TO INVOLVE THEM IN THE ALTERNATIVES EVALUATION PROCESS;</p>	<p><i>MEASURE: ALL HOUSEHOLDS AND BUSINESSES WITHIN A QUARTER MILE RADIUS OF A PROPOSED MUNICIPAL DEVELOPMENT SITE, PROJECTED TO CAUSE A SIGNIFICANT DISRUPTION TO THE LOCAL AREA, WILL BE ASKED DIRECTLY TO JOIN IN THE PLANNING PROCESS VIA POST, TELEPHONE OUTREACH, OR ONLINE ZOOM MEETING.</i></p>	<p>PROJECT WILL CAUSE SIGNIFICANT DISRUPTION TO THE SURROUNDING AREA?  <input type="checkbox"/> YES <input type="checkbox"/> NO  NEPA STUDY NEEDED?  <input type="checkbox"/> YES <input type="checkbox"/> NO  DIRECT OUT REACH TO IMPACTED AREA RESIDENTS NEEDED?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>INITIALS: _____ DATE: _____</p>
<p>INTEGRATE AND COORDINATE PUBLIC INPUT FOR REGIONAL AND LOCAL ENTITY PLANNING PROCESSES, WHERE POSSIBLE;</p>	<p><i>MEASURE: PUBLIC INPUT DATA WILL CONTINUE TO BE COLLECTED DIRECTLY BY PACOG STAFF AND IN A LARGER COLLABORATIVE INTERDEPARTMENTAL EFFORT WITH LOCAL, REGIONAL, STATE, AND FEDERAL PARTNERS. STUDY RESULTS ARE SHARED ELECTRONICALLY WITH DEPARTMENTAL STAKEHOLDERS FOR UTILIZATION IN PROJECT/PROGRAM DEVELOPMENT.</i></p>	<p>COMPLETED FINDINGS SHARED WITH STAKEHOLDERS:  <input type="checkbox"/> LOCAL  <input type="checkbox"/> REGIONAL  <input type="checkbox"/> STATE  <input type="checkbox"/> FEDERAL</p>
<p>OBTAIN AND MAINTAIN THE INVOLVEMENT OF SUPPORTERS OF PLAN RECOMMENDATIONS;</p>	<p><i>MEASURE: PROCEEDING THE FINALIZATION OF PLAN RECOMMENDATIONS, PACOG STAFF WILL MAINTAIN AN "OPEN-DOOR" POLICY THROUGHOUT THE LIFE OF THE PROJECT/PROGRAM. WHEREAS INTERESTED PARTIES ARE WELCOME TO PARTICIPATE AT A VARIETY OF MONTHLY PUBLIC STAKEHOLDER'S MEETINGS (INCLUDING TAC) AND WILL BE GIVEN OPPORTUNITY TO INQUIRE INTO IMPLEMENTATION PROGRESS. FURTHERMORE, STAFF CAN PROVIDE NETWORKING RECOMMENDATIONS FOR LIKE-MINED INDIVIDUALS AND ORGANIZATIONS WHO ARE LOOKING TO COLLABORATE TO SUPPORT (OR OPPOSE) A PLAN'S RECOMMENDATION.</i></p>	<p><input checked="" type="checkbox"/> OPEN DOOR POLICY  <input checked="" type="checkbox"/> TAC MEETINGS  CITIZEN PARTICIPATION IN TAC?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p># OF RESIDENTS _____</p> <p>INITIALS: _____ DATE: _____</p>
<p>PROVIDE FEEDBACK TO THE PUBLIC TO ENCOURAGE THEIR FUTURE INVOLVEMENT; AND EVALUATE THE EFFECTIVENESS OF THE PPP ON AN ONGOING BASIS</p>	<p><i>MEASURE: ALL DATA, SURVEY RESULTS, AND PARTICIPATION STATISTICS COLLECTED DURING THE PPP ARE ANALYZED AND DISSEMINATED VIA THE PACOG WEBSITE. INFORMATION RELATIVE TO THE EFFECTIVENESS OF THE PPP WILL BE RECORDED AND STUDIED FOR USE AS BASELINE DATA IN FUTURE UPDATES. ADDITIONALLY, EACH PLANNING PROGRAM WILL HAVE A PROCESS CHECKLIST TO BE COMPLETED BY PACOG STAFF TO ENSURE REGULATIONS ARE FOLLOWED AND ALL EXPECTATIONS OF THE PLANNING PROCESS ARE MET.</i></p>	<p>PARTICIPATION SUMMARY POSTED TO PACOG WEBSITE  <input type="checkbox"/> YES <input type="checkbox"/> NO  PPP BASE LINE DATA COLLECTED  <input type="checkbox"/> YES <input type="checkbox"/> NO  PROCESS CHECKLIST COMPLETE  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>INITIALS: _____ DATE: _____</p>

Figure 6: PUBLIC INVOLVEMENT PROCESS CHECKLIST



# 5. PROCESS ELEMENTS

## 5.1 STEP 1: IDENTIFY POTENTIAL STAKEHOLDERS & OUTREACH LEADERS



A major objective of the planning process is to have a two-way interaction between stakeholders and their government representatives. Ideally, when given a legitimate opportunity, most of the citizens in the community will gladly participate in the planning process. Contributing their ideas, sharing their concerns, and ultimately benefitting

**STAKEHOLDER:**  
*Any individual, organization, governmental entity, transportation professional or member of the public who has an interest in or who will be affected by the results of the transportation planning process.*

from the exchange of information.

Unfortunately, in reality, this is not always the case. There often are a variety of extenuating circumstances which can make it difficult for members of the community and representatives of the government to have a fully engaged and productive forum. If not done correctly, public outreach will not only reflect poorly on its organizers but will also squander the opportunity to cultivate new ideas and build support for upcoming plans.

With this knowledge, the PACOG staff, in a concerted effort has developed a ten-step procedure to help to navigate the Public Participation Process. Whether you are a facilitator or a participant, we hope that you find this plan useful.

Public Participation Outreach – Budget Worksheet			
Type	Quantity	Funding Source	Cost
Advertisement & Marketing			\$
Facilities Fees			\$
Snacks & Refreshments			\$
Manpower & Additional Support Staff			\$
Meeting Materials			\$
Sponsored Meals			\$
Transportation			\$
Entertainment			\$
Misc.			\$
			\$

TABLE 5: PUBLIC PARTICIPATION BUDGET WORKSHEET

The first steps, as first steps often are, are conceptual and organizational. Who are the stakeholders? Who are the central facilitators? How many people are you trying to reach? Where are they? What is the best way to reach them? What are the expectations that you are trying to meet? What information or feedback will be most

valuable to come away with? How are you going to track the data? What is the projected budget?

While all these questions may not be easy to answer immediately, they represent significant considerations that should be addressed in the preliminary stages.

Transportation System Users

- Public Transit Commuters (Bus)
- Motorized Commuters (Car/Motorcycle)
- Non-Motorized Commuters (Bicycles/Skateboards/Roller Skates/Scooters)
- Pedestrian Commuters
- Private Commuters (Taxi/Uber)
- Freight Transportation Providers (Tractor-trailers)
- Special Needs Commuters (Children/Elderly/Disabled)

Transportation System Stakeholders

- Major employers & employees
- Downtown businesses
- High school students & faculty
- University students & faculty
- Law enforcement & public safety officials
- Homeowners Associations
- Parent Teacher Associations
- Parks & recreational attractions
- The service industry
- Tourism officials
- Faith-based organizations
- Hospitals & social services
- Neighborhood associations
- Business associations
- Non-profit associations
- Low-income populations
- Government officials
- Freight shippers & transportation providers
- Minority populations & associations
- Youth service organizations
- Airport authorities
- Economic development groups
- Media Outlets
- Persons with disabilities
- Regulatory agencies

- Senior Populations & organizations







	ADA & Seniors Leader: _____
	Residents / Mailers & Flyers Leader: _____
	Schools Leader: _____
	Private Businesses & Hospitals Leader: _____
	Government Leader: _____
	ESOL & Minority Groups Leader: _____
	Faith-Based Organizations & Non-Profits Leader: _____
	Social Media & Media [Print/Broadcast] Leader: _____
	Tourism Leader: _____

FIGURE 7: COMMUNITY LEADERSHIP WORKSHEET

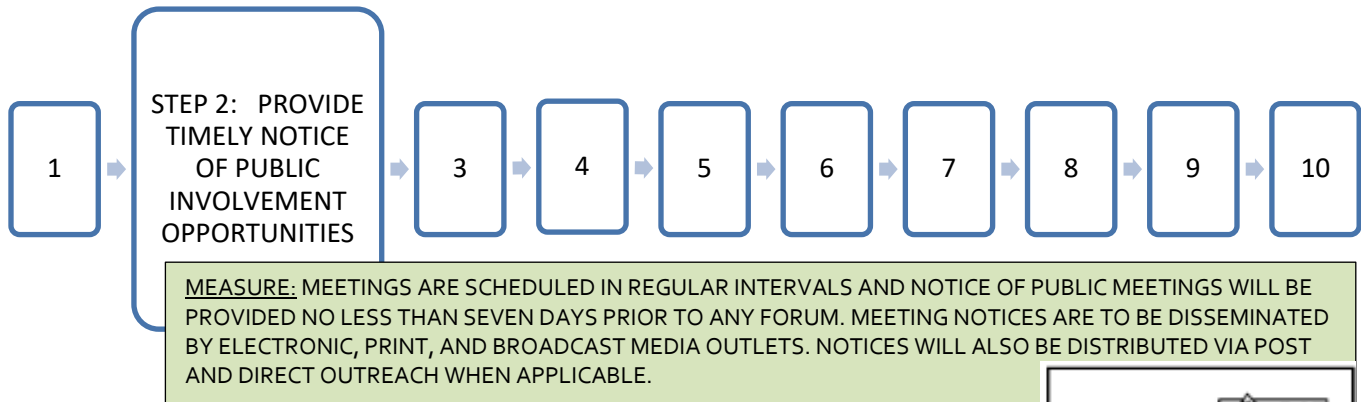
### 5.1.1: FUTURE NEIGHBORHOOD LEADERSHIP

A major consideration while trying to develop a more comprehensive and effective Public Participation Plan is whether the existing social infrastructure is conducive for the maximization of public outreach. While the staff was consulting with community leaders, it was reinforced that there are gaps in the in the community organization, information, and communication network. Several recommendations were made to address this concern (contingent on broad public

support and funding) including; developing neighborhood boundaries consistent with those identified in the census; the modification from “at-large” to geographically bound representatives within the city council; reinvestment in and promotion of neighborhood organizations; addition of “block captains” to provide administrative support for neighborhood organizations; and a dedicated community liaison between planning staff and the community.



## 5.2 STEP 2: PROVIDE TIMELY NOTICE OF PUBLIC INVOLVEMENT OPPORTUNITIES



The following methods are used to communicate with stakeholders in the Pueblo area: They comprise the “tools” for obtaining public input.

The Pueblo MPO/TPR has a website, [www.pacog.net](http://www.pacog.net). Interested parties can easily access notices of PACOG and the Transportation Advisory Commission (TAC) meetings, agendas, and minutes of prior meetings as well as links to CDOT, The Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and other transportation websites. Questions or comments can be sent to the webmaster, at [pueblo\\_mpo@pueblo.us](mailto:pueblo_mpo@pueblo.us).

Paid advertisements are currently used to announce formal meetings and informal open houses to the public. Brochures describing the planning process and highlighting project successes will be developed for educational purposes. Public opinion surveys and



comment forms will be used to assess how well the transportation planning and implementation processes are working from a public perspective. Maps and other visual displays such as PowerPoint presentations in person or on zoom, will be used to aid the public in understanding the scope of various projects.

Staff also attends special events and neighborhood meetings to answer questions about topics of interest. Meetings will be scheduled with neighborhood organizations. Responses may be verbal at the meeting, chat box on zoom, or a follow-up written response may be provided if more information is needed. Staff will also use these opportunities for communication with the public to announce upcoming meetings and to distribute handouts about the planning process, as appropriate.

**PACOG** **CDOT**  
**Pueblo Area Council of Governments (PACOG)**  
**Colorado Department of Transportation (CDOT)**  
**March 3, 2016**

**NOTICE OF COMMENT PERIOD FOR THE FISCAL YEAR 2017-2022 PACOG PUBLIC PARTICIPATION PLAN**

Public input and comments are being solicited for the draft FY 2017-2022 PACOG Public Participation Plan (PPP). Copies of a proposed draft list of projects is available on the PACOG website at [www.pacog.net](http://www.pacog.net) or at the PACOG MPO/TPR office located at:

**HARD COPIES OF DOCUMENTS OUT FOR PUBLIC COMMENT ARE AVAILABLE AT:**

**Bavilnas Library**  
 100 E. Abriendo Ave.  
 Pueblo, CO 81004

**County Courthouse**  
 215 W 10th St.  
 Pueblo, CO 81003

**The Justice Center**  
 200 S Main St.  
 Pueblo, CO 81003

**PACOG MPO/TPR office**  
 211 East D Street  
 Pueblo, CO 81003

The draft 2017-2022 PPP has been developed cooperatively by CDOT Region 2 and PACOG. In accordance with Title 28 USC, Section 194(a)(1), the PPP identifies the methodology for obtaining and encouraging public participation in the regional transportation planning process with the assistance and expenditure of federal transportation funds.

Public input, comments, or questions about the PACOG PPP may be submitted in the following ways:

- In person at the MPO/TPR office until April 15, 2017; by telephone to 719-668-2259; by FAX to 719-668-2259; or by e-mail to [PACOG\\_MPO@pueblo.us](mailto:PACOG_MPO@pueblo.us).
- In person at the regular joint meeting of the PACOG Transportation Technical Committee and Citizens Advisory Committee in the First-Floor Community Room of the Pueblo Municipal Justice Center, 200 South Main Street, on April 13th, 2017 at 2:30pm.

The draft PPP is scheduled for consideration and discussion at the PACOG Board meeting on Thursday, April 27, 2017 in the 1st Floor Conf. Room of the Pueblo County Department of Emergency Management, 101 West 10th Street, Pueblo, CO at 12:15 pm.

Bart Mikolajewicz, Transportation Planner  
 (719) 668-2321

FIGURE 8. EXAMPLE NEWS ADVERTISEMENT

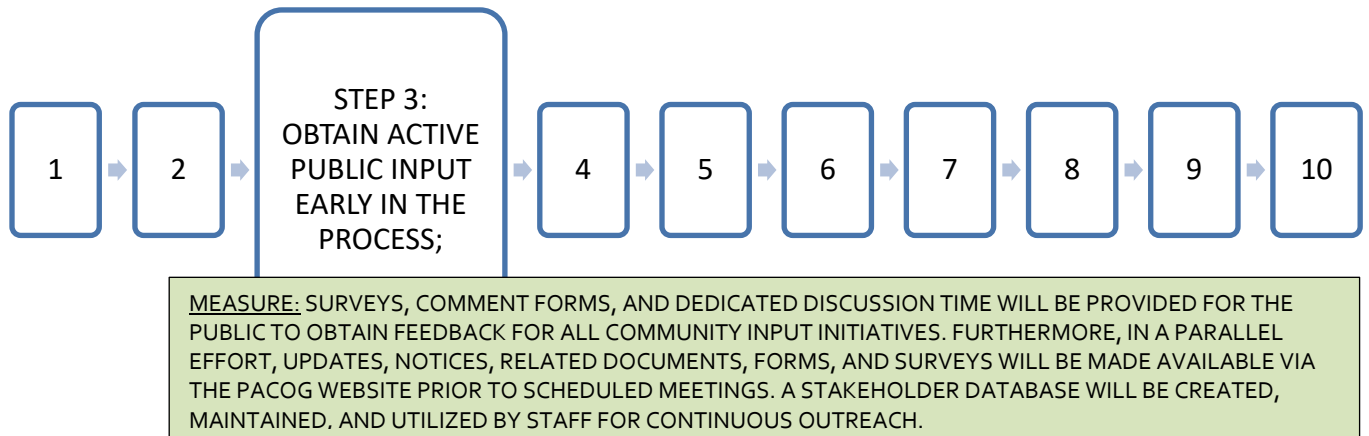
Meetings with large-scale employers and employees to solicit input on transportation issues will be conducted by staff. The staff will use these meetings to gather and identify primary transportation needs and issues identified by company administrators that make up approximately 1/3 of Pueblo.

ADA Consideration:  
Small print can be difficult to read for some members of the ADA community. Public involvement advertisements should use large point print and be placed in highly visible locations.

Public Involvement Tool		Evaluation Criteria	Performance Measure
Printed Media	Brochures	Distribution Rate	<u>Participation + Feedback</u> Cost + Exposure
	Flyers/Posters	Distribution Rate	
	Advertisements	Distribution Rate	
	News Articles	N/A	Responses / Distribution
	Comment Forms	# of Responses	
	Newsletters	N/A	<u>Participation + Feedback</u> Cost + Exposure
	Posters	N/A	
	Press Release	N/A	
	Public Bulletin Boards	N/A	
	Legal Notices	Required by CDOT/FHWA/FTA	Responses / Distribution
	Bill Stuffers	# of Responses	
	Surveys	# of Responses	
	Take-home materials	# of Responses	<u>Participation + Feedback</u> Cost + Exposure
	Billboards	N/A	
Religious Bulletins	Distribution Rate		
Online advertisements	# of Views		
Digital Media	Online Videos and Simulators	# of Views	<u>Participation + Feedback</u> Cost + Exposure
	PACOG Website	# of Views	
	e-mail, text messages, SMS blast	N/A	
	Electronic Newsletter	# of Views	
	Groups on Social Networking Site	# of Comments	
	Project Website	# of Views	
	Public Service Announcements		
	Radio Advertisement	N/A	
Broadcast Media	TV Advertisements	N/A	Attendance / Scale of Outreach
	Professional Forums w/call-in opportunities	Number of Calls Received	
	Educational Workshops	Attendance	
	Public Hearings	Attendance	
Direct Community Engagement	Transportation Advisory Committee (TAC)	Attendance	<u>Participation + Feedback</u> Cost + Exposure
	Portable Exhibits	Attendance	
	Zoom or online video conferencing	Attendance	
	Kiosks	# of Users	
	Translation of materials (Spanish)	Distribution Rate	
	Translation of materials (Brail/Audio Formats)	Distribution Rate	
Engaging Underserved Communities	Use of ASL Translators	ADA Attendance	<u>Participation + Feedback</u> Cost + Exposure
	Use of ESL Translators	ESL Attendance	
	Layman Friendly Presentations	Attendance	

TABLE 6: PUBLIC INVOLVEMENT METHODS

### 5.3 STEP 3: OBTAIN ACTIVE PUBLIC INPUT EARLY IN THE PROCESS



All meetings of the PACOG and TAC are held on a regularly scheduled basis throughout the year. The PACOG meets on the 4<sup>th</sup> Thursday of each month: TAC meetings are on the 2<sup>nd</sup> Tuesday. These meetings are open to the public and held in accessible locations. They are also available via live streaming Zoom. The meeting format is formal with a chairperson, printed agenda, and recorded minutes. Persons requesting to speak must be acknowledged by the chair before addressing meeting attendees.

Open Houses are scheduled on an “as-needed” basis per project requirements. Staff are available to respond verbally to questions posed by the public in a “one-on-one” format. Comment forms are provided for everyone to complete and either hand in or mail in. There are no formal presentations or agendas. Open Houses are advertised at least twice in the Legal Notices section of the local newspaper and held in locations that are accessible to the public. Meeting attendees are free to move about the meeting room to view and comment on maps, posters, etc.

Staff will schedule meetings with interest groups such as Pueblo Active Community Environments, Pueblo ADA Committee, Pueblo Economic Development Corporation (PEDCO), Pueblo

Downtown Association, and the Pueblo West Merchants Association to review transportation plans and answer questions about topics of interest.

A Telephone Town Hall or Virtual Zoom Meeting will be coordinated through CDOT in which attendance will be acquired through telephone and/or email outreach giving citizens the opportunity to participate in a telephone/zoom conference. A verbal or virtual presentation will be given and participants can provide feedback on their interest regarding the Transportation Plan.

**HARD COPIES OF DOCUMENTS OUT FOR PUBLIC COMMENT ARE AVAILABLE AT:**

Rawlings Library  
100 E Abriendo Ave,  
Pueblo, CO 81004

County Courthouse  
215 W 10th St,  
Pueblo, CO 81003

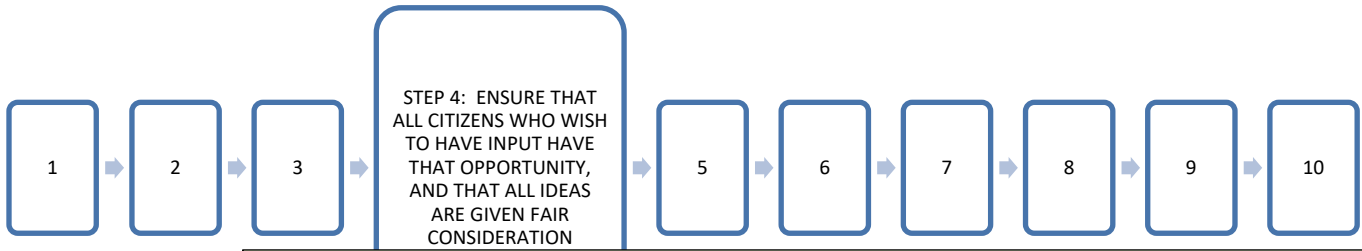
The Justice Center  
200 S Main St,  
Pueblo, CO 81003

*FIGURE 9: PUBLIC COMMENT DOCUMENT LOCATIONS*

**ADA Consideration:**  
Standard survey techniques are inadequate for by many members of the ADA community. Surveys could be made available in auditory and brail versions.



## 5.4 STEP 4: ENSURE THAT ALL CITIZENS WHO WISH TO HAVE INPUT HAVE AN OPPORTUNITY, AND THAT ALL IDEAS ARE GIVEN CONSIDERATION



**MEASURE:** IF A CITIZEN/STAKEHOLDER CANNOT ATTEND A SCHEDULED MEETING, GAIN ACCESS TO THE PACOG WEBSITE, OR SIMPLY WANTS TO DISCUSS AN ITEM DISCRETELY OR IN GREATER DETAIL. STAFF WILL MAKE SPECIAL CONSIDERATIONS AND ALLOCATE TIME SPECIFICALLY TO ENSURE THAT THE INDIVIDUAL IS PROVIDED ALL RELATIVE INFORMATION AND OPPORTUNITY TO SHARE THEIR IDEAS AND CONCERNS.

While there is a systematic planning process that all planning projects go through from conception to design, public comment and funding to implementation. This does not mean that the public ability to advocate for or against a policy/plan is limited to the dedicated comment. On the contrary, the planning office is open to the public. Staff is always on hand to answer questions record comments and concerns and to help advocates to find networks and resources in alignment with their position. In some cases there

are opportunities for citizens to work collaboratively with staff to bolster efforts and bring attention to specific issues below is a list chart of ways to remain involved throughout the planning process.

Participation in the transportation planning process is critical to building a desirable community. If you have questions regarding these policies, or if you would like to become involved in the transportation planning process, please contact.

**COMMITTEE / BOARD MEETINGS\***

**PACOG Board of Directors**  
4<sup>th</sup> Thursday of each month @ 12:15 pm

**Transportation Advisory Committee (TAC)**  
2<sup>nd</sup> Tuesday of each month @ 9:00 am

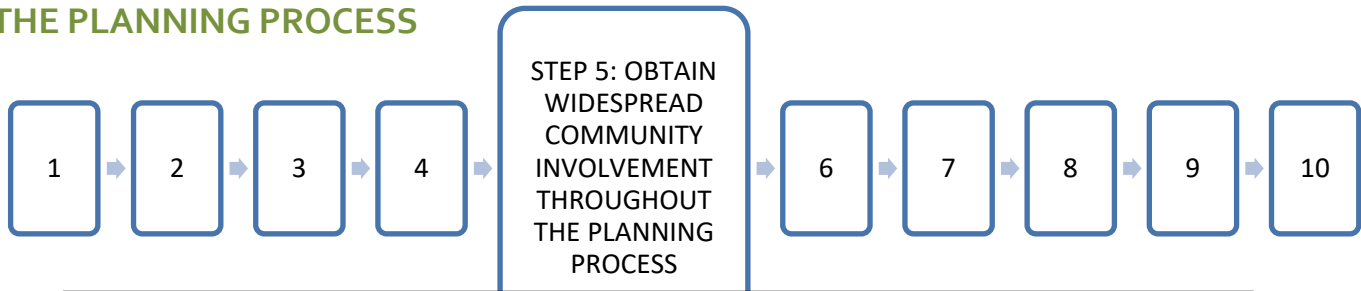
Website: [www.pacog.net](http://www.pacog.net)

\*PLEASE CONFIRM MEETING DATES & TIMES THROUGH [PACOG.NET](http://PACOG.NET)

**EVA COSYLEON**  
ecosyleon@pueblo.us  
*MPO Manager*  
211 EAST D ST.  
PUEBLO, CO 81003  
(719) 553-2248

HOURS: MONDAY THRU FRIDAY  
8:00AM – 5:00PM

## 5.5 STEP 5: OBTAIN WIDESPREAD COMMUNITY INVOLVEMENT THROUGHOUT THE PLANNING PROCESS



**MEASURE:** THROUGH A VARIETY OF METHODS OUTLINED IN THE “PUBLIC INVOLVEMENT METHOD” SECTION PACOG AIMS TO MAXIMIZE PARTICIPATION BY USING DIVERSE ESTABLISHED ENGAGEMENT PRACTICES AS WELL AS EMERGING TECHNOLOGIES. FURTHERMORE, SPECIFIC STRATEGIES FOR “ENGAGING TRADITIONALLY UNDERSERVED POPULATIONS” CAN BE FOUND UNDER THE SECTION OF THE SAME NAME.

### 5.5.1 ENGAGING TRADITIONALLY UNDERSERVED POPULATIONS

While a federal requirement, it is also a practice of the PACOG to make special effort to consider the concerns of traditionally underserved populations, including low-income, minority, elderly, immigrant, and disabled populations. PACOG meetings are open to the public and held in locations that are accessible by transit and in buildings compliant with the Americans with Disabilities Act (ADA). In 2020 PACOG has made meetings available via live streaming Zoom, for further accommodation. The PACOG staff will use a combination of the following techniques, as appropriate, to engage the traditionally underserved populations:

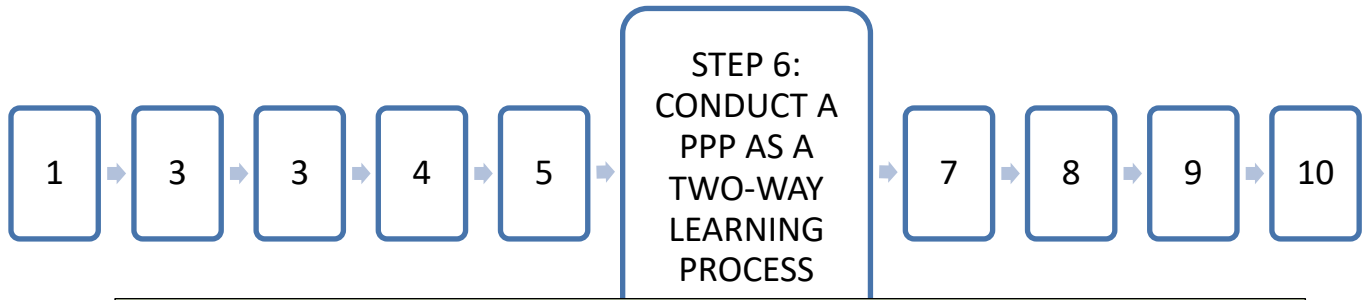
- Conduct interviews orally to reduce low-literacy as a barrier.
- Utilize local residents to help interview citizens in their own communities.
- Provide a comfortable meeting space with appropriate accommodations or set up zoom meetings.
- Involve local officials and community representatives, as appropriate.
- Use of microphones is helpful for community member who are hard of hearing.
- Provide a systematic approach to

addressing questions, such as passing out numbers, for participants who wish to comment.

- Use traditional, non-computer-based means during public outreach efforts.
- Hold meetings in “neutral” locations like schools, community centers, or public libraries (when necessary).
- Utilize the knowledge and connections of existing organizations.
- Attend scheduled and special events (the “don’t wait for them to come to you, go to them” approach).
- Provide documents in alternative formats upon request when feasible.
- Use ASL interpreters and translated materials where appropriate and feasible.
- There could advertisement at local grocery stores
- Use Zoom or other virtual video conferencing

**Planning Consideration:**  
Tactically placed reminders & publicity before a meeting can server to substantial increase participation in the meeting.

## 5.6 STEP 6: CONDUCT A PPP AS A TWO-WAY LEARNING PROCESS



**MEASURE:** ALL COMMUNITY FEEDBACK, INCLUDING, SURVEYS, COMMENT FORMS, AND PUBLIC COMMENTS WILL BE TREATED AS DATA BY THE PACOG STAFF. IT WILL BE REVIEWED, ANALYZED, REPORTED ON, AND IMPLEMENTED INTO THE FUTURE STUDY AND PROJECT IF APPLICABLE.

Our goal is not to “say” that we have the community play an active role in policy project development. Our goal is to prove that input gathered during our outreach has a meaningful impact on the planning process, therefore, the treatment of the information, data, and opinions gathered from stakeholders needs to be organized, quantified, and interpreted as objectively as

possible. For example, by using survey techniques that can be quantified by using a “favorability” scales, information sets can be analyzed to show identifiable trends within large sample groups. Below are some examples of surveys, charts, and comment forms, and other data that is analyzed during the process.

**Comment Form**

If you wish to submit comments, please feel free to use this form or other correspondence and hand it in at a public meeting or mail it to the following address.

c/o  
MPO/ PACOG  
Planning & Community Development  
211 E. 10<sup>th</sup> Street  
Pueblo, Colorado 81003

To Submit comments via email: [pueblo\\_mpo@pueblo.us](mailto:pueblo_mpo@pueblo.us)  
Please Print Clearly

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ Organization that you represent: \_\_\_\_\_ Self: [ ]  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Comments: (Please use back if additional space is needed)

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Please Note:  
Comments are due by   /  /  

Before including your address, phone number, email address, other personal identifying information in your comment, you should be aware that your entire comment--including your personal identifying information--may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

**1. What routes do you normally ride? (select all that apply)**

<input type="checkbox"/> 1 - Eastside	<input type="checkbox"/> 6 - Pueblo Mall	<input type="checkbox"/> 10 - Belmont
<input type="checkbox"/> 2 - Bessemer	<input type="checkbox"/> 7 - Highland Park	<input type="checkbox"/> 11 - Red Creek Ride
<input type="checkbox"/> 3 - Irving Place	<input type="checkbox"/> 8 - HWY 50 West	<input type="checkbox"/> 12 - Lake Avenue
<input type="checkbox"/> 4 - Berkley & Beulah	<input type="checkbox"/> 9 - University	<input type="checkbox"/> I do not ride the bus regularly

**2. What do you like or not like about the proposed Northside routes?**

\_\_\_\_\_

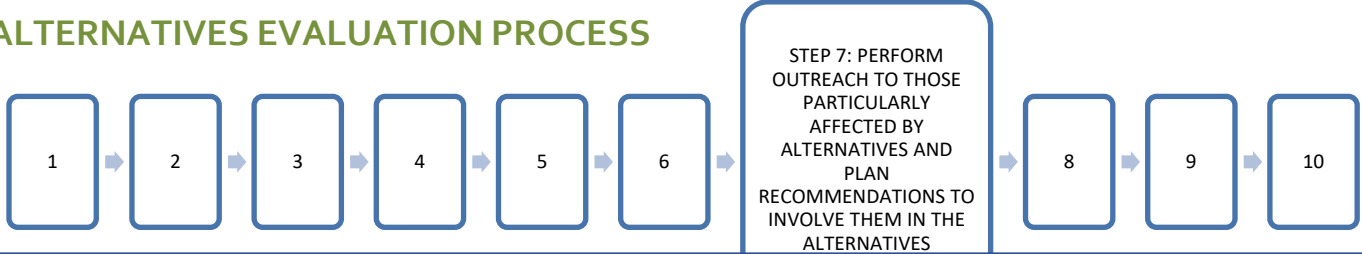
**3. What do you like or not like about the proposed Southside routes?**

\_\_\_\_\_

powered by SurveyJockey

FIGURE 10: EXAMPLE COMMENT AND SURVEY FORMS

**5.7 STEP 7: PERFORM OUTREACH TO THOSE PARTICULARLY AFFECTED BY ALTERNATIVES AND PLAN RECOMMENDATIONS TO INVOLVE THEM IN THE ALTERNATIVES EVALUATION PROCESS**



**MEASURE:** ALL HOUSEHOLDS AND BUSINESSES WITHIN A QUARTER MILE RADIUS OF A PROPOSED MUNICIPAL DEVELOPMENT SITE, PROJECTED TO CAUSE A SIGNIFICANT DISRUPTION TO THE LOCAL AREA, WILL BE ASKED DIRECTLY TO JOIN IN THE PLANNING PROCESS VIA POST OR TELEPHONE OUTREACH.

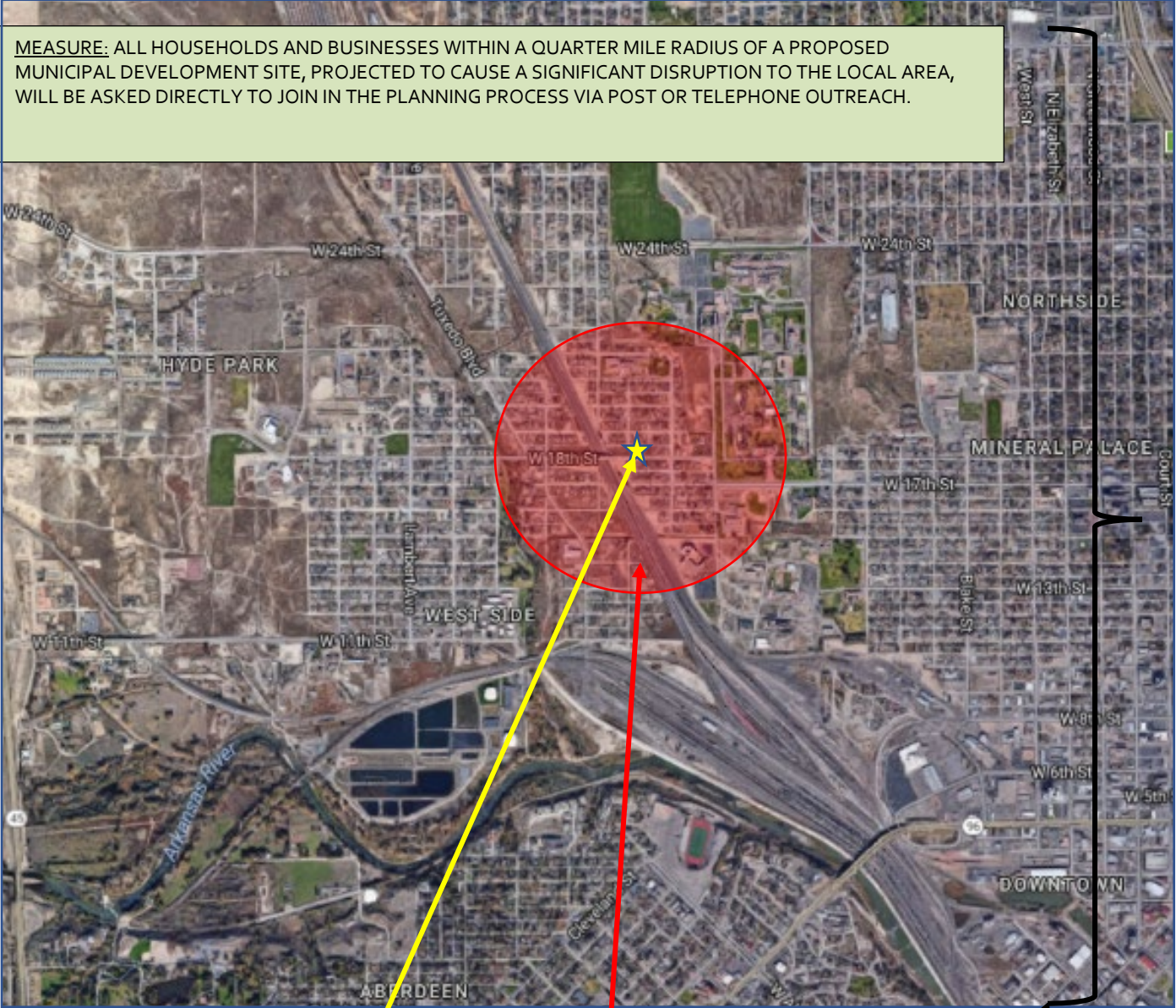
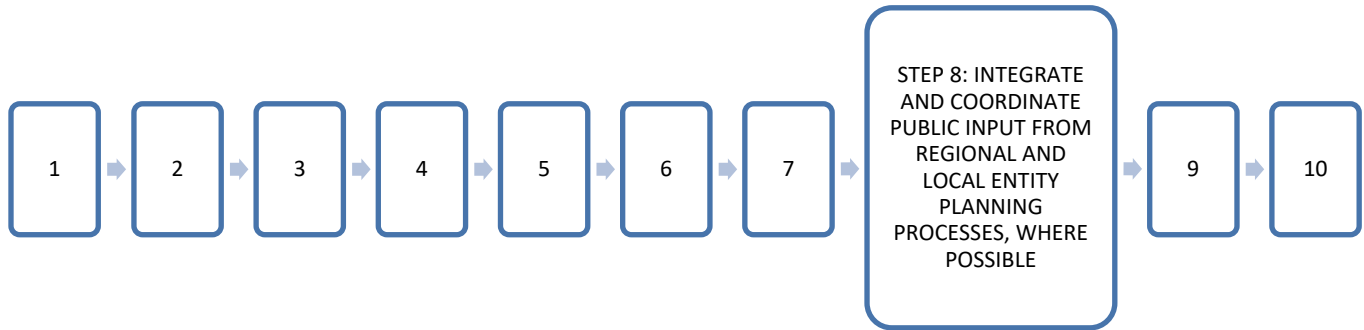


FIGURE 11: EXAMPLE OF DIRECT OUTREACH AREA

**[Outreach Example]:** Project Location // Tier One: Direct Outreach // Tier Two: General Outreach (All areas outside of the red)

## 5.8 STEP 8: INTEGRATE AND COORDINATE PUBLIC INPUT FOR REGIONAL AND LOCAL ENTITY PLANNING PROCESSES, WHERE POSSIBLE;



**MEASURE:** PUBLIC INPUT DATA WILL CONTINUE TO BE COLLECTED DIRECTLY BY PACOG STAFF AND IN A LARGER COLLABORATIVE INTERDEPARTMENTAL EFFORT WITH LOCAL, REGIONAL, STATE, AND FEDERAL PARTNERS. STUDY RESULTS ARE SHARED ELECTRONICALLY WITH DEPARTMENTAL STAKEHOLDERS FOR UTILIZATION IN PROJECT/PROGRAM DEVELOPMENT.

When looking at even the smallest local project it is possible to take for granted the complex integrated system of local, regional, state, and federal stakeholders. All of which who may have indirect or direct interest via financial, statutory, political, or environmental obligations to the area within the scope of the project. With this in consideration, much of the outreach data collected

on a local level will be needed for broader calculations, recommendations, and considerations made by organizations within regional, state, and national level. Therefore, data collected on the local level must be organized and maintained with a level of proficiency that can be easily transmitted and shared with all partners within the government to hierarchy.

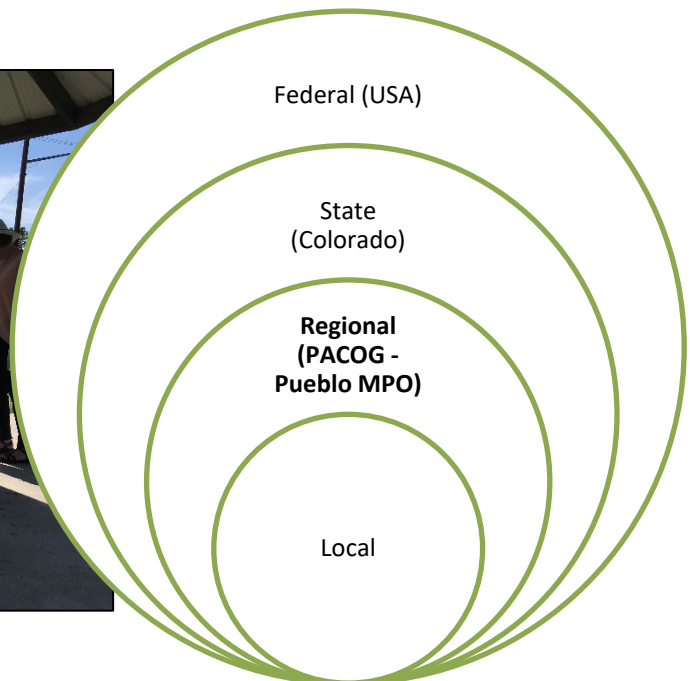
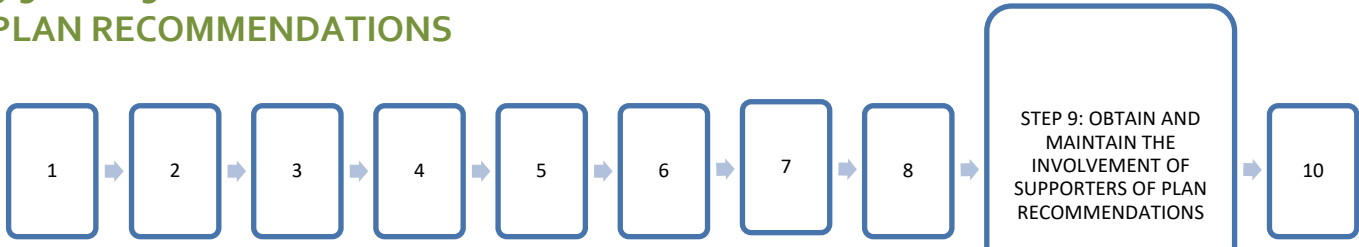


FIGURE 12: EXAMPLE OF INTER-REGIONAL HIERARCHY

## 5.9 STEP 9: OBTAIN AND MAINTAIN THE INVOLVEMENT OF SUPPORTERS OF PLAN RECOMMENDATIONS



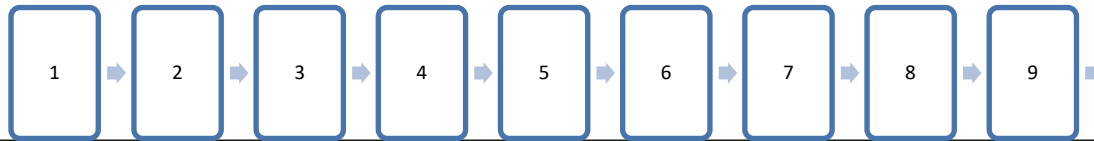
**MEASURE:** PROCEEDING THE FINALIZATION OF PLAN RECOMMENDATIONS, PACOG STAFF WILL MAINTAIN AN "OPEN-DOOR" POLICY THROUGHOUT THE LIFE OF THE PROJECT/PROGRAM. WHEREAS INTERESTED PARTIES ARE WELCOME TO PARTICIPATE AT A VARIETY OF MONTHLY PUBLIC STAKEHOLDER'S MEETINGS (INCLUDING TAC) AND WILL BE GIVEN OPPORTUNITY TO INQUIRE INTO IMPLEMENTATION PROGRESS. FURTHERMORE, STAFF CAN PROVIDE NETWORKING RECOMMENDATIONS FOR LIKE-MINED INDIVIDUALS AND ORGANIZATIONS WHO ARE LOOKING TO COLLABORATE TO SUPPORT (OR OPPOSE) A PLAN'S RECOMMENDATION.

A **Comprehensive, Cooperative,** and **Continuing** process is required for initiatives to be eligible for Federal transportation funding. These are known as the 3 C's of planning. They play a major role in the conceptual principles and responsibilities of planners working within the public sphere. Therefore, while some individuals may find it overwhelming to navigate the halls of bureaucracy in order to ensure that their concerns, observations, even objections have been taken into earnest consideration. It is important to remember that professional transportation

planners have a statutory mandate to incorporate stakeholders' views and ideas within the planning process. They also are there to provide information, resources, contacts, networks, interest groups, updates, and essentially any tools that may be needed for an individual to participate equitably and impact the public decision making process. Therefore, public involvement should not be viewed only in the context of the public comment window, but rather as a right, if not an obligation for the community to itself.



## 5.10 STEP 10: PROVIDE FEEDBACK TO THE PUBLIC TO ENCOURAGE THEIR FUTURE INVOLVEMENT; AND EVALUATE THE EFFECTIVENESS OF THE PPP ON AN ONGOING BASIS



STEP 10: PROVIDE FEEDBACK TO THE PUBLIC TO ENCOURAGE THEIR FUTURE INVOLVEMENT; AND EVALUATE THE EFFECTIVENESS OF THE PPP ON AN ONGOING BASIS

**MEASURE:** ALL DATA, SURVEY RESULTS, AND PARTICIPATION STATISTICS COLLECTED DURING THE PPP ARE ANALYZED AND DISSEMINATED VIA THE PACOG OR PROJECT WEBSITE. INFORMATION RELATIVE TO THE EFFECTIVENESS OF THE PPP WILL BE RECORDED AND STUDIED FOR USE AS BASELINE DATA IN FUTURE UPDATES. ADDITIONALLY, EACH PLANNING PROGRAM WILL HAVE A PROCESS CHECKLIST TO BE COMPLETED BY PACOG STAFF TO ENSURE REGULATIONS ARE FOLLOWED AND ALL EXPECTATIONS OF THE PLANNING PROCESS ARE MET.

### Value of Public Involvement and Evaluation

Involving interested members of the community generally results in better planning overall. Gathering input from the public can help staff develop better technical information that, in turn, can help policymakers make better-informed decisions on behalf of the community or region they represent. It is important that the community understands how the transportation planning process works and how they can contribute to the Long-Range Transportation Plan, Transportation Improvement Program, and the Unified Planning Work Program. The public’s role is important in providing information that will help to avoid errors in or omissions of important facts.

Whenever interaction or outreach occurs, a mechanism for evaluating the effectiveness of the

**ADA Consideration:**  
When developing broadcast media remember that the content should include either Closed Captions or a Picture-In-Picture format with an ASL interpreter.

discussion should be provided. Several methods that can be used to obtain feedback from participants include comment forms at meetings, chat boxes during virtual meetings, workshops and displays; meeting evaluation forms, citizen letters (and responses), telephone comments, internet email and recorded comments at public meetings. All this information will be maintained and made readily available to the public for on-going educational purposes and to establish an historical record.

### Additional Post-Meeting Outreach Considerations

- Providing comment forms that can be taken home, filled-out, and then mailed back for review
- The creation and distribution of “Thank You” letters for those who participated and contribute to the meetings
- Providing a summary of what topics, items, and ideas discussed at the forum
- Communication with media outlets regarding decisions and new developments which arouse from the community’s input

## 6. GLOSSARY

**Accountability:** To obtain documented input from the public, interest groups, environmental agencies, and citizen groups, elected officials and others who have participated in the transportation planning processes, and a structure for providing responses to issues, concerns, and questions raised by individuals and groups.

**MPO:** Metropolitan Planning Organization – an organization required by the United States Department of Transportation in areas over 50,000 population to provide a regional transportation-planning forum.

**PACOG:** Pueblo Area Council of Governments – the regional policy-making body empowered to decide regional transportation planning/programming issues. The PACOG consists of elected officials from the city and county, representatives from School Districts 60 and 70, and members from the Colorado City Metropolitan District, Pueblo West Metropolitan District, the Pueblo

**FAST Act:** The Fixing America's Surface Transportation (FAST) Act is a funding and authorization bill to govern United States federal surface transportation spending. It was passed by Congress on December 3, 2015, and President Barack Obama signed it on December 4.

**RTP:** The Regional Transportation Plan (RTP) is a long-term blueprint of a region's transportation system. ... The plan identifies and analyzes transportation needs of the metropolitan region and creates a framework for project priorities.

**CFR:** The Code of Federal Regulations (CFR) is the codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the federal government of the United States.

Board of Water Works and the Salt Creek Sanitation District.

**Public:** Individuals of the general public and groups of organizations, governmental entities and transportation professionals served by the transportation planning process as well as being users of the transportation system.

**Stakeholder:** Any individual, organization, governmental entity, transportation professional or member of the general public who has an interest in or who will be affected by the results of the transportation planning process.

**Underserved:** Any individual or group for which it is important to make a special effort to reach out due to particular needs or a lack of previous involvement. For example: people who do not have or cannot operate an automobile; those who are physically challenged; the low-come; and minority community members.

**PPP:** The Public Participation Plan (PPP) is an integral part of the transportation process which helps to ensure that decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public involvement brings diverse viewpoints and values into the decision-making process.

**Urbanization:** the process by which towns and cities are formed and become larger as more and more people begin living and working in central areas

**ADA:** The Americans with Disabilities Act (ADA) is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.



RESOLUTION NO. 2017-019

A RESOLUTION ADOPTING THE PUBLIC PARTICIPATION PLAN FOR THE PUEBLO METROPOLITAN PLANNING ORGANIZATION AND PUEBLO TRANSPORTATION PLANNING REGION WHICH INCLUDES PUBLIC INVOLVEMENT PROCEDURES FOR THE LONG-RANGE TRANSPORTATION PLAN, TRANSPORTATION IMPROVEMENT PROGRAM, AND UNIFIED PLANNING WORK PROGRAM; AND DIRECTING THE URBAN TRANSPORTATION PLANNING DIVISION TO IMPLEMENT THOSE PUBLIC PARTICIPATION ACTIVITIES

WHEREAS, the Pueblo Area Council of Governments is responsible for regional transportation planning within the Pueblo urbanized area as well as within Pueblo County boundaries; and

WHEREAS, public input is critical to the transportation planning process including the Long Range Transportation Plan, the Transportation Improvement Program and the Unified Planning Work Program and is required by federal regulations and state guidelines; and

WHEREAS, the Public Participation Plan defines PACOG's public involvement policies, tools and evaluation measures for determining the effectiveness of the program; and

WHEREAS, the Public Participation Plan has been reviewed and unanimously recommended for approval by the Transportation Advisory Committee (TAC).

NOW, THEREFORE, BE IT RESOLVED BY THE PUEBLO AREA COUNCIL OF GOVERNMENTS THAT:

SECTION 1.

The Pueblo Area Council of Governments hereby approves and adopts the Public Participation Plan.

SECTION 2.

The Pueblo Area Council of Governments hereby directs the Urban Transportation Planning Division to implement the Public Participation Plan, as adopted.

APPROVED:

  
Chairperson  
Pueblo Area Council of Governments

ATTESTED BY:

  
PACOG Recording Secretary

APPROVED September 28, 2017



## Public Participation Plan (PPP) – Comment Form

If you wish to submit comments, please feel free to use this form or other correspondence and hand it in at a public meeting or mail it to the following address.

c/o  
 Attn: Metropolitan Planning Organization/PACOG  
 Planning & Community Development  
 211 E. “D” Street  
 Pueblo, CO 81003

To submit comments via email: [pueblo\\_mpo@pueblo.us](mailto:pueblo_mpo@pueblo.us)

**Please Print Clearly**

Name: _____	Date: _____	
Title: _____	Organization that You Represent: _____	Self [ <input type="checkbox"/> ]
Mailing Address: _____	City: _____	State: _____ Zip: _____
Telephone: _____	Email: _____	

**Comments:** (Please use back if additional space is needed)

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### Please Note:

**Comments are due by \_\_\_\_\_**

Before including your address, phone number, email address, or other personal identifying information in your comment, you should be aware that your entire comment -- including your personal identifying information -- may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.