

# Public Participation Plan for the Green Bay Metropolitan Planning Organization (MPO)



# Brown County Planning Commission Green Bay MPO

## Green Bay MPO Planning Area Communities

City of Green Bay	Town of Glenmore (part)
City of De Pere	Town of Green Bay (part)
Village of Allouez	Town of Lawrence (part)
Village of Ashwaubenon	Town of Ledgeview (part)
Village of Bellevue	Town of Pittsfield (part)
Village of Hobart	Town of Rockland (part)
Village of Howard	Town of Scott (part)
Village of Suamico (part)	

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U.S. Department  
of Transportation  
**Federal Highway  
Administration**



U.S. Department  
of Transportation  
**Federal Transit  
Administration**



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RESOLUTION NO. 2024-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
BROWN COUNTY PLANNING COMMISSION  
APPROVING THE 2024 PUBLIC PARTICIPATION PLAN UPDATE  
FOR THE GREEN BAY METROPOLITAN PLANNING ORGANIZATION (MPO)

**WHEREAS**, the U.S. Department of Transportation requires the development of a Public Participation Plan (PPP) (23 CFR part 450.316) for all Metropolitan Planning Organizations (MPOs) in the United States; and

**WHEREAS**, in accordance with 23 CFR 450.334(a) the Green Bay MPO hereby certifies that the metropolitan planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements:

- (1) 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and this part;
- (2) In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 11101(e) of the Infrastructure Investment and Jobs Act (Public Law No: 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 23 U.S.C. 324, regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**WHEREAS**, an approved PPP is needed to obtain the federal and state funds that support each MPO's activities; and

**WHEREAS**, each MPO policy board must approve the MPO's PPP before submitting the program to the state and federal governments; and

**WHEREAS**, the Brown County Planning Commission is the designated MPO for the Green Bay Urbanized Area; and

**WHEREAS**, the Brown County Planning Commission Board of Directors is the Green Bay MPO's policy board; and

**THEREFORE, BE IT RESOLVED**, that the Brown County Planning Commission Board of Directors approves the Green Bay MPO's 2024 Public Participation Plan Update.

**NOW, BE IT FURTHER RESOLVED** that the MPO planning process is compliant with the requirements of Infrastructure Investment and Jobs Act (IIJA) and that the BCPC Board of Directors certifies that the urban transportation planning process certification requirements of 23 CFR 450.114 (c) are satisfied.

Dated at Green Bay, Wisconsin, this 7<sup>th</sup> day of August 2024.

BROWN COUNTY PLANNING COMMISSION

  
\_\_\_\_\_  
Norbert Dantinne, Jr., President

ATTEST:



\_\_\_\_\_  
Cole Runge, Planning Director/MPO Director

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## Summary of Abbreviations

ADA – Americans with Disabilities Act  
ADRC – Aging and Disabilities Resource Center  
AAPI - Asian American and Pacific Islander  
BCPC - Brown County Planning Commission  
CMP - Congestion Management Process  
FHWA - Federal Highway Administration  
GIS - Geographic Information Systems  
LEP - Limited English Proficiency  
LRTP - Long-Range Transportation Plan  
MPA - Metropolitan Planning Area  
MPO - Metropolitan Planning Organization  
PPP - Public Participation Plan  
TCC - Transportation Coordinating Committee  
TIP - Transportation Improvement Program  
TMA - Transportation Management Area  
UPWP - Unified Planning Work Program  
WisDOT - Wisconsin Department of Transportation  
DNR - Wisconsin Department of Natural Resources

# Introduction

The development of a Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) is a federal requirement under 23 CFR 450.316 to enable and encourage residents, affected public agencies, private entities, and other interested parties to be involved in the metropolitan transportation planning process. Green Bay MPO planning documents and studies cover the Green Bay Metropolitan Planning Area (Figure 1).

The PPP outlines how the Green Bay MPO will encourage interested parties to participate in the development of the MPO's:

## Public Participation Plan (PPP)

A federally-required document that outlines how the MPO will encourage interested parties to participate in the development of the LRTP, TIP, Congestion Management Process (CMP), and other planning studies produced by the MPO. The PPP must be updated at least once every four years. The MPO reviews the document annually to determine if any revisions need to be made.

## Transportation Improvement Program (TIP)

A federally-required document that consists of a program of transportation projects over a period of at least four years. Roadway, Transit, Bicycle/Pedestrian, and other transportation projects within the Green Bay Urbanized Area must be documented in the adopted TIP to be eligible for federal funding through the MPO. The Green Bay MPO's TIP document is updated annually.

## Long-Range Transportation Plan (LRTP)

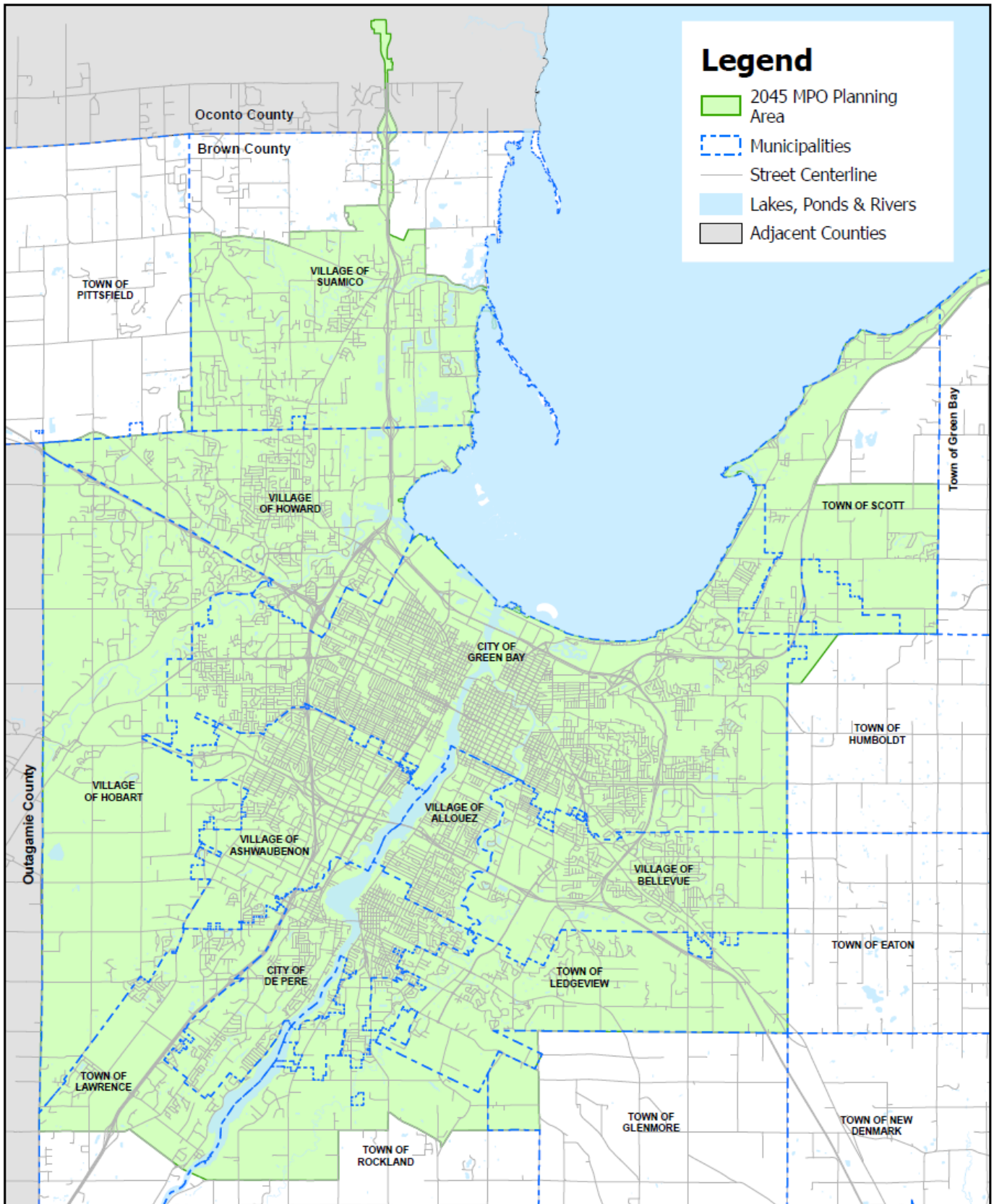
A federally-required document that includes short- and long-range strategies and actions that lead to the development of a multimodal transportation network within the MPO's Metropolitan Planning Area. LRTPs must address a planning horizon of at least 20 years, and be updated at least once every five years.

## Congestion Management Process (CMP)

A federally-required document for Transportation Management Areas (TMAs) with an urbanized population greater than 200,000 people that develops strategies to reduce the effects of congestion and improve the reliability of the transportation system within the MPA. This document must be updated once every five years.

The PPP also aims to engage interested parties in the development of other major MPO plans and studies. To engage interested parties in the development on the LRTP, TIP, and other major plans and studies, the PPP identifies the methods the MPO will use to inform interested parties of opportunities to participate and comment on the development of MPO plans, the methods the MPO will use to collect public input during the planning process, and the criteria that will be used to assess the effectiveness of the MPO's outreach and engagement methods.

Figure 1: 2045 Green Bay Metropolitan Planning Area (MPA) Boundary



## Public Participation Outreach List

Anyone expressing interest in receiving information and providing input towards the development of the PPP or other MPO planning documents is invited to be included in the MPO's Public Participation Outreach List. The list is comprised of over 200 email contacts. The list includes residents, interest groups, federal, state & local agencies, housing agencies, elected officials, and others.

If interested, you may sign up for MPO updates and notifications through the MPO's transportation website:

[www.browncountywi.gov/BCPCGreenBayMPO](http://www.browncountywi.gov/BCPCGreenBayMPO).

### Sign-up for Green Bay MPO Updates and Notices


Please fill out the form to receive updates on transportation planning activities and efforts in the [Green Bay Metropolitan Planning Area](#).

First Name:

Last Name:

Email Address:

Comments:

I'm not a robot  reCAPTCHA  
Privacy - Terms

## Public Participation Plan Development Process

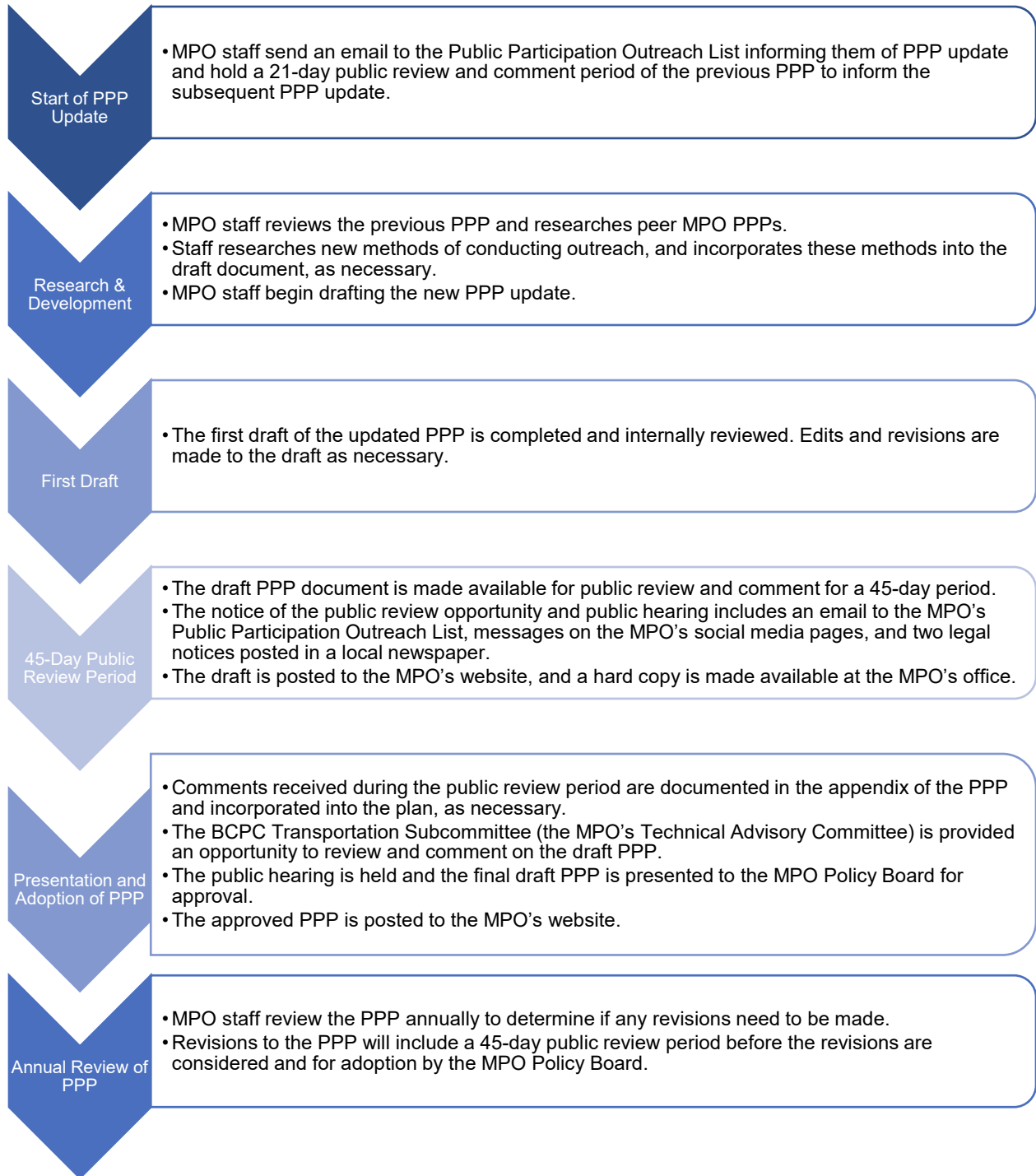
The Green Bay MPO's Public Participation Plan and subsequent updates were developed in consultation with all interested parties. A copy of the email message informing the interested parties of the PPP update is included in Appendix I of this document.

The process and steps to update and make revisions to the public participation plan are shown in figure 2 on the next page.





**Figure 2: Public Participation Plan Development Process**



## Goal and Objectives of the Public Participation Plan

**Plan Goal:** To inform all Green Bay Metropolitan Area residents of the importance of developing a balanced multimodal transportation system, and encourage them to participate in the creation of this system.

### **Objectives**

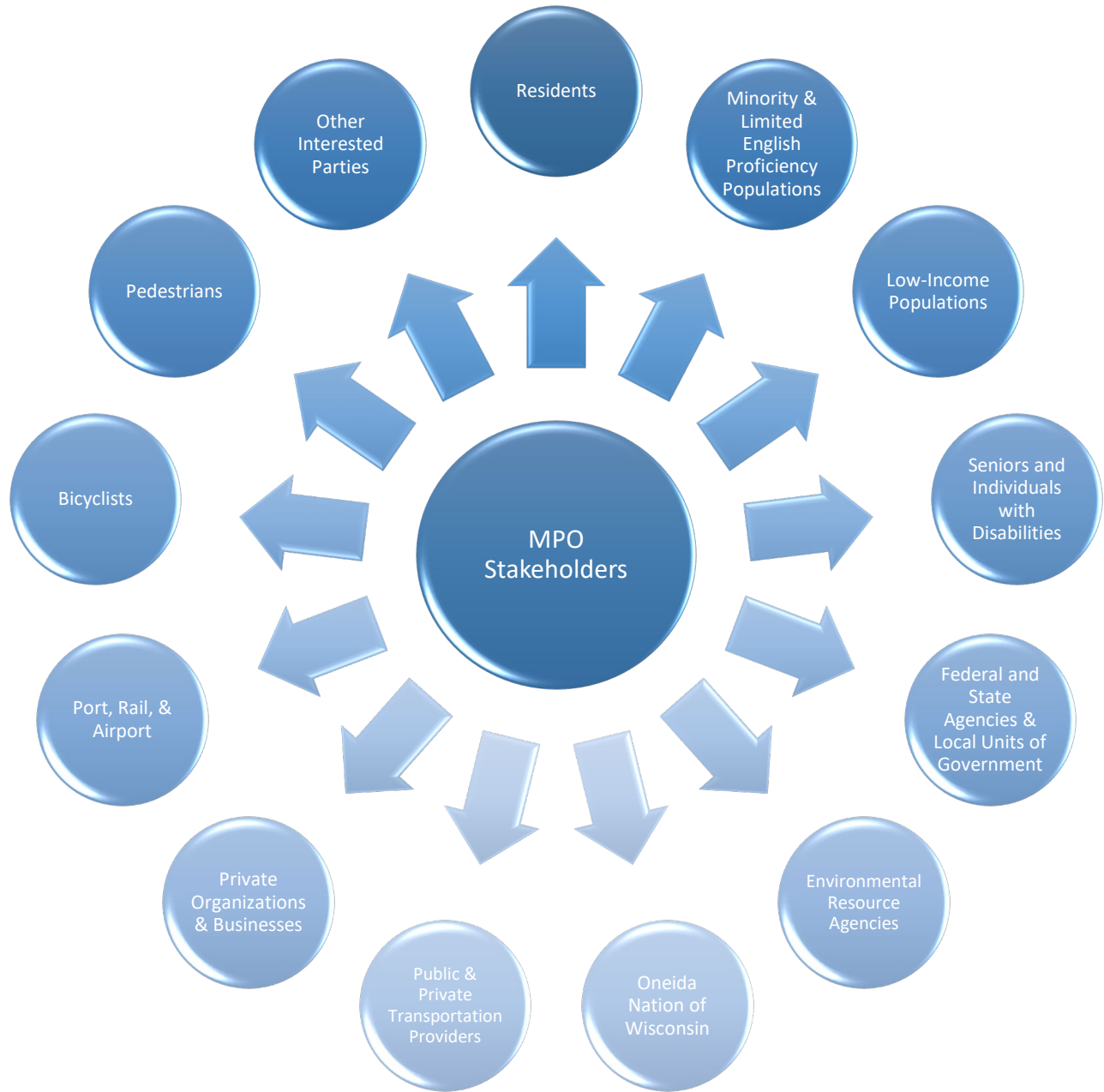
- Encourage meaningful stakeholder participation in the development of all planning documents, programs, and activities provided by the MPO.
- Utilize a variety of methods to distribute notices and materials to metropolitan area residents and interested participants to inform them of opportunities to participate and comment in the development of transportation plans, studies, and programming documents.
- Make MPO publications and other work products available at the Brown County Planning Commission office and on the MPO's website.
- Enable and encourage all residents of the metropolitan area to conveniently participate in the development of transportation plans, studies, and programming documents by utilizing digital outreach methods such as surveys, interactive maps, and social media pages, and by holding as many meetings as possible at locations that are accessible and can be easily reached on foot, bicycle, or transit.
- Engage metropolitan area residents in the transportation planning process by informally meeting with them in their neighborhoods, businesses, schools, community centers, and other locations throughout the area.
- Continue to respond to questions and comments received during public input activities and public review periods in a timely manner.
- Continue to maintain the MPO's Public Participation Outreach List and ensure that the information is up-to-date.
- Encourage residents and other stakeholders to become recurring participants in the MPO's planning process by encouraging participants in meetings, workshops, and other outreach events to join the MPO's Public Participation Outreach List.
- Experiment with public participation and visioning techniques to identify effective methods of engaging all metropolitan area residents in the MPO's transportation planning process.
- Expand the use of virtual engagement techniques such as virtual town hall meetings, live polls, and online maps to complement in-person events and to engage a broader audience across the MPA.

- Develop a set of public engagement procedures for conducting meetings, public outreach events, and workshops virtually during periods of public emergencies when in-person interactions should be avoided.
- Use the evaluation criteria established in this plan to assess the effectiveness of the MPO's public engagement techniques.
- Use the PPP in conjunction with the demographic analysis developed as part of the MPO's Title VI plan to determine if transportation projects will adversely affect minority and low-income populations, and to inform outreach efforts of those populations.
- Use the PPP in conjunction with the objectives in the MPO's 2020 ADA/Section 504 Transition Plan to remove accessibility barriers within the MPO's programs, services, and activities to ensure individuals with disabilities are fully able to participate in the MPO's planning process.
- Explain technical and complex transportation concepts in simple terms that would be easily understood by residents and other stakeholders in the MPA.
- Continue to coordinate and combine public outreach efforts with Green Bay Metro, where possible, during the development of transit-related planning studies.
- Review the Public Participation Plan annually to determine if revisions are necessary.

Methods of achieving the MPO's Public Participation Plan goal and objectives are discussed throughout the rest of this document.is included

# Identification of Stakeholders

The MPO will use a variety of techniques to identify stakeholders for various MPO plans, studies, and programming documents. The MPO will engage various stakeholders identified in the graphic below, consistent with stakeholder groups outlined in 23 CFR 450.316(a), as appropriate. Some of the techniques that will be used to engage stakeholders are summarized in this section.





## Residents

Some of the techniques that have been used by staff to engage residents in the planning process include:

- Direct and electronic mailings to households, newspaper and newsletter articles, telephone surveys, open house meetings, resident committees, visioning sessions, and posters and other visuals placed throughout communities.
- Using a variety of digital techniques such as social media pages and the MPO's website to make it convenient and easy for people to participate in the MPO's planning process.
- Using online interactive mapping, surveys, and other digital techniques to engage residents.

The MPO will continue to use these techniques to encourage and engage residents to participate in the transportation planning process. MPO staff will also experiment with other techniques to find out what methods work and do not work.

## Minority, Limited English Proficiency, and Low-Income Populations

In addition to the techniques identified in the previous section, MPO staff will use the following techniques to engage minority, Limited English Proficiency (LEP), and low-income populations in the MPO's planning process:

- Use the demographic analysis in the MPO's Title VI plan to identify areas of minorities and low-income populations.
- Analyze minority and low-income populations by block group (ACS) or block (decennial census) to determine if transportation projects will adversely affect those populations.
- Work proactively with agencies that advocate for minority and low-income populations.
- Conduct informal interviews.
- Make "I Speak" cards available at the MPO office that allow non-English speakers to select from 34 languages and provide contact information to receive translator services.
- Continue to make Google translate available on the MPO's website.
- Establish and staff information/outreach stations during special events, festivals, and other activities.

## Seniors and Individuals with Disabilities

The MPO will continue to use the following methods to engage seniors and individuals with disabilities in the planning process and in the development of its plans and programs:

- Facilitating the Brown County Transportation Coordinating Committee (TCC) Meetings.
- Holding meetings, in-person outreach events, and public hearings at locations that are ADA-compliant and easily accessible by transit.
- Developing the *Coordinated Public Transit-Human Services Transportation Plan for Brown County, WI* at the request of the Wisconsin Department of Transportation.
- Ensuring that materials posted on the MPO's website can be easily accessed and used by individuals with disabilities.
- Utilizing digital tools such as interactive maps, surveys, and virtual meetings to encourage seniors and individuals with disabilities to participate and provide input in the MPO's planning process.
- Participating in Aging and Disability Resource Center (ADRC) of Brown County board/committee meetings upon request.
- Providing demographic information and maps for the development of the ADRC of Brown County Aging Plan.

A more detailed description of the processes the MPO will use to remove accessibility barriers for seniors and individuals with disabilities to ensure their full participation in the MPO's planning process can be found in the MPO's ADA/Section 504 Transition Plan. The MPO's ADA/Section 504 Transition Plan is on the MPO's website: [www.browncountywi.gov/BCPCGreenBayMPO](http://www.browncountywi.gov/BCPCGreenBayMPO)

## Federal and State Agencies & Local Units of Government

MPO staff will involve representatives of appropriate federal and state agencies and local units of government during the development of MPO transportation plans, studies, and documents.

### **Environmental Consultation and Mitigation Activities during the Development of the Long-Range Transportation Plan and Transportation Improvement Program (TIP)**

During the development of the Long-Range Transportation Plan and TIP, the MPO will consult, as appropriate, with federal, state, local, and tribal agencies that are responsible for the following activities:

- Land Use Management
- Natural Resources
- Environmental Protection
- Conservation

- Conservation
- Historic Preservation
- Natural Disaster Risk Reduction and Response
- Stormwater Management

The purpose of these consultation efforts is to identify potential conflicts between planned transportation projects and homes, businesses, neighborhoods, communities, parks, forests, wetlands, and other human and natural resources and to identify effective methods of mitigating these impacts on a regional level.

## **1. Environmental Consultation Process Participants**

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

### *Federal Agencies*

- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife Service
- U.S. Coast Guard
- U.S. Environmental Protection Agency
- National Park Service
- Federal Emergency Management Agency (FEMA)

### *State Agencies*

- Wisconsin Department of Natural Resources
- Wisconsin DOT Bureau of Aeronautics
- Wisconsin DOT Bureau of Technical Services, Environmental Services Section
- Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP)
- Wisconsin State Historical Society
- Wisconsin Department of Military Affairs – Division of Emergency Management

### *Local Agencies (within the Metropolitan Planning Area)*

- |   |                      |
|---|----------------------|
| • Brown County Planning Commission      | • Village of Howard  |
| • Brown County Health Department        | • Village of Suamico |
| • Brown County Housing Authority        | • Town of Glenmore   |
| • Brown County Emergency Management     | • Town of Green Bay  |
| • Bay-Lake Regional Planning Commission | • Town of Lawrence   |
| • City of Green Bay                     | • Town of Ledgeview  |
| • City of De Pere                       | • Town of Pittsfield |
| • Village of Allouez                    | • Town of Rockland   |
| • Village of Ashwaubenon                | • Town of Scott      |
| • Village of Bellevue                   |                      |
| • Village of Hobart                     |                      |

### *Native American Nations*

- Oneida Nation of Wisconsin

## **2. Consultation with Agencies and Officials within the Metropolitan Planning Area**

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

- Recipients of assistance under Title 49, U.S.C., Chapter 53. The only current recipient of this assistance in the Green Bay Metropolitan Planning Area is Green Bay Metro.
- Governmental agencies and non-profit organizations that receive federal assistance from a source other than the US Department of Transportation to provide non-emergency transportation services.
- Recipients of assistance under Title 23, U.S.C., Chapter 204 (the Federal Lands Highway Program).

## **3. Consultation with the Oneida Nation of Wisconsin**

A representative of the Oneida Nation is an active member of the BCPC Transportation Subcommittee and Brown County Transportation Coordinating Committee. For the development of the TIP, LRTP, and other MPO plans, representatives of the nation will be invited to provide comments during development meetings, open houses, public hearings, and adoption meetings.

## **4. Consultation with Federal Land Management Agencies**

The MPO will involve federal land management agencies in the development of the long-range transportation plan and TIP as appropriate.

## **5. Consultation Process with Environmental Resource Agencies**

MPO staff will involve environmental resource agencies at specific points during the development of the long-range transportation plan and TIP. The environmental resource agencies will be invited to provide comments during open house meetings, public review periods, public hearings, and approval and adoption meetings. The processes to develop the TIP and LRTP are discussed in the next section.

## **Private Organizations and Businesses**

MPO staff will ensure that private organizations and businesses that could be affected by MPO studies are aware of and involved in the studies. The MPO will inform organizations and businesses of studies that could affect them through mailings, emails, and other direct contact methods as appropriate.



# Planning Program Elements



## Public Participation Plan

The MPO reviews the PPP annually to determine if revisions are necessary. If revisions do occur, the new draft will follow the process outlined for the PPP in Figure 2. The revised draft will be made available for public review for 45 days, and it will be available both digitally and in hard copy formats.

A public hearing will also be held during the 45-day review period. The public hearing will be held at a location that is accessible for transit-dependent individuals and individuals with disabilities. Information about the public hearing will be distributed at least one week before the hearing occurs. Following the review period and public hearing, staff will present the revised document and the comments received during the public review period to the MPO's Policy Board for approval.

The comments received from interested parties during the 45-day review period and public meetings as well as staff responses to these comments will be included as an appendix in the PPP.

## Unified Planning Work Program

The UPWP is a federally-required document that summarizes recent MPO planning activities, describes upcoming MPO projects, and outlines how federal, state, and local transportation funding will be spent on MPO activities. This document is reviewed and recommended for approval by the MPO's Transportation Subcommittee. The UPWP is approved by the MPO's policy board, and all meetings are open to the public at locations that are easily accessible by transit. The approved UPWP is posted on the MPO's website.

## Transportation Improvement Program

The Transportation Improvement Program (TIP) process will include the following steps:

1. Identification of Program - MPO staff will work with FHWA, FTA, WisDOT, Green Bay Metro, Brown County Highway Department, and metropolitan area communities as well as other potential transportation federal funding recipients (e.g. Curative Connections) to identify a four-year program of projects. Each project will be included in the draft TIP.
2. Title VI Review - MPO staff will determine if the proposed program disproportionately affects low-income, minority, or LEP populations using US Census block group data and the MPO's GIS system. These analyses will be included in the document and made available to the public.
3. Fiscal Constraint Demonstration - MPO staff will determine if the proposed program is fiscally constrained, meaning there is a reasonable expectation of funding. Results of the demonstration will be included in the document and made available to the public.
4. Environmental Consultation - After MPO staff has completed the draft document, environmental resource agency representatives will be invited to review the proposed program and to identify methods of mitigating potentially negative environmental impacts.
5. Public Review and Public Comment Opportunity - After the MPO staff has completed the draft document, it will be released for a 30-day public review. MPO staff will inform interested parties of the draft availability by sending notices to the organizations on the MPO's Public Participation Outreach List and by publishing legal notices in a local newspaper at the beginning of and during the 30-day review process. The draft TIP will be available for review in electronic and hard copy formats. The hard copy will be available for review at the Brown County Planning Commission office, and the electronic version will be made available on the MPO's website and social media pages.
6. BCPC Board of Directors Transportation Subcommittee (MPO Technical Advisory Committee) - During the public review period, the MPO's Transportation Subcommittee will meet to discuss the draft TIP and forward a recommendation to the BCPC Board of Directors. This meeting will be open to the public. The meeting will be posted on the MPO webpage as well as the Brown County webpage.

7. Public Hearing - Near the end of the 30-day public review process, MPO staff will hold a public hearing at a location that can be reached using Green Bay Metro. This public hearing notice will also be sent to the MPO's PPP organizations and local newspapers at the onset of the 30-day public review period.
8. BCPC Board of Directors - MPO staff will present the draft TIP to the Brown County Planning Commission Board of Directors for final approval consideration. Comments received from interested parties during the 30-day review period and public hearing as well as staff responses to these comments will be shared with the BCPC Board of Directors and be included in the appendix of the TIP. This meeting will be open to the public and will be posted on the MPO webpage as well as the Brown County webpage. If approved, the final copy of the report will be posted on the MPO webpage.

### **TIP Amendments**

The following section summarizes the process the MPO will use for conducting public review periods for TIP amendments. These processes are governed by federal law 23 C.F.R. 450.328 and identified in the WisDOT's *TIP Preparation Guide - Guidelines for Developing MPO Transportation Improvement Programs*, updated December 2018. The document can be found here: <https://wisconsindot.gov/Documents/doing-bus/local-gov/plning-orgs/tip-guidance.pdf>

### **Expedited Project Selection Procedures**

Because federal regulations acknowledge that changes occur as TIP projects advance through the project development process, the regulations include some flexibility that MPOs may choose to implement and manage their TIP amendment workloads. In September of 2014, the MPO was informed that it can use what are called Expedited Project Selection Procedures in certain situations to improve the efficiency of the TIP amendment process. According to the FHWA, the procedures that apply to the Green Bay MPO are as follows:

- The first year of the TIP constitutes continues an agreed-to list of projects for project selection purposes and no further project selection action is required by the MPO for WisDOT or Green Bay Metro to proceed with federal funding commitment.
- Projects from the second, third, or fourth year of the TIP can be advanced by WisDOT or Green Bay Metro for federal fund commitment without further project selection action by the MPO.

Concerning the federal funding sources identified for individual projects in the TIP, it is agreed that WisDOT may unilaterally interchange eligible FHWA funding program sources without necessitating an amendment, subject to the project selection authority federal regulations and state and local program procedures reserved for the state and the MPO, and subject to reconciliation. However, MPO approval is required to use or interchange FHWA funds suballocated by the U.S. Congress to the Green Bay Urbanized Area for projects not identified for that source of funding in the TIP.

To maintain accountability and fiscal constraint as changes occur during the implementation of the TIP, the MPO, WisDOT, and Green Bay Metro will monitor projects in the TIP and account for all significant changes in scheduled years and costs in a TIP amendment at the midpoint of the calendar year. This mid-year truing of the TIP project schedule accounts for changes that occurred in the TIP during the first half of the Federal Fiscal year. WisDOT staff and MPO staff have mutually agreed the project review will occur in early May of each year with the resulting draft amendment being issued mid-May with BCPC Board of Directors approval consideration in June.

In situations where these procedures are not applicable, the MPO will follow the TIP amendment procedures described below.

### **Major Amendments**

A major amendment must be approved by the MPO policy board and the Governor, and submitted to WisDOT, FHWA, and FTA. Appropriate public involvement for major amendments is required and may be handled within the context of an MPO policy board meeting. The MPO will publish a formal public notice, conduct a 15-day public review period, and hold a public hearing that can be reached using Green Bay Metro.

A major amendment is required when there is a:

- Addition or deletion of a project;
- Major change in project cost;
- Major change in the initiation date for a project or project phase;
- Major change in project design concept, design scope or limits;
- Change in Schedule
  - Adding a nonexempt/capacity expansion project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP; or
  - Moving a nonexempt/capacity expansion project out of the first four years of the TIP.
- Change in Scope
  - Change in scope (character of work or project limits) of a nonexempt/capacity expansion project within the first four years of the TIP such that the original project description is no longer reasonably accurate; or
- Change in Funding
  - Including adding or deleting any project that exceeds the lesser of two thresholds relating to the percent of total federal funding programmed for the current calendar year. For the Green Bay MPO, the funding thresholds have been established at the following WisDOT-recommended levels:
    - 10 percent of the total federal funding programmed for the calendar year, or \$1,000,000.



A major amendment will require the following steps:

1. MPO staff will begin the amendment process by releasing the proposed amendment for a 15-day public review period. Staff will inform the BCPC Transportation Subcommittee of the proposed amendment and request comments from the members. Staff will also inform the public of the proposed amendment by sending notices to the organizations on the MPO's Public Participation Outreach List and by publishing two legal notices in a local newspaper at the beginning of and during the 15-day review period. Draft Major TIP Amendments will be available for review at the Brown County Planning Commission office, and the digital document will be available on the MPO's website and social media pages.
2. At the end of the 15-day public review process, MPO staff will hold a public hearing at a location that can be reached using Green Bay Metro. The public hearing notice will be sent to the MPO's Public Participation Outreach List and a local newspaper. Following the public hearing, the BCPC Board of Directors will take action on the amendment. However, if significant comments are received during the public comment period and public hearing, the BCPC Board of Directors may postpone action on the amendment to allow the comments to be reviewed by the MPO staff, BCPC Transportation Subcommittee, and the public. The comments received from interested parties during the 15-day review period and public meetings as well as staff responses to these comments will be included in an appendix of the amended TIP.

### **Minor Amendments**

A minor amendment must be approved by the MPO policy board and the Governor, and submitted to WisDOT, FHWA, and FTA. Appropriate public involvement may be handled within the context of an MPO policy board meeting. The MPO staff will place the minor amendment on the policy board agenda and MPO staff will present the amendment during the policy board meeting at which action on the amendment can be taken. A legal notice or public hearing is not required.

**Minor Amendment** A minor amendment must be approved by the MPO policy board and the Governor, and submitted to WisDOT, FHWA, and FTA. Appropriate public involvement for minor amendments is required and may be handled within the context of an MPO policy board meeting. The MPO will provide adequate advance notice of the amendment action and a public comment opportunity in the published meeting agenda prior to the scheduled action on the amendment by the policy board.

A minor amendment is required when there is a:

- Change in Schedule
  - Adding an exempt/preservation project (reconditioning, reconstructing, or rehabilitation) to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP; or moving an exempt/preservation project out of the first four years of the TIP; or

- Change in Scope
  - Change in scope (character of work or project limits) of an exempt/preservation project within the first four years of the TIP such that the original project description is no longer reasonably accurate; or
- Change in Funding
  - Change in funding that impacts the funding for other projects within the first four years of the TIP, forcing any project out of the four-year window.
- Use or Interchange of FHWA Funds that are Suballocated by the U.S. Congress to the Green Bay Urbanized Area
  - Use or interchange of FHWA funds suballocated by the U.S. Congress to the Green Bay Urbanized Area for projects not identified for that source of funding in the TIP.

A minor amendment will require the following steps:

1. MPO staff will inform the BCPC Transportation Subcommittee and the agencies on the MPO's Public Participation Outreach List of proposed minor amendments by email requesting for comments on the proposal. Draft minor TIP amendments will be available for review at the Brown County Planning Commission office, and the digital document will be available on the MPO's website and social media pages.
2. Once the comments are received, staff will present the proposed amendment and the comments to the BCPC Board of Directors. The public will also have an opportunity to comment on the proposed minor amendment at the BCPC Board of Directors meeting prior to the Board's consideration of the amendment. Interested parties will be notified of this hearing/meeting at least one week before the meeting occurs through postings on the MPO's website, social media pages, and emails. The comments received from interested parties and public meetings as well as staff responses to these comments will be included in an appendix of the amended TIP.

### **Administrative Modifications**

Administrative (staff level) modifications to the TIP will be made when there are minor changes to a TIP project's:

- Scope (type of work and project limits).
- Cost (less than 5 percent increase or decrease).
- Funding source(s).
- Initiation/Implementation phase schedule.

Administrative modifications will occur under these circumstances provided that the changes do not trigger the demonstration of fiscal constraint.

An administrative modification will require the following:

1. BCPC staff will notify the BCPC Board of Directors, WisDOT, FHWA, and FTA after administrative modifications are made to the TIP.
2. Administrative Modifications will be available for review on the MPO's website.

## **Long-Range Transportation Plan**

The process that the MPO will follow to complete its long-range transportation plan will include the following steps.

1. Online Interactive Map and Survey - At the beginning of the long-range transportation plan development process, MPO staff will develop an online interactive map and survey that can be easily accessed using a computer, tablet, smartphone, and other devices that provide access to the internet. The map will allow people to provide comments about specific locations in the Metropolitan Planning Area, and the survey will be an opportunity for people to provide information about issues that should be addressed in the long-range transportation plan.
2. Website - MPO staff will encourage people to visit the Brown County Planning Commission/Green Bay MPO website to obtain information about the MPO plan elements and provide input to the process. The MPO plan component of the website will be established at the beginning of the plan development process to allow people the chance to contribute immediately.
3. Public Review Period and Public Hearing - Following the open house meeting(s) and the approval of the draft document by the technical advisory committee, a 30-day review period and a public hearing will be held to receive additional input from the public. The availability of the draft will be publicized through the publication of two notices in a local newspaper, emails to interested parties, and the posting of a link to the document on the MPO's website and social media pages. Information about the public hearings will be distributed at least one week before the hearings occur. The draft long-range transportation plan will be available for review in digital and hard copy formats. The hard copy will be available for review at the Brown County Planning Commission office. The comments received from interested parties during the 30-day review period and public meetings as well as staff responses to these comments will be included in an appendix of the long-range transportation plan.

4. MPO Policy Board Adoption - Following the review period and public hearing, the draft plan will be presented to the BCPC Board of Directors. This meeting will also be open to the public, and the meeting will be publicized through via emails to interested parties and the posting of meeting information on the MPO's website and social media pages. Meeting information will be distributed at least one week before the meetings occur.

## **MPO Long-Range Transportation Plan Amendments**

The MPO will ensure that the public has an opportunity to comment before its long-range transportation plan is amended by informing the public of proposed amendments, establishing a 15-day public review period, and holding an open house/public hearing. The availability of draft amendments and the opportunity to comment on draft amendments will be publicized by placing one notice in a local newspaper. Interested parties will also be notified through via emails and the information will be posted on the MPO's website and social media pages. The notice in a local newspaper will be published at the beginning of the 15-day public review period, and interested parties will be informed of the availability of draft amendments at the beginning of the 15-day review period. Draft long-range transportation plan amendments will be available for review at the Brown County Planning Commission office.

The comments received from interested parties during the 15-day review period and public meetings as well as staff responses to these comments will be included in an appendix of the amended long-range transportation plan.

## **Congestion Management Process**

A Congestion Management Process (CMP) is required for all urbanized areas whose population exceeds 200,000 people. The CMP reviews the performance of the transportation network, identifies areas of congestion, and includes strategies the MPO will use to address congestion across the Metropolitan Planning Area. This document must be updated, at a minimum, every 5 years, and should complement the LRTP by adhering to the objectives, strategies, and performance measures adopted in the LRTP.

The development of the CMP begins with a public outreach event, which includes an online interactive map that participants can use to identify and comment on specific areas where they are experiencing congestion. This information informs a subsequent analysis of congestion hot spots by MPO staff. MPO staff may also use strategies identified later in this document to collect additional stakeholder input to inform the development of the CMP.

Once a draft of the document has been completed and internally reviewed, the document is made available for a 30-day public review period. A notice of the public review period will be emailed to the MPO's Public Participation Outreach List and posted on the MPO's website and social media pages. Comments received during the public review period will be included as an appendix item in the final document. During the 30-day public review period, the BCPC Transportation Subcommittee will have an opportunity to review and comment on the draft document. A public hearing is then held for the draft CMP, and the draft CMP is presented to the BCPC Board of Directors for approval.



## Planning Studies

In addition to the MPO's core functions and programs, the MPO also completes transportation projects in the following areas:



These projects are completed in collaboration with transit, local, state, and federal agencies. The extent of the public outreach and techniques used to involve the public are determined on a project-by-project basis.

The MPO's major planning studies will involve the following components as appropriate:

### Issue Identification

The Issue Identification element of the MPO's studies will be a cooperative effort between staff and some or all of the following:

- The public (through neighborhood meetings, interactive online maps and surveys, transit surveys, etc.).
- Professionals in various fields (planners, engineers, transit managers, educators, social service providers, businesspeople, etc.).
- Elected officials and appointed board members (common council members, planning commission members, etc.).

The Issue Identification phase of MPO studies will usually involve the creation of an advisory committee comprised of residents, professionals, elected officials, and/or appointed board members. These committees will typically meet within the area being studied (at a city hall or within a neighborhood, near a highway corridor, at the Green Bay Metro Transportation Center, etc.), and staff will hold as many meetings as possible at places that are served by Green Bay Metro. Participants and parties who have expressed interest in the studies will be notified of these meetings at least one week before the meetings occur through postings on the MPO's website and social media pages and through the distribution of letters and/or emails.

### Goals and Objectives

The goals and objectives of studies will typically be based on the information collected during the Issue Identification phase, and they will be presented to advisory committees at public meetings when advisory committees are part of the process.

## **Alternatives and Policies**

Alternatives and policies that are developed and recommended during planning studies will be presented to advisory committees at public meetings when these committees are a part of the process.

## **Draft Documents**

After draft documents for studies are completed, the documents will be made available for public review after being sent to the advisory committees (if advisory committees exist). The public will also be invited to attend presentations of the documents to the appointed and/or elected bodies that will adopt them. Participants and parties who have expressed interest in the studies will be notified of these meetings at least one week before the meetings occur through postings on the MPO's website and social media pages and through the distribution of letters and/or emails. Draft documents will be available for review in digital and hard copy formats. The hard copy will be made available for review at the Brown County Planning Commission office, and the digital copy will be available on the MPO's website.

## **Amendments**

The 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 15-day public review period, and holding an open house or public hearing. The public will also be invited to attend the amendment adoption meetings. Participants and parties who have expressed interest in the studies will be notified of these meetings at least one week before the meetings occur through postings on the MPO's website and social media pages and through the distribution of letters and/or emails.

## **Engaging Stakeholders During Pandemics and Public Emergencies**

This section summarizes the methods and procedures the MPO will use to ensure the public and various stakeholders are able to provide meaningful input and be involved at key decision points in the MPO's planning process during pandemics and other public emergencies when in-person meetings and events should or must be avoided.

## **Notification Procedure**

The MPO will follow the notification process that has been outlined in previous sections of this document for virtual meetings and virtual public engagement events during the development of the LRTP, TIP, and other plans and studies. Virtual engagement techniques that the MPO may employ for these events can be found in the [Virtual Engagement](#) section of this document. Virtual meetings where MPO planning documents will be presented and considered for adoption will be done in accordance with Wisconsin statutes, §§ 19.81 to 19.98 to ensure compliance with open meeting requirements and procedures.

The MPO will notify stakeholders of virtual events by sending an email to the MPO's Public Participation Outreach List. This notice will also be posted on the MPO's website and social media pages. This notice will also include the link, call-in number, and access code that interested parties can use to participate in the event.

Presentations, maps, and other materials presented during virtual meeting events will be posted to the MPO's website following the event.

### **Public Comment Periods Through the MPO's Website**

As part of the MPO's virtual public engagement process, the MPO may conduct public comment periods through the MPO's website. This will include posting all materials and links to the MPO's website, along with providing an MPO staff contact for submitting comments. The notification process will include an email to the MPO's Public Participation Outreach List and a post to the MPO's social media pages. The notice will also be included with all posted materials on the website.

### **Tools for Conducting Virtual Events**

The tools that the MPO will use to conduct town hall meetings and other online events include:

- Digital software.
- Webcam.
- Live polling features.
- Telephone/microphone connection.
- Strong Internet Connection (particularly when virtual events are being held outside of the MPO office).
- Presentation materials.

Because these tools may be used during a public engagement event, the MPO will incorporate chat box features and live polling when possible to engage and collect input from stakeholders.

Virtual engagement techniques will be used as a substitute for in-person meetings and events during pandemics and public emergencies. Additionally, the MPO will use virtual engagement strategies to complement other outreach techniques during the MPO's general planning process.

**Figure 3: Summary of Public Meeting and Review Process for MPO Planning Documents**

Planning Documents	Update	Public Review Period	Public Meeting/Hearing Notification	Notification Methods
Public Participation Plan	Annual review by MPO staff. Formal update as needed or every four years.	45 Days	At least one week prior.	Email, Website, Social Media, Two Legal Notices.
Unified Planning Work Program	Annually.	Discussions and approval of the document are conducted at meetings which are open to the public.		Website
Transportation Improvement Program (TIP)	Annually.	30 Days	At least one week prior.	Email, Website, Social Media, Two Legal Notices.
TIP Major Amendment	As needed.	15 Days	At least one week prior.	Email, Website, Social Media, Legal Notice.
TIP Minor Amendment	As needed.	Not required.	At least one week prior.	Email, Website, Social Media.
Long-Range Transportation Plan (LRTP)	Every five years. 30-year planning outlook.	30 Days	At least one week prior.	Email, Website, Social Media, Two Legal Notices.
LRTP Amendment	As needed.	15 Days	At least one week prior.	Email, Website, Social Media, Legal Notice.
Title VI Non-Discrimination Program & Limited English Proficiency	Every three years	45 Days	At least one week prior.	Email, Website, Social Media, Legal Notice.
Americans with Disabilities Act/ Section 504 Transition Plan	Periodically until all accessibility barriers are removed	30 Days	At least one week prior.	Email, Website, Social Media, Public Comment Opportunity.
Congestion Management Process	Every five years.	30 Days	At least one week prior.	Email, Website, Social Media, Legal Notice
Major Planning Studies	As needed	15 Days	At least one week prior.	Email, Website, Social Media.

# Outreach and Education



## Outreach and Education Coordinator

Since the last Public Participation Plan update, the BCPC/Green Bay MPO has dedicated staff member to conduct outreach and education activities throughout the MPA communities. Having a presence in the community builds trust and relationships with individuals and interest groups. The coordinator has attended different community and cultural events held by various minority groups that represent the communities in the MPA. Some of these events include Asian American and Pacific Island (AAPI) Celebration, Juneteenth Celebration, and Festival Estamos Aqui.

In addition, the coordinator has given presentations and participated on a variety of panels to discuss transportation planning and issues to different interest groups. The coordinator also has had conversations with various individuals and agencies on transportation needs and how transportation services can be improved for users. Other outreach and education strategies used by MPO staff are identified in this section.

## Outreach and Education, Engagement, Virtual Engagement, and Public Involvement Strategies

The MPO will use a balanced public engagement approach that allows all residents regardless of age, mobility, or socio-economic status to meaningfully participate and contribute towards the development of MPO's plans, documents, and studies. The strategies the MPO will use are broken into four categories: Outreach and Education, Engagement, Virtual Engagement, and Public Involvement.





## Outreach and Education

Outreach and Education techniques serve as the strategies the MPO will use to educate the public about the MPO, MPO programs, and why transportation planning is important for a community. The MPO will also use what is learned from its outreach and education efforts to inform the MPO's transportation plans and studies.

### Outreach and Education strategies

The education and outreach strategies the MPO will use include:

- Partnering with other agencies to organize and plan workshops/events for individuals of all ages to learn about transportation planning.
- Meeting one-on-one with community leaders and advocacy groups that represent minority populations in the community.
- Producing and distributing transportation materials that can be easily understood by the public. (e.g., factsheets, social media content, and other project related materials).
- Participating on panels to discuss transportation topics that target specific audiences.
- Continuing public dialogue about transportation needs in the community.
- Presentations to professionals, residents, and student organizations.
- Presentations by experts on various transportation-related subjects.
- Attending meetings and events hosted by environmental justice (EJ), Title VI, and other traditionally underserved groups.



## Engagement

Engagement techniques serve as the strategies the MPO will use to inform and educate the public about MPO planning documents and processes, and how they can be involved in and contribute to the development of plans and studies.

### Engagement Strategies

The engagement strategies the MPO will use include:

- Attending meetings and events hosted by environmental justice (EJ), Title VI, and other traditionally underserved groups.
- Legal notices published in a local newspaper.
- Email notices sent to the MPO's Public Participation Outreach List informing them of opportunities to participate and comment on MPO planning documents and studies.
- Articles in community newsletters.
- Brochures informing stakeholders of participation opportunities and ways to be involved in the MPO's planning process.
- Press releases and meetings with local media representatives.
- Informal conversations with individuals and small groups.
- Interviews with people who are or could be affected by study recommendations.
- Green Bay Metro Rider Alerts that inform transit users of opportunities to participate in the development and review of transit plans and studies.
- Postings on the BCPC/Green Bay MPO social media pages that inform the public of studies that are being developed, opportunities to participate in the development and review of studies, and schedules for the completion and approval of studies.
- Postings on Green Bay Metro's social media pages that inform transit users of opportunities to participate in the development and review of transit plans and studies.
- Posting transportation-related studies and plans on the department's website.
- "Story Maps" to inform and educate the public on the MPO's planning documents and planning process. Story Maps will be developed at the conclusion of major planning projects.
- Facilitating the Brown County Transportation Coordinating Committee (TCC).



## Virtual Engagement

This section summarizes the virtual techniques the MPO will use to inform, educate, and collect input from the public, and involve residents and public agencies at critical junctures of the MPO's planning process during pandemics and other public emergencies. These strategies may also be incorporated into the MPO's general planning process for plans, documents, and studies.

### Virtual Engagement Strategies

- Virtual Town Hall Meetings/workshops.
- Teleconferencing/Videoconferencing between MPO staff and/or advisory committees, BCPC Transportation Subcommittee, and various stakeholders.
- Presentations educating the public on the MPO document or study being produced.
- Live polling.
- Using web whiteboards, live chats, and other digital software capabilities to conduct visioning sessions with participants.
- Interactive online maps and web-based surveys.
- Pre-recording presentations and other content, and uploading the materials to the MPO's website for public review, along with an attached notice of opportunity for public comment.

The MPO will also use strategies outlined in the previous two sections to the extent they can be readily adapted for digital uses.

The MPO will also experiment with other techniques to determine the best methods of involving all segments of the metropolitan area population in the planning process.



## Public Involvement

Public Involvement techniques will serve as the strategies the MPO will use to directly involve the public in the development of the MPO's plans, including collecting input from the public, and involving them at key decision points in the MPO's planning process.

### Public Involvement Strategies

The public involvement strategies the MPO will use include:

- On-board transit surveys.
- Charrettes and open house meetings.
- Surveys and questionnaires concerning various planning issues.
- Three-dimensional diagrams, maps, visualizations, and animations to help people visualize transportation features and other improvements.
- Interviews with people who are or could be affected by study recommendations.
- Comment cards at open house meetings, visioning sessions, and focus groups.
- Scenario planning activities during open houses, steering committee, or visioning session meetings.
- Holding public hearings at convenient times and locations that are ADA-compliant and easily accessible by transit.
- Holding public hearings according to time of bus arrival at the Green Bay Metro Transportation Center. (Example, hold 8:15 a.m. start time if bus arrives at 8:13 a.m.)
- Web-based surveys through platforms such as Survey Monkey and Survey 123.
- Online interactive maps that allow users to add points and provide comments on specific transportation issues or areas of concern.

# Evaluation Criteria

The MPO will use the following evaluation criteria as appropriate for its public participation techniques:

Participation Techniques	Evaluation Criteria	Performance Goals	Methods of Meeting Goals
<b>Public Participation Plan.</b>	None – required by federal transportation law.	N/A	MPO staff will review the PPP annually to determine if modifications are necessary.
<b>Advisory Committees.</b> BCPC Transportation Subcommittee (MPO Technical Advisory Committee), Brown County Transportation Coordinating Committee (TCC), and others as needed.	Attendance.	Average committee member meeting attendance of at least 66 percent during a planning effort.  Quorum in attendance when making recommendations.	Issue “Save the Date” notices 15 days prior to the meeting.  Distribute committee materials seven days before meetings.  Clearly communicate the role and expectations of advisory committee members.
<b>Direct Mailings (letters, fliers, emails, etc.).</b>	Completed flier surveys returned.  Number of people reached by mailings.	Minimum of 1 percent of flier surveys returned or mailings reach at least 90 percent of those who are affected by a project.	Design the fliers and other mailings in ways that encourage people to open and read them.
<b>BCPC/MPO Website.</b>	Number of hits.	Increase number of website hits by 5% each year.	Promote the site.  Encourage people to obtain information from the site.  Ensure that the website is up-to-date and users can easily find and access information.

Participation Techniques	Evaluation Criteria	Performance Goals	Methods of Meeting Goals
<b>Open House Meetings.</b>	Attendance. Comments from attendees.	Minimum of 1 percent of affected population attends during each project.	Schedule the meetings at convenient times and locations.  Hold meetings at locations easily accessible by foot, bike, or transit.  Request attendees sign a sign-in sheet.
<b>Public Hearings.</b>	None – required by Wisconsin Statutes and federal transportation law.	N/A	Schedule meetings at convenient times and at easily accessible locations.
<b>Legal Notice</b>	None – required by Wisconsin Statutes.	N/A	N/A
<b>Presentations to Professionals, residents, and Student Organizations.</b>	Attendance. Comments from attendees.	The majority of comments indicate that presentations are clear and informative.	Feedback collected from participants.  Use of graphics and visual aids to describe concepts.
<b>Press Releases, Meetings with Local Media Representatives.</b>	Publication and broadcasting of planning-related stories.	No standard.	Inform media representatives of planning issues, be available to answer questions, develop and maintain relationships with media representatives, etc.



Participation Techniques	Evaluation Criteria	Performance Goals	Methods of Meeting Goals
<b>Presentations by Experts on Transportation-Related Subjects.</b>	Attendance. Comments from Attendees.	The majority of comments indicate that presentations are clear and informative.	Hold presentations at convenient times and easily accessible locations.  Publicize the presentations thoroughly.
<b>Survey (transit patrons).</b>	Number of responses.	At least 10 percent of average daily ridership.	Keep surveys relatively short.  Enlist drivers to distribute and collect surveys.  Offer to help riders complete the survey.
<b>Social Media (Facebook &amp; X).</b>	Number of “Likes” and followers to Facebook page and number of X followers.	Increase number of “Likes” and followers on Facebook by 5% annually.  Increase number of followers on X (formerly known as Twitter) by 5% annually.	Promote the Facebook page and X feed.  Post/tweet information concisely, and include pictures, videos, and other engaging features when possible.  Encourage people to “Like” the MPO’s Facebook Page, and to “Follow” the MPO’s X feed.

Participation Techniques	Evaluation Criteria	Performance Goals	Methods of Meeting Goals
<b>Interactive Online Maps and Surveys.</b>	Number of responses.	At least 10 percent of the direct contacts of the Public Participation Outreach List.	<p>Make accessing the maps and completing the surveys as convenient as possible.</p> <p>Work with local media to inform people when they are available and how to access them.</p> <p>Create easy-to-use, visually engaging maps and surveys that encourage people to respond.</p>
<b>Virtual Town Hall Meetings/Workshops.</b>	<p>Number of participants.</p> <p>Feedback from attendees.</p> <p>MPO Staff de-briefings.</p>	<p>The majority of comments indicate that the tools are effective and easy to use.</p> <p>The majority of comments indicate that the virtual meetings/workshops are effective at educating the public on MPO plans and studies.</p>	<p>Provide materials in an easy to use and engaging format.</p> <p>Utilize virtual toolbox options such as polls and chats.</p> <p>Engage the public by providing a balanced mix of text, visuals, and other graphics.</p> <p>Encourage participants to submit feedback on the virtual event to inform future events.</p> <p>Test all equipment and conduct a staff run-through of the meeting prior to the meeting.</p>
<b>Live Polling.</b>	Number of responses.	All attendees selections are accounted for.	Conduct test run of polling equipment prior to the event to ensure all equipment, tools, etc., are working properly.

# Documentation

## **Availability of Planning Documents**

Hard copies of documents prepared by the MPO will be available at the Brown County Planning Commission office, and electronic versions of the documents will be available on the MPO's website at [www.browncountywi.gov/BCPCGreenBayMPO](http://www.browncountywi.gov/BCPCGreenBayMPO).

## **Methods of Addressing Comments**

The MPO will document comments, present them to decision-making bodies, modify the contents of the document as necessary, add the MPO's responses to the comments, and include the comments and responses in the appendices of planning products after they are 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 planning products.

## **Responses to Information Requests and Comments**

Information can be requested from MPO staff in person and by phone, fax, email, US mail, and through the MPO's social media pages. A small fee to cover the cost of printing or copying the information may be required.

# Appendix I

## 2024 Public Participation Plan Update Request for Public Input

**Date: February 9, 2024**

**Re:** Update of the Green Bay Metropolitan Planning Organization's 2020 Public Participation Plan

Dear Interested Parties:

A Metropolitan Planning Organization (MPO) is a federally-mandated transportation planning agency designated for all urbanized areas in the U.S. with a population of at least 50,000 people. The MPO is governed by a policy board that is composed of local elected officials and others who review and approve various work products and decide how federal transportation dollars for the metropolitan area will be spent. MPOs rely heavily on public input in the development of plans, studies, and policies that serve the transportation needs of the areas' residents.

The Green Bay MPO is in the process of updating the Public Participation Plan (PPP) and staff would like your input at the beginning of this process. The last PPP was updated in 2020.

### **What is the Public Participation Plan?**

The Green Bay MPO's Public Participation Plan is a document that summarizes methods used to involve the public in the development of planning documents, studies, and other products that address the area's transportation system.

If you and/or representatives of your organization would like to review the current Public Participation Plan, the document can be viewed by clicking on the following link:

[2020 Public Participation Plan](#)

If you choose to submit comments about the PPP document to MPO staff, please do so by **Friday, March 1, 2024**. Comments can be submitted to me by email at [ker.vang@browncountywi.gov](mailto:ker.vang@browncountywi.gov) or phone at (920) 448-6487.

Thank You.

Sincerely,

# Appendix II

## Legal Notice Affidavit



PO Box 630848 Cincinnati, OH 45263-0848

### AFFIDAVIT OF PUBLICATION

BROWN COUNTY PLANNING  
Kathy Meyer  
Brown County Planning Legals  
305 E Walnut St Ste 320  
Green Bay WI 54301-5027

STATE OF WISCONSIN, COUNTY OF BROWN

Being duly sworn, doth depose and say that she/he is an authorized representative of the Green Bay Press Gazette, a newspaper published in Green Bay, Wisconsin; and that an advertisement of which the annexed is a true copy, taken from said paper, has been published in said newspaper in the issues dated:

06/24/2024, 07/15/2024

That said newspaper was regularly issued and circulated on those dates and that the fees charged are legal.

Sworn to and subscribed before on 07/15/2024

Legal Clerk D. Roberts

Keegan Moran

Notary, State of WI, County of Brown

My commission expires 2-14-28

Publication Cost: \$121.32  
Tax Amount: \$0.00  
Payment Cost: \$121.32  
Order No: 10300551 # of Copies:  
Customer No: 1012896 1  
PO #:

**THIS IS NOT AN INVOICE!**  
*Please do not use this form for payment remittance.*

KEEGAN MORAN  
Notary Public  
State of Wisconsin

### NOTICE OF REQUEST FOR COMMENTS AND NOTICE OF PUBLIC HEARING CONCERNING THE DRAFT 2024 PUBLIC PARTICIPATION PLAN FOR THE GREEN BAY METROPOLITAN PLANNING ORGANIZATION (MPO)

All interested persons are invited to comment and are advised of a public hearing on the draft 2024 Public Participation Plan for the Green Bay Metropolitan Planning Organization. This document, which is an update of the plan adopted by the Brown County Planning Commission in 2020, identifies methods that will be used by the MPO to encourage people to participate in the development of significant transportation planning products.

The draft Public Participation Plan can be viewed at the following website:

[www.browncountywi.gov/BCPCGreenBayMPO](http://www.browncountywi.gov/BCPCGreenBayMPO)

Additionally, a hard copy of the draft document is available for review at the Brown County Planning and Land Services office, by appointment only. To set up an appointment, please contact the Brown County Planning Commission office at 920-448-6480, or email at [Ker.Vang@browncountywi.gov](mailto:Ker.Vang@browncountywi.gov).

The public review period for the Public Participation Plan will occur between June 24, 2024, and August 7, 2024.

Written comments should be mailed or emailed by August 7, 2024, to:

Ker Vang, Senior Planner  
Brown County Planning  
Commission/Green Bay MPO  
Planning and Land Services Department  
305 East Walnut Street, Room 320  
PO Box 23600  
Green Bay, WI 54305-3600  
[Ker.Vang@browncountywi.gov](mailto:Ker.Vang@browncountywi.gov)

The public hearing will take place on:

Wednesday, August 7, 2024  
6:30 p.m.  
Green Bay Metro Transit  
901 University Avenue  
Green Bay, WI 54302

Published by  
Patrick W. Moynihan, Jr.  
County Clerk  
Run: June 24 & July 15, 2024 WNAXLP

# Appendix III

## Comments Received from Interested Parties and Public

A 21-day review and comment period of the previous PPP were requested from interested parties on the MPO's PPP list between February 9, 2024 and March 1, 2024. No comment was received during this time.

A 45-day review and comment period for the draft PPP was held between June 24, 2024 and August 7, 2024.

Comments:

1. On behalf of UW-Green Bay, I would ask that you add UW-Green Bay as a stakeholder and/or agency that is notified as part of the process. The entrance to the university accesses CTH A (Nicolet Drive), so potential changes to that transportation system could have an impact on our operation.



# Appendix IV

## Public Hearing Transcript

**Draft Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, August 7, 2024 - 6:30 pm**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room, Green Bay, WI 54302**

**ROLL CALL:**

Paul Blindauer	<u>x</u>	Emily Jacobson	<u>x</u>	Dan Segerstrom	<u>    </u>
Corrie Campbell	<u>x</u>	Dave Kaster	<u>x</u>	Glen Severson	<u>Ex</u>
Norbert Dantine, Jr.	<u>x</u>	Patty Kiewiz	<u>x</u>	Jim Steffek	<u>Ex</u>
Geoff Farr	<u>x</u>	Dane Lasecki	<u>x</u>	Mark Thomson	<u>x</u>
Matt Goetsch	<u>    </u>	Dan Lindstrom	<u>Exc</u>	Andy Vanderloop	<u>    </u>
Steve Grenier	<u>x</u>	Josh Lutzow	<u>Exc</u>	Nick Weber	<u>x</u>
Mark Handeland	<u>x</u>	Gary Pahl	<u>x</u>	Matthew Woicek	<u>Ex</u>
Matthew Harris	<u>x</u>	Jim Pyle	<u>x</u>		
Pat Hopkins	<u>    </u>	John Roth	<u>x</u>	C. of Green Bay - Vacant	
Elizabeth Hudak	<u>x</u>	Pam Schauer	<u>x</u>		

**Others Present:** Lisa Conard, Chris Hardy, Cole Runge, and Ker Vang

6. **Public Hearing:** *Draft Public Participation Plan Update for the Green Bay Metropolitan Planning Organization.*

K. Vang provided an overview of the plan and process.

- Federal requirement under 23 CFR 450.316
- Last PPP update was adopted in August 2020
- Plan documents the processes for engaging and involving stakeholders
- Incorporates new **Outreach and Education Coordinator** into the plan
- Plan includes revised evaluation criteria to measure outcomes
- Transportation Subcommittee has reviewed the plan and recommends approval.
- The 45-day review and comment period was held June 24, 2024 - August 7, 2024

K. Vang noted that one comment was received. A UW-Green Bay staff member requested that UW-Green Bay be added to the outreach list. UW-Green Bay representatives are already including on the outreach list.

K. Vang opened the public hearing for comment.

K. Vang asked three times if anyone wished to speak. Hearing no comment, K. Vang closed the public hearing.

K. Vang informed the commission that all of the public participation requirements for the amendment have been completed.