

APPENDIX E

Documentation of Public Involvement Notices

Fond du Lac Area MPO Public Involvement Process

Background

The Fond du Lac Area MPO was formed in late 2002, based on the 2000 Census. The urbanized area includes the City of Fond du Lac, the Village of North Fond du Lac, and portions of the towns of Empire, Friendship, Fond du Lac, and Taycheedah. The MPO policy board and technical advisory committee were established with representation from these municipalities, and from various other transportation modes, WisDOT, and FHWA. An agreement was made with East Central Wisconsin Regional Planning Commission (ECWRPC) to serve as staff to the MPO.

Purpose

The purpose of the Public Involvement Process (PIP) is to set out the parameters to allow for, encourage, and monitor participation of all citizens in the urbanized area, including but not limited to low income and minority individuals, and those with limited English proficiency. While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, it is the intent of this policy to take reasonable actions throughout the planning process to provide opportunities for historically under-served populations to participate.

This document will lay out procedures to provide opportunities for all area citizens to participate in the development of the Transportation Improvement Program (TIP) for the Fond du Lac urbanized area, and the Long-range Transportation/Land Use Plan (LRP) for the Fond du Lac urbanized area, and other planning documents that may be developed. The TIP is produced annually, which compiles all federally-, state-, and significant locally-funded transportation projects and programs in the urbanized area, and documents the selection of transportation projects under the STP-Urban program. The LRP is a document which is updated every five years, and looks at a 20+ year horizon. The LRP relates future land use expectations to transportation needs in the urbanized area and makes recommendations for projects and programs to meet those demands.

Also, this document is intended to meet federal civil rights requirements included in Title VI – Civil Rights Act of 1964. Environmental Justice provisions, adopted in Executive Order #12898, require that no population, particularly minority and low-income, be subject to a disproportionate share of adverse impacts, or are denied benefits of a program. Environmental Justice adds specific protected status of low income individuals to the Title VI requirements, to provide all members of the public equal access to federal aid programs.

Goals and Objectives for the Public Involvement Process

Goal: The goal of the PIP is to offer real opportunities for the engagement of all citizens of the Fond du Lac area in the development of transportation plans and programs.

Objectives:

- To determine what non-English languages and other cultural barriers exist to public participation within the Fond du Lac area.
- To provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
- To hold meetings in locations which are accessible and reasonably welcoming to all area residents, including, but not limited to, low-income and minority members of the public.
- To provide avenues for two way flow of information and input from populations which are not likely to attend meetings.
- To provide a framework of actions appropriate to various types of plans and programs, as well as amendments or alterations to any such plan or program.

Identification of Stakeholders

Stakeholders are those who are either directly, or indirectly, affected by a plan, or the recommendations of that plan, or by the projects included in a program of projects. Those who may be adversely affected, or who may be denied benefit of a plan's recommendation(s) or project(s), are of particular interest in the identification of specific stakeholders. As an example, the long-range transportation/land use plan for the urbanized area requires a fairly wide brushstroke in identifying stakeholders. Because of the geographically broad area covered, the entire metropolitan planning area, and the multi-modal nature of the plan, stakeholders include everyone who makes, funds, or provides trips in the area, or deals with the transportation of goods into, out of, or around the area. For the purposes of this document, stakeholders are broken down into several groups: general citizens, minority and low-income persons, public and transportation agencies, and private organizations and businesses.

General Citizens: There are 50,058 residents in the Fond du Lac Urbanized Area (U.S. Census, 2000), comprising the smallest urbanized area in the country. Over 94% of the population of the urbanized area consider themselves to be of solely of a white race. Over 99 percent of the households have someone over the age of 14 who speaks English, with 93 percent speaking only English in the home.

Some of the techniques that can be used to engage the general population are public notices of meetings in the local newspaper, open house format public information meetings. While these techniques will continue, staff will make a greater effort to engage the general public, possibly with techniques such as, nominal group exercises, surveys, use of local news media, etc.

Minorities: Minority populations make up a fairly small percentage of the population in the Fond du Lac urbanized area. (See Table 1.) Hispanics make up the largest minority, with nearly 3% of the total population of the urbanized area. Black and Asian persons account for 1.6 % and 1.3% of the population, respectively. There are also a small number of American Indian/Alaska native and Hawaiian/Pacific Islander

individuals, accounting for less than ½% each. Persons who consider themselves to be of more than one race account for just over 1% of the population.

Engaging minority, and low-English proficiency populations can be challenging. Language and cultural differences may not be compatible with the more traditional means of engaging the public in the planning process. The Fond du Lac Area MPO will make reasonable efforts to engage minority populations using techniques, such as including notations in public notices in appropriate non-English languages that will provide a contact where the individual can be informed of the process/project, and will have the opportunity to give input. Focus groups may also be established for the purpose of gaining input from a particular defined portion of the community. Also, advocacy groups can be a good resource for contacts and dissemination of information to minority and low-English proficiency populations. Such advocacy groups or agencies can have insight into the needs of the under-represented populations, as well as providing valuable contacts or arenas for input. Contacts with local translators should also be maintained, and used as requested and needed.

Fond du Lac urbanized area - Race

Category	Number	Percent of Pop.
Total	50,058	100.00%
Total one race	49,479	98.84%
White	47,224	94.34%
Black	798	1.59%
American Indian/Alaska native	242	0.48%
Asian	644	1.29%
Hawaiian & Pac. Islander	13	0.03%
Other	558	1.11%
Two or more races	579	1.16%
Hispanic	1,415	2.83%

Source: U.S. Bureau of the Census, 2000.

Low-income: Low income households, those under 150% of the poverty level, account for over 15 percent of all households in the urbanized area, and seven percent of the population were actually below the poverty level, based on 1999 incomes. Low income population of the Fond du Lac urbanized area should be given every reasonable opportunity to provide input on transportation plans and programs, to avoid disproportionate harm, or lack of benefit, of transportation programs and projects.

While low-income individuals may have access to all of the traditional means of public involvement, discussed under "general public", they may be less likely to become involved, or offer input. Some methods of gaining input either directly or indirectly from

this portion of the population include focus groups, informal interviews, and agency/advocacy group contacts.

Public and Transportation Agencies: Public agencies can provide valuable input to the planning process, in addition to assisting in gaining participation from traditionally under-represented populations. Pertinent public agencies include those that provide funding for transportation services, provide actual transportation services for their clients, or have clients who fall into under-represented populations, including but not limited to minorities, low-income, and limited English proficiency households. These agencies have great insight into the transportation needs of their clients and are useful partners in overcoming difficult barriers that may not be understood by professionals dealing more distinctly with the provision of transportation services.

Transportation agencies are obviously critical to the planning process. All agencies and private providers of transportation services have a vested interest in the plan's recommendations, and their input to the process helps to smooth implementation of those recommendations. Special efforts should be made to include representatives from all modes of transportation on technical committees. Fond du Lac Area Transit and an existing paratransit coordinating committee serve as valuable resources.

Private Organizations and Businesses: Private organizations and businesses offer a number of perspectives that are valuable to the transportation planning process. Participation from privately operated modes, such as railroads and trucking companies can be more difficult to attain than from those that are publicly owned and operated, but these modes are especially critical in topics related to highway congestion and freight movement. Often, transportation for employees is of critical concern to private sector employers. What is frequently a larger issue is freight movement. The ability to access major highways, and the proper mode of transportation (truck or rail), is at the root of business decisions and, of concern to local officials, economic development potential. For these reasons, representation of private business interests will be included in the planning process, particularly on long-range plan committees. A good resource for making contacts and sparking participation of this group is the Fond du Lac Area Chamber of Commerce.

Milestones

Public Involvement Plans:

This document, upon its adoption, is to serve as the PIP for the Fond du Lac Area MPO. The adoption of this process will not occur before the public review and comment period of at least 45 days. Availability of the policy for review will be advertised in a manner reasonably expected to reach the general public, as well as minority populations, low-income persons, and other traditionally under-served populations. This could occur through contacts mentioned earlier in this document, notification of contacts available in English, Spanish, and Hmong languages, in addition to traditional public notices in local newspapers.

Any comment received during the 45-day comment period will be considered by the MPO Policy Board, and incorporated as appropriate. If such comments prompt significant change to the policy, or if significant changes are prompted by internal review, such that a population protected by under Title VI is adversely affected, or disproportionately loses benefits included in the original policy, a 30-day review period will follow prior to final action by the MPO Policy Board.

Long Range Plans: A public involvement activity plan should be developed at the beginning of each long range planning process. This will consist of a preliminary schedule of the planning process, public involvement activities, key meetings, public information meetings, review periods, and anticipated approvals.

Public involvement is key at all stages of plan development. An initial input session and at least one review and comment period, at a minimum, will be offered, but it is suggested that there be some input opportunity at each major stage of the process, including: needs identification, plan goals and objectives, alternatives, policies, draft document, and amendments to the plan. At some stages, particularly needs identification and alternatives, particular techniques could be used to gather valuable input directly from the public at large or from under-represented subgroups of the population, such as nominal group exercises, focus groups, a citizens' advisory committee, surveys, and an interactive website. Through a website, people can obtain information about each plan element and provide input to the process immediately.

Other stages of the planning process, like reviewing objectives or policies compiled by the MPO staff and the MPO TAC, or reviewing a draft documents or summaries, are more conducive to other techniques. Printed materials, in English, Spanish, Hmong, and/or Braille, if requested and necessary, available for review at libraries and/or community centers, and other locations that may be frequented by low-income or minority citizens with comment cards or some appropriate contact to submit comments can be useful. Presentations to targeted groups or representative organizations, and availability on a website are also good techniques for this review and comment function.

Other techniques could also be determined to be useful at any particular stage of the process, and new and different techniques will be utilized as deemed appropriate.

TIP: The Transportation Improvement Program (TIP) is compiled annually, and therefore lends itself to a more structured schedule of planning process, as well as the public input to that process. The TIP compiles all federally- and state-funded projects, as well all significant locally-funded transportation projects. Another purpose of the TIP is to document the prioritization and selection of STP-Urban projects. The following rough schedule presents a framework for the compilation of the TIP and key points for public involvement opportunities.

MPO staff will determine if any proposed projects will affect minority and low-income populations using U.S. Census data. More contacts will be made if an affect is detected. In any case, appropriate language notation will occur in each public notice, likely in Spanish and/or Hmong, which would inform the reader of a contact for further information.

**TIP Process Schedule
Fond du Lac Area MPO**

Time	Public Involvement Opportunity	MPO Action
late April	public notice of request for projects	projects requested of municipalities and state
late May	deadline for project submittal	deadline for project submittal
June		STP-Urban projects prioritized by MPO staff, draft TIP compiled
late June	45-day public review and comment period	TAC receives draft TIP
mid July	TAC meeting	TAC meets to recommend STP-Urban projects for funding and review draft document
mid August	end of 45-day public review period	MPO approval

TIP Amendments: The MPO will amend the TIP when new projects are added to the program following its adoption and when projects shift between programming years.

Major Amendments

A major TIP amendment will be necessary when a project that is approved for federal funds in the TIP is replaced by another project in the TIP's priority list (Table B-12 of the TIP) *or* when a project is moved into the first three years of the TIP.

A major amendment will require the following steps:

- MPO staff will begin the amendment process by releasing the proposed amendment for a 30-day public review period. Staff will inform the public of the proposed amendment by sending notices to the organizations on the Policy and Technical Advisory Committee, and other public agencies and private transportation providers mailing lists, and by publishing legal notices in local newspapers. These notices will be distributed before the 30-day review period begins.
- The public notices in local newspapers will include contacts for more information as well as a mailing and email address to submit comment, and the date of anticipated action by the MPO Policy Committee.
- The amendment will be reviewed by the MPO TAC with a recommendation to the MPO Policy Board for approval.
- MPO staff will present the proposed amendment to the MPO Policy Board for approval.

Minor Amendments

Minor TIP amendments will be necessary when projects any projects are added to the outyears of the TIP, and do not affect approved projects or projects that are within the TIP's first three years. Also, minor amendments can cover projects that are changing years or changing dollar amounts of not more than 10 percent of that program. Minor amendments will also be necessary when additional projects are added to existing project categories (e.g. Hazard Elimination and Safety and Interstate Maintenance).

MPO staff will inform the MPO TAC and the agencies and private providers mailing list of proposed minor amendment by letter, and given the opportunity to comment. The MPO TAC will review the minor amendment, and pass a recommendation on to the MPO Policy Board for action.

Planning Studies: The MPO's major planning studies will typically involve the following components, though a specific determination of public involvement actions will be determined as appropriate to each study:

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 visioning sessions, neighborhood meetings, 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 can involve the creation of an advisory committee comprised of citizens, professionals, elected officials, and/or appointed board members. These committees will typically meet within the area being studied (at a municipal building or within a neighborhood, preferably accessible by public transportation, and staff will hold as many meetings as appropriate.

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 a 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, as well as to the MPO TAC.

Draft Documents

After completing draft documents, the documents will be made available for public review after being sent to the study advisory committees, if advisory committees exist, or to the MPO TAC. The public will also be invited to attend presentations of the documents to the appointed and/or elected bodies that will adopt them, usually the MPO Policy Board.

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 30-day public review period, and holding an open house/public hearing. The public will also be invited to attend the amendment adoption meetings.

Outreach Efforts

In addition to the outreach efforts identified earlier in this policy, MPO staff will use the following techniques during its planning studies, as deemed appropriate by staff and the MPO Policy Board:

- Presentations to professional, citizen, and student organizations.
- Articles in community newsletters.
- Press releases and meetings with local media representatives.
- “Drop-in” meetings with business owners and others.
- Informal conversations with individuals and small groups.
- Interviews with people who are or could be affected by study recommendations.
- Presentations by experts on various transportation-related subjects.
- Telephone and on-board transit surveys.
- Surveys and questionnaires concerning various planning issues.
- Posting transportation-related studies and plans on the MPO website.

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.

Evaluation Criteria and Process

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

<u>Participation Techniques</u>	<u>Evaluation Criteria</u>	<u>Performance Goals</u>	<u>Methods of Meeting Goals</u>
Public Participation Process.	None – required by TEA-21.	N/A	MPO staff will review the PIP annually to determine if modifications are necessary.
Citizens Advisory Committees.	Attendance.	Average committee meeting attendance of at least 50 percent during a planning effort.	Distribute committee materials before meetings, establish consistent meeting schedules, when possible.
Direct Mailings (letters, fliers, etc.).	Completed flier surveys returned, number of people reached by the mailings, etc.	Minimum 1 percent of flier surveys returned or mailings reach at least 90 percent of the people who are affected by a project.	Design the fliers and other mailings in ways that encourage people to open and read them.
Community Visioning Sessions/Public Informational meetings	Attendance.	Minimum 1 percent of affected population attends each session.	Schedule at convenient times and accessible locations
Website	Number of hits; comments received	Minimum of 20 hits per month	Advertise the site in public notices and other, encourage people to obtain information from the site.
Project-Specific Newsletter Articles.	Comments from project participants and others.	newsletter reaches at least 50 percent of people who are affected by a project.	Encourage publishers to place articles in prominent locations within newsletters.

<u>Participation Techniques</u>	<u>Evaluation Criteria</u>	<u>Performance Goals</u>	<u>Methods of Meeting Goals</u>
Open House Meetings.	Attendance.	Minimum 1 percent of affected population attends during each project.	Schedule the meetings at convenient times and accessible locations.
Public Hearings.	None - required by Wisconsin Statutes, (not required under TEA-21 for attainment areas	N/A	Schedule meetings at convenient times and accessible locations.
Legal Advertisements.	None – required by Wisconsin Statutes.	N/A	N/A
Presentations to Professional, Citizen, and Student Organizations.	Comments from participants.	Most comments indicate that presentations are clear and informative.	Use pictures and other visuals to demonstrate concepts.
Press Releases, Meetings with Local Media Representatives.	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.
Presentations by Experts on Transportation-Related Subjects.	Attendance, comments from attendees.	Most comments indicate that presentations are clear and informative.	Hold presentations at convenient times and accessible locations, publicize the presentations thoroughly.
Surveys (mailed).	Number of responses.	At least 25 percent of recipients return the surveys.	Keep surveys short, include self-addressed stamped envelopes with the surveys

<u>Participation Techniques</u>	<u>Evaluation Criteria</u>	<u>Performance Goals</u>	<u>Methods of Meeting Goals</u>
Surveys (telephone).	Number of responses.	At least 90 percent of target number.	Call at times when people are often home (evenings, weekends, etc.), keep surveys relatively short, inform people of importance of survey.
Surveys (transit patrons).	Number of responses.	At least 10 percent of average daily ridership.	Keep surveys relatively short, work with operator to determine best distribution method, offer to help riders complete the surveys.

These criteria will be reviewed and modified each year as necessary. If new techniques are tried and found to be successful between review periods, the list will be updated to include the new techniques.

Documentation

Availability of Planning Documents: Hard copies of documents prepared by the MPO will be available at the City of Fond du Lac and Village of North Fond du Lac Community Development Offices, and the Taycheedah, Empire, Fond du Lac, and Friendship town halls. Electronic versions of the documents will be available on the Fond du Lac website. Significant plans and studies will also be made available at public libraries and other public agencies in the metropolitan area, as deemed appropriate. The locations of the documents will be public noticed in the local newspaper.

Methods of Addressing Comments: The MPO will document comments, present them to decision-making bodies, modify the contents of the document as necessary, and include the comments 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, e-mail, and U.S. mail. A small fee to cover the cost of printing, copying, and mailing the information may be required.

Appendix A Public Involvement Contact List

Transportation Providers-Public

Fond du Lac Area Transit & JobTrans

Elderly Transportation
Fond du Lac County Senior Services

Transportation Providers-Private

Greyhound Bus Lines

City Taxi Dispatch

Quality Cab

Nichols Five Star Charter

Lamers Bus Lines, Inc.

Kobussen Buses Ltd.

GoldStar Tours & Charters

Johnson School Bus Service

Fond du Lac City Ambulance Service

Canadian National Railroad

Other Private Entities

Forest Mall, Management

Mr. Steve Ditter, President
Fond du Lac County Snowmobile Association

Fond du Lac Cyclery

Attitude Sports

Other Public Agencies

Fond du Lac Area Job & Career Center

Fond du Lac Co. Dept. of Social Services

City of Fond du Lac Housing Authority

Other Public Agencies, cont.

Fond du Lac Public Library

Spillman Library

Fond du Lac Co. Shelter Care Facilities

Fond du Lac Co. Employment Training

Brothertown Nation, Inc.

Fond du Lac Adult Literacy Program

United Migrant Opportunities (UMOS)

N. Fond du Lac Ambulance

University Relations
UW-Fond du Lac

UW-Extension-Fond du Lac County

Fond du Lac Co. Econ. Development Corp.

Fond du Lac Area Association of Commerce

Fond du Lac Area Catholic Education System

Moraine Park Technical College

Marian College of Fond du Lac

Brooke Industries, Inc.

Northgate Senior Apartments

St. Agnes Hospital - Adult Day Services

Aging and Disability Resource Center

Aurora Health Center

Director of Transportation
Fond du Lac School District

North Fond du Lac School District

We're developing the Fond du Lac Area
Transportation/Land Use Plan

and

We need your help!

Trains

Bicycles

What would you like the transportation
system to look like in 2030?

Come to our Open House and tell us what you think.

Automobiles

5:00 p.m. to 8:00 p.m.

Tuesday, April 27th

City/County Government Center, Rm. D

Buses

*Paratransit
Vehicles*

sponsored by

Fond du Lac Area Metropolitan Planning Organization

Walking

Special assistance for those of limited English proficiency, is available through the following contacts:

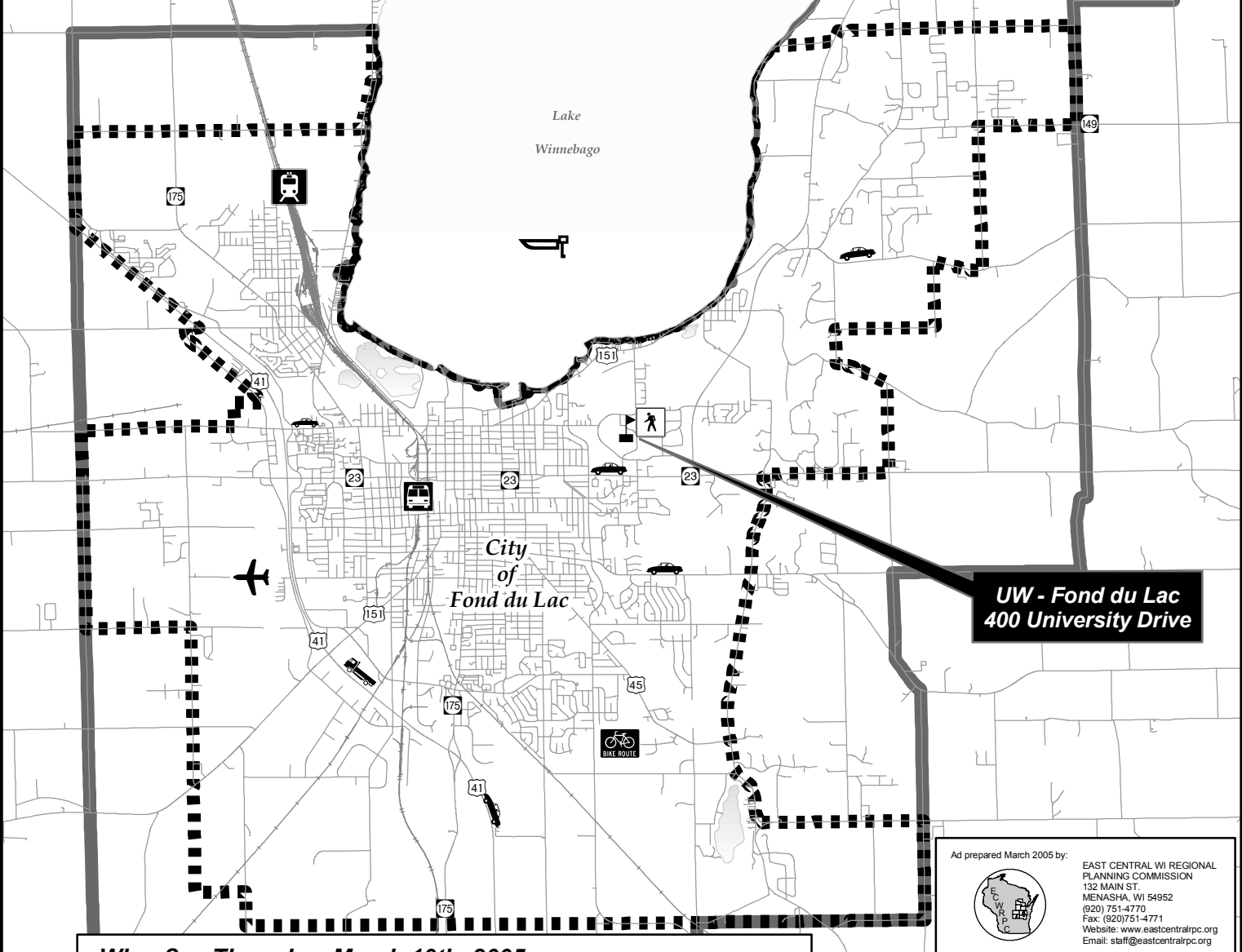
Para más información, o está interesado en participar en el planeamiento del proceso de transporte en su comunidad y necesita asistencia con el idioma, por favor comuníquese al Donald Mueller, al 921-0580.

Yog xav paub ntau tsaj no, los yog xav koom ntes rau bus transportation nyob rau nej lub zos los yog xav paub hu rov nom hawj vaj 921-1869.

Reasonable accommodation for persons with disabilities will be made upon request and if feasible. For such accommodations or other information, call: ECWRPC, (920)751-4770

Fond du Lac 2030

**What will Fond du Lac look like in the year 2030?
 What we need from YOU ?
 We need YOU to review and comment on the proposed Long-Range
 Transportation/Land Use Plan for the Fond du Lac Urbanized Area!**



**UW - Fond du Lac
 400 University Drive**

Ad prepared March 2005 by:

 EAST CENTRAL WI REGIONAL
 PLANNING COMMISSION
 132 MAIN ST.
 MENASHA, WI 54952
 (920) 751-4770
 Fax: (920)751-4771
 Website: www.eastcentralrpc.org
 Email: staff@eastcentralrpc.org

When? *Thursday, March 10th, 2005
 From 6:00 to 8:00 P.M.*

Where? *UW - Fond du Lac, Main Entrance
 400 University Drive, Fond du Lac*


Who are we? *The Fond du Lac Area
 Metropolitan Planning Organization (MPO):
 City of Fond du Lac, Village of North Fond du Lac,
 Towns of Empire, Friendship, Fond du Lac, and
 Taycheedah.*

For special accomodations or questions, please call ECWRPC at (920) 751-4770.

LEGEND

- Adjusted Urbanized Planning Boundary
- Metropolitan Planning Boundary

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 Miles

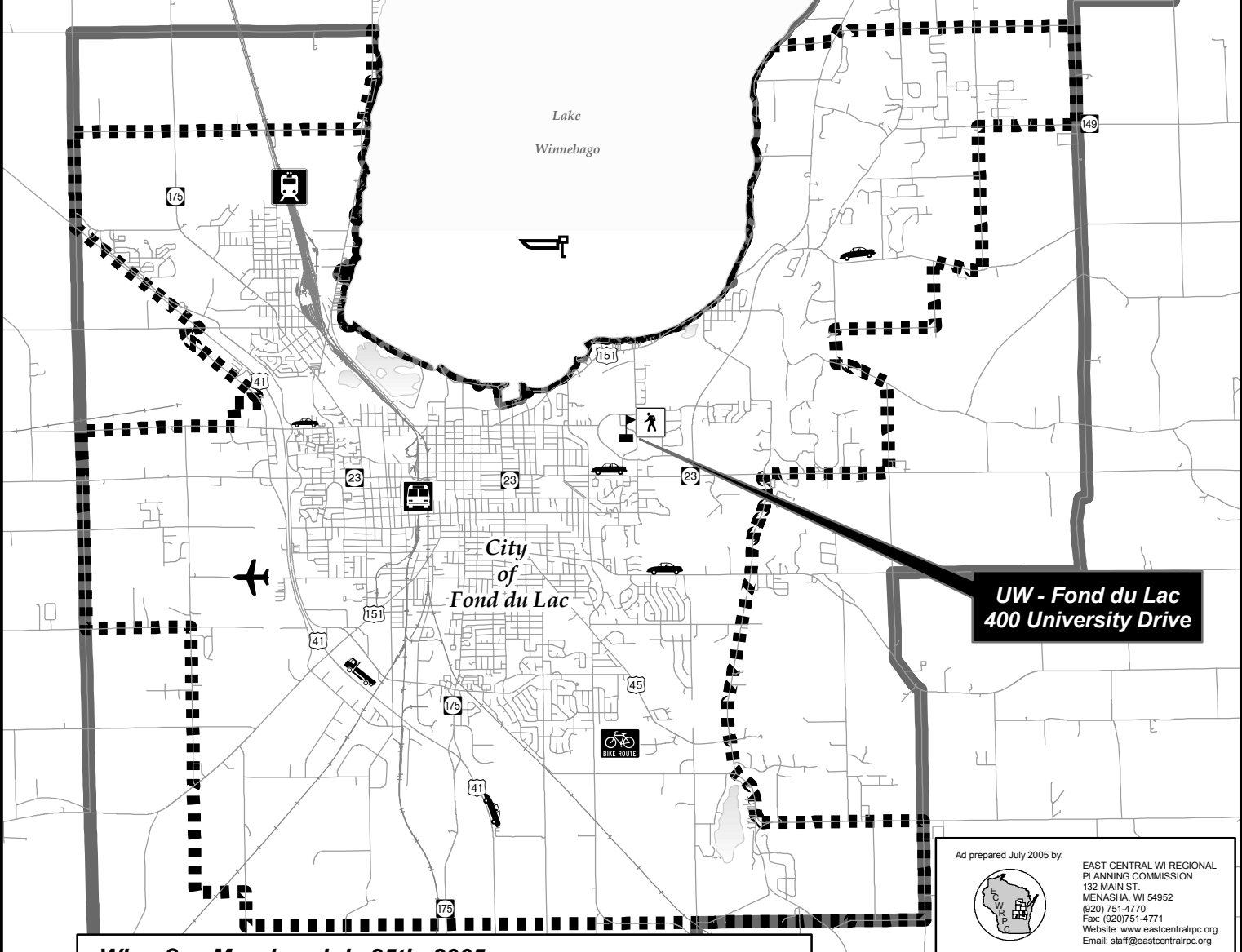


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Source: Centerline and hydrology files provided by Fond du Lac County. The adjusted urbanized and MPO planning areas provided by ECWRPC and WisDOT.

Fond du Lac 2035

**What will Fond du Lac look like in the year 2035?
What we need from YOU ?
We need YOU to review and comment on the proposed Long-Range
Transportation/Land Use Plan for the Fond du Lac Urbanized Area!**



**UW - Fond du Lac
400 University Drive**

Ad prepared July 2005 by:

EAST CENTRAL WI REGIONAL
PLANNING COMMISSION
132 MAIN ST.
MENASHA, WI 54952
(920) 751-4770
Fax: (920)751-4771
Website: www.eastcentralrpc.org
Email: staff@eastcentralrpc.org

**When? Monday, July 25th, 2005
From 6:00 to 8:00 P.M.**

**Where? UW - Fond du Lac, Main Entrance
400 University Drive, Fond du Lac**

**Who are we? The Fond du Lac Area
Metropolitan Planning Organization (MPO):
City of Fond du Lac, Village of North Fond du Lac,
Towns of Empire, Friendship, Fond du Lac, and
Taycheedah.**

For special accomodations or questions, please call ECWRPC at (920) 751-4770.

LEGEND

- Adjusted Urbanized Planning Boundary
- Metropolitan Planning Boundary

0 0.25 0.5 1 1.5 2
Miles

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