



Cheyenne Metropolitan Planning Organization

Public Participation Plan

2015



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Cheyenne Metropolitan Planning Organization

2015

Public Participation Plan (PPP)



Introduction

Citizen participation affirms the rights of the community to be informed and to provide comments to and receive responses back from the local government. It also provides a mechanism to express needs and meet goals for civic involvement.

A successful public participation process provides citizens the information and the opportunity they need to make informed ideas and opinions about planning issues.

Background

With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged “a *Continuing, Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities”, thus, the “3-C” planning process evolved.

An array of subsequent and current highway bills further increased the need for the transportation planning process. These bills were/are:

- Federal Highway Act of 1970
- FHWA/Urban Mass Transportation Administration Joint Regulations (UMTA) (1975)
- Federal Aid Highway Act of 1982
- Revised FHWA/UMTA Joint Regulations (1983)
- Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)
- Transportation Equity Act of the 21st Century (TEA-21) 1998
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) 2005
 - As part of the Federal SAFETEA-LU transportation bill all MPOs must develop and use a documented Public Participation Plan. The affected agencies, citizens and groups, that the plan is intended to reach, should also have a say in putting the plan together.
- Moving Ahead for Progress in the 21st Century Act (MAP-21) 2012
 - MAP-21 requires the Metropolitan Planning Organizations (MPOs) to provide for consideration of projects and strategies that will serve to implement six (6) transportation planning factors as follows:
 - *Strengthens America’s Highways*
 - *Establishes a Performance-Based Program*
 - *Creates Jobs and Supports Economic Growth*
 - *Supports the Department of Transportation’s (DOT) Aggressive Safety Goals*
 - *Streamlines Federal Highway Transportation Programs*
 - *Accelerates Project Delivery and Promotes Innovation*

- Fixing Americas Surface Transportation Act (FAST) – 2015
 - This bill establishes a new National Highway Freight Program
 - MPOs must provide for the development and integrated management of “intermodal facilities that support intercity transportation, including intercity buses and intercity bus facilities, and commuter van providers.”
 - Public Transit representatives shall have same authority as other MPO committee members
 - MPOs are encouraged to consult with State agencies that plan for tourism and natural disaster reduction
 - New planning factor: mitigate stormwater impact on surface transportation
 - MPO Plans shall identify public transportation facilities and intercity bus facilities

The Cheyenne MPO PPP is a living document and will be continually reviewed for possible changes and/or updates. This document replaces the previous Public Participation Plan from September 2007.

Cheyenne Metropolitan Planning Organization Designation

The Cheyenne Metropolitan Planning Organization (MPO) was officially established in October 27, 1981 and was formerly known as the Cheyenne Area Transportation Planning Process, or ChATPP. The MPO is responsible for ensuring that Federal funds for transportation projects in the urban area are spent in compliance with local government development guidelines and Federal regulations.

The MPO is also responsible for developing transportation policies and coordinating the various federal, state, and local agencies involved in long-range transportation and coordinated land use planning efforts for the Cheyenne Urban Area.

I. Committees

1. **Policy Committee** – This group guides the direction of the MPO and sets policies. This committee decides and recommends how federal planning funds (PL), highway construction and Transit 5303 planning funds are spent, in cooperation with federal and state agencies. The recommendations made by the Citizens Advisory Committee and the Technical Committee serve as a guide and recommending committees to the Policy Committee. This committee’s makeup is comprised of three voting members; the Mayor of Cheyenne, a Laramie County Commissioner, and the District Engineer from the Wyoming Department of Transportation. The Policy Committee reviews and approves the MPO budget and planning priorities.
2. **Technical Committee** - Engineers, planners, and numerous technicians from Wyoming Department of Transportation, Laramie County, the City of Cheyenne, and other local agencies or companies including the school district, freight movers, rail providers, the airport, and F.E. Warren Air Force Base make up the membership of the Technical Committee. Groups and agencies such as utility companies and development organizations involved in the growth of the community are also invited to participate. This committee recommends to the Policy Committee the adoption of plans and projects.

3. **Citizens' Advisory Committee** - The Citizens' Advisory Committee for transportation is comprised of individuals who have an interest in the overall transportation system for the Cheyenne Urban Area. Elected officials are not eligible to serve on the committee. Members may have special interest in a particular mode or generally have an interest to assist the MPO in achieving its goals and objectives. This committee recommends to the Policy Committee the adoption of plans and projects.

II. Planning Boundary

The Cheyenne MPO planning area encompasses the entire City of Cheyenne plus the surrounding area in Laramie County that falls within the MPO Planning Boundary. The population within the planning boundary as of 2011 was 81,676. The northern boundary of the Planning Area is approximately one mile north of Horse Creek Road/Iron Mountain Road. The Planning Area generally extends two miles west of Round Top Road. The southern boundary follows the Wyoming state line and jogs up to Chalk Bluff Road east of US 85. Its eastern boundary extends northward from Chalk Bluff and includes the Archer Interchange area.

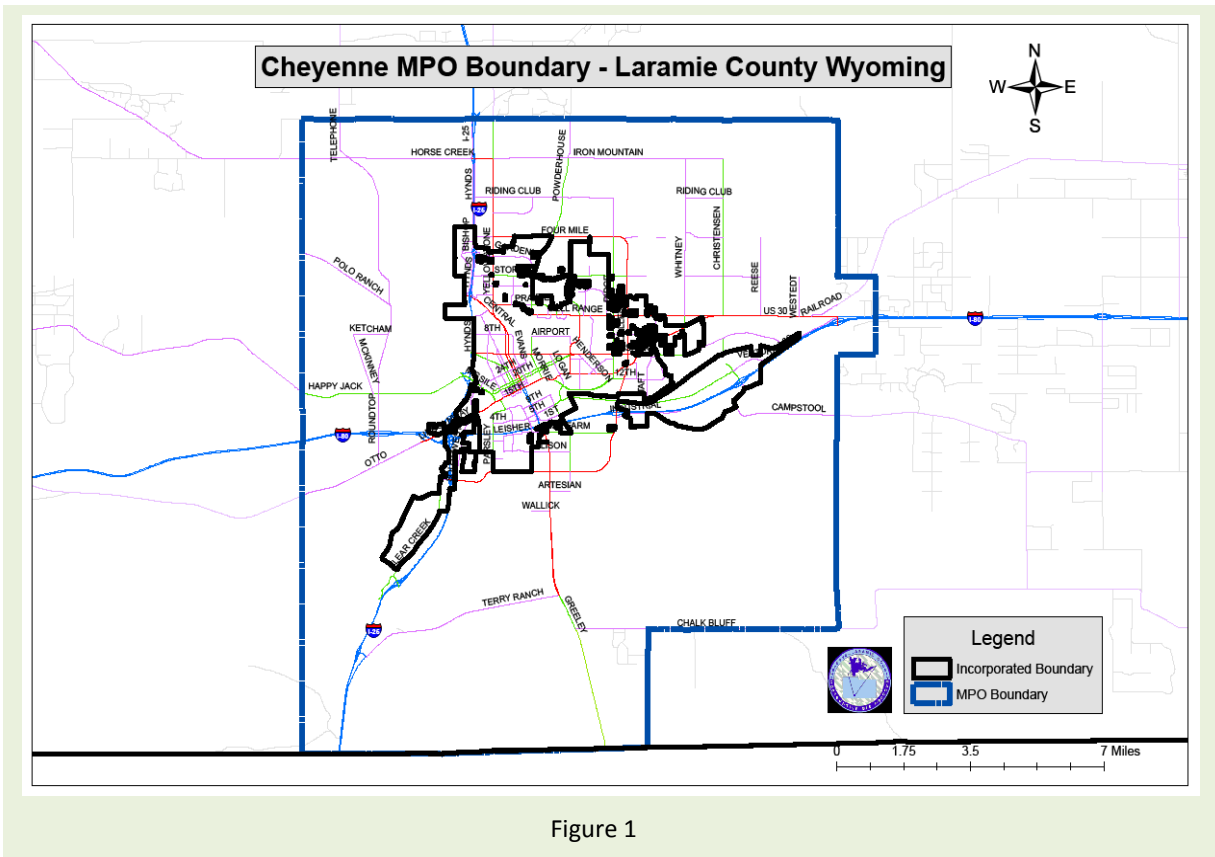


Figure 1

III. Responsibilities

To carry out the regional transportation planning process, each urbanized area with a population of 50,000 people or more has a MPO which acts as a liaison between local communities, their citizens, and the state and federal departments of transportation. MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent. The primary functions of the MPO are to perform the major tasks listed below:

- a. Establish the goals, objectives and policies governing transportation planning in the region
- b. Approve an annual Unified Planning Work Program (UPWP) and budget
- c. Direct the preparation of, and adopt a Long Range Transportation Plan (LRTP) including both long-range and short-range strategies for improving the region's multimodal transportation system
- d. Recommend projects for implementation through the adoption of the Transportation Improvement Program (TIP)

Public Participation Process

I. Policy Guidelines

This public participation plan contains policies, goals, objectives, and techniques that will be used by the MPO for public involvement as appropriate. The PPP is intended to provide direction for public involvement activities to be conducted by the MPO, its agents or hired consultants who will:

- a. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community, affected by transportation plans, programs and projects (including, but not limited to, local jurisdiction concerns).
- b. Provide reasonable and easy public access to technical and policy information used in the development of the LRTP, the TIP, and the PPP, as well as other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
- c. MAP-21 requires that the MPO follow a performance based planning approach. Therefore, public involvement, both educational and solicitation of input shall be outcome based to the best extent possible. The process shall begin with the establishment of goals and objectives with respect to public involvement and outreach. Success in the public process shall be measured by the achievement of consensus between stakeholders and the determination of a recommended and accepted course of action.

- d. Give adequate public notice of public participation activities and allow time for public review and comment at key decision points, including, but not limited to, approval of the LRTP, the TIP, and other transportation plans and projects. If the final draft of any transportation plan differs significantly from the one available for public comment by the MPO and raises new material issues, which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan shall be made available.
- e. Solicit the needs of those under-served by existing transportation systems including, but not limited to, the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households. MAP-21 requires that the MPO shall provide reasonable opportunities for 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 planning process via 23 U.S.C. 104(d)1. FAST Act adds intercity bus operators and commuter vanpool providers to interested parties list.
- f. The MPO will provide assistance to ensure that persons with disabilities have access to all programs, services, activities, and information, offering full opportunity to participate in the public involvement process, in accordance with the Americans with Disabilities Act (ADA) (42 USC 126). The public involvement process will provide assistance to Limited English-Proficient (LEP) persons so that they can meaningfully engage with the MPO public participation process, consistent with Title VI of the Civil Rights Act of 1964 and Executive Order 13166.
- g. Provide a public comment period of 30 calendar days prior to the adoption of the public participation plan and/or any amendments. Notice of the comment period will be advertised in a newspaper of general circulation and various other publications prior to the commencement of the 30-day comment period. Notice will also be emailed to the entire MPO mailing list prior to the start of the 30-day comment period.
- h. State Statute § 15-1-505-507, govern the guidelines for Master Plans and documents that are intended to be adopted as amendments to the MPO Master Transportation Plan. Therefore the advertising and subsequent public comment period will be not less than 30 calendar days prior to adoption of these Plans.
- i. For other planning studies such as corridor plans, sub-area/neighborhood plans and special study plans the Wyoming Administrative Procedure Act §16-1-101, will take precedence therefore, the comment and advertising period shall be not less than 14 calendar days.

- j. Coordinate the public participation process with statewide public participation processes wherever possible to enhance public consideration of the issues, plans and programs, in order to minimize redundancies and costs.

II. Goals & Objectives

- a. **Inform and Educate the Citizens of the Cheyenne Metropolitan Area**
- b. **Create Outreach and Connection Building Opportunities**
- c. **Engage the Public and Encourage Participation**
- d. **Solicit Input to Shape Policies, Plans, and Programs**
- e. **Evaluate / Measures of Effectiveness / Performance Measures**

Best Practices for Public Engagement

- Listen first
- Know your audience – Structure your outreach to get the message to the intended audience.
- At times, trusted local leaders are often more effective messengers than agency staff or consultants.
- Use clear, neutral, accessible language and don't assume shared knowledge or values
- Avoid “trigger words” that may be controversial.
- Communicate roles, responsibilities, and expectations for behavior.
- Be clear about what is “fixed” and what is open for influence.
- Explain the time line, range of opportunities for participation, and how input will be used in decision-making.
- Respond to all public comments in a balanced and respectful manner.
- Anticipate and prepare for likely comments and questions.
- Remain calm, be kind, and rely on facts.

III. Techniques and Strategies to Realize Goals & Objectives— some or all techniques may be used

A. Inform and Educate

1. Public meetings during weekday evening hours reach very few people who tend to be made up of a similar demographic. It is important to determine what voice is missing from this discussion and how to bring this voice into the process.
2. Explore adding a certain percentage of the MPO projects budget yearly to be used solely for public engagement. This budget item could be used for hiring a consultant from a professional agency that would be tasked with the development and implementation of materials that would inform and educate the public about the MPO, its role and the benefits of the organization to the community, as well as for each project. This agency,

along with MPO staff could jointly be responsible for some of the following items and others that have not been identified:

- a. Use *Publications* and *Mailings* (postcards) with simple but attractive graphics, slogans, pictures, and maps. Hard copy or electronic newsletters sent out on a regular basis could also get the word out about what the MPO is doing, e.g. Constant Contact. Always include the website address.
- b. It is becoming increasingly important to use *Social Media* (Mind Mixer, My Sidewalk, Metro Quest, Open Plans, Twitter, and Facebook) to reach audiences that prefer those methods of communication.
- c. The use of *Media Blasts* can get the word out about an event quickly.
 - i. Write an editorial about the purpose and need or goals of the plan and put in local newspapers.
 - ii. Radio or TV shows interviews about the project or plan.
- d. Use *Display ads* versus legal ads in local newspapers on high circulation days to reach significantly more people.
- e. *Email lists* such as Constant Contact, for general or specific project milestone or event notifications. Update lists after every mailing.
- f. *Variable Message Boards* with info regarding upcoming public participation opportunities can be highly effective when attempting to reach travelers along a specific corridor.
- g. *Project Information Sheets* for distribution to neighbors and businesses
- h. Prepare and distribute a *brochure* that explains the Cheyenne MPO and other educational topics.
- i. Combine outreach *Info Booths* with other local events. Stage creative and fun events with the intention to present a projects purpose and need and/or gain public input and support. This can include *Pop-Up Meetings*, an idea from St. Paul, Minn.
- j. A *Website* can be a useful MPO communication tool; however the MPO Citizens' Engagement in Transportation Planning survey revealed that respondents thought the website was one of the least effective ways to reach out to them.
www.plancheyenne.org
 - i. Post upcoming events on a meetings calendar or under current events.
 - ii. Keep website fresh. If the budget allows, purchase software that can create a daily or weekly *Opinion Poll Question* where the respondents can see the results instantly.
 - iii. The project pages on the MPO website should include copies of *handouts* and *summaries* from public meetings to update citizens who did not attend.
 - iv. Explore accessible formats to be more inclusive of those citizens with disabilities.

- v. Allow the opportunity to submit questions to staff online for a particular project
- k. Use *Visualizations* and *Scenario Planning* at Open Houses, Workshops and online. Use audience interactive techniques for greater engagement. e.g., keypad polling questions.

B. Outreach and Connection Building Opportunities

1. Offer early and continuous opportunities for the public to be involved. Use *Face to face techniques* to directly inform the affected residents such as corridor walks that have been announced prior to the event. By engaging the public at an early stage, social and economic issues, as well as, environmental impacts of proposed transportation decisions can be identified and incorporated into planning work near the beginning of a planning process.
2. Facilitate Information Flow between the Public and Policy-Makers including *Speakers Bureaus* and Elected Officials Briefings
3. MPO staff should actively participate in civic organizations such as the Rotary, Lions, and Kiwanis Clubs.
4. Staff should participate in public interactions and collaborations with Community-based organizations that have complementary missions whenever possible, e.g., retirement communities, AARP, Laramie County Wellness Coalition, Chamber, Information Clearing Houses and other transportation agencies.
5. Use the MPO Citizens' Advisory Committee (CAC) on transportation for more effective outreach to the community. Some ideas could include:
 - a. Divide up the MPO boundary and assign CAC members to different areas to canvas with flyers about an MPO projects.
 - b. Advertise ways to contact CAC members
 - c. Attend neighborhood block parties- bring flyers, talk to people about CAC and one or two projects.
 - d. Be the welcoming speaker to the attendees at public meetings, workshops, summits or educational presentations.

C. Engage and Encourage Participation

1. Hold *Public Meetings* with presentations or *Open Houses* with displays and no formal agenda. Always have a sign-in sheet including contact information.
 - a. The advertising tools should give the audience a clear picture of what to expect at the meeting so they can make an informed decision to attend.
 - b. The first meeting must be accompanied by a clear message on what and why the project is taking place. What is the problem that is being addressed? Decide on next steps by the end of the meeting and announce them at that time. Set the date for the

- next meeting if possible. Tell attendees what will and will not occur once a plan is finalized. Share projected time frame of planning or implementation, if known.
- c. Choose appropriate times and venues for the intended audience.
 - d. The use of keypad polling with instant results keeps the audience engaged and participating.
2. Effectively integrate the considerations and viewpoints of those who are Limited English Proficiency (LEP) as well as, persons with disabilities and low income.
 3. Use *on line sources and surveys* to supplement the direct contacts that have been established at Public or One on One meeting.

Specific Techniques to help encourage participation among the traditionally underserved population

- Conduct interviews orally so that low literacy will not be a barrier.
- Divide larger groups into smaller, more comfortable sizes.
- Utilize local residents to help interview people in their own community.
- Provide a comfortable meeting space with light refreshments (cookies and punch), chairs, and tables.
- Involve local officials and community insiders.
- Hold meetings in "neutral" locations, like schools or community centers that are accessible by transit and comply with ADA.
- Work with existing organizations
- Attend scheduled and special events.
- Use interpreters and translated materials where appropriate and feasible.

D. Input to Shape Policies, Plans and Programs

1. Opportunities for public input should be available at every stage of the planning process by using the Citizens' Advisory Committee, the MPO website, email, comment cards at public meetings, *Social Media*, i.e. Mind Mixer, *web-based surveys*, i.e. Survey Monkey and keypad polling. When comments are received, provide written confirmation. "Thanks for commenting on..." Provide specific feedback as necessary.
2. Every effort will be made to consider and respond to public input during the plan development process. An important goal is to gain consensus and support for specific plans, programs and projects. The amount of public participation shall not be limited by numerical amounts but by achieving a measureable amount of consensus.
3. If a substantial amount of comments are received on draft plans as a result of public input, then a summary, analysis, or report on the disposition of comments will be made and included in the final LRTP and/or TIP documents and other MPO plans. Set up business and citizen's groups for the area that the project is in.

Public Engagement for the *Tech Savvy* Population

- This audience is traditionally 18 to 35 years in age but as the year's progress, so will the upper-end of the age range of those in this audience.
- Technology is utilitarian to this group, and they are generally comfortable with the internet, software, and various social media platforms, as well as the devices used to access them.
- This demographic likely prefers to read, review or do surveys in their own way and when convenient to their personal schedules.
- Raising families may prevent those in this group from attending evening meetings or public hearings, increasing the probability that they will look to their hand-held device for the opportunity to communicate their thoughts.
- Perusing websites, blogs, e-newsletters, and social media - including participating in interactive web-based surveys - is *more likely* to be accomplished on hand-held or highly portable devices rather than the traditional desktop computer.

E. Evaluate /Measures of Effectiveness / Performance Measures

1. Measure the effectiveness of the outreach tools and demonstrate their value.
2. Include a summary of the public engagement strategies used in every plan or project. Within the summary indicate how these strategies influenced the outcome and recommendations of the project.
3. A public participation strategy can only be declared effective over time, and an evaluation component within this Public Participation Plan (PPP) will ensure sustainability among its best practices.
4. Not only do the tools and techniques need to be monitored and continue to evolve, but the entire PPP document and process should be reviewed and updated at least every five years prior to the LRTP update to ensure that appropriate changes are being implemented by the MPO.
5. The PPP may also be reviewed and updated if new planning regulations are enacted or if other changes occur that prompt the MPO to direct staff to update the plan.
6. Table 1, outlines the performance measures that can be used to evaluate several public participation tools or techniques and the methods for improving each. These performance measures should be tracked by MPO staff.

IV. Appendices

- A. Common Terms in Planning
- B. Survey procedure and results
- C. Public Comments on this PPP Process

V. Attachments

- A. Advertisement used in print media
- B. Contact letter sent with email
- C. Copy of the Survey
- D. Survey results and Graphics

Performance Measures – Table 1

Tool	Performance Measure	Methods of Improvement
E-mail/ Contact lists	Number of persons included in the database/Number of persons contacted	Increase e-mail list by advertising the availability of e-mail announcements using other public involvement tools
Direct Mailings	Number of persons reached	Increase/Decrease mailing list to more accurately target affected areas. Use the most up-to-date information to maintain the mailing list.
Newsletters	Number of persons reached	Increase or decrease distribution to more accurately target an area that may be affected
Small Group Meetings	Number of participants/ Attendance	Schedule at convenient times and locations. Hold multiple workshops. Use other tools to increase awareness.
Public Meeting	Number of participants/ Attendance	Schedule hearings at convenient and accessible times and locations. Hold multiple meetings. Use other public involvement tools to increase awareness of meetings.
Websites	Number of hits/ Viewers	Use other public involvement tools to increase advertisement of the web site.
Newspaper Display Ads	No measure / Typically required by regulations	No measure / Typically required by regulations
Surveys	Numbers of persons contacted / Number of respondents	Encourage responses by explaining the importance of receiving feedback. Offer incentives.
Social Media	Number of followers / “Likes”	Use other public involvement tools to increase awareness including website links.
Social Media	Number of participants in a discussion	Number of ideas generated using Mind Mixer or similar software.
Info Booths at Local Events	Number of persons reached / Attendance	Schedule at convenient times and locations. Attend events that are not normally targeted. Participate at multiple events. Use other tools to increase awareness.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Attest:

MPO Policy Committee Chairman

Richard L. Kaysen, Mayor

Carol Intelkofer, City Clerk

Date: _____

WYDOT District Engineer

Pat Persson, P.E.

Date: _____

FHWA Wyoming Division Director

Jeffery Purdy

Date: _____

Appendix A

Common Terms in Planning

Americans With Disabilities Act (ADA)	The legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities.
Blogging	A web site that contains online personal reflections, comments, and often hyperlinks provided by the writer.
Corridor	A broad geographical band that follows a general directional flow connecting major sources of trips that may contain a number of streets, highways, and transit route alignments.
Corridor Studies	The usual purpose of the corridor study is to determine the best way to serve existing and future travel demand. These studies define alignment, mode(s) and facilities between activity centers or other logical termini. Corridor planning is accomplished using a long-range outlook (at least 20 yrs, but sometimes longer).
Consultation	The act of consulting on conferring; deliberation of two or more persons on some matter aimed at ascertaining opinions or reaching an agreement.
Crowdsourcing	Distributed problem solving. By distributing tasks to a large group of people, you are able to mine collective intelligence, assess quality and process work in parallel.
Department of Transportation (DOT)	Establishes the nation's overall transportation policy. Under its umbrella there are ten administrations whose jurisdictions include highway planning, development and construction; urban mass transit; railroads; aviation; and the safety of waterways, ports, highways, and oil and gas pipelines. The Department of Transportation was established by act of Congress on October 15, 1966, as amended (49 U.S.C. 102 and 102 note), "to assure the coordinated, effective administration of the transportation programs of the Federal Government" and to develop "national transportation policies and programs conducive to the provision of fast, safe, efficient, and convenient transportation at the lowest cost consistent therewith."
Federal Highway Administration (FHWA)	A branch of the U.S. Department of Transportation (DOT) that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design, and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads, and other Federal lands roads. Became a component of the DOT in 1967 pursuant to the Department of Transportation Act (49 U.S.C. app. 1651note).

<p>Federal Transit Administration (FTA)</p>	<p>A branch of the U.S. Department of Transportation that is the principal source of federal financial assistance to American's communities for planning, development, and improvement of public or mass transportation systems. FTA provides leadership, technical assistance, and financial resources for safe, technologically advanced public transportation to enhance mobility and accessibility, to improve the Nation's communities and natural environment, and to strengthen the Nation's economy. (Formerly the Urban Mass Transportation Administration) operates under the authority of the Federal Transit Act, as amended (49 U.S.C. app. 1601 et seq.). The Federal Transit Act was repealed on July 5, 1994, and the Federal transit laws were codified and re-enacted as chapter 53 of Title 49, United States Code. The Federal Transit Administration was established as a component of the Department of Transportation by section 3 of Reorganization Plan No. 2 of 1968 (5 U.S.C. app.), effective July 1, 1968. The missions of the Administration are 1) to assist in the development of improved mass transportation facilities, equipment, techniques, and methods, with the cooperation of mass transportation companies both public and private. 2) to encourage the planning and establishment of area wide urban mass transportation systems needed for economical and desirable urban development, with the cooperation of mass transportation companies both public and private. 3) to provide assistance to State and local governments and their instrumentalities in financing such systems, to be operated by public or private mass transportation companies as determined by local needs; and 4) to provide financial assistance to State and local governments to help implement national goals relating to mobility for elderly persons, persons with disabilities, and economically disadvantaged persons.</p>
<p>Goals</p>	<p>Generalized statements which broadly relate the physical environment to values.</p>
<p>Internet</p>	<p>A vast computer network linking smaller computer networks worldwide. The Internet includes commercial, educational, governmental, and other networks, all of which use the same set of communications protocols.</p>
<p>Long-Range Transportation Plan (LRTP)</p>	<p>A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system, and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all of the transportation improvements scheduled for funding over the next 20 years.</p>
<p>Metropolitan Planning Area</p>	<p>The geographic area in which the metropolitan transportation planning process required by 23 U.S.C. 134 and section 8 of the Federal Transit Act (49 U.S.C. app. 1607) must be carried out. (23CFR420)</p>
<p>Metropolitan Planning Organization (MPO)</p>	<p>1) Regional policy body, required in urbanized areas with populations over 50,000, and designated by local officials and the governor of the state. Responsible in cooperation with the state and other transportation providers for carrying out the metropolitan transportation planning requirements of federal highway and transit legislation.</p>

	2) Formed in cooperation with the state, develops transportation plans and programs for the metropolitan area. For each urbanized area, a Metropolitan Planning Organization (MPO) must be designated by agreement between the Governor and local units of government representing 75 percent of the affected population (in the metropolitan area), including the central cities or cities as defined by the Bureau of the Census, or in accordance with procedures established by applicable State or local law (23 U.S.C. 134(b)(1)/Federal Transit Act of 1991 Sec. 8(b)(1)). (FHWA2)
Microblogging	Blogging done with severe space or size constraints typically by posting frequent brief messages about personal activities.
Public Meeting or Hearing	A public gathering for the express purpose of informing and soliciting input from interested individuals regarding transportation issues.
Public Participation	The active and meaningful involvement of the public in the development of transportation plans and programs.
Section 508, Rehabilitation Act	An Act amended by Congress in 1998 to require Federal agencies to make their electronic and information technology accessible to people with disabilities.
Social Media	Forms of electronic communication (as web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos)
Surveys	A sampling, or partial collection, of facts, figures, or opinions taken and used to approximate or indicate what a complete collection and analysis might reveal.
Title VI	Title VI of the Civil Rights Act of 1964. Prohibits discrimination in any program receiving federal assistance.
Transportation Improvement Program (TIP)	A document prepared by a metropolitan planning organization that lists projects to be funded with FHWA/FTA funds for the next one- to three-year period.
Unified Planning Work Program (UPWP)	The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.
Visioning	A variety of techniques that can be used to identify goals.
Visualization	Formation of mental visual images, or the act or process of interpreting in visual terms or of putting into visual form.
Website	A connected group of pages on the World Wide Web regarded as a single entity, usually maintained by one person or organization and devoted to a single topic or several closely related topics.

Appendix B

I. Survey

A. Survey Purpose

To ensure that the Public Participation Plan was developed in consultation with the public, the MPO staff prepared a survey intended to give the MPO area transportation planners a better understanding of the best ways to inform and engage the urban citizens of Cheyenne and Laramie County in the transportation planning process.

The MPO community engagement survey identified the following items:

1. General knowledge of the MPO and regional transportation planning processes.
2. Obstacles that prevent participation in the transportation planning process?
3. Better ways to keep citizens informed about regional transport planning issues?
4. How concerns expressed by the public should be addressed and responded to by the MPO and staff?
5. How to better incorporate the public comments received into the MPO's regional transportation planning activities?

B. Timeline of Implementation of the Survey Attachment A is the Survey

1. **Survey Availability** -September 22 – October 19.

2. **On-line survey**

Constant Contact, a social media newsletter tool, was used and to reach potential respondents and over 1000 emails from the Urban Planning/MPO Constant Contact lists were sent. These included Bicycle supporters, general lists, master lists and MPO Committee lists. Also MPO staff added another 25 emails from agencies and organizations that were necessary to include. County Planning forwarded the survey request email to their list serve on September 23. The email introduction asked recipients to pass the survey invitation on to their own distribution lists.

3. **Locations**

- a. Link from websites:

- i. MPO site
 - Original link: <http://survey.constantcontact.com/survey/a07ebhylwjpie3azr7p/start>
 - Short link: <http://tinyurl.com/MPOtransportationsurvey>

- ii. City Facebook Oct. 1, 2015

- b. Paper copies were available at:

- i. Laramie County Library
- ii. City Municipal Building
- iii. County Courthouse both vehicle titles and plates

- iv. County Planning Office, 3966 Archer Pkwy., Cheyenne, WY 82009
- v. Senior Center
- vi. Cheyenne Transit Program office

4. Advertising

- a. Media release sent on September 29, 2015.
- b. Display advertisement in local newspapers
 - i. WTE ad went into Sunday September 26, 2015
 - ii. Traders ad went in October 2, 2015
 - iii. Tidbits ad for both Oct. 7 and Oct. 14, 2015

5. Distribution email list: The following list was provided to cross check with existing lists. If not on existing list, they were added to this survey.

- | | |
|--|---|
| a. LEADS partners | o. State Offices |
| b. FE Warren AFB | p. CTP(notices on bus) |
| c. Union Pacific RR | q. Transit Advisory Board |
| d. Cheyenne Regional Airport | r. LCSD #1 Administration |
| e. WYDOT | s. Bicycle Advisory Committee |
| f. FHWA | t. Greenway Advisory C |
| g. Senior Center (post in common area) | u. Botanic Garden Groups |
| h. AARP | v. Service Groups <ul style="list-style-type: none"> a. Kiwanis b. Rotary c. Lions |
| i. DDA | w. LCCC |
| j. League of Women Voters | x. Historical Preservation |
| k. Chamber and Chamber Young Professionals | y. State Historical Preservation |
| l. Visit Cheyenne | |
| m. WBC | |
| n. SCCDA | |

6. Survey

- a. On 10/01/2015 8:00 a.m. there were 209 people who had opened the survey and 132 people had completed it.
- b. A reminder email was sent out the week of October 5 – 9, asking those who had not yet completed the survey to do so.
- c. The survey was taken down on October 19th. There were 12 paper copies received via email, USPS and drop off.
- d. Final internet results showed that 205 people completed the survey, and another 12 via hard copy. The ratio of effectiveness was around 4-5%.

7. Survey Results

Section 1 -Citizens and Transportation

This series of six questions revealed to the MPO that survey respondents were most concerned about maintenance of the roadway system. Fifty percent rated it most important over growth infrastructure, safety, and transit planning as well as, others.

Most respondents were either very involved or somewhat involved with local transportation issues. (112 total)

From the answers received it seems the MPO could do better at communicating that opportunities do exist for input to be given online. (The MPO website should include on the first page a place for citizens to give comments or ask questions directly to an MPO staff member. These should be responded to within 1-2 days) There is also a need to get the word out about other ways to get involved. Quite a few respondents feel they are disconnected from government decision making and expressed apathy towards citizen influence.

When it came to how the respondents wanted to be contacted, respondents overwhelmingly prefer email notification of transportation input opportunities. The US Postal Service, TV/radio, newspaper and social media were all fairly effective in reaching citizens, but the least effective was phone calls. Surprisingly most respondents did not feel website viewing was very effective.

These survey takers liked internet surveys as a means to gather information from them.

The public feels they are effectively assisting the MPO with identifying the values for transportation decisionmaking and the long term transportation plan.

Section 2 -About the MPO

The internet survey respondents who were gathered from Constant Contact listserves and other MPO email lists were aware of the MPO. Perhaps respondents who might have been forwarded the survey link or picked up a hard copy were less likely to know the about the MPO.

Since PlanCheyenne was completed about a year ago, it is not surprising that most respondents were familiar with the products associated with it. Quite a few persons on the MPO email lists also filled out the survey.

Most survey takers attended meetings for MPO Projects, Public hearings for MPO projects, PlanCheyenne and Bike planning projects. The low attendance numbers in the categories of Transit and Safe Routes to School may have been due to the fact that the MPO has not done a transit plan for a few years and Safe Routes to School plans are very neighborhood specific.

Lastly, it might be easier to engage folks for input about our projects at meetings the respondents are already attending. This is something we should pursue.

8. Action taken based on survey results
 - a. The results of the online and paper survey did not add any new information to our Public Participation Plan, however; it did reorder the importance and emphasis of what techniques we might be concentrating our resources on. Such as more concentration on reaching folks electronically and at other meetings and events in the area rather than focusing on public meetings and our website to reach them.
 - b. The Draft PPP will be discussed and approved for Policy Committee acceptance at MPO Technical Committee on November 18 and MPO Citizens Advisory on November 19. After MPO Tech approval; the Plan will be released for a 30 day public comment period: December 1 – January 4, 2016. Public comments can be found in appendix C.
 - c. The Final Plan goes to the MPO Policy Committee in the second quarter of FY 2016 for approval.

Appendix C

Public Comments – No additional public comments were received during the 30 day comment period. December 1, 2015 – January 4, 2016.

Attachment A



Dear residents of Cheyenne and the urban area of Laramie County:

The Cheyenne Metropolitan Planning Organization (MPO) is the transportation planning entity for the urban region of Laramie County. The MPO is updating our Public Participation Plan. It is our intention that this plan will be developed in consultation with the public, therefore the MPO staff has prepared a survey intended to give us an understanding of the best ways to inform and engage the citizens within the Cheyenne urban area in the transportation planning process. The MPO community engagement survey contains question regarding the following items:

1. General knowledge of the MPO and regional transportation planning processes.
2. Obstacles that prevent participation in the transportation planning process?
3. Better ways to keep citizens informed about regional transport planning issues?

We invite you and anyone you know to please take the survey. You can do it on line by going to <http://tinyurl.com/MPOtransportationsurvey> (estimated time to complete survey is 5 minutes) or by picking up a paper copy can be found at the following locations:

- a. Laramie County Library- public bulletin board - 2200 Pioneer Avenue
- b. City Clerk's Office, City Municipal Building - 2101 O'Neil Avenue
- c. Laramie County Auto Titles and Licenses Offices – 309 W. 20th Street
- d. County Planning Office front counter -3966 Archer Parkway
- e. Cheyenne Transit Office – 322 W. Lincolnway
- f. Cheyenne Senior Center – 2101 Thomes Avenue

The survey will be open for one month, but don't wait! We would like to have all surveys completed by October 19, 2015

Thank you for your assistance,

Tom Mason, Director of the MPO
Cheyenne MPO
2101 O'Neil Avenue, Room 205
Cheyenne, WY 82001
307-638-4385

Attachment B

September 22, 2015

Citizens of the Cheyenne Urban area;

Because you are an influencer in the Cheyenne area and an important contact for your agency, board or employer, you have been selected to help the Cheyenne Metropolitan Planning Organization (MPO), Cheyenne's local transportation planning agency, with getting the best information possible for the 2015 Cheyenne MPO Public Participation Plan.

The Cheyenne MPO is currently updating the 2007 Public Participation Plan. MPOs are required by federal legislation to perform thorough public involvement when working on programs and planning projects, therefore this Plan update will guide our public involvement process into the future.

An important part of understanding how to reach out to and connect with everyday citizens and encourage them to learn more about transportation projects and plans that will affect their lives is to ask these folks how they prefer to gain knowledge of what's going on in their area. We also need to know the best ways for them to get involved, provide feedback, suggestions and share their own ideas to the planning agency or MPO.

We invite you to go to <http://tinyurl.com/MPOtransportationsurvey> and fill out the survey. Estimated time to complete is 5 minutes. We need the survey completed or a hard copy returned by **October 19, 2015**.

Please pass on this email to others who you think might be willing to take the survey: This can be easily done by pressing the FORWARD this EMAIL button that links to the survey.

A successful public participation process provides citizens the information and the opportunity they need to make an informed decision about planning issues. 2015 draft Cheyenne MPO Public Participation Plan

Tom Mason, Director
Cheyenne MPO
2101 O'Neil Avenue, Room 205
Cheyenne, WY 82001
307-638-4385

9/22/2015

CHEYENNE
METROPOLITAN
PLANNING
ORGANIZATION

Citizen Engagement in Transportation Planning Survey





Citizen Engagement in Transportation Planning Survey

The Cheyenne Metropolitan Planning Organization (MPO) was designated for transportation planning purposes by the Governor of Wyoming in 1981.

An MPO public involvement strategy is required by federal regulations and the Cheyenne MPO is currently updating their 2007 Public Participation Plan.

This survey will assist the MPO with 4 out of the 5 goals of the public participation process; inform and educate the citizens of the Cheyenne, create outreach and connection building opportunities, engage the public and encourage participation, and solicit input to shape policies, plans, and programs.

Please help us achieve these goals by completing this survey by October 19, 2015 and returning it to our office. (Estimated time to complete survey is 5 minutes) (See the end of the survey for how and where to submit your completed survey)

Citizens and Transportation

This section will tell the Cheyenne MPO about your general interest in transportation issues.

1. What area of transportation is most important to you? Please rank these areas related to transportation for their importance from 1 to 9. (1 is the most important)

___ Public transportation

___ Maintenance of roads

___ Environmental impacts

___ Commuting/ridesharing

___ Safety of the transportation system

___ Bicycle/pedestrian

___ Land use changes affected by transportation

___ Freight/rail

___ Infrastructure for future growth

___ Other (please specify) _____

2. How involved are you with local transportation issues? Choose ONE answer.

Very involved

Somewhat involved

Not at all



Cheyenne Metropolitan Planning Organization

3. What prevents you from becoming involved in transportation issues? Choose ALL that apply.

- I do not know how or when to get involved
- I do not believe citizens are given an opportunity to have input.
- I do not think my input will matter
- The meeting locations or times are not convenient for me
- I do not understand the issues
- I do not feel the issues will have an impact on me personally
- I am not aware of opportunities to submit ideas or comments online
- Other (please specify) _____

4. What are the best ways to communicate with you about regional transportation issues and ways you can get involved? Rank each item in the following list from most effective to least effective.

	Most Effective		Neutral	Least Effective	
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Mailings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Television /Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wyoming Tribune Eagle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other local newspaper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City Website (www.cheyennecity.org)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheyenne MPO website (www.plancheyenne.org)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone calls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	_____				



Cheyenne Metropolitan Planning Organization

5. What is the best way to gather your comments and questions about local transportation issues? Choose ONE.

- A written survey sent to my home
- A public meeting at city hall
- An informal meeting in my neighborhood or at my church
- By Internet survey i.e. Survey Monkey or others
- Interactive websites or blogs (mySidewalk, Quicktopic, etc.)
- By Social media sites (Facebook, Twitter, etc.)
- Other (please specify) _____

6. Where do you think citizen involvement and input is most valuable? Choose ONE.

- Developing the region's long-term transportation plan
- Developing individual plans for each mode of transportation
- Developing the values on which we base transportation decisions for the region
- Developing specific programs, projects and studies
- Other (please specify) _____

The Cheyenne MPO

This section will tell the MPO how much you know about our organization and what we do.

7. Are you familiar with the Cheyenne Metropolitan Planning Organization?

- Yes
- No
- Not sure

8. What MPO activities and programs are you familiar with? Choose ALL that apply.

- Long Range Transportation Plan
- Transportation Improvement Program
- Transit planning
- Comprehensive Plan *PlanCheyenne*
- MPO Committees i.e., Policy, Technical or Citizens Advisory
- Know someone who works for the MPO or is a member of an MPO committee
- A neighborhood transportation plan you participated in.
- Other (please specify) _____



Cheyenne Metropolitan Planning Organization

9. What Cheyenne MPO meetings or events on transportation issues have you attended? Choose ALL that apply.

- MPO planning project open house
- Public meeting for an MPO planning project
- Public meeting for MPO Master Transportation Plan or Comprehensive Plan
- Meeting for Transit Plan
- Meeting for bicycle or pedestrian planning
- Meeting for a Safe Routes to School project
- Other (please specify) _____

10. Would you be more willing to participate in transportation discussions if they were included as part of a Civic Group or Service Organization meeting?

Yes No

THANK YOU FOR YOUR PARTICIPATION!

Please return this survey to the Cheyenne MPO office by October 19:

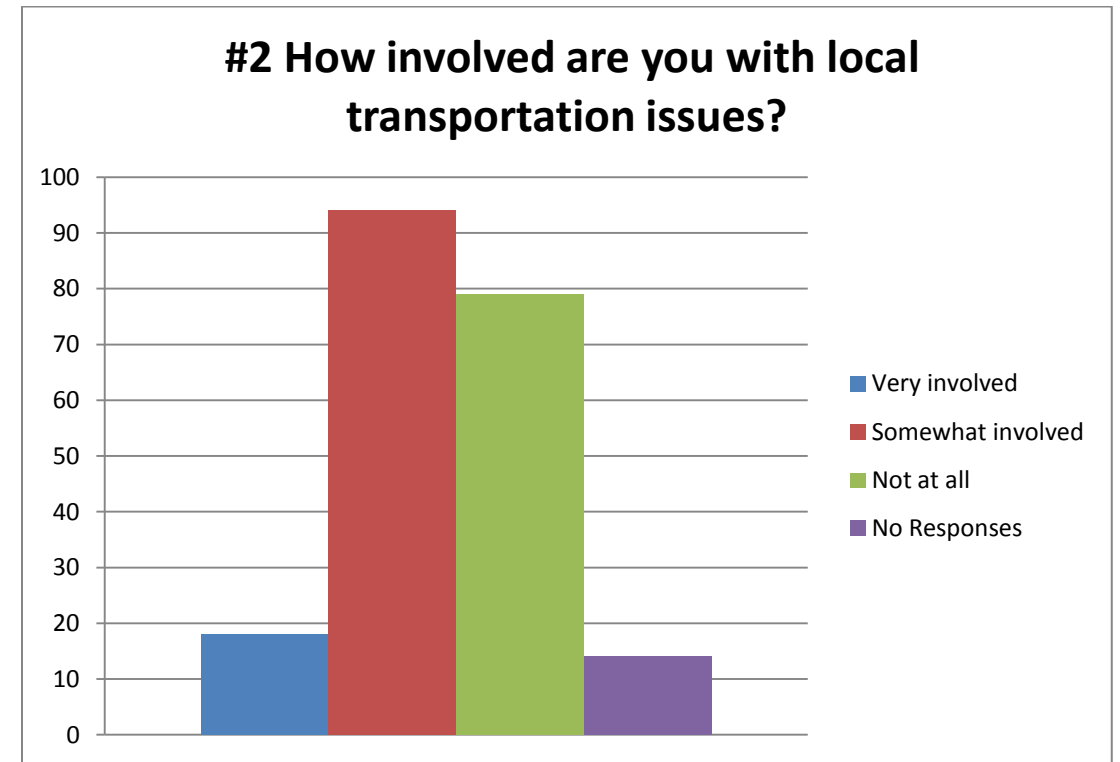
**Cheyenne MPO
2101 O'Neil Avenue, Room 205
Cheyenne, WY 82001**

**You may also scan and email it to:
nolson@cheynnemopo.org**

For any other questions please contact the MPO at 307-638-4385

Largest percent that ranked most important

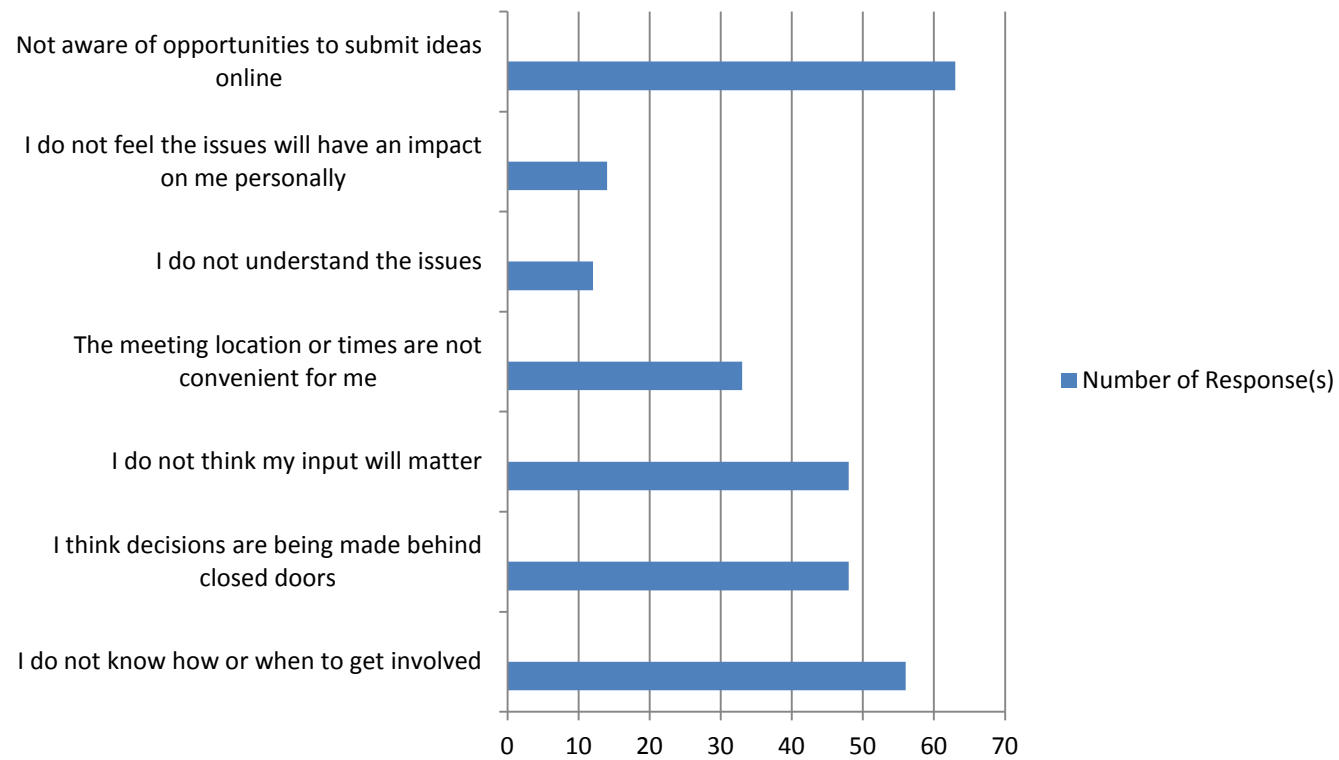
# 1 What area of transportation is most important to you?	
1	Maintenance of roads
2	Infrastructure for future growth
3	Safety of the transportation system
4	Public transportation
5	Bicycle and pedestrian issues
6	The environmental impacts of transportation
7	Land use changes affected by transportation
8	Commuting and rideshare
9	Freight and rail



Question #1 revealed that survey respondents were most concerned about maintenance of the roadway system. Fifty percent rated it most important.

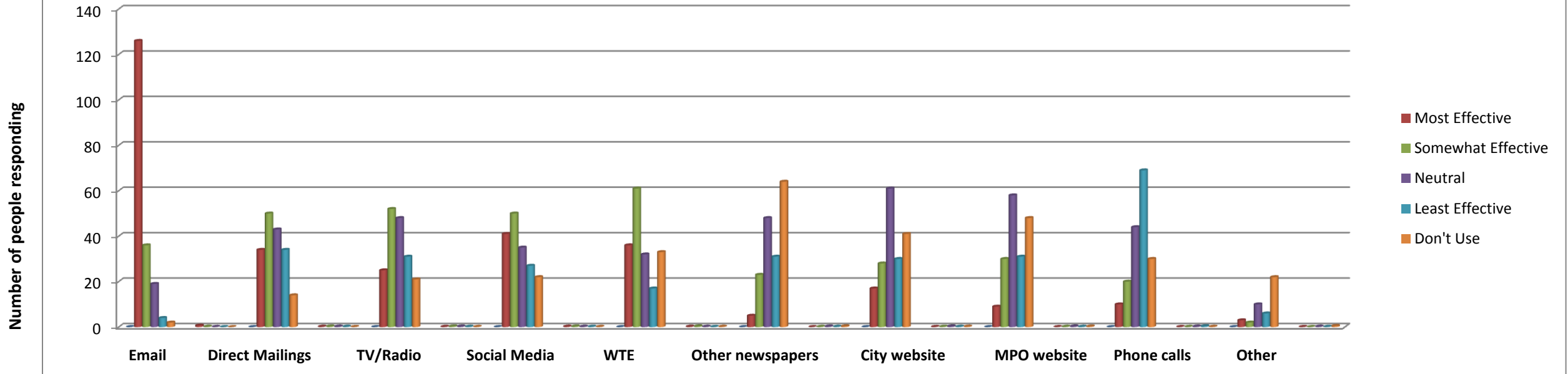
Question #2 showed that most respondents were either very involved or somewhat involved with local transportation issues. (112 total)

#3 What prevents you from becoming more involved in transportation issues?



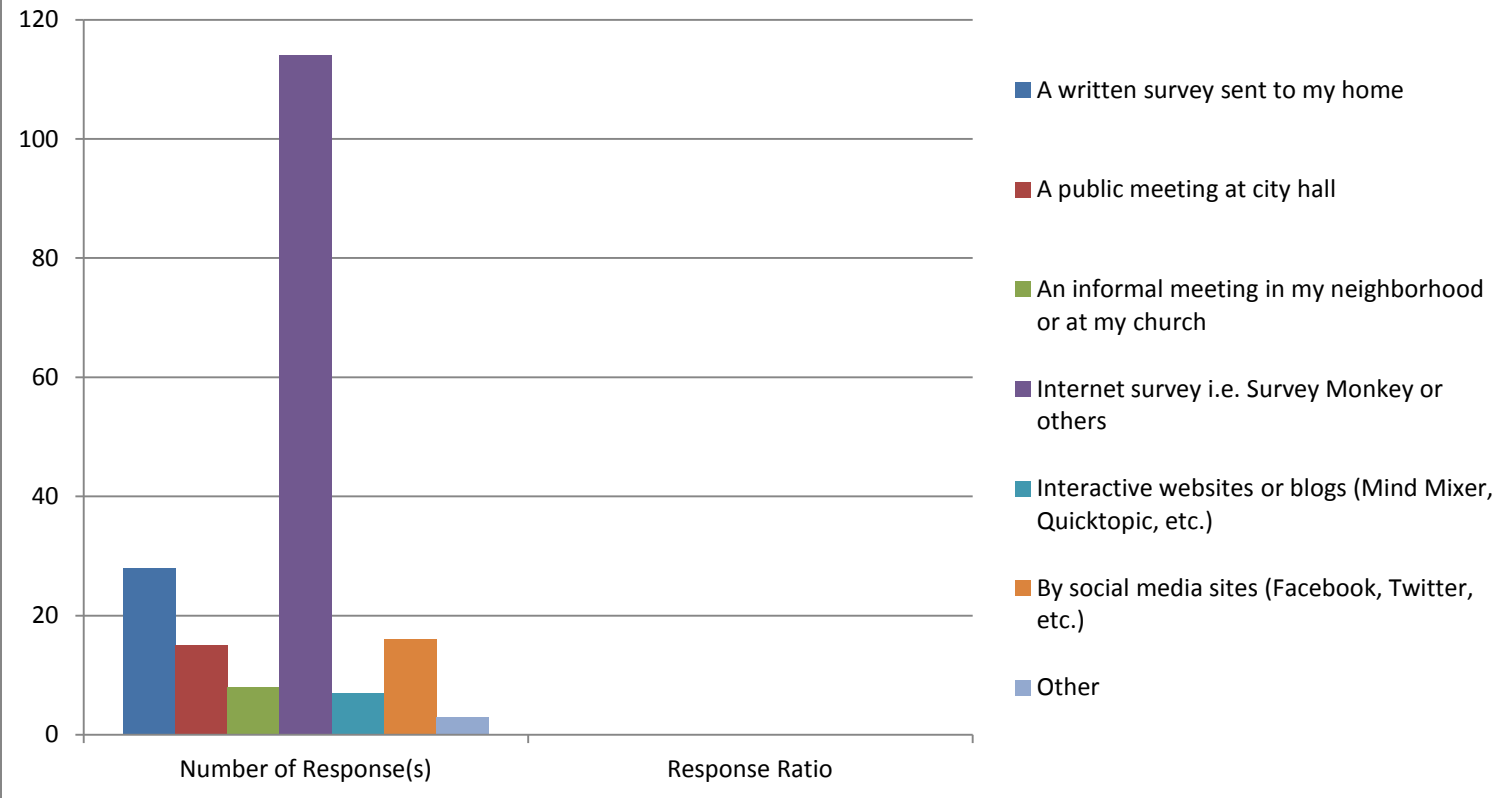
Question #3 revealed that the MPO could do better at communicating that opportunities exist for input to be given online. There is also a need to get the word out about other ways to get involved. Quite a few respondents feel they are disconnected from government decision making and express apathy towards citizen influence.

#4 What are the best ways to communicate with you and for you to get involved?



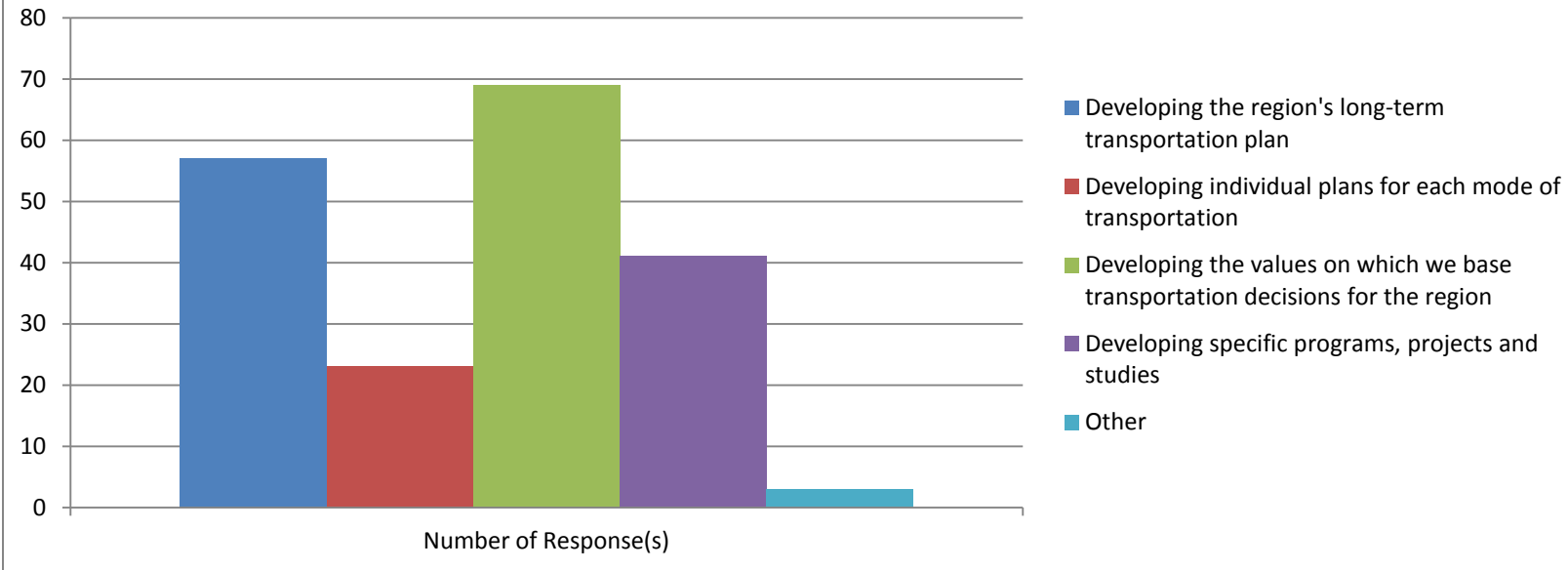
Question #4 reveals that respondents are in tune with the electronic age and overwhelmingly prefer email notification of transportation input opportunities. The US Postal Service, TV/radio, newspaper and social media were all fairly effective in reaching citizens, but the least effective was phone calls. Surprisingly most respondents did not feel website viewing was very effective.

#5 What is the best way to gather your comments about transportation issues?

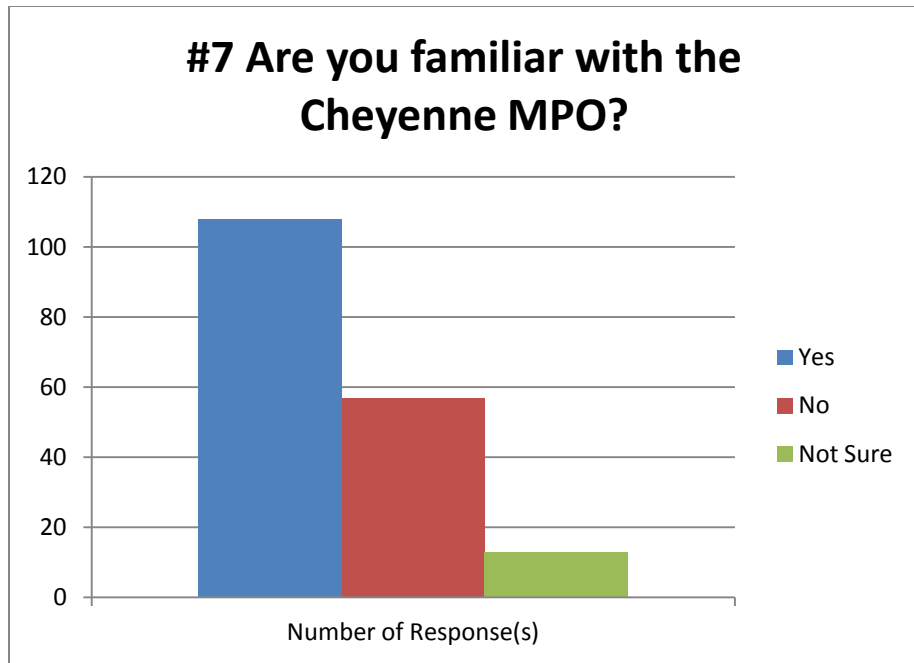


Question #5 showed most of these survey takers liked internet surveys to gather information from them.

#6 Where do you think Citizen Input is most valuable?

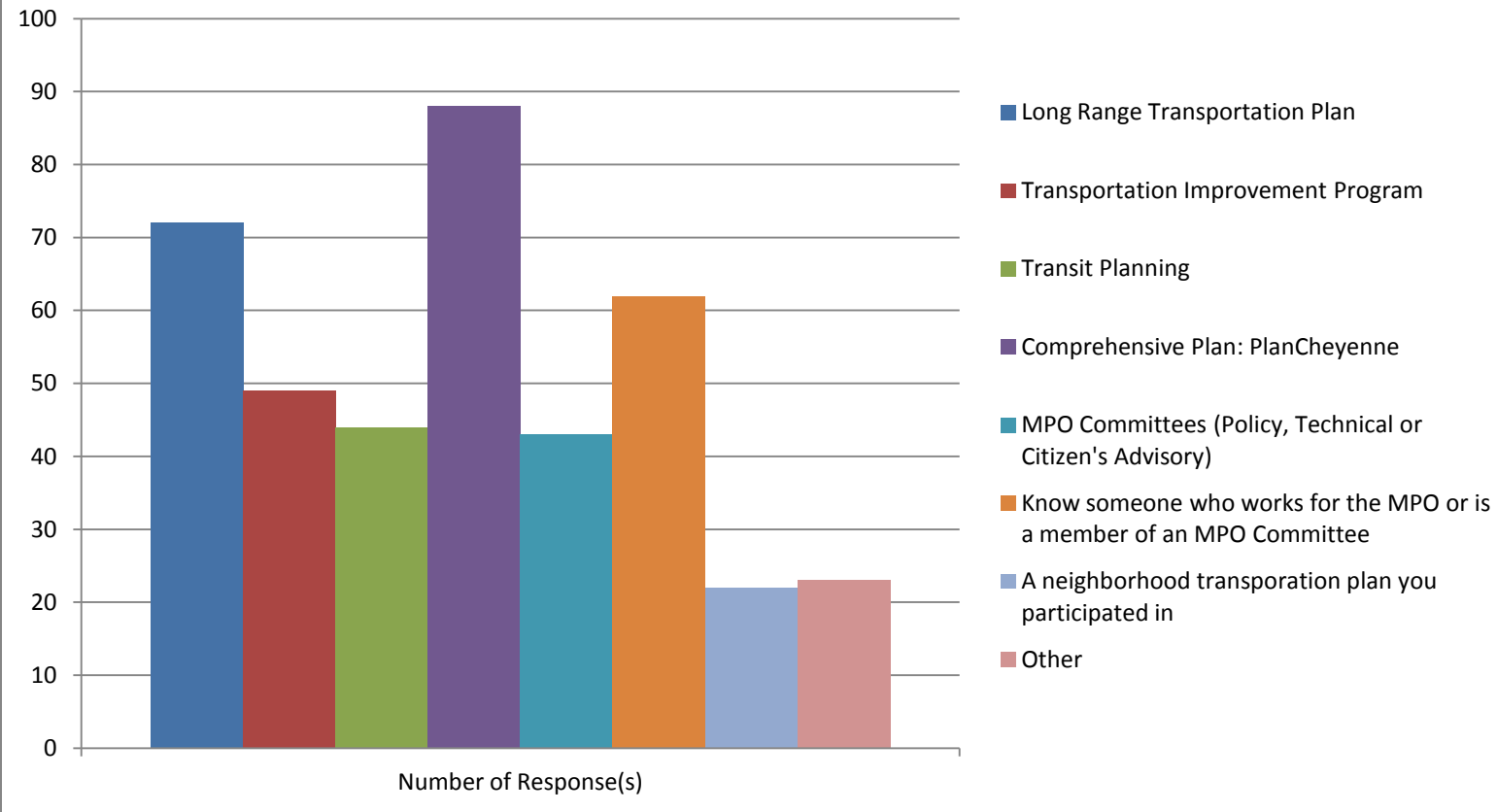


Question #6 told us the public feels they mostly makes a difference with assisting the MPO with identifying the values for transportation decisionmaking and the long term transportation plan.



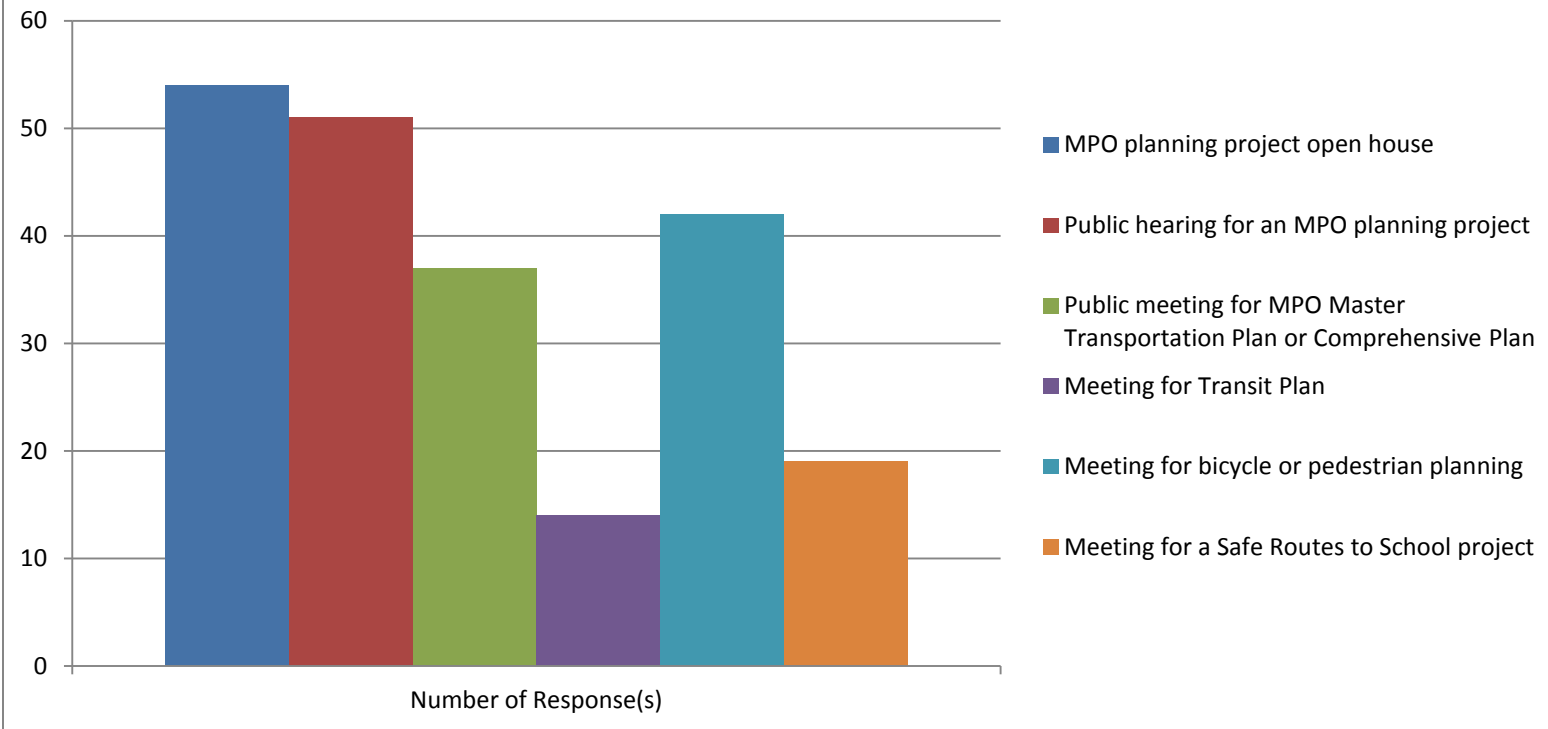
Question #7 reveals that the internet survey respondents who were gathered from Constant Contact listserves and other MPO email lists were aware of the MPO. Perhaps respondents who might have been forwarded the survey link or picked up a hard copy were less likely to know the about the MPO.

#8 What MPO programs are you familiar with?



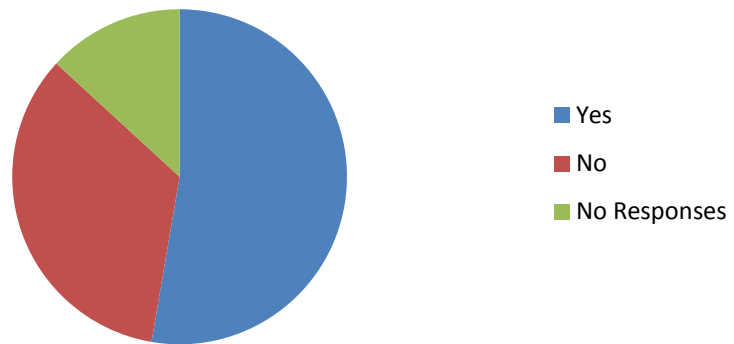
Question #8 tells us that since PlanCheyenne was completed about a year ago, it is not surprising that most respondents were familiar with the products associated with it. Since the MPO sent the survey out to existing MPO email lists it is logical that they would be familiar with the MPO. About 50 people did not respond to this question.

#9 What Cheyenne MPO meetings or events have you attended?



Question #9 tells us that survey takers mostly attended meetings for MPO Projects, Public hearings for MPO projects, PlanCheyenne and Bike planning projects. The low attendance numbers may have been due to the fact that the MPO has not done a transit plan for a few years and Safe Routes to School plans are very neighborhood specific. About 70 people did not respond to this question.

#10 Would you be more willing to participate in transportation discussions if they were included as part of a Civic Group or Service Organization meeting?



Question #10 tells us that it might be easier to engage folks for input at meetings the respondents are already attending.