

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

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

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

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

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

Moved by Charles Born and seconded by David Smith that both committees approve the agenda for the October 28, 2021, joint Technical Advisory Committee/Policy Advisory Committee meeting. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo distributed the draft minutes of the September 2, 2021, joint meeting to those present in the meeting room, projected the draft minutes on the shared screen feature in Go to Meeting, and briefly reviewed those minutes. The draft minutes were also emailed to members of both committees about a week in advance of the meeting.

Moved by David Smith and seconded by Charles Born that both committees approve the minutes of the September 2, 2021, 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 (outside of the 2022 – 2025 TIP, in which public input was to be covered in a separate public hearing at this meeting); no non-TIP public comment was received.

5. Members of both committees reviewed and recommended approval of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2022 – 2025* to the Bay-Lake Regional Planning Commission.

A. Jeffrey Agee-Aguayo opened the public hearing on the 2022 – 2025 TIP. Jeffrey Agee-Aguayo then reviewed the “Notice of Request for Comment and Public Hearing on the 2022 – 2025 TIP for the Sheboygan Metropolitan Planning Area” with everyone in attendance;

this was projected from the Bay-Lake Regional Planning Commission website on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo explained the content of the TIP, the five locations where the draft TIP was placed, placement of the draft TIP on the MPO webpage, and ways in which the public comment period, public hearing and draft TIP were publicized. Jeffrey Agee-Aguayo explained that October 29, 2021, was the final day of the public comment period on the TIP. Jeffrey Agee-Aguayo asked three times if there was any public comment on the 2022 – 2025 TIP; no oral comments were received (one written comment was received at the end of the meeting, and those comments will be summarized in the public participation portion of the TIP).

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

B. Jeffrey Agee-Aguayo projected the draft 2022 – 2025 TIP on the shared screen feature in Go to Meeting, and reviewed the document with everyone participating in the meeting.

Jeffrey Agee-Aguayo projected revised Table 6 of the 2022 – 2025 TIP (Street and Highway Improvement Projects) on the shared screen feature in Go to Meeting, and reviewed the revised table with everyone participating in the meeting. The only difference between the revised table and the table that appeared in the original draft TIP is that the revised table includes preliminary engineering for the North 15th Street reconstruction project between State Highway 42/Calumet Drive and North Avenue in the City of Sheboygan (all locally funded).

Jeffrey Agee-Aguayo projected Appendix C (the air quality conformity statement) on the shared screen feature in Go to Meeting, and reviewed highlights of this conformity analysis with everyone participating in the meeting.

Jeffrey Agee-Aguayo reviewed written comments received on the draft 2022 – 2025 TIP. The one written comment received from the Sheboygan area public prior to this meeting came from Lora Hagen, who asked why the 10 buses being replaced in the TIP could not be powered with electricity; this comment was forwarded to Derek Muench, who explained to Ms. Hagen when this was not currently feasible for Shoreline Metro. *(Note: Following the meeting, two additional written comments were received. One member of the public in attendance (Jeff) expressed concern about cuts to the Sheboygan County Aging and Disability Resource Center’s elderly and disabled transportation programs and about the above average number of motor vehicle/ pedestrian crashes in the Sheboygan area. One other individual (Rebecca Clarke) had questions and comments regarding the air quality conformity analysis, and encouraged increased bicycle and pedestrian trails, cleaner transit vehicles and electric car charging infrastructure in the Sheboygan area).*

Jeffrey Agee-Aguayo also noted that staff from the Agricultural Impact Statement (AIS) program at the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) asked that the MPO or project sponsors notify the AIS program of any potential impacts to agricultural

rights-of-way or agricultural operations as a result of projects in the TIP when the information becomes available (per Section 32.035 of the *Wisconsin Statutes*).

Jeffrey Agee-Aguayo stated that he would edit the *2022 – 2025 TIP* to include comments received, include Appendix C, revise Appendix I (Performance Measures in the Sheboygan Metropolitan Planning Area TIP) to incorporate the new highway safety performance targets that will be recommended for approval later at this meeting (page I-5), and make one revision to the Technical Advisory Committee membership in Appendix J (Sheboygan MPO Technical and Policy Advisory Committee Members). In addition, Table 6 will be revised to include the North 15th Street preliminary engineering project; this project was already identified in the narrative and in the applicable maps.

There were no questions or comments from members of either committee regarding the *2022 – 2025 TIP*.

C. **Moved** by David Smith and seconded by Aaron Brault that both committees recommend approval of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2022 – 2025* to the Bay-Lake Regional Planning Commission (including additions and edits reviewed at this meeting). Motion carried, with all voting aye on a voice vote.

6. Members of both committees reviewed and recommended approval of the *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo noted that the draft 2022 Work Program was e-mailed to members of both committees in advance of the meeting. The draft *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* was also projected using the shared screen feature in Go to Meeting. Work activities were reviewed in the following areas (with an emphasis on the 2022 Work Program Summary and Summary Budget, found on pages 12 – 14 of the 2022 Work Program):

- Program Support and Administration;
- Long-Range Transportation Planning;
- Short-Range Transportation Planning; and
- Transportation Improvement Program (TIP).

The most important work activities for 2022 (besides annual activities) will include: preparation of the next long-range transportation plan due in April 2023 (various subtasks to be completed for this plan in 2022 were reviewed); continued discussion and coordination of performance measurements and establishment of state and MPO performance targets; continuing to work with WisDOT on the development of statewide transportation plans, including *Connect 2050*,

Wisconsin Rail Plan 2050, and potential planning efforts such as Transportation Demand Management; and assistance in preparing possible amendments to the *2020 Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County*. Jeffrey Agee-Aguayo also reviewed the Summary Budget (including the staff hour summary) with meeting participants.

Jeffrey Agee-Aguayo also briefly reviewed the following appendices in the 2022 Work Program:

- Appendix E: Schedule for the Update to the Long-Range Transportation Plan (p. 28); and
- Appendix F: 2022 Tentative Schedule of Meetings (p. 29).

Jeffrey Agee-Aguayo stated that he and other Commission staff met with WisDOT and FHWA staff to review the 2022 Work Program in a teleconference held on September 30, 2021. There was also a follow-up meeting with WisDOT traffic forecasting staff on October 8, 2021, to discuss travel forecast modeling needs in 2022. The only substantive comment raised in the September 30 teleconference meeting was that adjustment of the urbanized area and metropolitan planning area boundaries (with possible discussion of functional classification) should be added as a long-range transportation planning activity in 2022.

There were no questions or comments from members of either committee regarding the 2022 Work Program.

Moved by Charles Born and seconded by David Smith that both committees recommend approval of the *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to the Bay-Lake Regional Planning Commission (including the adjustment of the urbanized area and metropolitan planning area boundaries). Motion carried, with all voting eye on a voice vote.

7. Members of both committees reviewed and recommended approval of Highway Safety Improvement Program (HSIP) 2022 performance targets for the Sheboygan Metropolitan Planning Area to the Bay-Lake Regional Planning Commission.

Jeffrey Agee-Aguayo distributed the Safety Performance Measures and Targets report for the Sheboygan Metropolitan Planning Area to those present in the meeting room, and projected the report on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo noted that this report was also e-mailed to members of both committees about a week in advance of this meeting. Jeffrey Agee-Aguayo then reviewed the report with everyone in attendance.

Highway safety data for 2016 through 2020 were analyzed; 2015 data (included in last year's analysis) were dropped from the analysis, while 2020 data were added to the 2021 analysis. Jeffrey Agee-Aguayo stated that the Sheboygan Metropolitan Planning Area continues to be below statewide averages for four of the five performance measures (the exception being average

annual non-motorized fatalities and serious injuries), so he is recommending support of WisDOT’s safety performance targets for 2022 (as opposed to setting independent targets at the MPO level). In addition, because average annual non-motorized fatalities and serious injuries were slightly above the state average for this measure, it is also recommended that there be greater education of motorists and pedestrians of all ages in the area. Jeffrey Agee-Aguayo noted that observed pedestrian crashes resulted in few moving violations for motorists in 2020, with one of the five such crashes involving a moving violation in 2020 (hitting a worker in a construction zone). In most cases, the pedestrian engaged in unpredictable behavior, and did not cross at predictable locations such as at intersections and/or crosswalks.

Jeffrey Agee-Aguayo briefly reviewed the proposed action approving HSIP 2022 performance measure targets for the Sheboygan Metropolitan Planning Area, specifically focusing on agreeing “to plan and program projects so that they contribute toward the accomplishment of WisDOT’s calendar year 2022 targets for all five performance measures, as follows:

- A 2% reduction in average annual fatalities (from 596.6 to 584.7);
- A 2% reduction in the average annual fatality rate (from 0.938 to 0.919 per 100 million vehicle miles traveled);
- A 2% reduction in average annual serious injuries (from 3,056.6 to 2,995.5);
- A 2% reduction in the average annual serious injury rate (from 4.808 to 4.712); and
- A 2% reduction in non-motorized fatalities and serious injuries (from 365.8 to 358.5).

The proposed action also recommends “that there be greater education of motorists and pedestrians of all ages in the area.”

There were no questions or comments from members of either committee regarding this agenda item.

Moved by David Smith and seconded by Charles Born that both committees recommend approval of the HSIP 2022 performance targets for the Sheboygan Metropolitan Planning Area to the Bay-Lake Regional Planning Commission. Motion carried, with all voting aye on a voice vote.

8. Members of both committees reviewed land use inventory data for the Sheboygan Metropolitan Planning Area.

Jeffrey Agee-Aguayo started this agenda item by projecting the land use classification system of the Bay-Lake Regional Planning Commission on the shared screen feature in Go to Meeting. This classification system was briefly reviewed with everyone in attendance, and is used for land use inventories throughout the Commission’s eight-county region. The only deviation from this system in the inventory recently completed was that a “mixed use” category was added; this did

not involve much acreage, mainly involved situations where one might see one use on a first floor (commercial) and a different use on a second floor (residential) in urban centers.

Jeffrey Agee-Aguayo distributed two land use tables (presented side-by-side on one page) to those present in the meeting room, and projected the two tables on the shared screen feature in Go to Meeting. Jeffrey Agee-Aguayo then reviewed the land use tables.

- The first area was the entire area inventoried, and included the Cities of Sheboygan and Sheboygan Falls, the Villages of Cedar Grove, Howards Grove, Kohler and Oostburg, and the Towns of Herman, Holland, Lima, Mosel, Sheboygan, Sheboygan Falls and Wilson. This area involved **146,621.07** acres, and the land use in this area was composed of the following:

Land Use Total		
Category	Acres	Percentage
Agriculture	83,535.56	56.97%
Commercial	1,326.29	0.90%
Communication/Utilities	759.98	0.52%
Institutional/Governmental	1,160.90	0.79%
Industrial	1,860.50	1.27%
Multi Family	1,006.25	0.69%
Mixed Use	15.87	0.01%
Natural Area	15,170.07	10.35%
Open Lands	229.68	0.16%
Parks and Recreation	3,308.96	2.26%
Residential	8,975.87	6.12%
Right Of Way	7,670.36	5.23%
Transportation	870.84	0.59%
Water	1,821.93	1.24%
Woodlands	18,908.00	12.90%
Total	146,621.07	100.00%

- The second area involved the Sheboygan Metropolitan Planning Area, and included the Cities of Sheboygan and Sheboygan Falls, the Villages of Howards Grove and Kohler, all of the Town of Sheboygan, and portions of the Towns of Herman, Lima, Mosel, Sheboygan Falls and Wilson. This area involved **69,142.66** acres, and the land use inventory in this area was composed of the following:

Land Use within the MPA		
Category	Acres	Percentage
Agriculture	30,132.61	43.58%
Commercial	1,187.92	1.72%
Communication/Utilities	538.01	0.78%
Institutional/Governmental	967.90	1.40%
Industrial	1,537.30	2.22%
Multi Family	905.64	1.31%
Mixed Use	13.76	0.02%
Natural Area	8,483.45	12.27%
Open Lands	229.14	0.33%
Parks and Recreation	3,076.44	4.45%
Residential	6,693.89	9.68%
Right Of Way	4,752.78	6.87%
Transportation	773.46	1.12%
Water	959.81	1.39%
Woodlands	8,890.55	12.86%
Total	69,142.66	100.00%

Jeffrey Agee-Aguayo explained that most of this work was completed from early June through mid-August, with field checks of a small number of locations prior to the last joint meeting of these committees (September 2, 2021).

Jeffrey Agee-Aguayo discussed the purpose of the land use inventory and how it relates to development of the long-range transportation plan. This is explained in the first two pages of Chapter 6 of the most current long-range transportation plan:

[https://baylakerpc.org/application/files/7215/5853/7513/PDF_Copy_of_Chapter_6 -
_Transportation_and_Land_Use.pdf](https://baylakerpc.org/application/files/7215/5853/7513/PDF_Copy_of_Chapter_6_-_Transportation_and_Land_Use.pdf)(.)

Jeffrey Agee-Aguayo commented that the land use data can also be used for city, village and town comprehensive plan updates as well as for other purposes.

The only comment came from Charles Born, who indicated that approximately 6,000 acres of solar energy facility scattered across certain towns in Sheboygan County will have a major impact on land use in the area in the not-too-distant future.

9. A representative from the WisDOT Northeast Region was unable to attend this meeting, so a report on their activities was not given at this meeting. The WisDOT Northeast Region is in the process of hiring a planner who will be the liaison to the MPOs in their region. WisDOT Northeast Region staff indicated that construction activities can be monitored by going to the following link: <https://projects.511wi.gov/weeklyupdates-ne/>(.)

Jeffrey Agee-Aguayo noted that the deadline for Transportation Alternatives Program (TAP) grant applications is January 28, 2021. More information regarding the TAP program can be found at: <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx>(.)

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

Jeffrey Agee-Aguayo stated that he participated in a meeting of the full Bay-Lake Regional Planning Commission on September 10, 2021. The 2021 Transit Asset Management (TAM) Plan for Shoreline Metro was approved at this meeting.

Jeffrey Agee-Aguayo and Chris Garcia noted that they participated in the annual MPO/RPC/WisDOT transportation planning conference (virtually) the mornings of September 21, 22 and 23, 2021. This was a joint conference with counterpart agencies in Minnesota, and was sponsored by the LaCrosse MPO.

Jeffrey Agee-Aguayo and Chris Garcia indicated that they participated in a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) at the Commission office and virtually the morning of October 12, 2021.

Jeffrey Agee-Aguayo commented that Commission staff participated in a quarterly meeting of the Wisconsin Department of Natural Resources Bureau of Air Management's Transportation Conformity Workgroup (via teleconference) the afternoon of October 12, 2021. The conformity analysis on the *2022 – 2025 TIP* was presented at this meeting.

Jeffrey Agee-Aguayo and Chris Garcia stated that they participated in a quarterly MPO/RPC Directors' meeting (via teleconference) the morning of October 26, 2021.

Jeffrey Agee-Aguayo noted that he monitored a meeting of the Sheboygan Transit Commission (via YouTube) the evening of October 26, 2021. Temporary service cuts due to driver shortages were discussed at this meeting.

Jeffrey Agee-Aguayo indicated that he would be participating in a meeting of the Bay-Lake Regional Planning Commission's Executive Committee the morning of October 29, 2021. Items to be approved at that meeting include the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2022 – 2025*; the *2022 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; and the Highway Safety Improvement Program (HSIP) 2022 performance targets for the Sheboygan Metropolitan Planning Area.

Jeffrey Agee-Aguayo commented that he assisted in completing portions of Shoreline Metro's Community Development Block Grant (CDBG) report for the third quarter of 2021 and transmitted this information to Derek Muench.

Jeffrey Agee-Aguayo stated that he was in the process of compiling base year data at the traffic analysis zone (TAZ) level for population, households and housing units from the 2020 Census. This information was released at the census block level on September 30, 2021. Thus far, all of the population data has been compiled, and about a quarter of the household and housing unit data has been compiled.

Finally, Jeffrey Agee-Aguayo noted that he was putting together the annual performance indicator report, which will be presented in the near future.

10. The next meeting of the Sheboygan MPO Technical and Policy Advisory Committees was scheduled for **Thursday, December 9, 2021, at 1:00 p.m.** Agenda items may include review of the annual performance indicator report.

The status of COVID-19 in the area will determine whether this will be a “hybrid” (in person and virtual) or strictly virtual meeting.

11. **Moved** by David Smith and seconded by Aaron Brault 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 2:09 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo