

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

**PREPARED BY:
BAY-LAKE REGIONAL PLANNING COMMISSION**

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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 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 21st 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, follows 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 diverge from previous legislation in recommending “visualization techniques” as part of the public participation process, and also recommend that MPOs make draft and final documents available to the public electronically. SAFETEA-LU also requires 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 Public Participation Plan is being amended to include these new emphases in public participation now required of MPOs.

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 endorsed 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 Bay-Lake Regional Planning Commission website.
- Encourage local governments in the metropolitan planning area to have their websites link to 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; 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 such as Transit Development Program (TDP) updates. 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 (441 South Jackson Street, Green Bay) or at the Sheboygan County Planning and Resources Department (508 New York

Avenue, 3rd Floor, Sheboygan). 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 Commission's website. The notice will state the purpose, time and location of the meeting as well as staff contact information. The public notice will be sent and posted at least 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.

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 Commission website, and at the following locations:

- Sheboygan Parking and Transit Utility, 608 South Commerce Street, Sheboygan;
- Sheboygan Department of City Development, 807 Center Avenue (2nd Floor), Sheboygan;
- Kohler Village Hall, 319 Highland Drive, Kohler;
- Sheboygan Falls Municipal Building, 375 Buffalo Street, Sheboygan Falls; and
- Mead Public Library, 710 North 8th 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; reasonably sized versions of these items will also be made available at the Sheboygan County Planning and Resources Department for public inspection. The aids specific to the meeting will be kept for at least two weeks after the meeting.

Following adoption, 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.

PUBLIC PARTICIPATION PROCEDURES

Consultation Regarding Environmental Mitigation (for all documents except the Public Participation Plan)

The MPO staff will consult with federal, state and local agencies (especially those required by statute and regulation) to develop the long-range transportation plan, TIP and other special studies (as appropriate). 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. Agencies and interested parties to be consulted will include, but are not necessarily limited to: the U.S. Environmental Protection Agency (USEPA), U.S. Army Corps of Engineers, the Wisconsin Department of Natural Resources (DNR), Native American nations with a history of settlement in the area, adjoining planning agencies and units of government, and state and local historic preservation interests.

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 cover memo and a preliminary draft of the Public Participation Plan; 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 endorsement by the Bay-Lake Regional Planning

Commission. During the 45 day public comment period, a public notice will be printed in the *Sheboygan Press* and posted on the Bay-Lake Regional Planning Commission website. 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 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 endorsement 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. SAFETEA-LU legislation requires MPOs to 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 and land use plan.

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

Information Repositories

Brief interim summary reports at major milestones in the long-range transportation planning process as well as the draft long-range transportation plan will be displayed at five local information repositories. These repositories will include the Mead Public Library, the Sheboygan Department of City Development, the Sheboygan Parking and Transit Utility, Kohler Village Hall, and the City of Sheboygan Falls Municipal Building.

Advertising

Staff will place notices in the *Sheboygan Press* 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 link will be created from the Bay-Lake Regional Planning Commission website devoted to the Sheboygan MPO program and more specifically to the development of the long-range transportation plan. Items available from this link are proposed to include MPO Technical Advisory Committee/Policy Advisory Committee joint meeting agendas, MPO Technical Advisory Committee/Policy Advisory Committee joint meeting minutes, interim summary reports concerning plan milestones, 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, in order to more easily facilitate access to MPO processes and draft and final documents.

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 where land use scenarios in the horizon year and the base year have been modeled and 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 where a draft plan has 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; and the U.S. Environmental Protection Agency Region 5. Representatives of these agencies constitute the Conformity Transportation Work Group (CTWG) 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 CTWG upon request to review the draft conformity analysis; this meeting may occur on-site or via teleconference.

Members of the CTWG 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 continue to utilize specialized advisory committees and/or task forces for certain elements of the long-range transportation planning process, including bicycle and pedestrian transportation planning and 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 a chapter or 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 adopted, will be made available for permanent public review at the Mead Public Library in Sheboygan as well as 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 the *Sheboygan Press*, press releases to other news media in the Sheboygan area, and through posting of the notice and plan amendment on the Bay-Lake Regional Planning Commission website.

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 on an annual basis, and any transportation project using federal funds must be included in the document. The TIP must be endorsed by the Bay-Lake Regional Planning Commission and approved 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 Urban Program (STP Urban) Project Ranking

STP 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 Program (STP) Urban System Project Prioritization Policy* to rank applicant STP 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 STP 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) TIP Project Locations and Environmental Justice Target Areas; and
- 2) Sheboygan Transit System Fixed Routes and Environmental Justice Target Areas.

Both 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; and the U.S. Environmental Protection Agency Region 5. Representatives of these agencies constitute the Conformity Transportation Work Group (CTWG) 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 CTWG upon request to review the draft conformity analysis; this meeting may occur on-site or via teleconference.

Members of the CTWG 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 SAFETEA-LU requirements, representatives of transit users, freight shippers, and providers of freight transportation services 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 City Development, the Sheboygan Parking and Transit Utility, 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.

- 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 draft TIP's availability by sending notices to organizations on the MPO's Public Participation Plan mailing list, by publishing notices in the *Sheboygan Press*, and by sending press releases to other local news media. 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 Sheboygan Transit. 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.
- Regional clearinghouse review of the TIP (required by Executive Order 12372) will run concurrently with the 30 day public comment period on the draft TIP, and will occur during the 30 days prior to Bay-Lake Regional Planning Commission action on the TIP.
- 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 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 adopted, 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 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 sending notices to the organizations on the MPO’s Public Participation Plan mailing list and by publishing a notice in the *Sheboygan Press*. These notices will be distributed just before the 30-day review period begins.

- 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 Sheboygan Transit. The public hearing notice will also be sent to the organizations on the MPO's Public Participation Plan mailing list and to local news media.
- 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.

No Amendment Required

The TIP can be modified 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 (Interstate Maintenance, National Highway System, Surface Transportation Program, earmarks); 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.

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

- Compilation of projects and notification of the private sector of transit projects: April – June.
- Development of TIP and documentation of the private sector notification process: May – June.
- Review for compliance with the 1990 Clean Air Act Amendments (CAAA) and the Americans with Disabilities Act of 1990 (ADA): July – August.
- Public Comment Period and Public Hearing: September – October.
- Technical and Policy Advisory Committees Review and Recommendation of Approval: July – October.
- MPO (Bay-Lake Regional Planning Commission) Endorsement: October.
- Submittal of TIP to State and Federal Agencies and to the Governor: October.

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 Bay-Lake Regional Planning Commission website, and will be available for public inspection at the Bay-Lake Regional Planning Commission office as well as at the Sheboygan County Planning and Resources Department.

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 Sheboygan Transit.

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.

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 adoption meetings.

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.
- Interviews with people who are or could be affected by study recommendations.
- Telephone and on-board transit opinion surveys.
- Surveys and questionnaires concerning various transportation planning issues.
- Posting all public notices and planning documents on 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 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 City Development, the Sheboygan Parking and Transit Utility, Kohler Village Hall, and the City of Sheboygan Falls Municipal Building.
- Meeting announcements may be sent to individuals and groups on the MPO mailing list. Public meeting announcements concerning special studies will be sent to residents who are directly affected by the proposed planning activity.

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 paid public notice in the *Sheboygan Press* and through press releases to other Sheboygan area news media.
- 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.
- 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 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 link from 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 as well as at the Sheboygan County Planning and Resources Department.

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.

APPENDIX A
SHEBOYGAN MPO TECHNICAL AND POLICY ADVISORY
COMMITTEE MEMBERS

SHEBOYGAN
METROPOLITAN PLANNING ORGANIZATION

TECHNICAL ADVISORY COMMITTEE

Marisol Simon, Regional Adm.
FTA Region 5
Chicago

Paulette Enders
Dept. of City Development
Sheboygan

James Hulbert
Sheboygan County Planning Department
Sheboygan

Bobbi Retzlaff, Urban Planning Section
WisDOT Bureau of Planning & Economic Development
Madison

Greg Schnell, Commissioner
Sheboygan County Highway Dept.
Sheboygan

Stephanie Hickman (Ex-Officio Member)
Federal Highway Administration
Madison

Bill Balke
Public Works Department
Sheboygan

Michael Mersberger, Director
Public Works Department
Sheboygan Falls

Ron McDonald, Director
Sheboygan Transit System
Sheboygan

Bruce Neerhof
Village of Kohler

Dave Vickman
WisDOT Bureau of Transit and Local Roads
Madison

POLICY ADVISORY COMMITTEE

James Gilligan (for William Goehring,
Chairperson)
Sheboygan County Board

Steven Bauer, Chairperson
Town of Sheboygan Falls

Roger G. Miller, Chairperson
Town of Wilson

Louella Conway (for Daniel Hein,
Chairperson)
Town of Sheboygan

Tom Leonhardt, President
Village of Kohler

Randy Meyer, Mayor
City of Sheboygan Falls

Juan Perez, Mayor
City of Sheboygan

Dirk Zylman, Chairperson
Town of Mosel

William Jens, Chairperson
Town of Lima

Jack Bunge, President
Village of Howards Grove

Ed Wackowski, Chairman
Sheboygan Parking and Transit
Utility Commission
Sheboygan

Jeffrey Sixel, Chairperson
Town of Herman

Mike Berg, Director
WisDOT Northeast Region
Green Bay

SHEBOYGAN
METROPOLITAN PLANNING ORGANIZATION
(CONTINUED)

TECHNICAL ADVISORY COMMITTEE

Christopher Culotta**
WisDOT Northeast Region
Green Bay

James Schuette
Village of Howards Grove

David Such
Community Resource Agent
Sheboygan Co. UW Extension
Sheboygan Falls

Charles Mayer
Sheboygan Co. Memorial Airport
Sheboygan Falls

Victor Pappas
Wisconsin Dept. of Natural Resources - Southeast District
Milwaukee

Kathy Raash
Union Pacific Railroad
Milwaukee

Henry Nelson
Bicycling Advocate
Sheboygan

David Biebel*
Public Works Department
Sheboygan

Christopher Bovee
Air Management Division
Wisconsin Dept. of Natural Resources
Madison

LaVerne Hoerig
Sheboygan Co. Transportation Safety Commission
Sheboygan

*Indicates Committee Chair

**Indicates Committee Vice-Chair

(Note: A Chair and Vice-Chair for the MPO Policy Advisory Committee will be elected in June of 2007).

APPENDIX B
COMMENTS RECEIVED ON THE SHEBOYGAN MPO PUBLIC
PARTICIPATION PLAN

Note: With the exception of the comment suggesting replacement of certain members on the MPO Technical Advisory Committee, all of the comments in this appendix have been addressed in revising the Public Participation Plan.

Jeff Agee-Aguayo

From: Retzlaff, Bobbi [bobbi.retzlaff@dot.state.wi.us]
Sent: Monday, February 19, 2007 7:32 AM
To: Jeff Agee-Aguayo
Cc: Culotta, Christopher; Harris, Colleen; Hickman, Stephanie
Subject: RE: Draft Sheboygan MPO Public Participation Plan

A few more comments...

Pg 2, 2nd paragraph - SAFETEA-LU also requires the PPP be developed in consultation with interested parties. Since you mention the other new requirements, you may want to include this one as well.

Pg 3, first bullet - Is it possible to have the City of Sheboygan (and perhaps the other local gov'ts) add a link on their websites to the Bay-Lake website? Some may assume since it's the Sheboygan MPO, the City of Sheboygan is the lead. Bay-Lake is not an intuitive jump.

Pg 5, last paragraph - SAFETEA-LU doesn't specify 20-30 year horizon...just "no less than a 20-year planning horizon"

Pg 7 & 13, Environmental Consultation - there isn't a WisDOT consultation process; FHWA is developing proposed guidance...but not WisDOT

Pg 16, last bullet - just curious how you would measure the "quality of comments received"

> -----Original Message-----

> From: Culotta, Christopher
> Sent: Friday, February 16, 2007 3:25 PM
> To: 'jagee@baylakerpc.org'
> Cc: Harris, Colleen; Retzlaff, Bobbi; Hickman, Stephanie
> Subject: Draft Sheboygan MPO Public Participation Plan

>
> Hi Jeff,
>
> A few minor comments regarding the draft:
>
> Page 4 - What is the definition of "reasonable" walking distance from
> public transportation routes?
>
> Page 7 - Do you have a rough estimate of how many interviews you did
> for a previous planning effort? I am just curious.
>
> Page 10 - Under Documentation of Public Input on the Draft TIP, there
> is a ____ before years. Do not want you to forget about the blank space.
>
> Everything else looks good to me.
>
> Thank you for the opportunity to comment!
>
> Chris Culotta
> WisDOT NE Region

DRAFT Sheboygan Public Participation Plan
FHWA Comments
21 Feb 2007

Page 2—Introduction: You do not mention the SAFETEA-LU requirement for consultation on the development of the PPP, nor do you mention the consultation requirement for the long-range plan. If you are summarizing the requirements of SAFETEA-LU for the purposes of ensuring all requirements are met, you should also include information on the two consultation requirements.

Page 3—Public Participation Contacts: Here and elsewhere in the draft PPP, you refer to certain documents being on file with the Bay Lake RPC. While these documents must be there, it is unlikely that someone from Sheboygan will be driving up to Green Bay to the BLRPC offices to view information, such as the copy of the public participation list. Can BLRPC arrange to have an office in Sheboygan, such as the County or City Planning, retain a copy of any documents or copies of visual aids so citizens of Sheboygan have ready access to them? FHWA realizes that it may not be possible for the local office to retain full-size copies of visual aids, but perhaps a smaller size (8 ½ x 11 or 11 x 17) map or table could be on file there for local use.

Page 3—Last paragraph: The coordination process is not WisDOT's. It is guidance only, and was developed by FHWA. Perhaps you could rephrase this sections (and similar sections elsewhere in the PPP) to reflect the actual process, rather than identifying WHOSE process it is. For example: "The MPO staff will consult with federal, state, and local agencies, especially those required by statute and regulation, to develop the long-range transportation plan. This consultation will include comparison of plans, maps, and inventories, as available, that the agencies and interested parties have agreed are essential for review." It isn't critical that you use this particular language, but the idea is there. Wherever you address consultation, you should identify what consultation means, not just that you will do it. Consultation is open discussions on what actions or issues affecting the agencies or interested parties. Their views are carefully considered in the development of the affected document. Simply putting in one paragraph that says the MPO will consult with these groups does not provide any idea what consultation means and how their responses will be taken into consideration. The purpose of the participation plan is to let people and agencies know what to expect.

Page 5: There is nothing on how the MPO will handle making the required Annual Listing of Obligated Projects. The timing of the listing is such that it may be difficult to include it in the TIP in October. WisDOT, FTA and FHWA will need to help the MPO prepare this listing, and it isn't "due" until 90 days after the end of the program year, usually March. You should be prepared to put something in here about how you will make it available, such as posting it on a website or making copies available at locations in Sheboygan.

Page 5—Public Participation Procedures: Rather than reiterating the consultation discussion in each of the document discussions, it may be appropriate to include it here as

a separate item, apart from the LRP or TIP or special studies. As noted above, a more detailed discussion of how the consultation will be handled is critical. You should also have a discussion of how consultation on the development of the public participation plan will be handled. That is somewhat different from the required consultation for Environmental Mitigation.

In the public participation plan, there needs to be “consultation with interested parties” during the development of the PPP. This consultation means contacting those interested parties and offering them the opportunity to sit down with staff to provide suggestions for how to approach groups or agencies during any public participation periods. You should outline how the interested parties will be contacted, how much time they have to respond, and how their suggestions and issues will be addressed. Some MPOs have chosen to send letters to interested parties (special interest groups, etc) offering either one opportunity to meet, or to say the MPO will set up a time if they are interested. Keep documentation of how the parties were contacted, and any responses received. Documentation of opportunities is critical.

Page 7—Analysis for Environmental Justice: This section should be expanded, as well. It should be noted, briefly, the process that is followed, such as a comparison of project locations compared to identified minority and low-income populations, and an analysis of availability of service, and access to the five major types of facilities (medical, employment, etc.)

Page 7—Environmental Consultation: See discussion of environmental consultation above.

Page 8: You don’t mention the timing and comment period for conformity determinations on either the plan or the TIP.

Page 8—TIP: You should also note that regionally significant projects, regardless of funding source, must be included in the TIP.

Page 9—Draft TIP: Again, you should elaborate on both the EJ analysis and the consultation, unless you choose to handle them separately before the discussion of the documents.

Page 10—Documentation of Public Input: Not just on the TIP, but on all planning documents, the MPO should indicate how they will document the comments AND the MPO responses to comments. It isn’t sufficient just to respond verbally to comments. How will your verbal responses be documented? You have this section only on the TIP, but it applies to all other plans and special studies.

Page 13—Environmental Consultation: See above discussions

Page 15—Evaluation Criteria: You have indicated the PPP will be reviewed for effectiveness at least every five years. It may be better to indicate a more frequent

timeframe for evaluations so that the PPP remains up-to-date and flexible to support public involvement for all plan updates, every four years, at least, and to make sure the process is responsive. Every four to five years seems too long.

Page 16—You have quality of comments received. While still subjective, perhaps you might consider the substance of comments received. A response of “I don’t like it,” vs. “I don’t like it because....”

Page 16—last sentence of paragraph 1: You mention a survey of groups and individuals. Does the MPO staff intend to follow-through with a survey? If not, it probably should not be mentioned. Interested parties and groups may expect this.

Page 16—Availability of Draft Planning Documents: There should be a local office where documents can be reviewed, other than just the website or BLRPC offices.

Jeff Agee-Aguayo

From: Culotta, Christopher [christopher.culotta@dot.state.wi.us]
Sent: Friday, March 23, 2007 11:26 AM
To: Retzlaff, Bobbi; Jeff Agee-Aguayo
Cc: Hickman, Stephanie
Subject: Sheboygan MPO Draft Public Participation Plan - comments due April 5th

Hi Bobbi and Jeff,

I really do not have any major comments regarding this version of the Sheboygan MPO Public Participation Plan.

Page 23, Jeff could replace Mary Ebeling from the Sheboygan County Planning Department with the new Sheboygan County Planning Director, Jim Hulbert.

Some of the people listed on the MPO Technical Advisory Committee I do not remember seeing in attendance for years. May not hurt to continue mailing agendas, but there may be others with greater interest receiving the mailings and participating in the process. Jeff may have an opinion on this.

3 examples of members I have not seen at meetings:

Dave Such - UW Extension - should Kevin Struck from the UW Extension attend instead?

Henry Nelson - Bicyclist Advocate - the Bicycle Federation may have another contact to send meeting agendas.

Dave Vickman - WisDOT Bureau of Transit - is Dave still the proper Bureau of Transit contact?

Thanks and have a good weekend!

Chris Culotta
WisDOT NE Region

Bay-Lake Regional Planning Commission

Commission Members

Brown County

William Clancy
Toni M. Loch
Chris Swan

Door County

Jaime Forest
Mariah K. Goode

Florence County

Edwin Kelley
Bruce Osterberg
Yvonne Van Pembrook

Kewaunee County

Mary Hanrahan
Brian Paplham
Charles R. Wagner

Manitowoc County

Donald C. Markwardt
Valerie Mellon
NyaLong Yang

Marinette County

Alice Baumgarten
Cheryl R. Maxwell, Vice Chairperson
Mary G. Meyer

Oconto County

Donald A. Glynn
Thomas D. Kussow
Lois L. Trever, Sect./Tres.

Sheboygan County

James E. Gilligan, Chairperson
Flossie Meyer
Ron McDonald

Wisconsin Department of Commerce

Sec., Mary Burke

Staff

Mark A. Walter

Executive Director

Jeffrey C. Agee-Aguayo, AICP

Transportation Planner III

Tony D. Bellovary

GIS Coordinator

Richard L. Heath

Assistant Director/Principal Planner

Richard J. Malone

Office Accounts Coordinator

Angela M. Pierce

Natural Resources Planner II

Brenda L. Rehberg

Administrative Assistant

Brandon G. Robinson

Community Assistance Planner III

Luann Rudolph

Community Planner

Joshua W. Schedler

GIS Specialist

James J. Van Laanen

Transportation Planner III

Ker Vang

Community Planner