

**Meeting Agenda of the
TRANSPORTATION ADVISORY COMMISSION
January 12, 2017
8:30 a.m.**

Community Room of the Pueblo Municipal Justice Center, 200 South Main Street
Agenda items marked with * indicate additional materials are included in the packet.

**Individuals Requiring Special Accommodations Should Notify the City MPO's
Office (719) 553-2244 by Noon on the Friday Preceding the Meeting.**

- 1. Call Meeting to Order**
- 2. Introductions and Public Comments (non-agenda items only).**
- 3. Approval of Minutes***
November 10, 2016
Action Requested: Approve/Disapprove/Modify
- 4. CDOT Region II TIP/STIP Policy Agenda Item(s)**
There are no Policy TIP Amendment Notifications for January.
- 5. Administration Modification to the TIP/STIP**
There are no Administrative TIP Amendment Notifications for January.
- 6. CDOT Region II Updates**
- 7. Public Participation Plan "DRAFT" ***
- 8. Staff Reports:**
 - **West Pueblo Connector – Final Alternatives***
 - **Transit Functionality Study – Additional Scope of Work***
- 9. Items from TAC Members or scheduling of future agenda items**
- 10. 2017 TAC Meeting Schedule***
- 11. Adjourn at or before 10:30 am**

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1. Call Meeting to Order

Chairman: John Adams

Time of Call: 8:34 a.m.

MPO Members Present: John Adams, Bart Mikitowicz, Hannah Haurert

TAC Members Present: Brenda Broyles, Dan Centa, Don Bruestle, Wendy Pettit, Ian Turner

CAC Members Present: Kristen Castor, Salvatore Piscitelli

Others Present: Alan Neff, James Nelson

2. Introductions and Public Comments (non-agenda items only).

Introductions were made for Ian Turner – Airport Manager.

3. Approval of Minutes of the regular meeting held on October 13, 2016

Motion to Approve: Sal Piscitelli

Second: Kristen Castor

Unanimous

4. CDOT Region II TIP/STIP Policy Agenda Item(s)

Wendy Pettit wanted confirmation regarding the RPP and STIP schedule. John Adams said that we will follow with what CDOT has. It must be completely done by May 2017.

5. Administration Modification to the TIP/STIP

There are no Administrative TIP Amendment Notifications for November.

6. Transit Functionality Study – James Gamez Nelson – Nygaard

James Gamez Nelson, from Nelson/Nygaard consultant for the Transit Functionality Study, informed us that they are in the process of a comprehensive evaluation of the entire bus system. This includes: ridership, transit demand, schedule reliability, bus stops, fares, and customer information. There will be a community outreach for on-board surveys, driver interviews, and community meetings. Administrative and maintenance facility would be relocated and talked about, and the new North Pueblo Park and Ride.

The current system includes 11 routes with 30-60 minute frequencies, weekdays running from 6:30am to 6:30pm, Saturday running from 8:00 am to 6:00pm. The weekdays include 3,000 daily boardings and Saturday includes 1,600 daily boardings. There is no Sunday service.

The highest ridership destinations would include: Downtown, Shopping Facilities, Pueblo Community College, Rawlings Public Library, and any Medical Facilities.

The high ridership origins include: Eastside, Bessemer, Westside/Hyde Park, Sangre De Cristo Apts, Bonnymede Rd & Jerry Murphy Rd, and Troy Ave & Constitution Rd.

James Gamez Nelson presented a map of where Transit Demands are; Low-income areas, no vehicle, persons with disabilities, seniors, and young adults.

Sal Piscitelli had a question about bus stop amenities. Brenda Broyles informed him that there are certain criteria for a bus stop before installation of one. Most of the time the bus stops are in Right of Way and it would impossible to get that for each stop. With the final route recommendation, the consultant would be able to identify where each bus stop should go and that will reduce the number of stops and provide more amenities to the other stops.

Wendy Pettit said that there may be FASTER money for this project. She also said that it would need to meet the State Requirements.

Dan Centa asked how many bus stops exist on the 11 routes and what are the requirements for ADA. James said there are around 300 stops and the landing pads need to be 8' x 5'. Dan asked how many have benches. Brenda Broyles said that there are 200 benches and 67 shelters. Don Bruestle said that Urban Renewal could pitch in to help with the amenities.

James Nelson said that the timed connection at the Transit Center and good coverage throughout the city is its' strengths. There are a few challenges that include; routes being infrequent and indirect, one way loops force passengers out of direction, services end during early evening, bus stops are spaced every 2 blocks in some routes, bus stops are not accessible, and bus stops lack route and schedule information. There are a few opportunities to simplify service to reduce trip times, and create a framework for sustainable growth.

Kristen Castor suggested to look at the Hwy 50 W route, James Nelson said that this is one they are looking to take off the route.

There are two different types of concept to help improve the bus system, the first one is that the bus routes are spread out across the City with fewer routes. This will help speed up the route with fewer stops. The second concept is removal of the Hwy 50 W route, shortening the Mall route, reducing the time to get to the Mall and Walmart, and streamlining the route to Fulton Heights area and the Southside area.

The consultants will share the service concepts with the community at their public meeting. After the meeting, Nelson/Nygaard will develop recommended route network and look at rider & non-rider input, staff and bus operator feedback, ridership & ridership potential, and existing resources. In the 5-year plan, it will span improvements with route frequency, Sunday service,

and services to new areas. After developing supporting recommendations, it will then be presented to City Council.

7. CDOT Region II Updates

Wendy Pettit said that the 228 money will be taken away but half of the money we might get. We will know more information by December.

8. Transportation Alternative Program (TAP) – Arkansas Levee Construction Award*

Wendy Pettit informed us that TAP had been awarded the whole amount (\$500,000) for construction of the Levee Project. The Northern Project will be next in line.

9. Staff Reports:

- **West Pueblo Connector OPEN HOUSE – Update**

John Adams informed everybody that about 40 people attended the Open House. Matrix will identify and score the different alternatives. This will be presented to the Chamber of Commerce. Dan Centa asked if the negative comments about the roundabouts would affect the outcome for picking the alternative. John Adams said that shouldn't matter. Matrix would look at safety improvements and minimal crashes to help determine the best alternative.

- **Transportation Alternative Program (TAP) – Arkansas Levee Construction Award***

Please see item number 8.

- **Citizen Advisory Committee (CAC) 2 Expiring Terms-Update**

John Adams said that in the By-Laws, there is no term limit and that the deadline is in the end of November or early December.

- **Annual Listing of Federal Obligated Projects FY 2016 - Informational ***

PACOG will need to approve the projects on Dec 8th. Don Bruestle asked what it meant when it says obligated. John Adams said that obligated means that it has been spent already for that project. Wendy Pettit says that the money belongs to the project.

- **VW and Audi Settlement - Public Comment Period Extended to 11/21/16***

John Adams said that Volkswagen cheated on their emission test and therefore we would get a settlement from them. The settlement would be \$61m for Colorado and maybe \$950k towards Pueblo County. Public Comment will extend until November 21, 2016. There is more information in the packet.

10. Items from TAC Members or scheduling of future agenda items

There were no items for future agenda items.

11. Adjournment

Chairman John Adams adjourned the meeting at 9:53 a.m.



Pueblo Area Council of Governments

Metropolitan Planning Organization (MPO)
Transportation Planning Region (TPR)



PUBLIC PARTICIPATION PLAN

Prepared by:
Pueblo Area Council of Governments

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.

PUBLIC PARTICIPATION PLAN

OUTREACH

INVOLVEMENT

COMMUNITY

PARTICIPATION

**DRAFT
DEC - 2016**

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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.

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

Walking, riding a bicycle, hopping on 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.

REGULATIONS AND REQUIREMENTS

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.

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.

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.

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.

Environmental Justice (EJ) Executive Order 12898 – 1994

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.

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.

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.

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.”

DRAFT

COMMUNITY PROFILE

2010 POPULATION CHARACTERISTICS

	1960	1970	1980	1990	2000	2010						
City of Pueblo	91,181	97,774	101,686	98,640	102,121	106,595						
Pueblo West	--	--	2,618	4,386	16,899	29,637						
Balance of County	27,526	20,464	21,668	20,025	22,452	22,831						
Pueblo County	118,707	118,238	125,972	123,051	141,472	159,063						
AGE DISTRIB. (PUEBLO COUNTY)												
Under Age 18	45,834	38.6%	42,985	36.4%	36,891	29.3%	32,479	26.4%	36,546	25.8%	38,915	24.5%
18-64	61,697	52.0%	64,131	54.2%	74,512	59.1%	71,895	58.4%	83,470	59.0%	95,802	60.2%
65 yrs. and over	11,176	9.4%	11,122	9.4%	14,569	11.6%	18,677	15.2%	21,456	15.2%	24,346	15.3%
Median Age (yrs.)		28.1		27.0		29.9		34.7		36.7		38.7

Source: US Bureau of the Census

2010 POPULATION BY RACE AND HISPANIC ORIGIN

NON-HISPANIC ORIGIN	CITY OF PUEBLO				PUEBLO COUNTY			
	2000		2010		2000		2010	
White	52,202	51.1%	48,195	45.2%	81,624	57.7%	86,054	54.1%
Black	2,199	2.2%	2,221	2.1%	2,391	1.7%	2,646	1.7%
Amer. Ind. Alaska Native	622	0.6%	682	0.6%	917	0.6%	985	0.6%
Asian	623	0.6%	792	0.7%	847	0.6%	1,123	0.7%
Native Hawaiian, Pacific Islander	39	0.0%	79	0.1%	58	0.0%	111	0.1%
Other, incl. 2 or more Races	1,370	1.3%	1,528	1.4%	1,925	1.4%	2,333	1.5%
HISPANIC or LATINO	45,066	44.1%	53,098	49.8%	53,710	38.0%	65,811	41.4%
TOTAL	102,121	100.0%	106,595	100.0%	141,472	100.0%	159,063	100.0%

Source: US Bureau of the Census **TABLE 1: POPULATION CHARACTERISTICS PUEBLO COUNTY**

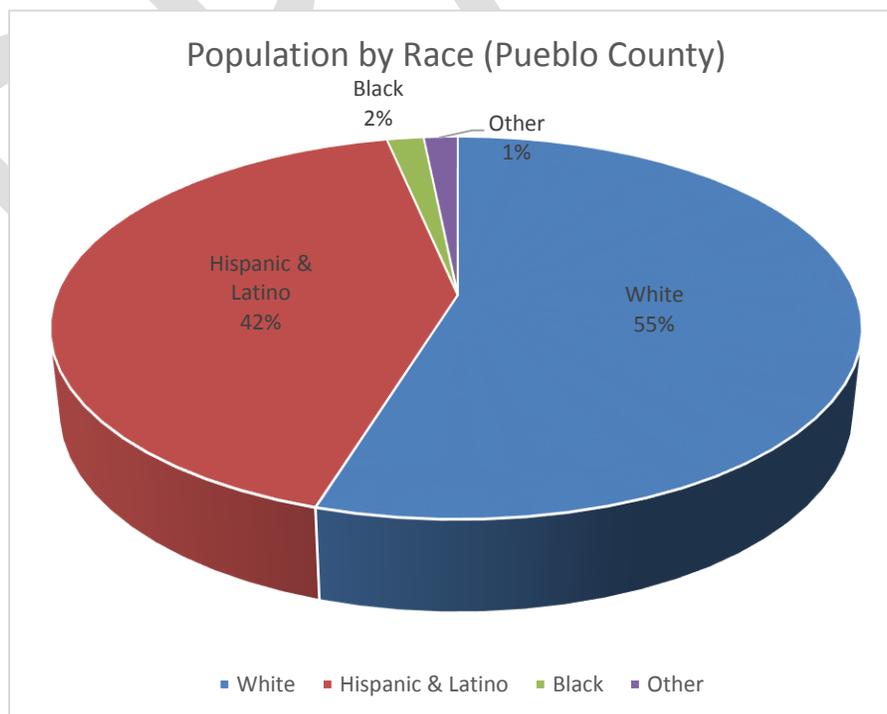


FIGURE 2: URBAN & RURAL PLANNING BOUNDARIES

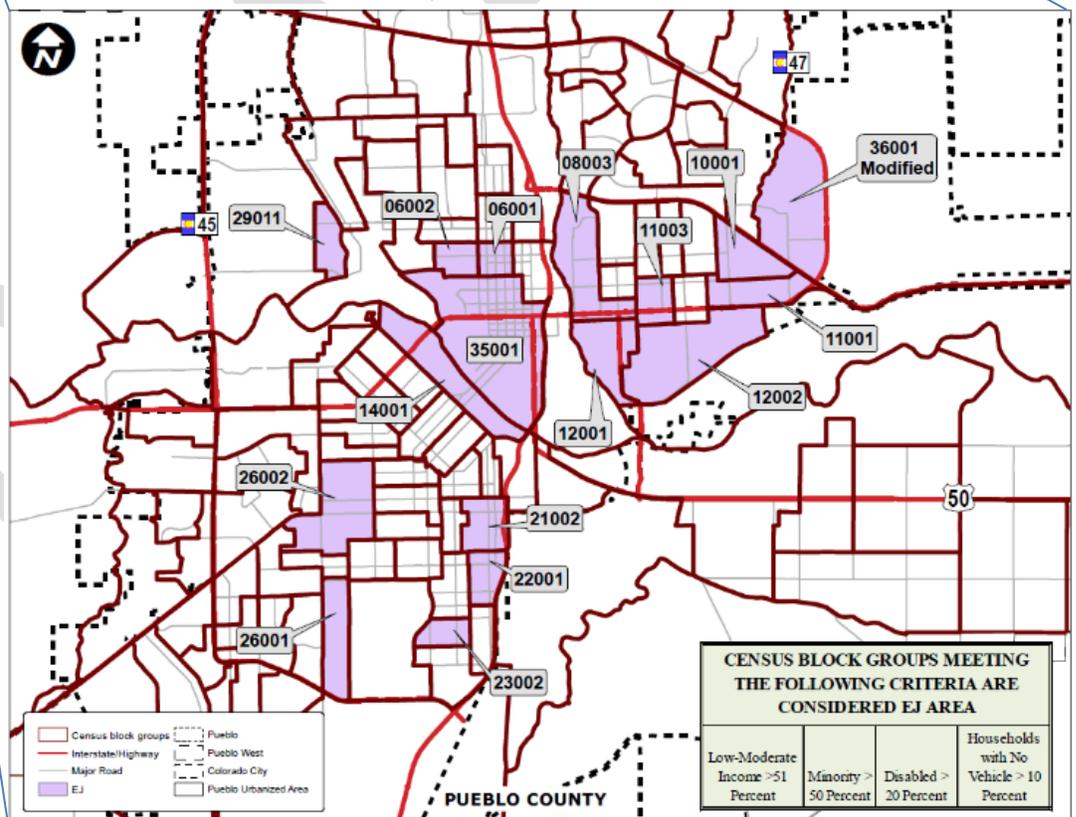
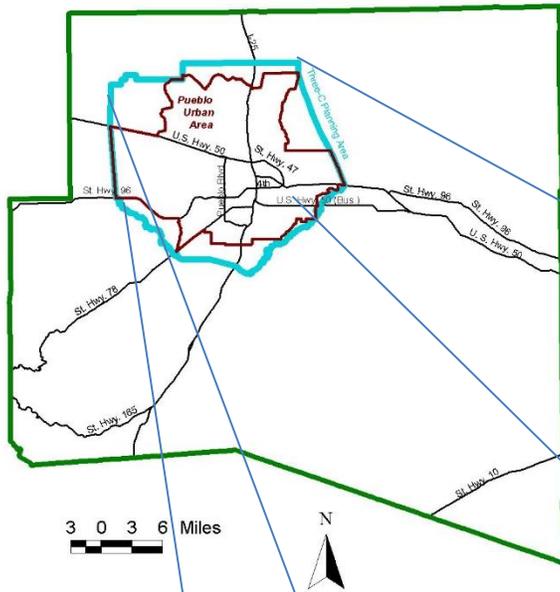


FIGURE 3: ENVIRONMENTAL JUSTICE AREA

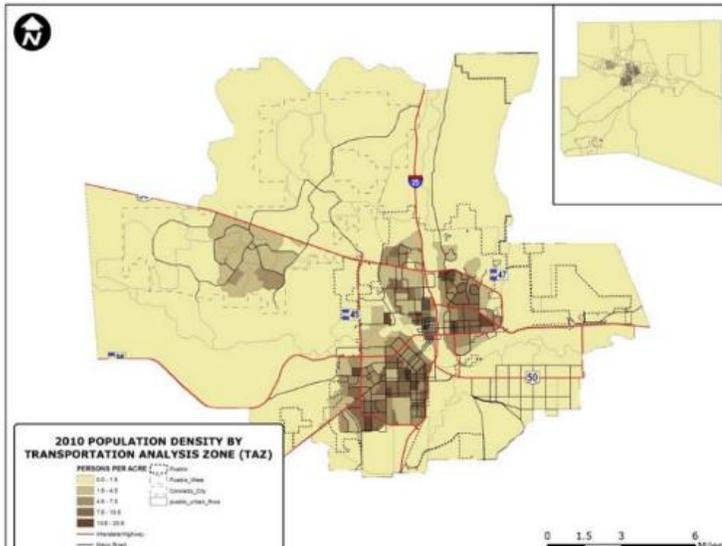
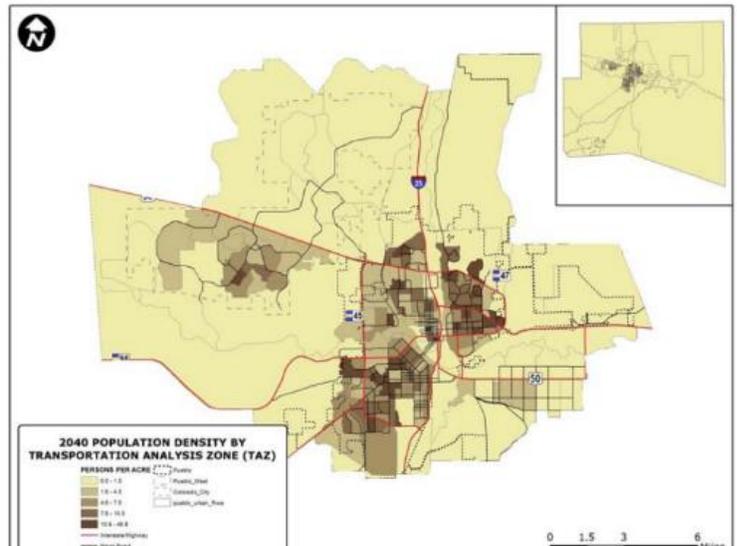
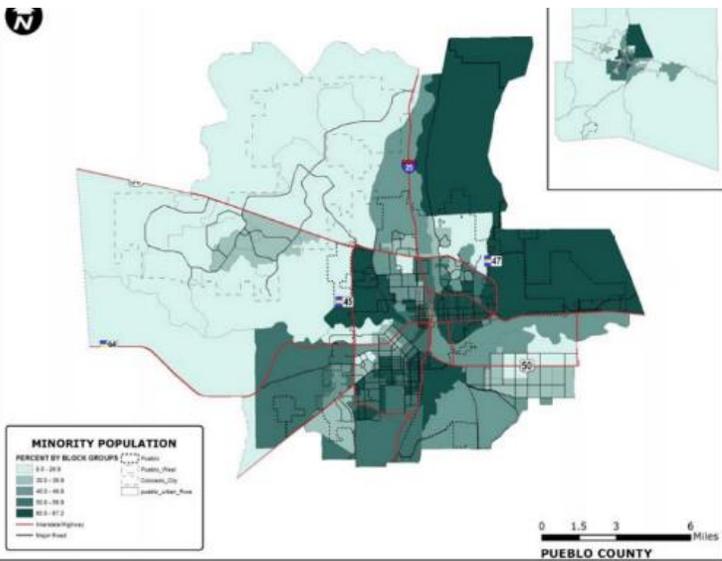


FIGURE 2: POPULATION DENSITY PUEBLO COUNTY

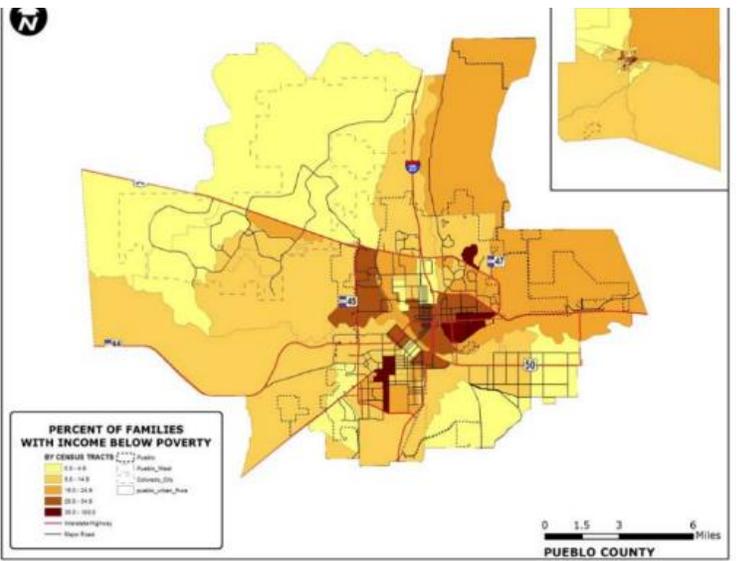
2010 Distribution of Population Density



2040 Distribution of Population Density



2010 Distribution of Minority Population



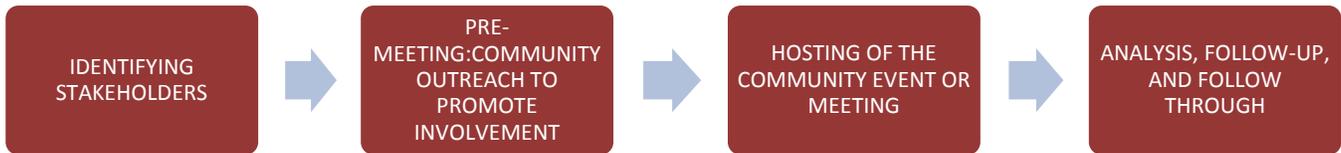
2010 Distribution of Low Income Population

PUBLIC INVOLVEMENT OBJECTIVES

<p>1 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></p>
<p>2 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. A STAKEHOLDER DATABASE WILL BE CREATED, MAINTAINED AND UTILIZED BY STAFF FOR CONTINUOUS OUTREACH.</i></p>
<p>3 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></p>
<p>4 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></p>
<p>5 CONDUCT A PPP AS A TWO-WAY LEARNING PROCESS; <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>6 PERFORM OUTREACH TO THOSE PARTICULARLY AFFECTED BY ALTERNATIVES AND PLAN RECOMMENDATIONS TO INVOLVE THEM IN THE ALTERNATIVES EVALUATION PROCESS; <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 OR TELEPHONE OUTREACH.</i></p>
<p>7 INTEGRATE AND COORDINATE PUBLIC INPUT FROM REGIONAL AND LOCAL ENTITY PLANNING PROCESSES, WHERE POSSIBLE; <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>8 OBTAIN AND MAINTAIN THE INVOLVEMENT OF SUPPORTERS OF PLAN RECOMMENDATIONS; <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>9 PROVIDE FEEDBACK TO THE PUBLIC TO ENCOURAGE THEIR FUTURE INVOLVEMENT; AND EVALUATE THE EFFECTIVENESS OF THE PPP ON AN ONGOING BASIS <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>

PROCESS ELEMENTS

POTENTIAL STAKEHOLDERS



by Travel Type

- *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)

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.

by Community

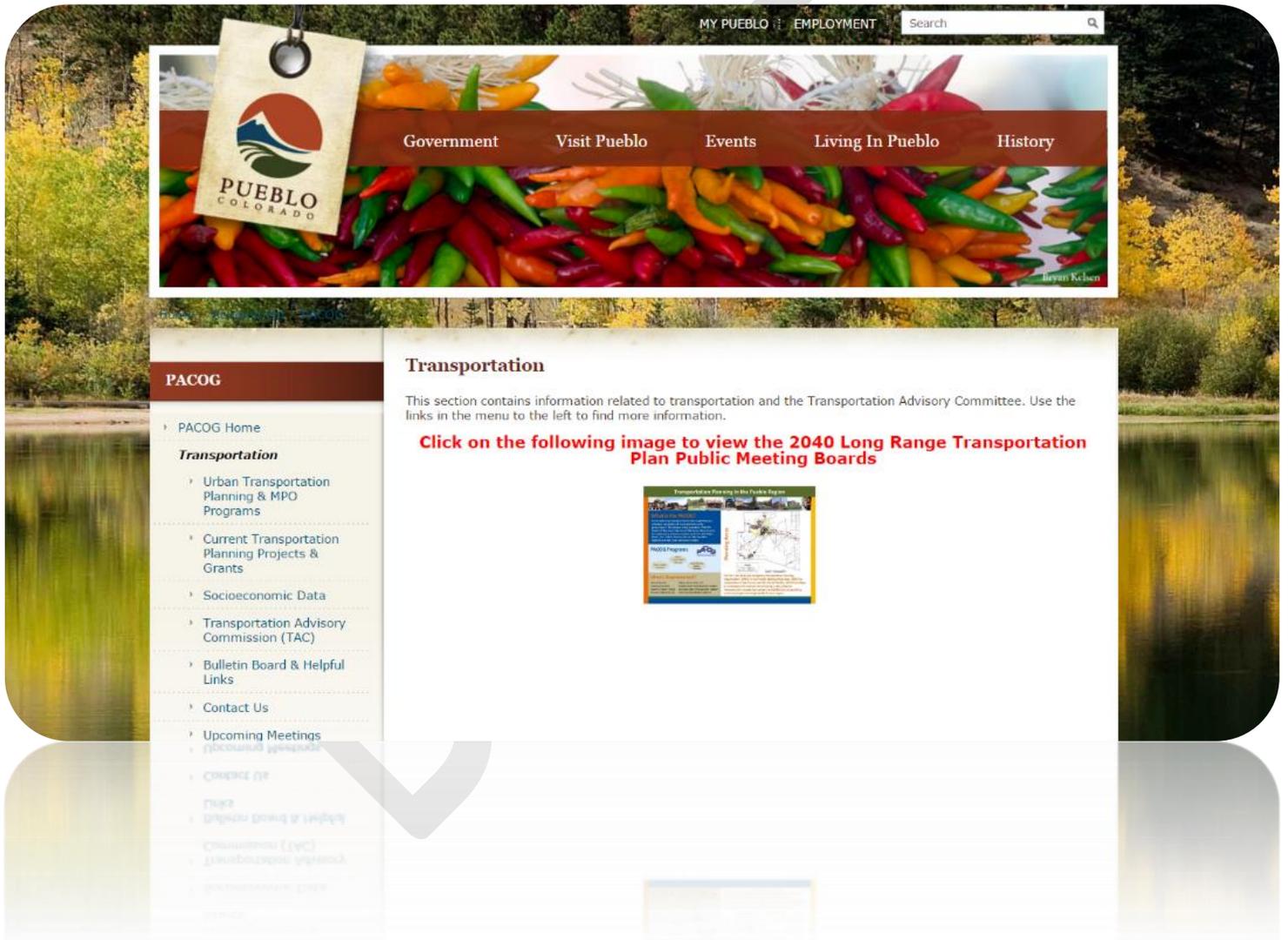
- Major employers & employees
- Downtown businesses
- High school students & faculty
- University students & faculty
- Law enforcement & public safety officials
- Parks & recreational attractions
- The service industry
- Tourism officials
- Faith-based organizations
- Hospitals & social services
- Neighborhood 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
- Homeowners associations
- Media
- Persons with disabilities
- Regulatory agencies
- Senior Populations & organizations

PRE-MEETING: COMMUNITY OUT REACH TO PROMOTE INVOLVEMENT

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. 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.



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 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 neighborhood organizations. Responses may be verbal at the meeting 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.

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.

<i>Public Involvement Methods</i>	
PRINTED MEDIA	brochures flyers advertisements news articles news letters posters press releases public bulletin boards public notices bill stuffers surveys take-home materials for area students billboards religious bulletins
DIGITAL MEDIA	online advertising online videos and simulations e-mails, text messages, and SMS blasts electronic newsletters groups on social networking websites project websites
BROADCAST MEDIA	public service announcements radio advertisements TV advertisements professional forums w/ call-in opportunities
DIRECT COMMUNITY ENGAGEMENT	educational workshops portable exhibits kiosks
ENGAGING UNDERSERVED COMMUNITIES	working w/ community leaders working w/ religious institutions utilizing ethnic news outlets translation of materials providing of transportation use of non-conventional meeting spaces & times

TABLE 2: PUBLIC INVOLVEMENT METHODS

PUBLIC MEETINGS

All meetings of the PACOG and TAC are held on a regularly scheduled basis throughout the year. The PACOG meets on the 4th Thursday of each month; TAC meetings are on the 2nd Thursday. These meetings are open to the public and held in accessible locations. 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.

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 3: PUBLIC COMMENT DOCUMENT LOCATIONS

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 will be coordinated through CDOT in which attendance will be acquired through telephone outreach giving citizens the opportunity to participate in a telephone conference. A verbal presentation will be given and participants can provide feedback on their interest regarding the Transportation Plan.

Additional Considerations

PROVIDING ACCESS	teleconference support, call-in participation, providing ground transportation
USE OF NON-CONVENTIONAL MEETING LOCATIONS	shopping malls, farmer’s markets, agricultural fairs, local events, central buildings (libraries, churches, halls), community sporting events and complexes
OVERCOMING LANGUAGE BARRIERS	providing translated materials, use of professional language interpreters, oral interviews, and sign-language experts

TABLE 3: OUTREACH TO UNDERSERVED COMMUNITIES

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). 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.
- Involve local officials and community representatives, as appropriate.
- 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 interpreters and translated materials where appropriate and feasible.



POST-MEETINGS: ANALYSIS, FOLLOW-UP, AND FOLLOW THROUGH

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 discussion should be provided. Several methods that can be used to obtain feedback from participants include comment forms at 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

MEASURES FOR PUBLIC INVOLVEMENT METHOD STRATEGIES	
PUBLIC INVOLVEMENT TOOL	EVALUATION CRITERIA
PUBLIC PARTICIPATION PLAN (PPP)	NO MEASURE-PPP IS A POLICY TOOL
PACOG WEBSITE	NUMBER OF HITS
LEGAL ADVERTISEMENTS	REQUIRED BY CDOT/ FHWA/ FTA
PACOG NEWSLETTER	CALLS, LETTERS, ETC.
TRANSPORTATION ADVISORY COMMITTEE (TAC)	ATTENDANCE, CALLS, LETTERS, ETC.
PACOG LOGO	CALLS, LETTERS, ETC.
PUBLIC HEARINGS	ATTENDANCE, CALLS, LETTERS, ETC.
COMMENT FORMS	NUMBER OF RESPONSES
SMALL GROUP MEETINGS	MET THE EXPECTATIONS OF THE GROUP, CALLS, LETTERS, ETC.
BROCHURES	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
FLYERS	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
NEWS ARTICLES	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
PUBLIC BULLETIN BOARDS	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
PRESS RELEASES	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
BILL STUFFERS	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
SURVEYS	NUMBER OF RESPONSES
BILLBOARDS	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
ONLINE ADVERTISING	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
EMAIL, TEXT MESSAGES, & SMS BLASTS	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
PROJECT WEBSITES	
PUBLIC SERVICE ANNOUNCEMENTS	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
RADIO ADVERTISEMENTS	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
TV ADVERTISEMENTS	WEBSITE HITS, TELEPHONE & ONLINE INQUIRIES, ATTENDANCE, ETC.
PROFESSIONAL FORUMS	NUMBER OF PARTICIPANTS
CALL-IN DISCUSSIONS	NUMBER OF PARTICIPANTS
EDUCATIONAL WORKSHOPS	NUMBER OF PARTICIPANTS
PORTABLE EXHIBITS	NUMBER OF PARTICIPANTS

TABLE 4: EVALUATION CRITERIA

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 snap shot 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.

*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 monthly 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 \[PACOG\]](#)

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 2015 and 2040 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 2016

[Long Range Transportation Plan 2040 \[PACOG\]](#)

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 \[PACOG\]](#)

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.

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 5: PLANNING PROGRAMS CHART

PROGRAM CONTACTS

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.

JOHN ADAMS // johnadams@pueblo.us
Transportation Program Manager

211 EAST D ST.
PUEBLO, CO 81003
(719) 553-2242

COMMITTEE / BOARD MEETINGS*

PACOG Board of Directors

4th Thursday of each month @ 12:15 pm

Transportation Advisory Committee (TAC)

2nd Thursday of each month @ 8:30 am

*PLEASE CONFIRM MEETING DATES & TIMES THROUGH PACOG.NET



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 Board of Water Works and the Salt Creek Sanitation District.

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.

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-income; 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.

PUBLIC PARTICIPATION PLAN – PROCESS CHECKLIST

PROGRAM/PROJECT/STUDY NAME & YEAR: _____

COMMENT PERIOD:

FROM _____ TO _____

UPWP# _____

OBJECTIVE	MEASURE	EVALUATION
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: _____
CONDUCT A PPP AS A TWO-WAY LEARNING PROCESS;	<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>	<input type="checkbox"/> FORMS & SURVEYS COLLECTED <input type="checkbox"/> DATA ENTERED, ANALYZED, & FILED INITIALS: _____ DATE: _____
PERFORM OUTREACH TO THOSE PARTICULARLY AFFECTED BY ALTERNATIVES AND PLAN RECOMMENDATIONS TO INVOLVE THEM IN THE ALTERNATIVES EVALUATION PROCESS;	<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 OR TELEPHONE OUTREACH.</i>	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 INITIALS: _____ DATE: _____

<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-MINDED 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 # OF RESIDENTS _____ 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 INITIALS: _____ DATE: _____</p>

DRAFT

Once Executed, A Signed Copy of the Resolution Supporting This Public Participation Plan Will Be Inserted Here

DRAFT

PUBLIC PARTICIPATION PLAN – PROCESS CHECKLIST

PROGRAM/PROJECT/STUDY NAME & YEAR: _____ COMMENT PERIOD:
FROM _____ TO _____

UPWP# _____

OBJECTIVE	MEASURE	EVALUATION
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: _____
CONDUCT A PPP AS A TWO-WAY LEARNING PROCESS;	<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>	<input type="checkbox"/> FORMS & SURVEYS COLLECTED <input type="checkbox"/> DATA ENTERED, ANALYZED, & FILED INITIALS: _____ DATE: _____
PERFORM OUTREACH TO THOSE PARTICULARLY AFFECTED BY ALTERNATIVES AND PLAN RECOMMENDATIONS TO INVOLVE THEM IN THE ALTERNATIVES EVALUATION PROCESS;	<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 OR TELEPHONE OUTREACH.</i>	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 INITIALS: _____ DATE: _____

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A DRAFT COPY OF THE

2017 PUBLIC PARTICIPATION PLAN

IS AVAILABLE FOR REVIEW AND COMMENT

COPIES CAN BE FOUND ON THE

3RD FLOOR

IN ROOM #312

@ THE FRONT DESK

BETWEEN 8:00AM - 4:30PM

UNTIL JANUARY 21ST 2017



Pueblo Area Council of Governments (PACOG)

**NOTICE OF COMMENT PERIOD FOR
PACOG PUBLIC PARTICIPATION PLAN**

Public input and comments are being solicited for the updated draft PACOG Public Participation Plan (PPP). An electronic copy of the proposed draft is available on the PACOG website (WWW.PACOG.NET) or hard copies are available at the locations listed below.

The draft PPP has been developed by PACOG. In accordance with Title 23 USC, Section 134(h), 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:

1. In person at the MPO/TPR offices until January 20, 2017; by telephone to 719-553-2259; by FAX to 719-553-2359; or by e-mail to PACOG_MPO@pueblo.us.

2. 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 January 12th, 2017 at 8:30am.

The draft PPP is scheduled for consideration and discussion at the PACOG Board meeting on Thursday, January 28, 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.

***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

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

Bart Mikitowicz, Transportation Planner
(719) 553-2321



MEMORANDUM

To: Scott Hobson, Pueblo Area Council of Governments

From: James Gamez

Date: November 29, 2016

Subject: Pueblo West Transit Feasibility Study

Nelson\Nygaard is pleased to submit this proposal to evaluate the feasibility of transit services between Pueblo West and Pueblo. This study will also evaluate the feasibility of transit circulation within Pueblo West. This memorandum details the services that our team proposes to perform and an anticipated budget for completing these services.

Scope of Work

The following tasks describe the recommended scope of work to effectively assess the demand and desire for transit service within Pueblo West.

TASK 1 KICKOFF MEETING

Nelson\Nygaard will conduct a kickoff meeting to bring together Pueblo West and Pueblo Area Council of Governments (PACOG) staff and key members of the consultant team. This meeting will serve multiple purposes:

- Personally meet Pueblo West staff
- Clarify project objectives and priorities
- Obtain relevant data from prior planning work
- Finalize community outreach plan
- Discuss immediate next steps, upcoming meetings, and deliverables

The kickoff meeting will be scheduled to coincide with a Pueblo Area Wide Transit Functionality Study visit to eliminate the need for separate travel costs.

TASK 2 EXISTING AND FUTURE DEMAND ANALYSIS

Census data will be utilized to determine if population and employment characteristics currently support transit service. We will analyze the following characteristics using 2010 census and American Community Survey data:

- Population
- Young adults
- Older adults
- Low income households
- Zero vehicle households

NORTH PUEBLO PARK-AND-RIDE SITE ASSESSMENT
City of Pueblo / Pueblo Area Council of Governments

Nelson\Nygaard will create maps for each demographic characteristic and provide a summary of the major findings. Longitudinal Employer Household Dynamics (LEHD) data will provide information on where residents of Pueblo West work in order to identify the strongest potential markets for commuter oriented service. Nelson\Nygaard will create maps and provide a brief summary synthesizing the dataset.

PACOG regional population and employment projections travel demand data will provide insight expected growth that should be considered for future service. If available, we will review student origin data from Pueblo Community College and Colorado State University-Pueblo in order to understand how many students, who are typically a good market for transit services, are traveling from Pueblo West.

If available, we will review existing vanpool data to understand longer distance travel markets for commuters living in Pueblo West and commuting to other parts of the region. Depending on the type of data available we will make visuals and/or provide a written summary of origins and destinations.

TASK 3 PARK & RIDE SITE ASSESSMENT

The team will complete a preliminary site identification using GIS parcel data provided by the city. Consideration will be given to parcel size, zoning, and existing site use/availability. The team will conduct a field visit to as part of the initial site identification process. For efficiency, the team anticipates conducting the site visit on the same day as the kickoff meeting.

TASK 4 SERVICE CONCEPT DEVELOPMENT

Based on the market demand analysis, we will create a series of initial concepts designed to serve Pueblo West, focusing on both commuter service and local circulation. Nelson\Nygaard will consider the following potential transit services:

- **Regional Connections:** Regional connections, provided by express bus will be considered, based on the market analysis. Vanpool data can often indicate a market for express bus service, which will be paired with the LEHD data and demographic data to identify potential markets.
- **Park-and-Rides:** Potential park-and-ride locations will be considered, focusing on the transit and/or vanpool market within the catchment area, or area from which people are likely to drive and park to use transit.
- **Reverse Commute:** With a growing number of employers in Pueblo West, it is important to evaluate the need for transit services to bring commuters from Pueblo into Pueblo West.
- **Vanpool Strategies:** Based on the results of the vanpool pattern analysis we will identify potential markets for expanding vanpool services.

Initial service concepts will consist of potential route alignments, proposed stop locations, projected service levels, vehicle requirements, approximate operating and capital costs, and community benefits. Initial service alternatives will be presented to the project team, refined, and then shared with the public for feedback.

Deliverable: Initial Service Concepts Memorandum

TASK 5 PUBLIC OUTREACH

Nelson\Nygaard recommends a public meeting to provide an overview of the study and gather information on the needs and desires within the community. We also propose using these meetings as opportunity to educate or familiarize attendees with the different types of potential transit service options.

The meeting will also include summary of existing market conditions (Task 2). We will also solicit feedback on the initial service alternatives (Task 4). The public meetings will be advertised via the Pueblo West website, social media, and utility bills.

An online survey with maps and supporting information will also be created to solicit additional feedback. These comments will help inform the development of the recommended service plan.

TASK 6 SERVICE PLAN

A recommended service plan will be developed based on feedback received on initial service concepts. The recommended service plan will essentially summarize the community's vision for transit in Pueblo West and include the following:

- Route maps
- Service levels by day and time period
- Operating cost estimates
- Fleet requirements
- Other implementation considerations and costs

After finalizing the recommended service plan, we will develop a five-year implementation plan based on a number of factors, including:

- Demonstrated/anticipated need
- Community interest
- Social and economic benefits
- Ridership projections
- Financial feasibility and probability of FTA funding
- Alignment with adopted local and regional plans

The service implementation plan will identify the actions, agreements, infrastructure, coordination, and materials required to realize the preferred alternative and any additional short-range recommendations. A simplified version of the implementation plan will also be developed in a graphic format that is easy for the general public to comprehend.

Deliverable: Service Plan Memorandum

TASK 7 CAPITAL AND FINANCIAL PLAN

A capital budget will be developed to support the service plan with cost information for the following categories:

- Design and construction costs for park-and-rides
- Bus stops signage and installation

NORTH PUEBLO PARK-AND-RIDE SITE ASSESSMENT
City of Pueblo / Pueblo Area Council of Governments

- Infrastructure improvements such as sidewalks, crosswalks and lighting
- Technologies such as real-time arrival information and mobile device apps for fare collection

Nelson\Nygaard will recommend funding strategies for new service and capital investments specified in the service plan. This effort will involve documentation of available operating and capital funding sources whether currently utilized or not.

Nelson\Nygaard will also evaluate the feasibility of potential economic development and community partnership funding sources, in terms of their ability to generate revenue, technical feasibility, and politically acceptance. Potential non-traditional funding sources include:

- Partnerships with large institutions or employers that benefit from transit service
- Sponsorships in the form of advertising revenues
- Public-private partnerships
- Federal grant programs

Deliverable: Capital and Financial Plan Memorandum

TASK 8 PRESENTATION TO PUEBLO WEST BOARD OF DIRECTORS

Project Manager James Gamez will provide a summary of existing and future demand, initial service concepts, and community feedback. The presentation will also detail the recommended service plan, with emphasis on mobility benefits, infrastructure needs, capital and operating costs, and projected ridership.



MEMORANDUM

To: Scott Hobson, Pueblo Area Council of Governments

From: James Gamez

Date: November 3, 2016

Subject: North Pueblo Park-and-Ride Site Assessment

Nelson\Nygaard and Felsburg Holt & Ullevig are pleased to submit this proposal to identify and evaluate potential locations for the planned North Pueblo Park-and-Ride. It is our understanding that CDOT anticipates extending Bustang service south to Pueblo in the next two years. Bustang is expected to stop on the north end of Pueblo (near CDOT's relocated offices) and in the city center at the existing downtown Transit Center. This letter details the services that our team proposes to perform and an anticipated budget for completing these services.

Scope of Work

The following tasks describe the steps necessary to identify and evaluate feasible locations for the north Pueblo Park-and-Ride.

Task 1 Programming Workshop

We suggest initiating this work effort with a programming workshop. The goal of the workshop will be to ensure that the project team members (CDOT Division of Transit & Rail, CDOT regional staff, Pueblo Transit, and consultant team) have a clear and consistent understanding of the needs and goals for the north Pueblo Park-and-Ride. This would include number of parking spaces, number and size of bus bay bays, bike facilities, pedestrian facilities, shelters, benches, lighting, etc. The team will identify and size each activity that is expected to take place on the site. The program will be reviewed with CDOT and Pueblo Transit for concurrence prior to the commencement of the alternatives development.

Task 2 Preliminary Site Identification and Site Visit

The team will complete a preliminary site identification using GIS parcel data provided by the city. Consideration will be given to parcel size, zoning, and existing site use/availability. The team will conduct a field visit to as part of the initial site identification process. For efficiency, the team anticipates conducting the site visit on the same day as the programming workshop.

Task 3 Site Evaluation

The team will develop an evaluation matrix to help compare and contrast the potential sites identified in Task 2. The evaluation will consider access and egress to and from I-25, parcel size and shape, compatibility with zoning and adjacent land uses, connectivity to proposed Pueblo Transit services, accessibility by bicycle and on foot, cost, as well as other criteria identified as important by the project team during the programming workshop.

NORTH PUEBLO PARK-AND-RIDE SITE ASSESSMENT
City of Pueblo / Pueblo Area Council of Governments

Sites that rank the highest will be retained for additional evaluation and consideration and ultimately a preferred site will be identified.

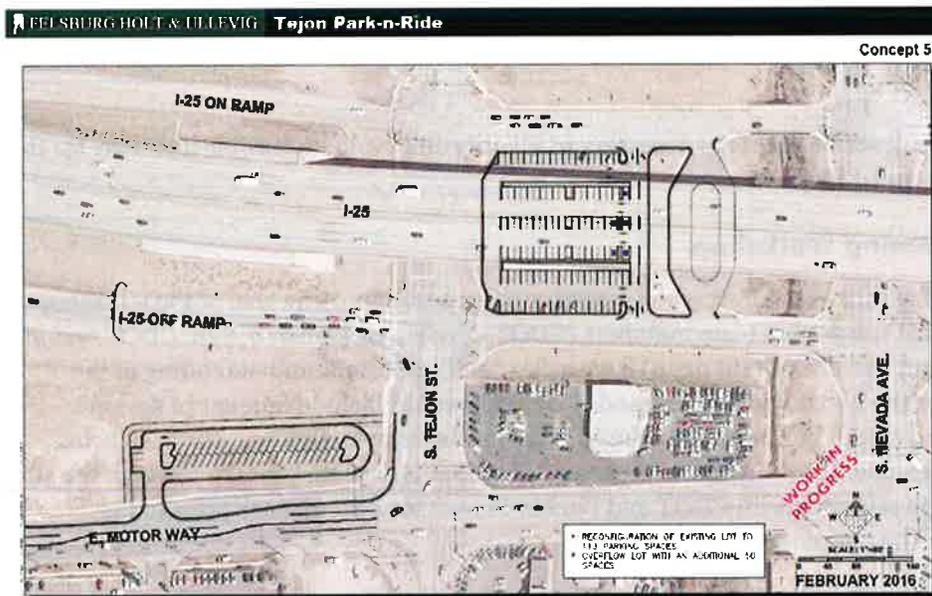
Task 4 Conceptual Design

After a preferred site has been identified the team will complete conceptual design for the site. At a minimum the conceptual design will consider the following to ensure feasibility of the site:

- Americans with Disabilities Act
- Bus bay configuration/turning radii
- Amenities to be provided
- Pedestrian crossings and access
- Vehicular and bus access and egress needs

The design team will provide conceptual costs for the preferred alternative. The conceptual design and cost will be provided to project team for review. Updates will be made to the conceptual design based on comments received.

Sample Park-and-Ride Design Concept



Upcoming Regularly Scheduled 2017 TAC Meetings

All meetings are held on the 2nd Thursday of the month at 8:30am to 10:30 am.

Location - Police Community Room at [200 South Main Street](#), Pueblo, CO 81003

- **January 12, 2017**
- **February 9, 2017**
- **March 9, 2017**
- **April 13, 2017**
- **May 11, 2017**
- **June 8, 2017**
- **July 13, 2017**
- **August 10, 2017**
- **September 14, 2017**
- **October 12, 2017**
- **November 9, 2017**
- **December 14, 2017**