I. Overview

The Regional Transportation Commission of Southern Nevada (RTC) is updating the Regional Bicycle and Pedestrian Plan (Plan). The updated Plan will help the RTC identify and prioritize bicycle, pedestrian and paved trail (shared use path) facilities and could influence roadway design and construction to accommodate such facilities in the future. The study area includes the entire geographic area of Clark County, including all cities. The Plan will address how the RTC measures performance for bicycling and walking in accordance with federal mandates. The Plan will support the inclusion of elements that meet the RTC Complete Streets Policy and may help determine project prioritization for RTC funding programs. In addition to serving as a standalone document, the Plan will be included in the next update to the RTC Regional Transportation Plan (RTP).

The Stakeholder Participation Plan is designed with the expectation that Southern Nevada residents, bicycle organizations, pedestrian groups, and other groups desire to participate in decisions about how state resources will be applied to bicycle and pedestrian facilities. Stakeholder input into the plan is critical for its acceptance and ultimate successful implementation.

II. Schedule

The project schedule (shown in Figure 1) outlines the timeline for the 18-month alternatives analysis and prioritization process. Stakeholder involvement will be focused on key milestones. More information about each event is described later in this plan.

Figure 1. Project Schedule
III. Goals of the Stakeholder Participation Plan

The RTC is committed to an approach that:

- Reaches out to as many people as possible from different geographic areas of the region with special emphasis on low-income, minority populations that rely more on bicycling and walking as a primary means of transportation;
- Provides early and ongoing opportunities for stakeholders to raise issues and concerns that can be considered through equitable and constructive two-way communication between the RTC and the public;
- Encourages the participation of all stakeholders regardless of race, ethnicity, age, disability, income, or primary language by offering alternative accommodations, as needed (e.g. translation services, accessible meeting facilities);
- Promotes fair treatment so that no group of people (racial, ethnic, or a socioeconomic group) bears a disproportionate share of the negative environmental consequences resulting from a program or policy;
- Ensures that public contributions are considered in the decision making process and can influence the agency’s decision; and
- Builds on information gathered through related planning processes and ensures effective coordination and consistency with those efforts.

The International Association of Public Participation (IAP2)’s spectrum of public participation, Figure 2, shows varying levels of engagement based on the level of public impact. Because the level of public impact from investments in the multimodal transportation system to be prioritized and programmed is significant, the public and stakeholders will be engaged at the “inform”, “consult”, and “involve” levels. Public involvement tactics, described below, are designed to engage people at all these levels and to meet the commitment to work with the public throughout the process to ensure that public concerns and aspirations are understood and considered.

![Figure 2. IAP2 Spectrum of Public Participation (source: www.iap2.org)](image-url)
In addition, the Stakeholder Participation Plan must include specific steps to provide opportunities for participation by federal Title VI communities. Title VI of the Civil Rights Act of 1964 states: “No person in the United States shall, on the grounds 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 RTC is committed to complying with the requirements of Title VI in all of its federally funded programs and activities. The RTC will formulate public involvement strategies to Title VI populations and will document the outreach efforts to these Title VI communities in a Stakeholder Participation Summary Report.

IV. Decision-Making

In all public communications, it is important to be clear on who is making decisions for the project and how public comments will be used. At each step, stakeholders should clearly understand:

- Who will make the decisions;
- How can stakeholders influence the decisions;
- When will stakeholders have an opportunity to participate; and
- How stakeholder input will be considered.

The project decision structure for this Plan includes the RTC’s Board of Commissioners, four Stakeholder Advisory Groups, and a Project Management Team. The project decision-making structure is shown in Figure 3 and is described below.

![Figure 3. Decision-making structure](image-url)
A. RTC Board of Commissioners

The RTC Board of Commissioners has final authority to approve and adopt the Regional Bicycle and Pedestrian Plan for Southern Nevada.

B. RTC Executive Advisory Committee and Metropolitan Planning Subcommittee

The RTC Executive Advisory Committee (EAC) and Metropolitan Planning Subcommittee (MPS) will be briefed at key milestones during the project and will be given the opportunity to provide feedback and direction to the Project Management Team.

C. Advisory Groups

The Advisory Groups are comprised of four existing groups in Southern Nevada, including:

- Regional Open Space and Trails Workgroup (ROST);
- Southern Nevada Pedestrian Safety Education and Legislation Task Force;
- Southern Nevada Bicycle Coalition (SNVBC); and
- City of Henderson Bicycle Advisory Committee.

The first two above advisory groups were selected by RTC staff since their membership includes representatives from all of the local jurisdictions and other public agencies at the regional, state, and federal level. The latter two advisory groups were selected by RTC staff since their membership represents active users of the bicycle and pedestrian system. All four advisory groups typically meet on a frequent basis (i.e. monthly or bi-monthly during the third week of the month) and therefore can provide input on a continuing, cooperative, and comprehensive (3-C) manner consistent with the goals of the RTC Public Participation Plan. Their primary responsibilities will be:

- Provide input on draft deliverables and materials during key points of the planning process; and
- Serve as a voice of the community and represent constituent groups most affected by the Plan.

D. Project Management Team

The Project Management Team is comprised of staff from the RTC and the consultant team. The Project Management Team will conduct the technical analysis, present the analysis and findings at various advisory group and public meetings, facilitate discussions to try to reach a mutual understanding of recommendations, and document interim analysis and the Final Plan. The Project Management Team will consider stakeholder and general public input in developing recommendations.

E. General Public

Public input will be gathered through a variety of forums described below and will be considered throughout the planning process.
V. Audiences and Stakeholders

Stakeholders for this project include institutions, public agencies, advocacy groups, organized neighborhood and business groups and Southern Nevada residents. In addition, students, local transportation interest groups and individuals (including bicycle, freight, pedestrians, mobility impaired, transit, recreational), neighborhood and business interests, other land owners and developers, environmental groups, media, emergency service providers, affordable housing interests, and the general public will have an interest in the project. Environmental Justice/Title VI organizations will be represented in all audience categories, as well as advocates for low-income, minority, and Limited English Proficient (LEP) individuals.

<table>
<thead>
<tr>
<th>Audience Category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Government Jurisdictions</strong></td>
<td>Clark County, and cities of Boulder City, Henderson, Las Vegas, Mesquite, and North Las Vegas</td>
</tr>
<tr>
<td><strong>Other Public Agencies and Institutions</strong></td>
<td>Bureau of Land Management, College of Southern Nevada, Clark County School District, Las Vegas Metropolitan Police Department, National Park Service, Nellis Air Force Base, Nevada State College, Southern Nevada Health District, University of Nevada Las Vegas (UNLV), University Medical Center, U.S. Fish and Wildlife Service</td>
</tr>
<tr>
<td><strong>Transportation Agencies and Providers</strong></td>
<td>RTC Transit and Paratransit, other paratransit service providers, Nevada Department of Public Safety, Nevada Department of Transportation, U.S. Department of Transportation</td>
</tr>
<tr>
<td><strong>Advisory Groups</strong></td>
<td>Henderson Bicycle Advisory Committee, Regional Open Space and Trail Workgroup, Southern Nevada Bicycle Coalition, Southern Nevada Pedestrian Safety Education and Legislation Task Force</td>
</tr>
<tr>
<td><strong>Media</strong></td>
<td>Local newspapers (Las Vegas Review-Journal, Las Vegas Sun), Spanish and Chinese newspapers, TV stations (Clark County TV and other news channels)</td>
</tr>
<tr>
<td><strong>Advocacy and Community Groups</strong></td>
<td>Environmental and faith-based organizations, Look Out Kids About, neighborhood associations, Outside Las Vegas Foundation, UNLV Transportation Research Center</td>
</tr>
<tr>
<td><strong>Title VI of Civil Rights Act and Executive Order 12898 (Environmental Justice) Groups</strong></td>
<td>Academy of Human Development, elderly and disabled groups (RTC Transportation Access Advisory Committee), LEP communities, low-income or affordable housing advocates, Moapa Band of Paiute Indians, senior centers or retirement homes</td>
</tr>
</tbody>
</table>
VI. Equity Approach

Early in the project, the consultant team will conduct an equity analysis and incorporate the results into the Stakeholder Participation Plan to promote equitable outreach. Based on a review of census tract data, the equity analysis will present an overview of demographics to identify concentrations of minority, low-income, younger and older/senior (under 18 and over 64 years of age respectively), and LEP residents, who historically rely more heavily on bicycling and walking as their primary form of transportation. The analysis of demographics will be used to refine the Stakeholder Participation Plan as needed. However, regardless of concentration, members of all of these groups will be invited to participate in the planning process and accommodations will be made (e.g. translation services) to encourage their participation. A Stakeholder Participation Summary Report will be compiled to document outreach activities to these groups.

To engage these traditionally underrepresented communities, the RTC will employ the following strategies:

- **Pop-Up Meetings** - With a focus on minority communities and hard-to-reach populations, the consultant team will conduct up to twelve (12) “pop-up meetings” at popular community locations throughout Southern Nevada. Residents will have the opportunity to complete a survey, draw desired routes, destinations, and barriers on the existing system maps, and talk to project staff about the development of the Plan. After the first few pop-up meetings are completed, the Project Management Team will review the survey responses to determine which demographic groups and geographical areas are underrepresented so the location of later pop-up meetings can be adjusted.

- **Translation, Special Accommodations, and Graphics** - The online survey and mapping tool to be utilized for this Plan will available in both English and Spanish. Translation services and other special accommodations will be provided at the pop-up meetings and other outreach events. All public materials will be presented in “easy to understand” language with “jargon” words removed or fully explained. Graphics will also be used to convey information as a way to reduce the need to translate materials and to accommodate multiple learning styles.

- **Alternative Solutions Open House** - The Project Management Team will work with partner agencies and organizations that can co-host or promote one public event in order to promote the participation of both a broad cross-section of the population and ethnic communities.

- **E-Mail Bulletins, Social Media, and Press Releases** - On the project website, the RTC will set up an e-mail notification list so subscribers can receive electronic bulletins (“e-mail blasts”) about the Plan. The RTC will promote key milestones through its social media channels (Facebook, Twitter, YouTube, Instagram) and/or press releases to the English and ethnic media. The RTC may also distribute these news releases to groups with newsletters or e-newsletters for targeted distribution.

The results from these outreach strategies will be monitored on a regular basis to determine if the RTC is receiving input that is both geographical balanced among the local jurisdictions and also representative of the demographic profile of Clark County based on U.S. Census and American Community Survey data.
(ACS) data. In addition to the online survey, the consultant team will collect demographic information (anonymously) at all public events for the RTC’s use in the Plan and for Title VI reporting requirements.

VII. Stakeholder Participation Tools and Methods

In addition to distributing information through the project website, the e-mail notification list, and the RTC social media channels, the consultant team and RTC will conduct the following outreach activities. A schedule and list of responsibilities is included for each activity.

A. Advisory Groups

The Project Management Team will seek input from the advisory groups at four key milestones throughout the project. The advisory groups will provide feedback, help identify potential pitfalls, and review the draft deliverables that will ultimately form the Draft Plan. Since the advisory groups prepare and distribute their own meeting agendas and summaries, the RTC will strive to provide any materials to the advisory group chairs for distribution to their members at least one week prior to their meetings.

Potential meeting milestones include:
- Meeting 1: Introductory Advisory Group materials
- Meeting 2: Review of draft Existing Conditions Report and Participation Summary Report
- Meeting 3: Review of draft Alternatives Analysis Report and Program Recommendations
- Meeting 4: Preparation and Circulation of the Draft Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Schedule</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge and protocols</td>
<td>Alta</td>
<td>Early October</td>
<td>RTC</td>
</tr>
<tr>
<td>Prepare and submit draft meeting materials</td>
<td>Alta</td>
<td>2 weeks before meetings</td>
<td>RTC and CH2M</td>
</tr>
<tr>
<td>Submit materials to chairs</td>
<td>RTC</td>
<td>1 week before meetings</td>
<td></td>
</tr>
<tr>
<td>Prepare presentation materials</td>
<td>Alta</td>
<td>As determined by PMT</td>
<td>RTC and CH2M</td>
</tr>
<tr>
<td>Prepare notes on agenda items (for later inclusion in Summary Report)</td>
<td>Alta</td>
<td>2 weeks after meetings</td>
<td>RTC and CH2M</td>
</tr>
</tbody>
</table>

B. Key Stakeholder Interviews

In conjunction with the field investigation tour, the Project Management Team will conduct up to eight (8) interviews with key bicycle and/or pedestrian staff from the following agencies and organizations:
- City of Boulder City
- City of Henderson
- City of Las Vegas
- City of Mesquite
- City of North Las Vegas
Clark County
UNLV Transportation Research Center/Vulnerable Road Users Project
RTC Bicycle and Community Outreach

These interviews will be coordinated with the tour so that stakeholders can identify issues in the field if needed, and to collect information and opinions regarding the regional bicycle and pedestrian system, opportunities and obstacles to bicycling and walking, existing policies, outreach opportunities, and other topics of interest.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Schedule</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule interviews</td>
<td>CH2M</td>
<td>Early October</td>
<td>RTC and Alta</td>
</tr>
<tr>
<td>Prepare interview questions</td>
<td>Alta</td>
<td>Early October</td>
<td>RTC and CH2M</td>
</tr>
<tr>
<td>Conduct interviews</td>
<td>Alta, CH2M, RTC</td>
<td>October-November</td>
<td></td>
</tr>
<tr>
<td>Prepare meeting notes</td>
<td>Alta</td>
<td>2 weeks after meetings</td>
<td>RTC and CH2M</td>
</tr>
</tbody>
</table>

C. Online Community Survey and Mapping Tool

The Project Management Team will develop an online survey (using SurveyMonkey software) and an online mapping tool (using WikiMapping software) to solicit feedback from stakeholders and the general public on constraints, opportunities, proposed solutions, and project prioritization. The online survey will focus on “why” and “when” people bike or walk (and will also identify any barriers) while the online mapping toll will focus on “where” they currently bike or walk (and where they would like to bike or walk). The online survey and mapping tool will be open November 2015 through January 2016 in conjunction with the pop-up meetings.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Schedule</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create online mapping tool</td>
<td>Alta</td>
<td>Early October</td>
<td>RTC and CH2M</td>
</tr>
<tr>
<td>Create online survey</td>
<td>CH2M</td>
<td>Early October</td>
<td>RTC and CH2M</td>
</tr>
<tr>
<td>Post online survey and mapping tool on RTC website</td>
<td>RTC</td>
<td>Late October</td>
<td></td>
</tr>
<tr>
<td>Prepare e-mail bulletin and social media blast and/or press release</td>
<td>CH2M</td>
<td>Late October</td>
<td>RTC and Alta</td>
</tr>
<tr>
<td>Distribute e-mail bulletin and social media blast and/or press release</td>
<td>RTC</td>
<td>Late October</td>
<td></td>
</tr>
<tr>
<td>Survey summary</td>
<td>CH2M</td>
<td>Due 2 weeks after close of survey</td>
<td>RTC and Alta</td>
</tr>
</tbody>
</table>
D. Existing Conditions Pop-Up Meetings

With a focus on low-income, minority populations with fewer opportunities to share their feedback, the consultant team will conduct up to twelve “pop-up meetings” at popular community events throughout Southern Nevada. Residents will have the opportunity to draw desired routes, destinations, and barriers on the existing system maps and talk to project staff about the development of the plan. Tablets (iPads) will be available for completing the survey, and giveaways (such as bike helmets and backpacks) will be provided to entice people to complete the survey. Some examples of pop-up meeting locations include:

- Get Outdoors Nevada Day
- Eastern Indoor Swapmeet
- Henderson Stroll n’ Roll
- Fantastic Farmers Market/Indoor Swapmeet
- Henderson WinterFest
- Broadacres Marketplace
- Local farmers markets (Fresh52, Las Vegas Farmers Market, On the Ranch Market)
- College of Southern Nevada Campus Connect (Cheyenne and Charleston campuses)
- Transit centers or Park ‘n Rides

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsibility</th>
<th>Schedule</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule pop-up meetings</td>
<td>CH2M</td>
<td>October</td>
<td>RTC</td>
</tr>
<tr>
<td>Post information on website and/or social media accounts</td>
<td>RTC</td>
<td>1 week before event</td>
<td></td>
</tr>
<tr>
<td>Attend pop-up meetings</td>
<td>CH2M and RTC</td>
<td>Nov - Jan</td>
<td></td>
</tr>
<tr>
<td>Prepare mapping and general project branding themes</td>
<td>Alta</td>
<td>October</td>
<td>RTC and CH2M</td>
</tr>
<tr>
<td>Prepare materials</td>
<td>CH2M</td>
<td>October</td>
<td>RTC and Alta</td>
</tr>
<tr>
<td>Update notification list</td>
<td>CH2M and RTC</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>Prepare meeting summaries</td>
<td>CH2M</td>
<td>Within 2 weeks of meetings</td>
<td>RTC and Alta</td>
</tr>
</tbody>
</table>

E. Alternative Bicycle and Pedestrian Solutions Charrette

The RTC will conduct an alternative solutions charrette in conjunction with advisory group meetings and other key stakeholders. Results from the existing conditions analysis, project goals and design guidelines will help participants identify key bicycle and pedestrian routes and provide feedback on the proposed bicycle and pedestrian system and associated programs. Feedback will be refined and presented to the public at the Alternative Bicycle and Pedestrian Solutions Open House.
### Task | Responsibility | Schedule | Review
--- | --- | --- | ---
Create invite list for charrette | CH2M | One month before event | RTC and Alta
Draft and final event materials (agenda, activities, comment form) | CH2M | Draft due 2 weeks before event; Final due 1 week before event | RTC and Alta
Sign-in sheet, name tags, welcome board | CH2M | 1 week before event | RTC and Alta
Comment and event summary | CH2M | Due 2 weeks after event | RTC and Alta

**F. Alternative Bicycle and Pedestrian Solutions Open House**

The RTC will host a public open house in September 2016 that will include a presentation on proposed alternatives. Stations will be set up describing alternative bicycle and pedestrian solutions, proposed facility types and descriptions, and community values for prioritization. Comment and feedback stations will be available to the public.

In addition to the in-person meeting, the consultant team will prepare a virtual open house using the materials from the open house that will be available on the RTC project website.

### Task | Responsibility | Schedule | Review
--- | --- | --- | ---
Draft and final event materials (power point, display boards, maps, cross section exercise) | CH2M | Draft due 2 weeks before event; Final due 1 week before event | RTC and Alta
Post information on website and social media accounts | RTC | 2 weeks before event | 
Prepare email bulletin and social media blast with event information | CH2M | 3 weeks before event | RTC and Alta
Distribute email bulletin and social media blast and/or press release | RTC | 2 weeks and 1 week before event | 
Create virtual workshop | CH2M | Draft due 2 weeks before event; Final due 1 week before event | RTC and Alta
Sign-in sheet, name tags, welcome board | CH2M | 1 week before event | RTC and Alta
Comment and event summary | CH2M | Due 2 weeks after event | RTC and Alta

**VIII. Stakeholder Participation Summary Report**

The consultant team will prepare a summary report of the outreach activities and input gathered for the Plan. This summary report will consist of two parts. An interim report (Part 1) will be produced in February 2016 to summarize existing conditions feedback. Part 2 will summarize the alternative solutions feedback and will be included in the final summary report to be completed prior to the presentation of the Draft Plan to the RTC committees and the RTC Board.