
PUBLIC PARTICIPATION PLAN FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

INTRODUCTION

The East Central Wisconsin Regional Planning Commission was created as a regional planning commission by Executive Order No. 41, issued by Governor Patrick J. Lucey and dated June 29, 1972. It is the official area-wide planning agency for the Counties of Calumet, Fond du Lac, Green Lake, Marquette, Menominee, Outagamie, Shawano, Waupaca, Waushara and Winnebago (Figure 1) as authorized by Wisconsin State Statutes (SS) 66.945 (now SS. 66.0309), the existing regional planning enabling statute.



Figure 1

East Central Wisconsin Regional Planning Commission

The Commission also serves several important roles regarding the development and implementation of State and Federal planning requirements:

- 1) The Commission serves as the federally designated Metropolitan Planning Organization (MPO) for the Oshkosh urbanized area and for the Fox Cities (Appleton) Transportation Management Area (TMA), as well as staffing the Fond du Lac Metropolitan Planning Organization (MPO);
- 2) The Commission administers the State’s NR-121 Sewer Service Area Planning program under a memorandum of agreement and contract with the Wisconsin Department of Natural Resources (WDNR), and;
- 3) The Commission is designated as an Economic Development District (EDD) under the provisions of Title IV of the Public Works and Economic Development Act of 1965, as amended. The U.S. Department of Commerce Economic Development Administration (EDA) provides financial assistance to designated districts.

As such, the Commission is responsible for preparing a number of important regional comprehensive planning documents, including the regional comprehensive plan, amendments and updates; long range transportation/land use plan and updates, and the transportation and improvement program for the Fox Cities (Appleton) Transportation Management Area, and the Oshkosh and Fond du Lac urbanized areas; Sewer Service Area (SSA) Plans for twenty-six 208 Water Quality Areas within the Designated ‘208’ Water Quality Planning Area of the East Central Region; and the East Central Wisconsin Comprehensive Economic Development Strategy (CEDS).

PROGRAM ENABLING LEGISLATION & PUBLIC PARTICIPATION REQUIREMENTS

Each of the four major Commission program areas: Comprehensive Planning, Transportation, Sewer Service Area Planning and Economic Development are required by state and/or federal law to allow for a transparent and accessible process by which citizens and stakeholders can be engaged and have their voices heard. Public participation is a tenet in the planning profession and the Commission views it as being one of the most important requirements in achieving its mission and vision.

Comprehensive Planning

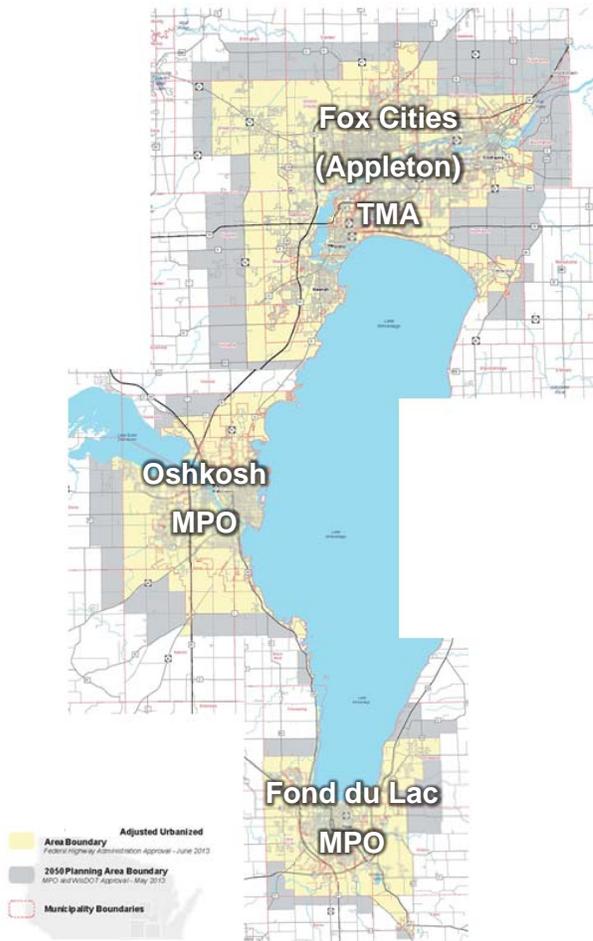
Comprehensive plans are developed for a 20-year planning horizon and must be updated no less than once every 10 years. Within the statutory provisions of Wisconsin State Statutes (SS) 66.0309, East Central's main function and duty is that "of making (preparing) and adopting a master (Comprehensive) plan for the physical development of the region." This basic enabling legislation is complemented by the comprehensive planning law, SS 66.1001. This law sets the standards for public participation and states that:

"The governing body of a local governmental unit shall adopt written procedures that are designed to foster public participation, including open discussion, communication programs, information services, and public meetings for which advance notice has been provided, in every stage of the preparation of a comprehensive plan. The written procedures shall provide for wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments. The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan."

Transportation Planning

The Commission has responsibilities for three metropolitan planning organizations (MPOs) (Oshkosh, Fox Cities and Fond du Lac urbanized areas) as shown in Figure 2. The MPO is responsible for engaging the public to evaluate transportation alternatives according to the nature of the issues within the area with the intent of developing and updating (every 5 years) a *Long-Range Transportation/Land Use Plan (LRTLUP)* with at least a twenty-year planning horizon. Each MPO is also responsible for developing an annual *Transportation Improvement Program (TIP)* designed to serve the areas transportation needs.

Figure 2
MPO/TMA Urbanized Areas



The Fixing America’s Surface Transportation (FAST) Act, and predecessor transportation legislation MAP-21 (Moving Ahead for Progress in the 21st Century)¹ require that all urbanized areas have a comprehensive, cooperative, and continuing planning process in place to guide effective use of federal funding assistance. MAP-21² planning requirements reemphasize the integral relationship of land use with transportation infrastructure, as well as the need to address all mobility from a multimodal perspective, as previously emphasized under SAFETEA-LU, ISTEA and TEA-21.

SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users³) requires an MPO to develop a participation plan in consultation with interested parties that provides reasonable opportunities to comment. It further states that public meetings are to be conducted at

convenient and accessible locations at convenient times; employ visualization techniques to describe plans; and make public information available electronically. ISTEA (Intermodal Surface Transportation Efficiency Act⁴) provides an intermodal approach to highway transit funding with increased public involvement and collaborative planning requirements. TEA-21 (The Transportation Equity Act for the 21st Century⁵) identifies freight shippers and users of public transit on a list of stakeholders that were given an opportunity to comment on plans and TIPS. It also added the requirement for public involvement during the certification review.

¹ Public Law 112-141. Signed by President Barack Obama on July 6, 2012, effective on October 1, 2012.

² http://www.fhwa.dot.gov/planning/public_involvement/authorizing_legislation/

³ Public Law 109-59. Signed into Law by President George W. Bush on August 10, 2005

⁴ Signed into law by President Bush in December 1991.

⁵ Public Law 105-178. Enacted July 6, 1998 for 6-year period 1998-2003.

Continued eligibility of the East Central Economic Development District is based upon the Commission completing an update of the CEDS, in conformance with federal regulations, every 5 years (at minimum) and submitting a supplemental annual report for all other years.

PUBLIC PARTICIPATION PLAN PURPOSE

The purpose of this Public Participation Plan (PPP) is to establish procedures that allow for, encourage, and monitor participation for all citizens in the East Central Region, 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, the intent of this effort is to take reasonable actions throughout the planning process to provide opportunities for historically underserved populations to participate. **This PPP serves as the official requirements for all four (4) regional planning programs noted previously – Comprehensive Planning, Transportation, Sewer Service Area and Economic Development. These four, and other regional planning projects may utilize this Citizen Participation Plan and separate project schedules/details shall be prepared and appended to this document as needed and when required.**

Goals and Objectives

The Commission's Public Participation Plan includes five goals and corresponding objectives. The five goals are:

1. Offer real opportunities for the engagement of all citizens, public agencies, non-profits, businesses and other stakeholders within the region to participate in the development of regional plans and programs;
2. Educate, consult, involve and collaborate with the citizenry and stakeholders of the region at every stage in the development of regional plans;
3. Conduct a transparent and legitimate process;
4. Provide equal opportunity for all citizens to participate;
5. Establish a formalized and recorded framework for public participation.

The objectives of the Public Participation Plan are to:

- A. To determine and address what non-English languages and other cultural barriers exist to public participation within the region.
- B. To provide a general notification of meetings, particularly forums for public input, in a manner that is accessible and understandable to all populations.
- C. To hold meetings in locations which are accessible and reasonably welcoming to all, including, but not limited to, persons with special needs, low-income and minority members of the public.

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- D. To provide avenues for two-way flow of information and input from populations which are not likely to attend meetings.
 - E. 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; and
 - F. To use various illustrative visualization techniques to convey the information including but not limited to charts, graphs, photos, maps and the internet.

MINOR PLAN AMENDMENTS & MAJOR PLAN AMENDMENTS (UPDATES)

For each of the four regional planning programs, the adopted plans will periodically be updated or amended. As such both minor plan amendments and major plan updates will require public participation, the extent of which will depend on the type of plan amendment that is being recommended. The two types of plan updates/amendments are: 1) A Minor Plan Amendment, and; 2) A Major Plan Amendment (Update). These are further described below for each of the four regional planning programs:

Minor Plan Amendments

Comprehensive Planning: A minor plan amendment represents a change that does not modify the intent of the plan and would therefore have inconsequential implications to the regional comprehensive plan vision, goals or strategies. These types of amendments generally include demographic data updates from the U.S. Census Bureau or other background information, typographic or other minor errors, or minor revisions to the recommendations. Public participation, at a minimum, should consist of a public hearing that follows Class 1 notice guidelines. Public comment and adoption procedures are outlined below.

Transportation Planning: A minor amendment for a Transportation Improvement Project (TIP) is processed through the Metropolitan Planning Organization committee structure and WisDOT. It consists of the following:

- **Schedule:** (a) Adding an exempt/preservation project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-year of the TIP; (b) Moving an exempt/preservation project out of the first four years of the TIP.
- **Scope:** (a) Changing the scope (character of work or project limits) of an exempt/preservation project within the first four years of the TIP such that the current description is no longer reasonably accurate.
- **Funding:** Change in project funding that impacts the funding for other projects within the first four years of the TIP forcing any exempt/preservation project out of the four-year window.

There are no minor plan amendments for the *Long Range Transportation/Land Use Plans*. All plans go through the same formal public participation procedure as they would for a major plan update.

Sewer Service Area Planning: A minor plan amendment for Sewer Service Area planning would be addressed by the Commission's Community Facilities Committee (CFC) before being sent to the Wisconsin DNR for final review and certification. These policies are described in the "Amendment Policy and Procedure for Sewer Service Areas," initially adopted in 1978 and revised in 1984, 1990, 1995, 2001, and 2004. Sewer Service Area amendments are considered minor amendments that generally adjust 20 or 40 year growth boundaries through one of several methods established by this policy, including the 'swapping' of developable acreage (no net increase in SSA).

Economic Development Planning: The Commission must complete a minor annual update of the Comprehensive Economic Development Strategy (CEDS), in conformance with 13 CFR Chapter III §303.7. The CEDS Committee, originally formed as an ad-hoc advisory committee, is designed to help guide the CEDS planning process. Input and minor amendments from this committee is reported back to the Commission's Economic Development Standing Committee, and the full Commission before submittal to EDA. The makeup of the CEDS Committee is guided by EDA legislation, CFR §303.6(a), which stipulates the committee should have representation from the following: private sector, public officials, community leaders, workforce development boards, institutions of higher education, minority and labor groups, private individuals and tribal governments where applicable.

Major Plan Amendments (Plan Updates)

A Major Plan Amendment (Plan Update) represents a significant change to a plan including its overall vision, goals, objectives, and strategies. Major Plan Amendments would include all other modifications not considered minor.

Comprehensive Planning: Per Wisconsin SS 66.1001, Comprehensive plans must be updated no less than once every 10 years. While 10 year updates do not always represent significant updates, in most cases this occurs and a more extensive public participation process is warranted.

Transportation Planning: The *Long Range Transportation/Land Use Plans* must be updated every five years. These updates are considered major plan amendments and an extensive public participation process is used to engage residents, business, public agencies and others.

A major Transportation Improvement Program (TIP) amendment is necessary when, a project that is approved for federal funds in the TIP is replaced by another project in the TIP's priority list or when a project is moved into the first four years of the TIP. Also, any new non-exempt or expansion projects should be included in major amendments.

Sewer Service Area Planning: About every 5 or 6 years or when conditions change, Sewer Service Area plans need to be updated to reflect those changes. General public participation is sought from communities and counties during the plan update process through individual meetings with the entities. Once a draft plan is prepared and generally agreed upon, a formal public hearing is required in front of at least one of the entities involved in the update, or as part of a Community Facilities Committee meeting.

Economic Development Planning: The Commission must complete a major update of the CEDS, in conformance with 13 CFR Chapter III §303.7, every 5 years (unless the EDD or EDA determines that a new or revised CEDS is required earlier due to changed circumstances). No requirements for public hearing exist for these plans, however; reviewing them and adopting them with opportunities for public/stakeholder input is of prime importance.

IDENTIFICATION & ACCOMMODATION OF STAKEHOLDERS

Stakeholders are those who are either directly, or indirectly, affected by a plan, or the recommendations of that plan. Those who may be adversely affected, or who may be denied benefit of a plan's recommendation(s), are of particular interest in the identification of specific stakeholders. Stakeholder groups generally consist of general citizens, minority and low-income persons, public agencies, and private organizations and businesses as described below.

This document is intended to meet federal civil rights requirements included in Title VI – Civil Rights Act of 1964, Civil Rights Restoration Act of 1987 (P.L. 100.259) and as outlined in the Commission's Title VI Non-Discrimination Plan. This plan is intended to ensure that no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Commission sponsored program or activity. Further accommodations for any of these stakeholder groups will be made within reason to ensure their ability to engage and provide public input.

Disabled Populations

The Commission is committed to complying with the Americans with Disabilities Act of 1990 (ADA), including as it relates to public involvement in planning and programing efforts. Measures will be taken to ensure that persons with special needs have opportunities to be involved. For example, the Commission will ensure that all public meetings are held in venues that are ADA compliant so that persons with special needs are able to attend. Additionally, the Commission will respond to requests to address special needs, and will arrange to accommodate those needs. All public notices and advertisements of public meetings will indicate that persons with special needs should contact the Commission offices to allow for arrangements to be made prior to the meeting date, as well as contact information

Populations with Limited English Proficiency (LEP)

While most individuals in the Region read, speak and understand English, there are some individuals for whom English is not their primary language. Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency” directs each federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying this obligation. In response to this requirement, the Commission has developed a Title VI Non-Discrimination Limited English Proficiency Program. According to the Safe Harbor Threshold⁷ the Commission must provide translation of vital documents in written format for the non-English users in the counties of Fond du Lac, Outagamie and Winnebago for Spanish and Hmong. Even though it is not a requirement in all counties within the Region, the Commission will insert a sentence in its notice to beneficiaries in both Spanish and Hmong that states “if information is needed in another language contact (920) 751-4770”. In addition, the Commission will make available a copy of its Title VI complaint procedure and complaint form in both Spanish and Hmong. Finally the Commission will take reasonable steps to provide the opportunity for meaningful access to LEP individuals who have difficulty communicating in English. This will include providing interpretive services, within reason, for public meetings if advance notice is provided to the Commission and such services are readily available. The Commission will also make translated versions (or provide for the interpretation of relevant sections) of all documents/publications available upon request, within a reasonable time frame and if resources permit.

Minority Populations

In 2010, there were 651,835 people in the East Central region; over half (53%) live in one of the three defined urbanized areas⁸. This includes 216,154 people in the Fox Cities, 74,495 people in the Oshkosh and 54,901 people in the Fond du Lac urbanized area. The urbanized areas mirror the general population of the region. Within the urbanized areas, about 92 percent of the residents in the Fox Cities (91.2%), Oshkosh (91.2%) and Fond du Lac (91.9%) also consider themselves Caucasian.

Minority populations comprised a relatively small percentage of the population in the region and the three urbanized areas. Within the region, American Indian/Alaska Native (1.9%) encompasses the largest racial group after Caucasian (92.4%). About 82 percent of this population lives in Menominee, Outagamie and Shawano counties. The largest racial group, after Caucasian, in the three urbanized areas varies. Asians make up over three percent of the Fox Cities (3.3%) and Oshkosh (3.1%) urbanized areas, while Other (2.2%) is the second largest race in the Fond du Lac urbanized area. The Hispanic demographic, the fastest growing ethnic population in the United States, comprised 3.5 percent of the regional population, 4.4

⁷ The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The Limited English Proficiency (LEP) language threshold (5 percent or 1,000 individuals) is calculated for each group.

⁸ 2010 U.S. Census.

percent of the Fox Cities urbanized area, 2.5 percent of the Oshkosh urbanized area and 5.8 percent of the Fond du Lac urbanized area.

Low-Income

Residents with incomes below the poverty level, account for about 10 percent of the population in the region according to the 2008-2012 American Community Survey. In comparison 12.5 percent of the population in Wisconsin is also below the poverty level. The percent of the population below the poverty level in the three urbanized areas varies from a low of 8.8 percent in the Fox Cities Urbanized Area to a high of 16.2 percent in the Oshkosh Urbanized area. The Fond du Lac Urbanized Area is in the middle with 12.2 percent of the population below the poverty level according to the 2008-2012 American Community Survey.⁹

Public Agencies

The Commission works cooperatively with a variety other public agencies and units of government (local, state, federal and regional) by coordinating public processes when possible. The Commission views these other agencies as partners in the public participation process. A comprehensive mail/contact list of these entities is kept by the Commission for use in these processes, however; additional agencies are added when necessary/known about.

Private Organizations and Businesses

There are over 36,000¹⁰ private businesses in the region. Private organizations and business offer a number of perspectives that are valuable to the planning process. Representatives of private organizations and business interests are welcome and encouraged in the planning process.

PUBLIC PARTICIPATION PROCESS & METHODS

Public participation should be sought at all stages in the planning process. Depending on the type of amendment that is proposed, these processes may include: public education/awareness; inventory, analysis and preliminary issue identification; visioning, identification of issues/opportunities and core goals; identification of strategies and

⁹ The ACS is an ongoing statistical survey by the U.S. Census Bureau representing a sample of the population over a period of time. ACS data can be used to draw conclusions, however, due to limitations there is a larger margin of error (MOE). Small sample size increases the MOE, indicating inaccuracy and rendering the data unreliable. According to the ACS, there were 63,118 living below poverty in the region between 2008 and 2012. ECWRPC calculated a MOE of +/-2,328 people. MOE for the urbanized areas, were not calculated by ECWRPC, but were obtained from the ACS. In the Fox Cities Urbanized Area there were 18,735 people living below poverty; the MOE was +/-1,294. In the Oshkosh Urbanized Area there were 10,751 people living below poverty; the MOE was +/-934. Finally in the Fond du Lac Urbanized Area there was 6,357 people living below poverty' the MOE was +/-697.

¹⁰ ESRI Business Analyst, 10.3, January 2014.

recommendations; plan implementation and monitoring. The Commission’s planning and programming efforts benefit from a well-informed regional population. A number of structures, processes, and techniques are listed below that will be used to raise awareness of, and engage the public in the development of the plans required for these four regional planning programs. Actual techniques utilized will depend on the magnitude of the amendment requested.

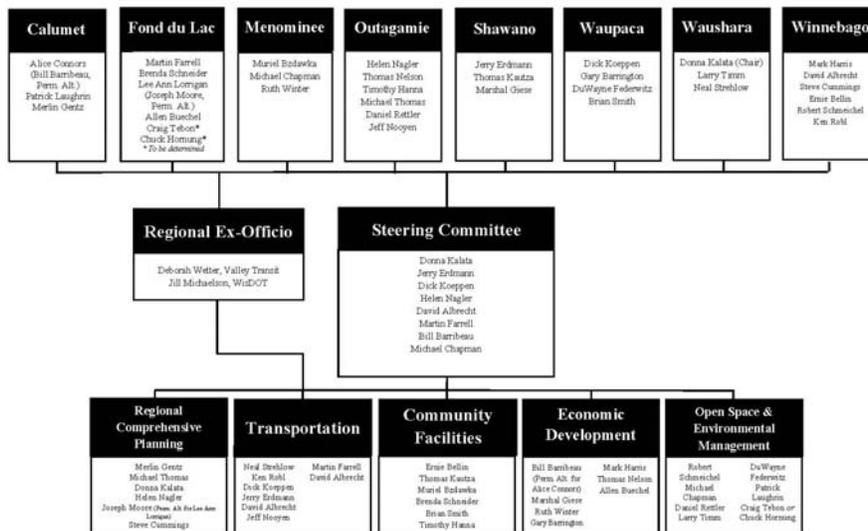
1) Full Commission

The basic representation on the Commission’s policy body consists of three commissioners from each member county.¹¹ Additional representatives are provided to counties with an elected County Executive position, as well as for having populations of 50,000 or greater, with new Commissioner being appointed for each attained increment of 50,000. In addition, two Ex-Officio members were added recently to comply with the requirements of MAP-21, and the TMA requirements. This includes one representative of the Wisconsin Department of Transportation (WisDOT) and one representative of a public agency that administers or operates a major transit system, in this case, Valley Transit. The full Commission meets on a quarterly basis – typically the last Friday of January, April, July, and October. All meetings are publicly posted and allow for public comments on agenda items listed.

2) Standing Committees

In this manner the Commission has internally organized itself to facilitate broad involvement in its decision making process. Commissioners are appointed to standing committees annually by the Chairman, based on recommendations of the Nominating Committee. The six Standing Committees are publicly posted and allow for public comment opportunities. These Committees are are illustrated in Figure 4 and described below:

Figure 4 – ECWRPC Commission Structure



¹¹ Two elected officials, and one member, who may be an elected official, selected by the Governor.

- **Steering Committee.** The Steering Committee is comprised of at least eight members who serve as their respective county board chair or their designee. In addition to its other duties, the function of this committee is to ensure the proper coordination and cooperation amongst the planning committees of the Commission and their respective citizen or technical advisory committees.
- **Regional Comprehensive Planning Committee.** The Regional Comprehensive Planning Committee's function is to direct and monitor the regional comprehensive plan and oversee other matters of regional impact and relationship to that plan. Matters regarding land use, housing, and GIS mapping are often dealt with by this Committee.
- **Transportation Committee.** The Transportation Committee directs and monitors the transportation program element and maintains liaison with the Transportation Policy Advisory Committee and the Transportation Technical Advisory Committee.
- **Community Facilities Committee.** The Community Facilities Committee directs and monitors the community facility program element. This committee has responsibility to act on-behalf of the Commission for sewer service area amendments and reviews. The committee maintains liaison with the Land Use Advisory Committee.
- **Economic Development Committee.** The Economic Development Committee directs and monitors the economic development and housing program element. It maintains liaison with the respective technical advisory committees, including the Comprehensive Economic Development Strategy (CEDS) Committee.
- **Open Space and Environmental Management Committee.** The Open Space and Environmental Management Committee directs and monitors the open space and environmental management program elements. No technical advisory committees have been established as of this date for the Committee.

3) Technical Advisory Committees

The Commission maintains Technical Advisory Committees (TAC's) for two principal areas of work activity: transportation and economic development. In addition, a Land Use TAC has been established but does not meet regularly. As studies are carried out in other areas, special project based TAC's are formed for the duration of the study.

The Transportation Policy Advisory Committees (TPAC's) for the Fox Cities (Appleton) Urbanized Area and the Oshkosh Urbanized Area provide the monitoring and review necessary in the *Transportation Improvement Program* (TIP) and long range planning activities in the respective urbanized areas. Elected officials and board members of local governments and transportation agencies sit on these committees. The function of the TPAC's is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process. In addition, TAC's have been established for the Fox Cities (Appleton) Urbanized Area, the Oshkosh Urbanized Area and the Fond du Lac Urbanized Area. Elected officials, board members of local governments, transportation agencies, county and municipal staffs, representatives from transit providers, and

local airports are part of these committees. The TAC serves as the advisory body for the Transportation Policy Advisory Committees (both the full Commission and the separate Fond du Lac MPO Policy Board).

The Economic Development Strategy Committee, also considered a TAC, advises and guides the U.S. Economic Development Administration (EDA) funded Comprehensive Economic Development Strategy (CEDS) planning process. This committee is comprised of representatives from both the public and private sectors of the region.

TAC's generally include broad representation from public, private and voluntary sectors at the state, regional, county, tribal and local levels. The public is invited to attend any TAC meeting and provide input into the planning effort. An effort is made to provide a reasonable balance between urban and rural areas of the region. The Commission strives to incorporate diversity into its planning process. Therefore the Commission will seek to include representatives from minority populations as it considers, solicits and makes appointments to the TAC's. The use of TAC's promotes intergovernmental cooperation and interagency coordination and broadens the technical knowledge and expertise available to the Commission. TAC's will be responsible for proposing recommended plans and programs to the appropriate standing committee.

4) Focus Groups

In some instances focus groups, consisting of a small group of people, will be used to identify issues, concerns, values, beliefs or information related to a specific issue. Unlike technical advisory committees, involvement in focus groups will be more limited. Focus groups are used to enhance public participation and input, by providing a vehicle that encourages meaningful focused feedback. Focus groups are typically appointed by the main planning body who oversees the process. Meetings are usually located throughout the region or planning area, thus encouraging input from both urban and rural areas of the region and from minority populations. Focus groups, unlike more formal Committees, are typically "invite only" and are not necessarily subject to being open to the public as decisions are not being made by the group, but rather; strategy and direction setting are often the main goals of these efforts.

5) Open Meetings / Published Notices

Meetings of the Commission, its Standing Committees, and its Technical Advisory Committees will be open to the public to insure that interested persons have access to Commission planning and programming and will be in compliance with *Wisconsin Open Meetings Law* (Wisconsin SS Chapter 19). All meetings are posted with agendas the Commission's website, and on a message board, accessible to the public, near the front door of the Commission's offices. Notices shall also be sent or emailed to local newspapers throughout the region. All summary of proceedings are available on the Commission's website following approval by the applicable entity. These meetings will be held in places reasonably accessible to members of the public, including those with disabilities.

Public hearing notices shall be published as either Class 1 or Class 2 per Wisconsin SS Chapter 985. The type of notice and time required for specific program areas or types of projects shall be specified above under “adoption”. Class 1 notices shall require one insertion, while Class 2 notices require two insertions.

6) Public Informational Meetings/Open Houses

Public informational meetings and open houses provide opportunities to obtain public input and comment, as well as notify and inform the public about Commission planning projects and programming. Public meetings will typically utilize a variety of techniques to provide information to the public and other interested individuals. Informational techniques will include the distribution of materials, the use of visual displays, summary presentations, and the availability of Commission Staff to answer questions. Commissioners and members of Technical Advisory Committees and will be encouraged to attend and participate. All meetings will include the opportunity to offer both written comments and oral comments, on a one on one basis, to Commission staff. Some meetings may offer opportunities for question and answer sessions or the chance to offer formal oral comment.

Comments received by the Commission at public meetings and open houses, both written and oral, will be recorded for consideration prior to preparing the final recommendation of the plan or program for consideration. At least two series of meetings will be held during major plan updates or major regional studies, one series at the onset of the process and one series at the end of the process, prior to adoption of the plan or program.

7) Website and Social Media

The Commission maintains a website (www.ecwrpc.org) that provides general information about the history, organizational structure, policies, and planning programs. More detailed information is also available and includes adopted plans, meeting notices and summaries, draft reports and projects that the Commission is currently working on and seeking public input on, how to contact staff or provide comment on a specific program or project.

The Commission also utilizes a number of social media methods to engage the public and receive meaningful input throughout the planning process. Social media methods will include but are not limited to Mindmixer, Facebook and Twitter.

8) Public Comment Periods

Formal public comment periods will be established for regional planning and programming efforts. Minimum comment periods for adoption of the following plans will be as indicated:

30 Days

- Regional transportation plan updates or amendments (*Long Range Transportation/Land Use Plan*);
- Transportation Improvement Programs (TIP) or amendments (when such amendment requires amendment of the regional transportation plan);
- Transit System Development Plan updates (TDP);
- Jurisdictional transportation plans;
- Regional “Smart Growth” Comprehensive Plan updates or amendments, both minor and major;
- Sewer Service Area Plan Updates;
- Comprehensive Economic Development Strategy (CEDS) Updates;

45 Days

- Public Participation Plan (public involvement process) for transportation planning.

The public will be notified of the duration of the formal comment period in conjunction with the announcement of a public meeting, or in a manner similar to that announcing a public meeting. Should it be determined by the Commission or one of its Technical Advisory Committees guiding the effort that a public meeting will be held for a planning or programming effort, other than those listed above, a formal public comment period of at least 30 days will be established.

9) Written Comments

Written comments will be collected both electronically and on paper throughout the planning process. The website for the East Central Wisconsin Regional Planning Commission can be found at www.ecwrpc.org. A link on the home page is available to facilitate the electronic submission of comments. Written comments should be directed to ECWRPC at 400 Ahnaip Street, Suite 100, Menasha, WI 54952-3100, attention Executive Director or emailed to staff@ecwrpc.org. ECWRPC will respond to written comments by acknowledging receipt of the document.

10) Plan Adoption

East Central Wisconsin Regional Planning Commission will follow procedures for adopting regional planning documents in accordance with the following federal and state guidelines.

Comprehensive Planning

Wisconsin SS 66.1001 (4) sets out specific procedures that must be complied with before a comprehensive plan or amendment/update may take effect. At the onset of the comprehensive plan or amendment process written notice will be sent to all owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is change by the comprehensive plan. In addition, each Town, Village, City and

County Clerk will receive notice of the Comprehensive Plan Update process at the onset of the project, and near the end of the process.

A formal public hearing on the proposed comprehensive plan or amendment will be held by the Commission prior to adoption. A class 1 public notice will be published at least 30 days prior to the public hearing in area newspapers, including The Post-Crescent, Oshkosh Northwestern, The Reporter, Chilton Times-Journal, Waushara Argus, Waupaca County Post, Shawano Leader, Berlin Journal and the Menominee Nation News. A notice will also be published on the Commission website. Written notice will also be provided to the following: (1) an operator who has obtained, or made an application for, a permit that is described under Wisconsin SS 295.12 (3) (d); (2) a person who has registered a marketable nonmetallic mineral deposit under Wisconsin SS 295.20; (3) any property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing a copy of the notice of the public hearing; and (4) any person who submits a written request to receive notice of any proposed resolution that affects the allowable use of the property owned by the person, this notice shall include a copy of the proposed resolution.

The Regional Comprehensive Plan Standing Committee will adopt a resolution to recommend adoption of the draft comprehensive plan or amendment/update to the full Commission, after receiving input from other Commission Standing Committees, as appropriate. The full Commission shall adopt the proposed comprehensive plan or amendment/update to the regional comprehensive plan by resolution.

Following adoption, a copy of the adopted plan or amendment/update will be sent to the following: (1) every governmental body that is located in whole or part within the boundaries of the region; (2) every clerk of every local governmental unit that is adjacent to the region; (3) the department of administration; and (4) the public libraries located within the region.

Transportation Planning

Transportation Improvement Program: The Transportation Improvement Program (TIP) is compiled and approved annually by the respective MPO. As such, a formal annual schedule has been developed. In late April staff requests projects from municipalities and the state within each of the three MPO's (Appleton, Oshkosh and Fond du Lac).

- Fox Cities (Appleton) Transportation Management Area – Appleton Post Crescent;
- Oshkosh Urbanized Area – Oshkosh Northwestern; and
- Fond du Lac Urbanized Area – Fond du Lac Reporter

In June, STP-Urban projects are prioritized by MPO staff and a draft TIP is developed. A Class 1, 30 day notice is published in the same newspapers as indicated above. In mid-September, the MPO Technical Advisory Committee and Transportation Standing Committee acts on the draft TIP listing, then the document is approved at the fall quarterly full Commission meeting.

Approved plans are forwarded to WisDOT, FHWA and FTA. Amendments to the TIP are approved as follows: Minor Amendment (Processed through MPO committee structure and WisDOT, public involvement handled through the committee process.) Major amendments include public involvement opportunity and processed through MPO committee structure and WisDOT.

Long Range Transportation/Land Use Plans: After completing draft documents, the documents will be made available for public review (30-days) 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.

Sewer Service Area Planning

After completing draft documents, the documents will be made available for public review (30-days) after being sent to the local units of government that are impacted. At least one formal public hearing, using a Class II notice in the communities' official newspaper, will be held to gather input. In the absence of a localized public hearing, such hearing will be held by the Commission's Community Facilities Committee and published in the affected communities' official newspaper. The Community Facilities Committee shall take action on the plan update and, if approved, is forward to the full Commission for their consideration by Resolution. The full Commission meeting is posted publicly and provides yet another opportunity for the public and stakeholders to comment on a proposed Sewer Service Area Plan Update. Once approved by the Commission, the Sewer Service Area Plan Update is passed along to the WDNR for their final review and certification.

Economic Development Planning

After completing draft CEDS documents, the documents will be made available for public review (30-days) and comment to affected stakeholders. Notice of this review period will be provided through a direct notice mailed to all Town, Village, City, and County Clerks and to CEDS Committee members and the draft document will be posted on East Central's website (www.ecwrpc.org). While no public hearing is required, the Commission's Economic Development Committee will formally address the CEDS Plan Update by formal resolution as a publicly noticed meeting. Opportunities for public comment will be provided at this meeting. The Economic Development Committee shall take action on the plan update and, if approved, it is forwarded to the full Commission for their consideration by Resolution. The full Commission meeting is posted publicly and provides yet another opportunity for the public and stakeholders to comment on a proposed CEDS Update. Once approved by the Commission, the Sewer Service Area Plan Update is passed along to the EDA for their final review and certification.