

Shoreline Metro will specifically seek public comment through a public hearing on MAJOR changes including fare increases and service changes under the following circumstances:

- A. Any increase to the **Adult Cash Fare**;
- B. Any increase to the **ADA Paratransit Fare**;
- C. Any change in service in which 10% or more of the **Total System Service** is considered for elimination or change;
- D. Any change in service in which 10% or more to **Route 20** (service to Sheboygan Falls and Kohler) is considered for elimination or change;

When circumstances dictate the solicitation of public comments, open public meetings and public hearings will be held. Additionally, Shoreline Metro may hold listening and training sessions for proposed service changes that do not meet the aforementioned thresholds. Such changes will be posted at least 30 calendar days prior to the implemented changes. All postings shall include the proposed changes, a timeline for the changes and contact information for Shoreline Metro.

The public hearing will meet the following criteria:

- A. Published notice will be given as to the date, time, location and purpose of the public hearing. The length of the public hearing will be based on attendance and participation during the hearing.
- B. The notice will allow for mailed or emailed written public comment in lieu of attendance at the hearing;
- C. The public notice will be posted at least 30 calendar days prior to the public hearing;
- D. The public hearing will be held in an accessible location;
- E. A record of the proceedings (minutes) will be made with transcripts available to the general public following the public hearing;
- F. Comments will be received up to the closing of the public hearing. Individuals may be limited to five minutes to present. Individuals will be asked to provide their name and address for the record;
- G. A full presentation of the proposed service changes will be made by representatives of Shoreline Metro. Handouts and accessible materials (if requested) will be available;
- H. The Director of Shoreline Metro or the Chairman of the Sheboygan Transit Commission will hold, chair, and moderate the public hearing;
- I. After the public hearing, the Director of Shoreline Metro will present a summary of the public hearing to the Transit Commission (and Common Council if required) for approval;

Adopted: October 8, 1992

Current Revision: March 1, 2025