

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING  
February 23, 2023  
(Conducted via Teleconference using Go to Meeting)

MEMBERS PRESENT: Vernon Koch, Policy Advisory Committee Chairperson,  
Presiding

Policy Advisory Committee: Charles Born (Town of Lima)  
Heather Cleveland (Sheboygan Transit Commission)  
Tom Holtan for Daniel Hein (Town of Sheboygan)  
Nick Weber for Tom Buchholz (WisDOT Northeast Region,  
Green Bay)

Technical Advisory Committee: David Bizot (Wisconsin Department of Natural Resources  
Bureau of Air Management, Madison)  
Aaron Brault (Sheboygan County Planning and Conservation  
Department)  
Mike Kitzerow (Village of Kohler)  
Derek Muench (Shoreline Metro)  
Ryan Sazama (City of Sheboygan Department of Public Works)  
Matt Schreiber (WisDOT Bureau of Planning and Economic  
Development, Madison)  
David Smith (Bicycle and Pedestrian Transportation Advocate)  
Steve Sokolowski (City of Sheboygan Department of Planning  
and Development)

MEMBERS EXCUSED: Jerry Benzschawel (City of Sheboygan Falls Department of  
Public Works)  
Karl Buck (Federal Highway Administration Wisconsin Division,  
Madison – Ex-Officio)  
Matt Grenoble (Sheboygan County Memorial Airport)  
Greg Schnell (Sheboygan County Transportation Department)

OTHERS PRESENT: None

STAFF PRESENT: Heena Bhatt and Jeffrey Agee-Aguayo (Bay-Lake Regional  
Planning Commission)

1. The meeting was called to order at 1:01 p.m. by Policy Advisory Committee Chairperson  
Vernon Koch.

Members of both committees and staff introduced themselves for the benefit of everyone participating in the meeting.

Members of both committees and staff participating in the meeting noted committee members who had asked to be excused from the meeting.

Jeffrey Agee-Aguayo requested two items from meeting participants for record keeping purposes. First, that members of both committees participating via teleconference state their name when speaking or making a motion or second. Second, that there may be possible roll call votes if there are any non-unanimous votes at this meeting.

2. Jeffrey Agee-Aguayo projected the meeting agenda on the shared screen feature in Go to Meeting, and briefly reviewed the agenda. The agenda was also emailed to members of both committees in advance of the meeting.

**Moved** by Tom Holtan and seconded by Derek Muench that both committees approve the agenda for the February 23, 2023, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo projected the draft minutes of the January 26, 2023, joint Technical Advisory Committee/Policy Advisory Committee meeting on the shared screen feature in Go to Meeting, and briefly reviewed those minutes. The draft minutes were also emailed to members of both committees in advance of the meeting.

**Moved** by David Smith and seconded by Tom Holtan that both committees approve the minutes of the January 26, 2023, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

4. Policy Advisory Committee Chairperson Vernon Koch asked if there was any input.

Vernon Koch indicated that Alayne Krause was appointed the next Sheboygan County Administrator at the February 21, 2023, meeting of the Sheboygan County Board.

No additional public input was received.

5. Members of both committees reviewed and recommended approval of major amendments to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2023 – 2026* to the Bay-Lake Regional Planning Commission. These materials were emailed to members of both committees about a week in advance of the meeting.

A. Jeffrey Agee-Aguayo opened the public hearing on the major amendments to the *2023 – 2026 TIP*. Jeffrey Agee-Aguayo reviewed the “Notice of Request for Comment and Public Hearing on the Draft Major Amendments to the Street and Highway Improvement Project

Component of the *2023 – 2026 TIP* for the Sheboygan Metropolitan Planning Area” with everyone in attendance; this was projected on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo explained the content of the major amendments to the TIP, the five locations where the draft TIP was placed, placement of the draft TIP on the MPO webpage, and ways in which the public comment period, public hearing and draft TIP were publicized. Jeffrey Agee-Aguayo explained that March 10, 2023, will be the final day of the public comment period on the TIP. Jeffrey Agee-Aguayo asked if there was any public comment on the *2023 – 2026 TIP*; no comments were received.

**Moved** by David Smith and seconded by Charles Born to close the public hearing. Motion carried, with all voting aye on a voice vote.

B. Jeffrey Agee-Aguayo projected amended Table 6 of the *2023 – 2026 TIP* on the shared screen feature in Go to Meeting, and reviewed additions to this table with everyone participating in the meeting. This document was emailed to members of both committees in advance of the meeting.

The following projects were added to Table 6:

- State Highway 23: Intersection with County Highway TT: Reconstruction in 2026 at a cost of \$2,084,000 (this is a highway safety project); and
- State Highway 23 from State Highway 32 to Taylor Drive: Resurfacing in 2026 (this is a highway preservation project).

Amended Table 6 also included cost increases to the highway preservation and highway safety totals at the end of the table.

Jeffrey Agee-Aguayo projected the revised financial plan (fiscal constraint demonstration) for the March 2023 major amendments to the *2023 – 2026 TIP* on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed revisions to the financial plan, including changes to entries in the National Highway Performance Program (NHPP), Highway Safety Improvement Program (HSIP) and the FTA Section 5304 program in Table 7, as well as minor changes to pages 1 and 3 in the narrative.

Jeffrey Agee-Aguayo noted that no comments were received on the major amendments to the *2023 – 2026 TIP* to date.

There were no questions or comments from members of either committee regarding the major amendments to the *2023 – 2026 TIP*.

C. **Moved** by Charles Born and seconded by David Smith that both committees recommend approval of the presented major amendments to the *Sheboygan Metropolitan*

*Planning Area TIP: Calendar Years 2023 – 2026* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

6. Members of both committees reviewed the *Annual Listing of Obligated Projects for Calendar Year 2022*.

Jeffrey Agee-Aguayo projected the *Annual Listing of Obligated Projects for Calendar Year 2022* on the shared screen feature in Go to Meeting. This listing was emailed to members of both committees about a week in advance of the meeting. Jeffrey Agee-Aguayo then reviewed the listing. One FHWA obligated project line item and four FTA obligated project line items were reviewed.

Jeffrey Agee-Aguayo stated that no action was needed on this agenda item unless changes were made. This information will soon be posted on the MPO webpage.

There were no questions or comments on the *Annual Listing of Obligated Projects for Calendar Year 2022* from members of either committee. This listing will be posted to the MPO webpage soon.

7. MPO staff gave an update on progress on the *Year 2050 Sheboygan Area Transportation Plan (SATP)* to everyone participating in the meeting.

Jeffrey Agee-Aguayo stated that draft chapters would be posted to the MPO webpage as they become available.

#### Chapter 7 (Recommended Transportation Plan)

Heena Bhatt stated that she added the bicycle and pedestrian transportation recommendations to the draft chapter. Heena Bhatt discussed how outreach to the active transportation community in the Sheboygan area affected some of the recommendations in the draft chapter. There has also been some minor editing to this chapter.

Heena Bhatt noted that she added some education and outreach activities to the bicycle and pedestrian transportation component of draft Chapter 7. Heena Bhatt also indicated that she added safe bike lanes and a complete streets policy to the bicycle and pedestrian transportation component of draft Chapter 7. Heena Bhatt commented that reactivating the bicycle and pedestrian implementation task force was added as a strategy to the bicycle and pedestrian transportation component of draft Chapter 7. Finally, Heena Bhatt stated that she added a strategy of connecting gaps to the bicycle and pedestrian transportation component of draft Chapter 7.

As far as comments from members of both committees regarding draft Chapter 7 were concerned, Steve Sokolowski thought that streets should be redesigned to align with affordable

housing; Heena Bhatt responded to Mr. Sokolowski’s comments, advocating for complete streets. Heather Cleveland agreed with Steve Sokolowski, but also advocated for connectivity. Aaron Brault thought that it would be cheaper long-term to build bicycle and pedestrian facilities as opposed to providing busing to and from schools for neighborhoods without sidewalks. Heather Cleveland commented that these issues will be discussed at her discussion group’s March 9<sup>th</sup> meeting.

Chapter 8 (Mitigation of Environmental Impacts of Major Transportation Projects)

Jeffrey Agee-Aguayo stated that work on this chapter was mostly complete, but there was a need to call a consultation meeting with the MPO’s environmental stakeholders.

Chapter 9 (Financial Plan)

Jeffrey Agee-Aguayo noted that this chapter still needed some refinement, particularly in the street and highway and bicycle and pedestrian transportation sections.

Appendix A (Glossary of Terms)

Jeffrey Agee-Aguayo indicated that this appendix was recently completed by Heena Bhatt.

Appendix B (2022 Transportation System Performance Indicators Report)

Jeffrey Agee-Aguayo commented that this appendix was completed, and was presented at the January joint meeting by Heena Bhatt.

Appendix C (Conformity Assessment)

Jeffrey Agee-Aguayo stated that this appendix was in progress in that we are waiting for the Wisconsin DNR Bureau of Air Management staff to complete its runs of the emissions estimating model.

Appendix D (Financial Plan Supporting Documentation)

Jeffrey Agee-Aguayo noted that this appendix was recently completed by Heena Bhatt.

Appendix E (Environmental Justice)

Jeffrey Agee-Aguayo indicated that most of this appendix was recently completed by Heena Bhatt, but that we are revising most of the maps for that appendix, which should be completed soon.

Appendix F (Public Participation Process)

Jeffrey Agee-Aguayo commented that this appendix was mostly complete, but additional narrative will be added to the appendix once the public comment period, public hearing, environmental consultation meeting, and upcoming March and April meetings of the MPO advisory committees and of the Bay-Lake Regional Planning Commission’s Executive Committee have taken place.

Appendix G (Minutes of the Multiagency Environmental Consultation Meeting)

Jeffrey Agee-Aguayo stated that this appendix will be completed after this meeting has been held.

Appendix H (Sheboygan MPO Technical and Policy Advisory Committee Membership)

Jeffrey Agee-Aguayo noted that this appendix has not yet been completed, but can be done quickly, since it appears in many MPO planning documents and is kept up-to-date.

There were no questions or comments from members of either committee outside of draft Chapter 7.

8. Matt Schreiber and Nick Weber gave an update on WisDOT planning activities to everyone participating in the meeting.

Matt Schreiber discussed WisDOT’s state Active Transportation Plan which is in progress. The preliminary comment period for that plan ends on February 26, 2023. More events related to this plan will be scheduled in the future, with the locations to be determined. Heather Cleveland encouraged WisDOT to hold a “pop-up” event regarding this planning effort in Sheboygan.

Nick Weber discussed WisDOT’s state Rail Plan. The final comment period for that plan also ends on February 26, 2023.

Nick Weber shared Geographic Information System (GIS) information with WisDOT maps (traffic counts, 6-year program projects, etc.) with members of both committees.

Jeffrey Agee-Aguayo and Heena Bhatt then gave an update on other MPO activities to everyone participating in the meeting.

Jeffrey Agee-Aguayo stated that he participated in a meeting of the Bay-Lake Regional Planning Commission’s Executive Committee on January 27, 2023; the January amendments to the *2023 – 2026 TIP* and Amendment #1 to the *2023 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* were approved at this meeting.

Jeffrey Agee-Aguayo noted that he and Heena Bhatt participated in a virtual meeting with WisDOT Local Programs staff in Madison to discuss the Carbon Reduction Program the afternoon of February 8, 2023.

Heena Bhatt indicated that she participated in a meeting with Sheboygan area active transportation advocates (in her case virtually due to poor weather conditions) the evening of February 9, 2023. Ms. Bhatt discussed feedback received at that meeting. Heather Cleveland organized this meeting, and David Biebel and David Smith from the MPO advisory committees were also in attendance.

Jeffrey Agee-Aguayo commented that he would be participating in a meeting of the full Bay-Lake Regional Planning Commission the morning of March 10, 2023; the major amendments to the 2023 – 2026 TIP that were recommended for approval at this meeting are scheduled for action at that meeting of the full Commission.

Finally, Jeffrey Agee-Aguayo stated that MPO staff worked with Shoreline Metro staff on completing their annual Community Development Block Grant (CDBG) application.

9. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees is scheduled for **Thursday, March 16, 2023, at 1:00 p.m.** This is two weeks earlier than what was stated in the 2023 MPO Work Program in order to keep long-range transportation plan completion on track to meet the late April deadline.

The main agenda item for this meeting will be to release the draft *Year 2050 SATP* for a 30-day public comment period (including public hearing).

10. **Moved** by Tom Holtan and seconded by Heather Cleveland that the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees be adjourned. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 1:45 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

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