

Public Participation Policy for the Green Bay Metro System



Prepared by Green Bay Metro and the
Brown County Planning Commission/MPO for the Green Bay Urbanized Area
January 16, 2019
(Established 1996, as amended)

Introduction

The Public Participation Plan (PPP) is a guide for Green Bay Metro's ongoing public participation activities. Its purpose is to ensure Green Bay Metro utilizes effective means of providing information and receiving input on transportation decisions from the general public, including low income, minority, and limited English proficient (LEP) populations.

The following are basic laws, regulations, and policies Green Bay Metro operates within.

- Americans with Disabilities Act of 1990
- Title VI of the Civil Rights Act of 1964
- Executive Order 13166 -- Improving Access to Services for Persons with Limited English Proficiency
- Executive Order 12898 -- Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

Governing Body

Wisconsin State Statute 66.1021 allows municipalities to establish Transit Commissions by ordinance. Green Bay Metro is governed by the Green Bay Transit Commission. The Green Bay Transit Commission is comprised of six citizen members, all of whom are appointed by the Mayor of the City of Green Bay and confirmed by the City of Green Bay Common Council. A member of the Common Council also serves on the Transit Commission.

The Green Bay Transit Commission takes pride in its work to maintain a collaborative relationship with the community and its stakeholders. In addition, the Transit Commission strives to be transparent, timely, and responsive to local needs.

The Green Bay Transit Commission develops and either endorses or approves planning and program documents and sets policy as required by the Federal Transit Administration (FTA) and Wisconsin Department of Transportation (WisDOT).

Green Bay Metro (Metro) staff and the Brown County Planning Commission (BCPC) staff, which serves as the Metropolitan Planning Organization (MPO) for the Green Bay Urbanized Area, provide technical review, input, and recommendations to the Green Bay Transit Commission. It is the intention of the Green Bay Transit Commission to involve the public to the greatest extent possible in this process prior to the approval of plans, programs, and policies.

The Transit Commission holds monthly meetings at the Green Bay Metro Transportation Center, which is located at 901 University Avenue in the City of Green Bay. These meetings are open to the public, and the Transit Commission invites and encourages the public to attend. The agenda and agenda packet are published on the City of Green Bay website at <https://greenbaywi.gov/129/Meetings-Agendas-Minutes> as well as on Metro's website at www.GreenBayMetro.org.

General Procedures

In the case of major plans and documents that recommend new or substantial changes to existing policy or that address a subject which may be of significant concern to residents within the service area of Green Bay Metro, outreach efforts will occur in an attempt to involve those with concerns. A plan for such involvement will be developed prior to commencing a process, and this plan will identify the target public, individuals, and interest groups. The plan will also delineate an outreach process and participation techniques that are the most appropriate to the particular effort. In the development of a public participation plan for each effort, Green Bay Metro staff will seek out and consider those who will likely be most affected by the plan, program, or policy.

Public outreach efforts/techniques that will be considered include:

- Legal notices of public review periods, public information meetings, and public hearings
- Informational notices posted in vehicles, at the information center, on Metro's website, and social media outlets
- Press releases
- On-bus automated announcements and scrolling digital messages
- Newsletters, fact sheets, and brochures
- Direct mailings including email
- Interviews with riders, non-riders, and business interests
- On-board and on-line surveys and questionnaires
- Paid advertisements
- Staffed booths with displays and exhibits at community events
- Creation of an advisory committee
- Green Bay Transit Commission meetings
- Consultation with Federal Transit Administration and Wisconsin Department of Transportation staff and others
- Visualization techniques such as maps, charts, graphs, illustrations, videos, and PowerPoint presentations
- Metro Rider Alerts

The public participation strategy developed for each major effort will include public involvement early in the process, as appropriate to each effort. The intention of the Green Bay Transit Commission is to consider and respond to public input received during the planning, program, and policy development process.

The public participation plan efforts for the specific plans, programs, and policy documents are found on the following pages. For those not listed, a public participation plan will be developed by staff using the criteria and techniques outlined above and presented to the Green Bay Transit Commission.

Please note that Green Bay Metro produces publications as needed such as route guides, maps, and brochures, and makes them available to anyone. Materials can be translated into other languages, as needed.

Please also note that all Green Bay Metro public meetings, including Transit Commission meetings, are conducted in facilities that are accessible to persons with disabilities and to people who rely on public transit.

Public Participation Policy

As part of the review and approval process for the *Public Participation Policy of the Green Bay Metro System*, a 30 day public review and comment period and a public hearing will be held prior to the adoption of this policy by the Green Bay Transit Commission. A "Notice of 30 Day Public Review and Comment Period and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review period and public hearing. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received at the public hearing and/or otherwise submitted will be summarized in writing and forwarded to the Green Bay Transit Commission along with a recommendation from staff.

If the final policy differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised policy shall be made available. The total time period from availability of the draft policy to Transit Commission action will not be less than 30 days.

Annual Program of Projects

Green Bay Metro staff is responsible for developing an *Annual Program of Projects* for which federal transit funds under Section 5303, 5304, 5307, 5309, and/or 5310 and/or 5339 of the Federal Transit Administration Act, as amended, will be applied. Staff will develop project descriptions and financial plans in conformance with *Green Bay Metro Transit Development Plan* and *Green Bay Metro Strategic Plan* recommendations and will submit the program to the Brown County Planning Commission/Metropolitan Planning Organization (MPO) staff for inclusion in the publication of the *Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.

As part of the review process for the *Annual Program of Projects*, a 30-day public review and comment period and public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of Request for Comments and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review and comment period and the public hearing. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received at the public hearing and/or otherwise submitted will be summarized and forwarded to the Green Bay Transit Commission.

If the final program differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised program shall be made available.

If significant comments are not received, the published program will constitute the final *Program of Projects* and will be included in the annual publication of the *Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and submitted to the Federal Transit Administration.

Service Reductions and/or Significant Service Changes

Fixed Route Service. Proposals that include a fixed route service reduction of 10% or more in terms of annual system service hours and/or significant changes to the system as a whole shall warrant public involvement. An increase in fixed route service or minor modifications to existing service does not constitute a significant change.

As part of the review process for the fixed route service reductions and/or significant changes, a 30-day public review and comment period and public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of 30-Day Public Review and Comment Period and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review period and the public hearing. "Metro Alerts" will be placed in all Metro vehicles and posted on the Green Bay Metro website at www.GreenBayMetro.org and on social media outlets. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received during the public hearing and/or otherwise submitted will be summarized in writing and forwarded to the Green Bay Transit Commission.

If the final proposal differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan shall be made available.

Paratransit Service. Proposals that include paratransit service hour reductions of 10% or more in terms of annual hours of operation and/or issues relating to level of service and/or certification shall warrant public involvement.

In addition, should the paratransit service boundary be proposed to be reduced, Green Bay Metro staff will provide written notification to all certified paratransit clients who reside in the proposed reduction area.

As part of the review process for paratransit service changes, a 30-day public review and comment period and a public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of 30-Day Public Review and Comment Period and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review and comment period and the public hearing. "Metro Alerts" will be placed in all vehicles and posted on the Green Bay Metro website at www.GreenBayMetro.org. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received during the public hearing and/or otherwise submitted will be summarized and forwarded to the Green Bay Transit Commission.

If the final proposal differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan shall be made available.

Fares

Proposals that include increases in fixed route and/or paratransit fares shall warrant public involvement.

As part of the review process for fare increases, a 30-day public review and comment period and a public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of 30-Day Public Review and Comment Period and Notice of Public Hearing" will be published in a local newspaper upon

the onset of the review period. The notice will detail the dates of the review period and public hearing. "Metro Alerts" will be placed in all Metro vehicles and posted on the Green Bay Metro website at www.GreenBayMetro.org. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received during the public hearing and/or otherwise submitted will be summarized and forwarded to the Green Bay Transit Commission along with a recommendation from staff.

If the final proposal differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan shall be made available.

Transit Development Plan (TDP)

The *Transit Development Plan* is a five year operating and capital improvement plan for the system. A TDP is considered a short-range plan that takes a comprehensive look at various aspects of the system, including route structure, paratransit program, levels of service, fare structure, capital needs, and overall budget. Recommended system changes are designed to achieve an optimum level of transit service based on assumed federal and state funding and local budget constraints.

As part of the review process for the *Transit Development Plan*, a 30-day public review and comment period and a public hearing will be held prior to action of the Green Bay Transit Commission. A "Notice of Request for Comments and Notice of Public Hearing" will be published in a local newspaper upon the onset of the review period. The notice will detail the dates of the review period and public hearing. "Metro Alerts" will be placed in all Metro vehicles and posted on the Green Bay Metro website at www.GreenBayMetro.org and social media outlets.

Special efforts will be made to involve the public in the TDP planning process. Public involvement strategies may include the formation of an advisory committee and consist of individuals representing human service agencies, other organizations that have a special interest in Metro operations, and riders. Additional public involvement opportunities, such as public informational meetings, may be offered at the discretion of staff.

Comments received during the public hearing and/or otherwise submitted will be summarized and forwarded to the Green Bay Transit Commission along with a recommendation from staff.

If the final plan differs significantly from the one which was made available for public comment or raises new significant issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan shall be made available.

Summary

The above public involvement processes shall be periodically reviewed by the Green Bay Transit Commission to judge the effectiveness in assuring that the process provides full and open access to all.

With the adoption of this policy, the Green Bay Transit Commission intends to seek out and encourage early and continuous public involvement throughout the development of plans, programs, and policies, and to provide the mechanism whereby citizen participants can freely exchange information, ideas, and values with Metro staff.

Metro Rider Alert Example

Metro Rider Alerts are made available to passengers in all vehicles, information center, website, and social media outlets.

METRO RIDER

ALERT



Green Bay
METRO

PUBLIC INPUT NEEDED

Green Bay Metro and the Brown County Planning Commission are in the beginning stages of preparing a Transit Development Plan. The purpose of the plan is to guide improvements for Metro for the next five years.

Tell us what YOU think!



You are invited to participate in a brief online survey and online mapping exercise. The online mapping exercise will allow you to place a dot on the map and enter comments regarding current service, transfer stations, bus shelters, bus stops, or any other aspect of the system. To access the survey, go to <https://browncounty.maps.arcgis.com/apps/webappviewer/index.html?id=29506c1e5d5e43109c354af1d6ff179> or Metro's [Facebook](#) page.

A series of Information Meetings and Public Hearing will be held in late summer detailing the findings and recommendations for the system. Metro Rider Alerts will be issued prior to the meetings.

If you are unable to access the survey and wish to share comments, please do so by mailing or dropping them off by February 28 at: ATTN: TDP, Green Bay Metro, 901 University Avenue, Green Bay, WI 54302.

METRO RIDER

ALERT

Legal Notice Affidavit - Public Participation Plan
(A copy of the affidavit will appear in the final printing of the document.)

**NOTICE OF 30 DAY PUBLIC REVIEW AND COMMENT PERIOD
AND NOTICE OF PUBLIC HEARING ON THE
PUBLIC PARTICIPATION POLICY
FOR THE GREEN BAY METRO SYSTEM**

All interested persons are advised of a 30-day public review and comment period and are invited to a public hearing on the *Draft Public Participation Policy for the Green Bay Metro System*.

A copy of the draft document can be found on the Green Bay Metro website at GreenBayMetro.org. Further information regarding the draft can be obtained by calling Patty Kiewiz, Green Bay Metro Director at 448-3450.

The 30-day public review and comment period for the draft is scheduled for December 17, 2018 through January 15, 2019.

The Green Bay Transit Commission will conduct a public hearing on:

Wednesday, January 16, 2019
Green Bay Metro Transportation Center
901 University Avenue, Green Bay
8:15 a.m.

Written comments should be mailed to Green Bay Metro, Attn: Public Comment, 901 University Avenue, Green Bay, WI 54302 by January 15, 2019 or emailed to PatriciaKi@greenbaywi.gov.

Publication Dates: December 17, 2018
January 2, 2019