

Appendix C: Public Involvement Plan

1 Introduction

This document details the public involvement strategy for the Washington State University (WSU) Bicycle & Pedestrian Plan. Its purpose is to identify outreach methods, participants, dates, formats, and purposes for each meeting. Information contained in this document is based on the approved scope of work, with refinements from the Kick-off meetings held January 9-10, 2013 and the public involvement strategy meeting held January 30, 2013.

The Alta*Nelson\Nygaard team recognizes that Washington State University and various departments (Waste Management, Housing/Dining Services, Capital Planning, Parking & Transportation Services); WSU-affiliated clubs and organizations (WSU Green Bike Program, WSU Cycling Club); agencies (City of Pullman) other transportation entities (Pullman Transit); and the bicycling and walking public all have separate, yet interdependent goals for WSU's bicycle and pedestrian system.

This public outreach approach is designed to accommodate multiple methods of public involvement and foster a spirit of cooperation among stakeholders. The goal of this public involvement plan is to facilitate a shared vision of the walking and bicycling system in and around the Washington State University campus. Our experience, working on similar projects, has shown that community endorsement of any plan is critical to the long-term success of the bicycle and pedestrian system and to the ability of WSU and the City of Pullman to implement the plan. We will engage the agencies, stakeholders, and the general public in several ways, including:

1. **Project Management Team (PMT) Meetings:** The consulting team will initiate and conduct regular meetings where schedule coordination and project status will be discussed.
2. **Users Survey:** We will produce an online survey for students and staff of WSU, as well as make the survey available to residents of Pullman and Moscow. The survey will be used to solicit information about where they live, how often they use the existing system, what improvements they would like to see, and what major concerns exist about walking and biking on and to campus.
3. **Stakeholder Interviews:** We will interview staff and key officials from WSU, the City, and Pullman transit authorities regarding their needs, goals, and desires for the pedestrian and bicycle network and related facilities.
4. **Community Workshops:** Input from the general public will be gathered via two public open houses. Comments received will be documented and used to steer the master plan.

5. **Committee Meetings:** Alta will meet periodically with the Bicycle and Pedestrian Task Force members, as well as a committee of interested city officials and residents.

These five outreach methods are discussed in more detail below. Meetings, open houses, and workshops will be scheduled to correspond with key decision points throughout the project. A stakeholder database will be developed and maintained throughout the project for efficient communication. The entire facilitation and outreach process will be documented and presented as an appendix to the final report. This documentation will provide WSU with a written record of coordination and outreach to the public.

1.1 Project Management Team (PMT) Meetings

The Alta Team will initiate and conduct regularly scheduled coordination and status meetings with a Project Management Team comprised of PTS and other key WSU staff. Alta's tasks will include preparation of associated meeting materials, follow-up on meeting outcomes and checking quality. The Alta Team will prepare and provide meeting schedules, agendas, summaries and progress reports.

1.2 Users Survey

The Alta Team is developing a WSU Bicycle & Pedestrian Master Plan Survey to collect feedback from WSU students, faculty, and staff on characteristics of their bicycling and walking activity, level of interest in new facilities, programs, and amenities, and other important feedback related to bicycling and walking to, from and on campus. The survey is an excellent outreach and data collection tool for gaining a better understanding of the key bicycling issues of the WSU campus community. The survey has been designed to be completed as an online survey administered through the project website. WSU will publicize the survey through email lists or other communication channels. A small incentive, such as a drawing for giftcard to the WSU bookstore, could be used to encourage completion of the survey.

1.3 Stakeholder Interviews

The Alta Team will coordinate up to ten (10) interviews with identified agencies and stakeholder groups regarding their needs, goals, and desires for the bicycle and pedestrian network and related facilities. Possible interviews include:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Waste Management • Supply management • Housing/Dining Services • Pullman Transit | <ul style="list-style-type: none"> • WSU Green Bike program staff • WSU Cycling Club • Pullman bicycle shop owners • WSU Sustainability & Environment Committee |
|---|---|

- Capital Planning
- Parking & Transportation Services
- University Recreation

The majority of interviews will be held during the weeks of February 4 – February 15, 2013. Each interview will last approximately 1 hour, with responses recorded on campus maps and as written notes. A written summary of the interviews will be prepared as an Appendix to the final report.

1.4 Community Workshops

The Alta Team will organize, prepare presentation and other related materials, and facilitate up to two (2) community workshops for the Bicycle and Pedestrian Study. The first workshop will be held early, providing WSU and the Pullman community an opportunity to review the existing conditions and needs analysis, and offer improvement ideas. The second workshop will be held later in the process to solicit feedback on draft recommendations.

1.4.1 Community Workshop #1

Community Workshop #1 will be set for the week of February 25 – March 1. The community workshop will be designed to allow the public to provide input on the gaps in the existing system and help identify opportunities and constraints. The workshop will be based on a series of presentation boards documenting what is currently known about walking and biking conditions, with the purpose of soliciting additional information from the public. There will be a series of boards dedicated to the following:

- Welcome / Project Introduction / Project Overview / Tell Us About Yourself
- Existing Conditions (facilities and facility type, crash locations, bicycle parking, signage)
- Potential Treatments / Recommendations (reducing collision risk, improving existing infrastructure, increasing mode share, implementation, design guides)

1.4.2 Community Workshop #2

Community Workshop #2 will be tentatively set for the week of April 8 –April 12, 2013. The purpose of Community Workshop #2 will be to solicit feedback on the draft recommendations for the WSU Bicycle and Pedestrian Plan. There will be a series of boards dedicated to the following recommendations:

- Engineering
- Education
- Encouragement
- Enforcement
- Evaluation

There will also be a presentation scheduled during the community workshop that highlights the short-term recommendations, the next steps in the process, and how everyone can stay engaged.

1.5 Committee Meetings

1.5.1 Task Force Meetings

In advance of issuing this RFP, Washington State University formed a Bicycle and Pedestrian Plan Task Force (Task Force) made up of staff from WSU PTS, WSU Public Safety, WSU Facility Operations, WSU Capital Planning, WSU University Recreation, City of Pullman (City) Public Works and a member of City Council. We propose to use this existing Task Force to help guide the formation of the WSU Bicycle and Pedestrian Plan. The Alta team will manage and participate in up to four (4) Steering Committee meetings. Prospective meeting dates are as follows:

1. January 10, 2013
2. Week of February 25 – March 1, 2013 (post Community Workshop #1)
3. Week of April 15 – April 19, 2013 (post Community Workshop #2)
4. Open Date - TBD

We will prepare meeting materials using maps, graphics, and other relevant materials. Our team will send up to two staff people to present at each committee meeting.

1.5.2 City Group Meetings

In parallel with the Task Force meetings the Alta team will work with a City Group assembled by WSU. The City Group will provide input at a limited level while the Task Force will provide general direction and oversight for the study. The Alta Team will manage and participate in up to two (2) City Group meetings. Prospective meeting dates are as follows:

1. Week of February 25 – March 1, 2013 (post Community Workshop #1)
2. Week of April 15 – April 19, 2013 (post Community Workshop #2)

We will prepare meeting materials using maps, graphics, and other relevant materials. Our team will send up to two staff people to present at each committee meeting.