

# SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION (MPO)

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## 2020 PUBLIC PARTICIPATION PLAN UPDATE SEPTEMBER 2020



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**2020 PUBLIC PARTICIPATION PLAN UPDATE  
SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION (MPO)**

**Prepared by:  
Bay-Lake Regional Planning Commission**

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The contents of this report reflect the views of the Bay-Lake Regional Planning Commission, which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views and policies of the U.S. Department of Transportation. This report does not constitute a standard, specification or regulation.

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## **PLAN INTENT**

The purpose of this Public Participation Plan is to inform residents of the Sheboygan metropolitan planning area, members of the metropolitan planning organization (MPO) Technical and Policy Advisory Committees, and public and private transportation providers about the public participation process used during the review and approval of MPO transportation planning documents. This plan specifically outlines the procedures to be used during the development of the *Sheboygan Area Transportation Plan (SATP)*, the long-range transportation plan for the Sheboygan metropolitan planning area), the Transportation Improvement Program (TIP), and other plans and studies as appropriate.

## **METROPOLITAN PLANNING ORGANIZATION**

In its role as Sheboygan MPO, the Bay-Lake Regional Planning Commission is responsible for developing transportation plans and programs for the Sheboygan metropolitan planning area. As part of its responsibilities, the MPO is charged with providing a forum for cooperative transportation planning and decision making and establishing a public involvement process that ensures opportunities for early and continuing general public involvement in the review and evaluation of transportation plans and programs in the Sheboygan metropolitan planning area.

The following local units of government are wholly or partially contained within the Sheboygan metropolitan planning area:

- Sheboygan County;
- City of Sheboygan;
- City of Sheboygan Falls;
- Village of Howards Grove;
- Village of Kohler;
- Town of Herman;
- Town of Lima;
- Town of Mosel;
- Town of Sheboygan;
- Town of Sheboygan Falls; and
- Town of Wilson.

The staff of the Bay-Lake Regional Planning Commission serves as MPO staff. MPO functions are advised by a 22 member Technical Advisory Committee (TAC) and by a 13 member Policy Advisory Committee (PAC). The PAC consists of one representative from each of the above local jurisdictions, plus representatives of the Sheboygan Parking and Transit Utility (Shoreline Metro) and the Wisconsin Department of Transportation Northeast Region. A listing of the Sheboygan MPO TAC and PAC members can be found in Appendix A.

## INTRODUCTION

Public involvement in the formulation and approval of MPO plans and programs, including the *Sheboygan Area Transportation Plan (SATP)* and the TIP, is an important part of the transportation planning process in the Sheboygan metropolitan planning area. With the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991, all levels of government were mandated to enhance their public involvement processes. ISTEA increased the significance of long-range transportation planning at the local level, which prompted various local interest groups to want to play a greater role in the decision making process. The Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), which was enacted in 1998, continued the intent of ISTEA by requiring public participation policies and procedures that enabled the public to examine transportation issues early in the development stages of plans and programs.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was enacted in 2005, followed the lead of ISTEA and TEA-21 by mandating that opportunities for public involvement occur early and often. However, public involvement requirements in SAFETEA-LU diverged from previous legislation in recommending “visualization techniques” as part of the public participation process, and also recommended that MPOs make draft and final documents available to the public electronically. SAFETEA-LU also required that the Public Participation Plan be developed in consultation with interested parties, and that the long-range transportation plan be developed in consultation with federal, state and local governments and agencies. The “Moving Ahead for Progress in the 21<sup>st</sup> Century” Act (MAP-21), which was enacted in mid-2012, maintained the public involvement emphasis areas in SAFETEA-LU and in previous legislation. The Public Participation Plan was amended in 2007 and updated in 2012 to include these new emphases in public participation required of MPOs.

The “Fixing America’s Surface Transportation (FAST)” Act, which was enacted in late 2015, “requires that the planning process include public ports and private transportation providers (specifically intercity bus operators), and further encourages MPOs to consult during this process with agencies and officials of other types of planning activities, including tourism and natural disaster risk reduction.” These requirements are in addition to public participation requirements found in previous legislation.

This document provides a set of guidelines and standards that the Sheboygan MPO intends to follow when soliciting general public comments on local transportation plans and programs. Flexibility in the proposed procedures will be maintained throughout the public participation process in order to encourage maximum public involvement. **The public participation plan will be reviewed and evaluated at least every four years, and amended as necessary to reflect changes in federal legislation. Any amendments to this plan will be reviewed and recommended for approval by the MPO Technical and Policy Advisory Committees, and will be approved by the Bay-Lake Regional Planning Commission.**



## **GOALS AND OBJECTIVES OF THE PUBLIC PARTICIPATION PROCESS**

### **Goal**

Educate all residents of the Sheboygan Metropolitan Planning Area about the importance of developing and maintaining an intermodal transportation system, and encourage residents of the Sheboygan Metropolitan Planning Area to participate in the creation of this system.

### **Objectives**

- Provide public input opportunities to linguistically isolated persons or Limited English Proficient (LEP) persons as part of the MPO planning process.
- Distribute notices and other materials to residents of the metropolitan planning area to inform them of opportunities to participate in the development of transportation plans, programs and studies.
- Make MPO publications and major work products available at local libraries, at repositories maintained by local units of government (or their departments), and on the Sheboygan MPO webpage portion of the Bay-Lake Regional Planning Commission website.
- Encourage local governments in the metropolitan planning area to have their websites link to the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website, in order to more easily facilitate access to MPO processes and draft and final documents.
- Enable all residents of the metropolitan planning area to participate in the development of transportation plans, programs and studies by holding as many meetings as possible at sites that can be reached on foot, by bicycle and by public transit.
- Engage metropolitan planning area residents in the transportation planning process by informally meeting with them in their neighborhoods, at their businesses, at their schools, at their community centers, and in other locations throughout the area.
- Maintain a database of Public Participation Plan contacts and ensure that the information in the database is up to date.
- Experiment with several public participation techniques to identify effective methods of engaging all metropolitan planning area residents in the transportation planning process.

Methods of achieving the MPO Public Participation Plan goal and objectives are discussed throughout the remainder of this document.

### **PUBLIC PARTICIPATION CONTACTS**

The Sheboygan MPO maintains and updates an extensive list of organizations and individuals from whom public involvement is sought. The public contacts include: area news media; schools and post-secondary educational institutions; major employers; freight shippers; providers of freight transportation services (including planning/logistics,

transfer and storage companies); public transit users and employees and their representatives; private mass transportation providers (including intercity bus operators); area marinas; entities which promote area tourism; officials responsible for natural disaster risk reduction; social service agencies; health care centers and providers; Community Based Residential Facilities (CBRFs), nursing homes and senior housing developments; civic and environmental organizations; non-profit organizations serving disadvantaged populations; special interest groups; government agencies; and private citizens. The MPO will solicit input from various agencies and individuals on the mailing list during appropriate stages in the completion of the *Sheboygan Area Transportation Plan*, the TIP, and other special studies. Transit users will be initially contacted about public meetings through notices at the downtown transfer point and/or through notices on the buses.

A copy of the MPO public participation mailing list will be available for review at the Bay-Lake Regional Planning Commission office. Any agency or individual may request to be added to the mailing list for future meeting notification and document distribution.

**SHEBOYGAN MPO TECHNICAL AND POLICY ADVISORY COMMITTEE  
AND BAY-LAKE REGIONAL PLANNING COMMISSION MEETINGS**

Notice of Sheboygan MPO Technical and Policy Advisory Committee meetings and of Bay-Lake Regional Planning Commission meetings involving approval of MPO planning products will be sent to Sheboygan area news media, and will be posted on the Sheboygan MPO webpage portion of the Commission website. The notice will state the purposes, time and location of the meeting as well as staff contact information. The public notice will be sent and posted approximately one week prior to the meeting.

The site for all Sheboygan MPO Technical and Policy Advisory Committee meetings and meetings of the Bay-Lake Regional Planning Commission involving approval of MPO planning products will be adequate in size for the audience, accessible to persons with disabilities, located on or within reasonable walking distance from public transportation routes, and provide adequate parking. The special needs of the population being served will be considered when choosing meeting locations. Public requests for alternate meeting locations will be considered, and every attempt at accommodation will be made. Any applicable handouts will be available to the public at the meeting. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at the appropriate postal or e-mail address.

It is possible that in special circumstances, teleconference meetings of the Sheboygan MPO Technical and Policy Advisory Committees and of the Bay-Lake Regional Planning Commission (or its Executive Committee) may need to be held. These meetings will be held only if necessary. If held, agendas for teleconference meetings will include information on how the public can access and participate in such meetings.

A sign language interpreter for hearing impaired persons will be made available, if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired persons or those with other disabilities, if requested. Upon request, MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

When possible, the MPO staff will use visualization techniques (such as maps, transportation models, drawings, photographs, or illustrative renderings of proposals) to present the projects, plans or topics being discussed at each meeting.

### **AVAILABILITY OF DOCUMENTS**

All draft documents (including maps) can be viewed at the Bay-Lake Regional Planning Commission office, on the MPO webpage portion of the Commission website, and at the following locations:

- Shoreline Metro Transfer Point, 828 Pennsylvania Avenue, Sheboygan;
- Sheboygan Department of Planning and Development, 828 Center Avenue (Suite 208), Sheboygan;
- Kohler Village Hall, 319 Highland Drive, Kohler;
- Sheboygan Falls Municipal Building, 375 Buffalo Street, Sheboygan Falls; and
- Mead Public Library, 710 North 8<sup>th</sup> Street, Sheboygan.

Individuals can obtain paper copies of the documents or CDs containing the documents by contacting the Bay-Lake Regional Planning Commission office. Visualization aids used in presentations to the Sheboygan MPO Technical and Policy Advisory Committees or to the Bay-Lake Regional Planning Commission can be viewed at the Bay-Lake Regional Planning Commission office. The aids specific to the meeting will be kept for at least two weeks after the meeting.

Following approval, documents may be obtained at the Bay-Lake Regional Planning Commission office, and will be placed at the Mead Public Library for permanent public review. Significant approved documents will be posted to the MPO webpage portion of the Commission website.

### **PUBLIC PARTICIPATION PROCEDURES**

#### **Consultation Regarding Environmental Mitigation (for the Long-Range Transportation Plan and Transportation Improvement Program)**

During the development of the long-range transportation plan and TIP, the MPO staff will consult with federal, state and local agencies that are responsible for the following activities:

- Land use management;
- Natural resources;
- Environmental protection;
- Conservation; and
- Historic preservation.

The purpose of these consultation efforts is to identify potential conflicts between planned transportation projects and homes, businesses, neighborhoods, communities,

parks, wetlands and other human and natural resources and to identify effective methods of mitigating these impacts on an area-wide level.

### **Consultation Process Participants**

The environmental consultation process will involve the following agencies (as appropriate):

- Federal Agencies:
  - Federal Highway Administration – Wisconsin Division;
  - Federal Transit Administration – Region 5 Office;
  - U.S. Army Corps of Engineers – Regulatory Branch;
  - U.S. Coast Guard – Sheboygan Station;
  - U.S. Department of Agriculture – Natural Resource Conservation Service;
  - U.S. Environmental Protection Agency – Region 5 Office;
  - U.S. Fish and Wildlife Service; and
  - National Park Service.
- State Agencies:
  - Wisconsin Department of Natural Resources (DNR) – Bureau of Air Management;
  - Wisconsin DNR – Bureau of Integrated Science Services;
  - Wisconsin DNR – Plymouth Service Center;
  - Wisconsin DNR – Northeast Region Office;
  - Wisconsin DNR – Southeast Region Office;
  - Wisconsin Department of Transportation (DOT) – Bureau of Planning and Economic Development;
  - Wisconsin DOT – Bureau of Technical Services;
  - Wisconsin DOT – Northeast Region Office;
  - Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) – Agricultural Impact Program; and
  - Wisconsin State Historical Society – State Historic Preservation Officer.
- Local Agencies (within the Metropolitan Planning Area):
  - Sheboygan County Planning and Conservation Department;
  - City of Sheboygan;
  - City of Sheboygan Falls;

- Village of Howards Grove;
- Village of Kohler;
- Town of Herman;
- Town of Lima;
- Town of Mosel;
- Town of Sheboygan;
- Town of Sheboygan Falls; and
- Town of Wilson.
- Other Entities:
  - Native American nations with a history of settlement in the area; and
  - Bay-Lake Regional Planning Commission.

**Consultation with Agencies and Officials Within the Metropolitan Planning Area**

As the long-range transportation plan and TIP are developed, MPO staff will consult with agencies and officials who are responsible for other planning activities within the metropolitan planning area that are affected by transportation. These activities include: state and local growth planning, economic development, environmental protection, airport operations and freight movement. The MPO will coordinate its planning process with these and other agencies to the maximum possible extent. In addition, the long-range transportation plan and TIP will be developed with the consideration of other related planning activities within the metropolitan planning area, and this process will provide for the design and delivery of transportation services that are provided by:

- Recipients of assistance under Title 49 of the U.S. Code, Chapter 53; and
- Governmental agencies and non-profit organizations that receive federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services.

**Consultation Process**

To involve the resource agencies in an active exchange of information during the development of the long-range transportation plan and the TIP, MPO staff will seek the agencies’ input as follows:

***Long-Range Transportation Plan***

MPO staff will invite representatives of the resource agencies to a meeting to evaluate the long-range transportation plan’s preliminary draft recommendations and to discuss the development of mitigation strategies and policies.

A typical agenda for these meetings might be as follows:

- Introductions, Purpose, Expectations;
- Overview of the MPO Transportation Plan and Planning Process;

- New/Updated Environmental Resource Inventories and Plans;
- Major Planned Transportation Improvements and Potential Impacts; and
- Environmental Mitigation Policies.

This consultation will include a comparison of plans, maps and inventories (as available) that the agencies and interested parties have agreed are essential for review. For purposes of the MPO transportation planning process, “consultation” is defined as “open discussions on what actions or issues affect the agencies or interested parties;” in such consultation, the views of the affected agencies or interested parties are carefully considered in the development of the affected planning document.

Resource agency representatives will receive a draft electronic copy of the long-range transportation plan, and will be invited to submit comments during the plan’s 30 day public review period. Resource agency representatives will also be invited to participate in the public hearing and in any other meetings held in order to provide input before the plan is approved.

***Transportation Improvement Program (TIP)***

Resource agency representatives will receive a draft electronic copy of the TIP, and will be invited to submit comments during the TIP’s 30 day public review period. Resource agency representatives will also be invited to participate in the public hearing and in any other meetings held in order to provide input before the TIP is approved.

In the event that a new or amended TIP adds capacity modifying projects that trigger a significant amendment to the long-range transportation plan, resource agency representatives will be invited to a special meeting to consider the impacts of the added project(s) on environmental, historical and other resources. The format will be similar to a regular long-range transportation plan consultation meeting, but with a focus on the new project(s).

***Long-Range Transportation Plan and TIP Amendments***

MPO staff will invite the resource agency representatives to participate in long-range transportation plan and TIP amendment processes that are identified in this *Public Participation Plan*.

**Public Participation Plan**

MPO staff will consult with interested parties during the development of the *MPO Public Participation Plan*. Such consultation will involve contacting such interested parties and offering them the opportunity to meet with MPO staff to provide suggestions for how to approach groups or agencies during any public participation periods. Interested parties will be contacted through the mail (from the public participation mailing list) with a memorandum which includes a link to the preliminary draft *Public Participation Plan* that appears on the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website. The interested parties will have 30 days to either meet with MPO staff regarding their suggestions or to submit suggestions in writing to MPO staff. If there is sufficient interest, MPO staff may hold a public information meeting regarding the *Public Participation Plan* within this 30 day window. MPO staff will either (1)

incorporate suggestions into a revised draft of the *Public Participation Plan*; or (2) reject suggestions that are not feasible to implement with a letter to the party proposing the suggestion explaining the reason why the suggestion is not feasible to implement. All suggestions received and their disposition will be documented in an appendix to the *Public Participation Plan*.

The draft *Public Participation Plan* will be reviewed by the MPO Technical and Policy Advisory Committees. A 45 day public comment period will be available prior to recommendation of approval of the *Public Participation Plan* by the MPO Technical and Policy Advisory Committees and approval by the Bay-Lake Regional Planning Commission. During the 45 day public comment period, a public notice will be printed in one or more local newspapers and posted on the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter. The public notice will state where the document can be reviewed and staff contact information. Contact information for MPO staff will include an address, telephone number, fax number and e-mail address. The document will be available for review on the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website, as well as at the five locations noted under “Availability of Documents.” Comments received on the draft *Public Participation Plan* and the MPO’s response to those comments will be attached to the draft document and made available to members of the MPO Technical and Policy Committees and to the Bay-Lake Regional Planning Commission.

Amendments to the *Public Participation Plan* will follow the same procedures as the draft plan, with consultation with interested parties, review by the MPO Technical and Policy Advisory Committees followed by a 45 day public comment period, recommendation of approval by the MPO Technical and Policy Advisory Committees and approval of the amendment(s) by the Bay-Lake Regional Planning Commission.

The *Public Participation Plan* will also be used to fulfill the public participation procedures required by the Federal Transit Administration (FTA) for review and approval of the Program of Projects for transit purposes.

### **Long-Range Transportation Plan**

The *Sheboygan Area Transportation Plan (SATP)* examines the existing bicycle, pedestrian, transit, intercity passenger transportation, freight transport, and street and highway networks, identifies existing and projected problems with these networks, and proposes long-range transportation system improvements. The FAST Act continues to require that MPOs amend and update their long-range plan in order to reflect the transportation issues and projects that will affect the metropolitan planning area over no less than a 20 year planning horizon. Plan goals, objectives, policies and priorities will be reviewed by the MPO Technical and Policy Advisory Committees, by special committees (as appropriate), by the general public, and by the Bay-Lake Regional Planning Commission in the initial stages of the federally required four year updates to the long-range transportation plan.

The process that the MPO will follow for the long-range transportation plan is summarized in the following section.

### **Draft Plan Chapters and Full Draft Plan**

Draft plan chapters (as they are developed) as well as the full draft of the long-range transportation plan will be displayed on the MPO webpage on the Bay-Lake Regional Planning Commission website.

### **Advertising**

Staff will place notices in one or more local newspapers and on the MPO webpage on the Bay-Lake Regional Planning Commission website announcing all public informational/input meetings, public comment period and public hearing concerning the long-range transportation plan.

### **Media Relations**

Staff will attempt to get articles published in local newspapers concerning significant milestones in the long-range transportation planning process. Staff will also use press releases to discuss significant milestones in the long-range transportation planning process and to invite the public to public informational/input meetings. If invited, staff will appear on the City of Sheboygan Mayor's monthly cable television program concerning city affairs to discuss the long-range transportation planning process.

### **Website**

A portion of the Bay-Lake Regional Planning Commission website will be maintained that is devoted to the Sheboygan MPO program and more specifically to the development of the long-range transportation plan. Items available at this webpage are proposed to include: MPO Technical Advisory Committee/Policy Advisory Committee joint meeting agendas and minutes; draft plan chapters (as they are developed); draft and final copies of the long-range transportation plan; the *MPO Public Participation Plan*; *Transportation Improvement Programs (TIPs)*; and other planning products produced by MPO staff. In addition, the MPO will encourage local governments in the metropolitan planning area to have their websites link to the Bay-Lake Regional Planning Commission website's Sheboygan MPO webpage, in order to more easily facilitate access to MPO processes and draft and final documents.

### **Social Media**

News and information regarding the long-range transportation plan will be distributed through Facebook and Twitter. These media tools will also be utilized as a means to collect citizen feedback on the long-range transportation planning process. Facebook will be used to post full announcements, while Twitter may be used for event invitations and brief notifications.

### **Presentations to Groups**

If invited, staff will give occasional presentations concerning the long-range transportation planning process to service organizations and other groups. In addition, if invited, staff will participate in forums established by other agencies to discuss the long-range transportation planning process.



## **Public Open House Meetings**

An open house format will be attempted at public informational/input meetings concerning the long-range transportation plan, and displays will be available at such meetings. These meetings are expected to occur at significant milestones in the planning process. These milestones may include (1) a period early in the planning process; (2) a stage in the process in which there can be meaningful discussion concerning current and projected deficiencies in the transportation network but where a plan remains to be drafted; and (3) a stage in the process in which plan recommendations are being discussed but where a draft plan has not yet been produced. During these meetings, staff will use maps, Power Point presentations and other techniques to help participants to visualize the various elements being examined in the planning process.

## **Stakeholder Interviews**

One-on-one meetings with individual community leaders and staff will be held to review land use and transportation issues and concerns as the long-range transportation plan is developed. In the past, MPO staff attempted to have one interview with community leaders and staff in each local jurisdiction in the metropolitan planning area, including Sheboygan County.

## **Analysis for Environmental Justice**

Staff will determine how recommendations in the long-range transportation plan will affect minority and low income populations through the use of U.S. Census block group data and the Bay-Lake Regional Planning Commission's GIS system. Specifically, environmental justice analysis in the context of the long-range transportation plan will:

- 1) Identify census block groups with significant environmental justice (minority and/or low income) populations in the metropolitan planning area;
- 2) Evaluate access to community services (health care, major schools, major retail centers, government, entertainment and recreation, special needs population centers, major employment centers, transportation hubs, and parks and open space) from and within these target block groups;
- 3) Evaluate automobile and transit travel times from environmental justice target areas to major potential trip generators in the metropolitan planning area;
- 4) Evaluate the impacts of recommended street and highway projects on environmental justice target areas; and
- 5) Evaluate the economic, social, community and neighborhood impacts of the long-range transportation plan (including noise impacts, visual impacts and air quality impacts in general terms).

Maps that will typically be part of the environmental justice analysis section of the long-range transportation plan will include:

- 1) Distribution of Environmental Justice Target Populations;
- 2) Poverty Populations, Transit Routes and Destinations;
- 3) Minority Populations, Transit Routes and Destinations;

- 4) Poverty Population, Proposed Projects and Destinations;
- 5) Minority Population, Proposed Projects and Destinations; and
- 6) Traffic Analysis Zones (TAZs) Selected for Travel Time Analysis and Environmental Justice Target Areas.

All of the maps will focus on the Sheboygan metropolitan planning area. MPO staff reserves the right to produce additional inset maps if they aid in visualizing environmental justice impacts of the long-range transportation plan.

### **Public Comment Period and Public Hearing**

A public comment period (30 days) will be held on the final draft of the long-range transportation plan. A public hearing will be conducted on the draft long-range transportation plan during this public comment period; this public hearing is in addition to the public open house meetings identified above.

### **Air Quality Conformity Assessments**

MPO staff will consult with the following agencies with respect to the air quality conformity assessment conducted on the long-range transportation plan: Wisconsin Department of Transportation; Wisconsin Department of Natural Resources (Bureau of Air Management); Federal Highway Administration – Wisconsin Division; Federal Transit Administration Region 5 office; and the U.S. Environmental Protection Agency Region 5 office. Representatives of these agencies constitute the Transportation Conformity Work Group (TCWG) of the Sheboygan MPO. These agencies will have an opportunity to comment on the draft conformity assessment during a 30 day comment period that will normally run concurrently with the 30 day public comment period on the long-range transportation plan. MPO staff will meet with the TCWG upon request to review the draft conformity analysis; this meeting may occur on-site or via teleconference.

Members of the TCWG of the Sheboygan MPO typically are involved with the conformity analysis well in advance of its release for public review. For example, the Wisconsin Department of Natural Resources Bureau of Air Management staff provides MPO staff with emission factors used in the analysis, and provides considerable documentation as to how the emission factors were developed that is included in the conformity analysis. In addition, Wisconsin Department of Transportation staff has assisted the MPO staff with travel demand forecast modeling used in the conformity analysis.

The public comment period on the conformity analysis runs concurrent with the public comment period on the long-range transportation plan.

In order to be more efficient, MPO staff will make every effort to conduct a simultaneous conformity analysis on the long-range transportation plan and its implementing *Transportation Improvement Program (TIP)*.

### **Nominal Group Process**

Staff will use a nominal group process to establish goals, objectives and standards/policies for the long-range transportation plan with members of the Sheboygan MPO Technical and Policy Advisory Committees early in the planning process.

### **Sheboygan MPO Technical and Policy Advisory Committees**

Staff will continue to utilize the Sheboygan MPO Technical and Policy Advisory Committees to develop and review the long-range transportation plan. The local news media will be notified of all MPO advisory committee meetings.

### **Specialized Advisory Committees/Task Forces**

Staff will consider utilizing specialized advisory committees and/or task forces for certain elements of the long-range transportation planning process, including detailed transit planning.

### **Documentation of Public Input on the Draft Long-Range Transportation Plan**

Both the draft and final versions of the long-range transportation plan contain an appendix describing the public involvement stages included in the development of the document. Some of the narrative in this portion of the final long-range transportation plan is devoted to summarizing public comments on long-range transportation plan development along with MPO staff responses to these comments, including discussion on either (1) how the long-range transportation plan was modified in response to these comments, or (2) a rationale as to why the long-range transportation plan was not modified in response to the comments.

The MPO staff will maintain official documentation of materials related to the long-range transportation plan (including legal and other public notices, MPO Technical and Policy Advisory Committee structures, press releases, meeting attendee lists, and meeting summaries) on file and available to the public at the Bay-Lake Regional Planning Commission office for a period of seven (7) years.

### **Final Approval of Plan**

Staff will present the draft long-range transportation plan to the Bay-Lake Regional Planning Commission or its Executive Committee for final approval. This meeting will be open to the public.

### **Final Display of Plan**

The final long-range transportation plan, once approved, will be made available for permanent public review at the Mead Public Library in Sheboygan, at the Bay-Lake Regional Planning Commission office, and on the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website.

### **Plan Amendments**

Amendments to the *Sheboygan Area Transportation Plan* will be reviewed by the MPO Technical and Policy Advisory Committees. Final approval of plan amendments will be made by the Bay-Lake Regional Planning Commission after a 30 day public comment

period and recommendation of approval by the MPO Technical and Policy Advisory Committees. Notice of proposed plan amendments will be provided through paid notice in one or more local newspapers, press releases to local news media in the Sheboygan area, and through posting of the notice and plan amendment on the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.

A public hearing on the plan amendment will be held if the amendment involves an addition or deletion of a “regionally significant” project that adds or deletes capacity on the street and highway network, involves a change in the level of transit service in the area, or if the plan is being amended to conform with updated federal legislation and regulations. A public hearing on the plan amendment involving more minor modifications to the plan can be held upon request during the public comment period.

All comments, the MPO staff response to subject comments, and revisions to the plan amendment based on subject comments will be attached to the final plan amendment.

### **Transportation Improvement Program (TIP) and TIP Amendments**

The *Transportation Improvement Program (TIP)* is a staged four-year listing of actual transit operating and capital, elderly and disabled transportation operating and capital, bicycle and pedestrian transportation, and street and highway improvement projects within the Sheboygan metropolitan planning area. The *TIP* is prepared as a cooperative effort by the MPO, the Wisconsin Department of Transportation, the transit operator, and other local agencies. The *TIP* identifies the scheduled construction year of the proposed project, type of project, funding source, funding level, and project status in relation to air quality conformity. In the Sheboygan metropolitan planning area, the *TIP* is normally updated or amended on an annual basis, and any transportation project using federal funds must be included in the document. The *TIP* must be approved by the Bay-Lake Regional Planning Commission and by WisDOT prior to being submitted to the Federal Highway Administration and the Federal Transit Administration for reference in authorizing projects. The MPO is responsible for providing citizens and other interested parties with appropriate opportunities for comment on the *TIP* before the Bay-Lake Regional Planning Commission grants final approval. Regionally significant projects, regardless of funding source, must be included in the *TIP*.

The process that the MPO will follow for the *TIP* and for *TIP* Amendments is summarized in the following section.

### **Surface Transportation Block Grant (STBG) Urban Project Ranking**

STBG Urban project proposals are solicited from local units of government in the metropolitan planning area in odd-numbered years. This solicitation is conducted in cooperation with the WisDOT Northeast Region office.

MPO staff will utilize the *Surface Transportation Block Grant (STBG) Urban Project Prioritization Policy* to rank applicant STBG Urban projects in the Sheboygan Urbanized Area. The Sheboygan MPO Technical and Policy Advisory Committees will hear a recommendation by staff concerning the ranking, and will decide how to allocate the available limited STBG Urban funding to applicant projects.

### **Analysis for Environmental Justice**

Staff will determine how any proposed projects in the *TIP* will affect minority and low income populations through the use of U.S. Census block group data and the Bay-Lake Regional Planning Commission's GIS system. Specifically, environmental justice analysis in the context of the *TIP* will:

- 1) Identify street and highway projects and their impacts on environmental justice target areas;
- 2) Identify bicycle and pedestrian transportation projects and their impacts on environmental justice target areas;
- 3) Identify transit projects and their impacts on environmental justice target areas;
- 4) Identify *TIP* projects and their direct and indirect impacts on minority and/or low income populations; and
- 5) Discuss public involvement of minority and low income populations in the development of the *TIP*.

Maps that will typically be part of the environmental justice analysis section of the *TIP* include:

- 1) Street and Highway Improvement Project Locations and Environmental Justice Target Areas;
- 2) Bicycle and Pedestrian Transportation Project Locations and Environmental Justice Target Areas; and
- 3) Shoreline Metro Fixed Routes and Environmental Justice Target Areas.

All of the maps will focus on the Sheboygan metropolitan planning area. The environmental justice analysis for the *TIP* is simpler than the environmental justice analysis for the long-range transportation plan because it relies on the detailed analysis completed for the long-range transportation plan.

### **Air Quality Conformity Assessments**

MPO staff will consult with the following agencies with respect to the air quality conformity assessment conducted on the *TIP*: Wisconsin Department of Transportation; Wisconsin Department of Natural Resources (Bureau of Air Management); Federal Highway Administration – Wisconsin Division; Federal Transit Administration Region 5 office; and the U.S. Environmental Protection Agency Region 5 office. Representatives of these agencies constitute the Transportation Conformity Work Group (TCWG) of the Sheboygan MPO. These agencies will have an opportunity to comment on the draft conformity assessment during a 30 day comment period that will normally run concurrently with the 30 day public comment period on the *TIP*. MPO staff will meet with the TCWG upon request to review the draft conformity analysis; this meeting may occur on-site or via teleconference.

Members of the TCWG of the Sheboygan MPO typically are involved with the conformity analysis well in advance of its release for public review. For example, the Wisconsin Department of Natural Resources Bureau of Air Management staff provides

MPO staff with emission factors used in the analysis, and provides considerable documentation as to how the emission factors were developed that is included in the conformity analysis. In addition, Wisconsin Department of Transportation staff has assisted the MPO staff with travel demand forecast modeling used in the conformity analysis.

The public comment period on the conformity analysis runs concurrent with the public comment period on the *TIP*.

In order to be more efficient, MPO staff will make every effort to conduct a simultaneous conformity analysis on the long-range transportation plan and its implementing *TIP*.

### **Draft TIP**

The draft *TIP* is developed by the MPO staff after receiving project proposals from local government agencies and from WisDOT.

- The draft *TIP* is sent to all members of the MPO Technical and Policy Advisory Committees plus all other transportation providers (both public and private) in the metropolitan planning area.
- Per requirements in the FAST Act and in previous federal surface transportation legislation, representatives of transit users, freight shippers, providers of freight transportation services, public ports and marinas, intercity bus operators, and agencies and officials responsible for tourism and natural disaster risk reduction on the public participation plan mailing list will be notified of the availability of the draft *TIP*. Transit patrons will be notified that copies of the draft *TIP* are also available for review at the five local information repositories noted below.
- The draft *TIP* will be displayed at five local information repositories. These repositories will include the Mead Public Library, the Sheboygan Department of Planning and Development, the Shoreline Metro Transfer Point, Kohler Village Hall, and the City of Sheboygan Falls Municipal Building. The draft *TIP* will also be placed on the Bay-Lake Regional Planning Commission website's Sheboygan MPO webpage.
- A public comment period (30 days) will be held on the draft *TIP*. A public hearing will be conducted on the draft *TIP* during this public comment period. During this public hearing, staff will use maps, Power Point presentations and other techniques to help participants to visualize the various projects being included in the *TIP*. Staff will inform the public of the availability of the draft *TIP* by sending notices to organizations on the *MPO Public Participation Plan* mailing list, by publishing notices in one or more local newspapers, and by sending press releases to other local news media. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter. Staff will also attempt to get articles published in local newspapers concerning the *TIP* process. The public hearing will be held at an accessible location that is served by Shoreline Metro. The public hearing will be publicized in the same manner as the public comment period on the *TIP*. At times, the public comment period and

public hearing on the *TIP* will run concurrently with the public comment period and public hearing on the long-range transportation plan.

- The MPO Technical and Policy Advisory Committees will meet to discuss the projects that have been included in the draft *TIP*. Additions and/or deletions to the list of projects are suggested at this time. These joint meetings are open meetings, complete with a public comment agenda item. Notice of these meetings is sent to area news media and posted to the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website.

### **Documentation of Public Input on the Draft *TIP***

Both the draft and final versions of the *TIP* contain a section describing the public involvement stages included in the development of the document. Some of the narrative in this section of the final *TIP* is devoted to summarizing public comments on *TIP* development along with MPO staff responses to these comments, including discussion on either (1) how the *TIP* was modified in response to these comments, or (2) a rationale as to why the *TIP* was not modified in response to the comments.

The MPO staff will maintain official documentation of *TIP*-related materials (including legal and other public notices, MPO Technical and Policy Advisory Committee structures, press releases, meeting attendee lists, and meeting summaries) on file and available to the public at the Bay-Lake Regional Planning Commission office for a period of seven (7) years.

### **Final Approval of *TIP***

Staff will present the draft *TIP* to the Bay-Lake Regional Planning Commission or its Executive Committee for final approval. This meeting will be open to the public.

The Bay-Lake Regional Planning Commission approves the final *TIP* after no further significant changes are made to the draft *TIP*. The final *TIP* is then published and submitted to the Federal Highway Administration, Federal Transit Administration, Wisconsin Department of Transportation, and other applicable federal, state and local governmental agencies with jurisdiction in the Sheboygan metropolitan planning area. Transportation providers and other individuals requesting a copy are also forwarded a copy of the final *TIP*.

### **Final Display of *TIP***

The final *TIP*, once approved, will be made available for permanent public review at the Mead Public Library in Sheboygan, at the Bay-Lake Regional Planning Commission office, and on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website.

### **Major Amendments**

A major *TIP* amendment will be necessary when:

- Adding a non-exempt/expansion project to the first four years of the *TIP*, including advancing a project for implementation from an illustrative list or from the out year(s) of the *TIP*\*;

- Moving a non-exempt/expansion project out of the first four years of the *TIP*\*;
- Significantly changing the scope (character of work or project limits) of a non-exempt/expansion project within the first four years of the *TIP* such that the current description is no longer reasonably accurate\*; or
- Adding or deleting any project that exceeds the lesser of 10 percent of the total original Federal funding programmed for the calendar year, or \$1,000,000 (within the first four years of the *TIP*).

\*For purposes of air quality conformity analysis, “non-exempt” projects are projects that change or modify capacity on the transportation network. Examples of “non-exempt” projects in the Sheboygan area might include adding or deleting lanes on an existing arterial or collector facility, building a new arterial or collector facility, or adding a new interchange to a freeway. Generally, most other projects are considered “exempt” projects for purposes of air quality conformity analysis. Additional information concerning these definitions can be found in the USEPA conformity regulation (40 CFR 93), specifically in Tables 2 and 3 of the regulation. This detailed information is available from MPO staff at the Bay-Lake Regional Planning Commission office.

A major amendment will require the following steps:

- Staff will commence the major amendment process by releasing the proposed amendment for a 30-day public review period. Staff will inform the public of the proposed major amendment by placing the proposed major amendment and public review period announcement on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website, by sending notices to the organizations on the *MPO Public Participation Plan* mailing list and by publishing a notice in one or more local newspapers. The notices will be distributed just before the 30-day review period begins. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.
- Near the end of the 30-day public review process, staff will conduct a public hearing on the major *TIP* amendment at an accessible location that can be reached by Shoreline Metro. The public hearing notice will also be sent to the organizations on the *MPO Public Participation Plan* mailing list and to local news media. MPO staff will consider holding the public hearing immediately before meetings of the Sheboygan MPO Technical and Policy Advisory Committees in order to conserve staff time and resources.
- Following the public hearing, the Sheboygan MPO Technical and Policy Advisory Committees will have the opportunity to comment on the proposed major *TIP* amendment and make a recommendation to the Bay-Lake Regional Planning Commission.
- Staff will present the proposed major amendment to the Bay-Lake Regional Planning Commission (or its Executive Committee) for final approval.



## **Minor Amendments**

A minor *TIP* amendment will be necessary when:

- Adding an exempt/system preservation project to the first four years of the *TIP*, including advancement of a project for implementation from an illustrative list or from the out year(s) of the *TIP*;
- Moving an exempt/system preservation project out of the first four years of the *TIP*;
- Changing the scope (character of work or project limits) of an exempt/system preservation project within the first four years of the *TIP* such that the current description is no longer reasonably accurate; or
- A change in project funding that impacts funding for other projects within the first four years of the *TIP*, forcing any exempt/system preservation project out of the first four years of the *TIP*.

A minor amendment will require the following steps:

- The Sheboygan MPO Technical and Policy Advisory Committees will have the opportunity to comment on the proposed minor *TIP* amendment and make a recommendation to the Bay-Lake Regional Planning Commission.
- Staff will present the proposed minor amendment to the Bay-Lake Regional Planning Commission (or its Executive Committee) for final approval.

## **Administrative Modifications**

The *TIP* can be administratively modified by staff without going through the amendment process under the following circumstances:

- Changing the implementation schedule for projects within the first four years of the *TIP*;
- Changes in scope (character of work or project limits) while remaining reasonably consistent with the approved project; or
- Changing the source (federal, state or local funding source); category (National Highway Performance Program, Surface Transportation Block Grant, earmarks, etc.); or amount of funding for a project without changing the scope of work or schedule for the project or any other project within the first four years of the *TIP*.

In addition, projects approved for Emergency Relief funding are not generally required to be included in the *TIP*. Therefore, any changes made for emergency relief projects may be considered administrative modifications to the *TIP*.

## **Generalized Schedule for *TIP* Development (Current Schedule – Subject to Change)**

- Compilation of projects and notification of the private sector of transit projects: July - August.
- Development of *TIP* and documentation of the private sector notification process: August - September.

- Review for compliance with the 1990 Clean Air Act Amendments (CAAA) and the Americans with Disabilities Act of 1990 (ADA): August - September.
- Public Comment Period and Public Hearing: September – October.
- Technical and Policy Advisory Committees Review and Recommendation of Approval: October.
- MPO (Bay-Lake Regional Planning Commission) Approval: October.
- Submittal of final *TIP* to State and Federal Agencies and to the Governor: October - November.

### **Annual Listing of Obligated Projects**

MPO staff will make the Annual Listing of Obligated Projects available to the public. WisDOT, FHWA and FTA staff will cooperate in making the Annual Listing of Obligated Projects available to the MPO staff. The Annual Listing of Obligated Projects will be distributed to members of the Sheboygan MPO Technical and Policy Advisory Committees at the meeting immediately following its release. The Annual Listing of Obligated Projects will also be posted on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website, and will be available for public inspection at the Bay-Lake Regional Planning Commission office. Public notice of the annual listing will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.

### **Other Planning Studies**

Other major planning studies of the Sheboygan MPO (Transit Development Programs, subarea transportation plans, bicycle and pedestrian transportation plans, etc.) will typically involve the following components:

#### **Issue Identification**

The issue identification element of Sheboygan MPO studies will be a cooperative effort between staff and some or all of the following:

- The public (through public input meetings, surveys, etc.);
- Professionals in various fields (planners, engineers, transit staff, educators, social service providers, the business community, etc.); and
- Chief elected officials and appointed board members (city mayors, village presidents, town chairpersons, county board chairpersons, or designees of these individuals, etc.).

The issue identification phase of MPO studies will usually involve the creation of a study review committee which will include citizens, professionals, and elected officials and/or appointed board members. These committees will typically meet within or near the area being studied at an accessible location, and staff will conduct as many committee meetings as possible at places that are served by Shoreline Metro.

## **Goals and Objectives**

The goals and objectives of planning studies will typically be based on information collected during a nominal group exercise of the study review committee, and they will be presented to the study review committee at one or more meetings, as well as at public informational/input meetings concerning the planning study.

## **Alternatives and Policies**

Alternatives and policies that are developed and recommended during planning studies will be presented to the study review committee, and will also be presented to the public during one or more public informational/input meetings during the course of the planning study.

## **Draft Documents**

After completing draft documents, the documents will be made available for public review after being sent to the study review committee for the planning study. A public informational/input meeting or public hearing will be held on the draft document. During this meeting or hearing, staff will use maps, Power Point presentations and other techniques to help participants to visualize the various projects being included in the planning study. The public will also be invited to attend presentations of the documents to the appointed and/or elected bodies that will adopt them. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.

## **Documentation of Public Input on Other Planning Studies**

Both the draft and final versions of other planning studies will contain a section describing the public involvement stages included in the development of the document. Some of the narrative in this section of the final planning study is devoted to summarizing public comments on planning study development along with MPO staff responses to these comments, including discussion on either (1) how the planning study was modified in response to these comments, or (2) a rationale as to why the planning study was not modified in response to the comments.

The MPO staff will maintain official documentation of materials related to other planning studies (including legal and other public notices, MPO Technical and Policy Advisory Committee structures, press releases, meeting attendee lists, and meeting summaries) on file and available to the public at the Bay-Lake Regional Planning Commission office for a period of seven (7) years.

## **Amendments**

The Sheboygan MPO will ensure that the public has an opportunity to comment before its planning studies are amended by informing the public of proposed amendments, establishing a 30-day public review period, and by holding a public informational/input meeting or a public hearing on the amendment(s). The public will also be invited to attend any amendment approval meetings. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.

### **Other Planning Efforts (Functional Classification, National Highway System, Etc.)**

Other planning efforts can include, but are not limited to, functional classification changes and modifications to the National Highway System (NHS).

In the case of functional classification changes, recommendation of approval by the Sheboygan MPO Technical and Policy Advisory Committees and approval (by resolution) by the Bay-Lake Regional Planning Commission (either through the full Commission or through the Commission's Executive Committee) will be required in all cases, regardless of the nature of the functional classification changes.

In the case of modifications to the NHS, recommendation of approval by the Sheboygan MPO Technical and Policy Advisory Committees will be required in all cases, but these changes will not be brought to the Bay-Lake Regional Planning Commission for approval unless required by WisDOT and/or USDOT. In time sensitive situations, MPO staff reserves the right to consult electronically with members of the Sheboygan MPO Technical and Policy Advisory Committees regarding proposed NHS changes. In these cases, members of the MPO advisory committees will be provided a period of seven (7) days to give input on the proposed changes.

With all other planning efforts (establishment of performance measures, etc.), MPO staff will work to have these materials reviewed at joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees.

### **OUTREACH EFFORTS**

In addition to the outreach efforts identified earlier in this policy, Sheboygan MPO staff will use some or all of the following techniques during its planning studies:

- Presentation to professional, citizen, and (where applicable) student organizations and groups.
- Press releases and meetings with local media representatives.
- Informal meetings with individuals and with small groups.
- Staff tables at public events (such as farmers' markets) to inform attendees regarding MPO activities and to obtain feedback from event participants.
- Interviews with people who are or could be affected by study recommendations.
- Telephone, electronic and on-board transit opinion surveys.
- Surveys and questionnaires concerning various transportation planning issues.
- Posting all public notices and planning documents on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website. Staff contact information (including address, telephone number, fax number and e-mail address) will also be provided on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website.
- Documents will be available for the public to view at five local information repositories, including the Mead Public Library, the Sheboygan Department of

Planning and Development, the Shoreline Metro Transfer Point, Kohler Village Hall, and the City of Sheboygan Falls Municipal Building.

- Meeting announcements may be sent to individuals and groups on the *MPO Public Participation Plan* mailing list. Public meeting announcements concerning special studies will be sent to residents who are directly affected by the proposed planning activity.
- Use of social media to make the public aware of and gain feedback on draft planning documents.

Additional outreach efforts will be used when appropriate. These additional efforts will be noted for possible future use during further public participation opportunities.

### **ENVIRONMENTAL JUSTICE**

Environmental justice activities of the Sheboygan MPO are intended to fulfill the 1994 Presidential Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations* in applicable MPO documents. This order, accompanied by Title VI of the Civil Rights Act of 1964, attempts to identify, avoid and minimize disproportionately harmful or hazardous health and environmental impacts on minority and low income populations. More specifically, the USDOT and FHWA identify three fundamental environmental justice principles:

- To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including socioeconomic effects, on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- To prevent the denial of, reduction in, or significant delay in receipt of benefits by minority and low income populations.

The Sheboygan MPO will comply with federal Environmental Justice requirements by adhering to the following strategy:

- Announce public meetings and planning efforts through posting on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website, paid public notice in one or more local newspapers and through press releases to other Sheboygan area news media. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.
- Identify minority and low income interest groups in the Sheboygan metropolitan planning area and include these groups in all mailings announcing public meetings and planning efforts.
- Identify concentrations of minority and low income populations by mapping demographic data.
- Identify current transportation systems serving minority and low income populations.

- Develop mapping to assess the impact of distributions of transportation programs, policies and activities in the *Sheboygan Area Transportation Plan* and in the *TIP*.
- Continue evaluating the effectiveness of public involvement processes.

### **EVALUATION CRITERIA AND PROCESS**

The Public Participation Plan will be reviewed and evaluated at least every four years (more frequently if warranted), and will be amended as necessary to reflect changes in federal legislation. The evaluation will consist of examination of the following information:

- Number of Public Notices (newspaper, website, etc.).
- List of locations where public notices are posted or published.
- Number and variety of opportunities for public involvement.
- Number of days from public notice announcement to planning activity (meeting, forum, open house, review of document, etc.).
- Number of days for public review and comment.
- Number of local newspaper stories.
- Number of public comments and suggestions.
- Number of citizens at public meetings.
- Number of individuals and groups on mailing list.
- Frequency and quality of feedback gained through social media.
- Number of locations where documents are placed for public review (Determine if they are centrally located places and the hours that they are open for business).
- Quality of comments received (i.e.: whether comments were original comments as opposed to mass produced comments or petitions, and whether they provide a rationale for their position as opposed to merely agreeing or disagreeing with a proposed recommendation).

Based on information received on the noted parameters, the MPO will determine if all possible resources are being used to involve the public and if these resources are being effectively used. Effectiveness is ultimately determined by how many citizens take the opportunity to make comments or suggestions or that come to public meetings.

### **DOCUMENTATION**

#### **Availability of Draft Planning Documents**

Hard and/or electronic copies of draft documents prepared by the Sheboygan MPO will be available at the Bay-Lake Regional Planning Commission office and at the five information repositories previously identified in the Sheboygan metropolitan planning area. Electronic versions of the documents will be available on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website. In addition, background information used to support the *Sheboygan Area Transportation Plan*, the

*TIP* and any other planning studies of the MPO will be available for public review at the Bay-Lake Regional Planning Commission office.

**Methods of Addressing Comments**

Bay-Lake Regional Planning Commission staff will document comments, will present them to decision making bodies, will modify the contents of documents as necessary, and will include the comments in a public participation process section of the planning product after it is approved and published. Comments received after studies and other planning products are completed and approved will be documented and referenced when amending or updating the specific planning product in question.

**Responses to Information Requests and Comments**

Information can be requested from Bay-Lake Regional Planning Commission staff in person and by phone, fax, e-mail, and by U.S. mail. A small fee to cover the cost of printing or copying the information may be required.

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**APPENDIX A**  
**SHEBOYGAN MPO TECHNICAL AND POLICY ADVISORY**  
**COMMITTEE MEMBERS**

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SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE

Kelley Brookins, Regional Adm.  
FTA Region 5  
Chicago

Kevin Struck  
Growth Management Educator  
Sheboygan Co. UW Extension  
Sheboygan

Steve Sokolowski  
City of Sheboygan Dept. of Planning and Development  
Sheboygan

Aaron Brault  
Sheboygan County Planning and Conservation Department  
Sheboygan

Megan Zielke, Urban Planning Section  
WisDOT Bureau of Planning & Economic Development  
Madison

Greg Schnell\*\*, Director  
Sheboygan County Transportation Dept.  
Sheboygan

Mitch Batuzich (Ex-Officio Member)  
Federal Highway Administration, Wisconsin Division  
Madison

Ryan Sazama  
City of Sheboygan DPW Engineering Division  
Sheboygan

Jerry Benzschawel, Director  
City of Sheboygan Falls Public Works Department  
Sheboygan Falls

Derek Muench, Director  
Shoreline Metro  
Sheboygan

Steve Hirshfeld  
WisDOT Bureau of Transit, Local Roads, Railroads & Harbors  
Madison

Matt Halada  
WisDOT Northeast Region  
Green Bay

Ryan Welsing  
Village of Howards Grove

Matthew Grenoble  
Sheboygan Co. Memorial Airport  
Sheboygan Falls

David Bizot  
Bureau of Air Management  
Wisconsin DNR  
Madison

Al Bosman  
Eastern WI Counties Railroad  
Consortium  
Sheboygan

David Smith  
Bicycling Advocate  
Sheboygan

David Biebel\*, Director  
Department of Public Works  
City of Sheboygan

Christopher Bovee  
Bureau of Air Management  
Wisconsin DNR  
Madison

Jeremiah Schiefelbein  
Wisconsin DNR Northeast Region  
Green Bay

Cory Roeseler  
Sheboygan Co. Traffic Safety  
Commission  
Sheboygan

Brett Edgerle  
Village of Kohler

\*Indicates Committee Chair

\*\*Indicates Committee Vice-Chair

SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION  
POLICY ADVISORY COMMITTEE

Vernon Koch, Chairperson  
Sheboygan County Board

Steven Bauer\*, Chairperson  
Town of Sheboygan Falls

John Ehmann, Chairperson  
Town of Wilson

William Blashka (for Daniel Hein, Chairperson)  
Town of Sheboygan

Tom Schnettler, President  
Village of Kohler

Randy Meyer, Mayor  
City of Sheboygan Falls

Michael Vandersteen, Mayor  
City of Sheboygan

Aaron Anger, Chairperson  
Town of Mosel

Charles Born\*\*, Chairperson  
Town of Lima

Jeff Plass, President  
Village of Howards Grove

Ryan Sorenson, Chairman  
Sheboygan Transit Commission  
Sheboygan

George Marthenze, Chairperson  
Town of Herman

Colleen Harris, Director  
WisDOT Northeast Region  
Green Bay

\*Indicates Committee Chair

\*\*Indicates Committee Vice-Chair

**APPENDIX B**  
**COMMENTS RECEIVED ON THE 2020 *PUBLIC PARTICIPATION***  
***PLAN UPDATE* FOR THE SHEBOYGAN MPO**

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## **Comments Received on the 2020 Public Participation Plan Update for the Sheboygan MPO**

A 30 day “consultation period” regarding a preliminary draft of the *2020 Public Participation Plan Update* for the Sheboygan MPO was held from mid-March through mid-April of 2020. A memorandum including a link to the preliminary draft of this plan and contact information was sent to over 180 persons and organizations on the Sheboygan MPO public participation mailing list around March 11, 2020, with a request that any comments be received by April 17, 2020; no comments were received. In addition, MPO staff offered to meet with interested parties regarding the preliminary draft of this plan; no requests to meet were received.

A 45 day public comment period regarding the revised draft of the *2020 Public Participation Plan Update* for the Sheboygan MPO was held from July 6, 2020, through August 21, 2020. Copies of the revised draft plan were sent to the five public review locations in the Sheboygan area prior to July 6, 2020. Notice of the public comment period appeared in the July 6, 2020, edition of the *Sheboygan Press*. The public comment period was also publicized on the Bay-Lake Regional Planning Commission’s Facebook page and Twitter account. In addition, the revised draft plan was posted on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website for review and comment. At the close of the public comment period, no comments were received.

Members of the Sheboygan MPO Technical and Policy Advisory Committees reviewed suggested staff changes to the old (2016) Public Participation Plan and additions to the mailing list, and released the preliminary *2020 Public Participation Plan Update* for the Sheboygan MPO for a 30 day “consultation period” at their February 27, 2020, joint meeting. Members of the MPO advisory committees reviewed changes made to the preliminary draft *2020 Public Participation Plan Update* as well as changes to the mailing list at their April 23, 2020, joint meeting. Members of the MPO advisory committees released the draft plan for a 45 day public comment period at their May 28, 2020, joint meeting. Members of the MPO advisory committees received a status report on the public comment period for the draft plan at their July 30, 2020, special joint meeting. Finally, members of the MPO advisory committees reviewed minor changes that needed to be made to finalize the *2020 Public Participation Plan Update* and recommended approval of the document to the Bay-Lake Regional Planning Commission at their September 3, 2020, joint meeting.

WisDOT and FHWA staff did not provide written comments on the *2020 Public Participation Plan Update* for the Sheboygan MPO.

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# BAY-LAKE REGIONAL PLANNING COMMISSION

## Commission Members

### **BROWN COUNTY**

Vacant

### **DOOR COUNTY**

Vacant

### **FLORENCE COUNTY**

Edwin Kelley

Larry Neuens

Rich Wolosyn

### **KEWAUNEE COUNTY**

Mary Ellen Dobbins

Tom Romdenne

Donna Thomas

### **MANITOWOC COUNTY**

Dan Koski, Chairperson

James Falkowski

Marc Holsen

### **MARINETTE COUNTY**

Ann Hartnell

Michael Kunesh

Thomas Mandli

### **OCONTO COUNTY**

Karl Ballestad

Terry Brazeau, Secretary/Treasurer

Dennis Kroll

### **SHEBOYGAN COUNTY**

Mike Hotz, Vice-Chairperson

Ed Procek

Vacant

## Staff

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