

MINUTES  
BAY-LAKE REGIONAL PLANNING COMMISSION  
TECHNICAL AND POLICY ADVISORY COMMITTEES JOINT MEETING  
April 20, 2023  
Sheboygan City Hall (Room 106)  
828 Center Avenue, Sheboygan  
(Also Conducted via Teleconference using Go to Meeting)

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

Policy Advisory Committee: Charles Born (Town of Lima)  
Nick Weber for Tom Buchholz (WisDOT Northeast Region,  
Green Bay)

Technical Advisory Committee: Ryan Sazama (City of Sheboygan Department of Public Works)  
David Smith (Bicycle and Pedestrian Transportation Advocate)

MEMBERS EXCUSED: Jerry Benzschawel (City of Sheboygan Falls Department of  
Public Works)  
David Biebel (City of Sheboygan Department of Public Works)  
David Bizot (Wisconsin Department of Natural Resources  
Bureau of Air Management, Madison)  
Aaron Brault (Sheboygan County Planning and Conservation  
Department)  
Heather Cleveland (Sheboygan Transit Commission)  
Tom Holtan for Daniel Hein (Town of Sheboygan)  
Derek Muench (Shoreline Metro)  
Steve Sokolowski (City of Sheboygan Department of Planning  
and Development)

OTHERS PRESENT: None

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

1. The meeting was called to order at 1:03 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 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. Heena Bhatt distributed the meeting agenda to those present who needed it. Jeffrey Agee-Aguayo briefly reviewed the agenda using the shared screen feature in Go to Meeting. The agenda was also emailed to members of both committees in advance of the meeting.

**Moved** by David Smith and seconded by Charles Born that both committees approve the agenda for the April 20, 2023, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. Heena Bhatt distributed the draft minutes of the March 16, 2023, joint Technical Advisory Committee/Policy Advisory Committee meeting to those present who needed them. Jeffrey Agee-Aguayo briefly reviewed the minutes using the shared screen feature in Go to Meeting. The minutes were also emailed to members of both committees in advance of the meeting.

**Moved** by Charles Born and seconded by David Smith that both committees approve the minutes of the March 16, 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 public input; none was received.

5. The election of MPO Policy Advisory Committee and Technical Advisory Committee officers (a chairperson and vice-chairperson for each committee) was postponed to the next meeting.

Heena Bhatt stated that moving forward, she might bring another staff person to take minutes. Other possibilities might be to either appoint a member of one of the committees to take minutes or record the meetings using Go to Meeting or another meeting platform that allows such recording. There was some discussion among those in attendance regarding these options.

6. Members of both committees reviewed and recommended approval of the *Year 2050 Sheboygan Area Transportation Plan (SATP)* to the Bay-Lake Regional Planning Commission.

A. Members of both committees reviewed the draft document one final time.

Jeffrey Agee-Aguayo distributed a fact sheet regarding the *Year 2050 SATP* that was prepared by Heena Bhatt to everyone in attendance. Plan content was reviewed from the webpage created for the plan, which can be found at: <https://long-range-baylakerpc.hub.arcgis.com/>(.) Heena Bhatt reviewed the content of the nine chapters of the plan, along with the content of the eight plan appendices.

B. Jeffrey Agee-Aguayo reviewed comments received on the plan.

Jeffrey Agee-Aguayo stated that two written comments were received from the general public during the 30-day public comment period.

- One written comment was received from Nathaniel Darling, President of Sheboygan County Cycling. Mr. Darling had questions regarding three upcoming projects and their status in the draft plan. Mr. Darling also suggested ways in which four of the major (capacity modifying) projects could be built to be more user friendly for bicyclists. Finally, Mr. Darling offered five comments regarding Map 7.2 (Recommended Bicycle Transportation Projects) in the plan. These comments will be used for active transportation planning that will be conducted by the MPO in the near future, and may result in future amendments to the plan.
- A second written comment was received from Edward Procek, Sheboygan County Board Supervisor and Bay-Lake Regional Planning Commissioner. Mr. Procek commented that “the base plan seems to sufficiently address future challenges.”

Editorial comments were also received from the Wisconsin Department of Natural Resources Bureau of Air Management and from the Wisconsin Department of Transportation Bureau of Technical Services on Appendix C (the Air Quality Conformity Analysis). These comments have been used to edit the final plan.

Jeffrey Agee-Aguayo reviewed attendance and comments received at the public hearing held on April 12, 2023. There were three attendees, with one of these providing the majority of the comments as an active transportation advocate and bicyclist, including identification of several areas of concern. One other attendee asked about the status of the proposed improvement on Indiana Avenue between South 24<sup>th</sup> Street and South 17<sup>th</sup> Street in the City of Sheboygan. The third attendee briefly discussed the Sheboygan County Planning and Conservation Department’s plans to update the county’s bicycle and pedestrian transportation plan in 2024 and 2025.

Jeffrey Agee-Aguayo reviewed attendance and comments received at the environmental consultation meeting held on March 9, 2023 (this can be found in Appendix G, pages G-5 through G-7).

There was some discussion among those in attendance regarding usage levels on bicycle and pedestrian facilities. Heena Bhatt briefly discussed upcoming bicycle transportation planning activities.

C. Members of both committees recommended approval of the *Year 2050 SATP* to the Bay-Lake Regional Planning Commission.

**Moved** by Charles Born and seconded by Ryan Sazama that both committees recommend approval of the *Year 2050 SATP* to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

7. Members of both committees reviewed and recommended approval of updated infrastructure condition, system performance, freight movement, and Congestion Mitigation and Air Quality (CMAQ) program emission reduction performance measure targets for the Sheboygan Metropolitan Planning Area to the Bay-Lake Regional Planning Commission.

Heena Bhatt distributed a paper entitled “Documentation of the Decision Making and Analysis Process that Led to Approval of Infrastructure Condition, System Performance, Freight Movement, and CMAQ Program Emission Reduction Performance Measure Targets for the Sheboygan Metropolitan Planning Area” to those present. Jeffrey Agee-Aguayo projected this paper using the shared screen feature in Go to Meeting. The paper was also emailed to members of both committees in advance of the meeting. Jeffrey Agee-Aguayo then reviewed the paper with everyone in attendance.

Jeffrey Agee-Aguayo stated that MPO staff is proposing supporting statewide targets for each of these measures, which are as follows:

Measure	2-Year Target (2023)	4-Year Target (2025)
<b>Interstate - Percentage of pavements in "Good" condition</b>	>60.0%	>60.0%
<b>Interstate - Percentage of pavements in "Poor" condition</b>	<4.0%	<4.0%
<b>Non-Interstate NHS - Percentage of pavements in "Good" condition</b>	>30.0%	>30.0%
<b>Non-Interstate NHS - Percentage of pavements in "Poor" condition</b>	<10.0%	<10.0%
<b>Percentage of NHS bridges by deck area in "Good" condition</b>	>49.0%	>48.0%
<b>Percentage of NHS bridges by deck area in "Poor" condition</b>	<3.0%	<3.0%
<b>Percentage of person-miles traveled that are reliable on the Interstate</b>	92.5%	93.0%
<b>Percentage of person-miles traveled that are reliable on the Non-Interstate NHS</b>	91.0%	89.5%
<b>Truck Travel Time Reliability Index on the Interstate</b>	1.30	1.30
<b>Total Emission Reductions in nonattainment or maintenance areas for:</b>		
VOC	8.848 kg.	18.318 kg.
NOx	22.767 kg.	78.915 kg.
PM2.5	3.962 kg.	8.100 kg.

There were no questions or comments from members of either committee regarding the above noted performance measure targets.

**Moved** by David Smith and seconded by Ryan Sazama that both committees recommend approval of updated infrastructure condition, system performance, freight movement, and Congestion Mitigation and Air Quality (CMAQ) program emission reduction performance measure targets for the Sheboygan Metropolitan Planning Area to the Bay-Lake Regional Planning Commission, supporting statewide targets for each of these measures. Motion carried, with all voting aye on a voice vote.

8. Members of both committees reviewed and recommended approval of minor amendments to Appendix I of 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.

Heena Bhatt distributed amended Appendix I of the *2023 – 2026 TIP* to those present.

Jeffrey Agee-Aguayo projected the revised Appendix I (Performance Measures in the Sheboygan Metropolitan Planning Area TIP) on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed revisions to Appendix I. The most significant revisions involved revising the pavement condition, bridge condition, travel time reliability, freight reliability, and emission reduction targets, the updating of project information to be consistent with the amended TIP, and making reference to the newly approved *Year 2050 SATP* toward the beginning of the amended appendix.

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

**Moved** by David Smith and seconded by Charles Born that both committees recommend approval of the presented minor amendments to Appendix I of 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.

9. Nick Weber gave an update on WisDOT Northeast Region planning activities to everyone participating in the meeting.

Nick Weber stated that the latest Transportation Alternatives Program (TAP) solicitation closed on March 24, 2023, with the next solicitation coming out in May or June.

Nick Weber noted that the next Surface Transportation Block Grant (STBG) Urban (also known as STP Urban) solicitation will be coming out soon, likely in May or June.

Nick Weber briefly discussed USDOT’s “Safe Streets for All” (SS4A) program.

Heena Bhatt showed the Bay-Lake Regional Planning Commission’s funding and grant opportunities portal, which can be found at: <https://funding-opportunities-baylakerpc.hub.arcgis.com/>(.)

Nick Weber discussed the safety project that will take place at the State Highway 23/County Highway TT intersection. Charles Born, David Smith and others in attendance discussed this project.

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 and Heena Bhatt participated in a WisDOT Carbon Reduction Program statewide strategy meeting on April 5, 2023.

Jeffrey Agee-Aguayo noted that he and Heena Bhatt participated in a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) the morning of April 11, 2023.

Jeffrey Agee-Aguayo indicated that he and Heena Bhatt participated in a quarterly meeting of the WDNR Bureau of Air Management’s Transportation Conformity Workgroup the afternoon of April 11, 2023.

Jeffrey Agee-Aguayo commented that he and Heena Bhatt participated in a 2020 Urban Area Boundary Adjustment meeting with WisDOT staff the morning of April 14, 2023.

Jeffrey Agee-Aguayo stated that he and Heena Bhatt would be participating in a meeting of the Bay-Lake Regional Planning Commission’s Executive Committee the morning of April 21, 2023. All of the items recommended for approval at this meeting were scheduled to receive final approval at the Executive Committee meeting.

Jeffrey Agee-Aguayo noted that he and Heena Bhatt would be participating in a quarterly MPO/RPC Directors’ meeting on April 25, 2023.

Jeffrey Agee-Aguayo indicated that Heena Bhatt assisted Shoreline Metro with its quarterly Community Development Block Grant (CDBG) report in April.

Heena Bhatt discussed the Sheboygan County Transportation Planning/Feasibility Study, including the first meeting of the plan review committee on May 1, 2023, as well as data collection efforts associated with this study.

Heena Bhatt also discussed the “Transportation Access to Public Health Options” project recently started that is being funded by a “Transportation Alternatives Program” (TAP) grant.

Finally, Jeffrey Agee-Aguayo reminded those in attendance to complete their Title VI online surveys soon so that the Title VI Plan can be completed in the next few weeks.

10. The next regular meeting of the Sheboygan MPO Technical and Policy Advisory Committees is scheduled for **Thursday, September 7, 2023, at 1:00 p.m.** Agenda items at this meeting will likely include: release of the *2024 – 2027 TIP* for a 30-day public comment period (including a public hearing within the public comment period); review of a mid-year report on the progress of projects in the *2023 – 2026 TIP*; review of proposed work elements in the draft *2024 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; and review and recommendation of approval of the 2023 Shoreline Metro Transit Asset Management (TAM) Plan.

Jeffrey Agee-Aguayo stated that there may be a short, virtual meeting in late May or early June to take up a major amendment to the *2023 – 2026 TIP* from WisDOT, as well as the election of officers. Review of urban boundaries could also be part of such a meeting.

11. **Moved** by Ryan Sazama and seconded by Charles Born 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 2:17 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

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