

MINUTES OF THE FIRST MEETING

ADVISORY COMMITTEE ON REGIONAL
TRANSPORTATION PLANNING

DATE: July 28, 2004
TIME: 1:30 p.m.
PLACE: Commission Offices
W239 N1812 Rockwood Drive
Waukesha, WI

Committee Members Present

Sandra K. Beaupre Director, Bureau of Planning,
Division of Transportation Investment Management,
Wisconsin Department of Transportation
John M. Bennett City Engineer, City of Franklin
Larry H. Bruss Mobile Source Unit Supervisor, Bureau of Air Management,
(Representing Lloyd L. Eagan) Wisconsin Department of Natural Resources
Allison M. Bussler Chief of Staff, Waukesha County Executive's Office
Shane Crawford Public Works Director,
Walworth County Public Works Department
Paul A. Feller Director of Public Works, City of Waukesha
Thomas M. Grisa Director of Public Works, City of Brookfield
Richard M. Jones Commissioner of Public Works, City of Racine
Robert Kelly Street Design Engineer, City of Wauwatosa
(Representing William Kappel)
Glenn M. Lampark Director of Public Works, Racine County
Michael M. Lemens Director of Engineering, City of Kenosha
Michael K. Lynett Village Engineer/Commissioner of Public Works,
Village of Fox Point
Jeffrey J. Mantes Commissioner of Public Works, City of Milwaukee
Dwight E. McComb Planning and Program Development Engineer,
Federal Highway Administration,
U.S. Dept. of Transportation
Gloria L. McCutcheon Southeast Regional Director,
Wisconsin Department of Natural Resources
Jeffrey S. Polenske City Engineer, City of Milwaukee
Aileen I. Switzer Planning Supervisor, District 2,
(Representing Donna L. Brown) Wisconsin Department of Transportation
Michael Vebber Director of Operations,
(Representing Thomas P. Kujawa) Milwaukee County Transit System

Staff Members and Guests Present

Robert E. Beglinger Chief Transportation Planner, SEWRPC
Philip C. Evenson Executive Director, SEWRPC
Christopher T. Hiebert Senior Engineer, SEWRPC
David M. Jolicoeur Senior Engineer, SEWRPC
Patrick A. Pittenger Senior Planner, SEWRPC
Kerry Thomas Communications Director,
Southeastern Wisconsin Coalition for Transit NOW
Kenneth R. Yunker Deputy Director, SEWRPC

WELCOME AND INTRODUCTIONS

Mr. Evenson introduced himself and thanked the Advisory Committee members for agreeing to serve on the Committee. He asked the members present to introduce themselves, and indicated that roll call would be accomplished with a sign-in sheet circulated by Commission staff.

Mr. Evenson discussed the role of the Advisory Committee in the Commission's regional transportation planning, stating that this Advisory Committee will guide the development of the new regional transportation plan. He indicated the Advisory Committee's importance, noting that the Commission relies upon its advisory committees to carry out much of the work in developing plans and programs.

Mr. Evenson stated that Mr. Frederick J. Patrie, Director of Public Works, Kenosha County, was named by the Regional Planning Commission to chair the Advisory Committee. As Mr. Patrie was unable to attend this initial meeting, Mr. Evenson asked Mr. Lampark to serve as Chairman for this initial meeting. Mr. Lampark agreed to serve in that capacity.

REVIEW OF OUTLINE FOR SEWRPC PLANNING REPORT NO. 49, "A REGIONAL TRANSPORTATION SYSTEM PLAN FOR SOUTHEASTERN WISCONSIN: 2035"

Mr. Lampark asked Mr. Yunker to lead the Advisory Committee through a review of the [draft report outline](#). During Mr. Yunker's review of the report outline, Advisory Committee members raised the following questions and comments:

1. With respect to Chapter V, "Anticipated Growth and Change," Mr. Lampark asked if the regional land use plan would be reviewed and updated like the regional transportation plan review and update to be guided by this Advisory Committee. Mr. Yunker indicated that the regional land use plan would be reviewed and updated, and that the new transportation plan would be developed to serve the new land use plan. He stated that the Commission will shortly form an Advisory Committee on Regional Land Use Planning to guide that companion effort. He added that draft population and economic reports had been developed which contain projections of population, households, and employment to the year 2035. He indicated that the projections will serve as a basis for both the regional land use plan and the regional transportation system plan.
2. With respect to Chapter VI, "Travel Simulation Models," Mr. Grisa asked if the growth in traffic and travel has been similar to that which was forecast as part of the year 2020 regional transportation system plan. Mr. Yunker responded that Chapter II, "Review of the Current Adopted Regional Transportation Plan," will review the implementation of the adopted plan to date and compare forecast and estimated actual growth of traffic and travel. He added that the growth in traffic and travel has been very similar to forecast levels. Mr. Grisa noted that the growth in traffic and travel has continued even though many recommended arterial street and highway system improvements have yet to be implemented.
3. Ms. Switzer asked which chapter of the report will address environmental justice issues—the evaluation of potential impacts of transportation plan alternatives on minority and low-income populations. Mr. Yunker stated that the issue would be addressed in Chapter VIII, "Regional Transportation System Plan Alternatives Development, Evaluation, and Selection." He noted that Chapter VIII may contain a summary of that analysis, as its size may require publication in an appendix to the plan report.

4. Mr. Lampark asked if the draft chapters of the report would be prepared and reviewed in numerical order. Mr. Yunker responded that, in general, the chapters will be reviewed by the Advisory Committee in order, but there may be exceptions. He stated that Chapter VII, “Objectives, Principles, and Standards,” was a chapter that would likely be considered before earlier chapters of the plan.

There being no further discussion, a motion to approve the report outline and chapter content was made by Mr. Grisa, seconded by Mr. Bennett, and carried unanimously by the Committee.

REVIEW OF PRELIMINARY DRAFT OF CHAPTER I, “*INTRODUCTION*,” OF SEWRPC PLANNING REPORT NO. 49, “*A REGIONAL TRANSPORTATION SYSTEM PLAN FOR SOUTHEASTERN WISCONSIN: 2035*”

Mr. Lampark asked Mr. Yunker to review the [preliminary draft of Chapter I, “Introduction.”](#)

Mr. Yunker stated that Map 1 displayed the Southeastern Wisconsin Region, highlighting the four urbanized areas in the Region. He noted that in addition to the Kenosha, Milwaukee, and Racine urbanized areas, the Region now also includes a portion of the Round Lake Beach – McHenry-Grayslake, Illinois – Wisconsin urbanized area. Mr. Yunker stated that because the urbanized areas were not clearly displayed in the preliminary draft of Chapter I as it was distributed to the Advisory Committee for its review, the minutes of this meeting would include a copy of this map.

[Secretary’s Note: A copy of Map 1 is included in Attachment A to these minutes.]

During Mr. Yunker’s review of the preliminary draft of Chapter I, the following questions and comments were made by Committee members:

1. Mr. Feller asked Mr. Yunker to clarify the meaning of the last complete paragraph on page 4, which discussed interregional travel. Mr. Yunker stated that while the Commission’s regional transportation plan primarily addresses intraregional travel – travel by people and freight where both ends of the trip or travel is within the seven county Region – the plan also addresses the vast majority of interregional travel - travel where one or both ends of the travel or trips are located outside the Region. Specifically, the plan addresses the estimated 90 percent of all interregional travel that is travel over streets and highways, as the plan addresses all travel – intraregional and interregional – on the street and highway system.
2. With respect to the first full paragraph on page 6, which contained the third land use-transportation planning principle, Ms. McCutcheon indicated that she preferred that the word “pleasant” not be used in the first sentence. She also indicated that she believed the word “sustainable” would be appropriate for use in the planning principles. Mr. Yunker responded that the Commission staff would consider the use of the word “pleasant” in this paragraph and report any changes to the text in the minutes of this meeting. Regarding the word “sustainable,” Mr. Yunker stated that the use of that term can be problematic, as the term’s meaning may vary greatly. He indicated that the Commission staff would consider the use of the term during the development of Chapter VII, “Objectives, Principles, and Standards.”

[Secretary’s Note: The third planning principle on page 6 has been revised to read as follows: “Land use and transportation system planning must recognize the existence of a limited natural resource base to which urban and rural development must be properly adjusted to ensure the overall environmental quality of the Region. Land, water, and air

resources are limited and subject to potential misuse through improper land use and transportation system development.”]

Mr. Bruss suggested that the planning principles should address air quality. Mr. Yunker responded that the third principle noted the limited natural resource base, and specifically air resources. He added that the objectives and standards will also address air quality and conformance with the State Implementation Plan for ozone air quality.

3. With respect to the fifth land use-transportation planning principle on page 6, Mr. Grisa suggested that the third sentence of that paragraph be revised to remove the phrase “measure of last resort” regarding the consideration of highway improvements. He stated that the text in the preliminary draft regarding the planning for each element of the transportation system may be taken to mean that highway improvements will not be implemented until after all other elements of the regional transportation plan have been implemented. Mr. Yunker stated that indeed, this text referred to the planning process, where the potential for the transit facilities, bicycle and pedestrian facilities, and transportation systems management measures to address highway traffic volume and congestion is quantitatively tested and determined before considering potential highway improvements. He stated that this statement does not refer to prioritizing or any proposed programming of the elements of the plan. He stated that the text mentioned by Mr. Grisa was not essential to the planning principle, and would be revised along with a similar statement in the second paragraph on page 10.

[Secretary’s Note: The third sentence in the fifth planning principle on page 6 has been revised to read as follows: “Their potential to address highway traffic volume and congestion should be quantitatively tested and determined, and highway improvements should then be considered to address highway traffic and congestion which may not be expected to be alleviated by transit facilities, bicycle and pedestrian facilities, or travel demand and transportation systems management measures.”

The second sentence of the second paragraph on page 10 has been revised to read as follows: “Highway system capacity improvement and expansion is considered to address highway traffic volume and congestion which cannot be expected to be alleviated by public transit, bicycle and pedestrian, and travel demand and transportation systems management measures.”]

4. With respect to the seventh planning principle on page 6, Ms. McCutcheon stated that she preferred that the word “good” not be used in the second and third sentences of this paragraph. She also asked Mr. Yunker to clarify the meaning of promoting “social development” in the fourth sentence of this paragraph. Mr. Yunker stated that the Commission staff would consider revising the second and third sentences of this paragraph and report the revisions in the minutes of this meeting. Regarding the term “social development,” Mr. Yunker indicated that the phrase referred to the quality of life in the Region, and stated that the sentence would be revised and included in the minutes of this meeting.

[Secretary’s Note: The seventh planning principle on pages 6 and 7 has been revised to read as follows: “Transportation system planning must recognize the role of transportation in the achievement of personal and community goals. Access to high-quality transportation supports and promotes the maintenance and expansion of the Region’s economy. Access to high-quality transportation, including a choice of modes, contributes to the Region’s quality of life, reducing the amount of time which must be

expended on transportation in daily life and facilitating the freedom to choose between a variety of places to live, work, shop, and recreate. Transportation plays a key role in making accessible environmentally sound economic, cultural, and educational opportunities; promoting sound economic development; and providing an attractive quality of life.”

5. Ms. McCutcheon stated that she believed the first sentences of each planning principle captured the essence of each principle, and suggested that the first sentences be placed in bold type. Mr. Yunker stated that Chapter I would be revised to reflect Ms. McCutcheon’s suggestion.
6. With respect to Figure 1, Mr. Bruss noted that environmental impacts were displayed as being considered during the test of the transportation plan, near the end of the regional land use-transportation planning process displayed in this figure. He suggested that environmental impacts should also be considered earlier in the planning process. Mr. Yunker responded that environmental impacts are also addressed in the objectives and standards for both the regional land use and transportation system plans, and that natural resources will also be considered during the design of the land use plan.
7. With respect to the first full paragraph on page 8, Ms. McCutcheon noted that while secondary environmental corridors and isolated natural resource areas were mentioned as areas where urban development is discouraged, she believed these areas should be further defined in this section of the chapter. Mr. Yunker stated that additional information regarding secondary environmental corridors and isolated natural resource areas will be added to this section and reported in the minutes of this meeting.

[Secretary’s Note: The first full paragraph on page 8 has been revised to read as follows: “Second, the regional land use plan recommends the protection of all primary environmental corridors of the Region from intrusion by incompatible urban development, and discourages the location of urban development, as well, in the secondary environmental corridors and isolated natural resource areas. The primary environmental corridors encompass only about 17 percent of the total area of the Region and include all the major lakes and streams and most of the associated undeveloped shorelands and floodlands; most of the best remaining woodlands, wetlands, and wildlife habitat areas; areas with rough topography and significant geologic formations; most of the best remaining sites having scenic, historic, and scientific value; the major groundwater recharge and discharge areas; and many existing park sites and most of the best remaining potential park sites. Primary environmental corridors are at least two miles long, 200 feet wide, and 400 acres in size. The regional land use plan also encourages the protection of secondary environmental corridors and isolated natural resource areas, which are identified as concentrations of natural resources which warrant consideration for preservation in county and local planning efforts. Secondary environmental corridors also contain a variety of resource elements, often remnant resources from primary environmental corridors which have been developed for intensive urban or agricultural purposes; they generally connect with primary environmental corridors. Secondary environmental corridors are at least 100 acres in size and one mile long. Isolated natural resource areas are smaller concentrations of natural resource base elements that are separated physically from the environmental corridors by intensive urban or agricultural land uses, and are at least five acres in size.”]

8. With respect to the discussion of organizational structure and public involvement for the study on pages 11 and 12, Mr. Yunker indicated that the first paragraph on page 12 could be revised to better explain the individual and group meetings the Commission staff intends to conduct as part of study public involvement outreach efforts. He indicated that the revised text would be provided in the minutes of this meeting.

[Secretary's Note: The first paragraph on page 12 has been revised to read as follows:
“Also, throughout the study the Commission staff worked with a number of interests through individual and group briefings and meetings providing information about, and obtaining input on, the plans and planning process. The Commission staff met with interests representing minority and low-income populations, freight transportation, business and industry, and public and private transit operators. In particular, these meetings were intended to assist in the identification of transportation problems and needs, the design and evaluation of transportation plan alternatives, and the development of the preliminary and final recommended regional transportation system plans.”]

Mr. Lampark asked how the comments received during the public outreach process would be reported to the Advisory Committee. Yunker responded that all public comments will be published in a record of public comments and provided to the Advisory Committee, and that additionally, a summary of comments would be provided to the Advisory Committee and included in the plan report as well.

Also with respect to the discussion of organizational structure and public involvement for the study on pages 11 and 12, Mr. Mantes noted that while the website for the review and update of the plan was referenced, the website address was not included in the text. He suggested that the website address be included in the third paragraph of page 12. Mr. Yunker indicated that the text would be revised as suggested by Mr. Mantes, and would be reported in the minutes of this meeting.

[Secretary's Note: The third paragraph on page 12 has been revised to read as follows: “The Commission also maintained a website – www.sewrpc.org/regionalplans – which included all materials prepared under the study including summary and background information; the study report as prepared chapter-by-chapter; Advisory Committee meeting agendas, minutes, and presentations; newsletters; and an opportunity to provide comments on the study and alternative transportation plans.”]

Mr. Lampark asked if there were any more comments or questions regarding the preliminary draft of Chapter I, “Introduction,” before entertaining a motion to approve the chapter as amended.

Mr. Bruss asked how the voting of the Advisory Committee would proceed for this and future decisions. He specifically asked how the Committee would proceed if a representative of an agency or unit of government disagreed with the remainder of the Advisory Committee. Mr. Yunker responded that the Commission staff's goal is to attain unanimity on the Advisory Committee; however, this may not always be possible, and a consensus may need to be accepted. He stated that the concerns or position of any committee member should not simply be dismissed, but be discussed, and attempts should be made to address all concerns. Mr. Lampark added that the process of reviewing materials as they are available, and discussing and revising the materials as needed, has proven effective in incorporating the input of numerous interests.

There being no further discussion, a motion to approve the preliminary draft of Chapter I, "Introduction," as amended was made by Mr. Feller, seconded by Ms. Bussler, and carried unanimously by the Committee.

DISCUSSION OF FIRST ISSUE OF SEWRPC NEWSLETTER ENTITLED "REVIEW AND UPDATE OF REGIONAL LAND USE AND TRANSPORTATION SYSTEM PLANS FOR SOUTHEASTERN WISCONSIN"

Mr. Lampark asked Mr. Yunker to discuss the [first issue of the SEWRPC newsletter](#) entitled "*Review and Update of Regional Land Use and Transportation System Plans for Southeastern Wisconsin.*"

Mr. Yunker stated that the first issue of the newsletter – a total of four issues are planned – contains information from Chapter I reviewed earlier at this meeting and some information that will appear in Chapter II of the plan report regarding the current adopted transportation system plan. He stated that the series of newsletters will address not only the review and update of the regional transportation system plan, but also the development of new population and economic forecasts and the review and update of the regional land use plan.

Mr. Yunker stated that due to the need to proceed with the planning process and to announce the first series of public meeting to be held throughout the Region in August 2004, the newsletters would be distributed the following day, on July 29, 2004. Mr. Lampark asked how the newsletter would be distributed. Mr. Yunker stated the newsletter would be distributed to a mailing list of over 2,000 individuals and organizations maintained by the Commission. That list includes all local elected officials and individuals and groups that had previously expressed interest in receiving such materials. While that mailing list already includes a variety of groups and interests, additional newsletters would be mailed to business groups, environmental advocacy groups, and groups that represent minority and low-income communities that were not already on the Commission's existing mailing list. Mr. Yunker stated that as the review and update of the plan progresses, additional interested individuals and groups will be added to list of those receiving the newsletter. He added that the newsletter would also be available on the website.

Mr. McComb suggested that for future issues of the newsletter, a note be added in Spanish indicating where information may be obtained in Spanish. Mr. Yunker indicated that future issues of the newsletter would include a notice as suggested by Mr. McComb, and noted that the Commission staff would be preparing a summary brochure prior to the first series of public meetings in August 2004 that would be printed in both English and Spanish.

REVIEW OF DRAFT SEWRPC STAFF MEMORANDUM ENTITLED "PUBLIC INVOLVEMENT PROCESS FOR TRANSPORTATION PLANNING CONDUCTED BY THE SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION"

Mr. Lampark asked Mr. Yunker to review the [draft document for public involvement](#) in regional transportation planning.

Mr. Yunker indicated that this document represented an update to the Commission transportation planning public involvement process document, and that this document reflected the current practice of the Commission which has evolved since the previous documentation regarding transportation public involvement was prepared.

Following Mr. Yunker's review of the public involvement process document, Mr. Lampark noted that the draft public involvement process document included discussion of public information meetings such as

those to be conducted in August 2004 for the review and update of the regional land use and transportation system plans. He asked what information would be presented at the first series of public meetings, and why a series was scheduled this early in the planning process. Mr. Yunker responded that the information presented will be similar to that which was included in the first issue of the newsletter reviewed at this meeting – including information about the schedule, draft population and economic forecasts, planning principles, and the current adopted regional land use and transportation system plans. He stated that the first series had been scheduled early in this planning process to allow for interested persons to submit comments and ask questions about land use and transportation system needs and problems, current land use and transportation system plans, and land use and transportation system alternatives. He noted that two additional series of public meetings will be scheduled during the review and update of the plan: the second series will include information about regional land use plan concepts and recommendations, transportation system trends, and potential transportation system plan alternatives; and the third series will include the evaluation of alternative transportation plans and preliminary transportation plan recommendations.

Mr. Yunker pointed out that this first series of public informational meetings in August 2004 will also allow for comments to be made, and questions to be raised, regarding the draft public involvement process for transportation planning. He stated that after a formal comment period, which will end on September 20, 2004, Commission staff would prepare a record of public comments, consider the comments made, and prepare a final public involvement process for regional transportation planning.

Mr. Yunker noted that on July 29, 2004, the day after this meeting, a website with comprehensive information about the review and update of the regional land use and transportation plans would be available. He indicated that the website would include summary information, contact information, and opportunity to submit comments, newsletters and brochures, notices of meetings, and Advisory Committee agendas, minutes, and materials as they become available. Mr. Lampark asked when minutes of Advisory Committee meetings would be published—when they are distributed to Advisory Committee members for review, or after Advisory Committee approval. Mr. Yunker responded that minutes of Advisory Committee meetings would not be posted on the website until approved by the Committee.

There being no further discussion, a motion to approve the draft SEWRPC staff memorandum entitled “*Public Involvement Process for Transportation Planning Conducted by the Southeastern Wisconsin Regional Planning Commission*” pending the completion of the public comment period on September 20, 2004, was made by Mr. Lemens, seconded by Mr. Mantes, and carried unanimously by the Committee.

DETERMINATION OF NEXT MEETING DATE AND LOCATION

The next meeting of the Advisory Committee was scheduled for Wednesday, September 8, 2004, at 1:00 p.m. at the Commission offices. Mr. Yunker stated that Commission staff would prepare a proposed schedule of meetings through early 2006 for Committee review at its next meeting.

ADJOURNMENT

The first meeting of the Advisory Committee on Regional Transportation Planning was adjourned at 3:15 p.m. on a motion by Mr. Feller, seconded by Mr. Lemens, and carried unanimously by the Committee.

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Signed

Kenneth R. Yunker
Recording Secretary

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THE SOUTHEASTERN WISCONSIN REGION

