

DRAFT MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING
FOR SHEBOYGAN MPO
January 25, 2023
(In-Person and Virtual)

MEMBERS PRESENT:

- Vernon Koch, Policy Advisory Committee Chairperson, Presiding

Policy Advisory Committee:

- Heather Cleaveland (Transit Committee)

Technical Advisory Committee:

- Emily Stewert (Sheboygan County, Department of Transportation), Technical Advisory Committee Chair
- Derek Muench (Shoreline Metro), Technical Advisory Committee Vice-Chair
- David Smith (Bicycle and Pedestrian Transportation Advocate)
- David Biebel (City of Sheboygan Department of Public Works)
- Ryan Sazama (City of Sheboygan Department of Public Works, Engineering Division)
- Aaron Brault (Sheboygan County Planning and Conservation Department)
- Mike Kitzerow (Village of Kohler)
- Jerry Benzschawel (City of Sheboygan Falls Department of Public Works)
- Matt Schreiber (WisDOT)
- Nick Weber for Tom Buchholz (WisDOT Northeast Region, Green Bay)
- Karl Buck (FHWA)

MEMBERS EXCUSED:

- Charles Born (Town of Lima), Policy Advisory Committee Vice-Chair
- George Marthenze (Town of Herman)
- Tom Holtan for Daniel Hein (Town of Sheboygan)
- David Bizot (Wisconsin DNR)

OTHERS PRESENT:

- Matt Sorensen (WisDOT)

STAFF PRESENT:

- Heena Bhatt (Bay-Lake Regional Planning Commission)
- Brian Dickson (Bay-Lake Regional Planning Commission)

1. The meeting was called to order at 11:03 a.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.

2. The meeting Agenda for the January 25, 2024, joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

Moved by Aaron Brault and seconded by Heather Cleveland

3. The Draft meeting minutes for October 26, 2023, joint Technical Advisory Committee/Policy Advisory Committee meeting was approved.

Moved by David Smith and seconded by Aaron Brault

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

No public comments were made.

5. Review and recommendation of approval of the draft Sheboygan Urban Area Boundary and Sheboygan Metropolitan Planning Area Boundary.

Heena Bhatt said the urban area and MPO boundaries for the Sheboygan metropolitan planning area were discussed at the June 2023 Technical and Policy Advisory Committees Joint Meeting. She noted that the proposed map boundaries identified at that meeting were presented to WisDOT and FHWA, who gave tentative approval of the new boundaries. Karl Buck, FHWA, did note that only staff concurrence of the maps was given and that FHWA would not officially approve any changes until a signed resolution from the governing body is submitted.

Ms. Bhatt said that the changes to the boundaries focused on including the areas where most development is expected in the next 10 years. She also said the boundary lines were smoothed out, especially along the Lakeshore. Ms. Bhatt noted that much of the smoothing came from improvements in accuracy in the GIS software, which has allowed boundary lines to be drawn much more accurately than those lines drawn 10 years ago. She noted that, for smoothing purposes, part of the marina was being removed from the urban area boundary. Aaron Brault asked if the changes could affect grant funding for the Marina. Ms. Bhatt said that the only area of the marina being removed was the dock area, which was within the water area, therefore, there would be no affects to any grant funding which may be available for the marina.

Ms. Bhatt said that once the MPO recommends the approval the boundaries to the Commission and once the Commission approves the boundaries, it will be submitted to WisDOT for their approval, and then WisDOT will review, approve, and submit to FHWA for their approval. She noted that WisDOT is submitting boundary changes throughout Wisconsin in batches, to FHWA, so that FHWA does not have to review all changes all at once.

Moved by David Smith and seconded by Mike Kitzerow that both committees recommend the approval of the Sheboygan Urban Area Boundary and Sheboygan Metropolitan Planning Area Boundary.

6. Review and Recommendation of Approval of Minor Amendment to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2024 – 2027* to the Bay-Lake Regional Planning Commission.

Heena Bhatt said that application for the 5310 Enhanced Mobility of Seniors & Individuals with Disabilities grant had been approved and TIP must now be amended to include the grant.

Moved by Aaron Brault and seconded by David Smith, both committees recommend approval of the minor amendment to the *Sheboygan Metropolitan Planning Area Transportation Improvement Program: Calendar Years 2024 – 2027*.

7. Update on the Bicycle Level of Traffic Stress Analysis and Bicycle and Pedestrian Master Plan for the Sheboygan MPA.

Heena Bhatt said the consultant for the Bicycle Level of Traffic Stress Analysis submitted a draft tool for analysis to her yesterday and that Bay Lake staff will be reviewing the draft and presenting those finding at the MPO TAC/PAC March 2024 meeting. She said that in the coming months, staff will be reviewing that report. Ms. Bhatt then presented the scope of the Bicycle and Pedestrian Master Plan. She also noted that staff has started working on Bicycle and Pedestrian Master Plan and in the coming months staff will work on identifying the existing conditions of the bike and pedestrian transportation system in the Sheboygan MPA, and developing a demand analysis for the Sheboygan MPA, which will identify bike and pedestrian hotspots in the region. The Bike and Pedestrian plan will also include a regional equity analysis, and a bike and pedestrian safety analysis. In the plan's implementation section, the plan will discuss actual streets, trails, and sidewalks recommended for improvements. The plan will also recommend corridor improvements, as well as a parking analysis. Ms. Bhatt said staff is looking to have a final draft available by early 2025 and present that plan to the public in an open house and by other means as identified, in Spring 2025, before final approval.

Ms. Bhatt asked members if a steering committee should be formed to provide guidance on the plan, as it develops, or if that review should be done by this committee, as the plan develops. Heather Cleveland said she thought the scope of the project presented by Ms. Bhatt sounded great and that she supports a steering committee be formed to guide the development of the plan. Nick Weber from WisDOT said he would like to be involved with the steering committee. David Biebel, from the City of Sheboygan, said he is interested in making sure the right people are on the committee and MPO staff and the City staff coordinate on the Bike and Ped Plan and the development of the Safe Streets for All (SS4A) grant awarded to the city as well as the Complete Streets Policy that has been developed by the City. Members concurred that staff should move forward with the creation of a steering committee. Ms. Bhatt requested members contact her if they have any recommendations for people who should serve on the committee. It was recommended that someone from the four school districts in the MPA be included.

8. Update on WisDOT Northeast Region and Other MPO Planning Activities.

Nick Weber informed members that applications for the Federal Fiscal Year 2025 Surface Transportation Program (STP) – Local Supplemental Projects is now open with a deadline of 04/05/24. Applications for the Highway Safety Improvement Program (HSIP) are now open with a deadline of 02/15/2024. WisDOT has now created an interactive GIS map to show where federal discretionary grants have been awarded throughout the State.

Heena Bhatt informed members that the Federal DOT has announced a new Green House Gas Performance Measure, which will now have to be addressed in the TIP's, STIP's, and LRTP's. The state is required to submit a Green House Gas performance goal by 2/15/24 and all MPO's must submit their goal within 180 days after announcement of the state goal. She said that there is a Carbon Reduction Program (CRP) grant which will be available soon to address greenhouse gas issues. Aaron Brault asked if the CRP is available for bike and pedestrian projects. Ms. Bhatt said, to her knowledge, the grant can be used for bike, pedestrian, and transit projects.

Ms. Bhatt said that Shoreline Metro will be going through its Triennial Review this year and Bay Lake staff will be providing necessary documents needed for the review. Ms. Bhatt also said that Brian Dickson is working on a Performance Indicators report for 2023, which he will likely be presenting at the March meeting. Ms. Bhatt updated on the Sheboygan County Transportation planning/Feasibility Study that she has been working on, the Steering Committee met in December to review the progress of the study and from the preliminary discussion some type of On Demand service would be a feasible option for the rural parts of the County. Lakeland University wants to be a part of this program and has expressed interest in a fixed route from Lakeland to destinations in the Sheboygan MPA. This study will look at what type of transportation system would be most appropriate.

Heather Cleveland asked an update on the Transportation Access to Public health Options study that Bay-Lake had been working on in Sheboygan area. Ms. Bhatt said that Bay Lake is working on the study and has collected all the background data required for the analysis of the study. The study includes all the counties served by the Bay Lake Regional Planning Commission. She said staff will likely be contacting hospitals and other health officials for input on the study in March.

9. Chair Vernon Koch announced the next meeting date is March 7, 2024, at 11:00 am.

10. **Moved** by David Smith and seconded by Mike Kitzerow 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 was adjourned at 11:46 am.

Recording secretary,

Brian Dickson