



# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

## NOTICE OF PUBLIC MEETING

### BICYCLE – PEDESTRIAN ADVISORY COMMITTEE

---

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the SVMPO Bicycle-Pedestrian Advisory Committee and to the general public that the SVMPO BPAC will hold a meeting open to the public on **Monday, December 3, 2018 at 11:00 a.m.**, at the **Sierra Vista Public Works Building, Training Room**, located at **401 Giulio Cesare Ave., Sierra Vista, AZ.**

A copy of the agenda for the meeting will be available at [www.svmppo.org](http://www.svmppo.org) at least twenty-four hours in advance of the meeting.

Dated this 21<sup>st</sup> day of November, 2018

By Karen L. Lamberton  
SVMPO Administrator

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities may request special accommodations or individuals with limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 48 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe pnerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos cuarenta y ocho (48) hora antes de la conferencia.

Post by November 26<sup>th</sup>, 2018



# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION BICYCLE PEDESTRIAN ADVISORY COMMITTEE AGENDA: DECEMBER 3, 2018

---

## MEETING LOCATION:

Sierra Vista Public Works Bld.  
Training Room  
401 Giulio Cesare Ave.  
Sierra Vista, AZ 85635

To attend the meeting by telephone:  
*Please contact the Administrator at least 72  
hours in advance if you would like to be  
connected to this meeting by telephone.*

## MEETING DATE AND TIME:

December 3, 2018  
11:00 PM

## FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: [www.svmpto.org](http://www.svmpto.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)  
Administrator Phone: 520-515-8525



## Bicycle/Pedestrian Advisory Committee (BPAC) Members

*One or more members may participate via teleconference*

Chair:	Vacant
Vice-Chair:	Bud Dragoo
Member:	John Healy
Member:	Jacob Jones-Martinez
Member:	Ana Stompro
Member:	Vacant
Member:	Vacant

## STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

### 1. CALL TO ORDER AND INTRODUCTIONS

Members will introduce themselves/ their affiliations.

This is an informational item.

### 2. APPROVAL OF MEETING MINUTES

**Action:** Review and Approval of the BPAC Regular Meeting Minutes of October 16, 2017 and October 30, 2018 meetings.

## **OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION**

### **3. EAST/WEST BICYCLE ROUTE**

**Action:** The BPAC considered a draft east/west bicycle route in their last two meetings (Oct 2017 and October 2018). An update on this project will be given. The Administrator seeks a recommendation of support from the BPAC on the revised proposal.

## **NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION**

### **4. BPAC WORK PROGRAM**

**Action:** Members will discuss the current SVMPO work program tasks related to bicycle and pedestrian activities. The Administrator seeks a recommendation on activities to undertake in the current and future fiscal year work programs.

### **5. PUBLIC PARTICIPATION PLAN DRAFT**

**Action:** Members will discuss the draft Public Participation Plan and develop outreach strategies for reaching the bicycle and pedestrian advocacy groups and interested citizens. The Administrator seeks suggestions of possible additions, deletions or revisions to the drafted plan. A recommendation to the TAC on this drafted plan may be taken by the BPAC.

### **6. FUTURE AGENDA ITEMS & MEETING DATE/TIMES**

Members will identify agenda items that they would like to discuss in future meetings. Tentative 2019 meeting dates for the BPAC are: February 25<sup>th</sup>; April 29<sup>th</sup>; August 26<sup>th</sup>; October 28<sup>th</sup>.

This is an informational item.

### **7. ANNOUNCEMENTS, UPDATES AND GENERAL CALL TO THE PUBLIC**

This is the time set aside for BPAC members to share information and current events. This is also the time set aside for members of the public to provide general comments to the BPAC committee. Members of the Committee may not take formal action on matters not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to responding to any criticism, directing staff to review the matter, or scheduling the matter for discussion at a later date.

This is an informational item.

### **8. ADJOURNMENT**

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities who require special accommodations or have limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 72 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe ponerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos setenta y dos (72) hora antes de la conferencia.



# Bicycle Pedestrian Advisory Committee (BPAC) Regular Meeting Minutes Summary

Sierra Vista Metropolitan Planning Organization

Monday, October 16, 2017

12:00 p.m.

401 Giulio Cesar Avenue

Sierra Vista, AZ 85635

Web: [www.SVMPO.org](http://www.SVMPO.org)

BPAC: <http://www.svmppo.org/bpac/>

Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)

---

## **SVMPO BPAC Members Present:**

(One or more members may participate via teleconference)

Chair	Linda Jones
Member	Bud Dragoo
Member	John Healy (arrived at 12:45 p.m.)
Member	Jacob Jones-Martinez

SVMPO Administrator      Dan Coxworth, AICP

## **SVMPO BPAC Members Absent:**

Member	Anna Strompro
--------	---------------

## **Other Present:**

Councilmember Craig Mount  
Mertie Strompro, Sierra Vista Police

### **1. CALL TO ORDER AND ROLL CALL**

Chair Jones called the meeting to order at 12:05 p.m.

### **2. ACCEPTANCE OF THE AGENDA**

Chair Jones called for a motion to accept the BPAC agenda of October 16, 2017 as written. Member Jones-Martinez made a motion, second by member Dragoo. Motion passed unanimously 3/0. <sup>4</sup>

**3. APPROVAL OF MEETING MINUTES (attached)**

Chair Jones asked for a motion to approve the BPAC meeting minutes of August 7, 2017. Member Jones-Martinez made a motion, second by member Dragoo. Motion passed unanimously 3/0.

**4. ANNOUNCEMENTS AND UPDATES**

Announcements and updates may be provided by BPAC Members, SVMPO Administrator or other invitees

Mr. Coxworth updated the BPAC on the following topics:

- Two vacancies on BPAC
- Bike Racks
- ADOT Bicycle Safety Plan
- Be Healthy! Sierra Vista Health Committee meeting

**OLD BUSINESS: PRESENTATION / DISCUSSION / POSSIBLE ACTION**

**5. DISCUSSION: Bicycle/Pedestrian Wayfinding Signage**

*Dan Coxworth*

**No Action was made on this item**

*Summary: The City is organizing information to apply for a grant to install informational, directional, and wayfinding signage along or near bicycle and pedestrian facilities in Sierra Vista.*

**6. DISCUSSION: East/West Bicycle Route (Attached)**

*Dan Coxworth*

**No Action was made on this item**

*Summary: Update on a proposed bicycle route. The route description and map attached.*

**7. DISCUSSION: Arizona Department of Transportation (ADOT) Bicycle and Pedestrian Count Program Strategy Plan**

*Dan Coxworth*

**No Action was made on this item**

*Summary: Sierra Vista count locations*

**NEW BUSINESS: PRESENTATION / DISCUSSION / POSSIBLE ACTION**

**8. DISCUSSION: Elect Vice-Chair**  
*BPAC*

**Member Jones-Martinez nominated member Dragoo to be the BPAC Vice-Chair. Seconded by Chair Jones. Motion passed unanimously 3/0.**

*Summary: Elect a new Vice-Chair of the BPAC.*

**9. DISCUSSION: Sierra Vista Bike/Pedestrian Accidents and Propsed Safety Improvements**  
*Mertie Strompro*

**No Action was made on this item**

*Summary: Overview of locations in Sierra Vista with recent bicycle and pedestrian safety accidents. Proposed signage to selected multi-use path locations.*

**10. DISCUSSION: Sierra Vista Safe Routes to School Plan**  
*Alicia Katz/Dan Coxworth*

**No Action was made on this item**

*Summary: Update on the development of the Sierra Vista Safe Routes to School Plan*

**11. DISCUSSION: Future Agenda Items**  
*BPAC*

**12. UPCOMING SCHEDULED MEETINGS**

December 4, 2017, 12:00

**13. ADJOURNMENT**

**Chair Jones adjourned the meeting at 12:56**



# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION BICYCLE PEDESTRIAN ADVISORY COMMITTEE MEETING MINUTES: OCTOBER 30, 2018

**DRAFT**

---

## MEETING LOCATION:

Vinny's Pizza  
1977 S. Frontage Road  
Sierra Vista, AZ 85635

## MEETING DATE AND TIME:

October 30, 2018  
1:00 PM

To attend the meeting by telephone:

*Please contact the Administrator at least 72 hours in advance if you would like to be connected to this meeting by telephone.*

## FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: [www.svmipo.org](http://www.svmipo.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)  
Administrator Phone: 520-515-8525



## Bicycle/Pedestrian Advisory Committee (BPAC) Members in Attendance:

*One participated via teleconference; this meeting was not recorded.*

Chair: Vacant

Vice-Chair: Bud Dragoo (*by phone*)

Member: John Healy

Member: Jacob Jones-Martinez

Member: Anna Strompro

Member: Vacant

Member: Vacant

## STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

## OTHERS PRESENT:

Dan Coxworth, Cochise County Planning Director

Stu Carter, Citizen/CBA Chair and CODI Commission

Jeff Pregler, City of Sierra Vista, Senior Planner

Donna Lewandowski, ADOT Bicycle/Pedestrian Coordinator

## 1. INTRODUCTIONS

The BPAC meeting was called to order at approximately 1:08 p.m.

The new SVMPO Administrator, Karen Lamberton, introduced herself and advised the BPAC that legal counsel of the SVMPO had advised that for the purposes of a quorum, vacancies

did not count towards the quorum count. She stated that the BPAC did have sufficient attendance at this meeting to constitute a quorum; however, no items had been posted for official action. This meeting would be informational with requests for guidance or future actions noted.

The new ADOT Bicycle and Pedestrian Program Coordinator, Donna Lewandowski, was introduced to the committee members. All attendees introduced themselves and shared their interest in the bicycling and/or pedestrian activities in the region.

This was an informational item.

## **2. BPAC DISCUSSION**

Attendees discussed the Bicycling and Pedestrian Advisory Committee formation and there was consensus among both members and other attendees that this Special Committee had a purpose and they would like to see it continue as a formal, official SVMPO Committee. The requirements of the League of American Bicyclists designation was discussed: the presence of an active advisory committee is one factor. Three questions are asked: existence of an official committee; frequency of meeting; contact information for the Chair.

Questions were asked about best practices and other similar advisory committees standards. Ms. Lewandowski stated that there really isn't a formal set of best practices and that other advisory committees are all different in membership and frequency of meeting. A discussion between members and attendees then occurred regarding the vacancies and which groups were missing from the table. It was desired to keep the Committee size manageable but it was felt that additional pedestrian focused groups (the Sierra Running Club was mentioned) would be good. A representative from the School Superintendent's office that focused on Safe Routes to School would be helpful: members were unsure if a position like this still existed. Member Healy stated that it would be Bike to School week next week and that the coordinator for that in the past was no longer doing that work. Members agreed that representation from the disability/ADA aspects of mobility would be desired. It was noted that with the SVMPO boundary expansion specific representation from the Town of Huachuca City and/or the Hereford area would be helpful. The group also concurred that a position identified for a recreational access focus would be worth adding.

The pros and cons of setting up the committee membership by Executive Board direction vs. group representation vs. expertise driven appointments was discussed. No conclusion was reached but the attendees leaned towards expertise driven invitees. Member Dragoo noted that a broad segment of expertise with the community (SVMPO) that well covered the geographic area would be best, if it could be achieved.

Administrator Lamberton noted that she would do outreach to the identified groups and solicit potential new members for the vacant positions.

This was an informational item.



### **3. EAST/WEST BICYCLE ROUTE**

The BPAC considered a draft east/west bicycle route in their last meeting (Oct 2017) and the revised version developed by the City of Sierra Vista with the input of various bicycling groups was presented. Jeff Pregler, City of Sierra Vista Senior Planner, describe why the route was selected and what the plans were going forward. A brief discussion was held about the value of the BPAC taking a formal position on it and it was determined it might still be helpful from a grant standpoint if they did. Future funding through the MPO was discussed as were the pros and cons of using federal funds for smaller bicycle projects. Administrator Lamberton noted that although SVMPO funds were potentially available small projects like bicycle lane striping rarely penciled out as a good return on federal dollars.

This was an informational item.

### **4. FUTURE AGENDA ITEMS & MEETING DATE/TIMES**

Members indicated that meetings ought to be held at least every other month, but possibly more frequently in the near-term to re-build the committee and plan for legitimate and worth-while activities to undertake next year. Monday, Dec 3<sup>rd</sup> was suggested for the next meeting. The group identified equal issues with evening vs. daytime meeting times. The majority of members desired a mid-day meeting timeframe: 11 am to 12:30 timeframe was set for at least the next few meetings. Member Strompro indicated that a meeting room as close to Fort Huachuca as possible was desired as she is taking personal leave time for attending the meeting. Call-In options and potential locations (Public Works, City Hall) were discussed.

This was an informational item.

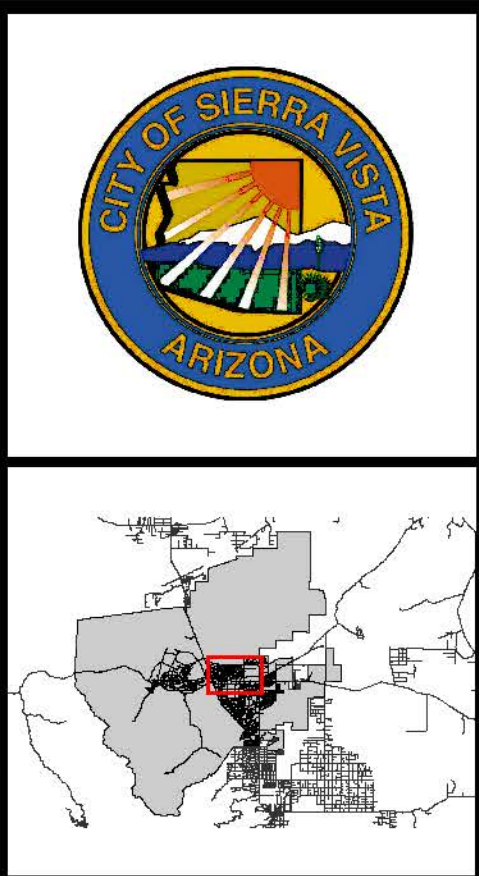
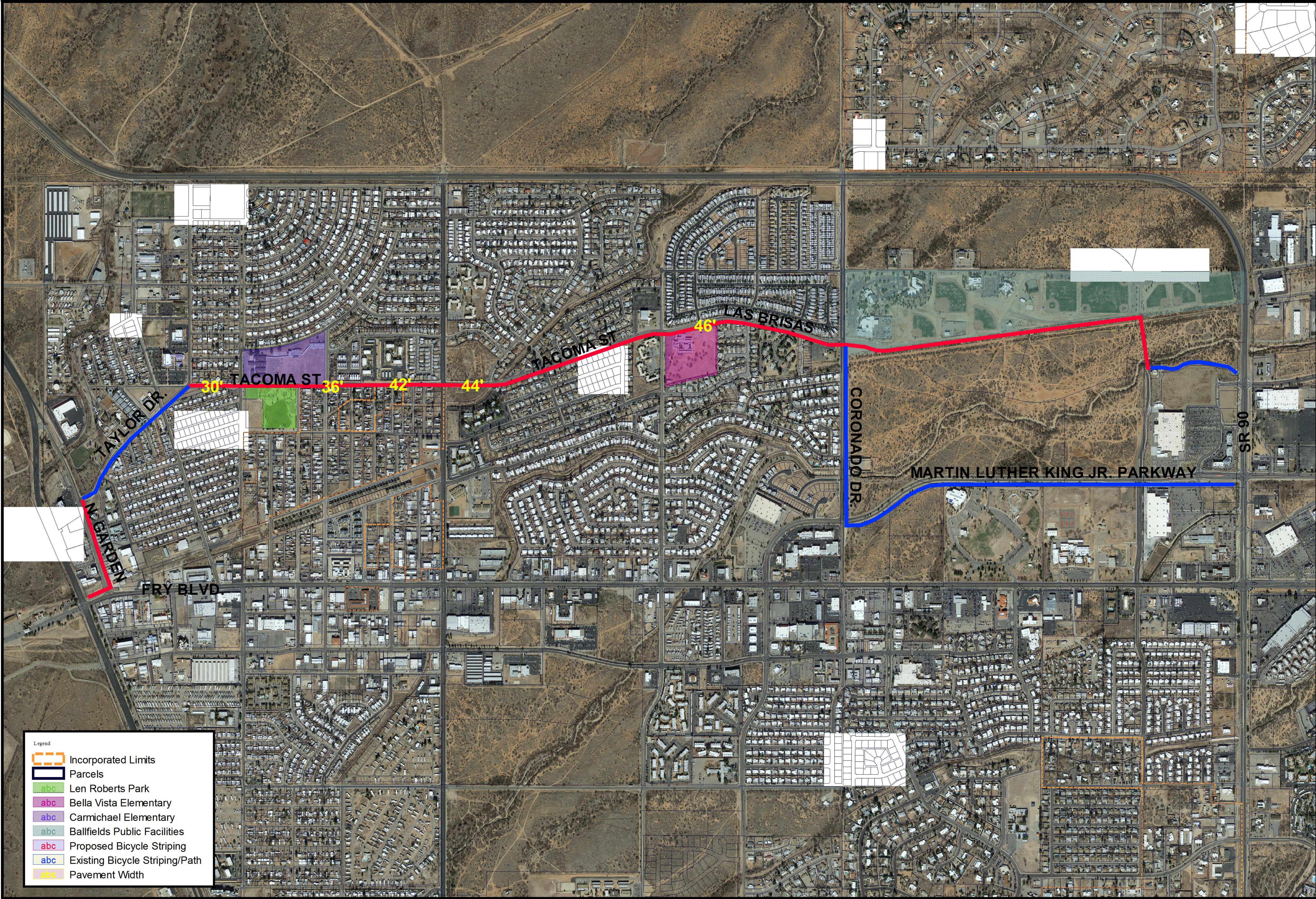
### **5. ADJOURNMENT**

The committee adjourned by general consent at approximately 2:25 p.m.

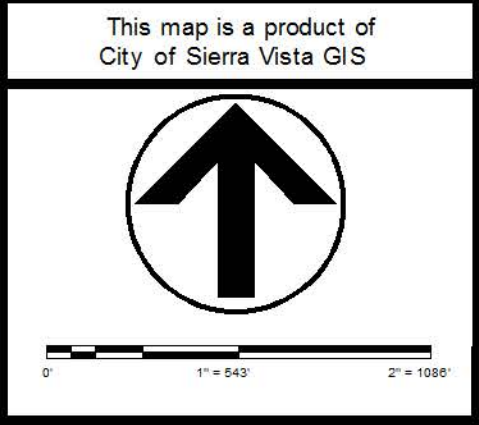
The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities who require special accommodations or have limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 72 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe pnerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos setenta y dos (72) hora antes de la conferencia.





- Legend
- Incorporated Limits
  - Parcels
  - abc Len Roberts Park
  - abc Bella Vista Elementary
  - abc Carmichael Elementary
  - abc Ballfields Public Facilities
  - abc Proposed Bicycle Striping
  - abc Existing Bicycle Striping/Path
  - abc Pavement Width







# Sierra Vista Metropolitan Planning Organization Memorandum

**To:** Bicycle-Pedestrian Advisory Committee  
**From:** Karen L. Lamberton, AICP, SVMPO Administrator  
**Date:** December 3, 2018  
**Subject:** Work Program for Fiscal Years 2019 & 2020

---

The currently adopted Work Program identifies tasks related to bicycle and pedestrian activities in two sections as follows:

## 2 FY19 DATA COLLECTION AND MAINTENANCE

Collect, analyze and report on data that meets Federal and State mandates and supports the approved Work Program. Maintain a current inventory of data to support transportation planning and facility/system design.

- Update and manage GIS land records, transportation, and other data applicable to transportation infrastructure and planning;
- Maintain bike route and multi-use path data and duplication of related printed materials as needed; Bicycle and Pedestrian Count;

## 7 FY19 REGIONAL PLANNING

Integrate land use planning with the MPO's transportation planning process to ensure the successful implementation of the MPO's 2015 -2040 Long Range Transportation Plan.

- Coordinate and assist MPO jurisdictions with submitting applications for state-wide HSIP funds;
- Prioritize and program regional projects in the FY19-FY23 TIP
- Support bicycle/pedestrian activities;
- Assist participant agencies with local trail and multi-use path planning;
- Work on transit planning activities that deliver a range of mobility options;
- Coordinate FTA programs in Arizona and assist the MPO with matters about transportation, public transit, and transportation systems management;
- Coordinate with ADOT on Statewide and regional traffic, transportation and PARA program studies;
- Identify transportation gaps in accessing essential services to include employment, health care, schools/education, and recreation;
- Identify deficiencies in the connectivity of the transportation system and develop infrastructure and operational solutions that provide to essential public services;
- Continue to develop Safe Routes to School Plan and program implementation.

The current SVMPO work budget provides for approximately 1,800 hours towards all SVMPO planning activities. Within that resource limitation, the Administrator seeks guidance on what the priority activities for the MPO should be and how BPAC members can be effectively engaged in moving desired projects and programs forward.

**Attachments:** *The currently adopted 2019 Work Program and Budget is available on the [svmpo.org](http://svmpo.org) website.*

**Action Requested:** The BPAC members are requested to provide guidance to the Administrator about FY19 and FY29 potential activities for the SVMPO Work Program.



# Sierra Vista Metropolitan Planning Organization Memorandum

**To:** Bicycle-Pedestrian Advisory Committee  
**From:** Karen L. Lamberton, AICP, SVMPO Administrator  
**Date:** December 3, 2018  
**Subject:** Public Participation Plan: Preliminary Draft

---

The SVMPO Public Participation Plan was adopted on October 22, 2014. Since that time the SVMPO has expanded its boundaries, added the Town of Huachuca City as a member, and is preparing to update their Long-Range Transportation Plan. Public Participation Plans are typically updated at least every five years.

The updated Public Participation Plan has been released for a 45 day public comment period prior to finalization and adoption. Review and suggestions have been requested from all member jurisdiction's Public Information Officers (PIO) and from Fort Huachuca. A final draft will be transmitted to the TAC and the Executive Board in January 2019 for possible adoption.

The Public Participation Plan sets out policy statements and a recommended set of strategies for involving the public in plans, programs and projects. The Administrator seeks suggestions from members of the BPAC as to strategies that the bicycling, hiking, running groups finds effective and/or are prepared to coordinate with the SVMPO in implementing.

**Attachments:** Public Participation Plan: 2018 Preliminary Draft  
*The currently adopted 2014 Public Participation Plan is available on the [svmpo.org](http://svmpo.org) website.*

**Action Requested:** The BPAC members are requested to provide review comments on the Public Participation Plan preliminary draft.



## SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION PUBLIC PARTICIPATION PLAN

**DRAFT**

# PUBLIC PARTICIPATION PLAN

Transportation Planning & Transportation Improvements

Sierra Vista Metropolitan Planning Region

Adopted on \_\_\_\_\_

Sierra Vista MPO Executive Board

Prepared by the Sierra Vista MPO  
401 Giulio Cesare Ave  
Sierra Vista, AZ 85635  
[www.svmmpo.org](http://www.svmmpo.org)

TABLE OF CONTENTS

Introduction..... 2

SVMPO Location..... 2

Public Involvement Process..... 4

General Outreach Guidelines..... 4

Levels of Public Involvement ..... 6

Public Participation and Outreach (Toolbox)..... 6

Title VI Policy..... 10

Role of the Public .....10

Development of the Public Participation Plan..... 11

Public Review and Adoption of the 2019 SVMPO Public Participation Plan ..... 11

Compliance and Enforcement Procedures.....11

Attachment A:

    Compliance Information

## INTRODUCTION

The Sierra Vista Metropolitan Planning Organization, known as SVMPO, was formed in 2013, after the area reached a Census designated urban population of 50,000. It is the Federal and State designated Regional Transportation Planning Organization for the southwestern portion of Cochise County, located in southeast Arizona. Its mission is to share information and build consensus among member jurisdictions on regional transportation issues.

A regionally connected transportation infrastructure, as well as a healthy economy and a sustainable environment, is important to all of the area's residents. Inviting the public to be involved in agency-wide planning and program efforts helps to identify shared regional values, builds better relationships between the government and the public, enhances understanding of regional issues and can also help to minimize negative impacts of transportation investments.

Effective public involvement helps to ensure that:

- ❖ Residents are given the opportunity to participate in the transportation planning process.
- ❖ The issues and concerns of residents are given consideration in the selection of transportation investments.
- ❖ Transportation investments provide benefits to all residents.
- ❖ Transportation investments do not disproportionately burden any population with adverse impacts.

The SVMPO Public Participation Plan, was first adopted on October 22, 2014. This plan emphasizes the importance of, and provides specific strategies for, involving community members, organizations, governments, transportation professionals and others in ongoing and future regional projects, plans, and programs. These include agencies responsible for land use management, natural resources, environmental protection, conservation and historical preservation. Involving all potentially affected interests, including the traditionally underserved populations, increase a plan or project's efficiency and effectiveness.

The SVMPO Public Participation Plan commits to:

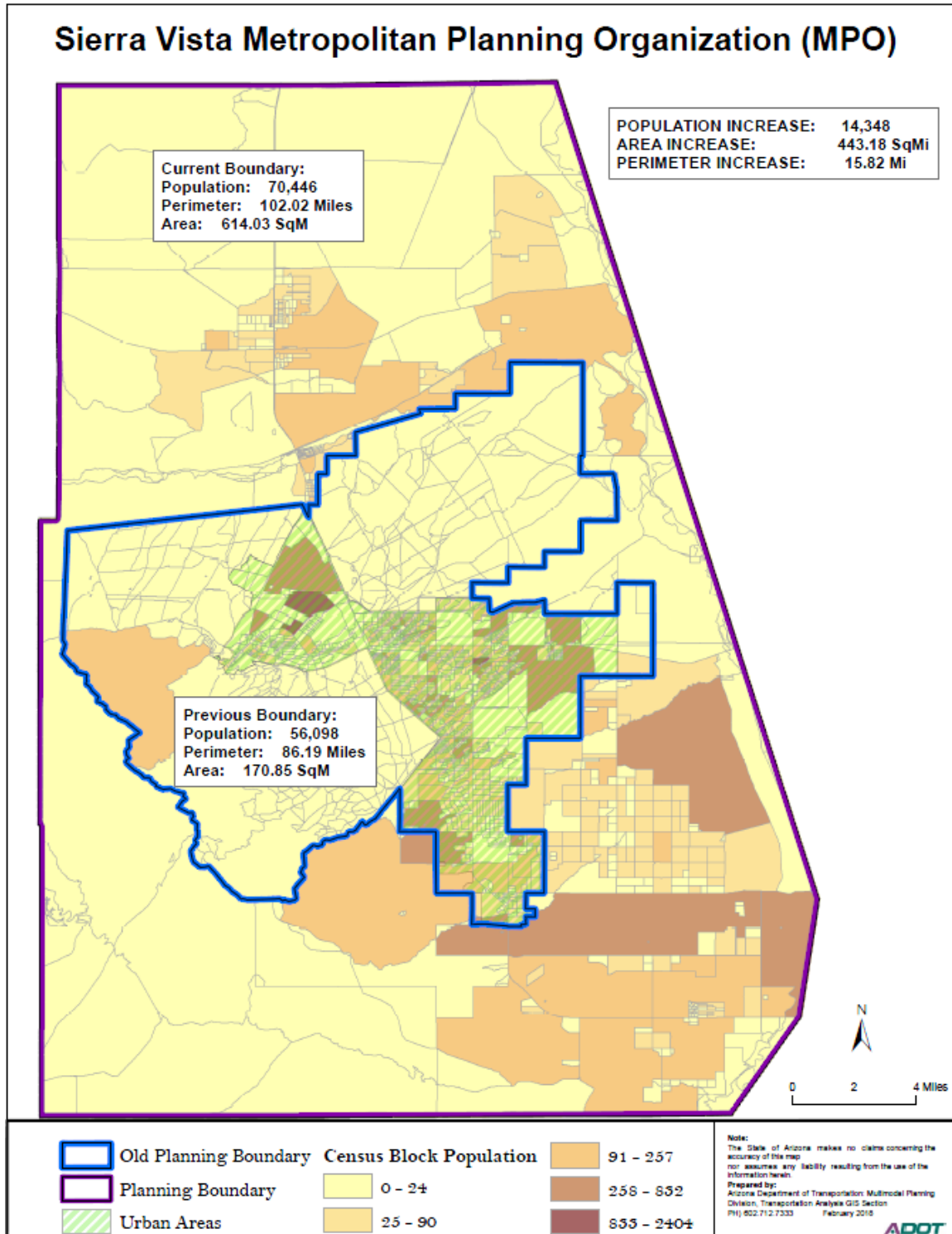
- ❖ Inclusive and meaningful public involvement.
- ❖ Open and honest communications with all individuals and entities.
- ❖ Timely public notification of meetings, and pending plans, studies and projects.
- ❖ Easily accessible information and opportunities to comment on key decisions.
- ❖ Creating a sense of shared responsibility and ownership for regional transportation/congestion problems and a shared sense of pride in the development of solutions to those problems.
- ❖ Forming partnerships between member entities, public and private sectors and state and federal agencies to plan and implement transportation programs and projects.
- ❖ Establishing policies and prioritizing needs based on valid data and using objective, fair, and consistent processes.
- ❖ Providing information and gathering input so that decision makers will be able to make informed decisions.

## SVMPO LOCATION

SVMPO is located in the southeast corner of Arizona. There are currently two incorporated areas within the SVMPO; the City of Sierra Vista and the Town of Huachuca City. Portions of southwest unincorporated Cochise County are included within the SVMPO boundaries. Other jurisdictions within Cochise County and key areas outside of Cochise County are frequently included in planning processes in order to help evaluate connectivity and outside impacts.



On January 18, 2018, the SVMPO Executive Board approved an expansion of the MPO planning boundaries. This expansion increased the MPO area to 614.03 square miles, reaching to the international border with Mexico to the south, the Pima County boundary to the west, to the City of Benson jurisdiction boundary to the north and the San Pedro river corridor to the east. The MPO now includes federal and state owned lands, including the Coronado National Forest.



## PUBLIC INVOLVEMENT PROCESS

Public participation implies an open process. This means that anyone who is potentially affected, or is just interested in the process, is welcome to participate. Reasons for encouraging public participation include:

- ❖ Project leaders gain new information from a local/regional perspective.
- ❖ Different ideas or solutions may be developed to improve the transportation infrastructure in an area.
- ❖ Project leaders may be alerted to potential problems or issues that may need resolution before moving forward.
- ❖ Provides an interactive forum to address concerns or resolve conflicts between competing interests.
- ❖ Fully engaged participants may be willing to provide additional resources in the form of assistance, goods, or services or enhance the project with private investment on adjacent parcels.

Effective outreach considers who will be affected and/or who might be interested in the planning issue or policy being developed. Regional plans and projects inherently should take into consideration all those people within the planning boundaries.

Stakeholders include, but are not limited to:

- ❖ Affected federal, state and local public agencies
- ❖ Residents and Area Visitors
- ❖ Representatives of the disabled
- ❖ Low-Income neighborhoods
- ❖ Freight shippers and freight services
- ❖ Providers of public transportation services
- ❖ Pilots and Drone operators
- ❖ Transportation/Public Works employees
- ❖ Permanent and Temporary Duty Military
- ❖ Business owners

---

### INTERNAL STAKEHOLDERS

*Internal stakeholders include SVMPO member jurisdictions and SVMPO Executive Board members, who ultimately have final decision-making authority over SVMPO's planning and programming efforts.*

### EXTERNAL STAKEHOLDERS

*External stakeholders include parties who will be affected by the plan or program under consideration and parties with an interest in the plan or program.*

### GENERAL PUBLIC

*The general public includes the broad spectrum of populations who may or may not be directing impacted or interested in a particular issue.*

## GENERAL OUTREACH GUIDELINES

**Techniques:** There are numerous and varied techniques/activities to provide the opportunity for public involvement. Any combination and number of these may be used depending on the scope of the specific plan, program, or project. A number of specific involvement strategies are outlined in Table 1.

**Welcoming Attitude:** Public participation is welcomed and encouraged by the SVMPO. All questions and statements are valuable and will be treated as such. Participants will be treated with respect. Meetings will be conducted with basic ground rules that enforce civil discussion. With each contact, efforts will be made to present information that is relevant and show how this information relates to the individuals in both the near future as well as long-term.

**Meeting Schedules and Locations:** Meetings and hearings, which are open for public participation, will be scheduled to allow the best opportunity for attendance by the general public and other entities whenever possible. The meeting locations should be convenient and ADA accessible. In addition to general meetings, events and activities, reasonable efforts should be made to reach those who are particularly affected, the underserved or others who request that the SVMPO come to them. These options are open to any group

or individual and it is the policy of the SVMPO to go where people are whenever possible. Locations and meeting times for these activities should be designed according to the specific needs.

**Notification:** Notices will follow the general Open Meeting Laws of the State of Arizona. Information about meetings, events and other opportunities for participation will be made in a timely manner. Adequate time may be needed to arrange for accommodations to meet special needs. This notification should be easy to understand and provide adequate information or explain where the information can be obtained.

**Presentation of Information:** In order to help citizens better understand Transportation Planning, efforts will be made to show how presented information specifically relates to the public in both the near future as well as long-term. Visualization enhancements such as animation, physical props, pictures, 3-D models, etc. should be incorporated, as appropriate, and as resources allow. When the scope of a proposed project or plan has the potential to significantly impact individuals with special needs, pertinent materials will be available in alternative formats, i.e. large print, Braille, audio/video.

**Written and Personal Communications from SVMPO:** Technical and policy information from SVMPO should be written so that it is clear and understandable to the public. All relevant information should be open for public consideration. Staff should be available to answer questions at meetings and respond to phone questions in a timely manner.

**Ongoing Communications:** SVMPO will use mailings, media, and electronic technology such as e-mail and web sites to have ongoing communication with the public and other entities. Members of the staff are also available via the phone for questions, concerns, and suggestions.

**Other Entities:** The needs and interests of other public and governmental entities will be solicited as appropriate. Coordination, cooperation, and teamwork among all the agencies are vital to the success of any plan, program, or project.

**Transportation Interests:** The SVMPO will solicit input from transportation-related groups such as professional organizations, freight interests, transit operators, and private providers of transportation, Chambers of Commerce, bicycle advocates and other organized alternative mode users.


**Opportunities for Input:** Opportunities for input will vary depending on the project, program, or plan. For larger projects, such as a regional transportation plan, several rounds of public participation may be appropriate. Opportunity for initial comments on what projects citizens would like their transportation system to include, prior to the start of any work may be desired. A variety of techniques, appropriate to the type of activity being engaged, would be used to involve all the stakeholders throughout multiple stages of any planning or project. Techniques would be determined by the extent and nature of the project as well as available resources to do so.

**Use of Public Comments:** A record of public comments will be retained for public review. In specific cases, identified by federal regulations, public comments would be a part of the final document. Additionally, individual questions should receive a response in a timely manner.

**Decision Making:** All final decisions (other than those requiring a vote of the people) are made by one or more groups of elected or appointed officials. Public meetings allow comments to be collected and may identify a consensus. The final decision, however, will be up to the elected and/or appointed officials based on a consideration of all related information. Prior to each key decision point, ample opportunity should be offered for input and that input shared with the decision-makers.

## LEVELS OF PUBLIC INVOLVEMENT

The levels of public involvement and methods will vary depending on the scope of the particular planning or program efforts. The following table illustrates the increasing levels of public impact during a planning or project activity.

INCREASING LEVELS OF PUBLIC IMPACT 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulation solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TECHNIQUES	Fact Sheets Websites Open Houses Newsletters Social Media E-Mail Notices News Releases	Public Comment Focus Groups Surveys Public Meetings Public Hearings	Workshops Deliberate Polling Virtual Town Halls	Citizen advisory committees Consensus-building Participatory decision-making Charrettes	Citizen Juries Ballots Delegated Decisions
EXAMPLE LEVELS OF PARTICIPATION	Bicycle Maps Traffic Counts	Transportation Improvement Program (TIP)	Long-Range Transportation Plan	Bicycle/Pedestrian Advisory Committee	Voter approved regional Transportation Authority Plans.

Sources: International Association for Public Participation; SVMPO

## PUBLIC PARTICIPATION AND OUTREACH

Welcoming public participation and providing opportunities to comment are the foundation of good public outreach. A few of the strategies described in the Public Participation Plan that can be used to inform, consult, involve, collaborate and empower the public in the regional transportation activities are described in the Public Participation Toolbox table.

## Public Participation Toolbox

Activity	Description	Comments
Brochures	Written material to distribute generally contains more information than a flyer. It is often folded to create a small piece for distribution.	Translation into different languages or provided in alternative formats may be desired for targeted outreach to Title VI protected groups.
Charrettes	An intensive brainstorming session using visual methods to define alternatives.	These can last anywhere from a few hours to a few days. The use of visual aids and hands-on activities can cross the language barriers as well as engage inter-generational or cross-cultural groups.
Conference	A meeting with two or more people where the participants confer and discuss. (This can also be a series of meetings and/or events focused on a unifying subject.)	Professional conferences allow opportunities to learn from those with expertise in a specific aspect of transportation and/or planning.
Contact lists	Create contact lists for interested parties.	Difficult to keep these current.
Displays/Open Houses	Information and materials are displayed in an informal setting where people are free to move about and consider whatever is of interest to them. Informed people are typically available to answer questions and take comments and suggestions.	These are typically held in various public locations, like regional malls and government buildings, but the use of locations or events frequented by specific ethnic groups or targeted groups may increase outreach to protected population groups
E-mails	Using the Internet to contact people that have shared electronic mail addresses.	This is very inexpensive and a quick way to contact people. It is, however, important to find other ways to communicate with people who do not have access to computers. Libraries and Senior Centers are locations in the SVMPO region that provide public access to computers and could be a source providing electronic connections to protected population groups.
Flyers	A written communication piece that provides basic information. Could be mailed, inserted into other communications e.g. utility bills, schools handouts.	Multiple flyers can be produced for one event, plan or project with each flyer designed to communicate with different groups. These can also be produced in various languages or alternative formats.
Focus Groups	A small selected group of individuals meet together, either formally or informally, to give feedback to the organizer on a specific topic.	Because this is a selected group, people who are not selected may be suspicious of the information gathered. Alternative points of view may be left out by those too shy to assert themselves into a selected group or have time constraints.
Forums	A public meeting that is designed to help attendants better understand a subject by hearing different points of view. Usually several people with differing opinions, each make a short presentation and then answer questions. This format is not designed for decision making.	It is often helpful if a disinterested party moderates. It also might be helpful, especially in some communities, if some of the "experts" were local and trusted by the community. If a forum is used, it may need to be in Spanish for Spanish speaking community members (or other language formats depending upon the community group).
Games and Contests	These include a wide variety of activities including such things as board games, role playing, computer simulations, etc.	Use of these is an unusual and creative way to actively involve people.

Activity	Description	Comments
Grocery Store	Contacting people at the grocery store, either by printing information on a grocery bag, dropping information into a grocery bag, staffed information tables, or by displaying flyers or posters in the store.	This is a way to reach a larger and possibly diverse group of people, but it will also require availability of the necessary level of resources.
Key Person Interview/ Organizational Contact	This question and answer session is with a specifically targeted person who has been identified as someone with whom it would be particularly important or useful to speak with on a given topic.	This may be useful as a first step in involving agencies, state or federal partners or reaching advocacy or special interest groups.
Meetings or Presentations	These are opportunities for larger groups of people to get together for a multitude of purposes. The general intent is to allow people to interact on a person-to-person basis. Meetings can be held for a wide variety of reasons from working on an issue to making a presentation and allows for interactive Questions and Answers.	To be most effective, a meeting should inform the participant prior to coming: what type of meeting it will be, what their role will be, and the expected outcome of the meeting. Weakness in relying entirely on the meeting format is that meetings typically focuses solely on the presenter's point of view.
Modeling	Computer and/or physical modeling can be used to help people better visualize or better understand a particular concept or project.	This can provide useful information but computer generated exhibits often appear "completed" and give the impression to the public that decisions have been already made.
Newspaper Advertisement	Information that a newspaper prints in their paper that is not part of the news. The person/group placing the advertisement has control of the content.	These are generally purchased, and are used to announce meetings, events, or activities. Can be used to solicit feedback via surveys or direct interested people to the website.
Newsletters	A regular communication for a predetermined, or self-selected, group of individuals/groups.	These can be mailed or sent electronically. This is a standard way to keep interested individuals and entities informed on a regular basis. Newsletters are also a source of regular information to those that cannot or do not want to travel to meetings.
On-Line Engagement Tools	Embedded tools and interactive virtual rooms allow for interaction with large numbers of people through the Internet. Simple surveys to virtual town halls can allow people to share ideas, comment on others ideas and reach consensus with others in their community.	Can require technology skilled staff. Also do not assume that everyone is on-line or is on-line savvy.
Postcard Notices/Door Hangers	A postcard mailed to a predetermined mailing list to announce an event or activity or provide other specific information.	
Posters	A large written announcement posted in a public place.	These can be placed at numerous locations and designed to appeal to different groups or underserved populations. Posters must be displayed in conspicuous and accessible locations.
Presentation Meetings	These meetings allow the organizer to provide information and answer questions for a large group at once.	The presenter generally does not present any side of the issue other than their own. (The style of the meeting should be adapted to the audience.)
Press Releases	This official release tells the press there is news they might be interested in reporting. It generally follows a specific format and includes who, what when, where and a contact for more information.	Information that is reported as "news" may get more attention and credibility than paid advertising.

Activity	Description	Comments
Public Hearings	This is a legal meeting that is often required to make sure there is some opportunity for public comment. It is normally conducted with elected officials sitting at the front and allowing community members very specific conditions, and limited timeframes, to speak to the issue at hand.	These are often the last opportunity for getting input as they generally occur late in the process. The primary intent of a public hearing is to provide decision makers with input prior to making their final decision. It can also result in contentious and emotional presentations that have little basis in fact.
Public Notice	These are official notices posted prior to meetings.	These are required for meetings where a quorum of elected officials from the same governing body will be present.
Public Service Announcements	These are short announcements usually on radio or television, for which there is no charge and announce something important for the public to know.	Good for announcing real-time changes in traffic control e.g. detours or road closures.
Radio Talk Show	A longer discussion, on the radio, of a particular subject. It usually involves a talk show host and one or more additional people. Sometimes there is an opportunity for people to call in questions.	This is an opportunity for providing more in-depth information on a certain topic.
School Presentations	In order to reach the youth, presentations can be made at the schools, including presentations to clubs, student council, and specific classes. Also a tool to reach parents through school communication channels.	Suggested classes would be: civics, economics (or other senior level classes), and transportation classes.
Speakers' Bureau	This is an organized effort to provide speakers to various groups and events on one or more specific subjects. This generally consists of several speakers who are used as needed.	This allows more flexibility and a broader outreach.
Survey – General	This type of survey is open to anyone who wants to participate. (This can be in traditional or electronic formats).	While the information is useful and important, it cannot be stated as representing a larger group. To be representative the survey must be statistically valid and reach to non-English speaking populations.
Survey - Statistically Valid	This is a survey that collects information from specific people who have been chosen on a random basis according to a specific formula. With this type of survey the results can be stated as representing the group from which the random sample was taken.	These are very expensive but can be useful in certain circumstances and typically include non-English speaking populations. In Cochise County, providing Spanish language surveys is often desired.
Town Meeting	This is usually a semi-formal meeting designed to be open to everyone in a community. It often includes both the public and elected officials with an opportunity for comments back and forth.	These are increasingly held in virtual space through interactive on-line programs.
Web-Site	A series of "pages" on the Internet that relate to a specific subject. They can be reached by anyone who has access to the Internet by typing a particular address or by doing a search.	Websites are a common research tool for the public and relatively easy way to post information the public may wish to review.
Working Meetings/Workshops	Generally these are meetings designed to work through issues when there can be give and take among all the participants. These types of meetings typically inform and solicit input on specific issues, plans, or projects.	Typically, selected persons with expertise in the area are invited and are expected to bring data, information and possible solutions to the meeting. These usually allow a smaller group of people to participate more intensively.



## TITLE VI POLICY

This agency has a nondiscrimination policy that addresses Title VI, Environmental Justice (EJ) and other relevant federal and state statutes. No person, on the grounds of race, color, national origin, gender, age, disability, income status or Limited English Proficiency (LEP), shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any SVMPO sponsored program of activity. Public outreach and data analysis are two tools used to ensure that equal benefits and disproportionate burdens are assessed during project development. The SVMPO Title VI Plan sets out the SVMPO policies and assurances in compliance with Title VI of the Civil Rights Act of 1964 and the 1994 Presidential Executive Order 12898.

### *Title VI of the Civil Rights Act of 1964*

*"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving Federal financial assistance."*

The goal of the SVMPO Title VI Plan is to identify and better understand vulnerable population areas within the region so that opportunities can be enhanced to allow these population groups to be engaged in the regional planning process in meaningful ways. All persons within the SVMPO region should receive equal benefits from planning activities without shouldering a disproportionate share of the burdens. This effort is a continual work in progress that will evolve to reflect the changing demographics and transportation infrastructure needs of the SVMPO area residents.

## ROLE OF THE PUBLIC

Providing opportunities for the public to participate in many different ways is one of the methods for encouraging input and involvement from potentially affected people, business and organizations. A few ways in which the public can be involved in regional transportation planning include:

- ❖ Share thoughts and ideas during posted public comment periods or hearings
- ❖ Seek membership on SVMPO advisory committees and working groups
- ❖ Be involved in advocacy groups with a focus on aspects of transportation that interest you
- ❖ Attend public meetings to present or submit your comments
- ❖ Attend open houses to learn and understand more about regional planning activities and share your comments
- ❖ Ask to be on SVMPO e-mail list for newsletters or notices
- ❖ Participate in surveys about transportation or regional planning
- ❖ Visit the SVMPO website at [www.svmppo.org](http://www.svmppo.org) to learn more about SVMPO's planning activities and regional programs, and to view its calendar of meetings and events

---

### **COMMENTS IN WRITING MAY BE SUBMITTED BY:**

**MAIL:** Sierra Vista MPO, 401 Giulio Cesare Ave., Sierra Vista, AZ 85635-2411

**E-MAIL:** [SVMPO@SierraVistaAz.gov](mailto:SVMPO@SierraVistaAz.gov)

**WEBSITE:** Comments may be submitted through the on-line comment form at [www.svmppo.org](http://www.svmppo.org)

---



## DEVELOPMENT OF THE PUBLIC PARTICIPATION PLAN

This Public Participation Plan has gone through several stages during its development:

- ❖ Preparation of a preliminary draft plan.
- ❖ Evaluation of this plan to ensure compliance with all federal regulations.
- ❖ Review of the plan by SVMPO's Legal Counsel and Staff.
- ❖ Circulation of the draft plan for at least 45 calendar days. This includes notice to all potentially affected interests that this final draft plan is available for review, including placement on the SVMPO's website.
- ❖ Review of the plan by stakeholders including the general public, governmental entities, and transportation professionals/businesses.
- ❖ Review and evaluation of any recommended revisions.
- ❖ Adoption/Acceptance of the final plan by the SVMPO Executive Board.
- ❖ Ongoing implementation of the plan by SVMPO.
- ❖ Availability of alternative formats i.e. large prints, Braille, audio/video cassettes (as appropriate) upon request for individuals with hearing/vision impairments.

This Public Participation Plan should be updated at least every 5 years. Other periodic revisions may occur, as new and better approaches are determined. Each time any significant content revisions are made (other than technical or grammatical revisions) the public will be given a 45-calendar day review and comment period prior to implementing the changes.

## EVALUATING PUBLIC INVOLVEMENT ACTIVITIES

A continuing focus on evaluation and enhancement of the public participation process should help to improve the outcome of each new SVMPO plan, project, or program. It is important to evaluate the effectiveness of the Public Participation Plan on a regular basis. Evaluating public participation includes:

- ❖ A quantitative aspect which uses measurements such as the number of activities held, the number of notices sent, and/or the number of people who participated.
- ❖ The qualitative aspects relating to perceptions, attitudes, and effectiveness. Did the people who participated feel they were heard? Were all the potentially affected interests (including the underserved) actually represented? Were the materials provided easy to understand? Were announcements received in a timely manner?
- ❖ How the public input was used. This information needs to be recorded and made available. It also needs to be considered in the decision-making process.
- ❖ Evaluate the reasons why there was good (or poor) participation to better inform future outreach activities.

Complaints about the adequacy of any public involvement efforts may be submitted to the SVMPO via e-mail at [svmpo@SierraVistaAZ.gov](mailto:svmpo@SierraVistaAZ.gov) or by calling 520-515-8525. SVMPO staff will work to resolve the issue or concern, and unresolved issues will be forwarded to the SVMPO Executive Board.

## PUBLIC REVIEW AND ADOPTION OF THE 2019 SVMPO PUBLIC PARTICIPATION PLAN

The Public Participation Plan went through a 45-day public review process, beginning on *December 3, 2018*, as required under Federal Highway Administration and Federal transit Administration regulations (23 CFR 450.316[c]).

All public comments were reviewed and modifications, as feasible, were made based on the input received.

This updated Public Participation Plan becomes effective upon adoption by the SVMPO Executive Board on *January 17, 2019*.

## APPENDIX A: COMPLIANCE INFORMATION

This Public Participation Plan addresses a variety of federal requirements relating to public involvement on transportation projects. These requirements include:

- 1) The requirements found in the Code of Federal Regulations on Highways (23CFR) section 450.316(b) (1) titled: Metropolitan Transportation Planning Process: Elements b1. This section outlines ten specific requirements that have all been incorporated in the specifics of this plan.
- 2) Americans with Disabilities Act (ADA) requirements to provide equal access to people with disabilities.
- 3) Title VI of the 1964 Civil Rights Act prohibiting discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
- 4) Transportation Equity Act for the 21st Century (TEA-21) Section 1203 (h) (1) (B) & Section 1203(h) (4) requiring Metropolitan Planning Organizations to provide "Opportunity for Comment" and "Notice and Comment" when working on the Transportation Improvement Program.
- 5) Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994 which requires each federal agency to make achieving environmental justice part of its mission.
- 6) National Environmental Policy Act of 1969 (NEPA) which focuses on providing for "all Americans' safe, healthful, productive and esthetically pleasing surroundings," and developing a "systematic, interdisciplinary approach" in community environmental decision making.
- 7) U.S. DOT Order 5610.2: Order to Address Environmental Justice in Minority Populations and Low-Income Populations, April 1997 which summarizes and elaborates on the Executive Order 12898.
- 8) Limited English Proficiency (LEP) – DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons (December 14, 2005). Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their program and activities for individuals who are Limited English Proficient.